

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, September 4, 2003

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of August 12, 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 Bid #940 – Purchase of HP Multi-Function Scanner | Donna Richards |
| 6. Consideration of Transfer for Student Center Remodel and Expansion | Steve McCleery |
| 7. Consideration of New Faculty Position | Rich Fleming |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

AUGUST 12, 2003

MINUTES

The New Mexico Junior College Board met on Tuesday, August 12, 2003, beginning at 3:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Wade Cavitt; Mr. Phillip Jones; Mrs. Yvonne Williams; and Mr. Guy Kesner. Not present was Mr. John Hice, Jr.

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

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

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the minutes of July 24, 2003, as written.

Under *President's Report*, Dan Hardin and Charley Carroll presented the vehicle replacement plan for board discussion. Richard Morris reported on the Academic All-Americans. Robert Bensing gave the summer enrollment report. Dr. McCleery gave a power point presentation on the proposed housing project.

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

Donna Richards presented Bid #939 – Janitorial Supplies. The administration recommended acceptance of the multiple awards bid as follows: All American Poly \$3,656; Share Corporation \$2,074; CES \$1,087.22; Interboro \$487.20; and Wagner \$30,236.11. Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Bill Shoobridge presented the ground lease agreement for the lease of land to the Limited Liability Company (LLC) of the New Mexico Junior College Foundation for the intended purpose of constructing campus housing for NMJC. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the lease between New Mexico Junior College and Lea County Student Housing L.L.C. in its form as presented to the board and authorized Dr. McCleery to sign on behalf of the college once it is a complete document.

Dr. McCleery presented a request to transfer \$1.6 million into the capital fund for the Student Center remodel and expansion. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board voted to table the request until the next board meeting. The vote was as follows: Mr. Jones – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Cavitt – no; Mrs. Williams – yes; and Mr. Kesner – yes.

Dr. McCleery presented a proposal from Dekker/Perich/Sabatini for the Professional Services Contract for the Design/Design Development/Construction Documents/Construction Administration for the Ben Alexander Student Center Remodel and Expansion. Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously approved the proposal.

Dr. McCleery presented a proposal from Albuquerque Freight Liner for a Thomas Bus in the amount of \$123,412.55. Upon a motion by Mrs. Williams, seconded by Mr. Kesner, the board unanimously accepted the proposal.

Dr. McCleery recommended that Ms. Susie Diaz be employed as a custodian. Ms. Diaz is related to custodian Lupe Zaragoza. Upon a motion by Ms. Chappelle, seconded by Mr. Jones, the board unanimously accepted the recommendation.

The next regular board meeting was scheduled for September 4, 2003, beginning at 4:00 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Cavitt, seconded by Mrs. Williams, the board meeting adjourned at 4:50 p.m.

CHAIRMAN

ATTEST: _____

SECRETARY



LEA COUNTY CORRECTIONAL FACILITY
6900 West Millen Drive • Hobbs • New Mexico 88244
Telephone: 505.392.4055
Facsimile: 505.392.6488

August 18, 2003

Dr. Steve McCleery
NMJC President
5317 Lovington Hwy.
Hobbs, NM 88242

Dear Dr. McCleery,

I would like to take this opportunity to extend my gratitude to you, for allowing the Lea County Correctional Facility to utilize the New Mexico Junior College campus; during the most recent New Mexico Corrections Department Wardens' and Probation-Parole Regional Managers' meeting.

Because of your kindness and generosity, we were able to provide an exceptional area and setting for the meeting, and heard many compliments from those who attended. Lunch, as provided by your food service department and staff, was enjoyed by everyone.

I especially appreciate the welcome, that you extended to us; as displayed on the NMJC marquee, at the campus entrance. I enjoy the professional and special relationship that exists between New Mexico Junior College and the Lea County Correctional Facility.

As always, if I may be of assistance to you, in any matter whatsoever; please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Patrick W. Snedeker'.

Patrick W. Snedeker
Warden

PWS/ss

Xc: File



Gregg P. Klear, D.C.

