

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, May 15, 2008

Zia Room - Library

2:00 p.m.

### AGENDA

- |  |                |
|--|----------------|
| A. Welcome   | Larry Hanna    |
| B. Adoption of Agenda  | Larry Hanna    |
| C. Approval of Minutes of April 18, 2008                                       | Larry Hanna    |
| D. President's Report  | Steve McCleery |
| E. New Business  |                |
| 1. Consideration of Audit Report   | Dan Hardin     |
| 2. Closure of Open Meeting   | Larry Hanna    |
| 3. Monthly Expenditures Report   | Dan Hardin     |
| 4. Monthly Revenue Report  | Dan Hardin     |
| 5. Oil and Gas Revenue Report  | Dan Hardin     |
| 6. Schedule of Investments   | Dan Hardin     |
| 7. Fiscal Watch Reports  | Dan Hardin     |
| 8. Consideration of Change in Holiday Schedule                                 | Steve McCleery |
| 9. Consideration of 2008/2009 Employee Handbook                                | Steve McCleery |
| 10. Consideration of Change in Overload & Adjunct Pay Schedule                 | Steve McCleery |
| 11. Consideration of Bid #1014 – Western Heritage Museum Site Improvements     | Josh Morgan    |
| 12. Consideration of RFP #98 – Professional Legal Services                     | Josh Morgan    |
| 13. Personnel Consideration – Assistant Men's Basketball Coach                 | Regina Organ   |
| 14. Personnel Consideration – Professor of P.E./Asst. Women's Basketball Coach | Regina Organ   |
| F. Public Comments   | Larry Hanna    |
| G. Announcement of Next Meeting  | Larry Hanna    |
| H. Adjournment   | Larry Hanna    |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

APRIL 18, 2008

### MINUTES

The New Mexico Junior College Board met on Friday, April 18, 2008, beginning at 9:30 a.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner.

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

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

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously approved the minutes of March 20, 2008.

Under *President's Report*, Jill Henning introduced the Skills USA team and reported on the recent competition. Mr. Hanna presented the team members and sponsors certificates. Dr. McCleery reported on Secretary Dasenbrock's recent visit.

Mr. Hanna called for comments from the public. There were none.

Under *New Business*, Dan Hardin presented the March financial reports and with a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the expenditures for March, 2008.

Dr. McCleery shared with the Board the concerns from the faculty regarding overload and summer school pay. There is currently \$40,000 in the recommended 2008/2009 budget to begin adjusting this pay. After much discussion and upon a motion by Mr. Kesner, seconded by Mr. Black, the Board voted to increase that amount by \$100,000. The funds will come

from property taxes. The vote was as follows: Mr. Jones – yes; Mrs. Vinson – abstained; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – yes; and Mr. Hanna – no. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board voted to increase support staff compensation by \$50,000. These funds will come from interest income. The vote was as follows: Mr. Jones – no; Mrs. Vinson – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – no; and Mr. Hanna – no. Upon a motion by Mr. Black, seconded by Mrs. Williams, the Board unanimously approved the 2008/2009 budget with changes.

Personnel Consideration – Assistant Men’s Basketball Coach was tabled.

John Gratton recommended Mr. Sam Nichols for the Professor of Biology position at a nine month salary of \$59,041. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Nichols, effective August 11, 2008.

Dr. McCleery recommended Mr. Scott Bickerton for a Groundskeeper position. Mr. Bickerton is related to Pamela Bickerton – Director of Bookstore Services. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously accepted the recommendation.

The next regular board meeting was scheduled for May 15, 2008, beginning at 4:00 p.m.

Upon a motion by Mrs. Vinson, seconded by Mr. Jones, the board meeting adjourned at 11:00 a.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: May 6, 2008

RE: Expenditure and Revenue Reports for April 2008

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April is month ten or 83% of the budget for the 2007/2008 fiscal year. The expenditure report represents funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of April is \$35,341,016.00. Current Unrestricted Expenditures for the month of April are \$1,583,668.00. The total YTD Current Unrestricted Funds through April are \$18,424,376.00, which is 86% of the projected budget. Internal Services is currently over budget, but we are moving approximately \$32,000.00 in budget to cover encumbrances in equipment purchases. As we have talked about, Student Aid is over budget. The Auxiliaries will get back in line as we receive more credits for the return of new textbooks. All other areas are within a reasonable percentage of their budget.

In the Restricted Funds Grants continue to expend funds, most grants do not end their year until September or October. Year-to-date expenditures for the Grants is \$1,162,638.00 which is 56% of their budget. Restricted student aid has expended \$3,271,768.00 for the year. Total restricted funds expended through April 2008 is \$4,434,406.00

In the Plant Funds, expenditures are for expenditures and encumbrances for the construction of the Workforce Training Center and the Student Apartments along with other smaller capital projects.

Total expenditures for the month were \$2,147,313.00, with year to date expenditures of \$35,341,016.00

Revenue generated in April was \$1,991,819.00. This mostly consists of the monthly allocation from the state, the oil and gas and oil and gas equipment tax income, and drawdowns on grant funds.

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The actual oil and gas tax revenue for March was \$897,719.00, the accrual for April was \$350,000.00. Total oil & gas and oil & gas equipment tax revenue year-to-date is \$9,281,562.00, which is \$4,781,562.00 over the projected budget through ten months of the budget.

Restricted Funds had \$312,838.00 in revenue for April, the result of drawdowns from grants and student aid for students.

Total revenue for April 2007 is \$1,991,819.00, with year-to-date revenue of \$31,943,297.00 or 104% of projected budget.

The investment report shows an ending balance in the Local Governmental Investment Pool of \$12,125,000.00. The balances for capital projects are currently \$9,524,254.24, this reflects the capital projects that the Board approved at the April Board meeting. We are expecting a large disbursement from property taxes in May or June.

The HED (Higher Education Department) budget was delivered on time to the department staff. I would like to thank the Board for your diligent work on the budget and for allowing the time to complete the HED budget.

This concludes the Financial Report for April 2008.

**NEW MEXICO JUNIOR COLLEGE  
Expenditure Report  
April 2008**

83% 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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	7,635,427	5,843,029	77%	7,928,775	329,160	6,853,765	86%
Academic Support	2,479,577	2,037,259	82%	2,352,910	203,033	1,999,958	85%
Student Services	1,385,844	1,100,509	79%	1,408,348	126,726	1,120,217	80%
Institutional Support	3,727,145	2,362,182	63%	3,223,347	171,514	2,094,576	65%
Operation & Maintenance of Plant	2,586,633	2,455,632	95%	2,626,889	543,438	2,432,104	93%
<b>Subtotal - Instruction &amp; General</b>	<b>17,814,626</b>	<b>13,798,611</b>	<b>77%</b>	<b>17,540,269</b>	<b>1,373,871</b>	<b>14,500,620</b>	<b>83%</b>
Student Activities	199,310	182,173	91%	200,494	13,571	168,716	84%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	439,833	384,975	88%	575,720	50,741	596,375	104%
Student Aid	479,226	449,762	94%	466,608	39,811	642,308	138%
Auxiliary Enterprises	1,682,664	1,759,540	105%	1,635,307	8,690	1,634,884	100%
Athletics	789,115	794,688	101%	936,691	96,984	881,473	94%
<b>Total Current Unrestricted Fund</b>	<b>21,404,774</b>	<b>17,369,749</b>	<b>81%</b>	<b>21,355,089</b>	<b>1,583,668</b>	<b>18,424,376</b>	<b>86%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,823,022	1,152,651	63%	2,058,961	135,973	1,162,638	56%
Student Aid	4,000,000	3,762,149	94%	4,000,000	33,528	3,271,768	82%
<b>Total Current Restricted Fund</b>	<b>5,823,022</b>	<b>4,914,800</b>	<b>84%</b>	<b>6,058,961</b>	<b>169,501</b>	<b>4,434,406</b>	<b>73%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	7,890,054	2,945,376	37%	17,573,339	394,144	10,097,111	57%
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	0	320,000	18%
Projects from General Fund	735,262	320,772	44%	519,058	0	413,156	80%
Projects from Private Funds	702,664	220,402	31%	465,801	0	31,385	7%
Projects from State ER&R	77,895	0	0%	148,593	0	0	0%
Projects from State BR&R	370,303	0	0%	1,057,939	0	0	0%
Projects from Auxiliary BR&R	16,943	0	0%	12,856	0	0	0%
Subtotal - Capital and BR&R	<b>13,224,393</b>	<b>6,882,988</b>	<b>52%</b>	<b>24,670,010</b>	<b>394,144</b>	<b>12,482,234</b>	<b>51%</b>
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>13,224,393</b>	<b>6,882,988</b>	<b>52%</b>	<b>24,670,010</b>	<b>394,144</b>	<b>12,482,234</b>	<b>51%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>40,452,189</b>	<b>29,167,537</b>	<b>72%</b>	<b>52,084,060</b>	<b>2,147,313</b>	<b>35,341,016</b>	<b>68%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**April 2008**

