

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, September 27, 2001

Zia Room - Library

1:30 p.m.

AGENDA

- | | |
|--|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of August 30, 2001 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. New Business | |
| 1. Monthly Expenditures Report | Dr. McCleery |
| 2. Monthly Revenue Report | Dr. McCleery |
| 3. Oil and Gas Revenue Report | Dr. McCleery |
| 4. Schedule of Investments | Dr. McCleery |
| 5. Consideration of Early Childhood Education Program | Dr. McCleery |
| 6. Personnel Consideration - Coordinator of Intramurals/Student Activities | Dr. McCleery |
| G. Public Comments | Mr. Newman |
| H. Announcement of Next Meeting | Mr. Newman |
| I. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

AUGUST 30, 2001

MINUTES

The New Mexico Junior College Board met on Thursday, August 30, 2001, 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; Mr. John Hice, Jr.; and Ms. Patricia Chappelle. Not present were Mrs. Yvonne Williams and Mr. Ferrel Caster.

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

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

Upon a motion by Mr. Hice, seconded by Mr. Hanna, the board unanimously approved the minutes of July 19 and August 7, 2001.

Under *Correspondence*, Mr. Schubert referred to a memo regarding teen court and letters from Lea County Event Center and Hobbs Fire Department expressing their appreciation for Jason Anderson's help.

Under *President's Report*, Dr. McCleery reported that John Baldwin was at home recuperating. Maria Vick reported on cosmetology's state and national competition and shared the awards earned with the board. Nelda Helms reported on the cheerleader's competition camp this past summer, and the cheerleaders shared with the board the trophies they received. The new employees were introduced to the board by their supervisors. Dr. McCleery reminded the board of the NMACC and CHE meeting of the boards on September 19 and 20 in Albuquerque as well as the planning session to be held on campus October 15 and 16. He shared a letter from Southwest Museum Services regarding the proposed Lea County Cowboy Hall of Fame and Western Heritage Center. He referred to the Information Technology plan the board had received. In closing, Dr. McCleery shared with the board information regarding the upcoming oil field training.

Under *New Business*, Dan Hardin presented the July financial reports and with a motion by Mr. Hice, seconded by Mr. Schubert, the board unanimously approved the expenditures for July 2001.

Frank Collins presented Bid #905 - Boiler & Cooling Tower Services. The administration recommended acceptance of the bid submitted by Unichem, Hobbs, NM for an annual amount of \$12,000 with an option of renewal for up to an additional three (3) years. Upon a motion by Mr. Schubert, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Mr. Collins presented Request for Proposals #60 - Uniform & Towel Service for Physical Plant & Automotive Departments. The administration recommended acceptance of the uniform and towel service of Unifirst of Hobbs, NM for the 2001/2002 fiscal year at an annual cost of \$6,068.65. The college may opt to renew the contract annually for up to two (2) additional years. The total multi-year cost is \$18,713.01. Upon a motion by Mr. Hanna, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Dr. McCleery presented a \$75,000.00 funding request for the proposed Lea County Beautification Project: Highway 18 Phase I - Recreation Trail. After some discussion and upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board unanimously approved the funding request from college reserves.

Cc Nelson presented the Title V Cooperative Grant with ENMU-Roswell from the U. S. Department of Education. The authorized funding for year one is \$621,586 with proposed funding for years two through five totalling \$2,484,210. The ENMU-R/NMJC grant was one of only five cooperative grants funded in the nation. Upon a motion by Mr. Hanna, seconded by Mr. Hice, the board unanimously accepted the grant.

Dan Hardin presented a request to transfer \$25,000 from college reserves to the capital account for the purchase of the President's car in the 2000/2001 budget year. Upon a motion by Mr. Schubert, seconded by Mr. Hanna, the board unanimously approved the request.

Regina Organ presented a request to continuously operate the New Mexico Junior College Student Health Clinic in conjunction with the Department of Health and/or Lea Regional Hospital. After much discussion, Mr. Hanna made a motion to continue to operate the New Mexico Junior College Student Health Clinic under the same terms and conditions as the current agreement with the New Mexico Department of Health. Mr. Hice seconded the motion, which carried unanimously.

