

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, December 19, 2002

Zia Room - Library

1:30 p.m.

AGENDA

- | | |
|--|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of November 21, 2002 | Mr. Newman |
| D. Correspondence | Dr. McCleery |
| E. President's Report | Dr. McCleery |
| F. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of Board Policy Handbook | Dr. McCleery |
| 6. Consideration of Auction List | Dr. McCleery |
| 7. Consideration of Inventory Items | Dr. McCleery |
| 8. Consideration of Board Election Resolution | Dr. McCleery |
| 9. Personnel Consideration – Prof of Theatre/Scenic Designer/Technical Dir | Rich Fleming |
| G. Closure of Open Meeting | Mr. Newman |
| H. Public Comments | Mr. Newman |
| I. Announcement of Next Meeting | Mr. Newman |
| J. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

NOVEMBER 21, 2002

MINUTES

The New Mexico Junior College Board met on Thursday, November 21, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Ms. Patricia Chappelle; Mr. Larry Hanna; and Mrs. Yvonne Williams. Not present were Mr. Ferrel Caster and Mr. John Hice, Jr.

Mr. Newman called the meeting to order and welcomed those present.

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

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the minutes of October 28 and October 30, 2002.

Under *President's Report*, Bob Jackson introduced the Lady Cross Country Team and reported they had placed 7th in the recent national championship.

Under *New Business*, Dan Hardin presented the October financial reports and with a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the expenditures for October 2002.

Donna Richards presented Bid #929 - Welding Equipment and Supplies. The administration recommended acceptance of the multiple award bid as follows: AirGas \$7,828.08; EASB \$13,857.38; Lincoln \$6,332; COB \$1,877; and Streurs \$3,335. Upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Ms. Richards presented the Emergency Purchase of Waste Water Lift Station Transfer Pumps. The Business Office recommended the acceptance of the proposal by Odessa Pumps in the amount of \$31,500. Upon a motion by Mr. Hanna, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Mr. Newan recommended Larry Hanna, John Hice, Jr., and Pat Chappelle serve on the board selection committee. He also recommended they bring a recommendation to the January board meeting for consideration. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the adhoc committee.

Dr. McCleery recommended the proposed redistricting plan A for the college. No objections have been received for the proposal. Upon a motion by Mr. Hanna, seconded by Mrs. Williams, the board unanimously adopted plan A as prepared by Research & Polling, Inc.

Dr. McCleery recommended a non-reoccurring compensation increase of \$600 be awarded to each full time employee in a separate check on Friday, December 13, 2002. He also recommended that the increase not be eligible for the Supplemental Retirement Plan. After some discussion, Ms. Chappelle recommended the increase be \$650, Mrs. Williams seconded the motion, which passed unanimously.

Under *Personnel Considerations*, Bill Kunko recommended Kiril Farkov for the webmaster position with an annual salary of \$32,000. Upon a motion by Ms. Chappelle, seconded by Mr. Hanna, the board unanimously approved the employment of Mr. Farkov, effective December 9, 2002.

Dr. McCleery presented the Cooperative Purchase Agreement from SCT Software & Resource Management Corporation for board consideration. Upon a motion by Mr. Hanna, seconded by Mrs. Williams, the board unanimously approved the agreement. Dr. McCleery then presented the joint purchasing contract for the purchase of administrative software. Upon a motion by Mr. Hanna, seconded by Mrs. Chappelle, the board unanimously approved the contract.

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; Mrs. Williams - yes; Ms. Chappelle - 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.

There will be a work session on December 17, 2002 at 3:00 p.m. and the next regular board meeting was scheduled for December 19, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board meeting adjourned at 3:40 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

Richard Morris
Donna Richards
Cc Nelson
Tim Perry
Keith Hurley
Dan Hardin
Bill Kunko
Sharon Jenkins
Terry Halladay
Mickey Best
Regina Organ
Rich Fleming
Sam Oswald
Charley Carroll
Lisa Brown
Marilyn Jackson
Steve Davis
Robert Bensing
Pat Gorman
Richard Lloyd

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: December 12, 2002
RE: Expenditure and Revenue Reports for November

November is month five or 42% of the budget for the 2002/2003 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. The total year to date funds expended and/or encumbered through the month of November is \$12,317,182.00 of which \$1,941,581.00 are encumbered funds.

The total current unrestricted fund expenditures for Instruction & General in November are \$5,209,459.00, which is on track at 42% of the projected budget. As we have indicated in the past, areas such as Academic Support and Student Services are over the projected budget at this time due to the early fall expenditures. The Internal Service Departments receive a monthly allocation from the other areas for computer services. The credit in Internal Services is a result of the allocations being more than the current month expenditures. Expenditures in Auxiliary Enterprises are over projections, mainly due to the cost of goods sold in the Bookstore. Bookstore cost of goods sold are higher than projected, but revenues are also greater than projected.

Current restricted funds are over projections for this time of year as a result of student aid distributed early in the fall. We will also see large distributions in the restricted student aid in January as the students are awarded Pell grants and Direct loans at the start of the spring semester. As the Financial Aid department makes the awards for Pell grants and Direct loans the Business Office requests draw downs from the Federal Department of Education. Grants are also a drawn down after the expense has occurred. We typically incur the expense, submit a request for funds, and wait to be reimbursed. The expense for the Restricted Grants is from the monthly expenditures to operate and pay salaries for the grant programs.

In the Plant Funds we made a correction in how we disclosed the encumbered funds on the Western Heritage Center project. Last month they were disclosed as Institutional, but we changed that to GOB Funds. With that change, the November plant fund expenditures occurred mainly in the State GOB funds. We encumbered funds for the Western Heritage Center, the administrative software and the CHE funded IT server enhancement and telecollege upgrade. The GOB expenditures require the college to

expend the funds, then request a drawdown from the state or through the Commission on Higher Education. Building Renewal and Replacement, BR&R, is an ongoing process, with Charley Carroll moving those projects along.

Total expenditures through November were \$12,317,183.00, or 42% of the projected budget.

The revenue generated in November 2002 was \$1,338,086.00. This mostly consists of the monthly allocation from the state, the oil and gas income, Bookstore income, and direct loans and grant draw downs of \$216,790.00.

Oil and gas tax revenue for November was \$274,752.00. We have received \$1,413,800.00 in oil and gas income from July through November, which is \$372,515.00 over the projected budget for the five month period. We have received only a small fraction of the property tax income as of the end of November. We will get a large check from the Lea County Treasurer for the mill levy on the property taxes in January or February.

The investment report shows an ending balance of \$6,575,000.00. We brought in funds as we are expending for capital projects, and for cash flow to cover expenditures that will have draw downs. Of the \$6,575,000.00 in LGIP, \$4,742,842.79 is in capital projects, which is 72% of investments. The Business Office is looking into the possibility of investing in U. S. Treasury Notes. The Treasury Notes will have a better return than the LGIP.

On the investment report is a listing of the capital projects, We have completed the Caster Activity Center HVAC project and the funds have been expended. There are several other projects that are in progress, the Business Office has issued purchase orders and encumbered the funds for these projects.

Speaking on behalf of all of the employees of New Mexico Junior College, we greatly appreciate the one time compensation. We appreciate the Board for your time and support of New Mexico Junior College. Thanks again and have a Merry Christmas.

This concludes the Financial Report for November 2002.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
November 2002

42% of Year Completed

Fund	2001-02			2002-03			
	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
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,980,600	1,972,176	33%	5,012,174	460,017	2,024,258	40%
Academic Support	1,021,222	584,683	57%	890,128	94,021	643,201	72%
Student Services	1,194,494	599,134	50%	1,002,233	153,231	663,401	66%
Institutional Support	2,461,574	1,002,760	41%	3,581,759	183,378	1,023,158	29%
Operation & Maintenance of Plant	1,943,012	634,049	33%	1,783,961	139,458	855,441	48%
Subtotal - Instruction & General	12,600,902	4,792,802	38%	12,270,255	1,030,105	5,209,459	42%
Student Activities	165,817	55,792	34%	155,236	22,663	107,750	69%
Research	0	0	0%	0	0	0	0%
Public Service	5,650	935	17%	0	0	0	0%
Internal Service Departments	300,815	350,049	116%	710,422	(13,827)	336,560	47%
Student Aid	148,092	100,773	68%	281,479	2,377	103,423	37%
Auxiliary Enterprises	1,266,820	993,102	78%	1,193,795	101,929	964,350	81%
Athletics	593,066	324,639	55%	562,053	36,314	305,362	54%
Total Current Unrestricted Fund	15,081,162	6,618,092	44%	15,173,240	1,179,561	7,026,904	46%
CURRENT RESTRICTED FUND							
Grants	2,236,954	892,659	40%	2,347,254	139,828	1,082,438	46%
Student Aid	3,300,000	1,996,457	60%	3,964,907	145,393	2,200,511	55%
Total Current Restricted Fund	5,536,954	2,889,116	52%	6,312,161	285,221	3,282,949	52%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant	250,000	0	0%	0	0	0	0%
Projects from Institutional Funds	3,325,000	896,168	27%	5,944,312	(136,254)	979,550	16%
Projects from State GOB Funds	1,500,000	733,075	0%	1,212,900	640,652	818,891	68%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Projects from State B R & R	345,546	126,230	37%	327,399	51,244	177,907	54%
Projects from Auxiliary BR&R	0	0	0%	19,147	3,180	30,982	162%
Subtotal - Capital and BR&R	5,570,600	1,905,527	34%	7,503,758	558,822	2,007,330	27%
Debt Service							
Revenue Bonds	1,470,813	133,802	9%	0	0	0	0%
Total Plant Funds	7,041,413	2,039,329	29%	7,503,758	558,822	2,007,330	27%
GRAND TOTAL EXPENDITURES	27,659,529	11,546,537	42%	28,989,159	2,023,604	12,317,183	42%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
November 2002

42% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,244,954	986,130	79%	1,356,355	7,499	701,098	52%
State Appropriations	7,494,100	3,376,825	45%	7,376,100	614,683	3,073,415	42%
Advalorem Taxes - Oil and Gas	2,874,085	1,648,368	57%	2,949,084	274,752	1,415,080	48%
Advalorem Taxes - Property	1,900,000	80,144	4%	1,800,000	6,396	68,284	4%
Interest Income	75,000	58,079	77%	50,000	102	8,012	16%
Other Revenues	294,400	122,190	42%	307,700	(1,490)	122,326	40%
Subtotal - Instruction & General	13,882,539	6,271,736	45%	13,839,239	901,942	5,388,215	39%
Student Activities	43,400	95,964	221%	43,400	91	26,888	62%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	14,000	8,357	60%	10,000	1,113	7,720	77%
Auxiliary Enterprises	1,528,300	1,163,148	76%	1,663,000	18,922	971,793	58%
Athletics	35,100	14,338	41%	35,400	3,061	14,561	41%
Total Current Unrestricted	15,503,339	7,553,543	49%	15,591,039	925,129	6,409,177	41%
CURRENT RESTRICTED FUND							
Grants	2,236,954	325,357	15%	2,347,254	164,564	369,286	16%
Student Aid	3,336,485	1,834,249	55%	3,716,407	52,226	1,959,014	53%
Total Current Restricted	5,573,439	2,159,606	39%	6,063,661	216,790	2,328,300	38%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant	250,000	24,732	10%				
Projects from State GOB Funds	1,500,000	535,850	36%	1,212,900	196,147	196,147	16%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Interest Income	50,000	51,658	103%	105,700	20	48,490	46%
Subtotal - Capital & BR&R	1,700,054	762,294	45%	1,318,600	196,167	244,637	19%
Debt Service							
Interest Income	73,164	22,266	30%	0	0	0	0%
Total Plant Funds	1,773,218	784,560	44%	1,318,600	196,167	244,637	19%
GRAND TOTAL REVENUES	22,849,996	10,497,709	46%	22,973,300	1,338,086	8,982,114	39%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

November 2002

42% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2002-03 Original Budget	Variance Over (Under) Budget
May	July	\$25.54	3,213,428	\$2.93	17,624,734	288,681	208,257	80,424
June	August	\$22.24	3,318,541	\$2.13	19,075,363	298,995	208,257	90,738
July	September	\$25.14	3,177,774	\$2.68	18,025,220	253,965	208,257	45,708
August	October	\$25.38	3,265,406	\$2.98	18,326,173	297,407	208,257	89,150
September	November	\$26.85	3,146,407	\$2.91	18,237,192	274,752	208,257	66,495
October	December						208,257	(208,257)
November	January						208,257	(208,257)
December	February						208,257	(208,257)
January	March						208,257	(208,257)
February	April						208,257	(208,257)
March	May						208,257	(208,257)
April	June						208,257	(208,257)
Y.T.D. Production Tax Revenue						1,413,800	2,499,000	(1,085,284)
Y.T.D. Equipment Tax Revenue						1,280	450,000	(448,720)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						1,415,080	2,949,000	(1,534,004)

Source: New Mexico Taxation and Revenue Department

In order to stabilize the budgetary process for the 2002-03 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 2002-03 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
November 2002

42% 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	6,575,000	N/A	N/A	N/A	7102-1348	1.95%	10,693
Total Investments	<u>6,575,000</u>						<u>10,693</u>

Summary of Current Month's Activity	
Beginning amount	7,325,000
Plus: deposits	0
Less: withdrawals	(750,000)
Capital Projects	4,742,843
Reserves Invested	1,832,157
Total LGIP Investment	6,575,000

Capital Projects	11/30/2002
Technology Upgrade	84,629.88
Workforce Training Center	1,191,750.14
High Tech Start Up	272,911.67
Docutech	150,000.00
Vehicles	100,000.00
CISCO Networking Equipment	5,481.43
Western Heritage Center	500,000.00
Drawings and Master Plan	95,294.00
Baseball Field	268,707.50
Rodeo Arena	18,482.55
Dormitory Landscape	46,012.37
Caster Activity Center HVAC	0.00
Circle Drive	231,028.54
Dorm Construction	1,600,000.00
Lea County Beautification	37,500.00
Parking Lot Seal Coating	50,000.00
Dorm Recreation Area	68,864.23
BR&R Carryover	22,180.48
Total	4,742,842.79

NOTE: Capital projects total does not include encumbered funds

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FAXED & MAILED

December 5, 2002

Dr. Steve McCleery
New Mexico Junior College
5317 Lovington Highway
Hobbs, New Mexico 88240

Re: Draft of New Mexico Junior College Policy Manual

Dear Dr. McCleery:

I have reviewed the 11/2002 draft of the New Mexico Junior College Board Policy Manual which was revised by Richard Lloyd and which utilized some of John Shepherd's previous efforts. I am impressed by the draft documents thoroughness. The proposed Board Policy Manual is also consistent with the State Auditor's recommendations and agreement of the college to establish policies arising out of the State Auditors 1997 report. I have enclosed copies of the pages wherein I suggest changes for your review. I make the following minor suggestions:

1. Policy No. 200, III, F. The word "scam" should be "scan."
2. Policy No. 303. The word "shall" should be "will." The courts have determined that "shall" is mandatory language, whereas "will" is permissive language. Since the regular meeting date may change, I suggest using the permissive "will."
3. Policy No. 303, paragraph B 4. I suggest adding at the end of the next to last sentence, "or as provided by law." In the last sentence after the word "acquisition" and before the word "may", I would add "or litigation settlement negotiations."
4. Policy No. 400, page 2 of 3 paragraph D, the word "development" is improperly spaced.
5. Policy No. 500, paragraph III A, after the word "including" add "but not limited to" and add at the end of the sentence, "as well as, the Constitutions of the United States and the State of New Mexico."
6. Policy No. 502, paragraph VI A, should be omitted. I think the reference to the Employee Handbook is sufficient and the additional language could be confusing.
7. Policy No. 507, paragraph II. I recommend changing the word "court" to "legally."
8. Policy No. 600, paragraph A. The word "offered" is improperly spaced.
9. Policy No. 600, paragraph XII. The last sentence needs a main verb such as "obtain."
10. Policy No. 700, paragraph III. "Desired" is improperly spaced.

