

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, April 21, 2016

Zia Room – Library

1:30 p.m.

AGENDA

- | | |
|--|----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of March 18, 2016, March 31, 2016
and April 14, 2016 | Pat Chappelle |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Consideration of 2015-2016 Budget Recommendation | Steve McCleery |
| 2. Monthly Expenditures Report | Dan Hardin |
| 3. Monthly Revenue Report | Dan Hardin |
| 4. Oil and Gas Revenue Report | Dan Hardin |
| 5. Schedule of Investments | Dan Hardin |
| 6. Personnel Recommendation TAACCCT Grant | Jeff McCool |
| F. Public Comments | Pat Chappelle |
| G. Announcement of Next Meeting | Pat Chappelle |
| H. Closure of Open Meeting | Pat Chappelle |
| I. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
MARCH 18, 2016
MINUTES**

The New Mexico Junior College Board met on Friday, March 18, 2016, beginning at 9:00 a.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Mrs. Mary Lou Vinson; Mr. Zeak Williams; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present.

Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the agenda was unanimously adopted.

Upon a motion by Mr. Glenn, seconded by Mr. Williams, the Board unanimously approved the minutes of February 18, 2016 and March 4, 2016.

Under President's Report, Professor Shyla McGill provided detailed discussion of the Pi Day held on Monday, March 14, 2016 at the Western Heritage Museum. Professor McGill reported approximately 1,740 were in attendance of Pi Day. This included 5th grade students, approximately 130 volunteers and the surrounding community. Dr. McCleery praised the work of Professor McGill and the continued outstanding success of Pi Day.

Professor Maria Vick, joined by NMJC students Mr. Darrant Kibad and Ms. Alexis B. Gonzales, reported five awards were received at a recently attended Phi Theta Kappa Regional Conference. She noted the most prestigious award received was the "Distinguished College Project Award", an ongoing project for Phi Theta Kappa. She further noted a "Completion Banner" hanging in the Ben Alexander building displaying signatures of students who are bestowed the opportunity to mark through their names at the graduation ceremony signifying their successful

completion. This project will now proceed on to the National Conference in Washington, DC. Professor Vick also announced Ms. Alexis B. Gonzales has accepted a position as the Southern New Mexico Regional's Vice President and will be responsible for nine Southern Region Chapters promoting and recruiting students to join in the Phi Theta Kappa activities.

Dr. McCleery distributed the annual "Acknowledgement of Conflict of Interest Policy" with attached Policy No. 304 from the NMJC Board Policy Manual to Board members for signatures.

Dr. McCleery encouraged everyone to attend the NJCAA Women's National Basketball Championship in Lubbock, Texas to watch the NMJC Women's Basketball Team play. If unable to attend, Dr. McCleery directed everyone to the NMJC website to watch by livestream. He stated the NMJC Women's Basketball Team has been playing exceedingly well and encouraged everyone to watch the games.

Under New Business, Mr. Dan Hardin presented the February, 2016 financial reports. Upon a motion by Mrs. Vinson, seconded by Mr. Gomez, the Board unanimously approved the Expenditure Report for February, 2016. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Dale Gannaway presented a Consideration of Appoint of Mr. Tres Hicks to the New Horizons Foundation Board of Directors and the creation of a new NHF Board position. Upon a motion by Mr. Gomez, seconded by Mr. Baeza, the Board unanimously approved this request.

Dr. Dennis Atherton presented a Consideration of Tuition and Fee Waiver for Transitional Studies Courses for the Summer, 2016. The request was to waive transitional class course fees for the 2016 summer session and authorization of tuition waivers for students taking transitional classes not covered by the Foundation grant. Upon a motion by Mr. Black, seconded by Mr. Gomez, the Board unanimously approved this request.

Dr. Larry Sanderson recommended the appointment of Mrs. Kim Latimer for the Acting Program Planner for Continuing Education and Community Programs position. He stated this plan would allow Mrs. Latimer six months to evaluate her interest in the position as well as an overall evaluation of the long term needs of this role. Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the Board unanimously approved this request.

