

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

**Friday, November 21, 2014**

**Zia Room – Library**

**1:30 p.m.**

### AGENDA

- |                                            |                 |
|--------------------------------------------|-----------------|
| A. Welcome                                 | Pat Chappelle   |
| B. Adoption of Agenda                      | Pat Chappelle   |
| C. Approval of Minutes of October 31, 2014 | Pat Chappelle   |
| 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 Public Safety Officer  | Dennis Kelley   |
| 6. Consideration of Maintenance Supervisor | Charley Carroll |
| F. Public Comments                         | Pat Chappelle   |
| G. Announcement of Next Meeting            | Pat Chappelle   |
| H. Closure of Open Meeting                 | Pat Chappelle   |
| I. Adjournment                             | Pat Chappelle   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

OCTOBER 31, 2014

### MINUTES

The New Mexico Junior College Board met on Friday, October 31, 2014, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Zeak Williams; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Denise Marquez, News-Sun.

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

Upon a motion by Mr. Williams, seconded by Mr. Glenn, the Board unanimously approved the minutes of September 18, 2014.

*Under President's Report*, Dr. McCleery extended an invitation to the board members to attend the New Mexico Junior College Christmas Awards Banquet to be held on December 5, 2014.

*Under New Business*, Dan Hardin presented the September financial reports. Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the Expenditure Report for September, 2014. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Dan Hardin presented the Fiscal Watch Reports as of September 30, 2014. Upon a motion by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved the Fiscal Watch Reports.

Dan Hardin presented a request to enter into a contract with Lockheed Martin for the specific purpose of creating courseware training modules to be embedded into

the existing Energy Technology degree program for nuclear training. Upon a motion by Mr. Williams, seconded by Mr. Glenn, the Board unanimously approved this request.

Dan Hardin presented a Resolution to transfer land to Lea County for the potential construction of an Equestrian Center. Dan Hardin further stated according to a survey, acreage will be amended from 12.64 acres to 12.58 acres. Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the Board unanimously approved this request with amendments.

Regina Choate presented a Workers' Compensation Insurance Bid #1068 from Daniels Insurance. Mrs. Choate noted a correction of the employer liability limits from \$100,000,000 to \$1,000,000. An increase of this bid was also noted when compared to last year. Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved this request with amendments.

Darrell Beauchamp presented a request for a transfer of funds in the amount of \$50,000 from the reserve fund to aid in a fundraiser to secure the rights to present "Titanic: the Artifact Exhibition" at the Western Heritage Museum for a period of approximately 92 days. It was also noted the J.F. Maddox Foundation has committed \$200,000 to partner with the college in securing this exhibition. Upon a motion made by Mr. Glenn, seconded by Mr. Baeza, the Board unanimously approved this request.

Steve McCleery read a Resolution on behalf of Jeremy & Abera Alexander for their outstanding character and extraordinary feat of kindness. Mr. & Mrs. Alexander came to the aid of three New Mexico Junior College students who encountered vehicle failure in Chickasaw, Oklahoma. Students were hosted for the night and safely driven back to Hobbs along with their vehicle the following day. Mr. & Mrs. Alexander traveled 840 miles transporting the students and returning home to report for work the following day. Upon a motion from Mr. Baeza, seconded by Mr. Williams, the Board unanimously approved this request.

August Fons recommended Mr. Jeffrey A. Miller for the Professor of Automotive Technology – GM Program position at a nine month salary of \$55,602. Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the Board unanimously approved the employment of Mr. Jeffrey A. Miller, effective November 1, 2014.

Jeff McCool recommended Ms. Rachel R. Gallagher for the Career Support Technician – TAACCCT Grant position at a 12 month salary of \$48,957. Upon a motion by Mr. Baeza, seconded by Mr. Glenn, the Board unanimously approved the employment of Ms. Rachel R. Gallagher, effective December 1, 2014.

Jeff McCool recommended Ms. Michelle Echeverria for the Administrative Assistant to Training & Outreach position per policy #203 – Employment of Relatives in the NMJC Employee Handbook. Upon a motion by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved the employment of Ms. Michelle Echeverria, effective November 1, 2014.

Jeff McCool recommended Ms. Sara K. Prebenda for the Coordinator of Facility Scheduling position per policy #203 – Employment of Relatives in the NMJC Employee Handbook. Upon a motion by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved the employment of Ms. Sara K. Prebenda, effective November 1, 2014.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Friday, November 21, 2014 beginning at 1:30 pm.

