

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, March 17, 2022  
Ben Alexander Building – Daniels Room  
1:30 pm

AGENDA

- |  |                                  |
|--|----------------------------------|
| A. Welcome   | Pat Chappelle                    |
| B. Adoption of Agenda  | Pat Chappelle                    |
| C. Approval of Minutes of February 17, 2022  | Pat Chappelle                    |
| D. President's Report  | Steve McCleery                   |
| E. New Business  |                                  |
| 1. Resolution  | Steve McCleery                   |
| 2. Monthly Expenditure Report  | Josh Morgan                      |
| 3. Monthly Revenue Report  | Josh Morgan                      |
| 4. Oil and Gas Revenue Report  | Josh Morgan                      |
| 5. Schedule of Investments   | Josh Morgan                      |
| 6. Consideration of HB 2 - Compensation Increase of 3% Effective April 1   | Steve McCleery                   |
| 7. Consideration of Revision to NMJC Employee Handbook<br>Policy No. 214 - Office and/or Building Keys   | Charley Carroll<br>Dennis Kelley |
| 8. Consideration of Revision to NMJC Employee Handbook<br>Policy No. 321 - Service/Retirement Awards   | Amy Coombes                      |
| 9. Personnel Consideration - Residence Life Coordinator  | Sarah Patterson                  |
| 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 Pursuant to NMSA 1978<br>§10-15-1 H (2) Regarding the Hiring, Promotion, Demotion,<br>Discipline or Dismissal of Employees |                                  |
| I. Adjournment   | Pat Chappelle                    |

**NEW MEXICO JUNIOR COLLEGE  
BOARD MEETING  
FEBRUARY 17, 2022  
MINUTES**

The New Mexico Junior College Board met on Thursday, February 17, 2022, beginning at 1:30 p.m. in the Ben Alexander Building, Daniels Room. The following members were present in the Daniels Room: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Ms. Evelyn Rising; Mr. Hector Baeza; Mr. Manny Gomez; Mr. Guy Kesner, and Mrs. Erica Jones.

Ms. Chappelle called the meeting to order and welcomed guests attending via Facebook Live due to COVID-19 and the current Public Health Order requiring social distancing. 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.

Mr. Scotty Holloman joined the meeting to administer the Oath of Office to Ms. Evelyn Rising.

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

Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the minutes of January 20, 2022.

***Under President's Report,*** Mrs. Cathy Mitchell joined the meeting to provide a campus update. Mrs. Mitchell reported COVID numbers are considerably down. She stated three students are currently in quarantine and scheduled to be off quarantine by the end of the week. In addition, she reported no faculty or staff are out on quarantine. Mr. Glenn asked if negative tests are required to return to class. Mr. Mitchell responded negative tests are not required. She noted once symptoms are gone, students are allowed to return to class. Mr. Gomez asked if COVID safe practices have been changed. Mrs. Mitchell responded NMJC continues to follow CDC, NMDOH, and the Governor's guidelines. Ms. Rising asked if the CDC and the NMDOH are in alignment with their guidelines. Mrs. Mitchell responded at this point, they are aligned. She further stated a Governor's update is expected on March 3, 2022.

Dr. McCleery provided a Presidential Search update. He reported the Presidential Search Committee reviewed a total of 49 candidates and have narrowed the search down to 12 semi-finalists. He stated the committee will interview the 12 semi-finalists via zoom on March 14 and March 15 and narrow down the search to 5 finalists which will be presented to the Board for consideration. In addition, he stated the required 21 day posting of the 5 finalists will begin on March 18, 2022.

Dr. McCleery provided a brief legislative update. Updates included HB 2 - Compensation (3% raise on April 1, increase all to \$15 minimum wage, and a second phase for a 4% increase in the new fiscal year), GO Bond of \$2.1 million, severance tax money of \$400,000 for the Workforce

Training Facility, \$100,000 for portable welding equipment, and \$150,000 recurring expense for Wrap Around Student Services. Dr. McCleery stated more of HB 2 will be discussed during the Board Budget Workshop and will be presented for Board approval at the April 2022 NMJC Boarding Meeting. Discussion followed.

*Under New Business*, Mr. Morgan joined the meeting to present the January 2022 financial reports. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the Expenditure Report for January 2022. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Dr. McCleery presented a revision to NMJC Board Policy 511, NMJC Retiree Privileges. The revision will add a 50% discount for NMJC Cosmetology Services for all retirees. Upon a motion by Mr. Kesner, seconded by Mrs. Jones, the Board unanimously approved the revision to NMJC Board Policy 511.