Mr. Jeff McCool recommended Mr. Jeffrey D. Walker for the Coordinator of Transportation Training position at a 12 month salary of \$58,245.00. Upon a motion by Mr. Gomez, seconded by Mrs. Vinson, the Board unanimously approved the employment of Jeffrey D. Walker, effective March 21, 2016.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, March 31, 2016 beginning at 3:00 pm.

Mrs. Vinson moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of New Mexico Statutes Annotated 1978. Mr. Black seconded the motion. The roll call vote was as follows: Mr. Baeza – yes; Mr. Williams – yes; Mr. Black – yes; Mrs. Vinson – yes; Mr. Glenn – yes; Mr. Gomez – yes; and Ms. Chappelle – yes.

Upon re-convening in open meeting, Ms. Chappelle stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the board meeting adjourned at 12:15 pm.

Pat Chappelle, Chair

Ron Black, Secretary

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
MARCH 31, 2016
MINUTES**

The New Mexico Junior College Board met on Thursday, March 31, 2016, beginning at 3:00 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Mr. Zeak Williams; and Mr. Hector Baeza. Mary Lou Vinson was absent.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Dorothy Fowler, Hobbs News-Sun; Todd Bailey, Hobbs New Sun; Matthew McKim, Dekker/Perich/Sabatini; Scott Stoll; Representative David Gallegos, John Graham, Lovington Leader; Hermilo Ojeda, Ojeda Broadcasting Inc.; and Lynda McCleery.

The roll call to establish a quorum was as follows: Mr. Baeza – yes; Mr. Williams – yes; Mr. Black – yes; Mr. Glenn – yes; Mr. Gomez – yes; and Ms. Chappelle – yes.

Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the agenda was unanimously adopted.

Ms. Chappelle called for comments from the public. Mrs. Susan Fine invited everyone to attend the Women’s History Month Movie “Iron Jawed Angels” following the New President’s Reception beginning at 6:00 pm in the Western Heritage Museum Theatre Room.

Mr. Glenn moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of New Mexico Statutes Annotated 1978. Mr. Black seconded the motion. The roll call vote was as follows: Mr. Baeza – yes; Mr. Williams – yes; Mr. Black – yes; Mr. Glenn – yes; Mr. Gomez – yes; and Ms. Chappelle – yes.

Upon re-convening in open meeting, Ms. Chappelle stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

The next regular board meeting was scheduled for Thursday, April 21, 2016 beginning at 1:30 pm.

Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the appointment of Dr. Kelvin Sharp as the President of New Mexico Junior College.

Upon a motion by Mr. Williams, seconded by Mr. Black, the Board unanimously approved the proposed contract between New Mexico Junior College and Dr. Kelvin Sharp with a beginning work date of July 1, 2016.

Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the board meeting adjourned at 3:45 pm.

Pat Chappelle, Chair

Ron Black, Secretary

**NEW MEXICO JUNIOR COLLEGE
BOARD BUDGET WORK SESSION
APRIL 14, 2016
MINUTES**

The New Mexico Junior College Board met on Thursday, April 14, 2016, beginning at 8:00 a.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Mrs. Mary Lou Vinson; Mr. Zeak Williams; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present. Dr. Kelvin Sharp was present by conference phone.

Upon a motion by Mrs. Vinson, seconded by Mr. Gomez, the agenda was unanimously adopted.

Dr. McCleery and Mr. Dan Hardin presented a slide presentation and significant discussion of the NMJC Budget for 2016-2017 to be presented for approval at the April 21, 2016 Board meeting.

Upon a motion by Mr. Gomez, seconded by Mr. Williams, the board meeting adjourned at 11:05 am.

