NEW MEXICO JUNIOR COLLEGE

BOARD MEETING
Friday, July 19, 2002
Zia Room - Library
1:30 p.m.

AGENDA

A. Welcome Mr. Newman

B. Adoption of Agenda Mr. Newman

C. Approval of Minutes of June 14, 2002 Mr. Newman

D. Correspondence Mr. Schubert

E. President's Report Dr. McCleery

F. New Business
   1. Monthly Expenditures Report Dr. McCleery
   2. Monthly Revenue Report Dr. McCleery
   3. Oil and Gas Revenue Report Dr. McCleery
   4. Schedule of Investments Dr. McCleery
   5. Retirement Resolutions Dr. McCleery
   6. G. O. Bond Issue Resolution Dr. McCleery
   7. Consideration of Bid #921 - Dorm Room Painting and Repair Dr. McCleery
   8. Consideration of Bid #922 - Athletic Team Insurance Dr. McCleery
   9. Personnel Consideration - Counselor/Special Needs Services Coord. Dr. McCleery
  10. Personnel Consideration - Technical Services/Systems Librarian Dr. McCleery
  11. Personnel Consideration - Professor of Transitional Studies Dr. McCleery
  12. Personnel Consideration - Professor of English Dr. McCleery
  13. Personnel Consideration - Professor of Math Dr. McCleery

G. Closure of Open Meeting Mr. Newman

H. Public Comments Mr. Newman

I. Announcement of Next Meeting Mr. Newman

J. Adjournment Mr. Newman
NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JUNE 14, 2002

MINUTES

The New Mexico Junior College Board met on Friday, June 14, 2002, beginning at 11:00 a.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Larry Hanna; Mrs. Yvonne Williams; Ms. Patricia Chappelle; and Mr. Ferrel Caster. Not present were Mr. John Hice, Jr. and Mr. Gary Schubert.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun and Mr. Wayne Newton.

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

Upon a motion by Mrs. Williams, seconded by Mr. Caster, the board unanimously approved the minutes of May 21, 2002.

Under President’s Report, Dr. McCleery informed the board that the golf team had placed third at the national tournament and those representing the rodeo team at the national rodeo in Casper, Wyoming were doing very well.

Under New Business, Dan Hardin presented the May financial reports and with a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously approved the expenditures for May 2002.

Dr. McCleery presented the Capital Requests to be submitted to the Commission on Higher Education. The requests include infrastructure needs for $1,980,393 and a Workforce Training Center for $3,600,000. After much discussion and upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously approved the requests as presented.

Dan Hardin presented Request for Proposals #64 - Provide Services for a Student Tracking and Retention System and Support for Title V Activities and Objectives. The administration recommended acceptance of the services of Software Connection, LLC for $45,500. Upon a
motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Mr. Hardin presented Request for Proposals #72 - Purchase and Installation of Smart Classroom Equipment. The administration recommended acceptance of the services of Advanced Presentation Systems at a cost of $137,235. Upon a motion by Mr. Hanna, seconded by Mr. Caster, the board unanimously accepted the recommendation.

Under Personnel Considerations, Steve Davis recommended Brandon Hunt for the Business Specialist - Small Business Development Center position with an annual salary of $25,821. Upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously approved the employment of Mr. Hunt, effective June 24, 2002. Mr. Davis recommended Kayleen Stingley for the Professor of Cosmetology position with a nine month salary of $26,400. Upon a motion by Mrs. Williams, seconded by Mr. Caster, the board unanimously approved the employment of Ms. Stingley, effective August 12, 2002. Regina Organ recommended Allyson Brant for the Upward Bound Academic Coordinator position with an annual salary of $31,500. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Brant, effective July 22, 2002. Mr. Best recommended Patrick Prindle for the Professor of Psychology position with a nine month salary of $45,500. Upon a motion by Mrs. Chappelle, seconded by Mr. Hanna, the board unanimously approved the employment of Mr. Prindle, effective August 12, 2002.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for July 16, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board meeting adjourned at 12:05 p.m.

______________________________
CHAIRMAN

ATTEST:________________________
SECRETARY
### NEW MEXICO JUNIOR COLLEGE

**Expenditure Report**

**June 2002**

#### 100% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2000-01</th>
<th>2001-02</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Year-to-date Expenditure</td>
<td>Original Year-to-date Expenditure</td>
</tr>
<tr>
<td></td>
<td>Budget Expended or Encumbered</td>
<td>Budget Expended or Encumbered</td>
</tr>
<tr>
<td></td>
<td>5,322,453</td>
<td>1,022,220</td>
</tr>
<tr>
<td>Instruction and General</td>
<td>5,343,985 100%</td>
<td>5,980,600 142,851 5,706,932 95%</td>
</tr>
<tr>
<td>Instruction</td>
<td>5,322,453</td>
<td>1,022,220</td>
</tr>
<tr>
<td>Academic Support</td>
<td>1,006,820 99%</td>
<td>1,024,232 50,108 1,162,139 114%</td>
</tr>
<tr>
<td>Student Services</td>
<td>1,100,074 108%</td>
<td>1,194,494 101,836 1,330,973 111%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>1,802,675 76%</td>
<td>2,461,574 154,300 2,185,032 89%</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>1,674,751 105%</td>
<td>1,943,012 74,921 1,667,442 86%</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>11,350,747 11,012,991 97%</td>
<td>12,600,902 524,016 12,052,518 96%</td>
</tr>
<tr>
<td>Student Activities</td>
<td>118,724 99%</td>
<td>165,817 14,682 166,490 100%</td>
</tr>
<tr>
<td>Public Service</td>
<td>0 0%</td>
<td>0 0 0 0%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>5,650 2,226 5,059 90%</td>
<td></td>
</tr>
<tr>
<td>Student Aid</td>
<td>309,131 293,120 95%</td>
<td>300,815 (144,997) 232,667 77%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>139,605 160,028 115%</td>
<td>148,092 (255) 168,646 114%</td>
</tr>
<tr>
<td>Athletics</td>
<td>1,254,436 1,344,024 107%</td>
<td>1,266,820 (142,203) 1,524,168 128%</td>
</tr>
<tr>
<td>Total Current Unrestricted Fund</td>
<td>13,755,740 13,533,396 98%</td>
<td>15,081,162 297,006 14,909,356 99%</td>
</tr>
<tr>
<td></td>
<td>CURRENT RESTRICTED FUND</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3,135,237 2,620,544 84%</td>
<td>2,236,954 230,936 2,365,793 106%</td>
</tr>
<tr>
<td></td>
<td>3,204,007 3,574,415 112%</td>
<td>3,300,000 17,890 3,595,792 120%</td>
</tr>
<tr>
<td></td>
<td>total Current Restricted Fund</td>
<td>6,339,244 6,194,959 98%</td>
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<tr>
<td></td>
<td>5,536,954 248,826 6,322,585 114%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PLANT FUNDS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
</tr>
<tr>
<td>Anonymous Grant</td>
<td>2,126,546 1,358,031 64%</td>
<td>3,325,000 (1,279,917) 996,169 30%</td>
</tr>
<tr>
<td>Projects from Institutional Funds</td>
<td>2,126,546 1,358,031 64%</td>
<td>3,325,000 (1,279,917) 996,169 30%</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>202,439 499,899 247%</td>
<td>143,891 0 143,891 100%</td>
</tr>
<tr>
<td>Projects from State &amp; RB Funds</td>
<td>116,712 111,469 96%</td>
<td>6,163 0 6,163 100%</td>
</tr>
<tr>
<td>Projects from State &amp; RB &amp; R</td>
<td>345,546 -1,197 248,697 72%</td>
<td></td>
</tr>
<tr>
<td>Subtotal - Capital and BR&amp;R</td>
<td>2,445,157 1,969,489 81%</td>
<td>5,320,600 (1,381,703) 2,436,044 46%</td>
</tr>
<tr>
<td></td>
<td>Debt Service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revenue Bonds</td>
<td>264,845 264,745 100%</td>
</tr>
<tr>
<td></td>
<td>Total Plant Funds</td>
<td>2,710,802 2,234,234 82%</td>
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<tr>
<td></td>
<td>GRAND TOTAL EXPENDITURES</td>
<td>22,804,986 21,962,589 96%</td>
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</table>
# NEW MEXICO JUNIOR COLLEGE
## Revenue Report
### June 2002

