

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

**Thursday, November 15, 2012**

**Zia Room - Library**

4:00 p.m.

### AGENDA

- |   |                 |
|---|-----------------|
| A. Welcome  | Guy Kesner      |
| B. Adoption of Agenda                                   | Guy Kesner      |
| C. Approval of Minutes of October 18, 2012              | 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 Stucco Repair for Museum            | Charley Carroll |
| 7. Consideration of Driver Education Fee Increase       | Randy Cook      |
| 8. Consideration of Fee Increase for Transcript Service | Regina Organ    |
| 9. Personnel Consideration – Professor of Chemistry     | Kelly Holladay  |
| 10. Personnel Consideration – Professor of Biology      | Kelly Holladay  |
| 11. Consideration of 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**

**OCTOBER 18, 2012**

### **MINUTES**

The New Mexico Junior College Board met on Thursday, October 18, 2012, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Hector Baeza; Mr. Travis Glenn; Mr. Ron Black; and Mrs. Mary Lou Vinson. Not present was Mr. Zeak Williams.

Mr. Kesner called the meeting to order and welcomed visitors and guests present.

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

Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the minutes of September 13, 2012.

*Under President's Report*, Bill Morrill gave the Board an update on Del Norte Fitness Center and Jeff McCool reported on the recent programs at Training and Outreach.

*Under New Business*, Dan Hardin presented the September financial reports and with a motion by Mr. Glenn, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for September, 2012.

Dr. McCleery presented a proposal from Urenco for Board consideration. Urenco currently pays a PILT (payment in lieu of taxes) to Lea County. That PILT is prorated to other entities including New Mexico Junior College. This has been in place for several years. Urenco submits to the County information about the assessment of the construction and property owned by Urenco. The assessment information was submitted incorrectly and Urenco has overpaid by approximately \$1.2 million in PILT payments. Urenco is partitioning the County to reduce the PILT because of the over assessment. If the County agrees to reduce the PILT, New Mexico Junior College will take a reduction in the PILT of \$254,561.54. The Urenco proposal is to reduce the PILT over a five year period. The affect to New

Mexico Junior College will be a reduction in PILT of \$50,912.31 per year. In Fiscal Year 2012, New Mexico Junior College received \$405,516.68 in PILT payments. The Fiscal Year 2013 proposed PILT will be at least \$354,604.37. Urenco is asking for the Board's approval of the proposed reduction of the PILT and for the reduction to be spread over a five year period. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the proposal.

Delores Thompson recommended Ms. Stacy Reed for the Professor of Nursing position at a nine month salary of \$45,882. Upon a motion by Mrs. Vinson, seconded by Mr. Baeza, the Board unanimously approved the employment of Ms. Reed.

Bill Morrill presented an Addendum to Employment Agreement. The purpose of the addendum is to correct an error in Dr. Steve McCleery's employment contract executed by Dr. McCleery and New Mexico Junior College Board Chairman Guy Kesner effective July 1, 2012. Number ten ( 10.) in the agreement states: "College shall provide McCleery an allowance each year during the term of this Agreement in the amount of Twelve Thousand Dollars (\$12,000) per month payable at the same time as salary is paid to pay for housing and automobile expense". Number ten (10.) of the agreement should read and with this addendum will read: "College shall provide McCleery an allowance each year during the term of this Agreement in the amount of Twelve Thousand Dollars (\$12,000) per year payable at the same time as salary is paid to pay for housing and automobile expense". Upon a motion by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved the Addendum.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, November 15, 2012, beginning at 4:00 p.m.

Upon a motion by Mr. Black, seconded by Mrs. Vinson, the board meeting adjourned at 4:35 p.m.



# New Mexico Junior College SMALL BUSINESS DEVELOPMENT CENTER



1 Thunderbird Circle • Hobbs, New Mexico 88240

Office: 575.492.4700 • [www.nmsbdc.org/hobbs](http://www.nmsbdc.org/hobbs) • [www.nmsbdctraining.org](http://www.nmsbdctraining.org)

The mission of the New Mexico Junior College – Small Business Development Center [NMJC-SBDC] is to provide quality assistance, education and resources to potential and existing small businesses to strengthen the economy of New Mexico.

- What is now the NMJC-SBDC was first established as a Business Assistance Center [BAC] in July 1985
- The original funding grant was developed and presented to the State Legislature in 1989

Over the past 23 years, the program has established 20 SBDC Centers, International Business Accelerator, and Procurement Technical Assistance Program throughout New Mexico

Additional funding is provided from the U. S. Small Business Administration

The majority of our program funding is received from the State Legislature through the Commission on Higher Education

**One-on-one counseling:** Private, confidential counseling regarding starting, expanding or operating a small business in Lea County

|                        |                   |                       |
|------------------------|-------------------|-----------------------|
| Financial analysis     | Plan development  | Pricing strategies    |
| Government procurement | Funding resources | Inventory control     |
| Franchise information  | Marketing plans   | Business registration |
| Tax reporting          | Market research   | Loan applications     |

**Workshop/Seminars:** Topics that directly affect operating a small business in our local economy

**Resource Center:** Reference materials in the form of publications, periodicals, videos, books and demographics for research; computer systems loaded with small business software and color laser printers. Resource library was expanded and updated with a larger selection of resource books as of October 2012.

**Core Online Business Training [www.nmsbdctraining.org](http://www.nmsbdctraining.org):** Established February 2012 by the NMJC-SBDC. Training consists of fourteen *FREE* online modules designed to help start-up and existing businesses expand their knowledge of business.



The New Mexico SBDC is partially funded under Cooperative Agreement #12-603001-Z-0032-24 by the U.S. Small Business Administration. The support given by the U.S. SBA through such funding does not constitute an express or implied endorsement of all the cosponsors' or participants' opinions, findings, conclusions, recommendations, products or services. All of SBDC's programs and services are extended to the public on a nondiscriminatory basis. Special arrangements for the handicapped will be made if requested in advance.



