

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Tuesday, November 15, 2011

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of October 20, 2011 | 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. Request for Alternative Licensure Program Fee | Mickey Best |
| 7. Consideration of Policy Change | Steve McCleery |
| 8. Personnel Consideration – Director of Bookstore Services | Dan Hardin |
| 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
OCTOBER 20, 2011
MINUTES

The New Mexico Junior College Board met on Thursday, October 20, 2011, 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. Phillip Jones; Mr. Ron Black; and Mr. Zeak Williams. Not present was 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. Jones, seconded by Mr. Williams, the agenda was unanimously adopted.

The beginning time of the September 15, 2011 minutes should have read 1:00 p.m. instead of 4:00 p.m. Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the minutes of September 15, 2011, with the change.

Under President's Report, Mickey Best reported there were 15 students enrolled in the first class of The New Mexico Junior College Yvonne Williams Certificate Program for Alternative Licensure in Elementary Education. Calvin Smith invited the Board to visit "Sandy the Mammoth" on October 29. The plan is to leave from the museum at 8:00 a.m. to visit the site. John Gratton reported on the recent law enforcement academy visit.

Under New Business, Dan Hardin presented the September financial reports and with a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for September, 2011.

Jeff McCool presented a request to offer in-district tuition for all workforce training partnerships and the credit courses that they may include. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously adopted the request.

Robert Rhodes presented the NMJC Research Foundation Proposal for Board consideration. The foundation would allow the college to interact with public and private entities in ways that would allow for greater ease in encouraging and supporting activities related to the stated mission. It allows the college, through the foundation, to provide an environment where businesses and other public institutions can work with faculty and students to take advantage of opportunities for collaborative research and development. Upon a motion by Ms. Chappelle, seconded by Mr. Black, the Board unanimously approved proceeding with the formation of the NMJC Research Foundation. Upon a motion by Mr. Williams, seconded by Mr. Jones, the Board unanimously adopted the Articles of Incorporation. The organizing Board of Directors will be Steve McCleery, Guy Kesner, Ron Black, Greg Fulfer, and Mike Gallagher.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Tuesday, November 15, 2011, 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 the New Mexico Statutes Annotated 1078. Mr. Jones seconded the motion. The roll call vote was as follows: Mr. Jones - yes; Mr. Black - yes; Mr. Kesner - yes; Ms. Chappelle - yes; and Mr. Williams - yes.

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

Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board meeting adjourned at 6:25 p.m.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

October 2011

33% of Year Completed

Fund	2010-11			2011-12			
	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	8,549,845	2,547,772	30%	8,437,426	1,025,292	2,885,302	34%
Academic Support	2,235,263	810,258	36%	2,206,429	227,187	767,878	35%
Student Services	1,681,893	539,999	32%	1,665,722	148,945	514,083	31%
Institutional Support	3,067,761	1,087,833	35%	2,987,693	238,981	1,027,325	34%
Operation & Maintenance of Plant	3,023,475	1,024,646	34%	2,958,467	281,559	1,106,261	37%
Subtotal - Instruction & General	18,558,237	6,010,508	32%	18,255,737	1,921,964	6,300,849	35%
Student Activities	0	0	0%	0	0		0%
Research	0	0	0%	0	0		0%
Public Service	0	0	0%	0	0		0%
Internal Service Departments	24,000	55,059	229%	80,394	(45,442)	25,173	31%
Student Aid	469,785	271,904	58%	516,579	7,161	302,098	58%
Auxiliary Enterprises	1,696,058	807,126	48%	1,706,196	403,635	655,699	38%
Athletics	974,729	447,511	46%	972,058	43,600	432,758	45%
Total Current Unrestricted Fund	21,722,809	7,592,108	35%	21,530,964	2,330,918	7,716,577	36%
CURRENT RESTRICTED FUND							
Grants	1,417,549	544,029	38%	1,569,789	76,431	386,871	25%
Student Aid	5,237,174	2,902,318	55%	5,033,468	149,486	2,953,172	59%
Total Current Restricted Fund	6,654,723	3,446,347	52%	6,603,257	225,917	3,340,043	51%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	12,551,388	3,295,593	26%	10,910,281	179,898	4,225,482	39%
Projects from State GOB Funds	294,047	43,672	15%	286,126	2,352	54,051	19%
Projects from State STB Funds	3,000,000	2,039,445	68%	1,840,824	0	1,840,824	100%
Projects from General Fund	226,847	150,054	66%	24,956	0	12,000	48%
Projects from Private Funds	103,383	12,000	12%	487,945	4,060	435,910	89%
Projects from State ER&R	318,919	163,693	51%	441,780	157	55,211	12%
Projects from State BR&R	1,830,699	186,698	10%	1,584,709	0	242,547	15%
Subtotal - Capital and BR&R	18,325,283	5,891,155	32%	15,576,621	186,467	6,866,025	44%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	18,325,283	5,891,155	32%	15,576,621	186,467	6,866,025	44%
GRAND TOTAL EXPENDITURES	46,702,815	16,929,610	36%	43,710,842	2,743,302	17,922,645	41%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
October 2011