Dr. McCleery presented a request to close the NMJC campus on Friday, March 18, 2022 to give NMJC custodial staff adequate time to strip, wax, polish and seal the campus terrazzo floors in preparation of the NMJC presidential finalists visit to the campus. The campus buildings will be locked down beginning March 18, 2022 through spring break beginning on March 21 - 25, 2022. Mr. Glenn asked Dr. McCleery to correct the dates on the memo to reflect the appropriate date of 2022. Upon a motion by Mr. Glenn, seconded by Mrs. Jones, the Board unanimously approved this request as amended.

Mr. Dennis Holmberg presented a consideration for approval to appoint Mr. P. Paul Lorskulsint as the newest member of the New Horizons Foundation Board. After brief discussion, and upon a motion by Mr. Travis Glenn, seconded by Mr. Baeza, the Board unanimously approved the appointment of Mr. P. Paul Lorskulsint to the New Horizons Foundation Board.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, March 17, 2022 beginning at 1:30 pm.

Upon a motion by Mr. Kesner, seconded by Mrs. Jones and by unanimous consent, the meeting adjourned at 2:31 pm.

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Pat Chappelle, Chair

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Travis Glenn, Secretary

## **New Mexico Junior College**

### **Resolution No. 2022-2**

**A RESOLUTION** honoring Ruth Hill, Ray Birmingham, and Joe Gill for their role in one of the most important historical milestones in the history of New Mexico Junior College.

**Whereas**, in 1986 Ruth Hill, Ray Birmingham, and Joe Gill volunteered to participate in the NMJC 3 to 5 mill Levy Campaign

**Whereas**, in 1986-1987 Ruth Hill, Ray Birmingham, and Joe Gill served as the leaders for the 3 to 5 Mill Levy campaign

**Whereas**, in 1987 the Junior College District Voters Approved an Operational Five Mill Tax Levy for NMJC; and

**Whereas**, New Mexico Junior College will forever be grateful for Ruth Hill, Ray Birmingham, and Joe Gill for their leadership and role in the 3 to 5 mill Levy Campaign.

**Whereas**, NMJC's phenomenal financial picture is a direct result of the successful passing of the 5 Mill Levy and the leadership that Ruth Hill, Ray Birmingham, and Joe Gill provided for the 3 to 5 Mill Levy Campaign.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of New Mexico Junior College wishes to express its heartfelt gratitude and appreciation to Ruth Hill, Ray Birmingham, and Joe Gill for their role as a member of "The Committee" who led the New Mexico Junior College initiative to ask Junior College District Voters to approve an Operational Five Mill Tax Levy for the College.

**BE IT FURTHER RESOLVED**, that Ruth Hill, Ray Birmingham, and Joe Gill will forever be respected and admired for their support and unwavering devotion to New Mexico Junior College, its Board, students, faculty and staff.

Passed by the Board of New Mexico Junior College this 17<sup>th</sup> day of March, 2022.

New Mexico Junior College

New Mexico Junior College

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Pat Chappelle, Board Chair

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Travis Glenn, Secretary

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Josh Morgan  
Date: March 10, 2022  
RE: Expenditure and Revenue Reports for February 2022

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February is month eight or 67% of the budget for the 2021/2022 fiscal year. The Expenditure Report represents expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of February is \$32,967,788.

The total current unrestricted fund expenditures through February are \$17,973,983, which is 60% of the projected budget. Instruction and General is tracking similar compared to FY 21. In other current unrestricted funds, expenses overall are consistent compared to FY 21. Internal Services which consists of the Computer Services and the Document Center continue to receive monthly credits from Instruction & General to cover the operating costs. Over all, current unrestricted expenditures are fairly consistent this year in comparison to February 2021.

In the restricted funds, the expenditures in the grants area are up higher than this time last year due to vacant positions last year that have been filled this year. The Business Office continues to monitor the expenditures in the grants and request the drawdown from the state and federal agencies. The year-to-date restricted student aid is higher compared to February 2021 due to the awarding of HEERF funds. Total amount of restricted funds expended through February 2022 is \$6,421,938.

Plant fund expenditures for February were \$200,408; the total year-to-date including encumbrances is \$8,571,867. Total plant funds expended include expenditures for Technology Upgrade, Western Heritage Museum Storage Building, Fire Alarm Upgrade, Western Heritage Museum Roof Replacement, Caster and McLean Remodels, Fire Alarm Upgrade, Dorm/Apartment Maintenance, Facilities Management System Upgrade, and Caster Remodel.

Total expenditures and or encumbrances through February 2022 were \$32,967,788 or 53% of the budget.

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Total current unrestricted revenue received in February 2022 was \$8,500,092, with the year-to-date total of \$51,139,392. This mostly consists of the tuition and fees, the monthly allocation from the state, the oil and gas production income, and property tax revenue. The tuition and fees collected in February 2022 for the spring semester were \$101,355. Oil and gas mill levy for the month of February was \$5,485,606. The property tax revenue received in February was \$1,560,649. Looking at the past trends in property tax payout, the College should receive additional property tax revenue in June. In FY 21, the total for mill levy property tax was \$13,817,722.

