

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, July 20, 2006

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|--------------------------------------------------------------------------------|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of June 27, 2006 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Construction Drawings for Training and Outreach Center | Steve McCleery |
| 6. Consideration of Supplemental Retirement Plan | Steve McCleery |
| 7. Personnel Consideration – Director of Del Norte Center | Steve McCleery |
| 8. Personnel Consideration – Writer/Videographer for PR & Marketing | Regina Organ |
| 9. Personnel Consideration – Distance Learning Instructional Designer | Robert Rhodes |
| 10. Personnel Consideration – Professor of P.E./Asst. Men's Basketball Coach | Richard Morris |
| 11. Personnel Consideration – Professor of P.E./Asst. Women's Basketball Coach | Richard Morris |
| 12. Closure of Open Meeting | Larry Hanna |
| 13. Consideration of President's Contract | Larry Hanna |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JUNE 27, 2006

MINUTES

The New Mexico Junior College Board met on Tuesday, June 27, 2006, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; Mr. Ron Black; and Mr. John Hice, Jr.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Tomlyn Dowdy, Hobbs News Sun.

Upon a motion by Mr. Kesner, seconded by Mr. Hice, the agenda was unanimously adopted, as presented.

Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously approved the minutes of May 23, 2006, as written.

Mrs. Worrell 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. Jones seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mrs. Worrell – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – yes; Mr. Hice – 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.

Dr. McCleery presented the Operating Agreement between New Mexico Junior College and Lea County Cowboy Hall of Fame and Western Heritage Center for board consideration. Upon approval, the agreement will be sent to the Attorney General for review. Upon a motion by Mr. Kesner, seconded by Mr. Black, the board unanimously approved the agreement.

Under New Business, Dan Hardin presented the May financial reports and with a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the expenditures for May, 2006.

Dr. McCleery presented the five Capital Project requests submitted to the Higher Education Department for board consideration. Upon a motion by Mrs. Williams, seconded by Mrs. Worrell, the board unanimously approved the requests.

Mr. Hardin presented Request for Proposals #91 – POS System for Bookstore. The administration recommended acceptance of the proposal submitted by Nebraska Book

Company for \$64,467. Upon a motion by Mr. Hice, seconded by Mrs. Worrell, the board unanimously accepted the recommendation.

Charley Carroll presented a recommendation to purchase a new 2007 Freightliner truck from Albuquerque Freightliner through CES for \$86,500 plus taxes and CES fee for a total of \$93,262.14. As a part of the recommendation, the administration requested moving \$45,262.14 from reserves to this capital project. The truck will be used in the CDL program. Upon a motion by Mr. Black, seconded by Mrs. Worrell, the board unanimously approved the recommendation.

Dr. McCleery recommended the board approve the Caster Activity Center gymnasium basketball court be named "Ron Black Court". Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board unanimously approved the recommendation.

Regina Organ recommended Mr. Chris Polson for the Admission Specialist position at an annual salary of \$35,000. Upon a motion by Mrs. Williams, seconded by Mrs. Worrell, the board unanimously approved the employment of Mr. Polson, effective July 1, 2006. Mr. Kesner abstained from the vote.

Dr. Organ recommended Ms. Jennifer Wright for the Admission Specialist position at an annual salary of \$31,300. Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the employment of Ms. Wright, effective July 1, 2006.

Dr. Organ recommended Ms. LuCinda Gomez for the Assistant Director of Financial Aid position at an annual salary of \$34,500. Upon a motion by Mr. Black, seconded by Mrs. Worrell, the board unanimously approved the employment of Ms. Gomez, effective July 5, 2006.

Bill Kunko recommended Ms. Rhonda Suddeth for the Database/Server Specialist position at an annual salary of \$38,496. Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the employment of Ms. Suddeth, effective July 1, 2006.

John Gratton recommended Mr. Steve Fiorito for the Professor of High School Automotive Technology position at a nine month salary of \$39,934. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the employment of Mr. Fiorito, effective July 15, 2006.

Dr. McCleery recommended Mr. Robert Rhodes for the Vice President for Training and Outreach position at an annual salary of \$84,643. Upon a motion by Mr. Kesner, seconded by Mr. Black, the board unanimously approved the employment of Mr. Rhodes, effective July 18, 2006.

