NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
Thursday, July 19, 2007
Zia Room - Library
4:00 p.m.
AGENDA

A. Welcome

B. Adoption of Agenda

C. Approval of Minutes of June 11 & June 28, 2007

D. President’s Report

E. New Business
   1. Monthly Expenditures Report
   2. Monthly Revenue Report
   3. Oil and Gas Revenue Report
   4. Schedule of Investments
   6. Purchase of 2002 Freightliner Truck & 1995 Great Dane Trailer
   7. Consideration of Bid #1000 – Vehicles for Motor Pool
   8. Consideration of Bid #1001 – Construction of Pad for Rodeo Arena
   9. Consideration of Bid #1002 – Offsite Utilities
  10. Personnel Consideration – Admission Specialist
  11. Personnel Consideration – Director of Small Business Development Center
  12. Personnel Consideration – Professor of Nursing
  13. Personnel Consideration – Professor of Nursing
  14. Personnel Consideration – Professor of Nursing
  15. Personnel Consideration – Professor of Nursing
  16. Personnel Consideration – Prof of PE/Assistant Women’s Basketball Coach
  17. Personnel Consideration – Prof of PE/Assistant Women’s Track Coach
  18. Personnel Consideration – Prof of PE/Assistant Men’s Baseball Coach
  19. Personnel Consideration – Professor of Welding
  20. Personnel Consideration – Prof of Education/Transitional Studies: Reading
  21. Personnel Consideration – Professor of High School Automotive Technology
  22. Personnel Consideration – Library Assistant – Circulations

F. Public Comments

G. Announcement of Next Meeting

H. Adjournment
NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JUNE 11, 2007

MINUTES

The New Mexico Junior College Board met on Monday, June 11, 2007, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black.

Mr. Hanna called the meeting to order and welcomed visitors and guests present.

Agenda Item E. 10. was tabled. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the agenda was unanimously adopted, as amended.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the minutes of May 10, 2007.

Under President’s Report, Coach Ray Birmingham presented the Region V championship trophy and the National Junior College World Series runner up trophy. Coach Birmingham gave the board a brief recap of both baseball tournaments.

Dr. McCleery recommended that the board name the Thunderbird Baseball Field the “Ray Birmingham Thunderbird Baseball Field”. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the recommendation.

Under New Business, Dan Hardin presented the May financial reports and with a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the expenditures for May, 2007.

Mr. Hardin presented the Capital Project requests: Central Plant Upgrade - $5,000,000; Infrastructure - $2,000,000; Oil & Gas Training Center -
$2,000,000; Relocation of the Maintenance, Warehouse and Central Receiving - $4,000,000; and Wind Turbine $1,000,000. Upon a motion by Mr. Jones, seconded by Mr. Kesner, the board unanimously approved the Capital Project requests.

Josh Morgan presented Request for Proposals #95 – Audit Services. The administration recommended acceptance of the professional services of Accounting & Consulting Group, LLP for audit services for the 2006/2007 fiscal year at an annual cost of $49,500. The college may opt to renew the contract annually for up to two additional years. The total multi-year cost is $156,200. Upon a motion by Mr. Kesner, seconded by Mrs. Vinson, the board unanimously accepted the recommendation.

Mr. Morgan presented Bid #997 – Campus Exterior Painting Project. The administration recommended acceptance of the bid from Doporto Construction Services, Inc. for $48,564 exclusive of gross receipts tax. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Mr. Morgan presented Bid #998 – Portable Rodeo Arena Equipment. The administration recommended acceptance of the bid from Red River Portable Arena for $80,960. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Dr. John Gratton presented a revised Certificate Program in Architectural/Drafting Technology for board consideration. The degree plan has been approved by the Curriculum Committee and will be submitted to the New Mexico Higher Education Department upon board approval. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the revised certificate program.

Robert Rhodes recommended Mr. Craig Nelson for the CDL Instructor position at an annual salary of $42,836. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the board unanimously approved the employment of Mr. Nelson, effective June 12, 2007.

Dr. McCleery recommended Mr. Calvin Smith for the Executive Director of Western Heritage Museum position at an annual salary of $70,000. Upon a motion by Ms. Chappelle, seconded by Mr. Black, the board unanimously approved the employment of Mr. Smith, effective June 12, 2007.
Ms. Chappelle moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of the New Mexico Statutes Annotated 1978. Mrs. Williams seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mrs. Vinson – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – yes; and Mr. Hanna - yes.

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

Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the board unanimously voted to give Dr. McCleery a one year employment contract with a salary of $132,000.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for July 19, 2007, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board meeting adjourned at 5:20 p.m.
NEW MEXICO JUNIOR COLLEGE

SPECIAL BOARD MEETING

JUNE 28, 2007

MINUTES

The New Mexico Junior College Board met on Thursday, June 28, 2007, beginning at 5:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black.

Mr. Hanna called the meeting to order and welcomed visitors and guests present.

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

Dr. Steve McCleery recommended Mr. Cory Hall for the Professor of Physical Education/Head Men's Baseball Coach position at a nine month salary of $40,741. Upon a motion by Mr. Jones, seconded by Mr. Black, the board unanimously approved the employment of Mr. Hall.

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board meeting adjourned at 5:10 pm.
June is the last month of the 2006/2007 fiscal year. The expenditure report represents expenditure totals that include funds expended, but not encumbered. For the month end and yearend closing we release the encumbered funds that do not have invoices to be paid at yearend. The unrestricted expenditures for June 2007 are $2,037,879.00 with the year-to-date expenditures at $20,858,846.00. Not all of the expenditures for 2006/2007 were posted when this report was generated, but all of the payroll expenses have been posted. In years past we would be waiting for the last three faculty payrolls, but Sheryl Pounds, the Payroll coordinator, and George Garcia in the IT department have worked very hard to get these posted. All areas are at their budget levels for the year, except in the Auxiliary Enterprises. The Bookstore went over the projected budget for cost of goods sold, they received $157,040.70 in refunds in April and May and are expecting an additional $40,000.00 refund at any time. The Bookstore has been receiving inventory for the Fall semester, which has driven up the cost of goods sold. Also, I want to point out that in the Internal Services Departments the credit for the month was the result of releasing a large encumbrance for maintenance agreements.

In the restricted funds, the Grants remain on track for the year, and restricted student aid has expended most of their funds for the year. In Plant funds the encumbrances are still in place, we will roll over the capital funds and encumbrances into the new fiscal year. Overall the total expenses for June are $2,158,901.00 the total expenditures year-to-date are $33,006,965.00.

The revenue report for June 2007 remains strong. Current unrestricted funds for the month are $2,632,345.00 with the year-to-date at $27,370,591.00. We still have one month of Oil and Gas production to post in the 2006/2007 fiscal year. The revenue for the restricted funds was $177,763.00 for the month and $4,953,642.00 year-to-date. As you know most of the Grants do not end their year in June, so they continue on with their budget year. We will have some remaining restricted student aid revenue to be drawn, but most of the restricted student aid revenue has been posted. We did not have any activity in the plant funds in June. Total revenue for the month was $2,810,108.00 and the year-to-date revenue is $34,139,049.00.
We are still unable to give you the current oil and gas price and volume information. That information has not been available to us. As was mentioned we still have one month of revenue remaining for oil and gas that will go into the 2006/2007 fiscal year. Oil and Gas and Oil and Gas Equipment revenue including the accrual for June is $9,318,871.00, at this time we are $4,618,867.00 over the budget for Oil and Gas and Oil and Gas equipment revenue.

In the investment report you can see that we have $10,625,000.00 to the LGIP at yearend. There is $11,718,206.13 designated as capital projects. This may seem out of line, but when we have construction projects we have to expend funds then we are reimbursed. At the very end of June we received $1,628,293.76 from drawdowns that were sent out in March and April. We were not notified of these funds in time to get a transfer to the LGIP. Also, when we get the audit report you will see that our cash in the bank is very high, the state duplicated the ACH credits from the drawdown requests. So, not only did we receive the $1,628,293.76 we also received an additional $1,628,293.76. We reported this to HED, but at the date of this report they had not drawn the $1,628,293.76 back out of our account.

The Business Office has begun working on the yearend processes and getting ready for the audit.

This is the Financial Report for June 2007.
## NEW MEXICO JUNIOR COLLEGE
Expenditure Report
June 2007

### 100% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2005-06</th>
<th>2006-07</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-Date Expended or Encumbered</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>6,953,159</td>
<td>6,046,786</td>
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<tr>
<td>Academic Support</td>
<td>1,926,032</td>
<td>1,865,608</td>
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<tr>
<td>Student Services</td>
<td>1,429,746</td>
<td>1,369,956</td>
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<tr>
<td>Institutional Support</td>
<td>3,153,716</td>
<td>2,719,642</td>
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<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>2,725,028</td>
<td>2,672,772</td>
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<tr>
<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>16,187,681</td>
<td>14,697,764</td>
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<td>Student Activities</td>
<td>211,202</td>
<td>209,597</td>
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<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
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<td>Public Service</td>
<td>0</td>
<td>0</td>
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<td>Internal Service Departments</td>
<td>453,420</td>
<td>440,673</td>
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<td>Student Aid</td>
<td>480,871</td>
<td>486,211</td>
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<td>Auxiliary Enterprises</td>
<td>1,777,772</td>
<td>1,715,562</td>
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<td>Athletics</td>
<td>717,659</td>
<td>711,756</td>
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<td><strong>Total Current Unrestricted Fund</strong></td>
<td>19,888,305</td>
<td>18,260,783</td>
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<td></td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,647,942</td>
<td>1,395,432</td>
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<tr>
<td>Student Aid</td>
<td>4,694,393</td>
<td>4,694,473</td>
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<td><strong>Total Current Restricted Fund</strong></td>
<td>6,342,335</td>
<td>5,091,866</td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
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<tr>
<td>Projects from Institutional Funds</td>
<td>11,024,778</td>
<td>3,790,307</td>
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<td>Projects from State GCB Funds</td>
<td>3,660,399</td>
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<td>Projects from State STB Funds</td>
<td>0</td>
<td>0</td>
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<td>Projects from General Fund</td>
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<td>Projects from Private Funds</td>
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<td>575,910</td>
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<td>Projects from State ER&amp;R</td>
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<td>Projects from State BB&amp;R</td>
<td>355,945</td>
<td>353,945</td>
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<td>Projects from Auxiliary BR&amp;R</td>
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<td>44,702</td>
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<td><strong>Subtotal - Capital and BR&amp;R</strong></td>
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<td>4,764,664</td>
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<td>0</td>
<td>0</td>
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<td>Revenue Bonds</td>
<td>0</td>
<td>0</td>
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<td><strong>Total Plant Funds</strong></td>
<td>16,827,716</td>
<td>4,764,664</td>
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<td></td>
<td></td>
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<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>43,076,256</td>
<td>28,117,543</td>
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</table>
## NEW MEXICO JUNIOR COLLEGE
### Revenue Report
#### June 2007

100% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>Final Budget</th>
<th>Year-to-date Revenue</th>
<th>Percentage of Budget Received</th>
<th>Current Budget</th>
<th>Year-to-date Revenue</th>
<th>Percentage of Budget Received</th>
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<tbody>
<tr>
<td>CURRENT UNRESTRICTED FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>2,160,990</td>
<td>2,198,671</td>
<td>102%</td>
<td>2,647,415</td>
<td>2,791,396</td>
<td>105%</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>7,662,563</td>
<td>7,763,358</td>
<td>100%</td>
<td>8,200,842</td>
<td>795,158</td>
<td>102%</td>
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<tr>
<td>Ad valorem Taxes - Oil and Gas</td>
<td>9,654,269</td>
<td>9,133,480</td>
<td>95%</td>
<td>4,790,000</td>
<td>950,934</td>
<td>198%</td>
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<tr>
<td>Ad valorem Taxes - Property</td>
<td>2,614,000</td>
<td>2,935,992</td>
<td>112%</td>
<td>2,600,000</td>
<td>593,315</td>
<td>111%</td>
</tr>
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<td>Interest Income</td>
<td>180,000</td>
<td>343,347</td>
<td>284%</td>
<td>185,000</td>
<td>99,968</td>
<td>523%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>227,645</td>
<td>183,286</td>
<td>81%</td>
<td>225,050</td>
<td>67,682</td>
<td>271,151</td>
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<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>23,459,866</td>
<td>22,495,334</td>
<td>100%</td>
<td>19,358,317</td>
<td>2,566,333</td>
<td>24,952,183</td>
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<td>Student Activities</td>
<td>103,965</td>
<td>103,935</td>
<td>100%</td>
<td>116,000</td>
<td>0</td>
<td>108,783</td>
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<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>6%</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Internal Service Departments</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,922,200</td>
<td>1,905,107</td>
<td>99%</td>
<td>2,259,052</td>
<td>62,774</td>
<td>2,250,892</td>
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<tr>
<td>Athletics</td>
<td>39,600</td>
<td>35,686</td>
<td>91%</td>
<td>35,100</td>
<td>3,250</td>
<td>36,733</td>
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<tr>
<td>Total Current Unrestricted</td>
<td>24,525,631</td>
<td>24,540,152</td>
<td>100%</td>
<td>23,757,469</td>
<td>2,632,345</td>
<td>27,370,591</td>
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<tr>
<td>CURRENT RESTRICTED FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,647,822</td>
<td>1,516,469</td>
<td>92%</td>
<td>1,820,601</td>
<td>1,281,536</td>
<td>70%</td>
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<td>Student Aid</td>
<td>4,654,393</td>
<td>3,548,048</td>
<td>76%</td>
<td>4,600,000</td>
<td>172,353</td>
<td>3,472,106</td>
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<tr>
<td>Total Current Restricted</td>
<td>6,342,215</td>
<td>5,064,517</td>
<td>80%</td>
<td>5,820,601</td>
<td>177,763</td>
<td>4,953,642</td>
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<tr>
<td>PLANT FUNDS</td>
<td></td>
<td></td>
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<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 State GOB Funds</td>
<td>3,980,400</td>
<td>343,296</td>
<td>9%</td>
<td>3,420,874</td>
<td>1,494,342</td>
<td>44%</td>
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<td>Projects from State STB Funds</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>Projects from General Fund</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>738,262</td>
<td>320,474</td>
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<td>Projects from Private Funds</td>
<td>1,350,000</td>
<td>1,350,000</td>
<td>100%</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Interest Income</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>5,330,400</td>
<td>1,693,256</td>
<td>32%</td>
<td>4,155,938</td>
<td>1,614,816</td>
<td>44%</td>
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<tr>
<td>GRAND TOTAL REVENUES</td>
<td>36,198,246</td>
<td>31,297,966</td>
<td>86%</td>
<td>31,734,008</td>
<td>2,810,108</td>
<td>34,139,049</td>
</tr>
</tbody>
</table>
# NEW MEXICO JUNIOR COLLEGE
## Oil and Gas Revenue Report
### June 2007

100% of Year Completed

<table>
<thead>
<tr>
<th>Month of</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
</tr>
<tr>
<td>Actual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>$63.05</td>
<td>3,252,614</td>
<td>$6.92</td>
</tr>
<tr>
<td>August</td>
<td>$64.01</td>
<td>3,145,974</td>
<td>$6.24</td>
</tr>
<tr>
<td>September</td>
<td>$67.89</td>
<td>2,963,641</td>
<td>$7.32</td>
</tr>
<tr>
<td>October</td>
<td>$59.37</td>
<td>2,967,899</td>
<td>$6.38</td>
</tr>
<tr>
<td>November</td>
<td>$53.95</td>
<td>2,900,596</td>
<td>$7.07</td>
</tr>
<tr>
<td>December</td>
<td>$57.48</td>
<td>3,007,035</td>
<td>$6.80</td>
</tr>
<tr>
<td>January</td>
<td>$56.25</td>
<td>2,739,290</td>
<td>$7.00</td>
</tr>
<tr>
<td>February</td>
<td>$56.71</td>
<td>2,918,650</td>
<td>$7.15</td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>April</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>May</td>
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<tr>
<td>June</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|                   | Y.T.D. Production Tax Revenue | 3,800,004 | 3,979,842 |
|                   | Y.T.D. Equipment Tax Revenue  | 900,000   | 639,025   |
| Total Year-to-Date Oil & Gas and Equipment Tax Revenue | 9,318,871 | 4,700,004 | 4,618,867 |

Source: New Mexico Taxation and Revenue Department

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.
# NEW MEXICO JUNIOR COLLEGE
## Schedule of Investments
### June 2007

### 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 Local Government Investment Pool</td>
<td>10,625,000</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td>5.25%</td>
<td>46,200</td>
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</tr>
<tr>
<td><strong>Total investments</strong></td>
<td><strong>10,625,000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>46,200</strong></td>
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</tbody>
</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>10,625,000</td>
</tr>
<tr>
<td>Plus: deposits</td>
<td>0</td>
</tr>
<tr>
<td>Less: withdrawals</td>
<td>0</td>
</tr>
<tr>
<td><strong>Capital Projects</strong></td>
<td>11,718,206</td>
</tr>
<tr>
<td><strong>Reserves Invested</strong></td>
<td>-1,093,206</td>
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<tr>
<td><strong>Total LGIP Investment</strong></td>
<td>10,625,000</td>
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### Capital Projects

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Upgrade</td>
<td>321,933.43</td>
</tr>
<tr>
<td>Workforce Training Center</td>
<td>1,746,686.14</td>
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<tr>
<td>High Tech Start Up</td>
<td>13,366.49</td>
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<tr>
<td>Vehicles</td>
<td>71,516.49</td>
</tr>
<tr>
<td>Drawings &amp; Master Plan</td>
<td>12,805.63</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>104,611.32</td>
</tr>
<tr>
<td>Rodeo Arena</td>
<td>171,756.79</td>
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<tr>
<td>Dormitory Landscape</td>
<td>1,622.22</td>
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<tr>
<td>Million Fence/Landscape</td>
<td>66,994.25</td>
</tr>
<tr>
<td>JASI</td>
<td>169,146.36</td>
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<tr>
<td>Computer Equipment Rebuilds</td>
<td>12,793.01</td>
</tr>
<tr>
<td>Marketing</td>
<td>58,136.04</td>
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<td>West Texas ITV</td>
<td>50,000.00</td>
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<tr>
<td>Equestrian Center</td>
<td>150,000.00</td>
</tr>
<tr>
<td>Telephone System</td>
<td>0.00</td>
</tr>
<tr>
<td>Flooring Repair</td>
<td>39,974.50</td>
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<tr>
<td>Student Housing Construction</td>
<td>5,140,805.48</td>
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<tr>
<td>Testing Center Remodel</td>
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<tr>
<td>Campus Village Development Proj</td>
<td>16,785.00</td>
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<tr>
<td>Continuing Education</td>
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<tr>
<td>Landscaping</td>
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<tr>
<td>Facility Painting</td>
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<tr>
<td>Million Drive Signalization</td>
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<tr>
<td>Electrical Upgrade</td>
<td>88,569.15</td>
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<td>Campus Signage</td>
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<tr>
<td>Campus Paving</td>
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</tr>
<tr>
<td>Roof Replacement</td>
<td>73,531.64</td>
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<tr>
<td>Interior Lighting-Energy Retrofit</td>
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<tr>
<td>Old Dems Renovation</td>
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<tr>
<td>Bulk Fuel</td>
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<tr>
<td>Million Dr. Sewer &amp; Water</td>
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<td>Board Room</td>
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<tr>
<td>Concrete Upgrade</td>
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<td>Campus Construction</td>
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<tr>
<td>Oil &amp; Gas Training Center</td>
<td>500,000.00</td>
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<tr>
<td>Workforce Training/Outreach</td>
<td>150,000.00</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>468,855.38</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>11,718,206.13</td>
</tr>
</tbody>
</table>

**NOTE: Capital projects total does not include encumbered funds**
NEW MEXICO JUNIOR COLLEGE
Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: New Mexico Junior College Board members
From: Dan Hardin
RE: Purchase of 2002 Freightliner Truck and 1995 Great Dane trailer
Date: July 13, 2007

Board members, at the May Board meeting the Board approved a new CDL instructor position and the increase of the Truck Driver Training operating budget by $94,800.00. Included in the operating budget increase was $42,000.00 for a 12 month lease of a truck. After, much research by Don Hancock for a used truck and trailer and reevaluation of lease verses purchase by Lisa Hardison and Robert Rhodes, it was concluded that a better fiscal decision would be to purchase a used truck and trailer which can be placed on the college’s equipment inventory. NMJC will be refunded 46.5% of the purchase price in ER&R funding over five years.

