

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Tuesday, May 23, 2006

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of April 20 & May 8, 2006 | 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. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of Bid #984 – Purchase of Cosmetology Equipment | Dan Hardin |
| 7. Consideration of Employee Handbook | Steve McCleery |
| 8. Consideration of Campus Fencing Project | Steve McCleery |
| 9. Consideration of Degree Approvals | Steve McCleery |
| 10. Personnel Consideration – Director of Financial Aid | Regina Organ |
| 11. Personnel Consideration – General Maintenance Foreman | Charley Carroll |
| 12. Personnel Consideration – Professor of Barbering/Cosmetology | John Gratton |
| 13. Personnel Consideration – Professor of Nursing | John Gratton |
| 14. Personnel Consideration – Professor of Art | John Gratton |
| 15. Personnel Consideration – Professor of Automotive Technology | John Gratton |
| F. Closure of Open Meeting | Larry Hanna |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MAY 8, 2006

MINUTES

The New Mexico Junior College Board met on Monday, May 8, 2006, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present were Mr. John Hice, Jr. and Mr. Larry Hanna.

Mrs. Worrell called the meeting to order and welcomed visitors and guests present.

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

Richard Morris recommended Mr. James Voight for the Professor of Physical Education/Head Men's Basketball Coach position at a nine month salary of \$42,624. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously approved the employment of Mr. Voight.

The board meeting adjourned at 4:20 pm.

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

APRIL 20, 2006

MINUTES

The New Mexico Junior College Board met on Thursday, April 20, 2006, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; Mr. Ron Black; and Mr. John Hice, Jr.

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

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

Upon a motion by Mrs. Williams, seconded by Mr. Jones, the board unanimously approved the minutes of March 14, 2006, as written.

Under President's Report, Maria Vick and Terry Halladay reported on the recent Skills USA competition for cosmetology and automotive. Mickey Best and Dianne Marquez gave an update on the recent Adult Basic Education Program evaluation.

Under New Business, Dan Hardin presented the March financial reports and with a motion by Mr. Jones, seconded by Mrs. Worrell, the board unanimously approved the expenditures for March, 2006.

Upon a motion by Mr. Kesner, seconded by Mrs. Worrell, the board unanimously tabled Consideration of Lea County Cowboy Hall of Fame Agreements.

Mr. Kesner made a motion to accept an alternative salary compensation package, moving all staff to minimum, applying the comp ratio, years of service ratio, and having a minimum percentage increase of 3%. Mrs. Williams seconded the motion, which carried unanimously.

Dr. McCleery recommended the board accept the 2006/2007 budget as presented at the budget work sessions with recommended changes and modified compensation. After some discussion and upon a motion by Mrs. Williams, seconded by Mrs. Worrell, the board unanimously approved the 2006/2007 budget.

Dr. McCleery presented a request to transfer \$13,000 from reserves to construct a sign for the NMJC baseball field recognizing the team's national championship. Upon a motion by Mr. Hice, seconded by Mr. Jones, the board unanimously approved the request.

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

Mr. Hardin presented Bid #982 – Wall Mounted Air Filtration Units. The administration recommended acceptance of the bid from the Lincoln Electric Company of San Angelo in the amount of \$130,240. Upon a motion by Mr. Kesner, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Mr. Hardin recommended Mr. Joshua Morgan for the Coordinator of Purchasing position at an annual salary of \$33,652. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the employment of Mr. Morgan, effective May 22, 2006.

John Gratton recommended Ms. Maria McCreesh for the Professor of Cosmetology position at a nine month salary of \$31,162. Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board unanimously approved the employment of Ms. McCreesh, effective August 14, 2006.

Dr. Gratton recommended Mr. Jeffery McCool for the Professor of Business and Economics position at a nine month salary of \$42,777. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the employment of Mr. McCool, effective August 14, 2006.

Regina Organ recommended Ms. Maria Mendoza for the Talent Search School Coordinator position at a ten month salary of \$29,000. Upon a motion by Mrs. Worrell, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Mendoza, effective May 1, 2006.

Dr. Organ recommended Ms. Sylvia Turrubiates for the Upward Bound Academic Coordinator position at an annual salary of \$35,500. Upon a motion by Mrs. Worrell, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Turrubiates, effective May 1, 2006.

Charley Carroll recommended Mr. Charles Bascom for the Custodial Supervisor position at an annual salary of \$29,699. Upon a motion by Mr. Black, seconded by Mr. Hice, the board unanimously approved the employment of Mr. Bascom, effective April 21, 2006.

Renee Wharton recommended Ms. Teresa Crafton for the Associate Director of Institutional Effectiveness position at an annual salary of \$53,125. Upon a motion by Mrs. Worrell, seconded by Mr. Hice, the board unanimously approved the employment of Ms. Crafton, effective April 24, 2006.

Dr. McCleery presented a retirement resolution for John Lathrop. Mr. Lathrop has served the college for 39 years and has elected to retire effective July 1, 2006. Upon a motion by Mr. Jones, seconded by Mr. Black, the board unanimously adopted the resolution, with regrets. Dr. McCleery presented a retirement resolution for Ismael Zuniga. Mr. Zuniga has served the college for 26 years and has elected to retire effective May 1, 2006. Upon a motion by Mrs. Worrell, seconded by Mr. Black, the board unanimously adopted the resolution, with regrets.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for May 23, 2006, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mr. Hice, the board meeting adjourned at 5:55 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: May 15, 2006
RE: Expenditure and Revenue Reports for April 2006

April is month ten or 84% of the budget for the 2005/2006 fiscal year. The expenditure report represents funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of April is \$25,329,373.00. Current Unrestricted Expenditures for the month of April are \$1,599,664.00. We have not been able to move the budget for fringe benefits from Institutional Support to each of the different departments since January. So, we have some areas that are over budget or have a higher percentage of expenditures than should be for the tenth month of the year. For example there is over \$100,000.00 that should be transferred from Institutional Support to Operation & Maintenance of Plant to cover fringe benefit expenses. We are trying to get this process corrected in May so the software will do the transfer instead of doing a manual journal entry.

The total current unrestricted fund expenditures for Current Unrestricted Funds through April are \$15,530,847.00, which is 81% of the projected budget.

In the Restricted Funds Grants continue to expend funds, most grants do not end their year until September or October. Year to date expenditures for the Grants is \$1,094,672.00 which is 70% of their budget. Restricted student aid has expended \$3,696,250.00 for the year. Total restricted funds expended through April 2006 is \$4,790,922.00

In the Plant Funds expenditures are for the institutional portion of the construction of the Student Apartments and other smaller capital projects. Some expenditures for the completion of the Western Heritage Museum, BR&R and Auxiliary BR&R.

Total expenditures for the month were \$1,758,043.00, with year to date expenditures of \$25,329,373.00

Revenue generated in April was \$1,798,029.00. This mostly consists of the monthly allocation from the state, the oil and gas and oil and gas equipment tax income, grant and direct loan drawdowns.

The actual oil and gas tax revenue for March was \$763,166.00, the accrual for April was the same \$280,433.00. Total oil & gas and oil & gas equipment tax revenue year-to-date is \$7,813,994.00, which is \$4,209,664.00 over the projected budget through ten months of the budget.

