

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, February 20, 2014

Zia Room – Library

3:00 p.m.

AGENDA

- | | |
|--|------------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of January 16, 2014 | Guy Kesner |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of Oxy Resolution | Steve McCleery |
| 7. Consideration of Naming of Facilities | Steve McCleery |
| 8. Personnel Consideration – Library Assistant | Atherton/Britsch |
| 9. Personnel Consideration – Records Administrator | Roybal/Clingman |
| F. Public Comments | Guy Kesner |
| G. Announcement of Next Meeting | Guy Kesner |
| H. Closure of Open Meeting | Guy Kesner |
| I. Adjournment | Guy Kesner |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JANUARY 16, 2014

MINUTES

The New Mexico Junior College Board met on Thursday, January 16, 2014, beginning at 3:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Travis Glenn; Mrs. Mary Lou Vinson; Mr. Ron Black; Mr. Zeak Williams; and Mr. Hector Baeza.

Mr. Kesner called the meeting to order and welcomed visitors and guests present: Jaycie Chesser, News-Sun.

Upon a motion by Mrs. Vinson, seconded by Mr. Williams, the agenda was unanimously adopted, as presented.

Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the minutes of December 19, 2013.

Under President's Report, Coach Keith Blackwill introduced the track team. Phillip Roybal reported on the Employer Support of the Guard and Reserve event held on campus last week. Bill Morrill gave an update on the recent hazardous waste materials inspection. There were no violations or concerns reported. Larry Sanderson gave a marketing and communications update and introduced the new Director of Communication, Susan Fine. Jeff McCool informed the Board of a \$2,507,461 TAACCCT grant awarded to NMJC.

Under New Business, Dan Hardin introduced Cindy Bryan with Accounting & Consulting Group, who presented the Audit Report. Upon a motion by Mr. Glenn, seconded by Mrs. Vinson, the board unanimously approved the audit, as presented.

Dan Hardin presented the December financial reports and with a motion by Ms. Chappelle, seconded by Mr. Baeza, the Board unanimously approved the expenditures for December, 2013.

Dr. McCleery presented a retirement resolution for Patricia Knapp. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously adopted the resolution.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, February 20, 2014, beginning at 3:00 p.m.

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

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

Upon a motion by Mrs. Vinson, seconded by Mr. Black, the board meeting adjourned at 5:20 p.m.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

January 2014

58% of Year Completed

Fund	2012-13			2013-14			
	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	8,638,205	4,825,084	56%	9,106,822	711,071	5,205,630	57%
Academic Support	2,247,244	1,234,176	55%	2,259,588	183,003	1,332,848	59%
Student Services	1,704,267	990,390	58%	1,823,694	133,565	986,884	54%
Institutional Support	3,137,158	2,060,021	66%	3,337,419	352,340	2,378,170	71%
Operation & Maintenance of Plant	3,232,175	1,909,532	59%	3,288,327	394,112	2,123,849	65%
Subtotal - Instruction & General	18,959,049	11,019,203	58%	19,815,850	1,774,091	12,027,381	61%
Student Activities	0	0	0%	0	0		0%
Research	0	0	0%	0	0		0%
Public Service	0	0	0%	0	0		0%
Internal Service Departments	81,772	90,053	110%	84,909	22,261	226,220	266%
Student Aid	543,551	630,186	116%	568,551	180,212	702,613	124%
Auxiliary Enterprises	1,780,078	1,610,778	90%	1,799,060	296,596	1,564,996	87%
Athletics	1,150,211	832,126	72%	1,019,727	315,719	971,915	95%
Total Current Unrestricted Fund	22,514,661	14,182,346	63%	23,288,097	2,588,879	15,493,125	67%
CURRENT RESTRICTED FUND							
Grants	1,280,443	554,623	43%	1,179,460	75,527	539,944	46%
Student Aid	5,033,468	3,663,214	73%	5,033,468	1,722,093	4,193,650	83%
Total Current Restricted Fund	6,313,911	4,217,837	67%	6,212,928	1,797,620	4,733,594	76%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	10,123,330	3,691,438	36%	14,435,571	111,483	5,833,391	38%
Projects from State GOB Funds	222,313	10,395	5%	3,324,582	0	2,714,359	0%
Projects from State STB Funds	521,652	34,652	7%	1,487,000	0	1,023,485	0%
Projects from General Fund	19,115	15,113	79%	397,272	2,016	25,077	7%
Projects from Private Funds	5,965	2,208	37%	0	0	0	0%
Projects from State ER&R	568,173	206,691	36%	671,725	24,613	323,194	44%
Projects from State BR&R	1,815,302	750,100	41%	1,003,998	92,337	655,107	56%
Subtotal - Capital and BR&R	13,275,850	4,710,597	35%	21,320,148	230,449	10,574,613	50%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	13,275,850	4,710,597	35%	21,320,148	230,449	10,574,613	50%
GRAND TOTAL EXPENDITURES	42,104,422	23,110,780	55%	50,821,173	4,616,948	30,801,332	61%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

