

NEW MEXICO JUNIOR COLLEGE

SPECIAL BOARD MEETING

Thursday, August 7, 2008

Zia Room - Library

12:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. New Business | |
| 1. Personnel Consideration – Professor of Nursing | John Gratton |
| 2. Personnel Consideration – Professor/Recruiter GM/Ford Automotive Tech | John Gratton |
| 3. Personnel Consideration – Professor of P.E./Head Men’s Baseball Coach | Regina Organ |
| 4. Personnel Consideration – Professor of P.E./Assistant Men’s Baseball Coach | Regina Organ |
| 5. Personnel Consideration – Administrative Support Assistant | Steve McCleery |
| 6. Consideration of New Position – Accountant/Controller NMJC Foundation | Steve McCleery |
| D. Public Comments | Larry Hanna |
| E. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date July 28, 2008

Candidate's name Cathy L. Ogle

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 * August 11, 2008 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)

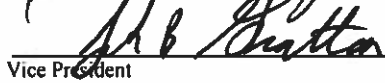
Posted salary range \$43,369 - \$54,211 Recommended annual salary \$46,119 Prorated salary yes no

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

Recommended and approved by:


Supervisor


Dean/Director


Vice President

President

Selection Committee Members: Mary Jane Ward – Dean of Careers and Technology

Karen Cummings – Director of Allied Health Fields *KC*

Marlene Bushway – Professor of Nursing

Delores Thompson – Professor of Nursing

Kimberly Webb – Professor of Nursing

Comments: Ms. Ogle with B.S.N. degree and twelve years of applicable experience meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Cathy L. Ogle

Education

B.S.N., West Texas State, Canyon, TX, 1978
Major: Nursing Program

A.A.S., New Mexico Junior College, Hobbs, NM, 1976
Major: RN Program

Professional Experience

State of New Mexico – Public Health Dept., Hobbs, NM RN Case Coordinator for Families FIRST WIC Nutritionist I	08/2001 to Present 08/1999 to 08/2001
Prometric – NM CNA Program, St. Paul, MN Part-time CNA Evaluator	06/06 to Present
Covenant Family Health Center, Hobbs, NM Office Nurse – Dr. Jonnalyn Belocura Office Nurse – Dr. Steve Hood	09/1998 to 06/1999 01/1996 to 09/1998
Nor-Lea General Hospital, Lovington, NM RN Floor Nurse	07/1995 to 02/1996
New Life Christian Academy, Hobbs, NM Part-time Science Teacher	08/1993 to 05/1994

Licenses/Certifications:

New Mexico License No: R15347 Issue Date: 09/03/76, Expiration Date: 01/31/09, Multi-State Privilege
FEMA, Emergency Management Institute Certificate, 06/27/2008
American Heart Association, Healthcare Provider, BLS (CPR & AED), 06/02/2007



New Mexico Junior College

Career Opportunities

Position Announcement • July 2008

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: 1) classroom instruction, clinical and laboratory supervision of students; 2) evaluation of students enrolled in the Pre-Nursing, Practical Nursing and/or Associate Degree Nursing programs; 3) student advisement and counseling; 4) curriculum update and revision; 5) develop course syllabus each semester; 6) serve on college committees as requested by the administrative team 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) serve on college committees as assigned; and, 10) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: Master's Degree in nursing (MSN) preferred a Bachelor's degree in nursing (BSN) and/or an Associate Degree in Nursing (RN) enrolled in a BSN program will be considered. Must pursue and complete a BSN within (3) years and a MSN within five (5) years of employment. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have a current New Mexico or multi-state nursing license in good standing. Prior successful teaching experience preferred and/or a background in nurse aide training, medical-surgical nursing, and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept at any level of the pre-nursing or nursing program as assigned. Computer proficiency required with skills in Microsoft Word, Power Point, and Web CT 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: July 16, 2008 by 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and telephone numbers to:

**Human Resources
New Mexico Junior College
1 Thunderbird Circle
Hobbs, NM 88240**

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status.

Qualified applicants are encouraged to apply.