83% 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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	2,647,425	2,664,914	101%	3,132,649	78,975	3,256,383	104%
State Appropriations	8,800,842	7,535,122	86%	7,990,100	525,942	8,373,068	105%
Advalorem Taxes - Oil and Gas	4,700,000	8,051,270	171%	5,200,000	897,719	9,281,562	178%
Advalorem Taxes - Property	2,800,000	2,246,232	80%	2,800,000	81,687	2,484,257	89%
Interest Income	185,000	411,445	222%	285,000	38,045	429,826	151%
Other Revenues	225,050	175,129	78%	229,100	19,947	223,540	98%
<b>Subtotal - Instruction &amp; General</b>	<b>19,358,317</b>	<b>21,084,112</b>	<b>109%</b>	<b>19,636,849</b>	<b>1,642,315</b>	<b>24,048,636</b>	<b>122%</b>
Student Activities	110,000	107,591	98%	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	2,094,555	93%	2,240,048	33,408	2,003,730	89%
Athletics	39,100	32,250	82%	189,100	3,258	182,583	97%
<b>Total Current Unrestricted</b>	<b>21,757,469</b>	<b>23,318,508</b>	<b>107%</b>	<b>22,065,997</b>	<b>1,678,981</b>	<b>26,234,949</b>	<b>119%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,839,628	1,196,645	65%	2,038,152	307,029	1,240,327	61%
Student Aid	4,000,000	3,493,931	87%	4,000,000	5,809	2,891,922	72%
<b>Total Current Restricted</b>	<b>5,839,628</b>	<b>4,690,576</b>	<b>80%</b>	<b>6,038,152</b>	<b>312,838</b>	<b>4,132,249</b>	<b>68%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,420,676	1,019,595	30%	1,840,485	0	1,576,099	86%
Projects from State STB Funds	0	0	0%	320,000	0	0	0%
Projects from General Fund	735,262	0	0%	537,995	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>4,155,938</b>	<b>1,019,595</b>	<b>25%</b>	<b>2,698,480</b>	<b>0</b>	<b>1,576,099</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>31,753,035</b>	<b>29,028,679</b>	<b>91%</b>	<b>30,802,629</b>	<b>1,991,819</b>	<b>31,943,297</b>	<b>104%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### April 2008

83% 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					897,719	350,000	547,719
Accrual	April					350,000	350,000	0
Accrual	May							0
Accrual	June							0
<b>Y.T.D. Production Tax Revenue</b>						<b>7,662,780</b>	<b>3,500,000</b>	<b>4,162,780</b>
<b>Y.T.D. Equipment Tax Revenue</b>						<b>1,618,782</b>	<b>1,000,000</b>	<b>618,782</b>
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>9,281,562</b>	<b>4,500,000</b>	<b>4,781,562</b>

*Source: New Mexico Taxation and Revenue Department*



**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**April 2008**

83% 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	12,125,000	N/A	N/A	N/A	7102-1348	2.67%	27,796
<b>Total Investments</b>	<u>12,125,000</u>						<u>27,796</u>

Summary of Current Month's Activity	
Beginning amount	12,625,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	9,524,254
Reserves Invested	2,600,746
<b>Total LGIP Investment</b>	<b>12,125,000</b>

Capital Projects	4/30/2008
Technology Upgrade	425,840.96
Workforce Training Center	61,273.45
High Tech Start Up	13,346.40
Vehicles	49,474.08
Drawings & Master Plan	12,805.63
Baseball Field	47,095.05
Rodeo Arena	153,882.70
Dormitory Landscape	1,622.23
Millen Fence/Landscape	139,747.89
JAST	197,488.76
Computer Equipment Rebates	12,324.85
Marketing	49,932.06
West Texas ITV	50,000.00
Equestrian Center	450,000.00
Flooring Repair	5,670.94
Student Housing Construction	2,014,917.16
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	24,136.12
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	722,120.66
CDL Truck Driving Program	0.00
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	86,447.50
Workforce Training/Outreach	3,554.41
Infrastructure	19,444.33
Professional Writing/Publishing	60,000.00
Public Sector	30,606.53
PED Instructional Materials	9,521.00
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 Learnig	60,000.00
Welding Lab	50,000.00
Copier Replacement	30,000.00
<b>Total</b>	<b>9,524,254.24</b>

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)392-5210  
Fax: (505)392-2526

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To: Board Members  
From: Dan Hardin  
RE: Fiscal Watch Reports  
Date: April 30, 2008

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Attached for your approval are the fiscal watch reports to be submitted to the Higher Education Department by the end of May. The first report is the balance sheet for March 31, 2008. The total current assets consist of cash and cash equivalents in the amount of \$2,728,681.00, which represents cash in the vault and balances in the bank. Investments totaling \$12,625,000.00 are the funds that we have in the local government investment pool. Accounts receivable is the gross receivables less allowance for uncollectible. These are receivables from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. Prepaid expense is mainly the college insurance and maintenance agreements prepaid for the entire year. Total current assets are \$16,665,147.00.

Non-Current Assets are the same as is in the 2007 audit for property, plant and equipment, net \$32,352,005.00 and construction in progress \$4,052,600.00. Total Non-Current Assets are \$36,404,605.00. Total Assets are \$53,069,752.00

Current Liabilities begin with accounts payable of \$403,347.00. Under the Banner system, when an invoice is entered into the system that amount is recorded in accounts payable, as checks are cut there is also an entry to accounts payable. So there is a large amount of activity in and out of accounts payable. Accounts payable include general accounts payable and gift certificates from the Bookstore. Accrued wages payable is salaries payables and accrued vacation payable. At 3-31-2008, accrued wages payable was \$906,453.00. Accrued wages payable is high because we are accruing the summer payrolls for faculty during fiscal the year. Deferred revenue is revenue that has not been booked into a revenue account, normally this is tuition and fees that we receive for upcoming semesters, currently the

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\$228,315.00 are the funds we received from the Title V Coop grant. Accrued Liabilities include all of the withholding payables for federal income tax, state income tax, ERA, health insurance and other payroll related withholdings. Total accrued liabilities as of March 2008 are \$818,664.00. Again, this is higher than normal, but it is due to the expensing of the faculty summer wages. Other Payables are a combination of gross receipts payable, voluntary withholding payables, agency accounts, and scholarships payable. Agency accounts are funds held for the various clubs and organizations around campus. The total of other payables is \$134,661.00. Total Current Liabilities are \$2,491,440.00 as of March 2008. Long Term Liabilities include the student housing project for \$4,484,589.00.

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$31,920,016.00. Unrestricted net assets has a total as of March 2008 of \$14,173,707.00, with the total net assets of \$46,093,723.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that was presented in the Board reports for March 2008. This report compares the March 2007 current revenues to the March 2008 current revenues. Tuition and Fees increased from March 2007 to March 2008 due to the increase in rates for tuition and fees. State Appropriations have increased in 2008 as compared to 2007 this is due the increase in compensation and recurring funding from the state. Local appropriations are higher in 2008 as compared to last year due to the increase in oil and gas revenue. Sales and service revenue from 2007 to 2008 is down by 5.1 %, there has been a decline in the Bookstore, Housing, and Food service revenue. Other revenues include indirect revenue from grants, GEO revenue, copier, interest, and vending which have increased by 18.5 % over previous year. Most of this increase is from interest revenue. Total operating revenue through March 2008 was \$24,555,968.00 compared to \$21,816,963.00 as of March 2007, which is an increase of 12.6 %.

In comparing the year-to-date operating expenditures as of March 2007 to the year-to-date operating expenditures for March 2008, expenditures have increased by \$1,331,649.00 or 8.6 %. A portion of this increase is actual increases in operating from compensation and operating cost. But the main increase is from expensing the faculty summer salaries during the year in 2008 that was not expenses at this time in 2007. Total expenditures for operating funds as of March 2008 are \$16,840,708.00 compared to \$15,509,059.00 as of March 2007, which is an increase of 8.6 %.

