

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING
Friday, July 19, 2002
Zia Room - Library
1:30 p.m.

AGENDA

- | | |
|--|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of June 14, 2002 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. New Business | |
| 1. Monthly Expenditures Report | Dr. McCleery |
| 2. Monthly Revenue Report | Dr. McCleery |
| 3. Oil and Gas Revenue Report | Dr. McCleery |
| 4. Schedule of Investments | Dr. McCleery |
| 5. Retirement Resolutions | Dr. McCleery |
| 6. G. O. Bond Issue Resolution | Dr. McCleery |
| 7. Consideration of Bid #921 - Dorm Room Painting and Repair | Dr. McCleery |
| 8. Consideration of Bid #922 - Athletic Team Insurance | Dr. McCleery |
| 9. Personnel Consideration - Counselor/Special Needs Services Coord. | Dr. McCleery |
| 10. Personnel Consideration - Technical Services/Systems Librarian | Dr. McCleery |
| 11. Personnel Consideration - Professor of Transitional Studies | Dr. McCleery |
| 12. Personnel Consideration - Professor of English | Dr. McCleery |
| 13. Personnel Consideration - Professor of Math | Dr. McCleery |
| G. Closure of Open Meeting | Mr. Newman |
| H. Public Comments | Mr. Newman |
| I. Announcement of Next Meeting | Mr. Newman |
| J. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JUNE 14, 2002

MINUTES

The New Mexico Junior College Board met on Friday, June 14, 2002, beginning at 11:00 a.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Larry Hanna; Mrs. Yvonne Williams; Ms. Patricia Chappelle; and Mr. Ferrel Caster. Not present were Mr. John Hice, Jr. and Mr. Gary Schubert.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun and Mr. Wayne Newton.

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

Upon a motion by Mrs. Williams, seconded by Mr. Caster, the board unanimously approved the minutes of May 21, 2002.

Under *President's Report*, Dr. McCleery informed the board that the golf team had placed third at the national tournament and those representing the rodeo team at the national rodeo in Casper, Wyoming were doing very well.

Under *New Business*, Dan Hardin presented the May financial reports and with a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously approved the expenditures for May 2002.

Dr. McCleery presented the Capital Requests to be submitted to the Commission on Higher Education. The requests include infrastructure needs for \$1,980,393 and a Workforce Training Center for \$3,600,000. After much discussion and upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously approved the requests as presented.

Dan Hardin presented Request for Proposals #64 - Provide Services for a Student Tracking and Retention System and Support for Title V Activities and Objectives. The administration recommended acceptance of the services of Software Connection, LLC for \$45,500. Upon a

motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Mr. Hardin presented Request for Proposals #72 - Purchase and Installation of Smart Classroom Equipment. The administration recommended acceptance of the services of Advanced Presentation Systems at a cost of \$137,235. Upon a motion by Mr. Hanna, seconded by Mr. Caster, the board unanimously accepted the recommendation.

Under *Personnel Considerations*, Steve Davis recommended Brandon Hunt for the Business Specialist - Small Business Development Center position with an annual salary of \$25,821. Upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously approved the employment of Mr. Hunt, effective June 24, 2002. Mr. Davis recommended Kayleen Stingley for the Professor of Cosmetology position with a nine month salary of 26,400. Upon a motion by Mrs. Williams, seconded by Mr. Caster, the board unanimously approved the employment of Ms. Stingley, effective August 12, 2002. Regina Organ recommended Allyson Brant for the Upward Bound Academic Coordinator position with an annual salary of \$31,500. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Brant, effective July 22, 2002. Mr. Best recommended Patrick Prindle for the Professor of Psychology position with a nine month salary of \$45,500. Upon a motion by Mrs. Chappelle, seconded by Mr. Hanna, the board unanimously approved the employment of Mr. Prindle, effective August 12, 2002.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for July 16, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board meeting adjourned at 12:05 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
June 2002

100% of Year Completed

Fund	2000-01			2001-02			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,322,453	5,343,985	100%	5,980,600	142,851	5,706,932	95%
Academic Support	1,012,220	1,006,820	99%	1,021,222	50,108	1,162,139	114%
Student Services	1,020,190	1,100,074	108%	1,194,494	101,836	1,330,973	111%
Institutional Support	2,321,133	1,802,675	78%	2,461,574	154,300	2,185,032	89%
Operation & Maintenance of Plant	1,674,751	1,759,437	105%	1,943,012	74,921	1,667,442	86%
Subtotal - Instruction & General	11,350,747	11,012,991	97%	12,600,902	524,016	12,052,518	96%
Student Activities	118,724	117,961	99%	165,817	14,682	166,480	100%
Research	0	0	0%	0	0	0	0%
Public Service	24,968	2,556	10%	5,650	3,226	5,059	90%
Internal Service Departments	309,131	293,120	95%	300,815	(144,997)	232,667	77%
Student Aid	139,605	160,028	115%	148,092	(255)	168,646	114%
Auxiliary Enterprises	1,254,436	1,344,024	107%	1,266,820	(142,203)	1,624,168	128%
Athletics	558,129	602,716	108%	593,066	42,537	659,818	111%
Total Current Unrestricted Fund	13,755,740	13,533,396	98%	15,081,162	297,006	14,909,356	99%
CURRENT RESTRICTED FUND							
Grants	3,135,237	2,620,544	84%	2,236,954	230,936	2,365,793	106%
Student Aid	3,204,007	3,574,415	112%	3,300,000	17,890	3,956,792	120%
Total Current Restricted Fund	6,339,244	6,194,959	98%	5,536,954	248,826	6,322,585	114%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant				250,000	0	250,000	100%
Projects from Institutional Funds	2,126,546	1,358,031	64%	3,325,000	(1,279,917)	996,169	30%
Projects from State GOB Funds	0	0	0%	1,500,000	(100,589)	791,124	53%
Projects from State STB Funds	202,439	499,989	247%	143,891	0	143,891	100%
Projects from Other State Funds	116,172	111,469	96%	6,163	0	6,163	100%
Projects from State B R & R				345,546	-1,197	248,697	72%
Subtotal - Capital and BR&R	2,445,157	1,969,489	81%	5,320,600	(1,381,703)	2,436,044	46%
Debt Service							
Revenue Bonds	264,845	264,745	100%	1,470,813	0	1,488,662	101%
Total Plant Funds	2,710,002	2,234,234	82%	6,791,413	(1,381,703)	3,924,706	58%
GRAND TOTAL EXPENDITURES	22,804,986	21,962,589	96%	27,409,529	(835,871)	25,156,647	92%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
June 2002

