

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Friday, August 18, 2006

**Zia Room - Library**

1:30 p.m.

## AGENDA

- |   |                 |
|---|-----------------|
| A. Welcome  | Larry Hanna     |
| B. Adoption of Agenda   | Larry Hanna     |
| C. Approval of Minutes of July 20, 2006   | Larry Hanna     |
| D. President's Report   | Steve McCleery  |
| E. New Business   |                 |
| 1. Consideration of Social Security   | Steve McCleery  |
| 2. Monthly Expenditures Report  | Dan Hardin      |
| 3. Monthly Revenue Report   | Dan Hardin      |
| 4. Oil and Gas Revenue Report   | Dan Hardin      |
| 5. Schedule of Investments  | Dan Hardin      |
| 6. Consideration of Bid #986 – Athletic Team Insurance  | Dan Hardin      |
| 7. Consideration of Request for Proposals #92 – Class Schedule  | Dan Hardin      |
| 8. Consideration of Research and Public Service Projects  | Dan Hardin      |
| 9. Consideration of NMESC Bylaws  | Steve McCleery  |
| 10. Consideration of Institutional Information Technology Plan  | Steve McCleery  |
| 11. Consideration of Campus Village Project   | Steve McCleery  |
| 12. Consideration of Faculty Personal and Sick Leave - Summer   | John Gratton    |
| 13. Personnel Consideration – CDL Trainer   | Robert Rhodes   |
| 14. Personnel Consideration – Financial Coordinator of<br>Training and Outreach Programs              | Robert Rhodes   |
| 15. Personnel Consideration – Assistant Director/Professor – Law<br>Enforcement Academy/Public Safety | John Gratton    |
| 16. Personnel Consideration - Groundskeeper Position  | Charley Carroll |
| 17. Personnel Consideration - Groundskeeper Position  | Charley Carroll |
| F. Public Comments  | Larry Hanna     |
| G. Announcement of Next Meeting   | Larry Hanna     |
| H. Adjournment  | Larry Hanna     |

**NEW MEXICO JUNIOR COLLEGE**

**BOARD MEETING**

**JULY 20, 2006**

**MINUTES**

The New Mexico Junior College Board met on Thursday, July 20, 2006, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. John Hice, Jr.; Mrs. Yvonne Williams; and Mr. Ron Black. Not present was Mr. Guy Kesner.

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

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

The board minutes of June 27, 2006 should have stated that Mr. Ron Black abstained from the vote on Caster Activity Center Basketball Court Name. Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the minutes of June 27, 2006, as amended.

*Under President's Report*, Dr. McCleery introduced Mr. Robert Rhodes, Vice President for Training and Outreach. Jennifer Jordon and Janice Spence reported on the recent Jim Spence Memorial Golf Tournament. Matt McKim and Dan Kemme, with Dekker/Perich/Sabatini, presented the construction drawings for the Training and Outreach Center. In closing, Dr. McCleery invited anyone interested to tour the new Student Apartment Housing following the board meeting.

*Under New Business*, Dan Hardin presented the June financial reports and with a motion by Mr. Hice, seconded by Mrs. Worrell, the board unanimously approved the expenditures for June, 2006.

Based on the earlier presentation by the architects, Dr. McCleery requested approval to move forward with the completion of the construction drawings for the Training and Outreach Center. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved proceeding as presented.

Dr. McCleery presented a request to increase the institutional match for the employee Supplemental Retirement Plan to 6.2%. Upon a motion by Mr. Black, seconded by Mrs. Williams, the board unanimously approved the request.

Jeff McCool recommended Ms. Linda Hall for the Director of Del Norte Center position at an annual salary of \$32,924. Upon a motion by Mrs. Williams, seconded by Mrs. Worrell, the board unanimously approved the employment of Ms. Hall, effective August 14, 2006.

Regina Organ recommended Ms. Suzanne Schwisow for the Writer/Videographer for Public Relations and Marketing position at an annual salary of \$27,500. Upon a motion by Mr. Hice, seconded by Mrs. Worrell, the board unanimously approved the employment of Ms. Schwisow, effective July 24, 2006.

Robert Rhodes recommended Ms. Peggy Gratton for the Distance Learning Instructional Designer position at an annual salary of \$41,534. Ms. Gratton is related to John Gratton. Upon a motion by Mrs. Worrell, seconded by Mr. Jones, the board unanimously approved the employment of Ms. Gratton, effective July 31, 2006.

Richard Morris recommended Mr. Johnny Brown, Jr. for the Professor of Physical Education/Assistant Men's Basketball Coach position at a nine month salary of \$34,738. Upon a motion by Mrs. Williams, seconded by Mr. Black, the board unanimously approved the employment of Mr. Brown, effective August 9, 2006.

Mr. Morris recommended Ms. Cayla Petree for the Professor of Physical Education/Assistant Women's Basketball Coach position at a nine month salary of \$32,510. Upon a motion by Mrs. Worrell, seconded by Mr. Black, the board unanimously approved the employment of Ms. Petree, effective August 9, 2006.

Mrs. Worrell moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of the New Mexico Statutes Annotated 1978. Mr. Jones seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mrs. Worrell – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Hice – yes; and Mr. Hanna - yes.

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

Upon a motion by Mrs. Worrell, seconded by Mrs. Williams, the board unanimously voted to give Dr. McCleery a one year employment contract with a salary of \$124,950.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for August 17, 2006, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board meeting adjourned at 6:00 p.m.



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

TO: New Mexico Junior College Board  
FROM: Steve McCleery *SM*  
DATE: August 10, 2006  
RE: Social Security Recommendation

Based on the current information from Bill Shoobridge, I am recommending that the Board move forward with a vote to allow employee participation in Social Security. If you approve moving forward with this issue, we will work with the Social Security Administration to establish the proper steps for the initiative. If employees select the Social Security option, they will not be allowed to participate in the matching portion of the Supplemental Retirement Plan.

Thank you for your consideration!

# SHOBRIDGE LAW FIRM, P. C.

701 NORTH GRIMES STREET  
HOBBS, NEW MEXICO 88240

(505) 397-2496

FAX: (505) 397-2497

E-MAIL: shooblaw@aol.com

WILLIAM G. W. SHOBRIDGE

August 1, 2006

EMAIL & US MAIL

Dr. Steve McCleery  
New Mexico Junior College  
1 Thunderbird Circle  
Hobbs, New Mexico 88240

*Re: Referendum for Social Security coverage*

Dear Dr. McCleery:

As you know, we have been considering a referendum at the college for social security coverage. The Board was concerned about any withholding liabilities to the college for years predating the effective date of coverage. The Social Security Administration wrote a letter to my office on January 6, 2006, stating:

The Internal Revenue Service is responsible for the collection and refund of all taxes, including the taxes due for the voluntary coverage under Section 218 of the Act. However, it is our understanding that, for voluntary coverage under Section 218, no taxes are owed before the effective date of coverage as shown in the modification for coverage. If you have further questions about the collection of taxes, please contact Ms. Toni Holcomb, IRS Specialist, at (505) 527-6900, extension 232.

I have had multiple conversations with Ms. Holcomb regarding this issue and she has repeatedly advised me unofficially that there probably was no problem for the college concerning withholding for years predating conversion to social security, but the IRS will not put any opinion in writing. On July 31, 2006, you and I once again visited with Toni Holcomb. Ms. Holcomb encouraged us to proceed with a Section 218 referendum. She said as long as every employee is covered by some kind of retirement system the college would not have a problem. She pointed out that the college had been audited in 2004 regarding seasonal, part time and board members being covered by a qualified retirement plan. She said the 2004 Audit classifying employees provided protection to the college under Section 530 of the Act. Section 530 of the Act provides businesses with relief from federal employment tax obligations if certain requirements are met. One of the requirements is an audit, and that the college has complied with the audit. If the college classifies workers on a reasonable basis with substantive and reporting consistency, Section 530 protects the college with relief for federal employment tax obligations.

Ms. Holcomb did not know whether an employee who does not elect coverage may later join the social security system at the college. She said new employees would mandatorily be covered by social security once the social security system was adopted under a divided system. However, the Social Security Administration stated:

We understand that the New Mexico Junior College is interested in holding a divided vote referendum. Under the divided vote referendum, the retirement system group is divided into two parts, each of which is deemed a separate retirement system. One part of the retirement system includes the positions of members of the system who elect coverage. The other part of the retirement system includes positions of members who do not elect coverage. These are known as the "yes" and "no" groups.

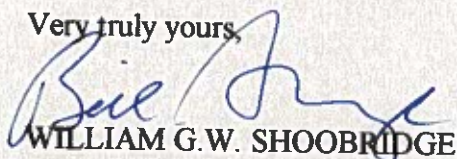
Once the retirement system is divided, a referendum for Social Security coverage is held with the yes group. The State decides the span of time over which the referendum will be held. For example, the State may allow one day, several days, or several weeks for the voting period. After the voting period is closed by the State, an individual may not change his/her vote from yes to no. However, an individual who initially voted no may change his/her vote and have his/her position transferred to the yes group, if the State elects to extend such an opportunity. This is known as the transfer or second chance procedure. If the State allows one individual to transfer his/her vote, the State must make this option available to all similarly situated employees.

Under the transfer procedure, an individual must send a written request to the State asking to change his/her vote from no to yes for Social Security coverage prior to the execution date of the modification providing such coverage. The execution date is the date the modification is signed by the Social Security Administration. It is not the same date as the effective date, which determines when coverage begins. The State may set a limited time period for accepting such requests. This closing date may be any time prior to the execution date of the modification. The modification resulting from the transferees must be mailed or delivered to the Social Security State chooses to extend this opportunity, it must be made available to all similarly situated employees. Under these procedures, an individual must file a written request with the State prior to the date the modification is executed by the Social Security Administration. The original effective date of coverage would apply to the members covered under this procedure. This is known as a transfer procedure. The State would then within two years submit another modification for coverage for the individuals who have elected to change their vote.

After the two-year limit, another referendum of eligible members of the retirement system would be necessary. This later referendum must be a majority vote referendum.

Should you have further questions, please let me know.

Very truly yours,

  
WILLIAM G.W. SHOOBRIDGE

/jc

cc: Larry Hanna, Esq.  
NMJC Board Chair

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
Date: August 9, 2006  
RE: Expenditure and Revenue Reports for July

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July is the first month of the 2006/2007 fiscal year. The total expended for the month of July was \$1,424,457.00. The expenditures will increase in August as the fall classes begin, faculty return to campus and we begin posting encumbrances. Instruction expenditures include the salaries for the summer classes, and the accruals for two payrolls from 2005/2006. We pay the faculty on a nine month contract, but pay it out over a 12 month period. There are two payrolls in July and one in August that we expense in the prior fiscal year. We have not reversed the accrual for July for the faculty payroll. In August you will see reversal of the two payrolls in July for faculty.

In the restricted funds we have estimated the budget numbers for the Grants, but there will be some changes during the year as most Grants end their fiscal year in September or October. When the new budgets are installed we will change the budget amount. The expenditure for restricted financial aid will increase tremendously in August as we anticipate about 2,000,000.00 in Pell grants and Direct loans being processed in July, August, and September.

The Revenue generated in July 2006 was \$1,117,753.00. This mostly consists of tuition and fees, the allocation from the state, oil and gas accrual income, and auxiliary enterprises revenue. The monthly oil and gas budget of \$317,375.00 was used as the accrual for July 2006. Normally we receive the June Oil and Gas allotment in July, but the state has changed software and we did not receive any Oil and Gas revenue in July. We will probably have two checks in August, the June check will be posted in 2005/2006 and the July check will go into 2006/2007.

The investment report shows an ending balance of \$8,125,000.00. We did not have any activity in July.

Business Office personnel have been working diligently to get the 05/06 fiscal year end closed and prepare for the upcoming audit. The auditors came on campus July 31<sup>st</sup> and will be here through most of August.

This is the Financial Report for July 2006.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### July 2006

8% of Year Completed

Fund	2005-06			2006-07			
	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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	5,788,333	514,809	9%	6,157,618	610,422	610,422	10%
Academic Support	1,510,023	105,605	7%	2,070,058	114,301	114,301	6%
Student Services	1,022,330	80,031	8%	1,259,264	116,072	116,072	9%
Institutional Support	4,496,105	200,120	4%	5,157,314	182,742	182,742	4%
Operation & Maintenance of Plant	2,048,382	113,307	6%	2,305,767	135,678	135,678	6%
<b>Subtotal - Instruction &amp; General</b>	<b>14,865,173</b>	<b>1,013,872</b>	<b>7%</b>	<b>16,950,021</b>	<b>1,159,215</b>	<b>1,159,215</b>	<b>7%</b>
Student Activities	166,929	10,059	6%	172,716	11,545	11,545	7%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	972,829	114,593	12%	296,785	2,580	2,580	1%
Student Aid	352,934	17,112	5%	425,202	21,927	21,927	5%
Auxiliary Enterprises	1,571,031	19,289	1%	1,587,623	22,851	22,851	1%
Athletics	695,644	9,706	1%	700,681	15,465	15,465	2%
<b>Total Current Unrestricted Fund</b>	<b>18,624,540</b>	<b>1,184,631</b>	<b>6%</b>	<b>20,133,028</b>	<b>1,233,583</b>	<b>1,233,583</b>	<b>6%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,938,268	72,104	4%	1,438,620	184,670	184,670	13%
Student Aid	4,694,393	25,824	1%	4,000,000	6,204	6,204	0%
<b>Total Current Restricted Fund</b>	<b>6,632,661</b>	<b>97,928</b>	<b>1%</b>	<b>5,438,620</b>	<b>190,874</b>	<b>190,874</b>	<b>4%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	5,510,484	97,919	2%	7,227,157	0	0	0%
Projects from State GOB Funds	3,426,130	2,404	0%	3,420,676	0	0	0%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	774,037	0	0	0%
Projects from State ER&R	456,042	0	0%	404,211	0	0	0%
Projects from State BR&R	374,208	11,863	3%	770,694	0	0	0%
Projects from Auxiliary BR&R	25,555	0	0%	19,147	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>11,142,419</b>	<b>112,186</b>	<b>1%</b>	<b>12,615,922</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>11,142,419</b>	<b>112,186</b>	<b>1%</b>	<b>12,615,922</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>36,399,620</b>	<b>1,394,745</b>	<b>4%</b>	<b>38,187,570</b>	<b>1,424,457</b>	<b>1,424,457</b>	<b>4%</b>



