

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Friday, August 12, 2005

**Zia Room - Library**

3:00 p.m.

## AGENDA

- |  |                |
|--|----------------|
| A. Welcome   | Larry Hanna    |
| B. Adoption of Agenda  | Larry Hanna    |
| C. Approval of Minutes of July 21, 2005                              | 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 Construction Bid for Campus Housing              | Steve McCleery |
| 6. Personnel Consideration – Professor of Mathematics                | John Gratton   |
| 7. Personnel Consideration – Professor of Business/Office Technology | John Gratton   |
| 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

JULY 21, 2005

### MINUTES

The New Mexico Junior College Board met on Thursday, July 21, 2005, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; Mr. Ron Black; and Mr. John Hice, Jr.

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

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

Upon a motion by Mrs. Williams, seconded by Mr. Kesner, the board unanimously approved the minutes of June 21, 2005, as written.

Under *President's Report*, Charley Carroll and Mark Colby, Dekker/Perich/Sabatini gave the board a fencing project overview.

Ms. Chappelle moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of the New Mexico Statutes Annotated 1978. Mrs. Williams seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Black – yes; Mrs. Williams – yes; and Mr. Kesner – yes.

Upon re-convening in open meeting, Mr. Hanna stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously voted to give Dr. McCleery a one year employment contract with a salary of \$117,600.

Dan Hardin presented the June financial reports and with a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the expenditures for June, 2005.

Upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board tabled Consideration of New Mexico Junior College Board Policy.

Jennifer Jordon presented the Kornegay Endowment Fund Agreement for board consideration. After some discussion and upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the agreement. No action was required on the Intercollegiate Athletics Endowment Agreement.

Frank Collins presented Bid #969 – Maintenance & Motor Pool Paving Project. The administration recommended acceptance of the bid from Ramirez & Sons for \$48,130. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Dr. McCleery presented Lary Wilcox with his retirement resolution.

Regina Organ recommended Ms. Vicki Vardeman for the Director of PR/Marketing position at an annual salary of \$46,900. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Vardeman effective July 25, 2005.

Dr. Organ recommended Ms. Vangelia Perryman for the Public Relations/Marketing Writer/Editor position at an annual salary of \$26,750. Upon a motion by Ms. Chappelle, seconded by Mr. Hice, the board unanimously approved the employment of Ms. Perryman effective August 8, 2005.

John Gratton recommended Ms. Delores Thompson for the Professor of Nursing position at a nine month salary of \$42,000. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Thompson effective August 10, 2005.

Dr. Gratton recommended Ms. Kimberly Webb for the Professor of Nursing position at a nine month salary of \$38,500. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Webb effective August 10, 2005.

Dr. Gratton recommended Ms. Angela McConal for the Program Planner – Extended Learning position at an annual salary of \$33,500. Upon a motion by Mrs. Williams, seconded by Mr. Black, the board unanimously approved the employment of Ms. McConal effective July 22, 2005.

Dr. Gratton recommended Ms. Roene Neu for the Professor of Geology position at a nine month salary of \$42,564. Upon a motion by Mr. Kesner, seconded by Mr. Hice, the board unanimously approved the employment of Ms. Neu effective August 10, 2005.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for August 11, 2005, beginning at 4:00 p.m.

Upon a motion by Mr. Hice, seconded by Mr. Jones, the board meeting adjourned at 6:20 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: August , 2005**  
**RE: Expenditure and Revenue Reports for July**

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July is the first month of the 2005/2006 fiscal year. The expenditure report represents expenditure totals that include funds expended. The total expended for the month of July was \$1,394,745.00. The expenditures will increase in August as the fall classes begin and faculty are on campus and we will be posting encumbrances.

In the restricted funds the budget numbers for Grants will change during the year as most Grants end their year in September or October. When the new budgets are installed we will change the budget amount. The expenditure for restricted financial aid will increase tremendously in August as we anticipate over 2,000,000.00 in Pell grants and Direct loans being processed in July, August, and September.

The Revenue generated in July 2005 was \$1,268,835.00. This mostly consists of tuition and fees, the allocation from the state, oil and gas accrual income, and auxiliary enterprises revenue. The monthly oil and gas budget of \$280,433.00 was used as the accrual for July 2005.

