

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

**Tuesday, July 12, 2011**

**Zia Room - Library**

4:00 p.m.

## AGENDA

- |  |                |
|--|----------------|
| A. Welcome   | Guy Kesner     |
| B. Adoption of Agenda  | Guy Kesner     |
| C. Approval of Minutes of June 27, 2011                          | 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. Consideration of Retirement Resolution                        | Steve McCleery |
| 6. Personnel Consideration of Professor of P.E./Athletic Trainer | Don Worth      |
| 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

JUNE 27, 2011

### MINUTES

The New Mexico Junior College Board met on Monday, June 27, 2011, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Ron Black; and Mr. Hector Baeza. Not present was Mrs. Mary Lou Vinson.

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

Upon a motion by Mr. Black, seconded by Mr. Baeza, the agenda was unanimously adopted.

Upon a motion by Mr. Baeza, seconded by Ms. Chappelle, the Board unanimously approved the minutes of May 19, 2011.

*Under New Business*, Dan Hardin presented the May financial reports and with a motion by Ms. Chappelle, seconded by Mr. Black, the Board unanimously approved the expenditures for May, 2011.

Mr. Hardin presented the proposed capital projects to be prioritized by the HED Capital Projects committee. The two recommended projects are the NMJC Infrastructure Renewal and Upgrade proposal and the NMJC Caster Activity Center Expansion project. Upon a motion by Mr. Black, seconded by Mr. Jones, the Board unanimously approved the projects, as well as the NMJC Five Year Capital Plan.

Regina Choate presented Bid #1050 ó Janitorial Supplies. The administration recommended acceptance of bids from various vendors for a total of \$119,477.75. Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously accepted the recommendation.

Ms. Choate presented Bid #1051 ó Pre-Engineered Metal Building for the Rodeo Grounds. The administration recommended acceptance of the bid from Steel Depot in the amount of \$374,418. Upon a motion by Ms. Chappelle, seconded by Mr. Baeza, the Board unanimously accepted the recommendation.

Dr. McCleery recommended Ms. Ava Bengé as a new member of the Western Heritage Museum Advisory Board. Ms. Bengé will replace Cynthia Buie. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Mr. Morrill presented the 2011/2012 employee handbook changes for Board consideration. After some discussion and upon a motion by Mr. Jones, seconded by Mr. Baeza, the Board unanimously approved the handbook changes.

Robert Rhodes presented the proposed Alternative Energy Project for Board consideration. The project is designed to provide training in renewable energy resources, as well as provide energy to several of the facilities on the west side of the campus. Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the project.

Regina Organ recommended Javier Rivera for the Professor of Automotive Technology position at a nine month salary of \$49,682. Upon a motion by Ms. Chappelle, seconded by Mr. Black, the Board unanimously approved the employment of Mr. Rivera, effective August 15, 2011.

Bill Morrill recommended Chloe Ortiz for the Administrative Support Assistant ó Del Norte Center position. Ms. Ortiz is related to Pilar Ortiz, Database/Server Specialist. Upon a motion by Mr. Black, seconded by Mr. Jones, the Board unanimously accepted the recommendation.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Tuesday, July 12, 2011, beginning at 4:00 p.m.

Ms. Chappelle moved the board go into closed session for the discussion of limited personnel matters and threatened or pending litigation under the provisions of section 10-15-1-H (2) & H (7) of the New Mexico Statutes Annotated 1978. Mr.

Jones seconded the motion. The roll call vote was as follows: Mr. Jones - yes; Ms. Chappelle - yes; Mr. Black - yes; Mr. Kesner - yes; and Mr. Baeza - 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 Mr. Baeza, seconded by Mr. Black, the board meeting adjourned at 6:10 p.m.

