

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, December 16, 2021
Ben Alexander Building – Daniels Room
1:30 pm

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of November 18, 2021 | Pat Chappelle |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditure Report | Josh Morgan |
| 2. Monthly Revenue Report | Josh Morgan |
| 3. Oil and Gas Revenue Report | Josh Morgan |
| 4. Schedule of Investments | Josh Morgan |
| 5. Consideration of Capital Projects | Morgan/McCleery |
| 6. Consideration of Master Plan Addendum | Morgan/McCleery |
| 7. Consideration of NMJC Thanksgiving Holiday Break | McCool/McCleery |
| 8. Consideration of Performance Appraisal Goal Setting | Steve McCleery |
| 9. Personnel Consideration - Media Production Coordinator | Geni Cavanaugh |
| 10. Personnel Consideration - Cosmetology | Jeff McCool |
| F. Public Comments | Pat Chappelle |
| • Phone Number (575) 492-2595 | |
| • Fax Number (575) 492-2559 | |
| G. Determination of Next Meeting | Pat Chappelle |
| H. Closure of Open Meeting | |
| • Discussion of Limited Personnel Matters Regarding the Demotion, Discipline or Dismissal of Employee, as Authorized by NMSA 1978 § 10-15-1 H (2). | |
| I. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
NOVEMBER 18, 2021
MINUTES**

The New Mexico Junior College Board met on Thursday, November 18, 2021, beginning at 1:32 p.m. in the Ben Alexander Building, Daniels Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Ms. Evelyn Rising; Mr. Guy Kesner and Mr. Manny Gomez. Mrs. Erica Jones was absent.

Ms. Chappelle called the meeting to order and welcomed guests attending via Facebook Live due to the current COVID-19 pandemic and the current Public Health Order requiring social distancing. Ms. Chappelle stated in response to the Governor's order, guidelines continue to be followed. Ms. Chappelle encouraged the public to participate and provide public comments at the end of the formal agenda to either (575) 492-2595 or by fax to (575) 492-2559.

Ms. Chappelle welcomed Interim President, Dr. Steve McCleery.

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

Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved the minutes of October 21, 2021.

Under President's Report, The NMJC Board provided updates on their recently attended Association of Community College Trustee (ACCT) Leadership Conference in San Diego, California. Mr. Kesner noted he attended approximately eight sessions. Sessions attended were: 1) Education at the Speed of Industry; 2) Community Lawyers Roundtable; 3) NJCAA Athletics Creating Opportunities; 4) Re-engaging, Reconnecting, and Re-enrolling; 5) Strategic Planning Development; 6) Data Security; and 7) Strengthening Real Colleges. Mr. Kesner stated he was most impressed by a presentation given by Dr. Jacquelyn Elliott from Central Arizona College and encouraged NMJC to reach out to Dr. Elliott. Ms. Rising and Mr. Baeza echoed Mr. Kesner's comments. Mr. Baeza stated he became aware of how many campuses closed their doors to students during the pandemic and expressed how appreciative of the NMJC staff/faculty for keeping students in class. Ms. Rising stated this year brought in a number of new trustees to the event and noted hearing their platforms was informative. In addition, Ms. Rising noted she received a certificate for being on the Western Region Platforms. She noted she will be attending additional conferences with this group and stated she would provide an update in January. Mr. Kesner, Ms. Rising, and Mr. Baeza expressed their appreciation for the opportunity given to attend.

Dr. McCleery stated the NMJC audit is complete and invited Mr. Josh Morgan and his staff to join the meeting. Mr. Morgan stated the audit went well and noted it was a "consistent audit" and will be released to the public in January. He applauded the works of his staff and others who assisted. He introduced the group as follows: Julie Buchanan, Kim Williams, Amy Solano, Raquel Herevia,

Ruth Rios, George Garcia, Bill Kunko, and Stacey Wynn. Those recognized but not in attendance were Melanie Garcia, Kerrie Mitchell, and Tina Kunko.

Dr. McCleery invited the Board to attend the February 16, 2022 Presidential Search Committee meeting to present a thank you letter and a jacket to each of the Search Committee members.

Dr. McCleery reported he has reached out to Mr. Brian Sanderoff, President of Research & Polling for redistricting services. He stated Mr. Sanderoff has proposed, as in past history, the scope of work to include attending one meeting, drafting two plans, and revisions if needed.

Dr. McCleery provided an update on the salary compensation study. He reported a Request for Proposal is being done. After a selection has been made, they are expected to be on campus in March with a deadline for completion in May. Dr. McCleery provided brief discussion on the compensation process.

Under New Business, Mr. Josh Morgan joined the meeting to present the October 2021 financial reports. Upon a motion by Mr. Glenn, seconded by Mr. Kesner, the Board unanimously approved the Expenditure Report for October 2021. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed. In addition, Mr. Morgan provided an updated of the Higher Emergency Relief (HERF) Fund.

Dr. McCleery presented the Realignment of the NMJC Organizational Chart for consideration. Dr. McCleery pointed out the areas of change with brief discussion following. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the Realignment of the NMJC Organizational Chart.

Mr. Deron Clark joined the meeting to assist Dr. McCleery in the presentation of the Athletic Fund Reallocation. Dr. McCleery requested consideration to reallocate funds in the amount of \$180,000 approved in the October 21, 2021 NMJC Board Meeting for the purpose of starting a Women's Golf Program. Dr. McCleery stated after conversations with students and a noted drop in Student Academic Success rates, it became apparent it was critical to develop a robust Student Success Center for the NMJC campus. The reallocated funds would be utilized to provide two Academic Success Coaches. While new women's sport programs are needed to demonstrate we are attempting to be Title IX compliant, the success of students is in dire need. Dr. McCleery commented Mrs. Cathy Mitchell has recommended adding additional scholarships in the future to women's sports. The addition of scholarships would be helpful in growing the number of women students on the NMJC rodeo team. Mr. Gomez asked if it was possible to consider funding both the development of the Student Success Center and the start of a Women's Golf Program. Mr. Clark noted he agreed students are in need of assistance with their academics and noted it was not the right time to add sports. Mr. Glenn asked if students receiving tutoring will be tracked for progress. Dr. McCleery responded yes. Significant discussion continued. Following discussion, upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the request to reallocate \$180,000 for the development of an Academic Success Center.

Dr. McCleery presented a consideration of Legislative Priorities for 2022 as follows: Capital Projects 1) \$3,000,000 for the Technology Center; 2) \$400,000 for equipping the Technology

Center. Recurring Funding Projects 1) \$200,000 to hire and maintain two career and life skill coaches for the NMJC Student Academic Success Center; 2) \$200,000 to hire and maintain two Career and Life Skills Coaches for the NMJC Career and Technical Education Center (CTECH). Discussion followed. Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the 2022 Legislative Priorities.

