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
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 1st place team who makes the most improvement will receive two (2) additional personal leave days; 2nd place will receive one (1) additional personal leave day; and 3rd 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.
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
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 30th 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

<table>
<thead>
<tr>
<th>Fund</th>
<th>2009-10 Final Budget</th>
<th>Year-to-Date Expended or Encumbered</th>
<th>Percentage of Budget Expended</th>
<th>Current 2010-11 Budget</th>
<th>Expended or Encumbered</th>
<th>Percentage of Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>6,219,914</td>
<td>1,085,422</td>
<td>17%</td>
<td>8,549,845</td>
<td>407,949</td>
<td>719,287</td>
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<td>Academic Support</td>
<td>3,093,548</td>
<td>436,391</td>
<td>14%</td>
<td>2,235,263</td>
<td>257,165</td>
<td>430,469</td>
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<tr>
<td>Student Services</td>
<td>1,470,805</td>
<td>276,876</td>
<td>19%</td>
<td>1,681,893</td>
<td>157,965</td>
<td>285,165</td>
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<tr>
<td>Institutional Support</td>
<td>5,809,790</td>
<td>505,947</td>
<td>9%</td>
<td>3,067,761</td>
<td>331,355</td>
<td>554,161</td>
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<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>2,750,698</td>
<td>534,317</td>
<td>19%</td>
<td>3,023,475</td>
<td>161,470</td>
<td>488,726</td>
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<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>19,344,755</td>
<td>2,838,953</td>
<td>15%</td>
<td>18,558,237</td>
<td>1,315,904</td>
<td>2,447,808</td>
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<td>Student Activities</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>84,766</td>
<td>23,892</td>
<td>28%</td>
<td>24,000</td>
<td>4,682</td>
<td>(11,688)</td>
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<tr>
<td>Student Aid</td>
<td>596,633</td>
<td>255,082</td>
<td>43%</td>
<td>469,785</td>
<td>214,407</td>
<td>227,420</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>1,639,862</td>
<td>394,939</td>
<td>24%</td>
<td>1,696,058</td>
<td>359,966</td>
<td>436,325</td>
</tr>
<tr>
<td>Athletics</td>
<td>988,604</td>
<td>272,095</td>
<td>28%</td>
<td>974,729</td>
<td>275,136</td>
<td>286,669</td>
</tr>
<tr>
<td><strong>Total Current Unrestricted Fund</strong></td>
<td>22,654,620</td>
<td>3,784,961</td>
<td>17%</td>
<td>21,722,809</td>
<td>2,170,295</td>
<td>3,386,534</td>
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<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,222,636</td>
<td>235,752</td>
<td>19%</td>
<td>1,417,549</td>
<td>189,086</td>
<td>272,666</td>
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<tr>
<td>Student Aid</td>
<td>4,050,000</td>
<td>1,850,552</td>
<td>46%</td>
<td>5,237,174</td>
<td>1,712,559</td>
<td>1,730,532</td>
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<tr>
<td><strong>Total Current Restricted Fund</strong></td>
<td>5,272,636</td>
<td>2,086,304</td>
<td>40%</td>
<td>6,654,723</td>
<td>1,901,645</td>
<td>2,003,198</td>
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<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from Institutional Funds</td>
<td>12,118,397</td>
<td>4,425,008</td>
<td>37%</td>
<td>12,399,997</td>
<td>129,551</td>
<td>2,249,158</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>4,007,556</td>
<td>3,602,710</td>
<td>90%</td>
<td>294,047</td>
<td>27,217</td>
<td>27,217</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>1,790,668</td>
<td>1,645,370</td>
<td>92%</td>
<td>3,000,000</td>
<td>0</td>
<td>495,106</td>
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<td>Projects from General Fund</td>
<td>146,621</td>
<td>36,438</td>
<td>24%</td>
<td>224,122</td>
<td>135,333</td>
<td>147,332</td>
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<tr>
<td>Projects from Private Funds</td>
<td>86,947</td>
<td>19,149</td>
<td>22%</td>
<td>103,383</td>
<td>0</td>
<td>12,000</td>
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<td>Projects from State ER&amp;R</td>
<td>322,778</td>
<td>0</td>
<td>0%</td>
<td>318,919</td>
<td>0</td>
<td>222,488</td>
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<tr>
<td>Projects from State BR&amp;R</td>
<td>1,268,966</td>
<td>0</td>
<td>0%</td>
<td>1,830,699</td>
<td>23,553</td>
<td>23,553</td>
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<tr>
<td>Projects from Auxiliary BR&amp;R</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Subtotal - Capital and BR&amp;R</strong></td>
<td>19,735,933</td>
<td>9,721,675</td>
<td>49%</td>
<td>18,171,167</td>
<td>315,654</td>
<td>3,176,851</td>
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<tr>
<td><strong>Debt Service</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Plant Funds</strong></td>
<td>19,735,933</td>
<td>9,721,675</td>
<td>49%</td>
<td>18,171,167</td>
<td>315,654</td>
<td>3,176,851</td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>47,663,189</td>
<td>15,592,940</td>
<td>33%</td>
<td>46,548,699</td>
<td>4,387,594</td>
<td>8,566,583</td>
</tr>
</tbody>
</table>
# NEW MEXICO JUNIOR COLLEGE

