

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, April 20, 2006

Zia Room - Library

4:00 p.m.

## AGENDA

- |   |                 |
|---|-----------------|
| A. Welcome  | Larry Hanna     |
| B. Adoption of Agenda   | Larry Hanna     |
| C. Approval of Minutes of March 14, 2006  | 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 Lea County Cowboy Hall of Fame Agreements                   | Steve McCleery  |
| 6. Consideration of 2006/2007 Budget  | Steve McCleery  |
| 7. Consideration of Construction of National Championship Baseball Sign         | Steve McCleery  |
| 8. Consideration of Auction List  | Charley Carroll |
| 9. Consideration of Bid #982 – Wall Mounted Air Filtration Units                | Dan Hardin      |
| 10. Personnel Consideration – Coordinator of Purchasing                         | Dan Hardin      |
| 11. Personnel Consideration – Professor of Cosmetology                          | John Gratton    |
| 12. Personnel Consideration – Professor of Business and Economics               | John Gratton    |
| 13. Personnel Consideration – Talent Search School Coordinator                  | Regina Organ    |
| 14. Personnel Consideration – Upward Bound Academic Coordinator                 | Regina Organ    |
| 15. Personnel Consideration – Custodial Supervisor                              | Charley Carroll |
| 16. Personnel Consideration – Associate Director of Institutional Effectiveness | Renee Wharton   |
| 17. Retirement Resolutions  | Steve McCleery  |
| F. Public Comments  | Larry Hanna     |
| G. Announcement of Next Meeting   | Larry Hanna     |
| H. Adjournment  | Larry Hanna     |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

MARCH 14, 2006

### MINUTES

The New Mexico Junior College Board met on Tuesday, March 14, 2006, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present was Mr. John Hice, Jr.

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

Mr. Hanna moved *G. Public Comments* before *E. Closure of Open Meeting* and tabled *F. 6. 7. and 8.* on the agenda. Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the agenda was unanimously adopted with changes.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the minutes of February 14, 2006.

Under *President's Report*, Richard Morris recognized the women's track team and coach. Dan Hardin, Regina Organ, John Gratton, and Robert Bensing made a presentation on Tuition, Fees, and Student Credit Hour Comparison. Jennifer Jordon presented a \$10,000 check from Chesapeake Energy to be used for scholarships.

Mr. Hanna called for comments from the community. There was much discussion concerning the Western Heritage Center & Lea County Cowboy Hall of Fame.

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

Under *New Business*, Dan Hardin presented the February financial reports and with a motion by Mr. Kesner, seconded by Mrs. Worrell, the board unanimously approved the expenditures for February, 2006.

Dr. McCleery presented names for student housing and the new T-Bird Room for board consideration. He recommended the entire housing complex be named Thunderbird Village; the new apartment complex be named John Watson Student Apartments; rename Thunderbird Hall - C. M. Burke Hall; rename Zia Hall - Harold Runnels Hall; and the

new T-Bird Room be named Jack Daniels Conference Room. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the recommendation.

Dr. Gratton recommended Ms. Kelly Holladay for the Dean of Math and Sciences position at an annual salary of \$62,500. Upon a motion by Mrs. Worrell, seconded by Mr. Jones, the board unanimously approved the employment of Ms. Holladay, effective April 1, 2006.

The next regular board meeting was scheduled for April 20, 2006, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mr. Black, the board meeting adjourned at 6:20 pm.

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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: April 12, 2006

RE: Expenditure and Revenue Reports for March 2006

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We have completed nine months or 75% of the fiscal year. The total year-to-date funds expended and/or encumbered through the month of March is \$23,326,968.00.

The total current unrestricted fund expenditures for Instruction & General through March are \$10,893,399.00, which is 71% of the projected budget. The total current unrestricted fund expenditures through March of 2006 are \$13,931,183.00. At the beginning of the fiscal year an interface was created to move budget from Institutional Support to each department to cover the fringe benefit expenses. This process stopped working in January as we brought payroll on to the Banner system. So the percentage of budget to expense in areas such as Academic Support, Student Services, and Operation & Maintenance appear to higher than normal. We are working on correcting this process and will be moving the expended budget from Institutional Support to the correct departments. Student Aid is not effected by the budget transfer and is over budget due to the amount of tuition waivers for the ACT academy. The overall percentage of expenditures for current unrestricted funds through March is 72%.

Restricted Funds had expenditures of \$129,884.00 for Grant funds and \$103,804.00 in the restricted student aid. Grants expenditures are on track for their fiscal years and Student Aid expenditures should almost be complete for the year. Total year-to-date restricted expenditures are \$4,642,192.00.

Plant funds had \$41,168.00 in expenditures for the month for the construction projects, total year-to-date plant fund expenditures are \$4,753,593.00.

The total expenditures year-to-date through March 2006 is \$23,326,968.00.

The revenue report for March 2006 shows \$1,540,169.00 as the revenue for current unrestricted funds. This is mainly from the state appropriation and oil and gas revenue. The total year-to-date revenue for unrestricted funds is \$19,289,859.00.

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Funds draw for restricted funds in March was \$234,959.00, most of these funds were drawn on Grants. The total year-to-date revenue in the restricted funds is \$3,671,852.00.

Plant funds had a draw for \$28,209.00 in March with the total draw year-to-date for plant funds at \$1,501,181.00.

The total revenue year-to-date is \$24,462,892.00

Oil and Gas remains strong, with the allocation for February coming in at \$791,609.00. The total revenue year-to-date for the oil and gas equipment tax is \$1,170,130.00. Total year-to-date for oil and gas and oil and gas equipment tax is \$7,040,702.00. We expect this total to be over 9.5 million at year end. We have not been able to get current price or production information.

The investment report remains the same as last month. We have \$7,625,000.00 in the LGIP fund

This is the financial report for March 2006.

