

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING
Tuesday, May 21, 2002
Zia Room - Library
1:30 p.m.

AGENDA

- | | |
|--|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of April 15, 2002 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. New Business | |
| 1. Consideration of Employee Handbook | Dr. McCleery |
| 2. Monthly Expenditures Report | Dr. McCleery |
| 3. Monthly Revenue Report | Dr. McCleery |
| 4. Oil and Gas Revenue Report | Dr. McCleery |
| 5. Schedule of Investments | Dr. McCleery |
| 6. Removal of Equipment Donated to Public Schools from Inventory | Dr. McCleery |
| 7. Removal of Equipment Under \$500 from Inventory | Dr. McCleery |
| 8. Removal of Vehicles Sold at Auction from Inventory | Dr. McCleery |
| 9. Removal of Equipment from Inventory | Dr. McCleery |
| 10. Consideration of Distribution of the Kornegay Trust | Dr. McCleery |
| 11. Consideration of Norcon Industries Baseball Grandstand Proposal | Dr. McCleery |
| 12. Consideration of RFP #68 – Digital Cellular Phone/Pager Services | Dr. McCleery |
| 13. Personnel Consideration Coordinator of Purchasing | Dr. McCleery |
| 14. Personnel Consideration Rodeo Coach/CFR Director | Dr. McCleery |
| 15. Personnel Consideration Asst Dir/Prof Law Enforce Academy/CJ | Dr. McCleery |
| 16. Personnel Consideration Professor of Biology | Dr. McCleery |
| 17. Personnel Consideration Director of Radcon/Waste Handling | Dr. McCleery |
| G. Public Comments | Mr. Newman |
| H. Announcement of Next Meeting | Mr. Newman |
| I. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

APRIL 15, 2002

MINUTES

The New Mexico Junior College Board met on Monday, April 15, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mr. Larry Hanna; Mrs. Yvonne Williams; Ms. Patricia Chappelle; and Mr. Ferrel Caster. Not present was Mr. John Hice, Jr.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun.

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

Upon a motion by Mrs. Williams, seconded by Mr. Hanna, the board unanimously approved the minutes of March 21, 2002.

Under *President's Report*, Dr. McCleery expressed his appreciation to the staff for their hard work during the recent power outage. Maria Vick introduced the cosmetology students who received awards from the recent Skills USA competition. Randy Whicker introduced the automotive students who received the gold, silver, and bronze awards at the same competition. The students will now go to Kansas City for national competition. Dr. McCleery presented awards to Elizabeth Shields and Jonathan Sena for the Phi Theta Kappa All USA Academic Team.

Under *New Business*, Dan Hardin presented the March financial reports and with a motion by Mr. Caster, seconded by Ms. Chappelle, the board unanimously approved the expenditures for March 2002.

Dr. McCleery presented the 2002/2003 fiscal year budget with the recommended changes from the budget work session. Mr. Schubert made a motion to move the Baseball Field Improvements/Renovation to a higher priority in the Capital Project Priorities. Ms. Chappelle seconded the motion. After lengthy discussion, the vote was as follows: Mr. Caster - yes; Ms. Chappelle - no; Mr. Hanna - no; Mrs. Williams - no; and Mr. Schubert - yes. The motion failed.

Upon a motion by Ms. Chappelle, seconded by Mr. Caster, the board approved the budget as presented. The roll call vote was as follows: Mr. Schubert - yes; Mrs. Williams - yes; Mr. Newman - yes; Mr. Caster - yes; Mr. Hanna - yes; and Ms. Chappelle - yes.

Mr. Collins presented RFP #65 - Professional Services for the Development of Components Of An On-Line Licensed Practical Nursing Program. The administration recommended acceptance of the services of IconPower of Boston, MA for \$35,000. Upon a motion by Mr. Schubert, seconded by Mr. Hanna, the board unanimously accepted the recommendation.

Robert Bensing presented a proposal to waive the out-of-district and out-of-state tuition charges for those students who only register for PY101, Introduction to Exercise, at the Del Norte Center plus charge a \$5.00 fee. The result would be that those students who register for this class at Del Norte Center will be assessed a tuition fee of \$26.00, regardless of residency, and a \$5.00 fee. Upon a motion by Mrs. Williams, seconded by Mr. Hanna, the board unanimously approved the proposal.

Richard Fleming presented a request to increase the welding course fee from \$10 to \$20, effective in the fall semester 2002. Upon a motion by Mr. Schubert, seconded by Mrs. Williams, the board unanimously approved the request.

Dr. McCleery presented a retirement resolution for George R. Biggs. Mr. Biggs has served the college for 35 years and has elected to retire the 1st day of July 2002. Upon a motion by Mr. Caster, seconded by Ms. Chappelle, the board unanimously adopted the resolution with regrets.

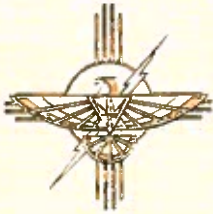
Personnel Consideration - Professor of Mathematics was tabled.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for May 21, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Hanna, seconded by Mr. Caster, the board meeting adjourned at 3:05 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY



NEW MEXICO JUNIOR COLLEGE

Office of the President

MEMORANDUM

DATE: May 9, 2002
TO: New Mexico Junior College Board Members
FROM: Steve McCleery, President *SM*
SUBJECT: Employee Handbook Changes for 2002-2003

Attached is a copy of the recommended changes for the 2002-2003 Employee Handbook. Upon advice from Bill Shoobridge, it is my recommendation that you accept the changes, as amended.

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: May 15, 2002
RE: Expenditure and Revenue Reports for April

April represents month ten of the fiscal year or approximately 84% of the budget. The expenditure report represents expenditure totals that include funds expended and encumbered. At the end of April there was \$2,441,561.00 of the expenditures that were encumbered funds. The areas that are above the 84% of budget in Instruction and General are the Academic Support and Student Services. We have reviewed these areas for any departments going over their budgets. As we explained last month, we do not budget fringe benefits into each department, although we charge each department for fringe benefits. Some departments may appear to be over budget due to the fringe benefits, and still be within their budget. Fringe benefits are budgeted in its own department as totals. It appears that all departments should be able to stay within their budgets.

We have reported the last few months that the Internal Service Department, Student Aid, Auxiliary Enterprises, and Athletics are over the projected budget for this time of year. Internal Service Departments include Computer Services, Graphics and Motor Pool. We have reviewed these departments and they will be within their projected budgets for the year, less the fringe benefits. Auxiliary Enterprises include the Bookstore, Housing and Food Services. The Bookstore is above projected expenses and will be over projected expenses at yearend. The cost of goods sold is substantially higher than projected, but is offset by their revenue being much greater than projected. Athletics has expended a large percentage of its budget for grants in aid, but they are projected to stay within their budget.

Restricted student aid is above the projected budget. This area is the Pell Grants and Direct Loans that are draw down funds from the Federal Government.

In the Plant Funds we had very little payment activity for the month of April.

Most other areas in the expense report are in line for this time of year. The over all expenditures through the month of April are at 86% of the projected budget.

The revenue picture has some of the same features as the expenditure report. Tuition and Fees is a seasonal revenue stream. We have received almost all of the Tuition and Fees for the 2001/2002 fiscal year. State appropriations are consistent monthly revenue. Oil and Gas is showing the accrual of \$223,533.00 for April, which is the actual revenue for March. We received \$1,996.00 in oil and gas equipment taxes in April, this makes oil and gas equipment taxes \$450,538.00 over projected revenue. The total oil and gas for the month is \$225,529.00. Property Taxes are at \$1,414,323.00 for the year, we are expecting a large payment in June that should get the revenue up to the projected budget amount. Other revenues, which includes fees and miscellaneous revenue is above projected budget percentage.

Under, Auxiliary Enterprises, the Bookstore revenue has been strong with year to date revenue of \$1,041,081.00.

Grant revenue starts at different times than the fiscal year. Grants normally begin in October and they are a draw down of funds after expenditures have been made. Grant expenditures are higher than the revenue side, but we are seeing the draw downs coming in.

Student Aid consists of work study funds, Pell Grant Program and the Federal Direct Loan program. This is seasonal revenue funded at the start of each semester. Pell Grant program has had draw downs of \$2,396,508.90 and the Direct Loan program is at \$985,285.00.

Total Revenue is ahead of projected budget revenue. In areas of revenue that is not seasonal the monthly income is tracking with or better than projections with the total revenue to budget percentage at 90%.

The month end investment total was \$8,825,000.00 in the Local Government Investment Pool. We have been very fortunate to have good cash flow, but we have a number of capital projects that will require draw downs from the LGIP fund.

The revenue and expenditure position looks good, and we are within our funding budget for 2001/2002 school year.

This is the financial picture for April 2002.

We have submitted the projected budget as required by statute to the Commission on Higher Education. The CHE personnel understand that we will have to make changes to the budget depending on the final funding level approved by the legislature and the Governor.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
APRIL 2002

84% of Year Completed

Fund	2000-01			2001-02			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,322,453	4,483,170	84%	5,980,600	1,024,136	4,831,284	81%
Academic Support	1,012,220	872,348	86%	1,021,222	87,263	1,036,061	101%
Student Services	1,020,190	939,504	92%	1,194,494	105,509	1,126,136	94%
Institutional Support	2,321,133	1,504,638	65%	2,461,574	189,397	1,887,527	77%
Operation & Maintenance of Plant	1,674,751	1,499,745	90%	1,943,012	44,295	1,470,105	76%
Subtotal - Instruction & General	11,350,747	9,299,405	82%	12,600,902	1,450,600	10,351,113	82%
Student Activities	118,724	108,227	91%	165,817	11,353	140,303	85%
Research	0	0	0%	0	0	0	0%
Public Service	24,968	629	3%	5,650	37	1,778	31%
Internal Service Departments	309,131	236,186	76%	300,815	53,806	409,036	136%
Student Aid	139,605	151,233	108%	148,092	2,176	167,675	113%
Auxiliary Enterprises	1,254,436	1,154,438	92%	1,266,820	105,912	1,669,651	132%
Athletics	558,129	496,914	89%	593,066	43,361	590,448	100%
Total Current Unrestricted Fund	13,755,740	11,447,032	83%	15,081,162	1,667,245	13,330,004	88%
CURRENT RESTRICTED FUND							
Grants	3,135,237	2,277,771	73%	2,236,954	248,011	1,976,282	88%
Student Aid	3,204,007	3,563,958	111%	3,300,000	48,157	3,797,792	115%
Total Current Restricted Fund	6,339,244	5,841,729	92%	5,536,954	296,168	5,774,074	104%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Anonymous Grant				250,000	0	250,000	100%
Projects from Institutional Funds	2,126,546	930,837	44%	3,325,000	8,343	1,661,720	50%
Projects from State GOB Funds	0	0	0%	1,500,000	0	776,011	52%
Projects from State STB Funds	202,439	499,314	247%	143,891	0	143,891	100%
Projects from Other State Funds	116,172	111,469	96%	6,163	0	6,163	100%
Projects from State B R & R				345,546	39,997	252,394	73%
Subtotal - Capital and BR&R	2,445,157	1,541,620	63%	5,320,600	48,340	3,090,179	58%
Debt Service							
Revenue Bonds	264,845	264,344	100%	1,470,813	0	1,488,662	101%
Total Plant Funds	2,710,002	1,805,964	67%	6,791,413	48,340	4,578,841	67%
GRAND TOTAL EXPENDITURES	22,804,986	19,094,725	84%	27,409,529	2,011,753	23,682,919	86%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
April 2002

