

# NEW MEXICO JUNIOR COLLEGE

BOARD MEETING  
Tuesday, August 15, 2000  
**Zia Room - Library**  
1:30 p.m.

## AGENDA

- |  |              |
|--|--------------|
| A. Welcome   | Mr. Newman   |
| B. Adoption of Agenda  | Mr. Newman   |
| C. Approval of Minutes of July 20, 2000  | Mr. Newman   |
| D. New Business  |              |
| 1. Consideration of Bid #897 - Pannell Library Electrical Modifications & Upgrades                       | Dr. McCleery |
| 2. Consideration of Bid #898 - Purchase of Equipment & Supplies for the Police and Corrections Academies | Dr. McCleery |
| 3. Personnel Consideration - Student Recruiter   | Dr. McCleery |
| 4. Personnel Consideration - Professor of Physical Education/Assistant Women's Basketball Coach          | Dr. McCleery |
| 5. Personnel Consideration - Professor of English  | Dr. McCleery |
| E. Public Comments   | Mr. Newman   |
| F. Announcement of Next Meeting  | Mr. Newman   |
| G. Adjournment   | Mr. Newman   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

JULY 20, 2000

### MINUTES

The New Mexico Junior College Board met on Thursday, July 20, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Donald Whitaker; Mrs. Bonnie Moran; Mr. Bill Lee; and Mr. Ferrel Caster. Not present were Mr. Gary Schubert and Mrs. Irene Salgado.

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

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

Upon a motion by Mrs. Moran, seconded by Mr. Whitaker, the board unanimously approved the minutes of May 31, 2000 and June 13, 2000.

Mrs. Moran 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. Mr. Lee seconded the motion. The roll call vote was as follows: Mr. Newman - yes; Mr. Lee - yes; Mr. Caster - yes; Mrs. Moran - yes; and Mr. Whitaker - yes.

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

Under *New Business*, Brenda Pena informed the board that an error had been discovered in the May 2000 Expenditure Report. Upon a motion by Mrs. Moran, seconded by Mr. Lee, the board unanimously voted to table the Expenditures Report for May 2000. The Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments for May 2000 were presented for the board's information.

Ms. Pena presented Request for Proposals #52 - Electronic Access Control System for College Buildings. The evaluation committee and business office recommended the acceptance of Energy

Control Inc. of Albuquerque, New Mexico as the successful vendor for the purchase and installation of the electronic access control system for college buildings at a total cost of \$69,131.50, plus 6% gross receipts tax. Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously accepted the recommendation.

Dr. McCleery presented the following 2001 CHE capital projects funding requests: 1) Ben Alexander Student Services Addition \$4,803,686; and 2) Infrastructure Needs \$989,385. After some discussion and upon a motion by Mr. Whitaker, seconded by Mr. Lee, the board unanimously approved the 2001 capital requests.

Dr. McCleery called on Bill Shoobridge to present the changes for the 2000-2001 Employee Handbook. After much discussion and upon a motion by Mr. Lee, seconded by Mr. Caster, the board unanimously voted to table the employee handbook at this time.

Dr. McCleery presented a Resolution Amending Employer Matching Contributions for the New Mexico Junior College Supplemental Retirement Plan. The resolution increased the employer matching contribution up to 2% of the employee's gross salary. Upon a motion by Mr. Lee, seconded by Mr. Caster, the board unanimously adopted the resolution.

Dr. McCleery presented a retirement resolution for William C. Roan, effective July 1, 2000. Mr. Roan has served the college for 26 years as Professor of Mathematics. Upon a motion by Mr. Caster, seconded by Mr. Whitaker, the board unanimously adopted the resolution.

Upon motion by Mr. Whitaker, seconded by Mr. Caster, the board unanimously voted to offer President Steve McCleery an employment contract in the amount of \$92,500 for the fiscal year beginning July 1, 2000 and ending June 30, 2001.

Regina Organ recommended Mr. Darrell Guzman for the position of Upward Bound Academic Coordinator with an annual salary of \$28,500. Upon a motion by Mr. Whitaker, seconded by Mr. Lee, the board unanimously approved the employment of Mr. Guzman, effective August 1, 2000.

