# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

January 18, 2000

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starla Jones</td>
<td>Hobbs News Sun</td>
</tr>
</tbody>
</table>

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NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
Thursday, January 18, 2001
Zia Room - Library
1:30 p.m.

AGENDA

A. Welcome Mr. Newman

B. Adoption of Agenda Mr. Newman

C. Approval of Minutes of December 12, 2000 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 Telecommunications Course Fee Dr. McCleery
   6. Personnel Consideration - Custodian Position Dr. McCleery
   7. Personnel Consideration - Director of Bookstore Services Dr. McCleery
   8. Personnel Consideration - Director of Allied Health Fields Dr. McCleery
   9. Personnel Consideration - Upward Bound Academic Coordinator Dr. McCleery
  10. Personnel Consideration - Director of Student Information Tracking/Institutional Researcher Dr. McCleery

G. Public Comments Mr. Newman

H. Announcement of Next Meeting Mr. Newman

I. Adjournment Mr. Newman
NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

DECEMBER 12, 2000

MINUTES

The New Mexico Junior College Board met on Tuesday, December 12, 2000, 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. Donald Whitaker; Mrs. Bonnie Moran; Mrs. Yvonne Williams; and Mr. Bill Lee. Not present was Mr. Ferrel Caster.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Jack Henry and Tina Shoemaker.

Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the agenda was unanimously adopted, as presented.

Upon a motion by Mrs. Moran, seconded by Mr. Whitaker, the board unanimously approved the minutes of November 16, 2000.

Under Correspondence, Mr. Schubert read a letter of appreciation from Karen Loving.

Under President’s Report, August Fons reported on the Law Enforcement Academy, Corrections Academy, and Fire Science Academy. Richard Fleming and Jack Henry updated the board on the Christmas In The Desert project and recognized David Moghaddam for his outstanding service to the project. Dr. McCleery introduced Dan Hardin, Vice President for Finance, to the board and presented a plaque of appreciation to Dr. Jim Turner for his service to NMJC as Interim Vice President for Finance.

Under New Business, Jim Turner presented the November financial reports and with a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the expenditures for November 2000.

Dr. McCleery presented a banking resolution for board consideration. The resolution makes Steve McCleery, President; Dan Hardin, Vice President for Finance; Regina Organ, Vice President for Student Services; and R. Fleming, Vice President for Instruction authorized signatories for all
NMJC bank accounts. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously adopted the resolution.

Dr. McCleery presented a resolution for the board election for Districts 2, 5, 6, and 7 to be held March 6, 2001. Upon a motion by Mr. Schubert, seconded by Mrs. Moran, the board unanimously adopted the resolution.

Richard Fleming presented a recommendation to waive out-of-district tuition for the upcoming Regional Fire Science Satellite Academy. After much discussion and upon a motion by Mr. Lee, seconded by Mrs. Moran, the board unanimously approved the recommendation.

Dr. McCleery presented a list of equipment, with a value over $500, that was donated to another governmental agency or school and requested that it be removed from the college inventory. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the request.

Dr. McCleery presented a request for a new accountant position in the business office, to be filled immediately. After some discussion and upon a motion by Mrs. Moran, seconded by Mr. Whitaker, the board unanimously approved the request.

Frank Collins presented Bid #900 - Purchase of New Vehicles for the College Motor Pool. The administration recommended accepting the bids from Jim Spence Oldsmobile and Permian Ford. The bid from Jim Spence Oldsmobile includes a 2001 GMC Sierra Pickup, $17,111.23, for the grounds department and a 2001 Oldsmobile Alero, $17,414.41, for the security department. The bid from Permian Ford includes a 2001 Ford E150 LX Wagon, $19,962, for the custodian department and a 2001 Ford Crown Victoria LX, $24,052.60, for the president's office. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the recommendation.

Mr. Collins presented RFP #33-00 - Request for Proposal for the Development of a Title V Hispanic Serving Institution Cooperative Grant Proposal for Eastern New Mexico University-Roswell (ENMU-R) and New Mexico Junior College. The NMJC evaluation committee recommended acceptance of the proposal from the sole offeror, Ramona Munsell & Associates (RMA) for an award amount equal to 10% of the funds awarded by each annual grant award document during the term of the cooperative grant, contingent upon a successful proposal by RMA and ENMU-R and NMJC. Upon a motion by Mr. Schubert, seconded by Mr. Whitaker, the board unanimously accepted the recommendation.

