NEW MEXICO JUNIOR COLLEGE

SPECIAL BOARD MEETING

Friday, August 20, 2010
Moran Building – Multi Purpose Room

1:00 p.m.

AGENDA

A. Welcome

B. Adoption of Agenda

C. Personnel Consideration – Professor of PE/Assistant Women’s Track Coach

D. Public Comments

E. Adjournment

Larry Hanna

Larry Hanna

Don Worth

Larry Hanna

Larry Hanna
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 8/19/2010

Candidate’s name Carolyn M. Boosey

Position title Professor of Physical Education/Assistant Women’s Track Coach

☐ New position ☒ Existing position Classification ☒ Faculty ☐ Professional ☐ Other

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

Effective date of employment *8/23/2010 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, KLRV Radio & Lubbock TX Workforce Development Website)

________________________________________________________________________

Posted salary range $39,290 to $49,112 Recommended annual salary $39,467.00 Prorated salary ☒ yes ☐ no

Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%

Recommended and approved by:

Supervisor

Vice President

Dean/Director

President

Selection Committee Members: Donald Worth – Director of Athletics - Chairperson

Kelly Holladay – Dean of Business, Math and Sciences

John Baldwin – Professor of Physical Education

Keith Blackwell - Professor of Physical Education/Head Women’s Track Coach

Comments: Ms. Boosey, with a Master’s degree in Sports Administration meets and/or exceeds the minimum requirements for this position.

________________________________________________________________________

*Pending background check
ABBREVIATED RESUME

Position
Professor of Physical Education/Assistant Women’s Track Coach

Personal Data
Name: Carolyn M. Boosey

Education
M.S., University of New Mexico, Albuquerque, NM, 2010
  Major: Sports Administration
B.A., St. Mary’s University College, Twickenham, England, 2007
  Major: Management Studies

Professional Experience
University of New Mexico - Albuquerque, NM
  Part-time Intern – UNM Letterman Association 05/2010 to Present
  Part-time Business Assistant – UNM Press 11/2009 to 05/2010
  Part-time Student Accountant – UNM Medical Group 07/2009 to 11/2009
  Part-time Computer Analyst – UNM Medical Group 05/2008 to 07/2009

London Marathon LTD

Wolters Kluwer
  Part-time Credit Control Assistant 07/2006 to 08/2006

St. Mary’s University College
  Part-time IT Help Desk Assistant 09/2005 to 09/2006

Adidas
  Part-time London Marathon Running Supervisor 01/2005 to 03/2005

DataLocator
  Part-time Assistant Accountant 05/2004 to 09/2004

Martin, Nye & Company
  Part-time Assistant Accountant 02/2002 to 05/2004

Certifications:
MAAT – Member of the Association of Accounting Technicians

Honors:
Mountain West Conference Champion and Scholar Athlete
Position Announcement • August 2010

Position Title: Professor of Physical Education/Assistant Women’s Track Coach

Position Description: The position is responsible to the Vice President for Instruction, Vice President for Student Services, Dean of Business, Math & Sciences, Director of Athletics and the Head Women’s Track Coach. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve on college committees as assigned; (3) serve as a sponsor for student groups as assigned; (4) post and maintain supervisor approved office hours per week; (5) assume other professional responsibilities associated with the position of Professor of Physical Education/Assistant Women’s Track Coach; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support 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 required, master’s degree preferred. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard employee benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight names of references with current addresses and phone numbers to:

Human Resources
New Mexico Junior College
1 Thunderbird Circle
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, genetic information or veteran status. Qualified minority applicants are encouraged to apply.

"Equal Opportunity Education and Employment"
1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (505) 492-2790 • Fax: (505) 492-2296 • Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu
**APPLICANT LIST**

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

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<td>Boosey, Carolyn M.</td>
<td>Yes</td>
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<td>Start date: Pending Board approval.</td>
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BOARD AGENDA FOR TOMORROW. THANK YOU.
This document was confirmed.
(reduced sample and details below)
Document Size Letter-S

New Mexico Junior College
Office of the President
3317 Lerington Highway, Hobbs, NM 88240
Phone (505) 384-8418 Fax (505) 492-2764

Date: 8/19/10
Total of Pages Including cover sheet: 2
To: Beth Hahn
Recipient Fax: 575/393-5724
From: Jerri Shields
Sender Fax: 575/492-2164

BOARD AGENDA FOR TOMORROW. THANK YOU.

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Notes:
EC: Error Correct
BC: Broadcast Send
CP: Completed
HS: Host Scan
HF: Host Fax
RE: Resend
MP: Multi-Poll
RM: Receive to Memory
HP: Host Print
HR: Host Receive
PD: Poll by Remote
PG: Polling a Remote
DR: Document Removed
FO: Forced Output
PM: Forward Mailbox Doc.
WS: Waiting Send
MB: Receive to Mailbox
PI: Power Interruption
TM: Terminated by user
WT: Waiting Transfer