

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, June 11, 2015

Zia Room – Library

1:30 p.m.

AGENDA

- | | |
|---|-----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of May 26, 2015 | Pat Chappelle |
| 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 Lockheed Martin Proposal | Robert Rhodes |
| 6. Personnel Recommendation – Learning Center Tutoring Specialist | Dennis Atherton |
| 7. Personnel Recommendation – Professor of History/Government | Kelly Holladay |
| 8. Personnel Recommendation – Career Technical Education Instructor | Jeff McCool |
| Instrumentation and Controls – TAACCCT Grant Program | |
| 9. Consideration of Retirement Resolutions | Steve McCleery |
| F. Public Comments | Pat Chappelle |
| G. Announcement of Next Meeting | Pat Chappelle |
| H. Closure of Open Meeting | Pat Chappelle |
| I. New Business Continued in Open Meeting | |
| 10. Consideration of President's Contract | Pat Chappelle |
| J. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
MAY 26, 2015
MINUTES**

The New Mexico Junior College Board met on Tuesday, May 26, 2015, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Mrs. Mary Lou Vinson, Mr. Zeak Williams; and Mr. Hector Baeza.

Mr. Black called the meeting to order and welcomed visitors and guests present: Jaycie Chesser, Hobbs News-Sun; Representative David Gallegos; Tim Thornell, Lea Regional Medical; and David Macatee, Divine Wireline Solutions, LLC.

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

Upon a motion by Mrs. Vinson, seconded by Mr. Williams, the Board unanimously approved the minutes of April 16, 2015.

Under President's Report, Mr. Brandon Hunt, Director of the Small Business Development Center introduced Mr. David Macatee, owner of Divine Wireline Solutions, LLC. Mr. Hunt distributed Small Business Development Center 2014 Annual Reports to the Board. Mr. Hunt brought attention to the success story of Divine Wireline Solutions, LLC in the report. In March of 2015, Senator Leavell recognized Mr. & Mrs. Macatee for the success of their business and for making a difference in our community. In addition, Mr. Hunt read and presented an award given to Mr. Macatee from Lieutenant Governor John A. Sanchez.

Dr. McCleery and Jeremy Capo presented Pillars of Education to Tim Thornell with Lea Regional Medical. Pillars were presented for their support in providing access to the cafeteria to student athletes and people staying in the NMJC dorms during holidays and the summer months.

Dr. McCleery presented Terry Halladay with an ASE Industry Education Alliance Instructor Recognition Award. Recognition was for commitment to his profession and insuring students pursuing a career in the automotive industry are prepared for their challenges ahead.

Dr. McCleery presented John Baldwin, a previous Outstanding Professor Award recipient, with a NISOD Excellence in Teaching Medallion.

Jai Oyler, Director of the TAACCCT Grant and Rachel Gallagher, Career Support Technician presented updates of the NMJC Training & Outreach Industry Day & Job Fair held on March 25th and 26th, 2015. Ms. Oyler stated Industry Day had more than 35 participants. The Job Fair had approximately 25 companies/organizations and more than 250 people in attendance. Due to the success of both events, the Job Fair will be held twice a year and Industry Day will be held annually. The City of Hobbs Lodgers Tax Fund, Lab Volt and Lea County EDC were thanked for donations. Thanks were also given to various departments throughout the NMJC campus for their support in making these events successful. A brief update was also provided on the CDL Pilot Program along with a student success story. Ms. Oyler also stated Instrumentation & Controls classroom has been completed and ready for classes to begin in July.

Dr. McCleery introduced the Ross Black Field of Champions Track Meet & Dedication Committee for their participation in making the dedication and track meet a huge success. In addition, Dr. McCleery presented a framed photo collage which will be displayed in the Booster Club room and the Lea County Museum, Athletic Hall of Fame.

Under New Business, Mr. Dan Hardin presented the April, 2015 financial reports. Upon a motion by Mr. Glenn, seconded by Mrs. Vinson, the Board unanimously approved the Expenditure Report for April, 2015. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed. Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved the Fiscal Watch Reports.

Mr. Dan Hardin presented the HED Capital Project Requests for fiscal year 2015. The request included the Allied Health Building project cost at \$5,000,000.00 and the Sustainable Energy Development project cost at \$3,000,000.00. After significant discussion and upon a motion by Mr. Glenn, seconded by Mrs. Vinson, the Board unanimously approved the requests. Upon a motion by Mr. Glenn, seconded by Mrs. Vinson, the Board unanimously approved the Institution's 5 Year Plan.

Dr. Larry Sanderson presented a request for waiver of course fees and tuition for transitional studies classes. After detailed discussion and upon a motion by Mr. Black, seconded by Mr. Gomez, the Board unanimously approved this request.