Ms. Organ recommended Mr. Michael Chavez for the Director of Upward Bound position with an annual salary of \$37,517. Upon a motion by Ms. Chappelle, seconded by Mr. Schubert, the

board unanimously approved the employment of Mr. Chavez, effective September 1, 2001.

Steve Davis recommended Ms. Misty Stine for the Professor of Nursing position with a nine month salary of \$31,623. Mr. Davis reported that Ms. Stine had met all qualifications required for this position. Upon a motion by Mr. Schubert, seconded by Mr. Hice, the board unanimously approved the employment of Ms. Stine, effective September 1, 2001.

Dr. McCleery recommended Ms. QingHua Yu for the Educational Technology Specialist position with an annual salary of \$37,000. Upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Yu, effective September 17, 2001.

Sam Oswald recommended Mr. Yuanzhong Zhang for the Public Relations/Marketing Writer/Editor position with an annual salary of \$31,489. Upon a motion by Mr. Hice, seconded by Mr. Hanna, the board unanimously approved the employment of Mr. Zhang, effective September 1, 2001.

Bill Schoobridge presented the recommended changes for the 2001-2002 Employee Handbook. Upon a motion by Mr. Hanna, seconded by Mr. Schubert, the board unanimously voted to repeal the collective bargaining policy. Upon a motion by Mr. Hanna, seconded by Mr. Hice, the board approved the 2001-2002 employee handbook with changes.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for September 27, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Schubert, seconded by Ms. Chappelle, the board meeting adjourned at 3:25 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

Frank Collins

Steve Davis

Bill Morrill

Dan Hardin

Nelda Helms

Lisa Brown

Regina Organ

Renee Wharton

Michael Chavez

Lisa Hardison

Cc Nelson

Sam Oswald

Marilyn Jackson

Bill Kunko

Sharon Jenkins

Tim Perry

Vera Gilleland

Regina Johnson

Angila Shook

Ronnie Gray

Karen Cummings

Joel Keranen

Shelby Gowen

Amparo Salazar

Donna Morley

Aime Rodriguez

Eliza Groettum

Lourdes Olivas

Mechile Shade

Gayle Abbott

Raymond Taylor

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: Expenses & Revenue Reports
Date: September 20, 2001

As you review the expense report the question may arise, why we have spent two million more at this time compared to last year. Last spring, Dr. McCleery required all purchase orders be in place by April 15th, this enabled purchasing to finish up the year by June 30th. Therefore when July began purchasing was able to start processing new purchase orders for the new year. We are ahead of schedule for processing purchase orders compared to last year. Of the \$6,269,735.00 in total expenditures YTD, 35% or \$2,175,133.00 are encumbered funds. Also, a factor in the \$6,269,735.00 expenditure figure is \$1,331,033.00 in Pell and Direct Loans being disbursed. Pell and Direct Loans were not included in the August report last year.

Expenditures for the Internal Service Department may appear to be skewed, this is because we paid in August annual leases. Each month charges will be made from various departments for computer services by means of charge outs. As the year goes forward the percentage for funds expended will go down until, towards the end of the year, the percentage will go back up to budget. Also, Student Aid is showing a high percentage being expended. This is also a seasonal department. Unrestricted student aid covers work study, tuition waivers and honors scholarships. In most every department that has a higher percentage of expenditures than last year, the explanation is the seasonal expenses, such as grant in aid, being posted to the general ledger in August instead of months later as it was last year.

A line was added under Capital Outlay for the state funded B R&R. This is the state funds and auxiliary B R&R money combined together. When we confirm with the auditors on the B R&R carry over from June 30, 2001, we will increase the budget for B R&R and Institutional Funds. The expenditures for projects from institutional funds are mainly Technology Upgrade, Caster Upgrade and encumbered funds for Caster Upgrade. The State GOB funds are encumbered funds for the Western Heritage Center.