Office (505) 393-4636
Fax (505) 393-6927

1010 North Dalmont • Hobbs, NM 88240

To the board members of New Mexico Junior College,

It was with great pleasure that I read the recent article in the Hobbs News Sun about your newly conceived wellness program for your employees. Many of our community leaders and businesses would do well to follow your lead. I write to you today because my life's work is devoted to promoting health and wellness through chiropractic. Although many chiropractors focus on pain, we here at Family Wellness Chiropractic Center focus on achieving one's maximum health potential.

The human body is self healing and self regulating. The nervous system is in control of every single function of the human body, nothing happens without it. It is the means by which the brain communicates with the body allowing the body to continually adapt to it's environment and regulate itself (homeostasis). When there is interference with the nervous system, there is interference with the body's ability to function properly.

I have invested in a computerized system of measuring interference to the nervous system, which reaches far beyond what we feel as symptoms. It consists of a rolling thermal scan and surface EMG. This allows us to monitor internal gland and organ function as well as musculoskeletal problems which the patient seems more aware of.

It only takes a few visits to get someone out of pain, but how long does it take to actually make some corrections in the cause? Of course, everyone is different. I have many patients that come in without symptoms to get adjusted to maintain their health and well being. Many if not all of them started as pain patients, but by allowing themselves to actually get healthy instead of just pain free, has made all the difference in their world and the lives of those whom they have contact with. As one can see the ramifications are endless, healthier people don't call in sick for work, are easier to work with, have better relationships with their families and contribute to a healthier community. We all benefit from living in communities such as these.

An hour of exercise a week is definitely a step in the direction, but why stop there? Why not have a "Wellness Team" that can care for the employees of NMJC. There are of course many specialties in realm of Wellness. I am willing to be a part of that team, and prepared to put together a wellness plan for your employees interested in chiropractic care that is both cost effective and an incentive to improving one's health. Patient education is a big part of my practice, people want to be healthy but sometimes need to be coached. If I can ever be of service, or you would like more information about this proposal, please call my office at 393-4636.

Yours in health,
Gregg P. Klear DC

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Dan Hardin
Date: August 26, 2003
RE: Expenditure and Revenue Reports for August

August is the second month of the 2003/2004 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 25th of August is \$5,481,990.00, of which \$2,002,546.76 are encumbered funds. Board members, please know that these are not the final numbers for August, although they will be very close. In order to have the Board packet ready for your review, we had to prepare the reports before the actual closing of the month of August. In October when you review the September financial reports, the year-to-date numbers will be current and will include all August expenditures and revenue.

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 26% of their budget, due mainly to Library Services ordering books and periodicals for the new school year. Operation & Maintenance of Plant has the liability and property insurance premiums of \$195,000.00 encumbered for the year. The overall percentage expended for instruction & general is 15%, which follows the projected budget. Internal Service Departments had higher expenses in August, due to the computer services encumbering funds for equipment purchases and maintenance and lease agreements. Auxiliary Enterprises consist of the bookstore, dorms and food service. We have encumbered \$250,000.00 in the food service area for the contract to Great Western Dining.

The restricted student aid section of the expense report reflects the large Pell Grant and Direct Loan payout that we have each fall.

Institutional funds expended for capital projects have a year-to-date total of \$1,341,115.00, of which \$916,146.00 is encumbered. This consists mainly of four projects, the Technology Upgrade/Replacement, JASI, Smart classrooms, and Circle Drive. You will see on the revenue side we do not show any revenue for these projects. As funds are expended, drawdowns will be requested from the state.

Total expenditures for August were \$3,198,006.00

The Revenue generated in August 2003 was \$2,000,661.00. This mostly consists of Tuition revenue, the allocation from the state, the accrual for oil and gas, bookstore, and housing income. The draw down requests for the Pell Grants and the Direct Loans will be reflected in the September report. 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 Grant or Direct Loan funds for tuition, fees, bookstore, housing and food service.

We accrued \$239,507.00 for the month of July for Oil and Gas revenue, and the same \$239,507.00 accrual in August. In September we will receive the actual July oil and gas revenue and update the report. In the coming months we will be able to give you the actual cash revenue as well as the accrual for each month.

The investment report shows an ending balance of \$8,225,000.00. Although revenue for August was good, we were not able to send funds to the LGIP because of cash flow needs. 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. 75% of the LGIP investment is designated for capital projects.