Total current restricted revenue received in February 2022 was \$1,573,492. In Grants, \$773,711 was received during the month. In student aid, \$799,781 was drawn in for February. Total restricted fund revenue for the year is \$8,723,270 which is up compared to last year due to Student and Institutional HEERF Awards.

In plant funds, the College received \$121,803 mainly consisting of GOB funds drawn down for the Campus Vestibule/Safety and Security Project and the LGIP interest.

Total revenue for the month of February 2022 is \$10,195,387, with year-to-date revenue of \$60,271,804 or 143% of projected revenue budget.

The oil and gas revenues continue to be strong. Oil and Gas production revenue received during the month is \$5,485,606. The total oil and gas production and oil and gas equipment tax revenue received through February of 2022 including the accrual of \$465,000 for each of the three months of December, January and February is \$29,727,351.

The Investment Report shows an ending balance of \$85,000,000 in the LGIP for February 2022. There was no activity in the LGIP during the month of February. At the end of February, there was \$70,330,656 in allocated capital projects.

The College is in the process of issuing an RFP to contract with a CMAR to manage seven major capital projects that will begin in the next several months. We plan to bring a recommendation to the April board meeting for the CMAR. The projects the CMAR will be managing will be the Watson Hall remodel, the Heidel Hall remodel, the construction of the Vocational Training Building, the construction of a new or upgraded cafeteria, the construction of a new Campus Housing Unit, the construction of the Campus Vestibule/Safety and Security project and the Campus Wide Landscaping project.

This concludes the Financial Report for February 2022.

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**February 2022**

67% 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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	10,267,223	5,651,704	55%	10,728,520	726,551	5,566,134	52%
Academic Support	2,372,925	1,284,284	54%	2,418,150	180,526	1,311,505	54%
Student Services	2,121,047	1,096,775	52%	2,129,202	147,856	1,071,735	50%
Institutional Support	4,566,506	2,717,864	60%	4,723,286	390,716	3,013,662	64%
Operation & Maintenance of Plant	3,983,813	2,178,439	55%	4,125,265	362,458	2,532,602	61%
<b>Subtotal - Instruction &amp; General</b>	<b>23,311,514</b>	<b>12,929,066</b>	<b>55%</b>	<b>24,124,423</b>	<b>1,808,107</b>	<b>13,495,638</b>	<b>56%</b>
Research	-	75,430		-	7,438	68,911	
Public Service	50,000	29,010	58%	59,300	8,042	39,304	66%
Internal Service Departments	109,089	209,016	192%	100,174	11,622	177,193	177%
Student Aid	710,880	718,709	101%	760,880	12,634	506,828	67%
Auxiliary Enterprises	2,160,172	1,889,528	87%	2,216,283	172,917	1,971,887	89%
Athletics	2,267,001	1,125,172	50%	2,466,657	111,781	1,714,222	69%
<b>Total Current Unrestricted Fund</b>	<b>28,608,656</b>	<b>16,975,931</b>	<b>59%</b>	<b>29,727,717</b>	<b>2,132,541</b>	<b>17,973,983</b>	<b>60%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	908,797	423,952	47%	972,048	786,185	1,314,720	135%
Student Aid	3,862,038	3,722,200	96%	3,859,255	85,188	5,107,218	132%
<b>Total Current Restricted Fund</b>	<b>4,770,835</b>	<b>4,146,152</b>	<b>87%</b>	<b>4,831,303</b>	<b>871,373</b>	<b>6,421,938</b>	<b>133%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	29,729,122	26,285,898	88%	20,063,534	103,585	7,264,404	36%
Projects from State GOB Funds	6,416,370	1,898,973	30%	4,000,000	-	154,315	4%
Projects from State STB Funds	900,000	-	0%	2,325,000	-	174,104	7%
Projects from General Fund	353,400	240,891	68%	150,000	-	-	0%
Projects from Private Funds		-	0%	-	-	-	0%
Projects from State ER&R	1,238,725	160,640	13%	335,000	49,477	185,131	55%
Projects from State BR&R	1,256,545	705,826	56%	598,000	47,346	793,913	133%
<b>Subtotal - Capital and BR&amp;R</b>	<b>39,894,162</b>	<b>29,292,228</b>	<b>73%</b>	<b>27,471,534</b>	<b>200,408</b>	<b>8,571,867</b>	<b>31%</b>
<b>Debt Service</b>							
Revenue Bonds	-	-	0%	-	-	-	0%
<b>Total Plant Funds</b>	<b>39,894,162</b>	<b>29,292,228</b>	<b>73%</b>	<b>27,471,534</b>	<b>200,408</b>	<b>8,571,867</b>	<b>31%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>73,273,653</b>	<b>50,414,311</b>	<b>69%</b>	<b>62,030,554</b>	<b>3,204,322</b>	<b>32,967,788</b>	<b>53%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**February 2022**