Restricted Funds had \$266,082.00 in revenue for April, the result of drawdowns from grants and direct loans for students.

Total revenue for April 2006 is \$1,798,029.00, with year-to-date revenue of \$26,260,921.00 or 85% of projected budget.

The investment report shows an ending balance in the Local Governmental Investment Pool of \$8,125,000.00. The balances for capital projects include what has been expended, but does not include what has been encumbered. We are expecting another disbursement from property taxes in May or June. The LGIP balance should increase before year end.

The HED (Higher Education Department) budget was delivered on time to the department staff. I would like to thank the Board for your diligent work on the budget and for allowing the time to complete the HED budget.

In purchasing, a RFQ (request for quote) was sent out for welding materials. The award was to Steel Depot in the amount of \$19,945.20. This was for the purchase of 1,800 feet of schedule 80 line pipe, 1,200 feet of one inch square tubing, 1,800 feet of two inch square tubing, and 30 sheets of ½ inch plate 48" by 96 ". This material was purchased out of the Vocational Technical Grant funds and will be used to build 30 new welding stations.

This concludes the Financial Report for April 2006.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

April 2006

83% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,800,444	5,079,332	75%	6,445,190	544,165	5,037,994	78%
Academic Support	1,404,442	1,097,225	78%	1,637,229	147,714	1,558,903	95%
Student Services	1,279,165	1,031,849	81%	1,172,516	124,211	1,146,296	98%
Institutional Support	3,384,896	2,291,506	68%	3,829,760	192,778	2,322,152	61%
Operation & Maintenance of Plant	1,975,112	1,659,866	84%	2,150,250	423,376	2,260,298	105%
Subtotal - Instruction & General	14,844,059	11,159,778	75%	15,234,945	1,432,244	12,325,643	81%
Student Activities	191,416	141,250	74%	202,274	12,258	168,487	83%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	830,517	863,024	104%	1,015,984	5,402	408,496	40%
Student Aid	331,910	351,630	106%	375,166	13,085	426,123	114%
Auxiliary Enterprises	1,506,230	1,499,225	100%	1,695,745	94,356	1,552,503	92%
Athletics	702,358	584,447	83%	715,560	42,319	649,595	91%
Total Current Unrestricted Fund	18,406,490	14,599,354	79%	19,239,674	1,599,664	15,530,847	81%
CURRENT RESTRICTED FUND							
Grants	1,711,163	985,624	58%	1,558,078	110,198	1,094,672	70%
Student Aid	4,422,593	4,426,196	100%	4,694,393	38,532	3,696,250	79%
Total Current Restricted Fund	6,133,756	5,411,820	88%	6,252,471	148,730	4,790,922	77%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	8,450,044	5,667,433	67%	11,024,778	0	3,790,307	34%
Projects from State GOB Funds	8,105,075	3,350,063	41%	3,980,399	9,229	216,146	5%
Projects from State STB Funds	1,885,297	1,885,297	100%	0	0	0	0%
Projects from General Fund	648,945	648,945	100%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	420	602,504	45%
Projects from State ER&R	250,348	0	0%	73,892	0	0	0%
Projects from State BR&R	480,452	348,988	73%	353,945	0	353,945	100%
Projects from Auxiliary BR&R	46,709	36,005	77%	44,702	0	44,702	100%
Subtotal - Capital and BR&R	21,216,870	11,936,731	56%	16,827,716	9,649	5,007,604	30%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	21,216,870	11,936,731	56%	16,827,716	9,649	5,007,604	30%
GRAND TOTAL EXPENDITURES	45,757,116	31,947,905	70%	42,319,861	1,758,043	25,329,373	60%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
April 2006

83% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,690,200	1,700,343	101%	2,438,805	31,469	2,143,273	88%
State Appropriations	8,089,900	6,847,380	85%	7,546,214	589,542	6,396,002	85%
Advalorem Taxes - Oil and Gas	3,409,779	5,597,911	164%	4,165,200	773,292	7,813,994	188%
Advalorem Taxes - Property	2,468,000	1,817,387	74%	2,588,000	82,461	2,152,264	83%
Interest Income	155,871	140,904	90%	120,000	21,180	164,582	137%
Other Revenues	234,500	229,370	98%	209,550	11,852	210,241	100%
Subtotal - Instruction & General	16,048,250	16,333,295	102%	17,067,769	1,509,796	18,880,356	111%
Student Activities	47,800	47,696	100%	120,000	276	104,023	87%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	13,433	103%	0	0	0	0%
Auxiliary Enterprises	1,802,550	1,734,922	96%	1,922,200	18,884	1,807,514	94%
Athletics	36,600	28,750	79%	39,600	2,991	29,913	76%
Total Current Unrestricted	17,948,200	18,158,096	101%	19,149,569	1,531,947	20,821,806	109%
CURRENT RESTRICTED FUND							
Grants	1,711,163	982,101	57%	1,558,078	92,151	1,213,994	78%
Student Aid	4,422,593	3,546,839	80%	4,694,393	173,931	2,723,940	58%
Total Current Restricted	6,133,756	4,528,940	74%	6,252,471	266,082	3,937,934	63%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	8,105,075	4,035,412	50%	3,968,012	0	151,181	4%
Projects from State STB Funds	1,885,297	1,885,297	100%	0	0	0	0%
Projects from General Fund	648,945	648,945	100%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	0	1,350,000	100%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	11,989,317	6,569,654	55%	5,318,012	0	1,501,181	28%
GRAND TOTAL REVENUES	36,071,273	29,256,690	81%	30,720,052	1,798,029	26,260,921	85%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

April 2006

83% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2005-06 Original Budget	Variance Over (Under) Budget
Actual	July	\$44.01	3,052,684	\$6.29	17,564,482	573,597	280,433	293,164
Actual	August	\$52.41	2,930,766	\$6.09	17,298,452	573,625	280,433	293,192
Actual	September	\$55.96	2,988,008	\$7.52	17,445,111	703,275	280,433	422,842
Actual	October	\$60.41	2,125,044	\$9.19	15,808,585	734,758	280,433	454,325
Actual	November	\$55.49	2,773,696	\$9.16	16,443,523	731,943	280,433	451,510
Actual	December	\$55.30	3,043,341	\$8.34	16,641,869	760,280	280,433	479,847
Actual	January	\$55.50	2,850,092	\$6.88	15,682,257	721,052	280,433	440,619
Actual	February					791,609	280,433	511,176
Accrual	March					763,166	280,433	482,733
Accrual	April					280,433	280,433	0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						6,633,738	2,804,330	3,829,408
Y.T.D. Equipment Tax Revenue						1,180,256	800,000	380,256
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						7,813,994	3,604,330	4,209,664

Source: New Mexico Taxation and Revenue Department

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.

