

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, December 20, 2001

Zia Room - Library

1:30 p.m.

AGENDA

- | | |
|--|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of November 29, 2001 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. New Business | |
| 1. Monthly Expenditures Report | Dr. McCleery |
| 2. Monthly Revenue Report | Dr. McCleery |
| 3. Oil and Gas Revenue Report | Dr. McCleery |
| 4. Schedule of Investments | Dr. McCleery |
| 5. Consideration of Bid #912 - Permanent & Portable Signage for NMJC | Dr. McCleery |
| 6. Personnel Consideration - Professor of Nursing | Dr. McCleery |
| 7. Personnel Consideration - Academic Advisor | Dr. McCleery |
| G. Public Comments | Mr. Newman |
| H. Announcement of Next Meeting | Mr. Newman |
| I. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

NOVEMBER 29, 2001

MINUTES

The New Mexico Junior College Board met on Thursday, November 29, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mr. Larry Hanna; Mrs. Yvonne Williams; Ms. Patricia Chappelle; Mr. Ferrel Caster; and Mr. John Hice, Jr.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun and Zeak Williams, Lea County Commissioner.

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

Upon a motion by Mrs. Williams, seconded by Mr. Hanna, the board unanimously approved the minutes of October 25, 2001.

Under *President's Report*, Sam Oswald and Regina Organ presented a follow-up report with a handout on the Celebration of the Arts. Dr. McCleery made the board aware of the Commission on Higher Education's IT funding recommendations for Capital Projects and Information Technology. They are recommending for the Statewide G.O. Bond: NMJC Wireless Project \$210,000; NMJC Smart Classroom \$450,000; NMJC Infrastructure \$989,385; and NMJC Ben Alexander Learning Center \$3,000,000. Dr. McCleery reminded the board of the employee Christmas dinner and service awards on December 7.

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

Mr. Hardin presented Bid #911 - Electric Hospital Beds for the Nursing Department. The administration recommended acceptance of the bid submitted by Hil - Rom, Placitas, NM for the amount of \$10,348. Upon a motion by Mr. Hanna, seconded by Mr. Caster, the board unanimously accepted the recommendation.

Mr. Hardin presented Bid #913 - Paving of Continuing Education Parking Lot. The administration recommended acceptance of the bid submitted by Ramirez & Sons, Inc., Lovington, NM for the amount of \$29,825. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Regina Organ presented a Joint Powers Agreement for the Student Health Clinic. After much discussion, Mr. Hanna recommended the following changes. Joint Powers should be taken out, leaving *Agreement*. Paragraph I. should be titled *Term* and read "The term of this agreement shall be for a period of two years effective January 14, 2002". Paragraph XI. should be added reading "This agreement may be terminated by either party upon 90 days written notice to the other party". "THIS AGREEMENT shall become effective upon the approval of all the agencies who must approve the agreement" should be deleted. Upon a motion by Mr. Hanna, seconded by Mr. Schubert, the board unanimously approved the agreement with the recommended changes.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for December 20, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library. A strategic plan work session will follow the regular meeting.

Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board meeting adjourned at 2:15 p.m.