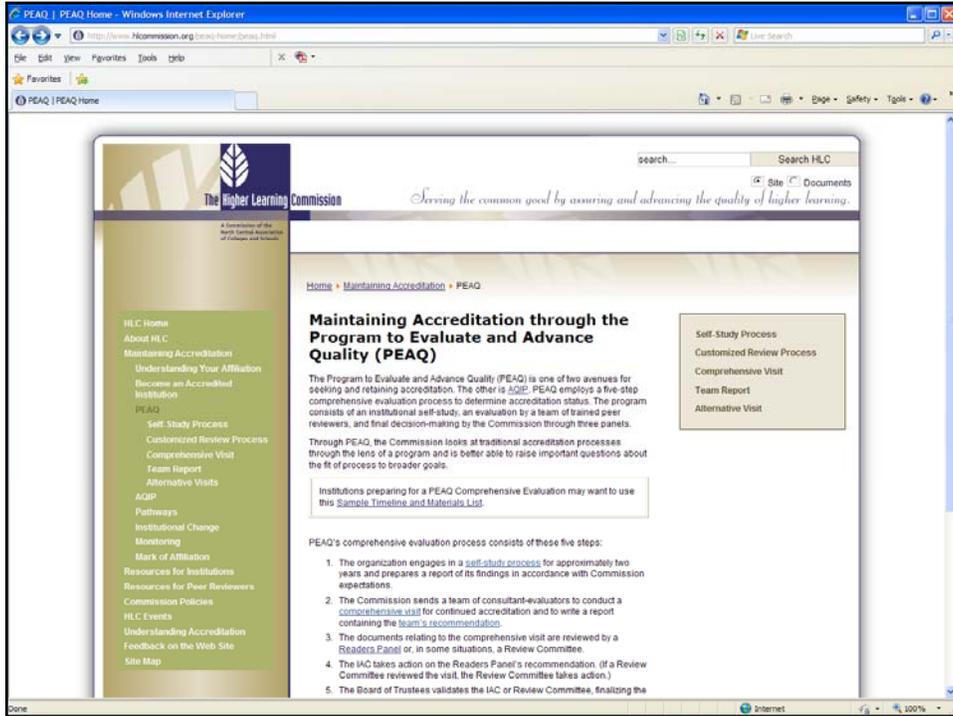
# NMJC Accreditation Update

NMJC Board Meeting

July 12, 2011



A screenshot of a Windows Internet Explorer browser window displaying the ED.gov website. The page title is "College Accreditation in the United States - TOC". The main content area is titled "FINANCIAL AID FOR POSTSECONDARY STUDENTS Accreditation in the United States". It includes a paragraph explaining the goal of accreditation, a "Table of Contents" with 11 numbered items, and several sub-sections under items 10 and 11. The left sidebar contains navigation links for "Administrators", "Funding", "Policy", "Research", "News", and "About ED". The right sidebar features "How Do I Find...?" with links for "Teachers", "P-12 Reform", and "College Completion", along with "Get Connected" social media links and "Related Topics". The status bar at the bottom shows "Done, but with errors on page." and "Internet" connectivity.



**NMJC is accredited by**  
**the Higher Learning Commission**  
*formerly the North Central Association*

- **Current Process**
  - PEAQ: Program to Evaluate and Advance Quality
  - 10 year cycle
  - Next review in 2015/2016
- **New Process**
  - PATHWAYS
  - 10 year cycle
  - Next review in 2015/2016



## PEAQ vs. PATHWAYS

- Limited annual information filed (AIDU)
- Resource Room
- Self-Study Document every 10 years (100 pg)
- Visiting Team (5-8 people) following Self-Study
- Expanded AIDU annual reporting
- 3 year Quality Improvement project
- Electronic Evidentiary File (HLC hosted)...ongoing data entry
- Assurance Document (25-30 pgs)
- Visiting Team (3-4 people)



## NMJC Invited to special HLC/Lumina Foundation Project

- Lumina and HLC working on Degree Qualifications Profile (what a student should know upon graduation)
- 20 colleges invited to be part of national study
- NMJC and others will test Degree Profile as their "Quality Project"
- NMJC will seek re-accreditation through PATHWAYS





**Higher Learning Commission**  
Commission of the North Central Association

200 South LaSalle Street, Suite 7000 Chicago, IL 60605-1421  
312-263-6000 • 800-645-7443 | Fax: 312-263-5462 | hlc.org

April 1, 2011

Dr. Larry Sanderson  
New Mexico Junior College  
1517 Livingston Hwy.  
NMJC  
Hobbs, NM 88240

Dear Dr. McCleery,

In April, accreditation reports on data education. The model during demonstration continued accreditation.

Laura  
Demonstration

This of accreditation institutions at independently, Lumina Foundation Degree Quest together to it.

The on Degree Profile expected to 4 Profile that it master's and colleges and through some with the Commission with a subject Degree Profile. They will our learning and learning, part this way and evaluate and Qualification Pathways.