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; Ms. Chappelle – yes; Mr. Black – yes; Mr. Baeza – yes; Mr. Williams – yes.

Upon re-convening in open meeting, Ms. Chappelle 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 Ms. Chappelle, the board meeting adjourned at 2:30 p.m.

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Pat Chappelle, Chair

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Ron Black, Secretary



**NEW MEXICO DEPARTMENT OF PUBLIC SAFETY  
TRAINING & RECRUITING DIVISION**  
4491 CERRILLOS ROAD, SANTA FE, NEW MEXICO 87507



**SUSANA MARTINEZ**  
GOVERNOR  
**GREGORY J. FOURATT**  
CABINET SECRETARY-DESIGNATE

**JACK F. JONES II**  
NMLEA Director  
**PATRICK M. MOONEY**  
DEPUTY SECRETARY

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October 19, 2014

Ms. Angela Byrd, Director  
Southeastern New Mexico Law Enforcement Academy  
#1 Thunderbird Circle  
Hobbs, NM 88240

Reference: Regional/Satellite Police Officer Academy Renewal of Certification

Director Byrd,

Congratulations! The Southeastern New Mexico Law Enforcement Academy has met the statutory and administrative code requirements for renewal of certification as a Regional/Satellite Academy. Pursuant to Title 10, Chapter 29, Part 5, of the New Mexico Administrative Code, Regional/Satellite Academies must be approved by the New Mexico Law Enforcement Academy Board, and renewal of this certification is conducted at the end of each three-year certification period. In order to achieve re-certification the Regional/Satellite Academy must successfully pass an onsite inspection and audit of their program, facilities and staff. On October 17, 2014, Director Jack F. Jones II conducted this onsite inspection and audit.

The inspection of your facility, staff, and program revealed that your Regional/Satellite Academy met or exceeded all of our standards and we wish to complement you on the professionalism of your staff, the quality of your facilities, and to further note that it was clearly observed that your program has the clear support and full commitment of the New Mexico Junior College and surrounding agencies.

The New Mexico Law Enforcement Academy is pleased to renew this certification.

If you have any questions or if the New Mexico Law Enforcement Academy can do anything to assist you please give me a call at (505) 827-9262, or e mail at [jackf.jones@state.nm.us](mailto:jackf.jones@state.nm.us)

Respectfully,

Jack F. Jones, II  
Director, NMLEA



# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### October 2014

33% of Year Completed

Fund	2013-14			2014-15			
	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	9,106,822	2,730,240	30%	9,731,091	908,419	2,836,558	29%
Academic Support	2,259,588	816,285	36%	2,273,743	226,379	815,195	36%
Student Services	1,823,694	562,666	31%	1,840,687	172,260	613,355	33%
Institutional Support	3,337,419	1,334,822	40%	3,528,284	311,902	1,468,896	42%
Operation & Maintenance of Plant	3,288,327	1,195,625	36%	3,541,829	329,189	1,352,432	38%
<b>Subtotal - Instruction &amp; General</b>	<b>19,815,850</b>	<b>6,639,638</b>	<b>34%</b>	<b>20,915,634</b>	<b>1,948,149</b>	<b>7,086,436</b>	<b>34%</b>
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	84,909	185,362	218%	87,145	55,357	192,021	220%
Student Aid	568,551	397,863	70%	593,551	22,156	421,373	71%
Auxiliary Enterprises	1,799,060	838,750	47%	1,800,693	(81,977)	715,901	40%
Athletics	1,019,727	532,026	52%	1,029,348	51,517	502,019	49%
<b>Total Current Unrestricted Fund</b>	<b>23,288,097</b>	<b>8,593,639</b>	<b>37%</b>	<b>24,426,371</b>	<b>1,995,202</b>	<b>8,917,750</b>	<b>37%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,280,443	283,720	22%	1,157,859	127,624	419,564	36%
Student Aid	5,033,468	2,437,985	48%	5,033,468	108,616	1,918,980	38%
<b>Total Current Restricted Fund</b>	<b>6,313,911</b>	<b>2,721,705</b>	<b>43%</b>	<b>6,191,327</b>	<b>236,240</b>	<b>2,338,544</b>	<b>38%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	15,071,621	5,148,405	34%	13,644,389	213,799	2,135,998	16%
Projects from State GOB Funds	3,324,582	2,717,263	82%	2,811,681	190,584	2,685,715	0%
Projects from State STB Funds	1,487,000	1,023,485	69%	425,000	0	0	0%
Projects from General Fund	275,374	13,350	0%	153,179	2,935	6,791	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Projects from State ER&R	671,725	274,539	41%	494,616	12,418	209,695	42%
Projects from State BR&R	1,003,998	406,919	41%	774,549	17,537	257,619	33%
Subtotal - Capital and BR&R	21,834,300	9,583,961	44%	18,303,414	437,273	5,295,818	29%
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>21,834,300</b>	<b>9,583,961</b>	<b>44%</b>	<b>18,303,414</b>	<b>437,273</b>	<b>5,295,818</b>	<b>29%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>51,436,308</b>	<b>20,899,305</b>	<b>41%</b>	<b>48,921,112</b>	<b>2,668,715</b>	<b>16,552,112</b>	<b>34%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### October 2014