January 2014

58% of Year Completed

Fund	2012-13			2013-14			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,684,200	2,747,011	75%	3,684,200	588,507	3,598,698	98%
State Appropriations	5,888,800	3,044,898	52%	5,933,300	667,515	3,613,215	61%
Advalorem Taxes - Oil and Gas	6,100,000	4,490,115	74%	6,455,000	2,201,071	7,733,322	120%
Advalorem Taxes - Property	5,255,000	1,405,118	27%	5,455,000	2,059,378	4,275,416	78%
Interest Income	5,000	905	18%	5,000	14	817	16%
Other Revenues	292,526	153,868	53%	356,361	18,686	161,601	45%
Subtotal - Instruction & General	21,225,526	11,841,915	56%	21,888,861	5,535,171	19,383,069	89%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	7,962	33%	24,000	119	7,775	32%
Auxiliary Enterprises	2,198,000	1,626,389	74%	2,213,000	306,239	1,652,010	75%
Athletics	326,200	163,570	50%	330,900	29,511	194,499	59%
Total Current Unrestricted	23,773,726	13,639,836	57%	24,456,761	5,871,040	21,237,353	87%
CURRENT RESTRICTED FUND							
Grants	1,290,682	534,623	41%	1,179,460	16,530	453,715	38%
Student Aid	5,033,468	2,048,025	41%	5,033,468	1,623,555	3,901,710	78%
Total Current Restricted	6,324,150	2,582,648	41%	6,212,928	1,640,085	4,355,425	70%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	0	0	0	0%
Projects from State STB Funds	1,240,754	34,652	3%	427,000	0	109,855	0%
Projects from General Fund	0	0	0%	0	0	0	0%
Projects from Private Funds	0	3,750	0%	0	0	0	0%
Interest Income (LGIP)	30,000	8,865	30%	30,000	1,175	7,553	25%
Total Plant Funds	1,270,754	47,267	4%	457,000	1,175	117,408	26%
GRAND TOTAL REVENUES	31,368,630	16,269,751	52%	31,126,689	7,512,300	25,710,186	83%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

January 2014

58% 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	2013-14 Original Budget	Variance Over (Under) Budget
Actual	July	\$78.08	3,279,028	\$4.85	14,257,158	876,131	400,000	476,131
Actual	August	\$101.07	3,476,512	\$5.42	14,665,344	954,096	400,000	554,096
Actual	September	\$98.84	3,762,573	\$5.45	14,007,090	1,125,403	400,000	725,403
Actual	October	\$95.40	3,762,573	\$5.33	14,009,326	1,088,774	400,000	688,774
Actual	November					1,116,908	400,000	716,908
Accrual	December					400,000	400,000	0
Accrual	January					400,000	400,000	0
Accrual	February						400,000	(400,000)
Accrual	March						400,000	(400,000)
Accrual	April						400,000	(400,000)
Accrual	May						400,000	(400,000)
Accrual	June						400,000	(400,000)
Y.T.D. Production Tax Revenue						5,961,312	4,800,000	(1,161,312)
Y.T.D. Equipment Tax Revenue						1,772,008	1,655,000	(117,008)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>7,733,320</u>	<u>6,455,000</u>	<u>(1,278,320)</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

