

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, August 15, 2002

Zia Room - Library

1:30 p.m.

### AGENDA

- |   |              |
|---|--------------|
| A. Welcome  | Mr. Newman   |
| B. Adoption of Agenda   | Mr. Newman   |
| C. Approval of Minutes of July 19, 2002                               | Mr. Newman   |
| D. Correspondence   | Mr. Schubert |
| E. President's Report   | Dr. McCleery |
| F. 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 RFP #71 – Engineering Services                    | Dan Hardin   |
| 6. Consideration of Bid #924 – Resurfacing of NMJC Tennis Courts      | Dan Hardin   |
| 7. Consideration of Employee Handbook Change                          | Rich Fleming |
| 8. Consideration of Telecommunications Program/Curriculum             | Rich Fleming |
| 9. Consideration of Telecommunications Course Fees                    | Rich Fleming |
| 10. Personnel Consideration – Professor of Psychology                 | Rich Fleming |
| 11. Personnel Consideration – Coord of Intramurals/Student Activities | Regina Organ |
| G. Public Comments  | Mr. Newman   |
| H. Announcement of Next Meeting                                       | Mr. Newman   |
| I. Adjournment  | Mr. Newman   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

JULY 19, 2002

### MINUTES

The New Mexico Junior College Board met on Friday, July 19, 2002, 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; Mrs. Yvonne Williams; Ms. Patricia Chappelle; Mr. Ferrel Caster; Mr. John Hice, Jr.; and Mr. Larry Hanna.

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

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

Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the minutes of June 14, 2002.

Under *President's Report*, Mickey Best invited the board to attend the outdoor play on July 25, 26, and 27. Richard Morris reported on the National College Rodeo held in Casper, Wyoming. James Black reported on the National Golf Tournament in Phoenix, Arizona. Dr. McCleery informed the board that the budget presentation to the Commission on Higher Education went very well with only one question asked. He shared the Art In Public Places publication with the board and expressed his appreciation to Ms. Chappelle for serving on the Art In Public Places committee.

Under *New Business*, Dan Hardin presented the June financial reports and with a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously approved the expenditures for June 2002.

Dr. McCleery presented a retirement resolution for Bill Braun. Mr. Braun has served the college for 19 years and has elected to retire the 1st day of August 2002. Upon a motion by Mr. Schubert, seconded by Ms. Chappelle, the board unanimously adopted the resolution. Dr. McCleery presented a retirement resolution for Veta Flanary. Ms. Flanary has served the college for 17 years

yes; Mr. Caster - yes; Mrs. Williams - yes; Ms. Chappelle - yes; Mr. Schubert - yes; and Mr. Hanna - 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.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for August 15, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board meeting adjourned at 3:55 p.m.

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CHAIRMAN

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

Others present:

Mickey Best  
Regina Organ  
Dan Hardin  
Bill Morrill  
Marilyn Jackson  
Lisa Brown  
Donna Richards  
Rudy Rascon  
Pat Gorman  
Rich Fleming

Bill Braun  
Richard Morris  
Veta Flanary  
James Black  
Jeff McCool  
LaJean Burnett  
Lisa Seed  
Sharon Jenkins  
Sam Oswald

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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 8, 2002  
RE: Expenditure and Revenue Reports for July

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July is the first month of the 2002/2003 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. At the end of June the business office released all encumbered funds that had not been expended. At the first of July the encumbrances were placed back for all outstanding purchase orders. The total expended and or encumbered for the month of July was \$2,847,200.00 of that \$2,043,043.32 was encumbered funds. To give you an idea of what makes up the encumbered funds, we have the Caster Activity Center HVAC project purchase order in place, the purchase order for the food service contract for the year was encumbered, and various expenses such as insurance and lease agreements are all encumbered to be expensed out each month.

Expenditures for July are normal for this time of year. As we get into September we will see an increase in expenditures for payroll as faculty come back for the fall semester. The percentage expended for July is at 11%.

One other point should be made concerning the expense report, most of the budget for grants is not in place at this time. So over the next few months we will be increasing the budget total for grants as funding is approved and new year budgets are put in place.

The Revenue generated in July 2002 was \$1,114,224.00. This mostly consists of the allocation from the state, the oil and gas income, and bookstore sales. The other normal revenue streams such as Tuition and Fees will begin in August as students get started for the fall semester. The percentage of revenue for July was at 5%.

Oil and Gas and equipment tax revenue has been increasing. We accrued \$288,681.00 for the month of July, which was the actual for June. The budget for oil and gas for July was \$245,757.00. We did not receive any oil and gas equipment revenue for the month.

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The investment report shows an ending balance of \$7,825,000.00. We had sent \$500,000.00 to the LGIP on June 28<sup>th</sup>, those funds remained at the LGIP until July 30<sup>th</sup> when we brought the \$500,000.00 back for cash flow purposes. The capital project listing on the investment report reflects any expenditures that have been made with capital funds. We are not reflecting any encumbered funds on the capital projects.

In July, we had the Johnson and Miller auditors come in for preliminary audit work. Business office personnel have been working on closing the year and preparing work papers for the auditors. On August 19<sup>th</sup> the auditors will begin their actual on sight audit work.

Attached is an article concerning the revenue outlook for New Mexico. With this outlook in mind, we will be looking for ways to increase revenue streams for the college in anticipation of a declining or level funding source from the state in the next budget year. The funding from the state for instruction and general in 2001/2002 was \$7,407,900.00. The funding from the state for instruction and general for 2002/2003 is \$7,167,100.00, which is a \$240,800.00 decrease. The state funding represents 47% of the revenue for the instruction and general budget of \$15,696,739.00.

This is the Financial Report for July 2002.

# Revenue outlook shrinking

■ *Updated revenue forecast for the state of N.M. expected to show declining funds, financial woes for next Legislature.*

SANTA FE (AP) — The state collected less money than expected in the just ended budget year, and it could be an early indicator of financial trouble ahead for the Legislature and New Mexico's next governor.

An updated revenue forecast has been ordered by Harold Field, secretary of the Department of Finance and Administration, and it likely will scale back the projections of tax collections for the current fiscal year.

The revenue forecast will set the stage for what is shaping up to be another lean budget year for New Mexico.

