

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

January 18, 2000

Name

Organization

Starla Jones

Hobbs News Sun

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, January 18, 2001

Zia Room - Library

1:30 p.m.

AGENDA

- | | |
|---|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of December 12, 2000 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. New Business | |
| 1. Monthly Expenditures Report | Dr. McCleery |
| 2. Monthly Revenue Report | Dr. McCleery |
| 3. Oil and Gas Revenue Report | Dr. McCleery |
| 4. Schedule of Investments | Dr. McCleery |
| 5. Consideration of Telecommunications Course Fee | Dr. McCleery |
| 6. Personnel Consideration - Custodian Position | Dr. McCleery |
| 7. Personnel Consideration - Director of Bookstore Services | Dr. McCleery |
| 8. Personnel Consideration - Director of Allied Health Fields | Dr. McCleery |
| 9. Personnel Consideration - Upward Bound Academic Coordinator | Dr. McCleery |
| 10. Personnel Consideration - Director of Student Information Tracking/
Institutional Researcher | Dr. McCleery |
| G. Public Comments | Mr. Newman |
| H. Announcement of Next Meeting | Mr. Newman |
| I. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

DECEMBER 12, 2000

MINUTES

The New Mexico Junior College Board met on Tuesday, December 12, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mr. Donald Whitaker; Mrs. Bonnie Moran; Mrs. Yvonne Williams; and Mr. Bill Lee. Not present was Mr. Ferrel Caster.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Jack Henry and Tina Shoemaker.

Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the agenda was unanimously adopted, as presented.

Upon a motion by Mrs. Moran, seconded by Mr. Whitaker, the board unanimously approved the minutes of November 16, 2000.

Under *Correspondence*, Mr. Schubert read a letter of appreciation from Karen Loving.

Under *President's Report*, August Fons reported on the Law Enforcement Academy, Corrections Academy, and Fire Science Academy. Richard Fleming and Jack Henry updated the board on the Christmas In The Desert project and recognized David Moghaddam for his outstanding service to the project. Dr. McCleery introduced Dan Hardin, Vice President for Finance, to the board and presented a plaque of appreciation to Dr. Jim Turner for his service to NMJC as Interim Vice President for Finance.

Under *New Business*, Jim Turner presented the November financial reports and with a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the expenditures for November 2000.

Dr. McCleery presented a banking resolution for board consideration. The resolution makes Steve McCleery, President; Dan Hardin, Vice President for Finance; Regina Organ, Vice President for Student Services; and R. Fleming, Vice President for Instruction authorized signatories for all

NMJC bank accounts. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously adopted the resolution.

Dr. McCleery presented a resolution for the board election for Districts 2, 5, 6, and 7 to be held March 6, 2001. Upon a motion by Mr. Schubert, seconded by Mrs. Moran, the board unanimously adopted the resolution.

Richard Fleming presented a recommendation to waive out-of-district tuition for the upcoming Regional Fire Science Satellite Academy. After much discussion and upon a motion by Mr. Lee, seconded by Mrs. Moran, the board unanimously approved the recommendation.

Dr. McCleery presented a list of equipment, with a value over \$500, that was donated to another governmental agency or school and requested that it be removed from the college inventory. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the request.

Dr. McCleery presented a request for a new accountant position in the business office, to be filled immediately. After some discussion and upon a motion by Mrs. Moran, seconded by Mr. Whitaker, the board unanimously approved the request.

Frank Collins presented Bid #900 - Purchase of New Vehicles for the College Motor Pool. The administration recommended accepting the bids from Jim Spence Oldsmobile and Permian Ford. The bid from Jim Spence Oldsmobile includes a 2001 GMC Sierra Pickup, \$17,111.23, for the grounds department and a 2001 Oldsmobile Alero, \$17,414.41, for the security department. The bid from Permian Ford includes a 2001 Ford E150 LX Wagon, \$19,962, for the custodian department and a 2001 Ford Crown Victoria LX, \$24,052.60, for the president's office. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the recommendation.

