

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Friday, April 18, 2008

Zia Room - Library

9:30 a.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of March 20, 2008 | Larry Hanna |
| 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 2008/2009 Budget | Steve McCleery |
| 6. Personnel Consideration – Assistant Men's Basketball Coach | Regina Organ |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MARCH 20, 2008

MINUTES

The New Mexico Junior College Board met on Thursday, March 20, 2008, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Marie Wadsworth, Hobbs News Sun.

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

Upon a motion by Mrs. Williams, seconded by Mrs. Vinson, the Board unanimously approved the minutes of February 21, 2008.

Under *President's Report*, Coach Keith Blackwill and Jeff Becker introduced the women's indoor track and field team who recently placed sixth at the National Junior College Athletic Association's National Indoor Track Championship. Agustin Dorado presented a brief overview of the New Mexico Junior College Strategic Plan. He also informed the Board that the NMJC fact sheet would be distributed at the end of each semester or three times during the year.

Under *New Business*, Dan Hardin presented the February financial reports and with a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the expenditures for February, 2008.

Dr. McCleery presented a recommendation to increase tuition by \$1 per credit hour for the initial 12 credit hours. The increase would apply to In-District, Out-of-District, and Out-of-State tuition rates. Upon a motion by

Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the recommendation.

Dr. McCleery presented the Presidential Performance Appraisal and Board Self-Evaluation Form for Board consideration. The Board agreed to add the rating "Not Enough Information to Answer" to the Presidential Performance Appraisal. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board unanimously approved the forms.

Dr. McCleery presented a recommendation to replace and upgrade the cooling system in the Don Whitaker Automotive Technology Center under a CES proposal. The college received \$894,589 for a one time non-recurring Building Renewal and Replacement fund during the 2007 legislative session. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously accepted the recommendation.

Calvin Smith presented a request to consider a Museum Curator Position at \$50,000 per year plus \$15,000 for yearly employee benefits. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the position, as well as moving \$13,000 from reserves to cover the cost for the remainder of the year.

Dr. McCleery presented a proposal for a one time non recurring adjustment to employee salaries on a sliding, scale based on the base salary. After some discussion, the board agreed the adjustment should be paid out in three months for a total of 6 pay periods. Upon a motion by Mr. Kesner, seconded by Mr. Black, the board unanimously approved the proposal.

Jeff McCool recommended Ms. LaRae Barbre for the Coordinator of Facility Scheduling position at an annual salary of \$24,869. Ms. Barbre is related to Rodeo Coach Philip Berry. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Barbre, effective April 1, 2008.

Mr. McCool recommended Mr. Steven Lasater for the Workforce Training Coordinator position at an annual salary of \$42,436. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Lasater, effective April 1, 2008.

Dan Hardin recommended Ms. Amanda Wier for the Writer/Videographer for Public Relations/Marketing position at an annual salary of \$28,575. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Wier, effective April 1, 2008.

Mr. Hanna called for comments from the public. There being none, 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 1978. Mrs. Vinson seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mrs. Vinson – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner - yes; and Mr. Hanna - yes.

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

The next regular board meeting was scheduled for April 17, 2008, beginning at 4:00 p.m. The budget work session is scheduled for April 8, 2008, beginning at 8:30 a.m.

Upon a motion by Mr. Black, seconded by Ms. Chappelle, the board meeting adjourned at 5:50 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: April 8, 2008
RE: Expenditure and Revenue Reports for March 2008

We have completed nine months or 75% of the fiscal year. The total year-to-date funds expended and/or encumbered through the month of March is \$33,201,622.00.

The total current unrestricted fund expenditures for Instruction & General through March are \$13,126,749.00, which is 75% of the projected budget. All of the I & G areas are within the 75% of the budget for the year, with the exception of Instruction. Instruction is expensing the summer month payrolls during the year, which increases the percentage of expenditures for the year. The total current unrestricted fund expenditures through March of 2008 are \$16,840,708.00. In the unrestricted funds all of the areas are over the 75% budget for the year. All of these areas have large expenses or encumbrances that occur at the beginning of the semesters or the fiscal year. In the Auxiliary Enterprises the Bookstore is \$164,407.00 over budget for COGS New Textbooks. At the end of March the Bookstore had sent back a large quantity of new textbooks and will be getting credit back for almost \$150,000.00. These credits will be applied to the COGS New Textbooks account, which will bring the Auxiliaries back in line with their budget. The Bookstore sales are steady this year. Pam Bickerton and her staff have added new merchandise this year. The NMJC Bookstore remains as one of the outstanding college bookstores in New Mexico.

