

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Friday, June 27, 2008

Zia Room - Library

4:00 p.m.

AMENDED AGENDA

- | | |
|---|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of May 15 & 28, 2008 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Consideration of Audit Report | Dan Hardin |
| 2. Monthly Expenditures Report | Dan Hardin |
| 3. Monthly Revenue Report | Dan Hardin |
| 4. Oil and Gas Revenue Report | Dan Hardin |
| 5. Schedule of Investments | Dan Hardin |
| 6. Consideration of Five Year Capital Plan | Dan Hardin |
| 7. Consideration of Auction List | Charley Carroll |
| 8. Consideration of Western Heritage Museum Advisory Board Member | Steve McCleery |
| 9. Consideration of 2008/2009 Employee Compensation | Steve McCleery |
| 10. Consideration of Competitive Compensation Stipend | Steve McCleery |
| 11. Personnel Consideration – Director of Institutional Effectiveness | Steve McCleery |
| 12. Personnel Consideration – Professor of English | John Gratton |
| 13. Personnel Consideration – Professor of Biology | John Gratton |
| 14. Personnel Consideration – Professor of Art | John Gratton |
| 15. Personnel Consideration – Professor of Music | John Gratton |
| 16. Personnel Consideration – Professor of History/Government | John Gratton |
| 17. Personnel Consideration – Professor of Ford ASSET Automotive Tech | John Gratton |
| 18. Personnel Consideration – Professor of PE/Athletic Trainer | John Gratton |
| 19. Personnel Consideration – Instructional Technology Specialist | Jeff McCool |
| 20. Personnel Consideration – Admission Specialist | Regina Organ |
| 21. Personnel Consideration – Advanced Training Coordinator | August Fons |
| 22. Closure of Open Meeting | Larry Hanna |
| 23. Consideration of President's Contract | Larry Hanna |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

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NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MAY 15, 2008

MINUTES

The New Mexico Junior College Board met on Thursday, May 15, 2008, beginning at 2:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mr. Phillip Jones; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner. Not present: Ms. Patricia Chappelle and Mrs. Mary Lou Vinson.

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

Consideration of Audit Report under New Business was tabled. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the agenda was unanimously adopted, as amended.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously approved the minutes of April 18, 2008.

Under *President's Report*, Dr. McCleery reported on the HED meeting held in Albuquerque on May 14th.

Mr. Black moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of the New Mexico Statutes Annotated 1978. Mr. Jones seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner - yes; and Mr. Hanna - yes.

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

Under *New Business*, Dan Hardin presented the April financial reports and with a motion by Mr. Kesner, seconded by Mr. Black, the Board

unanimously approved the expenditures for April, 2008. Upon a motion by Mr. Kesner, seconded by Mr. Black, the Board unanimously approved the Fiscal Watch Reports.

Dr. McCleery presented a recommendation from the Employee Benefits & Welfare Committee to close the campus on the Wednesday before Thanksgiving, extending the Thanksgiving break from Wednesday through Friday. Upon a motion by Mr. Black, seconded by Mr. Jones, the Board unanimously approved the recommendation.

Dr. McCleery presented the 2008/2009 employee handbook for Board consideration. After some discussion and upon a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously approved the handbook changes.

Dr. McCleery presented a recommendation from the administration to adjust the overload and adjunct pay schedule and increase the allocated amount by \$200 per class taught. The Faculty Senate's recommendation requested that 60% of the allocated funds be used to increase the overload and summer pay for **full time** faculty and 40% of the funds be used to increase the pay for **adjunct** faculty. Upon a motion by Mr. Black, seconded by Mr. Jones, the Board unanimously approved the recommendation from the administration.

Josh Morgan presented Bid #1014 – Western Heritage Museum Site Improvements. The administration recommended acceptance of the bid submitted by Armstrong Construction Company in the amount of \$374,640, exclusive of gross receipts tax. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the Board unanimously accepted the recommendation.

Mr. Morgan presented Request for Proposals #98 – Professional Legal Services. The administration recommended acceptance of the proposal of Maddox, Holloman & Kirksey, P.C. at the average hourly rate of \$181. Upon a motion by Mr. Kesner, seconded by Mr. Black, the Board unanimously accepted the recommendation.

Regina Organ recommended Mr. Jerry Voight for the Assistant Men's Basketball Coach position at an annual salary of \$25,259. Upon a motion by Mr. Jones, seconded by Mr. Black, the Board approved the employment of Mr. Voight, effective July 1, 2008. The vote was as follows: Mr. Jones –

yes; Mr. Hanna – yes; Mr. Black – yes; Mrs. Williams – yes; and Mr. Kesner – no.

Dr. Organ recommended Mr. Benjamin Finkbeiner for the Professor of Physical Education/Assistant Women's Basketball Coach position at a nine salary of \$36,573. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the Board approved the employment of Mr. Finkbeiner, effective August 11, 2008.

Mr. Hanna called for comments from the community. There being none, a work session was scheduled for May 28, 2008, beginning at 11:00 a.m., with a board meeting to follow at 1:30 pm.

Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board meeting adjourned at 4:00 p.m.

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MAY 28, 2008

MINUTES

The New Mexico Junior College Board met on Wednesday, May 28, 2008, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mr. Phillip Jones; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner. Not present: Ms. Patricia Chappelle and Mrs. Mary Lou Vinson.

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

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

Dr. McCleery presented different options for 2008/2009 Employee Compensation. After much discussion, Mr. Kesner made a motion to utilize the \$35,000 (previously approved) to bring support and maintenance employees to minimum salary range; apply the remaining funds to bring all employees to minimum; and then provide a salary increase for all employees, based on Public Sectors recommendation. Mr. Black seconded the motion and the motion carried unanimously.

The next regular board meeting was scheduled for June 19, 2008, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board meeting adjourned.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: April 30, 2008
RE: Audit

At the May Board meeting, you will be presented the audit report for the 2006/2007 fiscal year. Normally, the audit is presented to the Board in January, but there were several delays in getting the State Auditor to approve and release the audit. The auditors issued an unqualified opinion with no material weaknesses, which is the best the College can receive. There are some findings that we wanted you to be aware of before the meeting.

1) **Capital Assets**

During the audit the Business office informed the auditors of problems with the fixed asset module in Banner. This problem effected not only the fixed assets, but the depreciation schedule. Before the audit was over the College had already contracted an outside consultant for help with the fixed asset module in Banner. The consultant was on campus in December and worked with the Business Office staff and the inventory specialist to make changes and correct some problems we were experiencing with fixed assets. The College must keep two inventory listings. Inventory for depreciation and the audited financials start at \$5,000.00 the inventory for HED starts at \$1,000.00. We have addressed the issue and are hopeful that this finding will not appear in the 2007/2008 audit.

2) **Preparation of Financial Statements**

The finding states that the College does not prepare the financial statements and the related disclosures. We were surprised with this finding because in the contract with the auditors they are responsible for preparing the financials. But the point of this finding is that the auditors feel we should be capable of preparing the financials for the College. We have traveled to Eastern New Mexico University to see how they pull from Banner and prepare their

financials. Also, Amparo Salazar, staff accountant, has attended a GASB audit program to get additional training for financial statement preparation.

3) Employees not informed of College's guidelines for ethical business conduct

The auditors interviewed nine employees and two were not aware of the College's guidelines regarding business ethics as stated in the College's policies and procedures manual. The response is that the College will emphasize the College's guidelines regarding business ethics with each employee, and move the business ethics section to the front of the handbook.

4) Error in payment of wages

The condition found that an adjunct faculty was paid off of a special compensation twice. Please note that this was done in early fall 2006. There have been changes and additions in payroll personnel and procedures have been implemented to prevent double paying of special compensations.

5) Incorrect Tax withholding

The audit found that an employee had an incorrect amount withheld for state and federal taxes. The situation was that one employee had extra withholding taken out, but we did not have a W-4 to backup the extra amount withheld. The employee had requested the additional amount of withholding taken out of her paycheck several years ago, but there was no documentation. Before the 2008 calendar year Human Resources had everyone complete a new W-4. The new procedure is to update the W-4 annually.

6) Taxes not withheld

The condition was that the one time compensation paid on December of 2006 did not have any taxes taken out. Employees signed a salary addendum that stated that taxes would be taken out, but state and federal taxes were not taken out. As stated above the person responsible for the payroll at this time is no longer with the College, current payroll personnel have been informed of this finding. The one time compensation in 2006 was a separate payroll the one time compensation to begin in April will be incorporated with the regular payroll and taxes will be withheld.

7) Overspending budgeted amounts

The finding states that spending exceeded the budget in total for both the unrestricted and restricted funds.

In the exit meeting with the auditors, there were only six findings, three months later we were informed of a seventh finding. I am very sorry for this finding, the institution did not go over the institutional budget, the error

was in my translation of the NMJC internal budget to the HED budget. When we were informed of this finding we spent a lot of time researching the finding because we were not over budget in Banner for 2006/2007. There were three errors, first \$580,000.00 of the fringe benefits were not included in the Unrestricted Instruction and General HED budget. Next, in the Unrestricted Non Instruction and General I under estimated the amounts of the expenditures that would be spent for the two construction projects for May and June of 2007. Finally, I under estimated the amount of expenditures for federal pell and loan grants in May and June of 2007. The restricted pell and loan funds are drawdown funds and we do not set a specific budget for these expenditures.

To prevent this finding in the future, I will take extra steps to double check the HED budget to the Board approved budget. Also, I will not move the capital projects budget from one year to the next on the HED budget until after the end of the fiscal year.

It is very important that the Board have confidence in the financial information that is presented. I am responsible for this finding and will do everything possible to prevent this from happening again.

Respectfully submitted,

A handwritten signature in blue ink that reads "Dan Hardin". The signature is written in a cursive style with a large initial "D".

Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: **Dan Hardin**
Date: **June 6, 2008**
RE: **Expenditure and Revenue Reports for May 2008**

The total year-to-date funds expended and/or encumbered through the month of May is \$37,123,776.00. Last year at this time we had expended \$30,806,173.00, the main factor for this increase is the Workforce Training Center and Student Apartments construction projects.

The total current unrestricted fund expenditures through May are \$19,452,259.00, which is 91% of the projected budget. Instruction has expended about 91 % of the budget through May. The expenditures in Instruction are more in line as a change was made this year expensing the faculty summer payrolls during the year. In the Internal Service departments we are showing a credit for the month. Each month we expense \$69,152.00 between Instruction, Academic Support, Student Services, Institutional Support, and Operations and Maintenance, the credit goes to the Computer Services department. In May the credit to Computer Services was more than the expenses in that department. The expense report indicates that the Auxiliary Enterprises departments are over their budget as of May. We anticipate that we will be receiving almost \$100,000.00 in refunds in June for the Bookstore for return of new textbooks. This will bring the expenses back below the budget for the year.

Restricted funds for the year are \$4,566,650.00. The Grants are doing a good job of staying on track with their spending and reporting. Financial Aid has been working closely with the Business Office to get all awards processed and to the students.

We are showing \$622,633.00 in expenditures during May in Plant Funds. Most of this is the encumbrance for the C. M. Burke dorm remodel project that is under way.

Total year-to-date expenditures through May 2008 are \$37,123,776.00.

Total Revenue through May 2008 is \$34,037,226.00. Unrestricted revenue is \$25,850,353.00. If you will look at Advalorem Property tax, currently we are below the budget by \$97,141.00. We are expecting a large distribution from the Lea County

Treasurer in June that will bring our year-to-date total over our projected budget.

Restricted funds will be drawn down as much as possible by the end of June.

There were no funds drawn in for Plant Funds in May. The total revenue for the month of May was 2,093,929.00, with the year to date total at \$34,037,226.00.

Oil and gas revenue remains strong, as we received \$944,404.00 in May for the April allotment. Currently, the Oil and Gas revenue is over the budget by \$5,394,081.00, when we receive the revenue for the last two months of the fiscal year we could possibly be over the budget by \$7,000,000.00.

In May \$500,000.00 was drawn in from the LGIP investments leaving a remained balance of \$11,625,000.00, we have \$9,068,844.22 in designated capital projects.

This concludes the Financial Report for May 2008.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
May 2008

92% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	7,753,336	6,496,592	84%	7,986,970	415,343	7,269,108	91%
Academic Support	2,507,127	2,203,867	88%	2,381,824	116,159	2,116,117	89%
Student Services	1,403,563	1,183,480	84%	1,418,406	78,850	1,199,067	85%
Institutional Support	3,658,739	2,525,807	69%	3,120,744	131,657	2,226,233	71%
Operation & Maintenance of Plant	2,842,419	2,675,259	94%	2,641,473	142,500	2,574,604	97%
Subtotal - Instruction & General	18,165,184	15,085,005	83%	17,549,417	884,509	15,385,129	88%
Student Activities	201,846	191,687	95%	203,082	14,890	183,606	90%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	517,749	483,517	93%	623,571	(9,181)	587,194	94%
Student Aid	540,613	488,213	90%	470,077	33,427	675,735	144%
Auxiliary Enterprises	1,781,529	1,747,200	98%	1,637,994	64,686	1,699,570	104%
Athletics	792,571	825,345	104%	938,793	39,552	921,025	98%
Total Current Unrestricted Fund	21,999,492	18,820,967	86%	21,422,934	1,027,883	19,452,259	91%
CURRENT RESTRICTED FUND							
Grants	1,823,022	1,276,438	70%	2,085,560	105,168	1,267,806	61%
Student Aid	4,000,000	3,825,780	96%	4,000,000	27,076	3,298,844	82%
Total Current Restricted Fund	5,823,022	5,102,218	88%	6,085,560	132,244	4,566,650	75%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	7,890,054	2,945,376	37%	17,506,628	67,971	10,165,082	58%
Projects from State GOB Funds	3,431,272	3,396,438	99%	3,072,424	0	1,620,582	53%
Projects from State STB Funds	0	0	0%	1,820,000	492,224	812,224	45%
Projects from General Fund	735,262	320,772	44%	519,058	43,252	456,408	88%
Projects from Private Funds	702,664	220,402	31%	465,801	19,186	50,571	11%
Projects from State ER&R	77,895	0	0%	143,311	0	0	0%
Projects from State BR&R	370,303	0	0%	163,350	0	0	0%
Projects from Auxiliary BR&R	16,943	0	0%	12,856	0	0	0%
Subtotal - Capital and BR&R	13,224,393	6,882,988	52%	23,703,428	622,633	13,104,867	55%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	13,224,393	6,882,988	52%	23,703,428	622,633	13,104,867	55%
GRAND TOTAL EXPENDITURES	41,046,907	30,806,173	75%	51,211,922	1,782,760	37,123,776	72%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
May 2008

92% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	2,647,425	2,725,170	103%	3,132,649	50,234	3,306,617	106%
State Appropriations	8,800,842	8,144,680	93%	7,990,100	525,941	8,899,009	111%
Advalorem Taxes - Oil and Gas	4,700,000	8,367,937	178%	5,200,000	962,519	10,244,081	197%
Advalorem Taxes - Property	2,800,000	2,523,202	90%	2,800,000	218,602	2,702,859	97%
Interest Income	185,000	461,412	249%	285,000	28,544	458,370	161%
Other Revenues	225,050	203,469	90%	229,100	15,877	239,417	105%
Subtotal - Instruction & General	19,358,317	22,425,870	116%	19,636,849	1,801,717	25,850,353	132%
Student Activities	110,000	108,783	99%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,250,052	2,168,118	96%	2,240,048	73,695	2,077,425	93%
Athletics	39,100	35,475	91%	189,100	3,259	185,842	98%
Total Current Unrestricted	21,757,469	24,738,246	114%	22,065,997	1,878,671	28,113,620	127%
CURRENT RESTRICTED FUND							
Grants	1,839,628	1,276,126	69%	2,041,089	71,322	1,311,649	64%
Student Aid	4,000,000	3,499,753	87%	4,000,000	143,936	3,035,858	76%
Total Current Restricted	5,839,628	4,775,879	82%	6,041,089	215,258	4,347,507	72%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,420,676	1,616,676	47%	1,840,485	0	1,576,099	86%
Projects from State STB Funds	0	0	0%	1,805,000	0	0	0%
Projects from General Fund	735,262	0	0%	519,058	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	4,155,938	1,616,676	39%	4,164,543	0	1,576,099	0%
GRAND TOTAL REVENUES	31,753,035	31,130,801	98%	32,271,629	2,093,929	34,037,226	105%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

May 2008

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	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$58.72	2,961,614	\$7.64	16,869,487	696,569	350,000	346,569
Actual	August	\$62.00	2,625,997	\$7.72	16,326,501	688,684	350,000	338,684
Actual	September	\$70.49	2,871,683	\$7.46	17,021,482	791,803	350,000	441,803
Actual	October	\$69.64	2,856,842	\$7.09	17,070,809	758,237	350,000	408,237
Actual	November	\$73.07	2,865,746	\$7.17	16,476,858	772,642	350,000	422,642
Actual	December	\$87.24	2,950,244	\$8.67	16,138,751	858,487	350,000	508,487
Actual	January	\$88.39	3,005,566	\$9.46	16,372,587	918,418	350,000	568,418
Actual	February	\$90.53	2,834,463	\$7.81	16,407,788	930,221	350,000	580,221
Actual	March	\$92.38	2,724,182	\$9.51	14,661,007	897,719	350,000	547,719
Actual	April					944,404	350,000	594,404
Accrual	May					350,000	350,000	0
Accrual	June							0
Y.T.D. Production Tax Revenue						8,607,184	3,850,000	4,757,184
Y.T.D. Equipment Tax Revenue						1,636,897	1,000,000	636,897
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						10,244,081	4,850,000	5,394,081

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
May 2008

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	11,625,000	N/A	N/A	N/A	7102-1348	2.59%	26,212
Total investments	<u>11,625,000</u>						<u>26,212</u>

Summary of Current Month's Activity	
Beginning amount	12,125,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	9,068,844
Reserves Invested	2,556,156
Total LGIP Investment	11,625,000

Capital Projects	5/31/2008
Technology Upgrade	425,510.78
Workforce Training Center	30,635.90
High Tech Start Up	13,346.40
Vehicles	49,474.08
Drawings & Master Plan	12,805.63
Baseball Field	43,034.24
Rodeo Arena	149,633.45
Dormitory Landscape	1,622.23
Millen Fence/Landscape	139,747.89
JASI	191,909.41
Computer Equipment Rebates	12,324.85
Marketing	49,932.06
West Texas ITV	50,000.00
Equestrian Center	450,000.00
Flooring Repair	4,783.53
Student Housing Construction	1,455,302.78
Classroom Furniture	0.00
Testing Center Remodel	1,450,000.00
Frame & Door Replacement	150,000.00
Campus Village Development Proj	21,475.47
Continuing Education	16,991.00
Landscaping	300,000.00
Facility Painting	24,910.92
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	38,120.00
Campus Paving	223,037.82
Roof Replacement	273,531.64
Interior Lighting-Energy Retrofit	103,859.62
WHM-Consultant	90,000.00
Workforce Training-Landscape	300,000.00
Old Dorms Renovation	708,828.66
CDL Truck Driving Program	43,262.14
Bulk Fuel	3,857.93
Millen Dr. Sewer & Water	53,405.52
Board Room	25,000.00
Concrete Upgrade	43,228.66
Campus Construction	376,893.37
Oil & Gas Training Center	287,454.79
Workforce Training/Outreach	3,354.43
Infrastructure	19,444.33
Professional Writing/Publishing	60,000.00
Public Sector	30,606.53
Campus Security	100,000.00
Caster Bleachers	100,000.00
Caster Old CHOF Remodel	300,000.00
Track/Arena Area Enhancement	75,000.00
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learning	5,000.00
Welding Lab	50,000.00
Copier Replacement	12,917.66
Total	9,068,844.22

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)492-2770
Fax: (505)492-2768

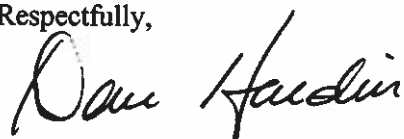
To: New Mexico Junior College Board members
From: Dan Hardin
RE: Five year capital plan
Date: June 18, 2008

Board members,

The Higher Education Department requires each College to submit a Board approved five year capital plan by July 1st. The five year capital plan for New Mexico Junior College being presented to you follows the College's strategic and master plans. Thirteen projects have been identified as priorities and are ranked with descriptions and estimated costs of the projects.

The administration is asking for your approval of the New Mexico Junior College five year capital plan.

Respectfully,



Dan Hardin

	Cost of Project or Phase	Percentage to be funded from Legislative Funding (list % and describe funding)	Percentage to be funded from other sources (list % and describe funding)	New Construction	Renovation	Square Footage (GSF)
chiller/cooling tower/electrical	\$ 5,500,000.00	90% GOB(3,500,000) STB(1,500,000)	10% Oil & Gas mill levy funds (\$500,000)	Yes	Yes	Adding 1000sq ft
d floor of Pannell Library creating	\$ 2,540,000.00	43% GOB (1,090,000)	57% Oil & Gas mill levy funds (\$1,450,000)	Yes	Yes	Adding 400sq ft
Cowboy Hall of Fame area into	\$ 542,550.00	45% GOB (242,550)	55% Oil & Gas mill levy funds (\$300,000)	Yes	Yes	Adding 900 sq ft
nt, Concrete replacement, ties	\$ 300,000.00	0%	100% Oil & Gas mill levy funds (\$300,000)	No	Yes	No additional sq ft
in	\$ 1,500,000.00	50% Gen Fund/STB	50% Oil & Gas mill levy funds (\$750,000)	Yes	No	Adding 3060 sq ft
ditions	\$ 500,000.00	0%	100% Oil & Gas mill levy funds (\$500,000)	Yes	Yes	Adding 4000sq ft
del of infrastructure	\$ 1,000,000.00	25% Gen Fund/STB	75% Oil & Gas mill levy funds (\$750,000)	Yes	Yes	Adding 10,000sq ft
in highway, left turn lanes, side	\$ 8,000,000.00	50% GOB/GF/STB	50% Oil & Gas mill levy funds/ Private Funding	Yes	No	160,000 sq ft
in	\$ 700,000.00	50% Gen Fund/STB	50% Oil & Gas mill levy funds (\$350,000)	Yes	Yes	No additional sq ft
in	\$ 3,200,000.00	75% Federal Grants	25% Oil & Gas mill levy funds (\$800,000)	Yes	No	No additional sq ft
sion, & update of infrastructure	\$ 5,000,000.00	75% GOB/GF/STB	25% Oil & Gas mill levy funds (\$1,250,000)	Yes	Yes	Adding 15,000sq ft
or and update of infrastructure	\$ 3,000,000.00	50% GOB/GF/STB	50% Oil & Gas mill levy funds (\$1,500,000)	No	Yes	No additional sq ft
in	\$ 6,000,000.00	0%	100% Rev Bonds/Oil & Gas mill levy funds (\$6,000,000)	Yes	No	30,000 sq ft

June 19, 2008

New Mexico Junior College Board:

NMJC is requesting the following items be approved for removal off of NMJCs physical inventory. These items have no value and serve no purpose to the college.

After receiving board approval, we will request State approval for an auction to be held sometime in the latter part of July or first part of August, 2008.