The state's revised revenue outlook also could become an issue in the campaign for governor. If anticipated revenue collections shrink substantially, candidates for governor could be confronted with difficult questions of how they plan to balance the state's checkbook and pay for the initiatives they've been pitching to voters on the campaign trail.

The new governor takes office in January and the Legislature will convene later that month to begin drafting a budget to finance state government in the next fiscal year, which starts July 1, 2003.

This much is certain: Because of the slumping economy, New Mexico's revenue collections fell short of projections in the fiscal year that ended in June.

Field said Tuesday the revenue shortfall initially appeared to be about \$50 million. However, it likely will be closer to \$80-\$85 million after the end-of-year revenue accounting is finished.

## Revenue

from PAGE 1

The state had anticipated collecting about \$3.9 billion in revenues for the general budget account last year.

The shortfall in collections means that the gap between revenues and total spending last year will widen and the state's cash balances will shrink to offset the revenue shortfall. \*\*\*\*

When the Legislature adjourned an extraordinary session in May, it was projected that the state would end the fiscal year in June with cash balances of nearly \$359 million. That's equal to slightly more than 9 percent of spending. Historically, reserves of 5 percent were considered fiscally prudent to cover emer-

gencies and unexpected economic problems.

When the final accounting is completed, the revenue figure will drop by at least 1 percentage point and possibly more.

"We think there is general weakness in the economy. We don't think it's going to turn around in the near future, which is the next six months or year," Field said.

Economists will meet Friday to start work on an update of revenue estimates for the current budget year, next year and the 2005 budget year.

The decline in last year revenues almost certainly will translate into a reduction in the revenue projections for the current budget year. The only question is how much of a decline, said Tom Clifford, the top economist with the Department of Taxation and Revenue.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### July 2002

8% of Year Completed

Fund	2001-02			2002-03			
	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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	4,989,243	5,706,932	114%	5,012,174	333,217	333,217	7%
Academic Support	923,206	1,162,139	126%	890,128	249,883	249,883	28%
Student Services	991,396	1,330,973	134%	1,002,233	97,349	97,349	10%
Institutional Support	3,464,841	2,185,032	63%	3,581,759	201,049	201,049	6%
Operation & Maintenance of Plant	1,792,502	1,667,442	93%	1,783,961	181,232	181,232	10%
<b>Subtotal - Instruction &amp; General</b>	<b>12,161,188</b>	<b>12,052,518</b>	<b>99%</b>	<b>12,270,255</b>	<b>1,062,730</b>	<b>1,062,730</b>	<b>9%</b>
Student Activities	190,485	166,480	87%	155,236	10,343	10,343	7%
Research	0	0	0%	0	0	0	0%
Public Service	5,650	5,059	90%	0	0	0	0%
Internal Service Departments	981,142	232,667	24%	710,422	192,360	192,360	27%
Student Aid	280,277	168,646	60%	0	520	520	0%
Auxiliary Enterprises	1,162,578	1,624,168	140%	1,193,795	264,588	264,588	22%
Athletics	547,879	659,818	120%	562,053	11,213	11,213	2%
<b>Total Current Unrestricted Fund</b>	<b>15,329,199</b>	<b>14,909,356</b>	<b>97%</b>	<b>14,891,761</b>	<b>1,541,754</b>	<b>1,541,754</b>	<b>10%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,236,954	2,365,793	106%	416,206	286,525	286,525	69%
Student Aid	3,300,000	3,956,792	120%	3,964,907	14,714	14,714	0%
<b>Total Current Restricted Fund</b>	<b>5,536,954</b>	<b>6,322,585</b>	<b>114%</b>	<b>4,381,113</b>	<b>301,239</b>	<b>301,239</b>	<b>7%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Anonymous Grant	250,000	250,000	100%	0	0	0	0%
Projects from Institutional Funds	3,325,000	996,169	30%	5,944,312	995,407	995,407	17%
Projects from State GOB Funds	1,500,000	791,124	0%	1,000,000	0	0	0%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Projects from State B R & R	345,546	248,697		327,399	8,800	8,800	3%
<b>Subtotal - Capital and BR&amp;R</b>	<b>5,320,600</b>	<b>2,436,044</b>	<b>46%</b>	<b>7,271,711</b>	<b>1,004,207</b>	<b>1,004,207</b>	<b>14%</b>
<b>Debt Service</b>							
Revenue Bonds	1,470,813	1,488,662	101%	0	0	0	0%
<b>Total Plant Funds</b>	<b>6,791,413</b>	<b>3,924,706</b>	<b>58%</b>	<b>7,271,711</b>	<b>1,004,207</b>	<b>1,004,207</b>	<b>14%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>27,657,566</b>	<b>25,156,647</b>	<b>91%</b>	<b>26,544,585</b>	<b>2,847,200</b>	<b>2,847,200</b>	<b>11%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**July 2002**

8% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,244,954	1,277,512	103%	1,356,355	25,295	25,295	2%
State Appropriations	7,494,100	7,494,399	100%	7,376,100	614,683	614,683	8%
Advalorem Taxes - Oil and Gas	2,874,085	4,071,428	142%	2,949,084	288,681	288,681	10%
Advalorem Taxes - Property	1,900,000	1,832,270	96%	1,800,000	26,758	26,758	1%
Interest Income	75,000	122,697	164%	50,000			0%
Other Revenues	294,400	381,919	130%	307,700	25,852	25,852	8%
<b>Subtotal - Instruction &amp; General</b>	<b>13,882,539</b>	<b>15,180,225</b>	<b>109%</b>	<b>13,839,239</b>	<b>981,269</b>	<b>981,269</b>	<b>7%</b>
Student Activities	43,400	42,803	99%	43,400	0	0	0%
Public Service	0	4,508	0%	0	0	0	0%
Internal Service Departments	14,000	25,039	179%	10,000	2,049	2,049	20%
Auxiliary Enterprises	1,528,300	1,784,632	117%	1,663,000	37,179	37,179	2%
Athletics	35,100	34,678	99%	35,400	2,875	2,875	8%
<b>Total Current Unrestricted</b>	<b>15,503,339</b>	<b>17,071,885</b>	<b>110%</b>	<b>15,591,039</b>	<b>1,023,372</b>	<b>1,023,372</b>	<b>7%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,236,954	1,858,076	83%	416,206	56,908	56,908	14%
Student Aid	3,336,485	3,913,346	117%	3,716,407	18,537	18,537	0%
<b>Total Current Restricted</b>	<b>5,573,439</b>	<b>5,771,422</b>	<b>104%</b>	<b>4,132,613</b>	<b>75,445</b>	<b>75,445</b>	<b>2%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Anonymous Grant	250,000	250,000	100%		0	0	0%
Projects from State GOB Funds	1,500,000	416,485	28%	1,000,000	0	0	0%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Interest Income	50,000	105,807	212%	105,700	15,407	15,407	15%
<b>Subtotal - Capital &amp; BR&amp;R</b>	<b>1,700,054</b>	<b>922,346</b>	<b>54%</b>	<b>1,105,700</b>	<b>15,407</b>	<b>15,407</b>	<b>1%</b>
<b>Debt Service</b>							
Interest Income	73,164	32,100	44%	0	0	0	0%
<b>Total Plant Funds</b>	<b>1,773,218</b>	<b>954,446</b>	<b>54%</b>	<b>1,105,700</b>	<b>15,407</b>	<b>15,407</b>	<b>1%</b>
<b>GRAND TOTAL REVENUES</b>	<b>22,849,996</b>	<b>23,797,753</b>	<b>104%</b>	<b>20,829,352</b>	<b>1,114,224</b>	<b>1,114,224</b>	<b>5%</b>



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### July 2002

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	2002-03 Original Budget	Variance Over (Under) Budget
May	July	\$25.54	3,213,428	\$2.93	17,624,734	288,681	208,257	80,424
June	August						208,257	(208,257)
July	September						208,257	(208,257)
August	October						208,257	(208,257)
September	November						208,257	(208,257)
October	December						208,257	(208,257)
November	January						208,257	(208,257)
December	February						208,257	(208,257)
January	March						208,257	(208,257)
February	April						208,257	(208,257)
March	May						208,257	(208,257)
April	June						208,257	(208,257)
Y.T.D. Production Tax Revenue						288,681	2,499,000	(2,210,403)
Y.T.D. Equipment Tax Revenue						0	450,000	(450,000)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>288,681</b>	<b>2,949,000</b>	<b>(2,660,403)</b>

*Source: New Mexico Taxation and Revenue Department*

In order to stabilize the budgetary process for the 2002-03 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 2002-03 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**  
**July 2002**

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	7,825,000	N/A	N/A	N/A	7102-1348	2.06%	15,407
<b>Total Investments</b>	<u>7,825,000</u>						<u>15,407</u>

Summary of Current Month's Activity	
Beginning amount	7,825,000
Plus: deposits	500,000
Less: withdrawals	500,000
Capital Projects	5,923,674
Reserves Invested	1,901,326
<b>Total LGIP Investment</b>	<b>7,825,000</b>

Capital Projects	07/31/2002
Chiller Replacement	535,947.45
Technology Needs	157,002.89
Workforce Training Center	1,191,750.14
High Tech Start Up	272,477.57
Baseball	268,707.50
Rodeo	24,017.62
Dormitory	1,600,000.00
Dormitory Landscape	46,012.37
Dormitory Recreation Area	100,000.00
Master Plan	20,294.42
BR&R Carryover	87,817.38
Carryover Dorm Debt Funds	138,000.00
Docutech	150,000.00
Vehicles	100,000.00
Western Heritage	500,000.00
Lea Beautification	37,500.00
Parking Lot Seal Coat	50,000.00
Circle Drive	250,000.00
Drawings and Master Plan	75,000.00
CISCO Networking	300,000.00
BR&R Account	19,147.00
<b>Total</b>	<b>5,923,674.34</b>

NOTE: Capital projects total does not include encumbered funds

**NEW MEXICO JUNIOR COLLEGE**

**REQUEST FOR PROPOSALS #71**

**Engineering Services for the Redesign of the NMJC Circle Drive  
and Entrance for Two-Way Traffic**

**BOARD DOCUMENTS**

Date:	August 15, 2002
Prepared by:	Donna Richards Coordinator of Purchasing

# NEW MEXICO JUNIOR COLLEGE

## Evaluation and Recommendations

### Board Documents

Only one vendor, **Pettigrew and Associates**, responded to the Request for Proposals #71. Pettigrew and Associates met all specified criteria.

The Administration recommends acceptance of the services of **Pettigrew and Associates** at a cost of **\$51,136 excluding applicable gross receipts tax**. Please refer to Page 3 for the price structure and evaluation criteria.

**Source of Funding:** (1) NMJC Capital Projects, Circle Drive  
**Account Number:** 9-2729-02410      **Amount:** \$51,136

# Pettigrew & Associates, P.A.

This Firm has unparalleled experience, knowledge and dedication to perform the planning, design and construction services for New Mexico Junior College. **Pettigrew & Associates, P.A.** is eager to assist NMJC in building and maintaining the infrastructure system of the College. We view our relationship with New Mexico Junior College as a partnership, working to improve our community education.

## **RESIDENT FIRM**

**Pettigrew & Associates, P.A.** is a resident New Mexico firm with our permanent office in Hobbs. This firm is registered with the New Mexico State Purchasing Agent as a Resident Bidder No. SPD-06R32. 100% of the work to be performed by our firm will be performed within the State of New Mexico.

## **SCOPE OF WORK**

Our current understanding of the Scope of Work and our proposed technical approach is briefly discussed below.

### **Two Way Circle**

The proposed two way traffic layout includes two twelve foot lanes, one for each direction and a fourteen foot center left turn lane.

- Obliteration of existing pavement markings (striping and arrows) and remarking for two-way traffic
- Removal of existing signs and addition of new signs around the Circle for two-way traffic
- Addition of new sidewalk along the inside of the Circle
- Relocation of the ATM on the circle in front of Heidel Hall

### **Redesign of Entrance/Intersection**

The geometry of the intersection of NMJC Circle and Industrial Road will be redesigned to accommodate two way traffic on the Circle. Utility relocation may be required based upon the new geometry. Pavement will be reconstructed along with curb and gutter.