Restricted Funds had \$142,779.00 in expenditures for the month of March. Restricted Student Aid expenditures are slowing down, but the Grants expenditures will continue. Total year-to-date restricted expenditures are \$4,264,905.00.

Plant funds had \$789,709.00 in expenditures for the month for the capital projects, total year-to-date plant fund expenditures and/or encumbrances are \$12,096,009.00.

The total expenditures year-to-date through March 2008 is \$33,201,622.00.

The revenue report for March 2008 shows \$2,022,756.00 as the revenue for current unrestricted funds. This is mainly from the state appropriation and oil and gas revenue. The total year-to-date revenue for unrestricted funds is \$24,555,968.00. At this time last year our current unrestricted revenue was \$21,816,963.00, which is a difference of \$2,739,005.00.

There were no funds drawn for restricted funds in March. The total year-to-date revenue in the restricted funds is \$3,819,411.00.

Also, there were no Plant funds drawn for the month of March. The total draw year-to-date for plant funds is \$1,576,099.00.

The total revenue year-to-date is \$29,951,478.00

Oil and Gas revenue remains strong, with the allocation for February coming in at \$930,221.00. The total revenue year-to-date for the oil and gas equipment tax is \$1,618,782.00. Total year-to-date for oil and gas and oil and gas equipment tax is \$8,383,843.00 including the \$350,000.00 accrual. We expect this total to be over ten million at year end.

The investment report shows that we drew in \$500,000.00 in March, bringing the total investments to \$12,625,000.00.

This is the financial report for March 2008.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

March 2008

75% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	7,473,645	5,197,237	70%	7,793,052	719,408	6,524,605	84%
Academic Support	2,481,546	1,824,999	74%	2,304,125	186,187	1,796,925	78%
Student Services	1,398,286	968,217	69%	1,387,536	114,608	993,491	72%
Institutional Support	3,857,674	2,138,102	55%	3,465,063	194,616	1,923,062	55%
Operation & Maintenance of Plant	2,572,548	1,944,306	76%	2,595,811	257,440	1,888,666	73%
Subtotal - Instruction & General	17,783,699	12,072,861	68%	17,545,587	1,472,259	13,126,749	75%
Student Activities	198,761	163,855	82%	198,537	16,932	155,145	78%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	445,659	373,645	84%	554,239	86,296	545,634	98%
Student Aid	476,346	439,945	92%	463,678	28,831	602,497	130%
Auxiliary Enterprises	1,681,148	1,712,038	102%	1,630,359	76,953	1,626,194	100%
Athletics	787,401	746,715	95%	923,555	60,075	784,489	85%
Total Current Unrestricted Fund	21,373,014	15,509,059	73%	21,315,955	1,741,346	16,840,708	79%
CURRENT RESTRICTED FUND							
Grants	1,823,022	1,084,573	59%	2,058,961	105,894	1,026,665	50%
Student Aid	4,000,000	3,714,681	93%	4,000,000	36,885	3,238,240	81%
Total Current Restricted Fund	5,823,022	4,799,254	82%	6,058,961	142,779	4,264,905	70%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	7,890,054	2,945,376	37%	12,493,205	785,602	9,702,967	78%
Projects from State GOB Funds	3,431,272	3,396,438	99%	3,072,424	0	1,620,582	53%
Projects from State STB Funds	0	0	0%	1,805,000	0	320,000	18%
Projects from General Fund	735,262	320,772	44%	519,058	4,107	424,893	82%
Projects from Private Funds	702,664	220,402	31%	465,801	0	27,567	6%
Projects from State ER&R	77,895	0	0%	226,359	0	0	0%
Projects from State BR&R	370,303	0	0%	1,058,614	0	0	0%
Projects from Auxiliary BR&R	16,943	0	0%	14,042	0	0	0%
Subtotal - Capital and BR&R	13,224,393	6,882,988	52%	19,654,503	789,709	12,096,009	62%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	13,224,393	6,882,988	52%	19,654,503	789,709	12,096,009	62%
GRAND TOTAL EXPENDITURES	40,420,429	27,191,301	67%	47,029,419	2,673,834	33,201,622	71%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
March 2008