Beginning in the fall of 2013, institutions in this cohort will pilot and provide commentary to refine the Assurance Process of the Open Pathway, through by that time the two earlier cohorts will have done much of the development work. Through the Assurance Process and the project on the Degree Qualifications Profile, institutions in cohort three will achieve continued accreditation as part of the Pathways Demonstration Project.

If your institution accepts our invitation, you will have a unique opportunity to evaluate and comment on a document that may help transform U.S. higher education, with a focus on what students learn that is rich and complex, well beyond the reductionism of many efforts.

This packet includes the Pathways overview, the Degree Qualifications Profile, an Interest in Participation form, and an explanation of the benefits, obligations, and timeline for participating as a pioneer institution in cohort three. An institution's accreditation relationship will not be put at any risk by participation in the Open Pathways Demonstration Project. The institution and the Commission will sign a contract and a Special Emphasis Agreement that clearly define how the pioneer institution will achieve continued accreditation through the Demonstration Project.

We will be in touch with you within the next few weeks to answer questions and determine your interest. If you or others at your institution are planning to attend the Commission's Annual Conference, you may wish to hear Carol Gentry, Schneider's keynote address on Monday morning or attend the panel that will follow. Carol was one of the four authors of the proposed Degree Qualifications Profile. Paul Gannon, another of the authors, and Marcus Koth of the Lumina Foundation will join the panel, which will be moderated by George Kuhl.

You may also affirm your interest by completing and faxing back the enclosed Interest in Participation form. If you have any questions, please feel free to call or write to me or your institutional liaison.

We are much energized by the prospect of joining our project to develop an accreditation process of greater immediacy for institutions with Lumina's effort to move U.S. higher education to a more fully articulated, shared understanding of what our various degrees mean. I hope you will be too.

Cordially,  
*Sylvia Manning*  
Sylvia Manning  
President



**NEW MEXICO**  
Junior College

*If your institution accepts our invitation, you will have a unique opportunity to evaluate and comment on a document that may help transform U.S. higher education, with a focus on what students learn that is rich and complex...*

# Thank you.



**NEW MEXICO**  
Junior College

# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: July 7, 2011

RE: Expenditure and Revenue Reports for June

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June is the last month of the 2010/2011 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. For this report the encumbrances are still included, but before the year is closed all of the encumbered funds that do not have invoices to be paid in the 2010/2011 fiscal year will be released. The unrestricted expenditures for June 2011 are \$1,321,657.00 with the year-to-date expenditures at \$22,221,064.00. Not all of the expenditures for 2010/2011 have been posted when this report was generated; there are several bills for June that will not be received until after the 10<sup>th</sup> of July. Although, these are not the final numbers for current unrestricted funds, we project that 71% of the budget is spent on salaries and benefits.

Faculty salaries	\$ 5,197,808.00	23%
Professional salaries	\$ 3,836,041.00	17%
Support salaries	\$ 3,131,981.00	14%
Benefits	\$ 3,815,813.00	17%
Total	\$15,981,643.00	71%

Utility costs account for 5 percent of the unrestricted budget. The utility costs for FY 11 are up compared to FY10. In FY 10, we spent \$880,806.00 on utility costs. We expect the FY 11 utility cost to be around \$1,000,000.00 for the year.

In the restricted funds, the Grants remain on track for the year, with 71% of their budget spent to date. The restricted student aid is directly tied to the pell and loan awards. There are still funds to be drawn in that will be posted in FY 11.

In Plant funds we had expenditures of 218,857.00 for the month, with total year-to-date of \$11,248,499.00. A portion of the \$11,248,499.00 is encumbered funds for the various projects in progress at year end. Overall the total expenses for June are \$1,657,486.00 the total expenditures year-to-date at \$40,690,280.00.