The administration is requesting approval by the Board to purchase a 2002 Freightliner truck and a 1995 Great Dane 48’ x 96” flat bed sliding tandem trailer for $44,000.00 from Albuquerque Freightliner. Albuquerque Freightliner is a CES vendor, which allows the College to purchase without going out to bid. The request includes moving the $42,000.00 budget for lease expense to major equipment within the Truck Driver Training department budget. The remaining $2,000.00 and 1% CES fee would be covered from ER&R funds.

Respectfully submitted,

[Signature]
Dan Hardin
Customer Invoice

ALBUQUERQUE FREIGHTLINER
12901 U. S. HWY 66 W. FRONTAGE RD.
ALBUQUERQUE, NM 87121
505.833.1090/800.250.9225/FAX 505.833.1064

Customer Name: New Mexico Junior College
Address: 5317 Lovington Hwy, Hobbs, NM 88240
Phone: 505-399-0622

Date: Expected Delivery Date: Byron

Description | Price
---|---
Year, Make, Model: 2002 Freightliner C120
VIN/Chassis: 1FUEBCCX62L25180

Selling Price | $34,500.00

Extras:
- THIS UNIT SOLD AS IS - NO WARRANTY
- UNLESS OTHERWISE SPECIFIED

1995 Great Dane 48' x 96' flat bed SLIDING TANDEM
serial # 1GRDM98235M073021

9,500.00

Total Extras | $9,500.00

Trade In: No Trade
Allowance | 
Equity | 

T.T.A.L.: Tax Sales Tax
Registration Fees
Title Fee
Documentation Fee
MVD Inspection Fee

Total Tax, Title, License & Doc Fees | 

Total Sales Price | $44,000.00

Payment: Cash with order, (non-refundable pending financing)
Cash Due on Delivery

Finance Amount - Finance Term Requested | $44,000.00

Customer Signature: [Signature]
Date: 6-14-07

Purchaser Name:
By: [Signature Required]

Dealer: Albuquerque Freightliner
By: [Signature]
Title: Sales Rep Signature

Sales Manager Signature


This contract is subject to additional provisions set forth on page two of this document, which is incorporated here in by reference, AND WHICH TERMS INCLUDE A COMPLETE DISCLAIMER OF ALL WARRANTIES. The purchaser agrees that his order indicates all the terms and conditions on both the face and reverse side thereof and that this order cancels and supersedes any prior agreement and as to the main purpose completes the complete and exclusive statement of the terms of this agreement, relating to the subject matter covered hereby, and that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE DEALER PRINCIPAL OR HIS AUTHORIZED REPRESENTATIVE. Purchaser by his/her execution of this order acknowledges the hitches then read in terms and conditions and has received a copy of the order. A documentary fee is not a legal fee nor required by law, but may be charged to buyers for handling documents and performing services relating to the selling of a sale, such as overnight charges etc. This notice is required by law.
19 July, 2007

New Mexico Junior College Board
5317 Lovington Highway
Hobbs, New Mexico 88240

ATTN: Dr. Steve McCleery
President

RE: Offsite Utilities
Bid No. 1001

Dear Dr. McCleery:

Contractor's Bids for construction of work associated with the above-referred Project were received and publicly opened at 2:00 p.m. on July 13, 2007 in accordance with Section 103.1 of the New Mexico Department of Transportation 2005 Interim Specifications for Highway and Bridge Construction. Two bids were received:

1) Jesco Operating LP
Decatur, TX
Total Bid  $489,335.00

2) RPM Construction, LLC
Hobbs, NM
Total Bid  $332,970.00

The Engineer's Estimate for construction is:  $317,175.00

The Bid presented by Jesco Operating LP is considered nonresponsive as it was not accompanied by a Bid Guaranty in the form of Bid Bond, Certified Check, Cashier's Check, postal money order or bank money order in an amount of at least 5% of the amount bid. It is noted that the Bid was accompanied by a corporate check (Check No. 5497) in the amount of $20,266.75. (Reference Section 102.11 Bid Guaranty of NMDOT 2005 Interim Specifications)

---

1 Total Amount Bid was corrected in accordance with Section 103.1 Consideration of Bids, NMDOT 2005 Interim Specifications.
2 Total Amount Bid was corrected in accordance with Section 103.1 Consideration of Bids, NMDOT 2005 Interim Specifications.
13, July 2007
New Mexico Junior College Board

Page 2 of 2

The Bid received from RPM Construction, LLC contained three discrepancies, two in the extension calculation and one in the summation of the Total Amount Bid. These discrepancies were resolved in accordance with the above referred Section 103.1 "In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern." The corrections to this Bid are reflected in the amount of the Total Bid presented above.

The Contractor’s Bid submitted by RPM Construction, LLC is within 5% of the Engineer’s Estimate. Therefore, it is our recommendation that construction of this Project be awarded to RPM Construction, LLC at the Unit Price Bid per item of Work in the amount of $332,970.00. This amount is subject to gross receipts tax. A Certified Bid Tabulation is attached for your review. Representatives of this firm will be present at the Commission meeting scheduled for July 19, 2007.

Sincerely,

Pettigrew & Associates, P.A.

[Signature]

Debra P. Hicks, PE/LSI
President

Attach.
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
<th>Quantity &amp; Engineer's Estimate</th>
<th>R&amp;M Construction</th>
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<tbody>
<tr>
<td>1</td>
<td>ORIGINAL PIPE</td>
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<td>2</td>
<td>$0.00</td>
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<td>2</td>
<td>12&quot; WATERLINE G8 DEPTH</td>
<td>$0.00</td>
<td>663732</td>
<td>2</td>
<td>$0.00</td>
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<td>3</td>
<td>MANHOLE TYPE G-4 DIAMETER OVER G-4</td>
<td>$0.00</td>
<td>665026</td>
<td>4</td>
<td>$0.00</td>
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<td>4</td>
<td>MOBILIZATION</td>
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<td>1</td>
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<td>5</td>
<td>TRAFFIC CONTROL MANAGEMENT</td>
<td>$0.00</td>
<td>618000</td>
<td>1</td>
<td>$0.00</td>
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<tr>
<td>6</td>
<td>PIPE CASING 24&quot;</td>
<td>$0.00</td>
<td>614024</td>
<td>1</td>
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<td>7</td>
<td>REMOVAL OF SURFACING</td>
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<td>610100</td>
<td>1</td>
<td>$0.00</td>
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<td>8</td>
<td>REMOVAL OF STRUCTURES AND SHEETS</td>
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<td>610000</td>
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<td>$0.00</td>
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<td>9</td>
<td>12&quot; CONCRETE PIPE</td>
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<td>550201</td>
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<td>10</td>
<td>CONCRETE PIPE IN PLACE (1/20 SF)</td>
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<td>11</td>
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<td>15</td>
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Bid No. 1001

Office Hourly:
7/13/2007 2:00 PM
Bid Opening:
2:00 PM
<table>
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<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>1</td>
<td>EXISTING MANHOLE EACH</td>
<td>2</td>
<td>$3,000.00</td>
<td>$6,000.00</td>
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<tr>
<td></td>
<td>CONNECTION OF NEW SEWER LINE TO LNFT.</td>
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<td>$575.00</td>
<td>$1,150.00</td>
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<td></td>
<td>SANITARY SEWER LINE 12&quot; LNFT.</td>
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<td>$24,000.00</td>
<td>$48,000.00</td>
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<td></td>
<td>LINEAR BORING</td>
<td>1200</td>
<td>$226,000.00</td>
<td>$452,000.00</td>
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<tr>
<td></td>
<td>CONSTRUCTION</td>
<td>2230</td>
<td>$180,000.00</td>
<td>$452,000.00</td>
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<tr>
<td>2</td>
<td>UTILITY SHOOTING DURING R&amp;M CONSTRUCTION</td>
<td>1</td>
<td>$2,000.00</td>
<td>$4,000.00</td>
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<tr>
<td></td>
<td>R&amp;M CONSTRUCTION</td>
<td>1</td>
<td>$2,000.00</td>
<td>$4,000.00</td>
</tr>
<tr>
<td></td>
<td>R&amp;M CONSTRUCTION</td>
<td>1</td>
<td>$2,000.00</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>3</td>
<td>CONTRACTOR'S LICENSE 5% BID BOND</td>
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<td>$317,175.00</td>
<td>$3,332,700.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
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</tr>
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</table>

Base Bid: $7,328,000.00
NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #1002

Offsite Utilities

BOARD DOCUMENTS

Date: July 19, 2007
Prepared by: Joshua Morgan
Coordinator of Purchasing
NEW MEXICO JUNIOR COLLEGE
BOARD DOCUMENTS
General Information

1. On June 30, 2007 a legal notice was posted in the Hobbs News-Sun for the furnishing of all labor, material, tools, machinery and equipment necessary to construct a new 12" water main and a new 12" sewer main for the New Mexico Junior College offsite utilities.

2. Two vendors submitted bid packages in response to our invitation.

3. The Business Office has evaluated the bids received and their recommendation is shown on Page 3. Pettigrew and Associates’, P.A. ("Engineer") recommendation letter is shown on Page 4.
NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The vendors responding to Invitation to Bid #1002 are: RPM Construction, LLC, Hobbs, NM, and Jesco Operating LP, Decatur, TX.

The Administration recommends acceptance of the bid submitted by RPM Construction, LLC for an amount of $332,970.00 exclusive of gross receipts tax. The tabulation results are detailed on Page 6.