Dr. McCleery recommended that the Personnel Consideration - Student Recruiter be tabled at this time. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously accepted the recommendation.

Dr. McCleery recommended that the Personnel Consideration - Professor Mathematics be tabled at this time. Upon a motion by Mrs. Moran, seconded by Mr. Caster, the board unanimously accepted the recommendation.

Mickey Best recommended Mr. David Newman for the Professor of English position with a nine month salary of \$37,185. Upon a motion by Mrs. Moran, seconded by Mr. Whitaker, the board unanimously approved the employment of Mr. Newman, effective August 14, 2000.

Mr. Best recommended Mr. Chris Eubank for the Professor of Music/Choral Coach position with a nine month salary of \$35,916. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the employment of Mr. Eubank, effective August 14, 2000.

Dr. McCleery recommended that the Personnel Consideration - Professor of Physical Education/Assistant Womens Basketball Coach be tabled at this time. Upon a motion by Mrs. Moran, seconded by Mr. Whitaker, the board unanimously accepted the recommendation.

Steve Davis recommended Mr. Darryl Cook for the Professor of Computer Information Systems position with a nine month salary of \$31,786. Upon a motion by Mrs. Moran, seconded by Mr. Lee, the board unanimously approved the employment of Mr. Cook, effective August 14, 2000.

Mr. Davis recommended Mr. Homer Youngblood for the Professor of EMT-B/AVHS position with a nine month salary of \$31,786. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the employment of Mr. Youngblood, effective August 14, 2000.

Mr. Davis recommended Mr. Matthew Kriftcher for the Professor of Commercial Graphic Design/Computer Graphics position with a nine month salary of \$35,634. Upon a motion by Mr. Caster, seconded by Mr. Whitaker, the board unanimously approved the employment of Mr. Kriftcher, effective August 14, 2000.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for August 24, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Whitaker, seconded by Mr. Caster, the board unanimously voted to adjourn at 4:00 p.m.

---

CHAIRMAN

ATTEST: \_\_\_\_\_  
SECRETARY

**Invitation to Bid #897**

**BOARD DOCUMENTS**

**Evaluation and Recommendations**

Three vendors responded to our Invitation to Bid #897 in accordance with our due date and time. They were Kirkmeyer Electric Inc., K & S Electric, and Southwestern Electric Shop Inc., all of Hobbs, NM.

The following page reflects the scope of work in Bid #897 and a schematic drawing\*\* of the project work.

The item and prices as bid were evaluated by the Business Office and Physical Plant.

The Administration recommends acceptance of the K & S Electric Co. bid for \$13,448.13 Plus Gross Receipts Tax

**Source of funding: Building Renewal & Replacement Project  
Pannell Library Electrical Renovations  
Account Number: 9-2729-00-005**

***\*\*Please note:* Due to the size of the schematic drawing, it will be handed out prior to the Board Meeting.**

**NEW MEXICO JUNIOR COLLEGE**

***Invitation to Bid #897***

**Pannell Library Electrical Modifications & Upgrades**

**BOARD DOCUMENTS**

**Date: August 9, 2000  
Prepared by: Frank D. Collins  
Coordinator of Purchasing**

**Invitation to Bid #894**

**BOARD DOCUMENTS**

**General Information**

- 1) On July 6th, 2000 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspaper requesting sealed bids for Electrical Modifications and Upgrades for Pannell Library:  
  
(1) Hobbs Daily News Sun
- 2) On that same date bid packets were sent to six (6) potential bidders.
- 3) Three (3) bidders submitted sealed bids and three (3) bidders did not respond.
- 4) Two bidders were present at the opening.
- 5) The Business Office and the Physical Plant have evaluated the bids received and their recommendations are shown on Page 3.

**Invitation to Bid #897**

**BOARD DOCUMENTS**

**Evaluation and Recommendations**

Three vendors responded to our Invitation to Bid #897 in accordance with our due date and time. They were Kirkmeyer Electric Inc., K & S Electric, and Southwestern Electric Shop Inc., all of Hobbs, NM.

