

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, March 20, 2008

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of February 21, 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 Tuition Rate Increase | Steve McCleery |
| 6. Consideration of Presidential Performance Appraisal/Board Self-Evaluations | Steve McCleery |
| 7. Consideration of Don Whitaker Automotive Tech Center HVAC Upgrade | Steve McCleery |
| 8. Consideration of Museum Curator Position | Steve McCleery |
| 9. Consideration of Staff Compensation | Steve McCleery |
| 10. Personnel Consideration – Coordinator of Facilities Scheduling | Jeff McCool |
| 11. Personnel Consideration – Workforce Training Coordinator | Jeff McCool |
| 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

FEBRUARY 21, 2008

MINUTES

The New Mexico Junior College Board met on Thursday, February 21, 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; Mrs. Yvonne Williams; and Mr. Guy Kesner.

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 agenda was unanimously adopted, as presented.

Upon a motion by Mrs. Williams, seconded by Mrs. Vinson, the Board unanimously approved the minutes of January 11, 2008.

Under *President's Report*, Agustin Dorado presented the New Mexico Junior College Quick Facts for suggestions. Dr. McCleery shared the posters displaying the Presidents Priorities and the Board Goals and Priorities. The Board toured the new Workforce Training Center.

Under *New Business*, Dan Hardin presented the January financial reports and with a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for January, 2008. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously approved the Fiscal Watch Reports.

Mr. Hardin presented a recommendation to complete the phase two renovation of Burke Hall during the summer. The second phase is to replace the ceiling tile, floor tile, all of the cabinets and furniture in the rooms, counter tops, sinks, faucets, showers and shower fixtures in the bathrooms, and completely repaint the inside of the dorm. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board unanimously approved the CES contractor Facility Build, the GSA proposal from Blockhouse for the new furniture, and to move \$665,000.00 from reserves to complete the phase two renovation.

Mr. Hardin presented Bid #1010 – Construction of a Concrete Slab for the Oil Field Training Center. The administration recommended acceptance of the bid submitted by Granger Brothers in the amount of \$76,400, exclusive of gross receipts tax. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously accepted the recommendation.

Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board voted to table Consideration of Bid #1011 – Parking Lot Paving Projects.

Mr. Hardin presented Request for Proposals #97 – Professional Legal Services. The administration recommends acceptance of the proposal of Shoobridge Law Firm. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously accepted the recommendation.

John Gratton recommended Mr. Enrique Najera for the Professor of High School Automotive Technology position at a nine month salary of \$32,934. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Najera effective February 22, 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. Mrs. Vinson seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mrs. Vinson – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Williams – 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.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for March 20, 2008, beginning at 4:00 p.m. The budget work session is scheduled for April 9, 2008, beginning at 8:00 a.m.

Upon a motion by Mr. Jones, seconded by Mr. Kesner, the board meeting adjourned at 6:25 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members

From: Dan Hardin

Date: March 10, 2008

RE: Expenditure and Revenue Reports for February 2008

February is the eighth month of the fiscal year or 67% of the 2007/2008 budget. 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 February is \$30,527,788.00.

The total current unrestricted fund expenditures for Instruction & General through February are \$11,654,490.00, which is 66% of the projected budget. The expenditures in Instruction and General are normal with most departments within reasonable percentage of expenditures for this time of year. In Current Unrestricted Funds, all funds are over the 67% for the budget year. All of these funds either have large expenditures at the beginning of each semester or they have large encumbrances for maintenance agreements. As we reported at the last Board meeting Student Aid is over budget. Student Aid consists of tuition and fee waivers for the high school students across the County, staff tuition and fee waivers, and 55 and over tuition waivers. We expect to resolve this with budget savings from other areas.

The expenditures for the Current Restricted Funds are \$4,122,126.00, which is 68% of the projected budget. Most of the expenditures are in the Student Aid from the Pell and Direct Loans at the start of the Spring Semester. Grants have expended about 45% of the projected budget. Most of the Grants have several more months in their fiscal year.

Plant funds have expended or encumbered \$11,306,300.00, which are largely the two construction projects for the Workforce Training Center and the Student Apartments.

Expenditures and encumbrances through February 2008 were \$30,527,788.00, or 69% of the projected budget.

Revenue received in February 2008 was \$2,081,737.00. In unrestricted revenue we had \$1,730,227.00 in revenue for the month. This was generated mostly from the monthly allocation from the state of \$616,003.00, and oil and gas and oil and gas equipment tax income of \$921,591.00.

Restricted funds had revenue of \$351,510.00 from drawdown in February for Grants and from restricted financial aid.

We did not have any revenue in Plant funds for February.

Total revenue for February 2008 is \$2,081,737.00, with year-to-date revenue of \$28,243,964.00 or 92% of projected budget.

Oil and Gas revenue remains strong, with the actual revenue through January totaling \$5,484,840.00. This is \$3,384,840.00 over budget projections for the first seven months of the year. Oil and Gas equipment tax has a year-to-date total of \$1,599,786.00, which is \$599,786.00 over the budget for the year.

The investment report shows an ending balance of \$13,125,000.00. Of the \$13,125,000.00 in LGIP, \$5,997,993.57 is designated as capital projects.

This concludes the Financial Report for February 2008

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

February 2008

67% 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
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	7,344,564	4,540,336	62%	7,622,840	782,710	5,805,197	76%
Academic Support	2,454,663	1,653,628	67%	2,252,838	234,971	1,610,738	71%
Student Services	1,380,382	876,657	64%	1,357,855	148,844	878,883	65%
Institutional Support	4,072,396	1,990,273	49%	3,795,455	228,467	1,728,446	46%
Operation & Maintenance of Plant	2,543,319	1,730,070	68%	2,554,214	158,022	1,631,226	64%
Subtotal - Instruction & General	17,795,324	10,790,964	61%	17,583,202	1,553,014	11,654,490	66%
Student Activities	197,651	151,530	77%	195,768	8,582	138,213	71%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	378,896	334,558	88%	529,005	17,074	459,338	87%
Student Aid	476,039	433,068	91%	461,439	27,480	573,666	124%
Auxiliary Enterprises	1,677,990	1,619,295	97%	1,623,308	242,565	1,549,241	95%
Athletics	783,949	713,794	91%	917,796	82,054	724,414	79%
Total Current Unrestricted Fund	21,309,849	14,043,209	66%	21,310,518	1,930,769	15,099,362	71%
CURRENT RESTRICTED FUND							
Grants	1,823,022	997,575	55%	2,053,106	104,385	920,771	45%
Student Aid	4,000,000	3,669,528	92%	4,000,000	156,688	3,201,355	80%
Total Current Restricted Fund	5,823,022	4,667,103	80%	6,053,106	261,073	4,122,126	68%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	7,890,054	2,872,572	36%	12,516,756	375,633	8,917,365	71%
Projects from State GOB Funds	3,431,272	3,378,438	98%	1,839,874	8,467	1,620,582	88%
Projects from State STB Funds	0	0	0%	320,000	0	320,000	100%
Projects from General Fund	735,262	320,772	44%	519,058	92,867	420,786	81%
Projects from Private Funds	702,664	218,345	31%	465,801	0	27,567	6%
Projects from State ER&R	90,916	0	0%	226,359	0	0	0%
Projects from State BR&R	352,303	0	0%	1,218,112	0	0	0%
Projects from Auxiliary BR&R	16,943	0	0%	14,042	0	0	0%
Subtotal - Capital and BR&R	13,219,414	6,790,127	51%	17,120,002	476,967	11,306,300	66%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	13,219,414	6,790,127	51%	17,120,002	476,967	11,306,300	66%
GRAND TOTAL EXPENDITURES	40,352,285	25,500,439	63%	44,483,626	2,668,809	30,527,788	69%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

