

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING
Thursday, September 20, 2007
Zia Room - Library
4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of August 16, & September 5, 2007 | 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. Consideration of Research & Public Service Projects | Dan Hardin |
| 6. Consideration of Name for New Campus Apartment | Steve McCleery |
| 7. Consideration of Fee Waiver for Citizens 55 years or older | Steve McCleery |
| 8. Consideration of New Position – WHM Education & Events Coordinator | Steve McCleery |
| 9. Personnel Consideration – Dean of Extended Learning | Robert Rhodes |
| 10. Personnel Consideration – NRC Curriculum Developer | Robert Rhodes |
| 11. Personnel Consideration – Dean of Enrollment Manager | Regina Organ |
| 12. Personnel Consideration – Professor of PE/Asst Men's Basketball Coach | John Gratton |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

AUGUST 16, 2007

MINUTES

The New Mexico Junior College Board met on Thursday, August 16, 2007, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Marie Wadsworth, Hobbs News Sun.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the agenda was unanimously adopted, as presented.

Upon a motion by Mrs. Vinson, seconded by Mrs. Williams, the Board unanimously approved the minutes of July 19, 2007.

Under *President's Report*, Dr. McCleery reminded the board of the employee picnic tonight. He reported that Robert Rhodes had secured a \$186,000 grant from the Nuclear Regulatory Commission. Dr. McCleery also reported that the furniture replacement project for the campus has been completed. He expressed his gratitude to the Board for providing the funds for this project and John Gratton for coordinating the furniture replacement. Dr. McCleery shared with the Board the Higher Education Department's key dates, as well as a report from the recent Presidents and Campus Executive Officers meeting.

Under *New Business*, Dan Hardin presented the July financial reports and with a motion by Mr. Kesner, seconded by Mrs. Vinson, the Board unanimously approved the expenditures for July, 2007.

Calvin Smith presented a rendering of a sculpture that the Lea County Cowboy Hall of Fame approved for purchase and installation at the museum.

The piece was designed by Brian Norwood and paid for by a member of the Lea County Cowboy Hall of Fame. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the purchase and installation of the sculpture.

Charley Carroll and Coach Cory Hall presented a proposal from Vibra-Whirl Sports for \$799,999 to replace the grass with artificial turf on the Ray Birmingham Thunderbird Baseball Field. Upon a motion by Mr. Jones, seconded by Mr. Black, the board unanimously approved the proposal and the transfer of \$96,000 from reserves to the capital expenditure account for baseball field construction.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, Consideration of Bid #1004 – Construction of Pad for Rodeo Arena was tabled.

Regina Organ requested the Board consider the college branding as presented at the last board meeting. She assured the Board there would be no change to the athletic logo at this time. After some discussion and upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the college branding.

Regina Organ recommended Mr. Donald Worth for the Director of Athletics position at an annual salary of \$70,000. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Worth.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for September 20, 2007, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board meeting adjourned at 5:30 p.m.

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

SEPTEMBER 5, 2007

MINUTES

The New Mexico Junior College Board met on Wednesday, September 5, 2007, beginning at 9:00 a.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Marie Wadsworth, Hobbs News Sun.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the agenda was unanimously adopted, as presented.

Josh Morgan presented Bid #1005 – Construction of a Pad for the Rodeo Arena. The administration recommended acceptance of the bid submitted by Ramirez & Sons, Inc. for an amount of \$78,000 exclusive of gross receipts tax. Upon a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously accepted the recommendation.

Mr. Hanna called for comments from the public. Dr. McCleery shared with the board several certifications received by Charley Carroll.

Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the board meeting adjourned at 9:10 a.m.

NEW MEXICO JUNIOR COLLEGE

FOUNDATION

2007-2008 BOARD OF DIRECTORS

Janice Spence, President
Jeannie Anderson, Vice President
Dan Hardin, Treasurer
Jennifer Jordon, Executive Director

Zane Bergman
Ray Betzen
Jim Burke
Billy Cummings
Christopher Driskill, M.D.
Thurman Duncan
Mike Faris
Rick Ferguson
Kim Fulfer
Larry Hanna, NMJC Board Chair
Debra Hicks
Daniel Johncox
Steve McCleery, Ed.D., NMJC President
David Pyeatt
Betty Rickman
David Shaw
Dan Socolofsky
Pam Zimmerman

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: September 7, 2006
RE: Expenditure and Revenue Reports for August

August is the second month of the 2007/2008 fiscal year. The Expenditure report reflects funds expended and encumbered. Total current unrestricted funds expended year-to-date is \$3,571,687.00. 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. Student Aid is awarded at the beginning of the Fall and Spring semesters. 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 \$1,381,623.00 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 \$30,458.00, with the year-to-date total of \$6,964,359.00.

Total year-to-date expenditures through the month of August is \$11,917,669.00, which reflects the large encumbrances for the two construction projects.

The revenue for the month in Current Unrestricted Funds is \$3,375,733.00. This revenue consists of tuition and fees, the state appropriation, oil and gas accrual, and auxiliary enterprises. In the restricted funds we received \$915,709.00 from Grant and restricted student aid drawdowns. Total revenue through the end of August is \$6,071,544.00

In the Investment report there is \$10,125,000.00 in the LGIP. \$500,000.00 was brought in during the month of August, this will be the trend as expenditures are made for the two construction projects.

In the Oil and Gas report, we are using the accrual of \$350,000.00 as the projected monthly Oil and Gas revenue. \$696,569.00 was the Oil and Gas revenue for the month

of July. Oil and Gas equipment revenue is \$45,583.00 for the first two months of the fiscal year.

The audit for the College is moving along, the auditors have been at the College two weeks in August for the College audit and one week for the Foundation audit.

This is the Financial Report for August 2007.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

August 2007

17% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,401,294	1,235,886	19%	6,641,948	475,764	1,231,681	19%
Academic Support	2,177,054	378,806	17%	2,005,099	174,406	385,526	19%
Student Services	1,265,813	206,688	16%	1,224,638	67,178	170,346	14%
Institutional Support	5,060,439	427,116	8%	5,099,773	223,319	391,629	8%
Operation & Maintenance of Plant	2,317,317	359,601	16%	2,384,052	148,666	320,536	13%
Subtotal - Instruction & General	17,221,917	2,608,097	15%	17,355,510	1,089,333	2,499,718	14%
Student Activities	173,500	33,857	20%	183,378	21,152	30,366	17%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	296,329	78,917	27%	417,170	12,339	7,860	2%
Student Aid	432,111	213,488	49%	431,468	191,014	201,873	47%
Auxiliary Enterprises	1,589,358	61,983	4%	1,590,711	574,252	634,197	40%
Athletics	705,397	203,065	29%	847,127	184,425	197,673	23%
Total Current Unrestricted Fund	20,418,612	3,199,407	16%	20,825,364	2,072,515	3,571,687	17%
CURRENT RESTRICTED FUND							
Grants	1,438,620	339,441	24%	1,061,879	87,914	162,976	15%
Student Aid	4,000,000	1,101,424	28%	4,000,000	1,195,704	1,218,647	30%
Total Current Restricted Fund	5,438,620	1,440,865	26%	5,061,879	1,283,618	1,381,623	27%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	7,067,863	295,223	4%	11,582,284	0	6,751,720	58%
Projects from State GOB Funds	3,420,676	26,851	1%	1,823,684	0	153,070	8%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	690,000	311,137	0%	521,194	28,542	28,542	5%
Projects from Private Funds	774,090	3,950	1%	467,802	1,916	31,027	7%
Projects from State ER&R	819,549	0	0%	453,587	0	0	0%
Projects from State BR&R	770,694	0	0%	1,517,325	0	0	0%
Projects from Auxiliary BR&R	19,147	0	0%	19,147	0	0	0%
Subtotal - Capital and BR&R	13,562,019	637,161	5%	16,385,023	30,458	6,964,359	43%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	13,562,019	637,161	5%	16,385,023	30,458	6,964,359	43%
GRAND TOTAL EXPENDITURES	39,419,251	5,277,433	13%	42,272,266	3,386,591	11,917,669	28%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