NEW MEXICO JUNIOR COLLEGE Schedule of Investments April 2006

83% 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	8,125,000	N/A	N/A	N/A	7102-1348	4.25%	28,008
Total Investments	<u>8,125,000</u>						<u>28,008</u>

Summary of Current Month's Activity	
Beginning amount	7,625,000
Plus: deposits	500,000
Less: withdrawals	0
Capital Projects	7,494,776
Reserves Invested	630,224
Total LGIP Investment	8,125,000

Capital Projects	4/30/2006
Technology Upgrade	380,846.55
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	50,820.49
Baseball Field	163,940.14
Rodeo Arena	7,836.78
Dormitory Landscape	19,871.33
Millen Fence/Landscape	122,075.97
Ben Alexander Student Center	124,450.40
JASI	199,575.44
Computer Equipment Rebates	631.50
Clerk of the Works	552.74
Marketing	58,986.84
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	95,806.64
Student Housing Construction	2,500,000.00
Classroom Furniture Replacement	40,000.00
Video Security Camera Replacmt	70,000.00
Testing Center	250,000.00
Campus Village Development Proj	4,285.00
Landscaping	50,000.00
Facility Painting	50,000.00
Smart Classrooms	50,000.00
Millen Drive Signallzation	95,000.00
Electrical Upgrade	605,000.00
Campus Signage	50,000.00
Campus Paving	60,000.00
Video Security-Student Apts	75,000.00
Roof Replacement	300,000.00
Interior Lighting-Energy Retrofit	100,000.00
Caster Gym Floor	155,000.00
Bookstore POS System	60,000.00
Old Dorms Renovation	200,000.00
Total	7,494,776.36

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: Board Members
From: Dan Hardin
RE: Fiscal Watch Reports
Date: May 15, 2006

Attached for your approval are the Fiscal Watch reports to be submitted to the Higher Education Department by the end of May. The first report is the Balance Sheet for March 31, 2006. The total current assets consist of Cash and Cash Equivalents in the amount of \$3,935,011.00, which represents cash in the vault and balances in the bank and restricted cash as loan proceeds for the student housing project.

Investments totaling \$7,625,000.00 are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. These are receivables from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. Prepaid expense is the college insurance and maintenance agreements prepaid for the entire year. Total current assets are \$13,471,336.00

Non-Current Assets are the same as is in the 2005 audit for Property, Plant and Equipment, net \$11,492,923.00 and Construction in Progress \$15,062,020.00. Total Non-Current Assets are \$26,554,913.00. Total Assets are \$40,026,279.00

Current Liabilities begin with Accounts Payable of \$50,836.00. Under the Banner system, when an invoice is entered into the system that amount is recorded in Accounts Payable, as checks are cut there is also an entry to Accounts Payable. So there is a large amount of activity in and out of Accounts Payable.

Accounts Payable includes Dorm Deposits Payable, Gift Certificates from the Bookstore, and General Accounts Payable. Accrued wages payable is salaries payables and accrued vacation payable. At 3-31-2006, accrued wages payable was \$126,586.00. Deferred revenue is largely tuition and fees that we received for upcoming semesters. Deferred revenue at the end of March was \$62,581.00. Accrued Liabilities include all of the withholding payables for Federal Income Tax, State Income Tax, ERA, Health

Insurance and other payroll related withholdings. Total accrued liabilities as of March 2006 is \$389,516.00.

Other Payables are a combination of gross receipts payable, voluntary withholding payables, agency accounts, and scholarships payable. Agency accounts are funds held for the various clubs and organizations around campus. The total of other payables is \$521,413.00. Total Current Liabilities are \$1,150,932.00 as of March 2006. Long Term Liabilities include the student housing project for \$4,589,269.00. The \$4,589,269.00 is a total of \$4,000,000.00 for construction cost, \$229,985.84 capitalized interest, and \$359,282.68 debt service reserve account. The total liabilities is \$5,740,201.00.

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$21,965,674.00. Unrestricted net assets has a total as of March 2006 of \$12,320,404.00, with the total net assets of \$34,286,078.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that were presented in the Board reports for March 2006. This report compares the March 2005 current revenues to the March 2006 current revenues. Tuition and Fees are higher in March 2006 as compared to March 2005 due to the increase in rates for tuition and fees. State Appropriations are showing to be lower in 2006 as compared to 2005, this is due to more tuition credit and mill levy credit taken in 2005/2006 than in the previous fiscal year. Local appropriations are very strong this year due to the increases in the Oil and Gas revenues. Sales and Service revenue from 2005 to 2006 is up by 5.9 %. Other revenues include indirect revenue from grants, GEO revenue, copier, and vending which are 5.1 % over previous year. Total operating revenue through March 2005 was \$16,925,085.00 compared to \$19,289,859.00 as of March 2006.

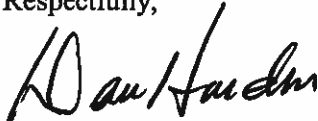
In comparing the year-to-date operating expenditures as of March 2005 to the year-to-date operating expenditures for March 2006, we have some variances. The expenditures in Student Social and Cultural from March 2006 are somewhat higher than March 2005. The budget for Student Social and Cultural was increased in 2005/2006 from \$125,759.00 to \$190,351.00. The March 2006 expenditures for Internal Services are substantially less than the March 2005 expenditures. In 2005 the purchase of the Docutect and copiers was expensed in the Document Center, 2006 does not have these equipment expenditures. Student Aid expends funds early in each semester. The increase in spending in comparing March 2005 to March 2006 was due to the increase in the Student Aid budget for 2005/2006. Total expenditures for operating funds as of March 2006 is \$13,931,183.00 compared to \$12,959,956.00 as of March 2005.

In comparing the Plant funds from March 2005 to March 2006, the revenue has decreased tremendously due to the completion of the construction projects by September of 2005. As you compare the expenditures you will also see the decrease from the construction projects that have been completed.

The next report is the comparison of the budget to actual as of March 2006. These numbers are also taken from the Board reports presented at the April Board meeting. Revenues are strong and are at or over the 75% of budget for all areas. The expenditure comparison of budget to actual is also the same as we presented in the April Board meeting. Encumbrances, seasonal expenditures, and fringe benefits account for most of the percentage of expenditures to budget being over 75%. The budget for the Plant fund revenues are for projects that have not been started or completed. Expenditures show the amounts that have been expended and/or encumbered for the capital projects. The equipment ER&R is allocated in the Plant funds, but it is expended in the departments where the equipment is purchased. We move the budget from ER&R to the department to cover the expenditure for equipment as it is purchased.

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

Respectfully,

A handwritten signature in black ink, appearing to read "Dan Hardin". The signature is written in a cursive, flowing style.

Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 3/31/06

Assets

Current Assets:

Cash and Cash Equivalents	3,935,011
Investments	7,625,000
Accounts Receivable, net	1,324,702
Inventories	321,367
Prepaid Expenses	265,256

Total Current Assets 13,471,336

Non-Current Assets

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

Total Non-Current Assets 26,554,943

Total Assets 40,026,279

Liabilities

Current Liabilities

Accounts Payable	50,836
Accrued Wages Payable	126,586
Deferred Revenue	62,581
Accrued Liabilities	389,516
Other Payables	521,413

Total Current Liabilities 1,150,932

Long Term Liabilities

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

Total Liabilities 5,740,201

Net Assets

Invested in Capital Assets, net of Related Debt	21,965,674
Unrestricted	12,320,404

Total Net Assets 34,286,078

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

Operating Funds	Actuals as of 3/31/2005	Actuals as of 3/31/2006	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	1,700,343	2,111,804	24.2%
State Appropriations	6,201,772	5,806,460	-6.4%
Local Appropriations	6,885,226	9,110,505	32.3%
Sales & Service	1,787,083	1,892,377	5.9%
Other	350,661	368,713	5.1%
Total Revenues	16,925,085	19,289,859	14.0%

EXPENDITURES			
Instruction & General	9,844,420	10,893,399	10.7%
Student Social & Cultural	108,376	156,229	44.2%
Internal Services	823,729	403,094	-51.1%
Student Aid	330,861	413,038	24.8%
Auxiliary Enterprises	1,309,220	1,458,147	11.4%
Intercollegiate Athletics	543,350	607,276	11.8%
Total Expenditures	12,959,956	13,931,183	7.5%
Increase (decrease) in Fund Balances	3,965,129	5,358,676	

Plant Funds

REVENUES			
Interest Income	-		
State Funds	6,237,983	151,181	-97.6%
Other		1,350,000	100.0%
Total Revenue	6,237,983	1,501,181	-75.9%

EXPENDITURES			
Capital Projects	11,551,738	4,354,946	-62.3%
Building R&R	348,988	353,945	1.4%
Equipment R&R	-	-	
Auxiliary R&R	36,005	44,702	24.2%
Total Expenditures	11,936,731	4,753,593	-60.2%

Increase (Decrease) in Fund Balances	-5,698,748	-3,252,412	
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NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2005 - 2006

March 31 2006

Operating Funds	FY 2005-2006 Original Budget	FY 2005-2006 Actual as of 3-31-06	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	2,438,985	2,111,804	86.59%
State Appropriations	7,553,000	5,806,460	76.88%
Local Appropriations	6,753,200	9,110,505	134.91%
Sales & Service	2,042,200	1,892,377	92.66%
Other	369,150	368,713	99.88%
Total Revenues	19,156,535	19,289,859	100.70%

EXPENDITURES

Instruction & General	15,275,658	10,893,399	71.31%
Student Social & Cultural	202,274	156,229	77.24%
Internal Services	1,015,984	403,094	39.68%
Student Aid	375,166	413,038	110.09%
Auxiliary Enterprises	1,695,745	1,458,147	85.99%
Intercollegiate Athletics	715,560	607,276	84.87%
Total Expenditures	19,280,387	13,931,183	72.26%
Increase (decrease) in Fund Balances	-123,852	5,358,676	

Plant Funds

REVENUES			
Interest Income	0	0	0.00%
State Funds	3,968,012	151,181	3.81%
Other	1,350,000	1,350,000	0.00%
Total Revenue	5,318,012	1,501,181	28.23%

EXPENDITURES

Capital Projects	11,362,393	4,354,946	38.33%
Building R&R	353,945	353,945	100.00%
Equipment R&R	75,091	0	0.00%
Auxiliary R&R	44,702	44,702	100.00%
Total Expenditures	11,836,131	4,753,593	40.16%

Increase (Decrease) in Fund Balances	-6,518,119	-3,252,412
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NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #984

Cosmetology Equipment

BOARD DOCUMENTS

Date: May 23, 2006
Prepared by: Dan Hardin
Vice President for Finance

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. A legal notice was posted in the Hobbs News Sun and the college website requesting sealed bids for cosmetology equipment.
2. Three vendors submitted bids within the time frame specified by the bid package.
3. No vendors were present at the opening.
4. The Business Office and Dean of Careers & Technology have evaluated the bids received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Board Documents

Evaluation and Recommendations

The vendors responding to Invitation to Bid #984 were: Wholesale Salon Equipment, Hopkins, Minnesota, American Beauty Equipment, LLC., Bensenville, Illinois, and Iowa Beauty & Barber Supply, Inc. from Des Moines, Iowa.

The Administration recommends acceptance of the multiple award bid as follows:

American Beauty Equipment \$ 2,568.00,
Iowa Beauty & Barber Supply, Inc \$ 49,652.50 including freight.

Total Awarded: \$ 52,220.50

The bid response results are shown on Page 3A (Tabulation Summary).

Source of Funding: FY 2005-2006 HED Vocational Technical Grant
Account Title: Major Equipment
Account Number: 93016-4002-77201-922

Steve McCleery

From: Charley Carroll [ccarroll@nmjc.edu]
Sent: Thursday, May 18, 2006 6:30 AM
To: Steve McCleery
Subject: Fencing Project

Dr. McCleery,

As you know for the past several months we have been back and forth with the City of Hobbs negotiating a price for the twenty-five feet of college property they are requesting for the widening of Millen Drive. From the College's stand point I felt like the value of this land should be worth approximately \$300,000 since it would impact our campus quiet severely. This impact would have eliminated several parking spaces from our Dorm and Continuing Ed parking lots, the Maintenance Motor Pool Area plus two storage buildings. In recent days Todd Randall with the City Engineering Department has indicated their proposal of \$150,000 for our property is in jeopardy due to budget cuts at City Hall and the funding that is available will be spent on projects inside the city limits. Mr. Randall and Mayor Newman have been great to work with, however, my recommendation at this time would suggest keeping our property, installing our fence line approximately fifteen feet from the curb line, landscape the fifteen feet from the fence to the curb and allow the City to further negotiate for their land request at some point in the future. Mr. Randall felt like it could be ten years or more before the widening of Millen Drive would occur.

Thanks,
Charley Carroll

NEW MEXICO JUNIOR COLLEGE

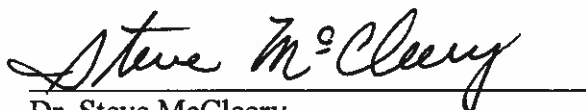
Request for Board Approval *May 23, 2006 Board Meeting*

In an effort to appropriately classify instructional degrees, New Mexico Junior College is requesting permission from the Higher Education Department (HED) to use several new CIP (Classification of Instructional Programs) Codes. These are NOT new degrees being offered by New Mexico Junior College. They represent efforts to better classify and track existing degrees.

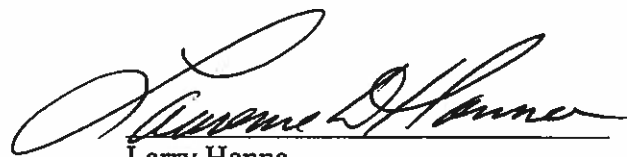
An institution must receive permission from the HED to use one of the nationally published CIP Codes. Each degree request must be accompanied by evidence of board approval. Please consider the following degrees for approval:

CIP Code	Degree Description	Degree	Certificate
100304	Animation, Interactive Tech, Video Graphics & Special Effects	Yes	Yes
151302	CAD/CADD Drafting	Yes	Yes
460000	Construction Trades	Yes	Yes
430102	Corrections Academy		Yes
131210	Early Childhood Education	Yes	Yes
100301	Graphic Communication, General	Yes	Yes
150704	Hazardous Materials Information Systems Tech	Yes	Yes
511614	Nurse/Nursing Assistant/Aide & Patient Care Assistant		Yes
510501	Substance Abuse Counselor	Yes	
131501	Teachers Assistant/Aid		Yes
110801	Web Page, Digital/Multimedia & Info. Resource Design	Yes	Yes

The NMJC Board approved the preceding degrees at the May 23, 2006 board meeting.