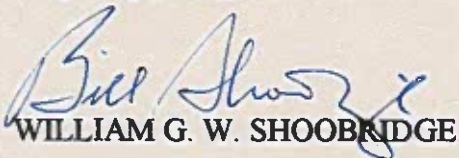
December 5, 2002

Page 2.

11. Policy No. 703, paragraph C 1. There is an improper space in the first sentence between the words "come" and "to."
12. Policy No. 703, paragraph B, page 5 of 7. The statute is not properly cited. It should read "(Section 21-1B-1 et seq, NMSA, 1978)"
13. Policy No. 704, paragraph 1. In the last sentence, "related" is improperly spaced.
14. Policy No. 704, page 3 of 3. The words "learning, personal, beliefs and value" in the first sentence are improperly spaced. In the fourth sentence, I recommend removing the phrase "that occur on or off campus." There is a potential for litigation whenever the college attempts to discipline an individual for off campus actions.
15. Policy No. 705. The Policy Topic should read "Complaint", not "Complain."
16. Policy No. 804, paragraph I. The word "normal" should be "normally."
17. Policy No. 806, paragraph C 1. There is an improper space between the words "for" and "a."
18. Policy No. 900, paragraph D. 2. b. There are three improper spaces in the first sentence.
19. Policy No. 901, paragraph D. There is an improper space in the first sentence between the words "harassing" and "in."
20. Policy Nos. 600, 703 and page 6 of 7 of 703, the words "important", "credit" and "advisors" are improperly spaced.

As you can see, my substantive suggestions were very few. I applaud the effort and results of this project. This Policy Manual will be a convenient guide for all board members. Please let me know if you have any further questions.

Very truly yours,


WILLIAM G. W. SHOBRIDGE

/yj

Enclosures

cc: Mr. Richard Lloyd (w/enc)

III. New Mexico Junior College Vision Statements

- A. New Mexico Junior College will provide the highest quality education and community services by maintaining an educational environment where continuous assessment ensures student learning.
- B. New Mexico Junior College will strive to be a premier comprehensive community college with a focus on quality, economic development, and collaborative agreements.
- C. New Mexico College will do everything possible to enhance its image within the service area.
- D. New Mexico Junior College will maintain a comprehensive students services package including recruitment and retention plan that will ensure a yearly 1%-2% FTE growth in enrollment.
- E. New Mexico Junior College shall provide a positive working environment for employees. the environment shall promote teamwork and foster trust and communication among the staff.
- F. New Mexico Junior College will continually scan the environment locally, regionally and nationally to provide a Strategic Plan that will serve the needs of constituents. scan ?
- G. New Mexico Junior College will continue to provide modern and clean facilities, as well as plan for maintaining the campus buildings for future growth.
- H. New Mexico Junior College will provide a safe and secure environment for students, staff and patrons.
- I. New Mexico Junior College will explore avenues to improve the institution's financial position and resource base.
- J. New Mexico Junior College will strive to provide quality equipment.
- K. New Mexico Junior College will develop, implement and maintain an integrated marketing plan that enhances its image and promotes the vision and value of the college.

I. Introduction

To comply with the Open Meetings Act, Sections 10-15-1 to 10-15-4, NMSA 1978, the following definitions and procedures are detailed so the conduct of all College Board business is in compliance with the spirit of the law:

II. Meetings

A. Definition: Meetings are defined as any verbal exchange among a quorum of board members attempting to arrive at a decision on any public business or public policy relating to the College over which the Board has supervision or control.

B. Types of meetings:

1. Regular Meetings: According to state statute, meetings of the Board shall be held not less than quarterly each calendar year. Special meetings shall be held upon call of the Chairperson of the Board or a majority of the Board. In a meeting of the New Mexico Junior College Board, a motion was adopted that regular meetings of the Board shall be held on a monthly basis. This exceeds what is required by law but is deemed necessary to accomplish college business in an orderly and timely manner. The regular meetings shall be held on the third Thursday of every month at 1:30 p.m. in the New Mexico Junior College Board Room (Zia Room) Hobbs, New Mexico. The date or place of a regular meeting may be changed by action of the Board at any previous meeting. Every board member shall be notified either by letter or personally by distribution of the minutes carrying a record of the change or at any other time by the Chairperson of the Board after timely notice to all members and with the consent of a majority of members. If the date or place of any regular meeting is changed, the public shall be informed of the change by notice as required by law.
2. Special Meetings: Special meetings to conduct college business shall be called by the Chairperson of the Board, by a majority of the members of the Board or by the President with approval of the Board Chairperson.

will

IV. Public Access

- A. Meetings Open to the Public: All meetings at which the Board plans to formulate policy, discuss college business or take any action within the authority or delegated authority of the Board shall be open to the public at all times except as otherwise provided in the constitution of the state of New Mexico or the provisions of the Open Meetings Act.
- B. Meetings Closed to the Public: To close a meeting or to call an executive session at which the general public shall not be entitled to be present for purposes set out in the Open Meetings Act, the following conditions shall be met and procedures followed:
1. The Board shall first convene in a public open meeting and during that meeting; the Chairperson shall publicly announce that a closed or executive meeting or session shall be held. A motion to close the meeting shall be made and approved by a roll call majority vote of a quorum of the Board. The motion shall include a statement of the subject to be discussed which gives the Board authority to close the meeting. The vote on the motion shall be recorded as required by law.
 2. If a closed meeting is called when the Board is not in open meeting, public notice appropriate under the circumstance shall be given. The notice shall include a statement of the purpose of the anticipated closed meeting along with the identification of the section or sections under the statute authorizing the holding of such closed or executive session.
 3. Closed meetings according to the above requirements shall be called and voting shall take place in accordance with the Open Meetings Act.
 4. Whenever any deliberation or any portion of a meeting is closed to the public, no final action, decision or vote with regard to any matter considered in the closed meeting shall be made except in a meeting which is open to the public. Board action in matters of property acquisition may be considered in closed session.

or litigation
settlement
negotiations

or as provided by
law.

- C. To manage New Mexico Junior College in conformity with the policies of the Board, the Commission on Higher Education, the laws of the state of New Mexico and the laws of the United States of America;
- D. To provide leadership that allows the college's philosophy to be reflected in curriculum development, this includes developing and presenting the board recommended policies and cooperating with the policy-making duties and responsibilities of the Board;
- E. To assign specific administrative functions to be performed by members of the administrative staff;
- F. To recommend to the Board the employment and/or termination of all employees;
- G. To route all communications from the Board to members of the staff through the President and receive communications from the college employees to the Board through the President;
- H. To work with the various administrative heads in the continuous evaluation and improvement of the administrative, supervisory and instructional techniques and procedures;
- I. To attend all meetings of the Board unless excused by the Board;
- J. To report to the Board from time to time, at his/her discretion or upon the request of the Board, on the educational and financial affairs of the community college;
- K. To prepare the agenda for meetings of the Board;
- L. To secure cumulative factual data needed by the Board, the administration and professional and support/maintenance staff employees in planning for the short-term and long-range needs of the community college;
- M. To prepare the annual CHE and institutional budget with the assistance of the appropriate community college officials and personnel;

I. Quality of Employees

New Mexico Junior College shall be committed to employing and retaining highly qualified individuals who are trained and skilled in the area of their appointed responsibility, who understand and support the basic characteristics of community college concepts, who understand the demographics of its service area, and who show a willingness to work in harmony and cooperation with others toward accomplishing the institutional mission (see *Employee Handbook*).

II. Qualifications for Employment, Promotions or Transfers

- A. Employment, promotions or transfers shall be based on qualifications, ability and past performances.
- B. New Mexico Junior College prefers to promote employees within the organization to more responsible positions. In employment, promotional or transfer decisions, the College shall consider such factors as organizational needs, aspirations and qualifications of individuals and availability of other job candidates.

III. Equal Opportunity

- A. New Mexico Junior College shall comply with the existing federal and state laws and regulations in its personnel actions, including the Civil Rights Act of 1964 and 1990; Executive Order 11246; Section 504 of the 1973 Rehabilitation Act; the Age Discrimination Act of 1967; the Americans with Disability Act of 1990; and the Vietnam Era Veteran's Readjustment Act of 1974, where applicable, as well as, the *constitutions of the United States and the*
- B. New Mexico Junior College shall not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, national origin, age, disability or veteran status.

but not limited to

state of New Mexico.

- C. When the President determines that a reduction in force or involuntary transfer is necessary, such action shall be based upon the needs of the College, performance of the individual, and the qualifications and seniority of the employee. An analysis of the acquired knowledge, demonstrated skills, and versatility of the employees shall be compared to the work to be done and the available funding.

VI. Notice of Reduction in Force

The New Mexico Junior College Board shall determine the course(s) of action necessary to ensure the college's ability to meet its fiscal obligations. Economic conditions at the College may require a reduction in salary, a reduction in workforce or both. Should the Board determine a reduction in workforce is necessary, the notification deadlines for professional employees as set forth in the "Procedure for Non-Renewal of Annual Contracts" section of the *Employee Handbook* shall be set aside.

- A. Should an employee's contract not be renewed, the President shall give a written notification, no later than December 15. This notification shall be delivered in person by the President or sent by certified mail to the last known address of the employee. or it

VII. Grievances/Appeal Procedures

All employees affected by a reduction in force may appeal the decision through the employee appeal procedures for termination as outlined in the *Employee Handbook*.

I. Responsibility for Employee Records

The Human Resources Director is designated as the custodian for personnel records of the faculty and staff employees and the records of applicants seeking employment at the College.

II. Inspection Policy

Any authorized person who wishes to inspect the contents of a personnel file or applicant file shall be permitted to do so, but is limited to information that does not include court protected material.

IV. Release of Information

Except as required for use by the President in the execution of official duties, the custodian for records shall release personnel file contents only upon written authorization from the employee affected.

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V. Cooperative Education

The objective of the cooperative education program at the College shall provide training in specific areas for students for college credit, especially when equivalent training is not normally available in the student's program. Cooperative education shall also provide students with supervised real work experience that shall be advantageous when attempting to secure employment upon graduation.

VI. Articulated High School Program

New Mexico Junior College is committed to a close working relationship with the public secondary schools in its area. Among the cooperative programs established is the Area Vocational High School program where high school students are trained in various occupational programs in the same facilities and share equipment with their post-secondary counterparts. A student who successfully completes classes in the area vocational school receives credit for one or more courses when he/she enrolls in the College. New Mexico Junior College has established a 2+2 articulated program in which high school students receive college credit for their secondary classes in selected programs.

VII. Basic Skill Development

To support the open door policy and to provide opportunities for those citizens not able to complete high school, the College offers an Adult Basic Education (ABE) program culminating in the award of a General Education Development (GED) diploma. Classes in English as a Second Language are conducted at sites throughout the county.

VIII. Continuing Education and Educational Access Programs and Services

In keeping with its mission of educational access, New Mexico Junior College offers the following programs and services. The Board acknowledges these programs and services as important to the educational program and supports their continued development.

- A. Instructional Outreach: Instruction in both credit and non-credit programs are offered at various public schools and other facilities throughout the service area. The College also enters into cooperative agreements with community agencies and organizations to offer skill-training opportunities on site.
- B. Flexible Scheduling: New Mexico Junior College offers a variety of courses during the evening hours and on weekends. Self-paced instruction is also available in many programs. The implementation of the open-entry open-exit concept is also being supported.
- C. Telecommunications: Instructional television (ITV) and other means of electronic delivery are effective means of extending educational opportunity to citizens who otherwise might not avail themselves of it or who prefer an individual approach to learning. The College shall continue to develop means to implement these programs.
- D. Brokering of Educational Services: NMJC is committed to distance education through brokering and coordination of educational programs, activities and services in its region.

IX. Instructional Support Services

New Mexico Junior College offers extensive support services for its instructional courses and programs to include learning resources, tutoring, counseling and guidance, career advisement and assessment and placement.

X. Small Business Development Center (SBDC)

The Small Business Development Center provides access to a wide range of business services for the would-be entrepreneur. The primary service is in the area of counseling. One-on-one counseling services are provided to each client. These sessions are held in strict confidence and are used to define problems, set goals and objectives, to identify options and to plan for the future. In addition, the SBDC offers training activities designed to meet the needs of the local community. Such training may include short workshops on timely topics or semester-long, credit courses. Finally, the third basic service is resources and referrals. The Center has staff and equipment accessible to the client and is part of a state-wide network of centers. Any person living in Lea County or considering establishing a business in Lea County can use the services of the NMJC Small Business Development Center.

XII. Student Academic Load

The normal load for a full-time college student, who plans to graduate in two (2) years, (without attending summer school) is sixteen hours per semester. However, in order for a student to maintain full-time status, he/she shall enroll in, and complete a minimum of twelve (12) semester hours. An overload is more than eighteen (18) credit hours per semester. Students may up to 7 credit hours each summer session. (See *Course Catalog*)

verb

XIII. Attendance

Attendance shall be required at every session of each course for which the student is enrolled. When unavoidable circumstances make attendance impossible, students shall provide a satisfactory explanation of their absences to their instructors. College-sponsored activities are considered excused absences and instructors shall be notified of the students who will be absent from class. Students having absences due to college sponsored activities shall be permitted to make up work. It shall be the responsibility of the student to make arrangements with the affected classes/instructors to take care of the required work; however, arrangements for make-ups shall be made within a reasonable time-frame, usually within one week of the absence. Regarding make-up work, absences due to late registration are considered the same as regular absences.