### 100% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2000-01</th>
<th></th>
<th></th>
<th>2001-02</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date Revenue</td>
<td>Percentage of Budget Received</td>
<td>Original Budget</td>
<td>Current Month Revenue</td>
<td>Year-to-date Revenue</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Instruction and General:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>1,168,950</td>
<td>1,237,939</td>
<td>106%</td>
<td>1,244,954</td>
<td>11,106</td>
<td>1,277,512</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>6,566,300</td>
<td>6,566,375</td>
<td>100%</td>
<td>7,494,100</td>
<td>588,224</td>
<td>7,494,389</td>
</tr>
<tr>
<td>Advolorem Taxes - Oil and Gas</td>
<td>2,500,000</td>
<td>5,174,120</td>
<td>207%</td>
<td>2,674,085</td>
<td>543,101</td>
<td>4,071,428</td>
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<td>Advolorem Taxes - Property</td>
<td>1,900,000</td>
<td>1,738,842</td>
<td>99%</td>
<td>1,900,000</td>
<td>320,761</td>
<td>1,832,760</td>
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<td>Interest Income</td>
<td>125,500</td>
<td>212,630</td>
<td>169%</td>
<td>75,000</td>
<td>2,214</td>
<td>122,697</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>384,886</td>
<td>356,072</td>
<td>93%</td>
<td>294,400</td>
<td>33,666</td>
<td>381,919</td>
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<tr>
<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>12,645,636</td>
<td>15,265,378</td>
<td>121%</td>
<td>13,882,539</td>
<td>1,499,072</td>
<td>15,180,225</td>
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<tr>
<td>Student Activities</td>
<td>40,000</td>
<td>43,371</td>
<td>108%</td>
<td>43,400</td>
<td>(136)</td>
<td>42,264</td>
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<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>3,848</td>
<td>4,508</td>
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<tr>
<td>Internal Service Departments</td>
<td>21,000</td>
<td>17,713</td>
<td>84%</td>
<td>14,000</td>
<td>3,370</td>
<td>25,039</td>
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<td>Auxiliary Enterprises</td>
<td>1,442,050</td>
<td>1,603,165</td>
<td>111%</td>
<td>1,528,300</td>
<td>56,134</td>
<td>1,784,632</td>
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<tr>
<td>Athletics</td>
<td>33,600</td>
<td>33,815</td>
<td>101%</td>
<td>35,100</td>
<td>2,850</td>
<td>34,678</td>
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<tr>
<td><strong>Total Current Unrestricted</strong></td>
<td>14,182,286</td>
<td>17,007,743</td>
<td>128%</td>
<td>15,503,339</td>
<td>1,565,138</td>
<td>17,071,885</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>3,135,237</td>
<td>2,214,724</td>
<td>71%</td>
<td>2,236,954</td>
<td>615,840</td>
<td>1,858,076</td>
</tr>
<tr>
<td>Student Aid</td>
<td>3,204,007</td>
<td>3,631,821</td>
<td>113%</td>
<td>3,336,485</td>
<td>45,135</td>
<td>3,913,346</td>
</tr>
<tr>
<td><strong>Total Current Restricted</strong></td>
<td>6,339,244</td>
<td>5,845,541</td>
<td>92%</td>
<td>5,573,439</td>
<td>658,975</td>
<td>5,771,422</td>
</tr>
<tr>
<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>250,000</td>
<td>0</td>
<td>100%</td>
<td>250,000</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Anonymous Grant</td>
<td>0</td>
<td>58,508</td>
<td>0%</td>
<td>1,500,000</td>
<td>0</td>
<td>416,485</td>
</tr>
<tr>
<td>Projects from State GDB Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>143,891</td>
<td>0</td>
<td>143,891</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>116,172</td>
<td>110,009</td>
<td>95%</td>
<td>6,163</td>
<td>0</td>
<td>6,163</td>
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<tr>
<td>Interest Income</td>
<td>0</td>
<td>105,371</td>
<td>0%</td>
<td>50,000</td>
<td>11,143</td>
<td>105,807</td>
</tr>
<tr>
<td><strong>Subtotal - Capital &amp; BR&amp;R</strong></td>
<td>116,172</td>
<td>273,888</td>
<td>236%</td>
<td>1,700,054</td>
<td>11,143</td>
<td>922,346</td>
</tr>
<tr>
<td>Debt Service</td>
<td>55,000</td>
<td>79,718</td>
<td>145%</td>
<td>73,164</td>
<td>0</td>
<td>32,100</td>
</tr>
<tr>
<td>Interest Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>171,172</td>
<td>353,606</td>
<td>207%</td>
<td>1,773,218</td>
<td>11,143</td>
<td>954,446</td>
</tr>
<tr>
<td><strong>LOAN FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income / Service Fees</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>Total Loan Fund</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>20,692,702</td>
<td>23,297,094</td>
<td>112%</td>
<td>22,849,996</td>
<td>2,235,256</td>
<td>23,797,753</td>
</tr>
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</table>
NEW MEXICO JUNIOR COLLEGE  
Oil and Gas Revenue Report  
June 2002