33% of Year Completed

2010-11

2011-12

Fund	2010-11			2011-12			
	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	3,523,000	2,110,560	60%	3,589,200	68,180	2,174,318	61%
State Appropriations	6,304,400	2,045,136	32%	5,505,200	457,179	1,847,779	34%
Advalorem Taxes - Oil and Gas	5,500,000	1,954,047	36%	5,900,000	905,706	2,457,157	42%
Advalorem Taxes - Property	3,904,278	61,160	2%	4,905,732	0	0	0%
Interest Income	20,000	534	3%	20,000	110	303	2%
Other Revenues	323,308	240,163	74%	329,471	0	122,285	37%
Subtotal - Instruction & General	19,574,986	6,411,600	33%	20,249,603	1,431,175	6,601,842	33%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	8,624	36%	24,000	0	9,776	41%
Auxiliary Enterprises	2,202,000	1,312,824	60%	2,184,000	74,007	1,342,092	61%
Athletics	414,200	90,972	22%	326,200	26,991	108,156	33%
Total Current Unrestricted	22,215,186	7,824,020	35%	22,783,803	1,532,173	8,061,866	35%
CURRENT RESTRICTED FUND							
Grants	1,417,549	554,052	39%	1,569,789	76,431	392,174	25%
Student Aid	5,237,179	2,572,636	49%	5,033,468	552,635	2,749,271	55%
Total Current Restricted	6,654,728	3,126,688	47%	6,603,257	629,066	3,141,445	48%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	294,047	0	0%	0	0	222,704	0%
Projects from State STB Funds	3,000,000	0	0%	1,840,824	0	0	0%
Projects from General Fund	226,847	0	0%	312,972	0	0	0%
Projects from Private Funds	103,383	0	0%	416,000	0	416,000	100%
Interest Income (LGIP)	80,000	9,280	0%	37,000	2,676	8,104	0%
Total Plant Funds	3,704,277	9,280	0%	2,606,796	2,676	646,808	25%
GRAND TOTAL REVENUES	32,574,191	10,959,988	34%	31,993,856	2,163,915	11,850,119	37%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

October 2011

33% of Year Completed

		OIL		GAS		COMBINED		
Month of	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	\$94.64	2,833,838	\$8.06	14,534,816	818,088	366,666	451,422
Actual	August	\$89.64	2,788,858	\$7.64	14,874,525	905,631	366,666	538,965
Accrual	September	\$91.62	2,858,059	\$7.93	15,210,797	366,666	366,666	0
Accrual	October					366,666	366,666	0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						2,457,051	1,466,664	990,387
Y.T.D. Equipment Tax Revenue						106	1,500,000	(1,499,894)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						2,457,157	2,966,664	(509,507)

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

October 2011

33% 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 P	10,625,000	N/A	N/A	N/A	7102-1348	0.189%	1,804
Total investments	<u>10,625,000</u>						<u>1,804</u>

Summary of Current Month's Activity	
Beginning amount	11,625,000
Plus: deposits	0
Less: withdrawals	(1,000,000)
Capital Projects	9,318,658
Reserves Invested	1,306,342
Total LGIP Investment	10,625,000

Capital Projects	10/31/2011
Technology Upgrade	472,150.33
JASI	69,989.39
WHM South Gallery	281,675.85
Baseball Field	775,039.32
Rodeo Arena	737,092.85
Original Entrance Landscaping	1,051,164.46
Student Housing Construction	544,071.88
Luminis Software	11,568.00
Campus Signage	162,257.15
Campus Paving	197,836.17
Roof Replacement	546,070.75
Interior Lighting-Energy Retrofit	52,346.52
Campus Construction	178,230.72
Oil & Gas Training Center	91,136.18
Public Sector	1,826.53
Campus Security	44,433.57
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learn	5,000.00
Welding Lab	41,246.00
Copier Replacement	30,172.00
Non-Recurring Compensation	1,000,000.00
Athletics	726,655.08
Student Life Programming	2,440.37
Title V (Institutional)	79,597.97
Warehouse/Cont Ed Remodel	3,976.90
Succession Plan	117,752.25
Energy Technology Equipment	686,748.30
Watson Hall Stage Lighting	100,000.00
WHM Exhibits	78,459.73
Remodel McLean/Mansur/VocB/H	301,809.86
Shade Structure/Landscape AIPP	50,000.00
Natorium	700,000.00
Central Plant Upgrade	29,951.11
Workforce Training Contingency	718.77
Banner 8	22,195.37
Total	9,318,657.84

