

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, December 20, 2012

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|------------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of November 15, 2012 | Guy Kesner |
| D. President's Report | Steve McCleery |
| E. 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 GED Fee Increase | Dianne Marquez |
| 6. Consideration of Board Election Resolution | Steve McCleery |
| 7. Personnel Consideration – Counselor | Michele Clingman |
| 8. Personnel Consideration – Professor of Psychology/Sociology | Dennis Atherton |
| 9. Personnel Consideration – Professor of High School Automotive Technology | Dennis Atherton |
| F. Public Comments | Guy Kesner |
| G. Announcement of Next Meeting | Guy Kesner |
| H. Closure of Open Meeting | Guy Kesner |
| I. Adjournment | Guy Kesner |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

NOVEMBER 15, 2012

MINUTES

The New Mexico Junior College Board met on Thursday, November 15, 2012, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Travis Glenn; Mr. Ron Black; and Mr. Zeak Williams. Not present were Mrs. Mary Lou Vinson and Mr. Hector Baeza.

Mr. Kesner called the meeting to order and welcomed visitors and guests present: Beth Hahn, News-Sun.

Upon a motion by Mr. Williams, seconded by Mr. Glenn, the agenda was unanimously adopted.

Upon a motion by Mr. Williams, seconded by Mr. Black, the Board unanimously approved the minutes of October 18, 2012.

Under President's Report, Jill Henning introduced the SkillsUSA students who attended the New Mexico Fall Leadership Conference at Bonita Park and Conference Center near Capitan, New Mexico. The students, along with SkillsUSA students from all across the state, came together to assist in rebuilding homes by building fences, painting, putting up skirting, repairing vehicles, hanging light fixtures, and overall general clean-up. Dr. McCleery thanked Charley Carroll for the new look at the campus entrance. He presented Debra Hicks with the Pillars of Education for her help with the entrance on Highway 18. Delores Thompson introduced Kim Webb and Marlena Bushway, who successfully completed the NLN – Nurse Educator Certification exam this past summer. Brandon Hunt presented the Small Development Center report.

Under New Business, Dan Hardin presented the October financial reports and with a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for October, 2012. Upon a motion by Mr. Glenn, seconded by Mr. Black, the Board unanimously approved the Fiscal Watch Reports.

Charley Carroll requested Board approval to move forward with repair of the stucco on the exterior of the Museum. Facility Build (a CES vendor) will repair the stucco at a cost of \$204,547.62 using current BR&R funding. A five year material and three year labor warranty will cover the process. Upon a motion by Ms. Chappelle, seconded by Mr. Glenn, the Board unanimously approved the request.

Randy Cook presented a request to raise the Driver Education fee \$10.00, from \$150.00 to \$160.00 per student. The increase will help cover the cost and administrative fees associated with the college becoming a test site for the Driver Knowledge Test. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the fee increase.

Regina Organ presented a request to increase the cost of a transcript to from \$2.00 to \$5.00. The cost will cover using the National Student Clearinghouse for transcript ordering. Upon a motion by Mr. Williams, seconded by Mr. Glenn, the Board unanimously approved the request.

Kelly Holladay recommended Mr. Kennedy Alila for the Professor of Chemistry position at a nine month salary of \$43,000. Upon a motion by Mr. Glenn, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Alila, effective January 8, 2013.

Dean Holladay recommended Ms. Sandra Thompson for the Professor of Biology position at a nine month salary of \$49,928. Upon a motion by Ms. Chappelle, seconded by Mr. Williams, the Board unanimously approved the employment of Ms. Thompson, effective January 8, 2013.

Dr. McCleery presented a retirement resolution to Charles Necaise who has served as Security Personnel for sixteen years. He presented a retirement resolution to Richard Steinhaus who has served as Professor of Psychology/Sociology for nine and one half years. The Board unanimously adopted the resolutions.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, December 20, 2012, beginning at 4:00 p.m.

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 New Mexico Statutes Annotated 1978. Mr. Black seconded the motion. The roll call vote was

as follows: Ms. Chappelle – yes; Mr. Black – yes; Mr. Kesner – yes; Mr. Glenn – yes; and Mr. Williams – yes.

