

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, May 15, 2003

**Zia Room - Library**

1:30 p.m.

## AGENDA

- |   |               |
|---|---------------|
| A. Welcome  | Larry Hanna   |
| B. Adoption of Agenda   | Larry Hanna   |
| C. Approval of Minutes of April 17, 2003                              | Larry Hanna   |
| D. Correspondence   | Pat Chappelle |
| E. President's Report   | Dr. McCleery  |
| F. Closure of Open Meeting  | Larry Hanna   |
| G. 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 President's Contract                              | Dr. McCleery  |
| 6. Retirement Resolutions   | Dr. McCleery  |
| 7. Consideration of Compensation Recommendation                       | Dr. McCleery  |
| 8. Consideration of Board Meeting Time                                | Dr. McCleery  |
| 9. Authorization to Proceed with Housing Development                  | Dr. McCleery  |
| 10. Personnel Consideration – Professor of Office Technology/Business | Rich Fleming  |
| 11. Personnel Consideration – Dean of Business and Technology         | Rich Fleming  |
| 12. Personnel Consideration – Professor of Psychology/Sociology       | Rich Fleming  |
| H. Public Comments  | Larry Hanna   |
| I. Announcement of Next Meeting                                       | Larry Hanna   |
| J. Adjournment  | Larry Hanna   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

APRIL 17, 2003

### MINUTES

The New Mexico Junior College Board met on Thursday, April 17, 2003, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Wade Cavitt; Mr. Phillip Jones; Mrs. Yvonne Williams; Mr. Guy Kesner; and Mr. John Hice, Jr.

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

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

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the minutes of March 20 and April 7, 2003.

Under *President's Report*, Maria Vick reported on the recent Skills USA Vica cosmetology competition. She introduced the students who won four gold, one silver, and one bronze medal.

Under *New Business*, Dan Hardin presented the March financial reports and with a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously approved the expenditures for March 2003.

Bill Shoobridge presented the Labor Management Relations Resolution. The resolution was prepared based on the actual state statute signed into effect July 1. There are some new definitions from the 1993 version. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously adopted the resolution.

Dr. McCleery presented a list of major and minor equipment items to be removed from the college inventory. The items listed have been donated to the County, Eunice Schools, the Teen Center, or destroyed. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously approved the removal from inventory.

Bill Shoobridge and Lisa Brown presented the recommended changes for the 2003-2004 employee handbook. Under Appearance and Public Relations on page 29, Mr. Cavitt recommended that the words "not faded" be removed. Upon a motion by Ms. Chappelle, seconded by Mr. Cavitt, the board approved the handbook with the change.

Dr. McCleery recommended that the board approve the 2003/2004 budget as presented at the April 14, 2003 work session. Upon a motion by Mr. Hice, seconded by Mr. Jones, the board unanimously approved the budget. Upon a motion by Mrs. Williams, seconded by Mr. Cavitt, the board unanimously approved a \$4 per credit hour tuition increase effective this summer. Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the fee schedule. Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the recommended employee compensation increases for 2003/2004.

Donna Richards presented Bid #932 - Purchase and Installation of 25,000 Square Feet of Carpeting and the Installation of Cove Base in Pannell Library and McLean Hall. The administration recommended acceptance of the bid from Work Space Dynamics for the removal of existing carpet and the purchase/installation of new carpeting for \$32,321.33. Upon a motion by Mr. Hice, seconded by Mr. Cavitt, the board unanimously accepted the recommendation.

Ms. Richards presented Bid #933 - Purchase of Thirteen hpLaserJet 2400n Printers. The administration recommended acceptance of the bid from Insight Public Sector for \$17,575.48. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously accepted the recommendation.

Rich Fleming recommended Mr. Daniel Ruehle for the Professor of Mathematics position with a nine month salary of \$33,500. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the employment of Mr. Ruehle, effective August 11, 2003.

Personnel Consideration - Professor of Mathematics was tabled.

The next regular board meeting was scheduled for May 15, 2003, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Hice, seconded by Mr. Jones, the board meeting adjourned at 2:25 p.m.

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CHAIRMAN

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
Date: May 9, 2003  
RE: Expenditure and Revenue Reports for April 2003

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April is month ten or 84% of the budget for the 2002/2003 fiscal year. The expenditure report represents funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of April is \$23,393,256.00 of which \$1,566,695.00 are encumbered funds.