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>2000-01 Original Budget</th>
<th>Variance Over (Under) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>May April</td>
<td>November</td>
<td>$24.78</td>
<td>5,412,518</td>
<td>$5.47</td>
<td>18,046,880</td>
<td>360,106</td>
<td>208,250</td>
<td>151,856</td>
</tr>
<tr>
<td>June July</td>
<td>July September</td>
<td>$24.77</td>
<td>3,246,565</td>
<td>$3.76</td>
<td>17,173,974</td>
<td>305,123</td>
<td>208,250</td>
<td>96,873</td>
</tr>
<tr>
<td>July October</td>
<td>August September</td>
<td>$25.78</td>
<td>3,258,367</td>
<td>$2.55</td>
<td>17,191,397</td>
<td>330,045</td>
<td>208,250</td>
<td>121,795</td>
</tr>
<tr>
<td>August November</td>
<td>October November</td>
<td>$25.68</td>
<td>3,330,037</td>
<td>$3.26</td>
<td>18,785,391</td>
<td>313,161</td>
<td>208,250</td>
<td>104,911</td>
</tr>
<tr>
<td>October December</td>
<td>November December</td>
<td>$25.05</td>
<td>3,279,532</td>
<td>$2.65</td>
<td>18,519,464</td>
<td>288,115</td>
<td>208,250</td>
<td>79,865</td>
</tr>
<tr>
<td>November January</td>
<td>December January</td>
<td>$20.17</td>
<td>3,376,893</td>
<td>$2.25</td>
<td>18,696,654</td>
<td>239,201</td>
<td>208,250</td>
<td>30,951</td>
</tr>
<tr>
<td>December February</td>
<td>January February</td>
<td>$17.56</td>
<td>3,252,052</td>
<td>$2.77</td>
<td>18,057,854</td>
<td>234,682</td>
<td>208,250</td>
<td>26,432</td>
</tr>
<tr>
<td>January March</td>
<td>March February</td>
<td>$18.71</td>
<td>3,031,027</td>
<td>$2.17</td>
<td>16,379,365</td>
<td>180,362</td>
<td>208,250</td>
<td>27,888</td>
</tr>
<tr>
<td>March April</td>
<td>April March</td>
<td>$22.72</td>
<td>3,185,457</td>
<td>$2.55</td>
<td>17,636,589</td>
<td>270,545</td>
<td>208,250</td>
<td>62,295</td>
</tr>
</tbody>
</table>

Production Tax Revenue 3,243,879 2,499,000 744,879
Equipment Tax Revenue 827,549 375,000 452,549
Total Year-to-Date Oil and Gas Revenue 4,071,428 2,874,000 1,197,428

Source: New Mexico Taxation and Revenue Department

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning amount</td>
<td>7,825,000</td>
</tr>
<tr>
<td>Plus: deposits</td>
<td>0</td>
</tr>
<tr>
<td>Less: withdrawals</td>
<td>0</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>5,944,312</td>
</tr>
<tr>
<td>Reserves Invested</td>
<td>1,880,688</td>
</tr>
<tr>
<td>Total LGIP Investment</td>
<td>7,825,600</td>
</tr>
</tbody>
</table>

## Capital Projects (06/30/2002)

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chiller Replacement</td>
<td>535,947.45</td>
</tr>
<tr>
<td>Technology Needs</td>
<td>194,267.89</td>
</tr>
<tr>
<td>Workforce Training Center</td>
<td>1,191,750.14</td>
</tr>
<tr>
<td>High Tech Start Up</td>
<td>274,997.57</td>
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<td>Baseball</td>
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<tr>
<td>Rodeo</td>
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<td>Dormitory</td>
<td>1,603,060.00</td>
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<td>Dormitory Landscape</td>
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<tr>
<td>Dormitory Recreation Area</td>
<td>100,000.00</td>
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<tr>
<td>Master Plan</td>
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</tr>
<tr>
<td>BR&amp;R Carryover</td>
<td>87,817.38</td>
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<td>Carryover Dorm Debt Funds</td>
<td>138,000.00</td>
</tr>
<tr>
<td>Docutech</td>
<td>150,000.00</td>
</tr>
<tr>
<td>Vehicles</td>
<td>100,000.00</td>
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<tr>
<td>Western Heritage</td>
<td>500,000.00</td>
</tr>
<tr>
<td>Law Beautification</td>
<td>37,500.00</td>
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<tr>
<td>Parking Lot Seal Coat</td>
<td>50,000.00</td>
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<tr>
<td>Circle Drive</td>
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<tr>
<td>Drawings and Master Plan</td>
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<tr>
<td>CISCO Networking</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5,944,312.34</strong></td>
</tr>
</tbody>
</table>
RESOLUTION

William R. Braun

WHEREAS, William R. Braun being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 19 years, and

WHEREAS, William R. Braun has served as Graphic Arts Coordinator from 1982-1998; and

WHEREAS, William R. Braun has served as Instructor of Graphic Arts from 1983 to 1999; and

WHEREAS, William R. Braun has served as Director of Document Services from 1998-2002; and

WHEREAS, William R. Braun has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, William R. Braun has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, William R. Braun as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, William R. Braun has elected to retire the 1st day of August, 2002.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to William R. Braun for his service and dedication to New Mexico Junior College.

ADOPTED THIS 19th day of July, 2002.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary
RESOLUTION

Veta Y. Flanary

WHEREAS, Veta Y. Flanary being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 17 years, and

WHEREAS, Veta Y. Flanary has served as Secretary - Caster Activity Center/Physical Education from 1985-1989; and

WHEREAS, Veta Y. Flanary has served as Department Secretary - Athletics/Caster Activity Center from 1989-2002; and

WHEREAS, Veta Y. Flanary has served as the New Mexico Junior College Booster Club Secretary from 1989-2002; and

WHEREAS, Veta Y. Flanary has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, Veta Y. Flanary has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, Veta Y. Flanary as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, Veta Y. Flanary has elected to retire the 1st day of August, 2002.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to Veta Y. Flanary for her service and dedication to New Mexico Junior College.

ADOPTED THIS 19th day of July, 2002.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary
WHEREAS, FUNDS FOR CAPITAL EXPENDITURES AT CERTAIN
STATE EDUCATIONAL INSTITUTIONS AND CERTAIN PUBLIC SCHOOLS
ARE NECESSARY, AS DESCRIBED IN THE 2002 CAPITAL PROJECTS
GENERAL OBLIGATION BOND ACT; AND

WHEREAS, REVENUES FROM GENERAL OBLIGATION BOND
ACTS ARE A TRADITIONAL AND PRACTICAL SOURCE OF FUNDING TO
MEET SUCH NEEDS; AND

WHEREAS, NEW MEXICO JUNIOR COLLEGE WOULD
RECEIVE THREE MILLION DOLLARS FOR AN EXPANSION OF THE
BEN ALEXANDER LEARNING CENTER; FOUR HUNDRED THOUSAND
DOLLARS FOR INFORMATION TECHNOLOGY TO EQUIP SMART
CLASSROOMS AND INTEGRATE WIRELESS TECHNOLOGY ON THE
CAMPUS; AND NINE HUNDRED EIGHTY-NINE THOUSAND DOLLARS
FOR INFRASTRUCTURE RENOVATION TO REPAIR VARIOUS CAMPUS
FACILITIES AND UPGRADE THE FACILITY MANAGEMENT SYSTEM.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD
OF DIRECTORS OF NEW MEXICO JUNIOR COLLEGE ENDORSES AND
Supports the 93.4 MILLION DOLLAR STATE PUBLIC EDUCATIONAL
CAPITAL IMPROVEMENTS AND ACQUISITIONS QUESTION IN THE 2002
CAPITAL PROJECTS GENERAL OBLIGATION BOND ACT THAT WILL BE
ON THE BALLOT IN NEW MEXICO'S NOVEMBER 5, 2002 GENERAL
ELECTION.

