NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, September 15, 2011
Zia Room - Library
1:00 p.m.

AGENDA

A. Welcome
   Guy Kesner

B. Adoption of Agenda
   Guy Kesner

C. Approval of Minutes of August 18, 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. Personnel Consideration – Admission Specialist
      Regina Organ
   6. Retirement Resolution
      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
AUGUST 18, 2011
MINUTES

The New Mexico Junior College Board met on Thursday, August 18, 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; Mrs. Mary Lou Vinson; Mr. Ron Black; Mr. Zeak Williams; and Mr. Hector Baeza.

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

Public Comments were moved up on the agenda. Upon a motion by Mr. Baeza, seconded by Mrs. Vinson, the agenda was unanimously adopted with the change.

Upon a motion by Mr. Jones, seconded by Mr. Baeza, the Board unanimously approved the minutes of July 12 & July 20, 2011.

Under Public Comments, Mr. Tom Watson and Dorothy Runnels presented a photograph of Governor Campbell signing the Junior College Act to Dr. McCleery.

Under President’s Report, Angela Byrd reported on the Emergency Services Law Camp held on campus this summer. Tina Kunko, Kim Latimer, and Foundation President David Shaw gave an update on the annual golf tournament. David Shaw was recognized for the hospital’s support of the Upward Bound Summer Program.

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

Larry Sanderson presented the new Board Policy Manual for Board consideration. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the new Board Policy Manual.

John Gratton and Mickey Best presented the Alternative Licensure in Elementary Education Certificate Program for Board consideration. The program will begin in
Spring 2012 and will be named in honor of the late Mrs. Yvonne Williams (The New Mexico Junior College Yvonne Williams Certificate Program for Alternative Licensure in Elementary Education). Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the program.

Regina Choate presented Bid #1052 - Carpentry Work on Campus. Upon a motion by Mr. Baeza, seconded by Ms. Chappelle, the Board approved awarding the bid to Doporto Construction of Hobbs for the hourly rate of $21.00 for Carpenter and $12.00 for Laborer. Mr. Kesner abstained from voting.

Ms. Choate presented Bid #1053 - Painting Projects on Campus. Upon a motion by Mr. Williams, seconded by Mrs. Vinson, the Board approved awarding the bid to Doporto Construction of Hobbs for the hourly rate of $20.00 for Foreman and $14.00 for Helper. Mr. Kesner abstained from voting.

Ms. Choate presented Bid #1054 - Concrete Work on Campus. Upon a motion by Mr. Baeza, seconded by Mr. Jones, the Board approved awarding the bid to Doporto Construction of Hobbs for the hourly rate of $21.00 for Foreman and $12.00 for Helper. Mr. Kesner abstained from voting.

The next regular board meeting was scheduled for Thursday, September 15, 2011, beginning at 1:00 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. Williams seconded the motion. The roll call vote was as follows: Mr. Jones - yes; Ms. Chappelle - yes; Mr. Black - yes; Mr. Kesner - yes; Mrs. Vinson - yes; Mr. Williams - yes; and Mr. Baeza - 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 Mrs. Vinson, the board meeting adjourned at 6:00 p.m.
NEW MEXICO JUNIOR COLLEGE
Expenditure Report
August 2011

17% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2010-11</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final</td>
<td>Year-to-Date</td>
</tr>
<tr>
<td></td>
<td>Budget</td>
<td>Expended</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expended</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURRENT UNRESTRICTED FUND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>8,549,845</td>
<td>719,287</td>
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<tr>
<td>Academic Support</td>
<td>2,235,263</td>
<td>430,469</td>
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<tr>
<td>Student Services</td>
<td>1,681,893</td>
<td>255,165</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>3,067,761</td>
<td>554,161</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>3,023,475</td>
<td>488,726</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>18,558,237</td>
<td>2,447,808</td>
</tr>
<tr>
<td>Student Activities</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>24,000</td>
<td>(11,688)</td>
</tr>
<tr>
<td>Student Aid</td>
<td>469,785</td>
<td>227,420</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>1,696,058</td>
<td>436,325</td>
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<tr>
<td>Athletics</td>
<td>974,729</td>
<td>286,669</td>
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<tr>
<td>Total Current Unrestricted Fund</td>
<td>21,722,809</td>
<td>3,386,534</td>
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<tr>
<td>CURRENT RESTRICTED FUND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,417,549</td>
<td>272,666</td>
</tr>
<tr>
<td>Student Aid</td>
<td>5,237,174</td>
<td>1,730,532</td>
</tr>
<tr>
<td>Total Current Restricted Fund</td>
<td>6,654,723</td>
<td>2,003,198</td>
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<tr>
<td>PLANT FUNDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td>12,399,997</td>
<td>2,249,158</td>
</tr>
<tr>
<td>Projects from Institutional Funds</td>
<td>294,047</td>
<td>27,217</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>3,000,000</td>
<td>495,106</td>
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<tr>
<td>Projects from General Fund</td>
<td>224,122</td>
<td>147,329</td>
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<tr>
<td>Projects from Private Funds</td>
<td>103,383</td>
<td>12,000</td>
</tr>
<tr>
<td>Projects from State ER&amp;R</td>
<td>318,919</td>
<td>222,488</td>
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<tr>
<td>Projects from State BR&amp;R</td>
<td>1,830,699</td>
<td>23,553</td>
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<td>Subtotal - Capital and BR&amp;R</td>
<td>18,171,167</td>
<td>3,176,851</td>
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<td>Debt Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Total Plant Funds</td>
<td>18,171,167</td>
<td>3,176,851</td>
</tr>
<tr>
<td>GRAND TOTAL EXPENDITURES</td>
<td>46,548,699</td>
<td>8,566,583</td>
</tr>
<tr>
<td>Fund</td>
<td>2010-11 Final Budget</td>
<td>2010-11 Year-to-date Revenue</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
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<tr>
<td>Tuition and Fees</td>
<td>3,523,000</td>
<td>2,023,198</td>
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<td>State Appropriations</td>
<td>6,515,800</td>
<td>1,043,018</td>
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<tr>
<td>Advalorem Taxes - Oil and Gas</td>
<td>5,500,000</td>
<td>733,332</td>
</tr>
<tr>
<td>Advalorem Taxes - Property</td>
<td>3,904,278</td>
<td>28,839</td>
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<tr>
<td>Internal Service Departments</td>
<td>24,000</td>
<td>543</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>2,202,000</td>
<td>1,188,963</td>
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<tr>
<td>Athletics</td>
<td>428,100</td>
<td>46,156</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>19,786,386</td>
<td>3,994,342</td>
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<td>Student Activities</td>
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<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>24,000</td>
<td>543</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>2,202,000</td>
<td>1,188,963</td>
</tr>
<tr>
<td>Athletics</td>
<td>428,100</td>
<td>46,156</td>
</tr>
<tr>
<td>Total Current Unrestricted</td>
<td>22,440,486</td>
<td>5,230,004</td>
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<td><strong>CURRENT RESTRICTED FUND</strong></td>
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<td></td>
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<tr>
<td>Grants</td>
<td>1,417,549</td>
<td>229,283</td>
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<td>Student Aid</td>
<td>5,237,179</td>
<td>15,973</td>
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<td>Total Current Restricted</td>
<td>6,654,728</td>
<td>245,256</td>
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<td><strong>PLANT FUNDS</strong></td>
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<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td>3,701,552</td>
<td>0</td>
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<tr>
<td>Projects from State GOB Funds</td>
<td>294,047</td>
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<tr>
<td>Projects from State STB Funds</td>
<td>3,000,000</td>
<td>0</td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>224,122</td>
<td>0</td>
</tr>
<tr>
<td>Projects from Private Funds</td>
<td>103,383</td>
<td>0</td>
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<tr>
<td>Interest Income (LGIP)</td>
<td>80,000</td>
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<tr>
<td>Total Plant Funds</td>
<td>3,701,552</td>
<td>0</td>
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<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>32,796,766</td>
<td>5,475,260</td>
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</table>
# NEW MEXICO JUNIOR COLLEGE
## Oil and Gas Revenue Report
### August 2011 for FY 11

100% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
<th>2009-10 Original Budget</th>
<th>Variance Over (Under) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution</td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
<td>Lea County MCF sold</td>
<td>Monthly Revenue</td>
</tr>
<tr>
<td>Actual July</td>
<td>$78.04</td>
<td>2,838,769</td>
<td>$5.07</td>
<td>16,763,074</td>
<td>580,468</td>
</tr>
<tr>
<td>Actual August</td>
<td>$70.38</td>
<td>2,777,074</td>
<td>$6.15</td>
<td>16,195,702</td>
<td>640,098</td>
</tr>
<tr>
<td>Actual September</td>
<td>$70.35</td>
<td>2,782,699</td>
<td>$5.57</td>
<td>15,856,565</td>
<td>675,875</td>
</tr>
<tr>
<td>Actual October</td>
<td>$71.79</td>
<td>2,853,169</td>
<td>$4.34</td>
<td>15,026,148</td>
<td>582,732</td>
</tr>
<tr>
<td>Actual November</td>
<td>$73.88</td>
<td>2,845,013</td>
<td>$5.78</td>
<td>15,732,662</td>
<td>680,420</td>
</tr>
<tr>
<td>Actual December</td>
<td>$75.69</td>
<td>2,743,341</td>
<td>$5.69</td>
<td>14,691,744</td>
<td>590,254</td>
</tr>
<tr>
<td>Actual January</td>
<td>$80.27</td>
<td>2,688,602</td>
<td>$5.82</td>
<td>14,664,434</td>
<td>751,615</td>
</tr>
<tr>
<td>Actual February</td>
<td>$83.17</td>
<td>2,788,420</td>
<td>$7.65</td>
<td>14,456,945</td>
<td>676,881</td>
</tr>
<tr>
<td>Actual March</td>
<td>$84.88</td>
<td>2,808,164</td>
<td>$7.75</td>
<td>14,519,750</td>
<td>530,029</td>
</tr>
<tr>
<td>Actual April</td>
<td>$83.13</td>
<td>2,019,679</td>
<td>$6.39</td>
<td>13,013,938</td>
<td>877,520</td>
</tr>
<tr>
<td>Accrual May</td>
<td>$92.64</td>
<td>2,796,539</td>
<td>$6.86</td>
<td>15,464,002</td>
<td>910,758</td>
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<tr>
<td>Accrual June</td>
<td>$105.91</td>
<td>2,724,119</td>
<td>$7.77</td>
<td>14,513,384</td>
<td>836,740</td>
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</table>

Y.T.D. Production Tax Revenue: 8,333,390 4,399,992 3,933,398

Y.T.D. Equipment Tax Revenue: 1,248,249 1,100,000 148,249

Total Year-to-Date Oil & Gas and Equipment Tax Revenue: 9,581,639 5,499,992 4,081,647

*Source: New Mexico Taxation and Revenue Department*
## NEW MEXICO JUNIOR COLLEGE
### Oil and Gas Revenue Report
#### August 2011

17% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales Distribution</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
</tr>
<tr>
<td>Actual July</td>
<td>$94.64</td>
<td>2,833,838</td>
<td>$8.06</td>
</tr>
<tr>
<td>Accrual August</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual September</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual October</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual November</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Accrual December</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Accrual January</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual February</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual March</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Accrual April</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual May</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual June</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Y.T.D. Production Tax Revenue 733,332 733,332 0
Y.T.D. Equipment Tax Revenue 0 1,100,000 (1,100,000)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue 733,332 1,833,332 (1,100,000)

*Source: New Mexico Taxation and Revenue Department*
## Schedule of Investments
### August 2011

17% of Year Completed

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount Invested</th>
<th>Date Invested</th>
<th>Maturity Date</th>
<th>Period of Investment (Days)</th>
<th>Account Number</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico</td>
<td>11,625,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td>0.225%</td>
<td>2,215</td>
</tr>
<tr>
<td><strong>Total investments</strong></td>
<td><strong>11,625,000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>2,215</strong></td>
</tr>
</tbody>
</table>