Charley Carroll recommended Ms Rosa Lopez and Ms. Maria Aguirre for Custodian positions. They are both related to other custodians. Upon a motion by Mrs. Worrell, seconded by Mr. Jones, the board unanimously accepted the recommendation.

Dr. McCleery recommended that the college move forward with the campus fencing project by setting the fence at 25 feet. Upon a motion by Mrs. Worrell, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for July 20, 2006, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board meeting adjourned at 5:45 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Dan Hardin
Date: July 13, 2006
RE: Expenditure and Revenue Reports for June

June is the last month of the 2005/2006 fiscal year. The expenditure report represents expenditure totals that include funds expended, but not encumbered. For the month end and yearend closing we release all of the encumbered funds that do not have invoices to be paid at yearend. The unrestricted expenditures for June 2006 are \$1,414,229.00 with the year-to-date expenditures at \$18,260,783.00. Not all of the expenditures for 2005/2006 have been posted. You can see that Instruction and Institutional Support have only expended 87% and 86% respectively. We still have three payrolls for faculty that will be expensed in the 2005/2006 Instruction, and the fringe benefits will be moved from the budget in Institutional Support to the departments in Instruction. After these expenses have been posted most of the budget will have been expended. The other areas are at their budget levels for the year. In the restricted funds, the Grants remain on track for the year. In restricted student aid we had some corrections in June, which is reflected in the expenditures for the month. In Plant funds the only activity posted in the month was a correction. The theatre seating was expensed in the private (Maddox) funds, which was corrected and expensed in ER&R funds. Overall the total expenses for June are \$1,547,913.00 the total expenditures year-to-date are \$28,117,543.00.

The revenue report for June 2006 remains strong. Current unrestricted funds for the month are \$2,139,962.00 with the year-to-date at \$24,540,152.00. We still have one month of Oil and Gas production to post in the 2005/2006 fiscal year. We made a correction between interest and other revenues. We posted the interest revenue from the borrowed funds for the student housing project, which increased the interest income year-to-date. The revenue for the restricted funds was \$281,114.00 for the month and \$5,064,517.00 year-to-date. As you know most of the Grants do not end their year in June, so they continue on with their fiscal year. Student Aid revenue is a reflection on the down turn in enrollment. We will have some remaining restricted student aid revenue to be drawn, but most of the restricted student aid revenue has been posted. The plant funds had some activity in June with \$192,115.00 drawn in from GOB funding. The year-to-date revenue is \$1,693,296.00. Total revenue for the month was \$2,613,191.00 and the year-to-date revenue is \$31,297,965.00

We are still unable to give you the oil and gas price and volume report. 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 2005/2006 fiscal year.

In the investment report you can see that we sent \$500,000.00 to the LGIP pool in June, leaving a balance in the LGIP at yearend of \$8,125,000.00. There is \$7,169,581.45 designated as capital projects.

The Business Office has begun working on the yearend processes and getting ready for the audit. The auditors will begin the audit on July 31st, and will stay for about three weeks.

This is the Financial Report for June 2006.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
June 2006

100% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,810,435	6,404,692	94%	6,953,159	543,027	6,068,786	87%
Academic Support	1,515,122	1,391,844	92%	1,926,032	169,702	1,865,608	97%
Student Services	1,269,393	1,224,335	96%	1,429,746	114,949	1,369,956	96%
Institutional Support	3,010,619	2,585,981	86%	3,153,716	208,837	2,719,642	86%
Operation & Maintenance of Plant	2,226,896	2,221,425	100%	2,725,028	196,589	2,673,772	98%
Subtotal - Instruction & General	14,832,465	13,828,277	93%	16,187,681	1,233,104	14,697,764	91%
Student Activities	190,874	185,927	97%	211,202	17,501	209,597	99%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	934,965	894,902	96%	493,420	33,605	440,673	89%
Student Aid	376,531	376,531	100%	480,571	14,131	465,211	97%
Auxiliary Enterprises	1,630,980	1,591,158	98%	1,777,772	55,513	1,715,562	97%
Athletics	709,552	691,408	97%	737,659	60,375	731,976	99%
Total Current Unrestricted Fund	18,675,367	17,568,203	94%	19,888,305	1,414,229	18,260,783	92%
CURRENT RESTRICTED FUND							
Grants	1,938,268	1,367,438	71%	1,667,842	175,885	1,395,423	84%
Student Aid	4,694,393	4,694,394	100%	4,694,393	(15,607)	3,696,473	79%
Total Current Restricted Fund	6,632,661	6,061,832	91%	6,362,235	160,278	5,091,896	80%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	8,450,044	5,695,773	67%	11,024,778	0	3,790,307	34%
Projects from State GOB Funds	8,105,075	3,350,063	41%	3,980,399			0%
Projects from State STB Funds	1,885,297	1,885,297	100%	0	0	0	0%
Projects from General Fund	648,945	648,945	100%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	(26,594)	575,910	43%
Projects from State ER&R	124,469	0	0%	73,892	0	0	0%
Projects from State BR&R	480,452	460,264	96%	353,945	0	353,945	100%
Projects from Auxiliary BR&R	25,599	21,110	82%	44,702	0	44,702	100%
Subtotal - Capital and BR&R	21,069,881	12,061,452	57%	16,827,716	(26,594)	4,764,864	28%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	21,069,881	12,061,452	57%	16,827,716	(26,594)	4,764,864	28%
GRAND TOTAL EXPENDITURES	46,377,909	35,691,487	77%	43,078,256	1,547,913	28,117,543	65%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
June 2006

100% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,690,200	1,700,343	101%	2,160,990	25,947	2,198,671	102%
State Appropriations	8,089,900	8,138,600	101%	7,682,962	640,946	7,703,238	100%
Advalorem Taxes - Oil and Gas	3,409,779	7,022,749	206%	9,654,269	684,289	9,132,680	95%
Advalorem Taxes - Property	2,468,000	2,659,373	108%	2,614,000	648,727	2,935,992	112%
Interest Income	155,871	166,862	107%	120,000	141,247	341,347	284%
Other Revenues	234,500	269,835	115%	227,645	(49,828)	183,286	81%
Subtotal - Instruction & General	16,048,250	19,957,762	124%	22,459,866	2,091,328	22,495,214	100%
Student Activities	47,800	57,334	120%	103,965	0	103,935	100%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	24,002	185%	0	0	0	0%
Auxiliary Enterprises	1,812,550	1,859,957	103%	1,922,200	45,643	1,905,107	99%
Athletics	36,600	34,500	94%	39,600	2,991	35,896	91%
Total Current Unrestricted	17,958,200	21,933,555	122%	24,525,631	2,139,962	24,540,152	100%
CURRENT RESTRICTED FUND							
Grants	1,938,268	1,751,386	90%	1,647,822	254,628	1,516,469	92%
Student Aid	4,694,393	4,110,567	88%	4,694,393	26,486	3,548,048	76%
Total Current Restricted	6,632,661	5,861,953	88%	6,342,215	281,114	5,064,517	80%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	8,105,075	4,328,491	53%	3,980,400	192,115	343,296	9%
Projects from State STB Funds	1,885,297	1,885,297	100%	0	0	0	0%
Projects from General Fund	648,945	648,945	100%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	0	1,350,000	100%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	11,989,317	6,862,733	57%	5,330,400	192,115	1,693,296	32%
GRAND TOTAL REVENUES	36,580,178	34,658,241	95%	36,198,246	2,613,191	31,297,965	86%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2006

100% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2005-06 Original Budget	Variance Over (Under) Budget
Actual	July	\$44.01	3,052,684	\$6.29	17,564,482	573,597	280,433	293,164
Actual	August	\$52.41	2,930,766	\$6.09	17,298,452	573,625	280,433	293,192
Actual	September	\$55.96	2,988,008	\$7.52	17,445,111	703,275	280,433	422,842
Actual	October	\$60.41	2,125,044	\$9.19	15,808,585	734,758	280,433	454,325
Actual	November	\$55.49	2,773,696	\$9.16	16,443,523	731,943	280,433	451,510
Actual	December	\$55.30	3,043,341	\$8.34	16,641,869	760,280	280,433	479,847
Actual	January	\$55.50	2,850,092	\$6.88	15,682,257	721,052	280,433	440,619
Actual	February	\$56.64	3,093,008	\$6.43	17,655,722	791,609	280,433	511,176
Actual	March					763,166	280,433	482,733
Actual	April					634,388	280,433	353,955
Actual	May					675,680	280,433	395,247
Accrual	June					280,433		280,433
Y.T.D. Production Tax Revenue						7,943,806	3,084,763	4,859,043
Y.T.D. Equipment Tax Revenue						1,188,874	800,000	388,874
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						9,132,680	3,884,763	5,247,917

