

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, September 12, 2002

Zia Room - Library

1:30 p.m.

AGENDA

- | | |
|--|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of August 15, 2002 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. 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 Bid #926 – Workers' Compensation Insurance | Dan Hardin |
| 6. Consideration of President's Contract | Dr. McCleery |
| 7. Consideration of Information Technology Capital Request | Bill Kunko |
| 8. Personnel Consideration – Dir of Learning Communities/Retention | Dr. Fleming |
| 9. Personnel Consideration – Literacy Coordinator | Dr. Fleming |
| G. Public Comments | Mr. Newman |
| H. Announcement of Next Meeting | Mr. Newman |
| I. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

AUGUST 15, 2002

MINUTES

The New Mexico Junior College Board met on Thursday, August 15, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mrs. Yvonne Williams; Ms. Patricia Chappelle; Mr. Ferrel Caster; Mr. John Hice, Jr.; and Mr. Larry Hanna.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun and Debra Hicks, Pettigrew & Associates.

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

Upon a motion by Mr. Schubert, seconded by Mrs. Williams, the board unanimously approved the minutes of July 19, 2002.

Under *President's Report*, Dr. McCleery shared with the board the new student handbook/planner. He reported that the college's fair booth at the Lea County Fair was incredible and had received many accolades. The faculty and staff in-service picnic and softball game was held last evening. Randy Whicker reported that Clinton Mahannah finished third in the nation at the Ford ASSET competition held in Kansas City this summer. Sam Oswald shared a report on the Celebration of the Arts program, as well as the Summer 2002 Enrichment Activities. Dr. McCleery reported that the new Art In Public Places pieces were in the Bob Moran Building and the college would host an open house in the near future. Rich Fleming reported that the summer production "A Midsummers Night's Dream" was a great success.

Under *New Business*, Dan Hardin presented the July financial reports and with a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the expenditures for July 2002.

Donna Richards presented Request For Proposals #71 - Engineering Services for the Redesign of the NMJC Circle Drive and Entrance for Two-Way Traffic. The administration recommended acceptance of the services of Pettigrew and Associates at a cost of \$51,136 excluding applicable

gross receipts tax. Mr. Newman asked Ms. Hicks if she anticipated any additional cost to relocate the utilities at the campus entrance and she responded no. After further discussion and upon a motion by Mr. Schubert, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Ms. Richards presented Bid #924 - Re-surfacing of NMJC Tennis Courts. The administration recommended acceptance of the bid submitted by Ramirez & Sons, Lovington, New Mexico, at a cost of \$19,675, excluding applicable gross receipts tax. Upon a motion by Mr. Hice, seconded by Mr. Schubert, the board unanimously accepted the recommendation.

Rich Fleming presented a change to the 2002-2003 Employee Handbook for board consideration. The proposed change comes from the Faculty Senate and affects faculty office hours. The recommended change will address a long-standing concern on campus and will provide for a more equitable working environment among the faculty. Upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously approved the change for the 2002-2003 fiscal year.

Dr. Fleming presented the new Telecommunications Program/Curriculum. After much discussion and upon a motion by Mr. Hice, seconded by Mrs. Williams, the board unanimously approved the program. Dr. Fleming requested the board approve a \$20 course fee for all telecommunications courses. Upon a motion by Ms. Chappelle, seconded by Mr. Schubert, the board unanimously approved the course fee.

Under *Personnel Considerations*, Dr. Fleming recommended Thomas Schwartz for the Professor of Psychology position with a nine month salary of \$34,000. Upon a motion by Ms. Chappelle, seconded by Mr. Hice, the board unanimously approved the employment of Mr. Schwartz, effective August 19, 2002. Regina Organ recommended Kevia Ford for the Coordinator of Intramurals/Student Activities position with an annual salary of \$29,000. Upon a motion by Mr. Caster, seconded by Mr. Schubert, the board unanimously approved the employment of Ms. Ford, effective August 16, 2002.

