

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, September 22, 2005

Zia Room - Library

5:00 p.m.

AGENDA

- | | |
|---------------------------------------------------------------------------------------|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of August 12 & 18, 2005 | 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 Campus Master Plan | Steve McCleery |
| 6. Consideration of Campus Village Development Project | Steve McCleery |
| 7. Consideration of Tuition & Fees Waiver | Steve McCleery |
| 8. Personnel Consideration – Director of Lea County Cowboy Hall of Fame | Steve McCleery |
| 9. Personnel Consideration – Allied Health Academic Advisor &
Retention Specialist | John Gratton |
| 10. Personnel Consideration – Groundskeeper Position | Charley Carroll |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

AUGUST 12, 2005

MINUTES

The New Mexico Junior College Board met on Friday, August 12, 2005, beginning at 3:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present were Ms. Patricia Chappelle and Mr. John Hice, Jr.

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

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

Upon a motion by Mrs. Williams, seconded by Mr. Kesner, the board unanimously approved the minutes of July 21, 2005, as written.

Members of the Community Band expressed their concerns to the board regarding the increase in college fees.

Dan Hardin presented the July financial reports and with a motion by Mr. Jones, seconded by Mr. Kesner, the board unanimously approved the expenditures for July, 2005.

Frank Collins and Ron Witherspoon, Dekker/Perich/Sabatini, presented Bid #974 – Student Housing Project. The administration recommended acceptance of the bid submitted by HB Construction, Inc., Albuquerque, New Mexico, for an amount of \$4,649,000, exclusive of gross receipts tax. After some discussion and upon a motion by Mr. Jones, seconded by Mr. Kesner, the board unanimously voted to award the bid as recommended. Upon a motion by Mr. Black, seconded by Mrs. Williams, the board unanimously approved transferring \$400,000 from reserves to the Student Housing Project to cover the additional cost of construction.

John Gratton recommended Ms. Shyla McGill for the Professor of Mathematics position at a nine month salary of \$43,307. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. McGill, effective August 15, 2005.

Dr. Gratton recommended Ms. Toni Dunn for the Professor of Business/Office Technology position at a nine month salary of \$41,093. Upon a motion by Mr. Kesner,

seconded by Mr. Jones, the board unanimously approved the employment of Ms. Dunn, effective August 15, 2005.

Mr. Black moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of the New Mexico Statutes Annotated 1978. Mr. Jones seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mr. Hanna – yes; Mr. Black – yes; Mrs. Williams – yes; and Mr. Kesner – 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 August 18, 2005, beginning at 5:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board meeting adjourned at 3:50 p.m.

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

AUGUST 18, 2005

MINUTES

The New Mexico Junior College Board met on Thursday, August 18, 2005, beginning at 5:00 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; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present was Mr. John Hice, Jr.

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

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

Frank Collins presented Request for Proposals #88 – Uniform & Towel Service. The administration recommended acceptance of the proposal submitted by Unifirst Corporation for an annual amount of \$5,637.45. The initial contract term is for one year with two additional renewals. Upon a motion by Mr. Black, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Dan Hardin presented a request to allow a general ledger adjustment of up to \$500 to reconcile the bank to the general ledger thru June of 2005. The auditors from Johnson Miller have indicated that with board approval, they would accept the adjustment getting the reconciliation to the penny. The actual amount of the adjustment will be reported in the September board reports. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board approved the request. The vote was as follows: Mr. Jones – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Williams – yes; and Mr. Kesner – no.

John Gratton presented a recommendation for a mandated criminal background check fee for students enrolled in Nursing and Health Care Provider classes. The recommended fee is \$80 per student. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously approved the fee.

Dr. Gratton presented a request for a new position titled Allied Health Retention Specialist. The funding for this position will be provided through the nursing expansion allotment provided by the state specifically to the Allied Health program. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the request.

Dr. Gratton recommended Mr. Michael Rutledge for the Distance Learning Technical Coordinator position at an annual salary of \$38,000. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously approved the employment of Mr. Rutledge, effective August 29, 2005.

