

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, September 16, 2010

**Zia Room - Library**

1:00 p.m.

### AGENDA

- |                                                           |                |
|-----------------------------------------------------------|----------------|
| A. Welcome                                                | Larry Hanna    |
| B. Adoption of Agenda                                     | Larry Hanna    |
| C. Approval of Minutes of August 18, 2010                 | Larry Hanna    |
| 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. SunEdison Photovoltaic Project (Discussion Only)       | Steve McCleery |
| 6. Consideration of Naming of Facilities                  | Steve McCleery |
| 7. Personnel Consideration – Videographer Position        | Bill Kunko     |
| 8. Personnel Consideration – Admission Specialist         | Regina Organ   |
| 9. Personnel Consideration – Director of Library Services | Regina Organ   |
| 10. Closure of Open Meeting                               | Larry Hanna    |
| 11. Consideration of President's Contract                 | Larry Hanna    |
| F. Public Comments                                        | Larry Hanna    |
| G. Announcement of Next Meeting                           | Larry Hanna    |
| H. Adjournment                                            | Larry Hanna    |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

AUGUST 18, 2010

### MINUTES

The New Mexico Junior College Board met on Wednesday, August 18, 2010, beginning at 4:00 p.m. in the Multi Purpose Room of the Moran Building. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Ron Black; Mrs. Mary Lou Vinson; Mrs. Yvonne Williams; and Mr. Guy Kesner.

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

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

Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the minutes of July 15, 2010.

*Under Presidents Report*, Debra Hicks reported on the NMJC Foundation Golf Tournament. Mickey Best gave an update on the recent GED Audit. Calvin Smith shared displays and handouts from the Western Heritage Museum & Lea County Cowboy Hall of Fame.

*Under New Business*, Dan Hardin presented the July financial reports and with a motion by Mrs. Williams, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for July, 2010.

Regina Choate presented Bid #1044 – Athletic Team Insurance. The administration recommended acceptance of the bid from Daniels Insurance with an annual premium of \$46,028 for Basic Medical Coverage and Catastrophic Medical. Upon a motion by Mrs. Vinson, seconded by Mrs. Williams, the Board accepted the recommendation. Mr. Kesner abstained from the vote.

Ms. Choate presented Bid #1045 – Workers’ Compensation Insurance. The administration recommended acceptance of the bid submitted by Daniels Insurance with an annual premium of \$72,967. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board accepted the recommendation. Mr. Kesner abstained from the vote.

Dr. McCleery presented a recommendation to approach the City of Hobbs in regards to annexing the College into the city limits of Hobbs. Annexation has significant campus safety advantages, as well as potential cost savings to the institution. After some discussion and upon a motion by Mr. Jones, seconded by Mrs. Williams, the Board unanimously accepted the recommendation.

Dr. McCleery presented the Healthy and Active Lifestyle Challenge for Board consideration. The Healthy and Active Lifestyle Challenge encourages healthy living among NMJC employees and their families. The 1<sup>st</sup> place team who makes the most improvement will receive two (2) additional personal leave days; 2<sup>nd</sup> place will receive one (1) additional personal leave day; and 3<sup>rd</sup> place will receive ½ additional personal leave day. Upon a motion by Mr. Kesner, seconded by Mr. Black, the Board unanimously approved the awards for the program, as well as \$500 for the awards ceremony.

Dr. McCleery presented a recommendation for a one-time \$1,200 non-recurring compensation increase to be awarded to each NMJC staff member on December 15, 2010 and May 15, 2011. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the recommendation.

Dr. Gratton recommended Ms. Pamela Fisher for the Professor of Nursing position at a nine month salary of \$50,286. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Ms. Fisher, effective August 18, 2010.

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. Mrs. Vinson seconded the motion. The roll call vote was as follows: Mr. Jones—yes; Mrs. Vinson—yes; Ms. Chappelle—yes; Mr. Black—yes; Mrs. Williams – yes; Mr. Kesner—yes; and Mr. Hanna—yes.

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

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, September 16, 2010, beginning at 1:00 p.m.

Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board meeting adjourned at 6:10 p.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: September 8, 2010

RE: Expenditure and Revenue Reports for August

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August is the second month of the 2010/2011 fiscal year. The Expenditure report reflects funds expended and encumbered. Total current unrestricted funds expended year-to-date is \$3,386,534.00. In reviewing the unrestricted fund expenditures some funds have a higher percentage of expenditures through August. These areas have expenditures that are tied to the beginning of the fall semester. Currently, we are showing a credit balance in the expense account for Internal Services, because the encumbrance for the maintenance agreements to Oracle and SCT Banner will not be booked until October. Student Aid is at 48% due to the awards at the beginning of the fall semester. In Auxiliary Enterprises, the Bookstore has large expenditures in cost of goods sold for textbooks and other items for the fall semester. In Athletics, grant-in-aid has been awarded for the student athletes. In the restricted funds year-to-date we have expended \$2,003,198.00 as we have the semi annual financial aid payout to the students. There will be more large expenditures in restricted financial aid in September as the remaining portion of the Pell payout is posted.

The expenditures and/or encumbrances for the month in the Plant funds were \$315,654.00 with the year-to-date total of \$3,176,851.00.

Total year-to-date expenditures through the month of August are \$8,566,583.00, which reflects the encumbrances for the various capital projects, the restricted fund expenditures, and the unrestricted expenditures.

The revenue for the month in Current Unrestricted Funds is \$5,230,004.00. This revenue consists of tuition and fees, the state appropriation, oil and gas monthly accrual, and auxiliary enterprises. In the restricted funds we received \$245,256.00 from restricted student aid and grant drawdown. Total revenue for the month of August is \$2,636,209.00, with the year-to-date revenue totaling \$5,475,260.00.

There are two Oil and Gas reports; the first report is for FY 2011 that reports the monthly accrual \$366,666.00 for July and August for a total year-to-date of \$733,332.00. The other Oil and Gas report is the final for FY 2010, which includes the

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Oil and Gas funds received in August that will be posted in FY 2010. In FY 2010 the average monthly Oil & Gas revenue was 648,442.58, the monthly budget for FY 10 was 350,000.00.

In the Investment report there is \$9,625,000.00 in the LGIP, of which \$35,407.95 is in the reserve contingency account.

The audit for the College is moving along, the auditors were on campus the week of August 30<sup>th</sup> for the completion of the on site audit work.

This is the Financial Report for August 2010.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### August 2010

17% of Year Completed

**2009-10**

**2010-11**

Fund	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	6,219,914	1,085,422	17%	8,549,845	407,949	719,287	8%
Academic Support	3,093,548	436,391	14%	2,235,263	257,165	430,469	19%
Student Services	1,470,805	276,876	19%	1,681,893	157,965	255,165	15%
Institutional Support	5,809,790	505,947	9%	3,067,761	331,355	554,161	18%
Operation & Maintenance of Plant	2,750,698	534,317	19%	3,023,475	161,470	488,726	16%
<b>Subtotal - Instruction &amp; General</b>	<b>19,344,755</b>	<b>2,838,953</b>	<b>15%</b>	<b>18,558,237</b>	<b>1,315,904</b>	<b>2,447,808</b>	<b>13%</b>
Student Activities	0	0	0%	0	0		0%
Research	0	0	0%	0	0		0%
Public Service	0	0	0%	0	0		0%
Internal Service Departments	84,766	23,892	28%	24,000	4,882	(11,688)	-49%
Student Aid	596,633	255,082	43%	469,785	214,407	227,420	48%
Auxiliary Enterprises	1,639,862	394,939	24%	1,696,058	359,966	436,325	26%
Athletics	988,604	272,095	28%	974,729	275,136	286,669	29%
<b>Total Current Unrestricted Fund</b>	<b>22,654,620</b>	<b>3,784,961</b>	<b>17%</b>	<b>21,722,809</b>	<b>2,170,295</b>	<b>3,386,534</b>	<b>16%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,222,636	235,752	19%	1,417,549	189,086	272,666	19%
Student Aid	4,050,000	1,850,552	46%	5,237,174	1,712,559	1,730,532	33%
<b>Total Current Restricted Fund</b>	<b>5,272,636</b>	<b>2,086,304</b>	<b>40%</b>	<b>6,654,723</b>	<b>1,901,645</b>	<b>2,003,198</b>	<b>30%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	12,118,397	4,425,008	37%	12,399,997	129,551	2,249,158	18%
Projects from State GOB Funds	4,007,556	3,602,710	90%	294,047	27,217	27,217	9%
Projects from State STB Funds	1,790,668	1,645,370	92%	3,000,000	0	495,106	17%
Projects from General Fund	140,621	29,438	21%	224,122	135,333	147,329	66%
Projects from Private Funds	86,947	19,149	22%	103,383	0	12,000	12%
Projects from State ER&R	322,778	0	0%	318,919	0	222,488	70%
Projects from State BR&R	1,268,966	0	0%	1,830,699	23,553	23,553	1%
Projects from Auxiliary BR&R	0	0	0%	0	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>19,735,933</b>	<b>9,721,675</b>	<b>49%</b>	<b>18,171,167</b>	<b>315,654</b>	<b>3,176,851</b>	<b>17%</b>
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>19,735,933</b>	<b>9,721,675</b>	<b>49%</b>	<b>18,171,167</b>	<b>315,654</b>	<b>3,176,851</b>	<b>17%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>47,663,189</b>	<b>15,592,940</b>	<b>33%</b>	<b>46,548,699</b>	<b>4,387,594</b>	<b>8,566,583</b>	<b>18%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**August 2010**

