

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, May 23, 2013

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|--|------------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of April 24, 2013 | 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 Purchase of Nuvera Copier System | Dan Hardin |
| 7. Consideration of Infrastructure Improvements | Dan Hardin |
| 8. Consideration of Cafeteria Remodel | Dan Hardin |
| 9. Consideration of Purchase of Mattresses | Regina Organ |
| 10. Consideration of Workplace Answers Agreement | Regina Organ |
| 11. Personnel Consideration – Professor of Nursing | Delores Thompson |
| 12. Personnel Consideration – Professor of PE/Asst. Women's Basketball Coach | Don Worth |
| 13. Personnel Consideration – Men's & Women's Rodeo Coach | Don Worth |
| 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 24, 2013

MINUTES

The New Mexico Junior College Board met on Wednesday, April 24, 2013, 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; Mr. Ron Black; and Mr. Zeak Williams. Not present were Mrs. Mary Lou Vinson and Mr. Hector Baeza.

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

Upon a motion by Mr. Williams, seconded by Ms. Chappelle, the agenda was unanimously adopted, as presented.

Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the minutes of March 28, 2013.

Under President's Report, Jill Henning reported on the recent Skills USA competition, as well as introducing the students.

Under New Business, Dan Hardin presented the March financial reports and with a motion by Ms. Chappelle, seconded by Mr. Black, the Board unanimously approved the expenditures for March, 2013.

Dr. McCleery presented the 2013/2014 budget for Board consideration. After some discussion, Mr. Kesner recommended a 4% employee compensation increase instead of the 2% requested in the budget work session. Upon a motion by Ms. Chappelle, seconded by Mr. Black, the board unanimously approved the 2013/2014 budget, with the change.

Mr. Hardin presented a recommendation to contract with Accounting and Consulting to do 75% of the audit for FY 13, FY 14, and FY 15 in conjunction

with the State Auditor's staff. The Business Office received notification from the State Auditor's Office that the college had been selected to have the State Auditor's staff do 25% of the audit for the next three years. Upon a motion by Mr. Williams, seconded by Mr. Black, the Board unanimously accepted the recommendation.

Bill Morrill recommended Ms. Stephane Shockley for the Administrative Support Assistant – Del Norte. Ms. Shockley is related to Susan Shockley, Administrative Support Assistant – Del Norte. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Shockley.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, May 23, 2013, 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. Mr. Williams seconded the motion. The roll call vote was as follows: Ms. Chappelle – yes; Mr. Black – yes; Mr. Glenn – yes; Mr. Williams – 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. Black, seconded by Mr. Glenn, the board meeting adjourned at 5:40 p.m.



NEW MEXICO
Junior College

TO: NMJC Board Members and Dr. Steve McCleery
FROM: Larry Sanderson
DATE: May 20, 2013
RE: Status of Summer Transitional Studies Enrollment

As you recall, the NMJC Foundation and the NMJC Board have joined together in support of a special initiative to encourage students to enroll in transitional studies courses during the summer 2013 sessions. The Foundation is supporting special scholarships for tuition and the Board approved waiving course fees for summer transitional courses. Students enrolling in these courses will be responsible only for their texts. At the time of your decision, the Board asked for a status report on the results of the initiative.

Enrollments (as of May 20) in transitional courses are running far ahead of prior years:

| | Summer 2012 | Summer 2013 |
|-----------------------------------|-------------|-------------|
| TS credit hours | 96 | 633 |
| TS students enrolled (duplicated) | 32 | 211 |

Thank you for your support of this initiative.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
April 2013

83% of Year Completed

| Fund | 2011-12 | | | 2012-13 | | | |
|---|-------------------|-------------------------------------|-------------------------------|-------------------|--------------------------------|------------------------|-------------------------------|
| | 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 | 8,437,426 | 7,069,708 | 84% | 8,638,205 | 841,145 | 7,139,323 | 83% |
| Academic Support | 2,206,429 | 1,616,125 | 73% | 2,247,244 | 172,449 | 1,736,231 | 77% |
| Student Services | 1,665,722 | 1,198,918 | 72% | 1,704,267 | 132,381 | 1,392,442 | 82% |
| Institutional Support | 2,987,693 | 2,299,851 | 77% | 3,137,158 | 253,306 | 2,814,810 | 90% |
| Operation & Maintenance of Plant | 2,958,467 | 2,453,262 | 83% | 3,232,175 | 332,700 | 2,794,534 | 86% |
| Subtotal - Instruction & General | 18,255,737 | 14,637,864 | 80% | 18,959,049 | 1,731,981 | 15,877,340 | 84% |
| 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 | 80,394 | 81,691 | 102% | 81,772 | (2,706) | 124,715 | 153% |
| Student Aid | 516,579 | 656,624 | 127% | 543,551 | 40,784 | 707,038 | 130% |
| Auxiliary Enterprises | 1,706,196 | 2,123,744 | 124% | 1,780,078 | (11,633) | 1,752,857 | 98% |
| Athletics | 972,058 | 1,027,042 | 106% | 1,150,211 | 112,858 | 1,062,123 | 92% |
| Total Current Unrestricted Fund | 21,530,964 | 18,526,965 | 86% | 22,514,661 | 1,871,284 | 19,524,073 | 87% |
| CURRENT RESTRICTED FUND | | | | | | | |
| Grants | 1,569,789 | 752,634 | 48% | 1,280,443 | 76,195 | 766,657 | 60% |
| Student Aid | 5,033,468 | 5,054,340 | 100% | 5,033,468 | 32,309 | 3,947,778 | 78% |
| Total Current Restricted Fund | 6,603,257 | 5,806,974 | 88% | 6,313,911 | 108,504 | 4,714,435 | 75% |
| PLANT FUNDS | | | | | | | |
| Capital Outlay / Bldg. Renewal & Repl. | | | | | | | |
| Projects from Institutional Funds | 10,195,409 | 5,811,024 | 57% | 10,186,567 | 375,374 | 4,251,833 | 28% |
| Projects from State GOB Funds | 351,166 | 98,343 | 28% | 3,300,000 | 0 | 57,800 | 2% |
| Projects from State STB Funds | 1,840,824 | 1,840,824 | 100% | 521,652 | 0 | 34,652 | 7% |
| Projects from General Fund | 24,956 | 11,772 | 47% | 289,596 | 1,486 | 27,570 | 10% |
| Projects from Private Funds | 512,945 | 487,553 | 95% | 27,485 | 0 | 22,837 | 83% |
| Projects from State ER&R | 441,780 | 203,298 | 46% | 568,173 | 9,728 | 212,852 | 37% |
| Projects from State BR&R | 1,584,709 | 253,650 | 16% | 1,047,058 | 22,263 | 778,583 | 74% |
| Subtotal - Capital and BR&R | 14,951,789 | 8,706,464 | 58% | 15,940,531 | 408,851 | 5,386,127 | 25% |
| Debt Service | | | | | | | |
| Revenue Bonds | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Total Plant Funds | 14,951,789 | 8,706,464 | 58% | 15,940,531 | 408,851 | 5,386,127 | 25% |
| GRAND TOTAL EXPENDITURES | 43,086,010 | 33,040,403 | 77% | 44,769,103 | 2,388,639 | 29,624,635 | 59% |

