

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, July 24, 2003

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of June 19 & July 10, 2003 | Larry Hanna |
| D. Correspondence | Pat Chappelle |
| E. President's Report | Steve McCleery |
| F. 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 Removal of Major & Minor Inventory | Steve McCleery |
| 6. Consideration of Research Policy and Procedures | Steve McCleery |
| 7. Consideration of Employee Handbook change | Steve McCleery |
| 8. Consideration of Energy/Facility Management Systems Replacement Proposal | Steve McCleery |
| 9. Consideration of Staff Wellness Program | Steve McCleery |
| 10. Retirement Resolution | Steve McCleery |
| 11. Personnel Consideration – Director of Learning and Assessment | Rich Fleming |
| 12. Personnel Consideration – Professor of AVHSHO/AH | Rich Fleming |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

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NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JUNE 19, 2003

MINUTES

The New Mexico Junior College Board met on Thursday, June 19, 2003, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Phillip Jones; Mr. John Hice, Jr.; Ms. Pat Chappelle; Mrs. Yvonne Williams; Mr. Guy Kesner; and Mr. Wade Cavitt. Not present was Mr. Larry Hanna.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Beth Hahn, Hobbs News Sun; Slick Duncan, NMJC Foundation; and Lynda McCleery.

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

Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously approved the minutes of May 15, 2003.

Under *Correspondence*, Mr. Jones read a thank-you card from Mary Jane Ward, Caton Middle School in Eunice, expressing her appreciation to Charley Carroll for his recent custodian workshop.

Under *President's Report*, Dr. McCleery reported that the Commission on Higher Education last week approved the budget and the capital projects will be presented next week. The Jal election is scheduled for October 28, 2003. Rich Fleming informed the board that Dr. McCleery received the Paul Harris Fellow Award today at Rotary Club.

Under *New Business*, Dan Hardin presented the May financial reports and with a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the expenditures for May 2003.

Donna Richards presented Re-award RFP #77 – Preparation of Mailing List, Labeling, Printing, and Mailing of NMJC Class Schedules. The RFP was originally awarded to RSG Industrial Printing whose pricing did not include postage, as specified in the RFP. The administration recommends awarding the proposal to OakCreek Printing whose proposal conforms to the specifications issued by NMJC. Upon a motion by Mr. Kesner, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Ms. Richards presented Bid #935 – Re-roof for T-Bird and Zia Hall Dormitories on the NMJC Campus. The administration recommended acceptance of the bid from G & G Roofing, Inc. in the amount of \$146,500 for the re-roofing of the NMJC dormitories

using the built-up 4-ply roof system. Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Ms. Richards presented Bid #936 – Purchase of Hon Workstations and Furniture for New Mexico Junior College. The administration recommended acceptance of the bid from Sav-On Ltd. in the amount of \$14,148.68 for workstations and furniture for the Criminal Justice department. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously accepted the recommendation.

Rich Fleming recommended Ms. Jonna Lindsey-Marion for the Professor of Nursing position with a nine-month salary of \$31,250. Upon a motion by Mr. Cavitt, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Marion, effective August 11, 2003.

Dr. McCleery recommended that Jose Rivero be employed as a groundskeeper. Mr. Rivero is related to criminal justice department secretary Ms. Mary Ann Rivero. Upon a motion by Mr. Cavitt, seconded by Mr. Kesner, the board unanimously accepted the recommendation.

Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously voted to table the Consideration of Long Term Lease Agreement with NMJC Foundation.

Ms. Chappelle called for comments from the community. There being none, the next regular board meeting was scheduled for July 17, 2003, beginning at 4:00 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Kesner, seconded by Mr. Cavitt, the board meeting adjourned at 5:05 p.m.

CHAIRMAN

SECRETARY

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JULY 10, 2003

MINUTES

The New Mexico Junior College Board met on Thursday, July 10, 2003, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mr. Phillip Jones; Mr. John Hice, Jr.; Mrs. Yvonne Williams; and Mr. Guy Kesner. Not present were Ms. Pat Chappelle and Mr. Wade Cavitt.

Mr. Hanna called the meeting to order and welcomed everyone present.

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

Under *New Business*, Rich Fleming recommended Ms. Charlotte Schmitz for the Professor of Mathematics position with a nine-month salary of \$31,500. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Schmitz, effective August 11, 2003. Dr. Fleming recommended Ms. Jennifer Cain for the Professor of English position with a nine-month salary of \$32,000. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Cain, effective August 11, 2003. Dr. Fleming recommended Ms. Susan Waters for the Professor of English position with a nine-month salary of \$35,000. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Waters, effective August 11, 2003.

Upon a motion by Mr. Hice, seconded by Mr. Jones, the board meeting adjourned at 4:10 p.m.

CHAIRMAN

SECRETARY

May 12, 2003

Dr. Steve McCleery
New Mexico Jr. College
5317 North Lovington Hwy
Hobbs, NM 88240

Ref. Wellness Program

Dear Dr. McCleery,

I am writing you on behalf of the New Mexico Jr. College Support Maintenance Council. The Council is in unanimous support of the Wellness Program. We want to encourage support staff, faculty and professional staff to participate and "get healthy". Through the one hour a week release time that is proposed, we can establish a start for NMJC employees receive health information and exercise. We believe employees will contribute more of their time to exercise and proper diet; in turn this could help reduce sick time, create good morale and reduce work related injuries. Thank you for your time in presenting and believing in this program.

Sincerely,

Past Officers

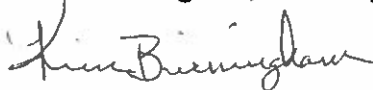


Robert Wingo, President



Barbara Hicks, Vice President

Kim Birmingham, Secretary



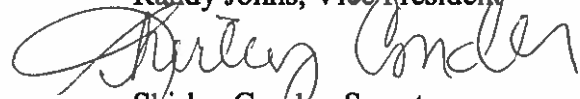
Present Officers



Bill Rash, President



Randy Johns, Vice President



Shirley Conder, Secretary

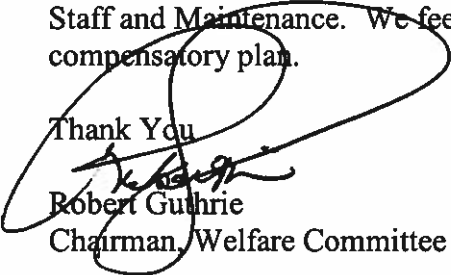
New Mexico Junior College
Welfare Committee
July 15, 2003

Re: NMJC Wellness Program

Greetings,

We unanimously support the NMJC Wellness Program being submitted by the Support Staff and Maintenance. We feel that this will be a worthwhile addition the college non-compensatory plan.

Thank You



Robert Guthrie
Chairman, Welfare Committee



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: July 17, 2003
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Ground Lease Agreement/Update

The attorneys are still working on the details of the Ground Lease between New Mexico Junior College and the Limited Liability Company of the New Mexico Junior College Foundation for campus housing. The approval of the Ground Lease has been removed from the NMJC Board agenda for the July Board meeting, and we will revisit the issue at a special meeting or at the August Board meeting.

Thank you.

NLNAC

National League for Nursing Accrediting Commission, Inc.

BOARD OF COMMISSIONERS

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Miami Children's Hospital
Miami, Florida

T. CHARLENE ROBERTSON, MSN, RN
Chief Nursing Officer
Memorial Healthcare System
Chattanooga, Tennessee

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Academic Search Consultation Service
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ROBERT A. SINTICH, EDD
Assistant Dean for Curriculum
Warren County Community College
Washington, New Jersey

March 17, 2003

Steve McCleery, EDD
President
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

Dear Dr. McCleery:

It is my pleasure to inform you that the Board of Commissioners approved the continuing accreditation of your nursing program at their meeting on February 26, 2003. **The Commission approved the associate degree program for continuing accreditation, removed the warning, and scheduled the next evaluation visit for Fall 2010.** The details of the accreditation visit and the decision put forth by the Commission have been sent to the head of your nursing program.

The National League for Nursing Accrediting Commission, and its predecessor, the National League for Nursing, have stood for standards of excellence for all types of nursing education for over 50 years. By choosing to be accredited by NLNAC, you and your faculty have demonstrated your commitment to the highest standards of nursing education. Your successful accreditation shows that your school does indeed meet these high standards.

Congratulations on this outstanding achievement. We look forward to continued successes for your nursing program.

If I or the staff can be of any assistance to you please do not hesitate to contact me.

Sincerely,



Barbara R. Grumet
Executive Director



State of New Mexico
Office of the Governor

Bill Richardson
Governor

February 28, 2003

Ms. Karen Cummings
3225 Cibola
Hobbs, NM 88240

Dear Karen,

I am pleased to take this opportunity to appoint you as a member of the Board of Nursing and do authorize and empower you to execute and fulfill the duties of that office according to law, and to hold said office with the rights and emoluments thereto legally appertaining unto you. I am confident you will be a valuable member of this board/commission and will fulfill your responsibilities with integrity and dedication.

Thank you for your willingness to serve the State of New Mexico through my administration.

Sincerely,

Bill Richardson
Governor of New Mexico



Attest:

Rebecca Vigil-Giron
Secretary of State

Del Norte Center

May 28, 2003

Dr. Steve McCleery, President
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

Dear Dr. McCleery,

Please accept this letter of commitment from the NMJC Del Norte Center in providing use of this facility as outlined in the document being prepared for the purposes of the proposed NMJC Wellness Program. The staff members at the NMJC Del Norte Center believe there is a lot of merit to beginning a wellness program involving all employees of New Mexico Junior College and we will do whatever we can to assist in this endeavor. We support the NMJC Wellness Program and hope that others will help to make this concept a reality. Imagine the benefits that fitness and wellness will bring to our organization if we can get all employees to participate. The possibilities are endless!