Dr. McCleery presented Beth Hancock with the Meritorious Award for the support staff along with a \$1,000 check from the New Mexico Junior College Foundation.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for September 12, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board meeting adjourned at 2:55 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

Terry Halladay
Lynda Knoll
Steve Davis
Rich Fleming
Lynda Newman
Robert Bensing
Donna Richards
Mary Shelton
Kelly Holladay
Tami James
Renee Wharton
Lisa Brown
Sharon Jenkins
Cc Nelson

Marilyn Jackson
Anton Green
Shelly Murphy
Kay Goad
Brenda Pierce
Beth Hancock
Charley Carroll
Richard Morris
Charlie Adams
Bill Morrill
Vera Gilleland
Regina Organ
Dan Hardin
Sam Oswald

GARY M. SCHUBERT

**P. O. BOX 6056
HOBBS, NM 88241
Phone (505) 393-3194
Fax (505) 397-2725**

September 12, 2002

New Mexico Junior College Administration
New Mexico Junior College Board
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

Dear Administration and Board Members:

At this time I am notifying you of my resignation from the New Mexico Junior College Board effective September 13, 2002. As most of you know, I am an unopposed candidate for the Lea County Commission. If I am elected, I want NMJC and Lea County to be able to work jointly on projects without any potential conflict of interest.

I want to express to the administration, the staff, the Board, and the community what a pleasure it has been to be associated with New Mexico Junior College. There will always be a soft spot in my heart for NMJC and I hope to be able to serve the college in other capacities in the future. I also look forward to watching a NMJC baseball game or two from the comfortable new bleachers.

I want to encourage New Mexico Junior College to continue to "be bold" in our community, district, and service area. NMJC is vital to our service area educational efforts and economic development efforts and it is crucial that the college be ready and able to provide whatever support we can to our educational efforts and to our economic development opportunities.

Once again, I want to thank you for the opportunity to be associated with this great institution.

Sincerely,



Gary M. Schubert

GMS/gp

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: September 5, 2002

RE: Expenditure and Revenue Reports for August

August is the second month of the 2002/2003 fiscal year, completing approximately 17% of the budget. The expenditure report represents expenditure totals that include funds expended and encumbered. The total year to date funds expended and or encumbered through the month of August is \$4,757,010.00 of that \$2,029,995.03 are encumbered funds.

Expenditures for August are normal for this time of year. Instruction is less than projected because faculty payroll expense does not start until September. Academic Support has expended 34% of their budget, which mainly occurred in Library Services ordering books and periodicals for the new year. The overall percentage expended for instruction & general is 16%, which follows the projected budget. Expenditures in Student Activities were higher in August due to the cost for orientation and other activities for the students. Internal Service Departments had higher expenses in August, computer services has encumbered funds for equipment purchases and maintenance and lease agreements. Auxiliary Enterprises consist of the bookstore, dorms and food service, we have encumbered \$240,000.00 in the food service area for the contract to Great Western Dining. This accounts for a large percentage of the \$424,435.00 expense in Auxiliary Enterprises. Total unrestricted expenditures are at 18% of the budget, which is in line with projected expenditures.

As you look at the expenditures on restricted funds please note that the budgets for some of the grants are not in place as of the end of August. We are getting many of the budgets in and September should reflect a better picture of the Grant budgets for 02/03. The September expense report will reflect the large Pell Grant payout in the restricted student aid that we have each fall.

Institutional funds expended for capital projects total year to date \$1,061,397.00, of that number \$803,294.91 is encumbered. This consists mainly in two projects, the Caster Activity Center HVAC upgrade and the Western Heritage Center. Projects funded from state funds total \$178,239.00, these funds were expended for IT (Information Technology) upgrades. You will see on the revenue side we do not show any revenue

for these projects. The IT projects are funded through the Commission on Higher Education from GO Bonds. These are draw down funds after the projects are paid for and completed.

Total expenditures for August were \$1,909,810.00

The Revenue generated in August 2002 was \$2,728,581.00. This mostly consists of Tuition revenue, the allocation from the state, the oil and gas income, bookstore and housing income, and Pell Grant draw down of \$1,152,976.00. The Pell draw down came in the last day of August, but the Pell payout will be reflected in September. New Mexico Junior College does not earn direct revenue from the Pell grant program, it is a draw down and pay out transaction. The students will pay a portion of their Pell funds for tuition, fees, bookstore, housing and food service.

