

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Tuesday, February 14, 2006

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of January 12, 2006 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Audit Report | Dan Hardin |
| 2. Monthly Expenditures Report | Dan Hardin |
| 3. Monthly Revenue Report | Dan Hardin |
| 4. Oil and Gas Revenue Report | Dan Hardin |
| 5. Schedule of Investments | Dan Hardin |
| 6. Fiscal Watch Reports | Dan Hardin |
| 7. Consideration of Agriculture Course Fees | John Gratton |
| 8. Consideration of Photography Course Fee | John Gratton |
| 9. Consideration of China Program for Students | John Gratton |
| 10. Personnel Consideration – Professor of P.E./Asst. Baseball Coach | Richard Morris |
| 11. Personnel Consideration – Director of Training Programs | John Gratton |
| 12. Personnel Consideration – Director of Upward Bound | Regina Organ |
| 13. Personnel Consideration – Custodial Position | Charley Carroll |
| 14. Closure of Open Meeting | Larry Hanna |
| 15. Personnel Consideration | Steve McCleery |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JANUARY 12, 2006

MINUTES

The New Mexico Junior College Board met on Thursday, January 12, 2006, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; Mr. Ron Black; and Mr. John Hice, Jr.

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

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

The board minutes of December 15, 2005 should have read that the New Mexico Junior College Board met in the Zia Room of Pannell Library instead of the T-Bird Room of the Ben Alexander Student Learning Center. Upon a motion by Mr. Kesner, seconded by Mrs. Worrell, the board unanimously approved the minutes of December 15, 2005, as amended.

Under *President's Report*, Dr. McCleery informed the board that he would keep them updated on the upcoming legislative session.

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

Under *New Business*, Dan Hardin presented the December financial reports and with a motion by Mr. Hice, seconded by Mrs. Worrell, the board unanimously approved the expenditures for December, 2005.

Dr. McCleery made a recommendation regarding the tuition and fees for the college and community band members. The administration will approach the NMJC Foundation for scholarships before waiving the tuition and fees. If the funds are not available from the foundation, the college will waive the tuition and fees. The Jim Spence Memorial Scholarship Fund in the Foundation will provide 40 scholarships for this semester. Upon a motion by Mr. Jones, seconded by Mr. Black, the board unanimously accepted the recommendation.

Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously voted to table Consideration of Employee Handbook Change and the Personnel Considerations.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for February 13, 2006, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board meeting adjourned at 5:25 pm.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: February 6, 2006

RE: Expenditure and Revenue Reports for January 2006

January is month seven or 59% of the budget for the 2005/2006 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of January is \$19,990,541.00.

The total current unrestricted fund expenditures for Instruction & General through January are \$8,252,114.00, which is 54% of the projected budget. Two areas of Instruction and General that are above the 59% of budget are Academic Support and Student Services. In reviewing the expenses in Academic Support the Library has expended a large portion of their budget for Books and Periodicals. In Student Services there has been some equipment purchased earlier in the year that increased the percentage expended. The total for Current Unrestricted Funds is \$10,917,462.00, which is 57% of the budget. Under Current Unrestricted Funds, Student Activities expended a large portion of their budget in the Fall Semester. Student Aid is over budget due to the large amount of tuition waivers for the ACT Academy. Auxiliary Enterprise has a high percentage of budget spent due to the amount of books and supplies purchased prior to the beginning of the Spring Semester. Athletics has a higher percentage of budget spent due to the posting of the Grant in Aid. The credit of \$55,986.00 for the month of January in Internal Services is because we posted the December and January charge outs in January.

In the Restricted Funds the expenditures in the Grant area is increasing. We continue to monitor the expenditures in the Grants and request the drawdown from the state and federal agencies. Restricted Student Aid had the big Pell payout in January. Total amount of restricted funds expended through January of 2006 is \$4,213,632.00.

Plant funds expended is mainly for the completion of the exhibits at the Western Heritage Museum.

Expenditures through January 2006 were \$19,990,541.00 or 54% of the budget.

Total Current Unrestricted revenue received in January 2006 was \$2,926,510.00. This mostly consists of the tuition and fees, the monthly allocation from the state, the Oil and Gas Income, property tax revenue, and Auxiliary Enterprise revenue. We made a correction in the State Appropriation in January, moving \$475,000.00 from the State Appropriation to an Agency account. The \$475,000.00 was received in November as a special appropriation, but is allocated for the New Mexico Virtual College. New Mexico Junior College is the fiscal agent for the New Mexico Virtual College. We were expecting to be able to send these funds back to the HED (Higher Education Department) so that the HED could be the fiscal agent. We found out in January that we had to be the fiscal agent for these funds and moved the funds out of institutional funds into an agency account for disbursement. The normal monthly funding from State Appropriations is \$589,541.00 per month.

Tuition and Fees collected in January was \$224,020.00 as we collect tuition and fees for the spring semester. Oil and Gas tax revenue for the first six months of the fiscal year is \$2,394,880.00 over the projected budget, we received \$760,280.00 in January. The property tax revenue for January was \$1,103,965.00, we will receive another large property tax check by June. Auxiliary enterprises had revenue of \$657,679.00 in January.

Restricted funds had some drawdown revenue in January. \$204,255.00 was drawdown as Grant revenue and \$87,513.00 was brought in restricted student aid. Total restricted fund revenue for the year is \$2,815,446.00. There will be another large drawdown in February for restricted student aid.

Plant Funds had a drawdown of \$189,396.00 in January for General Obligation Bonds for Library and Infrastructure.

Total revenue for the month of January 2006 is \$3,407,674.00, with year-to-date revenue of \$19,603,065.00 or 64% of projected budget.

The investment report shows an ending balance of \$6,625,000.00, as \$1,000,000.00 was sent to the state to invest in the Local Governmental Investment Pool.

The Oil and Gas report reflects the strong mill levy revenue from Oil and Gas and Oil and Gas equipment taxes. The total budget through January for Oil and Gas is \$1,963,031.00. The total Oil and Gas revenue through December of 2005 (which does not include the accrual of \$280,433) is \$4,077,478.00, which is \$2,114,447.00 over the total budget for the year. The budget for the year for Oil and Gas equipment tax is \$800,000.00, the revenue year-to-date is \$487,891.00 as of January 2005.

