

# NEW MEXICO JUNIOR COLLEGE

BOARD MEETING  
Friday, June 14, 2002  
Zia Room - Library  
11:00 a.m.

## AGENDA

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|--|--------------|
| A. Welcome   | Mr. Newman   |
| B. Adoption of Agenda  | Mr. Newman   |
| C. Approval of Minutes of May 21, 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. Consideration of CHE Capital Requests   | Dr. McCleery |
| 6. Consideration of RFP #64 – Provide Services for a Student Tracking & Retention System and Support for Title V Activities & Objectives | Dr. McCleery |
| 7. Consideration of RFP #72 – Purchase & Installation of Smart Classroom Equipment   | Dr. McCleery |
| 8. Personnel Consideration – Business Specialist SBDC  | Dr. McCleery |
| 9. Personnel Consideration – Professor of Cosmetology  | Dr. McCleery |
| 10. Personnel Consideration – Upward Bound Academic Coordinator  | Dr. McCleery |
| 11. Personnel Consideration – Professor of Psychology  | Dr. McCleery |
| G. Public Comments   | Mr. Newman   |
| H. Announcement of Next Meeting  | Mr. Newman   |
| I. Adjournment   | Mr. Newman   |



# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

MAY 21, 2002

### MINUTES

The New Mexico Junior College Board met on Tuesday, May 21, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mr. John Hice, Jr.; Mrs. Yvonne Williams; Ms. Patricia Chappelle; and Mr. Ferrel Caster. Not present was Mr. Larry Hanna.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun; New Mexico Junior College Foundation board members: Slick Duncan; Eddie Richardson; Wade Cavitt; Delrose Scott; David Pyeatt; Bob Rivinoja; Zane Bergman; and Jack Henry.

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

Upon a motion by Mr. Schubert, seconded by Mr. Caster, the board unanimously approved the minutes of April 15, 2002.

Under *President's Report*, Dr. McCleery shared with the board an article published by Tim Perry. Jeff McCool gave a history/report on Del Norte Center. C.c. Nelson made a presentation on the New Mexico Junior College Foundation.

Under *New Business*, Lisa Brown presented the 2002-2003 Employee Handbook with recommended changes, for board consideration. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the handbook with changes.

Dan Hardin presented the April financial reports and with a motion by Mr. Caster, seconded by Mr. Hice, the board unanimously approved the expenditures for April 2002.

Sally Telles presented a list of equipment donated to Lea County public schools and requested they be removed from the college inventory. Upon a motion by Mr. Schubert, seconded by Ms. Chappelle, the board unanimously approved the request. Ms. Telles presented a list of equipment

under \$500 and requested they be removed from inventory. Upon a motion by Mr. Hice, seconded by Mr. Caster, the board unanimously approved the request. Ms. Telles presented a list of vehicles sold at auction and requested the vehicles be removed from inventory. Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously approved the request. Ms. Telles presented a list of missing/non-repairable/disposed of equipment to the board and requested the items be removed from inventory. Upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board unanimously approved the request.

Dr. McCleery presented a request to transfer the Kornegay Trust funds from the college to the Foundation. The trust funds will be endowed upon their receipt. The Kornegay Trust is due to revert to the college in 2003. Upon a motion by Mr. Caster, seconded by Mr. Hice, the board unanimously approved the request. Bill Shoobridge will draft a document for this transaction.

Dan Hardin presented a proposal from Norcon Industries for the baseball grandstand for \$196,298. Upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board unanimously accepted the proposal.

Mr. Hardin presented RFP #68 - Digital Cellular Phone and Pager Service and Support Services. The administration recommended acceptance of the services of Leaco of Hobbs, NM for \$44.95 per month per phone based on 40 phones and 7 pagers (pagers are free). Upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Under *Personnel Considerations*, Mr. Hardin recommended Donna Richards for the Coordinator of Purchasing position with an annual salary of \$25,191. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Richards, effective May 22, 2002. Regina Organ recommended Philip Berry for the Rodeo Coach/Conference Finals Rodeo Director position with a ten month salary of \$35,200. Upon a motion by Ms. Chappelle, seconded by Mr. Caster, the board unanimously approved the employment of Mr. Berry, effective August 12, 2002. Mickey Best recommended Dennis Kelley for the Assistant Director/Professor of Law Enforcement Academy/Criminal Justice position with an annual salary of \$39,000. Upon a motion by Ms. Chappelle, seconded by Mr. Hice, the board unanimously approved the employment of Mr. Kelley, effective July 1, 2002. Mr. Best recommended Joseph Shearer for the Professor of Biology position with a nine month salary of \$34,000. Upon a motion by Mr. Hice, seconded by Mr. Caster, the board unanimously approved the employment of Mr. Shearer, effective August 12, 2002. Mr. Best recommended Olav Amundsen for the Director/Professor of Radiological Control and Waste Handling Technology position with an annual salary of \$43,000. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the employment of Mr. Amundsen, effective June 3, 2002.

Mr. Schubert called for comments from the community. There being none, the next board meeting was scheduled for June 14, 2002, beginning at 11:00 a.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Hice, seconded by Mr. Caster, the board meeting adjourned at 3:00 p.m.

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CHAIRMAN

ATTEST: \_\_\_\_\_

SECRETARY

**Others present:**

Lisa Brown  
Renee Wharton  
Mickey Best  
Steve Davis  
Bill Kunko  
Tim Perry  
Bill Braun  
Jeff McCool  
Sam Oswald  
Linda Neel  
Lance Caviness  
Charley Carroll  
Donna Richards  
Cc Nelson  
Sharon Jenkins  
Richard Morris  
Pat Gorman  
Dan Hardin  
Regina Organ  
Rudy Rascon  
Marilyn Jackson  
Sally Telles  
Bill Morrill

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: June 10, 2002

RE: Expenditure and Revenue Reports for May

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May represents month eleven of the fiscal year or approximately 92% of the budget. The expenditure report represents expenditure totals that include funds expended and encumbered. At the end of May there was \$2,952,989.00 of the expenditures that were encumbered funds. As we review the Unrestricted Funds, we see some areas are above the projected budget numbers. For example Academic Support has encumbered or expended \$1,112,031.00 thru May 2002, which is over their projected budget of \$1,021,222.00. The percentage of Budget Expended is at 109%. As we explained in prior months, we do not budget fringe benefits into each department, although we charge each department for fringe benefits. In Academic Support thru May 2002 they have been charged \$121,233.78 for fringe benefits. Academic Support is still within their budget numbers, after taking into consideration the cost of the fringe benefits. This is the same story for all of the areas except for Internal Service Departments that are getting a credit each month from other departments for Computer Services along with the fringe benefits. It appears that all departments should be able to stay within their budgets. Auxiliary Enterprises include the Bookstore, Housing and Food Services. The Bookstore is above projected expenses and will be over projected expenses at yearend. The cost of goods sold is substantially higher than projected, but is offset by their revenue being much greater than projected. One other point to remember, most of the remaining portion of the Faculty salary contracts were paid in the Month of May.