84% of Year Completed

Fund	2000-01			2001-02			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,168,950	1,203,310	103%	1,244,954	17,300	1,246,958	100%
State Appropriations	6,566,300	5,413,525	82%	7,494,100	588,225	6,317,950	84%
Advalorem Taxes - Oil and Gas	2,500,000	4,415,320	177%	2,874,085	225,529	3,571,498	124%
Advalorem Taxes - Property	1,900,000	1,323,940	70%	1,900,000	38,147	1,414,323	74%
Interest Income	125,500	174,534	139%	75,000	13,842	117,908	157%
Other Revenues	384,886	220,032	57%	294,400	49,778	316,242	107%
Subtotal - Instruction & General	12,645,636	12,750,661	101%	13,882,539	932,821	12,984,879	94%
Student Activities	40,000	43,337	108%	43,400	221	42,932	99%
Public Service	0	43,901	0%	0	0	660	0%
Internal Service Departments	21,000	11,597	55%	14,000	2,065	15,839	113%
Auxiliary Enterprises	1,442,050	1,516,922	105%	1,528,300	27,318	1,658,210	109%
Athletics	33,600	28,335	84%	35,100	2,850	28,978	83%
Total Current Unrestricted	14,182,286	14,394,753	101%	15,503,339	965,275	14,731,498	95%
CURRENT RESTRICTED FUND							
Grants	3,135,237	2,036,929	65%	2,236,954	15,326	1,162,831	52%
Student Aid	3,204,007	3,425,534	107%	3,336,485	17,215	3,837,183	115%
Total Current Restricted	6,339,244	5,462,463	86%	5,573,439	32,541	5,000,014	90%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant				250,000	0	250,000	100%
Projects from State GOB Funds	0	0	0%	1,500,000	0	416,485	28%
Projects from State STB Funds	0	0	0%	143,891	0	143,891	100%
Projects from Other State Funds	116,172	0	0%	6,163	0	6,163	100%
Interest Income	0	91,401	0%	50,000	6,090	78,881	158%
Subtotal - Capital & BR&R	116,172	91,401	79%	1,700,054	6,090	895,420	53%
Debt Service							
Interest Income	55,000	68,833	125%	73,164	5	32,100	44%
Total Plant Funds	171,172	160,234	94%	1,773,218	6,095	927,520	52%
LOAN FUND							
Interest Income / Service Fees	0	0	0%	0	0	0	0%
Total Loan Fund	0	0	0%	0	0	0	0%
GRAND TOTAL REVENUES	20,692,702	20,017,450	97%	22,849,996	1,003,911	20,659,032	90%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

APRIL 2002

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	2000-01 Original Budget	Variance Over (Under) Budget
May	July	\$24.78	5,412,518	\$5.47	18,046,880	360,106	208,250	151,856
June	August	\$24.77	3,246,565	\$3.76	17,173,974	305,123	208,250	96,873
July	September	\$25.78	3,258,367	\$2.55	17,191,397	330,045	208,250	121,795
August	October	\$25.68	3,330,307	\$3.26	18,785,391	313,161	208,250	104,911
September	November	\$25.05	3,279,532	\$2.65	18,519,464	288,115	208,250	79,865
October	December	\$20.17	3,376,893	\$2.25	18,698,654	239,201	208,250	30,951
November	January	\$17.56	3,252,052	\$2.77	18,057,854	234,682	208,250	26,432
December	February	\$17.18	3,216,819	\$2.40	18,357,578	228,461	208,250	20,211
January	March	\$17.57	3,311,359	\$2.53	17,847,157	223,533	208,250	15,283
February	April					223,533	208,250	15,283
March	May						208,250	
April	June						208,250	
Production Tax Revenue						2,745,960	2,499,000	663,460
Equipment Tax Revenue						825,538	375,000	450,538
Total Year-to-Date Oil and Gas Revenue						3,571,498	2,874,000	1,113,998

Source: New Mexico Taxation and Revenue Department

In order to stabilize the budgetary process for the 2001-02 fiscal year, oil and gas revenues were budgeted at a long-term historical average of \$16.00 per bbl for oil and \$2.50 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2001-02 year that exceed this budgeted amount will be considered for transfer to the college's capital fund at the end of the year.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
April 2002

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	8,825,000	N/A	N/A	N/A	7102-1348	2.55%	20,580
Total investments	<u>8,825,000</u>						<u>20,580</u>

Summary of Current Month's Activity	
Beginning amount	8,825,000
Plus: deposits	0
Less: withdrawals	<u>0</u>
Ending amount	<u>8,825,000</u>

Capital Projects and Debt Service	2,776,249
Percentage of total investments	31%

NEW MEXICO JUNIOR COLLEGE
Equipment Donated to Lea County Public Schools
Fiscal Year 2001/2002

NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ DATE	ORIG COST	DONATED TO
G30223	NA	Gateway 15 Monitor"	S018428285N	06/14/1996	\$ -	Eunice Schls
G30233	NA	Gateway CPU - Pentium 100	5216060	06/14/1996	\$ 1,922.00	Eunice Schls
G30237	NA	Gateway CPU - Pentium 100	5216058	06/14/1996	\$ 1,922.00	Eunice Schls
G30240	NA	Gateway CPU - Pentium 100	5216059	06/14/1996	\$ 1,922.00	Eunice Schls
G30259	NA	Gateway CPU - Pentium 133	5488604	08/19/1996	\$ 1,961.00	Eunice Schls
G30261	NA	Gateway CPU - Pentium 133	5488601	08/19/1996	\$ 1,961.00	Eunice Schls
G30263	NA	Gateway 15 Monitor"	8539235	08/19/1996	\$ -	Eunice Schls
G30264	NA	Gateway CPU - Pentium 133	5488605	08/19/1996	\$ 1,961.00	Eunice Schls
G30267	NA	Gateway 15 Monitor"	8539247	08/19/1996	\$ -	Eunice Schls
G30269	NA	Gateway 15 Monitor"	8539250	08/19/1996	\$ -	Eunice Schls
G30287	NA	Gateway 15 Monitor"	S018525702F	08/19/1996	\$ -	Eunice Schls
G30291	NA	Gateway 15 Monitor"	8539246	08/19/1996	\$ -	Eunice Schls
G30378	NA	Gateway CPU - Pentium 120	5489297	08/19/1996	\$ 1,887.00	Eunice Schls
N10987	15834	Electric Retractable Bed	None	03/01/1990	\$ 2,544.00	Eunice Schls
N12644	NA	Gateway 15 Monitor"	8304576	04/01/1996	\$ -	Eunice Schls
N14675	NA	Gateway 15 Monitor"	15009A114495	10/15/1997	\$ -	Eunice Schls
N14724	NA	Gateway CPU - Pentium 233	8041499	10/15/1997	\$ 2,150.00	Eunice Schls
N14725	NA	Gateway 15 Monitor"	15009A285799	10/15/1997	\$ -	Eunice Schls
N14852	NA	Dell CPU - Pentium 200	C59DM	12/15/1997	\$ 1,689.00	Eunice Schls
N14855	NA	Dell CPU - Pentium 200	C59JC	12/15/1997	\$ 1,689.00	Eunice Schls
N14857	NA	Dell CPU - Pentium 200	C59H4	12/15/1997	\$ 1,689.00	Eunice Schls
N14887	NA	Dell 15 Monitor"	8577744	12/15/1997	\$ -	Eunice Schls
N14895	NA	Dell 15 Monitor"	8575129	12/15/1997	\$ -	Eunice Schls
N14897	NA	Dell 15 Monitor"	8575135	12/15/1997	\$ -	Eunice Schls
G30292	NA	Gateway CPU - Pentium 120	5489300	08/19/1996	\$ 1,887.00	Eunice Schls
G30222	NA	Gateway 15 Monitor"	S018428282K	06/14/1996	\$ -	Hobbs Schls
G30224	NA	Gateway 15 Monitor"	S018428278P	06/14/1996	\$ -	Hobbs Schls
G30225	NA	Gateway 15 Monitor"	8428280	06/14/1996	\$ -	Hobbs Schls
G30227	NA	Gateway 15 Monitor"	S018428281J	06/14/1996	\$ -	Hobbs Schls
G30255	NA	Gateway 15 Monitor"	S018534771L	08/19/1996	\$ -	Hobbs Schls
G30257	NA	Gateway 15 Monitor"	S018534762L	08/19/1996	\$ -	Hobbs Schls
G30283	NA	Gateway CPU - Pentium 133	5488598	08/19/1996	\$ 1,961.00	Hobbs Schls
G30423	NA	Gateway CPU - Pentium 133	5771111	11/01/1996	\$ 2,089.00	Hobbs Schls
N12758	NA	Gateway CPU - Pentium 133	5488592	08/19/1996	\$ 1,961.00	Hobbs Schls
N12760	NA	Gateway CPU - Pentium 133	5488588	09/06/1996	\$ 2,181.00	Hobbs Schls
N14518	NA	Gateway CPU - Pentium 166 Comp	6447279	02/13/1997	\$ 2,321.00	Hobbs Schls
N14710	NA	Gateway CPU - Pentium 233	8041500	10/15/1997	\$ 2,150.00	Hobbs Schls
N14854	NA	Dell CPU - Pentium 200	C59KH	12/15/1997	\$ 1,689.00	Hobbs Schls
N14869	NA	Dell CPU - Pentium 200	C59DY	12/15/1997	\$ 1,689.00	Hobbs Schls
N14874	NA	Dell CPU - Pentium 200	C59L3	12/15/1997	\$ 1,689.00	Hobbs Schls
N14878	NA	Dell 15 Monitor"	8575124	12/15/1997	\$ -	Hobbs Schls
N14880	NA	Dell 15 Monitor"	8575133	12/15/1997	\$ -	Hobbs Schls
N14883	NA	Dell 15 Monitor"	8575134	12/15/1997	\$ -	Hobbs Schls
N14885	NA	Dell 15 Monitor"	8575130	12/15/1997	\$ -	Hobbs Schls
N14989	NA	Dell CPU - Pentium 200	C5CQ3	12/15/1997	\$ 1,905.00	Hobbs Schls
G30220	NA	Gateway 15 Monitor"	8057975	06/14/1996	\$ -	Jal Schls
G30221	NA	Gateway 15 Monitor"	S018428273K	06/14/1996	\$ -	Jal Schls
G30226	NA	Gateway 15 Monitor"	S018428274L	06/14/1996	\$ -	Jal Schls
G30228	NA	Gateway 15 Monitor"	S018428270H	06/14/1996	\$ -	Jal Schls
G30229	NA	Gateway 15 Monitor"	S018428275M	06/14/1996	\$ -	Jal Schls
G30230	NA	Gateway 15 Monitor"	S018428284M	06/14/1996	\$ -	Jal Schls

NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ DATE	ORIG COST	DONATED TO
G30231	NA	Gateway 15 Monitor"	8193798	06/14/1996	\$ -	Jal Schls
G30232	NA	Gateway 15 Monitor"	S018428283L	06/14/1996	\$ -	Jal Schls
G30239	NA	Gateway CPU - Pentium 100	5216068	06/14/1996	\$ 1,922.00	Jal Schls
G30241	NA	Gateway CPU - Pentium 100	5216064	06/14/1996	\$ 1,922.00	Jal Schls
G30242	NA	Gateway CPU - Pentium 100	5216056	06/14/1996	\$ 1,922.00	Jal Schls
G30243	NA	Gateway CPU - Pentium 100	5216063	06/14/1996	\$ 1,922.00	Jal Schls
G30244	NA	Gateway CPU - Pentium 100	5216057	06/14/1996	\$ 1,922.00	Jal Schls
G30268	NA	Gateway CPU - Pentium 120	5489301	08/19/1996	\$ 1,887.00	Jal Schls
G30270	NA	Gateway CPU - Pentium 120	5489295	08/19/1996	\$ 1,887.00	Jal Schls
G30289	NA	Gateway 15 Monitor"	8539240	08/19/1996	\$ -	Jal Schls
G30293	NA	Gateway 15 Monitor"	8539248	08/19/1996	\$ -	Jal Schls
G30295	NA	Gateway 15 Monitor"	8539249	08/19/1996	\$ -	Jal Schls
G30296	NA	Gateway CPU - Pentium 120	5489294	08/19/1996	\$ 1,887.00	Jal Schls
G30297	NA	Gateway 15 Monitor"	8539243	08/19/1996	\$ -	Jal Schls
G30298	NA	Gateway CPU - Pentium 120	5489298	08/19/1996	\$ 1,887.00	Jal Schls
G30375	NA	Gateway 15 Monitor"	8214362	08/19/1996	\$ -	Jal Schls
G30392	NA	Gateway CPU - Pentium 133	5776634	10/15/1996	\$ 2,089.00	Jal Schls
G30393	NA	Gateway CPU - Pentium 133	5776635	10/15/1996	\$ 2,089.00	Jal Schls
G30398	NA	Gateway CPU - Pentium 133	5776633	10/15/1996	\$ 2,089.00	Jal Schls
G30400	NA	Gateway CPU - Pentium 133	5776631	10/15/1996	\$ 2,089.00	Jal Schls
N10988	15835	Electric Retractable Bed	None	03/01/1990	\$ 2,544.00	Jal Schls
N12130	21198	Premio CPU - Pentium 75	P505385	09/01/1995	\$ 2,000.00	Jal Schls
N12643	NA	Gateway CPU - Pentium 100	4556375	04/01/1996	\$ 2,671.00	Jal Schls
N12754	NA	Gateway CPU - Pentium 133	5488591	08/19/1996	\$ 1,961.00	Jal Schls
N14670	NA	Gateway CPU - Pentium 233	8041492	10/15/1997	\$ 2,150.00	Jal Schls
N14862	NA	Dell CPU - Pentium 200	C59J6	12/15/1997	\$ 1,689.00	Jal Schls
N14864	NA	Dell CPU - Pentium 200	C59G7	12/15/1997	\$ 1,689.00	Jal Schls
N14873	NA	Dell CPU - Pentium 200	C59K2	12/15/1997	\$ 1,689.00	Jal Schls
N14884	NA	Dell 15 Monitor"	8575128	12/15/1997	\$ -	Jal Schls
N14888	NA	Dell 15 Monitor"	8575126	12/15/1997	\$ -	Jal Schls
N14894	NA	Dell 15 Monitor"	8575136	12/15/1997	\$ -	Jal Schls
N14903	NA	Gateway CPU - Pentium 233	8572215	12/12/1997	\$ 1,865.00	Jal Schls
N14983	NA	Gateway CPU - Pentium 200	8532702	12/15/1997	\$ 1,734.00	Jal Schls
N14990	NA	Dell 15 Monitor"	8566040	12/15/1997	\$ -	Jal Schls
N14860	NA	Dell CPU - Pentium 200	C59DG	12/15/1997	\$ 1,689.00	Lea Co Juv.Dtn.
N14865	NA	Dell CPU - Pentium 200	C59D8	12/15/1997	\$ 1,689.00	Lea Co Juv.Dtn.
N14867	NA	Dell CPU - Pentium 200	C59GQ	12/15/1997	\$ 1,689.00	Lea Co Juv.Dtn.
N14872	NA	Dell CPU - Pentium 200	C59G1	12/15/1997	\$ 1,689.00	Lea Co Juv.Dtn.
N14875	NA	Dell 15 Monitor"	8575132	12/15/1997	\$ -	Lea Co Juv.Dtn.
N14881	NA	Dell 15 Monitor"	8575131	12/15/1997	\$ -	Lea Co Juv.Dtn.
N14890	NA	Dell 15 Monitor"	8575270	12/15/1997	\$ -	Lea Co Juv.Dtn.
N14896	NA	Dell 15 Monitor"	8575137	12/15/1997	\$ -	Lea Co Juv.Dtn.
G30043	20492	Macintosh Power Mac 6100 Compu	XB5190VY4TZ	05/01/1995	\$ 2,412.00	Lovington Schls
G30234	NA	Gateway CPU - Pentium 100	5216062	06/14/1996	\$ 1,922.00	Lovington Schls
G30235	NA	Gateway CPU - Pentium 100	5216066	06/14/1996	\$ 1,922.00	Lovington Schls
G30236	NA	Gateway CPU - Pentium 100	5216061	06/14/1996	\$ 1,922.00	Lovington Schls
G30238	NA	Gateway CPU - Pentium 100	5216065	06/14/1996	\$ 1,922.00	Lovington Schls
G30245	NA	Gateway CPU - Pentium 100	5216067	06/14/1996	\$ 1,922.00	Lovington Schls
G30254	NA	Gateway 15 Monitor"	8581904	08/19/1996	\$ -	Lovington Schls
G30256	NA	Gateway 15 Monitor"	8534770	08/19/1996	\$ -	Lovington Schls
G30265	NA	Gateway CPU - Pentium 133	5488602	08/19/1996	\$ 1,961.00	Lovington Schls
G30266	NA	Gateway CPU - Pentium 120	5489296	08/19/1996	\$ 1,887.00	Lovington Schls
G30280	NA	Gateway 15 Monitor"	8539245	08/19/1996	\$ -	Lovington Schls
G30281	NA	Gateway CPU - Pentium 133	54886000	08/19/1996	\$ 1,961.00	Lovington Schls

NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ DATE	ORIG COST	DONATED TO
G30290	NA	Gateway CPU - Pentium 120	5489293	08/19/1996	\$ 1,887.00	Lovington Schls
G30294	NA	Gateway CPU - Pentium 120	5489299	08/19/1996	\$ 1,887.00	Lovington Schls
G30299	NA	Gateway CPU - Pentium 120	5489303	08/19/1996	\$ 1,887.00	Lovington Schls
G30313	20069	Apple 17 Inch Monitor	S141304E1XX	06/01/1994	\$ 639.00	Lovington Schls
G30376	NA	Gateway 15 Monitor"	8539244	08/19/1996	\$ -	Lovington Schls
G30377	NA	Gateway CPU - Pentium 120	5489302	08/19/1996	\$ 1,887.00	Lovington Schls
G30399	NA	Gateway CPU - Pentium 133	5776636	10/15/1996	\$ 2,089.00	Lovington Schls
G30406	NA	Apple PowerMac 7200/120 Comput	XB6380W595X	10/15/1996	\$ 2,056.00	Lovington Schls
G30422	NA	Gateway 15 Monitor"	S018638644P	11/01/1996	\$ -	Lovington Schls
G30577	NA	Apple PowerMac 6500/225 Computer	XA7230H2ABJ	06/01/1997	\$ 1,799.00	Lovington Schls
G30583	NA	Apple 15 Monitor"	CY6401L36UC	06/01/1997	\$ 403.00	Lovington Schls
N11722	19897	NEC 15 Inch Monitor	29K05494B	01/01/1993	\$ 782.00	Lovington Schls
N11776	20056	Gateway 15 Monitor"	236A4208160G	04/01/1994	\$ -	Lovington Schls
N11975	20961	Apple 15 Inch Monitor	CJ51882P39X	06/01/1995	\$ -	Lovington Schls
N11999	20990	Macintosh Power Mac 6100 Compu	SB5200SD4TZ	07/01/1995	\$ 2,738.00	Lovington Schls
N12752	NA	Gateway 15 Monitor"	S018525726L	08/19/1996	\$ -	Lovington Schls
N12761	NA	Gateway 15 Monitor"	S0185684160	09/04/1996	\$ -	Lovington Schls
N12815	NA	Gateway CPU - Pentium 133	6112670	12/03/1996	\$ 2,092.00	Lovington Schls
N14519	NA	Gateway 15 Monitor"	8113240	02/13/1997	\$ -	Lovington Schls
N14669	NA	Gateway 15 Monitor"	15009A094466	10/15/1997	\$ -	Lovington Schls
N14673	NA	Gateway 15 Monitor"	15009A114192	10/15/1997	\$ -	Lovington Schls
N14711	NA	Gateway 15 Monitor"	15009A105535	10/15/1997	\$ -	Lovington Schls
N14712	NA	Gateway CPU - Pentium 233	8041502	10/15/1997	\$ 2,150.00	Lovington Schls
N14839	NA	Apple PowerMac 6500/250 Comput	XB7461F8AHW	12/01/1997	\$ 1,799.00	Lovington Schls
N14846	NA	Apple PowerMac 6500/250 Comput	XB746094AHW	12/01/1997	\$ 2,153.00	Lovington Schls
N14848	NA	Apple 15 Monitor"	CY7310R76UC	12/01/1997	\$ -	Lovington Schls
N14858	NA	Dell CPU - Pentium 200	C59FR	12/15/1997	\$ 1,689.00	Lovington Schls
N14859	NA	Dell CPU - Pentium 200	C59JL	12/15/1997	\$ 1,689.00	Lovington Schls
N14871	NA	Dell CPU - Pentium 200	C59HD	12/15/1997	\$ 1,689.00	Lovington Schls
N14876	NA	Dell 15 Monitor"	8575127	12/15/1997	\$ -	Lovington Schls
N14877	NA	Dell 15 Monitor"	8365837	12/15/1997	\$ -	Lovington Schls
N14995	NA	Dell 15 Monitor"	8567542	12/15/1997	\$ -	Lovington Schls
G30120	21602	Premio 17 Monitor"	538BN000J00041	12/01/1995	\$ -	Tatum Schls
G30359	21217	Premio CPU - Pentium 75	P505561	09/01/1995	\$ 1,822.50	Tatum Schls
G30360	21218	Premio CPU - Pentium 75	P505566	09/01/1995	\$ 1,822.50	Tatum Schls
G30420	NA	Gateway CPU - Pentium 133	5771112	11/01/1996	\$ 2,089.00	Tatum Schls
G30421	NA	Gateway 15 Monitor"	S018638649U	11/01/1996	\$ -	Tatum Schls
G30554	21582	Label Writer XL	C952810183F	10/01/1995	\$ 153.99	Tatum Schls
G30663	NA	Gateway CPU - Pentium 200	7747927	10/15/1997	\$ 2,381.00	Tatum Schls
N11775	20055	Gateway CPU - 486 DX	2147256	04/01/1994	\$ 2,641.00	Tatum Schls
N11968	20879	Premio CPU - 486 DX2/66	3P21671	04/01/1995	\$ 971.00	Tatum Schls
N12119	21185	Premio 17 Inch Monitor	526BN000J00067	08/01/1995	\$ -	Tatum Schls
N12120	21186	Premio CPU - Pentium 100	P505344	08/01/1995	\$ 5,033.60	Tatum Schls
N12121	21189	Premio CPU - Pentium 75	P501348	08/01/1995	\$ 1,830.16	Tatum Schls
N12320	21433	Premio CPU - Pentium 75	P505733	09/01/1995	\$ 2,126.70	Tatum Schls
N12681	NA	Gateway CPU - Pentium 100	4811493	06/01/1996	\$ 2,278.00	Tatum Schls
N14152	21856	Net Print 1000 E/D Print Serve	140684	04/01/1996	\$ 448.00	Tatum Schls
N14558	NA	Apple 17 Monitor"	SG7301SRA69	06/27/1997	\$ 607.00	Tatum Schls
N14617	NA	Dual Cassette Deck	102Y0580	06/15/1997	\$ 179.00	Tatum Schls
N14643	NA	lomega Zip Drive	RAEH22W2YA	06/22/1997	\$ 149.96	Tatum Schls
N14717	NA	Gateway 15 Monitor"	15009A105534	10/15/1997	\$ -	Tatum Schls
N14719	NA	Gateway 15 Monitor"	15009A105514	10/15/1997	\$ -	Tatum Schls
N14721	NA	Gateway 15 Monitor"	15009A105531	10/15/1997	\$ -	Tatum Schls
N14733	NA	Gateway 15 Monitor"	15009A105530	10/15/1997	\$ -	Tatum Schls

NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ DATE	ORIG COST	DONATED TO
N14908	NA	Gateway 15 Monitor"	15017E023961	12/12/1997	\$ -	Tatum Schls
N14992	NA	Dell CPU - Pentium 200	C4F6X	12/15/1997	\$ 1,888.00	Tatum Schls
N14997	NA	Dell 15 Monitor"	8565746	12/15/1997	\$ -	Tatum Schls
N14998	NA	Dell 15 Monitor"	8565745	12/15/1997	\$ -	Tatum Schls
N15198	NA	Apple 17 Monitor"	CY8301W5AZ9	10/20/1998	\$ -	Tatum Schls
TOTAL DONATED 2001/2002					\$ 172,648.41	

NEW MEXICO JUNIOR COLLEGE
Tables and Chairs Donated to Public Schools
February 13, 2002

QUANTITY	DESCRIPTION	DONATED	KEPT	ACCEPTED BY
14	Blue Student Desk/Chairs (stackable)		14	
21	Orange Student Desk/Chairs (stackable)		21	
15	Draftsman Chair w/wheels-Tan Vinyl Upholstery	15		Jal (15)
17	Tan Stack Chairs - Vinyl Upholstery	17		Lovington (10) Jal (7)
4	Green Stack Chairs		1	
33	Brown Stack Chairs	32	4	Jal (32)
8	Blue Stack Chairs	3		Jal (3)
5	Tan Student Desks/Chairs		5	
6	Brown Student Desks/Chairs	3	3	Hobbs (3)
2	Green Student Desks/Chairs		2	
1	Orange Student Desk/Chair (not stackable)		1	
26	Lab Stools - Metal (adjustable)	26		Tatum (10) Hobbs (16)
9	Lab Stools - Wood (adjustable)	9		Jal (7) Lovington (2)
6	Misc. Office Chairs w/wheels (fabric,various colors)		6	
5	Misc. Office Chairs w/o wheels (fabric,various colors)		5	
8	Office Chairs w/o wheels - brown fabric	8		Jal (8)
13	Library Chairs - Wood w/orange backs	13		Eunice (13)
1	Library HiBase Stool - Wood w/orange back	1		Eunice (1)
2	Swivel Chairs w/wheels - white w/black seat & back		2	
1	Burgundy Office Chair - wood frame/fabric upholstery		1	
13	Steno Office Chairs w/wheels - gray fabric upholstery	11	2	Hobbs (2) Eunice (9)
15	Small Stools/Chairs - Black frame/adjustable backs		15	
2	Gray Lab Stools - Metal w/vinyl upholstery	2		Lovington (2)
3	Blue Office Chairs w/wheels (fabric upholstery)	3		Jal (3)
33	Tables - black frame/green formica tops	33		Tatum (3) Jal (6) Eunice (8) Hobbs (16)
2	Electric Retractable Hospital Bed	2		Eunice (1) Jal (1)
TOTAL				
225	Chairs	143	82	
33	Tables	33		
2	Hospital Beds	2		
143 Chairs Donated				
82 Chairs Remaining-Moved Back to Bunker				

**NEW MEXICO JUNIOR COLLEGE
ITEMS FOR REMOVAL FROM INVENTORY**

April 24, 2002

NMJC#	OLD#	DESCRIPTION	SERIAL NO	ACQ DATE	ORIG. COST	EXPLANATION
N11340	18426	Ice Cooled Food Unit	25191	09/01/1991	\$ 2,689.50	Item cannibalized, used for parts
G30490	12844	Panasonic 15" Monitor	MJ6141393	06/16/1997	\$ 500.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10177	9178	Regulation Soccer Goal	None	10/01/1979	\$ 916.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N11180	17315	Baiting Cage	None	10/01/1990	\$ 1,300.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10155	8525	Resusci Anne - Recording	None	06/01/1978	\$ 834.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10176	9175	Resusci Anne - Recording	None	09/01/1979	\$ 896.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10186	9364	Resusci Anne - Recording	None	04/01/1980	\$ 1,066.10	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10437	11758	Resusci Anne - Recording	51213	04/01/1983	\$ 890.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10465	12008	APC Hospital Doll TRNX	2081	06/01/1983	\$ 707.25	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10494	12660	Resusci Anne - Recording	None	11/01/1983	\$ 1,000.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10630	14548	Resusci Anne - Recording	62028	08/01/1985	\$ 1,040.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10962	16130	Resusci Anne - Complete	None	01/01/1990	\$ 642.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10963	15744	Resusci Anne - Complete	None	01/01/1990	\$ 642.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10964	15745	Resusci Anne - Complete	None	01/01/1990	\$ 642.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10965	15746	Resusci Anne - Complete	None	01/01/1990	\$ 642.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N11010	16129	Resusci Anne - Complete	None	07/01/1990	\$ 678.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N11011	15743	Resusci Anne - Complete	None	07/01/1990	\$ 678.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N11360	16506	Tandem Seating Unit-4 Seats	None	09/01/1991	\$ 1,596.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N11361	16507	Tandem Seating Unit-4 Seats	None	09/01/1991	\$ 1,596.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N11362	18508	Tandem Seating Unit-4 Seats	None	09/01/1991	\$ 1,596.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N11364	18513	IBM PS/2-286/25 Computer	00238WFS9	09/01/1991	\$ 1,710.00	Destroyed/Disposed of - nonrepairable-safety/health hazard
N11161	17171	Ice O'Matic Ice Machine	V014-00350W	10/01/1990	\$ 3,290.50	Destroyed/Disposed of - nonrepairable-safety/health hazard
N10653	14651	Hobart Convection Oven	43-468-988-MF	02/01/1986	\$ 2,390.00	Department reported item sold at 1998 auction
N11492	19125	Kroy ImageCrafter Sign System	1BPKW00281	06/01/1993	\$ 1,844.00	Department reported item sold at 1998 auction
N13054	50633	25 Inch Color Receiver/Monitor	Unknown	05/01/1982	\$ 591.00	Department reported item sold at 1998 auction
N14529	NA	Electric Lift		12/17/1996	\$ -	Department reported item sold at 1998 auction
G30115	21384	Toshiba Pro Satellite Notebook	4515364	10/01/1995	\$ 3,427.74	Department reported item stolen
G31043	NA	Gateway CPU-Pentium III	15670920	10/07/1999	\$ 1,389.00	Department reported item stolen
G31527	NA	Gateway Solo Laptop Computer	BQA00332367	09/26/2000	\$ 1,899.00	Department reported item stolen
N10989	15847	Apple Scanner	9470101	04/01/1990	\$ 1,363.45	Department reported item stolen
G30324	20534	Cisco 2500 Router	25398061	10/01/1994	\$ 1,496.50	Department returned item to NMSU

NMJC#	OLD#	DESCRIPTION	SERIAL NO	ACQ DATE	ORIG. COST	EXPLANATION
N11757	20008	Refrigerator - 23 Cubic Ft.	R27736X	12/01/1993	\$ 1,805.00	Item was tagged twice in error, this inventory number is a duplicate
N11758	20009	Refrigerator - 49 Cubic Ft.	R27789X	12/01/1993	\$ 2,383.00	Item was tagged twice in error, this inventory number is a duplicate
G30302	19144	Parasonic Camcorder	L-281690	06/01/1993	\$ 843.33	Department reported item donated to Western NM University-Nursing Program
G30491	12845	Tel-Registration CPU	D-2235	06/16/1997	\$ 22,676.00	Department reported item traded in for new TeleReg Equipment
N14552	NA	Baker 6000lb. Forklift	37173	NA	\$ -	Department reported item traded in for new Kamatsu forklift
N10305	10593	Channel Amplifier 7070	None	09/01/1981	\$ 818.10	Internal component for Physiograph (N10046)-should not be on inventory
N10306	10594	Channel Amplifier 7070	None	09/01/1981	\$ 818.10	Internal component for Physiograph (N10046)-should not be on inventory
N10307	10595	Channel Amplifier 7070	None	09/01/1981	\$ 818.10	Internal component for Physiograph (N10046)-should not be on inventory
N10418	11471	Long Line Interface	None	02/01/1983	\$ 2,954.25	Computer cable - In tunnel/obsolete-no longer being used
N10419	11472	Long Line Cable Kit - 1000 ft	None	02/01/1983	\$ 2,263.80	Computer cable - In tunnel/obsolete-no longer being used
				TOTAL	\$ 67,659.37	

NEW MEXICO JUNIOR COLLEGE

Vehicles Sold at Auction

October 27, 2001

NMJC NO	DESCRIPTION	VIN NUMBER	LICENSE NO	ACQ DATE	ORIG COST	MILEAGE
N11419	1992 Chevy Astro Van	1GNDM19Z8NB187536	#G08978	05/01/1992	\$ 14,475.00	104187
N11697	1993 Ford Tempo	1FAPP36X2PK122475	#G10441	08/01/1993	\$ 11,411.00	117186
N11699	1993 Oldsmobile Achieva	1G3NL5434PM024954	#G10443	08/01/1993	\$ 12,397.00	92041
N11997	1995 Chevrolet Lumina	2G1WL52M5S1162429	#G20925	07/01/1995	\$ 15,200.00	65390
N10488	1190 Case Tractor w/56L Case L	11034348	None	10/01/1983	\$ 12,154.00	

