

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, May 22, 2014

Zia Room – Library

4:00 p.m.

AGENDA

- | | |
|---|------------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of April 17, 2014 | Guy Kesner |
| 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. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of NMJC Five Year Capital Plan | Dan Hardin |
| 7. Consideration of Modified Summer Work Schedule | Steve McCleery |
| 8. Consideration of Master Landscaping Plan | Steve McCleery |
| 9. Purchase of Freightliner for Training and Outreach | Regina Choate |
| 10. Equipment Purchase for TAACCCT Grant Program of Training | McCool/Sanderson |
| 11. Personnel Consideration – Director of TAACCCT Grant Program | McCool/Sanderson |
| 12. Personnel Consideration – Assistant Director of Financial Aid | Phillip Roybal |
| 13. Retirement Resolutions | Steve McCleery |
| F. Public Comments | Guy Kesner |
| G. Announcement of Next Meeting | Guy Kesner |
| H. Closure of Open Meeting | Guy Kesner |
| I. Adjournment | Guy Kesner |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

APRIL 17, 2014

MINUTES

The New Mexico Junior College Board met on Thursday, April 17, 2014, 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. Travis Glenn; Mrs. Mary Lou Vinson; Mr. Ron Black; Mr. Zeak Williams; and Mr. Hector Baeza.

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

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

Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the minutes of March 26, 2014.

Under President's Report, Dr. McCleery reminded the Board of the upcoming end of semester events, as well as the October, 2015 HLC visit.

Under New Business, Dan Hardin presented the March financial reports and with a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for March, 2014.

Dr. McCleery presented the 2014/2015 budget for Board consideration. After some discussion, Mr. Black made a motion to approve the budget. Mrs. Vinson seconded the motion and the Board unanimously approved the 2014/2015 budget, as presented.

Charley Carroll presented a request to cancel the purchase orders to Service Electric for \$1,413,503.77 and approve the proposal to Facility Build in the amount of \$1,553,875.86 for the infrastructure renewal and upgrade project. Upon a

motion by Mr. Williams, seconded by Mrs. Vinson, the Board unanimously approved the request.

Phillip Roybal recommended Mr. Jeremy Capo for the Director of Athletics position at an annual salary of \$77,000. Upon a motion by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved the employment of Mr. Capo, effective May 21, 2014.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, May 22, 2014, beginning at 4:00 p.m.

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 New Mexico Statutes Annotated 1978. Mrs. Vinson seconded the motion. The roll call vote was as follows: Mr. Glenn – yes; Mrs. Vinson – yes; Ms. Chappelle – yes; Mr. Black – yes; Mr. Williams – yes; Mr. Baeza – yes; and Mr. Kesner – 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 Mr. Glenn, seconded by Mr. Baeza, the board meeting adjourned at 5:40 p.m.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
April 2014

83% of Year Completed

Fund	2012-13			2013-14			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	8,638,205	7,139,323	83%	9,106,822	1,140,501	7,949,898	87%
Academic Support	2,247,244	1,736,231	77%	2,259,588	169,908	1,834,778	81%
Student Services	1,704,267	1,392,442	82%	1,823,694	137,102	1,418,432	78%
Institutional Support	3,137,158	2,814,810	90%	3,337,419	345,247	3,422,569	103%
Operation & Maintenance of Plant	3,232,175	2,794,534	86%	3,288,327	276,410	2,984,090	91%
Subtotal - Instruction & General	18,959,049	15,877,340	84%	19,815,850	2,069,168	17,609,767	89%
Student Activities	0	0	0%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	81,772	124,715	153%	84,909	(48,233)	207,849	245%
Student Aid	543,551	707,038	130%	568,551	48,364	803,059	141%
Auxiliary Enterprises	1,780,078	1,752,857	98%	1,799,060	127,945	1,993,632	111%
Athletics	1,150,211	1,062,123	92%	1,019,727	68,111	1,166,262	114%
Total Current Unrestricted Fund	22,514,661	19,524,073	87%	23,288,097	2,265,355	21,780,569	94%
CURRENT RESTRICTED FUND							
Grants	1,280,443	766,657	60%	1,179,460	74,987	716,708	61%
Student Aid	5,033,468	3,947,778	78%	5,033,468	23,912	4,393,223	87%
Total Current Restricted Fund	6,313,911	4,714,435	75%	6,212,928	98,899	5,109,931	82%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	10,186,567	4,251,833	42%	14,435,571	70,054	5,998,855	42%
Projects from State GOB Funds	3,300,000	57,800	2%	3,324,582	246,986	2,962,343	89%
Projects from State STB Funds	521,652	34,652	7%	1,487,000	91,320	1,189,301	80%
Projects from General Fund	289,596	27,570	10%	416,293	1,204	34,589	8%
Projects from Private Funds	27,485	22,837	83%	0	0	0	0%
Projects from State ER&R	568,173	212,852	37%	671,725	34,601	492,036	73%
Projects from State BR&R	1,047,058	778,583	74%	1,003,998	0	739,580	74%
Subtotal - Capital and BR&R	15,940,531	5,386,127	34%	21,339,169	444,165	11,416,704	54%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	15,940,531	5,386,127	34%	21,339,169	444,165	11,416,704	54%
GRAND TOTAL EXPENDITURES	44,769,103	29,624,635	66%	50,840,194	2,808,419	38,307,204	75%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
April 2014

83% of Year Completed

Fund	2012-13			2013-14			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,684,200	3,651,354	99%	3,684,200	44,201	3,815,057	104%
State Appropriations	5,888,800	5,007,833	85%	5,933,300	490,950	5,086,065	86%
Advalorem Taxes - Oil and Gas	6,100,000	8,367,538	137%	6,455,000	1,027,338	10,841,018	168%
Advalorem Taxes - Property	5,255,000	3,963,305	75%	5,455,000	0	4,520,673	83%
Interest Income	5,000	1,606	32%	5,000	202	1,626	33%
Other Revenues	292,526	283,183	97%	356,361	28,248	231,241	65%
Subtotal - Instruction & General	21,225,526	21,274,819	100%	21,888,861	1,590,939	24,495,680	112%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	14,586	61%	24,000	0	11,565	48%
Auxiliary Enterprises	2,198,000	2,190,903	100%	2,213,000	18,431	2,130,978	96%
Athletics	326,200	273,594	84%	330,900	27,425	277,391	84%
Total Current Unrestricted	23,773,726	23,753,902	100%	24,456,761	1,636,795	26,915,614	110%
CURRENT RESTRICTED FUND							
Grants	1,290,682	980,819	76%	1,179,460	11,519	809,374	69%
Student Aid	5,033,468	3,820,726	76%	5,033,468	16,172	4,079,101	81%
Total Current Restricted	6,324,150	4,801,545	76%	6,212,928	27,691	4,888,475	79%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,300,000	0	0%	3,300,000	0	0	0%
Projects from State STB Funds	521,652	34,652	7%	1,487,000	0	466,116	31%
Projects from General Fund	285,495	0	0%	0	0	0	0%
Projects from Private Funds	6,126	3,750	61%	0	0	0	0%
Interest Income (LGIP)	30,000	14,896	50%	30,000	1,246	11,108	37%
Total Plant Funds	4,143,273	53,298	1%	4,817,000	1,246	477,224	10%
GRAND TOTAL REVENUES	34,241,149	28,608,745	84%	35,486,689	1,665,732	32,281,313	91%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

April 2014

83% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2013-14 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$78.08	3,279,028	\$4.85	14,257,158	876,131	400,000	476,131
Actual	August	\$101.07	3,476,512	\$5.42	14,665,344	954,096	400,000	554,096
Actual	September	\$98.84	3,762,573	\$5.45	14,007,090	1,125,403	400,000	725,403
Actual	October	\$95.40	3,762,573	\$5.33	14,009,326	1,088,774	400,000	688,774
Actual	November	\$85.92	3,557,485	\$5.01	11,154,125	1,116,908	400,000	716,908
Actual	December	\$90.13	3,923,578	\$5.26	14,457,089	975,616	400,000	575,616
Actual	January	\$86.42	4,119,290	\$5.78	14,875,094	1,077,205	400,000	677,205
Actual	February					1,007,147	400,000	607,147
Accrual	March					400,000	400,000	0
Accrual	April					400,000	400,000	0
Accrual	May						400,000	(400,000)
Accrual	June						400,000	(400,000)
Y.T.D. Production Tax Revenue						9,021,280	4,800,000	(4,221,280)
Y.T.D. Equipment Tax Revenue						1,819,738	1,655,000	(164,738)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>10,841,018</u>	<u>6,455,000</u>	<u>(4,386,018)</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

April 2014

83% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,589,592	7102-1348	0.104%	1,246
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>9,589,592</u>			<u>1,246</u>

Capital Projects	4/30/2014
Vehicles	13,589.92
Technology Upgrade	15,813.64
JASI	53,998.94
WHM South Gallery	266,243.43
Baseball Field	30,162.95
Rodeo Arena	10,906.00
Original Entrance Landscaping	0.00
Luminis Software	2,993.00
Campus Signage	2,801.67
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	904.27
Campus Construction	5,560.98
Maintenance Equipment	3,452.01
Public Sector	1,826.53
Campus Security	3,831.65
Track/Arena Area Enhancement	15,294.58
Lumens Software-Distance Learnng	5,000.00
Non-Recurring Compensation	552,169.10
Athletics	1,543.04
Student Life Programming	16,222.61
Warehouse/Cont Ed Remodel	1,640.92
Succession Plan	108,152.25
Energy Technology Equipment	548,390.00
WHM Exhibits	87,848.78
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	6,345.00
Track Upgrades	0.00
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	500,000.00
Cosmetology Remodel	400,000.00
Equine Program	28,160.75
Entertainment Technology	300,215.30
Channel 19 Upgrade	25,000.00
FERPA & Title IX	18,229.50
Professional Development HS	14,036.29
Equestrian Center	3,000,000.00
Infrastructure Upgrade	1,473,937.50
Workforce Training Contingency	6,101.19
Total	9,247,754.06

NOTE: Capital projects total does not include encumbered funds

New Mexico Junior College

Statement of Net Assets (Unaudited and Unadjusted) As of (3 31 2014)

Assets	
Current Assets:	
Cash and Cash Equivalents	\$ 4,776,875
Short-Term Investments	9,589,592
Accounts Receivable, net	1,055,122
Inventories	621,665
Prepaid Expenses	36,155
Loans Receivable, net	-
Total Current Assets	<u>\$ 16,079,409</u>
Non-Current Assets	
Restricted Cash and Cash Equivalents	\$ 740,395
Restricted Short Term Investments	-
Investments Held by Others	-
Other Long-Term Investments	-
Prepaid Expenses	-
Capital Assets, net	67,158,084
Total Non-Current Assets	<u>67,898,479</u>
Total Assets	<u>\$ 83,977,888</u>
Liabilities	
Current Liabilities	
Accounts Payable	\$ 420,943
Other Accrued Liabilities	551,516
Deposits Held for Others	283,202
LT Liabilities - Interest Payable	26,765
Deferred Income	-
Other Payables	585,226
LT Liabilities - Current Portion	219,588
Total Current Liabilities	<u>\$ 2,087,240</u>
Non-Current Liabilities	
Other LT Liabilities	1,066,050
Total Non-Current Liabilities	<u>1,066,050</u>
Total Liabilities	<u>\$ 3,153,290</u>
Net Assets	
Invested in Capital Assets, net of Related Debt	<u>\$ 65,872,446</u>
Restricted for:	
Non-Expendable:	
Endowments	
Expendable:	
General Activities	
Federal Student Loans	
Term Endowments	
Capital Projects	
Expendable future debt service requirements	740,395
Unrestricted	<u>14,211,757</u>
Total Net Assets	<u>80,824,598</u>
Total Liabilities & Net Assets	83,977,888

New Mexico Junior College

Comparison of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2013 and 2014

Operating Funds	FY 2013 Actuals as of March 31, 2013	FY 2014 Actuals as of March 31, 2014	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 3,573,846	\$ 3,770,856	5.5%
State Appropriations	4,763,580	4,845,081	1.7%
Local Appropriations	11,528,348	14,334,353	24.3%
Gifts, Grants & Contracts	-	-	
Sales & Services	2,158,784	2,112,547	-2.1%
Other	246,475	215,982	-12.4%
Total Revenue	\$ 22,271,033	\$ 25,278,819	13.5%
Beginning Fund Balance	\$ 2,918,042	\$ 1,244,263	
Total Available	25,189,075	26,523,082	
EXPENDITURES			
Instruction & General	14,145,359	15,540,599	9.9%
Internal Services	127,421	256,082	101.0%
Student Aid	666,254	754,695	13.3%
Auxiliary Enterprises	1,764,490	1,865,687	5.7%
Intercollegiate Athletics	949,265	1,098,151	15.7%
Total Expenditures	\$ 17,652,789	\$ 19,515,214	10.6%
Net Transfers	(\$4,061,681)	(\$1,206,001)	
TOTAL EXPENDITURES & TRANSFERS	\$ 13,591,108	\$ 18,309,213	34.7%
Increase (Decrease) in Fund Balance	\$ 8,679,925	\$ 6,969,606	
ENDING FUND BALANCE		\$11,597,967	\$8,213,869
Plant Funds	FY 2013 Actuals as of March 31, 2013	FY 2014 Actuals as of March 31, 2014	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Interest Income	13,593	9,862	
Private Funds	3,750		
State Appropriation STB	34,652	466,116	
Transfers Debt Service	359,045		
Total Revenues	\$ 411,040	\$ 475,978	
EXPENDITURES			
Capital Projects	3,876,459	5,928,801	52.9%
BR&R & ER&R	991,707	1,210,044	
Gifts, Grants and Contracts	24,955	-	
State Appropriations	118,536	3,846,643	
Debt Retirement	212,850		
Total Expenditures	\$ 5,224,507	\$ 10,985,488	110.3%
Increase (Decrease) in Fund Balance	\$ (4,813,467)	\$ (10,509,510)	

Some revenues are reported on a seasonal basis or by semester and therefore may affect the Increase/(Decrease) to Fund Balance

New Mexico Junior College

Summary of Operating and Plant Funds (Unadjusted and Unaudited) FY 2014

Operating Funds	FY 2014		Percentage Earned/Spent
	Original Budget	Actuals as of March 31, 2014	
REVENUES			
Tuition & Misc Fees	\$ 3,684,200	\$ 3,770,856	102.35%
State Appropriations	6,264,200	4,845,081	77.35%
Local Appropriations	11,910,000	14,334,353	120.36%
Sales & Services	2,213,000	2,112,547	95.46%
Other	385,361	215,982	56.05%
Total Revenue	\$24,456,761	\$25,278,819	103.36%
BEGINNING BALANCE	\$1,244,263	\$1,244,263	
EXPENDITURES			
Instruction & General	\$ 19,815,850	15,540,599	78.43%
Internal Services	84,909	256,082	301.60%
Student Aid	568,551	754,695	132.74%
Auxiliary Enterprises	1,799,060	1,865,687	103.70%
Intercollegiate Athletics	1,019,727	1,098,151	107.69%
Total Expenditures	\$ 23,288,097	19,515,214	83.80%
Net Transfers	\$1,206,001	\$1,206,001	
TOTAL EXPENDITURES & TRANSFERS	\$24,494,098	\$20,721,215	84.60%
Increase (Decrease) in Fund Balance	(\$37,337)	\$4,557,604	