Dr. Gratton recommended Mr. Christopher Howell for the Professor of Business/Office Technology position at a nine month salary of \$40,341. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the employment of Mr. Howell, effective August 22, 2005.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for September 22, 2005, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board meeting adjourned at 5:25 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: September 14, 2005

RE: Expenditure and Revenue Reports for August

August is the second month of the 2005/2006 fiscal year. The Expenditure report reflects funds expended and encumbered. Total current unrestricted funds expended year-to-date is \$2,787,077.00. In this area please note that Internal Services is showing a decrease in expenditures for the month of August. As required by the HED, instruction, academic support, student services, institutional support, and operations and maintenance are to bear the cost for the internal services. A charge out journal entry is made each month to these areas and a credit is made to Internal Services for \$59,929.08. This entry was not made in July, so we have two credits in August resulting in the (\$51,781) for the month. All other expenditures seem to be in line. In the restricted funds year-to-date we have expended \$1,049,305.00 as we have the semi annual financial aid payout to the students. There will be more large expenditures in restricted financial aid in September as the remaining portion of the Pell payout is posted.

The expenditures in the Plant funds are mainly for the construction of the Western Heritage Museum and Ben Alexander Student Center. The cost of construction for the Ben Alexander Student Center and the Western Heritage Museum is almost complete. There are still remaining expenditures to come from Southwest Museum Services for the exhibits in the Western Heritage Museum.

Total year-to-date expenditure through the month of August is \$4,892,877.00

The revenue for Current Unrestricted Funds is \$4,051,870.00. This revenue consists of tuition and fees, the state appropriation, oil and gas revenue, and auxiliary enterprises. In the restricted funds we received \$1,143,641.00 in Pell and Direct Loan funds. The Business Office did not receive any restricted funds or plant funds in the month of August. Total revenue through the end of August is \$5,280,340.00

In the Investment report there is \$5,625,000.00 in the LGIP. We did not have any activity during the month of August.

In the Oil and Gas report, we are using the accrual of \$280,433.00 as the projected monthly Oil and Gas revenue. The actual oil and gas revenue for July 2005 was 573,597.00, which was \$293,164.00 over the projected revenue.

This is the Financial Report for August 2005.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
August 2005

17% 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	5,812,124	685,840	12%	5,871,027	474,589	989,398	17%
Academic Support	1,187,704	162,199	14%	1,521,370	208,686	314,291	21%
Student Services	929,753	349,653	38%	1,036,371	142,452	222,483	21%
Institutional Support	4,145,602	400,027	10%	4,351,536	309,544	509,664	12%
Operation & Maintenance of Plant	1,793,183	202,467	11%	2,070,348	145,714	259,021	13%
Subtotal - Instruction & General	13,868,366	1,800,186	13%	14,850,652	1,280,985	2,294,857	15%
Student Activities	120,535	24,208	20%	168,150	25,184	35,243	21%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	931,917	158,223	17%	981,561	(51,781)	62,812	6%
Student Aid	331,910	248,065	75%	352,934	93,064	110,176	31%
Auxiliary Enterprises	1,485,805	289,350	19%	6,574,660	118,318	137,607	2%
Athletics	677,782	37,558	6%	697,812	136,676	146,382	21%
Total Current Unrestricted Fund	17,416,315	2,557,590	15%	23,625,769	1,602,446	2,787,077	12%
CURRENT RESTRICTED FUND							
Grants	1,849,374	75,835	4%	1,938,268	103,121	175,225	9%
Student Aid	4,422,593	1,184,434	27%	4,694,393	848,256	874,080	19%
Total Current Restricted Fund	6,271,967	1,260,269	20%	6,632,661	951,377	1,049,305	16%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	8,908,283	91,195	0%	5,510,484	906,603	1,004,522	18%
Projects from State GOB Funds	3,612,996	949,652	26%	3,426,130	3,911	6,315	0%
Projects from State STB Funds	1,885,297	0	0%	0	0	0	0%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from State E R & R	415,030	0	0%	456,042	0	0	0%
Projects from State B R & R	480,452	13,977	3%	374,208	33,795	45,658	12%
Projects from Auxiliary BR&R	47,709	0	0%	25,555	0	0	0%
Subtotal - Capital and BR&R	15,349,767	1,054,824	7%	11,142,419	944,309	1,056,495	9%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	15,349,767	1,054,824	7%	11,142,419	944,309	1,056,495	9%
GRAND TOTAL EXPENDITURES	39,038,049	4,872,683	12%	41,400,849	3,498,132	4,892,877	12%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