Grant revenue is showing a decrease in revenue of \$55,348.00. In August New Mexico Junior College had to return \$55,348.00 to the state for unused funds from the New Mexico Works Training program. This grant originated in July of 2000, with the college being awarded up front funds of \$187,500.00. This grant was operated by the continuing education department and was used for CDL training, Certified Nursing Assistants, Culinary arts and various other programs. The grant ended on June 30, 2002, and after that time any unused funds had to be returned to the state Human Services agency, which resulted in the return of the \$55,348.00

Oil and Gas tax revenue has been increasing. We accrued \$288,681.00 for the month of July, and \$298,995.00 in August. The August budget for oil and gas was \$208,257.00. The equipment revenue through August is \$1,102.00, the equipment tax revenue comes mainly in January and February.

The investment report shows an ending balance of \$7,825,000.00. Although revenue for August was good, we were not able to send funds to the LGIP because of cash flow needs. The Pell revenue came in on the last day of the month and the Pell payout was done immediately. Also, you will see that we are not reporting interest income on LGIP funds. At the date of this report we have not received the interest report or income for August from LGIP.

In August, Johnson and Miller auditors come in for audit field work. Business office personnel worked closely with the auditors to get information concerning the 2001/2002 fiscal year. The field work for the single audit portion of the audit will be done in September. The single audit is the audit work concerning financial aid and grants.

This is the Financial Report for August 2002.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

August 2002

17% 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	4,989,243	617,000	12%	5,012,174	279,498	612,715	12%
Academic Support	923,206	332,242	36%	890,128	54,872	304,755	34%
Student Services	991,396	256,448	26%	1,002,233	82,797	180,146	18%
Institutional Support	3,464,841	511,256	15%	3,581,759	222,809	423,858	12%
Operation & Maintenance of Plant	1,792,502	283,433	16%	1,783,961	204,716	385,948	22%
Subtotal - Instruction & General	12,161,188	2,000,379	16%	12,270,255	844,692	1,907,422	16%
Student Activities	190,485	34,794	18%	155,236	27,822	38,165	25%
Research	0	0	0%	0	0	0	0%
Public Service	5,650	124	2%	0	0	0	0%
Internal Service Departments	981,142	254,801	26%	710,422	62,655	255,015	36%
Student Aid	280,277	116,195	41%	0	8,559	9,079	0%
Auxiliary Enterprises	1,162,578	302,551	26%	1,193,795	159,847	424,435	36%
Athletics	547,879	185,786	34%	562,053	58,550	69,763	12%
Total Current Unrestricted Fund	15,329,199	2,894,630	19%	14,891,761	1,162,125	2,703,879	18%
CURRENT RESTRICTED FUND							
Grants	2,236,954	317,012	14%	1,130,538	208,363	494,888	44%
Student Aid	3,300,000	1,429,366	43%	3,964,907	257,342	272,056	7%
Total Current Restricted Fund	5,536,954	1,746,378	32%	5,095,445	465,705	766,944	15%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant	250,000	0	0%	0	0	0	0%
Projects from Institutional Funds	3,325,000	661,840	20%	5,944,312	65,990	1,061,397	18%
Projects from State GOB Funds	1,500,000	583,021	0%	1,212,900	178,239	178,239	15%
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	100,010	29%	327,399	37,751	46,551	14%
Subtotal - Capital and BR&R	5,320,600	1,494,925	28%	7,484,611	281,980	1,286,187	17%
Debt Service							
Revenue Bonds	1,470,813	133,802	9%	0	0	0	0%
Total Plant Funds	6,791,413	1,628,727	24%	7,484,611	281,980	1,286,187	17%
GRAND TOTAL EXPENDITURES	27,657,566	6,269,735	23%	27,471,817	1,909,810	4,757,010	17%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
August 2002

