

# NEW MEXICO JUNIOR COLLEGE

BOARD MEETING  
Thursday, August 30, 2001  
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 & August 7, 2001                     | Mr. Newman   |
| D. Correspondence  | Mr. Schubert |
| E. President's Report  | Dr. McCleery |
| F. New Business  |              |
| 1. Monthly Expenditures Report   | Dr. McCleery |
| 2. Monthly Revenue Report  | Dr. McCleery |
| 3. Oil and Gas Revenue Report  | Dr. McCleery |
| 4. Schedule of Investments   | Dr. McCleery |
| 5. Consideration of Bid #905 - Boiler & Cooling Tower Services         | Dr. McCleery |
| 6. Consideration of RFP #60 - Uniform & Towel Services                 | Dr. McCleery |
| 7. Funding Request for Recreation Trail                                | Dr. McCleery |
| 8. Title V Cooperative Grant   | Dr. McCleery |
| 9. Transfer Funds for President's Car                                  | Dr. McCleery |
| 10. Student Health Clinic  | Dr. McCleery |
| 11. Personnel Consideration - Director of Upward Bound                 | Dr. McCleery |
| 12. Personnel Consideration - Professor of Nursing                     | Dr. McCleery |
| 13. Personnel Consideration - Educational Technology Specialist        | Dr. McCleery |
| 14. Personnel Consideration - Public Relations/Marketing Writer/Editor | Dr. McCleery |
| 15. Consideration of Employee Handbook Changes                         | Dr. McCleery |
| G. Public Comments   | Mr. Newman   |
| H. Announcement of Next Meeting  | Mr. Newman   |
| I. Adjournment   | Mr. Newman   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

JULY 19, 2001

### MINUTES

The New Mexico Junior College Board met on Thursday, July 19, 2001, 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; Mr. Larry Hanna; Mr. John Hice, Jr.; Ms. Patricia Chappelle; Mrs. Yvonne Williams; and Mr. Ferrel Caster.

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

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

Upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board unanimously approved the minutes of June 19, 2001.

Under *President's Report*, Dennis Holmberg made a presentation on the proposed Lea County Beautification Project: Highway 18 Phase I - Recreation Trail and ask the board to consider supporting the project with \$75,000. Robert Bensing gave the Summer I and Summer II enrollment reports.

Ms. Chappelle moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H(2) of the New Mexico Statutes Annotated 1978. Mr. Hanna seconded the motion. The roll call vote was as follows: Mr. Newman - yes; Mr. Hice - 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.

Under *New Business*, Dan Hardin presented the June financial reports and with a motion by Mr. Schubert, seconded by Mr. Caster, the board unanimously approved the expenditures for June 2001.

Rich Fleming presented a request for testing fees for nursing courses in an effort to strengthen the nursing program through a customized assessment and review program and to implement mandated components of NLNAC accreditation. Upon a motion by Mr. Schubert, seconded by Mr. Caster, the board unanimously approved the request. Upon a motion by Mr. Hice, seconded by Mrs. Williams, the board unanimously approved a new line item allocation for an \$18,500 revenue account. The account will be a pass-through account to support the fee collection.

Mr. Hardin presented capitalization, tagging and inventory, and donation policy changes for board consideration. The first change increases the limit for capitalization from \$500 and over to \$1,000 and over. The next change increases the dollar limit for tagging and inventory control from \$500 to \$1,000. Additionally, the business office recommended that the donated non-cash assets be considered material if their estimated value is \$1,000 or greater. Currently, donated assets are considered material if their estimated value is \$500 or greater. This will correspond with the capitalization policy. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the recommended changes. The business office recommended a change in the procurement policy for New Mexico Junior College. The change will raise the limit to issue a direct purchase order from \$500 to \$1,500. Upon a motion by Mr. Hanna, seconded by Mr. Caster the board unanimously approved the change.

Dr. Fleming presented a recommendation to accept three vehicles from the City of Hobbs Police Department for use in the law enforcement academy. Upon a motion by Ms. Chappelle, seconded by Mr. Hanna, the board unanimously approved the recommendation.

Charley Carroll presented a request to remove a list of used vehicles from inventory. The vehicles will be auctioned off. Upon a motion by Mr. Hanna, seconded by Mr. Caster, the board unanimously approved the request.

Dr. Fleming presented a request for a new music professor position. The position will be limited to one year only and will include full benefits. No additional funds need to be allocated for this position since it will be funded through cost savings from other positions and overload reductions. Upon a motion by Mr. Hice, seconded by Mr. Caster, the board unanimously approved the request.

Dr. Fleming recommended Ms. Misty Stine for the Professor of Nursing position with a nine month salary of \$31,623. Ms. Chappelle made a motion to employ Ms. Stine as a temporary until the course work is met for her degree. After much discussion, the motion was withdrawn. Upon a motion by Mr. Hanna, seconded by Mr. Hice, the board unanimously approved the employment of Ms. Stine as a part time nursing instructor until the college receives the course waiver from the New Mexico State Board of Nursing. The position will then be reconsidered by the board.

Dr. McCleery recommended Ms. Angila Shook for the Programmer Analyst position with an annual salary of \$40,000. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Shook, effective August 6, 2001.

Dr. McCleery recommended Mrs. Wanda LaGrave for the Webmaster position with an annual salary of \$31,500. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the employment of Mrs. LaGrave.

Dr. McCleery recommended that Rosianna Hare be employed as a custodian. Mrs. Hare is related to maintenance employee John Hare and grounds employee Jesse Morales. Upon a motion by Mr. Caster, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for August 30, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board meeting adjourned at 4:00 p.m.

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CHAIRMAN

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

Others present:

Marilyn Jackson

Sharon Jenkins

Lisa Brown

Jason Anderson

Karen Cummings

Mickey Best

Sally Telles

Bill Rash

Jerry Brian

Steve Davis

Renee Wharton

Regina Organ

Charley Carroll

Bill Morrill

August Fons

Richard Fleming

Frank Collins

Dan Hardin

Robert Bensing

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

AUGUST 7, 2001

### MINUTES

The New Mexico Junior College Board met on Tuesday, August 7, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Larry Hanna; Mr. John Hice, Jr.; and Mrs. Yvonne Williams. Not present were Mr. Gary Schubert, Mr. Ferrel Caster, and Ms. Patricia Chappelle.

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

Upon a motion by Mr. Hanna, seconded by Mrs. Williams, the agenda was unanimously adopted, as presented.

Under *New Business*, Mickey Best recommended Mr. Ronnie Gray for the Professor of Music position with a nine month salary of \$34,000. Upon a motion by Mr. Hanna, seconded by Mr. Hice, the board unanimously approved the employment of Mr. Gray, effective August 13, 2001.

Dr. McCleery recommended Ms. Shelby Gowen for the Professor of Cosmetology position with a nine month salary of \$25,000. Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously approved the employment of Ms. Gowen, effective August 13, 2001.

Dan Hardin recommended Ms. Donna Morley for the Coordinator of Payroll position with an annual salary of \$22,286. Upon a motion by Mr. Hanna, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Morley, effective August 20, 2001.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for August 30, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Hanna, seconded by Mr. Hice, the board meeting adjourned at 1:40 p.m.