NEW MEXICO JUNIOR COLLEGE

Revenue Report

April 2013

83% of Year Completed

| Fund | 2011-12 | | | 2012-13 | | | |
|---|-------------------|----------------------|-------------------------------|-------------------|------------------|----------------------|-------------------------------|
| | 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 | 3,589,200 | 3,846,136 | 107% | 3,684,200 | 77,508 | 3,651,354 | 99% |
| State Appropriations | 5,505,200 | 4,232,304 | 77% | 5,888,800 | 490,734 | 5,007,833 | 85% |
| Advalorem Taxes - Oil and Gas | 5,900,000 | 7,911,227 | 134% | 6,100,000 | 759,440 | 8,367,538 | 137% |
| Advalorem Taxes - Property | 4,905,732 | 3,341,415 | 68% | 5,255,000 | 43,055 | 3,963,305 | 75% |
| Interest Income | 20,000 | 716 | 4% | 5,000 | 103 | 1,606 | 32% |
| Other Revenues | 329,471 | 249,194 | 76% | 292,526 | 51,213 | 283,183 | 97% |
| Subtotal - Instruction & General | 20,249,603 | 19,580,992 | 97% | 21,225,526 | 1,422,053 | 21,274,819 | 100% |
| Student Activities | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Public Service | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Internal Service Departments | 24,000 | 15,384 | 64% | 24,000 | 1,584 | 14,586 | 61% |
| Auxiliary Enterprises | 2,184,000 | 2,353,402 | 108% | 2,198,000 | 32,119 | 2,190,903 | 100% |
| Athletics | 326,200 | 243,111 | 75% | 326,200 | 27,113 | 273,594 | 84% |
| Total Current Unrestricted | 22,783,803 | 22,192,889 | 97% | 23,773,726 | 1,482,869 | 23,753,902 | 100% |
| CURRENT RESTRICTED FUND | | | | | | | |
| Grants | 1,569,789 | 829,674 | 53% | 1,290,682 | (12,531) | 980,819 | 76% |
| Student Aid | 5,033,468 | 4,957,399 | 98% | 5,033,468 | 120,510 | 3,820,726 | 76% |
| Total Current Restricted | 6,603,257 | 5,787,073 | 88% | 6,324,150 | 107,979 | 4,801,545 | 76% |
| PLANT FUNDS | | | | | | | |
| Capital Outlay / Bldg. Renewal & Repl. | | | | | | | |
| Projects from State GOB Funds | 0 | 222,704 | 0% | 3,300,000 | 0 | 0 | 0% |
| Projects from State STB Funds | 1,840,824 | 0 | 0% | 521,652 | 0 | 34,652 | 7% |
| Projects from General Fund | 312,972 | 0 | 0% | 285,495 | 0 | 0 | 0% |
| Projects from Private Funds | 416,000 | 416,000 | 100% | 6,126 | 0 | 3,750 | 0% |
| Interest Income (LGIP) | 37,000 | 19,894 | 54% | 30,000 | 1,303 | 14,896 | 0% |
| Total Plant Funds | 2,606,796 | 658,598 | 25% | 4,143,273 | 1,303 | 53,298 | 1% |
| GRAND TOTAL REVENUES | 31,993,856 | 28,638,560 | 90% | 34,241,149 | 1,592,151 | 28,608,745 | 84% |

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

April 2013

83% of Year Completed

| | | OIL | | GAS | | COMBINED | | |
|---|--------------|------------------|-------------------------|------------------|------------------------|--------------------|-------------------------------|------------------------------------|
| Month of Sales | Distribution | Price per BBL | Lea County BBLs sold | Price per MCF | Lea County MCF sold | Monthly Revenue | 2011-12 Original Budget | Variance Over (Under) Budget |
| Actual | July | \$82.33 | 3,014,635 | \$4.80 | 16,457,653 | 610,622 | 383,333 | 227,289 |
| Actual | August | \$72.11 | 3,009,890 | \$4.15 | 14,122,684 | 701,128 | 383,333 | 317,795 |
| Actual | September | \$79.10 | 2,978,466 | \$4.57 | 14,863,087 | 749,810 | 383,333 | 366,477 |
| Actual | October | \$89.22 | 2,935,208 | \$5.01 | 14,032,011 | 698,437 | 383,333 | 315,104 |
| Actual | November | \$78.04 | 3,149,706 | \$5.26 | 13,070,472 | 785,691 | 383,333 | 402,358 |
| Actual | December | \$76.07 | 3,057,110 | \$4.99 | 13,274,522 | 701,189 | 383,333 | 317,856 |
| Actual | January | \$77.19 | 3,390,624 | \$4.93 | 13,632,849 | 724,057 | 383,333 | 340,724 |
| Accrual | February | | | | | 759,440 | 383,333 | 376,107 |
| Accrual | March | | | | | 383,333 | 383,333 | 0 |
| Accrual | April | | | | | 383,333 | 383,333 | 0 |
| Accrual | May | | | | | | 383,333 | (383,333) |
| Accrual | June | | | | | | 383,333 | (383,333) |
| Y.T.D. Production Tax Revenue | | | | | | 6,497,040 | 4,599,996 | 1,897,044 |
| Y.T.D. Equipment Tax Revenue | | | | | | 1,870,498 | 1,500,000 | 370,498 |
| Total Year-to-Date Oil & Gas and Equipment Tax Revenue | | | | | | 8,367,538 | 6,099,996 | 2,267,542 |

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

April 2013

83% of Year Completed

| Financial Institution | Amount Invested | Date Invested | Maturity Date | Period of Investment (Days) | Account Number | Interest Rate | Interest Earned |
|---|------------------|---------------|---------------|-----------------------------|----------------|---------------|-----------------|
| State of New Mexico Local Government Investment Pool | 9,589,592 | N/A | N/A | N/A | 7102-1348 | 0.110% | 1,303 |
| Total investments | <u>9,589,592</u> | | | | | | <u>1,836</u> |

| Summary of Current Month's Activity | |
|-------------------------------------|------------|
| Beginning amount | 9,589,592 |
| Plus: deposits | 0 |
| Less: withdrawals | 0 |
| Capital Projects | |
| Reserves Invested | 12,388,548 |
| Total LGIP Investment | -2,798,956 |
| | 9,589,592 |

| Capital Projects | 4/30/2013 |
|----------------------------------|----------------------|
| Vehicles | 319,210.91 |
| Technology Upgrade | 234,209.40 |
| JASI | 70,306.42 |
| WHM South Gallery | 347,433.95 |
| Baseball Field | 33,662.95 |
| Rodeo Arena | 119,402.98 |
| Original Entrance Landscaping | 120,937.72 |
| Student Housing Construction | 336,636.00 |
| Luminis Software | 11,568.00 |
| Campus Signage | 28,854.85 |
| Roof Replacement | 27,382.26 |
| Dorm/Apartment Refurbish | 7,848.84 |
| Campus Construction | 116,089.80 |
| Oil & Gas Training Ctr | 2,055.00 |
| Maintenance Equipment | 3,452.01 |
| Public Sector | 1,826.53 |
| Campus Security | 74,368.60 |
| Track/Arena Area Enhancement | 65,044.46 |
| Lumens Software-Distance Learn | 5,000.00 |
| Copier Replacement | 150,585.00 |
| Non-Recurring Compensation | 552,169.10 |
| Student Life Programming | 17,440.00 |
| Warehouse/Cont Ed Remodel | 1,640.92 |
| Succession Plan | 108,152.25 |
| Energy Technology Equipment | 566,445.00 |
| WHM Exhibits | 145,990.93 |
| Remodel McLean | 133,567.57 |
| Senior Warm Water Wellness Ctr | 1,500,000.00 |
| Paradigms Users Fees | 17,145.00 |
| Track Upgrades | 3,192,443.02 |
| Driving Range Upgrades | 200,000.00 |
| Lockheed Martin Nuclear Training | 600,000.00 |
| Cosmetology Remodel | 400,000.00 |
| Equine Program | 391,875.14 |
| Entertainment Technology | 300,214.97 |
| Cafeteria Upgrade | 200,000.00 |
| New Horizons Resources | 400,000.00 |
| Channel 19 Upgrade | 25,000.00 |
| FERPA & Title IX | 27,000.00 |
| Professional Development HS | 25,000.00 |
| Infrastructure Upgrade | 1,500,000.00 |
| Workforce Training Contingency | 8,587.99 |
| Total | 12,388,547.57 |

NOTE: Capital projects total does not include encumbered funds

New Mexico Junior College

Statement of Net Assets (Unaudited and Unadjusted) As of (3 31 2013)

| | |
|---|-----------------------------|
| Assets | |
| Current Assets: | |
| Cash and Cash Equivalents | \$ 4,375,268 |
| Short-Term Investments | 9,589,592 |
| Accounts Receivable, net | 679,710 |
| Inventories | 515,614 |
| Prepaid Expenses | 25,900 |
| Loans Receivable, net | - |
| Total Current Assets | <u>\$ 15,186,084</u> |
| Non-Current Assets | |
| Restricted Cash and Cash Equivalents | \$ 739,935 |
| Restricted Short Term Investments | - |
| Investments Held by Others | - |
| Other Long-Term Investments | - |
| Prepaid Expenses | - |
| Capital Assets, net | 66,911,156 |
| Total Non-Current Assets | <u>67,651,091</u> |
| Total Assets | <u>\$ 82,837,175</u> |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | \$ 127,185 |
| Other Accrued Liabilities | 494,045 |
| Deposits Held for Others | 194,611 |
| LT Liabilities - Interest Payable | 30,076 |
| Deferred Income | - |
| Other Payables | 519,508 |
| LT Liabilities - Current Portion | 216,933 |
| Total Current Liabilities | <u>\$ 1,582,358</u> |
| Non-Current Liabilities | |
| Other LT Liabilities | 1,580,329 |
| Total Non-Current Liabilities | <u>1,580,329</u> |
| Total Liabilities | <u>\$ 3,162,687</u> |
| Net Assets | |
| Invested in Capital Assets, net of Related Debt | <u>\$ 68,708,418</u> |
| Restricted for: | |
| Non-Expendable: | |
| Endowments | |
| Expendable: | |
| General Activities | |
| Federal Student Loans | |
| Term Endowments | |
| Capital Projects | |
| Expendable future debt service requirements | 739,935 |
| Unrestricted | <u>10,226,135</u> |
| Total Net Assets | <u>79,674,488</u> |
| Total Liabilities & Net Assets | 82,837,175 |