Thank You,

Melinda Jacobo

Melinda Jacobo
Inventory Control Specialist

These items have no value or do not exist on NMJC's major inventory

Estimated Quantity	Description of Item(s)
100	CPU Units both Gateway and Apple
100	Computer Monitors
10	Zip Drive
2	Digital Mixer
10	TV/VCR Combo
10	Overhead Projector
100	Keyboards
50	Computer Speakers
Boxes	Floor tile
1	Metal shop saw
1	Office kit-one whole unit with door
	Miscellaneous tools
5	Maple tables-4X5
3	Saw tables
2	Drill Press
1	Ban Saw
5	Sanders
1	Complete Shop Smith kit
	Miscellaneous art machines
2	Scaffolds
1	Aercore John Deere
1	Lawn Mower
	Weight lifting accessories
1	Treadmill
1	Stair Master
10	Exercise bikes
Rolls	Carpet
5	Old golf carts-parts
Several	Shelving units
	Cameras from dorms
5	Ceiling fans
5	Seats from vans
Several	Tires
Several	Miscellaneous chairs
Rolls	Roofing paper
4	Large Digital Printers
1	Alpha Server
1	Large paper cutter
3	Magazine shelf unit
Several	Printers
Several	Microscopes
10	Cash register boxes
2	Video Cameras
20	Desks
30	Miscellaneous carts
70	Folding tables
2	Large record players
Several	Cabinets
Several	Miscellaneous items-



Western Heritage Museum and
Lea County Cowboy Hall of Fame

Where oil, water, and cowboys do mix!

June 5, 208

Dr. Steve McCleery
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

Dear Dr. McCleery:

It is our pleasure to recommend Mr. Lance Caviness as a new member of the Western Heritage Museum Advisory Board.

Mr. Caviness comes not only as a highly respected professional in the banking community but also from a long established ranching family. As you are aware, he also has a lengthy association with New Mexico Junior College and is very interested in our efforts to create a successful museum complex for Southeastern New Mexico.

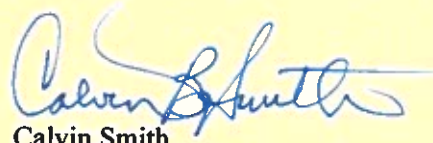
We hope you can take this before the next NMJC Board for approval at the June meeting as we are anxious to have Mr. Caviness on board.

Thank you for your continued support of the Complex and please feel free to attend any of our meetings and/or events as you have the opportunity.

Sincerely,



Dr. Charley Smith
Chair
Western Heritage Museum Advisory Board



Calvin Smith
Executive Director

5317 Lovington Highway

Hobbs, New Mexico 88240

575-392-6730

2008-2009 Nursing and Automotive Increases

NAME	DEPT	CURRENT SALARY	DEGREE/CERTIFICATION	CURRENT SALARY RANGE	NEW SALARY RANGE	NEW SALARY	DIFFERENCE
Bushway, Marlena	NURSING	\$ 33,889.00	MSN	BA	MA+30	\$ 41,929.00	\$ 8,040.00
Castle, Cecil	NURSING	\$ 35,890.00	AAS	AA	MA	\$ 42,222.00	\$ 6,332.00
Henning, Jill	NURSING	\$ 37,354.00	AAS	AA	MA	\$ 42,638.00	\$ 5,284.00
Murphy, Shelly	NURSING	\$ 43,301.00	MSN	MA	MA+30	\$ 45,360.00	\$ 2,059.00
Pearson, Adam	NURSING	\$ 38,218.00	BSN	AA	MA+12	\$ 41,100.00	\$ 2,882.00
Read, Shawna	NURSING	\$ 36,333.00	MSN, FNP	BA	MA+45	\$ 43,843.00	\$ 7,510.00
Smedley, Candida	NURSING	\$ 33,436.00	BSN	AA	MA+12	\$ 41,331.00	\$ 7,895.00
Stine, Misty	NURSING	\$ 39,693.00	MSN	MA	MA+30	\$ 44,452.00	\$ 4,759.00
Thompson, Delores	NURSING	\$ 46,901.00	MSN, FNP	MA+12	MA+45	\$ 54,186.00	\$ 7,285.00
Webb, Kim	NURSING	\$ 42,547.00	MSN	MA	MA+30	\$ 44,401.00	\$ 1,854.00
Chance, Cheryl	NURSING	\$ 37,058.00	AAS	AA	MA	\$ 44,629.00	\$ 7,571.00
							\$ 61,471.00
Gilcrease, Sam	AUTO	\$ 41,782.00	BA	BA	MA	\$ 52,569.00	\$ 10,787.00
Whicker, Randy	AUTO	\$ 58,518.00	Edd	PhD	PhD	\$ 61,739.00	\$ 3,221.00
Najera, Enrique	AUTO	\$ 33,458.00	AA	BA	MA	\$ 36,932.00	\$ 3,474.00
							\$ 17,482.00
						TOTAL COST	\$ 78,953.00

New Mexico Junior College
2008-2009 Salary Schedule Compensation Recommendation #2
To minimum; Comp/Ratio; \$35,000 to support; 2.50% minimum increase

Employee Name	Recommended Job Class	Current Salary	-- Recommended --			Compa-Ratio	\$<Min	Svc Yrs 7/1/08	Target CIR	Cost to Target CIR	Flat % Approach	Sub Total Salary	Sub Total Increase	Final 2008- 2009 Salary	Total Increase	Total % Increase
			Salary Range	Minimum	Midpoint											
Adams, Charles	WEB CT Administrator	\$ 49,967	\$ 45,564	\$ 56,955	\$ 68,346	87.73%		10.46	90.00%	\$ 1,293	\$ 2,498	\$ 52,465	\$ 2,498	\$ 52,465	\$ 2,498	5.00%
Adams, Kim	Personal Computer Specialist	\$ 36,702	\$ 33,053	\$ 41,317	\$ 49,580	88.83%		8.03	90.00%	\$ -	\$ -	\$ 37,620	\$ 918	\$ 38,005	\$ 1,303	3.55%
Aldaz, Guadalupe	Custodian	\$ 16,575	\$ 16,152	\$ 20,190	\$ 24,228	82.10%		0.67	90.00%	\$ -	\$ -	\$ 16,989	\$ 414	\$ 17,374	\$ 799	4.82%
Alvarado, Maria	Custodial Crew Leader	\$ 19,835	\$ 18,731	\$ 23,414	\$ 28,097	84.71%		4.64	90.00%	\$ -	\$ -	\$ 20,331	\$ 496	\$ 20,716	\$ 881	4.44%
Alves, Sylvia	Administrative Secretary	\$ 21,475	\$ 20,676	\$ 25,845	\$ 31,014	83.09%		5.67	90.00%	\$ 1,785	\$ 644	\$ 22,119	\$ 644	\$ 22,504	\$ 1,029	4.79%
Amador, Kelly	Administrative Assistant	\$ 28,270	\$ 25,191	\$ 31,489	\$ 37,787	89.78%		1.92	94.00%	\$ 623	\$ -	\$ 28,977	\$ 707	\$ 29,362	\$ 1,092	3.86%
Anglin, Lynn	Mechanical Systems - Lead	\$ 35,165	\$ 27,128	\$ 33,910	\$ 40,693	103.70%		4.60	90.00%	\$ -	\$ -	\$ 36,044	\$ 879	\$ 36,429	\$ 1,264	3.59%
Appel, James	Groundskeeper	\$ 18,167	\$ 17,829	\$ 22,286	\$ 26,743	81.52%		0.92	90.00%	\$ -	\$ -	\$ 18,621	\$ 454	\$ 19,006	\$ 839	4.62%
Aulry, Elisa	Bookstore Clerk	\$ 19,800	\$ 19,199	\$ 23,999	\$ 28,799	82.50%		1.63	90.00%	\$ -	\$ -	\$ 20,295	\$ 495	\$ 20,680	\$ 880	4.44%
Baldwin, John	Professor - MA	\$ 52,092	\$ 39,290	\$ 49,112	\$ 59,935	106.07%		23.00	90.00%	\$ -	\$ -	\$ 53,394	\$ 1,302	\$ 53,394	\$ 1,302	2.50%
Barbe, LaRae	Coordinator of Facility Scheduling	\$ 24,869	\$ 25,821	\$ 32,276	\$ 38,732	77.05%		0.25	90.00%	\$ -	\$ -	\$ 25,821	\$ 952	\$ 26,206	\$ 1,337	5.38%
Bascom, Charles	Custodial Supervisor	\$ 32,821	\$ 27,807	\$ 34,758	\$ 41,710	94.43%		13.80	90.00%	\$ 952	\$ -	\$ 33,642	\$ 821	\$ 33,642	\$ 821	2.50%
Becker, Jeffrey	Professor - MA	\$ 39,027	\$ 39,290	\$ 49,112	\$ 58,935	79.46%	\$ 263	1.00	90.00%	\$ 393	\$ 393	\$ 39,683	\$ 977	\$ 40,004	\$ 977	2.50%
Berner, Victor	Professor - PHD	\$ 64,105	\$ 50,294	\$ 62,868	\$ 75,442	101.97%		32.00	90.00%	\$ -	\$ -	\$ 65,708	\$ 1,603	\$ 65,708	\$ 1,603	2.50%
Berry, Phillip	Head Rodeo Coach	\$ 43,859	\$ 43,369	\$ 54,211	\$ 65,053	80.90%		5.89	90.00%	\$ 2,762	\$ 1,316	\$ 45,175	\$ 1,316	\$ 45,175	\$ 1,316	3.00%
Best, Mickey	Dean of Arts and Humanities	\$ 78,837	\$ 65,991	\$ 82,488	\$ 98,986	95.57%		18.87	90.00%	\$ -	\$ -	\$ 80,808	\$ 1,971	\$ 80,808	\$ 1,971	2.50%
Bickerton, Pam	Director of Bookstore Services	\$ 39,218	\$ 40,272	\$ 50,340	\$ 60,408	77.91%	\$ 1,054	2.95	82.00%	\$ 1,007	\$ 403	\$ 40,675	\$ 1,457	\$ 40,675	\$ 1,457	3.71%
Bickerton, Scott	Groundskeeper	\$ 17,745	\$ 17,829	\$ 22,286	\$ 26,743	79.62%	\$ 84	0.12	90.00%	\$ -	\$ -	\$ 17,829	\$ 444	\$ 18,574	\$ 829	4.67%
Black, James	Professor - MA	\$ 49,938	\$ 39,290	\$ 49,112	\$ 58,935	101.68%		17.00	90.00%	\$ -	\$ -	\$ 51,186	\$ 1,248	\$ 51,186	\$ 1,248	2.50%
Black, Patricia	Professor - BA	\$ 42,767	\$ 35,595	\$ 44,493	\$ 53,392	96.12%		10.00	90.00%	\$ -	\$ -	\$ 43,836	\$ 1,069	\$ 43,836	\$ 1,069	2.50%
Blackwill, John	Professor - BA	\$ 38,680	\$ 35,595	\$ 44,493	\$ 53,392	86.93%		3.00	90.00%	\$ -	\$ -	\$ 39,647	\$ 967	\$ 39,647	\$ 967	2.50%
Blandin, Terri	Administrative Secretary	\$ 29,400	\$ 20,676	\$ 25,845	\$ 31,014	113.76%		2.03	90.00%	\$ -	\$ -	\$ 30,135	\$ 735	\$ 30,520	\$ 1,120	3.81%
Bushway, Mariana	Professor - MA+30	\$ 41,929	\$ 46,703	\$ 58,379	\$ 70,055	71.82%	\$ 4,774	1.00	90.00%	\$ 467	\$ -	\$ 47,170	\$ 5,241	\$ 47,170	\$ 5,241	12.50%
Caldron, Francis	Shipping & Receiving/Department Clerk	\$ 24,577	\$ 23,978	\$ 29,972	\$ 35,966	82.00%		1.11	90.00%	\$ -	\$ -	\$ 25,191	\$ 614	\$ 25,191	\$ 614	2.50%
Campois, Paul	Assistant Director - Law Enforcement/Academ	\$ 47,666	\$ 39,290	\$ 49,112	\$ 58,935	97.05%		1.67	90.00%	\$ -	\$ -	\$ 48,858	\$ 1,192	\$ 48,858	\$ 1,192	2.50%
Carroll, Charley	Director of Physical Plant	\$ 67,782	\$ 62,811	\$ 78,514	\$ 94,216	86.33%		7.29	90.00%	\$ 1,310	\$ 2,711	\$ 70,493	\$ 2,711	\$ 70,493	\$ 2,711	4.00%
Cavit, Terri	Professor - MA+36	\$ 53,903	\$ 47,871	\$ 59,839	\$ 71,807	90.08%		13.50	94.00%	\$ 2,345	\$ 3,234	\$ 57,137	\$ 3,234	\$ 57,137	\$ 3,234	6.00%
Chavemra, Angela	Bookstore Clerk	\$ 19,666	\$ 19,199	\$ 23,999	\$ 28,799	81.94%		0.63	90.00%	\$ -	\$ -	\$ 20,158	\$ 492	\$ 20,543	\$ 877	4.46%
Cillingman, Alice	Dean of Enrollment Management	\$ 57,291	\$ 52,841	\$ 66,051	\$ 79,261	86.74%		0.71	90.00%	\$ -	\$ -	\$ 58,723	\$ 1,432	\$ 58,723	\$ 1,432	2.50%
Cornell, Linda	Professor - MA+36	\$ 55,980	\$ 47,871	\$ 59,839	\$ 71,807	93.52%		17.00	90.00%	\$ -	\$ -	\$ 57,359	\$ 1,399	\$ 57,359	\$ 1,399	2.50%
Cook, Daryl	Professor - BA	\$ 41,782	\$ 35,595	\$ 44,493	\$ 53,392	93.91%		8.00	90.00%	\$ -	\$ -	\$ 42,827	\$ 1,045	\$ 42,827	\$ 1,045	2.50%
Cook, Randy	Director of Transportation & Safety Training	\$ 41,601	\$ 38,332	\$ 47,915	\$ 57,498	86.82%		10.21	90.00%	\$ 1,522	\$ 2,080	\$ 43,681	\$ 2,080	\$ 43,681	\$ 2,080	5.00%
Cruce, Emma	Switchboard Operator/Mail Clerk/Cashier	\$ 24,861	\$ 20,676	\$ 25,845	\$ 31,014	96.19%		3.46	90.00%	\$ -	\$ -	\$ 25,483	\$ 622	\$ 25,868	\$ 1,007	4.05%
Cuellar, Adolfo	Security Personnel	\$ 23,888	\$ 22,266	\$ 27,832	\$ 33,398	85.83%		0.96	90.00%	\$ -	\$ -	\$ 24,485	\$ 597	\$ 24,870	\$ 982	4.11%
Cummings, Karen	Director Of Allied Health Fields	\$ 71,987	\$ 64,381	\$ 80,476	\$ 96,572	89.45%		14.88	92.00%	\$ 2,051	\$ 4,319	\$ 76,306	\$ 4,319	\$ 76,306	\$ 4,319	6.00%

Employee Name	Recommended Job Class	Current Salary	-- Recommended --				Compa-Ratio	\$<Min	Svc Yrs 7/1/08	Target CIR	Cost to Target CIR	Flat % Approach	Sub Total Salary	Sub Total Increase	Final 2008-2009 Salary	Total Increase	Total % Increase
			Salary Range	Minimum	Midpoint	Maximum											
Cury,Betty	Testing Center Coordinator	\$ 35,599	28	\$ 26,467	\$ 33,083	\$ 39,700	107.60%		34.58			\$ 36,489	\$ 890	\$ 36,874	\$ 1,275	3.58%	
Darcek,John	Security Personnel	\$ 24,464	21	\$ 22,266	\$ 27,632	\$ 33,398	87.90%		0.96			\$ 25,076	\$ 612	\$ 25,461	\$ 997	4.07%	
Davis,Teri	Financial Aid Specialist	\$ 25,806	29	\$ 27,128	\$ 33,910	\$ 40,693	76.10%	\$ 1,322	3.86	84.00%	\$ 1,356	\$ 27,671	\$ 1,865	\$ 28,056	\$ 2,250	8.12%	
Demoss,Carolyn	Custodian	\$ 18,092	8	\$ 16,152	\$ 20,190	\$ 24,228	89.61%		0.79			\$ 18,544	\$ 452	\$ 18,929	\$ 837	4.63%	
Diaz,Susie	Custodian	\$ 19,326	8	\$ 16,152	\$ 20,190	\$ 24,228	95.72%		4.87			\$ 19,809	\$ 483	\$ 20,194	\$ 868	4.49%	
Dorado,Agustin (leaving 7-31)	Director of Institutional Effectiveness	\$ 64,339	60	\$ 58,326	\$ 72,908	\$ 87,489	88.25%					\$ 65,947	\$ 1,608	\$ 65,947	\$ 1,608	2.50%	
Dreman,Elaine	Library Technician	\$ 25,088	28	\$ 26,467	\$ 33,083	\$ 39,700	75.83%	\$ 1,379	9.80	90.00%	\$ 3,308	\$ 27,790	\$ 2,702	\$ 28,175	\$ 3,087	12.30%	
Duff,Deetta	Administrative Assistant	\$ 33,146	26	\$ 25,191	\$ 31,489	\$ 37,787	105.26%		17.78			\$ 33,975	\$ 829	\$ 34,360	\$ 1,214	3.66%	
Dunn,Toni	Professor - MA	\$ 44,981	44	\$ 39,290	\$ 49,112	\$ 58,935	91.59%		3.00			\$ 46,106	\$ 1,125	\$ 46,106	\$ 1,125	2.50%	
Edwards,Raquel	Administrative Secretary	\$ 21,994	18	\$ 20,676	\$ 25,845	\$ 31,014	85.10%		4.60			\$ 22,544	\$ 550	\$ 22,929	\$ 935	4.25%	
Emmerich,Patricia	Professor - PHD	\$ 56,713	54	\$ 50,294	\$ 62,868	\$ 75,442	90.21%		9.00			\$ 58,131	\$ 1,418	\$ 58,131	\$ 1,418	2.50%	
Flores,Fredrica (leaving 6-30)	Human Resources Payroll Clerk	\$ 21,716	20	\$ 21,722	\$ 27,153	\$ 32,584	79.98%	\$ 6		82.00%	\$ 543	\$ 21,722	\$ 1,308	\$ 22,101	\$ 385	1.77%	
Flores,Jose	Programmer Analyst	\$ 52,337	46	\$ 41,279	\$ 51,599	\$ 61,919	101.43%		16.92			\$ 53,645	\$ 1,308	\$ 53,645	\$ 1,308	2.50%	
Fons,August	Dean of Public Safety	\$ 66,896	60	\$ 58,326	\$ 72,908	\$ 87,489	91.75%		11.29			\$ 68,568	\$ 1,672	\$ 68,568	\$ 1,672	2.50%	
Fotrter,Terry	Security Personnel	\$ 28,862	21	\$ 22,266	\$ 27,832	\$ 33,398	103.70%		13.01			\$ 29,584	\$ 722	\$ 29,969	\$ 1,107	3.83%	
Fowler,Mark	Custodian	\$ 22,194	8	\$ 16,152	\$ 20,190	\$ 24,228	109.93%		9.49			\$ 22,749	\$ 555	\$ 23,134	\$ 940	4.23%	
Galyean,Martha	Administrative Assistant	\$ 32,766	26	\$ 25,191	\$ 31,489	\$ 37,787	104.05%		16.90			\$ 33,585	\$ 819	\$ 33,970	\$ 1,204	3.67%	
Gann,Vicky	Library Technician	\$ 34,329	28	\$ 26,467	\$ 33,083	\$ 39,700	103.77%		13.09			\$ 35,187	\$ 858	\$ 35,572	\$ 1,243	3.62%	
Garcia,George	Programmer Analyst	\$ 45,618	46	\$ 41,279	\$ 51,599	\$ 61,919	88.41%		3.49			\$ 46,758	\$ 1,140	\$ 46,758	\$ 1,140	2.50%	
Garcia,Jose	Professor - MA	\$ 49,340	44	\$ 39,290	\$ 49,112	\$ 58,935	100.46%		10.83			\$ 50,574	\$ 1,234	\$ 50,574	\$ 1,234	2.50%	
Gilcrease,Samuel	Professor - MA	\$ 52,569	44	\$ 39,290	\$ 49,112	\$ 58,935	107.04%		8.18			\$ 53,883	\$ 1,314	\$ 53,883	\$ 1,314	2.50%	
Goad,Katherine	Professor - PHD	\$ 59,976	54	\$ 50,294	\$ 62,868	\$ 75,442	95.40%		16.00			\$ 61,475	\$ 1,499	\$ 61,475	\$ 1,499	2.50%	
Gore,Kim	Switchboard Operator/Mail Clerk/Cashier	\$ 21,374	18	\$ 20,676	\$ 25,845	\$ 31,014	82.70%		2.38			\$ 21,908	\$ 534	\$ 22,293	\$ 919	4.30%	
Gorman,Pat	Dean of Counseling	\$ 72,978	53	\$ 49,068	\$ 61,335	\$ 73,602	118.98%		32.63			\$ 74,802	\$ 1,824	\$ 74,802	\$ 1,824	2.50%	
Gratton,John	Vice President For Instruction	\$ 89,216	78	\$ 90,969	\$ 113,711	\$ 136,453	78.46%	\$ 1,753	3.04	84.00%	\$ 4,548	\$ 92,788	\$ 3,572	\$ 92,788	\$ 3,572	4.00%	
Gratton,Peggy	Distance Learning Instructional Designer	\$ 43,611	43	\$ 38,332	\$ 47,915	\$ 57,498	91.02%		1.92			\$ 44,701	\$ 1,090	\$ 44,701	\$ 1,090	2.50%	
Guthrie,Robert	Professor - MA+12	\$ 52,794	48	\$ 43,369	\$ 54,211	\$ 65,053	97.39%		18.00			\$ 54,114	\$ 1,320	\$ 54,114	\$ 1,320	2.50%	
Gutierrez,Jimmy	Custodian	\$ 17,663	8	\$ 16,152	\$ 20,190	\$ 24,228	87.48%		2.04			\$ 18,105	\$ 442	\$ 18,490	\$ 827	4.68%	
Hall,Cory	Professor - MA	\$ 40,741	44	\$ 39,290	\$ 49,112	\$ 58,935	82.95%		2.38			\$ 41,760	\$ 1,019	\$ 41,760	\$ 1,019	2.50%	
Hall,Linda	Director of Del Norte Fitness Center	\$ 34,570	40	\$ 35,595	\$ 44,493	\$ 53,392	77.70%	\$ 1,025	2.88	82.00%	\$ 890	\$ 35,951	\$ 1,361	\$ 35,951	\$ 1,361	3.99%	
Halladay,Terry	Professor - MA	\$ 48,332	44	\$ 39,290	\$ 49,112	\$ 58,935	98.41%		13.00			\$ 49,540	\$ 1,208	\$ 49,540	\$ 1,208	2.50%	
Hancock,Beth	Executive Assistant	\$ 33,858	30	\$ 27,807	\$ 34,758	\$ 41,710	97.41%		13.90			\$ 34,704	\$ 846	\$ 35,089	\$ 1,231	3.64%	
Hancock,Donald	Professor AA 12 months	\$ 45,150	AA12	\$ 38,696	\$ 48,371	\$ 58,045	93.34%		1.84			\$ 46,279	\$ 1,129	\$ 46,279	\$ 1,129	2.50%	
Hanson,Connie	Administrative Assistant	\$ 21,179	26	\$ 25,191	\$ 31,489	\$ 37,787	67.26%	\$ 4,012	4.67			\$ 25,695	\$ 4,516	\$ 26,080	\$ 4,901	23.14%	
Hardin,Dan	Vice President For Finance	\$ 87,488	74	\$ 82,413	\$ 103,017	\$ 123,620	84.93%		7.58	88.00%	\$ 3,167	\$ 90,988	\$ 3,500	\$ 90,988	\$ 3,500	4.00%	
Hargrove,Randy	General Maintenance Worker	\$ 28,791	25	\$ 24,577	\$ 30,721	\$ 36,865	93.72%		6.46			\$ 29,511	\$ 720	\$ 29,896	\$ 1,105	3.84%	
Helms,Nelda	Professor - MA	\$ 51,720	44	\$ 39,290	\$ 49,112	\$ 58,935	105.31%		16.00			\$ 53,013	\$ 1,293	\$ 53,013	\$ 1,293	2.50%	