**New Mexico Junior College - Small Business Development Center  
Summary of Milestones (January 2008-September 2012)**



| Data Elements                             | 2008         | 2009           | 2010           | 2011           | Jan. - Sept. 2012 | Total          | Average        |
|---|--------------|----------------|----------------|----------------|-------------------|----------------|----------------|
| <b>New Businesses Created</b>             |              |                |                |                |                   |                |                |
| <i>Bought/Started Business Milestones</i> | 9            | 5              | 3              | 10             | 3                 | 30             | 6              |
| <i>Jobs Created</i>                       | 33           | 31             | 58             | 21             | 11                | 154            | 30.8           |
| <i>Jobs Retained</i>                      | 0            | 0              | 0              | 7              | 1                 | 8              | 1.6            |
| <b>Loan Activity</b>                      |              |                |                |                |                   |                |                |
| <i>SBA Loans, Number of</i>               | 1            | 1              | 2              | 1              | 3                 | 8              | 1.6            |
| <i>SBA Loans, Dollar Amount</i>           | \$120,000.00 | \$50,000.00    | \$1,530,000.00 | \$80,000.00    | \$200,000.00      | \$1,980,000.00 | \$ 396,000.00  |
| <i>Non-SBA Loans, Number of</i>           | 3            | 2              | 1              | 8              | 0                 | 14             | 2.8            |
| <i>Non-SBA Loans, Dollar Amount</i>       | \$124,000.00 | \$130,500.00   | \$350,000.00   | \$1,142,820.00 | \$0.00            | \$1,747,320.00 | \$ 349,464.00  |
| <i>Number of Loans</i>                    | 4            | 3              | 3              | 9              | 3                 | 22             | 4.4            |
| <i>Dollar Amount of Loans</i>             | \$244,000.00 | \$1,805,000.00 | \$1,880,000.00 | \$1,222,820.00 | \$200,000.00      | \$5,351,820.00 | \$1,070,364.00 |
| <b>Equity Capital</b>                     |              |                |                |                |                   |                |                |
| <i>Number of Equity Capital</i>           | 6            | 6              | 3              | 7              | 3                 | 25             | 5              |
| <i>Dollar Amount of Equity Capital</i>    | \$333,000.00 | \$397,000.00   | \$1,153,700.00 | \$469,500.00   | \$229,000.00      | \$2,582,200.00 | \$ 516,440.00  |
| <b>Total Capital (Loan-Equity)</b>        |              |                |                |                |                   |                |                |
| <i>Number of Loans/Equity</i>             | 10           | 9              | 6              | 16             | 6                 | 47             | 9.4            |
| <i>Dollar Amount of Loans/Equity</i>      | \$577,000.00 | \$577,500.00   | \$3,033,700.00 | \$1,692,320.00 | \$429,000.00      | \$6,309,520.00 | \$1,261,904.00 |
| <b>Clients Counseled</b>                  |              |                |                |                |                   |                |                |
| <i>Total Clients Counseled</i>            | 101          | 107            | 97             | 81             | 86                | 472            | 94.4           |
| <i>Number of New Clients Counseled</i>    | 83           | 77             | 79             | 65             | 78                | 382            | 76.4           |
| <b>Client Hours</b>                       |              |                |                |                |                   |                |                |
| <i>Total Client Hours</i>                 | 401.5        | 408.5          | 443.5          | 479.5          | 429.5             | 2162.5         | 432.5          |
| <i>New Client Hours</i>                   | 305.5        | 318            | 331.5          | 344.5          | 403.5             | 1703           | 340.6          |
| <i>Extended Clients (5 yr. Period)</i>    | 8            | 10             | 11             | 22             | 16                | 67             | 13.4           |
| <i>Long Term Clients (2 yr. Period)</i>   | 16           | 14             | 25             | 23             | 20                | 98             | 19.6           |
| <b>Training</b>                           |              |                |                |                |                   |                |                |
| <i>Total Training Events</i>              | 20           | 10             | 7              | 10             | 19                | 66             | 13.2           |
| <i>Total Training Event Sessions</i>      | 20           | 26             | 7              | 10             | 19                | 82             | 16.4           |
| <i>Training Attendees</i>                 | 210          | 91             | 52             | 106            | 149               | 608            | 121.6          |

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### October 2012

33% 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 |
| <b>CURRENT UNRESTRICTED FUND</b>                  |                   |                                     |                               |                   |                                |                        |                               |
| <b>Instruction and General:</b>                   |                   |                                     |                               |                   |                                |                        |                               |
| Instruction                                       | 8,437,426         | 2,885,302                           | 34%                           | 8,638,205         | 764,880                        | 2,514,683              | 29%                           |
| Academic Support                                  | 2,206,429         | 767,878                             | 35%                           | 2,247,244         | 168,879                        | 759,430                | 34%                           |
| Student Services                                  | 1,665,722         | 514,083                             | 31%                           | 1,704,267         | 148,851                        | 569,422                | 33%                           |
| Institutional Support                             | 2,987,693         | 1,027,325                           | 34%                           | 3,137,158         | 276,006                        | 1,191,174              | 38%                           |
| Operation & Maintenance of Plant                  | 2,958,467         | 1,106,261                           | 37%                           | 3,232,175         | 256,522                        | 1,140,552              | 35%                           |
| <b>Subtotal - Instruction &amp; General</b>       | <b>18,255,737</b> | <b>6,300,849</b>                    | <b>35%</b>                    | <b>18,959,049</b> | <b>1,615,138</b>               | <b>6,175,261</b>       | <b>33%</b>                    |
| 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            | 25,173                              | 31%                           | 81,772            | 78,303                         | 52,806                 | 65%                           |
| Student Aid                                       | 516,579           | 302,098                             | 58%                           | 543,551           | 20,353                         | 353,064                | 65%                           |
| Auxiliary Enterprises                             | 1,706,196         | 655,699                             | 38%                           | 1,780,078         | 177,785                        | 1,006,895              | 57%                           |
| Athletics   | 972,058           | 432,758                             | 45%                           | 1,150,211         | 63,112                         | 432,001                | 38%                           |
| <b>Total Current Unrestricted Fund</b>            | <b>21,530,964</b> | <b>7,716,577</b>                    | <b>36%</b>                    | <b>22,514,661</b> | <b>1,954,691</b>               | <b>8,020,027</b>       | <b>36%</b>                    |
| <b>CURRENT RESTRICTED FUND</b>                    |                   |                                     |                               |                   |                                |                        |                               |
| Grants  | 1,569,789         | 386,871                             | 25%                           | 1,280,443         | 94,555                         | 305,981                | 24%                           |
| Student Aid                                       | 5,033,468         | 2,953,172                           | 59%                           | 5,033,468         | 176,713                        | 1,987,405              | 39%                           |
| <b>Total Current Restricted Fund</b>              | <b>6,603,257</b>  | <b>3,340,043</b>                    | <b>51%</b>                    | <b>6,313,911</b>  | <b>271,268</b>                 | <b>2,293,386</b>       | <b>36%</b>                    |
| <b>PLANT FUNDS</b>                                |                   |                                     |                               |                   |                                |                        |                               |
| <b>Capital Outlay / Bldg. Renewal &amp; Repl.</b> |                   |                                     |                               |                   |                                |                        |                               |
| Projects from Institutional Funds                 | 10,910,281        | 4,225,482                           | 39%                           | 9,149,363         | 110,874                        | 2,845,057              | 31%                           |
| Projects from State GOB Funds                     | 286,126           | 54,051                              | 19%                           | 222,313           | 1,650                          | 6,021                  | 3%                            |
| Projects from State STB Funds                     | 1,840,824         | 1,840,824                           | 100%                          | 521,652           | 0                              | 34,652                 | 7%                            |
| Projects from General Fund                        | 24,956            | 12,000                              | 48%                           | 12,687            | 0                              | 7,558                  | 60%                           |
| Projects from Private Funds                       | 487,945           | 435,910                             | 89%                           | 5,965             | 217                            | 917                    | 15%                           |
| Projects from State ER&R                          | 441,780           | 114,854                             | 26%                           | 568,173           | 43,222                         | 176,807                | 31%                           |
| Projects from State BR&R                          | 1,584,709         | 242,547                             | 15%                           | 1,815,302         | 16,569                         | 403,140                | 22%                           |
| <b>Subtotal - Capital and BR&amp;R</b>            | <b>15,576,621</b> | <b>6,925,668</b>                    | <b>44%</b>                    | <b>12,295,455</b> | <b>172,532</b>                 | <b>3,474,152</b>       | <b>28%</b>                    |
| <b>Debt Service</b>                               |                   |                                     |                               |                   |                                |                        |                               |
| Revenue Bonds                                     | 0                 | 0                                   | 0%                            | 0                 | 0                              | 0                      | 0%                            |
| <b>Total Plant Funds</b>                          | <b>15,576,621</b> | <b>6,925,668</b>                    | <b>44%</b>                    | <b>12,295,455</b> | <b>172,532</b>                 | <b>3,474,152</b>       | <b>28%</b>                    |
| <b>GRAND TOTAL EXPENDITURES</b>                   | <b>43,710,842</b> | <b>17,982,288</b>                   | <b>41%</b>                    | <b>41,124,027</b> | <b>2,398,491</b>               | <b>13,787,565</b>      | <b>34%</b>                    |