100% of Year Completed

Fund	2000-01			2001-02			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,168,950	1,237,939	106%	1,244,954	11,106	1,277,512	103%
State Appropriations	6,566,300	6,566,375	100%	7,494,100	588,224	7,494,399	100%
Advalorem Taxes - Oil and Gas	2,500,000	5,174,120	207%	2,874,085	543,101	4,071,428	142%
Advalorem Taxes - Property	1,900,000	1,718,342	90%	1,900,000	320,761	1,832,270	96%
Interest Income	125,500	212,530	169%	75,000	2,214	122,697	164%
Other Revenues	384,886	356,072	93%	294,400	33,666	381,919	130%
Subtotal - Instruction & General	12,645,636	15,265,378	121%	13,882,539	1,499,072	15,180,225	109%
Student Activities	40,000	43,371	108%	43,400	(136)	42,803	99%
Public Service	0	43,901	0%	0	3,848	4,508	0%
Internal Service Departments	21,000	17,713	84%	14,000	3,370	25,039	179%
Auxiliary Enterprises	1,442,050	1,603,565	111%	1,528,300	56,134	1,784,632	117%
Athletics	33,600	33,815	101%	35,100	2,850	34,678	99%
Total Current Unrestricted	14,182,286	17,007,743	120%	15,503,339	1,565,138	17,071,885	110%
CURRENT RESTRICTED FUND							
Grants	3,135,237	2,214,724	71%	2,236,954	615,840	1,858,076	83%
Student Aid	3,204,007	3,631,021	113%	3,336,485	43,135	3,913,346	117%
Total Current Restricted	6,339,244	5,845,745	92%	5,573,439	658,975	5,771,422	104%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant				250,000	0	250,000	100%
Projects from State GOB Funds	0	58,508	0%	1,500,000	0	416,485	28%
Projects from State STB Funds	0	0	0%	143,891	0	143,891	100%
Projects from Other State Funds	116,172	110,009	95%	6,163	0	6,163	100%
Interest Income	0	105,371	0%	50,000	11,143	105,807	212%
Subtotal - Capital & BR&R	116,172	273,888	236%	1,700,054	11,143	922,346	54%
Debt Service							
Interest Income	55,000	79,718	145%	73,164	0	32,100	44%
Total Plant Funds	171,172	353,606	207%	1,773,218	11,143	954,446	54%
LOAN FUND							
Interest Income / Service Fees	0	0	0%	0	0	0	0%
Total Loan Fund	0	0	0%	0	0	0	0%
GRAND TOTAL REVENUES	20,692,702	23,207,094	112%	22,849,996	2,235,256	23,797,753	104%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2002

100% of Year Completed

		OIL		GAS		COMBINED		
Month of	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2000-01 Original Budget	Variance Over (Under) Budget
May	July	\$24.78	5,412,518	\$5.47	18,046,880	360,106	208,250	151,856
June	August	\$24.77	3,246,565	\$3.76	17,173,974	305,123	208,250	96,873
July	September	\$25.78	3,258,367	\$2.55	17,191,397	330,045	208,250	121,795
August	October	\$25.68	3,330,307	\$3.26	18,785,391	313,161	208,250	104,911
September	November	\$25.05	3,279,532	\$2.65	18,519,464	288,115	208,250	79,865
October	December	\$20.17	3,376,893	\$2.25	18,698,654	239,201	208,250	30,951
November	January	\$17.56	3,252,052	\$2.77	18,057,854	234,682	208,250	26,432
December	February	\$17.18	3,216,819	\$2.40	18,357,578	228,461	208,250	20,211
January	March	\$17.57	3,311,359	\$2.53	17,847,157	223,533	208,250	15,283
February	April	\$18.71	3,031,027	\$2.17	16,379,365	180,362	208,250	(27,888)
March	May	\$22.72	3,185,457	\$2.55	17,636,589	270,545	208,250	62,295
April	June					270,545	208,250	62,295
Production Tax Revenue						3,243,879	2,499,000	744,879
Equipment Tax Revenue						827,549	375,000	452,549
Total Year-to-Date Oil and Gas Revenue						4,071,428	2,874,000	1,197,428

Source: New Mexico Taxation and Revenue Department

In order to stabilize the budgetary process for the 2001-02 fiscal year, oil and gas revenues were budgeted at a long-term historical average of \$16.00 per bbl for oil and \$2.50 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2001-02 year that exceed this budgeted amount will be considered for transfer to the college's capital fund at the end of the year.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
June 2002

100% 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	7,825,000	N/A	N/A	N/A	7102-1348	2.14%	13,053
Total Investments	<u>7,825,000</u>						<u>13,053</u>

Summary of Current Month's Activity	
Beginning amount	7,825,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	5,944,312
Reserves Invested	1,880,688
Total LGIP Investment	7,825,000

Capital Projects	06/30/2002
Chiller Replacement	535,947.45
Technology Needs	194,267.89
Workforce Training Center	1,191,750.14
High Tech Start Up	274,997.57
Baseball	268,707.50
Rodeo	24,017.62
Dormitory	1,600,000.00
Dormitory Landscape	46,012.37
Dormitory Recreation Area	100,000.00
Master Plan	20,294.42
BR&R Carryover	87,817.38
Carryover Drom Debt Funds	138,000.00
Docutech	150,000.00
Vehicles	100,000.00
Western Heritage	500,000.00
Lea Beautification	37,500.00
Parking Lot Seal Coat	50,000.00
Circle Drive	250,000.00
Drawings and Master Plan	75,000.00
CISCO Networking	300,000.00
Total	5,944,312.34

RESOLUTION

William R. Braun

- WHEREAS,** **William R. Braun** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 19 years, and
- WHEREAS,** **William R. Braun** has served as Graphic Arts Coordinator from 1982-1998; and
- WHEREAS,** **William R. Braun** has served as Instructor of Graphic Arts from 1983 to 1999; and
- WHEREAS,** **William R. Braun** has served as Director of Document Services from 1998-2002; and
- WHEREAS,** **William R. Braun** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **William R. Braun** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **William R. Braun** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **William R. Braun** has elected to retire the 1st day of August, 2002.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **William R. Braun** for his service and dedication to New Mexico Junior College.