New Mexico Junior College
2008-2009 Salary Schedule Compensation Recommendation #2
To minimum; Comp/Ratio: \$35,000 to support; 2.50% minimum increase

Employee Name	Recommended Job Class	Current Salary	-- Recommended --				Compa-Ratio	\$<Min	Svc Yrs 7/1/08	Target CIR	Cost to Target CIR	Flat % Approach	Sub Total Salary	Sub Total Increase	Final 2008-2009 Salary	Total Increase	Total % Increase
			Salary Range	Minimum	Midpoint	Maximum											
Henderson, Michael	Professor - BA	\$ 38,138	\$ 35,595	\$ 44,493	\$ 53,392	86.72%		1.44				\$ 39,091	\$ 933	\$ 39,091	\$ 933	2.50%	
Henning, Jill	Professor - MA	\$ 42,636	\$ 39,290	\$ 49,112	\$ 58,935	86.82%		4.00				\$ 43,704	\$ 1,066	\$ 43,704	\$ 1,066	2.50%	
Hernandez, Elizabeth	Administrative Support Assistant	\$ 20,217	\$ 17,829	\$ 22,286	\$ 26,743	90.72%		0.29				\$ 20,722	\$ 505	\$ 21,107	\$ 890	4.40%	
Hernandez, Elizabeth P	Custodian	\$ 21,986	\$ 16,152	\$ 20,190	\$ 24,228	108.90%		8.46				\$ 22,536	\$ 550	\$ 22,921	\$ 935	4.25%	
Hernandez, Melanie	Human Resources Technician	\$ 25,737	\$ 25,191	\$ 31,489	\$ 37,787	81.73%		3.38	84.00%	\$ 714		\$ 25,509	\$ 772	\$ 26,894	\$ 1,157	4.50%	
Hernandez, Natalia	Administrative Support Assistant	\$ 19,127	\$ 20,676	\$ 25,845	\$ 31,004	74.01%	\$ 1,549	1.00				\$ 20,676	\$ 1,549	\$ 21,061	\$ 1,934	10.11%	
Hicks, Barbara	Administrative Assistant	\$ 31,583	\$ 25,191	\$ 31,489	\$ 37,787	100.30%		14.18				\$ 32,373	\$ 790	\$ 32,758	\$ 1,175	3.72%	
Holiday, Kellyne	Dean of Math and Sciences	\$ 69,726	\$ 71,065	\$ 88,831	\$ 106,597	78.49%	\$ 1,339	17.84	94.00%	\$ 12,436		\$ 76,039	\$ 6,313	\$ 76,039	\$ 6,313	9.05%	
Holloman, Terry	Professor - BA	\$ 36,552	\$ 35,595	\$ 44,493	\$ 53,392	82.15%		4.00	84.00%	\$ (91)		\$ 37,466	\$ 914	\$ 37,466	\$ 914	2.50%	
Howell, Christopher	Professor - MA+12	\$ 42,450	\$ 49,068	\$ 61,335	\$ 73,602	69.21%	\$ 6,618	3.00	82.00%	\$ 1,227		\$ 50,049	\$ 7,599	\$ 50,049	\$ 7,599	17.90%	
Huddleston, David	General Maintenance Foreman	\$ 41,893	\$ 37,397	\$ 46,746	\$ 56,095	89.62%		9.76				\$ 42,940	\$ 1,047	\$ 42,940	\$ 1,047	2.50%	
Huerta, Ophelia	Accounts Receivable Specialist/Head Cashier	\$ 28,455	\$ 21,722	\$ 27,153	\$ 32,584	104.79%		10.89				\$ 29,166	\$ 711	\$ 29,551	\$ 1,096	3.85%	
Hulsey, Dallas	Professor - PHD	\$ 48,693	\$ 50,294	\$ 62,868	\$ 75,442	77.45%	\$ 1,601	6.00	86.00%	\$ 3,772		\$ 51,803	\$ 3,110	\$ 51,803	\$ 3,110	6.39%	
Jackson, Miesha	Professor - AA	\$ 32,597	\$ 32,247	\$ 40,309	\$ 48,371	80.87%		2.00				\$ 33,412	\$ 815	\$ 33,412	\$ 815	2.50%	
Jackson, Stacey	Grants Coordinator	\$ 23,323	\$ 21,722	\$ 27,153	\$ 32,584	85.89%		1.00				\$ 23,906	\$ 583	\$ 24,291	\$ 968	4.15%	
Jacobo, Melinda (leaving 7-15)	Inventory Control Specialist	\$ 30,504	\$ 24,577	\$ 30,721	\$ 36,865	99.29%		8.11				\$ 31,267	\$ 763	\$ 31,652	\$ 1,148	3.76%	
Jacobs, Johnny	Security Personnel	\$ 34,225	\$ 22,266	\$ 27,832	\$ 33,398	122.97%		23.24				\$ 35,081	\$ 856	\$ 35,466	\$ 1,241	3.62%	
Jenkins, Sharon	Director of Library Services	\$ 65,859	\$ 55,516	\$ 69,395	\$ 83,274	94.91%		8.88				\$ 67,505	\$ 1,646	\$ 67,505	\$ 1,646	2.50%	
Jett, David	Assistant Director PR & Marketing	\$ 42,896	\$ 39,290	\$ 49,112	\$ 58,935	87.34%		2.58				\$ 43,968	\$ 1,072	\$ 44,353	\$ 1,457	3.40%	
Jordan, Jennifer	Executive Director - NMJC Foundation	\$ 49,599	\$ 46,703	\$ 58,379	\$ 70,055	84.96%		4.49				\$ 50,839	\$ 1,240	\$ 50,839	\$ 1,240	2.50%	
Jourmigan, Walker	Professor - PHD	\$ 53,775	\$ 50,294	\$ 62,868	\$ 75,442	85.54%		2.50	88.00%	\$ 205		\$ 55,119	\$ 1,344	\$ 55,119	\$ 1,344	2.50%	
Juarez, Maria	Personal Computer Specialist	\$ 36,527	\$ 33,053	\$ 41,317	\$ 49,580	88.41%		7.48				\$ 37,440	\$ 913	\$ 37,825	\$ 1,298	3.55%	
Keenan, Joel	Professor - MA+24	\$ 46,117	\$ 44,453	\$ 55,566	\$ 66,680	82.99%		4.00	94.00%	\$ 4,962		\$ 47,270	\$ 1,153	\$ 47,270	\$ 1,153	2.50%	
King, Erin (was Roben-Hill)	Professor - AA	\$ 33,362	\$ 32,247	\$ 40,309	\$ 48,371	82.77%		3.00				\$ 34,196	\$ 834	\$ 34,196	\$ 834	2.50%	
Knappp, Patricia	Records Administrator	\$ 36,893	\$ 31,461	\$ 39,326	\$ 47,191	93.81%		26.00	96.00%	\$ (63)		\$ 37,815	\$ 922	\$ 38,200	\$ 1,307	3.54%	
Kooger, Chandra	Coordinator of Learning Assistance Center/Tutor	\$ 34,480	\$ 32,247	\$ 40,309	\$ 48,371	85.56%		1.48				\$ 35,352	\$ 862	\$ 35,352	\$ 862	2.50%	
Kooger, Diane	Library Assistant	\$ 20,859	\$ 18,731	\$ 23,414	\$ 28,097	89.09%		2.76				\$ 21,380	\$ 521	\$ 21,765	\$ 906	4.35%	
Kurko, William	Director of Computer Information Systems	\$ 68,409	\$ 71,065	\$ 88,831	\$ 106,597	77.01%	\$ 2,656	13.23	92.00%	\$ 10,660		\$ 75,329	\$ 6,920	\$ 75,329	\$ 6,920	10.12%	
Lasater, Steven Darrck	Workforce Training Coordinator	\$ 42,436	\$ 35,595	\$ 44,493	\$ 53,392	95.38%		0.25				\$ 43,497	\$ 1,061	\$ 43,497	\$ 1,061	2.50%	
Laithner, Kimberly	Administrative Secretary	\$ 27,370	\$ 20,676	\$ 25,845	\$ 31,004	105.80%		5.90	94.00%	\$ (3,760)		\$ 28,054	\$ 684	\$ 28,439	\$ 1,069	3.91%	
Lewis, Patsy	Professor - BA	\$ 38,037	\$ 35,595	\$ 44,493	\$ 53,392	86.49%		19.00	94.00%			\$ 40,700	\$ 2,663	\$ 40,700	\$ 2,663	7.00%	
Linville, Myra	General Maintenance Worker	\$ 29,109	\$ 24,577	\$ 30,721	\$ 36,865	94.75%		1.96				\$ 29,837	\$ 728	\$ 30,222	\$ 1,113	3.82%	
Lopez, Rosa	Custodian	\$ 17,166	\$ 16,152	\$ 20,190	\$ 24,228	85.02%		2.00				\$ 17,595	\$ 429	\$ 17,980	\$ 814	4.74%	
Loya, Luis	Custodian	\$ 22,559	\$ 16,152	\$ 20,190	\$ 24,228	111.73%		10.38				\$ 23,123	\$ 564	\$ 23,508	\$ 949	4.21%	
Madrid, Antonia	Custodian	\$ 18,510	\$ 16,152	\$ 20,190	\$ 24,228	91.68%		1.42				\$ 18,973	\$ 463	\$ 19,358	\$ 848	4.58%	
Mahan, Kathy	Graphic Designer	\$ 35,670	\$ 30,693	\$ 38,367	\$ 46,040	92.97%		14.58				\$ 36,562	\$ 892	\$ 36,947	\$ 1,277	3.58%	
Marquez, Anna	Director of Financial Aid	\$ 47,703	\$ 51,552	\$ 64,440	\$ 77,328	74.03%	\$ 3,849	2.58	82.00%	\$ 1,289		\$ 52,067	\$ 4,364	\$ 52,067	\$ 4,364	9.15%	

6/22/2008

New Mexico Junior College
2008-2009 Salary Schedule Compensation Recommendation #2
To minimum; Comp/Ratio: \$35,000 to support; 2.50% minimum increase

Employee Name	Recommended Job Class	Current Salary	Recommended -			Compa-Ratio	\$<Min	Svc Yrs 7/1/08	Target C/R	Cost to Target C/R	Flat % Approach	Sub Total Salary	Sub Total Increase	Final 2008-2009 Salary	Total Increase	Total % Increase
			Salary Range	Minimum	Midpoint											
Manquez, Bernice	Administrative Assistant	\$ 28,137	\$ 25,191	\$ 31,489	\$ 37,787	89.35%		6.58			\$ 28,840	\$ 703	\$ 29,225	\$ 1,088	3.87%	
Marquez, Carol	Administrative Secretary	\$ 28,449	\$ 20,676	\$ 25,845	\$ 31,014	110.08%		18.99	\$ (4,866)	\$ -	\$ 29,160	\$ 711	\$ 29,545	\$ 1,096	3.85%	
Martin, Adanna	Document Center Coordinator	\$ 31,499	\$ 30,693	\$ 38,367	\$ 46,040	82.10%		6.83	\$ 1,496	\$ 945	\$ 32,444	\$ 945	\$ 32,444	\$ 945	3.00%	
McClain, Shanessa	Assistant Director of Financial Aid	\$ 31,504	\$ 36,485	\$ 45,606	\$ 54,727	69.08%	\$ 4,981	2.63	\$ 912	\$ 365	\$ 36,849	\$ 5,345	\$ 36,849	\$ 5,345	16.97%	
McCleery, Forrest	President	\$ 132,000	\$ 128,537	\$ 160,671	\$ 192,805	82.16%		23.79			\$ -	\$ -	\$ -	\$ -	0.00%	
McCure, Jennifer	Admission Specialist	\$ 32,865	\$ 30,693	\$ 38,367	\$ 46,040	85.66%		2.59			\$ 33,687	\$ 822	\$ 33,687	\$ 822	2.50%	
McCoral, Angela	Program Planner - Continuing Education	\$ 36,670	\$ 32,247	\$ 40,309	\$ 48,371	90.97%		6.57			\$ 37,587	\$ 917	\$ 37,587	\$ 917	2.50%	
McCool, Jeffery	Dean of Training and Outreach	\$ 67,258	\$ 61,279	\$ 76,599	\$ 91,918	87.81%		13.88	\$ 3,213	\$ 4,035	\$ 71,293	\$ 4,035	\$ 71,293	\$ 4,035	6.00%	
McCorney, Shelby	Professor - AA	\$ 35,387	\$ 32,247	\$ 40,309	\$ 48,371	87.79%		7.00			\$ 36,449	\$ 1,062	\$ 36,449	\$ 1,062	3.00%	
McCreesh, Maria	Professor - BA	\$ 32,720	\$ 35,595	\$ 44,493	\$ 53,392	73.54%	\$ 2,875	2.00	\$ 890	\$ 366	\$ 35,951	\$ 3,231	\$ 35,951	\$ 3,231	9.87%	
McDonald, Jackie	Registrar Assistant	\$ 31,014	\$ 27,128	\$ 33,910	\$ 40,693	91.46%		12.67	\$ (592)	\$ -	\$ 31,789	\$ 775	\$ 32,174	\$ 1,160	3.74%	
McGill, Shyla	Professor - MA+12	\$ 47,405	\$ 43,369	\$ 54,211	\$ 65,053	87.45%		4.33			\$ 48,590	\$ 1,185	\$ 48,590	\$ 1,185	2.50%	
Medrano, Jorge	Security Personnel	\$ 23,357	\$ 22,266	\$ 27,832	\$ 33,398	83.92%		1.04			\$ 23,941	\$ 584	\$ 24,326	\$ 969	4.15%	
Mendoza, Virginia	Administrative Secretary	\$ 27,929	\$ 20,676	\$ 25,845	\$ 31,014	108.06%		8.58	\$ (4,333)	\$ -	\$ 28,627	\$ 698	\$ 29,012	\$ 1,083	3.88%	
Miller, Kathleen	Human Resources Generalist	\$ 40,404	\$ 35,595	\$ 44,493	\$ 53,392	90.81%		10.44			\$ 41,414	\$ 1,010	\$ 41,414	\$ 1,010	2.50%	
Miller, Richard	Director of Learning Communities/Retention	\$ 41,049	\$ 31,461	\$ 39,326	\$ 47,191	104.38%		3.13			\$ 42,075	\$ 1,026	\$ 42,075	\$ 1,026	2.50%	
Miller, Susan	Administrative Secretary	\$ 22,164	\$ 20,676	\$ 25,845	\$ 31,014	85.76%		0.29			\$ 22,718	\$ 554	\$ 23,103	\$ 939	4.24%	
Miller, Wilrona	Executive Assistant	\$ 35,970	\$ 27,807	\$ 34,758	\$ 41,710	103.49%		18.01			\$ 36,869	\$ 899	\$ 37,254	\$ 1,284	3.57%	
Miednic, Peter	Professor - MA+24	\$ 53,302	\$ 44,453	\$ 55,566	\$ 66,680	95.93%		18.00			\$ 54,635	\$ 1,333	\$ 54,635	\$ 1,333	2.50%	
Morgan, Joshua	Purchasing Coordinator	\$ 37,013	\$ 32,247	\$ 40,309	\$ 48,371	91.82%		2.11			\$ 37,938	\$ 925	\$ 37,938	\$ 925	2.50%	
Morrill, Billy	Director Administrative Services	\$ 62,165	\$ 55,516	\$ 69,395	\$ 83,274	89.58%		7.62			\$ 63,719	\$ 1,554	\$ 63,719	\$ 1,554	2.50%	
Morris, Richard	Professor - MA	\$ 71,369	\$ 39,290	\$ 49,112	\$ 58,935	145.32%		23.00			\$ 73,153	\$ 1,784	\$ 73,153	\$ 1,784	2.50%	
Murphy, Shelly	Professor - MA+30	\$ 45,360	\$ 46,703	\$ 58,379	\$ 70,055	77.70%	\$ 1,343	11.00	\$ 7,006	\$ 2,802	\$ 49,506	\$ 4,146	\$ 49,506	\$ 4,146	9.14%	
Najera, Enrique	Professor - MA	\$ 36,932	\$ 39,290	\$ 49,112	\$ 58,935	75.20%	\$ 2,358	0.36			\$ 39,290	\$ 2,358	\$ 39,290	\$ 2,358	6.38%	
Necaise, Charles	Security Personnel	\$ 28,301	\$ 22,266	\$ 27,832	\$ 33,398	101.69%		11.92			\$ 29,009	\$ 708	\$ 29,394	\$ 1,093	3.86%	
Neu, Roene	Professor - MA+36	\$ 47,035	\$ 47,871	\$ 59,839	\$ 71,807	78.60%	\$ 836	3.00	\$ 8,377	\$ 957	\$ 48,828	\$ 1,793	\$ 48,828	\$ 1,793	3.81%	
Newell, Mary Ann	Coordinator of Assessment and Quality Improv.	\$ 40,320	\$ 43,369	\$ 54,211	\$ 65,053	74.38%	\$ 3,049	1.07	\$ 1,084	\$ 434	\$ 43,802	\$ 3,482	\$ 43,802	\$ 3,482	8.64%	
Newman, Lynda	Professor - MA	\$ 45,553	\$ 39,290	\$ 49,112	\$ 58,935	92.75%		9.00			\$ 46,692	\$ 1,139	\$ 46,692	\$ 1,139	2.50%	
Nymeyer, Earl	Professor - MA+30	\$ 46,829	\$ 46,703	\$ 58,379	\$ 70,055	80.22%		1.00			\$ 48,000	\$ 1,171	\$ 48,000	\$ 1,171	2.50%	
Organ, Regina	Vice President For Student Services	\$ 88,830	\$ 78,442	\$ 98,053	\$ 117,663	90.59%		9.68			\$ 91,051	\$ 2,221	\$ 91,051	\$ 2,221	2.50%	
Ortega, Refugio	General Maintenance Worker	\$ 25,592	\$ 24,577	\$ 30,721	\$ 36,865	83.30%		1.48			\$ 26,232	\$ 640	\$ 26,617	\$ 1,025	4.00%	
Ortiz, Maria	Databases/Server Specialist	\$ 39,624	\$ 33,053	\$ 41,317	\$ 49,580	95.90%		14.63			\$ 40,615	\$ 991	\$ 41,000	\$ 1,376	3.47%	
Osorio, Graciela	Administrative Assistant	\$ 26,883	\$ 25,191	\$ 31,489	\$ 37,787	85.37%		2.92	\$ 1,415	\$ -	\$ 27,555	\$ 672	\$ 27,940	\$ 1,057	3.93%	
Owens, Amanda	Groundskeeper - Irrigation Specialist	\$ 19,622	\$ 19,679	\$ 24,599	\$ 29,519	79.77%	\$ 57	4.03	\$ 84.00%	\$ 984	\$ 20,073	\$ 588	\$ 20,595	\$ 973	4.96%	
Pena, Joe	General Maintenance Worker	\$ 26,739	\$ 24,577	\$ 30,721	\$ 36,865	87.04%		1.88			\$ 27,407	\$ 688	\$ 27,92	\$ 1,053	3.94%	
Phillips LaRae	Counselor	\$ 51,558	\$ 38,332	\$ 47,915	\$ 57,498	107.60%		9.42			\$ 52,847	\$ 1,289	\$ 52,847	\$ 1,289	2.50%	
Phillips, Naomi	Assistant Director of Corrections Academy Trai	\$ 43,514	\$ 39,290	\$ 49,112	\$ 58,935	88.60%		3.33			\$ 44,602	\$ 1,088	\$ 44,602	\$ 1,088	2.50%	