August 2005

17% 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	1,734,700	906,003	52%	2,438,985	880,669	926,881	38%
State Appropriations	8,089,900	1,291,216	16%	7,553,000	589,541	1,179,083	16%
Advalorem Taxes - Oil and Gas	3,409,779	479,514	14%	4,165,200	546,479	856,207	21%
Advalorem Taxes - Property	2,468,000	72,213	3%	2,588,000	58,056	58,056	2%
Interest Income	55,871	0	0%	120,000	0	0	0%
Other Revenues	190,000	71,144	37%	250,050	40,685	58,912	24%
Subtotal - Instruction & General	15,948,250	2,820,090	18%	17,115,235	2,115,430	3,079,139	18%
Student Activities	47,800	27,866	58%	120,000	45,538	47,286	39%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	0	0%	14,000	0	0	0%
Auxiliary Enterprises	1,802,550	781,382	43%	1,922,200	619,075	919,462	48%
Athletics	36,600	2,875	8%	39,600	2,992	5,983	15%
Total Current Unrestricted	17,848,200	3,632,213	20%	19,211,035	2,783,035	4,051,870	21%
CURRENT RESTRICTED FUND							
Grants	1,849,374	202,736	11%	1,938,268	84,829	84,829	4%
Student Aid	4,422,593	19,251	0%	4,694,393	1,143,641	1,143,641	24%
Total Current Restricted	6,271,967	221,987	4%	6,632,661	1,228,470	1,228,470	19%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,612,996	0	0%	3,426,130	0	0	0%
Projects from State STB Funds	1,885,297	0	0%	0	0	0	0%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from Other State Funds	0	0	0%	0	0	0	0%
Interest Income	100,000	0	0%	0	0	0	0%
Total Plant Funds	5,598,293	0	0%	4,776,130	0	0	0%
GRAND TOTAL REVENUES	29,718,460	3,854,200	13%	30,619,826	4,011,505	5,280,340	17%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

August 2005

17% 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
Accrual	August	\$52.41	2,930,766	\$6.09	17,298,452	280,433	280,433	0
Accrual	September							0
Accrual	October							0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						854,030	560,866	293,164
Y.T.D. Equipment Tax Revenue						2,177		2,177
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						856,207	560,866	295,341

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 August 2005

17% 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	5,625,000	N/A	N/A	N/A	7102-1348	2.51%	12,796
Total investments	<u>5,625,000</u>						<u>12,796</u>

Summary of Current Month's Activity	
Beginning amount	5,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	4,982,553
Reserves Invested	642,447
Total LGIP Investment	5,625,000

Capital Projects	8/31/2005
Technology Upgrade	326,345.53
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	132,430.49
Western Heritage Museum	0.00
Drawings and Master Plan	74,034.95
Baseball Field	166,794.14
Rodeo Arena	7,836.78
Dormitory Landscape	45,519.03
Circle Drive	48,989.13
Roadway Parking Lot Seal Coat	0.00
BR&R Carryover	13,334.91
Millen Fence/Landscape	186,583.39
Ben Alexander Student Center	343,976.81
JASI	370,170.59
Computer Equipment Rebates	7,996.41
Clerk of the Works	2,168.46
Marketing	72,118.04
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	165,548.44
Student Housing Construction	1,193,609.15
Classroom Furniture Replacement	20,000.00
Video Security Cameral Replacmt	0.00
Testing Center	250,000.00
Total	4,982,552.79

NOTE: Capital projects total does not include encumbered funds



NEW MEXICO JUNIOR COLLEGE

Office of the President

To: New Mexico Junior College Board
From: Steve McCleery *SM*
Date: September, 14, 2005

Attached is a copy of a proposed Campus Village Project. The proposal outlines the project description, project details, and next steps. Please read the "white paper" very carefully.

As a result of the initiative to provide student and staff housing, we are being asked to share the cost of the student housing study with CSW, EDC, the City of Hobbs, and Lea County. The pro-rata share is \$15,000 per entity. It is my recommendation that you fund \$15,000 from reserves to participate in the student housing study. The Lea County Economic Development Corporation has already approved the funding of \$15,000. If you have questions in regard to the document, please do not hesitate to contact me.

Thank you!

Campus Village Development Project

General Project Description

The Campus Village Development Project idea was formed in January, 2005 to leverage potential funding opportunities to provide community work force housing in Hobbs for college faculty, hospital and community nurses, municipal school teachers, City and County law enforcement personnel and fire fighters, and additionally to provide student housing for the College of the Southwest and New Mexico Junior College.

The development is proposed to be located on an approximate seventy (70) acre site south of College Lane and east of State Road 18 between the two colleges and across the Highway from Lea Regional Hospital and the Medical Arts Complexes. The site presently has a FEMA Flood Zone running through the middle of the area that will be creatively developed with both elevated building pads and open space.

The Campus Village Development Project is preliminarily proposed to consist of the development of a first class residential planned community consisting of 300 residential housing units constructed for work force personnel including college faculty, nurses, teachers, police, and fire fighters. In addition, the development is proposed to include the construction of 400 units of student housing to provide beds for 800 students.