ADOPTED THIS 19th day of July, 2002.

ATTEST:

New Mexico Junior College Board Chairman



New Mexico Junior College Board Secretary

RESOLUTION

Veta Y. Flanary

- WHEREAS,** Veta Y. Flanary being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 17 years, and
- WHEREAS,** Veta Y. Flanary has served as Secretary - Caster Activity Center/Physical Education from 1985-1989; and
- WHEREAS,** Veta Y. Flanary has served as Department Secretary - Athletics/Caster Activity Center from 1989-2002; and
- WHEREAS,** Veta Y. Flanary has served as the New Mexico Junior College Booster Club Secretary from 1989-2002; and
- WHEREAS,** Veta Y. Flanary has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** Veta Y. Flanary has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** Veta Y. Flanary as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** Veta Y. Flanary has elected to retire the 1st day of August, 2002.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Veta Y. Flanary** for her service and dedication to New Mexico Junior College.

ADOPTED THIS 19th day of July, 2002.

ATTEST:

New Mexico Junior College Board Chairman



New Mexico Junior College Board Secretary

WHEREAS, FUNDS FOR CAPITAL EXPENDITURES AT CERTAIN STATE EDUCATIONAL INSTITUTIONS AND CERTAIN PUBLIC SCHOOLS ARE NECESSARY, AS DESCRIBED IN THE 2002 CAPITAL PROJECTS GENERAL OBLIGATION BOND ACT; AND

WHEREAS, REVENUES FROM GENERAL OBLIGATION BOND ACTS ARE A TRADITIONAL AND PRACTICAL SOURCE OF FUNDING TO MEET SUCH NEEDS; AND

WHEREAS, NEW MEXICO JUNIOR COLLEGE WOULD RECEIVE THREE MILLION DOLLARS FOR AN EXPANSION OF THE BEN ALEXANDER LEARNING CENTER; FOUR HUNDRED THOUSAND DOLLARS FOR INFORMATION TECHNOLOGY TO EQUIP SMART CLASSROOMS AND INTEGRATE WIRELESS TECHNOLOGY ON THE CAMPUS; AND NINE HUNDRED EIGHTY-NINE THOUSAND DOLLARS FOR INFRASTRUCTURE RENOVATION TO REPAIR VARIOUS CAMPUS FACILITIES AND UPGRADE THE FACILITY MANAGEMENT SYSTEM.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF NEW MEXICO JUNIOR COLLEGE ENDORSES AND SUPPORTS THE 93.4 MILLION DOLLAR STATE PUBLIC EDUCATIONAL CAPITAL IMPROVEMENTS AND ACQUISITIONS QUESTION IN THE 2002 CAPITAL PROJECTS GENERAL OBLIGATION BOND ACT THAT WILL BE ON THE BALLOT IN NEW MEXICO'S NOVEMBER 5, 2002 GENERAL ELECTION.



MONTY NEWMAN, CHAIRMAN
BOARD OF DIRECTORS
NEW MEXICO JUNIOR COLLEGE
JULY 19, 2002

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #921

Dorm Room Painting and Repair

BOARD DOCUMENTS

Date:	July 19, 2002
Prepared by:	Donna Richards Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On June 28th, 2002, legal notices were posted in the following newspapers requesting sealed bids for the repair and painting of Thunderbird and Zia Dorms.
 - 1) *The Hobbs Daily News Sun*
 - 2) *Las Cruces Sun*
 - 3) *Albuquerque Journal*
2. Bid packets were mailed to 14 potential bidders.
3. Four vendors submitted bids within the time frame specified by the bid package.
4. No vendors were present at the opening.
5. The Business Office has evaluated the bids received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The vendors responding to Invitation to Bid #921 were Deporto Construction, Adam's Rib, Ross Construction, and Arrow Construction, all of Hobbs, New Mexico.

The bid response results are shown on Page 4 (Tabulation Summary).

The Administration recommends acceptance of the bid submitted by Ross Construction, totaling **\$24,530** contingent upon receipt of a bid bond, performance bond and insurance certificate.

Source of Funding: – Building Renewal & Replacement, FY 2002/2003

Account Number: 9-2729-02-001

TOTAL \$24,530

Bid Tabulation – ITB # 921 – Repair and Painting of Dorms

<u>Vendor</u>	<u>Bid Price</u>	<u>Specifications Met?</u>
Adam's Rib	\$127,629.98	Pending Bid Bond & Performance Bond All other specs fully met.
Arrow Construction Co.	\$83,726.26	Pending Insurance Certificate, Bid Bond and Performance Bond. All other specs fully met.
Deporto Construction	\$28,967.00	Pending Insurance Certificate, Bid Bond and Performance Bond. All other specs fully met.
Ross Construction	\$24,530.00	Pending Insurance Certificate, Bid Bond, and Performance Bond. All other specs fully met.

NEW MEXICO JUNIOR COLLEGE

Invitation To Bid #922

Athletic Team Insurance

BOARD DOCUMENTS

Date: July 19, 2002
Prepared by: Donna Richards
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On June 25, 2002, a legal notice was posted on the NMJC Bulletin Board and sent to the following newspapers requesting sealed bids for NMJC Athletic Team Insurance, covering time period, August 1, 2002 through August 1, 2003.
 - 1) The Hobbs Daily News Sun
 - 2) Las Cruces Sun News
 - 3) Albuquerque Journal
2. Proposal packets were delivered to twelve (12) potential bidders.
3. One vendor submitted a proposal within the time frame specified by the proposal package. This vendor also attended the bid opening.
4. The Business Office and the Athletic Department have evaluated the bids received and their recommendations are shown on Page 2.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

One vendor, Daniels Insurance, responded to Invitation to Bid #922.

The response to the Invitation is shown on Pages 3 & 4.

The Administration recommends acceptance of the bid submitted by Daniels Insurance, Hobbs, NM with an annual premium of \$14,970 for Basic Medical Coverage and Catastrophic Medical. The cost breakdown is shown on Page 3.