Mr. Collins presented RFP #33-00 - Request for Proposal for the Development of a Title V Hispanic Serving Institution Cooperative Grant Proposal for Eastern New Mexico University-Roswell (ENMU-R) and New Mexico Junior College. The NMJC evaluation committee recommended acceptance of the proposal from the sole offeror, Ramona Munsell & Associates (RMA) for an award amount equal to 10% of the funds awarded by each annual grant award document during the term of the cooperative grant, contingent upon a successful proposal by RMA and ENMU-R and NMJC. Upon a motion by Mr. Schubert, seconded by Mr. Whitaker, the board unanimously accepted the recommendation.

Dr. McCleery presented the 2001-2005 college calendar for board consideration. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the four year calendar.

Mr. Fleming recommended Terri Jenkins for the Professor of Nursing position with a nine month salary of \$30,600. Upon a motion by Mr. Whitaker, seconded by Mr. Schubert, the board unanimously approved the employment of Ms. Jenkins, effective January 9, 2001.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for January 18, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously voted to adjourn at 3:05 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

Dan Hardin
Jim Turner
Richard Fleming
Regina Organ
Sam Oswald
Ismael Zuniga
Bill Rash
Frank Collins
Bill Braun
Lisa Brown
Tim Perry
Rudy Rascon

Willie Brown
Sharon Jenkins
David Moghaddam
Tami Cavitt
Pat Gorman
Marilyn Jackson
Debbie Pruitt
August Fons
Steve Davis
Mickey Best
Cc Nelson

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

December 2000

50% of Year Completed

Fund	1999-00			2000-01			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,216,596	2,114,085	41%	5,322,453	422,122	2,276,480	43%
Academic Support	919,691	516,080	56%	1,012,220	77,247	599,815	59%
Student Services	991,692	563,122	57%	1,020,190	96,789	614,309	60%
Institutional Support	1,617,362	797,581	49%	2,321,133	134,245	882,262	38%
Operation & Maintenance of Plant	1,591,981	709,456	45%	1,674,751	122,568	804,260	48%
Subtotal - Instruction & General	10,337,322	4,700,324	45%	11,350,747	852,971	5,179,126	46%
Student Activities	109,847	53,828	49%	118,724	13,045	56,356	47%
Public Service	24,949	9,620	39%	24,968	113	329	1%
Internal Service Departments	308,980	248,962	81%	309,131	452	262,556	85%
Student Aid	153,705	99,854	65%	139,605	18,820	108,562	78%
Auxiliary Enterprises	1,294,716	802,257	62%	1,254,436	145,755	879,168	70%
Athletics	581,756	280,003	48%	558,129	106,315	356,565	64%
Total Current Unrestricted Fund	12,811,275	6,194,848	48%	13,755,740	1,137,472	6,842,662	50%
CURRENT RESTRICTED FUND							
Grants	2,784,410	1,144,101	41%	3,135,237	187,584	1,381,695	44%
Student Aid	3,436,841	2,520,448	73%	3,204,007	893,541	2,751,618	86%
Total Current Restricted Fund	6,221,251	3,664,549	59%	6,339,244	1,081,125	4,133,313	65%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	1,152,097	703,993	61%	2,126,546	150,361	744,493	35%
Projects from State GOB Funds	686	0	0%	0	0	0	0%
Projects from State STB Funds	374,617	45,015	12%	0	0	0	0%
Projects from Other State Funds	156,793	88,767	57%	116,172	0	110,009	95%
Subtotal - Capital and BR&R	1,684,193	837,775	50%	2,242,718	150,361	854,502	38%
Debt Service							
Revenue Bonds	263,723	132,881	50%	264,845	0	133,541	50%
Total Plant Funds	1,947,916	970,656	50%	2,507,563	150,361	988,043	39%
GRAND TOTAL EXPENDITURES	20,980,442	10,830,053	52%	22,602,547	2,368,958	11,964,018	53%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
December 2000