Dr. McCleery presented the 2001-2005 college calendar for board consideration. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the four year calendar.
Mr. Fleming recommended Terri Jenkins for the Professor of Nursing position with a nine month salary of $30,600. Upon a motion by Mr. Whitaker, seconded by Mr. Schubert, the board unanimously approved the employment of Ms. Jenkins, effective January 9, 2001.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for January 13, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously voted to adjourn at 3:05 p.m.

______________________________
CHAIRMAN

ATTEST:__________________________
SECRETARY

Others present:

Dan Hardin                       Willie Brown
Jim Turner                       Sharon Jenkins
Richard Fleming                 David Moghaddam
Regina Organ                    Tami Cavitt
Sam Oswald                      Pat Gorman
Ismael Zuniga                   Marilyn Jackson
Bill Rash                       Debbie Pruitt
Frank Collins                   August Fons
Bill Braun                      Steve Davis
Lisa Brown                      Mickey Best
Tim Perry                       Cc Nelson
Rudy Rascon
# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

December 2000

<table>
<thead>
<tr>
<th>Fund</th>
<th>1999-00</th>
<th>2000-01</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date</td>
</tr>
<tr>
<td></td>
<td>Expended or Encumbered</td>
<td>Expended</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>5,216,696</td>
<td>2,114,085</td>
</tr>
<tr>
<td>Academic Support</td>
<td>919,691</td>
<td>516,080</td>
</tr>
<tr>
<td>Student Services</td>
<td>993,692</td>
<td>563,122</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>1,617,362</td>
<td>797,581</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>1,591,881</td>
<td>709,456</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>10,337,322</td>
<td>4,700,324</td>
</tr>
<tr>
<td>Student Activities</td>
<td>109,847</td>
<td>53,828</td>
</tr>
<tr>
<td>Public Service</td>
<td>24,949</td>
<td>9,620</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>308,980</td>
<td>248,962</td>
</tr>
<tr>
<td>Student Aid</td>
<td>153,705</td>
<td>99,854</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,294,716</td>
<td>802,287</td>
</tr>
<tr>
<td>Athletics</td>
<td>581,756</td>
<td>286,005</td>
</tr>
<tr>
<td>Total Current Unrestricted Fund</td>
<td>12,811,275</td>
<td>6,194,648</td>
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<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>2,784,410</td>
<td>1,144,101</td>
</tr>
<tr>
<td>Student Aid</td>
<td>3,438,641</td>
<td>2,520,448</td>
</tr>
<tr>
<td>Total Current Restricted Fund</td>
<td>6,221,251</td>
<td>3,664,549</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl. Projects from Institutional Funds</td>
<td>1,152,097</td>
<td>703,993</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>666</td>
<td>0</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>374,617</td>
<td>45,015</td>
</tr>
<tr>
<td>Projects from Other State Funds</td>
<td>156,793</td>
<td>88,767</td>
</tr>
<tr>
<td>Subtotal - Capital and BR&amp;R</td>
<td>1,684,193</td>
<td>837,775</td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>263,723</td>
<td>132,881</td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>1,947,916</td>
<td>970,656</td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>20,980,442</td>
<td>10,830,053</td>
</tr>
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</table>
# NEW MEXICO JUNIOR COLLEGE
## Revenue Report
### December 2000

50% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>1999-00</th>
<th>2000-01</th>
<th>2000-01</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date Revenue</td>
<td>Percentage of Budget Received</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>1,162,200</td>
<td>1,005,597</td>
<td>87%</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>5,884,500</td>
<td>3,068,400</td>
<td>52%</td>
</tr>
<tr>
<td>Advancement Taxes - Oil and Gas</td>
<td>2,075,000</td>
<td>1,312,704</td>
<td>63%</td>
</tr>
<tr>
<td>Advancement Taxes - Property</td>
<td>1,800,000</td>
<td>443,210</td>
<td>25%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>136,000</td>
<td>124,671</td>
<td>92%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>196,800</td>
<td>77,932</td>
<td>40%</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>11,253,500</td>
<td>6,032,814</td>
<td>54%</td>
</tr>
<tr>
<td>Student Activities</td>
<td>38,000</td>
<td>37,448</td>
<td>99%</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>77,000</td>
<td>24,904</td>
<td>32%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,297,900</td>
<td>1,024,004</td>
<td>79%</td>
</tr>
<tr>
<td>Athletics</td>
<td>37,600</td>
<td>16,563</td>
<td>44%</td>
</tr>
<tr>
<td>Total Current Unrestricted</td>
<td>12,704,000</td>
<td>7,135,433</td>
<td>56%</td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>2,784,410</td>
<td>1,144,101</td>
<td>41%</td>
</tr>
<tr>
<td>Student Aid</td>
<td>3,436,841</td>
<td>2,520,448</td>
<td>73%</td>
</tr>
<tr>
<td>Total Current Restricted</td>
<td>6,221,251</td>
<td>3,664,549</td>
<td>59%</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from State GOS Funds</td>
<td>686</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>374,617</td>
<td>45,015</td>
<td>12%</td>
</tr>
<tr>
<td>Projects from Other State Funds</td>
<td>156,783</td>
<td>88,767</td>
<td>57%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>0</td>
<td>25,989</td>
<td>0%</td>
</tr>
<tr>
<td>Subtotal - Capital &amp; BR&amp;R</td>
<td>532,096</td>
<td>159,771</td>
<td>30%</td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>532,096</td>
<td>159,771</td>
<td>30%</td>
</tr>
<tr>
<td><strong>LOAN FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income / Service Fees</td>
<td>0</td>
<td>148</td>
<td>0%</td>
</tr>
<tr>
<td>Total Loan Fund</td>
<td>0</td>
<td>148</td>
<td>0%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>19,487,347</td>
<td>10,959,901</td>
<td>56%</td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
December 2000

50% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
</tr>
<tr>
<td>April</td>
<td>$25.13</td>
<td>3,365,212</td>
<td>$3.20</td>
</tr>
<tr>
<td>May</td>
<td>$27.75</td>
<td>3,566,511</td>
<td>$3.36</td>
</tr>
<tr>
<td>June</td>
<td>$29.78</td>
<td>3,550,473</td>
<td>$4.28</td>
</tr>
<tr>
<td>July</td>
<td>$29.43</td>
<td>3,363,692</td>
<td>$3.93</td>
</tr>
<tr>
<td>August</td>
<td>$30.24</td>
<td>3,350,022</td>
<td>$4.14</td>
</tr>
<tr>
<td>September</td>
<td>$31.12</td>
<td>3,471,582</td>
<td>$3.27</td>
</tr>
</tbody>
</table>

October January 177,083
November February 177,083
December March 177,083
January April 177,083
February May 177,083
March June 177,087

Production Tax Revenue 2,155,654 2,125,000 1,093,156
Equipment Tax Revenue 6,163 375,000 0
Total Year-to-Date Oil and Gas Revenue 2,161,817 2,500,000 1,093,156

Source: New Mexico Taxation and Revenue Department

In order to stabilize the budgetary process for the 2000-01 fiscal year, oil and gas revenues were budgeted at a long-term historical average of $15.00 per bbl for oil and $1.00 per mcf for gas. It is recognized that actual collections will exceed this...
# NEW MEXICO JUNIOR COLLEGE
## Schedule of Investments
### December 2000

### 50% of Year Completed

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount Invested</th>
<th>Date Invested</th>
<th>Maturity Date</th>
<th>Period of Investment (Days)</th>
<th>Account Number</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico</td>
<td>8,075,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>102-2394</td>
<td>6.60%</td>
<td>26607</td>
</tr>
<tr>
<td>Local Government Investment Pool</td>
<td>250,000</td>
<td>8/8/00</td>
<td>2/8/01</td>
<td>183</td>
<td>231611237</td>
<td>6.06%</td>
<td>1286</td>
</tr>
<tr>
<td>Wells Fargo Bank of Hobbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Investments**  
5,325,000