February 2008

67% of Year Completed

2006-07

2007-08

Fund	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	2,647,425	2,499,283	94%	3,137,649	60,875	3,077,038	98%
State Appropriations	8,800,842	6,316,006	72%	7,990,100	616,003	7,156,184	90%
Advalorem Taxes - Oil and Gas	4,700,000	6,749,405	144%	5,200,000	921,591	7,434,626	143%
Advalorem Taxes - Property	2,800,000	2,126,267	76%	2,800,000	59,243	2,272,107	81%
Interest Income	185,000	281,957	152%	285,000	50,085	335,995	118%
Other Revenues	225,050	179,586	80%	229,100	1,997	182,038	79%
Subtotal - Instruction & General	19,358,317	18,152,504	94%	19,641,849	1,709,794	20,457,988	104%
Student Activities	110,000	107,025	97%	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	2,052,918	91%	2,240,048	17,174	1,899,157	85%
Athletics	39,100	25,800	66%	189,100	3,259	176,067	93%
Total Current Unrestricted	21,757,469	20,338,247	93%	22,070,997	1,730,227	22,533,212	102%
CURRENT RESTRICTED FUND							
Grants	1,839,628	1,121,149	61%	2,038,152	1,010	933,298	46%
Student Aid	4,000,000	3,417,351	85%	4,000,000	350,500	3,201,355	80%
Total Current Restricted	5,839,628	4,538,500	78%	6,038,152	351,510	4,134,653	68%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,420,676	0	0%	1,840,485	0	1,576,099	86%
Projects from State STB Funds	0	0	0%	320,000	0	0	0%
Projects from General Fund	735,262	0	0%	537,995	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	4,155,938	0	0%	2,698,480	0	1,576,099	0%
GRAND TOTAL REVENUES	31,753,035	24,876,747	78%	30,807,629	2,081,737	28,243,964	92%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

February 2008

67% 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					918,418	350,000	568,418
Accrual	February					350,000	350,000	0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						5,834,840	2,800,000	3,034,840
Y.T.D. Equipment Tax Revenue						1,599,786	1,000,000	599,786
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						7,434,626	3,800,000	3,634,626

Source: New Mexico Taxation and Revenue Department

**NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
February 2008**

67% 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	13,125,000	N/A	N/A	N/A	7102-1348	3.98%	41,377
Total Investments	<u>13,125,000</u>						<u>41,377</u>

Summary of Current Month's Activity	
Beginning amount	12,125,000
Plus: deposits	1,000,000
Less: withdrawals	0
Capital Projects	5,997,994
Reserves Invested	7,127,006
Total LGIP Investment	13,125,000

Capital Projects	2/29/2008
Technology Upgrade	29,272.89
Workforce Training Center	82,823.99
High Tech Start Up	13,346.40
Vehicles	15,999.13
Drawings & Master Plan	12,805.63
Baseball Field	185,242.85
Rodeo Arena	32,858.91
Dormitory Landscape	1,622.23
Millen Fence/Landscape	59,747.89
JASI	115,632.05
Computer Equipment Rebates	14,619.69
Marketing	49,932.06
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Flooring Repair	5,670.94
Student Housing Construction	2,194,405.76
Classroom Furniture	0.00
Testing Center Remodel	250,000.00
Campus Village Development Proj	21,475.47
Continuing Education	16,991.00
Landscaping	300,000.00
Facility Painting	24,136.12
Millen Drive Signalization	95,000.00
Electrical Upgrade	554,534.24
Campus Signage	8,120.00
Campus Paving	100,000.00
Roof Replacement	73,531.64
Interior Lighting-Energy Retrofit	103,859.62
Old Dorms Renovation	722,120.66
CDL Truck Driving Program	43,262.14
Bulk Fuel	3,857.93
Millen Dr. Sewer & Water	53,405.52
Board Room	25,000.00
Concrete Upgrade	43,228.66
Campus Construction	176,893.37
Oil & Gas Training Center	230,607.81
Workforce Training/Outreach	9,023.64
Infrastructure	19,444.33
Professional Writing/Publishing	60,000.00
Public Sector	40,000.00
PED Instructional Materials	9,521.00
Total	5,997,993.57

NOTE: Capital projects total does not include encumbered funds



Office of the President

NEW MEXICO JUNIOR COLLEGE

MEMO

Date: March 13, 2008
To: New Mexico Junior College Board Members
From: Steve McCleery *SM*
Subject: Tuition Rate Increase

Summer School tuition and fee revenues are expensed in the 2008-2009 budget year, and registration for Summer School begins April 1, 2008. In order to account for the recommended tuition increase in the appropriate budget year, the administration recommends that we increase tuition by \$1.00 per credit hour for the initial 12 credit hours. The increase would apply to In-District, Out-of-District, and Out-of-State tuition rates.

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board Members
From: Dan Hardin
RE: Tuition Rate Increase
Date: March 12, 2008

The current tuition rate for New Mexico Junior College is as follows:


	2007/2008
In district	\$28.00
Out of district	\$46.00
Out of state	\$51.00

Each year administration meets with students to review the tuition rates, discussing tuition credit, and comparing NMJC tuition rates with area colleges. With the input from the students, it is the administration's recommendation to increase tuition by \$1.00 for 2008/2009

	Projected for 2008/2009
In district	\$29.00
Out of district	\$47.00
Out of state	\$52.00

Also, administration is asking the Board to approve the corrected course fee listing. This is not a request for an increase in course fees only corrections to the Board approved course fee listing.

Respectfully,



Dan Hardin

NMJC FEE SCHEDULE 2008-09

Revised 3/12/08

ID	Course or Fee Title	2007/2008 Approved Fee	2008/2009 Approved Fee
AC 114	Principles of Accounting I	15.00	15.00
AC 124	Principles of Accounting II	15.00	15.00
AC 213	Intermediate Accounting I	15.00	15.00
AC 213A	Microcomputer Accounting I	25.00	25.00
AC 223	Intermediate Accounting II	15.00	15.00
AC 223B	Microcomputer Accounting II	25.00	25.00
AC 233A	Income Tax I	15.00	15.00
AG 113A	Basic Animal Science	25.00	25.00
AG 113B	Introduction to Agriculture Education	25.00	25.00
AG 123A	Entomology	20.00	20.00
AG 123B	Food Science and Technology	20.00	20.00
AG 123C	Computers in Agriculture	25.00	25.00
AG 124B	Introduction to Horticulture	25.00	25.00
AG 193	Horsemanship I	30.00	30.00
AG 193B	Horsemanship II	30.00	30.00
AG 194	Introduction to Animal Science	25.00	25.00
AG 213	Animal Nutrition	25.00	25.00
AG 214	Properties and Management of Soils	25.00	25.00
AR 113	Art Appreciation	10.00	10.00
AR 113A	Drawing I	35.00	35.00
AR 113G	Airbrushing Tech. I	35.00	35.00
AR 123A	Drawing II	35.00	35.00
AR 123B	Computer Graphics I	35.00	35.00
AR 123G	Airbrushing Tech. II	35.00	35.00
AR 193	Pastel Painting (Drawing)	35.00	35.00
AR 193	Introduction to Airbrushing	35.00	35.00
AR 213	2-D Design	35.00	35.00
AR 213A	Painting I	35.00	35.00
AR 213B	Ceramics I	35.00	35.00
AR 213C	Sculpture I	35.00	35.00
AR 213D	Water Color	35.00	35.00
AR 213F	Photography I	35.00	35.00
AR 223	3-D Design	35.00	35.00
AR 223A	Painting II	35.00	35.00
AR 223B	Ceramics II	35.00	35.00
AR 223C	Sculpture II	35.00	35.00
AR 223F	Photography II	35.00	35.00
AR 223W	Creating Southwestern Art	35.00	35.00
AR 293	Advanced Photography	35.00	35.00
AR 293	Advanced Airbrushing	35.00	35.00
AR 293A	Creative Photography	35.00	35.00
AR 293B	Advanced Digital Photography	35.00	35.00
AR 293D	Digital Photography	35.00	35.00
AT 113	Engine Repair	20.00	20.00
AT 123C	Brake Systems	20.00	20.00
AT 124	Electronics	20.00	20.00
AT 124A	Engine Performance	20.00	20.00
AT 213A	Manual Drive Trains & Axels	20.00	20.00
AT 213B	Heating & Air Conditioning Systems	20.00	20.00
AT 213C	Automatic Transmissions & Transaxles	20.00	20.00
AT 223B	Suspension & Steering Systems	20.00	20.00

