

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Wednesday, March 26, 2014

Zia Room – Library

4:00 p.m.

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of February 20, 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. Consideration of College Logos & Campus Mailing Address | Larry Sanderson |
| 6. Consideration of Summer Fee Waiver | Larry Sanderson |
| 7. Personnel Consideration – Professor of Sociology | Dennis Atherton |
| 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

FEBRUARY 20, 2014

MINUTES

The New Mexico Junior College Board met on Thursday, February 20, 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: Levi Hill, News-Sun.

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

Upon a motion by Mrs. Vinson, seconded by Mr. Williams, the Board unanimously approved the minutes of January 16, 2014.

Under President's Report, Brandon Hunt presented the Small Business Development Center's Star Client Award to W. H. Stone with Stone Oilfield Service in Lovington, New Mexico. Dr. McCleery presented Joaquin Rosendo and John Portulano with PTK All State Academic Team certificates. Coach James Miller introduced the men's basketball team and Coach James Black introduced the golf team. Coach James Black presented the retired Patriot All America golf bag.

Under New Business, Dan Hardin presented the January financial reports and with a motion by Mr. Glenn, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for January, 2014. Upon a motion by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved the Fiscal Watch Reports.

Dr. McCleery presented a resolution supporting the application and permit processes and approving the project to expand the C02 flood in the North Hobbs Unit area for Occidental Permian Ltd (Oxy). Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously adopted the resolution.

Dr. McCleery presented a request to name the new track facility the Ross Black "Field of Champions," as well as using \$25,000 from reserves to construct and place the sign. Upon a motion by Ms. Chappelle, seconded by Mr. Black, the Board unanimously approved the request.

Dennis Atherton recommended Ms. Victoria Vigil for the Library Assistant position. Ms. Vigil is related to Oscar Vigil, Coordinator of Network Systems. Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the employment of Ms. Vigil.

Michele Clingman recommended Ms. Rebecca Whitley for the Records Administrator position at an annual salary of \$39,000. Upon a motion by Mr. Baeza, seconded by Mr. Williams, the Board unanimously approved the employment of Ms. Whitley, effective February 21, 2014.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, March 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. Black 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 Mr. Black, seconded by Mr. Glenn, the board meeting adjourned at 5:45 p.m.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
February 2014

67% 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	5,520,550	64%	9,106,822	767,970	5,973,600	66%
Academic Support	2,247,244	1,396,559	62%	2,259,588	165,056	1,497,904	66%
Student Services	1,704,267	1,120,548	66%	1,823,694	139,870	1,126,754	62%
Institutional Support	3,137,158	2,316,473	74%	3,337,419	322,311	2,700,481	81%
Operation & Maintenance of Plant	3,232,175	2,199,242	68%	3,288,327	265,654	2,389,503	73%
Subtotal - Instruction & General	18,959,049	12,553,372	66%	19,815,850	1,660,861	13,688,242	69%
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	81,772	76,482	94%	84,909	(2,583)	223,637	263%
Student Aid	543,551	648,637	119%	568,551	25,794	728,407	128%
Auxiliary Enterprises	1,780,078	1,724,566	97%	1,799,060	204,356	1,769,352	98%
Athletics	1,150,211	882,547	77%	1,019,727	78,100	1,050,015	103%
Total Current Unrestricted Fund	22,514,661	15,885,604	71%	23,288,097	1,966,528	17,459,653	75%
CURRENT RESTRICTED FUND							
Grants	1,280,443	616,624	48%	1,179,460	69,645	609,589	52%
Student Aid	5,033,468	3,559,085	71%	5,033,468	73,087	4,266,737	85%
Total Current Restricted Fund	6,313,911	4,175,709	66%	6,212,928	142,732	4,876,326	78%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	10,186,567	3,750,383	37%	14,435,571	65,170	5,898,561	38%
Projects from State GOB Funds	3,300,000	23,400	1%	3,324,582	0	2,714,359	0%
Projects from State STB Funds	521,652	34,652	7%	1,487,000	23,051	1,046,536	0%
Projects from General Fund	285,495	22,834	8%	416,293	7,397	32,474	7%
Projects from Private Funds	6,126	3,037	50%	0	0	0	0%
Projects from State ER&R	568,173	206,994	36%	671,725	100,487	423,681	44%
Projects from State BR&R	1,047,058	750,100	72%	1,003,998	97,502	752,609	56%
Subtotal - Capital and BR&R	15,915,071	4,791,400	30%	21,339,169	293,607	10,868,220	51%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	15,915,071	4,791,400	30%	21,339,169	293,607	10,868,220	51%
GRAND TOTAL EXPENDITURES	44,743,643	24,852,713	56%	50,840,194	2,402,867	33,204,199	65%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
February 2014