Dr. McCleery presented a consideration of Position Reclassification Funding. Dr. McCleery requested consideration of moving \$600,000 from the reserves to the NMJC Succession Planning account. Funding will be utilized to cover future costs of potential reclassifications or making the necessary adjustments for positions that are critical to serving students. Upon a motion by Mr. Kesner, seconded by Mr. Gomez, the Board unanimously approved this request.

Dr. McCleery presented a consideration of Dr. Robert Rhodes contract. Dr. McCleery stated with the Legislative Session quickly approaching and the resignation of Mr. Clayton Abbey, Dr. Robert Rhodes has agreed to provide Legislative Liaison services from November, 2021 through February, 2022. Upon a motion by Mr. Kesner, seconded by Mr. Baeza, the Board unanimously approved this request.

Mr. Scotty Holloman joined the meeting to present the OSHA Mandated COVID Policy. Mr. Holloman reported on November 12, the OSHA Regulation was subject to a litigation hold/stay pending adequate review. The litigation hold/stay suspended OSHA from activities related to the implementation and enforcement of the regulation. Mr. Holloman recommended one the following from the Board: 1) Do not comply with the mandate; 2) Implement and follow regardless of the outcome of the litigation; 3) Adopt the policy but do not implement at this time; 4) Table and readdress at a later date. Upon a motion by Mr. Gomez, seconded by Ms. Rising, the Board unanimously tabled this request.

Mr. Jeff McCool joined the meeting to present a consideration to amend the bylaws of New Horizons Foundation (NHF). The NHF bylaws provide the board will have at least five but no more than seven members. The current term of office for each member is three years. Mr. McCool requested approval to amend the bylaws for a staggered three-year term for each member. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the request as presented. Mr. McCool presented consideration of member appointments to staggered terms and assignment of term expiration dates. Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved the requested as presented. Mr. McCool presented consideration of appointment of Mr. Philip Ingram to the NHF Board of Directors. Upon a motion by Ms. Rising, seconded by Mr. Gomez, the Board unanimously approved the request as presented.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, December 16, 2021 beginning at 1:30 pm.

Upon a motion by Mr. Kesner, seconded by Mr. Gomez, the board meeting adjourned at 3:40 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

Mary Lyle
924 Mesa Verde Dr.
Hobbs, NM 88240

December 7, 2021

Dr. Steve Mc Cleery
Interim President
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

Dear Steve:

This letter is to notify you that I plan to retire and my last day of work at New Mexico Junior College will be March 31, 2022. I wanted to take this opportunity to thank you for all of the opportunities that I have had working at the Western Heritage Museum and Lea County Cowboy Hall of Fame. I have genuinely enjoyed my position as Director of Education for the Museum and will miss you and my coworkers when I retire.

I value the experiences I have had and the many great people I have met during my time at the Museum. It has been my privilege to work with our great staff and I wish them much success in the future.

Please let me know what I can do to help you with the transition. Please feel free to contact me if you need additional information.

Sincerely,



Mary Lyle
Director of Education
Western Heritage Museum &
Lea County Cowboy Hall of Fame

Accepted with regret. 12-9-21

Steve McCleery

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Josh Morgan

Date: December 9, 2021

RE: Expenditure and Revenue Reports for November

November is month five or 42 percent of the 2021/202 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through November 2021 is \$21,880,804.

Looking at the expense report for November, the total Current Unrestricted Funds expended year-to-date is \$11,320,657 or 38% of the budget. Expenses for Instruction and General are slightly up as compared to FY 21 for the first five months of the fiscal year. In the other unrestricted funds, Internal Services is currently over budget because of the maintenance agreements that are paid for at the beginning of the fiscal year. The other departments in unrestricted which include Student Aid, Auxiliary Enterprises, and Athletics are normally over budget at this point in time. Typically, it is because of start of semester expenses or for Athletics it is the grant-In-aid awarded at the beginning of the semester. Auxiliary Enterprises expenditures are tracking as expected. Julie Buchanan and her Bookstore staff are doing a great job of preparing for the Spring semester making sure the right books and the right number of books are on the shelf for the NMJC students as well as for the dual credit students up and down the County.

In the restricted funds, Grant spending is at 33% of the budget. Restricted Student Aid expenditures are up as compared to the expenditures in November of 2020 due to HEERF awards. Total expenditures for restricted funds are \$3,425,688.

Plant fund expenditures for November were \$226,831; the total year-to-date including encumbrances is \$7,134,459. The expenditures for the month are for smaller projects. The large projects such as the Fire Alarm Upgrade, Facility Management, and the WHM Storage Building are already encumbered and included in the totals.

Total expenditures and encumbrances through November 2021 are \$21,880,804, which is 35% of the budget.

Total revenue remains positive for the fiscal year of 2021/22. With the two months of Oil and Gas revenue in this fiscal year, the Oil and Gas revenue is over seven million dollars over budget. The College also received \$69,851 in property tax revenue in November. The College will receive a large allocation of mill levy property tax in December. Auxiliary Enterprises revenue is at 47% of the budget as of the end of November. Auxiliary revenue is up compared to this time last year. The revenue for restricted funds has also increased as compared to the Fall of 2020, mostly due to the drawdown of HEERF funds.

The year-to-date revenue for November 2021 is \$21,217,412.

The Oil and Gas report shows the actual Oil and Gas revenue for July and August, and the accrual of \$465,000.00 per month for September, October and November. Additionally, the College received \$286,330.14 in November for Oil and Gas Equipment Tax revenue. Below the normal Oil & Gas report are the average production and price of oil and gas for the past five years. This will give you some perspective of current production and price levels.

The Investment report reflects the \$53,000,000 invested with LGIP at the end of November. Interest income for the LGIP funds for the month of November was \$5,110. At the end of November there was \$52,291,559.82 in allocated capital projects.

Board members please know that the employees across campus appreciate the New Mexico Junior College Board, and are so grateful for the support that you give to the faculty and staff. We all wish you a Merry Christmas and Happy New Year!