The total current unrestricted fund expenditures for Instruction & General through April are \$13,728,386.00, which is 90% of the projected budget. As you review the unrestricted expenses you will see instruction, academic support and student services are over the projected budget. Please remember that the fringe benefits are not budgeted in the individual departments, but are expended in each departmental budget. The fringe benefits are budgeted in Institutional Support as one total. The Business Office monitors the individual departments to keep the expenditures within the budget limits. As we review the other areas of current unrestricted funds, Auxiliary Enterprises, which includes the Bookstore, has well exceeded the amount budgeted for projected cost of goods sold. The Bookstore sales through April have also exceeded the projected budget for the year in new textbook sales, used textbook sales and sales of supplies. The result of increased sales is an increase in the revenue. The athletic department has moved above projected budget. Athletics has CHE required interdepartmental charge outs from maintenance, grounds, and custodial, which are not budgeted but are expensed between the departments. Operation & maintenance of plant, which is the maintenance, grounds, and custodial, has a credit for the month due to posting charge-outs to areas such as athletics. Internal Service Departments, mainly Computer Services, also had charge-outs as required by the Commission on Higher Education (CHE) for services, which are reflected in the credit for the month.

Restricted funds include grants and restricted financial aid. Restricted financial aid includes Pell grants and student loans. The budget for student aid is only an estimate of what we anticipate students receiving during the year. Restricted funds are drawdown funds, therefore are not bound by a specific budget. As funds are expended, New Mexico Junior College requests draws from the appropriate federal or state agency for grants and federal student aid. Grants have a different fiscal year than does the

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college. September is the year end for most grants, so the percentage of expenditure year-to-date is less for grants compared to other areas.

The activity for April in Plant Funds is the expense and funds encumbered for Building Renewal and Replacement (BR&R) projects. The credit in institutional funds is an adjustment in expenditures encumbered.

Expenditures as of April were \$23,393,256.00, or 79% of the projected budget.

Revenue generated in April 2003 was \$1,321,806.00. This mostly consists of the monthly allocation from the state, the oil and gas and oil and gas equipment tax income, grant and direct loan drawdowns.

The actual oil and gas tax revenue for March was \$379,484.00, and the accrual for April was the same \$379,484.00. Total oil & gas and oil & gas equipment tax revenue year-to-date is \$3,845,270.00, which is \$896,186.00 over the projected budget through ten months of the budget year.

Restricted Funds had \$135,894.00 in revenue for April, which is the result of drawdowns from grants and direct loans for students.

Total revenue for April 2003 is \$1,321,806.00, with year-to-date revenue of \$21,465,313.00 or 93% of projected budget. We expect that all revenue categories will meet or exceed budgeted projections.

The investment report shows an ending balance in the Local Governmental Investment Pool of \$7,975,000.00. In April the Business Office brought back in \$450,000.00 from the Local Governmental Investment Pool. Of the remaining \$7,975,000.00 in LGIP, \$4,510,826.16 or 56% is designated as capital projects. The balances for capital projects include what has been expended, but does not include what has been encumbered. In May the Business Office will make transfers from reserves for capital projects that were approved in the last board meeting

The Commission on Higher Education budget was delivered on time to the CHE staff. I would like to thank the Board for your diligent work on the budget and for allowing the time to complete the CHE budget.

This concludes the Financial Report for April 2003. If you have questions concerning the financial reports, please do not hesitate to call the Business Office at 392-5210.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### April 2003

84% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	5,980,600	4,831,284	81%	4,812,332	1,012,649	4,921,418	102%
Academic Support	1,021,222	1,036,061	101%	911,970	104,073	1,091,144	120%
Student Services	1,194,494	1,126,136	94%	1,069,344	134,020	1,262,697	118%
Institutional Support	2,461,574	1,887,527	77%	3,726,901	172,858	2,100,807	56%
Operation & Maintenance of Plant	1,943,012	1,470,105	76%	1,748,024	(23,938)	1,572,334	90%
<b>Subtotal - Instruction &amp; General</b>	<b>12,600,902</b>	<b>10,351,113</b>	<b>82%</b>	<b>12,268,571</b>	<b>1,399,662</b>	<b>10,948,400</b>	<b>89%</b>
Student Activities	165,817	140,303	85%	290,976	58,560	284,795	98%
Research	0	0	0%	0	0	0	0%
Public Service	5,650	1,778	31%	0	0	0	0%
Internal Service Departments	300,815	409,036	136%	683,216	(53,295)	199,365	29%
Student Aid	148,092	167,675	113%	281,479	6,726	214,784	76%
Auxiliary Enterprises	1,266,820	1,669,651	132%	1,197,047	107,608	1,490,355	125%
Athletics	593,066	590,448	100%	568,428	57,223	590,687	104%
<b>Total Current Unrestricted Fund</b>	<b>15,081,162</b>	<b>13,330,004</b>	<b>88%</b>	<b>15,289,717</b>	<b>1,576,484</b>	<b>13,728,386</b>	<b>90%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,236,954	1,976,282	88%	2,783,775	214,216	1,861,043	67%
Student Aid	3,300,000	3,797,792	115%	3,964,907	214,771	4,554,971	115%
<b>Total Current Restricted Fund</b>	<b>5,536,954</b>	<b>5,774,074</b>	<b>104%</b>	<b>6,748,682</b>	<b>428,987</b>	<b>6,416,014</b>	<b>95%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Anonymous Grant	250,000	250,000	100%	0	0	0	0%
Projects from Institutional Funds	3,325,000	1,661,720	50%	5,944,312	(33,858)	1,720,601	29%
Projects from State GOB Funds	1,500,000	776,011	52%	1,212,900	5,193	1,168,366	96%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Projects from State B R & R	345,546	252,394	73%	327,399	67,687	327,133	100%
Projects from Auxiliary BR&R	0	0	0%	39,009	-1,800	32,756	84%
<b>Subtotal - Capital and BR&amp;R</b>	<b>5,570,600</b>	<b>3,090,179</b>	<b>55%</b>	<b>7,523,620</b>	<b>37,222</b>	<b>3,248,856</b>	<b>43%</b>
<b>Debt Service</b>							
Revenue Bonds	1,470,813	1,488,662	101%	0	0	0	0%
<b>Total Plant Funds</b>	<b>7,041,413</b>	<b>4,578,841</b>	<b>65%</b>	<b>7,523,620</b>	<b>37,222</b>	<b>3,248,856</b>	<b>43%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>27,659,529</b>	<b>23,682,919</b>	<b>86%</b>	<b>29,562,019</b>	<b>2,042,693</b>	<b>23,393,256</b>	<b>79%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### April 2003

84% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
Instruction and General:							
Tuition and Fees	1,244,954	1,246,958	100%	1,356,355	22,259	1,257,417	93%
State Appropriations	7,494,100	6,317,950	84%	7,376,100	614,683	6,146,830	83%
Advalorem Taxes - Oil and Gas	2,874,085	3,571,498	124%	2,949,084	431,551	3,845,270	130%
Advalorem Taxes - Property	1,900,000	1,414,323	74%	1,800,000	49,315	1,650,137	92%
Interest Income	75,000	117,908	157%	50,000	5,905	50,553	101%
Other Revenues	294,400	316,242	107%	307,700	4,290	380,246	124%
Subtotal - Instruction & General	13,882,539	12,984,879	94%	13,839,239	1,128,003	13,330,453	96%
Student Activities	43,400	42,932	99%	43,400	162	47,292	109%
Public Service	0	660	0%	0	0	0	0%
Internal Service Departments	14,000	15,839	113%	10,000	398	11,059	111%
Auxiliary Enterprises	1,528,300	1,658,210	109%	1,663,000	29,371	1,688,523	102%
Athletics	35,100	28,978	83%	35,400	2,875	29,069	82%
Total Current Unrestricted	15,503,339	14,731,498	95%	15,591,039	1,160,809	15,106,396	97%
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,236,954	1,162,831	52%	2,347,254	121,864	1,332,409	57%
Student Aid	3,336,485	3,837,183	115%	3,716,407	14,030	4,150,821	112%
Total Current Restricted	5,573,439	5,000,014	90%	6,063,661	135,894	5,483,230	90%
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant	250,000	250,000	100%				
Projects from State GOB Funds	1,500,000	416,485	28%	1,212,900	16,966	791,136	65%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Interest Income	50,000	78,881	158%	105,700	8,137	84,551	80%
Subtotal - Capital & BR&R	1,700,054	895,420	53%	1,318,600	25,103	875,687	66%
Debt Service							
Interest Income	73,164	32,100	44%	0	0	0	0%
Total Plant Funds	1,773,218	927,520	52%	1,318,600	25,103	875,687	66%
<b>GRAND TOTAL REVENUES</b>	<b>22,849,996</b>	<b>20,659,032</b>	<b>90%</b>	<b>22,973,300</b>	<b>1,321,806</b>	<b>21,465,313</b>	<b>93%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### April 2003

