

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, August 18, 2005

**Zia Room - Library**

5:00 p.m.

### AGENDA

- |   |               |
|---|---------------|
| A. Welcome  | Larry Hanna   |
| B. Adoption of Agenda   | Larry Hanna   |
| C. New Business   |               |
| 1. Consideration of Request for Proposals #88 – Uniform & Towel Service | Frank Collins |
| 2. Consideration of Cash Adjustment                                     | Dan Hardin    |
| 3. Consideration of Nursing Fee   | John Gratton  |
| 4. Consideration of Nursing Grant Position                              | John Gratton  |
| 5. Personnel Consideration – Distance Learning Technical Coordinator    | John Gratton  |
| 6. Personnel Consideration – Professor of Business/Office Technology    | John Gratton  |
| D. Public Comments  | Larry Hanna   |
| E. Announcement of Next Meeting   | Larry Hanna   |
| F. Adjournment  | Larry Hanna   |

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #88

Uniform & Towel Service

BOARD DOCUMENTS

Date: August 12, 2005  
Prepared by: Frank D. Collins  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On June 14, 2005, a legal notice was sent to the following newspapers requesting sealed proposals for uniform and towel service:
  - 1) Hobbs Daily News Sun
2. The RFP was also posted on the NMJC website.
3. Two proposals were submitted in compliance with the opening date and time.
4. There was one vendor present at the opening.
5. The Business Office and Evaluation Committee have evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The vendors responding to the request for proposal are: Unifirst Corporation, Hobbs NM and AmeriPride, Roswell NM.

The Administration recommends acceptance of the proposal submitted by Unifirst Corporation for an annual amount of \$5,637.45. The initial contract term is for one year with two additional renewals. The tabulation results are detailed on Page 3A.

Source of Funding: FY 2005/2006 Operating Budget  
Supplies & Expense Accounts

Maintenance department:	Supplies & Expense	11000 - 1101 - 7110 - 141
Custodial department:	Supplies & Expense	11000 - 1102 - 7110 - 141
Grounds department:	Supplies & Expense	11000 - 1103 - 7110 - 141
Automotive department:	Supplies & Expense	11000 - 2581 - 7110 - 102

Amount: \$5,637.45

## NEW MEXICO JUNIOR COLLEGE

### SPECIFICATIONS

**SERVICES** – New Mexico Junior College is soliciting Request for Proposals ("RFPs") to provide uniform and towel services for the physical plant (custodial, maintenance, and grounds) and automotive department for the fiscal years 2005-2006, 2006-2007, and 2007-2008. The initial period of the contract is **one year**. The College may opt to renew the contract on a year-by-year basis for up to two additional years. *Renewal of the uniform services contract is subject to service and quality review at the end of the initial contract period and subsequent renewal periods. No maximum quantity of shirts is guaranteed by the college.*

The New Mexico Junior College Physical Plant Departments (Custodial, Maintenance, and Grounds) are requesting your proposal to provide uniform service as follows:

#### **CUSTODIAL:**

1. Supply new collar (**60% poly/40% cotton**) shirts for **up to** three (3) personnel @ 11 shirts apiece.
2. Supply new collar executive (**60% poly/40% cotton**) shirts for one (1) supervisor @ 11 shirts apiece.
3. Supply 300 #1 quality white rags per week.

**Submit samples of Items 1 through 3 with your Request for Proposal packet. Samples shall include shirts with pinstripe, long-sleeved, short-sleeved, and various color configurations.**

#### **MAINTENANCE:**

1. Supply new collar (**60%poly/40% cotton**) shirts for **up to** eight (8) personnel @ 11 shirts apiece.
2. Supply new collar executive (**60% poly/40% cotton**) shirts for one (1) supervisor @ 11 shirts apiece.
3. Supply one (1) director of physical plant long sleeve white shirt.
4. Supply new collar polo (**60% poly/40% cotton**) shirts for one (1) office manager @ six (6) shirts apiece – **Note: No laundry for these shirts; individuals will do own washing.**
5. Supply new collar polo (**60% poly/ 40% cotton**) shirts for one (1) inventory control specialist @ six (6) shirts apiece – **Note: No laundry for these shirts; individuals will do own washing.**
6. Supply 50 #2 quality red rags per week.