January 2014

58% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,589,592	7102-1348	0.104%	1,175
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>9,589,592</u>			<u>1,175</u>

Capital Projects	1/31/2014
Vehicles	267,528.92
Technology Upgrade	23,068.44
JASI	66,039.44
WHM South Gallery	286,357.42
Baseball Field	30,162.95
Rodeo Arena	11,396.37
Original Entrance Landscaping	4,627.16
Luminis Software	11,568.00
Campus Signage	10,520.12
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	1,649.83
Campus Construction	6,203.83
Maintenance Equipment	3,452.01
Public Sector	1,826.53
Campus Security	5,931.65
Track/Arena Area Enhancement	15,294.58
Lumens Software-Distance Learnng	5,000.00
Non-Recurring Compensation	552,169.10
Athletics	5,638.96
Student Life Programming	16,222.61
Warehouse/Cont Ed Remodel	1,640.92
Succession Plan	108,152.25
Energy Technology Equipment	548,390.00
WHM Exhibits	101,848.78
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	6,345.00
Track Upgrades	671,597.71
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	500,000.00
Cosmetology Remodel	400,000.00
Equine Program	41,010.29
Entertainment Technology	300,215.30
Channel 19 Upgrade	25,000.00
FERPA & Title IX	18,229.50
Professional Development HS	14,036.29
Equestrian Center	3,000,000.00
Infrastructure Upgrade	1,473,937.50
Workforce Training Contingency	6,741.41
Total	10,269,185.13

NOTE: Capital projects total does not include encumbered funds

New Mexico Junior College

Statement of Net Assets (Unaudited and Unadjusted) As of (December 31, 2013)

Assets	
Current Assets:	
Cash and Cash Equivalents	\$ 2,184,899
Short-Term Investments	9,589,592
Accounts Receivable, net	1,329,464
Inventories	621,665
Prepaid Expenses	40,581
Loans Receivable, net	
Total Current Assets	\$ 13,766,201
Non-Current Assets	
Restricted Cash and Cash Equivalents	\$ 672,030
Restricted Short Term Investments	
Investments Held by Others	
Other Long-Term Investments	
Prepaid Expenses	
Capital Assets, net	66,575,200
Total Non-Current Assets	67,247,230
Total Assets	\$ 81,013,431
Liabilities	
Current Liabilities	
Accounts Payable	\$ -
Other Accrued Liabilities	417,916
Deposits Held for Others	173,676
LT Liabilities - Interest Payable	26,765
Deferred Income	
Other Payables	543,430
LT Liabilities - Current Portion	219,588
Total Current Liabilities	\$ 1,381,375
Non-Current Liabilities	
Other LT Liabilities	1,066,050
Total Non-Current Liabilities	1,066,050
Total Liabilities	\$ 2,447,425
Net Assets	
Invested in Capital Assets	\$ 65,289,562
Restricted for:	
Non-Expendable:	
Expendable:	
General Activities	
Federal Student Loans	
Term Endowments	
Capital Projects	
Expendable future debt service requirements	672,030
Unrestricted	12,604,414
Total Net Assets	78,566,006
Total Liabilities & Net Assets	81,013,431

New Mexico Junior College

Summary of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2014

Operating Funds	FY 2014 Original Budget	FY 2014 Actuals as of December 31, 2013	Percentage Earned/Spent
REVENUES			
Tuition & Misc Fees	\$ 3,684,200	\$ 3,010,191	81.71%
State Appropriations	6,264,200	3,110,688	49.66%
Local Appropriations	11,910,000	6,948,288	58.34%
Sales & Services	2,213,000	1,345,771	60.81%
Other	385,361	151,374	39.28%
Total Revenue	\$24,456,761	\$14,566,312	59.56%
BEGINNING BALANCE	\$1,244,263	\$1,244,263	
EXPENDITURES			
Instruction & General	\$ 19,815,850	10,253,290	51.74%
Internal Services	84,909	203,959	240.21%
Student Aid	568,551	522,401	91.88%
Auxiliary Enterprises	1,799,060	1,268,400	70.50%
Intercollegiate Athletics	1,019,727	656,196	64.35%
Total Expenditures	\$ 23,288,097	12,904,246	55.41%
Net Transfers	\$1,206,001	\$1,206,001	
TOTAL EXPENDITURES & TRANSFERS	\$ 24,494,098	14,110,247	57.61%
Increase (Decrease) in Fund Balance	(\$37,337)	\$456,065	