In August, Johnson and Miller & Company auditors come in for audit field work. Business office personnel worked closely with the auditors to provide information concerning the 2002/2003 fiscal year. The field work for the single audit portion of the audit is also being done in August. The single audit is the audit work concerning financial aid and grants.

Business Office personnel have begun the training process for the conversion of the administrative software. We have attended two of the twelve training sessions on the Finance piece of the conversion. Each training session is three days long. The last training session originated from the campus of Northern New Mexico Community College but we were able to receive the training here at NMJC by using the smart classroom and ITV connection. We thank Dr. McCleery, Steve Davis, Bill Kunko, and Bill Kunko's staff for getting the room ready for the training and for the many hours spent getting the connection with the other colleges in JASI. The connection is interactive so that we can communicate with the Banner instructor and the finance people from the other colleges. The ITV allows more NMJC personnel to attend the training sessions than would be possible if we were traveling to Santa Fe.

This is the Financial Report for August 2003.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
August 2003

17% of Year Completed

Fund	2002-03			2003-04			
	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	4,825,446	612,715	13%	5,297,285	216,927	532,249	10%
Academic Support	920,713	304,755	33%	1,088,548	149,389	277,745	26%
Student Services	1,072,721	180,146	17%	1,214,328	31,763	126,145	10%
Institutional Support	4,145,271	423,858	10%	4,076,531	120,644	258,160	6%
Operation & Maintenance of Plant	1,708,119	385,948	23%	1,687,103	93,588	406,345	24%
Subtotal - Instruction & General	12,672,270	1,907,422	15%	13,363,795	612,311	1,600,644	12%
Student Activities	288,156	38,165	13%	307,331	3,667	17,360	6%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	742,447	255,015	34%	372,854	10,462	262,272	70%
Student Aid	164,441	9,079	0%	305,389	101,430	112,883	37%
Auxiliary Enterprises	1,315,353	424,435	32%	1,413,983	307,693	331,050	23%
Athletics	608,969	69,763	11%	671,031	80,067	138,371	21%
Total Current Unrestricted Fund	15,791,636	2,703,879	17%	16,434,383	1,115,630	2,462,580	15%
CURRENT RESTRICTED FUND							
Grants	2,843,425	494,888	17%	2,843,425	131,651	208,553	7%
Student Aid	4,180,325	272,056	7%	4,180,325	1,168,061	1,469,742	35%
Total Current Restricted Fund	7,023,750	766,944	11%	7,023,750	1,299,712	1,678,295	24%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	7,543,812	1,061,397	14%	0	144,004	455,301	0%
Projects from State GOB Funds	5,145,397	178,239	3%	4,949,007	626,799	873,953	18%
Projects from State STB Funds	0	0	0%	2,000,000	0	0	0%
Projects from Other State Funds	0	0	0%	326,454	0	0	0%
Projects from State B R & R	443,286	46,551	11%	353,945	11,861	11,861	3%
Projects from Auxiliary BR&R	35,986	0	0%	19,147	0	0	0%
Subtotal - Capital and BR&R	13,168,481	1,286,187	10%	7,648,553	782,664	1,341,115	18%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	13,168,481	1,286,187	10%	7,648,553	782,664	1,341,115	18%
GRAND TOTAL EXPENDITURES	35,983,867	4,757,010	13%	31,106,686	3,198,006	5,481,990	18%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