Source of Funding: FY 2007/2008 – Millen Drive Sewer and Water
Account #: 91541-4002-96012-911
Budget: $ 414,621.44
Amount: $ 332,970.00
16 July, 2007

New Mexico Junior College Board
5317 Lovington Highway
Hobbs, New Mexico 88240

ATTN: Dr. Steve McCleery
President

RE: Offsite Utilities
Bid No. 1001

Dear Dr. McCleery:

Contractor’s Bids for construction of work associated with the above-referred Project were received and publicly opened at 2:00 p.m. on July 13, 2007 in accordance with Section 103.1 of the New Mexico Department of Transportation 2005 Interim Specifications for Highway and Bridge Construction. Two bids were received:

1) Jesco Operating LP
   Decatur, TX
   Total Bid $ 489,335.00

2) RPM Construction, LLC
   Hobbs, NM
   Total Bid $ 332,970.00

The Engineer’s Estimate for construction is: $ 317,175.00

The Bid presented by Jesco Operating LP is considered nonresponsive as it was not accompanied by a Bid Guaranty in the form of Bid Bond, Certified Check, Cashier’s Check, postal money order or bank money order in an amount of at least 5% of the amount bid. It is noted that the Bid was accompanied by a corporate check (Check No. 5497) in the amount of $20,266.75. (Reference Section 102.11 Bid Guaranty of NMDOT 2005 Interim Specifications)

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The Contractor’s Bid submitted by RPM Construction, LLC is within 5% of the Engineer’s Estimate. Therefore, it is our recommendation that construction of this Project be awarded to RPM Construction, LLC at the Unit Price Bid per item of Work in the amount of $332,970.00. This amount is subject to gross receipts tax. A Certified Bid Tabulation is attached for your review. Representatives of this firm will be present at the Commission meeting scheduled for July 19, 2007.

Sincerely,

Petitigrew & Associates, P.A.

Debra P. Hicks, PE/LSI
President

Attach.
## NMJC Offsite Utilities
### Invitation to Bid #1002
#### Bid Tabulation

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Quantity &amp; U/M</th>
<th>Engineer's Estimate</th>
<th>RPM Construction</th>
<th>Jesco Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td>417050</td>
<td>Broadway AC Patching, 2nd AC, Complete in Place, [01-1000-31]</td>
<td>145/S.Y.</td>
<td>$45</td>
<td>$6,525.00</td>
<td>$40</td>
</tr>
<tr>
<td>451130</td>
<td>Concrete Pavement Patch, Complete in Place, [11-20-31]</td>
<td>15/S.Y.</td>
<td>$84</td>
<td>$1,260.00</td>
<td>$80</td>
</tr>
<tr>
<td>570413</td>
<td>12” Culvert Pipe</td>
<td>453/In.Ft.</td>
<td>$80</td>
<td>$3,500.00</td>
<td>$80</td>
</tr>
<tr>
<td>601000</td>
<td>Removal of Structures and Obstructions</td>
<td>1/S.F.</td>
<td>$300</td>
<td>$500.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>610100</td>
<td>Removal of Surfacing</td>
<td>1/S.F.</td>
<td>$2,000</td>
<td>$2,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>614024</td>
<td>Pipe Graving 24&quot;</td>
<td>140/In.Ft.</td>
<td>$315</td>
<td>$43,400.00</td>
<td>$40</td>
</tr>
<tr>
<td>618000</td>
<td>Traffic Control Management</td>
<td>1/S.F.</td>
<td>$2,000</td>
<td>$2,000.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>621000</td>
<td>Mobilization</td>
<td>1/S.F.</td>
<td>$8,000</td>
<td>$8,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>662062</td>
<td>Manhole Type 5-6” Diameter Over 6” to 12” Depth</td>
<td>4/Each</td>
<td>$3,800</td>
<td>$15,300.00</td>
<td>$4,000</td>
</tr>
<tr>
<td>663730</td>
<td>12” Wartle 6-6’’ Depth</td>
<td>990/In.Ft.</td>
<td>$65</td>
<td>$64,350.00</td>
<td>$40</td>
</tr>
<tr>
<td>665784</td>
<td>Tie to Existing 12” Waterline</td>
<td>2/Each</td>
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<td>$4,600.00</td>
<td>$4,000</td>
</tr>
<tr>
<td>665841</td>
<td>Utility Swing During Construction</td>
<td>2,200/In.Ft.</td>
<td>$18</td>
<td>$40,140.00</td>
<td>$30</td>
</tr>
<tr>
<td>668375</td>
<td>Linear boring</td>
<td>140/In.Ft.</td>
<td>$190</td>
<td>$26,400.00</td>
<td>$350</td>
</tr>
<tr>
<td>668911</td>
<td>Sanitary Sewer Line-12”</td>
<td>1,240/In.Ft.</td>
<td>$75</td>
<td>$93,000.00</td>
<td>$90</td>
</tr>
<tr>
<td>669910</td>
<td>Connection of New Sewer line to Existing Manhole</td>
<td>2/Each</td>
<td>$3,000</td>
<td>$6,000.00</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

Total: $317,176.00

**Recommended Award**

<table>
<thead>
<tr>
<th>RPM Construction, LLC</th>
<th>$332,370.00</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMGRT</td>
<td>$32,227</td>
<td>6.6873%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$354,997</td>
<td>Total with HMGRT</td>
</tr>
</tbody>
</table>

---

*The bid received from RPM Construction, LLC contained three discrepancies, two in the extension calculation and one in the summation of the total Amount Bid. In accordance with NMAC 1-4.1.35 (B)(2), for errors in extending unit prices and arithmetical errors, the bid shall be corrected to the intended correct bid and may not be withdrawn.*

*The bid received from Jesco Operating LP contained one error in the unit price. In accordance with NMAC 1-4.1.35 (B)(2), mistakes in unit prices can not be corrected.*

*In accordance with NMAC Procurement Code 13-1-146, bid security in an amount equal to at least five percent of the amount of the bid shall be a bond provided by a surety company authorized to do business in New Mexico or the equivalent.*

*In the event of a tie, the bid security shall be the determining factor to select the low bid.*

*In the event of a tie, otherwise supplied in a form satisfactory to the college, Jesco Operating’s bid was accompanied by a corporate check in the amount of $20,366.15. Jesco Operating’s bid was selected.*
PROFESSIONAL/FACULTY FOR BOARD RECOMMENDATION

Professor of Nursing
1) Cheryl L. Chance
2) Misty B. Stine
3) Marlena W. Bushway
4) Candida L. Smedley

Professor of PE/Assistant Women’s Basketball Coach
5) Michelle D. Carter

Professor of PE/Assistant Women’s Track Coach
6) Jeffery S. Becker

Professor of PE/Assistant Men’s Baseball Coach
7) Joshua T. Simpson

Admission Specialist
8) Adrienne J. Betzen

Professor of Welding:
9) Earl R. Nymeyer

Professor of Education/Transitional Studies: Reading
10) Ruth Ann J. Wong

Professor of High School Automotive Technology
11) John D. Cummins

RELATIVE FOR BOARD RECOMMENDATION

1) Wenona M. Youngblood – Library Assistant – Circulations (daughter of Homer Youngblood)
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-11-07

Candidate’s name Adriane J. Betzen

Position title Admission Specialist

☐ 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 7-20-07 Standard contract length ☑ 12 mos. ☐ 9 mos. ☐ other

Funding source Institutional Funds

Paid advertising beyond *standard None

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

__________________________

Post date range $30,693 to $38,367 Recommended annual salary $32,546 Prorated salary ☑ yes ☐ no

Account number(s) with respective % allocation(s) 11000 3042 61301 125 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members:

Connie Hanson – Department Secretary/Recruiting
David Jett – Assistant Director PR/Marketing
Jennifer McClure – Admission Specialist
Suzanne Schwisow – Writer/Videographer for PR/Marketing
Vicki Vardeman – Director of PR/Marketing

Comments: Ms. Betzen, with a Master’s degree in Communications and more than four years applicable experience, meets and/or exceeds the minimum requirements for this position.
ABBREVIATED RESUME

Position

Admission Specialist

Personal Data

Name: Adrienne J. Betzen

Education

M.A., Texas Tech University, Lubbock, TX, 2007
Major: Communication Studies
B.A., University of New Mexico, Albuquerque, NM, 2003
Major: English
Minor: Communication

Professional Experience

Texas Tech University, Lubbock, TX
Part-time Graduate Teaching Assistant 8/05 to 5/07
Fitness Instructor 1/06 to 5/07

Pacific Rim, Hobbs, NM
Assistant Manager 3/05 to 8/05

Farmers Insurance, Hobbs, NM
Customer Service Representative 5/04 to 3/05

Maciolek School of Dance, Hobbs, NM
Part-time Hip Hop Instructor 8/04 to 8/05

Kappa Kappa Gamma, Columbus, OH
Traveling Field Representative 5/03 to 5/04

Publications


Activities

Kappa Kappa Gamma Fraternity, 1999-2003
- President, Marshal, Event Chairman, Greek Week Chairman, Panhellenic Greek Banquet Chairman
- 2006 Finance Adviser, Delta Psi Chapter

University of New Mexico All-Girl Cheerleading, 1998-2001
- 2001 Best Attitude Award
Position Announcement • May 2007

Position Title: Admission Specialist

Position Description: The position reports to the Director of Public Relations & Marketing or his/her designee. Duties and responsibilities shall be, but are not limited to, the following: (1) Maintain responsibility for all aspects of student recruiting, including general office, budget, database management, and some supervisory responsibility; (2) Develop and implement student recruiting strategies; (3) Develop and maintain a strong network of contacts to help identify prospective students; (4) Assist in the development of recruiting materials, such as a hard copy and/or electronic brochures, promoting NMJC’s programs and its opportunities; (5) Organize presentations for schools and job/college fairs regarding the institution, programs, and any known employment/training opportunity; (6) Confer with college personnel to learn about NMJC’s programs and related job/training opportunities in order to target and motivate prospective students; (7) Maintain general knowledge of competitive practices in various program disciplines, including compensation, qualifications, and recommended recruiting strategies; (8) Identify/develop and utilize internet online recruiting resources to help prospective students; (9) Coordinate with faculty in on- and off-campus recruiting events and activities; (10) Forward prospective student information to appropriate faculty members for additional contact; (11) Coordinate recruiting efforts with appropriate staff in various departments across campus; (12) Travel as assigned to meet recruiting needs; (13) Participate in a process of continual personal and professional improvement; (14) Actively participate in the institutional goals and objectives designed to support the mission of the college; (15) Serve on college committees as assigned; and (14) 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 required. All degrees must be from a regionally accredited institution. Excellent verbal and written skills. Skilled at making presentations to groups; strong desire to work with prospective college students. Prior college experience in recruiting or admission preferred. Must maintain a valid driver’s license and be able to travel. NOTE: Computer proficiency is required.

Salary/Benefits: This is a twelve-month professional position. Salary range is $30,693 to $38,367. The salary and benefits are commensurate with experience and qualifications.

