

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, July 19, 2007

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of June 11 & June 28, 2007 | 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 2007/2008 Employee Handbook | Steve McCleery |
| 6. Purchase of 2002 Freightliner Truck & 1995 Great Dane Trailer | Dan Hardin |
| 7. Consideration of Bid #1000 – Vehicles for Motor Pool | Dan Hardin |
| 8. Consideration of Bid #1001 – Construction of Pad for Rodeo Arena | Dan Hardin |
| 9. Consideration of Bid #1002 – Offsite Utilities | Dan Hardin |
| 10. Personnel Consideration – Admission Specialist | Regina Organ |
| 11. Personnel Consideration – Director of Small Business Development Center | Robert Rhodes |
| 12. Personnel Consideration – Professor of Nursing | John Gratton |
| 13. Personnel Consideration – Professor of Nursing | John Gratton |
| 14. Personnel Consideration – Professor of Nursing | John Gratton |
| 15. Personnel Consideration – Professor of Nursing | John Gratton |
| 16. Personnel Consideration – Prof of PE/Assist Women's Basketball Coach | John Gratton |
| 17. Personnel Consideration – Prof of PE/Assistant Women's Track Coach | John Gratton |
| 18. Personnel Consideration – Prof of PE/Assistant Men's Baseball Coach | John Gratton |
| 19. Personnel Consideration – Professor of Welding | John Gratton |
| 20. Personnel Consideration – Prof of Education/Transitional Studies: Reading | John Gratton |
| 21. Personnel Consideration – Professor of High School Automotive Technology | John Gratton |
| 22. Personnel Consideration – Library Assistant – Circulations | John Gratton |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JUNE 11, 2007

MINUTES

The New Mexico Junior College Board met on Monday, June 11, 2007, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black.

Mr. Hanna called the meeting to order and welcomed visitors and guests present.

Agenda Item E. 10. was tabled. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the agenda was unanimously adopted, as amended.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the minutes of May 10, 2007.

Under *President's Report*, Coach Ray Birmingham presented the Region V championship trophy and the National Junior College World Series runner up trophy. Coach Birmingham gave the board a brief recap of both baseball tournaments.

Dr. McCleery recommended that the board name the Thunderbird Baseball Field the "Ray Birmingham Thunderbird Baseball Field". Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the recommendation.

Under *New Business*, Dan Hardin presented the May financial reports and with a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the expenditures for May, 2007.

Mr. Hardin presented the Capital Project requests: Central Plant Upgrade - \$5,000,000; Infrastructure - \$2,000,000; Oil & Gas Training Center -

\$2,000,000; Relocation of the Maintenance, Warehouse and Central Receiving - \$4,000,000; and Wind Turbine \$1,000,000. Upon a motion by Mr. Jones, seconded by Mr. Kesner, the board unanimously approved the Capital Project requests.

Josh Morgan presented Request for Proposals #95 – Audit Services. The administration recommended acceptance of the professional services of Accounting & Consulting Group, LLP for audit services for the 2006/2007 fiscal year at an annual cost of \$49,500. The college may opt to renew the contract annually for up to two additional years. The total multi-year cost is \$156,200. Upon a motion by Mr. Kesner, seconded by Mrs. Vinson, the board unanimously accepted the recommendation.

Mr. Morgan presented Bid #997 – Campus Exterior Painting Project. The administration recommended acceptance of the bid from Doporto Construction Services, Inc. for \$48,564 exclusive of gross receipts tax. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Mr. Morgan presented Bid #998 – Portable Rodeo Arena Equipment. The administration recommended acceptance of the bid from Red River Portable Arena for \$80,960. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Dr. John Gratton presented a revised Certificate Program in Architectural/Drafting Technology for board consideration. The degree plan has been approved by the Curriculum Committee and will be submitted to the New Mexico Higher Education Department upon board approval. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the revised certificate program.

Robert Rhodes recommended Mr. Craig Nelson for the CDL Instructor position at an annual salary of \$42,836. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the board unanimously approved the employment of Mr. Nelson, effective June 12, 2007.

Dr. McCleery recommended Mr. Calvin Smith for the Executive Director of Western Heritage Museum position at an annual salary of \$70,000. Upon a motion by Ms. Chappelle, seconded by Mr. Black, the board unanimously approved the employment of Mr. Smith, effective June 12, 2007.

Ms. Chappelle 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. Vinson – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – yes; and Mr. Hanna - yes.

Upon re-convening in open meeting, Mr. Hanna stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the board unanimously voted to give Dr. McCleery a one year employment contract with a salary of \$132,000.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for July 19, 2007, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board meeting adjourned at 5:20 p.m.

NEW MEXICO JUNIOR COLLEGE

SPECIAL BOARD MEETING

JUNE 28, 2007

MINUTES

The New Mexico Junior College Board met on Thursday, June 28, 2007, beginning at 5:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black.

Mr. Hanna called the meeting to order and welcomed visitors and guests present.

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

Dr. Steve McCleery recommended Mr. Cory Hall for the Professor of Physical Education/Head Men's Baseball Coach position at a nine month salary of \$40,741. Upon a motion by Mr. Jones, seconded by Mr. Black, the board unanimously approved the employment of Mr. Hall.

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board meeting adjourned at 5:10 pm.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: July 12, 2007
RE: Expenditure and Revenue Reports for June

June is the last month of the 2006/2007 fiscal year. The expenditure report represents expenditure totals that include funds expended, but not encumbered. For the month end and yearend closing we release the encumbered funds that do not have invoices to be paid at yearend. The unrestricted expenditures for June 2007 are \$2,037,879.00 with the year-to-date expenditures at \$20,858,846.00. Not all of the expenditures for 2006/2007 were posted when this report was generated, but all of the payroll expenses have been posted. In years past we would be waiting for the last three faculty payrolls, but Sheryl Pounds, the Payroll coordinator, and George Garcia in the IT department have worked very hard to get these posted. All areas are at their budget levels for the year, except in the Auxiliary Enterprises. The Bookstore went over the projected budget for cost of goods sold, they received \$157,040.70 in refunds in April and May and are expecting an additional \$40,000.00 refund at any time. The Bookstore has been receiving inventory for the Fall semester, which has driven up the cost of goods sold. Also, I want to point out that in the Internal Services Departments the credit for the month was the result of releasing a large encumbrance for maintenance agreements.

In the restricted funds, the Grants remain on track for the year, and restricted student aid has expended most of their funds for the year. In Plant funds the encumbrances are still in place, we will roll over the capital funds and encumbrances into the new fiscal year. Overall the total expenses for June are \$2,158,901.00 the total expenditures year-to-date are \$33,006,965.00.

The revenue report for June 2007 remains strong. Current unrestricted funds for the month are \$2,632,345.00 with the year-to-date at \$27,370,591.00. We still have one month of Oil and Gas production to post in the 2006/2007 fiscal year. The revenue for the restricted funds was \$177,763.00 for the month and \$4,953,642.00 year-to-date. As you know most of the Grants do not end their year in June, so they continue on with their budget year. We will have some remaining restricted student aid revenue to be drawn, but most of the restricted student aid revenue has been posted. We did not have any activity in the plant funds in June. Total revenue for the month was \$2,810,108.00 and the year-to-date revenue is \$34,139,049.00

We are still unable to give you the current oil and gas price and volume information. That information has not been available to us. As was mentioned we still have one month of revenue remaining for oil and gas that will go into the 2006/2007 fiscal year. Oil and Gas and Oil and Gas Equipment revenue including the accrual for June is \$9,318,871.00, at this time we are \$4,618,867.00 over the budget for Oil and Gas and Oil and Gas equipment revenue.

In the investment report you can see that we have \$10,625,000.00 to the LGIP at yearend. There is \$11,718,206.13 designated as capital projects. This may seem out of line, but when we have construction projects we have to expend funds then we are reimbursed. At the very end of June we received \$1,628,293.76 from drawdowns that were sent out in March and April. We were not notified of these funds in time to get a transfer to the LGIP. Also, when we get the audit report you will see that our cash in the bank is very high, the state duplicated the ACH credits from the drawdown requests. So, not only did we receive the \$1,628,293.76 we also received an additional \$1,628,293.76. We reported this to HED, but at the date of this report they had not drawn the \$1,628,293.76 back out of our account.

The Business Office has begun working on the yearend processes and getting ready for the audit.

This is the Financial Report for June 2007.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

June 2007

100% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,953,159	6,068,786	87%	7,939,711	1,025,008	7,521,600	95%
Academic Support	1,926,032	1,865,608	97%	2,456,857	191,451	2,395,318	97%
Student Services	1,429,746	1,369,956	96%	1,351,670	126,706	1,310,186	97%
Institutional Support	3,153,716	2,719,642	86%	3,253,064	259,319	2,785,126	86%
Operation & Maintenance of Plant	2,725,028	2,673,772	98%	2,905,327	180,416	2,855,675	98%
Subtotal - Instruction & General	16,187,681	14,697,764	91%	17,906,629	1,782,900	16,867,905	94%
Student Activities	211,202	209,597	99%	204,294	9,982	201,669	99%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	493,420	440,673	89%	554,798	(30,597)	452,920	82%
Student Aid	480,571	465,211	97%	603,779	99,838	588,051	97%
Auxiliary Enterprises	1,777,772	1,715,562	97%	1,791,584	130,138	1,877,338	105%
Athletics	737,659	731,976	99%	937,136	45,618	870,963	93%
Total Current Unrestricted Fund	19,888,305	18,260,783	92%	21,998,220	2,037,879	20,858,846	95%
CURRENT RESTRICTED FUND							
Grants	1,667,842	1,395,423	84%	1,823,022	112,545	1,388,983	76%
Student Aid	4,694,393	3,696,473	79%	4,000,000	8,477	3,834,257	96%
Total Current Restricted Fund	6,362,235	5,091,896	80%	5,823,022	121,022	5,223,240	90%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	11,024,778	3,790,307	34%	12,868,931	0	2,898,503	23%
Projects from State GOB Funds	3,980,399	0	0%	3,471,457	0	3,471,457	100%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	735,262	0	320,474	44%
Projects from Private Funds	1,350,000	575,910	43%	702,664	0	234,445	33%
Projects from State ER&R	73,892	0	0%	74,641	0	0	0%
Projects from State BR&R	353,945	353,945	100%	370,303	0	0	0%
Projects from Auxiliary BR&R	44,702	44,702	100%	16,943	0	0	0%
Subtotal - Capital and BR&R	16,827,716	4,764,864	28%	18,240,201	0	6,924,879	38%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	16,827,716	4,764,864	28%	18,240,201	0	6,924,879	38%
GRAND TOTAL EXPENDITURES	43,078,256	28,117,543	65%	46,061,443	2,158,901	33,006,965	72%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
June 2007

100% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	2,160,990	2,198,671	102%	2,647,425	66,226	2,791,396	105%
State Appropriations	7,682,962	7,703,238	100%	8,800,842	789,188	8,933,868	102%
Advalorem Taxes - Oil and Gas	9,654,269	9,132,680	95%	4,700,000	950,934	9,318,871	198%
Advalorem Taxes - Property	2,614,000	2,935,992	112%	2,800,000	593,315	3,116,517	111%
Interest Income	120,000	341,347	284%	185,000	98,968	560,380	303%
Other Revenues	227,645	183,286	81%	225,050	67,682	271,151	120%
Subtotal - Instruction & General	22,459,866	22,495,214	100%	19,358,317	2,566,313	24,992,183	129%
Student Activities	103,965	103,935	100%	110,000	0	108,783	99%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	1,922,200	1,905,107	99%	2,250,052	62,774	2,230,892	99%
Athletics	39,600	35,896	91%	39,100	3,258	38,733	99%
Total Current Unrestricted	24,525,631	24,540,152	100%	21,757,469	2,632,345	27,370,591	126%
CURRENT RESTRICTED FUND							
Grants	1,647,822	1,516,469	92%	1,820,601	5,410	1,281,536	70%
Student Aid	4,694,393	3,548,048	76%	4,000,000	172,353	3,672,106	92%
Total Current Restricted	6,342,215	5,064,517	80%	5,820,601	177,763	4,953,642	85%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,980,400	343,296	9%	3,420,676		1,494,342	44%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	735,262	0	320,474	0%
Projects from Private Funds	1,350,000	1,350,000	100%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	5,330,400	1,693,296	32%	4,155,938	0	1,814,816	44%
GRAND TOTAL REVENUES	36,198,246	31,297,965	86%	31,734,008	2,810,108	34,139,049	108%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2007

100% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$63.05	3,252,614	\$6.92	19,403,806	757,763	316,667	441,096
Actual	August	\$64.01	3,145,974	\$6.24	18,450,466	742,051	316,667	425,384
Actual	September	\$67.80	2,963,641	\$7.32	18,029,382	747,815	316,667	431,148
Actual	October	\$59.37	2,967,899	\$6.38	17,164,332	808,322	316,667	491,655
Actual	November	\$53.95	2,900,596	\$7.07	17,421,063	673,808	316,667	357,141
Actual	December	\$57.48	3,007,935	\$6.80	16,265,150	502,481	316,667	185,814
Actual	January	\$56.25	2,729,290	\$7.00	15,500,202	712,715	316,667	396,048
Actual	February	\$56.71	2,918,650	\$7.15	17,029,812	662,475	316,667	345,808
Actual	March					591,070	316,667	274,403
Actual	April					602,997	316,667	286,330
Actual	May					661,682	316,667	345,015
Accrual	June					316,667	316,667	0
Y.T.D. Production Tax Revenue						7,779,846	3,800,004	3,979,842
Y.T.D. Equipment Tax Revenue						1,539,025	900,000	639,025
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						9,318,871	4,700,004	4,618,867

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 June 2007

100% 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	10,625,000	N/A	N/A	N/A	7102-1348	5.25%	46,200
Total Investments	<u>10,625,000</u>						<u>46,200</u>

Summary of Current Month's Activity	
Beginning amount	10,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	11,718,206
Reserves Invested	-1,093,206
Total LGIP Investment	10,625,000

Capital Projects	6/30/2007
Technology Upgrade	321,933.41
Workforce Training Center	1,745,686.14
High Tech Start Up	13,346.40
Vehicles	71,524.49
Drawings & Master Plan	12,805.63
Baseball Field	104,011.32
Rodeo Arena	171,756.78
Dormitory Landscape	1,622.23
Millen Fence/Landscape	66,094.25
JASI	169,146.26
Computer Equipment Rebates	12,753.01
Marketing	58,136.04
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Flooring Repair	39,974.50
Student Housing Construction	5,140,809.48
Testing Center Remodel	250,000.00
Campus Village Development Proj	16,785.00
Continuing Education	16,991.00
Landscaping	300,000.00
Facility Painting	50,000.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	588,560.15
Campus Signage	50,000.00
Campus Paving	100,000.00
Roof Replacement	73,531.64
Interior Lighting-Energy Retrofit	103,859.62
Old Dorms Renovation	182,571.03
Bulk Fuel	20,000.00
Millen Dr. Sewer & Water	414,621.44
Board Room	25,000.00
Concrete Upgrade	50,000.00
Campus Construction	192,835.93
Oil & Gas Training Center	500,000.00
Workforce Training/Outreach	150,000.00
Infrastructure	408,850.38
Total	11,718,206.13

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: New Mexico Junior College Board members
From: Dan Hardin
RE: Purchase of 2002 Freightliner Truck and 1995 Great Dane trailer
Date: July 13, 2007

Board members, at the May Board meeting the Board approved a new CDL instructor position and the increase of the Truck Driver Training operating budget by \$94,800.00. Included in the operating budget increase was \$42,000.00 for a 12 month lease of a truck. After, much research by Don Hancock for a used truck and trailer and reevaluation of lease verses purchase by Lisa Hardison and Robert Rhodes, it was concluded that a better fiscal decision would be to purchase a used truck and trailer which can be placed on the college's equipment inventory. NMJC will be refunded 46.5% of the purchase price in ER&R funding over five years.

The administration is requesting approval by the Board to purchase a 2002 Freightliner truck and a 1995 Great Dane 48' x 96" flat bed sliding tandem trailer for \$44,000.00 from Albuquerque Freightliner. Albuquerque Freightliner is a CES vendor, which allows the College to purchase without going out to bid. The request includes moving the \$42,000.00 budget for lease expense to major equipment within the Truck Driver Training department budget. The remaining \$2,000.00 and 1% CES fee would be covered from ER&R funds.

Respectfully submitted,


Dan Hardin

Customer Invoice

Cte# F25180

ALBUQUERQUE FREIGHTLINER
 12901 U. S. HWY 66 W. FRONTAGE RD.
 ALBUQUERQUE, NM 87121
 505.833.1000/800.250.9253/FAX 505.833.1064



Customer Name: New Mexico Junior College	Date:
Address: 5317 Lovington Hwy, Hobbs, NM 88240	Expected Delivery Date:
Phone: 1505-399-0622	Sales Rep.: Byron

Description	Base Price	FET	Price
Year, Make, Model 2002 Freightliner C120			\$ 34,500.00
VIN/Unit # 1FUJBBCGX2LF25180			\$ -
Odometer			\$ -
Selling Price			\$ 34,500.00

Extras:	\$	-	-
THIS UNIT SOLD AS IS - NO WARRANTY	\$	-	-
UNLESS OTHERWISE SPECIFIED _____ customer Initials	\$	-	-
	\$	-	-
1995 Great Dane 48"X 96" flat bed SLIDING TANDEM	\$	-	-
serial # 1GRDM9623SM075201	\$	9,500.00	-
	\$	-	-
	\$	-	-
Total Extras			\$ 9,500.00

Trade In:	No Trade	Allowance	\$ -
		\$	-
		Equity	\$ -

Net Sales Price / Trade Difference \$ **44,000.00**

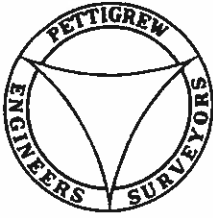
T.T.&L: State Sales Tax	\$	-	-
Registration Fees	\$	-	-
Title Fee	\$	-	-
Documentation Fee	\$	-	-
MVD Inspection Fee	\$	-	-
	\$	-	-
Total Tax, Title, License & Doc Fees			\$ -

Total Sale Price \$ **44,000.00**

Payment: Cash with order. (non refundable pending financing)	\$	-	-
Cash Due on Delivery	\$	-	-
Finance Amount - Finance Term Requested _____			\$ 44,000.00

This contract is subject to additional provisions set forth on page two of this document, which is incorporated here in by inference, AND WHICH TERMS INCLUDE A COMPLETE DISCLAIMER OF ALL WARRANTIES. The purchaser agrees that this order includes all the terms and conditions on both the face and reverse side hereof and that this order cancels and supersedes any prior agreement and as of the date hereof comprises the complete and exclusive statement of the terms of this agreement, relating to the subject matters covered hereby, and that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE DEALER PRINCIPAL OR HIS/HER AUTHORIZED REPRESENTATIVE. Purchaser by his/her execution of this order acknowledges the he/she has read its terms and conditions and has received a copy of the order. A documentary fee is not a legal fee is not required by law, but may be charged to buyers for handling documents and performing services relating to the closing of a sale, such as overnight charges etc. This notice is required by law.

Purchaser Name:	Date:
By: _____ Signature Required	
Dealer: Albuquerque Freightliner	
By: <u><i>[Signature]</i></u> <u>6-14-07</u>	Date:
Title: Sales Rep Signature	
By: _____	
Sales Manager Signature	



PETTIGREW & ASSOCIATES, P. A.