August 2007

17% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	2,647,425	1,214,308	46%	3,137,649	1,253,099	1,644,811	52%
State Appropriations	8,093,209	1,308,510	16%	7,990,100	525,941	1,051,883	13%
Advalorem Taxes - Oil and Gas	4,700,000	634,947	14%	5,200,000	696,569	1,046,569	20%
Advalorem Taxes - Property	2,800,000	93,843	3%	2,800,000	45,583	45,583	2%
Interest Income	185,000	34,847	19%	285,000	56,856	56,856	20%
Other Revenues	225,050	30,298	13%	229,100	9,800	34,679	15%
Subtotal - Instruction & General	18,650,684	3,316,753	18%	19,641,849	2,587,848	3,880,381	20%
Student Activities	110,000	50,367	46%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,250,052	577,998	26%	2,240,048	784,626	1,025,127	46%
Athletics	39,100	6,450	16%	189,100	3,259	6,517	3%
Total Current Unrestricted	21,049,836	3,951,568	19%	22,070,997	3,375,733	4,912,025	22%
CURRENT RESTRICTED FUND							
Grants	1,438,620	333,380	23%	1,061,879	79,016	322,826	30%
Student Aid	4,000,000	0	0%	4,000,000	836,693	836,693	21%
Total Current Restricted	5,438,620	333,380	6%	5,061,879	915,709	1,159,519	23%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,420,676	0	0%	1,678,672	0	0	0%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	690,000	0	0%	521,194	0	0	0%
Projects from Private Funds	774,090	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	4,884,766	0	0%	2,199,866	0	0	0%
GRAND TOTAL REVENUES	31,373,222	4,284,948	14%	29,332,742	4,291,442	6,071,544	21%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

August 2007

17% 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	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$58.72	2,961,614	\$7.64	16,869,487	696,569	350,000	346,569
Accrual	August					350,000	350,000	0
Accrual	September							0
Accrual	October							0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						1,046,569	700,000	346,569
Y.T.D. Equipment Tax Revenue						45,583	1,000,000	(954,417)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						1,092,152	1,700,000	(607,848)

Source: New Mexico Taxation and Revenue Department

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.

NEW MEXICO JUNIOR COLLEGE Schedule of Investments August 2007

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	10,125,000	N/A	N/A	N/A	7102-1348	5.27%	47,669
Total Investments	<u>10,125,000</u>						<u>47,669</u>

Summary of Current Month's Activity	
Beginning amount	10,625,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	10,807,259
Reserves Invested	-682,259
Total LGIP Investment	10,125,000

Capital Projects	8/31/2007
Technology Upgrade	197,324.31
Workforce Training Center	1,745,686.14
High Tech Start Up	13,346.40
Vehicles	29,192.49
Drawings & Master Plan	12,805.63
Baseball Field	104,011.32
Rodeo Arena	115,249.62
Dormitory Landscape	1,622.23
Millen Fence/Landscape	66,074.25
JASI	156,892.66
Computer Equipment Rebates	13,893.16
Marketing	49,932.06
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Flooring Repair	5,974.50
Student Housing Construction	4,916,374.30
Testing Center Remodel	250,000.00
Campus Village Development Proj	21,475.47
Continuing Education	16,991.00
Landscaping	300,000.00
Facility Painting	28,735.50
Millen Drive Signalization	95,000.00
Electrical Upgrade	588,560.15
Campus Signage	50,000.00
Campus Paving	100,000.00
Roof Replacement	73,531.64
Interior Lighting-Energy Retrofit	103,859.62
Old Dorms Renovation	95,636.83
CDL Truck Driving Program	45,262.14
Bulk Fuel	20,000.00
Millen Dr. Sewer & Water	414,621.44
Board Room	25,000.00
Concrete Upgrade	50,000.00
Campus Construction	192,835.93
Oil & Gas Training Center	497,097.88
Workforce Training/Outreach	150,000.00
Infrastructure	60,272.53
Total	10,807,259.20

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

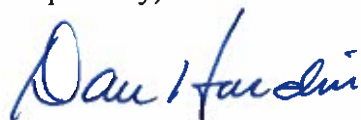
5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: NMJC Board Members
From: Dan Hardin
RE: RPSP
Date: August 29, 2007

Board members, attached are the RPSP (Research & Public Service Projects) request forms to be presented to the HED (Higher Education Department) on September 24th. The two RPSP requests are for increased funding for Athletics and Nursing. We currently receive funding of \$189,100.00 from the State for Grant-in-aid for Athletics. The request is for full formula funding for Athletics. The RPSP request is for the full formula funding of \$1,077,176.00 for Grant-in-aid for New Mexico Junior College athletics. The second request is for an increase in the Nursing Enhancement funding from the State, currently Nursing Enhancement is funded at \$84,600.00. The RPSP request is for an increase to \$382,600.00.

The Administration is requesting the Board's approval for the two RPSP requests.

Respectfully,



Dan Hardin


NEW MEXICO HIGHER EDUCATION DEPARTMENT

Research & Public Service Projects (RSPSPs), Athletics, and other Non-I&G Program Requests

FY09 (July 2008 - June 2009)

COVER SHEET

Print, sign, and submit packet to NMHED per instructions by 31 August 2007

Institution:	New Mexico Junior College	Date approved by Governing Board -->	09/20/07
Submitted by Institution's Chief Financial Officer:			
Name/Title	Dan Hardin Vice President for Finance		
Signature		Submission Date -->	08/31/07
Rank	Program/Project Title	Total requested General Fund Appropriation for FY09	Budget Exhibit *
1	Athletics	\$1,077,176	21
2	Nursing	\$382,600	10
3			
4			
5			
		Total Funding Request	\$1,459,776

Please add rows as necessary

* Indicate in which Exhibit this request will be found in Institution's Operating Budget:
 10-14 = I&G; 16 = Research; 17 = Public Service, and 21 = Athletics