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**Summary of Current Month's Activity**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning amount</td>
<td>5,500,000</td>
</tr>
<tr>
<td>Plus: deposits</td>
<td></td>
</tr>
<tr>
<td>Less: withdrawals</td>
<td>(175,000)</td>
</tr>
<tr>
<td>Ending amount</td>
<td>5,325,000</td>
</tr>
</tbody>
</table>
MEMORANDUM

DATE: January 10, 2001

TO: New Mexico Junior College Board Members

FROM: Richard Fleming, Vice President for Instruction

SUBJECT: Fee for New Telecommunications Course

In January, New Mexico Junior College will be offering a new course in telecommunications, TC 196, to meet countywide industry needs. The consumable supplies for this course total $80 per student. I am recommending that the Board approve a course fee of $80 for this course only.

Thank you for your consideration.
MEMORANDUM

December 22, 200

To: Dr. Mc Cleery
   Lisa Brown

From: Ismael Zuniga

Re: Custodian I Night Custodian

Lisa,

    After reviewing applications for the Custodian I Night Custodian, I would
like to recommend Sharon Morales for the vacant position.

    I would also like to express that Sharon Morales is related to Jesse
Morales a college employee in the Physical Plant Grounds Department.

    Pending approval I would like Sharon Morales to start employment in
January 2001. Please refer to NMJC handbook page 15, II.

Committee members:

Ismael Zungia
Randy Johns
Eloy Deporto

[Signature]

12-27-00
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 12-11-00

Candidate's name Ruthie D. Luallen

Position title Director of Bookstore Services

☐ 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 1, 2001 Standard contract length ☑ 12 mos. ☐ 9 mos. ☐ other

Funding source NMJC Operating Budget - Bookstore

Paid advertising beyond standard Hobbs News-Sun and NACS Marketplace (National Assoc. of College Stores, Inc.)

* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio

Posted salary range 27,128 - 33,910 Recommended annual salary 29,528.00 Prorated salary ☑ yes ☐ no

(Prorated salary valid through June 30)

Account number(s) with respective % allocation(s) 2-2042-72-100, 100%

Recommended and approved by:

Supervisor
Vice President

Dean/Director
President

Selection Committee Members: Best, Mickey Turner, Jim
Brown, Lisa Wilcox, Larry
Fleming, Richard
Hancock, Beth
Hardin, Dan

Comments: Ruthie meets the requirements listed in the position announcement. She had served as interim Director of Bookstore Services for one year. She has worked in the bookstore for five years and is familiar with New Mexico Junior College's Bookstore.
ABBREVIATED RESUME

Position

Director of Bookstore Services

Personal Data

Name: Ruthie D. Luallen

Education

B.B.A., Central State University, Edmond, OK, 1989

Professional Experience

New Mexico Junior College, Hobbs, NM
Interim Bookstore Manager 11/1/00 to Present
Bookstore Clerk II 6/95 to 11/1/00
Assistant Bookstore Clerk 2/95 to 6/95
Temporary Assistant Bookstore Clerk 12/94 to 1/95

Hobby Lobby, Edmond, OK 9/93 to 5/94
Seasonal Department Clerk

U.S. Marine Corps Reserves, Wichita, KS
Part-time Platoon Sergeant 11/89 to 5/94
Part-time Supply Clerk 9/79 to 10/82

LaPetite Academy 6/86 to 8/86
Child Care Giver

Lerner Shops, Quail Springs, OK 2/81 to 10/82
Assistant Manager

Braum’s Ice Cream Stores 8/80 to 12/80
Cook and Counter Help

U.S. Marine Corps, Camp Pendleton, CA 1/74 to 1/79
Manager and Assistant Manager of Post Exchange Stores
Position Announcement - October 2000

Position Title: Director of Bookstore Services

Position Description: The Director of Bookstore Services, under the direction of the Vice President for Finance, supervises bookstore customer services to New Mexico Junior College students, staff, faculty and local patrons. This position utilizes advanced concepts of policies, procedures, course materials & non course material merchandising, pricing, customer relations, sales promotion, management accounting, budgeting, personnel, receiving, shipping and bookstore operations while supporting the scholastic mission of New Mexico Junior College. The duties and responsibilities shall be, but are not limited to, supervise and coordinate a profitable day-to-day bookstore operation, act as the bookstore purchasing agent, maintain a computerized point of sale system, keep an accurate inventory system, maintain a proper product mix, maintain an accurate accounting system, and provide an ongoing staff training.