17% 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	689,646	55%	1,356,355	198,152	223,447	16%
State Appropriations	7,494,100	1,612,150	22%	7,376,100	614,683	1,229,366	17%
Advalorem Taxes - Oil and Gas	2,874,085	694,317	24%	2,949,084	300,097	588,778	20%
Advalorem Taxes - Property	1,900,000	47,056	2%	1,800,000	24,969	51,727	3%
Interest Income	75,000	25,835	34%	50,000	2,395	2,395	5%
Other Revenues	294,400	26,026	9%	307,700	5,850	31,702	10%
Subtotal - Instruction & General	13,882,539	3,095,030	22%	13,839,239	1,146,146	2,127,415	15%
Student Activities	43,400	25,231	58%	43,400	7,936	7,936	18%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	14,000	1,214	9%	10,000	217	2,266	23%
Auxiliary Enterprises	1,528,300	832,624	54%	1,663,000	305,175	342,354	21%
Athletics	35,100	5,700	16%	35,400	2,875	5,750	16%
Total Current Unrestricted	15,503,339	3,959,799	26%	15,591,039	1,462,349	2,485,721	16%
CURRENT RESTRICTED FUND							
Grants	2,236,954	19,988	1%	1,130,538	(55,348)	113,528	10%
Student Aid	3,336,485	1,183,138	35%	3,716,407	1,321,580	1,340,117	36%
Total Current Restricted	5,573,439	1,203,126	22%	4,846,945	1,266,232	1,453,645	30%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant	250,000	0	0%		0	0	0%
Projects from State GOB Funds	1,500,000	0	0%	1,212,900	0	0	0%
Projects from State STB Funds	143,891	0	0%	0	0	0	0%
Projects from Other State Funds	6,163	0	0%	0	0	0	0%
Interest Income	50,000	21,607	43%	105,700	0	15,407	15%
Subtotal - Capital & BR&R	1,700,054	21,607	1%	1,318,600	0	15,407	1%
Debt Service							
Interest Income	73,164	15,285	21%	0	0	0	0%
Total Plant Funds	1,773,218	36,892	2%	1,318,600	0	15,407	1%
GRAND TOTAL REVENUES	22,849,996	5,199,817	23%	21,756,584	2,728,581	3,954,773	18%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

August 2002

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	2002-03 Original Budget	Variance Over (Under) Budget
	May July	\$25.54	3,213,428	\$2.93	17,624,734	288,681	208,257	80,424
	June August	\$22.24	3,318,541	\$2.13	19,075,363	298,995	208,257	90,738
	July September						208,257	(208,257)
	August October						208,257	(208,257)
	September November						208,257	(208,257)
	October December						208,257	(208,257)
	November January						208,257	(208,257)
	December February						208,257	(208,257)
	January March						208,257	(208,257)
	February April						208,257	(208,257)
	March May						208,257	(208,257)
	April June						208,257	(208,257)
Y.T.D. Production Tax Revenue						587,676	2,499,000	(1,911,408)
Y.T.D. Equipment Tax Revenue						1,102	450,000	(448,898)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						588,778	2,949,000	(2,360,306)

Source: New Mexico Taxation and Revenue Department

In order to stabilize the budgetary process for the 2002-03 fiscal year, oil and gas revenues were budgeted at a long-term historical average of \$16.00 per bbl for oil and \$2.50 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2002-03 year that exceed this budgeted amount will be considered for transfer to the college's capital fund at the end of the year.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
August 2002

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	7,825,000	N/A	N/A	N/A	7102-1348		
Total Investments	<u>7,825,000</u>						<u>0</u>

Summary of Current Month's Activity	
Beginning amount	7,825,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	5,165,440
Reserves Invested	2,659,560
Total LGIP Investment	7,825,000

Capital Projects	08/31/2002
Technology Upgrade	25,952.55
Workforce Training Center	1,191,750.14
High Tech Start Up	272,477.57
Docutech	150,000.00
Vehicles	100,000.00
CISCO Networking Equipment	5,481.43
Western Heritage Center	500,000.00
Drawings and Master Plan	95,294.00
Baseball Field	268,707.50
Rodeo Arena	20,542.08
Dormitory Landscape	46,012.37
Caster Activity Center HVAC	363,904.99
Circle Drive	250,000.00
Dorm Construction	1,600,000.00
Lea County Beautification	37,500.00
Parking Lot Seal Coating	50,000.00
Dorm Recreation Area	100,000.00
BR&R Carryover	87,817.38
Total	5,165,440.01

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Invitation To Bid #926

Workers' Compensation Insurance

BOARD DOCUMENTS

Date: September 12, 2002
Prepared by: Donna Richards
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On August 9, 2002, a legal notice was sent to the following newspapers requesting sealed bids for NMJC Workers' Compensation Insurance, covering time period, September 14, 2002 to September 14, 2003.
 - 1) The Hobbs Daily News Sun
 - 2) Las Cruces Sun News
 - 3) Albuquerque Journal
2. Proposal packets were delivered to three (3) potential bidders.
3. Two vendors submitted proposals within the time frame specified by the proposal package. One vendor attended the bid opening.
4. The Business Office has evaluated the bids received and a recommendation is shown on the following page.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

Two vendors responded to Invitation to Bid #926:

Daniels Insurance, Inc.