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 2006

100% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	8,125,000	N/A	N/A	N/A	7102-1348	4.71%	30,138
Total investments	<u>8,125,000</u>						<u>30,138</u>

Summary of Current Month's Activity	
Beginning amount	7,625,000
Plus: deposits	500,000
Less: withdrawals	0
Capital Projects	7,169,581
Reserves Invested	955,419
Total LGIP Investment	8,125,000

Capital Projects	6/30/2006
Technology Upgrade	376,681.64
Workforce Training Center	1,128,790.62
High Tech Start Up	163,346.40
Vehicles	50,820.49
Drawings & Master Plan	5,811.89
Baseball Field	162,864.22
Rodeo Arena	7,836.78
Dormitory Landscape	26,597.51
Millen Fence/Landscape	122,075.97
Ben Alexander Student Center	120,092.14
JASI	179,714.78
Computer Equipment Rebates	6,677.17
Marketing	58,986.84
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	2,500,000.00
Classroom Furniture Replacement	40,000.00
Vedeo Security Camera Replacmt	70,000.00
Testing Center	250,000.00
Campus Village Development Proj	4,285.00
Landscaping	50,000.00
Facility Painting	50,000.00
Smart Classrooms	50,000.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	605,000.00
Campus Signage	50,000.00
Campus Paving	60,000.00
Video Security-Student Apts	75,000.00
Roof Replacement	300,000.00
Interior Lighting-Energy Retrofit	100,000.00
Bookstore POS System	60,000.00
Old Dorms Renovation	200,000.00
Total	7,169,581.45

NOTE: Capital projects total does not include encumbered funds



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: July 14, 2006
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Construction of Training and Outreach Center

Based on the update from the architects in regard to the Training and Outreach Center, I am seeking approval to move forward with the completion of the construction drawings. The next action for the New Mexico Junior College Board will be to approve the construction and bid documents and award the construction contract.

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: July 14, 2006
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *Sm*
SUBJECT: Supplemental Retirement Plan

At the April board meeting, you approved the funding for the implementation of Social Security and for increasing the Supplemental Retirement Plan to 6.2%. At this juncture, we do not have a resolution to the Social Security issue. Bill Shoobridge is still seeking written confirmation from the IRS in regard to your questions. However, I am recommending that you approve the increase to the institutional match for the employee Supplemental Retirement Plan to 6.2%.

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: July 14, 2006
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Director Position, NMJC Del Norte Center

This fall semester, Jeff McCool will move into the Position of Professor of Economics. I have asked Jeff to continue in a consulting role for a period of one year, and he has agreed. Attached you will find a recommendation from Jeff to promote Linda Hall to the Director of Del Norte Center, and I concur with his recommendation. Jeff's memo speaks to Ms. Hall's qualities, and she definitely possesses the skill sets to direct the Del Norte Center. I wholeheartedly recommend that you approve Linda Hall as the Director of the Del Norte Center.

Thank you for your consideration.

New Mexico Junior College
Del Norte Center

Memo

Date: July 13, 2006

To: Dr. Steve McCleery

From: Jeff McCool *jm*

RE: Director Position, NMJC Del Norte Center

This memo is in response to your request for a recommendation for Linda Hall who has worked for me at the NMJC Del Norte Center over the past 18 months. It is without reservation that I recommend Linda Hall to succeed me as Director of the NMJC Del Norte Center.

Linda Hall has worked for NMJC as both a part-time employee and full-time employee at the NMJC Del Norte Center. She came on board in January of 2005 as a part-time employee working the afternoon and evening shifts. She quickly earned the respect of her peers and the students with her friendly demeanor and caring attitude. In August of 2005 she was promoted to a full-time clerk's position working with the afternoon and evening shifts. She has continuously learned the details of how the facility operates, coordinates the payroll, assists in overseeing the ultra-important pool operations, and goes above and beyond to make sure things are running smoothly.