New Mexico Junior College

Comparison of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2012 and 2013

| Operating Funds | FY 2012 Actuals as of March 31, 2012 | FY 2013 Actuals as of March 31, 2013 | Percentage Increase (Decrease) |
|--|--|--|--------------------------------------|
| REVENUES | | | |
| Tuition & Misc Fees | \$ 3,846,136 | \$ 3,573,846 | -7.1% |
| State Appropriations | 4,475,415 | 4,763,580 | 6.4% |
| Local Appropriations | 11,252,642 | 11,528,348 | 2.5% |
| Gifts, Grants & Contracts | 44,986 | - | |
| Sales & Services | 2,353,402 | 2,158,784 | -8.3% |
| Other | 220,308 | 246,475 | 11.9% |
| Total Revenue | \$ 22,192,889 | \$ 22,271,033 | 0.4% |
| Beginning Fund Balance | \$ 4,365,357 | \$ 2,918,042 | |
| Total Available | 26,558,246 | 25,189,075 | |
| EXPENDITURES | | | |
| Instruction & General | 14,637,864 | 14,145,359 | -3.4% |
| Internal Services | 81,691 | 127,421 | 56.0% |
| Student Aid | 656,624 | 666,254 | 1.5% |
| Auxiliary Enterprises | 2,123,744 | 1,764,490 | -16.9% |
| Intercollegiate Athletics | 1,027,042 | 949,265 | -7.6% |
| Total Expenditures | \$ 18,526,965 | \$ 17,652,789 | -4.7% |
| Net Transfers | \$4,089,046 | \$4,061,681 | |
| TOTAL EXPENDITURES & TRANSFERS | \$ 22,616,011 | \$ 21,714,470 | -4.0% |
| Increase (Decrease) in Fund Balance | \$ (423,122) | \$ 556,563 | |
| ENDING FUND BALANCE | \$3,942,235 | \$3,474,605 | |
| Plant Funds | FY 2012 Actuals as of March 31, 2012 | FY 2013 Actuals as of March 31, 2013 | Percentage Increase (Decrease) |
| REVENUES AND TRANSFERS | | | |
| Bond Proceeds | | | |
| Gifts, Grants and Contracts | 416,000 | - | |
| Interest Income | 19,894 | 13,593 | |
| Private Funds | | 3,750 | |
| State Appropriation STB | 222,704 | 34,652 | |
| Transfers Debt Service | | 359,045 | |
| Total Revenues | \$ 658,598 | \$ 411,040 | |
| Beginning Fund Balance | \$ 5,441,947 | \$ 3,216,234 | |
| Total Available | \$ 6,100,545 | \$ 3,627,274 | |
| EXPENDITURES | | | |
| Capital Projects | 5,811,024 | 3,876,459 | -33.3% |
| BR&R & ER&R | 456,948 | 991,707 | |
| Gifts, Grants and Contracts | 487,553 | 24,955 | |
| State Appropriations | 1,950,939 | 118,536 | |
| Debt Retirement | 269,282 | 212,850 | |
| Total Expenditures | \$ 8,975,746 | \$ 5,224,507 | -41.8% |
| Net Transfers | \$ 4,089,046 | \$ 4,061,681 | |
| TOTAL EXPENDITURES & TRANSFERS | \$ 4,886,700 | \$ 1,162,826 | |
| Increase (Decrease) in Fund Balance | \$ (8,317,148) | \$ (4,813,467) | |
| Ending Fund Balance | 1,213,845 | 2,464,448 | |

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 2013

| Operating Funds | FY 2013 | | Percentage Earned/Spent |
|-------------------------------------|-------------------------|------------------------------|-------------------------|
| | FY 2013 Original Budget | Actuals as of March 31, 2013 | |
| REVENUES | | | |
| Tuition & Misc Fees | \$ 3,684,200 | \$ 3,573,846 | 97.00% |
| State Appropriations | 5,888,800 | 4,763,580 | 80.89% |
| Local Appropriations | 11,355,000 | 11,528,348 | 101.53% |
| Sales & Services | 2,198,000 | 2,158,784 | 98.22% |
| Other | 647,726 | 246,475 | 38.05% |
| Total Revenue | \$23,773,726 | \$22,271,033 | 93.68% |
| BEGINNING BALANCE | \$2,918,042 | \$2,918,042 | |
| EXPENDITURES | | | |
| Instruction & General | \$ 18,959,049 | 14,145,359 | 74.61% |
| Internal Services | 81,772 | 127,421 | 155.82% |
| Student Aid | 543,551 | 666,254 | 122.57% |
| Auxiliary Enterprises | 1,780,078 | 1,764,490 | 99.12% |
| Intercollegiate Athletics | 1,150,211 | 949,265 | 82.53% |
| Total Expenditures | \$ 22,514,661 | 17,652,789 | 78.41% |
| Net Transfers | \$3,089,065 | \$3,089,065 | |
| TOTAL EXPENDITURES & TRANSFERS | \$25,603,726 | \$20,741,854 | 81.01% |
| Increase (Decrease) in Fund Balance | (\$1,830,000) | \$1,529,179 | |