CHAIRMAN

ATTEST: _____

SECRETARY

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
November 2001

42% of Year Completed

Fund	2000-01			2001-02			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,322,453	1,856,358	35%	5,980,600	460,233	1,972,176	33%
Academic Support	1,012,220	522,568	52%	1,021,222	82,330	584,683	57%
Student Services	1,020,190	517,520	51%	1,194,494	92,031	599,134	50%
Institutional Support	2,321,133	748,017	32%	2,461,574	161,314	1,002,760	41%
Operation & Maintenance of Plant	1,674,751	681,692	41%	1,943,012	111,829	634,049	33%
Subtotal - Instruction & General	11,350,747	4,326,155	38%	12,600,902	907,737	4,792,802	38%
Student Activities	118,724	43,311	36%	165,817	11,902	55,792	34%
Research	0	0	0%	0	0	0	0%
Public Service	24,968	216	1%	5,650	321	935	17%
Internal Service Departments	309,131	262,104	85%	300,815	(18,173)	350,049	116%
Student Aid	139,605	140,934	101%	148,092	18,278	100,773	68%
Auxiliary Enterprises	1,254,436	733,413	58%	1,266,820	86,381	993,102	78%
Athletics	558,129	250,250	45%	593,066	23,786	324,639	55%
Total Current Unrestricted Fund	13,755,740	5,756,383	42%	15,081,162	1,030,232	6,618,092	44%
CURRENT RESTRICTED FUND							
Grants	3,135,237	1,142,919	36%	2,236,954	185,763	892,659	40%
Student Aid	3,204,007	1,858,077	58%	3,300,000	114,547	1,996,457	60%
Total Current Restricted Fund	6,339,244	3,000,996	47%	5,536,954	300,310	2,889,116	52%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	2,126,546	594,132	28%	3,325,000	236,915	896,168	27%
Projects from State GOB Funds	0	0	0%	1,500,000	150,054	733,075	49%
Projects from State STB Funds	0	0	0%	143,891	0	143,891	100%
Projects from Other State Funds	116,172	110,009	95%	6,163	0	6,163	100%
Projects from State B R & R				345,546	9,338	126,230	37%
Subtotal - Capital and BR&R	2,242,718	704,141	31%	5,320,600	396,307	1,905,527	36%
Debt Service							
Revenue Bonds	264,845	133,541	50%	1,470,813	0	133,802	9%
Total Plant Funds	2,507,563	837,682	33%	6,791,413	396,307	2,039,329	30%
GRAND TOTAL EXPENDITURES	22,602,547	9,595,061	42%	27,409,529	1,726,849	11,546,537	42%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

November 2001

42% of Year Completed

Fund	2000-01			2001-02			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,168,950	966,372	83%	1,244,954	268,547	986,130	79%
State Appropriations	6,566,300	2,750,650	42%	7,494,100	588,225	3,376,825	45%
Advalorem Taxes - Oil and Gas	2,500,000	1,790,289	72%	2,874,085	318,847	1,648,368	57%
Advalorem Taxes - Property	1,900,000	41,365	2%	1,900,000	7,589	80,144	4%
Interest Income	125,500	78,191	62%	75,000	9,175	58,079	77%
Other Revenues	384,886	94,351	25%	294,400	37,204	122,190	42%
Subtotal - Instruction & General	12,645,636	5,721,218	45%	13,882,539	1,229,587	6,271,736	45%
Student Activities	40,000	36,624	92%	43,400	40,560	95,964	221%
Public Service	0	9,800	0%	0	0	0	0%
Internal Service Departments	21,000	6,454	31%	14,000	1,237	8,357	60%
Auxiliary Enterprises	1,442,050	866,879	60%	1,528,300	222,037	1,163,148	76%
Athletics	33,600	14,467	43%	35,100	2,938	14,338	41%
Total Current Unrestricted	14,182,286	6,655,442	47%	15,503,339	1,496,359	7,553,543	49%
CURRENT RESTRICTED FUND							
Grants	3,135,237	1,142,919	36%	2,236,954	(5,007)	325,357	15%
Student Aid	3,204,007	1,858,077	58%	3,336,485	22,562	1,834,249	55%
Total Current Restricted	6,339,244	3,000,996	47%	5,573,439	17,555	2,159,606	39%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant				250,000	24,732	24,732	10%
Projects from State GOB Funds	0	0	0%	1,500,000	0	535,850	0%
Projects from State STB Funds	0	0	0%	143,891	0	143,891	100%
Projects from Other State Funds	116,172	0	0%	6,163	0	6,163	100%
Interest Income	0	48,728	0%	50,000	8,155	51,658	103%
Subtotal - Capital & BR&R	116,172	48,728	42%	1,700,054	32,887	737,562	43%
Debt Service							
Interest Income	55,000	34,360	62%	73,164	3,500	22,266	30%
Total Plant Funds	171,172	83,088	49%	1,773,218	36,387	759,828	43%
LOAN FUND							
Interest Income / Service Fees	0	0	0%	0	0	0	0%
Total Loan Fund	0	0	0%	0	0	0	0%
GRAND TOTAL REVENUES	20,692,702	9,739,526	47%	22,849,996	1,550,301	10,472,977	46%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