Sincerely,



Jeff McCool
Director, NMJC Del Norte Center



NEW MEXICO JUNIOR COLLEGE

Athletic Department

May 15, 2003

Dr. Steve McCleery, President
New Mexico Junior College
5317 Lovington Hwy.
Hobbs, NM 88240

Dear Dr. McCleery,

Please accept this letter of commitment from the Physical Education Department in providing instruction and campus facility use pertaining to individual fitness, exercise equipment, and fitness facilities as needed for the proposed staff wellness program – physical fitness component.

NMJC – Staff participants will be provided with the education and opportunity to:

- ❖ Develop an understanding of fitness and its effects of the body
- ❖ Develop and maintain a program of fitness
- ❖ Develop and understand components of fitness
- ❖ Develop and understand the various types of exercise/athletic equipment
- ❖ Develop and understand the importance and use of fitness facilities resources
- ❖ Develop and understand the values of fitness relating to physical, mental, and social growth.

NMJC – Staff participants will have available physical fitness:

- ❖ Individual and group lab testing and classroom activities
- ❖ Weight training facilities/activities
- ❖ Cardiovascular facilities/activities
- ❖ A variety of fitness facilities resource.

Again, the Physical Education Department Professors and Caster Activity Center Personal are excited about being a part of the NMJC – Staff Wellness Program, and the opportunities/benefits it can provide to the staff of New Mexico Junior College.

If we can be of further assistance, please do not hesitate to call on us.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Morris".

Richard Morris
Director of Athletics,
Chairman of Physical Education Department

NMJC Wellness Program

Mission Statement

The mission of the NMJC Campus Wellness Program is to promote organizational and individual wellness among members of the campus community through education and prevention.

Goals and Objectives

- Reduce Absenteeism (Sick Leave)
- Keep our medical claims utilization increase at national trends or below
- Keep our workers' compensation utilization increase at national trends or below
- Increase preventative care usage of those employees who are covered by our health insurance plan
- Enhance NMJC's image

Program Outline

- Each regular full-time employee who signs up for this program will be able to take one hour each week from work to participate in a physical activity.
- Each participant can use Caster Activity Center, the NMJC Del Norte Center, the NMJC Track, and the Lea County Walking and Jogging Path.
- Signup will be three times per year: summer, fall, and spring.
- Each campus department will handle signup, and the regular full-time employee and his or her supervisor will sign all forms. All records will be submitted to and maintained at the NMJC Del Norte Center.
- Each participant will be required to sign in and out at either Caster Activity Center or the NMJC Del Norte Center even when using the NMJC Track or the Lea County Walking and Jogging Path. The only exception will be the night crew; they will have to sign in and out at the warehouse or at the NMJC Del Norte Center since Caster Activity Center is closed during the time they work.
- Participants will be required to attend a wellness seminar before they can start the program.

What is Wellness?

Wellness is discovering one's highest potential by striving to reach an optimal state of mind, body and spirit.

The six dimensions of the wellness model are:

1. **Social:** wellness fosters social growth, the ability to communicate and interact with others, the ability to recognize people's interdependence, and the importance of serving one's community.
2. **Occupational:** wellness focuses on enrichment through work, and academic and career choices necessary to fulfill career goals, and the means by which to develop skills necessary to reach those goals.

3. **Spiritual:** wellness develops inner peace and security, obtaining spiritual strength and a healthful sense of self.
4. **Physical:** wellness emphasizes healthful living and lifestyle choices.
5. **Intellectual:** wellness stimulates the desire to learn, increases awareness and curiosity, and creates and maintains the value of education and learning.
6. **Emotional:** wellness develops emotional health and maturity and promotes a positive attitude and self-image.

Vision Statement

The vision is to foster adoption of a wellness culture across the NMJC campus, and to offer such benefits as improved health, greater feelings of well being, heightened personal performance, reduced sick leave, and reduced medical expenditures.

- Hours are as follows: (weekdays only)
 - Night Crew--6 am to 7 am
 - Maintenance--3 pm to 4 pm
 - Support--4 pm to 5 pm
 - Security--Last hour of shift
 - Professional (must be coordinated with supervisor)
 - Faculty (must schedule an office hour)

The minimum that each employee can take is 20 minutes, and that can be used with the lunch hour or in the afternoon. Each participant can do this three times during the week but cannot take more than one hour from work each week.

This program is designed to give each participating employee a chance to take an hour from work each week to engage in an activity.

During this hour, the employee may utilize Caster Activity Center, the NMJC Del Norte Center, the NMJC Track, and the Lea County Walking and Jogging path.

Sign up for the program will be during fall, spring and summer I registrations. This program is optional. Newly hired regular full-time personnel will have to wait 90 days before they are eligible for the program. All records will be housed at the NMJC Del Norte Center. Hard copies will be kept for one year and then destroyed. Electronic copies will be stored permanently.

Both Centers will be open and available for use from 12 pm to 5 pm Monday-Friday for all groups except security and night custodial crew. Their time of use will be determined by their schedule and the Centers' open hours.

It is recommended that a person engage in activity for a minimum of three hours each week. The college is giving the employee one hour but is asking the employee to give back two hours for this program to be successful. A participant may choose to schedule an Independent Program (on one's own) by engaging in a physical activity three hours per week or by joining a Physical Fitness class that is offered by New Mexico Junior College. (See Table 1)

There are many Physical Fitness classes offered by New Mexico Junior College. Most classes have openings between 4 pm to 6 pm, as well as other times during the day. New

Mexico Junior College offers a benefit that allows the full-time employee to take three credit courses per semester, tuition free.

In a world where healthcare costs are taking an increasing bite out of budgets, implementation of programs that yield a reduction in these costs, or at least contain them, are no longer elective, but rather a necessary consideration for a financially prudent organization. A well-designed wellness/fitness program with a strong nutritional and fitness lifestyle emphasis will directly meet this need.

Management's goal in a productive wellness program must be viewed through the perspective of increased employee productivity, improved employee morale with respect to their relationship to the organization, decreased utilization of employer subsidized health benefits, and decreased employee absenteeism due to health related causes.

Obviously, an improvement in any of these areas will have a positive financial impact on the organization. The benefit from the employee's standpoint is improved health and energy levels, decreased body fat, and a more youthful, fit body. The most productive way to achieve both management's and the employee's goals is through a program that will provide the individual employee with an awareness of his or her current physical condition, an understanding of the benefits of attaining a "more fit" lifestyle, a plan that will permit the achievement of the necessary changes to physical condition that can be readily applied in the context of the employee's life, and a tracking system that will provide constructive feedback.

Corporate Fitness Makes a Bottom Line Impact

- **Reduced Absenteeism** - Dupont reduced absenteeism by 47.5% over six years for the corporate fitness program participants. Health Behavior, March 1992.
- **Reduced Health Care Costs** - Steel Case showed that medical claims costs were 55% lower for corporate fitness program participants than non-participants over a six-year period - an average of \$478.61 for participants vs. \$868.88 for non-participants. The American Journal of Health Promotion, September/October, 1991.
- **Reduced Turnover** - The Canadian Life Assurance Company found turnover among fitness program participants was 32.4% lower over a seven-year period compared with non-participants. Canadian Journal of Public Health, January/February, 1988.
- **Positive Return on Investment** - Blue Cross Blue Shield of Indiana found that its corporate fitness program had a 250% return on investment; \$2.51 for every \$1 invested over a five-year period. American Journal of Health Promotion, March/April, 1991.
- **Sick Leave Use Reduced** - The Travelers Corporation reported that its health promotion yielded a 19% reduction in sick leave use over the four-year study with a \$3.40 return for every dollar spent, yielding a total corporate savings of \$146 million in benefits costs. Wellness Councils of America (WELCOA), 1992.
- **Lower Health Care Expenditures** - Superior Coffee and Foods, a subsidiary of Sara Lee reports that the wellness program for its 1200 employees showed 22%

fewer hospital admissions, 29% shorter hospital stays, and 42% lower expenses per admission when compared to other divisions. Long-term disability costs were down by 40%. Wellness Councils of America (WELCOA), 1992.

The volume of data supporting the benefits to organizations that have initiated corporate wellness programs is overwhelming. When viewed from a cost benefit standpoint, an effective wellness program will always handsomely reward the organization as well as the individual participants.

**New Mexico Junior College
Wellness Program Participation Sign up**

Spring Summer Fall

Date: _____

Name: _____

Department: _____

E-Mail: _____

NMJC Wellness Program purpose: To provide 1 hour per week release time for NMJC employees to exercise.

Times and days need to be worked out with Supervisor.

Employees may use Caster Activity Center, the Lea County Walking and Jogging Path, the NMJC Del Norte Center, and/or the NMJC Track. (Please see guidelines for available times)

Informed Consent Waiver

I, the undersigned, wish to participate in the Wellness Program as offered by NMJC. I certify that I am physically able to participate in any activities in which I will take part. I also certify that I will use good judgment while exercising and will not overexert. I recognize that I am responsible for knowledge of my own state of health.

I realize that any time one engages in physical activity there are inherent dangers. I therefore accept any and all responsibility and assume the risk of any and all injury or damage to my person that may arise, whether directly or indirectly, as a result of my participation in the Wellness Program. I hereby release and hold harmless from any liability whatsoever the NMJC, as well as its affiliates, directors, officers, employees, and representatives.

I also agree to abide by the guidelines as established by the NMJC Wellness Program with the understanding that violation of such rules may result in withdrawal of or my privileges to utilize the Wellness Program facilities or to engage in the prescribed Wellness Program.

I certify that I understand and agree to the contents of this waiver.