Dr. Steve McCleery
President



Larry Hanna
Chairman of the Board

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5-11-06

Candidate's name Anna L. Marquez

Position title Director of Financial Aid

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 5-24-06 Standard contract length 12 mos. 9 mos. other

Funding source Institutional Funds

Paid advertising beyond *standard Chronicle of Higher Education

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

Posted salary range \$44,443 - \$55,566 Recommended annual salary \$44,731 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 3061 61301 124 100%

Recommended and approved by:

Supervisor
Regina Organ
Vice President

Dean/Director
Steve McCreary
President

- Selection Committee Members:
- Gayle Abbott - Director of Student Support Services
 - Keith Blackwill - Prof of PE/Head Women's CC/Indoor & Outdoor Track
 - Lance Caviness - Director of Student Life
 - Terri Davis - Registrar Assistant I
 - John Gratton - Vice President for Instruction
 - Melanie Hernandez - Human Resources Assistant I
 - Richard Morris - Director of Athletics
 - LaRae Phillips - Counselor

Comments: Ms. Marquez, with a B.A. (Psychology & Sociology), meets and/or exceeds the
minimum requirements for this position.

Ms. Marquez is pursuing a M.B.A. (Business & Finance) with an anticipated
completion date of June, 2006.

ABBREVIATED RESUME

Position

Director of Financial Aid

Personal Data

Name: Anna L. Marquez

Education

B.A., Texas Tech University, 2001

Major: Psychology

Minor: Sociology

A.A., New Mexico Junior College, 1999

Professional Experience

New Mexico Junior College, Hobbs, NM Assistant Director of Financial Aid	12/05 to Present
Western Texas College, Snyder, TX Academic Advisor	10/03 to 12/05
Lubbock Regional MHMR, Lubbock, TX Case Manager	01/02 to 08/03
South Plains Children's Shelter, Lubbock, TX Childcare Specialist	08/01 to 01/02
RE/MAX Real Estate, Lubbock, TX Part-Time Secretary	01/01 to 07/01

Organizations

Council for Opportunity in Education
Southwest Association of Student Assistance Programs
Texas Association of Student Special Services Program

Honors and Awards

Phi Theta Kappa Honor Society
Psi Chi National Honor Society in Psychology
Graduated Magna Cum Laude, Texas Tech University
Graduated "With Distinction", New Mexico Junior College
Edward Barkowsky Education Award Nominee



New Mexico Junior College

Career Opportunities

Position Announcement • March 2006

Position Title: Director of Financial Aid

Position Description: The Director of Financial Aid shall be responsible to the Vice President for Student Services. The duties and responsibilities of the Director of Financial Aid shall be, but not limited to, the following: 1) Responsible for the implementation of all internal and external student financial assistance programs, including compliance with federal, state and institutional guidelines; 2) Display a high level of effort and commitment to performing work; operate effectively within the organizational structure; demonstrate trustworthiness and responsible behavior; 3) Serve as liaison between NMJC, students, families, faculty and community to ensure positive relations and accurate/current knowledge of financial assistance programs; 4) Advise students and families on financial aid eligibility, responsibilities, program requirements, resources, and budgeting; 5) Analyze student need and package awards, including review of applications for completeness and determination of program best suited to students; 6) Ensure compliance with all appropriate federal, state, local, institutional and private organization policies and regulations regarding student financial assistance programs; 7) Review all applicable legislation and regulations pertaining to financial aid; 8) Direct Financial Aid staff in performance of daily operational duties; 9) Ensure security, confidentiality and safety of financial aid records; 10) Demonstrate an ability to adapt to change in a growing environment serving diverse traditional and non traditional students; 11) Work closely with Enrollment Management and Business Office staff to reconcile all financial assistance received by students; 12) Prepare reports and statistical data as requested or required by auditors, NMJC administration, federal agencies or private organizations; 13) Serve on college committees as assigned; 14) Participate in a process of continual personal and professional improvement; 15) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 16) 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 (Master's preferred) from an accredited university in business, education, computer information systems or related field required. Experience as a financial aid officer (including knowledge of organization, policies, procedures and administrative practices generally used in higher education) is required. Must be customer service oriented with excellent interpersonal and communication skills and have the ability to deal effectively with various personalities while maintaining confidentiality. Must have a strong working knowledge of the role of financial aid in recruitment and retention. Qualified candidates will possess proficient computer skills with the ability and knowledge to extract and extrapolate data utilizing various software programs (i.e., Microsoft Word, Excel and institutional data bases). Experience in SCT Banner is a plus. Work requires the administration of government, institutional and private financial aid funds, including determining student aid need and eligibility.

Salary/Benefits: The Director of Financial Aid is a twelve-month professional position. Starting salary is \$44,443 - \$55,566 depending on education and experience. Standard NMJC benefits apply. Note: New Mexico Junior College does not participate in Social Security deductions.

Application Deadline: April 14, 2006 at 5:00 pm MDT. To ensure consideration, all application materials must be received by the deadline.

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

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

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"Equal Opportunity Education and Employment"

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APPLICANT LIST

Position: Director of Financial Aid

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Hernandez, Beatriz	No	No	Received after deadline to apply.
Jasso, Bertha A.	Yes	No	
Vasquez, Yvette M.	No	No	
Arsiaga, Teresa	No	No	Received after deadline to apply.
Marquez, Anna L.	Yes	Yes	Start date: Pending Board approval.
Rains, LaVena L.	Yes	No	

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5-16-06

Candidate's name David L. Huddleston

Position title General Maintenance Foreman

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 5-24-06 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, KJMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$30,693 - \$38,367 Recommended annual salary \$39,898 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 1101 61301 141 100%

Recommended and approved by:

Charley Carroll
Supervisor

Charley Carroll
Dean/Director

Vice President

Steve McCleary
President

Selection Committee Members: Charley Carroll - Director of Physical Plant
Elizabeth Hernandez - Custodian I
Melinda Jacobo - Inventory Control Specialist
Bill Rash - Maintenance III - Plant Warehouseman/Motor Pool

Comments: _____

ABBREVIATED RESUME

Position

General Maintenance Foreman

Personal Data

Name: David L. Huddleston

Education

Diploma, Sunny Side High School, Tucson, AZ

Professional Experience

New Mexico Junior College, Hobbs, NM	
General Maintenance – Lead Welder	09/02 to Present
General Maintenance Carpenter	12/99 to 09/02
Groundskeeper I	09/98 to 12/99
Porter Oil Company, Las Cruces, NM	
Lead Man/Mechanic	09/97 to 09/98
Whiple Construction, Ruidoso, NM	
Home Builder/Equipment Operator	09/96 to 09/97
Lynn Roofing, Ruidoso, NM	
Foreman	08/95 to 09/96
Self-Employed, Ruidoso, NM	
Trainer/Business Owner	08/94 to 08/95
Powell Automotive, Ruidoso, NM	
Leadman Mechanic	09/90 to 08/94