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### October 2012

33% 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 |
| <b>CURRENT UNRESTRICTED FUND</b>            |                   |                      |                               |                   |                  |                      |                               |
| <b>Instruction and General:</b>             |                   |                      |                               |                   |                  |                      |                               |
| Tuition and Fees                            | 3,589,200         | 2,174,318            | 61%                           | 3,684,200         | 78,190           | 1,962,150            | 53%                           |
| State Appropriations                        | 5,505,200         | 1,847,779            | 34%                           | 5,888,800         | 490,733          | 2,021,024            | 34%                           |
| Advalorem Taxes - Oil and Gas               | 5,900,000         | 2,457,157            | 42%                           | 6,100,000         | 701,145          | 2,078,433            | 34%                           |
| Advalorem Taxes - Property                  | 4,905,732         | 0                    | 0%                            | 5,255,000         | 0                | 0                    | 0%                            |
| Interest Income                             | 20,000            | 303                  | 2%                            | 5,000             | 407              | 591                  | 12%                           |
| Other Revenues                              | 329,471           | 122,285              | 37%                           | 292,526           | 16,175           | 117,360              | 40%                           |
| <b>Subtotal - Instruction &amp; General</b> | <b>20,249,603</b> | <b>6,601,842</b>     | <b>33%</b>                    | <b>21,225,526</b> | <b>1,286,650</b> | <b>6,179,558</b>     | <b>29%</b>                    |
| Student Activities                          | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Public Service                              | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Internal Service Departments                | 24,000            | 9,776                | 41%                           | 24,000            | 3,206            | 7,962                | 33%                           |
| Auxiliary Enterprises                       | 2,184,000         | 1,342,092            | 61%                           | 2,198,000         | 69,618           | 1,212,093            | 55%                           |
| Athletics                                   | 326,200           | 108,156              | 33%                           | 326,200           | 27,253           | 108,803              | 33%                           |
| <b>Total Current Unrestricted</b>           | <b>22,783,803</b> | <b>8,061,866</b>     | <b>35%</b>                    | <b>23,773,726</b> | <b>1,386,727</b> | <b>7,508,416</b>     | <b>32%</b>                    |
| <b>CURRENT RESTRICTED FUND</b>              |                   |                      |                               |                   |                  |                      |                               |
| Grants                                      | 1,569,789         | 392,174              | 25%                           | 1,290,682         | 74               | 314,035              | 24%                           |
| Student Aid                                 | 5,033,468         | 2,749,271            | 55%                           | 5,033,468         | 408,660          | 1,898,196            | 38%                           |
| <b>Total Current Restricted</b>             | <b>6,603,257</b>  | <b>3,141,445</b>     | <b>48%</b>                    | <b>6,324,150</b>  | <b>408,734</b>   | <b>2,212,231</b>     | <b>35%</b>                    |
| <b>PLANT FUNDS</b>                          |                   |                      |                               |                   |                  |                      |                               |
| Capital Outlay / Bldg. Renewal & Repl.      |                   |                      |                               |                   |                  |                      |                               |
| Projects from State GOB Funds               | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Projects from State STB Funds               | 1,840,824         | 222,704              | 12%                           | 1,240,754         | 0                | 34,652               | 3%                            |
| Projects from General Fund                  | 312,972           | 0                    | 0%                            |                   | 0                | 0                    | 0%                            |
| Projects from Private Funds                 | 416,000           | 416,000              | 100%                          | 0                 | 0                | 3,750                | 0%                            |
| Interest Income (LGIP)                      | 37,000            | 8,104                | 22%                           | 30,000            | 1,771            | 5,324                | 0%                            |
| <b>Total Plant Funds</b>                    | <b>2,606,796</b>  | <b>646,808</b>       | <b>25%</b>                    | <b>1,270,754</b>  | <b>1,771</b>     | <b>43,726</b>        | <b>3%</b>                     |
| <b>GRAND TOTAL REVENUES</b>                 | <b>31,993,856</b> | <b>11,850,119</b>    | <b>37%</b>                    | <b>31,368,630</b> | <b>1,797,232</b> | <b>9,764,373</b>     | <b>31%</b>                    |

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### October 2012

33% of Year Completed

|   |                       | OIL           |                      | GAS           |                     | COMBINED         |                         |                              |
|---|-----------------------|---------------|----------------------|---------------|---------------------|------------------|-------------------------|------------------------------|
| Sales   | 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                  | \$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                      |
| Accrual   | September             | \$79.10       | 2,978,466            | \$4.57        | 14,863,087          | 383,333          | 383,333                 | 0                            |
| Accrual   | October               |               |                      |               |                     | 383,333          | 383,333                 | 0                            |
| Accrual   | November              |               |                      |               |                     |                  | 383,333                 | (383,333)                    |
| Accrual   | December              |               |                      |               |                     |                  | 383,333                 | (383,333)                    |
| Accrual   | January               |               |                      |               |                     |                  | 383,333                 | (383,333)                    |
| Accrual   | February              |               |                      |               |                     |                  | 383,333                 | (383,333)                    |
| Accrual   | March                 |               |                      |               |                     |                  | 383,333                 | (383,333)                    |
| Accrual   | April                 |               |                      |               |                     |                  | 383,333                 | (383,333)                    |
| Accrual   | May                   |               |                      |               |                     |                  | 383,333                 | (383,333)                    |
| Accrual   | June                  |               |                      |               |                     |                  | 383,333                 | (383,333)                    |
| Y.T.D. Production Tax Revenue                                     |                       |               |                      |               |                     | 2,078,416        | 4,599,996               | (2,521,580)                  |
| Y.T.D. Equipment Tax Revenue                                      |                       |               |                      |               |                     | 17               | 1,500,000               | (1,499,983)                  |
| <b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b> |                       |               |                      |               |                     | <b>2,078,433</b> | <b>6,099,996</b>        | <b>(4,021,563)</b>           |

