



NEW MEXICO JUNIOR COLLEGE

BOARD MEETING
Thursday, July 20, 2000
Zia Room - Library
1:30 p.m.

AGENDA

- | | |
|---|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of May 31 & June 13, 2000 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. Closure of Open Meeting | Mr. Newman |
| G. New Business | |
| 1. Monthly Expenditures Report | Dr. McCleery |
| 2. Monthly Revenue Report | Dr. McCleery |
| 3. Oil and Gas Revenue Report | Dr. McCleery |
| 4. Schedule of Investments | Dr. McCleery |
| 5. Consideration of RFP #52 - Electronic Access Control System for
College Buildings | Dr. McCleery |
| 6. 2001 CHE Capital Projects Funding Requests | Dr. McCleery |
| 7. Consideration of 2000-2001 Employee Handbook | Dr. McCleery |
| 8. Supplemental Retirement Plan Resolution | Dr. McCleery |
| 9. Retirement Resolution | Dr. McCleery |
| 10. Consideration of President's Contract | Dr. McCleery |
| 11. Personnel Consideration - Upward Bound Academic Coordinator | Dr. McCleery |
| 12. Personnel Consideration - Student Recruiter | Dr. McCleery |
| 13. Personnel Consideration - Professor of Mathematics | Dr. McCleery |
| 14. Personnel Consideration - Professor of English | Dr. McCleery |
| 15. Personnel Consideration - Professor of Music/Choral Coach | Dr. McCleery |

- 16. Personnel Consideration - Professor of Physical Education/Assistant
Womens Basketball Coach Dr. McCleery
- 17. Personnel Consideration - Professor of Computer Information Systems Dr. McCleery
- 18. Personnel Consideration - Professor of EMT-B/AVHS Dr. McCleery
- 19. Personnel Consideration - Professor of Commercial Graphic Design/
Computer Graphics Dr. McCleery

H. Public Comments Mr. Newman

I. Announcement of Next Meeting Mr. Newman

J. Adjournment Mr. Newman

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MAY 31, 2000

MINUTES

The New Mexico Junior College Board met on Wednesday, May 31, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mr. Bill Lee; Mr. Donald Whitaker; Mr. Ferrel Caster; and Mrs. Bonnie Moran. Not present was Mrs. Irene Salgado.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Michael Maresh, Hobbs News-Sun.

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

Upon a motion by Mr. Caster, seconded by Mr. Whitaker, the board unanimously approved the minutes of April 20, 2000.

Under *President's Report*, Dr. McCleery reported that summer enrollment looks good. He recognized the commencement committee for a great job done on this year's commencement. He also reported that commencement speaker Ron Toya was pleased with the event. Dr. McCleery recognized Ms. Judy Hinshaw and Ms. Jane Falk with resolutions for their years of service as part time instructors. He also presented Mr. J. W. Neal with a certificate of appreciation for his years of service as the college attorney. Each board member expressed their personal appreciation to Mr. Neal.

Mr. Newman appointed Mr. Schubert to chair the meeting at this time.

Mrs. Moran moved the board go into closed session for the discussion of limited personnel matters and the purchase of real property under the provisions of section 10-15-1-H(2) of the New Mexico Statutes Annotated 1978. Mr. Caster seconded the motion. The roll call vote was as follows: Mr. Schubert - yes; Mr. Newman - yes; Mr. Lee - yes; Mr. Caster - yes; Mrs. Moran - yes; and Mr. Whitaker - yes.

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

Under *New Business*, Brenda Pena presented the April financial reports and with a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the expenditures for April 2000.

Dr. McCleery presented a request to accept state owned environmental and oilfield related equipment and supplies for use in the environmental and petroleum technology program. After some discussion and upon a motion by Mr. Whitaker, seconded by Mr. Lee, the board unanimously accepted the listed, donated items with the exception of the simulators, which came with a cost. The simulators will be considered at a later date.

Dr. McCleery presented a request to charge a \$100 course fee for the Certified Nursing Assistant course. The fee will be paid directly to the Nurse Aide Competency Evaluation Service to administer the written and skills certification exam upon completion of the course. Upon a motion by Mr. Lee, seconded by Mrs. Moran, the board unanimously approved the fee.

Dr. McCleery presented a request to implement a \$60 course fee for the Firearms Proficiency class to be conducted during the Fall 2000 semester. The fee will cover the cost of handouts, ammunition, and cleaning supplies for the class. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the fee.

Mr. Newman appointed Mr. Schubert to chair the meeting at this time and abstained from the following action.

Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board voted to table agenda item G. 8. Consideration of Hospice Building Offer at this time. The roll call vote was as follows: Mr. Schubert - yes; Mr. Lee - yes; Mr. Caster - yes; Mrs. Moran - yes; and Mr. Whitaker - yes.

Mr. Newman resumed the position of chairman.

Upon a motion by Mrs. Moran, seconded by Mr. Schubert, the board unanimously voted to table agenda item G. 9. Consideration of Employee Compensation Recommendations at this time. The board will have a work session on Monday, June 12, at 1:30 p.m. to discuss employee compensation.

Dr. McCleery recommended Bob Jackson for the position of Professor of Physical Education/Head Women's Cross Country/Distance Track Coach at a nine month salary of

\$35,080. Upon a motion by Mr. Lee, seconded by Mrs. Moran, the board unanimously approved the employment of Mr. Jackson, effective August 14, 2000.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for June 13, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously voted to adjourn at 4:35 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

- Lisa Brown
- Regina Organ
- Lance Caviness
- Bill Braun
- Bill Kunko
- August Fons
- Marilyn Jackson
- Mark Freed
- Stan Pena
- Tim Perry
- LaJean Burnett
- Sam Oswald
- Richard Morris
- Shawn Taylor
- Brenda Pena
- Jerry Brian
- Cc Nelson
- Linda Neel
- Amy Coombes
- Vic Berner

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JUNE 13, 2000

MINUTES

The New Mexico Junior College Board met on Wednesday, May 31, 2000, beginning at 6:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mrs. Irene Salgado; Mr. Donald Whitaker; and Mrs. Bonnie Moran. Not present were Mr. Bill Lee and Mr. Ferrel Caster.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Michael Maresh, Hobbs News-Sun.

Upon a motion by Mrs. Moran, seconded by Mrs. Salgado, the agenda was unanimously adopted, as presented.

Under *Old Business*, Dr. McCleery recommended Option C - Market and Years of NMJC Service for 2000-01 Employee Compensation, as discussed at the June 12, 2000, work session. Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously approved the recommendation.

Under *New Business*, Brenda Pena presented the 1999-2000 Revised Operating Budget required by the Commission on Higher Education. Upon a motion by Mrs. Moran, seconded by Mrs. Salgado, the board unanimously approved the revised budget.

Ms. Pena presented Request for Proposals #51 - Professional Services for the Development of A Student Support Services Proposal. The evaluation committee and business office recommended acceptance of the professional services of Ramona Munsell & Associates (the sole offeror for this request) for an award amount equal to 2% of the funds awarded by each annual grant award document during the term of the grant, contingent upon a successful proposal by RMA and the College. The 2% of annual grant award contingency fee of approximately \$4,800 is based on a requested grant funding level of \$240,000. After some discussion and upon a motion by Mrs. Moran, seconded by Mr. Whitaker, the board unanimously accepted the recommendation.

Ms. Pena presented Bid #894 - Purchase of A New Scissor Lift for the Physical Plant Department. The administration recommended acceptance of the Forklift Enterprise bid price of \$10,079.75.

Upon a motion by Mr. Whitaker, seconded by Mrs. Salgado, the board unanimously accepted the recommendation.

Ms. Pena presented Bid #895 - Purchase of New Welding Equipment & Supplies for the Welding Program. The administration recommended acceptance of the Struers Inc. bid price of \$3,855. Upon a motion by Mrs. Moran, seconded by Mr. Whitaker, the board unanimously accepted the recommendation.

Regina Organ presented the Joint Powers Agreement for the Establishment and Operation of Health Care for Students for the upcoming fall and spring semesters. The agreement will be effective through May 11, 2001. Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously approved the agreement.