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

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts, and eight (8) personal reference with current phone numbers and addresses:

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) 492-2793 • Fax (505) 492-2796 • Toll Free 1-800-657-6260 • E-mail mehernandez@nmjc.edu
## APPLICANT LIST

**Position:** Admission Specialist

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betzen, Adrienne J</td>
<td>Yes</td>
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<td>Start date: Pending Board approval.</td>
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<tr>
<td>Tyler, Rhonda S.</td>
<td>No</td>
<td>No</td>
<td>Withdrew application.</td>
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<tr>
<td>Friend, Ty</td>
<td>No</td>
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</tr>
<tr>
<td>Shiroma, Marsha S.</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Hill, Joshua B.</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
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<tr>
<td>Harder, Anna</td>
<td>No</td>
<td>No</td>
<td>Received after position was filled.</td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-18-07

Candidate's name Robert M. Bensing

Position title Director of Small Business Development Center

☐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 8-1-07 Standard contract length ☒ 12 mos. ☐ 9 mos. ☐ other

Funding source Grant Funding

Paid advertising beyond *standard higheredjobs.com

*Standard: The Hobbs News-Sun, El Paso Times, approximately 15 colleges in a 150-mile radius, NM Dept. of Labor, NMJC Website, ICMA Radio & Labsock YS WorkSource Development Website

Posted salary range $54,162 to $67,702 Recommended annual salary $70,038 Prorated salary ☒ yes ☐ no

Account number(s) with respective % allocation(s) 41220-2026-61301-171 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members:

Brandon Hunt – Business Specialist/SBDC

Robert Rhodes – Vice President for Training and Outreach

Steve Saucedo – Training Consultant

Dennis Holmberg – Community Member

Gene Simmons – Roswell SBDC

Dexter Sykes – REAP Program SBDC

Comments:

Mr. Bensing, with an Ed.D in Education Administration and more than twenty-three years of applicable experience, meets and/or exceeds the minimum requirements for this position.
ABBREVIATED RESUME

Position
Director of Small Business Development Center

Personal Data
Name: Robert M. Bensing

Education
Ed.D., New Mexico State University, Las Cruces, NM, 2005
  Major: Educational Administration
M.Ed., Texas Tech University, Lubbock, TX, 1977
  Major: Education
B.S., Brigham Young University, Provo, UT, 1973
  Major: Psychology

Professional Experience
New Mexico Junior College, Hobbs, NM
Dean of Enrollment Management 5/98 to Present
Financial Aid Officer 6/80 to 7/84
Lea Regional Hospital, Hobbs, NM
Counselor, Adult Mental Health Unit 2/98 to 5/98
A.A. Oilfield Services, Hobbs, NM
Company Sales Representative and Safety Training and Compliance Officer 8/84 to 12/97
Guadalupe Medical Center, Carlsbad, NM
Social Services Coordinator 1/80 to 6/80
B&B Machine Shop, Hobbs, NM
Machinist 8/77 to 12/79

Professional Memberships
New Mexico Association of Collegiate Registrars and Admissions Officers, 1998 to Present (President 2005)
Rocky Mountain Association of Collegiate Registrars and Admissions Officers, 1998 to Present
American Association of Collegiate Registrars and Admissions Officers, 1998 to Present

 Volunteer Service
 United Way of Lea County, Board Member, Cabinet Member, Oil Division Campaign Co-Chair, Campaign Presenter, Trainer, 1986 to Present
 BS4, National Council Member, Council Executive Board, Commissioner, District Committees, Scout
 Master, Varsity Coach, Explorer and Venturer Adviser, Woodbadge Trained, 1973 to Present
 Guidance Center of Lea County, Board Member, 1998-2001
Habitat for Humanity, Board Member, 1998-2000
Position Announcement • December 2006 (revised April 2007)

Position Title: Director of Small Business Development Center

Position Description: The Director of Small Business Development Center shall be responsible to the Vice President of Training and Outreach. The duties and responsibilities of the Director of Small Business Development Center shall be, but not limited to, the following: 1) Provide confidential advisement, research, training, and technical assistance to current small business owners/operators and/or those planning to start a business; 2) Provide a broad range of advice/assistance in, but not limited to, feasibility assessment, business plan development, marketing, financial analysis, personnel issues, accounting and purchasing; 3) Coordinate, plan and market SBDC seminars and workshops on various business topics; 4) Develop and implement the annual SBDC budget submitted to the NMSBDC Lead Center for approval and convert the approved NMSBDC budget into budget categories for the fiscal agent, NMIC; 5) Coordinate the preparation and timely submission of monthly, quarterly and annual reports to the NMSBDC Lead Center, SBA and NMIC administration; 6) Represent the NMIC SBDC and work with various community development organizations on programs related to economic development; 7) Attend relevant conferences, meetings and seminars; 8) Manage all services and programs offered by the SBDC; 9) Supervise the SBDC staff; 10) Coordinate the deletion and purchase/replacement of material in the SBDC resource center; 11) Ensure personal as well as the staff’s professional development; 12) Complete assigned work in a timely fashion adhering to and meeting all deadlines; 13) Promote the vision of the institution; 14) Participate both as a professional and as a private citizen in community affairs; 15) Conduct an annual needs assessment of the small business community; 16) Create and meet with on a semi-annual basis, a Small Business Development Center Advisory Committee composed of representatives from various local businesses; 17) The Director of Small Business Development Center, or his/her designee, will participate in all activities conducted by or participated in by the county’s Economic Development Corporations, as well as the Chambers of Commerce; 18) Participate in a process of continual personal and professional improvement; 19) Actively participate in the institutional goals and objectives designed to support the mission of the college; 20) Accept other duties as assigned by the Vice President of Training and Outreach; and, 21) Nothing 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 the New Mexico Junior College.

Qualifications: Bachelor’s Degree required in related field and successful experience in professional consultation in business development or small business ownership experience. Master’s Degree preferred. Documented employment in business and industry in Management or Marketing for at least two years. Demonstrated knowledge in small business management including written business plans. Previous counseling and training experience. Demonstrated experience and/or understanding of marketing. Experience managing budgets and finances in a fiscally responsible manner. Have organizational and leadership experience. Have excellent ability in written and oral communication.

Salary/Benefits: This is a 12-month, exempt, professional position funded by a grant. Continued employment will depend on grant funding. Salary range is $54,162 to $67,702 commensurate with education and experience. Standard NMIC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible. Application materials sent via e-mail will not be accepted.

To Apply: Submit an NMIC application form, letter of application (cover letter), resume, unofficial transcripts and three or more letters of recommendation to:

Human Resources, New Mexico Junior College, 5317 Leavington Highway, Hobbs, NM 88240

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"Equal Opportunity Education and Employment"

5317 Leavington Highway, Hobbs, NM, 88240 • Phone: (505) 492-2703 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6266 • E-mail: net/hrandde@nmc.edu
# APPLICANT LIST

**Position:** Director of Small Business Development Center

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapman, Linda S.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Hunt, Brandon E.</td>
<td>No</td>
<td>No</td>
<td>Withdraw application.</td>
</tr>
<tr>
<td>Hernandez, Saul</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Scheller, Jennifer L.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Valdez-Betsch, Erika E.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Robinson, Kevin T.</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Yates, Marvin R.</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
</tr>
<tr>
<td>Bensing, Robert M.</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</td>
</tr>
<tr>
<td>DeLara, Henry J.</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
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<tr>
<td>Abitz, Michael A.</td>
<td>Yes</td>
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<td></td>
</tr>
<tr>
<td>Garrett, James E.</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
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<tr>
<td>Ladwig, Gina J.</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
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<tr>
<td>Elliott, Karen A.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Galke, Scott R.</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
</tr>
</tbody>
</table>
Duties of ADN Nursing Faculty
Presented to the NMJC Board
July 19, 2007

The nursing faculty recommended for hire will have duties specific to their current academic degrees as per NLN (National League of Nursing) and the State Board of Nursing guidelines. Those nurses which currently hold an RN certification with an Associate’s Degree in Nursing (ADN) will be responsible for working in the pre-nursing program, supervising skills check-offs, and participating in clinical laboratory settings. They are:
Cecil Castle
Cheryl Chance
Candida Smedly
Each nurse will have earned his/her Bachelor’s of Science in Nursing (BSN) within two years and project the Masters degree to be completed 2-3 years subsequently.

Marlena Bushway currently has a Bachelor’s degree (BSN) and is projected to complete her Master’s of Science in Nursing (MSN) within the year. Her duties will be to coordinate and schedule all lab simulations.
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-11-07

Candidate's name Cheryl L. Chance

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 8-13-07* Standard contract length ☐ 12 mos. ☒ 9 mos. ☐ other

Funding source Grant Funding

Paid advertising beyond *standard higheredjobs.com
(Standard: The Hobbs News-Sun, Direct Mail to approximately 31 colleges in a 6-state region, NM Dep't of Labor, NMJC Website, KILMA Radio & Lubbock TX Workforce Development Website)

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Posted salary range $29,214 to $36,518 Recommended annual salary $37,058 Prorated salary ☐ yes ☒ no

Account number(s) with respective % allocation(s) 11000 2544 61101 102 100%

Recommended and approved by:

Supervisor: Mary Jane Ward

Dean/Director: Steve McCleod

Vice President: 7-13-07

President

Selection Committee Members: Cecil Castle – Professor of Nursing

Karen Cummings – Director of Allied Health

Adam Pearson – Professor of Nursing

Delores Thompson – Professor of Nursing

Mary Jane Ward – Dean of Careers and Technology

Comments: Kim Webb – Professor of Nursing

Ms. Chance, with an A.A.S. in Nursing and more than sixteen years applicable experience, meets and/or exceeds the minimum requirements for this position.