"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: mehernandez@nmjc.edu

APPLICANT LIST

Position: Professor of Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Long, M. Toy	Yes	Yes	Start date: August 11, 2008
Ogle, Cathy L.	Yes	Yes	Start date: Pending Board approval.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-31-08

Candidate's name Javier Rivera

Position title Professor/Recruiter of GM and Ford Automotive Technology

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 8-11-08* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard Cumulus Broadcasting; Odessa American; The Daily Times; GAP Broadcasting, LLC;
(*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)

Lubbock Avalanche-Journal; Midland Reporter-Telegram; Carlsbad Current-Argus; Roswell Daily Record; El Paso Times;

Las Cruces Sun News

Posted salary range \$39,290 to \$49,112 Recommended annual salary \$49,682 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2583 61101 102 100%

Recommended and approved by:

Supervisor _____


Dean/Director

Vice President  _____

President _____

Selection Committee Members: Sam Gilcrease – Professor of Automotive Technology/GM/ASEP

Mary Jane Ward – Dean of Careers and Technology

Randy Whicker – Professor of Automotive Technology/Ford

Comments: Mr. Rivera, with an A.A.S. degree, ASE Master Certification and more than twenty years experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor/Recruiter of GM and Ford Automotive Technology

Personal Data

Name: Javier Rivera

Education

A.A.S., New Mexico Junior College, Hobbs, NM, 1989
Major: Automotive Technology

Professional Experience

Roswell Job Corps, Roswell, NM Automotive Technology Instructor	8/04 to Present
Desert Sun Motors, Roswell, NM Automotive Technician	6/01 to 8/04
McMurty Nissan, Roswell, NM Service Manager	5/99 to 6/01
Roswell Auto Plaza, Roswell, NM Automotive Technician/General Manager	9/96 to 4/99
Pecos Valley Auto Plaza, Roswell, NM Automotive Technician	9/93 to 9/96
Walker Chevrolet, Roswell, NM Service Technician	6/90 to 9/93
Richard Barton Toyota Buick, Roswell, NM Service Technician	5/87 to 6/90

Professional Skills

New Mexico Secondary Vocational Technical Certification
ASE Master Technician
Automotive Career Development Center (ACDC) Hybrid Vehicle Certification

Professional Organizations

Auto Industry Council for Roswell Job Corps, Chairman



New Mexico Junior College

Career Opportunities

Position Announcement • April 2008

Position Title: Professor/Recruiter of General Motors and Ford Automotive Technology

Position Description: This position reports to the Dean of Careers & Technology and is responsible for recruiting students for both the Ford and General Motors automotive programs at New Mexico Junior College. This position will also become an automotive professor for the General Motors Automotive program after two years of successfully recruiting students to the two corporate automotive programs. Duties and responsibilities shall be, but are not limited to, the following: (1) Develop a comprehensive understanding of the industry specific curriculum for each program through active participation in the classroom process as both student and instructor at various times; (2) Develop professional relationships with dealership personnel, high school automotive faculty, high school counselors, prospective students, and parents of students during the recruiting phase; (3) Travel as required; (4) Achieve the goal of recruiting students for both Ford and GM start-up classes (5) Achieve and maintain required training to meet instructor training standards and to achieve a high level of competency as a teacher; (6) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (7) Teach basic computer operations to automotive students; (8) Help coordinate advisory committee meetings; (9) Assist with coordinating and maintaining the NATEF certification of the program; (10) Participate in college service through standing and ad hoc committees; (11) Post and maintain supervisor approved itinerary each week; (12) Participate in a process of continual personal and professional improvement; (13) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, (14) 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: Candidates with extensive automotive certifications and experience will be considered. All degrees must be from a regionally accredited institution. Candidates should be ASE certified OR become ASE certified during the two year recruiting phase. Automotive teaching experience and/or technical service experience in a dealership desired. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. Note: Basic computer proficiency is preferred (i.e. Microsoft Office).

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. Standard NMJC 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 telephone numbers and addresses to:

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APPLICANT LIST

Position: Professor /Recruiter of GM and Ford Automotive Technology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Williams, Kelley R.	No	No	
Rivera, Javier	Yes	Yes	Start date: Pending Board approval.
Kennedy, Donald R.	No	No	
Cole, William	No	No	

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 8-1-08

Candidate's name Joshua T. Simpson

Position title Professor of Physical Education/Head Men's Baseball Coach

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 8-11-08 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 \$35,595 to \$44,493 Recommended annual salary \$35,951 Prorated salary yes no

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

Recommended and approved by:

Supervisor _____

Dean/Director _____

Vice President  _____

President _____

Selection Committee Members: _____

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

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Men's Baseball Coach

Personal Data

Name: Joshua T. Simpson

Education

B.S., Northwestern Oklahoma State University, Alva, OK, 2004
Major: Wellness Promotion

Professional Experience

New Mexico Junior College, Hobbs, NM 8/07 to Present
Professor of PE/Assistant Men's Baseball Coach

Post 6 Baseball, Cheyenne, WY 6/07 to 8/07
Baseball Coach

Central Arizona College, Coolidge, AZ 8/06 to 8/07
Part-time Assistant Baseball Coach/Instructor