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**March 2006**

75% of Year Completed

Fund	2004-05			2005-06			
	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	6,756,782	4,544,485	67%	6,474,737	582,508	4,493,829	69%
Academic Support	1,404,442	1,002,103	71%	1,648,395	188,995	1,411,189	86%
Student Services	1,220,295	903,417	74%	1,172,516	155,757	1,022,085	87%
Institutional Support	3,384,896	1,975,211	58%	3,829,760	228,653	2,129,374	56%
Operation & Maintenance of Plant	1,975,112	1,419,204	72%	2,150,250	245,158	1,836,922	85%
Subtotal - Instruction & General	14,741,527	9,844,420	67%	15,275,658	1,401,071	10,893,399	71%
Student Activities	129,804	108,376	83%	202,274	15,669	156,229	77%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	823,657	823,729	100%	1,015,984	7,270	403,094	40%
Student Aid	331,910	330,861	100%	375,166	9,376	413,038	110%
Auxiliary Enterprises	1,506,230	1,309,220	87%	1,695,745	71,041	1,458,147	86%
Athletics	702,358	543,350	77%	715,560	47,460	607,276	85%
Total Current Unrestricted Fund	18,235,486	12,959,956	71%	19,280,387	1,551,887	13,931,183	72%
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,711,163	880,988	51%	1,558,078	129,884	984,474	63%
Student Aid	4,422,593	4,378,905	99%	4,694,393	103,804	3,657,718	78%
Total Current Restricted Fund	6,133,756	5,259,893	86%	6,252,471	233,688	4,642,192	74%
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	8,450,044	5,667,433	0%	6,031,994	0	3,545,945	59%
Projects from State GOB Funds	8,105,075	3,350,063	41%	3,980,399	2,155	206,917	5%
Projects from State STB Funds	1,885,297	1,885,297	100%	0	0	0	0%
Projects from General Fund	648,945	648,945	0%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	0	602,084	45%
Projects from State ER&R	359,739	0	0%	75,091	0	0	0%
Projects from State BR&R	480,452	348,988	73%	353,945	39,013	353,945	100%
Projects from Auxiliary BR&R	46,709	36,005	77%	44,702	0	44,702	100%
Subtotal - Capital and BR&R	21,326,261	11,936,731	56%	11,836,131	41,168	4,753,593	40%
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	21,326,261	11,936,731	56%	11,836,131	41,168	4,753,593	40%
<b>GRAND TOTAL EXPENDITURES</b>	<b>45,695,503</b>	<b>30,156,580</b>	<b>66%</b>	<b>37,368,989</b>	<b>1,826,743</b>	<b>23,326,968</b>	<b>62%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**March 2006**

75% of Year Completed

Fund	2004-05			2005-06			
	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	1,690,200	1,700,343	101%	2,438,985	24,428	2,111,804	87%
State Appropriations	8,089,900	6,201,772	77%	7,553,000	589,541	5,806,460	77%
Advalorem Taxes - Oil and Gas	3,409,779	5,101,834	150%	4,165,200	803,406	7,040,702	169%
Advalorem Taxes - Property	2,468,000	1,783,392	72%	2,588,000	33,738	2,069,803	80%
Interest Income	155,871	113,462	73%	120,000	24,687	143,402	120%
Other Revenues	234,500	214,199	91%	209,550	34,127	198,389	95%
<b>Subtotal - Instruction &amp; General</b>	<b>16,048,250</b>	<b>15,115,002</b>	<b>94%</b>	<b>17,074,735</b>	<b>1,509,927</b>	<b>17,370,560</b>	<b>102%</b>
Student Activities	47,800	47,696	100%	120,000	100	103,747	86%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	13,433	103%	0	0	0	0%
Auxiliary Enterprises	1,802,550	1,725,954	96%	1,922,200	27,151	1,788,630	93%
Athletics	36,600	23,000	63%	39,600	2,991	26,922	68%
<b>Total Current Unrestricted</b>	<b>17,948,200</b>	<b>16,925,085</b>	<b>94%</b>	<b>19,156,535</b>	<b>1,540,169</b>	<b>19,289,859</b>	<b>101%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,711,163	953,650	56%	1,558,078	231,321	1,121,843	72%
Student Aid	4,422,593	3,507,666	79%	4,694,393	3,638	2,550,009	54%
<b>Total Current Restricted</b>	<b>6,133,756</b>	<b>4,461,316</b>	<b>73%</b>	<b>6,252,471</b>	<b>234,959</b>	<b>3,671,852</b>	<b>59%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	8,105,075	4,035,412	50%	3,968,012	28,209	151,181	4%
Projects from State STB Funds	1,885,297	1,253,626	66%	0	0	0	0%
Projects from General Fund	648,945	948,945	146%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	0	1,350,000	100%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>11,989,317</b>	<b>6,237,983</b>	<b>52%</b>	<b>5,318,012</b>	<b>28,209</b>	<b>1,501,181</b>	<b>28%</b>
<b>GRAND TOTAL REVENUES</b>	<b>36,071,273</b>	<b>27,624,384</b>	<b>77%</b>	<b>30,727,018</b>	<b>1,803,337</b>	<b>24,462,892</b>	<b>80%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### March 2006

75% 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	2005-06 Original Budget	Variance Over (Under) Budget
Actual	July	\$44.01	3,052,684	\$6.29	17,564,482	573,597	280,433	293,164
Actual	August	\$52.41	2,930,766	\$6.09	17,298,452	573,625	280,433	293,192
Actual	September	\$55.96	2,988,008	\$7.52	17,445,111	703,275	280,433	422,842
Actual	October	\$60.41	2,125,044	\$9.19	15,808,585	734,758	280,433	454,325
Actual	November	\$55.49	2,773,696	\$9.16	16,443,523	731,943	280,433	451,510
Actual	December	\$55.30	3,043,341	\$8.34	16,641,869	760,280	280,433	479,847
Actual	January					721,052	280,433	440,619
Actual	February					791,609	280,433	511,176
Accrual	March					280,433	280,433	0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						5,870,572	2,523,897	3,346,675
Y.T.D. Equipment Tax Revenue						1,170,130	800,000	370,130
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>7,040,702</b>	<b>3,323,897</b>	<b>3,716,805</b>

*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**  
**March 2006**

75% 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	3.05%	20,027
<b>Total Investments</b>	<u>7,625,000</u>						<u>20,027</u>

Summary of Current Month's Activity	
Beginning amount	7,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	2,723,798
Reserves Invested	4,901,202
Total LGIP Investment	7,625,000

Capital Projects	3/31/2006
Technology Upgrade	86,614.33
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	118,430.00
Baseball Field	163,940.14
Rodeo Arena	7,836.78
Dormitory Landscape	19,871.33
Millen Fence/Landscape	122,075.97
Ben Alexander Student Center	147,001.86
JASI	168,475.38
Computer Equipment Rebates	631.50
Clerk of the Works	552.74
Marketing	58,986.84
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	0.00
Classroom Furniture Replacement	20,000.00
Campus Village Development Proj	4,285.00
Testing Center	250,000.00
<b>Total</b>	<b>2,723,798.41</b>

NOTE: Capital projects total does not include encumbered funds

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# 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: Projected Revenue Picture  
Date: April 17, 2006

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Attached is the revenue picture as presented in the Board budget workshop for 2006/2007. Along with this information are the projected changes in the revenue picture for the 2007/2008 and 2008/2009 fiscal years. As you look at 2007/2008 you will see the large drop in State Appropriations due to the workload change. We anticipate an increase in tuition and fee rates. We anticipate a request to increase in the amount of oil and gas and property tax revenue for the operating budget. We are projecting increases in revenue for student housing, workforce training, and Western Heritage Museum. Also, it is anticipated that there will be budget savings as instructional program reviews are completed determining the staffing and viability of various instructional programs. The net result is a small increase in the budget for 2007/2008.