33% of Year Completed

Fund	2013-14			2014-15			
	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	3,684,200	2,160,528	59%	3,684,200	78,717	2,020,414	55%
State Appropriations	5,933,300	1,963,800	33%	5,933,300	498,490	2,056,554	35%
Advalorem Taxes - Oil and Gas	6,455,000	2,630,552	41%	6,455,000	1,232,505	2,627,505	41%
Advalorem Taxes - Property	5,455,000	0	0%	5,455,000	0	0	0%
Interest Income	5,000	585	12%	5,000	247	675	14%
Other Revenues	356,361	80,575	23%	356,361	155,986	201,683	57%
<b>Subtotal - Instruction &amp; General</b>	<b>21,888,861</b>	<b>6,836,040</b>	<b>31%</b>	<b>21,888,861</b>	<b>1,965,945</b>	<b>6,906,831</b>	<b>32%</b>
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	5,105	21%	24,000	30	2,474	10%
Auxiliary Enterprises	2,213,000	1,209,352	55%	2,213,000	101,926	1,337,538	60%
Athletics	330,900	109,700	33%	330,900	40,283	163,933	50%
<b>Total Current Unrestricted</b>	<b>24,456,761</b>	<b>8,160,197</b>	<b>33%</b>	<b>24,456,761</b>	<b>2,108,184</b>	<b>8,410,776</b>	<b>34%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,179,460	327,486	28%	1,179,460	141,392	433,351	37%
Student Aid	5,033,468	2,145,334	43%	5,033,468	222,596	1,698,352	34%
<b>Total Current Restricted</b>	<b>6,212,928</b>	<b>2,472,820</b>	<b>40%</b>	<b>6,212,928</b>	<b>363,988</b>	<b>2,131,703</b>	<b>34%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	0	0	308,002	0%
Projects from State STB Funds	427,000	0	0%	427,000	0	0	0%
Projects from General Fund	0	0	0%	0	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income (LGIP)	30,000	3,760	13%	30,000	1,277	4,145	14%
<b>Total Plant Funds</b>	<b>457,000</b>	<b>3,760</b>	<b>1%</b>	<b>457,000</b>	<b>1,277</b>	<b>312,147</b>	<b>68%</b>
<b>GRAND TOTAL REVENUES</b>	<b>31,126,689</b>	<b>10,636,777</b>	<b>34%</b>	<b>31,126,689</b>	<b>2,473,449</b>	<b>10,854,626</b>	<b>35%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### October 2014

33% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2011-12 Original Budget	Variance Over (Under) Budget
Distribution								
Actual	July	\$75.60	5,043,401	\$5.99	15,571,479	1,232,271	465,000	767,271
Accrual	August					465,000	465,000	0
Accrual	September					465,000	465,000	0
Accrual	October					465,000	465,000	0
Accrual	November						465,000	(465,000)
Accrual	December						465,000	(465,000)
Accrual	January						465,000	(465,000)
Accrual	February						465,000	(465,000)
Accrual	March						465,000	(465,000)
Accrual	April						465,000	(465,000)
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						2,627,271	5,580,000	(2,952,729)
Y.T.D. Equipment Tax Revenue						234	1,500,000	(1,499,766)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>2,627,505</b>	<b>7,080,000</b>	<b>(4,452,495)</b>

*Source: New Mexico Taxation and Revenue Department*

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**October 2014**

33% 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%	1,254
Plus deposits	0			
Less withdrawals	0			
<b>Total LGIP investments</b>	<u><b>9,589,592</b></u>			<u><b>1,594</b></u>

