NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
Thursday, July 19, 2001
Zia Room - Library
1:30 p.m.

AGENDA

A. Welcome
   Mr. Newman

B. Adoption of Agenda
   Mr. Newman

C. Approval of Minutes of June 19, 2001
   Mr. Newman

D. Correspondence
   Mr. Schubert

E. President’s Report
   Dr. McCleery

F. Closure of Open Meeting
   Mr. Newman

G. 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 Testing Fees for Nursing Courses
      Dr. McCleery
   6. Consideration of Policy Changes
      Dr. McCleery
   7. Acceptance of Donated Cars
      Dr. McCleery
   8. Removal of Vehicles from Inventory
      Dr. McCleery
   9. Consideration of Temporary/Full Time Music Instructor Position
      Dr. McCleery
  10. Personnel Consideration - Professor of Nursing
      Dr. McCleery
  11. Personnel Consideration - Programmer Analyst
      Dr. McCleery
  12. Personnel Consideration - Webmaster
      Dr. McCleery
  13. Personnel Consideration - Custodian Position
      Dr. McCleery

H. Public Comments
   Mr. Newman

I. Announcement of Next Meeting
   Mr. Newman

J. Adjournment
   Mr. Newman
NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JUNE 19, 2001

MINUTES

The New Mexico Junior College Board met on Tuesday, June 19, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Larry Hanna; Mr. John Hice, Jr.; Ms. Patricia Chappelle; Mrs. Yvonne Williams; and Mr. Ferrel Caster. Not present was Mr. Gary Schubert.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun and Bill Sabatini, Dekker/Perich/Sabatini.

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

Upon a motion by Mr. Hice, seconded by Mr. Caster, the board unanimously approved the minutes of May 24, 2001.

Under President's Report, Dr. McCleery reported that the budget presentation to the Commission on Higher Education last week went very well, with no qualifiers placed on the budget. He expressed his appreciation to Dan Hardin for a job well done. Bill Sabatini presented the plans for the proposed new Lea County Western Heritage Center.

Mr. Hanna 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. Ms. Chappelle seconded the motion. The roll call vote was as follows: Mr. Newman - yes; Mr. Hice - yes; Mr. Caster - yes; Mrs. Williams - yes; Ms. Chappelle - yes; and Mr. Hanna - yes.

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

Under New Business, Dan Hardin presented the May financial reports and with a motion by Mr. Caster, seconded by Ms. Chappelle, the board unanimously approved the expenditures for May 2001.
Upon a motion by Mr. Hanna, seconded by Mr. Caster, the board voted to offer President Steve McCleery an employment contract in the amount of $98,000 for the fiscal year beginning July 1, 2001 and ending June 30, 2002. The roll call vote was as follows: Mr. Newman - yes; Mr. Hice - yes; Mr. Caster - yes; Mrs. Williams - yes; Ms. Chappelle - yes; and Mr. Hanna - yes.

Dr. McCleery recommended Dr. Raymond Taylor for the Professor of Psychology/Sociology position with a nine month salary of $42,000. Upon a motion by Mr. Hice, seconded by Mr. Hanna, the board unanimously approved the employment of Dr. Taylor, effective August 13, 2001.

Dr. McCleery recommended Mr. Gregory Keane for the Professor of Psychology position with a nine month salary of $35,000. Upon a motion by Ms. Chappelle, seconded by Mr. Caster, the board unanimously approved the employment of Mr. Keane, effective August 13, 2001.

Dr. McCleery recommended Mr. Robert Gandrup for the Professor of Theatre/Scenic Designer/Technical Director position with a nine month salary of $31,000. Upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Gandrup, effective August 13, 2001.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for July 19, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Hanna, seconded by Mr. Hice, the board meeting adjourned at 3:30 p.m.

________________________
CHAIRMAN

ATTEST:________________________
SECRETARY
Others present:

LaJean Burnett
Steve Davis
Dan Hardin
Cc Nelson
Lisa Brown
Renee Wharton
Marilyn Jackson
Regina Organ
Frank Collins
Bill Kunko
Charley Carroll
Bill Braun
Robert Bensing
Regina Johnson
EMPLOYMENT AGREEMENT

This Agreement made this ____ day of July, 2001, between New Mexico Junior College (hereinafter referred to as "College"), and Dr. Steve McCleery (hereinafter referred to as "McCleery"), WITNESSETH:

WHEREAS, College desires to employ McCleery in the capacity of President of New Mexico Junior College and McCleery desires to attain such position;

NOW, THEREFORE, it is mutually agreed as follows:

1. Employment. College agrees to employ McCleery and McCleery accepts employment as President of New Mexico Junior College to perform such functions, duties and responsibilities as imposed upon him from time to time by the laws of the State of New Mexico relating to the organization and operation of community colleges, as well as such duties and functions as are now or may hereafter be imposed from time to time by action of the College Board. McCleery shall be responsible for interpreting and enforcing the College Employee Handbook.

2. Term. The term of this Agreement is for one (1) year effective July 1, 2001, and terminating June 30, 2002. It is specifically understood between the parties that nothing contained in this Agreement shall be construed to guarantee or imply an expectation of continued employment with the College beyond the term of this contract.

3. Compensation. College shall pay to McCleery a total compensation of NINETY EIGHT THOUSAND DOLLARS ($98,000.00), payable in twelve (12) equal installments. Said monthly payment shall be less taxes and deductions for benefits. McCleery shall have all fringe benefits afforded other college employees.