- Utility Relocation
- Reconstruction of intersection based upon new geometric design to improve traffic flow into the Circle
- New Signing
- New Striping



**NEW MEXICO JUNIOR COLLEGE**

**Invitation To Bid #924**

**Resurfacing of NMJC Tennis Courts**

**BOARD DOCUMENTS**

Date: August 15, 2002  
Prepared by: Donna Richards  
Coordinator of Purchasing

# NEW MEXICO JUNIOR COLLEGE

## Evaluation and Recommendations

### Board Documents

Two vendors responded to Invitation to Bid #924. Both met all specified criteria.

- **Ramirez & Sons, Lovington, NM**
- **3 B's, LLC, Bosque Farms, NM**

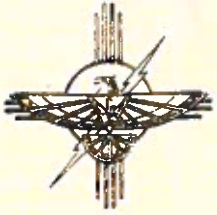
The response to the Invitation is shown on the following page.

The Business Office recommends acceptance of the bid submitted by Ramirez & Sons, Lovington, New Mexico, at a cost of \$19,675, **excluding applicable gross receipts tax.**

**Source of Funding: NMJC Capital Projects, Dorm Recreation Area**

**Account #: 9-2729-02435**

**Amount: \$19,675**



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## MEMORANDUM

**DATE:** August 7, 2002  
**TO:** New Mexico Junior College Board Members  
**FROM:** Steve McCleery, President *Sm*  
**SUBJECT:** Employee Handbook Change for 2002-2003

Attached is a copy of a recommended change to the 2002-2003 Employee Handbook. The issue has been a long-standing concern on the campus of New Mexico Junior College. The recommended change will address the concern and provide for a more equitable working environment among the faculty. It is my recommendation that you approve the change.

Thank you for your consideration.





Vice President for Instruction

## NEW MEXICO JUNIOR COLLEGE

**DATE:** August 6, 2002  
**TO:** New Junior College Board of Trustees  
**THRU:** Dr. Steve McCleery, President  
**SUBJECT:** Recommended Change to College Handbook  
**FROM:** Dr. Richard Fleming *RF*

The Faculty Senate has proposed a change to the College Handbook as it affects office hours. Page 30 of the Handbook states, in part: "A faculty employee teaching a full load shall post a minimum of ten (10) office hours per week for the fall and spring semesters." The Faculty Senate has proposed a change to this statement to read: "Each faculty employee teaching a full load shall post the appropriate number of office hours so that when added to their required minimum teaching load the total equals 25 hours."

The rationale behind this proposal stems from an attempt to equalize overall faculty loads. Because of the wide variance in teaching loads, particularly in the science and vocational programs, some faculty have a greater commitment of time than others. This proposal brings equity to faculty commitments and balances time in the classroom and the office without expense to the college.

The instructional deans and I have reviewed the proposal and concur with the Faculty Senate request. We strongly believe that faculty and student contact will not be reduced. Therefore, we request your approval of the change to the College Handbook, effective immediately.

*Based on Board Approval  
Steve McCleery 8-7-02*

## New Mexico Junior College

### Faculty Contact Hours per Semester (Fall and Spring)

Discipline	Hours	Discipline	Hours
Accounting	20	Government	15
Agriculture	15	History	15
Allied Health	22	Humanities	15
Art	18	Law Enforcement/Criminal Justice	15
Astronomy	21	Legal Studies	15
Automotive Technology	20	Math	15
Automotive-ASEP	20	Music	18
Automotive-ASSET	20	Office Technology	20
AVHS	25	Philosophy	15
Biology	21	Physical Education	18
Business	15	Physics	21
CADD/Graphics	24	Psychology	15
Chemistry	21	Sociology	15
Communications	15	Spanish	20
Computer Science	20	Communications	15
Cosmetology	25	Telecommunications	20
Economics	15	Theatre	15
Education	15	Transitional Studies	15
English	15	Welding	24
Geography	15	Woodworking	24
Geology	21		

To: NMJC Board Members  
From: NMJC Faculty Senate  
Date: July 25, 2002  
Subject: Office Hours for Faculty

The college handbook on page ~~35~~<sup>30</sup> states that each faculty employee teaching a full load shall post a minimum of 10 office hours per week for the fall and spring semesters.

The Faculty Senate is proposing that this statement be changed to the following: **Each faculty employee teaching a full load shall post the appropriate number of office hours so that when added to their required minimum teaching load equals a total of 25 hours.**

#### Rationale

Contact hours (actual time spent in the classroom) requirements vary for faculty members across NMJC's campus depending on the discipline. Hours range from 15-24. All faculty are currently required to post 10 office hours per fall and spring semester. This means that some faculty are required to be on campus, either teaching or in their offices 25 total hours, whereas others are required to spend 34 hours on campus per week. There is no difference in compensation.

The varying contact hour requirements on campus have been a burning and misunderstood issue for years. Faculty Senate has addressed it many times in the past and no changes have been made. A committee was selected last fall and is in the process of creating a survey that will be sent to CIO's at many different institutions in the very near future.

However, in the meantime, we'd like to see some progress made toward leveling the inequities in teaching loads by reducing

required posted office hours for those faculty members required to teach over 15 hours as their full load.

### Proposal

Currently a faculty member who teaches Math is required to be in the classroom (contact hours) 15 hours per week to make up a full teaching load. If he/she posts 10 office hours, then they are required to be on campus a total of 25 hours per week.

A faculty member who teaches Chemistry, for example, is required to be in the classroom 21 (contact hours) hours and when he/she posts 10 required office hours, they are required to on campus a total of 31 hours per week with no added compensation.

We are proposing that this Chemistry professor, for example, be allowed to post 4 office hours to add to their teaching load to make a total of 25 hours.

So the formula would look like this:

Minimum required contact hours of \_\_\_\_\_ + \_\_\_\_\_ office hours = 25 total hours per week

### Cost to the college

There would be no monetary cost to the college to make this change in the handbook.

### Statement from Faculty Senate

As faculty members we realize the importance of office hours in that they are designed not only for our class preparation, but also more importantly, to meet with students as needed. If this office hour requirement is changed to reflect more flexible office hour requirements as stated above, we intend to maintain a very high level of obligation to meet with our students, even if it means that we have to set up appointments with them outside the posted office hours. This is usually stated in most faculty syllabi already and would not change.