Leavell Insurance, Inc.

Responses to the Invitation are shown below:

Company	Bid	Specifications Met	Comments
Daniels Insurance	\$154,561.00	Yes	Coverage to be assigned to NM Mutual Casualty or Mountain States Mutual.
Leavell Insurance	\$158,948.00	Yes	Coverage to be assigned to NM Mutual Casualty or Mountain States Mutual.

The NMJC Business Office recommends acceptance of the bid submitted by Daniels Insurance, Inc. Hobbs, NM, with an annual premium of \$154,561.00 for Workers' Compensation Insurance.

Source of Funding: 2002/2003 Fiscal Year

Account #: 1-2272-14400 **Amount:** \$154,561

Budget: \$ 56,000

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #926
Workers' Compensation Insurance

Daniels Insurance proposes to provide to NMJC services as specified below:

- Policy Period will be for one year as follows –
 - September 14, 2002 through September 14, 2003
 - NMJC reserves the right to renew coverage for up to three additional years, one year at a time.

- Specifications:

Type of Claim	Deductible	Liability Limit
Bodily Injury by Accident	\$500.00	\$100,000 each accident
Bodily Injury by Disease	\$500.00	\$500,000 policy limit
Bodily Injury by Disease	\$500.00	\$100,000 each employee

- Coverage to be assigned to either New Mexico Mutual Casualty Co. or Mountain States Mutual Insurance Co. at a cost of \$154,561.00. This quote is subject to rules and regulations of the New Mexico Assigned Risk Plans and the rules regarding participation in the plan.

- Payment plan of 20% down and 11 monthly reports with monthly payment.

EMPLOYMENT AGREEMENT

This Agreement effective the 1st day of July, 2002, between New Mexico Junior College (hereinafter referred to as "College"), and Dr. Steve McCleery (hereinafter referred to as "McCleery"), WITNESSETH:

WHEREAS, College desires to employ McCleery in the capacity of President of New Mexico Junior College and McCleery desires to attain such position;

NOW, THEREFORE, it is mutually agreed as follows:

1. **Employment.** College agrees to employ McCleery and McCleery accepts employment as President of New Mexico Junior College to perform such functions, duties and responsibilities as imposed upon him from time to time by the laws of the State of New Mexico relating to the organization and operation of community colleges, as well as such duties and functions as are now or may hereafter be imposed from time to time by action of the College Board. McCleery shall be responsible for interpreting and enforcing the College Employee Handbook.

2. **Term.** The term of this Agreement is for one (1) year effective July 1, 2002, and terminating June 30, 2003. It is specifically understood between the parties that nothing contained in this Agreement shall be construed to guarantee or imply an expectation of continued employment with the College beyond the term of this contract.

3. **Compensation.** College shall pay to McCleery a total compensation of NINETY EIGHT THOUSAND DOLLARS (\$98,000.00), payable in twelve (12) equal installments. Said monthly payment shall be less taxes and deductions for benefits. McCleery shall have all fringe benefits afforded other college employees.

4. **Travel.** The parties acknowledge that McCleery will be required to travel on College business from time to time. A college vehicle has been assigned to McCleery for his use on college business. All travel outside Lea County, New Mexico must be approved by the Chairman of the Board or such other person as designated by the Chairman. All approved travel expenditures, regardless of funding source, shall be reimbursed in accordance with the current rates in the New Mexico Per Diem and Mileage Act. McCleery shall be reimbursed for travel as any other employee of the College. McCleery may travel to and from work in his assigned College vehicle.

5. **Vacation.** McCleery shall receive fifteen (15) days paid vacation. The time of such vacation is to be determined between the Chairman of the Board and McCleery. McCleery shall be given credit for accrual of vacation days previously earned as any other employee of the College.

6. **Sick Leave.** McCleery is entitled to receive all accumulated sick leave as any other employee of the College.

7. Employee Handbook. It is specifically agreed between the parties that the employee handbook does not apply to McCleery unless otherwise provided for in this Agreement. McCleery's entire employment relationship with the College is solely governed by the provisions of this Agreement.