**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**July 2006**

8% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	2,384,485	46,212	2%	2,647,425	27,760	27,760	1%
State Appropriations	7,553,000	589,542	8%	8,093,209	659,552	659,552	8%
Advalorem Taxes - Oil and Gas	4,165,200	309,728	7%	4,700,000	317,375	317,375	7%
Advalorem Taxes - Property	2,588,000	0	0%	2,800,000	42,675	42,675	2%
Interest Income	120,000	0	0%	185,000	0	0	0%
Other Revenues	250,050	18,227	7%	225,050	20,840	20,840	9%
<b>Subtotal - Instruction &amp; General</b>	<b>17,060,735</b>	<b>963,709</b>	<b>6%</b>	<b>18,650,684</b>	<b>1,068,202</b>	<b>1,068,202</b>	<b>6%</b>
Student Activities	120,000	1,748	1%	110,000	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	14,000	0	0%	0	0	0	0%
Auxiliary Enterprises	1,922,200	300,387	16%	2,250,052	46,326	46,326	2%
Athletics	39,600	2,991	8%	39,100	3,225	3,225	8%
<b>Total Current Unrestricted</b>	<b>19,156,535</b>	<b>1,268,835</b>	<b>7%</b>	<b>21,049,836</b>	<b>1,117,753</b>	<b>1,117,753</b>	<b>5%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,938,268	0	0%	1,438,620	0	0	0%
Student Aid	4,694,393	0	0%	4,000,000	0	0	0%
<b>Total Current Restricted</b>	<b>6,632,661</b>	<b>0</b>	<b>0%</b>	<b>5,438,620</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,426,130	0	0%	3,420,676	0	0	0%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>4,776,130</b>	<b>0</b>	<b>0%</b>	<b>3,420,676</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>30,565,326</b>	<b>1,268,835</b>	<b>4%</b>	<b>29,909,132</b>	<b>1,117,753</b>	<b>1,117,753</b>	<b>4%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### July 2006

8% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales 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
Accrual	July					316,667	316,667	0
Accrual	August							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						316,667	316,667	0
Y.T.D. Equipment Tax Revenue						0	0	0
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>316,667</b>	<b>316,667</b>	<b>0</b>

*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 July 2006

8% 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	8,125,000	N/A	N/A	N/A	7102-1348	4.84%	33,779
<b>Total Investments</b>	<u>8,125,000</u>						<u>33,779</u>

Summary of Current Month's Activity	
Beginning amount	8,125,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	7,124,219
Reserves Invested	1,000,781
<b>Total LGIP Investment</b>	<b>8,125,000</b>

Capital Projects	7/31/2006
Technology Upgrade	376,681.13
Workforce Training Center	1,128,790.62
High Tech Start Up	163,346.40
Vehicles	50,820.49
Drawings & Master Plan	1,331.85
Baseball Field	175,684.22
Rodeo Arena	7,836.78
Dormitory Landscape	26,597.22
Millen Fence/Landscape	122,075.97
Ben Alexander Student Center	114,801.48
JASI	171,282.71
Computer Equipment Rebates	6,677.17
Marketing	58,986.84
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	2,500,000.00
Classroom Furniture Replacement	21.00
Vedeo Security Camera Replacmt	70,000.00
Testing Center	250,000.00
Campus Village Development Proj	4,285.00
Landscaping	50,000.00
Facility Painting	50,000.00
Smart Classrooms	50,000.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	605,000.00
Campus Signage	50,000.00
Campus Paving	60,000.00
Video Security-Student Apts	75,000.00
Roof Replacement	300,000.00
Interior Lighting-Energy Retrofit	100,000.00
Bookstore POS System	60,000.00
Old Dorms Renovation	200,000.00
<b>Total</b>	<b>7,124,218.88</b>

NOTE: Capital projects total does not include encumbered funds

**NEW MEXICO JUNIOR COLLEGE**

**Invitation To Bid #986**

**Athletic Team Insurance**

**BOARD DOCUMENTS**

Date: August 18, 2006  
Prepared by: Joshua Morgan  
Coordinator of Purchasing

## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On July 19, 2006, a legal notice was sent to the following newspapers requesting sealed bids for NMJC Athletic Team Insurance, covering time period, August 1, 2006 through August 1, 2007.
  - 1) The Hobbs Daily News Sun
  - 2) Las Cruces Sun News
2. Proposal packets were delivered to sixteen (16) potential bidders.
3. One vendor submitted a proposal within the time frame specified by the proposal package. This vendor also attended the bid opening.
4. The Business Office and the Athletic Department have evaluated the bids received and their recommendations are shown on Page 2.

# **NEW MEXICO JUNIOR COLLEGE**

## **Evaluation and Recommendations**

### **Board Documents**

One vendor, Daniels Insurance, responded to Invitation to Bid #986.

The response to the Invitation is shown on Pages 3 & 4.

The Administration recommends acceptance of the bid submitted by Daniels Insurance, Hobbs, NM with an annual premium of \$25,425 for Basic Medical Coverage and Catastrophic Medical. The cost breakdown is shown on Page 3.

**Source of Funding: 2006/2007 Fiscal Year - Athletics/Administration**

**Account #: 12105-3121-71204-211 - Athletic Insurance Premium**

**Amount: \$25,425**

**NEW MEXICO JUNIOR COLLEGE**  
**Invitation to Bid #986**

**Athletic Teams Insurance**

**Daniels Insurance proposes to provide to NMJC services as specified below:**

- Policy Period will be for one year as follows --
  - Basic Medical – August 1, 2006 through August 1, 2007
  - Catastrophic Medical – August 1, 2006 through August 1, 2007
  - NMJC reserves the right to renew coverage for up to three additional years, one year at a time.
  
- Activities to be covered:
  - Mens' Basketball
  - Womens' Basketball
  - Baseball
  - Golf
  - Cheerleaders
  - Managers and Trainers
  - Rodeo (Catastrophic only)
  - Women's Cross Country & Indoor/Outdoor Track & Field
  
- Basic Medical Annual Premium of **\$19,272** with \$1,000 deductible.
  
- Catastrophic Medical Premium of **\$6,153** with \$5,000,000 medical maximum.
  
- Daniels Insurance current A. M. Best Rating of **A++ XV** on Basic Medical.
  
- Current A.M. Best Rating of **A VIII** on Catastrophic Medical
  
- **COVERAGE(S)**

**BASIC MEDICAL**

Activities to include play, practice and conditioning and includes:

- (a) 2 year benefit period
- (b) Expanded Medical Benefits for conditions not normally covered such as tendonitis, bursitis, stress fractures, etc.
- (c) Pre-existing condition coverage
- (d) HMO/PPO denial benefits

AD&D Principal Sum .....	\$ 10,000
Accidental Medical Expense .....	\$ 25,000
Maximum Dental Limit .....	\$ 25,000
<b>Integrated Deductible Amount .....</b>	<b>\$ 1,000</b>

- **CATASTROPHIC**

<b><u>Maximum Medical, Dental, and Rehabilitation</u></b> .....	<b>\$5,000,000</b>
	Lifetime Benefit Period
	\$25,000 Deductible

<b><u>A&amp;D Benefit</u></b> .....	<b>\$10,000,000</b>
	Principal sum

**Disability Benefit (lifetime):**

Partial Disability .....	\$ 1,000/month
	4% annual increase

Total Disability .....	\$ 1,500/month
	4% annual increase

Miscellaneous Expense .....	\$ 300/month
-----------------------------	--------------

<b><u>Adjustment Expense Benefit</u></b> .....	<b>\$ 40,000</b>
--	------------------

<b><u>Special Expense Benefit</u></b> .....	<b>\$ 125,000 max</b>
	(first 10 years)
	<b>\$ 50,000 max</b>
	(subsequent)

<b><u>Ancillary illness or injury benefit</u></b> .....	<b>\$ 100,000</b>
	(maximum lifetime)
	<b>\$ 5,000 deductible</b>



**ITB #986 – Athletic Teams Insurance**

**Receipt of Sole Bid**

The bid opening for Invitation to Bid # 986 was scheduled for 3:00 p.m., Thursday, August 10, 2006. One bid, Daniels Insurance, was received.

Legal notices appeared in the *Hobbs News Sun* on July 25<sup>th</sup> and the *Las Cruces Sun-News* on July 21<sup>st</sup>, giving bidders a minimum of 16 days in which to reply.

Bid packages were mailed to 16 perspective bidders on July 19<sup>th</sup>.

All legal obligations have been met with the intent to find the best value for New Mexico Junior College. It is my determination that NMJC has followed all procurement procedures properly and the bid from Daniels Insurance should be accepted.

Joshua Morgan  
Purchasing Coordinator

**NEW MEXICO JUNIOR COLLEGE**

**REQUEST FOR PROPOSALS #92**

**Printing of New Mexico Junior College Class Schedule and  
Preparation of Mailing List, Labeling, and Mailing of New Mexico  
Junior College Class Schedule**

**BOARD DOCUMENTS**

Date: August 18, 2006  
Prepared by: Joshua Morgan  
Coordinator of Purchasing

**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**General Information**

1. On July 7, 2006, a legal notice was sent to the following newspapers requesting sealed proposals to provide professional services for preparation of mailing list, labeling, and mailing of NMJC class schedules.
  - 1) The Hobbs Daily News Sun
  - 2) Las Cruces Sun News
2. Proposal packets were delivered to fifteen vendors.
3. Two (2) vendors submitted proposals in compliance with the opening date and time.
4. No bidders were present at the opening.
5. Business Office and Public Relations personnel have evaluated the proposals received and their recommendation is shown on Page 2.

# NEW MEXICO JUNIOR COLLEGE

## Evaluation and Recommendations

### Board Documents

The following vendors responded to the Request for Proposals #92.

Diversified Printers  
La Mirada, CA

Oakcreek Printing  
Lincoln, NE

Of the 2 proposals received, only Oakcreek Printing met all specified criteria. Diversified Printers did not submit samples of work as requested in the Request for Proposal. In addition, Diversified Printers did not provide references as required.

Oakcreek Printing's proposal was evaluated by a selection committee, comprised of Vicki Vardeman, Director of Public Relations/Marketing; Kathy Mahan, Desktop Designer; and Judy Halladay, Department Secretary – Public Relations/Marketing using evaluation criteria specified in the RFP.

The Administration recommends acceptance of the services of Oakcreek Printing. The term of the contract will be one year with an option to renew for up to two additional years. Pricing may be affected in years 2 and 3 by increases in U. S. Postal rates, and increases in paper and labor prices; however, Oakcreek Printing will maintain their current margins, and only those costs directly affecting production and delivery will be passed on to NMJC.

**Source of Funding:** Advertising/Publicity **\$20,620 (annual)**  
**Account Number: 11810-3071-71102-181**

**Request for Proposal #92**

**Board Documents**

**Evaluation and Recommendation**

**Proposal Evaluation Criteria:**

Section Number	Section Title	Percent	Total Points
I	Provide information as to how often mailing list is updated, date of last update, and criteria used in developing mailing list.	10%	10
II	Provide list of other colleges and institutions with contact person and phone number.	5%	5
III	Ability to meet summer, 2007 deadline.	15%	15
IV	Price	70%	70
Total		100%	100

**Tabulation Sheet - RFP # 92  
Preparation of Mailing List, Labeling, Printing, and Mailing of NMJC Class Schedules**

	<b>Preparation of Mailing List Updates, Selection Criteria 10%</b>	<b>References with Contact and Phone Numbers 5%</b>	<b>Ability to Meet Deadlines 15%</b>	<b>Price 70%</b>	<b>TOTAL 100</b>
Diversified Printers	Disqualified - no sample of work				
Oak Creek	10	5	15	70	100

\* Price inclusive of 5% consideration for Residential Preference Status

**The selection committee recommends Oakcreek Printing.**



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

TO: New Mexico Junior College Board  
FROM: Steve McCleery *SM*  
DATE: August 10, 2006  
RE: Research and Public Service Projects

Enclosed is a copy of the Research and Public Service Projects (RPSP) which must be submitted to the Higher Education Department. It is my recommendation that you approve the RPSP submittal.

Thank you for your consideration!

**WESTERN HERITAGE MUSEUM**

**APPROPRIATION REQUEST**

**Fiscal Year 2007-2008**

**Institution: New Mexico Junior College  
Program: Western Heritage Museum**

**NEW MEXICO  
HIGHER EDUCATION DEPARTMENT**

Check One: New Program  Expansion of Existing Program  No Change



**Summary of Program Change and New Project Requests  
Fiscal Year 2007-2008**

**Institution** New Mexico Junior College

**Date Approved by Board of Regents/Governing Board**

August 12, 2005

Rank	Project Name * (New or Existing)	Program Change	Requested Expenditures	Add'l FTE
1	Western Heritage Museum (2) (PS)	Completion of a 26,944 square foot building	\$190,000.00 for operating costs	

Check \_\_\_\_\_ if this form is a revision. Revision No. \_\_\_\_\_, Revision date \_\_\_\_\_.

\*Please further prioritize projects by adding numbers after the project name to indicate the following information: (1) project is required by statute, (2) project is not required by statute but is essential to institutional mission, or (3) project is not required by statute but is important to the institution. For new projects, please identify them as either Research (R), Public Service (PS), Statutory (S), or Athletics (A).

**Exhibit 1**  
**Project Overview**  
**Fiscal Year 2007 - 2008**

**Project:** Western Heritage Museum  
**Statutory Authority** (If any, underlying the existence of this project):

**Institution:** New Mexico Junior College

**Project Description/Mission and Scope** (Is it federally mandated?): Statewide

The Western Heritage Museum was organized in 1978. In 1982 the Western Heritage Museum opened in a 5,000-square-foot portion of the Caster Activity Center on the campus of New Mexico Junior College. In 1990 an additional 1,000 square feet of space was allocated for gallery exhibits.