1110 N. GRIMES
HOBBS, NEW MEXICO 88240
(505) 393-9827 voice
(505) 393-1543 fax

19 July, 2007

New Mexico Junior College Board
5317 Lovington Highway
Hobbs, New Mexico 88240

ATTN: Dr. Steve McCleery
President

RE: Offsite Utilities
Bid No. 1001

Dear Dr. McCleery:

Contractor's Bids for construction of work associated with the above-referred Project were received and publicly opened at 2:00 p.m. on July 13, 2007 in accordance with Section 103.1 of the New Mexico Department of Transportation 2005 Interim Specifications for Highway and Bridge Construction. Two bids were received:

- | | | |
|---------------------------------------|-----------|----------------------------|
| 1) Jesco Operating LP
Decatur, TX | Total Bid | \$ 489,335.00 ¹ |
| 2) RPM Construction, LLC
Hobbs, NM | Total Bid | \$ 332,970.00 ² |

The Engineer's Estimate for construction is: \$ 317,175.00

The Bid presented by Jesco Operating LP is considered nonresponsive as it was not accompanied by a Bid Guaranty in the form of Bid Bond, Certified Check, Cashier's Check, postal money order or bank money order in an amount of at least 5% of the amount bid. It is noted that the Bid was accompanied by a corporate check (Check No. 5497) in the amount of \$20,266.75. (Reference Section 102.11 Bid Guaranty of NMDOT 2005 Interim Specifications)

¹ Total Amount Bid was corrected in accordance with Section 103.1 Consideration of Bids, NMDOT 2005 Interim Specifications.

² Total Amount Bid was corrected in accordance with Section 103.1 Consideration of Bids, NMDOT 2005 Interim Specifications.

13, July 2007
New Mexico Junior College Board
Page 2 of 2

The Bid received from RPM Construction, LLC contained three discrepancies, two in the extension calculation and one in the summation of the Total Amount Bid. These discrepancies were resolved in accordance with the above referred Section 103.1 *"In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern."* The corrections to this Bid are reflected in the amount of the Total Bid presented above.

The Contractor's Bid submitted by RPM Construction, LLC is within 5% of the Engineer's Estimate. Therefore, it is our recommendation that construction of this Project be awarded to RPM Construction, LLC at the Unit Price Bid per item of Work in the amount of \$332,970.00. This amount is subject to gross receipts tax. A Certified Bid Tabulation is attached for your review. Representatives of this firm will be present at the Commission meeting scheduled for July 19, 2007.

Sincerely,

Pettigrew & Associates, P.A.



Debra P. Hicks, PE/LSI
President

Attach.

BID NO. 1001
Offsite Utilities

BASE BID

ITEM NO.	DESCRIPTION	QUANTITY & UNIT OF MEASUREMENT	ENGINEER'S ESTIMATE		RPM Construction		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT						
417050	ROADWAY AC PATCHING, 2" AC, COMPLETE IN PLACE. (101-1000 SY)	145 S.Y.	\$45.00	\$6,525.00	\$40.00	\$5,800.00						
451150	CONCRETE PAVEMENT PATCH, COMPLETE IN PLACE. (11-20 SY)	15 S.Y.	\$84.00	\$1,260.00	\$150.00	\$2,250.00						
570013	12" CULVERT PIPE	45 LIN.FT.	\$80.00	\$3,600.00	\$80.00	\$3,600.00						
601000	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1 L.S.	\$500.00	\$500.00	\$10,000.00	\$10,000.00						
601100	REMOVAL OF SURFACING	1 L.S.	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00						
614024	PIPE CASING 24"	140 LIN.FT.	\$310.00	\$43,400.00	\$40.00	\$5,600.00						
618000	TRAFFIC CONTROL MANAGEMENT	1 L.S.	\$2,000.00	\$2,000.00	\$15,000.00	\$15,000.00						
621000	MOBILIZATION	1 L.S.	\$8,000.00	\$8,000.00	\$3,000.00	\$3,000.00						
662062	MANHOLE TYPE E-4 DIAMETER OVER 6' TO 10' DEPTH	4 EACH	\$3,800.00	\$15,200.00	\$4,000.00	\$16,000.00						
663732	12" WATERLINE 0'-6' DEPTH	990 LIN.FT.	\$65.00	\$64,350.00	\$40.00	\$39,600.00						
663784	TIE TO EXISTING 12" WATERLINE	2 EACH	\$2,300.00	\$4,600.00	\$4,000.00	\$8,000.00						

BID NO. 1001
Offsite Utilities

BASE BID

ITEM NO.	DESCRIPTION	QUANTITY & UNIT OF MEASUREMENT	ENGINEER'S ESTIMATE		RPM Construction		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT						
663841	UTILITY SHORING DURING CONSTRUCTION	2,230 LIN.FT.	\$18.00	\$40,140.00	\$20.00	\$44,600.00						
663875	LINEAR BORING	140 LIN.FT.	\$190.00	\$26,600.00	\$350.00	\$49,000.00						
663912	SANITARY SEWER LINE-12"	1,240 LIN.FT.	\$75.00	\$93,000.00	\$98.00	\$121,520.00						
663950	CONNECTION OF NEW SEWER LINE TO EXISTING MANHOLE	2 EACH	\$3,000.00	\$6,000.00	\$3,000.00	\$6,000.00						
	TOTAL			\$317,175.00		\$332,970.00						
	5% BID BOND											
	CONTRACTOR'S LICENSE & TYPE											

ENGINEER'S CERTIFICATE:

I hereby Certify that this TABULATION IS True and Correct.

Debra Hicks
Debra Hicks, PE NM No 10871

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #1002

Offsite Utilities

BOARD DOCUMENTS

Date: July 19, 2007
Prepared by: Joshua Morgan
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On June 30, 2007 a legal notice was posted in the Hobbs News-Sun for the furnishing of all labor, material, tools, machinery and equipment necessary to construct a new 12" water main and a new 12" sewer main for the New Mexico Junior College offsite utilities.
2. Two vendors submitted bid packages in response to our Invitation.
3. The Business Office has evaluated the bids received and their recommendation is shown on Page 3. Pettigrew and Associates', P.A. ("Engineer") recommendation letter is shown on Page 4.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The vendors responding to Invitation to Bid #1002 are: RPM Construction, LLC, Hobbs, NM, and Jesco Operating LP, Decatur, TX.

The Administration recommends acceptance of the bid submitted by RPM Construction, LLC for an amount of \$332,970.00 exclusive of gross receipts tax. The tabulation results are detailed on Page 6.

Source of Funding: FY 2007/2008 – Millen Drive Sewer and Water
Account #: 91541-4002-96012-911
Budget: \$ 414,621.44
Amount: \$ 332,970.00

16 July, 2007

New Mexico Junior College Board
5317 Lovington Highway
Hobbs, New Mexico 88240

ATTN: Dr. Steve McCleery
President

RE: Offsite Utilities
Bid No. 1001

Dear Dr. McCleery:

Contractor's Bids for construction of work associated with the above-referred Project were received and publicly opened at 2:00 p.m. on July 13, 2007 in accordance with Section 103.1 of the New Mexico Department of Transportation 2005 Interim Specifications for Highway and Bridge Construction. Two bids were received:

- | | | |
|---------------------------------------|-----------|----------------------------|
| 1) Jesco Operating LP
Decatur, TX | Total Bid | \$ 489,335.00 ¹ |
| 2) RPM Construction, LLC
Hobbs, NM | Total Bid | \$ 332,970.00 ² |

The Engineer's Estimate for construction is: \$ 317,175.00

The Bid presented by Jesco Operating LP is considered nonresponsive as it was not accompanied by a Bid Guaranty in the form of Bid Bond, Certified Check, Cashier's Check, postal money order or bank money order in an amount of at least 5% of the amount bid. It is noted that the Bid was accompanied by a corporate check (Check No. 5497) in the amount of \$20,266.75. (Reference Section 102.11 Bid Guaranty of NMDOT 2005 Interim Specifications)

¹ Total Amount Bid was corrected in accordance with Section 103.1 Consideration of Bids, NMDOT 2005 Interim Specifications.

² Total Amount Bid was corrected in accordance with Section 103.1 Consideration of Bids, NMDOT 2005 Interim Specifications.

16, July 2007
New Mexico Junior College Board
Page 2 of 2

The Bid received from RPM Construction, LLC contained three discrepancies, two in the extension calculation and one in the summation of the Total Amount Bid. These discrepancies were resolved in accordance with the above referred Section 103.1 "*In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern.*" The corrections to this Bid are reflected in the amount of the Total Bid presented above.

The Contractor's Bid submitted by RPM Construction, LLC is within 5% of the Engineer's Estimate. Therefore, it is our recommendation that construction of this Project be awarded to RPM Construction, LLC at the Unit Price Bid per item of Work in the amount of \$332,970.00. This amount is subject to gross receipts tax. A Certified Bid Tabulation is attached for your review. Representatives of this firm will be present at the Commission meeting scheduled for July 19, 2007.

Sincerely,

Pettigrew & Associates, P.A.

Debra P. Hicks, PE/LSI
President

Attach.