NEW MEXICO JUNIOR COLLEGE

Missing Inventory Items - Location Unknown
as of April 22, 2002

NMJC NUMBER	OLD NUMBER	ASSET DESCRIPTION	SERIAL NUMBER	ACO DATE	ORIGINAL COST	LAST KNOWN LOCATION	ROOM	REPORTED MISSING	LAST KNOWN DEPARTMENT	DEPARTMENT SUPERVISOR
N10086	6138	Stow Davis Desk	None	07/01/1970	\$ 564.00	Caster Activity Center	188	1997/1998	Athletics	Richard Morris
N10447	11926	Coats Work Sample - Computer Tech	None	08/01/1983	\$ 4,250.00	Caster Activity Center	202	1997/1998	Athletics	Richard Morris
N10587	14393	Gas Tech Portable H2S Monitor	None	02/01/1985	\$ 590.00	Bob Moran	159	1997/1998	Business & Technology	Steve Davis
N10722	15121	Expo Display Panel	None	07/01/1987	\$ 3,714.00	Pannell Library	201	1997/1998	Learning & Career Serv.	Marilyn Jackson
N10867	15513	Macintosh SE Computer	F9186W1M5011	08/01/1989	\$ 2,110.22	Caster Activity Center	149	1997/1998	Cowboy Hall of Fame	LaJean Burnett
N11358	18479	Panasonic VCR	E1MC00054	09/01/1991	\$ 581.00	McLean Hall	136	1997/1998	Business & Technology	Steve Davis
N12477	21896	Recorder	None	10/01/1995	\$ 995.00	Ben Alexander Sidmt Cntr.	125	1997/1998	Student/Housing/Activities	Lance Caviness
N12527	50591	Magna-Loop Portable Display Board	None	04/01/1982	\$ 680.99	Pannell Library	AV	1997/1998	Audio Visual	Sam Oswald
N12584	51074	Panasonic NV-1300 VHS Recorder	None	02/01/1983	\$ 875.00	Eunice Bldg.		1997/1998	Business & Technology	Steve Davis
N12604	51199	Xerox 615 MemoryWriter	260105	11/01/1984	\$ 949.00	Bob Moran	103	1997/1998	Business & Technology	Steve Davis
N12609	51234	Tech-Electronics Video Controller	1222	10/01/1985	\$ 4,480.00	Pannell Library	214	1997/1998	Learning & Career Serv.	Marilyn Jackson
N12628	51347	Videotecx Video Editor	84029	03/01/1990	\$ 549.95	Pannell Library	AV	1997/1998	Audio Visual	Sam Oswald
N12636	51360	Panasonic OmniVision TV/VCR Combo	C0AA10510	04/01/1990	\$ 597.00	Off-Campus-Ruffner	AV	1997/1998	Audio Visual	Sam Oswald
			TOTAL 1997/1998		\$ 20,936.16					
N10179	9209	Buscher Alto Saxophone	744914	11/01/1979	\$ 1,048.60	Watson Hall	108B	1998/1999	Humanities	Mickey Best
N11724	19899	Monitor (Newsbank)	*802113907	02/01/1993	\$ 500.00	Pannell Library	105	1998/1999	Instructional Resrc. Cntr	Sharon Jenkins
N13446	15832	Kodak Data Show Projection System	G7M2964	04/01/1990	\$ 499.00	Mary Hagelestein Arts Cntr	119	1998/1999	Arts & Sciences	Mickey Best
			TOTAL 1998/1999		\$ 2,047.60					
N10495	12668	Resistivity Meter & Case	1-84-205	02/01/1984	\$ 577.93	Bob Moran Bldg	107	1999/2000	Business & Technology	Steve Davis
N11479	19101	Re-Circulating Water Kit	None	05/01/1993	\$ 979.00	Bob Moran	159	1999/2000	Business & Technology	Steve Davis
N12613	51238	Panasonic VHS Recorder	D5HG01851	07/01/1985	\$ 666.77	Pannell Library	210	1999/2000	Learning & Career Serv.	Marilyn Jackson
			TOTAL 1999/2000		\$ 2,223.70					
			TOTAL MISSING EQUIPMENT		\$ 25,207.46					

NEW MEXICO JUNIOR COLLEGE INTEROFFICE MEMORANDUM

From: Steve Davis, Dean, Business & Technology

To: Dr. Steve McCleery

Subject: Missing Inventory Items

Date: May 8, 2002

I received the "Missing Inventory Items" list that you plan to take to the Board 5/21/02. I would like to provide the following information on the six items for which I am responsible.

Item - NMJC # N10587 – Gas Tech Portable H₂S Monitor – I have checked with Jerry Brian regarding this piece of equipment and he informed me that it was stolen from an unlocked display case in the hall of the Moran Building. He could not remember the date but he says that security filed a report.

Item – NMJC # N11358 – Panasonic VCR – I was the Director of Allied Health in 1997/98 when this item was stolen from the nursing lab and replaced with a VCR that was stolen earlier.

Item – NMJC # 11479 – Re-Circulating Water Kit – Jerry Brian informed me that this was in the back room of the HOWE lab and it ceased to function. It was dismantled and sent for repair and he has no idea whether it was ever returned or not as FaFa left for another position.

The remaining items for which I am responsible have been searched for but I have been unable to find them. Two of them were reported missing before I was hired as the Dean (Panasonic VHS Recorder and Xerox 615 MemoryWriter Typewriter). The remaining item, Resistivity Meter & Case was in the storage room in MB 105 and was used by the Physics classes. All that equipment was moved to Heidel Hall and I think it may have been misplaced during the move. I have not given up on this item.

I hope this memo has provided significant input into the lost inventory issue.

Thank You

9-3 PHYSICAL INVENTORY

Rev: 5/19/00

The Inventory Control Specialist performs a cycle inventory in one or two buildings each month, working from a computer generated report. The clerk meets with department heads to resolve discrepancies and to attempt to locate missing items. Missing items are often located at this point and inventory transfer forms are processed to bring the records current.

Annually, a list of inventory items missing for at least two years is presented to the Board and a request is made for Board approval to remove those items from the permanent inventory list. Two years is allowed so that every effort can be made to locate an item before it is presented to the Board as lost.



NEW MEXICO JUNIOR COLLEGE

Office of the President

MEMORANDUM

DATE: May 9, 2002
TO: New Mexico Junior College Board Members
FROM: Steve McCleery, President *sm*
SUBJECT: Kornegay Trust

Attached is a copy of the opinion letter from Bill Shoobridge as it relates to the Kornegay Trust. The trust is to be dispersed to New Mexico Junior College in 2003. In order to guarantee the long-term benefit of the funds, it is my recommendation that you transfer the Kornegay Trust to the New Mexico Junior College Foundation with the intent of creating an endowment. The earnings on the fund can be used for any purpose that benefits the college. Over the course of time, the endowment will serve the institution well.

Thank you for your consideration.

WILLIAM G. W. SHOBRIDGE

DIANNA L. LUCE

SHOBRIDGE LAW FIRM, P. C.701 NORTH GRIMES STREET
HOBBS, NEW MEXICO 88240

(505) 397-2496

FAX: (505) 397-2497

E-MAIL: shoelaw@aol.com

FAXED & MAILED

May 14, 2002

Ms. Cecilia E. Nelson
New Mexico Junior College
5417 Lovington Highway
Hobbs, New Mexico 88240**Re: Kornegay Trust Disbursal**

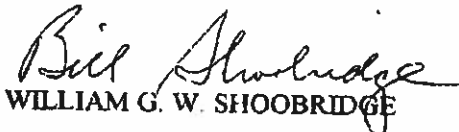
Dear Ms. Nelson:

I have reviewed the Kornegay probate documents you provided. Earl Kornegay's Last Will and Testament established the Kornegay Trust with specific wishes for use of trust funds during the term of the trust, "in the sole discretion of the Trustee." There were insufficient funds to carry out some of the wishes during the term of the trust. The trust's duration was established in paragraph 8 "to continue for a period no longer than the life of my wife, Annie Lee Kornegay,...and twenty-one (21) years thereafter. At the end of such time, the trust estate in its entirety shall be paid over and distributed to the New Mexico Junior College, Hobbs, New Mexico." Mrs. Kornegay died September 19, 1982. The funds must be distributed by September 19, 2003, to New Mexico Junior College.

It is my opinion that the college may use the funds for any lawful purpose at the time of disbursal. The college can transfer the funds to the New Mexico Junior College Foundation whose mission is to foster, encourage and promote college education at New Mexico Junior College. The Kornegay funds could be used to create an endowment with earnings to be used for any purpose that benefits the college. This would be not only legal, but also in my view, consistent with the original intent set out in the Kornegay Last Will and Testament.

Should you have further questions, please let me know. I enclose my fee statement for this assignment. Thank you.

Very truly yours,


WILLIAM G. W. SHOBRIDGE/yj
Enclosure

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: Norcon Industries Baseball Grandstand Proposal
Date: May 14, 2002

Board Members, the business office is recommending your approval of the revised CES quote on the Baseball Grandstand Proposal from Norcon Industries, Inc.

BASE QUOTE:

- 10 row truncated center section with roof canopy
- 9' elevated front deck height
- galvanized steel beams, columns, stringers and guardrail structure
- mill finish aluminum plank seats and aluminum closed deck tread planks
- guardrails on bleachers at front, rear and sides with galvanized chain link fence
- handicapped access ramp and seating spaces
- exit stairs from elevated front deck to grade
- vertical aisles with intermediate rails
- UBC '97 construction
- Foundation and piers for grandstand, ramp and stairs per Sturdisteel's design and soils report
- 362 gross seats (350 nominal 18" seats; 6 HC companion seats)
- Field erection of above materials
- Shop drawings and calculations for grandstand and foundation, sealed by engineer registered in New Mexico.

Base CES price per above description, delivered and installed, plus applicable taxes \$189,730.00

- **Option Two - Provide aluminum risers and seats to minimize glare** \$ 4,625.00
- **CES one percent fee** \$ 1,943.00
- TOTAL COST** \$196,298.00

NEW MEXICO JUNIOR COLLEGE

Request for Proposal #68

Digital Cellular Phone & Pager Service and Support Services

BOARD DOCUMENTS

Date: May 10, 2002
Prepared by: Frank D. Collins
Coordinator of Purchasing

Request for Proposal # 68

BOARD DOCUMENTS

General Information

- 1) On April 13, 2002 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspaper requesting proposals for Digital Cellular Phone & Pager and Support Service:
 - (1) Hobbs Daily News Sun
 - (2) Las Cruces Sun News
 - (3) Albuquerque Journal
- 2) On that same date bid packets were sent to three (3) potential bidders, and upon request to one (1) additional bidder on April 14, 2002.
- 3) Two (2) bidders submitted sealed bids and two (2) bidders did not respond.
- 4) No bidders were present at the opening.
- 5) The Business Office has evaluated the proposal received and the recommendation is shown on Page 3.

Request for Proposal # 68

BOARD DOCUMENTS

Evaluation and Recommendations

Two vendors responded to our Request for Proposal # 68 in accordance with our due date and time. They were Leaco and PVT Networks/Sprint PCS of Hobbs, NM.

The following pages reflect the specifications of the Digital Cellular Phone & Pager and Support Service RFP.

The Administration recommends acceptance of the proposal submitted by Leaco of Hobbs, NM as follows:

Leaco Wireless Phone Service for NMJC - per month per phone \$44.95
Based on 40 phones and 7 pagers (paggers are free)

Total Cellular Phone/Pager cost for the first year: \$21,576.00

Source of funding: Cellular Phone/Pager accounts for various departments account number: 1-2350-xx-xxx.