Restricted student aid is above the projected budget. This area is the Pell Grants and Direct Loans that are draw down funds from the Federal Government.

In the Plant Funds we had \$614,366.00 of institutional funded projects that were expended or encumbered funds for May. This is mainly in two areas, Caster Activity Center Mechanical upgrade and the Cisco Networking projects. In State GOB funds mostly consists of funds encumbered for IT Server Enhancement.

Most other areas in the expense report are in line for this time of year. The over all expenditures through the month of May are at 94% of the projected budget.

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The revenue picture remains strong, Tuition and Fees are above the projected budget, which is a good indicator of the consistent growth at New Mexico Jr. College. The state appropriation is on track for the projected budget. Oil and Gas had the lowest monthly income of the year with \$180,362.00 for the month, although the year to date is above the projected budget by \$893,827.00 thru the month of May. We are expecting to receive a large payment from the Lea County Treasurer for property taxes in the month of June. All other areas of the unrestricted revenue are at or over projected budget for the year.

Under, Auxilliary Enterprises, the Bookstore revenue has been strong with year to date revenue of \$1,107,989.00.

Grant revenue starts at different times than the fiscal year. Grants normally begin in October and they are a draw down of funds after expenditures have been made. Grant expenditures are higher than the revenue side, but we are seeing more funds coming in from draw downs.

Student Aid consists of work study funds, Pell Grant Program and the Federal Direct Loan program. This is seasonal revenue funded at the start of each semester. Pell Grant program has had draw downs of \$2,396,508.90 and the Direct Loan program is at \$991,985.00.

Total Revenue is ahead of projected budget revenue. In areas of revenue that is not seasonal the monthly income is tracking with or better than projections with the total revenue to budget percentage at 94%.

The month end investment total was \$7,825,000.00 in the Local Government Investment Pool. We have been very fortunate to have good cash flow, but we had to bring in \$1,000,000.00 in May to fund expenditures.

The revenue and expenditure position remains good, and we are within our funding budget for 2001/2002 school year.

This is the financial picture for May 2002.

We are submitting the final budget by June 19, 2002 to the Commission on Higher Education. The final appropriation from the state thru the funding formula will be \$5,700.00 less than we had projected in the budget hearings. We are extremely happy that we did not have to make more cuts in the department budgets.

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**May 2002**

92% 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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	5,322,453	5,171,496	97%	5,980,600	732,797	5,564,081	93%
Academic Support	1,012,220	941,622	93%	1,021,222	75,970	1,112,031	109%
Student Services	1,020,190	1,021,613	100%	1,194,494	103,001	1,229,137	103%
Institutional Support	2,321,133	1,659,843	72%	2,461,574	143,205	2,030,732	82%
Operation & Maintenance of Plant	1,674,751	1,617,918	97%	1,943,012	122,416	1,592,521	82%
Subtotal - Instruction & General	11,350,747	10,412,492	92%	12,600,902	1,177,389	11,528,502	91%
Student Activities	118,724	114,340	96%	165,817	11,495	151,798	92%
Research	0	0	0%	0	0	0	0%
Public Service	24,968	2,077	8%	5,650	55	1,833	32%
Internal Service Departments	309,131	237,692	77%	300,815	7,926	377,664	126%
Student Aid	139,605	150,432	108%	148,092	1,226	168,901	114%
Auxiliary Enterprises	1,254,436	1,295,268	103%	1,266,820	96,720	1,766,371	139%
Athletics	558,129	549,066	98%	593,066	26,833	617,281	104%
Total Current Unrestricted Fund	13,755,740	12,761,367	93%	15,081,162	1,321,644	14,612,350	97%
<b>CURRENT RESTRICTED FUND</b>							
Grants	3,135,237	2,456,495	78%	2,236,954	158,575	2,134,857	95%
Student Aid	3,204,007	3,568,752	111%	3,300,000	141,110	3,938,902	119%
Total Current Restricted Fund	6,339,244	6,025,247	95%	5,536,954	299,685	6,073,759	110%
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant				250,000		250,000	100%
Projects from Institutional Funds	2,126,546	1,344,862	63%	3,325,000	614,366	2,276,086	68%
Projects from State GOB Funds	0	0	0%	1,500,000	115,702	891,713	59%
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		249,894	72%
Subtotal - Capital and BR&R	2,445,157	1,956,320	80%	5,320,600	730,068	3,567,747	67%
Debt Service							
Revenue Bonds	264,845	264,745	100%	1,470,813	0	1,488,662	101%
Total Plant Funds	2,710,002	2,221,065	82%	6,791,413	730,068	5,056,409	74%
<b>GRAND TOTAL EXPENDITURES</b>	<b>22,804,986</b>	<b>21,007,679</b>	<b>92%</b>	<b>27,409,529</b>	<b>2,351,397</b>	<b>25,742,518</b>	<b>94%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**May 2002**