August 2003

17% of Year Completed

Fund	2002-03			2003-04			
	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	1,277,050	223,447	17%	1,653,150	587,094	844,965	51%
State Appropriations	7,376,100	1,229,366	17%	7,684,800	667,108	1,286,466	17%
Advalorem Taxes - Oil and Gas	2,949,084	588,778	20%	3,409,779	239,507	479,014	14%
Advalorem Taxes - Property	1,800,000	51,727	3%	2,000,000	23,460	60,697	3%
Interest Income	50,000	2,395	5%	50,000	1,763	1,763	4%
Other Revenues	401,308	31,702	8%	316,500	2,572	24,401	8%
Subtotal - Instruction & General	13,853,542	2,127,415	15%	15,114,229	1,521,504	2,697,306	18%
Student Activities	43,400	7,936	18%	47,500	19,032	27,287	57%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	10,000	2,266	23%	13,000	1,920	2,456	19%
Auxiliary Enterprises	1,663,000	342,354	21%	1,728,300	437,153	523,301	30%
Athletics	35,400	5,750	16%	35,400	2,875	5,750	16%
Total Current Unrestricted	15,605,342	2,485,721	16%	16,938,429	1,982,484	3,256,100	19%
CURRENT RESTRICTED FUND							
Grants	2,843,425	113,528	4%	2,843,425	9,850	12,124	0%
Student Aid	3,716,407	1,340,117	36%	4,180,325	0	120,526	3%
Total Current Restricted	6,559,832	1,453,645	22%	7,023,750	9,850	132,650	2%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,212,900	0	0%	4,949,007	0	0	0%
Projects from State STB Funds	0	0	0%	2,000,000	0	0	0%
Projects from Other State Funds	0	0	0%	0	0	0	0%
Interest Income	105,700	15,407	0%	100,000	8,327	8,327	8%
Total Plant Funds	1,318,600	15,407	1%	7,049,007	8,327	8,327	0%
GRAND TOTAL REVENUES	23,483,774	3,954,773	17%	31,011,186	2,000,661	3,397,077	11%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

August 2003

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
Accrual	July	\$26.85	2,991,006	\$4.48	16,317,305	239,507	239,507	0
Accrual	August					239,507	239,507	0
July	September						239,507	(239,507)
August	October						239,507	(239,507)
September	November						239,507	(239,507)
October	December						239,507	(239,507)
November	January						239,507	(239,507)
December	February						239,507	(239,507)
January	March						239,507	(239,507)
February	April						239,507	(239,507)
March	May						239,507	(239,507)
April	June						239,507	(239,507)
Y.T.D. Production Tax Revenue						479,014	2,874,084	(2,395,070)
Y.T.D. Equipment Tax Revenue						0	535,695	(535,695)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						479,014	3,409,779	(2,930,765)

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. July and August are the monthly budget amounts.

NEW MEXICO JUNIOR COLLEGE Schedule of Investments August 2003

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	8,225,000	N/A	N/A	N/A	7102-1348	0.00%	0
Total Investments	<u>8,225,000</u>						<u>0</u>

Summary of Current Month's Activity	
Beginning amount	8,225,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	6,170,975
Reserves Invested	2,054,025
Total LGIP Investment	8,225,000

Capital Projects	8/25/2003
Technology Upgrade	257,297.41
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	212,896.77
Rodeo Arena	11,623.96
Dormitory Landscape	46,012.37
Lea County Beautification	0.00
Circle Drive	103,515.42
Dorm Construction	1,600,000.00
Roadway Parking Lot Seal Coat	50,000.00
Dorm Recreation Area	137,151.07
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	765,438.94
JASI	474,813.35
Total	6,170,975.47

NOTE: Capital projects total does not include encumbered funds



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: August 27, 2003
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *Sm*
SUBJECT: Consideration of \$1.6 Million into Capital Fund for the Student Center Remodel and Expansion

During the 2001-2002 budget, the Board transferred \$1.6 million from reserves into the capital fund for the possible construction of dorms. The administration recommends moving the \$1.6 million from the capital dorm account to the capital account for the expansion and remodel of the Ben Alexander Student Center. If the request is approved, the following represents the available funds for this project:

\$3,000,000 – 2002 General Obligation Bond
\$1,600,000 – NMJC Capital Fund
\$750,000 – NMJC Capital Fund (2003-2004 Budget)
\$5,350,000

Currently, the expansion will add an estimated additional 37,000 SF and an estimated 5,200 SF remodel. The Student Center remains the number one capital project for this institution. The administration recommends that you approve this request.

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #940

**Purchase of HP Multi-Function Designjet Scanner 4200 42in.
(Q1280A)**

BOARD DOCUMENTS

Date:	September 4, 2003
Prepared by:	Donna Richards Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On August 7, 2003, legal notices were posted in three newspapers, requesting sealed bids for the purchase of an HP Multi-Function Designjet Scanner.
 - 1) The Hobbs Daily News Sun
 - 2) Las Cruces Sun-News
 - 3) The Albuquerque Journal

The bid was also posted on the NMJC web site: www.nmjc.edu/bids/

2. Bid packets were sent to sixteen potential bidders.
3. Three vendors submitted bids within the time frame specified by the bid package.
4. No vendors were present at the opening.
5. The Business Office has evaluated the bids received, and recommends the acceptance of the low bid received from the CAD Store of Glendale, Arizona.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The vendors responding to Invitation to Bid #940

Holman's Inc. – Albuquerque NM
Zones, Inc. – Renton, WA
The Cad Store – Glendale AZ

The Bid Tabulation Summary appears on the following page.