The preliminary cost estimate for the development including the 300 homes is approximately \$ 60,000,000. The preliminary cost estimate for the 800 bed student housing is approximately \$ 24,000,000 for an estimated \$ 84,000,000 total project.

The site is proposed to be served from the west by the existing Gerry Drive Roadway that presently accesses State Road 18 at the signalized intersection with the Hospital Entrance Road. The site will be developed with additional roadways to allow future traffic access to vacant land east of the site and also a roadway to be developed to access College Lane at the north edge of the development site.

Trunk line water and sewer utilities along with other utility infrastructure will be extended from State Highway right-of-way to the eastern edge of the development site to allow future connections to potential development east of the site. The proposed site, flood zone, and present utility availability is as shown on the attached map.

Development Project Details

Dr. Steve McCleery, President of NMJC; Dr. Gary Dill, President of CSW; Bob Reid of the Lea County Improvement Corporation (LCIC); and Russ Doss, Executive Director of Lea County Housing, Inc. (LCHI) have met with representatives of the New Mexico Mortgage Finance Authority (MFA), Federal National Mortgage Association (Fannie Mae), and Unidev, LLC., (master developer under contract with the MFA) and have identified the steps toward development of this project beginning with a feasibility study.

Preliminary discussions were devoted to demonstrating the need for local housing to the MFA. Dr. McCleery and Dr. Dill identified the need for 600 student beds for each college in the next five to ten year period to meet their college growth projections. With 400 beds already in the planning stage, 800 more beds will be needed with this project.

With regard to the need for work force housing, Mr. Doss noted that for the past two years there has been less than 1% available housing for purchase in Hobbs. This is creating a severe burden on the colleges' ability to attract new faculty and staff members along with the burden faced by the remainder of the community to provide housing for new work force jobs being created as a result of recent economic development.

In response, Katherine Miller, Executive Director of the MFA, identified a program that is now available through the MFA in cooperation with Unidev, LLC, a Development Corporation from Bethesda, MD, that has previously resulted in the construction of several hundreds of housing units for a number of colleges in California.

Myron Curzan, the CEO of Unidev and Peter Smirniotopoulos, VP of Unidev have previously worked together to create innovative housing developments for Cal State Fullerton, UC Irvine, and Monterey Bay (formerly Fort Ord). The main points of their development process are as follows:

- Land for the development is provided by the Colleges.
- Unidev works for a limited, 6 % fixed development fee.
- The builder assumes no risk, no sale responsibility, and no financing responsibility so the units will be constructed with a lower profit margin.
- A separate non-profit entity is needed to be the responsible party for the development and financing. Lea County Housing, Inc. has agreed to do this.
- The funding arrangement will not cause any risk or bonded indebtedness to the Colleges. This will not count against the colleges' bond capacity in any way.
- Apartments could be constructed for student rental and residential units could be constructed for sale to individuals in a mixed use development.
- The development ordinarily includes rear garages, courtyards, recreational areas, and common community centers or facilities.
- Project Development costs would be provided through Tax exempt financing from CRA Banks and Federal Home Loan Banks.
- Federal Home Loan Banks may also provide other grants and low interest loans for project development.
- Other private and public entities will be contacted to pursue additional project funding or infrastructure assistance.
- Tax Exempt financing saves a significant amount of the project cost.
- No Federal Subsidies would be required.
- The Bank Financing arrangements and the Fannie Mae American Communities Programs would allow the units to be sold with 100% financing, 1-2% closing costs, no down payment, and no PMI costs.

- The developer is also responsible for marketing and selling the homes, so no realtor costs are incurred, resulting in additional savings.
- An internal account would be created from specific project revenues to achieve additional home purchaser savings through buy down of rates or to help families obtain a larger home than they can presently qualify for.
- For example, using this development process in California they constructed a home that would sell at a market rate of \$350,000 for approximately \$243,000. The monthly cost would be 1,342 instead of \$ 2,633 for the market home. Our home types and prices would be determined following the feasibility study.
- Priorities for occupancy can be set by the local development organization. For example, 1-college students, 2-college faculty, 3-college staff, 4-nurses, 5-local teachers, 6-police, and 7-fire personnel.
- Because of the financing arrangements, individuals could purchase homes with a value of up to five to seven times their basic salary.
- Houses could only be re-sold back to the local development entity for a fixed price including allowance for improvements and 3% inflation. With this condition, houses remain affordable in perpetuity.
- The financing and operating arrangement would result in a small overall long term profit for the local development entity.
- The builder could also be available to construct other housing projects in the area.

Next Step in the Development Process

We are now in the process of working out the arrangements to acquire the site and creating agreements with the partners involved in funding the feasibility study.

