

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, August 26, 2004

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of July 29, 2004 | Larry Hanna |
| D. President's Report | Dr. McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of Testing Center Fee | Dr. McCleery |
| 7. Consideration of Resolution | Dr. McCleery |
| 8. Consideration of Research and Public Service Projects | Dr. McCleery |
| 9. Consideration of Literacy Alliance Construction Project | Charley Carroll |
| 10. Personnel Consideration – Professor of Nursing | Mary Jane Ward |
| 11. Personnel Consideration – Professor of Nursing | Mary Jane Ward |
| 12. Personnel Consideration – Professor of ACT Academy | Mary Jane Ward |
| 13. Personnel Consideration – Counselor | Regina Organ |
| 14. Personnel Consideration – Admission Specialist - General | Regina Organ |
| 15. Personnel Consideration – Admission Specialist - Instructional | Regina Organ |
| 16. Personnel Consideration – Coordinator of Intramurals/Student Activities | Regina Organ |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JULY 29, 2004

MINUTES

The New Mexico Junior College Board met on Thursday, July 29, 2004, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Wade Cavitt. Not present was Mr. John Hice, Jr.

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

Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the agenda was unanimously adopted, as presented.

Frank Collins presented the proposal for DocuTech, DocuColor, and Bookmarks. The administration requested board approval for the purchase of a new DocuTech 6100 for \$287,421.00 through GSA pricing, no bid process is required. The purchase of the DocuTech 6100 will lower the annual cost for lease and maintenance from \$140,190.52 to \$30,556.20 per year. Also, the DocuTech 6100 will go on the college's equipment list and the CHE will reimburse \$132,213.00 back to the college over the next five years through ER&R funding. The second part of the proposal was to purchase two Bookmark copiers for the Library for \$25,205.00. The Bookmark Copiers are specially designed to allow students to copy from books and will be coin and pin number operated. One Bookmark will be on the first floor of the Library and the other will be located on the second floor. The Bookmark Copiers are sole source Xerox copiers and will be purchase from Benchmark. These copiers will also go on the equipment list and CHE will reimburse 46 % of the cost of the copiers which will be \$11,594.00 over the next five years. The funding for the purchase of the DocuTech and for the Bookmarks will come from the capital projects DocuTech, approved by the Board in the 2001/2002 for \$175,000.00 and 2003/2004 for \$200,000.00. The last part of the DocuTech, DocuColor, and Bookmark proposal was a request to move \$166,020.00 from reserves to capital projects to purchase a DocuColor 5252 digital color press. The DocuColor 5252 will also be purchased through GSA pricing with no bid process required. Currently, the college is leasing a DocuColor 12 for \$50,760.00 per year. The purchase of the DocuColor would also go on the Equipment list for ER&R, the college would be reimbursed \$76,369.20 over the next five years. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously accepted the recommendation to purchase the new DocuTech. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously approved the transfer of \$166,020 from reserves to capital projects. Upon a motion by Mr. Kesner,

seconded by Ms. Chappelle, the board unanimously accepted the recommendation to purchase the DocuColor.

Mr. Collins presented Bid #955 – Purchase of Vehicles for the Law Enforcement Academy, Security Department, and College Motor Pool. The administration recommended acceptance of the bid from Western Chrysler for the following vehicles: 2005 Dodge Dakota Quad Cab for Security Department - \$19,352; and two 2005 Chrysler 300 Sedans for the college motor pool - \$23,663 each. The bid for the 2005 Dodge Durango SUV was not accepted and no bid was offered for police pursuit vehicles. The SUV will be re-bid and the police vehicles will be purchased through a state pricing agreement. The total bid was \$66,678. Upon a motion by Mr. Kesner, seconded by Mr. Cavitt, the board unanimously accepted the recommendation.

Mr. Collins presented Bid #952 – Sealed Coating & Striping for the NMJC Parking Lots. The administration recommended acceptance of the bid from Ramirez & Sons for \$91,194.90. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Mickey Best recommended Dr. Yau-Sun Wong for the Professor of Music position at a nine month salary of \$47,000. Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously approved the employment of Dr. Wong, effective August 16, 2004.

Mr. Best recommended Mr. Joel Keranen for the Professor of Physics/Mathematics position at a nine month salary of \$37,761. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the employment of Mr. Keranen, effective August 16, 2004.

Dr. McCleery shared with the board copies of the Comprehensive Plan for the City of Hobbs, as well as the employee salary and social security information requested by the Hobbs News Sun.

The next regular board meeting was scheduled for August 26, 2004, beginning at 4:00 p.m. The board meeting adjourned at 4:50 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: August 16, 2004

RE: Expenditure and Revenue Reports for July

July is the first month of the 2004/2005 fiscal year, and the first month using the new SCT Banner administrative software. The expenditure report represents expenditure totals that include funds expended and encumbered. The total expended and or encumbered for the month of July was \$1,190,341.00. The expenditures will increase in August as the fall classes begin and faculty are on campus.

In the restricted funds the budget numbers for Grants will change during the year as most Grants end their 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 with over 2,000,000.00 in Pell grants and Direct loans being processed in July, August, and September.

The Revenue generated in July 2004 was \$1,389,483.00. 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 \$239,507.00 was used as the accrual for July 2004. The actual oil and gas revenue received during July was \$373,314.65, and is reported in the 2003-2004 fiscal year.

The investment report shows an ending balance of \$9,625,000.00. We did not have any activity in the LGIP during July. At this time last year, we had \$8,225,000.00 in LGIP investments. Of the \$9,625,000.00, 93% is designated as capital projects.

In July, we had the Johnson and Miller auditors come in for preliminary audit work. Business office personnel have been working on closing the year and preparing work papers for the auditors. On August 30th the auditors will begin their actual on sight audit work.

The Finance module for the SCT Banner went live July 1, 2004. Although we have gone live with SCT we still have to operate the student biller in the old Poise system. Interfaces are done each day to move the biller information from the Poise system to the Banner system. This will continue until next spring when the Student module and

the Financial Aid modules go live. We will continue to use the Poise system for payroll until January 2006 when the final module Human Resources goes live. Interfaces are done each payroll moving the information from the old system to the new system.

This is the Financial Report for July 2004.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

July 2004

8% of Year Completed

Fund	2003-04			2004-05			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,296,492	5,843,091	93%	5,812,124	294,866	294,866	5%
Academic Support	1,289,270	1,221,813	95%	1,187,704	65,384	65,384	6%
Student Services	1,405,440	1,453,385	103%	929,753	268,720	268,720	29%
Institutional Support	2,468,991	2,365,951	96%	4,145,602	133,743	133,743	3%
Operation & Maintenance of Plant	1,931,910	2,107,642	109%	1,793,183	87,928	87,928	5%
Subtotal - Instruction & General	13,392,103	12,991,882	97%	13,868,366	850,641	850,641	6%
Student Activities	374,519	372,105	99%	120,535	7,082	7,082	6%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	484,350	530,980	110%	931,917	55,158	55,158	6%
Student Aid	358,405	316,603	88%	331,910	20,888	20,888	6%
Auxiliary Enterprises	1,457,789	1,512,297	104%	1,485,805	24,606	24,606	2%
Athletics	701,159	593,829	85%	677,782	7,105	7,105	1%
Total Current Unrestricted Fund	16,768,325	16,317,696	97%	17,416,315	965,480	965,480	6%
CURRENT RESTRICTED FUND							
Grants	2,114,855	1,733,675	82%	1,849,374	67,513	67,513	4%
Student Aid	4,414,319	4,571,960	104%	4,422,593	62,403	62,403	1%
Total Current Restricted Fund	6,529,174	6,305,635	97%	6,271,967	129,916	129,916	2%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	9,797,507	801,181	8%	8,908,283	91,195	91,195	1%
Projects from State GOB Funds	5,226,697	1,916,901	37%	3,612,996	0	0	0%
Projects from State STB Funds	1,980,000	103,502	0%	1,885,297	0	0	0%
Projects from State E R & R	130,701	0	0%	415,030	0	0	0%
Projects from State B R & R	390,082	247,890	64%	480,452	3,750	3,750	1%
Projects from Auxiliary BR&R	19,539	2,365	12%	47,709	0	0	0%
Subtotal - Capital and BR&R	17,544,526	3,071,839	18%	15,349,767	94,945	94,945	1%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	17,544,526	3,071,839	18%	15,349,767	94,945	94,945	1%
GRAND TOTAL EXPENDITURES	40,842,025	25,695,170	63%	39,038,049	1,190,341	1,190,341	3%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
July 2004