*Source: New Mexico Taxation and Revenue Department*

## NEW MEXICO JUNIOR COLLEGE Schedule of Investments October 2012

33% of Year Completed

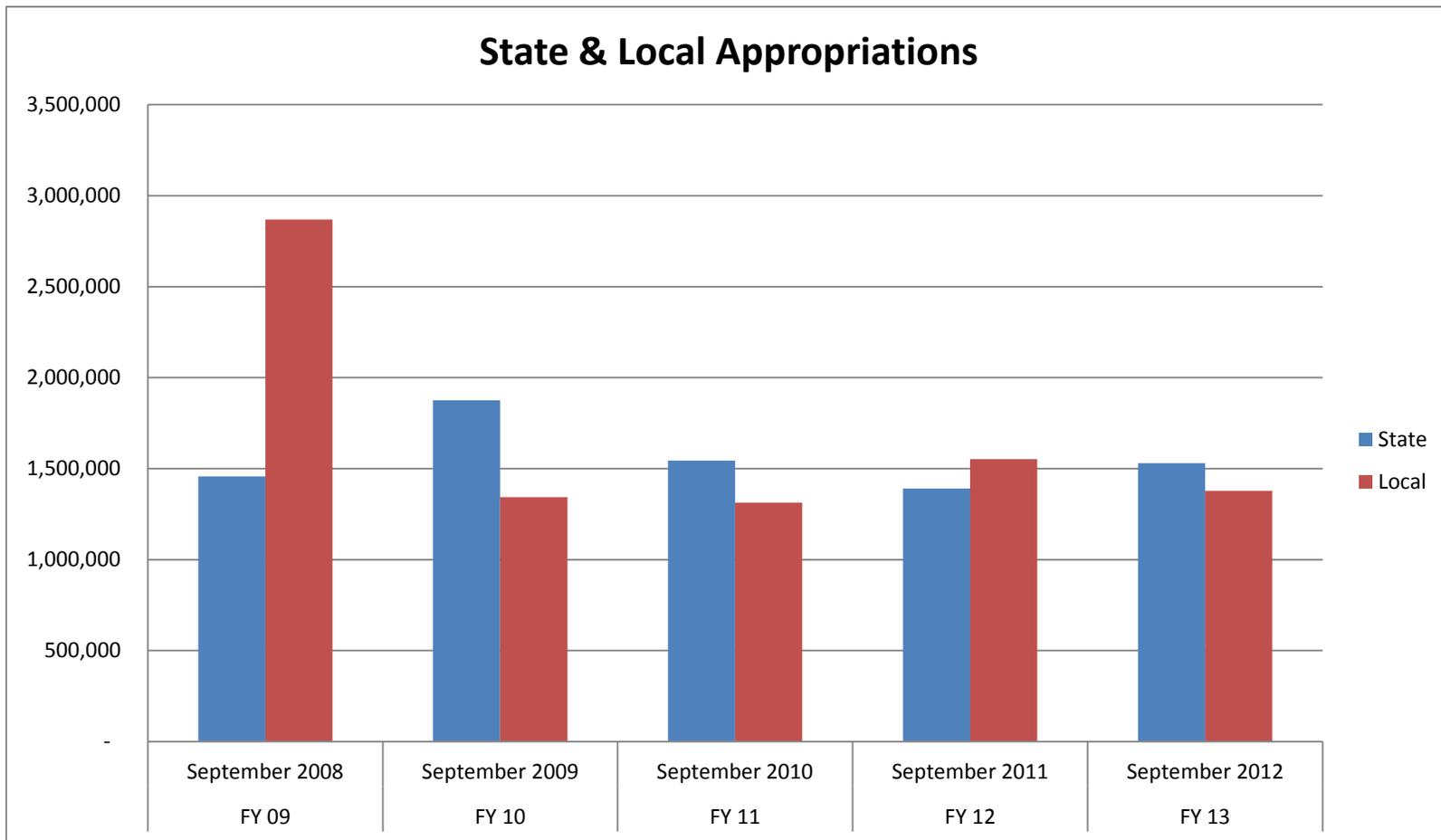
| Financial Institution                                   | Amount Invested  | Date Invested | Maturity Date | Period of Investment (Days) | Account Number | Interest Rate | Interest Earned |
|---|------------------|---------------|---------------|-----------------------------|----------------|---------------|-----------------|
| State of New Mexico<br>Local Government Investment Pool | 9,589,592        | N/A           | N/A           | N/A                         | 7102-1348      | 0.183%        | 1,784           |
| <b>Total investments</b>                                | <u>9,589,592</u> |               |               |                             |                |               | <u>1,784</u>    |

| Summary of Current Month's Activity |           |
|-------------------------------------|-----------|
| <b>Beginning amount</b>             | 9,589,592 |
| <b>Plus: deposits</b>               | 0         |
| <b>Less: withdrawals</b>            | 0         |
| <b>Capital Projects</b>             | 7,582,893 |
| <b>Reserves Invested</b>            | 2,006,699 |
| <b>Total LGIP Investment</b>        | 9,589,592 |

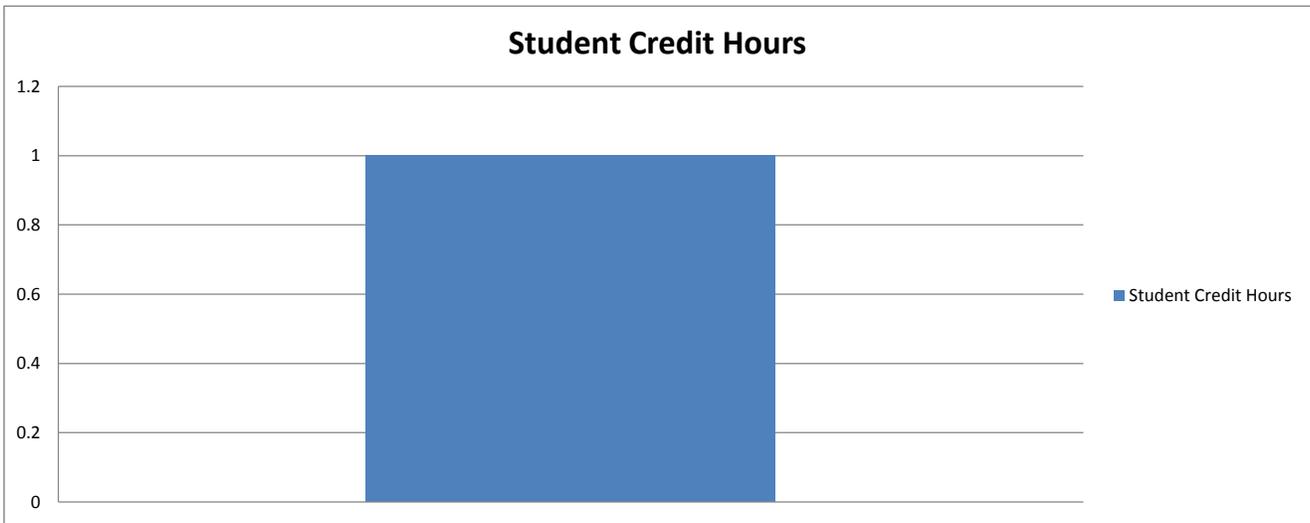
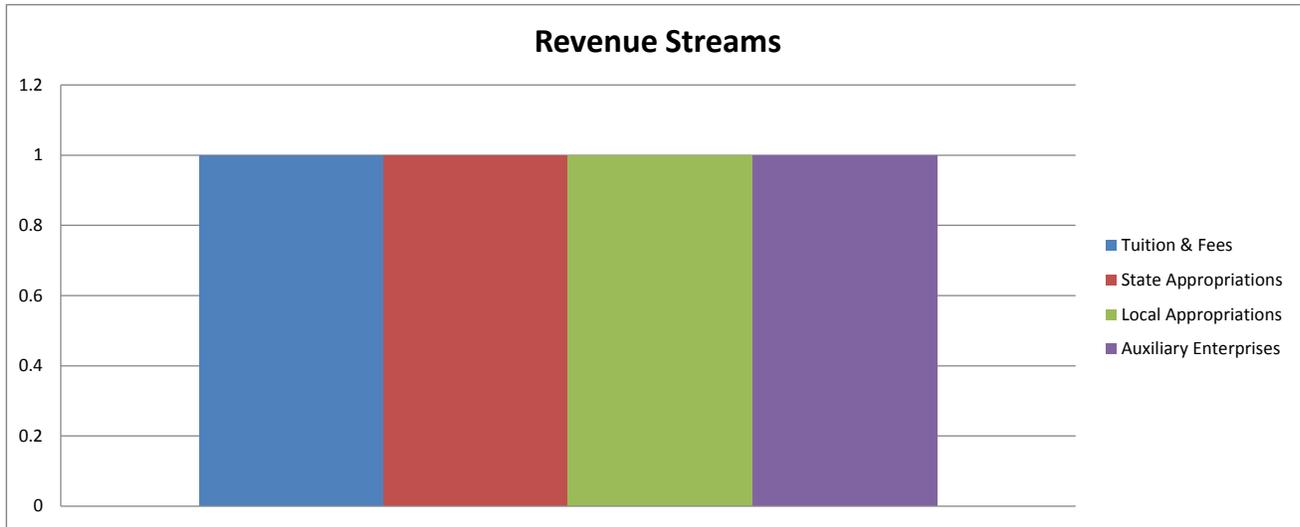
| Capital Projects                  | 10/31/2012          |
|-----------------------------------|---------------------|
| Vehicles                          | 30,180.90           |
| Campus Facilities Master Plan     | 25,000.00           |
| Technology Upgrade                | 170,748.09          |
| JASI                              | 76,189.56           |
| WHM South Gallery                 | 348,079.00          |
| Baseball Field                    | 22,742.66           |
| Rodeo Arena                       | 76,108.20           |
| Original Entrance Landscaping     | 360,771.72          |
| Student Housing Construction      | 536,636.00          |
| Luminis Software                  | 11,568.00           |
| Campus Signage                    | 142,200.60          |
| Campus Paving                     | 0.00                |
| Roof Replacement                  | 190,055.47          |
| Interior Lighting-Energy Retrofit | 50,617.00           |
| Dorm/Apartment Refurbish          | 74,581.86           |
| Campus Construction               | 29,643.53           |
| Oil & Gas Training Ctr            | 0.00                |
| Maintenance Equipment             | 9,651.99            |
| Public Sector                     | 1,827.00            |
| Campus Security                   | 6,442.49            |
| Track/Arena Area Enhancement      | 65,044.46           |
| Roadway Entrance-Rodeo/CDL        | 60,000.00           |
| Lumens Software-Distance Learn    | 5,000.00            |
| Copier Replacement                | 101,446.00          |
| Non-Recurring Compensation        | 218,362.12          |
| Athletics                         | 0.00                |
| Student Life Programming          | 17,440.00           |
| Title V (Institutional)           | 79,568.00           |
| Warehouse/Cont Ed Remodel         | 2,449.00            |
| Succession Plan                   | 108,152.00          |
| Energy Technology Equipment       | 635,394.00          |
| Watson Hall Stage Lighting        | 100,000.00          |
| WHM Exhibits                      | 178,460.00          |
| Remodel McLean/Mansur/VocB/H      | 171,583.14          |
| Shade Structure/Landscape AIPP    | 50,000.00           |
| Senior Warm Water Wellness Ctr    | 1,500,000.00        |
| Paradigms Users Fees              | 17,144.67           |
| Track Upgrades                    | 1,000,000.00        |
| Driving Range Upgrades            | 200,000.00          |
| Lockheed Martin Nuclear Training  | 600,000.00          |
| Cosmetology Remodel               | 300,000.00          |
| Central Plant Upgrade             | 0.00                |
| Workforce Training Contingency    | 9,805.81            |
| <b>Total</b>                      | <b>7,582,893.27</b> |