The revenue for Plant funds from March 2007 to March 2008 increased due to state funding for the Workforce Training Center construction project. The year-to-date Plant fund expenditures are higher in 2008 because of the two construction projects for 2008.

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The next report is the comparison of the budget to actual as of March 2008. These numbers are also taken from the March Board reports presented at the April Board meeting. Revenues are strong and are at or over 75% of the budget for all areas. The expenditure comparison of budget to actual is also the same as will be presented in the April Board meeting. Encumbrances and seasonal expenditures account for most of the percentage of expenditures to budget being over 75%. The only area that will be over budget is the Student Aid for tuition waivers. Auxiliary Enterprises is getting credit back on the return of new textbooks, and Internal Services should stay within budget for the yearend. The budget for the Plant fund revenues is the drawdown from the GOB (General Obligation Bond) for the Workforce Training Center construction. Expenditures show the amounts that have been expended and/or encumbered for the capital projects, the large portion of the \$6,882,988.00 is the construction of the Workforce Training Center. The equipment ER&R is allocated in the Plant funds, but it is expended in the departments where the equipment is purchased. We move the budget from ER&R to the department to cover the expenditure for equipment as it is purchased.

We hope this explanation gives you a good understanding of the Fiscal Watch reports that we are asking you to approve.

Respectfully,



Dan Hardin

# NEW MEXICO JUNIOR COLLEGE

## Balance Sheet (Unaudited and Unadjusted) As of 3/31/08

### Assets

#### Current Assets:

Cash and Cash Equivalents	2,728,681
Investments	12,625,000
Accounts Receivable, net	438,462
Inventories	311,152
Prepaid Expenses	561,852

**Total Current Assets** 16,665,147

#### Non-Current Assets

Property, Plant and Equipment, net	32,352,005
Construction in Progress	4,052,600

**Total Non-Current Assets** 36,404,605

**Total Assets** 53,069,752

### Liabilities

#### Current Liabilities

Accounts Payable	403,347
Accrued Wages Payable	906,453
Deferred Revenue	228,315
Accrued Liabilities	818,664
Other Payables	134,661

**Total Current Liabilities** 2,491,440

#### Long Term Liabilities

Notes/Bonds Payable	4,484,589
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**Total Long Term Liabilities** 4,484,589

**Total Liabilities** 6,976,029

#### Net Assets

Invested in Capital Assets, net of Related Debt	31,920,016
Unrestricted	14,173,707

**Total Net Assets** 46,093,723

**NEW MEXICO JUNIOR COLLEGE**  
**Comparison of Operating and Plant Funds**  
**(Unadjusted and Unaudited)**  
**Fiscal Year 2006-2007 and 2007-2008**

Operating Funds	Actuals as of 3/31/2007	Actuals as of 3/31/2008	Percentage Increase (Decrease)
<b>REVENUES</b>			
Tuition & Fees	2,558,870	3,177,408	24.2%
State Appropriations	6,925,564	7,847,126	13.3%
Local Appropriations	9,602,388	10,786,413	12.3%
Sales & Service	2,076,132	1,970,322	-5.1%
Other	654,009	774,699	18.5%
<b>Total Revenues</b>	<b>21,816,963</b>	<b>24,555,968</b>	<b>12.6%</b>

<b>EXPENDITURES</b>			
Instruction & General	12,072,861	13,126,749	8.7%
Student Social & Cultural	163,855	155,145	-5.3%
Internal Services	373,645	545,634	46.0%
Student Aid	439,945	602,497	36.9%
Auxiliary Enterprises	1,712,038	1,626,194	-5.0%
Intercollegiate Athletics	746,715	784,489	5.1%
<b>Total Expenditures</b>	<b>15,509,059</b>	<b>16,840,708</b>	<b>8.6%</b>
<b>Increase (decrease) in Fund Balances</b>	<b>6,307,904</b>	<b>7,715,260</b>	

Plant Funds

<b>REVENUES</b>			
Interest Income			
State Funds	856,493	1,576,099	84.0%
Other	-	-	100.0%
<b>Total Revenue</b>	<b>856,493</b>	<b>1,576,099</b>	<b>84.0%</b>

<b>EXPENDITURES</b>			
Capital Projects	6,882,988	12,096,009	75.7%
Building R&R	-	-	
Equipment R&R	-	-	
Auxiliary R&R	-	-	
<b>Total Expenditures</b>	<b>6,882,988</b>	<b>12,096,009</b>	<b>75.7%</b>

Increase (Decrease) in Fund Balances	-6,026,495	-10,519,910	
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**NEW MEXICO JUNIOR COLLEGE**  
**Summary of Operating and Plant Funds**  
**(Unadjusted and Unaudited)**  
**Fiscal Year 2007 - 2008**

**March 31 2008**

Operating Funds	FY 2007-2008 Original Budget	FY 2007-2008 Actual as of 3-31-08	Percentage of Budget Earned or Expended
<b>REVENUES</b>			
Tuition & Fees	3,132,649	3,177,408	101.43%
State Appropriations	7,990,100	7,847,126	98.21%
Local Appropriations	8,000,000	10,786,413	134.83%
Sales & Service	2,240,048	1,970,322	87.96%
Other	703,200	774,699	110.17%
<b>Total Revenues</b>	<b>22,065,997</b>	<b>24,555,968</b>	<b>111.28%</b>

<b>EXPENDITURES</b>			
Instruction & General	17,545,587	13,126,749	74.82%
Student Social & Cultural	198,537	155,145	78.14%
Internal Services	554,239	545,634	98.45%
Student Aid	463,678	602,497	129.94%
Auxiliary Enterprises	1,630,359	1,626,194	99.74%
Intercollegiate Athletics	923,555	784,489	84.94%
<b>Total Expenditures</b>	<b>21,315,955</b>	<b>16,840,708</b>	<b>79.01%</b>
<b>Increase (decrease) in Fund Balances</b>	<b>750,042</b>	<b>7,715,260</b>	

**Plant Funds**

<b>REVENUES</b>			
Interest Income	0	0	0.00%
State Funds	2,698,480	1,576,099	58.41%
Other	0	-	0.00%
<b>Total Revenue</b>	<b>2,698,480</b>	<b>1,576,099</b>	<b>58.41%</b>

<b>EXPENDITURES</b>			
Capital Projects	17,889,687	12,068,442	67.46%
Building R&R	1,058,614	-	0.00%
Equipment R&R	226,359	0	0.00%
Auxiliary R&R	14,042	-	0.00%
Private Funds	465,801	27,567	5.92%
<b>Total Expenditures</b>	<b>19,654,503</b>	<b>12,096,009</b>	<b>61.54%</b>

<b>Increase (Decrease) in Fund Balances</b>	<b>-16,956,023</b>	<b>-10,519,910</b>
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Steve

To: Dr John Gratton

From: Homer Youngblood Faculty President

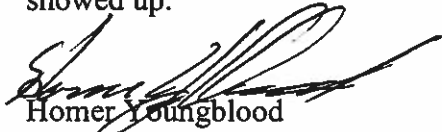
Subject: Change in Holiday schedule

The Faculty Senate would like to propose a change in the holiday schedule. The Wednesday before Thanksgiving are typically released early. Attendance on the Wednesday before Thanksgiving is low across campus, with many student leaving early. The Faculty Senate would like to propose Wednesday be listed as part of the Thanksgiving Holiday.

Many schools are now out for Thanksgiving starting on Wednesday. The following schools take Wednesday (all day) as a holiday: Hobbs, Denver City, Tatum, Lovington, Eunice, & Jal. Seminole has early dismissal (2:00 pm).

In the Math & Sciences division, this past Wednesday before Thanksgiving (2007), there were 316 students show up for classes out of 794 total enrolled, which is 40%.

This does not include and figures for ITV. All of the offsite ITV students were off for holiday, which indicate that it was pointless to conduct these classes for the few NMJC students that showed up.



Homer Youngblood  
Faculty Senate President 2007-2008



**Date:** April 22, 2008  
**To:** Dr. Steve McCleery  
**From:** Jennifer Jordon, ~~Chair~~ of Employee Benefits & Welfare Committee  
**Subject:** Recommendation from Committee

At the April 9, 2008, meeting of the Employee Benefits & Welfare Committee, discussion continued and a vote was conducted regarding NMJC's campus being closed on the Wednesday before Thanksgiving.

After much discussion against the concept, a motion was made and seconded for NMJC's campus to be closed on Wednesday before Thanksgiving. The motion carried with seven voting for the motion and four voting against.