Construction has been completed on the new Western Heritage Museum on the NMJC campus, providing substantially more floor space, enhancing the public's access museum, and expand educational opportunities. The vision behind the Western Heritage Museum is the mission of New Mexico Junior College, which is to provide quality education in terms of educational program & intership and support services and to enhance the quality of life for the communities and individuals we serve. The Western Heritage Museum will also provide ongoing cultural and educational experiences that will enrich the lives of everyone in the region.

The new building has 26,944 square feet, costing approximately \$5,000,000.00. The Western Heritage Museum houses not only the museum but also the Lea County Cowboy Hall of Fame, and a 140-seat theater. In 1999, \$400,000.00 was awarded from state GOB to begin construction drawings. In 2000, the state approved \$1,000,000.00 from General Obligation Bonds for architectural drawings and construction costs. Then, during the 2002 legislative session, an additional \$2,000,000.00 in Severance Tax Bonds was approved for construction costs. In addition to these state funds, an anonymous donor has pledged \$1,355,000.00 for construction costs. New Mexico Junior College was allocated \$655,500.00 from the General Fund by the 2004 Legislature. The New Mexico Junior College Board has allocated \$1,415,000.00 of Institutional Funds to be used for construction cost.

This request for Research and Public Service project funds is to help defray the projected \$539,680.00 annual operating costs of the Western Heritage Museum. We are requesting \$190,000.00 annually for operating expenses for the Western Heritage Museum. Operating costs are estimated at \$10.67 per square foot since the museum requires a controlled environment, which is essential for the preservation and maintenance of exhibits and works of art, and for bringing traveling exhibits to our area.

New Mexico Junior College is asking the state to provide \$190,000.00 of the projected operational costs.

The new Western Heritage Museum has been created as a multifunctional resource center where numerous learning activities and cultural events bring people together for interactive educational experiences related to the cultural and natural histories of Southeastern New Mexico. While there is a responsibility to pursue, procure, preserve, present, and perpetuate interest in and respect for our cultural and natural histories, the reason we collect, document, and exhibit is to educate. Based on input from many individuals representing a variety of organizations, the mission of the museum is clear: to educate, especially children, but also to consider that learning is a lifelong process and we all desire to add to certain areas of our experience and knowledge.

The Western Heritage Museum offers a unique educational experience for most of the youth of Lea County and the surrounding region. Each year for the past 12 years, the Western Heritage Museum, with the help of volunteers, has produced the Staked Plains Roundup. This educational experience is available to all school children, providing them with the opportunity to witness first-hand Western events and skills such as horseshoeing, boot making, saddle making, quilt making, churning butter, and trick roping. These children also observe a variety of farm and ranch animals and working cow dogs. In addition, the Staked Plains Roundup features programs for drug awareness, gives kids a chance to swing a rope and lasso a roping dummy, and allows them to see a real, functioning chuck wagon at work.

**Exhibit 1**  
**Project Overview - continued**  
**Fiscal Year 2007 - 2008**

**Project: Western Heritage Museum**

**Institution: New Mexico Junior College**

**Project Goals:**

1. To commit the Western Heritage Museum to long-term planning and operation.
2. To redefine the Western Heritage Museum's scope of collecting and educating to include the entire history of Lea County and Southeastern New Mexico.
3. To significantly increase the Western Heritage Museum's public offerings through exhibits, collections, education, and cultural programming.
4. To participate and to assist other entities in developing tourism in the area.
5. To commit the Western Heritage Museum to excellence in programs and operations by achieving and maintaining accreditation from the American Association of Museums.
6. To provide public schools, organizations, and other entities, as well as individuals, with access to collections, research materials, exhibits, special presentations and information as is reasonable, upon request.
7. To provide an educational training/intership for a museum technician.

**Project Accomplishments in 2005 - 2006**

In 2005-2006 the Western Heritage Museum hosted two major projects, in addition to its normal operation.

First, the Western Heritage Museum sponsors a booth at the Lea County Fair. This event draws thousands of spectators, and most will see the sampling of the contents of the Western Heritage Museum. The staff at the Western Heritage Museum is instrumental in the recognition of Lea County pioneers at the Lea County Fair and Rodeo.

Finally, the Western Heritage Museum hosts an annual meeting and banquet for its more than 500 members. This event serves to recognize new inductees and historical sites in Lea County. The Staked Plains roundup for 2005/2006 was canceled due to construction on campus.

The Western Heritage Museum is a favorite meeting place for small groups and organizations because of the unique atmosphere and many items of interest. In 2005-2006 over 48 different groups and organizations came to the Western Heritage Museum for meetings, and the Museum hosted over 6,000 visitors.

Check \_\_\_\_\_ if this form is a revision. Revision No. \_\_\_\_\_, Revision date \_\_\_\_\_

**Exhibit 2  
Revenue Summary  
Fiscal Year 2007 - 2008**

**Project: Western Heritage Museum**  
**Institution: New Mexico Junior College**

Revenues	Actuals 2005-2006		Op. Budget 2006-2007		b Adj. to Base Unrestricted	c 2007-2008 Request		e Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted		Base	Change	
General Fund/State Appropriation	190,000		157,600				190,000	190,000
Other State/Local/Private Funds								
*Sales & service								
*Grants & Contracts (State, Local or Private	6,749		-				319,680	319,680
*Indirect Cost Revenue							30,000	30,000
*Other (includes Local Appropriation, Endowment, Land, Permanent Fund)								
Federal Funds								
*Federal Appropriation								
*Federal Contracts & Grants								
Subtotal			157,600				539,680	539,680
Beginning Fund Balance								
*Cash								
*Non-Cash								
Total Available	196,749.00		157,600				539,680	539,680
Notes:								

Check \_\_\_\_\_ if this form is a revision. Revision No. \_\_\_\_\_ Revision date \_\_\_\_\_

**Exhibit 3a  
Exhibit Summary  
Fiscal Year 2007 - 2008**

**Project: Western Heritage Museum**

**Institution: New Mexico Junior College**

Expenditures	Actuals 2005-2006		Op. Budget 2006-2007		b	c	d	e
	Unrestricted	Restricted	Unrestricted	Restricted				
Salaries								
Faculty Salaries								
Professional Salaries	96,203		108,012			108,012	9,801	117,813
Support Staff Salaries	28,347		45,000			45,000		45,000
GATA Salaries								
Student Salaries								
State Work Study Salaries								
Other Salaries								
Total Salaries	124,550		153,012			153,012	9,801	162,813
Fringe Benefits								
Retirement	14,506		15,000			15,000	9,050	24,050
Social Security								
Group Insurance	10,753		11,877			11,877	10,000	21,877
Workers' Compensation	34							
Unemployment Comp.								
Waiver of Tuition								
Other							4,092	4,092
Total Fringe Benefits	25,293		26,877			26,877	23,142	50,019
Other Costs (Utilities & maintenance)	48,785		54,000			54,000	180,963	234,963
Supplies and Expenses	55,685		85,183			85,183	1,702	86,885
Travel	1,903		3,500			3,500	1,500	5,000
Equipment	31,800							
Total Other Costs	138,173		142,683			142,683	184,165	326,848
GIA								
Subtotal Expenditures	288,016		322,572			322,572	217,108	539,680

Check \_\_\_\_\_ if this form is a revision. Revision No. \_\_\_\_\_. Revision date \_\_\_\_\_.

**Exhibit 3b  
Expenditure Summary  
Fiscal Year 2007-2008**

Institution: New Mexico Junior College

Project: Western Heritage Museum

Expenditures	Actuals 2005-06		Op. Budget 2006-07		2007-08 Request		Total
	Unrestricted	Restricted	Unrestricted	Restricted	Base	Change	
Transfers To (From) Institutional	(49,230)		(110,972)		(85,291)	(264,389)	(349,680)
Total Expenditures/Transfers	(190,000)		(157,600)			(190,000)	(190,000)
Ending Fund Balance	(239,230)		(268,572)		(85,291)	(454,389)	(539,680)
Less Non-Cash Balance							
Cash Balance							
FTE Staff							
Faculty							
Professional	2		2		2		2
Sec/Clerical	1		1		2		2
Technician							2
Other							
Total FTE Staff	3		3		4		6
Justification of Base Adjustments:							

The base adjustment is required due to the necessary increase in staff and to the cost of having a controlled environment for the building.

Check \_\_\_\_\_ if this form is a revision. Revision no. \_\_\_\_\_ . Revision date \_\_\_\_\_

**Exhibit 4  
Expenditures Summary--Program Expansion  
Fiscal Year 2007-2008**

**Project: Western Heritage Museum**

**Institution New Mexico Junior College**

		Institutional Priority 1 of 3
<b>Revenue</b>		
General Fund	190,000	<b>Description of Proposed Activity: Western Heritage Center</b> The RPSF request is for \$190,000 to share operating costs totaling \$539,680. Operating costs will cover additional personnel and utilities.
Other State Funds		
Federal Funds		
Total Revenue		
<b>Expenditures</b>		<b>Anticipated Impact:</b> The education impact on area students and citizens will be substantial. We anticipate three major impacts: (1) The 140 seat theater will continually bring new documentaries to Eastern New Mexico. (2) Preserving the history of Eastern New Mexico will impact generations of New Mexicans. (3) The economy of this region will benefit as travelers come through Eastern New Mexico and visit the Western Heritage Museum.
Salaries	162,813	
Fringe Benefits	50,019	
Supplies and Expense	86,885	
Travel	5,000	
Insurance	16,182	
Other (Utilities & Maintenance)	218,781	
Total Expenditures	539,680	
<b>FTE Positions</b>		

Check \_\_\_\_\_ if this form is a revision. Revision no. \_\_\_\_\_, Revision date \_\_\_\_\_.

**Exhibit 5  
Performance Data Matrix  
Fiscal Year 2007 - 2008**

**Project: Western Heritage Museum**      **Institution: New Mexico Junior College**

Goals Objectives	Measures	FY 06 Actuals	FY 07 Estimates	FY 08 Performance Targets
1. Benefit the education of area students and citizens	a. Number of visitors to the Western Heritage Museum b. Traveling exhibits			
2. Preserve regional history and promote cultural awareness	a. Number of visitors to the Western Heritage Museum b. Number of exhibits c. Number of traveling exhibits	3961	8500	12000
3. Benefit the economy of the area and the state of New Mexico	a. Number of visitors to the Western Heritage Museum b. Traveling exhibits c. Theater presentations d. Gift shop sales	2 0 0	4 12 0	5 12 30,000
The museum was closed due to construction for almost half of the 2005/2006 fiscal year.				



**INTERCOLLEGIATE ATHLETICS**

**APPROPRIATION REQUEST**

**Fiscal Year 2007-2008**

**Institution: New Mexico Junior College  
Program: Athletics**

**NEW MEXICO  
HIGHER EDUCATION DEPARTMENT**

**Check One: New Program \_\_\_\_\_ Expansion of Existing Program  No Change \_\_\_\_\_**

**Summary of Program Change and New Project Requests**  
**Fiscal Year 2007-2008**

Institution New Mexico Junior College Date Approved by Board of Regents/Governing Board August 12, 2005

Rank	Project Name * (New or Existing)	Program Change	Requested Expenditures	Add'l FTE
2	Athletics (2) (A)	Scholarships for new women's sport (cross-country running/distance track) Expanding athletic program, resulting in increased salaries, supplies and travel	\$152,000.00	

Check  if this form is a revision. Revision No. \_\_\_\_\_ Revision date 7 12 2006

\*Please further prioritize projects by adding numbers after the project name to indicate the following information: (1) project is required by statute, (2) project is not required by statute but is essential to institutional mission, or (3) project is not required by statute but is important to the institution. For new projects, please identify them as either Research (R), Public Service (PS), Statutory (S), or Athletics (A).

**Exhibit 1**  
**Project Overview**  
**Fiscal Year 2007 - 2008**

**Project:** Athletics  
**Institution:** New Mexico Junior College

**Statutory Authority** (If any, underlying the existence of this project):

**Project Description/Mission and Scope** (Is it statewide? Is it federally mandated?):

The Athletic programs at New Mexico Junior College are an essential part of the unique mission of the college. NMJC is requesting additional funding for the new women's sport, cross country/distance track. Staffing and funding for the new sport are already in place and the team is competing. NMJC is also requesting funding for the proposed women's sports of competitive cheerleading and competitive dance team. Cross Country/distance track and the proposed sports of cheerleading and dance team are required to bring New Mexico Junior College into compliance with the Federally mandated Title IX.

**Project Goals:**

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 overarching principles and key vision statements in the NMJC Strategic Plan.

**Project Accomplishments in 2005 - 2006** (attached)

Check \_\_\_\_\_ if this form is a revision. Revision No. \_\_\_\_\_. Revision date 7/12/2006.