92% of Year Completed

**2000-01**

**2001-02**

Fund	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,168,950	1,220,801	104%	1,244,954	19,448	1,266,406	102%
State Appropriations	6,566,300	5,946,100	91%	7,494,100	588,225	6,906,175	92%
Advalorem Taxes - Oil and Gas	2,500,000	4,835,090	193%	2,874,085	180,362	3,528,327	123%
Advalorem Taxes - Property	1,900,000	1,412,338	74%	1,900,000	97,186	1,511,509	80%
Interest Income	125,500	195,966	156%	75,000	2,575	120,483	161%
Other Revenues	384,886	276,813	72%	294,400	32,011	348,253	118%
<b>Subtotal - Instruction &amp; General</b>	<b>12,645,636</b>	<b>13,887,108</b>	<b>110%</b>	<b>13,882,539</b>	<b>919,807</b>	<b>13,681,153</b>	<b>99%</b>
Student Activities	40,000	43,371	108%	43,400	7	42,939	99%
Public Service	0	43,901	0%	0	0	660	0%
Internal Service Departments	21,000	17,491	83%	14,000	5,830	21,669	155%
Auxiliary Enterprises	1,442,050	1,554,360	108%	1,528,300	70,288	1,728,498	113%
Athletics	33,600	31,077	92%	35,100	2,850	31,828	91%
<b>Total Current Unrestricted</b>	<b>14,182,286</b>	<b>15,577,308</b>	<b>110%</b>	<b>15,503,339</b>	<b>998,782</b>	<b>15,506,747</b>	<b>100%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	3,135,237	2,094,418	67%	2,236,954	79,405	1,242,236	56%
Student Aid	3,204,007	3,598,045	112%	3,336,485	33,028	3,870,211	116%
<b>Total Current Restricted</b>	<b>6,339,244</b>	<b>5,692,463</b>	<b>90%</b>	<b>5,573,439</b>	<b>112,433</b>	<b>5,112,447</b>	<b>92%</b>
<b>PLANT FUNDS</b>							
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	0	0%	6,163	0	6,163	100%
Interest Income	0	99,130	0%	50,000	15,783	94,664	189%
<b>Subtotal - Capital &amp; BR&amp;R</b>	<b>116,172</b>	<b>157,638</b>	<b>136%</b>	<b>1,700,054</b>	<b>15,783</b>	<b>911,203</b>	<b>54%</b>
Debt Service							
Interest Income	55,000	75,360	137%	73,164	0	32,100	44%
<b>Total Plant Funds</b>	<b>171,172</b>	<b>232,998</b>	<b>136%</b>	<b>1,773,218</b>	<b>15,783</b>	<b>943,303</b>	<b>53%</b>
<b>LOAN FUND</b>							
Interest Income / Service Fees	0	0	0%	0	0	0	0%
<b>Total Loan Fund</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>20,692,702</b>	<b>21,502,769</b>	<b>104%</b>	<b>22,849,996</b>	<b>1,126,998</b>	<b>21,562,497</b>	<b>94%</b>



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### May 2002

92% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	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					180,362	208,250	(27,888)
	March May						208,250	
	April June						208,250	
Production Tax Revenue						2,702,789	2,499,000	620,289
Equipment Tax Revenue						825,538	375,000	450,538
<b>Total Year-to-Date Oil and Gas Revenue</b>						<b>3,528,327</b>	<b>2,874,000</b>	<b>1,070,827</b>

*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**  
**May 2002**

92% 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	2.53%	17,678
<b>Total Investments</b>	<u>7,825,000</u>						<u>17,678</u>

Summary of Current Month's Activity	
Beginning amount	8,825,000
Plus: deposits	0
Less: withdrawals	<u>(1,000,000)</u>
Ending amount	<u>7,825,000</u>

Capital Projects and Debt Service	6,021,578
Percentage of total investments	77%

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**

From: **Dan Hardin**

Date: **June 11, 2002**

RE: **Approval of Capital Project Requests to CHE**

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Each year New Mexico Jr. College submits to the Commission on Higher Education, capital project requests for the upcoming legislative session. With Board approval, New Mexico Jr. College is submitting to the Commission on Higher Education two Capital Project Requests. The first request is for infrastructure needs in the amount of \$1,680,959.00 and the second request is for the Instructional Workforce Training Center in the amount of \$3,000,000.00.

The past two years New Mexico Jr. College had requested infrastructure needs in the amount of \$989,385.00; and, as you know, this amount was placed on the general obligation bond that will be voted on this November. We would like to submit a new infrastructure needs request covering roof replacement in the amount of \$650,959.00, sewage lift stations for \$50,000.00, seal coating parking lots for \$400,000.00, ADA upgrades for \$380,000.00 and mechanical system/electrical system upgrades for \$200,000.00 for a total of \$1,680,959.00.

Additionally, with your approval, a request is being made to the CHE for \$3,000,000.00 for the Workforce Training Center. During the budget hearings you graciously approved to move the allocation of \$1,000,000.00 from the Voc B renovation project to the Workforce Training Center project. In conjunction with the refocus of the \$1,000,000.00, the Board approved the addition of \$200,000.00 to the Workforce Training Center project bringing, the total to \$1,200,000.00. With the leverage of the \$1,200,000.00, a request is being made for an additional \$3,000,000.00 for the development of the Workforce Training Center. If the CHE would place this on the significant need list we could possibly have the funds to build the Workforce Training Center on Campus.

With Board approval, we are submitting these two capital project requests to the Commission on Higher Education.

Your consideration is appreciated.

**NEW MEXICO JUNIOR COLLEGE**

**Request for Proposals #64**

**Provide Services For A Student Tracking & Retention System and Support for  
Title V Activities & Objectives**

**BOARD DOCUMENTS**

Date: June 14, 2002  
Prepared by: Donna Richards  
Coordinator of Purchasing

# **NEW MEXICO JUNIOR COLLEGE**

## **BOARD DOCUMENTS**

### **General Information**

1. On March 22, 2002, a legal notice was posted on the NMJC Bulletin Board and sent to the following newspapers requesting sealed proposals to provide services for a student tracking and retention system and support for Title V activities and objectives.
  - 1) The Hobbs Daily News Sun
  - 2) Albuquerque Journal
  - 3) Las Cruces Sun News
2. On March 22, 2002 proposal packets were delivered to four vendors.
3. Two vendors, Noel-Levitz and Software Connection, LLC submitted proposals specified by the proposal package and in compliance with the opening date and time.
4. No bidders were present at the opening.
5. The Business Office has evaluated the proposals received and their recommendation is shown on Page 2.

# **NEW MEXICO JUNIOR COLLEGE**

## **Evaluation and Recommendations**

### **Board Documents**

Two vendors responded to the Request for Proposals #64, Noel-Levitz and Software Connection, LLC. The scope of services, information on proven track record, list of references, and the fee structure were evaluated by the Business Office.

The Administration recommends acceptance of the services of **Software Connection, LLC**.

Please refer to Page 3 for the price structure and evaluation criteria.