Source of Funding: 2002/2003 Fiscal Year - Athletics/Administration

Account #: 2-2387-82-600 - Athletic Insurance Premium

Amount: \$14,970

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #922

Athletic Teams Insurance

Daniels Insurance proposes to provide to NMJC services as specified below:

- Policy Period will be for one year as follows –
 - Basic Medical – August 1, 2002 through August 1, 2003
 - Catastrophic Medical – August 1, 2002 through August 1, 2003
 - NMJC reserves the right to renew coverage for up to three additional years, one year at a time.

- Activities to be covered:
 - Mens' Basketball
 - Womens' Basketball
 - Baseball
 - Golf
 - Cheerleaders
 - Managers and Trainers
 - Rodeo
 - Women's Cross Country Track/Distance Team

- Basic Medical Annual Premium of **\$11,442** with \$1,000 deductible.

- Catastrophic Medical Premium of **\$3,528** with \$5,000,000 medical maximum.

- Daniels Insurance current A. M. Best Rating of **A++ XV** on Basic Medical.

- Current A.M. Best Rating of **A XIV** on Catastrophic Medical

- **COVERAGE(S)**

BASIC MEDICAL

Activities to include play, practice and conditioning and includes:

- (a) 2 year benefit period
- (b) Expanded Medical Benefits for conditions not normally covered such as tendonitis, bursitis, stress fractures, etc.
- (c) Pre-existing condition coverage
- (d) HMO/PPO denial benefits

AD&D Principal Sum	\$ 10,000
Accidental Medical Expense	\$ 25,000
Maximum Dental Limit	\$ 2,500
Integrated Deductible Amount	\$ 1,000

- **CATASTROPHIC**

<u>Maximum Medical, Dental, and Rehabilitation</u>	\$5,000,000
	Lifetime Benefit Period
	\$25,000 Deductible

<u>A&D Benefit</u>	\$10,000,000
	Principal sum

Disability Benefit (lifetime):

Partial Disability	\$ 1,000/month
	4% annual increase

Total Disability	\$ 1,500/month
	4% annual increase

Miscellaneous Expense	\$ 300/month
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<u>Adjustment Expense Benefit</u>	\$ 30,000
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<u>Special Expense Benefit</u>	\$125,000 max
	(first 10 years)
	\$ 50,000 max
	(subsequent)

<u>Ancillary illness or injury benefit</u>	\$ 100,000
	(maximum lifetime)
	\$ 5,000 deductible

ITB #922 – Athletic Teams Insurance

Receipt of Sole Bid

The bid opening for Invitation to Bid # 922 was scheduled for 1:00 p.m., Wednesday, July 10, 2002. One bid, Daniels Insurance, was received.

Legal notices appeared in the *Hobbs News Sun* on June 26th, the *Las Cruces Sun-News* on June 27th, and the *Albuquerque Journal* on June 28th giving bidders a minimum of 13 days in which to reply.

Bid packages were mailed to 12 perspective bidders on June 25th and I received two phone calls from interested companies after the legal notice appeared in the *Hobbs News Sun*.

All legal obligations have been met with the intent to find the best value for New Mexico Junior College. It is my determination that NMJC has followed all procurement procedures properly and the bid from Daniels Insurance should be accepted.

Donna Richards
Purchasing Coordinator

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7/15/02

Candidate's name Cynthia Zambrelli

Position title Counselor/Special Needs Services Coordinator

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 8-5-02 Standard contract length 12 mos. 9 mos. other

Funding source 100 % Institutional

Paid advertising beyond *standard Albuquerque Journal & Lubbock Avalanche Journal

(* 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 \$32,247-\$40,309 Recommended annual salary \$38,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1 2042 13 330 100%

Recommended and approved by:

Patrick Gorman
Supervisor

Dean/Director

Regina Digan
Vice President

President

Selection Committee Members: Patrick Gorman
Gayle Abbott
Michael Chavez
Vera Gilleland

Comments: Candidate meets or exceeds all qualifications for the position.

ABBREVIATED RESUME

Position

Counselor/Special Needs Services Coordinator

Personal Data

Name: Cynthia Zambrelli

Education

B.S., State University of New York at Brockport, Brockport, NY, 1975

M.S., State University of New York at Brockport, Brockport, NY, 1981

Professional Experience

Body Basics, Hobbs, NM 3/00 to Present
Licensed Massage Therapist/Owner

New Mexico Junior College, Hobbs, NM 8/01 to 5/02
Part-Time Public Speaking Professor

Lea Regional Medical Center, Hobbs, NM 10/98 to 3/00
Manager, Human Resources

TIAA-CREF, New York, NY
Work Life Manager 1997 to 7/98
Human Resources Associate/Sr. Staff Relations Consultant 1992 to 1997
Staff Relations Specialist 4/88 to 1992

Girl Scouts of the U.S.A., New York, NY
Manager, Employee Relations/Affirmative Action 1984 to 1988
Employee Counselor/Affirmative Action Analyst 1983 to 1984

The Bower Savings Bank, New York, NY 1981 to 1983
Employment Recruiter

Westchester County Department of Social Services, New York, NY 1976 to 1979
Social Caseworker

Organizations/Awards

American Massage Therapy Association
National Certification Therapeutic Massage & Bodyworks



New Mexico Junior College

Career Opportunities

Position Announcement • May, 2002

Position Title: Counselor/Special Needs Services Coordinator

Position Description: The Counselor/Special Needs Services Coordinator is responsible to the Director of Guidance and Counseling. Duties and responsibilities include, but are not limited to, the following: (1) work with students with visible, hidden, physical, emotional and learning disabilities to provide access to classes at NMJC; (2) assemble records documenting disabilities and maintain records of services rendered, reevaluate and/or formulate educational plans for students with disabilities, administer or arrange to be administered tests to determine or clarify disabilities; (3) provide the student with academic, personal, career, transfer and other appropriate counseling; (4) be currently informed on transfer and curriculum requirements for students desiring a degree; (5) administer individual tests or recommend the administration of tests and assist in the interpretation of results to the counselees when applicable; (6) make referral recommendations to students who indicate need for additional services provided by community agencies when deemed appropriate; (7) accept other duties as assigned by the Director of Guidance and Counseling; 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: Master's degree, in Counseling or Clinical Psychology, from a regionally accredited institution required. Licensure as a Professional Mental Health Counselor (LPC), Professional Clinical Mental Health Counselor (LPCC), or a Clinical Psychologist or eligibility for licensure in New Mexico within one year is required. Experience in a college or educational setting and experience working with students who have special needs and testing is preferred.