XIV. Graduation Requirements

- A. Graduation requirements represent the firm commitment to general education principles that are designed to develop the potential of each student, broaden the outlook and contribute to the realization of the well-balanced whole person. Upon completion of graduation requirements, New Mexico Junior College awards the following degrees: Associate in Arts, Associate in Science and Associate in Applied Science to students who complete a prescribed program.
- B. Developmental study courses shall not be used to satisfy graduation requirements; however, developmental study courses required for some students shall become a part of their degree plan.

2. Release of Student Information: New Mexico Junior College does not publish a student directory for general distribution. Release of student information, schedules and related data shall be governed by the Family Educational Rights and Privacy Act of 1974 as amended. Each student shall have the right to review personal records, to seek correction of information contained in those records and to have access to records limited. Student records shall be kept in the Office of Admissions and Records and shall be confidential to the student, advisor and those faculty and staff employees authorized access to the files to perform their jobs.

F. Assessment: The student services staff shall be qualified and equipped to provide testing services for a variety of the student's needs from assistance with career planning to course placement. These services shall be encouraged for the student and shall assist the faculty employee or counselor in the academic advisement of the student. This shall ultimately result in the student experiencing a more positive and successful educational program.

III. Student Activities:

A. Philosophy: The College shall be committed to the concept of providing vital co-curricular activities for students. Qualified staff employees shall be employed to develop and to coordinate programs and activities which shall enhance individual leadership development promote desired social interaction and provide social and recreational activities.

B. Student Organizations: Impetus for the formation of new clubs at the College is expected to come from students. As a pre-requisite to operation on campus, all clubs shall be recognized by the College and shall agree to abide by regulations of the Board and club rules issued by the administration. No club shall be established or allowed to operate which discriminates against employees or students in violation of state or federal law. Student organizations shall be approved annually by the Vice President for Student Services.

II. Alternative Methods of Earning Credit

A. Advanced Placement (AP)

Students who have completed college-level courses in secondary schools and have taken the Advanced Placement (AP) examinations of the College Board with resulting composite scores of 3, 4, or 5 may petition for college credit and advanced placement. Such credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. Students who have taken and passed examinations for Advanced Placement courses, other than those listed in the NMJC Catalog, should meet with a counselor about credit for those courses. Students may earn a maximum of 52 credits for successful performance on AP examinations. The NMJC courses and the credit hours which will be given for AP scores obtained in the AP subject area indicated in the NMJC Catalog.

B. College Level Examination Program (CLEP)

NMJC recognizes and honors prior learning by accepting a wide range of subject area College-Level Examination Program (CLEP) tests, which measure a student's mastery of college-level, introductory course content in a wide range of disciplines. Transfer students can earn credit through prior CLEP exams if their scores meet these credit-granting standards. C credit for CLEP examinations will be treated as credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. We grant a maximum of 52 credits for successful performance on CLEP examinations. The NMJC Catalog will provide details of scores required on each specific subject area, scores required, and credit hours given for each subject area.

C. Credit for Prior Learning Policy

1. Law Enforcement/Corrections (Criminal Justice)

New Mexico Junior College recognizes that New Mexico police officers and corrections officers come to us with a firm grounding in their individual disciplines. We recognize and honor their prior learning by awarding college credit for a wide variety of learning experiences, both classroom and practical experience. In an effort to assist officers who want to further their educational experiences, NMJC is willing to award college credit for successful completion of both a certified law enforcement academy and/or corrections academy. Such credit will be treated as credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. Credit will be awarded as indicated in the NMJC Catalog.

2. Automotive Technology/ASE Certification

This policy is to be utilized in the implementation of a non-traditional approach to a Certificate and/or Associate in Applied Science Degree in Automotive Technology. NMJC's goal is to allow currently working technicians, who have up-to-date knowledge and skills, the opportunity to earn a Certificate or Associate in Applied Science Degree while employed. The following conditions must be met to receive credit in this area:

- a. ASE certification(s) for the applicant must be current.
- b. Official ASE transcript(s) must be received by the Registrar's office at NMJC.
- c. The applicant must present the NMJC AT instructor a letter, on official letter head (if available), from their employer indicating the student's length of employment, the type(s) of work performed, and the applicant's ability to perform the required work.
- d. An interview with the AT instructor will be required of all students who choose to utilize this option. The AT instructor will make the final decision as to the course(s) for which the student will receive substitution/credit.
- e. Upon completion of the interview with the AT faculty and review of the letter from the employer, the student may be given credit for none, one, or more of the following cooperative work experience courses: AT114, AT114B, and AT212.

Upon verification, based on the official ASE transcript received by the Registrar's Office the ASE certifications are current; the student may receive credit for AT courses as outlined in the NMJC Catalog.

B. Transfer Among New Mexico Higher Education Institutions

To facilitate transfer of students and course credits among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept in transfer courses taken within approved modules of lower-division course work and apply them toward degree requirements. Several transfer guides have been developed through collaboration of New Mexico's public post-secondary institutions, consistent with requirements of state law (21-1B, NMSA 1978). Students enrolling for first-year or second-year study at a New Mexico institution and wishing to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years.

C. Student Responsibility

New Mexico's colleges and universities have collaborated to produce guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help students select courses carefully so that they may transfer with little or no loss of credit. However, planning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

D. Transferable Lower-Division General Education Common Core

Students enrolling for first-year study who have not yet selected either an academic focus or the institution where they wish to graduate are advised to take courses during their freshman year outlined in the Lower Division General education Common Core. For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any other New Mexico public college or university, and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current institutions regarding which specific courses fit these categories. Students preparing for careers in engineering, health sciences, or other profession-related fields are advised that some of this course work may not transfer toward general education requirements but in most cases will apply toward elective requirements.

Area 1: Communication select 9 hours

- College-Level English Composition 3-4 hrs.
- College-Level Writing (a second course building on the above) 3 hrs.
- Oral Communication 3 hrs.

Section 21-1B - 1 et seq NMSA, 1978

Area II: Mathematics select 3 hours

- College Algebra 3 hrs.
- Calculus 3 hrs.
- Other College-Level Mathematics 3 hrs.

Area III: Laboratory Science select 8 hours

- General Biology, with laboratory 4-8 hrs.
- General Chemistry, with laboratory 4-8 hrs.
- General Physics, with laboratory 4-8 hrs.
- Geology/Earth Science, with laboratory 4-8 hrs.
- Astronomy, with laboratory 4-8 hrs.

Area IV: Social/Behavioral Sciences select 6-9 hours

- Economics (macro or micro economics) 3 hrs.
- Introductory Political Science 3 hrs.
- Introductory Psychology ... 3 hrs.
- Introductory Sociology 3 hrs.
- Introductory Anthropology 3 hrs.

Area V: Humanities and Fine Arts select 6-9 semester hours

- Introductory History Survey 3 hrs.
- Introductory Philosophy 3 hrs.
- Introductory Course in History, Theory, 3 hrs.
- or Aesthetics of the Arts or Literature

Total to be selected 35 semester hours

E. Lower-Division 64-hour Transfer Modules

Students who have selected a field of study but have not yet selected the college or university where they wish to earn their baccalaureate degree are advised to take courses during their freshman and sophomore years outlined in one of the Lower-Division 64-hour Transfer Modules. For students enrolled at any public institution in New Mexico, these courses are guaranteed to transfer to any New Mexico university and apply toward bachelor's degree program requirements. Students should consult advisors at their current institutions regarding which specific classes fit these categories. Lower-division transfer modules presently exist for:

- Business
- Biological Sciences
- Engineering

I. General Rule

By registering at New Mexico Junior College, a student assumes responsibility for becoming familiar with and abiding¹ by the general rules of conduct as established in the *Student Handbook*. Students who are also employees of the College shall be covered by employee policies (related) to conduct and administrative appeal rather than such student policies.

II. General Provisions

Students at New Mexico Junior College neither lose the rights nor escape the responsibilities of citizenship. Students shall be expected to obey both the criminal and civil statutes of the state of New Mexico and the federal government, and the college's policies, procedures, rules and regulations. Students may be penalized by the College for violating its standards of conduct even though they are also punished by the state or federal authorities for the same act.

III. Scope

New Mexico Junior College shall have jurisdiction for disciplinary purposes over a person who was a student at the time the alleged violation of a board policy, administrative procedure or rule or college regulation occurred.

IV. Disciplinary Actions and Sanctions

A. When an alleged infraction of college policies, procedures, rules or regulations is brought to the attention of the Vice President for Student Services, an appropriate investigation of the alleged violation shall occur. The student(s) involved shall be given the opportunity to present his/her/their case. Following an investigation of the matter, the Vice President for Student Services shall make an administrative decision on the case and, if warranted, assess the appropriate disciplinary action.

The learning community at New Mexico Junior College does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed. When the conduct of any member falls outside the bounds of civil, moral, and ethical behavior, that member can expect the community of New Mexico Junior College to call such conduct into question. The College reserves the right to discipline students or student organizations for inappropriate actions (that occur on or off campus) to secure compliance with these higher obligations. Students failing to maintain these higher obligations may be asked to leave the academic community. Students are expected to comply with all College policies and procedures and the Code of Conduct as outlined in the student handbook.

New Mexico Junior College officials have inherent authority to maintain order and discipline students. Students are expected to comply with all College policies and procedures. Students are also advised that violations of policy are cumulative in nature. Although the NMJC Student Disciplinary System may have some terminology and actions that mirror the legal system, it should not be confused with the criminal justice system.

The NMJC Judicial Process follows the basic fundamentals of due process when used to adjudicate student violations of College regulations. Procedural due process does not require legal representation, a public hearing, confrontation and cross-examination of witnesses, warnings about privileges, self-incrimination, applications of double jeopardy, or any of the remaining features of criminal jurisprudence. Circumstances, however, may require provision of one or more of these features in a particular case to guarantee the fundamental concepts of due process.

The Vice President for Student Services is charged with the administration of the discipline system at the College. However, the appropriate instructor shall impose penalties for acts of cheating and plagiarism by students on any graded work or exam. Department Heads, in coordination with program sponsors/coaches may impose penalties for violations in cooperation with the Vice President for Student Services.

All persons authorized to administer discipline will use discretion in all disciplinary matters, giving consideration to the particular circumstances. Severity of the misconduct and prior violations will aid in determining to what extent discipline will be meted. It may discipline students for failing to abide by its standards of conduct as outlined in the current edition of the *Student Handbook*. Speake v. Grantham, 317 F.Supp. 1253 (S.D. Miss. 1970)

Students who cause disorders and disrupt the school's educational environment may be disciplined. Lansdale v. Tyler Junior College, 318 F.Supp. 529 (E.D. Tex. 1970) Students attending the District are subject to reasonable rules and regulations of the Board. Foley v. Benedict, 55 S.W.2d 805 (Tex. Comm. App. 1932); Calbillo v. San Jacinto Junior College, 305 F.Supp. 857 (S.D. Tex. 1969)

H. In order to comply with federal regulations, the Commission on Institutions of Higher Education expects all affiliated institutions to maintain records of formal, written student complaints which are filed with the President of NMJC, the Vice President of Finance, the Vice President of Instruction, or the Vice President of Student Services. In order to comply with above policy, the following procedure has been approved:

- All students who wish to make a formal written complaint are encouraged to complete the NMJC Student Complain Form.
- Complaint forms will be available through the Deans and Directors of programs and may be requested by students, faculty, and/or staff. Should a student wish to file a formal complaint, please assist the student in acquiring the proper form. Please advise the student that the complete form may be returned you for proper investigation and/or transfer to appropriate supervisor.
- Once the form is received, please document receipt and resolution of complaint or notice of forward to supervisor for investigation and resolution.
- Forward original copy to the appropriate supervisor: instructional complaints to the VP of Instruction; fiscal complaints to the VP for Finance; and student services complaints to the VP for Student Services.
- Supervisor will then follow-up with student as to satisfaction with resolution of complaint.
- Complaint form will then be submitted to VP of Student Services for logging purposes.

I. Sales of Commodities on Campus

Approved normally

No commodities shall be normal sold on campus by any individual or organization not officially part of the College except through regularly approved distribution channels such as the bookstore, concessions for contracted events, food service or campus special events on approval. Other sales of commodities shall be approved with the permission of the President or his/her designee.

II. Distribution and/or Sale of Publications on Campus

A publication may be sold or otherwise distributed on campus if all of the following conditions are met:

- A. It is not disruptive of the educational process, does not have a negative impact on the image of the College or does not cause serious campus conflict.
- B. The distributor warrants holding the College harmless in any dispute, claim or legal action resulting from the distribution or sale of the publication.
- C. It does not include interaction with employees during the period they are on-paid status.
- D. It is approved by the President, or his/her designee, as being appropriate for distribution.

IV. Funds Not Required for Immediate Operations

These funds shall be used to purchase:

- A. U.S. government obligations with a maturity of not more than one (1) year.
- B. All investment securities other than local financial institution certificates of deposit purchased by the College shall be held in third-party safekeeping by an institution acceptable to the College. The safekeeping institution shall issue a safekeeping receipt to the College listing the specific instrument, rate amount, maturity date, instrument number, term and other pertinent information.
- C. Certificates of deposit of federally insured banks in Lea County. Classification for collateralization of certificate of deposits shall be based on information from the most recent published ~~quarterly~~ call report of the investment institution. *Spice*
 1. The following ratios shall determine the level of collateralization required for ~~a fifty percent~~ level:
 - a. A primary capital to asset ratio (as defined by the Federal Deposit Insurance Corporation (FDIC) of six percent or greater.
 - b. A net income (current quarter plus previous three quarters after taxes) to average asset ratio of .61 percent or greater.
 - c. A ratio of non-performing loans (defined as loans which are at least ninety (90) days past due) to primary capital ratio of 34.9 percent or less.
 2. For a seventy-five percent level of collateralization:
 - a. A primary capital to asset ratio of at least five percent.
 - b. A net income (current quarter plus previous three quarters after taxes) to average asset ratio of at least .51 percent.
 - c. A ratio of non-performing loans (defined as loans which are at least ninety (90) days past due) to primary capital of greater than 49.9 percent.

D. Institutional and subject matter related projects shall be conducted by college employees. All such projects shall be in the public domain (the realm embracing property rights that belong to the community at large are unprotected by copyright or patent and are subject to appropriation by anyone and/or for which no personal funds or monies shall be paid to the New Mexico Junior College District). Projects which do not fall in the above category shall be considered when presented according to the following procedures:

1. Writing a detailed description of the proposed project.
2. Securing approval of the President:
 - a. If such projects are conducted by college employees other than the faculty employees, approval shall be secured from the President. Prior approval shall be required before starting a project that does not fall in the above two categories, and for which special approval is required.
 - b. In the event a project is conducted and the expense thereof is borne by the individual employee, the fruits of the project shall belong to the particular employee as it is the policy of the Board that projects accomplished by the employee on his/her own time and at his/her own expense shall be his/her own property. In the event the employee desires to share the results of his/her project with the College, a separate contract shall be agreed upon between the Board and the individual as to such project.