84% 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	2002-03 Original Budget	Variance Over (Under) Budget
May	July	\$25.54	3,213,428	\$2.93	17,624,734	298,995	208,257	90,738
June	August	\$22.24	3,318,541	\$2.13	19,075,363	253,965	208,257	45,708
July	September	\$25.14	3,177,774	\$2.68	18,025,220	297,407	208,257	89,150
August	October	\$25.38	3,265,406	\$2.98	18,326,173	274,752	208,257	66,495
September	November	\$26.85	3,146,407	\$2.91	18,237,192	303,776	208,257	95,519
October	December	\$28.54	3,100,449	\$3.32	17,418,828	314,617	208,257	106,360
November	January	\$27.26	3,140,732	\$3.61	17,233,713	274,945	208,257	66,688
December	February	\$29.07	2,933,725	\$3.82	16,449,536	329,343	208,257	121,086
January	March	\$28.05	3,142,368	\$4.15	16,323,850	379,484	208,257	171,227
February	April	\$31.24	3,146,949	\$4.79	16,378,639	379,484	208,257	171,227
March	May						208,257	(208,257)
April	June						208,257	(208,257)
Y.T.D. Production Tax Revenue						3,106,768	2,499,000	607,684
Y.T.D. Equipment Tax Revenue						738,502	450,000	288,502
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>3,845,270</b>	<b>2,949,000</b>	<b>896,186</b>

*Source: New Mexico Taxation and Revenue Department*

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month, based on the prior month actual.



## NEW MEXICO JUNIOR COLLEGE Schedule of Investments April 2003

84% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	7,975,000	N/A	N/A	N/A	7102-1348	1.99%	13,979
<b>Total investments</b>	<u>7,975,000</u>						<u>13,979</u>

Summary of Current Month's Activity	
Beginning amount	8,425,000
Plus: deposits	0
Less: withdrawals	(450,000)
Capital Projects	4,510,826
Reserves Invested	3,464,174
<b>Total LGIP Investment</b>	<b>7,975,000</b>

Capital Projects	3/30/2003
Technology Upgrade	77,567.00
Workforce Training Center	1,191,750.14
High Tech Start Up	268,314.67
Docutech	150,000.00
Vehicles	100,000.00
CISCO Networking Equipment	5,481.43
Western Heritage Center	500,000.00
Drawings and Master Plan	95,294.00
Baseball Field	44,116.09
Rodeo Arena	17,227.99
Dormitory Landscape	46,012.37
Caster Activity Center HVAC	0.00
Circle Drive	193,065.40
Dorm Construction	1,600,000.00
Lea County Beautification	37,500.00
Roadway Parking Lot Seal Coat	50,000.00
Dorm Recreation Area	60,752.46
BR&R Carryover	22,180.48
Water Rights	50,000.00
Firing Range Upgrade	1,564.13
<b>Total</b>	<b>4,510,826.16</b>

NOTE: Capital projects total does not include encumbered funds

## RESOLUTION

# Margaret L. Wilson

- WHEREAS,** Margaret L. Wilson being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 21 years, and
- WHEREAS,** Margaret L. Wilson has served as Professor of Secretarial Science from 1982-1998; and
- WHEREAS,** Margaret L. Wilson has served as Professor of Office Technology from 1998-2003; and
- WHEREAS,** Margaret L. Wilson has served as Instructor for Continuing Education Classes from 1992-2002; and
- WHEREAS,** Margaret L. Wilson has served as Instructor for ITV Classes in 1995; and
- WHEREAS,** Margaret L. Wilson has served as Department Chairperson from 1994-2003; and
- WHEREAS,** Margaret L. Wilson has served on various committees at New Mexico Junior College and in the community from 1982 to 2003; and
- WHEREAS,** Margaret L. Wilson has been a devoted, enthusiastic and loyal faculty member at New Mexico Junior College; and
- WHEREAS,** Margaret L. Wilson as an educator, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** Margaret L. Wilson has elected to retire the 1st day of July, 2003.

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

ADOPTED THIS 15th day of May, 2003.

ATTEST:

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New Mexico Junior College Board Chairman



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New Mexico Junior College Board Secretary

## RESOLUTION

# Ernestine C. Moore

- WHEREAS,** Ernestine C. Moore being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 26 years, and
- WHEREAS,** Ernestine C. Moore has served as Professor of Secretarial Science from 1977-1998; and
- WHEREAS,** Ernestine C. Moore has served as Professor of Office Technology from 1998-2003; and
- WHEREAS,** Ernestine C. Moore has served on various committees at New Mexico Junior College and in the community from 1977 to 2003; and
- WHEREAS,** Ernestine C. Moore has been a devoted, enthusiastic and loyal faculty member at New Mexico Junior College; and
- WHEREAS,** Ernestine C. Moore as an educator, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** Ernestine C. Moore has elected to retire the 1st day of July, 2003.

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

ADOPTED THIS 15th day of May, 2003.

ATTEST:

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New Mexico Junior College Board Chairman

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New Mexico Junior College Board Secretary





# NEW MEXICO JUNIOR COLLEGE

Office of the President

Date: May 3, 2003  
To: New Mexico Junior College Board Members  
From: Steve McCleery *sm*  
Subject: Staff Raise

During the 2002 New Mexico Junior College Budget Work Session, the administration did not recommend a compensation increase for the faculty and staff for the 2002-2003 academic year. We did apprise the board we would make a recommendation in November and May for non-reoccurring compensation increases if the price of oil and gas exceeded our budgeted price. Our fall and spring oil and gas revenue has surpassed the budgeted amount. During the December Board meeting the Board approved a \$650.00 non-reoccurring compensation increase for all employees. I am recommending the board approve the same increase for the spring semester. We do not recommend that the compensation increase be eligible for the Supplemental Retirement Plan.