New Mexico Junior College
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Employee Name	Recommended Job Class	Current Salary	- Recommended -					Compa-Ratio	\$<Min	Svc Yrs 7/1/08	Target CIR	Cost to Target CIR	Flat % Approach	Sub Total Salary	Sub Total Increase	Final 2008-2009 Salary	Total Increase	Total % Increase
			Salary Range	Minimum	Midpoint	Maximum												
Polson, Chris	Associate Dean of Students	\$ 48,954	55	\$ 51,552	\$ 64,440	\$ 77,328	75.97%	\$ 2,598	2.00	82.00%	\$ 1,289	516	\$ 52,067	\$ 3,113	\$ 52,067	\$ 3,113	6.35%	
Porter, Robin	Professor - AA	\$ 33,362	36	\$ 32,247	\$ 40,309	\$ 48,371	82.77%		3.00				\$ 34,196	\$ 834	\$ 34,196	\$ 834	2.50%	
Pounds, Sheryl	Human Resources and Payroll Specialist	\$ 33,131	34	\$ 30,693	\$ 38,367	\$ 46,040	86.35%		4.00				\$ 33,959	\$ 828	\$ 33,959	\$ 828	2.50%	
Puentez, Ernestina	Custodian	\$ 18,901	8	\$ 16,152	\$ 20,190	\$ 24,228	93.62%		5.08				\$ 19,374	\$ 473	\$ 19,759	\$ 858	4.54%	
Rascon, Ysabella	Custodian	\$ 20,358	8	\$ 16,152	\$ 20,190	\$ 24,228	100.83%		2.91				\$ 20,867	\$ 509	\$ 21,252	\$ 894	4.39%	
Rasi, William (leaving 7-31)	Warehouse/Fuel Maintenance Worker	\$ 31,395	22	\$ 22,822	\$ 28,528	\$ 34,233	110.05%		14.79				\$ 32,180	\$ 785	\$ 32,565	\$ 1,170	3.73%	
Rendon, Gienna	Custodian	\$ 20,186	8	\$ 16,152	\$ 20,190	\$ 24,228	99.98%		6.94				\$ 20,691	\$ 505	\$ 21,076	\$ 890	4.41%	
Rhodes, Robert	Vice President for Training and Outreach	\$ 88,875	74	\$ 82,413	\$ 103,017	\$ 123,620	86.27%		1.96				\$ 91,097	\$ 2,222	\$ 91,097	\$ 2,222	2.50%	
Rice, John	Professor - MA-45	\$ 52,444	53	\$ 49,068	\$ 61,335	\$ 73,602	85.50%		9.00	88.00%	\$ 1,531	2,622	\$ 55,066	\$ 2,622	\$ 55,066	\$ 2,622	5.00%	
Richardson, Sonya	Professor - MA	\$ 46,936	44	\$ 39,290	\$ 49,112	\$ 58,935	95.57%		9.00				\$ 48,109	\$ 1,173	\$ 48,109	\$ 1,173	2.50%	
Rios, Jesus	Carpenter - Lead	\$ 34,035	29	\$ 27,128	\$ 33,910	\$ 40,693	100.37%		0.00				\$ 34,886	\$ 851	\$ 35,271	\$ 1,236	3.63%	
Rivas, Maria	Custodian	\$ 19,848	8	\$ 16,152	\$ 20,190	\$ 24,228	98.31%		2.85				\$ 20,344	\$ 496	\$ 20,729	\$ 881	4.44%	
Rivera, Rosa	Custodian	\$ 16,335	8	\$ 16,152	\$ 20,190	\$ 24,228	80.91%		0.33				\$ 16,743	\$ 408	\$ 17,128	\$ 793	4.86%	
Robledo, Emilia	Accounts Payable Clerk	\$ 29,153	24	\$ 23,978	\$ 29,972	\$ 35,966	97.27%		13.99				\$ 29,882	\$ 729	\$ 30,267	\$ 1,114	3.82%	
Rodriguez, Kari	Administrative Secretary	\$ 20,887	18	\$ 20,676	\$ 25,845	\$ 31,004	80.82%		0.25				\$ 21,409	\$ 522	\$ 21,794	\$ 907	4.34%	
Rutledge, Michael	Director of Instructional Technology	\$ 51,880	50	\$ 45,564	\$ 56,955	\$ 68,346	91.09%		2.84	82.00%	\$ (6,474)	-	\$ 53,177	\$ 1,297	\$ 53,177	\$ 1,297	2.50%	
Sadeqhmohammad, Ghulamreza	Professor - MA-45	\$ 55,477	53	\$ 49,068	\$ 61,335	\$ 73,602	90.45%		10.00				\$ 56,864	\$ 1,387	\$ 56,864	\$ 1,387	2.50%	
Salazar, Amparo	Accountant (Controller)	\$ 51,613	50	\$ 45,564	\$ 56,955	\$ 68,346	90.62%		7.25				\$ 52,903	\$ 1,290	\$ 52,903	\$ 1,290	2.50%	
Sanchez Diamantina	Cashier/Data Entry Assistant	\$ 19,279	14	\$ 18,731	\$ 23,414	\$ 28,097	82.34%		0.50				\$ 19,761	\$ 482	\$ 20,146	\$ 867	4.50%	
Sanchez, Geneva	Custodian	\$ 16,963	8	\$ 16,152	\$ 20,190	\$ 24,228	84.02%		1.32				\$ 17,387	\$ 424	\$ 17,772	\$ 809	4.77%	
Sanders, Drew	Professor - MA	\$ 46,890	44	\$ 39,290	\$ 49,112	\$ 58,935	95.45%		1.00				\$ 48,052	\$ 1,172	\$ 48,052	\$ 1,172	2.50%	
Sanderson, Patricia	Library Technician	\$ 24,598	28	\$ 26,467	\$ 33,083	\$ 39,700	74.35%	\$ 1,869	7.91	88.00%	\$ 2,647	1,059	\$ 27,525	\$ 2,927	\$ 27,910	\$ 3,312	13.47%	
Sauceda, Steve	Workforce Training Coordinator	\$ 41,289	40	\$ 35,585	\$ 44,493	\$ 53,392	92.80%		1.48				\$ 42,921	\$ 1,032	\$ 42,321	\$ 1,032	2.50%	
Saucer, Kristine	Counselor	\$ 41,240	43	\$ 38,332	\$ 47,915	\$ 57,498	86.07%		1.44				\$ 42,271	\$ 1,031	\$ 42,271	\$ 1,031	2.50%	
Schmitz, Charlotte	Professor - MA	\$ 42,849	44	\$ 39,290	\$ 49,112	\$ 58,935	87.25%		5.00				\$ 43,920	\$ 1,071	\$ 43,920	\$ 1,071	2.50%	
Seed, Lisa	Director of Lea County Cowboy Hall of Fame	\$ 46,981	46	\$ 41,279	\$ 51,599	\$ 61,919	91.05%	\$ 2,551	10.70				\$ 48,156	\$ 1,175	\$ 48,156	\$ 1,175	2.50%	
Serna, Veronica	Financial Aid Specialist	\$ 24,577	29	\$ 27,128	\$ 33,910	\$ 40,693	72.48%		1.69	82.00%	\$ 678	271	\$ 27,400	\$ 2,823	\$ 27,785	\$ 3,208	13.05%	
Shields, Jernet	Executive Assistant to the President	\$ 53,651	47	\$ 42,311	\$ 52,889	\$ 63,467	101.44%		24.78				\$ 54,992	\$ 1,341	\$ 54,992	\$ 1,341	2.50%	
Shook, Angila	Professor - BA	\$ 41,377	40	\$ 35,595	\$ 44,493	\$ 53,392	93.00%		7.00				\$ 42,411	\$ 1,034	\$ 42,411	\$ 1,034	2.50%	
Simpson, Joshua	Professor - BA	\$ 32,237	40	\$ 35,595	\$ 44,493	\$ 53,392	72.45%	\$ 3,358	1.00				\$ 35,951	\$ 3,714	\$ 35,951	\$ 3,714	11.52%	
Smedley, Candida	Professor - MA+12	\$ 41,331	48	\$ 43,369	\$ 54,211	\$ 65,053	76.24%	\$ 2,038	1.00				\$ 43,802	\$ 2,471	\$ 43,802	\$ 2,471	5.98%	
Smith, Calvin	Executive Director - Western Heritage Museum	\$ 70,000	55	\$ 51,552	\$ 64,440	\$ 77,328	108.63%		1.05				\$ 71,750	\$ 1,750	\$ 71,750	\$ 1,750	2.50%	
Springer, Donna	Executive Assistant	\$ 35,283	30	\$ 27,807	\$ 34,758	\$ 41,710	101.51%		17.92				\$ 36,165	\$ 882	\$ 36,550	\$ 1,267	3.59%	
Steinhaus, Richard	Professor - MA	\$ 44,348	44	\$ 39,290	\$ 49,112	\$ 58,935	90.30%		5.00				\$ 45,457	\$ 1,109	\$ 45,457	\$ 1,109	2.50%	
Sline, Missy	Professor - MA-30	\$ 44,452	51	\$ 46,703	\$ 58,379	\$ 70,055	76.14%	\$ 2,251	1.00				\$ 47,170	\$ 2,718	\$ 47,170	\$ 2,718	6.12%	
Sudduth, Rhonda	Database/Server Specialist	\$ 40,421	37	\$ 33,053	\$ 41,317	\$ 49,580	97.83%		2.00				\$ 41,432	\$ 1,011	\$ 41,432	\$ 1,011	2.50%	
Sudduth, Royce	Electrician - Lead Journeyman	\$ 38,807	38	\$ 33,880	\$ 42,350	\$ 50,819	91.64%		1.68				\$ 39,777	\$ 970	\$ 40,162	\$ 1,355	3.49%	

6/22/2008

New Mexico Junior College
2008-2009 Salary Schedule Compensation Recommendation #2
To minimum; Comp.Ratio: \$35,000 to support; 2.50% minimum increase

Employee Name	Recommended Job Class	Current Salary	-- Recommended --				Compa-Ratio	\$<Min	Svc Yrs 7/1/08	Target C/R	Cost to Target C/R	Flat % Approach	Sub Total Salary	Sub Total Increase	Final 2008- 2009 Salary	Total Increase	Total % Increase
			Salary Range	Minimum	Midpoint	Maximum											
Summers, Barbara	Administrative Assistant	\$ 32,411	26	\$ 25,191	\$ 31,489	\$ 37,787	102.93%		5.90			\$ 33,221	\$ 810	\$ 33,606	\$ 1,195	3.69%	
Taylor, Susie	Custodian	\$ 19,697	8	\$ 16,152	\$ 20,190	\$ 24,228	97.66%		3.83			\$ 20,189	\$ 492	\$ 20,574	\$ 877	4.45%	
Thomas, Glen	Coordinator of Intramurals/Student Activities	\$ 37,565	31	\$ 28,502	\$ 35,627	\$ 42,753	105.44%		3.80			\$ 38,504	\$ 939	\$ 38,504	\$ 939	2.50%	
Thompson, Delores	Professor - MA+45	\$ 54,186	53	\$ 49,068	\$ 61,335	\$ 73,602	88.34%		3.00			\$ 55,541	\$ 1,355	\$ 55,541	\$ 1,355	2.50%	
Titus, Rebecca	Divisional Academic Coordinator/Professor - P	\$ 48,156	47	\$ 42,311	\$ 52,889	\$ 63,467	91.05%		3.70			\$ 49,360	\$ 1,204	\$ 49,360	\$ 1,204	2.50%	
Townsend, Stephen	Professor - PHD	\$ 56,099	54	\$ 50,294	\$ 62,668	\$ 75,442	89.23%		9.00		(920)	\$ 57,501	\$ 1,402	\$ 57,501	\$ 1,402	2.50%	
Van Der Sterre, Carl	Groundskeeper	\$ 20,623	12	\$ 17,829	\$ 22,286	\$ 26,743	92.54%		0.38			\$ 21,139	\$ 516	\$ 21,139	\$ 516	2.50%	
Vandeman, Vicki	Director of PR & Marketing	\$ 51,092	57	\$ 54,162	\$ 67,702	\$ 81,242	75.47%	\$ 3,070	2.93	82.00%	\$ 1,354	\$ 54,703	\$ 3,611	\$ 54,703	\$ 3,611	7.07%	
Vick, Maria	Professor - BA	\$ 43,360	40	\$ 35,595	\$ 44,493	\$ 53,392	97.45%		12.00			\$ 44,444	\$ 1,084	\$ 44,444	\$ 1,084	2.50%	
Vigil, Oscar	Coordinator of Network Systems	\$ 48,454	47	\$ 42,311	\$ 52,889	\$ 63,467	91.61%		8.55			\$ 49,665	\$ 1,211	\$ 49,665	\$ 1,211	2.50%	
Vouht, James	Professor - MA	\$ 50,008	44	\$ 39,290	\$ 49,112	\$ 58,935	101.82%		2.00			\$ 51,258	\$ 1,250	\$ 51,258	\$ 1,250	2.50%	
Ward, Donna	Administrative Secretary	\$ 25,000	18	\$ 20,676	\$ 25,845	\$ 31,014	96.73%		0.42			\$ 25,625	\$ 625	\$ 26,010	\$ 1,010	4.04%	
Ward, Mary	Dean of Careers and Technology	\$ 66,896	63	\$ 62,811	\$ 78,514	\$ 94,216	85.20%		4.98			\$ 68,568	\$ 1,672	\$ 68,568	\$ 1,672	2.50%	
Warner, Martha	Custodian	\$ 20,099	8	\$ 16,152	\$ 20,190	\$ 24,228	99.55%		2.21			\$ 20,601	\$ 502	\$ 20,986	\$ 887	4.42%	
Waters, Susan	Professor - MA+12	\$ 41,730	48	\$ 43,369	\$ 54,211	\$ 65,053	76.98%	\$ 1,639	5.00	84.00%	\$ 2,168	\$ 44,670	\$ 2,940	\$ 44,670	\$ 2,940	7.04%	
Weaver, Margaret	Coordinator of Technical Services (Librarian)	\$ 45,316	44	\$ 39,290	\$ 49,112	\$ 58,935	92.27%		1.78			\$ 46,449	\$ 1,133	\$ 46,449	\$ 1,133	2.50%	
Webb, Kimberly	Professor - MA+30	\$ 44,401	51	\$ 46,703	\$ 58,379	\$ 70,055	76.06%	\$ 2,302	3.00	84.00%	\$ 2,335	\$ 47,638	\$ 3,237	\$ 47,638	\$ 3,237	7.29%	
West, Cheri	Library Technician	\$ 24,421	28	\$ 26,467	\$ 33,083	\$ 39,700	73.82%	\$ 2,046	7.86	88.00%	\$ 2,647	\$ 27,625	\$ 3,104	\$ 27,910	\$ 3,489	14.29%	
Whicker, Timothy	Professor - PHD	\$ 61,739	54	\$ 50,294	\$ 62,668	\$ 75,442	98.20%		14.00			\$ 63,282	\$ 1,543	\$ 63,282	\$ 1,543	2.50%	
Whitley, Cloyd	Custodian	\$ 20,843	8	\$ 16,152	\$ 20,190	\$ 24,228	103.24%		6.75			\$ 21,364	\$ 521	\$ 21,749	\$ 906	4.35%	
Wier, Amanda	Videographer/Writer PR & Marketing	\$ 28,575	30	\$ 27,807	\$ 34,758	\$ 41,710	82.21%		0.00			\$ 29,289	\$ 714	\$ 29,674	\$ 1,099	3.65%	
Wong, Ruth	Professor - MA	\$ 42,320	44	\$ 39,290	\$ 49,112	\$ 58,935	86.17%		1.00			\$ 43,378	\$ 1,058	\$ 43,378	\$ 1,058	2.50%	
Wong, Yau-Sun	Professor - PHD	\$ 54,019	54	\$ 50,294	\$ 62,668	\$ 75,442	85.92%		4.00			\$ 55,369	\$ 1,350	\$ 55,369	\$ 1,350	2.50%	
Worth, Donald	Director of Athletics	\$ 70,000	57	\$ 54,162	\$ 67,702	\$ 81,242	103.39%		0.75			\$ 71,750	\$ 1,750	\$ 71,750	\$ 1,750	2.50%	
Youngblood, Homer	Professor - BA	\$ 42,552	40	\$ 35,595	\$ 44,493	\$ 53,392	95.64%		8.00			\$ 43,616	\$ 1,064	\$ 43,616	\$ 1,064	2.50%	
Youngblood, Patricia	Professor - MA	\$ 45,586	44	\$ 39,290	\$ 49,112	\$ 58,935	92.82%		6.00			\$ 46,726	\$ 1,140	\$ 46,726	\$ 1,140	2.50%	
Youngblood, Wenona	Library Assistant	\$ 19,640	14	\$ 18,731	\$ 23,414	\$ 28,097	83.88%		0.95			\$ 20,131	\$ 491	\$ 20,516	\$ 876	4.46%	
Zambrelli, Cynthia	Counselor	\$ 46,448	43	\$ 38,332	\$ 47,915	\$ 57,498	96.94%		5.91			\$ 47,609	\$ 1,161	\$ 47,609	\$ 1,161	2.50%	
Zaragoza, Lupe	Custodian	\$ 23,332	8	\$ 16,152	\$ 20,190	\$ 24,228	115.56%		12.95			\$ 23,915	\$ 583	\$ 24,300	\$ 966	4.15%	
Zungta, Ismael	General Maintenance Worker	\$ 21,895	25	\$ 24,577	\$ 30,721	\$ 36,865	71.27%	\$ 2,682	1.08	82.00%	\$ 614	\$ 24,823	\$ 2,928	\$ 25,208	\$ 3,313	15.13%	
Chris Howell	\$4534 for increase to MA+45 & Rebecca Titus \$2200 for Masters included in raise to minimum																
												\$ 76,139			\$ 61,883	\$ 297,197	

6/22/2008

Employee Name	Recommended Job Class	Current Salary	-- Recommended --			Compa-Ratio	\$<Min	Svc Yrs 7/1/08	Target CIR	Cost to Target CIR	Flat % Approach	Sub Total Salary	Sub Total Increase	Final 2008-Salary	Total Increase	Total % Increase
			Salary Range	Minimum	Midpoint											
NEW HIRES																
Wall, Jeffrey	Professor - PHD	\$ 52,074	\$ 50,294	\$ 62,868	\$ 75,442	82.83%		0.00	82.00%	\$ (522)	-	\$ 52,074	\$ -		-	
Kirby, Brian	Professor - MA	\$ 41,961	\$ 39,290	\$ 49,112	\$ 58,935	85.44%		0.00		\$	-	\$ 41,961	\$ -		-	
Vought, Jerry	Assistant Mens Basketball Coach	\$ 25,259	\$ 23,978	\$ 29,972	\$ 35,966	84.28%		0.00		\$	-	\$ 25,259	\$ -		-	
Finkbeiner, Benjamin	Professor - MA	\$ 39,919	\$ 39,290	\$ 49,112	\$ 58,935	81.28%		0.00		\$	-	\$ 39,919	\$ -		-	
Schmidt, Kayla	Professor - MA	\$ 40,092	\$ 39,290	\$ 49,112	\$ 58,935	81.63%		0.00		\$	-	\$ 40,092	\$ -		-	
Kenison, Dale	Professor - PHD	\$ 54,207	\$ 50,294	\$ 62,868	\$ 75,442	86.22%		0.00		\$	-	\$ 54,207	\$ -		-	
Nichols, Sam	Professor - MA+45	\$ 59,041	\$ 49,068	\$ 61,335	\$ 73,602	96.28%		0.00		\$	-	\$ 59,041	\$ -		-	
Barron, Jesse	Instructional Technology Specialist	\$ 40,000	\$ 35,595	\$ 44,493	\$ 53,392	89.90%		0.00		\$	-	\$ 40,000	\$ -		-	
Kaufman, Dustin	Professor - MA+24	\$ 45,636	\$ 44,453	\$ 55,566	\$ 66,680	82.13%		0.00		\$	-	\$ 45,636	\$ -		-	
Davis, Telana	Admission Specialist	\$ 33,344	\$ 30,693	\$ 38,367	\$ 46,040	86.91%		0.00		\$	-	\$ 33,344	\$ -		-	
Hardin, Sandy	Housing Coordinator	\$ 32,798	\$ 28,502	\$ 35,627	\$ 42,753	92.06%		0.00		\$	-	\$ 32,798	\$ 385		385	
Johns, Randy	Plumber - Lead Journeyman	\$ 29,000	\$ 25,821	\$ 32,276	\$ 38,732	89.86%		0.00		\$	-	\$ 29,000	\$ 385		385	
VACANT POSITIONS																
Owens, Willey Glenn	Groundskeeper - Pest Control & Spray Special	\$ 21,853	\$ 21,722	\$ 27,153	\$ 32,584	80.48%				\$	-	\$ 21,853	\$ -		-	
Pearson, Adam	Professor - MA+12	\$ 41,100	\$ 43,369	\$ 54,211	\$ 65,053	75.81%	\$ 2,269			\$	-	\$ 43,369	\$ 2,269		2,269	
Powell, Nancy	Education and Events Coordinator WHM	\$ 35,283	\$ 30,693	\$ 38,367	\$ 46,040	91.96%				\$	-	\$ 35,283	\$ -		-	
Pritchett, Jo Ann	Grounds Supervisor	\$ 27,496	\$ 27,807	\$ 34,758	\$ 41,710	79.11%	\$ 311			\$	-	\$ 27,807	\$ 311		311	
Read, Shawna	Professor - MA+45	\$ 43,843	\$ 49,068	\$ 61,335	\$ 73,602	71.48%	\$ 5,225		82.00%	\$ 1,227	-	\$ 49,068	\$ 5,225		5,225	
Grossett, Christie	Executive Assistant	\$ 36,061	\$ 27,807	\$ 34,758	\$ 41,710	103.75%				\$	-	\$ 36,061	\$ -		-	
Gonzalez, Mary	Administrative Secretary	\$ 23,615	\$ 20,676	\$ 25,845	\$ 31,014	91.37%				\$	-	\$ 23,615	\$ -		-	
Vacant (Georgie Navarro)	Administrative Secretary	\$ 20,246	\$ 20,676	\$ 25,845	\$ 31,014	78.34%	\$ 430		80.00%	\$ -	-	\$ 20,676	\$ 430		430	
Vacant 10	Custodian	\$ 20,000	\$ 16,152	\$ 20,190	\$ 24,228	99.06%				\$	-	\$ 20,000	\$ -		-	
Vacant 11	Custodian	\$ 20,000	\$ 16,152	\$ 20,190	\$ 24,228	99.06%				\$	-	\$ 20,000	\$ -		-	
Vacant 12	General Maintenance Worker	\$ 24,577	\$ 24,577	\$ 30,721	\$ 36,865	80.00%				\$	-	\$ 24,577	\$ -		-	
Vacant 13	Groundskeeper	\$ 17,829	\$ 17,829	\$ 22,286	\$ 26,743	80.00%				\$	-	\$ 17,829	\$ -		-	
Vacant 15 (New Auto)	Professor - MA	\$ 45,000	\$ 39,290	\$ 49,112	\$ 58,935	91.63%				\$	-	\$ 45,000	\$ -		-	
Vacant 16	Professor - MA	\$ 39,290	\$ 39,290	\$ 49,112	\$ 58,935	80.00%				\$	-	\$ 39,290	\$ -		-	
Vacant 3	Administrative Support Assistant	\$ 18,276	\$ 17,829	\$ 22,286	\$ 26,743	82.01%				\$	-	\$ 18,276	\$ -		-	
Vacant 7 (New)	Advanced Training Coordinator - Public Safety	\$ 45,000	\$ 39,290	\$ 49,112	\$ 58,935	91.63%				\$	-	\$ 45,000	\$ -		-	
Vacant 9	Custodian	\$ 20,000	\$ 16,152	\$ 20,190	\$ 24,228	99.06%				\$	-	\$ 20,000	\$ -		-	

New Mexico Junior College
2008-2009 Salary Schedule Compensation Recommendation #2
To minimum: Comp/Ratio: \$35,000 to support; 2.50% minimum increase

Employee Name	Recommended Job Class	Current Salary	- Recommended -				Compa-Ratio	\$<Min	Svc Yrs 7/1/08	Target C/R	Cost to Target C/R	Flat % Approach	Sub Total Salary	Sub Total Increase	Final 2008-2009 Salary	Total Increase	Total % Increase
			Salary Range	Minimum	Midpoint	Maximum											
Vacant(Sandy Hardin)	Administrative Secretary	\$ 28,710	18	\$ 20,676	\$ 25,845	\$ 31,014	111.09%					\$ 28,710	\$ -				
Vacant 1	Museum Curator	\$ 50,000	45	\$ 40,272	\$ 50,340	\$ 60,408	99.32%					\$ 50,000	\$ -				
Vacant	Human Resources Payroll Clerk	\$ 21,253	20	\$ 21,722	\$ 27,153	\$ 32,584	78.27%	\$ 469				\$ 21,722	\$ 469				
Vacant (CDL Trainer)	Professor AA 12 months	\$ 43,305	AA12	\$ 38,696	\$ 48,371	\$ 58,045	89.53%		0.00			\$ 43,305	\$ -		\$ 9,474		
Grand Total												\$ 340,936					

New Mexico Junior College
2008-2009 Salary Range and Compensation #1
To minimum; CompRatio; 3.0% minimum increase

