

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, July 16, 2009

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of June 18, 2009 | Larry Hanna |
| D. Public Comments | Larry Hanna |
| E. President's Report | Steve McCleery |
| F. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of Auction List | Charley Carroll |
| 6. Personnel Consideration – Professor of PE/Athletic Trainer | Don Worth |
| 7. Personnel Consideration – Professor of PE/Assistant Men's Basketball Coach | Don Worth |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JUNE 18, 2009

MINUTES

The New Mexico Junior College Board met on Thursday, June 18, 2009, beginning at 3:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner. Not present was Mrs. Mary Lou Vinson.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Michelle Fox, News-Sun.

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

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board unanimously approved the minutes of May 19, 2009.

Under President's Report, Dr. McCleery reported that the publication Community College Week had featured the sixteen year old homeschoolers who recently graduated from New Mexico Junior College. Larry Sanderson reported on the recent Higher Education Department data verification audit.

Under New Business, Dan Hardin presented the May financial reports and with a motion by Mrs. Williams, seconded by Mr. Kesner, the Board unanimously approved the expenditures for May, 2009.

Mr. Hardin presented a five year capital plan to be submitted to the Higher Education Department. Fifteen projects have been identified as ranked priorities. The Equine Instructional Center and the Infrastructure projects will be submitted to the HED for possible funding in the next legislative session or on the GOB in 2010. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board unanimously approved the plan.

John Gratton and Jeff McCool presented the Online Licensed Practical Nursing Program for Board consideration. The program will be offered through the NMJC distance learning department, with an anticipated start date in the 2010 fall semester. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board unanimously approved the program.

Josh Morgan presented Bid #1028 – Equipment for Training Program in Alternative & Renewable Energy. The administration recommended acceptance of the bid from Lab Volt Systems in the amount of \$57,931. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously accepted the recommendation.

Ms. Brown presented RFP #104 – Interactive Multimedia Instruction Training Products for Energy Training Programs. The administration recommended acceptance of the proposal submitted by Lab Volt Systems for \$37,500. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the Board unanimously accepted the recommendation.

Bill Morrill presented the Resolution of the Board of New Mexico Junior College Adopting an Amendment to the 403(b) Plan. The amendment adds an additional authorized vendor Edward Jones for the plan, with a contact of Justin Cross. Upon a motion by Mr. Kesner, seconded by Mr. Black, the Board unanimously adopted the resolution.

Mr. Morrill presented the Resolution of the Board for the Amendment of the New Mexico Junior College Flexible Benefits Plan. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the Board unanimously adopted the resolution.

Mr. Morrill presented the 2009/2010 employee handbook for Board consideration. After some discussion and upon a motion by Mr. Jones, seconded by Mr. Kesner, the Board unanimously approved the handbook changes.

John Gratton recommended Ms. Kelli McCall for the Professor of Nursing position at a nine month salary of \$46,578. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. McCall, effective August 10, 2009.

Dr. Gratton recommended Ms. Cheryl Lang for the Professor of Nursing position at a nine month salary of \$53,087. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Lang, effective August 10, 2009.

Don Worth recommended Mr. Ryan Hellenthal for the Professor of Physical Education/Assistant Men's Basketball Coach position at a nine month salary of \$40,299. Upon a motion by Mr. Jones, seconded by Mr. Black, the Board unanimously approved the employment of Mr. Hellenthal, effective August 10, 2009.

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

Upon re-convening in open meeting, Mr. Hanna 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. Kesner, seconded by Mrs. Williams, the board unanimously voted to renew Dr. Steve McCleery's contract with the same salary and benefits as his 2008/2009 employment contract.

The next regular board meeting was scheduled for July 16, 2009, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mr. Black, the board meeting adjourned at 4:45 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: July 8, 2009
RE: Expenditure and Revenue Reports for June

June is the last month of the 2008/2009 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. For this report the encumbrances are still included, but before the year is closed all of the encumbered funds that do not have invoices to be paid in the 2008/2009 fiscal year will be released.

The unrestricted expenditures for June 2009 are \$1,526,305.00 with the year-to-date expenditures at \$23,569,644.00. Not all of the expenditures for 2008/2009 have been posted when this report was generated; there are several bills for June that will not be received until after the 10th of July. There was a correction in Athletics that resulted in a credit on the expenditure report for the month.

In the restricted funds, the Grants remain on track for the year, with 76% of their budget spent to date. There were not expenditures in the restricted student aid in June. Total restricted expenditures are \$4,954,830.00.

In Plant funds we had expenditures of 205,025.00 for the month, with total year to date of \$9,792,428.00. A large portion of the \$9,792,428.00 is encumbered funds for the Central Plant project, electrical upgrade, and the dorm renovation. Overall the total expenses for June are \$1,872,225.00 the total expenditures year-to-date at \$38,316,902.00.

The revenue report for June 2009 remains good. Current unrestricted funds for the month are \$1,176,590.00 with the year-to-date at \$29,514,153.00. We still have two months of Oil and Gas production to post in the 2008/2009 fiscal year. The auditors instructed the Business Office to make an adjustment in the Oil & Gas revenue for the year. We were disclosing the Oil & Gas revenue for July as 1,267,202.00, but they had posted that amount in the 2007/2008 fiscal year. Also, please note the property tax revenue in the amount of \$703,660.00 posted in June, bringing the year-to-date total to \$3,780,194.00. The revenue for the restricted funds was \$141,720.00 for the month and \$4,939,517.00 year-to-date. As you know most of the Grants do not end their year in June, so they continue on with their budget year. We will have some remaining restricted student aid revenue to be drawn, but most of the restricted student aid

revenue has been posted. We did not have any activity in the plant funds in June. Total revenue for the month was \$1,318,310.00 and the year-to-date revenue for unrestricted, restricted and plant funds is \$35,522,530.00

Oil and Gas and Oil and Gas Equipment revenue of \$10,225,455.00 includes the accrual for May and June, at this time we are \$5,025,455.00 over the budget for Oil and Gas and Oil and Gas equipment revenue. The Oil & Gas revenue for May and June will be added to the revenue for 2008/2009. Attached are two charts that will give you some visual insight as to the status of Oil & Gas in Lea County.