NEW MEXICO HIGHER EDUCATION DEPARTMENT		
Research & Public Service Projects (RSPs), Athletics, and other Non-I&G Program Requests		
FY09 (July 2008 - June 2009)		
PROGRAM / PROJECT OVERVIEW and PERFORMANCE DATA		
(Please Provide One (1) Sheet for Each Project Request)		
Institution:	New Mexico Junior College	Program Rank --> 1
Program/Project Title:	Athletics	
Program/Project Identifier:	FY09-NMJC-08-1	
Description/Mission/Scope/Target Population	New Mexico Junior College has men's and women's basketball, men's and women's rodeo, men's and women's athletic training, men's baseball, women's track, and men's golf. These athletic programs at New Mexico Junior College are an essential part of the unique mission of the college. New Mexico Junior College is requesting the full funding of the athletic programs as recommended in the Formula Enhancement Task Force funding for athletics. The number of student athletes at New Mexico Junior College will normally be 120 students. Most will be incoming High School seniors or returning college freshmen.	
2. Goals/Objectives and Deliverables (be specific, attach charts, tables, etc.)	The purpose of the athletic program at NMJC is to provide educational as well as athletic opportunities so that student athletes can improve their athletic ability at the same time they are working toward their educational goals. The athletic program follows the mission statement and the strategic plan for the College.	
3. Accomplishments in FY07 and FY08 (est.) for existing programs/projects (be specific)	SEE THE ATTACHED TAB FOR ACCOMPLISHMENTS FOR FY 07	
4. Justification, including significance of program to Institution and State. Are other partnerships and / or collaborations a part of this request? Are matching funds involved?	Athletics has been apart of New Mexico Junior College for over forty years. The Athletic programs have had a large influence on thousands of students lives over that time frame. There are no other partnerships or collaborations involved with this request. There are no matching funds.	
5. Does this project conflict or duplicate with another institution? If so, actions taken to resolve?	New Mexico Junior College has had athletics since 1968. This is not a conflict with any other institution in New Mexico.	
	(Increase size of text boxes as needed)	

Individual: *Kobi Olineck (fr.) Women's All Round Champion

WOMEN'S LADY T-BIRD INDOOR TRACK & FIELD

Team: NJCAA Indoor 4th Place

Individual: *Melesia Mafile'o (so.)

NJCAA C 2nd Place
"All American"

NJCAA Championship-Triple Jump 3rd Place
"All American"

NJCAA Championship-High Jump 2nd Place
"All American"

*Truedeann Clarke (fr.)
NJCAA C 1st Place
"All American"

*Jodian Richards (fr.)
NJCAA Championship-600 meter Run 1st Place
"All American"

NJCAA Championship-800 meter Run 3rd Place
"All American"

*Gus Newmeyer (so.)
NJCAA Championship-1000 meter Run 3rd Place

4x400-Meter Relay

National Championship 1st Place
Deidra Harrison (so.), Monique Davis (so.), Jodian Richards (fr.), & Truedeann

Clarke (fr.)
"All Americans"

**NEW MEXICO JUNIOR COLLEGE
2006-2007**

**Intercollegiate Athletics
Conference, Regional, and National Honors**

WOMEN'S T-BIRD CROSS COUNTRY

Team: WJCAC & NJC 3rd Place

Individual: *Jodian Richards (fr.) 5th Place

*Silva Barkerchir (fr.) 6th Place

WJCAC & NJCAA Region V All Conference/NJCAA Region V Team

*Jodian Richards-NJCAA Div. I Cross Country

National Championship 12th Place

"All American Honors"

WOMEN'S T-BIRD BASKETBALL

Team: WJCAC—5th Place

Individual: *Cindee Wright (so.)-WJCAC-All Conference Team & NJCAA
Region V All Tournament Team

*Brittany Imig (so.)-WJCAC Honorable Mention

MEN'S T-BIRD BASKETBALL

Team: WJCAC-6th Place

Individual: *Dominic Tilford (so.)-WJCAC All Tournament Team

WOMEN'S & MEN'S RODEO-New Mexico High School/College Championship

Team: New Mexico Junior College Women's Team Champions

(Kobi Olineck (fr.), Alicia Sandoval (so.), Kelsi Elkins (so.), & Stephanie
Rodriguez (fr.)

NEW MEXICO HIGHER EDUCATION DEPARTMENT

Research & Public Service Projects (RPSPs), Athletics, and other Non-I&G Program Requests

FY09 (July 2008 - June 2009)

888076

(Please Provide One (1) Sheet for Each Project Request)

Institution:	New Mexico Junior College		Program Rank -->					
	Athletics		21					
Program/Project Title:	FY07 Actual		FY08 Budget		FY09 Request		Increase (Decrease) from FY08	
	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
Revenues/Transfers:								
General Fund Appropriation / Request		38,704		189,100		1,077,176		888,076
Land & Permanent Fund or								0
Local Property Taxes								0
Tuition and Fees								0
Other State Funds								0
Federal Grants/Contracts								0
Privat Grants/Contracts								0
Other Rev/Fund Balance (specify)								0
Transfers (specify) I&G		858,442		705,108		568,000		(137,108)
Total Revenues/Transfers		897,146		894,208		1,645,176		750,968
Expenditures:								
Faculty Salaries							0.00	0
Professional Salaries		107,756		114,844		130,000	0.00	15,156
Other Staff Salaries		11,957		12,555		26,000	0.00	13,445
Student Salaries (GATA)							0.00	0
Fringe Benefits		37,271		40,000		52,000		12,000
Supplies and Expenses		206,203		231,107		250,000		18,893
Travel		155,924		92,998		110,000		17,002
Equipment		7,609						0
Other Exp (specify) Grant in Aid		370,426		402,704		1,077,176		674,472
Total Expenditures	0.00	897,146	0.00	894,208	0.00	1,645,176	0.00	750,968

Distance Medley Relay

National Championship 1st Place

Jodian Richards (fr.), Sylvia Barkechir (fr.), Gus Newmeyer (so.), & Truedeann Clarke (fr.)

“All Americans”

MEN'S T-BIRD GOLF

Team: WJCAC & Regional

3rd Place

NJCAA National Golf Tot 12th Place

Individual: *Sebastian Gunnarsson (so.)

NJCAA Championship

8th Place

“All American”

WOMEN'S T-BIRD OUTDOOR TRACK & FIELD

Team: WJCAC & Regional

2nd Place

NJCAA Outdoor 6th Place

Individual: *Truedeann Clarke (fr.)

NJCAA C 3rd Place

“All American”

*Deidra Harrison (so.)

NJCAA C 5th Place

“All American”

*Melesia Mafle'o (so.)