Mr. Phillip Roybal, State Representative David Gallegos and Mr. Richard Fiahlo presented a design for a new license plate for NMJC which will be available to the public upon final adoption. This request stems from Mr. Fiahlo, a former stellar NMJC student, who was persistent that NMJC design a license plate, and Representative Gallegos and support of his local colleagues in the Legislature who sponsored the legislation to authorize a special license plate for NMJC. HB 107 passed unanimously in the House of Representatives and Senate. Upon a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved the design.

Dr. McCleery presented a revision to Policy No. 303 in the NMJC Board Policy Manual. Policy revision changed the regular meetings held on the third Thursday of each month at 4:00 pm to 1:30 pm. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the revision.

Dr. McCleery recommended Mr. Jeff McCool for the Vice President for Training & Outreach position at a 12 month salary of \$98,915.00. Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the employment of Jeff McCool, effective June 1, 2015.

Mr. Jeremy Capo recommended Mr. Brian Lohrey for the Head Men's Basketball Coach position at a 9 month salary of \$47,108.00. Upon a motion by Mr. Black,

seconded by Mr. Glenn, the Board unanimously approved the employment of Brian Lohrey, effective June 1, 2015.

Mr. Jeremy Capo recommended Mr. Shaun Gutting for the Assistant Men's Basketball Coach position at a 9 month salary of \$42,072.00. Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the employment of Shaun Gutting, effective June 1, 2015.

Dr. Dennis Atherton recommended Ms. Paula D. Wallace for the Distance Learning Instructional Designer position at a 12 month salary of \$51,618.00. Upon a motion by Mr. Gomez, seconded by Mrs. Vinson, the Board unanimously approved the employment of Paula D. Wallace, effective June 16, 2015.

Mr. Phillip Roybal recommended Ms. Irene Ruiz for the Director of Upward Bound Program position at a 12 month salary of \$49,090.00. Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously approved the employment of Irene Ruiz, effective July 1, 2015.

Mrs. Regina Choate and Mr. Phillip Roybal presented Food Services Bid #114 from Great Western Dining Services in the amount of \$293,555.00. After discussion and upon a motion by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved the bid presented.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, June 11, 2015 beginning at 1:30 pm.

Mrs. Vinson 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 New Mexico Statutes Annotated 1978. Mr. Gomez seconded the motion. The roll call vote was as follows: Mr. Baeza – yes; Mr. Williams – yes; Mr. Black – yes; Mrs. Vinson – yes; Mr. Glenn – yes; Mr. Gomez – yes; and Ms. Chappelle – yes.

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

Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the board meeting adjourned at 4:05 pm.

Pat Chappelle, Chair

Ron Black, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: June 4, 2015

RE: Expenditure and Revenue Reports for May 2015

The total year-to-date funds expended and/or encumbered through the month of May is \$38,686,204.00.

Board members, the budget numbers on the Expenses Report have been updated to match what was sent to the HED the first of May. The increases reflect the one time comps, overload salaries, part-time faculty salaries, changes in employee salary hired during the year, budget transfers from Dean's departments to instructional departments, and the many other changes to the original budget during the fiscal year. Most of the changes are in the salary and benefit accounts. The Board approves the budgets for overloads and part-time faculty, as the faculty sign their Special Comp agreements to teach classes we move that budget to the department where the part-time or overload is expensed. Also, in Athletics we do not budget for post season travel, so we must adjust the athletic budget to cover those expenses. Finally, adjustments are made in Student Aid to cover any shortfall for tuition and senior waivers.

The total current unrestricted fund expenditures through May are \$25,293,529.00, which is 89% of the budget. The expenditures in Instruction and General through May are \$20,927,511.00, which is 87% of the budget.

Restricted funds for the year are \$5,086,888.00. The Grants are doing a good job of staying on track with their spending and reporting. Financial Aid has been working closely with the Business Office to get all awards completed and funds drawn.

Plant funds are showing \$8,305,787.00 in total expenditures and encumbrances through the month of May. The large projects are the Track Upgrade and the vehicles purchased this fiscal year, and various other smaller projects.

Total year-to-date expenditures through May 2015 are \$38,686,204.

Total Revenue through May 2015 is \$36,494,012.00. Unrestricted revenue is \$29,243,967.00 and \$2,098,312.00 for the month. At this time of year we are mainly receiving the State monthly appropriation, Oil and Gas revenue and Property Tax revenue. We are expecting another large property tax distribution from the Lea County Treasurer in June. Auxiliary income is almost exactly where we were at this time last year.

Restricted funds will be drawn down as much as possible by the end of June.

Total revenue at the end of May including Plant fund revenue is \$36,494,012.