4. Travel. The parties acknowledge that McCleery will be required to travel on College business from time to time. A college vehicle has been assigned to McCleery for his use on college business. All travel outside Lea County, New Mexico must be approved by the Chairman of the Board or such other person as designated by the Chairman. All approved travel expenditures, regardless of funding source, shall be reimbursed in accordance with the current rates in the New Mexico Per Diem and Mileage Act. McCleery shall be reimbursed for travel as any other employee of the College. McCleery may travel to and from work in his assigned College vehicle.

5. Vacation. McCleery shall receive fifteen (15) days paid vacation. The time of such vacation is to be determined between the Chairman of the Board and McCleery. McCleery shall be given credit for accrual of vacation days previously earned as any other employee of the College.

6. Sick Leave. McCleery is entitled to receive all accumulated sick leave as any other employee of the College.
7. **Employee Handbook.** It is specifically agreed between the parties that the employee handbook does not apply to McCleery unless otherwise provided for in this Agreement. McCleery’s entire employment relationship with the College is solely governed by the provisions of this Agreement.

8. **Holiday Leave.** McCleery shall be entitled to all official school holiday leave as any other employee of the College.

9. **Group Health Insurance, Group Life Insurance and Disability Income Plan.** McCleery shall be entitled to participate in the group health insurance, group life insurance, accidental death insurance program and disability income plan, as any other employee of the College.

10. **New Mexico Educational Retirement Board.** McCleery may participate as a regular member in salary deduction payments as required by the New Mexico Educational Retirement Board. New Mexico Junior College does not participate in Social Security payroll deductions. McCleery will be eligible to participate in any retirement plan, if established by the College, as any other employee of the College.

11. **Employment of Relatives.** Employment of relatives by McCleery shall be done only with approval of the Board of the College.

12. **Health and Personal Emergency Leave.** McCleery may take leave without pay under the terms and conditions established in the Family and Medical Leave Act. McCleery’s leave of absence without pay will be treated as any other employee of the College. McCleery shall be allowed up to (2) two working days for personal leave without a deduction in pay for reasons other than health.

13. **Workers’ Compensation.** McCleery is an “employee” of the College and he is provided coverage for on the job injuries within the meaning, terms and conditions of the New Mexico Workers’ Compensation Act.

14. **Jury Duty.** If McCleery is subpoenaed for jury duty, he shall be granted temporary leave with pay during the period of jury service. Remuneration to the College for jury duty (exclusive of mileage) shall be submitted by McCleery to the Business Office by the next regular pay period following the jury duty service or receipt of jury duty remuneration, whichever comes first. McCleery shall remit to the Business Office only that portion of jury duty pay attributable to hours compensated by the College.

15. **Termination of Agreement.** This Agreement may be terminated by the college board with or without cause for any act or event which in the opinion of the college board is detrimental to the general welfare of the College.
If the College terminates the Agreement, at any time during the term of the contract, McCleery shall be paid six months salary in lump sum. McCleery has no right to further liquidated damages for any subsequent years.

Signed this____ day of June, 2001, and effective as of July 1, 2001.

NEW MEXICO JUNIOR COLLEGE

By_____________________________  ______________________________
   Monty Newman, Chairman               Dr. Steve McCleery
# NEW MEXICO JUNIOR COLLEGE

**Expenditure Report**

**June 2001**

<table>
<thead>
<tr>
<th>Fund</th>
<th>1999-00 Final Budget</th>
<th>Year-to-Date Expended or Encumbered</th>
<th>Percentage of Budget Expended</th>
<th>2000-01 Original Budget</th>
<th>Year-to-Date Expended or Encumbered</th>
<th>Percentage of Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>5,164,065</td>
<td>4,890,139</td>
<td>95%</td>
<td>5,322,483</td>
<td>173,489</td>
<td>5,343,985</td>
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<td>Academic Support</td>
<td>967,389</td>
<td>869,056</td>
<td>90%</td>
<td>1,012,220</td>
<td>65,198</td>
<td>1,076,820</td>
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<td>Student Services</td>
<td>1,055,411</td>
<td>1,019,061</td>
<td>97%</td>
<td>1,020,190</td>
<td>78,461</td>
<td>1,098,651</td>
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<tr>
<td>Institutional Support</td>
<td>1,865,996</td>
<td>1,690,519</td>
<td>91%</td>
<td>2,321,133</td>
<td>142,832</td>
<td>1,802,675</td>
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<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>1,551,571</td>
<td>1,478,918</td>
<td>95%</td>
<td>1,674,751</td>
<td>141,519</td>
<td>1,816,237</td>
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<tr>
<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>10,604,422</td>
<td>9,947,703</td>
<td>94%</td>
<td>11,350,747</td>
<td>600,499</td>
<td>11,951,246</td>
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<tr>
<td>Student Activities</td>
<td>113,642</td>
<td>108,492</td>
<td>95%</td>
<td>118,724</td>
<td>3,621</td>
<td>117,991</td>
</tr>
<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Public Service</td>
<td>24,949</td>
<td>17,438</td>
<td>70%</td>
<td>24,966</td>
<td>479</td>
<td>2,556</td>
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<td>Internal Service Departments</td>
<td>308,980</td>
<td>239,353</td>
<td>77%</td>
<td>309,131</td>
<td>55,428</td>
<td>293,559</td>
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<tr>
<td>Student Aid</td>
<td>142,815</td>
<td>138,410</td>
<td>97%</td>
<td>139,605</td>
<td>9,596</td>
<td>149,191</td>
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<td>Auxiliary Enterprises</td>
<td>1,356,584</td>
<td>1,329,818</td>
<td>98%</td>
<td>1,254,436</td>
<td>48,756</td>
<td>1,303,192</td>
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<td>Athletics</td>
<td>545,509</td>
<td>535,205</td>
<td>98%</td>
<td>556,129</td>
<td>53,650</td>
<td>609,779</td>
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<tr>
<td><strong>Total Current Unrestricted Fund</strong></td>
<td>13,096,901</td>
<td>12,316,419</td>
<td>94%</td>
<td>13,755,740</td>
<td>772,029</td>
<td>13,533,396</td>
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<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>3,289,056</td>
<td>2,258,119</td>
<td>69%</td>
<td>3,135,237</td>
<td>164,049</td>
<td>2,620,544</td>
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<tr>
<td>Student Aid</td>
<td>3,204,007</td>
<td>3,070,792</td>
<td>96%</td>
<td>3,204,007</td>
<td>5,663</td>
<td>3,574,155</td>
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<tr>
<td><strong>Total Current Restricted Fund</strong></td>
<td>6,493,063</td>
<td>5,328,911</td>
<td>82%</td>
<td>6,339,244</td>
<td>169,712</td>
<td>6,194,599</td>
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<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Projects from Institutional Funds</td>
<td>1,244,886</td>
<td>1,149,252</td>
<td>92%</td>
<td>2,126,546</td>
<td>13,169</td>
<td>1,358,031</td>
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<tr>
<td>Projects from State GOB Funds</td>
<td>686</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Projects from State STB Funds</td>
<td>374,617</td>
<td>176,177</td>
<td>47%</td>
<td>202,439</td>
<td>0</td>
<td>499,899</td>
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<tr>
<td>Projects from Other State Funds</td>
<td>156,793</td>
<td>114,412</td>
<td>73%</td>
<td>116,172</td>
<td>0</td>
<td>111,669</td>
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<tr>
<td><strong>Subtotal - Capital and BR&amp;R</strong></td>
<td>1,776,644</td>
<td>1,439,841</td>
<td>81%</td>
<td>2,445,157</td>
<td>13,169</td>
<td>1,969,489</td>
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<tr>
<td>Debt Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>263,723</td>
<td>263,522</td>
<td>100%</td>
<td>264,845</td>
<td>0</td>
<td>264,745</td>
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<tr>
<td><strong>Total Plant Funds</strong></td>
<td>2,040,587</td>
<td>1,703,463</td>
<td>83%</td>
<td>2,710,002</td>
<td>13,169</td>
<td>2,225,234</td>
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<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>21,630,651</td>
<td>19,348,793</td>
<td>89%</td>
<td>22,804,986</td>
<td>954,910</td>
<td>23,759,896</td>
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</table>
# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### June 2001