Because this inequity issue has been a sore spot for many years with the faculty, this change would help to boost morale and would be a step in the right direction on the path to more equitable work loads.

# NEW MEXICO JUNIOR COLLEGE INTEROFFICE MEMORANDUM

From: Steve Davis, Dean, Business & Technology *SD 8/5/02*  
To: Dr. Richard Fleming, Vice-President of Instruction *TRF 8-5-02*  
Subject: Telecommunication Course Fees  
Date: August 5, 2002

I am requesting that the NMJC Board approve a \$20 course fee for all Telecommunications (TC prefix) courses. This fee will not cover the expense of supplies for the courses but will at least assist NMJC in defraying the total cost of the program/courses.

# NEW MEXICO JUNIOR COLLEGE INTEROFFICE MEMORANDUM

From: Steve Davis, Dean, Business & Technology  
To: Dr. Richard Fleming, Vice-President of Instruction  
Subject: Telecommunications Curriculum  
Date: August 7, 2002

*Approved  
8-7-02  
R Fleming*

I am requesting that the New Mexico Junior College Board approve the new Telecommunications Program, effective August 19, 2002.

Mr. Charlie Adams, after having been provided with information and input from the Local Advisory Committee (see attached list) and the NMJC Curriculum Committee, is submitting the following material: an Associate in Applied Science Degree Plan with a major in Telecommunications; a Certificate Plan in Telecommunications; a proposed course of study; schedules for the fall of 2002 and the spring of 2003; course descriptions for TC 114 DC & AC Fundamentals, TC 112 Networking Topologies & Copper Cabling, TC 122 Principles of Electronic Communications, TC 124 Fiber Optic Theory, Applications, & Cabling, TC 122A Telephone Systems, and TC 123 Wireless Communications Fundamentals & Systems; a list of Telecommunications Technician Competencies; and a list of the types of jobs that may be performed and potential employers.

I would also like to provide a little history relative to this new program. Approximately two years ago Dr. McCleery was approached, in the spring of 2000 by Mr. John Smith, CEO of Leaco, who expressed concern in regards to NMJC's lack of response to a previous request to develop and provide telecommunications training. At that time the Board approved \$175,000 in high technology start-up funds in the 2000-2001 budget. A portion of these funds were utilized, in the fall of 2000, to purchase approximately \$25,000 worth of training equipment (this equipment will be utilized in the new program) and a six credit hour short course was offered, for Leaco employees, in the spring of 2001. During the 2001-2002 academic year, Mr. Adams and I have been developing the curriculum for the program and we are now ready to begin offering courses as of this fall.

Funding for the equipment and instructor's salary has, up to this point, been accomplished through the following:

High Technology Start-up Fund	\$25,000	(2000-2001)
Carl Perkins Funds		
Instructor Salary	100%	(2001-2002)
Instructor Salary	70%	(2002-2003)
Equipment	\$48,000	(2002-2003)
Institutional Funds		
Instructor Salary	30%	(2002-2003)

There will be a need to purchase additional equipment from the high technology start-up fund during 2002-2003.

# NEW MEXICO JUNIOR COLLEGE

## DEGREE PLAN

NAME \_\_\_\_\_

Social Security # \_\_\_\_\_

**DEGREE: ASSOCIATE IN APPLIED SCIENCE**  
**MAJOR: TELECOMMUNICATIONS**

A total of 64 - 66 credit hours with as least 12 hours earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better.

**GENERAL EDUCATION REQUIREMENTS - 19-21 credit hours**

		GRADE			GRADE
PS 110	College Orientation <i>or</i>	_____	_____	Lab Science	(4)_____
PS 112	Freshman Seminar	(2)_____	MA 114B	Technical Mathematics I	(4)_____
EN 113	Composition and Rhetoric	(3)_____	PY 111H	Fitness for Life	(1)_____
EN 123A	Report Writing for Technicians	(3)_____	_____	Physical Education ( <i>Activity Elective</i> )	(1)_____
PS 213B	Human Relations	(3)_____			

**DEPARTMENTAL REQUIREMENTS - 17 credit hours**

TC 114	DC & AC Fundamentals	(4)_____	TC 122A	Telephone Systems	(2)_____
TC 112	Networking Topologies & Copper Cabling	(2)_____	TC 122	Principles of Electronic Communications	(2)_____
TC 124	Fiber Optic Theory, Applications, & Cablin	(4)_____	TC 123	Wireless Communications Fundamentals & Systems	(3)_____

**NON-DEPARTMENTAL REQUIREMENTS - 12 credit hours**

CS 123D	Windows Applications I	(3)_____	CS 223M	Microcomputer Repair & Upgrade I	(3)_____
CS 223N	Networking	(3)_____	CS 293	Microcomputer Repair & Upgrade II	(3)_____

**ELECTIVES - 16 credit hours selected from the following courses**

Any Computer Science (CS), Mathematics (MA), and/or Computer Assisted Drafting (EG) course may be taken as an elective.

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Total Credit Hours** \_\_\_\_\_

**APPROVED**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Checked: \_\_\_\_\_ Date: \_\_\_\_\_

Division Dean: \_\_\_\_\_ Date: \_\_\_\_\_

(Registrar)

**NOTE:** This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.



# New Mexico Junior College

## Certificate Plan

Name \_\_\_\_\_

Social Security # \_\_\_\_\_

### Certificate: **Telecommunications**

A total of 33-35 credit hours from the following required courses with a minimum grade of "C" in each course.