Pat Chappelle, Chair

Ron Black, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: April 14, 2016

RE: Expenditure and Revenue Reports for March 2016

New Mexico Junior College Board members, we have completed nine months or 75% of the fiscal year. On the Expenditure Report, the total year-to-date funds expended and/or encumbered through the month of March is \$31,459,484.00.

The total current unrestricted fund expenditures for Instruction & General as of the end of March are \$16,934,815.00, which is 77% of the projected budget. At this time of the fiscal year there is normally one area within the I & G funds that is typically over the 75% of the budget. Institutional Support is at 97%, the main reason for the overage is because we have paid for the audit and legal expenses. The total current unrestricted fund expenditures through March of 2016 are \$21,234,371.00. In the unrestricted funds all of the areas are over the 75% budget for the year. All of these areas have large expenses or encumbrances that occur at the beginning of the semesters or the fiscal year. Internal Services should be within budget by the end of the semester, with the charge out credit posting monthly for computer services. Student Aid should stay within budget for the year. Auxiliary Enterprises will begin to have credits posting from return of books. Athletics will be over budget due to team travel expenditures for the regional and national competition.

Restricted Funds had \$219,055.00 in expenditures for the month of March. Restricted Student Aid expenditures are slowing down, but the Grants expenditures will continue. Total year-to-date restricted expenditures are \$5,098,370.00

Plant funds had \$147,785.00 in expenditures for the month for the capital projects, most of the expenditures were in small institutional projects. Total year-to-date plant fund expenditures and/or encumbrances are \$5,126,743.00.

The total expenditures year-to-date through March 2016 is \$31,459,484.00.

The revenue generated in Current Unrestricted funds for March 2016 was \$1,861,870.00. This is mainly from the state appropriation, oil and gas revenue, and property mill levy tax. The total year-to-date revenue for unrestricted funds is

\$24,304,095.00.

There was \$113,978.00 drawn in for restricted Grant revenue in March, and \$320,477 in the Restricted Student Aid revenue. The total year-to-date revenue in the restricted funds is \$5,081,883.00.

Plant fund revenue in March was \$16,136, this was interest in the LGIP funds, and draws made on the STB funds. The total revenue year-to-date for plant funds is \$735,431.00.

The total revenue year-to-date is \$30,121,409.00

If you will remember, the State is now three months behind in the distribution of the Oil and Gas revenue, so the revenue received in March is for the month of December. As expected we are seeing the decline in the Oil and Gas revenue. The allocation for December came in at \$489,235.00. The total revenue year-to-date for the oil and gas equipment tax is \$2,557,748.00. Total year-to-date for oil and gas and oil and gas equipment tax is \$7,818,796.00 including the accruals for January, February and March. This time last year the total Oil & Gas and Oil & Gas Equipment revenue was at \$9,581,829.

The investment report shows no activity in March from the LGIP, with the total investments to \$10,593,127.00. As of the end of March, \$13,188,039.38 was allocated as capital projects is \$13,188,039.38. The interest income from the LGIP was \$3,300.00.