The projections for the 2008/2009 revenue picture are more optimistic, with a large portion of the state funding restored from increases in enrollment during the 2007/2008 academic year. We see the continual increase in tuition rates, and growth in the student housing revenue.

This is the projected revenue picture for the next three fiscal years.

Respectfully submitted,

Dan Hardin

**PROJECTED REVENUE PICTURE**

2006/2007

2007/2008

2008/2009

State Appropriations (Workload)		635,209	-1,300,000	700,000
Tuition		-4,769	216,000	100,000
Institutional Fees		-36,201	70,000	
IT Fee		-19,995	65,000	
Building Usage Fee		-19,995	65,000	
Oil and Gas		435,000	400,000	
Oil and Gas Equipment Tax		100,000		
Mill Levy Property		212,000	100,000	
Student Housing		257,752	100,000	300,000
Miscellaneous Revenue		241,498		
Workforce Training		0	150,000	
WHM		0	150,000	
Budget Savings & Program Reviews		0	100,000	

TOTAL REVENUE INCREASE

1,800,499

116,000

1,100,000

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# 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: Capital Projects  
Date: April 17, 2006

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Board members, as per requested in the Board budget workshop \$20,000.00 for marketing was removed from the Capital Projects request. The Capital Projects request is still for \$5,000,000.00 with the \$20,000.00 moved to Campus Electrical Upgrade.

Respectfully submitted,

Dan Hardin

2005/06

**NEW MEXICO JUNIOR COLLEGE  
Capital Project Priorities**

'4-20-06

<b>Request</b>	<b>Project</b>	<b>Funding Source</b>
60,000	<i>Vehicles</i>	05/06 Reserves
300,000	<i>Technology Upgrade</i>	05/06 Reserves
50,000	<i>Landscaping</i>	05/06 Reserves
2,500,000	<i>Student Housing</i>	05/06 Reserves
50,000	<i>SCT Banner Training</i>	05/06 Reserves
50,000	<i>Facility Painting</i>	05/06 Reserves
150,000	<i>Telephone System</i>	05/06 Reserves
50,000	<i>Smart Classroom</i>	05/06 Reserves
20,000	<i>Classroom Furniture</i>	05/06 Reserves
95,000	<i>Millen Drive Signalization</i>	05/06 Reserves
605,000	<i>Campus Electrical Upgrade</i>	05/06 Reserves
50,000	<i>Campus Signage</i>	05/06 Reserves
60,000	<i>Campus Paving</i>	05/06 Reserves
75,000	<i>Video Security camera Student Apartments</i>	05/06 Reserves
300,000	<i>Roof Replacement</i>	05/06 Reserves
100,000	<i>Energy Retrofit</i>	05/06 Reserves
155,000	<i>Caster Activity Center Gym Floor</i>	05/06 Reserves
70,000	<i>Testing Center Security System</i>	05/06 Reserves
60,000	<i>Bookstore POS System</i>	05/06 Reserves
200,000	<i>Old Dorm Renovation project</i>	05/06 Reserves
5,000,000	<i>Total request for capital projects from reserves</i>	



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

**DATE:** April 13, 2006  
**TO:** New Mexico Junior College Board Members  
**FROM:** Steve McCleery *SM*  
**SUBJECT:** Consideration of Construction of National Championship Baseball Sign

I am recommending that the Board move \$13,000 from reserves to construct a sign that recognizes the Baseball Team's National Championship. The sign will be a double sided 10 foot by 30 foot bill board installed at the NMJC Baseball Field. The sign can be seen from the campus circle as well as the baseball stands

Thank you for your consideration.



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## MEMO

**DATE:** April 17, 2006  
**TO:** New Mexico Junior College Board  
**FROM:** Steve McCleery  
**SUBJECT:** Auction List

Attached is a list of equipment we intend to sell at the next institutional auction. Once approved by the board, the equipment list must be presented to the State Auditor for review. During the 30 day required waiting period, the administration will proceed with preparation for the auction. The items on the auction list are no longer utilized or needed. It is my recommendation that the board approve the list for the institutional auction.

Thank you for your consideration!

**Auction Items located at 403 W. Broadway**  
**These items listed below are not listed on NMJC's current inventory**

Estimated Quantity	Description of Item(s)
100	Wooden orange chairs
5	Computer monitors
5	CPUs
10	Typewriter Stands
10	IBM Typewriters
12	Metal Welding Tables
1	Tall aluminum ladder
3	Large graphic printers
12	Overhead projectors
12	Various computer printers
3	Flatbed Scanners
5	Boxed Cameras
21	Various styles of file cabinets
10	Various vacuum cleaners
1	Sun Scope for automotive
15	Rolls of lamination
20	Wall petitions
5	Glass display cases
60	Miscellaneous desks-student and secretarial
10	Complete work cubicles
30	Miscellaneous pieces of built furniture
27	Folding tables
1	Podium with microphone
33	Secretarial style rolling chairs
12	Wooden student study cubicles
5	Various sizes of chalk boards
120	Plastic student chairs
1	Set of large speakers
5	Projectors
1	Automotive training kit
1	Medical training kit
1	PC720 Printer
10	Rolling printer stands/caddies
5	Medical rolling trays
10	Paper towel dispensers
1	Rolling desk with top
5	Printer stands
10	Wooden book shelves
1	Heater
1	Torque Converter Cleaner
10	Computer desks with wheels
1	Pool barrier ropes
5	Pull down projector screens
1	Extra large chalk board
5	TV ceiling mounts
1	Coat rack
50	Miscellaneous wooden countertops
50	Plastic computer monitor stands