Therefore, it is the recommendation of the Employee Benefits & Welfare Committee that NMJC's campus be closed on the Wednesday before Thanksgiving (essentially extending the Thanksgiving break from Wednesday through Friday).



# NEW MEXICO JUNIOR COLLEGE

Vice President for Instruction

**TO:** New Mexico Junior College Board of Trustees

**FROM:** Dr. Steve McCleery, Mr. Dan Hardin, and Dr. John Gratton  
*SM* *DH* *ABJ*

**SUBJECT:** Proposed change in overload and adjunct pay schedule

**DATE:** May 1, 2008

At the April Board meeting, the NMJC Board of Trustees voted to supplement the budget allocated for overload salaries by \$100,000 bringing the total budgeted amount to \$140,000. President McCleery and Vice Presidents Hardin and Gratton have analyzed the college's current expenditures for overloads and adjuncts and carefully studied how to make the greatest impact on overload/adjunct salaries using the \$140,000 allocated amount.

Based upon current salary expenditures and anticipated numbers of overloads and adjunct salaries, it is our recommendation that the college adjusts its overload and adjunct pay schedule and increase the allocated amount by \$200 per class taught. The following table indicates the proposed change in the credit hour rate and the resulting change in payments for a three credit hour class:

<b>Part-Time and Overloads</b>	<b>Per Credit Hour Current</b>	<b>3 Credit Hour Course Current</b>	<b>Proposed Per Credit Hour</b>	<b>Proposed 3 Credit Hour Course</b>
<b>Associate's or Below</b>	\$350	\$1,050	<b>\$416.67</b>	<b>\$1,250</b>
<b>Bachelor's Degree</b>	\$400	\$1,200	<b>\$466.67</b>	<b>\$1,400</b>
<b>Master's Degree</b>	\$475	\$1,425	<b>\$541.67</b>	<b>\$1,625</b>
<b>Doctorate Degree</b>	\$500	\$1,500	<b>\$566.67</b>	<b>\$1,700</b>
<b>Summer (Full-Time Only)</b>	\$583.34	\$1,750	<b>\$650.00</b>	<b>\$1,950</b>

Faculty Salary Summary  
Fiscal year 2007/2008

4 23 2008

Total

2007/2008

#	Last Name	First Name	Job Title	Orgn	Base Salary	Overloads	Faculty Equalization	Summer Sessions	Stipend	Continuing Education	Grant Salary	Nursing Comp/Alloc	Salary
1	Baldwin	John	Prof PE MA	2821	52,092.00	4,631.25	1,425.00	14,475.00					72,623.25
2	Becker	Jeffery	Prof of PE/Asst Wm's Trk Coach	2821	39,027.00	1,425.00			2,500.00				42,952.00
3	Berner	Victor	Prof of Chem/Astronomy PhD	2832	64,105.00	1,500.00	1,500.00	21,000.00					88,105.00
4	Black	James	Prof PE/Head Golf Coach MA	2821	49,938.00				3,500.00				53,438.00
5	Black	Patricia	Professor Office Tech BA	2601	42,767.00	640.00							43,407.00
6	Blackwill	John	Prof PE/Hd Women's Track MA	2821	38,680.00	1,425.00			3,500.00				43,605.00
7	Bushway	Marlena	Prof Nursing BA	2542	33,889.00	4,000.00	3,200.00	5,250.00				1,150.00	47,489.00
8	Castle	Cecil	Prof Nursing AA	2543	35,890.00	3,400.00	2,800.00	8,516.00				1,150.00	51,756.00
9	Cavitt	Tami	Prof Spanish/ESL MA+36	2181	53,903.00	7,481.25		7,375.00					68,759.25
10	Chance	Cheryl	Prof of Nursing-Grant	2544	37,058.00	3,000.00	2,800.00	5,250.00				1,150.00	49,258.00
11	Connell	Linda	Prof English MA+36	2121	55,960.00	2,850.00							58,810.00
12	Cook	Darryl	Prof Com Intro Systems BA	2642	41,782.00	3,200.00	1,600.00	6,416.00					52,998.00
13	Dunn	Toni	Prof Bus/Off Technology MA	2601	44,981.00	2,850.00		1,167.00					48,998.00
14	Emmerich	Patricia	Prof Govt/History PhD	2851	56,713.00	10,495.00		5,250.00					72,458.00
15	Garcia	Jose	Prof Sociology MA	2853	49,340.00	5,055.00		7,000.00					61,395.00
16	Gilcrease	Samuel	Prof Auto Tech-GM-ASEP	2583	41,782.00	2,600.00		2,333.00	1,400.00				48,115.00
17	Goad	Katherine	Prof Biology EdD	2831	59,976.00	6,000.00	3,000.00	3,500.00					72,476.00
18	Gray	Ronnie	Prof Music BA	2222	42,254.00								42,254.00
19	Guthrie	Robert	Prof Accounting MA+12	2601	52,794.00	10,925.00							63,719.00
20	Hall	Cory	Prof PE/Asst Mens Baseball MA	2821	40,741.00				3,500.00				44,241.00
21	Halladay	Terry	Prof Auto Tech MA	2581	48,332.00								48,332.00
22	Helms	Neida	Prof PE/Hd Cheerleading MA	2821	51,720.00	7,882.02	1,425.00						61,027.02
23	Henderson	Michael	Prof CIS/CAD/AVHS	2641	38,138.00	5,200.00			1,400.00			1,150.00	43,338.00
24	Hening	Jill	Prof ACT ACD/Hlh, OCC, AH AA	2561	37,354.00	150.00							40,054.00
25	Holloman	Terry	Prof Read/Write Tran Stud BA	2103	36,552.00	2,850.00							39,402.00
26	Howell	Christopher	Prof Bus/Office Tech MA+12	2601	42,450.00	5,700.00		4,375.00					52,525.00
27	Hulsey	Dallas	Prof English EdD	2121	48,693.00	5,200.00		5,250.00					59,143.00
28	Jackson	Miesha	Prof Barbering/Cosme AA	2651	32,597.00		10,500.00	4,959.63					48,056.63
29	Journigan	Walker	Prof Psychology PhD	2852	53,775.00	3,325.00							57,100.00
30	Keranan	Joel	Prof Physics/Math MA+24	2835	46,117.00	1,425.00	1,425.00						51,617.00
31	Lewis	Patsy	Prof Tran Studies: Writing BA	2103	38,037.00	2,850.00					2,650.00		40,887.00
32	Lloyd	Richard	Prof PE/Athletic Trainer EdD	2821	57,649.00	4,500.00		729.15					62,878.15
33	Luckett	Sandra	Prof Art MA+24	2322	40,199.00								40,199.00
34	McCovey	Shelby	Prof Cosmetology AA	2561	35,387.00		4,900.00		1,400.00				41,687.00
35	McCreesh	Maria	Prof Cosmetology BA	2651	32,720.00		4,900.00						37,620.00
36	McGill	Shyla	Prof Mathematics MA+12	2811	47,405.00	3,050.00		3,500.00					53,955.00
37	Madinic	Peter	Prof English MA+24	2121	53,302.00			3,500.00					56,802.00

