NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, September 18, 2014
Zia Room – Library

4:00 p.m.

AGENDA

A. Welcome

B. Adoption of Agenda

C. Approval of Minutes of August 21, 2014

D. President’s Report

E. New Business
   1. Monthly Expenditures Report
   2. Monthly Revenue Report
   3. Oil and Gas Revenue Report
   4. Schedule of Investments
   5. Consideration of Research and Public Service Projects
   6. Consideration of Disposition of Inventory
   7. Consideration of City of Hobbs Request
   8. Consideration of Professor of Automotive Technology
   9. Consideration of Executive Assistant to the President
  10. Consideration of Retirement Resolution

F. Public Comments

G. Announcement of Next Meeting

H. Closure of Open Meeting

I. Adjournment
NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
AUGUST 21, 2014
MINUTES

The New Mexico Junior College Board met on Thursday, August 21, 2014, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mrs. Mary Lou Vinson; Mr. Manny Gomez; Mr. Zeak Williams; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Denise Marquez, News-Sun.

President’s Report was added to the agenda, as well as changing item C. Approval of Minutes of July 24, 2014. Upon a motion by Mrs. Vinson, seconded by Mr. Black, the agenda was unanimously adopted, with changes.

Upon a motion by Mr. Williams, seconded by Mr. Gomez, the Board unanimously approved the minutes of July 24, 2014.

Under President’s Report, Dr. McCleery distributed copies of the New Mexico Junior College 2013-14 Annual Report. He reminded the Board of Bond Issue C which will be on the November 4th ballot. Pillars of Education and red vests were presented to a group of donors who helped make the Equine and rodeo program possible. The group consisted of Larry Parker, Jim Davis, Danny Watson, Garry Buie, and Everett Faught. Dr. McCleery presented Patsy Lewis with her retirement resolution.

Under New Business, Dan Hardin presented the July financial reports and with a motion by Mrs. Vinson, seconded by Mr. Gomez, the Board unanimously approved the expenditures for July, 2014.

Mr. Hardin requested approval for two blanket Purchase Orders for Donner Plumbing. One for $200,000 for campus plumbing and HVAC issues and the other
for $25,000 for dorm/apartment refurbish. Upon a motion by Mr. Williams, seconded by Mr. Baeza, the Board unanimously accepted the request.

Mr. Hardin recommended that the Board accept the Severance Tax Bond 14-2111 in the amount of $425,000. The language in the STB is as follows: to be used to purchase and install information technology for an energy technician training program, including related equipment, furniture and infrastructure at New Mexico Junior College in Hobbs in Lea County. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the recommendation.

Mr. Morrill presented the 2014/2015 employee handbook changes for Board consideration. After some discussion, Policy No. 230 I. was reworded to clarify (Employees who violate this policy will receive discipline up to and including termination of employment). “Local school districts that bus students to the campus will also be notified of the closure or delay in classes.” was added to Policy No. 208. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the handbook changes, as amended.

Jeff McCool requested approval to purchase a 22’ Tag Simulator Trailer for the 660 Truck Driving Simulation Systems from Doron Precision Systems. The purchase price for the trailer is $88,062. Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the request.

Phillip Roybal presented a request to upgrade the two part-time supervisor positions in housing to full-time positions. These positions will be placed in salary range 24 with a minimum salary of $23,978 and a mid-salary of $29,972 with benefits. Mr. Glenn suggested adding “student advocate” to the title. Upon a motion by Mr. Gomez, seconded by Mrs. Vinson, the Board unanimously approved the request.

Dianne Marquez recommended Ms. Melissa Simpson for the Professor of Reading/Writing in Transitional Studies (Developmental) position at a nine month salary of $53,975. Upon a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved the employment of Ms. Simpson, effective August 11, 2014.
Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, September 18, 2014, beginning at 4:00 p.m.

Mr. Black 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 New Mexico Statutes Annotated 1978. Mrs. Vinson seconded the motion. The roll call vote was as follows: Mr. Glenn – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Vinson – yes; Mr. Baeza – yes; Mr. Williams – yes; and Mr. Gomez – yes.