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The revenue report for June 2011 remains good. Current unrestricted revenue for the month of June was \$2,588,994.00 with the year-to-date at \$27,922,863.00. We still have two months of Oil and Gas production to post in the 2010/2011 fiscal year. Also, please note the property tax revenue in the amount of \$1,082,352.00 posted in June, bringing the year-to-date property tax revenue to \$5,278,732.00. The revenue for the restricted funds was \$398,875.00 for the month. Total year-to-date restricted revenue is \$7,695,442.00. Please remember most of the Grants do not end their fiscal year in June, so they continue on with their budget year. We will have some remaining restricted student aid revenue to be drawn, but most of the restricted student aid revenue has been posted. The revenue in the plant funds was drawdowns from STB for the roofing project. Total revenue for the month was \$3,549,293.00 and the year-to-date revenue for unrestricted, restricted and plant funds is \$37,400,638.00

Oil and Gas and Oil and Gas Equipment revenue of \$8,567,473.00 includes the accrual for May and June, at this time we are \$3,067,481.00 over the budget for Oil and Gas and Oil and Gas equipment revenue. The Oil & Gas revenue for May and June will be added to the revenue for 2010/2011. We expect that the final revenue for Oil and Gas and Oil and Gas equipment to be over \$9,100,000.00, which will be 3,600,000.00 over budget.

In the investment report you can see that we have \$11,625,000.00 placed in the LGIP at yearend. There is \$11,459,154.91 designated as capital projects.

The Business Office has been working with the auditors in preparing reports for the yearend and getting ready for the audit.

This is the Financial Report for June 2011 .

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**June 2011**

100% of Year Completed

Fund	2009-10			2010-11			
	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	9,512,733	8,097,336	85%	9,317,684	365,607	8,577,274	92%
Academic Support	2,542,431	2,273,926	89%	2,317,545	109,865	2,299,185	99%
Student Services	1,793,677	1,618,935	90%	1,750,937	154,999	1,681,436	96%
Institutional Support	3,224,973	2,857,684	89%	3,142,261	319,145	3,126,533	99%
Operation & Maintenance of Plant	3,076,691	2,671,576	87%	2,721,275	113,194	2,776,662	102%
<b>Subtotal - Instruction &amp; General</b>	<b>20,150,505</b>	<b>17,519,457</b>	<b>87%</b>	<b>19,249,702</b>	<b>1,062,810</b>	<b>18,461,090</b>	<b>96%</b>
Student Activities	0	0	0%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	299,265	138,921	46%	187,487	(6,746)	145,332	78%
Student Aid	593,348	705,974	119%	524,551	43,715	641,171	122%
Auxiliary Enterprises	1,797,861	1,885,548	105%	1,802,735	149,012	1,850,891	103%
Athletics	1,085,759	1,058,839	98%	1,123,579	72,866	1,122,580	100%
<b>Total Current Unrestricted Fund</b>	<b>23,926,738</b>	<b>21,308,739</b>	<b>89%</b>	<b>22,888,054</b>	<b>1,321,657</b>	<b>22,221,064</b>	<b>97%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,857,643	1,348,548	73%	2,099,957	109,679	1,486,478	71%
Student Aid	5,244,611	5,747,419	110%	5,589,198	7,293	5,734,239	103%
<b>Total Current Restricted Fund</b>	<b>7,102,254</b>	<b>7,095,967</b>	<b>100%</b>	<b>7,689,155</b>	<b>116,972</b>	<b>7,220,717</b>	<b>94%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	12,898,819	7,659,159	59%	16,904,134	208,882	6,564,987	39%
Projects from State GOB Funds	4,007,556	3,784,969	94%	334,542	6,675	144,946	43%
Projects from State STB Funds	1,485,000	1,485,000	100%	3,000,000	0	3,000,000	100%
Projects from General Fund	354,301	291,970	82%	226,847	0	199,500	88%
Projects from Private Funds	165,485	107,302	65%	629,406	0	127,692	20%
Projects from State ER&R	340,024	250,585	74%	318,919	3,300	209,859	66%
Projects from State BR&R	1,268,966	35,548	3%	1,830,699	0	1,001,515	55%
Projects from Auxiliary BR&R	0	0	0%	0	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>20,520,151</b>	<b>13,614,533</b>	<b>66%</b>	<b>23,244,547</b>	<b>218,857</b>	<b>11,248,499</b>	<b>48%</b>
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>20,520,151</b>	<b>13,614,533</b>	<b>66%</b>	<b>23,244,547</b>	<b>218,857</b>	<b>11,248,499</b>	<b>48%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>51,549,143</b>	<b>42,019,239</b>	<b>82%</b>	<b>53,821,756</b>	<b>1,657,486</b>	<b>40,690,280</b>	<b>76%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**June 2011**