#	Last Name	First Name	Job Title	Orign	Base Salary	Overloads	Faculty Equalization	Summer Sessions	Stipend	Continuing Education	Grant Salary	Nursing Comp/Alloc	2007/2008 Salary
38	Morris	Richard	Prof of PE/Asst Rodeo Coach	2821	71,369.00		3,800.00						71,369.00
39	Murphy	Shelly	Prof Nursing MA	2542	43,301.00						3,650.00	1,150.00	51,901.00
40	Nalera	Enrique	Prof of High School Auto BA	2561	33,458.00								33,458.00
41	Neu	Roene	Prof Geology MA+36	2833	47,035.00	5,700.00	1,425.00						54,160.00
42	Newman	Lynda	Prof Reading/Education MA	2161	45,553.00	3,800.00							49,353.00
43	Nymeyer	Earl	Prof of Welding MA+30	2661	46,829.00	1,425.00	3,800.00	11,043.75			4,275.00	1,150.00	67,372.75
44	Pearson	Adam	Prof Nursing AA	2542	38,218.00		3,200.00	5,836.00			4,000.00	1,150.00	52,404.00
45	Pierce	Brenda	ProfAnat/Physio/Mbio PhD	2834	61,011.00								61,011.00
46	Porter	Robin	Prof Cosmetology AA	2561	33,362.00								33,362.00
47	Read	Shawna	Prof Nursing BA	2542	36,333.00		3,200.00		1,400.00		4,500.00	1,150.00	46,583.00
48	Rice	John	Prof Speech Theatre MA+45	2221	52,444.00	4,275.00							58,469.00
49	Richardson	Sonya	Prof English MA	2121	46,936.00								52,186.00
50	Rolan-Hill	Erin	Prof Cosmetology AA	2561	33,362.00			4,374.00					37,736.00
51	Sadeghmohaddam	Gholamreza	Prof Welding MA+45	2561	55,477.00		5,700.00		3,500.00				61,177.00
52	Sanders	Drew	Prof PE/Hd Wm's Basket Coe MA	2821	46,880.00								50,380.00
53	Schmitz	Charlotte	Prof Mathematics MA	2811	42,849.00	3,800.00		5,833.34					52,482.34
54	Shook	Anglia	Prof Comp Info Systems BA	2642	41,377.00	3,200.00	1,600.00	4,666.66	2,500.00				50,843.66
55	Simpson	Joshua	Prof PE/Asst Baseball BA	2821	32,237.00								34,737.00
56	Smedley	Candida	Prof Nursing AA	2542	33,436.00						1,500.00		34,936.00
57	Steinhaus	Richard	Prof Psych/Socio MA	2852	44,348.00	4,156.25		5,250.00					53,754.25
58	Stine	Misty	Prof Nursing MA	2542	39,693.00		3,800.00				4,400.00	1,150.00	49,043.00
59	Thompson	Delores	Prof Nursing MA+12	2542	46,901.00	4,475.00	3,800.00	5,836.00	1,400.00		4,225.00	1,150.00	67,787.00
60	Townsend	Stephen	Prof Govt/History PhD	2851	56,099.00	3,525.00		1,750.00					61,374.00
61	Vick	Marfa	Prof/Coord Cosmetology BA	2651	43,360.00	3,200.00	5,600.00						52,160.00
62	Voight	James	Prof PE/Head Men's Basketball	2821	50,008.00				3,500.00				53,508.00
63	Waters	Susan	Prof English MA+12	2121	41,730.00	1,425.00							43,155.00
64	Webb	Kimberly	Prof Nursing MS	2542	42,547.00	1,425.00	3,800.00	5,836.00	1,400.00		7,200.00		62,208.00
65	Whicker	Timothy	Prof Auto Tech/Ford PhD	2582	58,518.00	13,500.00		4,666.00	3,600.00				80,284.00
66	Wong	Ruth	Prof of Education/TS Reading	2103	42,320.00								42,320.00
67	Wong	Yau-Sun	Professor Music PHD/EDD	2222	45,019.00	9,685.00							63,704.00
68	Youngblood	Homer	Prof EMT-B/A-VHS BA	2561	42,552.00	5,250.00		5,016.00					52,818.00
69	Youngblood	Patricia	Prof Mathematics MA	2811	45,586.00	2,058.34		5,250.00					52,894.34
					3,123,247.00	184,509.11	79,200.00	182,203.53	34,500.00	2,650.00	33,750.00	10,350.00	3,650,409.64

# NEW MEXICO OVERLOAD AND PART-TIME SALARIES

## Independent Community Colleges

### Central New Mexico Community College - Overloads

Arts & Sciences	Per Credit Hour	3 Credit Hour Course	4 Credit Hour Course
BA or Below	\$550	\$1,650	\$2,200
Master's	\$600	\$1,800	\$2,400
Doctorate	\$650	\$1,950	\$2,600
Trades and Occupations	\$30 per contact and office hour	\$1,920	\$2,880

### Central New Mexico – Part-Time

	Per Contact Hour and Office Hour	3 Credit Hour Course	4 Credit Hour Course
BA or Below Entry Level	\$34.45	\$2,204.80	\$3,858.40
Master's Entry Level	\$38.12	\$2,439.68	\$4,269.44
Doctorate Entry Level	\$41.69	\$2,668.16	\$4,669.28
BA or Below Step A	\$36.89	\$2,360.96	\$4,131.68
Master's Step A	\$40.83	\$2,613.12	\$4,572.96
Doctorate Step A	\$44.64	\$2,856.96	\$4,999.68
BA or Below Step B	\$38.55	\$2,467.20	\$4,317.60
Master's Step B	\$42.64	\$2,728.96	\$4,775.68
Doctorate Step B	\$46.65	\$2,985.60	\$5,224.80

### Clovis Community College

Overloads and Part-Time	Per Credit Hour	3 Credit Hour Course	4 Credit Hour Course
Associate's Degree	\$570	\$1,710	\$2,280
Bachelor's Degree	\$570	\$1,710	\$2,280
Master's Degree	\$570	\$1,710	\$2,280
Doctorate Degree	\$570	\$1,710	\$2,280

### Luna Community College

<b>Overloads and Part-Time</b>	<b>Per Credit Hour</b>	<b>3 Credit Hour Course</b>	<b>4 Credit Hour Course</b>
<b>All Degrees Tier I</b>	\$550	\$1,650	\$2,200
<b>All Degrees Tier II</b>	\$650	\$1,950	\$2,600

Faculty members move to Tier II after three years of satisfactory employment at Luna Community College.

### Mesalands Community College

<b>Overloads and Part-Time</b>	<b>Per Credit Hour</b>	<b>3 Credit Hour Class</b>	<b>4 Credit Hour Class</b>
<b>Associate's Degree</b>	\$450	\$1,350	\$1,800
<b>Bachelor's Degree</b>	\$500	\$1,500	\$2,000
<b>Master's Degree</b>	\$550	\$1,650	\$2,200
<b>Doctorate Degree</b>	\$600	\$1,800	\$2,400

### New Mexico Junior College

<b>Overloads and Part-Time</b>	<b>Per Credit Hour</b>	<b>3 Credit Hour Course</b>	<b>4 Credit Hour Course</b>
<b>Associate's Degree</b>	\$350	\$1,050	\$1,400
<b>Bachelor's Degree</b>	\$400	\$1,200	\$1,600
<b>Master's Degree</b>	\$475	\$1,425	\$1,900
<b>Doctorate Degree</b>	\$500	\$1,500	\$2,000
<b>Summer (Full-time Only)</b>	\$583.33	\$1,750	\$2,333.33

### Northern New Mexico Community College

<b>Overloads and Part-Time</b>	<b>Per Credit Hour Theory/Lab</b>	<b>3 Credit Hour Course</b>	<b>4 Credit Hour Course</b>
<b>BA or Below</b>	\$603.17/\$904.75	\$1,809.51	\$2,714.26
<b>Master's Degree</b>	\$646.42/\$969.63	\$1,939.26	\$2,908.89
<b>Doctorate Degree</b>	\$690.00/\$1,035.00	\$2,070.00	\$3,105.00
<b>Overloads and Part-time Nursing</b>			
	\$603.17/\$1,669.20	\$1,809.51	\$3,478.71
	\$646.42/\$1,786.96	\$1,939.26	\$3,726.22
	\$690.00/\$1,909.58	\$2,070.00	\$3,979.58

**San Juan Community College**

<b>Overloads and Part-Time</b>	<b>Per Credit Hour</b>	<b>3 Credit Hour Class</b>	<b>4 Credit Hour Class</b>
<b>Adjunct Faculty</b>	\$622	\$1,866	\$2,488
<b>Full-Time Faculty</b>	\$777	\$2,331	\$3,108

**Santa Fe Community College**

<b>Overloads and Part-Time</b>	<b>Per Credit Hour</b>	<b>3 Credit Hour Course</b>	<b>4 Credit Hour Course</b>
<b>BA or Below Level I</b>	\$638	\$1,914	\$3,349.50
<b>Master's Level I</b>	\$648	\$1,944	\$3,402.00
<b>Master's +45 Level I</b>	\$657	\$1,971	\$3,449.25
<b>Doctorate Level I</b>	\$668	\$2,004	\$3,507.00
<b>BA or Below Level II</b>	\$676	\$2,028	\$3,549.00
<b>Master's Level II</b>	\$686	\$2,058	\$3,601.50
<b>Master's +45 Level II</b>	\$696	\$2,088	\$3,654.00
<b>Doctorate Level II</b>	\$708	\$2,124	\$3,717.00
<b>BA or Below Level III</b>	\$717	\$2,151	\$3,764.25
<b>Master's Level III</b>	\$728	\$2,184	\$3,822.00
<b>Master's +45 Level III</b>	\$738	\$2,214	\$3,874.50
<b>Doctorate Level III</b>	\$750	\$2,250	\$3,937.50
<b>BA or Below Level IV</b>	\$759	\$2,277	\$3,984.75
<b>Master's Level IV</b>	\$770	\$2,310	\$4,042.50
<b>Master's +45 Level IV</b>	\$783	\$2,349	\$4,110.75
<b>Doctorate Level IV</b>	\$794	\$2,382	\$4,168.50