50% of Year Completed

Fund	1999-00			2000-01			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,162,200	1,005,597	87%	1,168,950	87,244	1,053,616	90%
State Appropriations	5,884,500	3,068,400	52%	6,566,300	532,575	3,283,225	50%
Advalorem Taxes - Oil and Gas	2,075,000	1,312,704	63%	2,500,000	371,528	2,161,817	86%
Advalorem Taxes - Property	1,800,000	443,210	25%	1,900,000	347,845	389,210	20%
Interest Income	135,000	124,671	92%	125,500	12,338	90,529	72%
Other Revenues	196,800	77,932	40%	384,886	9,457	103,808	27%
Subtotal - Instruction & General	11,253,500	6,032,514	54%	12,645,636	1,360,987	7,082,205	56%
Student Activities	38,000	37,448	99%	40,000	3,581	40,205	101%
Public Service	0	0	0%	0	19,300	29,100	0%
Internal Service Departments	77,000	24,904	32%	21,000	351	6,805	32%
Auxiliary Enterprises	1,297,900	1,024,004	79%	1,442,050	229,000	1,095,879	76%
Athletics	37,600	16,563	44%	33,600	2,742	17,209	51%
Total Current Unrestricted	12,704,000	7,135,433	56%	14,182,286	1,615,961	8,271,403	58%
CURRENT RESTRICTED FUND							
Grants	2,784,410	1,144,101	41%	3,135,237	187,584	1,330,503	42%
Student Aid	3,436,841	2,520,448	73%	3,204,007	891,843	2,749,920	86%
Total Current Restricted	6,221,251	3,664,549	59%	6,339,244	1,079,427	4,080,423	64%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	686	0	0%	0	0	0	0%
Projects from State STB Funds	374,617	45,015	12%	0	0	0	0%
Projects from Other State Funds	156,793	88,767	57%	116,172	0	0	0%
Interest Income	0	25,989	0%	0	8,225	56,953	0%
Subtotal - Capital & BR&R	532,096	159,771	30%	116,172	8,225	56,953	49%
Debt Service							
Interest Income	0	0	0%	55,000	6,328	40,888	74%
Total Plant Funds	532,096	159,771	30%	171,172	14,553	97,641	57%
LOAN FUND							
Interest Income / Service Fees	0	148	0%	0	0	0	0%
Total Loan Fund	0	148	0%	0	0	0	0%
GRAND TOTAL REVENUES	19,457,347	10,959,901	56%	20,692,702	2,709,941	12,449,467	60%

**NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
December 2000**

50% of Year Completed

		OIL		GAS		COMBINED		
Month of		Price	Lea County	Price	Lea County	Monthly	2000-01	Variance
Sales	Distribution	per BBL	BBLs sold	per MCF	MCF sold	Revenue	Original	Over (Under)
							Budget	Budget
April	July	\$25.13	3,385,212	\$3.20	16,968,001	309,135	177,083	132,052
May	August	\$27.75	3,566,511	\$3.36	17,837,831	356,052	177,083	178,969
June	September	\$29.78	3,550,473	\$4.28	17,687,354	347,144	177,083	170,061
July	October	\$29.43	3,363,692	\$3.93	20,220,892	363,689	177,083	186,606
August	November	\$30.24	3,350,022	\$4.14	17,377,642	408,106	177,083	231,023
September	December	\$31.12	3,471,552	\$3.27	26,113,754	371,528	177,083	194,445
October	January						177,083	
November	February						177,083	
December	March						177,083	
January	April						177,083	
February	May						177,083	
March	June						177,087	
Production Tax Revenue						2,155,654	2,125,000	1,093,156
Equipment Tax Revenue						6,163	375,000	0
Total Year-to-Date Oil and Gas Revenue						2,161,817	2,500,000	1,093,156

Source: New Mexico Taxation and Revenue Department

In order to stabilize the budgetary process for the 2000-01 fiscal year, oil and gas revenues were budgeted at a long-term historical average of \$15.00 per bbl for oil and \$1.90 per mcf for gas. It is recognized that actual collections will exceed this c

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
December 2000

50% 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	5,075,000	N/A	N/A	N/A	102-2394	6.60%	26,607
Wells Fargo Bank of Hobbs	<u>250,000</u>	8/8/00	2/8/01	183	231611237	6.06%	<u>1,286</u>
Total investments	<u>5,325,000</u>						<u>27,893</u>

Summary of Current Month's Activity	
Beginning amount	5,500,000
Plus: deposits	
Less: withdrawals	<u>(175,000)</u>
Ending amount	<u>5,325,000</u>



Vice President for Instruction

NEW MEXICO JUNIOR COLLEGE

MEMORANDUM

DATE: January 10, 2001
TO: New Mexico Junior College Board Members
FROM: Richard Fleming, Vice President for Instruction *RF*
SUBJECT: Fee for New Telecommunications Course

In January, New Mexico Junior College will be offering a new course in telecommunications, TC 196, to meet countywide industry needs. The consumable supplies for this course total \$80 per student. I am recommending that the Board approve a course fee of \$80 for this course only.

