

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Friday, May 18, 2012

Zia Room - Library

3:00 p.m.

AGENDA

- | | |
|--|----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of April 19, 2012 | Guy Kesner |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Retirement Resolutions | Steve McCleery |
| 2. Monthly Expenditures Report | Josh Morgan |
| 3. Monthly Revenue Report | Josh Morgan |
| 4. Oil and Gas Revenue Report | Josh Morgan |
| 5. Schedule of Investments | Josh Morgan |
| 6. Personnel Consideration – Professor of Biology | Kelly Holladay |
| 7. Personnel Consideration – Vice President for Instruction | Steve McCleery |
| 8. Consideration of Pegasus Global Holdings, Inc. Request | Steve McCleery |
| 9. Consideration of Funding Request for NMJC Research Foundation | Guy Kesner |
| 10. Consideration of District #1 Board Member Appointment | Pat Chappelle |
| 11. Joint Recreation Plan – Discussion Only | |
| 12. ACCT Meeting – Discussion Only | |
| F. Public Comments | Guy Kesner |
| G. Announcement of Next Meeting | Guy Kesner |
| H. Adjournment | Guy Kesner |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

APRIL 19, 2012

MINUTES

The New Mexico Junior College Board met on Thursday, April 19, 2012, 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. Ron Black; Mr. Zeak Williams; Mrs. Mary Lou Vinson; and Mr. Hector Baeza.

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

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

Upon a motion by Mr. Baeza, seconded by Mr. Williams, the Board unanimously approved the minutes of March 26, 2012.

Under President's Report, Jill Henning reported on the recent Skills USA competition, as well as introducing the students. John Cook, with DCP Midstream, donated a check for \$40,000 to Robert Rhodes to help develop the micro-grid, hybrid energy demonstration system. Larry Sanderson made a "Pathway to Accreditation" presentation.

Under New Business, Mr. Hardin presented the March financial reports and with a motion by Mr. Baeza, seconded by Mr. Williams, the Board unanimously approved the expenditures for March, 2012. Upon a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved the Fiscal Watch Reports.

Regina Choate presented Bid #1060 – Weed Control and Fertilizing Services for NMJC Campus. The administration recommended acceptance of the bid from Arbor Care, Inc. in the amount of \$38,500. Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously accepted the recommendation.

Kelly Holladay recommended Dianne Marquez for the Dean of Arts, Humanities and Career Technology position at an annual salary of \$66,000. Upon a motion by

Ms. Chappelle, seconded by Mr. Baeza, the Board unanimously approved the employment of Ms. Marquez, effective May 1, 2012.

Dr. McCleery recommended Debbie Cates for the Professor of Nursing position at a nine month salary of \$51,500. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Cates, effective August 13, 2012.

Dr. McCleery presented a revised Employee Handbook Policy #226 - Absence from Assigned Responsibilities due to Participating in Local, State or National Activities of a Political Nature for Board consideration. To the third paragraph, college attorney Scotty Holloman added: The employee shall have the option of using accrued vacation and accrued personal leave for elected duties or to serve in elected duties without pay from the college. Upon a motion by Mrs. Vinson, seconded by Mr. Williams, the Board unanimously approved the revised policy.

Dr. McCleery presented the 2012/2013 budget for Board consideration. The revised budget has a \$200,000 increase in Oil & Gas revenue to cover the 4% salary increase with benefits as proposed at the budget work session. Dr. McCleery will come to the Board in June with a proposed Athletic plan. After some discussion and upon a motion by Mr. Black, seconded by Mrs. Vinson, the board unanimously approved the 2012/2013 budget, with changes.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Friday, May 18, 2012, beginning at 3:00 p.m.

Ms. Chappelle moved the board go into closed session for the discussion of limited personnel under the provisions of section 10-15-1-H (2) of New Mexico Statutes Annotated 1978. Mrs. Vinson seconded the motion. The roll call vote was as follows: Mr. Black - yes; Mr. Kesner - yes; Mr. Baeza - yes; Ms. Chappelle - yes; Mrs. Vinson – yes; and Mr. Williams - 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. Williams, the board meeting adjourned at 6:00 p.m.

