

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, October 18, 2012

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|-----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of September 13, 2012 | 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 Urenco PILT proposal | Steve McCleery |
| 6. Personnel Consideration – Professor of Nursing | Dennis Atherton |
| 7. Consideration of Addendum to Presidential Employment Agreement | Bill Morrill |
| F. Public Comments | Guy Kesner |
| G. Announcement of Next Meeting | Guy Kesner |
| H. Adjournment | Guy Kesner |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

SEPTEMBER 13, 2012

MINUTES

The New Mexico Junior College Board met on Thursday, September 13, 2012, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Mr. Hector Baeza; Mr. Travis Glenn; Mr. Ron Black; Mr. Zeak Williams; and Mrs. Mary Lou Vinson. Not present was Ms. Patricia Chappelle.

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

Agenda item E. 6. Personnel Consideration – Professor of Nursing was tabled. Upon a motion by Mr. Glenn, seconded by Mrs. Vinson, the agenda was unanimously adopted.

Upon a motion by Mr. Baeza, seconded by Mr. Williams, the Board unanimously approved the minutes of August 9, 2012.

Under President's Report, Dr. McCleery reminded the Board of the Education Bond C on the November 6th ballot. Ty Bean and Cigi Hardin presented a \$1,200 donation to the Rodeo team from Cowboy Church.

Under New Business, Dan Hardin presented the August financial reports and with a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved the expenditures for August, 2012.

Mr. Hardin presented the requested Research & Public Service Projects (RPSP) for the coming fiscal year. They are as follows: Oil & Gas Training Center \$86,700; NMJC Nurse Expansion \$72,900; Lea County Distance Education Consortium \$30,000; and Athletics \$326,200. Upon a motion by Mr. Baeza, seconded by Mrs. Vinson, the Board unanimously approved the requested projects.

Regina Organ recommended Ms. Dorothy Brewer for the Professor of Cosmetology position at a nine month salary of \$36,045. Upon a motion by Mr.

Baeza, seconded by Mr. Williams, the Board unanimously approved the employment of Ms. Brewer, effective September 17, 2012.

Dr. Organ recommended Ms. Diana Juarez for the Admission Specialist position at an annual salary of \$34,531. Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously approved the employment of Ms. Juarez, effective September 14, 2012.

Don Worth recommended Mr. Jacob McCarter for the Professor / Assistant Baseball Coach position at a nine month salary of \$40,709. Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the employment of Mr. McCarter, effective September 16, 2012.

Jeff McCool recommended Ms. Paula Wallace for the Distance Learning Instructional Designer position at an annual salary of \$46,984. Upon a motion by Mr. Williams, seconded by Mr. Glenn, the Board unanimously approved the employment of Ms. Wallace, effective October 1, 2012.

Mr. McCool recommended Mr. Steven Blandin for the Director of Instructional Technology position at an annual salary of \$51,096. Mr. Blandin is related to Terri Blandin, who works in Training & Outreach. Upon a motion by Mr. Glenn, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Blandin, effective October 1, 2012.

Dr. McCleery introduced Mr. Dale Gannaway, the new Executive Director of the New Mexico Junior College Research Foundation.

Mr. Kesner called for comments from the public. Don Leach shared his concerns with Dr. McCleery's employment contract as compared to the recent News Sun article. Mr. Leach voiced his concern with the lack of transparency at the college. Additionally, Mr. Leach expressed a concern regarding an excessive monthly car/housing allowance, and ask the Board why they did not phase in the contract amount over a period of years.

The next regular board meeting was scheduled for Thursday, October 18, 2012, beginning at 4:00 p.m.