NMJC Offsite Utilities

Invitation to Bid #1002

Bid Tabulation

July 13, 2007

Item No.	Description	Quantity & U/M	Engineer's Estimate		RPM Construction		Jesco Operating	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
417050	Roadway AC Patching, 2" AC, Complet in Place, (101-1000 SY)	145/S.Y.	\$ 45	\$ 6,525.00	\$ 40.00	\$ 5,800.00	\$ 300.00	\$ 43,500.00
451150	Concrete Pavement Patch, Complet in Place, (11-20 SY)	15/S.Y.	\$ 84	\$ 1,260.00	\$ 150.00	\$ 2,250.00	\$ 6,000.00	\$ 90,000.00
570013	12" Culvert Pipe	45/lin.Ft.	\$ 80	\$ 3,600.00	\$ 80.00	\$ 3,600.00	\$ 45.00	\$ 2,025.00
601000	Removal of Structures and Obstructions	1/L.S.	\$ 500	\$ 500.00	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00
601100	Removal of Surfacing	1/S.S.	\$ 2,000	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 12,000.00	\$ 12,000.00
614024	Pipe Casing 24"	140/lin.Ft.	\$ 310	\$ 43,400.00	\$ 40.00	\$ 5,600.00	\$ 102.00	\$ 14,280.00
618000	Traffic Control Management	1/L.S.	\$ 2,000	\$ 2,000.00	\$ 15,000.00	\$ 15,000.00	\$ 35,000.00	\$ 35,000.00
621000	Mobilization	1/L.S.	\$ 8,000	\$ 8,000.00	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	\$ 6,000.00
662062	Manhole Type E-4 Diameter Over 6' to 10' Depth	4/Each	\$ 3,800	\$ 15,200.00	\$ 4,000.00	\$ 16,000.00	\$ 4,500.00	\$ 18,000.00
663732	12" Waterline 0'-6' Depth	990/lin.Ft.	\$ 65	\$ 64,350.00	\$ 40.00	\$ 39,600.00	\$ 44.00	\$ 43,560.00
663784	Tie to Existing 12" Waterline	2/Each	\$ 2,300	\$ 4,600.00	\$ 4,000.00	\$ 8,000.00	\$ 2,500.00	\$ 5,000.00
663841	Utility Shoring During Construction	2,230/lin.Ft.	\$ 18	\$ 40,140.00	\$ 20.00	\$ 44,000.00	\$ 35.00	\$ 78,050.00
663875	Linear Boring	140/lin.Ft.	\$ 190	\$ 26,600.00	\$ 350.00	\$ 49,000.00	\$ 150.00	\$ 21,000.00
663912	Sanitary Sewer Line-12"	1,240/lin.Ft.	\$ 75	\$ 93,000.00	\$ 98.00	\$ 121,520.00	\$ 83.00	\$ 102,920.00
663950	Connection of New Sewer Line to Existing Manhole	2/Each	\$ 3,000	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00
	Total		\$	\$ 317,175.00	\$	\$ 332,370.00 ¹	\$	\$ 489,335.00 ²
	5% Bid Bond					Yes		No ³
	Contractor's License					Yes		Yes
Recommended Award								
RPM Construction, LLC		\$ 332,370		Contract Amount				
NMGRT		\$ 22,227		6.6875%				
TOTAL		\$ 354,597		Total with NMGRT				

¹The Bid received from RPM Construction, LLC contained three discrepancies, two in the extension calculation and one in the summation of the Total Amount Bid. In Accordance with NMAC 1.4.1.23 (E)(2), for errors in extending unit prices and arithmetical errors, the bid shall be corrected to the intended correct bid and may not be withdrawn.

²The bid received from Jesco Operating LP contained one error in the unit price. In Accordance with NMAC 1.4.1.23 (E)(2), mistakes in unit prices can not be corrected.

³In Accordance with NM Procurement Code 13-1-146, Bid security in an amount equal to at least five percent of the amount of the bid shall be a bond provided by a surety company authorized to do business in New Mexico or the equivalent in cash, or otherwise supplied in a form satisfactory to the college. Jesco Operating's bid was accompanied by a corporate check in the amount of \$20,266,75. Jesco Operating's bid was rejected.

PROFESSIONAL/FACULTY FOR BOARD RECOMMENDATION

Professor of Nursing

- 1) Cheryl L. Chance
- 2) Misty B. Stine
- 3) Marlena W. Bushway
- 4) Candida L. Smedley

Professor of PE/Assistant Women's Basketball Coach

- 5) Michelle D. Carter

Professor of PE/Assistant Women's Track Coach

- 6) Jeffery S. Becker

Professor of PE/Assistant Men's Baseball Coach

- 7) Joshua T. Simpson

Admission Specialist

- 8) Adrienne J. Betzen

Professor of Welding:

- 9) Earl R. Nymeyer

Professor of Education/Transitional Studies: Reading

- 10) Ruth Ann J. Wong

Professor of High School Automotive Technology

- 11) John D. Cummins

RELATIVE FOR BOARD RECOMMENDATION

- 1) Wenona M. Youngblood – Library Assistant – Circulations (daughter of Homer Youngblood)

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-11-07

Candidate's name Adrienne J. Betzen

Position title Admission Specialist

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 7-20-07 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 \$30,693 to \$38,367 Recommended annual salary \$32,546 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 3042 61301 125 100%

Recommended and approved by:
Supervisor *Regina Orj* Dean/Director *Steve McClure*
Vice President *A. B. Denton* President

- Selection Committee Members:
- Connie Hanson – Department Secretary/Recruiting
 - David Jett – Assistant Director PR/Marketing
 - Jennifer McClure – Admission Specialist
 - Suzanne Schwisow – Writer/Videographer for PR/Marketing
 - Vicki Vardeman – Director of PR/Marketing

Comments: Ms. Betzen, with a Master's degree in Communications and more than four years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Admission Specialist

Personal Data

Name: Adrienne J. Betzen

Education

M.A., Texas Tech University, Lubbock, TX, 2007

Major: Communication Studies

B.A., University of New Mexico, Albuquerque, NM, 2003

Major: English

Minor: Communication

Professional Experience

Texas Tech University, Lubbock, TX	
Part-time Graduate Teaching Assistant	8/05 to 5/07
Fitness Instructor	1/06 to 5/07
Pacific Rim, Hobbs, NM	3/05 to 8/05
Assistant Manager	
Farmers Insurance, Hobbs, NM	5/04 to 3/05
Customer Service Representative	
Maciolek School of Dance, Hobbs, NM	8/04 to 8/05
Part-time Hip Hop Instructor	
Kappa Kappa Gamma, Columbus, OH	5/03 to 5/04
Traveling Field Representative	

Publications

Adler, R.B., & Elmhurst, J.M. (2007). Communicating at Work: Principles and Practices for Business and the Professions. (9th). New York: McCraw-Hill.

Activities

Kappa Kappa Gamma Fraternity, 1999-2003
President, Marshal, Event Chairman, Greek Week Chairman, Panhellenic Greek Banquet Chairman
2006 Finance Adviser, Delta Psi Chapter
University of New Mexico All-Girl Cheerleading, 1998-2001
2001 Best Attitude Award



New Mexico Junior College

Career Opportunities

Position Announcement • May 2007

Position Title: Admission Specialist

Position Description: The position reports to the Director of Public Relations & Marketing or his/her designee. Duties and responsibilities shall be, but are not limited to, the following: 1) Maintain responsibility for all aspects of student recruiting, including general office, budget, database management, and some supervisory responsibility; (2) Develop and implement student recruiting strategies; (3) Develop and maintain a strong network of contacts to help identify prospective students; (4) Assist in the development of recruiting materials, such as a hard copy and/or electronic brochures, promoting NMJC's programs and its opportunities; (5) Organize presentations for schools and job/college fairs regarding the institution, programs, and any known employment/training opportunity; (6) Confer with college personnel to learn about NMJC's programs and related job/training opportunities in order to target and motivate prospective students; (7) Maintain general knowledge of competitive practices in various program disciplines, including compensation, qualifications, and recommended recruiting strategies; (8) Identify/develop and utilize internet online recruiting resources to help prospective students; (9) Coordinate with faculty in on- and off- campus recruiting events and activities; (10) Forward prospective student information to appropriate faculty members for additional contact; (11) Coordinate recruiting efforts with appropriate staff in various departments across campus; (12) Travel as assigned to meet recruiting 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; (15) Serve on college committees as assigned; and 14) 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. All degrees must be from a regionally accredited institution. Excellent verbal and written skills. Skilled at making presentations to groups; strong desire to work with prospective college students. Prior college experience in recruiting or admission preferred. Must maintain a valid driver's license and be able to travel. NOTE: Computer proficiency is required.

Salary/Benefits: This is a twelve-month professional position. Salary range is \$30,693 to \$38,367. The salary and benefits are commensurate with experience and qualifications.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible. **Please do not send any application materials via e-mail.**

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts, and eight (8) personal reference with current phone numbers and addresses:

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

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

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone (505) 492-2793 • Fax (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehernandez@nmjc.edu

APPLICANT LIST

Position: Admission Specialist

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Betzen, Adrienne J.	Yes	Yes	Start date: Pending Board approval.
Tyler, Rhonda S.	No	No	Withdrew application.
Friend, Ty	No	No	
Shiroma, Marsha S.	Yes	No	
Hill, Joshua B.	No	No	Incomplete application materials.
Harder, Anna.	No	No	Received after position was filled.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 7-18-07

Candidate's name Robert M. Bensing

Position title Director of Small Business Development Center

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 8-1-07 Standard contract length 12 mos. 9 mos. other _____

Funding source Grant Funding

Paid advertising beyond *standard higheredjobs.com

(*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)

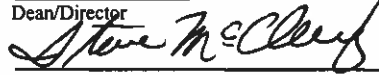
Posted salary range \$54,162 to \$67,702 Recommended annual salary \$70,038 Prorated salary yes no

Account number(s) with respective % allocation(s) 41220-2026-61301-171 100%

Recommended and approved by:

Supervisor _____

Dean/Director _____



Vice President _____

President _____

Selection Committee Members: Brandon Hunt – Business Specialist/SBDC

Robert Rhodes – Vice President for Training and Outreach

Steve Saucedo – Training Consultant

Dennis Holmberg – Community Member

Gene Simmons – Roswell SBDC

Comments: Dexter Sykes – REAP Program SBDC

Mr. Bensing, with a Ed.D in Education Administration and more than twenty-three years of applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Director of Small Business Development Center