NOTE: Capital projects total does not include encumbered funds

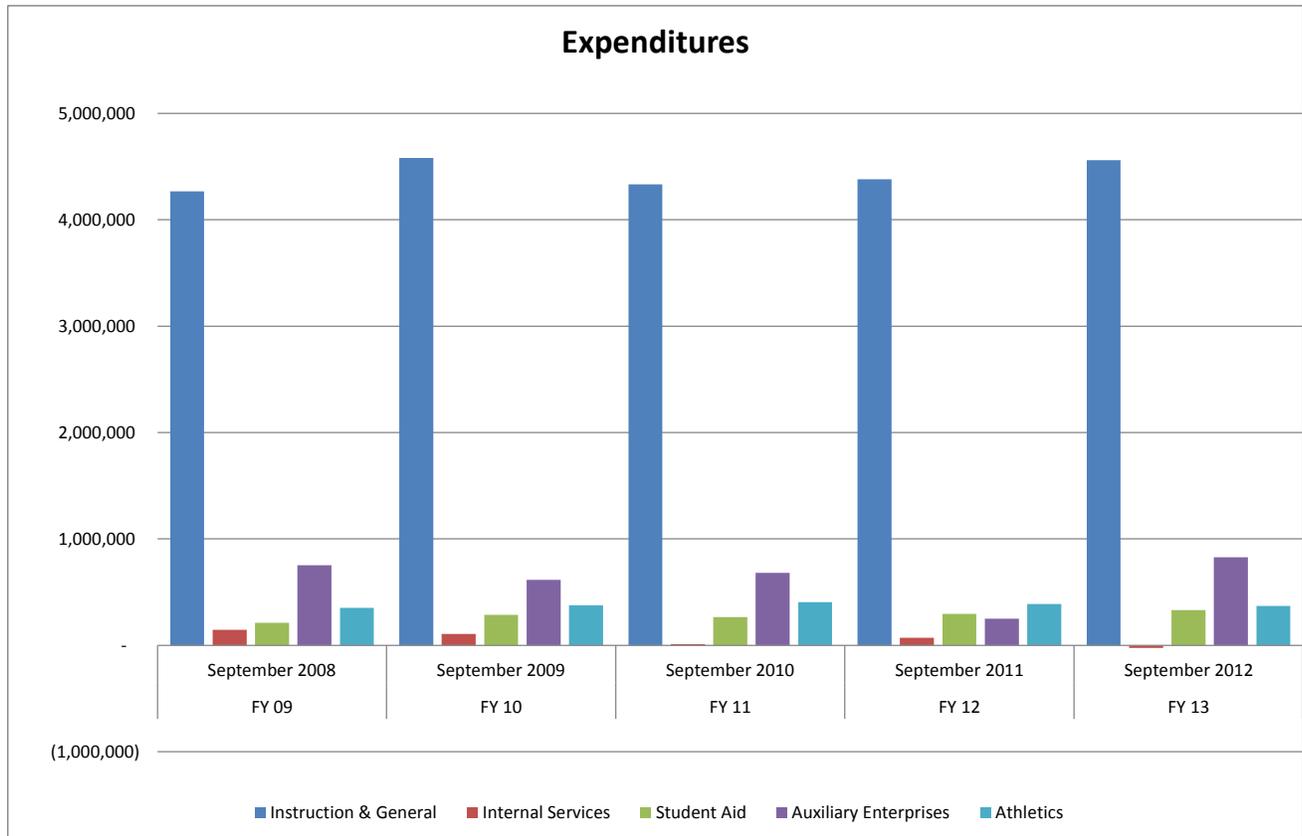
|                             | FY 09<br>September 2008 | FY 10<br>September 2009 | FY 11<br>September 2010 | FY 12<br>September 2011 | FY 13<br>September 2012 |
|-----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>State Appropriations</b> | 1,457,690               | 1,875,376               | 1,544,077               | 1,390,600               | 1,530,291               |
| <b>Local Appropriations</b> | 2,869,388               | 1,343,064               | 1,313,821               | 1,551,451               | 1,377,288               |