Dr. McCleery recommended Mr. Steve Davis for the position of Dean of Business & Technology with an annual salary of \$55,000 plus any salary increase the Dean of Arts & Sciences receives July 1. Upon a motion by Mrs. Moran, seconded by Mrs. Salgado, the board unanimously approved the employment of Mr. Davis, effective July 1, 2000.

Mickey Best recommended Mr. Willie Brown for the Assistant Director/Professor of Basic Corrections Academy/Criminal Justice position with an annual salary of \$38,332. Upon a motion by Mr. Whitaker, seconded by Mr. Schubert, the board unanimously approved the employment of Mr. Brown, effective July 1, 2000.

Mr. Best recommended Mr. August Fons for the Director of Criminal Justice position with an annual salary of \$49,000. Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously approved the employment of Mr. Fons, effective July 1, 2000.

Mr. Best recommended Ms. Debbie Pruitt for the Assistant Director/Professor of Law Enforcement Academy/Criminal Justice position with an annual salary of \$41,500. Upon a motion by Mr. Whitaker, seconded by Mrs. Salgado, the board unanimously approved the employment of Ms. Pruitt, effective July 1, 2000.

Dr. McCleery recommended Mr. Richard Fleming for the position of Vice President for Instruction with an annual salary of \$75,000. Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously approved the employment of Dr. Fleming, effective August 7, 2000.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for July 20, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mrs. Moran, seconded by Mr. Whitaker, the board unanimously voted to adjourn at 6:50 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

Frank Collins

Brenda Pena

Regina Organ

Sam Oswald

Mickey Best

Lisa Brown

Richard Morris

Bill Kunko

Steve Davis

Gayle Abbott

Kelly Holladay

Linda Neel

Cc Nelson

Tami Cavitt

August Fons

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

May 2000

92% of Year Completed

Fund	1998-99			1999-00			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Final Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	4,963,475	4,549,639	92%	5,147,880	600,128	4,658,663	90%
Academic Support	855,285	762,427	89%	968,494	66,230	815,307	84%
Student Services	800,297	724,666	91%	1,048,370	74,516	927,516	88%
Institutional Support	1,540,095	1,272,391	83%	1,861,953	237,110	1,478,142	79%
Operation & Maintenance of Plant	1,354,189	1,172,798	87%	1,673,214	116,557	1,350,551	81%
Subtotal - Instruction & General	9,513,341	8,481,921	89%	10,699,911	1,094,541	9,230,179	86%
Student Activities	110,700	103,702	94%	110,347	7,082	101,702	92%
Research	24,949	21,619	87%	0	0	0	0%
Public Service	0	0	0%	24,946	595	16,754	67%
Internal Service Departments	339,348	278,040	82%	308,980	10,732	264,694	86%
Student Aid	154,832	149,923	97%	153,705	(3,081)	138,245	90%
Auxiliary Enterprises	1,424,915	1,279,290	90%	1,305,152	48,059	1,288,618	99%
Athletics	616,948	571,804	93%	549,398	(15,005)	512,566	93%
Total Current Unrestricted Fund	12,185,033	10,886,299	89%	13,152,439	1,142,923	11,552,758	88%
CURRENT RESTRICTED FUND							
Grants	2,205,437	1,430,985	65%	3,081,095	230,172	1,946,532	63%
Student Aid	3,309,548	3,112,713	94%	3,204,007	16,809	3,204,574	100%
Total Current Restricted Fund	5,514,985	4,543,698	82%	6,285,102	246,981	5,151,106	82%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	2,364,905	996,614	42%	1,211,867	36,684	1,135,733	94%
Projects from State GOB Funds	3,293,001	3,198,991	97%	686	0	0	0%
Projects from State STB Funds	299,000	121,304	41%	374,617	0	205,032	55%
Projects from Other State Funds	38,124	13,059	34%	156,793	939	114,412	73%
Subtotal - Capital and BR&R	5,995,030	4,330,168	72%	1,743,963	37,623	1,455,177	83%
Debt Service							
Revenue Bonds	267,397	267,397	100%	263,723	0	263,622	100%
Total Plant Funds	6,262,427	4,597,565	73%	2,007,686	37,623	1,718,799	86%
GRAND TOTAL EXPENDITURES	23,962,445	20,027,562	84%	21,445,227	1,427,527	18,422,663	86%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

May 2000

92% of Year Completed

1998-99

1999-00

Fund	1998-99			1999-00			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Final Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,076,600	1,074,745	100%	1,146,429	10,674	1,139,371	99%
State Appropriations	5,760,900	5,280,825	92%	5,884,500	469,350	5,415,150	92%
Advalorem Taxes - Oil and Gas	2,260,000	2,191,339	97%	2,975,000	285,798	2,931,933	99%
Advalorem Taxes - Property	1,800,000	1,551,158	86%	1,900,000	85,710	1,579,184	83%
Interest Income	190,000	180,458	95%	197,000	23,432	244,519	124%
Other Revenues	198,250	194,325	98%	257,967	4,059	192,331	75%
Subtotal - Instruction & General	11,285,750	10,472,850	93%	12,360,896	879,023	11,502,468	93%
Student Activities	38,000	38,821	102%	40,300	14	40,385	100%
Research	0	0	0%	0	0	0	0%
Public Service	58,000	58,000	100%	0	0	0	0%
Internal Service Departments	75,000	73,792	98%	37,400	723	37,874	101%
Auxiliary Enterprises	1,309,290	1,304,009	100%	1,398,814	27,622	1,395,768	100%
Athletics	37,900	35,444	94%	34,100	2,717	31,432	92%
Total Current Unrestricted	12,803,940	11,982,916	94%	13,871,510	910,099	13,007,947	94%
CURRENT RESTRICTED FUND							
Grants	2,205,437	1,430,985	65%	3,081,095	230,172	1,946,532	63%
Student Aid	3,309,548	3,112,713	94%	3,204,007	16,809	3,204,574	100%
Total Current Restricted	5,514,985	4,543,698	82%	6,285,102	246,981	5,151,106	82%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,293,001	3,198,991	97%	686	0	0	0%
Projects from State STB Funds	299,000	121,304	41%	374,617	0	205,032	55%
Projects from Other State Funds	38,124	13,059	34%	156,793	939	114,412	73%
Interest Income	0	77,327	0%	0	3,442	45,054	0%
Total Plant Funds	3,630,125	3,410,681	94%	532,096	4,381	364,498	69%
LOAN FUND							
Interest Income / Service Fees	0	269	0%	0	59	325	0%
Total Loan Fund	0	269	0%	0	59	325	0%
GRAND TOTAL REVENUES	21,948,030	19,837,544	91%	20,648,708	1,161,520	18,823,876	90%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

May 2000

92% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	1999-00 Original Budget	Variance Over (Under) Budget
	April July	\$15.49	3,352,014	\$1.97	17,508,729	157,400	141,667	15,733
	May August	\$15.95	3,461,903	\$2.36	16,049,298	196,652	141,667	54,985
	June September	\$16.79	3,166,831	\$2.30	17,272,921	196,619	141,667	54,952
	July October	\$18.05	3,413,733	\$2.52	16,146,453	208,108	141,667	66,441
	August November	\$18.74	3,562,905	\$2.90	18,098,082	209,754	141,667	68,087
	September December	\$21.85	3,317,261	\$3.10	17,278,441	237,298	141,667	95,631
	October January	\$21.32	3,397,959	\$2.90	17,974,784	261,843	141,667	120,176
	November February	\$23.38	3,336,874	\$3.20	16,768,992	268,968	141,667	127,301
	December March	\$24.16	3,460,785	\$2.62	17,075,945	263,897	141,666	122,231
	January April	\$25.57	3,540,787	\$2.87	17,381,139	285,386	141,666	143,720
	February May	\$28.10	3,297,843	\$3.30	14,617,013	285,016	141,666	143,350
	March June						141,666	
Production Tax Revenue						2,570,941	1,700,000	1,012,607
Equipment Tax Revenue						360,992	375,000	(14,008)
Total Year-to-Date Oil and Gas Revenue						2,931,933	2,075,000	998,599