100% of Year Completed

Fund	2009-10			2010-11			
	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	3,413,978	3,522,344	103%	3,964,858	10,433	3,856,373	97%
State Appropriations	7,322,200	6,848,474	94%	6,304,400	501,055	6,878,094	109%
Advalorem Taxes - Oil and Gas	5,200,000	8,656,547	166%	9,200,000	878,250	8,567,473	93%
Advalorem Taxes - Property	3,504,278	4,049,576	116%	4,900,000	1,082,352	5,278,732	108%
Interest Income	287,000	21,115	7%	20,000	0	8,114	41%
Other Revenues	271,100	284,982	105%	327,308	809	612,025	187%
<b>Subtotal - Instruction &amp; General</b>	<b>19,998,556</b>	<b>23,383,038</b>	<b>117%</b>	<b>24,716,566</b>	<b>2,472,899</b>	<b>25,200,811</b>	<b>102%</b>
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	31,395	131%	24,000	2,653	29,089	0%
Auxiliary Enterprises	2,322,925	2,317,259	100%	2,271,000	91,034	2,422,727	107%
Athletics	290,300	269,659	93%	414,200	22,408	270,236	65%
<b>Total Current Unrestricted</b>	<b>22,635,781</b>	<b>26,001,351</b>	<b>115%</b>	<b>27,425,766</b>	<b>2,588,994</b>	<b>27,922,863</b>	<b>102%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,857,643	1,536,020	83%	2,099,957	50,620	1,759,251	84%
Student Aid	5,244,611	5,426,172	103%	5,589,198	348,255	5,936,191	106%
<b>Total Current Restricted</b>	<b>7,102,254</b>	<b>6,962,192</b>	<b>98%</b>	<b>7,689,155</b>	<b>398,875</b>	<b>7,695,442</b>	<b>100%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,007,556	3,827,047	95%	383,833	0	99,257	0%
Projects from State STB Funds	1,790,668	830,678	46%	3,000,000	561,307	1,159,176	39%
Projects from General Fund	140,621	132,446	94%	312,972	0	88,850	0%
Projects from Private Funds	118,987	0	0%	183,383	0	416,126	0%
Interest Income (LGIP)	0	0	0%	37,000	117	18,924	0%
<b>Total Plant Funds</b>	<b>6,057,832</b>	<b>4,790,171</b>	<b>79%</b>	<b>3,917,188</b>	<b>561,424</b>	<b>1,782,333</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>35,795,867</b>	<b>37,753,714</b>	<b>105%</b>	<b>39,032,109</b>	<b>3,549,293</b>	<b>37,400,638</b>	<b>96%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### June 2011

100% of Year Completed

Sales	Month of Distribution	OIL		GAS		COMBINED		
		Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2009-10 Original Budget	Variance Over (Under) Budget
Actual	July	\$78.04	2,838,769	\$5.07	16,763,074	580,468	366,666	213,802
Actual	August	\$70.38	2,777,074	\$6.15	16,195,702	640,098	366,666	273,432
Actual	September	\$70.35	2,782,699	\$5.57	15,856,565	675,875	366,666	309,209
Actual	October	\$71.79	2,853,169	\$4.34	15,026,148	582,732	366,666	216,066
Actual	November	\$73.88	2,845,013	\$5.78	15,732,662	680,420	366,666	313,754
Actual	December	\$75.69	2,743,341	\$5.69	14,691,744	590,254	366,666	223,588
Actual	January	\$80.27	2,688,602	\$5.82	14,664,434	751,615	366,666	384,949
Actual	February	\$83.17	2,788,420	\$7.65	14,546,945	676,881	366,666	310,215
Actual	March	\$84.88	2,808,164	\$7.75	14,519,750	530,029	366,666	163,363
Actual	April	\$83.13	2,019,679	\$6.39	13,013,938	877,520	366,666	510,854
Accrual	May	\$92.64	2,796,539	\$6.86	15,464,002	366,666	366,666	0
Accrual	June					366,666	366,666	0
Y.T.D. Production Tax Revenue						7,319,224	4,399,992	2,919,232
Y.T.D. Equipment Tax Revenue						1,248,249	1,100,000	148,249
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>8,567,473</b>	<b>5,499,992</b>	<b>3,067,481</b>