Plant Funds	FY 2014		Percentage Earned/Spent
	Original Budget	Actuals as of March 31, 2014	
REVENUES AND TRANSFERS			
Interest Income	30,000	9,862	32.87%
State Appropriation	457,000	466,116	101.99%
BR&R/ER&R Transfer	930,001	930,001	
Debt Service Transfer	276,000	276,000	
Capital Projects Transfer	-	-	
Total Revenues	\$ 1,693,001	\$ 1,681,979	
BEGINNING BALANCE	\$ 9,159,432	\$ 9,159,432	
EXPENDITURES			
Capital Projects	7,014,013	5,928,801	84.53%
BR&R & ER&R	930,001	1,210,044	130.11%
State Appropriations		3,846,643	
Debt Retirement	276,000		
Total Expenditures	\$ 8,220,014	\$ 10,985,488	133.64%
Net Transfers	\$ 1,206,001	\$ 1,206,001	
Increase (Decrease) in Fund Balance	3,838,420	1,061,924	

New Mexico Junior College

Cash Flow Statement (Unaudited and Unadjusted) As of 3 31 2014

Cash Flows from Operating Activities		
Receipts from student tuition and fees	\$	3,770,856
Receipts from grants and contracts		4,860,784
Other receipts		
Payments to or on behalf of employees		(12,790,741)
Payment to suppliers for goods and services		(6,314,673)
Receipts from Sales and Services		2,101,725
Disbursement of net aid to students		(2,739,788)
Other Operating Revenue		215,982
Net cash (used) by operating activities	\$	<u>(10,895,855)</u>
Cash Flows from Non-Captial Financing Activities		
State Appropriations	\$	4,845,081
Mill Levy Taxes	\$	13,534,353
Other Non-operating Expense		
Net Cash provided (used) for non-capital financing activities	\$	<u>18,379,434</u>
Cash Flows from Capital and Related Financing Activities		
Proceeds from Capital Debt		-
Capital Gifts, Grants and contracts		
Purchase/Construction/Renovation of Capital Assets		(6,900,125)
Principal Received/Paid on Capital Debt and Leases		(464,691)
Interest and Fees Paid on Capital Debt and Leases		(38,742)
Net Cash provided (used) for capital financing activities	\$	<u>(7,403,558)</u>
Cash Flows from Investing Activities		
Investment Earnings	\$	9,862
Net Cash provided by Investing Activities	\$	<u>9,862</u>
Increase (Decrease) in Cash and Cash Equivalents	\$	89,883
Cash and Cash Equivalents- beginning of year		15,016,979
Cash and Cash Equivalents- end of reporting period	\$	15,106,862

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575)492-2770
Fax: (575)492-2768

To: NMJC Board Members
From: Dan Hardin
RE: NMJC Five Year Capital Plan
Date: May 14, 2014

Board members,

Each year, the New Mexico Higher Education Department calls for Colleges and Universities, to submit their five year capital plan. Attached for your approval is the updated five year capital plan to be submitted to the HED by the end of June. As you can see the Multi-Generational facility is still the number one priority and the Allied Health Building is the number two project. We are asking for your approval of the NMJC Five Year Capital Plan.

In July, we will be requesting your approval to submit two projects for the HED to consider for placement on the GOB funding list. We are waiting to see if the forms will be changed before we make a request to the Board.

Respectfully,

Dan Hardin

Memo

DATE: May 12, 2014
TO: New Mexico Junior College Board Members
FROM: Steve McCleery
SUBJECT: Modified Summer Work Week

Several NMJC Departments and NMJC Employees have asked about working a 4-day 40 hour work week during the summer months. To ensure a Monday through Friday work week is covered, some employees would work Monday through Thursday, 10 hours per day and other employees would work Tuesday through Friday, 10 hours per day. The modified summer schedule must be approved by the appropriate Vice President or President and monitored by each supervisor. Individual departments would determine if this type schedule meets the need of the students, the department, and the college. The supervising Vice President or President would maintain final departmental approval.

If you approve, the modified schedule would begin June 1, 2014 and end July 31, 2014. Your approval of this recommendation allows Vice Presidents and their departments the choice of trying a modified summer work schedule or keeping the current 5 - day work schedule.

Thank you for your consideration.

Memo

DATE: May 13, 2014
TO: New Mexico Junior College Board Members
FROM: Steve McCleery
SUBJECT: New Mexico Junior College Master Landscaping Plan

At the April Board meeting you received a copy of the New Mexico Junior College Master Landscaping Plan, and David Hooten and Charley Carroll provided you with an overview of the document. I am recommending you approve the Master Landscaping Plan. If approved and over the course of the next 3-5 years, the NMJC staff will work toward the completion of the plan.

Thank you for your consideration.



New Mexico Junior College

**Landscape Architecture
Master Plan**

January 2014





Letter from the President

Steve McCleery, Ed.D.

President of New Mexico Junior College



January 2014

New Mexico Junior College (NMJC) was founded under the State of New Mexico 1965 Junior College enabling legislation. From the inception of the college, the NMJC Board has always insisted on clear, deliberate planning processes that lead to excellence not only in education but in the management of our public facilities and properties. The NMJC Landscape Architecture Master Plan is an example of such a planning process, and this document provides a vision and will serve as a valuable tool to script and plan for the current and future landscaping needs of the college.

When approved by the New Mexico Junior College Board, the Landscape Architecture Master Plan will be the guide for aligning resources and activities to bring the campus landscape to life. As with all NMJC planning efforts, I along with all members of our campus family are committed to the success of the plan. We look forward to participating in the work and watching the Landscape Architecture Master Plan become reality.

Sincerely,

A handwritten signature in black ink that reads "Steve McCleery".

Steve McCleery, Ed.D.
President

TABLE OF CONTENTS

i	Acknowledgements
1	Background
5	Landscape Architecture Principles, Goals, and Strategies
	Cultivate and Create a Strong Community
	Establish Connectivity
	Foster Resilience
15	Campus Enhancements
I	Appendix A: Illustrative NMJC Campus Landscape Plan
IV	Appendix B: Recommended Plant List for NMJC
IX	Appendix C: Preliminary Water Use Projections
X	Appendix D: Estimate of Unit Costs for Landscape Improvements

“New Mexico Junior College, as a comprehensive community college, promotes success through learning.”

-New Mexico Junior College Mission Statement, 2013

New Mexico Junior College’s mission will be achieved by building a culture that values and promotes excellence, effectiveness, responsiveness, access and community involvement.

-New Mexico Junior College Vision Statement, 2013

Acknowledgements

New Mexico Junior College

Dr. Steve McCleery, President
Dr. Charley Carroll, Director of Physical Plant
David Hooten, Grounds Supervisor

Consulting Team

Dekker/Perich/Sabatini, Albuquerque, New Mexico

Mimi Burns, Principal, Landscape Architect
Noah Shumate, Planner
Matthew McKim, Principal
Lana Idriss, Landscape Designer

Irrigation Services, Belen, New Mexico

Jeff Good, Irrigation Consultant



Mosaic on Watson Hall, NMJC Campus.

Background

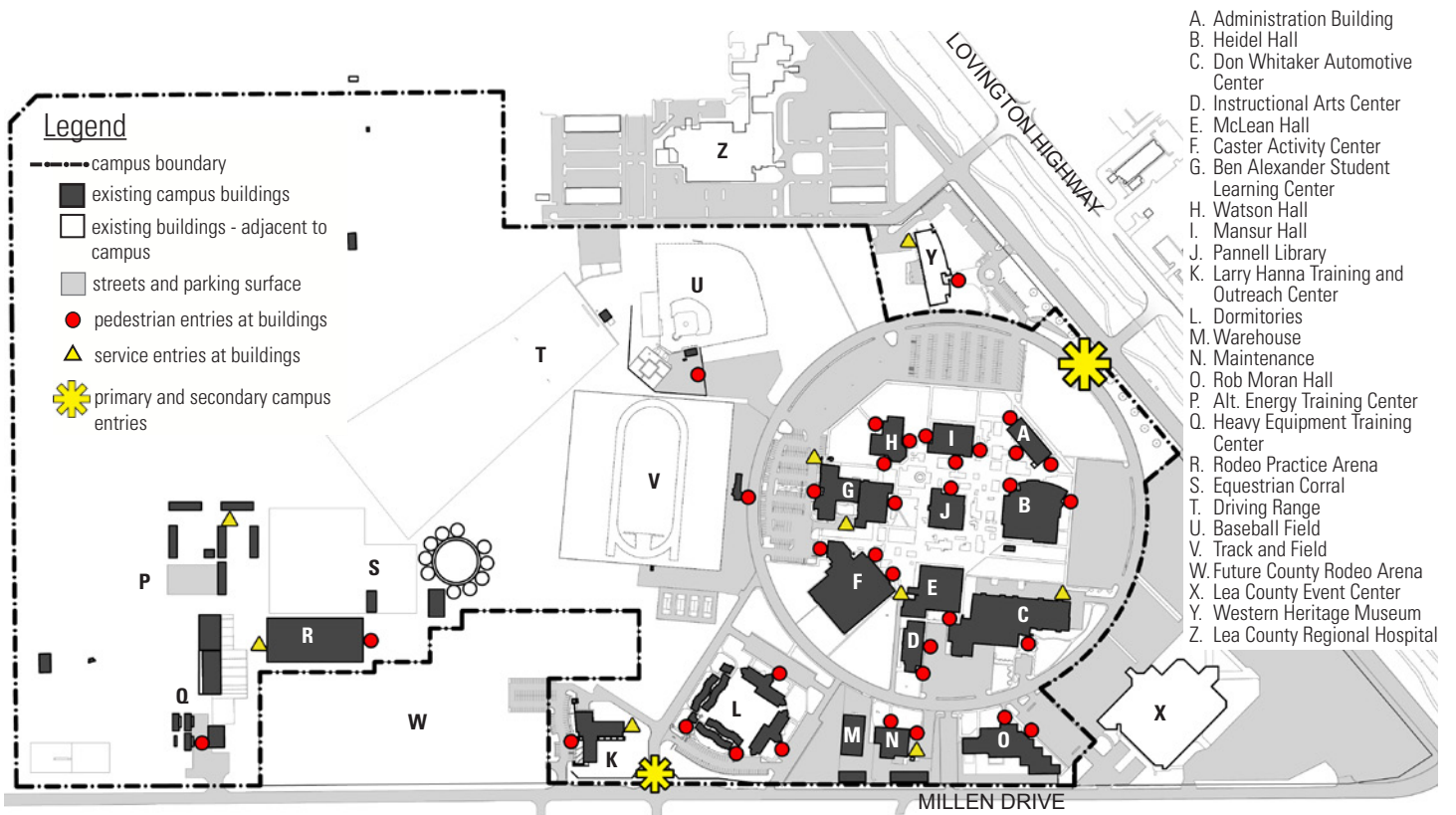
Since classes first began in 1966, New Mexico Junior College (NMJC) has seen continued growth and change. This has led to campus development across more than 200 acres to meet ever-changing needs and expectations related to education, technology, and student life. Enrollment for the College began at just over 1,000 students in the late 1960s and has grown to over 3,000 today. NMJC takes pride in being a comprehensive community college that is able to quickly serve the educational and training needs of the region. In order to do this, NMJC has had to be creative in maintaining and retrofitting campus facilities to accommodate new programs, students, faculty, and staff.

In 2005, NMJC completed a Campus Master Plan which identified the need for a Landscape Master Plan to identify and address general design guidelines and concepts for the campus. Topics to be addressed included:

- The use of xeric landscape practices and native/regionally appropriate plants in future designs
- The conservation of water to the greatest extent possible
- The preservation of “special places” that exist and the creation of new special spaces where feasible
- The need for shade throughout the campus
- The transition from the “green oasis” inside the circle to the “desert” across the western half of the campus

In September 2013, NMJC engaged Dekker/Perich/Sabatini (D/P/S) to assist NMJC staff with creation of the Landscape Architecture Master Plan. This document expands upon the themes identified in the 2005 Campus Master Plan. Campus landscape architecture is known to influence the perception of the institution, impact applications and registrations, and have a profound effect on the campus experience for visitors, students, faculty, and staff. NMJC understands the potential for the campus landscape to support the institutional culture of excellence.

This master plan illustrates NMJC’s commitment to providing a healthy, sustainable, and engaging campus environment by identifying institutional goals and strategies for campus landscape planning, design, and management that will help NMJC fulfill its mission as a “comprehensive community college that promotes success through learning.”



- A. Administration Building
- B. Heidel Hall
- C. Don Whitaker Automotive Center
- D. Instructional Arts Center
- E. McLean Hall
- F. Caster Activity Center
- G. Ben Alexander Student Learning Center
- H. Watson Hall
- I. Mansur Hall
- J. Pannell Library
- K. Larry Hanna Training and Outreach Center
- L. Dormitories
- M. Warehouse
- N. Maintenance
- O. Rob Moran Hall
- P. Alt. Energy Training Center
- Q. Heavy Equipment Training Center
- R. Rodeo Practice Arena
- S. Equestrian Corral
- T. Driving Range
- U. Baseball Field
- V. Track and Field
- W. Future County Rodeo Arena
- X. Lea County Event Center
- Y. Western Heritage Museum
- Z. Lea County Regional Hospital

EXHIBIT A: Existing Campus Map and Entries

EXISTING CONDITIONS

This master plan presents campus landscape planning principles, goals, and strategies that will guide future decision-making. As part of this process, the team researched existing site, landscape, and irrigation systems to understand the past and current state of the campus grounds. The background for understanding the campus history and existing conditions - as well as ideas for guiding future campus landscape development - evolved from discussions with NMJC leadership and staff.

Site and Landscape

The campus landscape has been attentively maintained for decades. The campus, including both grounds and buildings, is immaculate. The overwhelming impression of the campus is of a well-manicured and clean campus environment. It is comprised mainly of lawns and trees alternating with surface parking lots, large expanses of artificial turf covering the ground at primary entrances and other areas, mixed areas of landscape with trees and shrubs, and/or varieties of groundcover types (see Exhibit A on p. 2, and Exhibit B on p. 4).

This impression of the campus may result from the sequence of entry, which is primarily through paved spaces. Visitors drive through campus on NMJC Circle Drive - a wide road that encircles the central campus, and then into large surface parking lots. Visitors walk through the parking lots past the backs of buildings to the interior of the original campus where the majority of building entrances are located. Once within the campus interior, visitors are in a pedestrian-oriented environment with plazas, walkways, and landscaped areas.

The primary focus of campus groundskeeping has been maintenance: keeping turf areas looking green and manicured, repairing irrigation, and removing old and dying plant material. This is especially true in the older area of campus. Dead trees have been removed but not replaced due to the difficulties of planting in the thick, hard caliche soil layer that is present on campus. There is a notable absence of understory or groundcover plantings. There is also a relative absence of site furnishings, including benches, tables, chairs, and litter receptacles. Where these amenities are present, they are in a variety of older styles and models that have been collected and maintained over time. The campus does have quite a few seatwalls, and these are generally in good condition and provide opportunities for the campus community to sit, relax, or study outside.

Irrigation

The irrigation system at NMJC was developed incrementally. It has served NMJC well but is now starting to show the vulnerability of quick decline. An enormous amount of effort and care have gone into keeping the system operational, but there is ample evidence that significant system-wide irrigation improvements will be necessary in order to further accomplish the water savings and sustainability that will help NMJC in their conservation efforts.

The presence of caliche makes irrigation system repairs and new irrigation system construction exceptionally difficult and expensive. According to NMJC staff, the caliche layer under the campus is some of the hardest known in the county. Efforts to maintain and repair the aging irrigation system have increased annually. Proper repairs for the underground irrigation system have become prohibitively expensive.

Research into the condition of the existing irrigation system suggests several things:

- It is comprised of many independent systems with separate taps, water sources, and battery operated zones (see Exhibit C, p. 4).
- It was built incrementally.
- It has been repaired by a variety of people over time and repairs have been expensive.
- As-built drawings and institutional knowledge of the various systems is limited.
- Renovation or retrofits might not be feasible in some areas since they will not meet institutional expectations for water conservation and sustainability.