Certifications

Aerial Work Platform Safety Course

Awards

Maintenance Staff “Employee of the Year”, 2005



New Mexico Junior College

Career Opportunities

Position Announcement • May 2006

Position Title: General Maintenance Foreman/Working Position

Position Description: The General Maintenance Foreman is responsible to the Director of Physical Plant. The duties and responsibilities of the General Maintenance Foreman shall be, but are not limited to, the following: (1) appoint and supervise all maintenance personnel during absence of Director of Physical Plant; (2) responsible for all day to day operations of heating, cooling, carpentry, gas plumbing, electrical, and general mechanical maintenance for the physical plant; (3) supervise all tradesmen; (4) responsible for all equipment in central mechanical and tunnel network and all mechanical rooms and maintenance of facility management systems; (5) assist in budget planning and maintain parts and material requisitions; (6) attend to unscheduled maintenance and prepare preventative maintenance records; (7) must be able to give clear instruction on equipment operations and safety and practice good safety and house keeping skills; (8) requires lifting up to 50 lbs. without assistance and working on heights over 6 feet and working in hot or cold, noisy, dusty conditions; (9) on call 24 hours a day, 7 days a week and respond when the need arises and is aware that Holidays and other work schedules may vary to meet departmental workloads; (10) serve on college committees as assigned; (11) accept other duties assigned by the Director of Physical Plant; and (12) participate in a process of continual personal and professional improvement; (13) actively participate in the institutional goals and objectives designed to support the mission of the college; and, (14) 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: New Mexico Boiler operators license and one other New Mexico journeyman license. Must be approved and physically able to drive college-owned vehicles and/or heavy equipment in order to hold this position. Must be preapproved to drive prior to beginning employment and at all time thereafter. **Computer proficiency required.**

Salary/Benefits: This is a 12-month professional position with a starting salary range of \$30,693 - \$38,367 depending upon education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: May 17, 2006 @ 5:00 p.m., MDT. To ensure consideration, all application materials must be received by the deadline.

To Apply: Submit an NMJC application form to:

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

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

APPLICANT LIST

Position: General Maintenance Foreman

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Huddleston, David L.	Yes	Yes	Start date: Pending Board approval.
Reyes, Salvador	No	No	

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5-12-06

Candidate's name Miesha N. Jackson

Position title Professor of Barbering/Cosmetology

New position Existing position Classification Faculty Professional Other

Is candidate related to another NMJC employee? yes no If so, to whom

Effective date of employment 8-14-06* Standard contract length 12 mos. 9 mos. other

*Pending background check.

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, KJMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$29,214 - \$36,518 Recommended annual salary \$31,045 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 2651 61101 102 100%

Recommended and approved by:

Supervisor

J. B. Gattner
Vice President

Dean/Director

Steve McCreery
President

Selection Committee Members: Maria McCreesh - P-T Cosmetology Instructor

Sandra McFadin - Warden, Lea County Correctional Facility

Robin Porter - Professor of Cosmetology

Erin Rolan - Professor of Cosmetology

Maria Vick - Professor/Coordinator of Cosmetology

Comments: Ms. Jackson, with a Barbering Certificate, Provisional Instructor's License,
and previous correctional experience, meets and/or exceeds the minimum
requirements for this position.

ABBREVIATED RESUME

Position

Professor of Barbering/Cosmetology

Personal Data

Name: Miesha N. Jackson

Education

One Year Certificate, New Mexico Junior College, 1999
Major: Barbering

Professional Experience

New Mexico Junior College P-T Barbering/Cosmetology Instructor	05/06 to Present
Lea County Correctional Facility, Hobbs, NM Correctional Officer	04/05 to Present
Pro-Cuts, Hobbs, NM Assistant Manager/Master Barber	10/00 to 04/05
Holiday Inn Express, Hobbs, NM Hotel Front Desk	05/99 to 10/00

Licenses

New Mexico Master Barber's License #026397
New Mexico Provisional Instructor's License #035736

Special Achievements

First Place in VICA Competition, 1999



New Mexico Junior College

Career Opportunities

Position Announcement • January 2006

Position Title: Professor of Barbering/Cosmetology

Position Description: The Professor of Barbering/Cosmetology shall report administratively to the Dean of Business and Technology and the Professor/Coordinator of Cosmetology. Duties and responsibilities include, but are not limited to, the following: (1) teach barbering classes for inmates at the Lea County Correctional Facility; (2) prepare for all assigned classes; (3) prepare a detailed course syllabus for each class participant; (4) instruct, lecture, or guide each class meeting in an organized manner; (5) keep an accurate record of attendance and tardiness; (6) prepare and provide for tests and measurements of the class participants; (7) assign and document all grading procedures for each class participant; (8) maintain current required certification and maintain currency in all subject areas; (9) meet each class period on time and with a high degree of professionalism; (10) attend all required faculty meetings; (11) assist students who are having trouble in class; (12) prepare and be on time with all assigned paperwork; (13) conduct self in a professional manner within the community; (14) have current knowledge of the Barbering Industry; (15) model good human relation skills for students; (16) accept other duties as assigned by the Dean of Business and Technology and the Professor/Coordinator of Cosmetology; (17) follow the guidelines and protocols of the correctional facility; (18) participate in a process of continual personal and professional improvement; (19) actively participate in the institutional goals and objectives designed to support the mission of the college; (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: One year experience in the Barbering field required. Must hold a current New Mexico Barber Instructors license. Associate degree from a regionally accredited institution is preferred. Previous correctional experience as well as teaching experience is desired. Candidate should have good human relations skills, knowledge of the state board requirements, and current knowledge of Barbering service industry. Must possess the ability to instruct a diverse student population. Computer proficiency required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month, 40 hours per week position. Summer teaching, both terms, will be required for additional compensation. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. All application materials will be reviewed upon submission.

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

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APPLICANT LIST

Position: Professor of Barbering/Cosmetology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Jackson, Miesha N.	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 5-15-06

Candidate's name Cecil M. Castle

Position title Professor of Nursing

New position Existing position Classification Faculty Professional Other

Is candidate related to another NMJC employee? yes no If so, to whom

Effective date of employment 8-14-06* Standard contract length 12 mos. 9 mos. other

*Pending background check.

Funding source Nursing Allocations Grant 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 \$29,214 - \$36,518 Recommended annual salary \$34,181 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 2543 61101 102 100%

Recommended and approved by:

Supervisor

Vice President

Dean/Director

President

Selection Committee Members: Please see attached letters.

