

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, September 21, 2006

**Zia Room - Library**

4:00 p.m.

## AMENDED AGENDA

- |  |                |
|--|----------------|
| A. Welcome   | Larry Hanna    |
| B. Adoption of Agenda  | Larry Hanna    |
| C. Approval of Minutes of August 18, 2006                      | Larry Hanna    |
| D. President's Report  | Steve McCleery |
| E. New Business  |                |
| 1. Monthly Expenditures Report                                 | Dan Hardin     |
| 2. Monthly Revenue Report                                      | Dan Hardin     |
| 3. Oil and Gas Revenue Report                                  | Dan Hardin     |
| 4. Schedule of Investments                                     | Dan Hardin     |
| 5. Consideration of Bid #987 – Worker's Compensation Insurance | Dan Hardin     |
| 6. Personnel Consideration – Coordinator of Technical Services | John Gratton   |
| 7. Retirement Resolution                                       | Steve McCleery |
| F. Closure of Open Meeting                                     | Larry Hanna    |
| G. Public Comments   | Larry Hanna    |
| H. Announcement of Next Meeting                                | Larry Hanna    |
| I. Adjournment   | Larry Hanna    |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

AUGUST 18, 2006

### MINUTES

The New Mexico Junior College Board met on Friday, August 18, 2006, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present was Mr. John Hice.

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

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

Upon a motion by Mrs. Worrell, seconded by Mrs. Williams, the board unanimously approved the minutes of July 20, 2006, as written.

*Under President's Report*, Dr. McCleery reported that Dr. Gratton was home from the hospital and doing well. Charley Carroll gave a campus fencing update. Maria Vick invited the board to the first Barber Program graduation at the prison today and introduced the instructor, Miesha Jackson. Lance Caviness gave an update on student housing.

*Under New Business*, Dr. McCleery recommended that the board move forward with a vote to allow employee participation in Social Security based on the current information from Bill Shoobridge. The college will work with the Social Security Administration to establish the proper steps for the initiative. If employees select the Social Security option, they will not be allowed to participate in the matching portion of the Supplemental Retirement Plan. The administration estimates the initiative will be a \$650,000 re-occurring expense for the college. Upon a motion by Mr. Black, seconded by Mrs. Worrell, the board unanimously approved the recommendation to call for a vote.

Dan Hardin presented the July financial reports and with a motion by Mrs. Williams, seconded by Mrs. Worrell, the board unanimously approved the expenditures for July, 2006.

Josh Morgan presented Bid #986 – Athletic Team Insurance. The administration recommended acceptance of the bid from Daniels Insurance, Hobbs, New Mexico with an annual premium of \$25,425 for Basic Medical Coverage and Catastrophic Medical.

Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board accepted the recommendation. Mr. Kesner abstained from the vote.

Mr. Morgan presented Request for Proposals #92 – Printing of New Mexico Junior College Class Schedule and Preparation of Mailing List, Labeling, and Mailing of New Mexico Junior College Class Schedule. The administration recommended acceptance of the services of Oakcreek Printing for \$20,620. The term of the contract will be one year with an option to renew for up to two additional years. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Mr. Hardin presented the Research and Public Service Projects to be submitted to the Higher Education Department for board consideration. Upon a motion by Mrs. Williams, seconded by Mrs. Worrell, the board unanimously approved the projects.

Dr. McCleery presented the New Mexico Education Service Center Bylaws for board consideration. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously approved the bylaws.

Dr. McCleery presented the Institutional Information Technology Plan to be submitted to the Higher Education Department for board consideration. Upon a motion by Mr. Black, seconded by Mrs. Williams, the board unanimously approved the plan.

Dr. McCleery presented a request to spend an additional \$12,500 from reserves for the campus village project. Upon a motion by Mr. Kesner, seconded by Mr. Black, the board unanimously approved the request.

Dr. McCleery presented a request to allow faculty to use one day of unused personal leave, as well as one day of accumulated sick leave each summer semester that the faculty member teaches. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the request.

Robert Rhodes recommended Mr. Donald Hancock for the CDL Trainer position at an annual salary of \$43,000. Mr. Hancock is related to Beth Hancock who works in the Business Office. Upon a motion by Mrs. Worrell, seconded by Mr. Black, the board unanimously approved the employment of Mr. Hancock, effective August 28, 2006.