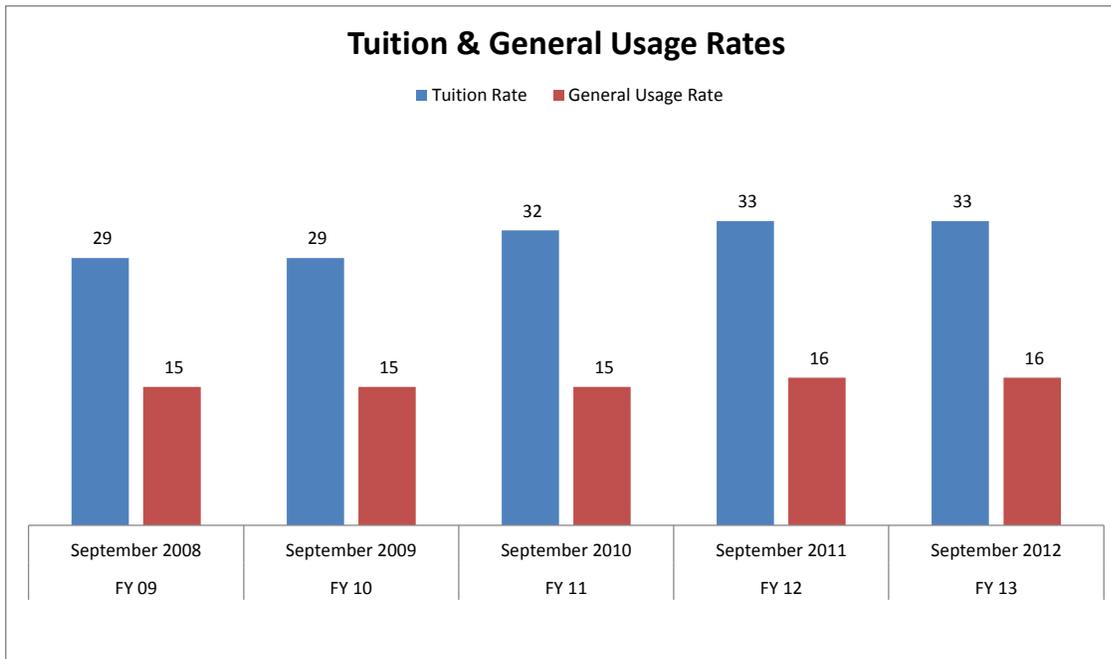
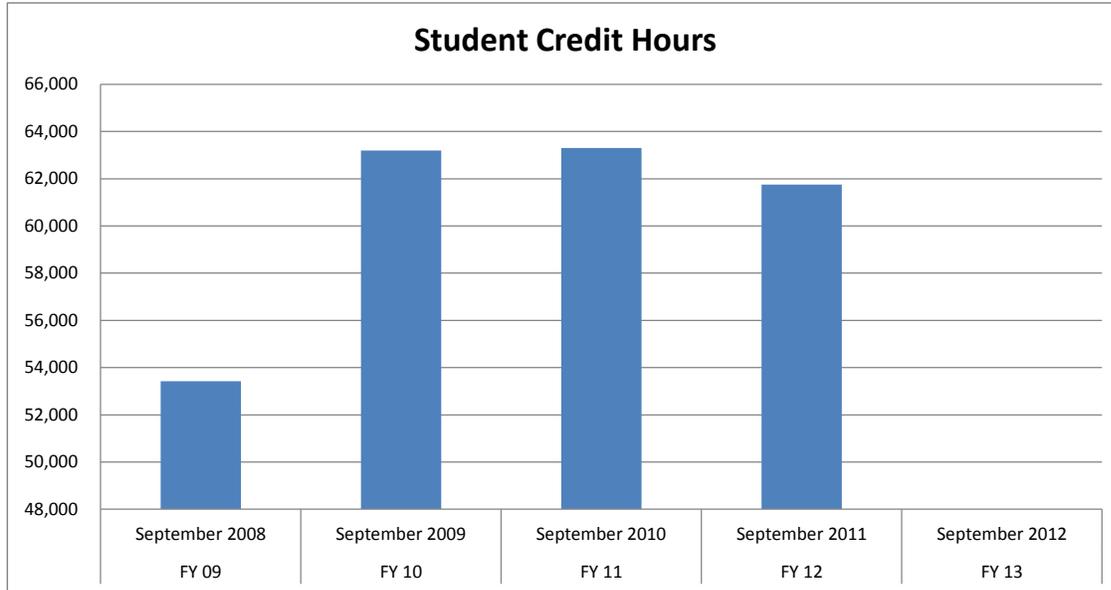
|                      | FY 09<br>September 2008 | FY 10<br>September 2009 | FY 11<br>September 2010 | FY 12<br>September 2011 | FY 13<br>September 2012 |
|----------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Tuition & Fees       | 1,628,713               | 1,822,962               | 2,077,775               | 2,106,138               | 1,883,960               |
| State Appropriations | 1,457,690               | 1,875,376               | 1,544,077               | 1,390,600               | 1,530,291               |
| Local Appropriations | 2,869,388               | 1,343,064               | 1,313,821               | 1,551,451               | 1,377,288               |
| Sales & Service      | 1,100,822               | 1,188,288               | 1,275,670               | 1,268,085               | 1,142,475               |
| <br>                 |                         |                         |                         |                         |                         |
| Tuition rate         | 29                      | 29                      | 32                      | 33                      | 33                      |
| General Usage rate   | 15                      | 15                      | 15                      | 16                      | 16                      |
| SCH                  | 53,419                  | 63,194                  | 63,308                  | 61,759                  |                         |



|                       | FY 09<br>September 2008 | FY 10<br>September 2009 | FY 11<br>September 2010 | FY 12<br>September 2011 | FY 13<br>September 2012 |
|-----------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Instruction & General | 4,267,794               | 4,580,272               | 4,331,949               | 4,378,885               | 4,560,123               |
| Internal Services     | 146,426                 | 107,916                 | 12,809                  | 70,615                  | (25,497)                |
| Student Aid           | 211,196                 | 285,517                 | 266,844                 | 294,937                 | 332,711                 |
| Auxiliary Enterprises | 752,900                 | 614,128                 | 680,750                 | 252,064                 | 829,110                 |
| Athletics             | 352,136                 | 377,104                 | 405,308                 | 389,158                 | 368,889                 |



|                    | FY 09<br>September 2008 | FY 10<br>September 2009 | FY 11<br>September 2010 | FY 12<br>September 2011 | FY 13<br>September 2012 |
|--------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Tuition rate       | 29                      | 29                      | 32                      | 33                      | 33                      |
| General Usage rate | 15                      | 15                      | 15                      | 16                      | 16                      |
| SCH                | 53,419                  | 63,194                  | 63,308                  | 61,759                  |                         |



To: Board Members

From: Charley Carroll

RE: Repairing Stucco Siding on Museum

Date: October 30, 2012

Dear Board Members,

Severe stucco cracking has occurred on the exterior of the Museum allowing water to penetrate into this building. We are requesting Board Approval to move forward with this project allowing Facility Build (a CES Vendor) to repair the stucco on this structure at a cost of \$204,547.62 using current BR&R Funding. We have negotiated a five-year material and a three year labor Warranty covering the re-stucco process.