Capital Projects	10/31/2014
Vehicles	63,589.92
Technology Upgrade	93,655.89
JASI	49,528.94
WHM South Gallery	266,594.43
Baseball Field	30,162.95
Rodeo Arena	0.00
Original Entrance Landscaping	7,250.00
Luminis Software	2,993.00
Landscaping	189,307.90
Campus Signage	2,801.67
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	335,309.49
Campus Construction	404,518.77
Oil & Gas Trainint	263,947.97
Maintenance Equipment	3,452.01
Public Sector	19,227.00
Campus Security	92,720.31
Track/Arena Area Enhancement	15,396.78
Lumens Software-Distance Learnng	5,000.00
Copier Replacement	50,000.00
Non-Recurring Compensation	152,169.10
Athletics	150,451.47
Student Life Programming	16,222.61
Warehouse/Cont Ed Remodel	1,640.92
Succession Plan	108,152.25
Energy Technology Equipment	300,000.00
WHM Exhibits	69,848.78
Mansur Hall Upgrades	62,347.18
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	0.00
Track Upgrades	84,841.44
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	500,000.00
Cosmetology Remodel	700,000.00
Equine Program	15,108.75
Entertainment Technology	1,300,215.30
Cafeteria Upgrade	44,194.92
Channel 19 Upgrade	25,000.00
FERPA & Title IX	9,459.00
Professional Development HS	14,036.29
Equestrian Center	3,000,000.00
Bob Moran Upgrades	791,430.75
Campus/Hospital Fencing	200,000.00
Turf Replacement	200,000.00
Watson Hall Theater	265,455.52
Infrastructure Upgrade	1,473,937.50
Cadet Supplement	21,807.54
Workforce Training Contingency	5,794.60
<b>TOTAL</b>	<b>13,134,953.21</b>

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date November 5, 2014

Candidate's name Orlynn, W. Eaton

Position title Public Safety Officer

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 December 1, 2014      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional

Paid advertising beyond \*standard None

(\*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website)

Posted salary range \$39,290 to 58,935      Recommended annual salary \$56,200.00      Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 3101 61401 133      100%

Recommended and approved by:

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

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

Selection Committee Members: Bill Morrill – Director of Administrative Services

Dennis Kelley – Director of Public Safety

Demetrio Romero – Public Safety Supervisor

Comments: Mr. Eaton with more than forty years of experience meets and/or exceeds the minimum requirements for this position.

## **ABBREVIATED RESUME**

### **Position**

Public Safety Officer

### **Personal Data**

Name: Orlynn W. Eaton

### **Professional Experience**

Tactical Security Systems, Hobbs, NM Security Officer Level III	09/2012 to Present
Washington TRU Solutions, LLC, Carlsbad, NM Manager, External Emergency Management	10/1988 to 07/2011
Dravo Engineers, Carlsbad, NM Chief, Emergency Services	08/1981 to 08/1988
Gulf Oil Corporation, Grants, NM Director, Plant Protection	06/1975 to 08/1981
Burns International Security, Houston, TX Special Accounts Supervisor (Capt.)	05/1974 to 06/1975
Stanley Smith Security, Corpus Christi, TX Assistant Branch Manager	06/1972 to 05/1974
United States Air Force, San Antonio, TX Law Enforcement and Corrections Supervisor	06/1965 to 08/1972

### **License**

NM Licensed Level III Security Officer (45405) New Mexico Private Investigations Board