We were very anxious to see the Oil and Gas revenue for May to see which direction it was heading. We received \$643,429 in Oil and Gas revenue in May, which was for the month of February. This is up as compared to last month, which is great news. There will be four more months of Oil and Gas revenue to receive that will be applied to the FY 15 fiscal year.

As of the end of May, NMJC has \$10,593,127.00 in the LGIP fund and we have \$11,580,151.75 in designated capital projects.

This concludes the Financial Report for May 2015.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
May 2015

92% of Year Completed

Fund	2013-14			2014-15			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	9,106,822	8,946,092	98%	11,018,956	1,023,057	9,162,267	83%
Academic Support	2,259,588	2,065,418	91%	2,424,460	168,503	2,179,047	90%
Student Services	1,823,694	1,603,416	88%	2,074,588	167,924	1,757,957	85%
Institutional Support	3,337,419	3,785,964	113%	4,746,075	341,851	4,007,591	84%
Operation & Maintenance of Plant	3,288,327	3,438,537	105%	3,808,548	323,996	3,820,649	100%
Subtotal - Instruction & General	19,815,850	19,839,427	100%	24,072,627	2,025,331	20,927,511	87%
Student Activities	0	0	0%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	84,909	190,171	224%	150,266	4,026	179,610	120%
Student Aid	568,551	853,546	150%	868,551	47,636	824,754	95%
Auxiliary Enterprises	1,799,060	2,168,748	121%	1,884,288	127,967	1,969,298	105%
Athletics	1,019,727	1,268,910	124%	1,425,760	136,248	1,392,356	98%
Total Current Unrestricted Fund	23,288,097	24,320,802	104%	28,401,492	2,341,208	25,293,529	89%
CURRENT RESTRICTED FUND							
Grants	1,179,460	794,699	67%	1,157,859	123,781	1,464,369	126%
Student Aid	5,033,468	4,387,695	87%	5,033,468	(12,970)	3,622,519	72%
Total Current Restricted Fund	6,212,928	5,182,394	83%	6,191,327	110,811	5,086,888	82%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	15,404,879	6,036,590	39%	8,757,760	197,028	4,784,222	38%
Projects from State GOB Funds	3,324,582	2,968,923	89%	3,050,000		2,811,681	0%
Projects from State STB Funds	1,487,000	1,454,450	98%	0		0	0%
Projects from General Fund	416,293	36,420	9%	0	1,502	17,704	7%
Projects from Private Funds	0	0	0%	0		0	0%
Projects from State ER&R	671,725	491,578	73%	332,720	4,095	318,587	44%
Projects from State BR&R	1,003,998	784,456	78%	597,281	8,538	373,593	56%
Subtotal - Capital and BR&R	22,308,477	11,772,417	53%	12,737,761	211,163	8,305,787	65%
Debt Service							
Revenue Bonds	0	0	0%	276,000	0	0	0%
Total Plant Funds	22,308,477	11,772,417	53%	13,013,761	211,163	8,305,787	64%
GRAND TOTAL EXPENDITURES	51,809,502	41,275,613	80%	47,606,580	2,663,182	38,686,204	81%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
May 2015

92% of Year Completed

Fund	2013-14			2014-15			
	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	3,684,200	3,870,454	105%	3,684,200	105,553	3,853,648	105%
State Appropriations	5,933,300	5,577,015	94%	6,047,200	498,489	5,690,977	94%
Advalorem Taxes - Oil and Gas	6,455,000	11,869,025	184%	7,235,000	645,025	10,814,035	149%
Advalorem Taxes - Property	5,655,732	5,455,566	96%	6,003,500	690,121	5,586,446	93%
Interest Income	5,000	1,833	37%	4,000	425	2,974	74%
Other Revenues	356,361	266,248	75%	368,161	43,029	393,426	107%
Subtotal - Instruction & General	22,089,593	27,040,141	122%	23,342,061	1,982,642	26,341,506	113%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	25,400	106%	27,000	681	7,871	29%
Auxiliary Enterprises	2,213,000	2,451,441	111%	2,251,000	74,705	2,444,875	109%
Athletics	330,900	305,110	92%	483,400	40,284	449,715	93%
Total Current Unrestricted	24,657,493	29,822,092	121%	26,103,461	2,098,312	29,243,967	112%
CURRENT RESTRICTED FUND							
Grants	1,179,460	884,970	75%	1,157,859	1,790	1,469,094	127%
Student Aid	5,033,468	4,170,999	83%	5,033,468	30,609	3,541,114	70%
Total Current Restricted	6,212,928	5,055,969	81%	6,191,327	32,399	5,010,208	81%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,300,000	0	0%	3,300,000	0	2,222,238	0%
Projects from State STB Funds	1,487,000	466,116	31%	0	0	0	0%
Projects from General Fund	0	0	0%	0	0	0	0%
Projects from Private Funds	0	0	#DIV/0!	0	0	0	0%
Interest Income (LGIP)	30,000	12,323	41%	10,000	1,571	17,599	176%
Total Plant Funds	4,817,000	478,439	10%	3,310,000	1,571	2,239,837	68%
GRAND TOTAL REVENUES	35,687,421	35,356,500	99%	35,604,788	2,132,282	36,494,012	102%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