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IV. Other Conditions

Although the facilities are available for public use, individuals and groups using the facilities shall abide by college policies as well as local, state and federal laws and regulations. Those not abiding by applicable laws and regulations and those disruptive of the educational process or those whose general conduct is determined by the College to be inappropriate shall be requested to leave, and in the event of refusal, appropriate legal action shall be taken.

C. Respect Copyright Laws

Computer software use must conform to copyright laws and licensing agreements. Copyright law protects software licensing agreements whether a copyright notice is explicitly stated in the software or its documentation. Software licensed by the College must only be used in accordance with the applicable license. It is illegal to make duplicate copies of software products unless authorized to do so by its author or publisher. Computer users have no right to give or receive duplicates of software without authorization or to install duplicated software onto College computing equipment

D. Respect the Rights of Others on the System

Computer users shall not use the College's information technology resources to participate in activities that are harassing in nature or prohibited by law. Sending messages, information, or images that are threatening, harassing, or discriminatory in nature is in violation of College policies and may be in violation of the law. Displaying potentially offensive material in a computer laboratory or other campus location is not allowed. Users are absolutely prohibited from utilizing systems to create, access, store or disseminate materials that may be sexually or racially offensive, or otherwise insulting or derogatory to persons of a certain religious or ethnic group, or persons having disabilities.



NEW MEXICO JUNIOR COLLEGE

Office of the President

Date: December 15, 2002
TO: New Mexico Junior College Board
From: Steve McCleery *SM*
Subject: Auction List

Attached is a list of equipment we intend to sell at the next institutional auction. Once approved by the Board, the equipment list must be presented to the State Auditor for review. During the 30 day required waiting period, the administration will proceed with preparation for the auction. The items on the auction list are no longer utilized or needed in the current equipment inventory. It is my recommendation that the Board approve the list for the institutional auction.

Thank you for your consideration!

NEW MEXICO JUNIOR COLLEGE						
Complete List of Equipment for Auction - Includes Major and Minor Equipment						
NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION
G30040	20438	Midwest Micro Elite Computer	409TBOO40754	8/1/1994	\$ 2,066.00	Functional
G30045	20920	Newton Message Pad	IV50429TIGQ	5/1/1995	\$ 723.00	Functional
G30046	21293	Hewlett Packard LaserJet 4MP Printer	None	10/1/1994	\$ 1,300.04	Non-Functional
G30089	18474	JVC Hi-Fi VHS Duplicator	9614722	9/1/1991	\$ 3,552.00	Functional
G30116	21527	Hewlett Packard ScanJet 4C Scanner	USC0083552	12/1/1995	\$ 907.90	Functional
G30119	21601	Premio CPU - Pentium 100	P513411	12/1/1995	\$ 3,465.00	Non-Functional
G30141	21696	Premio 14 Monitor"	541BM000U01418	11/1/1995	\$ -	Functional
G30158	21713	Premio CPU - Pentium 100	P513410	12/1/1995	\$ 3,285.00	Functional
G30195	NA	Gateway 15 Monitor"	8345468	5/1/1996	\$ -	Functional
G30210	NA	Apple WorkGroup Server 8550	XB61302F7BN	5/30/1996	\$ 5,620.00	Functional
G30262	NA	Gateway CPU - Pentium 133	5488606	8/19/1996	\$ 1,961.00	Non-Functional
G30308	20047	External Hard Drive	0013483FW	4/1/1994	\$ 816.67	Functional
G30309	20048	Magneto Optical Drive - 128 Mb	13472	4/1/1994	\$ 816.67	Functional
G30320	20434	Midwest Micro 14 Inch Monitor	429TBO169457	1/1/1970	\$ 630.00	Functional
G30358	21216	Premio CPU - Pentium 75	4P16310	9/1/1995	\$ 1,822.50	Non-Functional
G30366	21224	Premio 14 Monitor"	527NB001Z01071	9/1/1995	\$ -	Functional
G30368	21226	Premio 14 Monitor"	527NB001Z01072	9/1/1995	\$ -	Functional
G30369	21227	Premio 14 Monitor"	527NB001Z01065	9/1/1995	\$ -	Functional
G30373	21498	Toshiba Quad Speed CD-ROM Tower - 7 CD-	X00016099241001	12/1/1995	\$ 2,490.00	Functional
G30381	NA	Apple Power Mac 7200/120 Computer	XB6322ZG8FD	9/9/1996	\$ 2,056.00	Functional
G30386	NA	Gateway 17 Monitor"	S017314630A	10/15/1996	\$ -	Non-Functional
G30396	NA	Hewlett Packard 5MP LaserJet Printer	USHB029951	9/9/1996	\$ 1,541.14	Functional
G30407	NA	Apple PowerMac 7200/120 Comput	XB6380XF95X	10/15/1996	\$ 2,056.00	Functional
G30408	NA	Kodak Digital Science DC50 Zoom Camera	EKA62402264	11/1/1996	\$ 933.00	Functional
G30409	G72082	Apple 15 Inch Monitor	CJ6252PP39X	10/1/1996	\$ -	Functional
G30412	G72088	Apple 15 Inch Monitor	CJ5464XS39X	10/15/1996	\$ 406.00	Functional
G30440	NA	Apple PowerMac 5260/100 Computer	TY634F4B81Q	10/15/1996	\$ 1,699.00	Functional
G30445	NA	Apple PowerMac 7200/120 Computer	XB6322ZC8FD	9/16/1996	\$ 2,056.00	Functional
N10001	269	Tig Welder	R381855	7/1/1970	\$ 750.00	Functional
N10050	4995	Pug Mill	None	7/1/1970	\$ 825.00	Functional
N10073	6380	Con Rod Equipment w/Accessorie	5400	2/1/1970	\$ 3,000.00	Functional
N10141	8215	Clay Mixer	None	10/1/1977	\$ 1,285.00	Functional
N10151	8475	Sony 19 Inch Color Monitor	623628	5/1/1978	\$ 641.00	Functional
N10174	9120	Frigidaire Freezer - 17.4 Cubic Ft.	70BM1035	11/1/1978	\$ 519.95	Functional
N10202	9647	Case 448 Tractor w/Rototiller Attachmen	14012906	3/1/1981	\$ 6,028.00	Functional
N10231	9947	IBM Selectric III Typewriter	6416	3/1/1982	\$ 688.50	Functional
N10233	9953	Johnson Horizontal Cut-Off Ban	26570	2/1/1982	\$ 2,901.07	Non-Functional
N10290	10544	Kent Automatic Flir.Scrubbing Machine	None	4/1/1982	\$ 4,560.00	Functional

		NEW MEXICO JUNIOR COLLEGE							
		Complete List of Equipment for Auction - Includes Major and Minor Equipment							
NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION			
N10383	11133	Mobile Washer w/S.S. Interior	None	10/1/1982	\$ 1,936.00	Functional			
N10417	11436	Power Distribution 30KVA	CP01202	9/1/1982	\$ 6,998.24	Non-Functional			
N10540	13087	IBM Graphics Printer	881013	9/1/1984	\$ 600.00	Functional			
N10582	14338	Sunnen Rod Heater	4G1-4585	1/1/1985	\$ 1,040.00	Functional			
N10586	14371	Digital LA50-AA Printer	T37684A	1/1/1985	\$ 511.15	Functional			
N10611	14450	IBM WheelWriter III Typewriter	140423	4/1/1985	\$ 636.00	Non-Functional			
N10643	14596	IBM WheelWriter III Typewriter	528721	12/1/1985	\$ 636.00	Functional			
N10662	14872	Desk - Steelcase - Double Pede	None	3/1/1986	\$ 601.40	Functional			
N10715	15058	Defibrillator/Monitor	2601A04463	6/1/1987	\$ 5,995.00	Functional			
N10721	15120	Wrap Packaging Machine	115	7/1/1987	\$ 3,300.00	Non-Functional			
N10742	15225	Macintosh Plus Computer	F827144M0001A	6/1/1988	\$ 1,186.54	Functional			
N10744	15242	Lincoln Power Arc Welder AC-DC	A1113316	3/1/1988	\$ 1,700.00	Functional			
N10753	15262	Apple LaserWriter II NT Printe	None	9/1/1988	\$ 3,197.25	Functional			
N10763	15273	IBM WheelWriter III Typewriter	11 3096063	10/1/1988	\$ 535.00	Functional			
N10770	15280	IBM WheelWriter III Typewriter	11 3091221	10/1/1988	\$ 535.00	Functional			
N10806	15375	Ditch Witch Trencher	5D1103	4/1/1989	\$ 3,500.00	Functional			
N10840	15461	Graco Airless Paint Sprayer	A6915	6/1/1989	\$ 1,600.00	Functional			
N10904	15586	IBM WheelWriter X Typewriter	11-0228442	11/1/1989	\$ 588.00	Non-Functional			
N10917	15605	Macintosh SE Computer	F9186VGM5011	8/1/1989	\$ 2,110.22	Functional			
N10931	15630	Macintosh Plus Computer	E94103VM5880	12/1/1989	\$ 986.58	Functional			
N10973	15775	Panasonic VHS 1/2 Inch Recorder/Player	J9HG00230	2/1/1990	\$ 1,174.00	Non-Functional			
N11036	16201	QMS ColorScript 100 Model 10 P	5986	8/1/1990	\$ 7,900.00	Functional			
N11039	16216	QMS ColorScript 100 Model 10 Printer	5248	8/1/1990	\$ 7,900.00	Functional			
N11045	16254	Apple Hi Res RGB Monitor	5421381M0401	9/1/1990	\$ 709.79	Functional			
N11073	16315	Hewlett Packard DeskJet 500 Printer	3011A17523	9/1/1990	\$ 616.90	Functional			
N11090	16343	Macintosh SE Computer	F10345XWB02	9/1/1990	\$ 1,166.57	Functional			
N11095	16348	Apple Scanner	240079	9/1/1990	\$ 1,166.57	Functional			
N11107	16965	Macintosh Ilcx Computer	F10320VHM5616	9/1/1990	\$ 3,188.12	Functional			
N11111	16974	Hewlett Packard LaserJet III Printer	3033A18224	9/1/1990	\$ 1,484.90	Non-Functional			
N11113	16976	Hewlett Packard LaserJet III Printer	3033A18229	9/1/1990	\$ 1,484.90	Non-Functional			
N11115	16978	Hewlett Packard LaserJet III Printer	3033A18227	9/1/1990	\$ 1,484.90	Non-Functional			
N11118	16981	Advance Carpet Twin 14 Inch Vacuum	412857	9/1/1990	\$ 550.00	Functional			
N11122	16985	Advance Carpet Twin 14 Inch Va	412858	9/1/1990	\$ 550.00	Functional			
N11127	17094	CompuAdd CPU - 386	177563	9/1/1990	\$ 1,721.00	Functional			
N11156	17152	Apple Hi Res RGB Monitor	5425531	9/1/1990	\$ 709.79	Functional			
N11227	17486	IBM WheelWriter XV Typewriter	11R2573	11/1/1990	\$ 535.00	Functional			
N11239		IBM WheelWriter XV Typewriter	11R2602	11/1/1990	\$ 535.00	Non-Functional			
N11246	17801	Apple LaserWriter II NT Printer	CA825LAG%M6000	9/1/1990	\$ 1,166.57	Functional			

NEW MEXICO JUNIOR COLLEGE						
Complete List of Equipment for Auction - Includes Major and Minor Equipment						
NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION
N11250	17808	Apple LaserWriter II NT Printe	CA0300Q0%M6000	9/1/1990	\$ 1,166.57	Functional
N11251	17810	IBM PS/2 - Model 25	23-04690568525	1/1/1991	\$ 1,140.00	Functional
G30456	17916	Psion Organizer II-LZ300	2000-0232	3/1/1991	\$ 595.00	Functional
N11267	17923	IBM PS/2 - Model 25	14141588525	3/1/1991	\$ 2,065.00	Functional
N11269	17927	IBM PS/2 - Model 25	14142338525	3/1/1991	\$ 2,065.00	Functional
N11274	17932	IBM PS/2 - Model 25	23-0492776	3/1/1991	\$ 1,105.00	Functional
N11277	17935	IBM PS/2 - Model 25	23-0493258	3/1/1991	\$ 1,105.00	Functional
N11279	17937	IBM PS/2 - Model 25	23-0492784	3/1/1991	\$ 1,105.00	Functional
N11280	17938	IBM PS/2 - Model 25	23-0468809	3/1/1991	\$ 1,105.00	Functional
N11281	17939	IBM PS/2 - Model 25	23-0492878	3/1/1991	\$ 1,105.00	Functional
N11284	17942	IBM PS/2 - Model 25	23-0469868	3/1/1991	\$ 1,105.00	Functional
N11319	18299	Coulter Counter - Model ZF	6113	5/1/1991	\$ 3,500.00	Functional
N11324	18322	Apple Personal LaserWriter NT	CA042CQJ%M0101	6/1/1991	\$ 1,569.30	Functional
N11339	18425	Hot Food Unit (hoodless)	12H91	9/1/1991	\$ 3,062.50	Functional
N11347	18436	Heidelberg TOK Printing Press	495177	8/1/1991	\$ 14,000.00	Non-Functional
G30457	18583	Bernoulli 90MB Transportable	*9411390769	12/1/1991	\$ 788.00	Functional
G30458	18584	Bernoulli Dual 90MB	*9311410228	12/1/1991	\$ 1,443.00	Functional
G30460	18636	Apple OnoScanner w/Accessories	TF14303U222	1/1/1992	\$ 857.00	Functional
G30461	18760	RealTech Laser 400 Printer	10492	3/1/1992	\$ 4,919.00	Functional
N11430	18911	Hewlett Packard LaserJet III Prntr	3140J49122	7/1/1992	\$ 2,116.00	Non-Functional
N11436	18945	Radius Precision Color Pivot Monitor	TNE143A11989	10/1/1992	\$ 898.00	Functional
N11442	18953	Macintosh IIsi Computer	FC2402F2C53	10/1/1992	\$ 1,489.30	Functional
N11450	19027	Apple 16 Inch Monitor	S12350ARD07	1/1/1993	\$ 1,055.00	Functional
N11451	19028	Apple Personal LaserWriter NTR	CA236885%M2016	1/1/1993	\$ 1,455.00	Functional
N11485	19110	CompuAdd Notebook - 486	*301013110007	5/1/1993	\$ 2,669.52	Functional
G30466	19116	Macintosh Color One Scanner	TF24405JLGO	5/1/1993	\$ 1,090.00	Functional
N11488	19118	Hewlett Packard DeskJet 500C C	3311S37916	5/1/1993	\$ 509.16	Functional
N11524	19234	Apple 14 Inch Monitor	CY325D9A0B7	8/1/1993	\$ -	Functional
N11546	19258	Macintosh Centris 650 Computer	XC335SLPCA3	8/1/1993	\$ 2,602.00	Functional
N11557	19269	Macintosh Centris 650 Computer	XC3359CUCA2	8/1/1993	\$ 2,602.00	Functional
N11558	19270	Macintosh Centris 650 Computer	XC335S5ECA2	8/1/1993	\$ 2,602.00	Functional
N11566	19278	Apple 14 Inch Monitor	S13305YCE04	8/1/1993	\$ -	Functional
N11572	19284	Apple 14 Inch Monitor	SG331K2LE04	8/1/1993	\$ -	Functional
N11573	19285	Apple 14 Inch Monitor	SG3312G6E04	8/1/1993	\$ -	Functional
N11577	19289	Apple LaserWriter Pro 600 Prin	F13331590AR	8/1/1993	\$ 1,663.00	Functional
N11579	19293	Apple 14 Inch Monitor	CY330AE80B7	8/1/1993	\$ -	Functional
N11581	19299	Serve End Series C-2 Ice Machi	93FH010469	9/1/1993	\$ 1,930.50	Functional
N11643	19750	Epson CPU - 486 SX	74V1000737	9/1/1993	\$ 1,289.96	Non-Functional