Source: New Mexico Taxation and Revenue Department

For the 1999-00 fiscal year, oil was budgeted at \$10.50 per bbl and gas was budgeted at \$1.85 per mcf. Original O&G budget was \$2,075,000 - final budget (projected) is \$2,975,000

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
May 2000

92% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico							
Local Government Investment Pool	5,400,000	N/A	N/A	N/A	102-2394	5.63%	28,896
Wells Fargo Bank of Hobbs	<u>250,000</u>	2/8/00	8/8/00	183	231611237	5.50%	<u>1,167</u>
Total Investments	<u>5,650,000</u>						<u>30,063</u>

Summary of Current Month's Activity	
Beginning amount	6,450,000
Plus: deposits	0
Less: withdrawals	<u>(800,000)</u>
Ending amount	<u>5,650,000</u>

NEW MEXICO JUNIOR COLLEGE

Request for Proposals #52

Electronic Access Control System for College Buildings

BOARD DOCUMENTS

Date: July 13, 2000
Prepared by: Frank Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 24, 2000, a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspaper requesting sealed proposals for the purchase and installation of an Electronic Access Control System for the College Buildings:
 - 1) The Hobbs Daily News Sun
2. On May 25, 2000, proposal packets were delivered to four (4) potential bidders. One bidder requested a bid package on May 25, 2000 at the Business Office.
3. Three (3) bidders submitted a proposal within the time frame specified by the proposal package. One bidder did not respond to the proposal.
4. No bidders were present at the opening.
5. The Evaluation Committee and Business Office have evaluated the proposal received and their recommendations are shown on Pages 2 and 3.

NEW MEXICO JUNIOR COLLEGE
Evaluation and Recommendations
Board Documents

Three vendors responded to the Request for Proposal #52. They are Interface Control Systems, Houston, Texas, Energy Control Inc., Albuquerque, New Mexico, and Western Building Services, Inc., Denver, Colorado.

The proposal was evaluated and graded by an evaluation committee. The members consisted of Stan Pena, Director of Physical Plant, Eddie Solomon, Maintenance Foreman, Frank Collins, Coordinator of Purchasing, and Philip Ingram, Electrician.

<u>Proposal Evaluation Criteria:</u>	<u>Point Potential</u>
Section 1 Qualified and capable to supervise and train personnel in the operation and servicing of ACS	15 points
Section 2 Ability to Meet the Scope of Work Guidelines	10 points
Section 3 Knowledge of ACS and experience in CSI Systems	10 points
Section 4 Provide Services/Equipment that allows for future expansion	20 points
Section 5 Ability to provide satisfactory service to the College (client references checked)	15 points
Subtotal	70 points
Section 6 Ability to offer competitive pricing for the system	30 points
Total Potential Points	<u>100 points</u>

(Continued on Page 3)

NEW MEXICO JUNIOR COLLEGE
Evaluation and Recommendations (*Continued from Page 2*)
Board Documents

The Evaluation Committee and Business Office recommends the acceptance of Energy Control Inc. of Albuquerque, New Mexico as the successful vendor for the purchase and installation of the electronic access control system for the College buildings at the pricing as follows:

Basic Building Control (Door Controls: Controllers, Fiber Optics I/Face, etc):	\$38,117.50
Checkout & Commissioning (Installation, Training, Final System Checks):	\$ 6,740.00
Additional Door Supervision (Door switches, Door Status Panels):	\$12,628.00
Reader Battery Back-Up (CSI Kittbatt, UPS Battery):	\$11,625.00
I-Disc Key cost (based on keys in lots of 50, 300 keys = 6 lots @ \$3.50 each)	\$ 21.00

TOTAL: **\$69,131.50**

NOTE: Energy Control Inc. is a resident business defined in Chapter 13 (“Public Purchases and Property”), Section 13-1-21 (“Application of preferences”) and their number was included in the proposal response.

2000/2001 Capital Fund Budget

Source of Funding: Building Renewal & Replacement – Electronic Key Access System

Account Number: 9-2729-00-020 \$ 69,131.50 plus 6% gross receipts tax

**NEW MEXICO JUNIOR
COLLEGE
Request for Proposals #52
Electronic Access Control
System for College Buildings
Tabulation sheet**

Evaluation Criteria	Energy Control, Inc. Albuquerque, NM	Western Building Systems Denver, CO	Interface Control Systems Houston, TX
A. Qualified and capable to supervise and train personnel in the operation and servicing of ACS (20 points max)	15	15	15
B. Ability to meet the scope of work guidelines (10 points max)	10	10	10
C. Knowledge of ACS and experience in CSI systems (10 points max)	10	10	10
D. Provide services/equipment that allows for future expansion (20 points max)	20	20	20
E. Ability to provide satisfactory service to the college - minimum of 4 client references (20 points max)	15	15	5
Subtotal	70	70	60
F. Pricing- ability to offer competitive pricing for the system (30 points max)	30	25	29
Total (100 points max)	100	95	89

\$69,131.50

\$79,206
excluding permits

\$66,800

Stan Pena, Director of Physical Plant

Date: 7-17-00

Eddie Solomon, Maintenance Foreman

Date: 17 July 00

Frank Collins, Coordinator of Purchasing

Date: 7/17/00

Philip Ingram, Electrician

Date: 7/17/00

NEW MEXICO JUNIOR COLLEGE
Request for Proposals #52
Purchase & Installation of an Electronic Access Control System for College Buildings

Scope of Work

- A. Shall include a trip to the NMJC campus to supervise operating personnel in the complete installation of a typical door system to include on door with access control and all other switches. The building in which the access control system to be installed will be specified by the Physical Plant Director.
- B. Provide all materials for 14 buildings with all necessary access control parts that will be expanded from the existing fiber optic LAN system. Also include 2 stand-alone systems that will be installed on building #12 (security bldg.) and the Del Norte Center located at 1503 Calle Sur, Hobbs, NM.
- C. Provide all necessary cable and material for a complete installation (panic hardware release for magnetic locks, DPU's, CSI disk reader, keys, door switches) All necessary network software, host computer system, card access setup and programming, technical support via telephone, and provide on site (2 days) training for operating personnel and final checkout of installed system.
- D. Provide wiring diagrams and hardware submittals.

NEW MEXICO JUNIOR COLLEGE
Request for Proposals #52
Purchase & Installation of an Electronic Access Control System for College Buildings
Scope of Work (Continued)

New Mexico Junior College is contemplating the purchase and installation of an electronic access control system. The work will be done on one entry door of all buildings that are indicated on cadd drawings that will be provided to each bidder on a zip file. Any proposal or modifications must be done on this file and submitted with your proposal. There are 15 buildings located on the New Mexico Junior College campus at 5317 Lovington Highway, Hobbs, NM and one building located at the Del Norte Center 1503 Calle Sur, Hobbs, NM. Each proposal shall include but not limited to the following information.

1. Shall include a scope and sequence of operation including a list of all contractor-furnished equipment and ancillary hardware necessary to control the doors on the attached list. Including control wire.
2. Shall be based on tying into the existing fiber optic LAN.
3. Shall include all necessary wiring diagrams to be drawn on zip file provided.
4. Shall include all equipment and materials submittals.
5. Shall include a trip to the campus to supervise the college personnel in the complete installation of the system. Included shall be all telephone support needed for installation assistance of personnel.
6. Shall include a trip to the campus for a complete checkout and systems test of the system. This shall include any programming assistance needed.
7. Shall include a two- (2) day training of operating personnel.
8. Shall include a description on why the system that is being proposed will provide the New Mexico Junior College with the maximum flexibility and expandability.
9. Shall be completely compatible with the existing FMS system currently in operation at the New Mexico Junior College physical plant department.
10. The Del Norte Center and the Security Building will require a stand-alone system. There are no LAN lines available for these buildings.