**Exhibit 2  
Revenue Summary  
Fiscal Year 2007 - 2008**

**Project: Athletics**

**Institution: New Mexico Junior College**

Revenues	Actuals 2005-2006		Op. Budget 2006-2007		b Adj. to Base Unrestricted	c 2007-2008 Request		e Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted		Base	Change	
General Fund/State Appropriation	35,900		39,100			39,100	112,900	152,000
Other State/Local/Private Funds								
*Sales & service								
*Grants & Contracts (State, Local or Private	421		-			1,000	0	1,000
*Indirect Cost Revenue								
*Other (includes Local Appropriation, Endowment, Land, Permanent Fund)								
Federal Funds								
*Federal Appropriation								
*Federal Contracts & Grants								
Subtotal	36,321		39,100			40,100	112,900	153,000
Beginning Fund Balance								
*Cash								
*Non-Cash								
Total Available								
Notes:								

Check \_\_\_\_\_ if this form is a revision. Revision No. \_\_\_\_\_, Revision date 7.12.2006

**Exhibit 3a  
Expenditure Summary  
Fiscal Year 2007 - 2008**

**Project: Athletics**

**Institution: New Mexico Junior College**

Expenditures	a		b		c		d		e
	Actuals 2005-2006	Op. Budget 2006-2007	Adj. to Base	2007-2008 Request	2007-2008 Request	Total			
	Unrestricted	Restricted	Unrestricted	Unrestricted	Base	Change	Unrestricted		
Salaries									
Faculty Salaries									
Professional Salaries	101,023		110,255		110,255	7,496	117,751		
Support Staff Salaries	11,470		11,957		11,957		11,957		
GATA Salaries									
Student Salaries									
State Work Study Salaries									
Other Salaries									
Total Salaries	112,493		122,212		122,212	7,496	129,708		
Fringe Benefits									
Retirement									
Social Security	13,517		13,620		13,620	1,499	14,000		
Group Insurance									
Workers' Compensation	15,875		15,929		15,929		20,000		
Unemployment Comp.	24		24		24				
Waiver of Tuition									
Other									
Total Fringe Benefits	29,416		29,573		29,573	1,499	40,000		
Other Costs									
Supplies and Expenses	172,121		217,407		217,407	21,350	238,757		
Travel	113,463		92,998		92,998	18,825	111,823		
Equipment	7,024								
Total Other Costs	292,608		310,405		310,405	40,175	350,580		
GIA	266,343		266,007		266,007	63,730	329,737		
Subtotal Expenditures	700,860		728,197		728,197	112,900	850,025		

Check \_\_\_\_ if this form is a revision. Revision No. \_\_\_\_ Revision date 7/12/2006

**ATTACHMENT TO EXHIBIT 3A**  
**DETAIL OF OTHER COSTS**  
**FISCAL YEAR 2007-2008**

DESCRIPTION	ACTUALS 2005/06	OP.BUDGET 2006/07	REQUEST 2007/08		TOTAL UNRESTRICTED
			Base	Change	
Grants-in-Aid: Tuition and fees	60,385	65,000	65,000	20,000	85,000
Grants-in-Aid: Other costs	205,958	201,007	201,007	43,730	244,737
Physical Plant Cost Allocation (Maint,custodial,utilites,etc.)	45,000	45,000	45,000		45,000
Inst. Support Cost Allocation	6,000	6,000	6,000		6,000
Total Other Costs	317,343	317,007	317,007	63,730	380,737

**Exhibit 3b  
Expenditure Summary  
Fiscal Year 2007 - 2008**

Project: Athletics

Institution: New Mexico Junior College

Expenditures	a		b		c		d		e
	Actuals 2005-2006	Op. Budget 2006-2007	Adj. to Base Unrestricted	2007-2008 Unrestricted Base	2007-2008 Unrestricted Change	Total Unrestricted			
Transfers To (From)	Unrestricted (684,836)	Unrestricted (689,097)		(684,436)		(688,025)			
Total Expenditures/Transfers	Restricted 34,500	Restricted 39,100		39,100	112,900	152,000			
Ending Fund Balance									
Less Non-Cash Balance									
Cash Balance									
FTE Staff									
Professional	1.6	2.4		2.4		2.4			
Sec/Clerical	0.5	0.5		0.5		0.5			
Technician									
Other									
Total FTE Staff	2.1	2.9		2.9		2.9			
Justification of Base Adjustments:									

Check \_\_\_\_\_ if this form is a revision. Revision No. \_\_\_\_\_, Revision date 7.12.2006.

**Exhibit 4  
Program Change Justification  
Fiscal Year 2007 - 2008**

**Project: Athletics**

**Institution: New Mexico Junior College**

Institutional Priority <u>2</u> of <u>3</u>	
<b>Revenues</b>	<b>Description of Proposed Activity:</b>
General Fund	This project expansion involves funding athletic scholarships, salaries, supplies and travel associated with NMJC's new women's sport, cross-country running/distance track. NMJC implemented this new sport in its 2000/01 budget to comply with the requirements of Title IX regarding gender equity. Two additional sports are in the plans, cheerleading and dance team.
Other State Funds	
Federal Funds	
Total Revenue	
<b>Expenditures</b>	<b>Anticipated Impact:</b> By funding these scholarships and related expenses, NMJC would comply with Title IX, as well as recommendations made 5 years ago by its accrediting agency, North Central Association.
Salaries	
Fringes Benefits	
Supplies and Expense	
Travel	
Equipment	
Other (GIA)	
Total Expenditures	
FTE Positions	

Check  if this form is a revision. Revision No. \_\_\_\_\_. Revision date 7 12 2006



**Exhibit 5**  
**Performance Data Matrix**  
**Fiscal Year 2007 - 2008**

**Institution: New Mexico Junior College**

**Project: Athletics**

Goals Objectives	Measures	FY 06 Actuals	FY 07 Estimates	FY 08 Performance Targets
<p>1. Provide a comprehensive athletic program for NMJC which allows academic achievement and competition with the two year NJCAA and two and four year NIRA.</p>	<p>1a. Eligibility standards are monitored on a semester basis</p>	<p>1a. No ineligible student has participated in athletics at NMJC.</p>	<p>1a. 100% compliance</p>	<p>1a. 100% compliance</p>
<p>2. NMJC will meet/exceed the State of NM requirements that 25% or more of allocated funds will provide the New Mexico student athletes tuition, fees, and tuition waivers annually for educational studies</p>	<p>1b. Student success will be determined by standards established in the Performance Based Funding Model.</p> <p>2. Semester/annual review of awards</p>	<p>1b. Student success rate for athletes (64.%) slightly less than student body (66.%)</p> <p>2. Exceeded state standard of 25%.</p>	<p>1b. Student Athlete success rate will mirror the average for the student body.</p> <p>2. 100% compliance</p>	<p>1b. Student Athlete success rate will mirror the average for the student body.</p> <p>2. 100% compliance</p>

## New Mexico Commission on Higher Education Summary of Athletic Scholarship Awards Academic Year 2005/06

Date: 7/12/2006  
 Institution: New Mexico Junior College  
 Prepared by: Dan Hardin  
 Avg. In-District Tuition & Fees \$5,000  
 Avg. Out-of-Dist Tuition & Fees \$5,000  
 Avg. Out-of State Tuition & Fees \$5,000

Sport:	Athletic Training	Women's Basketball
	Gender: M&W	Gender: W
	AWARDS	AWARDS
	Headcount	Headcount
In-Dist	1	1
Out-Dist	2	1
Out-State	4	12
Total	7	14
	FTE	FTE
In-Dist	0.11	0.08
Out-Dist	0.53	0.82
Out-State	1.63	9.79
Total	2.27	10.69
Sport:	Baseball	Golf
	Gender: M	Gender: M
	AWARDS	AWARDS
	Headcount	Headcount
In-Dist	3	1
Out-Dist	6	0
Out-State	20	7
Total	29	8
	FTE	FTE
In-Dist	0.52	0.06
Out-Dist	1.72	0
Out-State	10.66	4.4
Total	12.9	4.46
Sport:	Men's Basketball	Rodeo
	Gender: M	Gender: M&W
	AWARDS	AWARDS
	Headcount	Headcount
In-Dist	0	7
Out-Dist	4	7
Out-State	11	6
Total	15	20
	FTE	FTE
In-Dist	0	1.55
Out-Dist	2.63	2.29
Out-State	7.06	2.62
Total	9.69	6.46
Sport:	Women's Cross Country	Gender: M&W
	Gender: W	AWARDS
	AWARDS	Headcount
	Headcount	FTE
In-Dist	4	0
Out-Dist	1	0
Out-State	9	0
Total	14	0
	FTE	FTE
In-Dist	0.22	0
Out-Dist	0.46	0
Out-State	6.34	0
Total	7.02	0

**NEW MEXICO JUNIOR COLLEGE  
INTERCOLLEGIATE ATHLETICS  
2005-06 HONORS**

**Lady T-Bird Basketball**

**Player Honors:** Maggie Smith-Davidson(so), WJCAC All-Conference, Region V All-Region, Oregon  
Rebecca Miles (so), WJCAC All-Conference Honorable Mention, Australia  
Nicci Miller(fr), WJCAC All-Conference Honorable Mention, Colorado

**Lady T-Bird Indoor Track**

**Team Honors:** 7<sup>th</sup> in nation; distance medley relay team 5<sup>th</sup> in nation; 4x400-meter relay team 6<sup>th</sup> in nation

**Player Honors:** Melesia Mafileo (fr), NJCAA All-American, National Champion in triple jump, 4<sup>th</sup> in shot put, Tongo

**At National Championship**

Kashain Page (so), NJCAA All-American, National Runner-Up in 60-meter hurdles, 7<sup>th</sup> in 200-meter dash, Jamaica

Eunice Jepkogei (so), NJCAA All-American, member of 5<sup>th</sup>-place distance medley relay team, Kenya

Gabriela Rodriguez(fr), NJCAA All-American, member of 5<sup>th</sup>-place distance medley relay team, Eunice, NM

Melshanda Speed (fr), NJCAA All-American, member of 5<sup>th</sup>-place distance medley relay team, New Jersey

Cottrell Martin (so), NJCAA All-American, member of 6<sup>th</sup>-place 4x400-meter relay team, 8<sup>th</sup> in 200-meter dash, Jamaica

Deidra Harrison (fr), NJCAA All-American, member of 6<sup>th</sup>-place 4x400-meter relay team, 5<sup>th</sup> Place Distance Medley Relay, Jamaica

Monique Davis(fr), NJCAA All-American, member of 6<sup>th</sup>-place 4x400-meter relay team, El Paso, Tx.

Terri Hannah (fr), 8<sup>th</sup> in 60-meter hurdles, New Jersey

**T-Bird Basketball**

**Player Honors:** Ed Millard (so), WJCAC All-Conference, Region V All-Region, Pa.  
Bud Willis (so), WJCAC All-Conference Honorable Mention, Clovis, NM  
Charles Prescott(fr), WJCAC All-Conference Honorable Mention, Ca.

**T-Bird Baseball**

**Team Honors:** Western Junior College Athletic Association 2006 Champions

**Player Honors:**

**Western Junior College Athletic Association**

**2005 All-Conference**

Matt Speake (fr.) Pitcher, Canada

Isaac Rincon (so) Infielder, Ca.

Mike Gosse (so) Infielder, Canada

Brian Cavazos-Galavez (fr) Outfielder, Albuquerque, NM

Pedro Gomez (fr) Outfielder, Puerto Rico

Nick Sanders (fr) Designated Hitter, Albuquerque, NM

**MVP-WJCAC Baseball 2006**

Brian Flores (so), Carlsbad, NM

**WJCAC Coach of the Year 2006**

Ray Birmingham

**National Junior College Athletic Association**

**All-Region V Baseball**

Brian Flores (so) Pitcher, Carlsbad, NM

Mike Gosse (so) Infielder, Canada

Brian Cavazos-Galavez (so) Outfielder, Albuquerque, NM

Nick Sanders (fr) Designated Hitter, Albuquerque, NM

**National Junior College Athletic Association**

**2006 Baseball**

**All American**

Brian Flores (so) Pitcher 1<sup>st</sup> Team, Carlsbad, NM

Nick Sanders (fr) Designated Hitter 3<sup>rd</sup> Team, Albuquerque, NM

Brian Cavazos-Galavez (fr) Outfielder-Honorable Mention

Albuquerque, NM

**American Baseball Coaches Association**

**All American**

Brian Flores (so) Pitcher 1<sup>st</sup> Team, Carlsbad, NM

**T-Bird Golf**

Team Honors: NJCAA-National Golf Championship 15<sup>th</sup> place

Player Honors:

**WJCAC-All Conference and NJCAA Region V- All Region**

Johan Linden (fr), Sweden

Sebastian Gunnarsson (fr) Sweden

**T-Bird Rodeo**

Individual Honors:

**2005-06 National Intercollegiate Rodeo Association**

Southwest Region 10 Rodeos

Alicia Sandoval (fr) 2<sup>nd</sup> place Barrel Racing, Bloomfield, NM

**NIRA (National Intercollegiate Rodeo Association) College Finals- Casper, Wyoming**

Alicia Sandoval (fr) 2<sup>nd</sup> place Barrel Racing

**2006 National Intercollegiate Rodeo Association**

Southwest Region/Southern Region- Houston Livestock Collegiate Rodeo

Alicia Sandoval (fr) 2<sup>nd</sup> place Barrel Racing

**NJCAA 2006 NATIONAL CHAMPIONSHIP**

**WOMEN'S OUTDOOR TRACK-Coffeyville, Ks.**

Team Honors: NMJC Lady T-Birds were 11<sup>th</sup> out of 23 Teams/out of 22 Events scored

Player Honors: Kashain Page (so) 2<sup>nd</sup> place Women's 100 meter Hurdles- Jamaica

All-American Honors - Personal Best 14.05 sec.

Melesia Mafilo's (fr) - Tonga

All American Honors 6<sup>th</sup> place Women's Shot Put 41'-1"

All-American Honors 5<sup>th</sup> place Women's High Jump 5'-3.75"-

All-American Honors 6<sup>th</sup> place Women's Triple Jump 37'-7.25"

All American Honors 5<sup>th</sup> place Women's Javelin Throw 127'-10"

7<sup>th</sup> place Women's Heptathlon-7 Events 4146 points

**National Junior College**  
**Athletic Association**  
**Academic All - American**  
**2005-2006**

**Maggie Smith-Davidison (so)**  
**Academic All-American**  
**Ontario, Oregon**

National Junior College  
Athletic Association 2005-  
2006  
Male Student/Athlete of the  
Year

Brian Flores (so) Carlsbad,  
NM

**NURSING EXPANSION**

**APPROPRIATION REQUEST**

**Fiscal Year 2007-2008**

**Institution: New Mexico Junior College  
Program: Nursing Expansion**

**NEW MEXICO  
HIGHER EDUCATION DEPARTMENT**

Check One: New Program  Expansion of Existing Program





**Exhibit 1**  
**Project Overview**  
**Fiscal Year 2007 - 2008**

**Project:** Nursing Expansion      **Institution:** New Mexico Junior College

**Statutory Authority** (if any, underlying the existence of this project): None; a statewide initiative, but not a mandate.

**Project Description/Mission and Scope:** Expansion of the nursing program in rural southeastern NM 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.