NJCAA Championsh 3rd Place

“All American”

NJCAA Championsh 2nd Place

“All American”

NJCAA Championsh 5th Place
"All American"
NJCAA Championsh 4th Place
"All American"
NJCAA Championsh 3rd Place

4x 400 Meters Relay 4th Place
Deidra Harrison (so.), Monique Davis (so.), Jodian Richards (fr.) & Truedeann
Clark (fr.)
"All Americans"

4x 400 Meters Relay 4th Place Finish
Deidra Harrison (so.), Monique Davis (so.), Jodian Richards (fr.), Truedeann
Clark (fr.)
"All Americans"

MEN'S T-BIRD BASEBALL

Team: WJCAC & NJCAA Region 1st Place
NJCAA JUCO World Series 2nd Place

Individual: WJCAC-All Conference Team

David Carpenter (fr.)	Pitcher
Trevor Harden (fr.)	Pitcher & MVP Pitcher
Adalberto Santos (so.)	In Fielder & MVP
Kevin Atki (so.)	In Fielder
Brian Cavazos (so.)	Out Fielder
James Lilley (so.)	D.H.

Individual: NJCAA Region V Team

David Carpenter (fr.) Pitcher
Adalberto Santos (so.) In Fielder
Kevin Atki (so.) In Fielder
Brian Cavazos (so.) Out Fielder
James Lilley (so.) D.H.

JUCO National Championship All Tournament Team

Kevin Atkinson (so.) 1st Baseman
Brian Cavazos (so.) Left Fielder
Luis Cruz (so.) Catcher

NJCAA Southwest

Rawlings "Golden Glove"-Kevin Atkinson (so.)
Rawlings "Big Stick"-Adalberto Santos (so.)

NJCAA/Rawling Coaches Div. I Baseball

All Americans

Adalberto : In fielder 1st Team
James Lille D.H. 1st Team
Brian Cavazos Out Fielder Honorable Mention

WOMEN'S & MEN'S NIRA RODEO

Team: College National Finals Rodeo Women's Team 4th Place
Individual: Alicia Sandoval (so.) CNFR Champion-Barrel Racer
Alicia's "Barrel Horse" CNFR Horse of the Year

J. W. Townsend (fr.) CNFR-Team Roper (Heeler)
11th Place

Kyle French (so.) 18th Place

NJCAA-ACADEMIC ALL AMERICAN

(3.50 to 3.75)

Siobhan Moore (so.) Women's Basketball

To: Funding Formula Task Force
From: Steve McCleery
RE: Formula Enhancement Task Force/Funding for Athletics - Recommendation
Date: July 11, 2007

After the Thursday, June 7, 2007 Funding Formula Enhancement Task Force Meeting and upon discussion with the Formula Enhancement Task Force the following information was requested from the participating institutions:

- the In-State – On-campus Cost of Attendance for the past five years,
- the athletic tuition waivers awarded at each institution,
- the verification of all men's and women's sports played at each institution, and
- verification of the athletic governing body allowed scholarships per sport.

Results of the data are provided in the attached spread sheet. Most institutions did not report the athletic tuition waiver information. **In utilizing the proposed formula, two institutions appear to be over funded. These institutions are very concerned that the proposed Athletic Funding Formula puts them at a disadvantage for future athletic funding.** I have attempted to address the concern in the recommendation.

The Funding for Athletics Sub-Committee of the Funding Formula Enhancement Task Force met on Thursday, May 17, 2007 in Albuquerque, New Mexico. The sub-Committee was charged with recommending an Athletic Funding Formula for Higher Education that addresses the following bulleted items:

- How do we normalize the athletic scholarship issue?
- How do we design funding so there is equity among institutions?
- What should the process be for adding a new sport?
- What do other states do – best practices?

The Sub-Committee included: Bill Harty – New Mexico State University, Bill Richards – University of New Mexico, Sherri Bays – Western New Mexico University, Mike Maguire – Eastern New Mexico University, and Steve McCleery – New Mexico Junior College. Ofelia Morales- HED and Arley Williams – LFC also attended the meeting.

Consensus was reached on the following athletic formula funding recommendations:

- Institutions should be held harmless to any unintended adverse effects of the recommendation. (No Funding Decreases Should Occur.)
- The legislative language that specifies 25% of the scholarship awards should be awarded to in-state athletes should be changed to 15%.
- The legislative language that lists scholarship limits should be removed.
- The process of reporting and requesting new sports should not be a function of Research and Public Service Projects.
- The maximum number of allowable scholarships should be determined by the number of maximum scholarship allowed by the national athletic governing bodies of: National Collegiate Athletic Association (NCAA), National Athletic Intercollegiate Association (NAIA), National Junior College Athletic Association (NJCAA) and National Intercollegiate Rodeo Association (NIRA). The NIRA does not mandate a scholarship limit. The consensus of the sub-committee suggests (24) scholarships be allowed for rodeo.
- The dollar amount of each participating schools scholarship award should be determined by the certified in-state cost of attendance at each institution.

Based on follow up conversations with the institutions and the concerns that two institutions strongly voiced, the following recommendation should be added:

- **In applying the recommended Athletic Funding Formula, two institutions appear to be over funded. These two institutions should not be penalized and should be allowed annual increases in subsequent years. The increased award can be accomplished by allowing the IPED Reported increase in on-campus – in-state cost of attendance to be multiplied by their total number of allowed scholarships and added to their current “Base Level of Funding”.**

Consensus was reached on the following appeals process for starting a new program:

- Each institution must develop an internal process that requires Board of Regent approval of additional recommended sports.
- Once approved by the Board of Regents, the Institution will request a hearing from HED.
- Once the HED funding recommendation is given, the Institution and HED will present the request to the LFC and DFA.
- If funding is denied, the institution assumes the financial liability of starting a new sports program.

NEW MEXICO HIGHER EDUCATION DEPARTMENT

Research & Public Service Projects (RSPs), Athletics, and other Non-I&G Program Requests

FY09 (July 2008 - June 2009)

PROGRAM / PROJECT OVERVIEW and PERFORMANCE DATA

(Please Provide One (1) Sheet for Each Project Request)

Institution:	New Mexico Junior College	
Program/Project Title:	Nursing Expansion	Program Rank --> 2
Program/Project Identifier:	FY09-NMJC-08-2	
1. Description/Mission/Scope/Target Population	Expansion of the Nursing program in rural southeastern New Mexico to address the nursing and nursing faculty shortage. The Nursing program at New Mexico Junior College is vital to the college's mission to promote success through learning.	
2. Goals/Objectives and Deliverables (be specific, attach charts, tables, etc.)	See Attached information on Goals/Objectives	
3. Accomplishments in FY07 and FY08 (est.) for existing programs/projects (be specific)	NUMBER OF STUDENTS GRADUATING: 34 Associate Degree Nursing graduates, 35 Practical Nursing graduates. NUMBER OF STUDENTS ENROLLED: 47 Freshman, 36 Sophomore, 13% below projected 96 students. 100% attended RN review course, 34 attended as of July 2007 2 taken = 2 pass NUMBER OF QUALIFIED FACULTY: 5 retained 4 hired for 9 total.	
4. Justification, including significance of program to Institution and State. Are other partnerships and / or collaborations a part of this request? Are matching funds involved?	The purpose of this program is to increase the number of successful nursing graduates. This program will work to retain qualified faculty so to implement an increase in student enrollment each fall semester. In 2006-2007 the focus was on retention and success. This has proven to provide the program with qualified applicants and students eligible to progress from second to third semester and successful completion. This program is vital to this area and to the State to help fill the shortage of qualified nurses in New Mexico. There are no partnerships/collaborations or matching funds.	
5. Does this project conflict or duplicate with another institution? If so, actions taken to resolve?	No, the nursing shortage in the State is being addressed by many Colleges.	
* Program Code /Project Identifier: FYxx-Institution- Code # - Program rank# ex: FY09-UNMHSC-11-1	(Increase size of text boxes as needed)	