Comments: Mr. Castle, with more than ten years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Cecil M. Castle

Education

A.A., New Mexico Junior College, 1996

Major: General Studies

1 Year Certificate, New Mexico Junior College, 2003

Major: LPN Program

A.A.S., New Mexico Junior College, 2004

Major: RN Program

Professional Experience

New Mexico Junior College, Hobbs, NM 11/05 to Present
P-T Nursing Instructor

Lea County Good Samaritan, Hobbs, NM 6/05 to Present
RN Charge Nurse

Country Cottage, Hobbs, NM 5/04 to 6/05
Director of Nursing; LPN

Lea Regional Hospital, Hobbs, NM 6/03 to 9/04
LPN

Hobbs Health Care, Hobbs, NM 12/00 to 6/03
Certified Nursing Assistant

Lovington Fire Department, Lovington, NM 2/01 to 8/02
Part-time EMS; Firefighter

Licenses

State of New Mexico Registered Nursing License #R3547



Vice President for Instruction

NEW MEXICO JUNIOR COLLEGE

Applicant for Full-time Allied Health Instructor

The Allied Health Department's offerings at the downtown center have increased dramatically over the past year. The department is now experiencing an increased demand for additional sections of the nurse aide course and the recently started medication aide course. This increased demand has demonstrated the need for additional personnel at the center.

Mr. Cecil Castle has been employed as a part-time nursing instructor at New Mexico Junior College since November 21, 2005. During his tenure with NMJC, Cecil taught the Certified Nurse Aide Program and was instrumental in starting the Medication Aide program. Additionally, Cecil worked directly with Mr. Tom Keyes in providing lectures, conducting skill check-offs, supervising clinical experiences, and assisting with student supervision. Overall, Mr. Castle has worked directly with over 75 pre-nursing students.

Mr. Cecil Castle possesses two associate degrees from NMJC and he has served for ten years as a Certified EMT instructor with the Lovington Fire and Emergency Department. Based upon sound recommendations from Ms. Cummings and Dr. Ward, I recommend that Mr. Cecil Castle's status be changed to that of full-time faculty.

Sincerely,

John B. Gratton



NEW MEXICO JUNIOR COLLEGE

Office of Allied Health

May 3, 2006

New Mexico Junior College
Human Resources Department

Re: Cecil Castle, RN
Applicant for Full-time Allied Health Instructor position

Cecil Castle has been employed at New Mexico Junior College as a part-time instructor for our pre-nursing program since November 21, 2005. Cecil has worked an average of 28 hours per week as a part-time instructor, which are more work hours per week than a full-time faculty member. A change of status for this employee provides the Allied Health Department with the opportunity to increase course offerings and enrollment for our pre-nursing program. The Allied Health Department will be able to offer additional sections of the nurse aide course and the medication aide course. This will increase availability of course offerings for our pre-requisite nursing course (nurse aide) and which will provide the college with an increase in student enrollment. This change provides the opportunity for Cecil to receive the generous benefits of New Mexico Junior College full-time employee status, allowing him to pursue his bachelor's degree and master's degree in nursing.

Mr. Castle is more than qualified for this full-time instructor position. He has obtained to Associate Degrees from New Mexico Junior College and is a devoted instructor in the field of health care. His teaching and healthcare experience is a benefit in the classroom to students. Cecil has 10 years experience as a Certified EMT instructor with the Lovington Fire and Emergency Department. His emergency medicine experience provides a valuable insight to the student regarding pre-hospital care. His teaching experience prepares him to meet the learning needs of the student in the classroom, laboratory and clinical experiences. He has valuable experience as a Certified Nurse Aide in a nursing home. This hands-on clinical experience contributes to his ability to be an outstanding nurse aide instructor. Cecil enjoyed the nursing home environment and proceeded to return to school and obtained a license as a LPN and then an Associate Degree in Nursing (RN). He returned to the nursing workforce and has acute care experience as well as nursing home experience. It is his nursing home experience that is valuable to New Mexico Junior College. Cecil is the only instructor qualified to teach our Certified Nurse Aide (CNA) course and the Medication Aide course. His work experience and licensure meets the Federal and State regulations for a CNA and Medication Aide instructor. He is a New Mexico Nurse Educator for the Medication Aide Training Program. He served as co-instructor for our first medication aide training course. He has valuable experience in teaching and work that provides the college with an experienced classroom, lab and clinical instructor.

Cecil has worked under the supervision of our pre-nursing coordinator, Tom Keyes and has gained valuable experience for the past seven months. He also attended curriculum development in-services for our pre-nursing faculty conducted by Dean Mary Jane Ward. This was a hands-on workshop where the faculty participated in developing classroom management techniques and classroom procedures. Since employment at NMJC as a part-time instructor, Cecil has assumed the duties of a full-time faculty member providing lectures, skill check-offs, clinical assignments and student supervision. He has supervised and instructed approximately 75 NMJC pre-nursing students thus far. It is my belief that Mr. Castle meets all required qualifications; therefore I would like to change his status to full-time.

Sincerely,

Karen Cummings RN, MSN
Director of Allied Health

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5-16-06

Candidate's name Sandra A. Lockett

Position title Professor of Art

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom _____

Effective date of employment 8-14-06* Standard contract length 12 mos. 9 mos. other _____

*Pending background check.

Funding source Institutional Funds

Paid advertising beyond *standard Chronicle of Higher Education; higheredjobs.com

(* 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 \$36,485 - \$45,606 Recommended annual salary \$38,285 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 2322 61101 101 100%

Recommended and approved by:

Supervisor _____

Vice President _____

Dean/Director _____

President _____

Selection Committee Members: Lynda Newman - Professor of Reading/Education

John Lathrop - Professor of Business & Economics

John Rice - Professor of Communications/Theatre

Carrie Swenson - P-T Art Instructor

Karen Wiley - Exec. Director of Western Heritage Museum and
Lea County Cowboy Hall of Fame

Comments: Ms. Lockett, with a M.F.A. and three years applicable experience, meets
and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Art

Personal Data

Name: Sandra A. Lockett

Education

M.F.A., Virginia Commonwealth University, Richmond, VA, 2003

Major: Painting

Minor: Installation

B.F.A., Virginia Commonwealth University, Richmond, VA, 2001

Major: Painting

Minor: Museum Studies

Professional Experience

Virginia Commonwealth University, Richmond, VA 8/03 to Present
Art Foundation Faculty/Adjunct
School of the Arts Recruiter

Anderson Gallery 1/99 to 8/02
Part-Time Installation Assistant

Virginia Commonwealth University Art Space 1/99 to 8/00
Part-Time Gallery Director

Organizations

Art Foundation Advisory Board, Member
Oregon Hill Home Improvement Council, President
Squirrelly Girl Art Collective, Founder

Honors and Awards

Virginia Museum of Fine Arts Professional Fellowship, 2003-2004
Pollak Emerging Artist Award, 2002
Commonwealth Scholarship, 1998-2003
Epps & Latane Scholarship, 2000 & 2001



New Mexico Junior College

Career Opportunities

Position Announcement • January 2006

Position Title: Professor of Art

Position Description: The Professor of Art reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but are not limited to, the following: 1) Teach courses in both the fall and the spring semesters. As enrollment requires in Art, the classes may be day, evening, or on-line. Such courses could be, but not limited to, the following: Art Appreciation, Drawing, Painting, and 2D Design; with additional opportunities to teach Art History, Pastel, Ceramics, 3D Design and Sculpture; 2) Serve on college committees as assigned; 3) Serve as advisor to assigned students; 4) Assume other professional responsibilities associated with the position of professor including recruitment, student assessment, and fostering a healthy spirit of cooperation with a variety of community and related organizations; 5) Participate in a process of continual personal and professional improvement; 6) Actively participate in the institutional goals and objectives designed to support the mission of the college; 7) Serve on college committees as assigned; and, 8) Nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A Masters in Art, Fine Arts, or closely related field is required. All degrees must be from a regionally accredited institution. College level teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time and adjunct divisional instructors and staff. NOTE: **Computer proficiency is required.**

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 I & II terms. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: Open until filled.