The investment report shows an ending balance of \$5,625,000.00. We brought in \$500,000.00 in July to cover expenses in July. We have been expecting for several months, \$990,000.00 from a drawdown from the State for GOB funding. We received these funds the first part of August, it will be reflected in the August report.

Business Office personnel have been working diligently to get the 04/05 fiscal year end closed and prepare for the upcoming audit. The auditors will be on campus starting September 6<sup>th</sup> through September 16<sup>th</sup>.

This is the Financial Report for July 2005.

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**July 2005**

8% of Year Completed

Fund	2004-05			2005-06			
	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	5,812,124	294,866	5%	5,788,333	514,809	514,809	9%
Academic Support	1,187,704	65,384	6%	1,510,023	105,605	105,605	7%
Student Services	929,753	268,720	29%	1,022,330	80,031	80,031	8%
Institutional Support	4,145,602	133,743	3%	4,496,105	200,120	200,120	4%
Operation & Maintenance of Plant	1,793,183	87,928	5%	2,048,382	113,307	113,307	6%
<b>Subtotal - Instruction &amp; General</b>	<b>13,868,366</b>	<b>850,641</b>	<b>6%</b>	<b>14,865,173</b>	<b>1,013,872</b>	<b>1,013,872</b>	<b>7%</b>
Student Activities	120,535	7,082	6%	166,929	10,059	10,059	6%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	931,917	55,158	6%	972,829	114,593	114,593	12%
Student Aid	331,910	20,888	6%	352,934	17,112	17,112	5%
Auxiliary Enterprises	1,485,805	24,606	2%	1,571,031	19,289	19,289	1%
Athletics	677,782	7,105	1%	695,644	9,706	9,706	1%
<b>Total Current Unrestricted Fund</b>	<b>17,416,315</b>	<b>965,480</b>	<b>6%</b>	<b>18,624,540</b>	<b>1,184,631</b>	<b>1,184,631</b>	<b>6%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,849,374	67,513	4%	1,938,268	72,104	72,104	4%
Student Aid	4,422,593	62,403	1%	4,694,393	25,824	25,824	1%
<b>Total Current Restricted Fund</b>	<b>6,271,967</b>	<b>129,916</b>	<b>2%</b>	<b>6,632,661</b>	<b>97,928</b>	<b>97,928</b>	<b>1%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	8,908,283	91,195	0%	5,510,484	97,919	97,919	2%
Projects from State GOB Funds	3,612,996	0	0%	3,426,130	2,404	2,404	0%
Projects from State STB Funds	1,885,297	0	0%	0	0	0	0%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from State E R & R	415,030	0	0%	456,042	0	0	0%
Projects from State B R & R	480,452	3,750	1%	374,208	11,863	11,863	3%
Projects from Auxiliary BR&R	47,709	0	0%	25,555	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>15,349,767</b>	<b>94,945</b>	<b>1%</b>	<b>11,142,419</b>	<b>112,186</b>	<b>112,186</b>	<b>1%</b>
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>15,349,767</b>	<b>94,945</b>	<b>1%</b>	<b>11,142,419</b>	<b>112,186</b>	<b>112,186</b>	<b>1%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>39,038,049</b>	<b>1,190,341</b>	<b>3%</b>	<b>36,399,620</b>	<b>1,394,745</b>	<b>1,394,745</b>	<b>4%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**July 2005**