8. Holiday Leave. McCleery shall be entitled to all official school holiday leave as any other employee of the College.

9. Group Health Insurance, Group Life Insurance and Disability Income Plan. McCleery shall be entitled to participate in the group health insurance, group life insurance, accidental death insurance program and disability income plan, as any other employee of the College.

10. New Mexico Educational Retirement Board. McCleery may participate as a regular member in salary deduction payments as required by the New Mexico Educational Retirement Board. New Mexico Junior College does not participate in Social Security payroll deductions. McCleery will be eligible to participate in any retirement plan, if established by the College, as any other employee of the College.

11. Employment of Relatives. Employment of relatives by McCleery shall be done only with approval of the Board of the College.

12. Health and Personal Emergency Leave. McCleery may take leave without pay under the terms and conditions established in the Family and Medical Leave Act. McCleery's leave of absence without pay will be treated as any other employee of the College. McCleery shall be allowed up to (2) two working days for personal leave without a deduction in pay for reasons other than health.

13. Workers' Compensation. McCleery is an "employee" of the College and he is provided coverage for on the job injuries within the meaning, terms and conditions of the New Mexico Workers' Compensation Act.

14. Jury Duty. If McCleery is subpoenaed for jury duty, he shall be granted temporary leave with pay during the period of jury service. Remuneration to the College for jury duty (exclusive of mileage) shall be submitted by McCleery to the Business Office by the next regular pay period following the jury duty service or receipt of jury duty remuneration, whichever comes first. McCleery shall remit to the Business Office only that portion of jury duty pay attributable to hours compensated by the College.

15. Termination of Agreement. This Agreement may be terminated by the college board with or without cause for any act or event which in the opinion of the college board is detrimental to the general welfare of the College.

If the College terminates the Agreement, at any time during the term of the contract, McCleery shall be paid six months salary in lump sum. McCleery has no right to further liquidated damages for any subsequent years.

Signed this _____ day of September, 2002, and effective as of July 1, 2002.

NEW MEXICO JUNIOR COLLEGE

By _____
Monty Newman, Chairman

Dr. Steve McCleery

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows:

Date 8/30/02

Candidate's name April D. Burt

Position title Director of Learning Communities/Retention

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 9/23/02 Standard contract length 12 mos. 9 mos. other

Funding source 25% Institutional 75% Grant

Paid advertising beyond *standard Albuquerque Journal, Lubbock Avalanche

(* 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 \$25,821-\$32,276 Recommended annual salary \$30,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-821 75% 1-2042-13-370 25%

Recommended and approved by:

Marilyn Jackson
Supervisor

Marilyn Jackson
Dean/Director

Steve McElroy 9-3-02
Vice President

Steve McElroy
President

Selection Committee Members: Vic Berner

Steve Davis

Lynda Newman

Robert Turner

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

ABBREVIATED RESUME

Position

Director of Learning Communities/Retention

Personal Data

Name: April D. Burt

Education

B.S., West Texas A&M University, Canyon, TX, 1996
M.A., West Texas A&M University, Canyon, TX, 2000

Professional Experience

West Texas A&M University, College Station, TX Campus-Wide Coordinator for Alcohol and Drug Education Programs	9/00 to 6/01
Angelo State University, San Angelo, TX Area Coordinator for Staff Development and Training	8/98 to 7/00
West Texas A&M University, Canyon, TX Assistant Area Coordinator	8/96 to 8/98

Organizations/Awards

BACCHUS and GAMMA, 2000-2001
Community Initiatives, 2000-2001
Deans of the Round Table, 1996-1998
FACT Calling Committee, 2000-2001
Food Committee, 1998-2000
Fund-Raiser Committee, 1998-2000
Health Committee, 1998-2000
Homecoming Committee, 1996-2000
International Students Association
NCAAW, 2000-2001
Recruitment Committee, 1998-2000
Residence Hall Association, 1998-2000
Safe Spring Break, 2000-2001
Student-Conflict Mediation Committee, 1997-1998
Summer Conference Committee, 1998-2000
Texans Standing Tall, 2000-2001
Work-a-thon Committee, President, 1996-1998



New Mexico Junior College Career Opportunities

Position Announcement • June, 2002 (revised 6-25-02, revised 7-22-02)

