

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Tuesday, March 29, 2005

Zia Room – Library

4:00 p.m.

AGENDA

- | | |
|---|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of February 17, 2005 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of Campus Fencing | Steve McCleery |
| 6. Consideration of Bid #967 – Road Force Measurement System | Frank Collins |
| 7. Consideration of Bid #968 – Physical Education Equipment | Frank Collins |
| 8. Personnel Consideration – Professor of Cosmetology | Mary Jane Ward |
| 9. Personnel Consideration – Director of Learning Communities/Retention | Steve McCleery |
| 10. Personnel Consideration – Custodial I position | Charley Carroll |
| F. Closure of Open Meeting | Larry Hanna |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

FEBRUARY 17, 2005

MINUTES

The New Mexico Junior College Board met on Thursday, February 17, 2005, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; Mr. Wade Cavitt. Not present was Mr. John Hice, Jr.

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

Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the agenda was unanimously adopted, as presented.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the minutes of January 20 and February 7, 2005, as written.

Under *President's Report*, Robert Bensing gave the spring enrollment report. Jeff McCool presented an update on Del Norte Center. Charley Carroll gave a power point presentation on proposed campus fencing by Lubbock Concrete. Robert Guthrie presented the Social Security/Annuity Initiative survey conducted by the Welfare Committee. Dr. McCleery updated the board on the legislative session issues involving the college. He would like to have a construction tour before the next board meeting.

Under *New Business*, Dan Hardin presented the January financial reports and with a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously approved the expenditures for January 2005. Mr. Hardin presented the quarterly Fiscal Watch Reports to be submitted to the Commission on Higher Education. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously accepted the reports.

Dr. McCleery presented a request to move forward with campus fencing around the dorms and the baseball field and along Millen Drive. Lubbock Concrete is the sole source for the fencing. Mr. Hanna requested cost for other fencing and where the fencing would be put. Mr. Kesner ask Dr. McCleery to prioritize what area to fence first.

Frank Collins presented Bid #965 – Welding Equipment. The administration recommended acceptance of the multi award bid as follows: A. G. Heinze Inc. – Digital Metallurgy Microscope \$10,912.48; Staveley NDT Technologies, Inc. – Sonic 1200S Portable Flaw Detector \$7,051.37; FTS Systems, Inc. – Re-circulating Coller \$4,780.

Upon a motion by Mr. Cavitt, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Mr. Collins presented Bid #966 – Purchase & Installation of Carpet & Cove Base in Watson Hall. The administration recommended acceptance of the bid from Floors to Go for \$10,556.80. Upon a motion by Ms. Chappelle, seconded by Mr. Cavitt, the board unanimously accepted the recommendation.

Regina Organ recommended Ms. April Edwards for the Upward Bound Academic Coordinator position at an annual salary of \$33,859. Upon motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Edwards effective February 21, 2005.

August Fons recommended Ms. Naomi Espinoza for the Assistant Director of Corrections Training position at an annual salary of \$37,500. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Espinoza effective March 1, 2005.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for March 17, 2005, beginning at 4:00 p.m.

Upon a motion by Mr. Cavitt, seconded by Mrs. Williams, the board meeting adjourned at 5:45 p.m.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

February 2005

67% of Year Completed

Fund	2003-04			2004-05			
	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	6,416,054	3,426,934	53%	6,649,686	658,006	4,074,119	61%
Academic Support	1,290,398	893,422	69%	1,411,428	194,731	977,572	69%
Student Services	1,477,378	1,023,518	69%	1,206,250	128,139	881,672	73%
Institutional Support	2,154,295	1,574,352	73%	3,534,022	397,788	2,102,083	59%
Operation & Maintenance of Plant	1,932,913	1,458,242	75%	1,952,943	252,359	1,356,753	69%
Subtotal - Instruction & General	13,271,038	8,376,468	63%	14,754,329	1,631,023	9,392,199	64%
Student Activities	310,002	205,522	66%	127,919	26,523	97,233	76%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	420,854	577,725	137%	1,482,174	67,953	810,370	55%
Student Aid	179,889	247,083	137%	331,910	11,539	313,105	94%
Auxiliary Enterprises	1,457,233	1,309,812	90%	1,502,675	215,461	1,256,332	84%
Athletics	698,906	466,276	67%	697,760	32,568	522,281	75%
Total Current Unrestricted Fund	16,337,922	11,182,886	68%	18,896,767	1,985,067	12,391,520	66%
CURRENT RESTRICTED FUND							
Grants	2,013,499	1,127,677	56%	1,711,163	105,845	777,561	45%
Student Aid	4,180,325	4,395,451	105%	4,422,593	131,505	4,308,432	97%
Total Current Restricted Fund	6,193,824	5,523,128	89%	6,133,756	237,350	5,085,993	83%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	6,096,932	709,357	0%	8,450,044	0	5,667,433	67%
Projects from State GOB Funds	5,274,385	2,396,007	45%	4,549,839	0	3,350,063	74%
Projects from State STB Funds	2,000,000	103,481	0%	1,885,297	0	1,885,297	100%
Projects from General Fund	0	0	0%	648,945	0	648,945	100%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from State E R & R	409,201	0	0%	359,739	359,739	0	0%
Projects from State B R & R	532,834	193,061	36%	480,452	37,489	348,988	73%
Projects from Auxiliary BR&R	19,147	3,839	20%	46,709	0	36,005	77%
Subtotal - Capital and BR&R	14,332,499	3,405,745	24%	17,771,025	397,228	11,936,731	67%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	14,332,499	3,405,745	24%	17,771,025	397,228	11,936,731	67%
GRAND TOTAL EXPENDITURES	36,864,245	20,111,759	55%	42,801,548	2,619,645	29,414,244	69%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