In the investment report you can see that we have \$11,625,000.00 placed in the LGIP at yearend. There is \$12,001,073.81 designated as capital projects.

The Business Office has been working with the auditors in preparing reports for the yearend and getting ready for the audit.

This is the Financial Report for June 2009 .

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

June 2009

100% of Year Completed

Fund	2007-08			2008-09			
	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	7,986,970	7,269,108	91%	8,843,643	522,758	8,945,096	101%
Academic Support	2,381,824	2,116,117	89%	2,948,973	169,115	2,640,085	90%
Student Services	1,418,406	1,199,067	85%	1,500,027	132,012	1,442,954	96%
Institutional Support	3,120,744	2,226,233	71%	3,182,709	234,183	2,706,382	85%
Operation & Maintenance of Plant	2,641,473	2,574,604	97%	2,846,693	329,681	3,210,497	113%
Subtotal - Instruction & General	17,549,417	15,385,129	88%	19,322,045	1,387,749	18,945,014	98%
Student Activities	203,082	183,606	90%	208,428	11,441	206,571	99%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	623,571	587,194	94%	641,523	34,415	644,527	100%
Student Aid	470,077	675,735	144%	514,685	27,324	637,533	124%
Auxiliary Enterprises	1,637,994	1,699,570	104%	1,739,503	70,949	2,006,472	115%
Athletics	938,793	921,025	98%	1,132,310	(5,573)	1,129,527	100%
Total Current Unrestricted Fund	21,422,934	19,452,259	91%	23,558,494	1,526,305	23,569,644	100%
CURRENT RESTRICTED FUND							
Grants	2,085,560	1,267,806	61%	1,940,018	140,895	1,465,118	76%
Student Aid	4,000,000	3,298,844	82%	4,000,000	0	3,489,712	87%
Total Current Restricted Fund	6,085,560	4,566,650	75%	5,940,018	140,895	4,954,830	83%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	17,506,628	10,165,082	58%	15,718,441	0	4,451,936	28%
Projects from State GOB Funds	3,072,424	1,620,582	53%	1,612,268	28,657	324,003	20%
Projects from State STB Funds	1,820,000	812,224	0%	5,375,000	170,884	4,499,624	84%
Projects from General Fund	519,058	456,408	88%	178,282	0	29,543	17%
Projects from Private Funds	465,801	50,571	11%	589,243	5,484	487,322	83%
Projects from State ER&R	143,311	0	0%	130,904	0	0	0%
Projects from State BR&R	163,350	0	0%	676,761	0	0	0%
Projects from Auxiliary BR&R	12,856	0	0%	95	0	0	0%
Subtotal - Capital and BR&R	23,703,428	13,104,867	55%	24,280,994	205,025	9,792,428	40%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	23,703,428	13,104,867	55%	24,280,994	205,025	9,792,428	40%
GRAND TOTAL EXPENDITURES	51,211,922	37,123,776	72%	53,779,506	1,872,225	38,316,902	71%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
June 2009

100% of Year Completed

2007-08

2008-09

Fund	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	3,132,649	3,365,249	107%	3,259,000	42,847	3,299,186	101%
State Appropriations	7,990,100	9,424,951	118%	8,299,600	626,075	8,490,131	102%
Advalorem Taxes - Oil and Gas	5,200,000	11,280,593	217%	5,200,000	(446,212)	10,225,455	197%
Advalorem Taxes - Property	2,800,000	3,311,923	118%	3,100,000	730,660	3,780,194	122%
Interest Income	285,000	485,220	170%	508,252	14,160	159,460	31%
Other Revenues	229,100	376,378	164%	246,100	121,029	766,224	311%
Subtotal - Instruction & General	19,636,849	28,244,314	144%	20,612,952	1,088,559	26,720,650	130%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,240,048	2,130,073	95%	2,331,600	61,656	2,477,003	106%
Athletics	189,100	189,100	100%	320,500	26,375	316,500	99%
Total Current Unrestricted	22,065,997	30,563,487	139%	23,265,052	1,176,590	29,514,153	127%
CURRENT RESTRICTED FUND							
Grants	2,060,905	1,565,478	76%	1,940,018	0	1,507,231	78%
Student Aid	4,000,000	3,035,858	76%	4,000,000	141,720	3,432,286	86%
Total Current Restricted	6,060,905	4,601,336	76%	5,940,018	141,720	4,939,517	83%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,840,485	1,576,099	86%	1,642,695	0	186,184	11%
Projects from State STB Funds	1,805,000	0	0%	5,375,000	0	837,676	16%
Projects from General Fund	519,058	0	0%	178,282	0	45,000	25%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	4,164,543	1,576,099	38%	7,195,977	0	1,068,860	0%
GRAND TOTAL REVENUES	32,291,445	36,740,922	114%	36,401,047	1,318,310	35,522,530	98%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2009

100% 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	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$131.10	2,682,103	\$12.59	14,217,636	1,222,043	350,000	872,043
Actual	August	\$131.71	2,840,992	\$13.63	16,287,197	1,378,618	350,000	1,028,618
Actual	September	\$113.77	2,857,287	\$10.36	15,889,310	1,141,106	350,000	791,106
Actual	October	\$99.66	2,789,439	\$7.68	13,725,579	920,047	350,000	570,047
Actual	November	\$74.97	2,894,906	\$5.42	19,024,056	812,189	350,000	462,189
Actual	December	\$49.81	2,851,863	\$3.96	16,065,565	568,807	350,000	218,807
Actual	January	\$36.24	2,964,102	\$4.45	19,431,623	451,576	350,000	101,576
Actual	February	\$33.38	2,980,693	\$3.95	22,980,989	424,154	350,000	74,154
Actual	March	\$26.86	3,083,658	\$4.21	18,444,029	380,465	350,000	30,465
Actual	April	\$42.77	2,327,957	\$3.69	17,648,256	463,323	350,000	113,323
Actual	May					350,000	350,000	0
Accrual	June					350,000	350,000	0
Y.T.D. Production Tax Revenue						8,462,328	4,200,000	4,262,328
Y.T.D. Equipment Tax Revenue						1,763,127	1,000,000	763,127
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						10,225,455	5,200,000	5,025,455