May 2015

92% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2014-15 Original Budget	Variance Over (Under) Budget
Actual	July	\$75.60	5,043,401	\$5.99	15,571,479	1,232,271	465,000	767,271
Actual	August	\$80.78	4,888,347	\$5.46	15,838,690	1,090,531	465,000	625,531
Actual	September	\$77.29	4,582,238	\$5.46	15,443,043	1,002,059	465,000	537,059
Actual	October	\$72.15	5,068,963	\$4.90	15,511,710	967,962	465,000	502,962
Actual	November	\$65.01	4,872,656	\$4.20	16,152,246	960,049	465,000	495,049
Actual	December	\$51.46	5,015,297	\$3.90	16,346,691	691,458	465,000	226,458
Actual	January	\$39.89	5,086,948	\$3.05	15,217,830	580,363	465,000	115,363
Actual	February	\$40.90	4,819,225	\$3.16	14,799,293	643,429	465,000	178,429
Accrual	March					465,000	465,000	0
Accrual	April					465,000	465,000	0
Accrual	May					465,000	465,000	0
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						8,563,122	5,580,000	2,983,122
Y.T.D. Equipment Tax Revenue						2,250,913	1,655,000	595,913
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						10,814,035	7,235,000	3,579,035

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
May 2015

92% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	10,593,127	7102-1348	0.104%	1,571
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>10,593,127</u>			<u>1,571</u>

Capital Projects	5/31/2015
Vehicles	2,812.94
Technology Upgrade	81,382.62
JASI	37,793.44
WHM South Gallery	266,594.43
Baseball Field	30,162.95
Rodeo Arena	52,935.92
Luminis Software	2,993.00
Landscaping	155,197.33
Campus Signage	2,801.67
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	175,482.31
Campus Construction	306,599.43
Oil & Gas Training	237,653.09
Maintenance Equipment	73,627.94
Public Sector	19,227.00
Campus Security	117,613.72
Lumens Software-Distance Learn	5,000.00
Copier Replacement	274.00
Non-Recurring Compensation	152,169.10
Athletics	148,317.53
Student Life Programming	12,886.89
Warehouse/Cont Ed Remodel	1,464.99
Succession Plan	108,152.25
Energy Technology Equipment	300,000.00
WHM Exhibits	110,798.78
Mansur Hall Upgrades	61,944.06
Senior Warm Water Wellness Ctr	1,500,000.00
Track Upgrades	4,077.99
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	435.00
Cosmetology Remodel	700,000.00
Equine Program	30,505.53
Entertainment Technology	1,300,215.30
Cafeteria Upgrade	82,159.72
Channel 19 Upgrade	23,875.00
FERPA & Title IX	9,459.00
Professional Development HS	14,036.29
Equestrian Center	3,000,000.00
Bob Moran Upgrades	91,710.43
Campus/Hospital Fencing	200,000.00
Turf Replacement	184,175.00
Watson Hall Theater	238,511.90
WHM Titanic Exhibit	18,500.00
Infrastructure Upgrade	1,473,937.50
Cadet Supplement	12,377.54
Workforce Training Contingency	4,907.90
Total	11,580,151.75

NOTE: Capital projects total does not include encumbered funds

06.11.2015

Memo

To: NMJC Board; Pat Chappelle, Ron Black, Mary Lou Vinson, Zeak Williams, Hector Baeza, Travis Glenn, Manny Gomez

From: Robert Rhodes

CC: Steve McCleery

Re: Completion of the Energy Technology Curriculum Conversion

During the 2011-2012 New Mexico Junior College, through our partnership with Lockheed Martin, set aside funding of \$600,000 to begin the conversion of our core Energy Technology courses. We had identified 12 of the courses that were central to the program and appropriate to the interactive applications. This funding was used to complete the first six classes. During the 2014 Legislative session with the help of our Legislative delegation, we were successful in obtaining Severance Tax funds of \$425,000 to continue the conversion of the courses. This leaves us \$175,000 to complete these classes.