NOTE: Capital projects total does not include encumbered funds

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New Mexico Junior College

Statement of Net Assets (Unaudited and Unadjusted) As of (September 30 2011)

Assets	
Current Assets:	
Cash and Cash Equivalents	\$ 2,856,261
Short-Term Investments	11,589,592
Accounts Receivable, net	1,654,013
Inventories	394,064
Prepaid Expenses	26,060
Loans Receivable, net	-
Total Current Assets	<u>\$ 16,519,990</u>
Non-Current Assets	
Restricted Cash and Cash Equivalents	
Restricted Short Term Investments	-
Investments Held by Others	-
Other Long-Term Investments	-
Prepaid Expenses	-
Capital Assets, net	<u>62,759,429</u>
Total Non-Current Assets	<u>62,759,429</u>
Total Assets	<u>\$ 79,279,419</u>
Liabilities	
Current Liabilities	
Accounts Payable	\$ 228,216
Other Accrued Liabilities	380,224
Deferred Income	
Other Payables	155,712
LT Liabilities - Current Portion	<u>154,373</u>
Total Current Liabilities	<u>\$ 918,525</u>
Non-Current Liabilities	
Accrued Interest Payable	114,912
Accrued Benefit Reserves	\$ 789,726
Other LT Liabilities	<u>2,697,262</u>
Total Non-Current Liabilities	<u>3,601,900</u>
Total Liabilities	<u>\$ 4,520,425</u>
Net Assets	
Invested in Capital Assets, net of Related Debt	<u>\$ 59,857,992</u>
Restricted for:	
Non-Expendable:	
Endowments	
Expendable:	
General Activities	
Federal Student Loans	
Term Endowments	
Capital Projects	
Related Entity Activities	
Unrestricted	<u>14,901,002</u>
Total Net Assets	<u>74,709,192</u>
Total Liabilities & Net Assets	79,279,419

New Mexico Junior College

Comparison of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2010 and 2011

Operating Funds	FY 2011 Actuals as of September/30/2010	FY 2012 Actuals as of September/30/2011	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 2,077,775	\$ 2,106,138	1.4%
State Appropriations	1,544,077	1,390,600	-9.9%
Local Appropriations	1,313,921	1,551,451	18.1%
Gifts, Grants & Contracts		-	
Sales & Services	1,275,670	1,268,085	-0.6%
Other	302,579	213,226	-29.5%
Total Revenue	\$ 6,514,022	\$ 6,529,500	0.2%
EXPENDITURES			
Instruction & General	4,331,949	4,378,885	1.1%
Internal Services	12,809	70,615	451.3%
Student Aid	266,844	294,937	10.5%
Auxiliary Enterprises	680,750	252,064	-63.0%
Intercollegiate Athletics	405,308	389,158	-4.0%
Total Expenditures	5,697,660	5,385,659	-5.5%
Net Transfers			
TOTAL EXPENDITURES & TRANSFERS	\$ 5,697,660	\$ 5,385,659	-5.5%
Increase (Decrease) in Fund Balance	\$ 816,362	\$ 1,143,841	

Plant Funds	FY 2011 Actuals as of September/30/2010	FY 2012 Actuals as of September/30/2011	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Required Student Fees			
Bond Proceeds			
Gifts, Grants and Contracts			
Interest Income		5,428	
State Appropriation	-	222,704	
Debt Service Transfers	359,014	359,045	
Other Private Funds	-	416,000	
Total Revenues and Transfers	\$ 359,014	\$ 1,003,177	
EXPENDITURES			
Capital Projects	\$ 10,435,545	4,109,283	-60.6%
BR&R & ER&R	101,276	297,601	
STB		1,840,824	
Private Funds	19,203	431,850	
Debt Retirement	89,756	89,760	
Total Expenditures	\$ 10,645,780	\$ 6,769,318	-36.4%
Increase (Decrease) in Fund Balance	\$ (10,286,766)	\$ (5,766,141)	