**NEW MEXICO JUNIOR COLLEGE
SPECIFICATIONS FOR DIGITAL CELLULAR PHONE & PAGER SERVICE
AND SUPPORT SERVICES**

New Mexico Junior College Business Office is seeking proposals from qualified vendors/contractors to provide digital cellular telephones, pagers, and support services for various Colleges' departments. Please submit a three-year proposal with the cost and type of service package. New Mexico Junior College currently has 40 cell accounts in use. There are three (3) pager accounts in use. There is currently one vendor providing cellular service to the college for those phones; except where noted below. This is information only and shall not be considered an estimate or projection of future needs.

The following departments are currently using cellular service and pager service through our current vendor. Types of service are indicated by each department's name. All services are with our current vendor unless otherwise noted.

Physical Plant	(2 cells)	
Physical Plant	(1 cell – not with current vendor)	
Physical Plant	(1 pager – not with current vendor)	
Security	(3 cells)	
Security	(1 pager)	
Housing	(1 pager)	
Law Enforcement	(1 cell)	
Corrections	(1 cell)	
Arts & Science Dean	(1 cell)	
College President	(2 cells)	
Instruction – Vice President	(1 cell)	
Recruitment	(1 cell)	
Audio/Visual	(1 cell)	
Rodeo Team	(1 cell)	
Public Relations/Marketing	(1 cell)	
Public Relations/Assistant	(1 cell)	
Continuing Education Dean	(1 cell)	
Planning	(1 cell)	
Driver's Education	(4 cells)	
Learning & Career Director	(1 cell)	
Business Office Tech Dean	(1 cell)	
Library Director	(1 cell)	
Talent Search Grant Group	(3 cells)	Grant
ACCEL Grant Group	(3 cells)	Grant
Upward Bound Grant Group	(3 cells)	Grant
Computer Center Director	(1 cell)	
ELIN back up #	(1 cell)	

LC consortium/ITV	(2 cells)
Internet Access – home	(1 cell)
Nursing department	(4 pagers - not with current vendor)

All existing cellular phones and pagers must be converted over to the new vendor/contractor.

New Mexico Junior College's intent is to award the service and support services under this contract to one vendor.

New Mexico Junior College reserves the right to increase or decrease quantities and add additional departments and divisions to the contract.

No employee of New Mexico Junior College may authorize the purchase, lease, or any service support without the written consent of the individual appointed by the College to oversee cellular phone and pager service and support services.

AWARD OF SERVICES:

While monthly pricing is an important component of the evaluation process, other factors will be considered in evaluating the proposals received. They include, but are not limited to the following:

- ▶ Basic fleet plan for 40 digital cell phones (current) and three pagers (current)
- ▶ Equipment availability list to include: phone, pager, battery, auto connect and charger, wall outlet chargers, etc.
- ▶ Call forwarding, call waiting, voice mail, and e-mail

- ▶ **Unlimited minutes within service coverage area - the College's primary service area is New Mexico (i.e. All Lea County, Albuquerque, Santa Fe, Las Cruces, Roswell, Farmington, Silver City, etc.) and Texas (Odessa, Midland, Amarillo, El Paso, San Antonio, Dallas, Lubbock, Abilene, Houston, etc.) The College is soliciting these locations for unlimited minutes. NMJC phone usage is primarily local; however, we have some college personnel who are in a travel mode to conferences, legislature meetings, higher education commission meetings, professional training seminars and continuing education classes.**

- ▶ Access fee
- ▶ Activation fee
- ▶ Installation fee
- ▶ Any cost assessed for calls received
- ▶ Non-peak rate (indicate when it's activated)
- ▶ Roaming cost (indicate when it's activated and if any roaming costs within our service coverage area)

- ▶ Warranty period and accompanying warranty agreement
- ▶ Local customer service support

CONTRACT PERIOD/RENEWAL:

The term of the contract shall be for a **one (1) year period** with the option to renew the contract for an additional two (2) one-year periods at the discretion of New Mexico Junior College.

PRICE/BILLING:

Prices quoted shall remain firm for the initial one (1) year period and the subsequent renewal periods of the contract.

Contractors shall provide monthly costs per cellular phone/pager and all costs associated with the service.

Contractors must provide detailed billing at no cost on a monthly basis for each cellular phone/pager by department. The billing shall be under one account for NMJC with separate statements/billings for each department. Names of departments for each statement/billing are desired to review departmental charges and expedite payment of invoices.

Contractor must separate institutional accounts from grant accounts. **The College cannot commingle institutional funds with grant funds for billing payments.**

Billing/statements must be detailed to reflect total monthly air time and cost of service.

Contractor must be able to provide NMJC information to identify the phone number making or receiving a phone call to or from the College's cellular phones.

Contractor shall not omit any part or detail, which is normally considered to be standard even though such part or detail may not be mentioned in the specifications.

ADDITIONAL TECHNICAL SERVICES:

Contractor shall be responsible for damage or loss of cellular phones/pagers if damage or loss occurs after removal from a College location by the contractor for repair.

Contractor shall provide technical and support services to the College during the contract period and any subsequent renewal periods.

Contractor shall provide repairs on all phone/pager equipment or any other equipment proposed and submitted with the plan based on a walk – in basis.

Contractor shall provide the college with replacement cellular phones for phones delivered for spot repairs, damage, and malfunctioning phones.

CONTRACT CHANGES OR MODIFICATIONS:

The College reserves the right to increase or decrease services or requirements, or make any changes necessary at any time during the term of this contract, or any negotiation thereof. Price adjustments due to any of the foregoing changes shall be negotiated and mutually agreed upon by the Contractor and the College.

LAWS, ORDINANCES, AND REGULATIONS:

The Contractor shall keep himself/herself fully informed of all local, state, and federal laws, ordinances and regulations in any manner affecting those engaged or employed in the work and the equipment used. Contractor and/or employees shall, at all times, serve and comply with laws, ordinances and regulations.

Any permits, licenses, certificates or fees required for the performance of the work and services shall be obtained and paid for by the Contractor.

HOLD HARMLESS:

The Contractor shall defend, indemnify and save harmless New Mexico Junior College, its officials, employees, departments, boards, and agents against and from all claims, judgments, losses, damages, demands, payments, recoveries, legal proceedings, and decrees of every nature, and expenses to persons or property occasioned, wholly or in part, by the negligent acts or omissions of the Contractor, his/her agents, employees, or subcontractors.

NEW MEXICO JUNIOR COLLEGE

EVALUATION OF PROPOSALS

Proposals will be evaluated and graded by an evaluation committee according to the following criteria:

	<u>Potential Points</u>
A. Thoroughness of proposal in addressing the services requested	300
B. Ability to service the college in an adequate and timely manner	325
C. Ability to offer and maintain competitive pricing of services and equipment to the College	375

Total Potential -1000 Points

B) Ability to service the college in an adequate & timely manner

Leaco
220 West Broadway
Hobbs, New Mexico
Warranty - one year
Local Service Available
Local Billing

SCORE 325

PVT Net Works, Inc
2400 North Grimes Suite 26B
Hobbs, New Mexico
Warranty - one year
Local Service Available
Billing through Sprint PCS - PVT has limited access

SCORE 310

c) Ability to offer and maintain competitive pricing of service and equipment to the College

COSTS	Activation Fee (Waived)	Activation Fee (Waived)
75	Roaming - 35 cents per minute	Roaming - 39 cents per minute
75	Long Distance - 10 cents per	Long Distance - 25 cents per
75	Cost of Cell Phones - \$25.00	Cost of Cell Phones - \$99.00
75	Monthly Fee - \$44.95	Monthly Fee - \$59.99 15% discount = \$49.60
75	Additional Minutes 35 cents per	Additional Minutes 35 cents per
	Pager - No fee	Pagers - \$22.00 per pager \$154.00 per month
	SCORE 375	SCORE 260.25
TOTAL SCORE	1,000	870.25

REQUEST FOR PROPOSAL # 68
Digital Cellular Phone, Pager Service & Support Services
Evaluation of Proposal

A) Thoroughness of Proposal in addressing the service requested
 Provide cellular phones, pagers and support services

PHONES	LEACO Digital PCS	PVT NETWORKS INC Digital PCS	
FEATURES	Caller ID Call Forwarding Call Waiting 3 way calling Voice Mail	Caller ID Call Waiting 3 way calling Numeric Paging Voice Mail Nation wide long distance Wireless Web Voice command Text Messaging	
MINUTES	Unlimited in Hobbs, Lovington, & Carlsbad. 150 minutes in Home area outside of Hobbs, Lovington & Carlsbad.	700 Minutes	SCORE 300
	SCORE 300	SCORE 300	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date May 20, 2002

Candidate's name Ronald Philip Berry

Position title Rodeo Coach/Conference Finals Rodeo Director

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment August 12, 2002 Standard contract length 12 mos. 9 mos. other 10 Month

Funding source 2-2042-82-605 Rodeo Professional Salaries

Paid advertising beyond *standard Lubbock Avalanche Journal, Midland Reporter Telegram
(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

The Collegiate Arena

Posted salary range \$29,945-\$37,431 Recommended annual salary \$35,200 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-82-605 100%

Recommended and approved by:

Supervisor
Regina Organ
Vice President

Dean/Director
Steve McCleery
President

Selection Committee Members: LaJean Burnett
Steve McCleery
Jeff McCool
Richard Morris
Regina Organ

Comments: Mr. Berry meets or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Rodeo Coach/Conference Finals Rodeo Director