### Summary of Current Month's Activity

<table>
<thead>
<tr>
<th>Capital Projects</th>
<th>8/31/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Upgrade</td>
<td>532,882.16</td>
</tr>
<tr>
<td>JASI</td>
<td>69,989.39</td>
</tr>
<tr>
<td>WHM South Gallery</td>
<td>281,675.85</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>963,332.83</td>
</tr>
<tr>
<td>Rodeo Arena</td>
<td>1,500,060.32</td>
</tr>
<tr>
<td>Original Entrance Landscaping</td>
<td>1,192,350.30</td>
</tr>
<tr>
<td>Student Housing Construction</td>
<td>544,497.19</td>
</tr>
<tr>
<td>Frame &amp; Door Replacement</td>
<td>72,422.18</td>
</tr>
<tr>
<td>Luminis Software</td>
<td>11,568.00</td>
</tr>
<tr>
<td>Electrical Upgrade</td>
<td>0.00</td>
</tr>
<tr>
<td>Campus Signage</td>
<td>169,107.15</td>
</tr>
<tr>
<td>Campus Paving</td>
<td>207,561.17</td>
</tr>
<tr>
<td>Roof Replacement</td>
<td>546,070.75</td>
</tr>
<tr>
<td>Interior Lighting-Energy Retrofit</td>
<td>52,346.52</td>
</tr>
<tr>
<td>Old Dorms Renovation</td>
<td>6,602.46</td>
</tr>
<tr>
<td>Millen Dr. Sewer &amp; Water</td>
<td>0.00</td>
</tr>
<tr>
<td>Campus Construction</td>
<td>128,901.86</td>
</tr>
<tr>
<td>Oil &amp; Gas Training Center</td>
<td>56,120.84</td>
</tr>
<tr>
<td>Public Sector</td>
<td>1,826.53</td>
</tr>
<tr>
<td>Campus Security</td>
<td>45,999.89</td>
</tr>
<tr>
<td>Track/Arena Area Enhancement</td>
<td>65,044.46</td>
</tr>
<tr>
<td>Roadway Entrance-Rodeo/C</td>
<td>60,000.00</td>
</tr>
<tr>
<td>Lumens Software-Distance I</td>
<td>5,000.00</td>
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<tr>
<td>Welding Lab</td>
<td>41,246.00</td>
</tr>
<tr>
<td>Copier Replacement</td>
<td>30,172.00</td>
</tr>
<tr>
<td>Non-Recurring Compensation</td>
<td>1,000,000.00</td>
</tr>
<tr>
<td>Athletics</td>
<td>726,655.08</td>
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<tr>
<td>Student Life Programming</td>
<td>2,440.37</td>
</tr>
<tr>
<td>Title V (Institutional)</td>
<td>79,808.22</td>
</tr>
<tr>
<td>Warehouse/Cont Ed Remodel</td>
<td>9,799.18</td>
</tr>
<tr>
<td>Succession Plan</td>
<td>150,000.00</td>
</tr>
<tr>
<td>Energy Technology Equipment</td>
<td>699,384.67</td>
</tr>
<tr>
<td>Watson Hall Stage Lighting</td>
<td>100,000.00</td>
</tr>
<tr>
<td>WHM Exhibits</td>
<td>78,459.73</td>
</tr>
<tr>
<td>Remodel McLean/Mansur/V</td>
<td>451,255.61</td>
</tr>
<tr>
<td>Shade Structure/Landscape</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Natatorium</td>
<td>700,000.00</td>
</tr>
<tr>
<td>Central Plant Upgrade</td>
<td>37,626.66</td>
</tr>
<tr>
<td>Workforce Training Contingency</td>
<td>1,294.66</td>
</tr>
<tr>
<td>Banner 8</td>
<td>22,195.37</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10,243,697.40</strong></td>
</tr>
</tbody>
</table>

NOTE: Capital projects total does not include encumbered funds
The following candidate is being recommended for employment as follows:

**Candidate’s name** Maryellen Baeza

**Position title** Admission Specialist

- [ ] New position
- [x] Existing position
- Classification
  - [ ] Faculty
  - [x] Professional
  - [ ] Other

Is candidate related to another NMJC employee?
- [ ] yes
- [x] no

If so, to whom

**Effective date of employment** September 16, 2011

**Standard contract length**
- [x] 12 mos.
- [ ] 9 mos.
- [ ] other

**Funding source** Enrollment Management/Recruiting

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** $30,693 to $38,367

**Recommended annual salary** $ 31,129

**Prorated salary**
- [x] yes
- [ ] no

**Account number(s) with respective % allocation(s)** 11000 3042 61301 125 100%

Recommended and approved by:

- [ ] Supervisor
- [ ] Dean/Director
- [ ] Vice President
- [ ] President

**Selection Committee Members:**
- Dr. Michele Clingman – Dean of Enrollment Management
- Natalie De Jesus – Admission Specialist
- Connie Hanson – Administrative Assistant – Dean of Enrollment Management
- Terry Holloman – Professor of Reading/Writing - Transitional Studies
- Junior Juarez – Student

Comments: Ms. Baeza, with a B.A. in Art History and a minor in Spanish with two years of experience meets and/or exceeds the minimum requirements for this position.