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>1999-00</th>
<th>2000-01</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date Revenue</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>Tuition and Fees</td>
<td>1,146,429</td>
<td>1,155,217</td>
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<tr>
<td>State Appropriations</td>
<td>5,884,500</td>
<td>5,884,500</td>
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<tr>
<td>Ad Valorem Taxes - Oil and Gas</td>
<td>2,975,000</td>
<td>3,289,046</td>
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<tr>
<td>Ad Valorem Taxes - Property</td>
<td>1,900,000</td>
<td>2,084,685</td>
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<tr>
<td>Interest Income</td>
<td>197,000</td>
<td>236,652</td>
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<tr>
<td>Other Revenues</td>
<td>257,987</td>
<td>234,580</td>
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<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>12,360,896</td>
<td>12,883,710</td>
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<tr>
<td>Student Activities</td>
<td>40,300</td>
<td>40,330</td>
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<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Internal Service Departments</td>
<td>37,400</td>
<td>42,186</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>1,398,814</td>
<td>1,457,291</td>
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<tr>
<td>Athletics</td>
<td>34,100</td>
<td>34,145</td>
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<tr>
<td>Total Current Unrestricted</td>
<td>13,871,510</td>
<td>14,457,662</td>
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<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>3,289,056</td>
<td>2,258,119</td>
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<td>Student Aid</td>
<td>3,204,007</td>
<td>3,070,792</td>
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<td>Total Current Restricted</td>
<td>6,493,063</td>
<td>5,328,911</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td>686</td>
<td>0</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>374,637</td>
<td>176,177</td>
</tr>
<tr>
<td>Projects from Other State Funds</td>
<td>156,793</td>
<td>114,412</td>
</tr>
<tr>
<td>Interest Income</td>
<td>0</td>
<td>47,404</td>
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<tr>
<td>Subtotal - Capital &amp; BR&amp;R</td>
<td>532,096</td>
<td>337,993</td>
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<tr>
<td>Debt Service</td>
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<td>Interest Income</td>
<td>15,000</td>
<td>28,249</td>
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<td>Total Plant Funds</td>
<td>547,096</td>
<td>366,242</td>
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<td><strong>LOAN FUND</strong></td>
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<tr>
<td>Interest Income / Service Fees</td>
<td>0</td>
<td>325</td>
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<td>Total Loan Fund</td>
<td>0</td>
<td>325</td>
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<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>20,911,669</td>
<td>20,153,140</td>
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### NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
June 2001

100% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>Distribution</th>
<th>Price per BBL</th>
<th>Lea County BBLs sold</th>
<th>Price per MCF</th>
<th>Lea County MCF sold</th>
<th>Monthly Revenue</th>
<th>Original Budget</th>
<th>Over (Under) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>April July</td>
<td></td>
<td>$25.13</td>
<td>3,385,212</td>
<td>$3.20</td>
<td>16,968,001</td>
<td>309,135</td>
<td>177,083</td>
<td>132,052</td>
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<tr>
<td>May August</td>
<td></td>
<td>$27.75</td>
<td>3,566,511</td>
<td>$3.36</td>
<td>17,837,831</td>
<td>356,052</td>
<td>177,083</td>
<td>178,969</td>
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<tr>
<td>June September</td>
<td></td>
<td>$29.78</td>
<td>3,550,473</td>
<td>$4.28</td>
<td>17,687,354</td>
<td>347,144</td>
<td>177,083</td>
<td>170,061</td>
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<td>July October</td>
<td></td>
<td>$29.43</td>
<td>3,363,692</td>
<td>$3.93</td>
<td>20,220,892</td>
<td>363,689</td>
<td>177,083</td>
<td>186,606</td>
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<td>August November</td>
<td></td>
<td>$30.24</td>
<td>3,350,022</td>
<td>$4.14</td>
<td>17,377,642</td>
<td>408,106</td>
<td>177,083</td>
<td>231,023</td>
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<td>September December</td>
<td></td>
<td>$31.12</td>
<td>3,471,552</td>
<td>$3.27</td>
<td>26,113,754</td>
<td>371,528</td>
<td>177,083</td>
<td>194,445</td>
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<tr>
<td>October January</td>
<td></td>
<td>$31.51</td>
<td>3,543,050</td>
<td>$5.22</td>
<td>18,704,823</td>
<td>432,951</td>
<td>177,083</td>
<td>255,868</td>
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<tr>
<td>November February</td>
<td></td>
<td>$32.92</td>
<td>3,377,608</td>
<td>$4.84</td>
<td>18,035,296</td>
<td>378,141</td>
<td>177,083</td>
<td>201,058</td>
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<tr>
<td>December March</td>
<td></td>
<td>$27.31</td>
<td>3,388,406</td>
<td>$7.71</td>
<td>13,640,856</td>
<td>379,909</td>
<td>177,083</td>
<td>202,826</td>
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</tbody>
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Production Tax Revenue 4,705,899 2,125,000 2,580,899

Equipment Tax Revenue (see below) 775 375,000 0

Total Year-to-Date Oil and Gas Revenue 4,706,674 2,500,000 2,580,899

Source: New Mexico Taxation and Revenue Department

Long-term historical average of $15.00 per bbl for oil and $1.90 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2000-01 year that exceed this budgeted amount will be considered for transfer to the colleges capital fund at the end of the year.
# NEW MEXICO JUNIOR COLLEGE
## Schedule of Investments
### June 2001

100% 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>
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<tbody>
<tr>
<td>State of New Mexico</td>
<td>7,325,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>102-2394</td>
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<td>26,603</td>
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<td>Local Government Investment Pool</td>
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<td>231611237</td>
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<td>Total Investments</td>
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<td></td>
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<td></td>
<td>27,512</td>
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</table>

## Summary of Current Month's Activity

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning amount</td>
<td>7,575,000</td>
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<tr>
<td>Plus: deposits</td>
<td>0</td>
</tr>
<tr>
<td>Less: withdrawals</td>
<td>0</td>
</tr>
<tr>
<td>Ending amount</td>
<td>7,575,000</td>
</tr>
</tbody>
</table>
MEMORANDUM

DATE: July 19, 2001

TO: New Mexico Junior College Board Members

FROM: Richard Fleming, Vice President for Instruction

SUBJECT: Testing Fees for Nursing Courses

In an effort to strengthen the Nursing program through a customized assessment and review program and to implement mandated components of NLNAC accreditation, the Nursing faculty ask the Board to approve new fees for the following courses:

- NU 116-Fundamentals of Nursing $73.00
- NU 127-Nursing Health Deviations I 73.00
- NU 214-Practical Nursing-Option 73.00
- NU 219-Nursing Health Deviations II 66.00
- NU 250-Nursing Multiple Health Deviations 66.00

A new line item allocation for an $18,500 revenue account will need to also be approved. This account will be a pass-through account to support the fee collection and will not involve any expenditure of college funds.

Thank you for your consideration.
NEW MEXICO JUNIOR COLLEGE
INTEROFFICE MEMORANDUM

To: Dr. Richard Fleming, Vice President for Instruction

From: Steve Davis, Dean of Business and Technology
Karen Cummings, Director of Allied Health

Subject: Comprehensive Assessment and Review Program

Date: July 11, 2001

The purpose of this memo is to request an $18,500 allocation from the NMJC Board for implementation of
a comprehensive assessment and review program.

Overview of program:

Assessment Technologies Inc. (ATI), specializes in nationally standardized entrance testing, practical and
registered nursing comprehensive examinations for nursing students. The nursing exams assess the student's
comprehension and provide the faculty with the opportunity to evaluate the student's knowledge in relation
to the nursing process, critical thinking, and competency skills. The tests are up-to-date reflecting current
nursing practice. Test items are nationally validated and proven reliable. This testing package is utilized
nationwide and in New Mexico by other Associate Degree Nursing programs. This program offers an
educational tool that will allow the nursing program to structure and create a customized assessment and
review program. The program evaluates the nursing curriculum for current theory content and provides the
nursing student with an assessment of their ability in: the essential academic skills for success in the
nursing program; mastery of nursing content throughout the five semesters of the nursing program; and
critical thinking skills associated with nursing care and theory. The program has an additional benefit of
providing the student with an assessment and review in preparation for the State Board Licensure exam.