Waterloo Buck Baseball, Waterloo, IA 5/05 to 8/05
Temporary Assistant Baseball Coach 5/06 to 8/06

University of New Mexico, Albuquerque, NM 8/05 to 6/06
Volunteer Baseball Coach

Lamar Community College, Lamar, CO 8/04 to 5/05
Part-time Assistant Baseball Coach/Instructor

Playing Experience

Northwestern Oklahoma State University, Alva, OK
Played left field, 2-year letter winner, SAC Conference Player of the Week
El Paso Community College, El Paso, TX
1999 and 2001 Seasons, 2001 Conference Champions

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-31-08

Candidate's name Matthew A. Torrez

Position title Professor of Physical Education/Assistant Men's Baseball Coach

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 8-11-08* 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 \$35,595 to \$44,493 Recommended annual salary \$36,663 Prorated salary yes no

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

Recommended and approved by:

Supervisor *John B. Gatten*
Vice President

Kelly Holladay
Dean/Director
President

Selection Committee Members: Keith Blackwill – Prof of PE/Head Women's Track Coach

Kelly Holladay – Dean of Math and Sciences

Josh Simpson – Prof of PE/Head Men's Baseball Coach (Interim)

Don Worth – Director of Athletics

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

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Men's Baseball Coach

Personal Data

Name: Matthew A. Torrez

Education

B.S., University of Wisconsin-Parkside, Kenosha, WI, 2005
Major: Sport and Fitness Management

Professional Experience

Barton County Community College, Great Bend, KS 1/08 to Present
Assistant Baseball Coach

Clarendon College, Clarendon, TX 8/06 to 1/08
Pitching Coach/Recruiting Coordinator/Dorm Director

Darton College, Albany GA 8/05 to 8/06
Assistant Baseball Coach/Assistant Grounds

University of Wisconsin-Parkside, Kenosha, WI
Pitching Coach/Recruiting Coordinator 6/03 to 5/05
Part-time Assistant Baseball Coach 1/02 to 5/03

Additional Experience

Liberal Bee Jays, Assistant Coach/Third Base Coach 6/08 to 8/08

Albany A's, Head Coach – College wood bat 6/06 to 8/06

Ocean Giants, Head Coach-College wood bat 6/05 to 8/05

Brush Legion, Head Coach 5/00 to 8/00

Prairie High School, Head Coach 3/99 to 5/99



New Mexico Junior College

Career Opportunities

Position Announcement • July 2008

Position Title: Professor of Physical Education/Assistant Men's Baseball Coach

Position Description: The position is responsible to the Dean of Math and Sciences, Vice-President for Student Services, Director of Athletics, and Head Men's Baseball Coach. Duties and responsibilities shall be, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve as a sponsor for student groups as assigned; (3) post and maintain approved office hours per week; (4) assume other professional responsibilities associated with the position of Professor; (5) assist Head Men's Baseball Coach; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the instructional goals and objectives designed to support the mission of the college; (8) serve on college committees as assigned; and (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: Master's degree in Physical Education preferred. Bachelor's degree in Physical Education is required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed. Bachelor's degree personnel will be placed on a track for completion of Master's degree.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine-month position. The successful applicant may have the option of teaching during the summer terms for income above his/her base salary. Standard NMJC 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:

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APPLICANT LIST

Position: Professor of Physical Education/Assistant Men's Baseball Coach

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Torrez, Matthew A.	Yes	Yes	Start date: Pending Board approval.

Memorandum

To: Dr. McCleery
From: Linda Hall
Date: July 28, 2008
RE: Request Board Approval for Employment of Relative: Administrative Support Assistant – Del Norte Fitness Center

After reviewing applications for the Administrative Support Assistant – Del Norte Fitness Center Position, I would like to recommend Ms. Ortiz for the vacancy. Per the 2008-2009 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. Ortiz is related to Pilar Ortiz, Chloe Ortiz and Raquel Edwards.

Pending Board approval, I would like for Ms. Ortiz to start full-time employment on August 22, 2008.

Thank you for your consideration.



Linda Hall
Director of Del Norte Fitness Center



Office of the President

NEW MEXICO JUNIOR COLLEGE

MEMO

TO: New Mexico Junior College Board
FROM: Steve McCleery
DATE: August 1, 2008
SUBJECT: New Position

On Wednesday, July 30, 2008, the New Mexico Junior College Foundation Board approved funding for \$65,000 toward the creation of a new position for New Mexico Junior College and the New Mexico Junior College Foundation. Attached you will find the job description for this position. It is my recommendation that we create this position to serve as Accountant/Controller for the New Mexico Junior College Foundation.