**Source of Funding: Title V Activity 1/Software**

**Account Number: 3-2743-43-821**

Request for Proposals #64 Evaluation Points Summary	Vendor Name	Vendor Name	Points Assigned	% of Total Pts
Student Tracking & Retention for Title V Activities & Objectives	Software Connection, LLC	USA Group Noel Levitz, Inc.		
(^)Price	300	147	300	30%
@Full time Availability	250	250	250	25%
(*)Desired functional capabilities	250	200	250	25%
(#)Ability to provide excellent service	200	200	200	20%
<b>TOTAL</b>	<b>1000</b>	<b>797</b>	<b>1000</b>	<b>100%</b>
(*)Ascertain whether vendor addressed our Specifications and did vendor provide a methodology/plan for implementing the Specifications	(*) Fully addressed.	(*) Proposal did not include Assessment Component which is considered vital for North Central Evaluation.		
(#)Contact references and inquire using questions provided by the Coordinator of Purchasing – All vendors will be asked the same questions	(#) References rated work as excellent.	(#) References rated work as excellent.		
(^)Points for Price are determined by dividing the lowest cost proposal by this proposal cost X total pts = points awarded	See Below	See Below		
@Ascertain whether vendor can devote 100% full time commitment to this project	Full time commitment.	Full time commitment		

(^)Noel Levitz, Inc. Points \$45,500  
 $\$92,716 = .49 \times 300 = 147$  points

(^)Software Connection, LLC \$45,500  
 $\$45,500 = 1.00 \times 300 = 300$  points

## NEW MEXICO JUNIOR COLLEGE

### Request for Proposals #64

#### Specifications for:

#### Services For A Student Tracking & Retention System and Support for Title V Activities & Objectives

1. New Mexico Junior College is requesting proposals to develop a full and comprehensive student tracking system that will establish early intervention and referral strategies. The system and supporting components must include the following:

#### Basic System:

##### **Student Engine**

- ◀ Supports Windows NT 2000 and Novel NetWare
- ◀ ODBC Compliant
- ◀ SQL 9.2 Compliant
- ◀ MS Access Backend
- ◀ MS SQL Upgrade Pathway Built in 2.6

##### **Student Menu**

- ◀ Contact
- ◀ Ed Plan (sub modules: class schedule, course waivers, tuition & fees)
- ◀ Degree Audit
- ◀ Retention (sub modules: program information, courses remaining, correspondence, withdrawn or failed courses)
- ◀ Assessment (sub modules: program assessment, tutoring information, portfolio, licensure)

##### **Course Menu**

- ◀ Description
- ◀ Syllabus
- ◀ Competencies
- ◀ Class schedule
- ◀ Books recommended
- ◀ Content repository

##### **Administration Menu**

- ◀ Configuration (sub modules: set user rights, passwords, student correspondence)
- ◀ Maintenance (sub modules: course offerings, record deletion, department entry, course



schedule entry, flat file creation)

◀ Customization (sub modules: college information, student intentions)

### **Supporting Components**

◀ Software Installation

◀ Full Campus Licensing

◀ Seven (7) days or 56 hours training

◀ College must have 24-hours/day web support and daytime phone support

### **Assessment (Competency-based learner's outcomes)**

◀ The College must be able to keep track of learner outcomes and reporting and documentation must be automated for competency-based learning. The Instructor must be able to keep track of areas that need improvement or when the student has been assisted. Lastly, a competencies audit must be generated for each student reflecting his or her mastery in course competencies.

**NEW MEXICO JUNIOR COLLEGE**

**REQUEST FOR PROPOSALS #72**

**Purchase and Installation of Smart Classroom Equipment**

**BOARD DOCUMENTS**

Date:	June 14, 2002
Prepared by:	Donna Richards Coordinator of Purchasing

**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**General Information**

1. On May 25, 2002, a legal notice was sent to the following newspapers requesting sealed proposals to provide professional services for purchasing and installing Smart Classroom equipment.
  - 1) The Hobbs Daily News Sun
  - 2) The Lovington Daily Leader
  - 3) Seminole Sentinel
2. On May 25, 2002, proposal packets were delivered to seven vendors.
3. Four (4) vendors submitted a proposal specified by the proposal package and in compliance with the opening date and time.
4. No bidders were present at the opening.
5. Business Office personnel have evaluated the proposals received and their recommendation is shown on Page 2.

# NEW MEXICO JUNIOR COLLEGE

## Evaluation and Recommendations

### Board Documents

Four vendors responded to the Request for Proposals #72. They are: Protech Projection, Brunswick, Ohio; Advanced Presentation Systems, Albuquerque, New Mexico; Wire One Technologies, Inc., Englewood, Colorado; and SPL Integrated Solutions, Houston, Texas. Of the four proposals received only two (2) met all specified criteria. Protech Projection did not meet specifications for a 60" multimedia lectern/podium. SPL Integrated Solutions did not include LCD projectors with a minimum of 2500 lumens.

The remaining two proposals, Advanced Presentation Systems and Wire One Technologies were evaluated by the Business Office for pricing, information on proven track record, and references.

The Administration recommends acceptance of the services of **Advanced Presentation Systems** at a cost of **\$137,235**. Please refer to Pages 3 and 4 for the price structure and evaluation criteria.

**Source of Funding:** (1) NMJC Computer Lab Replacement Fund

**Account Number: 7-2741-01-004**                      **Amount: \$37,235**

(2) Title V Major Equipment Fund

**Account Number: 3-2741-43-821**                      **Amount: \$100,000**

## Request for Proposal #72

### Board Documents

### Evaluation and Recommendation

#### Proposal Evaluation Criteria:

Section Number	Section Title	Percent	Total Points
I	Price	50%	500
II	Success rate Track record	25%	250
III	Ability to provide excellent service	25%	250
Total		100%	1000

The following proposals were received and met stated specifications.

Companies Responding and Fully Meeting Specification Criteria	Project Price Structure	Points Section I	Points Section II	Points Section III	Total Points Awarded
Advanced Presentation Systems	\$137,235	500	250	250	1000
Wire One Technologies	\$159,754	430	250	200	880

#### Recommendation:

After a review of the submitted proposals the Administration recommends accepting the proposal from **Advanced Presentation Systems** for the contract to provide professional services for installation of Smart Classroom Equipment.

NEW MEXICO JUNIOR COLLEGE

Request for Proposals #72

Specifications

**Purchase And Installation Of Smart Classroom Equipment**

**A. Specifications:**

1. New Mexico Junior College is requesting proposals for the sale and installation of smart classroom equipment. The deadline for the completion of the project is August 19, 2002, or a later date to be arranged by New Mexico Junior College.
2. Prospective Offerors must submit a documented, proven track record of major successes in the sale and installation of smart classroom equipment. Offerors must submit a minimum of five (5) client references, with names and telephone numbers of institutional representatives.
3. The following equipment/installations should be present in quantities sufficient for five (5) classrooms:
  - A. VCR – VHS capability – 4 head unit with Hi-Fi stereo and/or “surround sound” capability, S-video capability.
  - B. LCD projector – XGA capability – minimum of 2500 lumens – capable of 1024 X 768 resolution – must have power zoom and focus capability – wireless remote control with laser pointer – contrast ratio 400:1 – keystone correction - **3 year overnight replacement warranty** – Mitsubishi Model X490. If a model and manufacturer other than the Mitsubishi X490 is quoted then please include a copy of the specifications for the LCD projector you would like to have considered.
  - C. Digital document camera – Samsung SDP-900 or equivalent
  - D. Smartboard with Smart Notebook software or equivalent – 72 in diagonal with overlay software – mounted to existing wall surface – **do not** include rolling stands for this apparatus, they must be mounted.
  - E. **Flush** mount ceiling speaker system with amplifier – two (2) of the rooms **must** have speaker systems capable of “surround sound” quality (MB 169 and HH 203) and the remaining three (3) rooms must have stereo sound. Please include as many speakers as needed to meet this requirement (include subwoofers if appropriate) and amplifiers capable of meeting this requirement (surround sound or stereo). Please take into consideration the size and seating

capacity of each room when submitting your bid. Crestron components such as CNAMPX-7x200 or CNAMPX-7x40S120, CNAMPX-2x60 and CNX-DAP9 are preferred.