Contrasting landscapes at NMJC: Original turf and concrete paving (above) and artificial turf with drainage swales (below).

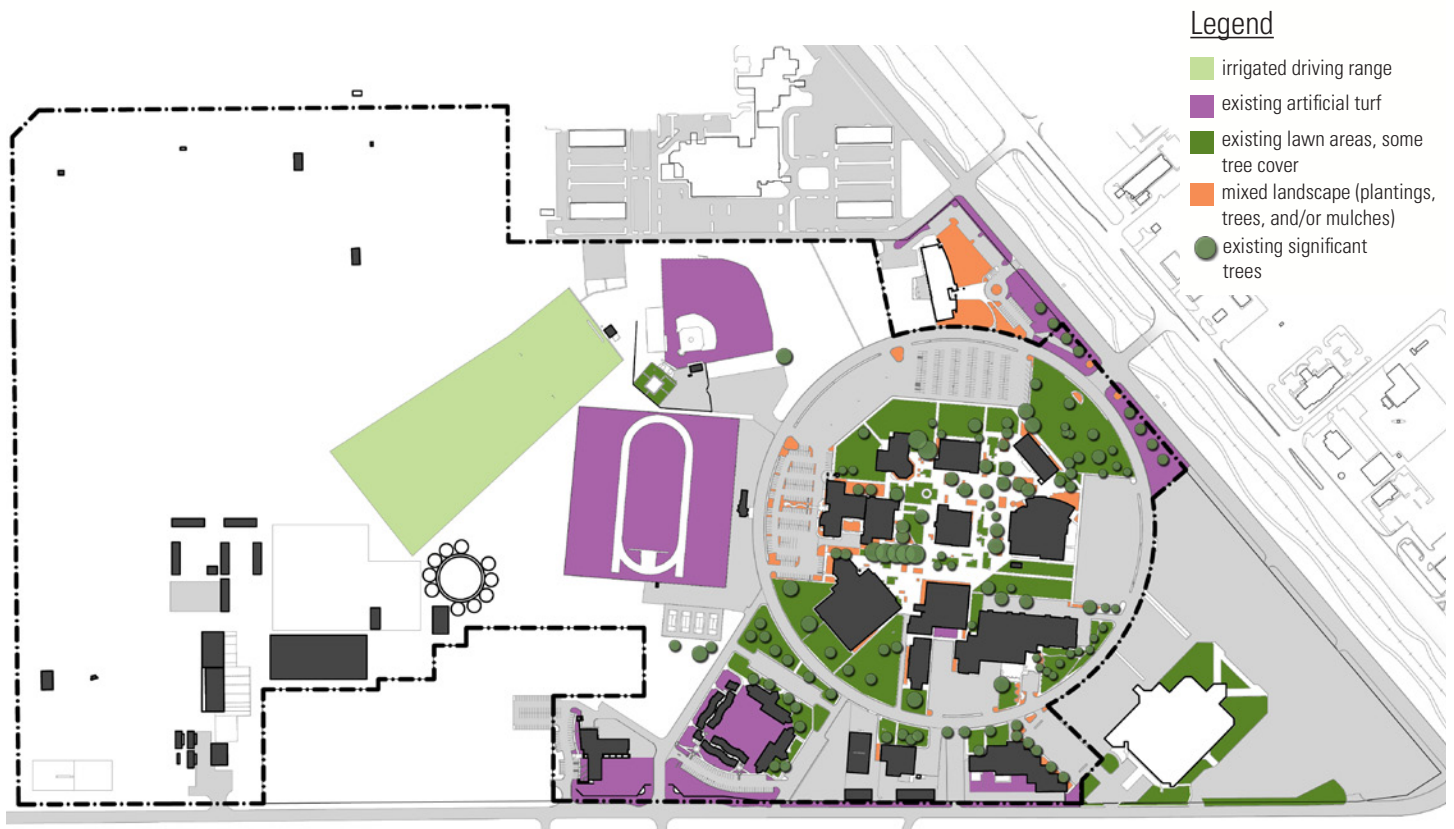


EXHIBIT B: Existing Landscape Typologies



EXHIBIT C: Existing Irrigation - Types and Water Sources



Administration Building, NMJC Campus.

Landscape Architecture Principles, Goals, and Strategies

Successful campus landscape architecture supports institutional missions. It is a functional, creative, and artistic blend of planning, design, and management that creates exceptional outdoor spaces for personal growth, life-long learning, and teaching. Campus landscape architecture also provides an opportunity to connect people with the natural environment – a beneficial aspect of institutional landscapes that has been shown to improve tests scores for students and improve the sense of well being for people of all ages and abilities.

Successful campuses evolve in a planned manner with established priorities and guiding principles that are aligned with the ideals and values of the institution. Strong campus landscape plans often share several characteristics: a unifying plan or idea, expressed by landscapes and open spaces, which are then defined by buildings¹. The NMJC Landscape Architecture Master Plan builds upon these concepts and establishes three main ideas in the form of guiding principles: cultivate and create a strong community, establish connectivity, and foster resilience. Goals and strategies associated with each principle are intended to provide guidance for future decision-making related to campus expansion, design, renovations, operations, and maintenance.

PRINCIPLE #1: CULTIVATE AND CREATE A STRONG CAMPUS COMMUNITY

The look and feel of a college campus is highly influential in determining the campus experience and is also an important factor in college selection. From the first visit to the website or the campus, potential students will begin to build an impression of NMJC. Studies indicate that in under 10 seconds, many first time visitors will make judgements regarding a college's suitability based solely on campus appearance. Thus, the Landscape Architecture Master Plan should address a sequence of experiences at entrances, internal roads, perimeter parking areas, the internal plazas, and garden spaces located throughout the campus. Additionally, a campus plan with a hierarchy of walkways and convenient sitting areas supports the NMJC educational mission by providing opportunities for chance encounters and discussions between students and faculty as well as group work, individual study, and relaxation. Creating a cohesive, attractive, and functional Landscape Architecture Master Plan, especially one with regional design influences that help connect the school to the surrounding community, provides a solid foundation that ties all people, uses, events, and activities together.

NMJC's original campus plan, designed within a perfect circle, is conceptually strong. College buildings and facilities are located inside the circle and Pannell Library is centrally located in the heart of the campus. There is also a strong aesthetic to the original campus – with white brick

¹ Kenny, D.R. (2005). *Mission and Place: Strengthening Learning and Community Through Campus Design*, Westport, CT: Praeger Publishers.



Existing campus landmarks in need of renovation: The 'Yard Art' area (above) and the Sunken Garden (below).

buildings, landscaped plazas, large trees, and manicured turf areas. A deliberate decision to introduce a modern architectural aesthetic for new facilities outside of the Circle Drive has created visual diversity and interest on the campus. The Campus Landscape Architecture Master Plan builds on the strengths and design language already found on campus and proposes landscape ideas for expansion and redevelopment that will connect emotionally with prospective students while supporting a great campus experience for all. This approach to making physical and emotional connections between the past and the present will help to develop a meaningful, memorable and differentiating sense of place that will become a part of the college's brand.

Goal: Establish a coherent sense of place campus-wide.

Strategies:

- Renovate and create useful, functional, and highly visible plazas and open spaces in a coordinated manner to create attractive social spaces that reinforce a sense of place.
- Expand the use of the school name, official logo, and school colors in a consistent manner with site elements including site furnishings, lighting, banners, and wayfinding and signage packages. Reintroduce the use of annual and perennial installations that showcase school colors in high visibility areas.
- Increase the awareness and presence of art on campus: re-establish the Campus Art Committee and look for opportunities for new art installations on campus; provide interpretive signs and information for existing art on campus, including the building mounted pieces and the Yard Art mosaic; and investigate the possibility of training students in art preservation and having the students restore existing campus art.
- Use regional materials including stone, native plants, and mulches to reinforce the school's connection to the natural landscape and the surrounding community.
- Introduce historic images and stories throughout campus. Campus images and stories educate people about school traditions and illustrate to students and faculty that they are part of a larger community of former NMJC students and educators. Large scale graphics and banners, interpretive exhibits, digital media and physical art are some of the ways that campus history can be communicated in the landscape.
- Renovate/refresh existing campus and building entrances to introduce a fresh and modern look that complements existing architecture, supports wayfinding objectives, and provides an aesthetic connection to new facilities outside the circle.

Legend

- proposed enhancement/priority spaces
- existing landmark spaces
- potential future resident housing area
- A** create pedestrian connection, update entry signage and landscape
- B** expand parking or renovate landscape
- C** create new 'Peak Oil' Learning Park with outdoor exhibits and tent venues
- D** possible new housing and outdoor amenities
- E** renovate Castor Activity Hall entrance area with new landscaping and furnishings
- F** renovate sitting area: new shade structure, furnishings, and landscaping
- G** renovate site: add shade, landscaping, and furnishings
- H** renovate outdoor seating/smoking area, with shade, landscaping, and furnishings
- I** renovate 'Yard Art' landmark and enhance surrounding site with landscaping and art
- J** renovate 'Sunken Garden' space- new fountain, landscaping and furnishings
- K** convert turf area to landscape berm using low-water use plantings and boulders

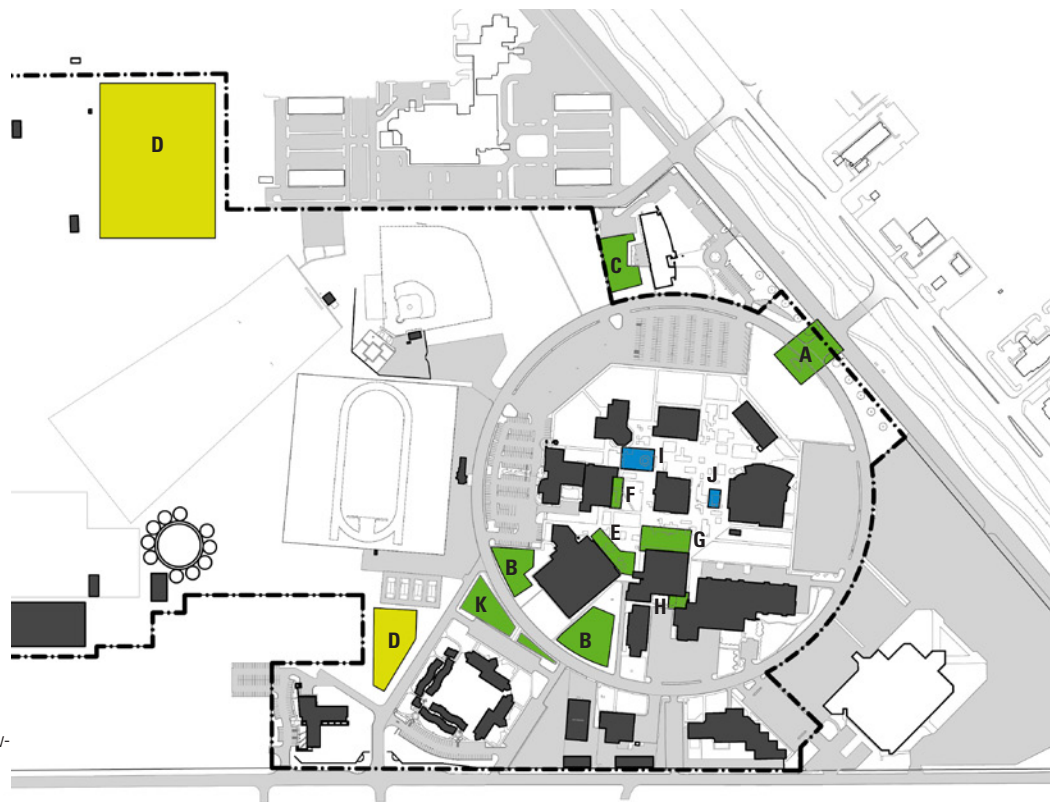


EXHIBIT D: Potential Campus Enhancement Spaces

Goal: Renovate and create new places on campus where design, location, and special programming combine to create memorable social spaces that become venues for campus traditions.

- Develop the Peak Oil Learning Park exhibit and outdoor education venue at the Western Heritage Museum. The outdoor facility should be designed to accommodate 2000 school children during special events.

Strategies:

- Evaluate the entire campus for potential sites for new 'special places' or for renovation and enhancement of specific spaces (see Exhibit D, p. 7). At least one location should be identified along the NMJC Circle Drive or near one of the new development areas outside of the circle. Designation of key locations might be based on future development plans for a new equestrian facility or for a multi-generational health and wellness center. Planning and prioritizing these kinds of spaces will help make new development feel like part of the campus and will enrich the campus experience beyond the limits of NMJC Circle Drive.
- Differentiate the design of special places from their surroundings in order to reinforce the open space hierarchy on campus.
- Renovate the Yard Art and Sunken Garden landmarks to highlight their unique position in the campus landscape.

PRINCIPAL #2: ESTABLISH CONNECTIVITY

NMJC is a regional educational institution that needs strong external connections to the surrounding communities as well as pedestrian-friendly internal connections for the campus community. NMJC is centrally located in Lea County and physically connected to the surrounding communities by roads, bike lanes, trails, and transit. Within easy walking distance from the center of campus are existing community facilities such as the Lea County Event Center, Lea County Regional Medical Center, the Western Heritage Museum, and the Zia Racetrack and Casino.

The inward focus of the NMJC Circle Drive and the original campus plan creates opportunities as well as challenges. NMJC Circle Drive is designed primarily for cars. Currently, it serves as an effective campus organizing element by leading visitors in cars to their parking destinations. The academic buildings located inside NMJC Circle Drive are