February 2005

67% of Year Completed

2003-04

2004-05

Fund	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,653,150	1,516,891	92%	1,690,200	30,042	1,670,295	99%
State Appropriations	7,684,800	5,320,155	69%	8,089,900	796,258	5,556,164	69%
Advalorem Taxes - Oil and Gas	3,409,779	3,221,818	94%	3,409,779	1,158,736	4,487,507	132%
Advalorem Taxes - Property	2,000,000	1,585,738	79%	2,468,000	57,778	1,783,392	72%
Interest Income	50,000	17,905	36%	155,871	31	100,197	64%
Other Revenues	316,500	217,079	69%	234,500	20,527	198,142	84%
Subtotal - Instruction & General	15,114,229	11,879,586	79%	16,048,250	2,063,372	13,795,697	86%
Student Activities	47,500	47,207	99%	47,800	210	47,607	100%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	8,335	64%	13,000	2,302	13,433	103%
Auxiliary Enterprises	1,728,300	1,653,704	96%	1,802,550	59,141	1,694,767	94%
Athletics	35,400	23,441	66%	36,600	2,875	23,000	63%
Total Current Unrestricted	16,938,429	13,612,273	80%	17,948,200	2,127,900	15,574,504	87%
CURRENT RESTRICTED FUND							
Grants	2,013,499	820,727	41%	1,711,163	678,946	953,650	56%
Student Aid	4,180,325	4,399,382	105%	4,422,593	690,631	3,507,666	79%
Total Current Restricted	6,193,824	5,220,109	84%	6,133,756	1,369,577	4,461,316	73%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,593,986	1,589,412	35%	3,612,996	777,761	3,403,741	94%
Projects from State STB Funds	2,000,000	15,703	0%	1,885,297	0	1,253,626	66%
Projects from General Fund	680,399	0	0%	648,945	0	655,500	101%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from Other State Funds	0	0	0%	0	0	0	0%
Interest Income	100,000	77,853	78%	0	0	0	0%
Total Plant Funds	7,374,385	1,682,968	23%	7,497,238	777,761	5,312,867	71%
GRAND TOTAL REVENUES	30,506,638	20,515,350	67%	31,579,194	4,275,238	25,348,687	80%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

February 2005

67% 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	2004-05 Original Budget	Variance Over (Under) Budget
Actual	July	\$37.55	3,004,977	\$5.33	16,626,962	447,818	239,507	208,311
Actual	August	\$36.19	3,066,678	\$5.77	17,406,483	465,288	239,507	225,781
Actual	September	\$39.81	3,117,280	\$5.63	17,532,555	456,705	239,507	217,198
Actual	October	\$42.73	3,062,698	\$6.08	16,950,566	373,315	239,507	133,808
Actual	November	\$44.51	3,055,757	\$5.31	17,213,076	504,320	239,507	264,813
Actual	December	\$50.01	3,089,390	\$5.75	18,204,030	520,598	239,507	281,091
Actual	January	\$45.19	2,889,262	\$6.70	16,913,007	600,476	239,507	360,969
Accrual	February					239,507	239,507	0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						3,608,027	1,916,056	1,691,971
Y.T.D. Equipment Tax Revenue						879,480	535,695	343,785
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						4,487,507	2,451,751	2,035,756

Source: New Mexico Taxation and Revenue Department

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.

NEW MEXICO JUNIOR COLLEGE Schedule of Investments February 2005

67% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	7,625,000	N/A	N/A	N/A	7102-1348	2.24%	13,265
Total investments	<u>7,625,000</u>						<u>13,265</u>

Summary of Current Month's Activity	
Beginning amount	7,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	6,924,796
Reserves Invested	700,204
Total LGIP Investment	7,625,000

Capital Projects	2/28/2005
Technology Upgrade	186,681.07
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Docutech	0.00
Vehicles	0.00
CISCO Networking Equipment	1,970.63
Western Heritage Center	1,415,000.00
Drawings and Master Plan	94,153.70
Baseball Field	27,039.91
Rodeo Arena	0.00
Dormitory Landscape	45,900.93
Lea County Beautification	0.00
Circle Drive	0.00
Dorm Construction	0.00
Roadway Parking Lot Seal Coat	57,071.12
Dorm Recreation Area	114,273.85
BR&R Carryover	154,069.67
Water Rights	9,465.59
Firing Range Upgrade	5,559.66
Millen Fence/Landscape	173,783.81
Ben Alexander Student Center	2,524,759.93
JASI	134,852.41
Computer Equipment Rebates	5,953.83
Clerk of the Works	66,624.23
Marketing	80,000.00
West Texas ITV	50,000.00
Dorms	147,539.01
Equestrian Center	150,000.00
Telephone	125,000.00
Total	6,924,795.89