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

Upon a motion by Mrs. Vinson, seconded by Mr. Black, the board meeting adjourned at 6:05 p.m.
NMJC Non-credit Workforce Training
Participants and Contact Hours

<table>
<thead>
<tr>
<th>Year</th>
<th>Participants</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>3,983</td>
<td>22,319</td>
</tr>
<tr>
<td>2007</td>
<td>3,800</td>
<td>26,821</td>
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<tr>
<td>2008</td>
<td>2,510</td>
<td>41,563</td>
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<tr>
<td>2009</td>
<td>5,049</td>
<td>45,721</td>
</tr>
<tr>
<td>2010</td>
<td>4,251</td>
<td>60,610</td>
</tr>
<tr>
<td>2011</td>
<td>3,221</td>
<td>41,490</td>
</tr>
<tr>
<td>2012</td>
<td>2,216</td>
<td>24,572</td>
</tr>
<tr>
<td>2013</td>
<td>4,336</td>
<td>47,957</td>
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</table>
## NEW MEXICO JUNIOR COLLEGE
### Expenditure Report
#### August 2014

### 17% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2013-14</th>
<th>2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-Date Expended or Encumbered</td>
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<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>9,106,822</td>
<td>1,134,700</td>
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<tr>
<td>Academic Support</td>
<td>2,259,588</td>
<td>390,407</td>
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<tr>
<td>Student Services</td>
<td>1,823,694</td>
<td>269,505</td>
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<tr>
<td>Institutional Support</td>
<td>3,337,419</td>
<td>633,613</td>
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<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>3,288,327</td>
<td>656,774</td>
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<td>Subtotal - Instruction &amp; General</td>
<td>19,815,850</td>
<td>3,084,999</td>
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<tr>
<td>Student Activities</td>
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<td>0</td>
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<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Internal Service Departments</td>
<td>84,909</td>
<td>14,020</td>
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<tr>
<td>Student Aid</td>
<td>568,551</td>
<td>325,796</td>
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<td>Auxiliary Enterprises</td>
<td>1,799,060</td>
<td>461,255</td>
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<tr>
<td>Athletics</td>
<td>1,019,727</td>
<td>326,858</td>
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<td>Total Current Unrestricted Fund</td>
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<td>4,212,928</td>
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<td><strong>CURRENT RESTRICTED FUND</strong></td>
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<tr>
<td>Grants</td>
<td>1,280,443</td>
<td>122,628</td>
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<tr>
<td>Student Aid</td>
<td>5,033,468</td>
<td>1,979,912</td>
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<tr>
<td>Total Current Restricted Fund</td>
<td>6,313,911</td>
<td>2,102,540</td>
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<td><strong>PLANT FUNDS</strong></td>
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<td></td>
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<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from Institutional Funds</td>
<td>12,787,830</td>
<td>4,634,091</td>
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<tr>
<td>Projects from State GOB Funds</td>
<td>3,324,582</td>
<td>2,711,164</td>
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<tr>
<td>Projects from State STB Funds</td>
<td>1,487,000</td>
<td>1,017,500</td>
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<tr>
<td>Projects from General Fund</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Projects from Private Funds</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Projects from State ER&amp;R</td>
<td>671,725</td>
<td>138,820</td>
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<tr>
<td>Projects from State BR&amp;R</td>
<td>1,003,998</td>
<td>396,996</td>
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<td>Subtotal - Capital and BR&amp;R</td>
<td>19,275,135</td>
<td>8,898,571</td>
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<tr>
<td>Debt Service</td>
<td></td>
<td></td>
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<tr>
<td>Revenue Bonds</td>
<td>0</td>
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<tr>
<td>Total Plant Funds</td>
<td>19,275,135</td>
<td>8,898,571</td>
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<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>48,877,143</td>
<td>15,214,039</td>
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# NEW MEXICO JUNIOR COLLEGE
## Revenue Report
### August 2014