This is the Financial Report for November 2021.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
November 2021

42% of Year Completed

Fund	2020-21			2021-22			
	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	10,267,223	3,406,217	33%	10,728,520	845,118	3,411,176	32%
Academic Support	2,372,925	807,522	34%	2,418,150	144,544	815,442	34%
Student Services	2,121,047	682,865	32%	2,129,202	151,412	661,034	31%
Institutional Support	4,566,506	1,697,045	37%	4,723,286	467,057	1,881,999	40%
Operation & Maintenance of Plant	3,983,813	1,349,757	34%	4,125,265	372,120	1,661,093	40%
Subtotal - Instruction & General	23,311,514	7,943,406	34%	24,124,423	1,980,251	8,430,744	35%
Research	-	48,558		-	8,555	46,165	
Public Service	50,000	14,870	30%	59,300	5,447	21,166	36%
Internal Service Departments	109,089	126,406	116%	100,174	35,491	144,738	144%
Student Aid	710,880	480,752	68%	760,880	69,359	430,066	57%
Auxiliary Enterprises	2,160,172	1,229,961	57%	2,216,283	355,009	1,289,068	58%
Athletics	2,267,001	739,361	33%	2,466,657	124,447	958,710	39%
Total Current Unrestricted Fund	28,608,656	10,583,314	37%	29,727,717	2,578,559	11,320,657	38%
CURRENT RESTRICTED FUND							
Grants	908,797	256,847	28%	972,048	77,408	317,834	33%
Student Aid	3,862,038	1,837,361	48%	3,859,255	72,472	3,107,854	81%
Total Current Restricted Fund	4,770,835	2,094,208	44%	4,831,303	149,880	3,425,688	71%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	29,729,122	25,133,690	85%	20,063,534	182,209	6,319,545	31%
Projects from State GOB Funds	1,702,500	1,615,257	95%	4,000,000	-	154,315	4%
Projects from State STB Funds	900,000	-	0%	2,325,000	-	45,561	0%
Projects from General Fund	353,400	212,000	0%	150,000	-	-	0%
Projects from Private Funds	-	-	0%	-	-	-	0%
Projects from State ER&R	335,000	148,432	44%	335,000	41,077	130,775	39%
Projects from State BR&R	598,000	526,088	88%	598,000	3,545	484,263	81%
Subtotal - Capital and BR&R	33,618,022	27,635,467	82%	27,471,534	226,831	7,134,459	26%
Debt Service							
Revenue Bonds	-	-	0%	-	-	-	0%
Total Plant Funds	33,618,022	27,635,467	82%	27,471,534	226,831	7,134,459	26%
GRAND TOTAL EXPENDITURES	66,997,513	40,312,989	60%	62,030,554	2,955,270	21,880,804	35%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
November 2021

42% of Year Completed

2020-21

2021-22

Fund	2020-21			2021-22			
	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	3,914,806	2,641,074	67%	3,939,025	713,306	2,626,432	67%
State Appropriations	5,747,200	2,430,393	42%	6,404,600	510,716	2,553,583	40%
Advalorem Taxes - Oil and Gas	7,235,000	4,773,947	66%	7,235,000	4,711,019	10,385,426	144%
Advalorem Taxes - Property	9,200,000	429,785	5%	9,700,000	69,851	69,851	1%
Interest Income	9,000	208	2%	9,000	4	24	0%
Other Revenues	196,418	116,484	59%	191,418	47	87,663	46%
Subtotal - Instruction & General	26,302,424	10,391,891	40%	27,479,043	6,004,943	15,722,979	57%
Research	-	-	0%	-	-	-	0%
Public Service	-	-	0%	-	-	-	0%
Internal Service Departments	9,000	1,333	15%	9,000	-	1,562	17%
Auxiliary Enterprises	2,846,886	1,183,263	42%	2,756,942	37,294	1,302,604	47%
Athletics	535,500	223,125	42%	530,800	43,649	216,816	41%
Total Current Unrestricted	29,693,810	11,799,612	40%	30,775,785	6,085,886	17,243,961	56%
CURRENT RESTRICTED FUND							
Grants	908,797	391,287	43%	972,048	74,825	601,959	62%
Student Aid	3,862,038	1,542,273	40%	3,859,255	191,793	3,173,661	82%
Total Current Restricted	4,770,835	1,933,560	41%	4,831,303	266,618	3,775,620	78%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,702,500	1,502,184	0%	4,000,000	-	-	0%
Projects from State STB Funds	900,000	-	0%	2,325,000	-	22,369	0%
Projects from General Fund	353,400	59,029	0%	150,000	-	97,600	65%
Projects from Private Funds	-	-	0%	-	2,281	53,075	0%
Interest Income (LGIP)	120,000	31,940	27%	60,000	5,110	24,787	41%
Total Plant Funds	3,075,900	1,593,153	52%	6,535,000	7,391	197,831	3%
GRAND TOTAL REVENUES	37,540,545	15,326,325	41%	42,142,088	6,359,895	21,217,412	50%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

November 2021

42% 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	2019-20 Original Budget	Variance Over (Under) Budget
Actual	July	\$68.83	22,898,155	\$4.72	71,628,621	4,277,011	465,000	3,812,011
Actual	August	\$65.27	25,303,801	\$5.19	74,903,699	4,424,689	465,000	3,959,689
Actual	September					465,000	465,000	0
Actual	October					465,000	465,000	0
Actual	November					465,000	465,000	0
Actual	December						465,000	(465,000)
Actual	January						465,000	(465,000)
Actual	February						465,000	(465,000)
Actual	March						465,000	(465,000)
Accrual	April						465,000	(465,000)
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						10,096,700	5,580,000	4,516,700
Y.T.D. Equipment Tax Revenue						288,726	1,655,000	(1,366,274)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>10,385,426</u>	<u>7,235,000</u>	<u>3,150,426</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

November 2021

42% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	53,000,000	7102-1348	0.067%	5,110
Plus deposits	-			
Less withdrawals	-			
Total LGIP investments	53,000,000			5,110

Capital Project	11/30/2021
Vehicles	597,972.00
Computer Labs/ITV Upgrade	200,000.00
Campus Vestibules	1,236,309.00
Voc B Airhandler	1,000,000.00
Softball Field	4,790,000.00
National Track Meet	110,577.39
Pi Day	23,487.04
Technology Upgrade	811,582.23
JASI	37,962.93
WHM Storage Building	46,414.97
Baseball Field	530,173.45
Rodeo Arena	122,372.09
Fire Alarm Upgrade	625,976.69
Landscaping	1,117,736.22
Smart Classrooms	313,033.51
Campus Signage	552,142.53
Campus Paving	593,344.98
Roof Replacement	2,000,213.08
Dorm/Apartment Refurbish	241,864.99
Concrete Upgrade	456,753.15
Campus Construction	263,971.95
Oil & Gas Training	88,974.02
Workforce Training & Outreach	250,000.00
Guided Pathways Rob Johnstone	126,947.12
Campus Security	333,414.32
Copier Replacement	73,082.22
Non-Recurring Compensation	1,000,000.00
Athletics	106,596.22
Student Life Programming	20,432.28
Succession Plan	52,014.15
WHM Exhibits	34,806.98
Track Upgrades	204,337.60
Driving Range Upgrades	556,679.32
McLean Hall Renovations	118,502.85
Cafeteria Upgrade	3,052,613.89
Channel 19 Upgrade	2,389.50
Equestrian Center	2,933,949.87
Bob Moran Upgrades	12,260.87
Campus/Hospital Fencing	563,509.84
Turf Replacement	397,527.12
Watson Hall Renovation	2,415,773.70
Facilities Management System	1,128,874.51
Busing Support for Recruiting	5,872.30
Caster Upgrades	3,095,157.67
Workforce Training Center	6,000,000.00
Heidel Hall Renovation	2,000,000.00
Heidel/Hagelstein Air Handlers	400,000.00
Air Handlers	2,000,000.00
Campus Housing Unit	9,500,000.00
Allied Health	144,274.63
Workforce Training Contingency	1,680.64
Total	52,291,559.82

Memorandum

To: New Mexico Junior College Board
From: Steve McCleery, Ed.D. Interim President
RE: Construction Projects
Date: 12-9-2021

I am recommending that the Board approve the following three NMJC Capital projects.