Signed _____ Date _____

Supervisor Approval _____

TABLE I

<i>SELF PACED OPTIONS</i>		<i>INSTRUCTOR BASED GUIDED OPTIONS</i>			
Course #	Course Title	Course #	Course Title	Time	Day
PY 101	Intro to Exercise FOR CREDIT (offered fall and spring only) Personal Fitness Program	PY 111H	Fitness for Life	8-8:50	MWF
		PY 111H	Fitness for Life	11-11:50	MWF
		PY 111H	Fitness for Life	12-12:50	MWF
		PY 111H	Fitness for Life	11-12:15	TuTh
		PY 111L	Circuit Weight Training	11-11:50	MWF
		PY 111N	Techniques of Beginning Racquetball	11-12:15	TuTh
		PY 111S	Body Shaping/Fitness	4-5:15 (E)	TuTh
		PY 121D	Conditioning Step/Aerobics	8-8:50	MWF
		PY 121D	Conditioning Step/Aerobics	8-9:15	TuTh
		PY 121D	Conditioning Step/Aerobics	11-12:15	TuTh
		PY 121N	Techniques of Intermediate Racquetball	11-12:15	TuTh
		PY 131G	Weight Training	8-8:50	MWF
		PY 131G	Weight Training	8-9:15	TuTh
		PY 131G	Weight Training	12-12:50	MWF
		PY 131J	Aqua Fitness	8-9:15	TuTh

Steve McCleery

From: Shoolaw@aol.com
Sent: Wednesday, June 11, 2003 2:01 PM
To: smccleery@nmjc.cc.nm.us
Subject: Re: NMJC Wellness Program Documents

Steve,

What a great idea! I have reviewed the documents which I approve. The college's liability exposure likely would be premises conditions or negligent supervision for allowing someone who is obviously endangering himself to participate in the program. I think the benefits far exceed the limited exposures which are generally covered by the college's general liability policy.

The original documents may be picked up at any time. Please let me know if you have other questions.

Very truly yours,

Bill Shoobridge

6/16/2003

SHOBRIDGE LAW FIRM, P.C.

WILLIAM G. W. SHOBRIDGE

701 NORTH GRIMES STREET
HOBBS, NEW MEXICO 88240

(505) 397-2496
FAX: (505) 397-2497
E-MAIL: shooblaw@aol.com

DIANNA L. LUCE

May 20, 2003

Mr. Richard Morris
New Mexico Junior College
5317 Lovington Highway
Hobbs, New Mexico 88240


Re: Approval of NMJC Wellness Program Participation Sign In Form

Dear Mr. Morris:

I have reviewed the Informed Consent Waiver form for participation in the Wellness Program. The document is acceptable. No written agreement can relieve the college for injuries caused by the college's negligent acts. Nevertheless, I do not have any problem with the agreement. The document does encourage compliance with safety guidelines.

Please let me know if you have further questions.

Very truly yours,


WILLIAM G. W. SHOBRIDGE

/yj

President's Report July 24, 2003

- ~~Richard Morris – Academic All-Americans~~
- Karen Cummings – Nursing Update
- Cc Nelson ~~and Janice Spence~~ – Jim Spence Golf Tournament
- ~~Robert Bensing – Enrollment Update~~
- Steve Davis – Smart Classroom Update
- Steve McCleery – Board Training with Wayne Newton – September 11 or September 25, 2003
- Steve McCleery – Capital Project Update
 - Student Center
 - Western Heritage
 - Dorms
 - Circle Drive
 - SCT-Banner
- Larry Hanna – ACCT Annual Convention September 17-20

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: July 11, 2003
RE: Expenditure and Revenue Reports for June

June represents the last month of the fiscal year. The expenditure report represents expenditure totals that include funds expended, but not encumbered. For the monthend and yearend closing we released all of the encumbered funds that did not have invoices to be paid at yearend. This will give a better picture of actual expenditures for the year. As a result of releasing the encumbered funds, which in May was over \$1,750,000.00, you will see some areas that have credit balances for the month. This yearend we have several large purchase orders in progress, such as the JASI (Joint Administrative Software Initiative), Western Heritage Center, smart classrooms, and campus facilities master plan. In July, when we open the new year, we will re-encumber funds on the outstanding purchase orders.

The budget for unrestricted funds is \$15,791,636.00, and the expenditures for unrestricted funds is \$15,637,511.00 or approximately 99% of the projected budget. We will have more items to be posted to the expense accounts before we completely close out the year, but we feel confident that we will not go over the total budgeted amount.

In the last Board meeting a question was raised concerning Auxiliary Enterprises. Auxiliary Enterprises consist of the Bookstore, Housing, and the Food Service. The total 2002-2003 budget for Auxiliary Enterprises is \$1,315,353.00, while the expenses through June are \$1,628,213.00. As has been noted in the past, the amount of expenditures over the budget in the Bookstore area are fringe benefits, charge outs, and cost of goods sold. The concern relates to the greater increase to the expenditure side than on the revenue side of the picture. The revenue side of Auxiliary Enterprises increased from a budget of \$1,663,000.00 to the end of June total of \$1,790,540.00. In reviewing the difference in the increase of the expense side as compared to the increase of the revenue side of the income and expense statement, the expense side increased by \$312,860.00 and the revenue side increased by \$127,540.00. The expense side has \$153,019.69 in fringe benefits and CHE required interdepartmental charge out costs that were not budgeted. The remaining difference is due to the increase in the size of the inventory in the Bookstore.

Increase in Auxiliary Enterprises expenses	\$312,860.00
Increase in Auxiliary Enterprises revenue	-127,540.00
Fringes and charge outs	-153,019.69
Bookstore Inventory increase 2002 to 2003	- 28,592.00
Net Difference	3,708.31

Hopefully, this gives you a better understanding of the difference the Auxiliary Enterprises increase in expense as compared to the increase in revenue.

For the 2003-2004 budget we have included budgets for interdepartmental charge outs, so the expense report will give you a better comparison of budget to expenses.

In restricted funds, we updated the budgets for the grants. The year end for grants is different than for the college and their budgets change during the year. Expenditures for Grants through June 30 is \$2,258,481.00. Student Aid is also drawdown funds, and we only estimate the budget for restrictive student aid. For June we updated the restrictive Student Aid budget to the amount that has been drawn down. As you can see, the school has funded \$6,770,797.00 in Grants and Student Aid over the year.

Plant funds expended for the year consist of technology upgrades, high tech start up, campus master plan, baseball field improvements, completion of the Caster Activity HVAC upgrade, circle drive and dorm recreation area projects. A total of \$1,754,982.00 has been expended in 2002-2003.

GOB expenditures involve the JASI administrative software, smart classrooms, and the Western Heritage Center. A total of \$1,441,379.00 was expended on these GOB projects.

Charley Carroll continues to do a great job of completing BR& R projects across campus, with \$403,150.00 expended for 2002-2003.

The Revenue picture ends up strong for the year. Oil and Gas should finish the year at least \$1,360,000.00 over the projected budget. We accrued the June oil and gas income at \$321,000.00, but are waiting until August to see what the final oil and gas income is for June. Property taxes ended up \$504,794.00 over the projected budget for the year. All other areas met or exceeded the projected budget.

We sent \$750,000.00 to LGIP in June, bringing the total LGIP investment to \$8,225,000.00. Capital projects at the end of June totaled \$6,354,745.65, which is 77% of investments.

Along with the end of June and the yearend comes the start of the audit process. We have been meeting with the accountants to prepare for the audit. The auditors will start their field work on July 28th. They will continue field work until the middle of September. The audit is due to the State Auditor by November 15, 2003 and will be presented to the Board sometime in January or February of 2004.

This is the Financial Report for June 2003.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
June 2003

100% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,980,600	5,706,932	95%	4,825,446	83,303	5,697,502	118%
Academic Support	1,021,222	1,162,139	114%	920,713	53,620	1,215,291	132%
Student Services	1,194,494	1,330,973	111%	1,072,721	77,973	1,439,721	134%
Institutional Support	2,461,574	2,185,032	89%	4,145,271	370,933	2,608,256	63%
Operation & Maintenance of Plant	1,943,012	1,667,442	86%	1,708,119	37,403	1,716,359	100%
Subtotal - Instruction & General	12,600,902	12,052,518	96%	12,672,270	623,232	12,677,129	100%
Student Activities	165,817	166,480	100%	288,156	327	327,245	114%
Research	0	0	0%	0	0	0	0%
Public Service	5,650	5,059	90%	0	0	0	0%
Internal Service Departments	300,815	232,667	77%	742,447	(90,451)	143,743	19%
Student Aid	148,092	168,646	114%	164,441	990	218,800	133%
Auxiliary Enterprises	1,266,820	1,624,168	128%	1,315,353	58,222	1,628,213	124%
Athletics	593,066	659,818	111%	608,969	15,573	642,381	105%
Total Current Unrestricted Fund	15,081,162	14,909,356	99%	15,791,636	607,893	15,637,511	99%
CURRENT RESTRICTED FUND							
Grants	2,236,954	2,365,793	106%	2,843,425	187,649	2,252,481	79%
Student Aid	3,300,000	3,956,792	120%	4,180,325	120,832	4,518,316	108%
Total Current Restricted Fund	5,536,954	6,322,585	114%	7,023,750	308,481	6,770,797	96%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant	250,000	250,000	100%	0	0	0	0%
Projects from Institutional Funds	3,325,000	996,169	30%	7,543,812	(546,376)	1,208,606	16%
Projects from State GOB Funds	1,500,000	791,124	53%	5,145,397	(464,191)	977,188	19%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Projects from State B R & R	345,546	248,697	72%	443,286	(15,854)	387,296	87%
Projects from Auxiliary BR&R	0	0	0%	35,986		33,221	92%
Subtotal - Capital and BR&R	5,570,600	2,436,044	44%	13,168,481	(1,026,421)	2,606,311	20%
Debt Service							
Revenue Bonds	1,470,813	1,488,662	101%	0	0	0	0%
Total Plant Funds	7,041,413	3,924,706	56%	13,168,481	(1,026,421)	2,606,311	20%
GRAND TOTAL EXPENDITURES	27,659,529	25,156,647	91%	35,983,867	(110,047)	25,014,619	70%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
June 2003

100% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,244,954	1,277,512	103%	1,277,050	13,705	1,288,571	101%
State Appropriations	7,494,100	7,494,399	100%	7,376,100	614,687	7,376,200	100%
Advalorem Taxes - Oil and Gas	2,874,085	4,071,428	142%	2,949,084	383,619	4,597,845	156%
Advalorem Taxes - Property	1,900,000	1,832,270	96%	1,800,000	452,529	2,304,794	128%
Interest Income	75,000	122,697	164%	50,000	1,916	53,723	107%
Other Revenues	294,400	381,919	130%	401,308	24,642	424,144	106%
Subtotal - Instruction & General	13,882,539	15,180,225	109%	13,853,542	1,491,098	16,045,277	116%
Student Activities	43,400	42,803	99%	43,400	(7)	47,251	109%
Public Service	0	4,508	0%	0	0	0	0%
Internal Service Departments	14,000	25,039	179%	10,000	7,920	21,594	216%
Auxiliary Enterprises	1,528,300	1,784,632	117%	1,663,000	50,011	1,790,540	108%
Athletics	35,100	34,678	99%	35,400	2,875	34,819	98%
Total Current Unrestricted	15,503,339	17,071,885	110%	15,605,342	1,551,897	17,939,481	115%
CURRENT RESTRICTED FUND							
Grants	2,236,954	1,858,076	83%	2,843,425	485,714	1,884,081	66%
Student Aid	3,336,485	3,913,346	117%	3,716,407	21,792	4,180,325	112%
Total Current Restricted	5,573,439	5,771,422	104%	6,559,832	507,506	6,064,406	92%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant	250,000	250,000	100%				
Projects from State GOB Funds	1,500,000	416,485	28%	1,212,900	99,238	890,374	73%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Interest Income	50,000	105,807	212%	105,700	9,363	106,022	100%
Subtotal - Capital & BR&R	1,700,054	922,346	54%	1,318,600	108,601	996,396	76%
Debt Service							
Interest Income	73,164	32,100	44%	0	0	0	0%
Total Plant Funds	1,773,218	954,446	54%	1,318,600	108,601	996,396	76%
GRAND TOTAL REVENUES	22,849,996	23,797,753	104%	23,483,774	2,168,004	25,000,283	106%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2003

100% of Year Completed

		OIL		GAS		COMBINED		
Month of Sales	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2002-03 Original Budget	Variance Over (Under) Budget
May	July	\$25.54	3,213,428	\$2.93	17,624,734	298,995	208,257	90,738
June	August	\$22.24	3,318,541	\$2.13	19,075,363	253,965	208,257	45,708
July	September	\$25.14	3,177,774	\$2.68	18,025,220	297,407	208,257	89,150
August	October	\$25.38	3,265,406	\$2.98	18,326,173	274,752	208,257	66,495
September	November	\$26.85	3,146,407	\$2.91	18,237,192	303,776	208,257	95,519
October	December	\$28.54	3,100,449	\$3.32	17,418,828	314,617	208,257	106,360
November	January	\$27.26	3,140,732	\$3.61	17,233,713	274,945	208,257	66,688
December	February	\$29.07	2,933,725	\$3.82	16,449,536	329,343	208,257	121,086
January	March	\$28.05	3,142,368	\$4.15	16,323,850	379,484	208,257	171,227
February	April	\$31.24	3,146,949	\$4.79	16,378,639	374,220	208,257	165,963
March	May	\$34.56	2,875,463	\$5.48	15,066,921	436,833	208,257	228,576
April	June	\$31.44	3,172,202	\$6.51	17,642,439	321,000	208,257	112,743
Y.T.D. Production Tax Revenue						3,859,337	2,499,084	1,360,253
Y.T.D. Equipment Tax Revenue						738,508	450,000	288,508
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						4,597,845	2,949,084	1,648,761

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. June is based on the prior eleven months average.

NEW MEXICO JUNIOR COLLEGE Schedule of Investments June 2003

100% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	8,225,000	N/A	N/A	N/A	7102-1348	1.73%	11,390
Total investments	<u>8,225,000</u>						<u>11,390</u>

Summary of Current Month's Activity	
Beginning amount	7,475,000
Plus: deposits	750,000
Less: withdrawals	0
Capital Projects	6,354,746
Reserves Invested	1,870,254
Total LGIP Investment	8,225,000

Capital Projects	6/30/2003
Technology Upgrade	335,651.56
Workforce Training Center	1,191,750.14
High Tech Start Up	202,143.08
Docutech	175,000.00
Vehicles	175,000.00
CISCO Networking Equipment	4,188.53
Western Heritage Center	500,000.00
Drawings and Master Plan	94,794.00
Baseball Field	214,702.22
Rodeo Arena	11,843.53
Dormitory Landscape	46,012.37
Caster Activity Center HVAC	0.00
Circle Drive	186,885.10
Dorm Construction	1,600,000.00
Lea County Beautification	37,500.00
Roadway Parking Lot Seal Coat	50,000.00
Dorm Recreation Area	143,789.32
BR&R Carryover	19,539.49
Water Rights	48,246.81
Firing Range Upgrade	1,564.13
Millen Fence/Landscape	100,000.00
Ben Alexander Student Center	750,000.00
JASI	466,135.37
Total	6,354,745.65

NOTE: Capital projects total does not include encumbered funds

MEMO

TO: Dr. Steve McCleery, President
Charley Carroll, Director of Physical Plant
Dan Hardin, Vice President for Finance
Bill Morrill, Director of Security

FROM: Joy Ainsworth, Inventory Control Specialist

DATE: July 1, 2003

RE: Removal of Major & Minor Inventory

Gentlemen,

Pleased find attached a final list of items that need to be removed from our Inventory for 02-03 fiscal year. The ACCEL inventory was removed per Marilyn Jackson. ENMU-R has taken over that program and all inventory was purchased with ACCEL grant money. In the comments section you will find the reasons for removal. With your approval I will send this list to the first available Board Meeting for Board approval and then to Santa Fe.

Please call me with any questions.

Steve McCleery
Dr. Steve McCleery, President

7-8-03
Date

Charley Carroll
Charley Carroll, Director of Physical Plant

7-1-03
Date

Dan Hardin
Dan Hardin, Vice President for Finance

7-1-03
Date

Bill Morrill
Bill Morrill, Director of Security

7-1-03
Date

NEW MEXICO JUNIOR COLLEGE									
INVENTORY TO BE REMOVED									
AS OF JUNE 30-2003									
NMJC NO	OLD DESCRIPTION	SERIAL NO	ACC. NO	ACQ. DATE	ACQ. VALUE	COMMENTS			
G30937	NA Gateway CPU - Pentium 400	12954741	3-2741-43-600	2/22/1999	\$ 1,863.00	ACCEL			
G30938	NA Gateway 17 Monitor"	17004A949200	3-2741-43-600	2/22/1999	\$ -	ACCEL			
G30939	NA Gateway CPU - Pentium 400	12954745	3-2741-43-600	2/22/1999	\$ 1,863.00	ACCEL			
G30940	NA Gateway 17 Monitor"	17004A950135	3-2741-43-600	2/22/1999	\$ -	ACCEL			
G30941	NA Gateway CPU - Pentium 400	12954745	3-2741-43-600	2/22/1999	\$ 1,863.00	ACCEL			
G30943	NA Gateway CPU - Pentium 400	12954740	3-2741-43-600	2/22/1999	\$ 1,863.00	ACCEL			
G30944	NA Gateway 17 Monitor"	17004A949128	3-2741-43-600	2/22/1999	\$ -	ACCEL			
G30945	NA Gateway CPU - Pentium 400	12954743	3-2741-43-600	2/22/1999	\$ 1,863.00	ACCEL			
G30946	NA Gateway 17 Monitor"	17004A949221	3-2741-43-600	2/22/1999	\$ -	ACCEL			
G30947	NA Gateway CPU - Pentium 400	12954739	3-2741-43-600	2/22/1999	\$ 1,863.00	ACCEL			
G30948	NA Gateway 17 Monitor"	17004A950102	3-2741-43-600	2/22/1999	\$ -	ACCEL			
G30949	NA Gateway CPU - Pentium 400	12954744	3-2741-43-600	2/22/1999	\$ 1,863.00	ACCEL			
G30950	NA Gateway 17 Monitor"	17004A949223	3-2741-43-600	2/22/1999	\$ -	ACCEL			
G30972	NA Hewlett Packard 4000 Lase	USECO23240	3-2741-43-600	3/15/1999	\$ 1,299.00	ACCEL			
G30985	NA Wine sofa	NA	3-2741-43-600	3/23/1999	\$ 628.88	ACCEL			
G30986	NA Wine sofa	NA	3-2741-43-600	3/23/1999	\$ 628.88	ACCEL			
G30991	NA Panasonic KXTD/PIPBX Telephone System	8JCI020877	3-2741-43-600	3/18/1999	\$ 2,664.75	ACCEL			
G31002	NA Gateway CPU - Pentium 450	14084884	3-2741-43-600	6/30/1999	\$ 1,350.00	ACCEL			
G31003	NA Gateway 17 Monitor"	17014C044671	3-2741-43-600	6/30/1999	\$ -	ACCEL			
G31004	NA Gateway CPU - Pentium 450	14084885	3-2741-43-600	6/30/1999	\$ 1,350.00	ACCEL			
G31017	NA HON Office Desk	N/A	3-2741-43-600	6/22/1999	\$ 508.59	ACCEL			
G31153	NA Gateway ALR Server Pentium II	15892703	3-2741-43-601	10/25/1999	\$ 4,568.00	ACCEL			
G31154	NA Gateway Cpu-Pentium III	15988891	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31155	NA Gateway 17 Monitor"	17014C158949	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31156	NA Gateway Cpu-Pentium III	15988895	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31157	NA Gateway 17 Monitor"	17014C158948	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31158	NA Gateway Cpu-Pentium III	15988887	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31159	NA Gateway 17 Monitor"	17014C158941U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31160	NA Gateway Cpu-Pentium III	15988889	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31161	NA Gateway 17 Monitor"	17014C158942U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31162	NA Gateway Cpu-Pentium III	15988899	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31163	NA Gateway 17 Monitor"	17014C158944U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31164	NA Gateway Cpu-Pentium III	15988892	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31165	NA Gateway 17 Monitor"	17014C158943U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31166	NA Gateway Cpu-Pentium III	15988893	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31167	NA Gateway 17 Monitor"	17014C158923U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31168	NA Gateway Cpu-Pentium III	15988896	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31169	NA Gateway 17 Monitor"	17014C158846U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31170	NA Gateway Cpu-Pentium III	15988897	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			