RESOLUTION

Victor G. Berner

WHEREAS, **Victor G. Berner** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for thirty-six years; and

WHEREAS, **Victor G. Berner** has served as Professor of Chemistry/Astronomy from 1999 to 2012; and

WHEREAS, **Victor G. Berner** has served as Professor of Chemistry from 1976 to 1999; and

WHEREAS, **Victor G. Berner** has served as Adjunct Instructor of DWI English from 1980 to 2012; and

WHEREAS, **Victor G. Berner** was selected as Faculty of the year 1997-1998; and

WHEREAS, **Victor G. Berner** has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, **Victor G. Berner** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, **Victor G. Berner** as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, **Victor G. Berner** has elected to retire the 1st day of September, 2012.

NOW, THEREFORE BE IT RESOLVED that **Victor G. Berner** be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 18th day of May, 2012.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary



RESOLUTION

Pamela J. Fisher

- WHEREAS,** **Pamela J. Fisher** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for two years; and
- WHEREAS,** **Pamela J. Fisher** has served as Professor of Nursing from 2010 to 2012; and
- WHEREAS,** **Pamela J. Fisher** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Pamela J. Fisher** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Pamela J. Fisher** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Pamela J. Fisher** has elected to retire the 1st day of August, 2012.

NOW, THEREFORE BE IT RESOLVED that **Pamela J. Fisher** be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 18th day of May, 2012.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary



RESOLUTION

Sam E. Nichols

- WHEREAS,** **Sam E. Nichols** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for four years full-time and sixteen years as an adjunct; and
- WHEREAS,** **Sam E. Nichols** has served as Professor of Biology from 2008 to 2012; and
- WHEREAS,** **Sam E. Nichols** has served as Adjunct Professor of Microbiology and Anatomy and Physiology from 1992 to 2008; and
- WHEREAS,** **Sam E. Nichols** was selected as Faculty of the year 2011; and
- WHEREAS,** **Sam E. Nichols** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Sam E. Nichols** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Sam E. Nichols** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Sam E. Nichols** has elected to retire the 1st day of July, 2012.

NOW, THEREFORE BE IT RESOLVED that **Sam E. Nichols** be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 18th day of May, 2012.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary



RESOLUTION

Calvin B. Smith

- WHEREAS,** Calvin B. Smith being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 5 years; and
- WHEREAS,** Calvin B. Smith has served as Executive Director of Western Heritage Museum and Lea County Cowboy Hall of Fame from 2007 to 2012; and
- WHEREAS,** Calvin B. Smith has served as Adjunct Professor from 2007 to 2012; and
- WHEREAS,** Calvin B. Smith has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** Calvin B. Smith has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** Calvin B. Smith as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** Calvin B. Smith has elected to retire the 1st day of July 2012.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Calvin B. Smith** for his service and dedication to New Mexico Junior College.

ADOPTED THIS 18th day of May, 2012.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary



NEW MEXICO JUNIOR COLLEGE

Expenditure Report

April 2012

83% of Year Completed

Fund	2010-11			2011-12			
	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	9,317,684	7,447,169	80%	8,437,426	864,998	7,934,706	94%
Academic Support	2,317,545	1,995,069	86%	2,206,429	151,828	1,767,953	80%
Student Services	1,750,937	1,357,041	78%	1,665,722	135,330	1,334,248	80%
Institutional Support	3,142,261	2,523,788	80%	2,987,693	226,743	2,526,594	85%
Operation & Maintenance of Plant	2,721,275	2,340,877	86%	2,958,467	260,283	2,713,545	92%
Subtotal - Instruction & General	19,249,702	15,663,944	81%	18,255,737	1,639,182	16,277,046	89%
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	187,487	135,478	72%	80,394	3,795	85,486	106%
Student Aid	524,551	580,638	111%	516,579	29,753	686,377	133%
Auxiliary Enterprises	1,802,735	1,607,849	89%	1,706,196	107,074	2,230,818	131%
Athletics	1,123,579	1,013,889	90%	972,058	62,000	1,089,042	112%
Total Current Unrestricted Fund	22,888,054	19,001,798	83%	21,530,964	1,841,804	20,368,769	95%
CURRENT RESTRICTED FUND							
Grants	1,667,926	1,202,734	72%	1,569,789	65,607	818,241	52%
Student Aid	5,355,730	5,731,123	107%	5,033,468	19,701	5,074,041	101%
Total Current Restricted Fund	7,023,656	6,933,857	99%	6,603,257	85,308	5,892,282	89%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	16,924,226	6,027,696	36%	12,212,197	472,437	6,283,461	51%
Projects from State GOB Funds	383,833	111,679	29%	351,166	7,561	105,904	30%
Projects from State STB Funds	3,000,000	3,000,000	100%	1,840,824	0	1,840,824	100%
Projects from General Fund	312,972	247,421	79%	24,956	497	12,269	49%
Projects from Private Funds	183,383	149,146	81%	505,034	3,422	490,975	97%
Projects from State ER&R	318,919	206,535	65%	441,780	38,236	241,534	55%
Projects from State BR&R	1,830,699	1,001,515	55%	1,584,709	256,972	510,622	32%
Subtotal - Capital and BR&R	22,954,032	10,743,992	47%	16,960,666	779,125	9,485,589	56%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	22,954,032	10,743,992	47%	16,960,666	779,125	9,485,589	56%
GRAND TOTAL EXPENDITURES	52,865,742	36,679,647	69%	45,094,887	2,706,237	35,746,640	79%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

April 2012

83% of Year Completed

Fund	2010-11			2011-12			
	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	3,523,000	3,810,875	108%	3,589,200	50,013	3,896,149	109%
State Appropriations	6,290,500	5,599,460	89%	5,505,200	457,179	4,689,483	85%
Advalorem Taxes - Oil and Gas	5,500,000	7,159,194	130%	5,900,000	861,704	8,772,931	149%
Advalorem Taxes - Property	4,129,578	3,683,710	89%	4,905,732	105,342	3,446,757	70%
Interest Income	20,000	7,433	37%	20,000	131	847	4%
Other Revenues	323,308	592,352	183%	329,471	30,791	279,985	85%
Subtotal - Instruction & General	19,786,386	20,853,024	105%	20,249,603	1,505,160	21,086,152	104%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	15,753	66%	24,000	0	15,385	64%
Auxiliary Enterprises	2,202,000	2,261,356	103%	2,184,000	57,902	2,411,304	110%
Athletics	428,100	225,420	53%	326,200	26,991	270,102	83%
Total Current Unrestricted	22,440,486	23,355,553	104%	22,783,803	1,590,053	23,782,943	104%
CURRENT RESTRICTED FUND							
Grants	1,667,926	1,535,657	92%	1,569,789	65,154	894,828	57%
Student Aid	5,355,730	5,560,737	104%	5,033,468	(10,809)	4,946,590	98%
Total Current Restricted	7,023,656	7,096,394	101%	6,603,257	54,345	5,841,418	88%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	383,833	99,257	26%	0	0	0	0%
Projects from State STB Funds	3,000,000	597,869	20%	1,840,824	0	222,704	12%
Projects from General Fund	312,972	88,850	28%	312,972	0	0	0%
Projects from Private Funds	183,383	0	0%	416,000	7,500	423,500	102%
Interest Income (LGIP)	80,000	16,537	21%	37,000	2,417	22,311	0%
Total Plant Funds	3,960,188	802,513	20%	2,606,796	9,917	668,515	26%
GRAND TOTAL REVENUES	33,424,330	31,254,460	94%	31,993,856	1,654,315	30,292,876	95%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