NEW MEXICO JUNIOR COLLEGE						
Complete List of Equipment for Auction - Includes Major and Minor Equipment						
NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION
N11664	19772	Epson 14 Inch Monitor	*3535149994	9/1/1993	\$ -	Functional
N11690	19821	Apple 14 Inch Monitor	Unknown	10/1/1993	\$ -	Non-Functional
N11691	19824	Panasonic Shuttle Control VCR	G3TA00351	10/1/1993	\$ 1,271.00	Non-Functional
N11715	19890	Macintosh Quadra 650 Computer	FC345RZL1M1	12/1/1993	\$ 2,030.00	Functional
N11726	19901	Digital 4000 VLC VAX Station	AB311013WP	3/1/1993	\$ 10,427.74	Functional
N11727	19902	CD-ROM Model RRD42-DA	B29803	3/1/1993	\$ 1,034.00	Functional
N11769	20029	Epson CPU - 486DX2/50	*7061000427	3/1/1994	\$ 1,372.52	Functional
N11771	20039	DEC Laser 1152 Printer	CJ25204518	3/1/1994	\$ 688.56	Functional
N11772	20046	Magneto Optical Drive - 128 Mb	13401	4/1/1994	\$ 816.66	Functional
N11854	20324	Digital LA75 Plus Printer	TY34537380	7/1/1994	\$ 500.00	Functional
N11861	20331	IBM 14 Inch Monitor	A-90-41905657	9/1/1994	\$ -	Non-Functional
N11865	20433	Panasonic VCR	A4TA00266	8/1/1994	\$ 1,350.00	Non-Functional
N11884	20506	Phillips Color Monitor	28172171	9/1/1994	\$ 872.99	Functional
N11889	20518	Macintosh Power Mac Computer	XB4362743WQ	10/1/1994	\$ 1,545.00	Non-Functional
N11890	20519	Macintosh Power Mac Computer	XB4340SC3WQ	10/1/1994	\$ 1,545.00	Functional
N11891	20521	Macintosh LC 550 Computer	LO4313C82PQ	10/1/1994	\$ 1,199.00	Functional
N11906	20577	Lat Pull Machine w/Attachments	None	10/1/1994	\$ 750.00	Functional
N11911	20595	Hewlett Packard Laser Jet IV P	USFBO59524	10/1/1994	\$ 1,718.00	Functional
N11956	20816	Canofile 250	32100673	1/1/1970	\$ 2,000.00	Functional
N11957	20817	Canon Fileprint 100	M11012	1/1/1970	\$ 2,000.00	Functional
N11965	20863	Macintosh Power Mac 6100 Compu	XB5123G94TZ	4/1/1995	\$ 2,412.00	Non-Functional
N11972	20944	Macintosh PowerBook Duo 280C C	FC516HFE230	6/1/1995	\$ 4,083.00	Non-Functional
N12010	21022	GE PCS Portable Radio	303696	7/1/1995	\$ 1,026.67	Functional
N12017	21029	GE PCS Portable Radio	9370559	7/1/1995	\$ 1,026.67	Functional
N12021	21033	GE PCS Portable Radio	9368525	7/1/1995	\$ 1,026.66	Functional
N12125	21193	Premio 14 Monitor"	525BM000U00244	8/1/1995	\$ -	Functional
N12127	21195	Premio 15 Inch Monitor	527DT000100001	9/1/1995	\$ -	Non-Functional
N12129	21197	Premio 14 Monitor"	520BM000U00728	9/1/1995	\$ -	Functional
N12132	21200	Premio CPU - Pentium 75	P505323	9/1/1995	\$ 1,801.00	Functional
N12137	21205	Premio CPU - Pentium 75	P505535	9/1/1995	\$ 1,826.34	Functional
N12139	21207	Premio CPU - Pentium 75	P500229	9/1/1995	\$ 2,086.00	Functional
N12142	21210	Premio 14 Monitor"	527NB001Z00987	9/1/1995	\$ -	Functional
N12143	21211	Premio 14 Monitor"	527NB001Z01339	9/1/1995	\$ -	Functional
N12188	21256	Premio CPU - Pentium 75	P502288	9/1/1995	\$ 1,838.67	Functional
N12219	21287	Premio 14 Monitor"	525BM000U00838	9/1/1995	\$ -	Functional
N12220	21288	Premio 14 Monitor"	525BM000U00846	9/1/1995	\$ -	Functional
N12224	21294	Hewlett Packard LaserJet 4M Plus Printe	JPGJ004496	10/1/1995	\$ 1,902.55	Non-Functional
N12225	21295	Hewlett Packard LaerJet 4M Plu	JPLGL075005	10/1/1995	\$ 1,902.55	Non-Functional

		NEW MEXICO JUNIOR COLLEGE		Complete List of Equipment for Auction - Includes Major and Minor Equipment					
NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION			
N12226	21296	Apple LaserWriter Select 360 P	BGJ190CSIA8	9/1/1995	\$ 1,388.88	Non-Functional			
N12228	21302	Macintosh Power Mac 7100 Compu	FC536HAB44H	9/1/1995	\$ 1,487.00	Functional			
N12229	21303	Macintosh Power Mac 7100 Compu	FC536HB944H	9/1/1995	\$ 1,487.00	Functional			
N12289	21366	Premio 14 Monitor*	527NB001Z00984	9/1/1995	\$ -	Functional			
N12308	21405	LaserMaster Unity 180XL Typese	BAA568966	8/1/1995	\$ 7,180.00	Non-Functional			
N12310	21409	Apple LaserWriter PS Printer	CA528M2X4PE	9/1/1995	\$ 804.00	Non-Functional			
N12315	21427	3 Wheel Golf Cart #37	490120	10/1/1995	\$ 562.50	Functional			
N12317	21429	3 Wheel Golf Cart #8	490064	10/1/1995	\$ 562.50	Functional			
N12334	21454	MLSH041 VHF Mobile	9150204	9/1/1995	\$ 589.90	Functional			
N12338	21465	Proxima Color LCD Projection S	2723	10/1/1995	\$ 4,498.90	Functional			
N12377	21749	Apple Duo Dock II	TF51901A572	8/1/1995	\$ 844.00	Functional			
N12530	50600	RCA 25 Inch Color Receiver/Monitor	12937-2533	5/1/1982	\$ 591.00	Functional			
N12548	50886	Eiki 16mm Film Projector	54335	2/1/1983	\$ 747.50	Functional			
N12612	51237	Panasonic VHS Recorder	None	7/1/1985	\$ 666.77	Non-Functional			
N12617	51243	Panasonic VHS Recorder	E5HG00016	9/1/1985	\$ 666.77	Non-Functional			
N12637	51361	Panasonic OmniVision TV/VCR Co	C0AA10522	4/1/1990	\$ 597.00	Non-Functional			
N12649	21953	Apple Power Macintosh 7500 Computer	FC6158JD3FX	5/1/1996	\$ 2,710.00	Functional			
N12650	21954	Apple 15 Inch Monitor	CJ6049S39X	5/1/1996	\$ -	Functional			
N12652	21957	Apple Power Macintosh 7500 Com	FC6158FY3FX	5/1/1996	\$ 2,416.00	Functional			
N12653	NA	Apple Power Macintosh 7500 Computer	FC6158VJ3FX	5/1/1996	\$ 2,416.00	Functional			
N12657	21963	Apple Power Macintosh 7500 Computer	FC6158J53FX	5/1/1996	\$ 2,416.00	Functional			
N12658	NA	Apple Power Macintosh 7500 Computer	FC6158K03FX	5/1/1996	\$ 2,416.00	Functional			
N12659	21966	Apple Power Macintosh 7500 Computer	FC6158HX3FX	5/1/1996	\$ 2,416.00	Functional			
N12660	NA	Apple 15 Inch Monitor	CJ604OBS39X	5/1/1996	\$ -	Functional			
N12662	21971	Apple 15 Inch Monitor	CJ6042PJ39X	5/1/1996	\$ -	Functional			
N12666	21976	Apple 15 Inch Monitor	CJ6042MY39X	5/1/1996	\$ -	Functional			
N12667	21977	Apple 15 Inch Monitor	CJ6042PK39X	5/1/1996	\$ -	Functional			
N12675	NA	Zebra 90xi Thermal Transfer Pr	971082	5/1/1996	\$ 3,233.84	Non-Functional			
N12687	NA	Digital LA-75 Printer	TY52474007	6/5/1996	\$ 656.00	Functional			
N12697	NA	Hewlett Packard 5M LaserJet Printer	SUSHC020944	6/27/1996	\$ 1,756.91	Functional			
N12736	NA	Apple Power Macintosh 7200 Com	TY6253B66MY	7/31/1996	\$ 2,056.00	Functional			
N12737	NA	Apple Power Macintosh 7200 Com	TY6253766MY	7/31/1996	\$ 3,037.00	Functional			
N12738	NA	Macintosh Performa 5260 Comput	XA6200SC81Q	7/31/1996	\$ 1,699.00	Functional			
N12813	NA	Dell 14 Monitor*	90627T0TJU56	1/1/1997	\$ -	Functional			
N12826	NA	Gateway CPU - Pentium 133	5790751	10/15/1996	\$ 1,921.00	Functional			
N12831	NA	5 Ft. Brush Hog Weed Mower	1208209	11/1/1996	\$ 795.00	Functional			
N12838	NA	Apple Power Mac 5400/120 Compu	TY63655Y8L3	10/1/1996	\$ 2,147.00	Functional			
N12851	NA	Apple PowerMac 5400/120 Comput	TY63656R8L3	10/1/1996	\$ 2,147.00	Functional			

NEW MEXICO JUNIOR COLLEGE						
Complete List of Equipment for Auction - Includes Major and Minor Equipment						
NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION
N12852	NA	Apple Power Mac 7200/120 Compu	XB6371998LY	10/1/1996	\$ 2,682.00	Functional
N12866	NA	Apple PowerMac 9500/200 Computer	SXB6471ET8L7	12/2/1996	\$ 3,931.00	Functional
N12879	NA	Gateway CPU - Pentium 166	6484386	1/28/1997	\$ 2,090.00	Functional
N12905	21568	Pacer Duramill 5000 Treadmill	Unknown	4/1/1996	\$ 4,245.00	Non-Functional
N12911	21858	Stairmaster 4000PT Stairclimber	84075	4/1/1996	\$ 1,995.00	Functional
N12912	21859	Stairmaster 4000PT Stairclimber	C116573	4/1/1996	\$ 1,995.00	Functional
N13564	17166	Digital VT-320 Terminal	HK03260294	9/1/1990	\$ 400.40	Functional
N13630	17484	Digital VT-320 Terminal	SZ04027435	11/1/1990	\$ 419.30	Non-Functional
N13658	18270	Digital VT-320 Terminal	SZ04640369	4/1/1991	\$ 465.50	Functional
N13682	18494	Digital VT-320 Terminal	SZ11664214	9/1/1991	\$ 359.00	Functional
N13683	18495	Digital VT-320 Terminal	SZ11664222	9/1/1991	\$ 359.00	Functional
N13684	18496	Digital VT-320 Terminal	SZ11664209	9/1/1991	\$ 359.00	Functional
N13685	18497	Digital VT-320 Terminal	SZ11664223	9/1/1991	\$ 359.00	Functional
N13687	18499	Digital VT-320 Terminal	SZ11664511	9/1/1991	\$ 359.00	Functional
N13688	18500	Digital VT-320 Terminal	SZ11664228	9/1/1991	\$ 359.00	Functional
N13689	18501	Digital VT-320 Terminal	SZ11664504	9/1/1991	\$ 359.00	Functional
N13690	18502	Digital VT-320 Terminal	SZ11665096	9/1/1991	\$ 359.00	Functional
N13691	18503	Digital VT-320 Terminal	SZ11665097	9/1/1991	\$ 359.00	Functional
N13692	18504	Digital VT-320 Terminal	SZ11664199	9/1/1991	\$ 359.00	Functional
N13693	18505	Digital VT-320 Terminal	SZ11664101	9/1/1991	\$ 359.00	Functional
N13770	19001	Digital VT-320 Terminal	HK05117886	1/1/1993	\$ 289.00	Functional
N13771	19002	Digital VT-320 Terminal	HK05117883	1/1/1993	\$ 289.00	Functional
N13772	19003	Digital VT-320 Terminal	HK10217959	1/1/1993	\$ 289.00	Functional
N13773	19004	Digital VT-320 Terminal	HK10217955	1/1/1993	\$ 289.00	Functional
N13775	19006	Digital VT-320 Terminal	HK10217960	1/1/1993	\$ 289.00	Functional
N13776	19007	Digital VT-320 Terminal	HK10217968	1/1/1993	\$ 289.00	Functional
N13777	19008	Digital VT-320 Terminal	HK05117882	1/1/1993	\$ 289.00	Functional
N13778	19009	Digital VT-320 Terminal	HK03611257	1/1/1993	\$ 289.00	Functional
N13779	19010	Digital VT-320 Terminal	HK03611265	1/1/1993	\$ 289.00	Functional
N13780	19011	Digital VT-320 Terminal	HK03611273	1/1/1993	\$ 289.00	Functional
N13781	19012	Digital VT-320 Terminal	HK10217958	1/1/1993	\$ 289.00	Functional
N13782	19013	Digital VT-320 Terminal	HK05117884	1/1/1993	\$ 289.00	Functional
N13783	19014	Digital VT-320 Terminal	HK10217965	1/1/1993	\$ 289.00	Functional
N13784	19015	Digital VT-320 Terminal	HK10217967	1/1/1993	\$ 289.00	Functional
N13785	19016	Digital VT-320 Terminal	HK10217964	1/1/1993	\$ 289.00	Functional
N13786	19017	Digital VT-320 Terminal	HK05117888	1/1/1993	\$ 289.00	Functional
N13787	19018	Digital VT-320 Terminal	HK10217961	1/1/1993	\$ 289.00	Functional
N13788	19019	Digital VT-320 Terminal	HK10217969	1/1/1993	\$ 289.00	Functional

