

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, September 15, 2011

Zia Room - Library

1:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of August 18, 2011 | Guy Kesner |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Personnel Consideration – Admission Specialist | Regina Organ |
| 6. Retirement Resolution | Steve McCleery |
| 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

AUGUST 18, 2011

MINUTES

The New Mexico Junior College Board met on Thursday, August 18, 2011, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; 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: Beth Hahn, News-Sun.

Public Comments were moved up on the agenda. Upon a motion by Mr. Baeza, seconded by Mrs. Vinson, the agenda was unanimously adopted with the change.

Upon a motion by Mr. Jones, seconded by Mr. Baeza, the Board unanimously approved the minutes of July 12 & July 20, 2011.

Under Public Comments, Mr. Tom Watson and Dorothy Runnels presented a photograph of Governor Campbell signing the Junior College Act to Dr. McCleery.

Under President's Report, Angela Byrd reported on the Emergency Services Law Camp held on campus this summer. Tina Kunko, Kim Latimer, and Foundation President David Shaw gave an update on the annual golf tournament. David Shaw was recognized for the hospital's support of the Upward Bound Summer Program.

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

Larry Sanderson presented the new Board Policy Manual for Board consideration. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the new Board Policy Manual.

John Gratton and Mickey Best presented the Alternative Licensure in Elementary Education Certificate Program for Board consideration. The program will begin in

Spring 2012 and will be named in honor of the late Mrs. Yvonne Williams (The New Mexico Junior College Yvonne Williams Certificate Program for Alternative Licensure in Elementary Education). Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the program.

Regina Choate presented Bid #1052 - Carpentry Work on Campus. Upon a motion by Mr. Baeza, seconded by Ms. Chappelle, the Board approved awarding the bid to Doporto Construction of Hobbs for the hourly rate of \$21.00 for Carpenter and \$12.00 for Laborer. Mr. Kesner abstained from voting.

Ms. Choate presented Bid #1053 - Painting Projects on Campus. Upon a motion by Mr. Williams, seconded by Mrs. Vinson, the Board approved awarding the bid to Doporto Construction of Hobbs for the hourly rate of \$20.00 for Foreman and \$14.00 for Helper. Mr. Kesner abstained from voting.

Ms. Choate presented Bid #1054 - Concrete Work on Campus. Upon a motion by Mr. Baeza, seconded by Mr. Jones, the Board approved awarding the bid to Doporto Construction of Hobbs for the hourly rate of \$21.00 for Foreman and \$12.00 for Helper. Mr. Kesner abstained from voting.

The next regular board meeting was scheduled for Thursday, September 15, 2011, beginning at 1:00 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 the New Mexico Statutes Annotated 1078. Mr. Williams seconded the motion. The roll call vote was as follows: Mr. Jones - yes; Ms. Chappelle - yes; Mr. Black - yes; Mr. Kesner - yes; Mrs. Vinson - yes; Mr. Williams - yes; and Mr. Baeza - yes.

Upon re-convening in open meeting, Mr. Kesner stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board meeting adjourned at 6:00 p.m.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