NMJC FEE SCHEDULE 2008-09

Revised 3/12/08

ID	Course or Fee Title	2007/2008 Approved Fee	2008/2009 Approved Fee
AT 223C	Auto Service Manage	20.00	20.00
BI 114	General Biology	25.00	25.00
BI 124	General Biology	25.00	25.00
BI 134	General Biology I for Science Majors	-	25.00
BI 144	General Biology II for Science Majors	-	25.00
BI 214A	Human Anatomy & Physiology for Health Sciences I	40.00	40.00
BI 224	Microbiology	40.00	40.00
BI 224A	Human Anatomy & Physiology for Health Sciences II	40.00	40.00
BI 224B	Human Anatomy & Physiology	40.00	40.00
CA 123J	Correc Off/Safe/TR - Corrections Academy	125.00	135.00
CH 114	Current Concepts of Chemistry	25.00	25.00
CH 114A	General Chemistry	25.00	25.00
CH 124A	General Chemistry	25.00	25.00
CH 214	Organic Chemistry	25.00	25.00
CH 224	Organic Chemistry	25.00	25.00
COSM 111	Theory I (Course number change)	60.00	60.00
COSM 121	Theory II (Course number change)	60.00	60.00
COSM 211	Theory III (Course number change)	60.00	60.00
CS 111A	Keyboarding on Microcomputers (Same as SC 111A)	25.00	25.00
CS 113	Fundamentals of Programming	25.00	25.00
CS 113B	Using MS Access	25.00	25.00
CS 113D	Ethics in Technology	25.00	25.00
CS 113S	Introduction to System Operations	25.00	25.00
CS 123A	Microcomputer Applications	25.00	25.00
CS 123B	Computer Graphics I	25.00	25.00
CS 123D	Windows Applications I	25.00	25.00
CS 123E	Computer Skills Applications	25.00	25.00
CS 123G	Windows Applications II	25.00	25.00
CS 123S	Intro Systems Operations	25.00	25.00
CS 213	EXCEL	25.00	25.00
CS 213B	Introduction to RPG Programming	25.00	25.00
CS 213C	Visual Basic	25.00	25.00
CS 213D	COBOL Programming	25.00	25.00
CS 213E	Microsoft Windows XP	25.00	25.00
CS 213F	C++ Programming	25.00	25.00
CS 213G	Oracle	25.00	25.00
CS 213J	Java Programming	25.00	25.00
CS 213S	Adv. System Oper	25.00	25.00
CS 214	CISCO I	45.00	45.00
CS 214A	CISCO II	45.00	45.00
CS 214B	CISCO III	45.00	45.00
CS 214C	CISCO IV	45.00	45.00
CS 223B	Advanced RPG Programming	25.00	25.00
CS 223H	Desktop Publishing	25.00	25.00
CS 223L	Advanced C++ Programming	25.00	25.00
CS 223M	Microcomputer Repair & Upgrade	25.00	25.00
CS 223N	Networking	25.00	25.00
CS 233M	Microcomputer Repair II	25.00	25.00
CS 233N	Networking II	25.00	25.00
CS 243	Advanced Desktop Publishing	25.00	25.00
CT 111F	Field Safety	25.00	\$25.00

NMJC FEE SCHEDULE 2008-09

Revised 3/12/08

ID	Course or Fee Title	2007/2008 Approved Fee	2008/2009 Approved Fee
CT 112	Orientation to Construction Technology	25.00	\$25.00
CT 113	Building Materials	25.00	\$25.00
CT 113E	Electrical I	25.00	\$25.00
CT 113M	Masonry I	25.00	\$25.00
CT 114C	Carpentry I	25.00	\$25.00
CT 114E	Electrical II	25.00	\$25.00
CT 114M	Masonry II	25.00	\$25.00
CT 114P	Plumbing I	25.00	\$25.00
CT 124C	Carpentry II	25.00	\$25.00
CT 124P	Plumbing II	25.00	\$25.00
CT 133	Site Layout	25.00	\$25.00
CT 134S	Construction Technology	25.00	\$25.00
CT 164P	Sprinkler Systems I	25.00	\$25.00
CU 113	Culinary Arts	30.00	30.00
CU 123	Culinary Arts II	30.00	30.00
DC 111	Conceptual Development Forum I	25.00	25.00
DC 113B	Technical Illustration I	25.00	25.00
DC 113D	Introduction to Graphic Arts	25.00	25.00
DC 113E	Classroom Graphics for Teachers I	25.00	25.00
DC 113G	Airbrush I	25.00	35.00
DC 123A	Computer Graphics I	25.00	25.00
DC 123B	Electronic Prepress	25.00	25.00
DC 123C	Web Page Design	25.00	25.00
DC 123D	Book Illustration	25.00	25.00
DC 123E	Classroom Graphics for Teachers II	25.00	25.00
DC 123G	Airbrush II	25.00	35.00
DC 123H	HTML/Java Script	25.00	25.00
DC 123W	Technical Illustration II	25.00	25.00
DC 212	Conceptual Development Forum	25.00	25.00
DC 213B	Technical Illustration III	25.00	25.00
DC 213D	Press Operator I	25.00	25.00
DC 214D	Press Operator II	25.00	25.00
DC 223D	Computer Animation & Multimedia Production I	25.00	25.00
DC 223E	Advanced Web Page Design	25.00	25.00
DC 223G	Desktop Publishing	25.00	25.00
DC 223P	Production Techniques	25.00	25.00
DC 223W	Advertising Layout & Design	25.00	25.00
DC 224	Computer Graphics II	25.00	25.00
DC 224A	Computer Graphics III	25.00	25.00
DC 233D	Computer Animation & Multimedia II	25.00	25.00
DC 233W	Computer Animation & Multimedia Production II	25.00	25.00
DC 243	Electronic Publishing	25.00	25.00
DC 243A	Cooperative Work Experience I	25.00	25.00
DC 244	Three D Graphics Animation	25.00	25.00
DR 113A	Theatrical Make-up	30.00	30.00
DR 123	Rehearsal & Performance	10.00	10.00
DR 123A	Theatre Practicum	10.00	10.00
DR 123W	Stage Craft	30.00	30.00
DR 143A	Technical Production	30.00	30.00
ED 113	Introduction to Early Childhood Education	10.00	10.00
ED 114A	Learning Environments for Young Children	10.00	10.00