The revenue picture is much the same as the expenses side. There are some areas of revenue that are seasonal such as Tuition and Fees, Auxiliary Enterprises, and Student Aid. The State Appropriations are ahead of budget due to being funded for all of the compensation at one time instead of in two payments. Oil and Gas remains strong. We will reflect the draw downs for the State STB in September's numbers. Also, we have moved \$1,000,000.00 to the LGIP in September, which will also reflect in the October board reports. Finally, as requested on the investment schedule, we indicated the amount allocated in the investment portfolio for capital projects and debt service.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

August 2001

17% 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	531,605	10%	5,980,600	283,544	617,000	10%
Academic Support	1,012,220	223,701	22%	1,021,222	208,420	332,242	33%
Student Services	1,020,190	207,872	20%	1,194,494	176,318	256,448	21%
Institutional Support	2,321,133	400,793	17%	2,461,574	221,051	511,256	21%
Operation & Maintenance of Plant	1,674,751	270,803	16%	1,943,012	170,725	283,433	15%
Subtotal - Instruction & General	11,350,747	1,634,774	14%	12,600,902	1,060,058	2,000,379	16%
Student Activities	118,724	29,113	25%	165,817	20,937	34,794	21%
Research	0	0	0%	0	0	0	0%
Public Service	24,968	53	0%	5,650	63	124	2%
Internal Service Departments	309,131	16,522	5%	300,815	282,822	254,801	85%
Student Aid	139,605	105,614	76%	148,092	74,860	116,195	78%
Auxiliary Enterprises	1,254,436	57,859	5%	1,266,820	276,973	302,551	24%
Athletics	558,129	97,851	18%	593,066	165,711	185,786	31%
Total Current Unrestricted Fund	13,755,740	1,941,786	14%	15,081,162	1,881,424	2,894,630	19%
CURRENT RESTRICTED FUND							
Grants	3,135,237	518,237	17%	2,236,954	178,395	317,012	14%
Student Aid	3,204,007	1,377,465	43%	3,300,000	1,263,432	1,429,366	43%
Total Current Restricted Fund	6,339,244	1,895,702	30%	5,536,954	1,441,827	1,746,378	32%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	2,126,546	355,400	17%	3,325,000	577,275	661,840	20%
Projects from State GOB Funds	0	0	0%	1,500,000	583,021	583,021	39%
Projects from State STB Funds	202,439	0	0%	143,891	143,891	143,891	100%
Projects from Other State Funds	116,172	0	0%	6,163	6,163	6,163	100%
Projects from State B R & R				345,546	100,010	100,010	29%
Subtotal - Capital and BR&R	2,445,157	355,400	15%	5,320,600	1,410,360	1,494,925	28%
Debt Service							
Revenue Bonds	264,845	133,541	50%	1,470,813	133,402	133,802	9%
Total Plant Funds	2,710,002	488,941	18%	6,791,413	1,543,762	1,628,727	24%
GRAND TOTAL EXPENDITURES	22,804,986	4,326,429	19%	27,409,529	4,867,013	6,269,735	23%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
August 2001

17% 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	652,073	56%	1,244,954	132,049	689,646	55%
State Appropriations	6,566,300	1,070,634	16%	7,494,100	1,023,925	1,612,150	22%
Advalorem Taxes - Oil and Gas	2,500,000	665,343	27%	2,874,085	360,106	694,317	24%
Advalorem Taxes - Property	1,900,000	44,960	2%	1,900,000	22,939	47,056	2%
Interest Income	125,500	32,664	26%	75,000	14,936	25,835	34%
Other Revenues	384,886	6,338	2%	294,400	21,483	26,026	9%
Subtotal - Instruction & General	12,645,636	2,472,012	20%	13,882,539	1,575,438	3,095,030	22%
Student Activities	40,000	24,899	62%	43,400	3,702	25,231	58%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	21,000	3,310	16%	14,000	920	1,214	9%
Auxiliary Enterprises	1,442,050	784,364	54%	1,528,300	511,780	832,624	54%
Athletics	33,600	5,434	16%	35,100	2,850	5,700	16%
Total Current Unrestricted	14,182,286	3,290,019	23%	15,503,339	2,094,690	3,959,799	26%
CURRENT RESTRICTED FUND							
Grants	3,135,237	518,237	17%	2,236,954	19,988	19,988	1%
Student Aid	3,204,007	1,377,465	43%	3,336,485	1,073,118	1,183,138	35%
Total Current Restricted	6,339,244	1,895,702	30%	5,573,439	1,093,106	1,203,126	22%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	1,500,000	0	0	0%
Projects from State STB Funds	0	0	0%	143,891	0	0	0%
Projects from Other State Funds	116,172	0	0%	6,163	0	0	0%
Interest Income	0	16,713	0%	50,000	19,383	21,607	43%
Subtotal - Capital & BR&R	116,172	16,713	14%	1,700,054	19,383	21,607	1%
Debt Service							
Interest Income	55,000	14,421	26%	73,164	9,580	15,285	21%
Total Plant Funds	171,172	31,134	18%	1,773,218	28,963	36,892	2%
LOAN FUND							
Interest Income / Service Fees	0	89	0%	0	0	0	0%
Total Loan Fund	0	89	0%	0	0	0	0%
GRAND TOTAL REVENUES	20,692,702	5,216,944	25%	22,849,996	3,216,759	5,199,817	23%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