NEW MEXICO JUNIOR COLLEGE						
Complete List of Equipment for Auction - Includes Major and Minor Equipment						
NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION
N13789	19020	Digital VT-320 Terminal	HK03611259	1/1/1993	\$ 289.00	Functional
N13790	19021	Digital VT-320 Terminal	HK03611285	1/1/1993	\$ 289.00	Functional
N13791	19022	Digital VT-320 Terminal	HK03611284	1/1/1993	\$ 289.00	Functional
N13793	19056	Digital VT-420 Terminal	TA241R8423	2/1/1993	\$ 356.30	Functional
N13808	19074	Digital VT-420 Terminal	TA303U8355	3/1/1993	\$ 390.00	Functional
G30497	20072	Apple 14 Inch Monitor	S54084P4E04	5/1/1994	\$ 381.00	Functional
G30503	20631	Apple 15 Inch Monitor	CJ4336HK39X	11/1/1994	\$ 432.00	Functional
G30509	20648	Apple Multiscan Monitor	CJ4336HP39X	1/1/1995	\$ 432.00	Functional
N14032	20846	Apple 14 Inch Monitor	CY5043KG152	3/1/1995	\$ 269.00	Functional
N14043	20877	Premio 14 Monitor"	4483P000U00342	4/1/1995	\$ 216.00	Functional
N14415	D50106	Apple 15 Inch Monitor	SCJ6303H039X	10/1/1996	\$ 406.00	Functional
N14431	D50074	Apple 15 Inch Monitor	CJ6061Y739X	7/17/1996	\$ 406.00	Functional
N14452	D50125	Apple 15 Inch Monitor	CJ6301G239X	9/23/1996	\$ 406.00	Functional
N14455	D50108	Apple 15 Inch Monitor	CJ6242RP39X	10/15/1996	\$ 406.00	Functional
N14456	D50109	Apple 15 Inch Monitor	CJ6061Y039X	10/15/1996	\$ 406.00	Functional
N14496	NA	Digital VT-520 Terminal	NY61014932	2/1/1997	\$ 372.68	Functional
N14497	NA	Digital VT-520 Terminal	NY61014944	2/1/1997	\$ 372.68	Functional
N14499	NA	Digital VT-520 Terminal	NY61014934	2/1/1997	\$ 372.67	Functional
N14514	NA	Apple Power Mac 5400/180 Compu	TY7072LU9DQ	4/1/1997	\$ 1,561.00	Functional
G30562	N14539	Toshiba Satellite Pro 430-CDT Laptop Computer	2721589	4/7/1997	\$ 3,191.00	Functional
N14557	NA	Apple PowerMac 8600/200 Comput	XB72438QA6V	6/27/1997	\$ 2,686.00	Functional
G30576	NA	Apple PowerMac 6500/225 Computer	XA7230FFABJ	6/1/1997	\$ 1,799.00	Functional
G30596	NA	Gateway CPU - Pentium 233	7646948	9/1/1997	\$ 2,814.00	Non-Functional
N14611	NA	Dell 15 Monitor"	8025083	6/15/1997	\$ -	Functional
N14612	NA	Dell CPU - Pentium 166	8P2ZC	6/15/1997	\$ 2,020.00	Functional
G30625	NA	Macintosh Performa 6400/200 Co	HP6494J894K	9/15/1997	\$ 2,121.44	Non-Functional
N14737	NA	Panasonic Ultrak Time Lapse VCR	9704003090	10/15/1997	\$ 687.00	Non-Functional
G30687	NA	Apple PowerMac 6500/275 Computer	XB7410W6AHX	11/1/1997	\$ 2,453.00	Functional
G30688	NA	Apple PowerMac 6500/275 Computer	XB7410WVAHX	11/1/1997	\$ 2,453.00	Functional
G30689	NA	Apple 15 Inch Monitor	CY7160LA6VC	11/1/1997	\$ -	Functional
G30690	NA	Apple 15 Inch Monitor	CY7160LB6UC	11/1/1997	\$ -	Functional
N14835	NA	Apple 15 Monitor"	CY7310R06UC	12/1/1997	\$ -	Functional
N14836	NA	Apple 15 Monitor"	CY7310RA46UC	12/1/1997	\$ -	Functional
N14837	NA	Apple 15 Monitor"	CY7310R36UC	12/1/1997	\$ -	Functional
N14838	NA	Apple 15 Monitor"	CYB10R66UC	12/1/1997	\$ -	Functional
N14840	NA	Apple 15 Monitor"	CY7310R16UC	12/1/1997	\$ -	Functional
N14845	NA	Apple PowerMac 6500/250 Comput	XB74608BAHW	12/1/1997	\$ 2,153.00	Functional
N14847	NA	Apple PowerMac 6500/250 Comput	XB7461ERAHW	12/1/1997	\$ 2,153.00	Functional

NEW MEXICO JUNIOR COLLEGE						
Complete List of Equipment for Auction - Includes Major and Minor Equipment						
NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION
N14906	NA	Gateway 15 Monitor"	15009A289831	12/12/1997	\$ -	Non-Functional
N14824	NA	Hewlett Packard LaserJet 6MP Printer	USCF019185	12/15/1997	\$ 799.00	Non-Functional
N14861	NA	Dell CPU - Pentium 200	C59KY	12/15/1997	\$ 1,689.00	Functional
N14892	NA	Dell 15 Monitor"	8575271	12/15/1997	\$ -	Non-Functional
N14993	NA	Dell CPU - Pentium 200	C4F7B	12/15/1997	\$ 1,888.00	Non-Functional
N14994	NA	Dell CPU - Pentium 200	C4F7G	12/15/1997	\$ 1,888.00	Non-Functional
N14996	NA	Dell 15 Monitor"	8565749	12/15/1997	\$ -	Functional
N14912	NA	Apple PowerMac 6500/275 Comput	XB74201EA40	1/15/1998	\$ 2,660.00	Functional
N14913	NA	Apple PowerMac 6500/275 Comput	XB7250J4A40	1/15/1998	\$ 2,660.00	Functional
N15002	NA	Apple PowerMac 6500/250 Computer	XB74200LAHX	2/24/1998	\$ 2,099.00	Functional
N13811	19089	Digital VT-420 Terminal	TA303U8097	4/1/1993	\$ 370.00	Functional
N15075	NA	Hewlett Packard ScanJet 6100 S	SG83H1306J	4/29/1998	\$ 700.73	Functional
G30721	NA	Dell 15 Monitor"	49883C3ZVH38	4/15/1998	\$ -	Functional
G30759	NA	Apple 15 Monitor"	CY7491RL6UC	4/15/1998	\$ -	Functional
G30760	NA	Apple 20 Monitor"	WR73719V93T	4/15/1998	\$ 1,612.00	Non-Functional
G30758	NA	Apple 15 Monitor"	CY7491RK6UC	4/15/1998	\$ -	Functional
N15104	NA	Apple 17 Monitor"	CY8074QMAZ9	4/29/1998	\$ 581.00	Functional
N14849	NA	Apple PowerMac 6500/250 Computer	XB4609HAHW	12/1/1997	\$ 2,153.00	Functional
N15140	NA	Apple PowerMac G-3/233	XB8140X6D6K	5/14/1998	\$ 1,419.00	Non-Functional
N15145	NA	Apple PowerMac G-3/233 Computer	XB8193FLCY3	5/15/1998	\$ 1,419.00	Non-Functional
N15147	NA	Apple Power Mac Quadra 800 Com	XB300HCYCC7	5/1/1998	\$ 400.00	Functional
N15167	NA	Apple 17 Monitor"	CY8201HWAZ9	6/17/1998	\$ 448.00	Non-Functional
G30793	NA	Apple 17 Monitor"	CY8290DOAZ9	10/20/1998	\$ -	Non-Functional
G30794	NA	Apple Macintosh G3 Desktop	XB842804M6503LL/A	10/20/1998	\$ 1,887.00	Functional
N15203	NA	Apple PowerMac G-3/266 Co	XB8411CDL4	10/20/1998	\$ 1,887.00	Functional
N15197	NA	Apple PowerMac G-3/266 Co	XB8428H7D8X	10/20/1998	\$ 1,439.00	Functional
N15200	NA	Apple 17 Monitor"	CCY8301WEAZ9	10/20/1998	\$ -	Functional
N15209	NA	Apple Macintosh 20 Monitor"	WR8360CHB9K	10/20/1998	\$ 1,349.00	Non-Functional
N15216	NA	Apple Macintosh 17 Monit"	CY8282MGAZ9	10/26/1998	\$ 448.00	Functional
G30831	NA	Gateway 17 Monitor"	17004C012658	10/26/1998	\$ -	Non-Functional
N15250	NA	Gateway 17 Monitor"	17004A773929	11/10/1998	\$ -	Non-Functional
N11311	18267	Salad & Condiment Bar - 8'	None	8/1/1990	\$ 3,350.00	Functional
G31071	NA	Gateway Cpu-Pentium III	15712892	10/14/1999	\$ 1,377.00	Non-Functional
N15570	NA	Apple PowerMac G4-350	XB950ENGHLA	12/17/1999	\$ 1,708.00	Functional
N15595	NA	Air Hockey Table w/Electr Scorer	E-161847	2/18/2000	\$ 749.55	Non-Functional

		NEW MEXICO JUNIOR COLLEGE							
		Non-Capitalized Equipment to be Auctioned (Unit cost less than \$500.00)							
NMJC NO	Old No	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION			
L80070		DEC LA-424 Multi-Printer	BU51577667		\$ -	New			
L80072		DEC LA-424 Multi-Printer	BU45072512		\$ -	New			
G30017	18396	Pioneer Laser Disc Player (For FITNE Sy	KK3930253	8/1/1991	\$ -	Functional			
G30038	18910	Pioneer Laser Disc Player	LJ3944473	7/1/1992	\$ -	Functional			
G30079	17888	Pioneer Laser Disc Player (For FITNE Sy	3928770	1/1/1991	\$ -	Functional			
G30080	17889	Pioneer Laser Disc Player (For FITNE Sy	3928905	1/1/1991	\$ -	Functional			
G30218	NA	Hewlett Packard Jet Direct Print Server	None	6/4/1996	\$ -	Functional			
G30219	NA	Hewlett Packard Jet Direct Print Server	None	6/4/1996	\$ -	Functional			
G30410	G72083	Lantronix Print Server	1343475	9/16/1996	\$ 299.95	Functional			
N10999	15910	Outbound Laptop Computer	1370020	5/1/1990	\$ -	Functional			
N12688	NA	Hewlett Packard Jet Direct Print Server	J238260003	6/7/1996	\$ -	Functional			
N12776	NA	Elmo Visual Presenter	Unknown	6/30/1996	\$ -	-----			
G30487	N12841	Lantronix Print Server	1377276	12/18/1996	\$ 268.85	Functional			
G30488	N12842	Lantronix Print Server	1347277	12/18/1996	\$ 268.85	Functional			
G30489	N12843	Lantronix Print Server	1347263	12/18/1996	\$ 268.85	Functional			
N12862	15623	Macintosh Plus Computer	E9421YGM5880		\$ -	Functional			
N12880	NA	Hewlett Packard Deskwriter C Printer	3239S58876		\$ -	Non-Functional			
N13255	9149	Wolensak Playback Unit	14763	10/1/1979	\$ 216.00	Functional			
N13307	14661	Apple Modem	R029364	4/1/1986	\$ 300.27	Functional			
N13442	15825	Emerson Video Cassette Player	85194005G	3/1/1990	\$ 169.86	Functional			
N13495	16227	Epson LQ-510 Printer	*0631065032	8/1/1990	\$ 349.00	Functional			
N13566	17314	Apple Modem	C071886	10/1/1990	\$ 219.54	Functional			
N14582	17878	Epson LQ-510 Printer	*0631085094	7/1/1990	\$ 349.00	Functional			
N13645	17949	Digital LA-75 Plus Printer	TY051K2965	3/1/1991	\$ 335.50	Functional -- Obsolete			
N13737	18643	Epson LQ-510 Printer	*0630233331	1/1/1992	\$ 269.00	Functional			
N13768	18961	Epson LQ-570 Printer	41NE221305	11/1/1992	\$ 285.00	Functional			
N13814	19093	Hewlett Packard DeskJet 500 Printer	US31P11067	4/1/1993	\$ 365.00	Functional			
G30469	19100	Apple CD 300	SS3161TLM3023	5/1/1993	\$ 476.00	Functional			
G30471	19121	Sharp Wizard	37007654	6/1/1993	\$ 494.00	Functional			
N13821	19146	Digital LA-75 Plus Printer	9A31327169	7/1/1993	\$ 495.00	Functional			
N13824	19149	Digital LA-75 Plus Printer	9A31327153	7/1/1993	\$ 495.00	Functional			
N13825	19150	Digital LA-75 Plus Printer	9A31327172	7/1/1993	\$ 495.00	Functional			
N13826	19151	Digital LA-75 Plus Printer	9A31327119	7/1/1993	\$ 495.00	Functional			
N13867	19208	Apple StyleWriter II Printer	CE324ZV%M8003	8/1/1993	\$ 286.00	Functional			
N13914	19940	Shure Diversity Receiver	R934679079	12/1/1993	\$ 259.00	Non-Functional			