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*Pending background check.
ABBREVIATED RESUME

Position
Professor of Nursing

Personal Data
Name: Cheryl L. Chance

Education
A.A.S., Howard College, Big Spring, TX, 1992
   Major: Nursing
LVN, Western Texas College, Snyder, TX, 1990

Professional Experience
New Mexico Junior College, Hobbs, NM  3/07 to Present
   Part-time Pre-Nursing Instructor

West Texas Medical Center, Midland, TX  7/04 to 1/07
   Director of Nursing

D.M. Cogdell Memorial Hospital
   Director of Nursing and Acting CEO  11/03 to 5/04
   Director of Nursing and ED Management  5/01 to 7/04
   Nurse Manager ED/CCU, Trauma Coordinator, House   Supervisor  5/99 to 5/01
   Nurse Manager ED/CCU, Med Surge, Trauma  10/97 to 5/99
   Nurse Manager Med Surge, TDCJ, OB  7/95 to 10/97
   House Supervisor  7/93 to 7/95
   ED Charge Nurse  7/92 to 7/93
   CCU Charge Nurse  5/92 to 7/92
   LVN, Long Term Care Staff Nurse  8/90 to 5/92

Professional License
Registered Nurse, State of Texas, License #581836

Honors
Employee of the Year, D.M. Cogdell Memorial Hospital, 1994
Graduated summa cum laude, 1992
Position Announcement - April 2007

Position Title: Professor of Nursing

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; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; (8) serve on college committees as assigned; and, (9) 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 nursing (MSN) preferred. A Bachelor’s or Associate degree in nursing will be considered. Must pursue and complete a MSN within five (5) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have New Mexico or multi-state nursing licenses. Prior successful teaching experience at the college level preferred, with a background in the fundamentals of nursing, medical-surgical and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept. Computer proficiency required. Microsoft Word and Power Point, and Web CT proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. 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 (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more signed letters of reference to:

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## APPLICANT LIST

**Position:** Professor of Nursing

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Bushway, Marlena W.</td>
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<td>Start date: Pending Board approval.</td>
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<tr>
<td>Smedley, Candida L.</td>
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<td>Yes</td>
<td>Start date: Pending Board approval.</td>
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<tr>
<td>Chance, Cheryl L.</td>
<td>Yes</td>
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<td>Start date: Pending Board approval.</td>
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<tr>
<td>Stine, Misty B.</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</td>
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</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:  Date 7-11-07

Candidate's name  Candida L. Smedley

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  8-13-07*  Standard contract length  ☑ 12 mos.  ☑ 9 mos.  ☐ other

Funding source  Institutional Funds

Paid advertising beyond *standard higheredjobs.com

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 94 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

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Posted salary range  $29,214 to $36,518  Recommended annual salary  $33,436  Prorated salary  ☐ yes  ☑ no

Account number(s) with respective % allocation(s)  11000 2542 61101 102  100%

Recommended and approved by:

[Signature]
Supervisor

[Signature]
Dean/Director

[Signature]
President

Vice President

Selection Committee Members:

Cecil Castle – Professor Nursing

Karen Cummings – Director of Allied Health

Adam Pearson – Professor of Nursing

Delores Thompson – Professor of Nursing

Mary Jane Ward – Dean of Careers and Technology

Comments:

Kim Webb – Professor of Nursing

Ms. Smedley, with an A.A.S. and more than eight years applicable experience, meets and/or exceeds the minimum requirements for this position.

---

*Pending background check.
ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Candida L. Smedley

Education

A.A.S., New Mexico Junior College, Hobbs, NM 2002
Major: Nursing
LPN, New Mexico Junior College, Hobbs, NM, 1995

Professional Experience

Star Care Hospice, Hobbs, NM
RN Case Manger
4/06 to Present

Lea Regional Medical Center, Hobbs, NM
RN Case Manager
10/05 to 4/06

PRMC, Andrews, TX
RN - Labor and Delivery
10/04 to 10/05

Vista Care Hospice, Hobbs, NM
Field RN to Manager of Education & Compliance
10/02 to 10/04

Good Samaritan, Hobbs, NM
LPN-RN
2001 to 2002

Lea County Corrections Detention Facility, Lovingston, NM
LPN
2001 to 2002

Certificates and Awards

CHPN Certificate in Hospice Care
Best CQI Program (41 sites), Vista Care Hospice, 2004
Position Announcement - April 2007

Position Title: Professor of Nursing

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; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; (8) serve on college committees as assigned; and, (9) 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 nursing (MSN) preferred. A Bachelor’s or Associate degree in nursing will be considered. Must pursue and complete a MSN within five (5) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have New Mexico or multi-state nursing licenses. Prior successful teaching experience at the college level preferred, with a background in the fundamentals of nursing, medical-surgical and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept. Computer proficiency required. Microsoft Word and Power Point, and Web CT proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. 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 (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more signed letters of reference to:

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Hobbs, NM 88240

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"Equal Opportunity Education and Employment"
APPLICANT LIST

Position: Professor of Nursing

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
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<tr>
<td>Bushway, Marlena W.</td>
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<td>Start date: Pending Board approval.</td>
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<td>Smedley, Candida L.</td>
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<td>Chance, Cheryl L.</td>
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<tr>
<td>Stine, Misty B.</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</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 7-11-07

Candidate's name   Misty B. 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   8-13-07*  Standard contract length  ☐ 12 mos.  ☒ 9 mos.  ☐ other

Funding source   Institutional Funds

Paid advertising beyond *standard  higheredjobs.com

("Standard: The Hobbs News-Sun, Direct Mail to approximately 31 colleges in a 5-state region, NM/Dept. of Labor, NMJC Website, KLMA Radio & Lubbock, TX Workforce Development Website)"

Posted salary range $34,727 to $43,408  Recommended annual salary $39,693  Prorated salary  ☐ yes  ☒ no

Account number(s) with respective % allocation(s)  11000  2542  61101  102  100%

Recommended and approved by:

[Signatures]

Selection Committee Members:

Cecil Castle – Professor Nursing
Karen Cummings – Director of Allied Health
Adam Pearson – Professor of Nursing
Delores Thompson – Professor of Nursing
Mary Jane Ward – Dean of Careers and Technology

Comments:

Ms. Stine, with a Master’s degree and more than eight years applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.
ABBREVIATED RESUME

Position
Professor of Nursing

Personal Data
Name: Misty B. Stine

Education
M.S.N., University of Phoenix, Albuquerque, NM, 2003
B.S.N., University of Phoenix, Albuquerque, NM, 2001
A.A.S., New Mexico Junior College, Hobbs, NM 1995

Professional Experience

Lea Regional Medical Center, Hobbs, NM
Part-time Staff/Charge Nurse 5/99 to Present
Staff Nurse 12/99 to 10/00
LPN, GPN, RN 11/94 to 8/95

New Mexico Junior College, Hobbs, NM
Professor of Nursing 8/01 to 8/05

Del & Associates, Hobbs, NM
RN Staff Nurse 3/99 to 5/99

Apria Healthcare, Hobbs, NM
RN Staff Nurse 8/97 to 3/99

Hutson Home Health, Hobbs, NM
Staff Nurse/Home Health Aide 8/95 to 8/97

Professional Licenses and Certificates
Registered Nurse, State of New Mexico, 1995-Present; LPN, State of New Mexico, 1994-1995
Advanced Cardiac Life Support (ACLS), Conscious Sedation, 1999-Present
Pediatric Advanced Life Support (PALS), 2005 to Present
Trauma Nurse Core Curriculum (TNCC), Crisis Prevention Institute Certification (CPI),
Emergency Nurse Pediatric Curriculum (ENPC), 2006-Present

Professional Organizations
Emergency Nurses Association
Sigma Theta Tau
Position Announcement - April 2007

Position Title: Professor of Nursing

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; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; (8) serve on college committees as assigned; and, (9) 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 nursing (MSN) preferred. A Bachelor's or Associate degree in nursing will be considered. Must pursue and complete a MSN within five (5) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have New Mexico or multi-state nursing licenses. Prior successful teaching experience at the college level preferred, with a background in the fundamentals of nursing, medical-surgical and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept. Computer proficiency required. Microsoft Word and Power Point, and Web CT proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. 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 (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more signed letters of reference to:

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"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone (505) 492-2793 • Fax (505) 492-2796 • Toll Free 1-800-657-5830 • E-mail mhehernandez@nmjc.edu
# APPLICANT LIST

**Position:** Professor of Nursing

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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 7-11-07

Candidate's name: Marlena W. Bushway
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: 8-13-07*  Standard contract length:  ☐ 12 mos.  ☒ 9 mos.  ☐ other

Funding source: Institutional Funds

Paid advertising beyond *standard: higheredjobs.com

(Standard: The Hobbs News-Sun, Direct Mail to approximately 50 colleges in a 10-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lovelock TX Workforce Development Website)

Posted salary range: $31,461 to $39,326  Recommended annual salary: $33,889  Prorated salary:  ☐ yes  ☒ no

Account number(s) with respective % allocation(s): 11000 2542 61101 102 100%

Recommended and approved by:

M. B. Bratton 7/11/07
Vice President

Mary Jane Ward
Dean/Director

Cecil Castle – Professor Nursing
Karen Cummings – Director of Allied Health
Adam Pearson – Professor of Nursing
Delores Thompson – Professor of Nursing
Mary Jane Ward – Dean of Career and Technology
Kim Webb – Professor of Nursing

Comments:

Ms. Bushway, with a B.S.N. and four years applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

rev. 6-28-01
ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Marlena W. Bushway

Education

B.S.N., University of Phoenix, Albuquerque, NM, 2006
A.A.S., New Mexico Junior College, Hobbs, NM 2002

Professional Experience

New Mexico Junior College, Hobbs, NM
Part-time Pre-Nursing Instructor 3-07 to Present
Part-time CNA Instructor 8/04 to 8/05

Hobbs Health Care Center, Hobbs, NM
RN – Floor/Education 12/04 to 7/05

Country Cottage, Hobbs, NM
Part-time RN – Weekend Nursing Supervisor 7/04 to 12/04

Lea Regional Medical Center, Hobbs, NM
Registered Nurse 2002 to 2004
CNA 1998 to 2000

American Medical Services, Hobbs, NM
Secretary 1994 to 1995

Professional Licenses

Registered Nurse, State of New Mexico #R48471
Position Announcement • April 2007

Position Title: Professor of Nursing

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; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; (8) serve on college committees as assigned; and, (9) 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.