67% 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	3,481,152	94%	3,684,200	84,895	3,683,593	100%
State Appropriations	5,888,800	4,026,365	68%	5,933,300	490,950	4,104,165	69%
Advalorem Taxes - Oil and Gas	6,100,000	6,799,161	111%	6,455,000	998,256	8,731,578	135%
Advalorem Taxes - Property	5,255,000	3,673,411	70%	5,455,000	0	4,275,416	78%
Interest Income	5,000	1,399	28%	5,000	252	1,069	21%
Other Revenues	292,526	207,993	71%	356,361	30,199	191,800	54%
Subtotal - Instruction & General	21,225,526	18,189,481	86%	21,888,861	1,604,552	20,987,621	96%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	11,127	46%	24,000	876	8,651	36%
Auxiliary Enterprises	2,198,000	2,095,701	95%	2,213,000	419,155	2,071,165	94%
Athletics	326,200	218,947	67%	330,900	27,800	222,299	67%
Total Current Unrestricted	23,773,726	20,515,256	86%	24,456,761	2,052,383	23,289,736	95%
CURRENT RESTRICTED FUND							
Grants	1,290,682	720,104	56%	1,179,460	242,954	696,669	59%
Student Aid	5,033,468	3,559,085	71%	5,033,468	122,926	4,024,636	80%
Total Current Restricted	6,324,150	4,279,189	68%	6,212,928	365,880	4,721,305	76%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,300,000	0	0%	0	0	0	0%
Projects from State STB Funds	521,652	34,652	7%	427,000	0	109,855	0%
Projects from General Fund	285,495	0	0%	0	0	0	0%
Projects from Private Funds	6,126	3,750	0%	0	0	0	0%
Interest Income (LGIP)	30,000	12,250	41%	30,000	1,185	8,738	29%
Total Plant Funds	4,143,273	50,652	1%	457,000	1,185	118,593	26%
GRAND TOTAL REVENUES	34,241,149	24,845,097	73%	31,126,689	2,419,448	28,129,634	90%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

February 2014

67% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2013-14 Original Budget	Variance Over (Under) Budget
	Distribution							
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	\$85.92	3,557,485	\$5.01	11,154,125	1,116,908	400,000	716,908
Actual	December					975,616	400,000	575,616
Accrual	January					400,000	400,000	0
Accrual	February					400,000	400,000	0
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						6,936,928	4,800,000	(2,136,928)
Y.T.D. Equipment Tax Revenue						1,794,650	1,655,000	(139,650)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>8,731,578</u>	<u>6,455,000</u>	<u>(2,276,578)</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
February 2014

67% 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%	1,185
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>9,589,592</u>			<u>1,185</u>

Capital Projects	2/28/2014
Vehicles	267,528.92
Technology Upgrade	22,451.44
JASI	62,064.44
WHM South Gallery	286,316.43
Baseball Field	30,162.95
Rodeo Arena	7,586.07
Original Entrance Landscaping	253.24
Luminis Software	11,568.00
Campus Signage	2,801.67
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	1,558.99
Campus Construction	7,508.84
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	1,543.04
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	96,848.78
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	6,345.00
Track Upgrades	600,830.64
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	500,000.00
Cosmetology Remodel	400,000.00
Equine Program	28,160.75
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	6,446.07
Total	10,156,855.77

NOTE: Capital projects total does not include encumbered funds

TO: NMJC Board Members and Dr. Steve McCleery
FROM: Larry Sanderson
DATE: March 15, 2014
RE: College Logos and Campus Mailing Address: Request for Board Action

Pursuant to a previous conversation, I am now asking that the Board formally adopt two graphic designs as official logos for the college. As the official logos of the college, these designs will be the core visual representation of the college in all official publications including stationary, public materials, and all forms of print and visual communications when the college logo is reproduced.

It is important to note that approval of these logos does not preclude more informal graphics that may be created by various departments and campus groups. The designation of an official logo simply establishes a common framework for all sanctioned communications.

In addition to approval of these logos, I am requesting that the Board make a formal statement concerning the official campus address. Currently, the campus uses either *5317 Lovington Highway* or *1 Thunderbird Circle*. I am requesting that you act to designate 1 Thunderbird Circle as the official street address for the main campus and associated activities.