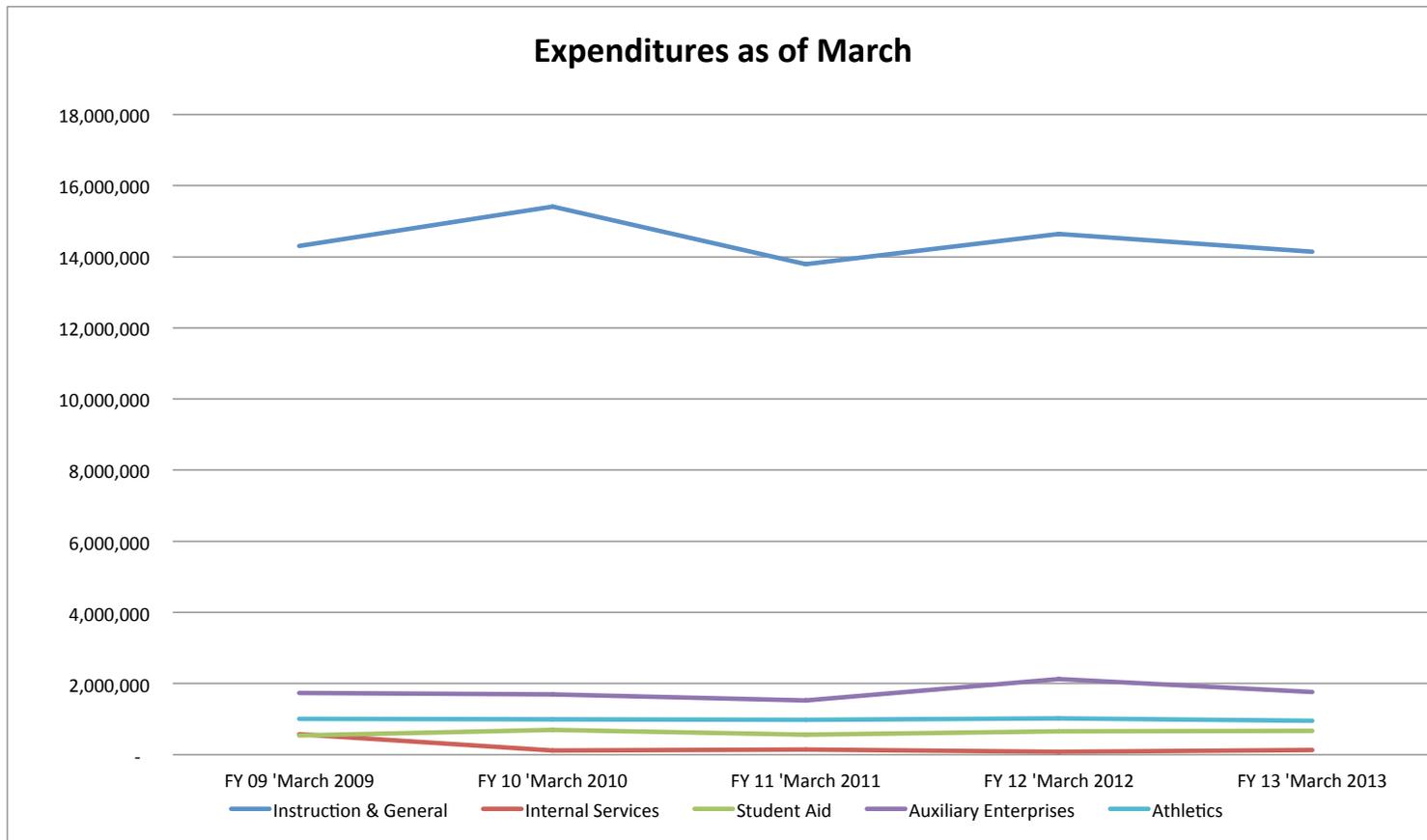
| Plant Funds | FY 2013 | | Percentage Earned/Spent |
|-------------------------------------|-------------------------|------------------------------|-------------------------|
| | FY 2013 Original Budget | Actuals as of March 31, 2013 | |
| REVENUES AND TRANSFERS | | | |
| Interest Income | 30,000 | 13,593 | 45.31% |
| Private Funds | | 3,750 | |
| State Appropriation | 1,240,754 | 34,652 | 2.79% |
| BR&R/ER&R Transfer | 930,001 | 930,001 | |
| Debt Service Transfer | 359,064 | 359,064 | |
| Capital Projects Transfer | 1,800,000 | 1,800,000 | |
| Total Revenues | \$ 4,359,819 | \$ 3,141,060 | |
| EXPENDITURES | | | |
| Capital Projects | 4,417,000 | 3,876,459 | 87.76% |
| Private Funds | | 24,955 | |
| BR&R & ER&R | 930,001 | 991,707 | 106.64% |
| State Appropriations | | 118,536 | |
| Debt Retirement | 359,064 | | |
| Total Expenditures | \$ 5,706,065 | \$ 5,011,657 | 87.83% |
| Net Transfers | \$ 4,061,681 | \$ 4,061,681 | |
| Increase (Decrease) in Fund Balance | (1,346,246) | (1,870,597) | |

New Mexico Junior College

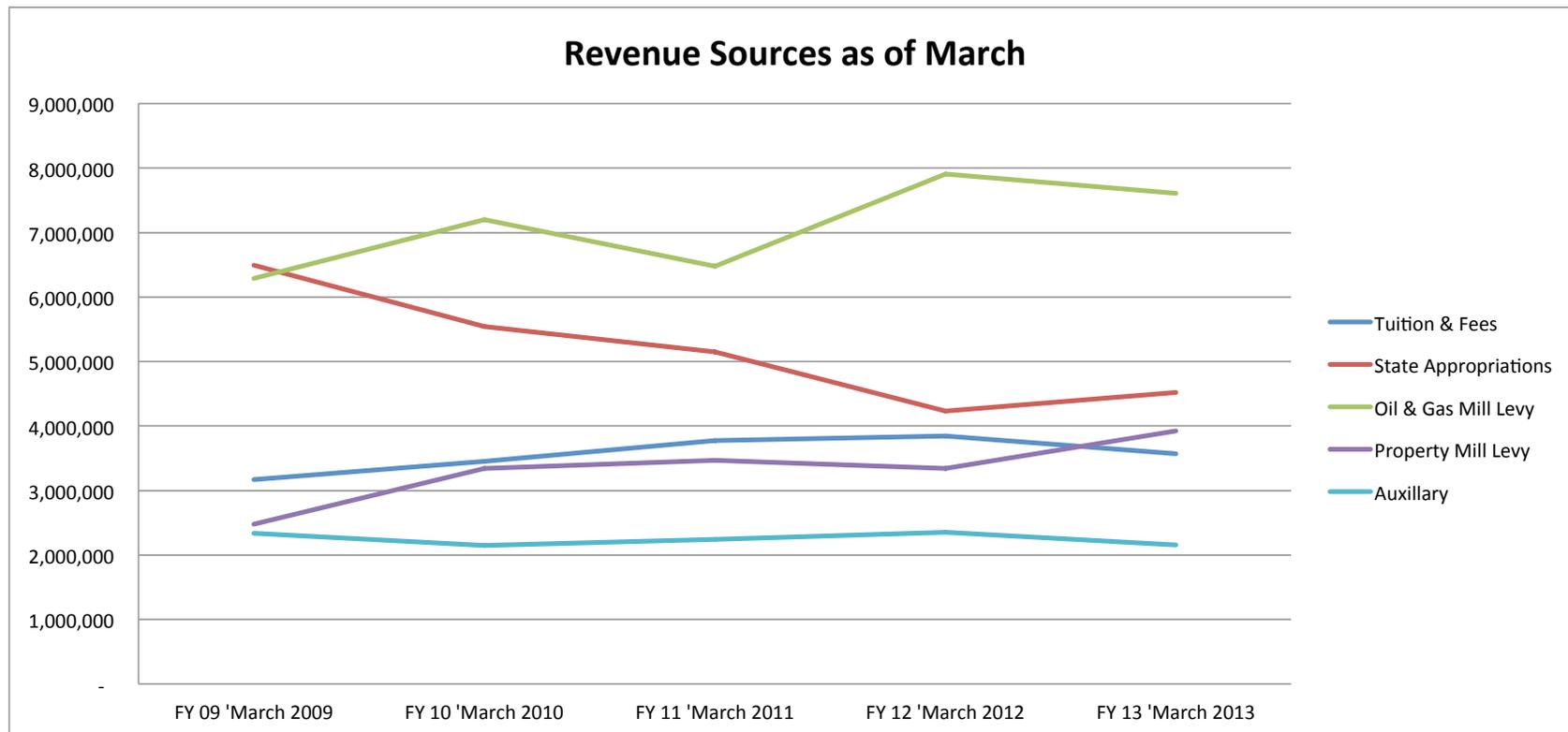
Cash Flow Statement (Unaudited and Unadjusted) As of 3 31 2013

| | |
|---|------------------------|
| Cash Flows from Operating Activities | |
| Receipts from student tuition and fees | \$ 3,573,846 |
| Receipts from grants and contracts | 4,693,566 |
| Other receipts | |
| Payments to or on behalf of employees | (11,990,694) |
| Payment to suppliers for goods and services | (6,270,605) |
| Receipts from Sales and Services | 2,158,784 |
| Disbursement of net aid to students | (2,551,716) |
| Other Operating Revenue | 246,475 |
| Net cash (used) by operating activities | <u>\$ (10,140,344)</u> |
| Cash Flows from Non-Capital Financing Activities | |
| State Appropriations | \$ 4,763,580 |
| Mill Levy Taxes | \$ 10,761,682 |
| Private Gifts for Endowment | |
| Other Non-operating Expense | |
| Net Cash provided (used) for non-capital financing activities | <u>\$ 15,525,262</u> |
| Cash Flows from Capital and Related Financing Activities | |
| Proceeds from Capital Debt | 38,402 |
| Capital Gifts, Grants and contracts | |
| Purchase/Construction/Renovation of Capital Assets | (5,337,552) |
| Principal Interest/Paid on Capital Debt and Leases | (411,544) |
| Net Cash provided (used) for capital financing activities | <u>\$ (5,710,694)</u> |
| Cash Flows from Investing Activities | |
| Investment Earnings | \$ 13,593 |
| Net Cash provided by Investing Activities | <u>\$ 13,593</u> |
| Increase (Decrease) in Cash and Cash Equivalents | \$ (312,184) |
| Cash and Cash Equivalents- beginning of year | 15,016,979 |
| Cash and Cash Equivalents- end of reporting period | \$ 14,704,795 |