Attached you will find a spreadsheet of the total institutional cost for the compensation increase, a spreadsheet that indicates the approximate amounts the staff will take home, and a Staff Salary Addendum. The compensation increase will be paid out of reserves generated by oil and gas revenue. If you approve the compensation recommendation, the increase will be awarded to the staff in a separate check on Monday, June 2, 2003.

Thank you for your consideration!

ONE TIME COMPENSATION CALCULATIONS

400

	NUMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
FACULTY	72	28,800.00	2,491.20	374.40	417.60	32,083.20
PROFESSINAL	73	29,200.00	2,525.80	379.60	423.40	32,528.80
SUPPORT STAFF	97	38,800.00	3,356.20	504.40	562.60	43,223.20
TOTAL	242	96,800.00	8,373.20	1,258.40	1,403.60	107,835.20

450

	NUMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
FACULTY	72	32,400.00	2,802.60	421.20	469.80	36,093.60
PROFESSINAL	73	32,850.00	2,841.53	427.05	476.33	36,594.90
SUPPORT STAFF	97	43,650.00	3,775.73	567.45	632.93	48,626.10
TOTAL	242	108,900.00	9,419.85	1,415.70	1,579.05	121,314.60

500

	NUMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
FACULTY	72	36,000.00	3,114.00	468.00	522.00	40,104.00
PROFESSINAL	73	36,500.00	3,157.25	474.50	529.25	40,661.00
SUPPORT STAFF	97	48,500.00	4,195.25	630.50	703.25	54,029.00
TOTAL	242	121,000.00	10,466.50	1,573.00	1,754.50	134,794.00

550

	NUMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
FACULTY	72	39,600.00	3,425.40	514.80	574.20	44,114.40
PROFESSINAL	73	40,150.00	3,472.98	521.95	582.18	44,727.10
SUPPORT STAFF	97	53,350.00	4,614.78	693.55	773.58	59,431.90
TOTAL	242	133,100.00	11,513.15	1,730.30	1,929.95	148,273.40

## 600

	NUMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
FACULTY	72	43,200.00	3,736.80	561.60	626.40	48,124.80
PROFESSINAL	73	43,800.00	3,788.70	569.40	635.10	48,793.20
SUPPORT STAFF	97	58,200.00	5,034.30	756.60	843.90	64,834.80
TOTAL	242	145,200.00	12,559.80	1,887.60	2,105.40	161,752.80

## 650

	NUMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
FACULTY	72	46,800.00	4,048.20	608.40	678.60	52,135.20
PROFESSINAL	73	47,450.00	4,104.43	616.85	688.03	52,859.30
SUPPORT STAFF	97	63,050.00	5,453.83	819.65	914.23	70,237.70
TOTAL	242	157,300.00	13,606.45	2,044.90	2,280.85	175,232.20

**SEMI-MONTHLY**

FEDERAL W/H EXEMPTIONS	0	1	2	3	4	5
SINGLE	69.00	50.00	31.00	16.00	4.00	-
MARRIED	38.00	26.00	13.00	1.00	-	-

STATE W/H EXEMPTIONS	0	1	2	3	4	5
SINGLE	16.92	-	-	-	-	-
MARRIED	9.35	-	-	-	-	-

ERA	49.40
RHCA	4.23
MEDICARE	9.43

NET PAY EXEMPTIONS	0	1	2	3	4	5
SINGLE	501.03	536.95	555.95	570.95	582.95	586.95
MARRIED	539.60	560.95	573.95	585.95	586.95	586.95

**MONTHLY**

FEDERAL W/H EXEMPTIONS	0	1	2	3	4	5
SINGLE	44.00	10.00	-	-	-	-
MARRIED	12.00	-	-	-	-	-

STATE W/H EXEMPTIONS	0	1	2	3	4	5
SINGLE	9.39	-	-	-	-	-
MARRIED	4.18	-	-	-	-	-

ERA	49.40
RHCA	4.23
MEDICARE	9.43

NET PAY EXEMPTIONS	0	1	2	3	4	5
SINGLE	533.56	576.95	586.95	586.95	586.95	586.95
MARRIED	570.77	586.95	586.95	586.95	586.95	586.95

## SALARY ADDENDUM

The New Mexico Junior College Board met May 15, 2003, and approved a one time compensation of six hundred fifty dollars (\$650.00) per full time employee. The employee must be a full time employee (**temporary and seasonal employees are not included**) of New Mexico Junior College as of May 15, 2003.