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Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

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

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### APPLICANT LIST

**Position:** Professor of Nursing

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NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-11-07

Candidate’s name Michelle D. Carter

Position title Professor of Physical Education/Assistant Women’s Basketball Coach

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

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

Effective date of employment 8-13-07* Standard contract length ☐ 12 mos. ☐ 9 mos. ☐ other

Funding source Institutional Funds

Paid advertising beyond *standard higheredjobs.com; NCAA website; NJCAA website

(*) Standard: The Hobbs News-Sun, Direct Mail to approximately 45 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website

Posted salary range $34,727 to $43,408 Recommended annual salary $35,505 Prorated salary ☐ yes ☐ no

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

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: John Gratton – Vice President for Instruction
Kelly Holladay – Dean of Math and Sciences
Richard Morris – Director of Athletics
Regina Organ – Vice President for Student Services
Drew Sanders – Professor of PE/Head Women’s Basketball Coach

Comments: Ms. Carter, with a Master’s degree in Physical Education, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

rev. 6-28-07
Position
Professor of Physical Education/Assistant Women’s Basketball Coach

Personal Data
Name: Michelle D. Carter

Education
M.A., Jackson State University, Jackson, MS, 2007
Major: Physical Education and Recreation
B.S., West Virginia University, Morgantown, WV, 2004
Major: Physical Education
Emphasis: Athletic Coaching Education
A.A., University of Arkansas Fort Smith, Fort Smith, AR, 2002
Major: Liberal Arts

Professional Experience
Jackson State University, Jackson, MS 8/05 to 5/07
Graduate Assistant

Collegiate Playing Experience
University of Arkansas Fort Smith, 1999-2002
West Virginia University, 2002-2004
Big East Conference
NCAA Appearance, 2004

Awards
All-Region team NJCAA, 1999-2002
All-Star Girls ranked 6th best post player in country, 2002
WVY Athletic Honor Roll, 2003-2004
Showcase All-Tournament Team, Summer 2004
Dean’s List Graduate School, Jackson State University, Fall 2005

Volunteer Services
Special Olympics
Ruby Memorial Hospital
North Elementary School
CASA (Court Appointed Special Advocate)
New Mexico Junior College
Career Opportunities

Position Announcement • April 2007 revised June 2007

Position Title: Professor of Physical Education/Assistant Women’s Basketball Coach

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

Qualifications: Bachelor’s degree in Physical Education or related field required, master’s degree, also in Physical Education or related field, preferred. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard employee benefits apply.

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

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**APPLICANT LIST**

**Position:** Professor of Physical Education/Assistant Women’s Basketball Coach

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<td>Williams, Zaria</td>
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<td>Boyd, James L.</td>
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<td>Hicks, Marcus A.</td>
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<td>Kowal, Jonathan W.</td>
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<td>Salazar, Nicholas A.</td>
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<td>Normore, Terry L.</td>
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<td>Sartor, Holly E.</td>
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<td>Lowery, Errol E.</td>
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<td>Taylor, Alfred E.</td>
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<td>Smith, Steven C.</td>
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<td>Jones, Jennifer L.</td>
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<td>James, Mark</td>
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<td>Rider, Will</td>
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<td>Lee, Shawn D.</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 7-11-07

Candidate's name Jeffery S. Becker

Position title Professor of Physical Education/Assistant Women's Track Coach

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

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

Effective date of employment 8-13-07 Standard contract length ☒ 12 mos. ☒ 9 mos. ☐ other

Funding source Institutional Funds

Paid advertising beyond *standard NCAA website; NJCAA website

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

Posted salary range $34,727 to $43,408 Recommended annual salary $39,027 Prorated salary ☐ yes ☒ no

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

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Keith Blackwill – Prof of PE/Head Women’s Cross Country/Indoor & Outdoor Track Coach

John Gratton – Vice President for Instruction

Richard Morris – Director of Athletics

Regina Organ – Vice President for Student Services

Comments: Mr. Becker, with a Master's degree in Health, Physical Education and Recreation and more than seven years applicable experience, meets and/or exceeds the minimum requirements for this position.
ABBREVIATED RESUME

Position
Professor of Physical Education/Assistant Women's Track Coach

Personal Data
Name: Jeffery S. Becker

Education
M.S., Fort Hays State University, Hays, KS, 2001
  Major: Health, Physical Education and Recreation
B.S., Fort Hays State University, Hays, KS, 1999
  Major: Physical Education
A.A., Colby Community College, Colby, KS, 1996

Professional Experience
Colby Community College, Colby, KS
  Instructor/Head Coach-Cross Country Track 8/02 to Present

Highland Community College, Highland, KS
  Assistant Coach-Cross Country/Track 8/01 to 7/02

USD#425, Highland, KS
  Part-time Substitute Teacher 8/01 to 7/02

Arthritis Foundation/Kansas Chapter
  Marathon Team in Training Coach 2/99 to 2002

Fort Hays State University, Hays, KS
  Student Coach-Cross Country and Track 1998 to 2001

Coaching Accomplishments
Coached:
Twenty-six KJCCC All-Conference Performers
Twenty-six All-Region VI Performers
Twenty NJCAA All-Americans
All-Time NJCAA record holder in the Women’s 10,000m run

Top NJCAA Team Finishes:
5th Place NJCAA Men’s ½ Marathon Classic, 2005
6th Place NJCAA Men’s ½ Marathon Classic, 2004
9th Place NJCAA Women’s Indoor Track and Field Championships
Three Academic Team of the Year awards

Certification
USATF Level I certified
Position Announcement • May 2007

Position Title: Professor of Physical Education/Assistant Women’s Track Coach

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

Qualifications: Bachelor’s degree required, master’s degree preferred. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed.

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**APPLICANT LIST**

**Position:** Professor of Education/Transitional Studies: Reading

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<td>Hudson, Adam, M.</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 7-11-07

Candidate's name    Joshua T. Simpson

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

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

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

Effective date of employment    8-13-07*  Standard contract length  ☐ 12 mos.  ☒ 9 mos.  ☐ other

Funding source      Institutional Funds

Paid advertising beyond *standard  None

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

Posted salary range    $31,461 to $39,326  Recommended annual salary    $32,237  Prorated salary  ☐ yes  ☒ no

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

Recommended and approved by:

Supervisor

Dean/Director

President

Vice President

Selection Committee Members:
John Gratton – Vice President for Instruction
Cory Hall – Professor of PE/Head Men’s Baseball Coach
Kelly Holladay – Dean of Math and Sciences
Richard Morris – Director of Athletics
Regina Organ – Vice President for Student Services

Comments: Mr. Simpson, with a Bachelor’s degree, meets and/or exceeds the minimum requirements for this position.

*Pending background check.
ABBREVIATED RESUME

Position
Professor of Physical Education/Assistant Men’s Baseball Coach

Personal Data
Name: Joshua T. Simpson

Education
B.S., Northwestern Oklahoma State University, Alva, OK, 2004
Major: Wellness Promotion

Professional Experience
Post 6 Baseball, Cheyenne, WY
Baseball Coach 6/07 to Present

Central Arizona College, Coolidge, AZ
Part-time Assistant Baseball Coach/Instructor 8/06 to Present

Waterloo Buck Baseball, Waterloo, IA
Temporary Assistant Baseball Coach 5/06 to 8/06

University of New Mexico, Albuquerque, NM
Volunteer Baseball Coach 8/05 to 6/06

Lamar Community College
Part-time Assistant Baseball Coach/Instructor 8/04 to 5/05

Playing Experience
Northwestern Oklahoma State University, Alva, OK
Played left field, 2-year letter winner, SAC Conference Player of the Week

El Paso Community College, El Paso, TX
1999 and 2001 Seasons, 2001 Conference Champions
Position Announcement • June 2007

Position Title: Professor of Physical Education/Assistant Men’s Baseball Coach

Position Description: The position is responsible to the Dean of Math and Sciences, Vice-President for Student Services, Director of Athletics, and Head Men’s Baseball Coach. Duties and responsibilities shall be, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve as a sponsor for student groups as assigned; (3) post and maintain approved office hours per week; (4) assume other professional responsibilities associated with the position of Professor; (5) assist Head Men’s Baseball Coach; 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. All NMJC employees are encouraged to: (a) participate in a process of continual personal and professional improvement; (b) actively participate in the instructional goals and objectives designed to support the mission of the college; and (c) serve on college committees as assigned.

Qualifications: Master’s degree in Physical Education preferred. Bachelor’s degree in Physical Education is required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed. Bachelor’s degree personnel will be placed on a track for completion of Master’s degree.

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 term for income above his/her base salary. Standard NMJC benefits apply.

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

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

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

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5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 492-2793 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6360 • E-mail: mehernandez@nmjc.edu
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<th>Applicant</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Simpson, Joshua T.</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</td>
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</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-11-07

Candidate's name Earl R. Nymeyer
Position title Professor of Welding

☒ 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 8-13-07 Standard contract length ☐ 12 mos. ☒ 9 mos. ☐ other

Funding source Institutional Funds

Paid advertising beyond *standard None

(*)Standard: The Hobbs News-Sun, Direct Mail to 20 colleges in a State region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TV Workforce Development Website

Posted salary range $38,332 to $47,915 Recommended annual salary $46,829 Prorated salary ☐ yes ☒ no

Account number(s) with respective % allocation(s) 11000 2661 61101 102 100%

Recommended and approved by:

Supervisor

Dean/Director

President

Selection Committee Members: Charley Carroll – Director of Physical Plant
John Gratton – Vice President for Instruction
Mary Jane Ward – Dean of Careers and Technology
Kevin Roberts – Not NMJC employee

Comments: Mr. Nymeyer, with a Master's degree and more than thirteen years applicable experience, meets and/or exceeds the minimum requirements for this position.
ABBREVIATED RESUME

Position

Professor of Welding

Personal Data

Name: Earl R. Nymeyer

Education

M.A., Texas Tech University, Lubbock, TX, 2003
Major: History
Minor: Education
B.A., Texas Tech University, Lubbock, TX, 2002
Major: History
Minor: English
A.A., New Mexico Junior College, Hobbs, NM, 1989
Major: Criminal Justice

Professional Experience

College of the Southwest, Hobbs, NM
Adjunct Instructor 8/05 to Present

New Mexico Junior College, Hobbs, NM
Adjunct Instructor 8/05 to Present

ABC Machine Shop, Hobbs, NM
Part-time Welder/Manufacturing 1980 to Present

Texas Tech University, Lubbock, TX
Student Assistant, Teaching Assistant, Graduate Instructor
Research Assistant 7/01 to 8/05

Rouly Inc., Hobbs, NM
Shop Foreman 1992 to 2000

C.O.D.E. Welding, Hobbs, NM
Owner/Operator 1992 to 1998

Certifications

Certified-New Mexico Law Enforcement Academy, Santa Fe, NM, 1983
Diploma-United States Army Military Police School, Ft. McClellan, AL, 1977
Position Announcement - May 2007

Position Title: Professor of Welding

Position Description: This position reports to the Dean of Careers and Technology and the Vice President for Instruction. Duties and responsibilities may include the following: (1) teach beginning & advanced courses in gas and electrical welding; (2) teach courses in the ACT Academy/High School Program or at the college level; (3) teach beginning, intermediate and advanced courses in area industries; (4) teach and demonstrate proper safety techniques; (5) participate in a process of continual personal and professional improvement; (6) actively participate in the institutional goals and objectives designed to support the mission of the college; (7) serve on college committees as assigned; and (8) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor’s degree from a regionally accredited institution in Welding or related area required. Master’s degree from a regionally accredited institution preferred. Two years teaching experience preferred. Occupational experience required.