**Submit samples of Items 1 through 6 with your Request for Proposal packet. Samples shall include shirts with pinstripe, long-sleeved, short-sleeved, and various color configurations.**

**GROUNDS:**

1. Supply new collar (60% poly/40% cotton) shirts for up to six (6) personnel @ 11 shirts apiece.
2. Supply new collar executive cotton blend (60% poly/ 40% cotton) shirts for one (1) supervisor @ 11 shirts apiece.

**Submit samples of Items 1 and 2 with your Request for Proposal packet. Samples shall include shirts with pinstripe, long-sleeved, short-sleeved, and various color configurations.**

**There will be NO logos printed or stitched on any of the shirt types.**

Sample shirts submitted will be returned to the Offeror.

**AUTOMOTIVE:**

1. Supply 100 red towels per week. Initial supply must consist of new red towels.

**GENERAL REQUIREMENTS**

The College requires that the number of items picked up for cleaning shall reconcile to the number of items returned to the College for each department. The Offeror agrees to pick up the soiled items, clean them, and retain them in a condition consistent with the manner of treatment they have been and are being used, and deliver the items to the College each week. The Offeror for all types of uniforms must honor repair requests made by the College. The College must not be charged for replaced items due to normal wear and tear or items lost or misplaced by the Offeror.

The proposal quotes must include all laundry services, pick-up and delivery charges, and any other specified charge(s) at a weekly rate. It must also include any one-time charge(s) associated with the uniform and towel service. Taxes are excluded from the proposal quote. This quote shall be based on 49 working weeks a year.

The Offeror must submit a detailed written proposal that contains the requested information below, specific enough for the College to evaluate the services according to the rating criteria on the attached sheet. Each criterion will bear a maximum point potential as indicated on this sheet.

The proposal must include, but is not limited to:

- A thorough description of the proposed service
- Proposed pickup/delivery schedule (also addressing holidays)
- Procedure/schedule for correcting mistakes in items not delivered, cleaning, requested repairs and replacements, etc.
- Names and telephone numbers of at least three (3) current customer references
- Weekly price (**excluding tax**) for each of the three years under consideration – include on NMJC Proposal Price Form
- Other fees and charges (excluding tax). Include initial set up charges, if applicable – include on NMJC Proposal Price Form

The successful Offeror must be willing to enter into a service contract upon acceptance of the proposal by the NMJC Board. The general terms, conditions and specifications of this RFP will be an integral part of the contract. NMJC reserves the right to cancel services at any time, with a two-week notice, if not satisfied with the quality of the goods or services delivered under this Request for Proposals.

NMJC reserves the right to negotiate price with the highest scoring Offeror(s) to ensure a "best and final offer" for the College.

PROPOSAL EVALUATION CRITERIA

<u>EVALUATION CRITERIA</u>	<u>Potential Points</u>
A. <b><u>Continuity</u></b> : Length and extent of time Offeror has been in continuous, successful business in providing these services.	100
B. <b><u>Delivery Schedule</u></b> : Ability of the Offeror to provide reliable weekly service and convenient alternative deliveries during holidays.	200
C. <b><u>Promptness in correcting mistakes</u></b> : Ability to promptly provide "same day delivery" for correcting mistakes in delivery, requested repairs, thorough cleaning, etc.	200
D. <b><u>Service</u></b> : References (three <b><u>must</u></b> be provided)	100
E. <b><u>Location</u></b> : Close proximity to NMJC campus to provide responsive service.	100
<b><u>SUBTOTAL</u></b>	<b>700</b>
F. <b><u>Pricing</u></b> : Ability to offer and maintain competitive prices for services	300
<b><u>MAXIMUM POTENTIAL SCORE</u></b>	<b><u>1000</u></b>

Points Summary

Firms Responding	Continuity	Delivery Sched	Prompt actions	Service	Location of facility	Cost	TOTAL
AmeriPride	100	200	200	100	41	273	914
Unifirst Corporation	100	200	200	100	100	300	1000