Internet Courses (section 060-069) - \$40.00 Fee

ITV Courses (section 050-055) - \$40.00 Fee

NMJC FEE SCHEDULE 2008-09

Revised 3/12/08

ID	Course or Fee Title	2007/2008 Approved Fee	2008/2009 Approved Fee
ED 114B	Language Development & Early Literacy	10.00	10.00
ED 214A	Caring for Infants & Toddlers	10.00	10.00
ED 214B	Early Childhood Practicum	10.00	10.00
ED 214C	Thematic Units Using the Arts	10.00	10.00
ED 233	Educational Field Observation	10.00	10.00
EG 111B	AutoCAD Certification Preparation	25.00	25.00
EG 114	Introduction to Computer Assisted Drafting	25.00	25.00
EG 114A	Principles of Drafting	25.00	25.00
EG 114B	AutoCAD Level I Certification Preparation	25.00	25.00
EG 114C	Intro to 3-Dimensional Animation	25.00	25.00
EG 121B	American Design Drafter Certification Prep	25.00	25.00
EG 123	Introduction to Computer Assisted Drafting	25.00	25.00
EG 124A	Computer Assisted Drafting for Architecture	25.00	25.00
EG 124B	Computer Assisted Drafting for Engineers	25.00	25.00
EG 124C	Prin Drafting II	25.00	25.00
EG 124D	Civil Drafting	25.00	25.00
EG 214A	Computer Assisted Drafting for GIS	25.00	25.00
EG 214B	Intermediate CAD	25.00	25.00
EG 214C	Intro to 3D Animation	25.00	25.00
EG 214D	Land Desktop	25.00	25.00
EG 224A	Advanced Computer Assisted Drafting	25.00	25.00
EG 224B	AutoCAD Level II Certification Preparation	25.00	25.00
EG 224C	Advanced 3-D Animation & CAD	25.00	25.00
EG 224D	Comparative Studies in Microstation & AutoCAD	25.00	25.00
EG 234	AutoCAD Customizing	25.00	25.00
EG 234A	Auto LISP Programming Language for AutoCAD	25.00	25.00
EG 294	Special Topics	25.00	25.00
EG 294B	CAD for Architecture III	25.00	25.00
EG 294C	CAD-Civil Engineering	25.00	25.00
EG 294C	3-D Commercial Animation	25.00	25.00
EM 115	Emergency Medical Technician Training-Basic	30.00	30.00
EM 124	Emergency Medical Technician Training-I & D	30.00	30.00
EN 103	English Fundamentals	10.00	10.00
EN 113	Composition & Rhetoric	10.00	10.00
EN 123	Composition & Literature	10.00	10.00
EN 123A	Report Writing for Technicians	10.00	10.00
EN 213	Types Of Literature	10.00	10.00
EN 213A	Survey of British Literature I	10.00	10.00
EN 213B	Creative Writing I	10.00	10.00
EN 213C	American Literature I	10.00	10.00
EN 213D	World Literature I	10.00	10.00
EN 213E	Film & Fiction	10.00	10.00
EN 213F	Southwest Literature	10.00	10.00
EN 213G	Science Fiction & Fantasy	10.00	10.00
EN 213H	Introduction to Fiction Writing	10.00	10.00
EN 223A	Survey of British Literature II	10.00	10.00
EN 223B	Creative Writing II	10.00	10.00
EN 223C	American Literature II	10.00	10.00
EN 223D	World Literature II	10.00	10.00
FM 113	Technology for Technicians	15.00	15.00
FM 114	Automotive Fundamentals	15.00	15.00

Internet Courses (section 060-069) - \$40.00 Fee

ITV Courses (section 050-055) - \$40.00 Fee

NMJC FEE SCHEDULE 2008-09

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ID	Course or Fee Title	2007/2008 Approved Fee	2008/2009 Approved Fee
FM 123	Diesel Engine Operations	15.00	15.00
FM 124	Electronics I	15.00	15.00
FM 124A	Engine Performance I	15.00	15.00
FM 124B	Electronics II	15.00	15.00
FM 124C	Brake Systems	15.00	15.00
FM 211	Noise, Vibration, & Harshness	15.00	15.00
FM 212	Advanced Drivability Diagnosis	15.00	15.00
FM 214	Engine Repair	15.00	15.00
FM 214A	Manual Drive Trains & Axels	15.00	15.00
FM 214B	Heating & Air Conditioning Systems	15.00	15.00
FM 214C	Automatic Transmissions & Transaxles	15.00	15.00
FM 224	Engine Performance II	15.00	15.00
FM 224A	Cooperative Work Experience IV		10.00
FM 224B	Suspension & Steering Systems	15.00	15.00
GE 114	Physical Geology	20.00	20.00
GE 124	Historical Geology	20.00	20.00
GM 113	Technology for Technicians	15.00	15.00
GM 114	Automotive Fundamentals	15.00	15.00
GM 124	Electronics I	15.00	15.00
GM 124A	Engine Performance I	15.00	15.00
GM 124B	Electronics II	15.00	15.00
GM 124C	Brake Systems	15.00	15.00
GM 214	Engine Repair	15.00	15.00
GM 214A	Manual Drive Trains & Axels	15.00	15.00
GM 214B	Heating & Air Conditioning Systems	15.00	15.00
GM 214C	Automatic Transmissions & Transaxles	15.00	15.00
GM 224	Engine Performance II	15.00	15.00
GM 224B	Suspension & Steering Systems	15.00	15.00
GM 224D	New Product Issues	15.00	15.00
HC 112	Introduction to Health Care (NEW COURSE)		50.00
HC 113	Skills for the Health Care Provider		40.00
HE 112	Nutrition & Wellness		30.00
HM 101	Safety & Hazardous Materials	10.00	10.00
HM 233	Environmental Law	15.00	15.00
HM 233A	Waste Minimization	15.00	15.00
LA 111	First Aid/CPR (NEW COURSE)	-	10.00
LA 113	Introduction to Criminal Justice	-	25.00
LA 123P	Law Enforcement Patrol Procedures	-	200.00
MA 113	College Algebra	10.00	10.00
MA 113A	Intermediate Algebra	10.00	10.00
MA 113D	Mathematical Analysis w/Business Applications I	10.00	10.00
MA 113E	Math for Elementary Teachers	10.00	10.00
MA 114B	Technical Mathematics I	10.00	10.00
MA 123	Plane Trigonometry	10.00	10.00
MA 123D	Mathematical Analysis w/Business Applications II	10.00	10.00
MA 144	Calculus and Analytic Geometry I	10.00	10.00
MA 154	Calculus and Analytic Geometry II	10.00	10.00
MA 223	Differential Equations	10.00	10.00
MA 234	Calculus and Analytic Geometry III	10.00	10.00
MA 243	Calculus and Analytic Geometry IV	10.00	10.00
MU 111K	Introduction to Singing	25.00	25.00