Salary/Benefits: This is a full-time, exempt, twelve-month professional position. Salary range is \$32,247 to \$40,309 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: May 31, 2002 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

**Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
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, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us

APPLICANT LIST

Position: Counselor/Special Needs Services Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Brant, Allyson	No	No	Withdrew application materials.
Zambrelli, Cynthia	Yes	Yes	Start date: pending Board approval.
Boyden, John	Yes	No	
Moffitt, Bryan	No	No	Received after deadline to apply.

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7-11-02

Candidate's name Nwora M. Onwuzulu

Position title Technical Services/Systems Librarian

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 July 22, 2002 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard Chronicle of Higher Education

(* 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 \$29,945 - \$44,917 Recommended annual salary \$37,000.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-12-610 100%

Recommended and approved by:
Sharon D. Jenkins Supervisor
Sharon D. Jenkins Dean/Director

Steve McCleery Vice President
Steve McCleery President

Selection Committee Members: Janel Babb Gail Drennan
Earl Dye Vicky Gann
Sharon Jenkins Bill Kunko
Virginia Mendoza Pilar Ortiz
Patricia Sanderson Cheri West

Comments: Mr. Nwora Onwuzulu meets and/or exceeds the minimum qualifications for this position.



NEW MEXICO JUNIOR COLLEGE

Pannell Library & IRC

July 12, 2002

RE: Exception to college policy

New Mexico Junior College Board of Directors
5317 Lovington Highway
Hobbs, NM 88240

Dear New Mexico Junior College Board of Directors,

I am requesting that you make an exception to the usual employment practices as stated in the college handbook. [Please see Wage and Salary System Philosophy and Overview, section I. D. pages 17-18 of the 2002-2003 Employee Handbook.] The exception would allow for the employment of Mr. Nwora Onwuzulu, applicant for the position of technical services/systems librarian. Mr. Onwuzulu graduated from Leeds Metropolitan University (formerly Leeds Polytechnic) in the United Kingdom with a master's degree in Librarianship. His Masters degree in Librarianship was subsequently (10/2/96) certified as being equivalent to that of the Masters in Library Science (MLS) degree from a program accredited by ALA, the American Library Association (the professional organization representing library and information science). Possession of the MLS degree from a Colleges or University with an ALA accredited program in Library/Information Science is recognized industry-wide as the primary, entry-level criterion for employment as a professional librarian. All programs of study accredited by ALA must also possess appropriate academic regional certification. The programs of study at Leeds Metropolitan are certified by both its regional accreditation body and by the Chartered Institute of Library and Information Professionals (CILIP), the organization in the United Kingdom equivalent to ALA here in the USA.

As you know, this position, in a slightly modified form, has been vacant for over three years. In light of the above factors and the degree of difficulty involved in successfully recruiting qualified candidates for this position, I earnestly request that you make this exception and allow the employment of Mr. Onwuzulu.

Sincerely,

Sharon D. Jenkins, Ph.D.
Director of Library Services

cc: Dr. Steve McCleery, President New Mexico Junior College

*with Board
approval
SM
7-12-02*

*approve Steve M. Cleery
7-12-02*

ABBREVIATED RESUME

Position

Technical Services/Systems Librarian

Personal Data

Name: Nwora M. Onwuzulu

Education

B.S., Washington University, St. Louis, MO, 1998

M.A., Leeds Metropolitan University, Leeds, England, 1988

Professional Experience

Basilico Engineering, Inc., St. Louis, MO IT Project Manager/Consultant	1/01 to Present
BCS/Andersen Construction, St. Louis, MO Network Analyst/Project Consultant	8/00 to 11/00
TSG/IBM Global Services, St. Louis, MO Systems Support Analyst	8/99 to 6/00
A.R.C. Technology Management, Inc., St. Louis, MO Temporary QA Analyst, St. Louis University	6/99 to 7/99
Temporary Systems Analyst/Consultant	2/99 to 4/99
Temporary Systems Access/Security Analyst	11/98 to 2/99
Manpower Technical, Chesterfield, MO Hardware Engineer/PC Specialist/Network Specialist	5/99 to 6/99
MCI Worldcom/TEK Systems, St. Louis, MO Y2K Analyst	4/99
TEK Systems/Bi-State Development Agency, St. Louis, MO PC/Network Analyst	9/98 to 11/98
Lewis, Rice & Fingersh, St. Louis, MO Assistant to the Law Librarian	1/97 to 8/98
TGB, Inc., St. Louis, MO Contracting Officer Assistant	11/95 to 1/96



New Mexico Junior College Career Opportunities

Position Announcement • July 2000 (revised 2/9/01)

Position Title: Technical Services/Systems Librarian

Position Description: Pannell Library at New Mexico Junior College is a founding member of the Estacado Library Information Network (ELIN), a multi-type library consortium in the college's regional service area. This represents an unusual professional opportunity for the right applicant as ELIN is poised on the "cutting edge" of technology based service delivery. Assist and advise Director of Library Services and staff in the installation, implementation, maintenance and selection of electronic information resources and services. Collaborate with others in assessing technological needs. Provide support for library staff in the utilization of electronic information resources. The successful applicant may also assist in planning library technology projects that impact user services, as well as design and implement training, instruction and user guides for electronic resources. The successful candidate will be an energetic, knowledgeable and service-oriented professional with expert computer and network skills. 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 in Library or Information Sciences from a regionally accredited institution and 2 or more years substantive (cataloging/processing) professional library experience required. A demonstrable knowledge of and practice using and supporting library information management systems is necessary. This position is primarily responsible for planning and managing all aspects of technical services including cataloging and processing in all formats; database maintenance and serials management; as well as supervision of three support staff. Familiarity with trends and issues in computer and telecommunications technology and an ability to apply this knowledge to the local situation required. Experience with SIRSI Unicorn system a plus.