Upon re-convening in open meeting, Mr. Kesner stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Black, seconded by Mr. Glenn, the board meeting adjourned at 6:10 p.m.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

November 2012

42% of Year Completed

Fund	2011-12			2012-13			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	8,437,426	3,812,191	45%	8,638,205	789,041	3,303,724	38%
Academic Support	2,206,429	939,292	43%	2,247,244	138,624	898,054	40%
Student Services	1,665,722	652,885	39%	1,704,267	144,977	714,399	42%
Institutional Support	2,987,693	1,268,442	42%	3,137,158	268,021	1,459,195	47%
Operation & Maintenance of Plant	2,958,467	1,263,015	43%	3,232,175	173,725	1,314,277	41%
Subtotal - Instruction & General	18,255,737	7,935,825	43%	18,959,049	1,514,388	7,689,649	41%
Student Activities	0	0	0%	0	0		0%
Research	0	0	0%	0	0		0%
Public Service	0	0	0%	0	0		0%
Internal Service Departments	80,394	31,991	40%	81,772	45,117	97,923	120%
Student Aid	516,579	317,437	61%	543,551	21,053	374,117	69%
Auxiliary Enterprises	1,706,196	1,069,041	63%	1,780,078	71,778	1,078,673	61%
Athletics	972,058	540,468	56%	1,150,211	37,882	469,883	41%
Total Current Unrestricted Fund	21,530,964	9,894,762	46%	22,514,661	1,690,218	9,710,245	43%
CURRENT RESTRICTED FUND							
Grants	1,569,789	452,402	29%	1,280,443	54,503	360,484	28%
Student Aid	5,033,468	2,989,904	59%	5,033,468	50,764	2,038,169	40%
Total Current Restricted Fund	6,603,257	3,442,306	52%	6,313,911	105,267	2,398,653	38%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	10,910,281	4,547,536	42%	9,149,363	45,689	2,890,746	32%
Projects from State GOB Funds	286,126	62,169	22%	222,313	3,318	9,339	4%
Projects from State STB Funds	1,840,824	1,840,824	100%	521,652	0	34,652	7%
Projects from General Fund	24,956	12,000	48%	19,115	0	7,558	40%
Projects from Private Funds	487,945	448,530	92%	5,965	371	1,288	22%
Projects from State ER&R	441,780	120,633	27%	568,173	3,486	180,293	32%
Projects from State BR&R	1,584,709	242,547	15%	1,815,302	223,968	627,108	35%
Subtotal - Capital and BR&R	15,576,621	7,274,239	47%	12,301,883	276,832	3,750,984	30%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	15,576,621	7,274,239	47%	12,295,455	276,832	3,750,984	31%
GRAND TOTAL EXPENDITURES	43,710,842	20,611,307	47%	41,124,027	2,072,317	15,859,882	39%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

November 2012

42% of Year Completed

Fund	2011-12			2012-13			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,589,200	2,527,335	70%	3,684,200	367,477	2,329,627	63%
State Appropriations	5,505,200	2,304,958	42%	5,888,800	490,734	2,511,758	43%
Advalorem Taxes - Oil and Gas	5,900,000	3,265,842	55%	6,100,000	848,105	2,926,538	48%
Advalorem Taxes - Property	4,905,732	0	0%	5,255,000	244	244	0%
Interest Income	20,000	376	2%	5,000	212	803	16%
Other Revenues	329,471	132,660	40%	292,526	18,469	135,829	46%
Subtotal - Instruction & General	20,249,603	8,231,171	41%	21,225,526	1,725,241	7,904,799	37%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	10,684	45%	24,000	0	7,962	33%
Auxiliary Enterprises	2,184,000	1,458,362	67%	2,198,000	33,077	1,245,170	57%
Athletics	326,200	135,147	41%	326,200	27,583	136,386	42%
Total Current Unrestricted	22,783,803	9,835,364	43%	23,773,726	1,785,901	9,294,317	39%
CURRENT RESTRICTED FUND							
Grants	1,569,789	457,705	29%	1,290,682	135,040	449,075	35%
Student Aid	5,033,468	2,804,206	56%	5,033,468	143,640	2,041,836	41%
Total Current Restricted	6,603,257	3,261,911	49%	6,324,150	278,680	2,490,911	39%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	0	0	0	0%
Projects from State STB Funds	1,840,824	222,704	12%	1,240,754	0	34,652	3%
Projects from General Fund	312,972	0	0%		0	0	0%
Projects from Private Funds	416,000	416,000	100%	0	0	3,750	0%
Interest Income (LGIP)	37,000	10,364	28%	30,000	1,836	7,160	24%
Total Plant Funds	2,606,796	649,068	25%	1,270,754	1,836	45,562	4%
GRAND TOTAL REVENUES	31,993,856	13,746,343	43%	31,368,630	2,066,417	11,830,790	38%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