#### CERTIFICATE REQUIREMENTS – 33-35 credit hours:

	GRADE
PS 110 <i>or</i> College Orientation.....	(0) _____
PS 112 Freshman Seminar .....	(2) _____
CS 123D Windows Applications I .....	(3) _____
CS 223N Networking .....	(3) _____
CS 223M Microcomputer Repair & Upgrade I.....	(3) _____
CS 293 Microcomputer Repair & Upgrade II .....	(3) _____
MA 114B Technical Mathematics I.....	(4) _____
TC 112 Networking Topologies & Copper Cabling.....	(2) _____
TC 124 Fiber Optic Theory, Applications, & Cabling .....	(4) _____
TC 122A Telephone Systems .....	(2) _____
TC 122 Principles of Electronic Communications .....	(2) _____
TC 114 DC & AC Fundamentals.....	(4) _____
TC 123 Wireless Communications Fundamentals & Systems .....	(3) _____
<b>Total Credit Hours</b> _____	

#### APPROVED

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Checked: \_\_\_\_\_ Date: \_\_\_\_\_ Division Dean: \_\_\_\_\_ Date: \_\_\_\_\_

(Registrar)

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## NEW MEXICO JUNIOR COLLEGE TELECOMMUNICATIONS SCHEDULE

Year: 2003                      Fall                      Spring X                      Summer

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00					
7:30					
7:45					
8:00	<b>TC 124</b> Fiber Optic Theory, Apps, & Cabling 8AM-10AM MB105	<b>TC 123</b> Wireless Communications Fundamentals & Systems 8AM-10:30AM MB105	<b>TC 124</b> Fiber Optic Theory, Apps, & Cabling 8AM-10AM MB105	<b>TC 123</b> Wireless Communications Fundamentals & Systems 8AM-10:30AM MB105	<b>TC 124</b> Fiber Optic Theory, Apps, & Cabling 8AM-10AM MB105
8:30					
8:45					
8:50					
9:00					
9:30					
9:45					
9:50					
10:00					
10:30					
10:45					
10:50					
11:00					
11:30					
11:45					
11:50					
12:00					
12:15					
12:45					
1:00	<b>TC 122</b> Principles of Electronic Communications 1PM-3PM	<b>TC 122A</b> Telephone Systems 1PM-3PM	<b>TC 122</b> Principles of Electronic Communications 1PM-3PM	<b>TC 122A</b> Telephone Systems 1PM-3PM	
1:15					
1:45					
2:00					
2:30					
2:45					
3:00					
3:30					
3:50					
4:00					
4:30					
4:45					
5:00					
5:30	<b>CS 293</b> MCRU II 5:30-9:30 PM Monday HHS			<b>CS 230</b> Networking Systems	
5:45					
6:00					
6:30					
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					

## APPLICATION FOR PROGRAM/COURSE REVISION

NOTE: Leave course number blank for new course. All other information must be furnished. Complete sections I & II for course revision. Complete section II only for a new course. If only the course description is being changed and the changes are less than 50 percent, this form does not need to go to the Curriculum Committee. Submit the form to your dean.

\*Types of instruction: 1 = lecture, 2 = lab, 3 = clinical, 4 = co-op

	Course Prefix	Course #	Hours				*Type of Instruction
			Lec	Lab	Cnt	Crd	
Current:							
Proposed:	TC	112	15	45	60	2	

**I.**

Current Course Title:

Current Description:

**II.**

Proposed Course Title: **Networking Topologies & Copper Cabling**

Proposed Fee:

Proposed Description:

This course covers numerous connectors used in copper cabling, the various copper cables used in today's computer networks, and how to use the tools associated with copper cabling. The course includes: basic network topologies; the purpose and operation of cabling closets and cross-connects; the importance and danger associated with network and power grounds; and blueprint symbols. Prerequisite: none. Meets one lecture and three lab hours per week.

(please duplicate as needed)

Course description changes (50 percent or less)

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Dean

## APPLICATION FOR PROGRAM/COURSE REVISION

NOTE: Leave course number blank for new course. All other information must be furnished.  
 Complete sections I & II for course revision. Complete section II only for a new course.  
 If only the course description is being changed and the changes are less than 50 percent,  
 this form does not need to go to the Curriculum Committee. Submit the form to your dean.

\*Types of instruction: 1 = lecture, 2 = lab, 3 = clinical, 4 = co-op

	Course Prefix	Course #	Hours				*Type of Instruction
			Lec	Lab	Cnt	Crd	
Current:							
Proposed:	TC	124	45	45	90	4	

**I.**

Current Course Title:

Current Description:

**II.**

Proposed Course Title: **Fiber Optic Theory, Applications, & Cabling**

Proposed Fee:

Proposed Description:

This course covers basic fiber optic theory, the application of fiber optics in communication, and hands-on training with fiber optic cable. The course includes: concepts and terms; principles of light and fiber optics systems; the part electricity plays in fiber optic systems; how electricity creates and is made to respond to light pulses; the physical laws associated with light-conducting media; and fiber optic cabling and testing skills. Prerequisites: DC & AC Fundamentals. Meets three lecture and three lab hours per week.

(please duplicate as needed)

Course description changes (50 percent or less)

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Dean

## APPLICATION FOR PROGRAM/COURSE REVISION

NOTE: Leave course number blank for new course. All other information must be furnished.  
 Complete sections I & II for course revision. Complete section II only for a new course.  
 If only the course description is being changed and the changes are less than 50 percent,  
 this form does not need to go to the Curriculum Committee. Submit the form to your dean.

\*Types of instruction: 1 = lecture, 2 = lab, 3 = clinical, 4 = co-op

	Course Prefix	Course #	Hours				*Type of Instruction
			Lec	Lab	Cnt	Crd	
Current:							
Proposed:	TC	123	30	45	75	3	

**I.**

Current Course Title:

Current Description:

**II.**

Proposed Course Title: **Wireless Communications Fundamentals & Systems**

Proposed Fee:

Proposed Description:

This course covers the basics of wireless communications and the different types of systems. The course includes: the characteristics, advantages, and disadvantages of amplitude, angle, and pulse modulation; how to break down complex waveforms to their component parts; the operation of AM and FM transmitters and receivers; basic communication circuits; frequency and phase modulation; frequency- and time-division multiplexing; the types of propagation; and the basic types of antennas. Prerequisites: DC & AC Fundamentals. Meets two lecture and three lab hours per week.

(please duplicate as needed)

Course description changes (50 percent or less)

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Dean

- CA2. Design and manipulate electronic spreadsheets using basic techniques, commands, and functions.
- CA3. Create, edit, view, and print a graph that illustrates the relationships among numbers.
- CA4. Design and manage a computerized database using basic techniques and elementary commands.
- CA5. Create a label format file and print labels from a mailing list.
- CA6. Manage files, disks, and directories.
- CA7. Perform fundamental windows operations.