November 2001

42% of Year Completed

		OIL		GAS		COMBINED		
Month of		Price	Lea County	Price	Lea County	Monthly	2000-01	Variance
Sales	Distribution	per BBL	BBLs sold	per MCF	MCF sold	Revenue	Original	Over (Under)
							Budget	Budget
April	July	\$24.76	3,251,164	\$4.69	18,075,793	330,922	208,250	122,672
May	August	\$24.78	5,412,518	\$5.47	18,046,880	360,106	208,250	151,856
June	September	\$24.77	3,246,565	\$3.76	17,173,974	305,123	208,250	96,873
July	October	\$25.78	3,258,367	\$2.55	17,191,397	330,045	208,250	121,795
August	November	\$25.68	3,330,307	\$3.26	18,785,391	313,161	208,250	104,911
September	December						208,250	
October	January						208,250	
November	February						208,250	
December	March						208,250	
January	April						208,250	
February	May						208,250	
March	June						208,250	
Production Tax Revenue						1,639,357	2,499,000	598,107
Equipment Tax Revenue						5,686	375,000	0
Total Year-to-Date Oil and Gas Revenue						1,645,043	2,874,000	598,107

Source: New Mexico Taxation and Revenue Department

In order to stabilize the budgetary process for the 2001-02 fiscal year, oil and gas revenues were budgeted at a long-term historical average of \$16.00 per bbl for oil and \$2.50 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2001-02 year that exceed this budgeted amount will be considered for transfer

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
November 2001

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	8,325,000	N/A	N/A	N/A	7102-1348	2.88%	20,011
Wells Fargo Bank of Hobbs	<u>250,000</u>	08/08/2001	02/08/2002	181	231611237	2.87%	<u>598</u>
Total investments	<u>8,575,000</u>						<u>20,609</u>

Summary of Current Month's Activity	
Beginning amount	8,575,000
Plus: deposits	0
Less: withdrawals	<u>0</u>
Ending amount	<u>8,575,000</u>

Capital Projects and Debt Service	4,494,854
Percentage of total investments	52%

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #912

Permanent & Portable Signage for NMJC Campus

BOARD DOCUMENTS

Date:	December 12, 2001
Prepared by:	Frank Collins Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On November 27, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed bids for the construction and manufacture of NMJC signboards:
 - 1) The Hobbs Daily News Sun
 - 2) Las Cruces Sun
 - 3) Albuquerque Journal
2. Bid packets were sent to five potential bidders.
3. One vendor submitted a bid within the time frame specified by the bid package.
4. That vendor was not present at the opening.
5. The Business Office has evaluated the bid received and the recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The vendor responding to Invitation to Bid #912 was Auld Sign Company, Hobbs, NM.

The Administration recommends acceptance of the bid submitted by Auld Sign Company, Hobbs NM for an amount equal to **\$8,605.00**. This amount will only procure the following items from the vendor's bid package:

Construction of the Large Entrance Sign:	\$6,405.00
Manufacture of One (1) Signboard for Trailer Mounting:	\$2,200.00
TOTAL	<u>\$8,605.00</u>

Source of Funding: Continuing Education – FY 2001-2002
Equipment, Renewal, & Replacement (ERR)

Account Number: 1-2741-11-540

TOTAL \$8,605.00

NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS FOR SIGNAGE

Board Documents

For the Manufacture of Two (2) Signboards for Trailer Mounting (See Diagram on Page 6):

1. Trailer Signboards: 4' X 8' Reader Board, Double Face, Four (4) Lines
2. Built in Lockable Storage on Trailers for letters
3. Two (2) Retractable outriggers
4. Retractable tongue
5. 8" wheels on trailers, with hinged cover to conceal wheels
6. Panel to fit in top line when not used for letters with "New Mexico Junior College" on the panel
7. 100 – 8" letters, reverse, block out, Black in color
8. Trailers will be painted to match NMJC colors
9. Must be delivered to Central Receiving by the successful contractor

For the Construction of a Large Entrance Sign (See Diagram on Page 7):

The entrance sign must be of the height to be seen from the Lovington Highway (**at the College Campus Entrance**). The other specifications are as follows:

1. One (1) 4' X 8' Reader Board Sign, Lighted, Double Face, Four (4) Lines
2. One (1) 3' X 12' Double Face, Lighted, Lettered with New Mexico Junior College
3. NMJC Logo at the top of the Sign, Double Face, Lighted
4. Signs must have high output fluorescent lighting, meeting U/L specifications and with a GFI system
5. Pole Cover, Top and Bottom
6. Pole Cover must have a built in lockable cabinet for letters and the letter changer
7. 100 – 8" Letters, Reverse, Block Out, Black in color
8. Hole must be dug for insertion of the Pole and any additional dirt work
9. Concrete must be provided and applied by the contractor
10. Electrical work must be done for lighting hook-ups/connections
11. Sign must be constructed on NMJC location by the successful contractor