The following page reflects the scope of work in Bid #897 and a schematic drawing\*\* of the project work.

The item and prices as bid were evaluated by the Business Office and Physical Plant.

The Administration recommends acceptance of the K & S Electric Co. bid for \$13,448.13.

**Source of funding: Building Renewal & Replacement Project  
Pannell Library Electrical Renovations  
Account Number: 9-2729-00-005**

**\*\*Please note: Due to the size of the schematic drawing, it will be handed out prior to the Board Meeting.**

## Invitation to Bid #897

### Scope of Work

- I. Provide a turn key installation of electrical modifications and upgrades for the Pannell Library on the campus of New Mexico Junior College in accordance with the schematic drawing\*\* which comprises the installation guide.
- II. Costs are to include materials and supplies, labor, permits, special equipment, and any other costs associated with this project.

**\*\* Please note: Due to the size of the schematic drawing, it will be handed out prior to the Board Meeting.**



**Invitation to Bid #898**

**BOARD DOCUMENTS**

**Evaluation and Recommendations**

Five vendors responded to our Invitation to Bid #898; however, only four responded in accordance with our due date and time. One vendor submitted a late response. The four bidders were Gulf States Distributors, Montgomery, AL, GT Distributors, Inc., Austin, TX, Ultramax Ammunition, Rapid City, SD, Law Enforcement Targets, Inc., Minneapolis, MN.

The tabulation sheet on Page Four indicates the equipment and supplies specified in our Invitation to Bid.

The item and prices as bid were evaluated by the Business Office and Directors of the Police and Corrections Academies.

The Administration recommends acceptance of the price quotes as follows:

Gulf States Distributors:	\$ 839.00
GT Distributors:	\$ 8,138.70
Ultra Max Ammunition:	\$13,325.00
Law Enforcement Targets Inc.:	\$ 838.30
<b>Total</b>	<b><u>\$23,141.00</u></b>

<b>Source of funding:</b>	Capital Equipment: 7-2741-01-002	\$ 839.00
	Corrections Supplies: 1-2435-11-513	\$ 3,894.15
	Law Enforcement Supplies: 1-2435-11-512	\$ 18,407.85
	<b>Total</b>	<b><u>\$ 23,141.00</u></b>

**NEW MEXICO JUNIOR COLLEGE**

***Invitation to Bid #898***

**Purchase of Equipment & Supplies for the  
Police and Corrections Academies**

**BOARD DOCUMENTS**

Date: August 9, 2000  
Prepared by: Frank D. Collins  
Coordinator of Purchasing

## Invitation to Bid #898

### BOARD DOCUMENTS

#### General Information

- 1) On July 6th, 2000 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspaper requesting sealed bids for the Purchase of Equipment & Supplies for the Police and Corrections Academies:  

(1) Hobbs Daily News Sun
- 2) On July 6<sup>th</sup> and 7<sup>th</sup>, bid packets were sent to twelve potential bidders.
- 3) Five (5) bidders submitted sealed bids. Of the five bids received, all were received in accordance with our specifications, except one, which was received late. Seven (7) bidders did not respond.
- 4) No bidders were present at the opening.
- 5) The Business Office and the Police & Corrections Academies' Directors have evaluated the bids received and their recommendations are shown on Page 3.

**Invitation to Bid #898**

**BOARD DOCUMENTS**

**Evaluation and Recommendations**

Five vendors responded to our Invitation to Bid #898; however, only four responded in accordance with our due date and time. One vendor submitted a late response. The four bidders were Gulf States Distributors, Montgomery, AL, GT Distributors, Inc., Austin, TX, Ultramax Ammunition, Rapid City, SD, Law Enforcement Targets, Inc., Minneapolis, MN.

The tabulation sheet on Page Four indicates the equipment and supplies specified in our Invitation to Bid.

The item and prices as bid were evaluated by the Business Office and Directors of the Police and Corrections Academies.