Personal Data

Name: Robert M. Bensing

Education

Ed.D., New Mexico State University, Las Cruces, NM, 2005

Major: Educational Administration

M.Ed., Texas Tech University, Lubbock, TX, 1977

Major: Education

B.S., Brigham Young University, Provo, UT, 1973

Major: Psychology

Professional Experience

New Mexico Junior College, Hobbs, NM

Dean of Enrollment Management

5/98 to Present

Financial Aid Officer

6/80 to 7/84

Lea Regional Hospital, Hobbs, NM

2/98 to 5/98

Counselor, Adult Mental Health Unit

A.A. Oilfield Services, Hobbs, NM

8/84 to 12/97

Company Sales Representative and Safety Training and Compliance Officer

Guadalupe Medical Center, Carlsbad, NM

1/80 to 6/80

Social Services Coordinator

B&B Machine Shop, Hobbs, NM

8/77 to 12/79

Machinist

Professional Memberships

New Mexico Association of Collegiate Registrars and Admissions Officers, 1998 to Present (President 2005)

Rocky Mountain Association of Collegiate Registrars and Admissions Officers, 1998 to Present

American Association of Collegiate Registrars and Admissions Officers, 1998 to Present

Volunteer Service

United Way of Lea County, Board Member, Cabinet Member, Oil Division Campaign Co-Chair, Campaign Presenter, Trainer, 1986 to Present

BSA, National Council Member, Council Executive Board, Commissioner, District Committees, Scout Master, Varsity Coach, Explorer and Venturer Adviser, Woodbadge Trained, 1973 to Present

Guidance Center of Lea County, Board Member, 1998-2001

Habitat for Humanity, Board Member, 1998-2000



New Mexico Junior College Career Opportunities

Position Announcement • December 2006 (revised April 2007)

Position Title: Director of Small Business Development Center

Position Description: The Director of Small Business Development Center shall be responsible to the Vice President of Training and Outreach. The duties and responsibilities of the Director of Small Business Development Center shall be, but not limited to, the following: 1) Provide confidential advisement, research, training, and technical assistance to current small business owners/operators and/or those planning to start a business; 2) Provide a broad range of advice/assistance in, but not limited to, feasibility assessment, business plan development, marketing, financial analysis, personnel issues, accounting and purchasing; 3) Coordinate, plan and market SBDC seminars and workshops on various business topics; 4) Develop and implement the annual SBDC budget submitted to the NMSBDC Lead Center for approval and convert the approved NMSBDC budget into budget categories for the fiscal agent, NMJC; 5) Coordinate the preparation and timely submission of monthly, quarterly and annual reports to the NMSBDC Lead Center, SBA and NMJC administration; 6) Represent the NMJC SBDC and work with various community development organizations on programs related to economic development; 7) Attend relevant conferences, meetings and seminars; 8) Manage all services and programs offered by the SBDC; 9) Supervise the SBDC staff; 10) Coordinate the deletion and purchase/replacement of material in the SBDC resource center; 11) Ensure personal as well as the staff's professional development; 12) Complete assigned work in a timely fashion adhering to and meeting all deadlines; 13) Promote the visions of the institution; 14) Participate both as a professional and as a private citizen in community affairs; 15) Conduct an annual needs assessment of the small business community; 16) Create and meet with on a semi-annual basis, a Small Business Development Center Advisory Committee composed of representatives from various local businesses; 17) The Director of Small Business Development Center, or his/her designee, will participate in all activities conducted by or participated in by the county's Economic Development Corporations, as well as the Chambers of Commerce; 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; 20) Accept other duties as assigned by the Vice President of Training and Outreach; and, 21) Nothing 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 the New Mexico Junior College.

Qualifications: Bachelor's Degree required in related field and successful experience in professional consultation in business development or small business ownership experience. Master's Degree preferred. Documented employment in business and industry in Management or Marketing for at least two years. Demonstrated knowledge in small business management including written business plans. Previous counseling and training experience. Demonstrated experience and/or understanding of marketing. Experience managing budgets and finances in a fiscally responsible manner. Have organizational and leadership experience. Have excellent ability in written and oral communication.

Salary/Benefits: This is a 12-month, exempt, professional position funded by a grant. Continued employment will depend on grant funding. Salary range is \$54,162 to \$67,702 commensurate with education and experience. Standard NMJC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible. **Application materials sent via e-mail will not be accepted.**

To Apply: Submit an NMJC application form, letter of application (cover letter), resume, unofficial transcripts and three or more letters of recommendation to:

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

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

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 492-2793 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mhernandez@nmjc.edu

APPLICANT LIST

Position: Director of Small Business Development Center

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Chapman, Linda S.	No	No	
Hunt, Brandon E.	No	No	Withdrew application.
Hernandez, Saul	Yes	No	
Scheller, Jennifer L.	No	No	
Valdez-Betsch, Erika E.	No	No	
Robinson, Kevin T.	Yes	No	
Yates, Marvin R.	No	No	Incomplete application materials.
Bensing, Robert M.	Yes	Yes	Start date: Pending Board approval.
DeLara, Henry J.	No	No	Incomplete application materials.
Abitz, Michael A.	Yes	No	
Garrett, James E.	No	No	Incomplete application materials.
Ladwig, Gina J.	No	No	Incomplete application materials.
Elliott, Karen A.	No	No	
Galke, Scott R.	No	No	Incomplete application materials.

Duties of ADN Nursing Faculty

Presented to the NMJC Board

July 19, 2007

The nursing faculty recommended for hire will have duties specific to their current academic degrees as per NLN (National League of Nursing) and the State Board of Nursing guidelines. Those nurses which currently hold an RN certification with an Associate's Degree in Nursing (ADN) will be responsible for working in the pre-nursing program, supervising skills check-offs, and participating in clinical laboratory settings.

They are:

Cecil Castle

Cheryl Chance

Candida Smedly

Each nurse will have earned his/her Bachelor's of Science in Nursing (BSN) within two years and project the Masters degree to be completed 2-3 years subsequently.

Marlena Bushway currently has a Bachelor's degree (BSN) and is projected to complete her Master's of Science in Nursing (MSN) within the year. Her duties will be to coordinate and schedule all lab simulations.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-11-07

Candidate's name Cheryl L. Chance

Position title Professor of Nursing

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 8-13-07* Standard contract length 12 mos. 9 mos. other _____

Funding source Grant Funding

Paid advertising beyond *standard higheredjobs.com

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

Posted salary range \$29,214 to \$36,518 Recommended annual salary \$37,058 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2544 61101 102 100%

Recommended and approved by:

Karen Cummings
Supervisor

Mary Jane Ward
Dean/Director

J.B. Gatto 7113107
Vice President

Steve McCleary
President

Selection Committee Members: Cecil Castle – Professor of Nursing

Karen Cummings – Director of Allied Health

Adam Pearson – Professor of Nursing

Delores Thompson – Professor of Nursing

Mary Jane Ward – Dean of Careers and Technology

Comments: Kim Webb – Professor of Nursing

Ms. Chance, with an A.A.S. in Nursing and more than sixteen years applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Cheryl L. Chance

Education

A.A.S., Howard College, Big Spring, TX, 1992
Major: Nursing
LVN, Western Texas College, Snyder, TX, 1990

Professional Experience

New Mexico Junior College, Hobbs, NM Part-time Pre-Nursing Instructor	3/07 to Present
West Texas Medical Center, Midland, TX Director of Nursing	7/04 to 1/07
D.M. Cogdell Memorial Hospital Director of Nursing and Acting CEO	11/03 to 5/04
Director of Nursing and ED Management	5/01 to 7/04
Nurse Manager ED/CCU, Trauma Coordinator, House Supervisor	5/99 to 5/01
Nurse Manager ED/CCU, Med Surge, Trauma	10/97 to 5/99
Nurse Manager Med Surge, TDCJ, OB	7/95 to 10/97
House Supervisor	7/93 to 7/95
ED Charge Nurse	7/92 to 7/93
CCU Charge Nurse	5/92 to 7/92
LVN, Long Term Care Staff Nurse	8/90 to 5/92

Professional License

Registered Nurse, State of Texas, License #581836

Honors

Employee of the Year, D.M. Cogdell Memorial Hospital, 1994
Graduated summa cum laude, 1992



New Mexico Junior College

Career Opportunities

Position Announcement • April 2007

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; (8) serve on college committees as assigned; and, (9) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Master's Degree in nursing (MSN) preferred. A Bachelor's or Associate degree in nursing will be considered. Must pursue and complete a MSN within five (5) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have New Mexico or multi-state nursing licenses. Prior successful teaching experience at the college level preferred, with a background in the fundamentals of nursing, medical-surgical and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept. Computer proficiency required. Microsoft Word and Power Point, and Web CT proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. 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 (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more signed letters of reference to:

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Hobbs, NM 88240**

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APPLICANT LIST

Position: Professor of Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Bushway, Marlana W.	Yes	Yes	Start date: Pending Board approval.
Smedley, Candida L.	Yes	Yes	Start date: Pending Board approval.
Chance, Cheryl L.	Yes	Yes	Start date: Pending Board approval.
Stine, Misty B.	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 7-11-07

Candidate's name Candida L. Smedley

Position title Professor of Nursing

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 8-13-07* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higherjobs.com

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

Posted salary range \$29,214 to \$36,518 Recommended annual salary \$33,436 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2542 61101 102 100%

Recommended and approved by:

Karen Cummings
Supervisor

KB Heaton
Vice President

Mary Jane Ward
Dean/Director

Steve McCreary
President

Selection Committee Members: Cecil Castle – Professor Nursing

Karen Cummings – Director of Allied Health

Adam Pearson – Professor of Nursing

Delores Thompson – Professor of Nursing

Mary Jane Ward – Dean of Careers and Technology

Comments: Kim Webb – Professor of Nursing

Ms. Smedley, with an A.A.S. and more than eight years applicable experience, meets and/or exceeds the minimum requirements

for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Candida L. Smedley

Education

A.A.S., New Mexico Junior College, Hobbs, NM 2002

Major: Nursing

LPN, New Mexico Junior College, Hobbs, NM, 1995

Professional Experience

Star Care Hospice, Hobbs, NM 4/06 to Present
RN Case Manger

Lea Regional Medical Center, Hobbs, NM 10/05 to 4/06
RN Case Manager

PRMC, Andrews, TX 10/04 to 10/05
RN - Labor and Delivery

Vista Care Hospice, Hobbs, NM 10/02 to 10/04
Field RN to Manager of Education & Compliance

Good Samaritan, Hobbs, NM 2001 to 2002
LPN-RN

Lea County Corrections Detention Facility, Lovington, NM 2001 to 2002
LPN

Certificates and Awards

CHPN Certificate in Hospice Care
Best CQI Program (41 sites), Vista Care Hospice, 2004



New Mexico Junior College

Career Opportunities

Position Announcement • April 2007

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; (8) serve on college committees as assigned; and, (9) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Master's Degree in nursing (MSN) preferred. A Bachelor's or Associate degree in nursing will be considered. Must pursue and complete a MSN within five (5) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have New Mexico or multi-state nursing licenses. Prior successful teaching experience at the college level preferred, with a background in the fundamentals of nursing, medical-surgical and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept. Computer proficiency required. Microsoft Word and Power Point, and Web CT proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. 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 (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more signed letters of reference to:

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APPLICANT LIST

Position: Professor of Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Bushway, Marlana W.	Yes	Yes	Start date: Pending Board approval.
Smedley, Candida L.	Yes	Yes	Start date: Pending Board approval.
Chance, Cheryl L.	Yes	Yes	Start date: Pending Board approval.
Stine, Misty B.	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 7-11-07

Candidate's name Misty B. Stine

Position title Professor of Nursing

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 8-13-07* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higheredjobs.com

(*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 \$34,727 to \$43,408 Recommended annual salary \$39,693 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2542 61101 102 100%

Recommended and approved by:

Karen Cummings
Supervisor

Mary Jane Ward
Dean/Director

MB Gentta 7113107
Vice President

Steve McCreary
President

Selection Committee Members: Cecil Castle – Professor Nursing

Karen Cummings – Director of Allied Health

Adam Pearson – Professor of Nursing

Delores Thompson – Professor of Nursing

Mary Jane Ward – Dean of Careers and Technology

Comments: Kim Webb – Professor of Nursing

Ms. Stine, with a Master's degree and more than eight years applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Misty B. Stine

Education

M.S.N., University of Phoenix, Albuquerque, NM, 2003

B.S.N., University of Phoenix, Albuquerque, NM, 2001

A.A.S., New Mexico Junior College, Hobbs, NM 1995

Professional Experience

Lea Regional Medical Center, Hobbs, NM	
Part-time Staff/Charge Nurse	5/99 to Present
Staff Nurse	12/99 to 10/00
LPN, GPN, RN	11/94 to 8/95
New Mexico Junior College, Hobbs, NM	8/01 to 8/05
Professor of Nursing	
Del & Associates, Hobbs, NM	3/99 to 5/99
RN Staff Nurse	
Apria Healthcare, Hobbs, NM	8/97 to 3/99
RN Staff Nurse	
Hutson Home Health, Hobbs, NM	8/95 to 8/97
Staff Nurse/Home Health Aide	

Professional Licenses and Certificates

Registered Nurse, State of New Mexico, 1995-Present; LPN, State of New Mexico, 1994-1995
Advanced Cardiac Life Support (ACLS), Conscious Sedation, 1999-Present
Pediatric Advanced Life Support (PALS), 2005 to Present
Trauma Nurse Core Curriculum (TNCC), Crisis Prevention Institute Certification (CPI),
Emergency Nurse Pediatric Curriculum (ENPC), 2006-Present

Professional Organizations

Emergency Nurses Association
Sigma Theta Tau



New Mexico Junior College

Career Opportunities

Position Announcement • April 2007

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; (8) serve on college committees as assigned; and, (9) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Master's Degree in nursing (MSN) preferred. A Bachelor's or Associate degree in nursing will be considered. Must pursue and complete a MSN within five (5) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have New Mexico or multi-state nursing licenses. Prior successful teaching experience at the college level preferred, with a background in the fundamentals of nursing, medical-surgical and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept. Computer proficiency required. Microsoft Word and Power Point, and Web CT proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. 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 (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more signed letters of reference to:

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APPLICANT LIST

Position: Professor of Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Bushway, Marlena W.	Yes	Yes	Start date: Pending Board approval.
Smedley, Candida L.	Yes	Yes	Start date: Pending Board approval.
Chance, Cheryl L.	Yes	Yes	Start date: Pending Board approval.
Stine, Misty B.	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 7-11-07

Candidate's name Marlena W. Bushway

Position title Professor of Nursing

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 8-13-07* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higheredjobs.com

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

Posted salary range \$31,461 to \$39,326 Recommended annual salary \$33,889 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2542 61101 102 100%

Recommended and approved by:

Karen Cummings
Supervisor
J. B. Grotter 7113107
Vice President

Mary Jane Ward
Dean/Director
Steven McCleery
President

- Selection Committee Members:**
- Cecil Castle – Professor Nursing
 - Karen Cummings – Director of Allied Health
 - Adam Pearson – Professor of Nursing
 - Delores Thompson – Professor of Nursing
 - Mary Jane Ward – Dean of Careers and Technology

Comments: Kim Webb – Professor of Nursing

Ms. Bushway, with a B.S.N. and four years applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Marlena W. Bushway

Education

B.S.N., University of Phoenix, Albuquerque, NM, 2006

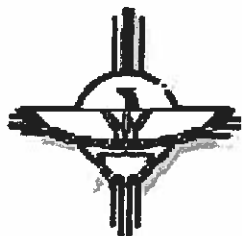
A.A.S., New Mexico Junior College, Hobbs, NM 2002

Professional Experience

New Mexico Junior College, Hobbs, NM	
Part-time Pre-Nursing Instructor	3-07 to Present
Part-time CNA Instructor	8/04 to 8/05
Hobbs Health Care Center, Hobbs, NM	12/04 to 7/05
RN – Floor/Education	
Country Cottage, Hobbs, NM	7/04 to 12/04
Part-time RN – Weekend Nursing Supervisor	
Lea Regional Medical Center, Hobbs, NM	
Registered Nurse	2002 to 2004
CNA	1998 to 2000
American Medical Services, Hobbs, NM	1994 to 1995
Secretary	

Professional Licenses

Registered Nurse, State of New Mexico #R48471



New Mexico Junior College

Career Opportunities

Position Announcement • April 2007

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; (8) serve on college committees as assigned; and, (9) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Master's Degree in nursing (MSN) preferred. A Bachelor's or Associate degree in nursing will be considered. Must pursue and complete a MSN within five (5) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have New Mexico or multi-state nursing licenses. Prior successful teaching experience at the college level preferred, with a background in the fundamentals of nursing, medical-surgical and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept. Computer proficiency required. Microsoft Word and Power Point, and Web CT proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. 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 (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more signed letters of reference to:

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APPLICANT LIST

Position: Professor of Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Bushway, Marlana W.	Yes	Yes	Start date: Pending Board approval.
Smedley, Candida L.	Yes	Yes	Start date: Pending Board approval.
Chance, Cheryl L.	Yes	Yes	Start date: Pending Board approval.
Stine, Misty B.	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 7-11-07

Candidate's name Michelle D. Carter

Position title Professor of Physical Education/Assistant Women's Basketball Coach

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 8-13-07* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higheredjobs.com; NCAA website; NJCAA website

(*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 \$34,727 to \$43,408 Recommended annual salary \$35,505 Prorated salary yes no

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

Recommended and approved by:

Supervisor _____
MB Gratten
Vice President

Dean/Director _____
Steve McCleary
President

- Selection Committee Members:**
- John Gratten – Vice President for Instruction
 - Kelly Holladay – Dean of Math and Sciences
 - Richard Morris – Director of Athletics
 - Regina Organ – Vice President for Student Services
 - Drew Sanders – Professor of PE/Head Women's Basketball Coach

Comments: Ms. Carter, with a Master's degree in Physical Education, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Women's Basketball Coach

Personal Data

Name: Michelle D. Carter

Education

M.A., Jackson State University, Jackson, MS, 2007
Major: Physical Education and Recreation
B.S., West Virginia University, Morgantown, WV, 2004
Major: Physical Education
Emphasis: Athletic Coaching Education
A.A., University of Arkansas Fort Smith, Fort Smith, AR, 2002
Major: Liberal Arts

Professional Experience

Jackson State University, Jackson, MS 8/05 to 5/07
Graduate Assistant

Collegiate Playing Experience

University of Arkansas Fort Smith, 1999-2002
West Virginia University, 2002-2004
Big East Conference
NCAA Appearance, 2004

Awards

All-Region team NJCAA, 1999-2002
All-Star Girls ranked 6th best post player in country, 2002
WVY Athletic Honor Roll, 2003-2004
Showcase All-Tournament Team, Summer 2004
Dean's List Graduate School, Jackson State University, Fall 2005

Volunteer Services

Special Olympics
Ruby Memorial Hospital
North Elementary School
CASA (Court Appointed Special Advocate)