1	Refrigerator
2	TV
6	VCR
1	JVC Duplicator
1	Check printer
1	Check signer
1-G08975	Trailer
1-G08990	Dodge pickup

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #982

Purchase of Wall mounted Air Filtration Units

BOARD DOCUMENTS

Date: April 13, 2006  
Prepared by: Dan Hardin  
Vice President for Finance

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. A legal notice was posted in the Hobbs News Sun, Clovis News Journal, and the college website requesting sealed bids for an Air Filtration Units for Welding.
2. Two vendors submitted bids within the time frame specified by the bid package.
3. No vendors were present at the bid opening
4. The Business Office, Mary Jane Ward and Charley Carroll have evaluated the bids received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Board Documents

Evaluation and Recommendations

The vendors responding to Invitation to Bid #982 were: The Lincoln Electric Company, San Angelo, Texas and Cetech, Garland, Texas.

The Administration recommends acceptance of the bid from The Lincoln Electric Company of San Angelo in the amount of \$130,240.00.

Source of Funding: General Obligation Bond  
Account Title: Vocational Technical Education  
Account Number: 92511 - 4002 - 76012 - 912  
\$130,240.00



NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 4-12-06

Candidate's name Joshua R. Morgan

Position title Coordinator of Purchasing

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 5-22-06\* Standard contract length  12 mos.  9 mos.  other

\*Pending background check

Funding source Institutional Funds

Paid advertising beyond \*standard Albuquerque Journal

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

Posted salary range \$29,945 - \$37,431 Recommended annual salary \$33,652 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 4001 61301 132 100%

Recommended and approved by:  
Dan Hardin  
Supervisor

Dean/Director

Vice President

President

- Selection Committee Members: Charley Carroll - Director of Physical Plant  
Dan Hardin - Vice President for Finance  
Kelly Holladay - Dean of Math and Sciences  
Bill Kunko - Director of Computer Information Systems  
Amparo Salazar - Accountant

Comments: Mr. Morgan, with a B.B.A. and two years accounting experience, meets  
and/or exceeds the minimum requirements for this position.

## **ABBREVIATED RESUME**

### **Position**

Coordinator of Purchasing

### **Personal Data**

Name: Joshua R. Morgan

### **Education**

B.B.A., College of the Southwest, Hobbs, NM, 2004  
Emphasis: Accounting

### **Professional Experience**

Johnson, Miller and Co., Hobbs, NM  
Staff Accountant  
P-T Intern

6/04 to Present  
8/03 to 5/04

U.S. Census Bureau  
P-T Temporary Data Collection

3/00 to 6/00

### **Organizations**

Jaycees  
Business Leadership Council – College of the Southwest  
Phi Theta Kappa

### **Awards**

Honor Graduate – College of the Southwest  
President's and Dean's List  
Phi Theta Kappa  
New Mexico Referee Association



# New Mexico Junior College Career Opportunities

## **Position Announcement • January 2006 (Revised and reopened February 2006)**

**Position Title:** Coordinator of Purchasing

**Position Description:** The Coordinator of Purchasing shall be responsible to the Vice President for Finance. The duties and responsibilities of the Coordinator of Purchasing shall be, but not limited to, the following: 1) Review and approve purchases of the College for adherence to all State and Federal laws applicable to governmental purchasing as well as internal College policies; 2) Ensure appropriate and thorough documentation of all purchases for audit purposes; 3) Confirm sufficient budget balances prior to processing requisitions; 4) Coordinate with institutional and grant department heads on purchasing issues and recommend solutions; 5) Provide training to College faculty and staff on current policies and procedures; 6) Be knowledgeable and current on the State of New Mexico Procurement Code, Department of Finance & Administration rules and regulations relating to propriety of expenditures, and all other authoritative statutes and regulations applicable to purchasing; 7) Issue purchase orders in an expedient manner. Regularly review the outstanding purchase order report to monitor the status of unfulfilled orders. Possess some knowledge of SCT/Banner administrative software for the finance module for accounting, purchasing, and other general business office operations; 8) Establish and foster relationships with vendors. Be able to maintain procurement contract files and access procurement websites for GSA, State, joint bid and cooperative purchasing contracts; 9) Work to achieve efficiency in spending budget dollars by voluntarily locating additional vendor sources; 10) Recommend procedural methods to the Vice President for Finance to streamline purchasing where possible; 11) Forward major and minor equipment procurement information to Inventory Control Specialist so items may be tagged and added to the NMJC inventory database; 12) Initiate, coordinate and prepare formal Invitations to Bid, Requests for Quotations, Requests for Proposals, and Requests for Information. Prepare and place legal ads in appropriate newspapers to attract competitive bids and proposals. Conduct bid and proposal openings. Tabulate results and make award recommendations to the Vice President for Finance. Prepare and make presentations to the NMJC Board for consideration and approval of bids and proposals. Organize and maintain permanent bid files, with thorough documentation, for audit purposes; 13) Perform New Mexico Higher Education Department (NMHED) reports when requested; 14) Prepare accounting reports and reconciliations as requested by the Vice President for Finance; 15) Serve as a backup in the Business Office; 16) Maintain current written procedures in assigned areas of responsibility; 17) Accept other duties and special project assignments as necessary from the Vice President for Finance; 18) Serve on college committees as assigned by the Vice President for Finance or the President; 19) Participate in a process of personal and professional improvement; 20) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 21) 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 Business Administration from a regionally accredited institution preferred. Two to four years of related experience is required. Supervisory experience and working knowledge of public funds, accounting systems, auditing and technical writing is highly desirable. Ability to work effectively with NMJC staff and the public is required. Computer proficiency required.

**Salary/Benefits:** The Coordinator of Purchasing is a twelve-month professional position. Starting salary is \$29,945 to \$37,431 depending upon education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

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

**To Apply:** Application materials sent via email will not be accepted. 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.

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## APPLICANT LIST

### **Position: Coordinator of Purchasing**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Murdock, Elizabeth A.	No	No	
Woodfin, Jimmy E.	No	No	
Richards, Donna K.	No	No	
Harcrow, Megan M.	No	No	Incomplete application materials.
Setzer, Jill M.	No	No	Incomplete application materials.
Morgan, Joshua R.	Yes	Yes	Start date: Pending Board approval

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 3-30-06

Candidate's name Maria R. McCreesh

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 8-14-06 \* Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_  
\*Pending background check

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 \$29,214 - \$36,518 Recommended annual salary \$31,162 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 2651 61101 102 100%

Recommended and approved by:

Supervisor \_\_\_\_\_  
J B Gattton  
Vice President

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

Selection Committee Members: Please see attached letter.