This Salary Addendum Agreement between New Mexico Junior College, (Employer) and \_\_\_\_\_, (Employee) amends the normal Letter of Employment as follows:

1. The term of this agreement shall be for the New Mexico Junior College 2002-2003 fiscal year.
2. As compensation for services rendered under this salary addendum, New Mexico Junior College shall pay to Employee a one time compensation of \$650.00, less the required deduction for taxes, in one payment on June 2 , 2003.
3. New Mexico Junior College will not make this one time compensation a part of any future salary calculations.
4. The salary schedules remain unchanged for all employee groups for the 2002-2003 fiscal year.
5. Each employee's current placement on the salary schedule and current salary will remain unchanged.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date



# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5/15/03

Candidate's name John William Young

Position title Professor of Office Technology/Business

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

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

Effective date of employment 8/11/03 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source 1-2011-11520 Institutional Budget

Paid advertising beyond \*standard Chronicle of Higher Education

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

Posted salary range \$29,945 - \$44,917 Recommended annual salary \$35,500 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11520 100%

Recommended and approved by:

Supervisor

Richard Fleming  
Vice President

Dean/Director

Steve McClary  
President

Selection Committee Members: Margaret Wilson

Steve Barslou

Patrick Mellon

Comments: Mr. Young meets or exceeds all qualifications listed in the position announcement.

## **ABBREVIATED RESUME**

### **Position**

Professor of Office Technology/Business

### **Personal Data**

Name: John W. Young

### **Education**

A.A.S., State University of New York, Buffalo, NY, 1978

B.S., State University of New York, Buffalo, NY, 1984

M.S., Canisius College, Buffalo, NY, 1996

### **Professional Experience**

Tampa Technical Institute, Pinellas, FL 12/00 to 02/03  
Professor of Business Information Systems

University of New Mexico at Gallup, Gallup, NM  
Instructor – CS & Applications, Accounting, Business Office Technology 9/97 to 9/00  
Manager of Audio Visual Laboratory 01/99 to 9/00  
Chair, Business Management & Technology Dept. 5/99 to 8/00  
Director of Leadership McKinley 01/98 to 9/99

Bryant & Stratton Business Institute, Buffalo, NY 01/95 to 9/97  
Instructor of Computer Systems & Applications, Business and Math

Young Waterproofing Company, Buffalo, NY 1985 to 1995  
Part-time Sales Representative

Buffalo Forge Company, Buffalo, NY 1980 to 1994  
Supervisor: Receiving/Shipping



# New Mexico Junior College

## Career Opportunities

**Position Announcement • December 2002**

**Position Title:** Professor of Office Technology/Business

**Position Description:** The Professor of Office Technology/Business reports to the Dean of Business and Technology. The duties and responsibilities shall be, but are not limited to, the following: (1) responsible for educational leadership, student instruction, and student advisement in office technology and business; (2) teach on-campus and/or off-campus, day and evening courses as well as on-line courses in office technology and business; (3) achieve and maintain a high level of competency as a teacher, demonstrating growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (4) work for the general improvement of the instructional programs at the college; (5) participate in college service through standing and ad hoc committees; (6) promote the mission of the college; and (7) 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 with a background to teach Office Technology or Business required. Master's degree with 18 graduate hours in Business preferred. All degrees must be from a regionally accredited institution. Knowledge of the educational processes including: application of critical thinking, course design, evaluation and assessment of learning, and teaching strategies. Two years community college/public school teaching experience is preferred. Occupational experience required.

**Salary/Benefits:** Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** February 17, 2003, at 5:00 p.m. MST. Starting date is on or before August 11, 2003. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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## APPLICANT LIST

**Position:** Professor of Office Technology/Business

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Howell, Christopher	No	No	
Flamm, Phillip	No	No	
Nelson, Louise	No	No	Incomplete application materials.
Palaniswamy, Rajagopal	No	No	
Tamlyn, Christopher	No	No	Incomplete application materials.
Boivin, Kenneth	No	No	Incomplete application materials.
Dembowske, Judith	No	No	
Plaza, Oscar	No	No	
Cullen, Bernard	Yes	No	Declined offer.
Strickwerda, Marilyn	No	No	
Brunner, Genelle	Yes	No	Declined offer.
Hunt, Pampa	Yes	No	
Nydam, Nancy	Yes	No	
Christensen, Christian	No	No	
Boyer, Michael	No	No	
Savage, John	No	No	
Dayaraj Rajani	No	No	