75% of Year Completed

2006-07

2007-08

Fund	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	2,647,425	2,558,870	97%	3,132,649	100,370	3,177,408	101%
State Appropriations	8,800,842	6,925,564	79%	7,990,100	690,942	7,847,126	98%
Advalorem Taxes - Oil and Gas	4,700,000	7,438,070	158%	5,200,000	949,217	8,383,843	161%
Advalorem Taxes - Property	2,800,000	2,164,318	77%	2,800,000	130,463	2,402,570	86%
Interest Income	185,000	335,454	181%	285,000	55,786	391,781	137%
Other Revenues	225,050	182,203	81%	229,100	21,555	203,593	89%
Subtotal - Instruction & General	19,358,317	19,604,479	101%	19,636,849	1,948,333	22,406,321	114%
Student Activities	110,000	107,327	98%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,250,052	2,076,132	92%	2,240,048	71,165	1,970,322	88%
Athletics	39,100	29,025	74%	189,100	3,258	179,325	95%
Total Current Unrestricted	21,757,469	21,816,963	100%	22,065,997	2,022,756	24,555,968	111%
CURRENT RESTRICTED FUND							
Grants	1,839,628	1,187,068	65%	2,038,152	0	933,298	46%
Student Aid	4,000,000	3,455,786	86%	4,000,000	0	2,886,113	72%
Total Current Restricted	5,839,628	4,642,854	80%	6,038,152	0	3,819,411	63%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,420,676	856,493	25%	1,840,485	0	1,576,099	86%
Projects from State STB Funds	0	0	0%	320,000	0	0	0%
Projects from General Fund	735,262	0	0%	537,995	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	4,155,938	856,493	21%	2,698,480	0	1,576,099	0%
GRAND TOTAL REVENUES	31,753,035	27,316,310	86%	30,802,629	2,022,756	29,951,478	97%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

March 2008

75% 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	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$58.72	2,961,614	\$7.64	16,869,487	696,569	350,000	346,569
Actual	August	\$62.00	2,625,997	\$7.72	16,326,501	688,684	350,000	338,684
Actual	September	\$70.49	2,871,683	\$7.46	17,021,482	791,803	350,000	441,803
Actual	October	\$69.64	2,856,842	\$7.09	17,070,809	758,237	350,000	408,237
Actual	November	\$73.07	2,865,746	\$7.17	16,476,858	772,642	350,000	422,642
Actual	December	\$87.24	2,950,244	\$8.67	16,138,751	858,487	350,000	508,487
Actual	January	\$88.39	3,005,566	\$9.46	16,372,587	918,418	350,000	568,418
Actual	February					930,221	350,000	580,221
Accrual	March					350,000	350,000	0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						6,765,061	3,150,000	3,615,061
Y.T.D. Equipment Tax Revenue						1,618,782	1,000,000	618,782
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						8,383,843	4,150,000	4,233,843

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE Schedule of Investments March 2008

75% 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	12,625,000	N/A	N/A	N/A	7102-1348	3.98%	41,377
Total investments	<u>12,625,000</u>						<u>41,377</u>

Summary of Current Month's Activity	
Beginning amount	13,125,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	5,433,659
Reserves Invested	7,191,341
Total LGIP Investment	12,625,000