[Signature]

MONTY NEWMAN, CHAIRMAN
BOARD OF DIRECTORS
NEW MEXICO JUNIOR COLLEGE
JULY 19, 2002
NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #921

Dorm Room Painting and Repair

BOARD DOCUMENTS

Date: July 19, 2002
Prepared by: Donna Richards
Coordinator of Purchasing
NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On June 28th, 2002, legal notices were posted in the following newspapers requesting sealed bids for the repair and painting of Thunderbird and Zia Dorms.
   1) The Hobbs Daily News Sun
   2) Las Cruces Sun
   3) Albuquerque Journal

2. Bid packets were mailed to 14 potential bidders.

3. Four vendors submitted bids within the time frame specified by the bid package.

4. No vendors were present at the opening.

5. The Business Office has evaluated the bids received and their recommendation is shown on Page 3.
NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The vendors responding to Invitation to Bid #921 were Deporto Construction, Adam’s Rib, Ross Construction, and Arrow Construction, all of Hobbs, New Mexico.

The bid response results are shown on Page 4 (Tabulation Summary).

The Administration recommends acceptance of the bid submitted by Ross Construction, totaling $24,530 contingent upon receipt of a bid bond, performance bond and insurance certificate.


Account Number: 9-2729-02-001

TOTAL $24,530
Bid Tabulation – ITB # 921 – Repair and Painting of Dorms

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Bid Price</th>
<th>Specifications Met?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam’s Rib</td>
<td>$127,629.98</td>
<td>Pending Bid Bond &amp; Performance Bond</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All other specs fully met.</td>
</tr>
<tr>
<td>Arrow Construction Co.</td>
<td>$83,726.26</td>
<td>Pending Insurance Certificate, Bid Bond and Performance Bond. All other specs fully met.</td>
</tr>
<tr>
<td>Deporto Construction</td>
<td>$28,967.00</td>
<td>Pending Insurance Certificate, Bid Bond and Performance Bond. All other specs fully met.</td>
</tr>
<tr>
<td>Ross Construction</td>
<td>$24,530.00</td>
<td>Pending Insurance Certificate, Bid Bond, and Performance Bond. All other specs fully met.</td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE

Invitation To Bid #922

Athletic Team Insurance

BOARD DOCUMENTS

Date: July 19, 2002
Prepared by: Donna Richards
Coordinator of Purchasing
NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On June 25, 2002, a legal notice was posted on the NMJC Bulletin Board and sent to the following newspapers requesting sealed bids for NMJC Athletic Team Insurance, covering time period, August 1, 2002 through August 1, 2003.

   1) The Hobbs Daily News Sun
   2) Las Cruces Sun News
   3) Albuquerque Journal

2. Proposal packets were delivered to twelve (12) potential bidders.

3. One vendor submitted a proposal within the time frame specified by the proposal package. This vendor also attended the bid opening.

4. The Business Office and the Athletic Department have evaluated the bids received and their recommendations are shown on Page 2.
NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

One vendor, Daniels Insurance, responded to Invitation to Bid #922.

The response to the Invitation is shown on Pages 3 & 4.

The Administration recommends acceptance of the bid submitted by Daniels Insurance, Hobbs, NM with an annual premium of $14,970 for Basic Medical Coverage and Catastrophic Medical. The cost breakdown is shown on Page 3.

Source of Funding: 2002/2003 Fiscal Year - Athletics/Administration

Account #: 2-2387-82-600 - Athletic Insurance Premium
Amount: $14,970
NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #922

Athletic Teams Insurance

Daniels Insurance proposes to provide to NMJC services as specified below:

- Policy Period will be for one year as follows –
  - Basic Medical – August 1, 2002 through August 1, 2003
  - Catastrophic Medical – August 1, 2002 through August 1, 2003
  - NMJC reserves the right to renew coverage for up to three additional years, one year at a time.

- Activities to be covered:
  - Mens’ Basketball
  - Womens’ Basketball
  - Baseball
  - Golf
  - Cheerleaders
  - Managers and Trainers
  - Rodeo
  - Women’s Cross Country Track/Distance Team

- Basic Medical Annual Premium of $11,442 with $1,000 deductible.

- Catastrophic Medical Premium of $3,528 with $5,000,000 medical maximum.

- Daniels Insurance current A. M. Best Rating of A++ XV on Basic Medical.

- Current A.M. Best Rating of A XIV on Catastrophic Medical

- COVERAGE(S)

  BASIC MEDICAL
  Activities to include play, practice and conditioning and includes:
  (a) 2 year benefit period
  (b) Expanded Medical Benefits for conditions not normally covered such as tendonitis, bursitis, stress fractures, etc.
  (c) Pre-existing condition coverage
  (d) HMO/PPO denial benefits
AD&D Principal Sum ........................................ $ 10,000
Accidental Medical Expense ......................... $ 25,000
Maximum Dental Limit .................................. $ 2,500
**Integrated** Deductible Amount .................. $ 1,000

- CATASTROPHIC
  **Maximum Medical, Dental, and Rehabilitation** .......... $5,000,000
  Lifetime Benefit Period
  $25,000 Deductible

  **A&D Benefit** ........................................ $10,000,000
  Principal sum

  **Disability Benefit (lifetime):**
  Partial Disability .................................. $ 1,000/month
  4% annual increase

  Total Disability .................................... $ 1,500/month
  4% annual increase

  Miscellaneous Expense ............................. $ 300/month

  **Adjustment Expense Benefit** ................... $ 30,000

  **Special Expense Benefit** ........................ $125,000 max
  (first 10 years)
  $ 50,000 max
  (subsequent)

  **Ancillary illness or injury benefit** ................. $ 100,000
  (maximum lifetime)
  $ 5,000 deductible
ITB #922 – Athletic Teams Insurance

Receipt of Sole Bid

The bid opening for Invitation to Bid # 922 was scheduled for 1:00 p.m., Wednesday, July 10, 2002. One bid, Daniels Insurance, was received.

Legal notices appeared in the Hobbs News Sun on June 26th, the Las Cruces Sun-News on June 27th, and the Albuquerque Journal on June 28th giving bidders a minimum of 13 days in which to reply.