Linda is a hard-working, disciplined individual who puts everything she has into whatever she is working on. I have observed her as both an employee and a student and her dedication to quality is outstanding. She is a resourceful, creative, and solution-oriented person with excellent people skills, as is evidenced by the number of compliments she receives from the students utilizing the facility. Very importantly to the NMJC Del Norte Center operations, she has done an extremely effective job of learning the details of pool chemistry and service. She has a good handle of how all of the equipment works and knows what the equipment should be doing.

Linda has very good written and verbal communication skills. She gets along well with staff, colleagues, and students. She is highly respected and extremely loyal.

In closing, with her experience, business background and personal skill sets, I believe Linda Hall is the ideal person to succeed me as the Director of the NMJC Del Norte Center. I believe she will do an outstanding job and make the transition of leadership a smooth one for New Mexico Junior College. If I can provide any additional information, please contact me at 492-2704.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-13-06

Candidate's name Linda D. Hall

Position title Director of Del Norte 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 8-14-06 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)

Posted salary range \$31,461 - \$39,326 Recommended annual salary \$32,924 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 1060 61301 101 100%

Recommended and approved by:

Supervisor _____

Dean/Director

Steve McCleary

Vice President _____

President

Selection Committee Members: Please see attached letter.

Comments: _____

ABBREVIATED RESUME

Position

Director of Del Norte Center

Personal Data

Name: Linda D. Hall

Education

A.A., New Mexico Junior College, Hobbs, NM, 2006
Major: Business

Professional Experience

New Mexico Junior College, Hobbs, NM	
Del Norte Center Clerk	8/05 to Present
Part-time Del Norte Center Clerk	1/05 to 8/05
Metris Companies, Inc., Tulsa, OK	3/99 to 6/04
Support Technician	
White, Van Dolan & Webb, Tulsa, OK	1/98 to 3/99
Legal Assistant	
Subway Companies, Ponca City, OK	8/95 to 8/97
Manager	

Organizations/Awards

Domestic Violence Program
PTA, President
Dean's Honor Roll
President's Honor Roll

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-13-06

Candidate's name Suzanne N. Schwisow

Position title Writer/Videographer for Public Relations and Marketing

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 7-24-06* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds
*Pending background check.

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)

Posted salary range \$24,577 - \$30,721 Recommended annual salary \$27,500 Prorated salary yes no

Account number(s) with respective % allocation(s) 11810 3071 61301 181 100%

Recommended and approved by:

Vicki Vardeman
Supervisor

Regina Olson
Vice President

Steve McCreary
Dean/Director
President

- Selection Committee Members: Lance Caviness - Associate Dean of Students
Judy Halladay - Dept. Secty. - College Communications
Marilyn Jo Hayes - Director of Training Programs
David Jett - Assistant Director of Public Relations and Marketing
Kathy Mahan - Graphic Designer
Vicki Vardeman - Director of Public Relations and Marketing

Comments: _____

Ms. Schwisow, with a B.A.S. in Human Relations and Psychology and more than five years
applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Writer/Videographer for Public Relations and Marketing

Personal Data

Name: Suzanne N. Schwisow

Education

B.A.S., College of the Southwest, Hobbs, NM, 2001
Major: Human Relations
Minor: Psychology

Professional Experience

Lea Community Federal Credit Union, Hobbs, NM Compliance/Marketing Officer	2/02 to Present
American State Bank, Lubbock, TX Marketing Clerk	8/01 to 2/02
City of Hobbs, Hobbs, NM Pool Manager/Swim Lesson Coordinator (Seasonal employee)	5/99 to 8/01
College of the Southwest, Hobbs, NM Work Study – Public Relations Department	8/98 to 5/01

Internships

College of the Southwest, Hobbs, NM Counseling Intern	Fall 2000
Public Relations Intern	Spring 2000