8% of Year Completed

Fund	2003-04			2004-05			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,653,150	257,871	16%	1,734,700	281,967	281,967	16%
State Appropriations	7,684,800	619,358	8%	8,089,900	645,607	645,607	8%
Advalorem Taxes - Oil and Gas	3,409,779	239,507	7%	3,409,779	0	239,507	7%
Advalorem Taxes - Property	2,000,000	37,237	2%	2,468,000	72,213	72,213	3%
Interest Income	50,000	0	0%	55,871	0	0	0%
Other Revenues	316,500	21,829	7%	190,000	23,646	23,646	12%
Subtotal - Instruction & General	15,114,229	1,175,802	8%	15,948,250	1,023,433	1,262,940	8%
Student Activities	47,500	8,255	17%	47,800	8,213	8,213	17%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	536	4%	13,000	0	0	0%
Auxiliary Enterprises	1,728,300	86,148	5%	1,802,550	97,398	97,398	5%
Athletics	35,400	2,875	8%	36,600	0	0	0%
Total Current Unrestricted	16,938,429	1,273,616	8%	17,848,200	1,129,044	1,368,551	8%
CURRENT RESTRICTED FUND							
Grants	2,013,499	2,274	0%	1,849,374	1,682	1,681	0%
Student Aid	4,583,429	120,526	3%	4,422,593	19,250	19,251	0%
Total Current Restricted	6,596,928	122,800	2%	6,271,967	20,932	20,932	0%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,593,986	0	0%	3,612,996	0	0	0%
Projects from State STB Funds	2,000,000	0	0%	1,885,297	0	0	0%
Projects from Other State Funds	680,399	0	0%	0	0	0	0%
Interest Income	100,000	0	0%	100,000	0	0	0%
Total Plant Funds	7,374,385	0	0%	5,598,293	0	0	0%
GRAND TOTAL REVENUES	30,909,742	1,396,416	5%	29,718,460	1,149,976	1,389,483	5%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

July 2004

8% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2004-05 Original Budget	Variance Over (Under) Budget
Accrual	July					239,507	239,507	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						239,507	239,507	0
Y.T.D. Equipment Tax Revenue								0
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						239,507	239,507	0

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 2004

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	9,625,000	N/A	N/A	N/A	7102-1348	1.87%	15,155
Total Investments	<u>9,625,000</u>						<u>15,155</u>

Summary of Current Month's Activity	
Beginning amount	9,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	8,935,845
Reserves Invested	689,155
Total LGIP Investment	9,625,000

Capital Projects	7/31/2004
Technology Upgrade	293,230.20
Workforce Training Center	1,191,750.14
High Tech Start Up	163,345.90
Docutech	458,239.00
Vehicles	108,708.49
CISCO Networking Equipment	1,970.63
Western Heritage Center	1,415,000.00
Drawings and Master Plan	94,153.70
Baseball Field	204,472.61
Rodeo Arena	10,940.05
Dormitory Landscape	45,900.93
Lea County Beautification	0.00
Circle Drive	135,492.34
Dorm Construction	0.00
Roadway Parking Lot Seal Coat	100,000.00
Dorm Recreation Area	116,227.09
BR&R Carryover	27,562.31
Water Rights	9,465.59
Firing Range Upgrade	5,559.66
Millen Fence/Landscape	175,000.00
Ben Alexander Student Center	3,265,438.94
JASI	385,389.94
Computer Equipment Rebates	10,997.37
Clerk of the Works	70,000.00
Marketing	80,000.00
West Texas ITV	50,000.00
Dorms	242,000.00
Equestrian Center	150,000.00
Telephone	125,000.00
Total	8,935,844.89

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 6/30/04

Assets

Current Assets:

Cash and Cash Equivalents	997,372
Investments	9,625,000
Accounts Receivable, net	787,896
Inventories	303,780
Prepaid Expenses	218,788

Total Current Assets 11,932,836

Non-Current Assets

Property, Plant and Equipment, net	10,942,783
Construction in Progress	1,452,190

Total Non-Current Assets 12,394,973

Total Assets 24,327,809

Liabilities

Current Liabilities

Accounts Payable	455,432
Accrued Wages Payable	154,972
Deferred Revenue	191,629
Accrued Liabilities	338,295
Scholarships payable	32,220
Other Payables	

Total Current Liabilities 1,172,548

Total Liabilities 1,172,548

Net Assets

Invested in Capital Assets, net of Related Debt	9,719,374
Unrestricted	13,435,887

Total Net Assets 23,155,261

NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2003 - 2004

June 30 2004

Operating Funds	FY 2003-2004 Original Budget	FY 2003-2004 Actual as of 6-30-04	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	1,653,150	1,574,658	95.25%
State Appropriations	7,684,800	7,797,591	101.47%
Local Appropriations	5,409,779	7,172,658	132.59%
Sales & Service	1,788,800	1,876,232	104.89%
Other	401,900	368,608	91.72%
Total Revenues	16,938,429	18,789,747	110.93%

EXPENDITURES			
Instruction & General	13,359,795	12,991,882	97.25%
Student Social & Cultural	315,714	372,105	117.86%
Internal Services	420,854	530,980	126.17%
Student Aid	179,889	316,603	176.00%
Auxiliary Enterprises	1,457,789	1,512,297	103.74%
Intercollegiate Athletics	698,906	593,829	84.97%
Total Expenditures	16,432,947	16,317,696	99.30%
Increase (decrease) in Fund Balances	505,482	2,472,051	

Plant Funds

REVENUES			
Interest Income	100,000	128,719	128.72%
State Funds	7,274,385	2,187,478	30.07%
Other			
Total Revenue	7,374,385	2,316,197	31.41%

EXPENDITURES			
Capital Projects	13,568,202	2,821,584	20.80%
Building R&R	390,082	247,890	63.55%
Equipment R&R	273,220	-	0.00%
Auxiliary R&R	19,539	2,365	12.10%
Total Expenditures	14,251,043	3,071,839	21.56%

Increase (Decrease) in Fund Balances	-6,876,658	-755,642
--------------------------------------	------------	----------

NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2002-2003 and 2003-2004

Operating Funds	Actuals as of 6/30/2003	Actuals as of 6/30/2004	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	1,288,571	1,574,658	22.2%
State Appropriations	7,376,200	7,797,591	5.7%
Local Appropriations	6,925,747	7,172,658	3.6%
Sales & Service	1,859,385	1,876,232	0.9%
Other	512,686	368,608	-28.1%
Total Revenues	17,962,589	18,789,747	4.6%

EXPENDITURES			
Instruction & General	12,677,129	12,991,882	2.5%
Student Social & Cultural	327,245	372,105	13.7%
Internal Services	143,743	530,980	269.4%
Student Aid	218,800	316,603	44.7%
Auxiliary Enterprises	1,628,213	1,512,297	-7.1%
Intercollegiate Athletics	642,381	593,829	-7.6%
Total Expenditures	15,637,511	16,317,696	4.3%
Increase (decrease) in Fund Balances	2,325,078	2,472,051	

Plant Funds			
REVENUES			
Interest Income	106,022	128,719	21.4%
State Funds	890,374	2,187,478	
Other			
Total Revenue	996,396	2,316,197	132.5%

EXPENDITURES			
Capital Projects	2,185,794	2,821,584	29.1%
Building R&R	387,296	247,890	-36.0%
Equipment R&R			
Auxiliary R&R	33,221	2,365	-92.9%
Total Expenditures	2,606,311	3,071,839	17.9%

Increase (Decrease) in Fund Balances	-1,609,915	-755,642
--------------------------------------	------------	----------

NEW MEXICO JUNIOR COLLEGE
STATEMENT OF CASH FLOWS

June 30, 2004

Cash flow from operating activities:

Tuition and fees	1,465,013.88
Federal and state grants and contracts	5,275,467.85
Auxiliary enterprise charges	1,805,498.77
Other operating revenue	415,578.81
Payments to employees, benefits, and suppliers	-16,740,312.90
Disbursement of net aid to students	-4,573,745.00

Net cash used by operating activities **-12,352,498.59**

Cash flows from noncapital financing activities

State appropriations	7,797,591.00
Local appropriations	7,172,658.00
Other nonoperating receipts	82,034.00
Gifts	0.00

Net cash provided by noncapital financing activities **15,052,283.00**

Cash flows from capital financing activities

Interest from capital asset related debt	114,801.00
Capital appropriations	2,276,866.49
Purchases of capital assets	-3,177,758.07
Sale of capital assets	44,995.25

Net cash used for capital financing activities **-741,095.33**

Cash flows from investing activities

Purchase of investments (LGIP)	-1,400,000.00
--------------------------------	---------------

Net cash used for investing activities **-1,400,000.00**

Net decrease in cash and cash equivalents **558,689.08**

Cash and cash equivalents - beginning of year 183,983.00

Cash and cash equivalents - June 30, 2004 **742,672.08**

To: Steve McCleery, President

From: Marilyn Jackson, Dean, Transitional Studies

Date: July 23, 2004

Re: Testing Center Fee

Due to distance education, we are getting an increasing number of students from other colleges and universities taking exams in our testing center. We are almost always required to fax the test upon student's completion and fed ex or send the original test by fed ex or priority mail.