Salary/Benefits: This is a full-time, exempt, professional position with a salary range of \$29,945-\$44,917. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. Request an NMJC application by calling 1-800-657-6260 or by e-mail: lbrown@nmjc.cc.nm.us. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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New Mexico Junior College

Career Opportunities

Position Announcement • July 2000

Position Title: Technical Services/Systems Librarian

Position Description: Assist and advise Director of Library Services and staff in the installation, implementation, maintenance and selection of electronic information resources and services. Collaborate with others in assessing technological needs. Provide support for library staff in the utilization of electronic information resources. Pannell Library at New Mexico Junior College is a founding member of the Estacado Library Information Network (ELIN), a multi-type library consortium in the college's regional service area. This represents an unusual professional opportunity for the right applicant as ELIN is poised on the "cutting edge" of technology based service delivery. The successful applicant may also assist in planning library technology projects that impact user services, as well as design and implement training, instruction and user guides for electronic resources. S/he may also participate in all phases of reference, including evening and weekend rotation and bibliographic instruction. The Director of Library Services is eager to fill the position with an energetic, knowledgeable and service-oriented professional with expert computer and network skills. 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 in Library Sciences from a regionally accredited institution required. A demonstrable knowledge of and practice using and supporting computer hardware and software in a networked environment recommended. Experience with Windows-NT highly recommended. Ability to diagnose and provide quick recovery for system failures required. Training or experience in library information management systems recommended. Familiarity with trends and issues in computer and telecommunications technology and a demonstrable ability to apply this knowledge to the local situation required.

Salary/Benefits: This is a full-time, exempt, professional position with a salary range of \$29,945-\$44,917. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

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NEW MEXICO JUNIOR COLLEGE

5317 Lovington Highway
Hobbs, New Mexico 88240
(505) 392-5229

POSITION ANNOUNCEMENT NOVEMBER 1999

(Revised and reopened 2/4/2000)

POSITION TITLE: Technical Services/Systems Librarian

RESPONSIBILITIES: Assist and advise Director of Library Services and staff in the installation, implementation, maintenance and selection of electronic information resources and services. Collaborate with others in assessing technological needs. Provide support for library staff in the utilization of electronic information resources. Pannell Library at New Mexico Junior College is a founding member of the Estacado Library Information Network (ELIN), a multi-type library consortium in the college's regional service area. This represents an unusual professional opportunity for the right applicant as ELIN is poised on the "cutting edge" of technology based service delivery. The successful applicant may also assist in planning library technology projects that impact user services, as well as design and implement training, instruction and user guides for electronic resources. S/he may also participate in all phases of reference, including evening and weekend rotation and bibliographic instruction. The Director of Library Services is eager to fill the position with an energetic, knowledgeable and service-oriented professional with expert computer and network skills. 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 in Library Sciences from a regionally accredited institution required. A demonstrable knowledge of and practice using and supporting computer hardware and software in a networked environment recommended. Experience with Windows-NT highly recommended. Ability to diagnose and provide quick recovery for system failures required. Training or experience in library information management systems recommended. Familiarity with trends and issues in computer and telecommunications technology and a demonstrable ability to apply this knowledge to the local situation required.

SALARY/BENEFITS: This is a full-time, exempt, professional position with a salary range of \$32,000-\$40,000. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: March 3, 2000 at 5:00 p.m. MST. Request an NMJC application by calling 1-800-657-6260 or by email: lbrown@nmjc.cc.nm.us. Please do not send any application materials via e-mail.

TO APPLY: Send NMJC application form, letter of application, unofficial transcripts required, (official transcripts required prior to employment), resume or curriculum vitae, and the names, address, phone numbers and email addresses of three references to:

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NEW MEXICO JUNIOR COLLEGE

5317 Lovington Highway
Hobbs, New Mexico 88240
(505) 392-5229

POSITION ANNOUNCEMENT NOVEMBER 1999

POSITION TITLE: Public Services/Systems Librarian

RESPONSIBILITIES: Assist and advise Director of Library Services and staff in the installation, implementation, maintenance and selection of electronic information resources and services. Collaborate with others in assessing technological needs. Provide support for library staff in the utilization of electronic information resources. Pannell Library at New Mexico Junior College is a founding member of the Estacado Library Information Network (ELIN), a multi-type library consortium in the college's regional service area. This represents an unusual professional opportunity for the right applicant as ELIN is poised on the "cutting edge" of technology based service delivery. The successful applicant may also assist in planning library technology projects that impact user services, as well as design and implement training, instruction and user guides for electronic resources. S/he may also participate in all phases of reference, including evening and weekend rotation and bibliographic instruction. The Director of Library Services is eager to fill the position with an energetic, knowledgeable and service-oriented professional with expert computer and network skills. 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 in Library Sciences from a regionally accredited institution required. A demonstrable knowledge of and practice using and supporting computer hardware and software in a networked environment recommended. Experience with Windows-NT highly recommended. Ability to diagnose and provide quick recovery for system failures required. Training or experience in library information management systems recommended. Familiarity with trends and issues in computer and telecommunications technology and a demonstrable ability to apply this knowledge to the local situation required.

SALARY/BENEFITS: This is a full-time, exempt, professional position with a salary range of \$32,000-\$40,000. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: January 10, 2000 at 5:00 p.m. Request an NMJC application by calling 1-800-657-6260 or by email: lbrown@nmjc.cc.nm.us.

TO APPLY: Send NMJC application form, letter of application, unofficial transcripts required, (official transcripts required prior to employment), resume or curriculum vitae, and the names, address, phone numbers and email addresses of three references to:

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NEW MEXICO JUNIOR COLLEGE

5317 Lovington Highway
Hobbs, New Mexico 88240
(505) 392-5229

POSITION ANNOUNCEMENT October 1999

POSITION TITLE: Public Services/Systems Librarian

RESPONSIBILITIES: Assist and advise Director of Library Services and staff in the installation, implementation, maintenance and selection of electronic information resources and services. Collaborate with others in assessing technological needs. Provide support for library staff in the utilization of electronic information resources. Pannell Library at New Mexico Junior College is a founding member of the Estacado Library Information Network (ELIN), a multi-type library consortium in the college's regional service area. This represents an unusual professional opportunity for the right applicant as ELIN is poised on the "cutting edge" of technology based service delivery. The successful applicant may also assist in planning library technology projects that impact user services, as well as design and implement training, instruction and user guides for electronic resources. S/he may also participate in all phases of reference, including evening and weekend rotation and bibliographic instruction. The Director of Library Services is eager to fill the position with an energetic, knowledgeable and service-oriented professional with expert computer and network skills. 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: Masters in Library or Information Sciences from a regionally accredited institution required. A demonstrable knowledge of and practice using and supporting computer hardware and software in a networked environment recommended. Experience with Windows-NT highly recommended. Ability to diagnose and provide quick recovery for system failures required. Training or experience in library information management systems recommended. Familiarity with trends and issues in computer and telecommunications technology and a demonstrable ability to apply this knowledge to the local situation required.

