

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, July 10, 2003

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|--------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. New Business | |
| 1. Personnel Consideration – Professor of Mathematics | Dr. McCleery |
| 2. Personnel Consideration – Professor of English | Dr. McCleery |
| 3. Personnel Consideration – Professor of English | Dr. McCleery |
| D. Public Comments | Larry Hanna |
| E. Announcement of Next Meeting – July 17, 2003 | Larry Hanna |
| F. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date June 27, 2003

Candidate's name Charlotte Joan Schmitz

Position title Professor of Mathematics

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 8-11-03 Standard contract length 12 mos. 9 mos. other

Funding source 1-2011-11-510 Institutional Budget

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 & Las Alamos TX Workforce Development Website)

Posted salary range \$29,945 to \$44,493 Recommended annual salary \$31,500.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-510

Recommended and approved by:

Mickey D. Best
Supervisor

Mickey D. Best
Dean/Director

Richard Fleming
Vice President

Steve McCreary
President

Selection Committee Members: Kelly Holladay

Mickey Best

Patricia Youngblood

Comments: Ms. Schmitz meets or exceeds all qualifications listed in the position announcement.

ABBREVIATED RESUME

Position

Professor of Mathematics

Personal Data

Name: Charlotte J. Schmitz

Education

B.S., College of the Southwest, Hobbs, NM, 1998

A.S., New Mexico Junior College, Hobbs, NM, 1996

Professional Experience

Hobbs Municipal School District, Hobbs, NM 8/98 to Present
Mathematics Instructor

College of the Southwest, Hobbs, NM 1996 to 1999
Part-time Math/PPST Tutor and Secretary Assistant

New Mexico Junior College, Hobbs, NM 1995 to 1996
Part-time Tutor and ESL Assistant

IGA Food Liner, Seminole, TX 8/94 to 12/95
Pizza Pro/Deli Manager

Organizations/Awards

Graduated Summa Cum Laude, College of the Southwest

President's List, College of the Southwest

Scholarships, College of the Southwest and Mesa Community College



New Mexico Junior College

Career Opportunities

Position Announcement • May 2003

Position Title: Professor of Mathematics

Position Description: The Professor of Mathematics reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach classes (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Developmental Mathematics, Algebra, Geometry, Trigonometry and Calculus; (2) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (3) serve on college committees, as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment of students for the institution and mathematics program; (9) assume other professional responsibilities associated with the position of professor; and (10) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: A bachelor's degree in mathematics is required with completion of master's degree in mathematics or closely related field with a minimum of 18 graduate hours in mathematics by the close of the 2003-2004 academic year. All degrees must be from a regionally accredited institution. Must be committed to excellence in instruction and willing to work with other, full-time divisional instructors and staff. **NOTE: Computer proficiency is required.**

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: June 9, 2003, at 5:00 p.m. MDT. To ensure consideration, all application materials must be received. 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"

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7-8-03

Candidate's name Jennifer M. Cain

Position title Professor of English

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 8-11-03 Standard contract length 12 mos. 9 mos. other

Funding source 1-2011-11-410 Institutional Budget

Paid advertising beyond *standard The Chronicle of Higher Education

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

Posted salary range \$29,945 to \$44,917 Recommended annual salary \$32,000.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-410

Recommended and approved by:

Mindy D. Bet
Supervisor

Mindy D. Bet
Dean/Director

Mindy D. Bet
Vice President

Steve Mc Cleary
President

- Selection Committee Members: Linda Connell Mike Williams
Greg Hammond
Dallas Hulsey
Sonja Jimenez
Pete Mladinic

Comments: Ms. Cain meets or exceeds all qualifications listed in the position announcement.

ABBREVIATED RESUME

Position

Professor of English

Personal Data

Name: Jennifer M. Cain

Education

B.A., University of Louisiana at Monroe, Monroe, LA, 1999

M.A., University of Louisiana at Monroe, Monroe, LA, 2003

Professional Experience

University of Louisiana at Monroe, Monroe, LA
Teaching Assistant 08/00 to 05/03

Career Technical College
Adjunct English Instructor 09/01 to 12/01

Caldwell Parish High School, Columbia, LA
English Instructor 08/99 to 05/00

Ouachita Parish Public Library, Monroe, LA
Part-time Page/Children's Assistant 09/98 to 07/99