Application Deadline: Open until filled. Starting date is on or before August 13, 2007.

To Apply: Submit NMJC application form, letter of application, resume, official transcripts, and three or more signed letters of recommendation to:

Human Resources
New Mexico Junior College
5317 Lovington Highway
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## APPLICANT LIST

**Position:** Professor of Welding

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</tr>
</thead>
<tbody>
<tr>
<td>Nymeyer, Earl R.</td>
<td>Yes</td>
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<td>Start date: Pending Board approval.</td>
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<tr>
<td>Switzer, Randall</td>
<td>No</td>
<td>No</td>
<td>Received after position was filled.</td>
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</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-11-07

Candidate's name Ruth Ann J. Wong

Position title Professor of Education/Transitional Studies: Reading

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

Is candidate related to another NMJC employee? ☑ yes ☐ no If so, to whom Dr. Yau-Sun Wong, Professor of Music

Effective date of employment 8-13-07 Standard contract length ☐ 12 mos. ☑ 9 mos. ☐ other

Funding source Institutional Funds

Paid advertising beyond *standard higheredjobs.com

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

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Posted salary range $34,727 to $43,408 Recommended annual salary $42,320 Prorated salary ☐ yes ☑ no

Account number(s) with respective % allocation(s) 11000 2103 61101 101 – 50% 11000 2161 61101 101 – 50%

Recommended and approved by:

Supervisor Dean/Director

Vice President President

Selection Committee Members: Mickey Best – Dean of Arts and Humanities Terry Holloman – Professor of Reading/Writing in Transitional Studies Dianne Marquez – Director of ABE Lynda Newman – Professor of Reading/Education

Comments: Ms. Wong, with a Master's degree in Curriculum and Instruction and more than thirteen years applicable experience, meets and/or exceeds the minimum requirements for this position.
Position

Professor of Education/Transitional Studies: Reading

Personal Data

Name: Ruth Ann J. Wong

Education

M.A., College of the Southwest, Hobbs, NM, 2006
   Majors: Curriculum and Instruction
B.S., Illinois State University, Normal, IL, 1975
   Major: Elementary Education
   Minor: Library Science

Professional Experience

College of the Southwest
   SIFE Advisor, Debate Coach, Adjunct Professor  10/04 to Present

Orange County Christian School
   Fourth Grade Teacher  9/02 to 2/04

Central Baptist College
   Library Assistant  8/01 to 5/02

Hong Kong International School
   Teacher/Gifted Coordinator  8/87 to 6/91
   8/93 to 6/01

California International School
   First Grade Teacher  8/86 to 6/87

Collegiate Assignments

Students in Free Enterprise Advisor – opened Studio Café on campus and SIFE team was first runner-up at Regional competition in Dallas, TX
Debate team – began individual events this year as well as parliamentary debate – 3rd place at Lubbock or Leave It debate tournament

Current Professional/Academic Association Memberships

National Association of Gifted Children

Certificates

“Gifted Education”, University of New South Wales, 1998
Position Announcement • April 2007

Position Title: Professor of Education/Transitional Studies: Reading

Position Description: The Professor of Education/Transitional Studies: Reading reports to the Dean of Arts and Humanities. Duties and responsibilities shall be, but are not limited to the following: (1) teach classes (day and/or evening/s) as enrollment requires. Depending upon qualifications, course section assignments for Fall and Spring semesters may come from any of the following: education courses for students who major in elementary and secondary education, such as Foundations of Education, Educational Field Observation, Educational Psychology), various courses in Early Childhood Education for those who plan to teach birth-preschool through 3rd grade, and Transitional Reading courses; (2) teach, after demonstration of expertise and/or training, online sections 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 mandatory orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate and up-to-date student records; (8) be involved in the general recruitment of students for the institution and the Education and/or Transitional Studies: Reading program; (9) assume other professional responsibilities associated with the position of professor as described in the institutional job description for the position; (10) participate in a process of continual personal and professional improvement related to job performance; (11) participate in institutional and programmatic student learning assessment; and (12) nothing contained herein shall limit the President of the College 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 the mission of New Mexico Junior College.

Qualifications: Master's degree in Education with an emphasis in Elementary or Early Childhood Education or a related field with a minimum of nine graduate hours in Elementary Education and nine graduate hours in Early Childhood Education, from a regionally accredited institution, is required. A minimum of 5 years of successful teaching experience [a combination of full-time elementary/early childhood and/or college teaching experience in education acceptable] is required. Experience and/or training/successful teaching experience in teaching reading is highly desirable. Must be committed to excellence in instruction and willing to work with other full-time instructors and the department chairperson in coordinating the annual offerings and providing substitute instruction when needed.

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.

Application Deadline: Open until filled. Upon receipt of completed applications, a search committee will begin a review and may elect to interview any qualified applicant upon receipt of her/his completed application.

To Apply: NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more current [2006 - 2007] signed letters of reference to:

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# APPLICANT LIST

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<th>Remarks</th>
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<tr>
<td>Wong, Ruth Ann J.</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</td>
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<tr>
<td>Fuentes, Sheila Dianne</td>
<td>No</td>
<td>No</td>
<td></td>
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<tr>
<td>Elmore, Kimberly L.</td>
<td>No</td>
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<td>Incomplete application materials.</td>
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<tr>
<td>Howard, Melissa K.</td>
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<td>No</td>
<td>Incomplete application materials.</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 7-11-07

Candidate's name John D. Cummins

Position title Professor of High School Automotive Technology

□ New position □ Existing position Classification □ Faculty □ Professional □ Other

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

Effective date of employment 8-13-07* Standard contract length □ 12 mos. □ 9 mos. □ other

Funding source Institutional Funds/ACTA

Paid advertising beyond *standard None

(Standard: The Hobbs News-Sun, Direct Mail to approximately 31 colleges in a 5-state region. NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range $29,214 to 36,518 Recommended annual salary $34,940 Prorated salary □ yes □ no

Account number(s) with respective % allocation(s) 11000 2561 61101 102 – 80% 11000 2581 61101 102 – 20%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

Selection Committee Members: John Gratton – Vice President for Instruction

Sam Gilcrease – Professor of Automotive Technology-GM-ASEP

Terry Halladay – Professor of Automotive Technology

Bill Rash – Maintenance III/Plant Warehouse/Motor Pool

Mary Jane Ward – Dean of Careers and Technology

Comments: Randy Whicker – Professor of Automotive Technology-Ford

Mr. Cummins, with an Associates degree and more than eleven years applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.
ABBREVIATED RESUME

Position
Professor of High School Automotive Technology

Personal Data
Name: John D. Cummins

Education
A.A., New Mexico Junior College, 2007
Major: Applied Science

Professional Experience
Accessory Pitt, Albuquerque, NM
Automotive/Motorcycle Technician 4/06 to Present

Albuquerque TVI, Albuquerque, NM
Part-time Automotive/Small Engine Instructor 1/99 to 12/04

Bobby J’s, Albuquerque, NM
Motorcycle Technician 3/01 to 6/05

Flash Automotive, Albuquerque, NM
Automotive Technician 4/98 to 3/00

Galles Chevrolet, Albuquerque, NM
Automotive Technician 1/95 to 4/98

Certifications
ASE Master Certified Technician + L1
ASEP Certification
Designed and Hosted Five Skills USA VICA Contests
Position Announcement • March 2007

Position Title: Professor of High School Automotive Technology

Position Description: This position reports to the Dean of Business & Technology and is responsible for teaching Automotive Technology in the secondary Advanced Career Technology Academy program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (2) Supervise students who are chosen as AYES participants in off-campus cooperative work experiences; (3) Travel as required for AYES training; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Coordinate advisory committee meetings; (8) Work for the general improvement of the instructional programs at the college; (9) Participate in college service through standing and ad hoc committees; (10) Post and maintain supervisor approved office hours per week; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; (13) Coordinate and maintain the NATEF and AYES certifications of the program; (14) Sponsor student participation in various automotive contests throughout the year such as Ford AAA, Skills USA, NMJC high school automotive contest, and/or others; and, (15) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's or Master's degree in an occupational/vocational or closely related field is preferred. Candidates with an Associate’s degree (or equivalent or compliance to earn an Associate’s Degree within an agreed time frame) and extensive automotive experience will be considered. All degrees must be from a regionally accredited institution. Candidates must be ASE certified, possess demonstrated technical skills in the 4 ASE areas taught at the high school level (Electrical, Brakes, Engine Performance, and Suspension and Steering) and become ASE Master certified and L1 certified within a specified time frame. Three years experience teaching (community college or high school level preferred) automotive and technical service experience in a dealership desired. Current training history required. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. Note: Computer proficiency is required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply.

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

To Apply: Application materials sent via email will not be accepted. Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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<td>Cummins, John D.</td>
<td>Yes</td>
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<td>Start date: Pending Board approval.</td>
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<tr>
<td>Kava, Michael C.</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
</tr>
</tbody>
</table>
Memorandum

To: Dr. McCleery

From: Dr. Sharon Jenkins

Date: July 11, 2007

Re: Request Board Approval for Employment of Relative: Library Assistant - Circulations

After reviewing applications for the Library Assistant - Circulations position, I would like to recommend Ms. Wenona Youngblood for the vacancy. Per the 2006-2007 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Ms. Youngblood is related to Homer Youngblood – Professor of EMT-B/AVHS.

Pending Board approval, I would like for Ms. Youngblood to start full time employment on July 20, 2007.

Thank you for your consideration.

Dr. Sharon Jenkins
Director of Library Services

SJ/sp