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**July 2001**

9% of Year Completed

Fund	2000-01			2001-02			
	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	5,322,453	275,386	5%	5,133,328	333,456	333,456	6%
Academic Support	1,012,220	93,306	9%	854,881	123,822	123,822	14%
Student Services	1,020,190	111,483	11%	956,564	80,130	80,130	8%
Institutional Support	2,321,133	214,768	9%	3,427,520	290,205	290,205	8%
Operation & Maintenance of Plant	1,674,751	117,130	7%	1,785,495	112,708	112,708	6%
Subtotal - Instruction & General	11,350,747	812,073	7%	12,157,788	940,321	940,321	8%
Student Activities	118,724	7,830	7%	155,236	13,857	13,857	9%
Research	0	0	0%	0	0	0	0%
Public Service	24,968	53	0%	5,650	61	61	1%
Internal Service Departments	309,131	8,046	3%	969,237	(28,021)	(28,021)	-3%
Student Aid	139,605	105,614	76%	280,592	41,335	41,335	15%
Auxiliary Enterprises	1,254,436	26,126	2%	1,147,409	25,578	25,578	2%
Athletics	558,129	19,260	3%	530,687	20,075	20,075	4%
Total Current Unrestricted Fund	13,755,740	979,002	7%	15,246,599	1,013,206	1,013,206	7%
<b>CURRENT RESTRICTED FUND</b>							
Grants	3,135,237	224,563	7%	0	138,617	0	0%
Student Aid	3,204,007	700,773	22%	3,300,000	165,934	0	0%
Total Current Restricted Fund	6,339,244	925,336	15%	3,300,000	304,551	0	0%
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	2,126,546	315,493	15%	3,325,000	84,565	0	0%
Projects from State GOB Funds	0	0	0%	1,500,000	0	0	0%
Projects from State STB Funds	202,439	0	0%	143,891	0	0	0%
Projects from Other State Funds	116,172	0	0%	6,163	1,473	0	0%
Subtotal - Capital and BR&R	2,445,157	315,493	13%	4,975,054	86,038	0	0%
Debt Service							
Revenue Bonds	264,845	400	0%	1,470,813	400	0	0%
Total Plant Funds	2,710,002	315,893	12%	6,445,867	86,438	0	0%
<b>GRAND TOTAL EXPENDITURES</b>	<b>22,804,986</b>	<b>2,220,231</b>	<b>10%</b>	<b>24,992,466</b>	<b>1,404,195</b>	<b>1,013,206</b>	<b>4%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**July 2001**

9% of Year Completed

Fund	2000-01			2001-02			
	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	1,168,950	500,413	43%	1,244,954	557,597	557,597	45%
State Appropriations	6,566,300	532,600	8%	7,494,100	588,225	588,225	8%
Advalorem Taxes - Oil and Gas	2,500,000	309,291	12%	2,874,085	334,211	334,211	12%
Advalorem Taxes - Property	1,900,000	22,480	1%	1,900,000	24,117	24,117	1%
Interest Income	125,500	14,791	12%	75,000	10,899	10,899	15%
Other Revenues	384,886	3,622	1%	349,406	4,543	4,543	1%
Subtotal - Instruction & General	12,645,636	1,383,197	11%	13,937,545	1,519,592	1,519,592	11%
Student Activities	40,000	20,260	51%	43,400	21,529	21,529	50%
Public Service	0	0	0%	43,200	0	0	0%
Internal Service Departments	21,000	193	1%	14,000	294	294	2%
Auxiliary Enterprises	1,442,050	295,333	20%	1,528,300	320,844	320,844	21%
Athletics	33,600	2,717	8%	35,100	2,850	2,850	8%
Total Current Unrestricted	14,182,286	1,701,700	12%	15,601,545	1,865,109	1,865,109	12%
<b>CURRENT RESTRICTED FUND</b>							
Grants	3,135,237	224,563	7%				0%
Student Aid	3,204,007	700,773	22%	3,336,485	110,020	110,020	3%
Total Current Restricted	6,339,244	925,336	15%	3,336,485	110,020	110,020	3%
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	1,500,000	0	0	0%
Projects from State STB Funds	0	0	0%	143,891	0	0	0%
Projects from Other State Funds	116,172	0	0%	6,163	0	0	0%
Interest Income	0	9,291	0%	50,000	2,162	2,162	4%
Subtotal - Capital & BR&R	116,172	9,291	8%	1,700,054	2,162	2,162	0%
Debt Service							
Interest Income	55,000	7,550	14%	73,164	5,643	5,643	8%
Total Plant Funds	171,172	16,841	10%	1,773,218	7,805	7,805	0%
<b>LOAN FUND</b>							
Interest Income / Service Fees	0	29	0%	0	0	0	0%
Total Loan Fund	0	29	0%	0	0	0	0%
<b>GRAND TOTAL REVENUES</b>	<b>20,692,702</b>	<b>2,643,906</b>	<b>13%</b>	<b>20,711,248</b>	<b>1,982,934</b>	<b>1,982,934</b>	<b>10%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### July 2001

9% 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	2000-01 Original Budget	Variance Over (Under) Budget
	April July	\$24.76	3,251,164	\$4.69	18,075,793	330,922	208,250	122,672
	May August						208,250	
	June September						208,250	
	July October						208,250	
	August November						208,250	
	September December						208,250	
	October January						208,250	
	November February						208,250	
	December March						208,250	
	January April						208,250	
	February May						208,250	
	March June						208,250	
Production Tax Revenue						330,922	2,499,000	122,672
Equipment Tax Revenue (see below)						3,290	375,000	0
<b>Total Year-to-Date Oil and Gas Revenue</b>						<b>334,212</b>	<b>2,874,000</b>	<b>122,672</b>

*Source: New Mexico Taxation and Revenue Department*

In order to stabilize the budgetary process for the 2001-02 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 2001-02 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 2001**

9% 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	7,325,000	N/A	N/A	N/A	102-2394	4.52%	26,603
Wells Fargo Bank of Hobbs	<u>250,000</u>	08/08/2001	02/08/2002	181	231611237	2.87%	<u>598</u>
<b>Total investments</b>	<b><u>7,575,000</u></b>						<b><u>27,201</u></b>

Summary of Current Month's Activity	
Beginning amount	7,575,000
Plus: deposits	0
Less: withdrawals	<u>0</u>
Ending amount	<b><u>7,575,000</u></b>

**NEW MEXICO JUNIOR COLLEGE**

**Invitation To Bid #905**

**Boiler & Cooling Tower Services**

**BOARD DOCUMENTS**

**Date:** August 20, 2001  
**Prepared by:** Frank Collins  
Coordinator of Purchasing

# **NEW MEXICO JUNIOR COLLEGE**

## **BOARD DOCUMENTS**

### **General Information**

1. On June 26, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed bids for boiler and cooling tower services:
  - 1) The Hobbs Daily News Sun
  - 2) Roswell Daily Record
  - 3) Albuquerque Journal
2. Proposal packets were delivered to twelve potential bidders. Packets were also forwarded to two contractor reporting firms (these firms post bids and request for proposals for various types of contractors to review).
3. Five vendors submitted proposals within the time frame specified by the proposal package.
4. The Business Office and Maintenance Department have evaluated the bids received and their recommendations are shown on Page 2.

# **NEW MEXICO JUNIOR COLLEGE**

## **Evaluation and Recommendations**

### **Board Documents**

Five vendors responded to Invitation to Bid #905. They were Betz Dearborn, Amarillo, TX, Alpha Labs, Inc., Lubbock, TX, Honeywell, El Paso, TX, Unichem, Hobbs, NM, and Western Environmental Management Corp., Ltd., Carlsbad, NM.

The results of the Invitation are shown on Page 3 (Tabulation Summary).

The Administration recommends acceptance of the bid submitted by Unichem, Hobbs, NM for an annual amount of **\$12,000** with an option of renewal for up to an additional three (3) years.

**Source of Funding: 2001/2002 Fiscal Year**

**Account #: 1-2283-15-810 – Maintenance Agreements    Amount: \$12,000**



**NEW MEXICO JUNIOR COLLEGE**

**Request for Proposals #60**

**Uniform & Towel Service for  
Physical Plant & Automotive Departments**

**BOARD DOCUMENTS**

Date: August 20, 2001  
Prepared by: Frank Collins  
Coordinator of Purchasing

## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On June 25, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed proposals for Uniform & Towel Service for Physical Plant & Automotive Departments:
  - 1) The Hobbs Daily News Sun
  - 2) Roswell Daily Record
  - 3) Albuquerque Journal
2. Proposal packets were mailed three (3) potential bidders.
3. Two vendors submitted proposals within the time frame specified by the RFP package.
4. No bidders were present at the opening.
5. The Evaluation Committee has evaluated the bids received and their recommendations are shown on Page 2.