Points for Cost are based on the RFP formula: Vendor A has the lowest proposal cost of \$5,000 and Vendor B has a proposal cost of \$6,000; to arrive at Vendor B's points:  $\$5,000/\$6,000 = .833 \times 150 = 125$  points assigned to Vendor B's points

Evaluation Committee

Charley Carroll, Director of Physical Plant  
Bill Rash, Maintenance III, Plant Warehouseman, Motor Pool  
Randy Johns, Maintenance III, Shipping, Rcvg Dept



		Price Summary									
RFP#88 - Uniform & Towel Service		8/2005 - 8/2006	8/2006 - 8/2007	8/2007 - 8/2008	Combined Cost	Service Item	8/2005 - 8/2006	8/2006 - 8/2007	8/2007 - 8/2008	Combined Cost	
		UNIFIRST CORPORATION					AMERIPRIDE				
White Towels(\$33 X 49 weeks) Custod	\$1,617.00	\$1,617.00	\$1,617.00	\$1,617.00	\$4,851.00	White Towels(\$48 X 49 weeks) Custod	\$2,352.00	\$2,352.00	\$2,352.00	\$7,056.00	
Red Towels (\$4.50 X 49 weeks) Maint	\$220.50	\$220.50	\$220.50	\$220.50	\$661.50	Red Towels (\$5 X 49 weeks) Maint	\$147.00	\$147.00	\$147.00	\$441.00	
Red Towels (\$9 X 49 weeks) Autom	\$441.00	\$441.00	\$441.00	\$441.00	\$1,323.00	Red Towels (\$9 X 49 weeks) Autom	\$441.00	\$441.00	\$441.00	\$1,323.00	
Custodial Shirts (3)	\$388.08	\$388.08	\$388.08	\$388.08	\$1,164.24	Custodial Shirts (3)	\$418.95	\$418.95	\$418.95	\$1,256.85	
Custodial Supervisor Shirt (1)	\$188.65	\$188.65	\$188.65	\$188.65	\$565.95	Custodial Supervisor Shirt (1)	\$171.50	\$171.50	\$171.50	\$514.50	
Maintenance Shirts (8)	\$1,034.88	\$1,034.88	\$1,034.88	\$1,034.88	\$3,104.64	Maintenance Shirts (8)	\$1,117.20	\$1,117.20	\$1,117.20	\$3,351.60	
Maintenance Supervisor Shirt (1)	\$388.08	\$388.08	\$388.08	\$388.08	\$1,164.24	Maintenance Supervisor Shirt (1)	\$171.50	\$171.50	\$171.50	\$514.50	
Maintenance Office Mgr Shirt (1)	\$102.90	\$102.90	\$102.90	\$102.90	\$308.70	Maintenance Office Mgr Shirt (1)	\$122.50	\$122.50	\$122.50	\$367.50	
Inventory Control Spec Shirt (1)	\$188.65	\$188.65	\$188.65	\$188.65	\$565.95	Inventory Control Spec Shirt (1)	\$171.50	\$171.50	\$171.50	\$514.50	
Director of Phy Plant Shirt (1)	\$776.16	\$776.16	\$776.16	\$776.16	\$2,328.48	Director of Phy Plant Shirt (1)	\$837.90	\$837.90	\$837.90	\$2,513.70	
Grounds Shirt (6)	\$188.65	\$188.65	\$188.65	\$188.65	\$565.95	Grounds Shirt (6)	\$171.50	\$171.50	\$171.50	\$514.50	
Grounds Supervisor Shirt (1)	\$5,637.45	\$5,637.45	\$5,637.45	\$5,637.45	\$16,912.35	Grounds Supervisor Shirt (1)	\$6,245.05	\$6,245.05	\$6,245.05	\$18,735.15	
<b>Annual Totals</b>						<b>Annual Totals</b>					
White towels - 300/week for custodial											
#1 red rags - 100/week for automotive											
#2 red rags - 50/week for maintenance											

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (505)392-5210  
Fax: (505)392-2526

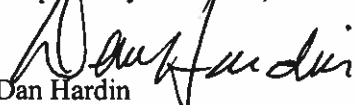
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To: New Mexico Junior College Board members.  
From: Dan Hardin  
RE: Cash adjustment  
Date: August 15, 2005