Plant Funds	FY 2014 Original Budget	FY 2014 Actuals as of December 31, 2013	Percentage Earned/Spent
REVENUES AND TRANSFERS			
Interest Income	30,000	6,378	
State Appropriations	457,000		
BR&R/ER&R Transfer	930,001	930,001	
Debt Service Transfers	276,000	276,000	
Capital Projects Transfer			
Total Revenues and Transfers	\$ 1,693,001	\$ 1,212,379	
BEGINNING BALANCE	\$ 9,159,432	\$ 9,159,432	
EXPENDITURES			
Capital Projects	7,014,013	4,116,650	
BR&R & ER&R	930,001	861,351	
State Appropriations			
Debt Retirement	276,000		
Total Expenditures	\$ 8,220,014	\$ 4,978,001	60.56%
Net Transfers	\$ 1,206,001	\$ 1,206,001	
Increase (Decrease) in Fund Balance	3,838,420	6,599,811	

New Mexico Junior College

Comparison of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2013 and 2014

Operating Funds	FY 2013 Actuals as of December 31, 2012	FY 2014 Actuals as of December 31, 2013	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 2,747,011	\$ 3,010,191	9.6%
Federal Appropriations			
State Appropriations	3,208,468	3,110,688	-3.0%
Local Appropriations	5,895,233	6,948,288	17.9%
Sales & Services	1,626,389	1,345,771	-17.3%
Other	162,735	151,374	-7.0%
Total Revenue	\$ 13,639,836	\$ 14,566,312	6.8%
BEGINNING BALANCE	\$ 2,918,042	\$ 1,244,263	
EXPENDITURES			
Instruction & General	9,617,681	10,253,290	6.6%
Internal Services	93,137	203,959	119.0%
Student Aid	466,085	522,401	12.1%
Auxiliary Enterprises	1,202,562	1,268,400	5.5%
Intercollegiate Athletics	546,359	656,196	20.1%
Total Expenditures	11,925,824	12,904,246	8.2%
Net Transfers	(4,061,681)	(1,206,001)	
TOTAL EXPENDITURES & TRANSFERS	\$ 7,864,143	\$ 11,698,245	48.8%
Increase (Decrease) in Fund Balance	\$ 5,775,693	\$ 2,868,067	

Plant Funds	FY 2013 Actuals as of December 31, 2012	FY 2014 Actuals as of December 31, 2013	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Interest Income	8,865	6,378	
STB	34,652	109,855	
Debt Service Transfers	359,045		
Other	3,750		
Total Revenues and Transfers	\$ 406,312	\$ 116,233	
EXPENDITURES			
Capital Projects	3,000,586	4,116,650	37.2%
State Funded Projects	57,602		
Private Funds	1,288		
Building R&R	635,361	562,770	
Equipment R&R	185,734	298,581	
Total Expenditures	\$ 3,880,571	\$ 4,978,001	28.3%
Increase (Decrease) in Fund Balance	\$ (3,474,259)	\$ (4,861,768)	

Some revenues are reported on a seasonal basis or by semester and therefore may affect the Increase/(Decrease) to Fund Balance