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ID	Course or Fee Title	2007/2008 Approved Fee	2008/2009 Approved Fee
MU 111P	Private Piano	25.00	25.00
MU 111V	Private Voice	25.00	25.00
MU 112A	Piano I	25.00	25.00
MU 112B	Voice I	25.00	25.00
MU 112C	Elementary Harmony I	25.00	25.00
MU 112E	Aural Skills I	25.00	25.00
MU 112S	Show Choir	25.00	25.00
MU 122A	Piano II	25.00	25.00
MU 122B	Elementary Harmony II	25.00	25.00
MU 122D	Voice II	25.00	25.00
MU 122E	Aural Skills II	25.00	25.00
MU 131	College & Community Chorale	25.00	25.00
MU 131C	College & Community Band	25.00	25.00
MU 132	Choral Conducting Techniques	25.00	25.00
MU 142	Music Rudiments	25.00	25.00
MU 191A	Private Instrument	25.00	25.00
MU 192	Instrument I	-	25.00
MU 192A	Instrument II	-	25.00
MU 212	Piano III	25.00	25.00
MU 212A	Voice III	25.00	25.00
MU 212B	Advanced Harmony I	25.00	25.00
MU 212E	Aural Skills III	25.00	25.00
MU 213	Music Appreciation	10.00	10.00
MU 213A	Introduction to Music Literature I	10.00	10.00
MU 222	Piano IV	25.00	25.00
MU 222A	Voice IV	25.00	25.00
MU 222B	Advanced Harmony II	25.00	25.00
MU 222E	Aural Skills IV	25.00	25.00
MU 223A	Introduction to Music Literature II	10.00	10.00
MU 292	Instrument III	-	25.00
MU 292A	Instrument IV	-	25.00
NU 112	RN Role		40.00
NU 115	Nurse Aide		50.00
NU 119	Fundamentals of Nursing & Medical-Surgical Nursing Practice		50.00
NU 122	Maternal Newborn Nursing		40.00
NU 125	PN Practicum		30.00
NU 132	Pediatric Nursing		40.00
NU 142	Mental Health Nursing		40.00
NU 152	Fundamentals of Nursing & Medical-Surgical Nursing Practice II		40.00
NU 204	LPN to AND Transition		40.00
NU 211	Care of the Client w/Complex Health Care Needs		40.00
NU 222	Community Nursing		40.00
NU 223L	Preceptor Practicum		40.00
NU 225	RN Role Leadership		40.00
NU 232	NCLEX Prep		40.00
PH 113	Technical Physics	25.00	25.00
PH 114	General Physics	25.00	25.00
PH 114A	Astronomy	25.00	25.00
PH 114C	Introduction to Physics	25.00	25.00
PH 124	General Physics	25.00	25.00
PH 214	Engineering Physics	25.00	25.00

Internet Courses (section 060-069) - \$40.00 Fee
 ITV Courses (section 050-055) - \$40.00 Fee

NMJC FEE SCHEDULE 2008-09

Revised 3/12/08

ID	Course or Fee Title	2007/2008 Approved Fee	2008/2009 Approved Fee
PH 224	Engineering Physics	25.00	25.00
PY 101	Intro. to Exercise	10.00	10.00
PY 111	Techniques of Volleyball	10.00	10.00
PY 111A	Nautilus Conditioning	10.00	10.00
PY 111B	Techniques of Beginning Golf	25.00	25.00
PY 111F	Fitness for Life II	10.00	10.00
PY 111H	Fitness for Life I	10.00	10.00
PY 111I	Jazzercise	10.00	10.00
PY 111J	Moderate Aerobics	10.00	10.00
PY 111K	Beginning Soccer	10.00	10.00
PY 111L	Circuit Weight Training	10.00	10.00
PY 111N	Techniques of Beginning Racquetball	10.00	10.00
PY 111R	Beginning Racquet Sports	10.00	10.00
PY 111S	Body Shaping/Fitness	10.00	10.00
PY 111T	Basic Rope Climbing/Rappelling	-	50.00
PY 111U	Arthritis Exercise	10.00	10.00
PY 111V	Basic Rock Climbing	-	50.00
PY 111X	Physical Training & Wellness for Corrections Officers	10.00	10.00
PY 111Y	Fundamentals of Yoga	-	10.00
PY 112	Physical Training & Wellness for Law Enforcement Officers	10.00	10.00
PY 121A	Conditioning Aerobics (New Name)	10.00	10.00
PY 121C	Community Fitness	-	10.00
PY 121D	Step Aerobics (New Name)	10.00	10.00
PY 121G	Competitive Golf Spring (Freshman)	10.00	10.00
PY 121H	Techniques of Women's Spring Basketball (Freshman)	10.00	10.00
PY 121J	Jazzy Joints	10.00	10.00
PY 121K	Beginning Karate	10.00	10.00
PY 121L	Kick Boxing Aerobics	10.00	10.00
PY 121N	Techniques of Intermediate Racquetball	10.00	10.00
PY 121R	Walk, Jog, Run	10.00	10.00
PY 121U	Techniques of Men's Spring Basketball (Freshman)	10.00	10.00
PY 122	Physical Training & Wellness for Fire Officers	10.00	10.00
PY 131G	Weight Training	10.00	10.00
PY 131H	Powerwalking	10.00	10.00
PY 131J	Aqua Fitness	10.00	10.00
PY 131M	Lifeguard Training	10.00	10.00
PY 131N	Advanced Racquetball	10.00	10.00
PY 131P	Indoor Fitness Biking	10.00	10.00
PY 131R	Recreational Basketball	-	10.00
PY 131T	Athletic Training Practicum I-A	10.00	10.00
PY 132T	Athletic Training Practicum I-B	10.00	10.00
PY 141	Arthritis Foundation Aquatic Program	10.00	10.00
PY 141A	Basketball/Softball	10.00	10.00
PY 141T	Techniques of Women's Indoor/Outdoor Track & Field (Freshman)	10.00	10.00
PY 191E	Recreational Racquetball	-	10.00
PY 191H	Cardio Hip Hop	-	10.00
PY 191I	In/Outdoor Biking Fitness	-	10.00
PY 191P	Pilates	-	10.00
PY 211	Techniques of Badminton/Tennis	10.00	10.00
PY 211E	Techniques of Intermediate Golf	25.00	25.00
PY 211G	Advanced Golf	25.00	25.00

NMJC FEE SCHEDULE 2008-09

Revised 3/12/08

ID	Course or Fee Title	2007/2008 Approved Fee	2008/2009 Approved Fee
PY 211H	Backpacking/Camping	10.00	10.00
PY 211K	Conditioning/Free Weights	10.00	10.00
PY 213B	First Aid and CPR	10.00	10.00
PY 221D	Flag Football/Basketball	10.00	10.00
PY 221G	Competitive Golf Spring (Sophmore)	10.00	10.00
PY 221H	Techniques of Women's Spring Basketball (Sophmore)	10.00	10.00
PY 221U	Techniques of Men's Spring Basketball (Sophmore)	10.00	10.00
PY 231T	Athletic Training Practicum I-B	10.00	10.00
PY 232T	Athletic Training Practicum II-B	10.00	10.00
PY 241T	Techniques of Women's Indoor/Outdoor Track & Field (Sophmore)	10.00	10.00
SC 111A	Keyboarding on Microcomputers (Same as CS 111A)	15.00	15.00
SC 113	Keyboarding & Document Processing I	25.00	25.00
SC 113B	Business Calculating Machines	25.00	25.00
SC 113C	Business Mathematics	10.00	10.00
SC 113D	Legal Secretary I	15.00	15.00
SC 113E	Business English	15.00	15.00
SC 123	Keyboarding & Document Processing II	25.00	25.00
SC 123B	Introduction to Accounting	15.00	15.00
SC 133	Records Management	15.00	15.00
SC 211	Intensive Skill Building	15.00	15.00
SC 213	Advanced Keyboarding & Machine Transcription	25.00	25.00
SC 213B	Legal Secretary II	15.00	15.00
SC 223	Business Communications	15.00	15.00
SC 223A	WordPerfect	25.00	25.00
SC 223B	Office Procedures	25.00	25.00
SC 223D	Microsoft Word	25.00	25.00
SC 223H	Legal Word Processing	25.00	25.00
SC 233A	Automated Office	25.00	25.00
SP 103	Introduction to Spanish	10.00	10.00
SP 113	Beginning Spanish I	10.00	60.00
SP 123	Beginning Spanish I	10.00	60.00
SP 213	Intermediate Spanish I	10.00	60.00
SP 223	Intermediate Spanish II	10.00	60.00
TC 112	Networking Topologies & Copper Cabling	35.00	35.00
TC 114	DC & AC Fundamentals	35.00	35.00
TC 122	Principles of Electronic Communications	35.00	35.00
TC 122A	Telephone Systems	35.00	35.00
TC 123	Wireless Communications Fundamentals & Syst.	35.00	35.00
TC 124	Fiber Optic Theory, Applications, & Cabling	35.00	35.00
TS 103	Basic Reading	10.00	10.00
TS 103B	Basic Reading II	10.00	10.00
TS 111	Nursing Calculations	30.00	30.00
TS 113	Developmental Reading	10.00	10.00
TS 113A	Review of English I	10.00	10.00
TS 113C	Review of English II	10.00	10.00
TS 113E	Basic Mathematics	10.00	10.00
TS 113F	Elementary Algebra	10.00	10.00
TS 114A	Fundamentals of Biology	15.00	15.00
TS 116	English as A Second Language I	10.00	10.00
TS 123	Reading Improvement	10.00	10.00
TS 126	English as A Second Language II	10.00	10.00