# New Mexico Junior College

## Career Opportunities

### Position Announcement • October 2014

**Position Title:** Public Safety Officer

**Abbreviated Position Description:** This position reports to the Public Safety Supervisor and the Director of Public Safety. Duties and responsibilities shall be, but are not limited to, the following: 1) Patrols the campus on foot or patrol unit to check for the general security of the campus. 2) Checks doors and windows of all buildings and secures said buildings. 3) Observes activity and traffic in assigned area to enforce college rules/regulations. 4) Assists person on the campus that require directions. 5) Responds to alarms and calls and takes action based on call type. 6) Completes a daily turnover report of activities to supervisor. 7) Ability to conduct complex investigations and complete reports as a result of criminal and policy violations. 8) May be assigned specific tasks or duties as deemed necessary. 9) Maintains security of the dormitories; monitors student activity outside the dormitories and reports incidents to supervisor. 10) Must be able to assist with training of other college employees in a variety of topics. 11) Must be able to satisfactorily complete Title VII and Title IX training and be able to investigate incidents of this nature. 12) Must be able to attend and satisfactorily complete training relating to Active Shooter and other advanced courses and convey the material learned in the courses to others on the campus. 13) May serve on various campus committees as assigned. 14) Must be willing to work shift work including holidays, weekends and special events as needed. 15) Performs other duties as assigned or required, and 16) 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:** 1) Must have appropriate credentials, and keep the credentials current, to legally be able to carry a college issued firearm and be able to meet State of New Mexico Law Enforcement firearms qualification standards. The actual approval to carry the weapon on the campus would solely rest on the approval of the President of the college. 2) Must maintain knowledge of current Law Enforcement Standards on Use of Force guidelines. 3) Must have a minimum of High School Diploma. College hours or degrees are preferred. 4) Must be well versed in State of New Mexico Criminal Code and have ability to properly classify criminal matters under the Federal Bureau of Investigation UCR guidelines. 5) Must possess and continue to possess a New Mexico or Texas Driver's License. 6) Must have ability to analyze situations quickly and objectively to determine and take emergency action, identify potential hazards and take preventive action up to and including the use of deadly force. 7) Must have the ability to use a variety of office equipment, including computer proficiency in word processing in order to prepare clear and concise reports.

**Salary/Benefits:** This is a twelve month professional position. Salary range is \$39,290 to \$49,112 depending upon education and experience. Standard NMJC employee benefits apply.

**Application Deadline:** October 30, 2014 at 5:00 p.m. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. To ensure consideration, all application materials must be received by deadline.

**To Apply:** Submit NMJC application form on line at [www.nmjc.edu](http://www.nmjc.edu) (under Employment Opportunities), letter of application (cover letter), resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and three references with current telephone numbers and addresses.

**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"**

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](mailto:kmiller@nmjc.edu)

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date November 18, 2014

Candidate's name Royce Neil Sudduth

Position title General Maintenance Foreman

New position  Existing position      Classification  Faculty  Professional  Other \_\_\_\_\_

Is candidate related to another NMJC employee?  yes  no      If so, to whom Rhonda Sudduth

Effective date of employment December 1, 2014      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional

Paid advertising beyond \*standard None

(\*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website)

Posted salary range \$37,397 to \$56,095      Recommended annual salary \$53,973      Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 1101 61301 141      100%

Recommended and approved by:

*Charlie Carroll*  
Supervisor

\_\_\_\_\_  
Dean/Director *Steve McCleery*

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

\_\_\_\_\_  
President

Selection Committee Members: Charlie Carroll, Director of Physical Plant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: Mr. Sudduth has a A.A. and more than 25 years of experience and meets and/or exceeds the minimum requirements for this position.

## ABBREVIATED RESUME

### Position

General Maintenance Foreman

### Personal Data

Name: Royce Neil Sudduth

### Education:

A.A., Western Wyoming Community College, Rock Springs, WY, 1990  
Major: Computer Science

### Professional Experience

New Mexico Junior College Lead Journeyman Electrician	10/2006 to present
Kirkmeyer Electric Inc. Journeyman Electrician	07/2005 to 09/2006
Elkhorn Construction Electrical Supervisor	08/2004 to 07/2006
New Mexico Junior College Journeyman Electrician	10/2000 to 08/2004
Elkhorn Construction Electrical Foreman	02/1995 to 09/2000
Intermountain Electric Electrical Apprentice	08/1994 to 02/1995
Star West Aviation General Maintenance	03/1991 to 07/1994
TG Soda Ash Underground Maintenance	03/1985 to 04/1988
Beacon Construction Electrician	07/1984 to 03/1985

### Certificates:

EE98J Electrical Repair and Maintenance Commercial Through the State of New Mexico	Presently Expired
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# New Mexico Junior College

## Career Opportunities

Position Announcement • November 2014

**Position Title:** General Maintenance Foreman

**Position Description:** Under general supervision, oversees and supervises the general maintenance and repair/replacement of buildings, property, or equipment for the College; supervises tradesmen and facilities maintenance crews; and performs routine preventive and general maintenance on equipment, buildings and systems. It is distinguished from the lower level tradesmen and general maintenance positions by the overall responsibility for the supervision and coordination of the general maintenance programs for the College. This position reports to the Director of Physical Plant. This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Individual positions may be assigned responsibility for other duties within the scope of this classification. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position. 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.