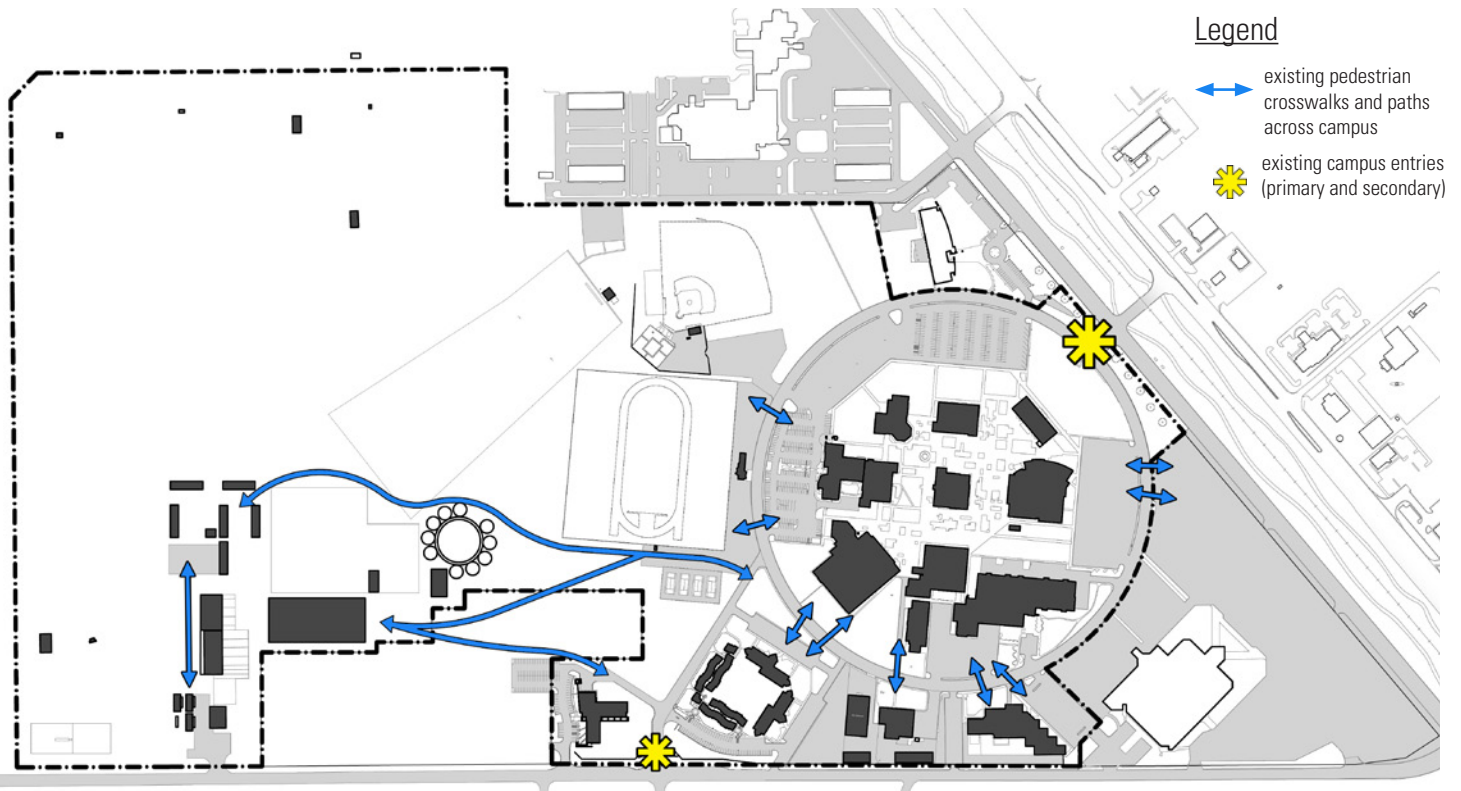


EXHIBIT E: Existing Circulation - Primary Pedestrian Routes

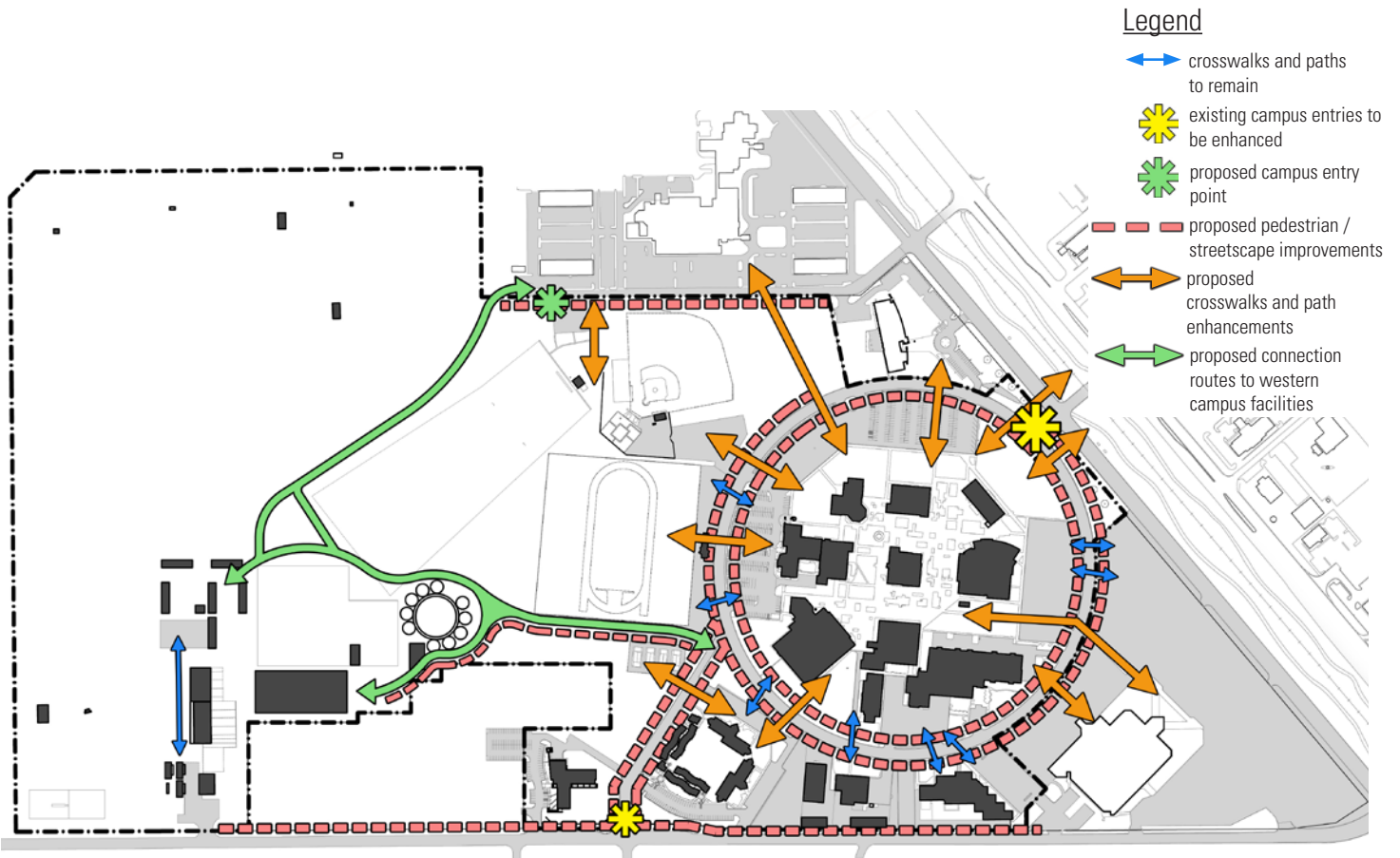


EXHIBIT F: Campus Enhancement Opportunities for Corridors

oriented inward toward the center of campus, creating an intimate, pedestrian-friendly campus environment but one that is hard to see from the drive or parking lots. The addition of clear directional signage along the drive and in the parking lots would improve campus wayfinding for visitors. Additional building signage and new building entrances that face the ring road and parking lots would also assist with campus wayfinding and provide an outward orientation that is inviting and engaging.

Outside of the NMJC Circle Drive are other campus and community facilities that are integral to campus programs and the campus experience, including campus housing and athletic venues. This is the primary area of future campus growth. There are crosswalks leading to these areas along the NMJC Circle Drive to allow pedestrian access to these facilities (see Exhibit E, p. 8). Establishing new multi-modal connections and enhancing existing pedestrian paths that extend out from the center of campus toward the campus perimeter will create a logical framework for campus development and ensure strong internal and external campus connectivity.

Connectivity and wayfinding can be enhanced at NMJC with an integrated approach that addresses architecture, landscape architecture, and signage. Improvements can be made to create a pedestrian-friendly campus environment that still accommodates the automobile (see Exhibit F, p. 8).

Goal: Enhance the campus entrance experience.

Strategies:

- Create a clear and well marked approach to the campus for vehicular, bicycle, and pedestrian traffic from Lovington Highway and Millen Road.
- Provide crosswalks, sidewalks, and bicycle lanes where they are missing to add safe corridors for pedestrians and cyclists between campus and the Lovington Highway trail.
- Include clear directional signage and ensure that it is visible at night.
- Develop a consistent approach to landscaping the campus entrances that includes use of regional plants and materials. Entrances should provide a positive

impression of the campus and reinforce the sense of place.

- Create a landscaped streetscape along both sides of NMJC Circle Drive to improve its appearance and provide shade for pedestrians.
- Develop landscaping in existing parking lots to help buffer views of parking from NMJC Circle Drive, shade paving, and reduce the 'heat island' effect.
- Establish a new west campus multi-modal corridor that will ensure internal campus connectivity.

Goal: Prioritize the pedestrian's place within the campus.

Strategies:

- Add crosswalks where they are needed.
- Add sidewalks where they are needed.
- Add landscaped sidewalks and crosswalks on both sides of NMJC Circle Drive to provide a safe place to walk and exercise. Increased pedestrian use in this area will activate the streetscape. The 4,000+ foot-long NMJC Circle Drive sidewalks could actively serve a campus health and wellness purpose with the addition of fitness stations along the walks.
- Reconfigure parking areas to accommodate new landscaped pedestrian paths designed to reduce pedestrian-vehicle conflicts and create new connections between the original campus and facilities outside NMJC Circle Drive.
- Identify and develop new landscaped pedestrian connections that radiate directly out of central campus and connect to commonly visited facilities outside NMJC Circle Drive, such as the Lea County Regional Medical Center, the Western Heritage Museum, the Lea County Event Center, NMJC dormitories, the baseball stadium and new track, and the riding arena.
- Identify key locations for informational signs or kiosks which give direction to new students or visitors to the campus.

Goal: Improve wayfinding for visitors to the campus.

Strategies:

- Create new building entrances on building facades with visual access from NMJC Circle Drive. Entrance improvements might include a combination of architectural and landscape enhancements. Currently, most buildings have their backs to the parking lots and streets. New landscaped entrances on the parking lot side of buildings will simplify wayfinding and appear active, attractive, and welcoming to visitors.
- Create new building entrances on building facades that face plazas, malls, and campus circulation corridors. Entrance improvements might include a combination of architectural and landscape enhancements.
- Develop and implement a comprehensive wayfinding and signage package that creates standards for NMJC and that addresses the needs of first-time visitors. The package may address consistent use of the school logo, naming conventions, typography, design, and hierarchy for identification and directional sign types, and a location plan for all of the sign types.

PRINCIPAL #3: FOSTER RESILIENCE

The 2005 Campus Master Plan called for a more sustainable approach to managing current and future campus landscapes and open space. Since then, NMJC has made a concerted effort to modify the campus landscape to reduce potable water use for irrigation and to reduce ongoing expenses related to landscape maintenance. This has been done in several ways, including selective



Pedestrian access at Ben Alexander Student Learning Center: sidewalks and crosswalks can be inviting and compliment campus architecture and landscape design.

replacement of high water use landscapes with low water use or “xeric” landscapes as well as the use of artificial turf as a large-scale ground cover at entrance areas, dormitories, and the new track and field complex.

Over the past few years, the landscape planning discussion has shifted from ‘sustainable’ landscapes to ‘resilient’ landscapes. Using the term resilient rather than sustainable suggests a landscape that has an inherent “capacity for renewal in a dynamic environment”². While this term was originally used to describe characteristics of large native landscapes and their ability to adapt to climate change, the use has broadened to include developed landscapes that respond well to changes caused by people and nature. On campuses, this means focusing on the complexity and permeability of the landscape. Complexity refers to plant selection and landscape design composition that

² Gunderson, L.H. (2000). “Ecological resilience – in theory and application.” *Annual Review of Ecology and Systematics*, 31:425-439.



Campus wayfinding: back, or front? Which way to....?

is based on context (i.e. soils, topography, people and animals, microclimates created by buildings) so that built-in diversity will improve ecological function and allow the landscape to respond to change. Permeability refers to natural processes and ecological flows. In urbanized environments, natural processes are often interrupted or disconnected by roads, buildings, and parking lots. Improved permeability at NMJC would include better ecological connectivity, including: design changes that create deliberate, gentle and complementary transitions between landscape types, use of interconnected landscaped water harvesting areas that absorb rainwater as it moves across the site, and reduction in impervious services to establish more comfortable and healthy landscapes for people while reducing stormwater runoff, erosion, and infrastructure costs.

Goal: Establish a resilient campus landscape that is attractive, healthy, low water use, and has reasonably low maintenance and operations costs.

Strategies:

- Establish a palette of existing and new sustainable landscape typologies for the campus that will help create gentle aesthetic and physical transitions between landscape areas. Consider the following typologies (see Exhibit G, p. 12):
 - ✧ *Xeriscape with mixed trees and shrubs*: This is a mixture of primarily native or regionally adapted low water-use plants, in low to medium densities. Excellent composition relies on the use of plants, not rocks and mulches, and provides year-round visual interest with contrasts in vegetative form, texture, scale and color. Because of the potentially dominant use of native plants in these landscapes, this typology provides an additional benefit of connecting people to the flora and fauna of the area. This also helps provide a sense of place for the campus – the Permian Basin and Llano Estacado.
 - ✧ *Buffalo grass/ blue grama lawn or meadow*: Replacing traditional high and medium water-

use turf areas with buffalo grass / blue grama lawns or meadows is a simple and cost effective way to reclaim a water intensive landscape on campus, while keeping the campus looking green and manicured. These landscapes are a logical choice for Bermuda turf replacement since they can use the existing spray irrigation but reduce water use by 1/3 to 1/2 depending on current watering schedules. This approach is well suited to the thin soil cover over the existing caliche, and buffalo grass/blue grama are the characteristic species of the regional shortgrass prairie. When installation is limited to these two grass species, it does not represent a significant change in the current campus landscape aesthetic. This method of reclaiming resource intensive landscapes with cover by native plant communities is being implemented across the country and is resulting in reduced use of potable water and better water quality. This is due to the ability of the native grasses to stabilize the soil and their reduced need for fertilizers, herbicides, and pesticides. Use of this landscape typology requires some maintenance training (initial hand maintenance and mowing to remove annual weeds), and education of the public about the aesthetics and goals of a buffalo grass/ blue grama installation, should NMJC choose to let it go to seed. Once the landscape becomes established, water use and maintenance can be greatly reduced. These beautiful and resilient landscapes provide opportunities for people to connect with regional landscapes and plant communities and learn about where they live.

- ✧ *Artificial turf with xeric plants*: Use of artificial turf landscapes is part of the existing culture of site development at NMJC. The advantages of artificial turf – no irrigation, less weeding, reliable warranties, and year-round color make it valuable to NMJC. However, these landscapes are not maintenance free and don't last forever. They require weeding, cleaning, brushing, and granular fill replacement. The estimated life of artificial turf installations will vary based on intensity of use and local conditions, but a minimum 10 year life cycle is to be expected. Artificial turf has not yet been utilized inside the NMJC Circle Drive, which helps