8% of Year Completed

Fund	2004-05			2005-06			
	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	1,734,700	281,967	16%	2,384,485	46,212	46,212	2%
State Appropriations	8,089,900	645,607	8%	7,553,000	589,542	589,542	8%
Advalorem Taxes - Oil and Gas	3,409,779	239,507	7%	4,165,200	309,728	309,728	7%
Advalorem Taxes - Property	2,468,000	72,213	3%	2,588,000	0	0	0%
Interest Income	55,871	0	0%	120,000	0	0	0%
Other Revenues	190,000	23,646	12%	250,050	18,227	18,227	7%
<b>Subtotal - Instruction &amp; General</b>	<b>15,948,250</b>	<b>1,262,940</b>	<b>8%</b>	<b>17,060,735</b>	<b>963,709</b>	<b>963,709</b>	<b>6%</b>
Student Activities	47,800	8,213	17%	120,000	1,748	1,748	1%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	0	0%	14,000	0	0	0%
Auxiliary Enterprises	1,802,550	97,398	5%	1,922,200	300,387	300,387	16%
Athletics	36,600	0	0%	39,600	2,991	2,991	8%
<b>Total Current Unrestricted</b>	<b>17,848,200</b>	<b>1,368,551</b>	<b>8%</b>	<b>19,156,535</b>	<b>1,268,835</b>	<b>1,268,835</b>	<b>7%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,849,374	1,681	0%	1,938,268	0	0	0%
Student Aid	4,422,593	19,251	0%	4,694,393	0	0	0%
<b>Total Current Restricted</b>	<b>6,271,967</b>	<b>20,932</b>	<b>0%</b>	<b>6,632,661</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,612,996	0	0%	3,426,130	0	0	0%
Projects from State STB Funds	1,885,297	0	0%	0	0	0	0%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from Other State Funds	0	0	0%	0	0	0	0%
Interest Income	100,000	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>5,598,293</b>	<b>0</b>	<b>0%</b>	<b>4,776,130</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>29,718,460</b>	<b>1,389,483</b>	<b>5%</b>	<b>30,565,326</b>	<b>1,268,835</b>	<b>1,268,835</b>	<b>4%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### July 2005

8% 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	2005-06 Original Budget	Variance Over (Under) Budget
Accrual	July					280,433	280,433	0
Accrual	August							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						280,433	280,433	0
Y.T.D. Equipment Tax Revenue						29,295		29,295
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>309,728</b>	<b>280,433</b>	<b>29,295</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 July 2005

8% 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	5,625,000	N/A	N/A	N/A	7102-1348	2.51%	12,796
<b>Total Investments</b>	<u>5,625,000</u>						<u>12,796</u>

Summary of Current Month's Activity	
Beginning amount	6,125,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	5,510,484
Reserves Invested	114,516
<b>Total LGIP Investment</b>	<b>5,625,000</b>

Capital Projects	7/31/2005
Technology Upgrade	326,345.53
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	132,430.49
Western Heritage Museum	39,030.32
Drawings and Master Plan	94,153.70
Baseball Field	166,794.14
Rodeo Arena	7,836.78
Dormitory Landscape	45,519.03
Circle Drive	48,989.13
Roadway Parking Lot Seal Coat	0.00
BR&R Carryover	13,334.91
Millen Fence/Landscape	406,438.71
Ben Alexander Student Center	568,032.84
JASI	399,734.90
Computer Equipment Rebates	9,145.71
Clerk of the Works	5,483.27
Marketing	72,118.04
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	200,000.00
Student Housing Construction	1,000,000.00
Classroom Furniture Replacement	20,000.00
Video Security Cameral Replacmt	150,000.00
Testing Center	250,000.00
<b>Total</b>	<b>5,510,484.04</b>

NOTE: Capital projects total does not include encumbered funds



NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #974

Student Housing Project

BOARD DOCUMENTS

Date: August 11, 2005  
Prepared by: Frank D. Collins  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On July 14, 2005 a legal notice was posted in the following newspapers:
  - Hobbs News Sun
  - Lubbock Avalanche Journal
  - Midland Reporter -Telegram
  - Albuquerque Journal
  - Albuquerque Tribune
  - Odessa American
2. Three vendors submitted bid packages in response to our Invitation.
3. The Business Office has evaluated the bids received and their recommendation is shown on Page 3. Dekker, Perich & Sabatini's ("Architect") recommendation letter is shown on Page 4.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The vendors responding to Invitation to Bid #974 are: Tatsch Construction, Inc., Silver City NM, Global Structures Inc., Albuquerque NM, and HB Construction, Inc., Albuquerque NM.

The Administration recommends acceptance of the bid submitted by HB Construction, Inc. for an amount of \$4,649,000 exclusive of gross receipts tax. The tabulation results are detailed on Page 4A.