Capital Projects	3/31/2008
Technology Upgrade	26,335.96
Workforce Training Center	0.00
High Tech Start Up	13,346.40
Vehicles	0.00
Drawings & Master Plan	12,805.63
Baseball Field	173,029.81
Rodeo Arena	0.00
Dormitory Landscape	1,622.23
Millen Fence/Landscape	59,747.89
JASI	107,443.54
Computer Equipment Rebates	12,324.85
Marketing	49,932.06
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Flooring Repair	5,670.94
Student Housing Construction	1,806,182.97
Classroom Furniture	0.00
Testing Center Remodel	250,000.00
Campus Village Development Proj	21,475.47
Continuing Education	16,991.00
Landscaping	300,000.00
Facility Painting	24,136.12
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	8,120.00
Campus Paving	100,000.00
Roof Replacement	73,531.64
Interior Lighting-Energy Retrofit	103,859.62
Old Dorms Renovation	722,120.66
CDL Truck Driving Program	43,262.14
Bulk Fuel	3,857.93
Millen Dr. Sewer & Water	53,405.52
Board Room	25,000.00
Concrete Upgrade	43,228.66
Campus Construction	176,893.37
Oil & Gas Training Center	230,607.81
Workforce Training/Outreach	3,554.41
Infrastructure	19,444.33
Professional Writing/Publishing	60,000.00
Public Sector	37,606.53
PED Instructional Materials	9,521.00
Total	5,433,658.99

NOTE: Capital projects total does not include encumbered funds

	2007-2008		2008-2009		2007-2008		2008-2009		2007-2008		2008-2009		2007-2008		2008-2009		
	Scholarship	Scouting	Scholarship	Scouting	Per	\$	675	Variance	Option	2007-2008	2008-2009	Budget	Budget	2007-2008	2008-2009	Budget	Option
	Scouting	Scouting	Scouting	Scouting	Per	\$	475	Variance	Option	2007-2008	2008-2009	Budget	Budget	2007-2008	2008-2009	Budget	Option
	Scouting	Scouting	Scouting	Scouting	Per	\$	575	Variance	Option	2007-2008	2008-2009	Budget	Budget	2007-2008	2008-2009	Budget	Option
Athletic Training	3	\$ 250	\$ 1,000	\$ 333	\$ 333	\$ 1,725	\$ 750	\$ 725	\$ 1,500	\$ 2,000	\$ 1,750	\$ 1,750	\$ 3,000	\$ 1,750	\$ 3,000	\$ 3,000	\$ 3,725
Baseball	18	\$ 1,500	\$ 3,500	\$ 194	\$ 194	\$ 10,350	\$ 2,000	\$ 6,850	\$ 13,825	\$ 15,825	\$ 15,325	\$ 15,325	\$ 19,325	\$ 15,325	\$ 19,325	\$ 19,325	\$ 26,175
Basketball - Men	12	\$ 4,100	\$ 8,100	\$ 675	\$ 675	\$ 6,900	\$ 4,000	\$ (1,200)	\$ 11,240	\$ 13,240	\$ 15,340	\$ 15,340	\$ 21,340	\$ 15,340	\$ 21,340	\$ 21,340	\$ 20,140
Basketball - Women	12	\$ 4,300	\$ 8,300	\$ 692	\$ 692	\$ 6,900	\$ 4,000	\$ (1,400)	\$ 11,240	\$ 13,240	\$ 15,540	\$ 15,540	\$ 21,540	\$ 15,540	\$ 21,540	\$ 21,540	\$ 20,140
Cheerleaders	8	\$ -	\$ -	\$ -	\$ -	\$ 4,600	\$ -	\$ 4,600	\$ 4,300	\$ 5,800	\$ 4,300	\$ 4,300	\$ 5,800	\$ 4,300	\$ 5,800	\$ 5,800	\$ 10,400
Cross Country	16	\$ 2,100	\$ 2,529	\$ 158	\$ 158	\$ 9,200	\$ 429	\$ 6,671	\$ 13,825	\$ 15,825	\$ 15,925	\$ 15,925	\$ 18,354	\$ 15,925	\$ 18,354	\$ 18,354	\$ 25,025
Golf	6	\$ 1,000	\$ 3,000	\$ 500	\$ 500	\$ 3,450	\$ 2,000	\$ 450	\$ 12,368	\$ 15,368	\$ 13,368	\$ 13,368	\$ 18,368	\$ 13,368	\$ 18,368	\$ 18,368	\$ 18,818
Rodeo	13	\$ 450	\$ 1,450	\$ 112	\$ 112	\$ 7,475	\$ 1,000	\$ 6,025	\$ 10,000	\$ 16,000	\$ 10,450	\$ 10,450	\$ 17,450	\$ 10,450	\$ 17,450	\$ 17,450	\$ 23,475
		\$ 13,700	\$ 27,879	\$ 333	\$ 333	\$ 50,600	\$ 14,179	\$ 14,179	\$ 78,298	\$ 97,298	\$ 91,998	\$ 91,998	\$ 125,177	\$ 91,998	\$ 125,177	\$ 125,177	\$ 147,898
		\$ 13,700	\$ 27,879	\$ 333	\$ 333	\$ 41,800	\$ 14,179	\$ 13,921	\$ 78,298	\$ 97,298	\$ 91,998	\$ 91,998	\$ 125,177	\$ 91,998	\$ 125,177	\$ 125,177	\$ 139,098
		\$ 13,700	\$ 27,879	\$ 333	\$ 333	\$ 50,600	\$ 14,179	\$ 14,179	\$ 78,298	\$ 97,298	\$ 91,998	\$ 91,998	\$ 125,177	\$ 91,998	\$ 125,177	\$ 125,177	\$ 147,898