**Position:** Professor of Office Technology/Business (continued from page 1)

Nadesan, Paramesvare	No	No	
Lester, Ralph	No	No	Incomplete application materials.
Headstream, Tracy	No	No	
Nickell, Tracy	No	No	
Young, John	Yes	Yes	Start date: pending Board approval.
Salinas, Jessica	No	No	
Furry, Frances	No	No	
Welborn, Kathy	No	No	
Parker, Twilla	No	No	
Domras, Tammy	No	No	

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5-1-03

Candidate's name Mary Jane Ward

Position title Dean of Business and 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 July 7, 2003 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source NMJC Operating Budget

Paid advertising beyond \*standard Chronicle of Higher Education

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

Posted salary range \$49,068 to \$61,335 Recommended annual salary \$ 55,500 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2041-12-520 100%

Recommended and approved by:

Richard Fleming  
Supervisor

Richard Fleming  
Vice President

N/A  
Dean/Director

Steve McCreary  
President

Selection Committee Members: Barslou, Steve Guthrie, Robert  
Bensing, Robert Halladay, Terry  
Best, Mickey Mellon, Patrick  
Cummings, Karen Moghaddam, David  
Duff, DeEtta Wilson, Margaret

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

## ABBREVIATED RESUME

### Position

Dean of Business and Technology

### Personal Data

Name: Mary Jane Ward

### Education

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

B.S., New Mexico State University, Las Cruces, NM, 1972

B.S.Ed., New Mexico State University, Las Cruces, NM, 1973

M.S.Ed., Eastern New Mexico University, Portales, NM, 1996

### Professional Experience

Eunice Public Schools, Eunice, NM 7/96 to Present  
Principal, Caton Middle School

New Mexico Junior College, Hobbs, NM 1/91 to 6/96  
Curriculum Evaluation Specialist/Tech-Prep Director/CADD Instructor

Roswell Independent School District, Roswell, NM 8/73 to 5/76  
Management Trainee

### Organizations/Awards

Character Counts Board of Lea County

Cub Scouts Leader

Graduated "With Distinction" from New Mexico Junior College, 1989

Level 2 License, Type 300 in Secondary Education

License 3B (Level) Type 100 in Education Administration

Lifetime Mid-Management Administrator License (Texas)

Outstanding CADD Student, New Mexico Junior College, 1989

Outstanding Graduate Student, Eastern New Mexico University, 1995

Rotary

SPURS Honor Society at New Mexico State University



# New Mexico Junior College Career Opportunities

## Position Announcement • November 2002

**Position Title:** Dean of Business and Technology

**Position Description:** The Dean of Business and Technology reports to the Vice President for Instruction. The duties and responsibilities shall be, but are not limited to, the following: Manage all aspects of the Business and Technology division and the Area Vocational High School (AVHS). The Business and Technology division is one of two instructional divisions with departments including: Nursing, Computer Information Systems, Computer Aided Drafting, Welding, Cosmetology, Office Technology, Design Communications, Agriculture, Accounting, Telecommunications, and the Small Business Development Center. The dean is responsible for administering the division's budget, designing curricula, evaluating faculty, recommending faculty and staff for employment, maintaining a divisional inventory, designing class schedules, coordinating the utilization of the division's facilities, serving as a liaison between the college and businesses/industries with which the college has partnerships and representing the college with various state education agencies. As director of the Area Vocational High School (AVHS), the dean will serve on the AVHS council and coordinate the AVHS educational activities with five public Schools. The dean also serves on college and advisory committees as well as the President's administrative cabinet.

**Qualifications:** A minimum of a master's degree in one of the disciplines within the division or a closely related field is required. A doctorate is preferred. All degrees must be from a regionally accredited institution. Teaching experience at the community college level required. Previous community college administrative experience preferred. Experience in working with public schools and knowledge of public school curriculum, relative to articulation of credit, etc., is desirable.

**Salary/Benefits:** This is a full-time, exempt, twelve month administrative position. Salary range is \$49,068 to \$61,335, commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

**Application Deadline:** February 28, 2003, at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

**To Apply:** Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), three or more letters of reference, and personal statement of community college and position philosophy to:

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

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## APPLICANT LIST

**Position:** Dean of Business and Technology

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Hardy, Russell	No	No	Withdrew application materials.
Zhang, Yuanzhong	No	No	
Starmer, John	No	No	
Mason, Peter	No	No	
Ward, Mary Jane	Yes	Yes	Start date: pending Board approval.
Sanderson, Larry	No	No	
Dill, Marilyn	Yes	No	
Cullen, Bernard	No	No	
Lester, Ralph	No	No	
Toglia, Thomas	No	No	
Boyer, Michael	No	No	
McCool, Jeff	No	No	
McFarland, Thomas	Yes	No	
Young, John	No	No	
Ramming, Ronald	Yes	No	