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

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

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

## ABBREVIATED RESUME

### Position

Professor of Cosmetology

### Personal Data

Name: Maria R. McCreesh

### Education

Cosmetology Certificate, New Mexico Junior College, May 2001

### Professional Experience

New Mexico Junior College, Hobbs, NM Part-time Cosmetology Instructor	9/05 to Present
Good Samaritan Village, Hobbs, NM Hair Stylist	2/05 to 9/05
Cool Cuts and Cuticles, Hobbs, NM Self Employed Cosmetologist	5/04 to 9/05
Smart Style Hair Salon, Hobbs, NM Cosmetologist	2/02 to 4/04
ProCuts, Hobbs, NM Cosmetologist	6/02 to 10/02
Taco Bell, Hobbs, NM Shift Manager/Assistant Manager	6/98 to 1/02

### Licensure

New Mexico Cosmetology License No. 028427  
New Mexico Cosmetologist Instructor License No. 035253

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 3-31-06

Candidate's name Jeffery P. McCool

Position title Professor of Business and Economics

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 8-14-06 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, KJMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$34,727 to \$43,408 Recommended annual salary \$42,777 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 2601 61101 101 100%

Recommended and approved by:

Supervisor \_\_\_\_\_

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

H B Heath  
Vice President

President \_\_\_\_\_

Selection Committee Members: Please see attached letter.

Comments: Mr. McCool, with a Master's in Business Administration and more than thirteen  
years applicable experience, meets and/or exceeds the minimum requirements for this  
position.

## ABBREVIATED RESUME

### Position

Professor of Business and Economics

### Personal Data

Name: Jeffery P. McCool

### Education

B.B.A., New Mexico State University, Las Cruces, NM, 1990

M.B.A., Eastern New Mexico University, Portales, NM, 2000

### Professional Experience

New Mexico Junior College, Hobbs, NM	
Director of Del Norte/Head Men's Basketball Coach	6/99 to Present
Director of Del Norte/Assistant Men's Basketball Coach	6/96 to 6/99
Assistant Men's Basketball Coach/Physical Education Instructor	8/94 to 6/96
Adjunct Faculty, including the following:	2/98 to Present
Racquetball, Golf, Flag Football, Fitness for Life,	
Introduction to Exercise, Techniques of Men's Basketball, Economics	
Mutual of New York, Roswell, NM	1/94 to 5/94
Field Underwriter	
USF&G, Roswell, NM	3/90 to 12/93
Claims Representative	

# NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 4-10-06

Candidate's name Maria Mendoza

Position title Talent Search School Coordinator

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

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

Effective date of employment 5-1-06 \* Standard contract length  12 mos.  9 mos.  other 10 month

Funding source Talent Search Program  
\*Pending background check

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 \$26,873 - \$33,591 Recommended annual salary \$29,000 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 41132 3023 61301 123 100%

Recommended and approved by:

Vera Gilleland  
Supervisor

Pat Gorman  
Dean/Director

Regina Organ  
Vice President

\_\_\_\_\_  
President

Selection Committee Members: Gayle Abbott - Director of Student Support Services

Ty Friend - Director of Upward Bound Program

Vera Gilleland - Director of Talent Search

Adam Guillen - Academic/Transfer Advisor

Shannon Pipkins - Talent Search School Coordinator

Comments: Ms. Mendoza, with a B.S. and four years of applicable experience, meets and/or exceeds the minimum requirements for this position.

## **ABBREVIATED RESUME**

### **Position**

Talent Search School Coordinator

### **Personal Data**

Name: Maria Mendoza

### **Education**

B.S., College of the Southwest, Hobbs, NM, 2003  
Major: Criminal Justice; Minor: Social Science  
A.A.S., New Mexico Junior College, Hobbs, NM, 2000  
Major: Computer Information Systems  
Roswell Job Corps Center, Roswell, NM, 1990  
Secretary/Word Processing

### **Professional Experience**

New Mexico Junior College, Hobbs, NM Talent Search/Part-Time Tutor Advisor	5/99 to Present
Presidio Independent Schools, Marfa, TX Instructional Aide	11/95 to 8/96
Poynor's Home and Auto, Portales, NM Office Clerk	1994 to 1995

### **Organizations**

Alliance Minority Participation Club, Vice President  
Roswell Job Corps Student Council, Secretary

### **Honors and Awards**

Who's Who Among American High School and Junior College Students  
New Mexico Junior College, Honor Scholarship recipient  
New Mexico Junior College, President's and Vice President's Honor Roll  
SSS Trio Program (NMJC), Award of Completion



# New Mexico Junior College

## Career Opportunities

### Position Announcement • February 2006 (Revised 3-06)

**Position Title:** Talent Search School Coordinator

**Position Description:** This position is on a 10 month contract and is funded by an external grant. The Talent Search School Coordinator will report to the Director of Talent Search. This individual will primarily visit area junior and senior high schools to identify first generation, low income students who could benefit from tutoring, mentoring programs, and other educational programs designed to encourage students to stay in school, graduate and continue their education at the post secondary level. The duties and responsibilities include, but are not limited to, the following: (1) planning, implementing and coordinating student services to the Talent Search Participants for New Mexico Junior College and to integrate, when feasible and logical, the production of information with the talent search project function; (2) participate in the identification and selection process of program participants; (3) maintain a pleasant, professional and welcoming demeanor and maintain an office atmosphere conducive to meeting the needs of participants; (4) maintain confidentiality of participants' and staff information learned while completing job responsibilities; (5) must establish and maintain cooperative working relationships with high school/middle school administrators, counselors and teachers; (6) meet, individually and in groups, with participants on a regular basis to provide academic advisement, information, and assistance related to successful school completion and post-secondary entry/re-entry; (7) maintain accurate, up-to-date student information; (8) prepare and maintain accurate monthly reports that include narrative analysis of each student's Talent Search participation and progress as well as administrative information such as; travel forms, time and commitment forms, travel logs and time sheets; (9) supervise and coordinate tutors and mentors at assigned target schools; (10) plan and coordinate college visitations, cultural activities, workshops, and events for students, teachers, parents, and the community; (11) must maintain a good driving record with a valid driver license; (12) participate in a process of continual personal and professional improvement; (13) actively participate in the institutional goals and objectives designed to support the mission of the college; (14) serve on college committees as assigned; and, (15) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Bachelor's degree required, preferably in education, social or behavioral science, or related field. A Master's degree is preferred. All degrees must be from a regionally accredited institution. A similar background to our Trio Program participants is preferred. Experience working in a school setting and with at-risk students is preferred. Proven written and oral communications skills. Spanish fluency is preferred.