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 2012

Operating Funds	FY 2012		Percentage Earned/Spent
	Original Budget	Actuals as of September 30, 2011	
REVENUES			
Tuition & Misc Fees	\$ 3,589,200	\$ 2,106,138	58.68%
State Appropriations	5,505,200	1,390,600	25.26%
Local Appropriations	10,805,732	1,551,451	14.36%
Gifts, Grants & Contracts	74,332	35,948	48.36%
Sales & Services	2,184,000	1,268,085	58.06%
Other	625,339	177,278	28.35%
Total Revenue	\$22,783,803	\$6,529,500	28.66%
EXPENDITURES			
Instruction & General	\$ 18,255,737	4,378,885	23.99%
Internal Services	80,394	70,615	87.84%
Student Aid	516,579	294,937	57.09%
Auxiliary Enterprises	1,706,196	252,064	14.77%
Intercollegiate Athletics	972,058	389,158	40.03%
Total Expenditures	\$ 21,530,964	5,385,659	25.01%
Net Transfers			
TOTAL EXPENDITURES & TRANSFERS	\$ 21,530,964	5,385,659	25.01%
Increase (Decrease) in Fund Balance	\$ 1,252,839	\$1,143,841	
ENDING FUND BALANCES	10,677,012		

Plant Funds	FY 2012		Percentage Earned/Spent
	Original Budget	Actuals as of September/30/2011	
REVENUES AND TRANSFERS			
Required Student Fees			
Bond Proceeds			
Gifts, Grants and Contracts		-	
Interest Income	37,000	5,428	
State STB	-	222,704	
Debt Service Transfers	359,045	359,045	
Other Private funds	-	416,000	
Total Revenues and Transfers	\$ 396,045	\$ 1,003,177	
EXPENDITURES			
Capital Projects	6,406,354	4,109,283	64.14%
BR&R & ER&R	930,001	297,601	
STB		1,840,824	
Private Fund Projects		431,850	
Debt Retirement	359,045	89,760	
Total Expenditures	\$ 7,695,400	\$ 6,769,318	87.97%
Increase (Decrease) in Fund Balance	(7,299,355)	(5,766,141)	

New Mexico Junior College

Cash Flow Statement (Unaudited and Unadjusted) As of September 30 2011

Cash Flows from Operating Activities		
Receipts from student tuition and fees	\$	2,106,138
Receipts from grants and contracts		2,512,379
Other receipts		
Payments to or on behalf of employees		(3,576,648)
Payment to suppliers for goods and services		(1,990,118)
Receipts from Sales and Services		1,268,085
Disbursement of net aid to students		(1,586,587)
Other Operating Revenue		213,419
Net cash (used) by operating activities	\$	<u>(1,053,332)</u>
Cash Flows from Non-Capital Financing Activities		
State Appropriations	\$	1,390,600
Mill Levy Taxes	\$	818,119
Private Gifts for Endowment		
Other Non-operating Expense		
Net Cash provided (used) for non-capital financing activities	\$	<u>2,208,719</u>
Cash Flows from Capital and Related Financing Activities		
Proceeds from Capital Debt		-
Capital Gifts, Grants and contracts		638,704
Purchase/Construction/Renovation of Capital Assets		(2,784,308)
Principal Received/Paid on Capital Debt and Leases		(51,043)
Interest and Fees Paid on Capital Debt and Leases		(38,717)
Building Fees Received from Students		-
Net Cash provided (used) for capital financing activities	\$	<u>(2,235,364)</u>
Cash Flows from Investing Activities		
Investment Earnings	\$	5,428
Net Cash provided by Investing Activities	\$	<u>5,428</u>
Increase (Decrease) in Cash and Cash Equivalents	\$	(1,074,549)
Cash and Cash Equivalents- beginning of year		15,555,810
Cash and Cash Equivalents- end of reporting period	\$	14,481,261



NEW MEXICO
Junior College

Arts and Humanities

MEMORANDUM

DA: October 20, 2011
TO: NMJC Board
FR: Mickey D. Best, Ph.D. *MDB*
Dean of Arts, Humanities, and
Career Technology
RE: Request for program fee

As you know, NMJC now hosts the Yvonne Williams Certificate Program for Alternative Licensure in Elementary Education. Participants in the program have numerous practicum experiences that require them to come in contact with children who are enrolled in the public school systems. All participants are required to pass a background check prior to having this access.

I am writing to request your approval of a new program fee of \$35.00. This figure represents the actual cost of the background check, as well as administrative costs that NMJC will encumber. The fee is a one-time, non-refundable charge to the participant.