*Source: New Mexico Taxation and Revenue Department*

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### June 2011

100% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	11,625,000	N/A	N/A	N/A	7102-1348	0.231%	2,270
<b>Total investments</b>	<u>11,625,000</u>						<u>2,270</u>

Summary of Current Month's Activity	
Beginning amount	11,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	11,459,155
Reserves Invested	165,845
<b>Total LGIP Investment</b>	<b>11,625,000</b>

Capital Projects	6/30/2011
Technology Upgrade	553,343.02
Drawings & Master Plan	7,251.38
JASI	69,989.39
WHM South Gallery	281,675.85
Baseball Field	1,000,000.00
Rodeo Arena	1,035,631.07
Original Entrance Land:	1,204,077.64
Student Housing Const:	552,241.51
Frame & Door Replacem	72,422.18
Luminis Software	11,568.00
Electrical Upgrade	124,642.98
Campus Signage	169,107.15
Campus Paving	207,561.17
Roof Replacement	546,070.75
Interior Lighting-Energ	52,346.52
Old Dorms Renovation	39,480.29
Millen Dr. Sewer & Wat	150,000.00
Concrete Upgrade	1,261.31
Campus Construction	190,413.13
Oil & Gas Training Cent	99,766.99
Public Sector	1,826.53
Campus Security	74,152.96
Caster CHOF Remodel	59,625.51
Track/Arena Area Enha	65,044.46
Roadway Entrance-Rod	60,000.00
Lumens Software-Dista	5,000.00
Welding Lab	41,246.53
Copier Replacement	113,967.00
Non-Recurring Compen	1,169,600.00
Athletics	827,394.51
Student Life Programm	2,440.37
Title V (Institutional)	117,686.37
Warehouse/Cont Ed Re	126,440.03
Succession Plan	150,000.00
Energy Technology Equ	700,000.00
Watson Hall Stage Ligh	100,000.00
WHM Exhibits	84,459.73
Remodel McLean/Mans	580,189.36
Shade Structure/Lands	50,000.00
Natatorium	700,000.00
Central Plant Upgrade	37,626.66
Workforce Training Cor	1,409.19
Banner 8	22,195.37
<b>Total</b>	<b>11,459,154.91</b>

NOTE: Capital projects total does not include encumbered funds

# RESOLUTION

## Vicky L. Slack

- WHEREAS,** **Vicky L. Slack** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 16 years; and
- WHEREAS,** **Vicky L. Slack** has served as Reference Technician from 1997 to present; and
- WHEREAS,** **Vicky L. Slack** has served as part-time Instructor - Public Safety for Fall 2004; and
- WHEREAS,** **Vicky L. Slack** has served as the Young Republican's Sponsor from 2004 to present; and
- WHEREAS,** **Vicky L. Slack** has served as Interim Library Director for Summer 1999; and
- WHEREAS,** **Vicky L. Slack** has served as Library Assistant - Circulation Services from 1995 to 1997; and
- WHEREAS,** **Vicky L. Slack** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Vicky L. Slack** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Vicky L. Slack** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Vicky L. Slack** has elected to retire the 1st day of August 2011.

**NOW, THEREFORE BE IT RESOLVED** that New Mexico Junior College desires to give special recognition and appreciation to **Vicky L. Slack** for her service and dedication to New Mexico Junior College.

ADOPTED THIS 12th day of July 2011.

ATTEST:

\_\_\_\_\_  
New Mexico Junior College Board Chairman



\_\_\_\_\_  
New Mexico Junior College Board Secretary

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 6/28/2011

Candidate's name Nadia N. Cole

Position title Professor of Physical Education/Athletic Trainer

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 8/15/2011 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard Albuquerque Journal, Lubbock Avalanche Journal, Midland Reporter Telegram,  
(\*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website)

Odessa American, HigherEdJobs.com, NJCAA Official Job Website and ICoachUSA.com

Posted salary range \$35,595 to \$44,493 Recommended annual salary \$37,000 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
President

### Selection Committee Members:

Donald Worth ó Director of Athletics - Chairperson

Kelly Holladay ó Dean of Business, Math and Sciences

John Baldwin ó Professor of Physical Education ó Department Chair

Philip Berry ó Head Rodeo Coach

James Black ó Professor of Physical Education/Head Golf Coach

Keith Blackwill ó Professor of Physical Education/Head Women's Track Coach

Chris Tift ó Professor of Physical Education/Head Men's Basketball Coach

Matthew Torrez ó Professor of Physical Education/Assistant Baseball Coach

Comments: Ms. Cole, with a Bachelor's degree in Kinesiology/Athletic Training and six years of applicable experience,  
meets and/or exceeds the minimum requirements for this position.