August 2001

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	2000-01 Original Budget	Variance Over (Under) Budget
	April July	\$24.76	3,251,164	\$4.69	18,075,793	330,922	208,250	122,672
	May August	\$24.78	5,412,518	\$5.47	18,046,880	360,106	208,250	151,856
	June September						208,250	
	July October						208,250	
	August November						208,250	
	September December						208,250	
	October January						208,250	
	November February						208,250	
	December March						208,250	
	January April						208,250	
	February May						208,250	
	March June						208,250	
Production Tax Revenue						691,028	2,499,000	274,528
Equipment Tax Revenue (see below)						0	375,000	0
Total Year-to-Date Oil and Gas Revenue						691,028	2,874,000	274,528

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
August 2001

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	7,325,000	N/A	N/A	N/A	102-2394	4.30%	27,061
Wells Fargo Bank of Hobbs	<u>250,000</u>	08/08/2001	02/08/2002	181	231611237	2.87%	<u>598</u>
Total investments	<u>7,575,000</u>						<u>27,659</u>

Summary of Current Month's Activity	
Beginning amount	7,575,000
Plus: deposits	0
Less: withdrawals	<u>0</u>
Ending amount	<u>7,575,000</u>

Capital Projects and Debt Service	4,594,443
Percentage of total investments	61%



MEMORANDUM

DATE: September 27, 2001
TO: New Mexico Junior College Board Members
FROM: Richard Fleming, Vice President for Instruction *RF*
SUBJECT: Approval of Early Childhood Education Program

The Early Childhood Education Program will award an AA and certificate. This program has been reviewed and approved by the Early Childhood Education Taskforce and the State Department of Education. In order to be able to forward the program on to the Commission on Higher Education the Board needs to approve the AA degree plan and the certificate. Therefore, I am recommending that the Board approve the AA degree plan and certificate as presented.

Thank you for your consideration.

*Approved Steve McCreary
9-22-01*



The University of New Mexico

College of Education
Division of Individual, Family & Community Education
Simpson Hall
Albuquerque, NM 87131-1246
Telephone (505) 277-4535
FAX (505) 277-8761

September 21, 2001

TO: Professor Lynda Newman, NMJC
Professor Mary Shelton, NMJC

FROM: Professor Polly Turner, University of New Mexico
Co-Chair, NM Higher Education Early Childhood Task Force

RE: Approval

This is to formally inform you and your administrators that the proposed Certificate and AA programs in Early Childhood at New Mexico Junior College have been approved by the New Mexico Higher Education Early Childhood Task Force. Since the Task Force is an official arm of the Child Development Board, the Board will vote on approval for these programs at their meeting today, Friday, September 21. Following their approval, the Commission on Higher Education must approve the transfer module (29 credits of early childhood and 35 credits of general education) for students in your program who wish to transfer the AA degree into a bachelor's program at a four-year institution. We do not expect any glitches in this approval process since you have worked very hard to develop programs that are consistent with existing approved programs and with the articulation statute.

We have enjoyed the opportunity to work with both of you in this process, and we look forward to your active participation with the Task Force in the future.