Position Title: Director of Learning Communities/Retention

Position Description: The Director of Learning Communities/Retention is a full-time position funded by Title V grant appropriations, and is under direct supervision of the Dean of Transitional Studies. The duties and responsibilities shall be, but are not limited to, the following: (1) develop and facilitate student retention activities through learning communities, mentoring, and other activities; (2) provide workshops for NMJC faculty and staff on strategies to ensure student success; (3) teach one or more classes of freshman orientation (student success) each semester; (4) develop and oversee a student learning center/writing center; (5) work closely with grant and institutional personnel to work with new student retention systems such as a computerized referral and tracking system, and other activities; (6) accept other duties as assigned by the Dean of Transitional Studies; and (7) 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: Bachelor's Degree in Education or related field from a regionally accredited institution is required. Master's degree in Education or related field from a regionally accredited institution is preferred. Desire strong written and verbal communication skills; teaching experience, preferably in a community college setting; sensitivity to and experience with ethnically, economically, and culturally diverse population.

Salary/Benefits: This is a 12-month professional position funded through a Title V grant and the institution. Starting salary range is \$25,821 to \$32,276 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: August 23, 2002, 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**

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New Mexico Junior College Career Opportunities

Position Announcement • June, 2002 (revised 6-25-02)

Position Title: Director of Learning Communities/Learning Skills Center

Position Description: The Director of Learning Communities/Learning Skills Center is a full-time position funded by Title V grant appropriations, and is under direct supervision of the Dean of Transitional Studies. The duties and responsibilities shall be, but are not limited to, the following: (1) work closely with the Title V Activity Coordinator, Director of Student Information Tracking/Institutional Research and the Title V Director to design, develop, and test new Student Retention Systems including orientation, advising systems and procedures, assessment/course placement, referral and tracking, learning communities, Freshman seminar, and mentoring opportunities and procedures; (2) coordinate activities with the Director of Guidance and Counseling; (3) design and develop materials related to student interventions including workshop/seminar materials and culturally diverse student and staff population; (4) ensure all materials and systems are appropriate for a culturally diverse students and staff population; (5) facilitate student workshops and seminars designed to intervene for the purposes of student success and retention; (6) provide training workshops for student services personnel and faculty on new intervention strategies and procedures; (7) work closely with the Activity Coordinator and the Title V Director to ensure that project objectives are met in a timely and effective manner; (8) may teach one or two courses each semester; (9) develop and oversee learning skills center; (10) accept other duties as assigned by the Dean of Transitional Studies; and (11) 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: Bachelor's Degree in Education or related field from a regionally accredited institution is required. Master's degree in Education or related field from a regionally accredited institution is preferred. Desire strong written and verbal communication skills; experience in teaching developmental classes in a community college setting; sensitivity to and experience with ethnically, economically and culturally diverse population in a community college setting; experience with assessment/course placement policies for community college and experience with career and academic counseling in a community college setting. Computer proficiency required. Ability to communicate in both English and Spanish highly preferred.

Salary/Benefits: This is a 12-month professional position funded through a Title V grant. Continuation of the position depends on grant/institutional funding. Starting salary range is \$25,821 to \$32,276 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: July 12, 2002 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:

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New Mexico Junior College Career Opportunities

Position Announcement • June, 2002

Position Title: Director of Learning Communities/Learning Skills Center

Position Description: The Director of Learning Communities/Learning Skills Center is a full-time position funded by Title V grant appropriations, and is under direct supervision of the Dean of Transitional Studies. The duties and responsibilities shall be, but are not limited to, the following: (1) work closely with the Title V Activity Coordinator, Director of Student Information Tracking/Institutional Research and the Title V Director to design, develop, and test new Student Intervention Systems including orientation, advising systems and procedures, assessment/course placement, referral and tracking, learning communities, Freshman seminar, and mentoring opportunities and procedures; (2) coordinate activities with the Director of Guidance and Counseling; (3) design and develop materials related to student interventions including workshop/seminar materials and culturally diverse student and staff population; (4) ensure all materials and systems are appropriate for a culturally diverse students and staff population; (5) facilitate student workshops and seminars designed to intervene for the purposes of student success and retention; (6) provide training workshops for student services personnel and faculty on new intervention strategies and procedures; (7) work closely with the Activity Coordinator and the Title V Director to ensure that project objectives are met in a timely and effective manner; (8) may teach one or two courses each semester; (9) develop and oversee learning skills center; (10) accept other duties as assigned by the Dean of Transitional Studies; and (11) 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: Master's Degree in Education or related field from a regionally accredited institution is required. Desire strong written and verbal communication skills; experience in teaching developmental classes in a community college setting; sensitivity to and experience with ethnically, economically and culturally diverse population in a community college setting; experience with assessment/course placement policies for community college; experience with career and academic counseling in a community college setting; and computer proficiency. Ability to communicate in both English and Spanish highly preferred.