August 2011

17% of Year Completed

Fund	2010-11			2011-12			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Current Budget	Current Expended or Encumbered	Percentage of Budget Expended	
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	8,549,845	719,287	8%	8,437,426	531,161	1,069,870	13%
Academic Support	2,235,263	430,469	19%	2,206,429	207,852	388,885	18%
Student Services	1,681,893	255,165	15%	1,665,722	149,881	264,515	16%
Institutional Support	3,067,761	554,161	18%	2,987,693	320,745	545,688	18%
Operation & Maintenance of Plant	3,023,475	488,726	16%	2,958,467	210,857	569,062	19%
Subtotal - Instruction & General	18,558,237	2,447,808	13%	18,255,737	1,420,496	2,838,020	16%
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	24,000	(11,688)	-49%	80,394	12,855	(1,137)	-1%
Student Aid	469,785	227,420	48%	516,579	254,220	270,243	52%
Auxiliary Enterprises	1,696,058	436,325	26%	1,706,196	68,236	129,201	8%
Athletics	974,729	286,669	29%	972,058	260,677	281,429	29%
Total Current Unrestricted Fund	21,722,809	3,386,534	16%	21,530,964	2,016,484	3,517,756	16%
CURRENT RESTRICTED FUND							
Grants	1,417,549	272,666	19%	1,569,789	94,857	164,942	11%
Student Aid	5,237,174	1,730,532	33%	5,033,468	2,269,417	2,290,711	46%
Total Current Restricted Fund	6,654,723	2,003,198	30%	6,603,257	2,364,274	2,455,653	37%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	12,399,997	2,249,158	18%	10,910,281	736,975	3,288,932	30%
Projects from State GOB Funds	294,047	27,217	9%	325,911	34,349	42,983	13%
Projects from State STB Funds	3,000,000	495,106	17%	1,840,824	0	1,840,824	100%
Projects from General Fund	224,122	147,329	66%	24,956	6,000	6,000	24%
Projects from Private Funds	103,383	12,000	12%	487,945	25,630	441,630	91%
Projects from State ER&R	318,919	222,488	70%	441,780	22,376	55,054	12%
Projects from State BR&R	1,830,699	23,553	1%	1,584,709	100,000	100,000	6%
Projects from Auxiliary BR&R	0	0	0%	0	0	0	0%
Subtotal - Capital and BR&R	18,171,167	3,176,851	17%	15,616,406	925,330	5,775,423	37%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	18,171,167	3,176,851	17%	15,616,406	925,330	5,775,423	37%
GRAND TOTAL EXPENDITURES	46,548,699	8,566,583	18%	43,750,627	5,306,088	11,748,832	27%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
August 2011

17% of Year Completed

2010-11

2011-12

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	2,023,198	57%	3,589,200	1,700,440	2,057,426	57%
State Appropriations	6,515,800	1,043,018	16%	5,505,200	457,180	933,421	17%
Advalorem Taxes - Oil and Gas	5,500,000	733,332	13%	5,900,000	366,667	733,332	12%
Advalorem Taxes - Property	3,904,278	28,839	1%	4,905,732	0	0	0%
Interest Income	20,000	2,511	13%	20,000	114	114	1%
Other Revenues	323,308	163,444	51%	329,471	0	122,285	37%
Subtotal - Instruction & General	19,786,386	3,994,342	20%	20,249,603	2,524,401	3,846,578	19%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	543	2%	24,000	4,518	4,518	0%
Auxiliary Enterprises	2,202,000	1,188,963	54%	2,184,000	931,943	1,168,490	54%
Athletics	428,100	46,156	11%	326,200	26,991	54,174	17%
Total Current Unrestricted	22,440,486	5,230,004	23%	22,783,803	3,487,853	5,073,760	22%
CURRENT RESTRICTED FUND							
Grants	1,417,549	229,283	16%	1,569,789	0	75,427	5%
Student Aid	5,237,179	15,973	0%	5,033,468	259,132	647,766	13%
Total Current Restricted	6,654,728	245,256	4%	6,603,257	259,132	723,193	11%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	294,047	0	0%	0			0%
Projects from State STB Funds	3,000,000	0	0%	1,840,824	0	0	0%
Projects from General Fund	224,122	0	0%	312,972	0	0	0%
Projects from Private Funds	103,383	0	0%	416,000	0	416,000	0%
Interest Income (LGIP)	80,000	0	0%	37,000	2,215	2,215	0%
Total Plant Funds	3,701,552	0	0%	2,606,796	2,215	418,215	0%
GRAND TOTAL REVENUES	32,796,766	5,475,260	17%	31,993,856	3,749,200	6,215,168	19%

**NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
August 2011 for FY 11**

100% of Year Completed

		OIL		GAS		COMBINED		
Month of		Price	Lea County	Price	Lea County	Monthly	2009-10	Variance
Sales	Distribution	per BBL	BBLs sold	per MCF	MCF sold	Revenue	Original	Over (Under)
							Budget	Budget
Actual	July	\$78.04	2,838,769	\$5.07	16,763,074	580,468	366,666	213,802
Actual	August	\$70.38	2,777,074	\$6.15	16,195,702	640,098	366,666	273,432
Actual	September	\$70.35	2,782,699	\$5.57	15,856,565	675,875	366,666	309,209
Actual	October	\$71.79	2,853,169	\$4.34	15,026,148	582,732	366,666	216,066
Actual	November	\$73.88	2,845,013	\$5.78	15,732,662	680,420	366,666	313,754
Actual	December	\$75.69	2,743,341	\$5.69	14,691,744	590,254	366,666	223,588
Actual	January	\$80.27	2,688,602	\$5.82	14,664,434	751,615	366,666	384,949
Actual	February	\$83.17	2,788,420	\$7.65	14,546,945	676,881	366,666	310,215
Actual	March	\$84.88	2,808,164	\$7.75	14,519,750	530,029	366,666	163,363
Actual	April	\$83.13	2,019,679	\$6.39	13,013,938	877,520	366,666	510,854
Accrual	May	\$92.64	2,796,539	\$6.86	15,464,002	910,758	366,666	544,092
Accrual	June	\$105.91	2,724,119	\$7.77	14,513,384	836,740	366,666	470,074
Y.T.D. Production Tax Revenue						8,333,390	4,399,992	3,933,398
Y.T.D. Equipment Tax Revenue						1,248,249	1,100,000	148,249
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						9,581,639	5,499,992	4,081,647

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

August 2011

17% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales 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	366,666	366,666	0
Accrual	August					366,666	366,666	0
Accrual	September							0
Accrual	October							0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						733,332	733,332	0
Y.T.D. Equipment Tax Revenue						0	1,100,000	(1,100,000)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						733,332	1,833,332	(1,100,000)

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

August 2011

17% 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 Po	11,625,000	N/A	N/A	N/A	7102-1348	0.225%	2,215
Total investments	<u>11,625,000</u>						<u>2,215</u>

Summary of Current Month's Activity	
Beginning amount	11,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	10,243,697
Reserves Invested	1,381,303
Total LGIP Investment	11,625,000

Capital Projects	8/31/2011
Technology Upgrade	532,882.16
JASI	69,989.39
WHM South Gallery	281,675.85
Baseball Field	963,332.83
Rodeo Arena	1,050,060.32
Original Entrance Landscapi	1,192,350.30
Student Housing Constructio	544,497.19
Frame & Door Replacement	72,422.18
Luminis Software	11,568.00
Electrical Upgrade	0.00
Campus Signage	169,107.15
Campus Paving	207,561.17
Roof Replacement	546,070.75
Interior Lighting-Energy Ret	52,346.52
Old Dorms Renovation	6,602.46
Millen Dr. Sewer & Water	0.00
Campus Construction	128,901.86
Oil & Gas Training Center	56,120.84
Public Sector	1,826.53
Campus Security	45,999.89
Track/Arena Area Enhancer	65,044.46
Roadway Entrance-Rodeo/C	60,000.00
Lumens Software-Distance I	5,000.00
Welding Lab	41,246.00
Copier Replacement	30,172.00
Non-Recurring Compensatio	1,000,000.00
Athletics	726,655.08
Student Life Programming	2,440.37
Title V (Institutional)	79,808.22
Warehouse/Cont Ed Remod	9,799.18
Succession Plan	150,000.00
Energy Technology Equipme	699,384.67
Watson Hall Stage Lighting	100,000.00
WHM Exhibits	78,459.73
Remodel McLean/Mansur/V	451,255.61
Shade Structure/Landscape	50,000.00
Natatorium	700,000.00
Central Plant Upgrade	37,626.66
Workforce Training Conting	1,294.66
Banner 8	22,195.37
Total	10,243,697.40

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 September 6, 2011

Candidate's name Maryellen Baeza

Position title Admission Specialist

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 16, 2011 Standard contract length 12 mos. 9 mos. other _____

Funding source Enrollment Management/Recruiting

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 \$30,693 to \$38,367 Recommended annual salary \$ 31,129 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 3042 61301 125 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Dr. Michele Clingman – Dean of Enrollment Management

Natalie De Jesus – Admission Specialist

Connie Hanson – Administrative Assistant – Dean of Enrollment Management

Terry Holloman – Professor of Reading/Writing - Transitional Studies

Junior Juarez – Student

Comments: Ms. Baeza, with a B.A. in Art History and a minor in Spanish with two years of experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Admission Specialist