1. Planning, Design, FF&E, Demolition and Construction of the New Mexico Junior College Cafeteria and Kitchen Area.
Project Estimate \$8,905,000
2. Planning, Design, Demolition and Construction of the New Mexico Junior College of a 100 - bed campus housing project.
Project Estimate \$13,658,400
3. Planning, Design, Demolition and Construction of the New Mexico Junior College Landscaping, Security, Lighting, Water usage,
Project Estimate \$9,247,500

Once you approve these three projects, we are requesting the Board approve moving funds from Reserves to bring the above referenced projects to the requested levels.

We are requesting:

1. \$5,900,000 be transferred into the New Mexico Junior College Cafeteria and Kitchen Remodel,
2. \$4,160,000 be transferred into the New Mexico Junior College Campus Housing Project, and
3. \$8,120,000 be transferred into the New Mexico Junior College Landscaping fund.

Once you approve these three projects, NMJC will contract with Dekker/Perich/Sabatini Architects, for the design, FF&E, planning and construction documents. For NMJC to present these capital projects to the NMHED Capital Projects Committee, design documents must be at 90% completion.

Prior to starting construction on these projects, we will submit the final construction documents and the recommended General Contractor and bid amount for your review and approval.

2021 NMJC Master Plan Amendment
Current project estimates
12/6/2021

Ben Alexander Cafeteria and Kitchen Renovation & Expansion

Construction estimate as of 12/2021 (includes kitchen equipment)	\$6,500,000
Escalation (12 months) @12%	\$780,000
Estimated soft costs*	\$1,625,000
ESTIMATED TOTAL PROJECT COST	\$8,905,000

New 100 - Bed Campus Housing Building

Construction estimate as of 12/2021	\$8,820,000
Escalation (12 months) @12%	\$1,058,400
Estimated soft costs*	\$3,780,000
ESTIMATED TOTAL PROJECT COST	\$13,658,400

Landscaping, Security, Lighting and Wayfinding Campus Project

Construction estimate as of 12/2021	\$6,750,000
Escalation (12 months) @12%	\$810,000
Estimated soft costs*	\$1,687,500
ESTIMATED TOTAL PROJECT COST	\$9,247,500

* Soft costs consist of items not in the General Contractor's scope of work, such as:

- Professional design fees
- NMGRT on construction
- Surveys, geotechnical reports
- Special inspections required by code during construction
- Owner's contingency for unknowns and changes during construction
- Normal furniture, fixtures & equipment

Historic data for past projects at NMJC indicate that 80% of the total project budget goes to construction and 20% to soft costs

Memorandum

To: New Mexico Junior College Board

From: Josh Morgan, Vice President for Finance,
Matt McKim, AIA, Principal / Architect
Dekker/Perich/Sabatini, and
Steve McCleery, Ed.D. Interim President

RE: Master Plan Amendment

Date: 12-9-2021

This Master Plan amendment is the product of two ongoing NMJC planning processes. First, the NMJC capital project planning sessions held on November 1 and November 2, 2021 in Hobbs to align ongoing and future capital projects with the goals of the Master Plan, recent changes in the NMHED capital project process and the post-COVID needs of the Institution. This group consisted of the following individuals: Dr. Steve McCleery, Dr. Charley Carroll, Josh Morgan, Dan Hardin, Bill Kunko, Dennis Kelly, Scotty Holloman, and Matt McKim - Dekker/Perich/Sabatini.

Second, NMHED has recently revised their evaluation criteria for annual capital outlay funding requests requiring a level of planning NMJC is currently performing but wasn't fully documented in this Master Plan or recent submissions. NMJC will upload an electronic copy of this Master Plan and Addendum through NMHED's Capital Funding Request Management System (CFRMS). Aligning with the NMHED criteria will provide NMJC with greater opportunity to receive General Obligation Bond and Severance Tax Bond funding. The action items identified for this item are as follows:

Update the existing EMS database to include all building information and class scheduling to help NMJC with space utilization strategy and reporting to NMHED.

Begin using the deficiencies identified in this Master Plan as the basis for NMHED's deferred maintenance criteria and to determine the maintenance cost reduction afforded of new projects.

NMJC, Bridgers & Paxton and Dekker/Perich/Sabatini met with Director Gerald Hoehne of the NMHED on December 2, 2021 to discuss the new NMHED requirements for energy assessment and campus audits. Due to the relatively low cost of energy in Lea County, many of the energy reducing strategies studied by the College have proven not to have a positive return on the investment. Director Hoehne suggested evaluating the last ten years of campus utility bills in the context of the new projects brought online to tell a successful story of energy conservation. Dekker/Perich/Sabatini and Bridgers & Paxton will work closely with NMJC over the next months to provide this analysis and narrative to be uploaded to the NMHED CFRMS once completed.

Below you will find the amendments to this Master Plan. Document page numbers are referenced and any additional text within the document is indicated in red.

1. Reference to the existing NMJC planning materials:
 - NMJC 2019 Roofing replacement plan “14. Appendix C - NMJC Roofing replacement plan, 2019” on page 92
 - NMJC Risk Assessment Report, 2020 “15. Appendix D - NMJC Risk Assessment Report, 2020” on page 93
 - NMJC Pavement Maintenance Plan, 2001 “16. Appendix E - NMJC Pavement Maintenance Plan, 2001” on page 94
 - NMJC Air Handler/ HVAC Replacement Plan, current “17. Appendix F - NMJC Air Handler/ HVAC Replacement Plan” on page 95
 - NMJC IT Plan , current “18. Appendix G - NMJC IT Plan” on page 96

These documents are referenced in “6. d-HED Requirements” on page 17 and the Appendices listed above.