Salary/Benefits: This is a 12-month professional position funded through a Title V grant. Continuation of the position depends on grant/institutional funding. Starting salary range is \$25,821 to \$32,276 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: July 5, 2002 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:

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NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 9/4/02

Candidate's name Teena Rainwater-Kinabrew

Position title Literacy Coordinator

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 9/16/02 Standard contract length 12 mos. 9 mos. other _____

Funding source 100% ABE grant funds (reimbursed 50% by Lea County Literacy Alliance)

Paid advertising beyond *standard Hobbs News-Sun
(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range \$17,829 - 26,743 Recommended annual salary 26,743 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 100% 3-2042-43-129

Recommended and approved by:

Marilyn Jackson
Supervisor
J. Flury 9-4-02
Vice President

Marilyn Jackson
Dean/Director
Steve McCleary
President

Selection Committee Members: Dianne Marquez
Bob Strasner
Patsy Lewis

Comments: Ms. Rainwater-Kinabrew meets or exceeds the minimum requirements for this position

ABBREVIATED RESUME

Position

Literacy Coordinator

Personal Data

Name: Teena Rainwater-Kinabrew

Education

A.A., Trinity Valley Community College, Athens, TX, 1989

A.S., Trinity Valley Community College, Athens, TX, 1991

B.A., University of Texas at Tyler, Tyler, TX, 1992

Professional Experience

JC Penney Co., Odessa, TX 2/99 to 10/01
Senior Department Manager

JC Penney Co., Hobbs, NM 10/97 to 1/99
Department Manager

JC Penney Co., Palestine, TX 3/97 to 10/97
Management Trainee

JC Penney Co., Athens, TX 7/95 to 3/97
Merchandising Assistant

Kerens ISD, Kerens, TX 1992 to 1995
Teacher

Organizations/Awards

Merchandiser of the Year, 2000
Texas Teacher Certificate



New Mexico Junior College

Career Opportunities

Position Announcement • July 2002

Position Title: Literacy Coordinator

Position Description: This position is under direct supervision of the Dean of Transitional Studies and the Literacy Alliance Executive Committee. Duties and responsibilities include, but are not limited to, the following: (1) supervise Lea County Literacy Alliance activities, office and personnel; (2) cooperate and coordinate with United Way and other agencies; (3) recruit volunteer tutors and students through community outreach; (4) maintain a database for tracking information; (5) participate in literacy council board meetings; (6) prepare a monthly report regarding status of all on-going projects; (7) work to set up one-on-one tutoring, work site literacy, and family literacy programs countywide; (8) perform other duties as assigned by the Dean of Transitional Studies; and (9) 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: Bachelor's Degree in Education or related field from a regionally accredited institution is required. Desire strong written and verbal communication skills; teaching experience preferred. Computer proficiency required. Needs to be able to interact with diverse population. Bi-lingual in English/Spanish preferred. This position requires a highly motivated, self-directed person.

Salary/Benefits: This is a 12-month professional position funded through New Mexico Junior College ABE grant funds and the Lea County Literacy Alliance. Starting salary range is \$17,829 to \$22,286 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: August 23, 2002, at 5:00 p.m. MDT. To ensure consideration, all application material 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:

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APPLICANT LIST

Position: Literacy Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Jones, Kevin	No	No	Incomplete application materials.
Rainwater- Kinabrew, Teena	Yes	Yes	Start date: pending Board approval.
Evans, Derelle	No	No	
Lehnert, Angela	No	No	
Weaver, Vicki	No	No	
Rohloff, Debra	No	No	
Sanchez, Salomon	No	No	
Cullon, Donna	No	No	
Garza, Sandra	No	No	
Leake, Randy	No	No	Incomplete application materials.
Boyden, Melanie	Yes	No	
Bernal, Elizabeth	No	No	
Mundy, Rachelle	No	No	Incomplete application materials.