Dr. Rhodes recommended Ms. Connie Gray for the Financial Coordinator for Training and Outreach position at an annual salary of \$34,209. Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board unanimously approved the employment of Ms. Gray, effective September 1, 2006.

August Fons recommended Mr. Paul Campos for the Assistant Director/Professor – Law Enforcement Academy/Public Safety position at an annual salary of \$45,396. Upon a motion by Mrs. Worrell, seconded by Mr. Jones, the board unanimously approved the employment of Mr. Campos, effective November 1, 2006.

Charley Carroll recommended Mr. Wiley Owens for a Groundskeeper III position. Mr. Owens is related to Amanda Owens, Groundskeeper II. Upon a motion by Mr. Black, seconded by Mrs. Worrell, the board unanimously accepted the recommendation.

Mr. Carroll recommended Ms. Rosianna Hare for a Groundskeeper I position. Ms. Hare is related to Lynn Anglin, General Maintenance/Mechanical Systems. Upon a motion by Mr. Kesner, seconded by Mrs. Worrell, the board unanimously accepted the recommendation.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for September 21, 2006, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mr. Kesner, the board meeting adjourned at 3:00 p.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
Date: September 7, 2006  
RE: Expenditure and Revenue Reports for August

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August is the second month of the 2006/2007 fiscal year. The Expenditure report reflects funds expended and encumbered. Total current unrestricted funds expended year-to-date is \$3,199,407.00. In reviewing the unrestricted fund expenditures some funds have a higher percentage of expenditures through August. These areas have expenditures that are tied to the beginning of the Fall semester. Student Aid is awarded at the beginning of the Fall and Spring semesters. In the restricted funds year-to-date we have expended \$1,440,865.00 as we have the semi annual financial aid payout to the students. There will be more large expenditures in restricted financial aid in September as the remaining portion of the Pell payout is posted. Compared to last year at this time restricted financial aid awards are up by \$227,344.00.

The expenditures and/or encumbrances for the month in the Plant funds are mainly for Technology Upgrade and the Student Apartments in Institutional Funds. In the General Fund allocations the expenditures and/or encumbrances are for the Baseball Field and the CDL Truck Driving program.

Total year-to-date expenditures through the month of August is \$5,277,433.00

The revenue for the month in Current Unrestricted Funds is \$2,833,815.00. This revenue consists of tuition and fees, the state appropriation, oil and gas accrual, and auxiliary enterprises. In the restricted funds we received \$333,380.00 from Grant drawdowns. The drawdown for restricted financial aid will show up in September. Total revenue through the end of August is \$4,284,948.00

In the Investment report there is \$8,125,000.00 in the LGIP. We did not have any activity during the month of August.

In the Oil and Gas report, we are using the accrual of \$316,667.00 as the projected monthly Oil and Gas revenue.

This is the Financial Report for August 2006.



## RESOLUTION



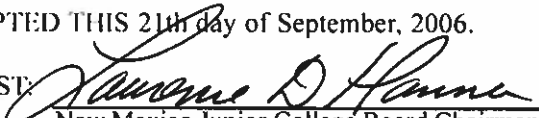
# Robert L. Turner

- WHEREAS,** **Robert L. Turner** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 33 years; and
- WHEREAS,** **Robert L. Turner** has served as Director of the Student Center from 1973 - 1979; and
- WHEREAS,** **Robert L. Turner** has served as Student Activities Coordinator and Student Center Manager from 1979 - 1989; and
- WHEREAS,** **Robert L. Turner** has served as Student Employment and Scholarship Officer from 1989 - 1993; and
- WHEREAS,** **Robert L. Turner** has served as Director Minority Recruiting/Job Placement from 1993 - 1997; and
- WHEREAS,** **Robert L. Turner** has served as Director Minority Recruiting/Director of Evening College from 1997 - 2000; and
- WHEREAS,** **Robert L. Turner** has served as Coordinator of Placement/Minority Recruitment/Title V Activity I from 2000 - 2006; and
- WHEREAS,** **Robert L. Turner** has served as Director - Counselor Special Services Program from 1973 - 1974; and
- WHEREAS,** **Robert L. Turner** has served as ABE - GED Instructor from 1995 - 2000; and
- WHEREAS,** **Robert L. Turner** has served as AMP (Alliance of Minority Participation Program) Sponsor from 2000 - 2004; and
- WHEREAS,** **Robert L. Turner** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Robert L. Turner** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Robert L. Turner** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Robert L. Turner** has elected to retire the 1st day of October, 2006.