<table>
<thead>
<tr>
<th>Fund</th>
<th>2013-14</th>
<th>2014-15</th>
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<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></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>3,684,200</td>
<td>1,969,252</td>
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<tr>
<td>State Appropriations</td>
<td>5,933,300</td>
<td>981,900</td>
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<tr>
<td>Advalorem Taxes - Oil and Gas</td>
<td>6,455,000</td>
<td>800,000</td>
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<tr>
<td>Advalorem Taxes - Property</td>
<td>5,455,000</td>
<td>0</td>
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<tr>
<td>Interest Income</td>
<td>5,000</td>
<td>104</td>
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<tr>
<td>Other Revenues</td>
<td>356,361</td>
<td>17,265</td>
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<td>Subtotal - Instruction &amp; General</td>
<td>21,888,861</td>
<td>3,768,521</td>
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<td>Student Activities</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Internal Service Departments</td>
<td>24,000</td>
<td>1,240</td>
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<td>Auxiliary Enterprises</td>
<td>2,213,000</td>
<td>1,024,192</td>
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<tr>
<td>Athletics</td>
<td>330,900</td>
<td>54,850</td>
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<tr>
<td>Total Current Unrestricted</td>
<td>24,456,761</td>
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<td><strong>CURRENT RESTRICTED FUND</strong></td>
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<td>Grants</td>
<td>1,179,460</td>
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<td>Student Aid</td>
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<td>Total Current Restricted</td>
<td>6,212,928</td>
<td>1,955,094</td>
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<tr>
<td><strong>PLANT FUNDS</strong></td>
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<td></td>
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<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Rep.</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Projects from State GOB Funds</td>
<td>427,000</td>
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<td>Projects from State STB Funds</td>
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<tr>
<td>Projects from General Fund</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Projects from Private Funds</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interest Income (LGIP)</td>
<td>30,000</td>
<td>1,254</td>
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<tr>
<td>Total Plant Funds</td>
<td>457,000</td>
<td>1,254</td>
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<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>31,126,689</td>
<td>6,805,151</td>
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</table>
NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
June 2014

100% of Year Completed

<table>
<thead>
<tr>
<th>Month</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
<th>Variance</th>
<th>Percentage</th>
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</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>
<td>Monthly Revenue</td>
</tr>
<tr>
<td>Actual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>$78.08</td>
<td>3,279,028</td>
<td>$4.85</td>
<td>14,257,158</td>
<td>876,131</td>
</tr>
<tr>
<td>August</td>
<td>$101.07</td>
<td>3,476,512</td>
<td>$5.42</td>
<td>14,665,344</td>
<td>954,096</td>
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<tr>
<td>September</td>
<td>$98.84</td>
<td>3,762,573</td>
<td>$5.45</td>
<td>14,007,090</td>
<td>1,125,403</td>
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<tr>
<td>October</td>
<td>$95.40</td>
<td>3,762,573</td>
<td>$5.33</td>
<td>14,009,326</td>
<td>1,088,774</td>
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<td>November</td>
<td>$85.92</td>
<td>3,557,485</td>
<td>$5.01</td>
<td>11,154,125</td>
<td>1,116,908</td>
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<tr>
<td>December</td>
<td>$90.13</td>
<td>3,923,578</td>
<td>$5.26</td>
<td>14,457,089</td>
<td>975,616</td>
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<tr>
<td>January</td>
<td>$86.42</td>
<td>4,119,290</td>
<td>$5.78</td>
<td>14,875,094</td>
<td>1,077,205</td>
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<tr>
<td>February</td>
<td>$86.78</td>
<td>4,180,229</td>
<td>$6.48</td>
<td>15,047,473</td>
<td>1,007,147</td>
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<tr>
<td>March</td>
<td>$89.97</td>
<td>4,259,131</td>
<td>$5.43</td>
<td>15,804,432</td>
<td>1,023,905</td>
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<tr>
<td>April</td>
<td>$89.49</td>
<td>4,554,723</td>
<td>$5.33</td>
<td>14,952,547</td>
<td>1,250,041</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Y.T.D. Production Tax Revenue 12,828,532 4,800,000 8,028,532
Y.T.D. Equipment Tax Revenue 1,886,700 1,500,000 386,700
Total Year-to-Date Oil & Gas and Equipment Tax Revenue 14,715,232 6,300,000 8,415,232

Source: New Mexico Taxation and Revenue Department
# NEW MEXICO JUNIOR COLLEGE
## Schedule of Investments
### August 2014

17% of Year Completed

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount</th>
<th>Account</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico</td>
<td>9,589,592</td>
<td>7102-1348</td>
<td>0.104%</td>
<td>1,254</td>
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<tr>
<td>Local Government Investment Pool</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
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</tbody>
</table>