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE Schedule of Investments June 2009

100% 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	11,625,000	N/A	N/A	N/A	7102-1348	0.276%	2,572
Total investments	<u>11,625,000</u>						<u>2,572</u>

Summary of Current Month's Activity	
Beginning amount	11,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	12,001,073
Reserves Invested	-376,073
Total LGIP Investment	11,625,000

Capital Projects	6/30/2009
Technology Upgrade	51,064.31
Workforce Training Center	245.34
High Tech Start Up	1,346.40
Vehicles	1,124.08
Drawings & Master Plan	12,805.63
Baseball Field	12,963.93
Rodeo Arena	57,910.18
Millen Fence/Landscape	77,793.86
JASI	107,712.08
Computer Equipment Rebates	1,167.75
Marketing	49,932.06
Equestrian Center	447,580.20
Flooring Repair	2,096.14
Student Housing Construction	101,385.41
Testing Center Remodel	3,950,000.00
Frame & Door Replacement	150,000.00
Campus Village Development Proj	17,861.11
Luminis Software	16,991.00
Landscaping	403,925.79
Facility Painting	1,749.01
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	38,120.00
Campus Paving	10,887.59
Roof Replacement	271,747.09
Interior Lighting-Energy Retrofit	40,668.22
Workforce Training-Landscape	0.00
Old Dorms Renovation	501,135.38
CDL Truck Driving Program	43,262.14
Millen Dr. Sewer & Water	53,218.82
Board Room	15,786.44
Concrete Upgrade	45,942.18
Campus Construction	148,005.70
Oil & Gas Training Center	302,853.06
Workforce Training/Outreach	3,354.43
Professional Writing/Publishing	37,602.00
Public Sector	1,826.53
Campus Security	8,446.71
Caster Bleachers	16,003.13
Caster Old CHOF Remodel	976,000.00
Track/Arena Area Enhancement	68,372.13
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnig	5,000.00
Welding Lab	50,000.00
Copler Replacement	12,501.00
Workforce Training Contingency	2,693.10
Distance Ed Equipment	385,692.38
Non-Recurring Compensation	677,950.00
Campus Virtual Tour	13,150.00
Athletics	241,600.00
Student Life Programming	5,000.00
UNM/LRMC Housing Grant	345,000.00
Central Plant Upgrade	1,515,000.00
Total	12,001,072.81

NOTE: Capital projects total does not include encumbered funds

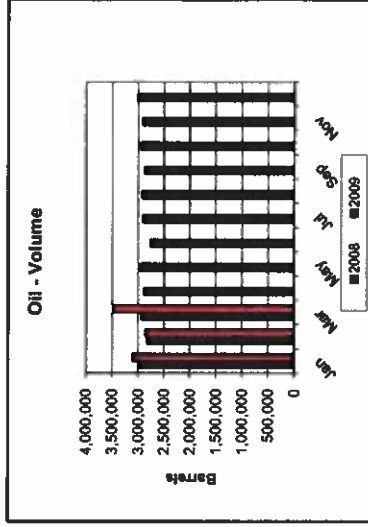
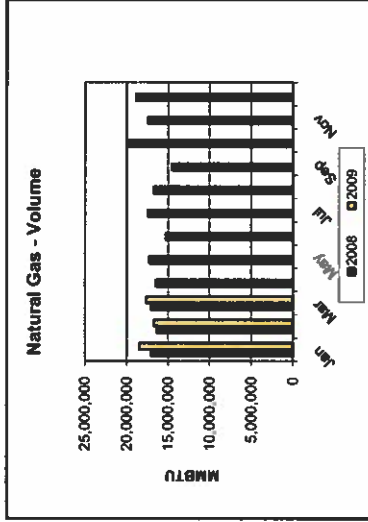
Lea County

Data Through: 3/31/09

2008

Natural Gas		Oil	
Volume	Value	Volume	Value
Jan	17,081,214	3,004,164	270,727,735
Feb	16,353,884	2,817,210	260,109,598
Mar	17,066,840	2,938,324	298,840,485
Apr	16,462,203	2,875,153	316,607,505
May	17,292,971	2,947,193	361,561,992
Jun	15,295,683	2,756,324	361,123,961
Jul	17,436,952	2,901,083	379,587,099
Aug	16,724,151	2,922,131	332,681,810
Sep	14,519,417	2,864,616	282,931,558
Oct	19,897,322	2,945,655	220,794,209
Nov	17,439,125	2,906,702	160,042,866
Dec	18,915,054	3,002,963	108,632,144
Total	204,484,816	34,881,518	\$3,353,640,961

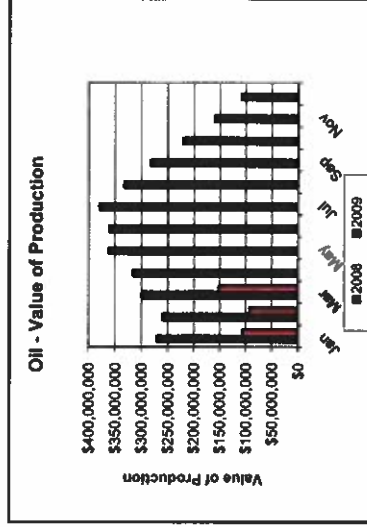
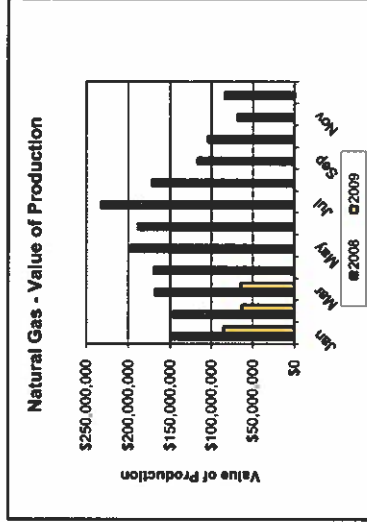
Natural Gas - Volume		Oil - Volume	
Volume	Value	Volume	Value
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Feb	16,353,884	2,817,210	260,109,598
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Nov	17,439,125	2,906,702	160,042,866
Dec	18,915,054	3,002,963	108,632,144
Total	204,484,816	34,881,518	\$3,353,640,961



