

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING
Thursday, August 16, 2007
Zia Room - Library
4:00 p.m.

AGENDA

- | | |
|---|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of July 19, 2007 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of Western Heritage Museum Sculpture | Steve McCleery |
| 6. Consideration of Baseball Field Turf | Charley Carroll |
| 7. Consideration of Bid #1004 – Construction of Pad for Rodeo Arena | Josh Morgan |
| 8. Consideration of College Branding Image | Regina Organ |
| 9. Personnel Consideration – Athletic Director | Regina Organ |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JULY 19, 2007

MINUTES

The New Mexico Junior College Board met on Thursday, July 19, 2007, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner.

Mr. Hanna called the meeting to order and welcomed visitors and guests present.

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

Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the Board unanimously approved the minutes of June 11 and June 28, 2007.

Under *President's Report*, Jennifer Jordon and Zane Bergman reported on the recent Jim Spence Memorial Golf Tournament. Vicki Vardeman gave a power point presentation on the college branding.

Under *New Business*, Dan Hardin presented the June financial reports and with a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously approved the expenditures for June, 2007.

Dr. McCleery presented the 2007/2008 employee handbook for Board consideration. After some discussion and upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board unanimously approved the handbook, with changes.

Mr. Hardin presented a request to purchase a 2002 Freightliner truck and a 1995 Great Dane trailer for the CDL program. The purchase would replace

the lease approved at the May meeting. Upon a motion by Mr. Kesner, seconded by Mrs. Vinson, the Board unanimously approved the request.

Josh Morgan presented Bid #1000 – Purchase and Trade-In of Vehicles for the College Motor Pool. The administration recommended acceptance of the bid from Watson Chevrolet for 2 – 2007 Chevrolet Impala's \$34,600 and 1 – 2007 Chevrolet Suburban \$23,200 for a total of \$57,800. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board unanimously accepted the recommendation.

Consideration of Bid #1001 – Construction of Pad for Rodeo Arena was tabled.

Mr. Morgan presented Bid #1002 – Offsite Utilities. The administration recommended acceptance of the bid from RPM Construction for \$332,970, exclusive of gross receipts tax. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously accepted the recommendation.

Regina Organ recommended Ms. Adrienne Betzen for the Admission Specialist position at an annual salary of \$32,546. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Betzen, effective July 20, 2007.

Robert Rhodes recommended Mr. Robert Bensing for the Director of Small Business Development Center position at an annual salary of \$70,038. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board unanimously approved the employment of Mr. Bensing, effective August 1, 2007.

John Gratton recommended Ms. Cheryl Chance for the Professor of Nursing position at a nine month salary of \$37,058. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the Board unanimously approved the employment of Ms. Chance, effective August 13, 2007.

Dr. Gratton recommended Ms. Candida Smedley for the Professor of Nursing position at a nine month salary of \$33,436. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Smedley, effective August 13, 2007.

Dr. Gratton recommended Ms. Misty Stine for the Professor of Nursing position at a nine month salary of \$39,693. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board unanimously approved the employment of Ms. Stine, effective August 13, 2007.

Dr. Gratton recommended Ms. Marlena Bushway for the Professor of Nursing position at a nine month salary of \$33,889. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously approved the employment of Ms. Bushway, effective August 13, 2007.

Dr. Gratton recommended Ms. Michelle Carter for the Professor of Physical Education/Assistant Women's Basketball Coach position at a nine month salary of \$35,505. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Carter, effective August 13, 2007.

Dr. Gratton recommended Mr. Jeffery Becker for the Professor of Physical Education/Assistant Women's Track Coach position at a nine month salary of \$39,027. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Becker, effective August 13, 2007.

Dr. Gratton recommended Mr. Joshua Simpson for the Professor of Physical Education/Assistant Men's Baseball Coach position at a nine month salary of \$32,237. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Simpson, effective August 13, 2007.

Dr. Gratton recommended Mr. Earl Nymeyer for the Professor of Welding position at a nine month salary of \$46,829. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Nymeyer, effective August 13, 2007.