After surveying other Testing Centers and calculating costs incurred, we request a fee of \$20 for non-NMJC students utilizing the Testing Center to take tests for other colleges.

approve
Steve McCleery
8-17-04

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board members
From: Dan Hardin
RE: RPSP requests
Date: August 9, 2004

Board members, on the agenda for the August 26, 2004 board meeting is a request for Board approval for three RPSP (Research and Public Service Projects) Each year we submit requests to the CHE for funding for projects that fit into the guidelines for RPSP. The guidelines are statutory, research, public service and athletics. New Mexico Junior College currently receives RPSP funding for Nursing Expansion for \$72,200.00 and Athletics for \$35,700.00. The 2005-2006 requests are for the following:

Rank	Name of Project	Amount
1	Western Heritage Center	\$180,000.00
2	Athletics	\$112,700.00
3	Nursing Expansion	\$195,000.00

The Western Heritage Center request is ranked as the number one request. The college does not receive any funding for the operational expenses of the Western Heritage Center. The request for \$180,000.00 is a request to defray some of the anticipated operational cost of operating the Western Heritage Center.

Athletics is ranked as the number two request, we currently receive \$35,700.00 to offset the cost of Athletics for the college. This is ranked number two in an attempt to increase the funding for Athletics at New Mexico Junior College.

Nursing is ranked number three, currently we receive \$72,200.00 for the expansion of the Nursing program. In the request we are asking for an increase of funding to \$195,000.00.

The funding for RPSP projects continue each year as a separate allocation to the General Fund Allocation.

WESTERN HERITAGE CENTER

APPROPRIATION REQUEST

Fiscal Year 2005-2006

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

**NEW MEXICO
COMMISSION on HIGHER EDUCATION**

Check One: New Program Expansion of Existing Program No Change

**Summary of Program Change and New Project Requests
Fiscal Year 2005-2006**

Institution New Mexico Junior College Date Approved by Board of Regents/Governing Board August 26, 2004

Rank	Project Name * (New or Existing)	Program Change	Requested Expenditures	Add'l FTE
1	Western Heritage Center (2) (PS)	Constructing 26,944 square foot building	\$180,000.00 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 2005 - 2006

Project: Western Heritage Center

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?): Statewide

The Western Heritage Center was organized in 1978. In 1982 the Western Heritage Center 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. Currently, the Western Heritage Center has 6,000 square feet of office, meeting room and exhibit space.

Construction has begun on the new Western Heritage Center on the NMJC campus, providing substantially more floor space, enhancing the public's access to the museum, and expand educational opportunities. The vision behind the Western Heritage Center 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 Center will also provide ongoing cultural and educational experiences that will enrich the lives of everyone in the region.

The new building will have 26,944 square feet, and will cost approximately \$5,000,000.00. The Western Heritage Center will house not only the museum but also the Lea County Cowboy Hall of Fame, a 140-seat theater and the Children's Museum. 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 \$500,000.00 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 Center. We are requesting \$180,000.00 annually for operating expenses for the Western Heritage Center. 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 \$180,000.00 of the projected operational costs. New Mexico Junior College is also approaching Lea County for the same support, which will make this project a collaboration among the state, the county, and NMJC.

The new Western Heritage Center is being 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 center 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 Center, 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 2004 - 2005

Project: Western Heritage Center

Institution: New Mexico Junior College

Project Goals:

1. To commit the Western Heritage Center to long-term planning and operation.
2. To redefine the Western Heritage Center'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 Center'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 Center 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 2003 - 2004

In 2003-2004 the Western Heritage Center hosted three major projects, in addition to its normal operation. First, the Western Heritage Center hosted the annual Staked Plains Roundup. This one-day event brought in over 2,000 county and area students to the campus of New Mexico Junior College and to the Western Heritage Center. The Staked Plains Roundup targets at-risk children, giving them an opportunity to experience Southwestern culture and lifestyle firsthand. It has been a great success over the years, and most students educated in Lea County and other area schools have been to the Staked Plains Roundup at least once.

Next, the Western Heritage Center 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 Center. The staff at the Western Heritage Center is instrumental in the recognition of Lea County pioneers at the Lea County Fair and Rodeo.

Finally, the Western Heritage Center 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 Western Heritage Center is a favorite meeting place for small groups and organizations because of the unique atmosphere and many items of interest. In 2003-2004 over 48 different groups and organizations came to the Western Heritage Center for meetings, and the Center hosted over 6,000 visitors.

Check _____ if this form is a revision. Revision No. _____ Revision date _____

**Exhibit 2
Revenue Summary
Fiscal Year 2005 - 2006**

Project: Western Heritage Center

Institution: New Mexico Junior College

Revenues	a		c		b	d		e
	Actuals 2003-2004	Op. Budget 2004-2005	Base	Unrestricted		Adj. to Base Unrestricted	Change	
General Fund/State Appropriation							180,000	180,000
Other State/Local/Private Funds							329,680	329,680
*Sales & service							30,000	30,000
*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							539,680	539,680
Beginning Fund Balance								
*Cash								
*Non-Cash								
Total Available							539,680	539,680
Notes:								

Check _____ if this form is a revision. Revision No. _____. Revision date _____.

**Exhibit 3a
Exhibit Summary
Fiscal Year 2005 - 2006**

Project: Western Heritage Center

Institution: New Mexico Junior College

Expenditures	Actuals 2003-2004		Op. Budget 2004-2005		Adj. to Base Unrestricted	2005-2006 Request		Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted		Base	Change	
Salaries								
Faculty Salaries								
Professional Salaries								
Support Staff Salaries	33,582		77,681		77,681	20,132	20,132	97,813
GA/TA Salaries	20,568		21,236		21,236	43,764	43,764	65,000
Student Salaries								
State Work Study Salaries								
Other Salaries								
Total Salaries	54,150		98,917		98,917	63,896	63,896	162,813
Fringe Benefits								
Retirement	4,684		7,913		7,913	6,112	6,112	14,025
Social Security								
Group Insurance	8,940		15,827		15,827	15,585	15,585	31,412
Workers' Compensation								
Unemployment Comp.								
Waiver of Tuition								
Other								
Total Fringe Benefits	1,441		1,978		1,978	2,272	2,272	4,250
Other Costs (Utilities & maintenance)	15,065		25,718		25,718	23,969	23,969	49,687
Supplies and Expenses	4,860		15,800		15,800	265,998	265,998	265,998
Travel	1,018		1,500		1,500	24,200	24,200	40,000
Insurance								
Total Other Costs	5,878		17,300		17,300	16,182	16,182	16,182
G/A								
Subtotal Expenditures	75,093		141,935		141,935	397,745	397,745	539,680

Check _____ if this form is a revision. Revision No. _____. Revision date _____.

**Exhibit 3b
Expenditure Summary
Fiscal Year 2005-2006**

Project: Western Heritage Center
Institution: New Mexico Junior College

Expenditures	Actuals 2003-04		Op. Budget 2004-05		2005-06 Request		Total
	Unrestricted	Restricted	Unrestricted	Restricted	Base	Change	
Transfers To (From) Institutional	(75,093)		(141,935)		(141,935)	(217,745)	(359,680)
Total Expenditures/Transfers						(180,000)	(180,000)
Ending Fund Balance					(141,935)	(397,745)	(539,680)
Less Non-Cash Balance							
Cash Balance							
FTE Staff							
Faculty							
Professional	1		2		3		3
Sec/Clerical	1		1		2		2
Technician					2		2
Other							
Total FTE Staff	2		2		7		7
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 2005-2006

Project: Western Heritage Center

Institution New Mexico Junior College

Revenue	Institutional Priority 1 of 3	Description of Proposed Activity: Western Heritage Center
General Fund	180,000	<p>The RPSF request is for \$180,000 to share operating costs totaling \$539,680. Operating costs will cover additional personnel and utilities.</p> <p>Anticipated Impact:</p> <p>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 Center.</p>
Other State Funds		
Federal Funds		
Total Revenue		
Expenditures		
Salaries	162,813	
Fringe Benefits	49,687	
Supplies and Expense	40,000	
Travel	5,000	
Insurance	16,182	
Other (Utilities & Maintenance)	265,998	
Total Expenditures	539,680	
FTE Positions		

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

**Exhibit 5
Performance Data Matrix
Fiscal Year 2005 - 2006**

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

Goals Objectives	Measures	FY 04 Actuals	FY 05 Estimates	FY 06 Performance Targets
1. Benefit the education of area students and citizens	a. Number of visitors to the Western Heritage Center b. Traveling exhibits	6,000 0	6,500 0	12,000 5
2. Preserve regional history and promote cultural awareness	a. Number of visitors to the Western Heritage Center b. Number of exhibits c. Number of traveling exhibits	6,000 0	6,500 0	12,000 5
3. Benefit the economy of the area and the state of New Mexico	a. Number of visitors to the Western Heritage Center b. Traveling exhibits c. IWERKS presentations d. Gift shop sales	6000 0 0 0	6500 0 0 0	12000 5 12 30,000

INTERCOLLEGIATE ATHLETICS

APPROPRIATION REQUEST

Fiscal Year 2005-2006

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

**NEW MEXICO
COMMISSION on HIGHER EDUCATION**

Check One: New Program Expansion of Existing Program No Change

Exhibit 1
Project Overview
Fiscal Year 2004 - 2005

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 NIMJC Strategic Plan.