Total LGIP investments: 9,589,592 1,594

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**Capital Projects**

- **8/31/2014**
- **Vehicles**: 63,589.92
- **Technology Upgrade**: 101,256.52
- **JASI**: 49,908.94
- **WHM South Gallery**: 263,174.43
- **Baseball Field**: 30,162.95
- **Rodeo Arena**: 20,873.28
- **Original Entrance Landscaping**: 0.00
- **Luminis Software**: 2,993.00
- **Campus Signage**: 2,801.67
- **Landscaping**: 200,000.00
- **Roof Replacement**: 27,382.26
- **Dorm/Apartment Refurbish**: 353,668.24
- **Campus Construction**: 404,518.77
- **Maintenance Equipment**: 3,452.01
- **Public Sector**: 19,227.00
- **Campus Security**: 100,956.69
- **Track/Arena Area Enhancement**: 15,396.78
- **Lumens Software-Distance Learng**: 5,000.00
- **Copier Replacement**: 50,000.00
- **Non-Recurring Compensation**: 153,169.10
- **Athletics**: 150,451.47
- **Student Life Programming**: 16,222.61
- **Warehouse/Cont Ed Remodel**: 1,640.92
- **Succession Plan**: 108,152.25
- **Energy Technology Equipment**: 563,947.97
- **WHM Exhibits**: 72,598.78
- **Mansur Hall Upgrades**: 100,956.69
- **Senior Warm Water Wellness Ctr**: 1,500,000.00
- **Paradigms Users Fees**: 0.00
- **Track Upgrades**: 84,841.44
- **Driving Range Upgrades**: 200,000.00
- **Lockheed Martin Nuclear Training**: 500,000.00
- **Cosmetology Remodel**: 700,000.00
- **Equine Program**: 15,108.75
- **Entertainment Technology**: 1,300,215.30
- **Cafeteria Upgrade**: 47,094.53
- **New Horizons Resources**: 448,000.00
- **Channel 19 Upgrade**: 25,000.00
- **FERPA & Title IX**: 9,459.00
- **Professional Development HS**: 14,036.29
- **Equestrian Center**: 3,000,000.00
- **Bob Moran Upgrades**: 825,000.00
- **Campus/Hospital Fencing**: 200,000.00
- **Turf Replacement**: 200,000.00
- **Watson Hall Theater**: 300,000.00
- **Infrastructure Upgrade**: 1,473,937.50
- **Cadet Supplement**: 26,841.54
- **Workforce Training Contingency**: 5,794.60

**TOTAL**: 13,742,245.93
NEW MEXICO JUNIOR COLLEGE
Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575)492-2770
Fax: (575)492-2768

To:       New Mexico Junior College Board members
From:     Dan Hardin
RE:       RPSP
Date:     September 18, 2014

Board members,

Each year New Mexico Junior College submits the renewal request of the Research & Public Service Projects (RPSP) for the coming fiscal year. The requested RPSP projects for fiscal year 2016 are as follows:

Athletics                      $483,400.00
Oil & Gas Training Center      $176,200.00
Nursing Expansion             $ 308,200.00
Lea County Distance Education Consortium   $ 29,900.00

Today, the administration is asking for your approval to continue to request the RPSP funding from the State of New Mexico Higher Education Department. First is Athletics in the amount of $483,400.00, Oil & Gas Training in the amount of $176,200.00, the Nursing Expansion program in the amount of $308,200.00, the Lea County Distance Education Consortium for $29,900.00. These are the amounts that were funded for FY 15.

Respectfully,

[Signature]

Dan Hardin
To:       NMJC Board Members
From:  Josh Morgan
RE:  Disposition of Inventory
Date:  September 18, 2014

Board Members,

Pursuant to Article 6 ("Sale of Public Property") Section 13-6-1, New Mexico Junior College would like to sell at public auction any worn-out, unusable, or obsolete inventory. Upon approval by the NMJC Board of Directors, a letter will be sent to the Office of the State Auditor (OSA) and the Higher Education Department (HED) notifying of our intentions to dispose of such inventory at public auction. Pursuant to Paragraph B of Section 13-6-1, New Mexico Junior College will wait 30 days from the notice to OSA and HED to hold the public auction.

Attached is a list of inventory and non-inventory items which will be sent to public auction.