**Salary/Benefits:** This is a 10-month, exempt, professional position funded by a grant. Continued employment will depend on grant funding. Salary range is \$26,873 to \$33,591 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

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

**To Apply:** Application materials sent via email will not be accepted. Submit an NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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5317 Lovington Highway  
Hobbs, NM 88240**

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## APPLICANT LIST

### **Position: Talent Search School Coordinator**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Sheridan, Jennifer A.	No	No	Incomplete application materials.
Mendoza, Maria	Yes	Yes	Start date: Pending Board approval.
Richeson, Puresa	No	No	

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 4-12-06

Candidate's name Sylvia O. Turrubiates

Position title Upward Bound Academic Coordinator

New position  Existing position Classification  Faculty  Professional  Other

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

Effective date of employment 5-1-06 Standard contract length  12 mos.  9 mos.  other

Funding source Upward Bound Program

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, KJLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$32,247 - \$40,309 Recommended annual salary \$35,500 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 41133 3024 61301 123 100%

Recommended and approved by:  
Ty Friend  
Supervisor

Pat Gorman  
Dean/Director

Regina Organ  
Vice President

\_\_\_\_\_  
President

- Selection Committee Members: Gayle Abbott - Director of Student Support Services  
Ty Friend - Director of Upward Bound Program  
Vera Gilleland - Director of Talent Search  
Pat Gorman - Dean of Counseling  
Shannon Pipkins - Talent Search School Coordinator  
Cyndi Stephenson - Academic/Career Planner

Comments: Ms. Turrubiates, with a B.A. in Spanish, a B.B.A., and six years applicable  
experience, meets and/or exceeds the minimum requirements for this position.

## ABBREVIATED RESUME

### **Position**

Upward Bound Academic Coordinator

### **Personal Data**

Name: Sylvia O. Turrubiates

### **Education**

B.A., Eastern New Mexico University, Portales, NM, 2001

Major: Spanish

B.B.A., Eastern New Mexico University, Portales, NM, 2001

Majors: Marketing and Business Administration

### **Professional Experience**

New Mexico Junior College, Hobbs, NM

Admission Specialist - General

9/04 to Present

Academic Advisor

1/02 to 9/04

Eastern New Mexico University, Portales, NM

College Success Program – Part-time Mentor

8/99 to 12/01

Office of Hispanic Affairs – Part-time Student Advisor

8/00 to 5/01

Services for Students with Disabilities – Part-time Office Assistant

8/98 to 08/99

Young's Insurance Company, Portales, NM

5/01 to 8/01

Customer Service Representative - Intern

### **Affiliations**

Southwestern Association for Student Assistance Program – State Liaison

New Mexico/West Texas Association for Student Assistance Program

New Mexico Educational Council - Member

Texas Association for Recruiters and Admissions Officers – Scholarship Chair

### **Awards**

Student Advisor of the Year 2001 (ENMU)



# New Mexico Junior College

## Career Opportunities

### Position Announcement • December 2005 (Revised and Reopened 3-06)

**Position Title:** Upward Bound Academic Coordinator

**Position Description:** The Upward Bound Academic Coordinator shall be responsible to the Director of Upward Bound Program. The duties and responsibilities of the Upward Bound Academic Coordinator shall be, but are not limited to, the following: 1) To satisfactorily perform the job of Upward Bound Academic Coordinator for New Mexico Junior College; 2) Facilitate school, family, and community support for Upward Bound participants. They will develop curriculum and student academic programs. This individual serves as academic advisor to Upward Bound participants in the target schools; 3) The Upward Bound Academic Coordinator will travel to target schools for student, parent, teacher, and counselor conferences; 4) Make recruitment presentations to target school staff and students when required; 5) Maintain close relationships with high school personnel and utilize on-campus resources to encourage joint planning with the program; 6) Assist in writing and designing Upward Bound brochures, newsletters and other informational literature; 7) Assist with student selection including application review, ranking and interviews; 8) Advise participants about course schedules in high school that lead to acceptance in post-secondary institution; 9) Coordinate and evaluate the Upward Bound tutoring program throughout the academic year; 10) Obtain report cards, tutoring logs, FAFSA verification (as appropriate), ACT registration (as appropriate), and copies of scholarship and college applications (as appropriate) from Upward Bound participants; 11) Provide academic advising to participants; 12) Monitor participants' academic progress in the program; 13) Assist the Director of Upward Bound Program with planning of summer curriculum and activities for the summer component and the bridge programs; 14) Evaluate summer component and bridge component for overall effectiveness; 15) Evaluate events and activities throughout academic year for overall effectiveness; 16) Assist in collecting data for annual performance reports and assist in preparation of funding proposal; 17) Coordinate events and activities throughout the year; 18) Participate in a process of continual personal and professional improvement; 19) Actively participate in the institutional goals and objectives designed to support the mission of the college; and 20) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

**Qualifications:** Bachelor's degree in education, psychology/sociology and/or related fields is required. Masters' degree preferred. All degrees must be from a regionally accredited institution. Curriculum development experience preferred TRIO Program experience and bilingual in English/Spanish is an asset. Qualified applicant should have at least one year of experience working with disadvantaged youth and secondary education. Bilingual in English/Spanish is an asset.

**Salary/Benefits:** This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. Salary range is \$32,247 to \$40,309 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

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

**To Apply:** Application materials sent via e-mail will not be accepted. 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 three or more letters of reference to:

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

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## APPLICANT LIST

**Position: Upward Bound Academic Coordinator**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Polson, Chris P.	No	No	Withdrew application.
Granger, Bernadette	No	No	Incomplete application materials.
Walker, Sarah L.	No	No	
Luna, Araceli	No	No	
Portillo, David I	No	No	
Koger, Chandra N.	No	No	
Pierce, Kimberly A.	Yes	No	
Valdez, Erika E.	No	No	
Turrubiates, Sylvia O.	Yes	Yes	Start date: Pending Board approval.