Project Accomplishments in 2003 - 2004

Check _____ if this form is a revision. Revision No. _____. Revision date _____.

**Exhibit 2
Revenue Summary
Fiscal Year 2005 - 2006**

Project: Athletics

Institution: New Mexico Junior College

Revenues	Actuals 2003-2004		Op. Budget 2004-2005		Adj. to Base Unrestricted	2004-2005 Request		Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted		Base	Change	
General Fund/State Appropriation								
Other State/Local/Private Funds	34,500		35,700			35,700	77,000	112,700
*Sales & service								
*Grants & Contracts (State, Local or Private)	421		900			1,000	0	1,000
*Indirect Cost Revenue								
*Other								
(includes Local Appropriation, Endowment, Land, Permanent Fund)								
Federal Funds								
*Federal Appropriation								
*Federal Contracts & Grants								
Subtotal	34,921		36,600			36,700	77,000	113,700
Beginning Fund Balance								
*Cash								
*Non-Cash								
Total Available								
Notes:								

Check _____ if this form is a revision. Revision No. _____ Revision date _____

**Exhibit 3a
Expenditure Summary
Fiscal Year 2005 - 2006**

Project: Athletics

Institution: New Mexico Junior College

Expenditures	Actuals 2003-2004		Op. Budget 2004-2005		Adj. to Base Unrestricted	2005-2006 Request Unrestricted Base	2005-2006 Request Unrestricted Change	Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted				
Salaries								
Faculty Salaries								
Professional Salaries	98,710		100,695			100,695	3,748	104,443
Support Staff Salaries	19,109		10,924			10,347		10,347
GA/TA Salaries								
Student Salaries								
State Work Study Salaries								
Other Salaries								
Total Salaries	117,819		111,619			111,042	3,748	114,790
Fringe Benefits								
Retirement	10,056		12,000			14,000		14,000
Social Security								
Group Insurance	16,830		18,000			20,000		20,000
Workers' Compensation	22							
Unemployment Comp.								
Waiver of Tuition								
Other								
Total Fringe Benefits	3,220		4,000			6,000		6,000
Other Costs	30,128		34,000			40,000		40,000
Supplies and Expenses								
Travel	183,612		206,757			165,307	11,350	176,657
Equipment	94,677		92,998			79,298	13,825	93,123
Total Other Costs	278,289		299,755			244,605	25,175	269,780
GIA	193,002		266,007			266,007	48,077	314,084
Subtotal Expenditures	619,238		711,381			661,654	77,000	738,654

Check _____ if this form is a revision. Revision No. _____. Revision date _____

ATTACHMENT TO EXHIBIT 3A
DETAIL OF OTHER COSTS
FISCAL YEAR 2004-2005

DESCRIPTION	ACTUALS 2003/04	OP. BUDGET 2004/05	REQUEST 2005/06		TOTAL UNRESTRICTED
			Base	Change	
Grants-in-Aid: Tuition and fees	49,046	52,160	52,160		52,160
Grants-in-Aid: Other costs	143,956	213,847	213,847		213,847
Physical Plant Cost Allocation (Maint, custodial, utilities, etc.)	45,000	45,000	45,000		45,000
Inst. Support Cost Allocation	6,000	6,000	6,000		6,000
Total Other Costs	244,002	317,007	317,007		317,007

**Exhibit 3b
Expenditure Summary
Fiscal Year 2005 - 2006**

Project: Athletics

Institution: New Mexico Junior College

Expenditures	a		b		c		d		e	
	Actuals 2003-2004		Op. Budget 2004-2005		2005-2006 Request		Change		Total	
Transfers To (From)	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Total Expenditures/Transfers	(584,738)		(674,481)		(674,481)				(674,481)	
Ending Fund Balance	34,500		35,700		35,700				77,000	
Less Non-Cash Balance										
Cash Balance										
FTE Staff										
Professional										
Sec/Clerical	1.6		2.4		2.4				2.4	
Technician	0.5		0.5		0.5				0.5	
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 _____.

**Exhibit 4
Program Change Justification
Fiscal Year 2005 - 2006**

Project: Athletics

Institution: New Mexico Junior College

Revenues		Institutional Priority <u>2</u> of <u>3</u>
General Fund	77,000	Description of Proposed Activity: 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	77,000	
Expenditures		Anticipated Impact: 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	3,748	
Fringes Benefits		
Supplies and Expense	13,825	
Travel	11,350	
Equipment		
Other (GIA)	48,077	
Total Expenditures	77,000	
FTE Positions		

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

**Exhibit 5
Performance Data Matrix
Fiscal Year 2005 - 2006**

Project: Athletics

Institution: New Mexico Junior College

<u>Goals Objectives</u>	Measures	FY 04 Actuals	FY 05 Estimates	FY 06 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>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>1a. Eligibility standards are monitored on a semester basis</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>1a. No ineligible student has participated in athletics at NMJC.</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>1a. 100% compliance</p> <p>1b. Student Athlete success rate will mirror the average for the student body.</p> <p>2. 100% compliance</p>	<p>1a. 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 2003/04

Date: 8/14/2004
 Institution: New Mexico Junior College
 Prepared by: Dan Hardin

Avg. In-District Tuition & Fees \$4,102
 Avg. Out-of-Dist Tuition & Fees \$4,510
 Avg. Out-of State Tuition & Fees \$4,630

Sport:	Athletic Training	Women's Basketball	Gender: W
	AWARDS Headcount In-Dist 1 Out-Dist 2 Out-State 2 Total 5	AWARDS Headcount In-Dist 0 Out-Dist 1 Out-State 11 Total 12	FTE 0.89 0.61 1.91 2.60
Sport:	Baseball	Golf	Gender: M
	AWARDS Headcount In-Dist 8 Out-Dist 20 Out-State 28 Total 56	AWARDS Headcount In-Dist 0 Out-Dist 1 Out-State 7 Total 8	FTE 1.24 7.8 9.04
Sport:	Men's Basketball	Rodeo	Gender: M&W
	AWARDS Headcount In-Dist 0 Out-Dist 3 Out-State 11 Total 14	AWARDS Headcount In-Dist 2 Out-Dist 4 Out-State 6 Total 12	FTE 0.00 1.15 6.45 7.60
Sport:	Women's Cross Country		Gender: W
	AWARDS Headcount In-Dist 0 Out-Dist 5 Out-State 6 Total 11	AWARDS Headcount In-Dist 0 Out-Dist 0 Out-State 0 Total 0	FTE 0.00 2.22 2.21 4.43

Comparison of Athletic funding in New Mexico
 Based on Commission on Higher Education General Fund Appropriations FY 2004-05

8/9/2004

INSTITUTION	I & G Funding		Athletic % of I & G		Athletic Programs	
	I & G Funding	Athletic Funding	Athletic % of I & G	Athletic % of I & G	Athletic Programs	Athletic Programs
Western New Mexico University	14,067,300.00	1,618,900.00	0.1151	0.1151	All athletic programs	All athletic programs
Eastern New Mexico University	\$21,623,100.00	1,737,400.00	0.0803	0.0803	All athletic programs	All athletic programs
Mesalands CC	2,327,100.00	140,000.00	0.0602	0.0602	Rodeo	Rodeo
Highlands University	23,428,700.00	1,363,600.00	0.0582	0.0582	All athletic programs	All athletic programs
New Mexico State University	\$98,048,000.00	2,949,800.00	0.0301	0.0301	All athletic programs	All athletic programs
University of New Mexico	\$152,382,300.00	2,682,700.00	0.0176	0.0176	All athletic programs	All athletic programs
New Mexico Tech	22,895,400.00	159,700.00	0.0070	0.0070	Intramurals	Intramurals
New Mexico Junior College	7,877,700.00	36,600.00	0.0046	0.0046	M/W Basketball, Baseball, W cross country, M/W Rodeo, Golf	M/W Basketball, Baseball, W cross country, M/W Rodeo, Golf

NURSING EXPANSION

APPROPRIATION REQUEST

Fiscal Year 2005-2006

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

**NEW MEXICO
COMMISSION on HIGHER EDUCATION**

Check One: New Program _____ Expansion of Existing Program X X

Exhibit 1
Project Overview
Fiscal Year 2005 - 2006

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

Statutory Authority (if any, underlying the existence of this project):
None

Project Description/Mission and Scope (Is it statewide? Is it federally mandated?):
The Nursing program is a statewide initiative, but is not a statewide or federal mandate.