F. Ceiling mount for LCD projector

G. Wireless microphone system with amplifier and lavalier microphone.

H. AMX control panel (color LCD touch screen), model AXD-MCP or AXD-MCP/PB (whichever is required to run the system) with 5.5" screen and all necessary hardware and cabling to control all components of the system including but not limited to: room lighting; VCR; LCD projector; speaker volume; wireless microphone volume; desktop computer; laptop computer; smartboard; etc. (Equivalent Crestron system is acceptable.)

I. Switched outlet in ceiling

J. Multimedia lectern/podium – 60 inches in length – capable of containing ALL equipment and cabling – Brands acceptable KSI Statesman 11 with custom modifications, Sound Craft with custom modifications.

K. Plenum cabling as required

L. Interlink or Wireless Computing wireless keyboard and wireless mouse or equivalent

M. Installation of all components

N. Cables, surge protectors and any other equipment/supplies necessary for complete installation

O. Travel expenses – if applicable

4. All cabling extending from multimedia lectern/podium must go into wall plate on adjoining wall.

5. All equipment is to be installed in-classrooms of New Mexico Junior College's choosing.

6. NMJC will provide Gateway computers for each system with 15-18 inch flat screen monitors. These computers are to be installed in conjunction with the equipment provided by the offeror

7. Multimedia lectern/podium must be wired with the capability to plug-in a laptop

8. Offerors must provide a brief history of your company and its experience, qualifications and success in providing the types of equipment/services described in this RFP.

9. Include any expected costs not covered by the items/services mentioned above
10. Offerors must submit a complete firm profile, including resumes of key personnel, with their proposals. Offerors must include a time line and plan of approach with their proposals and any other relevant information for NMJC to properly evaluate the services specified in this RFP.
11. Proposal will be accepted on an "all or nothing basis". The proposal will be accepted or rejected in its entirety. NMJC **WILL NOT** accept portions of one bid and portions of another.
12. If the offeror would like to include more than one model of lectern/podium then a separate proposal should be submitted for each model. All other aspects of the proposals should remain the same.



## Request for Proposals #72

### **Purchase and Installation of Smart Classroom Equipment**

#### Additional Information

The following information is provided in an attempt to assist each offeror in this process.

#### 1. HOW IS THE ROOM TO BE USED

The main function of all five of the rooms is for teaching/training.

#### 2. ROOM USERS

The rooms will be utilized by instructors/professors 95% of the time. The other 5% of the time there will be individuals visiting the campus that will wish to utilize this equipment and/or the rooms.

#### 3. ROOM DIMENSIONS/LAYOUT

A. Room #1 – MB 169 – 38 feet 8 inches from front to back – 32 feet wide – ceiling height at front 13 feet and 8 feet 4 inches at back – theater type seating for 128

B. Room #2 – MC 136 – 36 feet 9 inches from front to back – 28 feet and 1 inch wide – ceiling height at front 11 feet and 10 inches and 6 feet 4 inches at back – theater type seating for 60 -70

C. Room #3 – HH 103 -39 feet 6 inches from front to back – 33 feet wide – ceiling height at front 11 feet and 4 inches and 8 feet 3 inches at back – theater type seating for 80

D. Room #4 – HH 203 – 35 feet and 1 inch from front to back – 34 feet and 5 inches wide – ceiling height at front 10 feet and 7 feet and 1 inch at back – theater type seating for 100

E. Room #5 – MH 130 – 33 feet and 4 inches from front to back – 29 feet and 6 inches wide – ceiling height 8 feet and 5 inches throughout (not tiered) – seating capacity 40 -45

PLEASE REFER TO DIGITAL PHOTOGRAPHS OF EACH ROOM FOR VISUAL REPRESENTATION OF EACH.

#### 4. LIGHTING

All five of the rooms have fluorescent lighting and no windows or skylights. Room #'s 2 - 4 have a

dimming system while room #s1 and 5 do not.

5. **AUDIENCE SIZE AND SEATING**

Please see #3 A-E above.

6. **COMPUTER PROJECTION**

Computer projection will be via Gateway Pentium 4 computers with 15-18 inch flat screen monitors permanently attached. Multimedia desk must also be wired with the capability for someone to walk into the room and plug in their laptop

7. **DO WE NEED TO COMPARE IMAGES SIDE-BY-SIDE?**

NO

8. **VIDEO SOURCES**

VHS VCR, DVD via Gateway computers, document camera, and Smartboard

9. **TELECONFERENCING**

These rooms will not be utilized for audio or videoconferencing at this time

10. **SLIDE PROJECTION**

Slide projectors will not be utilized in any of the rooms

11. **OVERHEAD PROJECTION**

**Currently we are utilizing overhead projectors in each of the rooms but I feel that because we are providing a document camera for each room there should no longer be a need for the use of an overhead projector**

12. **AUDIO REINFORCEMENT**

There should be surround sound audio in classrooms #1 and #4. Classrooms #2, #3, and #5 should have stereo sound.

13. **SPEECH REINFORCEMENT**

For speech reinforcement all rooms must have a wireless microphone system with lavaleer mics and all appropriate amplifiers, etc.

14. **PROJECTIONS SCREENS**

None of the rooms have windows so there are no blinds, drapery, or blackout shades. All rooms, except for # 5 have dimmers on the room lights. New wall surfaces will provide for both writing and projection

15. **TYPE OF PRESENTATIONS**

All of the rooms will be utilized for both video and data presentations.

16. **WRITING SURFACES**

Currently all rooms have either chalkboards or erasable white boards. The intent is to remove what is currently in the rooms and replace it with a writable/projectable surface large enough to accommodate the projected image size based on where the LCD projector is installed.

17. **PODIUM**

Multimedia lectern/podium – 60 inches in length – capable of containing ALL equipment and cabling – Brands- KSI, Sound Craft, Nova, Spectrum or equivalent. Offeror should submit a separate proposal for each brand of lectern/podium with all others aspects being identical.