NOTE: Capital projects total does not include encumbered funds



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: March 18, 2005
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Fencing

At the February 17, 2005 Board meeting, we asked for Board approval to move forward in regard the selection of fencing for several campus projects. The Board asked for additional information in regard to the following:

- Location of the fencing
- Cost comparisons for other fencing alternatives
- Projected Cost
- Budget

- **Location**
 - At the March 29, 2005 Board meeting, we will tour the areas that we recommend for fencing.
- **Cost Comparisons**
 - Cinder Block - \$60.00 per linear foot
 - Split Faced Block - \$85.00 per linear foot
 - Prefab Concrete - \$69.00 per linear foot (Turn Key)
 - Prefab Concrete - \$49.00 per linear foot (We will furnish most of the labor)
- **Projected Cost**
 - Millen Drive - 2100 linear feet @ \$49.00 = \$102,900 plus taxes, electrical, gates, and supplies (Cost Estimate = \$135,000)
 - Dorm - 2100 linear feet @ \$49.00 = \$102,900 plus taxes, electrical, gates, and supplies (Cost Estimate = \$135,000)
 - Baseball Field - 1000 linear feet @ \$49.00 = \$49,000 plus taxes, electrical, gates, and supplies (Cost Estimate = \$75,000)
- **Budget**
 - 2002-2003 Millen Drive Fence/Landscape Capital Account - \$173,784
 - 2003-2004 Dorm Capital Account - \$147,539
 - 2004-2005 Fencing Account (Reserves) - \$75,000

I am recommending that the Board approve the fencing project at an estimated cost of \$345,000.

Thank you for your consideration!

Invitation to Bid # 967

Purchase of A Road Force Measurement System

BOARD DOCUMENTS

Date: February 16, 2005
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On February 3rd , 2005, legal notices were sent to three newspapers requesting sealed bids for the purchase of a road force measurement system for the automotive technology department (ASSET Program):

Hobbs News Sun
Lovington Leader
Clovis Journal

2. Bid packets were sent to eight potential bidders. The bid was also posted on the college's website.

3. Five bidders submitted a response within the time frames specified in the bid documents.

4. The Business Office and Automotive Technology Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to the Invitation were: Martin Tire Company, El Paso TX, McGee Company, Albuquerque NM, Cheyenne Equipment Company, Odessa TX, T & B Tool & Equipment, Lubbock TX, and D & H Petroleum & Environmental Services, El Paso TX.

The Administration recommends acceptance of the bid from McGee Company, Albuquerque NM for \$13,219.00. Please refer to Page 4 for the bid tabulation summary.

Source of Funding: - Vocational Support Systems (VSS) Carl Perkins Grant

Account #: 41312 - 2962 - 73102 - 122

Amount: \$13,219.00

Invitation to Bid #967 Tabulation Summary

Vendor	Residential Preference Number	Bid Amount	X .95 Evaluated Bid Amount	Delivery Date
Martin Tire Company	68R79	\$14,250.00	\$13,537.50	30 days ARO
Cheyenne Equipment Company	None	\$13,565.80	N/A	30 days ARO
T & B Tool & Equipment	None	\$13,600.00	N/A	20 days ARO
D & H Petroleum and Environmental Services	None	\$15,539.00	N/A	30 Days ARO
McGee Company Awarded vendor	40R72	\$13,219.00	\$12,558.05	21 days ARO

Bid amount X .95 = Evaluated bid amount (residential preference factor of .95)
 ARO – after receipt of order

NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS

Hunter Road Force Measurement System - GSP9700

1. StraightTrak LFM
2. Wheel Lift
3. Printer Kit
4. Road Force
5. QuickMatch
6. Wheel Runout Measurement
7. Inflation Station
8. Auto Double Dataset Arms
9. Spindle-Lok
10. Standard accessories without mounting adapters
11. 17" CRT (1 PH-230V/20 AMP)
12. Direct current drive system

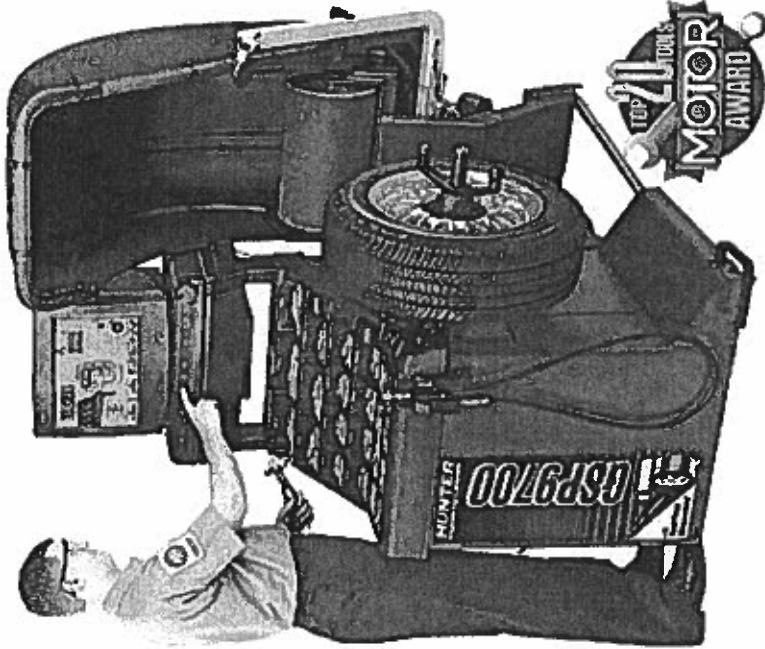
Must also include:

1. 20-1911-1 – Preferred – Low Taper Cones and Flange Plate Mounting Kit
2. 20-1602-1 – Truck Chuck Wheel & Drum Balancing Kit
3. 20-1821-2 – Wheel Weight Master Assortment by Perfect Weight Corporation

GSP9700.com

INTRODUCTION HOW IT WORKS LOCATE A GSP9700
GET A QUOTE CONTACT US

HOME FEATURES NEWS & TECHNICAL INFO FIND A REP



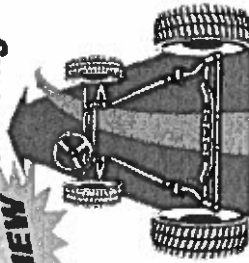
Solves vibration and tire pull problems balancers and aligners can't fix.

The GSP9700 Vibration Control System extends far beyond the traditional functions of a wheel balancer. It not only solves wheel balance problems, but also "road tests" the tire/wheel assembly to eliminate virtually every variable causing vibration in relation to the tire and rim.



Solves vibration problems balancing can't fix. And NEW StraightTrak® LFM feature... also solves alignment related tire pull problems that wheel aligners can not fix.

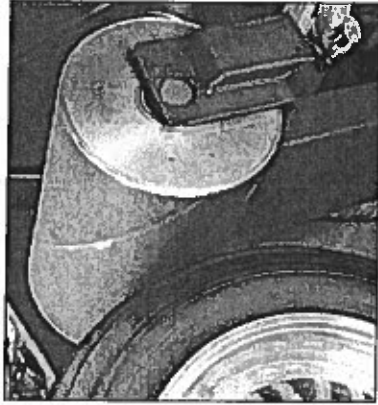
Introducing NEW



StraightTrak® LFM

Click here for more information about StraightTrak®.

The exclusive Road Force Measurement® System applies up to 1400 pounds (635 kg) against the tire. The loaded roller detects non-balance, radial force related vibrations caused by eccentricity and constructional variation of the tire and wheel. Unlike non-contact measurement, the roller samples the entire footprint of the tire including the sidewall's contribution to ride quality.



SEARCH:

GO

[Next >>](#)

HUNTER
Engineering Company

Invitation to Bid # 968

Purchase of Physical Education Equipment

BOARD DOCUMENTS

Date: March 7, 2005
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On February 22, 2005, legal notices were sent to three newspapers requesting sealed bids for the purchase of Physical Education Equipment:

Hobbs News Sun
Lovington Leader
Clovis Journal

2. Bid packets were sent to five potential bidders.

3. Two bidders submitted a response within the time frames specified in the bid documents. Three bidders' responses were late submittals; therefore, they were not considered.

4. The Business Office and Physical Education Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to the Invitation were: Nautilus, Louisville CO and Fitness Specialists, Odessa TX.

The Administration recommends acceptance of the bid from Fitness Specialists. The total of the purchase will be \$67,742.00. Please refer to Page 4 for the bid tabulation summary.

Source of Funding: - Major Equipment – Physical Education
Account #: 11000 – 2821 – 73102 - 101

Amount: \$67,742.00

Invitation to Bid #968 Tabulation Summary

Vendor	Residential Preference Number	Bid Amount	Delivery Date
Nautilus	None	\$69,350.00^^	45 to 60 days ARO
Fitness Specialists Awarded vendor	None	\$67,742.00^^	28 to 45 days ARO
Home Fitness Warehouse	N/A	Late Submittal	
Riddell All American	N/A	Late Submittal	
Health Styles Exercise Equipment	N/A	Late Submittal	

Bid amount X .95 = Evaluated bid amount (residential preference factor of .95)