New Mexico Junior College

EARLY CHILDHOOD EDUCATION CERTIFICATE

ED113	Introduction to Early Childhood Education	(3)
ED113A	Guiding Children's Social Development	(3)
ED114A	Learning Environments for Young Children	(4)
ED114B	Language Development and Early Literacy	(4)
EN113	Composition and Rhetoric	(3)
PS213	Child Psychology	(3)
ED214A	Caring for Infants and Toddlers	(4)
ED214C	Thematic Units Using the Arts	(4)
ED214B	Early Childhood Practicum	<u>(4)</u>
Total Number of Hours Required:		32

New Mexico Junior College

EARLY CHILDHOOD EDUCATION ASSOCIATE IN ARTS

GENERAL REQUIREMENTS (35 hours):

PSY110 College Orientation –or–
PSY112 Freshman Seminar 2 hrs. _____

Communications (9 hours):

EN113 Composition and Rhetoric 3 hrs. _____
EN123 Composition and Literature 3 hrs. _____
SE123 Public Speaking 3 hrs. _____

Behavioral Sciences (6 hours):

PS113 Introduction to Psychology 3 hrs. _____
SO213 General Sociology 3 hrs. _____

Social Sciences/Fine Arts (9 hours):

A. Select one or two of the following courses (3-6 hrs.):
HI113 U. S. History to 1877 3 hrs. _____
HI123 U. S. History from 1877 3 hrs. _____
HI213 History of Civilization 3 hrs. _____
HI223 History of Civilization 3 hrs. _____

B. Select one or two of the following courses (3-6 hrs.):
AR113 Art Appreciation 3 hrs. _____
DR113 Introduction to Theatre 3 hrs. _____
MU213 Music Appreciation 3 hrs. _____
PI213 Introduction to Philosophy 3 hrs. _____

Laboratory Sciences (8 hours):

Select two of the following courses:
BI114 General Biology 4 hrs. _____
BI124 General Biology 4 hrs. _____
CH114A General Chemistry 4 hrs. _____
CH124A General Chemistry 4 hrs. _____
GE114 Physical Geology 4 hrs. _____
GE124 Historical Geology 4 hrs. _____
PH114A Astronomy 4 hrs. _____
PH114 General Physics 4 hrs. _____
PH124 General Physics 4 hrs. _____

Mathematics (3 hours):

Select one of the following (or higher level) math courses:
MA113A Intermediate Algebra 3 hrs. _____
MA113 College Algebra 3 hrs. _____

EARLY CHILDHOOD EDUCATION CORE (29 hours):

ED113 Introduction to Early Childhood Education 3 hrs. _____
ED113A Guiding Children's Social Development 3 hrs. _____
ED114A Learning Environments for Young Children 4 hrs. _____
ED114B Language Development and Early Literacy 4 hrs. _____
PS213 Child Psychology 3 hrs. _____
ED214A Caring for Infants and Toddlers 4 hrs. _____
ED214C Thematic Units Using the Arts 4 hrs. _____
ED214B Early Childhood Practicum 4 hrs. _____

Degree requirements:

Sixty-four to sixty-six (64-66) semester hours are needed to meet the associate degree requirements at New Mexico Junior College and the certification requirements for the New Mexico Department of Education, in Early Childhood Education. A minimum of twelve (12) hours must be earned at New Mexico Junior College, with a minimum grade point average of 2.00 on all work completed. However, many four-year institutions in New Mexico require a 2.5-2.7 grade point average in order to transfer.

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 9-5-01

Candidate's name James R. Scott

Position title Coordinator of Intramurals/Student Activities

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 November 1, 2001 Standard contract length 12 mos. 9 mos. other _____

Funding source NMJC Operating Budget - Student Housing/Activities

Paid advertising beyond *standard None

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

Posted salary range \$26,467 - \$29,000 Recommended annual salary \$29,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-23-200 100%

Recommended and approved by:

James Caviness 9-20-01
Supervisor

James Caviness 9-20-01
Dean/Director

Regina Organ 9-20-01
Vice President

Steve McCleary 9-21-01
President

Selection Committee Members: Caviness, Lance

Hardison, Lisa

Morris, Richard

Comments: Mr. Scott meets and/or exceeds the requirements for this position.