Once we have the classes completed, we will be able to implement not only in our credit-based programs but also in workforce offerings. This will allow us to provide content that can marketed to other users. Because we are able to deliver these courses through a variety of channels including online, we have always viewed this as the best opportunity to create a significant revenue stream.

Although we may begin receiving revenues from these courses, I would like to request that the NMJC Board allow us to set aside \$175,000 from capital reserves to capital projects to allow the completion of the courses in a timely manner. As the last courses are completed, we can begin additional marketing and delivery of the courses.

Thank you

New Mexico Junior College

Tel 575-492-4708
Fax 575-492-4727

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Hobbs, NM 88240

www.nmjc.edu
rrhodes@nmjc.edu



*Celebrating 50 Years
Thank You Lea County!*

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date May 27, 2015

Candidate's name Jacqueline Martinez

Position title Learning Center Tutoring Specialist

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 06/16/2015* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard HigherEdJobs.com
(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

Posted salary range \$30,693 to \$46,040 Recommended annual salary \$35,773.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2104 61301 123

Recommended and approved by:

Supervisor _____

Vice President

Dean/Director _____
President

- Selection Committee Members:** Aaron Prebenda – Coordinator of Learning Assistance Center
Dianne Marquez – Dean of Arts and Humanities
Susan Waters – Professor of English
Amanda Thompson – Learning Center Tutoring Specialist

Comments: Ms. Martinez with a B.S. in Microbiology and more than four years of applicable experience meets and/or exceeds
the minimum requirements for this position.

*Pending Background

ABBREVIATED RESUME

Position

Learning Center Tutoring Specialist

Personal Data

Name: Jacqueline Martinez

Education

B.S., Texas Tech University, Lubbock, TX, 2014

Major: Microbiology

Minor: Chemistry

A.A. & A.S., New Mexico Junior College, Hobbs, NM, 2011

Major: Arts and Sciences

Professional Experience

New Mexico Junior College, Hobbs, NM
Part-time tutor science, Spanish and English

09/2011 to present

Spec's Spirits Wines and Finer Foods, Lubbock, TX
Cashier

06/2013 to 07/2014

Volunteer

Volunteer Advocate for Arise Sexual Assault Services



New Mexico Junior College

Career Opportunities

Position Announcement • May 2015

Position Title: Learning Center Tutoring Specialist (Academic Success Tutoring Specialist)

Position Description: The Learning Center Tutoring Specialist is responsible to the Coordinator of Learning Assistant Center. General duties and responsibilities include, but are not limited to, the following: 1) Meet the tutoring and learning needs of students; 2) Develop and maintain an engaging and welcoming Academic Success Center atmosphere for students; 3) Develop and maintain a continuous improvement model for capturing and fostering student success; 4) Assist the Coordinator in providing support for all activities associated with the center, including retention activities; 5) Keeps the Coordinator informed of all aspects of the job responsibilities; 6) Assist the Coordinator with meetings, classes, workshops/seminars, conferences, and campus-sponsored or community organization events; assist with student orientation; 7) Maintain a working knowledge of all aspects of the ASC, including Early College and Dual Credit/ITV; coaches, trainers, and assigned employees; 8) Manage own work priorities. The ASC Learning Center Tutoring Specialist may supervise or provide direction to part-time staff and student workers; assist the Coordinator with quality control (e.g. be available for students.); 9) Conduct individual and small group tutoring; 10) Coordinates with classroom professors to develop real-time tutoring; 11) Attends classes with students as assigned; 12) Completes appropriate paperwork and assist Coordinator in updating databases and spreadsheets; assist Coordinator in preparation of routine statistical reports; 13) Ensures all students receive high quality customer service; wait on students/visitors and be of service to the public; 14) Assist with student's audio/visual needs; 15) assembles and/or compiles a variety of data from office records for incorporation into reports; extracts and provides factual information using a variety of identifiable sources; 16) Develop and maintain a strong working relationship with the college community; 17) Accepts other duties as assigned by the Coordinator; 18) Actively participates in the institutional goals and objectives designed to support the mission of the college; 19) Participate in a process of continual personal and professional improvement; 20) Serve on college committees as assigned and 21) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree preferred. All degrees must be from a regionally accredited institution. Must have excellent public speaking, organizational and time management skills, the ability to handle interpersonal interactions at all levels and handle highly sensitive situations, must have excellent customer service skills with the ability to maintain a friendly attitude and work effectively with students, faculty and staff and the public, and the ability to follow detailed instructions required for maintenance of accurate records. Knowledge of classroom instruction and management and supplemental instruction models and best practices highly desirable. Knowledge of standard office practices, policies and procedures, including computer proficiency in word processing and spreadsheets, and on-line application systems (SKYPE) required.