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Board members, as you are aware bank reconciliation has been an audit finding for the past four years. The goal of the Business Office for the June 30, 2005 audit is to remove the finding for bank reconciliation. The auditors will not remove the finding unless the bank reconciliation is to the penny. A tremendous number of Business Office hours have been dedicated to the bank reconciliation. Because the college cannot use Johnson Miller for consulting, Mary Hinds was retained to assist in the reconciliation process. As you may remember Mary Hinds was the lead auditor for Johnson Miller for many years. Bank reconciliation of the Instruction & General account is very complicated, millions of dollars come in and go out of the account each month. Hundreds of transactions pour into the general ledger each month. The reconciliation for each month is a notebook of spreadsheets tying all of the activity together. Please remember the college was on the old Poise student biller until April of 2005, interfacing to the Banner system. The Poise student biller has been the problem for the bank reconciliation for many years. Currently, the bank reconciliation is within \$500.00 of reconciling the bank to the general ledger thru June of 2005. The cost and number of hours to find the remaining \$500.00 will be greater than the \$500.00. It is the recommendation of Mary Hinds and the request of the Business Office to allow a General Ledger adjust of up to \$500.00. The auditors from Johnson Miller have indicated that with Board approval, they would accept the adjustment getting the reconciliation to the penny. We will report the actual amount to you in the September Board reports.

Respectfully submitted,

  
Dan Hardin

## MEMO

**Date:** August 16, 2005  
**To:** New Mexico Junior College Board  
**From:** Mary Jane Ward  
**Re:** Fee for Allied Health

At the June 21, 2005 board meeting, you approved the Nursing Fees for the 2005-2006 academic year. At the June meeting, I apprised you of the need to come back to the Board for the approval of a mandated criminal background check fee for students enrolled in Nursing and Health Care Provider classes. The recommendation has been reviewed and approved by the college attorney and is in compliance with the regulatory agencies covering the clinical sites for our students. We recommend that you approve the \$80 per student fee for the criminal background check.

Thank you for your consideration.

## **MEMO**

**Date:** August 15, 2005  
**To:** Members of the Board for New Mexico Junior College  
**From:** Mary Jane Ward  
**Re:** Request for Allied Health Retention Specialist position

Please accept this request for a new position titled Allied Health Retention Specialist. The job description is attached. I would ask that it be presented for approval at the August 18th board meeting, so that we can advertise immediately thereafter and fill as soon as possible since the start of the semester is upon us. The funding for this position will be provided through the Nursing Expansion allotment provided by the state specifically to the Allied Health program. This is considered soft money and cannot be guaranteed beyond the yearly contract.

*New Mexico Junior College*  
*Job Description*  
*Allied Health Retention Specialist*

The Allied Health Retention Specialist shall be responsible to the Director of Allied Health. The duties and responsibilities of the Allied Health Retention Specialist shall be, but not limited, to the following:

**General Duties and Responsibilities:**

1. develop and maintain the Allied Health Guidance and Counseling program and database developed on periodic assessment of student needs.
2. develop a network of student resources/referrals within our community.
3. establish and maintain an orientation program for pre-nursing students and an informational assistance program(stress management, time management, study skills) for students at varying stages of their studies, articulation, pre-admittance, after acceptance, after exams, and/or before program completion.
4. develop and offer a crisis intervention service/referral for Allied Health students.
5. counsel with students who request help with personal, social and educational issues.
6. provide current information on issues relevant to students (health, social, career, employment, family life).
7. maintain current information and knowledge about all aspects of each Allied Health course and certification level.
8. maintain current information and knowledge about transfer and curriculum requirements at other institutions.
9. coordinate or assist in the administration of required testing for Allied Health students.
10. maintain flexible office hours as approved by the Director of Allied Health.
11. gather data, organize and conduct tracking/trending related to the Allied Health program and student success (needs analysis, student profiles, and student follow-up, graduation/attrition rates, TEAS Test results, NCLEX-RN & PN pass rates).