Dr. Gratton recommended Ms. Ruth Ann Wong for the Professor of Education/Transitional Studies: Reading position at a nine month salary of \$42,320. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Ms. Wong, effective August 13, 2007.

Dr. Gratton recommended Mr. John Cummins for the Professor of High School Automotive Technology position at a nine month salary of \$34,940. Upon a motion by Ms. Chappelle, seconded by Mr. Kesner, the Board unanimously approved the employment of Mr. Cummins, effective August 13, 2007.

Dr. Gratton recommended Ms. Wenona Youngblood for Library Assistant - Circulations position. Ms. Youngblood is related to Homer Youngblood, Professor of EMT-B/AVHS. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the Board unanimously accepted the recommendation.

Mr. Hanna called for comments from the public. There being none, the next regular Board meeting was scheduled for August 16, 2007, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the Board meeting adjourned at 5:15 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Dan Hardin
Date: August 9, 2007
RE: Expenditure and Revenue Reports for July

July is the first month of the 2007/2008 fiscal year. The total expended for the month of July was \$2,378,632.00. The year to date total expenditures of \$9,953,112.00 includes the encumbrances for the current construction projects that are going on at this time. In current funds we expended \$1,499,172.00 for the month of July. In looking at the Internal Service Departments we have a credit balance for the month. Each month, as required by the HED, we do charge outs to Instruction, Academic Support, Student Aid, and Institutional Support for computer services. In July, the charge out was more than the Internal Services expenses for the month. This should change in August.

In the restricted funds, we have estimated the budget numbers for the Grants, but there will be some changes during the year as most Grants end their fiscal year in September or October. When the new budgets are installed we will change the budget amount. The expenditure for restricted financial aid will increase tremendously in August as we anticipate about 2,000,000.00 in Pell grants and FFELP loans being processed in July, August, and September.

The expenditures in the plant funds are for the construction projects and architectural fees. The total year to date expenditures is \$9,953,112.00.

The Revenue generated in July 2007 was \$1,780,102.00. This mostly consists of tuition and fees, the allocation from the state, oil and gas accrual income, and auxiliary enterprises revenue. The monthly oil and gas budget of \$350,000.00 was used as the accrual for July 2007.

We receive the June Oil and Gas allotment in July, but this is posted in the prior year. To give you an update, this is what we received from mill levy revenues in the fiscal year of 06/07:

Mill Levy	Budget	YTD Revenue
Oil & Gas	3,800,000.00	8,122,294.48
Oil & Gas Equipment	900,000.00	1,539,113.85
Property Tax	2,700,000.00	2,990,954.33
Delinquent Property Tax	100,000.00	124,954.70
Total	7,500,000.00	12,777,317.36

The investment report shows an ending balance of \$10,625,000.00. We will receive our July interest for the LGIP funds in August. For your information, we received \$46,200.00 in interest income in July for the month of June, but this was posted in the 06/07 fiscal year.

Business Office personnel have been working diligently to get the 06/07 fiscal year end closed and prepare for the upcoming audit. The auditors came on campus August 6th and will be here through most of August.

This is the Financial Report for July 2007.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
July 2007

8% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,157,618	610,422	10%	6,554,895	755,917	755,917	12%
Academic Support	2,070,058	114,301	6%	1,990,507	211,120	211,120	11%
Student Services	1,259,264	116,072	9%	1,211,812	103,168	103,168	9%
Institutional Support	5,157,314	182,742	4%	5,225,700	168,310	168,310	3%
Operation & Maintenance of Plant	2,305,767	135,678	6%	2,369,234	171,870	171,870	7%
Subtotal - Instruction & General	16,950,021	1,159,215	7%	17,352,148	1,410,385	1,410,385	8%
Student Activities	172,716	11,545	7%	182,520	9,214	9,214	5%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	296,785	2,580	1%	393,414	(4,479)	(4,479)	-1%
Student Aid	425,202	21,927	5%	419,625	10,859	10,859	3%
Auxiliary Enterprises	1,587,623	22,851	1%	1,588,631	59,945	59,945	4%
Athletics	700,681	15,465	2%	840,434	13,248	13,248	2%
Total Current Unrestricted Fund	20,133,028	1,233,583	6%	20,776,772	1,499,172	1,499,172	7%
CURRENT RESTRICTED FUND							
Grants	1,438,620	184,670	13%	1,823,022	75,062	75,062	4%
Student Aid	4,000,000	6,204	0%	4,000,000	22,943	22,943	1%
Total Current Restricted Fund	5,438,620	190,874	4%	5,823,022	98,005	98,005	2%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	7,227,157	0	0%	11,572,382	340,269	6,758,949	58%
Projects from State GOB Funds	3,420,676	0	0%	1,842,325	412,075	1,567,875	85%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	740,743	0	0	0%
Projects from Private Funds	774,037	0	0%	467,802	29,111	29,111	6%
Projects from State ER&R	404,211	0	0%	457,153	0	0	0%
Projects from State BR&R	770,694	0	0%	1,517,325	0	0	0%
Projects from Auxiliary BR&R	19,147	0	0%	19,147	0	0	0%
Subtotal - Capital and BR&R	12,615,922	0	0%	16,616,877	781,455	8,355,935	50%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	12,615,922	0	0%	16,616,877	781,455	8,355,935	50%
GRAND TOTAL EXPENDITURES	38,187,570	1,424,457	4%	43,216,671	2,378,632	9,953,112	23%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
July 2007

8% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	2,647,425	27,760	1%	3,137,649	391,712	391,712	12%
State Appropriations	8,093,209	659,552	8%	7,990,100	525,942	525,942	7%
Advalorem Taxes - Oil and Gas	4,700,000	317,375	7%	5,200,000	350,000	350,000	7%
Advalorem Taxes - Property	2,800,000	42,675	2%	2,800,000	0	0	0%
Interest Income	185,000	0	0%	285,000	0	0	0%
Other Revenues	225,050	20,840	9%	229,100	24,879	24,879	11%
Subtotal - Instruction & General	18,650,684	1,068,202	6%	19,641,849	1,292,533	1,292,533	7%
Student Activities	110,000	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,250,052	46,326	2%	2,240,048	240,501	240,501	11%
Athletics	39,100	3,225	8%	189,100	3,258	3,258	2%
Total Current Unrestricted	21,049,836	1,117,753	5%	22,070,997	1,536,292	1,536,292	7%
CURRENT RESTRICTED FUND							
Grants	1,438,620	0	0%	1,820,601	243,810	243,810	13%
Student Aid	4,000,000	0	0%	4,000,000	0	0	0%
Total Current Restricted	5,438,620	0	0%	5,820,601	243,810	243,810	4%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,420,676	0	0%	1,678,672	0	0	0%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	521,194	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	3,420,676	0	0%	2,199,866	0	0	0%
GRAND TOTAL REVENUES	29,909,132	1,117,753	4%	30,091,464	1,780,102	1,780,102	6%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

July 2007

8% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2006-07 Original Budget	Variance Over (Under) Budget
Accrual	July						350,000	(350,000)
Accrual	August							0
Accrual	September							0
Accrual	October							0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						0	350,000	(350,000)
Y.T.D. Equipment Tax Revenue						0	1,000,000	(1,000,000)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						0	1,350,000	(1,350,000)

Source: New Mexico Taxation and Revenue Department

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

NEW MEXICO JUNIOR COLLEGE Schedule of Investments July 2007

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	10,625,000	N/A	N/A	N/A	7102-1348	5.14%	0
Total Investments	<u>10,625,000</u>						<u>0</u>

Summary of Current Month's Activity	
Beginning amount	10,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	11,232,132
Reserves Invested	-607,132
Total LGIP Investment	10,625,000