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 4-10-08

Candidate's name Jerry D. Voight

Position title Assistant Men's Basketball Coach

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom James Voight

Effective date of employment 7-1-08 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard None

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

Posted salary range \$23,393 - \$29,241 Recommended annual salary \$25,259 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%

Recommended and approved by:

Supervisor

Regina Organ
Vice President

Dean/Director

Steve McClary
President

Selection Committee Members: James Voight - Professor of PE/Head Men's Basketball Coach

Donald Worth - Director of Athletics

Comments: Mr. Voight meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Assistant Men's Basketball Coach

Personal Data

Name: Jerry D. Voight

Employment History

Economy Tire Outlet, Denton TX Assistant Store Manager	3/05 to 4/07
Goodyear, Denton, TX Customer Service Representative	12/04 to 3/05
Therm-All Insulation, Dallas, TX Sales Representative	10/01 to 11/04

Professional Experience

New Mexico Junior College, Hobbs, NM Interim Assistant Men's Basketball Coach	8/07 to Present
AAU Team Texas, Rockwall, TX Volunteer Head Boy's Basketball Coach	2003 to 2007
AAU Denton Wildcats, Denton, TX Volunteer Head Boy's Basketball Coach	2001 to 2003
Selwyn School, Denton, TX Volunteer Head Junior High Boys Basketball Coach	1997 to 1999
Bacone College, Muskogee, OK Student Assistant Men's Basketball Coach	1995 to 1996
Camelot Christian School, Cairo, IL Head Boy's Basketball Coach	1992 to 1994

Playing Experience

Oklahoma Wesleyan University, Bartlesville, OK	1996 to 1997
North Florida Community College, Madison, FL	1994 to 1995
Shawnee Community College, Ullin, IL (Red-shirted in order to coach Camelot Christian School)	1992 to 1993



New Mexico Junior College

Career Opportunities

Position Announcement • March 2008

Position Title: Assistant Men's Basketball Coach

Position Description: The position is responsible to the Vice President for Student Services, Director of Athletics and the Head Men's Basketball Coach. Duties and responsibilities include, but are not limited to, the following: (1) Assist the Head Men's Basketball Coach with assignments to include team workouts, team travel, recruiting and scheduling issues with the team; (2) Assist with the supervision, operation and scheduling of activities, and student workers within the Caster Activity Center; (3) Coordinate and serve as Trainer on the DAK STATS as required by the college; (4) Serve on college committees as assigned; (5) Assume other professional responsibilities associated with the position of Assistant Men's Basketball Coach; (6) Participate in a process of continual personal and professional improvement; (7) Actively participate in the institutional goals and objectives designed to support the mission of the college; and (8) 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 in Physical Education or related field preferred. All degrees must be from a regionally accredited institution. Must be strongly committed to excellence in instruction and student focused.

Salary/Benefits: The Assistant Men's Basketball Coach position has a salary range of \$23,393 to \$29,241 and is commensurate with education and experience. Standard employee benefits apply.

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 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 against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (505) 492-2793 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehermandez@nmjc.edu

APPLICANT LIST

Position: Assistant Men's Basketball Coach

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Voight, Jerry D.	Yes	Yes	Start date: Pending Board approval.