2. We note the deficiencies identified in the facility building assessments along with the HVAC, pavement, IT and roofing plans to define the campus deferred maintenance plan.
3. The list of Priority Projects was updated in “Table 22. Project Priorities” on page 88 to accommodate the following:
 - Current projects with funds already allocated, indicated as ongoing:
 - New 100-bed campus housing building
 - Renovation and expansion of the existing kitchen and cafeteria at Ben Alexander Student Center
 - Campus-wide landscaping, site design, lighting, security and wayfinding project
 - Renovation of Watson Hall for the performing arts programs
 - Renovation of Heidel Hall
 - Amended the project list of priorities:
 - 2022 General Obligation Bond – the new Vocational Trades Facility
 - 2022 Summer Hearing for Severance Tax Bond funding:
 - 1. Air handler replacement at Bob Moran Hall and Pannell Library
 - 2. New roof for Ben Alexander Student Center and Bob Moran Hall
 - 2022 Master Plan for NMJC Athletics
 - 2024 GOB – Mansur Hall
 - 2026 GOB - Renovation of Mary Hagelstein Instructional Arts Center

Thank you for your consideration.

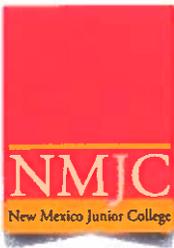
NMJC

New Mexico Junior College

CAMPUS MASTER PLAN

UPDATE
2019

APPROVED 9.19.2019
REVISED 12.9.2021



ADDENDUM, DECEMBER 2021

This Master Plan amendment is the product of two ongoing NMJC planning processes. First, the NMJC capital project planning sessions held on November 1 and November 2, 2021 in Hobbs to align ongoing and future capital projects with the goals of the Master Plan, recent changes in the NMHED capital project process and the post-COVID needs of the Institution. This group consisted of the following individuals: Dr. Steve McCleery, Dr. Charley Carroll, Josh Morgan, Dan Hardin, Bill Kunko, Dennis Kelly, Scotty Holloman, and Matt McKim - Dekker/Perich/Sabatini.

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- > Update the existing EMS database to include all building information and class scheduling to help NMJC with space utilization strategy and reporting to NMHED.
- > Begin using the deficiencies identified in this Master Plan as the basis for NMHED's deferred maintenance criteria and to determine the maintenance cost reduction afforded of new projects.
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- > NMJC Pavement Maintenance Plan, 2001 ["16. Appendix E - NMJC Pavement Maintenance Plan, 2001" on page 94](#)
- > NMJC Air Handler/ HVAC Replacement Plan, current ["17. Appendix F - NMJC Air Handler/ HVAC Replacement Plan" on page 95](#)
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 - Campus-wide landscaping, site design, lighting, security and wayfinding project
 - Renovation of Watson Hall for the performing arts programs
 - Renovation of Heidel Hall
 - > Amended the project list of priorities:
 - 2022 General Obligation Bond (GOB) - the new Vocational Trades Facility
 - 2022 Summer Hearing for Severance Tax Bond (STB) funding:
 1. Air handler replacement at Bob Moran Hall and Pannell Library
 2. New roof for Ben Alexander Student Center and Bob Moran Hall
 - 2022 Master Plan for NMJC Athletics
 - 2024 GOB - Mansur Hall
 - 2026 GOB - Renovation of Mary Hagelstein Instructional Arts Center

Pat Chappelle, Chair
District #2, Lovington

Travis Glenn, Secretary
District #1, Tatum

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1. ACKNOWLEDGMENTS

NEW MEXICO JUNIOR COLLEGE

Dr. Kelvin Sharp, *President*
Pat Chappelle, *Board Chair*
Ron Black, *Board Secretary*
Manny Gomez, *Board member*
Mary Lou Vinson, *Board member*
Hector Baeza, *Board member*
Travis Glenn, *Board member*
Evelyn Rising, *Board member*
Dan Hardin, *Vice President of Finance Business Office*
Charley Carroll, *Director of Physical Plant*

NMJC FACILITY PLAN UPDATE WORKSHOP PARTICIPANTS

Bill Kunko, Cathy Mitchell, D. Kelley, Larry Sanderson, Jeff McCool, Susan Fine, Scotty Holloman, David Roybal, Debra Hicks, Nick Maxwell

DEKKER / PERICH / SABATINI

Matt McKim, *AIA, Principal / Architect*
Will Gleason, *AICP, LEED AP, Principal / Urban Planner*
Katrina Arndt, *Associate / Urban Planner*
Jessica Johnson, *Urban Planner*
Kate McMath, *Urban Planner*
Swapna Babu, *Planning Intern*

LIST OF EXHIBITS

Exhibit 8. NMJC Future Development Framework7
 Exhibit 1. NMJC Future Development Framework7
 Exhibit 2. NMJC Future Development Framework9
 Exhibit 3. NMJC Context Map..... 13
 Exhibit 2. New Mexico Context Map..... 14
 Exhibit 4. Original Campus Master Plan, 1965.. 15
 Exhibit 5. 2005 Master Plan Concept 15
 Exhibit 3. Top Industries..... 17
 Exhibit 4. Total Population 17
 Exhibit 5. Wind Rose..... 20
 Exhibit 6. Average Weather Conditions..... 20
 Exhibit 6. Site Assessment..... 21
 Exhibit 7. Land Use 22
 Exhibit 7. NMJC Existing campus 23
 Exhibit 8. Security 27
 Exhibit 9. Infrastructure 47
 Exhibit 10. Campus Outdoor Spaces..... 49
 Exhibit 11. NMJC Future Development Framework 53
 Exhibit 12. NMJC Future Development Framework - Within Circle 55
 Exhibit 13. Proposed Lawn Removal Map 57
 Exhibit 14. NMJC Campus Concepts Outdoor Spaces A 59
 Exhibit 15. NMJC Campus Concepts Outdoor Spaces B 61
 Exhibit 16. Pedestrian Pathways Alignment. 63
 Exhibit 17. NMJC Campus Concepts Pedestrian Pathways..... 67
 Exhibit 18. Shade Structures Preferred Placement..... 69
 Exhibit 19. NMJC Campus Concepts - Shade Structures..... 71
 Exhibit 20. NMJC Campus Concepts Shade Structure Vision 73

Exhibit 21. Wayfinding & Signage Development Framework 75
 Exhibit 22. NMJC Campus Concepts Signage Vision..... 77
 Exhibit 23. NMJC Future Campus Framework Concepts 79
 Exhibit 24. NMJC Campus Concepts Vestibules Vision..... 81

LIST OF TABLES

Table 1. NMJC Campus Master Plan Long-Range Development Goals 6
 Table 2. Old vs. New Master Plan 12
 Table 3. Overall Facility Square Footage 29
 Table 4. Watson Hall Summary 30
 Table 5. Mansur Hall Summary..... 31
 Table 6. John Shepherd Summary 32
 Table 7. Ben Alexander Summary 33
 Table 8. Pannell Library Summary..... 34
 Table 9. Heidel Hall Summary..... 35
 Table 10. McLean Hall Summary 36
 Table 11. Central Plant Summary..... 37
 Table 12. Mary Hagelstein Summary 38
 Table 13. Don Whitaker Summary 39
 Table 14. Harold Runnels Residence Hall Summary..... 40
 Table 15. Houston Thunderbird Residence Hall Summary..... 41
 Table 16. John Watson/Carroll Leavell Student Apartments Summary..... 42
 Table 17. Maintenance Building Summary..... 43
 Table 18. Bob Moran Hall Summary..... 44
 Table 19. Campus Development Goals..... 52
 Table 19. CPTED Strategies 82
 Table 20. Development Priorities 84