NEW MEXICO HIGHER EDUCATION DEPARTMENT

Research & Public Service Projects (RPSPs), Athletics, and other Non-I&G Program Requests

FY09 (July 2008 - June 2009)

BUDGET DATA

(Please Provide One (1) Sheet for Each Project Request)

Institution:	New Mexico Junior College		Program Rank -->		Increase (Decrease) from FY08			
	Program/Project Title:	Nursing Expansion	Budget Exhibit ---->	FTE		Amount		
Revenues/Transfers:	FY07 Actual		FY08 Budget		FY09 Request	FTE	Amount	
	FTE	Amount	FTE	Amount				
General Fund Appropriation / Request		84,500		84,600			382,600	298,000
Land & Permanent Fund or Local Property Taxes								0
Tuition and Fees								0
Other State Funds								0
Federal Grants/Contracts								0
Privat Grants/Contracts								0
Other Rev/Fund Balance (specify)								0
Transfers (specify)		761,725		697,256			697,256	0
Total Revenues/Transfers		846,225		781,856			1,079,856	298,000
Expenditures:								
Faculty Salaries		505,792		485,282			643,282	158,000
Professional Salaries		68,559		71,987			116,987	45,000
Other Staff Salaries		20,847		21,889			21,889	0
Student Salaries (GA/TA)								0
Fringe Benefits		134,440		131,000			176,689	45,689
Supplies and Expenses		87,683		60,848			110,159	49,311
Travel		8,407		10,850			10,850	0
Equipment		20,497						0
Other Exp (specify)								0
Total Expenditures	0.00	846,225	0.00	781,856	0.00	0.00	1,079,856	298,000

New Mexico Junior College Nursing Program will focus on the following programs to expand enrollment and retain students and nursing faculty:

1) Student and Faculty Retention:

- A) Computerized web-based tutoring and practice exam program.** Faculty will maintain and monitor the on-line Total Curriculum Support Learning System. Practice exams can be tailored and monitored by the faculty to support each unit of study throughout the curriculum. The questions on the practice exams offer rationales as right or wrong answers. Funding will provide each student access to the Learning System and offer faculty a stipend for tailoring, monitoring and maintaining the system. This program will promote student retention through preparation for course and final exams as well as preparation for the nursing licensure exam (NCLEX).
- B) Test Preparation and Review:** faculty to offer content reinforcement prior to each unit exam and an organized review of test questions at the completion of each exam. These will be mandatory sessions for the identified at-risk student, scoring less than a passing grade of 79% on each exam. Faculty will sponsor practice session in the laboratory for skills teaching and practice.
- C) Student Success NCLEX Success Program:** Offer an on-site four day **NCLEX-RN Review Course** to prepare the graduate to be successful in obtaining RN licensure as a first-time test taker of the NCLEX-RN. This program is an intensive review of all topics in nursing education to assist the graduate to know how to read the licensure exam questions and provides individual study material for the licensure exam. The four day course is an opportunity for the graduate to clarify and validate their knowledge base.
- D) Faculty Mentoring:** four new faculty members hired 7-07, will be paired with an experienced MSN instructor. The new faculty members will work with the seasoned faculty member to prepare learning activities, exams, lab skill scenarios, and clinical objectives for the first year nursing student. The faculty member will work the same assignments as their mentor.
- E) Faculty Incentive Plan:** Supplement faculty salaries with a stipend based on the percentage of graduates passing the NCLEX-RN as first-time test takers. The stipend will promote faculty retention and provide an incentive to increase the base salary.
- F) Lab Coordinator:** position to be implemented to keep the simulation laboratory open and available with a faculty member assigned specific duties to coordinate, teach, practice and reinforce skills application.
- G) Additional Faculty:** hire two additional faculty for the pre-nursing program and the simulation laboratory to assist with instruction



Memo

DATE: September 10, 2007
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Consideration of the Name for the new Campus Apartment

I recommend that you name the new campus apartments the "~~Senator~~ Carroll Leavell Student Apartments".

Thank you for your consideration.



Memo

DATE: September 10, 2007
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *sm*
SUBJECT: Consideration of a Fee Waiver for Citizens 55 years or older

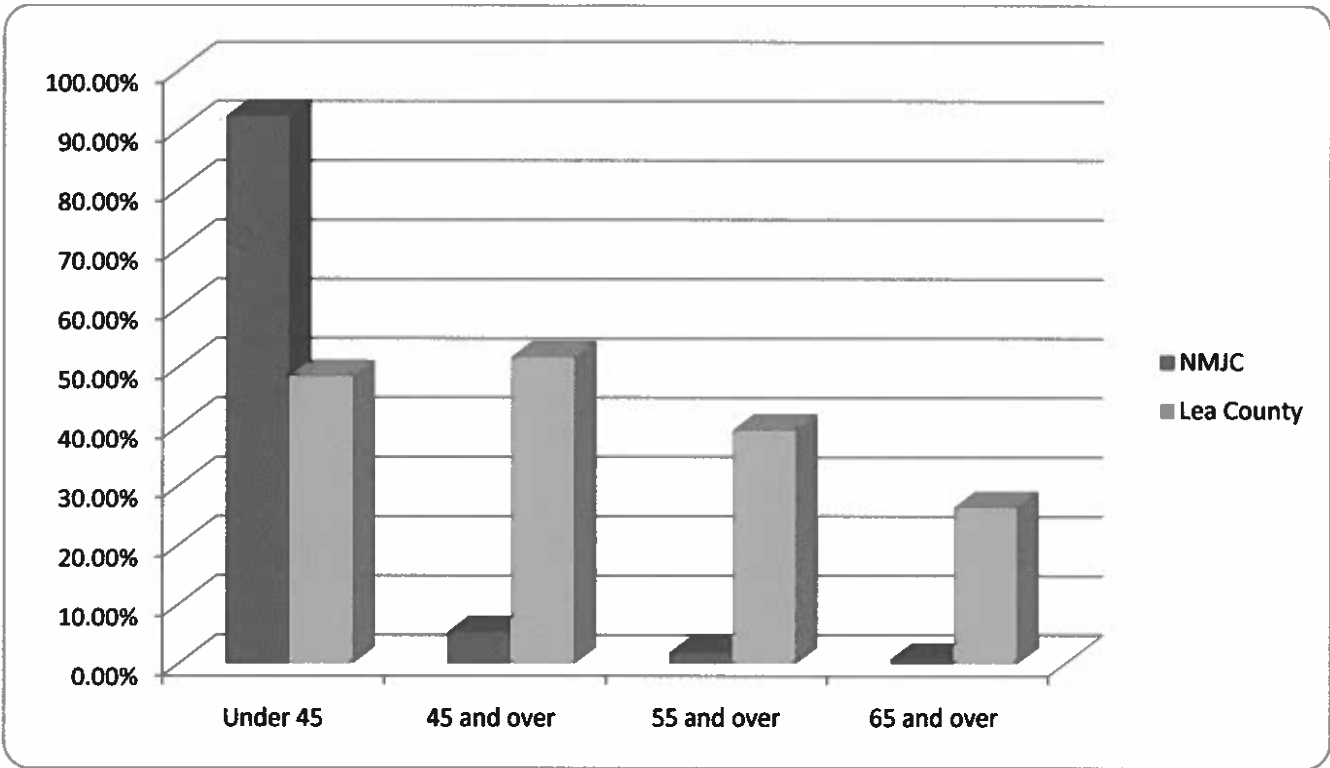
I recommend that you waive institutional fees for citizens that are 55 years of age or older. The recommendation does not include a tuition waiver. As you can see by the chart and the attached graph, the financial impact is minimal, and the benefits are substantial.