To Apply: Application materials sent via email will not be accepted. Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), a portfolio including 20 examples of your work on slides or saved on a disc and 10-20 examples of your students' work on slides or disc (if available), self-addressed stamped envelope (to return the slides), and three letters of reference to:

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

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

"Equal Opportunity Education and Employment"

APPLICANT LIST

Position: Professor of Art

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Baxter-Simonic, Lenda M.	No	No	
Garibay, Mary D.	No	No	
Gilbert, Kermit A.	No	No	Incomplete application materials.
Lundberg, Mary L.	No	No	Incomplete application materials.
Cilek, Tom J.	No	No	Incomplete application materials.
Engram, Doreen	No	No	
Hayward, Justin M.	No	No	
Drobnis, Neal J.	No	No	
Othman, Mustafa S.	No	No	
Harrington, Alice M.	No	No	
Renner, Kevin	No	No	Incomplete application materials.
Stalder, Andrew W.	No	No	Incomplete application materials.
Lawrence Peter C.	No	No	
Beck, Anne	No	No	Incomplete application materials.
Chuzi, Josh A.	No	No	
Bogdanov, Kristina	No	No	Incomplete application materials.
McDonald, Tim	No	No	Incomplete application materials.
Obradovic'-Edmiston, Ljiljana	Yes	No	
Ferreira, Danielle	No	No	
Roach, Nancy J.	No	No	

Position: Professor of Art (Continued from page 1)

Greenwalt, Glen	No	No	Incomplete application materials.
Luckett, Sandra A.	Yes	Yes	Start date: Pending Board approval.
Garcés Kiley, Ana M.	No	No	
Harman, Forest	No	No	Incomplete application materials.
Pfarr, Theresa F.	No	No	
Welch Cronin, Georgia L.	No	No	
Larsen, Derek J.	No	No	
Tanajian, Ara	No	No	
Demosthene, Florine M.	No	No	
Iagounina, Olga	No	No	
Workentin, Karen L.	No	No	
Breerwood, Steve	No	No	Incomplete application materials.
Scarbrough, Poppy A.	No	No	
Kraft, Alexandra N.	No	No	Incomplete application materials.
Fitzgibbon, Sean P.	No	No	Incomplete application materials.
Azarhooshang, Mansoor	No	No	
Kerly, Deborah K.	No	No	
Bazil, Trevor J.	No	No	Incomplete application materials.
Tang, Liming	No	No	
Diffin, James G.	No	No	Incomplete application materials.
Oliver, Gilda	No	No	Incomplete application materials.
Galbraith, Carrie J.	No	No	

Position: Professor of Art (Continued from page 2)

Fletcher, Rene	No	No	Incomplete application materials.
Henderson, Arlinda T.	No	No	
Barnes, David E.	No	No	
Graff, Elissa R.	No	No	
Vargo, David S.	No	No	Incomplete application materials.
Carpenter, William L.	No	No	Incomplete application materials.
Carmack, Noel A.	No	No	
Poché, Rhett G.	No	No	
Farris, Marcus C.	No	No	Incomplete application materials.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5-17-06

Candidate's name Jarred F. Storms

Position title Professor of Automotive Technology

New position Existing position Classification Faculty Professional Other

Is candidate related to another NMJC employee? yes no If so, to whom

Effective date of employment 8-14-06* Standard contract length 12 mos. 9 mos. other

*Pending background check.

Funding source Institutional Funds

Paid advertising beyond *standard Albuquerque Journal; Lubbock Avalanche Journal; Odessa American;

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

Roswell Daily Record; higheredjobs.com

Posted salary range \$31,461 - \$39,326 Recommended annual salary \$35,084 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 2582 61101 102 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Joe Garcia - Professor of Sociology

Sam Gilcrease - Professor of Automotive Technology/GM ASEP

Terry Halladay - Professor of Automotive Technology

Mary Jane Ward - Dean of Careers and Technology

Randy Whicker - Professor of Automotive Technology/Ford

Mike Williams - Professor of English

Comments: Mr. Storms, with an A.A.S. (Automotive Industrial Education), Ford Master
Certification, and six years applicable experience, meets and/or exceeds
the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Automotive Technology

Personal Data

Name: Jarred F. Storms

Education

A.A.S., Brigham Young University/Ricks College, Rexburg, ID, 2000
Specialized Associate in Automotive Industrial Education
Ford Motor Company Quality Care Masters Program
Senior Master Certified

Professional Experience

Ford Country, Henderson, NV Auto Technician	07/05 to Present
Butterfield Ford, Sandy, UT Auto Technician	07/00 to 06/05
Tri-State Tire-Automotive, Rexburg, ID Service Technician	08/95 to 11/95
Chief Auto Parts, Mojave, CA Parts Specialist	06/96 to 12/96

Certifications

Master Auto Technician (A1-A8)
L1 Certified

Special Achievements

Dean's List, Ricks College
Customer Satisfaction Pin, Chief Auto Parts
The Eagle Scout Award



New Mexico Junior College

Career Opportunities

Position Announcement • December 2005 (revised)

Position Title: Professor of Automotive Technology

Position Description: This position reports to the Dean of Business & Technology and is responsible for teaching Automotive Technology in one of the post-secondary programs at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (2) Supervise students off-campus during the cooperative work experiences; (3) Travel as required; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Coordinate advisory committee meetings; (8) Work for the general improvement of the instructional programs at the college; (9) Participate in college service through standing and ad hoc committees; (10) Post and maintain supervisor approved office hours per week; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, (13) 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 or Master's degree in an occupational/vocational or closely related field is preferred. Candidates with an Associate's degree (or equivalent or compliance to earn an Associate's Degree within an agreed time frame) and extensive automotive experience will be considered. All degrees must be from a regionally accredited institution. Candidates must be ASE certified, possess demonstrated technical skills in all 8 ASE areas and become ASE Master certified and L1 certified within a specified time frame. Five years experience teaching (community college level preferred) automotive and technical service experience in a dealership desired. Ford Motor Company experience preferred. Current training history required. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. Note: Computer proficiency is required.

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

Application Deadline: Position is open until filled. Review of applications will begin immediately upon submission.

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

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

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"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Professor of Automotive Technology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Beckstead, Jakob C.	No	No	Incomplete application materials.
Elechi, Bernard A.	No	No	
Van Der Sterre, Carl	No	No	
Broshous, Steve	No	No	Incomplete application materials.
Coronado, Luis III	No	No	Incomplete application materials.
Rodriguez, Raul R.	No	No	Incomplete application materials.
Lester, Alan C.	No	No	
Davis, Kenny E.	No	No	Withdrew application.
Wagner, Dennis D.	No	No	Incomplete application materials.
Storms, Jarred F.	Yes	Yes	Start date: Pending Board approval.