2009

Natural Gas		Oil	
Volume	Value	Volume	Value
Jan	18,501,931	3,109,693	106,382,608
Feb	16,720,528	2,855,773	93,170,715
Mar	17,646,148	3,482,859	151,808,405
Apr	0	0	0
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	0	0
Nov	0	0	0
Dec	0	0	0
Total	52,868,607	9,448,325	\$351,361,729

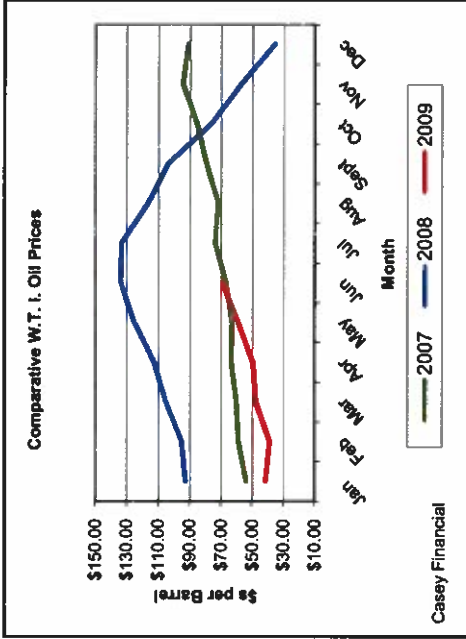
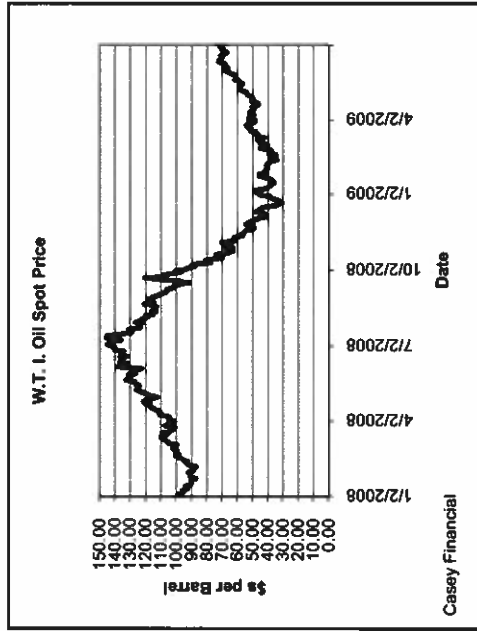
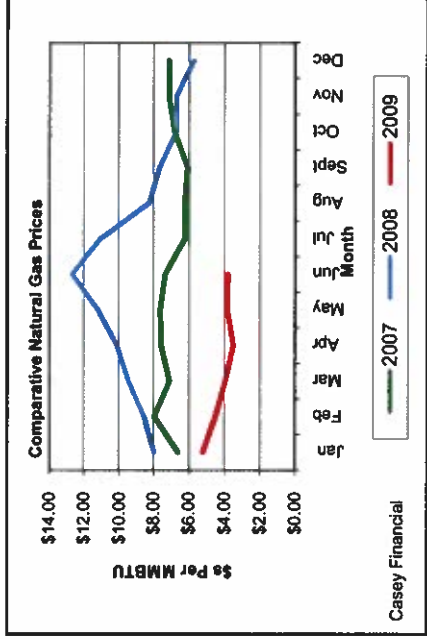
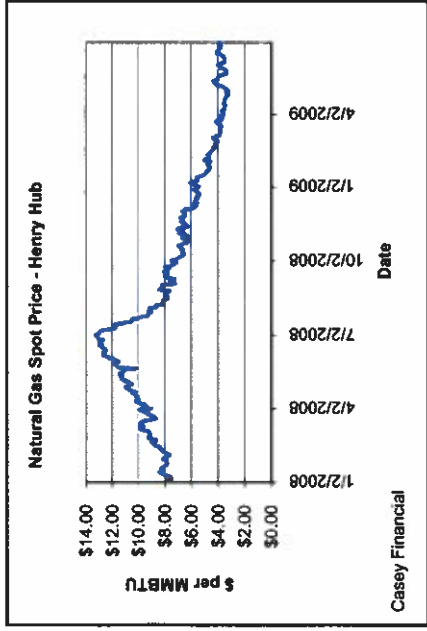
Natural Gas - Value		Oil - Value	
Volume	Value	Volume	Value
Jan	18,501,931	3,109,693	106,382,608
Feb	16,720,528	2,855,773	93,170,715
Mar	17,646,148	3,482,859	151,808,405
Apr	0	0	0
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	0	0
Nov	0	0	0
Dec	0	0	0
Total	52,868,607	9,448,325	\$351,361,729



Year-to-Date Comparison		
Natural Gas Value		Oil Value
2008 YTD	463,407,328	829,677,818
2009 YTD	213,165,439	351,361,729
2009 v. 2008	46.00%	42.35%

Combined YTD: 43.66%

Oil and Natural Gas



July 13, 2009

New Mexico Junior College Board:

NMJC is requesting the following items be approved for removal off of NMJCs physical inventory. These items have no value and serve no purpose to the college. The following items are electrical components such as computer monitors, CPUs, overhead projectors, vehicles, desks and several miscellaneous items (see attached documentation for a further breakdown of all the equipment).

After receiving board approval, we will request State approval for an auction to be held some time in August 2009.