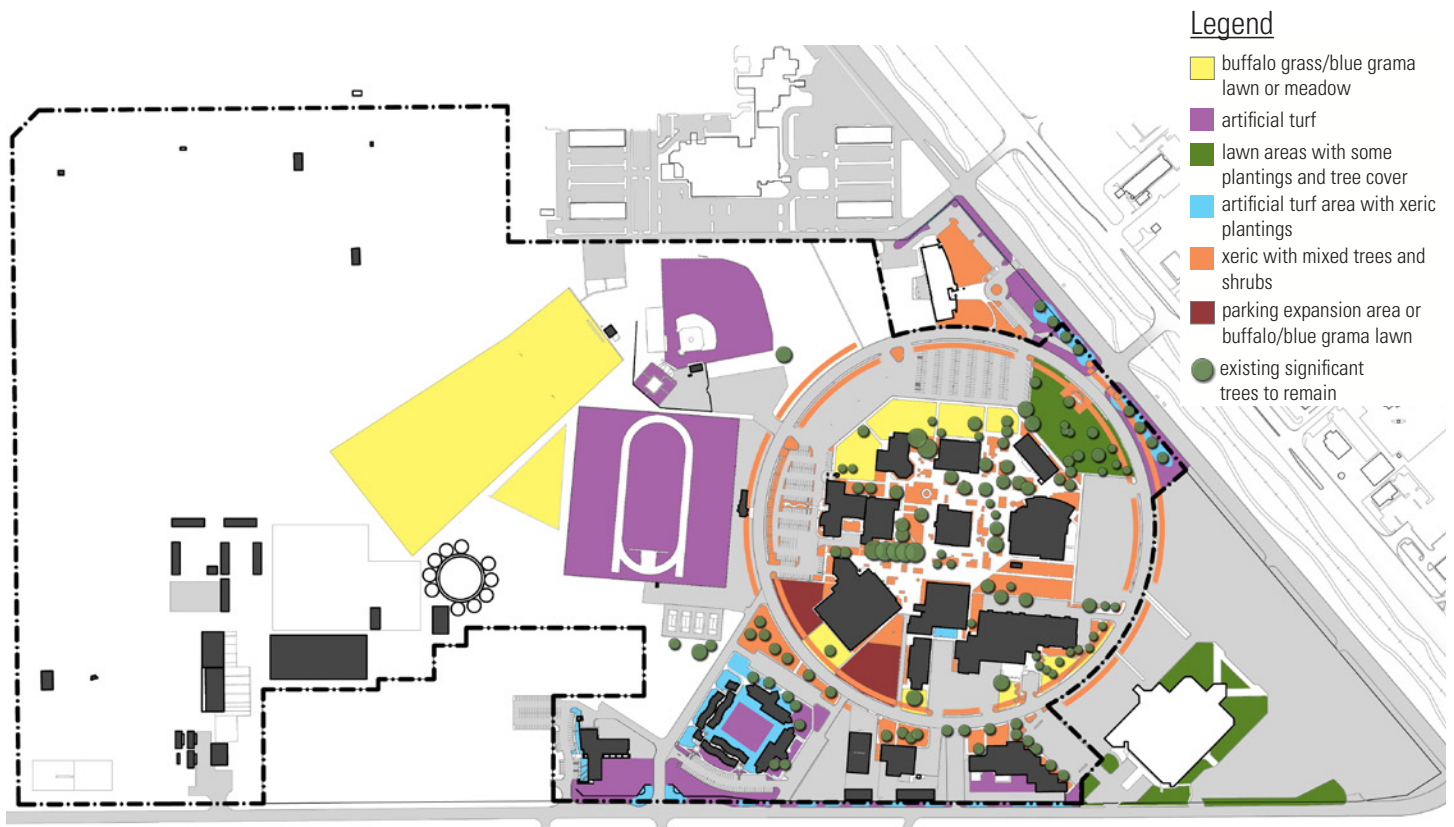


EXHIBIT G: Proposed Landscape Typologies

differentiate this area of campus by preserving the historic aesthetic of the interior campus landscape. In order to help create a visual connection between the traditional interior campus landscape and more modern artificial turf installations at the entrances and exterior areas of the campus, live landscaping (trees, shrubs, grasses) should be integrated with the artificial turf installations. Integration methods might include installing more understory and tree plantings within or at the perimeter of the artificial turf zones as well as introducing mounds and berms with new understory plantings. Adding topographic relief and contrasting the simplicity of the turf with small compositions of xeric trees, shrubs, and flowers will add visual interest, soften the boundaries of the turf area, and introduce a more dynamic and visually connected quality to the existing installations.

Goal: Organize the campus landscape in a manner that combines efforts to establish a cohesive sense of place and wayfinding with resilient landscape typologies.

Strategies:

- Establish expectations for campus landscape composition and design based on proximity to NMJC Circle Drive. The properties on the outer perimeter of the circle drive are comprised of new campus and community facilities that are not always architecturally similar to the original campus. Applying a coordinated landscape approach to both sides of the circle, including exterior facilities like the Western Heritage Museum and training and equestrian facilities, will help to clearly define the boundaries of the campus. We suggest establishing a different aesthetic to areas inside and outside the circle drive and using landscape areas within 25' of the NMJC Circle Drive as a transitional area.
 - *Inside the circle:* Reinforce the traditional campus landscape aesthetic with real turf grass in large contiguous areas and a high density of trees. Understory plantings can be xeric and used at relatively high densities to provide color, texture and year round interest.
 - *Outside the circle:* Establish water-conserving xeriscape landscapes with low water use trees, shrubs, ornamental grass, succulents, vines, and

ground covers. Native lawns/meadows can be created in large open spaces, where with a little irrigation, native short grass prairie can be reestablished. These landscapes are not as densely planted as inside the circle drive, but they still provide shade, color, texture, and habitat in the landscape. They also provide visual interest and physical relief for students, faculty, staff, and visitors.

- *Along the circle:* This is the transition area. The addition of sidewalks, street trees, and xeric understory plantings on both sides of the street will help turn this almost exclusively vehicular zone into a more pedestrian-oriented place. Landscape buffers will help to screen parking areas and the backs of buildings from the road. New landscaping along the street will make the street feel narrower and help slow traffic. New sidewalks with shade trees and plants between the walk and the road will facilitate safe and comfortable pedestrian circulation between the original and new campus facilities.

Goal: Re-establish trees as an important part of the campus landscape. Trees influence thermal comfort, energy use and air quality. Trees also play an important role in effective water harvesting and water quality efforts by slowing the flow and fall of precipitation and absorbing water. Trees also enhance animal and plant habitats and foster biodiversity³.

Strategies:

- Focus on increasing the amount of trees in the campus landscape by establishing goals for tree density and/or tree canopy coverage. Tree density, diversity, and canopy coverage should be the highest inside the circle on the original campus, and decrease toward the perimeter areas that are adjacent to native short grass prairie areas.
- Take care with tree selection to ensure that the trees reinforce plant composition and design goals.

³ Nowak, David J. et al (2010). Sustaining America's Urban Trees and Forests, General Technical Report NRS-62, Washington D.C.: US Department of Agriculture, Forest Service ; pages 5-7.

- Develop tree installation standards that sufficiently address caliche soil conditions.

Goal: Develop landscape design, installation, and management approaches that will facilitate the creation of a beautiful, resilient campus.

Strategies:

- Follow xeriscape principles for landscape and irrigation design and installation. This includes planning and design for water conservation, improving soil, limiting turf areas, irrigating efficiently, selecting appropriate plants and grouping them by water requirements, mulching to reduce evaporation, and maintaining the installation.
- Use raised planting areas and berms to minimize planting pit excavations in the caliche soil.
- When planting trees at grade, group trees in mass trenches for efficient excavation, placement of amended soils, and joint use of trenches for irrigation infrastructure.
- Limit planting around the base of trees. Do not place turfgrass within 10' of existing trees, and do not place shrubs within 4' of a tree trunk so that plant materials do not compete for water or over-grow each other in the long term.
- Implement bio-intensive integrated pest management practices to reduce use of chemicals on the landscape.
- Integrate water harvesting in new site and landscape designs and renovations. Water harvesting includes passive harvesting where stormwater is directed to landscape areas, and active water harvesting where rainwater and wastewater suitable for irrigation is collected and used for irrigation.
- Modernize the landscape irrigation system campus-wide. This will create a more sustainable campus landscape by reducing water use, and reducing time and money spent on repairs. Components of an incremental approach to modernization might include:
 - Development of a centralized irrigation control and scheduling system.
 - Standardization and purchase/storage of irrigation system components.
 - Repair and replacement of separate existing irrigation systems by zone or entire system.
 - Coordination of system replacements with new construction to make joint use of excavation and

trenching activities.

- Evaluation of alternative water sources including existing campus wells.
- Evaluation of irrigation needs for new landscape typologies.
- Apply landscape protection requirements for new campus construction to preserve existing plant materials and limit soil compaction.
- Reduce the use of spray irrigation and high water use turf campus-wide.
- Create absorbent landscapes in strategic areas where flooding or stormwater runoff regularly occurs. Absorbent landscapes will be comprised of strategically selected plant materials able to withstand periodic inundation with water. Additionally, these landscapes would include excavation of caliche and an installation of high organic matter soils to absorb and retain water during intense rainfall.



View north to Watson Hall from Ben Alexander, NMJC Campus.

Campus Enhancements

Campus enhancements previously mentioned in earlier chapters of the Campus Landscape Architecture Master Plan are compiled and described in this chapter for the purposes of planning and prioritization. Development of the campus enhancements mentioned in this master plan will be determined by priority and opportunity.

Ideally, NMJC will make progress on priority projects first, since it has been determined that these enhancements, renovations, and modernizations are needed now. Some of the priority projects might be part of a sequence of activities - improvements that need to occur in a particular order so that other enhancements can be accomplished. Other priority projects represent such a significant investment that they need to be phased over time.

Opportunities will arise that may push certain enhancements to the front of the line. This could be related to available funding for a specific project. It could also be triggered by the timing of other projects that might provide cost-sharing opportunities for landscape improvements. An example of this might be trenching for road or infrastructure improvements- where utility trenches could also be designed to accommodate new irrigation system lines. The implementation timelines presented in this section are only suggestions. These recommendations reflect current thoughts on priorities and phasing. Future investigations into priority areas may necessitate adjustments to phases or timelines listed here.

The campus enhancements listed below represent specific

actions that NMJC can take to reinforce the campus landscape principles of community, connectivity, and resilience.

1. Wayfinding and Signage Plan

- Prepare a comprehensive wayfinding and signage program that will consistently present intuitive, clear directional messaging to visitors (see Exhibit H, p. 16). The package might address consistent use of the school logo, naming conventions, typography, design, and hierarchy for identification and directional sign types, and a location plan for all of the sign types. The wayfinding program should also address the building entrance upgrade program (see #5, p. 17), where building entrances are modernized in an attempt to improve wayfinding and present a fresh look on campus.
- Implementation: Design and implement wayfinding and signage program within five years.

2. Irrigation System Renovation

- Create an irrigation master plan that will help NMJC reduce water use and labor associated with irrigation systems operations and maintenance. The plan should integrate strategies noted in this document, including:
 - Centralize the irrigation controls.
 - ◇ Convert all existing and functional field controllers to field satellites operated by a single central computer system.
 - ◇ Utilize radio or Wifi communications.
 - ◇ Install a weather station to maximize water



EXHIBIT H: Campus signage should address consistent use of the school logo, naming conventions, typography, design, and hierarchy for identification and directional sign types, such as the examples created for the University of New Mexico.

savings.

- Create campus-wide irrigation standards and specifications for new construction and upgrading/repairing existing irrigation systems.
 - ◇ Ensure compatibility with newly implemented centralized system.
 - ◇ Ensure standardization of components and assemblies.
 - ◇ Ensure and facilitate a maintainability and useful access for simplified repair and maintenance.
- Re-establish automated irrigation control systems where damaged.
 - ◇ Repair/replace communication wiring to valves.
 - ◇ Connect repaired systems to new centralized system.
- Plan and design for new irrigation system infrastructure (mainline piping system).
 - ◇ Connect all parts of the campus.
 - ◇ Have useful shut-off valves and isolation points to facilitate simple repairs.
 - ◇ Meter and monitor water usage.
 - ◇ Create and plan mainline access for future improvements.
- Connect other water sources to new mainline infrastructure.
 - ◇ Investigate uses of non-potable water sources and inputs such as well water, chiller plant water, and other non-potable sources
- Update and/or repair existing irrigation systems that are inefficient or ineffective.
 - ◇ Conduct regular irrigation audits to monitor for inefficiencies.
 - ◇ Determine which systems require replacement or

upgrades based on water usage.

- ◇ Have comparable audit data and records for all systems throughout the campus to ensure proactive approach to water conservation and reduction.
- Implementation:
 - Complete irrigation master plan in 2 years.
 - Complete renovation/replacement of existing system within 15 years.
 - Consolidate zones by half (from about 13 zones) in 5 years.
 - Transition to a central control system with satellite controllers within 5 years.

3. Turf Reduction and Replacement Plan

- Replace select turf areas with buffalo grass/blue grama lawn or xeriscape to continue significant reductions in potable water use for campus irrigation within five years.

4. Campus Standards/ Placemaking Standards

- Create standards for campus design including architecture, site, lighting, furnishings, circulation, landscape, and irrigation in order to guide future design, and establish a consistent campus aesthetic and memorable sense of place.
- Implementation:
 - Formalize the standards within 2 years.
 - Complete site furnishing replacements within 5 years.
 - Complete site lighting replacements within 8 years.



Exhibit I: Lovington Highway Entrance. The main entry to the campus (top) could be enhanced to improve wayfinding by adding berms with plantings, pedestrian access from the Lovington Highway trail, sidewalk paths to the Administration Building, and school logos and crosswalks in the street (bottom).

5. Campus Entrance Upgrades

- Update campus entrances in a consistent manner in order to improve wayfinding for visitors and refresh the look of the campus. Use regional materials and clear signage that is easily visible both day and night. These entrances should act as thresholds, announcing the presence of the campus and establishing the look and feel of the institution beyond. Complete improvements within 2 years.
 - Lovington Highway Entrance: Introduce landscape berms and new live landscaping between and within the raised planters to add vertical relief and visual interest at the entrance. Add crosswalks along NMJC Circle Drive. Renovate the campus sign wall area with new lighting, a berm, and new landscaping to give the wall and landscape area more of a presence as seen from the entrance (see Exhibit I, p. 17).

- Millen Drive Entrance and Streetscape: Introduce landscape berms and new live landscaping within the artificial turf zone along the narrow Millen Drive streetscape in order to add vertical relief and visual interest. Add sidewalks along Millen Drive. Renovate the campus sign walls and planters with new lettering, lighting, berms in the planters, and new landscaping to give the entrance zone more presence and improve sign visibility.

6. Pedestrian-Focused Upgrades

- Expand, improve and upgrade the pedestrian corridors and environments around the campus in order to create an inviting, comfortable, safe, useful, and well connected campus.
 - NMJC Circle Drive Streetscape (see Exhibit J, p. 18): Create a pedestrian friendly and attractive streetscape with a continuous sidewalk on both



Exhibit J: NMJC Circle Drive Streetscape. The existing Circle Drive is primarily oriented toward vehicular circulation (top). The addition of sidewalk, street trees and other plantings, and crosswalks contributes to a unified, safe, and pedestrian-friendly experience along roadways (bottom).

sides as well as a street tree zone with xeric landscaping. Use the landscape area to screen views of the surface parking lots from the street. Adjust parking lot designs accordingly. Add fitness stations on one side of the street to contribute to overall community health and wellness. Start in 2 years and complete in 10 years.

- Parking Lot Landscape Additions: Add shade trees and water harvesting zones in existing parking lots and integrate these elements in the design of new parking lots in order to add beauty to the campus landscape, reduce the urban heat island effect, and improve water quality on campus. Start immediately and complete in 10 years.
- Tree Planting Program: Start a campus reforestation/tree planting program to provide shade, scale, fall color, and bird and animal habitat on campus. Identify tree planting volume goals and begin installations immediately.
- Renovate the path to Lea County Regional Medical

Center: Create a pedestrian path through the parking lot that will help reduce pedestrian/car conflicts. Improve the path outside of NMJC Circle Drive with new landscaping, irrigation, lighting, and site furnishings. Complete this in 5 years.

- Construct a new road and sidewalk connection to the Equestrian Area: Include landscaping and lighting in the design. Complete this new corridor in 5 years.
- Create a new, generously wide, landscaped and lighted path between the interior campus and student housing. Complete this in 2 years.
- Create new crosswalks and bike lanes where they are absent but needed. Complete in 1 year.

7. Building Entrance Upgrades

- Increase the visibility and visual interest of existing building entrances to give older buildings a fresh and modern look, and assist with wayfinding for campus visitors. Improvements might include new entrance



Exhibit K: Building Entrance Upgrades. Many existing buildings have understated entries (above). By adding color, landscaping, site furnishings, and built elements at these entries (below), they appear more modern and aid in wayfinding. The shade structure concept shown here has been used at recent additions to the Castor Activity Center and Pannell Library.



Exhibit L: Administration Center Building Entrance Upgrade. Upgrades to the Administration Building entrance that faces Lovington Highway could have a significant impact on a visitor's first impression of the campus. Landscaping, a new entrance patio, site furnishings, and built elements (below), help to refresh the architecture and improve campus wayfinding.

structures and alterations to entry architecture, new paving, landscaping, lighting, and site furnishings. Additionally, explore adding new entrances at select buildings in order to improve access to campus facilities and activate spaces outside of buildings (see Exhibit K, p. 19).