### **Math Competencies**

- M1. Add, subtract, multiply, and divide whole numbers fractions, and decimal numbers.
- M2. Perform operations with directed (positive and negative) numbers.
- M3. Round numbers.
- M4. Apply metric units of length, area, volume, and capacity.
- M5. Solve problems using ratios and proportions.
- M6. Solve problems using percents.
- M7. Solve problems using powers and roots.
- M8. Solve and graph linear and non-linear equations.
- M 9. Apply problem solving techniques.
- M10. Estimate answers.
- M11. Use graphs, charts, and tables.
- M12. Apply computer problem-solving analysis.
- M13. Use a calculator to solve problems.
- M14. Perform conversions of measurement units between SI and the English systems.
- M15. Express and solve a series of problems using exponential notations.
- M16. Distinguish between product and process by describing their characteristics, and draw a process chart.
- M17. Demonstrate knowledge of the term quality and define it to meet industry and market standards.
- M18. Produce tally graphs, scatter plots, bar graphs, run charts, and histograms from a set of data.
- M19. Calculate mean, median, mode, range, and standard deviation of a given set of data, and use these statistics to perform an analysis of the data.
- M20. Determine process capability limits.
- M21. Construct control charts (x, R, np, and c) from a set of data and use them to study/analyze a process.
- M22. Describe and use methods for effective group problem solving, i.e. fishbone diagrams, Pareto charts, scatter diagrams, prioritizing techniques, etc.
- M23. Perform calculations on probability with regard to TQM analysis skills.
- M24. Develop single, double, and multiple sampling plans using MIL-STD 105D standards for a given scheme.
- M25. Apply basic principles of QA/QC.

### **Communication/Human Relations Competencies**

- CHR1. Use reading, writing, listening, speaking, nonverbal, and visual skills to solve job-related problems and to help perform on-the-job tasks.
- CHR2. Move rapidly and effectively from one mode of communication to another.
- CHR3. Communicate in a clear and concise manner.
- CHR4. Use language, tone, style, format, and vocabulary appropriate for the purpose and audience.
- CHR5. Understand and correctly interpret literal and figurative meaning and be able to distinguish between them.
- CHR6. Interpret written or oral communication in relation to its context and the writer's or presenter's point of view.
- CHR7. Use relevant sources to gather information for written or oral communication.
- CHR8. Participate in formal and informal group discussions and decision making.
- CHR9. Compose unified and coherent correspondence, descriptions, explanations, and reports.

### **Reading and Viewing Competencies**

- CHR10. Comprehend technical words and concepts that pertain to a particular occupation.
- CHR11. Restate or paraphrase a written selection to confirm one's understanding of what was read.
- CHR12. Read and understand forms, diagrams, memos, and letters.
- CHR13. Read and interpret data presented in tables, graphs, charts, maps, and blueprints alone or in combination with related texts.
- CHR14. Adjust reading strategy to purpose and type of reading (skimming, scanning, reading in depth).

Telecommunications technicians may perform the following types of jobs:

- commission network equipment and the provision of new services
- ensure the integrity and quality of equipment and circuit installations
- position and terminate cables, install jumpers, wires and strappings
- undertake proof tests such as wire testing, circuit commissioning and power tests
- assemble, erect, position and label all items of equipment
- provide estimates to customers for installation of equipment
- install and maintain telephones and other business communication systems at customers' premises
- install, test and carry out restorative and routine maintenance on all types of telecommunications, switching and transmission equipment, including telephone exchanges and the public telephone network as well as computer networks
- carry out modifications to items of equipment
- analyze system faults with a high degree of diagnostic skill (to board level)
- operate call tracing facilities when necessary.

Telecommunications technicians may specialize in the areas of cabling, Customer Access Network (CAN), Customer Premises Equipment (CPE), electronic assembler, SMT assembler and or rework, production repairer, electronic technician, field service technician, data communication technician, and fiber optics technician. Graduates are prepared for employment with companies involved in manufacturing, installation, maintenance, and sales of telecommunications equipment.

Telecommunications technicians work both indoors and outdoors in association with rigging and engineering staff, and have considerable contact with customers in business or in private homes. They may work in telephone exchanges, computer and equipment rooms, installation or service depots for sustained periods of time, or may be required to work in trenches and underground tunnels or at heights on towers and telegraph poles.

Telecommunications Technicians are employed by a variety of organizations including Leaco, Radio Shack, Valor, GTE, Clear Communications, Telecom, Telstra, Optus, Vodafone, network and exchange equipment suppliers, radio and television network operators, business equipment suppliers and installation/maintenance service providers like Alstom, Connectel and a host of other contracting companies.

Technicians are involved in the operation, maintenance and repair of telecommunications and broadcasting networks and equipment. This vocation involves a lot of local travel and the opportunity to seek high-paid employment overseas.

**NEW MEXICO JUNIOR COLLEGE  
INTEROFFICE MEMORANDUM**

From: - Steve Davis, Dean, Business & Technology *SD 8/5/02*  
To: Dr. Richard Fleming, Vice-President of Instruction *TRF 8-5-02*  
Subject: Telecommunication Course Fees  
Date: August 5, 2002

I am requesting that the NMJC Board approve a \$20 course fee for all Telecommunications (TC prefix) courses. This fee will not cover the expense of supplies for the courses but will at least assist NMJC in defraying the total cost of the program/courses.



NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-14-02

Candidate's name Thomas W. Schwartz

Position title Professor, Psychology

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 8-19-02 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source NMJC Operating Budget - Social/Behavioral Sciences

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, KJMA Radio & Lubbock TX Workforce Development Website)

Posted salary range Per Faculty Salary Recommended annual salary 34,000.00 Prorated salary  yes  no  
Schedule \_\_\_\_\_ (Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-409 100%

Recommended and approved by:

Mickey D. Best 8/14/02  
Supervisor

[Signature] 8-14-02  
Vice President

Mickey D. Best 8/14/02  
Dean/Director

Steve McCleary 8/14/02  
President

- Selection Committee Members: Bensing, Robert  
Best, Mickey  
Chavez, Michael  
\_\_\_\_\_  
\_\_\_\_\_

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

## **ABBREVIATED RESUME**

### **Position**

Professor of Psychology

### **Personal Data**

Name: Thomas W. Schwartz

### **Education**

M.Div., Asbury Theological Seminary, Wilmore, KY, 1984

B.M.Ed., University of Kentucky, Lexington, KY, 1979

### **Professional Experience**

College of the Southwest, Hobbs, NM	
Vice President for Institutional Advancement	8/99 to Present
Part-time Adjunct Professor	8/96 to 8/99
St. Paul's United Methodist Church, Hobbs, NM	6/95 to 8/99
Pastor	
Central United Methodist Church, Albuquerque, NM	6/90 to 6/95
Associate Pastor	
Melrose United Methodist Church, Melrose, NM	1987 to 6/90
Pastor	
House United Methodist Church, House, NM	1987 to 6/90
Associate Pastor	
Highland United Methodist Church, Odessa, TX	1984 to 1987
Associate Pastor	

### **Organizations/Awards**

College of the Southwest, 131 Eagle Awards  
Crop Walk of Hobbs, Planning Committee Member 1997-1999  
Leaders Industries, Board Member 1995-Present  
Leaders Industries, Secretary/Treasurer 1996-1999  
Manna Outreach, Board Member 1995-1997  
Opportunity House, Inc., Board Member 1998-Present  
United Way of Lea County, Board Member 1996-Present  
United Way of Lea County, Bronze Award  
United Way of Lea County, Campaign Chair 2002



# New Mexico Junior College

## Career Opportunities

**Position Announcement • July, 2002**

**Position Title:** Professor of Psychology

**Position Description:** The Professor of Psychology reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Introduction or Adolescent or Child Psychology, Human Relations, Psychology of Lifespan, and Interpersonal Communications; (2) teach (day and/or evening/s), as enrollment requires, a section of Human Growth and Development for Allied Health (per Fall and/or Spring semesters); (3) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (4) serve on college committees, as assigned; (5) serve as an advisor to assigned students; (6) post and maintain approved office hours per week; (7) attend orientation and other in-service meetings/workshops, as scheduled; (8) maintain accurate student records; (9) involve oneself in the general recruitment of students for the institution and psychology program; (10) assume other professional responsibilities associated with the position of professor; and (11) 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 Psychology, from a regionally accredited institution preferred or a Master's degree in a related field from a regionally accredited institution, with at least 18 graduate hours in the teaching discipline. 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:** August 5, 2002, 5:00 p.m. M.D.T. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. 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, 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 Psychology

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Schwartz, Thomas	Yes	Yes	Start date: pending Board approval.
Johnson, Regina	Yes	No	
Adams, Stephen	Yes	No	

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-7-02

Candidate's name Kevia D. Ford

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 8-16-02 Standard contract length  12 mos.  9 mos.  other

Funding source NMJC Operating Budget - Student 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, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range 26,467 - 33,083 Recommended annual salary 29,000.00 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-23-200 100%

Recommended and approved by:

[Signature]  
Supervisor

[Signature]  
Vice President

[Signature]  
Dean/Director

[Signature]  
President

Selection Committee Members: Abbott, Gayle

Baldwin, John

Caviness, Lance

Chavez, Michael

Comments: Ms. Ford meets and/or exceeds the requirements for this position.



# New Mexico Junior College

## Career Opportunities

**Position Announcement • June, 2002**

**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 Life; 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 twelve-month professional position. Starting salary range is \$26,467 - \$33,083 depending upon education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

**Application Deadline:** July 12, 2002, 5:00 p.m. MDT. 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

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-7-02

Candidate's name Kevia D. Ford

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 8-16-02 Standard contract length  12 mos.  9 mos.  other

Funding source NMJC Operating Budget - Student 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, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range 26,467 - 33,083 Recommended annual salary 29,000.00 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-23-200 100%

Recommended and approved by:

Janice Cannon  
Supervisor

Janice Cannon  
Dean/Director

Regina Organ  
Vice President

Steve McClary  
President

Selection Committee Members: Abbott, Gayle

Baldwin, John

Caviness, Lance

Chavez, Michael

Comments: Ms. Ford meets and/or exceeds the requirements for this position.

## ABBREVIATED RESUME

### Position

Coordinator of Intramurals/Student Activities

### Personal Data

Name: Kevia D. Ford

### Education

A.A., New Mexico Junior College, Hobbs, NM, 1993

B.S., College of the Southwest, Hobbs, NM, 1999

### Professional Experience

Lovington Public Schools, Lovington, NM	
Physical Education Teacher	8/99 to Present
Junior Varsity Basketball Coach	2001 to 2002
9 <sup>th</sup> Grade Girls Volleyball Coach	2001 to 2002
8 <sup>th</sup> Grade Girls Volleyball Coach	1999 to 2000
9 <sup>th</sup> Grade Girls Basketball Coach and Varsity Assistant Coach	1998 to 2000
Part-time Physical Education Instructional Assistant	1997 to 1998
Maintenance	1996 to 1997
Maintenance	1991 to 1993
College of the Southwest, Hobbs, NM	
Workstudy at Bookstore/Post Office	1999 to 2000
Workstudy at Scarborough Memorial Library	1997 to 1998
New Mexico Junior College, Hobbs, NM	1991 to 2000
Temporary Part-time Summer Basketball Camp Counselor	
Montgomery Ward, El Paso, TX	1995 to 1996
Floor Salesperson	
Navajo Refinery, Lovington, NM	1994 to 1995
Summer Warehouse Clerk	

### Awards

College of the Southwest, Vice President's List, 1997





# New Mexico Junior College

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## Career Opportunities

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## APPLICANT LIST

**Position:** Coordinator of Intramurals/Student Activities

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Ford, Kevia	Yes	Yes	Start date: pending Board approval.
Dewey, Mary	No	No	Incomplete application materials.
Conder, Shirley	No	No	
Adams, Stephen	No	No	Withdrew application materials.
George, Carl	No	No	
Monsalve, Lupe	No	No	
Burt, April	No	No	Incomplete application materials.
Padilla, Roderigo	No	No	
Jordon, Jennifer	Yes	No	
Smith, Andrew	No	No	
Adams, Phillip	No	No	
Rohloff, Debra	No	No	Incomplete application materials.
Hernandez, Mario	No	No	Incomplete application materials.