2007 Fall Enrollment

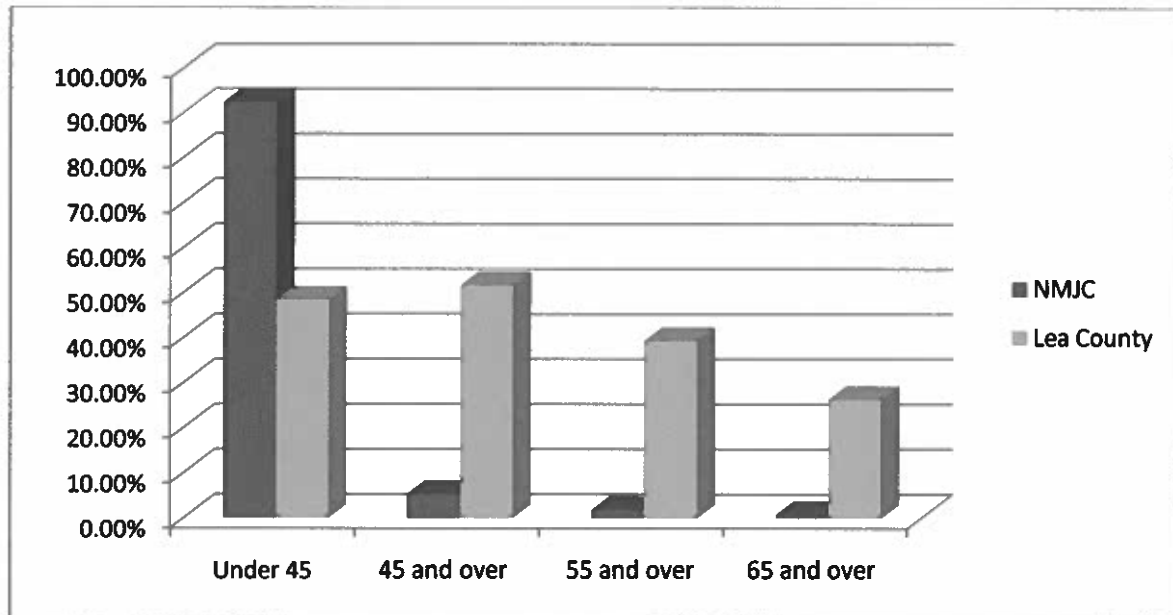
<u>Age Category</u>	<u>Total</u>	<u>Credit Hours</u>
All Students	2561	22,335
45 and Over	405	1,178
55 and Over	211	389
65 and Over	111	155

Thank you for your consideration.

Percentages Based on Student Population by Head Count at New Mexico Junior College Compared to Population of the Same Age Groups in Lea County



Percentages Based on Student Population by Credit Production at New Mexico Junior College Compared to Population of the Same Age Groups in Lea County





New Mexico Junior College

Career Opportunities

Position Announcement • September 2007

Position Title: Western Heritage Museum Education and Events Coordinator

Position Description: This position reports to the Executive Director of the Western Heritage Museum and Lea County Cowboy Hall of Fame. Duties and responsibilities shall be, but are not limited to, the following: 1) Plan tours and other programs for museum visitors of all ages; 2) Coordinate with the Lea County Schools to provide educational field trips; 3) Develop curriculum and interpretive material related to temporary and permanent exhibits for student K-12; 4) Serve as on-site lead educator for school groups; 5) Develop and manage schools tour programs; 6) Oversee the docents; 7) Assist the Executive Director in selecting and booking events in the museum; 8) Coordinate the performers and assist with the needs to have successful presentations; 9) Coordinate with the Marketing department to advertise events and exhibits; 10) Work with the Executive Director and Curator to develop and plan exhibits; 11) Assist with installation/deinstallation of exhibits in North and South Galleries; 12) Assist Executive Director with projects and reports as needed; 13) Answer phones, interact with visitors; 14) Participate in a process of continual personal and professional improvements; 15) Actively participate in the institutional goals and objectives designed to support the mission of the college; 16) Serve on college committees as assigned; and, 17) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior college.

Qualifications: A bachelor's degree in museum studies and/or three to five years teaching experience preferred. All degrees must be from a regional accredited institution.

Salary/Benefits: This is a twelve-month professional position with a salary range of \$27,807 - \$34,758 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, letter of application (cover letter), resume, unofficial transcripts and/or certifications, and eight (8) personal references with current phone numbers and addresses:

Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

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"Equal Opportunity Education and Employment"

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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 9-13-07

Candidate's name Jeffery P. McCool

Position title Dean of Extended Learning

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 Pending Standard contract length 12 mos. 9 mos. other _____

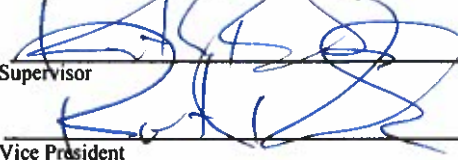
Funding source Institutional Funds

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

Posted salary range \$55,516 to \$69,395 Recommended annual salary \$67,258 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2901 61301 100%

Recommended and approved by:



Supervisor Dean/Director

Vice President President

Selection Committee Members: Charles Adams – WebCT Administrator
Bruce Hancock - Halliburton
Kelly Holladay – Dean of Math and Sciences
Michael Rutledge – Instructional Technical Coordinator
Steve Saucedo – Training Consultant

Comments: Barbara Summers – Administrative Secretary to the Dean of Extended Learning

Mr. McCool, with a Master's degree in Business and more than sixteen years applicable experience, meets and/or exceeds the
minimum requirements for this position.