**Branch Community Colleges**

**Eastern New Mexico - Roswell**

<b>Overloads and Part-Time</b>	<b>Per Credit Hour</b>	<b>3 Credit Hour Course</b>	<b>4 Credit Hour Course</b>
<b>Bachelor's Degree</b>	\$620	\$1,860	\$2,480
<b>Master's Degree</b>	\$620	\$1,860	\$2,480
<b>Doctorate Degree</b>	\$620	\$1,860	\$2,480

**New Mexico State University - Carlsbad**

<b>Part -Time</b>	<b>Per Credit Hour</b>	<b>3 Credit Hour Course</b>	<b>4 Credit Hour Course</b>
<b>All Degrees Tier I</b>	\$500	\$1,500	\$2,000
<b>All Degrees Tier II</b>	\$550	\$1,650	\$2,200
<b>All Degrees Tier III</b>	\$600	\$1,800	\$2,400
<b>Overloads</b>			
<b>All Degrees Tier I</b>	\$600	\$1,800	\$2,400
<b>All Degrees Tier II</b>	\$627	\$1,881	\$2,508
<b>All Degrees Tier III</b>	\$707	\$2,121	\$2,828
<b>All Degrees Tier IV</b>	\$788	\$2,364	\$3,152

Tier placement is calculated on length of tenure for part-time salaries and on instructor, assistant professor, associate professor, or full professor for overloads.

**University of New Mexico – Gallup**

<b>Part-Time</b>	<b>Per Credit Hour</b>	<b>3 Credit Hour Course</b>	<b>4 Credit Hour Course</b>
<b>Bachelor's Degree</b>	\$661	\$1,983	\$2,644
<b>Master's Degree</b>	\$694	\$2,082	\$2,776
<b>Doctorate Degree</b>	\$765	\$2,295	\$3,060
<b>Overloads</b>			
<b>Bachelor's Degree</b>	\$694	\$2,082	\$2,776
<b>Master's Degree</b>	\$730	\$2,190	\$2,920
<b>Doctorate Degree</b>	\$792	\$2,376	\$3,168



**University of New Mexico – Taos**

<b>Part-Time (No Overloads)</b>	<b>Per Credit Hour</b>	<b>3 Credit Hour Course</b>	<b>4 Credit Hour Course</b>
<b>Bachelor's Degree</b>	\$630	\$1,890	\$2,520
<b>Master's Degree</b>	\$680	\$2,040	\$2,720
<b>Doctorate Degree</b>	\$730	\$2,190	\$2,920

**University of New Mexico – Valencia**

<b>Overloads and Part-Time</b>	<b>Per Credit Hour</b>	<b>3 Credit Hour Course</b>	<b>4 Credit Hour Course</b>
<b>Bachelor's Degree</b>	\$650	\$1,950	\$2,600
<b>Master's Degree</b>	\$700	\$2,100	\$2,800
<b>Doctorate Degree</b>	\$750	\$2,250	\$3,000

**Ranking of Colleges using Master's Degree/3 hour class**

**Overloads**

1. **San Juan College - \$2,331**
2. **Santa Fe Community College - \$2,184**
3. **UNM – Gallup - \$2,190**
4. **UNM – Valencia - \$2,100**
5. **Northern New Mexico - \$1,939.26**
6. **Eastern New Mexico Branch Campuses - \$1,860**
7. **Central New Mexico - \$1,800**
8. **NMSU – Carlsbad - \$1,881**
9. **Clovis - \$1,710**
10. **Mesalands - \$1,650**
11. **Luna - \$1,650**
12. **New Mexico Junior College - \$1,425**

**Part-Time**

1. **Central New Mexico - \$2,613.12**
2. **Santa Fe Community College - \$2,184**
3. **UNM – Valencia - \$2,100**
4. **UNM – Gallup - \$2,082**
5. **UNM – Taos - \$2,040**
6. **Northern New Mexico - \$1,939.26**

7. **San Juan College - \$1,866**
8. **Eastern New Mexico Branch Campuses - \$1,860**
9. **Clovis - \$1,710**
10. **NMSU – Carlsbad - \$1,650**
11. **Mesalands - \$1,650**
12. **Luna - \$1,650**
13. **New Mexico Junior College - \$1,425**

**Summer**

1. **Central New Mexico - \$2,613.12**
2. **Santa Fe - \$ 2,184**
3. **UNM – Valencia - \$2,100**
4. **UNM - Gallup - \$2,082**
5. **UNM – Taos - \$2,040**
6. **Northern New Mexico - \$1,939.26**
7. **Eastern New Mexico Branch Campuses - \$1,860**
8. **San Juan College - \$1,866**
9. **New Mexico Junior College - \$1,750**
10. **Clovis - \$1,710**
11. **NMSU – Carlsbad - \$1,650**
12. **Mesalands - \$1,650**
13. **Luna - \$1,650**



NEW MEXICO  
Junior College

Allied Health

May 8, 2008

New Mexico Junior College  
Hobbs, New Mexico 88240

New Mexico Junior College Administration and Board:

Thank you for allowing the Faculty Senate to make a recommendation regarding the distribution of funds recently allotted by the Board to augment overload and summer pay. The Faculty Senate met and approved the following request: **We are asking the Administration and Board to distribute 60% of the allotted funds to increase the overload and summer pay of full time faculty and use 40% of the allotted funds to increase the pay for adjunct faculty.**

After considerable discussion in the Faculty Senate meeting, the group agreed that full time faculty have a vested interest in the college. This is not an "extra" job for faculty; it is our livelihood. When we teach an overload or summer class, our duties remain the same. Many serve on committees which meet in the summer. Many continue to advise students and perform regular assignments which extend beyond teaching. We believe that we should be rewarded for our education, experience, and loyalty to the college. The Faculty Senate believes that full time professors should be compensation through a "reasonable incentive" for offering their expertise for overload and summer classes. We believe that because we teach the classes in the regular semester, we can offer instruction that maintains the integrity of the curriculum.

Again, we thank you for the opportunity to respectfully submit this request.

Sincerely,

NMJC Faculty Senate  
Homer Youngblood, President

New Mexico Junior College  
Faculty Senate Recommendation  
May 2008

Original Monies Allocated	\$ 40,000.00
Additional Monies	<u>\$ 100,000.00</u>
Total Monies	<u><u>\$ 140,000.00</u></u>

Total Monies	\$ 140,000.00
Less: Taxes	x 20%
Allocated for Taxes	<u>\$ 28,000.00</u>
Distributable Funds	<u><u>\$ 112,000.00</u></u>

Allocation Based on a  
60-40 Allocation

Full Time Faculty 60%	<u>\$ 67,200.00</u>
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Part Time Faculty 40%	<u>\$ 44,800.00</u>
-----------------------	---------------------

Full Time Allocation	<u>\$ 67,200.00</u>	Per Hour Increase	<u>\$ 321.53</u>	60%
Overloads classes	209			

Part Time Allocation	<u>\$ 44,800.00</u>	Per Hour Increase	<u>\$ 120.43</u>	40%
Overloads classes	372			

New Mexico Junior College

**Full time**

Current Overloads and Part-Time	Per Credit Hour	Current 3 Credit Hour Course	Proposed Add On	Adjusted 3 Credit Hour Course
Associate's Degree	\$ 350.00	\$ 1,050.00	\$ 321.53	\$ 1,371.53
Bachelor's Degree	\$ 400.00	\$ 1,200.00	\$ 321.53	\$ 1,521.53
Master's Degree	\$ 475.00	\$ 1,425.00	\$ 321.53	\$ 1,746.53
Doctorate Degree	\$ 500.00	\$ 1,500.00	\$ 321.53	\$ 1,821.53
Summer(Full-time)	\$ 583.33	\$ 1,750.00	\$ 321.53	\$ 2,071.53

New Mexico Junior College

**Part Time**

Current Overloads and Part-Time	Per Credit Hour	Current 3 Credit Hour Course	Proposed Add On	Adjusted 3 Credit Hour Course
Associate's Degree	\$ 350.00	\$ 1,050.00	\$ 120.43	\$ 1,170.43
Bachelor's Degree	\$ 400.00	\$ 1,200.00	\$ 120.43	\$ 1,320.43
Master's Degree	\$ 475.00	\$ 1,425.00	\$ 120.43	\$ 1,545.43
Doctorate Degree	\$ 500.00	\$ 1,500.00	\$ 120.43	\$ 1,620.43
Summer(Part-time)	\$ 583.33	\$ 1,750.00	\$ 120.43	\$ 1,870.43

We would appreciate your consideration to increase the Full Time and Part Time Faculty Overloads and Summer Pay by the amounts listed above

## MEMO

**DATE:** May 9, 2008  
**TO:** New Mexico Junior College Board Members  
**FROM:** Joshua Morgan  
**SUBJECT:** Invitation to Bid #1014 – WHM Site Improvements

Legal notices were posted on May 4 and May 6, 2008 in four newspapers requesting sealed bids for the Western Heritage Museum Site Improvements. The bid opening is set for May 14.