November 2012

42% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2011-12 Original Budget	Variance Over (Under) Budget
Actual	July	\$82.33	3,014,635	\$4.80	16,457,653	610,622	383,333	227,289
Actual	August	\$72.11	3,009,890	\$4.15	14,122,684	701,128	383,333	317,795
Accrual	September	\$79.10	2,978,466	\$4.57	14,863,087	749,810	383,333	366,477
Accrual	October					383,333	383,333	0
Accrual	November					383,333	383,333	0
Accrual	December						383,333	(383,333)
Accrual	January						383,333	(383,333)
Accrual	February						383,333	(383,333)
Accrual	March						383,333	(383,333)
Accrual	April						383,333	(383,333)
Accrual	May						383,333	(383,333)
Accrual	June						383,333	(383,333)
Y.T.D. Production Tax Revenue						2,828,226	4,599,996	(1,771,770)
Y.T.D. Equipment Tax Revenue						98,312	1,500,000	(1,401,688)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>2,926,538</u>	<u>6,099,996</u>	<u>(3,173,458)</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

November 2012

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	9,589,592	N/A	N/A	N/A	7102-1348	0.183%	1,836
Total investments	<u>9,589,592</u>						<u>1,836</u>

Summary of Current Month's Activity	
Beginning amount	9,589,592
Plus: deposits	0
Less: withdrawals	0
Capital Projects	7,582,893
Reserves Invested	2,232,011
Total LGIP Investment	9,589,592

Capital Projects	11/30/2012
Vehicles	19,210.91
Campus Facilities Master Plan	25,000.00
Technology Upgrade	163,323.99
JASI	76,189.56
WHM South Gallery	348,079.00
Baseball Field	1,857.01
Rodeo Arena	42,266.86
Original Entrance Landscaping	248,009.68
Student Housing Construction	536,636.00
Luminis Software	11,568.00
Campus Signage	142,200.60
Campus Paving	0.00
Roof Replacement	190,055.47
Interior Lighting-Energy Retrofit	50,617.00
Dorm/Apartment Refurbish	73,505.03
Campus Construction	0.00
Oil & Gas Training Ctr	0.00
Maintenance Equipment	9,651.99
Public Sector	1,827.00
Campus Security	6,442.49
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnng	5,000.00
Copier Replacement	101,446.00
Non-Recurring Compensation	218,362.12
Athletics	0.00
Student Life Programming	17,440.00
Title V (Institutional)	79,568.00
Warehouse/Cont Ed Remodel	2,449.00
Succession Plan	108,152.00
Energy Technology Equipment	635,394.00
Watson Hall Stage Lighting	100,000.00
WHM Exhibits	160,960.00
Remodel McLean/Mansur/VocB/H	180,478.54
Shade Structure/Landscape AIPP	50,000.00
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	17,144.67
Track Upgrades	1,000,000.00
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	600,000.00
Cosmetology Remodel	300,000.00
Central Plant Upgrade	0.00
Workforce Training Contingency	9,701.29
Total	7,357,580.67

NOTE: Capital projects total does not include encumbered funds

Memorandum

Date: 11 December 2012

To: Dr. Steve McCleery, President

Through: Dr. Dennis Atherton, Vice President of Instruction

From: Dianne Marquez, Dean of Arts & Humanities

Re: GED Changes

Overview:

The American Council on Education/GED Testing Service has teamed up with Pearson Vue Testing to develop the computer-based GED Test. This merger has moved the GED Test from a non-profit organization to a for profit organization that will require GED Testing centers to become Pearson Vue Testing Sites. Beginning in January 2014, the GED Test will only be offered by computer (no paper/pencil) and only through Pearson Vue Testing Centers.

What this means for New Mexico Junior College:

- Enter into a contract with PearsonVue to become an official testing center
- Designate a distraction-free location, equipped with computers and access to the internet
- Equipment must meet technical specifications
- Required Enhanced Security Protocol equipment
- Must employ a certified test administrator to proctor the tests
- Will be paid compensation for test delivery - \$5/scheduled hour/student
- Can offer other PearsonVue tests to the community

What this means for GED Students:

- Test prices will begin at \$120 for the entire battery (currently \$50)
- Can register for the test(s) online – without ABE guidance
- Immediate score results

Suggestions:

- Increase GED testing fee to \$120 beginning January 2014
- Utilize the Testing Center as location for GED testing - currently equipped with security & computer/internet access.