Personal Data

Name: Ronald P. Berry

Education

B.S., Sul Ross State University, Alpine, TX, 1976

Professional Experience

Self-Employed, Lovington, NM

Farrier

1975 to Present

Cattle Rancher/Horse Trainer

1977 to Present

Private Rodeo Coach

1985 to Present

Part-time Pregnancy Test Practitioner

1992 to 1999

New Mexico Junior College, Hobbs, NM

1984 to 1985

Part-time Rodeo Coach

Organizations/Awards

Certified Dairy Veterinary Courses, 1982

Certified Equine Reproductive Management and Artificial Insemination, 1997

College National Finals Qualifying Calf-Roper/Team Roper, 1975, 1976

Eastern New Mexico Cutting Horse Association, Director of Board

High Plains Junior Rodeo Association, Finals Arena Director, 6 years

Invitational Steer Roper Association, Director of Board

Lea County Area Rancher

Lea County Junior Rodeo Association, Roping Director, 5 years

Professional Rodeo Cowboy Association, Rookie of the Year, 1986

Southwest Region Champion Calf-Roper, 1976



New Mexico Junior College

Career Opportunities

Position Announcement • March, 2002

Position Title: Rodeo Coach/Conference Finals Rodeo Director

Position Description: The position reports to the Director of Athletics and the President. Duties and responsibilities shall be, but are not limited to, the following: (1) direct and coordinate all activities associated with the NIRA conference finals rodeo; (2) produce NMJC fall college rodeo; (3) recruit team members; (4) be in charge of, attend and coach all practice sessions for the NMJC rodeo members; (5) schedule regular weekly practice sessions for the NMJC rodeo athletes; (6) orientate and monitor each student athlete as to grade requirements, and monitor/encourage each to fulfill degree requirements; (7) be in charge of the care and supervision of the practice stock/equipment, and preparation of the arena for use and administration of the use of the arena, stalls and pens; (8) supervise program to conform to NIRA rules and regulations; (9) enter rodeo student athletes in regional rodeos (NIRA); (10) direct the acquisition of practice stock, contact sources and finalize the agreements with the NMJC administrators; (11) attend NIRA rodeos as scheduled; (12) prepare and oversee operating budget; (13) monitor scholarship budget; (14) attend all divisional meetings; (15) aid school authorities with discipline and control; (16) assist in generating scholarship funds; (17) communicate all team problems with recommendations and solutions; (18) aid placement of athletes into four-year schools; (19) determine which athletes will constitute travel team; (20) be available (within reason) to help the NMJC rodeo athlete if he/she has an emergency; (21) arrange speaking appearances related to the rodeo team; (22) work on formulating and implementing improvements in the NMJC rodeo program; (23) coordinate all publicity for the rodeo team; (24) maintain a safe practice environment and provide safe practices; (25) be responsible for fund raising projects (major fund raising projects annually) to help with cost of the rodeo program; (26) be loyal to the college; (27) participate, both as a professional and private citizen, in community affairs; (28) participate in college service through standing committees, sponsoring and assisting student groups in managing their extra-curricular activities, and involvement in other related college organizations and activities; (29) promote academic excellence within the program; (30) promote the mission of the college; (31) accept other duties as assigned by the Director of Athletics; and (19) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A Bachelor's Degree from a regionally accredited institution with at least one year of related experience is required. The successful candidate must have good public relations skills, ability to handle multi-task situations and ability to work in a fast paced operation on a daily basis.

Salary/Benefits: This is a 10-month professional position with a salary range of \$29,945 - \$37,431. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: April 15, 2002 at 5:00 P.M. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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

"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Rodeo Coach/Conference Finals Rodeo Director

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Slover, Kelly	No	No	
Brown, Jim	Yes	No	
Runnels, Robert	No	No	
Coleman, Paul	No	No	
Cox, Cody	No	No	
Sperry, Russell	No	No	
Rotunno, Andrew	No	No	
Bynum, Shanna	No	No	
Berry, Ronald	Yes	Yes	Start date: pending Board approval.
Eakin, James	No	No	
Good, Ike	No	No	
Hall, Kurt	No	No	Incomplete application materials.
Fuller, Karen	No	No	
Handley, Wendell	No	No	Incomplete application materials.
Swan, Tracy	No	No	
Andrew, Ty	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 5-6-02

Candidate's name Richards, Donna K.

Position title Coordinator of Purchasing

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 5-22-02 Standard contract length 12 mos. 9 mos. other

Funding source Institutional

Paid advertising beyond *standard CCollegeJobs.com, Lubbock Avalanche Journal, Midland Reporter
(* 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)

Telegram

Posted salary range \$25,191 - \$31,489 Recommended annual salary \$25,191 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-14-110

Recommended and approved by
Dan Hardin
Supervisor

Steve McClary
Dean/Director
President

Vice President

- Selection Committee Members:
- Brown, Lisa
 - Collins, Frank
 - Guthrie, Robert
 - Hardin, Dan
 - Robledo, Amy

Comments: Ms. Richards meets the minimum requirements for the position.

ABBREVIATED RESUME

Position

Coordinator of Purchasing

Personal Data

Name: Donna K. Richards

Education

B.S., Baylor University, Waco, TX, 1969

Professional Experience

New Mexico Junior College, Hobbs, NM	
Department Secretary - Institutional Development	10/99 to Present
Library Assistant – Acquisitions	8/98 to 10/99
Bank of America, Hobbs, NM	
Administrative Assistant to President	6/87 to 1991
Training & Marketing Officer	1991 to 8/98
Hobbs Chamber of Commerce, Hobbs, NM	
Events Coordinator	7/86 to 7/87

Organizations/Awards

Accredited Business Accountant
Chamber of Commerce Ambassadors
Employee of the Year, Sunwest Bank, 1991
Hobbs High School Business Advisory Committee – 1995 to 1999
Hobbs Kennel Club, Treasurer
Lea County Character Counts
Leaders Industries Board of Directors – 1996 to 2000
Texas Vocational Teaching Certificate



New Mexico Junior College

Career Opportunities

Position Announcement • February, 2002 (revised 3-18-02)

Position Title: Coordinator of Purchasing

Position Description: The Coordinator of Purchasing reports to the Vice President for Finance. Primary responsibilities include the following: approve and coordinate College purchases; ensure compliance with Federal and State procurement laws and regulations; ensure compliance with NMJC purchasing policies and procedures; prepare formal sealed competitive bids and requests for proposals; conduct formal bid openings; maintain procurement and bid files for audit; establish and maintain vendor relations; maintain Federal GSA and State of NM SPD contracts and documentation; approve travel advance and reimbursement requests; ensure compliance with NM Per Diem and Mileage Act; monitor college budget accounts; accept other duties as assigned by the Vice President for Finance as may become necessary for the operation of the NMJC Business Office.

Qualifications: Bachelor's Degree in Accounting from a regionally accredited institution preferred. Three to five years of related experience is required. Supervisory experience and working knowledge of public funds, accounting systems and auditing procedures highly desirable. Ability to work effectively with NMJC staff and the public is required. Computer proficiency required.

Salary/Benefits: The Coordinator of Purchasing is a twelve-month professional position. Salary is competitive. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: April 15, 2002, 5:00 p.m. MDT. 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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New Mexico Junior College

Career Opportunities

Position Announcement • February, 2002

Position Title: Coordinator of Purchasing

Position Description: The Coordinator of Purchasing reports to the Vice President for Finance. Primary responsibilities include the following: approve and coordinate College purchases; ensure compliance with Federal and State procurement laws and regulations; ensure compliance with NMJC purchasing policies and procedures; prepare formal sealed competitive bids and requests for proposals; conduct formal bid openings; maintain procurement and bid files for audit; establish and maintain vendor relations; maintain Federal GSA and State of NM SPD contracts and documentation; approve travel advance and reimbursement requests; ensure compliance with NM Per Diem and Mileage Act; monitor college budget accounts; accept other duties as assigned by the Vice President for Finance as may become necessary for the operation of the NMJC Business Office.

Qualifications: Bachelor's Degree in Accounting from a regionally accredited institution required. Supervisory experience and working knowledge of public funds, accounting systems and auditing procedures highly desirable. Ability to work effectively with NMJC staff and the public is required. Computer proficiency required.

Salary/Benefits: The Purchasing Coordinator is a twelve-month professional position. Salary is competitive. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: March 15, 2002, 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

**Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
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APPLICANT LIST

Position: Coordinator of Purchasing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Rainwater-Kinabrew, Teena	No	No	
Christensen, Christian	No	No	
Trinidad, Debbie	No	No	
Teague, Virginia	Yes	No	
Richards, Donna	Yes	Yes	Start date: pending Board approval.
Telles, Celia	Yes	No	
Garcia, Norma	No	No	Incomplete application materials.
Adams, Kim	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 5-13-02

Candidate's name Dennis L. Kelley

Position title Assistant Director/Professor of Law Enforcement Academy/Criminal Justice

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 7-1-02 Standard contract length 12 mos. 9 mos. other

Funding source Institutional

Paid advertising beyond *standard

(* 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 \$36,485 to \$45,606 Recommended annual salary \$39,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-11-512 100%

Recommended and approved by:

Supervisor

Vice President

Dean/Director

President

Selection Committee Members: Best, Mickey
Brown, Willie
Garcia, Jose
Vitt, Douglas

Comments: Mr. Dennis Kelley meets and/or exceeds the minimum qualifications for this position

ABBREVIATED RESUME

Position

Assistant Director/Professor of Law Enforcement Academy/Criminal Justice

Personal Data

Name: Dennis L. Kelley

Professional Experience

New Mexico Junior College, Hobbs, NM Part-time Criminal Justice Academy Instructor	01/02 to Present
Hobbs Police Department, Hobbs, NM Captain, Police Services Division	02/00 to 12/01
Lieutenant, Criminal Investigations	1999 to 2000
Lieutenant, Field Services	10/89 to 1999
Sergeant Field Services	04/82 to 10/89
Police Officer/Motorcycle Officer	11/78 to 04/82

Organizations/Awards

5th Judicial Law Enforcement Officers Association
EMS Region III Law Enforcement Award
Fraternal Order of Eagles Police Officer of the Year
Fraternal Order of Police
Hobbs Order of Firefighters
Hobbs Police Academy Instructor
Hobbs Police Department Instructor
NMJC Outstanding Achievement Award/Law Enforcement, 1985
NMJC Outstanding Achievement Award/Psychology, 1986
NMJC President's Honor Roll
Police Meritorious Service Award
State of New Mexico Certified Law Enforcement Officer
State of New Mexico Certified Instructor
Who's Who in American Junior Colleges, 1985



New Mexico Junior College Career Opportunities

Position Announcement • April, 2002

Position Title: Assistant Director/Professor - Law Enforcement Academy/Criminal Justice

Position Description: The position will report to the Director of Criminal Justice. Duties and responsibilities include the following: (1) establish, direct, and coordinate a program of advanced law enforcement training for all regional law enforcement agencies; (2) plan, organize, direct, control, and/or coordinate all activities related to the Law Enforcement Academy/Criminal Justice academic programs and law enforcement academy; (3) to satisfactorily provide quality academic and practical instruction to students at New Mexico Junior College in the assigned subject field(s) including high risk/liability areas; (4) achieve and maintain a high level of competency as a teacher of students, demonstrating growth in the knowledge of his/her particular subject matter field(s) and in the ability to direct the learning processes including New Mexico State Certification as a specialized instructor in firearms and office survival; (5) to continually update, develop, and perform assessments of the curriculum(s) in the Law Enforcement Academy/Criminal Justice academic programs and Law Enforcement Academy; (6) work with appropriate federal, state, regional, and local agencies to promote and direct the efforts and objectives of the Law Enforcement Academy/Criminal Justice Academic program and New Mexico State Police Officer certification program (academy); (7) establish and maintain a program designed to meet CALEA standards for National Accreditation of the Law Enforcement Academy; (8) supervise the part-time instructors in the various Law Enforcement Academy/Criminal Justice academic programs including the Basic Law Enforcement Academy; (9) recruit and aid in placing students in the Law Enforcement Academy/Criminal Justice Academic programs and the Law Enforcement Academy; (10) assist the Dean of Arts & Sciences in planning short and long range strategies to promote and market the growth and continued development of the Law Enforcement Academy/Criminal Justice program; (11) develop and maintain an on-site library of resource materials for reference, training, and research, to include information related to law enforcement; (12) serves as a custodian of all law enforcement training records in compliance with federal, state, and institutional guidelines, laws, statues, and directives; (13) participate in budget and other planning processes providing input of program needs, requirements and other related issues; (14) actively participate in New Mexico Law Enforcement Academy State Board & Academy Directors meetings; (15) accept other duties not listed but assigned by the Director of Criminal Justice; and (16) 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 the New Mexico Junior College.