18. **CONTROL SYSTEM**

There will numerous presenters utilizing each room. Control system should be such that an individual with little or no understanding of the system will be able to operate it with only minimal orientation.

**NEW MEXICO JUNIOR COLLEGE**

**Request for Proposals #72 - Purchase and Installation of  
Smart Classroom Equipment**

**Evaluation Criteria**

The following Evaluation Criteria will be used:

Section 1	Price	500 points	(50%)
Section 2	Success rate/track record	250 points	(25%)
Section 3	Ability to provide excellent service	250 points	(25%)

**Please submit information and client references as specified.**

***TOTAL POINTS - (MAXIMUM OF 1,000 POINTS)***

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-4-02

Candidate's name Hunt, Brandon E.

Position title Business Specialist - Small Business Development Center

New position  Existing position Classification  Faculty  Professional  Other  
(Position was Program Director of SBDC)

Is candidate related to another NMJC employee?  yes  no If so, to whom \_\_\_\_\_

Effective date of employment 06-24-2002 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Small Business Development Center

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 25,821 - 32,276 Recommended annual salary \$25,821.00 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-155 100%

Recommended and approved by:  
Gloria D. Munoz Supervisor Steven M. Davis Dean/Director

[Signature] Vice President 6-7-02 Steve M. Clary President

Selection Committee Members: Brown, Lisa  
Munoz, Gloria  
Thomas, Anita  
\_\_\_\_\_  
\_\_\_\_\_

Comments: Mr. Hunt meets the minimum requirements for this position.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ABBREVIATED RESUME**

### **Position**

Business Specialist – Small Business Development Center

### **Personal Data**

Name: Brandon E. Hunt

### **Education**

A.A., New Mexico Junior College, Hobbs, NM, 2000

B.B.A., College of the Southwest, Hobbs, NM, 2002

### **Professional Experience**

Hastings, Hobbs, NM  
Software/Book Manager

10/98 to Present

Wiechmann's Nursery, Hobbs, NM  
Store Manager

5/96 to 9/98

### **Organizations/Awards**

CSW Business Leadership Council

Graduated Cum Laude

Phi Theta Kappa

Who's Who in American Colleges and Universities



# New Mexico Junior College

## Career Opportunities

**Position Announcement • March, 2002 (Revised 5-3-02)**

**Position Title:** Business Specialist - Small Business Development Center

**Position Description:** The Business Specialist - Small Business Development Center reports to the Administrative Director of Small Business Development Center. Duties and responsibilities include, but are not limited to, the following: (1) provide assistance to the small business community; (2) provide confidential advisement, research, training and technical assistance and services to small business owners, investors and those planning to start a business; (3) assist in providing services in the areas of feasibility assessment, business plan development, financial analysis and forecasting, human resource management, marketing and accounting; (4) assist in the assessment of local community needs; (5) work with NMJC and SBDC staff in the development, promotion and conduction of business-related seminars and workshops; (6) provide assistance to the small business community in the area of government procurement through sponsorship of various training events; (7) participate, as appropriate, in training events as facilitator, moderator or instructor; (8) maintain proper files as per SBA requirements for the various training events; (9) assist in the maintenance of client files and resources; (10) participate in activities promoting awareness in the community of the services available through the NMJC - SBDC; (11) participate in professional development activities through various courses offered within the NMSBDC network, NMJC and other outside seminars, workshops and trainings; (12) assist the Administrative Director of SBDC, in any appropriate areas, as needed; (13) serve as a general advocate for area small businesses; and (14) accept other duties as assigned by the Administrative Director of SBDC. 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 or Master's Degree in Business Administration from a regionally accredited institution is required. In addition, business plan development and financial analysis/forecasting experience is preferred. Experience being a small business owner or manager is a plus. Effective written and verbal communication skills and a demonstrated ability to organize, plan, facilitate and implement a workshop/seminar is required. Proficiency in computer skills with an emphasis in financial analysis, spreadsheet and desktop publishing is preferred. Client confidentiality and accurate record keeping is an absolute necessity. Agree to pursue a professional development plan. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Occasional weekend and evening work will be required. Occasional overnight travel will also be required.

**Salary/Benefits:** This is a professional, twelve-month, grant position with a salary range of \$25,821 to \$32,276. This position is funded through a program created by the State of New Mexico and the United States Small Business Administration. Continuation of the position depends on grant funding. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** May 24, 2002 at 5:00 p.m. MDT. Position to start on July 1, 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:

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

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# New Mexico Junior College

## Career Opportunities

**Position Announcement • March, 2002**

**Position Title:** Business Specialist - Small Business Development Center

**Position Description:** The Business Specialist - Small Business Development Center reports to the Administrative Director of Small Business Development Center. Duties and responsibilities include, but are not limited to, the following: (1) provide assistance to the small business community; (2) provide confidential advisement, research, training and technical assistance and services to small business owners, investors and those planning to start a business; (3) assist in providing services in the areas of feasibility assessment, business plan development, financial analysis and forecasting, human resource management, marketing and accounting; (4) assist in the assessment of local community needs; (5) work with NMJC and SBDC staff in the development, promotion and conduction of business-related seminars and workshops; (6) provide assistance to the small business community in the area of government procurement through sponsorship of various training events; (7) participate, as appropriate, in training events as facilitator, moderator or instructor; (8) maintain proper files as per SBA requirements for the various training events; (9) assist in the maintenance of client files and resources; (10) participate in activities promoting awareness in the community of the services available through the NMJC - SBDC; (11) participate in professional development activities through various courses offered within the NMSBDC network, NMJC and other outside seminars, workshops and trainings; (12) assist the Administrative Director of SBDC, in any appropriate areas, as needed; (13) serve as a general advocate for area small businesses; and (14) accept other duties as assigned by the Administrative Director of SBDC. 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 minimum of a Bachelor's Degree in Business Administration from a regionally accredited institution is required. In addition, two years work experience in a business-related field or as a small business owner required. Proficiency in computer skills with an emphasis in financial analysis, spreadsheet and desktop publishing is preferred. Excellent interpersonal communication and organizational skills required. Client confidentiality and accurate record keeping is an absolute necessity. Agree to pursue a professional development plan. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Occasional weekend and evening work will be required. Occasional overnight travel will also be required.