| | FY 09 'March 2009 | FY 10 'March 2010 | FY 11 'March 2011 | FY 12 'March 2012 | FY 13 'March 2013 |
|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Instruction & General | 14,302,875 | 15,405,407 | 13,790,489 | 14,637,864 | 14,145,359 |
| Internal Services | 577,390 | 123,883 | 149,391 | 81,691 | 127,421 |
| Student Aid | 540,978 | 692,658 | 567,152 | 656,624 | 666,254 |
| Auxiliary Enterprises | 1,731,247 | 1,695,158 | 1,525,760 | 2,123,744 | 1,764,490 |
| Athletics | 1,012,614 | 993,052 | 978,868 | 1,027,042 | 949,265 |



| | FY 09 'March 2009 | FY 10 'March 2010 | FY 11 'March 2011 | FY 12 'March 2012 | FY 13 'March 2013 |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Tuition & Fees | 3,166,914 | 3,451,385 | 3,774,507 | 3,846,136 | 3,573,846 |
| State Appropriations | 6,489,714 | 5,540,195 | 5,148,367 | 4,232,304 | 4,517,099 |
| Oil & Gas Mill Levy | 6,287,159 | 7,204,290 | 6,478,838 | 7,911,226 | 7,608,098 |
| Property Mill Levy | 2,478,146 | 3,340,236 | 3,468,766 | 3,341,416 | 3,920,250 |
| Auxillary | 2,335,051 | 2,146,806 | 2,239,821 | 2,353,402 | 2,158,784 |



NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board
From: Dan Hardin
RE: Purchase of Nuvera copier system
Date: May 14, 2013

Board Members,

In August of 2004, New Mexico Junior College purchased the Docutech 6100 copier system for \$287,421.00. With the Docutech 6100 approaching nine years old and having almost thirteen million copies, Dana Martin and I were intending on saving the \$100,000.00 allocation from this year and \$50,000.00 from the previous allocations in anticipation of replacing the Docutech 6100 in 2014. We were expecting the new copier system to cost about \$187,000.00. In late April, Xerox contacted Dana with a proposal for New Mexico Junior College to purchase a new Nuvera copier system for \$150,000.00. The new system is exactly what Dana would have specified to purchase in 2014. Xerox had a customer order the new Nuvera but did not take delivery. Although we are a year early, we will save approximately \$37,000.00 by purchasing the proposed Nuvera copier system now. Also, the monthly maintenance will cost \$350.00 less than with the current Docutech. We are not required to go out to bid because Xerox is using the TCPN (The Cooperative Purchasing Network) to sell this copier.

With your approval, we are recommending the purchase of a new Nuvera copier system for the purchase price of \$150,000.00 to be paid out of 91558 4002 73102 911 (Copier Replacement) that has a balance of \$150,585.00.

Respectfully,



Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

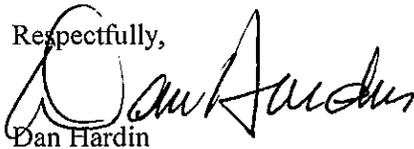
To: New Mexico Junior College Board
From: Dan Hardin
RE: Infrastructure
Date: May 14, 2013

Board members,

The Infrastructure Renewal and Upgrade project is the second phase of infrastructure upgrades that the College will be starting in June. As you know, the College received 3,300,000.00 in GOB funds, 1,000,000.00 in STB funds, and the Board allocated \$1,500,000.00, for a total Infrastructure budget of \$5,800,000.00. We are asking for your approval of the Service Electric and Donner Plumbing proposed project bids. Bridgers & Paxton was approved at the March Board meeting.

| | | |
|------------------------------|-----------------------|--|
| Service Electric | \$1,413,503.77 | Electrical switchgear, transformers, panels, and wiring. |
| Donner Plumbing | \$4,177,380.12 | will ensure the integrity of the tunnel heating and cooling four pipe loop system along with the condensate lines and domestic water line replacement. The air handlers in the Administration building, Mansur Hall, Pannell Library, and Watson Hall. |
| Bridgers & Paxton | \$ 57,800.00 | Engineering, design, and HVAC upgrade. |
| Contingency Costs | \$ 151,316.11 | for potential asbestos removal |
| Total | \$5,800,000.00 | |

Respectfully,


Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board members
From: Dan Hardin
RE: Cafeteria remodel
Date: May 15, 2013

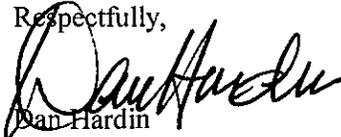
Board members,

At the April Board meeting the Board approved the allocation of \$200,000.00 for the upgrade and renewal of the NMJC Cafeteria. This project has been in the design stage for the last year. AK Sales, a CES vender, from Roswell specializing in cafeteria remodel has done the remodel and upgraded of the cafeterias at the Hobbs, Lovington, and Artesia Schools. They do excellent work.

The proposed remodel of the cafeteria will entail wall and ceiling modifications and coverings and art work. Also, the proposal will include new chairs and tables with graphics. The facelift of the cafeteria will give it a collegiate feel and look. This will be phase one as we would like to come back next year for phase two which will be the upgrade and face lift of the snack bar area.

Today, we are asking for your approval of \$202,237.98 to AK Sales, which will be paid out of 91581 Cafeteria for \$200,000.00 and Campus Construction 91544 for \$2,237.98.

Respectfully,


Dan Hardin

91581-911

A. K. Sales and Consulting, Inc

115 E. Country Club
Roswell, NM 88201

Quote

| | |
|-----------|------------|
| Date | Estimate # |
| 4/22/2013 | 2619 |

| |
|---|
| Name / Address |
| New Mexico Junior College Attn: Dr. Charley Carroll 1 Thunderbird Circle Hobbs, NM 88240 |

| |
|----------------|
| Terms |
| Due on receipt |

| Qty | Description | List Price | Discount | Unit Price | Total |
|-----------------------|---|------------|-----------|-------------------------|-------------|
| | Palmer Hamilton-Artwork for New Mexico Junior College. See details attached. | 92,751.22 | 26,564.38 | 66,186.84 | 66,186.84 |
| | Cost of freight | 2,943.34 | | 2,943.34 | 2,943.34 |
| | Installation of Palmer Hamilton items Clean up and remove trash. | 27,970.00 | | 27,970.00 | 27,970.00 |
| CES 2011-001C 910-701 | | | | Subtotal | \$97,100.18 |
| | | | | Sales Tax (5.5%) | \$1,538.35 |
| | | | | Total | \$98,638.53 |

| |
|--------------|
| Phone # |
| 575-623-1488 |

| |
|--------------|
| Fax # |
| 575-623-0488 |

A. K. Sales and Consulting, Inc
 115 E. Country Club
 Roswell, NM 88201

Quote

| | |
|-----------|------------|
| Date | Estimate # |
| 4/22/2013 | 2621 |

| |
|---|
| Name / Address |
| New Mexico Junior College Attn: Dr. Charlie Carroll 1 Thunderbird Circle Hobbs, NM 88240 |

| |
|----------------|
| Terms |
| Due on receipt |

| Qty | Description | List Price | Discount | Unit Price | Total |
|-----------------------|---|------------|-------------------------|--------------|-----------|
| | Palmer Hamilton- Furniture for New Mexico Junior College. See details attached. | 135,558.00 | 40,667.40 | 94,890.60 | 94,890.60 |
| | Cost of freight | 6,867.87 | | 6,867.87 | 6,867.87 |
| | Installation of above Palmer Hamilton furniture. | 1,745.00 | | 1,745.00 | 1,745.00T |
| CES 2011-001C 910-701 | | | Subtotal | \$103,503.47 | |
| | | | Sales Tax (5.5%) | \$95.98 | |
| | | | Total | \$103,599.45 | |

| | |
|--------------|--------------|
| Phone # | Fax # |
| 575-623-1488 | 575-623-0488 |

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board Members
From: Dan Hardin
RE: Purchase of Mattresses
Date: May 17, 2013

Board Members,

In the dorms and apartments, the housing students are provided with extra-long twin beds. Typically, the mattresses for these beds have a cover made of a cotton ticking fabric. Normally, these mattresses last two to three years and then they are sent to the landfill. In 2011, the Student Housing department went a different direction and purchased 100 mattresses made with a special fabric called Soflux that is a waterproof antibacterial nylon. These mattresses can be sanitized with Lysol to disinfect the mattress cover. The company that the mattresses were purchased from was American Contract Furniture. This company is from Boerne, Texas and has a GSA contract. Because of the good results with the first 100 mattresses purchased, the Student Housing Department is asking for the Board's approval to purchase 300 new Soflux mattresses. American Contract Furniture is offering these mattresses at the same rate as they sold the first 100 mattresses in 2011, which is \$105.00 per mattress.