Personal Data

Name: Maryellen Baeza

Education

B.A., Texas Tech University, Lubbock, TX, 2011

Major: Art History

Minor: Spanish

Professional Experience

Texas Tech University, Lubbock, TX
Student Assistant

06/2010 to 05/2011

Maryellen Baeza, LMT, Hobbs, NM
Owner/Massage Therapist

08/2005 to 08/2008

R.W.I. Construction, Hobbs, NM
Receptionist

05/2004 to 08/2005

JC Penney, Hobbs, NM
Customer Service/Pricing Associate

07/2001 to 08/2003

Walgreens, Hobbs, NM
Customer Service Associate

06/2000 to 09/2000

Licenses/Certifications:

New Mexico and Texas Massage Therapist 2004-2005

Honors:

Who's Who Among American College Students
Outstanding Student of the Year, 2008
1st Place Art History Senior Symposium



New Mexico Junior College

Career Opportunities

Position Announcement • August 2011

Position Title: Admission Specialist

Position Description: The position reports to the Dean of Enrollment Management or his/her designee. Duties and responsibilities shall be, but are not limited to, the following: (1) Develops recruitment strategies to include a schedule of events to market college programs; coordinates college-wide recruitment activities and programs with high schools, local businesses, government agencies, and organizations to conduct visits and present briefings to prospective students; organizes presentations for schools and job/college fairs regarding the institution, programs, and any known employment/training opportunity; (2) Maintains responsibility for general office operations, budget, database management, as well as some lead work responsibility for assigned staff; develops, conducts, tracks, and reports recruiting follow-up activities; develops and maintains a strong network of contacts (e.g., high school counselors, instructors, and students) to help identify prospective students; co-sponsors the Campus Ambassadors program; (3) Participates in student orientation programs; creates slide presentations; conducts campus tours and arranges for presenters; assists or works with campus Marketing in the development of recruiting materials such as hard copy ad/or electronic brochures promoting programs and opportunities; confers with college personnel to learn about programs and related job/training opportunities in order to target and motivate prospective students; maintains general knowledge of competitive practices in various program disciplines, including compensation, qualifications, and recommended recruiting strategies; and identifies/develops and utilizes internet online recruiting resources to help prospective students; (4) Develops and maintains a system for tracking correspondence and records for all admissions-related activities; coordinates with faculty in on- and off-campus recruiting events and activities; forwards prospective student information to appropriate faculty members for additional contact; coordinates recruiting efforts with appropriate staff in various departments across campus; travels as assigned to meet recruiting needs of the College; (5) Responds to questions, interprets and implements policies, procedures and processes and resolves issues pertaining to admissions and to the recruitment process; (6) May assist with registration; (7) May serve on various campus committees as assigned; (8) Performs other duties as assigned or required; (9) Travel as assigned to meet recruiting needs; (10) Participate in a process of continual personal and professional improvement; (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: Bachelor's degree required. All degrees must be from a regionally accredited institution. Excellent verbal and written skills. Skilled at making presentations to groups; strong desire to work with prospective college students. Prior college experience in recruiting or admission preferred. Knowledge of Banner preferred. Must maintain a valid driver's license and be able to travel. Bilingual with proficiency in Spanish preferred.

Salary/Benefits: This is a twelve-month professional position. Salary range is \$30,693 to \$38,367. The salary and benefits are commensurate with experience and qualifications.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight (8) personal references with current phone 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 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

RESOLUTION

Dr. Robert M. Bensing

- WHEREAS,** **Dr. Robert M. Bensing** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 13 years; and
- WHEREAS,** **Dr. Robert M. Bensing** has served as Director of the Small Business Development Center from 2007 to present; and
- WHEREAS,** **Dr. Robert M. Bensing** has served as Dean of Enrollment Management from 2002 to 2007; and
- WHEREAS,** **Dr. Robert M. Bensing** has served as the Dean of Admissions and Records from 1998 to 2002; and
- WHEREAS,** **Dr. Robert M. Bensing** has served as Part-time Professor from 1998 to 2011; and
- WHEREAS,** **Dr. Robert M. Bensing** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Dr. Robert M. Bensing** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Dr. Robert M. Bensing** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Dr. Robert M. Bensing** has elected to retire the 1st day of October 2011.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Dr. Robert M. Bensing** for her service and dedication to New Mexico Junior College.

ADOPTED THIS 15th day of September 2011.

ATTEST:

New Mexico Junior College Board Chairman



New Mexico Junior College Board Secretary