ARO – after receipt of order

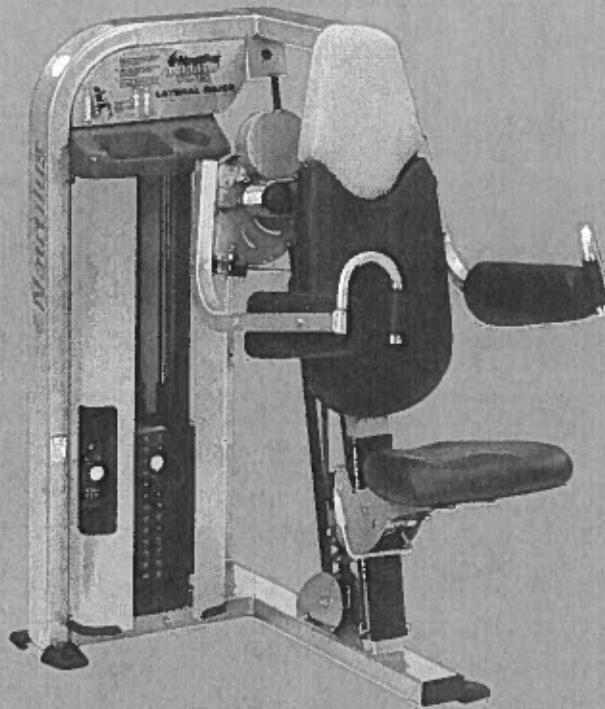
^^ Includes installation & delivery

Lateral Raise_

The Nautilus Nitro Plus Lateral Raise provides full range, single joint rotary movement for the deltoids.

- > Extended arm pads for full range comfort
- > Independent movement arms for a balanced shoulder workout
- > Pivoting handle grips accommodate different length forearms

Height: 59"/150cm
Length: 54.5"/138cm
Width: 36.5"/93cm
Weight: 459lbs./209kg
Weight Stack:
200lbs./91kg



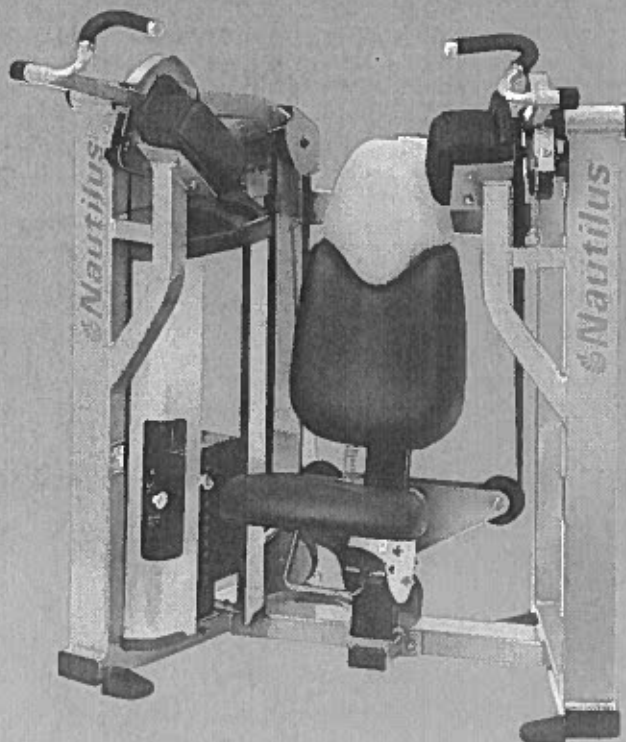
Nautilus_ Nitro Plus_

Biceps Curl_

The Nautilus Nitro Plus Biceps Curl has a compound position design that places the arm in a raised position for full bicep contraction.

- > Patented and innovative "elevated humerus" for optimal biceps contraction and user comfort
- > Independent movement arms for a balanced workout
- > Adjustable back pad provides precision axis alignment
- > Supinated pivoting handles for varying forearm lengths and comfort

Height: 57"/145cm
Length: 41"/109cm
Width: 45"/114cm
Weight: 478lbs./217kg
Weight Stack:
170lbs./77kg





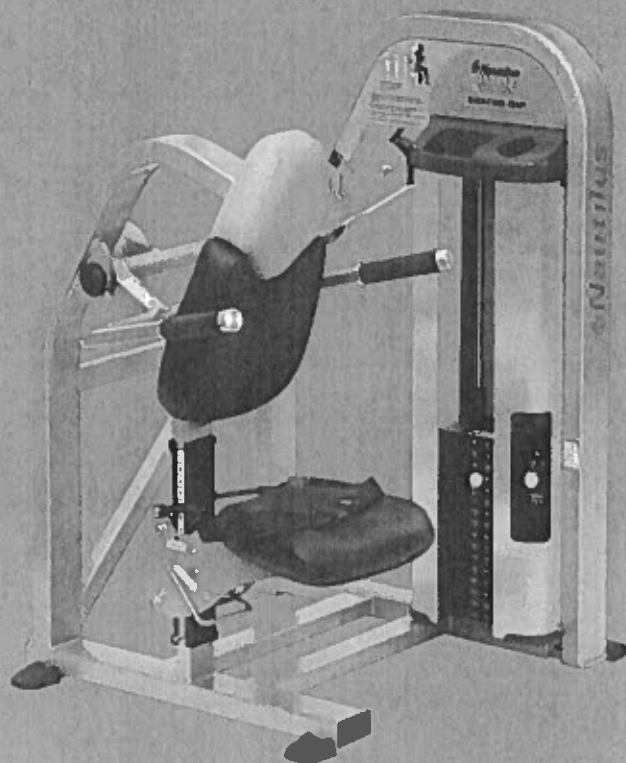
Triceps Extension_

The Nautilus Nitro Plus Triceps Extension places arms in a raised position for maximum triceps stretch.