Thank you for your consideration.
<table>
<thead>
<tr>
<th>PTAQ</th>
<th>DESCRIPTION</th>
<th>LOCN CODE</th>
<th>SERIAL NUM OR VIN</th>
<th>ACQ DATE</th>
<th>ACQ VALUE</th>
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<tbody>
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<td>N10489</td>
<td>Double-Sided Access Port Computer</td>
<td>WARHOU 3426</td>
<td></td>
<td>10/01/1983</td>
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<tr>
<td></td>
<td>Dell OptiPlex 760</td>
<td>WARHOU</td>
<td>DYXMTK1</td>
<td>09/04/2009</td>
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<tr>
<td>---</td>
<td>---------------------------</td>
<td>--------</td>
<td>---------</td>
<td>------------</td>
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<tr>
<td></td>
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<td>1,016.02</td>
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MEMO

Date: September 7, 2014
To: New Mexico Junior College Board Members
From: Steve McCleery
Subject: Health and Wellness Center Operational Cost

As you know, New Mexico Junior College is partnering with, Lea County, the City of Hobbs, the Hobbs Municipal School District, the J.F Maddox Foundation, and the University of the Southwest to construct and operate a Health and Wellness Learning Center.

Over a year ago, the aforementioned entities employed a highly qualified and experienced consulting group to determine the feasibility for a Health and Wellness Learning Center. The consultants provided an initial analysis and determined that there is indeed an unmet need for a Health and Fitness Learning Center.

As a demonstration of the unprecedented level of support from the public entities involved in this effort, a joint public meeting of the Boards/Commissions of New Mexico Junior College, the City of Hobbs, the Hobbs Municipal Schools, and Lea County Commission was held on October 17, 2013 at which time each entity adopted a resolution of support.

The Health and Wellness Learning Center will definitely have a positive impact on the quality of life for New Mexico Junior College students and the residents of Lea County. To date, NMJC has committed $5,000,000 from Institutional reserves plus $5,000,000 from the Higher Education Statewide General Obligation Bond toward the capital expenditures for the Health and Wellness Learning Center.

Enclosed you will find a request from the City of Hobbs for New Mexico Junior College to assist with the annual operation and maintenance cost of the Health and Wellness Learning Center by providing $300,000 annually toward the operation of the facility. The New Mexico Junior College Administration recommends honoring the request.

Thank you for your consideration!
Dr. Steve McCleery  
NMJC  
5317 Lovington Hwy.  
Hobbs, NM 88240  

August 15, 2014

We are pleased to partner with the New Mexico Junior College on the Health and Wellness Learning Center. It is our hope that our community will support Bond C which will help plan, design and construct the Health Wellness Learning Center that will:

- Provide an indoor competitive size lap swim pool for Lea County residents, NMJC and USW students, and the five Lea County ISD students
- Provide an indoor warm water pool for our senior citizen classes and other therapy classes
- Provide an indoor health wellness center that may include space for soccer, jogging, walking, and family recreational activities
- Impact about 3,200 NMJC students per semester with state-of-the-art facilities
- Provide job opportunities for students

The Health Wellness Learning Center is a partnership between NMJC, Lea County, City of Hobbs, Hobbs Municipal School District and the J.F Maddox Foundation. Collectively the partners have verbally committed $56M in capital funds with additional $5M if Bond C passes.

Please consider this letter as a formal request for your board to consider an annual contribution of $300,000 for the ongoing operational and maintenance costs associated with the planned facility.

We are on the brink of delivering one of the most important quality of life facilities in this county’s history and look forward towards a continued partnership.

Very Respectfully,

Sam Cobb, Mayor

J. J. Murphy, City Manager
Candidate’s name: Kelley R. Williams

Position title: Professor of Automotive Technology – Ford ASSET Program

- New position ✔ Existing position
- Classification: Faculty
- Is candidate related to another NMJC employee? yes
- Effective date of employment: 11/10/2014
- Funding source: Institutional Funds
- Posted salary range: $39,290 – $49,112
- Recommended annual salary: $57,200
- Recommended and approved by:
  - Supervisor
  - Dean/Director
  - Vice President
  - President
- Selection Committee Members:
  - Dr. August Fons – Dean of Public Safety and Industry – Chairperson
  - Dr. Dennis Atherton – Vice President for Instruction
  - Dr. Steve Hill – Director of Cosmetology/Coordinator of Early College
- Comments: Mr. Williams who is Master Certified in Automotive Technology and has more than twenty years of applicable experience meets and/or exceeds the minimum requirements for this position.