Capital Projects	7/31/2007
Technology Upgrade	321,933.41
Workforce Training Center	1,745,686.14
High Tech Start Up	13,346.40
Vehicles	69,692.49
Drawings & Master Plan	12,805.63
Baseball Field	104,011.32
Rodeo Arena	119,198.21
Dormitory Landscape	1,622.23
Millen Fence/Landscape	66,094.25
JASI	156,892.66
Computer Equipment Rebates	12,753.01
Marketing	54,034.05
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Flooring Repair	5,974.50
Student Housing Construction	5,117,011.40
Testing Center Remodel	250,000.00
Campus Village Development Proj	12,094.53
Continuing Education	16,991.00
Landscaping	300,000.00
Facility Painting	50,000.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	588,560.15
Campus Signage	50,000.00
Campus Paving	100,000.00
Roof Replacement	73,531.64
Interior Lighting-Energy Retrofit	103,859.62
Old Dorms Renovation	181,212.05
Bulk Fuel	20,000.00
Millen Dr. Sewer & Water	414,621.44
Board Room	25,000.00
Concrete Upgrade	50,000.00
Campus Construction	192,835.93
Oil & Gas Training Center	497,097.88
Workforce Training/Outreach	150,000.00
Infrastructure	60,272.53
Total	11,232,132.47

NOTE: Capital projects total does not include encumbered funds



MEMO

DATE: August 12, 2007
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Consideration of Western Heritage Museum Sculpture

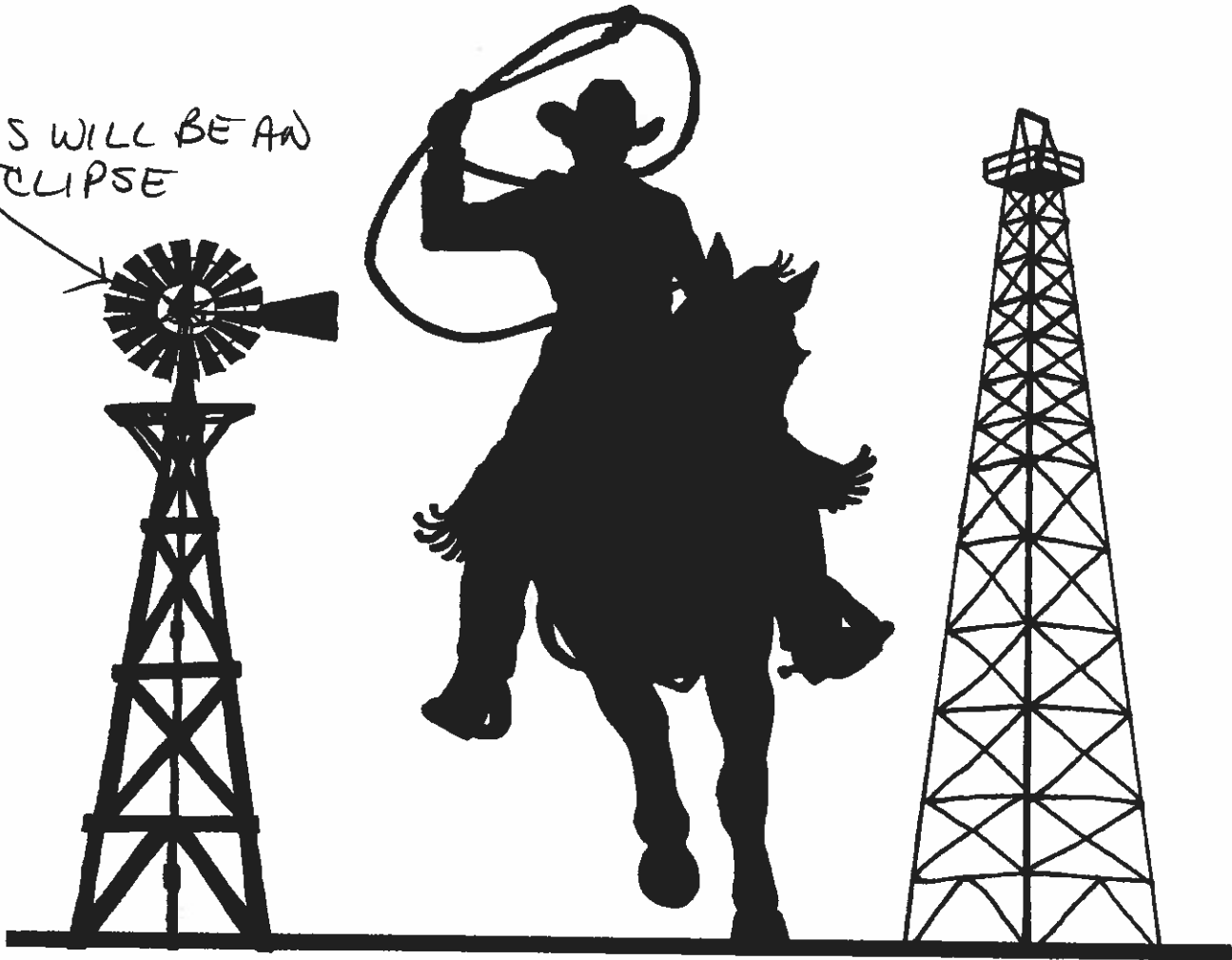
Attached you have a rendering of a sculpture that the Lea County Cowboy Hall of Fame approved for purchase and installation in the front and the south side of the Western Heritage Museum. The piece was designed by Brian Norwood and paid for by a member of the Lea County Cowboy Hall of Fame. It is my recommendation that you approve the purchase and installation of the sculpture.