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5/06/03

Candidate's name Richard Frederick Steinhaus

Position title Professor of Sociology/Psychology

New position  Existing position Classification  Faculty  Professional  Other

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

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

Funding source Institutional

Paid advertising beyond \*standard Chronicle of Higher Education

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

Posted salary range \$29,945.00 to \$44,917.00 Recommended annual salary \$34,000.00 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-409

Recommended and approved by:

Wally D. Burt  
Supervisor

Wally D. Burt  
Dean/Director

Richard Flenny  
Vice President

Steve McCleary  
President

Selection Committee Members: Dr. Patrick Prindle

Dr. Patty Emmerich

Dr. Stephen Townsend

Tom Schwartz

Joe Garcia

Comments:

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

## ABBREVIATED RESUME

### Position

Professor of Psychology/Sociology

### Personal Data

Name: Richard F. Steinhaus

### Education

B.S., Carroll College, Waukesha, WI, 1965

M.A., Northern Illinois University, De Kalb, IL, 1971

### Professional Experience

Mt. Senario College, Ladysmith, WI 1/00 to 7/02  
Department Chair/Associate Professor

State of Illinois, Hillsboro, IL 8/71 to 12/99  
Clinical Services Supervisor

Illinois Community Colleges, IL  
Part-time Adjunct Instructor  
Lake Land Community College 1997 to 2001  
Belleville Area College 1986 to 2001  
Lincoln Land Community College 1985 to 2000  
Lewis and Clark Community College 1987 to 1999  
Roosevelt University 1990 to 1995  
Kaskaskia Community College 1986 to 1988  
Rockford College 1973 to 1975

Bethel College, St. Paul, MN 8/68 to 5/70  
Sociology Instructor

### Organizations/Awards

Midwest Sociological Society  
American Correctional Association  
Correctional Educational Association  
Who's Who Among America's Teachers 1996; 2002  
Editorial Advisory Board for Sociological Outlook 2001  
Criminal Justice Standards Planning Committee for the Southern Region of Illinois 1976  
Crisis Line of Rockford Board of Directors 1973  
Northern Illinois University Drug Abuse Committee (Co-Chair) 1971  
Upper Midwest Higher Education Consortium for Urban Affairs 1969  
Minneapolis Model City Neighborhood Education Board of Management 1969



# New Mexico Junior College

## Career Opportunities

### Position Announcement • December 2002

**Position Title:** Professor of Psychology/Sociology

**Position Description:** The Professor of Psychology/Sociology reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) teach (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Freshman Seminar, Introduction to Psychology, Adolescent and/or Child Psychology, Human Relations, Interpersonal Communications, Cultural Diversity, General Sociology, Social Problems, and Marriage and the Family; (2) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (3) serve on college committees, as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment of students for the institution and psychology/sociology program; (9) assume other professional responsibilities associated with the position of professor; and (11) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** A Master's degree in Psychology or Sociology preferred or a Master's degree in a related field with a minimum of 9 graduate hours in both Psychology and Sociology required. All degrees must be from a regionally accredited institution. Must be committed to excellence in instruction and willing to work with other, full-time divisional instructors and staff. NOTE: Computer proficiency is required.

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

**Application Deadline:** February 17, 2003, 5:00 p.m. M.S.T. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. Position starts 2003 Fall semester, with a faculty reporting date of August 11, 2003, at 8:00 a.m. To ensure consideration, all application materials must be received. Please do not send any application materials via e-mail.

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

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

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## APPLICANT LIST

**Position:** Professor of Psychology/Sociology

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Weinbaum, Elisabeth	No	No	Incomplete application materials.
Steinhaus, Richard	Yes	Yes	Start date: pending Board approval.
Zhang, Yuanzhong	No	No	
Rempala, Daniel	No	No	
Sexton, Timothy	Yes	No	Declined interview.
Consemiu, Reymundo	No	No	
Langley, Roosevelt	No	No	
Morrissey, Peter	No	No	
Pratt, Stephen	No	No	Incomplete application materials.
Harazmus, Jamie	No	No	
Muennig, Kamilla	No	No	
Fraze, Robert	No	No	
Schulte, John	No	No	
Eggleton, Travis	No	No	Incomplete application materials.
Leaver, Jennifer	No	No	
Busch, Ty	No	No	
Kim, Eric	No	No	
Manning, David	No	No	

**Position:** Professor of Psychology/Sociology (continued from page 1)

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Drennan, Alan	No	No	
Ponce, Connie	No	No	
Layer, Douglas	No	No	
Landman, Janet	Yes	No	Declined interview.
Mangold, Deborah	No	No	Received after deadline to apply.