# NEW MEXICO JUNIOR COLLEGE

## Evaluation and Recommendations

### Board Documents

The two vendors responding to the RFP were: UniFirst of Hobbs, NM and AmeriPride of Roswell, NM.

The Evaluation Committee evaluated the UniFirst proposal received based on the proposal evaluation criteria. The AmeriPride proposal was considered non-responsive since the vendor did not deliver the samples of clothing until two days after the bid opening. Additionally that vendor did not submit a comprehensive bid price form enumerating the costs for the three fiscal years.

The Administration recommends acceptance of the uniform and towel service of Unifirst of Hobbs, NM for the 2001/2002 fiscal year at an annual cost of \$6,068.65. The College may opt to renew the contract annually for up to two (2) additional years. The total multi-year cost is \$18,713.01.

The following page reflects the proposed prices per fiscal year and for three fiscal years combined.

#### **Source of Funding: 2001/2002 Fiscal Year Operating Budget**

Maintenance department:	Supplies & Expense	1-2435-15-810
Custodial department:	Supplies & Expense	1-2435-15-820
Grounds department:	Supplies & Expense	1-2435-15-830
Automotive department:	Supplies & Expense	1-2435-11-516

**TOTAL     \$6,068.65**

## NEW MEXICO JUNIOR COLLEGE

### BID PRICE FORM

#### RFP#60 - Uniform & Towel Service

Name of Firm: Unitfirst Corporation

Contact Name: Mike Pena

Address: 3104 West Marland, Hobbs, NM 88240

Telephone: (505) 393:5290

Service Item	OCT 2001 - SEP 2002	OCT 2002 - SEP 2003	OCT 2003 - SEP 2004	Combined Cost
Executive shirts and polo shirts (Physical Plant) <sup>vvv</sup>	\$3,553.88	\$3,639.89	\$3,749.08	\$10,922.85
Towels - Physical Plant & Automotivel <sup>iii</sup>	\$1,911.00	\$1,968.33	\$2,027.37	\$5,906.70
Other Applicable Charges: 3% wiper replacement @ \$.21	\$133.77	\$137.78	\$141.91	\$413.46
3% is derived from the consumer price index				
Additional Charges: Environmental charge \$2.50 per invoice	\$490.00	\$490.00	\$490.00	\$1,470.00
There are four (4) invoices a week X 49 weeks contract				
Exclude gross receipts tax				
<b>Total Fiscal Year Costs (49 weeks)</b>	<b>\$6,068.65</b>	<b>\$6,236.00</b>	<b>\$6,408.36</b>	<b>\$18,713.01</b>
<sup>vvv</sup> Weekly price	\$72.52	\$74.28	\$76.51	
<sup>iii</sup> Weekly price	\$39.00	\$40.17	\$41.37	

## NEW MEXICO JUNIOR COLLEGE

### **Request for Proposals #60** **Specifications for Uniform & Towel Services**

**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 2001-2002, 2002-2003, and 2003-2004. 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 at the discretion of New Mexico Junior 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 (**100 % cotton**) shirts for three (3) personnel @ 11 shirts apiece.
2. Supply new collar executive (**100% 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 (**100% cotton**) shirts for eight (8) personnel @ 11 shirts apiece.
2. Supply new collar executive (**100% cotton**) shirts for one (1) supervisor @ 11 shirts apiece.
3. Supply one (1) director of physical plant long sleeve white shirt.

### **SPECIFICATIONS (CONTINUED)**

4. Supply new collar polo (**100% 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 (100% 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 (**100% cotton**) shirts for six (6) personnel @ 11 shirts apiece.
2. Supply new collar executive cotton blend (**100% 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.

### **OPTION:**

1. Price for a seasonal change out on shirts.

### **AUTOMOTIVE:**

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

## **NEW MEXICO JUNIOR COLLEGE 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 five (5) 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.

**NEW MEXICO JUNIOR COLLEGE**  
**EVALUATION & RECOMMENDATION**  
**UNIFORM & TOWEL SERVICES FOR**  
**PHYSICAL PLANT & AUTOMOTIVE DEPARTMENTS**

<u>Evaluation Criteria</u>	<u>Awarded 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 point potential	100
B. <b><u>Delivery Schedule:</u></b> Ability of the Offeror to provide reliable weekly service and convenient alternative deliveries during holidays. - 200 point potential	185
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 point potential	185
D. <b><u>Service:</u></b> References and willingness to work cooperatively with the College to achieve a high degree of satisfaction. 100 point potential	95
E. <b><u>Location:</u></b> Close proximity to NMJC campus to provide responsive service. - 100 point potential	100
F. <b><u>Pricing:</u></b> Ability to offer and maintain competitive prices for services. - 300 point potential	300
<b>Total Points Awarded to Unifirst Corporation</b>	<b>965</b>

Evaluation Team:  
 Joy Ainsworth, Physical Plant  
 Philip Ingram, Maintenance Foreman  
 Ismael Zuniga, Custodial Supervisor  
 Frank Collins, Coordinator of Purchasing



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## MEMORANDUM

**DATE:** August 22, 2001  
**TO:** New Mexico Junior College Board Members  
**FROM:** Steve McCleery, President *SM*  
**SUBJECT:** Lea County Beautification Project: Highway 18  
Phase I - Recreation Trail

As you are aware from last month's presentation, Dennis Holmberg and the County are requesting that New Mexico Junior College participate financially in the landscaping project for the proposed Recreation Trail. The project will enhance the front of our campus significantly, provide additional recreational space for our students, and significantly enhance opportunities for our staff. I am seeking approval from the board to spend \$75,000.00 from reserves to participate in this initiative.

Thank you for your consideration.

# MEMO

Date: August 15, 2001  
To: NMJC Board of Directors  
From: C.c. Nelson  
Director of Development   
Re: Title V Cooperative Grant

Last spring we joined with ENMU-Roswell in the preparation of a Title V Strengthening Institutions Grant for Hispanic Serving Institutions. This Cooperative Grant was submitted to the U. S. Department of Education and was approved. Authorized funding for year one is \$621,586. Proposed funding for years two through five totals \$2,484,210.

The ENMU-R/NMJC grant was one of only five cooperative grants funded in the nation.

Glendale Community College, Glendale, CA	\$599,989
Los Angeles City College, Los Angeles, CA	\$628,407
California State University, San Bernardino, CA	\$624,762
LaGuardia Community College, Long Island City, NY	\$620,000

The activity to be undertaken through this funding is broadening access for rural Hispanic students through our cooperative effort. The goal is to work cooperatively to improve the access and success of our Colleges' large rural Hispanic and low-income populations, who have been under-represented in higher education. We propose to do the following:

- Increase the percentage of Hispanic and low-income students who enroll in college degree and certificate programs and transfer to 4-year universities
- Increase student retention and success in College degree and certificate programs
- Increase faculty/staff knowledge and use of strategies that are effective in delivering distance education and support services to rural Hispanic students
- Increase faculty, staff, and student access and positive response to a reliable, cost-effective infrastructure for distance education

Distance education and the development of an online degree program were the venues chosen for use. (See attached Activity Overview.) The following are the general activities:

- Train faculty and staff in distance learning instructional and support strategies
- Reconfigure our AA degree program for distance learning
- Develop Elementary Ed AA degree for distance learning
- Reconfigure MCSE and LPN programs for distance learning
- Integrate cyberadvising into the colleges' processes
- Strengthen the infrastructure for both institutions for distance learning

We are requesting board action to accept this grant.