Bid packages were mailed to 12 perspective bidders on June 25th and I received two phones calls from interested companies after the legal notice appeared in the Hobbs News Sun.

All legal obligations have been met with the intent to find the best value for New Mexico Junior College. It is my determination that NMJC has followed all procurement procedures properly and the bid from Daniels Insurance should be accepted.

Donna Richards
Purchasing Coordinator
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7/15/02

Candidate's name: Cynthia Zambrelli

Position title: Counselor/Special Needs Services Coordinator

☐ 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: 8-5-02 Standard contract length: ☐ 12 mos. ☐ 9 mos. ☐ other

Funding source: 100% Institutional

Paid advertising beyond *standard: Albuquerque Journal & Lubbock Avalanche Journal

(*) Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, ELMA Radio & Lubbock TX Workforce Development Website

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Posted salary range: $32,247-$40,309 Recommended annual salary: $38,000 Prorated salary: ☑ yes ☐ no

Account number(s) with respective % allocation(s): 1-2092-13-330 100%

Recommended and approved by:

Patrick Gorman
Supervisor

Regina Orman
Dean/Director

President

Vice President

Selection Committee Members:

Patrick Gorman
Gayle Abbott
Michael Chavez
Vera Gilleland

Comments: Candidate meets or exceeds all qualifications for the position
ABBREVIATED RESUME

Position
Counselor/Special Needs Services Coordinator

Personal Data
Name: Cynthia Zambrelli

Education
B.S., State University of New York at Brockport, Brockport, NY, 1975
M.S., State University of New York at Brockport, Brockport, NY, 1981

Professional Experience
Body Basics, Hobbs, NM
Licensed Massage Therapist/Owner
3/00 to Present

New Mexico Junior College, Hobbs, NM
Part-Time Public Speaking Professor
8/01 to 5/02

Lea Regional Medical Center, Hobbs, NM
Manager, Human Resources
10/98 to 3/00

TIAA-CREF, New York, NY
Work Life Manager
1997 to 7/98
Human Resources Associate/Sr. Staff Relations Consultant
1992 to 1997
Staff Relations Specialist
4/88 to 1992

Girl Scouts of the U.S.A., New York, NY
Manager, Employee Relations/Affirmative Action
1984 to 1988
Employee Counselor/Affirmative Action Analyst
1983 to 1984

The Bower Savings Bank, New York, NY
Employment Recruiter
1981 to 1983

Westchester County Department of Social Services, New York, NY
Social Caseworker
1976 to 1979

Organizations/Awards
American Massage Therapy Association
National Certification Therapeutic Massage & Bodyworks
Position Announcement • May, 2002

Position Title: Counselor/Special Needs Services Coordinator

Position Description: The Counselor/Special Needs Services Coordinator is responsible to the Director of Guidance and Counseling. Duties and responsibilities include, but are not limited to, the following: (1) work with students with visible, hidden, physical, emotional and learning disabilities to provide access to classes at NMJC; (2) assemble records documenting disabilities and maintain records of services rendered, reevaluate and/or formulate educational plans for students with disabilities, administer or arrange to be administered tests to determine or clarify disabilities; (3) provide the student with academic, personal, career, transfer and other appropriate counseling; (4) be currently informed on transfer and curriculum requirements for students desiring a degree; (5) administer individual tests or recommend the administration of tests and assist in the interpretation of results to the counselees when applicable; (6) make referral recommendations to students who indicate need for additional services provided by community agencies when deemed appropriate; (7) accept other duties as assigned by the Director of Guidance and Counseling; 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: Master's degree, in Counseling or Clinical Psychology, from a regionally accredited institution required. Licensure as a Professional Mental Health Counselor (LPC), Professional Clinical Mental Health Counselor (LPCC), or a Clinical Psychologist or eligibility for licensure in New Mexico within one year is required. Experience in a college or educational setting and experience working with students who have special needs and testing is preferred.

Salary/Benefits: This is a full-time, exempt, twelve-month professional position. Salary range is $32,247 to $40,309 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: May 31, 2002 at 5:00 p.m. MDT. 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:** Counselor/Special Needs Services Coordinator

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
</tr>
</thead>
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<tr>
<td>Brant, Allyson</td>
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<td>No</td>
<td>Withdraw application materials.</td>
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<td>Zambrelli, Cynthia</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: pending Board approval.</td>
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<td>Boyden, John</td>
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<td>No</td>
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<tr>
<td>Moffitt, Bryan</td>
<td>No</td>
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<td>Received after deadline to apply.</td>
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</table>
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-11-02

Candidate's name Nwora M. Onwuzulu

Position title Technical Services/Systems Librarian

☐ 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 July 22, 2002 Standard contract length ☑ 12 mos. ☐ 9 mos. ☐ other

Funding source Institutional

Paid advertising beyond *standard Chronicle of Higher Education
(“Standard: The Hobbs News-Sun, Desert 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 $29,945 - $44,917 Recommended annual salary $37,000.00 Prorated salary ☑ yes ☐ no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-12-610 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Janell Babb Gail Drennan

Earl Dye Vicky Gann

Sharon Jenkins Bill Kunko

Virginia Mendoza Pilar Ortiz

Patricia Sanderson Cheri West

Comments: Mr. Nwora Onwuzulu meets and/or exceeds the minimum qualifications for this position.
July 12, 2002

RE: Exception to college policy

New Mexico Junior College Board of Directors
5317 Lovington Highway
Hobbs, NM 88240

Dear New Mexico Junior College Board of Directors,

I am requesting that you make an exception to the usual employment practices as stated in the college handbook. [Please see Wage and Salary System Philosophy and Overview, section I. D. pages 17-18 of the 2002-2003 Employee Handbook.] The exception would allow for the employment of Mr. Nwora Onwuzulu, applicant for the position of technical services/systems librarian. Mr. Onwuzulu graduated from Leeds Metropolitan University (formerly Leeds Polytechnic) in the United Kingdom with a master’s degree in Librarianship. His Masters degree in Librarianship was subsequently (10/2/96) certified as being equivalent to that of the Masters in Library Science (MLS) degree from a program accredited by ALA, the American Library Association (the professional organization representing library and information science). Possession of the MLS degree from a Colleges or University with an ALA accredited program in Library/Information Science is recognized industry-wide as the primary, entry-level criterion for employment as a professional librarian. All programs of study accredited by ALA must also possess appropriate academic regional certification. The programs of study at Leeds Metropolitan are certified by both its regional accreditation body and by the Chartered Institute of Library and Information Professionals (CILIP), the organization in the United Kingdom equivalent to ALA here in the USA.

As you know, this position, in a slightly modified form, has been vacant for over three years. In light of the above factors and the degree of difficulty involved in successfully recruiting qualified candidates for this position, I earnestly request that you make this exception and allow the employment of Mr. Onwuzulu.

