

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Wednesday, October 30, 2002

Zia Room - Library

11:30 a.m.

AGENDA

- | | |
|--|------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. New Business | |
| 1. Personnel Consideration – Department Secretary College Communications | Sam Oswald |
| D. Closure of Open Meeting | Mr. Newman |
| E. Public Comments | Mr. Newman |
| F. Announcement of Next Meeting | Mr. Newman |
| G. Adjournment | Mr. Newman |

MEMO

To: Dr. Steve McCleery
Dr. Richard Fleming

From: Sam Oswald *TS*
Tim Perry *80*

Date: 10/28/02

Re: Recommendation for Employment/Board Approval

It is the committee's recommendation to employ Ms. Judy Halladay for the position, Department Secretary – College Communications. Ms. Halladay received board approval in January 1999 for her current position as Receptionist/Registrar, Continuing Education/Community Services. She is married to Terry Halladay, Professor of Automotive Technology and therefore, employment in the new position requires board approval as per the NMJC Handbook, page 14.

Committee Members:
Tim Perry, Kathy Mahan, Dana Martin, Rudy Rascon

CONFIRMATION REPORT - MEMORY SEND

Time : OCT-29-02 12:03
Fax number: 5053922526
Name : NMJC 505 392 2526

Job : 166
Date : OCT-29 12:02
To : 9--3935724
Doc. pages : 02
Start time : OCT-29 12:02
End time : OCT-29 12:03
Pages sent : 02

Job:166 *** SEND SUCCESSFUL ***

New Mexico Junior College

Office of the President
5317 Lovington Highway, Hobbs, NM 88240
Phone (505) 392-5018 Fax (505) 392-2526

Date:	10/28/02	Total of Pages including cover sheet:	2
To:	Jarrett Renshaw	Recipient Fax:	505/393-5724
From:	Steve McCleery	Sender Fax:	505/392-2526
Memo:			