		NEW MEXICO JUNIOR COLLEGE							
			Non-Capitalized Equipment to be Auctioned (Unit cost less than \$500.00)						
NMJC NO	Old No	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION			
G30498	20142	Hewlett Packard DeskJet 500 Printer	US44J150G7	6/1/1994	\$ 354.00	Non-Functional			
G30500	20163	Apple StyleWriter II Printer	CE34340AC89	6/1/1994	\$ 272.00	Functional			
N13960	20442	Magnavox 25 Inch Television/Monitor	38167438	8/1/1994	\$ 400.00	Functional			
N13966	20448	Samsung VCR	6RAC105068	8/1/1994	\$ 165.00	Non-Functional			
N13980	20598	Bogen Intercom System & Radio	90A449	10/1/1994	\$ 250.00	Functional			
G30514	20769	Apple External CD-ROM & Speake	PA4500PS31D	1/1/1995	\$ 329.00	Functional			
G30515	20774	Epson LQ-570 Printer	1F8E333904	1/1/1995	\$ 253.00	Functional			
G30519	20778	Epson LQ-570 Printer	1F8E333515	1/1/1995	\$ 253.00	Non-Functional			
N14040	20874	Epson LQ-570 Printer	1F8E355045	4/1/1995	\$ 253.00	Functional			
N14041	20875	Epson LQ-570 Printer	1F8E355053	4/1/1995	\$ 253.00	Functional			
N14076	21187	SVEC 8 Port - 10 Base-T Repeat	*507000083	8/1/1995	\$ 186.75	Functional			
N14077	21188	SVEC 8 Port - 10 Base-T Repeat	*507000085	8/1/1995	\$ 186.75	Functional			
N14078	21297	Hewlett Packard DeskJet 600 Pr	US5651D011	9/1/1995	\$ 299.00	Functional			
N14081	21386	Iomega Zip Drive	RAA545639W	12/1/1995	\$ 209.49	Functional			
N14086	21415	Samsung VCR	6RBF501621	10/1/1995	\$ 140.00	Non-Functional			
N14089	21418	Samsung VCR	6RBF403199	10/1/1995	\$ 140.00	Non-Functional			
N14100	21493	1.0 Gb External Hard Drive	384506	12/1/1995	\$ 299.99	Functional			
N14101	21494	1.0 Gb External Hard Drive	384588	12/1/1995	\$ 299.99	Functional			
N14129	21650	Crown PZM-180 Microphone	Unknown	3/1/1995	\$ 150.00	Non-Functional			
N14131	21652	Crown PZM-180 Microphone	Unknown	3/1/1995	\$ 150.00	Non-Functional			
N14132	21653	Crown PZM-180 Microphone	Unknown	3/1/1995	\$ 150.00	Non-Functional			
N14182	21984	Hewlett Packard DeskJet 600C P	SG61R1JOHN	4/1/1996	\$ 247.00	Non-Functional			
N14185	22015	Lantronix Print Server	1337286	5/1/1996	\$ 336.26	Functional			
N14209	50102	Hitachi Color TV	A0K006839	2/1/1981	\$ 360.00	Functional			
N14222	50144	Wollensak Visual Synch Cassette Recorder	D2 011278	8/1/1981	\$ 437.50	Functional			
N14240	50203	Panasonic Color TV	UG 1212886	8/1/1981	\$ 450.00	Functional			
N14296	50997	Panasonic 13 Inch Color Monitor	UG 2566910	3/1/1983	\$ 383.00	Functional			
N14401	51346	Nady Wireless Camcorder Microphone	11265	3/1/1990	\$ 139.00	Non-Functional			
N14410	D50148	Print Server	90-070-11	7/17/1996	\$ 220.00	Functional			
N14436	D50079	Samson Microphone Transmitter	43A00949	8/16/1996	\$ 276.00	Non-Functional			
N14440	D50078	Iomega Zip Drive	LD620F0WV	6/28/1996	\$ 242.90	Functional			
N14447	D50121	Lantronix Print Server	1343481	9/16/1996	\$ 297.48	Functional			
N14451	D50124	Lantronix Print Server	1343496	9/16/1996	\$ 299.95	Functional			
N14464	D50188	Hewlett Packard JetDirect EX P	SG63811857	12/4/1996	\$ 294.90	Functional			
N14490	51292	Portable Lecturn	955092	4/1/1986	\$ 449.00	Functional			

		NEW MEXICO JUNIOR COLLEGE							
		Non-Capitalized Equipment to be Auctioned (Unit cost less than \$500.00)							
NMJC NO	Old No	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION			
G30563	N14540	Toshiba External Floppy Drive	None	4/7/1997	\$ -	Functional			
G30482	NA	lomega Jaz Drive	W13G1901FW	4/1/1997	\$ -	Functional			
G30486	NA	Sharp Wizard 32KB	16042640	4/1/1997	\$ -	Functional			
G30557	22037	NetPrint 1000 Print Server	442340	6/1/1996	\$ 378.00	Functional			
N14583	19087	14 Color Monitor",1A20501644"	34060	0	Functional				
N14592	57	Easel	NA	9/1/1970	\$ -	Functional			
N14597	NA	Dayna Etherprint Print Server	243341	6/1/1997	\$ 233.97	Functional			
N14607	NA	Panasonic AG-2550 VCR	D7KN0055	6/15/1997	\$ 330.00	Functional			
N14636	NA	Ericsson Portable Radio	107794	6/1/1997	\$ 364.43	Functional			
N14738	NA	Orion VCR	161-70323888	10/15/1997	\$ 149.99	Non-Functional			
G30675	NA	Lantronix Print Server	1355900	1/15/1998	\$ 292.00	Functional			
N14745	NA	Lantronix Print Server	2700797	11/1/1997	\$ 296.69	Functional			
N14978	NA	Hewlett Packard JetDirect Card	SG73732737	12/15/1997	\$ 275.00	Functional			
N15000	NA	lomega Zip Drive	RABU14D5YU	1/15/1998	\$ -	Non-Functional			
N14937	NA	Ericsson Portable Radio	9370558	1/30/1998	\$ 362.05	Non-Functional			
N15144	NA	lomega Zip Drive	RALH384CHE	12/15/1997	\$ 149.99	Functional			
N14973	NA	Lantronix Print Server		2/24/1998	\$ 283.00	Functional			
N15052	NA	Lantronix Print Server	1365096	3/10/1998	\$ 284.00	Functional			
G30712	NA	Hewlett Packard CD-R Drive	BE745G0953	4/15/1998	\$ 439.00	Functional			
N15101	NA	Lantronix Print Server	2707405	4/15/1998	\$ 284.00	Functional			
N15102	NA	Lantronix Print Server	2700371	4/15/1998	\$ 284.00	Functional			
G30774	NA	Hewlett Packard Scanner	MX839122HT	6/30/1998	\$ 311.87	Non-Functional			
N15270	NA	Dayna Etherprint Print Se	2512C9	9/16/1996	\$ 299.95	Functional			
N15353	NA	GE PCS Portable Radio	303792	5/24/1999	\$ 428.00	Functional			
N15354	NA	GE PCS Portable Radio	109482	5/24/1999	\$ 428.00	Non-Functional			
N15355	NA	GE PCS Portable Radio	303801	5/24/1999	\$ 428.00	Functional			
N15356	NA	GE PCS Portable Radio	109481	5/24/1999	\$ 428.00	Functional			
N15358	NA	GE PCS Portable Radio	303284	5/24/1999	\$ 428.00	Non-Functional			
N15679	NA	RCA 4 Head Hifi VCR	845442399	6/1/1999	\$ 139.96	Non-Functional			
N15871	NA	Hewlett Packard JetDirect Print Server	SG02748560	9/26/2000	\$ 249.00	Functional			
N14023	20815	Internal Syquest Hard Drive	8410304792	2/1/1995	\$ 479.00	Functional			
	7362	Tiffany typing stand		10/74					
	1946	72X30X30 Table		11/66					
	21893	Canon BP1025 calculator (used)	206548						
	8981	Electric calculator	2130572						

		NEW MEXICO JUNIOR COLLEGE							
		Non-Capitalized Equipment to be Auctioned (Unit cost less than \$500.00)							
NMJC NO	Old No	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION			
	10101	Canon calculator							
	2456	48x30x29 Desk		11/66					
	2594	Bookkeeping desk		11/66					
	5045	Student desk							
	1427	Student table		10/66					
	6515	Desk		11/69					
	4850	Desk		1/68					
	3381	Secretary desk		9/67					
	15298	Tandy 1400 Laptop	UA027465						
	6419	Desk							
	15126	Tandy 1400 LT Computer	427864	2/88					
		Amana Radarange	53012197						
	12846	Microfiche Reader	72485	5/84					
	20752	Sharp Carousel II microwave	271409	12/94					
	20864	Desk							
		Two (2) desk extentions							
	20596	IBM Typewriter	2993544	10/94					
		Small foam mattress							
		Canon MP210 calculator	20105950						
		PowerComm 3000 Power taps							
		Six (6) Apple Local Talk Software							
		Swingline 113 Heavy duty stapler							
		Telex universal connector	10595						
		Wood box							
		Assorted Macintosh software							
		Data Transfer switch							
		Outbound disk adapter	100860						
		PowerPad- power books key board	PP1035084						
		Two (2) Wheel loks							
		Approx Thirteen (13) Misc. Lift parts							
		Four (4) Misc. Electronic equipment							
		Two (2) Misc. medical equipment							
		Logitech ScanMan	EB108901014-06C						
		Typist Scanner	8149						
		Two (2) IV Stands							

NMJC NO	Old No	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION
		NEW MEXICO JUNIOR COLLEGE				
		Non-Capitalized Equipment to be Auctioned (Unit cost less than \$500.00)				
		LifeCare Pump				
		Four (4)Female Catheterization simulator				
		Baby				
		Four (4) CPR Mannequim Arms				
		Traction Equipment - Multiple Pieces				
	2845	Nuclear training system		2/67		
	2832	Glass tubing cutter		11/70		
		Shure Prologue mic. Mixer	960700306			
		Two (2) Yankee Pipette shakers				
		Speech Synthesis				
	2845	Nuclear training system		2/67		
		Pelouze Scale				
		Hamilton Bell - Van Guard V6000				
		Test tube spinner				
		UMEX shower chair				
		Aluminum green cot				
		One Med. One small Oxygen bottles				
		Gomco Thermotic Drainage pump				
		Optimus am/fm radio				
		Two (2) Flag pole stands				
		Three (3) sets 2drawer gray file drawers				
	9002	Easel				
		Two (2) Pallets of misc. partion units				
		Twelve (12) boxes of used electrical clocks				
	9243	Microphone stand		1/80		
	9244	Micorphone stand		1/80		
	50027	Aluminum lectern				
	51293	Folding speaker				
	7586	Amplifier				
		Four (4) Panasonic tri-pods				
		Samson tri-pod				
		Auto dolly mod # 3056				
		Two (2) Ultimate tri-pods				
		Metal table top lecturn				
		Ping pong table				

NEW MEXICO JUNIOR COLLEGE									
Non-Capitalized Equipment to be Auctioned (Unit cost less than \$500.00)									
NMJC NO	Old No	DESCRIPTION	SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION			
		Three (3) Inertia Wheel ken		11/66					
	4886	Draft machine		7/67					
	5074	Two (2) 30x60x30 Table		6/68					
	50278	Devoke equipment stand		10/81					
		Fifteen (15) RubberMaid computer desk							
	20895	JVC 13" TV	7001405	5/95					
		Emerson 13" TV	652-0102785						
		TwentyTwo(22) sets of Head phones							
		Time Lapse VCR recorder	3210814						
		NEC CD-Rom reader	30100984						
		Dove Fax machine	1011918						
	9792	Agglutination view	2669	1/82					
		Labelwriter	C911282660						
	16134	Labelwriter	C841052289	8/90					
		Phonemate 2 line answering machine	98001143024005.00						
		Version 2.0 for Macintosh software							
		Curtis Command Center temp. power tap							
		Two (2) Telecoupler II Highspeed Acoustic coupler							
		Ansul Fire extinguisher	782094						
		General Fire extinguisher	577861						
		Stephen Gringer		9/78					
	11941	Executive folding table							
	1420	Student table		10/66					
		Wooden table top							
	1177	Metal table top lecturn							
		Plastic card rack							
		Wood card rack w/metal shelves							
	3355	Wood top metal desk		8/67					
	15425	Computer workstation		5/89					
		Video cabinet on rollers	8646						
	8647	Swingline electric stapler	173089	3/79					
		Discover machine w/ printer							
	14649	Sharp cash register							
		Mics. Modeling and edging							
		Two (2) stair runners							

NEW MEXICO JUNIOR COLLEGE		Non-Capitalized Equipment to be Auctioned (Unit cost less than \$500.00)		SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION
NMJC NO	Old No	DESCRIPTION					
	9958	Wet/Dry Tank vacuum					
	214	Multiclean Floor machine		220009	3/66		
	11197	Two (2)Palmer Electric Erasure		12360	3/83		
	50842	Presentation ease w/legs		457959	9/82		
		Advance Carpetwin vacuum					
	8356	Three (3) Multimeters		203066	1/78		
		Electric burnout					
		Three (3) RCA - AC VTVM					
	567	Two (2)Simpson Volt OHM meter			9/66		
	6488	Milliammeter 2605MVO			6/70		
	6225	Kinetic Theory app			10/70		
		Four (4) Heathkit power supply					
		Realistic wireless microphone system		124659			
		One (1) box ceramic funnels					
	7741	Curve Tracer		1002507	5/76		
	5299	Lect. Table		71855	11/68		
		Regal Cable communication equipment					
		Thirteen (13) Oscilloscopes					
		Four (4) Fibrometers					
	8506	Hill Rom Hospital bed			6/78		
	4038	Muller-Mixer rolling mill					
		Fourteen (14) Electronic meters					
		Dual Diluter II		530982			
		Misc. computer and power book accessories					
		Misc. Macintosh software					
		Misc. digital camera supplies					
		Brother P-Touch labeling system		K23644430			
		TPS IS-400 Barcode and/or magstripe reader					
		Misc. Telephone supplies					
		Sunnen Cap & Rod Grinder w/stand		11367			
	5217	Large square metal table					
	7439	Sears Craftsman saw					
	16990	Makita 10" saw		191066E			
		Thirteen (13) misc. wooden doors					
		Metal door jamb					

NEW MEXICO JUNIOR COLLEGE		Non-Capitalized Equipment to be Auctioned (Unit cost less than \$500.00)		SERIAL NO	ACQ. DATE	ACQ. VALUE	CONDITION
NMJC NO	Old No	DESCRIPTION					
		Black Board					
		Wheel chair					
		58 chairs w/mounts					
		97 misc. chairs					
		52 misc. student desk					
		Litton Microwave					
		Leg exercise machine					
		2 Drafting tables					
		4 misc storage cabinets					
		Eighteen (18) 5 gal. buckets misc. paint					
		1 pallet misc. tiles					
		Box misc. 2 way radio equipment					
		173 (1) gal. misc. paint					
		21 misc. stands/ carts					
		2 Portable lecterns					
18305		Kenmor refrigerator		9616582			
		12 boxes VCT floor tile 12x12					
		10 boxes wall tile 4x4					
		2 Tires and rims 23x8.50					
		HP Desk Jet 695C printer		SG8B01SD1YJ			
		Cutting board					
		Digital LA424 printer		B440862654			
		ABC battery back up					
PP193		Dump trailer					
		4 Marshall vacuums					
		Grass edger					
		Solo powr blower					
		Murry push mower					
		Briggs & Stratton gas edger 3.5 hp					

NEW MEXICO JUNIOR COLLEGE DISTRICT ELECTION**March 4, 2003**

December 20, 2002	21-13-18.1	Board must file Resolution calling election with County Clerk.
January 2, 2003	1-22-4	Publication of Resolution.
January 15, 2003	21-13-18.2A	Filing day for candidates 9 a.m.- 5 p.m. with County Clerk.
January 28, 2003	1-22-9	Deadline for withdrawal of candidacy at 5 p.m.
January 28, 2003	21-13-18.2D	Deadline for write-in candidates 5 p.m. with County Clerk.
February 4, 2003	1-4-8	Close voter registration.
Feb. 7, 2003 through Feb. 28, 2003	1-22-19	Absentee voting in the County Clerk's office.
Feb. 20 & Feb. 27, 2003	1-22-11	Publish election proclamation.
February 28, 2003	1-11-11	Voting machines delivered.
March 4, 2003		ELECTION DAY
March 6 or 7, 2003	1-22-15	Canvass election.
March 13, 2003	1-22-15	Publish election results.
March 10, 2003	1-4-8	Voter registration re-opens.