Respectfully,

Charley Carroll



### CONSTRUCTION COST PROPOSAL

FacilityBUILD Inc.  
 5904 Florence Avenue NE  
 Albuquerque, NM 87113  
 ph. (505) 828-0060 fax (505) 823-0161  
[www.facilitybuild.com](http://www.facilitybuild.com)

|  |   |                        |
|--|---|------------------------|
| CONSTRUCTION COST PROPOSAL SUBMITTED TO:<br><b>New Mexico Junior College</b> | DATE:<br><b>10/15/12</b>  | RFE #<br><b>12-343</b> |
| CONTACT NAME:<br><b>Charley Carroll</b>                                      | PROJECT NAME:<br><b>NM Junior College Re-stucco Cowboy Museum</b> |                        |
| OWNER'S NAME: (IF OTHER THAN ABOVE)  | PROJECT PHYSICAL ADDRESS:<br><b>5317 Lovington Highway</b>        |                        |
| MAILING ADDRESS/STREET:<br><b>5317 Lovington Highway</b>                     | PHONE:<br><b>575-399-0601</b>                                     | FAX:                   |
| CITY, STATE, ZIP CODE:<br><b>Hobbs, NM 88240</b>                             | EMAIL:<br><b>ccarroll@nmjc.nm.us</b>                              |                        |

| SCOPE OF WORK:   | CSI Division 1 - 16        | Amount       |
|--|----------------------------|--------------|
| Provide labor and material to furnish and install Synthetic sand finish. (Sto 281 Elastomeric) | (1) General Requirements   | \$23,860.00  |
|  | (2) Site Work / Demolition | \$0.00       |
| Power wash entire building.  | (3) Concrete               | \$0.00       |
|  | (4) Masonry                | \$0.00       |
| Skim coat entire building with an Acrylic Modified Base Coat.                                  | (5) Metals                 | \$0.00       |
|  | (6) Wood & Plastics        | \$0.00       |
| Install a 40z fiber glass mesh (Provides excellent crack resistance)                           | (7) Thermal/Moisture       | \$0.00       |
|  | (8) Doors & Windows        | \$0.00       |
| Set all necessary scaffold around entire building. ( Set to osha standards)                    | (9) Finishes               | \$170,024.00 |
|  | (10) Specialties           | \$0.00       |
| Includes removal of stucco debris.   | (11) Equipment             | \$0.00       |
|  | (12) Furnishings           | \$0.00       |
| Re-stucco entire building.   | (13) Special Construction  | \$0.00       |
|  | (14) Conveying Systems     | \$0.00       |
|  | (15) Mechanical            | \$0.00       |
|  | (16) Electrical            | \$0.00       |

**Includes:** Prevailing Wages, performance and payment bonds, insurance, permits and applicable fees unless specifically excluded in the scope of work.  
**Other Inclusions:** Removing light fixtures and cameras around the building.

**Excludes:** Repair or replacement of existing architectural, structural, electrical, fire systems life safety, code violations, hidden condition or any design or construction work not specifically described in the scope of work.

**Other Exclusions:**

General Requirements includes bonds, insurance, design, engineering, permits, fees, project management, field supervision, mobilization, temporary facilities & utilities and equipment unless other wise excluded.

CSI Division 1 - 16 Is the standard of the Construction Specifications Institute. See CSInet.org for more details.

This agreement is the only agreement expressed or implied in which the work will be completed. This agreement takes precedent over any previous oral agreements and representations. See attached General Conditions on pages 2 and 3 of this proposal.

NM Contractors License GB 98, EE 98, MM 98, GF 05 #88676

Costs are valid for 30 days.

|                          |                     |                     |
|--------------------------|---------------------|---------------------|
| <b>RS MEANS ESTIMATE</b> | <b>\$265,593.74</b> |                     |
| <b>CES DISCOUNT</b>      | <b>\$71,709.74</b>  |                     |
| <b>SUBTOTAL</b>          | <b>\$193,884.00</b> | <b>\$193,884.00</b> |
| <b>NM GRT RATE</b>       | 5.5000%             | <b>\$10,663.62</b>  |
| <b>TOTAL</b>             |                     | <b>\$204,547.62</b> |

  
 FacilityBUILD Inc. authorized signature: \_\_\_\_\_ RP \_\_\_\_\_ Date: **10/15/2012**

Acceptance: The above prices, scope of work and general conditions are hereby accepted. You are authorized to do the work as specified. Payment - 100% upon completion of work unless credit arrangements have been made.

\_\_\_\_\_  
 Owner/Client authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Memo

Date: November 5, 2012  
To: Dr. Steve McCleery and the New Mexico Junior College Board  
From: Jeff McCool, Dean of Training & Outreach  
RE: Fee Increase Request for Driver Education

---

New Mexico Junior College has been approved by the State of New Mexico Motor Vehicle Division to be a test site for the Driver Knowledge Test, which is taken to obtain a learner's permit. Our plan is to work with the state vendor for this testing system, Solutions Thru Software, and equip the NMJC Testing Center to allow students and citizens the opportunity to take this test here on the campus of New Mexico Junior College.

In order to accommodate this change, we are asking for your approval to raise fees \$10.00 to cover the associated costs and administrative fees. This will bring the total amount charged to Driver Education students from \$150.00 to \$160.00.

We believe this is a great opportunity for NMJC to be a part of offering additional services to our community and will also reduce the amount of time individuals may have to spend standing in line at the Motor Vehicle Division.

Thank you for your consideration.

# Memo

To: Dr. Steve McCleery, President  
From: Dr. Michele Clingman, Dean of Enrollment Management  
CC: Dr. Regina Organ, Vice President for Student Services  
Date: 11/12/2012  
Re: Transcript Ordering from Student Clearinghouse

---

## **Background**

Dr. Organ and I attended a demonstration of the services offered by the National Student Clearinghouse in spring 2012. Based on the information gained at the presentation and additional research, I propose that NMJC begin using the National Student Clearinghouse for transcript ordering. We currently use the Clearinghouse's Core Services to report enrollment verification and deferment reporting on our financial aid students to lending organizations and NSLDS. I currently submit monthly reports.

Transcript ordering through Clearinghouse offers these benefits:

- Online application that enables students and alumni to order transcripts via the web (Currently, our alumni cannot log into the T-BirdWeb Portal to order online, so this would help our former students.)
- State-of-the-art document security
- Improved student service, including paperless consent and mobile text alerts
- Reports on usage can be generated. Reports provide real-time information on how our students and alumni are using Transcript Services.
- Customized and branded webpage (There is a link on our webpage that takes the student to the Clearinghouse order form.)
- NMJC would still print and mail-out transcript requests that come through Clearinghouse.

During the 2011-2012 fiscal year, we printed 4,584 transcripts. Current students can print an unofficial copy of their transcript from the T-BirdWeb Portal.

## **Considerations**

Clearinghouse charges \$2.25 to the requestor per delivered transcript to cover their expenses. If we charge a fee, they collect the fee and submit a check to us each month. We are currently charging \$2.00 per transcript request. In an earlier meeting with Mr. Hardin, Dr. Organ, Kerrie Mitchell, and George Garcia we discussed charging at total of \$5.00 per transcript (\$2.25 Clearinghouse fee and we would receive \$2.75).

The transcript fees for colleges in our area are as follows:

|                      |                   |
|----------------------|-------------------|
| Clovis               | \$5.00            |
| ENMU                 | -0-               |
| ENMU-R               | -0-               |
| NMSU                 | \$10              |
| NMSU-C               | \$10              |
| UNM                  | \$5 & \$9 for pdf |
| Howard               | -0-               |
| Midland College      | -0-               |
| Odessa College       | -0-               |
| South Plains College | \$2.00            |
| Texas Tech           | \$5.00            |
| UTPB                 | \$7.00            |
| UTEP                 | \$7.00            |

I spoke to Odessa College and Midland College personnel who said that the transcript fees are a part of their general use fees, and when they charged it was a problem determining who had paid and who had not. It sounds like they were having some of the same problems we are with online ordering and paying.

## **Recommendation**

It is my recommendation with input from Vice Presidents Organ and Hardin that we use the National Student Clearinghouse for transcript ordering and that we charge students \$5.00 per transcript.