- > Patented and innovative "elevated humerus" for optimal triceps stretch and user comfort
- > Independent movement arms for a balanced workout
- > Adjustable back pad providing precision axis alignment
- > Vertical grips with dorsal hand guard

Height: 53"/135cm
 Length: 34"/86cm
 Width: 44"/112cm
 Weight: 469lbs./222kg
 Weight Stack:
 170lbs./77kg

Upper Body_



Seated Dip_

The Nautilus Nitro Plus Seated Dip leans the torso forward, thus attaining increased contraction in the triceps.

- > Seat belt for added stability
- > Oversized handles distribute load over greater area of hands for increased comfort
- > Low starting weight with 5 lb. increments
- > Double-lock seat adjusts in half-inch increments

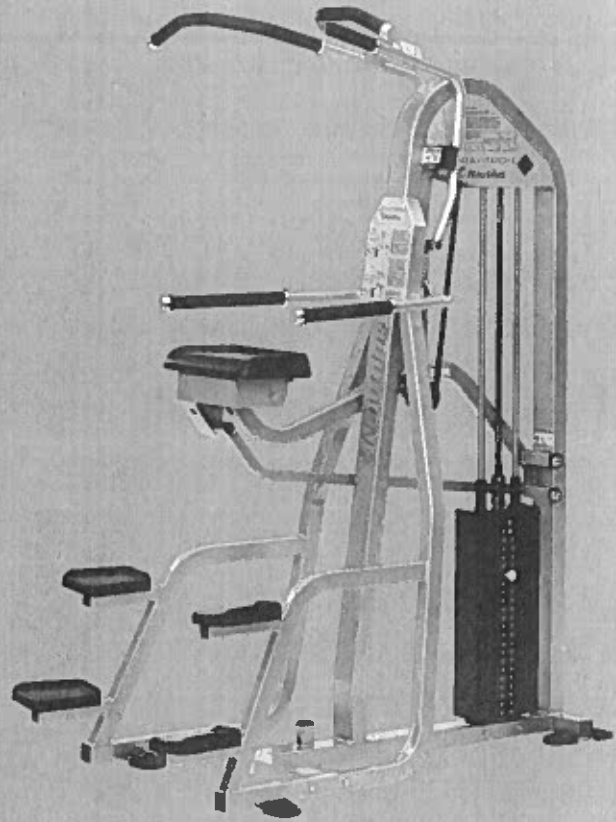
Height: 54"/137cm
 Length: 37"/94cm
 Width: 43"/109cm
 Weight: 550lbs./250kg
 Weight Stack:
 245lbs./111kg

Gravitron™

The Nautilus Nitro Plus Gravitron stands alone as the only Chin/Dip machine to provide a proper biomechanical movement pattern.

- › Four-bar linkage controls path of motion for proper biomechanics
- › Kneeling design reduces height and enhances comfort
- › Chin bar easily tilts out of way when user performs dips
- › Chin bar design offers multiple hand positions
- › Knee pad can be locked down for unassisted chin-ups, pull-ups and dips

Height: 84"/213cm
Chin Up Bar Only: 91"/231cm
Length: 55"/140cm
Width: 46"/117cm
Weight: 537lbs./267kg
Weight Stack: 230lbs./100kg



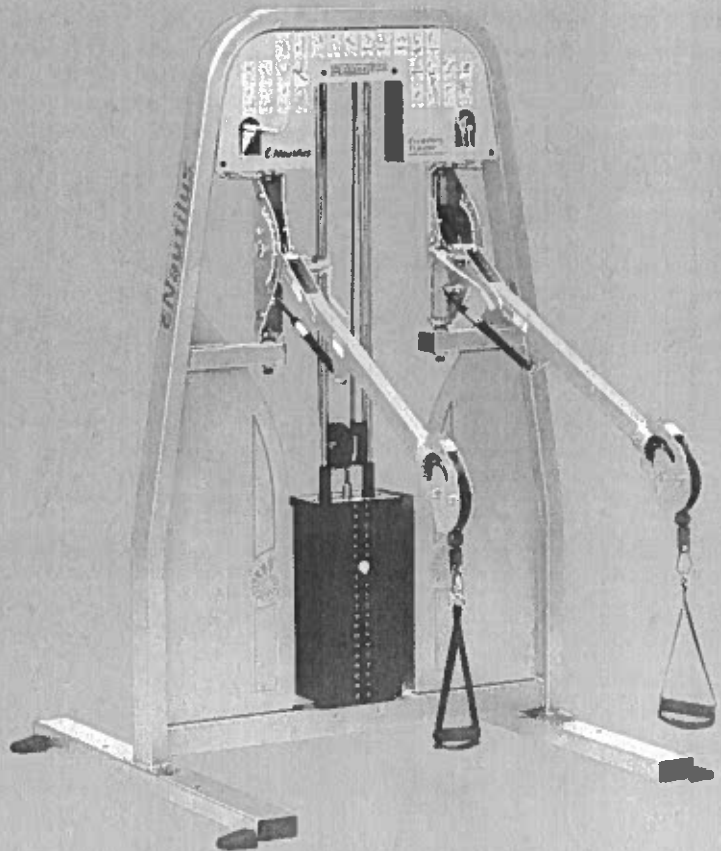
Nautilus_ Nitro Plus_

Freedom Trainer™

The Nautilus Freedom Trainer™ offers versatility and user-defined paths of motion. Unlike other functional training systems in the market place, the machine arms adjust in two planes and are counterbalanced for ease of adjustment in vertical planes. An infinite number of exercises can be performed with the Freedom Trainer™.

