

# NEW MEXICO JUNIOR COLLEGE

## SPECIAL BOARD MEETING

Friday, August 20, 2010

**Moran Building – Multi Purpose Room**

1:00 p.m.

### AGENDA

- |  |             |
|--|-------------|
| A. Welcome   | Larry Hanna |
| B. Adoption of Agenda  | Larry Hanna |
| C. Personnel Consideration – Professor of PE/Assistant Women’s Track Coach | Don Worth   |
| D. Public Comments   | Larry Hanna |
| E. Adjournment   | 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, KLMA 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:

[Signature]  
Supervisor

Kelly Holladay 8/19/10  
Dean/Director

[Signature]  
Vice President

Steve McClellan 8/19/10  
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

11/2006 to 4/2007

Part-time Finance Assistant

Wolters Kluwer

07/2006 to 08/2006

Part-time Credit Control Assistant

St. Mary's University College

09/2005 to 09/2006

Part-time IT Help Desk Assistant

Adidas

01/2005 to 03/2005

Part-time London Marathon Running Supervisor

DataLocator

05/2004 to 09/2004

Part-time Assistant Accountant

Martin, Nye & Company

02/2002 to 05/2004

Part-time Assistant Accountant

### Certifications:

MAAT – Member of the Association of Accounting Technicians

### Honors:

Mountain West Conference Champion and Scholar Athlete



# New Mexico Junior College

## Career Opportunities

**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](http://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) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: [kmiller@nmjc.edu](mailto:kmillier@nmjc.edu)

## APPLICANT LIST

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

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Boosey, Carolyn M.	Yes	Yes	Start date: Pending Board approval.

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# **New Mexico Junior College**

**Office of the President**

**5317 Lovington Highway, Hobbs, NM 88240**

**Phone (505) 392-5018 Fax (505) 492-2764**

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**Date:** 8/19/10

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HS: Host Scan HP: Host Print FO: Forced Output WT: Waiting Transfer  
HF: Host Fax HR: Host Receive FM: Forward Mailbox Doc. WS: Waiting Send