The Administration recommends acceptance of the bid from The Cad Store, \$13,750.

Source of Funding: - Perkins Grant
3-2741-43-141, Major Equipment
Balance Remaining FY 2003/2004 = \$119,283.00

Tabulation Bid # 940

Purchase of HP DesignJet Scanner 4200 42 In (Q1280A)

<u>Vendor</u>	<u>Residential Preference #</u>	<u>Unit Price</u>	<u>Set-Up & Training</u>	<u>Total Price</u>
Zones, Inc.	No	\$ 14,596.00	\$ 452.00	\$ 15,048.00
Holman's Inc.	#18R22 *	\$ 14,759.20	-	\$ 14,759.20
CAD Store	No	\$ 13,500.00	\$ 250.00	\$ 13,750.00

A New Mexico Residential Preference Number entitles company to 5% consideration when tabulating bids.

\$15,536 x 95% = \$14,759.20



Vice President for Instruction

NEW MEXICO JUNIOR COLLEGE

DATE: August 26, 2002
TO: New Junior College Board of Trustees
SUBJECT: New Faculty Position
FROM: Dr. Richard Fleming *RBF*

During budget hearings it was decided to delay the approval of new faculty positions until it was known what budget savings would be available to fund the position(s). During the spring and summer of 2003 we hired a total of eight faculty and two administrators. The attached spreadsheet reflects the budget savings as a result of these hirings.

The second spreadsheet gives you a history of enrollment in our transitional courses. Enrollment in these courses has shown a steady growth and we have to depend more and more on full-time and part-time faculty to teach these courses on an overload basis. Even though the college has had a mandatory placement policy for math and English, there never had been a mandatory placement policy for reading. This was changed in 2003 when a mandatory reading policy was implemented (attached) and should result in the need for even more sections in reading.

We currently have only one full-time Professor of Reading/Writing in Transitional Studies. Therefore, I am seeking approval from you for another Professor of Reading/Writing.

Positions 2003-2004

Position	Budgeted		Savings
	Current Salary	Replacement Salary	
Margaret Wilson (Office Tech)	\$48,920	\$0	\$48,920
Daniel Ruehle (Math)	\$37,500	\$33,500	\$4,000
Richard Steinhaus (Psych/Soc)	\$37,500	\$34,000	\$3,500
Nursing (vacant)	\$37,500	\$37,500	\$0
Shelly Murphy (Nursing)	\$41,425	\$36,314	\$5,111 (Replaced Karen Landers)
Jonna Lindsey-Marion (Nursing)	\$36,742	\$31,250	\$5,492 (Replaced Kim Webb)
Mary Jane Ward (B&T Dean)	\$67,060	\$55,500	\$11,560 (Replaced Steve Davis)
Steve Davis (July & vacation)	\$0	\$10,053	-\$10,053
Marilyn Dill	\$50,000	\$50,000	\$0 (New Director of Learning and Assessment)
John Young (Office Tech/Bus)	\$50,317	\$35,500	\$14,817 (Replaced Ernestine Moore)
Charlotte Schmitz (Math)	\$37,500	\$31,500	\$6,000
Susan Waters (English)	\$45,262	\$35,000	\$10,262 (Replaced Patricia Bowman)
Jennifer Cain (English)	\$49,067	\$32,000	\$17,067 (Replaced Sue Bennett)
Irma Maldonado (AVHS-Allied Health)	\$36,314	\$28,500	\$7,814 (Replaced Shelly Murphy)
Erin Rowland (PT AVHS-Cosmetology)	\$0	\$6,300	-\$6,300 (Increased enrollment)
Totals	\$575,107	\$456,917	\$118,190