NEW MEXICO JUNIOR COLLEGE									
INVENTORY TO BE REMOVED									
AS OF JUNE 30-2003									
NMJC NO	OLD DESCRIPTION	SERIAL NO	ACC. NO	ACQ. DATE	ACQ. VALUE	COMMENTS			
G31171	NA Gateway 17 Monitor"	17014C158924U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31172	NA Gateway Cpu-Pentium III	15988898	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31173	NA Gateway 17 Monitor"	17014C158940U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31174	NA Gateway Cpu-Pentium III	15988886	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31175	NA Gateway 17 Monitor"	17014C158926U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31176	NA Gateway Cpu-Pentium III	15988888	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31177	NA Gateway 17 Monitor"	17014C158939U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31178	NA Gateway Cpu-Pentium III	15988890	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31179	NA Gateway 17 Monitor"	17014C158946U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31180	NA Gateway Cpu-Pentium III *	15988894	3-2741-43-601	10/25/1999	\$ 1,844.00	ACCEL			
G31181	NA Gateway 17 Monitor"	17014C158938U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31209	NA Hewlett Packard 4050N Laser Printer	USQX037330	3-2741-43-601	10/21/1999	\$ 1,299.00	ACCEL			
G31210	NA Raceway Panel Workstation	NA	3-2741-43-601	11/10/1999	\$ 673.00	ACCEL			
G31211	NA Gateway 15 Monitor"	15017A240969U	3-2741-43-601	10/25/1999	\$ -	ACCEL			
G31554	NA Computer Wrkstation-Recessed Monitor	None	3-2741-43-602	7/21/2000	\$ 773.43	ACCEL			
G31555	NA Computer Wrkstation-Recessed Monitor	None	3-2741-43-602	7/21/2000	\$ 773.43	ACCEL			
G31556	NA Computer Wrkstation-Recessed Monitor	None	3-2741-43-602	7/21/2000	\$ 773.43	ACCEL			
G31557	NA Computer Wrkstation-Recessed Monitor	None	3-2741-43-602	7/21/2000	\$ 773.43	ACCEL			
G31558	NA Computer Wrkstation-Recessed Monitor	None	3-2741-43-602	7/21/2000	\$ 773.43	ACCEL			
G31559	NA Computer Wrkstation-Recessed Monitor	None	3-2741-43-602	7/21/2000	\$ 773.43	ACCEL			
G31560	NA Computer Wrkstation-Recessed Monitor	None	3-2741-43-602	7/21/2000	\$ 773.43	ACCEL			
G31561	NA Computer Wrkstation-Recessed Monitor	None	3-2741-43-602	7/21/2000	\$ 773.43	ACCEL			
G31562	NA Computer Wrkstation-Recessed Monitor	None	3-2741-43-602	7/21/2000	\$ 773.43	ACCEL			
G31563	NA Computer Wrkstation-Recessed Monitor	None	3-2741-43-602	7/21/2000	\$ 773.44	ACCEL			
G31564	NA Computer Wrkstation-Recessed Monitor	None	3-2741-43-602	7/21/2000	\$ 773.44	ACCEL			
G31565	NA Computer Wrkstation-Recessed Monitor	None	3-2741-43-602	7/21/2000	\$ 773.44	ACCEL			
G31605	NA Dukane ImagePro 7250 Projector	B810108S0BBAA1216	3-2741-43-603	5/9/2001	\$ 2,104.00	ACCEL			
G30194	NA Gateway CPU - Pentium 75	4640203	3-2741-43-140	5/1/1996	\$ 2,208.00	Auction 02-03			
N16217	NA Apple Monitor 16/17 Studio Display	ZV033AAPJAK	7-2741-01-004	8/28/2000	\$ -	Damaged			
G30612	NA Gateway 17 Monitor"	MH54H6048166	3-2741-43-912	9/1/1997	\$ -	Destroyed			
G31052	NA Gateway 17 Monitor"	17054F091563U	3-2741-43-932	10/14/1999	\$ -	Destroyed			
G31128	NA Gateway 17 Monitor"	17054F090702U	3-2741-43-932	10/14/1999	\$ -	Destroyed			
N15502	NA Gateway Cpu-Pentium III	15812602	1-2741-11-590	10/25/1999	\$ 1,550.00	Donated Eunice			
G30282	NA Gateway CPU - Pentium 133	5488599	3-2741-43-901	8/19/1996	\$ 1,961.00	Donated Eunice			
G30285	NA Gateway CPU - Pentium 133	5488597	3-2741-43-901	8/19/1996	\$ 1,961.00	Donated Eunice			
G30286	NA Gateway 15 Monitor"	S018525701E	3-2741-43-901	8/19/1996	\$ -	Donated Eunice			
G30288	NA Gateway 15 Monitor"	S018525699U	3-2741-43-901	8/19/1996	\$ -	Donated Eunice			
G30594	NA Gateway CPU - Pentium 233	7646939	3-2741-43-912	9/1/1997	\$ 2,814.00	Donated Eunice			
G30604	NA Gateway CPU - Pentium 233	7646942	3-2741-43-912	9/1/1997	\$ 2,814.00	Donated Eunice			

NEW MEXICO JUNIOR COLLEGE				INVENTORY TO BE REMOVED				AS OF JUNE 30-2003			
NMJC NO	OLD	DESCRIPTION	SERIAL NO	ACC. NO	ACQ. DATE	ACQ. VALUE	COMMENTS				
G30614	NA	Gateway 17 Monitor"	MH54H6048168	3-2741-43-912	9/1/1997	\$ -	Donated Eunice				
G30676	NA	Hewlett Packard 5N LaserJet Printer	US3S006148	3-2741-43-140	1/7/1998	\$ 1,735.00	Donated Eunice				
G30678	NA	Hewlett Packard 5N LaserJet Printer	US3S004424	3-2741-43-140	1/7/1998	\$ 1,735.00	Donated Eunice				
G31318	NA	Premio CPU-Pentium III 450	9900102846	3-2741-43-141	2/4/2000	\$ 3,125.00	Donated Eunice				
G31319	NA	Premio 17 Monitor"	CX91522048	3-2741-43-141	2/4/2000	\$ -	Donated Eunice				
G31320	NA	Premio CPU-Pentium III 450	9900102847	3-2741-43-141	2/4/2000	\$ 3,125.00	Donated Eunice				
G31321	NA	Premio 17 Monitor"	CX91521880	3-2741-43-141	2/4/2000	\$ -	Donated Eunice				
G31322	NA	Premio CPU-Pentium III 450	9900102848	3-2741-43-141	2/4/2000	\$ 3,125.00	Donated Eunice				
G31323	NA	Premio 17 Monitor"	CX91522083	3-2741-43-141	2/4/2000	\$ -	Donated Eunice				
G31324	NA	Premio CPU-Pentium III 450	9900102845	3-2741-43-141	2/4/2000	\$ 3,125.00	Donated Eunice				
G31325	NA	Premio 17 Monitor"	CX91522081	3-2741-43-141	2/4/2000	\$ -	Donated Eunice				
N12750	NA	Gateway 15 Monitor"	S018525272M	1-2741-11-410	8/19/1996	\$ -	Donated Eunice				
N12755	NA	Gateway CPU - Pentium 133	5488590	1-2741-11-410	8/19/1996	\$ 1,961.00	Donated Eunice				
N12850	NA	DEC Laser Printer	5C52807348	1-2741-14-110	9/2/1996	\$ 1,980.00	Donated Eunice				
N14698	NA	Gateway 17 Monitor"	17021B014060	1-2741-11-512	9/15/1997	\$ -	Donated Eunice				
N14853	NA	Dell CPU - Pentium 200	C59KQ	1-2741-11-517	12/15/1997	\$ 1,689.00	Donated Eunice				
N14856	NA	Dell CPU - Pentium 200	C59LB	1-2741-11-517	12/15/1997	\$ 1,689.00	Donated Eunice				
N14863	NA	Dell CPU - Pentium 200	C59LH	1-2741-11-517	12/15/1997	\$ 1,689.00	Donated Eunice				
N14866	NA	Dell CPU - Pentium 200	C59K7	1-2741-11-517	12/15/1997	\$ 1,689.00	Donated Eunice				
N14868	NA	Dell CPU - Pentium 200	C59GF	1-2741-11-517	12/15/1997	\$ 1,689.00	Donated Eunice				
N14879	NA	Dell 15 Monitor"	8575125	1-2741-11-517	12/15/1997	\$ -	Donated Eunice				
N14882	NA	Dell 15 Monitor"	8575277	1-2741-11-517	12/15/1997	\$ -	Donated Eunice				
N14886	NA	Dell 15 Monitor"	8575269	1-2741-11-517	12/15/1997	\$ -	Donated Eunice				
N14889	NA	Dell 15 Monitor"	8575012	1-2741-11-517	12/15/1997	\$ -	Donated Eunice				
N14891	NA	Dell 15 Monitor"	8575285	1-2741-11-517	12/15/1997	\$ -	Donated Eunice				
N14991	NA	Dell CPU - Pentium 200	C4F7P	1-2741-11-517	12/15/1997	\$ 1,888.00	Donated Eunice				
N15543	NA	1994 Ford Crown Victoria	2FALP71W9RX157762	Donated	11/18/1999	\$ 4,125.00	DonateFiredept				
N15544	NA	1994 Ford Crown Victoria	2FALP71WORX157763	Donated	11/18/1999	\$ 4,125.00	DonateFiredept				
N15071	NA	1993 Chevrolet 4-Door Sedan	1G1BL53E7PR119957	DONATED	7/1/1998	\$ 3,850.00	DonateFiredept.				
N15449	NA	Gateway 17 Monitor"	MIA8J8436231	2-2741-52-710	9/28/1999	\$ -	non repairable				
N14911	NA	Sony Mavica FD7 Digital Camera	100219	7-2741-98-050	12/15/1997	\$ 652.00	Stolden				
G30056	21880	NGS Scan Tool	0196-24166	3-2741-43-140	4/1/1996	\$ 1,239.00	Stolden4/3/03				
TOTAL VALUE						\$ 122,755.29					