Thank you for your consideration.




Physical Plant

NEW MEXICO JUNIOR COLLEGE

MEMORANDUM

December 22, 2000

To: Dr. McCleery
Lisa Brown

From: Ismael Zuniga 

Re: Custodian I Night Custodian

Lisa,

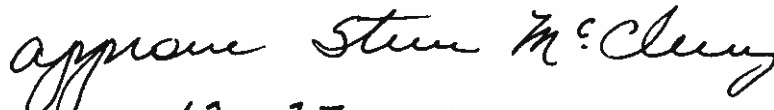
After reviewing applications for the Custodian I Night Custodian, I would like to recommend Sharon Morales for the vacant position.

I would also like to express that Sharon Morales is related to Jesse Morales a college employee in the Physical Plant Grounds Department.

Pending approval I would like Sharon Morales to start employment in January 2001. Please refer to NMJC handbook page 15, II.

Committee members:

Ismael Zungia
Randy Johns
Eloy Deporto


12-27-00

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 12-11-00

Candidate's name Ruthie D. Luallen

Position title Director of Bookstore Services

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 January 1, 2001 Standard contract length 12 mos. 9 mos. other _____

Funding source NMJC Operating Budget - Bookstore

Paid advertising beyond *standard Hobbs News-Sun and NACS Marketplace (National Assoc. of College Stores, Inc.)
(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range 27,128 - 33,910 Recommended annual salary 29,528.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-72-100, 100%

Recommended and approved by:

Supervisor *Dan Hardin*
Vice President

Dean/Director *Steve McClary*
President

- Selection Committee Members:
- Best, Mickey Turner, Jim
 - Brown, Lisa Wilcox, Larry
 - Fleming, Richard
 - Hancock, Beth
 - Hardin, Dan

Comments: Ruthie meets the requirements listed in the position announcement. She had served as interim Director of Bookstore Services for one year. She has worked in the bookstore for five years and is familiar with New Mexico Junior College's Bookstore.

ABBREVIATED RESUME

Position

Director of Bookstore Services

Personal Data

Name: Ruthie D. Luallen

Education

B.B.A., Central State University, Edmond, OK, 1989

Professional Experience

New Mexico Junior College, Hobbs, NM	
Interim Bookstore Manager	11/1/00 to Present
Bookstore Clerk II	6/95 to 11/1/00
Assistant Bookstore Clerk	2/95 to 6/95
Temporary Assistant Bookstore Clerk	12/94 to 1/95
Hobby Lobby, Edmond, OK	9/93 to 5/94
Seasonal Department Clerk	
U.S. Marine Corps Reserves, Wichita, KS	
Part-time Platoon Sergeant	11/89 to 5/94
Part-time Supply Clerk	9/79 to 10/82
LaPetite Academy	6/86 to 8/86
Child Care Giver	
Lerner Shops, Quail Springs, OK	2/81 to 10/82
Assistant Manager	
Braum's Ice Cream Stores	8/80 to 12/80
Cook and Counter Help	
U.S. Marine Corps, Camp Pendleton, CA	1/74 to 1/79
Manager and Assistant Manager of Post Exchange Stores	



New Mexico Junior College Career Opportunities

Position Announcement • October 2000

Position Title: Director of Bookstore Services

Position Description: The Director of Bookstore Services, under the direction of the Vice President for Finance, supervises bookstore customer services to New Mexico Junior College students, staff, faculty and local patrons. This position utilizes advanced concepts of policies, procedures, course materials & non course material merchandising, pricing, customer relations, sales promotion, management accounting, budgeting, personnel, receiving, shipping and bookstore operations while supporting the scholastic mission of New Mexico Junior College. The duties and responsibilities shall be, but are not limited to, supervise and coordinate a profitable day-to-day bookstore operation, act as the bookstore purchasing agent, maintain a computerized point of sale system, keep an accurate inventory system, maintain a proper product mix, maintain an accurate accounting system, and provide an ongoing staff training.