Thank You,

Fredrica Flores
Inventory Control Specialist

AUCTION ITEMS 2008-2009

TAG NUMBER	ITEM DISCRPTION	PURCHASED DATE	PURCHASED AMOUNT
G31280	Gateway Cpu Pentium IV	4/1/1997	2,185.00
G31282	Gateway Cpu Pentium IV	4/1/1997	2,185.00
G31279	Gateway Cpu Pentium IV	4/1/1997	2,185.00
G31281	Gateway Cpu Pentium IV	4/1/1997	2,185.00
N11465	CP MKIII QS-L Detection System	02/01/1993	3,525.00
N11544	Checkpoint Receiver Antenna	08/01/1993	2,320.00
N11398	10 Drawer Grey Microfiche Cabinet	01/01/1992	1,429.00
N16253	Vertical Micro Film Cabinet	11/28/2000	1,383.00
N11351	Minolta RP-504A Reader/Pr	09/01/1991	9,623.00
N11446	10 Drawer Lateral Microfiche Cabinet	12/01/1992	1,725.00
N12518	Card Catalog Cabinet	10/1/1981	2,181.00
N12545	Library Shelving - Blue	11/1/1981	28,215.00
N12594	Microfilm Reader		
N12517	Card Catalog Cabinet	10/1/1981	2,181.00
N10061	Library Shelving - Blue	7/1/1970	7,383.42
N17679	JVC Television	11/3/2003	1,185.00
N12902	trotter Multi Station	4/1/1996	2,156.00
N12519	Card Catalog Cabinet	10/1/1981	2,181.00
G31208	Raceway Panel Workstation	10/1/1999	2,461.38
G30992	Raceway Panel Workstation	4/9/1999	5,953.69
N12520	Card Catalog Cabinet	10/1/1981	2,181.00
N12546	Bogen Wall Mounted Amp/Mixer	7/1/1982	2,525.00
N12901	trotter Multi Station	4/1/1996	2,156.00
N10171	Storage System	9/1/1979	2,600.00
G30543	Microfilm Reader		
N12595	Medical Bed		
N11584	Meade 10 Telescope	9/1/1993	3,310.00
N13260	Projector		
N10034	Carrell Desk Unit	7/1/1970	1,165.70
N12819	Fax Machine		
N11397	11 Drawer Gray Microfilm Cabinet	1/1/1992	1,469.00
N12484	Microfilm Reader w/coin drop		
G31647	Gateway Solo Laptop computer	11/5/2001	2,197.00
G31543	Gateway Solo Laptop computer	1/8/2001	3,363.00
BS1032	Ibook Model M2453		
N16967	Gateway Cpu-Pentium E6000	8/2/2002	1,299.00
G31734	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
G31721	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
G31643	Gateway Cpu-Pentium IV	9/28/2001	1,503.00
N16186	Apple PowerMac G4-D450	8/28/2000	2,590.00
G31724	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
G31723	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
N16116	Gateway Cpu-Pentium E4000	8/5/2000	1,509.00
N17094	Gateway Cpu-Pentium E6000	9/16/2002	1,324.00
G31730	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
G31731	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
N17085	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
N16184	Apple PowerMac G4-D450	8/28/2000	2,590.00
G31733	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
G31719	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
N16945	Gateway Cpu-Pentium E4000	8/2/2002	1,524.00
N16947	Gateway Cpu-Pentium E4000	8/2/2002	1,534.00
G31728	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
G31725	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00

N12770	Hewlett Packard 5MP Lasser Jet Printer	8/19/1996	1,033.36
N16974	Gateway Cpu-Pentium E6000	8/2/2002	1,299.00
G31726	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
G31732	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
N17248	Apple PowerMac G4-D450	4/7/2003	1,299.00
N17093	Gateway Cpu-Pentium E6000	9/16/2002	1,324.00
G31718	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
G31722	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
N17247	Apple PowerMac G4-D450	4/7/2003	1,299.00
N16993	Gateway Cpu-Pentium E6000	8/2/2002	1,299.00
G31729	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
G31716	Gateway Cpu-Pentium E4000	12/4/2002	1,538.00
N17652	Apple PowerMac G4-D450	9/8/2003	2,359.00
N16934	Gateway Cpu-Pentium E6000	8/2/2002	1,524.00
N15172	Apple PowerMac G4-D450	10/28/1998	3,149.00
N16708	Gateway Cpu-Pentium IV	11/5/2001	1,605.00
N17650	Apple IMAC 800MHZ	9/8/2003	1,199.00
N16991	Gateway Cpu-Pentium E6000	8/22/2002	1,299.00
N14157	Hewlett Packard 5MP Lasser Jet Printer	1/7/2001	1,735.00
N12834	StairMaster 400Opt Stairclimber	10/1/1996	1,995.00
N15254	1994 Ford Taurus	11/18/1998	15,900.00
N16351	2001 Ford Crown Victoria	2/8/2001	24,052.60
N16678	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16380	Gateway Cpu-SE Pentium III	3/14/2001	1,474.00
N16600	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16662	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16635	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N16681	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16677	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16672	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16631	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16610	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16670	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16616	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16625	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16623	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16658	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16650	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16599	3M Overhead Projector		
N16609	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16644	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N17493	Gateway Cpu-Pentium E4000	7/9/2003	1,119.00
N17481	Gateway Cpu-Pentium E4000	7/9/2003	1,119.00
N16592	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16648	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16640	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16633	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16607	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16636	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16626	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16605	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16659	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16608	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16642	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16684	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16594	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16534	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16595	Panasonic 3/4" Color TV Reciever	8/1/1981	2,055.00