The Nursing program at New Mexico Junior College is vital to the college's mission to provide quality educational programs and support services and to enhance the quality of life for the communities and individuals we serve.

Project Goals:

New Mexico Junior College has elected to expand the focus of the program from retention of students to also include: Tutoring programs with exam reviews for remediation, RN Student NCLEX Success, NCLEX exam & licensure fees, On-line Practical Nurse program, faculty incentive program, and expansion of the overall Nursing program.

Check _____ if this form is a revision. Revision No. _____. Revision date _____

**Exhibit 2
Revenue Summary
Fiscal Year 2005 - 2006**

Project: Nursing Expansion

Institution: New Mexico Junior College

Revenues	Actuals 2003-2004		Op. Budget 2004-2005		b Adj. to Base Unrestricted	c 2005-2006 Request		e Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted		Base	Change	
General Fund/State Appropriation Nursing Expansion	69,900		72,200			72,200	122,800	195,000
Other State Funds - Nursing Allocation	95,500		100,000					
*Sales & service								
*Grants & Contracts (State, Local or Private								
*Indirect Cost Revenue							0	
*Other (includes Local Appropriation, Endowment, Land, Permanent Fund)								
Federal Funds								
*Federal Appropriation								
*Federal Contracts & Grants								
Subtotal	165,400		172,200			72,200	122,800	195,000
Beginning Fund Balance								
*Cash								
*Non-Cash								
Total Available								
Notes:								

Check _____ if this form is a revision. Revision No. _____. Revision date _____.

**Exhibit 3a
Expenditure Summary
Fiscal Year 2005 - 2006**

Project: Nursing Expansion

Institution: New Mexico Junior College

Expenditures	Actuals 2003-2004		Op. Budget 2004-2005		Adj. to Base Unrestricted	2005-2006 Request		Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted		Base	Change	
Salaries								
Faculty Salaries	295,987		277,089		277,089			277,089
Professional Salaries	59,829		62,073		62,073			62,073
Support Staff Salaries	26,938		36,467		36,467			36,467
GATA Salaries								
Student Salaries								
State Work Study Salaries								
Other Salaries								
Total Salaries	382,754		375,629		375,629			375,629
Fringe Benefits								
Retirement	36,305		38,729		38,729			38,729
Social Security								
Group Insurance	50,372		53,771		53,771			53,771
Workers' Compensation	77		85		85			85
Unemployment Comp.								
Waiver of Tuition								
Other	14,393		15,342		15,342			15,342
Total Fringe Benefits	101,147		107,927		107,927			107,927
Other Costs								
Student Retention (Tutoring & Review)	58,122		63,000		63,000	36,800		73,000
RN Student NCLEX Success	12,170		37,100		37,100	30,000		42,000
On-line Practical Nurse Program			24,000		24,000	16,000		40,000
Faculty Incentive Program	15,000					40,000		40,000
Supplies and Expenses	28,117		27,100		27,100	29,750		29,750
Tests & Testing Services								
Travel	3,133		10,850		10,850	10,850		10,850
Professional Development	8,963		10,000		10,000	10,000		10,000
Equipment	4,954							
Total Other Costs	130,459		172,050		172,050	122,800		245,600
Subtotal Expenditures	614,360		655,606		606,356	122,800		729,156

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

**Exhibit 3b
Expenditure Summary
Fiscal Year 2005 - 2006**

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

Expenditures	Actuals 2003-2004		Op. Budget 2004-2005		Adj. to Base	2005-2006 Request		Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted		Base	Change	
Transfers To (From) Instruction	(515,066)		(583,406)			(534,156)		(534,156)
Transfers To (From) Expansion	(31,690)		(72,200)			(72,200)	(122,800)	195,000
Transfers To (From) Allocation	(67,604)							
Total Expenditures/Transfers	(614,360)		(655,606)			(606,356)		(729,156)
Ending Fund Balance								
Less Non-Cash Balance								
Cash Balance								
FTE Staff								
Professional	1							1
Sec/Clerical	1							1
Technician								
Faculty	8.4					8.4		8.4
Total FTE Staff	10.4		10.4			10.4		10.4
Justification of Base Adjustments:								

Check _____ if this form is a revision. Revision No. _____. Revision date _____.

**Exhibit 4
Program Change Justification
Fiscal Year 2005 - 2006**

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

		Institutional Priority <u>3</u> of <u>3</u>
Revenues		
General Fund	195,000	Description of Proposed Activity: The purpose of the Nursing Expansion Program is to expand the number of nurses graduating from the Nursing Program. In 2002-2003, 2003-2004 & 2004-2005 the Nursing Expansion Program emphasized student retention. The proposal for 2005-2006 is to expand the program and add RN student NCLEX success, On-line Practical Nurse program, and Faculty Incentive program. The request for additional funding will be used to cover the expense of adding these programs.
Other State Funds		
Total Revenue	195,000	
Expenditures		
Salaries		Anticipated Impact: The goal with the tutoring and special course training is to lower the attrition rate to 15% of the entering class. This would increase the graduating class by 12 to 16 students. Also, by addressing the students taking prerequisites, we anticipate increasing the enrollment into the nursing program.
Fringes Benefits		
Supplies and Expense		
Student Retention (Tutoring & Review)	73,000	
RN Student NCLEX Success	42,000	
On-line Practical Nurse Program	40,000	
Faculty Incentive Program	40,000	
Fees		
Total Expenditures	195,000	
FTE Positions		

Check _____ if this form is a revision. Revision No. _____ Revision date _____

**Exhibit 5
Performance Data Matrix
Fiscal Year 2005 - 2006**

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

Goals Objectives	Measures	FY 04 Actuals	FY 05 Estimates	FY 06 Performance Targets
Retention of students entering the first and second year of the nursing program .	Number of students graduating	41 Associate Degree Nursing graduates 52 Practical Nursing graduates 8 online	44 Associate Degree Nursing graduates 56 Practical Nursing graduates	55 Associate Degree Nursing Graduates 64 Practical Nursing graduates 8 Online Practical Nursing Grads
Increase the number of students entering the nursing program	Number of students enrolling	72 - Freshman (1st year) 53 - Sophomore (2nd year) 125 13 online 138	72 - Freshman (1st year) 56 - Sophomore (2nd year) 128 8 Online Practical Nursing Grad 134	72 - Freshman (1st year) 56 - Sophomore (2nd year) 128 8 Online Practical Nursing Grad 134
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	93%	100%	100%
Retain the number of qualified nursing faculty	Number of qualified faculty signing employment contracts	7 retained	7 retained 2 hired	9 retained

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date August 11, 2004

Candidate's name Carol Lee Taylor

Position title Professor of Nursing

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 August 30, 2004 Standard contract length 12 mos. 9 mos. other

Funding source Salaries-Faculty FT 1-2011-11-515

Paid advertising beyond *standard Clovis News Journal; Lovington Daily Leader; Denver City Press;
(* Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Seminole Sentinel; Hobbs News-Sun; Carlsbad Current Argus; Roswell Daily Record

Posted salary range _____ Recommended annual salary \$37,000.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-515 100%

Recommended and approved by:

Karen Cummings
Supervisor

Vice President

Mary Jane Ward
Dean/Director

Steve McClure
President

- Selection Committee Members: Tamara James
Lynda Knoll
Shelly Murphy
Karen Cummings

Comments: Ms. Taylor meets and/or exceeds the minimum qualifications for this position.

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Carol L. Taylor

Education

M.S., University of South Florida, Tampa, FL, 1994

B.A., University of South Florida, Tampa, FL, 1991

A.S., Hillsborough Community College, Tampa, FL, 1982

Professional Experience

Rural Health care, LLC., Lovington, NM 6/04 to Present
Owner

Jose Salguero, M.D., Hobbs, NM 12/03 to 5/04
Nurse Practitioner

Addus Health Care/LCCF 2/03 to 12/03
Nurse Practitioner

Lea County Children's Clinic, Hobbs, NM 7/01 to 1/03
Nurse Practitioner

Reynolds County Memorial Hospital, Ellington, MO 11/99 to 6/01
Nurse Practitioner

Licenses

New Mexico, RN License #44519

Organizations/Awards

American Nurses Association

American Academy Nurse Practitioner (Lea Co. NP Treasurer/Secretary 2003; Treasurer 1995-2001)

American Legion Auxiliary

United Who's Who 2003 Family Nurse Practitioner

Nurse Practitioner of the Year by AMANP, Van Buren, MO

Arts & Letters Honor Society, University of South Florida, Tampa, FL



New Mexico Junior College

Career Opportunities

Position Announcement • July 2004

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; and (6) serve on college committees as requested by the administrative team.