NMJC FEE SCHEDULE 2008-09

Revised 3/12/08

ID	Course or Fee Title	2007/2008 Approved Fee	2008/2009 Approved Fee
TS 133	College Preparatory Reading	10.00	10.00
TS 193A	ESL Basic Reading II	-	10.00
TS 193E	Basic English Skills	-	10.00
TS 203	Basic Reading	10.00	10.00
WE 113D	Destructive Welding	40.00	40.00
WE 113M	Metallurgy	40.00	40.00
WE 114	Introduction to Welding	40.00	40.00
WE 124	Advanced Welding	40.00	40.00
WE 214	Inert Gas Welding	40.00	40.00
WE 223N	Non-Destructive Testing	40.00	40.00
WE 223P	Pipe Welding	40.00	40.00
WE 224	Advanced Theory & Practice	40.00	40.00
WE 224A	Advanced Welding	40.00	40.00
WE 224Q	Advanced Theory & Application	40.00	40.00
WW 113	Woodworking I	25.00	25.00
WW 123	Woodworking II	25.00	25.00
INTERNET	Courses with section numbers 060-069	40.00	40.00
ITV	Courses with section numbers 050-055	40.00	40.00
	Automotive Technology Program Fee	20.00	20.00
	Corrections Academy Program Fee	125.00	135.00
	Cosmetology Program Fee	30.00	30.00
DC	Dishonored check fee	25.00	25.00
DL	Distance Learning Fee, Web Online, ITV, Video Conf, Hybrid	40.00	40.00
	Emergency Medical Services Program Fee	75.00	75.00
	Ford Motors ASSET Program Fee	20.00	20.00
	General Motors ASEP Program Fee	20.00	20.00
GD	Graduation fee	25.00	25.00
GUF	General Usage Fee (Per credit hour)	15.00	15.00
	Law Enforcement Academy Program Fee	235.00	235.00
TEAS	Test of Essential Academic Skills	25.00	25.00
TR	Transcript fee	2.00	2.00
	Housing Application Fee	25.00	25.00

PRESIDENTIAL PERFORMANCE APPRAISAL

New Mexico Junior College

Please rate the President in the following key functional areas.

1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations;

4 = exceeds some expectations; 5 = significantly exceeds expectations

Please provide comments to improve the performance of the president in specific functions of the job.

Part I

Institutional Performance	1	2	3	4	5
1. The president acts in accordance with the college's mission, goals and strategic plan.					
2. The president emphasizes compliance with higher education accreditation					
3. The president regularly reviews and evaluates the effectiveness of the curricular programs of the college in accordance with state rules and regulations.					
4. The president requires all required state and federal reporting requirements to be met in a timely manner, emphasizing accuracy and accountability.					
5. The president requires the college's facilities to be developed in accordance with the master plan.					
6. The president is well-versed with regard to the legislative and governmental environment affecting higher education.					
7. The president adequately monitors the impact the college has on the community.					
8. The president regularly reviews reports on student learning outcomes.					
9. Access to higher education for underserved and minority populations is evident, and programs to ensure success is noted					
10. Technology is continuously upgraded and used as a tool to promote greater student access, learning options, service, efficiencies and productivity.					

COMMENTS:

External Relations/Community/Advocacy	1	2	3	4	5
11. The president maintains positive relations with various local and state media.					
12. The president regularly consults both internal and external constituents to gauge their satisfaction with the college's progress.					
13. The president demonstrates support for the college's institutional public-relations efforts to maintain the positive image of the college.					
14. The president regularly demonstrates his support for community and economic development in the college's service area.					
15. The president represents the college appropriately at the local and state level.					

16. The president takes an active role in local civic, service, and social organizations.					
17. The president represents a positive image for New Mexico Junior College.					
18. The president develops useful strategies for building community partners and forms new partnerships as a result.					
19. The president actively supports the colleges' foundation and fundraising efforts.					

COMMENTS:

Institutional Leadership/Internal Relations	1	2	3	4	5
20. The president maintains a relationship of trust and respect with the faculty/staff.					
21. The president encourages direct involvement from all constituent governance groups on-campus.					
22. The president demonstrates the college's commitment to service to business, industry, and the private sector through workforce development.					
23. The president emphasizes student success.					
24. The president strongly supports meeting the needs of under prepared students through developmental, remedial, and adult basic education.					
25. The president advocates the need for flexibility in meeting student curricular needs (programs, schedules, delivery methodologies).					
26. The president promotes, initiates, and supports student retention efforts.					
27. The president requires that professional development opportunities be made available for faculty and staff.					
28. The president regularly attends various college events, functions, and activities.					

COMMENTS:

Operations	1	2	3	4	5
29. The president conveys information with regard to the college's fiscal condition to the internal and external constituents of the college.					
30. The president projects and supports the growth of the institution in a fiscally responsible manner.					
31. The president submits a budget, reflecting the mission and priorities of the college, for board approval in a timely manner.					
32. The president regularly seeks to find potential savings within the budget.					
33. The president requires that fiscal affairs of the college are conducted in accordance with all applicable state and federal laws, rules and regulations.					
34. The president requires that personnel policies and procedures are administered in accordance with all applicable state and federal laws, rules and regulations.					
35. The president conducts performance appraisals of those who report directly to him annually.					

36. The president oversees and supports appropriate strategies for attracting new funding streams to the institution.					
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COMMENTS:

Personal Qualities	1	2	3	4	5
37. The president demonstrates the highest ethical standards and personal integrity.					
38. The president presents a professional image and demeanor.					
39. The president demonstrates good judgment in dealing with sensitive issues.					
40. The president is actively engaged in continuing professional development.					
41. The president undertakes tasks with enthusiasm and sees them through to completion					
42. The president is creative and innovative in solving problems					
43. The president encourages the development of and exhibits respect for all groups in the decision-making process					

COMMENTS:

Board-CEO Relations	1	2	3	4	5
44. The president provides effective and professional advice, support, and information to the Board Chair and to the board for any items requiring board action.					
45. The president supports the professional development of the board.					
46. The president keeps the board informed with regard to local, state, and national issues, which may affect the college.					
47. The president is consistently available to the board (and staff).					
48. The president maintains a current, relevant, and useful board policy manual in support of the board.					
49. The president is prepared for the board meetings.					
50. The president consults with the Board Chair regarding board agendas.					
51. The president provides sound monitoring reports to the Board on all aspects of college operations.					
52. A climate of mutual trust and respect exists between the board and CEO					
53. The president has a good rapport with students, staff, faculty and Board of Trustees					

COMMENTS:

Part II: Open Ended Questions

1. What are the president's greatest strengths?

2. What are the major accomplishments of the president in the past year?

3. What are areas in which the president could improve?

4. As a trustee, I am most pleased about _____

5. As a trustee, I have concerns about _____

6. As a trustee, I would like to see the following changes in how the president operates: _____

Thank you for taking the time to complete and return your candid responses for this evaluation.