Thank you for your consideration.

"WESTERN HERITAGE"
WILL BE IN AN ARCH

THE
WESTERN HERITAGE
MUSEUM

THIS WILL BE AN
ECLIPSE



& LEA COUNTY
COWBOY HALL OF FAME

THE SCULPTURE APPROVED BY THE
LEADER BOARD FOR THE FRONT
OF THE MUSEUM ON THE SOUTH
SIDE (AND PAID FOR BY JIM DAVIS)



ONLY POINT
OF CONTACT
WITH THE
GROUND

©2007 by



MEMO

DATE: August 12, 2007
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Baseball Field Turf

Over the course of many years we have been working to complete the construction of the baseball field. We have been fortunate to receive funding from the State and some funding from the institutional reserves. Currently, we have \$704,462.00 in the baseball field capital expenditure account. To complete the construction we need to replace the field turf, complete the under stands construction, and construct a field house dressing facility. In prioritizing the needs for the baseball field, I am recommending that we proceed with replacing the current grass surface with an artificial turf grass. The advantages are:

- On-going maintenance costs are nullified.
- Sprinkler system repair is mitigated.
- Water usage will be very minimal.
- Spring field prep and seeding are no longer necessary.
- Field equipment needs are significantly reduced.
- Manpower to maintain the field is reduced.
- The artificial turf is a great recruiting tool, and the turf is a high priority for Coach Hall.
- The artificial turf meets the State's requirements for conservation measures.

I am recommending that you accept the CES pricing from Vibra-Whirl for \$799,999 to replace the grass with artificial turf on the Ray Birmingham Thunderbird Baseball Field. If you approve the installation of the turf, you will need to approve the transfer from reserves of \$96,000 to the capital expenditure account for baseball field construction.

Thank you for your consideration.

VIBRA-WHIRL SPORTS LTD.