**NOW, THEREFORE BE IT RESOLVED** that New Mexico Junior College desires to give special recognition and appreciation to **Robert L. Turner** for his service and dedication to New Mexico Junior College.

ADOPTED THIS 21<sup>st</sup> day of September, 2006.

ATTEST:

  
New Mexico Junior College Board Chairman

  
New Mexico Junior College Board Secretary

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### August 2006

17% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	5,871,027	989,398	17%	6,401,294	625,464	1,235,886	19%
Academic Support	1,521,370	314,291	21%	2,177,054	264,505	378,806	17%
Student Services	1,036,371	222,483	21%	1,265,813	90,616	206,688	16%
Institutional Support	4,351,536	509,664	12%	5,060,439	244,374	427,116	8%
Operation & Maintenance of Plant	2,070,348	259,021	13%	2,317,317	223,923	359,601	16%
<b>Subtotal - Instruction &amp; General</b>	<b>14,850,652</b>	<b>2,294,857</b>	<b>15%</b>	<b>17,221,917</b>	<b>1,448,882</b>	<b>2,608,097</b>	<b>15%</b>
Student Activities	168,150	35,243	21%	173,500	22,312	33,857	20%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	981,561	62,812	6%	296,329	76,337	78,917	27%
Student Aid	352,934	110,176	31%	432,111	191,561	213,488	49%
Auxiliary Enterprises	6,574,660	137,607	2%	1,589,358	39,132	61,983	4%
Athletics	697,812	146,382	21%	705,397	187,600	203,065	29%
<b>Total Current Unrestricted Fund</b>	<b>23,625,769</b>	<b>2,787,077</b>	<b>12%</b>	<b>20,418,612</b>	<b>1,965,824</b>	<b>3,199,407</b>	<b>16%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,938,268	175,225	9%	1,438,620	154,771	339,441	24%
Student Aid	4,694,393	874,080	19%	4,000,000	1,095,220	1,101,424	28%
<b>Total Current Restricted Fund</b>	<b>6,632,661</b>	<b>1,049,305</b>	<b>16%</b>	<b>5,438,620</b>	<b>1,249,991</b>	<b>1,440,865</b>	<b>26%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	5,510,484	1,004,522	18%	7,067,863	295,223	295,223	4%
Projects from State GOB Funds	3,426,130	6,315	0%	3,420,676		26,851	1%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	690,000	311,197	311,137	0%
Projects from Private Funds	1,350,000	0	0%	774,090	3,950	3,950	1%
Projects from State ER&R	456,042	0	0%	819,549	0	0	0%
Projects from State BR&R	374,208	45,658	12%	770,694	0	0	0%
Projects from Auxiliary BR&R	25,555	0	0%	19,147	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>11,142,419</b>	<b>1,056,495</b>	<b>9%</b>	<b>13,562,019</b>	<b>610,370</b>	<b>637,161</b>	<b>5%</b>
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>11,142,419</b>	<b>1,056,495</b>	<b>9%</b>	<b>13,562,019</b>	<b>610,370</b>	<b>637,161</b>	<b>5%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>41,400,849</b>	<b>4,892,877</b>	<b>12%</b>	<b>39,419,251</b>	<b>3,826,185</b>	<b>5,277,433</b>	<b>13%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**August 2006**

17% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	2,438,985	926,881	38%	2,647,425	1,186,548	1,214,308	46%
State Appropriations	7,553,000	1,179,083	16%	8,093,209	648,958	1,308,510	16%
Advalorem Taxes - Oil and Gas	4,165,200	856,207	21%	4,700,000	317,572	634,947	14%
Advalorem Taxes - Property	2,588,000	58,056	2%	2,800,000	51,168	93,843	3%
Interest Income	120,000	0	0%	185,000	34,847	34,847	19%
Other Revenues	250,050	58,912	24%	225,050	9,458	30,298	13%
<b>Subtotal - Instruction &amp; General</b>	<b>17,115,235</b>	<b>3,079,139</b>	<b>18%</b>	<b>18,650,684</b>	<b>2,248,551</b>	<b>3,316,753</b>	<b>18%</b>
Student Activities	120,000	47,286	39%	110,000	50,367	50,367	46%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	14,000	0	0%	0	0	0	0%
Auxiliary Enterprises	1,922,200	919,462	48%	2,250,052	531,672	577,998	26%
Athletics	39,600	5,983	15%	39,100	3,225	6,450	16%
<b>Total Current Unrestricted</b>	<b>19,211,035</b>	<b>4,051,870</b>	<b>21%</b>	<b>21,049,836</b>	<b>2,833,815</b>	<b>3,951,568</b>	<b>19%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,938,268	84,829	4%	1,438,620	333,380	333,380	23%
Student Aid	4,694,393	1,143,641	24%	4,000,000	0	0	0%
<b>Total Current Restricted</b>	<b>6,632,661</b>	<b>1,228,470</b>	<b>19%</b>	<b>5,438,620</b>	<b>333,380</b>	<b>333,380</b>	<b>6%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from State GOB Funds	3,426,130	0	0%	3,420,676	0	0	0%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	690,000	0	0	0%
Projects from Private Funds	1,350,000	0	0%	774,090	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>4,776,130</b>	<b>0</b>	<b>0%</b>	<b>4,884,766</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>30,619,826</b>	<b>5,280,340</b>	<b>17%</b>	<b>31,373,222</b>	<b>3,167,195</b>	<b>4,284,948</b>	<b>14%</b>



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### August 2006

17% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2006-07 Original Budget	Variance Over (Under) Budget
Accrual	July	\$63.05	3,252,614	\$6.92	19,403,806	316,667	316,667	0
Accrual	August					316,667	316,667	0
Accrual	September							0
Accrual	October							0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						633,334	633,334	0
Y.T.D. Equipment Tax Revenue						1,613	0	1,613
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>634,947</b>	<b>633,334</b>	<b>1,613</b>

*Source: New Mexico Taxation and Revenue Department*

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

## NEW MEXICO JUNIOR COLLEGE Schedule of Investments August 2006

17% 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	8,125,000	N/A	N/A	N/A	7102-1348	5.07%	35,378
<b>Total Investments</b>	<u>8,125,000</u>						<u>35,378</u>

Summary of Current Month's Activity	
Beginning amount	8,125,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	6,963,887
Reserves Invested	1,161,113
<b>Total LGIP Investment</b>	<b>8,125,000</b>

Capital Projects	8/31/2006
Technology Upgrade	240,981.13
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	50,820.49
Drawings & Master Plan	1,331.85
Baseball Field	167,405.72
Rodeo Arena	7,836.78
Dormitory Landscape	26,597.22
Millen Fence/Landscape	121,769.97
Ben Alexander Student Center	99,772.50
JASI	171,282.71
Computer Equipment Rebates	6,677.17
Marketing	58,986.84
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	2,500,000.00
Classroom Furniture Replacement	21.00
Vedeo Security Camera Replacmt	70,000.00
Testing Center	250,000.00
Campus Village Development Proj	16,785.00
Landscaping	50,000.00
Facility Painting	50,000.00
Smart Classrooms	50,000.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	605,000.00
Campus Signage	50,000.00
Campus Paving	60,000.00
Video Security-Student Apts	4,640.21
Roof Replacement	300,000.00
Interior Lighting-Energy Retrofit	100,000.00
Bookstore POS System	60,000.00
Old Dorms Renovation	193,881.80
<b>Total</b>	<b>6,963,886.93</b>

NOTE: Capital projects total does not include encumbered funds

**NEW MEXICO JUNIOR COLLEGE**

**Invitation To Bid #987**

**Workers' Compensation Insurance**

**BOARD DOCUMENTS**

Date: September 21, 2006  
Prepared by: Joshua Morgan  
Coordinator of Purchasing

# **NEW MEXICO JUNIOR COLLEGE**

## **BOARD DOCUMENTS**

### **General Information**

1. On August 28, 2006, a legal notice was sent to the following newspapers requesting sealed bids for NMJC Workers' Compensation Insurance, covering time period, September 14, 2006 to September 14, 2007.
  - 1) The Hobbs Daily News Sun
  - 2) Las Cruces Sun News
  - 3) Albuquerque Journal
2. Proposal packets were delivered to five (5) potential bidders.
3. One vendor, Daniels Insurance, submitted a proposal within the time frame specified by the proposal package and attended the bid opening.
4. The Business Office has evaluated the bids received and a recommendation is shown on the following page.

# NEW MEXICO JUNIOR COLLEGE

## Evaluation and Recommendations

### Board Documents

One vendor responded to Invitation to Bid #987:

Daniels Insurance, Inc.