- › Vertical and horizontal adjustments easy with lever handle
- › Dual pulley head design allows for better cable tracking in all positions
- › Four-to-one weight ratio for increased cable travel
- › Weight adjustments in 15 lb (6.8kg) increments

Height: 76"/193 cm/min
98"/249 cm/max
Length: 50"/127 cm
Width: 47"/119.5 cm
Weight: 600 lbs./273 kg
Weight Stack: 305 lbs./139 kg



NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 3-10-05

Candidate's name Adele Terrazas

Position title Professor of Cosmetology

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 8-15-05 Standard contract length 12 mos. 9 mos. other

Funding source Institutional Funds

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

Posted salary range \$29,214 to \$36,518 Recommended annual salary \$35,000 Prorated salary yes no
(Employment date through June 30)

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

Recommended and approved by:
Maria Vick Supervisor
Mary Jane Ward Dean/Director
Steve Cherry President

Selection Committee Members: Marilyn Dill - Director of Learning and Assessment
Maria Vick - Professor/Coordinator, Cosmetology
Mary Jane Ward - Dean of Business and Technology

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

ABBREVIATED RESUME

Position

Professor of Cosmetology

Personal Data

Name: Adele R. Terrazas

Certification/Licensure

Cosmetology License, Texas Cosmetology Commission, 1980

Texas Educator Certificate, State Board for Educator Certification, 1994

Continuing Education: Redken Classes and Hair Shows
Armstrong McCall Classes and Hair Shows
Trade and Industrial Summer Conferences
International Beauty Shows

Professional Experience

Killeen ISD, Killeen, TX Cosmetology Instructor	7/03 to Present
Fort Stockton ISD, Fort Stockton, TX Cosmetology Instructor	7/94 to 7/03
Beauty College of Georgia, Doraville, GA Cosmetology Instructor	1992 to 1994

Organizations

VICA
CIPS
CIC, Fort Stockton ISD
SBDM, Killeen, TX



New Mexico Junior College

Career Opportunities

Position Announcement • December 2004 (Reopened 1-13-05)

Position Title: Professor of Cosmetology

Position Description: The Professor of Cosmetology shall report administratively to the Dean of Business and Technology and to the Professor/Coordinator of Cosmetology. Duties and responsibilities include, but are not limited to, the following: teach cosmetology classes for NMJC students; prepare lessons and demonstrations for all assigned classes; prepare/update a detailed course syllabus for each class; instruct, lecture, or guide each class meeting in an organized manner; provide appropriate testing for each student; assign and document all grading procedures for each class participant; maintain required certification and maintain currency in all subject matter taught; submit all assigned paperwork correctly and within deadline limits; have current knowledge of the Cosmetology industry; model professionalism and good human relations skills for students; accept other duties as assigned by the Dean of Business and Technology and the Professor/Coordinator of Cosmetology; and understand that 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: One year experience working in the Cosmetology field required. Must hold a current New Mexico Cosmetology Instructors license or be able to obtain one. Associate degree from a regionally accredited institution is preferred. Previous teaching experience is a plus. Candidate should have good human relations skills, knowledge of the state board requirements, and current knowledge of Cosmetology service industry. Must possess the ability to instruct a diverse student population.

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

Application Deadline: January 31, 2005 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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

"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Professor of Cosmetology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Rolan-Hill, Erin M.	Yes	No	
Garcia, Alice C.	Yes	No	
Quiroz-Murillo, Santos O.	No	No	
Lovett, Alan	No	No	Withdrew application.
Terrazas, Adele R.	Yes	Yes	Start date: Pending Board approval.
DeBose, Gertrude E.	No	No	Incomplete application materials.
Jaquez, Judith C.	No	No	
McCreesh, Maria R.	No	No	



NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 3-2-05

Candidate's name Richard B. Miller

Position title Director of Learning Communities/Retention

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 5-1-05 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard Chronicle of Higher Education

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

Posted salary range \$31,461-\$39,326 Recommended annual salary \$37,500 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2161-12-650 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

Steve McClary

President

Selection Committee Members: Dianne Marquez - Director of Adult Basic Education

Shyla McGill - Director of Learning Assistance

Lynda Newman - Professor, Reading/Education

Thomas Schwartz - Professor, Psychology

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

ABBREVIATED RESUME

Position

Director of Learning Communities/Retention

Personal Data

Name: Richard B. Miller

Education

M.A., University of Oklahoma, Norman, OK, 1985

Thesis Title: Economics, Demographic, and Marketing Concerns in Developing an Outdoor Theatre at Red Rock Canyon State Park.