April 2012

83% 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	2011-12 Original Budget	Variance Over (Under) Budget
Actual	July	\$94.64	2,833,838	\$8.06	14,534,816	818,088	366,666	451,422
Actual	August	\$89.64	2,788,858	\$7.64	14,874,525	905,631	366,666	538,965
Actual	September	\$91.62	2,858,059	\$7.93	15,210,797	763,002	366,666	396,336
Actual	October	\$80.85	2,866,447	\$7.55	14,951,382	721,396	366,666	354,730
Actual	November	\$80.40	2,863,806	\$6.11	14,809,872	732,227	366,666	365,561
Actual	December	\$81.17	2,813,641	\$7.29	13,060,189	821,808	366,666	455,142
Actual	January	\$91.54	2,781,517	\$7.04	13,867,445	829,479	366,666	462,813
Actual	February	\$95.70	3,020,944	\$6.64	14,683,616	858,150	366,666	491,484
Accrual	March					366,666	366,666	0
Accrual	April					366,666	366,666	0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						7,183,113	3,666,660	3,516,453
Y.T.D. Equipment Tax Revenue						1,589,818	1,500,000	89,818
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						8,772,931	5,166,660	3,606,271

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

April 2012

83% 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	9,625,000	N/A	N/A	N/A	7102-1348	0.247%	2,418
Total investments	<u>9,625,000</u>						<u>2,418</u>

Summary of Current Month's Activity	
Beginning amount	9,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	7,932,906
Reserves Invested	1,692,094
Total LGIP Investment	9,625,000

Capital Projects	4/30/2012
Vehicles	100,000.00
Campus Facilities Master Plan	25,000.00
Technology Upgrade	504,871.45
JASI	66,668.09
WHM South Gallery	250,493.00
Baseball Field	178,510.89
Rodeo Arena	97,740.08
Original Entrance Landscaping	894,498.73
Student Housing Construction	536,636.15
Luminis Software	11,568.00
Campus Signage	157,567.55
Campus Paving	139,811.17
Roof Replacement	546,070.75
Interior Lighting-Energy Retrofit	52,346.52
Dorm/Apartment Refurbish	220,829.07
Campus Construction	57,424.65
Maintenance Equipment	50,000.00
Public Sector	1,826.53
Campus Security	126,436.53
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learning	5,000.00
Copier Replacement	147,258.12
Non-Recurring Compensation	218,362.12
Athletics	423,293.08
Student Life Programming	2,440.37
Title V (Institutional)	79,597.97
Warehouse/Cont Ed Remodel	2,449.43
Succession Plan	104,552.25
Energy Technology Equipment	683,662.30
Watson Hall Stage Lighting	100,000.00
WHM Exhibits	178,459.73
Remodel McLean/Mansur/VocB/H	222,724.59
Shade Structure/Landscape AIPP	50,000.00
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	27,245.00
Central Plant Upgrade	17,865.74
Workforce Training Contingency	10,213.01
Banner 8	16,438.77
Total	7,932,906.10

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date April 27, 2012

Candidate's name Heather R. Davis

Position title Professor of Biology

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 13, 2012 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard HigherEdJobs.com

(*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 \$49,023 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2831 61101 101

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

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

Dr. Kay Goad – Professor of Biology

Dr. Dale Kenison – Professor of Biology

Comments: Ms. Davis with a M.S. and nine years of experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor of Biology

Personal Data

Name: Heather R. Davis

Education

M.S., Saint Joseph College, Hartford, CT, 2011
Major: Biology

B.S., Eastern New Mexico University, Portales, NM, 2006
Major: Biology

A.A, New Mexico Junior College, Hobbs, NM, 2003
Major: Early Childhood Education

Professional Experience

Hobbs Municipal Schools, Hobbs, NM 2007 to Present
Advanced Placement Biology Professor

New Mexico Junior College, Hobbs, NM 2011 to Present
Dual Credit Biology Professor

Clovis Municipal Schools, Clovis, NM 2006 to 2007
Middle School Science Teacher

Roosevelt General Hospital, Portales, NM 2003 to 2006
Physical Therapy Technician

Hobbs Orthopedic and Sport Therapy, Hobbs, NM 2001 to 2003
Physical Therapy Technician

Licenses/Certifications:

New Mexico Level Two Professional 7-12 Secondary License

Honors:

New Mexico Junior College - Graduated with Honors
Eastern New Mexico University - Graduated Summa Cum Laude
Saint Joseph College - Graduated with Honors