NEW MEXICO JUNIOR COLLEGE
Request for Proposals #52
Scope of Work (*continued*)

Building List: Total Of (16) buildings

Note: Buildings correspond to Campus Map Legend

1. John Shepherd Administration Building
 - Scope and sequence of operation
 - Listing of equipment and ancillary hardware
 - Wiring diagrams shown on CADD zip file
 - Equipment and materials submittals

2. Heidel Hall:
 - Scope and sequence of operation
 - Listing of equipment and ancillary hardware
 - Wiring diagrams shown on CADD zip file
 - Equipment and materials submittals

3. McLean Hall:
 - Scope and sequence of operation
 - Listing of equipment and ancillary hardware
 - Wiring diagrams shown on CADD zip file
 - Equipment and materials submittals

4. Vocational Technical Building B(Don Whitaker ATC Center):
 - Scope and sequence of operation
 - Listing of equipment and ancillary hardware
 - Wiring diagrams shown on CADD zip file
 - Equipment and materials submittals

5. Central Mechanical:
 - Scope and sequence of operation
 - Listing of equipment and ancillary hardware
 - Wiring diagrams shown on CADD zip file
 - Equipment and materials submittals

NEW MEXICO JUNIOR COLLEGE
Request for Proposals #52
Scope of Work (continued)

6. Warehouse-Maintenance:
 - Scope and sequence of operation
 - Listing of equipment and ancillary hardware
 - Wiring diagrams shown on CADD zip file
 - Equipment and materials submittals

7. Caster Activity Center:
 - Scope and sequence of operation
 - Listing of equipment and ancillary hardware
 - Wiring diagrams shown on CADD zip file
 - Equipment and materials submittals

8. Student Union Building:
 - Scope and sequence of operation
 - Listing of equipment and ancillary hardware
 - Wiring diagrams shown on CADD zip file
 - Equipment and materials submittals

9. Watson Hall:
 - Scope and sequence of operation
 - Listing of equipment and ancillary hardware
 - Wiring diagrams shown on CADD zip file
 - Equipment and materials submittals

10. Mansur Hall:
 - Scope and sequence of operation
 - Listing of equipment and ancillary hardware
 - Wiring diagrams shown on CADD zip file
 - Equipment and materials submittals

11. Pannell Library:
 - Scope and sequence of operation
 - Listing of equipment and ancillary hardware
 - Wiring diagrams shown on CADD zip file
 - Equipment and materials submittals

NEW MEXICO JUNIOR COLLEGE
Request for Proposals #52
Scope of Work (*continued*)

12. Security Building: (*stand alone*)

- Scope and sequence of operation
- Listing of equipment and ancillary hardware
- Wiring diagrams shown on CADD zip file
- Equipment and materials submittals

13. Vocational Building C (Mary Hagelstein)

- Scope and sequence of operation
- Listing of equipment and ancillary hardware
- Wiring diagrams shown on CADD zip file
- Equipment and materials submittals

14. Continuing Education:

- Scope and sequence of operation
- Listing of equipment and ancillary hardware
- Wiring diagrams shown on CADD zip file
- Equipment and materials submittals

15. Bob Moran Hall:

- Scope and sequence of operation
- Listing of equipment and ancillary hardware
- Wiring diagrams shown on CADD zip file
- Equipment and materials submittals

16. Off Campus Location-Del Norte Center 1503 Calle Sur Hobbs N.M (*stand alone*)

- Scope and sequence of operation
- Listing of equipment and ancillary hardware
- Wiring diagrams shown on CADD zip file
- Equipment and materials submittals

Description of the system to be proposed:

Attach CADD Zip File:

Total cost of proposal:



NEW MEXICO JUNIOR COLLEGE

Office of the President

July 14, 2000

To: NMJC Board Members
From: Dr. Steve McCleery, President *SM*
Re: 2001 CHE Capital Projects Funding Requests

On July 1, we submitted the following capital project funding requests to the Commission on Higher Education for consideration in the upcoming 2001 legislative session. These requests, and their respective institutional priorities, must be approved by the board. Both of the requests address significant needs of the college and fit within the Strategic and Master Plans. It is my recommendation that the board approve these requests.

2001 CHE Capital Funding Requests

- | | | |
|----|---|-------------|
| 1. | Ben Alexander Student Services Addition | \$4,803,686 |
| 2. | Infrastructure Needs | \$ 989,385 |

Thank you for your consideration.

WAGE AND SALARY SYSTEM PHILOSOPHY AND OVERVIEW

- I. The development of a comprehensive wage and salary planning approach is vital to New Mexico Junior College to recruit and retain well qualified employees, meet our obligations as an equal opportunity/affirmative action employer and achieve the following objectives:
 - A. Ensure fair employment practices within the institution.
 - B. Ensure all positions are kept in a fair and equitable compensation status considering the work done, the value to the College and our relationship to the local labor market.
 - C. Ensure a system by which fair compensation is made within resources available based on budget considerations and Board action.
 - D. Degrees and credits shall be from colleges and universities which were regionally accredited when degrees or credits were earned for the course work to apply to the schedule. (Note: For purposes of educational achievement, only degrees conferred from institutions accredited by one for the following regional agencies shall be recognized: Middle States Association of Colleges and Schools, New England Association of Schools and College, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools and Western Association of Schools and Colleges.
 - E. Individuals being considered for faculty employee positions or current faculty working toward the master's degree shall have a minimum of eighteen (18) graduate hours in their teaching field or in a closely-related field. In order to avoid confusion, all graduate hours applied under this provision shall have prior written approval by the appropriate Dean and the Vice President for Instruction. Copies of a written approval shall be placed in the faculty employee's personnel file.
 - F. Faculty employees employed without the appropriate graduate hours or appropriate master's degree shall have a maximum of three (3) years to remove the deficiency. A faculty employee with an associate degree shall have five (5) years to remove the deficiency. Furthermore, a faculty employee employed with academic deficiencies shall make an annual report on progress toward removing these deficiencies. These reports, to be submitted to the Vice President of Instruction, shall be due each year prior to receiving a new contract. Any deviation from its policy shall be recommended by the President and approved by the Board.

SALARY SCHEDULE PROVISIONS

- II. The College is in the process of adopting a new recommended salary schedule for the 2000-2001 school year. The objective of the new salary schedule is for the college to be competitive with other similar institutions in local and regional markets and to achieve the goals stated in paragraph I of this section.

DISMISSAL OF PROFESSIONAL AND SUPPORT/MAINTENANCE EMPLOYEES

I. SUPPORT/MAINTENANCE EMPLOYEES

A. All Support/Maintenance employees are AT-WILL employees. The College shall retain the right to suspend, demote, dismiss with or without cause to take other disciplinary action against Support/Maintenance employees.

B. Suspension

Any employee may be suspended without pay for not more than thirty (30) days after previous attempts to correct misconduct have failed; and/or, in the opinion of the President, it is in the best interest of the College. Reasons for suspension include but are not limited to the following:

1. Insubordination.
2. Neglect of duty.
3. Investigation of any crime involving moral turpitude.
4. Drug Abuse violation.
5. Sufficient reasons, including but not restricted to instances where the employee:
 - a. Has secured or maintained his/her position with the College through fraudulent means.
 - b. Has participated in disruptive activities which interfere with the normal operation of the College.
 - c. Has had excessive absences from duty without prior approval.

C. Corrective Discipline

1. Corrective discipline, as a method of dealing with unsatisfactory performance or misconduct of employees, is designed to provide the employee with an opportunity to become aware of and to correct the misconduct or substandard performance and to restore the employee as a productive member of the college staff.

D. Types of corrective discipline:

1. **Verbal Warning:** Generally used for minor policy infractions or to correct employee performance. The supervisor shall write a brief record of the reprimand and initial it together with the employee. This record is kept by the supervisor (it is not placed in the employee's personnel file) with the understanding the record shall be destroyed after a specified time, if the employee's conduct or performance is satisfactory during this time.
2. **Written Warning:** Generally addressed to the employee, usually after a verbal reprimand, and is used when the deficiency or infraction is of greater degree. The written warning shall be placed in the employee's personnel file and it shall include the extent of the problem, suggested course(s) of action and a

specific time period for a resolution. The supervisor shall review the circumstances and proposed letter with the Human Resources Director prior to meeting with the employee.

3. **Suspension**

a. Employee shall be suspended without pay after previous attempts to correct misconduct have failed. Such suspension shall not exceed thirty (30) working days.

b. Employee(s) shall not charge suspension time to annual leave or other types of paid time off.