The Administration recommends acceptance of the price quotes as follows:

Gulf States Distributors:	\$ 839.00
GT Distributors:	\$ 8,138.70
Ultra Max Ammunition:	\$13,325.00
Law Enforcement Targets Inc.:	\$ 838.30
<b>Total</b>	<b><u>\$23,141.00</u></b>

**Source of funding: Capital Equipment - 7-2741-01-002**

New Mexico Junior College

Police & Correction

Invitation to Bid

Item#

1

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 07/26/2000

Candidate's name Lisa Hardison

Position title Student Recruiter

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 Aug. 25, 2000 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional

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

Posted salary range \$25,000-30,000 Recommended annual salary 29,500 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) \_\_\_\_\_

Recommended and approved by:

Robert Bensing for Regina Organ 7/26/00  
Supervisor

Vice President

Stan McCleary  
Dean/Director  
President

Selection Committee Members: Robert Bensing

Lance Caviness

Richard Morris

Willy Miller

LaRae Phillips Regina Organ

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **ABBREVIATED RESUME**

### **Position**

Student Recruiter

### **Personal Data**

Name: Lisa R. Hardison

### **Education**

B.S., Lubbock Christian University, Lubbock, TX, 1990

### **Professional Experience**

The Red Poppy, Amarillo, TX Partnership/Manager	2/00 to Present
Arrowhead Mills, Inc., Hereford, TX Product Development Manager	7/97 to 2/00
Dairy MAX Inc., Amarillo, TX Marketing Consultant	4/94 to 7/97
State of New Mexico, Public Health Division, Hobbs, NM Public Health Nutritionist V	11/91 to 3/94
Flex Appeal Aerobics, Hobbs, NM Co-Owner	11/92 to 12/93
Pond Interiors, Lubbock, TX Interior Designer/Manager	1/91 to 10/91

### **Honors and Awards**

Association of Family & Consumer Sciences, Chairperson, 1997  
Local Business Professional of the Year, 1996  
Outstanding Student in Her Field, Lubbock Christian University, 1990



# New Mexico Junior College

## Career Opportunities

### Position Announcement • June, 2000

**Position Title:** Student Recruiter

**Position Description:** The Student Recruiter is responsible to the Vice President for Student Service or his/her designee. The Student Recruiter is responsible for all aspects of student recruiting including office management; planning and implementation of student recruiting strategies; representing NMJC at college day events; some supervisory responsibilities; budget management; developing, conducting and reporting recruiting follow-up. The recruiter integrates, whenever feasible and logical, the production of information with the student recruiting function. Duties and responsibilities include, but are not limited to, the following: (1) represent NMJC at college day activities throughout New Mexico and West Texas; (2) initiate follow-up activities with prospective students; (3) maintain records regarding student inquiries, contacts, follow-up files and successful recruits; (4) develop, conduct and report appropriate evaluations regarding the effectiveness of student recruiting within and out of the NMJC district; (5) schedule and coordinate recruiting visits beyond college day to area and regional high schools; (6) develop proposals for implementation of special recruiting events; (7) work with others, internally and externally, at NMJC in developing and promoting student recruiting efforts and/or related activities; (8) work closely with NMJC's Public Information and Marketing personnel in the planning and development of student recruiting materials; (9) supervise personnel assigned to assist in student recruiting; (10) in conjunction with the Vice President for Student Services, or his/her designee, manage budgets related to the assignment; (11) communicate regularly with the Vice President for Student Services; and (12) 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 from a regionally accredited institution required. Excellent verbal and written skills. Skilled at making presentations to groups; strong desire to work with prospective college students. **Computer proficiency is required.**

**Salary/Benefits:** This is a 12-month professional position. Salary range is \$25,000.00 to \$30,000.00 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** June 30, 2000 at 5:00 p.m. MDT. Please do not send any application materials via e-mail.