Project consists of site work at the existing Western Heritage Museum. Site work shall consist of new asphalt paved parking lot with concrete curbing as shown in the drawings and specifications.

Bid packets will be received and opened on May 14 at 2:00 PM. Bids will be reviewed according to state procurement and the low, responsible bidder will be presented at the board meeting on May 15.

The source of funding will be the FY 2007/2008 Western Heritage Museum – Maddox with a budget of \$434,416.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #1014

Western Heritage Museum Site Improvements

BOARD DOCUMENTS

Date: May 15, 2008  
Prepared by: Joshua Morgan  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 4 & 6, a legal notice was sent to the following newspapers requesting sealed bids for the Western Heritage Museum Site Improvements with site work consisting of a new asphalt paved parking lot with concrete curbing :

Hobbs News Sun  
Las Cruces Sun News  
Albuquerque Journal  
Albuquerque Tribune

2. Three vendors submitted bid packages in response to our Invitation.
3. Three bidders were present at the bid opening.
4. The Business Office has evaluated the bids received and their recommendation is shown on Page 3. Dekker, Perich & Sabatini's ("Architect") recommendation letter is shown on Page 4.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The bidders responding to Invitation to Bid #1014 were: Armstrong Construction Company Inc., Roswell, NM, Constructors, Inc., Carlsbad, NM, and Ramirez & Sons, Inc., Hobbs, NM.

The Administration recommends acceptance of the bid submitted by Armstrong Construction Company Inc. for an amount of \$374,640.00 exclusive of gross receipts tax. The tabulation results are detailed on Page 4A.

Source of Funding: FY 2007/2008 – Western Heritage Museum - Maddox  
Account #: 92509-4002-76012-912  
Budget: \$ 434,416.00  
Amount: \$ 374,640.00



May 15, 2008

Dr. Steve McCleery  
President  
New Mexico Junior College  
One Thunderbird Circle  
Hobbs, New Mexico 88240

Re: Western Heritage Parking Improvements  
Bids received May 14, 2008

Dr. McCleery:

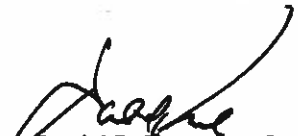
We have reviewed the apparent low bid submitted by Armstrong Construction of Roswell New Mexico for the above referenced project noting the following:

1. The bid is within \$2,500 of our Statement of Probable Construction Costs, and appears to be within the Maximum Allowable Construction Costs.
2. The bid was submitted by a Contractor that is properly licensed and bonded in the State of New Mexico.
3. The bid form did not contain any major irregularities that would deem this an unresponsive bid.

The bid from Armstrong Construction did not acknowledge receipt of addendum number one, although they have confirmed that they will submit a letter confirming that this addendum will be a part of the Contract Documents. Joshua Morgan has confirmed with State Procurement that this is a waivable bid irregularity. Once this letter is received, we find no reason not to recommend Armstrong Construction for award of this contract.

Very truly yours,

**Dekker/Perich/Sabatini Ltd.**

  
Daniel P. Kemme, AIA  
Principal



NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #98

Professional Legal Services

BOARD DOCUMENTS

Date: May 15, 2008  
Prepared by: Joshua Morgan  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On April 14, 2008, a legal notice was sent to the following newspapers requesting sealed proposals for professional legal services:
  - 1) Hobbs Daily News Sun
  - 2) Lovington Leader
2. Three proposals were submitted in compliance with the opening date and time.
3. No bidders were present at the opening.
4. The Business Office Evaluation Committee has evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE  
Evaluation and Recommendations  
Board Documents

The law firms responding to the RFP were:

Heidel, Samberson, Newell, Cox & McMahon, Lovington, NM  
Maddox, Holloman & Kirksey, P.C., Hobbs, NM  
Reagan & Sanchez, P.A., Hobbs, NM

The proposals were evaluated by an evaluation committee, comprised of Dr. Steve McCleery, President, Dan Hardin, Vice President of Finance, Bill Morrill, Assistant to the President for Internal and External Affairs, and Joshua Morgan, Coordinator of Purchasing. See Page 4 for the Evaluation Criteria Summary.

The Administration recommends acceptance of the proposal of Maddox, Holloman & Kirksey, P.C. for professional legal services. Professional services will be provided according to the attached rate schedule, plus gross receipts taxes. The term of the contract shall initially be for one (1) year from the date of contract award by the NMJC Board, with an option to extend the contract an additional three (3) years one year at a time, if mutually agreeable with NMJC and the attorney. The contract may be terminated by either party without cause, upon thirty (30) days written notice.

Source of Funding: FY 2007/2008 Legal Consultant  
Account Number: 11000-1025-71251-131  
Budget: \$28,586.39 - Expenditures will be based on actual hours billed

NEW MEXICO JUNIOR COLLEGE  
 Evaluation and Recommendations  
 Board Documents

Company Responding	Avg. Hourly Rate	Points Section I	Points Section II	Points Section III	Points Section IV	Points Section V	Total Points Awarded
Maddox, Holloman & Kirksey, P.C.	\$181.00	100	500	50	100	200	950
Reagan & Sanchez, P.A.	\$220.00	100	500	50	100	165	915
Heidel, Samberson, Newell, Cox & McMahon	\$193.00	100	500	50	90	188	928

Evaluation of Proposal Received:

Section I: General Qualifications	100 Points
Section II: Special Qualifications	500 Points
Section III: Ability to Perform Legal Services for New Mexico Junior College Without Conflict of Interest	100 Points
Section IV: Ability to Meet Specified Office Hours and Location	100 Points
Section V: Hourly Billing Rates	200 Points
<b>TOTAL MAXIMUM EVALUATION POINTS</b>	<b><u>1000 Points</u></b>

NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS

Request for Proposals #98

**Scope**

New Mexico Junior College (NMJC) is seeking to enter into a contract for professional legal services with a practicing attorney, currently licensed and in good standing with the State of New Mexico (hereinafter referred to as the "Attorney"). The scope of services to be provided will include, but not be limited to, providing research, issuance of opinions, preparation and/or review of contracts and other legal documents, and representing the college on multiple legal and personnel issues and in official capacity.

The Attorney shall make NMJC's business a priority and shall dedicate the appropriate amount of time necessary to respond to the President's (or his designee) or NMJC Board's requests for services.

**Term of contract**

The term of this contract shall be for one (1) year from the date of contract award by the NMJC Board, with an option to extend the contract an additional three (3) years one year at a time, if mutually agreeable with NMJC and the successful vendor. The contract will prohibit the Attorney under contract from engaging in litigation against NMJC. This contract may be terminated by either party without cause, upon thirty (30) days written notice.

**Contents of Proposal**

This section contains specifications and relevant information offers should use for the preparation of their proposals.

Offerors should respond as described to each specification. The responses along with the required supporting material will be evaluated and awarded points accordingly.

Include evidence of experience, licensing, and other information as follows:

**A. General Qualifications**

1. Educational background
2. Legal experience, including names, addresses and dates of previous employers and firm associations.
3. Possession of a current license to practice law in the State of New Mexico. The Attorney must be in good standing with the State of New Mexico licensing agency. Proof of licensure and license number must be included with the written proposal.
4. Provide proof of current Professional Liability Insurance coverage in the

minimum amounts of \$500,000 for each claim and \$1,000,000 aggregate. Include a copy of the current renewal certificate or policy declarations page. If selected, the Attorney must be willing to provide New Mexico Junior College a certificate of insurance reflecting the above minimum limits.