Qualifications: Master's Degree in nursing (MSN) preferred. A Bachelor's degree in nursing (BSN) will be considered. Must pursue and complete a MSN within three (3) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have New Mexico or multi-state nursing licenses. Prior successful teaching experience at the college level preferred, with a background in the fundamentals of nursing, medical-surgical and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept. Computer proficiency required. Microsoft Word and Power Point, and Web CT proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

Lisa Brown
Director of 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: lbrown@nmjc.edu

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date August 11, 2004

Candidate's name Tom Keyes

Position title Professor of Nursing

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 8/30/04 Standard contract length 12 mos. 9 mos. other

1-2011-11-515

Funding source Salaries-Faculty FT (11000 2542 61101 102)

Paid advertising beyond *standard Clovis News Journal; Lovington Daily Leader; Denver City Press;

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

Seminole Sentinel; Hobbs News-Sun; Carlsbad Current Argus; Roswell Daily Record

Posted salary range Recommended annual salary \$37,000.00 Prorated salary yes no

(Employment date through June 30)

1-2011-11-515

Account number(s) with respective % allocation(s) 11000 2542 61101 102

Recommended and approved by:

Karen Cummings
Supervisor

Mary Jane Ward
Dean/Director

Steve McCreary
President

Vice President

Selection Committee Members: Tamara James

Lynda Knoll

Shelly Murphy

Karen Cummings

Comments: Mr. Keyes meets and/or exceeds the minimum qualifications for this position.

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Tom N. Keyes

Education

M.S., University of Maryland at Baltimore, Baltimore, MD, 1993

B.S.N., University of Texas System School of Nursing at Houston, Houston, TX, 1975

Professional Experience

Lamun-Lusk-Sanchez Texas State Veterans Home, Big Spring, TX 7/04 to Present
Risk Manager

Care Inns of Texas, Texas State Veterans Home Division, San Antonio, TX 4/03 to 7/04
Nurse Consultant

Senior Living Properties, LLC., Carmel, IL 1/02 to 10/02
Regional Nurse Consultant

Lea Regional Medical Center, Hobbs, NM 5/00 to 12/01
Director of Resource/Case Management
Head Nurse, Medical/Pediatrics/Orthopedics

Rio Grande Regional Hospital, McAllen, TX 5/99 to 5/00
Director of education

University of Texas Pan American, Edinburg, TX 9/98 to 5/99
Lecturer/Clinical Instructor

Army Office for Defense Medical Information Systems, Washington, DC 7/95 to 7/98
Director, Subject Matter Expert Division

Licenses

Texas, RN License #235775

Organizations

Sigma Theta Tau



New Mexico Junior College Career Opportunities

Position Announcement • July 2004

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; and (6) serve on college committees as requested by the administrative team.

Qualifications: Master's Degree in nursing (MSN) preferred. A Bachelor's degree in nursing (BSN) will be considered. Must pursue and complete a MSN within three (3) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have New Mexico or multi-state nursing licenses. Prior successful teaching experience at the college level preferred, with a background in the fundamentals of nursing, medical-surgical and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept. Computer proficiency required. Microsoft Word and Power Point, and Web CT proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

**Lisa Brown
Director of 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: lbrown@nmjc.edu

APPLICANT LIST

Position: Professor of Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Keyes, Tom	Yes	Yes	Start date: pending Board approval.
Taylor, Carol	Yes	Yes	Start date: pending Board approval.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-12-04

Candidate's name Jill D. Henning

Position title Professor, ACT (Advanced Career & Technology) Academy Health Occupations (80%)/
Allied Health (20%)

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 8-27-04 Standard contract length 12 mos. 9 mos. other

Funding source NMJC Operating Budget

Paid advertising beyond *standard None.
(* Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range Per Faculty Salary Recommended annual salary \$32,500 Prorated salary yes no
Schedule (Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-525 100%

Recommended and approved by:
Mary Jane Ward Supervisor MJ Ward Dean/Director
Steve McCherry President

Selection Committee Members: Cummings, Karen
Ward, Mary Jane

Comments: Ms. Henning meets and/or exceeds the minimum qualifications for the position.

ABBREVIATED RESUME

Position

Professor of ACT (Advanced Career & Technology) Academy Health Occupations (80%) Allied Health (80%)

Personal Data

Name: Jill D. Henning

Education

A.A., Southeast Missouri State University, Cape Girardeau, MO, 1990

Professional Experience

Hobbs Family Practice, Hobbs, NM 8/02 to 4/04
Registered Nurse/Receptionist

Jill D. Henning, Hobbs, NM 1998 to 2004
Medical Transcriptionist

Pyramid Home Health and ABC Home Health, Cape Girardeau, MO 1995 to 1998
Registered Nurse

Southeast Missouri Hospital, Cape Girardeau, MO 1990 to 1998
Registered Nurse

St. Francis Hospital, Cape Girardeau, MO 1985 to 1989
Medical & Radiology Transcriptionist

Chaffee General Hospital, Chaffee, MO 1981 to 1985
Medical Records Transcriptionist

Licenses

New Mexico, RN License R45907

Organizations/Awards

Teachers and Parents Supporting Students, Vice President
Associate Degree Nursing Class, Secretary



New Mexico Junior College Career Opportunities

Position Announcement • May 2004

Position Title: Professor of ACT (Advanced Career & Technology) Academy Health Occupations (80%)/ Allied Health (20%)

Position Description: Reports to the Dean of Business and Technology Division/Coordinator of the ACT (Advanced Career & Technology) Academy Health Occupations and the Director of Allied Health Fields. This person is responsible for teaching theory and skills in Health Occupations to students enrolled in the college sponsored ACT (Advanced Career & Technology) Academy Health Occupations and Certified Nursing Assistants course. Skill areas include health career exploration, health and first aid, body structure and function, applied skills, and basic health assistant skills. This skill development includes classroom and a lab (hands-on) approach with students receiving practical experience at the local hospital and other health agencies.

Qualifications: Minimum of two years experience in a patient-care setting. Experience in a public school setting is desirable. Bachelor's degree in nursing preferred; however, will consider an individual with an Associate's Degree in Nursing. All degrees must be from a regionally accredited institution. Candidates must hold, or have the ability to obtain, a New Mexico nursing license. Computer proficiency highly desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail. Starting date is August 16, 2004.

To Apply: Submit NMJC application form, letter of application, copy of New Mexico nursing license, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

**Lisa Brown
Director of 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, national origin, sex, 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: lbrown@nmjc.edu

APPLICANT LIST

Position: Professor of ACT (Advanced Career & Technology) Academy Health Occupations (80%) Allied Health (80%)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Camargo, Janice	No	No	
Luallen, Hubert	No	No	Incomplete application materials.
Henning, Jill	Yes	Yes	Start date: pending Board approval.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-18-04

Candidate's name Ashton Jamaal Brown

Position title Counselor

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 9/27/04 Standard contract length 12 mos. 9 mos. other _____

Funding source NMJC Operating Fund

Paid advertising beyond *standard Chronicle of Higher Education; Odessa American

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

Posted salary range \$37,397 - \$46,746 Recommended annual salary \$38,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-13-330 100%

Recommended and approved by:

Supervisor _____
Regina Organ
Vice President

Dean/Director _____
Steve McCreary
President

Selection Committee Members: Gayle Abbott - Director of Student Support Services

Michael Chavez - Director of Upward Bound Program

Vera Gilleland - Director of Talent Search

Patrick Gorman - Dean of Counseling

LaRae Phillips - Counselor

Cynthia Zambrelli - Counselor

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

ABBREVIATED RESUME

Position

Counselor

Personal Data

Name: Ashton Jamaal Brown

Education

M.A., California State University, San Luis Obispo, CA, 2000

B.A., Stanford University, Palo Alto, CA, 1992

Professional Experience

Mammoth Mountains Ski Area, Mammoth Lakes, CA

Seasonal Snowboard Instructor

11/00 to Present

Bike Park Ranger/Supervisor

6/97 to 9/02

Marzocchi Suspension, Inc., Valencia, CA

3/97 to 8/01

Part-time Professional Mountain Bike Racer

Kegs & Cues Billiards, Mammoth Lakes, CA

7/94 to 8/95

Owner

Town of Mammoth Lakes, Parks and Recreation Dept., Mammoth Lakes, CA

7/93 to 5/94

Recreation Coordinator

Stanford University, Men's Varsity Basketball Team, Palo Alto, CA

9/88 to 6/91

Basketball Equipment Manager

Organizations

American Association Snowboard Instructors

National Off-Road Mountain Bike Association

Stanford Alumni Association

Stanford University Men's Varsity Basketball Team, Basketball Equipment Manager



New Mexico Junior College Career Opportunities

Position Announcement • April 2004 (revised 6-1-04, revised 7-9-04)