Qualifications: Bachelor's degree from a regionally accredited institution is preferred. Relevant work experience and certifications may be substituted for the degree. Must be able to demonstrate a detail oriented work history, must be Macintosh computer and network literate. Must be customer service oriented. Must be able to create and work a marketing plan. Experience in the development of FileMaker Pro databases is highly desirable.

Salary/Benefits: The Director of Bookstore Services is a professional position with a starting salary of $27,128 to $33,910 depending upon education and experience. Standard employee benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: November 20, 2000 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:* Director of Bookstore Services

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NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 1-12-01

Candidate's name Karen S. Cummings

Position title Director of Allied Health Fields

☐ 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 01-19-01 Standard contract length ☑ 12 mos. ☐ 9 mos. ☐ other

Funding source NMJC Operating Budget

Paid advertising beyond *standard The Hobbs News-Sun and The Chronicle of Higher Education
(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range $45,000 - $55,000 Recommended annual salary $53,000.00 Prorated salary ☑ yes ☐ no

Account number(s) with respective % allocation(s) 1-2042-11-515 100%

(Employment date through June 30)

Recommended and approved by:

Supervisor Dean/Director

Vice President President

Selection Committee Members:

Bell, Barbara Kacir, Jane

Davis, Steve Knoll, Linda

Jacobo, Melinda Landers, Karen

James, Tamara Murphy, Shelly

Jenkins, Terri Scott, Pat

Comments: Ms. Cummings meets the requirements listed in the position announcement. She has served as a nursing faculty at New Mexico Junior College for seven years.
ABBREVIATED RESUME

Position

Director of Allied Health Fields

Personal Data

Name: Karen S. Cummings

Education

M.S.N., University of Texas El Paso, El Paso, TX, 1996
B.S.N., College of the Southwest, Hobbs, NM, 1988
A.A.S., New Mexico Junior College, Hobbs, NM, 1976

Professional Experience

New Mexico Junior College, Hobbs, NM
Interim Director of Allied Health Fields 8/00 to present
Professor of Nursing 8/93 to present

Horizon Health Care, Hobbs, NM 1992 to 1993
Director of Nursing La Siesta Care Center & Casa Marie Health Care Center

Chaves County Public Health Department, Roswell, NM 4/91 to 5/92
Senior Nurse/Nurse Manager

Lovington Municipal Schools, Lovington, NM 1985 to 1991
School Nurse

Nor Lea General Hospital, Lovington, NM 1980 to 1991
Charge Nurse

Lea County Good Samaritan Village, Hobbs, NM 1977 to 1980
Patient Care Coordinator and Charge Nurse

License

New Mexico Registered Nurse, 1976
Position Announcement • May, 2000 (revised 9/27/00)

Position Title: Director of Allied Health Fields

Position Description: The Director of Allied Health Fields reports to the Dean of Business and Technology. The director is responsible for organization and management of the Allied Health programs, budget, operation, faculty and staff. Ensures compliance with local, state, federal, NLN and Vocational Education department requirements and regulations. There will be six (6) credit hours of teaching per academic year. Grant writing is expected.

Qualifications: (1) MSN required, all degrees must be from a regionally accredited institution; (2) three (3) to five (5) years administrative experience in an accredited associate degree nursing education program is preferred; (3) current RN licensure in New Mexico or eligibility for this licensure; (4) proven grant writing experience; (5) experience in related Allied Health Programs; (6) possess strong leadership skills; (7) possess personal qualities that will assure close interaction with faculty and students, as well as contacts with other nursing leaders; and (8) at least five (5) years of successful teaching experience required.

Salary/Benefits: This is a full-time, exempt, twelve month administrative position. Competitive salary commensurate with education and experience. Standard employee benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: November 10, 2000 at 5:00 p.m. MST. Starting date is on or before January 9, 2001. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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

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Position Announcement • May, 2000

Position Title: Director of Allied Health Fields

Position Description: The Director of Allied Health Fields reports to the Dean of Business and Technology. The director is responsible for organization and management of the Allied Health programs, budget, operation, faculty and staff. Ensures compliance with local, state, federal, NLN and Vocational Education department requirements and regulations. There will be six (6) credit hours of teaching per academic year. Grant writing is expected.