**B. Special Qualifications**

1. Provide a detailed resume describing particular expertise and special resources of benefit to New Mexico Junior College. Examples include:
  - a. Special training and/or experience of relevance to New Mexico Junior College, especially in higher education issues.
  - b. Evidence of knowledge and experience in Federal and State statutes relating to laws governing public governmental entities.
  - c. Knowledge of and direct experience in contracts.
  - d. Knowledge of and direct experience in personnel law.
  - e. Knowledge of and direct experience in workers compensation issues.
  - f. Knowledge of and direct experience in litigation.
  - g. Any other areas of relevance to NMJC operations and issues.
2. Continuing Professional Education
  - a. Include a current list of continuing professional education courses completed, with dates, over the last three (3) years.

**C. Conflict of Interest**

1. Identify and describe any areas of possible conflict of interest.

**D. Office Hours / Location**

1. The Attorney must be accessible and available to New Mexico Junior College during normal, regular business hours by maintaining an office within Lea County, New Mexico (open no less than 30 hours per week) during the normal working days of Monday through Friday.



**NEW MEXICO JUNIOR COLLEGE**  
**Personnel Recommendation for Board Consideration**

The following candidate is being recommended for employment as follows: Date 4-10-08

Candidate's name Jerry D. Voight

Position title Assistant Men's Basketball Coach

New position  Existing position Classification  Faculty  Professional  Other \_\_\_\_\_

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

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 \$23,393 - \$29,241 Recommended annual salary \$25,259 Prorated salary  yes  no

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

**Recommended and approved by:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
President

**Selection Committee Members:** James Voight – Professor of PE/Head Men's Basketball Coach

Donald Worth – Director of Athletics

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

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

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

## ABBREVIATED RESUME

### Position

Assistant Men's Basketball Coach

### Education

Meridian High School, Mounds, IL, 1992

Four-year varsity basketball starter, All-Region senior year

Attended Oklahoma Wesleyan College on full athletic basketball scholarship for one year

Enrolled at Ashford University, BA in Organizational Management, July 2008

Will begin Masters of Physical Education, Emporia State, August 2008

### Personal Data

Name: Jerry D. Voight

### Employment History

Economy Tire Outlet, Denton, TX

3/05 to 4/07

Assistant Store Manager

Goodyear, Denton, TX

12/04 to 3/05

Customer Service Representative

Therm-All Insulation, Dallas, TX

10/01 to 11/04

Sales Representative

### Professional Experience

New Mexico Junior College, Hobbs, NM

8/07 to Present

Interim Assistant Men's Basketball Coach

AAU Team Texas, Rockwall, TX

2003 to 2007

Volunteer Head Boy's Basketball Coach

Two national championships; One McDonalds All-American (Willie Warren);

Coached all time leading scorer at Oklahoma (Rotnei Clarke)

AAU Denton Wildcats, Denton, TX

2001 to 2003

Volunteer Head Boy's Basketball Coach

Selwyn School, Denton, TX

1997 to 1999

Volunteer Head Junior High Boys Basketball Coach

Bacone College, Muskogee, OK

1995 to 1996

Student Assistant Men's Basketball Coach

Camelot Christian School, Camelot, IL

1992 to 1994

Two year volunteer Head Boy's Basketball Coach

### Playing Experience

Oklahoma Wesleyan University, Bartlesville, OK

1996 to 1997

North Florida Community College, Madison, FL

1994 to 1995

Shawnee Community College, Ullin, IL

1992 to 1993



# New Mexico Junior College

## Career Opportunities

### Position Announcement • March 2008

**Position Title:** Assistant Men's Basketball Coach

**Position Description:** The position is responsible to the Vice President for Student Services, Director of Athletics and the Head Men's Basketball Coach. Duties and responsibilities include, but are not limited to, the following: (1) Assist the Head Men's Basketball Coach with assignments to include team workouts, team travel, recruiting and scheduling issues with the team; (2) Assist with the supervision, operation and scheduling of activities, and student workers within the Caster Activity Center; (3) Coordinate and serve as Trainer on the DAK STATS as required by the college; (4) Serve on college committees as assigned; (5) Assume other professional responsibilities associated with the position of Assistant Men's Basketball Coach; (6) Participate in a process of continual personal and professional improvement; (7) Actively participate in the institutional goals and objectives designed to support the mission of the college; and (8) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Bachelor's degree in Physical Education or related field preferred. All degrees must be from a regionally accredited institution. Must be strongly committed to excellence in instruction and student focused.

**Salary/Benefits:** The Assistant Men's Basketball Coach position has a salary range of \$23,393 to \$29,241 and is commensurate with education and experience. Standard employee benefits apply.

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

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

**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: (505) 492-2793 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehemandez@nmjc.edu

**APPLICANT LIST**

**Position: Assistant Men's Basketball Coach**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Voight, Jerry D.	Yes	Yes	Start date: Pending Board approval.



## ABBREVIATED RESUME

### Position

Professor of Physical Education/Assistant Women's Basketball Coach

### Personal Data

Name: Benjamin C. Finkbeiner

### Education

(Pending) M.Ed., University of Central Oklahoma, Edmond, OK, 2008

Emphasis in Physical Education

B.S., Oral Roberts University, Tulsa, OK, 2006

### Professional Experience

Deer Creek Public Schools, Edmond, OK

8/06 to Present

Part-time Assistant Basketball Coach

University of Central Oklahoma, Edmond, OK

8/06 to 5/07

Department of Kinesiology Graduate Assistant

Regional Champions

NCAA Division II Elite Eight

Oral Roberts University, Tulsa, OK

8/03 to 5/06

Part-time Director of Basketball Operations

NCAA Division I National Tournament, 2005

Tulsa Runner, Tulsa, OK

5/02 to 8/06

Part-time Store Manager

Wild Birds Unlimited, Oklahoma City, OK

3/07 to 8/07

Part-time Sales Associate

### Awards and Recognition

FCA Regional Athlete of the Year, 2002

Holland Hall Athlete of the Year, 2002

President's Honor Roll, 2007

### Camp Leadership

Deer Creek Basketball Camp, 2006 to present

Oral Roberts University Women's Basketball Camps, 1999-2005

Southwest Missouri State/Missouri State Men's Basketball camps 2002, 2003, 2005

### Collegiate Playing Experience

Northwest Nazarene University, Nampa, ID, Fall 2003 – Spring 2004



# New Mexico Junior College

## Career Opportunities

**Position Announcement • January 2008**

**Position Title:** Professor of Physical Education/Assistant Women's Basketball Coach

**Position Description:** The position is responsible to the Vice President for Instruction, Vice President for Student Services, Dean of Math & Sciences, Director of Athletics and the Head Women's Basketball Coach. Duties and responsibilities include, but are not limited to, the following: (1) Assist Head Women's Basketball Coach with all team functions; (2) teach classes (day and/or evening) in Physical Education; (3) serve on college committees as assigned; (4) serve as a sponsor for student groups as assigned; (5) post and maintain supervisor approved office hours per week; (6) assume other professional responsibilities associated with the position of Professor of Physical Education/Assistant Women's Basketball Coach; (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:** Bachelor's degree in Physical Education or related field required, master's degree, also in Physical Education or related field, preferred. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed. Must maintain a valid driver's license and be able to travel. **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 employee 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 candidates. Position will start Spring Semester 2008. To ensure consideration, all application materials must be received as soon as possible.

**To Apply:** Submit NMJC application form (available at [www.nmjc.edu](http://www.nmjc.edu)), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and phone number to:

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

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**"Equal Opportunity Education and Employment"**

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 492-2790 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: [kmiller@nmjc.edu](mailto:kmiller@nmjc.edu)

## APPLICANT LIST

### **Position: Professor of Physical Education/Assistant Women's Basketball Coach**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Powers, Richard J.	No	No	
Salazar, Nicholas A.	No	No	
Baker, Joshua D.	No	No	Incomplete application materials.
Seeger, Audrey M.	Yes	No	
Hernandez, Martha	No	No	Incomplete application materials.
Joggers, Dustin D.	No	No	
Hamilton, Laura C.	Yes	Yes	Disqualified.
Nichols, Autumn D.	No	No	Incomplete application materials.
Kemper, Richard A.	No	No	Incomplete application materials.
Loftis, Dustin C.	No	No	
Clark, Stephanie J.	Yes	No	
Finkbeiner, Benjamin C.	Yes	Yes	Start date: Pending Board approval.
Thomas, Jill L.	No	No	
Hicks, Marcus A.	No	No	Incomplete application materials.
Underwood, Bryan	No	No	Incomplete application materials.
Hofer, Herb	No	No	Incomplete application materials.
Holloway, Girves A.	No	No	Incomplete application materials.