N12496	Preference HRT-2000R Recumbent	10/1/1996	1,531.00
N12837	StairMaster Recumbent Cycle	1/20/1998	2,070.00
N14971	Recumbent Bike		
N14970	Recumbent Bike		
N17082	Gateway Cpu-Pentium E6000	9/16/2002	1,324.00
N16992	Gateway Cpu-Pentium E6000	8/2/2002	1,299.00
N12631	Hewlett Packard Laser Priner		
N10154	Dynamometer w/Instr.	6/1/1978	11,054.14
N16415	Hewlett Packard 5mp laser printer	8/19/1996	1,033.36
N11653	Service Bay Diognostic System		
N10138	Warner Wheel Balancer	10/1/1977	1,097.60
N16903	Gateway Laptop DS 600X	05-31-002	2,027.00
N12353	VCR	11/1/1996	1,653.00
N17487	Gateway Cpu Pentium E4100	7/9/2003	1,119.00
N17484	Gateway Cpu Pentium E4100	7/9/2003	1,119.00
G31530	Gateway Solo Laptop Computer	9/23/2000	1,899.00
L80076	Xerix 735 Fax Machine		
N16671	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
G31200	Apple PowerMac G4MT	11/9/1999	1,899.00
N11682	VCR	11/1/1996	
N16202	Apple PowerMac G4-D450	8/28/2000	2,590.00
N16615	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N15362	Apple PowerMac G 3/300 Co	6/7/1999	1,799.00
N17489	Gateway Cpu-Pentium E4100	7/9/2003	1,119.00
N17488	Gateway Cpu- Pentium E4100	7/9/2003	1,119.00
N16627	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
G31520	Gateway Solo Laptop Computer	9/26/2000	1,899.00
N17483	Gateway Cpu-Pentium E4100	7/9/2003	1,119.00
N14625	Tape Player		
N16611	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
G31517	Gateway Solo Laptop Computer	9/26/2000	1,899.00
N17472	Gateway Cpu-Pentium E4100	7/9/2003	1,119.00
N14623	Tape Player		
N16482	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N17486	Gateway Cpu-Pentium E4100	7/9/2003	1,119.00
N14474	Tape Player		
N16629	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N14515	VCR	8/3/2001	1,653.00
N17485	Gateway Cpu-Pentium E4100	7/9/2003	1,119.00
N17010	Apple lmac-8000MHz	8/1/2002	1,699.00
N16617	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N13895	VCR	8/3/2001	1,653.00
N17482	Gateway Cpu-Pentium E4100	7/9/2003	1,119.00
N16673	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N10142	Cart (wheeled)		
N16643	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N16593	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16902	Gateway Laptop DS 600X	5/31/2002	2,027.00
N16657	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N14736	Gateway Cpu Pentium 233	10/15/1997	2,150.00
N13959	TV		
N16901	Gateway Laptop DS 600X	5/31/2002	2,027.00
N16274	Molular Office Furniture	1/8/2001	1,234.44
N15363	Apple Studio Display 17" Mac Monitor	6/4/1999	1,350.00
N16669	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
G30677	Hewlett Packard 5N Laser Jet Printer	1/7/1998	1,735.00
N15296	Gateway Laptop 333	3/24/1999	3,626.50
N16601	Gateway Cpu-Pentium IV	8/3/2001	1,361.00

N17013	17"Gateway Flat screen Monitor	6/4/1999	1,350.00
N15580	46" Projection Television w/Scrn Protector	1/20/2000	1,699.00
G31197	Apple Studio Display 17" Mac Monitor	6/4/1999	1,888.00
N16637	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N16204	Apple PowerMac G4-D450	8/28/2000	2,590.00
G31545	Gateway EV9108 Monitor	3/24/1999	1,234.44
N16619	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N16679	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N16816	Hitachi LCD SVGA projector	3/18/2002	1,659.00
N15429	Gateway Cpu-Pentium IV	9/28/1999	1,550.00
N16603	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16647	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N16817	Hitachi LCD SVGA Projector	3/18/2002	1,659.00
N16613	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16641	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N17640	Gateway Laptop 400E	8/8/2003	1,773.00
G31521	Gateway Solo Laptop Computer	9/26/2000	1,899.00
G31439	Hewlett Packard Designjet Colorpro Prntr	9/20/2000	1,378.00
N16683	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
G31523	Gateway Solo Laptop Computer	9/26/2000	1,899.00
N16496	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N16622	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N13609	3M Overhead Projector		
N16606	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16612	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N13834	Typewriter		
N16512	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N16596	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16638	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16614	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16602	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16646	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16598	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N11448	IBM PS/2 Model 25	1/1/1993	3,310.00
N16620	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
G31082	Gateway Cpu-Pentium IV	10/14/1999	1,377.00
N16624	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N15368	Gateway Cpu-Pentium 400	6/4/1999	1,888.00
N16682	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N11449	Monitor	1/1/1993	1,310.00
N16604	Gateway Cpu-Pentium IV	8/3/2001	1,361.00
N16973	Gateway Cpu-Pentium IV	8/2/2002	1,299.00
N14349	Slide Projector with remote Control		
N14627	Califone Tape Recorder		
N14622	Califone Tape Recorder		
N14120	3M Overhead Projector		
N14139	3M Overhead Projector		
N14140	3M Overhead Projector		
N14594	Elmo Overhead Projector		
N14133	3M Overhead Projector		
N13884	Elmo Overhead Projector		
N14283	Speaker		
N10772	Miller HF Welder	3/1/1988	1,170.80
N14628	Califone Tape Recorder		
N10974	Hunter Wheel Align/Cabinet/Pri	2/1/1990	12,124.95
N12853	Preference HRT-2000R Recumbent	10/1/1996	1,531.00
N10978	Pro-Gym Blue Chip Combo 13 Sta	3/1/1990	6,008.00
N10145	Vacuum Pressure Tester	12/1/1977	1,890.00