NEW MEXICO JUNIOR COLLEGE

Office of the President

MEMO

To: New Mexico Junior College Board
From: Steve McCleery *Sm*
Date: July 14, 2003
Re: Research Policy and Procedures

The policy and procedures for conducting research involving human subjects are intended to insure that college staff and students who may be affected by the research can be certain that the research is sound and does not violate board policy, college operating procedures, or federal regulations concerning protection of human rights. Following board approval, this policy will become part of the board policy handbook.

Bill Shoobridge has reviewed the attached policies and procedures. Mr. Shoobridge is comfortable with the wording and has no recommendations for change. In addition, the Human Subjects In Research Reference Manual is attached. This manual will be given to all researchers who are approved to do research involving NMJC staff or students.

Jeni Shields

**NEW MEXICO JUNIOR COLLEGE
INTEROFFICE MEMORANDUM**

Human Resources

To: NMJC Faculty and Staff

From: Lisa Brown LB

Date: July 25, 2003

Re: 2003-04 Employee Handbook Revision

The NMJC Board approved a change to the 03-04 Employee Handbook on July 24, 2003. The change is on page 19 C.1, Professional Staff, and is as follows: the words "**additional semester hours or**" were stricken from the text. Please insert the attached page into your 03-04 Employee Handbook and discard the corresponding page.

Thank you.

C. **Professional**

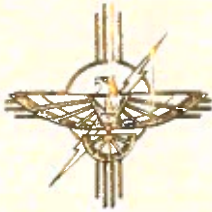
1. Salary adjustments based on degrees earned shall be made only at the beginning of the contract year following completion (not at midyear).
2. Appropriate Supervisor shall be notified, prior to annual budget preparation, of any course work that shall qualify a professional employee for advancement on the salary plan for the coming year. Approval shall be transmitted to the Human Resources Office for the Professional employee's personnel file.
3. These provisions shall not imply nor guarantee the expectation of continued employment with the College.

D. **Support/Maintenance**

1. Increment adjustments shall be granted to individual employees upon the satisfactory completion of college course work directly related to his/her current work assignment. For a course to be considered for a salary increment:
 - a. Employee shall initiate and obtain pre-approval of the course from his/her appropriate supervisor prior to enrolling in the course by demonstrating the relationship and/or value of the course to the employee's current work assignment. (Note: Only course work taken on an employee's own time shall be considered for a salary increment. Course work taken on a released time basis shall not be eligible.)
 - b. Employee's appropriate supervisor shall submit a written confirmation of the course work to the Human Resources Office prior to the first day of class.
 - c. Salary increments shall go into effect at the beginning of the next fiscal year following successful completion of the course (not at mid-year). A grade of "C" or better shall be earned in the course. In these cases where salary increments are granted for classes satisfactorily completed, one shall not expect additional increments for having completed an associate's or bachelor's degree using the same college hours for which he/she is already being compensated.
2. These provisions shall not imply nor guarantee the expectation of continued employment with New Mexico Junior College.

ACCIDENTS AND EMERGENCIES

Occasionally emergencies occur in which an employee shall need to take the



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: July 17, 2003
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Handbook Change

During the spring review of the New Mexico Junior College Employee Handbook, the administration recommended recognizing and rewarding Professional Staff for additional degrees. The attached document indicates the NMJC Board approved wording. The administration recommends striking, “**additional semester hours**”, and leaving the words “**degrees earned.**” The change is congruent with the administration’s original intent.

C. **Professional**

1. Salary adjustments based on ~~additional semester hours or~~ degrees earned shall be made only at the beginning of the contract year following completion (not at midyear).
2. Appropriate Supervisor shall be notified, prior to annual budget preparation, of any course work that shall qualify a professional employee for advancement on the salary plan for the coming year. Approval shall be transmitted to the Human Resources Office for the Professional employee's personnel file.
3. These provisions shall not imply nor guarantee the expectation of continued employment with the College.

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ACCIDENTS AND EMERGENCIES

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NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: July 17, 2003
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Energy/Facility Management Systems Replacement Proposal

Attached is a copy of the proposal to replace the Facility Management Systems on the campus of New Mexico Junior College. Our current system is antiquated and in need of repair. For the past twenty-five years, we have worked with Energy Control Inc. in the automation and facility management on our campus. Over the course of the past several years, many of the aging systems have begun to fail, and we are experiencing considerable down time in regard to heating and cooling of campus facilities. Energy Control Inc. completed a study and drawings, and the cost of the project is \$690,443.63. The project funds will come from 2002 Statewide General Obligation Infrastructure Funds.

You will also find an attached Facility Management System (FMS) Maintenance Agreement. Bill Shoobridge reviewed the contract and the appropriate changes have been made. The first year of the maintenance contract will be paid from 2002 Statewide General Obligation Infrastructure Funds. For the 2004-2005 year, operational funds will be budgeted to cover the Maintenance Contract.

It is the recommendation of the administration that you accept both of the Proposals.

This proposal expires on: July 5, 2003

The Terms and Conditions set forth on the following pages and are expressly incorporated herein as Pages 5 and 6 form an integral part of this Agreement and are expressly incorporated herein.

4. EXECUTABLE CONTRACT The College may accept this contract by having a member of the management team authorized to enter into agreements sign below.

Accepted:

Submitted by: John J. Mc Gowan

(Full legal name of Customer)

Energy Control Inc.

Signature

Signature

Title

Title

Date _____

Date _____

Address 5317 Lovington Highway
Hobbs, NM 88240

P.O. Box 6907
Albuquerque NM 87197

Phone (505) 890 2888



FACILITY MANAGEMENT SYSTEM (FMS) MAINTENANCE AGREEMENT

June 5, 2003

ATTN: Charley Carroll

Customer: New Mexico Junior College
(Hereinafter referred to as "Customer")

Proposal: ID: 03-0605 – NMJC FMS SERVICE

Address: 5317 Lovington Highway

City: Hobbs State: NM Zip: 88240 FAX: (505) 392 5530

1. TERM: The term of the FMS Service agreement, between Energy Control Inc. (Hereinafter called "ECI") and the Customer, shall be 24 months commencing on July 1, 2003 with service through June 30, 2003. The contract shall automatically renew for additional year(s), but pricing is subject to adjustment upon renewal. The customer shall receive written notice of adjustment forty-five (45) days before the end of the contract. During this term either party may cancel this contract for cause with 90 day notice.

2. SERVICE: ECI's FMS Service agreement includes all facilities controlled by the TAC/CSI system.

a) FMS SERVICES to be provided at the New Mexico Junior College (NMJC) Campus

1. FMS (Facility Management System) tasks performed by ECI full time System Operator:

a) DAILY INSPECTIONS: ECI will conduct daily review of FMS on-line including interrogate system status, review alarm/trouble logs and record major problems.

b) WEEKLY INSPECTIONS: ECI will conduct periodic electronic inspections of mechanical rooms and, when repair work necessitates visiting those areas, sensors will be calibrated as part of this work. Problem equipment will be set up for intensive investigation and service to eliminate reporting problems. Equipment that has failed or is not working properly will be repaired or replaced (see limits of liability following).

c) New Mexico Junior College FMS alarms will be reported to ECI's Monitoring center. Staff will be notified of deficiencies or problems as soon as practical after the occurrence.

d) As appropriate ECI will note system problems, and assign ECI and NMJC staff for repair, calibration and maintenance.

e) ECI will notify NMJC prior to repairing, replacing, maintaining or calibrating ECI provided equipment, which may or may not be covered under this contract.

2. FMS REPAIR MATERIAL: All FMS repair material necessary for TAC hardware and firmware upkeep and maintenance will be provided at List Price less 53% (CES Pricing). Work shall be completed on campus approval and invoiced under separate purchase order at a labor rate of \$65/hr.

3. FMS SOFTWARE UPDATES/MODIFICATION: ECI provides minor upgrades as outlined at no cost. Major software updates (x.00) will be provided upon approval for a separate fee.

4. EMERGENCY SERVICE: ECI personnel will be available on twenty-four (24) hour call-out for all major system shutdown and emergency service calls with prior notice from NMJC.

5. NMJC Staff will be offered training at no cost in ECI's offices for the term of this agreement

b. Site Visit: Contract includes one (1) site visit per year not to exceed 8 hours during normal working hours. Added site visits during regular hours will be billed at Regular labor rate plus 4 hours Travel Time and Mileage. After hours will be billed at ECI rate x 1.5 plus 4 hours Travel Time and Mileage.