17% of Year Completed

Fund	2009-10			2010-11			
	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	3,354,500	2,003,573	60%	3,523,000	551,084	2,023,198	57%
State Appropriations	7,676,400	1,250,251	16%	6,515,800	521,509	1,043,018	16%
Advalorem Taxes - Oil and Gas	5,200,000	700,000	13%	5,500,000	366,666	733,332	13%
Advalorem Taxes - Property	3,504,278	25,899	1%	3,904,278	28,829	28,839	1%
Interest Income	287,000	3,556	1%	20,000	2,511	2,511	13%
Other Revenues	524,363	34,160	7%	323,308	41,734	163,444	51%
<b>Subtotal - Instruction &amp; General</b>	<b>20,546,541</b>	<b>4,017,439</b>	<b>20%</b>	<b>19,786,386</b>	<b>1,512,333</b>	<b>3,994,342</b>	<b>20%</b>
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	24,000	0	543	0%
Auxiliary Enterprises	2,298,000	637,888	28%	2,202,000	855,462	1,188,963	54%
Athletics	310,400	51,733	17%	428,100	23,158	46,156	11%
<b>Total Current Unrestricted</b>	<b>23,154,941</b>	<b>4,707,060</b>	<b>20%</b>	<b>22,440,486</b>	<b>2,390,953</b>	<b>5,230,004</b>	<b>23%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,222,636	87,385	7%	1,417,549	229,283	229,283	16%
Student Aid	4,050,000	1,199,293	30%	5,237,179	15,973	15,973	0%
<b>Total Current Restricted</b>	<b>5,272,636</b>	<b>1,286,678</b>	<b>24%</b>	<b>6,654,728</b>	<b>245,256</b>	<b>245,256</b>	<b>4%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,210,593	0	0%	294,047	0	0	0%
Projects from State STB Funds	1,790,668	0	0%	3,000,000	0	0	0%
Projects from General Fund	185,621	0	0%	224,122	0	0	0%
Projects from Private Funds	86,947	0	0%	103,383	0	0	0%
Interest Income (LGIP)	0	0	0%	80,000	0	0	0%
<b>Total Plant Funds</b>	<b>6,273,829</b>	<b>0</b>	<b>0%</b>	<b>3,701,552</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>34,701,406</b>	<b>5,993,738</b>	<b>17%</b>	<b>32,796,766</b>	<b>2,636,209</b>	<b>5,475,260</b>	<b>17%</b>