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

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

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

**"Equal Opportunity Education and Employment"**

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

## APPLICANT LIST

**Position:** Student Recruiter

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Fitz-Gerald, Jimmy	Yes	No	
Neal, Patricia	No	No	
Browder, David	Yes	No	
Caudle, Marc	No	No	
Aranda, Inez	No	No	
Zembas, Julie	No	No	
Hess, Geoffrey	No	No	
Dean, Laurie	Yes	No	
Crow, Connie	Yes	No	
Hardison, Lisa	Yes	Yes	Start Date: pending Board approval
Gomez, Alonso	No	No	Incomplete application materials
Slate, James	No	No	
Smith, Charlotte	Yes	No	
Glover, Frankie	No	No	

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7-26-00

Candidate's name Russell "Rusty" H. Laverentz

Position title Professor of Physical Education / Assistant Women's Basketball Coach

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 August 14, 2000 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source NMJC Operating Budget - Physical Education - Instructional

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

NCAA - Web job market site WWW.NCAA.ORG

Posted salary range \$26,884-\$41,009 Recommended annual salary \$30,492.00 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) \_\_\_\_\_

Recommended and approved by:

Supervisor *Richard Laverentz*

Dean/Director *William D. But*

Vice President \_\_\_\_\_

President *Steve McCool*

- Selection Committee Members:
- Ara Baten
  - Lance Caviness
  - Nelda Helms
  - Richard Lloyd
  - Jeff McCool      Richard Morris

Comments: Mr. Laverentz meets and exceeds the requirements for this position as cited in the position announcement. He received his B.S. in Physical Education at Missouri Western State College, St. Joseph, MO, and his M.S. in Physical Education at Arkansas State University, Jonesboro, AR. His coaching experience is at both Missouri Western State College and Arkansas State University Women's Intercollegiate Basketball Program NCAA Division II and NCAA Division I.

## **ABBREVIATED RESUME**

### **Position**

Professor Physical Education/Assistant Women's Basketball Coach

### **Personal Data**

Name: Russell H. Laverentz

### **Education**

M.S., Arkansas State University, Jonesboro, AR, 1998

B.S., Missouri Western State College, St. Joseph, MO, 1996

### **Professional Experience**

Hibbett Sporting Goods, Jonesboro, AR 3/97 to Present  
Part-time Assistant Manager/Sales Representative

Arkansas State University, Jonesboro, AR 8/96 to 9/99  
Graduate Assistant/Assistant Women's Basketball Coach  
Summer Camp Instructor/Coach

Missouri Western State College, St. Joseph, MO 10/93 to 3/96  
Student Assistant Women's Basketball Coach  
Summer Camp Instructor/Coach

### **Honors and Awards**

Four year member of the Missouri Western State College baseball team



# New Mexico Junior College

## Career Opportunities

**Position Announcement • May, 2000**

**Position Title:** Professor of Physical Education/Assistant Women's Basketball Coach

**Position Description:** The position is responsible to the Dean of Arts and Sciences, Director of Athletics, and Head Women's Basketball Coach. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve on college committees as assigned; (3) serve as a sponsor for student groups as assigned; (4) post and maintain approved office hours per week; (5) assume other professional responsibilities associated with the position of professor; (6) Assistant Women's Basketball Coach; and (7) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Master's degree in Physical Education preferred. Bachelor's degree required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed.

**Salary/Benefits:** Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. Standard employee benefits apply. The successful applicant may have the option of teaching during the summer terms for income above his/her base salary. Note: NMJC does not participate in social security deductions.

**Application Deadline:** June 30, 2000, at 5:00 p.m. MDT. Interviews will be conducted by a selection committee and will commence upon receipt of completed application by qualified candidates. Interviews will begin after application deadline. Position starts 2000 Fall semester with faculty reporting date of August 14, 2000. Please do not send any application materials via e-mail.