ABBREVIATED RESUME

Position

Coordinator of Intramurals/Student Activities

Personal Data

Name: James R. Scott

Education

A.A., York College, York, NE, 1986
B.A., Harding University, Searcy, AR, 1992
M.Ed., Harding University, Searcy, AR, 1996

Professional Experience

Highland High School, Riverside, IA 4/01 to Present
Part-time High School Varsity Baseball Coach

Davenport West High, Davenport, IA 8/00 to 4/01
Long Term Substitute

Camanche High School, Camanche, IA 8/98 to 8/00
Special Education Teacher/Coach

Harding University, Searcy, AR
Part-time Intramural Graduate Assistant Fall 1996 to Summer 1998
Part-time Athletic Administration Assistant Fall 1993 to Summer 1998
Part-time Wellness Department Graduate Assistant Fall 1995 to Summer 1996
Part-time Intramural Sports Assistant Spring 1995 to Spring 1996
Part-time Wellness Department Graduate Assistant Fall 1993 to Summer 1994
Part-time Athletic Administration Assistant Fall 1988 to Fall 1992

Organizations/Awards

American Baseball Coaches Association
Arkansas Teacher's License, 1998
Certified in Adult, Infant Child CR, Standard First Aid
Intramural Athlete of the Year, Harding University
Intramural High-Point Man, Harding University
Intramural Spirit Award, Harding University
Iowa High School Baseball Coaches Association
Iowa Teacher's License, 2001
Outstanding Physical Science Student, York College, 1986
Social Club President/Vice President, Harding University
Social Club President, York College
Sports Skills Award, Harding University
Who's Who among America', Fall 2000



New Mexico Junior College

Career Opportunities

Position Announcement • June, 2001

Position Title: Coordinator of Intramurals/Student Activities

Position Description: The Coordinator of Intramurals/Student Activities is responsible to the Director of Student Housing/Activities. The duties and responsibilities of the Coordinator of Intramurals/Student Activities shall be, but are not limited to, the following: (1) Provide coordination, support and leadership for the provision of a variety of appropriate educational/recreational activities for a diverse student body; (2) Develop communication with students to allow for student input; (3) Seek input from faculty and staff regarding student activities; (4) Provide supervision during all NMJC student activities; (5) work days, evenings and/or weekends as needed; (6) Maintain professional relationships with students, faculty, staff, administration, and other interested citizens; (7) Provide leadership for the development and implementation of a dynamic on campus intramural program; (8) Be responsible for evaluation of all student activity programs and intramural programs; (9) Any other duties as assigned by the Director of Student Housing/Activities; and (10) 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: Associate degree, from a regionally accredited institution, is required. Bachelor's degree preferred. Previous student activities programming experience is preferred. Must be enthusiastic and student focused. The successful candidate will provide general program support and leadership for the Student Activities and Intramural programs.

Salary/Benefits: This is a 12-month professional position. Salary range is \$26,467 - \$29,000 depending upon 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. Please do not send any application materials via e-mail.

To Apply: Submit an 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.

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APPLICANT LIST

Position: Coordinator of Intramurals/Student Activities

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Harris, Hunter	Yes	No	
George, Carl	No	No	
Williams, Leslie	No	No	Withdrew application materials.
Cagle, Judy	No	No	Incomplete application materials.
Ellison, Farrell	No	No	
Todd, Martha	No	No	
Wolf, William	No	No	Incomplete application materials.
Cereceres, James	No	No	Incomplete application materials.
Fearnow, April	No	No	Incomplete application materials.
Irwin, Tommy	No	No	
Kirkpatrick, Tristin	No	No	
Caudle, Marc	Yes	No	
Ponce, Ruth	No	No	Incomplete application materials.
Perry, Martha	No	No	
Arciniega, Patrick	No	No	
Scott, James	Yes	Yes	Start date: pending Board approval.
Fischer, Thomas	No	No	Incomplete application materials.

Position: Coordinator of Intramurals/Student Activities (continued from page 1)

Otto, Shannon	No	No
Fabianke, Jason	No	No