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### August 2010

100% 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	2009-10 Original Budget	Variance Over (Under) Budget
Actual	July	\$66.39	2,665,937	\$4.35	17,522,974	608,832	350,000	258,832
Actual	August	\$61.14	2,739,779	\$4.22	17,347,785	577,184	350,000	227,184
Actual	September	\$63.27	2,896,053	\$4.53	17,047,870	602,864	350,000	252,864
Actual	October	\$63.37	2,898,967	\$5.46	16,949,015	540,649	350,000	190,649
Actual	November	\$72.57	2,782,110	\$5.42	14,853,054	633,493	350,000	283,493
Actual	December	\$71.31	2,699,856	\$6.53	14,391,942	674,883	350,000	324,883
Actual	January	\$71.32	2,720,036	\$6.48	14,554,848	645,278	350,000	295,278
Actual	February	\$74.13	2,706,624	\$6.65	14,581,176	737,216	350,000	387,216
Actual	March	\$77.64	2,540,205	\$5.96	13,361,323	647,569	350,000	297,569
Actual	April	\$81.70	2,819,351	\$3.81	23,901,332	747,419	350,000	397,419
Actual	May	\$73.57	2,615,124	\$6.13	16,102,167	724,940	350,000	374,940
Accrual	June	\$76.12	2,898,098	\$6.54	17,725,497	640,984	350,000	290,984
Y.T.D. Production Tax Revenue						7,781,311	4,200,000	3,581,311
Y.T.D. Equipment Tax Revenue						2,293,385	1,000,000	1,293,385
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>10,074,696</b>	<b>5,200,000</b>	<b>4,874,696</b>

*Source: New Mexico Taxation and Revenue Department*

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### August 2010

8% 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	2009-10 Original Budget	Variance Over (Under) Budget
Actual	July	\$78.04	2,838,769	\$5.07	16,763,074	366,666	366,666	0
Actual	August	\$70.38	2,777,074	\$6.15	16,195,702	366,666	366,666	0
Accrual	September						366,666	(366,666)
Accrual	October						366,666	(366,666)
Accrual	November						366,666	(366,666)
Accrual	December						366,666	(366,666)
Accrual	January						366,666	(366,666)
Accrual	February						366,666	(366,666)
Accrual	March						366,666	(366,666)
Accrual	April						366,666	(366,666)
Accrual	May						366,666	(366,666)
Accrual	June						366,666	(366,666)
Y.T.D. Production Tax Revenue						733,332	4,399,992	(3,666,660)
Y.T.D. Equipment Tax Revenue							1,100,000	(1,100,000)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>733,332</b>	<b>5,499,992</b>	<b>(4,766,660)</b>

*Source: New Mexico Taxation and Revenue Department*

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### August 2010

17% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,625,000	N/A	N/A	N/A	7102-1348	0.228%	2,002
<b>Total Investments</b>	<b><u>9,625,000</u></b>						<b><u>2,002</u></b>

Summary of Current Month's Activity	
Beginning amount	9,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	11,667,260
Reserves Invested	-2,042,260
<b>Total LGIP Investment</b>	<b>9,625,000</b>

Capital Projects	8/31/2010
Vehicles	39,520.00
Drawings & Master Plan	12,805.63
Technology Upgrade	408,896.30
JASI	93,737.00
Museum Landscaping	300,000.00
Baseball Field	201,377.94
Rodeo Arena	140,607.72
Front Entrance/Turn/Landscape	300,000.00
Equestrian Center	1,816,210.88
Infrastructure	1,183.50
Student Housing Construction	553,506.78
Testing Center Remodel	559,921.48
Frame & Door Replacement	140,772.55
Luminis Software	11,568.00
Landscaping	447,950.48
Facility Painting	1,749.01
Millen Drive Signalization	95,000.00
Electrical Upgrade	521,438.51
Campus Signage	87,056.00
Campus Paving	207,561.17
Roof Replacement	254,555.40
Interior Lighting-Energy Retrofit	52,346.52
Old Dorms Renovation	218,751.65
Millen Dr. Sewer & Water	53,218.82
Board Room	15,786.44
Concrete Upgrade	28,006.21
Campus Construction	216,944.55
Oil & Gas Training Center	500,000.00
Public Sector	1,826.53
Campus Security	151,297.10
Caster Bleachers	3,641.13
Caster Old CHOF Remodel	252,060.50
Track/Arena Area Enhancement	64,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnng	5,000.00
Welding Lab	47,956.61
Copier Replacement	37,501.00
Non-Recurring Compensation	700,000.00
Athletics	632,466.57
Student Life Programming	3,147.72
Title V (Institutional)	122,097.47
Warehouse/Cont Ed Remodel	1,000,000.00
Radiological Control	18,198.38
Central Plant Upgrade	1,296,837.05
Workforce Training Contingency	2,723.27
Banner 8	27,509.45
<b>Total</b>	<b>11,667,259.78</b>


NOTE: Capital projects total does not include encumbered funds



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## MEMO

**Date:** September 12, 2010  
**To:** New Mexico Junior College Board Members  
**From:** Steve McCleery   
**Subject:** Naming of Facilities

As we prepare for upcoming open houses and facility dedication ceremonies, I am recommending that New Mexico Junior College name the following facilities for the following individuals. These people provided considerable leadership and support for the establishment and development of these New Mexico Junior College facilities.