Organizations/Awards

Relay for Life (ACS) of Hobbs, Committee Member
Hobbs Municipal Schools: Effective Schools Advisory Committee
College of the Southwest: Alumni Board Steering Committee
NAIA Women's Soccer All-American Scholar Athlete, 2000-2001
CSW Trustee Award Recipient, 2001
National Dean's List, 2000-2001
Varsity Soccer Scholarship
Trustee Scholarship in Academics
CSW Women's Varsity Team Captain



New Mexico Junior College Career Opportunities

Position Announcement • June 2006 (Revised and Reopened)

Position Title: Writer/Videographer for Public Relations & Marketing

Position Description: The Writer/Videographer for Public Relations & Marketing reports to the Director of PR & Marketing. The duties and responsibilities shall be, but are not limited to, the following: 1) Cover newsworthy stories on campus and attend various campus functions that are offered both during the daytime and in the evenings and submit relevant stories and photos to the appropriate media outlets in a timely manner; 2) Maintain a regular work schedule, with the understanding that there will be an occasional need to work beyond regular hours in order to complete job assignments and projects; 3) Participate in PR/Marketing planning and implementation sessions; 4) Be of service to internal and external customers in a friendly, helpful, and proactive manner at all times, and actively participate in advertising and publicity which consistently promotes a positive image for the department and New Mexico Junior College; 5) Participate in the writing/editing of press releases, video production, radio copy, various college publications, and presentations, with special emphasis on TV copy update and editing; 6) Assist the Director and Assistant Director of PR & Marketing with media tracking and recordkeeping of all college-related activities and assist with research materials needed to complete PSA's, articles, features, and publications; 7) Actively participate in seeking information and creating articles for monthly, quarterly, and annual newsletters; 8) Participate in regular and routine office operations including filing, archiving, and routine clerical duties; 9) Maintain a valid New Mexico driver's license; 10) Participate in a process of continual personal and professional improvement; 11) Actively participate in the institutional goals and objectives designed to support the mission of the college; 12) Serve on college committees as assigned; and, 13) 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 preferred. Writing, communication, problem solving and detailed documentation skills are essential. Must be committed to excellence.

Salary/Benefits: This is a twelve-month position. Salary range is \$24,577 to \$30,721 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

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

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

**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, religion, sex, sexual orientation, national origin, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

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APPLICANT LIST

Position: Writer/Editor for Public Relations & Marketing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Penhey, Trista D.	No	No	
Fox, Michelle A.	No	No	
Russell, Kenneth L.	Yes	No	
Gratton, Peggy D.	No	No	
Wright, Jennifer C.	No	No	
Connell, John W.	No	No	
Elliott, Stacy M.	No	No	
Goodgame, Gary G.	Yes	No	
Schwisow, Suzanne N.	Yes	Yes	Start date: Pending Board approval.

APPLICANT LIST

Position: Writer/Editor for Public Relations & Marketing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Penhey, Trista D.	No	No	
Fox, Michelle A.	No	No	
Russell, Kenneth L.	Yes	No	
Gratton, Peggy D.	No	No	
Wright, Jennifer C.	No	No	
Connell, John W.	No	No	
Elliott, Stacy M.	No	No	
Goodgame, Gary G.	Yes	No	
Schwisow, Suzanne N.	Yes	Yes	Start date: Pending Board approval.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-13-06

Candidate's name Peggy D. Gratton

Position title Distance Learning Instructional Designer

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom Dr. John Gratton

Effective date of employment 7-31-06* Standard contract length 12 mos. 9 mos. other _____

*Pending background check.

Funding source Institutional and Grant 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)

Posted salary range \$35,595 - \$44,493 Recommended annual salary \$41,534 Prorated salary yes no

Account number(s) with respective % allocation(s)	41120	2021	61301	122	72%
	11000	2905	61301	104	28%

Recommended and approved by:

Supervisor _____

Dean/Director _____

Vice President _____

President Steve McCool

- Selection Committee Members: Charles Adams - Distance Learning WEBCT Coordinator
Christie Gressett - Administrative Secty. - Dean Extended Learning
Lisa Hardison - Dean of Extended Learning
Jeff McCool - Director of Del Norte Center
Michael Rutledge - Distance Learning Technical Coordinator

Comments: Ms. Gratton, with a M.S. and more than thirteen years applicable experience,
meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Distance Learning Instructional Designer