Source of Funding: FY 2005/2006 – Student Housing Construction  
Account #: 91517 – 4002 - 76013 -911  
Amount: \$ 4,649,000

August 11, 2005



**Dekker/Perich/Sabatini**

architecture  
interiors  
planning  
engineering

Dr. Steve McCleery  
President, New Mexico Junior College  
5317 Lovington Highway  
Hobbs, New Mexico 88240

RE: Bids Received for Construction  
Student Apartments

Dr. McCleery:

Sealed bids for the above referenced project were received this afternoon until 1:30 p.m. and publicly read aloud. Three general contractors submitted bids. The results are as follows:

<u>Company</u>	<u>Base Bid</u>	<u>8 add. Beds (One)</u>	<u>Upgrade Carpet (Two)</u>	<u>Upgrade Glazing (Three)</u>	<u>Add. Drywall (Four)</u>
<b>HB Construction</b>	<b>\$4,640,000</b>	\$350,000	<b>\$5,000</b>	<b>\$4,000</b>	\$13,000
Global Construction	\$5,062,378	\$347,640	\$48,508	\$5,834	\$25,000
Tatsch Construction	\$5,345,314	\$375,316	\$12,219	\$6,099	\$6,797

We reviewed all three submitted bids and found them all to be responsive and with no irregularities. HB Construction is the apparent low bidder. The project has 27,543 square feet of gross heated area; therefore the low base bid amount represents a construction cost of \$168/SF. This number compares to \$177/SF for the recently completed Ben Alexander Building and Western Heritage Buildings.

It is Dekker/Perich/Sabatini's recommendation to award the Contract for Construction to HB Construction Inc. of Albuquerque for the base bid plus alternates two and three for a total contract amount of \$4,649,000 exclusive of New Mexico Gross Receipts Tax.

We look forward to working with you and the New Mexico Junior College on this very exciting project.

Very truly yours,

Dekker/Perich/Sabatini Ltd.

Ron Witherspoon, AIA  
Principal

■■■  
6801 Jefferson NE  
Suite 100  
Albuquerque NM  
87109  
505 761.9700  
fax 761.4222  
dps@dpsabq.com

NMAJC Student Apartments		August 11, 2005		Alternates				Sq Ft	Addenda	License	Sub List	Bond	
Invitation to Bid #974				One	Two	Three	Four	Base Cost					
Bid Tabulation		27,542 SF	Base Bid	8 Add Beds	Upgrade Cor.	Upgrade Glaz.	Add Drywall						
	HB Construction	\$	4,640,000	350,000	5,000	4,000	13,000	\$ 168		1.2	yes	yes	yes
	Global Construction	\$	5,062,378	347,640	48,508	5,834	25,000	\$ 184		1.2	yes	yes	yes
	Tatsch Construction	\$	5,345,314	375,316	12,219	6,099	6,797	\$ 194		1.2	yes	yes	yes
	Recommended Award												
	HB Base Bid	\$	4,640,000										
	Alternate Two	\$	5,000										
	Alternate Three	\$	4,000										
	NMGRT	\$	4,649,000	Contract Amount									
		\$	249,884	5.375%									
		\$	4,898,884	Total with NMGRT									
<b>HB Construction - Subcontractor List</b>													
Roof			Van Winkle Rig										
Insulation			Miller's Insulation										
Casework			no bid received										
Drywall/Stucco			no bid received										
Resilient Flooring			no bid received										
Carpet			no bid received										
Paint			Braun Bros										
Elev			Thyssen/Krupp										
Mech/Plumb			Donner Plumb										
Fire			Valley Fire Protect										
Elect			Budwine Electric										
Skylights			Dovlighting solutions										
Earthwork			Ramirez & Sons										
Asphalt			Ramirez & Sons										
Gypcrete			Koch Mech										
Masonry			Beery Construction										
Steel			Structural Services										
Framing			Larry Reetz										
Finish Carpentry			under threshold										

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-2-05

Candidate's name Shyla G. McGill

Position title Professor of Mathematics

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 8-15-05 Standard contract length  12 mos.  9 mos.  other

Funding source Institutional Funds

Paid advertising beyond \*standard Chronicle of Higher Education

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

Posted salary range \$35,595 - \$44,493 Recommended annual salary \$43,307 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-510 100%