TOTAL PROPOSED MONTHLY CONTRACT AMOUNT: \$ 2,000.00/month (Plus Tax)

TERMS: NET 30 DAYS upon receipt of invoice at the beginning of each month

Customer Name: New Mexico Junior College

Proposal: ID: NMJC.com

3. ITEMS NOT COVERED UNDER THIS CONTRACT:

- 1. This agreement limits liability for repair or replacement of FMS components by ECI to material that is under warranty or covered by an extended equipment assurance program.
- 2. MAJOR FMS SOFTWARE PROGRAM MODIFICATIONS: Any major changes to operating software for controllers or the Central Host System and associated equipment other than as outlined under 2.a.3.
- 3. Damage due to causes not under the direct control of ECI or acts of God.
- 4. Upgrade of Systems is quoted under a separate proposal.
- 5. Non-TAC equipment, no longer under manufacturer warranty is not included (i.e.VFD, Valves, etc.)

4. SCOPE OF SERVICE SUMMARY

ECI and the Customer agree that checked services will be provided at above location(s) for ECI installed control equipment (hereinafter called "Equipment") according to the Terms & Conditions herein.

Type of Service Checked is provided

Facility Management System
Control Maintenance & Optimization

HVAC Maintenance

System Components Checked are Covered

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Direct Digital Control System | <input type="checkbox"/> Temperature Controls | <input type="checkbox"/> Host Computer Software |
| <input type="checkbox"/> Predictive Maintenance | <input type="checkbox"/> Water Treatment | <input type="checkbox"/> Electrical Equipment |
| <input type="checkbox"/> Air Conditioning (Chiller/Tower) | <input type="checkbox"/> Heating | <input type="checkbox"/> FMS Network |

This proposal expires on: February 16, 2003

The Terms and Conditions set forth in this Agreement as Pages 5 and 6 are expressly incorporated herein and form an integral part of this Agreement.

Submitted by: John J. Mc Gowan

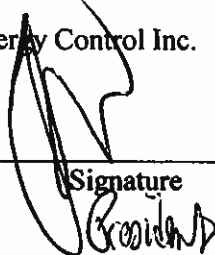
Accepted:

Approved:

(Full legal name of Customer)

Energy Control Inc.

Signature



Signature
President

Title

Title
Date 6/5/03

Date _____

Address 5317 Lovington Highway
Hobbs, NM 88240

P.O. Box 6907
Albuquerque NM 87197
Phone (505) 890 2888



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: July 17, 2003
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Staff Wellness Program

Attached you have a copy of a recommendation from the Support and Maintenance Staff for a New Mexico Junior College Employee Wellness Program. I asked the Support and Maintenance Personnel to get approvals and buy-in from the NMJC Welfare Committee, Jeff McCool - Director of Del Norte Fitness Center, and Richard Morris - Department Chair for Physical Education. Bill Shoobridge has also reviewed the document and the release form. As you can see, the Welfare Committee, Richard Morris, and Jeff McCool have endorsed the Wellness Program. As well, Bill Shoobridge is comfortable with the concept, proposal, and release form. It is the recommendation of the administration that the Board approve the proposal.

Thank you for your consideration.

NMJC Wellness Program

Mission Statement

The mission of the NMJC Campus Wellness Program is to promote organizational and individual wellness among members of the campus community through education and prevention.

Goals and Objectives

- Reduce Absenteeism (Sick Leave)
- Keep our medical claims utilization increase at national trends or below
- Keep our workers' compensation utilization increase at national trends or below
- Increase preventative care usage of those employees who are covered by our health insurance plan
- Enhance NMJC's image

Program Outline

- Each regular full-time employee who signs up for this program will be able to take one hour each week from work to participate in a physical activity.
- Each participant can use Caster Activity Center, the NMJC Del Norte Center, the NMJC Track, and the Lea County Walking and Jogging Path.
- Signup will be three times per year: summer, fall, and spring.
- Each campus department will handle signup, and the regular full-time employee and his or her supervisor will sign all forms. All records will be submitted to and maintained at the NMJC Del Norte Center.
- Each participant will be required to sign in and out at either Caster Activity Center or the NMJC Del Norte Center even when using the NMJC Track or the Lea County Walking and Jogging Path. The only exception will be the night crew; they will have to sign in and out at the warehouse or at the NMJC Del Norte Center since Caster Activity Center is closed during the time they work.
- Participants will be required to attend a wellness seminar before they can start the program.

What is Wellness?

Wellness is discovering one's highest potential by striving to reach an optimal state of mind, body and spirit.

The six dimensions of the wellness model are:

1. **Social:** wellness fosters social growth, the ability to communicate and interact with others, the ability to recognize people's interdependence, and the importance of serving one's community.
2. **Occupational:** wellness focuses on enrichment through work, and academic and career choices necessary to fulfill career goals, and the means by which to develop skills necessary to reach those goals.

3. **Spiritual:** wellness develops inner peace and security, obtaining spiritual strength and a healthful sense of self.
4. **Physical:** wellness emphasizes healthful living and lifestyle choices.
5. **Intellectual:** wellness stimulates the desire to learn, increases awareness and curiosity, and creates and maintains the value of education and learning.
6. **Emotional:** wellness develops emotional health and maturity and promotes a positive attitude and self-image.

Vision Statement

The vision is to foster adoption of a wellness culture across the NMJC campus, and to offer such benefits as improved health, greater feelings of well being, heightened personal performance, reduced sick leave, and reduced medical expenditures.

- Hours are as follows: (weekdays only)
 - Night Crew--6 am to 7 am
 - Maintenance--3 pm to 4 pm
 - Support--4 pm to 5 pm
 - Security--Last hour of shift
 - Professional (must be coordinated with supervisor)
 - Faculty (must schedule an office hour)

The minimum that each employee can take is 20 minutes, and that can be used with the lunch hour or in the afternoon. Each participant can do this three times during the week but cannot take more than one hour from work each week.

This program is designed to give each participating employee a chance to take an hour from work each week to engage in an activity.

During this hour, the employee may utilize Caster Activity Center, the NMJC Del Norte Center, the NMJC Track, and the Lea County Walking and Jogging path.

Sign up for the program will be during fall, spring and summer I registrations. This program is optional. Newly hired regular full-time personnel will have to wait 90 days before they are eligible for the program. All records will be housed at the NMJC Del Norte Center. Hard copies will be kept for one year and then destroyed. Electronic copies will be stored permanently.

Both Centers will be open and available for use from 12 pm to 5 pm Monday-Friday for all groups except security and night custodial crew. Their time of use will be determined by their schedule and the Centers' open hours.

It is recommended that a person engage in activity for a minimum of three hours each week. The college is giving the employee one hour but is asking the employee to give back two hours for this program to be successful. A participant may choose to schedule an Independent Program (on one's own) by engaging in a physical activity three hours per week or by joining a Physical Fitness class that is offered by New Mexico Junior College. (See Table 1)

There are many Physical Fitness classes offered by New Mexico Junior College. Most classes have openings between 4 pm to 6 pm, as well as other times during the day. New

Mexico Junior College offers a benefit that allows the full-time employee to take three credit courses per semester, tuition free.

In a world where healthcare costs are taking an increasing bite out of budgets, implementation of programs that yield a reduction in these costs, or at least contain them, are no longer elective, but rather a necessary consideration for a financially prudent organization. A well-designed wellness/fitness program with a strong nutritional and fitness lifestyle emphasis will directly meet this need.

Management's goal in a productive wellness program must be viewed through the perspective of increased employee productivity, improved employee morale with respect to their relationship to the organization, decreased utilization of employer subsidized health benefits, and decreased employee absenteeism due to health related causes.

Obviously, an improvement in any of these areas will have a positive financial impact on the organization. The benefit from the employee's standpoint is improved health and energy levels, decreased body fat, and a more youthful, fit body. The most productive way to achieve both management's and the employee's goals is through a program that will provide the individual employee with an awareness of his or her current physical condition, an understanding of the benefits of attaining a "more fit" lifestyle, a plan that will permit the achievement of the necessary changes to physical condition that can be readily applied in the context of the employee's life, and a tracking system that will provide constructive feedback.

Corporate Fitness Makes a Bottom Line Impact

- **Reduced Absenteeism** - Dupont reduced absenteeism by 47.5% over six years for the corporate fitness program participants. Health Behavior, March 1992.
- **Reduced Health Care Costs** - Steel Case showed that medical claims costs were 55% lower for corporate fitness program participants than non-participants over a six-year period - an average of \$478.61 for participants vs. \$868.88 for non-participants. The American Journal of Health Promotion, September/October, 1991.
- **Reduced Turnover** - The Canadian Life Assurance Company found turnover among fitness program participants was 32.4% lower over a seven-year period compared with non-participants. Canadian Journal of Public Health, January/February, 1988.
- **Positive Return on Investment** - Blue Cross Blue Shield of Indiana found that its corporate fitness program had a 250% return on investment; \$2.51 for every \$1 invested over a five-year period. American Journal of Health Promotion, March/April, 1991.
- **Sick Leave Use Reduced** - The Travelers Corporation reported that its health promotion yielded a 19% reduction in sick leave use over the four-year study with a \$3.40 return for every dollar spent, yielding a total corporate savings of \$146 million in benefits costs. Wellness Councils of America (WELCOA), 1992.
- **Lower Health Care Expenditures** - Superior Coffee and Foods, a subsidiary of Sara Lee reports that the wellness program for its 1200 employees showed 22%

fewer hospital admissions, 29% shorter hospital stays, and 42% lower expenses per admission when compared to other divisions. Long-term disability costs were down by 40%. Wellness Councils of America (WELCOA), 1992.

The volume of data supporting the benefits to organizations that have initiated corporate wellness programs is overwhelming. When viewed from a cost benefit standpoint, an effective wellness program will always handsomely reward the organization as well as the individual participants.

**New Mexico Junior College
Wellness Program Participation Sign up**

Spring Summer Fall

Date: _____

Name: _____

Department: _____

E-Mail: _____

NMJC Wellness Program purpose: To provide 1 hour per week release time for NMJC employees to exercise.

Times and days need to be worked out with Supervisor.