This concludes the Financial Report for January 2005.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
January 2006

59% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,245,879	2,960,417	47%	6,473,186	692,074	3,361,663	52%
Academic Support	1,232,001	772,550	63%	1,642,895	220,584	1,086,367	66%
Student Services	997,439	606,036	61%	1,124,256	168,323	752,752	67%
Institutional Support	3,447,559	1,435,229	42%	3,764,893	393,188	1,706,544	45%
Operation & Maintenance of Plant	1,894,111	1,160,038	61%	2,150,250	329,045	1,344,788	63%
Subtotal - Instruction & General	13,816,989	6,934,270	50%	15,155,480	1,803,214	8,252,114	54%
Student Activities	125,759	66,499	53%	190,972	15,033	117,044	61%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	1,462,728	817,546	56%	1,015,984	(55,986)	333,198	33%
Student Aid	331,910	186,244	56%	371,498	143,264	394,080	106%
Auxiliary Enterprises	1,497,489	1,038,206	69%	1,711,738	304,676	1,302,330	76%
Athletics	691,411	339,724	49%	715,560	169,810	518,696	72%
Total Current Unrestricted Fund	17,926,286	9,382,489	52%	19,161,232	2,380,011	10,917,462	57%
CURRENT RESTRICTED FUND							
Grants	1,711,163	570,211	33%	1,558,078	135,909	754,324	48%
Student Aid	4,422,593	2,523,872	57%	4,694,393	1,430,636	3,459,308	74%
Total Current Restricted Fund	6,133,756	3,094,083	50%	6,252,471	1,566,545	4,213,632	67%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	8,450,044	5,667,433	0%	5,982,647	50,917	3,500,290	59%
Projects from State GOB Funds	4,549,839	3,350,063	74%	3,968,012	10,632	202,346	5%
Projects from State STB Funds	1,885,297	1,885,297	100%	0	0	0	0%
Projects from General Fund	648,945	648,945	0%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	390,637	797,177	59%
Projects from State ER&R	386,587	0	0%	206,946	0	0	0%
Projects from State BR&R	480,452	234,154	49%	353,945	0	314,932	89%
Projects from Auxiliary BR&R	47,709	35,507	74%	44,702	0	44,702	100%
Subtotal - Capital and BR&R	17,798,873	11,821,399	66%	11,906,252	452,186	4,859,447	41%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	17,798,873	11,821,399	66%	11,906,252	452,186	4,859,447	41%
GRAND TOTAL EXPENDITURES	41,858,915	24,297,971	58%	37,319,955	4,398,742	19,990,541	54%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
January 2006

59% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,690,200	1,039,606	62%	2,438,985	224,020	1,748,338	72%
State Appropriations	8,089,900	4,114,298	51%	7,553,000	114,542	4,627,377	61%
Advalorem Taxes - Oil and Gas	3,409,779	2,513,322	74%	4,165,200	760,280	4,845,801	116%
Advalorem Taxes - Property	2,468,000	49,147	2%	2,588,000	1,103,965	1,931,877	75%
Interest Income	155,871	59,860	38%	120,000	18,120	96,428	80%
Other Revenues	234,500	170,550	73%	209,550	33,928	149,053	71%
Subtotal - Instruction & General	16,048,250	7,946,783	50%	17,074,735	2,254,855	13,398,874	78%
Student Activities	47,800	29,754	62%	120,000	10,985	87,521	73%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	0	0%	0	0	0	0%
Auxiliary Enterprises	1,802,550	1,360,533	75%	1,922,200	657,679	1,712,680	89%
Athletics	36,600	17,250	47%	39,600	2,991	20,939	53%
Total Current Unrestricted	17,948,200	9,354,320	52%	19,156,535	2,926,510	15,220,014	79%
CURRENT RESTRICTED FUND							
Grants	1,849,374	213,092	12%	1,558,078	204,255	816,976	52%
Student Aid	4,422,593	1,938,131	44%	4,694,393	87,513	1,998,470	43%
Total Current Restricted	6,271,967	2,151,223	34%	6,252,471	291,768	2,815,446	45%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,612,996	2,674,221	74%	3,968,012	189,396	217,605	5%
Projects from State STB Funds	1,885,297	1,201,622	64%	0	0	0	0%
Projects from General Fund	648,945	655,500	0%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	0	1,350,000	100%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	7,497,238	4,531,343	60%	5,318,012	189,396	1,567,605	29%
GRAND TOTAL REVENUES	31,717,405	16,036,886	51%	30,727,018	3,407,674	19,603,065	64%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

January 2006

59% 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	2005-06 Original Budget	Variance Over (Under) Budget
Actual	July	\$44.01	3,052,684	\$6.29	17,564,482	573,597	280,433	293,164
Actual	August	\$52.41	2,930,766	\$6.09	17,298,452	573,625	280,433	293,192
Actual	September	\$55.96	2,988,008	\$7.52	17,445,111	703,275	280,433	422,842
Actual	October	\$60.41	2,125,044	\$9.19	15,808,585	734,758	280,433	454,325
Actual	November					731,943	280,433	451,510
Actual	December					760,280	280,433	479,847
Accrual	January					280,433	280,433	0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						4,357,911	1,963,031	2,394,880
Y.T.D. Equipment Tax Revenue						487,891	800,000	(312,109)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						4,845,802	2,763,031	2,082,771

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
January 2006**

59% 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	6,625,000	N/A	N/A	N/A	7102-1348	3.64%	18,217
Total Investments	<u>6,625,000</u>						<u>18,217</u>

Summary of Current Month's Activity	
Beginning amount	5,625,000
Plus: deposits	1,000,000
Less: withdrawals	0
Capital Projects	2,752,983
Reserves Invested	3,872,017
Total LGIP Investment	6,625,000

Capital Projects	1/31/2006
Technology Upgrade	97,749.55
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	118,430.00
Western Heritage Museum	0.00
Drawings and Master Plan	0.00
Baseball Field	163,940.14
Rodeo Arena	7,836.78
Dormitory Landscape	45,519.03
Circle Drive	0.00
Roadway Parking Lot Seal Coat	0.00
BR&R Carryover	39,013.04
Millen Fence/Landscape	0.00
Ben Alexander Student Center	147,431.53
JASI	235,425.57
Computer Equipment Rebates	631.50
Clerk of the Works	552.74
Marketing	67,071.41
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	0.00
Classroom Furniture Replacement	20,000.00
Campus Village Development Proj	4,285.00
Testing Center	250,000.00
Total	2,752,982.83

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

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

To: Board Members
From: Dan Hardin
RE: Fiscal Watch Reports
Date: February 14, 2006

Attached for your approval are the Fiscal Watch reports to be submitted to the Higher Education Department by the end of February. The first report is the Balance Sheet for December 31, 2005. The total current assets consist of Cash and Cash Equivalents in the amount of \$7,082,082.00, which represents cash in the vault and balances in the bank and \$4,589,268.00 in restricted cash as loan proceeds for the student housing project. Investments totaling \$5,625,000.00 are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. These are receivables from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. Prepaid expense is the college insurance and maintenance agreements prepaid for the entire year. Total current assets are \$14,676,160.00

Non-Current Assets are the same as is in the 2005 audit for Property, Plant and Equipment, net \$11,492,923.00 and Construction in Progress \$15,062,020.00. Total Non-Current Assets are \$26,554,913.00. Total Assets are \$41,231,103.00

Current Liabilities begin with Accounts Payable of (\$138,030.00). Under the Banner system, when an invoice is entered into the system that amount is recorded in Accounts Payable, as checks are cut there is also an entry to Accounts Payable. So there is a large amount of activity in and out of Accounts Payable. Accounts Payable includes Dorm Deposits Payable, Gift Certificates from the Bookstore, and General Accounts Payable. Accrued wages payable is salaries payables and accrued vacation payable. At 12-31-2005, accrued wages payable was \$126,586.00. Deferred revenue is largely tuition and fees that we received for upcoming semesters. Deferred revenue at the end of December was \$341,796.00. This number is high, but when the books are closed for fiscal year 2004/2005 a large portion of deferred

revenue will be moved into 2005/2006 revenue. Accrued Liabilities include all of the withholding payables for Federal Income Tax, State Income Tax, ERA, Health Insurance and other payroll related withholdings. Total accrued liabilities as of December 2005 is \$282,200.00.

Other Payables are a combination of gross receipts payable, voluntary withholding payables, agency accounts, and scholarships payable. Agency accounts are funds held for the various clubs and organizations around campus. The total of other payables is \$99,658.00. Total Current Liabilities are \$712,210.00 as of December 2005. Long Term Liabilities include the student housing project for \$4,589,269.00. The \$4,589,269.00 is a total of \$4,000,000.00 for construction cost, \$229,985.84 capitalized interest, and \$359,282.68 debt service reserve account. The total liabilities is \$5,301,479.00.

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$21,965,674.00. Unrestricted net assets has a total as of December 2005 of \$13,963,950.00, with the total net assets of \$35,929,624.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that were presented in the Board reports for December 2005. This report compares the December 2004 current revenues to the December 2005 current revenues. Tuition and Fees are higher in December 2005 as compared to December 2004 due to the increase in rates for tuition and fees. State Appropriations are showing to be higher in 2005 as compared to 2004. The College received \$475,000.00 in the State Appropriations that are designated for the New Mexico Virtual College. We will be moving those funds out of the revenue for State Appropriations into an agency account. The net result is that State Appropriations are less than last year by \$76,463.00. Local appropriations are very strong this year due to the increases in the Oil and Gas revenues. Sales and Service revenue from 2004 to 2005 is down by 18.6 %. In reviewing this account the decline is mainly in the Bookstore, although we still project the Bookstore sales to be close to the project budget. Other revenues include indirect revenue from grants, GEO revenue, copier, and vending which are less than 2004, but is on track for 2005. Total operating revenue through December 2004 was \$9,354,320.00 compared to \$12,293,504.00 as of December 2005.

In comparing the year-to-date operating expenditures as of December 2004 to the year-to-date operating expenditures for December 2005, we have some variances. The expenditures in Student Social and Cultural from December 2005 are somewhat higher than December 2004. The budget for Student Social and Cultural was increased in 2005 from \$125,759.00 to \$190,351.00. The December 2005 expenditures for Internal Services are substantially less than the December 2004 expenditures. In 2004 the purchase of

the Docutect and copiers was expensed in the Document Center, 2005 does not have these equipment expenditures. Student Aid expends funds early in each semester. The increase in spending in comparing December 2004 to December 2005 was due to the increase in the Student Aid budget for 2005. Total expenditures for operating funds as of December 2005 is \$8,537,451.00 compared to \$9,382,489.00 as of December 2004.

In comparing the Plant funds from 2004 to 2005, the revenue has decreased tremendously due to the completion of the construction projects by September of 2005. As you compare the expenditures you will also see the decrease from the construction projects that have been completed.

The next report is the comparison of the budget to actual as of December 2005. These numbers are also taken from the Board reports presented at the January Board meeting. Revenues are strong and are at or over the 50% of budget for all areas. The expenditure comparison of budget to actual is also the same as we presented in the January Board meeting. Encumbrances and seasonal expenditures account for most of the percentage of expenditures to budget being over 50%. The budget for the Plant fund revenues are for projects that have not been started or completed. Expenditures show the amounts that have been expended and/or encumbered for the capital projects. The equipment ER&R is allocated in the Plant funds, but it is expended in the departments where the equipment is purchased. We move the budget from ER&R to the department to cover the expenditure for equipment as it is purchased.

We hope this explanation gives you a good understanding of the Fiscal Watch reports we are asking you to approve.

Respectfully,
Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 12/31/05

Assets

Current Assets:

Cash and Cash Equivalents	7,082,082
Investments	5,625,000
Accounts Receivable, net	1,305,876
Inventories	321,367
Prepaid Expenses	341,835

Total Current Assets 14,676,160

Non-Current Assets

Property, Plant and Equipment, net	11,492,923
Construction in Progress	15,062,020

Total Non-Current Assets 26,554,943

Total Assets 41,231,103

Liabilities

Current Liabilities

Accounts Payable	-138,030
Accrued Wages Payable	126,586
Deferred Revenue	341,796
Accrued Liabilities	282,200
Other Payables	99,658

Total Current Liabilities 712,210

Long Term Liabilities

Notes/Bonds Payable	4,589,269
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Total Long Term Liabilities 4,589,269

Total Liabilities 5,301,479

Net Assets

Invested in Capital Assets, net of Related Debt	21,965,674
Unrestricted	13,963,950

Total Net Assets 35,929,624

NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2004-2005 and 2005-2006

Operating Funds	Actuals as of 12/31/2004	Actuals as of 12/31/2005	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	1,039,606	1,524,318	46.6%
State Appropriations	4,114,298	4,512,835	9.7%
Local Appropriations	2,562,469	4,913,433	91.7%
Sales & Service	1,390,287	1,131,537	-18.6%
Other	247,660	211,381	-14.6%
Total Revenues	9,354,320	12,293,504	31.4%

EXPENDITURES			
Instruction & General	6,934,270	6,448,900	-7.0%
Student Social & Cultural	66,499	102,011	53.4%
Internal Services	817,546	389,184	-52.4%
Student Aid	186,244	250,816	34.7%
Auxiliary Enterprises	1,038,206	997,654	-3.9%
Intercollegiate Athletics	339,724	348,886	2.7%
Total Expenditures	9,382,489	8,537,451	-9.0%
Increase (decrease) in Fund Balances	-28,169	3,756,053	

Plant Funds			
REVENUES			
Interest Income	-	-	
State Funds	4,531,343	28,209	
Other		1,350,000	
Total Revenue	4,531,343	1,378,209	-69.6%

EXPENDITURES			
Capital Projects	11,551,738	5,517,715	-52.2%
Building R&R	234,154	314,932	34.5%
Equipment R&R	-	-	
Auxiliary R&R	35,507	44,702	0.0%
Total Expenditures	11,821,399	5,877,349	-50.3%

Increase (Decrease) in Fund Balances	-7,290,056	-4,499,140	
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NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2005 - 2006

December 31 2005

Operating Funds	FY 2005-2006 Original Budget	FY 2005-2006 Actual as of 12-31-05	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	2,438,985	1,524,318	62.50%
State Appropriations	7,553,000	4,512,835	59.75%
Local Appropriations	6,753,200	4,913,433	72.76%
Sales & Service	1,922,200	1,055,001	54.89%
Other	489,150	287,917	58.86%
Total Revenues	19,156,535	12,293,504	64.17%

EXPENDITURES			
Instruction & General	15,173,738	6,448,900	42.50%
Student Social & Cultural	190,351	102,011	53.59%
Internal Services	1,011,124	389,184	38.49%
Student Aid	371,498	250,816	67.51%
Auxiliary Enterprises	1,710,330	997,654	58.33%
Intercollegiate Athletics	714,192	348,886	48.85%
Total Expenditures	19,171,233	8,537,451	44.53%
Increase (decrease) in Fund Balances	-14,698	3,756,053	

Plant Funds

REVENUES			
Interest Income	0	0	0.00%
State Funds	3,968,012	28,209	0.71%
Other	1,350,000	1,350,000	
Total Revenue	5,318,012	1,378,209	25.92%

EXPENDITURES			
Capital Projects	11,300,659	5,517,715	48.83%
Building R&R	353,945	314,932	88.98%
Equipment R&R	206,946	0	0.00%
Auxiliary R&R	44,702	44,702	100.00%
Total Expenditures	11,906,252	5,877,349	49.36%

Increase (Decrease) in Fund Balances	-6,588,240	-4,499,140
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Arts & Sciences Division Agriculture Department

TO: New Mexico Junior College Board members
FROM: Kelly Holladay, Interim Dean of Arts & Sciences
RE: Fees for Agriculture courses
DATE: 02/03/06

Prepared for the College Board meeting agenda on Tuesday, February 14th, 2006

The Arts & Sciences Division would like you to consider adopting the following Agriculture course fees.

- AG194 Introduction to Animal Science \$25.00

Rationale: Includes a 3 hour hands-on lab that requires supplies and equipment. This fee is in line with other science labs offered in the A & S division.

- AG124B Introduction to Horticulture \$25.00

Rationale: Includes a 2 hour hands-on lab that will require supplies and equipment and may consist of field trips.

- AG193 Horsemanship I \$30.00

Rationale: This course utilizes the show pen in the Ag Pavilion and the rodeo arena, which has to be maintained. Equipment such as drive lines, long lead shanks, and snaffle bits are used in the class and often times have to be replaced.

- AG193B Horsemanship II \$30.00

Rationale: same as for Horsemanship I.

**Arts & Sciences Division
Photography Department**

TO: New Mexico Junior College Board members
FROM: Kelly Holladay, Interim Dean of Arts & Sciences
RE: Fees for a Photography course
DATE: 02/03/06

Prepared for the College Board meeting agenda on Tuesday, February 14th, 2006

The Arts & Sciences Division would like you to consider adopting the following Photography course fees.

- AR293A Creative Photography \$35.00

Rationale: This course utilizes software, a computer lab with inkjet printers, the art studio, as well as the darkroom during the course of the semester. A one hour lab is provided for the students in the dark room. Processing chemicals, equipment has to be utilized and maintained for this course. This fee is in line with the other two Photography courses offered in the A & S division.

Cost of China Program for Students

\$840 Fee to US/China Exchange Program

- includes roundtrip airfare from Los Angeles to China;
- transportation in China;
- room and board for five weeks;
- trips to two or three cultural sites (i.e., the Great Wall);
- fees for visa and work permit

Breakdown of NMJC Fees

\$ 12 information Technology fee, \$4 per credit hour

\$ 12 building usage, \$4 per credit hour

\$ 3 IRC fee (library), \$ 1 per credit hour

\$ 3 parking fee, \$1 per credit hour

\$ 3 activities fee, \$1 per credit hour

\$ 5 matriculation fee

\$100 drug testing

\$138 TOTAL NMJC Fees

Other Expenses

\$100.00 airfare from Lubbock to Los Angeles

\$112.99 (cost of vaccines and medication for Hepatitis A, Tetanus, Diphtheria, and Typhoid)

Total Cost of China Trip in 2006: \$1,190.99

TESL SUMMER CAMP ▶ COST

TESL SUMMER CAMP II

(7-week program, July 2~Aug 24 or July 6~Aug28)

(6-week program, July 2~Aug 17 or July 6~Aug 21 or July 10~Aug 25)

(5-week program, July 2~Aug 7 or July 6~Aug 10 or July 10 ~Aug 14)

▶ OUTLINE



The TESL Summer Program in China is a unique teaching and learning opportunity which offers individuals a chance to spend the summer teaching English, studying Chinese, and taking part in a meaningful cultural exchange among countries long misunderstood by one another. After a day of training and orientation in the U.S., participants will spend weeks teaching English to school students in TESL Summer Camps, learning the Chinese language and culture and travel in China. We plan to have about 30 TESL Summer Camps across China this year.

While all participants will visit Beijing, most participants will visit Shanghai and some may visit Hong Kong depends on camp location.

Program participants usually stay as a group of around 8 at one site, teaching English to several classes of school students 6 sessions per day, 40 to 45 minutes per session, and 6 teaching days per week in average. In addition, participants will spend 1.5 hour every other evening having all kinds of fun activities with students. The emphasis of classes is conversational English and North American culture, though some grammar may be taught as well. Besides these formal teaching duties, there are a number of other cultural enrichment activities that both American teachers and their students will participate. Participants will stay in housing located on the school's campus or in local hotels, with meals provided in their dining halls. The absolute minimum is a furnished room, with bath or shower, and air-conditioner. Some sites provide a television, a refrigerator, and a telephone in the room. Email service is available on campus and/or in nearby Internet cafes. Double occupancy applies in hotels. Single or double occupancy is provided if stay on campus.

Note: *This summer program may qualify for international internship and/or 4 credit hours accepted by colleges and universities. You should contact your home institution and academic adviser to get pre-approval for possible credits.*

TESL Summer Camp II Calendar of 2005

Exact schedule may vary by a day or several days depending on availability of the airfares and camp's schedule.

Seven-week program

July 2	Sa	Departure from US.
July 3	S	Arrival at Shanghai or other city.
July 4	M	Touring.

Seven-week program

July 6	W	Departure from US.
July 7	Th	Arrival at Shanghai or other city.
July 8	F	Touring.

July 5	T	Going to school
July 6	W	Receiving students,opening of the camp,preparing class lessons,and rest.
July 7~9	Th~Sa	Teaching for 3 days.
July 10	S	Break
July 11~16	M~Sa	Teaching for 6 days.
July 17	S	Break.
July 18~23	M~Sa	Teaching for 6 days.
July 24	S	Break.
July 25~30	M~Sa	Teaching for 6 days.
July 31	S	Break.
Aug 1~3	M~W	Teaching for 3 days.
Aug 4~6	Th~Sa	Travel from one camp to another if necessary.
Aug 7	S	Arrive at second camp and break.
Aug 8~13	M~Sa	Teaching for 6 days.
Aug 14	S	Break.
Aug 15~20	M~Sa	Teaching for 6 days.
Aug 21	S	Arrival at Beijing and touring.
Aug 22	M	Touring.
Aug 23	T	Free time at Beijing or leave Beijing depending on tickets.
Aug 24	W	Departure from Beijing.

Six-week program

July 2	Sa	Departure from US.
July 3	S	Arrival at Shanghai,or other city.
July 4	M	Touring.
July 5	T	Going to school.
July 6	W	Receiving students,opening of the camp,preparing class lessons,and rest.
July 7~9	Th~Sa	Teaching for 3 days.
July 10	S	Break
July 11~16	M~Sa	Teaching for 6 days.
July 17	S	Break.
July 18~23	M~Sa	Teaching for 6 days.
July 24	S	Break.
July 25~27	M~W	Teaching for 3 days.

July 9	Sa	Going to school
July 10	S	Receiving students,opening of the camp,preparing class lessons,and rest.
July 11~16	M~Sa	Teaching for 6 days.
July 17	S	Break.
July 18~23	M~Sa	Teaching for 6 days.
July 24	S	Break.
July 25~30	M~Sa	Teaching for 6 days.
July 31	S	Break.
Aug 1~6	M~Sa	Teaching for 6 days.
Aug 7~9	S~T	Travel from one camp to another if necessary.
Aug 10	W	Arrival at second camp and break.
Aug 11~13	Th~Sa	Teaching for 3 days.
Aug 14	S	Break.
Aug 15~20	M~Sa	Teaching for 6 days.
Aug 21	S	Break.
Aug 22~24	M~W	Teaching for 3 days.
Aug 25	Th	Arrival at Beijing and touring
Aug 26	F	Touring.
Aug 27	Sa	Free time at Beijing or leave Beijing depending on tickets.
Aug 28	S	Departure from Beijing.

Six-week program

July 6	W	Departure from US.
July 7	Th	Arrival at Shanghai,or other city.
July 8	F	Touring.
July 9	Sa	Going to school
July 10	S	Receiving students,opening of the camp,preparing class lessons,and rest.
July 11~16	M~Sa	Teaching for 6 days.
July 17	S	Break.
July 18~23	M~Sa	Teaching for 6 days.
July 24	S	Break.
July 25~30	M~Sa	Teaching for 6 days.
July 31 - Aug 2	S~T	Travel from one camp to another if necessary

July 28~30	Th~Sa	Travel from one camp to another if necessary
July 31	S	Arrival at second camp and break.
Aug 1~6	M~S	Teaching for 6 days.
Aug 7	S	Break.
Aug 8~13	M~Sa	Teaching for 6 days
Aug 14	S	Arrival at Beijing and touring.
Aug 15	M	Touring.
Aug 16	T	Free time at Beijing or leave Beijing depending on tickets.
Aug 17	W	Departure from Beijing.

Five-week program

July 2	Sa	Departure from US.
July 3	S	Arrival at Shanghai, or other city.
July 4	M	Touring.
July 5	T	Going to school.
July 6	W	Receiving students, opening of the camp, preparing class lessons, and rest.
July 7~9	Th~Sa	Teaching for 3 days.
July 10	S	Break
July 11~16	M~Sa	Teaching for 6 days.
July 17	S	Break.
July 18~23	M~Sa	Teaching for 6 days.
July 24	S	Break.
July 25~30	M~Sa	Teaching for 6 days.
July 31	S	Break.
Aug 1~3	M~W	Teaching for 3 days.
Aug 4	Th	Arrival at Beijing and touring.
Aug 5	F	Touring.
Aug 6	Sa	Free time at Beijing or leave Beijing depending on tickets.
Aug 7	S	Departure from Beijing.

Aug 3	W	Arrival at second camp and break.
Aug 4~6	Th~Sa	Teaching for 3 days.
Aug 7	S	Break.
Aug 8~13	M~Sa	Teaching for 6 days.
Aug 14	S	Break.
Aug 15~17	M~W	Teaching for 3 days.
Aug 18	Th	Arrival at Beijing and touring
Aug 19	F	Touring.
Aug 20	Sa	Free time at Beijing or leave Beijing depending on tickets.
Aug 21	S	Departure from Beijing.

Five-week program

July 6	W	Departure from US.
July 7	Th	Arrival at Shanghai, or other city.
July 8	F	Touring.
July 9	Sa	Going to school
July 10	S	Receiving students, opening of the camp, preparing class lessons, and rest.
July 11~16	M~Sa	Teaching for 6 days.
July 17	S	Break.
July 18~23	M~Sa	Teaching for 6 days.
July 24	S	Break.
July 25~30	M~Sa	Teaching for 6 days.
July 31	S	Break.
Aug 1~6	M~Sa	Teaching for 6 days.
Aug 7	S	Arrival at Beijing and touring
Aug 8	M	Touring.
Aug 9	T	Free time at Beijing or leave Beijing depending on tickets.
Aug 10	W	Departure from Beijing.

Summer Camp Daily Working Schedule for an American Teacher (Samples)

Exact schedules may vary from one camp to another determining by Chinese host institutions.



Time	Activities
7:00	Good morning.
7:00~7:30	Breakfast.
7:30~8:15	Study lesson: Chinese language and Culture.
8:15~9:00	English lesson: around 24 students.
9:10~9:55	English lesson: around 24 students.
10:05~10:50	English lesson: around 24 students.
11:00~11:45	English lesson: around 24 students.
11:45~12:15	Lunch.
12:15~14:30	Noon break, free time.
14:30~15:15	English lesson: around 24 students.
15:25~16:10	English lesson: around 24 students.
16:10~18:00	Free time.
18:00~18:30	Dinner
19:00~20:30 (M.W.F.)	Together with Chinese teachers to organize all kinds of informal learning related activities every other day, such as sing English songs, play English language related games, and English corner, etc... around 24 students.
19:00~20:30 (T.Th.Sa.)	Free time
20:30~23:00	Free time
23:00	Good night.

or

Time	Activities
07:00	Good morning
07:00-07:30	Breakfast
07:30-08:15	Study lesson: Chinese language and Culture
08:15-09:00	English lesson: around 24 students
09:10-09:55	English lesson: around 24 students
10:05-10:50	English lesson: around 24 students
11:30-12:00	Lunch
12:00-14:30	Noon break, free time.
14:30-15:15	English lesson: around 24 students
15:25-16:10	English lesson: around 24 students
16:10-16:55	English lesson: around 24 students
16:55-18:00	Free time
18:10-18:30	Dinner
19:00-20:30	Evening activities on every other day (in average)
20:30-23:00	Free time
23:00	Good night



The program fee provides us to cover the program development costs, recruiting and processing the application costs, management and daily operation cost. It includes the \$50 non-refundable application fee and partial travel expense. Your round-trip airfare, room and board in China, China domestic transportation, and orientation fee are all included.

- The program fee is waived for college professors and staff.
- The program fee is \$690 (7-week program) or \$840 (5-week or 6-week program) for all others.

New Payment Plan - A payment plan has been established for those who have financial difficulties. Scheduled payments are:

For 7-week program (program fee of \$690),

- First payment of \$390 received by whatever deadline specified in your Acceptance Letter
- Second payment of \$310 received by June 30, 2005 (by April 20 for MAY-JUNE Program)

For 5-week or 6-week program (program fee of \$840),

- First payment of \$490 received by whatever deadline specified in your Acceptance Letter
- Second payment of \$360 received by June 30, 2005

Applicants interested in the payment plan please email uschinaedu@hotmail.com to apply.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 1-30-06

Candidate's name Cory L. Hall

Position title Professor of Physical Education/Assistant Men's Baseball Coach

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 2-15-06 Standard contract length 12 mos. 9 mos. other

Funding source Institutional Funds

Paid advertising beyond *standard NJCAA Website, NCAA

(* 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 \$34,727 to \$43,408 Recommended annual salary \$37,042 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%

Recommended and approved by:

[Signature]
Supervisor

[Signature]
Dean/Director

[Signature]
Vice President

[Signature]
President

Selection Committee Members: Ray Birmingham - Professor of PE/Head Baseball Coach

John Gratton - Vice President for Instruction

Kelly Holladay - Interim Dean of Arts and Sciences

[Signature] Richard Morris - Director of Athletics

Comments: Mr. Hall, with a Master's degree in Education, a Bachelor's degree in Physical Education and four years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Men's Baseball Coach

Personal Data

Name: Cory L. Hall

Education

B.S. (Education) in Health and Physical Education, Northwestern Oklahoma State University, 2000
M.Ed., Northwestern Oklahoma State University, 2002

Professional Experience

Western Illinois University 8/05 to Present
Assistant Baseball Coach

Clarendon College
Head Baseball Coach/Activity Class Instructor 8/03 to 8/05
Assistant Baseball Coach/Dorm Director 8/01 to 8/03

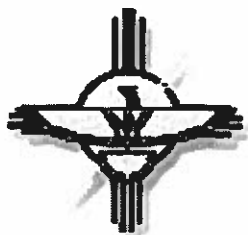
Northwestern Oklahoma State University 8/99 to 8/01
Graduate Assistant/Pitching Coach

Activities/Accomplishments

First season as head coach – Team finished with a 43-13 record and was ranked 10th in the nation (first time to be ranked in school history), a second straight division championship and a third place finish in the National Regional.

Second season as head coach – Team finished with a 31-20 record and qualified for third straight Regional Tournament appearance.

Oklahoma State Camp Pitching Instructor (Winter 2004, Summer 2004)



New Mexico Junior College

Career Opportunities

Position Announcement • December 2005

Position Title: Professor of Physical Education/Assistant Men's Baseball Coach

Position Description: The position is responsible to the Dean of Arts and Sciences, Vice-President for Student Services, Director of Athletics, and Head Men's Baseball Coach. Duties and responsibilities shall be, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve as a sponsor for student groups as assigned; (3) post and maintain approved office hours per week; (4) assume other professional responsibilities associated with the position of Professor; (5) assist Men's Baseball Coach; and (6) 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. All NMJC employees are encouraged to: (1) participate in a process of continual personal and professional improvement; (2) actively participate in the instructional goals and objectives designed to support the mission of the college; and (3) serve on college committees as assigned.

Qualifications: Master's degree in Physical Education preferred. Bachelor's degree required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed. Bachelor's degree personnel will be placed on a track for completion of Master's degree.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine-month position. The successful applicant may have the option of teaching during the summer terms for income above his/her base salary. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed application by qualified candidates. Position is available beginning 2006 Spring semester. To ensure consideration, all application materials must be received. **Application materials sent via e-mail will not be accepted.**

To Apply: Submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

APPLICANT LIST

Position: Professor of Physical Education/Assistant Men's Baseball Coach

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Gilreath, Gregory J.	No	No	Incomplete application materials.
Sinclair, William H.	No	No	Incomplete application materials.
Torrez, Matthew A.	No	No	
Halka, Jason	No	No	Incomplete application materials.
Pineda, Gerard A.	No	No	
Souders, Rodger F.	No	No	
Cook, Michael R.	No	No	Incomplete application materials.
Rateike, Chris A.	Yes	No	
Misfeldt, Kenny S.	No	No	
Monaghan, Brett W.	No	No	
Weintraub, Aaron M.	No	No	
Benevento, Peter N.	No	No	Incomplete application materials.
Carroll, Billy C.	No	No	
Turner, Jeremy L.	No	No	
Mongiardo, Chris	No	No	Incomplete application materials.
Hall, Cory L.	Yes	Yes	Start date: Pending Board approval.
Spann, Kelly M.	No	No	

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 2-9-06

Candidate's name Marilyn J. Hayes

Position title Director of Training Programs

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 3-1-06* Standard contract length 12 mos. 9 mos. other _____

*Pending background check

Funding source Institutional Funds

Paid advertising beyond *standard Chronicle for Higher Education

(* 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 to \$46,746 Recommended annual salary \$48,148 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 2836 61301 101 100%

Recommended and approved by:

Supervisor _____ Dean/Director _____

Vice President _____ President Steve McCleary

Selection Committee Members: Toni Dunn - Professor of Business/Office Technology

John Gratton - Vice President for Instruction

Lisa Hardison - Dean of Extended Learning

Angie McConal - Program Planner - Continuing Education

Renee Wharton - Director of Institutional Effectiveness

Comments: Dr. Hayes, with a B.A. in Communications & Business, a M.A. in Human Relations, a Ph.D. in Curriculum & Instruction in Higher Education and 23 years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Director of Training Programs

Personal Data

Name: Marilyn J. Hayes

Education

Ph.D., University of Texas at Austin, Austin, Texas, 1994

Curriculum & Instruction in Higher Education, with emphasis in Adult Learning Theory and Organizational Behavior

M.A., Webster University, St. Louis, Missouri, 1983

Human Relations

B.A., Loretto Heights College, Denver, Colorado, 1982

Communications and Business

Professional Experience

College of the Southwest, Hobbs, NM 2002 to Present
Professor of Business, Advisor for Marketing and Management Majors

McPherson College, McPherson, Kansas
Associate Professor of Business and Economics 1998 to 2001
Director of Continuing Education/Associate Professor of Business and Economics 1997 to 1998

Schreiner College, Kerrville, Texas 1995 to 1997
Director of Continuing and Extended Education/Associate Professor of Education

St. Edward's University, Austin, Texas 1984 to 1991 & 1993 to 1995
Assistant Professor of Human Relations/Assistant Professor of Education

Park College, Austin, Texas 1984 to 1990 & 1993 to 1995
Academic Director/Adjunct Instructor

Community Organization/Association Affiliations

American Express Business Advisory Panel, 2004 to Present
Higher Learning Commission of North Central Association of Colleges and Schools
Academic Quality Improvement Program trained evaluator, 2003 to Present
National Business Education Association, 1997 to Present
American Association for Higher Education, 1987 to 2005

Honors

7th, 8th & 9th edition of *Who's Who Among America's Teachers*, 2004, 2005, 2006
Manchester's *Who's Who Among America's Business Professionals*, 2005
AQIP/NCA evaluation team for accreditation of major university, 2004



New Mexico Junior College

Career Opportunities

Position Announcement • December 2005

Position Title: Director of Training Programs

Position Description: This position reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: 1) Develop and organize business and industry training programs 2) Actively seek opportunities to learn more about and become associated with professional organizations in the region; 3) Set clear outcome objectives and organize training curriculum; 4) Recruit, hire, motivate, train, and oversee adjunct trainers; 5) Anticipate and quickly adapt to changing needs and work environment and to think critically, balance competing demands, and satisfy conflicting needs; 6) Create strategies to meet the needs of local and regional industries; 7) Create opportunities to collaborate with economic development entities; 8) Conceptualize and design services that address the needs of local and regional business and industry; 9) Provide presentations to business, industry, and organizations; 10) Establish and maintain effective working relationships with supervisor, co-workers, consumers, employers, and community agencies; 11) Utilization of computers, software, and other technologies in the delivery of employment and training services; 12) Travel among work sites throughout the region; 13) Assist with identifying funding opportunities and collaborating with agency officials to prepare funding proposals; 14) Assist with strategic planning; 15) Assist with grant opportunities; 16) Assure that departmental operations, activities, and responsibilities are carried out efficiently, effectively and in compliance with division, college, local, state, and federal laws and regulations; 17) Attend professional training as directed by the Dean; 18) Any other duties assigned by the Dean to further the mission of the Extended Learning Division or New Mexico Junior College; and, 19) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A Master's Degree in a related field preferred, but will consider a bachelor's degree with five or more years of demonstrated success in managing employment and training programs in lieu of advanced degree. Successful candidate must have experience in workforce services, staffing services, or a related field; excellent oral and written communication skills, including public presentation skills; a valid driver's license; a willingness to travel. Must be committed to excellence and promoting success through learning. **NOTE: Computer proficiency is required.**

Salary/Benefits: This is a twelve-month position. Salary range is \$37,397 to \$46,746 The salary and benefits are competitive and commensurate with experience and qualifications. **Note:** New Mexico Junior College does not participate in social security deductions.