Thank you for your consideration.

New position proposed (Full-time, 12-month position)

Job Description

Accountant / Controller, NMJC Foundation

The Accountant / Controller for NMJC Foundation shall be responsible to the Executive Director of NMJC Foundation. The duties and responsibilities of the Accountant / Controller, NMJC Foundation shall be, but not limited to, the following:

- A. To satisfactorily perform the job of Accountant / Controller for New Mexico Junior College Foundation.
- B. General duties and responsibilities:
 1. Organize and maintain the Foundation financial files for current and permanent purposes;
 2. Assist and monitor the annual audit preparation, including preparing all detailed schedules needed by auditors, running any needed reports for auditors, preparing working trial balance, making audit entries, posting to fiscal and the auditors' trial balance, and ensuring the 990 is filed timely;
 3. Be responsible for the security and safekeeping of Foundation office records, monies, and receipts;
 4. Furnish data for special purposes as directed by the Executive Director, NMJC Foundation;
 5. Assist in the recruitment, screening, and recommendation of Foundation office personnel;
 6. Be responsible for computer applications directly related to the Foundation office;
 7. Perform system analysis and recommend computer applications for Foundation financial / donor functions;
 8. Coordinate with Computer Center on all system problems;
 9. Monitor cash flow to meet Foundation financial obligations;
 10. Monitor the College-funded Institutional Foundation and Institutional Development budgets;
 11. Maintain the Foundation operating budget;
 12. Reconcile all bank statements, journalizing all reconciling items;
 13. Reconcile all investment statements, journalizing all reconciling items;
 14. Manage, track, and coordinate with Financial Aid for the preparation and distribution of Foundation scholarship awards;
 15. Maintain donor accountability as agreed in scholarship and endowment agreements;
 16. Draft and maintain the Foundation financials and prepare financial reports quarterly for the Foundation Board;
 17. Manage and maintain the Foundation accounts payables and receivables;
 18. Maintain the permanently restricted fund corpus balances;

19. Report and be accountable to the Foundation Treasurer and Foundation Investment Committee;
20. Assist with planning, preparation, and implementation of Foundation initiatives and events;
21. Accept other duties as assigned by the Executive Director, NMJC Foundation;
22. 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.

Revised: July 17, 2008

New position proposed (Full-time, 12-month position)

Job Description

Accountant / Controller, NMJC Foundation

The Accountant / Controller for NMJC Foundation shall be responsible to the Executive Director of NMJC Foundation. The duties and responsibilities of the Accountant / Controller, NMJC Foundation shall be, but not limited to, the following:

- A. To satisfactorily perform the job of Accountant / Controller for New Mexico Junior College Foundation.
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 1. Organize and maintain the Foundation financial files for current and permanent purposes;
 2. Assist and monitor the annual audit preparation, including preparing all detailed schedules needed by auditors, running any needed reports for auditors, preparing working trial balance, making audit entries, posting to fiscal and the auditors' trial balance, and ensuring the 990 is filed timely;
 3. Be responsible for the security and safekeeping of Foundation financial records, monies, and receipts;
 4. Furnish data for special purposes as directed by the Executive Director, NMJC Foundation;
 5. Be responsible for computer applications directly related to the financial files of the Foundation office;
 6. Perform system analysis and recommend computer applications for Foundation financial / donor functions;
 7. Coordinate with Computer Center on all system problems;
 8. Monitor cash flow to meet Foundation financial obligations;
 9. Monitor the College-funded Institutional Foundation and Institutional Development budgets;
 10. Maintain the Foundation operating budget;
 11. Reconcile all bank statements, journalizing all reconciling items;
 12. Reconcile all investment statements, journalizing all reconciling items;
 13. Manage, track, and coordinate with Financial Aid for the preparation and distribution of Foundation scholarship awards;
 14. Maintain donor accountability as agreed in scholarship and endowment agreements;
 15. Draft and maintain the Foundation financials and prepare financial reports quarterly for the Foundation Board;
 16. Manage and maintain the Foundation accounts payables and receivables;
 17. Maintain the permanently restricted fund corpus balances;
 18. Report to the Foundation Treasurer and Foundation Investment Committee;
 19. Assist with the implementation of Foundation initiatives and events;

add

- 20. Accept other duties as assigned by the Executive Director, NMJC Foundation;
- 21. Participate in a process of continual personal and professional improvement;
- 22. Actively participate in the institutional goals and objectives designed to support the mission of the College as well as serving on college committees as assigned;
- 23. 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.

Revised and approved by the NMJC Foundation Board: July 30, 2008