Total cost is \$31,500.00 to be paid out of 91539 4002 71131 911 Dorm/Apartment Refurbish.

Respectfully,


Dan Hardin



American Contract Furniture
106 North J Drive
Boerne, TX 78006
PH 877-892-5308
FX 830-537-3345
www.acftx.com

Quotation # 051613-1

| | | |
|---------------------|---------------------|-----------|
| Account ID 1141 | Contact S Hardin | |
| Customer PO None | Telephone | Facsimile |

Bill To:

New Mexico Junior College
3 Thunderbird Circle,
Hobbs NM 88240

Ship To:

New Mexico Junior College
3 Thunderbird Circle,
Hobbs NM 88240

| | | | | | |
|----------------------|---------------|------------------------------|-------------------------------|---------|-------------|
| 5/16/2013 | | Special Instructions None | | | |
| Ship VIA Best Way | Date Required | FOB Destination | Prepared By Lindsay Santos | Order # | Salesperson |

| Item | Qty | Model | Description | Price | Total |
|------|-------------|-----------|---|----------|-------------|
| 1 | 300 each | RDMSF3680 | Mattress, Twin Soflux Cover 36 x 80 | \$105.00 | \$31,500.00 |
| 2 | 1 each | FREIGHT | FREIGHT CHARGES Included in price | \$0.00 | \$0.00 |

Comments

This quotation is good for 30 days from the date listed above. Freight, installation services, and sales or use taxes are not included unless otherwise stated above. The above pricing is based on the attached standard terms and conditions. By signing below, you agree to the attached standard terms and conditions. Purchase orders will not be accepted unless accompanied by the signed ACF standard terms and conditions unless mutually agreed upon in writing between ACF and the customer.

| | |
|--------------------|--------------------|
| Sub Total | \$31,500.00 |
| 0% tax | \$0.00 |
| Grand Total | |
| Deposit | \$0.00 |
| Balance | \$31,500.00 |

Approved By: _____ Date: _____

*New Mexico Junior College
Office of the Vice President for Student Services*

MEMO

TO: Dr. Steve McCleery
FROM: Dr. Regina Organ
DATE: January 28, 2013
RE: Workplace Answers Agreement

This is the contract for employee training that has been approved by Kathy Moran. Please read. The place for your signature is on page 2 of 3. Please return to Willy after you have signed the agreement.

WORKPLACE ANSWERS LICENSE AND SERVICES AGREEMENT

This License Agreement ("*Agreement*") is entered into as of January 22, 2013 ("*Effective Date*") between Workplace Answers, LLC ("*WPA*"), a New Jersey limited liability company having its principal place of business at 3701 Executive Center Drive, Suite 201, Austin, Texas, 78731 and New Mexico Junior College ("*Licensee*"), having its principal place of business at 5317 North Lovington Hwy, Hobbs, NM, 88240. This Agreement consists of this Cover Page/s and the attached Standard Terms and Conditions. The parties agree as follows:

A. **License Grant and Fees.** WPA grants to the Licensee a non-exclusive, non-sublicenseable, non-transferable license for use of the following Training Courses, Licensed Applications and Services:

| Description | License Term | | Type | License Qty. | License Price | Discount | License Fees |
|---|-----------------------|-----------|--------------|--------------|--------------------|----------|--------------|
| | Start | End | | | | | |
| Training courses | | | | | | | |
| Higher Ed Bundle | 7/1/2013 | 6/30/2016 | Subscription | 3 | \$9,745.00 | 10% | \$26,311.50 |
| FERPA for Higher Education | 7/1/2013 | 6/30/2016 | Subscription | 3 | \$0.00 | | \$0.00 |
| Defensive Driving - | 7/1/2013 | 6/30/2016 | Subscription | 3 | \$0.00 | | \$0.00 |
| Title IX Awareness and Violence Prevention for Higher Education Employees-Faculty/Staff | 7/1/2013 | 6/30/2016 | Subscription | 3 | \$0.00 | | \$0.00 |
| Unlawful Harassment Prevention for Higher Education Faculty | 7/1/2013 | 6/30/2016 | Subscription | 3 | \$0.00 | | \$0.00 |
| Unlawful Harassment Prevention Supervisor Supplement for High Education Faculty | 7/1/2013 | 6/30/2016 | Subscription | 3 | \$0.00 | | \$0.00 |
| Unlawful Harassment Prevention for Higher Education Staff | 7/1/2013 | 6/30/2016 | Subscription | 3 | \$0.00 | | \$0.00 |
| Unlawful Harassment Prevention Supervisor Supplement for High Education Staff | 7/1/2013 | 6/30/2016 | Subscription | 3 | \$0.00 | | \$0.00 |
| Unlawful Harassment Prevention Student Employees | 7/1/2013 | 6/30/2016 | Subscription | 3 | \$0.00 | | \$0.00 |
| Licensed Applications | | | | | | | |
| Web Application: SLATE® LMS Seat - Group Training Administrator (Included). | 7/1/2013 | 6/30/2016 | | | \$0.00 | | Included |
| Web Application: SLATE® LMS - Lite Edition. | 7/1/2013 | 6/30/2016 | | | \$0.00 | | Included |
| Web Application: Classic Course Delivery System. | 7/1/2013 | 6/30/2016 | | | \$0.00 | | Included |
| Web Application: NEW: Classic Course Delivery System. | 7/1/2013 | 6/30/2016 | | | \$0.00 | | Included |
| Web Application: NEW: SLATE® LMS Seat - Group Training Administrator (Included). | 7/1/2013 | 6/30/2016 | | | \$0.00 | | Included |
| Description | Service Term | | Type | Hours | \$/ Hour Flat Rate | Discount | Service Fees |
| | Start | End | | | | | |
| Professional Services | | | | | | | |
| Client Deployment Services: Group Training Deployment - Single Rollout (Included). | Complete as required. | | | | \$0.00 | | Included |
| Content Services: Modifications to Courseware Not Included. | Complete as required. | | | | \$0.00 | | Included |
| Client Deployment Services: NEW: Group Training Deployment - Single Rollout (Included). | Complete as required. | | | | \$0.00 | | Included |
| Content Services: NEW: Modifications to Courseware Not Included. | Complete as required. | | | | \$0.00 | | Included |
| Maintenance & Support | | | | | | | |

| | |
|--|--------------------|
| Total Product and Service Fees: | \$26,311.50 |
|--|--------------------|

The Licensee agrees to pay the Total Fee of \$26,311.50, in advance. The payment is due within thirty (30) days of the invoice. The Fees are based upon a Maximum Number of 500 Licensee employee who will have access to or use of the Training Courses or Licensed Applications during the Term. The Licensee acknowledges that the reporting function of the Learning Management System ("*LMS*") will be sufficient to verify Training Course usage, regardless of whether or not Licensee has licensed the LMS, when the Training Course is hosted on WPA's system. If the LMS reporting or the audit shows that more than the above Maximum Number of Licensee employees have accessed the Training Courses or Licensed Applications, the Licensee shall compensate WPA for excess usage on three times the pro-rated basis in accordance with the pricing specified in the Fees table provided above.

B. **Term.** This Agreement commences as of the **Effective Date** and will continue for a period of 36 month(s), unless earlier terminated as provided for herein ("*Term*"). Unused licenses for Training Courses or Licensed Applications, if any, will expire at the end of the License Term and therefore no longer be available for use by the Licensee. The Agreement shall automatically renew for an additional period equal to the Term of this agreement unless terminated earlier in writing by either party.

C. **Additional Terms and Conditions.** User records will be accessible at no charge during the Term of this Agreement. If Licensee desires User records after the Term of this Agreement has expired, WPA will provide Licensee at 10% (ten per cent) of the Total Fees, with such information and in such format as WPA customarily provides its licensees for each year that the records have been retained by WPA. Licensee expressly acknowledges and agrees that (i) the Training Courses are solely a learning tool and do not constitute legal advice; and (ii) for legal advice regarding employment or organizational-related issues including, without limitation, workplace harassment, workplace violence, workplace safety, ethics and financial compliance, diversity and discrimination-related issues, Licensee and its employees should consult independent counsel.