This is a multi-component program, which includes:

1. Test of Essential Academic Skills (Math, English, Science, and Reading)
2. Self-Assessment: critical thinking, learning styles, work values and professional characteristics
3. Critical Thinking Entrance/Exit Exams
4. Content Mastery Series Exams: Medical-Surgical, Nursing Care of Children, Fundamentals,
   Pharmacology, Maternal Newborn, Mental Health, Management, and Nutrition
5. Student Exams: remediation tools in the areas of the Content Mastery Series, includes
   rationales for answers
6. Comprehensive Predictors: preparation and predictor exam for State Board Licensure Exam
7. Review Modules: Quest for Academic Success, Fundamentals of Nursing, Medical-Surgical,
   Nursing Care of Children, Maternal Newborn, Mental Health and the State Board Preparation

This program has been customized to meet nursing student needs within the NMJC program. Should a
student be unsuccessful on the State Board Licensure Exam, all material is available to the student for one
year following completion of the nursing program.
This program allows student nurses to review content and prepare for the State Board Licensure Exam in their homes or on campus. In the past, students who wished to avail themselves of preparatory review programs were required to pay a lump sum of approximately $350-400. These programs are not offered locally and students had the expense of an additional $500 for an out-of-town trip.

Additionally, the NMJC Nursing Program will be able to utilize student exam scores to evaluate and modify the associate degree curriculum. The critical thinking component of the program is one of the mandatory criteria of the National League for Nursing Accrediting Commission (NLNAC) Systematic Program Evaluation Plan.

It is imperative this program be implemented in August of 2001. To accomplish this task within the identified timeframe, we are requesting the Board approve the following student fees:

Freshman Nursing Course (note NU 214 is an optional course)

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>NU 116 Fundamentals of Nursing (Fall-Freshman)</td>
<td>$73.00</td>
</tr>
<tr>
<td>NU 127 Nursing Health Deviations I (Spring-Freshman)</td>
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</tr>
<tr>
<td>NU 214 Practical Nursing - Option (Summer I-Freshman)</td>
<td>$73.00</td>
</tr>
<tr>
<td>Total</td>
<td>$219.00</td>
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</table>

Sophomore Nursing Course

<table>
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<th>Course</th>
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<tr>
<td>NU 219 Nursing Health Deviations II (Fall-Sophomore)</td>
<td>$66.00</td>
</tr>
<tr>
<td>NU 250 Nursing Multiple Health Deviations (Spring-Sophomore)</td>
<td>$66.00</td>
</tr>
<tr>
<td>Total</td>
<td>$132.00</td>
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</tbody>
</table>

Based on the multiple entry/exit options available within the nursing program students completing the Practical Nurse Option will pay $219.00. Students completing the RN option (four semesters) will pay $278.00. Students completing the five semesters (PN option and RN) will pay $351.00. These fees, if approved by the Board, will be added to the students bill and when collected placed into a revenue account. This will offset the $18,500 expenditure account. Board approval of these fees allows payment by Financial Aid.
To: New Mexico Junior College Board Members
From: Dan Hardin
Date: 7-12-01
Re: Capitalization, Tagging and Inventory, and Donation Policy Changes

The Business Office is recommending a change in the capital assets and physical inventory policy. The Capitalization policy sets the limits for capitalizing items into the permanent capital fund for accounting purposes. Currently, items with a unit cost of $500.00 and over are added to the College's fixed asset inventory listing and capitalized. Attached is a copy of item 10 from the office of the State Auditor citing the statue that requires agencies to capitalize only chattels and equipment whose cost is over $1,000.00. With the recommendation from Johnson Miller & Company and following what is required in state statute, the business office is recommending changing this limit to $1,000.00. With the upcoming changes in accounting regulations requiring the depreciation of assets by governmental entities, this change will eliminate a large number of the small dollar items from the depreciation schedule. The inventory control will still be in place and items will still be tagged, but the burden of placing small dollar items on a depreciation schedule will be eliminated.

Next, in conjunction with the change in dollar limit for capitalization from $500.00 to $1,000.00 the business office is recommending the dollar limit for tagging and inventory control be changed from $500.00 to $1,000.00. Items less than $1,000.00 will be tagged for departmental tracking.

Additionally, the business office is recommending that donated non-cash assets be considered material if their estimated value is $1,000.00 or greater. Currently, donated assets are considered material if their estimated value is $500.00 or greater. This will correspond with the capitalization policy.

Your approval of these policy changes is requested.
The Business Office is recommending a change in the procurement policy for New Mexico Junior College. Frank Collins, Coordinator of Purchasing, has researched the legislative changes (House Bill 88) in the procurement code and has made the following recommendation that will bring the College's procurement policy in compliance with the revised guidelines set by the State of New Mexico. This change will allow the college to maximize usage of the purchase card and reduce the volume of checks, transactions and purchase orders each month. House Bill 88 has amended the State Procurement Code (NMAC 5.2) for purchasing services, construction or items of tangible personal property and is interpreted as follows:

A. **Small Purchases of $1,499.99 or less:** Must be procured with a direct purchase order to a vendor based upon the best obtainable price. Best obtainable price means contacting at least three vendors and selecting the lowest price and requesting a purchase order. The College may exercise its total discretion in determining the best obtainable price.

   You **do not** have to affect a direct purchase order if you **use the Purchase Card or purchase with the bookstore**; however the best obtainable price must be obtained when using the purchase card.

B. **Small Purchases of $1,500.00 to $4,999.99:** Procured with a direct purchase order issued by NMJC's Business Office and price quotations **must** be obtained from at least three (3) vendors. All price quotes must be documented on the Price Quote Form that we currently use. A department must exhaust all means until a third vendor is found. "No bid" is not acceptable.

C. **Small Purchases of $5,000.00 to $9,999.99:** Procured with a purchase order; however, NMJC's Business Office must initiate a Request for Quotations (informal bidding with all the legal language, delivery dates, shipping terms, etc.). No board approval or legal notification is required. The requesting department should submit to the Coordinator of Purchasing specifications of the items or services that they want to purchase.