Qualifications: Bachelor's degree from a regionally accredited institution is preferred. Relevant work experience and certifications may be substituted for the degree. Must be able to demonstrate a detail oriented work history, must be Macintosh computer and network literate. Must be customer service oriented. Must be able to create and work a marketing plan. Experience in the development of FileMaker Pro databases is highly desirable.

Salary/Benefits: The Director of Bookstore Services is a professional position with a starting salary of \$27,128 to \$33,910 depending upon education and experience. Standard employee benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: November 20, 2000 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

**Lisa Brown
Director of 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, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Director of Bookstore Services

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Ford, Claudette	No	No	
Fulcher, Pamela	Yes	No	
Weaver, Vicki	No	No	
Sholin, Terry	No	No	Incomplete application materials
Frame, Mary	No	No	
Gibson, Gerald	No	No	
Luallen, Ruthie	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 1-12-01

Candidate's name Karen S. Cummings

Position title Director of Allied Health Fields

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 01-19-01 Standard contract length 12 mos. 9 mos. other _____

Funding source NMJC Operating Budget

Paid advertising beyond *standard The Hobbs News-Sun and The Chronicle of Higher Education
(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range \$45,000 - \$55,000 Recommended annual salary \$53,000.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-11-515 100%

Recommended and approved by:

Steve M Davis
Supervisor
[Signature]
Vice President

Steve M Davis
Dean/Director
Steve M: Cleary
President

- Selection Committee Members:
- | | |
|------------------------|-----------------------|
| <u>Bell, Barbara</u> | <u>Kacir, Jane</u> |
| <u>Davis, Steve</u> | <u>Knoll, Linda</u> |
| <u>Jacobo, Melinda</u> | <u>Landers, Karen</u> |
| <u>James, Tamara</u> | <u>Murphy, Shelly</u> |
| <u>Jenkins, Terri</u> | <u>Scott, Pat</u> |

Comments: Ms. Cummings meets the requirements listed in the position announcement. She
has served as a nursing faculty at New Mexico Junior College for seven
years.

ABBREVIATED RESUME

Position

Director of Allied Health Fields

Personal Data

Name: Karen S. Cummings

Education

M.S.N., University of Texas El Paso, El Paso, TX, 1996

B.S.N., College of the Southwest, Hobbs, NM, 1988

A.A.S., New Mexico Junior College, Hobbs, NM, 1976

Professional Experience

New Mexico Junior College, Hobbs, NM

Interim Director of Allied Health Fields

Professor of Nursing

8/00 to present

8/93 to present

Horizon Health Care, Hobbs, NM

Director of Nursing La Siesta Care Center & Casa Marie Health Care Center

1992 to 1993

Chaves County Public Health Department, Roswell, NM

Senior Nurse/Nurse Manager

4/91 to 5/92

Lovington Municipal Schools, Lovington, NM

School Nurse

1985 to 1991

Nor Lea General Hospital, Lovington, NM

Charge Nurse

1980 to 1991

Lea County Good Samaritan Village, Hobbs, NM

Patient Care Coordinator and Charge Nurse

1977 to 1980

License

New Mexico Registered Nurse, 1976



New Mexico Junior College Career Opportunities

Position Announcement • May, 2000 (revised 9/27/00)

Position Title: Director of Allied Health Fields

Position Description: The Director of Allied Health Fields reports to the Dean of Business and Technology. The director is responsible for organization and management of the Allied Health programs, budget, operation, faculty and staff. Ensures compliance with local, state, federal, NLN and Vocational Education department requirements and regulations. There will be six (6) credit hours of teaching per academic year. Grant writing is expected.

Qualifications: (1) MSN required, all degrees must be from a regionally accredited institution; (2) three (3) to five (5) years administrative experience in an accredited associate degree nursing education program is preferred; (3) current RN licensure in New Mexico or eligibility for this licensure; (4) proven grant writing experience; (5) experience in related Allied Health Programs; (6) possess strong leadership skills; (7) possess personal qualities that will assure close interaction with faculty and students, as well as contacts with other nursing leaders; and (8) at least five (5) years of successful teaching experience required.