Position Title: Counselor

Position Description: The Counselor is responsible to the Dean of Counseling. Duties and responsibilities include, but are not limited to, the following: (1) provide students with academic, career, transfer and personal counseling; (2) work with students who have visible, hidden and multiple disabilities by assisting the student with scheduling, testing, special accommodations, referrals, and other needs to provide equal access to classes at NMJC; (3) serve as a liaison between special needs students and faculty; (4) assemble and maintain records of eligibility and services rendered to special needs students; (5) help with the college's testing programs; (6) serve on college committees; (7) accept other duties as assigned by the Dean of Counseling; and (8) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Master's degree, in Counseling, Clinical Psychology or closely related field, from a regionally accredited institution required. Licensure as a Professional Mental Health Counselor (LPC), Professional Clinical Mental Health Counselor (LPCC), or a Clinical Psychologist or eligibility for licensure in New Mexico within one year is required. Experience in a college or educational setting and experience working with students who have special needs and testing is preferred.

Salary/Benefits: This is a full-time, exempt, twelve-month professional position. Salary range is \$37,397 to \$46,746 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

**Lisa Brown
Director of 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: lbrown@nmjc.cc.nm.us

APPLICANT LIST

Position: Counselor

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Reta, Myra	No	No	Incomplete application materials.
Balakrishnan, Janaki	No	No	Incomplete application materials.
Heatley, Amanda	No	No	
Coulibaly, Salif	No	No	
Miller, Marion	No	No	Declined interview.
Donnell, Sarah	No	No	Declined interview.
Bhatia, Ira	No	No	Incomplete application materials.
Johnson-Vitt, Regina	No	No	
Strelow, Barbara	No	No	Incomplete application materials.
King, Lidgea	No	No	Incomplete application materials.
Hummelke, Charles	No	No	Incomplete application materials.
Brown, Jamaal	Yes	Yes	Start date: pending Board approval.
Ritchey, Carolyn	Yes	No	
Mackey, LaNesa	No	No	Incomplete application materials.
Castillo, Bernice	No	No	Incomplete application materials.

APPLICANT LIST

Position: Professor of Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Keyes, Tom	Yes	Yes	Start date: pending Board approval.
Taylor, Carol	Yes	Yes	Start date: pending Board approval.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-18-04

Candidate's name Sylvia Turrubiates

Position title Admission Specialist - General

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 9-7-04 Standard contract length 12 mos. 9 mos. other

Funding source NMJC Operating Fund

Paid advertising beyond *standard None

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

Posted salary range \$30,693 - \$38,367 Recommended annual salary \$33,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-13-310 100%

Recommended and approved by:

Supervisor
[Signature]
Vice President

Dean/Director
[Signature]
President

- Selection Committee Members: Robert Bensing, Dean of Enrollment Management
Lance Caviness, Director of Student Life
Mechile Mershon, Dept. Secty. - Student Life
Regina Organ, Vice President for Student Services
Tim Perry, Director of College Communications

Comments: Ms. Turrubiates meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Admission Specialist - General

Personal Data

Name: Sylvia O. Turrubiates

Education

B.A., Eastern New Mexico University, Portales, NM, 2001

B.B.A., Eastern New Mexico University, Portales, NM, 2001

Professional Experience

New Mexico Junior College, Hobbs, NM 1/02 to Present
Academic Advisor

Eastern New Mexico University, Portales, NM
College Success Program – Part-time Mentor 8/99 to 12/01
Office of Hispanic Affairs – Part-time Student Advisor 8/00 to 5/01
Services for Students with Disabilities – Part-time Office Assistant 8/98 to 08/99

Young's Insurance Company, Portales, NM 5/01 to 8/01
Customer Service Representative - Intern

Organizations

Southwestern Association for Student Assistance Program
New Mexico West Texas Association for Student Assistance Program

Awards

Student Advisor of the Year 2001 (ENMU)



New Mexico Junior College Career Opportunities

Position Announcement • June 2004

Position Title: Admission Specialist - General

Position Description: The Admission Specialist - General is responsible to the Vice President for Student Services or his/her designee. The Admission Specialist - General is responsible for all aspects of student recruiting including office management; planning and implementation of student recruiting strategies; representing NMJC at college day events; some supervisory responsibilities; budget management; developing, conducting and reporting recruiting follow-up. The Admission Specialist - General integrates, whenever feasible and logical, the production of information with the student recruiting function. Duties and responsibilities include, but are not limited to the following: (1) represent NMJC at college day activities throughout New Mexico and West Texas; (2) initiate follow-up activities with prospective students; (3) maintain records regarding student inquiries, contacts, follow-up files and successful recruits; (4) develop, conduct and report appropriate evaluations regarding the effectiveness of student recruiting within and out of the NMJC district; (5) schedule and coordinate recruiting visits beyond college day to area and regional high schools; (6) develop proposals for implementation of special recruiting events; (7) work with others, internally and externally, at NMJC in developing and promoting student recruiting efforts and/or related activities; (8) work closely with NMJC's Public Information and Marketing personnel in the planning and development of student recruiting materials; (9) supervise personnel assigned to assist in student recruiting; (10) in conjunction with the Vice President for Student Services, or his/her designee, manage budgets related to the assignment; (11) communicate regularly with the Vice President for Student Services; and (12) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree required. All degrees must be from a regionally accredited institution. Excellent verbal and written skills. Skilled at making presentations to groups; strong desire to work with prospective college students. NOTE: Computer proficiency is required.

Salary/Benefits: This is a 12-month professional position. Salary range is \$ 30,693.00 to \$ 38,367.00 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: July 16, 2004 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), personal statements of community college and position philosophy and three or more letters of reference to:

**Lisa Brown
Director of 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: lbrown@nmjc.cc.nm.us

APPLICANT LIST

Position: Admission Specialist – General

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Hart, Robert	No	No	Incomplete application materials.
Friend, Ty	Yes	No	
George, Carl	No	No	
Reiff, Dave	No	No	
Lopez, Charlie Jr.	No	No	Incomplete application materials.
Edwards, April	No	No	
Turrubiates, Sylvia	Yes	Yes	Start date: pending Board approval.
Parrish, Jason Michael	No	No	
Trillo, Leslie	No	No	
Hobson, Aubrey R.	No	No	
Polson, Chris	No	No	
Cornwell, Leslee	No	No	
Haynes, Tracy	No	No	
Hicks, Gordon	No	No	
Rainwater-Kinabrew, Teena	No	No	
Spitz, Cody	Yes	No	Withdrew application.
Mackey, LaNesa	No	No	
Hutchins, Rowland H.	No	No	
Elliot, Serenity	No	No	

Position: Admission Specialist - General (Continued from page 1)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Wright, Stephanie	No	No	
Gann, Steven	No	No	
Stingley, Kayleen	No	No	
Carrillo, Xochitl	No	No	
Sedgwick, George	No	No	
Boerner, Sandra	No	No	
Jett, David Jr.	No	No	
Sherman, Sheila	No	No	
Thompson, Travis	No	No	
Hutchins, Gina	No	No	
Miller, Richard	No	No	Received after deadline to apply.