Salary/Benefits: This is a twelve month professional position. Salary range is \$30,693 to \$46,040 and is commensurate with education and experience. Standard employee benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities), letter of application (cover letter), resume, unofficial transcripts for **all** degrees listed on resume (official transcripts required prior to employment), and three references with current telephone numbers and addresses.

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

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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date May 28, 2015

Candidate's name Alison L. Ollinger-Riefstahl

Position title Professor of History / Government

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 08/10/2015* Standard contract length 12 mos. 9 mos. other _____

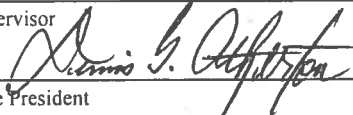
Funding source Institutional Funds

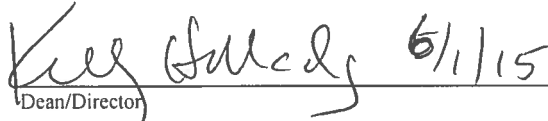
Paid advertising beyond *standard HigherEdJobs.com
(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

Posted salary range \$35,595 to \$75,442 Recommended annual salary \$47,903.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2851 61101 101 100%

Recommended and approved by:

Supervisor 
Vice President

 6/1/15
Dean/Director
President

- Selection Committee Members: Kelly Holladay – Dean of Business, Math and Sciences
Dr. Kenneth Reed – Professor of Psychology/Sociology
Dr. Stephen Townsend – Professor of Government/History
Dr. Walter Journigan – Professor of Psychology
Linda Connell – Professor of English
Sherhil Alcos – Instructional Technology Specialist
Marcia Galyean – Administrative Assistant to Business, Math and Sciences

Comments: Ms. Ollinger-Riefstahl with a M.A. in History and ten years of experience meets and/or exceeds the minimum requirements for this position.

*pending background

ABBREVIATED RESUME

Position

Professor of History / Government

Personal Data

Name: Alison L. Ollinger-Riefstahl

Education

M.A., Clemson University, Clemson, SC, 2001

Major: History

B.A., Pennsylvania State University, Erie, PA, 1998

Major: History

Professional Experience

Mercyhurst University, Erie, PA

Director of Liberal Arts Program

05/2008 to present

Assistant Professor of History & Political Science

11/2007 to present

Adjunct Faculty

11/2006 to present

Administrative Assistant – Mercyhurst Archaeological Institute

03/2004 to 10/2007

ETS – Educational Testing Service, Ewing, NJ

05/2010 to present

AP Reader

Clemson University, Clemson, SC

Administrative Assistant to Chair of Communications Dept.

05/2003 to 10/2003

Student Services Program Coordinator I

09/2002 to 05/2003

Teaching Assistant

08/1999 to 05/2001

Honors and Awards:

Ernest M. Lander Graduate Award for Research and Scholarship in History, Clemson University 2001

Colonial Dames of South Carolina Fellowship, Clemson University 2000

Outstanding History Student, Penn State University, The Behrend College, 1998

Student Centered Contributions:

MNE Cultural Series – Women’s History Month Celebration 2010 to present

MNE Cultural Series – Black History Month: African American’s in Film 2014

Poem in a Pocket Day – Drum Circle Organizer 2014

History Club Faculty Advisor 2010-2011

Constitution Day Celebration Activities 2008 to present

Publications:

“Remembering Mammy: An Exploration of Southern Food and Culture through Cookbooks”



New Mexico Junior College

Career Opportunities

POSITION ANNOUNCEMENT • March 2015

POSITION TITLE: Professor of History/Government

DESCRIPTION: This position is responsible to the Dean of Business, Math and Sciences. Duties and responsibilities include, but are not limited to the following: (1) teach classes (day and/or evening) in history and/or government; (2) serve on college committees as assigned; (3) serve as an advisor to assigned students; (4) post and maintain approved office hours per week; (5) attend orientation meetings and other in-service meetings/workshops, as scheduled; (6) maintain accurate student records; (7) involve oneself in the general recruitment and retention of students for the institution; (8) participate in course, departmental, and institutional assessment as required; (9) assume other professional responsibilities associated with the position of Professor of History/Government; (10) participate in a process of continual personal and professional development; (11) actively participate in the institutional goals and objectives designed to support the mission of the college; and (12) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

QUALIFICATIONS: A Bachelor's degree in History or a related field required, Master's degree preferred. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Applicant must be committed to excellence in instruction and willing to work as a team with other, full-time divisional instructors and staff. NOTE: Computer proficiency is required.

OTHER GENERAL AND SPECIFIC FACULTY QUALITIES: Please see attached.

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 candidate may have the option of teaching during the summer term for additional compensation. Standard NMJC benefits apply.