- Plans, prioritizes, and supervises the scheduling and organization of the assigned workforce; coaches, reviews, and supervises assigned employees, or makes effective suggestions and recommendations regarding employment status; supervises all maintenance personnel during absence of the Director of Physical Plant; oversees the day to day operations of heating, cooling, carpentry, gas plumbing, electrical, and general mechanical maintenance for the Physical Plant; evaluates and monitors projects with regard to progress and costs; coordinates and monitors status of work orders; assists with or prepares estimates; requests and purchases materials and equipment; estimates labor costs; ensures standards are maintained on work performed.
- Monitors and administers the training of maintenance personnel on appropriate procedures and use of materials, equipment, etc.; trains and/or advises staff on OSHA and other safety and hazardous materials regulations; evaluates employee job performance.
- Inspects College facilities and determines maintenance and repair required; responsible for all equipment in Central Mechanical and tunnel network, mechanical rooms, and the maintenance of Facility Management Systems; attends to unscheduled maintenance and prepares all preventive maintenance records for all craftsmen and other related maintenance.
- Assists in budget planning and maintain parts and material requisitions; assists with the "emergency" call-outs for the College; complies with federal, state and local laws and regulations, departmental and College policies and procedures; follows all safety precautions and standards; and informs The Director Physical Plant on regular basis of problems and concerns.
- May serve on various campus committees as assigned.
- Performs other duties as assigned or required. Must have and maintain a good driving record with a valid driver's license.
- Must satisfactorily pass a drug and alcohol test and the background check prior to employment.

**Qualifications:** • Knowledge of college policies and procedures affecting assigned area. • Knowledge of supervisory practices and principles. • Knowledge of general maintenance principles, practices and techniques. • Knowledge of Federal, State and local laws, regulations and guidelines related to assigned work. • Knowledge of electrical, plumbing and HVACR systems and repairs; general construction and carpentry; painting practices and techniques; power and hand tools and heavy equipment operations. • Skill in applying general maintenance principles, practices and techniques. • Skill in troubleshooting, repairing and maintaining HVACR, plumbing and electrical systems; painting, staining and varnishing; operating power and hand tools and heavy equipment; reading blue prints and schematics. • Skill in supervisory practices and techniques. • Skill in establishing and maintaining effective working relationships with other department staff, faculty, students and the public. • Ability to prioritize projects and coordinate multiple requests, and adhere to deadlines. • Ability to perform work involving regular physical activity. • Must maintain New Mexico Boiler Operators and Journeyman license. • Positions may require the ability to safely move up to 50 pounds, drive a forklift, manlift, front end loader, motor grader and other related equipment; and possess a valid New Mexico or Texas drivers license. • Must be able to satisfactorily pass a pre-employment drug and alcohol test prior to employment.

**Salary/Benefits:** This is a 12 month professional position. Salary is competitive and commensurate with relevant experiences, licenses and certifications. Standard NMJC benefits apply.

**Application Deadline:** Open until November 18, 2014 at 5:00pm. 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 deadline.

**To Apply:** Submit NMJC application form on line at [www.nmjc.edu](http://www.nmjc.edu) (under Employment Opportunities) and attach the following: a letter of application (cover letter), resume, copies of all licenses or certifications, and 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"**

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](mailto:kmiller@nmjc.edu)

## Memorandum

To: Dr. McCleery

From: Charley Carroll, Director of Physical Plant

Date: November 18, 2014

Re: Request Board Approval for Employment of Relative: General Maintenance  
Foreman

After receiving the Letter of Resignation from Dave Huddleston as General Maintenance Foreman on October 31, 2014 and after Human Resources posted the position, I would like to recommend Royce Neil Sudduth for the vacancy. Mr. Sudduth is currently a Lead Journeyman Electrician at New Mexico Junior College since 2006. Per the 2014-2015 New Mexico Junior College Employee Handbook, (policy #203-Employment of Relatives), I am requesting Board approval because Mr. Sudduth is related to Rhonda Sudduth, Computer Services Data Base Specialist (spouse).

Pending Board Approval, I would like for Mr. Sudduth to begin this full-time position as General Maintenance Foreman at an annual salary of \$53,973.00 effective December 1, 2014. Thank you for your consideration.