Qualifications: (1) MSN required, all degrees must be from a regionally accredited institution; (2) three (3) to five (5) years administrative experience in an accredited associate degree nursing education program is preferred; (3) current RN licensure in New Mexico or eligibility for this licensure; (4) proven grant writing experience; (5) experience in related Allied Health Programs; (6) possess strong leadership skills; (7) possess personal qualities that will assure close interaction with faculty and students, as well as contacts with other nursing leaders; and (8) at least five (5) years of successful teaching experience required.

Salary/Benefits: This is a full-time, exempt, twelve month administrative position. Competitive salary commensurate with education and experience. Standard employee benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: July 14, 2000 at 5:00 p.m. MDT. Starting date is on or before August 14, 2000. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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# APPLICANT LIST

**Position:** Director of Allied Health Fields

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<td>Cummings, Karen</td>
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<tr>
<td>Keys, Tom</td>
<td>Yes</td>
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</table>
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date January 8, 2001

Candidate's name Eliza Grace Groetttum

Position title Academic Coordinator - Upward Bound

☐ New position ☑ Existing position Classification ☐ Faculty ☑ Professional ☐ Other

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

Effective date of employment 1-22-01 Standard contract length ☑ 12 mos. ☐ 9 mos. ☐ other

Funding source DOE Grant

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

Posted salary range $27,800 - 34,700 Recommended annual salary $28,000 Prorated salary ☐ yes ☐ no

Account number(s) with respective % allocation(s) 3-2042-43-701 100%

Recommended and approved by:

Emily Navarrete
Superintendant
Vice President

Dr. Pat Gorman
Dean/Director

Selection Committee Members:

Gail Abbott

Emily Navarrete

Comments: Candidate meets requirements. Has tutored at NMJC since August 2000 for

Learning and Career Services and Student Support Services. Has two years related

part-time experience.
ABBREVIATED RESUME

Position
Upward Bound Academic Coordinator

Personal Data
Name: Eliza G. Groettum

Education

Professional Experience
New Mexico Junior College, Hobbs, NM
Part-time Student Support Services Tutor, 8/00 to present
Part-time Learning & Careers Services Supplemental Instructor 8/00 to present

Blockbuster, Las Cruces, NM 5/00 to 8/00
Customer Service Representative

Hammett’s Learning World, Mays Landing, NJ 5/99 to 5/00
Customer Service Representative/Cashier

Kumon Learning Center, Linwood, NJ 9/98 to 5/00
Tutor/Class Instructor

Honors
Dean’s List every semester
Freshman Scholarship
RSC Foundation Scholarship
NMSU Crimson Scholar
Magna Cum Laude
Position Announcement • December, 2000

**Position Title:** Upward Bound Academic Coordinator

**Position Description:** The Upward Bound Academic Coordinator reports to the Director of Upward Bound. The Upward Bound Program is a component of the federal TRIO Program to assist 9th through 12th graders to graduate and enter postsecondary education. The coordinator facilitates school, family, and community support for Upward Bound participants and develops curriculum and student academic programs. This individual serves as an academic advisor to Upward Bound participants in five of the target schools. Nothing contained herein shall preclude the assignment of other duties for which the employee is qualified by the president of the New Mexico Junior College.

**Qualifications:** Bachelor's degree in education, counseling, and/or related fields is required. Master's degree preferred. All degrees must be from a regionally accredited institution. TRIO Program experience and bilingual in English/Spanish is an asset. Qualified applicant should have several years of experience working with disadvantaged youth and secondary education.