Sincerely,

[Signature]

Sharon D. Jenkins, Ph.D.
Director of Library Services

cc: Dr. Steve Mccleery, President New Mexico Junior College

[Stamp: approval 7-12-02]

5317 Lovington Highway • Hobbs, New Mexico 88240 • (505) 392-5473 • FAX (505) 392-2527
ABBREVIATED RESUME

Position

Technical Services/Systems Librarian

Personal Data

Name: Nwora M. Onwuzulu

Education

B.S., Washington University, St. Louis, MO, 1998
M.A., Leeds Metropolitan University, Leeds, England, 1988

Professional Experience

Basilico Engineering, Inc., St. Louis, MO
IT Project Manager/Consultant

BCS/Andersen Construction, St. Louis, MO
Network Analyst/Project Consultant

TSG/IBM Global Services, St. Louis, MO
Systems Support Analyst

A.R.C. Technology Management, Inc., St. Louis, MO
Temporary QA Analyst, St. Louis University
Temporary Systems Analyst/Consultant
Temporary Systems Access/Security Analyst

Manpower Technical, Chesterfield, MO
Hardware Engineer/PC Specialist/Network Specialist

MCI Worldcom/TEK Systems, St. Louis, MO
Y2K Analyst

TEK Systems/Bi-State Development Agency, St. Louis, MO
PC/Network Analyst

Lewis, Rice & Fingersh, St. Louis, MO
Assistant to the Law Librarian

TGB, Inc., St. Louis, MO
Contracting Officer Assistant
Position Announcement - July 2000 (revised 2/9/01)

Position Title: Technical Services/Systems Librarian

Position Description: Pannell Library at New Mexico Junior College is a founding member of the Estacado Library Information Network (ELIN), a multi-type library consortium in the college’s regional service area. This represents an unusual professional opportunity for the right applicant as ELIN is poised on the “cutting edge” of technology based service delivery. Assist and advise Director of Library Services and staff in the installation, implementation, maintenance and selection of electronic information resources and services. Collaborate with others in assessing technological needs. Provide support for library staff in the utilization of electronic information resources. The successful applicant may also assist in planning library technology projects that impact user services, as well as design and implement training, instruction and user guides for electronic resources. The successful candidate will be an energetic, knowledgeable and service-oriented professional with expert computer and network skills. Nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Master’s in Library or Information Sciences from a regionally accredited institution and 2 or more years substantive (cataloging/processing) professional library experience required. A demonstrable knowledge of and practice using and supporting library information management systems is necessary. This position is primarily responsible for planning and managing all aspects of technical services including cataloging and processing in all formats; database maintenance and serials management; as well as supervision of three support staff. Familiarity with trends and issues in computer and telecommunications technology and an ability to apply this knowledge to the local situation required. Experience with SIRSI Unicorn system a plus.

Salary/Benefits: This is a full-time, exempt, professional position with a salary range of $29,945-$44,917. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. Request an NMJC application by calling 1-800-657-6260 or by e-mail: lbrown@nmjc.cc.nm.us. 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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New Mexico Junior College
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Position Announcement • July 2000

Position Title: Technical Services/Systems Librarian

Position Description: Assist and advise Director of Library Services and staff in the installation, implementation, maintenance and selection of electronic information resources and services. Collaborate with others in assessing technological needs. Provide support for library staff in the utilization of electronic information resources. Pannell Library at New Mexico Junior College is a founding member of the Estacado Library Information Network (ELIN), a multi-type library consortium in the college's regional service area. This represents an unusual professional opportunity for the right applicant as ELIN is poised on the “cutting edge” of technology based service delivery. The successful applicant may also assist in planning library technology projects that impact user services, as well as design and implement training, instruction and user guides for electronic resources. S/he may also participate in all phases of reference, including evening and weekend rotation and bibliographic instruction. The Director of Library Services is eager to fill the position with an energetic, knowledgeable and service-oriented professional with expert computer and network skills. Nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Master's in Library Sciences from a regionally accredited institution required. A demonstrable knowledge of and practice using and supporting computer hardware and software in a networked environment recommended. Experience with Windows-NT highly recommended. Ability to diagnose and provide quick recovery for system failures required. Training or experience in library information management systems recommended. Familiarity with trends and issues in computer and telecommunications technology and a demonstrable ability to apply this knowledge to the local situation required.

Salary/Benefits: This is a full-time, exempt, professional position with a salary range of $29,945-$44,917. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. Request an NMJC application by calling 1-800-657-6260 or by e-mail: lbrown@nmjc.cc.nm.us. Please do not send any application materials via e-mail.

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"Equal Opportunity Education and Employment"
POSITION ANNOUNCEMENT
NOVEMBER 1999
(Revised and reopened 2/4/2000)

POSITION TITLE: Technical Services/Systems Librarian

RESPONSIBILITIES: Assist and advise Director of Library Services and staff in the installation, implementation, maintenance and selection of electronic information resources and services. Collaborate with others in assessing technological needs. Provide support for library staff in the utilization of electronic information resources. Pannell Library at New Mexico Junior College is a founding member of the Estacado Library Information Network (ELIN), a multi-type library consortium in the college’s regional service area. This represents an unusual professional opportunity for the right applicant as ELIN is poised on the “cutting edge” of technology based service delivery. The successful applicant may also assist in planning library technology projects that impact user services, as well as design and implement training, instruction and user guides for electronic resources. S/he may also participate in all phases of reference, including evening and weekend rotation and bibliographic instruction. The Director of Library Services is eager to fill the position with an energetic, knowledgeable and service-oriented professional with expert computer and network skills. Nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

QUALIFICATIONS: Master’s in Library Sciences from a regionally accredited institution required. A demonstrable knowledge of and practice using and supporting computer hardware and software in a networked environment recommended. Experience with Windows-NT highly recommended. Ability to diagnose and provide quick recovery for system failures required. Training or experience in library information management systems recommended. Familiarity with trends and issues in computer and telecommunications technology and a demonstrable ability to apply this knowledge to the local situation required.

SALARY/BENEFITS: This is a full-time, exempt, professional position with a salary range of $32,000-$40,000. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: March 3, 2000 at 5:00 p.m. MST. Request an NMJC application by calling 1-800-657-6260 or by email: lbrown@nmjc.cc.nm.us. Please do not send any application materials via e-mail.