NEW MEXICO JUNIOR COLLEGE
SPECIFICATIONS FOR SIGNAGE (continued)

Board Documents

For the Construction of a Small Permanent Signboard Sign (See Diagram on Page 8):

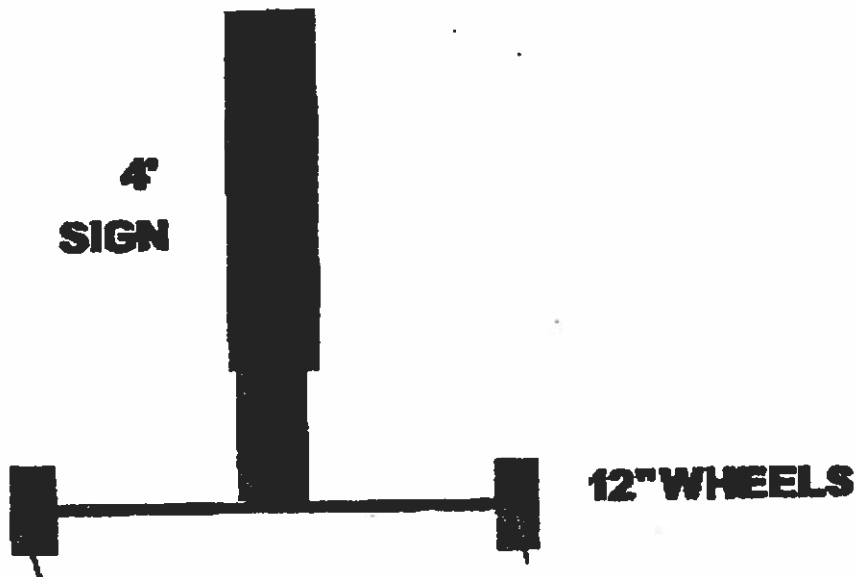
The small permanent signboard must be constructed by **Watson Hall**. The other specifications are as follows:

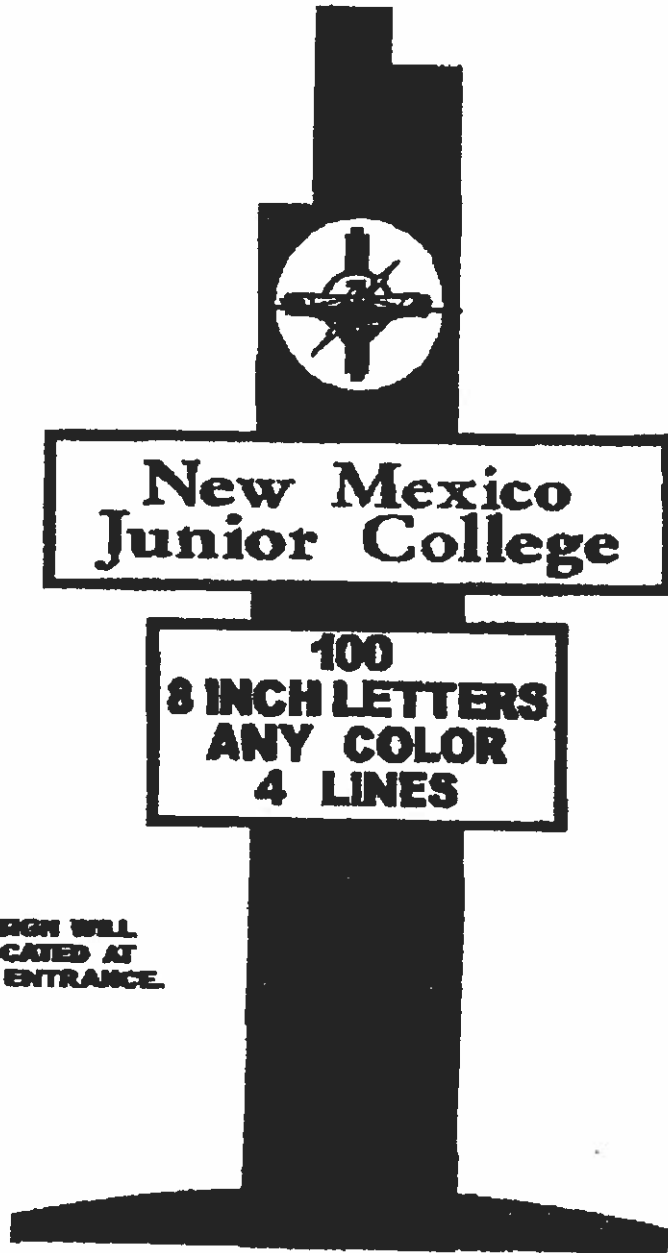
1. 4' X 8' reader board, double face, lighted, 4 lines
2. Sign will have high out-put fluorescent lighting, meeting U/L specifications and with a GFI System.
3. Pole Cover, 30" wide, 84" tall
4. Pole cover will have a built in lockable cabinet for letters and letter changer
5. 100 – 8" letters, reverse, block out, black in color
6. Panel to fit in top line when not used for letters with "New Mexico Junior College" on the panel
7. Hole must be dug for insertion of the Pole and any additional dirt work
8. Concrete must be provided and applied by the contractor
9. Electrical work must be done for lighting hookups/connections
10. Sign must be constructed on NMJC location by the successful contractor