Mr. Black moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of New Mexico Statutes Annotated 1978. Mr. Glenn seconded the motion. The roll call vote was

as follows: Mrs. Vinson – yes; Mr. Black – yes; Mr. Kesner – yes; Mr. Baeza – yes; Mr. Glenn – 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 Mr. Black, seconded by Mrs. Vinson, the board meeting adjourned at 2:35 p.m.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

September 2012

25% of Year Completed

Fund	2011-12			2012-13			
	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	8,437,426	1,860,010	22%	8,638,205	683,713	1,749,803	20%
Academic Support	2,206,429	540,691	25%	2,247,244	167,930	590,551	26%
Student Services	1,665,722	365,138	22%	1,704,267	162,652	420,571	25%
Institutional Support	2,987,693	788,344	26%	3,137,158	302,866	915,168	29%
Operation & Maintenance of Plant	2,958,467	824,702	28%	3,232,175	265,423	884,030	27%
Subtotal - Instruction & General	18,255,737	4,378,885	24%	18,959,049	1,582,584	4,560,123	24%
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	80,394	70,615	88%	81,772	(2,280)	(25,497)	-31%
Student Aid	516,579	294,937	57%	543,551	56,479	332,711	61%
Auxiliary Enterprises	1,706,196	252,064	15%	1,780,078	245,601	829,110	47%
Athletics	972,058	389,158	40%	1,150,211	70,579	368,889	32%
Total Current Unrestricted Fund	21,530,964	5,385,659	25%	22,514,661	1,952,963	6,065,336	27%
CURRENT RESTRICTED FUND							
Grants	1,569,789	310,440	20%	1,280,443	101,383	211,426	17%
Student Aid	5,033,468	2,803,686	56%	5,033,468	398,511	1,810,692	36%
Total Current Restricted Fund	6,603,257	3,114,126	47%	6,313,911	499,894	2,022,118	32%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	10,910,281	4,045,584	37%	9,148,635	643,395	2,734,183	30%
Projects from State GOB Funds	325,911	51,699	16%	222,313	1,300	4,371	2%
Projects from State STB Funds	1,840,824	1,840,824	100%	521,652	0	34,652	7%
Projects from General Fund	24,956	12,000	48%	12,687	5,378	7,558	60%
Projects from Private Funds	487,945	431,850	89%	5,965	270	700	12%
Projects from State ER&R	441,780	55,054	12%	568,173	26,688	133,585	24%
Projects from State BR&R	1,584,709	242,547	15%	1,815,302	173,141	419,709	23%
Subtotal - Capital and BR&R	15,616,406	6,679,558	43%	12,294,727	850,172	3,334,758	27%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	15,616,406	6,679,558	43%	12,294,727	850,172	3,334,758	27%
GRAND TOTAL EXPENDITURES	43,750,627	15,179,343	35%	41,123,299	3,303,029	11,422,212	28%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

September 2012

25% of Year Completed

Fund	2011-12			2012-13			
	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	3,589,200	2,106,138	59%	3,684,200	70,770	1,883,960	51%
State Appropriations	5,505,200	1,390,600	25%	5,888,800	548,824	1,530,291	26%
Advalorem Taxes - Oil and Gas	5,900,000	1,551,451	26%	6,100,000	610,622	1,377,288	23%
Advalorem Taxes - Property	4,905,732	0	0%	5,255,000	0	0	0%
Interest Income	20,000	193	1%	5,000	77	184	4%
Other Revenues	329,471	122,285	37%	292,526	14,972	101,185	35%
Subtotal - Instruction & General	20,249,603	5,170,667	26%	21,225,526	1,245,265	4,892,908	23%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	9,776	41%	24,000	4,756	4,756	20%
Auxiliary Enterprises	2,184,000	1,268,085	58%	2,198,000	69,542	1,142,475	52%
Athletics	326,200	81,165	25%	326,200	27,184	81,550	25%
Total Current Unrestricted	22,783,803	6,529,693	29%	23,773,726	1,346,747	6,121,689	26%
CURRENT RESTRICTED FUND							
Grants	1,569,789	315,743	20%	1,290,682	225,261	313,961	24%
Student Aid	5,033,468	2,196,636	44%	5,033,468	176,965	1,489,536	30%
Total Current Restricted	6,603,257	2,512,379	38%	6,324,150	402,226	1,803,497	29%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	0	0	0	0%
Projects from State STB Funds	1,840,824	222,704	12%	1,240,754	0	34,652	3%
Projects from General Fund	312,972	0	0%		0	0	0%
Projects from Private Funds	416,000	416,000	100%	0	0	3,750	0%
Interest Income (LGIP)	37,000	5,428	15%	30,000	1,784	3,553	0%
Total Plant Funds	2,606,796	644,132	25%	1,270,754	1,784	41,955	3%
GRAND TOTAL REVENUES	31,993,856	9,686,204	30%	31,368,630	1,750,757	7,967,141	25%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