D. **Large Purchases of $10,000.00 or more:** Procured with a purchase order issued by the NMJC's Business Office. A legal notice must be published in three (3) publications in this state. NMJC Board Approval is required, and the items and/or services must be procured by issuing an Invitation to Bid or Request for Proposals.
MEMORANDUM SPD 00-15

DATE:       June 20, 2001

TO:         All State Agencies

FROM:       Louis T. Higgins, State Purchasing Agent

SUBJECT:    House Bill 88 as amended

By now you are doubtlessly aware the subject legislation was signed into Laws 2001, Chapter 292 and becomes effective on July 1, 2001. House Bill 88a made several changes to the Procurement Code among them is in Sections 13-1-99 and 13-1-125, NMSA 1978 relating to “small purchases”. Of particular note is the limit to which an agency may issue a direct purchase order is raised from $500 to $1,500. This change and the others that were effected by the legislation will be addressed shortly by amendment to 1 NMAC 5.2. In the interim, agencies are reminded of the specific wording of Section 13-1-99, NMSA 1978 wherein it reads in relevant part that, “[e]xcluded from the requirement of procurement through the State Purchasing Agent but not from the requirements of the Procurement Code…” and Subsection C of Section 13-1-125, NMSA 1978 wherein it reads in relevant part “…a state agency may procure….having a value not exceeding one thousand five hundred dollars ($1,500) by issuing a direct purchase order to a contractor based upon the best obtainable price.  (Emphasis added).

It has long been accepted that statutes are construed to give effect to the intent of the legislature. Where the terms of a statute are clear and unambiguous, the language will be given its literal meaning. In construing the above, one can easily conclude that the intent of the legislature was to allow an agency the ability to make necessary purchases up to $1,500 quickly and with a minimum amount of paperwork and red tape. There are, however, two provisions required of an agency when issuing a DPO; 1) that the item or items be procured at the best obtainable price; and 2) procurement requirements shall not be artificially divided so as to constitute a small purchase.

Noticeably absent is a stated process to follow to determine “best obtainable price.” Even though there is no stated process to follow it is obvious the legislature expected an agency to exercise a competitive procurement among competing vendors, generally two or more, and issue a DPO to the one offering the lowest price. Procedures should be developed by all state agencies outlining the process to follow in issuing a DPO.
July 12, 2001

MEMORANDUM

TO:  Dr. Steve McCleery - President
     Mr. Dan Hardin - Vice President for Finance
     Mr. Mickey Best - Dean of Arts and Sciences
     Ms. Jerri Shields - Administrative Assistant to the President

FR:  August Fons

RE:  Donated Vehicles

The following vehicles have been donated to New Mexico Junior College from the
City of Hobbs (Police Department):

   1992 Chevrolet Caprice VIN 1G1BL53E4NR123848
   1992 Chevrolet Caprice VIN 1G1BL53E7NR123861
   1991 Chevrolet Caprice VIN 1G1BL53E8MW216274

I am requesting that these three vehicles be added to the NMJC inventory for
required use in the law enforcement academy.

Previously donated vehicles currently on NMJC inventory have been utilized in past
academies however, with the exception of one, the remainder are no longer
functional due to mechanical problems. Repair of these vehicles is not feasible due
to cost.

The currently donated vehicles listed above are old however, they were used as
singularly assigned criminal investigation units and were not subjected to 24 hour
use as patrol vehicles are. I have spoken with Captain Dennis Kelley and he has
informed me that these vehicles are in operable condition. I am not aware of any
major maintenance needs at this time. They will need periodic maintenance such as
batteries, tires, oil/lubrication. Additionally, we will need to transfer the emergency
equipment (lights, siren, etc.) onto the donated vehicles for use in the upcoming
academies.

Mr. Bill Rash has not had an opportunity to check the vehicles at this time. As soon
as he is able to do so, we will provide you with an update on required maintenance
and/or repairs.
June 19, 2001

Jeff Condrey, Director
State of New Mexico
Local Government Division
Bataan Memorial Building, Room 201
Santa Fe, New Mexico 87503

Re: Donation of City Property to New Mexico Junior College
Donation of City Property to Monument Volunteer Fire Department

Dear Mr. Condrey:

Pursuant to Section 3-54-2(d), NMSA 1978, approval hereby is requested by the City of Hobbs to donate three (3) vehicles to the New Mexico Junior College, described as: One (1) 1992 Chevrolet Caprice, VIN 1G1BL53E4NR123848; One (1) 1992 Chevrolet Caprice, VIN 1G1BL53E7NR123861; and One (1) 1991 Chevrolet Caprice, VIN 1G1BL53E8MW216274.

Approval is also requested by the City of Hobbs to donate one (1) 1990 Ford F-350 Ambulance, VIN 1FDKF37M5NLV16038, to the Monument Volunteer Fire Department.

Enclosed please find copies of Resolution No. 3647 and 3656 signifying approval of the transfer of the above-referenced equipment which is no longer needed by the City. The New Mexico Junior College does have a need for the vehicles and the Monument Volunteer Fire Department does have a need for the ambulance.

If there is no objection to these transfers, please issue your stamp of approval and signature below in the space provided and return this letter to me at your earliest convenience.