U.S. Department of Education  
Washington, D.C. 20202

FROM: JAMES BUCHANAN  
624-7222

## GRANT AWARD NOTIFICATION

<b>1</b> RECIPIENT NAME: Eastern New Mexico University Roswell PO Box 6000 Roswell, NM 88202	<b>5</b> AWARD INFORMATION PR/AWARD NUMBER P031S010071 ACTION NUMBER 01 ACTION TYPE New AWARD TYPE Discretionary															
<b>2</b> PROJECT TITLE 84.031S STRENGTHENING INSTITUTIONS - HISPANIC SERVING INSTITUTIONS	<b>6</b> AWARD PERIODS BUDGET PERIOD 10/01/2001 - 09/30/2002 PERFORMANCE PERIOD 10/01/2001 - 09/30/2006 FUTURE BUDGET PERIODS <table border="1"> <thead> <tr> <th>BUDGET PERIOD</th> <th>DATE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>10/01/2002 - 09/30/2003</td> <td>\$624,948.00</td> </tr> <tr> <td>03</td> <td>10/01/2003 - 09/30/2004</td> <td>\$623,098.00</td> </tr> <tr> <td>04</td> <td>10/01/2004 - 09/30/2005</td> <td>\$617,876.00</td> </tr> <tr> <td>05</td> <td>10/01/2005 - 09/30/2006</td> <td>\$618,288.00</td> </tr> </tbody> </table>	BUDGET PERIOD	DATE	AMOUNT	02	10/01/2002 - 09/30/2003	\$624,948.00	03	10/01/2003 - 09/30/2004	\$623,098.00	04	10/01/2004 - 09/30/2005	\$617,876.00	05	10/01/2005 - 09/30/2006	\$618,288.00
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<b>3</b> PROJECT STAFF  RECIPIENT PROJECT DIRECTOR <i>1222</i> <del>Mike Martinez</del> <i>JAMES BUCHANAN</i> (505) 624- <del>7778</del> EDUCATION PROGRAM CONTACT Alexander Chough (202) 219 - 7118 EDUCATION PAYMENT CONTACT GAPS PAYEE HOTLINE (888) 336 - 8930	<b>7</b> AUTHORIZED FUNDING  <table border="1"> <tbody> <tr> <td>THIS ACTION</td> <td>\$621,586.00</td> </tr> <tr> <td>BUDGET PERIOD</td> <td>\$621,586.00</td> </tr> <tr> <td>PERFORMANCE PERIOD</td> <td>\$621,586.00</td> </tr> </tbody> </table>	THIS ACTION	\$621,586.00	BUDGET PERIOD	\$621,586.00	PERFORMANCE PERIOD	\$621,586.00									
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<b>4</b> KEY PERSONNEL  <table border="1"> <thead> <tr> <th>NAME</th> <th>TITLE</th> <th>LEVEL OF EFFORT</th> </tr> </thead> <tbody> <tr> <td>Mike Martinez</td> <td>Project Director</td> <td>0%</td> </tr> </tbody> </table>	NAME	TITLE	LEVEL OF EFFORT	Mike Martinez	Project Director	0%	<b>8</b> ADMINISTRATIVE INFORMATION  DUNS/SSN 030168959 REGULATIONS CFR PART 607 EDGAR AS APPLICABLE  ATTACHMENTS A, B OPE-2, C, F, S									
NAME	TITLE	LEVEL OF EFFORT														
Mike Martinez	Project Director	0%														
<b>9</b> LEGISLATIVE AND FISCAL DATA AUTHORITY: PL 102-325 HIGHER EDUCATION ACT OF 1965 PL 102-325, AMENDED. PROGRAM TITLE: HIGHER EDUCATION - INSTITUTIONAL AID  CFDA/SUBPROGRAM NO. 84.031S <table border="1"> <thead> <tr> <th>FUND CODE</th> <th>FUNDING YEAR</th> <th>AWARD YEAR</th> <th>ORG. CODE</th> <th>PROJECT CODE</th> <th>OBJECT CLASS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0201A2</td> <td>2001</td> <td>2001</td> <td>EP</td> <td>J290311</td> <td>4110C</td> <td>\$621,586.00</td> </tr> </tbody> </table>		FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	PROJECT CODE	OBJECT CLASS	AMOUNT	0201A2	2001	2001	EP	J290311	4110C	\$621,586.00	
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Ver. 1  
ED-GAPS001 (01/98)

**U.S. DEPARTMENT OF EDUCATION  
BUDGET INFORMATION  
NON-CONSTRUCTION PROGRAMS**

OMB Control No: (Draft Form)

Expiration Date: TBA

**Name of Institution / Organization:** Eastern New Mexico University-Roswell and New Mexico Junior College

Applicants requesting funding for only one year should complete the column under "Project Year 1". Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION A - BUDGET SUMMARY  
U.S. DEPARTMENT OF EDUCATION FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel	\$267,268	\$277,958	\$289,078	\$221,902	\$189,830	\$1,246,036
2. Fringe Benefits	\$66,818	\$69,490	\$72,270	\$55,476	\$47,458	\$311,512
3. Travel	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$37,500
4. Equipment	\$240,000	\$240,000	\$240,000	\$320,000	\$360,000	\$1,400,000
5. Supplies	\$17,000	\$6,500	\$6,500	\$6,500	\$7,000	\$43,500
6. Contractual	\$0	\$0	\$0	\$0	\$0	\$0
7. Construction	\$0	\$0	\$0	\$0	\$0	\$0
8. Other	\$23,000	\$23,500	\$9,000	\$6,500	\$9,000	\$71,000
9. Total Direct Costs (lines 1-8)	\$621,586	\$624,948	\$624,348	\$617,878	\$620,788	\$3,109,546
10. Indirect Costs	NOT APPLICABLE					
11. Training Stipends	NOT APPLICABLE					
12. Total Costs (lines 9-11)	\$621,586	\$624,948	\$624,348	\$617,878	\$620,788	\$3,109,546

UNITED STATES  
DEPARTMENT OF EDUCATION



# NEWS

FOR IMMEDIATE RELEASE:  
June 28, 2001

Jane Glickman (202) 401-1307  
Stephanie Babyak (202) 401-2311

**PAIGE ANNOUNCES \$19.4 MILLION IN GRANTS  
TO COLLEGES SERVING HISPANIC AMERICANS  
Grants Improve Programs and Facilities, Expand Access**

U.S. Secretary of Education Rod Paige today announced that 45 colleges and universities serving a significant number of Hispanic American students will receive grants from the U.S. Department of Education. The awards will provide \$19.4 million to these Hispanic Serving Institutions (HSIs) to improve academic programs, student services and facilities, including laboratories and classrooms.

"President Bush has made improving access to a higher education a national priority," Paige said. "These grants will help address the needs of colleges and universities that create high-quality education and training opportunities for Hispanic American students -- many of whom are the first in their families to seek a college education."

In his budget request for FY 2002, President Bush has proposed increasing funding for the education department's program for HSIs to \$72.5 million. With that increase, the program can expand and enhance the academic quality, institutional management, fiscal stability and self-sufficiency of the participating schools.

HSIs are colleges or universities in which Hispanic Americans represent at least 25 percent of the student population, at least half of whom are low-income. Some 200 two- and four-year HSIs confer about half of all associate and bachelor's degrees awarded to Hispanic Americans.

Paige said that as President Bush's education reform plan, "No Child Left Behind," is implemented in elementary and secondary schools around the country, "Children from all backgrounds will have the opportunity to learn and to seek a college education. HSIs will continue to be an outstanding resource for educating and training minority populations, and their contribution will become even more significant in the years ahead."