Employees may use Caster Activity Center, the Lea County Walking and Jogging Path, the NMJC Del Norte Center, and/or the NMJC Track. (Please see guidelines for available times)

Informed Consent Waiver

I, the undersigned, wish to participate in the Wellness Program as offered by NMJC. I certify that I am physically able to participate in any activities in which I will take part. I also certify that I will use good judgment while exercising and will not overexert. I recognize that I am responsible for knowledge of my own state of health.

I realize that any time one engages in physical activity there are inherent dangers. I therefore accept any and all responsibility and assume the risk of any and all injury or damage to my person that may arise, whether directly or indirectly, as a result of my participation in the Wellness Program. I hereby release and hold harmless from any liability whatsoever the NMJC, as well as its affiliates, directors, officers, employees, and representatives.

I also agree to abide by the guidelines as established by the NMJC Wellness Program with the understanding that violation of such rules may result in withdrawal of or my privileges to utilize the Wellness Program facilities or to engage in the prescribed Wellness Program.

I certify that I understand and agree to the contents of this waiver.

Signed _____ Date _____

Supervisor Approval _____

TABLE 1

<i>SELF PACED OPTIONS</i>		<i>INSTRUCTOR BASED GUIDED OPTIONS</i>			
Course #	Course Title	Course #	Course Title	Time	Day
PY 101	Intro to Exercise FOR CREDIT (offered fall and spring only) Personal Fitness Program	PY 111H	Fitness for Life	8-8:50	MWF
		PY 111H	Fitness for Life	11-11:50	MWF
		PY 111H	Fitness for Life	12-12:50	MWF
		PY 111H	Fitness for Life	11-12:15	TuTh
		PY 111L	Circuit Weight Training	11-11:50	MWF
		PY 111N	Techniques of Beginning Racquetball	11-12:15	TuTh
		PY 111S	Body Shaping/Fitness	4-5:15 (E)	TuTh
		PY 121D	Conditioning Step/Aerobics	8-8:50	MWF
		PY 121D	Conditioning Step/Aerobics	8-9:15	TuTh
		PY 121D	Conditioning Step/Aerobics	11-12:15	TuTh
		PY 121N	Techniques of Intermediate Racquetball	11-12:15	TuTh
		PY 131G	Weight Training	8-8:50	MWF
		PY 131G	Weight Training	8-9:15	TuTh
		PY 131G	Weight Training	12-12:50	MWF
		PY 131J	Aqua Fitness	8-9:15	TuTh

RESOLUTION

Steven M. Davis

- WHEREAS,** Steven M. Davis being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 25 years, and
- WHEREAS,** Steven M. Davis has served as Professor of Psychiatric Nursing from 1978-1983, and
- WHEREAS,** Steven M. Davis has served as Professor of Nursing from 1983-1994, and
- WHEREAS,** Steven M. Davis has served as Director of Allied Health Fields from 1994-2000, and
- WHEREAS,** Steven M. Davis has served as Interim Dean of Business and Technology from 1999-2000, and
- WHEREAS,** Steven M. Davis has served as Dean of Business and Technology from 2000-2003, and
- WHEREAS,** Steven M. Davis has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** Steven M. Davis has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College, and
- WHEREAS,** Steven M. Davis as a staff member, has always reflected a favorable image for New Mexico Junior College, and
- WHEREAS,** Steven M. Davis has elected to retire the 1st day of August, 2003.

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

ADOPTED THIS 24th day of July, 2003.

ATTEST:

New Mexico Junior College Board Chairman



New Mexico Junior College Board Secretary

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7/16/03

Candidate's name Marilyn A. Dill

Position title Director of Learning and Assessment

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 8/4/03 Standard contract length 12 mos. 9 mos. other _____

Funding source NMJC Operating Budget

Paid advertising beyond *standard Community College Times

(*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 \$40,272-50,340 Recommended annual salary \$50,000 Prorated salary yes no

Account number(s) with respective % allocation(s) 1-2042-14128 (100%)

Recommended and approved by:

Richard Fleming 7-16-03
Supervisor - Dr. Richard Fleming Dean/Director

Richard Fleming 7-16-03 Steve McCleery
Vice President - Dr. Richard Fleming President - Dr. Steve McCleery

Selection Committee Members: Mickey D. Best, Dean of Arts and Sciences

Marilyn Jackson, Dean of Transitional Studies

Qing Yu, Educational Technology Specialist

Comments: Ms. Dill meets and/or exceeds the minimum qualifications for this position.

ABBREVIATED RESUME

Position

Director of Learning and Assessment

Personal Data

Name: Marilyn A. Dill

Education

B.S., Oklahoma State University, Stillwater, OK, 1972

M.Ed., Southwestern College, Winfield, KS, 1991

Professional Experience

Pettigrew & Associates, Hobbs, NM 12/02 to Present
Administrative Support

Hobbs Municipal Schools, Hobbs, NM 09/02 to 12/02
Part-time Substitute Teacher

Crowley Community College, Arkansas City, KS
Associate Dean of Instruction 1999 to 2002
Instructor, Business and Office Technology 1988 to 1999

Winfield High School, Winfield, KS 1972 to 1988
Instructor, Business and Office Technology

Certifications/Organizations/Awards

Vocational Certification

Southwest Symphony Governing Board

Main Street Hobbs Education Committee

National Institute of Staff and Organizational Development (NISOD), 5 years

Master Teacher Award, 1993

Kansas Community Colleges' representative to the Kansas Board of Regents

Arkansas City, Kansas Chamber of Commerce Diversity University Planning Committee, 2000

P.E.O. Chapter HK, Past President and various other offices

Delta Kappa Gamma



New Mexico Junior College Career Opportunities

Position Announcement • May 2003

Position Title: Director of Learning and Assessment

Position Description: The Director of Learning and Assessment reports to the Vice President for Instruction. The duties and responsibilities shall be, but are not limited to, the following: Provide leadership for the development and implementation of a college-wide assessment plan in conjunction with college constituencies. Design, plan and initiate professional development and learning activities that enable faculty and staff to facilitate student learning. Provide assistance in the management and development of distance learning activities (ITV and WebCT). Serve on college committees as assigned. Accept other duties as assigned by the Vice President for Instruction. Nothing contained herein shall limit the President in assigning the employee to any college activity for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A minimum of a master's degree in an academic discipline is required. A doctorate is preferred. All degrees must be from a regionally accredited institution. A minimum of three years full-time teaching, preferably at a community college, is required. Must have knowledge of assessment techniques and strategies as well as experience in conducting professional development activities. Excellent oral/written communications required. Computer proficiency required. Experience in the development of online courses is desirable.

Salary/Benefits: This is a 12-month professional position with a starting salary range of \$40,272 to \$50,340 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: June 13, 2003, at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

**Lisa Brown
Director of 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, national origin, sex, 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: lbrown@nmjc.cc.nm.us

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7-14-03

Candidate's name Irma Maldonado

Position title Professor of Area Vocational High School Health Occupations (80%)/Allied Health (20%)

New position Existing position Classification Faculty Professional Other

Is candidate related to another NMJC employee? yes no If so, to whom Pilar Ortiz - Hardware/Software Specialist

Effective date of employment 8-11-03 Standard contract length 12 mos. 9 mos. other

Funding source NMJC Operating Budget

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, KJLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range 27,128 - 40,693 Recommended annual salary \$28,500.00 Prorated salary yes no
Per Faculty Salary Schedule (Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-525 (80%); 1-2011-11-515 (20%)

Recommended and approved by:

Mary Jane Ward
Supervisor

Mary Jane Ward
Dean/Director

Richard Fleming
Vice President

Steve McCleary
President

Selection Committee Members: Davis, Steve

Ward, Mary Jane

Comments: Ms. Maldonado meets the requirements for the position as identified in the
May 2003 position announcement.

ABBREVIATED RESUME

Position

Professor of Area Vocational High School Health Occupations (80%)/Allied Health (20%)

Personal Data

Name: Irma Maldonado

Education

A.A.S., New Mexico Junior College, Hobbs, NM, 1998

Professional Experience

Lin-Mar Inc., Hobbs, NM 09/01 to Present
Registered Nurse Case Manager/Assistant Training Supervisor

City of Lubbock Health Department, Lubbock, TX 05/01 to 7/01
County Surveillance Registered Nurse

Covenant Medical Center, Lubbock, TX 06/98 to 05/01
Oncology Unit Staff Nurse

Southwest Hematology Oncology Clinic, Lubbock, TX 06/98 to 05/01
PRN Clinic Office Nurse

Licenses/Certifications

New Mexico Board of Nursing License # R47273
Board of Nurse Examiners for the State of Texas License # 653915
Chemotherapy Certified
CPR ASHI Instructor Certified
First Aid ASHI Instructor Certified

Awards

Medical/Surgical Employee of the Month, 11/2000
Service and Justice Awards with Covenant Medical Center



New Mexico Junior College Career Opportunities

Position Announcement • May 2003

Position Title: Professor of Area Vocational High School Health Occupations (80%)/Allied Health (20%)

Position Description: Reports to the Dean of Business and Technology Division/Coordinator of the Area Vocational High School and the Director of Allied Health. This person is responsible for teaching theory and skills in Health Occupations to students enrolled in the college sponsored Area Vocational High School and Certified Nursing Assistants course. Skill areas include health career exploration, health and first aid, body structure and function, applied skills, and basic health assistant skills. This skill development includes classroom and a lab (hands-on) approach with students receiving practical experience at the local hospital and other health agencies.

Qualifications: Minimum of three years experience in a patient-care setting. Bachelor's degree in nursing preferred; however, will consider an individual with an Associate's Degree in Nursing. All degrees must be from a regionally accredited institution. Candidates must hold, or have the ability to obtain, a New Mexico nursing license. Computer proficiency highly desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply. 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. Please do not send any application materials via e-mail. Starting date is August 11, 2003.

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

**Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

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