Salary/Benefits: This is a full-time, exempt, twelve month administrative position. Competitive salary commensurate with education and experience. Standard employee benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: November 10, 2000 at 5:00 p.m. MST. Starting date is on or before January 9, 2001. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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"Equal Opportunity Education and Employment"

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



New Mexico Junior College

Career Opportunities

Position Announcement • May, 2000

Position Title: Director of Allied Health Fields

Position Description: The Director of Allied Health Fields reports to the Dean of Business and Technology. The director is responsible for organization and management of the Allied Health programs, budget, operation, faculty and staff. Ensures compliance with local, state, federal, NLN and Vocational Education department requirements and regulations. There will be six (6) credit hours of teaching per academic year. Grant writing is expected.

Qualifications: (1) MSN required, all degrees must be from a regionally accredited institution; (2) three (3) to five (5) years administrative experience in an accredited associate degree nursing education program is preferred; (3) current RN licensure in New Mexico or eligibility for this licensure; (4) proven grant writing experience; (5) experience in related Allied Health Programs; (6) possess strong leadership skills; (7) possess personal qualities that will assure close interaction with faculty and students, as well as contacts with other nursing leaders; and (8) at least five (5) years of successful teaching experience required.

Salary/Benefits: This is a full-time, exempt, twelve month administrative position. Competitive salary commensurate with education and experience. Standard employee benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: July 14, 2000 at 5:00 p.m. MDT. Starting date is on or before August 14, 2000. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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

APPLICANT LIST

Position: Director of Allied Health Fields

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Cummings, Karen	Yes	Yes	Start Date: pending Board approval
Keys, Tom	Yes	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date January 8, 2001

Candidate's name Eliza Grace Groettum

Position title Academic Coordinator - Upward Bound

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 1-22-01 Standard contract length 12 mos. 9 mos. other _____

Funding source DOE Grant

Paid advertising beyond *standard Posted on campus only.

(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range \$27,800 - 34,700 Recommended annual salary \$28,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-701 100%

Recommended and approved by:

Emily Navarrete Emily Navarrete

Supervisor

Regina Organ
Vice President

Pat Gorman
Dean/Director

Steve McClure
President

Selection Committee Members: Dr. Pat Gorman

Gail Abbott

Emily Navarrete

Comments: Candidate meets requirements. Has tutored at NMJC since August 2000 for

Learning and Career Services and Student Support Services. Has two years related

part-time experience.

ABBREVIATED RESUME

Position

Upward Bound Academic Coordinator

Personal Data

Name: Eliza G. Groettum

Education

B.A., The Richard Stockton College of NJ, Pomona, NJ, 2000

Professional Experience

New Mexico Junior College, Hobbs, NM	
Part-time Student Support Services Tutor,	8/00 to present
Part-time Learning & Careers Services Supplemental Instructor	8/00 to present
Blockbuster, Las Cruces, NM	5/00 to 8/00
Customer Service Representative	
Hammett's Learning World, Mays Landing, NJ	5/99 to 5/00
Customer Service Representative/Cashier	
Kumon Learning Center, Linwood, NJ	9/98 to 5/00
Tutor/Class Instructor	

Honors

Dean's List every semester
Freshman Scholarship
RSC Foundation Scholarship
NMSU Crimson Scholar
Magna Cum Laude



New Mexico Junior College Career Opportunities

Position Announcement • December, 2000

Position Title: Upward Bound Academic Coordinator

Position Description: The Upward Bound Academic Coordinator reports to the Director of Upward Bound. The Upward Bound Program is a component of the federal TRIO Program to assist 9th through 12th graders to graduate and enter postsecondary education. The coordinator facilitates school, family, and community support for Upward Bound participants and develops curriculum and student academic programs. This individual serves as an academic advisor to Upward Bound participants in five of the target schools. Nothing contained herein shall preclude the assignment of other duties for which the employee is qualified by the president of the New Mexico Junior College.

Qualifications: Bachelor's degree in education, counseling, and/or related fields is required. Master's degree preferred. All degrees must be from a regionally accredited institution. TRIO Program experience and bilingual in English/Spanish is an asset. Qualified applicant should have several years of experience working with disadvantaged youth and secondary education.