67% 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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,914,806	3,241,975	83%	3,939,025	101,355	3,357,021	85%
State Appropriations	5,747,200	3,851,882	67%	6,404,600	510,716	3,707,117	58%
Advalorem Taxes - Oil and Gas	7,235,000	14,917,570	206%	7,235,000	5,493,406	29,727,351	411%
Advalorem Taxes - Property	9,200,000	8,163,247	89%	9,700,000	1,560,649	10,931,210	113%
Interest Income	9,000	417	5%	9,000	5	39	0%
Other Revenues	196,418	196,931	100%	191,418	715,403	855,333	447%
<b>Subtotal - Instruction &amp; General</b>	<b>26,302,424</b>	<b>30,372,022</b>	<b>115%</b>	<b>27,479,043</b>	<b>8,381,534</b>	<b>48,578,071</b>	<b>177%</b>
Research	-	-	0%	-	-	-	0%
Public Service	-	-	0%	-	-	-	0%
Internal Service Departments	9,000	1,867	21%	9,000	10	2,911	32%
Auxiliary Enterprises	2,846,886	1,859,802	65%	2,756,942	74,843	2,210,708	80%
Athletics	535,500	357,000	67%	530,800	43,705	347,702	66%
<b>Total Current Unrestricted</b>	<b>29,693,810</b>	<b>32,590,691</b>	<b>110%</b>	<b>30,775,785</b>	<b>8,500,092</b>	<b>51,139,392</b>	<b>166%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	908,797	573,952	63%	972,048	773,711	3,714,901	382%
Student Aid	3,862,038	3,547,426	92%	3,859,255	799,781	5,008,369	130%
<b>Total Current Restricted</b>	<b>4,770,835</b>	<b>4,121,378</b>	<b>86%</b>	<b>4,831,303</b>	<b>1,573,492</b>	<b>8,723,270</b>	<b>181%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,702,500	1,757,243	0%	4,000,000	113,036	113,036	3%
Projects from State STB Funds	900,000	-	0%	2,325,000	-	22,369	0%
Projects from General Fund	353,400	299,920	0%	150,000	-	168,111	112%
Projects from Private Funds	-	-	0%	-	184	58,177	0%
Interest Income (LGIP)	120,000	71,211	59%	60,000	8,583	47,449	79%
<b>Total Plant Funds</b>	<b>3,075,900</b>	<b>2,128,374</b>	<b>69%</b>	<b>6,535,000</b>	<b>121,803</b>	<b>409,142</b>	<b>6%</b>
<b>GRAND TOTAL REVENUES</b>	<b>37,540,545</b>	<b>38,840,443</b>	<b>103%</b>	<b>42,142,088</b>	<b>10,195,387</b>	<b>60,271,804</b>	<b>143%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### February 2022

67% 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	\$68.75	24,609,724	\$5.88	73,736,752	4,680,659	465,000	4,215,659
Actual	October	\$77.82	25,480,074	\$6.92	75,247,628	5,552,162	465,000	5,087,162
Actual	November	\$76.23	25,480,871	\$6.27	75,738,373	5,485,606	465,000	5,020,606
Actual	December					465,000	465,000	0
Actual	January					465,000	465,000	0
Actual	February					465,000	465,000	0
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						25,815,127	5,580,000	20,235,127
Y.T.D. Equipment Tax Revenue						3,912,224	1,655,000	2,257,224
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>29,727,351</u>	<u>7,235,000</u>	<u>22,492,351</u>

*Source: New Mexico Taxation and Revenue Department*

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### February 2022

67% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	85,000,000	7102-1348	0.082%	8,583
Plus deposits				
Less withdrawals	-			
<b>Total LGIP investments</b>	<b>85,000,000</b>			<b>8,583</b>