Workplace Answers, LLC

DocuSigned by:
Russell Miller
BA2D9149BF2D43D...

By: _____
Title: Director - Finance
Date: 1/26/2013

Licensee:

By: _____
Title: _____
Date: _____

STANDARD TERMS AND CONDITIONS

1. Intellectual Property Protection and Ownership

1.1 WPA is the sole owner of, or has the rights to, all invention rights, copyrights, trademarks, concepts and trade secrets in and to the Training Courses, LMS and associated methodologies, forms, templates, presentations and materials, as well as any modification, amendment, translation, variation, adaptation or synopsis thereof or any work in any way based upon or derived from the Training Courses or any work that constitutes a derivative work of the Training Courses, as defined under United States copyright laws (collectively, "*Intellectual Property*"), except for customer supplied edits including customer policies, photos, logos and employee messages. No title or ownership to the Training Courses or LMS (or any permitted copies thereof) or any related Intellectual Property is transferred to Licensee under this Agreement. The Training Courses and LMS are licensed, not sold, to Licensee and WPA reserves all rights not expressly granted to Licensee hereunder.

2. Warranties; Indemnification; Limitation of Liability

2.1 WPA hereby disclaims, to the maximum extent permitted by law, all warranties of any kind, whether express, implied or statutory, arising by law or otherwise, with respect to the Training Courses and any other items or services furnished under this Agreement, including, without limitation, any (a) implied warranty of fitness for a particular purpose, merchantability or non-infringement, (b) implied warranty arising from course of performance, course of dealing or usage of trade; or (c) warranty regarding quality or performance of the Training Courses.

2.2 In no event shall WPA be liable to licensee for any indirect, special, incidental, consequential or punitive damages (including, without limitation, lost profits, lost savings, costs or delays, interruption of business, loss of goodwill, costs of lost or damaged data or documentation, governmental fines or penalties or liabilities to third parties) arising out of or related to this Agreement or the subject matter hereof, whether such liability arises in breach of contract or warranty, tort (including negligence), strict or statutory liability or any other cause of action, even if WPA has been advised, knew or should have known of the possibility of such damages or claims.

2.3 In no event shall WPA's total aggregate liability for any and all claims that arise out of or relate to this Agreement or the subject matter hereof exceed the total amounts paid by Licensee to WPA under this Agreement for the license for the twelve (12) month period immediately prior to the event giving rise to any such claim.

2.4 Licensee shall indemnify, defend, protect and hold harmless WPA from and against all losses, damages, injuries, liabilities, costs and expenses (including attorneys fees) suffered or incurred by WPA as a result of or in connection with any third party claims arising out of or in any way relating to this Agreement or the subject matter hereof, including, without limitation, claims of any nature by or against persons using the Training Courses except for any losses, damages, injuries, liabilities, costs and expenses arising out of the negligent or willful acts or omissions of WPA or its agents.

3. Termination

3.1 Licensee may terminate this Agreement at any time without cause upon written notice to WPA. Upon termination without cause, only that portion of the Total Fees attributable to any full twelve month period remaining in the Term shall be refundable to Licensee, subject to a deduction of 10% as an early termination fee.

4. Marketing

4.1 Licensee grants WPA permission to publicize our relationship through written or video case studies, press releases and the use of Licensee's name and logo to identify Licensee as a WPA customer

on WPA's marketing website and related marketing collateral used with prospective licensees.

5. Taxes

5.1 All Fees and other charges payable under this Agreement are net amounts and are payable in full, without deductions for any sales, use, excise, value-added, withholding or similar taxes or duties that may be applicable. Licensee shall be responsible for, and will promptly pay, all taxes and duties of any kind associated with this Agreement, except for taxes based on Workplace Answers' net income.

6. Miscellaneous

6.1 Amounts not paid when due under this Agreement shall be subject to a finance charge of 1.5% of unpaid balance per month.

6.2 This Agreement shall be governed by the laws of the State of New Mexico, without reference to its choice of law principles to the contrary. The exclusive jurisdiction and venue for any claims or disputes arising under or in connection with this Agreement shall be the federal and state courts located in Lea County, New Mexico, and each party consents to such jurisdiction and venue.

6.3 WPA shall not be liable for failure to fulfill the terms of this Agreement or considered in breach or default of this Agreement on account of any delay or failure to perform as a result of any cause or condition beyond its reasonable control, including, without limitation, fire, strike, government regulation, labor disturbances, or any act, delay or failure to act by Licensee or any third party.

6.4 This Agreement may be assigned by WPA without the prior consent of Licensee, including to any affiliate or successor in interest to all or substantially all of the equity or assets of WPA, provided such assignee agrees to perform any ongoing obligations owed to Licensee by WPA under this Agreement.

6.5 All notices required to be sent hereunder shall be in writing and shall be deemed to have been given when mailed to the address set forth on the Cover Page.

6.6 In the event of any litigation between the parties arising out of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees, court costs and other expenses incurred in connection with the litigation from the non-prevailing party.

6.7 This Agreement is the complete and exclusive statement of the agreement between the parties, and supersedes and merges all prior proposals, understandings and all other agreements, oral and written, between the parties relating to the subject matter of this Agreement. This Agreement may be modified only by means of a written instrument signed by both parties. If any provision in this Agreement is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect and the invalid or unenforceable provision shall be construed so that it is valid and enforceable to the greatest extent possible. The parties' respective rights and obligations under Sections 1, 2 and 6 shall survive expiration or termination of this Agreement.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date May 14, 2013

Candidate's name Misty B. Stine

Position title Professor of Nursing

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 *August 12, 2013 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard none

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

Posted salary range \$46,703 to \$58,379 Recommended annual salary \$54,700 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2542 61101 102

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Delores Thompson – Director of Nursing

Marlena Bushway – Professor of Nursing

Debbie Cates – Professor of Nursing

Donnie Hayes – Professor of Nursing

Cheryl Lang – Professor of Nursing

Kelli McCall – Professor of Nursing

Kim Webb – Professor of Nursing

Comments: Ms. Stine with a M.S.N. and fourteen years of experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Misty B. Stine

Education

M.S.N., University of Phoenix, Albuquerque, NM, 2003
Major: Nursing

B.S.N., University of Phoenix, Albuquerque, NM, 2001
Major: Nursing

A.A.S., New Mexico Junior College, Hobbs, NM, 1995
Major: Nursing

Professional Experience

Nor Lea Hospital, Lovington, NM 10/2011 to Present
ER Department Charge Nurse

Lea Regional Medical Center, Hobbs, NM
Staff/Charge Nurse 5/1999 to 5/2011
LPN, GPN, RN 11/1994 to 8/1995

New Mexico Junior College, Hobbs, NM
Professor of Nursing 8/2007 to 5/2009
Professor of Nursing 8/2001 to 8/2005

Del & Associates, Hobbs, NM 3/1999 to 5/1999
RN Staff Nurse

Apria Healthcare, Hobbs, NM 8/1997 to 3/1999
RN Staff Nurse

Hutson Home Health Agency 8/1995 to 1/1998
RN/CNA Supervisor

Licenses/Certifications:

Registered Nurse, New Mexico Board of Nursing, #R38187 - 1995 to Present
Emergency Nursing Pediatric Course
Advanced Cardiac Life Support
Pediatric Advanced Life Support
Basic Life Support
Trauma Nursing Core Course



New Mexico Junior College

Career Opportunities

Position Announcement • April 2013

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Nursing. Duties and responsibilities include, but are not limited to, the following: 1) classroom instruction, clinical and laboratory supervision for associate degree nursing students; 2) evaluation of students enrolled in associate degree nursing courses; 3) associate degree nursing students advisement and counseling; 4) associate degree nursing students curriculum update and revision; 5) development of associate degree nursing students course syllabus each semester; 6) serve on college committees as assigned; 7) participate annually in an academic or professional process of continued personal and professional development; 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: Master's Degree in nursing (MSN) preferred. Bachelor's degree will be considered. Must pursue and complete a MSN within five (5) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and must obtain or have a current New Mexico or multi-state nursing license in good standing. Prior successful teaching experience at the college level preferred. Candidates should be able to work within a team teaching concept. Computer proficiency required with skills in Microsoft Word, Power Point, and Canvas proficiency desirable.