**Salary/Benefits:** Salary and benefits are competitive and commensurate with experience and qualifications for a twelve-month grant position. This position is funded through a program created by the State of New Mexico and the United States Small Business Administration. Continuation of the position depends on grant funding. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** April 5, 2002 at 5:00 p.m. MST. Position to start on April 15, 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:

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

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## APPLICANT LIST

**Position:** Business Specialist – Small Business Development Center

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Christensen, Christian	No	No	
Conklin, Samuel	No	No	Incomplete application materials.
Teague, Virginia	No	No	
Foster, Jaye Jean	No	No	
Howell, Christopher	No	No	
Strubhart, Kristi	Yes	No	
Rodriguez, Shanda	No	No	Incomplete application materials.
Hunt, Brandon	Yes	Yes	Start date: pending Board approval.
Funk, Misty	No	No	
Garcia, Norma	Yes	No	
Jones, Kevin	No	No	
Simmons, Steve	No	No	
Bachmann, Kevin	No	No	Incomplete application materials.

# NEW MEXICO JUNIOR COLLEGE



## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 6-4-02

Candidate's name Stingley, Kayleen R.

Position title Professor, Cosmetology

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 12, 2002 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source NMJC Operating Budget - Cosmetology

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, KJMA Radio & Lubbock TX Workforce Development Website)

Posted salary range Per faculty salary Recommended annual salary \$26,400 Prorated salary  yes  no  
schedule (Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-518 100%

Recommended and approved by:

Maria Elena Vick  
Supervisor

Steve M Davis  
Dean/Director

[Signature] 6-6-02  
Vice President

[Signature]  
President

Selection Committee Members: Gowen, Shelby

Ramsey, Connie

Vick, Maria

Weller, Martha

Comments: Ms. Stingley meets the minimum requirements for this position.

## **ABBREVIATED RESUME**

### **Position**

Professor of Cosmetology

### **Personal Data**

Name: Kayleen R. Stingley

### **Education**

Certificate in Cosmetology, New Mexico Junior College, Hobbs, NM, 1995

### **Professional Experience**

Body Rejuvenation, Hobbs, NM 4/00 to Present  
Cosmetologist/Head Nail Technician

Tangles and Company, Hobbs, NM 11/96 to 4/00  
Cosmetologist/Nail Technician

Emery Board, Hobbs, NM 5/96 to 11/96  
Owner/Cosmetologist/Nail Technician

Extend Ten, Hobbs, NM 10/95 to 5/96  
Cosmetologist/Nail Technician

### **Organizations/Awards**

Cosmetology License #18009  
Phi Theta Kappa



# New Mexico Junior College

## Career Opportunities

**Position Announcement • April, 2002**

**Position Title:** Professor of Cosmetology

**Position Description:** This position reports to the Dean of Business & Technology and is responsible for creating a learning environment for a comprehensive Cosmetology Certificate or Associate of Arts degree program. Duties include implementing and updating competency based curriculum materials necessary for the successful operation of a performance based operation. Teaching theory and practical classes in all areas of cosmetology. Maintaining student grade records, classroom and lab management is a must. Work with US Skills VICA students. Hold regular office hours for student advisement. May be required to attend workshops and seminars to keep current with the occupation and teaching field. Serve on college committees as requested by the administrative team.

**Qualifications:** (1) One year experience in the cosmetology field; (2) must hold a current New Mexico Cosmetology Instructors license by August 14, 2002; (3) an Associate degree from a regionally accredited institution is preferred; (4) candidate should have good human relations skills and knowledge of the state board requirements; (5) current knowledge of cosmetology service industry; (6) computer proficiency; and (7) the ability to instruct a diverse student population.

**Salary/Benefits:** Salary is based on the NMJC faculty salary schedule and is commensurate with education teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

**Application Deadline:** May 3, 2002 at 5:00 p.m. MDT. Position starts August 14, 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:

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

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## APPLICANT LIST

**Position:** Professor of Cosmetology

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Stingley, Kayleen	Yes	Yes	Start date: pending Board approval.
Garcia, Alice	No	No	Incomplete application materials.

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date June 7, 2002

Candidate's name BRANT, ALLYSON LEA

Position title UPWARD BOUND ACADEMIC COODINATOR

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 UPWARD BOUND ACCOUNT # 3-2042-43-702

Paid advertising beyond \*standard Albuquerque Journal, Lubbock Avalanche Journal, and Midland Reporter  
(\* 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)

Albuquerque Journal, Lubbock Avalanche Journal, and Midland Reporter Telegram

Posted salary range \$27,207 to \$39,758 Recommended annual salary \$31,500 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) ACCOUNT # 3-2042-43-702, 100%

Recommended and approved by:  
[Signature] 6/07/02 [Signature] 6-7-02  
Supervisor Dean/Director  
[Signature] 6/10/02 [Signature]  
Vice President President

- Selection Committee Members:
- MICHAEL F. CHAVEZ
  - DR. PAT GORMAN
  - ELIZA GREOTTUM
  - GAYLE ABBOTT
  - VERA GILLELAND

Comments: Ms. Brant meets and exceeds the maxium qualifications for this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ABBREVIATED RESUME

### Position

Upward Bound Academic Coordinator

### Personal Data

Name: Allyson L. Brant

### Education

B.A., Alfred University, Alfred, NY, 1998

M.Ed., University of Texas at Austin, Austin, TX, 1999

### Professional Experience

Del Valle ISD, Austin, TX 8/99 to 5/02  
Third Grade Teacher

Texas Center for Reading and Language Arts, Austin, TX 1/99 to 7/00  
Part-time Graduate Research Assistant

Iron Cactus Restaurant, Austin, TX 5/98 to 3/99  
Part-time Waitress

Carlisle YMCA, Carlisle, PA 5/98 to 8/98  
Part-time Day Camp Counselor

North Hornell School, Hornell, NY 8/97 to 12/97  
K-1-2 Multiage Student Teacher

Wellsville Elementary School, Wellsville, NY  
Pre-K Practicum Teacher 4/97  
Fifth Grade Practicum Teacher 2/97

### Organizations/Awards

Alfred University's Dean's List  
All-Academic Swimmer for the NYS Athletic Conference  
Master's Student Block Grant Recipient, Department of Special Education  
Outstanding Senior Award Nominee, Alfred University  
Pre-K – 6 Elementary Teaching Certificate, New York State  
Pre-K – 8 Early Childhood and Elementary Teaching Certificate, State of Texas  
Pre-K – 12 General Special Education Teaching Certificate, State of Texas  
Psi Chi – National Honor Society of Psychology