ABBREVIATED RESUME

Position

Dean of Extended Learning

Personal Data

Name: Jeffery P. McCool

Education

B.B.A., New Mexico State University, Las Cruces, NM, 1990

M.B.A., Eastern New Mexico University, Portales, NM, 2000

Professional Experience

New Mexico Junior College, Hobbs, NM

Professor of Business/Economics

8/06 to Present

Director of Del Norte/Head Men's Basketball Coach

6/99 to 7/06

Director of Del Norte/Assistant Men's Basketball Coach

6/96 to 6/99

Assistant Men's Basketball Coach/Physical Education Instructor

8/94 to 6/96

Adjunct Faculty, including the following:

2/98 to Present

Racquetball, Golf, Flag Football, Fitness for Life,

Introduction to Exercise, Techniques of Men's Basketball, Economics

Mutual of New York, Roswell, NM

1/94 to 5/94

Field Underwriter

USF&G, Roswell, NM

3/90 to 12/93

Claims Representative



New Mexico Junior College

Career Opportunities

Position Announcement • July 2007

Position Title: Dean of Extended Learning

Position Description: The Dean of Extended Learning is responsible to the Vice President of Training and Outreach and provides vision and leadership in creating, developing, and administering programs that serve the interests of the academic community to extend the college's undergraduate learning opportunities to people at nontraditional times and locations, and in alternative formats. The Dean of Extended Learning will work with area business, industry and workforce agencies to provide traditional and non-traditional programs that meet the needs of the Lea County workforce. The Dean of Extended Learning also leads the college's community outreach efforts through the development of noncredit instructional programs that serve the lifelong learning and continuing education needs of southeastern New Mexico. General duties and responsibilities: 1) Develop effective plans for growth and coordination with different distance learning programs and the university at large; 2) Develop, with faculty, undergraduate and graduate credit and non-credit distance education offerings and services, both within the Distance Learning Office and/or within academic units campus-wide; 3) Develop and implement, in concert with programs based in academic units, a college-wide distance education marketing strategy; 4) Provide oversight and administration of the workforce training program and expand its offerings utilizing a variety of delivery options including on-line technologies; 5) Provide consultation for the design, development, implementation and evaluation of distance education projects, programs and initiatives; 6) Collaborate with departmental faculty and external agencies (e.g., business, government and industry) to identify and provide quality onsite and distance education opportunities; 7) Integrate distance education into the academic processes of the institution, facilitate the development of policies, procedures, academic resources, student and faculty services, and an appropriate technical infrastructure; 8) Identify emerging trends and conduct needs analyses that offer opportunities for new programming and service to new clientele; 9) Build coalitions and distance education programs with diverse constituencies, both internally and externally; 10) Secure and effectively manage financial resources for distance education programs, including comprehensive unit budget, as well as program budgets including fee revenues, grants and other funding sources; and, 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; 13) Serve on college committees as assigned; and, 14) 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 need of New Mexico Junior College.

Qualifications: A minimum of a master's degree is required. A doctorate is preferred. All degrees must be from a regionally accredited institution. Teaching experience at the community college level and experience managing grants highly desirable. Computer proficiency required.

Salary/Benefits: This is a full-time, exempt, twelve month administrative position with a salary range of \$55,516 to \$69,395, commensurate with 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, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current telephone numbers and addresses to:

**Human Resources
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5317 Lovington Highway
Hobbs, NM 88240**

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APPLICANT LIST

Position: Dean of Extended Learning

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Sanderson, Larry P.	No	No	
Clingman, A. Michele	Yes	No	
Jimenez, Jessica	No	No	
Best, Cynthia W.	No	No	
Weiss, Kathrina S.	No	No	
Moran, Pat N.	No	No	
McCool, Jeffery P.	Yes	Yes	Start date: Pending Board approval.
Sanders, Nedra J.	No	No	

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 9-13-07

Candidate's name Michael A. Abitz

Position title NRC Curriculum Developer

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 9-24-07 Standard contract length 12 mos. 9 mos. other _____

Funding source US NRC Training Program Grant Funds

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 \$54,162 to \$67,702 Recommended annual salary \$61,212 Prorated salary yes no

Account number(s) with respective % allocation(s) 41141 2963 61301 122 100%

Recommended and approved by:



Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Robert Rhodes – Vice President for Training/Outreach

Comments: Mr. Abitz, with a Doctorate of Management degree and more than seven years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

NRC Curriculum Developer

Personal Data

Name: Michael A. Abitz

Education

D.M., Colorado Technical University, Colorado Springs, CO, 2003

Program: Management

M.S., California State University, Dominguez Hill, CA, 2001

Major: Quality Assurance

Professional Experience

Parker Aerospace, Fort Worth, TX 7/06 to 2/07
Director of Quality

Vought Aircraft Industries, Inc., Dallas, TX 2/05 to 6/06
Quality Process Management

Comtrak Technologies, St. Louis, MO 9/03 to 2/05
Quality Assurance

Sabbatical 10/02 to 9/03
Doctor of Management dissertation research and publication

Campaq Computer Corporation, Colorado Springs, CO & Houston, TX 12/96 to 10/02
Quality Program Manager IV

Dell Computer, Austin, TX 11/95 to 12/96
Quality Assurance Engineer III

California Microwave, Houston, TX 5/94 to 10/95
Reliability Engineer

Cincinnati Microwave, Cincinnati, OH 12/92 to 5/94
Reliability & Component Engineer

Awards/Accomplishments

Graduate of U.S. Air Force and Army Sr. NCO Management Leadership Academies: recipient of Air Force Commendation and Achievement medals for innovation, leadership and mission accomplishments

NCOIC Combat Communications

Team Chief: Antenna, Tower, Cable Installation

Nuclear, Biological, Chemical (NBC), Warfare
Certified Electronic Combat Trainer (Electronic Combat Counter Measures)



New Mexico Junior College Career Opportunities

Position Announcement • August 2007

Position Title: NRC Curriculum Developer

Position Description: The NRC Curriculum Developer reports to the Vice President for Training and Outreach. Duties and responsibilities include, but are not limited to the following: (1) Be of service to the public; (2) Provide oversight and administration of the NRTC Grant; (3) Provide consultation for the design, development, implementation and evaluation of NRC education projects, programs and initiatives; (4) Collaborate with faculty and external agencies (e.g., business, government and industry) to identify and provide quality onsite and distance education opportunities; (5) Faculty Development through the use of workshops and internships; (6) Curriculum development by aligning current standards and competency with industry standards and the creation of training aides and training programs to be incorporated in a training module for nuclear safety, nuclear security, and nuclear environmental protection. This module will be used in a standalone environment and integrated in certificate and degree programs related to nuclear energy. (7) Expanded program delivery of education and training through the use of New Mexico Junior College's Interactive Television Consortium and our Distance Learning Program; (8) Develop the learning tracts and modules for the additional skills needed, including train the trainer modules. Working with the NMJC online and ITC curriculum specialists, the modules will be adapted and available for a variety of delivery mechanisms; (9) Participate in a process of continual personal and professional improvement; (10) Actively participate in the institutional goals and objectives designed to support the mission of the college; (11) Serve on college committees as assigned; and, (12) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior college.