Authorized by Title V of the Higher Education Amendments of 1998, the program helps HSIs expand their capacity to serve Hispanic American and low-income students. Funds may be used for activities such as purchasing scientific or laboratory equipment, renovation of instructional facilities, faculty development, improving academic programs, tutoring, counseling and other student services.

Of the 45 grants announced today, 40 institutions are awarded \$16.3 million for five-year development grants to implement specific activities such as establishing community outreach programs with local elementary and secondary schools; offering special programs to improve students' academic success; and purchasing books and telecommunications material.

Another five institutions are receiving a total of \$3.1 million for five-year cooperative arrangement development grants. These grants combine the resources of an HSI and other institutions to maximize and enhance academic programs for Hispanic Americans and other low-income students, and at the same time, reducing duplication and costs.

An additional \$48.6 million in continuation grants will be awarded later this summer.

###

NOTE TO EDITORS: Following is a list of the grantees.

## **Strengthening Hispanic Institutions**

*Grant Recipients for fiscal year 2001*

DEVELOPMENT GRANTS					
AZ	Avondale	Estrella Mountain Community College	Contact: Ernie Lara	623-935-8812	\$449,387
AZ	Douglas	Cochise College	Contact: Janet M. Bernal	520-417-4019	\$417,719
CA	Blythe	Palo Verde Community College	Contact: Robert Lopez	760-921-5367	\$403,861
CA	Burbank	Woodbury University	Contact: F. Isais	818-767-0888	\$417,147
CA	Chula Vista	Southwestern College	Contact: Greg Sandoval	619-482-6347	\$368,065
CA	Fullerton	North Orange County Community College District	Contact: Susan Clifford	714-992-7023	\$435,741
CA	Los Angeles	Cal State la University Auxiliary Services	Contact: Alfredo Gonzalez	323-343-3830	\$415,842
CA	Los Angeles	Mount St Mary's College	Contact: Lawrence M. Smith	310-954-4018	\$425,415
CA	Modesto	Modesto Junior College	Contact: Odessa P. Johnson	209-575-6961	\$386,057
CA	Pasadena	Pacific Oaks College	Contact: Fiona Stewart	626-432-5565	\$412,250
CA	Reedley	Reedley College	Contact: William Baker	559-244-5980	\$441,373
CA	San Diego	San Diego State University Foundation	Contact: Khosrow Fatemi	760-768-5520	\$422,670
CA	San Jose	National Hispanic University	Contact: Marco A. Cruz	408-273-2697	\$425,415
CA	Santa Ana	Santa Ana College	Contact: John Nixon	714-564-6082	\$412,913
CA	Ventura	Ventura College	Contact: Gary V. Meter	805-654-6471	\$428,750
FL	Miami	Miami-Dade Community College-Kendall Campus	Contact: Wasim J. Shomar	305-237-2169	\$354,238
FL	Miami	Miami-Dade Community/InterAmerican	Contact: David Rafky	305-237-6186	\$387,914
IL	Cicero	Morton College District 527	Contact: Barb Argumedo	708-656-8000	\$403,529
KS	Kansas City	Donnelly College	Contact: Frances Sanders	913-621-8716	\$390,692
NM	Portales	Eastern New Mexico University	Contact: Patrice Caldwell	505-562-2315	\$218,657
NM	Silver City	Western New Mexico University	Contact: Faye Vowell	505-538-6317	\$384,370
NM	Taos	University of New Mexico-Taos	Contact: Wynn Goering	505-758-7667	\$402,177
NY	Flushing	College of Aeronautics	Contact: Janet M. DeSimone	718-429-6600	\$422,869
NY	New York	John Jay College	Contact: Lawrence Kobilinsky	212-237-8884	\$417,727
PR	Aguadilla	University of Puerto Rico/Aguadilla	Contact: Jose L. Arbona	787-890-2681	\$396,233
PR	Bayamon	American University of Puerto Rico	Contact: Nicholas Silva	787-798-2040	\$446,702
PR	Bayamon	Inter American University of Puerto Rico-Bayamon	Contact: Teresa Cruz	787-279-1912	\$434,391
PR	Carolina	Colegio Universitario Del Este	Contact: Sandra Mirabal	787-257-7373	\$362,142
PR	San Juan	Inter American University of Puerto Rico- Ponce Campus	Contact: Ray Petty	787-284-1912	\$401,150
PR	San Juan	Inter American University of Puerto Rico-Metropolitan Campus	Contact: Lilliam Goya	787-250-7003	\$405,013
PR	San Juan	Polytechnic University of Puerto Rico	Contact: Miguel A. Riestra	787-754-8000	\$425,038
PR	San Juan	University of Puerto Rico Medical Sciences Campus	Contact: Pedro J. Santiago	787-758-2380	\$416,368
TX	Austin	St Edward's University Inc.	Contact: Lance R. Hayes	512-448-8751	\$437,435
TX	Dallas	Mountain View College	Contact: Michael Gutierrez	214-860-8711	\$436,990
TX	Laredo	Texas A&M International University	Contact: Ray M. Keck	956-326-2241	\$450,000
TX	McAllen	South Texas Community College	Contact: Juan Mejia	956-928-3522	\$422,946
TX	Odessa	Odessa College	Contact: Alfredo Chaparro	915-335-6516	\$420,775
TX	San Antonio	Northwest Vista College	Contact: Jo-Carol Fabianke	210-348-2001	\$383,071
TX	San Antonio	San Antonio College	Contact: Thomas Hoy	210-733-2352	\$424,833
TX	Uvalde	Southwest Texas Junior College	Contact: Blaine Bennett	830-591-7275	\$426,293
COOPERATIVE DEVELOPMENT AGREEMENTS					
CA	Glendale	Glendale Community College	Contact: Susan Brinkmeyer	818-240-1000	\$599,989
CA	Los Angeles	Los Angeles City College	Contact: Daniel Seymour	323-953-4439	\$628,407
CA	San Bernardino	California State University San Bernardino	Contact: William Aguilar	909-880-5099	\$624,782
NM	Roswell	Eastern New Mexico University Roswell	Contact: Mike Martinez	505-624-7116	\$621,586
NY	Long Island City	LaGuardia Community College	Contact: Paul Arcario	718-482-5405	\$620,000

## ACTIVITY

**BROADENING ACCESS FOR RURAL HISPANIC STUDENTS THROUGH COOPERATIVE EFFORT***(Southeast New Mexico Access Network)*

<b>ACTIVITY OVERVIEW</b>				
Year 1	Year 2	Year 3	Year 4	Year 5
<b>Strengthening Faculty/Staff Development in Distance Learning Strategies for Hispanic and Low-Income Students</b>				
Introduce all faculty/staff to distance learning models, instructional and support strategies for distance learning.	In-service training for faculty in instructional strategies for distance learning (AA Degree w/Elem. Ed emphasis).  (AA = Associate in Arts Degree Program)	In-service training for faculty in instructional strategies for distance learning (MCSE = Microsoft Certified Systems Engineer program)	In-service training for faculty in instructional strategies for distance learning. (LPN = Licensed Practical Nursing - entry to RN program)	Overall evaluation of distance-learning instructional delivery and support.
<b>Improving Hispanic and Low-Income Students' Access to College Degree/Certificate Programs</b>				
Reconfigure AA program (1 <sup>st</sup> year) for distance learning.	Test distance learning AA program (1 <sup>st</sup> year).  Reconfigure AA program (2 <sup>nd</sup> year, with Elem. Ed emphasis) for distance learning.	Test AA program (2 <sup>nd</sup> year, with Elementary Ed emphasis).  Reconfigure MCSE program for distance learning.	Reconfigure LPN program for distance learning.  Test distance learning MCSE program.	Test distance learning LPN program.
<b>Transforming Advising for Hispanic and Low-Income Students in Rural Areas</b>				
Integrate cyberadvising module. (Orientation)	Integrate cyberadvising module. (Online Remediation)	Integrate cyberadvising module. (Career Planning and Mentoring)	Integrate cyberadvising module. (Financial Aid)	Integration of cyberadvising process into college processes.
<b>Strengthening the Infrastructure for Distance Learning</b>				
<b>Stages 1 &amp; 2</b> Configure network/circuit connectivity; install MCU box w/ 6 cards to support linkage of the two Colleges into one network	<b>Stage 2:</b> Install 8 cards on MCU to support addition of permanent sites to the distance-learning network.	<b>Stage 3:</b> Equip 4 permanent sites to support interactive television and on-line delivery of instruction	<b>Stage 3:</b> Install 1 card on MCU  Equip 5 permanent sites	<b>Stages 3 &amp; 4</b> Equip 1 permanent site  Procure Mobile site equipment suites (5) Install 3 MCU cards

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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: 7-23-01**

**RE: Transfer from reserves to capital for President's Car**

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In December of 2000 the Board approved the purchase of the President's car, but the actual transfer from reserves to capital was not approved. We are requesting the approval from the Board to transfer \$25,000.00 from reserves to capital for the budget year of 2000/2001.