3. EXECUTIVE SUMMARY

Founded in 1965, the New Mexico Junior College (NMJC) just north of the City of Hobbs in southeastern New Mexico. The campus serves approximately 2,800 students and is the major higher education institution in Lea County in the southeast quadrant of the State. NMJC offers courses of study for a range of career tracks, from automotive technology to cosmetology to entertainment tech to nursing, as well as general studies that lead to an Associate of Arts or Associate of Science degree. The 2019 NMJC Campus Master Plan updates the 2005 NMJC Facilities Master Plan. It articulates a new vision for the campus, prioritizing maintenance and upgrades to existing facilities, enhancing safety and security, and strengthening the campus identity.

Higher education in general is undergoing structural changes in terms of provision of education, with online classes and changes in pedagogy towards more collaborative classroom environments. As a state, New Mexico's demographics are trending towards slower overall population growth and an aging population. For NMJC, this translates to slower/flat enrollment growth but also opportunities to attract an older cohort of students – people looking to start second careers or retirees seeking educational outlets. NMJC is situated within the Permian Basin, one of the most prolific oil and gas resources worldwide. Advances in the oil and gas extraction industry have significantly increased the rate of production in Lea County. The URENCO uranium enrichment facility nearby also contributes to the booming energy sector. NMJC is uniquely positioned to help train the workforce needed for the energy industry. The NMJC Campus Master Plan focuses on how the

physical campus can respond to external forces and support the NMJC vision and mission.

The 2019 NMJC Campus Master Plan carries forward relevant information from the 2005 Facilities Master Plan but makes a deliberate shift away from the concept of a dramatically expanded campus and shifts the attention to the core nucleus of the campus to maintain existing campus assets. A comprehensive Facilities Assessment was completed to inform the goals of the master plan. While the campus as a whole is in excellent condition, the Facilities Assessment identified a range of deficiencies on a building by building basis. Roof repairs, mechanical upgrades and ADA accessibility issues are among the most common items identified in the report. The Facility Condition Index (FCI) overall is excellent; McClean Hall (slated for renovation) and the Administration Building have the highest ratios of repairs needed to overall building replacement value. The campus infrastructure requires repairs to the concrete flatwork and some portions of the tunnels that run the campus heating and cooling boiler/chiller system pipes to the various buildings within the campus core.

This Campus Master Plan will be used to guide future investments in the physical campus infrastructure and facilities and prioritizes improvements of existing campus assets.

Memorandum

To: New Mexico Junior College Board

From: Jeff McCool, Interim Vice President for Instruction
Steve McCleery, Ed.D. Interim President

RE: Thanksgiving Break

Date: 12-9-2021

New Mexico Junior College has always tried to align our campus holidays the same as the public school (especially Hobbs). The alignment helps with possible faculty and staff child care problems, creates a better environment for our Dual Credit students, and lessens the confusion among our student population.

After multiple campus conversations, We are recommending you approve New Mexico Junior College to mirror the same Thanksgiving break as the public schools by adding the Monday and Tuesday prior to Thanksgiving as part of the Thanksgiving holiday.

Thank you for your consideration!

Memorandum

To: New Mexico Junior College Board

From: Steve McCleery

Re: Board Policy No. 506
Section: Personnel
Topic: Annual Goal Setting

Date: December 9, 2021

Philosophy:

The success of New Mexico Junior College is directly related to the job performance of its employees in its service area. Therefore, the College is committed to a system of goal setting to help employees stay focused. Further details concerning goal setting for employees is contained in the Employee Handbook.

Enclosed you will find the Performance Appraisal Goal Setting documents designed for faculty and staff. Please consider their approval. Once you approve, the Performance Appraisal Goal Setting will be implemented during the 2022 spring academic session.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 506

Page 1 of 1

SECTION: Personnel

POLICY TOPIC: Annual Goal Setting

I. Philosophy

The success of New Mexico Junior College is directly related to the job performance of its employees in its service area. Therefore, the College is committed to a system of goal setting to help employees stay focused. Further details concerning goal setting for employees is contained in the *Employee Handbook*.

II. Recognition

A. New Mexico Junior College has a program that recognizes excellent service and communicates to its employees *pride in a job well done*. Service awards are a part of this recognition and reflect the commitment and effort of employees to earn them. The service awards are recognition of those full-time employees who have attained five (5) years of continuous service. Service Awards are given out to employees in 5 year increments.

B. Eligibility

1. Current full-time employee
2. Only actual employment (other than contingent status) shall serve as length of service for this program.
3. The annual cut-off date for determining service awards shall be December 31.
4. The service awards shall not apply to part-time, contingent and seasonal employees or to the persons teaching in the continuing education/community development program.



New Mexico Junior College
Employee Goal Setting Appraisal
Month _____ Year _____

Mission

New Mexico Junior College as a comprehensive community College, promotes success through learning.

Vision

New Mexico Junior College's mission will be achieved by building a culture that values and promotes excellence, effectiveness, responsiveness, access and community involvement.

Values

We are committed to the following values in support of our mission as we provide services to our diverse college community. New Mexico Junior College defines college community as its students, employees, partners, and citizens of the area we serve.

- **Access**
- **Responsiveness**

In addition, we carry out our mission by building our commitment to:

- **Effectiveness**
- **Excellence**

4. The supervisor should list goals for the employee to accomplish or work toward for the upcoming year in this space. Goals should be discussed with employee.

5. Areas of opportunities for advancement, improvement and concerns should be addressed in this space.

Supervisor Signature and Date

Employee Signature and Date

Human Resources Signature and Date

Vice President or President Signature



New Mexico Junior College

Employee Goal Setting Appraisal

Month Year

Mission

New Mexico Junior College as a comprehensive community College, promotes success through learning.

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- **Access**
- **Responsiveness**

In addition, we carry out our mission by building our commitment to:

- **Effectiveness**
- **Excellence, and**
- **Community Involvement**

3. The employee should list several job/work related, professional, and personal goals they want to accomplish for the upcoming year in this space. Supervisor should also agree the goals are appropriate.

A. Instructional

B. Professional

C. Personal

4. The supervisor should list goals for the employee to accomplish or work toward for the upcoming year in this space. Goals should be discussed with employee.