Employee Name	Recommended Job Class	Current Salary	- Recommended -			Comp-Ratio	\$<Min	Svc Yrs 7/1/08	Target C/R	Cost to Target C/R	Flat % Approach	New Salary	Total \$ Increase	Total % Increase
			Salary Range	Minimum	Midpoint									
Adams Charles	WEB CT Administrator	\$ 49,967	\$ 45,564	\$ 56,955	\$ 68,346	87.73%		10.46	90.00%	\$ 1,293	\$ 2,498	\$ 2,498	5.00%	
Adams Kim	Personal Computer Specialist	\$ 36,702	\$ 33,053	\$ 41,317	\$ 49,580	88.83%		8.03	90.00%	\$ 1,293	\$ 2,498	\$ 2,498	5.00%	
Aldaz, Guadalupe	Custodian	\$ 16,575	\$ 16,152	\$ 20,190	\$ 24,228	82.10%		0.67	90.00%	\$ 1,293	\$ 2,498	\$ 2,498	3.00%	
Alvarado, Maria	Custodial Crew Leader	\$ 19,835	\$ 18,731	\$ 23,414	\$ 28,097	84.71%		4.64	90.00%	\$ 1,293	\$ 2,498	\$ 2,498	3.00%	
Alves, Sylvia	Administrative Secretary	\$ 21,475	\$ 20,676	\$ 25,845	\$ 31,014	83.09%		5.67	90.00%	\$ 1,765	\$ 3,444	\$ 3,444	3.00%	
Amador, Kelly	Administrative Assistant	\$ 28,270	\$ 25,191	\$ 31,489	\$ 37,787	89.78%		1.92	94.00%	\$ 482	\$ 1,067	\$ 1,067	3.00%	
Anglin, Lynn	Mechanical Systems - Lead	\$ 35,165	\$ 27,128	\$ 33,910	\$ 40,693	103.70%		4.60	90.00%	\$ 482	\$ 1,067	\$ 1,067	3.00%	
Appel, James	Groundskeeper	\$ 18,167	\$ 17,829	\$ 22,286	\$ 26,743	81.52%		0.92	90.00%	\$ 1,356	\$ 2,712	\$ 2,712	3.00%	
Aurly, Elisa	Bookstore Clerk	\$ 19,800	\$ 19,199	\$ 23,999	\$ 28,799	82.50%		1.63	90.00%	\$ 1,356	\$ 2,712	\$ 2,712	3.00%	
Baldwin, John	Professor - MA	\$ 52,092	\$ 39,290	\$ 49,112	\$ 58,935	106.07%		23.00	90.00%	\$ 1,356	\$ 2,712	\$ 2,712	3.00%	
Barre, Larrae	Coordinator of Facility Scheduling	\$ 24,969	\$ 25,821	\$ 32,276	\$ 38,732	77.05%	\$ 952	0.25	90.00%	\$ 1,356	\$ 2,712	\$ 2,712	3.00%	
Bascom, Charles	Custodial Supervisor	\$ 32,821	\$ 27,807	\$ 34,758	\$ 41,710	94.43%		13.80	90.00%	\$ 1,356	\$ 2,712	\$ 2,712	3.00%	
Becker, Jeffrey	Professor - MA	\$ 39,027	\$ 39,290	\$ 49,112	\$ 58,935	101.97%	\$ 263	1.00	90.00%	\$ 1,356	\$ 2,712	\$ 2,712	3.00%	
Berner, Victor	Professor - PHD	\$ 64,105	\$ 50,294	\$ 62,868	\$ 75,442	80.90%		32.00	90.00%	\$ 2,762	\$ 5,524	\$ 5,524	3.00%	
Berry, Philip	Head Rodeo Coach	\$ 43,859	\$ 43,369	\$ 54,211	\$ 65,053	80.90%		5.89	86.00%	\$ 2,762	\$ 5,524	\$ 5,524	3.00%	
Best, Mickey	Dean of Arts and Humanities	\$ 78,837	\$ 65,991	\$ 82,488	\$ 98,986	95.57%		18.87	82.00%	\$ 1,007	\$ 2,014	\$ 2,014	3.00%	
Bickerton, Pam	Director of Bookstore Services	\$ 39,218	\$ 40,272	\$ 50,340	\$ 60,408	77.91%	\$ 1,054	2.95	82.00%	\$ 1,007	\$ 2,014	\$ 2,014	3.00%	
Bickerton, Scott	Groundskeeper	\$ 17,745	\$ 17,829	\$ 22,286	\$ 26,743	79.62%	\$ 84	0.12	90.00%	\$ 1,007	\$ 2,014	\$ 2,014	3.00%	
Black, James	Professor - MA	\$ 49,938	\$ 39,290	\$ 49,112	\$ 58,935	101.68%		17.00	90.00%	\$ 1,007	\$ 2,014	\$ 2,014	3.00%	
Black, Patricia	Professor - BA	\$ 42,767	\$ 35,955	\$ 44,493	\$ 53,392	86.93%		10.00	90.00%	\$ 1,007	\$ 2,014	\$ 2,014	3.00%	
Blackwell, John	Professor - BA	\$ 38,680	\$ 20,676	\$ 44,493	\$ 53,392	113.76%		3.00	90.00%	\$ 1,007	\$ 2,014	\$ 2,014	3.00%	
Blanchin, Terri	Administrative Secretary	\$ 29,400	\$ 20,676	\$ 25,845	\$ 31,014	77.91%	\$ 4774	1.00	90.00%	\$ 1,007	\$ 2,014	\$ 2,014	3.00%	
Bushway, Marlena	Professor - MA-30	\$ 41,929	\$ 46,703	\$ 58,379	\$ 70,055	71.82%		1.11	90.00%	\$ 1,310	\$ 2,620	\$ 2,620	3.00%	
Calderson, Francis	Shipping & Receiving/Department Clerk	\$ 24,577	\$ 23,978	\$ 29,972	\$ 35,966	82.00%		1.67	88.00%	\$ 1,310	\$ 2,620	\$ 2,620	3.00%	
Campes, Paul	Assistant Director - Law Enforcement Act	\$ 47,666	\$ 39,290	\$ 49,112	\$ 58,935	97.05%		7.29	90.00%	\$ 1,310	\$ 2,620	\$ 2,620	3.00%	
Cannell, Charley	Professor of Physical Plant	\$ 67,782	\$ 62,811	\$ 78,514	\$ 94,216	86.33%		13.50	94.00%	\$ 2,345	\$ 4,690	\$ 4,690	3.00%	
Cavit, Tami	Professor - MA-36	\$ 53,903	\$ 47,871	\$ 59,839	\$ 71,807	90.08%		0.63	90.00%	\$ 2,345	\$ 4,690	\$ 4,690	3.00%	
Chavarria, Angela	Bookstore Clerk	\$ 19,666	\$ 19,199	\$ 23,999	\$ 28,799	81.94%		0.71	90.00%	\$ 1,310	\$ 2,620	\$ 2,620	3.00%	
Clingman, Alice	Dean of Enrollment Management	\$ 57,291	\$ 52,841	\$ 66,051	\$ 79,261	86.74%		17.00	90.00%	\$ 1,310	\$ 2,620	\$ 2,620	3.00%	
Cornell, Linda	Professor - MA-36	\$ 55,960	\$ 47,871	\$ 59,839	\$ 71,807	93.52%		8.00	90.00%	\$ 1,310	\$ 2,620	\$ 2,620	3.00%	
Cook, Darryl	Professor - BA	\$ 41,782	\$ 35,955	\$ 44,493	\$ 53,392	86.82%		10.21	90.00%	\$ 1,522	\$ 3,044	\$ 3,044	3.00%	
Cook, Randy	Director of Transportation & Safety Traini	\$ 41,601	\$ 38,332	\$ 47,915	\$ 57,498	86.82%		3.46	90.00%	\$ 1,522	\$ 3,044	\$ 3,044	3.00%	
Cruce, Emma	Switchboard Operator/Mail Clerk/Cashier	\$ 24,861	\$ 20,676	\$ 25,845	\$ 31,014	96.19%		0.96	90.00%	\$ 1,522	\$ 3,044	\$ 3,044	3.00%	
Cueller, Adolfo	Security Personnel	\$ 23,888	\$ 22,286	\$ 27,832	\$ 33,398	85.83%		0.96	92.00%	\$ 2,051	\$ 4,099	\$ 4,099	3.00%	
Cummings, Karen	Director Of Allied Health Fields	\$ 71,987	\$ 64,381	\$ 80,476	\$ 96,572	89.45%		14.88	92.00%	\$ 2,051	\$ 4,099	\$ 4,099	3.00%	
Curry, Betty	Testing Center Coordinator	\$ 35,599	\$ 26,467	\$ 33,063	\$ 39,700	107.60%		34.58	90.00%	\$ 2,051	\$ 4,099	\$ 4,099	3.00%	
Dancock, John	Security Personnel	\$ 24,464	\$ 22,266	\$ 27,832	\$ 33,398	87.90%		0.96	90.00%	\$ 1,356	\$ 2,712	\$ 2,712	3.00%	
Davis, Terri	Financial Aid Specialist	\$ 25,806	\$ 27,128	\$ 33,910	\$ 40,693	76.10%	\$ 1,322	0.79	84.00%	\$ 1,356	\$ 2,712	\$ 2,712	3.00%	
DeMoss, Carolyn	Custodian	\$ 18,092	\$ 16,152	\$ 20,190	\$ 24,228	89.61%		0.79	90.00%	\$ 1,356	\$ 2,712	\$ 2,712	3.00%	
Diaz, Susie	Custodian	\$ 19,326	\$ 16,152	\$ 20,190	\$ 24,228	95.72%		4.87	90.00%	\$ 1,356	\$ 2,712	\$ 2,712	3.00%	
Dorado Augustin (leaving 7-31)	Director of Institutional Effectiveness	\$ 64,339	\$ 58,326	\$ 72,908	\$ 87,489	88.25%		9.80	90.00%	\$ 3,308	\$ 6,616	\$ 6,616	3.00%	
Drennan, Elaine	Library Technician	\$ 26,088	\$ 25,467	\$ 33,083	\$ 39,700	75.83%	\$ 1,379	9.80	90.00%	\$ 3,308	\$ 6,616	\$ 6,616	3.00%	
Duff, DeEta	Administrative Assistant	\$ 33,148	\$ 26,191	\$ 31,489	\$ 37,787	105.26%		17.78	90.00%	\$ 3,308	\$ 6,616	\$ 6,616	3.00%	
Durn, Toni	Professor - MA	\$ 44,981	\$ 39,290	\$ 49,112	\$ 58,935	91.59%		3.00	90.00%	\$ 3,308	\$ 6,616	\$ 6,616	3.00%	
Edwards, Raquel	Administrative Secretary	\$ 21,994	\$ 20,676	\$ 25,845	\$ 31,014	85.10%		4.60	90.00%	\$ 3,308	\$ 6,616	\$ 6,616	3.00%	
Emmerich, Patricia	Professor - PHD	\$ 56,713	\$ 50,294	\$ 62,868	\$ 75,442	90.21%		9.00	90.00%	\$ 543	\$ 1,086	\$ 1,086	3.00%	
Flores, Fredica (leaving 6-30)	Human Resources Payroll Clerk	\$ 21,716	\$ 21,722	\$ 27,153	\$ 32,584	79.98%	\$ 6	9.00	82.00%	\$ 543	\$ 1,086	\$ 1,086	3.00%	
Flores, Jose	Programmer Analyst	\$ 52,337	\$ 41,279	\$ 51,599	\$ 61,919	101.43%		16.92	90.00%	\$ 543	\$ 1,086	\$ 1,086	3.00%	

New Mexico Junior College
2008-2009 Salary Range and Compensation #1
To minimum; Comp/Ratio; 3.0% minimum increase

Youngblood, Homer	Professor - BA	\$ 42,552	40	\$ 35,595	\$ 44,493	\$ 53,392	95.64%		8.00	\$ -	\$ 43,829	\$ 1,277	3.00%			
Youngblood, Patricia	Professor - MA	\$ 45,586	44	\$ 39,290	\$ 49,112	\$ 58,935	92.82%		6.00	\$ -	\$ 46,954	\$ 1,368	3.00%			
Youngblood, Wenona	Library Assistant	\$ 19,640	14	\$ 18,731	\$ 23,414	\$ 28,097	83.88%		0.95	\$ -	\$ 20,229	\$ 589	3.00%			
Zambrelli, Cynthia	Counselor	\$ 46,448	43	\$ 38,332	\$ 47,915	\$ 57,498	96.94%		5.91	\$ -	\$ 47,841	\$ 1,393	3.00%			
Zaragoza, Lupe	Custodian	\$ 23,332	8	\$ 16,152	\$ 20,190	\$ 24,228	115.56%		12.95	\$ -	\$ 24,032	\$ 700	3.00%			
Zuniga, Ismael	General Maintenance Worker	\$ 21,895	25	\$ 24,577	\$ 30,721	\$ 36,865	71.27%	\$ 2,682	1.08	\$ 614	\$ 24,823	\$ 2,928	13.37%			
Chris Howell \$4534 for increase to MA+45 & Rebecca Titus \$2200 for Masters included in raise to minimum											\$ 76,139			\$ 61,883	\$ 328,940	
NEW HIRES																
Wall, Jeffrey	Professor - PHD	\$ 52,074	54	\$ 50,294	\$ 62,868	\$ 75,442	82.83%		0.00	\$ (522)	\$ 52,074	\$ -	0.00%			
Kilby, Brian	Professor - MA	\$ 41,961	44	\$ 39,290	\$ 49,112	\$ 58,935	85.44%		0.00	\$ -	\$ 41,961	\$ -	0.00%			
Vought, Jerry	Assistant Mens Basketball Coach	\$ 25,259	24	\$ 23,978	\$ 29,972	\$ 35,966	84.28%		0.00	\$ -	\$ 25,259	\$ -	0.00%			
Finkbeiner, Benjamin	Professor - MA	\$ 39,919	44	\$ 39,290	\$ 49,112	\$ 58,935	81.28%		0.00	\$ -	\$ 39,919	\$ -	0.00%			
Schmidt, Kay/a	Professor - MA	\$ 40,092	44	\$ 39,290	\$ 49,112	\$ 58,935	81.63%		0.00	\$ -	\$ 40,092	\$ -	0.00%			
Kensson, Dale	Professor - PhD	\$ 54,207	54	\$ 50,294	\$ 62,868	\$ 75,442	86.22%		0.00	\$ -	\$ 54,207	\$ -	0.00%			
Nichols, Sam	Professor - MA+45	\$ 59,041	53	\$ 49,068	\$ 61,335	\$ 73,602	96.26%		0.00	\$ -	\$ 59,041	\$ -	0.00%			
Barron, Jesse	Instructional Technology Specialist	\$ 40,000	40	\$ 35,595	\$ 44,493	\$ 53,392	89.90%		0.00	\$ -	\$ 40,000	\$ -	0.00%			
Kautman, Dustin	Professor - MA+24	\$ 45,636	49	\$ 44,453	\$ 55,566	\$ 66,680	82.13%		0.00	\$ -	\$ 45,636	\$ -	0.00%			
Davis, Telana	Admission Specialist	\$ 33,344	34	\$ 30,693	\$ 38,367	\$ 46,040	96.91%		0.00	\$ -	\$ 33,344	\$ -	0.00%			
Hardin, Sandy	Housing Coordinator	\$ 32,798	31	\$ 28,502	\$ 35,627	\$ 42,753	92.08%		0.00	\$ -	\$ 32,798	\$ -	0.00%			
Johns, Randy	Plumber - Lead Journeyman	\$ 29,000	27	\$ 28,821	\$ 32,276	\$ 38,732	89.85%		0.00	\$ -	\$ 29,000	\$ -	0.00%			
VACANT POSITIONS																
Owens, Wiley Glenn	Groundskeeper - Pest Control & Spray S	\$ 21,853	20	\$ 21,722	\$ 27,153	\$ 32,584	80.48%				\$ 21,853	\$ -	0.00%			
Pearson, Adam	Professor - MA+12	\$ 41,100	48	\$ 43,369	\$ 54,211	\$ 65,053	75.81%	\$ 2,269			\$ 43,369	\$ 2,269	5.32%			
Powell, Nancy	Education and Events Coordinator WHM	\$ 35,283	34	\$ 30,693	\$ 38,367	\$ 46,040	91.96%				\$ 35,283	\$ -	0.00%			
Pritchett, Jo Ann	Grounds Supervisor	\$ 27,496	30	\$ 27,807	\$ 34,758	\$ 41,710	79.11%	\$ 311			\$ 27,807	\$ 311	1.13%			
Read, Shawna	Professor - MA+45	\$ 43,843	53	\$ 49,068	\$ 61,335	\$ 73,602	71.48%	\$ 5,225			\$ 49,068	\$ 5,225	11.92%			
Gressett, Christie	Executive Assistant	\$ 36,061	30	\$ 27,807	\$ 34,758	\$ 41,710	103.75%				\$ 36,061	\$ -	0.00%			
Gonzalez, Mary	Administrative Secretary	\$ 23,615	18	\$ 20,676	\$ 25,845	\$ 31,014	91.37%				\$ 23,615	\$ -	0.00%			
Vacant (Gerolde Navarro)	Administrative Secretary	\$ 20,246	18	\$ 20,676	\$ 25,845	\$ 31,014	78.34%	\$ 430			\$ 20,676	\$ 430	2.12%			
Vacant 10	Custodian	\$ 20,000	8	\$ 16,152	\$ 20,190	\$ 24,228	99.06%				\$ 20,000	\$ -	0.00%			
Vacant 11	Custodian	\$ 20,000	8	\$ 16,152	\$ 20,190	\$ 24,228	99.06%				\$ 20,000	\$ -	0.00%			
Vacant 12	General Maintenance Worker	\$ 24,577	25	\$ 24,577	\$ 30,721	\$ 36,865	80.00%				\$ 24,577	\$ -	0.00%			
Vacant 13	Groundskeeper	\$ 17,829	12	\$ 17,829	\$ 22,286	\$ 26,743	80.00%				\$ 17,829	\$ -	0.00%			
Vacant 15 (New Auto)	Professor - MA	\$ 45,000	44	\$ 39,290	\$ 49,112	\$ 58,935	80.00%				\$ 45,000	\$ -	0.00%			
Vacant 16	Professor - MA	\$ 39,290	44	\$ 39,290	\$ 49,112	\$ 58,935	80.00%				\$ 39,290	\$ -	0.00%			
Vacant 3	Administrative Support Assistant	\$ 18,276	12	\$ 17,829	\$ 22,286	\$ 26,743	82.01%				\$ 18,276	\$ -	0.00%			
Vacant 7 (New)	Advanced Training Coordinator - Public S	\$ 45,000	44	\$ 39,290	\$ 49,112	\$ 58,935	91.63%				\$ 45,000	\$ -	0.00%			
Vacant 9	Custodian	\$ 20,000	8	\$ 16,152	\$ 20,190	\$ 24,228	99.06%				\$ 20,000	\$ -	0.00%			
Vacant(Sandy Hardin)	Administrative Secretary	\$ 28,710	18	\$ 20,676	\$ 25,845	\$ 31,014	111.09%				\$ 28,710	\$ -	0.00%			
Vacant 1	Museum Curator	\$ 50,000	45	\$ 40,272	\$ 50,340	\$ 60,408	99.32%				\$ 50,000	\$ -	0.00%			
Vacant	Human Resources Payroll Clerk	\$ 21,253	20	\$ 21,722	\$ 27,153	\$ 32,584	78.27%	\$ 469			\$ 21,722	\$ 469	2.21%			
Vacant (CDL Trainer)	Professor AA 12 months	\$ 43,305	AA12	\$ 38,696	\$ 48,371	\$ 58,045	89.53%		0.00		\$ 43,305	\$ -	0.00%			
Grand Total											\$ 8,704	\$ 337,644				

To minimum; Comp/Ratio: \$35,000 to support; 3.0% minimum increase

Employee Name	Recommended Job Class	Current Salary	Salary Range	Minimum	Midpoint	Maximum	Comp- Ratio	\$<Min	Src Yrs 7/1/08	Target C/R	Cost to Target C/R	Flat % Approach	Sub Total Salary	Sub Total Increase	Total % Inc	Before Support Increase	Final 2008- 2009 Salary	Total Increase	Total % Increase
Adams, Charles	WEB CT Administrator	\$ 49,967		\$ 45,564	\$ 56,955	\$ 66,346	87.73%		10.46	90.00%	\$ 1,293	2.498	\$ 52,465	\$ 2,499	5.00%	\$ 52,465	\$ 52,465	\$ 2,498	5.00%
Adams, Kim	Personal Computer Specialist	\$ 36,702		\$ 33,053	\$ 41,317	\$ 49,590	88.83%		8.03		\$	-	\$ 37,803	\$ 1,101	3.00%	\$ 37,803	\$ 38,188	\$ 1,486	4.05%
Adeza, Guadalupe	Custodian	\$ 16,575		\$ 16,152	\$ 20,190	\$ 24,228	82.10%		0.67		\$	-	\$ 17,072	\$ 497	3.00%	\$ 17,072	\$ 17,457	\$ 882	5.32%
Alvarado, Maria	Custodial Crew Leader	\$ 19,935		\$ 18,731	\$ 23,414	\$ 28,097	94.71%		4.84		\$	-	\$ 20,430	\$ 595	3.00%	\$ 20,430	\$ 20,815	\$ 980	4.94%
Alves, Sylvia	Administrative Secretary	\$ 21,475		\$ 20,676	\$ 25,845	\$ 31,014	93.08%		5.67	90.00%	\$ 1,786	6.44	\$ 22,119	\$ 644	3.00%	\$ 22,119	\$ 22,504	\$ 1,029	4.79%
Amedor, Kelly	Administrative Assistant	\$ 28,270		\$ 25,191	\$ 31,489	\$ 37,787	89.78%		1.92	94.00%	\$ 482	-	\$ 29,118	\$ 848	3.00%	\$ 29,118	\$ 29,503	\$ 1,233	4.36%
Anglin, Lynn	Mechanical Systems - Lead	\$ 35,165		\$ 27,128	\$ 33,910	\$ 40,693	103.70%		4.60		\$	-	\$ 36,220	\$ 1,055	3.00%	\$ 36,220	\$ 36,605	\$ 1,440	4.09%
Appel, James	Groundskeeper	\$ 18,167		\$ 17,829	\$ 22,286	\$ 26,743	81.52%		0.92		\$	-	\$ 18,712	\$ 545	3.00%	\$ 18,712	\$ 19,097	\$ 930	5.12%
Audy, Elisa	Bookstore Clerk	\$ 19,800		\$ 19,199	\$ 23,999	\$ 28,799	82.50%		1.63		\$	-	\$ 20,394	\$ 594	3.00%	\$ 20,394	\$ 20,779	\$ 979	4.94%
Badwin, John	Professor of Physical Education	\$ 52,092		\$ 39,290	\$ 49,112	\$ 58,935	106.07%		23.00		\$	-	\$ 53,655	\$ 1,563	3.00%	\$ 53,655	\$ 53,655	\$ 1,563	3.00%
Barbra, LarRae	Coordinator of Facility Scheduling	\$ 24,899		\$ 27,907	\$ 34,758	\$ 41,710	94.43%		13.80		\$	-	\$ 25,821	\$ 965	3.83%	\$ 25,821	\$ 26,206	\$ 1,337	5.38%
Bascom, Charles	Custodial Supervisor	\$ 32,821		\$ 25,821	\$ 32,276	\$ 38,732	77.05%	952	0.25		\$	-	\$ 33,806	\$ 985	3.00%	\$ 33,806	\$ 33,806	\$ 985	3.00%
Becker, Jeffrey	Professor of Physical Education/Assistant Worn	\$ 39,027		\$ 39,290	\$ 49,112	\$ 58,935	79.46%	263	1.00		\$	-	\$ 40,199	\$ 1,172	3.00%	\$ 40,199	\$ 40,199	\$ 1,172	3.00%
Berner, Victor	Professor of Chemistry/Astronomy	\$ 64,105		\$ 50,294	\$ 62,868	\$ 75,442	101.97%		32.00		\$	-	\$ 66,028	\$ 1,923	3.00%	\$ 66,028	\$ 66,028	\$ 1,923	3.00%
Berry, Philip	Head Rodeo Coach	\$ 43,899		\$ 43,369	\$ 54,211	\$ 65,053	80.90%		5.89		\$ 2,782	1.316	\$ 45,175	\$ 1,316	3.00%	\$ 45,175	\$ 45,175	\$ 1,316	3.00%
Best, Mickey	Dean of Arts and Humanities	\$ 78,837		\$ 65,991	\$ 82,488	\$ 98,986	95.57%		18.87		\$	-	\$ 81,202	\$ 2,365	3.00%	\$ 81,202	\$ 81,202	\$ 2,365	3.00%
Bickerton, Pam	Director of Bookstore Services	\$ 39,218		\$ 40,272	\$ 50,340	\$ 60,408	77.91%	1,054	2.95	82.00%	\$ 1,007	4.03	\$ 40,675	\$ 1,457	3.71%	\$ 40,675	\$ 40,675	\$ 1,457	3.71%
Bickerton, Scott	Groundskeeper	\$ 17,745		\$ 17,829	\$ 22,286	\$ 26,743	79.62%	84	0.12		\$	-	\$ 18,363	\$ 618	3.49%	\$ 18,363	\$ 18,748	\$ 1,003	5.86%
Black, James	Professor of Physical Education/Head Golf Coach	\$ 49,938		\$ 39,290	\$ 49,112	\$ 58,935	101.89%		17.00		\$	-	\$ 51,436	\$ 1,498	3.00%	\$ 51,436	\$ 51,436	\$ 1,498	3.00%
Black, Patricia	Professor of Office Technology	\$ 42,767		\$ 35,595	\$ 44,493	\$ 53,392	96.12%		10.00		\$	-	\$ 44,050	\$ 1,283	3.00%	\$ 44,050	\$ 44,050	\$ 1,283	3.00%
Blackwill, John	Professor of Physical Education/Head Women's	\$ 38,680		\$ 35,595	\$ 44,493	\$ 53,392	86.93%		3.00		\$	-	\$ 39,840	\$ 1,160	3.00%	\$ 39,840	\$ 39,840	\$ 1,160	3.00%
Blandin, Terri	Administrative Secretary	\$ 29,400		\$ 20,576	\$ 25,845	\$ 31,014	113.76%		2.03		\$	-	\$ 30,282	\$ 882	3.00%	\$ 30,282	\$ 30,667	\$ 1,287	4.31%
Bushway, Mariana	Professor of Nursing	\$ 41,929		\$ 46,703	\$ 58,379	\$ 70,055	71.82%	4,774	1.00		\$	-	\$ 47,170	\$ 5,241	12.50%	\$ 47,170	\$ 47,170	\$ 5,241	12.50%
Caldron, Francis	Shipping & Receiving/Department Clerk	\$ 24,577		\$ 23,978	\$ 29,972	\$ 35,966	82.00%		1.11		\$	-	\$ 25,314	\$ 737	3.00%	\$ 25,314	\$ 25,314	\$ 737	3.00%
Campos, Paul	Advanced Training Coordinator - Public Safety	\$ 47,666		\$ 39,290	\$ 49,112	\$ 58,935	97.05%		1.67		\$	-	\$ 49,096	\$ 1,430	3.00%	\$ 49,096	\$ 49,096	\$ 1,430	3.00%
Carroll, Charley	Director of Physical Plant	\$ 67,782		\$ 62,811	\$ 78,514	\$ 94,216	86.33%		7.29	88.00%	\$ 1,310	2.711	\$ 70,493	\$ 2,711	4.00%	\$ 70,493	\$ 70,493	\$ 2,711	4.00%
Carril, Tamir	Professor of Spanish/ESL	\$ 53,903		\$ 47,871	\$ 59,839	\$ 71,807	90.08%		13.50	94.00%	\$ 2,345	3.234	\$ 57,137	\$ 3,234	6.00%	\$ 57,137	\$ 57,137	\$ 3,234	6.00%
Chavanta, Angela	Bookstore Clerk	\$ 19,666		\$ 19,199	\$ 23,999	\$ 28,799	81.94%		0.63		\$	-	\$ 20,256	\$ 590	3.00%	\$ 20,256	\$ 20,641	\$ 975	4.96%
Cirigliano, Alice	Dean of Enrollment Management	\$ 57,291		\$ 52,841	\$ 66,051	\$ 79,261	86.74%		0.71		\$	-	\$ 59,010	\$ 1,719	3.00%	\$ 59,010	\$ 59,010	\$ 1,719	3.00%
Connell, Linda	Professor of English	\$ 55,960		\$ 47,871	\$ 59,839	\$ 71,807	93.52%		17.00		\$	-	\$ 43,035	\$ 1,253	3.00%	\$ 43,035	\$ 43,035	\$ 1,253	3.00%
Cook, Darryl	Professor of Computer Information Systems	\$ 41,782		\$ 35,595	\$ 44,493	\$ 53,392	93.91%		8.00		\$ 1,522	2.080	\$ 43,681	\$ 2,080	5.00%	\$ 43,681	\$ 43,681	\$ 2,080	5.00%
Cook, Randy	Director of Transportation & Safety Training	\$ 41,601		\$ 38,332	\$ 47,915	\$ 57,498	86.82%		10.21	90.00%	\$	-	\$ 25,607	\$ 746	3.00%	\$ 25,607	\$ 25,992	\$ 1,131	4.55%
Cruse, Emma	Switchboard Operator/Mail Clerk/Cashier	\$ 24,861		\$ 20,676	\$ 25,845	\$ 31,014	96.19%		3.46		\$	-	\$ 24,605	\$ 717	3.00%	\$ 24,605	\$ 24,990	\$ 1,102	4.61%
Cueellar, Adolfo	Security Personnel	\$ 23,888		\$ 22,266	\$ 27,832	\$ 33,398	85.83%		0.96		\$	-	\$ 76,306	\$ 4,319	6.00%	\$ 76,306	\$ 76,306	\$ 4,319	6.00%
Cummings, Karen	Director Of Allied Health Fields	\$ 71,987		\$ 64,381	\$ 80,476	\$ 96,572	89.45%		14.88	92.00%	\$ 2,051	4.319	\$	\$	3.00%	\$ 76,306	\$ 76,306	\$ 4,319	6.00%
Curry, Betty	Testing Center Coordinator	\$ 35,599		\$ 26,467	\$ 33,083	\$ 39,700	107.60%		34.58		\$	-	\$ 36,667	\$ 1,068	3.00%	\$ 36,667	\$ 37,052	\$ 1,453	4.08%