Qualifications: A minimum of a doctorate of business, engineering, or related field is required. All degrees must be from a regionally accredited institution. Curriculum development experience, a thorough understanding of the security processes required in the nuclear industry, experience working with corporate or contract training involving complex regulations and processes, and experience managing grants highly desirable. Computer proficiency required.

Salary/Benefits: This is a twelve-month professional position funded by a grant. Continued employment will depend on grant funding. Salary range is based on NMJC 12-month faculty schedule and is commensurate with education and experience. Standard NMJC benefits apply.

Application Deadline: September 4, 2007 by 5:00 p.m. MST. 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 references with current telephone numbers and addresses to:

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APPLICANT LIST

Position: NRC Curriculum Developer

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Abitz, Michael A.	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 9-13-07

Candidate's name A. Michele Clingman

Position title Dean of Enrollment Management

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 16, 2007* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higherjobs.com

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

Posted salary range \$45,564 to \$56,955 Recommended annual salary \$57,291 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 3041 61201 125 100%

Recommended and approved by:

Regina Organ
Supervisor

Dean/Director

Regina Organ
Vice President

President

Selection Committee Members: Patricia Emmerich – Professor of Government/History

Pat Gorman – Dean of Counseling

John Gratton – Vice President for Instruction

Dan Hardin – Vice President for Finance

Pat Knapp – Records Administrator

Comments: Bill Kunko – Director of Computer Information Systems

Regina Organ – Vice President for Student Services

Chris Polson – Associate Dean of Students

Robert Rhodes – Vice President for Training/Outreach

Vicki Vardeman – Director of PR/Marketing

Ms. Clingman, with an Ed.D. in Education Administration and more than twenty years applicable experience, meets and/or exceeds

the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Dean of Enrollment Management

Personal Data

Name: A. Michele Clingman

Education

Ed.D., New Mexico State University, Las Cruces, NM, 2006

Major: Education Administration

M.A., University of Texas of the Permian Basin, Odessa, TX, 1979

Major: Secondary Education

B.A., University of Texas of the Permian Basin, Odessa, TX, 1977

Major: Mass Communications

Professional Experience

College of the Southwest, Hobbs, NM

Dean, School of Arts & Sciences

Assistant Professor of English

Adjunct Instructor

2006 to Present

1993 to Present

1989 to 1993

New Mexico Junior College, Hobbs, NM

Adjunct Instructor

Spring 1993

Professional Memberships

Associated Writing Programs (AWP)

National Council of Teachers of English

Sigma Tau, International English Honor Society

Recognition

Nominated to Who's Who in American Teaching, 1999 & 2003

The Best of Lea County: Best Educator at CSW, 2005, 2006, 2007

Community Service

Hobbs Teen Court, Board Member, 1998-2000

Thrivent, Coordinator, 2003 to Present

Meals on Wheels of Odessa, Newsletter Editor, 2000-Present



New Mexico Junior College

Career Opportunities

Position Announcement • August 2007

Position Title: Dean of Enrollment Management

Position Description: The Dean of Enrollment Management reports to the Vice President for Student Services. Duties and responsibilities include, but are not limited to the following: (1) serve as the admissions officer of the college; handle inquiries, make contracts, process applications, evaluate transfer credit, and notify all students who apply of their acceptance or non-acceptance; (2) be responsible for the academic records of all students and maintain a system for safekeeping all student records; (3) be responsible for the registration of all students enrolling at the college; (4) counsel and advise students relative to their records; (5) furnish student records and transcripts promptly upon properly authorized request; (6) provide veterans with information concerning benefits and rights; (7) be responsible for maintaining records of veterans; (8) furnish the business office with necessary information relative to student personnel accounting; (9) be responsible for maintaining and updating the official college catalog; (10) be responsible for the overall planning of commencement exercise, which includes ordering materials and furnishing the necessary information relative to graduation; (11) check, evaluate and certify to the vice president for instruction any records of all candidates for graduation; (12) develop in-service activities for staff development; (13) supervise and make recommendations concerning personnel assigned to admissions and records office; (14) represent the college in professional organizations relating to the registrar's office; (15) accept other duties as assigned by the Vice President for Student Services; (16) participate in a process of continual personal and professional improvement; (17) actively participate in the institutional goals and objectives designed to support the mission of the college; (18) serve on college committees as assigned; and, (19) 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: Master's degree in student services or related field from a regionally accredited institution required. Doctorate degree from a regionally accredited institution preferred. A background in student service, the ability to handle details and work with people is required. Knowledge of Banner software preferred.

Salary/Benefits: This is a twelve-month professional position with a salary range of \$45,564 to \$56,955, commensurate with 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, letter of application (cover letter), resume, unofficial transcripts, and eight references with current telephone numbers and addresses to:

**Human Resources
New Mexico Junior College
5317 Lovington Highway
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, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 492-2793 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehemandez@nmjc.edu

APPLICANT LIST

Position: Dean of Enrollment Management

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Dorado, Agustin	Yes	No	
Lloyd, Richard J.	No	No	
Sanders, Nedra J.	No	No	
Clingman, A. Michele	Yes	Yes	Start date: Pending Board approval.
Marquez, A. Laura	Yes	No	
Singh, Monika	No	No	Incomplete application materials.



NEW MEXICO JUNIOR COLLEGE
Small Business Development Center
Robert M. Bensing, EdD. - Director
1 Thunderbird Circle • Hobbs, New Mexico 88240
Office: 505.492.2708 • Facsimile: 505.492.1493
www.nmsbdc.org/hobbs • rbensing@nmjc.edu

MEMO

TO: Dr. Steve McCleery, Vice President Robert Rhodes
FROM: Dr. Robert Bensing
RE: Site Visit to NMJC-SBDC by NMSBA
DATE: September 12, 2007

Susan Chavez and John Woosley from the New Mexico Small Business Administration visited the Small Business Development Center at NMJC this morning. Ms. Chavez conducted a site review with Brandon Hunt while Mr. Woosley visited lenders in Hobbs with me.

The site review revealed no “findings” in the records reviewed by Ms. Chavez. During the exit interview, Ms. Chavez was very complimentary of the procedures and record keeping practices of the SBDC. The records reviewed were for the period of October 1, 2006 to present. During this time Brandon Hunt was the sole employee in the SBDC for all but two of those months. Brandon Hunt is to be commended for maintaining excellence in services and training for clients, recordkeeping, and reporting during this time period. Mr. Hunt is an asset to the SBDC and NMJC and has performed with excellence.

As the SBDC becomes fully staffed in the next few weeks with the addition of a full-time secretary, the quality of services will increase and the reputation of the SBDC will be reestablished and enhanced throughout Lea County.

“Building New Mexico’s economy one business at a time.”



The New Mexico SBDC is partially funded under Cooperative Agreement #7-603001-Z-4032-19 by the U.S. Small Business Administration. The support given by the U.S. SBA through such funding does not constitute an express or implied endorsement of all the cosponsors’ or participants’ opinions, findings, conclusions, recommendations, products or services. All of SBDC’s programs and services are extended to the public on a nondiscriminatory basis. Special arrangements for the handicapped will be made if requested in advance.