- Ben Alexander east entrance: complete in 3 years.
- Mansur Hall south entrance: complete in 3 years.
- Pannell Library new south entrance: complete in 3 years.
- Caster Activity Center interior entrance plaza - complete and explore option for new entrance facing NMJC Circle Drive: complete in 5 years.
- McLean Hall north entrance: complete in 5 years.



8. Civic Space Upgrades

- Make upgrades and improvements to campus spaces in order to improve the campus experience and the overall appearance of the college. Renovation components might include new landscaping, paving, shade structures, site furnishings, lighting, and art.
 - Overall interior campus landscape upgrades (see Exhibit M, p. 21): Begin systematic removal of Bermuda grass areas and replace with xeric landscaping and/or seating areas. Complete within 5 years.
 - Yard Art Renovation (see Exhibit N, p. 23): Renovate this area to reflect its status as a campus landmark and location for campus traditions. Create an attractive sitting area that celebrates NMJC by integrating school symbols into the design, uses materials seen elsewhere on campus such as decorative stone, is designed for events and photo opportunities, and is a comfortable, appealing social space year round. Update landscaping and consider using the open areas nearby as an outdoor art gallery for faculty and students associated with NMJC. Use plant materials to screen adjacent utility enclosures as effectively as possible. Complete this in 3 years.
 - Sunken Garden Renovation: Part of the original campus landscape plan, this garden needs improvements to encourage use. Renovate the garden with enhancements such as new understory plantings (shrubs), perennials, and seasonal annual installations. Repair or replacement of the fountain as well as adding new site furnishings should also be considered. Complete this renovation in 3 years.



New landscaping, paving, and site furnishings can improve the campus outdoor experience (above).



Exhibit M: Interior Campus Landscape Upgrades. Existing turf areas (top) can be converted to low-water use landscapes (bottom) to provide color, shade, and seasonal interest. Walls comprised of regional materials allow for gathering and seating at strategic places across campus.

Exhibit N: The 'Yard Art' Renovation. The 'Yard Art' area (top) is a campus landmark. Enhancements such as new plantings, a NMJC logo art piece, and a re-built/re-faced seating wall (bottom) could bring new life to this unique space.



- Ben Alexander Outdoor Seating Area Renovation: Facilities staff would like to remove the honeylocust trees in this area which drop debris on existing tables and chairs and develop a new cantina-style design for the space. Enhancements might include a rustic, large timber shade structure or pergola, new landscaping, and built in and movable tables and chairs. Complete this renovation in 3 years.
- McLean Hall North Side Renovation: Make this an attractive and functional space with new landscaping, shade, and site furnishings. Complete this in 2 years.
- Caster Activity Center: This building needs an upgrade to the entrance plaza with new sitting areas and xeric plantings rather than high maintenance squares of Bermuda grass that currently exist. There are also opportunities for creating a second entrance to the building, developing a new parking area on the south side of the building, and creating a generous landscaped walkway next to the building that provides a direct connection to the dormitories. Complete this within 2 years.
- Student Housing Courtyard Upgrade: Create a more differentiated, functional, comfortable and attractive space with enhancements that might include new shade structures, a smoking area or kiosk, new site furnishings, an accessible walking trail, and new foundation landscaping. Complete this within 3 years.
- Western Heritage Peak Oil Education Area: create a multi-purpose outdoor education venue and exhibition area on the west side of the Western Heritage Museum that will accommodate groups of as many as 2000 students for special events. Enhancement might include new site walls and fencing, tents for different events, accessible paths, landscaping, signage, paving, art, and new support facilities such as restrooms. Complete this within 5 years.

9. Landscape Protection, Construction, and Maintenance Standards

- Formalize and document campus protocols for site and landscape protection, construction and maintenance. Protocols should include implementation of an integrated pest management program on campus. Complete plan and begin to implement, test and revise standards with staff in two years. Distribute standards to contractors doing work on campus.

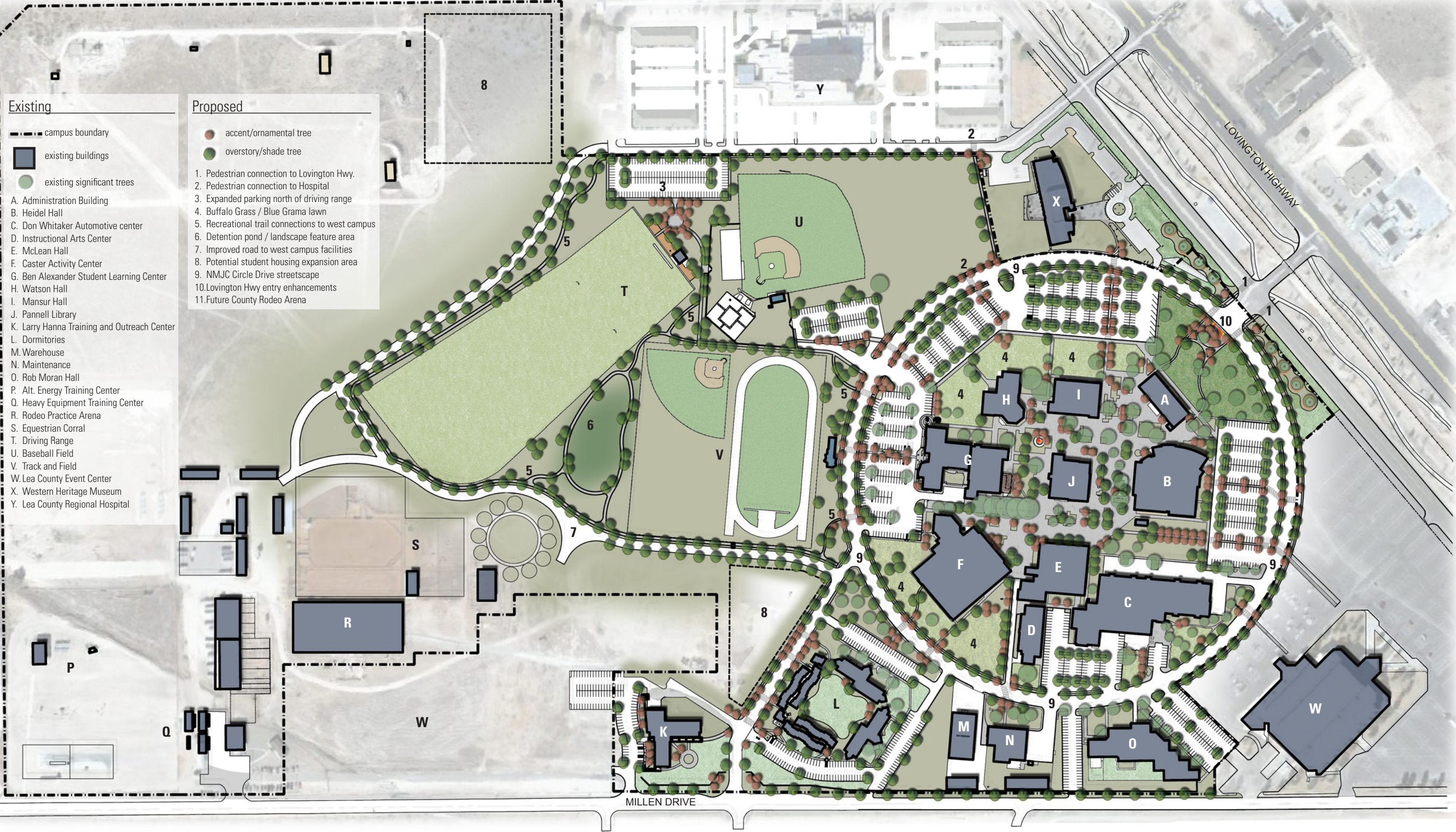
10. School Spirit Plan

- Create a plan for displaying historic images and school symbols, and communicating NMJC stories across campus. Work with faculty, staff, and students to begin implementation in 1 year.

11. Campus Art Plan

- Re-convene the campus art committee. As a group, identify opportunities for new art installations and art restorations. Promote artwork by NMJC faculty, staff and students. Committee, faculty, staff, and students should work together in order to begin implementation in 1 year.

Appendix A: Illustrative NMJC Campus Landscape Plan

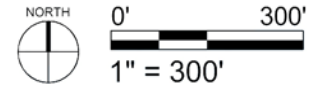


- Existing**
- campus boundary
 - existing buildings
 - existing significant trees
- A. Administration Building
 - B. Heidel Hall
 - C. Don Whitaker Automotive center
 - D. Instructional Arts Center
 - E. McLean Hall
 - F. Caster Activity Center
 - G. Ben Alexander Student Learning Center
 - H. Watson Hall
 - I. Mansur Hall
 - J. Pannell Library
 - K. Larry Hanna Training and Outreach Center
 - L. Dormitories
 - M. Warehouse
 - N. Maintenance
 - O. Rob Moran Hall
 - P. Alt. Energy Training Center
 - Q. Heavy Equipment Training Center
 - R. Rodeo Practice Arena
 - S. Equestrian Corral
 - T. Driving Range
 - U. Baseball Field
 - V. Track and Field
 - W. Lea County Event Center
 - X. Western Heritage Museum
 - Y. Lea County Regional Hospital

- Proposed**
- accent/ornamental tree
 - overstory/shade tree
1. Pedestrian connection to Lovington Hwy.
 2. Pedestrian connection to Hospital
 3. Expanded parking north of driving range
 4. Buffalo Grass / Blue Grama lawn
 5. Recreational trail connections to west campus
 6. Detention pond / landscape feature area
 7. Improved road to west campus facilities
 8. Potential student housing expansion area
 9. NMJC Circle Drive streetscape
 10. Lovington Hwy entry enhancements
 11. Future County Rodeo Arena

Appendix A: Illustrative NMJC Campus Landscape Plan

December 2013



Appendix B: Recommended Plant List for NMJC

The plant list for New Mexico Junior College includes the existing palette of plant materials on campus and expands it to include more native and adapted trees, shrubs, grasses and ground covers that will thrive in the challenging conditions found on campus, such as the shallow caliche, strong winds, and temperature extremes. The focus of the new palette is to provide the diversity of plant materials required to create a mosaic of beautiful and comfortable campus spaces that will support campus traditions, connect people to nature, provide a sense of place, and encourage a sense of community at New Mexico Junior College.

The list of references related to plant selections:

Lady Bird Johnson Wildflower Center
<http://www.wildflower.org/about/>

Landscape Restoration Handbook, second edition, D. Harker, G. Libby, K. Harker, S. Evans, M. Evans, Lewis Publishers, 1999. This book indicates that Shortgrass Prairie is the dominant ecological community in the project area (although this has been disrupted by grazing, agriculture, and development), and that this is part of the larger Western High Plains phytoregion.

Permian Basin Master Gardeners List
<http://westtexasgardening.org/RecomPlts.htm>

Sibley Nature Center in Midland Texas
<http://www.sibleynaturecenter.org/xeriscaping/gonenative/index.html>
<http://www.sibleynaturecenter.org/xeriscaping/suggestedplants.html>

Texas Tree Planting Guide, Texas A&M University
<http://texastreeplanting.tamu.edu/ViewAllTrees.aspx>

Recommended Plant Lists supplied by the City of Hobbs.

Common Name	Botanical Name	Native (TX or NM)	Traits
Deciduous Trees			
<i>Large</i>			
Arizona Ash	Fraxinus velutina	x	Fall color: yellow. Good in drainages.
Cedar Elm	Ulmus crassifolia	x	Fall color: yellow
Chinese Pistache	Pistacia chinensis		Fall color: orange to red
Chinkapin Oak	Quercus muehlenbergii	x	Acorns. Fall color: yellow
Hackberry	Celtis occidentalis		Seeds. Fall color: yellow green
Lacebark Elm var.	Ulmus parvifolia var.		Fall color: yellow to orange
Netleaf Hackberry	Celtis reticulata	x	Seeds. Fall color: yellow
Pecan	Carya illinoensis	x	Nuts. Fall color: yellow
Texas Ash	Fraxinus texensis	x	Fall color: yellow to orange
Texas Red Oak	Quercus buckleyi	x	Acorns. Fall color: red to purple
Western Soapberry	Sapindus drummondii	x	Berries. Fall color: yellow
<i>Small</i>			
Chaste Tree	Vitex agnus-castus		Purple summer flowers.
Crapemyrtle sp	Lagerstroemia sp.		White-purple-red summer flowers
Desert Willow	Chilopsis linearis	x	Pink-purple summer flowers
Honey Mesquite	Prosopis juliflora var. glandulosa	x	Pods. No real fall color.
Pomegranate	Punica granatum		Fruit. Fall color from orange to purple.
Prairie Flameleaf Sumac	Rhus lanceolata	x	Fall color: red
Texas Persimmon	Diospyros texana	x	Wildlife likes fruit. No real fall color.
Wright's Acacia	Acacia wrightii	x	White-yellow summer flowers. Pods.
Evergreen Trees			
Afghan Pine	Pinus eldarica		Rapid.
Arizona Cypress	Cupressus arizonica	x	Rapid. Blue-tinged color
Eastern Red Cedar	Juniperus virginiana	x	Rapid. Blue berries for wildlife
Escarpment Live Oak	Quercus fusiformis	x	Moderate. Fall color: orange to red
Juniper, Alligator	Juniperus deppeana var.	x	Moderate. Blue-green foliage
Juniper, Rocky Mountain	Juniperus scopulorum var.	x	Slow. Many varieties.
Pinion Pine	Pinus edulis	x	Slow. Pine cones.
Deciduous Shrubs			
<i>Low - Medium Height</i>			
Aromatic Sumac	Rhus aromatica	x	Red fall color.
Autumn Sage	Salvia greggii	x	Flowers in summer- white to red
Dwarf Heavenly Bamboo	Nandina domestica		Shade plant. Fall color: red
Dwarf Texas Sage	Leucophyllum frutescens var.	x	Flowers in summer. Color varies.
Purple Leaf Wintercreeper	Euonymus fortunei Colorata		Purple fall color.