APPLICATION DEADLINE: Open until filled. Interviews will be conducted by a selection committee and will commence upon completed application from qualified candidates. Position starts Fall semester, 2015.

TO APPLY: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), three written letters of reference and three different references with current addresses and phone numbers for a total of six references.

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

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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date June 2, 2015

Candidate's name Morris, Edward G. "Jerry"

Position title Career Technical Education Instructor –Instrumentation and Controls - TAACCCT Grant 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 *July 1, 2015 Standard contract length 12 mos. 9 mos. other _____

Funding source Department of Labor TAACCCT Grant

Paid advertising beyond *standard None
(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website)

Posted salary range \$49,068 to \$61,335 Recommended annual salary \$ 61,964 Prorated salary yes no

Account number(s) with respective % allocation(s) 41151 2907 61301 122 100%

Recommended and approved by:

Supervisor _____

Vice President

Dean/Director _____

President

Selection Committee Members: Jeff McCool – Vice President of Training and Outreach

Jai Oyler – Director of TAACCCT Grant Program

Steve Saucedo – Workforce Training Coordinator

Terri Blandin – Executive Assistant – Training and Outreach

Comments: Mr. Morris with a Bachelor's degree and thirty-five years of experience meets and/or exceeds the minimum requirements for this position.

*pending background check

ABBREVIATED RESUME

Position

Career Technical Education Instructor – Instrumentation and Controls – TAACCCT Grant Program

Personal Data

Name: Edward G. “Jerry” Morris

Education

B.S., New Mexico State University, Las Cruces, NM, 1982
Major: Engineering Tech/Civil

Professional Experience

Tractor Supply Co., Hobbs, NM Team Member	12/2014 to Present
Habitat for Humanity, Hobbs, NM Construction Supervisor	05/2014 to 11/2014
Hobbs Municipal Schools, Hobbs, NM Teacher Substitute Teacher	11/1998 to 05/2014 08/1998 to 11/1998
Diamond Back Ventures, Hobbs, NM Partner	08/1997 to 08/1998
Jerry Morris Construction Co., Hobbs, NM Owner	08/1987 to 08/1997
TOMCO, Hobbs, NM Supervisor	05/1982 to 08/1987
Southwest Engineering, Las Cruces, NM Field Tech	07/1981 to 05/1982
PSL, Las Cruces, NM Technician	12/1980 to 7/1981

Certificates/Licenses:

State of New Mexico Teaching License 12/1998 to 07/2019
New Mexico Contractors License (GB-98; GA-98; GF-98) - 09/1982 to 04-2017

Awards:

Veteto Award for Teaching Excellence



New Mexico Junior College

Career Opportunities

Position Announcement • August 2014

Position Title: Career Technical Education Instructor-Instrumentation and Controls (Grant Funded Position Through September 2017)

Position Description: The Career Technical Education Instructor shall be responsible to the Dean of Training and Outreach. The duties and responsibilities of the Career technical Education Instructor shall be, but not limited to the following: A. To satisfactorily perform the job of Career Technical Education Instructor for New Mexico Junior College. B. General duties and responsibilities: 1) Plan, prepare, and deliver instruction of assigned courses using a variety of teaching methods to facilitate student learning. 2) Develop update, revise, and maintain all program curriculum and instructional materials. 3) Serve as student advisor, including academic advising and providing support to assist in the achievement of learning and career goals. 4) Assist with student recruitment, registration, and job placement including representing the college and/or program at on and off campus events and on-going networking with employers. 5) Maintain open lines of communication with Grant Program Manager and NMJC Career Support Technician to assist with job placements into business and industry. 6) Assist with program budgeting including managing program specific funds in the annual budget. 7) Assist with recommending, purchasing, installing, and maintaining equipment, including purchasing materials, supplies, maintaining inventory, and upgrading software. 8) Handle all classroom/lab management, including maintaining accurate student attendance and grade reports, as well as maintaining a clean and organized environment with an emphasis on safety. 9) Create industry and community partners. 10) Assist with advisory board member recruitment and retention, attend advisory board meetings, and work with advisory board to develop, validate, and regularly update program content and outcomes. 11) Establish and maintain positive, professional, and collaborative relationships with internal and external partners including co-workers, employers, area high schools, and professional organizations. 12) Attend all required meetings. 13) Seek opportunities to promote NMJC and the Instrumentation and Controls Program. 14) Maintain professional/technical knowledge and skills by staying current with techniques, certifications, licensing, and instructional technology and delivery methods. 15) Participate, both as a professional and a representative of New Mexico Junior College, in community affairs. 16) Attend all College required meetings and abide by and support the NMJC Employee Handbook. 17) Promote the mission and vision of the college. 18) 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 a related field from a regionally accredited institution is preferred. Five years of related teaching and/or industry experience is preferred. The successful candidate must have good public relations skills, ability to handle multi-task situation and ability to work in a fast paced environment on a daily basis. Additionally, the successful candidate must have a broad knowledge of Instrumentation and Controls, as well as industry training needs.