The MFA has decided to choose which New Mexico community will be allowed to work with Unidev through an RFP process. Lea County Housing, Inc. is presently working on the preparation of the RFP submittal, which is due August 19, 2005.

If we are the successful proposer, a market study would be performed by Unidev to determine the project feasibility. Focus group meetings would also be held to determine what type of housing project is desired. The market feasibility study cost for the homes is approximately \$ 100,000 and \$ 50,000 or less for the student housing.

The MFA will fund the majority of the home study cost. Our matching share of approximately 25 % of the home market feasibility study cost and the full student housing study cost would be required locally, since MFA cannot help with that. These costs are preliminary proposed to be shared between NMJC, CSW, EDC, the City of Hobbs, and Lea County in an amount of less than \$ 15,000 each.

The feasibility study could be performed in the fall of 2005 and if the project is determined to be feasible, the project development planning could proceed in the spring of 2006. Infrastructure construction could proceed following delineation of the project funding mechanisms and completion of the infrastructure design.



NEW MEXICO JUNIOR COLLEGE

Office of the President

To: New Mexico Junior College Board
From: Steve McCleery *Sm*
Date: September 14, 2005

The Governor has challenged New Mexico Colleges and Universities to aid the college students who were displaced as a result of the aftermath of Hurricane Katrina. I am recommending that we waive the tuition and fees for the fall 2005 semester for any student whose college studies were interrupted by the hurricane.

Currently, we are serving one displaced student, and we will have additional opportunities with our interim classes that begin in October.

Thank you for your consideration!

Steve McCleery

From: Dan Hardin
Sent: Wednesday, September 14, 2005 10:02 AM
To: Steve McCleery; Regina Organ; John Gratton; Beth Hancock
Subject: FW: Updates from the Cabinet Secretary of Higher Education September 9, 2005

-----Original Message-----

From: Moore, Normajean, NMHED [mailto:normajean.moore@state.nm.us]
Sent: Tuesday, September 13, 2005 5:03 PM
To: Cantrell, Kathy, NMHED; McClure, Beverlee
Subject: Updates from the Cabinet Secretary of Higher Education September 9, 2005

New Mexico Higher Education Department



Updates from the Cabinet Secretary

September 9, 2005

Dear Colleagues:

**Thank you for your continued interest in the work of the Higher Education Department.
HED Capital Project Request Hearings for 2006**

HED is pleased to announce the Capital Project Requests hearing schedule for this year's 2006 Legislative Session. HED will convene a Facilities Advisory Committee with representatives from New Mexico's Business and Industry community. Secretary Beverlee McClure and Miguel Hidalgo, Capital Project Director, will also serve as part of the committee.

The first hearing will be on September 12, 2005 in Farmington at San Juan College in the James Henderson Fine Art's Center Rm. 9006 beginning at 8:30 am. The following institutions that will be presenting on Sept. 12th will be:
San Juan College
Northern New Mexico Community College
Santa Fe Community College
New Mexico School for the Deaf
Luna Vocational Technical Institute
New Mexico Highlands University

The dates and locations for the remaining hearings are as follows:

September 21, 2005 Las Cruces at NMSU Main Campus
September 22, 2005 Portales at ENMU Main Campus
September 27, 2005 Albuquerque at UNM Main Campus.

Tentative agendas, along with the names of the Facilities Advisory Committee members will be forwarded by next week. Should you have any questions do not hesitate to call Miguel Hidalgo at 505-476-1100.



Reporting of Displaced Hurricane Students in the Data Editing and Reporting (DEAR) System

Many institutions have called to tell us that they intend to offer reduced tuition rates for students displaced by hurricane Katrina. It is wonderful to see New Mexico's higher education institutions doing what they can to assist

9/15/2005

these students whose lives have been so dramatically disrupted. As a result of the many tuition reduction plans proposed by the institutions, institutional data coordinators have had many questions regarding how to report these students in DEAR. HED asks that institutions report these students according to current DEAR requirements. Since no tuition waiver or "tuition special status code" has been approved through the appropriations process, these students should be reported as non-residents in DEAR. This data will then be used to calculate the tuition credit in the funding formula in the same manner as it has been calculated in the past. As institutions develop their legislative priorities and funding requests, institutions can consider whether a temporary tuition waiver for students displaced by hurricane Katrina should be included for HED consideration. But in the mean time, tuition waivers for these students are assumed to be funded through institutional funds.