RESOLUTION

NEW MEXICO JUNIOR COLLEGE BOARD ELECTION TO BE HELD IN
TWO OF THE SEVEN VOTING DISTRICTS
LEA COUNTY, NEW MEXICO
TUESDAY, MARCH 5, 2013
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 five of the seven voting districts, Lea County, New Mexico, on Tuesday, the 5th day of March, 2013 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 five board positions on the New Mexico Junior College Board shall expire on April 1, 2013. It is necessary that an election take place to fill these positions. The terms of office for Districts 2,5 & 7 Board Members is six years. The terms of office for Districts 1 & 6 is two years to fulfill an unexpired term.

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		
DISTRICT NO.	CONSOLIDATED	POLLING PLACES
I	Lea County Precincts 2,3,10,13,18,21 and 26	Tatum Schools Auditorium Third & Highway 18 Tatum, New Mexico
II	Lea County Precincts 11,12, 14,15,16 and 17	Lea County Courthouse 100 N. Main Lovington, New Mexico
V	Lea County Precincts 29,33, 41,42,43 and 44	Lea County Complex 1923 North Dal Paso Hobbs, New Mexico

VI	Lea County Precincts 35,51,52,54,55 and a Portion of 53	Lea County Complex 1923 North Dal Paso Hobbs, New Mexico
VII	Lea County Precincts 36,62,71,72,73,74 and a Portion of 53	Eunice Community Center Twelfth & Avenue I Eunice, New Mexico

A map of the district is available for inspection at the President's Office, New Mexico Junior College and 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 16, 2013, 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 29, 2013.

The registration books of Lea County shall be closed by the County Clerk at 5:00 p.m. on Tuesday, February 5, 2013. 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 8, 2013, and ending at 5:00 p.m. on Friday, March 1, 2013. 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 20th day of December, 2012.

/s/ Guy Kesner
CHAIRMAN

ATTEST:

/s/ Patricia Chappelle
SECRETARY

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date December 5, 2012

Candidate's name Kelly Rodriguez

Position title Counselor

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 * 01/07/2013 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funding

Paid advertising beyond *standard HigherEdJobs.com,

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 39 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

Posted salary range \$38,332 to 47,915 Recommended annual salary \$42,613 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 3021 61301 123

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Dr. Michele Clingman – Dean of Enrollment Management

LaRae Ellison – Counselor

Cynthia Zambrelli – Counselor

Randy Jasso – NMJC Student

Comments: Ms. Rodriguez with a M.S.Ed. degree in Mental Health Counseling and more than one year of experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

rev. 6-28-01

ABBREVIATED RESUME

Position

Counselor

Personal Data

Name: Kelly Rodriguez

Education

M.S.Ed., University of the Southwest, Hobbs, NM, 2012
Major: Mental Health Counseling

B.S., University of the Southwest, Hobbs, NM, 2008
Major: Psychology

A.A., New Mexico Junior College, Hobbs, NM, 2005
Major: Psychology

Professional Experience

Zia Consulting, Hobbs, NM	
Part-time Mental Health Counselor	07/2012 to Present
Intern Mental Health Counselor	08/2011 to 05/2012

MECA Therapies, Hobbs, NM	07/2012 to Present
Service Coordinator/Developmental Instruction	

Raindancer Youth Services, Hobbs, NM	01/2006 to 12/2006
Case Manager	

License:

Temporary Licensed Mental Health Counselor



New Mexico Junior College

Career Opportunities

Position Announcement • October 2012

Position Title: Counselor

Position Description: The Counselor is responsible to the Dean of Enrollment Management. Duties and responsibilities include, but are not limited to, the following: (1) Provide students with academic, personal, career, transfer and other appropriate counseling; (2) Be currently informed on transfer and curriculum requirements for students desiring a degree; (3) Work with students with visible, hidden, physical, emotional and learning disabilities to provide access to classes at NMJC; (4) Assemble records documenting disabilities and maintain records of services rendered, reevaluate and/or formulate educational plans for students with disabilities; (5) Recommend the administration of tests and assist in the interpretation of results to the counselees when applicable; (6) Make referral recommendations to students who indicate need for additional services provided by community agencies when deemed appropriate; (7) Accept other duties as assigned by the Dean of Enrollment Management; (8) Participate in a process of continual personal and professional improvement; (9) Actively participate in the institutional goals and objectives designed to support the mission of the college; (10) Serve on college committees as assigned; and (11) 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: Master's degree in Special Education Counseling, Counseling, Psychology or closely related field from a regionally accredited institution required. Need licensure as a Professional Mental Health Counselor (LPC), Professional Clinical Mental Health Counselor (LPCC), or eligibility for licensure in New Mexico within one year is required. Experience in a college or educational setting and experience working with students who have special needs is preferred. Preference is also given for candidates who are bilingual.