New Mexico Junior College

Cash Flow Statement (Unaudited and Unadjusted) As of 12 31 2013

Cash Flows from Operating Activities		
Receipts from student tuition and fees	\$	3,010,191
Receipts from grants and contracts		2,715,340
Other receipts		
Payments to or on behalf of employees		(8,531,544)
Payment to suppliers for goods and services		(4,716,434)
Receipts from Sales and Services		1,345,771
Payments for scholarships		(1,499,421)
Other Operating Revenue		151,374
Net cash (used) by operating activities	\$	<u>(7,524,723)</u>
Cash Flows from Non-Capital Financing Activities		
State Appropriations	\$	3,220,543
Mill Levy Taxes	\$	6,948,288
Other Non-operating Expense		
Net Cash provided (used) for non-capital financing activities	\$	<u>10,168,831</u>
Cash Flows from Capital and Related Financing Activities		
Proceeds from Capital Debt		
Capital Gifts, Grants and contracts		
Purchase/Construction/Renovation of Capital Assets		(5,000,605)
Principal Received/Paid on Capital Debt and Leases		(409,299)
Interest and Fees Paid on Capital Debt and Leases		(30,137)
Net Cash provided (used) for capital financing activities	\$	<u>(5,440,041)</u>
Cash Flows from Investing Activities		
Investment Earnings	\$	6,378
Net Cash provided by Investing Activities	\$	<u>6,378</u>
Increase (Decrease) in Cash and Cash Equivalents	\$	(2,789,555)
Cash and Cash Equivalents- beginning of year		15,236,076
Cash and Cash Equivalents- end of reporting period	\$	12,446,521

New Mexico Junior College

Board

Resolution

February 20, 2014

WHEREAS, Occidental Permian Ltd (Oxy) and its predecessors have been members of the Hobbs community since the 1930's producing oil and natural gas in a safe and environmentally friendly manner;

WHEREAS, Oxy is the largest producer of crude oil in the Permian Basin, employing more than 9,000 employees and in 2012, paid more than \$66 million in royalties on production from its News Mexico oil and natural gas properties;

WHEREAS, Oxy is a leader in carbon dioxide (CO₂) flooding with 30 years of experience in applying this technology safely and effectively;

WHEREAS, Oxy is proposing to expand the successful North Hobbs Unit Phase 1 CO₂ Project to include the rest of the North Hobbs Unit currently under water flood;

NOW, THEREFORE BE IT RESOLVED, that New Mexico Junior College supports the application and permit processes and approves the project to expand the CO₂ flood in the North Hobbs Unit area.

MEMO

Date: February 8, 2014
To: New Mexico Junior College Board Members
From: Steve McCleery
Subject: Naming of Facilities

As we prepare for the completion of the New Mexico Junior College Track Facility, I am recommending that New Mexico Junior College name the track facility after Ross Black. Ross served as the first New Mexico Junior College Athletic Director, Chair of the NMJC Physical Education Department, first NMJC Basketball Coach, and first NMJC Track Coach. During his New Mexico Junior College tenure, Ross Black produced several NMJC National Junior College Championship teams, multiple NJCAA individual National Championship athletes, and a nationally recognized Physical Education Department. While at NMJC, Coach Black taught multiple classes, served on multiple NMJC committees, coached multiple sports, served as Athletic Director, drove college vehicles for athletic trips, and served as his own Athletic Trainer. Coach Black also served as the Head Coach for the United States World Track and Field Championship Team, and he was inducted into several Hall of Fames. As the Superintendent of the Lovington Municipal Schools, Ross continued to support the educational goals of young men and young women and left a legacy of excellence and significant accomplishments for the Lovington Schools. Ross provided considerable leadership and support for the establishment and development of New Mexico Junior College, and I ask you to consider naming the NMJC Track Facility the:

Ross Black “Field of Champions”

To facilitate the construction of the Ross Black Field of Champions sign, I ask that you approve \$25,000 from reserves to construct and place the sign.

Thank you for your consideration!

Memorandum

To: Dr. McCleery
From: James Britsch
Date: February 3, 2014
RE: Request Board Approval for Employment of Relative: Library Assistant

After reviewing applications for the Library Assistant, I would like to recommend Ms. Victoria N. Vigil for the vacancy. Per the 2013-2014 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. Vigil is related to Mr. Oscar Vigil, Coordinator of Network Systems.

Pending Board approval, I would like for Ms. Vigil to start full-time employment on February 24, 2014, pending successful completion of background check.

Thank you for your consideration.