September 2012

25% 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	\$82.33	3,014,635	\$4.80	16,457,653	610,622	383,333	227,289
Accrual	August	\$72.11	3,009,890	\$4.15	14,122,684	383,333	383,333	0
Accrual	September					383,333	383,333	0
Accrual	October						383,333	(383,333)
Accrual	November						383,333	(383,333)
Accrual	December						383,333	(383,333)
Accrual	January						383,333	(383,333)
Accrual	February						383,333	(383,333)
Accrual	March						383,333	(383,333)
Accrual	April						383,333	(383,333)
Accrual	May						383,333	(383,333)
Accrual	June						383,333	(383,333)
Y.T.D. Production Tax Revenue						1,377,288	4,599,996	(3,222,708)
Y.T.D. Equipment Tax Revenue						0	1,500,000	(1,500,000)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>1,377,288</u>	<u>6,099,996</u>	<u>(4,722,708)</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

September 2012

25% 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	9,589,592	N/A	N/A	N/A	7102-1348	0.183%	1,784
Total investments	<u>9,589,592</u>						<u>1,784</u>

Summary of Current Month's Activity	
Beginning amount	9,589,592
Plus: deposits	0
Less: withdrawals	0
Capital Projects	7,874,411
Reserves Invested	1,715,181
Total LGIP Investment	9,589,592

Capital Projects	9/30/2012
Vehicles	30,180.90
Campus Facilities Master Plan	25,000.00
Technology Upgrade	250,143.22
JASI	76,189.56
WHM South Gallery	348,079.00
Baseball Field	22,742.66
Rodeo Arena	93,975.61
Original Entrance Landscaping	542,513.93
Student Housing Construction	536,636.00
Luminis Software	11,568.00
Campus Signage	142,200.60
Campus Paving	0.00
Roof Replacement	190,055.47
Interior Lighting-Energy Retrofit	50,617.00
Dorm/Apartment Refurbish	83,025.97
Campus Construction	34,184.09
Oil & Gas Training Ctr	0.00
Maintenance Equipment	8,652.00
Public Sector	1,827.00
Campus Security	6,442.49
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnng	5,000.00
Copier Replacement	101,446.00
Non-Recurring Compensation	218,362.12
Athletics	0.00
Student Life Programming	17,440.00
Title V (Institutional)	79,568.00
Warehouse/Cont Ed Remodel	2,449.43
Succession Plan	108,152.00
Energy Technology Equipment	635,394.00
Watson Hall Stage Lighting	100,000.00
WHM Exhibits	178,460.00
Remodel McLean/Mansur/VocB/H	172,110.54
Shade Structure/Landscape AIPP	50,000.00
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	17,144.67
Track Upgrades	1,000,000.00
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	600,000.00
Cosmetology Remodel	300,000.00
Central Plant Upgrade	0.00
Workforce Training Contingency	9,805.81
Total	7,874,410.53

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575)492-2770
Fax: (575)492-2768

To: New Mexico Junior College Board members
From: Dan Hardin
RE: Urenco PILT proposal
Date: October 15, 2012

Board members,

Urenco currently pays a PILT (payment in lieu of taxes) to Lea County. That PILT is prorated to other entities including New Mexico Junior College. This has been in place for several years. Urenco submits to the County information about the assessment of the construction and property owned by Urenco. The assessment information was submitted incorrectly and Urenco has overpaid by approximately 1.2 million in PILT payments. Urenco is partitioning the County to reduce the PILT because of the over assessment. If the County agrees to reduce the PILT, New Mexico Junior College will take a reduction in the PILT of \$254,561.54. The Urenco proposal is to reduce the PILT over a five year period. The affect to New Mexico Junior College will be a reduction in PILT of \$50,912.31 per year. In FY 12, New Mexico Junior College received \$405,516.68 in PILT payments. The FY 13 proposed PILT will be at least \$354,604.37.