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-18-04

Candidate's name Leslie Trillo

Position title Admission Specialist - Instructional

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 9-7-04 Standard contract length 12 mos. 9 mos. other

Funding source NMJC Operating Fund

Paid advertising beyond *standard None

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

Posted salary range \$30,693 - \$38,367 Recommended annual salary \$34,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-13-310 100%

Recommended and approved by:

Supervisor [Signature]
Vice President

Dean/Director [Signature]
President

- Selection Committee Members:
- Robert Bensing - Dean of Enrollment Management
 - Lance Caviness - Director of Student Life
 - Joe Garcia - Professor of Sociology
 - Lisa Hardison - Dean of Continuing Education/Workforce Development
 - Patsy Lewis - Professor of Reading/Writing in Transitional Studies
 - Tim Perry - Director of College Communications
 - Mary Shelton - Professor of Reading/Education
 - Tom Toglia - Professor of Automotive Technology
 - Randy Whicker - Professor of Automotive Technology

Comments: Ms. Trillo meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Admission Specialist - Instructional

Personal Data

Name: Leslie M. Trillo

Education

B.S., College of the Southwest, Hobbs, NM, 2002

Professional Experience

College of the Southwest, Hobbs, NM Assistant Director of Undergraduate Admission Admission Specialist "I Can" Scholarship Program Coordinator	6/02 to Present
Business Office Accounts Receivable	8/01 to 5/02
Dr. John Kernan File Clerk/Office Assistant	8/99 to 5/02
State Farm Insurance, Lovington, NM File Clerk	8/95 to 5/98

Organizations

International Student Group, Assistant Director
Students in Free Enterprise, President
New Mexico College Association, Southeastern New Mexico Representative

Awards

Trustee Award, College of the Southwest



New Mexico Junior College

Career Opportunities

Position Announcement • June 2004

Position Title: Admission Specialist - Instructional

Position Description: The Admission Specialist - Instructional is responsible to the Vice President for Student Services or his/her designee. The Admission Specialist - Instructional is responsible for all aspects of student recruiting including office management; planning and implementation of student recruiting strategies; representing NMJC at recruiting events; some supervisory responsibilities; budget management; developing, conducting and reporting recruiting follow-up. The Admission Specialist - Instructional integrates, whenever feasible and logical, the production of information with the student recruiting function. Duties and responsibilities include, but are not limited to the following: (1) confer with faculty to identify recruitment strategies, personnel needs, job specifications, job duties, qualifications, and skills; (2) assist faculty in on and off campus recruiting events and activities; (3) develop recruitment programs to attract applicants and to fill openings in specific job markets and provide information regarding NMJC programs and related job/training opportunities to potential applicants; (4) develop recruiting materials, such as brochures, about the institution and its opportunities; (5) collaborate recruiting efforts with additional staff; (6) develop and maintain a network of contacts (e.g. high school instructors, dealerships, and students) to help identify qualified candidates; (7) initiate follow-up activities with prospective students; (8) forward applicant material to appropriate facility; (9) maintain knowledge of competitive practices in assigned disciplines, including compensation, training programs, and recruiting strategies; (10) work with others, internally and externally, to assist NMJC in developing and promoting student recruiting efforts and/or related activities and regularly report recruiting issues/activities to appropriate faculty; (11) work closely with NMJC's Public Information and Marketing personnel in the planning and development of student recruiting materials and write and place training opportunities in various media, as needed; (12) organize presentations for schools, dealerships, and job/college fairs regarding the institution, programs, and employment/training opportunities; (13) identify and utilize Internet on-line recruiting resources to recruit student candidates; (14) file and maintain appropriate potential applicant records to include student inquiries, contacts, follow-up files, and successful recruits; (15) travel regularly to meet recruiting needs; (16) communicate regularly with the Vice President for Student Services, or his/her designee; 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: Bachelor's degree required. All degrees must be from a regionally accredited institution. Excellent verbal and written skills. Skilled at making presentations to groups; strong desire to work with prospective college students. NOTE: Computer proficiency is required.

Salary/Benefits: This is a 12-month professional position. Salary range is \$ 30,693.00 to \$ 38,367.00 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: July 16, 2004 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), personal statements of community college and position philosophy and three or more letters of reference to:

Lisa Brown
Director of 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: lbrown@nmjc.cc.nm.us

APPLICANT LIST

Position: Admission Specialist - Instructional

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Hart, Robert	No	No	Incomplete application materials.
George, Carl	No	No	
Reiff, Dave	Yes	No	
Lopez, Charlie Jr.	No	No	Incomplete application materials.
Edwards, April	No	No	
Parrish, Jason Michael	No	No	
Trillo, Leslie	Yes	Yes	Start date: pending Board approval.
Hobson, Aubrey R.	No	No	
Polson, Chris	Yes	No	
Hicks, Gordon	No	No	
Rainwater-Kinabrew, Teena	No	No	
Mackey, LaNesa	No	No	
Hutchins, Rowland H.	No	No	
Elliot, Serenity	No	No	
Wright, Stephanie	No	No	
Gann, Steven	No	No	
Carrillo, Vochitl	No	No	
Sedgwick, George	No	No	
Boerner, Sandra	No	No	

Position: Admission Specialist - General (Continued from page 1)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Thompson, Travis	No	No	
Miller, Richard	No	No	Received after deadline to apply.

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-18-04

Candidate's name Glen DeMond Thomas

Position title Coordinator of Intramurals/Student Activities

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 9-13-04 Standard contract length 12 mos. 9 mos. other _____

Funding source NMJC Operating Fund

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

Lubbock Avalanche Journal; Midland Reporter Telegram; Odessa American; Career Services

Dept. of: Texas Tech University, New Mexico State University, Lubbock Christian University,
Wayland Baptist University, University of New Mexico, Eastern New Mexico University

Posted salary range \$26,467 - \$39,700 Recommended annual salary \$33,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-23-200 100%

Recommended and approved by:

Supervisor _____
Regina Organ
Vice President

Dean/Director _____
Steve McCreep
President

Selection Committee Members: Lance Caviness - Director of Student Life

Belinda Kays - Dept. Secty. - Student Life

Richard Morris - Director of Athletics

Regina Organ - Vice President for Student Services

Cyndi Stephenson - Academic/Career Planner

Comments: Mr. Thomas meets and/or exceeds the minimum qualifications for this position.

ABBREVIATED RESUME

Position

Coordinator of Intramurals/Student Activities

Personal Data

Name: Glen DeMond Thomas

Education

M.S., Wichita State University, Wichita, KS, 1999
B.G.S., Wichita State University, Wichita, KS, 1996

Professional Experience

Northeast State Technical Community College, Blountville, TN Physical Education Instructor	6/02 to Present
East Tennessee State University, Johnson City, TN Intramural/Facility Coordinator	1/00 to 1/02
University of Notre Dame, South Bend, IN Recreation Department - Graduate Intern	8/98 to 5/99
Wichita State University, Wichita, KS Recreation Department – Part-time Program Supervisor	9/95 to 5/98

Organizations/Awards

National Intramural and Recreation Sports Association
Tennessee Tri-Cities Officials Association
Wichita State University Official's Association - President
Wichita State University Men's Basketball Team
McCook Community College Men's Basketball Team

Certifications

First Aid and CPR



New Mexico Junior College Career Opportunities

Position Announcement • June 2004

Position Title: Coordinator of Intramurals/Student Activities

Position Description: The Coordinator of Intramurals/Student Activities is responsible to the Director of Student Life. The duties and responsibilities of the Coordinator of Intramurals/Student Activities shall be, but are not limited to, the following: (1) provide coordination, support and leadership for the provision of a variety of appropriate educational/recreational activities for a diverse student body; (2) develop communication with students to allow for student input; (3) seek input from faculty and staff regarding student activities; (4) provide supervision during all NMJC student activities; (5) work days, evenings and/or weekends as needed; (6) maintain professional relationships with students, faculty, staff, administration, and other interested citizens; (7) provide leadership for the development and implementation of a dynamic on campus intramural program; (8) be responsible for evaluation of all student activity programs and intramural programs; (9) any other duties as assigned by the Director of Student Life; and (10) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Associate degree, from a regionally accredited institution, is required. Bachelor's degree preferred. Previous student activities programming experience is preferred. Must be enthusiastic and student focused. The successful candidate will provide general program support and leadership for the Student Activities and Intramural programs.

Salary/Benefits: This is a twelve-month professional position. Starting salary range is \$26,467 - \$33,083 depending upon education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: July 9, 2004 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

**Lisa Brown
Director of 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, national origin, sex, 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: lbrown@nmjc.cc.nm.us

APPLICANT LIST

Position: Coordinator of Intramurals/Student Activities

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Reiff, Dave	No	No	
Gann, Steven	No	No	
Mendoza, Brenda	No	No	Incomplete application materials.
Bryant, Don	No	No	Incomplete application materials.
Brown, Rodney	No	No	
Manning, Marlon	No	No	Incomplete application materials.
Lopez, Charlie I.	No	No	
Parrish, Jason Michael	No	No	
Cruse, Michael	Yes	No	Declined interview.
Bland, Johnny	No	No	Incomplete application materials.
Evans, Derelle	No	No	Incomplete application materials.
Carrillo, Xochitl	Yes	No	
Thomas, G. DeMond	Yes	Yes	Start date: pending Board approval.
Perry, Sonya	No	No	
Olivas, Missy	No	No	
Rodriguez, Jesus	No	No	
Leaton, Suzette	No	No	
Rex, Craig	No	No	
Munoz, Ronnie	No	No	

Position: Coordinator of Intramurals/Student Activities (Continued from page 1)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Blackmon, Heath	No	No	Incomplete application materials.
Harlow, Christopher Lee	No	No	
Sayward, Stephen Joseph	Yes	No	
Perry, Jackie	No	No	
Smith, Andrew	Yes	No	
Ingrahm, Donald	No	No	Withdrew application.
Olsen, Nathaniel	No	No	Received after deadline to apply.
Sitzer, Kelly	No	No	Received after deadline to apply.