Qualifications: Master's degree with a minimum of eighteen (18) graduate hours in Criminal Justice from a regionally accredited institution and ten years related experience or equivalent combination of education and experience required. Successful experience in a Law Enforcement Academy is preferred. The applicant must be committed to excellence in instruction, and able to effectively work with other part-time instructors and agencies. Supervising part-time instructors required. Computer proficiency required.

Salary/Benefits: The Assistant Director/Professor - Law Enforcement Academy/Criminal Justice is a twelve-month, full-time, exempt position with a salary range of \$36,485 - \$45,606. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. Position starts July 1, 2002. 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), professional instructor certifications (if applicable), 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: Assistant Director/Professor of Law Enforcement Academy/Criminal Justice

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Kelley, Dennis	Yes	Yes	Start date: pending Board approval.
Wilmeth, James	Yes	No	
Knight, Flint	Yes	No	

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5-10-02

Candidate's name Shearer, Joseph F.

Position title Professor of Biology

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 8-12-02 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 & Labбок TX Workforce Development Website)

Posted salary range \$29,945 to \$44,493 Recommended annual salary \$34,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-507 @ 100%

Recommended and approved by:

Mindy D. Bat
Supervisor

Steve McCleary 5-10
Vice President

Mindy D. Bat
Dean/Director

Steve McCleary
President

Selection Committee Members: Goad, Katherine

Holladay, Kelly

Pierce, Brenda

Comments: Mr. Joseph Shearer meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Biology

Personal Data

Name: Joseph F. Shearer

Education

B.S., Northern Kentucky University, Highland Heights, KY, 1998

M.S., University of Kentucky, Lexington, KY, 2001

Professional Experience

Lexington Community College, Lexington, KY 8/01 to Present
Part-time Adjunct Biology Professor

United Parcel Service, Lexington, KY 6/01 to Present
Part-time Pre-loader

University of Kentucky, Lexington, KY 8/00 to 5/01
Part-time Teaching Assistant

Nelson's Tents, Cold Spring, KY 6/94 to 12/98
Foreman

Organizations/Awards

Alpha Chi National Honor Society

Graduate Student Development Award, 2000

Graduated from Northern Kentucky University, Cum Laude, 1998

Interdepartmental Neuroscience Program (INP) Fellowship, 1999

Ribble Fellowship, 1999

Society for Integrative & Comparative Biology

Society for Neuroscience



New Mexico Junior College

Career Opportunities

Position Announcement • February, 2002

Position Title: Professor of Biology

Position Description: The Professor of Biology reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) teach Biology and/or related courses per fall and per spring semesters (day and/or evening/s), as enrollment requires. (2) serve on college committees as assigned; (3) serve as an advisor to assigned students; (4) post and maintain approved office hours per week; (5) attend orientation meetings and other in-service meetings/workshops, as scheduled; (6) maintain accurate student records; (7) involve oneself in the general recruitment of students for the institution; (8) assume other professional responsibilities associated with the position of Professor of Biology; 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: A Master's degree in Biology or a related field, from a regionally accredited institution required. Successful community college teaching experience is desired. 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 for additional compensation. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: March 22, 2002 5:00 p.m. MST. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. 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 Biology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Salehi, Faiz	No	No	
Shore, Stephen	No	No	Incomplete application materials.
Cink, Christopher	No	No	Incomplete application materials.
Lovely, Eric	No	No	Incomplete application materials.
Haenni, Eric	No	No	
Estes, Wayman	No	No	
Hale, Kerry	No	No	
Ferrell, Katrina	No	No	
Ray, Kenneth	No	No	Incomplete application materials.
Mogg, Randy	No	No	Incomplete application materials.
Stark, Robert	No	No	
Leyhe, Jennifer	No	No	
Mayer, Margaret	No	No	
Hinic, Sanja	No	No	Incomplete application materials.
Dodenhoff, Danielle	No	No	Incomplete application materials.
Ligorio, Michael	No	No	
Carlson, Carl	No	No	Incomplete application materials.

Position: Professor of Biology (continued from page 1)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Smith, David	No	No	Incomplete application materials.
Murthy, Leelavati	No	No	Incomplete application materials.
Taylor, John	Yes	No	
Vanmali, Binaben	No	No	
Dikeocha, Nd	No	No	Incomplete application materials.
Merriam, Jennifer	No	No	
Shearer, Joseph	Yes	Yes	Start date: pending Board approval.
McKernan, M. Madlan	No	No	Incomplete application materials.
Swenson, Kirby	No	No	Incomplete application materials.
Gorsuch, Dennis	No	No	Incomplete application materials.
Dolbeare, Ben	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 5-13-02

Candidate's name Olav Amundsen

Position title Director/Professor of Radiological Control and Waste Handling 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 6-3-02 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard _____

(* 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 \$43,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-11-509 100%

Recommended and approved by:

Willy D. Best
Supervisor

Vice President

Willy D. Best
Dean/Director

Steve McCleary
President

Selection Committee Members: Berner, Victor

Best, Mickey

Brian, Jerry

Comments: Mr. Olav Amundsen meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Director/Professor of Radiological Control and Waste Handling Technology

Personal Data

Name: Olav Amundsen

Education

B.S., Stavanger University, Stavanger, Norway, 1993

M.S., New Mexico Institute of Mining and Technology, Socorro, NM, 1995

Professional Experience

Schlumberger Wireline & Testing, Hobbs, NM 01/00 to 04/02
Senior Engineer

Halliburton Energy Services, Stravanger, Norway 10/96 to 12/99
Senior Engineer

New Mexico Institute of Mining and Technology, Socorro, NM 01/94 to 08/96
Part-time Teaching & Research Assistant

Norsk Hydro Research Center, Bergen, Norway 1994 to 1995
Published Paper

Statoil, Norway 1991 to 1993
Consultant, Petroleum Technical Division

Organizations/Awards

Corporal Transportation Branch 1991-1992,
NATO Headquarters, Allied Forces, Northern Europe



New Mexico Junior College

Career Opportunities

Position Announcement • November 2001 (revised 3-12-02)

Position Title: Director/Professor of Radiological Control and Waste Handling Technology

Position Description: New Mexico Junior College is accepting applications for the position Director/Professor of Radiological Control and Waste Handling Technology. This position reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) Work with all industries in developing and implementing training in the area of Radiological Control and Waste Handling Technology; (2) Establish and work with an advisory committee to help advise, promote, and direct the efforts of our Radiological Control and Waste Handling Technology Programs; (3) To continually develop, update, and perform assessments of the curriculum in the Radiological Control and Waste Handling Technology Programs and recommend such developments, updates and assessments of the curriculum to the Dean of Arts and Sciences; (4) Recruit and aid in placing students in the Radiological Control and Waste Handling Technology Programs; (5) Supervise the part-time instructors in the various Radiological Control and Waste Handling Technology Programs; (6) Work with the Department of Energy and Westinghouse TRU Solutions on a regular basis, and apprise the Dean of Arts and Sciences on matters concerned with the Radiological Control and Waste Handling Technology Programs; (7) Identify sources and solicit funds for scholarships and special funding needs of the Radiological Control and Waste Handling Technology Programs; (8) Satisfactorily provide quality instruction to students at New Mexico Junior College in the assigned subject field(s); (9) Achieve and maintain a high level of competency as a teacher of students, demonstrating growth in the knowledge of his/her particular subject matter field(s) and in the ability to direct the learning processes; (10) Work for the general improvement of the overall instructional program - including recommending needed additions to the library and instructional resources; (11) Promote the mission of the college; (12) Advise students and be available for student conferences at least two hours of the college day or the equivalent of ten hours per week. Each professor is expected to post approved office hours for student conferences and to make this time known to students; (13) Participate in college service through standing committees, sponsoring and helping student groups manage their extracurricular activities, and involvement in other related college organizations and activities; (14) Participate, both as a professional and as a private citizen, in community affairs; (15) Follow all policies and procedures of NMJC as published in the Faculty Handbook, college catalog, and current contract; (16) Teach up to three sections of Radiological Control and Waste Handling Technology courses per fall and per spring semesters; (17) Accept other duties as assigned by the Dean of Arts and Sciences; and (18) 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 a related field with directly related work experience is preferred. A Bachelor's degree in a related field with extensive directly related work experience is required. Must pursue and complete a Master's degree within three (3) years. All degrees must be from a regionally accredited institution. The successful candidate may be required to complete additional training.

Salary/Benefits: This is a 12-month, full-time, exempt position with a salary range of \$38,332 to \$47,915. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: April 15, 2002 at 5:00 p.m. MDT. 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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New Mexico Junior College

Career Opportunities

Position Announcement • November 2001

Position Title: Director/Professor of Radiological Control and Waste Handling Technology

Position Description: New Mexico Junior College is accepting applications for the position Director/Professor of Radiological Control and Waste Handling Technology. This position reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) Work with all industries in developing and implementing training in the area of Radiological Control and Waste Handling Technology; (2) Establish and work with an advisory committee to help advise, promote, and direct the efforts of our Radiological Control and Waste Handling Technology Programs; (3) To continually develop, update, and perform assessments of the curriculum in the Radiological Control and Waste Handling Technology Programs and recommend such developments, updates and assessments of the curriculum to the Dean of Arts and Sciences; (4) Recruit and aid in placing students in the Radiological Control and Waste Handling Technology Programs; (5) Supervise the part-time instructors in the various Radiological Control and Waste Handling Technology Programs; (6) Work with the Department of Energy and Westinghouse TRU Solutions on a regular basis, and apprise the Dean of Arts and Sciences on matters concerned with the Radiological Control and Waste Handling Technology Programs; (7) Identify sources and solicit funds for scholarships and special funding needs of the Radiological Control and Waste Handling Technology Programs; (8) Satisfactorily provide quality instruction to students at New Mexico Junior College in the assigned subject field(s); (9) Achieve and maintain a high level of competency as a teacher of students, demonstrating growth in the knowledge of his/her particular subject matter field(s) and in the ability to direct the learning processes; (10) Work for the general improvement of the overall instructional program - including recommending needed additions to the library and instructional resources; (11) Promote the mission of the college; (12) Advise students and be available for student conferences at least two hours of the college day or the equivalent of ten hours per week. Each professor is expected to post approved office hours for student conferences and to make this time known to students; (13) Participate in college service through standing committees, sponsoring and helping student groups manage their extracurricular activities, and involvement in other related college organizations and activities; (14) Participate, both as a professional and as a private citizen, in community affairs; (15) Follow all policies and procedures of NMJC as published in the Faculty Handbook, college catalog, and current contract; (16) Teach up to three sections of Radiological Control and Waste Handling Technology courses per fall and per spring semesters; (17) Accept other duties as assigned by the Dean of Arts and Sciences; and (18) 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 a related field preferred. Will consider a Bachelor's degree in a related field or extensive directly related work experience and a willingness to pursue an advanced degree. All degrees must be from a regionally accredited institution.

Salary/Benefits: This is a 12-month, full-time, exempt position with a salary range of \$38,332 to \$47,915. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: December 21, 2001 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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APPLICANT LIST

Position: Director/Professor of Radiological Control and Waste Handling Technology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Brake, W. Scott	Yes	Yes	Declined offer and withdrew application.
Gries, Ronald	No	No	Incomplete application materials.
Amundsen, Olav	Yes	Yes	Start date: pending Board approval.