Request for action – I am asking that the Board approve the college seal (above) as the official college logo and the Thunderbird design (above) as the official logo of college athletics. Further, I am asking that the Board approve *1 Thunderbird Circle* as the official mailing address for the main campus.

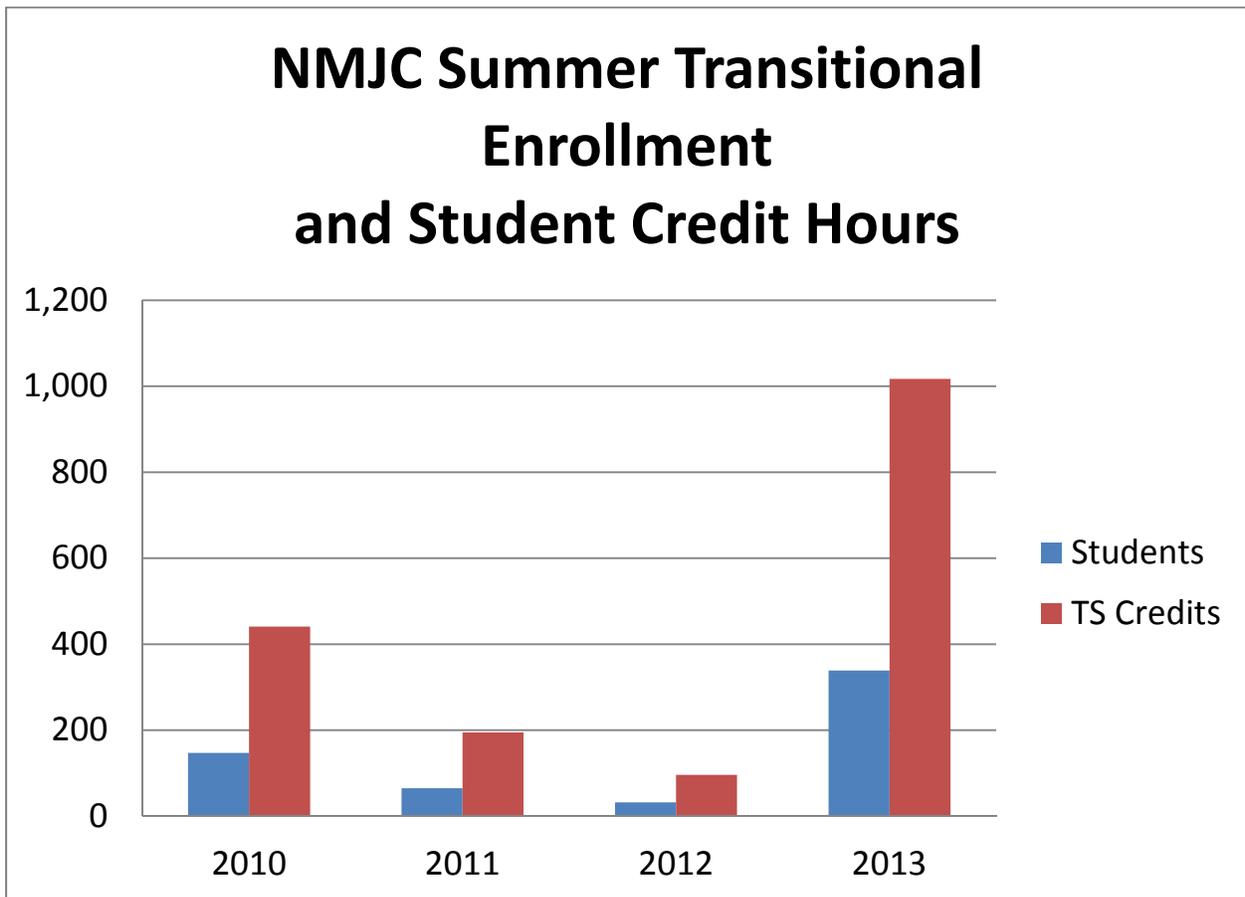
TO: NMJC Board Members
Cc: Dr. Steve McCleery

FROM: Larry Sanderson

DATE: March 18, 2014

RE: Summer Transitional Studies Program

Last year, the NMJC Board partnered with the NMJC Foundation to provide financial support for students who wished to take transitional studies courses in the summer session. This financial support took the form of tuition scholarships from the Foundation and waiver of course fees by the Board. The intent was to encourage more students to get started with transitional studies in the summer, thus putting them on track for traditional gateway courses in the fall. As a result of the special program, student participation increased tenfold.