Recommended and approved by:

Mich D. Bat  
Supervisor

Mich D. Bat  
Dean/Director

John B. Grattan  
Vice President

Steve Mc Cleery  
President

Selection Committee Members: Marcia Galyean - Admin. Secty. - Dean of Arts and Sciences

Lisa Hardison - Dean of Extended Learning

Charlotte Schmitz - Professor of Mathematics

Patricia Youngblood - Professor of Mathematics

Comments: Ms. McGill, with a Master's degree plus 12.5 additional hours and thirteen  
years of applicable experience, meets and/or exceeds the minimum requirement  
for this position.

## ABBREVIATED RESUME

### Position

Professor of Mathematics

### Personal Data

Name: Shyla G. McGill

### Education

B.F.A., University of Nebraska, Lincoln, NE, 1978

M.A., University of Nebraska, Lincoln, NE, 1988

### Professional Experience

New Mexico Junior College, Hobbs, NM 3/04 to Present  
Director of Learning Assistance

Columbia College, Chicago, IL 8/97 to 1/04  
Professor of Math and Science and Math and Science Learning Center Director

Northwestern University, Evanston, IL 1998  
Gifted Students Saturday Program

Harold Washington College, Chicago IL 9/94 to 8/97  
Adjunct Math Faculty

Chicago City Colleges, Roosevelt University, Robert Morris, Chicago, IL 1994 to 1997  
Oakton Community College, Des Plaines, IL  
Olivet Nazarene University, Kankakee, IL  
Adjunct Math Instructor and Tutor

R. J. Daley College, Chicago, IL 10/93 to 6/96  
Adjunct Math Faculty

Saint James Catholic School, Chicago, IL 1993 to 1994  
Seventh Grade Teacher

Asset Allocation & Polysystems, Chicago, IL 1989 to 1994  
Actuarial Supervisor/Actuarial Assistant

### Certifications/Organizations/Awards

Teaching Excellence Award Winner, Columbia College, 2000

Competent Toastmaster Award, Toastmasters International, 2001

Wrote and copyrighted Basic Math Skills Workbook for Developmental Classrooms, 2003

Illinois Chapter of National Association of Developmental Education, 2002-2004

Southwest Symphony, President Elect

Southwest Association of Developmental Education



# New Mexico Junior College

## Career Opportunities

### Position Announcement • June 2005

**Position Title:** Professor of Mathematics

**Position Description:** The Professor of Mathematics reports to the Dean of Mathematics, Education, English, and Transitional Studies. Duties and responsibilities shall be, but not limited to, the following: (1) teach classes (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Developmental Mathematics, Algebra, Geometry, Trigonometry and Calculus; (2) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (3) serve on college committees, as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment of students for the institution and mathematics program; (9) assume other professional responsibilities associated with the position of professor; 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:** A master's degree in mathematics or closely related field with a minimum of 18 graduate hours in mathematics required. All degrees must be from a regionally accredited institution. Must be committed to excellence in instruction and willing to work with other, full-time divisional instructors and staff. NOTE: **Computer proficiency is required.**

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

**Application Deadline:** July 15, 2005, at 5:00 p.m. MDT. 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 (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

**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"**

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: [spounds@nmjc.edu](mailto:spounds@nmjc.edu)



## APPLICANT LIST

### Position: Professor of Mathematics

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Basti, Mehran	No	No	Incomplete application materials.
McGill, Shyla G.	Yes	Yes	Start date: Pending Board approval.
Li, Huaian	No	No	Incomplete application materials.
Kemmell, Bruce M.	No	No	Incomplete application materials.
Locke, John K.	No	No	Incomplete application materials.
Walker, Sarah L.	No	No	
Mahavadi, Murali	No	No	
Huang, Zhongming	No	No	
Kim, TaeEun	No	No	
Lau, Ko Hin	No	No	
Martin, Scott A.	No	No	Incomplete application materials.
Chowdhury, Mohammad S. R.	No	No	Incomplete application materials.
Indika, S H Sathish	No	No	Incomplete application materials.
Anacker, Steven	No	No	Incomplete application materials.
McKown, Thomas O.	No	No	
Veranas, Judy	No	No	Incomplete application materials.
Bogan, Susan E.	No	No	Incomplete application materials.
May, Ping	No	No	Received after deadline to apply.

# NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-5-05

Candidate's name Toni K. Dunn

Position title Professor of Business/Office 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 8-15-05 Standard contract length  12 mos.  9 mos.  other

Funding source Institutional Funds

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, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$34,727 - \$43,408 Recommended annual salary \$41,093 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-521 100%

Recommended and approved by:

  
Supervisor

Dean/Director

  
Vice President

  
President

Selection Committee Members: Sue Black - Professor of Office Technology

Robert Guthrie - Professor of Accounting

John Lathrop - Professor of Business and Economics

Mary Jane Ward - Dean of Business and Technology

Comments: Ms. Dunn, with a Master's degree and eleven applicable years of experience,  
meets and/or exceeds the minimum requirements for this position.

## ABBREVIATED RESUME

### **Position**

Professor of Business/Office Technology

### **Personal Data**

Name: Toni K. Dunn

### **Education**

B.S., College of the Southwest, 1993

Major: Psychology

M.S., Chapman University, 1996

Major: Human Resources Management

### **Professional Experience**

New Mexico Junior College, Hobbs, NM 2004 to Present  
Part-time Office Technology and Business Instructor

Joan Tucker & Associates, LLC, Hobbs, NM 2004 to Present  
Consultant

College of the Southwest  
Division Chair – Business Division 2000 to 2004  
Interim Division Chair, Business Division and Assistant Professor 2000  
Assistant Professor 1995 to 2000

Leavell Insurance and Real Estate, Hobbs, NM 1998 to 2001  
Insurance Agent

### **Honors and Awards**

Recipient of Hulda Hiedel Endowed Chair, CSW, 2002

Who's Who Among America's Teachers, CSW, 1998, 1999, 2002, 2004, 2005

Ambassador of the Year, Hobbs Chamber of Commerce, 2000

Outstanding Young Woman of America, 1978

### **Professional and Community Involvement**

Economic Development of Lea County, Marketing Taskforce Committee Member, 2003

MainStreet Hobbs, Education Chair, developed downtown marketing survey, 2003

Association of Commerce & Industry, Workplace Issues Committee Member, 2002-2004

New Mexico State Education Committee, 2003

Hobbs Chamber of Commerce, Ambassador Chairperson, 1999, Member 1988-2004

Lea County Women's Network, 1999-2004

Created and managed the first *Summer Reading Program*, Eunice Public Library

Created the *United Fund Program*; a local assistance program, Eunice, New Mexico



# New Mexico Junior College

## Career Opportunities

### Position Announcement • July 2005

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

**Position Description:** This position reports to the Dean of Business and Technology. Duties and responsibilities shall be, but are not limited to, the following: 1) responsible for educational leadership, student instruction, and student advisement in business and office technology; 2) teach on-campus and/or off-campus, day and evening courses as well as online courses in business and office technology: including courses such as Marketing, Small Business Management, Business Math and Human Relations; 3) achieve and maintain a high level of competency as a teacher, demonstrating growth in the knowledge of his/her subject areas and in the ability to direct the learning process; 4) Participate in leadership of the student business organization, PBL; 5) work for the general improvement of the instructional programs at the college; 6) participate in college service through standing and ad hoc committees; 7) promote the mission of the college; and 8) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Bachelor's degree with a background to teach Business and Office Technology required. Master's degree with 18 graduate hours in Business related courses preferred. All degrees must be from a regionally accredited institution. Knowledge of the educational processes including: application of critical thinking, course design, evaluation and assessment of learning, and teaching strategies. Two years community college/ public school teaching and/or occupational experience is preferred. Experience in teaching online courses is a plus.

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

**Application Deadline:** July 22, 2005 at 5:00 p.m. MDT. Starting date is on or before August 10, 2005. 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 (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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## APPLICANT LIST

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

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Walker, Sarah L.	No	No	
Howell, Christopher M.	Yes	No	
Dunn, Toni K.	Yes	Yes	Start date: Pending Board approval.
Elliott, Karen	No	No	