4. **Dismissal:** Dismissal shall not be a type of corrective discipline. It is a possible consequence of failure in corrective discipline.

E. **Selection of Discipline**

1. Each case of inadequate work performance or acts of misconduct shall be judged individually and the type of corrective discipline to be used depends upon the severity of the infraction, the employee's previous record, etc. It shall not be necessary that the types of corrective discipline be applied sequentially (i.e., verbal warning/written warning/suspension). The type of corrective discipline shall be based on the nature of the fault and circumstances of the case.

2. Examples of infractions normally requiring lower level disciplinary action (i.e., verbal or written warning):

3. Substandard work performance.
4. Unexcused tardiness.
5. Loafing or wasting time.

E. **Examples of infractions normally requiring higher level disciplinary action (i.e., suspension or dismissal).**

1. All previous listed examples if continued after attempt to correct has failed.
2. Insubordination or neglect of duty, disruptive activities interfering with normal college, operations, refusing to comply with Board policies or failure to follow safety rules.
3. Completing another employee's time report, investigation of a crime involving moral turpitude, having secured or maintaining his/her position by fraudulent means.
4. Excessive absence from duty or absence without prior approval.

F. Above examples are typical of the types of infractions sometimes encountered but are not inclusive of all situations which may arise. The College reserves the right to exercise judgment and to render disciplinary action depending upon the circumstances of each case including termination without cause.

G. Hearing for and Support/Maintenance Employees

The Board recognizes that by reason of differences of opinions, personality conflicts and lack of communication, disputes occur. It shall be in the best interest of the College that these disputes be resolved immediately. The following procedure shall be adopted.

1. **Definition of Dispute-**A dispute is a disagreement between employees, regardless of classification, excluding the President, as to the interpretation and application of the provisions of the *Handbook*.
2. **Procedure-**Whenever a decision directly affecting an employee is made and the employee wishes to object to the decision, he/she shall:
 - a. Request a meeting with his/her immediate supervisor setting forth in writing his./her objections. The supervisor shall meet with the employee(s) within two (2) days after receiving the objection (excluding Saturday/Sunday/holidays) to attempt to reconcile the dispute.
 - b. If the dispute has not been settled with the supervisor, the employee(s) and supervisor shall immediately advise the appropriate Dean or the Vice President of his/her failure to resolve such. The Dean and/or the Vice President shall within five (5) days arrange for a meeting with the supervisor and employee(s) to hear and determine the dispute. If the Dean and/or the Vice President has been unable to resolve the dispute to both parties' satisfaction, he/she shall then immediately notify the President. The President shall within five (5) days arrange for a meeting to include the employee(s), the supervisor and the Vice President shall be binding on the employee(s) and the supervisor after hearing the dispute.
 - c. If the employee(s) desires to be represented by legal counsel in the meeting with the supervisor or the meeting with the President, the expense of legal counsel shall be that of the employee(s). The President shall be informed of the employee(s) intent to be represented by legal counsel.
 - d. The President shall advise the Board on the nature of the dispute and his/her decision in order that the Board may review the dispute as to the interpretation and application of the provisions of the *Handbook* to determine whether or not the provisions shall be amended or clarified.

H. Approvals for Corrective Discipline

1. Any supervisor may take corrective discipline measures with any employee under his/her authority consistent with college policies. Copies of all written disciplinary action (i.e., written warning) shall be furnished to the Human Resources Office.
- I. Written warnings, suspension cases shall have prior consultation with the Director of Human Resources before implementing the action. When such consultation has *not* been practical because of urgency or other pressing reasons, necessary action shall be taken and the case reviewed with the Director of Human Resources as soon as

practical.

II. PROFESSIONAL EMPLOYEES

A. Grounds for Dismissal

Any professional employee shall be dismissed by the President at any time during the contract year subject to any act or event which in the opinion of the President is detrimental to the general welfare of the College, such as but not limited to the following:

1. Consolidation, reorganization, curtailment, or reduction of the college staff, program or courses.
2. Misconduct in office.
3. Incompetency.
4. Insubordination.
5. Neglect of duty.
6. Drunkenness or conviction of any crime involving moral turpitude.
7. Unauthorized use of college funds, facilities, materials or any college asset for personal business or financial gain.
8. Drug abuse violation (see Appendix B).
9. Sufficient reasons, including but not restricted to instances, where an employee:
 - a. Has refused to comply with the policies of the Board.
 - b. Has been convicted of a felony.
 - c. Has secured or maintained his/her position with the College through deceptive or fraudulent means.
 - d. Has participated in disruptive activities which interfere with the normal operation of the College.
 - e. Has harassed another person or made threats by verbal/physical assault.
10. Abuse of Position.
11. Excessive absence from duty or absence without prior approval.

B. Procedure for Dismissal

1. The President shall notify in writing the employee of dismissal as of a certain date. The notice shall specify:
 - a. Charges made against the employee.
 - b. Effective date of dismissal.
 - c. Individual right to request a hearing before the Board which shall be made in writing within seven (7) days from the date of notice.
2. Copy of the procedures for dismissal shall accompany the notice.
3. Employee shall not conduct any activity under his/her contract after the effective date of dismissal.

4. If the employee requests a hearing, the President shall notify the Board in writing immediately.
5. Within three (3) days of the date of request for hearing, President shall notify the employee in writing of each specific charge against him/her, the evidence which shall be used to support the charge(s) and a list of witnesses to be called with a brief statement of the subject of such testimony. Such written notice shall be sent to the address on file in the Human Resources Office. The President shall make available to the employee all papers, statements, documents or other tangible items deemed by the President to constitute evidence and shall inform the employee of his/her right to inspect, copy, photograph or otherwise to examine same. The notice shall also inform the employee that he/she shall have the right to be heard in his/her own defense and to have with him/her an advisor counsel of his/her own choosing who may act as counsel, that he/she or his/her counsel shall have the right to cross examine adverse witnesses and to produce relevant witnesses and documents.

C. Hearing Before the Board

1. The Chairman of the Board, upon notification by the President that a dismissed professional employee has requested a hearing, shall notify the President and the employee within ten (10) days that the Board plans to hold a hearing. This notification shall include the planned date, time, and location of the hearing.
2. **Conduct of the Hearing**
 - a. Chairperson of the Board shall preside at the hearing.
 - b. Employee shall have the right to have legal counsel present at his/her expense.
 - c. Hearing shall be open to the public unless the employee requests that it be held in private.
 - d. Chairperson shall inform the parties of the following minimum rights and privileges to afford same unto them and to assure due process:
 1. Each party shall have the opportunity to make an opening statement.
 2. Each party shall have the opportunity to present his/her case or defense by oral or documentary evidence.
 3. Each party shall be afforded the opportunity to confront and cross examine adverse witnesses.
 4. Each party shall be afforded the opportunity to be represented and advised by counsel or to represent himself/herself.
 5. Each party shall be afforded the opportunity to obtain the assistance of the Board in obtaining the attendance to testify or the deposition of any witness and in obtaining any other evidence.
 6. All witnesses shall be sworn or required to affirm or tell the truth prior to testifying.

7. Each party shall be afforded the opportunity to make a final argument.
3. Legal Rules of Evidence shall be adhered to except where reason and justice require waiver of strict compliance.
 - a. No public statements, to news gathering agencies or otherwise as to the cases pending before qualified hearing officers, shall be made by any member thereof.
 - b. The President shall bear the burden of proving the charges.
 - c. However, either the President or employee may request the submission of findings of fact, conclusions of law and briefs in support thereof. The Chairperson shall advise the parties of a specific time in which the parties findings of fact, conclusions of law and briefs shall be delivered to the Board.