**P.O. BOX 966 94 MAIN STREET
PANHANDLE, TEXAS 79068-0966
806/537-3526 806/537-3442 FAX**

PROPOSAL

BUILDER MEMBER AMERICAN SPORTS BUILDERS ASSOCIATION		
PROPOSAL SUBMITTED TO	PHONE	DATE
New Mexico Junior College (NMJC)	505-492-2660 / 2666 fax	8/9/2007
ATTN	JOB DESCRIPTION	
Charley Carroll	Synthetic Turf Installation	
ADDRESS	JOB LOCATION	
5317 Lovington Highway	NMJC Baseball Stadium	
CITY, STATE, ZIP		
Hobbs, NM 88240		
We hereby submit proposed cost for:		
<ol style="list-style-type: none"> 1. Cap the existing irrigation system outside of the baseball field. 2. Excavate the baseball field. NMJC to receive spoils within one mile of jobsite. 3. Supply and install treated lumber nailer to the perimeter of the baseball field. 4. Supply and install liner to the baseball field. 5. Supply and install perforated drain pipes to exit field behind the outfield fence. Pipes to vent into existing drainage swale. Swale modifications, if necessary, to be performed by NMJC 6. Supply and install permeable aggregate base for field drainage. 7. Construct pitchers mound using native soils and mound clay or additive. Includes mound rubber. 8. Construct FOUR raised pitchers mounds with rubbers and home plates for bull pens in outfield foul areas. Bull pen pitchers mounds to be covered by synthetic turf. 9. Supply and install 2" V-Turf 40 oz synthetic turf system with rubber/sand infill to the baseball field. Field to be green. Sliding pits to be TAN. Outfield warning track to be WHITE. Foul line to be inlaid 4" WHITE. 10. Supply home plate and one set of bases. 		
Includes: materials, labor, installation costs, payment and performance bonds, CES fees, 6.6875% NM gross receipts tax.		
Excludes: permits, allowances, contingencies, engineering, stabilization, soil testing, trenching or excavation through rock, drainage or swale modifications outside of baseball field, fencing, electrical, inlay of lettering or logos, salvaging of sod, seeding or sodding, irrigation.		
We Propose hereby to furnish material and labor - complete in accordance with above description, for the sum of:		
Seven hundred ninety nine thousand nine hundred ninety nine dollars and no/100*****		\$799,999.00
Payment to be made as follows:		
PERCENT COMPLETED OR STORED MONTHLY		
All material is guaranteed to be as specified. All work to be completed by Authorized Signature in a workmanlike manner according to standard practices. Any change will become an extra charge over and above the estimate.		
Note: This proposal may be withdrawn if not accepted within		30 days.
Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.		
Authorized Signature _____		DATE OF ACCEPTANCE: _____

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 8-10-07

Candidate's name Donald J. Worth

Position title Director of Athletics

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 * Pending _____ Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard NCAA Website, NJCAA Website

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 3-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$54,162 to \$67,702 Recommended annual salary \$70,000 Prorated salary yes no

Account number(s) with respective % allocation(s) 12105 3121 61301 211 - 50% 11000 2821 61301 101 - 50%

Recommended and approved by:

Supervisor
Regina Organ
Vice President

Dean/Director
Steve McCleery
President

Selection Committee Members: Ronald R. Black - NMJC Board Member

John Gratton - Vice President for Instruction

Steve McCleery - President

Regina Organ - Vice President for Student Services

Comments: Mr. Worth, with a Master's degree in Education Administration and more than twenty-two years applicable
experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Director of Athletics

Personal Data

Name: Donald J. Worth

Education

M.Ed., Eastern New Mexico University, Portales, NM, 1990

Major: Education Administration

B.S., Lubbock Christian College, Lubbock, TX, 1976

Major: Education

Emphasis: Biology, Health, Physical Education

Professional Experience

Seminole ISD, Seminole, TX

Principal – High School

2001 to Present

Principal – Junior High School

1996 to 2001

Assistant Principal – Junior High School

1994 to 1996

Assistant Principal – High School

1992 to 1994

Hobbs Municipal Schools, Hobbs, NM

1984 to 1992

Assistant Principal, Dean of Students, Head Baseball Coach,

Assistant Football Coach, Assistant Track Coach

Taught: Honors Biology, Biology, Health and Math

Self Employed, San Angelo, TX

1983 to 1984

Contract pumping and independent chemical sales

Unichem International, Hobbs, NM

1979 to 1984

Chemical Salesman/Production

Organizations

Seminole Noon Lions Club, President-Vice President

Seminole Chamber of Commerce, Board Member

Seminole Zoning Board, Committee Member

Little League, President

Awards and Accomplishment

Design and implementation of TAKS Intensification Programs, Exit level TAKS screens in areas of Math, Science, ELA, and Social Studies – 93% and above, Seminole High School