SALARY/BENEFITS: This is a full-time, exempt, professional position with a salary range of \$32,000-\$40,000. Additional teaching contract may be available with master's degree in a second field needed by the college. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: November 30, 1999 at 5:00 p.m. Request an NMJC application by calling 1-800-657-6260 or by email: lbrown@nmjc.cc.nm.us.

TO APPLY: Send NMJC application form, letter of application, unofficial transcripts required, (official transcripts required prior to employment), resume or curriculum vitae, and the names, address, phone numbers and email addresses of three references to:

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APPLICANT LIST

Position: Technical Services/Systems Librarian

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Crawley, William	No	No	Withdrew application materials.
Bardell, Lloyd	No	No	
Rahman, S.M. Faizur	No	No	
Grant, Gordan	No	No	Incomplete application materials.
Wang, Hanrong	No	No	
Morgan, Alan	No	No	Incomplete application materials.
Hughes, Edward	No	No	
Schlup, Leonard	No	No	Incomplete application materials.
Meier, Mary Ann	No	No	Incomplete application materials.
Sacke, Susan	No	No	Incomplete application materials.
Arciniega, Patrick	No	No	
Knoll, Starla	No	No	Incomplete application materials.
Kohlmeier, Thomas	No	No	Incomplete application materials.
Owen, Joseph	No	No	
Langer, Chris	No	No	Incomplete application materials.
Baca, Robert	No	No	Incomplete application materials.
Rainwater-Kinabrew, Teena	No	No	
Zhang, Haoyang	No	No	

Position: Technical Services/Systems Librarian (continued from page 1)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Anglim, Christopher	Yes	No	Did not show for interview.
Onwuzulu, Nwora	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 6-25-02

Candidate's name Patsy G. Lewis

Position title Professor, Reading/Writing in Transitional Studies (Developmental)

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 8-12-02 Standard contract length 12 mos. 9 mos. other

Funding source NMJC Operating Budget

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 Per Faculty Salary Ranges Recommended annual salary \$29,113.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-13-370 100%

Recommended and approved by:

Marilyn Jackson
Supervisor

Marilyn Jackson
Dean/Director

W. Flery 7-2-02
Vice President

Steve McCleary
President

Selection Committee Members: Jimenez, Sonya
Marquez, Dianne
Newman, Linda
Shelton, Mary

Comments: Ms. Lewis meets and/or exceeds the minimum qualifications for this position.

ABBREVIATED RESUME

Position

Professor of Reading/Writing in Transitional Studies (Developmental)

Personal Data

Name: Patsy G. Lewis

Education

B.A.S., College of the Southwest, Hobbs, NM, 1998

Professional Experience

New Mexico Junior College, Hobbs, NM	
Executive Secretary – Vice President for Instruction	7/91 to Present
Administrative Secretary – Dean of Arts and Sciences	7/90 to 7/91
Educational Secretary – Arts and Sciences	8/89 to 7/90
United New Mexico Bank, Hobbs, NM	4/89 to 8/89
Secretary to the Executive Vice President	
Security National Bank, Enid, OK	1976 to 1987
Assistant Secretary to the Board of Directors	

Organizations/Awards

College of the Southwest President's List, 1997-1998
College of the Southwest President's Student Advisory Council, 1998-2001
Hobbs Chamber of Commerce Volunteer: Team Hobbs Membership Growth 2002
Hobbs High School Choir Boosters; 1998-2000
Private Enterprise Essay Winner, 1995
Sigma Kappa Delta, 2002
Support Staff Committee Vice President, New Mexico Junior College, 1991-1992
Support Staff/Maintenance Committee Member: 1995-Present
Welfare Committee Chairman, New Mexico Junior College, 1995-1996
Welfare Committee Member, New Mexico Junior College, 1990-Present



New Mexico Junior College

Career Opportunities

Position Announcement • May, 2002 (revised 6-3-02)

Position Title: Professor of Reading/Writing in Transitional Studies (Developmental)

Position Description: This position reports to the Dean of Transitional Studies. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Writing (Review of English) and/or Reading; (2) serve on college committees as assigned; (3) work with learning communities; (4) post and maintain approved office hours per week; (5) assume other professional responsibilities associated with the position of professor; and (6) 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 a related field from a regionally accredited institution is required. Teaching experience in reading, writing, and/or language arts required. Community college teaching experience in developmental education preferred. Certification in Reading desirable. Must be committed to excellence in instruction and willing to work with other instructors in coordinating the offerings and providing substitute instruction when needed. Computer proficiency required.

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 salary. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: June 14, 2002, at 5:00 p.m. MDT. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position starts 2002 Fall semester with faculty reporting date of August 12, 2002. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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New Mexico Junior College

Career Opportunities

Position Announcement • May, 2002

Position Title: Professor of Reading/Writing in Transitional Studies (Developmental)

Position Description: This position reports to the Dean of Transitional Studies. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Writing (Review of English) and/or Reading; (2) serve on college committees as assigned; (3) work with learning communities; (4) post and maintain approved office hours per week; (5) assume other professional responsibilities associated with the position of professor; and (6) 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 a related field from a regionally accredited institution is required. Community college teaching experience in developmental education required. Certification in Reading desirable. Must be committed to excellence in instruction and willing to work with other instructors in coordinating the offerings and providing substitute instruction when needed. Computer proficiency required.