13. attend and/or prepare workshops, training courses, conferences related to guidance and counseling and mental health.
14. attend the Nursing Faculty meetings.
15. maintain a computer/paper Allied Health database (pre-nursing/pre-requisites; EMT, CNA, Health Care Provider classes, and Nursing program; send letters of acceptance/admission, and course requirements).
16. respond to and provide information (program brochures, mailings, telephone inquiries) to any person interested in the Allied Health programs.
17. maintain a working list of current inquiries to the Allied Health programs and perform follow-up calls/mailings to determine interest in programs.
18. conduct registration for students of the Allied Health programs.
19. maintain a waiting list for any and all courses as needed for the Allied Health program (A & P, Nursing, CNA, Health Care Provider, admittance to the nursing program).
20. 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.

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-15-05

Candidate's name Michael D. Rutledge

Position title Distance Learning Technical Coordinator

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 8-29-05 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds and Title V Funds

Paid advertising beyond \*standard None

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

Posted salary range \$35,595 - \$44,493 Recommended annual salary \$38,000 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-11-543 59%  
3-2161-43-960 41%

Recommended and approved by:

*Lisa Hardison*  
Supervisor

Dean/Director

*John D. Shatto*  
Vice President

*Steve McCleary*  
President

- Selection Committee Members:**
- Charles Adams - Distance Learning WebCT Coordinator
  - Lisa Hardison - Dean of Extended Learning
  - Bill Kunko - Director of Computer Information Systems
  - Dave Reiff - Distance Learning Academic Coordinator
  - Oscar Vigil - Coordinator of Network Systems
  - Renee Wharton - Director of Institutional Effectiveness

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

Mr. Rutledge, with eight years applicable experience and his current pursuit of  
a B.S. in Computer Science at College of the Southwest, meets and/or exceeds the  
minimum requirements for this position.

## **ABBREVIATED RESUME**

### **Position**

Distance Learning Technical Coordinator

### **Personal Data**

Name: Michael D. Rutledge

### **Education**

Diploma, Hobbs High School, Hobbs, NM, 1993

### **Professional Experience**

College of the Southwest, Hobbs, NM  
Network Technician 11/01 to Present

Texas Tech University, Lubbock, TX  
Technician III 11/00 to 11/01

Kirkmeyer Electric, Hobbs, NM  
Electricians Apprentice 5/95 to 11/00

Agriwest, Inc., Hobbs, NM  
Licensed Pesticides Applicator 4/95 to 5/95

City of Hobbs, Hobbs, NM  
Part-time Lifeguard 1990 to 1993

### **Licensure**

New Mexico Low Voltage Electrical Contractor





# New Mexico Junior College

## Career Opportunities

**Position Announcement • June 2005 (Revised & Reopened 7-05)**

**Position Title:** Distance Learning Technical Coordinator

**Position Description:** This position reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: 1) Be an active member of the Distance Learning Advisory Team; 2) Actively seek to find the latest distance education technologies to improve student learning; 3) Train and oversee monitors for ITV and video conference classes; 4) Maintain ITV and video conference classrooms; 5) Maintain the NMJC video bridge; 6) Work with the delivery of ITV classes; 7) Work with technical coordinators of area educational institutions to coordinate distance education efforts; 8) Schedule and coordinate all video, satellite, and internet conferences involving NMJC; 9) Develop and maintain a web-based scheduling system for video, satellite, and internet conferences involving NMJC; 10) Provide faculty training for the technical usage of the ITV and Smart Classroom systems; 11) Regularly test and troubleshoot functioning of video conference and ITV systems; 12) Provide after hours support for distance learning technologies to include WebCT student and faculty support, video conferencing, and television broadcast; 13) Serve as a networking liaison between the Distance Learning Department and Computer Services; 14) Communicate and coordinate the technical aspects of distance learning initiatives in a timely and effective manner to the Director of Computer Services; 15) Continually update and maintain the Distance Learning website by coordinating with the NMJC Web Master; 16) Train faculty to utilize the MediaCast system; 17) Assist with the maintenance of the MediaCast system; 18) Maintain the television broadcast system; 19) Work with vendors on the purchase and installation of distance learning related equipment when needed; 20) Provide media creation/duplication services; 21) Actively seek opportunities to partner with entities to promote the mission of the Distance Learning Department; 22) Develop and maintain distance education instructional resources for faculty and community; 23) Coordinate the management, repair, and setup of audio/visual equipment for scheduled internal and external events; 24) Attend professional training as directed by the Dean; 25) Any other duties assigned by the Dean to further the mission of the Distance Learning Department or New Mexico Junior College, and; 26) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Bachelor degree in a technology related field preferred, but will consider experience in the areas of video conferencing and/or computer networking in lieu of degree. Must be highly proficient in computer technologies and have excellent communication, problem solving, and organizational skills. Knowledge of ITV, Telecollege, and WebCT systems preferred. Some travel may be required. Must be committed to excellence and promoting success through learning. NOTE: Computer proficiency is required.