**Project Goals:**

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

**1) Student 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) Allied Health Retention Specialist.** The retention specialist will advise students, walk them through enrollment procedures, facilitate pre-admittance testing, process paperwork and application materials, and counsel students on special concerns which might impact the students' continuation in the program. The goal is to reduce student attrition.

**2) Practical Nursing Program for High School Juniors and Seniors and non-traditional students:** develop a "stand alone" PN program in cooperation with Lea County High Schools. Write a PN curriculum to be presented to NM Board of Nursing by fall 2007; begin active recruitment of qualified applicants during fall 2007 and initiate program. This program has the potential to increase enrollment in the nursing program by 16-24 students for the PN program.

**3) 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.

**4) 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.

**Exhibit 2  
Revenue Summary  
Fiscal Year 2007 - 2008**

**Project: Nursing Expansion**

**Institution: New Mexico Junior College**

Revenues	Actuals 2005-2006		Op. Budget 2006-2007		Adj. to Base Unrestricted	2007-2008 Request		Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted		Base	Change	
General Fund/State Appropriation Nursing Expansion	72,200		81,700			81,700	172,500	254,200
Other State Funds - Nursing Allocation	60,000		-					
*Sales & service	-		-					
*Grants & Contracts (State, Local or Private)								
*Indirect Cost Revenue								
*Other (includes Local Appropriation, Endowment, Land, Permanent Fund)								
Federal Funds								
*Federal Appropriation								
*Federal Contracts & Grants								
Subtotal	132,200		81,700			81,700	172,500	254,200
Beginning Fund Balance								
*Cash								
*Non-Cash								
Total Available								
Notes:								

Check X if this form is a revision. Revision No. \_\_\_\_\_ Revision date 8-12-2005

**Exhibit 3a  
Expenditure Summary  
Fiscal Year 2007 - 2008**

**Project: Nursing Expansion**

**Institution: New Mexico Junior College**

Expenditures	Actuals 2006-2006		Op. Budget 2006-2007		b Adj. to Base Unrestricted	c 2007-2008 Request		e Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted		Base	Change	
Salaries								
Faculty Salaries	413,929		472,163			472,163		472,163
Professional Salaries	86,653		68,599			68,599	-	68,599
Support Staff Salaries	22,300		20,847			20,847	-	20,847
GATA Salaries								
Student Salaries								
State Work Study Salaries								
Other Salaries								
Total Salaries	522,882		561,609			561,609	-	561,609
Fringe Benefits								
Retirement	61,831		63,000			63,000		63,000
Social Security	-							
Group Insurance	41,918		44,000			44,000		44,000
Workers' Compensation	106		110			110		110
Unemployment Comp.								
Waiver of Tuition								
Other								
Total Fringe Benefits	103,855		107,110			107,110		107,110
Other Costs								
Student Retention (Web based review, pretest)							40,000	40,000
Allied Health Retention Specialist							45,000	45,000
PN High School Program							100,000	100,000
RN Student NCLEX Success							19,200	19,200
Faculty Incentive Program							50,000	50,000
Supplies and Expenses	42,316		50,848			50,848		50,848
Tests & Testing Services	35,238							
Travel	11,465		10,850			10,850		10,850
Professional Development	9,950		10,000			10,000		10,000
Equipment	10,685							
Total Other Costs	109,654		71,698			71,698		325,898
Subtotal Expenditures	736,391		740,417			740,417	254,200	994,617

Check  if this form is a revision. Revision No. \_\_\_\_\_, Revision date 8-1-2006

**Exhibit 3b  
Expenditure Summary  
Fiscal Year 2007 - 2008**

**Project:** Nursing Expansion      **Institution:** New Mexico Junior College

Expenditures	a		b		c		d		e
	Actuals 2005-2006		Op. Budget 2006-2007		2007-2008 Request		Change		
	Unrestricted	Restricted	Unrestricted	Restricted	Base	Unrestricted			Total Unrestricted
Transfers To (From) Instruction	(559,745)		(658,717)		(740,417)				(740,417)
Transfers To (From) Expansion	(40,076)		(81,700)		(81,700)			(172,500)	(254,200)
Transfers To (From) Allocation	(136,570)								
<b>Total Expenditures/Transfers</b>	<b>(736,391)</b>		<b>(740,417)</b>		<b>(822,117)</b>				<b>(994,617)</b>
Ending Fund Balance									
Less Non-Cash Balance									
Cash Balance									
FTE Staff									
Professional	1		1		1				1
Sec/Clerical	1		1		1				1
Technician									
Faculty	8.4		8.4		9		11		11
<b>Total FTE Staff</b>	<b>10.4</b>		<b>10.4</b>		<b>11</b>				<b>13</b>

Justification of Base Adjustments:

Check   X   if this form is a revision. Revision No.       . Revision date   8-1-2006  .

**Exhibit 4  
Program Change Justification  
Fiscal Year 2007 - 2008**

**Project:** Nursing Expansion

**Institution:** New Mexico Junior College

<b>Revenues</b>	Institutional Priority <u>3</u> of <u>3</u>
General Fund	81,700
Other State Funds	
Expansion carryover	-
<b>Total Revenue</b>	81,700
<b>Expenditures</b>	
Salaries	
Fringes Benefits	
Supplies and Expense	
Student Retention (Web based review, pretest)	40,000
RN Student NCLEX Success	19,200
Allied Health Retention Specialist	45,000
Faculty Incentive Program	50,000
HS PN Program	100,000
Fees	
<b>Total Expenditures</b>	254,200
<b>FTE Positions</b>	2

**Description of Proposed Activity:**  
 The purpose of the Nursing Expansion Program is to expand the number of nurses graduating from the Nursing Program. From 2002-2003 to 2005-2006 the Nursing Expansion Program emphasized student retention. The proposal for 2006-2007 is to focus on retention as well as to expand the program and add RN student NCLEX Success, Online Pre-Nursing courses, a Allied Health Retention Specialist, and a Faculty Incentive Program.  
 The proposal for 2007-08 will continue to focus on Retention and Success for students and faculty, as well as, expanding enrollment through the addition of a High School PN program.

**Anticipated Impact:**  
 The goal with the focus on retention of the computerized web-based tutoring and practice exam and the Allied Health Retention Specialist is to reduce the attrition rate to 15% or lower for each pre-nursing and nursing course. This would increase the graduating class by 12 students. Additionally, by fostering success in students who are taking the pre-requisite courses, we anticipate increasing the initial enrollment into the nursing program, thus supporting a larger number of potential graduates. The additional enrollment with a stand-alone PN program has the potential to increase enrollment by 16-24 students when implemented. This program will have an overall impact on program expansion at the PN and RN level. The two additional nursing faculty will benefit the program and the students.

Check  if this form is a revision. Revision No. \_\_\_\_\_ Revision date 8-1-2006

**Exhibit 5  
Performance Data Matrix  
Fiscal Year 2007 - 2008**

**Project: Nursing Expansion**      **Institution: New Mexico Junior College**

Goals Objectives	Measures	FY 06 Actuals	FY 07 Estimates	FY 08 Performance Targets
Retention of students entering the first and second year of the nursing program .	Number of students graduating	35 Associate Degree Nursing graduates 26 Practical Nursing graduates	35 Associate Degree Nursing graduates 46 Practical Nursing graduates	48 Associate Degree Nursing Graduates 48 Practical Nursing graduates 18 HS PN students and completing
Increase the number of students entering the nursing program	Number of students enrolling	61 Total graduates 43 - Freshman (1st year) 33 - Sophomore (2nd year) 76 enrolled	48 - Freshman (1st year) 48 - Sophomore (2nd year) 96 enrolled	56 - Freshman (1st year) 66 - Sophomore (2nd year) 122 enrolled
Increase the number of students passing the NCLEX-RN on the first attempt	Percent of NM RN pass rate for graduates of NMJC in May 05	76 Total Enrollment  100% attended NCLEX/RN review 35 students attended 4 of 35 have taken and passed NCLEX/RN as of July 31 2006	96 Projected enrollment  100%	122 Projected enrollment  100%
Retain the number of qualified nursing faculty	Number of qualified faculty signing employment contracts	8 retained 1 new hires 9 total faculty 6 faculty and Director received maximum faculty incentive for 2005-2006 NCLEX-RN pass rates at 100%.	9 retained 2 hired 11 total faculty	11 retained

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**NMJC**  
**Nursing Expansion**  
**Proposal**  
**2007-2008**

Submitted August 2006  
Karen Cummings, RN, MSN  
Director of Allied Health

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# **Retention and Success Programs**

## **I. Web Based Curriculum Support Learning System**

- **Student Success and Retention**
- **Faculty Salary Stipend**

## **II. Student Success Program NCLEX-RN Live Review Course**

## **III. Faculty Retention and Incentive Plan**

## **IV. Allied Health Retention Specialist**

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## **Student Retention and Success Programs**

### **Introduction**

The Student Success Program incorporates a computerized curriculum support learning system, a NCLEX-RN Review course and the faculty incentive plan. This program supports the nursing student by providing resources to supplement learning and prepare for nursing and licensure exams. The overall goal of the program is to increase the number of successful nursing graduates that are prepared to pass the NCLEX-RN and enter the nursing workforce. This program focuses on reducing student attrition from nursing education through a computerized learning system; increasing student completion rates; and increasing retention of faculty through the incentive plan based on student success.

### **Web-based Curriculum Support Learning System**

The Student Success Program is founded in a computerized curriculum support learning system that is created and monitored by nursing faculty. The learning system provides the student with a source of tutoring for course work and practice exams. The student utilizes the system as a study method to increase course grades on unit exams; thereby, increasing retention of the student and successful completion of the course. Nursing faculty members tailor curriculum content specific practice exams that can be accessed from the student's home computer with a course specific password. The computer program provides the student with rationales for right and wrong answers. The student utilizes the learning system as tutoring for an upcoming exam. The computer program offers the student an unlimited review of the practice exams. The learning system is utilized throughout the nursing program as supplemental learning tool and a personalized tutoring program. This portion of the Student Success Program addresses student retention and completion to increase the number of NM nursing graduates.

The funding will provide \$4,000 per faculty member to supplement their base annual salary. The request for 10 faculty members is \$40,000. **The total request is \$40,000 for the faculty to implement and utilize the total curriculum support learning system.**

### **Student Success Program for Graduates of 2008 RN program – Live Review Course for NCLEX-RN**

The NCLEX-RN review course, a part of the Student Success Program, is a four day intensive course that prepares the graduate for success on the licensure exam. The Level II (ADN) graduates signs a contract to ensure attendance and participation in the review course. This agreement is upheld by holding the graduate's transcript until completion of the review course. The graduate cannot apply for the licensure exam until the transcript is released to the Board of Nursing. The review course addresses the nursing shortage by promoting an increase in the number of qualified nursing graduates.

New Mexico Junior College Nursing Program proposes to offer a NCLEX-RN live review course following successful graduation. We will request the funding to pay for each student to attend a mandatory review course provided by a national company. The course will be held on-campus. This course prepares the graduate nurse to be successful in passing the NCLEX-RN as a first time taker of the licensure exam. A graduate's

success provides proof of minimal competency as a Registered Nurse. This directly addresses the need for practicing nurses and the nursing shortage.

The NCLEX-RN Review Course is an intensive four-day classroom review and instruction. NMJC will utilize this funding to pay student registration fees with a national company that provides the course materials and instructor. The course is taught by a qualified nursing faculty person brought to our campus by the company. The instructor conducts a 32 hour course over four days. The comprehensive review covers all major content areas of nursing. MEDS Publishing (the provider of the 2006 review course) reports pass rates of first-time NCLEX exam takers at 98-99% consistently. The course uses a three-step approach to NCLEX Exam success, so the graduate is guaranteed the knowledge and confidence needed to pass the NCLEX the first time. The course includes the new NCLEX Exam Test Plan and the alternate test item formats. When the student is registered in the course, MEDS Publishing provides free and immediate online access to a NCLEX-style question and answer drill programs to help start the review process immediately. The student receives a free review book, NCLEX-RN Exam Essentials Review.

NMJC utilized previous funding to provide the 2005 graduates with a review course with great success. One hundred percent (100%) of the 2005 graduates passed the NCLEX-RN exam as a first time taker and 100% of these graduates are employed as registered nurses (RN). These are competent practicing nurses. The funding supported a live review course in May 2006 for those graduates. The May 2006 graduates are waiting for licensure test dates.

The funding will provide for 48 graduates to attend a Meds-Publishing NCLEX-RN review course to be held on NMJC campus. Graduates attendance is mandatory for the four day course. The course is tied to the student's final nursing course grade and successful completion of the program. The student transcript will not be released to the Board of Nursing for eligibility to take the NCLEX-RN until completion of review course. The tuition to attend review course is estimated at \$400 per student for 48 graduates. **The total request for the review course is \$19,200.**

**Faculty Retention and Incentive Plan  
Nursing Faculty Shortage and Turnover Rates  
Faculty Retention Plan**

The Faculty Retention Plan is a two-fold plan which includes a retention incentive program and an incentive to promote student success on the licensure exam. The retention program provides a financial bonus to the faculty member that remains employed on a full-time basis from one academic year to the next. The faculty incentive program provides a stipend to the nursing faculty members involved in the graduates' success on the NCLEX-RN licensure exam. The funds provide a means of additional support to the nursing faculty salaries through an incentive program. The payment supplements the faculty members' salaries in participation in classroom, laboratory and clinical instruction. This tiered system is based upon the graduates' performance on the NCLEX-RN as a first-time test taker. The higher the graduating classes pass rate on the licensure exam the higher the incentive pay. This is a monetary program that will retain qualified experienced nursing faculty in this time of a nursing faculty shortage.

A faculty member must complete his/her second year of teaching in the nursing program to be eligible to receive the bonus/retention money. The amount of the award will be based upon the percentage of students passing the NCLEX-RN licensure exam as a first time test-taker. The pay increments will be based on an acceptable pass rate of 80% to 100% of the graduating class. The faculty award will be divided into two payments: first payment awarded at the end of the fall semester and second payment awarded at the end of the spring semester (retain faculty full academic year). An instructor not completing the fall semester will not receive any bonus/retention award; and the instructor who does not complete the spring semester will not receive the second half of the bonus/retention award. This stipulation is a part of the retention plan.