All survey response information will remain anonymous and the confidential final report is for board use only.

BOARD SELF-EVALUATION FORM

New Mexico Junior College

Please put an X in the box to indicate how you rate the Board in the following key functional areas.

1 = strongly disagree; 2 = somewhat disagree; 3 = somewhat agree; 4 = agree; 5 = strongly agree

Board Organization	-				+
	1	2	3	4	5
1. The board operates as a unit.					
2. Board members understand that they have no legal authority outside board meetings.					
3. The meeting agendas are relevant to the work of the board.					
4. Board committees have clear and appropriate responsibilities.					
5. Board committees effectively assist the board to do its work.					

COMMENTS:

Policy Role	1	2	3	4	5
6. The board understands that the primary function of the board is to establish the policies by which the community college is to be administered.					
7. The board focuses on policy in board discussions, not administrative matters.					
8. The board policy manual is current, relevant, and useful.					
9. The board has clarified the difference between its policy role and the roles of the president and staff.					
10. The board openly discusses issues and seeks the views of college constituents.					
11. The board periodically reviews and evaluates its policies.					

COMMENTS:

Community Relations	1	2	3	4	5
12. The board is knowledgeable about community and regional needs and expectations.					

13. The board has protocols for dealing with the citizens and the media.					
14. The board assists in developing educational partnerships with community agencies, businesses and local government, where appropriate.					

COMMENTS:

Policy Direction	1	2	3	4	5
15. The board has ensured that the mission and goals are sufficiently responsive to community current and future needs.					
16. The board spends sufficient time discussing the future direction of the college.					
17. The board annually sets annual priorities in conjunction with the President.					
18. The board is appropriately involved in the planning process.					

COMMENTS:

Board-President Relations	1	2	3	4	5
19. A climate of mutual trust and respect exists between the board and president.					
20. The board sets clear expectations of the president.					
21. The board has clear protocols for communicating with staff that include the President.					
22. The board and president work cooperatively to maintain a broad perspective.					
23. The board effectively evaluates the president.					
24. The board clearly delegates the administration of the college to the president.					

COMMENTS:

Standards for College Operations	1	2	3	4	5
25. The board understands the fiscal condition of the organization.					
26. The board has established parameters for college budget planning.					

27. The board requires and is involved in long-range fiscal planning.					
28. The college/board approved a long-range facilities plan.					
29. The board meets its responsibility as a last court of appeal.					

COMMENTS:

Institutional Performance	1	2	3	4	5
30. The board has a system to evaluate effectiveness and quality of the educational programs and services of the college.					
31. The board adequately monitors the impact the college has on the community.					
32. The board understands the financial audit and its recommendations.					

COMMENTS:

Board Leadership	1	2	3	4	5
33. The board understands its roles and responsibilities.					
34. Board members are prepared for board meetings.					
35. The board accommodates the differences of opinion that arise during debates of issues.					
36. Board members work together as a team to accomplish the work of the board.					
37. The board maintains confidentiality of privileged information.					

COMMENTS:

Advocating for the College	1	2	3	4	5
38. Board members support the college by attending various events.					
39. Board members participate in community activities as representatives of the college.					
40. The board helps educate the local community about the needs and issues of the college.					

41. The board understands and protects the academic freedom of the faculty and administrators.					
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COMMENTS:

Board Education	1	2	3	4	5
42. Board members are engaged in a continuous process of training and development.					
43. The board is knowledgeable about major social and economic trends and issues that affect the institution and community.					
44. Sufficient resources are allocated for Board members to attend conferences.					

COMMENTS:

PART II: OPEN-ENDED QUESTIONS

45. What are the major accomplishments of the board in the past year?

46. What are the board's greatest strengths?

47. What are areas in which the board could improve?

48. What is/are the most important change(s) you think we need to make to improve how the board operates?

49. I recommend that the board have the following priorities for the coming year...

50. As a trustee, I am most pleased about...

51. As a trustee, I have concerns about...

52. Other comments?

Thank you for taking the time to complete and return your candid responses for this evaluation.
All survey response information will remain anonymous and the confidential final report is for board use only.



MEMO

Date: March 13, 2008
To: New Mexico Junior College Board Members
From: Steve McCleery *SM*
Subject: Don Whitaker – HVAC Upgrade

During the 2007 Legislative Session, New Mexico Junior College received \$894,589 for a one time non-recurring Building Renewal and Replacement fund. The Administration recommends that we replace and upgrade the cooling system in the Don Whitaker Automotive Technology Center. The cost is as follows:

Architectural and Engineering	\$74,500
CES 1%	\$750
Construction	\$786,500
Contingency	\$32,839

Thank you for your consideration!



Memo

To: New Mexico Junior College Board
From: Steve McCleery, President *Sm*
Date: March 13, 2008
RE: Western Heritage Museum and Lea County Cowboy Hall of Fame – Position Request

In your Board packet, you will find a recommendation from Calvin Smith for the addition of a Museum Curator. Typically, we request new positions during the budgeting process, and new positions are added with the beginning of a new fiscal year. However, as we prepare for the accessions of the Linam/Weber Collection, the urgency to employ a Curator is of paramount importance to the Institution and to the Museum.

I am recommending the immediate employment of a Curator at \$50,000 per year. The yearly employee benefits will cost \$15,000. We will need to move \$13,000 from reserves to cover the cost for the remainder of the year. We plan to bring a person for your approval at the April 17, 2008 board meeting.

PROPOSAL

CURATOR FOR THE WESTERN HERITAGE MUSEUM COMPLEX

One of the most important elements involved in making the Western Heritage Museum Complex professional and acceptable to our peers and potentially accreditable by the American Association of Museums is meeting the standards set by their Standing Professional Curators Committee.

Most fortunately, the Western Heritage Museum Complex and Lea County Cowboy Hall of Fame have the most respected and up-to-date accessioning program available. Past Perfect is a widely used soft ware that allows each of its participants to "talk" to one another thus enhancing the opportunities of cooperation, referrals, exchanges, (especially of information about artifacts and archives) as well as bringing cultural materials together for major exhibitions that otherwise would languish in museum collections storage areas.

The biggest challenges for the Museum Complex is having or acquiring access to a full time professional curator that can establish the system and train staff and/or volunteers or students/interns in the consistent use of the program so that sister institutions can communicate in the same language.

Therefore, the Museum Complex is requesting the funding necessary to advertise and select a professional curator to be employed by New Mexico Junior College system. The curator would be working initially to properly inventory, accession and catalogue the Linam/Webber museum collection. However, there are over 4,000 existing three-dimensional objects and almost that many archival items that have not been catalogued from previous acceptances that must be addressed as soon as possible. In fact, due to lack of adequate collections management and storage facilities it will not be advisable to accept any future collections unless proper curation and storage can be acquired. Therefore, it becomes obvious that we need to address the proper method of managing this irreplaceable heritage.

Thank you for your continued support and encouragement in making the Museum Complex a special place and the "face" of New Mexico Junior College.