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 4-12-06

Candidate's name Charles V. Bascom

Position title Custodial Supervisor

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 4-21-06 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 \$25,821 - \$32,276 Recommended annual salary \$29,699 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 1102 61301 141 100%

Recommended and approved by:

Charley Carroll  
Supervisor

Dean/Director

Vice President

Steve McCleery  
President

Selection Committee Members: Charley Carroll - Director of Physical Plant

Comments: Mr. Bascom, with more than twelve years applicable experience, meets and/or exceeds the minimum requirements for this position.

## ABBREVIATED RESUME

### Position

Custodial Supervisor

### Personal Data

Name: Charles V. Bascom

### Professional Experience

New Mexico Junior College, Hobbs, NM	
Security Personnel	3/98 to Present
P-T Security Personnel	4/97 to 3/98
Custodian	9/94 to 3/98
Sirloin Stockade, Hobbs, NM	3/90 to 9/94
Restaurant Manager	
Hill Engine Inc., Hobbs, NM	2/89 to 12/89
Mechanic	
Diesel Electric, Hobbs, NM	11/88 to 1/89
Serviceman	
K-Mart Automotive Service Center, Hobbs, NM	3/87 to 6/88
Service Technician	



# New Mexico Junior College

## Career Opportunities

### Position Announcement • February 2006

**Position Title:** Custodial Supervisor

**Position Description:** The Custodial Supervisor reports to the Director of Physical Plant. Duties and responsibilities may include, but are not limited to, the following: 1) On call 24 hours; 2) Shall report conditions of buildings and plant site directly to the Director of Physical Plant; 3) If emergencies arise, the custodial supervisor shall be called as needed; 4) The cleanliness of all buildings on campus; 5) Raise and lower flags as directed; 6) The direct supervision of custodial staff for performance of their assigned tasks; 7) Maintaining the utmost cleanliness of all furnace rooms, mechanical rooms, custodial closets, storage areas of all buildings; 12) Make requisitions for supplies needed by the custodial staff of his/her department; 8) Pick up dirty mop heads, rags, mats, etc. from custodians and make arrangements to get them washed or cleaned; 9) Move equipment on campus from room to room as needed; 10) Set up chairs, tables and equipment for activities and functions on campus; 11) Deliver supplies from warehouse to buildings as designated; 12) Aid in the selection of people to be hired; 13) Aid staff in cleaning when conditions warrant doing so; 14) Issue and keep track of all supplies delivered and received; 15) Keep an inventory so all custodial supplies delivered and related equipment can be accounted for; 16) Provide cleaning schedules to fit present and future demands of the college; 17) Prepare performance appraisals, work schedules and assist in budget requests; 18) Must respond to call outs if needed; 19) Perform other duties assigned by the Director of Physical Plant; 20) Serve on college committees as assigned; 21) Participate in a process of continual personal and professional improvement; 22) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 23) 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:** The successful candidate should have at least two years experience serving in a supervisory capacity. (Custodial crew leader preferable). He/she must have the ability to work in a public setting and must demonstrate a high level of enthusiasm and be willing to assist others in their assigned duties. Physical demands may be high at times with lifting up to 50 lbs. without assistance, working on heights over 6' and working in hot or cold, noisy, dusty conditions. He/she must be approved and physically able to drive college-owned vehicles and/or heavy equipment in order to hold this position. He/she must be pre-approved to drive prior to beginning employment in the position and all times thereafter. Locksmith capabilities a plus. Spanish fluency also a plus.

**Salary/Benefits:** The Custodial Supervisor position is a professional position with a salary range of \$25,821 to \$32,276 depending upon experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

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

**To Apply:** Submit NMJC application form and copy of valid driver license to:

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

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## APPLICANT LIST

**Position: Custodial Supervisor**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Basom, Charles V.	Yes	Yes	Start date: Pending Board approval.
Potter, Thomas P.	No	No	
Evans, David E.	No	No	

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 3-16-06

Candidate's name Teresa E. Crafton

Position title Associate Director of Institutional Effectiveness

New position  Existing position Classification  Faculty  Professional  Other

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

Effective date of employment 4-24-06 Standard contract length  12 mos.  9 mos.  other

Funding source Institutional Funds

Paid advertising beyond \*standard Rocky Mountain Assn. of Institutional Research and Planning;

(\* 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)

New Mexico Higher Education Assessment and Retention; Assn. of Institutional Research

Website; Albuquerque Journal; Lubbock Avalanche Journal

Posted salary range \$46,703 to \$58,379 Recommended annual salary \$53,125 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 1032 61301 131 100%

Recommended and approved by:

*Bonnie Wharton*  
Supervisor

Dean/Director

Vice President

*Steve McCleary*  
President

Selection Committee Members: Lance Caviness - Director of Student Life  
Toni Dunn - Professor of Business Technology  
Kay Goad - Professor of Biology  
John Gratton - Vice President for Instruction  
Lisa Hardison - Dean of Extended Learning  
Terry Holloman - Professor of Reading and Writing, Transitional Studies  
Rene Wharton - Director of Institutional Effectiveness  
Mike Williams - Professor of English  
Patricia Youngblood - Professor of Mathematics

Comments: Ms. Crafton with a Master's in Education Technology and more than 11 years  
applicable experience, meets and/or exceeds the minimum requirements for this  
position.

## ABBREVIATED RESUME

### Position

Associate Director of Institutional Effectiveness

### Personal Data

Name: Teresa E. Crafton

### Education

M.S., Minnesota State University, Mankato, Minnesota, 1996

*Education Technology*

M.Lib., University of Washington, Seattle, Washington, 1992

*Library and Information Science*

B.A., University of Washington, Seattle, Washington, 1988

*English*

### Professional Experience

Indiana State University, Terre Haute, IN

Training and Research Support Specialist

3/04 to Present

Training/Documentation Analyst

12/98 to 3/04

Staff Development/Public Relations Librarian

9/96 to 11/98

Minnesota State University, Mankato, MN

Graduate Assistant, Library Systems/Reference

9/94 to 8/96

Internship, Bush Grant Faculty Development Project: Internet Training

1995

Karl E. Mundt Library, Dakota State University, Madison, SD

1992 to 1994

Technical Services Librarian

### Publications

Crafton, T., and Janz, K. "Reenvisioning Training: New Partnerships and Focus." *Proceedings of the 32<sup>nd</sup> Annual ACM SIGUCCS Conference on User Services*, October 2004, pp. 250-255.