This is the finance report for March 2016

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
March 2016

75% of Year Completed

Fund	2014-15			2015-16			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	9,731,091	7,231,784	74%	10,103,380	911,482	7,079,818	70%
Academic Support	2,273,743	1,727,986	76%	2,628,124	219,905	2,018,024	77%
Student Services	1,840,687	1,422,053	77%	1,988,062	179,225	1,470,861	74%
Institutional Support	3,528,284	3,334,065	94%	3,694,568	360,705	3,568,707	97%
Operation & Maintenance of Plant	3,541,829	2,853,268	81%	3,658,460	322,755	2,797,405	76%
Subtotal - Instruction & General	20,915,634	16,569,156	79%	22,072,594	1,994,072	16,934,815	77%
Student Activities	0	0	0%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	87,145	186,448	214%	85,520	(7,854)	152,520	178%
Student Aid	593,551	757,897	128%	668,551	11,101	618,723	93%
Auxiliary Enterprises	1,800,693	1,835,745	102%	1,858,486	170,243	2,179,267	117%
Athletics	1,029,348	1,165,052	113%	1,157,636	172,419	1,349,046	117%
Total Current Unrestricted Fund	24,426,371	20,514,298	84%	25,842,787	2,339,981	21,234,371	82%
CURRENT RESTRICTED FUND							
Grants	1,157,859	1,236,078	107%	2,055,881	96,177	1,560,432	76%
Student Aid	5,033,468	3,615,853	72%	4,989,673	122,878	3,537,938	71%
Total Current Restricted Fund	6,191,327	4,851,931	78%	7,045,554	219,055	5,098,370	72%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	8,757,760	2,791,969	32%	8,587,117	123,248	3,326,797	39%
Projects from State GOB Funds	3,050,000	2,811,051	92%	5,000,000		317,875	6%
Projects from State STB Funds	0		0%			553,777	0%
Projects from General Fund	0	14,537	0%	0			0%
Projects from Private Funds	0		0%	0			0%
Projects from State ER&R	332,720	311,398	94%	332,720	5,239	95,443	29%
Projects from State BR&R	597,281	346,678	58%	597,281	19,298	832,851	139%
Subtotal - Capital and BR&R	12,737,761	6,275,633	49%	14,517,118	147,785	5,126,743	35%
Debt Service							
Revenue Bonds	276,000	0	0%	0	0	0	0%
Total Plant Funds	13,013,761	6,275,633	48%	14,517,118	147,785	5,126,743	35%
GRAND TOTAL EXPENDITURES	43,631,459	31,641,862	73%	47,405,459	2,706,821	31,459,484	66%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
March 2016

75% of Year Completed

Fund	2014-15			2015-16			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,684,200	3,684,323	100%	3,692,200	128,041	3,782,637	102%
State Appropriations	6,047,200	4,693,998	78%	6,129,500	510,800	4,697,105	77%
Advalorem Taxes - Oil and Gas	7,235,000	9,581,829	132%	7,235,000	546,994	7,818,796	108%
Advalorem Taxes - Property	6,003,500	4,724,422	79%	6,853,725	81,907	5,045,735	74%
Interest Income	5,000	2,158	43%	4,000	70	407	10%
Other Revenues	367,161	263,412	72%	330,105	42,570	285,851	87%
Subtotal - Instruction & General	23,342,061	22,950,142	98%	24,244,530	1,310,382	21,630,531	89%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	27,000	7,129	26%	27,000	2,009	7,296	27%
Auxiliary Enterprises	2,251,000	2,217,210	98%	2,288,000	58,604	2,297,576	100%
Athletics	483,400	369,148	76%	487,200	40,284	368,692	76%
Total Current Unrestricted	26,103,461	25,543,629	98%	27,046,730	1,411,279	24,304,095	90%
CURRENT RESTRICTED FUND							
Grants	1,157,859	1,282,940	111%	2,055,881	113,978	1,685,106	82%
Student Aid	5,033,468	3,233,566	64%	4,989,673	320,477	3,396,777	68%
Total Current Restricted	6,191,327	4,516,506	73%	7,045,554	434,455	5,081,883	72%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,300,000	2,222,238	0%	5,000,000		665,322	0%
Projects from State STB Funds	0		0%	0	12,836	52,878	0%
Projects from General Fund	0		0%	0			0%
Projects from Private Funds	0		0%	0			0%
Interest Income (LGIP)	10,000	14,627	146%	10,000	3,300	17,231	172%
Total Plant Funds	3,310,000	2,236,865	68%	5,010,000	16,136	735,431	15%
GRAND TOTAL REVENUES	35,604,788	32,297,000	91%	39,102,284	1,861,870	30,121,409	77%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