Salary/Benefits: This is a twelve month professional position. Salary range is \$38,332 to \$47,915 commensurate with education and experience. Standard NMJC benefits apply.

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

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and three references with current addresses and phone numbers.

Human Resources, New Mexico Junior College, 1 Thunderbird Circle, Hobbs, NM 88240

New Mexico Junior College is an Equal Opportunity Affirmative Action Employer and does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning Section 504 accessibility, contact the Special Needs Coordinator in the Counseling Department at (575) 492-2576

"Equal Opportunity Education and Employment"

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2790 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date December 3, 2012

Candidate's name Kenneth E. Reed

Position title Professor of Psychology/Sociology

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 8, 2013 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard HigherEdJobs.com

(*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 \$49,068 to \$61,335 Recommended annual salary \$57,525 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2852 61101 101 – 50% 11000 2853 61101 101 – 50%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Kelly Holladay – Dean of Business, Math and Sciences

Dr. Walter Journigan – Professor of Psychology

Frances Schwab – Professor of Sociology

Dr. Stephen Townsend – Professor of Government/History

Comments: Mr. Reed with a M.Ed. and more than seventeen years of experience meets and/or exceeds the minimum requirements
for this position.

ABBREVIATED RESUME

Position

Professor of Psychology/Sociology

Personal Data

Name: Kenneth E. Reed

Education

Ed.D., Argosy University, online, in process

Major: Counseling Psychology

M.Ed., Hardin-Simmons, Abilene, TX, 1999

Major: Counseling and Human Development

B.S., University of the Southwest, Hobbs, NM, 1997

Major: Psychology

Professional Experience

New Mexico Junior College, Hobbs, NM

2011 to 2012

Adjunct Instructor

Eunice Assembly of God, Eunice, NM

1989 to Present

Senior Pastor

Jal First Assembly of God, Jal, NM

2008 to Present

Senior Pastor

University of the South West, Hobbs, NM

2010 to Present

Campus Pastor

2000 to Present

Associate Professor

Zia Consulting, Hobbs, NM

2004 to Present

Clinical Mental Health Counselor LPCC

Black and Gold Casino and Horse Track, Hobbs, NM

2005 to 2009

Part-time Counselor and Pathological Gambling Therapist

Guidance Center of Lea County, Hobbs, NM

1999 to 2004

Clinical Therapist

Lea Regional Medical Center, Hobbs, NM

2004 to 2005

Mental Health Counselor

Certifications:

New Mexico - Mental Health Counselor; Professional Counselor; Clinical Mental Health Counselor; Ordained Minister



New Mexico Junior College

Career Opportunities

Position Announcement • October 2012

Position Title: Professor of Psychology/Sociology

Position Description: The Professor of Psychology/Sociology reports to the Dean of Business, Math and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) teach (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Freshman Seminar, Introduction to Psychology, Adolescent and/or Child Psychology, Human Relations, Interpersonal Communications, Cultural Diversity, General Sociology, Social Problems, and Marriage and the Family; (2) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (3) serve on college committees, as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment of students for the institution and psychology/sociology program; (9) assume other professional responsibilities associated with the position of professor; (10) Participate in a process of continual personal and professional improvement; (11) Actively participate in the institutional goals and objectives designed to support the mission of the college; 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 Master's degree in Psychology or Sociology preferred or a Master's degree in a related field with a minimum of 9 graduate hours in both Psychology and Sociology required. All degrees must be from a regionally accredited institution. Must be committed to excellence in instruction 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.

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and three references with current addresses and phone numbers.