Salary/Benefits: This is a 12 month faculty position funded by a grant through September 2017. Salary is competitive and commensurate with relevant experiences and degrees. 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 an NMJC application form on line at www.nmjc.edu (Employment Opportunities) and attach the following; a letter of application (cover letter), your resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and three references with current addresses and phone numbers. .

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RESOLUTION

Dr. Robert L. Rhodes

- WHEREAS,** **Dr. Robert L. Rhodes**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for nine years; and
- WHEREAS,** **Dr. Robert L. Rhodes** has served as Vice President of Training and Outreach from 2006 to 2015; and
- WHEREAS,** **Dr. Robert L. Rhodes** has served as the New Mexico Junior College Liaison to the New Mexico State Legislature from 2006 to 2015; and
- WHEREAS,** **Dr. Robert L. Rhodes** has served as the Director of New Horizons Foundation from 2012 to 2013; and
- WHEREAS,** **Dr. Robert L. Rhodes** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Dr. Robert L. Rhodes** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Dr. Robert L. Rhodes** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Dr. Robert L. Rhodes** has elected to retire the 1st day of August 2015.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Dr. Robert L. Rhodes** for his service and dedication to New Mexico Junior College.

ADOPTED THIS 11th day of June 2015.

ATTEST: 
New Mexico Junior College Board Chairman




New Mexico Junior College Board Secretary

RESOLUTION

Linda S. Connell

- WHEREAS,** Linda S. Connell, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for twenty-four years; and
- WHEREAS,** Linda S. Connell has served as Professor of English from 1991 to 2015; and
- WHEREAS,** Linda S. Connell was selected as Faculty of the Year 2008; and
- WHEREAS,** Linda S. Connell has served as the Young Democrat's Co-sponsor from 2004 to 2012; and
- WHEREAS,** Linda S. Connell has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** Linda S. Connell has been a devoted, enthusiastic and loyal faculty member at New Mexico Junior College; and
- WHEREAS,** Linda S. Connell as an educator, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** Linda S. Connell has elected to retire the 1st day of July 2015.

NOW, THEREFORE BE IT RESOLVED that **Linda S. Connell**, be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 11th day of June 2015.

ATTEST:


New Mexico Junior College Board Chairperson




New Mexico Junior College Board Secretary

RESOLUTION

Dr. Patricia E. Emmerich

- WHEREAS, Dr. Patricia E. Emmerich**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for sixteen years; and
- WHEREAS, Dr. Patricia E. Emmerich** has served as Professor of Government / History from 1999 to 2015; and
- WHEREAS, Dr. Patricia E. Emmerich** has served as Department Chairperson from 2001 and 2010; and
- WHEREAS, Dr. Patricia E. Emmerich** was selected as Faculty of the Year 2008 and 2015; and
- WHEREAS, Dr. Patricia E. Emmerich** has served as the Young Democrat's Co-sponsor from 2004 to 2012; and
- WHEREAS, Dr. Patricia E. Emmerich** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS, Dr. Patricia E. Emmerich** has been a devoted, enthusiastic and loyal faculty member at New Mexico Junior College; and
- WHEREAS, Dr. Patricia E. Emmerich** as an educator, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS, Dr. Patricia E. Emmerich** has elected to retire the 1st day of July 2015.

NOW, THEREFORE BE IT RESOLVED that **Dr. Patricia E. Emmerich**, be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 11th day of June 2015.

ATTEST:


New Mexico Junior College Board Chairperson




New Mexico Junior College Board Secretary

RESOLUTION

Donna L. Springer

- WHEREAS,** Donna L. Springer, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for twenty-five years; and
- WHEREAS,** Donna L. Springer has served as Executive Assistant to the Vice President of Instruction from 2002 to 2015; and
- WHEREAS,** Donna L. Springer has served as Administrative Secretary to the Dean of Arts and Sciences from 1991 to 2002; and
- WHEREAS,** Donna L. Springer has served as Educational Secretary for Arts and Sciences from 1990 to 1991; and
- WHEREAS,** Donna L. Springer has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** Donna L. Springer has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** Donna L. Springer as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** Donna L. Springer has elected to retire the 1st day of September 2015.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Donna L. Springer** for her service and dedication to New Mexico Junior College.

ADOPTED THIS 11th day of June 2015.

ATTEST:


New Mexico Junior College Board Chairman




New Mexico Junior College Board Secretary