SIGUCCS 2004 Conference Proceedings [CD ROM]

Kirkpatrick, T. "The Training of Academic Library Staff on Information Technology within the Libraries of the Minnesota State Colleges and Universities System." *College and Research Libraries*, January 1998, vol. 59, no. 1, pp. 52-59.

### Activities

Participated in a service learning project in Dolores Hidalgo, Mexico, with Global Volunteers, where I assisted in English language classrooms at the Technological University of Northern Guanajuato, March 2003.

Organized a retreat for stepmothers in Indiana under the auspices of the Stepfamily Association of America, June 2002.

Served on a panel discussion on stepmothers for Good Morning America, June 2002.



# New Mexico Junior College Career Opportunities

**Position Announcement • December 2005**

**Position Title:** Associate Director of Institutional Effectiveness

**Position Description:** The Associate Director of Institutional Effectiveness reports to the Director of Institutional Effectiveness. The primary duties and responsibilities of the Associate Director of Institutional Effectiveness shall include, but are not limited to, the following: (1) provide leadership for the development, implementation, and continuous improvement of a college-wide assessment of student learning plan in conjunction with college constituencies; (2) provide communication to college constituencies through the Assessment of Student Learning webpage, newsletter, and annual report; (3) serve as a clearinghouse and data source for institutional assessment of student learning reports; (4) create and maintain a comprehensive institutional assessment database to be utilized in creating the institutional portfolio of student learning; (5) serve as a resource to faculty as they develop and continuously improve their departmental assessment plans; (6) assist the director in coordinating faculty and staff professional development activities; (7) actively participate in the institutions strategic planning process; (8) provide leadership in the development and implementation of a college-wide institutional effectiveness model in conjunction with college constituencies; (9) assist in the development and provision of institutional effectiveness education for employees; (10) organize and carry out new faculty orientation activities; (11) act as a team member in management of the NCA re-accreditation self-study and provide data resources as needed; (12) assist the institutional research function by helping, carrying out and/or coordinate data gathering functions to respond to governmental, higher education agency, and institutional management needs; (13) Participate in a process of continual personal and professional improvement; (14) Actively participate in the institutional goals and objectives designed to support the mission of the college; and (15) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

**Qualifications:** Master's degree preferred, bachelor's degree required. All degrees must be from an accredited institution. A minimum of two years teaching experience is preferred. The successful candidate must possess the following skills: (1) knowledge of assessment techniques and strategies; (2) experience conducting professional development activities; (3) strategic planning experience; (4) experience working in a PC environment including word processor and spreadsheet software applications; (5) excellent critical thinking and problem-solving skills; (6) ability to reason logically and creatively; (7) excellent written and oral communication skills; (8) ability to work with minimal supervision; (9) ability to coordinate multiple projects simultaneously; (10) ability to work in team environment; (11) strong interpersonal skills – must be able to establish and maintain cooperative working relationships with others; (12) willingness to continuously learn and grow in responsibilities; (13) ability to verify accuracy and interpret data; and (14) ability to plan, organize, and participate in analytical studies. Job requires sitting, standing, moderate lifting of files and boxes, and reaching to levels above head on occasion. The job requires occasional overnight travel.

**Salary/Benefits:** Associate Director of Institutional Effectiveness is a 12 month professional position with a salary range of \$46,703 to \$58,379 depending upon education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** January 31, 2006 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. **Application materials sent via e-mail will not be accepted.**

**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 three or more letters of reference to:

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

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## APPLICANT LIST

**Position: Associate Director of Institutional Effectiveness**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Walker, Sarah L.	No	No	
White, Lee J.	No	No	
Flowers, Carolyn	No	No	Incomplete application materials.
Portillo, David I.	No	No	
Trevino, Cynthia A.	No	No	Incomplete application materials.
Anderson-Best, Cynthia W.	No	No	
Medina, Carol L.	No	No	
Frew, Erin J.	Yes	No	
Livingston, Guy K.	No	No	
Cline, Lisa M.	No	No	
Crafton, Teresa E.	Yes	Yes	Start date: Pending Board approval.

## RESOLUTION

# Ismael V. Zuniga

- WHEREAS,** **Ismael V. Zuniga** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 26 years; and
- WHEREAS,** **Ismael V. Zuniga** has served as General Maintenance Man from 1980 - 1990; and
- WHEREAS,** **Ismael V. Zuniga** has served as Custodial Supervisor from 1990- present; and
- WHEREAS,** **Ismael V. Zuniga** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Ismael V. Zuniga** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Ismael V. Zuniga** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Ismael V. Zuniga** has elected to retire the 1st day of May, 2006.

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

ADOPTED THIS 20th day of April, 2006.

ATTEST:

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New Mexico Junior College Board Chairman



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New Mexico Junior College Board Secretary

## RESOLUTION

# John D. Lathrop

**WHEREAS,** **John D. Lathrop** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 39 years; and

**WHEREAS,** **John D. Lathrop** has served as Instructor of Business from 1967 -1969; and

**WHEREAS,** **John D. Lathrop** has served as Instructor of Business and Economics from 1969 - 1973; and

**WHEREAS,** **John D. Lathrop** has served as Professor of Accounting, Business and Economics/Assistant Track Coach from 1973 -1976; and

**WHEREAS,** **John D. Lathrop** has served as Professor of Accounting, Business and Economics from 1976 - 1994; and

**WHEREAS,** **John D. Lathrop** has served as Professor of Business, Economics and Ceramics from 1994 - present; and

**WHEREAS,** **John D. Lathrop** has served as Continuing Education Instructor from 1977 - present; and

**WHEREAS,** **John D. Lathrop** has served on various committees at New Mexico Junior College and in the community; and

**WHEREAS,** **John D. Lathrop** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

**WHEREAS,** **John D. Lathrop** as a staff member, has always reflected a favorable image for New Mexico Junior College; and

**WHEREAS,** **John D. Lathrop** has elected to retire the 1st day of July, 2006.

**NOW, THEREFORE BE IT RESOLVED** that **John D. Lathrop** be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 20th day of April, 2006.

ATTEST:

\_\_\_\_\_  
New Mexico Junior College Board Chairman



\_\_\_\_\_  
New Mexico Junior College Board Secretary