New Mexico Junior College

Career Opportunities

Position Announcement • April 2007 revised June 2007

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

Position Description: The position is responsible to the Vice President for Instruction, Vice President for Student Services, Dean of Math & Sciences, Director of Athletics and the Head Women's Basketball Coach. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve on college committees as assigned; (3) serve as a sponsor for student groups as assigned; (4) post and maintain supervisor approved office hours per week; (5) assume other professional responsibilities associated with the position of Professor of Physical Education/Assistant Women's Basketball Coach; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; and (8) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree in Physical Education or related field required, master's degree, also in Physical Education or related field, preferred. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard employee benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more signed letters of reference to:

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APPLICANT LIST

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

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Williams, Zaria	No	No	Incomplete application materials.
Boyd, James L.	No	No	
Hicks, Marcus A.	No	No	Incomplete application materials.
Kowal, Jonathan W.	No	No	Incomplete application materials.
Salazar, Nicholas A.	Yes	No	
Normore, Terry L.	No	No	
Sartor, Holly E.	No	No	
Lowery, Errol E.	No	No	
Taylor, Alfred E.	No	No	
Smith, Steven C.	No	No	
Jones, Jennifer L.	No	No	
James, Mark	No	No	Incomplete application materials.
Myers, Cary D.	No	No	Incomplete application materials.
Carter, Michelle D.	Yes	Yes	Start date: Pending Board approval.
Barkins, Quintina C.	No	No	Incomplete application materials.
Oliver, Patricia A.	No	No	
Shepherd, David M.	No	No	Incomplete application materials.
Taylor, Amber N.	No	No	Incomplete application materials.
Rider, Will	No	No	Incomplete application materials.
McDonald, Devry J.	Yes	No	

Position: Professor of Physical Education/Head Men's Basketball Coach (Continued from page 1)

Fercha, Nadra S.	No	No	Incomplete application materials.
Wu, Ming Pu	No	No	Incomplete application materials.
Lee, Shawn D.	No	No	Received after position was filled.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-11-07

Candidate's name Jeffery S. Becker

Position title Professor of Physical Education/Assistant Women's Track Coach

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 8-13-07 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard NCAA website; NJCAA website

(*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 \$34,727 to \$43,408 Recommended annual salary \$39,027 Prorated salary yes no

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

Recommended and approved by:

Supervisor _____
John Gratton
Vice President

Dean/Director _____
Steve McCleery
President

- Selection Committee Members:** Keith Blackwill – Prof of PE/Head Women's Cross Country/Indoor & Outdoor Track Coach
John Gratton – Vice President for Instruction
Richard Morris – Director of Athletics
Regina Organ – Vice President for Student Services

Comments: Mr. Becker, with a Master's degree in Health, Physical Education and Recreation and more than seven years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Women's Track Coach

Personal Data

Name: Jeffery S. Becker

Education

M.S., Fort Hays State University, Hays, KS, 2001
Major: Health, Physical Education and Recreation
B.S., Fort Hays State University, Hays, KS, 1999
Major: Physical Education
A.A., Colby Community College, Colby, KS, 1996

Professional Experience

Colby Community College, Colby, KS Instructor/Head Coach-Cross Country Track	8/02 to Present
Highland Community College, Highland, KS Assistant Coach-Cross Country/Track	8/01 to 7/02
USD#425, Highland, KS Part-time Substitute Teacher	8/01 to 7/02
Arthritis Foundation/Kansas Chapter Marathon Team in Training Coach	2/99 to 2002
Fort Hays State University, Hays, KS Student Coach-Cross Country and Track	1998 to 2001

Coaching Accomplishments

Coached:

Twenty-six KJCCC All-Conference Performers
Twenty-six All-Region VI Performers
Twenty NJCAA All-Americans
All-Time NJCAA record holder in the Women's 10,000m run

Top NJCAA Team Finishes:

5th Place NJCAA Men's ½ Marathon Classic, 2005
6th Place NJCAA Men's ½ Marathon Classic, 2004
7th Place NJCAA Women's Indoor Track and Field Championships
Three Academic Team of the Year awards

Certification

USATF Level I certified



New Mexico Junior College

Career Opportunities

Position Announcement • May 2007

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

Position Description: The position is responsible to the Vice President for Instruction, Vice President for Student Services, Dean of Math & Sciences, Director of Athletics and the Head Women's Track Coach. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve on college committees as assigned; (3) serve as a sponsor for student groups as assigned; (4) post and maintain supervisor approved office hours per week; (5) assume other professional responsibilities associated with the position of Professor of Physical Education/Assistant Women's Track Coach; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; and, (8) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree required, master's degree preferred. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard employee benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. To ensure consideration, all application materials must be received as soon as possible. **Application materials sent via e-mail will not be accepted.**

To Apply: Submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more signed letters of reference to:

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

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"Equal Opportunity Education and Employment"

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APPLICANT LIST

Position: Professor of Education/Transitional Studies: Reading

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Clevenger, Chad	No	No	Incomplete application materials.
Becker, Jeffery S.	Yes	Yes	Start date: Pending Board approval
Kuhles, Ray d.	No	No	Incomplete application materials.
Hagopian, Bryan R.	No	No	
Hudson, Adam, M.	No	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-11-07

Candidate's name Joshua T. Simpson

Position title Professor of Physical Education/Assistant Men's Baseball Coach

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 8-13-07* 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 \$31,461 to \$39,326 Recommended annual salary \$32,237 Prorated salary yes no

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

Recommended and approved by:

Supervisor _____
J B Grattan
Vice President

Dean/Director _____
Steve McCleary
President

- Selection Committee Members:**
- John Grattan – Vice President for Instruction
 - Cory Hall – Professor of PE/Head Men's Baseball Coach
 - Kelly Holladay – Dean of Math and Sciences
 - Richard Morris – Director of Athletics
 - Regina Organ – Vice President for Student Services

Comments: Mr. Simpson , with a Bachelor's degree, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Men's Baseball Coach

Personal Data

Name: Joshua T. Simpson

Education

B.S., Northwestern Oklahoma State University, Alva, OK, 2004
Major: Wellness Promotion

Professional Experience

Post 6 Baseball, Cheyenne, WY 6/07 to Present
Baseball Coach

Central Arizona College, Coolidge, AZ 8/06 to Present
Part-time Assistant Baseball Coach/Instructor

Waterloo Buck Baseball, Waterloo, IA 5/05 to 8/05
Temporary Assistant Baseball Coach 5/06 to 8/06

University of New Mexico, Albuquerque, NM 8/05 to 6/06
Volunteer Baseball Coach

Lamar Community College 8/04 to 5/05
Part-time Assistant Baseball Coach/Instructor

Playing Experience

Northwestern Oklahoma State University, Alva, OK
Played left field, 2-year letter winner, SAC Conference Player of the Week
El Paso Community College, El Paso, TX
1999 and 2001 Seasons, 2001 Conference Champions



New Mexico Junior College

Career Opportunities

Position Announcement • June 2007

Position Title: Professor of Physical Education/Assistant Men's Baseball Coach

Position Description: The position is responsible to the Dean of Math and Sciences, Vice-President for Student Services, Director of Athletics, and Head Men's Baseball Coach. Duties and responsibilities shall be, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve as a sponsor for student groups as assigned; (3) post and maintain approved office hours per week; (4) assume other professional responsibilities associated with the position of Professor; (5) assist Head Men's Baseball Coach; and (6) 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. All NMJC employees are encouraged to: (a) participate in a process of continual personal and professional improvement; (b) actively participate in the instructional goals and objectives designed to support the mission of the college; and (c) serve on college committees as assigned.

Qualifications: Master's degree in Physical Education preferred. Bachelor's degree in Physical Education is required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed. Bachelor's degree personnel will be placed on a track for completion of Master's degree.

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 applicant may have the option of teaching during the summer terms for income above his/her base salary. Standard NMJC benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed application by qualified candidates. To ensure consideration, all application materials must be received.

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

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APPLICANT LIST

Position: Professor of Physical Education/Assistant Men's Baseball Coach

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Simpson, Joshua T.	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 7-11-07

Candidate's name Earl R. Nymeyer

Position title Professor of Welding

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 8-13-07 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 \$38,332 to \$47,915 Recommended annual salary \$46,829 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2661 61101 102 100%

Recommended and approved by:

Supervisor _____

Vice President _____

Mary Jane Ward
Dean/Director

Steven M. Cleary
President

Selection Committee Members: Charley Carroll – Director of Physical Plant

John Gratton – Vice President for Instruction

Mary Jane Ward – Dean of Careers and Technology

Kevin Roberts – Not NMJC employee

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

ABBREVIATED RESUME

Position

Professor of Welding

Personal Data

Name: Earl R. Nymeyer

Education

M.A., Texas Tech University, Lubbock, TX, 2003

Major: History

Minor: Education

B.A., Texas Tech University, Lubbock, TX, 2002

Major: History

Minor: English

A.A., New Mexico Junior College, Hobbs, NM, 1989

Major: Criminal Justice

Professional Experience

College of the Southwest, Hobbs, NM 8/05 to Present
Adjunct Instructor

New Mexico Junior College, Hobbs, NM 8/05 to Present
Adjunct Instructor

ABC Machine Shop, Hobbs, NM 1980 to Present
Part-time Welder/Manufacturing

Texas Tech University, Lubbock, TX 7/01 to 8/05
Student Assistant, Teaching Assistant, Graduate Instructor
Research Assistant

Rouly Inc., Hobbs, NM 1992 to 2000
Shop Foreman

C.O.D.E. Welding, Hobbs, NM 1992 to 1998
Owner/Operator

Certifications

Certified-New Mexico Law Enforcement Academy, Santa Fe, NM, 1983

Diploma-United States Army Military Police School, Ft. McClellan, AL, 1977



New Mexico Junior College

Career Opportunities

Position Announcement • May 2007

Position Title: Professor of Welding

Position Description: This position reports to the Dean of Careers and Technology and the Vice President for Instruction. Duties and responsibilities may include the following: (1) teach beginning & advanced courses in gas and electrical welding; (2) teach courses in the ACT Academy/High School Program or at the college level; (3) teach beginning, intermediate and advanced courses to area industries; (4) teach and demonstrate proper safety techniques; (5) participate in a process of continual personal and professional improvement; (6) actively participate in the institutional goals and objectives designed to support the mission of the college; (7) serve on college committees as assigned; and (8) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree from a regionally accredited institution in Welding or related area required. Master's degree from a regionally accredited institution preferred. Two years teaching experience preferred. Occupational experience required.