Response to the Invitation is shown below:

Company	Bid	Specifications Met	Comments
Daniels Insurance	\$117,688.00	Yes	Coverage to be assigned to American Home Assurance Company.

The NMJC Business Office recommends acceptance of the bid submitted by Daniels Insurance, Inc. Hobbs, NM, with an annual premium of \$117,688.00 for Workers' Compensation Insurance.

**Source of Funding: 2006/2007 Fiscal Year**

**Account #:** 11000-4011-62180-133 – Workers' Compensation Premium

**Amount:** \$117,688

**Budget:** \$142,000

**NEW MEXICO JUNIOR COLLEGE**  
**Invitation to Bid #987**  
**Workers' Compensation Insurance**

**Daniels Insurance proposes to provide to NMJC services as specified below:**

- Policy Period will be for one year as follows –
  - September 14, 2006 through September 14, 2007
  - NMJC reserves the right to renew coverage for up to three additional years, one year at a time.
  
- Specifications:

<b>Type of Claim</b>	<b>Liability Limit</b>
Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$100,000 each employee

- Coverage to be assigned to American Home Assurance Company at a cost of \$117,688.00.

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 8/21/2006

Candidate's name Margaret L. Edges

Position title Coordinator of Technical Services

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 9/22/2006 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard MLS Library Website

(\*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor)

Posted salary range \$35,595 to \$44,493 Recommended annual salary \$43,158.00 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2011 61301 111 - 100%

Recommended and approved by:

Sharon Jenkins  
Supervisor  
H. B. Gentry  
Vice President

Sharon Jenkins  
Dean/Director  
Steve McCleary  
President

Selection Committee Members: Dr. Sharon Jenkins, Director Library Services - Chair

Gayle Abbott - Director of Student Support Services

Teresa Crafton - Associate Director of Institutional Effectiveness

Jose Flores - Programmer Analyst

Mike Williams - Professor of English

Comments: Ms. Edges, with a M.L.S degree from University of Texas at Austin and more than fourteen years of applicable experience, meets and/or exceeds the minimum requirements for this position.

## ABBREVIATED RESUME

### Position

Coordinator of Technical Services

### Personal Data

Name: Margaret L. Edges

### Education

M.L.I.S., University of Texas at Austin, Austin, TX, 1993

B.A., Southwestern University, Georgetown, TX, 1992

Major: Sociology; Minor: History

### Professional Experience

City of San Antonio, San Antonio, TX

Librarian II, Assistant Branch Manager

01/05 to 05/06

Librarian I, Adult Services

05/95 to 01/05

Angelo State University, San Angelo, TX

Interlibrary Loan/Reference Librarian

01/94 to 05/95

Austin Presbyterian Theological Seminary

Archival Cataloging Volunteer

01/93 to 08/98

### Honors, Publications and Presentations

San Antonio Public Library Volunteer Branch Representative, United Way Campaign, 2000-2004

San Antonio Library Service Award for Holdings Editing, 1999

Native American Women in Higher Education: A Pathfinder (RC019365) included in the ERIC Database

Presented at the Third Annual American Indian Education Conference, 1993

### Professional Affiliations and Development

American Library Association

Public Library Association

Texas Library Association

Equal Employment Opportunity Program, City of San Antonio, TX, 2005

Employee Performance and Development Plan, City of San Antonio, TX, 2005

Cash Handling I Certification Training, City of San Antonio, TX, 2005

Serving the Underserved @ Your Library, Young Adult Library Services Association, San Antonio, TX, 2005





# New Mexico Junior College

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## Career Opportunities

### **Position Announcement • June 2006**

**Position Title:** Coordinator of Technical Services

**Position Description:** The position reports to the Director of Library Services. The duties and responsibilities include, but are not limited to, the following: (1) Supervise technical services staff; (2) Provide direction and assist with problems in cataloging, serials, and government documents areas; (3) Evaluate and modify cataloging procedures for most effective and complete catalog display and provide guidance in the usage of MARC holdings records; (4) Evaluate List of Classes to make annual item selections and deletions for government documents; (5) Review monthly Choice Online issue and create order with vendor; (6) Manage McNaughton program and place orders regularly and run reports to identify unused items for return; (7) Establish local and remote access for new databases and resolve problems relating to access and assist with installation, updates, and organization of new resources; (8) Provide relief at circulation/reference desk on weekends and as needed; (9) Keep apprised of current issues in library science by attending workshops and conferences, reading library literature and subscribing to online lists; (10) Collaborate with others in assessing technological needs; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; (13) Serve on college committees as assigned; and, (14) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** An accredited American Library Association (ALA) Master's in Library/Information Sciences degree required. Training and/or experience highly recommended in: Integrated library systems (Sirsi preferred), cataloging and classification, government documents, serials processing and staff supervision. Familiarity with trends and issues in computer and telecommunications technology and a demonstrable ability to apply this knowledge to the local situation required. Good computer skills and experience working in a networked environment required. Experience with Windows-XP highly recommended.