N14968	Cross Aerobic Trainer 1650	1/20/1998	3,235.00
N10144	Vacuum Pressure Teaster	12/1/1977	1,890.00
N15359	7000PT Stairmaster Step Mill	6/4/1999	3,115.00
N12833	Stairmaster Gravitron 2000ATE	10/1/1996	2,494.00
N17687	Prospot 3000 Free Weight Training System	12/8/2003	2,725.00
N11905	Platemaker	9/1/1994	7,590.00
N16538	Gateway Cpu-Pentium IV	8/3/2001	1,343.00
N10977	Pro-Gym Blue Chip Combo Station	3/1/1990	6,008.00
N18121	M257E W/512 flash drives		
G31840	Gateway E4100C Cpu	2/26/2004	1,482.00
N15289	Hewlett Packard Laser Printer	9/1/1997	1,281.54
N10295	Tune-Up Tester	12/1/1981	4,035.50
N10976	1990 Ford F-350 Super Clubwagon	2/1/1990	19,532.00
N11960	1995 Chevrolet Sports Van	2/1/1995	21,840.00
N13152	1996 Ford Champion Bus - 21 Passenger	9/30/1996	42,441.00
N11687	1994 Ford Champion - 24 Passenger Bus	10/1/1993	50,914.00
N14654	1997 Chevrolet Lumina - White	9/1/1997	17,584.29
N15377	1999 Chevy Lumina	8/4/1999	17,478.70
N12541	Scientific Atlanta	6/1/1982	4,233.40
G30537	Samsung VCR		
N12585	Kodak Ektagraphic CT 1000 movie Projector		
N16793	Hyper Data Pentium III Laptop	1/4/2002	1,619.27
N12753	Hewlett Packard 5mp laser printer	8/19/1996	1,033.36
N12771	Hewlett Packard 5mp laser printer	8/19/1996	1,033.36
N10659	Metal Desk with wood top		
N15648	Elmo Visual Presenter	4/24/2000	1,099.00
N10612	Sun Tune up Tester		
N12765	Hewlett Packard 5mp laser printer	8/19/1996	1,033.36
N12766	Hewlett Packard 5mp laser printer	8/19/1996	1,033.36
N10820	Marquette Engine Anallzer	12/1/1977	1,890.00
N12567	MicroDyne Receiver w/terminal & Jumpers	2/1/1983	2,498.00
N10817	Wheel Service Bear	12/1/1977	1,890.00
N12537	Scientific Atlanta Signal Combiner	6/1/1982	2,433.55
N12568	MicroDyne Receiver w/Jumpers	2/1/1983	2,429.00
N10818	Hunter Wheel Alignment Machine	12/1/1977	1,890.00
N10819	Sun Tune up Tester	12/1/1977	1,890.00
N17660	Computer Desk Satin Cherry	9/22/2003	899.95
G31503	GTCO Calccomp Drawing Pad		
G31504	GTCO Calccomp Drawing Pad		
G31505	GTCO Calccomp Drawing Pad		
G31506	GTCO Calccomp Drawing Pad		
G31507	GTCO Calccomp Drawing Pad		
G31508	GTCO Calccomp Drawing Pad		
G31509	GTCO Calccomp Drawing Pad		
G31510	GTCO Calccomp Drawing Pad		
G31511	GTCO Calccomp Drawing Pad		
G31512	GTCO Calccomp Drawing Pad		
G31513	GTCO Calccomp Drawing Pad		
G31827	KIMOSSETTER 340 PRINTER		
N12621	Spiral Notebook Binder		
N21411	VCR		
N50313	Compugraphic Waxer		
G31491	GTCO Calccomp Drawing Pad		
G31492	GTCO Calccomp Drawing Pad		
G31493	GTCO Calccomp Drawing Pad		
G31494	GTCO Calccomp Drawing Pad		
G31495	GTCO Calccomp Drawing Pad		
G31496	GTCO Calccomp Drawing Pad		

G31497	GTCO Calccomp Drawing Pad
G31498	GTCO Calccomp Drawing Pad
G31499	GTCO Calccomp Drawing Pad
G31500	GTCO Calccomp Drawing Pad
G31501	GTCO Calccomp Drawing Pad
G31502	GTCO Calccomp Drawing Pad

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 7/6/2009

Candidate's name Cody A. Legg

Position title Professor of Physical Education/Athletic Trainer

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 *8/10/2009 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard None

(*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 \$35,595 to \$44,493 Recommended annual salary \$37,161 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%

Recommended and approved by:

Donald Worth
Supervisor

Regina Organ
Vice President

Kelly Holladay
Dean/Director

Steve McCleary
President

Selection Committee Members: Donald Worth – Director of Athletics - Chairperson

Kelly Holladay – Dean of Math and Sciences

Comments: Mr. Legg, with a Bachelor's degree in Physical Education/Athletic Training and two and one half years of applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor of Physical Education/Athletic Trainer

Personal Data

Name: Cody A. Legg

Education

M.Ed., Southeastern Oklahoma State University, Durant, OK, pending
Major: Health and Physical Education

B.S., Southwestern Oklahoma State University, Weatherford, OK, 2007
Major: Athletic Training
Minor: Admin Allied Health Services

Professional Experience

Southeastern Oklahoma State University, Durant, OK Graduate Assistant, Athletic Trainer	08/2007 to Present
Choctaw Casino, Durant, OK Part-time Cashier	06/2008 to 09/2008
Southwestern Oklahoma State University Student Athletic Trainer	08/2005 to 05/2007
Human Performance Center, Moore, OK Intern	Summer 2006
Hudson Trenching Summer Ground Hand Construction Worker	05/2002 to 09/2007

Certification:

National Athletic Trainers Association Board Certification – sat for examination June 2009



New Mexico Junior College

Career Opportunities

Position Announcement • May 2009 (Reposted 6/29/09)

Position Title: Professor of P.E./Athletic Trainer

Position Description: The Professor of P.E./Athletic Trainer shall be responsible to the Director of Athletics and Dean of Math and Sciences. The duties and responsibilities of the Professor of P.E./Athletic Trainer shall be, but not limited to, the following: 1) To recruit student athletic trainers; 2) To oversee and manage the athletic training room; 3) To monitor and oversee the student trainers; 4) To provide academic counseling and advisement for all training programs; 5) To prepare all budgets for athletic training program; 6) To arrange the schedule of all student trainers; 7) To supervise student athletes; 8) To assume all other responsibilities that may arise related to the training program; 9) To coordinate the maintenance and upkeep of the training room; 10) When needed, to promote and raise money for the training program; 11) To manage the athletic equipment; 12) To arrange for all athletic physicals; 13) To keep accurate records of all training room activity; 14) To organize and supervise the athletic drug screening; 15) To provide for all rehabilitation of student athletes; 16) To coordinate medical treatment by physicians and initiate all insurance claims; 17) To ensure all medical records are on file; 18) To maintain current certification of athletic trainer; 19) To coordinate and host all visiting trainers and their needs. General duties and responsibilities of Professor: 1) Serve on college committees as assigned; 2) Serve as an advisor to assigned students; 3) Post and maintain approved office hours per week; 4) Attend orientation meetings and other in-service meetings/workshops, as scheduled; 5) Maintain accurate student records; 6) Involve oneself in the general recruitment of students for the institution; 7) Assume other professional responsibilities associated with the position of Professor of Physical Education; 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; and 10) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: A Bachelor's Degree is required, however a Master's Degree is preferred. Must either have or obtain a NATABOC certification within the first year of employment. Faculty employed without a Master's degree shall have a maximum of three (3) years to complete appropriate degree. All degrees must be from a regionally accredited institution. College level teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time and adjunct 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 & II terms. 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 application materials must be received as soon as possible.