The nursing program had two MSN faculty members resign for the academic year 2005-2006. As a result of faculty turnover, the student seat available number was decreased to forty at each level. It is difficult to maintain faculty longevity when the private sector pays two times more in salary. The academic year 2006-2007, there are nine full-time faculty members and the Director of Allied Health. Student seat availability is 48 at Level I and 40 at Level II. The faculty retention plan will supplement a faculty member's salary and provide an incentive to strive for student success in the classroom and clinical setting.

The request for funding the Faculty Incentive - Retention Plan is monetary incentive based on annual graduate NCLEX-RN pass rates and faculty retention for each academic year of employment. The following is a description of the incentive and retention plan:

- incentive program based on pass rate increments (using total number of graduates taking NCLEX-RN exam as 1<sup>st</sup> time test takers):
- funding request is based on the NCLEX-RN pass rates for the graduates of May 2008 class
- applies to the 9 full-time faculty members and the Director of Allied Health (10 employees)
- the following table explains the Nursing Faculty Incentive Plan:

<b>NCLEX-RN Pass Rates</b>	<b>Incentive</b>
100%	\$ 5,000
99.9 – 95 %	\$ 4,500
94.9 – 90 %	\$ 4,000
89.9 - 85 %	\$ 3,500
84.9 - 80 %	\$ 3,000

**The funding request is for the Faculty Incentive and Retention Plan applicable for graduates of May 2008. The request is for \$50,000 based on maximum payment and 100% retention and pass rates.**

### **Allied Health Retention Specialist**

The Allied Health Retention Specialist shall be responsible to the Director of Allied Health. The duties and responsibilities of the Allied Health Retention Specialist shall be, but not limited, to the following:

1. develop and maintain the Allied Health Guidance and Counseling program and database developed on periodic assessment of student needs.
2. develop a network of student resources/referrals within our community.
3. establish and maintain an orientation program for pre-nursing students and an informational assistance program(stress management, time management, study skills) for students at varying stages of their studies, articulation, pre-admittance, after acceptance, after exams, and/or before program completion.
4. develop and offer a crisis intervention service/referral for Allied Health students.
5. counsel with students who request help with personal, social and educational issues.
6. provide current information on issues relevant to students (health, social, career, employment, family life).
7. maintain current information and knowledge about all aspects of each Allied Health course and certification level.
8. maintain current information and knowledge about transfer and curriculum requirements at other institutions.
9. coordinate or assist in the administration of required testing for Allied Health students.
10. gather data, organize and conduct tracking/trending related to the Allied Health program and student success (needs analysis, student profiles, and student follow-up, graduation/attrition rates, TEAS Test results, NCLEX-RN & PN pass rates).
11. attend and/or prepare workshops, training courses, conferences related to guidance and counseling and mental health for pre-nursing and nursing students.
12. maintain a computer/paper Allied Health database (pre-nursing/pre-requisites; EMT, CNA, and Nursing program; send letters of acceptance/admission, and course requirements).
13. respond to and provide information (program brochures, mailings, telephone inquiries) to any person interested in the Allied Health programs.
14. maintain a working list of current inquiries to the Allied Health programs and perform follow-up calls/mailings to determine interest in programs.
15. conduct registration for students of the Allied Health programs.
16. maintain a waiting list for any and all courses as needed for the Allied Health program (A & P, Nursing, CNA, admittance to the nursing program).
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:**

1. Bachelor's degree from an accredited college or university in psychology, education, counseling, career development or allied health care related field required. Master's degree preferred.
2. Excellent oral and written communication skills.
3. Computer literacy, with experience in Microsoft Office (word processing), Excel and BANNER student information system is helpful.
4. Tutoring and/or teaching experience within the last five years.
5. Professional or Educational counseling experience required within last five years.
6. Excellent interpersonal skills, including conflict management; organizational and time management skills are required.
  
8. Demonstrated knowledge of study skills and learning strategies.

The request for funding is for an Allied Health Retention Specialist salary for 12 months at \$45,000

# New Mexico Junior College Nursing Program

## Retention and Success Programs Funding Request

<b>Retention and Success Program</b>	<b>Request</b>
1. Faculty salary stipend for Total Curriculum Support Learning System (computerized tutoring) \$4000/yr for 10 faculty.	\$40,000
2. NCLEX-RN Live Review Course 48 RN graduates @ \$400 per person Total \$19,200	\$19,200
3. Faculty Retention Incentive Plan \$5000 stipend for 10 faculty; Total \$50,000	\$50,000
4. Allied Health Retention Specialist	\$45,000
<b>TOTAL PROGRAMS</b>	<b>\$154,200</b>

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# **Program Expansion**

## **I. Practical Nursing Program for High School Students**



### **Practical Nurse Program for Lea County High School students**

The Practical Nurse (PN) program for high school students has both an immediate and a long-term impact on the inadequate supply of nurses throughout the state. Albuquerque Public Schools (APS) has been successful for 25 years using this approach to nursing education. This is a 'stand-alone' PN program beginning the junior year continuing throughout the summer and completing at graduation from high school. The curriculum will be modeled according to the APS PN program.

The program PN curriculum will be submitted to the NM Board of Nursing for approval during the spring of 2007 and ready for implementation during the fall of 2007. This proposal is requesting funding for additional qualified faculty members (MSN) to develop the PN program and begin course instruction in August 2007 with students completing the PN program in May 2009. This program will admit an additional 16 students to the PN program. This approach focuses on expanding enrollment in the nursing program which will create an increased number of nursing graduates in New Mexico. The program will require two additional nursing faculty at an approximate salary of \$50,000 per person. **The total request for initiation of a high school PN program is \$100,000.**

<b>Name of Program</b>	<b>Request for Funds</b>
<b>High School PN Program</b> 1. Two full-time nursing faculty to develop and implement PN program; salary range \$34,000 – \$50,000 determined by experience	\$ 100,000

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**New Mexico Junior College**

**Funding Requests  
2007-2008**

**Nursing Expansion**

**Retention and Success Programs**

**and**

**High School Practical Nursing  
Program**

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# NMJC Nursing Expansion Requests

NMJC Nursing Program has adopted a programmatic approach for addressing the statewide nursing shortage by concentrating on both the student and the faculty needs. The request for \$254,200 funding will continue to directly address the expansion of the nursing program by seeking to retain successful nursing students, prepare the graduates to pass the licensure exam, and hiring and retaining qualified nursing faculty.

<b>Programs</b>	<b>Request</b>
<b>Retention and Success Program</b>	<b>\$154,200</b>
<b>Expand Enrollment-HS PN Program</b>	<b>\$100,000</b>
<b>TOTALS</b>	<b>\$254,200</b>



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

TO: New Mexico Junior College Board  
FRO: Steve McCleery *sm*  
DATE: August 10, 2006  
RE: New Mexico Education Service Center – Bylaws

Attached is a copy of the New Mexico Education Service Center Bylaws. You approved the NMESC Operating Agreement at the October 20, 2005 Board meeting. As called for in the MOU, Santa Fe Community College, Northern New Mexico College, and New Mexico Junior College finalized the draft of the bylaws at the May meeting. I am recommending Board approval of the document.

Thank you for your consideration!

**BYLAWS  
OF THE  
NEW MEXICO EDUCATION SERVICES CENTER**

These Bylaws are made for the purpose of detailing the expectations and understandings of the council to manage the affairs of the New Mexico Education Services Center ("NMESC"), an entity formed by New Mexico Junior College ("NMJC"), Northern New Mexico College ("NNMC"), and Santa Fe Community College ("SFCC"), pursuant to Sections 11-1-1 through 11-1-7 NMSA 1978. The Governing Board's of NMJC, NNMC, and SFCC each will approve these Bylaws.

**ARTICLE I  
DEFINITIONS**

Capitalized terms shall have the definitions assigned in the prefatory paragraph above in this section. In addition, capitalized terms not defined in this section shall have the meanings assigned in the Joint Powers Agreement dated March 6, 2006, by and among NMJC, NNMC, and SFCC unless the context clearly requires otherwise.

"Member" means each entity noted above, and any other entity that may, in the future be accepted for membership to be a member of the New Mexico Education Services Center Council.

**ARTICLE II  
OPERATIONAL PHILOSOPHY**

The NMESC shall be operated (i) in an efficient, cost-effective manner in order to maximize the benefits of the NMESC to students, employees and other authorized beneficiaries and (ii) consistently with the Joint Powers Agreement (JPA) and the mission statements of all Parties to the Joint Powers Agreement.

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CONDUCT OF BUSINESS**

A. Powers. The Council shall manage the affairs of the NMESC and may take any and all actions necessary or convenient to carry out the powers authorized by or consistent with the Joint Powers Agreement.

B. Quorum. All of the Members of the Council shall constitute a quorum. All Members of the Council shall be entitled to vote in connection with any action of the Council, except as outlined in Article X of these Bylaws.

C. Actions. Actions of the Council shall be authorized by a vote of all Members of the Council, except as outlined in Article X of these Bylaws

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1. President. The President of the Council shall preside at meetings of the Council. The President shall prepare an agenda for each meeting.

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E. Committees. The Council may appoint committees from time to time as may be necessary or convenient to carry out the Council's powers, provided that such committees must consist of at least two Members. Actions requiring Council approval shall not be delegated to committees.

F. Delegation of Certain Authority. The Council may delegate to individual Members authority to execute instruments, endorse checks and expend funds of the Council for any purpose not inconsistent with the Joint Powers Agreement.

G. Compensation. No Member of the Council shall be compensated for service thereon. Any reimbursement of expenses shall be based upon actual expenses or shall be disbursed in accordance with the Per Diem Reimbursement Act or implementing regulations, if a budget to pay for such expenses has been approved by the Council.

H. Anti-Nepotism. No Member of the Council shall be employed in the operation of the New Mexico Education Services Center. Members shall not approve the employment of any person who is the mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, or daughter-in-law of a Member. No Member shall directly or indirectly sell or be a party to any transaction to sell equipment, supplies, insurance or services under contract to the New Mexico Education Services Center, except as provided in the New Mexico Procurement Code, NMSA 1978 §§ 13-1-1, *et seq.*

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- ratify certain actions already taken; and
- select a fiscal agent.

ii. Adopt an Open Meetings Resolution.

iii. At subsequent meetings to take such additional action as may be necessary or desirable as authorized by or not inconsistent with the Joint Powers Agreement.

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## **ARTICLE VI COUNCIL RECORDS**

The Council shall maintain adequate records and documentation of its business and actions. The Council's public records may be inspected as provided in the Inspection of Public Records Act, NMSA 1978 §§ 14-2-1, *et seq.*, by contacting the NMESC's Council Secretary/Treasurer of record.

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A. purchase all equipment, goods and services in compliance with the New Mexico Procurement Code. The fiscal agent is authorized to prepare and publish notice of bids, to open bids, and to recommend the acceptance or rejection of bids to the Council. Payments shall be made consistent with Article III.D.3 of this document.

B. present to the Council, at a regular meeting of the Council prior to the end of each Fiscal Year, a recommendation for an operating budget for the following Fiscal Year. Based upon the operating budget the Council shall establish the percentage of Revenue to be transferred by each party to the Joint Powers Agreement to the Revenue Account. The fiscal agent shall oversee the approved budget and shall report to the Council the financial status of all accounts established on behalf of the Council and summarize all expenditures and revenues associated with each account at each regularly scheduled meeting of the Council.

## **ARTICLE VIII ALLOCATION OF EXPENSES**

A. At a regular meeting of the Council prior to the end of each Fiscal Year:

1. the fiscal agent shall recommend to the Council and the Council shall approve an operating budget for the following Fiscal Year. The operating budget shall include line items for Repair and Replacement Expenses, Maintenance and Custodial Services Expenses, Utility Expenses, Personnel Services Expenses, if any, Non-Personnel Services, if any, Capital Projects, if any, and Administrative Expenses.

2. the Council shall determine the percentage of Revenue to be transferred by each Party to the Joint Powers Agreement to the Revenue Account for the payment of Expenses contained in the operating budget. Each Party shall transfer its share of Revenue to the fiscal agent for deposit into the Revenue Account within ten (10) business days after the date of the last regular meeting of the Council prior to the end of each Fiscal Year.



B. The Revenue deposited into the Revenue Account, together with any investment income, shall be used to pay Expenses of the NMESC.

C. The fiscal agent shall deposit or cause to be deposited Revenue from the Revenue Account to the Repair and Replacement Account, the Maintenance and Custodial Services Account, the Utility Account, the Personnel Services Account, if any, the Non-Personnel Services Account, if any, and the Administrative Cost Center Account, the amount budgeted for each type of Expense in the operating budget.

D. The fiscal agent shall pay all expenses in a timely manner, per Article III.D.3.

## ARTICLE X ADDITION OF MEMBERS; CONTRIBUTIONS TO MEMBERSHIP

Secondary and post-secondary public educational entities, which have entered into service contracts with the council and are not in default, may apply for membership on the Council in accordance with the following categories. Membership requests from qualifying applicants will be considered at a Council's regular meeting. Membership shall be approved by a majority vote that shall include approving by unanimous votes of the original members: NMJC, , NNMC, and SFCC in order to be effective.

- A. Full Membership. Full Membership rights are not attained until full membership payments for Year's One and Two have been made. An exception is made for the original members.
1. Year One. Full Membership for other than the three original NMESC members requires an initial non-refundable membership contribution of \$20,000, or as amended by the three (3) original members to offset the cost of the NMESC server and initial start-up costs incurred by the original members.
    - a. The initial contribution (Year One Contribution) shall be made within ten (10) business days of the new fiscal year, or upon being accepted for membership. The Year One Contribution shall be deposited in the NMESC Membership Fund.
    - b. In addition, the new member shall be assessed an amount equal to the highest assessment paid by any original member for support of the annual operating costs of the NMESC, and an amount equal to the highest assessment paid by any original member into the NMESC Equipment Renewal and Replacement Sinking Fund and shall contribute such amount to such fund no later than the end of Year One.
    - c. New members shall attend Council meetings.
  2. Year Two. In addition to the regular assessments paid by other full members new members in Year Two shall contribute \$10,000, or as amended by the three (3) original members to the NMESC Membership Fund and will be charged a fee (Data Fee) for the projected/or actual costs and expenses of integrating the new member's financial, student, employee data into the NMESC database. Such fee shall be proportional to the compatibility of the

new members coding conventions with those used by NMESC. New members may exercise voting rights and all other rights of membership and shall be subject to all obligations of full membership in Year Two and thereafter.