Teacher Mentoring Program

Hobbs High School Baseball Coach of the Year, 1985

Athletic Hall of Fame, Carlsbad High School

All Conference Catcher, Lubbock Christian College



New Mexico Junior College

Career Opportunities

Position Announcement • May 2007

Position Title: Director of Athletics

Position Description: This position reports to the Vice President for Student Services and President. Duties and responsibilities shall be, but are not limited to, the following: 1) Promote the Mission and Vision of the College; 2) Serve as friend raiser and fund raiser for the Athletic Department; 3) Maintain a Strategic Planning process for the Athletic Department and update the Plan yearly; 4) Organize and lead Community Service Learning Projects for athletes and coaches; 5) Organize and lead community speaking engagements for coaches and athletes; 6) Work with the NMJC Booster Club in promoting all athletic activities, including regular fund raising activities; 7) Participate, both as a professional and as a private citizen, in community affairs; 8) Coordinate and supervise the athletic program; 9) Accept responsibilities toward the preparation of the college budget; 10) Supervise the line item budgets of the athletic department, and direct the athletic staff through the required budgetary process and procurement, as stated by the College, State and Federal government; 11) Supervise in making and confirming all games/meet schedules, and the contracting of teams and officials; 12) Prepare travel and maintain travel records; 13) Cooperate with the coaching staff and registrar's office to see that all eligibility reports are properly submitted; 14) Maintain all records for the athletic department, including records necessary to meet federal requirements; 15) Provide in-service orientation and in-house trainings for professional staff members; 16) Participate in the recruitment and recommendation for employment of coaches; 17) Supervise the accounting for equipment and supplies, and the care and storage of such equipment; 18) Maintain adherence to all conference, regional, and national rules and regulations; 19) Coordinate scheduling of activities/events that takes place in the CAC with the office of Continuing Education, Student Activities Coordinator, and physical education department chair; 20) Contact Physical Plant for needed maintenance and repair within CAC and athletic facilities; 21) Assist in NMJC's C.D.L. – D.O.T. compliance; 22) Serve as Chairperson for the Athletic Disciplinary Committee; 23) Work with the Associate Dean of Students on housing matters related to Athletics; 24) Coordinate with the PR/Marketing Department for the publications of athletic material; 25) Follow all policies and procedures as published in the Employee Handbook, College Catalog, and employee contract; 26) Accept other duties not listed, but to be assigned by the Vice President for Student Services or President; 27) Serve on college committees as assigned; and, 28) 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: Bachelors Degree in Business Administration, Athletic Administration, Sports Management, Human Relations or Public Relations or a related field from a regionally accredited institution required. Master's Degree Preferred. Five years of experience with collegiate coaching/administration preferred. A record of progressively responsible and successful experience in the administration of a collegiate athletics program at the Community College level is desired. Extensive knowledge of NCAA/NJCAA rules and regulations, a commitment to the highest personal and professional standards of conduct, the ability to work well with all constituencies of the College community and external community required. Ability to demonstrate excellent verbal, written communication skills, interpersonal skills, organizational and problem solving skills required. Computer proficiency required.

Salary/Benefits: This is a twelve-month professional position with a salary range of \$54,162 - \$67,702 depending upon education and experience. Standard NMJC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts and/or certifications, and eight (8) personal references with current phone numbers and addresses:

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

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

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APPLICANT LIST

Position: Director of Athletics

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Clark, Jed	No	No	Incomplete application materials.
Babcock, Arthur J., Jr.	No	No	Incomplete application materials.
Riley, Douglas G.	No	No	
Shoban, Matthew B.	No	No	Incomplete application materials.
Stitzel, Daniel	No	No	
Biedron, Joseph A.	No	No	
Hall, James K.	No	No	Incomplete application materials.
Young, Jamie	No	No	Incomplete application materials.
Carrera, Israel H.	No	No	
Herrera, Eliseo G.	No	No	
High, Stephen J.	No	No	
Simon, Patric D.	No	No	Incomplete application materials.
Secord, John D.	No	No	Incomplete application materials.
Guerra, Alma R.	No	No	
McCormick, Rick L.	No	No	
Thigpen, Mychal C.	No	No	Incomplete application materials.
James, Eric	No	No	Incomplete application materials.
Malloy, Codie	No	No	Incomplete application materials.
Heeb, John D.	No	No	Incomplete application materials.
Worth, Donald J.	Yes	Yes	Start date: Pending Board approval.

Kennedy, William R., II

No

No