Respectively submitted,

Calvin B. Smith, Executive Director
Western Heritage Museum Complex & Lea County Cowboy Hall of Fame

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 3-12-08

Candidate's name LaRae A. Barbre

Position title Coordinator of Facility Scheduling

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom Philip Berry, Rodeo Coach

Effective date of employment 4-1-08 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 \$24,577 - \$30,721 Recommended annual salary \$24,869 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2904 61301 104 100%

Recommended and approved by:

Supervisor _____

Dean/Director _____

Vice President _____

President Steve McCleary

Selection Committee Members: Angie McConal – Program Planner

Jeff McCool – Dean of Extended Learning

Michael Rutledge – Instructional Technology Coordinator

Steve Saucedo – Training Consultant

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

ABBREVIATED RESUME

Position

Coordinator of Facility Scheduling

Personal Data

Name: LaRae A. Barbre

Education

B.S., West Texas A&M University, Canyon, Texas, 2006
Major: Social Work

Professional Experience

Kountry Korral, Hobbs, NM Hostess/Sales Associate/Event Coordinator-Facilitator	12/07 to Present
Philip Berry Ranch, Hobbs, NM Ranch/Cattle/Horse Manager	4/07 to 12/07
Amarillo ISD, Amarillo, Texas Social Work Field-Placement Student	1/06 to 5/06
New Mexico Junior College, Hobbs, NM Upward Bound Summer Program – Residential Assistant	6/03 to 7/03

Activities and Honors

Delta Zeta, J Board Member at Large
Delta Zeta Ronald McDonald Cookout Volunteer
WTAMU Campus Clean-up Volunteer
Amarillo IDS Clothing Van Volunteer
Evelyn Rivers Christmas Project Volunteer
P.E.O. – Historian and Guard
Panhellenic Rho Chi
WTAMU Work-A-Thon Volunteer
Bivin's Memorial Home Volunteer



New Mexico Junior College

Career Opportunities

Position Announcement • February 2008

Position Title: Coordinator of Facility Scheduling

Position Description: The Coordinator of Facility Scheduling reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: 1) Sole administrator of *EMS Professional* (product of Dean Evans & Associates), a comprehensive database used to track facility usage, customers, work orders and other important information for individual reservations; also used to create a master calendar of meetings/events; 2) Administer frequent imports of credit course information from Banner into EMS for room availability and comprehensive reporting; 3) Prepare frequent reports of facility usage for institutional effectiveness and state reporting requirements; 4) Maintain appropriate contracts, invoices, brochures, and website presence regarding facility usage; 5) Understand college policies regarding facility usage; 6) Serve as a liaison for the public to utilize college facilities; 7) Participate in the coordination of room and set-up needs for internal and community meetings on the campus of New Mexico Junior College; 8) Provide customer support to individuals/groups utilizing NMJC facilities to ensure their needs are met in a timely and courteous manner; 9) Coordinate audio/visual needs for scheduled internal and external events; 10) Create a welcoming environment for college guests by providing accurate campus signage and room aesthetics; 11) Be available during scheduled events; 12) Supervise any personnel that may be assigned to assist the Coordinator of Events; 13) Ensure proper communication and awareness of upcoming weekly events to appropriate campus departments and facilitate customer needs accurately to security, maintenance, food service personnel; 14) Communicate as needed with other campus support areas; 15) Solicit and evaluate customer feedback for the purpose of continuous improvement; 16) Communicate regularly with the Dean of Extended Learning to report campus activities, community use of facilities and department needs; 17) Provide a positive image for NMJC through a neat and professional appearance, a positive attitude and a non-judgmental approach to patrons needs/requests for services; 18) Attend professional training as directed by the Dean; 19) Any other duties assigned by the Dean to further the mission of the Distance Learning Department or New Mexico Junior College; and; 20) Nothing contained herein shall limit the President in assigning the employee to any college activity for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A minimum of four years experience related to customer service and an Associate degree preferred. Experience with database management preferred. The desirable candidate will possess excellent communication skills; high level of organizational skills; a professional personal demeanor; ability to perform duties with minimal supervision; and a commitment to excellence and promoting/obtaining success through learning. Must be flexible in setting work hours. **Note: Computer proficiency required.**

Salary/Benefits: This is a twelve-month professional position. Salary range is \$24,577 to \$30,721. The salary and benefits are competitive and commensurate with experience and qualifications.

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), and resume to:

Human Resources, New Mexico Junior College, One Thunderbird Circle, 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"

One Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2790 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: [kmiller@nmjc.edu](mailto:kmillier@nmjc.edu)

APPLICANT LIST

Position: Coordinator of Facility Scheduling

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Briley, Kristin J.	Yes	No	
Tippy, Crystal L.	No	No	
Deering, Larry W.	No	No	
Barbre, LaRae A.	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 3-13-08

Candidate's name Steven "Darrik" Lasater

Position title Workforce Training 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 4-1-08 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 \$37,397 - \$46,746 Recommended annual salary \$42,436 Prorated salary yes no

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

Recommended and approved by:

Supervisor

Dean/Director

Vice President



President

Selection Committee Members: Christie Gressett – Enrollment & Financial Services Coordinator

Brandon Hunt – Business Specialist/SBDC

Jeff McCool – Dean of Extended Learning

Steve Saucedo – Training Consultant

Barbara Summers – Administrative Secretary/Dean of Extended Learning

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

ABBREVIATED RESUME

Position

Workforce Training Coordinator

Personal Data

Name: Steven "Darrik" Lasater

Education

B.S., College of the Southwest, Hobbs, NM, 1997
Major: Psychology

Professional Experience

City of Lovington Police Department, Lovington, NM 9/07 to 2/08
Training and Recruiting Sergeant

County of Lea, New Mexico, Sheriff's Office 6/04 to 9/07
Field Training Officer/Deputy/SWAT Sniper

City of Hobbs Police Department, Hobbs, NM 6/98 to 5/04
Police Officer/SWAT Entry Team

Dixie Electric, Inc., Hobbs, NM 8/92 to 6/98
Administrative Assistant

Certifications

New Mexico Law Enforcement Academy Certificate, January 1999

Awards

Law Enforcement Officer of the Year, 2004



New Mexico Junior College

Career Opportunities

Position Announcement • August 2007 (revised)

Position Title: Workforce Training Coordinator (revised)

Position Description: The Workforce Training Coordinator reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: 1) Work with the local industry to develop and deliver training programs; 2) Work in a consulting/marketing relationship with business, industry, and organizations; 3) Work in collaboration with community, workforce, and area economic development groups; 4) Recruit, hire, motivate, train, and oversee adjunct trainers; 5) Create strategies to meet the needs of local and regional industries; 6) Provide presentations to business, industry, and organizations; 7) Assist with identifying funding opportunities to prepare grant proposals; 8) Travel as needed throughout the region; 9) Participate in a process of continual personal and professional improvement; 10) Actively participate in the institutional goals and objectives designed to support the mission of the college; 11) Serve on college committees as assigned, 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 Business or related area preferred, but will consider consulting/marketing experience in lieu of a degree. Successful candidate must have excellent oral and written communication skills, public presentation skills, experience in training design, and community and economic development programming. Must be energetic, flexible, and able to handle multiple projects. A valid driver's license and travel is required. Must be committed to excellence and promoting success through learning. NOTE: Computer proficiency is required.

Salary/Benefits: This is a twelve-month professional position. Salary range is \$37,397 to \$46,746. The salary and benefits are competitive and commensurate with experience and qualifications.

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 (official transcripts required prior to employment) and/or certifications, and eight references with current addresses and phone numbers 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.

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APPLICANT LIST

Position: Workforce Training Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Evans, Derelle	No	No	Incomplete application materials.
Newell, MaryAnn	No	No	Withdrew application.
Garrett, James E.	No	No	Incomplete application materials.
Kanmore, Leticia M.	Yes	No	
Brian, Jerry R.	No	No	
Black, Sean C.	No	No	
Abella, Michael J.	No	No	
Gonzalez, Mary L.	No	No	Incomplete application materials.
Coca, Maria T.	No	No	
Tippy, Crystal L.	No	No	
Lasater, Steven "Darrik"	Yes	Yes	Start date: Pending Board approval.
Atchley, C. Lynn	No	No	