- B. Partial Membership. Partial membership does not include voting rights. Applicants approved for partial membership shall pay an initial contribution to the NMESC Membership Fund in Year One within ten (10) business days of the new fiscal year. Partial members shall pay a Data Fee upon completion of the integration of such member's data, but no later than the close of the fiscal year of Year One. Thereafter, partial members shall pay a negotiated fee for continued membership.
- C. NMESC Membership Fund. Funds paid into the NMESC Membership Fund shall be distributed equally to the three (3) original members at the end of each fiscal year unless the original three (3) members unanimously approve an alternate distribution.

**ARTICLE XI  
AMENDMENT OF BYLAWS**

A. Amendment. These Bylaws may be amended by majority vote of the Council, from time to time, unless elsewhere in these Bylaws the original three (3) members are assigned that right, in any manner not inconsistent with the Joint Powers Agreement.

B. Record of Amendment. Any amendment to these Bylaws shall be included with the original Bylaws, along with the record of action taken by the Council to enact such amendment, per Article VI.

**THESE BYLAWS ARE HEREBY ADOPTED as the Bylaws of the New Mexico Education Services Center by the undersigned, being the original NMESC Members of the New Mexico Education Services Center Council, on this 18<sup>th</sup> day of April, 2006.**

By: \_\_\_\_\_  
President and Council Member

By: \_\_\_\_\_  
Vice-President and Council Member

By: \_\_\_\_\_  
Secretary/Treasurer and Council Member

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By: \_\_\_\_\_  
President and Council Member

By: \_\_\_\_\_  
Vice-President and Council Member

By: \_\_\_\_\_  
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i. At an initial meeting to be held on or before June 21, 2006, for the following purposes:

- elect officers;
- adopt organizational documents for the Council, including Bylaws, an open meetings resolution and a schedule of additional meetings to be held in connection with the Council's first full year of existence and operation;
- ratify certain actions already taken; and
- select a fiscal agent.

ii. Adopt an Open Meetings Resolution.

iii. At subsequent meetings to take such additional action as may be necessary or desirable as authorized by or not inconsistent with the Joint Powers Agreement.

iv. The Board shall meet at least annually to adopt a budget.

2. Special Meetings. Notices of special meetings shall be provided in writing to each Member, per the approved Open Meetings Resolution language.

3. Emergency Meetings. Notices of emergency meetings shall be provided as far in advance as reasonably possible, in writing if possible, to each Member. Notices of emergency meetings shall be provided, per the approved Open Meetings Resolution language.

4. **Public Meetings.** Meetings of the Council are open to the public. Notice of meetings shall be provided to the public as set forth in the Council's Open Meetings Resolution, which shall be annually reviewed and approved.

## **ARTICLE VI COUNCIL RECORDS**

The Council shall maintain adequate records and documentation of its business and actions. The Council's public records may be inspected as provided in the Inspection of Public Records Act, NMSA 1978 §§ 14-2-1, *et seq.*, by contacting the NMESC's Council Secretary/Treasurer of record.

## **ARTICLE VII FISCAL MANAGEMENT**

The fiscal agent for the NMESC shall be Santa Fe Community College, which shall:

A. purchase all equipment, goods and services in compliance with the New Mexico Procurement Code. The fiscal agent is authorized to prepare and publish notice of bids, to open bids, and to recommend the acceptance or rejection of bids to the Council. Payments shall be made consistent with Article III.D.3 of this document.

B. present to the Council, at a regular meeting of the Council prior to the end of each Fiscal Year, a recommendation for an operating budget for the following Fiscal Year. Based upon the operating budget the Council shall establish the percentage of Revenue to be transferred by each party to the Joint Powers Agreement to the Revenue Account. The fiscal agent shall oversee the approved budget and shall report to the Council the financial status of all accounts established on behalf of the Council and summarize all expenditures and revenues associated with each account at each regularly scheduled meeting of the Council.

## **ARTICLE VIII ALLOCATION OF EXPENSES**

A. At a regular meeting of the Council prior to the end of each Fiscal Year:

1. the fiscal agent shall recommend to the Council and the Council shall approve an operating budget for the following Fiscal Year. The operating budget shall include line items for Repair and Replacement Expenses, Maintenance and Custodial Services Expenses, Utility Expenses, Personnel Services Expenses, if any, Non-Personnel Services, if any, Capital Projects, if any, and Administrative Expenses.

2. the Council shall determine the percentage of Revenue to be transferred by each Party to the Joint Powers Agreement to the Revenue Account for the payment of Expenses contained in the operating budget. Each Party shall transfer its share of Revenue to the fiscal agent for deposit into the Revenue Account within ten (10) business days after the date of the last regular meeting of the Council prior to the end of each Fiscal Year.

B. The Revenue deposited into the Revenue Account, together with any investment income, shall be used to pay Expenses of the NMESC.

C. The fiscal agent shall deposit or cause to be deposited Revenue from the Revenue Account to the Repair and Replacement Account, the Maintenance and Custodial Services Account, the Utility Account, the Personnel Services Account, if any, the Non-Personnel Services Account, if any, and the Administrative Cost Center Account, the amount budgeted for each type of Expense in the operating budget.

D. The fiscal agent shall pay all expenses in a timely manner, per Article III.D.3.

## **ARTICLE X**

### **ADDITION OF MEMBERS; CONTRIBUTIONS TO MEMBERSHIP**

Secondary and post-secondary public educational entities, which have entered into service contracts with the council and are not in default, may apply for membership on the Council in accordance with the following categories. Membership requests from qualifying applicants will be considered at a Council's regular meeting. Membership shall be approved by a majority vote that shall include approving by unanimous votes of the original members: NMJC, , NNMC, and SFCC in order to be effective.

- A. Full Membership. Full Membership rights are not attained until full membership payments for Year's One and Two have been made. An exception is made for the original members.
1. Year One. Full Membership for other than the three original NMESC members requires an initial non-refundable membership contribution of \$20,000, or as amended by the three (3) original members to offset the cost of the NMESC server and initial start-up costs incurred by the original members.
    - a. The initial contribution (Year One Contribution) shall be made within ten (10) business days of the new fiscal year, or upon being accepted for membership. The Year One Contribution shall be deposited in the NMESC Membership Fund.
    - b. In addition, the new member shall be assessed an amount equal to the highest assessment paid by any original member for support of the annual operating costs of the NMESC, and an amount equal to the highest assessment paid by any original member into the NMESC Equipment Renewal and Replacement Sinking Fund and shall contribute such amount to such fund no later than the end of Year One.
    - c. New members shall attend Council meetings.
  2. Year Two. In addition to the regular assessments paid by other full members new members in Year Two shall contribute \$10,000, or as amended by the three (3) original members to the NMESC Membership Fund and will be charged a fee (Data Fee) for the projected/or actual costs and expenses of integrating the new member's financial, student, employee data into the NMESC database. Such fee shall be proportional to the compatibility of the

new members coding conventions with those used by NMESC. New members may exercise voting rights and all other rights of membership and shall be subject to all obligations of full membership in Year Two and thereafter.

- B. Partial Membership. Partial membership does not include voting rights. Applicants approved for partial membership shall pay an initial contribution to the NMESC Membership Fund in Year One within ten (10) business days of the new fiscal year. Partial members shall pay a Data Fee upon completion of the integration of such member's data, but no later than the close of the fiscal year of Year One. Thereafter, partial members shall pay a negotiated fee for continued membership.
- C. NMESC Membership Fund. Funds paid into the NMESC Membership Fund shall be distributed equally to the three (3) original members at the end of each fiscal year unless the original three (3) members unanimously approve an alternate distribution.

**ARTICLE XI  
AMENDMENT OF BYLAWS**

A. Amendment. These Bylaws may be amended by majority vote of the Council, from time to time, unless elsewhere in these Bylaws the original three (3) members are assigned that right, in any manner not inconsistent with the Joint Powers Agreement.

B. Record of Amendment. Any amendment to these Bylaws shall be included with the original Bylaws, along with the record of action taken by the Council to enact such amendment, per Article VI.

**THESE BYLAWS ARE HEREBY ADOPTED as the Bylaws of the New Mexico Education Services Center by the undersigned, being the original NMESC Members of the New Mexico Education Services Center Council, on this 18<sup>th</sup> day of April, 2006.**

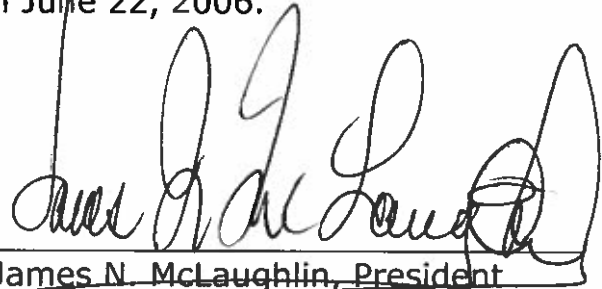
By: \_\_\_\_\_  
President and Council Member

By: \_\_\_\_\_  
Vice-President and Council Member

By: \_\_\_\_\_  
Secretary/Treasurer and Council Member

Addendum A

Santa Fe Community College governing board approved the New Mexico Education Services Center bylaws on June 22, 2006.

A handwritten signature in black ink, appearing to read "James N. McLaughlin". The signature is written in a cursive style with large, looped letters. It is positioned above a horizontal line.

James N. McLaughlin, President

June 29, 2006

Date



**Santa Fe  
Community  
College**

6401 Richards Avenue  
Santa Fe, NM 87508-4887  
Phone (505) 428-1201  
Fax (505) 428-1296

Office of the President

June 29, 2006

Dr. Steve McCleery, President  
New Mexico Junior College  
6317 Lovington Highway  
Hobbs, NM 88240

RE: NMESC Bylaws

Dear Steve,

Enclosed are three sets of New Mexico Education Services Center bylaws that I have signed. The Santa Fe Community College governing board also approved them on June 22, 2006. When your governing board has approved them (please add a second addendum to indicate NMJC approval and the date of this action) would you sign off on all three sets. Please forward the 3 signed copies (now with 2 addendums) to Jose Griego at NNMC for his governing board approval and the addition of his signature.

Would you indicate to Jose that after his governing board has acted, to add a third addendum, and to return a fully executed copy (plus three addendums) to you and to me.

Thanks for your help in moving this along.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim", written over a vertical line that extends from the "Sincerely," text.

James N. McLaughlin  
President

Xc: Sheila Ortego, Executive Vice President

Enclosures





# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

TO: New Mexico Junior College Board  
FROM: Steve McCleery *SM*  
DATE: August 10, 2006  
RE: Institutional Information Technology Plan

Enclosed is a copy of the Institutional Information Technology Plan (IT Plan) which must be submitted to the Higher Education Department. It is my recommendation that you approve the Institutional IT Plan.

Thank you for your consideration!



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

TO: New Mexico Junior College Board  
FROM: Steve McCleery *SM*  
DATE: August 10, 2006  
RE: Campus Village Project

Affordable housing for New Mexico Junior College staff is of paramount importance, and new hires are experiencing extreme difficulty in finding housing. In some cases, we are losing candidates because of the housing market. The housing issue is an important issue in the recruiting and retention of staff, and may be the number one concern among the administration. You approved \$15,000 to participate in a Workforce Campus Village Housing Study. To date, we have spent \$10,750. To move the study and the project forward, we need to commit an additional \$12,500, from reserves, to the project. If the project proceeds to construction, we will get the money back. If the construction phase does not become a reality, we will forfeit the funding.

Considering the severity of affordable housing issue for our faculty and staff, I urge you to approve the recommendation to spend an additional \$12,500 from Institutional Reserves for this project.

Thank you for your consideration!



## NEW MEXICO JUNIOR COLLEGE

Vice President for Instruction

**TO:** Dr. McCleery, Board of Trustees  
**FROM:** John Gratton  
**SUBJECT:** Faculty Use of Personal/Sick Leave during the Summer  
**DATE:** August 10, 2006

The NMJC faculty is granted four days of personal leave per year and nine sick days per year. Unused personal leave is erased from each faculty member at the end of the spring semester, while sick leave can be accumulated up to a maximum of 960 hours. However, faculty teaching in either or both summer semesters currently is prevented from applying accumulated sick leave or personal leave during the summer contract. With this policy, it frequently necessitates a deduction in salary for faculty if they miss a day during the summer semester for sick or personal reasons.

A possibility to alleviate this matter would be to allow faculty to carry over unused personal leave until the end of the second summer semester. The amended policy could allow a faculty member to use one day of unused personal leave per summer semester. The maximum personal leave per year would still remain at four days but if the faculty taught one summer semester then they could use one unused day of personal leave and if they taught both summer semesters then they could use two days of unused personal leave. If days are missed for personal reasons and the faculty member had used all four days of personal leave for that year, then a deduction would be made from their salary. At the end of the second summer session, all personal leave would be erased for all faculty members.

In a similar vein, our sick leave policy could be amended to allow one day of accumulated sick leave to be used each summer semester that the faculty member taught. The sick leave would have to come from the accumulated sick leave and the maximum sick leave allowed would be one day per semester.

Thank you for your consideration!