March 2016

75% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2015-16 Original Budget	Variance Over (Under) Budget
Distribution								
Actual	July	\$45.16	5,898,788	\$2.85	17,668,988	720,659	465,000	255,659
Actual	August	\$35.51	6,117,230	\$2.76	17,591,052	678,487	465,000	213,487
Actual	September	\$40.02	6,000,461	\$2.81	17,818,034	679,100	465,000	214,100
Actual	October	\$40.75	6,059,129	\$2.75	18,623,279	704,218	465,000	239,218
Accrual	November	\$36.54	5,895,503	\$2.56	17,591,186	594,349	465,000	129,349
Accrual	December	\$29.81	5,565,429	\$2.41	15,996,106	489,235	465,000	24,235
Accrual	January					465,000	465,000	0
Accrual	February					465,000	465,000	0
Accrual	March					465,000	465,000	0
Accrual	April						465,000	(465,000)
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						5,261,048	5,580,000	(318,952)
Y.T.D. Equipment Tax Revenue						2,557,748	1,655,000	902,748
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						7,818,796	7,235,000	583,796

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
March 2016

75% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	10,593,127	7102-1348	0.210%	3,300
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>10,593,127</u>			<u>3,300</u>

Capital Projects	3/31/2016
Vehicles	0.00
Technology Upgrade	169,146.50
JASI	14,680.34
WHM South Gallery	266,594.43
Baseball Field	23,362.95
Luminis Software	2,993.00
Landscaping	319,037.79
Campus Signage	2,801.67
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	6,625.60
Campus Construction	212,209.95
Oil & Gas Training	161,766.39
Public Sector	9,227.00
Campus Security	6,563.64
Lumens Software-Distance Learnng	5,000.00
Copier Replacement	274.00
Non-Recurring Compensation	152,169.10
Athletics	142,991.36
Student Life Programming	20,432.28
Warehouse/Cont Ed Remodel	669.00
Succession Plan	57,510.12
Energy Technology Equipment	300,000.00
WHM Exhibits	110,798.78
Mansur Hall Upgrades	51,043.75
Senior Warm Water Wellness Ctr	3,500,000.00
Driving Range Upgrades	200,000.00
Cosmetology Remodel	700,000.00
Entertainment Technology	2,384,862.69
Cafeteria Upgrade	213,738.32
Channel 19 Upgrade	32,719.62
FERPA & Title IX	688.50
Equestrian Center	3,000,000.00
Bob Moran Upgrades	82,459.39
Campus/Hospital Fencing	200,000.00
Turf Replacement	184,175.00
Watson Hall Theater	238,511.90
WHM Titanic Exhibit	0.00
Mary Hagelstein Upgrades	90,612.80
HVAC Software-Central Plant	200,000.00
Infrastructure Upgrade	93,279.46
Cadet Supplement	0.00
Workforce Training Contingency	3,711.79
TOTAL	13,188,039.38

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date April 13, 2016

Candidate's name Jaymie L. Freidank

Position title Director of TAACCCT Grant Program

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 May 2, 2016* Standard contract length 12 mos. 9 mos. other _____

Funding source TAACCCT Grant

Paid advertising beyond *standard Higheredjobs.com

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

Posted salary range \$52,841 - \$79,261 Recommended annual salary \$58,878 Prorated salary yes no

Account number(s) with respective % allocation(s) 41151 2907 61301 122 100%

Recommended and approved by:

Supervisor _____

Dean/Director _____

Vice President _____

President 

Selection Committee Members: Terri Blandin – Executive Assistant - Training & Outreach

Rachel Gallagher – Career Support Technician

Jeff McCool – Vice President for Training & Outreach

Larry Sanderson – Director of Institutional Effectiveness

Steve Saucedo – Coordinator of Workforce Training

Comments: Ms. Freidank, with a Master's degree and more than nine years of experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Director of TAACCCT Grant Program

Personal Data

Name: Jaymie L. Freidank

Education

M.S., Niagara University, Lewiston, NY, 2004
Major: Criminal Justice Administration
B.A., University of Albany, Albany, NY, 2001
Major: Criminal Justice