**Don Bratton Energy Technology Training Center**

**Dan Berry Rodeo Arena**

Thank you for your consideration!

## Memorandum

To: Dr. McCleery

From: Bill Kunko, Director of Computer Information Systems

Date September 16, 2010

Re: Request Board Approval for Employment of Relative: Videographer Position

After receiving applications for the Videographer position, the Videographer committee would like to recommend Ms. Desiree Markham for the vacancy. Per the 2010-2011 NMJC Employee Handbook, (policy #203-Employment of Relatives), we are requesting approval from the Board. Ms. Markham is the niece of Ms. Kathy Mahan, Graphic Designer in the PR/Marketing Department. The Videographer position is in the Computer Services Department.

Pending Board approval, I would like for Ms. Markham to start employment on October 1, 2010. Thank you for your consideration.

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date August 26, 2010

Candidate's name Natalia De Jesus

Position title Admission Specialist

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 September 17, 2010      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Enrollment Management/Recruiting

Paid advertising beyond \*standard none

(\*Standard: The Hobbs News-Sun, Direct Mail to approximately 31 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 \$ 31,328      Prorated salary  yes  no

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

Recommended and approved by:

Supervisor \_\_\_\_\_

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

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

President \_\_\_\_\_

Selection Committee Members: Dr. Michele Clingman – Dean of Enrollment Management

Mirella Enriquez - Student

Connie Hanson – Administrative Assistant – Dean of Enrollment Management

Jennifer McClure – Admission Specialist

Comments: Ms. De Jesus, with a B.A. in Sociology and Criminal Justice and four years of experience meets and/or exceeds the minimum requirements for this position.

## **ABBREVIATED RESUME**

### **Position**

Admission Specialist

### **Personal Data**

Name: Natalia De Jesus

### **Education**

B.A., Eastern New Mexico University, Portales, NM, 2010  
Major: Sociology and Criminal Justice

A.A. & A.S, New Mexico Junior College, Hobbs, NM, 2007  
Major: Psychology

### **Professional Experience**

New Mexico Junior College, Hobbs, NM	
Administrative Support Assistant – Registrar	6/2007 to Present
Student Worker – Recruiting	09/2005 to 05/2007
Key Energy, Hobbs, NM	
Temporary Clerk	05/2005 to 08/2005
The Model, Hobbs, NM	
Part-time Sales Associate	05/2002 to 08/2002



# New Mexico Junior College

## Career Opportunities

**Position Announcement • August 2010**

**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. NOTE: **Computer proficiency is required.**

**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, 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 for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information or veteran status. Qualified applicants are encouraged to apply.

**"Equal Opportunity Education and Employment"**

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



## APPLICANT LIST

**Position:** Admission Specialist

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
De Jesus, Natalia	Yes	Yes	Start date: Pending Board approval.

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date September 3, 2010

Candidate's name Mary Ann Tuyschaevers

Position title Director of Library Services

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 \*October 25, 2010      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard HigherEdJobs.com; American Library Association; The Chronicle of Higher Education; New Mexico State Library; Mountain Plains Library Association; Library Jobs, Careers, Placement & Recruiting; LisJobs; Amigos Library Services.

(\*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 \$55,516 to 69,395      Recommended annual salary \$62,750      Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2011 61101 111

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Dr. John Gratton – Vice President for Instruction

Dr. Mickey Best – Dean of Art, Humanities & Career Technology

Bill Kunko – Director of Computer Services

Linda Connell – Professor of English

Vicky Slack – Library Reference Technician

Comments: Ms. Tuyschaevers with a M.L.S. and twenty-four years of experience meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### Position

Director of Library Services

### Personal Data

Name: Mary Ann Tuytschaevers

### Education

M.L.S., Indiana University, Bloomington, IN, 1990  
Major: Library Science, Beta Phi Mu Honors

B.A., Indiana University, Bloomington, IN, 1968  
Major: Political Science and Russian

### Professional Experience

Acorn Public Library District – Oak Forest, IL 06/2006 to Present  
Director

Dodge City Public Library, Dodge City, KS 09/2002 to 06/2006  
Director and Sirsi Administrator

Lake County Public Library, Merrillville, IN  
Calumet Township Branch Manager/Asst. Manager/Circulations & ILL Srvc. 10/1998 to 09/2002  
Reference Librarian/Central Library 03/1990 to 11/1992

Elkhart Public Library, Elkhart, IN 10/1995 to 10/1998  
Oslo Branch Librarian/Reference Librarian at Main Library

Porter County Public Library, Valparaiso, IN  
System Administrator/Ameritech – Unix System 09/1993 to 10/1995  
Reserve/Circulation Supervisor – Valparaiso University Law Library 06/1982 to 03/1990

Labat-Anderson Inc. Special Library, Arlington, VA 11/1992 to 09/1993  
Records Librarian/EPA Records Center

Davenport College, Merrillville, IN 01/1992 to 11/1992  
Part-time Librarian

Indiana University Graduate Library, Bloomington, IN 08/1968 to 02/1970  
Bibliographic Assistant / Order Department

### Memberships/Organizations:

ALA/PLA/MPLA/KLA/ILA  
Rotary Club Board Member



# New Mexico Junior College

## Career Opportunities

### Position Announcement • July 2010

**Position Title:** Director of Library Services

**Position Description:** This position is responsible to the Vice President for Instruction. As the Director of Library Services, this persons responsibilities include: supervision of all library personnel; developing policies and procedures for the library; administer the library budget; administer the U.S. Federal and New Mexico State Publications Depository Programs; administer the technical and public services section; provide reference service to patrons; serve as the College's representative on the Estacado Library Information Networks (ELIN) Management Council; serve as the College liaison to local, state, and federal library organizations; and work closely with the faculty and community in support of their needs. 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:** This position requires the candidate to possess a Master of Library Science degree from a regionally accredited institution with ALA accreditation. The candidate will have a thorough working knowledge of integrated library automation systems and be familiar with current trends and issues in library technology and the provision of services. The candidate will be able to demonstrate the ability to articulate a vision for library services and apply that vision to the needs of the community and its constituencies. The candidate will have a proven ability to manage people and foster teamwork in a higher education library setting.

**Setting:** New Mexico Junior College is a comprehensive community college with a full range of transfer and vocational/technical programs. Campus is located on the Llano Estacado in southeastern New Mexico, approximately 100 miles from Lubbock and Midland-Odessa, TX and Roswell, New Mexico. The city of Hobbs has a population of approximately 38,000 and the junior college district a population of 64,000. The newly remolded Pannell Library collections include over 80,000 print volumes, 30,000 e-books, 200 serial titles, a wide variety of electronic resources, and is a limited Federal Documents Depository. This would be a rewarding professional opportunity for the right applicant. Developing technology based services in the NMJC library is an integral part of the Estacado Library Information Network (a multi-type library consortium) The New Mexico Junior College web site may be visited at [www.nmjc.edu](http://www.nmjc.edu).

**Salary/Benefits:** This is a full-time, exempt, twelve-month professional position. Salary range is \$55,516 to \$69,395 commensurate with experience and education. Standard NMJC benefits apply.

**Application Deadline:** Open until filled. Review of complete applications will begin immediately and continue until the position has been filled.

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

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New Mexico Junior College  
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## APPLICANT LIST

**Position:** Director of Library Services

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Ashton, Rick J.	No	No	Incomplete application materials.
DiCenzo, Terri L.	Yes	No	
Kidder, Audrey J.	No	No	Incomplete application materials.
Alexander, Otis D.	No	No	Incomplete application materials.
Bethke, Shawn	No	No	Incomplete application materials.
Tuytschaevers, Mary Ann	Yes	Yes	Start date: Pending Board approval.
Green, Eric R.	No	No	Incomplete application materials.
Kemp, Lisa J.	No	No	
Bard, Corey	No	No	Incomplete application materials.