## **ABBREVIATED RESUME**

### **Position**

Professor of Physical Education/Athletic Trainer

### **Personal Data**

Name: Nadia N. Cole

### **Education**

B.S., University of Texas, El Paso, El Paso, TX, 2003

Major: Kinesiology

Minor: Athletic Training

A.A., Odessa College, Odessa, TX, 2000

Major: General Studies

### **Professional Experience**

University of Texas, El Paso, El Paso, TX

Assistant Athletic Trainer

Graduate Assistant Athletic Trainer

Athletic Training Student

8/2004 to Present

8/2003 to 8/2004

8/2001 to 7/2003

### **Certification:**

National Athletic Trainers Association Board Certification ó December 2006

Advisory Board of Athletic Trainers in Texas ó March 2004

CPR and First Aid Certified

### **Professional Memberships:**

NATA ó 2002 to present

SWATA ó 2004 to present



# New Mexico Junior College

## Career Opportunities

**Position Announcement • May 2011**

**Position Title:** Professor of P.E./Athletic Trainer

**Position Description:** The Professor of P.E./Athletic Trainer shall be responsible to the Director of Athletics and Dean of Business, Math and Sciences. The duties and responsibilities of the Professor of P.E./Athletic Trainer shall be, but not limited to, the following: 1) To recruit student athletic trainers; 2) To oversee and manage the athletic training room; 3) To monitor and oversee the student trainers; 4) To provide academic counseling and advisement for all training programs; 5) To prepare all budgets for athletic training program; 6) To arrange the schedule of all student trainers; 7) To supervise student athletes; 8) To assume all other responsibilities that may arise related to the training program; 9) To coordinate the maintenance and upkeep of the training room; 10) When needed, to promote and raise money for the training program; 11) To manage the athletic equipment; 12) To arrange for all athletic physicals; 13) To keep accurate records of all training room activity; 14) To organize and supervise the athletic drug screening; 15) To provide for all rehabilitation of student athletes; 16) To coordinate medical treatment by physicians and initiate all insurance claims; 17) To ensure all medical records are on file; 18) To maintain current certification of athletic trainer; 19) To coordinate and host all visiting trainers and their needs.

General duties and responsibilities of Professor: 1) Serve on college committees as assigned; 2) Serve as an advisor to assigned students; 3) Post and maintain approved office hours per week; 4) Attend orientation meetings and other in-service meetings/workshops, as scheduled; 5) Maintain accurate student records; 6) Involve oneself in the general recruitment of students for the institution; 7) Assume other professional responsibilities associated with the position of Professor of Physical Education; 8) participate in a process of continual personal and professional improvement; 9) actively participate in the institutional goals and objectives designed to support the mission of the college; and 10) 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:** A Master's degree and NATABOC certification is required. All degrees must be from a regionally accredited institution. College level teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time and adjunct divisional instructors and staff. NOTE: **Computer proficiency is required.**

**Salary/Benefits:** Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I & II terms. 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, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and telephone numbers to:

**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 against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

**"Equal Opportunity Education and Employment"**

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2794 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mlamb@nmjc.edu



# New Mexico Junior College

## Career Opportunities

**Position Announcement • May 2011** (Revised)

**Position Title:** Professor of P.E./Athletic Trainer

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**Qualifications:** A Bachelor's degree and NATABOC certification are required. A Master's degree preferred. All degrees must be from a regionally accredited institution. College level teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time and adjunct divisional instructors and staff. NOTE: **Computer proficiency is required.**

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**"Equal Opportunity Education and Employment"**

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2790 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu

## APPLICANT LIST

**Position:** Professor of Physical Education/Athletic Trainer

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Cole, Nadia N.	Yes	Yes	Start date: Pending Board approval.
Grote, Jeffrey S.	No	No	Incomplete application materials
Parimeros, Zacharias E.	No	No	Incomplete application materials
Dave, Kapil	No	No	Incomplete application materials