Capital Project	2/28/2022
Vehicles	597,972.39
Computer Labs/ITV Upgrade	200,000.00
Campus Vestibules	1,219,328.79
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	720,928.37
JASI	37,962.93
WHM Storage Building	8,263.71
Baseball Field	530,173.45
Rodeo Arena	119,434.75
Fire Alarm Upgrade	583,101.11
Landscaping	9,218,433.11
Smart Classrooms	313,033.51
Campus Signage	541,547.65
Campus Paving	593,344.98
Roof Replacement	2,000,213.08
Dorm/Apartment Refurbish	219,958.81
Concrete Upgrade	456,753.15
Campus Construction	235,661.44
Oil & Gas Training	88,974.02
Workforce Training & Outreach	250,000.00
Guided Pathways Rob Johnstone	126,515.62
Campus Security	331,572.16
Copier Replacement	73,082.22
Non-Recurring Compensation	1,000,000.00
Athletics	86,723.33
Student Life Programming	20,432.28
Succession Plan	634,306.15
WHM Exhibits	12,806.98
Track Upgrades	203,947.35
Driving Range Upgrades	550,886.33
McLean Hall Renovations	114,187.85
Cafeteria Upgrade	8,940,619.95
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	1,123,777.42
Busing Support for Recruiting	5,872.30
Caster Upgrades	2,735,459.89
Workforce Training Center	5,980,043.00
Heidel Hall Renovation	2,000,000.00
Heidel/Hagelstein Air Handlers	400,000.00
Air Handlers	2,000,000.00
Campus Housing Unit	13,660,000.00
Allied Health	144,274.63
Workforce Training Contingency	1,588.48
<b>Total</b>	<b>70,330,656.52</b>

## **Memorandum**

To: New Mexico Junior College Board

From: Steve McCleery, Ed.D., Interim President

Re: House Bill 2

Date: 3-10-2022

As per HB 2, please consider approving a 3% increase for all NMJC employees. Additionally, the intent of HB 2 is to award a raise on April 1, 2022, as well as carry the compensation increase forward into the next fiscal year.

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE



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**Dennis Kelley**  
Director of Public Safety & Security

**Memorandum**

Date: March 3, 2022

TO: New Mexico Junior College Board

From: Dennis Kelley

RE: NMJC Key Policy Revision

Attached is a copy of the New Mexico Junior College Employee Handbook Key Policy. This policy has been revised to reflect how the college is currently managing access control as it relates to key and electronic key issue and return.

We are asking for your approval of this policy revision.

NEW MEXICO JUNIOR COLLEGE EMPLOYEE HANDBOOK

Policy No. 214 Page 1 of 2

SECTION: Employment Procedures, Regulations, Policies and General Information

POLICY TOPIC: Office and/or Building Keys

34

General. The protection and safekeeping of NMJC property is the responsibility of all NMJC employees. Employees who are issued office and/or building keys shall closely guard their keys to prevent unauthorized use.

Issuance; Use; Duplication. Office and/or building keys shall be requested for an employee by the department secretary by completing a Dynamic Forms Key Request. The key request form can be found in Self Service Banner forms. A separate form will be completed for each key requested, whether it is a key or an electronic key card. The request form will be routed through the appropriate Vice President for their approval. The form will then be routed to Campus Security & Safety for issuance. Once the key has been issued to the employee, the key request form will then be sent electronically to the employee for their signature acknowledging both the receipt of the key and their understanding of the key policy. ~~only~~

~~through the assigned secretary upon receipt of completed key request forms approved by the appropriate Vice President and/or President.~~ Under no circumstances shall an employee be authorized to swap, trade, loan or pass along keys issued under their his/her name to another employee or any other person. Key(s) issued to an employee shall not be duplicated under any circumstances.

~~Upon issuance of office and/or building keys, the employee shall acknowledge in writing the receipt of this policy and shall agree to the responsibilities associated with key possession.~~ If an employee experiences a change in position or assignment, the new department secretary shall complete key requests appropriate for the new position or assignment. The employee shall then be approved for the issuance of the new key(s) for their new assignment by the appropriate Vice President and/or President. Keys that were previously issued shall be returned to the Director or Supervisor of Campus Security & Safety prior to the issuance of new keys. Lost or stolen keys shall immediately be reported to the individual's supervisor and the Director or Supervisor of Campus Security & Safety, he/she shall immediately turn in. The assigned employee will be held financially responsible for the loss of the keys. The employee will be required to obtain a receipt from the business office showing that payment has been made before the issuance of new keys.

An annual audit of keys issued to each employee will be conducted through the Dynamic Forms data base by the Inventory Control Specialist. The key inventory will be recorded on the key inventory form. The key inventory will coincide with the annual department inventory. Any individual that fails to

produce their assigned keys to the Inventory Specialist will be reported to the individual's supervisor. The supervisor will ensure compliance with the key inventory. Any keys that cannot be accounted for will be reported to the Director or Supervisor of Campus Security & Safety.

Contractors working on the campus will only be issued electronic key cards approved by the appropriate Vice President. Those key cards will be issued with a thirty (30) day expiration date. If the contractor is on the campus past the thirty-day period, they will have to present the card to have it reprogrammed.

his/her key(s) to his/her supervisor or the assigned secretary. The employee shall then be approved for the issuance of new key(s) authorized for his/her new assignment by the appropriate Vice President and/or President.