D. Board Determination

1. After receipt of the parties findings of fact, conclusions of law and briefs, if any, the Board shall within ten (10) days render its decision and notify the respective parties. In making its decision, the following shall be considered:
 - A. Consolidation, re-organization or reduction of the college staff, program, or courses.
 - B. Misconduct in office.
 - C. Incompetency.
 - D. Insubordination.
 - E. Neglect of duty.
 - F. Drunkenness or conviction of any crime involving moral turpitude.
 - G. Unauthorized use of college funds, facilities, materials, or any college asset for personal business or financial gain.
 - H. Drug Abuse violation (see Appendix B).
 - I. Sufficient reasons, including but not restricted to instances, where the employee:
 1. Has refused to comply with the policies of the Board.
 2. Has been convicted of a felony.
 3. Has secured or maintained his/her position with the College through deceptive or fraudulent means.
 4. Has participated in disruptive activities which interfere with the normal operation of the college.
 5. Has harassed another person or made threats by verbal/physical assault.
 - J. Abuse of position.
 - K. Excessive absence from duty or absence without prior approval.

2. **Decision of the Board**

- A. The decision of the Board shall be final and become effective immediately. In the event dismissal charges are sustained by a majority of the Board and the employee is dismissed, pay shall cease immediately and any contract of employment shall be canceled. If dismissal or suspension is not upheld, salary payments shall be retroactive to the date of the employee's dismissal or suspension.
- B. The decision of the Board is the final administrative procedure and shall be binding upon the employee.

ABSENCE FROM ASSIGNMENT

Absence from any assignment by the employee shall be arranged in advance with the appropriate supervisor. When a faculty employee plans to be absent, he/she shall make arrangements with the appropriate Dean. In the case of an emergency, the appropriate Dean shall make arrangements for the class.

Employees shall clear with the appropriate supervisor at least one (1) week in advance of an anticipated absence on College or personal business. In case of sudden illness, the appropriate supervisor shall be notified at least one (1) hour prior to the beginning of the academic day, if possible. Excessive absence from duty or absence without prior approval may lead to immediate dismissal.

RESOLUTION

**Amending Employer Matching Contributions for the
New Mexico Junior College
Supplemental Retirement Plan**

RESOLVED, that NEW MEXICO JUNIOR COLLEGE (hereinafter, "the Employer"), acting under the authority of the Board, hereby amends the Employer matching contributions for the New Mexico Junior College Supplemental Retirement Plan, as allowable under Internal Revenue Code Section 403(b), as follows:

For plan years beginning on or after July 1, 2000 – The Employer will contribute matching dollars in the amount of \$1 for every \$1 contributed by the participating employee. The portion of the employee's contribution that is eligible for determining the Employer matching contribution will be limited to 2% of the employee's gross salary. The Employer contribution will be calculated and made on a quarterly basis.

RESOLVED, FINALLY, that the Employer hereby retains the right, from time to time, to amend or modify the Employer matching contribution of the said plan.

I, _____, do hereby certify that the above and foregoing was adopted by the New Mexico Junior College Board, at their regular meeting held on the 20th day of July, 2000.

Gary Schubert, Secretary

WITNESS:

RESOLUTION

William C. Roan

- WHEREAS,** **William C. Roan** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 26 years, and
- WHEREAS,** **William C. Roan** has served as Professor of Mathematics and Physics from 1974-1976; and
- WHEREAS,** **William C. Roan** has served as Professor of Mathematics from 1976-2000; and
- WHEREAS,** **William C. Roan** has served as Mentor to the Alliance For Minority Participation Mentorship from 1994-1999; and
- WHEREAS,** **William C. Roan** has served on various committees at New Mexico Junior College and in the community from 1974 to 2000; and
- WHEREAS,** **William C. Roan** has been a devoted, enthusiastic and loyal faculty member at New Mexico Junior College; and
- WHEREAS,** **William C. Roan** as an educator, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **William C. Roan** has elected to retire the 1st day of July 2000.

NOW, THEREFORE BE IT RESOLVED that **William C. Roan** be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 20th day of July, 2000.

ATTEST:

New Mexico Junior College Board Chairman

New Mexico Junior College Board Secretary



NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date July 17, 2000

Candidate's name Darrelli Guzman

Position title Upward Bound Academic Coordinator

New position Existing position Classification Faculty Professional Other

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

Effective date of employment August 1, 2000 Standard contract length 12 mos. 9 mos. other

Funding source Upward Bound Federal Grant

Paid advertising beyond *standard Albuquerque Journal, Lubbock A.J., Midland Report Telegram, Odessa American, Roswell Daily Record.
(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range \$26,000- \$30,000 Recommended annual salary \$ 28,500 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-700

Recommended and approved by:

Emily Navarrete
Supervisor
Regina Ojeda
Vice President

Pat Gorman
Dean/Director
Steve McCleary
President

Selection Committee Members: Dr. Pat Gorman
Emily Navarrete
Gail Abbott
Vera Gilleland

Comments: Candidate exceeds education and job experience requirements.

ABBREVIATED RESUME

Position

Upward Bound Academic Coordinator

Personal Data

Name: Darrell D. Guzman

Education

M.A., University of Phoenix, Santa Teresa Campus, NM, 2000

B.A., Texas Lutheran University , Seguin, TX, 1997

Professional Experience

New Mexico Junior College, Hobbs, NM 3/00 to 5/00
Part-time Family Literacy Advocate & Part-time GED Instructor

Las Cruces Public Schools, Las Cruces, NM, 8/99 to 3/00
Substitute K-12 Teacher

Family Plus Incorporated, Las Cruces, NM 8/99 to 3/00
Respite Worker

Alliance Behavioral Services, Las Cruces, NM 9/98 to 7/99
Residential Instructor

Tresco, Inc., Las Cruces, NM 10/97 to 5/98
Community Living Specialist

Gart Sports, Lakewood, Co 8/96 to 7/97
Assistant Manager

General Nutrition Center, San Antonio, TX 8/95 to 7/96
Store Manager

Honors

New Mexico Junior College "Deans" List, 1992



New Mexico Junior College Career Opportunities

Position Announcement • April, 2000

Position Title: Upward Bound Academic Coordinator

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

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

Salary/Benefits: This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. Salary range is \$26,000 to \$30,000 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: May 19, 2000 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us

APPLICANT LIST

Position: Upward Bound Academic Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Caudle, Marc	No	No	
Friend, Ty	Yes	No	
Guzman, Darrell	Yes	Yes	Start Date: pending Board approval
Iron Shell, Pearl	No	No	Incomplete application materials
Rutter, Lana	No	No	
Packer, Jessie	No	No	Incomplete application materials
Donaldson, Kloyd	No	No	
Valderaz, Guadalupe	Yes	No	
Tortorella, Robert	No	No	Incomplete application materials
Fisher, Benjamin	Yes	No	
Foster, Shelly	Yes	No	
Cullon, Bobby	No	No	Incomplete application materials
Velasquez, Elizabeth	Yes	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7/20/00

Candidate's name David G. Newman

Position title Professor of English

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 8/14/00 Standard contract length 12 mos. 9 mos. other

Funding source 2000-01 Operating Budget

Paid advertising beyond *standard Standard

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

Posted salary range Com. w/ed. & exp. Recommended annual salary \$37,185.00 Prorated salary yes no
(Employment date through June 30)

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

Recommended and approved by:

Mickey D. Best Mickey D. Best
Supervisor

Vice President

Mickey D. Best Mickey D. Best
Dean/Director

President

Selection Committee Members: Sue Bennett, Professor of English/Dept. Chair Humanities/Social Sciences

Marcia Galyean, Dept. Secretary

Patricia Bowman, Professor of English

Sonja Morrow Jimenez, Professor of English

John Rice, Professor of Communications/Theatre

Comments: Vic Berner, Professor of Astronomy/Chemistry

ABBREVIATED RESUME

Position

Professor of English

Personal Data

Name: David G. Newman

Education

M.A., University of Texas Dallas, TX, 1990

B.A., Rice University, Houston, TX, 1984

Professional Experience

University of Texas, Austin, TX 8/94 to Present
Assistant Instructor

The House of Tutors, Austin, TX 1998 to Present
Part-time Director, Test Preparation

The Claremont Graduate School, Claremont, CA 1993 to 1994
Research Fellowship

Richland College (Dallas Community College), Dallas, TX 1/91 to 8/93
Adjunct Instructor

Collin County Community College (Spring Creek Campus), Plano, TX 1/91 to 8/92
Adjunct Instructor