Thank you for your consideration.

# MEMO

TO: New Mexico Junior College Board  
FROM: Steve McCleery  
SUBJECT: Student Health Clinic  
DATE: 08/21/2001

As you are aware, New Mexico Junior College has provided limited health care to our students since the Fall of 1998. Each year we have brought to the Board for your approval a date specific agreement between the New Mexico Department of Health and New Mexico Junior College. At this time, we request your approval to continuously operate the New Mexico Junior College Student Health Clinic in conjunction with the Department of Health and/or Lea Regional Hospital. Time and dates for operation will be determined by the availability of services through the health agencies. As a college, we will provide updates to the Board on student usage.

This letter serves as my recommendation to continue the operation of the Student Health Clinic at New Mexico Junior College.

*approve*  
*Steve McCleery*  
*8-22-01*

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-16-01

Candidate's name Mr. Michael Chavez

Position title Director of Upward Bound

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 9-1-01 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Upward Bound

Paid advertising beyond \*standard Line Ad in Lubbock Avalanche Journal, Midland Reporter Telegram  
(\* 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)

Albuquerque Journal

Posted salary range \$33,053 - \$41,317 Recommended annual salary \$37,517.00 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-702 100%

Recommended and approved by:  
Patrick Gorman Supervisor Patrick Gorman Dean/Director  
Regina Organ Vice President Steve McClellan President

Selection Committee Members: Gayle Abbott  
Vera Gilleland  
Pat Gorman  
Marilyn Jackson

Comments: Mr. Chavez meets or exceeds the requirements for this position.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ABBREVIATED RESUME

### Position

Director of Upward Bound Program

### Personal Data

Name: Michael F. Chavez

### Education

A.A., New Mexico Junior College, Hobbs, NM, 1995

B.S., College of the Southwest, Hobbs, NM, 1996

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

### Professional Experience

New Mexico Junior College, Hobbs, NM

Professor of Psychology

Academic/Career Planner

Part-Time Psychology Professor

8/99 to Present

12/97 to 8/99

8/98 to 8/99

Guidance Center of Lea County, Hobbs, NM

Case Manager for Teens

Residential Case Manager (Humphrey House)

6/97 to 12/97

10/95 to 6/97

Lea County Good Samaritan Village, Hobbs, NM

Certified Nurse Assistant

1994 to 1996

La Siesta Care Center, Hobbs, NM

Certified Nurse Assistant

1994 to 1994

Crafts Etc., Hobbs, NM

Stock Person/Display Arranger

1993 to 1994

Hobbs Health Care Center, Hobbs, NM

Certified Nurse Assistant

1993 to 1993

### Organizations

Culturas Unidas

LULAC



# New Mexico Junior College

## Career Opportunities

**Position Announcement • July, 2001**

**Position Title:** Director of Upward Bound Program

**Position Description:** The Director of Upward Bound reports to the Vice President for Student Services and the Director of Counseling. The Upward Bound Program is a component of the federal TRIO Program to assist 9th through 12th graders to graduate from high school and enter post-secondary education. The Director is responsible for the overall implementation of the Upward Bound Program, the day to day operations of the projects including planning, implementing and supervising of staff, overseeing the budget, developing educational programs (tutoring, field trips and summer programs), preparing monthly and annual institutional and federal reports, working with key personnel in areas of high schools to identify potential students, working with parents and developing assessment and monitoring vehicles to track the 70 participants.

**Qualifications:** Bachelor's Degree from a regionally accredited institution in education, psychology or related field is required. Masters' degree from a regionally accredited institution is preferred. Qualified applicant should have several years of experience working with disadvantaged youth and secondary education. Bilingual in English/Spanish is an asset. Prior TRIO experience preferred.

**Salary/Benefits:** This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. Salary range is \$33,053 to \$41,317 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

**Application Deadline:** July 31, 2001 at 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

## APPLICANT LIST

**Position:** Director of Upward Bound Program

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Chavez, Michael	Yes	Yes	Start date: pending Board approval.
Chisum, Susan	No	No	Incomplete application materials.
Acosta, Victor	No	No	
Ensor, Jon	No	No	
Irwin, Tommy	No	No	
McCormick, Steve	No	No	
Evans, Derelle	No	No	Incomplete application materials.
Watkins, Robert	Yes	No	
Stockton, Carla	No	No	
George, Carl	No	No	
Gonzales, Madeline	No	No	Received after deadline.

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-22-01

Candidate's name Misty B. Stine

Position title Professor, Nursing

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 September 1, 2001 Standard contract length  12 mos.  9 mos.  other

Funding source Institutional

Paid advertising beyond \*standard

(\* 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 \$27,807-\$34,758 Recommended annual salary \$31,623.00 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-515 100%

Recommended and approved by:

Steve M. Davis/Karen Cummings Supervisor Steve M. Davis Dean/Director

Steve M. Cleary Vice President Steve M. Cleary President

- Selection Committee Members: Cummings, Karen  
Hutson, Sondra  
James, Tamara  
Knoll, Lynda  
Landers, Karen

Comments: Ms. Stine meets the requirements for the position as stated in the  
position announcement.

## **ABBREVIATED RESUME**

### **Position**

Professor of Nursing

### **Personal Data**

Name: Misty B. Stine

### **Education**

A.A.S., New Mexico Junior College, Hobbs, NM, 1995  
B.S.N., University of Phoenix, Santa Teresa, NM, 2001

### **Professional Experience**

Lea Regional Hospital, Hobbs, NM  
Staff Nurse  
Staff Nurse

5/99 to 11/00  
05/95 to 8/95

Apria Healthcare, Hobbs, NM  
Staff Nurse

1/98 to 3/99

Hutson Home Health Agency, Inc., Hobbs, NM  
Staff Nurse, CNA Supervisor

8/95 to 1/98

### **Licenses and Certificates**

Registered Nurse License, 1995  
Advanced Cardiac Life Support Certificate, 1999



# New Mexico Junior College

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## Career Opportunities

**Position Announcement • February, 2001 (revised 4/26/01)**

**Position Title:** Professor of Nursing (Four positions available)

**Position Description:** This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; and (3) serve on college committees as requested by the administrative team.

**Qualifications:** Master's degree in nursing preferred, however, will consider a B.S.N. degree and willingness to pursue the master's in nursing. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years of clinical experience and obtain or hold a New Mexico nursing license. Prior successful teaching experience at the college level with a background in the fundamentals of nursing, medical-surgical experience preferred. Candidates should have a strong desire to teach and work with community college students and be able to work within team teaching concepts. Computer proficiency highly desirable.