New Mexico Junior College
2008-2009 Salary Compensation Recommendation #3
To minimum; Comp/Ratio: \$35,000 to support: 3.0% minimum increase

Employee Name	Recommended Job Class	Current Salary	Salary Range	Minimum	Midpoint	Maximum	Comp-Ratio	\$<Min	Svc Yrs 7/1/08	Target CIR	Cost to Target CIR	Flat % Approach	Sub Total Salary	Sub Total Increase	Total % Inc	Before Support Increase	Final 2008-2009 Salary	Total Increase	Total % Increase
Darcoek, John	Security Personnel	\$ 24,464	21	\$ 22,286	\$ 27,832	\$ 33,388	87.90%		0.96				\$ 25,198	\$ 734	3.00%	\$ 25,198	\$ 25,883	\$ 1,119	4.57%
Davis, Terri	Financial Aid Specialist	\$ 26,806	29	\$ 27,128	\$ 33,910	\$ 40,693	76.10%	\$ 1,322	3.86	84.00%	\$ 1,356	\$ 543	\$ 27,671	\$ 1,865	7.23%	\$ 27,671	\$ 28,056	\$ 2,250	8.72%
DeMoss, Carolyn	Custodian	\$ 18,092	8	\$ 16,152	\$ 20,190	\$ 24,228	89.61%		0.79				\$ 18,635	\$ 543	3.00%	\$ 18,635	\$ 19,020	\$ 928	5.13%
Diaz, Susie	Custodian	\$ 19,326	8	\$ 16,152	\$ 20,190	\$ 24,228	95.72%		4.87				\$ 19,906	\$ 580	3.00%	\$ 19,906	\$ 20,291	\$ 965	4.99%
Dorado, Agustín (leaving 7/31)	Director of Institutional Effectiveness	\$ 64,339	60	\$ 58,326	\$ 72,908	\$ 87,489	88.25%						\$ 66,269	\$ 1,930	3.00%	\$ 66,269	\$ 66,269	\$ 1,930	3.00%
Drennan, Elaine	Library Technician	\$ 25,088	28	\$ 26,467	\$ 33,083	\$ 39,700	75.83%	\$ 1,379	9.80	90.00%	\$ 3,308		\$ 27,790	\$ 2,702	10.77%	\$ 27,790	\$ 28,175	\$ 3,087	12.20%
Diff, Daeita	Administrative Assistant	\$ 33,146	26	\$ 25,191	\$ 31,489	\$ 37,787	105.28%		17.78				\$ 34,140	\$ 994	3.00%	\$ 34,140	\$ 34,525	\$ 1,379	4.16%
Dunn, Tori	Professor of Business/Office Technology	\$ 44,981	44	\$ 39,290	\$ 49,112	\$ 58,935	91.59%		3.00				\$ 46,330	\$ 1,349	3.00%	\$ 46,330	\$ 46,330	\$ 1,349	3.00%
Edwards, Raquel	Administrative Secretary	\$ 21,994	18	\$ 20,676	\$ 25,845	\$ 31,014	86.10%		4.60				\$ 22,654	\$ 660	3.00%	\$ 22,654	\$ 23,039	\$ 1,045	4.75%
Emmerich, Patricia	Professor of Government/History	\$ 56,713	54	\$ 50,294	\$ 62,868	\$ 75,442	90.21%		9.00				\$ 58,414	\$ 1,701	3.00%	\$ 58,414	\$ 58,414	\$ 1,701	3.00%
Flores, Fredica	Inventory Control Specialist	\$ 25,582	25	\$ 24,577	\$ 30,721	\$ 36,855	83.27%		2.00	82.00%	\$ (1,158)		\$ 26,349	\$ 767	3.00%	\$ 26,349	\$ 26,734	\$ 1,152	4.50%
Flores, Jose	Programmer Analyst	\$ 52,337	46	\$ 41,279	\$ 51,599	\$ 61,919	101.43%		16.92				\$ 53,907	\$ 1,570	3.00%	\$ 53,907	\$ 53,907	\$ 1,570	3.00%
Fons, August	Dean of Public Safety	\$ 66,896	60	\$ 58,326	\$ 72,908	\$ 87,489	91.75%		11.29				\$ 68,903	\$ 2,007	3.00%	\$ 68,903	\$ 68,903	\$ 2,007	3.00%
Forner, Terry	Security Personnel	\$ 28,862	21	\$ 22,286	\$ 27,832	\$ 33,398	103.70%		13.01				\$ 29,728	\$ 866	3.00%	\$ 29,728	\$ 30,113	\$ 1,251	4.33%
Fowler, Mark	Custodian	\$ 22,194	8	\$ 16,152	\$ 20,190	\$ 24,228	109.93%		9.49				\$ 22,880	\$ 686	3.00%	\$ 22,880	\$ 23,245	\$ 1,051	4.73%
Galvan, Marcia	Administrative Assistant	\$ 32,766	26	\$ 25,191	\$ 31,489	\$ 37,787	104.05%		16.90				\$ 33,749	\$ 983	3.00%	\$ 33,749	\$ 34,134	\$ 1,368	4.17%
Gann, Vicki	Library Technician	\$ 34,329	28	\$ 26,467	\$ 33,083	\$ 39,700	103.77%		13.09				\$ 35,359	\$ 1,030	3.00%	\$ 35,359	\$ 35,744	\$ 1,415	4.12%
Garcia, George	Programmer Analyst	\$ 45,618	46	\$ 41,279	\$ 51,599	\$ 61,919	88.41%		3.49				\$ 46,987	\$ 1,369	3.00%	\$ 46,987	\$ 46,987	\$ 1,369	3.00%
Garcia, Jose	Professor of Sociology	\$ 49,340	44	\$ 39,290	\$ 49,112	\$ 58,935	100.46%		10.83				\$ 50,820	\$ 1,480	3.00%	\$ 50,820	\$ 50,820	\$ 1,480	3.00%
Gilcrease, Samuel	Professor of Automotive Technology - GM/ASE	\$ 52,569	44	\$ 39,290	\$ 49,112	\$ 58,935	107.04%		8.18				\$ 54,146	\$ 1,577	3.00%	\$ 54,146	\$ 54,146	\$ 1,577	3.00%
Goad, Kathleen	Professor of Biology	\$ 59,976	54	\$ 50,294	\$ 62,868	\$ 75,442	95.40%		16.00				\$ 61,775	\$ 1,799	3.00%	\$ 61,775	\$ 61,775	\$ 1,799	3.00%
Gore, Kim	Switchboard Operator/Mail Clerk/Cashier	\$ 21,374	18	\$ 20,676	\$ 25,845	\$ 31,014	82.70%		2.38				\$ 22,015	\$ 641	3.00%	\$ 22,015	\$ 22,400	\$ 1,026	4.80%
Gorman, Pat	Dean of Counseling	\$ 72,978	53	\$ 49,068	\$ 61,335	\$ 73,602	118.98%		32.63				\$ 75,167	\$ 2,189	3.00%	\$ 75,167	\$ 75,167	\$ 2,189	3.00%
Gration, John	Vice President For Instruction	\$ 89,216	78	\$ 90,969	\$ 113,711	\$ 136,453	78.46%	\$ 1,753	3.04	84.00%	\$ 4,548		\$ 92,788	\$ 3,572	4.00%	\$ 92,788	\$ 92,788	\$ 3,572	4.00%
Gration, Peggy	Distance Learning Instructional Designer	\$ 43,611	43	\$ 38,332	\$ 47,915	\$ 57,498	91.02%		1.92				\$ 44,919	\$ 1,308	3.00%	\$ 44,919	\$ 44,919	\$ 1,308	3.00%
Guthrie, Robert	Professor of Accounting	\$ 52,794	48	\$ 43,399	\$ 54,211	\$ 65,053	97.39%		18.00				\$ 54,378	\$ 1,584	3.00%	\$ 54,378	\$ 54,378	\$ 1,584	3.00%
Gutierrez, Jimmy	Custodian	\$ 17,663	8	\$ 16,152	\$ 20,190	\$ 24,228	87.48%		2.04				\$ 18,193	\$ 530	3.00%	\$ 18,193	\$ 18,578	\$ 915	5.18%
Hall, Cory	Professor Physical Education/Head Men's Basketball	\$ 40,741	44	\$ 39,290	\$ 49,112	\$ 58,935	82.95%		2.38				\$ 41,963	\$ 1,222	3.00%	\$ 41,963	\$ 41,963	\$ 1,222	3.00%
Hall, Linda	Director of Del Norte Fitness Center	\$ 34,570	40	\$ 35,595	\$ 44,493	\$ 53,392	77.70%	\$ 1,025	2.88	82.00%	\$ 890		\$ 35,951	\$ 1,381	3.99%	\$ 35,951	\$ 35,951	\$ 1,381	3.99%
Halladay, Terry	Professor of Automotive Technology	\$ 48,332	44	\$ 39,290	\$ 49,112	\$ 58,935	98.41%		13.00				\$ 49,782	\$ 1,450	3.00%	\$ 49,782	\$ 49,782	\$ 1,450	3.00%
Hancock, Beth	Executive Assistant	\$ 33,858	30	\$ 27,807	\$ 34,758	\$ 41,710	97.41%		13.90				\$ 34,874	\$ 1,016	3.00%	\$ 34,874	\$ 35,259	\$ 1,401	4.14%
Hancock, Donald	CDL Trainer	\$ 45,150	AA12	\$ 38,696	\$ 48,371	\$ 58,045	93.34%		1.84				\$ 46,505	\$ 1,355	3.00%	\$ 46,505	\$ 46,505	\$ 1,355	3.00%
Hanson, Corrie	Administrative Assistant	\$ 21,179	26	\$ 25,191	\$ 31,489	\$ 37,787	87.26%	\$ 4,012	4.67				\$ 25,695	\$ 4,516	21.32%	\$ 25,695	\$ 26,080	\$ 4,901	23.14%
Harlin, Dan	Vice President For Finance	\$ 87,488	74	\$ 82,413	\$ 103,017	\$ 123,620	84.93%		7.58	88.00%	\$ 3,167		\$ 90,988	\$ 3,500	4.00%	\$ 90,988	\$ 90,988	\$ 3,500	4.00%
Harrove, Randy	General Maintenance Worker	\$ 28,791	25	\$ 24,577	\$ 30,721	\$ 36,865	93.72%		6.46				\$ 29,655	\$ 864	3.00%	\$ 29,655	\$ 30,040	\$ 1,249	4.34%
Helms, Nelda	Professor of Physical Education/Head Cheerleader	\$ 51,720	44	\$ 39,290	\$ 49,112	\$ 58,935	105.31%		16.00				\$ 53,272	\$ 1,552	3.00%	\$ 53,272	\$ 53,272	\$ 1,552	3.00%
Henderson, Michael	Professor of CIS/CAD/DAVHS	\$ 38,138	40	\$ 35,695	\$ 44,493	\$ 53,392	86.72%		1.44				\$ 39,282	\$ 1,144	3.00%	\$ 39,282	\$ 39,282	\$ 1,144	3.00%

Employee Name	Recommended Job Class	Current Salary	Salary Range	Minimum	Midpoint	Maximum	Comp-Ratio	\$-Min	Svc Yrs 7/1/08	Target CIR	Cost to Target CIR	Flat % Approach	Sub Total Salary	Sub Total Increase	Total % Inc	Before Support Increase	Final 2008-2009 Salary	Total Increase	Total % Increase		
NEW HIRES																					
Wall, Jeffrey	Professor of Music	\$ 52,074	54	\$ 50,294	\$ 62,868	\$ 75,442	82.83%		0.00	82.00%	\$ (522)	-	\$ 52,074	\$ -	0.00%						
Kirby, Brian	Professor of English	\$ 41,961	44	\$ 39,290	\$ 49,112	\$ 58,935	85.44%	\$ 2,269	0.00			-	\$ 41,961	\$ -	0.00%						
Voght, Jerry	Assistant Mens Basketball Coach	\$ 25,259	24	\$ 23,978	\$ 29,972	\$ 35,966	84.28%		0.00			-	\$ 25,259	\$ -	0.00%						
Finkbeiner, Benjamin	Professor of Physical Education/Assistant Work	\$ 39,919	44	\$ 39,290	\$ 49,112	\$ 58,935	81.28%	\$ 311	0.00			-	\$ 39,919	\$ -	0.00%						
Schmidt, Kayla	Professor of Physical Education/Athletic Trainer	\$ 40,092	44	\$ 39,290	\$ 49,112	\$ 58,935	81.63%	\$ 5,225	0.00	1.227		-	\$ 40,092	\$ -	0.00%						
Karsson, Dale	Professor of Biology	\$ 54,207	54	\$ 50,294	\$ 62,868	\$ 75,442	86.22%		0.00			-	\$ 54,207	\$ -	0.00%						
Nichols, Sam	Professor of Biology	\$ 59,041	53	\$ 49,068	\$ 61,335	\$ 73,602	96.26%		0.00			-	\$ 59,041	\$ -	0.00%						
Barron, Jesse	Instructional Technology Specialist	\$ 40,000	40	\$ 35,995	\$ 44,493	\$ 53,392	89.90%		0.00			-	\$ 40,000	\$ -	0.00%						
Kaufman, Dustin	Professor of Art	\$ 45,636	49	\$ 44,453	\$ 55,566	\$ 66,690	82.13%		0.00			-	\$ 45,636	\$ -	0.00%						
Davis, Tealana	Admission Specialist	\$ 33,344	34	\$ 30,693	\$ 38,367	\$ 46,040	86.91%		0.00			-	\$ 33,344	\$ -	0.00%						
VACANT POSITIONS																					
Owens, Wiley Glenn	Groundskeeper - Pest Control & Spray Specialist	\$ 21,853	20	\$ 21,722	\$ 27,153	\$ 32,594	80.48%					-	\$ 21,853	\$ -	0.00%						
Pearson, Adam	Professor - MA+12	\$ 41,100	48	\$ 43,369	\$ 54,211	\$ 65,053	75.81%	\$ 2,269				-	\$ 43,369	\$ 2,269	5.52%						
Powell, Nancy	Education and Events Coordinator WHM	\$ 35,283	34	\$ 30,693	\$ 38,367	\$ 46,040	91.96%					-	\$ 35,283	\$ -	0.00%						
Pritchett, Jo Ann	Grounds Supervisor	\$ 27,496	30	\$ 27,807	\$ 34,758	\$ 41,710	79.11%	\$ 311				-	\$ 27,807	\$ 311	1.13%						
Read, Shawna	Professor - MA+45	\$ 43,843	53	\$ 49,068	\$ 61,335	\$ 73,602	71.48%	\$ 5,225				-	\$ 49,068	\$ 5,225	11.92%						
Gressett, Christie	Executive Assistant	\$ 36,061	30	\$ 27,807	\$ 34,758	\$ 41,710	103.75%					-	\$ 36,061	\$ -	0.00%						
Gonzalez, Mary	Administrative Secretary	\$ 23,615	18	\$ 20,676	\$ 25,645	\$ 31,014	91.37%	\$ 430				-	\$ 23,615	\$ -	0.00%						
Vacant (Georgie Navarro)	Administrative Secretary	\$ 20,246	18	\$ 20,676	\$ 25,645	\$ 31,014	78.34%			80.00%		-	\$ 20,676	\$ 430	2.12%						
Vacant 10	Custodian	\$ 20,000	8	\$ 16,152	\$ 20,190	\$ 24,228	99.06%					-	\$ 20,000	\$ -	0.00%						
Vacant 11	Custodian	\$ 20,000	8	\$ 16,152	\$ 20,190	\$ 24,228	99.06%					-	\$ 20,000	\$ -	0.00%						
Vacant 12	General Maintenance Worker	\$ 24,577	25	\$ 24,577	\$ 30,721	\$ 36,865	80.00%					-	\$ 24,577	\$ -	0.00%						
Vacant 13	Groundskeeper	\$ 17,829	12	\$ 17,829	\$ 22,286	\$ 26,743	80.00%					-	\$ 17,829	\$ -	0.00%						
Vacant 15 (New Auto)	Professor - MA	\$ 45,000	44	\$ 39,290	\$ 49,112	\$ 58,935	91.63%					-	\$ 45,000	\$ -	0.00%						
Vacant 16	Professor - MA	\$ 39,290	44	\$ 39,290	\$ 49,112	\$ 58,935	80.00%					-	\$ 39,290	\$ -	0.00%						
Vacant 3	Administrative Support Assistant	\$ 18,276	12	\$ 17,829	\$ 22,286	\$ 26,743	82.01%					-	\$ 18,276	\$ -	0.00%						
Vacant 7 (New)	Asst Director Law Enforcement Academy		44	\$ 39,290	\$ 49,112	\$ 58,935	0.00%					-	\$ -	\$ -		#DIV/0!					
Vacant 9	Custodian	\$ 20,000	8	\$ 16,152	\$ 20,190	\$ 24,228	99.06%					-	\$ 20,000	\$ -	0.00%						
Vacant(Sandy Hardin)	Administrative Secretary	\$ 28,710	18	\$ 20,676	\$ 25,645	\$ 31,014	111.09%					-	\$ 28,710	\$ -	0.00%						
Vacant 1	Museum Curator	\$ 50,000	45	\$ 40,272	\$ 50,340	\$ 60,408	99.32%					-	\$ 50,000	\$ -	0.00%						
Vacant	Human Resources Payroll Clerk	\$ 21,253	20	\$ 21,722	\$ 27,153	\$ 32,584	78.27%	\$ 469				-	\$ 21,722	\$ 469	2.21%						
Vacant (CDL Trainer)	Professor AA 12 months	\$ 43,305	AA12	\$ 38,696	\$ 48,371	\$ 58,045	89.53%		0.00			-	\$ 43,305	\$ -	0.00%						
													Grand Total	\$ 375,402							

2008-2009 Salary Schedule and Compensation Recommendation #3

- Bring all employees to minimum of Public Sector recommended salary ranges - \$76,139
- Use Public Sector recommended formula to increase Comp Ratio - \$61,883
- Apply \$35,000 set aside for support and maintenance staff (90 @ \$385.00)
- Balance of funds (\$170,378) divided to provide a minimum of 3.0% increase to all employees

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 6/18/08

Candidate's name Larry P. Sanderson

Position title Director of Institutional Effectiveness

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 7-1-08 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higheredjobs.com
(*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 \$58,326 to \$72,908 Recommended annual salary \$66,100 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 1032 61301 131

Recommended and approved by:

Supervisor _____

Dean/Director _____

Vice President _____

President SMcCleery/yo

Selection Committee Members: Steve McCleery- President

Regina Organ- Vice President for Student Services

John Gratton- Vice President for Instruction

Dan Hardin- Vice President for Finance

Comments: Bill Kunko- Director of Computer Services

Mr. Larry Sanderson, with a Master's degree and twenty-one years of experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Director of Institutional Effectiveness

Personal Data

Name: Larry P. Sanderson

Education

M.S., Purdue University, West Lafayette, IN, 1995
Major: Management

B.A., Michigan State University, East Lansing, MI, 1973
Major: Political Science

Professional Experience

University of New Mexico, Gallup, NM Director of Community Affairs/Interim Director of Business Operations	01/05 to Present
Business Affairs, Ltd., Management & Executive Leadership Consultant	02/03 to 02/05
College of the Southwest, Hobbs, NM Assistant Professor of Business	09/95 to 05/05
Soaring Society of America Inc., Hobbs, NM President	04/84 to 02/03

Professional Affiliations

Higher Learning Commission, AQIP Reviewer
Member and President-Elect, Gallup Chamber of Commerce Board of Directors
Former Director and President, Board of Directors of Gallup Public Radio KGLP
Former member Lea County Economic Development Board of Directors
Former member Hobbs Industrial Air Park Board of Directors (City Council Appointment)
Federation Aeronautique Internationale (Lausanne, Switzerland)
Former President, Business Development Committee
Responsible for directing development of new international business ventures and strategic partnership on behalf of the FAI.
International Gliding Commission (Lausanne, Switzerland)
Elected Secretary of the Commission, which is composed of 35 member countries.
Currently serving as a member of the Business Development Committee.
European Union, Joint Aviation Authority (JAA)
Active member of the Joint Aviation Regulation- (JAR-22) inter-authority committee.