**Salary/Benefits:** This is a twelve-month position. Salary range is \$35,595 to \$44,493. The salary and benefits are competitive and commensurate with experience and qualifications. Note: New Mexico Junior College does not participate in social security deductions.

**Application Deadline:** Open until filled. To ensure consideration, all application materials must be received as soon as possible. **Application materials sent via e-mail will not be accepted.**

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

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

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

**"Equal Opportunity Education and Employment"**

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

## APPLICANT LIST

### Position: Distance Learning Technology Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Guerra, Alma R.	No	No	
Walker, Sarah L.	No	No	
Cofer, Gregory D.	No	No	
Arteaga, Eddie	No	No	
Rutledge, Michael D.	Yes	Yes	Start date: Pending Board approval.

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-11-05

Candidate's name Christopher M. Howell

Position title Professor of Business/Office Technology

New position  Existing position Classification  Faculty  Professional  Other

Is candidate related to another NMJC employee?  yes  no If so, to whom

Effective date of employment 8-22-05 Standard contract length  12 mos.  9 mos.  other

Funding source Institutional Funds

Paid advertising beyond \*standard None

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

Posted salary range \$35,595 - \$44,493 Recommended annual salary \$40,341 Prorated salary  yes  no  
(Employment date through June 30)

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

Recommended and approved by:

Mary Jane Ward  
Supervisor

Mary Jane Ward  
Dean/Director

John Lathrop  
Vice President

Steve McCreary  
President

Selection Committee Members: Sue Black - Professor of Office Technology

Robert Guthrie - Professor of Accounting

John Lathrop - Professor of Business and Economics

Mary Jane Ward - Dean of Business and Technology

Comments: Mr. Howell, with a Master's degree plus 12+ additional hours and eight years  
applicable experience, meets and/or exceeds the minimum requirements for  
this position.

## ABBREVIATED RESUME

### Position

Professor of Business/Office Technology

### Personal Data

Name: Christopher M. Howell

### Education

A.A.S., New Mexico Junior College, 2000

B.S., Regents College, 1998

Program: Liberal Arts

M.B.A., Eastern New Mexico University, 2003

Major: Business Administration

### Professional Experience

New Mexico Junior College, Hobbs, NM 8/03 to Present  
Adjunct Instructor - Business

Colorado Tech University (Online), Colorado Springs, CO 10/04 to Present  
Adjunct Instructor – Business

College of the Southwest, Hobbs, NM 8/02 to Present  
Adjunct Instructor – Business/Finance

New Mexico Department of Labor, Hobbs, NM 8/97 to Present  
Local Veterans Employment Representative

United States Air Force, Luke AFB, AZ 1993 to 1997  
F-16 Avionics Systems Journeyman

### Professional Affiliations

Employers in Support of the Guard and Reserve  
Vice-Chairman, Ombudsman

Hobbs Chamber of Commerce  
Education Committee, Member  
Ambassador  
Graduate of the Leadership Institute (2001)



# New Mexico Junior College

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## Career Opportunities

### Position Announcement • August 2005

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

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

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

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

**Application Deadline:** Open until filled. To ensure consideration, all application materials must be received by the deadline. **Applications sent via e-mail will not be accepted.**

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

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

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

**"Equal Opportunity Education and Employment"**

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## APPLICANT LIST

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

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Walker, Sarah L.	No	No	
Howell, Christopher M.	Yes	Yes	Start date: Pending Board approval.
Dunn, Toni K.	Yes	Yes	Start date: August 15, 2005
Elliott, Karen	No	No	