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

Application Deadline: December 14, 2000 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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APPLICANT LIST

Position: Upward Bound Academic Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Groettum, Eliza	Yes	Yes	Start Date: pending Board approval
Irwin, Tommy	Yes	No	Complete

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date January 2, 2001

Candidate's name Renee' Elizabeth Wharton

Position title Director of Student Information Tracking/Institutional Researcher

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 February 1, 2001 Standard contract length 12 mos. 9 mos. other _____

Funding source Research and Planning 1 2042 14127 and Title V Grant

Paid advertising beyond *standard Chronicle of Higher Education/Hobbs New Sun/Albuquerque Journal
(* Standard. Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)
Lubbock Avalanche Journal/Odessa American

Posted salary range \$42,311-\$52,889 Recommended annual salary \$49,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1 2042 14127=44% Title V Grant=56%

Recommended and approved by:

Steve McCreery
Supervisor

Steve McCreery
Dean/Director
President

Vice President

Selection Committee Members: Regina Organ Dr. Pat Gorman

Jim Turner Cc Nelson

Mike Williams

Robert Bensing

Dr. Scotty Klein

Comments: Ms. Wharton meets or exceeds the qualifications for this position.

ABBREVIATED RESUME

Position

Director of Student Information Tracking/Institutional Research

Personal Data

Name: Renee Wharton

Education

M.A., Texas Tech University, Lubbock, TX, 1998

B.A., Texas Tech University, Lubbock, TX, 1995

Professional Experience

Robinson and Muenster Associates, Inc., Sioux Falls, SD 2/99 to present
Director of Research/Programming, Research Analyst, Project Director

Texas Tech University, Lubbock, TX 1994 to 2000
Part-time Instructor, Academic Advisor, Teaching/Research Assistant

Talking and Listening to the Children, Inc. 1995 to 1998
Part-time Program Coordinator

Comfort Care Homes, Lubbock, TX 1988 to 1994
Administrator

Support Medical Equipment Co., Lubbock, TX 1986 to 1991
Director of Marketing

Foster Medical Equipment Co., Lubbock, TX 1984 to 1986
Purchasing, Marketing and Account Management

St. Mary of the Plains Hospital, Lubbock, TX 1979 to 1984
Assistant to the Medical Director of Rehabilitation

Honors

Paul Chalfant Scholarship, Department of Sociology, Texas Tech University, 1997

Alpha Kappa Delta, Rho Chapter, Sociological Honor's Society, 1994 to 1997

Mhyra Minnis Scholarship, Department of Sociology, Texas Tech University, 1995, 1996



New Mexico Junior College Career Opportunities

Position Announcement • August, 2000 (revised 8/17/00)

Position Title: Director of Student Information Tracking/Institutional Research

Position Description: The Director of Student Information Tracking/Institutional Research reports directly to the President. The duties and responsibilities shall be, but are not limited to, the following: (1) design, develop and pilot new student information and tracking system; (2) assist in the tracking of institutional Title V grant; (3) coordinate an ongoing five-year strategic plan; (4) maintain student, institutional and environmental information for college long and short-term planning; (5) conduct student and institutional research; (6) design and conduct studies related to student and institutional mission and outcomes; (7) coordinate data submitted to external agencies including the New Mexico Commission of Higher Education; (8) coordinate student and institutional assessment plans; (9) maintain an updated institutional file system containing documents, manuals, and proposals of historic and current interests for institutional projects; and (10) participate in appropriate college committees.

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

Salary/Benefits: This is a full-time, exempt, professional position with a starting salary of \$42,311 to \$52,889. Salary will be commensurate with experience and education. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: September 26, 2000 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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New Mexico Junior College

Career Opportunities

Position Announcement • August, 2000

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APPLICANT LIST

Position: Director of Student Information Tracking/Institutional Research

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Diaz, Porifio	No	No	Complete
Hunt, Richard	No	No	Complete
Frame, Mary	No	No	Complete
Orf, Thomas	No	No	Withdrew Application
Wharton, Renee	Yes	Yes	Start Date pending Board approval
Herzog, Serge	Yes	No	Complete
Wije, Chand	No	No	Complete
Fleming, Jean	No	No	Complete
Abbott, Barbara	No	No	Complete