A. Instructional

B. Professional

C. Personal

5. Areas of opportunities for advancement, improvement and concern should be addressed in this space.

Supervisor Signature and Date

Employee Signature and Date

Human Resources Signature and Date

Vice President or President Signature

Classroom Observation Form

CourseTitle/Section: _____ **Instructor:** _____
Length of Course: _____ **Length of Observation:** _____
Observer: _____ **Date:** _____
Subject Matter of Lesson: _____

Learning Organization and Management

1. During the observed class session(s), to what extent did the instructor demonstrate the following behaviors?

	Completely	Adequately	Minimally	Not at all	Not applicable
a. Started and ended class on time Comments:	<input type="radio"/>				
b. Was prepared to conduct class Comments:	<input type="radio"/>				
c. Ensured that students were engaged in the learning activities planned for the class session Comments:	<input type="radio"/>				
d. Noticed when a student or students were not engaged and took action to involve the student(s) in the class activity Comments:	<input type="radio"/>				
e. Clearly explained the learning objectives for the class session Comments:	<input type="radio"/>				
f. Summarized the major points at the end of the lesson Comments:	<input type="radio"/>				

Knowledge of Subject Matter

2. During the observed class session(s), to what extent did the instructor demonstrate the following behaviors?

	Completely	Adequately	Minimally	Not at all	Not applicable
a. Explained concepts clearly Comments:	<input type="radio"/>				
b. Gave "real-world" examples to illustrate concepts Comments:	<input type="radio"/>				
c. Responded adequately to student questions Comments:	<input type="radio"/>				

Teaching Style

3. During the observed class session(s), to what extent did the instructor demonstrate the following behaviors?

	Completely	Adequately	Minimally	Not at all	Not applicable
a. Spoke clearly and audibly Comments:	<input type="radio"/>				
b. Showed enthusiasm for the subject matter and teaching Comments:	<input type="radio"/>				
c. Treated all students in an equitable manner Comments:	<input type="radio"/>				
d. Encouraged questions and student participation Comments:	<input type="radio"/>				
e. Gave students an adequate amount of time to respond to questions Comments:	<input type="radio"/>				
f. Provided feedback that gave students direction for improvement Comments:	<input type="radio"/>				
g. Interacted with individual students during the class session Comments:	<input type="radio"/>				
h. Interacted with students working in small groups during the class session Comments:	<input type="radio"/>				
i. Elicited feedback validation of student understanding of the material Comments:	<input type="radio"/>				
j. Used techniques that reflect an awareness of different learning styles Comments:	<input type="radio"/>				
k. Appropriately used Web-based resources, PowerPoint, or other technological tools Comments:	<input type="radio"/>				
l. Encouraged or required students' engagement in out-of-class activities related to the course (e.g., work with other students, participation in campus events, service learning, email communication with other students, etc.) Comments:	<input type="radio"/>				

Instructional Techniques

4. During the observed class session(s), what percentage of time was spent on each of the following instructional techniques?

	0%	1-19%	20-39%	40-74%	75-100%
a. Lecture Comments:	<input type="radio"/>				
b. Teacher-led discussion Comments:	<input type="radio"/>				
c. Teacher-student shared responsibility (seminar, discussion) Comments:					
d. Student computer use Comments:	<input type="radio"/>				
e. Small group activities Comments:	<input type="radio"/>				
f. Student presentations Comments:	<input type="radio"/>				
g. Hands-on practice Comments:	<input type="radio"/>				
h. In-class writing Comments:	<input type="radio"/>				
i. Performance (in applied and fine arts, etc.) Comments:	<input type="radio"/>				
j. Experiential learning (labs, fieldwork, internships, etc.) Comments:	<input type="radio"/>				
k. Assessment activities Comments:	<input type="radio"/>				

Encouragement to Engage in Critical Thinking

5. During the observed class session(s), to what extent did the learning process designed by the instructor encourage students to engage in the following cognitive processes?

	Very much	Somewhat	Minimally	Not at all	Not applicable
a. Memorizing facts, ideas, methods so that they can be repeated in pretty much the same form	<input type="radio"/>				
Comments:					
b. Analyzing the basic elements of an idea, experience, or theory	<input type="radio"/>				
Comments:					
c. Synthesizing and organizing of ideas, information, and experiences in new ways	<input type="radio"/>				
Comments:					
d. Judging value or soundness of information, arguments, or methods	<input type="radio"/>				
Comments:					
e. Applying theories or concepts to practical problems in new situations	<input type="radio"/>				
Comments:					

Overall

6. Overall, did the instructor create an engaging learning experience during the observed class session?

	Completely	Adequately	Minimally	Not at all
Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Observer Comments:

Observer Signature: _____

Date: _____

Instructor Comments:

Instructor Signature: _____

Date: _____

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 12.08.2021

Candidate's name Raquel B. Valenzuela

Position title Media Production 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 *January 3, 2022 Standard contract length 12 mos. 9 mos. other _____

Funding source Communications

Paid advertising beyond *standard n/a

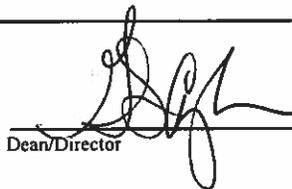
(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$33,837.00-\$46,046.00 Recommended annual salary \$40,000.00 Prorated salary yes no

Account number(s) with respective % allocation(s) _____

Recommended and approved by:

Supervisor _____



Dean/Director _____

Vice President _____

President _____

Selection Committee Members:

Bruce Davis
Valerie Oursing-Kauna
Clara Cabello
Famcha Bradley
Amy Coombes

Comments: _____

*Pending background check

INTEROFFICE MEMORANDUM

TO: DR. STEVE MC CLEERY

FROM: GENI CAVANAUGH

SUBJECT: MEDIA PRODUCTION COORDINATOR

DATE: DECEMBER 8, 2021

CC: NORMA FAUGHT, AMY COOMBES

Dr. McCleery,

After posting a position in the Communication Department of Media Production Coordinator a committee of peers from NMJC staff- Brian Davis, Valerie Onsurez- Gauna, Zamika Bradley, Claire Cabello and Amy Coombes (observing) have conducted interviews and I am pleased to recommend Raquel Valenzuela to fill the position based on her scoring in the interview process. All documents are on file with HR on all candidates interviewed.

I am recommending a starting salary of \$40,000.00 per year for this candidate given the technical aspects of the position. This is a professional position with NMJC benefits.