Professional Experience

Montana State University, Havre, MT TAACCCT Project Coordinator/Title IX Investigator Adjunct Criminal Justice Instructor	06/2014 - Present
College of St. Joseph, Rutland, VT Adjunct Criminal Justice Instructor	06/2013 – 05/2014
Community College of Vermont, Rutland, VT Adjunct Criminal Justice Instructor	10/2012 - 04/2014
Boys & Girls Club of Rutland County, Rutland, VT Unit Director/Project Coordinator	05/2010 - 04/2014
Colorado Northwestern Community College, Ranglely, CO Criminal Justice Dept. Chair/Program Director Law Enforcement & National Park Service Academy Director Title IX Coordinator	05/2008- 01/2010

Activities and Service

Diversity/Curriculum & Development/Marketing & Liaison Committees
TAACCCT 4 – Federal
Department of Labor, Havre, MT, 2014 - Present

MSU-N Academic Advisory Committee, Havre, MT, Chair 2014-2015

Rape Prevention Education – Federal - Center for Disease Control, Havre, MT,
Grant Manager 2014 - Present



New Mexico Junior College

Career Opportunities

Position Announcement • February 2016

Position Title: Director of TAACCCT Grant Program

Position Description: The position is responsible to the Vice President of Training and Outreach. Duties and responsibilities include, but are not limited to, the following: (1) Directs the operations associated with funding derived from the TAACCCT grant from the US Department of Labor. Develops and implements activities as outlined in the approved grant Statement of Work (SOW) and associated documents. Coordinates the various classes and coursework planning within the program. Coordinates with external agencies and/or organizations on all matters pertaining to the program. Coaches, trains, and supervises assigned employees. Coordinates schedules, assigns, and reviews the daily work activities of staff; (2) Develops, implements, and maintains program budgets; creates, prepares, and submits all grant applications/paperwork; monitors and maintains projects ensuring compliance with federal, state, and local requirements; ensures program activities (e.g. expenditures, classes, etc.) meet grant/contract requirements; analyzes and facilitates collection of data; prepares special and recurring reports; regularly evaluates instructors, class, and program effectiveness; (3) Develops and modifies curriculum to meet the needs of students; establishes classroom/computer labs, equipment, and software updates as needed; supervises preparation and submittal of all purchase requisitions, personnel requisitions, and other personnel/financial transactions; and conducts community needs assessments as needed; (4) Represents the program at meetings, conferences and/or seminars; serves on various committees and as a member of professional associations; interacts with administrators, faculty, staff, and external constituencies; communicates with instructors and students obtaining feedback; makes on-site visits; observes classroom and online instruction; and may participate or assist in student/program registration; (5) performs other professional duties associated with the position; (6) participate in a process of continual personal and professional improvement; (7) serve on college committees as assigned; (8) actively participate in the institutional goals and objectives designed to support the mission of the college; and, (9) 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 and relevant experience preferred. Will consider non-degreed candidates with substantial professional experience directly related to duties and responsibilities outlined in this posting. All degrees must be from a regionally accredited institution. Knowledge of grant funding and reporting procedures required. Excellent public speaking, supervisory, microcomputer and organizational skills are necessary. Knowledge to include, but are not limited to, the following: management practices and principles, program development and implementation, budget preparation, monitoring and administration, community referrals and services, and public relations/marketing practices and methods. Valid New Mexico or Texas driver license required.

Salary/Benefits: Salary range is \$52,841 to \$79,261 and is commensurate with education and experience. This is a 12-month professional position funded by a grant. Continued employment will depend on grant funding. Standard employee benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities), letter of application (cover letter), resume, unofficial transcripts for **all** degrees listed on resume (official transcripts required prior to employment), and three references with current telephone numbers and addresses.

Human Resources, New Mexico Junior College, 1 Thunderbird Circle, Hobbs, NM 88240

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