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

**Application Deadline:** Open until filled. Position starts August 13, 2001. 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**

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# New Mexico Junior College Career Opportunities

## Position Announcement • February, 2001

**Position Title:** Professor of Nursing (Three positions available)

**Position Description:** This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; and (3) serve on college committees as requested by the administrative team.

**Qualifications:** Master's degree in nursing preferred, however, will consider a B.S.N. degree and willingness to pursue the master's in nursing. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years of clinical experience and obtain or hold a New Mexico nursing license. Prior successful teaching experience at the college level with a background in the fundamentals of nursing, medical-surgical experience preferred. Candidates should have a strong desire to teach and work with community college students and be able to work within team teaching concepts. Computer proficiency highly desirable.

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

**Application Deadline:** April 2, 2001 at 5:00 p.m. MST. Position starts August 13, 2001. 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:

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## APPLICANT LIST

**Position:** Professor of Nursing

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Huffman, Christina	No	No	Incomplete application materials.
Good, Waunda	No	No	
Vail, Debbie	No	No	
Henson, Shannan	No	No	Incomplete application materials.
Pino, Nancy	No	No	Incomplete application materials.
Trimmier, Linda	No	No	Withdrew application materials.
Stine, Misty	Yes	Yes	Start Date: pending Board approval.

## ABBREVIATED RESUME

### Position

Educational Technology Specialist

### Personal Data

Name: QingHua Yu

### Education

B.A., GuangXi University for Nationalities, GuangXi, China, 1989  
M.A., University of Northern Iowa, Cedar Falls, IA, 2001

### Professional Experience

University of Northern Iowa, Cedar Falls, IA Graduate Teaching Assistant	1999 to Present
China Travel Cooperation Company, Guilin, GuangXi, China Department Manager/Interpreter	1994 to 1997
Guilin Tourism College, Guilin, GuangXi, China Tourism English Lecturer	1991 to 1994
Sheraton Hotel of Guilin, Guilin, GuangXi, China English Trainer	1989 to 1991

### Certificates/Awards

Chinese-English interpreter certificate authorized by the Chinese Tourism Bureau  
Graduate Assistantship and Tuition Scholarship, 2000-2001  
Minority Student Tuition Scholarship, 1999-2000  
Teacher's Certificate of Chinese Higher Education



# New Mexico Junior College Career Opportunities

**Position Announcement • February, 2001 (revised 4/19/01, revised 7/5/01)**

**Position Title:** Educational Technology Specialist

**Position Description:** The Educational Technology Specialist is a full-time position funded by Title V grant funding. This position will work with the Title V Activity II Coordinator and report to the Title V Project Director. The duties and responsibilities shall be, but are not limited to, the following: (1) provide technical support during development of methods and materials to integrate the use of the computer and media technologies into the curriculum of instructional programs; (2) develop and conduct faculty development programs in emerging instructional technologies; (3) assist faculty with the features of and creation of courses and/or course enhancements with WebCT; (4) maintain an interactive training lab to support integration of computer-assisted and media-assisted instruction into the curriculum of instructional programs.

**Qualifications:** Associate degree or Bachelor's degree, in Computer Information Systems or Instructional Technology, from a regionally accredited institution is preferred. In lieu of a degree, candidates demonstrating a background and/or experience in providing personal computer user support and formal person computer training will be considered. Proficiency in personal computer hardware and software is required. Direct knowledge of a diversity of software applications is required. This person must have the ability to communicate high-tech concepts to individuals who do not have high-tech backgrounds or experience.

**Salary/Benefits:** This is a full-time, exempt, professional position funded through a Title V grant. Continued employment will depend on grant funding. At the end of this grant, it is the intention of the college to incorporate this position into the institutional budget. Starting salary range is \$30,693 to \$38,367 depending upon education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** July 31, 2001 at 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:

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Director of Human Resources  
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# New Mexico Junior College

## Career Opportunities

**Position Announcement • February, 2001 (revised 4/19/01)**

**Position Title:** Educational Technology Specialist

**Position Description:** The Educational Technology Specialist is a full-time position funded by the Title V grant appropriations. This position will report directly to the Title V Activity Two Director. The duties and responsibilities shall be, but are not limited to, the following: (1) provide technical support during development of methods and materials to integrate the use of the computer and media technologies into the curriculum of instructional programs; (2) assist the Activity Director in maintaining inventory of computer items and working to maximize cost-efficient use of interactive equipment for curriculum and faculty development projects; (3) provide technical support and training for the Media Retrieval System and its applications to instructional delivery and student access and utilization; (4) establish an interactive training lab to support integration of computer-assisted and media-assisted instruction into the curriculum of instructional programs; (5) assist with the selection, ordering, installation and troubleshooting of all computer and Media Retrieval System equipment used in the development and pilot testing of alternative instructional methods, keep logs and work-records on CAI/MAI and Media Retrieval System pilot tests; (6) participate in a variety of training design and classroom pilot test activities to assist faculty with pilot test activities; and (7) develop and conduct faculty/staff development programs in emerging instructional technologies.

**Qualifications:** Associate degree in Computer Science or Instructional Technology required. Bachelor's degree preferred. All degrees must be from a regionally accredited institution. Classroom instruction or training, strong verbal and written communication skills, current knowledge of and experience with new instructional technologies including: computer technology, instructional technology, CD-ROM and multimedia software and instructional applications, the ability to use specialized tools for testing and troubleshooting instructional technology and the ability to communicate high tech concepts to individuals who do not have technology backgrounds or expertise required.

**Salary/Benefits:** This is a full-time, exempt, professional position funded through a Title V grant. Continuation of the position depends on grant funding. Salary will be commensurate with experience and education. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** May 7, 2001 at 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:

**Usa Brown  
Director of Human Resources  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, NM 88240**

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# New Mexico Junior College Career Opportunities

**Position Announcement • February, 2001**

**Position Title:** Educational Technology Specialist

**Position Description:** The Educational Technology Specialist is a full-time position funded by the Title V grant appropriations. This position will report directly to the Title V Activity Two Director. The duties and responsibilities shall be, but are not limited to, the following: (1) provide technical support during development of methods and materials to integrate the use of the computer and media technologies into the curriculum of instructional programs; (2) assist the Activity Director in maintaining inventory of computer items and working to maximize cost-efficient use of interactive equipment for curriculum and faculty development projects; (3) provide technical support and training for the Media Retrieval System and its applications to instructional delivery and student access and utilization; (4) establish an interactive training lab to support integration of computer-assisted and media-assisted instruction into the curriculum of instructional programs; (5) assist with the selection, ordering, installation and troubleshooting of all computer and Media Retrieval System equipment used in the development and pilot testing of alternative instructional methods, keep logs and work-records on CAI/MAI and Media Retrieval System pilot tests; (6) participate in a variety of training design and classroom pilot test activities to assist faculty with pilot test activities; and (7) develop and conduct faculty/staff development programs in emerging instructional technologies.

**Qualifications:** Associate degree in Computer Science or Instructional Technology required. Bachelor's degree preferred. All degrees must be from a regionally accredited institution. Classroom instruction or training, strong verbal and written communication skills, current knowledge of and experience with new instructional technologies including: computer technology, instructional technology, CD-ROM and multimedia software and instructional applications, the ability to use specialized tools for testing and troubleshooting instructional technology and the ability to communicate high tech concepts to individuals who do not have technology backgrounds or expertise required.