New Mexico Junior College

Career Opportunities

Position Announcement • May 2008

Position Title: Director of Institutional Effectiveness

Position Description: The Director of Institutional Effectiveness reports directly to the President. The duties and responsibilities shall be, but are not limited to, the following: (1) design, develop and pilot new student information and tracking system; (2) assist in the tracking of institutional Title V grant; (3) coordinate an ongoing five-year strategic plan; (4) maintain student, institutional and environmental information for college long and short-term planning; (5) conduct student and institutional research; (6) design and conduct studies related to student and institutional mission and outcomes; (7) coordinate data submitted to external agencies including the New Mexico Commission of Higher Education; (8) coordinate student and institutional assessment plans; (9) maintain an updated institutional file system containing documents, manuals, and proposals of historic and current interests for institutional projects; (10) participate in a process of continual personal and professional improvement; (11) actively participate in the institutional goals and objectives designed to support the mission of the college; (12) serve on college committees as assigned; and, (13) nothing contained herein shall limit the President in assigning the employee to various college activities for which he/she would be qualified in order to meet the needs of the college.

Qualifications: Master's degree in a discipline which requires applied research and analysis such as business, management, social science, statistics, or management information systems is preferred. Bachelor's degree required. All degrees must be from a regionally accredited institution. Candidates should possess demonstrated knowledge of statistical analysis and computer applications (word processing, spreadsheets, database management systems, statistical packages and presentation software) to support research activities; be able to collect, interpret, and report in written and oral form demographic, quantitative, and archival information. A minimum of three years service in higher education or public school administration is preferred. A background in higher education planning, analysis, or institutional assessment is desirable.

Salary/Benefits: This is a full-time professional position with a starting salary of \$58,326 to \$72,908. Salary will be commensurate with experience and education. Standard NMJC benefits apply.

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

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

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

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

"Equal Opportunity Education and Employment"

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2793 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehemandez@nmjc.edu

APPLICANT LIST

Position: Director of Institutional Effectiveness

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Vasquez, Yvette M.	No	No	
Newell, MaryAnn	No	No	
Wolf, Douglas P.	No	No	
Sanderson, Larry P.	Yes	Yes	Start Date: Pending Board approval.
Portillo, David I.	No	No	
Mitchell, Kerrie L.	Yes	No	
King, Chris M.	No	No	
Flores, Jose B.	No	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 6/9/08

Candidate's name Brian F. Kirby

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

Funding source Institutional Funds

Paid advertising beyond *standard higherjobs.com

(*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 \$39,290 to \$49,112 Recommended annual salary \$41,961 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2121 61101 101

Recommended and approved by:

Mickey D. Best
Supervisor

Mickey D. Best
Dean/Director

John G. Grotta
Vice President

Shirley J. Grotta
President

Selection Committee Members: Mickey D. Best- Dean of Arts and Humanities

Dallas Hulsey- Professor of English

Linda Connell- Professor of English

Comments: Mr. Brian Kirby, with a M.A. in English and more than twelve years applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of English

Personal Data

Name: Brian F. Kirby

Education

M.A., New Mexico State University, Las Cruces, NM, 1998
Major: English

B.A., New Mexico State University, Las Cruces, NM, 1992
Major: Philosophy

Professional Experience

Dona Ana Community College, Las Cruces, NM Adjunct Instructor/Assistant Professor	2002 to Present
New Mexico State University, Las Cruces, NM Adjunct Instructor/Graduate Teaching Assistant	1997 to Present
Central New Mexico Community College, Albuquerque, NM Adjunct Instructor	2005, 2007
University of El Paso, El Paso, TX Adjunct Instructor	2006
University of New Mexico, Albuquerque, NM Adjunct Instructor	2004-2005
University of Nevada, Las Vegas, NV Adjunct Instructor	2003-2004
New Mexico State University, Las Cruces, NM Admission Counselor	2000
New Mexico State University, Las Cruces, NM Academic Advisor/ Administrative Assistant-NMSU Men's Basketball Team	1996-1999

Awards

Winner, Frank Waters Fiction Lectureship as Judged by Richard Russo



New Mexico Junior College

Career Opportunities

Position Announcement • February 2008

Position Title: Professor of English

Position Description: The Professor of English reports to the Dean of Arts and Humanities. Duties and responsibilities shall be, but are not limited to the following: (1) teach classes (day and/or evening/s), as enrollment requires. Depending upon qualifications, course section assignments may come from any of the following: English Fundamentals for Specialized Programs, Composition and Rhetoric, Composition and Literature, Report Writing for Technicians, Creative Writing, Types of Literature (American, British, World, Special Topics, etc.); (2) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (3) teach online courses after training 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) be involved in the general recruitment of students for the institution and English program; (10) assume other professional responsibilities associated with the position of professor; (11) participate in a process of continual personal and professional improvement; (12) actively participate in the institutional goals and objectives designed to support the mission of the college; (13) serve on college committees as assigned; and, (14) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: 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.

Application Deadline: Open until filled. Position starts August 11, 2008. Interviews will be conducted by a selection committee and will commence upon receipt of completed application by qualified candidates. To ensure consideration, all application materials must be received as soon as possible.

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

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

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"Equal Opportunity Education and Employment"

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2793 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehermandez@nmjc.edu

APPLICANT LIST

Position: Professor of English

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Fox, Michelle A.	No	No	
Sweet, Linda V.	No	No	
Rodriguez, Helena A.	No	No	
Zappia, Susan A.	No	No	Incomplete application materials.
Capps, Josh D.	No	No	Incomplete application materials.
Martin, Hannah E.	No	No	Incomplete application materials.
Parke, Michelle K.	No	No	
Rowland, Leo E.	No	No	
Simpson, Melissa F.	No	No	
Sitzer, Kelly D.	No	No	
Skogen, Adam R.	No	No	Incomplete application materials.
Medina, Elizabeth D.	No	No	
Park, Douglas F.	Yes	No	
Bohn, Heidi I.	No	No	
Kroos, Dana E.	Yes	No	
Kirby, Brian F.	Yes	Yes	Start Date: Pending Board approval.
Conrad, David C.	No	No	
Cellucci, Vincent A.	No	No	
Rudolph, Aaron L.	No	No	
Arvizu, Josette J.	No	No	

Position: Professor of English

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Arnold, Dana J.	No	No	Incomplete application materials.
Jamison, Kathryn A.	No	No	Withdrew application

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 6/9/08

Candidate's name Dale C. Kenison

Position title Professor of Biology

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 8-11-08 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higherjobs.com
(*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 \$50,294 to \$62,868 Recommended annual salary \$54,207 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2831 61101 101

Recommended and approved by:

Supervisor _____

Vice President _____

Dean/Director _____

President _____

- Selection Committee Members:
- Katherine Goad – Professor of Biology
 - Kelly Holladay – Dean of Math & Sciences
 - Brenda Pierce – Prof of Anatomy/Physiology/Microbiology

Comments: Dr. Kenison, with a Ph.D and fifteen years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Biology

Personal Data

Name: Dale C. Kenison

Education

Ph. D., Texas A&M University, College Station, TX, 1987
Major: Animal Nutrition and Growth

M.S., Texas A&M University, College Station, TX, 1983
Major: Ruminant Nutrition

B.S., Cornell University, Ithaca, NY, 1979
Major: Animal Science and Husbandry

Professional Experience

University of Kansas, Lawrence, KS Lecturer	01/08 to Present
US Lawns of Johnson City, Overland Park, KS President/Owner	10/01 to 12/07
Invert Pharma R&D, Beaucoze, France Project Manager	07/00 to 08/01
Ivy Animal Health, Overland Park, KS Senior Project Manger	10/94 to 06/00
Mallinckrodt Veterinary, Inc., Mundelein, IL Research Scientist	08/88 to 10/94

Professional Affiliations

American Registry of Professional Animal Scientists
American College of Animal Nutrition
American Society of Animal Science
American Dairy Science Association



New Mexico Junior College Career Opportunities

Position Announcement • February 2008

Position Title: Professor of Biology (2 positions)

Position Description: The Professor of Biology reports to the Dean of Math and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) teach Biology and/or related courses per fall and per spring semesters (day and/or evening/s and/or online), as enrollment requires; (2) serve on college committees as assigned; (3) serve as an advisor to assigned students; (4) post and maintain approved office hours per week; (5) attend orientation meetings and other in-service meetings/workshops, as scheduled; (6) maintain accurate student records; (7) involve oneself in the general recruitment of students for the institution; (8) assume other professional responsibilities associated with the position of Professor of Biology; (9) participate in a process of continual personal and professional improvement; (10) actively participate in the institutional goals and objectives designed to support the mission of the college; 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 Biology or a related field required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is desired. 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 for additional compensation. Standard NMJC benefits apply.

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 as soon as possible.

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

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

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"Equal Opportunity Education and Employment"

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APPLICANT LIST

Position: Professor of Biology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Krekula, Nathan L.	No	No	Incomplete application materials.
Taulman, James F.	No	No	
Salehi, Faiz	No	No	Incomplete application materials.
Jemison, Jessica A.	No	No	Incomplete application materials.
Norton, Jerry	No	No	
Kagima, David	No	No	Incomplete application materials.
Kumar, Naveen	No	No	Incomplete application materials.
Pena, Laura A.	No	No	Did not meet minimum requirements.
Nicholas, Sam	Yes	Yes	Start Date: August 11, 2008
Kenison, Dale C.	Yes	Yes	Start Date: Pending Board approval.
Heinle, Thomas M.	Yes	No	
Canute, Michael L.	No	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 6/17/08

Candidate's name Dustin T. Kaufman

Position title Professor of Art

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 8-11-08* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

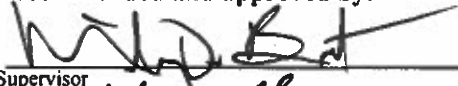
Paid advertising beyond *standard higherjobs.com

(*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 \$44,453 to \$55,566 Recommended annual salary \$45,636 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2322 61101 101

Recommended and approved by:




Supervisor



Dean/Director



Vice President



President

Selection Committee Members: Mickey D. Best- Dean of Arts and Humanities

Lynda Newman- Professor of Education/TS: Reading

Michael Henderson- Professor of Architecture/Drafting Technology

Comments: Mr. Dustin Kaufman, with a M.F.A. in Art and five years applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Art

Personal Data

Name: Dustin T. Kaufman

Education

M.F.A., University of Kentucky, Lexington, KY, 2003
Major: Art Studio

B.F.A., Pittsburg State University, Pittsburg, KS, 2000
Major: Art

A.A., Coffeyville Community College, Coffeyville, KS, 1996

Professional Experience

Elizabethtown Community College, Elizabethtown, KY
Adjunct Professor 2004- Present
Morrison Gallery Director 02/04 to 10/07

University of Kentucky, Lexington, KY
Teaching Assistant 2001-2002
Metal Arts Shop/Foundry Technician 2000

Pittsburg State University, Pittsburg, KS 1999
Summer Teaching Assistantship (non stipend)

Awards and Honors

E.V and Frances Baxster Scholarship, Pittsburg State University, 1999
Merze Elaine Warner Memorial Art Scholarship, Coffeyville Community College
First Place Sculptor category, Southeast Community College, 1996
Honorable Mention Placement, Southeast Kansas Community College Art Competition, 1996
Excellence Award, Southeast Kansas Community College Art Competition, 1995

Invited Lectures

Lecture on recent work, The Morrison Gallery, Elizabethtown Community College, 2004
Lecture on recent work, University of Kentucky, 2000-2002
Lecture on recent work, The Fayette Gallery, Pittsburg, KS, 1999



New Mexico Junior College

Career Opportunities

Position Announcement • February 2008

Position Title: Professor of Art

Position Description: The Professor of Art reports to the Dean of Arts and Humanities. Duties and responsibilities shall be, but are not limited to, the following: 1) Teach courses in both the fall and the spring semesters. As enrollment requires in Art, the classes may be day, evening, or on-line. Such courses could be, but not limited to, the following: Art Appreciation, Drawing, Painting, Ceramics, and 2D Design; with additional opportunities to teach Art History, PASTEL, 3D Design, and Sculpture; 2) Serve on college committees as assigned; 3) Serve as advisor to assigned students; 4) Assume other professional responsibilities associated with the position of professor including recruitment, student assessment, and fostering a healthy spirit of cooperation with a variety of community and related organizations; 5) Participate in a process of continual personal and professional improvement; 6) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 7) 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 Masters in Art, Fine Arts, or closely related field is required. All degrees must be from a regionally accredited institution. College level teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time and adjunct 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 & II terms. Standard NMJC benefits apply.

Application Deadline: Open until filled.

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), a portfolio including 20 examples of your work on slides or saved on a disc and 10-20 examples of your students' work on slides or disc (if available), self-addressed stamped envelope (to return the slides), and eight references with current addresses and telephone numbers to:

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New Mexico Junior College
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Hobbs, NM 88240**

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APPLICANT LIST

Position: Professor of Art

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Schock, Paul A.	No	No	Incomplete application materials.
Cook, David A.	No	No	Incomplete application materials.
Kaufman, Dustin T.	Yes	Yes	Start Date: Pending Board approval.
Kristie, Jennifer E.	No	No	
Jabbur, Mike S.	No	No	Incomplete application materials.
Victor, Thomas C.	No	No	Did not meet minimum requirement.
Gregory, Blair J.	No	No	Incomplete application materials.
Eckert, Andrea L.	No	No	
Burns, Michael E.	No	No	
Baxter-Simonic, Lenda M.	No	No	
Hardman-Weeda, Vallene R.	No	No	
Bogus, David S.	No	No	
Fuerst, Ann H.	No	No	
Biondo, Susannah M.	No	No	
Muldowney, Ryan M.	No	No	Incomplete application materials.
Kroos, Dana E.	No	No	
Montroy, Joseph W.	No	No	Incomplete application materials.
Wild, Ally C.	No	No	
Fuller, Matt D.	No	No	
Venderley, Mark J.	Yes	No	

Position: Professor of Art

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Turley, Andrew M.	No	No	
Dunlap, Presley L.	No	No	
Sherrill, Laura L.	No	No	
Leimer, Jesse L.	No	No	
Pfarr, Theresa F.	No	No	
Perez, Jeannette	No	No	
Garrard, Brian S.	No	No	
Pearce, Gary L.	No	No	Incomplete application materials.
Chou, Wang-Ling	No	No	
Bolton, Karen A.	No	No	Incomplete application materials.
Harvey, Wesley E.	No	No	
Machnee, Melissa K.	No	No	
Brock, David A.	No	No	
Evans, Edward R.	No	No	
Kaczan, Bozena J.	No	No	Incomplete application materials.
Ledgerwood, Tyson R.	No	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 6/10/08

Candidate's name Jeffery B. Wall

Position title Professor of Music

New position Existing position Classification Faculty Professional Other _____

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



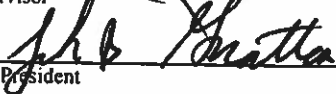
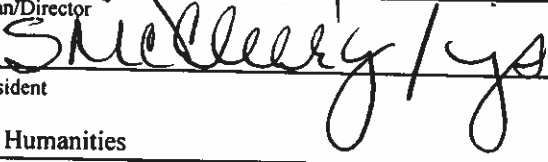
Effective date of employment 8-11-08 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higheredjobs.com
(*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 \$50,294 to \$62,868 Recommended annual salary \$52,074 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2222 61101 101

Recommended and approved by:
Supervisor  Dean/Director 
Vice President  President 

Selection Committee Members: Mickey D. Best- Dean of Arts and Humanities
Lynda Newman- Professor of Education/Transitional Studies
Susan Water- Professor of English
Yau-Sun Wong- Professor of Music

Comments: Dr. Jeffery Wall, with a seven years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Music

Personal Data

Name: Jeffery B. Wall

Education

D.M.A., University of South Carolina, Columbia, SC, 2007
Major: Music Performance

M.M., University of Tennessee, Knoxville, TN, 2005
Major: Choral Conducting

B.M., Texas Tech University, Lubbock, TX, 1999
Major: Music Education
Emphasis: Vocal/Choral

Professional Experience

First Baptist Church, Irmo, SC Director of Church Music Ministry	10/07 to Present
University of South Carolina, Columbia, SC Graduate Teaching Assistant/Director of Carolers	8/05 to 5/07
University of Tennessee, Knoxville, TN Graduate Teaching Assistant	8/03 to 5/05
Valley Grove Baptist Church, Knoxville, TN Minister of Music	10/03 to 5/05

Organizations/Awards

College Music Society, 2006-present
American Choral Directors Association, 2000-present
President of American Choral Directors Association U.T. Student Chapter, 2004-2005
Edward H. Hamilton Scholarship-U.T., 2003-2005
Tennessee Music Educators Association, 2003-2005
Texas Music Educators Association, 1999-2003
J. Ray and Pauline Dickey Scholarship-T.T.U., 1995-1999
Golden Key National Honor Society, 1998
Alumni Association Academic Scholarship-T.T.U., 1995



New Mexico Junior College Career Opportunities

Position Announcement • February 2008 (revised)

Position Title: Professor of Music

Position Description: The Professor of Music reports to the Dean of Arts and Humanities. Duties and responsibilities shall be, but are not limited to, the following: 1) Teach courses in both the fall and the spring semesters. As enrollment requires in Music, the classes may be day, evening, or on-line. Depending upon qualifications, course section assignments may come from any of the following: Music Theory, Music Appreciation, Voice (up to Voice 4), Chorale and Show Choir and Private Voice; 2) Assume responsibility of directing musical performances; 3) Serve as a sponsor for student groups as assigned; 4) Serve on college committees as assigned; 5) Serve as advisor to assigned students; 6) Assume other professional responsibilities associated with the position of professor including recruitment, student assessment, and fostering a healthy spirit of cooperation with a variety of community and related organizations; 7) Participate in a process of continual personal and professional improvement; 8) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 9) Nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A Masters in Music is required. All degrees must be from a regionally accredited institution. College level teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time and adjunct 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 & II terms. Standard NMJC benefits apply.

Application Deadline: Open until filled.

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

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APPLICANT LIST

Position: Professor of Music

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Gola, Emilia	No	No	Incomplete application materials.
Wall, Jeffery B.	Yes	Yes	Start Date: Pending Board approval.
Yi, Chung-han	No	No	
Morton, Betty	No	No	
Jones, Clyde F.	No	No	Did not meet minimum requirements.
Teets, Sean C.	No	No	Withdrew application.
Kelley, Maurice E.	No	No	
McKee, Marcy D.	No	No	
Lin, Chin-Ming A.	No	No	
Oh, Seungeun	No	No	Incomplete application materials.
Rosenberg, Jacob	No	No	Incomplete application materials.
Patman, Rebecca G.	Yes	No	
Ayotte, Benjamin M.	No	No	
Golden, Pennye L.	No	No	
Pinckney, Delano L.	No	No	Incomplete application materials.
Badea, Ana	No	No	Incomplete application materials.
Maben, Elizabeth B.	No	No	Incomplete application materials.
Villarreal, Ramiro T.	No	No	
Bodam, Christopher L.	No	No	Incomplete application materials.
James, Walsh E.	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 6/20/08

Candidate's name Ernest A. Rockwell

Position title Professor of History/Government

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 8-11-08* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higherjobs.com
(*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 \$46,703 to \$58,379 Recommended annual salary \$48,029 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2851 61101 101

Recommended and approved by:

Kelly Holladay
Supervisor

Kelly Holladay
Dean/Director

J. B. Gatten
Vice President

SMcCleery/jp
President

Selection Committee Members: Kelly Holladay- Dean of Math & Sciences

Patricia Emmerich- Professor of History/Government

Steven Townsend- Professor of History/Government

Comments: Mr. Ernest Rockwell with a M.A in History and more than five years applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of History/Government

Personal Data

Name: Ernest A. Rockwell

Education

M.A., University of Central Missouri, Warrensburg, MO, 1995
Major: History

B.A., University of Central Missouri, Warrensburg, MO, 1993
Major: History
Minor: Political Science

Corvinus University of Budapest, Budapest, Hungary

- Pioneer member of international exchange program between University of Central Missouri and Corvinus University (Spring semester 1993)

Professional Experience

University of Wisconsin, Madison, WI 01/06 to 5/08
Senior Teaching Assistant

Memorial Library, University of Wisconsin, Madison, WI 10/04 to 08/05
Archival Assistant

United States Army, Fort Campbell, KY 03/00 to 07/03
Human Intelligence Collector

Academic Service

1997- Assisted in the overhaul of the Student Cable Network: developed new programming, assessed software and hardware needs for the studio, served on *ad hoc* committee, designed home page, facilitated cooperation between Union Operations and the Student Cable Network, etc.

1996- Created and organized "Decision '96," a political forum which brought the state political party chairpersons of Missouri from the Republican, Democrat, Libertarian, and Reform parties to the University of Central Missouri campus

1996- Planned and coordinated the *Thunderchief: Native Visions* musical performance and "Native Americans in Higher Education" lecture at the University of Central Missouri University Union by Francis Steindorf, a prominent member of the Ho-Chunk Nation

Awards

Teaching Assistant of the Year, Integrated Liberal Studies Program,
University of Wisconsin, 2007-2008

Certificate of Appreciation from the Muslim Students' Association, University of Wisconsin, 2006

Foreign Language and Area Studies Fellowship (Summer 2005) Intensive Hindi, South Asia

Summer Language Institute, University of Wisconsin, 2005



New Mexico Junior College

Career Opportunities

Position Announcement • April 2008

Position Title: Professor of History/Government

Position Description: The Professor of History/Government reports to the Dean of Math and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) teach History and Government and/or related courses per fall and spring semesters (day and/or evening/s and/or online), as enrollment requires; (2) serve on college committees as assigned; (3) serve as an advisor to assigned students; (4) post and maintain approved office hours per week; (5) attend orientation meetings and other in-service meetings/workshops, as scheduled; (6) maintain accurate student records; (7) involve oneself in the general recruitment of students for the institution; (8) assume other professional responsibilities associated with the position of Professor of History/Government; (9) participate in a process of continual personal and professional improvement; (10) actively participate in the institutional goals and objectives designed to support the mission of the college; 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 History, Government or a related field required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is desired. 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 for additional compensation. Standard NMJC benefits apply.