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

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

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

**"Equal Opportunity Education and Employment"**

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

## APPLICANT LIST

**Position:** Professor of Physical Education/Assistant Women's Basketball Coach

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Williams, John	No	No	
Honhart, Dave	No	No	Incomplete application materials
Cordova, Ryan	No	No	Declined Interview & Withdrew Application
Spates, Christopher	No	No	Incomplete application materials
Ford, Kevia	No	No	Declined Interview & Withdrew Application
Williges, Laura	No	No	
Perry-Bradford, Christina	No	No	Incomplete application materials
Murphy, Matthew	Yes	No	Declined Position
Stratton, Jimmy	No	No	
Miller, Amanda	No	No	
Estep, Duane	No	No	Incomplete application materials
Wells, Yolanda	No	No	Incomplete application materials
Payne, Marcus	No	No	
Sappington, Alice	No	No	
Baca, Phillip	No	No	Incomplete application materials
Heck, Tom	Yes	No	

**Position:** Professor of Physical Education/Assistant Women's Basketball Coach  
(continued from page 1)

Laverentz, Russell	Yes	Yes	Start Date: 8-14-00, pending Board approval
Gomez, Alonzo	No	No	Incomplete application materials
Spencer, Aiken	No	No	
Glover, Frankie	No	No	
Ford, James	No	No	Incomplete application materials
Statterly, Shannon	No	No	Incomplete application materials

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8/10/00

Candidate's name Gregory A. Hammond

Position title Professor of English

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 8/18/00 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source 2000-01 Operating Budget

Paid advertising beyond \*standard Standard

(\* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range 30,891 - 33,805 Recommended annual salary \$33,053 Prorated salary  yes  no

(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11410 @ 100%

Recommended and approved by:

Mickey D. Best, Dean *Mickey D. Best*  
Supervisor

Vice President

Mickey D. Best *Mickey D. Best*  
Dean/Director

*Steve McCleery*  
President

Selection Committee Members: Sue Bennett, Professor of English/Dept. Chair - Humanities

Patricia Bowman, Professor of English

John Rice, Professor of Theatre/Communications

Peter Mladinic, Professor of English

Linda Connell, Professor of English

Comments: Mike Williams, Professor of English

Marcia Galyean, Departmental Secretary to Arts and Sciences

## ABBREVIATED RESUME

### Position

Professor of English

### Personal Data

Name: Gregory Hammond

### Education

M.A., New Mexico State University, Las Cruces, NM, 1999

B.A., New Mexico State University, Las Cruces, NM, 1997

A.A., Orange Coast College, Costa Mesa, CA, 1991

### Professional Experience

New Mexico State University, Las Cruces, NM

Adjunct Instructor

1/00 to Present

Graduate Instructor

1/98 to 12/99

Writing Consultant

1/98 to 12/98

Doña Ana Community College, Las Cruces, NM

1/00 to Present

Adjunct Instructor

### Honors and Awards

La Sociedad para Las Artes-N.M.S.U., President

Sigma Tau Delta-N.M.S.U., Vice President

Frank Waters Award for Fiction: Second Place, 1998

Elephant Ear Short Fiction Competition: Finalist, 1991

Outstanding Student Leadership Award: Orange Coast College, 1990



# New Mexico Junior College

## Career Opportunities

**Position Announcement • June, 2000**

**Position Title:** Professor of English

**Position Description:** This position is responsible to the Dean of Arts and Sciences. Duties and responsibilities include, but are not limited to the following: (1) teach classes (day and/or evening) in English in ITV (Instructional Television) and/or traditional settings; (2) serve on college committees as assigned; (3) serve as a sponsor for student groups as assigned; (4) post and maintain approved office hours per week; (5) assume other professional responsibilities associated with the position of professor; and (6) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Master's degree in English from a regionally accredited institution or master's degree in a related field with a minimum of 18 graduate hours in the teaching field from a regionally accredited institution required. Successful community college teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed. Computer literacy 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. Standard employee benefits apply. The successful applicant may have the option of teaching during the summer terms for income above his/her base salary. Note: NMJC does not participate in social security deductions.

**Application Deadline:** July 19, 2000 at 5:00 p.m. MDT. Position starts 2000 Fall semester with faculty reporting date of August 14, 2000. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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

**"Equal Opportunity Education and Employment"**

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

## APPLICANT LIST

**Position:** Professor of English

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Newman, David	Yes	Yes	Declined offer after Board Approval
Larson, Julie	No	No	
Hammond, Gregory	Yes	Yes	Start Date: 8-18-00, pending Board approval