Salary/Benefits: Salary schedule for a nine-month contract. Placement on faculty schedule relates to years experience teaching and occupational-related experience. Standard employee benefits apply.

Application Deadline: Open until filled. Starting date is on or before August 13, 2007.

To Apply: Submit NMJC application form, letter of application, resume, official transcripts, and three or more signed letters of recommendation to:

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APPLICANT LIST

Position: Professor of Welding

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Nymeyer, Earl R.	Yes	Yes	Start date: Pending Board approval.
Switzer, Randall	No	No	Received after position was filled.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-11-07

Candidate's name Ruth Ann J. Wong

Position title Professor of Education/Transitional Studies: Reading

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom Dr. Yau-Sun Wong, Professor of Music

Effective date of employment 8-13-07 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard higheredjobs.com
(*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 \$34,727 to \$43,408 Recommended annual salary \$42,320 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2103 61101 101 - 50% 11000 2161 61101 101 - 50%

Recommended and approved by:

Supervisor _____
J. D. Garton
Vice President

Dean/Director _____
Steve McCleary
President

- Selection Committee Members:** Mickey Best – Dean of Arts and Humanities
Terry Holloman – Professor of Reading/Writing in Transitional Studies
Dianne Marquez – Director of ABE
Lynda Newman – Professor of Reading/Education

Comments: Ms. Wong, with a Master's degree in Curriculum and Instruction and more than thirteen years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Education/Transitional Studies: Reading

Personal Data

Name: Ruth Ann J. Wong

Education

M.A., College of the Southwest, Hobbs, NM, 2006

Majors: Curriculum and Instruction

B.S., Illinois State University, Normal, IL, 1975

Major: Elementary Education

Minor: Library Science

Professional Experience

College of the Southwest SIFE Advisor, Debate Coach, Adjunct Professor	10/04 to Present
Orange County Christian School Fourth Grade Teacher	9/02 to 2/04
Central Baptist College Library Assistant	8/01 to 5/02
Hong Kong International School Teacher/Gifted Coordinator	8/87 to 6/91 8/93 to 6/01
California International School First Grade Teacher	8/86 to 6/87

Collegiate Assignments

Students in Free Enterprise Advisor – opened Studio Café on campus and SIFE team was first runner-up at Regional competition in Dallas, TX

Debate team – began individual events this year as well as parliamentary debate – 3rd place at Lubbock or Leave It debate tournament

Current Professional/Academic Association Memberships

National Association of Gifted Children

Certificates

“Gifted Education”, University of New South Wales, 1998



New Mexico Junior College

Career Opportunities

Position Announcement • April 2007

Position Title: Professor of Education/Transitional Studies: Reading

Position Description: The Professor of Education/Transitional Studies: Reading reports to the Dean of Arts and Humanities. Duties and responsibilities shall be, but are not limited to the following: (1) teach classes (day and/or evening/s) as enrollment requires. Depending upon qualifications, course section assignments for Fall and Spring semesters may come from any of the following: education courses for students who major in elementary and secondary education, (such as Foundations of Education, Educational Field Observation, Educational Psychology), various courses in Early Childhood Education for those who plan to teach birth/preschool through 3rd grade, and Transitional Reading courses; (2) teach, after demonstration of expertise and/or training, online sections 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 mandatory orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate and up-to-date student records; (8) be involved in the general recruitment of students for the institution and the Education and/or Transitional Studies: Reading program; (9) assume other professional responsibilities associated with the position of professor as described in the institutional job description for the position; (10) participate in a process of continual personal and professional improvement related to job performance; (11) participate in institutional and programmatic student learning assessment; and (12) nothing contained herein shall limit the President of the College 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 the mission of New Mexico Junior College.

Qualifications: Master's degree in Education with an emphasis in Elementary or Early Childhood Education or a related field with a minimum of nine graduate hours in Elementary Education and nine graduate hours in Early Childhood Education, from a regionally accredited institution, is required. A minimum of 5 years of successful teaching experience [a combination of full-time elementary/early childhood and/or college teaching experience in education acceptable] is required. Experience and/or training/successful teaching experience in teaching reading is highly desirable. Must be committed to excellence in instruction and willing to work with other full-time instructors and the department chairperson in coordinating the annual offerings and providing substitute instruction when needed.

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.

Application Deadline: Open until filled. Upon receipt of completed applications, a search committee will begin a review and may elect to interview any qualified applicant upon receipt of her/his completed application

To Apply: NMJC application form, letter of application, resume, unofficial transcripts (**official transcripts required prior to employment**), and three or more current [2006 – 2007] signed letters of reference to:

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APPLICANT LIST

Position: Professor of Education/Transitional Studies: Reading

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Wong, Ruth Ann J.	Yes	Yes	Start date: Pending Board approval.
Fuentes, Sheila Dianne	No	No	
Elmore, Kimberly L.	No	No	Incomplete application materials.
Howard, Melissa K.	No	No	Incomplete application materials.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-11-07

Candidate's name John D. Cummins

Position title Professor of High School Automotive Technology

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 8-13-07* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds/ACTA

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 to 36,518 Recommended annual salary \$34,940 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2561 61101 102 - 80% 11000 2581 61101 102 - 20%

Recommended and approved by:

Supervisor _____

Vice President JRB Gratto 7113107

Dean/Director _____

President Mary Jane Ward
Steven McCreary

Selection Committee Members: John Gratton - Vice President for Instruction

Sam Gilcrease - Professor of Automotive Technology-GM-ASEP

Terry Halladay - Professor of Automotive Technology

Bill Rash - Maintenance III/Plant Warehouse/Motor Pool

Mary Jane Ward - Dean of Careers and Technology

Comments: Randy Whicker - Professor of Automotive Technology-Ford

Mr. Cummins, with an Associates degree and more than eleven years applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of High School Automotive Technology

Personal Data

Name: John D. Cummins

Education

A.A., New Mexico Junior College, 2007
Major: Applied Science

Professional Experience

Accessory Pitt, Albuquerque, NM Automotive/Motorcycle Technician	4/06 to Present
Albuquerque TVI, Albuquerque, NM Part-time Automotive/Small Engine Instructor	1/99 to 12/04
Bobby J's, Albuquerque, NM Motorcycle Technician	3/01 to 6/05
Flash Automotive, Albuquerque, NM Automotive Technician	4/98 to 3/00
Galles Chevrolet, Albuquerque, NM Automotive Technician	1/95 to 4/98

Certifications

ASE Master Certified Technician + L1
ASEP Certification
Designed and Hosted Five Skills USA VICA Contests



New Mexico Junior College

Career Opportunities

Position Announcement • March 2007

Position Title: Professor of High School Automotive Technology

Position Description: This position reports to the Dean of Business & Technology and is responsible for teaching Automotive Technology in the secondary Advanced Career Technology Academy program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (2) Supervise students who are chosen as AYES participants in off-campus cooperative work experiences; (3) Travel as required for AYES training; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Coordinate advisory committee meetings; (8) Work for the general improvement of the instructional programs at the college; (9) Participate in college service through standing and ad hoc committees; (10) Post and maintain supervisor approved office hours per week; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; (13) Coordinate and maintain the NATEF and AYES certifications of the program; (14) Sponsor student participation in various automotive contests throughout the year such as Ford AAA, Skills USA, NMJC high school automotive contest, and/or others; 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 or Master's degree in an occupational/vocational or closely related field is preferred. Candidates with an Associate's degree (or equivalent or compliance to earn an Associate's Degree within an agreed time frame) and extensive automotive experience will be considered. All degrees must be from a regionally accredited institution. Candidates must be ASE certified, possess demonstrated technical skills in the 4 ASE areas taught at the high school level (Electrical, Brakes, Engine Performance, and Suspension and Steering) and become ASE Master certified and L1 certified within a specified time frame. Three years experience teaching (community college or high school level preferred) automotive and technical service experience in a dealership desired. Current training history required. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. **Note: Computer proficiency is required.**

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. Review of applications will begin immediately upon submission.

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

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APPLICANT LIST

Position: Professor of High School Automotive Technology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Cummins, John D.	Yes	Yes	Start date: Pending Board approval.
Kava, Michael C.	No	No	Incomplete application materials.



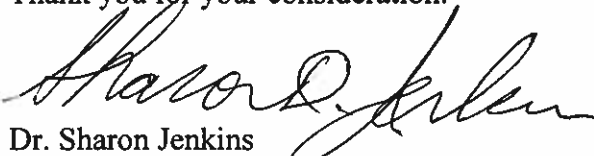
Memorandum

To: Dr. McCleery
From: Dr. Sharon Jenkins
Date: July 11, 2007
Re: Request Board Approval for Employment of Relative: Library Assistant -
Circulations

After reviewing applications for the Library Assistant - Circulations position, I would like to recommend Ms. Wenona Youngblood for the vacancy. Per the 2006-2007 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. Youngblood is related to Homer Youngblood – Professor of EMT-B/AVHS.

Pending Board approval, I would like for Ms. Youngblood to start full time employment on July 20, 2007.

Thank you for your consideration.


Dr. Sharon Jenkins
Director of Library Services

SJ/sp