TO APPLY: Send NMJC application form, letter of application, unofficial transcripts required, (official transcripts required prior to employment), resume or curriculum vitae, and the names, address, phone numbers and email addresses of three references 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*
POSITION ANNOUNCEMENT
NOVEMBER 1999

POSITION TITLE: Public Services/Systems Librarian

RESPONSIBILITIES: Assist and advise Director of Library Services and staff in the installation, implementation, maintenance and selection of electronic information resources and services. Collaborate with others in assessing technological needs. Provide support for library staff in the utilization of electronic information resources. Pannell Library at New Mexico Junior College is a founding member of the Estacado Library Information Network (ELIN), a multi-type library consortium in the college's regional service area. This represents an unusual professional opportunity for the right applicant as ELIN is poised on the "cutting edge" of technology based service delivery. The successful applicant may also assist in planning library technology projects that impact user services, as well as design and implement training, instruction and user guides for electronic resources. S/he may also participate in all phases of reference, including evening and weekend rotation and bibliographic instruction. The Director of Library Services is eager to fill the position with an energetic, knowledgeable and service-oriented professional with expert computer and network skills. Nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

QUALIFICATIONS: Master's in Library Sciences from a regionally accredited institution required. A demonstrable knowledge of and practice using and supporting computer hardware and software in a networked environment recommended. Experience with Windows-NT highly recommended. Ability to diagnose and provide quick recovery for system failures required. Training or experience in library information management systems recommended. Familiarity with trends and issues in computer and telecommunications technology and a demonstrable ability to apply this knowledge to the local situation required.

SALARY/BENEFITS: This is a full-time, exempt, professional position with a salary range of $32,000-$40,000. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: January 10, 2000 at 5:00 p.m. Request an NMJC application by calling 1-800-657-6250 or by email: lbrown@nmjc.cc.nm.us.

TO APPLY: Send NMJC application form, letter of application, unofficial transcripts required, (official transcripts required prior to employment), resume or curriculum vitae, and the names, address, phone numbers and email addresses of three references to:

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

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POSITION ANNOUNCEMENT
October 1999

POSITION TITLE: Public Services/Systems Librarian

RESPONSIBILITIES: Assist and advise Director of Library Services and staff in the installation, implementation, maintenance and selection of electronic information resources and services. Collaborate with others in assessing technological needs. Provide support for library staff in the utilization of electronic information resources. Pannell Library at New Mexico Junior College is a founding member of the Estacado Library Information Network (ELIN), a multi-type library consortium in the college’s regional service area. This represents an unusual professional opportunity for the right applicant as ELIN is poised on the “cutting edge” of technology based service delivery. The successful applicant may also assist in planning library technology projects that impact user services, as well as design and implement training, instruction and user guides for electronic resources. She may also participate in all phases of reference, including evening and weekend rotation and bibliographic instruction. The Director of Library Services is eager to fill the position with an energetic, knowledgeable and service-oriented professional with expert computer and network skills. 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: Masters in Library or Information Sciences from a regionally accredited institution required. A demonstrable knowledge of and practice using and supporting computer hardware and software in a networked environment recommended. Experience with Windows-NT highly recommended. Ability to diagnose and provide quick recovery for system failures required. Training or experience in library information management systems recommended. Familiarity with trends and issues in computer and telecommunications technology and a demonstrable ability to apply this knowledge to the local situation required.

SALARY/BENEFITS: This is a full-time, exempt, professional position with a salary range of $32,000-$40,000. Additional teaching contract may be available with master’s degree in a second field needed by the college. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: November 30, 1999 at 5:00 p.m. Request an NMJC application by calling 1-800-657-6260 or by email: lbrown@nmjc.cc.nm.us.

TO APPLY: Send NMJC application form, letter of application, unofficial transcripts required, (official transcripts required prior to employment), resume or curriculum vitae, and the names, address, phone numbers and email addresses of three references to:

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Director of Human Resources
New Mexico Junior College
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Hobbs, NM 88240

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*EQUAL OPPORTUNITY EDUCATION AND EMPLOYMENT*
**APPLICANT LIST**

**Position:** Technical Services/Systems Librarian

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<td>Crawley, William</td>
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<td>Bardell, Lloyd</td>
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<td>Rahman, S.M. Faizur</td>
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<td>Grant, Gordan</td>
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<td>Wang, Hanrong</td>
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<td>Morgan, Alan</td>
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<td>Hughes, Edward</td>
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<td>Schlup, Leonard</td>
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<td>Langer, Chris</td>
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**Position:** Technical Services/Systems Librarian (continued from page 1)

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<td>Anglim, Christopher</td>
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<td>Onwuzulu, Nwora</td>
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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date: 6-25-02

Candidate's name: Patsy G. Lewis

Position title: Professor, Reading/Writing in Transitional Studies (Developmental)

☑ 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: 8-12-02  Standard contract length: ☑ 12 mos.  □ 9 mos.  □ other

Funding source: NMJC Operating Budget

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, KELMA Radio & Labruck TX Workforce Development Website)

Posted salary range: Per Faculty Salary  Recommended annual salary: $29,113.00  Prorated salary: □ yes  ☑ no

Account number(s) with respective % allocation(s): 1-2011-13-370 100%

Recommended and approved by:

Supervisor: Marilyn Jackson

Dean/Director: Marilyn Jackson

Vice President: Steve McCleery

President: Steve McCleery

Selection Committee Members:  Jimenez, Sonya

Marquez, Dianne

Newman, Linda

Shelton, Mary

Comments: Ms. Lewis meets and/or exceeds the minimum qualifications for this position.
ABBREVIATED RESUME

Position
Professor of Reading/Writing in Transitional Studies (Developmental)

Personal Data
Name: Patsy G. Lewis

Education
B.A.S., College of the Southwest, Hobbs, NM, 1998

Professional Experience
New Mexico Junior College, Hobbs, NM
Executive Secretary – Vice President for Instruction 7/91 to Present
Administrative Secretary – Dean of Arts and Sciences 7/90 to 7/91
Educational Secretary – Arts and Sciences 8/89 to 7/90

United New Mexico Bank, Hobbs, NM
Secretary to the Executive Vice President 4/89 to 8/89

Security National Bank, Enid, OK
Assistant Secretary to the Board of Directors 1976 to 1987

Organizations/Awards
College of the Southwest President’s List, 1997-1998
College of the Southwest President’s Student Advisory Council, 1998-2001
Hobbs Chamber of Commerce Volunteer: Team Hobbs Membership Growth 2002
Hobbs High School Choir Boosters; 1998-2000
Private Enterprise Essay Winner, 1995
Sigma Kappa Delta, 2002
Support Staff Committee Vice President, New Mexico Junior College, 1991-1992
Support Staff/Maintenance Committee Member: 1995-Present
Welfare Committee Chairman, New Mexico Junior College, 1995-1996
Welfare Committee Member, New Mexico Junior College, 1990-Present
Position Announcement • May, 2002 (revised 6-3-02)

Position Title: Professor of Reading/Writing in Transitional Studies (Developmental)

Position Description: This position reports to the Dean of Transitional Studies. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Writing (Review of English) and/or Reading; (2) serve on college committees as assigned; (3) work with learning communities; (4) post and maintain approved office hours per week; (5) assume other professional responsibilities associated with the position of professor; and (6) 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 a related field from a regionally accredited institution is required. Teaching experience in reading, writing, and/or language arts required. Community college teaching experience in developmental education preferred. Certification in Reading desirable. Must be committed to excellence in instruction and willing to work with other instructors in coordinating the offerings and providing substitute instruction when needed. Computer proficiency 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 applicant may have the option of teaching during the summer terms for income above his/her salary. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: June 14, 2002, at 5:00 p.m. MDT. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position starts 2002 Fall semester with faculty reporting date of August 12, 2002. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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"Equal Opportunity Education and Employment"
5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-3229 • Fax: (505) 392-3389 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us
Position Announcement • May, 2002