**EXTRA PANEL TO FIT IN TOP LINE WHEN NOT
USED FOR SLIDE IN LETTERS.**

New Mexico Junior College

**100
8 INCH LETTERS
ANY COLOR
4 LINES**





**THIS SIGN WILL
BE LOCATED AT
NJJC ENTRANCE.**

SHOWN WITH NLJC PANEL INSTALLED.

**8 INCH LETTERS
ANY COLOR
4 LINES**

**THIS SIGN WILL
BE LOCATED IN FRONT
OF WATSON HALL**



AULD SIGN COMPANY

P.O.BOX 326 HOBBS N.M. 88241
PHONE#(505)393-3447 FAX#(505)397-7153

(BIG SIGN FRONT I.D. SIGN)

(1) 4 ' X 8 ' READER BOARD (THIS INCLUDES 100 LETTERS.)	\$1,760.00
(1) 3 ' X 12 ' N.M.J.C.	\$1,980.00
(1) 3 ' CIRCLE LOGO	\$495.00
(1) HOLE	\$450.00
(1) POLE	\$450.00
(1) CONCRETE	\$320.00
(1) MOVE DIRT	\$150.00
(1) LABOR	\$800.00
*SUBTOTAL	\$6,405.00

**ELECTRIC IS A SIGN BASE AND WILL BE HOOKED UP WORKING WITH N.M.J.C. MAINTNANCE DEPT. AT NO EXTRA CHARGE.

**ALL SPECS MEET REQUIREMENTE OUTLINED IN BID PACKAGE .

AULD SIGN COMPANY

P.O. BOX 326 HOBBS N.M. 88241
PHONE#(505)393-3447 FAX#(505)397-7153

(4' X 8 ' TRAILER READERBOARD)

(2)DOUBLE FACE 4 ' X 8 ' TRAILER SIGN (THIS INCLUDES
100 LETTERS.) \$2,400.00ea.

YOUR PRICE

\$2,200.00ea.

*SUBTOTAL \$4,800.00

*SUBTOTAL ON YOUR PRICE \$4,400.00

NO LABOR FOR INSTALL

**ALL SPECS TO MEET REQUIERMENTS SPECIFIED IN
BID PACKAGE.;

PLEASE GIVE ME A CALL IF YOU HAVE ANY QUESTIONS,
THANK YOU ,
BOB AULD

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date December 12, 2001

Candidate's name Kimberly Webb

Position title Professor of Nursing

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 01/08/02 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard _____
(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range Commensurate with education,
teaching experience Recommended annual salary \$32,897 Prorated salary yes no
(Employment date through June 30)

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

Recommended and approved by:

Karen Cummings
Supervisor
[Signature]
Vice President

Steve M Davis
Dean/Director
Steve M Cleary
President

Selection Committee Members: Karen Cummings, Tamara James, Lynda Knoll,

Karen Landers, Sondra Hutson, Terri Jenkins,

and Misty Stine-Professors of Nursing

Comments: _____

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Kimberly S. Webb

Education

A.A.S., New Mexico Junior College, Hobbs, NM, 1993

B.S.N., University of Phoenix, Phoenix, AZ, 2001

Professional Experience

NorLea Home Health, Hobbs, NM

RN Case Manager

5/01 to Present

RN Staff Nurse

1/99 to 10/99

Lea Regional Hospital, Hobbs, NM

10/99 to 5/01

RN Staff Nurse

Hutson Home Health, Hobbs, NM

11/93 to 1/99

RN, Nurse's Aide Supervisor and Staff Nurse



New Mexico Junior College

Career Opportunities

Position Announcement • November, 2001

Position Title: Professor of Nursing (Two positions available)

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

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

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

Application Deadline: Open until filled. 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 Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Webb, Kimberly	Yes	Yes	Start date: pending Board approval.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 12-12-01

Candidate's name Turrubiates, Sylvia O.