Urenco is asking for the New Mexico Junior College Board's approval of the proposed reduction of the PILT and for the reduction to be spread over a five year period.

Respectfully,



Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date August 28, 2012

Candidate's name Stacy G. Reed

Position title Professor of Nursing

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 *September 14, 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 \$43,369 to \$54,211 Recommended annual salary \$45,882.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2542 61101 102

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Delores Thompson – Director of Nursing

Kelli McCall – Professor of Nursing

Cathy Ogle – Professor of Nursing

Comments: Ms. Reed with an Associate degree and fourteen years of experience meets and/or exceeds the minimum requirements
for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Stacy G. Reed

Education

A.A.S, New Mexico Junior College, Hobbs, NM, 2002
Major: Nursing

Vocational, Cisco Junior College, Abilene, TX, 1997
Major: Nursing

Professional Experience

Grace Medical Center, Lubbock, TX 02/2011 to 04/2012
Charge Nurse

Lea Regional Medical Center, Hobbs, NM
Staff Nurse 01/2009 to 03/2011
Staff Nurse 04/2004 to 09/2004

Abilene Regional Medical Center, Abilene, TX 10/2008 to 01/2009
Staff Nurse

Quick Response Staffing, Artesia, NM 06/2006 to 07/2008
Agency Nurse

Lovington Good Samaritan, Lovington, NM 01/2005 to 07/2007
Charge Nurse

Lubbock State School, Lubbock, TX 08/2004 to 08/2005
Shift Supervisor

Children of the Pioneers, Denver City, TX 10/2003 to 04/2004
Charge Nurse

Nor Lea Hospital, Lovington, NM 05/2000 to 10/2003
Clinic Nurse

Licenses/Certifications:

New Mexico RN License No: R51196



New Mexico Junior College

Career Opportunities

Position Announcement • August 2012

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Nursing. Duties and responsibilities include, but are not limited to, the following: 1) classroom instruction, clinical and laboratory supervision of nurse aide students; 2) evaluation of students enrolled in nurse aide courses; 3) nurse aide student advisement and counseling; 4) nurse aide curriculum update and revision; 5) development of nurse aide course syllabus each semester; 6) serve on college committees as assigned; 7) participate annually in an academic or professional process of continued personal and professional development; 8) actively participate in the institutional goals and objectives designed to support the mission of the college; 9) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: Associate Degree in Nursing (RN) required, Bachelor's or Master's degree preferred. All degrees must be from a regionally accredited institution. Candidate must obtain or have a current New Mexico or multi-state nursing license in good standing. Candidate must have completed one of the following requirements: completion of a course regarding the teaching of adults, have experience teaching adults, or experience supervising nurse aides. Candidates should be able to work within a team teaching concept. Computer proficiency required with skills in Microsoft Word, Power Point, and Canvas proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

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

To Apply: Submit NMJC application form on line at www.nmjc.edu (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), and eight references with current addresses and phone numbers.

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) 492-2793 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: [kmiller@nmjc.edu](mailto:kmilller@nmjc.edu)

Addendum to Employment Agreement

Dr. Steve McCleery

The purpose of this addendum is to correct an error in Dr. Steve McCleery's employment contract executed by Dr. McCleery and New Mexico Junior College Board Chairman Guy Kesner effective July 1, 2012.

Number ten (10.) in the agreement states: "College shall provide McCleery an allowance each year during the term of this Agreement in the amount of Twelve Thousand Dollars (\$12,000) per month payable at the same time as salary is paid to pay for housing and automobile expense".

Number ten (10.) of the agreement should read and with this addendum will read: "**College shall provide McCleery an allowance each year during the term of this Agreement in the amount of Twelve Thousand Dollars (\$12,000) per year payable at the same time as salary is paid to pay for housing and automobile expense**".

All other items contained in the original Employment Agreement shall remain the same as written on the original agreement.

Executed effective as of July 1, 2012 ("Effective Date").

New Mexico Junior College

By: _____

Guy Kesner, Chairman

Dr. Steve McCleery