RESOLUTION

NEW MEXICO JUNIOR COLLEGE BOARD ELECTION TO BE HELD IN
FOUR OF THE SEVEN VOTING DISTRICTS
LEA COUNTY, NEW MEXICO
TUESDAY, MARCH 4, 2003
7:00 A.M. TO 7:00 P.M.

PUBLIC NOTICE IS HEREBY GIVEN that a New Mexico Junior College Board election shall be held in four of the seven voting districts, Lea County, New Mexico, on Tuesday, the 4th day of March, 2003 at which time there shall be submitted for vote to the qualified, registered elector of the District, the following matter:

The term of office for four board positions on the New Mexico Junior College Board shall expire on April 1, 2003. It is necessary that an election take place to fill these positions. The term of office for Districts 1, 3, and 6 Board members is six years. The term of office for District 4 Board member is two years.

The polls for said election will be opened at 7:00 a.m. on the day of said election and will be closed at 7:00 p.m. Precincts shall be consolidated for this election. The polling place for the consolidated precincts (such polling place being located within the consolidated precinct) is as follows:

ELECTION PRECINCTS

<u>DISTRICT NO.</u>	<u>CONSOLIDATED</u>	<u>POLLING PLACES</u>
I	Lea County Precincts 2,3,10,13,21,26 and that portion of 14 West of Seventeenth Street and the portion West of Thirteenth Street between Jefferson and Avenue D.	Tatum Schools Auditorium Corner of 3 rd & B Street Tatum, New Mexico
III	Lea County Precincts 18,20,22,23,28	New Mexico Junior College 5317 Lovington Highway Hobbs, New Mexico
IV	Lea County Precincts 24,25,30,31,32,34,61	Sanger Elementary School 2020 North Adobe Hobbs, New Mexico
VI	Lea County Precincts 35,43,51,52,55 and that portion of 53 South of Marland and North of Texas between Elm Street and Dal Paso.	John J. Fletcher Center 1000 East Snyder Hobbs, New Mexico

A map of the districts is available for inspection at the President's Office, New Mexico Junior College or in the office of the County Clerk.

Each voter shall cast his or her ballot in the precinct and district for which he or she resides and is currently registered and for the candidate of that district.

Residents of the New Mexico Junior College District living in the above districts who are

qualified electors of the State of New Mexico, shall be eligible to become a candidate to serve as a member of the New Mexico Junior College Board and shall file a declaration of candidacy on the form prescribed by law for the district in which they reside with the County Clerk of Lea County, Lea County Courthouse, Lovington, New Mexico on the 48th day before the election, January 15, 2003, commencing at 9:00 a.m. and ending at 5:00 p.m. on the same day.

No ballot on the Board Member election shall be received by any polling place board unless the person offering to vote is a registered, qualified elector of the District.

Residents of the New Mexico Junior College District who are qualified electors of the State of New Mexico and residents of the district for which they desire to become write-in candidate as a member of the New Mexico Junior College Board shall file a declaration of intent to be a write-in candidate on the form prescribed by law with the County Clerk of Lea County, Lea County Courthouse, Lovington, New Mexico, before 5:00 p.m. on the 35th day before the election, January 28, 2003.

The registration books of Lea County shall be closed by the County Clerk at 5:00 p.m. on Tuesday, February 4, 2003. Any person otherwise eligible to vote as a qualified elector and not currently registered, may register prior to such time at the city clerk's office or in the office of the County Clerk.

Voting machines shall be used for this Board Member election.

Absentee voting shall be at the Office of the County Clerk, Lea County Courthouse, Lovington, New Mexico during the regular hours and days of business beginning at 8:00 a.m. on Friday, February 7, 2003, and ending at 5:00 p.m. on Friday, February 28, 2003. Absentee ballots can be obtained from the Office of the County Clerk, Lea County, New Mexico.

Any information concerning absentee ballots, polling places, or any other matters relating to the election can be obtained from the Office of the County Clerk, Lea County, New Mexico.

IN TESTIMONY WHEREOF, the New Mexico Junior College Board of the New Mexico Junior College District, Lea County, New Mexico has caused this notice to be published as required by law and dated this 19th day of December, 2002.

CHAIRMAN



ATTEST:

SECRETARY



RESOLUCION

ELECCION DE LA MESA DIRECTIVA DE NEW MEXICO JUNIOR COLLEGE SERA SOSTENIDA EN CUATRO DE LOS SIETE DISTRITOS VOTANTES CONDADO DE LEA, NUEVO MEXICO MARTES, 4 DE MARZO, 2003 7:00 A.M. A LAS 7:00 P.M.

NOTICIA PUBLICA por este medio esta dando que una eleccion de la Mesa Directiva de New Mexico Junior College estara sostenida en cuatro de los siete distritos votantes del Condado de Lea, Nuevo Mexico, el martes, el dia 4 de marzo, 2003, en el cual sera sometido para voto a los electores calificados y registrados en el Distrito, de la siguiente manera:

El termino oficial para cuatro posiciones en la Mesa Directiva de New Mexico Junior College expiraran el dia 1 de abril, 2003. Es necesario que dicha eleccion de lleve a efecto para ocupar esta posiciones como descrito mas adelante. El termino para los posiciones de la Mesa Directiva para Distritos 1, 3 y 6 sera sies anos. El termino para Distrito 4 sera dos anos.

La lugares de votacion para esta eleccion seran abiertos a las 7:00 a.m. el dia de eleccion seran cerrados a las 7:00 p.m. El numero de Distrito para cada consolidato y los lugares de votacion para cada precinto consolidado seran como sigue:

PRECINTOS DE ELECCION

<u>DISTRICT NO.</u>	<u>CONSOLIDADO</u>	<u>LUGARES de VOTACION</u>
I	Precintos del Condado de Lea 2,3,10,13,21,26 y un porcion de 14 oeste de Calle Diecisiete y un porcion oeste Calle Trece entre Jefferson y Avenida D.	Tatum Schools Auditorium Rincon de Tres y B Calles Tatum, Nuevo Mexico
III	Precintos del Condado de Lea 18,20,22,23,28	New Mexico Junior College 5317 Lovington Camino Hobbs, Nuevo Mexico
IV	Precintos del Condado de Lea 24,25,30,31,32,34,61	Sanger Elementary School 2020 Norte Adobe Hobbs, Nuevo Mexico
VI	Precintos del Condado de Lea 35,43,51,52,55 y un porcion de 53 sur de Marland y norte de Texas Calle entre Elm y Dal Paso Calles.	John J. Fletcher Centro 1000 Este Snyder Hobbs, Nuevo Mexico

Un mapa del Distritos es disponible por inspeccion a la oficina de la Presidente, New Mexico Junior College o la oficina de la Escribana del Condado.

Cada votante echara su boleta en el lugar de votar en el distrito electoral consolidado donde reside y donde esta registrado y por el candidato de ese Distrito.

Residentes del Distrito de New Mexico Junior College que vivan en el Distritos 1, 3, 4 y 6 que sean electores calificados en el estado de Nuevo Mexico seran elegibles para ser candidatos para servir como miembros de la Mesa Directiva de New Mexico Junior College y tendran que entregar una declaracion de candidatura en la forma prescrita por ley para el distrito de residente con el Escribana del Condado de Lea, Casa de Corte del Condado de Lea, Lovington, Nuevo Mexico en el 48 dia antes de la eleccion, el dia 15 de enero, 2003, comenzando a las 9:00 a.m. y terminando a las 5:00 p.m. del mismo dia. Para entregar una declaracion de candidatura, cada elector calificado sera registrado y vivera en el Distrito de ellos.

Ninguna boleta en la eleccion del miembro de la Mesa Directiva sera recibida por ninguna mesa del distrito electoral a menos que la persona que ofrece votar sea elector registrado y calificado del distrito.

Residentes del distrito de New Mexico Junior College que vivan en el distritos 1, 3, 4 y 6 del estado de Nuevo Mexico y residentes de la distrito para que ellos deseen ser candidatos por insercion escrita como miembro de la Mesa Directiva de New Mexico Junior College deben presentar de la manera reglamentada una declaracion de intento para ser candidato por insercion escrita en la forma prescrita por ley con el Escribana del Condado de Lea, Casa de Corte del Condado de Lea, Lovington, Nuevo Mexico antes de las 5:00 p.m. en el 35 dia antes de la eleccion, el dia 28 de enero, 2003. Para entregar una declaracion de intento para ser candidato por insercion escrita, cada elector calificado sera registrado y vivera Distrito de ellos.

Los libros de registro del Condado de Lea seran cerrados por la Escribana del Condado a las 5:00 p.m. en el martes, el dia 4 de febrero, 2003. Cualquier persona elegible para votar como elector calificado en distritos 1, 3,

4 y 6 y no registrado actualmente, puede registrarse antes del tiempo dicho en la oficina de la Escribana del Condado, Casa de Corte del Condado de Lea, Lovington, Nuevo Mexico o en cualquiera oficina de un Escribana del Cuidad.

Maquinas de votar seran usadas para la eleccion de los Miembros de la Mesa Directiva.

Todos los que votan en ausencia en el Distrito Numeros 1, 3, 4 y 6 votaran en la oficina de la Escribana del Condado, Casa de Corte del Condado de Lea, Lovington, Nuevo Mexico, durante las horas regulares de negocio comenzando a las 8:00 a.m. el viernes, dia 7 de febrero, 2003 y terminando a las 5:00 p.m. el viernes, dia 28 de febrero, 2003. Boletas de ausencia se podran cojer de la oficina de la Escribana del Condado, Casa de Corte del Condado de Lea, Lovington, Nuevo Mexico.

Cualquier informacion concerniente a las boletas de ausencia, lugares de yotacion o cualquier otro asunto relacionado con la eleccion puede ser obtenida en la oficina de la Escribana del Condado de Lea, Lovington, New Mexico.

EN TESTIMONIO DE LO CUAL, la Mesa Directiva de New Mexico Junior College, Distrito de New Mexico Junior College, en el Condado de Lea, Nuevo Mexico, ha causado que esta noticia sea publicada como se requiere por ley y con fecha dia 19 de diciembre, 2002.

Testigo:

Secretaria



Presidente



NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 12-5-02

Candidate's name Kenneth B. Brown

Position title Professor of Theatre/Scenic Designer/Technical Director

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 January 7, 2003 Standard contract length 12 mos. 9 mos. other _____

Funding source NMJC Operating Budget - Performing Arts-Music & Performing Arts-Theatre

Paid advertising beyond *standard Artsearch, Chronicle of Higher Education and USITT

(* 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 Per Faculty Salary Recommended annual salary \$41,500.00 Prorated salary yes no
Schedule (Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2011-23-260 50% 2-2011-23-261 50%

Recommended and approved by:

W. D. B.
Supervisor

Richard Fleming
Vice President

W. D. B.
Dean/Director

Steve McCleery
President

Selection Committee Members: Chris Eubank

Ronnie Gray

Greg Hammond

John Rice

Comments: Mr. Brown meets and/or exceeds the minimum requirements for the position.

ABBREVIATED RESUME

Position

Professor of Theatre/Scenic Designer/Technical Director

Personal Data

Name: Kenneth B. Brown

Education

B.S., Eastern New Mexico University, Portales, NM, 1966

M.A., University of Arkansas, Fayetteville, AR, 1968

M.F.A., University of Missouri, Kansas City, MO, 1988

Professional Experience

Theatre Ensemble Arts, Farmington, NM Scene Designer/Technical Director	9/99 to Present
Claudine's Real Estate, Farmington, NM Sales Associate/Office Aide	4/00 to 9/02
San Juan College, Farmington, NM Part-time Adjunct Professor	9/97 to 6/99
Northwest Shiprock High School, Shiprock, NM Teacher	1994 to 1996
Broad Horizons Educational Center, Portales, NM Language Arts Instructor	1993 to 1994
Interlochen Arts Academy, Interlochen, MI Instructor, Scenic Designer/Technical Director	1990 to 1991
John Carroll University, Cleveland, OH Assistant Professor, Scenic Designer/Technical Director	1989 to 1990
Morehead State University, Morehead, KY Assistant Professor, Interim Scenic Designer	1986

Organizations/Awards

ACTF Best Lighting Design, 1980



New Mexico Junior College Career Opportunities

Position Announcement • June, 2002

Position Title: Professor of Theatre/Scenic Designer/Technical Director

Position Description: The Professor of Theatre/Scenic Designer/Technical Director reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) teach up to three courses per fall and per spring semesters (day and/or evening/s), as enrollment requires, in Scenic Design, Stagecraft, Technical Production, and Introduction to Theatre; (2) design and mount settings and lighting for four main stage productions per academic year; (3) supervise student technical crews for four main stage productions per academic year; (4) serve as community liaison (technical consultations) for NMJC's Watson Theater; (5) serve on college committees as assigned; (6) serve as an advisor to assigned students; (7) post and maintain approved office hours per week; (8) attend orientation meetings and other in-service meetings/workshops, as scheduled; (9) maintain accurate student records; (10) involve oneself in the general recruitment of students for the institution and music/theatre programs; (11) assume other professional responsibilities associated with the position of professor/scenic designer/technical director; and (12) 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: A Bachelor's degree in Technical Theatre from a regionally accredited institution required, MA or MFA preferred. Successful college-level designing/teaching/work experience is desired. Must be committed to excellence in instruction/design/construction and willing to work with other full-time divisional instructors and staff. NOTE: Computer proficiency is required.

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 NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: October 16, 2002, 5:00 p.m. MDT. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. 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: Professor of Theatre/Scenic Designer/Technical Director

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Yeatman, John	Yes	No	
Parboosingh, Adam	No	No	Incomplete application materials.
Holen, Richard	Yes	Yes	Declined offer and withdrew application.
Brown, Kenneth	Yes	Yes	Start date: pending Board approval.