University of Texas, Dallas, TX 8/88 to 12/90
Adjunct Instructor

Hillcrest and Warren Travis White High Schools, Dallas, TX 1985 to 1987
High School Advanced Placement English Teacher

Honors and Awards

UT Professional Development Award & Commendation for Outstanding Teacher Evaluations, 1999

Full University Fellowship, English, University of Texas, 1994-1995

Rice "Deans" List, 1980-1984

National Merit Scholarship, 1980



New Mexico Junior College Career Opportunities

Position Announcement • June, 2000

Position Title: Professor of English

Position Description: This position is responsible to the Dean of Arts and Sciences. Duties and responsibilities include, but are not limited to the following: (1) teach classes (day and/or evening) in English in ITV (Instructional Television) and/or traditional settings; (2) serve on college committees as assigned; (3) serve as a sponsor for student groups as assigned; (4) post and maintain approved office hours per week; (5) assume other professional responsibilities associated with the position of professor; and (6) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Master's degree in English from a regionally accredited institution or master's degree in a related field with a minimum of 18 graduate hours in the teaching field from a regionally accredited institution required. 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. Computer literacy is required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. Standard employee benefits apply. The successful applicant may have the option of teaching during the summer terms for income above his/her base salary. Note: NMJC does not participate in social security deductions.

Application Deadline: July 19, 2000 at 5:00 p.m. MDT. Position starts 2000 Fall semester with faculty reporting date of August 14, 2000. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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"Equal Opportunity Education and Employment"

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APPLICANT LIST

Position: Professor of English

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Newman, David	Yes	Yes	Start Date: 8-14-00, pending Board approval
Larson, Julie	Yes	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6/30/00

Candidate's name Eubank, Chris W.

Position title Professor of Music

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 8/14/00 Standard contract length 12 mos. 9 mos. other _____

Funding source 2000/01 Operating Budget

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

Posted salary range _____ Recommended annual salary 35,916.00 Prorated salary yes no
(Employment date through June 30)

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

Recommended and approved by:
Mickey D. Best Mickey D. Best
Supervisor Dean/Director
Steve McCleary
Vice President President

Selection Committee Members: Mickey D. Best, Dean of Arts and Sciences
Sue Bennett, Professor of English, Dept. Chair - Humanities
Victor Berner, Professor of Astronomy/Chemistry
John Rice, Professor of Communications/Theatre
Marcia Galvean, Department Secretary - Arts and Sciences

Comments: Mr. Eubank assisted New Mexico Junior College and the constituency through part-time instruction from January 1999 through May 2000. While working full-time, Mr. Eubank dedicated himself to the on-going progress of our music program.

ABBREVIATED RESUME

Position

Professor of Music/Choral Coach

Personal Data

Name: Chris W. Eubank

Education

M.M.E., Eastern New Mexico University, Portales, NM, 1997

B.M.E., Eastern New Mexico University, Portales, NM, 1992

Professional Experience

Lovington Municipal Schools, Lovington, NM 8/97 to Present
Choral Director/Music Coordinator

New Mexico Junior College, Hobbs, NM 1/99 to Present
Part-time Voice Instructor

Clovis Municipal Schools, Clovis NM
Yucca Junior High Choral Director 8/96 to 5/97
Lockwood Elementary Music Teacher 8/94 to 5/96

Kingswood Methodist Church, Clovis, NM 5/93 to 8/94
Minister of Youth and Music

Trinity Baptist Church, Muleshoe, TX 5/90 to 3/92
Minister of Music

Organizations and Honors

Music Educators National Conference, 1991 to Present

American Choral Directors Association, 1991 to Present

First Place District Winner, New Mexico Music Teachers Association, College Honors Voice 1991

First Place State Winner, New Mexico Music Teachers Association, College Honors Voice 1991

Deans Council Member, Eastern New Mexico University, 1991-1992

Outstanding Music Student, New Mexico Junior College, 1989



New Mexico Junior College

Career Opportunities

Position Announcement • February, 2000

Position Title: Professor of Music/Choral Coach

Position Description: The applicant reports to the Dean of Arts and Sciences. Duties and responsibilities include but are not limited to the following: (1) teach a wide array of music classes (day or evening); (2) recruit students for a musical performing group; (3) assume the responsibility of directing musical performances; (4) serve as academic advisor to assigned students; (5) serve on college committees as assigned; (6) serve as a sponsor for student groups as assigned; (7) post and maintain supervisor approved office hours per week; (8) assume other professional responsibilities associated with the position of professor; 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. **Computer proficiency is required.**

Qualifications: Master's degree from a regionally accredited institution required with a minimum of 18 graduate hours in music. Successful teaching and performing arts experience, preferably in a community college. Experience in teaching music theory, music appreciation, and multi-levels of piano or voice is required. Additionally, the candidate should have a background in directing and producing student musical productions. Candidate must be committed to excellence in instruction and willing to work with other 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. Standard employee benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: April 17, 2000 at 5:00 p.m. MST. Position starts August 14, 2000. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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APPLICANT LIST

Position: Professor of Music

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Smith, David	No	No	Incomplete application materials
Davis, Hope	No	No	Incomplete application materials
Cela, Orlando	No	No	Incomplete application materials
Smith, Carl	No	No	
Hochstetler, Scott	No	No	
Burgess, Phillipa	Yes	No	
Eubank, Chris	Yes	Yes	Start Date: 8-14-00, pending Board approval
Garrett, Monte	No	No	Incomplete application materials
Pinckney, D. Lamont	No	No	Incomplete application materials
Bailey, Jay	No	No	Incomplete application materials
Jackson, Christopher	No	No	
Teeters, Mark	No	No	
Scott, Roger	No	No	Incomplete application materials
Hernandez, Richard	Yes	No	
Dunlap, Larry	No	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date July 7, 2000

Candidate's name Darryl Cook

Position title Professor of Computer Information Systems

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 8/14/00 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

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

Posted salary range Comm. with Ed. & Exp. Recommended annual salary \$31,786.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-517 100%

Recommended and approved by:

Supervisor _____ Steve M Davis
Dean/Director
Vice President _____ Steve McCleary
President

Selection Committee Members: Steve Davis
Steve Barslou
Tim Perry

Comments: Mr. Cook meets the educational requirements for this position as stated in the position announcement. Bachelor's degree in CIS. Experiential qualifications meet or exceed requirements such as Microsoft certifications, LAN experience, and experience in web page design.

ABBREVIATED RESUME

Position

Professor of Computer Information Systems

Personal Data

Name: Darryl B. Cook

Education

B.S., DeVry Institute of Technology, Irving, TX, 1992

A.A., New Mexico Junior College, Hobbs, NM, 1987

Professional Experience

CJI Enterprises, Hobbs, NM

Self Employed Computer/Internet Consultant

2/00 to Present

Self Employed Computer/Internet Consultant

6/98 to 10/98

Intelliware Systems Inc., Arlington, TX

10/98 to 2/00

Network/Internet Administrator

GTE Internetworking/GTE WebServices, Irving, TX

10/97 to 5/98

Network/Intranet Administrator

Microsoft, Irving, TX

Systems Engineer

5/97 to 10/97

Systems Engineer

5/94 to 11/95

Texas Instruments, Dallas, TX

12/95 to 4/97

Hardware/Software Systems Technician

National Health Laboratories, Dallas, TX

11/92 to 4/94

Computer Systems Coordinator

Honors and Accreditations

Summa Cum Laude with Honors, National Honor Society, Phi Theta Kappa Honor Society

Microsoft Certified Professional, IBM Professional Server Expert



New Mexico Junior College

Career Opportunities

Position Announcement • February, 2000 (Search reopened 5/3/00)

Position Title: Professor of Computer Information Systems

Position Description: This position reports to the Dean of Business & Technology. Duties and responsibilities include, but are not limited to, the following: (1) teach courses in Computer Information Systems; (2) may be assigned to teach courses in the Area Vocational High School Program or at the college level; and (3) serve on college committees as requested by the administrative team.