Program Approval

The Request for Approval of the Fine Arts AA Degree from Albuquerque Technical-Vocational Institute (ATVI) occurred on Thursday, August 11th. Interim Secretary Kathy Cantrell **approved** the request presented by ATVI and recommended by Danny Earp, Higher Education Department (HED) Temporary Educational Programs Director, and Sandy Martin, HED Licensing Administrator. This program of studies is designed to help prepare students to continue their studies in Fine Arts at the University of New Mexico (UNM). The current **approval** process that ATVI has followed is outlined in 21-13-12, 21-16 New Mexico Statutes Annotated (NMSA) 1978. This statute regulating independent community colleges **overlaps** the new statute, 21-1-26B, which requires "...timely and thorough **consultation** with and review by the department (no approval required)" by all community colleges. Questions regarding the **Approval/Consultation** process should contact the HED Educational Programs Unit.

Faculty Endowment

This very noteworthy program has essentially come to the end of its current funding cycle with the final grants being awarded bringing the total money raised, both state and matching private funds, to \$25,850,000. Without additional funds possibly appropriated by the 2006 Legislature, matching funds for endowed chairs, endowed professorships, and endowed faculty development programs will not be available for eligible institutions to request. Although the corpus of the funds is not expended but held in trust by the individual institution, interest generated by these funds currently endows 9 chairs, 13 professorships, and 30 faculty development programs. Only one professorship has not been currently granted; however, institution officials have requested an extension to finalize contributions to meet the match requirement.

ABE Updates

From August 31 to September 2, New Mexico Adult Basic Education hosted two consultants from the National Adult Education Professional Development Consortium (NAEPDC). Both guests, Lennox McLendon and Kathi Polis, served as State ABE directors in Virginia and West Virginia respectfully for over twelve years each. Now they provide services nationally by visiting states to share what other states are doing and guiding states through planning and development processes.

For the first two days of workshops, we met with the consultants and the ABE State Resource Team. This team consists of two representatives from each leadership group: Program Directors, Teachers, Data Technicians, Student Voice Network, New Mexico Adult Education Association (NMAEA) and Voz Inc. (Student Leadership Training). We spent the first day examining a planning framework for preparation of a new state plan, which can also be replicated at the local program level. We explored strategies and models for conducting planning tasks including developing a customized state-wide multi-level needs assessment. On the second day, we looked at components of a state-wide professional development framework including orientation and core training for ABE administrators, support staff, and faculty.

The final day consisted of discussions with Pam Etre-Perez, State ABE Director, and Michele Centrella, ABE Program Improvement Coordinator, to examine a draft strategic plan for state level staff activity. Evaluations and reflections on all of the sessions were extremely positive. We felt that an information gap had been filled which will allow us to move forward in a structured manner with accountability measures at the forefront. A planned comprehensive needs assessment and a professional development system will assist the ABE Unit of the Higher Education Department in complying with new state plan requirements based on re-authorization of the Workforce Investment Act at the federal level. The strategic plan for state level staff activity provides a vision, mission and explicit goals for this fiscal year and next. Please contact Pam Etre-Perez at 505-476-6533 for more information on Adult Basic Education.

The ABE Unit of the Higher Education Department will be busy the remainder of the calendar year conducting

formal site evaluations of various ABE Programs throughout the state. In September, ABE state staff will visit Luna Community College in Las Vegas. In October, evaluations will be conducted at NM Junior College in Hobbs and Doña Ana Branch Community College in Las Cruces. Then, in December, NM Corrections will receive a site visit.

The State ABE Evaluation Team consists of Pam Etre-Perez, State Director, Michele Centrella, Program Improvement Coordinator, and Maxwell Cassidy, Data Administrator. Since May of this year, three such formal evaluations have been completed at Santa Fe Community College, Western NM University (Silver City) and UNM-Valencia (Los Lunas). The Evaluation Instrument designed earlier this year has proven to be an excellent tool, examining such critical components as program administration, curriculum and instruction, data quality and measurements, student indicators and community connections. All site visits completed to date have been successful, resulting in excellent relationship building, communication sharing, and ideas, suggestions and plans for program improvement actions. For more information, please contact Pam Etre-Perez (phone: (505) 476-6533; email: pam.etre-perez@state.nm.us) or Michele Centrella (phone: (505) 476-6537; email: michele.centrella@state.nm.us).

Higher Education Secretary Beverlee J. McClure Appoints Deputy Cabinet Secretary of Finance and Administration

Higher Education Secretary Beverlee J. McClure announced the appointment of Miguel Hidalgo as Deputy Cabinet Secretary of Finance and Administration.