Abbreviated Resume

Position

Media Production Coordinator

Personal Data

Raquel B. Valenzuela

Education

Bachelor of Science: Digital Filmmaking and Theatre
Eastern New Mexico University- Portales, NM

- Graduated summa cum laude
- Dean's List all 4 years of college

Professional Experience

NMJC -Athletics Game Hire
Currently is Technical Director facilitating the
Livestream crew for NMJC Athletics under Luis Gomez

09/2021 to Present

GomezProA/V Hobbs, NM -Videographer

Creates videos for commercials, advertising and marketing 03/2021 to Present

Danny Barrett Tax Services, Hobbs NM
Receptionist Temp
General Front of Office duties 3/2020 to 04/2020

Student Resource, ENMU -Portales, NM
Assisted and mentored new college students for retention 08/2019-12/2019

Organizations

Member of Alpha Psi Omega (APO) Theatre Fraternity

Elected Treasurer of APO

NEW MEXICO JUNIOR COLLEGE
invites applications for the position of:

Media Production Coordinator

SALARY: \$36,837.00 - \$46,046.00 Annually

OPENING DATE: 11/12/21

CLOSING DATE: 12/07/21 04:54 PM

DESCRIPTION:

This position shall be responsible to the Director of Communications. Duties and responsibilities shall be, but not limited to, the following: 1) Responsible for all radio programming and broadcast content with oversight of Director of Communications with the goal of growing the college station for overall student and community engagement. 2) Coordinates community program recording schedule with all outside entities. 3) Knowledge in Adobe Creative Suite particularly Audition editing program, and Studio 92 Mobile programs preferred. 4) Edits and produces KNMJ programming including, but not limited to, community affairs talk shows, weekly music logs, student oversight of programs, promos, sponsorships, provides logs of programs for FCC Public Files and helps with uploading files to the FCC website; helps with other needs for the FCC and/or FCC attorney in coordination with Station Manager as applicable. 5) Works with the Athletic Director, Sports Information Coordinator and the Livestream Media Team in broadcasting the home athletic games via streaming service and TBird TV, with play-by-play integrated from KNMJ radio. 6) When applicable, participates in the writing/editing of press releases, radio copy, various college publications, and presentations, with special emphasis on radio copy updates; participates in advertising and publicity which promotes a positive image for the department and the College. 7) Works with contract broadcast engineers for both radio and TV, to ensure on-air status and mitigate equipment failures; helps maintain broadcast equipment in good-working order. 8) Assists with media tracking and record keeping of all college-related activities and assists with research materials needed to complete public service announcements (PSA's), articles, features, and publications. 9) Uploads broadcasts, video clips and photos to the PR Server in a timely manner. 10) Coordinates with NMJC Recruiting and other departments to videotape and edit event footage as applicable to the College, and make/coordinate technical decisions regarding such elements as appropriate lighting, shooting angle and placement and type of microphone. 11) Assists in the distribution of content to Channel 19, website, social media, and area television stations when appropriate. 12) Tests all equipment to determine technical quality of recording, audio and lighting apparatus prior to operation in the field; oversees the security, operation and maintenance of equipment utilized in shooting and editing; maintains a regular work schedule, with the understanding that there will be an occasional need to work beyond regular hours in order to complete job assignments and projects. 13) Works with NMJC IT Department, contract broadcast engineers for both radio and TV, to ensure on-air status and mitigate equipment failures; helps maintain broadcast equipment in good-working order. 14) Maintains broadcast equipment with assistance of radio contractor and IT Department. 15) Research and update NMJC programs' historical records as it relates to Broadcast and Video archives on PR Server as needed. 16) Highly creative and innovative. 17) Strong skill in organizing work and meeting deadlines. 18) Understanding of target audiences and messaging to be effective. 19) Monitor and respond to online conversations on KNMJ Social Media pages within a reasonable timeframe. 20) Participates in PR/Marketing planning and implementation sessions, as an important member of the communications team. 21) Actively participates in the institutional goals and objectives

designed to support the mission of the college. 22) May serve on various campus committees as assigned. 23) Performs other duties as assigned or required by the Director of Communications. and, 24) 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 preferred in Radio, Television, and Film, Communications, or related field. Will consider substitution for direct field experience for academic credentials. Two (2) years of experience in radio production and video editing; OR equivalent combination of education, training, and experience preferred. Must possess a valid New Mexico or Texas driver's license.

ADDITIONAL QUALIFICATIONS:

This position is an exempt, full-time position with flexible hours, depending on the needs for the week. Some travel, nights and weekends required.

ADDITIONAL INFORMATION:

To apply, submit an NMJC application online and attach the following: letter of interest, resume, unofficial transcripts conferring the degree on your resume, and three references.

To ensure consideration, **all** application material must be submitted by the deadline

New Mexico Junior College does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information or veteran status. For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning Section 504 accessibility, contact the Special Needs Coordinator in the Counselling Department at (575) 492-2576.

TO: Jeff McCool, Interim Vice President of Instruction *jm*
FROM: Dr. Stephanie Ferguson, Dean – Applied Sciences and Learning Technology *SP*
DATE: December 7, 2021
RE: Cosmetology Position Recommendation

The full-time cosmetology faculty position posting yielded one applicant, Vance Onsurez.

Mr. Onsurez has been serving as a part-time cosmetology instructor during the fall 2021 semester, and he has performed admirably. His professionalism and demeanor have added stability and value to the department. His students and his instructional peers identify his willingness to step in and help wherever needed as one of his many strengths. Director Price has observed Mr. Onsurez during the fall semester and recommends his move to full-time employment with NMJC.

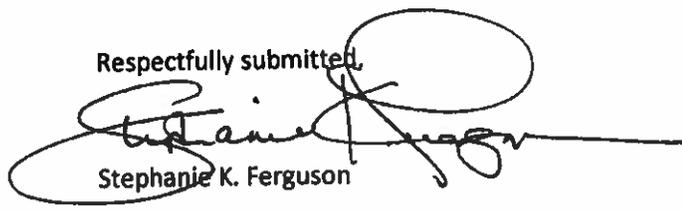
Having informally watched Mr. Onsurez instruct students in both the didactic and practical settings, I concur with Dr. Price's assessment of Vance Onsurez's abilities. Thus, I am recommending we move Vance Onsurez from his part-time instructor role to the full-time faculty position at New Mexico Junior College with an annual salary of \$41,488. As you know, the full-time position was in the budget, but due to COVID-19, we did not fill the position. However, with the current status of our face-to-face burgeoning Cosmetology/Barbering enrollment, we are in dire need of employing a full-time instructor.

Mr. Onsurez has excellent references and has experience both in the field and with NMJC after serving as a part-time instructor in the fall 2021 term. Mr. Onsurez would be an excellent addition to our current Cosmetology/Barbering team, and he meets or exceeds the employment criterion as stated in the job posting.

Please note that Mr. Onsurez has a familial connection on campus. His sister, Valerie Onsurez Guana, is currently employed at NMJC in the Foundation office. She reports directly to Scotty Holloman. There would be no direct or ancillary reporting line between the siblings as Mr. Onsurez would report to Director Robyn Price and me, as dean of Applied Sciences and Learning Technology.

Thank you for your consideration.

Respectfully submitted,


Stephanie K. Ferguson