**Salary/Benefits:** This is a full-time, exempt, professional position funded through a Title V grant. Continuation of the position depends on grant funding. Salary will be commensurate with experience and education. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** April 30, 2001 at 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:

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## APPLICANT LIST

**Position:** Educational Technology Specialist

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Climan, Kenneth	No	No	
Green, Anton	No	No	
Ford, Martin	No	No	Incomplete application materials.
Wilson, Betty	No	No	
Shook, Angila	No	No	
Smith, Charlotte	Yes	No	
Knapp, Gary	No	No	
Nelson, Louise	No	No	Incomplete application material
Keaveney, Barry	No	No	Incomplete application materials.
Yu, QingHua	Yes	Yes	Start date: pending Board approval.
Chambers, Richard	No	No	

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8-17-01

Candidate's name Zhang, Yuanzhong

Position title Public Relations/Marketing Writer/Editor

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 9-1-01 Standard contract length  12 mos.  9 mos.  other

Funding source NMJC Operating Budget - Public Relations & Marketing

Paid advertising beyond \*standard Odessa American and The Midland Reporter Telegram  
(\* 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 25,191 - 31,489 Recommended annual salary \$31,489.00 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-14-140

Recommended and approved by:

[Signature]  
Supervisor

[Signature]  
Dean/Director

[Signature] 8-17  
Vice President

[Signature]  
President

Selection Committee Members: Bennett, Sue Perry, Tim  
Best, Mickey Hardison, Lisa  
Braun, Bill  
Hammond, Greg  
Oswald, Sam

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

## ABBREVIATED RESUME

### Position

Public Relations/Marketing Writer/Editor

### Personal Data

Name: Yuanzhong Zhang

### Education

B.A., East China Normal University, Shanghai, P.R. of China 1997

M.A., The University of Arizona, Tucson, AZ, 1999

Ed.S., The University of Arizona, Tucson, AZ, 2000

### Professional Experience

The University of Arizona, Tucson, AZ

Temporary Teaching Associate, Department of East Asian Studies

8/00 to 1/01

Temporary Research Staff, Program in Language and Literacy

2/00 to 6/00

Shanghai University, Shanghai, P.R. of China

7/97 to 1/99

Instructor, Sr. and Co-Director, Joint appointment with Shanghai Qian Jin  
College of Continuing Education

Shanghai Qian Jin College of Continuing Education, Shanghai, P.R. of China

7/97 to 12/98

Instructor, Sr., Joint appointment with Shanghai University

### Organizations

American Association for Applied Linguistics

American Council on the Teaching of Foreign Languages

American Psychological Association

International Reading Association

National Council of Readers of English

### Certificates/Awards

Arizona Community College Lifetime Teaching Certificate, January 2001

Teacher Research Grant, Arizona Reading Association, Fall 2000

Grant Study Scholarship, Arizona Reading Association, Spring 2000

Certificate of Achievement, American Indian Language Development Institute, The University of  
Arizona, Fall 1999

Excellent Prize of the National Teacher Research Project, People's Republic of China, Fall 1998



# New Mexico Junior College

## Career Opportunities

**Position Announcement • June, 2001**

**Position Title:** Public Relations/Marketing Writer/Editor

**Position Description:** The Public Relations/Marketing Writer/Editor reports to the Coordinator of Public Relations/Marketing. Duties and responsibilities shall be, but are not limited to, the following: (1) actively participate in advertising and publicity promoting a positive image for New Mexico Junior College; (2) participate in the writing/editing of press releases, radio copy, TV commercial copy, various college publications, and presentations as assigned by the Coordinator of Public Relations/Marketing; (3) assist the Coordinator of Public Relations/Marketing with media tracking and keeping records of media activities (tracking PSA's, advertising, on going features, radio, television, etc.); (4) assist the Coordinator of Public Relations/Marketing with the gathering of information and materials needed to complete PSA's, articles, features, publications, etc.; (5) assist the Coordinator of Public Relations/Marketing with writing articles and seeking information for weekly newsletter, President's Report to the Community, and quarterly community newsletter; (6) must be able to meet deadlines and work in a fast paced task oriented office environment; (7) operate and maintain equipment, software and supplies as necessary in the Office of Public Relations/Marketing; (8) serve on committees related to the operations of the department and college mission; (9) participate in regular office operations including filing, and record keeping; (10) communicate regularly with the Coordinator of Public Relations/Marketing; (11) may be responsible for teaching up to 12 hours of English courses per academic year; (12) accept other duties as assigned by the Coordinator of Public Relations/Marketing, the Dean of Continuing Education/Community Services, the Vice President for Instruction and/or the President; and (13) 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 in English, from a regionally accredited institution required. A Master's degree in English, or related field with 18 graduate hours in English is preferred. Writing, communication, problem solving and detailed documentation skills are essential. Must be committed to excellence in instruction. NOTE: Computer proficiency is required.

**Salary/Benefits:** This is a twelve-month exempt position. Salary range is \$25,191.00 to \$31,489.00 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** June 22, 2001 at 5:00 p.m. MDT. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. Interviews will begin after the application deadline. Position starts July 9, 2001. 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 required (official transcripts required prior to employment), and three or more letters of reference to:

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## APPLICANT LIST

**Position:** Public Relations/Marketing Writer/Editor

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Kirschten, Robert	No	No	
Ellis, James	No	No	
Zhang, Yuanzhong	Yes	Yes	Start date: pending Board approval.
Linton, Sherry	No	No	
Jones, Scott	No	No	Withdrew application materials.
Rodriguez, Helena	No	No	Incomplete application materials.
Foster, Steven	No	No	Incomplete application materials.
Matta, Elizabeth	No	No	Incomplete application materials.
Cherryhomes, Gilbert	No	No	

CONFIRMATION REPORT - MEMORY SEND

Time : AUG-30-01 09:50  
Fax number: 5053922526  
Name : NMJC 505 392 2526

Job : 032  
Date : AUG-30 09:48  
To : 9--3972497  
Doc. pages : 01  
Start time : AUG-30 09:48  
End time : AUG-30 09:50  
Pages sent : 01  
Job:032

\*\*\* SEND SUCCESSFUL \*\*\*

**NEW MEXICO JUNIOR COLLEGE**

**BOARD MEETING**  
Thursday, August 30, 2001  
**Zia Room - Library**  
1:30 p.m.

**AGENDA**

- |  |                     |
|--|---------------------|
| <b>A. Welcome</b>  | <b>Mr. Newman</b>   |
| <b>B. Adoption of Agenda</b>   | <b>Mr. Newman</b>   |
| <b>C. Approval of Minutes of July 19 &amp; August 7, 2001</b>          | <b>Mr. Newman</b>   |
| <b>D. Correspondence</b>   | <b>Mr. Schubert</b> |
| <b>E. President's Report</b>   | <b>Dr. McCleery</b> |
| <b>F. New Business</b>   |                     |
| 1. Monthly Expenditures Report   | Dr. McCleery        |
| 2. Monthly Revenue Report  | Dr. McCleery        |
| 3. Oil and Gas Revenue Report  | Dr. McCleery        |
| 4. Schedule of Investments   | Dr. McCleery        |
| 5. Consideration of Bid #905 - Boiler & Cooling Tower Services         | Dr. McCleery        |
| 6. Consideration of RFP #60 - Uniform & Towel Services                 | Dr. McCleery        |
| 7. Funding Request for Recreation Trail                                | Dr. McCleery        |
| 8. Title V Cooperative Grant   | Dr. McCleery        |
| 9. Transfer Funds for President's Car                                  | Dr. McCleery        |
| 10. Student Health Clinic  | Dr. McCleery        |
| 11. Personnel Consideration - Director of Upward Bound                 | Dr. McCleery        |
| 12. Personnel Consideration - Professor of Nursing                     | Dr. McCleery        |
| 13. Personnel Consideration - Educational Technology Specialist        | Dr. McCleery        |
| 14. Personnel Consideration - Public Relations/Marketing Writer/Editor | Dr. McCleery        |
| 15. Consideration of Employee Handbook Changes                         | Dr. McCleery        |
| <b>G. Public Comments</b>  | <b>Mr. Newman</b>   |
| <b>H. Announcement of Next Meeting</b>                                 | <b>Mr. Newman</b>   |
| <b>I. Adjournment</b>  | <b>Mr. Newman</b>   |