Position Title: Professor of Reading/Writing in Transitional Studies (Developmental)

Position Description: This position reports to the Dean of Transitional Studies. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Writing (Review of English) and/or Reading; (2) serve on college committees as assigned; (3) work with learning communities; (4) post and maintain approved office hours per week; (5) assume other professional responsibilities associated with the position of professor; and (6) 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 a related field from a regionally accredited institution is required. Community college teaching experience in developmental education required. Certification in Reading desirable. Must be committed to excellence in instruction and willing to work with other instructors in coordinating the offerings and providing substitute instruction when needed. Computer proficiency 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 applicant may have the option of teaching during the summer terms for income above his/her salary. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: May 31, 2002, at 5:00 p.m. MDT. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position starts 2002 Fall semester with faculty reporting date of August 12, 2002. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

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"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5225 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us
APPLICANT LIST

**Position:** Professor of Reading/Writing in Transitional Studies (Developmental)

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<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Hulsey, Dallas</td>
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<tr>
<td>Zhang, Yuanzhong</td>
<td>No</td>
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<td>Lewis, Patsy</td>
<td>Yes</td>
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<td>Start date: pending Board approval.</td>
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<td>Drennan, Alan</td>
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<td>George, Carl</td>
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<td>Wright, Kelley</td>
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<td>Boyden, John</td>
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<td>Cherryholmes, Gilbert</td>
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<td>Hunt, Lesina</td>
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<td>Fuentes, Sheila</td>
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NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-18-02

Candidate’s name: Dallas E. Hulsey
Position title: Professor of English

☐ 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: 8-12-02  Standard contract length: ☐ 12 mos.  ☐ 9 mos.  ☐ other

Funding source: Institutional

Paid advertising beyond *standard
(\*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, NMJC Radio & Lubbock TX Workforce Development Website)


Posted salary range: $29,945 - $44,493  Recommended annual salary: $34,000
Prorated salary: ☐ yes  ☐ no
(Employment date through June 30)

Account number(s) with respective % allocation(s): 1-2011-11-410 100%

Recommended and approved by:

Supervisor: 

Vice President: 

Dean/Director: 

President: 

Selection Committee Members: Patricia Bowman
Sonya Jimenez
Peter Mladnic
Mike Williams

Comments: Mr. Dallas Hulsey meets and/or exceeds the minimum qualifications for this position.
ABBREVIATED RESUME

Position
Professor of English

Personal Data
Name: Dallas E. Hulsey

Education
B.A., New Mexico State University, Hobbs, NM, 1997
M.A., New Mexico State University, Hobbs, NM, 1999

Professional Experience
Louisiana State University, Baton Rouge, LA
Part-time Graduate Assistant

New Mexico State University, Las Cruces, NM
Part-time Graduate Assistant

Pan American Center, Las Cruces, NM
Part-time Special Events Security

Organizations/Awards
Boy Scouts of America
Dean’s List, New Mexico State University
Emerson Graduate Award, New Mexico State University
Modern Language Association
Regents Scholarship, New Mexico State University
Sigma Tau Delta, New Mexico State University Chapter President/Vice President
Sutherland-McMannus Graduate Award for Literary Criticism, New Mexico State University
Verna Newman Rule Scholarship Award, New Mexico State University
Position Announcement • June, 2002

Position Title: Professor of English

Position Description: The Professor of English reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach classes (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Review of English, Composition and Rhetoric, Composition and Literature, Report Writing for Technicians, Types of Literature, American, British, Southwest or World Literature, Creative Writing, and Film and Fiction; (2) teach (day and/or evening/s), on the institution’s ITV (interactive/instructional television) system, as enrollment requires; (3) serve on college committees, as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment of students for the institution and English program; (9) assume other professional responsibilities associated with the position of professor; 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 in English from a regionally accredited institution or a Master’s degree in a related field, with at least 18 graduate hours in English, from a regionally accredited institution required. Must be committed to excellence in instruction and willing to work with other full-time divisional instructors and staff. NOTE: Computer proficiency is required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: June 28, 2002, at 5:00 p.m. MDT. 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 (official transcripts required prior to employment), and three or more letters of reference to:

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Director of Human Resources
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APPLICANT LIST

**Position:** Professor of English

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<td>Start date: pending Board approval.</td>
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<td>Grogan, Ronda</td>
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<td>Zhang, Yuanzhong</td>
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NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:                Date 7-17-02

Candidate's name Patricia J. Youngblood

Position title Professor of Mathematics

☐ 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 8-12-02 Standard contract length ☐ 12 mos. ☐ 9 mos. ☐ other

Funding source Institutional

Paid advertising beyond *standard

(* 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 $29,945 - $44,493 Recommended annual salary $35,000 Prorated salary ☐ yes ☐ no

Account number(s) with respective % allocation(s) 1-2011-11-510 100%

Recommended and approved by:

Supervisor ☑

Vice President ☑

Selection Committee Members: Victor Berner
Kelly Holladay
Scott Klein

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

Position
Professor of Mathematics

Personal Data
Name: Patricia J. Youngblood

Education
B.S., College of the Southwest, Hobbs, NM, 1994

Professional Experience
Hobbs High School, Hobbs, NM
Math Teacher

Highland Junior High, Hobbs, NM
Math Teacher

O and S Quik Change, Hobbs, NM
Bookkeeper

Organizations/Awards
Dean's List, New Mexico Junior College
Graduated Summa Cum Laude, College of the Southwest, 1995
National Council of Teachers of Mathematics
Phi Theta Kappa
Whose Who Among High School Teachers
Position Announcement - May, 2002

Position Title: Professor of Mathematics (Two positions available)

Position Description: The Professor of Mathematics reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach classes (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Basic Math, Elementary or Intermediate or College Algebra, Geometry, Trigonometry, Math Analysis, and Calculus; (2) teach (day and/or evening/s), on the institution’s ITV (interactive/instructional television) system, as enrollment requires; (3) serve on college committees, as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment of students for the institution and mathematics program; (9) assume other professional responsibilities associated with the position of professor; 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, in mathematics or related field, from a regionally accredited institution is required; a Master’s degree in a related field with at least 18 graduate hours in mathematics, from a regionally accredited institution, is preferred. Must be committed to excellence in instruction and willing to work with other, full-time divisional instructors and staff. NOTE: Computer proficiency is required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: June 14, 2002, at 5:00 p.m. MDT. 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 (official transcripts required prior to employment), and three or more letters of reference to:

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### APPLICANT LIST

**Position:** Professor of Mathematics

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Page 1
**Position:** Professor of Mathematics (continued from page 1)

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