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE



Bill Morrill

Director of Administrative Services

November 8, 2011

TO: Dr. Steve McCleery

FR: Bill Morrill

RE: Policy Change

I am requesting that the New Mexico Junior College Board of Directors consider the approval of some changes concerning Policy No. 303 which deals with Custodial Employees incentive pay. There appears to be some confusion with the current way the policy is written and with the proposed changes this confusion will be eliminated.

I have attached the recommended changes to this document. The policy changes have also been approved by the New Mexico Junior College Attorney on November 8, 2011.

Thanks for your consideration and understanding.

SECTION: Employee Benefits

POLICY TOPIC: Sick Leave Policy.

- VI. Transfer of accrued sick leave. See Policy NO. 309.
- VII. Custodial support employees will be given a \$200.00 incentive per month for no sick leave absences, \$100.00 per month for one absence and no incentive for two or more absences.

PROPOSED POLICY CHANGE

- VII. Custodial support employees who work the night shift for an entire month will be paid a \$200.00 incentive for each month in which the employee has no absences and \$100 per month if the employee has only one absence during the month. An absence for purposes of this policy is any time the employee misses work per NMJC sick leave policy guidelines. An employee who has two or more absences is not eligible to receive the incentive for that month. Incentives earned by eligible employees are paid the following month.

Partial day absences are considered full day absences for purposes of determining the availability of the incentive. If an employee uses any amount of sick leave on two separate days during a given month, the employee will not receive the incentive for that month. In addition, an employee who has any unexcused absences during a month is not eligible to the incentive for that month.

Only custodial support employees who work the night shift for the entire month are eligible for the incentive. No other custodial employees, including supervisors who work part or all of the night shift, are eligible for the incentive. In order for the night shift custodial support employees to be eligible for this incentive, they must have worked the entire month as a night custodial support employee.

For purposes of this policy, the night shift is the 3:00pm until 11:00pm shift. Any variation of the hours, as it relates to this policy, must be approved in writing, in advance by the President of New Mexico Junior College.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date November 8, 2011

Candidate's name Robert H. Adams

Position title Director of Bookstore Services

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom Kim A. Adams

Effective date of employment * 11/16/2011 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funding

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 \$40,272 to \$50,340 Recommended annual salary \$50,000.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 12005 4040 61301 201

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Dan Hardin – Vice President for Finance

Beth Hancock – Executive Assistant to the V.P. for Finance

Joshua Morgan – Accountant (Controller)

Comments: Mr. Adams, with more than thirty years of applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Director of Bookstore Services

Personal Data

Name: Robert H. Adams

Professional Experience

New Mexico Junior College, Hobbs, NM
Interim Director of Bookstore Services

08/31/2011 to Present

J.C. Penney's

Store Manager, Hobbs, NM

1999 to 2010

Store Manager in Training, Merit Island, FL

1998 to 1999

Assistant Store Manager, Gainesville, FL

1997 to 1998

Operations/Personnel Manager, Albany, GA

1984 to 1997

Manager Trainee –Department Manager, Valdosta, GA

1971 to 1979

Maintenance Porter, Waycross, GA

1965 to 1969

Organizations:

Hobbs Rotary Club

New Mexico Junior College Booster Club Board Member

Southwest Symphony Board Member

Chamber of Commerce

United Way Volunteer



New Mexico Junior College Career Opportunities

Position Announcement • October 2011

Position Title: Director of Bookstore Services

Position Description: The Director of Bookstore Services, under the direction of the Vice President for Finance, supervises bookstore customer services to New Mexico Junior College students, staff, faculty and local patrons. This utilizes advanced concepts of policies, procedures, course materials & non-course material merchandising, pricing, customer relations, sales promotion, management accounting, of New Mexico Junior College. The duties and responsibilities shall be, but are not limited to, supervise and coordinate a profitable day-to-day bookstore operation, act as the bookstore purchasing agent, maintain a computerized point of system, keep an accurate inventory system, maintain a proper product mix, maintain an accurate accounting system, and provide an ongoing staff training.

Qualifications: Bachelor's degree from a regionally accredited institution is preferred with suitable experience in retail sales, marketing and purchasing. A Certified Store Professional Certification by the National Association of College Stores is preferred. Relevant work experience and certifications may be substituted for the degree. Must be able to demonstrate a detail oriented work history, must be computer (including Macintosh) and network literate. Must be customer service oriented. Must be able to create and work a marketing plan. Experience in the development of File Maker Pro databases is highly desirable.

Salary/Benefits: The Director of Bookstore Services is a professional position with a starting salary of \$40,272 to \$50,340 depending upon education and experience. Standard employee benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received by the deadline.

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

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

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

"Equal Opportunity Education and Employment"

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