Sincerely yours,

BO THOMAS
City Manager

Enc: As stated

BT:jf

cc: Jan Fletcher, City Clerk
     Gary Don Reagan, City Attorney
NEW MEXICO JUNIOR COLLEGE

Vehicles for Removal from Inventory

June 15, 2001

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<tr>
<th>NMJC NO</th>
<th>DESCRIPTION</th>
<th>VIN NUMBER</th>
<th>LICENSE NO</th>
<th>ACQ DATE</th>
<th>ORIG COST</th>
<th>MILEAGE</th>
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<td>1990 Ford F-350 Super Clubwagon</td>
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<td>$12,154.00</td>
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MEMORANDUM

DATE: July 19, 2001

TO: New Mexico Junior College Board Members

FROM: Richard Fleming, Vice President for Instruction

SUBJECT: Request for New Music Professor Position

In the time since the Board approved the new faculty positions for this current budget year, personnel changes in the Music program have created the need for a new full-time, temporary Music professor position. In the past year the program has grown considerably under the leadership of Mr. Chris Eubanks. However, the recent loss of one part-time faculty member and the reduction in workload of another part-time faculty member due to job changes has created staffing problems.

These changes mean we will now have to cancel five sections of Music courses. These courses are feeder courses for other, advanced courses and any loss of student enrollment jeopardizes future enrollments. The Music program will not be able to maintain the growth momentum if any sections are cancelled. The hiring of another full-time faculty member would strengthen the program, allow it to remain dynamic, and alleviate the workload problems that currently exist. The College must also continue to maintain its presence in the community through musical performances.

Therefore, the instructional division requests that the Board approve a new full-time, temporary Music professor position. This position would be limited to one-year only and would include full benefits. No additional funds need to be allocated for this position since it will be funded through cost savings from other positions and overload reductions. It would be the intent of the instructional division to make this position the number one priority request for the next budget year.

Thank you for your consideration.
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date June 28, 2001

Candidate's name Misty Stine

Position title Professor of Nursing

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

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

Effective date of employment August 13, 2001 Standard contract length ☑ 12 mos. ☒ 9 mos. ☐ other

Funding source Institutional

Paid advertising beyond *standard

(* Standard: The Hobbs News-Sun, Direct Mail to approximately 31 colleges in a 3-state region, NM Dept. of Labor, NMJC Website, KELMA Radio & Lubbock TX Workforce Development Website)

________________________________________

Posted salary range $27,807–34,758 Recommended annual salary $31,623.00 Prorated salary ☐ yes ☐ no

(Expiration date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-515 100%

Recommended and approved by:

Karen Cummings, Art. Asst. Dean/Director

Brian Lecomber, Vice President

Selection Committee Members:

Karen Cummings

Karen Landers

Sondra Hutson

Tamara James

Lynda Knoll

Comments: Ms. Stine meets the requirements for the position as stated in the position announcement.
ABBREVIATED RESUME

Position
Professor of Nursing

Personal Data
Name: Misty B. Stine

Education
A.A.S., New Mexico Junior College, Hobbs, NM, 1995
B.S.N., University of Phoenix, Santa Teresa, NM, pending August 2001

Professional Experience
Lea Regional Hospital, Hobbs, NM
Staff Nurse 5/99 to 11/00
Staff Nurse 05/95 to 8/95

Apria Healthcare, Hobbs, NM
Staff Nurse 1/98 to 3/99

Hutson Home Health Agency, Inc., Hobbs, NM
Staff Nurse, CNA Supervisor 8/95 to 1/98

Licenses and Certificates
Registered Nurse License, 1995
Advanced Cardiac Life Support Certificate, 1999
Position Announcement • February, 2001 (revised 4/26/01)

Position Title: Professor of Nursing (Four positions available)

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

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

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

Application Deadline: Open until filled. Position starts August 13, 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

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.
Position Announcement • February, 2001

Position Title: Professor of Nursing (Three positions available)

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

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

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

Application Deadline: April 2, 2001 at 5:00 p.m. MST. Position starts August 13, 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

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.
# Applicant List

**Position:** Professor of Nursing

<table>
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<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remark</th>
</tr>
</thead>
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<tr>
<td>Huffman, Christina</td>
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<td>Incomplete application materials.</td>
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<tr>
<td>Good, Waunda</td>
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<tr>
<td>Vail, Debbie</td>
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<td>Henson, Shannan</td>
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<td>No</td>
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<td>Trimmier, Linda</td>
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<td>Stine, Misty</td>
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</table>

Page 1
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 6-22-01

Candidate's name Shook, Angila

Position title Programmer Analyst

☐ 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 8-6-01 Standard contract length ☑ 12 mos. ☐ 9 mos. ☐ other

Funding source NMJC Operating Budget - Computer Services

Paid advertising beyond *standard The Hobbs News-Sun

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

Posted salary range 32,500-40,000 Recommended annual salary $40,000 Prorated salary ☑ yes ☐ no

Account number(s) with respective % allocation(s) 2-2042-52-710

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Barslou, Steve
Flores, Jose
Kunko, Bill
Thornburgh, Stewart

Comments: Ms. Shook meets and/or exceeds the requirements for this position.
ABBREVIATED RESUME

Position
Programmer Analyst

Personal Data
Name: Angila Shook

Education
B.S., Tarleton State University, Stephenville, TX, 1998

Professional Experience
Plains Cotton Cooperative, Lubbock, TX 6/98 to Present
Applications Programmer/Analyst

Ballard Milk Company, Stephenville, TX 9/97 to 5/98
Administrative Assistant

Law Office of Grady Swindle, Stephenville, TX 1996 to 9/97
Pat-time Legal Assistant
Position Announcement • May, 2001

Position Title: Programmer Analyst

Position Description: The Programmer Analyst reports administratively to the Director of Computer Information Systems. Duties and responsibilities include, but are not limited to, the following: (1) responsible for developing and modifying computer software systems at NMJC; (2) responsible for thoroughly testing these systems and for the integrity of the data; (3) responsible for documenting all programs. Documentation will be done within the source code and in a separate user's manual; (4) maintain competency in relevant software packages and assist departments in support and troubleshooting; (5) conduct campus-wide in-service training; (6) serve on college committees; (7) accept other duties assigned by the Director of Computer Information Systems; 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: A bachelor's degree in computer science or related field, from a regionally accredited institution, is preferred. A combination of education and experience may be considered in lieu of a bachelor's degree. Knowledge of Open VMS systems is preferred. Proficiency in Campus America Administrative software is desired. Knowledge of PC's and Macintosh computers is required. Communication skills, problem solving ability, analytical ability and detailed documentation skills are essential. The successful candidate must demonstrate a commitment to providing service and supporting the community college philosophy.