An employee's job position may require the employee to access controlled areas by way of secured key privileges in order to perform his/her job responsibilities. In such a case, the employee may be required to meet additional security requirements prior to being issued keys to a controlled area. Prior to the issuance of a building master or a grand master key, a completed background check must be on file. A grand master key shall be issued only to an employee with no felony conviction and shall be approved by the appropriate Vice President and the President.

Return of Keys. Upon termination of employment or transfer of position, an employee shall promptly return all keys issued to the Director or Supervisor of Campus Security & Safety. him/her to his/her supervisor or the assigned secretary.

NEW MEXICO JUNIOR COLLEGE EMPLOYEE HANDBOOK

Policy No. 214 Page 2 of 2

SECTION: Employment Procedures, Regulations, Policies and General Information

POLICY TOPIC: Office and/or Building Keys

35

Reporting Loss; Replacement Fees. An employee who loses an NMJC key shall immediately report such loss to their supervisor, (ii) his/her assigned department secretary and (iii) Campus Security & Safety. An employee may incur monetary fines or be required to pay key replacement fees for lost or stolen keys.

Disciplinary Actions upon Violation. Any violation of this policy or misuse of key privileges shall subject the employee to personal liability for any and all resulting damages, missing

property and any other losses sustained by the College\_ and shall result in disciplinary action up to and including dismissal.

#### KEY REPLACEMENT COST

Keso \$75.00 Restricted areas

GMK \$50.00 Non-restricted areas

Grand Master \$100.00 Classrooms, offices, storage

Building Interior Master \$50.00 Inside building master

Building Exterior Master \$75.00 Outside building master

Pass Key \$50.00 Specific Office, classroom

Electronic Access Key \$50.00 Exterior building master 1 door

Electronic Master Key \$100.00 Exterior building master more than one door

# MEMO

## New Mexico Junior College

To: Board of New Mexico Junior College  
From: Scotty Holloman/Amy Coombes  
Date: March 8, 2022  
Re: Revision to Employee Handbook Policy #321

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In 2005, New Mexico Junior College installed a Longevity Stone which is located next to the Ben Alexander Student Center. Since installation, there have existed informal rules and procedures to place names on the Longevity Stone. Due to retirements of key members of the committee that originally worked with the Longevity Stone, it has become advisable to formally document the process and procedure to place names on the Longevity Stone. Policy 321 has been amended to formally adopt the rules and procedure consistent with past practice to be placed on the Longevity Stone.

As with the Longevity Stone, the rules and procedure for being placed on the Joe Garcia Rose Garden Stone has been informal. Policy 321 has been amended to formally adopt the rules and procedures, consistent with past practice, for a name to be placed on the Joe Garcia Rose Garden Stone.

These amendments to Policy 321 have been reviewed and approved by the Employee Benefits and Welfare Committee.

## NEW MEXICO JUNIOR COLLEGE EMPLOYEE HANDBOOK

Policy No. 321

SECTION: Employee Benefits

POLICY TOPIC: Service/Retirement Awards

NMJC has programs that recognizes excellent service and communicates to its employees *pride in a job well done*. Service/Retirement awards are a part of this recognition and reflect the commitment and effort of employees to earn them. Service Awards are presented at an Annual Awards Banquet in the fall and the Retirement Awards are presented at an Annual Retirement Reception in the spring.

The Longevity Stone located next to the Ben Alexander Student Center recognizes employees who have dedicated years of service to NMJC. The Longevity Stone represents fulfillment by dedicated employees and individuals of a promise made when New Mexico Junior College was first formed to be a school which would make the founders of NMJC proud.

The Joe Garcia Rose Garden Stone recognizes deceased employees of NMJC who had a minimum of five years of service to NMJC.

### Eligibility for service awards

- I. Current full-time employees who have attained five (5) years of continuous service and every five (5) thereafter.
- II. Only actual employment (other than contingent status) shall count as length of service for purposes of this program.
- III. The annual cut-off date for determining service awards shall be December 31.
- IV. The service awards policy shall not apply to part-time, contingent and seasonal employees or to the persons teaching in the continuing education/community development program.

### Eligibility for Retirement Awards

- I. Retirement effective July 1st of current fiscal year through July 1st of upcoming fiscal year.
- II. Notification of planned retirement must be received by April 1st of the current year for recognition at the retirement reception.
- III. The retirement reception policy shall not apply to part-time contingent and seasonal —employees or to the persons teaching in the continuing education/community development program.

### Eligibility for Inclusion on the Longevity Stone

- I. Full-time employees who have attained twenty (20) years of service to NMJC. Full-time employees who have attained forty (40) years of service to NMJC shall have a diamond symbol placed beside their name on the Longevity Stone.
- II. Members of the NMJC Board who complete twenty (20) years of service on the Board are eligible for inclusion on the Longevity Stone.
- III. Only actual full-time employment (other than contingent status) shall count as length of service for purposes of this program. This requirement does not apply to NMJC Board members.
- IV. The Longevity Stone policy shall not apply to part-time, contingent and seasonal employees or to the persons teaching in the continuing education/community development program.
- IV. The Human Resources Department of NMJC shall make the determination of time/years of service that apply toward inclusion on the Longevity Stone.