John

*Steve McCleery*  
*approve 8-11-06*

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 8/10/2006

Candidate's name Donald B. Hancock

Position title CDL Trainer

New position  Existing position Classification  Faculty  Professional  Other \_\_\_\_\_

Is candidate related to another NMJC employee?  yes  no If so, to whom Beth Hancock, Business Office

Effective date of employment \* 8/28/2006 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Truck Driving Training Department

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)

Posted salary range 12 month faculty schedule Recommended annual salary \$43,000.00 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2909 61301 104 - 100%

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

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

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

\_\_\_\_\_  
President



Selection Committee Members: Charlie Carroll, Director of Physical Plant

Randy Cook, Transportation Director

Lisa Hardison, Dean of Extended Learning

Bill Rash, Plant Warehouseman, Motor Pool

Robert Rhodes, Vice President of Training and Outreach

Comments: Mr. Hancock, with a State of New Mexico CDL Examiner Certification and more than twenty-nine years of applicable experience, meets and/or exceeds the minimum requirements for this position.

\* Pending background check.

## ABBREVIATED RESUME

### Position

CDL Trainer

### Personal Data

Name: Donald B. Hancock

### Professional Experience

New Mexico Junior College, Hobbs, NM Part-time CDL Examiner	12/2001 to Present
EXCEL Driver Services, Wheatridge CO Lead Driver Trainer	04/2006 to Present
Safety & Environmental Solutions, Hobbs, NM Driver Trainer	08/2005 to 04/2006
M&M Tours, Hobbs, NM Charter Bus Driver	10/2002 to 08/2005
Fortune Transportation, Windom, MN Manager Transportation (Dairy Farmers of America)	07/1998 to 11/2001
Mr. Don's Bar-B-Que Owner	06/1997 to 06/1998
Roadrunner Hotshot Owner/Driver	1992 to 1997
Forklift Enterprises Truck Driver/Sales/Dispatch	1990 to 1992

### Certifications:

State of New Mexico Certified CDL Examiner, CD #402, 11/2001  
EMT, Odessa Junior College, 1979  
Flight Instructor, Marshall Aviation, Hobbs, NM 1970

### Organizations:

Boy Scout of America – District Chairman  
Denver City, Texas – Councilman  
Flying Ambassadors – Pilot Volunteer



# New Mexico Junior College

## Career Opportunities

### **Position Announcement • July 2006 (Revised)**

**Position Title:** CDL Trainer

**Position Description:** This position reports to the Coordinator of Transportation Training. Duties and responsibilities shall be, but are not limited to, the following: (1) Assist the Coordinator of Transportation Training in the development, planning, and promotion of CDL programs; (2) Assist with curriculum development for CDL training programs; (3) Instruct the classroom and driving portions of the CDL Truck Driving Academy; (4) Develop and locate appropriate instructional resources such as textbooks, PowerPoint presentations, and videos/DVDs; (5) Organize instructional materials, classroom, and lab setting to meet industry standards; (6) Assess student learning; (7) Maintain student records; (8) Conduct routine maintenance and service of equipment; (9) Manage inventory associated with the CDL Truck Driving Academy; (10) Actively seek opportunities to partner with entities to promote enrollment in CDL training programs; (11) Maintain safe storage of equipment designated for CDL programs; (12) Attend professional training as directed by the Coordinator of Transportation Training or the Dean; (13) Perform any other duties assigned by the Dean to further the mission of the Extended Learning Division and New Mexico Junior College; (14) Participate in a process of continual personal and professional improvement; (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:** High school diploma or GED required, associates degree preferred. Preference will be given to candidates with 5 or more years of CDL driving experience. Current Class A CDL License is required. Must have excellent computer, communication, problem solving, and organizational skills. CDL training experience is preferred. Some travel may be required. Must be committed to excellence and promoting success through learning. NOTE:

**Computer proficiency is required**

**Salary/Benefits:** This is a twelve-month faculty position. Salary range is based on NMJC 12-month faculty schedule and is commensurate with education and experience. Note: New Mexico Junior College does not participate in social security deductions.

**Application Deadline:** Open until filled. To ensure consideration, all application materials must be received as soon as possible. **Application materials sent via e-mail will not be accepted.**

**To Apply:** Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts and/or certifications, and three or more letters of reference 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) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: mehernandez@nmjc.edu

## APPLICANT LIST

**Position:** CDL Trainer

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Hancock, Donald B.	Yes	Yes	Start date: Pending Board approval.



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

DATE: August 11, 2006  
TO: New Mexico Junior College Board Members  
FROM: Steve McCleery *SM*  
SUBJECT: John Gratton - Surgery

John Gratton was air lifted to Lubbock on Tuesday, August 11, 2006. He has two blood clots and bleeding within the brain. The physicians think the symptoms are a result of his recent bicycle accident. He is scheduled for surgery on Monday, August 14. He is in severe pain, nauseated, and upset that the doctors postponed his surgery. His spirits are good, and he is anxious for the doctors to operate so he can come home. I will keep you abreast of his situation.

Thank you.



# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 8/10/2006

Candidate's name Connie J. Gray

Position title Financial Coordinator for Training and Outreach

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 \* 9/1/2006 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source: Institutional 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)

Posted salary range \$27,807- \$34,758 Recommended annual salary \$34,209.00 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2910 61301 115 - 100%

Recommended and approved by:

Supervisor \_\_\_\_\_

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

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

President 

Selection Committee Members: Christie Gressett, Admin. Secretary – Extended Learning  
Beth Hancock, Executive Secretary – Vice President of Finance  
Lisa Hardison, Dean of Extended Learning  
Jo Hayes, Director of Training Programs  
Michael Rutledge, Technical Coordinator of DL  
Robert Rhodes, VP of Training and Outreach

Comments: Ms. Gray, with an A.A. in accounting with more than sixteen years of applicable experience, meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### Position

Financial Coordinator for Training and Outreach

### Personal Data

Name: Connie J. Gray

### Education

A.A., Accounting, New Mexico Junior College, Hobbs, NM, 1992

### Professional Experience

College of the Southwest, Hobbs, NM Director of Personnel Services	3/2001 to Present
Executive Assistant to Vice President for Administrative Services/CFO	6/2000 to 3/2001
Accounts Payable Clerk	3/1998 to 6/2000
Lucky Services, Hobbs, NM Controller	9/1997 to 3/1998
Economic Development, Hobbs, NM Administrative Assistant	10/1996 to 9/1997
Hospice Services, Hobbs, NM Controller/Office Manager	1/1993 to 5/1996
Northside Baptist Church, Hobbs, NM Secretary/Bookkeeper	1987 to 1989
New York Life Insurance Company, Hobbs, NM Part-time Secretary	1986 to 1987
H&R Block, Hobbs, NM Part-time Tax Preparer	1984 to 1987

### Honors:

New Mexico Junior College Honors Graduate, 1992



# New Mexico Junior College

## Career Opportunities

### Position Announcement • July 2006

**Position Title:** Financial Coordinator of Training and Outreach Programs

**Position Description:** This position reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: (1) Develop and maintain a tracking system for both credit and non-credit enrollments in Outreach and Training Programs; 2) Function as the office manager for the Outreach and Training Vice-President and staff; 3) Maintain all budgets associated with Training and Outreach Programs; 4) Develop and maintain systems for accounts payable, accounts receivable, and invoicing; 5) Assist the Dean and Vice-President in analyzing data to provide direction to training and outreach programs; 6) Provide customer assistance and create a friendly environment for current and potential clients; 7) Provide project management support to the Training and Outreach staff; 8) Work with college administrative software system and serve as a liaison to the NMJC Business Office; 9) Attend professional training as directed by the Dean; 10) Any other duties assigned by the Dean to further the mission of the Distance Learning Department and New Mexico Junior College; (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 needs of New Mexico Junior college.

**Qualifications:** Associate degree in Accounting/Business or related field required. Bachelor's degree preferred. Database management and accounting/bookkeeping skills are necessary. Experience in an educational setting desired. Must be highly proficient in computer technologies and have excellent communication, problem solving, and organizational skills. Must be deadline driven to be successful. Some travel may be required. Must be committed to excellence and promoting success through learning. **NOTE: Computer proficiency is required.**

**Salary/Benefits:** This is a twelve-month position. Salary range is \$27,807 to \$34,758. The salary and benefits are competitive and commensurate with experience and qualifications. **Note:** New Mexico Junior College does not participate in social security deductions.

**Application Deadline:** Open until filled. To ensure consideration, all application materials must be received as soon as possible. **Application materials sent via e-mail will not be accepted.**

**To Apply:** Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts, and three or more letters of reference to:

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New Mexico Junior College  
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## APPLICANT LIST

**Position:** Financial Coordinator for Training and Outreach

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Harrison, Erica	No	No	
Hanson, Connie L.	Yes	No	
Gray, Connie J.	Yes	Yes	Start date: Pending Board approval.
Morley, Donna S.	No	No	

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 8-2-06

Candidate's name Paul J. Campos

Position title Assistant Director/Professor - Law Enforcement Academy/Public Safety

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 11-1-06 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard None

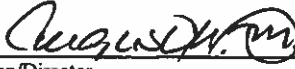
(\*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website)

Posted salary range \$36,485 - \$45,606 Recommended annual salary \$45,396 Prorated salary  yes  no


Account number(s) with respective % allocation(s) 11000 2045 61301 102 100%

Recommended and approved by:

Supervisor \_\_\_\_\_

  
Dean/Director

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

  
President

Selection Committee Members: August Fons - Dean of Public Safety

Naomi Phillips - Asst. Director Corrections Academy

Rebecca Titus - Divisional Academic Coord./Prof. for Public Safety

Comments: Mr. Campos meets and/or exceeds the minimum requirements for this position.

## ABBREVIATED RESUME

### Position

Assistant Director/Professor – Law Enforcement/Public Safety

### Personal Data

Name: Paul J. Campos

### Education

High School Diploma, Lovington High School, Lovington, NM

### Professional Experience

Lea County Sheriff's Department, Lovington, NM 2/00 to Present  
Sergeant – Patrol Division

Lovington Police Department, Lovington, NM 7/99 to 2/00  
Patrolman

Hobbs Police Department, Hobbs, NM 1/86 to 5/99  
Sergeant – Patrol Division

American National Insurance 6/05 to 6/06  
Insurance Agent

Albertson's Food Center 7/84 to 6/85  
Front End Manager

### Advanced Specialized Training and Awards

NM Police Officer Law Enforcement Academy – Police Officer Certification  
NM Department of Public Safety Training and Recruiting Division – First Line Supervision  
Federal Bureau of Investigation Law Enforcement Training School  
Caliber Press Inc. – Street Survival Seminar  
US Department of Energy Central Training Academy – Instructor Certification Program  
Life Saving Commendation – Hobbs Police Department  
Honor Guard Appointments: Hobbs Police Department, Lea County Sheriff's Department  
SWAT Team Leader Appointment: Lea County Sheriff's Department

### Professional Organizations

Option, Inc., Former Member  
Fraternal Order of Police, Former Member  
Juvenile Community Corrections, Board Member

**APPLICANT LIST**

**Position: Assistant Director/Professor – Law Enforcement Academy/Public Safety**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Campos, Paul J.	Yes	Yes	Start date: Pending Board approval.



July 27, 2006

MEMORANDUM

TO: Dr. John Gratton – Vice President for Instruction *ok JB*  
FR: Dr. August ~~Fons~~ *[Signature]* Dean, Division of Public Safety  
RE: Position: Assistant Director – Law Enforcement Training

Dr. Gratton:

On July 26, 2006 I received a completed applicant package from Mr. Paul Campos for the vacant position of Assistant Director - Law Enforcement Training. This package has been turned into Human Resources. On July 27, 2006 an interview was conducted with Mr. Campos. The selection committee was comprised of myself, Ms. Rebecca Titus and Ms. Naomi Phillips. It was the consensus of the committee that Mr. Campos be recommended to fill the position.

This is a somewhat unusual situation in that Mr. Campos is currently working as a Sergeant with the Lea County Sheriff's Department and will not be available for full-time employment until November 1, 2006. The need for me to fill this position is critical and to that end, I have spoken with the Lea County Sheriff regarding an alternate arrangement. Sheriff Rice has arranged a work schedule for Sgt. Campos that will enable him to work here with the academy four days a week (Monday through Thursday) and Friday afternoons.

Mr. Campos is currently employed as an adjunct instructor for the academy and I am submitting the following proposal for consideration:

- (1) Retain Mr. Campos as a part-time employee and pay him \$10.00 per hour through October 31, 2006. I am recommending that these wages be paid from the assigned salary for the currently vacant position.
- (2) Submit a hiring recommendation to the NMJC board at the next board meeting. This recommendation will be to hire Mr. Campos as a full-time employee as the Assistant Director-Law Enforcement Training effective November 1, 2006.

If this proposal/hiring recommendation is approved, there will be little, if any, transition from the part-time position to full-time. Additionally, I will immediately have needed assistance in conducting the day-to-day operation of the academy including the absolute



need for multiple physical fitness and defensive tactics instructors for daily blocks of instruction.

I have forwarded all required documentation (Applicant package, record of interviews, and reference checks) to Human Resources.

Pending your approval, I would like to have Mr. Campos initially begin his part-time role as Assistant Director for Law Enforcement Training Monday, July 31, 2006.

Thank you for your consideration. Please contact me if I can answer any questions and/or provide any further needed information.

## Memorandum

To: Dr. McCleery  
From: Charley Carroll  
Date: August 4, 2006  
Re: Request Board Approval for Employment of Relative: Groundskeeper III

After reviewing applications for the Groundskeeper III position, I would like to recommend Mr. Wiley G. Owens for the vacancy. Per the 2006-2007 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Mr. Owens is related to Amanda Owens – Groundskeeper II.

Pending Board approval, I would like for Mr. Owens to start full time employment on August 18, 2006.

Thank you for your consideration.

Charley Carroll  
Director of Physical Plant

## Memorandum

To: Dr. McCleery  
From: Charley Carroll  
Date: August 4, 2006  
Re: Request Board Approval for Employment of Relative: Groundskeeper I

After reviewing applications for the Groundskeeper I position, I would like to recommend Ms. Rosianna Hare for the vacancy. Per the 2006-2007 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. Hare is related to Lynn Anglin – General Maintenance/Mechanical Systems.

Pending Board approval, I would like for Ms. Hare to start full time employment on August 18, 2006.

Thank you for your consideration.

Charley Carroll  
Director of Physical Plant