Position title Academic Advisor

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, 2002 Standard contract length 12 mos. 9 mos. other

Funding source Student Support Services

Paid advertising beyond *standard Lubbock Avalanche Journal, Midland Reporter Telegram, Odessa

(* 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)

American

Posted salary range \$27,807-\$34,758 Recommended annual salary \$28,500 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-174 100%

Recommended and approved by:

Gayle Abbott
Supervisor

Regina Organ
Vice President

Pat Gorman
Dean/Director

Pat Gorman
President

Selection Committee Members: Gayle Abbott

Michael Chavez

Vera Gilleland

Pat Gorman

Cyndi Stephenson

Comments: Ms. Turrubiates meets or exceeds the requirements for this position.

ABBREVIATED RESUME

Position

Academic Advisor

Personal Data

Name: Sylvia O. Turrubiates

Education

B.B.A., Eastern New Mexico University, Portales, NM, 2001

Professional Experience

Eastern New Mexico University, Portales, NM

Part-time College Success Program Mentor	5/01 to Present
Part-time College Success Program Mentor	8/99 to 5/00
Part-time Hispanic Affairs Student Advisor	8/00 to 5/01
Part-time Office Assistant, Services for Students with Disabilities	8/98 to 8/99
Part-time Bernalillo Hall Desk Assistant	8/97 to 5/98

Young Insurance, Inc., Portales, NM

5/01 to 8/01

Marketing/Customer Service Representative Intern

Organizations/Awards

Association Helping our Race Advance (A.H.O.R.A), Member, 1999

Blue Key Honors Fraternity, Treasurer, 2000-2001

Blue Key Honors Scholarship Recipient

Delta Mu Delta, Member

Finis Heidel Trust Fund Recipient

HACU Student Ambassador, ENMU

Lottery Scholarship

Silver Honors Award

Spanish Club, President, 1999-2000

Student Advisor of the Year, 2000-2001

Student Fees Board, 2000-2001

Success Scholarship

Zapata Award



New Mexico Junior College

Career Opportunities

Position Announcement • October, 2001

Position Title: Academic Advisor

Position Description: This position reports to the Director of Student Support Services. Duties and responsibilities include providing basic skills instruction to SSS students including those whose first language is Spanish. The Academic Advisor will track student progress toward individual and SSS project objectives as well as provide academic and transfer advising, degree planning and counseling to assigned SSS students. This position is also responsible for coordinating and conducting student workshops, activities and services. Nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree from a regionally accredited institution in Education, Psychology, Counseling, Social Sciences or related field required. Master's degree from a regionally accredited institution preferred. A demonstrated sensitivity to the needs of educationally and economically disadvantaged students is required. Fluency in Spanish is preferred. It is preferred, but not required, that candidates have at least one year of community college experience, preferably in a TRIO program.

Salary/Benefits: Salary from \$27,807 to \$34,758 depending upon experience and qualifications. This is a 12-month professional position funded by a grant. Continued employment will depend on grant funding. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: November 9, 2001 at 5:00 p.m. MST. 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: Academic Advisor

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
George, Carl	No	No	
Caudle, Marc	Yes	No	
Zambrelli, Cynthia	No	No	
Boyd, Linda	No	No	
Ellison, Farrell	No	No	
Windham, Woodie	No	No	
Rainwater-Kinabrew, Teena	No	No	Incomplete application materials.
Weaver, Vicki	No	No	
Cox, Patricia	No	No	
Acosta-Martinez, Rosalinda	No	No	Incomplete application materials.
Rutledge, Donna	Yes	No	
Parker, Karen	Yes	No	
Hamm, Jerry	Yes	No	
Turrubiates, Sylvia	Yes	Yes	Start date: pending Board approval.
Smith, Sheila	Yes	No	
Jones, Dustin	No	No	Received after deadline to apply.