Miguel Hidalgo has been with the Higher Education Department since April of 1992. During his tenure with the agency he has held several different positions and had many responsibilities. His most recent positions have been Director for Capital Projects and Acting Executive Director. His responsibilities have included: review and approval of capital projects for higher education facilities statewide, and recommendations for the Higher Education Department, preparing and presenting higher education capital project recommendations to the Legislature, Executive, and the New Mexico State Board of Finance for final approval. He administered building renewal and replacement funds to all public postsecondary institutions and constitutional special schools. Mr. Hidalgo also served as a Commissioner on the State Information Technology Commission.

Mr. Hidalgo received a Bachelor's Degree of Fine Arts in Architecture from the University of New Mexico and his previous work experience has included: Project Manager—Custer-Basarich Architects and Planners, Principal Partner—Evanko-Hidalgo Design Group, Project Manager—Mimbres Inc., Planners, and Architects and Engineers and Deputy Director—Department of Finance and Administrative, Property Control Division.

Higher Education Department at EXPO New Mexico, The State Fair

The New Mexico Higher Education Department will have a presence at The State Fair from September 9th to September 25th. HED will be staffing a booth in the Manuel Lujan Building providing outreach to New Mexicans on the Lottery Scholarship, Financial Aid, Selecting the right college, and taking the right courses to get into college.

Thank you.

***Dr. Beverlee J. McClure
Cabinet Secretary***

Effective September 6, please contact Charles (Chuck) Mondragon, Executive Assistant to the Secretary, to schedule an appointment with Dr. McClure. Chuck can be reached at charlesl.mondragon@state.nm.us or 505-476-1112.

***Brandon Trujillo
Senior Program Officer
NMHED/GEAR UP***

9/15/2005

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 9-14-05

Candidate's name Lisa J. Seed

Position title Director of Lea County Cowboy Hall of Fame

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 9-22-05 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 \$36,465 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-12-670 100%

Recommended and approved by:

Supervisor _____

Dean/Director _____

Vice President _____

Steve McClary
President

Selection Committee Members: Lea County Cowboy Hall of Fame Board of Trustees

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

ABBREVIATED RESUME

Position

Director of Lea County Cowboy Hall of Fame

Personal Data

Name: Lisa J. Seed

Education

A.A., Howard College, Big Spring, TX, 1976
Major: Physical Education

Professional Experience

New Mexico Junior College, Hobbs, NM Department Secretary – Lea County Cowboy Hall of Fame	10/97 to Present
Lovington Public Schools, Lovington, NM Physical Education Instructional Assistant	8/94 to 9/97
Hobbs Municipal School, Hobbs, NM Physical Education Instructional Assistant Classroom Instructional Assistant	1989 to 1993
City of Hobbs, Hobbs, NM Water Department Clerk	1988 to 1989

Professional Affiliations

High Plains Junior Rodeo Association Director, 1993-2000
Lea County Junior Rodeo Association Director, 1993

Honors

Southern Region Intercollegiate All-Around Championship, 1976
Who's Who in Sports Illustrated, 1974
Miss American Junior Rodeo Association, 1974
American Junior Rodeo Association Champion, 1996-1974
All-Around, Barrels, Optional Roping, Optional Racing

APPLICANT LIST

Position: Director of Lea County Cowboy Hall of Fame

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Seed, Lisa J.	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 9-13-05

Candidate's name Renee D. Winkles

Position title Allied Health Academic Advisor & Retention Specialist

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 9/26/05 Standard contract length 12 mos. 9 mos. other

Funding source Nursing Expansion

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 \$31,461 to \$39,326 Recommended annual salary \$37,375 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-11535 100%

Recommended and approved by:

Karen Cummings
Supervisor

Mary Jane Ward
Dean/Director

Sh D Garcia
Vice President

Steve McCleery
President

Selection Committee Members: Karen Cummings - Director of Allied Health

Jose Garcia - Professor of Sociology

Richard Miller - Director of Learning Communities/Retention

Mary Jane Ward - Dean of Business & Technology

Comments: Ms. Winkles, RN, with a Master's degree in Secondary Counseling and four applicable years of experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Allied Health Academic Advisor & Retention Specialist

Personal Data

Name: Renee D. Winkles

Education

A.A.S., New Mexico Junior College, Hobbs, NM, 2005

Registered Nurse Program

M.A., Adams State College, Alamosa, CO, 1998

Major – Secondary Counseling

Teaching Certification, College of the Southwest, Hobbs, NM, 1994

B.B.A., Eastern New Mexico University, Portales, NM, 1991

Major – Computer Information Systems and Business Administration

A.A., New Mexico Junior College, Hobbs, NM, 1988

Clinical Experience

New Mexico Junior College, Hobbs, NM 5/00 to Present
Allied Health Secretary/Tutor/Part-time Instructor