### Eligibility for Inclusion on the Joe Garcia Rose Garden Stone

- I. Deceased full-time employees who have attained a minimum of five (5) years of continuous service to NMJC are eligible to be included on the Joe Garcia Rose Garden Stone.
- II. Only actual full-time employment (other than contingent status) shall count as length of service for purposes of this program.
- III. The Joe Garcia Rose Garden Stone awards policy shall not apply to part-time, contingent and seasonal employees or to the persons teaching in the continuing education/community development program.
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## NEW MEXICO JUNIOR COLLEGE EMPLOYEE HANDBOOK

Policy No. 321

SECTION: Employee Benefits

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**NEW MEXICO JUNIOR COLLEGE**  
**Personnel Recommendation for Board Consideration**

The following candidate is being recommended for employment as follows: Date 3/8/2022

Candidate's name Jahzere Springs-Boyles

Position title Residence Life 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 \* 4/1/2022      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

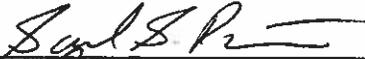
Funding source Student Services

Paid advertising beyond \*standard \_\_\_\_\_  
(\*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 \$35,061-\$43,827      Recommended annual salary \$38,516.35      Prorated salary  yes  no

Account number(s) with respective % allocation(s) 12105-3082 61301-201

**Recommended and approved by:**

  
Supervisor

  
Dean/Director

  
Vice President

\_\_\_\_\_  
President

**Selection Committee Members:** Sarah Patterson  
\_\_\_\_\_  
Zamika Bradley  
\_\_\_\_\_  
Eric Garcia  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: Midpoint 43,826.69 - Minimum 35,061.13 = 8,765.55/20 = 438.28 X Yrs Exp 5.32 = 2,333.38  
Minimum 35,061.13 + Adj 2,333.38 = \$37,394.51 Annual  
\$37,394.51 x 3% increase April 1 = \$38,516.35

\*Pending background check



**NEW MEXICO JUNIOR COLLEGE**  
**Invites applications for the position of:**

# **Residence Life Coordinator**

**SALARY:** \$35,061.00 - \$43,827.00 Annually

**OPENING DATE:** 11/29/21

**CLOSING DATE:** Continuous

**DESCRIPTION:**

The Residence Life Coordinator shall be responsible to the Director of Residence Life. Duties and responsibilities shall be, but not limited to, the following 1) Manage the day-to-day residential occupancy - keep scheduled office hours, make walk throughs periodically throughout the day, The Residence Life Coordinator is part of an on-call structure and as such, participates in a weekly on-campus on-call rotations and handles crises as needed. Rotation involves some evenings, weekends, summer, and holidays. Is available to residential students living in assigned dorm after hours. 2) Maintain a clean and safe environment for residents, maintain accurate inventory records, and develop a positive working relationship with residential students 3) Assist with hall opening and closing for all residential facilities move-in and move-outs. 4) Oversee health and safety measures in residence halls - reports facilities maintenance problems to appropriate person and completes work orders in a timely manner. Participates in fire drills, conducts periodic daily walk-throughs, reports damages for fine assessment, and performs health and safety room inspections semesterly. 5) Support summer housing initiatives including summer camps, events and summer residents. 6) Collaborate with the Coordinator of Student Activities and Intramurals, Student Accessibility Services/Counseling, Campus Safety and Security, Athletics, Recruiting, and Food Service. 7) Coordinate educational engagement opportunities on topics including alcohol and other drugs, Title IX, and personal safety. 8) Serve on campus committees that support student success, retention and student development. Help with College events like Graduation, Discovery Days, New Student Orientation, etc. Aid with tours of the residence halls and apartments for prospective students/recruits and their parents. 9) Participate and assist in Student Life initiatives. 10) Know and enforce college policies concerning student conduct. 11) Assists with the selection, training, supervision, and evaluation of student workers. Fostering the development of student staff through engaged and affirming mentorship and supporting residents in responding to the developmental opportunities of the college environment will be areas of focus. 12) Respect and maintain confidentiality of all students and their records. Know FERPA and practice privacy and discretion in student matters. Understand ADA and its implications in Resident Life. 13) Use Onity, Banner, Maxient, REMIND, App Extender, Dynamic Forms, and other software systems as needed. 14) Performs other duties as assigned or required. Performs other duties as assigned or required; 15) Nothing contained herein shall limit the President in assigning the employee to various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**QUALIFICATIONS:**

Associate's Degree OR an equivalent combination of education, training, and experience.  
 Bachelor's Degree preferred. Two (2) years of experience in Resident Life, Housing or Student Activities

**ADDITIONAL QUALIFICATIONS:**

The Residence Life Coordinator is a exempt full-time, twelve-month, live-on position that is primarily responsible for the oversight of community development efforts for residential students. This includes leading programmatic initiatives for students to create a positive living-learning community in the halls. Other duties include, student development, student conduct, crisis intervention, programming, hall government advisement, and assistance with summer programs. The Residence Life Coordinator is a member of the Residence Life Leadership Team and is supervised by the Director of Residence Life.