*Pending background check
ABBREVIATED RESUME

Position
Professor of Automotive Technology – Ford ASSET Program

Personal Data
Name: Kelley R. Williams

Education:
Western New Mexico University, Silver City, NM – currently attending to obtain B.A.S. Major: Career and Technical Education

Professional Experience
Lawley’s Team Ford, Silver City, NM
Service Manager 01/2014 to present
Shop Foreman and Bumper to bumper technician 09/2009 to 12/2014

Empire Machinery, Mesa, AZ
Training Instructor 08/2007 to 06/2009

Mesa Community College, Mesa, AZ
Co-Teacher 08/2006 to 05/2009

Earnhardt Ford, Tempe, AZ
Lead Diesel Technician 09/2006 to 08/2007

Berge Ford, Mesa, AZ
Bumper to bumper Technician 02/2004 to 09/2006

Earnhardt Ford, Chandler, AZ
Bumper to bumper technician 08/2000 to 02/2004

Pioneer Ford, Phoenix, AZ
Bumper to bumper technician 09/1998 to 08/2000

Rowe Ford, Westbrook, ME
Bumper to bumper technician 05/1996 to 07/1998

Certificates:
Ford Engine Master Certified
Ford Chassis Master Certified
Ford Diesel Engine Master Certified
Ford Powertrain Master Certified
Ford Senior Master Certified
Caterpillar ACERT Engine Certified
ASE Master Technician with A1 – A9 and L1 certifications
Position Announcement • April 2014

Position Title: Professor of Automotive Technology - Ford ASSET Program

Position Description: This position reports to the Dean of Public Safety & Career Technology and is responsible for teaching Automotive Technology in the Ford Motor Company/ASSET post-secondary program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (2) Supervise students off-campus during the cooperative work experiences; (3) Travel as required; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Coordinate advisory committee meetings; (8) Work for the general improvement of the instructional programs at the college; (9) Participate in college service through standing and ad hoc committees; (10) Post and maintain supervisor approved office hours per week; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, (13) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor’s or Master’s degree in an educational, occupational/vocational, or closely related field is preferred. However, candidates with an Associate degree (or equivalent) and extensive automotive experience will be considered. All degrees must be from a regionally accredited institution. Candidates must possess demonstrated technical skills in all 8 ASE areas and be ASE Master Certified and L1 Certified. Five years experience teaching automotive (community college level preferred) and/or technical service experience in a dealership desired. Ford Motor Company experience is preferred. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. Note: Computer proficiency is required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled.

To Apply: Please submit NMJC application form at www.nmjc.edu (under employment opportunities), and attach the following: letter of application (cover letter), resume, unofficial transcripts for all degrees (official transcripts required prior to employment), and three references with current addresses and telephone numbers.

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

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

For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning Section 504 accessibility, contact the Special Needs Coordinator in the Counseling Department at (575) 492-2576.

“Equal Opportunity Education and Employment”
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
The following candidate is being recommended for employment as follows:

Candidate’s name: Norma Faught

Position title: Executive Assistant to the President

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 18, 2014

Standard contract length: 12 mos.: ☒ 9 mos.: ☐ Other: ☐

Funding source: Institutional

Paid advertising beyond *standard: HigherEdJobs.com

(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

Posted salary range: $42,311 to $52,889
Recommended annual salary: $60,500
Prorated salary: Yes: ☒ No: ☐

Account number(s) with respective % allocation(s): 11000 1001 61301 131 100%

Recommended and approved by:

Supervisor: 
Dean/Director: 

Vice President: 
President: 

Selection Committee Members:
Dr. Steve McCleery – President
Dr. Dennis Atherton – Vice President of Instruction
Phillip Roybal – Vice President for Student Services
Dan Hardin – Vice President for Finance
Bill Morrill – Director of Administrative Services

Comments: Ms. Faught with twenty-nine years of experience meets and/or exceeds the minimum requirements for this position.
ABBREVIATED RESUME

Position

Executive Assistant to the President

Personal Data

Name: Norma Faught

Professional Experience

New Mexico Junior College, Hobbs, NM
Coordinator of Facility Scheduling 12/2012 to present
Part-time Office Assistant – Training & Outreach 10/2012 to 12/2012
Administrative Secretary to Dean of Business & Technology 11/1994 to 10/1995