B.A., Southwestern Oklahoma State University, Weatherford, OK, 1978

Major – History, Minor - Geography

Professional Experience

University of Oklahoma/Advanced Programs/University Outreach, Norman, OK Program Specialist I Site Manager Site Coordinator Accounts Receivable	3/96 to Present
North Care, Norman, OK Behavioral Health Rehab Specialist Part-Time	12/02 to 10/04
Heitz Lawn and Garden Salesman and Parts Manager	7/92 to 2/96
Oklahoma State Dept. of Education – School Plant Services, Oklahoma City, OK Program Coordinator	8/89 to 6/92



New Mexico Junior College

Career Opportunities

Position Announcement • November 2004

Position Title: Director of Learning Communities/Retention

Position Description: The Director of Learning Communities/Retention reports to the Dean of Mathematics, English, Education and Transitional Studies. The duties and responsibilities shall be, but are not limited to, the following: (1) maintain current and develop new student retention activities through learning communities, mentoring, and tutoring; (2) provide workshops for NMJC faculty and staff on strategies to ensure student success; (3) teach as required and as scheduling permits, up to three sections of Freshman Seminar each fall and spring semester; (4) serve as a liaison to the college's student services sector, by conducting learning community and retention activities in conjunction with student services; (5) work closely with grant and institutional personnel to work with existing and new student retention systems such as a computerized referral and student success tracking system, (6) provide recommendation/s to the Dean of Mathematics, English, Education and Transitional Studies as pertaining to the successful development and maintenance of the college's learning community and retention initiatives; and, (7) nothing contained herein shall limit the President in assigning the employee to any college activity for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's Degree is required. Master's degree preferred. All degrees must be from a regionally accredited institution. Experience in continuing education or student services, strong written and verbal skills, teaching experience working with ethnically, economically, and culturally diverse populations is desired.

Salary/Benefits: This is a 12-month professional position funded fully by the institution. Salary range is \$31,461 to \$39,326. Compensation placement is commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: December 3, 2004, at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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Hobbs, NM 88240**

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"Equal Opportunity Education and Employment"

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APPLICANT LIST

Position: Director of Learning Communities/Retention

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Hutchins, Rowland	No	No	
Owens, Tanya	No	No	Incomplete application materials.
Miller, Richard	Yes	Yes	Start date; pending Board approval.
Hutchins, Gina	No	No	
Luallen, Hubert (Bert)	No	No	
Wheeler, Kimberly	No	No	
Chavez, Michael	Yes	No	
Richardson, Kevin	Yes	No	



Memorandum

To: Dr. McCleery

From: Ismael Zuniga

Date: March 16, 2005

Re: Request Board Approval for Employment of Relative: Custodian I –
Night/Daytime

After reviewing applications for the Custodian I – Night/Daytime position, I would like to recommend Javier Alvarado for the vacancy. Per the 04-05 NMJC Employee Handbook, (policy #203-Employment of Relatives), I am requesting approval from the Board because Mr. Alvarado is related to Ms. Maria Alvarado (mother), Custodian I – Night/Daytime and Ms. Alvarado is not in a supervisory position.

Thank you for your consideration.

/sp

DATE: February 21, 2005
TO: Dr. Steve McCleery
CC: Mickey Best
FROM: Lynda Newman, Tom Schwartz, and Shyla McGill
RE: Recommendation for candidate for Director of Learning Communities/Retention

Dear Dr. McCleery:

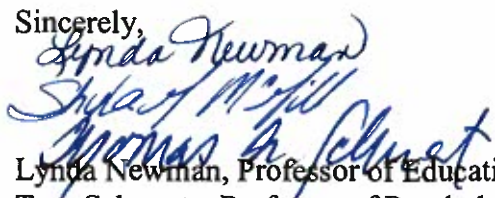
After thoughtful deliberations and interviews, our search committee would like to recommend **RICHARD MILLER** for the position of Director of Learning Communities/Retention.

Mr. Miller's current position is Site Manager/Program Specialist for Advanced Programs at the University Oklahoma. He is the point of contact for all prospective students, in charge of research and development of marketing plans, and was involved in recruitment. When he was Program Coordinator for the Oklahoma State Department of Education, he worked in public relations, managed budgets, analyzed feedback solicited from statewide schools, and filed yearly reports to the governor's office. As a Behavioral Health Rehab Specialist, he provided mentoring for at-risk youth. His skills in mentoring, public speaking, recruiting, and program development will be helpful to our program. His skills and experience align very well with the needs of our Learning Communities program and in the area of student retention.

Mr. Miller's concern for students and the community was evident in the interviews, as well as evident in other's recommendations. In addition, we were impressed with the creative and motivational type activities, which he suggested in response to our questions about our needs at NMJC. His background in drama may help explain some of his creativity, as well as his skill in public speaking.

It is our hope the NMJC Board will approve our recommendation. Thank you.

Sincerely,



Lynda Newman, Professor of Education/Reading
Tom Schwartz, Professor of Psychology
Shyla McGill, Director of the Learning Assistance Program