Qualifications: Bachelor's degree in Computer Science/Computer Information Systems required. Master's degree preferred. All degrees must be from a regionally accredited institution. Some knowledge of Object oriented programming, networking, PC repair and upgrade, and Web designing and programming required. Knowledge of various office and business software packages including word processing, spreadsheets, and database management. Two years of teaching and/or occupational experience preferred.

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

Application Deadline: May 26, 2000 at 5:00 p.m. MST. Position starts August 14, 2000. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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New Mexico Junior College Career Opportunities

Position Announcement • February, 2000

Position Title: Professor of Computer Information Systems

Position Description: This position reports to the Dean of Business & Technology. Duties and responsibilities include, but are not limited to, the following: (1) teach courses in Computer Information Systems; (2) may be assigned to teach courses in the Area Vocational High School Program or at the college level; and (3) serve on college committees as requested by the administrative team.

Qualifications: Bachelor's degree in Computer Science/Computer Information Systems required. Master's degree preferred. All degrees must be from a regionally accredited institution. Some knowledge of Object oriented programming, networking, PC repair and upgrade, and Web designing and programming required. Knowledge of various office and business software packages including word processing, spreadsheets, and database management. Two years of teaching and/or occupational experience preferred.

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

Application Deadline: April 14, 2000 at 5:00 p.m. MST. Position starts August 14, 2000. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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APPLICANT LIST

Position: Professor of Computer Information Systems

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Kesh, Mark	No	No	Accepted another position
Ochoa-Morales, Heberto	Yes	No	
Cook, Darryl	Yes	Yes	Start Date: 8-14-00, pending Board approval

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date July 7, 2000

Candidate's name Homer Youngblood

Position title Professor of AVHS/EMT-B

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 8/14/00 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

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

Posted salary range Comm. with Ed. & Exp. Recommended annual salary \$31,786.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-525 100%

Recommended and approved by:

Supervisor _____

Steve M. Davis
Dean/Director

Vice President _____

Steve McCleery
President

Selection Committee Members: Steve Davis

Comments: Mr. Youngblood satisfies the educational requirements as posted in the position description. He far exceeds the experiential requirements for the position.

ABBREVIATED RESUME

Position

Professor of EMT-B/AVHS

Personal Data

Name: Homer A. Youngblood

Education

A.S., Eastern New Mexico University, Roswell, NM, 1999
Certificate, EMT - Paramedic, Eastern New Mexico University, Roswell, NM, 1998
Certificate, EMT - Intermediate, University of New Mexico, 1990
Certificate, EMT - Basic Instructor Coordinator, University of New Mexico, 1990
Certificate, EMT - Basic, University of New Mexico, 1986
Diploma, Electrician, ICS, Scranton, PA, 1980

Professional Experience

Lovington Fire Department, Lovington, NM	
EMS Director	1997 to Present
EMS Training Officer	1994 to 1997
Shift Supervisor	1992 to 1994
Instructor Coordinator/EMT-Intermediate	1990 to 1992
Fire Fighter/EMT-Basic	1987 to 1990

Licenses

Emergency Medical Technician - Basic Instructor Coordinator
Emergency Medical Technician - Intermediate
Emergency Medical Technician- Basic

Organizations and Honors

EMS Region III Instructor of the Year, 1998
American Heart Association CPR Instructor
Kiwanis Club of Lovington, Board Member, President



New Mexico Junior College Career Opportunities

Position Announcement • February, 2000

Position Title: Professor of EMT-B/AVHS

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) will coordinate and instruct EMT-B level courses for the AVHS program during the day, and an evening course for those who work with an ambulance service or are interested in becoming a certified EMT in New Mexico; (2) teach and demonstrate EMT skills and/or facilitates hands-on learning, in either a classroom, a laboratory, or a field setting; (3) administer tests and provide feedback to students, as appropriate; (4) maintain course and/or laboratory records; (5) instruct students in the use and care of a range of sophisticated emergency patient care equipment, such as cardiac monitors/defibrillators, patient immobilization equipment, and airway management equipment; and (6) perform miscellaneous job-related duties as assigned.

Qualifications: (1) Should have a combination of Emergency Medical Services field and teaching experience that would give a broad background when referencing and discussing actual EMT situations; (2) must be licensed or be able to obtain licensure in New Mexico as an EMT Intermediate or Paramedic; (3) bachelor's degree preferred and willingness to acquire a master's degree in a normal time frame as per NMJC requirement. However, a candidate with an associates degree and extensive experience will be considered. All degrees must be from a regionally accredited institution; (4) candidate must possess instructor certification from one of the (3) EMT teaching institutions in New Mexico or be able to obtain this certification.

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

Application Deadline: April 14, 2000 at 5:00 p.m. MST. Position starts August 14, 2000. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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APPLICANT LIST

Position: Professor of EMT-B/AVHS

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Youngblood, Homer	Yes	Yes	Start Date: 8-14-00, pending Board approval
Zicherman, Lawrence	No	No	
Cook, Randy	Yes	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date July 7, 2000

Candidate's name Matthew Kriftcher

Position title Professor of Computer Graphics

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 8/14/00 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

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

Posted salary range Comm. with Ed. & Exp. Recommended annual salary \$35,634 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-517 100%

Recommended and approved by:

Supervisor _____

Steve M. Davis
Dean/Director

Vice President _____

Steve McCreary
President

- Selection Committee Members: Steve Davis
Sam Oswald
Tim Perry
Bill Braun

Comments: Mr. Kriftcher meets or exceeds the requirements for this position as cited in the position announcement. Master's degree. Four years teaching experience at a community college.

ABBREVIATED RESUME

Position

Professor of Commercial Graphic Design/Computer Graphics

Personal Data

Name: Matthew B. Kriftcher

Education

Ed.S., Pittsburg State University, Pittsburg, KS, 1994

M.S., Pittsburg State University, Pittsburg, KS, 1993

B.A., California University of Pennsylvania, California, PA, 1990

Professional Experience

Springfield Technical Community College, Springfield, MA 6/96 to Present
Assistant Professor of Graphic Arts Technology

COMP-USA, New York, NY 9/95 to 6/96
Computer Sales Associate

Pittsburg State University, Pittsburg, KS 1/93 to 9/95
Graduate Assistant Teacher in Printing and Technical Education Department
Press Helper in University Print Shop

California University of Pennsylvania, California, PA 8/89 to 8/92
Assistant Print Helper

Print-O-Rama, Merrick, NY 1987-1989
Operated and Maintained Off-set Printing Press

Organizations and Honors

Outstanding Faculty for 1999-2000

Phi Kappa Phi Honors Fraternity

Epsilon Pi Tau Honors Fraternity

Graphic Arts Technical Foundation

Flexography Technical Foundation

National Association of Industrial Technical Educators



New Mexico Junior College Career Opportunities

Position Announcement • February, 2000

Position Title: Professor of Commercial Graphic Design/Computer Graphics

Position Description: This position reports to the Dean of Business & Technology and is responsible for educational leadership, student instruction, and student advisement in Commercial/Computer Graphic Design. Duties and responsibilities include, but are not limited to, the following: (1) teach on-campus and/or off-campus, day and evening courses in commercial graphic design and related areas which may include introductory courses in computer graphics (Adobe Illustrator, PageMaker, Photoshop and various animation software), and/or various computer software packages, using Macintosh or PC-based equipment; (2) achieve and maintain a high level of competency as a teacher, demonstrating growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (3) work for the general improvement of the instructional programs at the college; (4) participate in college service through standing and ad hoc committees; (5) post and maintain supervisor approved office hours per week; and (6) promote the mission of the college.

Qualifications: Bachelor's degree is required in commercial graphic design or closely related field. Master's degree is preferred. All degrees must be from a regionally accredited institution. Occupation experience preferred. Knowledge of the educational processes including: application of critical thinking, course design, evaluation and assessment of learning, teaching strategies, and computer lab management. Two years teaching experience preferred.

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

Application Deadline: April 14, 2000 at 5:00 p.m. MST. Position starts August 14, 2000. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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APPLICANT LIST

Position: Professor of Commerical Graphic Design/Computer Graphics

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Krftcher, Matthew B.	Yes	Yes	Start Date: 8-14-00, pending Board approval
Braun, William R.	Yes	No	