Salary/Benefits: Salary is based on the NMJC nursing faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. 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.

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

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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date May 13, 2013

Candidate's name Lejon L. Wright, Sr.

Position title Professor of Physical Education/Assistant Women's Basketball Coach

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 *08/12/2013 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard None

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

Posted salary range \$35,595 to \$44,493 Recommended annual salary \$42,930 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2821 61101 101

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Don Worth – Athletic Director

Drew Sanders – Professor of Physical Education/Head Women's Basketball Coach

Dr. Regina Organ – Vice President for Student Services

Kelly Halladay – Dean of Business, Math and Sciences

Comments: Mr. Wright with a Bachelor's degree in Professional Studies and more than six years of applicable experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Women's Basketball Coach

Personal Data

Name: Lejon L. Wright, Sr.

Education

M.Ed., Concordia University, Austin, TX, in process

Major: Differential Instruction Education

B.A., University of Mary Hardin-Baylor, Belton, TX, 2009

Major: Professional Studies

A.A, Trinidad State Junior College, Trinidad, CO, 2002

Major: Liberal Arts

Professional Experience

Fort Worth ISD, Eastern Hills HS – Fort Worth, TX

11/2010 to Present

Teacher / Head Girls Basketball Coach

Navarro College, Corsicana, TX

8/2008 to 11/2010

Adjunct Professor / Assistant Men's Basketball Coach

Belton High School, Belton, TX

8/2007 to 5/2008

Volunteer Basketball Coach

DFW Elite Girls Basketball Club, Dallas, TX

2010 to Present

Head Girls Coach

Certifications:

Texas Teacher Certification – TEA EC 12 Health Teachers Certification

Awards:

Full scholarship to Trinidad State Junior College, 2000-2002

Nominated to McDonalds All American High School Basketball Team, 2000



New Mexico Junior College

Career Opportunities

Position Announcement • May 2013

Position Title: Professor of Physical Education/Assistant Women's Basketball Coach

Position Description: The position is responsible to the Vice President for Instruction, Vice President for Student Services, Dean of Business, Math & Sciences, Director of Athletics and the Head Women's Basketball Coach. Duties and responsibilities include, but are not limited to, the following: (1) Assist Head Women's Basketball Coach with all team functions; (2) teach classes (day and/or evening) in Physical Education; (3) serve on college committees as assigned; (4) serve as a sponsor for student groups as assigned; (5) post and maintain supervisor approved office hours per week; (6) assume other professional responsibilities associated with the position of Professor of Physical Education/Assistant Women's Basketball Coach; (7) participate in a process of continual personal and professional improvement; (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 in Physical Education or related field required, Master's degree, also in Physical Education or related field, preferred. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed. Must maintain a valid driver's license and be able to travel. **Computer proficiency is required.**

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard employee benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position will start Fall Semester 2013. 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.

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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date May 13, 2013

Candidate's name Marty J. Eakin

Position title Men's and Women's Rodeo Coach

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 *07/01/2013 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard HigherEdJobs.com

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

Posted salary range \$43,369 to \$54,211 Recommended annual salary \$55,431 Prorated salary yes no

Account number(s) with respective % allocation(s) 12105 3126 61301 211

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Dan Hardin – Vice President for Finance

Dr. Steve McCleery – President

Philip Berry – Head Rodeo Coach

Richard Morris – Professor of P.E./Assistant Rodeo Coach

Clay Hardin – Director/Professor of Equine Technology

Dr. Regina Organ – Vice President for Student Services

Don Worth – Director of Athletics

Comments: Mr. Eakin with a Bachelor's degree in General Studies and more than three years of applicable experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Men's and Women's Rodeo Coach

Personal Data

Name: Marty J. Eakin

Education

B.G.S., West Texas A & M, Canyon, TX, 2008

Major: General Studies

Professional Experience

South Plains College, Levelland, TX
Assistant Rodeo Coach

08/2012 to Present

Tulia Livestock, Tulia, TX
Livestock Manager

1/2008 to 8/2012

Awards/Honors:

National All Around Cowboy and National Steer Wrestling Champion (2002)
3 X Tri-State All Around Cowboy, Saddle Bronc Champion, Calf Roping Champion
2 X Tri-State Steer Wrestling Champion
3 X Texas State Qualifier in Saddle Bronc, Steer Wrestling, Bull Riding and Calf Roping
College Play-Offs All Around Cowboy (2003)
CNFR Steer Wrestling Qualifier (2003)
5th Place CNFR Champion Steer Wrestler (2003)
CNFR Saddle Bronc Qualifier (2003)
CNFR Men's Team National Champion (2003)
CNFR Saddle Bronc National Champion (2004)
Outstanding Athlete Silver Buffalo Award Recipient (2004)
Cheyenne Frontier Days Rookie Saddle Bronc Champion (2004)
NIRA Student President (2004)
CNFR Saddle Bronc Qualifier (2005)
CNFR Men's Team National Champion (2005)
Outstanding Athlete Silver Buffalo Award Recipient (2005)
CNFR Saddle Bronc Qualifier (2006)
CNFR Walt Garrison Top Hand Award Recipient (2006)
Outstanding Athlete Silver Buffalo Award Recipient (2006)



New Mexico Junior College

Career Opportunities

Position Announcement • April 2013

Position Title: Men's and Women's Rodeo Coach

Position Description: The Men's and Women's Rodeo Coach shall be responsible to the Director of Athletics. The duties and responsibilities of the Men's and Women's Rodeo Coach shall be, but not limited to, the following: A. To satisfactorily perform the job of Men's and Women's Rodeo Coach for New Mexico Junior College. B. General duties and responsibilities: 1. To work in conjunction with the Director of Equine in recruiting students, managing facilities, and coordinating the use of equine and rodeo facilities; 2. Recruit rodeo student athletes to field a competitive NMJC rodeo team; 3. Work in conjunction with one other Southwest Region school to co-produce a NIRA sanctioned college rodeo; 4. Schedule, supervise, attend and coach all weekly practice sessions for the NMJC rodeo student athletes; 5. Promote and maintain a safe practice and performance environment; 6. Be responsible for the wellbeing of the practice stock, equipment, stalls, pens, and arenas and the ground preparation of all practice arenas; 7. Research, locate and purchase all hay, feed, supplements, vaccinations and medicines needed to properly maintain practice livestock; 8. Lead and initiate a systematic effort that prepares and emphasizes rodeo student graduation; 9. Promote academic excellence within the rodeo program; 10. Supervise program in conformation with the NIRA rules and regulations; 11. Attend NIRA rodeos as scheduled; 12. Enter rodeo student athletes in regional rodeos (NIRA); 13. Initiate the acquisition of practice stock, and finalize the acquisition agreements with NMJC administrators; 14. Oversee the NMJC Rodeo operating budget; 15. Monitor and award rodeo athletic scholarships (GIA) and work in conjunction with the Athletic Department and the Financial Aid Department to gain an understanding of the complete award budget for each rodeo student athlete; 16. Attend all required meetings; 17. Aid school authorities with housing, discipline and control related issues that involve rodeo student athletes; 18. Seek outside funding to support the rodeo program; 19. Lead and assist the placement of rodeo student athletes into the four year schools. 20. Determine which rodeo student athletes will constitute the NMJC travel team; 21. As appropriate, be available to assist NMJC rodeo student athletes with academic and personal issues; 22. Seek opportunities to promote NMJC and the rodeo team; 23. Implement a system for improvement in the NMJC rodeo program; 24. Actively participate in the construction or maintenance of any rodeo facility as needed; 25. Work with the local media and the NMJC communication department to promote publicity for the NMJC rodeo team; 26. Participate, both as a professional and a representative of New Mexico Junior College, in community affairs; 27. Attend all College required meetings and abide by and support the NMJC Employee Handbook; 28. Promote the mission and the vision of the College; and 29. Nothing contained herein shall limit the President in assigning the employee to any of the various College activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A Bachelor's Degree from a regionally accredited institution with at least one year of collegiate rodeo experience is required. Previous experience in managing a rodeo program is preferred. The successful candidate must have good public relations skills, excellent organizational skills with the ability to handle multi-task situations and ability to work in a fast paced operation on a daily basis.

Salary/Benefits: This is a 10-month professional position with a salary range of \$43,369 - \$54,211. Standard NMJC benefits apply.

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

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