Lea Regional Medical Center Mental Health Unit, Hobbs, NM
Graduate Nurse/Registered Nurse 5/05 to Present
Clinical Therapist/Crisis Intervention and Assessment Specialist 2000

Raindancer Youth Services Inc., Albuquerque, NM 2002
Treatment Coordinator

WCC – Lea County Correctional Facility, Hobbs, NM 1999-2000
Mental Health Provider

San Luis Valley Community Mental Health Center, Alamosa, CO
Outpatient Clinical Therapist (Community and School-based) 1999
Emergency Services Clinician/Intake Specialist
Community Counseling Internship I & II 1997-1998

Monte Vista High School, Monte Vista, CO 1997-1998
Secondary School Counseling Internship I & II

Teaching Experience

Substitute Teacher, 1991-1992; 2001-2002

Special Education Teacher, 1994-1996; 2000-2001

Student Teacher, 1993

Teaching Assistant; Success Psychology and General Psychology, 1999



New Mexico Junior College

Career Opportunities

Position Announcement • August 2005 (Revised)

Position Title: Allied Health Academic Advisor & Retention Specialist

Position Description: The Allied Health Academic Advisor & Retention Specialist reports to the Director of Allied Health Fields. The duties and responsibilities shall be, but are not limited to, the following: (1) develop and maintain the Allied Health Retention program and database developed on periodic assessment of student needs; (2) develop a network of student resources/referrals within our community; (3) establish and maintain an orientation program for pre-nursing students and an informational assistance program (stress management, time management, study skills) for students at varying stages of their studies, articulation, pre-admittance, after acceptance, after exams, and/or before program completion; (4) maintain current information and knowledge about all aspects of each Allied Health course and certification level; (5) maintain current information and knowledge about transfer and curriculum requirements at other institutions; (6) coordinate or assist in the administration of required testing for Allied Health students; (7) maintain flexible office hours as approved by the Director of Allied Health; (8) gather data, organize and conduct tracking/trending related to the Allied Health program and student success (needs analysis, student profiles, and student follow-up, graduation/attrition rates, TEAS Test results, NCLEX-RN & PN pass rates); (9) attend and/or prepare workshops, training courses, conferences related to retention of students; (10) attend the Nursing Faculty meetings; (11) maintain a computer/paper Allied Health database (pre-nursing/pre-requisites; EMT, CNA, Health Care Provider classes, and Nursing program; send letters of acceptance/admission, and course requirements); (12) respond to and provide information (program brochures, mailings, telephone inquiries) to any person interested in the Allied Health programs; (13) maintain a working list of current inquiries to the Allied Health programs and perform follow-up calls/mailings to determine interest in programs; (14) conduct registration for students of the Allied Health programs; (15) maintain a waiting list for any and all courses as needed for the Allied Health program (A & P, Nursing, CNA, Health Care Provider, admittance to the nursing program), 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 from an accredited college or university in psychology, education, counseling, career development or allied health care related field required. Master's degree preferred. Excellent oral and written communication skills. Computer literacy, with experience in Microsoft Office (word processing) and BANNER student information system is helpful. Tutoring and/or teaching experience and Professional or Educational experience in a field related to Allied Health, Psychology, Education, Career Development, or Counseling within the last five years is preferred. Excellent interpersonal skills, including conflict management, are helpful. Organizational and time management skills are required and must demonstrate knowledge of study skills and learning strategies.

Salary/Benefits: This is a full-time professional position funded by a grant. The salary range is \$31,461 to \$39,326 depending on experience and education. Continued employment will depend on grant funding. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received by the deadline. Application materials sent via e-mail will not be accepted.

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

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

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

"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Allied Health Academic Advisor & Retention Specialist

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Davis, Tony	No	No	Incomplete application materials.
Winkles, Renee D.	Yes	Yes	Start date: Pending Board approval.
Chambers, Debbie A.	No	No	

Memorandum

To: Dr. McCleery
From: Charley Carroll
Date: September 13, 2005
Re: Request Board Approval for Employment of Relative: Groundskeeper I

After reviewing applications for the Groundskeeper I position, I would like to recommend Ms. Sherry McNeal for one of the vacancies. Per the 2005-2006 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. McNeal is related to Charles Necaize – Security Officer. (Step-father)

Pending Board approval, I would like for Ms. McNeal to start employment on September 26, 2005.

Thank you for your consideration.

Charley Carroll
Steve McCleery
9-15-05