Common Name	Botanical Name	Native (TX or NM)	Traits
<u>Medium-Tall</u>			
Bird of Paradise	Caesalpinia gilliesii	x	Yellow-red flowers in summer
Butterfly Bush var.	Buddleia davidii var.		White-purple flowers in summer
False Indigo or Leadplant	Amorpha sp.	x	Purple flowers in summer or fall
Russian Sage	Perovskia atriplicifolia		Blue-purple summer flowers
Texas Ranger var.	Leucophyllum frutescens var.	x	Summer flowers, colors vary
Three-leaf Sumac	Rhus trilobata	x	Red fall color
Evergreen Shrubs			
<u>Low –Medium Height</u>			
Creeping/Low Junipers	Juniperus sp.		Many species, many varieties
Damianita	Chrysactinia Mexicana	x	Yellow flowers may-september
Dwarf Yaupon Holly	Ilex vomitoria “Nana”		Some varieties have plum winter color
Grey Santolina	Santolina chamaecyparissus		Yellow flowers in summer. Ever gray
New Gold Lantana	Lantana x “New Gold”		Yellow flowers in spring-fall
<u>Medium-Tall Height</u>			
Evergreen Sumac	Rhus virens	x	White flowers in fall. Fragrant
Silverberry	Elaeagnus fruitlandii		White flowers in fall. Fragrant
Spanish Broom	Spartium junceum		Yellow flowers in summer. Fragrant
Grasses			
Bermuda Grass	Cynodon dactylon		For turfgrass
Blue Avena	Helictotrichon sempervirens		Blue blades
Blue Fescue	Festuca glauca var.		Blue blades, varying heights
Blue Grama	Bouteloua gracilis	x	
Buffalo Grass	Buchloe dactyloides	x	Turf
Galleta	Hilaria swallenii		Turf
Fountain Grass	Pennisetum sp.		Several species, many varieties
Indiangrass	Sorghastrum nutans	x	
Little Bluestem	Schizachyrium scoparium	x	
Lovegrass sp.	Eragrostis sp.	x	Grass used on highway trail
Maidengrass var.	Miscanthus sinensis var.		Many varieties
Mexican Feather Grass	Nassella tenuissima	x	Can be invasive
Muhlenbergia sp.	Muhlenbergia sp.	X	Many species, many varieties
Purple Three Awn	Aristida purpurea	x	
Sacaton sp.	Sporobolus sp.	x	
Sand Dropseed	Sporobolus cryptandrus	x	
Side Oats Grama	Bouteloua curtipenduirea	x	
Switchgrass var.	Panicum virgatum var.	x	Many varieties
Wheatgrass sp.	Agropyron smithii	x	
Succulents (Hardiness will vary by species - must select hardy species and varieties.)			
Agave sp.	Agave sp.	x	
Nolina sp.	Nolina sp.	x	White flowers in summer
Cactus varieties	Opuntia sp.	x	Summer flowers, various colors
Red or Yellow Yucca	Hesperaloe parviflora		Red or yellow flowers in summer

Common Name	Botanical Name	Native (TX or NM)	Traits
Sotol sp.	Dasyilirion sp.	x	White flowers in summer
Yucca sp.	Yucca sp.	x	Summer flowers
Perennials			
<i>Low- Medium Height</i>			
Blanketflower/Gaillardia var.	Gaillardia sp.	x	Yellow to red flowers. Many hybrids
Catmint sp.	Nepeta sp.		Blue flowers in spring. Shade plant
Columbine sp.	Aquilegia sp.	x	Yellow and/or purple flowers in spring
Coreopsis sp.	Coreopsis sp.	x	Yellow flowers. Many hybrids
Gaura/Whirling Butterflies	Gaura var.		White to pink flowers summer-fall
Germander sp.	Teucrium sp.		Blue-purple flowers in late summer
Ice plant sp.	Delosperma sp.		Color varies. Bloom time in summer
Lavender sp.	Lavandula sp.		Blue-purple flowers in summer
Penstemon sp.	Penstemon sp.	x	Red- purple flowers. Bloom time varies
Perky Sue (e)	Hymenoxys scaposa	x	Yellow flowers summer to fall
Poppy Mallow	Callirhoe involucrata	x	Purple flowers June-October
Powis Castle Sage	Artemisia x Powis Castle		Gray-green foliage
Prairie Verbena	Glandularia bipinnatifida var. bipinn.	x	Pink-purple flowers in summer
Primrose sp.	Oenothera sp.	x	Various colors. Various bloom times
Sage sp.	Salvia sp.		Blue-purple flowers spring to fall
Speedwell/Veronica	Veronica sp.		Blue flowers in the summer
Sundrops	Calylophus hartwegii	x	Yellow flowers in summer-fall
Thyme sp.	Thyme sp.		Various colors. Bloom time varies
Yarrow sp.	Achillea sp.	x	Various colors. Spring to fall
Zinnia sp.	Zinnia sp.	x	Yellow flowers in summer
<i>Medium-Tall Height</i>			
Flame Acanthus	Anisacanthus quadrifidus	x	Red flowers
Hardy Hibiscus	Hibiscus sp.		Variety of colors and bloom times
Maximillian Sunflower	Helianthis maximiliani	x	Yellow flowers late summer
Mexican Bush Sage	Salvia leucantha		Purple flowers in summer
Mexican Hat	Ratibida sp.	x	Red to yellow flowers in summer
Scarlet Globe-mallow	Sphaeralcea coccinea	x	Orange to red flowers in summer
Vines and Groundcovers (Vines on pergolas, shade structures, and site walls only.)			
Boston Ivy	Parthenocissus tricuspidata		Red fall color
Chinese Wisteria	Wisteria sinensis purpurea		Purple flowers in spring
Clematis, Native	Clematis drummondii	x	White flowers spring to summer
Coral Vine	Antigonon leptopus		Pink to red flowers in spring-fall
Crossvine	Bignonia capreolata		Pink to orange flowers in summer
English Ivy	Hedera helix		Evergreen
Grape sp.	Vitis sp.	x	Many hybrids. Fruits
Honeysuckle sp.	Lonicera sp.	x	Many hybrid and flower colors
Passionflower	Passiflorus incarnata	x	Purple flowers in summer
Plumbago	Ceratostigma plumbaginoides		GC. Blue-purple flowers in fall

Common Name	Botanical Name	Native (TX or NM)	Traits
Silver Lace Vine	Polygonum aubertii		White flowers in summer
Trumpet Vine	Campsis radicans var.		Various flower colors. Summer blooms
Virginia Creeper	Parthenocissus quinquefolia	x	Red fall color
Annuals			
California Poppy	Escholzia californica		Orange flower spring to fall
Cornflower	Centaurea cyanus		Blue flowers in summer
Cosmos sp.	Cosmos sp.		Variety of flower colors in summer-fall
Creeping Zinnia	Zinnia angustifolia	x	Various colors. Blooms in summer-fall
Geranium	Pelargonium var.		Red variety for campus
Globe Amaranth	Gomphrena globosa		Red or purple flowers in summer-fall
Impatiens	Impatiens sp.		Red or white flowers in summer/fall
Larkspur/Delphinium	Consolida sp.		Blue flowers. Variety of bloom times
Marigold var.	Tagetes var.		Yellow-orange flowers in summer-fall
Petunia var.	Petunia var.		Red flowers. Blooms in summer to fall
Scarlet Sage	Salvia coccinea		Red flowers spring to fall. Sun/shade
Sweet Alyssum	Lobularia maritima		White flowers mostly in spring and fall
Tahoka Daisy	Machaeranthera tanacetifolia	x	Purple flowers spring-fall
Bulbs/Tubers			
Daylily	Hemerocallis var.		Variety of colors and bloom times
Iris	Iris var.		Variety of colors and bloom times
Canna Lily	Canna sp.		Variety of colors, summer bloom time

Appendix C: Preliminary Water Use Projections

Modifications to the existing campus landscape can help NMJC significantly reduce water use. It is not currently possible to accurately separate landscape water use data from existing campus water use records due to the joint use of water meters for interior and exterior use. However, by comparing typical annual water use by landscape typology, and calculating the area of each typology, we can estimate potential annual water savings that is exclusively due to implementation of the Landscape Architecture Master Plan. Note that the following calculations assume 50" of water applied in turf areas and gallons of water per tree and shrub as shown at the bottom of this spreadsheet.

Existing Conditions

landscape typology	area	annual estimated water use, gallons/SF	annual estimated water use total
irrigated driving range (grass)	440,000	31.15	13,706,000 (assumes 50" water per year applied)
lawn with trees	523,370	31.15	16,302,976 (assumes 50" water per year applied)
mixed trees and shrubs	55,850	7.15	399,328 (assumes 1 tree and 2 shrubs per 500 SF*)
Subtotal - gallons			30,408,303 per year

Proposed Conditions

landscape typology	area	annual estimated water use, gallons/SF	annual estimated water use total
Irrigated driving range changed to bluegrama/buffalograss	440,000	15.575	6,853,000 (assumes 25" water per year applied)
Lawn with trees	97,370	31.15	3,033,076 (assumes 50" water per year applied)
Lawn changed to blue grama/ buffalograss	155,000	15.575	2,414,125 (assumes 25" water per year applied)
Mixed trees and shrubs - xeriscape	85,850	7.15	613,828 (assumes 1 tree and 2 shrubs per 500 SF* with additional streetscaping)
Xeriscape added to synthetic turf areas	65,000	3.575	232,375 (assumes 1 tree and 2 shrubs per 1000 SF)
Subtotal - gallons			13,146,403 per year

* Average plant material usage calculations: one tree uses 2,160 gallons/season, 180 days; one shrub uses 720 gallons/season, 180 days.

Appendix D: Estimate of Unit Costs for Landscape Improvements

ITEM	DESCRIPTION	UNIT	EST. 2013 UNIT COST
IRRIGATION:			
CONVERT SPRAY TO DRIP - TREE	Convert to drip system after clearing and grubbing	EA	\$50.00
CONVERT SPRAY TO DRIP - SHRUB	Convert to drip system after clearing and grubbing	EA	\$40.00
LANDSCAPE:			
SHRUBS	5 gallon size, soil amendment in pit	EA	\$35.00
TREES - DECIDUOUS	2" Caliper B&B or equivalent box, soil amendment in pit	EA	\$300.00
TREES - EVERGREEN	6' tall min., soil amendment in pit	EA	\$275.00
LANDSCAPE BOULDERS (LARGE)	Approx. 36" Dia.	EA	\$250.00
LANDSCAPE BOULDERS (SMALL)	Approx. 18"-24" Dia.	EA	\$175.00
RETAINING BOULDERS	Approx. 18"-36" Dia.	EA	\$350.00
MULCH - WOOD	Shredded, 4" depth	SF	\$0.75
MULCH - CRUSHED GRAVEL	1" size, 4" depth	SF	\$1.50
MULCH - COBBLE	2"-4" size, 6" depth	SF	\$2.00
MULCH - CRUSHER FINES	In planting beds, non-compacted, 4" depth	SF	\$1.25
WEED BARRIER	DeWitt Pro 5 or equivalent, with pins	SF	\$0.25
STEEL EDGING	"Ryerson" type or equivalent, with stakes	LF	\$2.00

PRICES INCLUDE LABOR AND MATERIALS FOR THE ITEMS LISTED ABOVE, UNLESS NOTED ELSEWHERE.
THIS IS **NOT** A BID; IT IS AN APPROXIMATE ESTIMATE.

PRICES DO NOT INCLUDE ARCHITECTURAL ITEMS DESIGN AND CONSTRUCTION
ADMINISTRATION FEES, ADDITIONAL CONTRACTOR MOBILIZATION - PROFIT - OVERHEAD, SOIL TESTING,
PERMITTING, OR OTHER ITEMS AND ASSOCIATED FEES NOT LISTED.

NEW MEXICO JUNIOR COLLEGE BUSINESS OFFICE

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575) 492-2774
Fax: (575) 492-2768

To: NMJC Board Members
From: Regina Choate
RE: Purchase of Freightliner for Training and Outreach
Date: May 22, 2014

Board Members,

New Mexico Junior College would like to purchase a 2014 Freightliner Coronado in order for the CDL drivers to train in oilfield water hauling operations. This tractor will be used to pull a vacuum trailer in training exercises.

The freightliner has a Detroit 60-12.7L 500 HP diesel engine, a ten speed Eaton Fuller transmission and necessary equipment for safe driver training. The freightliner will require a Class "A" CDL with tanker endorsement.

The freightliner will be purchased through Cooperative Educational Services, which allows members to purchase goods and services under contracts established by the State of New Mexico. NMJC received a proposal from Lonestar Freightliner Group – CES Contract # 2013-023 055-008 AFL.

The Administration recommends acceptance of the proposal from Lonestar Freightliner Group for the following:

2014 Freightliner Coronado:	\$119,625
-----------------------------	-----------

The source of funding for this purchase will come from the FY 2013/2014 – Energy Technology Equipment with an available budget of \$232,527.72.

Thank you for your consideration.

TO: NMJC Board
Dr. Steve McCleery

FROM: Jeff McCool, Dean of Training and Outreach
Larry Sanderson, Director of Institutional Effectiveness

DATE: May 13, 2014

RE: Equipment Purchase for TAACCCT Grant Program of Training

We request approval from the Board to purchase the 660Truck Driving Simulation System from Doron Precision Systems, Inc. This driving simulator is a key piece of training equipment that will be used in the training programs funded by the TAACCCT grant from the U.S. Department of Labor.

The purchase price for the simulator is \$222,495. Doron Precision Systems is a GSA contractor (GS02F1411H) thus this purchase does not require competitive bids.



**DORON PRECISION SYSTEMS, INC.
660Truck™ DRIVING SIMULATION SYSTEM
BUDGETARY PRICE QUOTATION**

For

NMJC

10 April, 2014

- **One New 660Truck™ driving simulator cab includes the following:**
 - TrueSteer™ digital servo steering system
 - Full size cab
 - Captains seat (located within the cab)
 - Two-way radio
 - Automatic transmission
 - Heavy duty air ride seat
 - Four (4) 55" LED, high resolution flat screen displays
 - Industry leading 240 degree field-of-view
 - Text Aloud™
 - Four (4) remote controlled mirror views, both Flat and Convex

- One (1) instructor's console with IBM compatible computer; 19" LCD Flat Panel color Display; keyboard and mouse.
 - Dispatch Radio for two (2) way radio communication
 - Comprehensive user's guide
 - **On-site instructor training for three (3) days**
 - **Truck Scenario Package including CDL exercises**
 - On-site installation
 - **One (1) year warranty – including on-site service support**

Total System Price for a one (1) place system FOB Hobbs, NM: \$222,495.00



NMJC

Budgetary Price Quote – page 2

10 April, 2014

Options:

● SkillTrak™ (with printer)	\$ 3,950.00
● Scenario Developer	\$ 9,500.00
● Modular Driving Position (other models)	\$29,500.00
● Defensive Driving Training Scenario Package	\$ 2,995.00
● Fire Driving Training Scenario Package	\$ 2,995.00
● Transit Bus Training Scenario Package	\$ 2,995.00
● DWI Simulation Software	\$ 2,995.00
● PES™ (Performance Evaluation System)	\$ 6,995.00

Terms are as follows:

- Prices are F.O.B. **Hobbs, NM**
- Prices are valid for ninety (90) days from date of quotation.
- Terms are net thirty (30) days
- Prices do not include any applicable duties or taxes
- Delivery is ninety (90) to one hundred twenty (120) days ARO (after receipt of order).

Doron Precision Systems Inc. looks forward to being of service.

Respectfully submitted,

[Bill Murray](#), Vice President

Doron Precision Systems, Inc.

150 Corporate Drive

Binghamton, New York 13904

1 607 772 1610

Cell 1 607 761 5339

bmurray@doronprecision.com

DORONPRECISION.COM

660Truck™

Interactive Driving Simulation System

OVER 25,000 DRIVING
SIMULATORS DELIVERED IN
MORE THAN 60 COUNTRIES.

DORON'S COMPREHENSIVE
CURRICULUM INCLUDES ADVANCED
DRIVING TECHNIQUES, INCREASED
SAFETY AWARENESS.

DORON DRIVING SIMULATION
SYSTEMS—THE INDUSTRY'S LOWEST
OPERATING, MAINTENANCE AND
LIFE-CYCLE COSTS.



EXPERIENCE

Over 39 years experience in driving simulation and ongoing collaboration with truck and traffic safety experts has resulted in the development of this cost effective, curriculum-rich driver training simulation system.

INNOVATION

The 660Truck is a complete, driver training simulation system that includes a professionally developed extensive library of scenarios, each designed to accomplish one or more specific training objectives. It forms the basis of a high quality, standardized CDL training program for truck drivers.

RESULTS

Doron's truck customers report lower training costs, lower collision rates, increased profit margins, better fuel efficiency and improved safety.



 **DORON**[®]
PRECISION SYSTEMS, INC.

FSS Contract
GS02F1411H



DORON PRECISION SYSTEMS, INC. • P.O. Box400 • Binghamton, NY 13902
tel: 607.772.1610 • fax: 607.772.6760 • email: sales@doronprecision.com • web: www.doronprecision.com

660Truck™

LEADING EDGE DESIGN, FEATURES & OPTIONS

The 660Truck replicates the driving compartment of a typical commercial truck and includes essential components found in a late model heavy goods vehicle. It also meets unique truck training requirements by being customizable, upgradeable and modular. Rich with standard and optional features, the 660Truck also has air brakes and trailer air supply. This creates an efficient and cost effective truck driving simulation system, engineered to support specific CDL training objectives. An optional SkillTrak™ feature is also available.