Salary/Benefits: This is a twelve-month exempt position. Salary range is $32,500.00 to $40,000.00 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts required (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:** Programmer Analyst

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remark</th>
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</thead>
<tbody>
<tr>
<td>Shook, Angila</td>
<td>Yes</td>
<td>Yes</td>
<td>Start Date: Pending Board Approval</td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:  Date 6-27-01

Candidate's name  Wanda LaGrave

Position title  Webmaster

☐ 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  Approval __________________________

Standard contract length  ☑ 12 mos.  ☐ 9 mos.  ☐ other __________________________

Funding source  Institutional

Paid advertising beyond *standard  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 $30,693 - $38,367  Recommended annual salary $31,500  Prorated salary  ☑ yes  ☐ no

Account number(s) with respective % allocation(s)  2-2042-52-710 (100%)

(Employment date through June 30)

Recommended and approved by:

-------------------------------------------------------------------------------------

Supervisor  Dean/Director  President

Vice President

Selection Committee Members:  Tim Perry

Jose Flores

Bill Kunko

Comments:  Mrs. LaGrave meets or exceeds the requirements for this position.
ABBREVIATED RESUME

Position
Webmaster

Personal Data
Name: Wanda B. LaGrave

Education
B.A., Southwest Texas State University, San Marcos, TX, 2001

Professional Experience
New Mexico Junior College, Hobbs, NM
Coordinator of Payroll
9/00 to Present

Quest Personnel, Hobbs, NM
Staff Accountant
8/98 to 7/00

Kim & Ed Osborne, Lovington, NM
Nanny
4/94 to 7/98

Michaels Stores, Irving, TX
Payroll Manager
3/87 to 11/93

International Brokerage Agencies, Dallas, TX
Insurance Clerk
10/86 to 2/87

Internal Revenue Service, Austin Service Center
Data Entry Operator
1/86 to 6/86

A-24 Hour Answering Service, San Marcos, TX
Assistant Manager
5/85 to 12/85

LBJ Student Center, SWTSU, San Marcos, TX
Part-time Student Manager
6/83 to 5/85

Honors
American Payroll Institute, Certified Payroll Professional, 1990
Position Announcement - February, 2001

Position Title: Webmaster

Position Description: The Webmaster reports to the Director of Computer Information Systems. The duties and responsibilities shall be, but are not limited to, the following: (1) primarily responsible for the development, creation, management and maintenance of the New Mexico Junior College’s home pages on the worldwide web site; (2) provide proactive leadership, direction and supervision to college staff for creating quality departmental pages; (3) coordinate with instructional faculty in the development and maintenance of on-line courses; (4) publish official college publications on the web site; (5) work with members of the local and state community in developing web site links; (6) install, implement and maintain user-friendly applications on the network; (7) troubleshoot and assist in resolving hardware and software problems; (8) maintain and enhance technical skills through professional training and development activities, travel as necessary; (9) develop and maintain FileMaker Pro and other databases used in offices and on the network; (10) serve on the NMJC Technology Planning Committee; and (11) assist the Director of Computer Information Systems in the planning, preparation and submission of information technology funding request to the New Mexico Commission on Higher Education.

Qualifications: Bachelor’s degree in Computer Information Systems is preferred. However, a strong background in web page design, web applications or web site administration will be considered in lieu of the Bachelor’s degree. Degrees must be from a regionally accredited institution. Training and experience in HTML, Windows NT, DreamWeaver and Front Page 2000 software is desirable. Experience in networking, database maintenance and working with on-line course development preferred.

Salary/Benefits: This is a full-time, exempt, professional position with a salary range of $30,693 to $38,367 depending on experience and education. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. 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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</thead>
<tbody>
<tr>
<td>White, Gary</td>
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<td>Incomplete application materials.</td>
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<tr>
<td>Schrock, Mark</td>
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<tr>
<td>Johnson, Fay</td>
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</tr>
<tr>
<td>Gibson, Sandra</td>
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<td>No</td>
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<tr>
<td>Barrett, Sid</td>
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<td>Ngo, Duy</td>
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<tr>
<td>Beschizza, Robert</td>
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<td>Hurley, Keith</td>
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<td>Otto, Shannon</td>
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<td>No</td>
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<td>Shook, Angila</td>
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<td>Gutierrez, Maria</td>
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<td>LaGrave, Wanda</td>
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<td>Start date: pending Board approval.</td>
</tr>
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<td>Manseau, Mark</td>
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</tbody>
</table>
MEMORANDUM

July 11, 2001

To: Charley Carroll  
    Dr. McCleery  
    Lisa Brown

From: Ismael Zuniga

Re: Custodian I Night Custodian

After reviewing applications for the Custodian I Night Custodian, I would like to recommend Rosianna Hare for the vacant position. I would also like to express that Rosianna Hare is related to John Hare (husband) maintenance dept. and Jesse Morales a college employee in the Physical Plant Grounds Department.

Pending approval I would like Rosianna Hare to start employment in July 2001. Please refer to NMJC handbook page 15, II.

Committee members:

Ismael Zungia  
Randy Johns  
Eloy Deporto