**Revenue Report**  
August 2010

17% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2009-10</th>
<th>Percentage of Budget Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date Revenue</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td>3,354,500</td>
<td>2,003,573 60%</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>7,676,400</td>
<td>1,250,251 16%</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>5,200,000</td>
<td>700,000 13%</td>
</tr>
<tr>
<td>Ad valorem Taxes - Oil and Gas</td>
<td>3,524,278</td>
<td>25,899 1%</td>
</tr>
<tr>
<td>Ad valorem Taxes - Property</td>
<td>287,000</td>
<td>3,556 1%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>524,363</td>
<td>34,150 7%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>20,566,541</td>
<td>4,017,439 20%</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activities</td>
<td>0</td>
<td>0 0%</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0 0%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>0</td>
<td>0 0%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>2,298,000</td>
<td>637,888 28%</td>
</tr>
<tr>
<td>Athletics</td>
<td>310,400</td>
<td>51,733 17%</td>
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<tr>
<td>Total Current Unrestricted</td>
<td>23,154,941</td>
<td>4,707,060 20%</td>
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<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
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<tr>
<td>Grants</td>
<td>1,212,636</td>
<td>87,385 7%</td>
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<tr>
<td>Student Aid</td>
<td>4,050,000</td>
<td>1,199,233 30%</td>
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<td>Total Current Restricted</td>
<td>5,272,636</td>
<td>1,286,678 24%</td>
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<tr>
<td><strong>PLANT FUNDS</strong></td>
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<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>4,210,593</td>
<td>0 0%</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>1,790,688</td>
<td>0 0%</td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>185,621</td>
<td>0 0%</td>
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<tr>
<td>Projects from Private Funds</td>
<td>86,947</td>
<td>0 0%</td>
</tr>
<tr>
<td>Interest Income (LGIP)</td>
<td>0</td>
<td>0 0%</td>
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<tr>
<td>Total Plant Funds</td>
<td>6,273,829</td>
<td>0 0%</td>
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<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>34,701,406</td>
<td>5,993,738 17%</td>
</tr>
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</table>
# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### August 2010

100% of Year Completed

<table>
<thead>
<tr>
<th>Month of</th>
<th>OIL</th>
<th></th>
<th>GAS</th>
<th></th>
<th>COMBINED</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sales</td>
<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>
</tr>
<tr>
<td>Actual</td>
<td></td>
<td></td>
<td>$66.39</td>
<td>2,665,937</td>
<td>$4.35</td>
<td>17,522,974</td>
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<tr>
<td>Actual</td>
<td></td>
<td></td>
<td>$61.14</td>
<td>2,739,779</td>
<td>$4.22</td>
<td>17,347,785</td>
</tr>
<tr>
<td>Actual</td>
<td></td>
<td></td>
<td>$63.27</td>
<td>2,896,053</td>
<td>$4.53</td>
<td>17,047,870</td>
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<tr>
<td>Actual</td>
<td></td>
<td></td>
<td>$63.37</td>
<td>2,898,967</td>
<td>$5.46</td>
<td>16,949,015</td>
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<tr>
<td>Actual</td>
<td></td>
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<td>$72.57</td>
<td>2,782,110</td>
<td>$5.42</td>
<td>14,853,054</td>
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<tr>
<td>Actual</td>
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<td>$71.31</td>
<td>2,699,856</td>
<td>$6.53</td>
<td>14,391,942</td>
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<tr>
<td>Actual</td>
<td></td>
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<td>$71.32</td>
<td>2,720,036</td>
<td>$5.48</td>
<td>14,554,848</td>
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<tr>
<td>Actual</td>
<td></td>
<td></td>
<td>$74.13</td>
<td>2,706,624</td>
<td>$6.65</td>
<td>14,581,176</td>
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<tr>
<td>Actual</td>
<td></td>
<td></td>
<td>$77.64</td>
<td>2,540,205</td>
<td>$5.96</td>
<td>13,361,323</td>
</tr>
<tr>
<td>Actual</td>
<td></td>
<td></td>
<td>$81.70</td>
<td>2,819,351</td>
<td>$3.81</td>
<td>23,901,332</td>
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<tr>
<td>Actual</td>
<td></td>
<td></td>
<td>$73.57</td>
<td>2,615,124</td>
<td>$6.13</td>
<td>16,102,167</td>
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<td>Accrual</td>
<td></td>
<td></td>
<td>$76.12</td>
<td>2,696,098</td>
<td>$6.54</td>
<td>17,725,497</td>
</tr>
</tbody>
</table>

| 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 |

Total Year-to-Date Oil & Gas and Equipment Tax Revenue | 10,074,696 | 5,200,000 | 4,874,696 |

Source: New Mexico Taxation and Revenue Department
### NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
August 2010

8% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>Distribution</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
<td>Lea County MCF sold</td>
</tr>
<tr>
<td>Actual</td>
<td>$78.04</td>
<td>2,838,769</td>
<td>$5.07</td>
<td>16,763,074</td>
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<td>Actual</td>
<td>$70.38</td>
<td>2,777,074</td>
<td>$6.15</td>
<td>16,195,702</td>
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<td>366,666</td>
<td></td>
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<td>October</td>
<td>366,666</td>
<td></td>
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<tr>
<td>Accrual</td>
<td>November</td>
<td>366,666</td>
<td></td>
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<tr>
<td>Accrual</td>
<td>December</td>
<td>366,666</td>
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<tr>
<td>Accrual</td>
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<td>366,666</td>
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<tr>
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<td>Accrual</td>
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<td>366,666</td>
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<td>366,666</td>
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<tr>
<td>Accrual</td>
<td>May</td>
<td>366,666</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual</td>
<td>June</td>
<td>366,666</td>
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</table>

Y.T.D. Production Tax Revenue: 733,332
Y.T.D. Equipment Tax Revenue: 1,100,000

Total Year-to-Date Oil & Gas and Equipment Tax Revenue: 733,332

Source: New Mexico Taxation and Revenue Department
# NEW MEXICO JUNIOR COLLEGE
## Schedule of Investments
### August 2010

**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>
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<tr>
<td>State of New Mexico</td>
<td>9,625,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td>0.228%</td>
<td>2,002</td>
</tr>
<tr>
<td>Local Government Investment Pool</td>
<td>9,625,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td>0.228%</td>
<td>2,002</td>
</tr>
<tr>
<td><strong>Total investments</strong></td>
<td><strong>9,625,000</strong></td>
<td></td>
<td></td>
<td></td>
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### Summary of Current Month's Activity

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Beginning amount</td>
<td>9,625,000</td>
</tr>
<tr>
<td>Plus: deposits</td>
<td>0</td>
</tr>
<tr>
<td>Less: withdrawals</td>
<td>0</td>
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<tr>
<td><strong>Capital Projects</strong></td>
<td>11,667,260</td>
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<tr>
<td>Reserves Invested</td>
<td>-2,042,260</td>
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<td><strong>Total LGIP Investment</strong></td>
<td>9,625,000</td>
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</table>

### Capital Projects
- 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
- Milten Drive Signalization: 95,000.00
- Electrical Upgrade: 521,436.51
- Campus Signage: 87,056.00
- Campus Paving: 207,561.17
- Roof Replacement: 284,558.40
- 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: 26,906.21
- Campus Construction: 216,944.55
- Oil & Gas Training Center: 500,000.00
- Public Sector: 1,826.53
- Campus Security: 151,297.10
- Caster Bleachers: 3,661.13
- Caster Old CHOF Remodel: 282,060.50
- Track/Arena Area Enhancement: 64,044.46
- Roadway Entrance-Rodeo/CDL: 60,000.00
- Lumens Software-Distance Learning: 5,000.00
- Welding Lab: 47,956.61
- Copier Replacement: 37,301.00
- 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
- **Total**: 11,667,259.78

**NOTE:** Capital projects total does not include enumerated funds.
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:  

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 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  $31,328  Prorated salary  ☒ yes  ☐ no

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

Recommended and approved by:

Supervisor  
Dean/Director  
President

Vice President  

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

Mirella Enriques – 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.

________________________________________

rev. 6-28-01
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
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/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-course 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 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

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>De Jesus, Natalia</td>
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<td>Yes</td>
<td>Start date: Pending Board approval.</td>
</tr>
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</table>
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 Tuystschaevers

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

*Pending background check

rev. 6-28-01
ABBREVIATED RESUME

Position
Director of Library Services

Personal Data
Name: Mary Ann Tuytschaervers

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
    Director 06/2006 to Present

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

Lake County Public Library, Merrillville, IN
    Calumet Township Branch Manager/Asst. Manager/Circulations & ILL Srvcs.
    03/1990 to 11/1992

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

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
    Records Librarian/EPA Records Center 11/1992 to 09/1993

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

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

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 person's 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 remodeled 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 website may be visited at 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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<th>Offer</th>
<th>Remarks</th>
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<td>Ashton, Rick J.</td>
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<td>DiCenzo, Terri L.</td>
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<td>Kidder, Audrey J.</td>
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<td>Alexander, Otis D.</td>
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<td>Bethke, Shawn</td>
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<td>Tuytschaeters, Mary Ann</td>
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<td>Green, Eric R.</td>
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<td>Kemp, Lisa J.</td>
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<td>Bard, Corey</td>
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