Mr. James Britsch
Director of Library Services

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date February 3, 2014

Candidate's name Rebecca D. Whitley

Position title Records Administrator

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 February 21, 2014 Standard contract length 12 mos. 9 mos. other _____

Funding source Enrollment Management/Registrar

Paid advertising beyond *standard HigherEdJobs.com

(*Standard: The Hobbs News-Sun, NMJC Website, NM Dept. of Labor & TX Workforce Development Websites)

Posted salary range \$31,461 to \$39,326 Recommended annual salary \$ 39,000 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 3041 61301 125 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Dr. Michele Clingman – Dean of Enrollment Management

John Baldwin – Professor of Physical Education

Tina Kunko – Accountant/Controller – NMJC Foundation

Debbie Pruitt – Director of Upward Bound

John Portulano – Student

Comments: Ms. Whitley with a M.Ed. in Agricultural Education / Youth Development and more than seven years of experience
meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Records Administrator

Personal Data

Name: Rebecca D. Whitley

Education

M.Ed., Texas A & M University, College Station, TX 1995
Major: Agricultural Education / Youth Development

B.S., Texas Woman's University, Denton, TX, 1989
Major: Clothing/Fashion Merchandising / Business Administration/Marketing

Professional Experience

University of Southwest, Hobbs, NM
University Registrar
Graduate Academic Advisor

07/2011 to Present
02/2011 to 06/2011

Trinity Valley Community College, Athens, TX
Director of Dual Credit
Student Success Center Coordinator
Administrative Assistant to AVP of Instruction for Academic Education

08/2010 to 12/2010
01/2008 to 07/2010
02/2007 to 12/2008

Organizations

Lea County Rotary, 2013 to present



New Mexico Junior College

Career Opportunities

Position Announcement • December 2013

Position Title: Records Administrator

Position Description: This position reports to the Dean of Enrollment Management. Duties and responsibilities shall be, but are not limited to, the following: (1) Directs and oversees all day-to-day functional operations of the department that includes oversight of the student registration process including, but not limited to, adds, drops, reinstatements, and withdrawals; problem resolution; compilation; evaluation; and retention of student records, ensuring compliance with all relevant laws, regulations, and College policies. (2) Implements, directs, and coordinates the various programs, services, and initiatives of the NMJC Registrar's Office, ensuring that all individual activities are integrated and consistent with the overall mission, strategic goals, objectives, and policies of NMJC. (3) Maintains and upgrades the University's academic information infrastructures including academic records archives, Banner student database, and other electronic databases and information systems. (4) Supervises the maintenance and retention of academic records including the imaging system. (5) Coordinates the processing and recording of student grades and transcripts; responds to inquiries, and coordinates the resolution of issues relating to the management of student records. (6) Provides resident evaluation and counseling. (7) Assists previous, current, and prospective students as well as staff, faculty, and administration with information as needed. (8) Assist in the coordination of the Commencement ceremonies and related record-keeping activities tied to graduation. (9) Assume the duties/role of the registrar when that person is out. (10) Actively participate in the institutional goals and objectives designed to support the mission of the college. (11) Participate in a process of continual personal and professional improvement. (12) Serve on college committees as assigned, and (13) 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: Associate degree required, Bachelor's degree preferred. All degrees must be from a regionally accredited institution. Experience working in student services preferred. Ability to work with minimal supervision; establish and maintain cooperative working relationships with a wide diversity of individuals and the ability to work in a team environment; customer service oriented with excellent interpersonal, communication and organizational skills and have the ability to deal effectively with various personalities while maintaining confidentiality. Bilingual with proficiency in Spanish preferred. Knowledge of Banner preferred. **Computer proficiency is required.**

Salary/Benefits: This is a 12 month professional position with a starting salary range of \$31,461 to \$39,326 and is commensurate with education and experience. Standard NMJC benefits apply.

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

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

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

New Mexico Junior College is an Equal Opportunity Affirmative Action Employer and 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. Qualified minority applicants are encouraged to apply.

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 Counseling Department at (575) 492-2576.

"Equal Opportunity Education and Employment"

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