Lea County State Bank, Hobbs, NM
Executive Administrative Assistant 10/1995 10/2012
Secretary to Senior Loan Committee, Management Committee, Directors Loan & Discount Committee, Acting Secretary to Board of Directors 1998 to 2012

First National Bank, Hobbs, NM
Teller/New Accounts Representative/Administrative Assistant 01/1981 to 01/1994

Community Service

Lea County State Bank Team Captain for community services – American Cancer Society Relay for Life and United Way Lea County Chili Cook-Off Fundraiser

American Cancer Society 2012 Relay for Life – Luminaires Chairman

United Way of Lea County – 2009 Allocations Committee
Position Announcement • July 2014

Position Title: Executive Assistant to the President

Position Description: The position is responsible to the President. Duties and responsibilities shall be, but are not limited to, the following: 1) Coordinates and oversees administrative duties for New Mexico Junior College President; researches and composes public information documents and/or correspondence for review/signature; assists with articulation agreements; prepares selected correspondence, manuals, reports as directed; reviews and checks documents and records for accuracy, completeness, and conformance with applicable rules and regulations; prepares and/or assists in the preparation of agendas, notices, minutes, announcements, applications, resolutions and other documents. 2) Serves as first point of contact for the President’s office; schedules appointments for the President; receives inquiries from a variety of sources; gathers information and prepares letters, reports or memoranda in response to complex public relations issues or general issues; prepares reports and supporting documentation on issues external to the college or issues having a global impact on the college; collects and compiles statistical, financial and other information for reports. 3) Performs administrative support duties for the President’s office such as maintaining meeting calendars; sorting and distributing mail; taking and transcribing minutes for meetings; coordinates and monitors defined projects and activities; and recommends actions and modifications as appropriate; maintains records for the office and associated college/departmental expenditures; maintains and balances operational budget and prepares office budget estimates; collects and compiles statistical, financial and other information for special or periodic reports. 4) Prepares agendas for the College Board meetings; records, transcribes, and disseminates minutes of the College Board meetings; maintains a cross index file of the College Board minutes. 5) Monitors and updates inventory, budget, and account records for department; monitors expenditures and performs simple analysis on accounts; may authorize and/or approve payments within established department guidelines; tracks financial data, prepares requisitions, orders, and tracks supplies; creates and maintains a variety of records and files; prepares and makes travel arrangements and travel requests/reimbursements for the President, and prepares travel arrangements and reimbursements for Board members. 6) Prepares invitations, orders awards, and certificates, and coordinates and works with individuals from all levels within the organization. 7) May serve on various campus committees as assigned. 8) Serves as confidant to the President and the Board; 9) Performs other duties as assigned or required, and 10) 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: Associate degree is highly desirable and/or a minimum of three to five years of related administrative experience will be considered in lieu of a degree. Knowledge and proficiency in standard office practices, policies, procedures, word processing and spreadsheets required. Bookkeeping experience and having an interest in developing proficiency in desktop publishing preferred. Applicant must have strong communication, organizational and time management skills. Must be able to safeguard and not compromise the privacy and security of confidential information.

Salary/Benefits: This is a 12-month professional position with a salary range of $42,311 to $52,889, depending upon education and experience. Standard NMJC benefits apply.

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

To Apply: Submit NMJC application form and resume on line at www.nmjc.edu (under employment opportunities).

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

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RESOLUTION

Jerrett Ann Shields

WHEREAS, Jerrett Ann Shields, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for thirty-one years; and

WHEREAS, Jerrett Ann Shields has served as Executive Assistant to the President from 1989 to 2014; and

WHEREAS, Jerrett Ann Shields has served as Payroll Assistant from 1988 to 1989; and

WHEREAS, Jerrett Ann Shields has served as Cashier/Secretary from 1983 to 1988; and

WHEREAS, Jerrett Ann Shields has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, Jerrett Ann Shields has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, Jerrett Ann Shields as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, Jerrett Ann Shields has elected to retire the 1st day of October 2014.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to Jerrett Ann Shields for her service and dedication to New Mexico Junior College.

ADOPTED THIS 18th day of September 2014.

ATTEST: ____________________________  ____________________________
New Mexico Junior College Board Chairman                             New Mexico Junior College Board Secretary