*Pending background check*
ABBREVIATED RESUME

Position
Admission Specialist

Personal Data
Name: Maryellen Baeza

Education
B.A., Texas Tech University, Lubbock, TX, 2011
  Major: Art History
  Minor: Spanish

Professional Experience
Texas Tech University, Lubbock, TX 06/2010 to 05/2011
  Student Assistant

Maryellen Baeza, LMT, Hobbs, NM 08/2005 to 08/2008
  Owner/Massage Therapist

R.W.I. Construction, Hobbs, NM 05/2004 to 08/2005
  Receptionist

JC Penney, Hobbs, NM 07/2001 to 08/2003
  Customer Service/Pricing Associate

Walgreens, Hobbs, NM 06/2000 to 09/2000
  Customer Service Associate

Licenses/Certifications:
New Mexico and Texas Massage Therapist 2004-2005

Honors:
Who’s Who Among American College Students
Outstanding Student of the Year, 2008
1st Place Art History Senior Symposium
Position Announcement • August 2011

Position Title: Admission Specialist

Position Description: The position reports to the Dean of Enrollment Management or his/her designee. Duties and responsibilities shall be, but are not limited to, the following: (1) Develops recruitment strategies to include a schedule of events to market college programs; coordinates college-wide recruitment activities and programs with high schools, local businesses, government agencies, and organizations to conduct visits and present briefings to prospective students; organizes presentations for schools and job/college fairs regarding the institution, programs, and any known employment/training opportunity; (2) Maintains responsibility for general office operations, budget, database management, as well as some lead work responsibility for assigned staff; develops, conducts, tracks, and reports recruiting follow-up activities; develops and maintains a strong network of contacts (e.g., high school counselors, instructors, and students) to help identify prospective students; co-sponsors the Campus Ambassadors program; (3) Participates in student orientation programs; creates slide presentations; conducts campus tours and arranges for presenters; assists or works with campus Marketing in the development of recruiting materials such as hard copy ad/or electronic brochures promoting programs and opportunities; confers with college personnel to learn about programs and related job/training opportunities in order to target and motivate prospective students; maintains general knowledge of competitive practices in various program disciplines, including compensation, qualifications, and recommended recruiting strategies; and identifies/develops and utilizes internet online recruiting resources to help prospective students; (4) Develops and maintains a system for tracking correspondence and records for all admissions-related activities; coordinates with faculty in on- and off-campus recruiting events and activities; forwards prospective student information to appropriate faculty members for additional contact; coordinates recruiting efforts with appropriate staff in various departments across campus; travels as assigned to meet recruiting needs of the College; (5) Responds to questions, interprets and implements policies, procedures and processes and resolves issues pertaining to admissions and to the recruitment process; (6) May assist with registration; (7) May serve on various campus committees as assigned; (8) Performs other duties as assigned or required; (9) Travel as assigned to meet recruiting needs; (10) Participate in a process of continual personal and professional improvement; (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: Bachelor’s degree required. All degrees must be from a regionally accredited institution. Excellent verbal and written skills. Skilled at making presentations to groups; strong desire to work with prospective college students. Prior college experience in recruiting or admission preferred. Knowledge of Banner preferred. Must maintain a valid driver’s license and be able to travel. Bilingual with proficiency in Spanish preferred.

Salary/Benefits: This is a twelve-month professional position. Salary range is $30,693 to $38,367. The salary and benefits are commensurate with experience and qualifications.

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

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight (8) personal references with current phone numbers and addresses:

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

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

Dr. Robert M. Bensing

WHEREAS, Dr. Robert M. Bensing being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 13 years; and

WHEREAS, Dr. Robert M. Bensing has served as Director of the Small Business Development Center from 2007 to present; and

WHEREAS, Dr. Robert M. Bensing has served as Dean of Enrollment Management from 2002 to 2007; and

WHEREAS, Dr. Robert M. Bensing has served as the Dean of Admissions and Records from 1998 to 2002; and

WHEREAS, Dr. Robert M. Bensing has served as Part-time Professor from 1998 to 2011; and

WHEREAS, Dr. Robert M. Bensing has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, Dr. Robert M. Bensing has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, Dr. Robert M. Bensing as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, Dr. Robert M. Bensing has elected to retire the 1st day of October 2011.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to Dr. Robert M. Bensing for her service and dedication to New Mexico Junior College.

ADOPTED THIS 15th day of September 2011.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary