

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, July 17, 2008

**Zia Room - Library**

4:00 p.m.

## AGENDA

- |  |                |
|--|----------------|
| A. Welcome   | Larry Hanna    |
| B. Adoption of Agenda  | Larry Hanna    |
| C. Approval of Minutes of May 28 & June 27, 2008   | Larry Hanna    |
| D. President's Report  | Steve McCleery |
| E. New Business  |                |
| 1. Monthly Expenditures Report   | Dan Hardin     |
| 2. Monthly Revenue Report  | Dan Hardin     |
| 3. Oil and Gas Revenue Report  | Dan Hardin     |
| 4. Schedule of Investments   | Dan Hardin     |
| 5. Consideration of Lea Power Partners Request   | Steve McCleery |
| 6. Consideration of Retirement Resolution  | Steve McCleery |
| 7. Consideration of Bid #1015 – Prefabricated Engineered Metal Building  | Josh Morgan    |
| 8. Consideration of RFP #99 – Professional Design Services for a Master Plan<br>for the Western Heritage Museum & Lea County Cowboy Hall of Fame | Josh Morgan    |
| 9. Personnel Consideration - Professor of Nursing  | John Gratton   |
| 10. Personnel Consideration – WHM Education & Events Coordinator   | Calvin Smith   |
| 11. Personnel Consideration – Western Heritage Museum Curator  | Calvin Smith   |
| 12. Personnel Consideration - Administrative Secretary Financial Aid   | Regina Organ   |
| 13. Personnel Consideration - Institutional Effectiveness Assistant  | Agustin Dorado |
| F. Closure of Open Meeting   | Larry Hanna    |
| G. Public Comments   | Larry Hanna    |
| H. Announcement of Next Meeting  | Larry Hanna    |
| I. Adjournment   | Larry Hanna    |

# **NEW MEXICO JUNIOR COLLEGE**

## **BOARD MEETING**

**MAY 28, 2008**

### **MINUTES**

The New Mexico Junior College Board met on Wednesday, May 28, 2008, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mr. Phillip Jones; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner. Not present: Ms. Patricia Chappelle and Mrs. Mary Lou Vinson.

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

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

Dr. McCleery presented different options for 2008/2009 Employee Compensation. After much discussion, Mr. Kesner made a motion to utilize the \$258,400 allocation for compensation and the institutional allocation of \$50,000 to bring all employees to minimum; then provide a salary increase for all employees based on Public Sector's recommendation; then apply the \$35,000 approved at the April board meeting to all support staff. Mr. Black seconded the motion and the motion carried unanimously.

The next regular board meeting was scheduled for June 19, 2008, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board meeting adjourned.

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

JUNE 27, 2008

### MINUTES

The New Mexico Junior College Board met on Friday, June 27, 2008, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; and Mr. Guy Kesner. Not present was Mrs. Yvonne Williams.

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

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the amended agenda was unanimously adopted.

Upon a motion by Mr. Kesner, seconded by Mr. Jones, the Board unanimously approved the minutes of May 15, 2008. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the approval of the May 28, 2008 minutes was tabled.

Under *President's Report*, Dr. McCleery presented a letter from Phi Theta Kappa recognizing the Psi Theta Chapter of Phi Theta Kappa Honor Society at New Mexico Junior College as a "1 Star Chapter." He reported on the 1971 National Track team reunion held on campus and gave special thanks to Charley Carroll, Buddy Bascom, Vicki Vardeman, Amanda Weir, and LaRae Barbe for their efforts, as well as the NMJC Foundation for the backpacks. Jeff Shrader made a Lea Power Partners/Hobbs Generating Station presentation. He requested that the Board consider supporting the resolution to grant the requested tax abatement along with Lea County and the Hobbs Schools.

*Under New Business*, Cindy Bryan with Accounting & Consulting Group presented the Audit Report. Upon a motion by Ms. Chappelle, seconded by Mr. Kesner, the board unanimously approved the audit as presented.

Dan Hardin presented the May financial reports and with a motion by Mr. Kesner, seconded by Mr. Black, the Board unanimously approved the expenditures for May, 2008.

Dr. McCleery presented a five year capital plan to be submitted to the Higher Education Department. The plan for New Mexico Junior College follows the strategic and master plans and includes thirteen projects. Upon a motion by Ms. Chappelle, seconded by Mr. Jones, the Board unanimously approved the plan.

Charley Carroll presented a list of equipment to be sold at the next auction. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board unanimously approved the list of items to be auctioned off.

Dr. McCleery recommended Mr. Lance Caviness as a new member of the Western Heritage Museum Advisory Board. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the board unanimously accepted the recommendation.

Dr. McCleery presented three recommendations for 2008/2009 Employee Compensation. After much discussion and upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board approved recommendation #2. The vote was as follows: Mr. Jones – yes; Mr. Hanna – yes; Mr. Black – yes; Mrs. Vinson – yes; Ms. Chappelle – yes; and Mr. Kesner – no.

Dr. McCleery recommended a \$2,000 stipend for each employee employed as of June 30, 2008, for the 2008-2009 school year. The stipend will be paid over 24 pay periods and will be separate from the base employee contract amount. New employees beginning July 1, 2008 will receive a \$1,500 stipend pro-rated according to their hire date. \$677,950 will be transferred from reserves to cover the cost. Upon a motion by Mr. Kesner, seconded by Mrs. Vinson, the board unanimously approved the stipend, as well as transferring the funds from reserves.

Dr. McCleery recommended Mr. Larry Sanderson for the Director of Institutional Effectiveness position at an annual salary of \$66,100. Upon a motion by Mr. Jones, seconded by Mr. Black, the Board unanimously approved the employment of Mr. Sanderson, effective July 1, 2008.

John Gratton recommended Mr. Brian Kirby for the Professor of English position at a nine month salary of \$41,961. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Kirby, effective August 11, 2008.

Dr. Gratton recommended Mr. Dale Kenison for the Professor of Biology position at a nine month salary of \$54,207. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Kenison, effective August 11, 2008.

Dr. Gratton recommended Mr. Dustin Kaufman for the Professor of Art position at a nine month salary of \$45,636. Upon a motion by Ms. Chappelle, seconded by Mr. Jones, the Board unanimously approved the employment of Mr. Kaufman, effective August 11, 2008.

Dr. Gratton recommended Mr. Jeffery Wall for the Professor of Music position at a nine month salary of \$52,074. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Wall, effective August 11, 2008.

Dr. Gratton recommended Mr. Ernest Rockwell for the Professor of History/Government position at a nine month salary of \$48,029. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Rockwell, effective August 11, 2008.

Dr. Gratton recommended Mr. Timothy Roberts for the Professor of Ford ASSET Automotive Technology Program position at a nine month salary of \$48,871. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Roberts, effective August 11, 2008.

Dr. Gratton recommended Ms. Kayla Schmidt for the Professor of Physical Education/Athletic Trainer position at a nine month salary of \$40,092. Upon a motion by Ms. Chappelle, seconded by Mr. Black, the Board unanimously approved the employment of Ms. Schmidt, effective August 11, 2008.

Jeff McCool recommended Mr. Jesse Barron for the Instructional Technology Specialist position at an annual salary of \$40,000. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Barron, effective July 1, 2008.

Regina Organ recommended Ms. Telana Davis for the Admission Specialist position at an annual salary of \$33,344. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Davis, effective July 1, 2008.

August Fons recommended Mr. Paul Campos for the Advanced Training Coordinator position at an annual salary of \$47,666. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Campos, effective July 1, 2008.

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

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

Upon a motion by Ms. Chappelle, seconded by Mr. Black, the board unanimously voted to give Dr. McCleery a one year employment contract with a salary of \$140,000, plus 30 days vacation and a \$7,500 expense account.

The next regular board meeting was scheduled for July 17, 2008, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mr. Kesner, the board meeting adjourned at 6:45 p.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: July 10, 2008

RE: Expenditure and Revenue Reports for June

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June is the last month of the 2007/2008 fiscal year. The expenditure report represents expenditure totals that include funds expended, but not encumbered. For the month end and yearend closing we release the encumbered funds that do not have invoices to be paid at yearend. The unrestricted expenditures for June 2008 are \$1,815,742.00 with the year-to-date expenditures at \$21,268,001.00. Not all of the expenditures for 2007/2008 were posted when this report was generated; there are several bills for June that will not be received until after the 10<sup>th</sup> of July.

In the restricted funds, the Grants remain on track for the year. In the restricted student aid, there were return of funds back to the Department of Education. That is the reason for the credit balance for the monthly expenditures. In Plant funds the encumbrances have been released, but we will roll over the capital funds and encumbrances into the new fiscal year. Overall the total expenses for June are \$2,028,191.00 the total expenditures year-to-date are \$28,986,916.00.

The revenue report for June 2008 remains strong. Current unrestricted funds for the month are \$2,449,867.00 with the year-to-date at \$30,563,487.00. We still have one month of Oil and Gas production to post in the 2007/2008 fiscal year. Also, please note the property tax revenue in the amount of \$609,064.00 posted in June, bringing the year-to-date total to \$3,311,923.00. The revenue for the restricted funds was \$253,829.00 for the month and \$4,601,336.00 year-to-date. As you know most of the Grants do not end their year in June, so they continue on with their budget year. We will have some remaining restricted student aid revenue to be drawn, but most of the restricted student aid revenue has been posted. We did not have any activity in the plant funds in June. Total revenue for the month was \$2,703,696.00 and the year-to-date revenue is \$36,740,922.00

Oil and Gas and Oil and Gas Equipment revenue including the accrual for June is \$11,280,593.00, at this time we are \$6,080,593.00 over the budget for Oil and Gas and Oil and Gas equipment revenue. The Oil & Gas revenue for June will be added to the revenue for 2007/2008.

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In the investment report you can see that we have \$12,625,000.00 placed in the LGIP at yearend. There is \$8,185,290.02 designated as capital projects.

The Business Office has begun working on the yearend processes and getting ready for the audit.

This is the Financial Report for June 2008.



# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### June 2008

100% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	7,939,711	7,521,600	95%	8,564,767	497,167	7,766,275	91%
Academic Support	2,456,857	2,395,318	97%	2,450,196	250,099	2,366,216	97%
Student Services	1,351,670	1,310,186	97%	1,470,402	163,474	1,362,541	93%
Institutional Support	3,253,064	2,785,126	86%	2,910,422	315,232	2,541,465	87%
Operation & Maintenance of Plant	2,905,327	2,855,675	98%	2,962,009	342,197	2,916,801	98%
<b>Subtotal - Instruction &amp; General</b>	<b>17,906,629</b>	<b>16,867,905</b>	<b>94%</b>	<b>18,357,796</b>	<b>1,568,169</b>	<b>16,953,298</b>	<b>92%</b>
Student Activities	204,294	201,669	99%	208,469	16,052	199,658	96%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	554,798	452,920	82%	690,946	134,962	722,156	105%
Student Aid	603,779	588,051	97%	791,181	25,666	701,401	89%
Auxiliary Enterprises	1,791,584	1,877,338	105%	1,739,558	15,675	1,715,245	99%
Athletics	937,136	870,963	93%	1,091,645	55,218	976,243	89%
<b>Total Current Unrestricted Fund</b>	<b>21,998,220</b>	<b>20,858,846</b>	<b>95%</b>	<b>22,879,595</b>	<b>1,815,742</b>	<b>21,268,001</b>	<b>93%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,823,022	1,388,983	76%	2,085,560	213,604	1,481,410	71%
Student Aid	4,000,000	3,834,257	96%	4,000,000	(11,439)	3,287,405	82%
<b>Total Current Restricted Fund</b>	<b>5,823,022</b>	<b>5,223,240</b>	<b>90%</b>	<b>6,085,560</b>	<b>202,165</b>	<b>4,768,815</b>	<b>78%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	12,868,931	2,898,503	23%	17,506,628			0%
Projects from State GOB Funds	3,471,457	3,471,457	100%	3,072,424	0	1,620,613	53%
Projects from State STB Funds	0	0	0%	1,805,000	0	812,224	45%
Projects from General Fund	735,262	320,474	44%	519,058	8,568	464,976	90%
Projects from Private Funds	702,664	234,445	33%	465,801	1,716	52,287	11%
Projects from State ER&R	74,641	0	0%	143,311	0	0	0%
Projects from State BR&R	370,303	0	0%	148,474	0	0	0%
Projects from Auxiliary BR&R	16,943	0	0%	10,230	0	0	0%
Subtotal - Capital and BR&R	<b>18,240,201</b>	<b>6,924,879</b>	<b>38%</b>	<b>23,670,926</b>	<b>10,284</b>	<b>2,950,100</b>	<b>12%</b>
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>18,240,201</b>	<b>6,924,879</b>	<b>38%</b>	<b>23,670,926</b>	<b>10,284</b>	<b>2,950,100</b>	<b>12%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>46,061,443</b>	<b>33,006,965</b>	<b>72%</b>	<b>52,636,081</b>	<b>2,028,191</b>	<b>28,986,916</b>	<b>55%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**June 2008**

100% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	2,647,425	2,791,396	105%	3,132,649	58,632	3,365,249	107%
State Appropriations	8,800,842	8,933,868	102%	7,990,100	525,942	9,424,951	118%
Advalorem Taxes - Oil and Gas	4,700,000	9,318,871	198%	5,200,000	1,036,512	11,280,593	217%
Advalorem Taxes - Property	2,800,000	3,116,517	111%	2,800,000	609,064	3,311,923	118%
Interest Income	185,000	560,380	303%	285,000	26,850	485,220	170%
Other Revenues	225,050	271,151	120%	229,100	136,961	376,378	164%
<b>Subtotal - Instruction &amp; General</b>	<b>19,358,317</b>	<b>24,992,183</b>	<b>129%</b>	<b>19,636,849</b>	<b>2,393,961</b>	<b>28,244,314</b>	<b>144%</b>
Student Activities	110,000	108,783	99%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,250,052	2,230,892	99%	2,240,048	52,648	2,130,073	95%
Athletics	39,100	38,733	99%	189,100	3,258	189,100	100%
<b>Total Current Unrestricted</b>	<b>21,757,469</b>	<b>27,370,591</b>	<b>126%</b>	<b>22,065,997</b>	<b>2,449,867</b>	<b>30,563,487</b>	<b>139%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,820,601	1,281,536	70%	2,060,905	253,829	1,565,478	76%
Student Aid	4,000,000	3,672,106	92%	4,000,000	0	3,035,858	76%
<b>Total Current Restricted</b>	<b>5,820,601</b>	<b>4,953,642</b>	<b>85%</b>	<b>6,060,905</b>	<b>253,829</b>	<b>4,601,336</b>	<b>76%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,420,676	1,494,342	44%	1,840,485	0	1,576,099	86%
Projects from State STB Funds	0	0	0%	1,805,000	0	0	0%
Projects from General Fund	735,262	320,474	44%	519,058	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>4,155,938</b>	<b>1,814,816</b>	<b>44%</b>	<b>4,164,543</b>	<b>0</b>	<b>1,576,099</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>31,734,008</b>	<b>34,139,049</b>	<b>108%</b>	<b>32,291,445</b>	<b>2,703,696</b>	<b>36,740,922</b>	<b>114%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### June 2008

100% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$58.72	2,961,614	\$7.64	16,869,487	696,569	350,000	346,569
Actual	August	\$62.00	2,625,997	\$7.72	16,326,501	688,684	350,000	338,684
Actual	September	\$70.49	2,871,683	\$7.46	17,021,482	791,803	350,000	441,803
Actual	October	\$69.64	2,856,842	\$7.09	17,070,809	758,237	350,000	408,237
Actual	November	\$73.07	2,865,746	\$7.17	16,476,858	772,642	350,000	422,642
Actual	December	\$87.24	2,950,244	\$8.67	16,138,751	858,487	350,000	508,487
Actual	January	\$88.39	3,005,566	\$9.46	16,372,587	918,418	350,000	568,418
Actual	February	\$90.53	2,834,463	\$7.81	16,407,788	930,221	350,000	580,221
Actual	March	\$92.38	2,724,182	\$9.51	14,661,007	897,719	350,000	547,719
Actual	April	\$101.74	2,813,032	\$10.06	16,068,618	944,404	350,000	594,404
Actual	May					1,029,988	350,000	679,988
Accrual	June					350,000	350,000	0
Y.T.D. Production Tax Revenue						9,637,172	4,200,000	5,437,172
Y.T.D. Equipment Tax Revenue						1,643,421	1,000,000	643,421
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>11,280,593</b>	<b>5,200,000</b>	<b>6,080,593</b>

Source: New Mexico Taxation and Revenue Department

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### June 2008

100% 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	12,625,000	N/A	N/A	N/A	7102-1348	2.41%	23,595
<b>Total Investments</b>	<u>12,625,000</u>						<u>23,595</u>

Summary of Current Month's Activity	
Beginning amount	11,625,000
Plus: deposits	1,000,000
Less: withdrawals	0
Capital Projects	8,185,290
Reserves Invested	4,439,710
<b>Total LGIP Investment</b>	<b>12,625,000</b>

Capital Projects	6/30/2008
Technology Upgrade	413,800.78
Workforce Training Center	25,337.29
High Tech Start Up	13,346.40
Vehicles	49,474.08
Drawings & Master Plan	12,805.63
Baseball Field	42,763.78
Rodeo Arena	147,216.95
Dormitory Landscape	1,622.23
Millen Fence/Landscape	139,747.89
JASI	167,533.66
Computer Equipment Rebates	12,514.85
Marketing	49,932.06
West Texas ITV	50,000.00
Equestrian Center	450,000.00
Flooring Repair	4,783.53
Student Housing Construction	1,176,382.29
Testing Center Remodel	1,450,000.00
Frame & Door Replacement	150,000.00
Campus Village Development Proj	21,475.47
Continuing Education	16,991.00
Landscaping	300,000.00
Facility Painting	24,910.92
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	38,120.00
Campus Paving	223,037.82
Roof Replacement	273,531.64
Interior Lighting-Energy Retrofit	103,859.62
WHM-Consultant	90,000.00
Workforce Training-Landscape	300,000.00
Old Dorms Renovation	445,336.13
CDL Truck Driving Program	43,262.14
Bulk Fuel	1,604.31
Millen Dr. Sewer & Water	53,405.52
Board Room	25,000.00
Concrete Upgrade	47,922.91
Campus Construction	373,202.96
Oil & Gas Training Center	29,824.71
Workforce Training/Outreach	3,354.43
Infrastructure	19,444.33
Professional Writing/Publishing	50,000.00
Public Sector	7,351.53
Campus Security	100,000.00
Caster Bleachers	100,000.00
Caster Old CHOF Remodel	300,000.00
Track/Arena Area Enhancement	69,875.00
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnig	5,000.00
Welding Lab	50,000.00
Copier Replacement	12,917.66
<b>Total</b>	<b>8,185,290.02</b>

NOTE: Capital projects total does not include encumbered funds

## RESOLUTION

# William D. Rash

- WHEREAS,** **William D. Rash** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 15 years; and
- WHEREAS,** **William D. Rash** has served as Warehouseman from 1993 to 1996; and
- WHEREAS,** **William D. Rash** has served as part-time Security Officer from 1996 to 2002; and
- WHEREAS,** **William D. Rash** has served as part-time Welding Assistant fall semester of 2006; and
- WHEREAS,** **William D. Rash** has served as Maintenance III - Plant Warehouseman, Motor Pool from 1996 to present; and
- WHEREAS,** **William D. Rash** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **William D. Rash** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **William D. Rash** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **William D. Rash** has elected to retire the 1st day of August, 2008.

**NOW, THEREFORE BE IT RESOLVED** that New Mexico Junior College desires to give special recognition and appreciation to **William D. Rash** for his service and dedication to New Mexico Junior College.

ADOPTED THIS 17th day of July, 2008.

ATTEST:

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New Mexico Junior College Board Chairman



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New Mexico Junior College Board Secretary

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date July 17, 2008

Candidate's name M. Toy Long

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 11, 2008      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard none

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

Posted salary range \$39,290 - \$49,112      Recommended annual salary \$41,298      Prorated salary  yes  no

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

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

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

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

  
\_\_\_\_\_  
President

**Selection Committee Members:** Mary Jane Ward – Dean of Careers and Technology

Karen Cummings – Director of Allied Health Fields

Candida Smedley – Professor of Nursing

Delores Thompson – Professor of Nursing

Kimberly Webb – Professor of Nursing

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

\*Pending background check

## ABBREVIATED RESUME

### Position

Professor of Nursing

### Personal Data

Name: M. Toy Long

### Education

A.A.S, New Mexico Junior College, Hobbs, NM, 2001  
Major: RN Program

Certificate, New Mexico Junior College, Hobbs NM, 2000  
Major: LPN Program

### Professional Experience

New Mexico Junior College, Hobbs, NM Part-time Professor of Nursing	09/2007 to Present
Star Care Home Health, Hobbs, NM Field Nurse	08/2006 to 09/2007
Lin-Mar, Inc., Hobbs, NM Case Management Nurse	04/2006 to 08/2006
Lea Regional Medical Center, Hobbs, NM Operating Room Registered Nurse	09/2003 to 04/2006
Lea County Correctional Facility, Hobbs, NM Registered Nurse LPN	09/2002 to 09/2003 06/2000 to 04/2001
Tatum Clinic, Tatum, NM Registered Nurse	06/2002 to 09/2002
Lea County Detention Facility, Lovington, NM Director of Nursing	04/2001 to 06/2002

### Licenses/Certifications:

New Mexico License No: R48389, Issue Date: 09/19/02, Expiration Date: 09/30/08, Multi-State Privilege  
Certified Corrections Health Professional

### Organizations:

Student Nurses Association, secretary  
American Nurses Association, member



# New Mexico Junior College

## Career Opportunities

**Position Announcement • July 2008**

**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 of students; 2) evaluation of students enrolled in the Pre-Nursing, Practical Nursing and/or Associate Degree Nursing programs; 3) student advisement and counseling; 4) curriculum update and revision; 5) develop course syllabus each semester; 6) serve on college committees as requested by the administrative team 7) participate annually in an academic or professional process of continued personal and professional development; 8) actively participate in the institutional goals and objectives designed to support the mission of the college; 9) serve on college committees as assigned; 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:** Master's Degree in nursing (MSN) preferred a Bachelor's degree in nursing (BSN) and/or an Associate Degree in Nursing (RN) enrolled in a BSN program will be considered. Must pursue and complete a BSN within (3) years and a MSN within five (5) years of employment. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have a current New Mexico or multi-state nursing license in good standing. Prior successful teaching experience preferred and/or a background in nurse aide training, medical-surgical nursing, and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept at any level of the pre-nursing or nursing program as assigned. Computer proficiency required with skills in Microsoft Word, 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.

**Application Deadline:** July 16, 2008 by 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline.

**To Apply:** Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and telephone numbers to:

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

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**"Equal Opportunity Education and Employment"**

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575)492-2793 • Fax: (575)492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehernandez@nmjc.edu



## APPLICANT LIST

**Position:** Professor of Nursing

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Long, M. Toy	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 July 10, 2008

Candidate's name Mary C. Lyle

Position title Western Heritage Museum Education & Events Coordinator

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 1, 2008 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard none

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

Posted salary range \$27,807 - \$34,758 Recommended annual salary \$33,554 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 1071 61301 112

Recommended and approved by:

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

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

Selection Committee Members: Calvin Smith – Executive Director of Western Heritage Museum/LCCHF

Lisa Seed – Director of Lea County Cowboy Hall of Fame

Terri Blandin – Administrative Secretary – WHM/LCCHF

Comments: Ms. Lyle with a B.A. in Fine Arts and more than eighteen years of applicable experience, meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### **Position**

Western Heritage Museum Education & Events Coordinator

### **Personal Data**

Name: Mary C. Lyle

### **Education:**

(Pending 12/08) M.A., Eastern New Mexico University, Portales, NM  
Major: English Literature

B.F.A., University of New Mexico, Albuquerque, NM, 1976  
Major: Theatre Arts

### **Professional Experience**

New Mexico Junior College, Hobbs, NM Adjunct Professor	01/2007 to Present
College of the Southwest, Hobbs, NM Adjunct Professor	2001 to 2006
Ocotillo Golf Course, Hobbs, NM Merchandise & Special Events Manager	1988 to 2002
The Embers, Albuquerque, NM Part-time family business	1976 to 2000

### **Awards:**

Graduate Award for excellence in Literature, 2002-03

### **Organizations:**

Lea County Commission for the Arts, President, 2004-05; Vice President, 2001-03  
New Mexico Arts Commission - Panelist for grant awards  
Community Players of Hobbs – Board member 2001-03, 2007-08; Strategic Planning Committee, 2007  
Hobbs Community Task Force – Member  
Zia Park/Penn Gaming – Community Outreach Liaison



# New Mexico Junior College

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## Career Opportunities

### Position Announcement • June 2008

**Position Title:** Western Heritage Museum Education and Events Coordinator

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

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

**Salary/Benefits:** This is a twelve-month professional position with a salary range of \$27,807 - \$34,758 depending upon education and experience. Standard NMJC benefits apply.

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

**To Apply:** Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts and/or certifications, and eight (8) personal references with current phone numbers and addresses:

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

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## APPLICANT LIST

**Position:** Western Heritage Museum Education & Events Coordinator

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Lyle, Mary C.	Yes	Yes	Start date: Pending Board approval.
Morton, Betty J.	No	No	

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date July 10, 2008

Candidate's name Erin N. Anderson

Position title Western Heritage Museum Curator

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 1, 2008      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard none

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

Posted salary range \$39,290 - \$49,112      Recommended annual salary \$40,896      Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 1071 61301 112

Recommended and approved by:

\_\_\_\_\_  
Supervisor

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

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

\_\_\_\_\_  
President

Selection Committee Members: Calvin Smith – Executive Director of Western Heritage Museum/LCCHF

Lisa Seed – Director of Lea County Cowboy Hall of Fame

Nancy Powell – WHM Education & Events Coordinator

Terri Blandin – Administrative Secretary – WHM/LCCHF

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

## ABBREVIATED RESUME

### Position

Western Heritage Museum Curator

### Personal Data

Name: Erin N. Anderson

### Education:

(Pending 08/08) M.A., Texas Tech University, Lubbock, TX  
Major: Museum Science

B.A., Northern Illinois University, DeKalb, IL  
Major: History

### Professional Experience

Harper's Ferry National Historical Park, Harpers Ferry, WV  
Graduate Intern, Curatorial Assistant 01/08 to 06/08

Museum of Texas Tech University, Lubbock, TX  
Student Worker 07/07 to 12/07  
Practicum Student 05/07 to 07/07  
Student Worker 08/06 to 07/07

Northern Illinois University, DeKalb, IL  
Anthropology Museum Student Worker 04/05 to 07/06  
Founders Memorial Library Student Worker 09/02 to 07/06  
Part-time ACCESS Mythology Tutor 09/02 to 12/02

Old World Family Names, Bristol Renaissance Faire, Kenosha, WI  
Sales Person Summer 2003

### Organizations:

American Association of Museums  
Museum and Heritage Student Association, Secretary  
Sigma Alpha Iota, President, Sergeant-at-Arms

### Awards:

Sigma Alpha Iota, Sword of honor



# New Mexico Junior College

## Career Opportunities

**Position Announcement • April 2008**

**Position Title:** Curator

**Position Description:** The Curator will report to the Executive Director of the Western Heritage Museum and Lea County Cowboy Hall of Fame. Duties and responsibilities include, but are not limited to, the following: (1) Maintain a deep & broad understanding of the region encompassed by Southeastern New Mexico, its prehistory, history & modern influences on society; (2) Maintain the collections of the WHM which includes the Western Heritage Museum (WHM), the Lea County Cowboy Hall of Fame and the SENM Archaeological Center; (3) Develop permanent collections of the records, accessioning and cataloging procedures and associated artifacts, specimens and archives according to professionally acceptable standards; (4) Work with the Complex and NMJC staff enhance the visibility and awareness and thus importance of the collections to the communities represented; (5) Locate and solicit appropriate collections and work with the Complex staff to develop an endowment for care and maintenance of the collections; (6) Work with the Complex staff to create and bring in quality exhibitions and help market those programs to the general public; (7) Arrange for loans from other museums and available resources of significant educational materials for use in public offerings through the Complex; (8) Manage all incoming and outgoing loans including shipping and inventory of traveling exhibitions and/or special presentations; (9) Assist with the publications program produced through the Complex and manage the services offered for reproductions, copies, replicas and other uses of the collections; (10) Work with the Complex staff to encourage and train staff, volunteers, interns, students and Board members to the importance of collections management and uses of the collections; (11) Propose and maintain a departmental budget; (12) Monitor and maintain objects on exhibit and suggest necessary changes to keep the collections safe and secure; (13) Participate in a process of continual personal and professional improvement; (14) Actively participate in the institutional goals and objectives designed to support the mission of the college; (15) Serve on college committees as assigned; and, (16) Nothing contained herein shall limit the President is 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 in Museum Studies desired and a minimum of 5 years experience as a curator and/or collections manager in a mid-sized general museum. The Curator will be responsible for relocating, researching, developing and maintaining the collections which center on regional archaeology, ranching and the petroleum industry.

**Salary/Benefits:** This is a twelve month, full time position with a salary range of \$39,290 to \$49,112 depending upon education and experience. Standard NMJC benefits apply.

**Application Deadline:** Open until filled. To ensure consideration, all application materials must be received by the deadline.

**To Apply:** Submit NMJC application form, cover letter, resume, unofficial transcripts and/or certifications, eight references with current addresses and telephone numbers to:

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## APPLICANT LIST

**Position:** Western Heritage Museum Curator

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Anderson, Erin N.	Yes	Yes	Start date: Pending Board approval.



NEW MEXICO  
Junior College

Human Resources

### Memorandum

To: Dr. McCleery  
From: Patricia Voight  
Date: July 2, 2008  
Re: Request Board Approval for Employment of Relative: Administrative Secretary – Financial Aid

After reviewing applications for the Administrative Secretary – Financial Aid position, I would like to recommend Ms. Patricia Voight for the vacancy. Per the 2008-2009 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. Voight is related to Jerry Voight and James Voight.

Pending Board approval, I would like for Ms. Voight to start full time employment on August 1, 2008.

Thank you for your consideration.

Laura Marquez  
Director of Financial Aid

LM/sp



NEW MEXICO  
Junior College

Human Resources

**Memorandum**

To: Dr. McCleery  
From: Agustin Dorado  
Date: July 2, 2008  
Re: Request Board Approval for Employment of Relative: Institutional Effectiveness Assistant

After reviewing applications for the Institutional Effectiveness Assistant position, I would like to recommend Ms. Chloe Ortiz for the vacancy. Per the 2008-2009 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. Ortiz is related to Pilar Ortiz and Raquel Edwards.

Pending Board approval, I would like for Ms. Ortiz to start full time employment on August 1, 2008.

Thank you for your consideration.

Agustin Dorado  
Director of Institutional Effectiveness

AD/sp