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 salary. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: May 31, 2002, at 5:00 p.m. MDT. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position starts 2002 Fall semester with faculty reporting date of August 12, 2002. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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APPLICANT LIST

Position: Professor of Reading/Writing in Transitional Studies (Developmental)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Hulsey, Dallas	No	No	
Zhang, Yuanzhong	No	No	
Lewis, Patsy	Yes	Yes	Start date: pending Board approval.
Drennan, Alan	No	No	
George, Carl	No	No	
Wright, Kelley	No	No	
Boyden, John	No	No	
Cherryholmes, Gilbert	No	No	
Hunt, Lesina	No	No	
Fuentes, Sheila	No	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7-18-02

Candidate's name Dallas E. Hulsey

Position title Professor of English

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 8-12-02 Standard contract length 12 mos. 9 mos. other

Funding source Institutional

Paid advertising beyond *standard

(* 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 \$29,945 - \$44,493 Recommended annual salary \$34,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-410 100%

Recommended and approved by:

Willy D. Buf
Supervisor

Willy D. Buf
Dean/Director

Richard Fleming
Vice President

Steve McCleery
President

Selection Committee Members: Patricia Bowman

Sonya Jimenez

Peter Mladnic

Mike Williams

Comments: Mr. Dallas Hulsey meets and/or exceeds the minimum qualifications for this position.

ABBREVIATED RESUME

Position

Professor of English

Personal Data

Name: Dallas E. Hulsey

Education

B.A., New Mexico State University, Hobbs, NM, 1997

M.A., New Mexico State University, Hobbs, NM, 1999

Professional Experience

Louisiana State University, Baton Rouge, LA 8/99 to Present
Part-time Graduate Assistant

New Mexico State University, Las Cruces, NM 8/97 to 6/99
Part-time Graduate Assistant

Pan American Center, Las Cruces, NM 8/94 to 7/97
Part-time Special Events Security

Organizations/Awards

Boy Scouts of America

Dean's List, New Mexico State University

Emerson Graduate Award, New Mexico State University

Modern Language Association

Regents Scholarship, New Mexico State University

Sigma Tau Delta, New Mexico State University Chapter President/Vice President

Sutherland-McMannus Graduate Award for Literary Criticism, New Mexico State University

Verna Newman Rule Scholarship Award, New Mexico State University



New Mexico Junior College

Career Opportunities

Position Announcement • June, 2002

Position Title: Professor of English

Position Description: The Professor of English reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach classes (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Review of English, Composition and Rhetoric, Composition and Literature, Report Writing for Technicians, Types of Literature, American, British, Southwest or World Literature, Creative Writing, and Film and Fiction; (2) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (3) serve on college committees, as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment of students for the institution and English program; (9) assume other professional responsibilities associated with the position of professor; 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: A Master's degree in English from a regionally accredited institution or a Master's degree in a related field, with at least 18 graduate hours in English, from a regionally accredited institution required. Must be committed to excellence in instruction and willing to work with other full-time divisional instructors and staff. NOTE: Computer proficiency is required.

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 candidate may have the option of teaching during the Summer I and II terms. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: June 28, 2002, at 5:00 p.m. MDT. To ensure consideration, all application materials must be received. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
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, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us

APPLICANT LIST

Position: Professor of English

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Hulsey, Dallas	Yes	Yes	Start date: pending Board approval.
Grogan, Ronda	Yes	No	
Zhang, Yuanzhong	No	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7-17-02

Candidate's name Patricia J. Youngblood

Position title Professor of Mathematics

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 8-12-02 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard _____

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

Posted salary range \$29,945 - \$44,493 Recommended annual salary \$35,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-510 100%

Recommended and approved by:

W.D. Bet
Supervisor

W.D. Bet
Dean/Director

W. Flury 7-17-02
Vice President

Steve McCleery
President

Selection Committee Members: Victor Berner

Kelly Holladay

Scott Klein

Comments: Ms. Youngblood meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Mathematics

Personal Data

Name: Patricia J. Youngblood

Education

B.S., College of the Southwest, Hobbs, NM, 1994

Professional Experience

Hobbs High School, Hobbs, NM 8/98 to Present
Math Teacher

Highland Junior High, Hobbs, NM 12/95 to 8/98
Math Teacher

O and S Quik Change, Hobbs, NM 6/88 to 8/95
Bookkeeper

Organizations/Awards

Dean's List, New Mexico Junior College
Graduated Summa Cum Laude, College of the Southwest, 1995
National Council of Teachers of Mathematics
Phi Theta Kappa
Whose Who Among High School Teachers



New Mexico Junior College

Career Opportunities

Position Announcement • May, 2002

Position Title: Professor of Mathematics (Two positions available)

Position Description: The Professor of Mathematics reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach classes (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Basic Math, Elementary or Intermediate or College Algebra, Geometry, Trigonometry, Math Analysis, and Calculus; (2) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (3) serve on college committees, as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment of students for the institution and mathematics program; (9) assume other professional responsibilities associated with the position of professor; 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: A Bachelor's degree, in mathematics or related field, from a regionally accredited institution is required; a Master's degree in a related field with at least 18 graduate hours in mathematics, from a regionally accredited institution, is preferred. Must be committed to excellence in instruction and willing to work with other, full-time divisional instructors and staff. **NOTE: Computer proficiency is required.**

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 candidate may have the option of teaching during the Summer I and II terms. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: June 14, 2002, at 5:00 p.m. MDT. To ensure consideration, all application materials must be received. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

**Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

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"Equal Opportunity Education and Employment"

APPLICANT LIST

Position: Professor of Mathematics

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Howell, Christopher	No	No	
Leon, Joseph	No	No	
Davidson, Rebecca	Yes	No	
Hutchins, Gina	No	No	
Hahn, Alice	No	No	
Bose, Ramendra	No	No	Incomplete application materials.
Riley, Cheryl	No	No	
Strickwerda, Christian	No	No	
Amro, Jamal	No	No	
Salehpoor, Karim	No	No	
Youngblood, Patricia	Yes	Yes	Start date: pending Board approval.
Slate, James	No	No	
Chinnapolamada, Goutham	No	No	
Anacker, Steven	No	No	
Grub, Michael	No	No	
Webb, Janet	No	No	
Palmer, Danny	No	No	
Crowder, Ronnie	Yes	No	

Position: Professor of Mathematics (continued from page 1)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Leon, Mark	No	No	