New Mexico Junior College

Career Opportunities

Position Announcement • February 2012

Position Title: Professor of Biology

Position Description: The Professor of Biology reports to the Dean of Business, Math and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) teach any combination of freshman and sophomore level Biology, including Biology for Majors, Anatomy & Physiology, Microbiology, and/or related courses per fall and per spring semesters (day and/or evening/s and/or online), as enrollment requires. (2) serve on college committees as assigned; (3) serve as an advisor to assigned students; (4) post and maintain approved office hours per week; (5) attend orientation meetings and other in-service meetings/workshops, as scheduled; (6) maintain accurate student records; (7) involve oneself in the general recruitment and retention of students for the institution; (8) participate in course, departmental, and institutional assessment as required; (9) assume other professional responsibilities associated with the position of Professor of Biology; (10) participate in a process of continual personal and professional development; (11) actively participate in the institutional goals and objectives designed to support the mission of the college; and (12) 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 Biology or a related field required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Applicant must be committed to excellence in instruction and willing to work as a team 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 the summer term for additional compensation. Standard NMJC benefits apply.

Application Deadline: Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all required application materials must be received by 5:00 PM MST Wednesday, March 21st.

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), eight references with current addresses and phone numbers including four written letters of reference.

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"

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

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date May 4, 2012

Candidate's name Dennis G. Atherton

Position title Vice President for Instruction

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 *6/01/2012 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard HigherEdJobs.com; The Chronicle of Higher Education

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

Posted salary range \$90,969 to \$113,711 Recommended annual salary \$ 97,500 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 1011 61201 131

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Dr. Regina Organ – Vice President for Student Services

Dan Hardin – Vice President for Finance

Dr. August Fons – Dean of Public Safety and Industry

Delores Thompson – Director of Nursing

Samuel Gilcrease – Professor of Automotive Technology - GM

Nelda Helms – Professor of Physical Education

Dr. Walter Journigan – Professor of Psychology

Sam Nichols – Professor of Biology

Donna Springer – Executive Assistant - Instruction

T.J. Parks – Hobbs Superintendent of Schools

Comments: Dr. Atherton, with an Ed.D. in Administration and Supervision and more than eighteen years of applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Vice President for Instruction

Personal Data

Name: Dennis G. Atherton

Education:

Ed.D., University of New Mexico, Albuquerque, NM, 1995

Major: Administration and Supervision

Dissertation: Changing Climate in A New Mexico School District: A Case Study

M.Ed., Eastern New Mexico University, Portales, NM, 1992

Major: Elementary Education

B.A., Lubbock Christian University, Lubbock, TX, 1975

Major: Bible

Professional Experience

University of the Southwest, Hobbs, NM

Provost

2008 to 2011

Vice President of Student Life

2008 to 2011

Vice President of Instruction

2006 to 2011

Dean of the School of Education

2004 to 2006

Professor of Education

2003 to 2004

Adjunct Professor

1999 to 2003

Eunice Public Schools, Eunice, NM

1999 to 2003

Superintendent

Pecos Independent Schools, Pecos, NM

1998 to 1999

Superintendent

Lake Arthur Municipal Schools, Lake Arthur, NM

1994 to 1998

Superintendent

Loving Municipal Schools, Loving, NM

Principal

1992 to 1994

Teacher

1990 to 1992

Pitney-Bowes, Carlsbad Motor Company, Carlsbad

1980 to 1986

Sales Representative

Church of Christ, Carlsbad, NM

1980 to 1986

Minister

Awards and Commendations:

Nominee for Educational Leadership's Educator of the Year, 1997

Commendation from State Department of Education, 1996

Who's Who, Among Outstanding Business Executives, 1996

Dean's Honor Roll, Suma Cum Laude, Eastern New Mexico University, 1991

Who's Who, American Colleges and Universities: Amarillo JC, 1973; Lubbock Christian University, 1973-74, 1974-1975

President's Award, Outstanding Senior, Lubbock Christian University, 1975

Welch Homiletics Award, Lubbock Christian University, 1975

U.S. Army, Captain, 1966-1972, three time recipient of Bronze Star Metal

Licenses:

New Mexico Elementary Education, grades K-8, Level III Teaching License, 7/1/2001 to present

Administrative License (Superintendent), 7/1/2001 to present

Professional Memberships:

Phi Kappa Phi Honor Society

Phi Delta Kappa, Professional Organization

National Association of Curriculum and Development

New Mexico Superintendent's Association

New Mexico School Administrator's Coalition

Council of Independent Colleges and Universities

Lea County Commission for the Arts, Vice President, 2006 to present

New Mexico Public Schools Insurance Authority, Board Member, 1998-1999

Lea County Distance Education Consortium, 1999-2002

Publications:

Catalyst for Change; Organizational Learning and Leadership

Home From The Library: A Bus Token To The World



New Mexico Junior College

Career Opportunities

Position Announcement • January 2012

Position Title: Vice President for Instruction

Position Description: The Vice President for Instruction is responsible for the instructional activities of the college and shall report administratively to the President. Duties and responsibilities include, but are not limited to, the following: (1) Coordinate and supervise the instructional activities of the college; (2) Advise the President in matters of college policy; (3) Direct the instructional/educational program development of the college; (4) Coordinate and supervise the accreditation activities of the college; (5) Assist in the recruitment of the professional staff members for the instructional sector of the college and make recommendations of the selections to the President; (6) Direct a continuous evaluation of the instructional activities of the college; (7) Assist with the public relations and marketing activities of the college; (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; (10) Accept other duties as assigned by the President; 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: Master's degree required (Doctorate preferred). Degree must be from a regionally accredited institution. Successful experience in community college teaching, leadership, instructional program development, review and assessment is required. Preference will be given to candidates demonstrating evidence of experience in institutional strategic planning, budget and resource management (including external grants), facilities planning and management, and educational technology. The ideal candidate will have community leadership abilities, strong communications and administrative skills, and computer proficiency.

Salary/Benefits: This is a full-time, exempt, twelve-month administrative position. Salary range is \$90,969 to \$113,711 commensurate with education and experience. Standard employee benefits apply.

Application Deadline: MONTH DATE, 2012 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline.

To Apply: Submit NMJC application form via the NMJC website (www.nmjc.edu), 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 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.

"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

Memo

DATE: May 13, 2012
TO: Guy Kesner, Pat Chappelle, Hector Baeza, Zeak Williams,
Mary Lou Vinson, Ron Black
FROM: Steve McCleery
SUBJECT: Pegasus Global Holdings, Inc. Request

Pegasus Global Holdings, Inc. and the “CITE” project are requesting the following from New Mexico Junior College:

- Rental of office space on the campus of New Mexico Junior College,
- A “CITE” link on the NMJC and Training and Outreach Web Page, and
- Access to the NMJC Research Foundation (may include NMJC president traveling to Washington D.C., and a Non-Binding Letter of Intent with the NMJC Research Foundation)

Thank you for your consideration.

To: New Mexico Junior College Board
From: Guy Kesner - Chair, New Mexico Junior College
Date: May 14, 2012

As you know, the New Mexico Junior College Board approved the NMJC Research Foundation with the intended purpose of assisting with economic development and looking for opportunities to commercialize potential research into Lea County economic growth. With Global Pegasus Holdings, Inc., announcing Lea County as the selected site, we need to place the NMJC Research Agenda on a significantly faster developmental pace.

With the aforementioned in mind, I am recommending the NMJC Board utilize \$100,000 from reserves to provide funding for projects associated with the Mission of the NMJC Research Foundation. Additionally, we have approached other entities to participate in the development of the NMJC Research Foundation.

Memo

DATE: May 14, 2012
TO: Hector Baeza, Zeak Williams, Mary Lou Vinson, and Guy Kesner
FROM: Pat Chappelle, Board Secretary and Ron Black, Board Member
SUBJECT: New Mexico Junior College Board Appointment

It is with great excitement that Ron Black and I recommend Mr. Travis Glenn as Phil Jones' replacement on the New Mexico Junior College Board. As you know, Phil was a tremendous blessing to Lea County and New Mexico Junior College, and Ron and I feel very strongly that Mr. Glenn will be an exceptional NMJC Board Member, as well as a tremendous asset to NMJC.

Thank you for trusting Ron and me with this very important selection and initiative, and thank you for your consideration.