# New Mexico Junior College Career Opportunities

## Position Announcement • May, 2002

**Position Title:** Upward Bound Academic Coordinator

**Position Description:** The Upward Bound Academic Coordinator reports to the Director of Upward Bound Program. The Upward Bound Program is a component of the federal TRIO Program to assist 9th through 12th graders to graduate and enter post-secondary education. General duties and responsibilities include: (1) travel to target schools in Lea County for parent, teacher and counselor conferences; (2) make recruitment presentations to target school staff and students; (3) maintain close relationships with high school personnel and on-campus resources to encourage joint planning with the program; (4) assist in writing and designing Upward Bound brochures, posters and other informational literature; (5) assist with student recruitment and selection including application review, ranking and interviews; (6) develop Individual Educational and Career Plans (IECP) with each participant within 30 days of acceptance; (7) advise participants about course schedules in high school that lead to acceptance in post-secondary institutions; (8) coordinate and maintain Upward Bound tutoring program throughout the academic year and summer component; (9) obtain quarterly grade reports for each Upward Bound participant; (10) provide academic advising to participants during target school visits; (11) evaluate tutors each semester; (12) monitor participants academic progress in the program; (13) assist the Director of Upward Bound with planning of summer curriculum and activities for the summer component and the bridge programs; (14) evaluate summer component and bridge component for overall effectiveness; (15) assist in collecting data for annual performance reports and assist in preparation of funding proposal; and (16) 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 education, psychology/sociology and/or related fields is required. Master's degree preferred. All degrees must be from a regionally accredited institution. Curriculum development experience preferred. TRIO Program experience and bilingual in English/Spanish is an asset. Qualified applicant should have at least one year of experience working with disadvantaged youth and secondary education.

**Salary/Benefits:** This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. Salary range is \$27,807 to \$34,758 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** May 17, 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 an 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:** Upward Bound Academic Coordinator

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
George, Carl	No	No	
Phelps, Cleveland	No	No	Incomplete application materials.
Weaver, Vicki	No	No	
Foster, Jaye Jean	Yes	No	
Shaver, Shalina	No	No	
Parker, Karen	No	No	Incomplete application materials.
Riley, Norma	No	No	
Padilla, Roderigo	Yes	No	
Fisher, Rebecca	No	No	
Brant, Allyson	Yes	Yes	Start date: pending Board approval.
Zambrelli, Cynthia	No	No	

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-13-02

Candidate's name Prindle, Patrick W.

Position title Professor of Psychology

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 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 to \$44,493 Recommended annual salary \$45,500 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:

Mindy D. Best  
Supervisor

Mindy D. Best  
Dean/Director

Vice President

Steve McCleery  
President

Selection Committee Members: Cummings, Karen

Emmerich, Patty

Garcia, Joe

Comments: Dr. Patrick Prindle meets and/or exceeds the minimum requirements for this position.

## **ABBREVIATED RESUME**

### **Position**

Professor of Psychology

### **Personal Data**

Name: Patrick W. Prindle

### **Education**

B.A., The Ohio State University, Columbus, OH, 1969

M.A., Xavier University, Cincinnati, OH, 1974

Ph.D., The Union Institute, Cincinnati, OH, 1981

### **Professional Experience**

College of Siskiyous, Weed, CA 8/01 to Present  
Psychology/Sociology Instructor

Cabrillo College, Aptos, CA 1/96 to 7/01  
Part-time Psychology Instructor

Spa Fitness Centers, Capitola, CA 5/99 to 6/01  
Part-time Fitness Instructor

De Anza College, Cupertino, CA 4/90 to 6/01  
Part-time Psychology Instructor

### **Organizations/Awards**

Alpha Gamma Sigma Award, Cabrillo College, 2000, 2001

American Association for Marriage and Family Therapy, Clinical Member

California Community Colleges Counseling Credential

California Community Colleges Teaching Credential - Psychology

ISSA Certified Fitness Trainer

Teacher of the Year, Mission College, 1995



# New Mexico Junior College Career Opportunities

**Position Announcement • August, 2001 (revised 2/11/02)**

**Position Title:** Professor of Psychology

**Position Description:** The Professor of Psychology reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Introduction or Adolescent or Child Psychology, Human Relations, Psychology of Lifespan, and Interpersonal Communications; (2) teach (day and/or evening/s), as enrollment requires, a section of Human Growth and Development for Allied Health (per Fall and/or Spring semesters); (3) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (4) serve on college committees, as assigned; (5) serve as an advisor to assigned students; (6) post and maintain approved office hours per week; (7) attend orientation and other in-service meetings/workshops, as scheduled; (8) maintain accurate student records; (9) involve oneself in the general recruitment of students for the institution and psychology program; (10) assume other professional responsibilities associated with the position of professor; and (11) 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 Psychology, from a regionally accredited institution preferred or a Master's degree in a related field from a regionally accredited institution, with at least 18 graduate hours in the teaching discipline. 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:** March 22, 2002, 5:00 p.m. M.S.T. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all application materials must be received. 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

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**Application Deadline:** Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all application materials must be received. Please do not send any application materials via e-mail.

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## APPLICANT LIST

**Position:** Professor of Psychology

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Winkles, Renee	No	No	Incomplete application materials.
Ritchey, Carolyn	No	No	
Bryan, Danny	No	No	
Futrell, Glynn	No	No	
Roberson, Debra	No	No	
Zambrelli, Cynthia	No	No	
Davis, Eunice	No	No	
Ross, Rethia	No	No	
Fraze, Robert	No	No	
Anderson, Thomas	No	No	
Craighead, Kevin	No	No	
Klomegah, Roger	No	No	
Phillips, Judith	No	No	
Hoyt, Bryan	No	No	
Wendt, Roger	No	No	
Caycedo, Julio	No	No	Incomplete application materials.
Rahman, Saidur	No	No	Incomplete application materials.
Esmail, Ashraf	No	No	

**Position:** Professor of Psychology (continued from page 1)

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Boyd, Linda	No	No	
Wolff, Mark	No	No	Incomplete application materials.
Dozier, William	No	No	Incomplete application materials.
Page, Frank	No	No	Incomplete application materials.
Drennan, Alan	No	No	
Johnson, Regina	No	No	
Carrica, Jean	No	No	
Stahl, Julie	No	No	Incomplete application materials.
Truan, C. Franklin	No	No	
Wilsdon, Yvonne	No	No	Incomplete application materials.
Velnosky, E. Charles	No	No	Incomplete application materials.
Viguerie, Raoul	No	No	
Adams, Stephen	No	No	
Heidary, Payam	No	No	
Cloe, Kim	No	No	
Johannes, Christopher	No	No	
Acker, Ed	No	No	Incomplete application materials.
Westbrook, J. Michael	No	No	Incomplete application materials.

**Position:** Professor of Psychology (continued from page 2)

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Clement, Stacy	No	No	Withdrew application.
Prindle, Patrick	Yes	Yes	Start date: pending Board approval.
LeValley, Janet	Yes	No	
Wright, Kelley	No	No	Received after deadline to apply.