In 2012, 32 students took 96 credit hours of transitional studies. In 2013, those figures rose to over 300 students and over 1,000 credit hours.

In April, the NMJC Foundation Board will again consider our request to provide summer tuition scholarships for students taking transitional studies. Because the Foundation Board meeting

comes after the NMJC Board meeting, we are asking you for advance approval of waiver for course fees for summer 2014 transitional courses – contingent upon the NMJC Foundation Board approval tuition scholarships at their April meeting.

Your support for this effort last year resulted in increased summer enrollments at the college and early completion of transitional courses by students. We are asking that you continue your support for this initiative.

Thank you.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date March 14, 2014

Candidate's name Debbie G. Pruitt

Position title Professor of Sociology

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 August 11, 2014 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard None

(*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 \$39,290 to \$49,112 Recommended annual salary \$52,250.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2853 61101 101

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Kelly Holladay – Dean of Business, Math and Sciences

Dr. Walter Journigan – Professor of Psychology

Dr. Stephen Townsend – Professor of Government/History

Dr. Kenneth Reed – Professor of Psychology/Sociology

Comments: Ms. Pruitt with a M.A and twenty-eight years of experience meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Sociology

Personal Data

Name: Debbie G. Pruitt

Education

M.A., University of the Southwest, Hobbs, NM, 2001

Major: Education Administration

B.A., New Mexico State University, Las Cruces, NM, 1975

Major, Police Science

Professional Experience

New Mexico Junior College, Hobbs, NM

Director of Upward Bound Program

11/21/2008 to present

Assist. Director/ Professor, Law Enforcement Academy/CJ

07/01/2000 to 05/31/2002

Director of Security/Professor Law Enforcement Academy/CJ

07/27/1999 to 07/01/2000

Director of Security

08/11/1997 to 07/27/1999

Adjunct Professor

01/1998 to present

Option, Inc., Hobbs, NM

07/2002 to 11/2008

Domestic Violence Counselor/Safehouse Interviewer

University of the Southwest, Hobbs, NM

2001 to 2004

Adjunct Criminal Justice Professor

Hobbs Police Department, Hobbs, NM

01/1977 to 08/1997

Certified Police Officer

New Mexico State University, Las Cruces, NM

05/1975 to 01/1977

Patrol Officer

Organizations:

Fraternal Order of Police, Treasurer

Option, Inc., Board of Directors

Family Center, Treasurer - Board of Directors

Rotary Club



New Mexico Junior College

Career Opportunities

Position Announcement • February 2014

Position Title: Professor of Sociology

Position Description: The Professor of Sociology reports to the Dean of Business, Math, and Sciences. Duties and responsibilities shall be, but not limited to, the following: 1) Teach courses in both the fall and the spring semesters, (day, evening/s, and/or online), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following general discipline areas: General Sociology, Social Problems, Marriage and the Family, and Cultural Diversity. More specifically, the Professor of Sociology may be asked to teach courses related to alcohol and substance abuse or Deviant Behavior, Criminology, or Women's Studies; 2) Teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system or other distance mediums as enrollment requires; 3) Participate in course and departmental assessment activities; 4) Serve on college committees, as assigned; 5) Serve as an advisor to assigned students; 6) Post and maintain approved office hours per week; 7) Attend orientation and other in-service meetings/workshops, as scheduled; 8) Assume other professional responsibilities associated with the position of professor including recruitment, and cooperate with a variety of community and related organizations; 9) Participate in a process of continual personal and professional improvement; 10) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 11) 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 in Sociology, from a regionally accredited institution preferred or a Master's degree in a related field from a regionally accredited institution, with at least 18 graduate hours in Sociology. College level teaching experience (both face to face and online) is preferred. Must be committed to excellence in instruction and willing to work with other full-time 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 other terms such as Summer I and II terms. Standard NMJC benefits apply.

Application Deadline: February 14, 2014 at 5:00 p.m. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. Position starts 2014 fall semester, with a faculty reporting date of August 11, 2014, at 8:00 a.m. To ensure prompt consideration, all application packet materials must be considered to be complete as determined by the Human Resources Office.

To Apply: Submit NMJC application form on-line from the www.nmjc.edu website (under Employment Opportunities) and attach a letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and names of 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"

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