**ADDITIONAL INFORMATION:**

To apply, submit NMJC application online and attach the following: letter of interest, resume, three references, and unofficial transcripts of any college hours earned.

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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.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://nmjc.edu>

Position #RLC21  
RESIDENCE LIFE COORDINATOR  
MG

1 Thunderbird Circle  
Hobbs, NM 88240  
(575) 492-2797

[mgarcia@nmjc.edu](mailto:mgarcia@nmjc.edu)

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**Jahzere M. Springs-Boyles**  
3025 Laclede Ave.  
Saint Louis, MO 63103  
(347) 651-7331  
jahzerespringsboyles@gmail.com

**EDUCATION:**

**Harris-Stowe State University, Saint Louis MO**

*Bachelor of Science degree in Educational Studies  
Anticipated May 2023*

**Missionary Chapel Seminary**

*Bachelor of Divinity*

**SKILLS:**

- Experience with creating biblical and educational lesson plans to youth and adults
- Knowledgeable of facilitating and large group discussions
- Strong ability to provide leadership to diverse teams
- Capable of implementing mentoring through targeting middle-school males
- Experience with incorporating effective peer mediation

**EXPERIENCE:**

**Department of Correction (MECC)**

*Corrections Officer*

**Saint Louis MO**

**February 2021 – July 2021**

- Maintains security in buildings/towers/other posts of an adult correctional facility
- Intervenes during emergencies or altercations and gains physical control of offenders
- Supervises movement of offenders inside/outside the correctional facility
- Conducts periodic counts of offenders
- Searches offenders and their living quarters for contraband
- Supervises offenders
  - In housing units
  - During the performance of work activities
  - During recreational/ religious activities
- Conducts inspections for health and safety hazards

**Harris-Stowe Department of Public Safety**

*Auxiliary Officer/ Dispatcher*

**Saint Louis MO**

**December 2019 - August 2020**

- Take emergency and non-emergency calls
- Crisis Negotiator
  - Calming the caller(s) down, gathering all the important details
  - Dispatching officers to designated locations on and around campus
  - Determine the most next appropriate steps for the situation

**The Prophetic Breakthrough Outreach Ministry, Inc.**

*Founder Chief Executive Director/President (Sr. Pastor)*

**Saint Louis MO**

**October 2019- Present**

**81st Precinct**

*Executive Assistant Officer (Auxiliary)*

**Brooklyn, NY**

**May 2018 - July 2019**

- Tracked Auxiliary MOS work hours
- Worked closely with Community Affairs Detectives
- Often visited local schools and secured local places of worship

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**PS/IS 308 Clara Cardwell, Brooklyn NY**

*Oratory Speech Teacher/Dean Assistant*

**December 2017 - May 2019**

- Worked individually with students and within small groups to complete
- Tracked student progress and presented information to parents
- Created speech based testing
- Worked with school administration to assist with student discipline, safety and classroom observations
- Prepared students to speak in front of large crowds

**Child Care, Brooklyn NY**

*Manny*

**July 2017 - June 2019**

- Feeding, diapering, nap times
- Preparing bottles, cleaning up
- Cooking for children
- Bathing and dressing children
- Reading books
- Taking children to parks and playgrounds
- Organizing and cleaning children's play area
- Cleaning up in the kitchen
- Newborn care

**81st Precinct, Brooklyn NY**

*NYPD Explorer*

**May 2017 - March 2018**

- Police (Military) Training
- Learning the basics of being an officer
- Building character

**CAS Prep Academy**

**Brooklyn, NY**

*Second & Third Grade English Instructor/ Administrative Assistant*

**January 2017 - June 2017**

- Prepared students for state exams with practice sessions
- Tracked students' progress and present the information to parents
- Work with school administration and incorporated daily classroom observations

**TRAINING:**

**Long Island University (Brooklyn Campus), Brooklyn NY - *Special Education Field Study***

**Character References**

Califa Joseph, Friend (917)428-9429

Catherine Paulino, Friend (347)779-6782

Landon Jordan, Former Supervisor (314)761-0195

Ofc. Sebastien, Former Supervisor (718)288-4285