Human Resources, New Mexico Junior College, 1 Thunderbird Circle, Hobbs, NM 88240

New Mexico Junior College is an Equal Opportunity Affirmative Action Employer and does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning Section 504 accessibility, contact the Special Needs Coordinator in the Counseling Department at (575) 492-2576

"Equal Opportunity Education and Employment"

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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 12/4/2012

Candidate's name Terry K. Halladay

Position title Professor of High School Automotive Technology

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 01/08/2013* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard HigherEdJobs.Com; needtechs.com

(*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 \$43,369 – 54,211 Recommended annual salary \$55,186 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2581 61101 102

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: August Fons – Dean of Public Safety and Industry

Samuel Gilcrease – Professor of Automotive Technology – GM-ASEP

Timothy Roberts – Professor of Automotive Technology – Ford Asset

Comments: Mr. Halladay, with a Bachelor of Science degree in Occupational Education, Senior Master Technician

Certificate and more than thirty-five years of applicable experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor of High School Automotive Technology

Personal Data

Name: Terry K. Halladay

Education

B.S., Wayland Baptist University, Plainview, TX, 2001
Major: Occupational Education

A.A.S, New Mexico Junior College, Hobbs, NM, 2002
Major: Ford ASSET

ASE, Oklahoma State University School of Technical Training, Okmulgee, OK, 1966
Major: Diesel Mechanic Program

Professional Experience

New Mexico Junior College, Hobbs, NM
Adjunct Instructor
Professor of Automotive Technology

08/2010 to 04/2011
08/14/1995 to 08/31/2008

Classic Auto & Truck, Hobbs, NM
Owner/Technician

1987 to 1995

Watson Truck & Supply, Hobbs, NM
Mechanic/Shop Foreman
Mechanics Helper

1968 to 1987
1966 to 1966

United States Army, Ft. Bliss, TX – Ft. Lewis, WA – Korea
Fuel and Electrical Specialist

1966 to 1968

Certificates:

ASE Master Automotive Technician - 1984



New Mexico Junior College

Career Opportunities

Position Announcement • June 2012

Position Title: Professor of High School Automotive Technology

Position Description: This position reports to the Dean of Public Safety and Industry and is responsible for teaching Automotive Technology in the secondary Advanced Career Technology Academy (ACTA) program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (A6 Electrical/Electronics, A5 Brakes, A4 Suspension & Steering, and A8 Engine Performance (two courses taught per year) (2) Implement the AYES program as outlined in the Automotive YES implementation Manual which includes duties of: Understanding the AYES agreement, Coordinating a minimum of two advisory committee meetings per year, Understand "Students in the Workplace" such as, Job Shadowing, Summer Internships and Part time internships, Train selected AYES Mentors, Facilitate the Tool Scholarship Plan, Teach and Assess AYES Skill Competencies to include, Technical Skills as outlined in the AYES Curriculum and Employability Skills as outlined in the Professional Development Manual, Levels 1 and 2 designed by Skills USA, Prepare students for summer internships and after by: Promoting AYES to Students and their Parents/Guardians, Facilitate the Application Process, The Internship Contract, Selecting Students, Developmental Work Plan and Tracking of Progress, Understand School Responsibility as concerning, Liaison, and Oversight, Use AYES Supporting Materials, Understand Labor Laws and Insurance, Understand School to Career Funding, Equipment, Donations, and Training, Build awareness for Careers in Automotive Service, Order AYES Logos and Forms, Understand "Inside AYES and Other Resources" Attend "Train the Trainer Seminars as necessary" (usually once per year) Attend AYES National Conference (once per year) (4) Attend required training to meet instructor training standards (40 hours technical training provided by AYES) and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Work for the general improvement of the instructional programs at the college; (7) Participate in college service through standing and ad hoc committees; (8) Post and maintain supervisor approved office hours per week; (9) Participate in a process of continual personal and professional improvement; (10) Actively participate in the institutional goals and objectives designed to support the mission of the college; (11) Coordinate and maintain the NATEF and AYES certifications of the program; (12) Sponsor student participation in various automotive contests throughout the year such as Ford AAA, Skills USA, NMJC high school automotive contest, and/or others; and, (13) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's or Master's degree in an occupational/vocational or closely related field is preferred. Candidates with an Associate's degree and minimally five years automotive/technical service experience will be considered. Candidates with extensive automotive/technical service experience but without an Associate's degree will be considered however, he/she must agree to earn an Associate degree within a four-year time frame from the initial date of employment. All degrees must be from a regionally accredited institution. Candidates should be ASE certified, possess demonstrated technical skills in the 4 ASE areas taught at the high school level and be able to become ASE Master certified and L1 certified within a specified time frame. Teaching experience at a community college or high school level preferred. Automotive and technical service experience in a dealership desired. Current training history required. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. **Note: Computer proficiency is required.**

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.

Application Deadline: Open until filled. Review of complete applications will begin immediately upon submission.

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

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