Respectfully submitted,

Michele Clingman

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date November 12, 2012

Candidate's name Kennedy O. Alila

Position title Professor of Chemistry

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 \*January 8, 2013 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard HigherEdJobs.com

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

Posted salary range \$39,290 to \$49,112 Recommended annual salary \$44,761 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2832 61101 101

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
President

**Selection Committee Members:** Kelly Holladay – Dean of Business, Math and Sciences

Dr. Kay Goad – Professor of Biology

Joel Keranen – Professor of Physics/Mathematics

Comments: Mr. Alila with a Master's degree and two years of experience meets and/or exceeds the minimum requirements  
for this position.

\*Pending background check

## ABBREVIATED RESUME

### **Position**

Professor of Chemistry

### **Personal Data**

Name: Kennedy O. Alila

### **Education**

M.S., Saint Louis University, St. Louis, MO, 2011

Major: Chemistry

B.S., Rust College, Holly Springs, MS, 2009

Major: Chemistry

Minor: Biology

### **Professional Experience**

Fontbonne University, St. Louis, MO

Part-time Lecturer

08/2012 to Present

St. Charles Community College, Cottleville, MO

Adjunct Chemistry Instructor

06/2012 to Present

ISTO Technologies, Inc., St. Louis, MO

Research & Development Chemist

05/2012 to Present

Masterchem Brands Innovation Centre, Chesterfield, MO

Research & Development Technician

11/2011 to 05/2012

St. Louis University, St. Louis, MO

Graduate Teaching Assistant and Research

01/2009 to 08/2011

Rich's Product Inc., Arlington, TN

Quality Analyst

04/2008 to 12/2008

St. Jude Medical Research Hospital, Memphis, TN

Undergraduate Research

Summer 2007

### **Awards:**

Graduated *magna cum laude* from Rust College, 4/2009

American Chemical Society (ACS) Biological Chemistry Division Travel award, 3/2011



# New Mexico Junior College

## Career Opportunities

### Position Announcement • September 2012

**Position Title:** Professor of Chemistry

**Position Description:** The Professor of Chemistry reports to the Dean of Business, Math and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) teach freshman and sophomore level Chemistry, including Current Concepts of Chemistry and General Chemistry I & II per fall and spring semesters (day and/or evening/s and/or online), as enrollment requires. (2) teach any combination of Biology, Physics, Math and/or related courses per fall and spring semesters (day and/or evening/s and/or online), as enrollment and or teaching load requires. (3) serve on college committees as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation meetings and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment and retention of students for the institution; (9) participate in course, departmental, and institutional assessment as required; (10) assume other professional responsibilities associated with the position of Professor of Chemistry; (11) participate in a process of continual personal and professional development; (12) actively participate in the institutional goals and objectives designed to support the mission of the college; and (13) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

**Qualifications:** A Master's degree in Chemistry or a related field is required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Applicant must be committed to excellence in instruction and willing to work as a team with other, full-time divisional instructors and staff. **NOTE: Computer proficiency is required.**

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

**Application Deadline:** Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all required application materials must be received by 5:00 PM MST Monday, October 1st. Position start date is January 8, 2013.

**To Apply:** Submit NMJC application form online at [www.nmjc.edu](http://www.nmjc.edu) (under Employment Opportunities) and include the following: letter of application (cover letter), resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), three letters of reference, and five 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"**

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

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date November 12, 2012

Candidate's name Sandra K. Thompson

Position title Professor of Biology

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 \*January 8, 2013 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard HigherEdJobs.com

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

Posted salary range \$44,453 to \$55,566 Recommended annual salary \$49,928 Prorated salary  yes  no

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

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
President

**Selection Committee Members:** Kelly Holladay – Dean of Business, Math and Sciences

Dr. Kay Goad – Professor of Biology

Heather Davis – Professor of Biology

Comments: Ms. Thompson with a M.S. + 24 and seven years of experience meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## **ABBREVIATED RESUME**

### **Position**

Professor of Biology

### **Personal Data**

Name: Sandra K. Thompson

### **Education**

M.S., Argosy University, Phoenix, AZ, 2012

Major: Forensic Psychology

M.S., Purdue University Calumet, Hammond, IN, 2007

Major: Biology

B.A., Purdue University Calumet, Hammond, IN, 2004

Major: Psychology and Biology

### **Professional Experience**

Ivy Tech Community College, Valparaiso, IN  
Adjunct Faculty

01/2008 to Present

Joliet Junior College, Joliet, IL  
Temporary Full-Time Faculty  
Adjunct Faculty

08/2012 to Present  
01/2010 to 08/2012

Moraine Valley Community College, Palos Hills, IL,  
Adjunct Faculty

8/2012 to Present

Purdue University Calumet, Hammond, IN  
Limited Term Lecturer  
Graduate Assistant

08/2004 to 05/2012  
08/2004 to 05/2007

Act-I, Merrillville, IN  
Lab Assistant

09/2006 to 05/2007

Lilly Internship, Merrillville, IN  
Literature Researcher

2005 – 2006

### **Licenses/Certifications:**

Online Teaching Certification

### **Honors:**

Psi Chi, Honor Society for Psychology, 2004 to present

Semester Honors for all semesters, 2001-2004

Dean's list for spring semester, 2004



# New Mexico Junior College

## Career Opportunities

### Position Announcement • September 2012

**Position Title:** Professor of Biology

**Position Description:** The Professor of Biology reports to the Dean of Business, Math and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) teach any combination of freshman and sophomore level Biology, including Biology for Majors, Anatomy & Physiology, Microbiology, and/or related courses per fall and per spring semesters (day and/or evening/s and/or online), as enrollment requires. (2) serve on college committees as assigned; (3) serve as an advisor to assigned students; (4) post and maintain approved office hours per week; (5) attend orientation meetings and other in-service meetings/workshops, as scheduled; (6) maintain accurate student records; (7) involve oneself in the general recruitment and retention of students for the institution; (8) participate in course, departmental, and institutional assessment as required; (9) assume other professional responsibilities associated with the position of Professor of Biology; (10) participate in a process of continual personal and professional development; (11) actively participate in the institutional goals and objectives designed to support the mission of the college; and (12) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

**Qualifications:** A Master's degree in Biology or a related field required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Applicant must be committed to excellence in instruction and willing to work as a team with other, full-time divisional instructors and staff.

**NOTE:** Computer proficiency is required.

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

**Application Deadline:** Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all required application materials must be received by 5:00 PM MST Monday, October 1st. Position start date is January 8, 2013.

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

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

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# RESOLUTION

## Charles R. Necaise

- WHEREAS,** Charles R. Necaise being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 16 years; and
- WHEREAS,** Charles R. Necaise has served as Security Personnel from 1996 to 2012; and
- WHEREAS,** Charles R. Necaise has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** Charles R. Necaise has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** Charles R. Necaise as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** Charles R. Necaise has elected to retire the 1st day of November 2012.

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

ADOPTED THIS 15th day of November 2012.

ATTEST:

\_\_\_\_\_  
New Mexico Junior College Board Chairman

\_\_\_\_\_  
New Mexico Junior College Board Secretary



# RESOLUTION

## Richard F. Steinhaus

- WHEREAS,** **Richard F. Steinhaus** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for nine and one half years; and
- WHEREAS,** **Richard F. Steinhaus** has served as Professor of Psychology/ Sociology from 2003 to 2012; and
- WHEREAS,** **Richard F. Steinhaus** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Richard F. Steinhaus** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Richard F. Steinhaus** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Richard F. Steinhaus** has elected to retire the 1st day of January 2013.

**NOW, THEREFORE BE IT RESOLVED** that **Richard F. Steinhaus** be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 15th day of November 2012.

ATTEST:

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New Mexico Junior College Board Chairman

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New Mexico Junior College Board Secretary