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

To Apply: Application materials sent via e-mail will not be accepted. Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment) and/or certifications, and three or more letters of reference to:

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

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"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: spounds@nmjc.cc.nm.us

APPLICANT LIST

Position: Director of Training Programs

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Hayes, Marilyn J.	Yes	Yes	Start date: Pending Board approval.
Robinson, William J.	No	No	Incomplete application materials.
Walker, Sarah L.	No	No	
Baker, Anthony D.	No	No	
Livingston, Guy K.	Yes	No	
Portillo, David I.	No	No	
Cline, Lisa M.	No	No	
Nevarez, Mario	No	No	

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 2-14-06

Candidate's name Tyler S. Friend

Position title Director of Upward Bound Program

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 3-1-06 Standard contract length 12 mos. 9 mos. other _____

Funding source Upward Bound

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 \$37,397 to \$46,746 Recommended annual salary \$42,072 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 41133-3024-61301-123 100%

Recommended and approved by:

Pat Gorman
Supervisor

Pat Gorman
Dean/Director

Regina Ogan
Vice President

Steve McCleery
President

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

April Edwards - Coordinator of Learning Assistance/Tutoring

Vera Gilleland - Director of Talent Search

Patrick Gorman - Dean of Counseling

Dallas Hulsey - Professor, English

Cynthia Zambrelli - Counselor

Comments: _____

Mr. Friend, with a B.A. in Secondary Education and a M.A. in Educational Administration,
along with 10 years applicable experience, meets and/or exceeds the minimum requirements
for this position.

ABBREVIATED RESUME

Position

Director of Upward Bound Program

Personal Data

Name: Tyler S. Friend

Education

M.S., College of the Southwest, Hobbs, NM 2004

Secondary Education

B.A., Idaho State University, Pocatello, ID, 1995

Educational Administration

Professional Experience

New Mexico Junior College, Hobbs, NM

Talent Search School Coordinator

12/04 to Present

Upward Bound Academic Coordinator

9/04 to 12/04

Talent Search School Coordinator

8/01 to 9/04

Hobbs Municipal School District, Hobbs, NM

ACT Test Preparation Instructor

2003

Heizer Junior High, Secondary Teacher

8/00 to 8/01

Highland Junior High, Secondary Teacher

1998 to 2000

Houston Junior High, Secondary Teacher

1995 to 1997

Noalmark Broadcasting, Hobbs, NM

1995 to Present

Part-time Radio Announcer, Producer and Director

Truth or Consequences Municipal School District, Truth or Consequences, NM

1997 to 1998

Gifted Program Coordinator (K-12)

Sierra County Sentinel, Truth or Consequences, NM

1997 to 1998

Journalist

Organizations/Awards

Association of Supervision and Curriculum Development

New Mexico Activities Association Basketball Officials Division

New Mexico Association of Student Assistance Programs, President

Southwest Association of Student Assistance Programs

New Mexico Broadcasters' Association Sports Announcer of the Year (2001, 2003)



New Mexico Junior College

Career Opportunities

Position Announcement • December 2005

Position Title: Director of Upward Bound Program

Position Description: The Director of Upward Bound reports to the Director of Counseling and the Vice President for Student Services. The Upward Bound Program is a component of the federal TRIO Program to assist 9th through 12th graders to graduate from high school and enter post-secondary education. The Director is responsible for the overall implementation of the Upward Bound Program, the day to day operations of the projects including planning, implementing and supervising of staff, overseeing the budget, developing educational programs (tutoring, field trips and summer programs), preparing monthly and annual institutional and federal reports, working with key personnel in areas of high schools to identify potential students, working with parents and developing assessment and monitoring vehicles to track the 50 participants. All NMJC employees are encouraged to: 1) participate in a process of continual personal and professional improvement; 2) actively participate in the instructional goals and objectives designed to support the mission of the college; and, 3) serve on college committees as assigned.

Qualifications: Bachelor's Degree from a regionally accredited institution in education, psychology or related field is required. Masters' degree from a regionally accredited institution is preferred. Qualified applicant should have prior experience working with disadvantaged youth and/or secondary education. Bilingual in English/Spanish is an asset. Prior TRIO experience preferred.

Salary/Benefits: This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. 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: January 13, 2006 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. **Application materials sent via e-mail will not be accepted.**

To Apply: Submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: spounds@nmjc.edu

APPLICANT LIST

Position: Director of Upward Bound Program

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Portillo, David I.	No	No	
Walker, Sarah L.	No	No	
Mares, Jose L.	No	No	Withdrew application.
Friend, Tyler S.	Yes	Yes	Start date: Pending Board approval.
Marquez, Anna L.	Yes	No	
White, Lee T.	Yes	No	
Valora, Jenniffer M.	Yes	No	
Keime, Haley E.	No	No	



Memorandum

To: Dr. McCleery
From: Ismael Zuniga
Date: February 14, 2006
Re: Request Board Approval for Employment of Relative: Custodian I –
Night/Daytime

After reviewing applications for the Custodian I – Night/Daytime position, I would like to recommend Ms. Gina Rascon for the vacancy. Per the 2005-2006 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Gina Rascon is related to Isabela Rascon, Custodian I – Night/Daytime.

Pending Board approval, I would like for Ms. Rascon to start employment on February 16, 2006.

Thank you for your consideration.

Ismael Zuniga
Custodial Supervisor