Organizations/Awards

The Mythopoeic Society

English Studies Society

TauBeta Sigma

McKneely Scholarship Committee - University of Louisiana at Monroe, 2001-2003

Graduate Recruitment Committee - University of Louisiana at Monroe, 2000-2001

Fiction Editor for *The Helicon*, 2002-2003

Creative Non-Fiction Editor for *The Helicon*, 2001-2002

English Department Best Essays, Fall 2002

Percussion Ensemble - University of Louisiana at Monroe, 1994-1998

Concert and Symphonic Bands - University of Louisiana at Monroe, 1995-1997



New Mexico Junior College

Career Opportunities

Position Announcement • May 2003

Position Title: Professor of English

Position Description: The Professor of English reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach classes (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Review of English, Composition and Rhetoric, Composition and Literature, Report Writing for Technicians, Types of Literature: American, British, Southwest or World Literature, Creative Writing, and Film and Fiction; (2) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (3) serve on college committees, as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment of students for the institution and English program; (9) assume other professional responsibilities associated with the position of professor; and (10) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: A Master's degree in English from a regionally accredited institution or a Master's degree in a related field, with at least 18 graduate hours in English, from a regionally accredited institution required. Must be committed to excellence in instruction and willing to work with other full-time divisional instructors and staff. NOTE: Computer proficiency is required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: June 9, 2003, at 5:00 p.m. MDT. To ensure consideration, all application materials must be received. 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

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7-8-03

Candidate's name Susan C. Waters

Position title Professor of English

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 8-11-03 Standard contract length 12 mos. 9 mos. other

Funding source 1-2011-11-410 Institutional Budget

Paid advertising beyond *standard The Chronicle of Higher Education

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

Posted salary range \$29,945 to \$44,917 Recommended annual salary \$35,000.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-140

Recommended and approved by:

Mindy D. Burt
Supervisor

Mindy D. Burt
Vice President

Mindy D. Burt
Dean/Director

Steve McCleery
President

Selection Committee Members: Linda Connell Mike Williams

Greg Hammond

Dallas Hulsey

Sonja Jimenez

Pete Mladinic

Comments: Ms. Waters meets or exceeds all qualifications listed in the position announcement.

ABBREVIATED RESUME

Position

Professor of English

Personal Data

Name: Susan C. Waters

Education

B.A., State University of New York College at Brockport, Brockport, NY, 1974

M.A., George Mason University, Fairfax, VA, 1990

Professional Experience

Thomas Nelson Community College, Hampton, VA 1988 to Present
Part-time English Instructor

Onondaga Community College, Syracuse, NY Fall 2001
Part-time English Instructor and Tutor

Christopher Newport University, Newport News, VA Fall 2000
Part-time English Instructor

John Tyler Community College, Chester, VA Summer 1988
Part-time English Instructor

Northern Virginia Community College, Loudoun Campus, Sterling VA 1987 to 1988
English Instructor, Tutor and Supervisor of student tutors

Virginia Institute of Marine Science, College of William and Mary Gloucester Point, VA
Writer/Editor 1988 to 2000

Delta Productions, Fairfax, VA 1986 to 1987
Writer/Editor/Producer

Organizations/Awards

Poetry Readings at the International Monetary Fund's Washington Poets Series, 1987-1992

Poetry Society of Virginia, 1995

Irene Leache Literary Contest, First place, 1994, 1995

Mary Roberts Reinhart Price for poetry, 1990

Association for Multi-Image International Award for script, *A Tradition of Philanthropy*, 1989

Poetry Editor of *Phoebe*, 1988



New Mexico Junior College

Career Opportunities

Position Announcement • May 2003

Position Title: Professor of English

Position Description: The Professor of English reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach classes (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Review of English, Composition and Rhetoric, Composition and Literature, Report Writing for Technicians, Types of Literature: American, British, Southwest or World Literature, Creative Writing, and Film and Fiction; (2) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (3) serve on college committees, as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment of students for the institution and English program; (9) assume other professional responsibilities associated with the position of professor; and (10) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: A Master's degree in English from a regionally accredited institution or a Master's degree in a related field, with at least 18 graduate hours in English, from a regionally accredited institution required. Must be committed to excellence in instruction and willing to work with other full-time divisional instructors and staff. NOTE: Computer proficiency is required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: June 9, 2003, at 5:00 p.m. MDT. To ensure consideration, all application materials must be received. 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