**Salary/Benefits:** This is a twelve-month position. Salary range is \$35,595 to \$44,493 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

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

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

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

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

**"Equal Opportunity Education and Employment"**

## APPLICANT LIST

### **Position: Coordinator of Technical Services**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Edges, Margaret L.	Yes	Yes	Start date: Pending Board approval.
Slavin, Laura C.	Yes	Yes	Declined position.
Melton, Gregg L.	No	No	Incomplete application materials.



## RESOLUTION



# Robert L. Turner

- WHEREAS,** Robert L. Turner being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 33 years; and
- WHEREAS,** Robert L. Turner has served as Director of the Student Center from 1973 - 1979; and
- WHEREAS,** Robert L. Turner has served as Student Activities Coordinator and Student Center Manager from 1979 - 1989; and
- WHEREAS,** Robert L. Turner has served as Student Employment and Scholarship Officer from 1989 - 1993; and
- WHEREAS,** Robert L. Turner has served as Director Minority Recruiting/Job Placement from 1993 - 1997; and
- WHEREAS,** Robert L. Turner has served as Director Minority Recruiting/Director of Evening College from 1997 - 2000; and
- WHEREAS,** Robert L. Turner has served as Coordinator of Placement/Minority Recruitment/Title V Activity I from 2000 - 2006; and
- WHEREAS,** Robert L. Turner has served as Director - Counselor Special Services Program from 1973 - 1974; and
- WHEREAS,** Robert L. Turner has served as ABE - GED Instructor from 1995 - 2000; and
- WHEREAS,** Robert L. Turner has served as AMP (Alliance of Minority Participation Program) Sponsor from 2000 - 2004; and
- WHEREAS,** Robert L. Turner has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** Robert L. Turner has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** Robert L. Turner as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** Robert L. Turner has elected to retire the 1st day of October, 2006.

**NOW, THEREFORE BE IT RESOLVED** that New Mexico Junior College desires to give special recognition and appreciation to **Robert L. Turner** for his service and dedication to New Mexico Junior College.

ADOPTED THIS 21th day of September, 2006.

ATTEST:

\_\_\_\_\_  
New Mexico Junior College Board Chairman

\_\_\_\_\_  
New Mexico Junior College Board Secretary

***NOTICE OF REFERENDUM***  
***New Mexico Junior College Employees***

**PUBLIC EMPLOYEES RETIREMENT ASSOCIATION OF NEW MEXICO**  
The State of New Mexico  
Santa Fe, New Mexico

October 3, 2006

NOTICE to all employees of New Mexico Junior College

WHO ARE MEMBERS of the State of New Mexico Educational Retirement Board,  
VALIC or TIAA-CREF Financial Services retirement plans.

**SOCIAL SECURITY REFERENDUM**  
**Individual Choice Referendum**

You are hereby notified of a referendum election of all employees of the State of New Mexico Educational Retirement Board. Balloting will be held on the following date:

**Tuesday, January 9, 2007**  
**New Mexico Junior College Resource Room**  
**8:00 a.m. to 5:00 p.m.**

The referendum will decide whether or not members of the State of New Mexico Educational Retirement Board, VALIC or TIAA-CREF Financial Services retirement plans desire to be covered by Federal Old Age, Survivors, Disability and Health Insurance (Social Security) in addition to membership in the State of New Mexico Educational Retirement Board, VALIC or TIAA-CREF Financial Services retirement plans.

This referendum is called in accordance with the authority delegated by the Governor of New Mexico to the State Social Security Administrator. Individual ballots will be made available to you for this election.

Referendum Election Committee:

Dan Hardin, Chairman  
Bill Morrill, Member  
Kathy Miller, Member  
Robert Guthrie, Member  
Bill Rash, Member