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and telephone numbers to:

**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 against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified applicants are encouraged to apply.
Equal Opportunity Education and Employment

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2794 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mlamb@nmjc.edu



New Mexico Junior College

Career Opportunities

Position Announcement • May 2009

Position Title: Professor of P.E./Athletic Trainer

Position Description: The Professor of P.E./Athletic Trainer shall be responsible to the Director of Athletics and Dean of Math and Sciences. The duties and responsibilities of the Professor of P.E./Athletic Trainer shall be, but not limited to, the following: 1) To recruit student athletic trainers; 2) To oversee and manage the athletic training room; 3) To monitor and oversee the student trainers; 4) To provide academic counseling and advisement for all training programs; 5) To prepare all budgets for athletic training program; 6) To arrange the schedule of all student trainers; 7) To supervise student athletes; 8) To assume all other responsibilities that may arise related to the training program; 9) To coordinate the maintenance and upkeep of the training room; 10) When needed, to promote and raise money for the training program; 11) To manage the athletic equipment; 12) To arrange for all athletic physicals; 13) To keep accurate records of all training room activity; 14) To organize and supervise the athletic drug screening; 15) To provide for all rehabilitation of student athletes; 16) To coordinate medical treatment by physicians and initiate all insurance claims; 17) To ensure all medical records are on file; 18) To maintain current certification of athletic trainer; 19) To coordinate and host all visiting trainers and their needs. General duties and responsibilities of Professor: 1) Serve on college committees as assigned; 2) Serve as an advisor to assigned students; 3) Post and maintain approved office hours per week; 4) Attend orientation meetings and other in-service meetings/workshops, as scheduled; 5) Maintain accurate student records; 6) Involve oneself in the general recruitment of students for the institution; 7) Assume other professional responsibilities associated with the position of Professor of Physical Education; 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; and 10) 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 and NATABOC certification is required. All degrees must be from a regionally accredited institution. College level teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time and adjunct 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 & II terms. 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 application materials must be received as soon as possible.

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and telephone numbers to:

**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 against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2794 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mlamb@nmjc.edu

APPLICANT LIST

Position: Professor of Physical Education/Athletic Trainer

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Formanek, Mark J.	No	No	Incomplete application materials
Hawkins, Randy	No	No	Incomplete application materials
Temple, Jude N.	Yes	No	
Legg, Cody A.	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 7/10/2009

Candidate's name James E. Miller

Position title Professor of Physical Education/Assistant Men's Basketball Coach

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 *8/10/2009 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard None

(*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 \$39,290 to \$49,112 Recommended annual salary \$40,158 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%

Recommended and approved by:

[Signature]
Supervisor

[Signature]
Vice President

[Signature]
Dean/Director

President

Selection Committee Members: Donald Worth – Director of Athletics - Chairperson

Kelly Holladay – Dean of Math and Sciences

Comments: Mr. Miller, with a Master's degree in Sports Administration and four and one half years of applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Men's Basketball Coach

Personal Data

Name: James E. Miller

Education

M.S., University of Northern Colorado, Greeley, CO, 2007
Major: Sports and Exercise Science

B.S., Colorado State University, Fort Collins, CO, 2005
Major: Health Promotion

Professional Experience

Colorado State University - Pueblo, Pueblo, CO Assistant Coach	08/2005 to Present
Arizona State University, Tempe, AZ Internship	5/2005 to 8/2005
Colorado State University, Fort Collins, CO Student Assistant	8/2004 to 4/2005
Rocky Mountain High School, Fort Collins, CO Head Coach Sophomore Basketball/Assistant Varsity Coach Assistant Freshman Coach/Assistant Varsity Coach	08/2003 to 07/2004 08/2002 to 7/2003

Certifications:

CPR/AED, American Red Cross

Organizations:

Phi Kappa Tau, President



New Mexico Junior College

Career Opportunities

Position Announcement • Reopened 6/29/09

Position Title: Professor of Physical Education/Assistant Men's Basketball Coach

Position Description: The position is responsible to the Vice President for Instruction, Vice President for Student Services, Dean of Math & Sciences, Director of Athletics and the Head Men's Basketball Coach. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve on college committees as assigned; (3) serve as a sponsor for student groups as assigned; (4) post and maintain supervisor approved office hours per week; (5) assume other professional responsibilities associated with the position of Professor of Physical Education/Assistant Men's Basketball Coach; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; and (8) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree in Physical Education or related field required, master's degree, also in Physical Education or related field, preferred. Faculty employed without a Master's degree shall have a maximum of three (3) years to complete appropriate degree. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed. 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 employee 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 candidates. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and phone numbers:

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APPLICANT LIST

Position: Professor of Physical Education/Assistant Men's Basketball Coach

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Love, Charles J., Jr.	No	No	Incomplete application materials
Lewis, Bryan C.	No	No	Incomplete application materials
Kravig, Seth D.	No	No	Incomplete application materials
Miller, James E.	Yes	Yes	Start date: Pending Board approval.
Stowe, Jamie K.	No	No	
Grant, Geoffrey A., Jr.	No	No	Incomplete application materials
Frasier, Tonique C.	No	No	Incomplete application materials
Osborn, Jeremy J	No	No	Incomplete application materials