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 as soon as possible. Position starts 2008 Fall semester with faculty reporting August 11, 2008.

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

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New Mexico Junior College
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APPLICANT LIST

Position: Professor of History

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Campbell, Joseph E.	No	No	
Lawson, April D.	No	No	
Portillo, David I.	No	No	
Taylor, Michael J. C.	Yes	No	
Skaggs, Jonathan H.	No	No	
Winters, Frank W.	No	No	
Houchens, Gregory J.	No	No	
Swann, John D.	No	No	
Gaudet, Chad R.	No	No	Incomplete application materials.
Navran, Darius A.	Yes	No	
Winfrey, Jr., Robert H.	No	No	
Walton, Randell A.	Yes	No	
Rockwell, Ernest A.	Yes	Yes	Start Date: Pending Board approval.
Uppal, Anip	No	No	
Tucker, Michael J.	No	No	Incomplete application materials.
Brew, Paul J.	No	No	
Baker, Paul W.	No	No	
Nymeyer, Earl R.	No	No	
Weiss, Katrina S.	No	No	
Weeks, Mark D.	No	No	

APPLICANT LIST

Position: Professor of History

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Liveakos, George M.	No	No	
Mintz, Micah S.	No	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 6/18/08

Candidate's name Timothy W. Roberts

Position title Professor of Ford ASSET Automotive Technology Program

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 8-11-08* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higheredjobs.com
(*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 \$39,290 to \$49,112 Recommended annual salary \$48,871 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2582 61101 102

Recommended and approved by:

Supervisor _____
J. Gratton
Vice President

Dean/Director _____
S. McElweery / ya
President

- Selection Committee Members:** Terry Halladay- Professor of Automotive Technology
Timothy Whicker- Professor of Automotive Tech/Ford
Sam Gilcrease- Professor of Automotive Tech/GM-ASEP
Mary Jane Ward- Dean of Careers & Technology

Comments: John Gratton- Vice President for Instruction

Mr. Timothy Roberts, with nineteen years of experience meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Ford ASSET Automotive Technology Program

Personal Data

Name: Timothy W. Roberts

Certificates

Ford Motor Company Service Technician Specialty Training, Senior Master Technician, 2008
National Institute for Automotive Service Excellence, Master Automobile Technician, 2007
National Institute for Automotive Service Excellence, Advanced Level Specialist, 2005
Ford Motor Company Service Technician Specialty Training, Engine Master Technician, 2005

Professional Experience

Sewell Ford, Odessa, TX Senior Master Ford Technician	09/06 to Present
Golding Motors, San Saba, TX Master Ford Technician	10/05 to 09/06
Texas Youth Authority, San Saba, TX Correction Officer	09/05 to 10/05
Golding Motors, San Saba, TX Master Ford Technician	06/05 to 09/05
Norman Motors, Brady, TX Master Ford Technician	09/04 to 06/05
L-3 Ventex, Fort Hood, TX Mechanic	07/03 to 09/04
Llano Ford Motor, Llano, TX Master Ford Tech	12/02 to 07/03
Hal Horton Ford, Lampasas, TX Master Ford Tech	07/02 to 12/02
Llano Ford Motor, Llano, TX Master Auto Tech	03/02 to 07/02
Major Automotive, Goldthwaite, TX Master Auto Tech	01/01 to 02/02



New Mexico Junior College

Career Opportunities

Position Announcement • April 2008 (revised)

Position Title: Professor of Ford ASSET Automotive Technology Program

Position Description: This position reports to the Dean of Careers & Technology and is responsible for teaching Automotive Technology in one of the post-secondary programs at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate Ford automotive courses; (2) Supervise students off-campus during the cooperative work experiences; (3) Travel as required; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Assist in coordinating advisory committee meetings; (8) Assist in coordinating and maintaining NATEF certification of the program; (9) Work for the general improvement of the instructional programs at the college; (10) Participate in college service through standing and ad hoc committees; (11) Post and maintain supervisor approved office hours per week; (12) Participate in a process of continual personal and professional improvement; (13) Actively participate in the institutional goals and objectives designed to support the mission of the college; (14) Serve on college committees as assigned; and, (15) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Candidates with extensive automotive certifications and experience will be considered. All degrees must be from a regionally accredited institution. Candidates should be ASE certified OR become ASE Master certified and L1 certified within a specified time frame. Automotive teaching experience and/or technical service experience in a dealership desired. Ford Motor Company experience preferred. Current training history required. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. Note: Basic computer proficiency is preferred (i.e. Microsoft Office).

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

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

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

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APPLICANT LIST

Position: Professor of Ford ASSET Automotive Technology Program

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Deere, Andrew G.	No	No	Incomplete application materials.
Saucedo, Miguel F.	No	No	Incomplete application materials.
Salazar, Robert R.	No	No	
van der Sterre, Carl	No	No	Incomplete application materials.
Broshous, Steve	No	No	Incomplete application materials.
Soto, Ernie G.	No	No	Incomplete application materials.
Robinson, Phil	No	No	Incomplete application materials.
Daniel, John A.	No	No	
Shalkowski, Jr., Edward	No	No	
Roberts, Timothy W.	Yes	Yes	Start Date: Pending Board approval.
Archer, Donald C.	No	No	Withdrew application.
Dixon, Matthew C.	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 6/10/08

Candidate's name Kayla A. Schmidt

Position title Professor of Physical Education/Athletic Trainer

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 8-11-08 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higheredjobs.com
(*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 \$39,290 to \$49,112 Recommended annual salary \$40,092 Prorated salary yes no

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

Recommended and approved by:

Supervisor _____
John B. Gatten
Vice President

Dean/Director _____
Shelley Berg
President

- Selection Committee Members:** Don Worth- Director of Athletics
Kelly Holladay- Dean of Math & Sciences
John Baldwin- Professor of PE
Keith Blackwill- Professor of PE/Head Women's CC/In & Outdoor Track Coach

Comments: Cory Hall- Professor of PE/Head Men's Baseball Coach
Jimmy Voight- Professor of PE/Head Men's Basketball Coach

Ms. Kayla Schmidt, with a Master's in Athletic Training and more than four years applicable experience meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Physical Education/Athletic Trainer

Personal Data

Name: Kayla A. Schmidt

Education

Master's of Athletic Training, Texas Tech University Health Sciences Center,
Lubbock, TX, 2008

B.S., Pacific University, Forest Grove, OR, 2006
Major: Exercise Science
Emphasis: Sports Medicine

Professional Experience

Covenant Sports Medicine, Lubbock, TX Independent Outreach Contractor	Spring 2008
Monterey High School, Lubbock, TX TTUHSC Clinical Education Experience	Spring/Fall 2007
Texas Tech University, Lubbock, TX TTUHSC Clinical Education Experience	Fall 2006
Pacific University, Forest Grove, OR Athletic Training Student Intern	2004-2006

Certificates

Certified Athletic Trainer, April 2008-present
Temporary Licensed Athletic Trainer of Texas, January 2008-present
American Heart Association CPR and AED Certification, 2006-2008
American Red Cross Standard First Aid Certification, 2008-2011

Extracurricular Activities

National Athletic Trainers' Association Member of District 6, June 2007-present
Athletic Training Student Association Member, TTUHSC, 2006-2007
-ATSA Secretary, 2007-2008
Special Olympics Golf Tournament Volunteer, 2007
Athletic Training Volunteer at Buffalo Springs Triathlon, 2006
Athletic Training Club, Pacific University, 2004-2006
Exercise Science Club, Pacific University, 2004-2006



New Mexico Junior College

Career Opportunities

Position Announcement • April 2008

Position Title: Professor of P.E./Athletic Trainer

Position Description: The Professor of P.E./Athletic Trainer shall be responsible to the Director of Athletics and Dean of Math and Sciences. The duties and responsibilities of the Professor of P.E./Athletic Trainer shall be, but not limited to, the following: 1) To recruit student athletic trainers; 2) To oversee and manage the athletic training room; 3) To monitor and oversee the student trainers; 4) To provide academic counseling and advisement for all training programs; 5) To prepare all budgets for athletic training program; 6) To arrange the schedule of all student trainers; 7) To supervise student athletes; 8) To assume all other responsibilities that may arise related to the training program; 9) To coordinate the maintenance and upkeep of the training room; 10) When needed, to promote and raise money for the training program; 11) To manage the athletic equipment; 12) To arrange for all athletic physicals; 13) To keep accurate records of all training room activity; 14) To organize and supervise the athletic drug screening; 15) To provide for all rehabilitation of student athletes; 16) To coordinate medical treatment by physicians and initiate all insurance claims; 17) To ensure all medical records are on file; 18) To maintain current certification of athletic trainer; 19) To coordinate and host all visiting trainers and their needs. General duties and responsibilities of Professor: 1) Serve on college committees as assigned; 2) Serve as an advisor to assigned students; 3) Post and maintain approved office hours per week; 4) Attend orientation meetings and other in-service meetings/workshops, as scheduled; 5) Maintain accurate student records; 6) Involve oneself in the general recruitment of students for the institution; 7) Assume other professional responsibilities associated with the position of Professor of Physical Education; 8) participate in a process of continual personal and professional improvement; 9) actively participate in the institutional goals and objectives designed to support the mission of the college; 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 and NATABOC certification is required. All degrees must be from a regionally accredited institution. College level teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time and adjunct 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 & II terms. Standard NMJC benefits apply.

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 as soon as possible. Position starts 2008 Fall semester with faculty reporting August 11, 2008.

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

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

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"Equal Opportunity Education and Employment"

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APPLICANT LIST

Position: Professor of Physical Education/Athletic Trainer

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Schmidt, Kayla A.	Yes	Yes	Start date: Pending Board approval.
Adams, Jenna R.	Yes	No	Complete
Azzun, Emmanuel M.	No	No	Complete

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 6/10/08

Candidate's name Jesse Barron

Position title Instructional Technology Specialist

New position Existing position Classification Faculty Professional Other _____

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

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

Funding source Institutional Funds

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

Posted salary range \$35,595 to \$44,493 Recommended annual salary \$40,000 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2905 61301 104

Recommended and approved by:


Supervisor


Dean/Director

Vice President


President

Selection Committee Members: Jeff McCool- Dean of Training & Outreach

Michael Rutledge- Director of Instructional Technology

Peggy Gratton- Distance Learning Instructional Designer

Bill Kunko- Director of Computer Information Systems

Comments: Charles Adams- WebCT Administrator

Christie Gressett- Enrollment & Financial Services Coordinator

Mr. Jesse Barron, with nine years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Instructional Technology Specialist

Personal Data

Name: Jesse Barron

Certificates

Certificate in Telecommunications, New Mexico Junior College, Hobbs, NM, 2003

Professional Experience

DCP Midstream, Hobbs, NM Plant Operator/ Utility III	12/07 to Present
Fanatics Haircut, Hobbs, NM Co-Owner	09/07 to Present
A-1 Pro Steam, Hobbs, NM Part-Time Janitorial Services	12/06 to 01/08
Leaco Rural Telephone, Hobbs, NM Lead I/R Technician	05/03 to 10/07
New Mexico Junior College, Hobbs, NM Part-Time Tutor	08/02 to 05/03
Mississippi Potash Mines, Hobbs, NM Belt Crew	10/01 to 08/02
Sonic Drive-In, Hobbs, NM Manager	05/95 to 10/01

Awards

Outstanding Performance and Dedication Award, Leaco, 2004
Employee of the Month, Leaco, February 2005
Employee of the Year, Leaco, 2005
Motivation and Desire Award, Leaco, 2006



New Mexico Junior College

Career Opportunities

Position Announcement • May 2008 (revised)

Position Title: Instructional Technology Specialist

Position Description: This position reports to the Director of Instructional Technology. Duties and responsibilities shall be, but are not limited to, the following: 1) Regularly test and troubleshoot functioning of video conferencing and iTV systems; 2) Provide faculty and monitor training for the technical usage of the iTV, video conferencing, Smart Classroom systems, and other distance learning related technologies; 3) Maintain iTV and video conference classrooms; 4) Support the delivery of iTV classes; 5) Schedule and coordinate video conferences involving NMJC; 6) Provide after hours support for distance learning technologies; 7) Support the NMJC Video Network, including but not limited to the connections to area high schools for the purpose of video conferencing; 8) Document iTV issues and failures; 9) Provide support for the day-to-day operations of the iTV system; 10) Maintain and track video conferencing and iTV related inventory and ensure proper working order of all equipment; 11) Arrange technical setup for video conference meetings; 12) Installation/moving portable video conference systems; 13) Coordinate with internal and external customers to schedule video conferences; 14) Ensure that scheduled video conference connections are established; 15) Create and modify user documentation; 16) Answer basic level video conference equipment / systems related questions; 17) Ability to troubleshoot issues over the phone; 18) Any other duties assigned by the Director or Dean to further the mission of the Distance Learning Department or New Mexico Junior College; 19) Participate in a process of continual personal and professional improvement; 20) Actively participate in the institutional goals and objectives designed to support the mission of the college; 21) Serve on college committees as assigned; and, 22) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior college.

Qualifications: Associate degree in a technology related field preferred, but will consider experience in the areas of video conferencing and/or computer networking in lieu of a degree. All degrees must be from a regionally accredited institution. Training and/or knowledge in maintaining and using classroom technology to fully support the wide range of ever-changing multimedia technologies available for classroom (including data projectors, control panels, etc.) and distance learning instruction. Demonstrated knowledge of instructional technology. Demonstrated abilities in the following areas — Microsoft Desktop, Microsoft Office, Microsoft Server, Systems administration in a domain environment, WebCT or other distance learning platform, networking, and videoconferencing (including H.323 and H.320 networks). AMX or Crestron controls programming is preferred. Strong skills in building and maintaining good working relationships with faculty and staff are required. Quickly troubleshoot and repair or replace distance learning equipment. Work independently with minimal supervision. Ability to read and translate technical documentation into user-friendly documentation. Ability and willingness to support as well as to collaborate with others. Effective verbal and written communication competence. Valid driver's license is required. Frequent travel throughout the county is required. Must be committed to excellence and promoting success through learning.

Salary/Benefits: This is a twelve-month position. Salary range is \$35,595 to \$44,493. The salary and benefits are competitive and commensurate with experience and qualifications.

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

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

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"Equal Opportunity Education and Employment"

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2793 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehernandez@nmjc.edu

APPLICANT LIST

Position: Instructional Technology Specialist

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Barron, Jesse	Yes	Yes	Start Date: Pending Board approval.
Bickerton, Scott P.	Yes	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 6/10/08

Candidate's name Telana L. Davis

Position title Admission Specialist

New position Existing position Classification Faculty Professional Other _____

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

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

Funding source Institutional Funds

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

Posted salary range \$30,693 to \$38,367 Recommended annual salary \$33,344 Prorated salary yes no

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

Recommended and approved by:

Supervisor
Regina Organ
Vice President

Dean/Director
SMcCleery/jo
President

Selection Committee Members: Michele Clingman- Dean of Enrollment Management

Connie Hanson- Administrative Assistant- Dean of Enrollment Management

Jennifer McClure- Admission Specialist

Kristine Saucer- Counselor

Comments: Ms. Telana Davis, with a Bachelor's degree and six years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Admission Specialist

Personal Data

Name: Telana L. Davis

Education

B.A.S., College of the Southwest, Hobbs, NM, 2007
Major: Human Relations
Minor: Psychology

A.A., New Mexico Junior College, Hobbs, NM, 1997

Professional Experience

Pecos Valley Practice Management- Zia Family Healthcare, Hobbs, NM Office Manager	4/06 to Present
State of New Mexico, Hobbs, NM Secretary III	12/04 to 4/06
Hobbs Public Schools- Coronado Elementary, Hobbs, NM Computer Lab Manager	3/04 to 12/04
State of New Mexico, Hobbs, NM Clerk IV	4/01 to 3/04
Covenant Medical Center, Hobbs, NM Billing/Collections Specialist	8/00 to 4/01
State of New Mexico, Hobbs, NM Clerk IV	7/99 to 8/00
Hastings Entertainment, Hobbs, NM Guest Service Manager	12/96 to 7/99



New Mexico Junior College Career Opportunities

Position Announcement • March 2008

Position Title: Admission Specialist

Position Description: The position reports to the Dean of Enrollment Management or his/her designee. Duties and responsibilities shall be, but are not limited to, the following: 1) Maintain responsibility for all aspects of student recruiting, including general office, budget, database management, and some supervisory responsibility; (2) Develop and implement student recruiting strategies; (3) Develop and maintain a strong network of contacts to help identify prospective students; (4) Assist in the development of recruiting materials, such as a hard copy and/or electronic brochures, promoting NMJC's programs and its opportunities; (5) Organize presentations for schools and job/college fairs regarding the institution, programs, and any known employment/training opportunity; (6) Confer with college personnel to learn about NMJC's programs and related job/training opportunities in order to target and motivate prospective students; (7) Maintain general knowledge of competitive practices in various program disciplines, including compensation, qualifications, and recommended recruiting strategies; (8) Identify/develop and utilize internet online recruiting resources to help prospective students; (9) Coordinate with faculty in on- and off- campus recruiting events and activities; (10) Forward prospective student information to appropriate faculty members for additional contact; (11) Coordinate recruiting efforts with appropriate staff in various departments across campus; (12) Travel as assigned to meet recruiting needs; (13) Participate in a process of continual personal and professional improvement; (14) Actively participate in the institutional goals and objectives designed to support the mission of the college; (15) Serve on college committees as assigned; and (14) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College

Qualifications: Bachelor's degree required. All degrees must be from a regionally accredited institution. Excellent verbal and written skills. Skilled at making presentations to groups; strong desire to work with prospective college students. Prior college experience in recruiting or admission preferred. Must maintain a valid driver's license and be able to travel. NOTE: **Computer proficiency is required.**

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

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

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts, and eight (8) personal references with current phone numbers and addresses:

**Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

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APPLICANT LIST

Position: Admission Specialist

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Pena, Laura A.	No	No	
Hernandez, Ahida	No	No	
Barker, Kinsey R.	Yes	No	
Russell, Sheila N.	No	No	
Harrison, Paula I.	No	No	Incomplete application materials.
Davis, Telana L.	Yes	Yes	Start Date: Pending Board approval.
Markham, Desiree N.	Yes	No	
Young, Victor D.	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 6/24/2008

Candidate's name Paul J. Campos

Position title Advanced Training Coordinator

New position Existing position Classification Faculty Professional Other _____

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

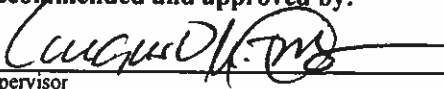

Effective date of employment 7-1-08 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard None
(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$39,290 to \$49,112 Recommended annual salary \$47,666 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2045 61301 102 100%

Recommended and approved by:
 
Supervisor Dean/Director

_____ 
Vice President President

- Selection Committee Members: Dr. August Fons - Dean of Public Safety
Becca Titus - Divisional Academic Coordinator/Professor
Naomi Phillips - Assistant Director Corrections Academy

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

ABBREVIATED RESUME

Position

Advanced Training Coordinator

Personal Data

Name: Paul J. Campos

Education

High School Diploma, Lovington High School, Lovington, NM

Professional Experience

New Mexico Junior College, Hobbs, NM Assistant Director – Law Enforcement Academy/Public Safety	8/06 to Present
Lea County Sheriff's Department, Lovington, NM Sergeant – Patrol Division	2/00 to 10/06
Lovington Police Department, Lovington, NM Patrolman	7/99 to 2/00
Hobbs Police Department, Hobbs, NM Sergeant – Patrol Division	1/86 to 5/99
American National Insurance Insurance Agent	6/05 to 6/06

Advanced Specialized Training and Awards

NM Police Officer Law Enforcement Academy – Police Officer Certification
NM Department of Public Safety Training and Recruiting Division – First Line Supervision
Federal Bureau of Investigation Law Enforcement Training School
Caliber Press Inc. – Street Survival Seminar
US Department of Energy Central Training Academy – Instructor Certification Program
Life Saving Commendation – Hobbs Police Department
Honor Guard Appointments: Hobbs Police Department, Lea County Sheriff's Department
SWAT Team Leader Appointment: Lea County Sheriff's Department

Professional Organizations

Option, Inc., Former Member
Fraternal Order of Police, Former Member
Juvenile Community Corrections, Board Member



New Mexico Junior College

Career Opportunities

Position Announcement • June 2008

Position Title: Advanced Training Coordinator

Position Description: This position reports to the Dean of Public Safety. Duties and responsibilities shall be, but are not limited to, the following: 1) Establish, direct, control, and coordinate an ongoing schedule of both law enforcement and corrections advanced training as required for continuous state certification. This shall include working with the New Mexico Department of Public Safety and the New Mexico Department of Corrections; 2) Maintain an excellent working knowledge of state mandated advanced training requirements for law enforcement and corrections officers; 3) Work with various agencies (law enforcement & corrections) to determine advanced training needs; 4) Establish and maintain a current and viable database of advanced training instructors from statewide agencies; 5) Establish contacts and working relationships with advanced training contract vendors; 6) Coordinate and make recommendations to the divisional dean regarding instructional and operating budget for the advanced training component; 7) Responsible for appointment of advanced training faculty/instructors as appropriate for corrections and law enforcement officers; 8) Maintain current required documentation for advanced training to include relevant curriculums, certifications, accreditations, training dates, student completions, etc; 9) As required and/or necessary, teach on campus and/or off campus, train/teach in academy environments, and/or day/evening/internet criminal justice academic classes; 10) Recruit, teach, and supervise students as necessary; 11) Establish rapport and work with the public safety community in all phases of the various basic and advanced training programs; Will be responsible for the recruitment and supervision of instructors; 12) To continually update, develop, and perform assessments of all advanced training curriculum and syllabi in the public safety academic programs; 13) Ensure appropriate assessment procedures are followed in all advanced training courses; 14) Assist the divisional dean in planning short and long range strategies to promote and market the growth and continued development of the public safety program(s); 15) Achieve and maintain a high level of competency as a teacher of students, demonstrating growth in the knowledge of his/her particular subject matter field(s) and in the ability to direct and coordinate the learning process; 16) Participate in a process of continual personal and professional improvements; 17) Actively participate in the institutional goals and objectives designed to support the mission of the college; 18) Serve on college committees as assigned; and, 19) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior college.

Qualifications: Candidates with extensive criminal justice (law enforcement and/or corrections) certifications and work experience [10+ years] will be considered. In addition to the work experience and certifications, an accredited institutional Associate degree or higher in a criminal justice related field is preferred although not specifically required. Strong skills are required in building and maintaining positive and effective working relationships with numerous outside educational and criminal justice agencies. Demonstrated ability to plan, schedule and manage multiple training assignments while supporting and collaborating with outside trainers/agencies and students. Demonstrated excellence in verbal and written communication. Work independently with minimal supervision. Teaching and/or applicable knowledge of New Mexico mandated advanced training requirements for law enforcement and correction officers is very desirable. A valid driver's license is required and travel throughout the state is periodically required. Candidates must possess demonstrated knowledge of Microsoft Office computer applications.

Salary/Benefits: This is a twelve-month professional position with a salary range of \$39,290 - \$49,112 depending upon education and experience. Standard NMJC benefits apply.

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

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts and/or certifications, and eight (8) personal references with current phone numbers and addresses:

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Hobbs, NM 88240

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APPLICANT LIST

Position: Advanced Training Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Campos, Paul J.	Yes	Yes	Start date: Pending Board approval.