Transitional Studies Enrollments

	2000-2001	2001-2002	2002-2003	2003-2004*
Basic Reading (TS 103)	12	8	0	9
Developmental Reading (TS113)	72	41	76	37
Review of English I (TS 113A)	115	138	205	102
Review of English II (TS 113C)	230	227	255	144
Reading Improvement (TS 123)	98	95	113	46
College Preparatory Reading (TS 133)	66	80	72	50
Basic Reading (TS 203)	6	9	7	0
Basic Math (TS 113E)	347	284	342	189
Elementary Algebra (TS 113F)	372	362	366	257
ESL (TS 196 & TS 296)	15	15	17	10
	<hr/> 1333	<hr/> 1259	<hr/> 1453	<hr/> 844

* Summer I, II and Fall only

New Mexico Junior College Mandatory Reading Placement Policies

Students entering NMJC for the first time must take the COMPASS test for mandatory placement into reading (TS113 Developmental Reading), writing, or math classes based on their scores. TS123 Reading Improvement is recommended for students whose scores fall in the recommended range for that class. The following situations are exceptions:

Students taking courses for recreational purposes or for a work-related skills upgrade.

Students with an ACT, ASSET, or SAT score may be placed according to that score with relationship to the Basic Skills Assessment Matrix in lieu of taking the COMPASS.

Student has an Associate Degree or higher college degree.

This policy becomes effective with enrollment for Summer I, 2003.

April 1, 2003

New Mexico Junior College
Basic Skills Assessment Score Matrix
Reading, Writing, and Mathematics

Reading Placement

COMPASS	ACT	SAT	ASSET	REQUIRED COURSES
0-32	0-5	0-170	23-28	TS 103/TS 203 Basic Reading
33-56	6-9	180-240	29-33	TS 113 Developmental Reading
RECOMMENDED COURSES				
57-70	10-13	250-300	34-37	TS 123 Reading Improvement
71-83	14-17	340-420	38-42	TS 133 College Prep Reading
84 +	18-36	430 -	43-53	No Reading Class Required

Writing/English Placement

COMPASS	ACT	SAT	ASSET	REQUIRED COURSES
0-30	0-13	0-330	23-32	TS 113A Review of English I
31-59	14-17	340-420	33-38	TS 113C Review of English II
60 +	18-36	430 +	39 +	EN 113 Composition & Rhetoric

Math Placement

COMPASS	ACT	SAT	ASSET	REQUIRED COURSES
0-35 PreAlg	0-13	0-320	23-38	TS 113E Basic Math
36-100 PreAl	14-16	330-390	39+ Num	TS 113F Elementary Algebra
0-40 Algebra			0-40 Algebra	TS 113F Elementary Algebra
41-65 Algebra	17-19	390-450	41-55 Elem Alg	MA 113A Intermediate Algebra
			23-40 Inter Alg	MA 113A Intermediate Algebra

ESL Placement for Discussion Only--DRAFT

ACT ESL	Reading	Listening	Grammar	REQUIRED COURSES
Pre-level	1-37	1-41	1-41	Adult Basic Education
Level 1	38-64	42-66	42-62	TS 196 ESL & TS 103
Level 2	65-79	67-81	63-83	TS 196 ESL & TS 103
Level 3	80-91	82-91	84-93	TS 296 ESL & TS 203
Level 4	92-99	92-99	94-99	COMPASS Testing



New Mexico Junior College Career Opportunities

Position Announcement • September 2003

Position Title: Professor of Reading/Writing in Transitional Studies (Developmental)

Position Description: This position reports to the Dean of Transitional Studies. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Reading and/or Writing (Review of English); (2) serve on college committees as assigned; (3) work with learning communities; (4) post and maintain approved office hours per week; (5) assume other professional responsibilities associated with the position of professor; and (6) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's Degree in a related field from a regionally accredited institution is required. Master's degree preferred. Teaching experience in reading, writing, and/or language arts required. Community college teaching experience in developmental education preferred. Certification in Reading desirable. Must be committed to excellence in instruction and willing to work with other instructors in coordinating the offerings and providing substitute instruction when needed. Computer proficiency required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful applicant may have the option of teaching during the summer terms for income above his/her salary. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: October 17, 2003, at 5:00 p.m. MDT. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position starts 2004 Spring semester. 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"

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