**Salary/Benefits:** This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. Salary range is $27,807 to $34,758 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

**Application Deadline:** December 14, 2000 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:** Send NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of references to:

Lisa Brown  
Director of Human Resources  
New Mexico Junior College  
5317 Lovington Highway  
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**APPLICANT LIST**

**Position:** Upward Bound Academic Coordinator

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<th>Applicant</th>
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<td>Start Date: pending Board approval</td>
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<tr>
<td>Irwin, Tommy</td>
<td>Yes</td>
<td>No</td>
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</table>
The following candidate is being recommended for employment as follows:  

Date January 2, 2001

Candidate's name  Renee' Elizabeth Wharton

Position title  Director of Student Information Tracking/Institutional Researcher

☐ 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  February 1, 2001  Standard contract length  ☑ 12 mos.  ☐ 9 mos.  ☐ other

Funding source  Research and Planning 1 2042 14127 and Title V Grant

Paid advertising beyond *standard  Chronicle of Higher Education/Hobbs New Sun/Albuquerque Journal

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

Lubbock Avalanche Journal/Odessa American

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Posted salary range $42,311-$52,889  Recommended annual salary $49,000  Prorated salary  ☑ yes  ☐ no

Account number(s) with respective % allocation(s)  1 2042 14127=44%  Title V Grant=56%

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Recommended and approved by:

Supervisor  Dean/Director

Vice President  President

Selection Committee Members:  Regina Organ  Dr. Pat Gorman

Jim Turner  Cc Nelson

Mike Williams

Robert Bensing

Dr. Scotty Klein

Comments:  Ms. Wharton meets or exceeds the qualifications for this position.
ABBREVIATED RESUME

Position
Director of Student Information Tracking/Institutional Research

Personal Data
Name: Renee Wharton

Education
M.A., Texas Tech University, Lubbock, TX, 1998
B.A., Texas Tech University, Lubbock, TX, 1995

Professional Experience
Robinson and Muenster Associates, Inc., Sioux Falls, SD
Director of Research/Programming, Research Analyst, Project Director 2/99 to present

Texas Tech University, Lubbock, TX
Part-time Instructor, Academic Advisor, Teaching/Research Assistant 1994 to 2000

Talking and Listening to the Children, Inc.
Part-time Program Coordinator 1995 to 1998

Comfort Care Homes, Lubbock, TX
Administrator 1988 to 1994

Support Medical Equipment Co., Lubbock, TX
Director of Marketing 1986 to 1991

Foster Medical Equipment Co., Lubbock, TX
Purchasing, Marketing and Account Management 1984 to 1986

St. Mary of the Plains Hospital, Lubbock, TX
Assistant to the Medical Director of Rehabilitation 1979 to 1984

Honors
Paul Chalfant Scholarship, Department of Sociology, Texas Tech University, 1997
Alpha Kappa Delta, Rho Chapter, Sociological Honor’s Society, 1994 to 1997
Phyra Minnis Scholarship, Department of Sociology, Texas Tech University, 1995, 1996
Position Announcement - August, 2000 (revised 8/17/00)

Position Title: Director of Student Information Tracking/Institutional Research

Position Description: The Director of Student Information Tracking/Institutional Research reports directly to the President. The duties and responsibilities shall be, but are not limited to, the following: (1) design, develop and pilot new student information and tracking system; (2) assist in the tracking of institutional Title V grant; (3) coordinate an ongoing five-year strategic plan; (4) maintain student, institutional and environmental information for college long and short-term planning; (5) conduct student and institutional research; (6) design and conduct studies related to student and institutional mission and outcomes; (7) coordinate data submitted to external agencies including the New Mexico Commission of Higher Education; (8) coordinate student and institutional assessment plans; (9) maintain an updated institutional file system containing documents, manuals, and proposals of historic and current interests for institutional projects; and (10) participate in appropriate college committees.

Qualifications: Master's degree in a discipline which requires applied research and analysis such as business, management, social science, statistics, or management information systems is preferred. Bachelor's degree required. All degrees must be from a regionally accredited institution. Candidates should possess demonstrated knowledge of statistical analysis and computer applications (word processing, spreadsheets, database management systems, statistical packages and presentation software) to support research activities; be able to collect, interpret, and report in written and oral form demographic, quantitative, and archival information. A minimum of three years service in higher education or public school administration is preferred. A background in higher education planning, analysis, or institutional assessment is desirable.

Salary/Benefits: This is a full-time, exempt, professional position with a starting salary of $42,311 to $52,889. Salary will be commensurate with experience and education. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: September 26, 2000 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:

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Position Announcement • August, 2000

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APPLICANT LIST

**Position:** Director of Student Information Tracking/Institutional Research

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