Accident reconstruction – Replay feature – Cab monitor display – Adjustable digital servo force feedback steering – 5.1 surround sound – Optional video monitoring systems - Multiple malfunction capabilities

EXPANDED HIGH RESOLUTION VISUAL SYSTEM – EIGHT REAL-TIME VIDEO CHANNELS

The high quality CGI real-time visual system is specifically engineered to provide views from the driver's seat of a truck. Four (4) 55" High Definition LED displays provide superior image quality, realistic color display, and unmatched clarity and contrast.

To complete the realistic visual display, remote controlled real-time rear-view mirror images, both flat and convex, are synchronized and embedded in appropriate window images. Mirror images are controlled by the driver to reflect the latest features available in real trucks.

NEWLY UPDATED VIRTUAL WORLD WITH DYNAMIC GRAPHICS

The 660Truck is delivered with a true-to-life, seamless Virtual World driving environment that includes urban, suburban, rural, industrial and interstate driving areas enabling drivers to travel anywhere without interruption.

Proven effective, and real world tested, the Doron Virtual World is currently in use on more than 300 CGI interactive driving simulators. The Virtual World includes numerous real world objects, training courses, obstacles, traffic vehicles, pedestrians, and instructor controllable environmental conditions (rain, snow, fog, sun glare, ice) including adjustable coefficient of friction.

Rodeo skills course – CDL training course – Bus Terminals – Bus stops – RR crossings - Narrow bridges – Transit Buses – Para-transit Buses – Cars – Police cars- Emergency Vehicles – Pedestrians – Animals – Road signs – Shopping Center - Loading Docks - Articulated Trucks - Straight Trucks - Steep Road Grades

ADVANCED CURRICULUM CAPABILITIES

The 660Truck includes over eighty five pre-loaded scenarios newly designed to achieve specific training objectives evaluated by professional traffic safety and truck trainers. Additional scenario packages are also available. The 660Truck simulator curriculum provides the framework for your new driver screening and remedial as well as defensive driver training for experienced truck drivers.

SEAMLESS SCENARIO DEVELOPMENT

Scenario Developer™ features user friendly Microsoft Windows™ based design allowing easy creation of new scenarios, or the modification of existing ones, in minutes. The Scenario Developer requires no special computer skills, or lengthy training, and is reported to be the easiest to use. Doron provides comprehensive training with every simulator system to ensure full use of system software capabilities. One can easily and quickly recreate collision situations and share scenarios with other truck properties.

INDUSTRY RENOWNED SERVICE AND TECHNICAL SUPPORT

Extensive instructor training is accomplished at your site, with your systems, and is performed by experienced professional traffic safety instructors. All systems include a comprehensive 1- year warranty and complete on-site service calls as needed. For quick response, full-time dedicated service technicians located throughout the country provide regular preventative maintenance. Technical support is also available through telephone, fax, or modem. Maintenance service is available after the warranty period on either a contract or per-call basis.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date May 14, 2014

Candidate's name Jai M. Oyler

Position title Director of TAACCCT Grant Program

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 *June 2, 2014 Standard contract length 12 mos. 9 mos. other _____

Funding source Department of Labor TAACCCT Grant

Paid advertising beyond *standard HigherEdJobs.com

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

Posted salary range \$52,841 to \$66,051 Recommended annual salary \$60,000 Prorated salary yes no

Account number(s) with respective % allocation(s) 41151 2970 61103 122 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Jeff McCool – Dean of Training and Outreach

Larry Sanderson – Director of Institutional Effectiveness

Steve Saucedo – Workforce Training Coordinator

Comments: Ms. Oyler, with twelve years of experience meets and/or exceeds the minimum requirements for this position.

*pending background check

rev. 6-28-01

ABBREVIATED RESUME

Position

Director of TAACCCT Grant Program

Personal Data

Name: Jai M. Oyler

Professional Experience

Henderson Electric, Inc., Ft. Walton Beach, FL Project Administrator	8/2013 to Present
Its Quest, Inc., Clovis, NM Marketing Manager	8/2012 to 7/2013
Eastern Plains Council of Governments, Clovis, NM New Mexico Wind Energy Project Coordinator	3/2011 to 8/2012
Joe Simon Enterprises, Perkins, OK Marketing, Public Relations	2009 to 2010
Fisher Provence Realtors, Stillwater, OK Realtor Associate	2001 to 2008
Real Estate Professionals, Stillwater, OK Realtor Associate	1996 to 2000
Oklahoma Career Tech, Stillwater, OK Office Administrator	1993 to 1995
Payne County Court Clerk, Stillwater, OK Misdemeanor Deputy Court Clerk	1991 to 1993
Oyler Cattle Company, Perkins, OK Event Coordinator and Announcer, Advertising, Marketing, Human Resources	1981 to 1996

Certifications:

Licensed Realtor

Organizations:

The Rotary Club of Clovis, NM
Clovis Chamber of Commerce
Southwest Energy Alliance
American Wind Energy Alliance



New Mexico Junior College

Career Opportunities

Position Announcement • May 2014

Position Title: Director of TAACCCT Grant Program

Position Description: The position is responsible to the Dean of Training and Outreach. Duties and responsibilities include, but are not limited to, the following: (1) Directs the operations associated with funding derived from the TAACCCT grant from the US Department of Labor. Develops and implements activities as outlined in the approved grant Statement of Work (SOW) and associated documents. Coordinates the various classes and coursework planning within the program. Coordinates with external agencies and/or organizations on all matters pertaining to the program. Coaches, trains, and supervises assigned employees. Coordinates schedules, assigns, and reviews the daily work activities of staff; (2) Develops, implements, and maintains program budgets; creates, prepares, and submits all grant applications/paperwork; monitors and maintains projects ensuring compliance with federal, state, and local requirements; ensures program activities (e.g. expenditures, classes, etc.) meet grant/contract requirements; analyzes and facilitates collection of data; prepares special and recurring reports; regularly evaluates instructors, class, and program effectiveness; (3) Develops and modifies curriculum to meet the needs of students; establishes classroom/computer labs, equipment, and software updates as needed; supervises preparation and submittal of all purchase requisitions, personnel requisitions, and other personnel/financial transactions; and conducts community needs assessments as needed; (4) Represents the program at meetings, conferences and/or seminars; serves on various committees and as a member of professional associations; interacts with administrators, faculty, staff, and external constituencies; communicates with instructors and students obtaining feedback; makes on-site visits; observes classroom and online instruction; and may participate or assist in student/program registration; (5) performs other professional duties associated with the position; (6) participate in a process of continual personal and professional improvement; (7) serve on college committees as assigned; (8) actively participate in the institutional goals and objectives designed to support the mission of the college; and, (9) 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: Bachelor's degree and relevant experience preferred. Will consider non-degreed candidates with substantial professional experience directly related to duties and responsibilities outlined in this posting. All degrees must be from a regionally accredited institution. Knowledge of grant funding and reporting procedures required. Excellent public speaking, supervisory, microcomputer and organizational skills are necessary. Knowledge to include, but are not limited to, the following: management practices and principles, program development and implementation, budget preparation, monitoring and administration, community referrals and services, and public relations/marketing practices and methods. Valid New Mexico or Texas driver license required.

Salary/Benefits: Salary range is \$52,841 to \$66,051 and is commensurate with education and experience. This is a 12-month professional position funded by a grant. Continued employment will depend on grant funding. Standard employee benefits apply.

Application Deadline: May 9, 2014, 5:00 p.m. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities), letter of application (cover letter), resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and three references with current telephone numbers and addresses.

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 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: kmillier@nmjc.edu

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date May 14, 2014

Candidate's name Darcie D. Capo

Position title Assistant Director of Financial Aid

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom Jeremy Capo, Director of Athletics

Effective date of employment * 6/23/2014 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard HigherEdJobs.com

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 40 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$36,485 to 45,606 Recommended annual salary \$43,894 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 3061 61301 124 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Kerri Mitchell – Director Financial Aid

James Britsch – Director of Library Services

George Garcia – Database Administrator /Programmer Analyst

Sandy Hardin – Coordinator of Student Housing

Tina Kunko – Accountant/Controller – NMJC Foundation

Jeff McCool – Dean of Training and Outreach

Michael Garcia – NMJC Student

Comments: Ms. Capo with an Bachelor's degree and eight years of experience meets and/or exceeds the minimum requirements for this position.

rev. 6-28-01

* Pending background check

ABBREVIATED RESUME

Position

Assistant Director of Financial Aid

Personal Data

Name: Darcie D. Capo

Education

B.S., Fort Hayes State University, Hays, KS, 2001
Major: Computer Science

Professional Experience

Colorado State University-Pueblo, Pueblo, CO
Transfer Coordinator

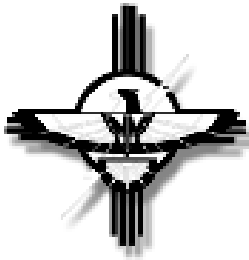
08/2007 to present

Adams State College, Alamosa, CO
Admissions Counselor

08/2004 to 08/2007

Midwest Energy, Hays, KS
Human Resources Assistant

11/2002 to 07/2004



New Mexico Junior College Career Opportunities

Position Announcement • March 2014

Position Title: Assistant Director of Financial Aid

Position Description: The Assistant Director of Financial Aid is responsible to the Director of Financial Aid. The duties and responsibilities of the Assistant Director of Financial Aid shall be, but are not limited to, the following: 1) Assists the Director with the development and oversight of the implementation of policies and procedures related to administering financial aid and related programs in accordance with federal, state, local and College policies and regulations; 2) Assists in the College marketing program and in student recruitment; 3) Coaches, trains and leads assigned employees; 4) Ensures all students receive high quality customer service, which includes ensuring all issues are resolved in a timely manner; 5) Manages the FAFSA import processes and Pell grant program, including calculations and processing of return of funds for Title IV programs; 6) Assists in overseeing the work study programs and scholarship programs; 7) Keeps the Director informed of all aspects of the job responsibilities; 8) Continually evaluate programs and makes recommendations to the Director for improvement of operational processes; 9) Maintains a working knowledge of all aspects of the Financial Aid Office and performs necessary supervisory functions in the absence of the Director; 10) Accepts other duties as assigned by the Director; 11) Actively participate in the institutional goals and objectives designed to support the mission of the college; 12) Participate in a process of continual personal and professional improvement; 13) Serve on college committees as assigned, and 14) Nothing contained herein shall limit the President in assigning the employee any 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 is preferred or work experience related to job duties. Candidate must have the ability to work with others, including employees, members of the community and students of all socioeconomic backgrounds; must possess excellent clerical, accounting, and communication skills; must demonstrate an ability to read and interpret government documents and regulations; must be self-motivated, and react well to administrative supervision. Computer proficiency is required.

Salary/Benefits: This is a 12 month, full time, exempt position with a salary range of \$36,485 to \$45,606, depending upon education and experience. Standard NMJC benefits apply.

Application Deadline: March 18, 2014 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline.

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

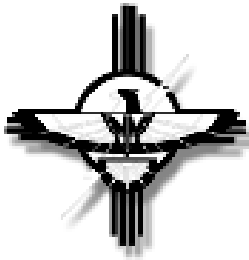
Human Resources, New Mexico Junior College, 1 Thunderbird Circle, Hobbs, NM 88240

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

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

"Equal Opportunity Education and Employment"

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



New Mexico Junior College

Career Opportunities

Position Announcement • March 2014 (reopened 3/21/2014)

Position Title: Assistant Director of Financial Aid

Position Description: The Assistant Director of Financial Aid is responsible to the Director of Financial Aid. The duties and responsibilities of the Assistant Director of Financial Aid shall be, but are not limited to, the following: 1) Assists the Director with the development and oversight of the implementation of policies and procedures related to administering financial aid and related programs in accordance with federal, state, local and College policies and regulations; 2) Assists in the College marketing program and in student recruitment; 3) Coaches, trains and leads assigned employees; 4) Ensures all students receive high quality customer service, which includes ensuring all issues are resolved in a timely manner; 5) Manages the FAFSA import processes and Pell grant program, including calculations and processing of return of funds for Title IV programs; 6) Assists in overseeing the work study programs and scholarship programs; 7) Keeps the Director informed of all aspects of the job responsibilities; 8) Continually evaluate programs and makes recommendations to the Director for improvement of operational processes; 9) Maintains a working knowledge of all aspects of the Financial Aid Office and performs necessary supervisory functions in the absence of the Director; 10) Accepts other duties as assigned by the Director; 11) Actively participate in the institutional goals and objectives designed to support the mission of the college; 12) Participate in a process of continual personal and professional improvement; 13) Serve on college committees as assigned, and 14) Nothing contained herein shall limit the President in assigning the employee any 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 is preferred or work experience related to job duties. Candidate must have the ability to work with others, including employees, members of the community and students of all socioeconomic backgrounds; must possess excellent clerical, accounting, and communication skills; must demonstrate an ability to read and interpret government documents and regulations; must be self-motivated, and react well to administrative supervision. Computer proficiency is required.

Salary/Benefits: This is a 12 month, full time, exempt position with a salary range of \$36,485 to \$45,606, depending upon education and experience. Standard NMJC benefits apply.

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

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

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 in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

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

"Equal Opportunity Education and Employment"

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

RESOLUTION

James Ross Black

- WHEREAS,** **James Ross Black**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for twenty-three years; and
- WHEREAS,** **James Ross Black** has served as Professor of Physical Education/Head Golf Coach from 1991 to 2014; and
- WHEREAS,** **James Ross Black** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **James Ross Black** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **James Ross Black**, as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **James Ross Black** has elected to retire the 1st day of July 2014.

NOW, THEREFORE BE IT RESOLVED that **James Ross Black** be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 22nd day of May, 2014.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary



RESOLUTION

Patricia “Sue” Black

WHEREAS, Patricia “Sue” Black, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for sixteen years; and

WHEREAS, Patricia “Sue” Black has served as Professor of Office Technology from 1998 to 2014; and

WHEREAS, Patricia “Sue” Black has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, Patricia “Sue” Black has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, Patricia “Sue” Black, as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, Patricia “Sue” Black has elected to retire the 1st day of August 2014.

NOW, THEREFORE BE IT RESOLVED that Patricia “Sue” Black be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 22nd day of May, 2014.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary



RESOLUTION

Randy Alan Hargrove

WHEREAS, **Randy Alan Hargrove**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for twelve and one-half years; and

WHEREAS, **Randy Alan Hargrove** has served as General Maintenance Worker from 2002 to 2014; and

WHEREAS, **Randy Alan Hargrove** has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, **Randy Alan Hargrove** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, **Randy Alan Hargrove**, as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, **Randy Alan Hargrove** has elected to retire the 1st day of July 2014.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Randy Alan Hargrove** for his service and dedication to New Mexico Junior College.

ADOPTED THIS 22nd day of May 2014.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary



RESOLUTION

Donald J. Worth

WHEREAS, **Donald J. Worth**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for six and three fourth years; and

WHEREAS, **Donald J. Worth** has served as Director of Athletics from 2007 to 2014; and

WHEREAS, **Donald J. Worth** has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, **Donald J. Worth** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

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

WHEREAS, **Donald J. Worth** has elected to retire the 1st day of August 2014.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Donald J. Worth** for his service and dedication to New Mexico Junior College.

ADOPTED THIS 22nd day of May 2014.

ATTEST: _____

New Mexico Junior College Board Chairman



New Mexico Junior College Board Secretary