Personal Data

Name: Peggy D. Gratton

Education

M.S., East Texas State University, Commerce, TX, 1976

B.A., East Texas State University, Commerce, TX, 1972

A.A., Paris Junior College, Paris, TX, 1970

Professional Experience

Beeville ISD, Beeville, TX

Instructional Consultant

1998 to Present

Teacher

1990 to 1998

First United Methodist Church, Beeville, TX

1984 to 1990

Part-time Preschool Director and Teacher

Bee County College, Beeville, TX

Part-time Instructor (summer)

1985 to 1985

Secretary to Occupational Dean

1978 to 1978

East Texas State University, Commerce, TX

Division of Continuing Education – Program Planner

1976 to 1978

Graduate Assistant

1972 to 1973 & 1975 to 1976

St. James-Assiniboia School, Winnipeg, Manitoba, Canada

1973 to 1975

Teacher

Certificates

Texas Teaching Certificates:

1991 Elementary (Grades 1-8) General

1972 High School English

1972 All-level (PK-12) Health and Physical Education

Organizations/Awards

Texas Computer Educators Association, Member

National Middle School Association, Member

Association of Texas Professional Educators, Member

Texas Association for Gifted & Talented, Member

Texas Association for Supervision and Curriculum Development, Member

Beeville ISD Technology Oversight Committee, Original Member

Beeville ISD Support Employee of the Year, 2005



New Mexico Junior College

Career Opportunities

Position Announcement • June 2006

Position Title: Distance Learning Instructional Designer

Position Description: This position reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: (1) Develop, maintain, and deliver a faculty training program and other communications focused on the pedagogical aspects of distance learning; (2) Assist faculty in the development of online courses; (3) Assist the Dean with online student assessment and evaluation processes; (4) Develop and maintain an online and traditional Distance Learning student orientation program; (5) Provide after hours support for distance learning technologies to include WebCT student and faculty support, video conferencing, and television broadcast; (6) Assist the Dean with the development and maintenance of online student services; (7) Assist with maintaining accurate records of distance learning usage, evaluation, faculty credentials, online student service usage, textbooks, and software; (8) Continually seek new software to improve the distance delivery process (9) Actively seek opportunities to partner with entities to promote the mission of the Distance Learning Department; (10) Assist the Dean with the creation of distance education courses, degrees, certification programs, professional development offerings, workforce development offerings, and continuing education offerings; (11) Assist with the oversight of the faculty mentoring process; (12) Actively seek to find the latest distance education instructional methods to improve student learning; (13) Assist the Dean in utilizing data to provide direction to the distance learning programs; (14) Attend professional training as directed by the Dean; (15) Any other duties assigned by the Dean to further the mission of the Distance Learning Department or New Mexico Junior College; (16) Participate in a process of continual personal and professional improvement; (17) Actively participate in the institutional goals and objectives designed to support the mission of the college; (18) Serve on college committees as assigned; and, (19) 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 Curriculum and Instruction or related field preferred. Online post-secondary curriculum development and teaching experience preferred. Experience working with faculty/facilitators in an educational environment highly desirable. Must be highly proficient in computer technologies and have excellent communication, problem solving, and organizational skills. Knowledge of video conferencing and WebCT systems preferred. Some travel may be required. Must be committed to excellence and promoting success through learning.

NOTE: Computer proficiency is required.

Salary/Benefits: This is a twelve-month position. Salary range is \$35,595 to \$44,493. The salary and benefits are competitive and commensurate with experience and qualifications. Note: New Mexico Junior College does not participate in social security deductions.

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 NMJC application form, letter of application (cover letter), resume, unofficial transcripts and/or certifications, and three or more letters of reference to:

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APPLICANT LIST

Position: Distance Learning Instructional Designer

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Graves, Yvonne L	Yes	Yes	
Nymeyer, Earl R.	Yes	Yes	
Gratton, Peggy D.	Yes	Yes	Start date: Pending Board approval.

APPLICANT LIST

Position: Distance Learning Instructional Designer

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Graves, Yvonne L	Yes	Yes	
Nymeyer, Earl R.	Yes	Yes	
Gratton, Peggy D.	Yes	Yes	Start date: Pending Board approval.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-13-06

Candidate's name Johnny M. Brown, Jr.

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

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 8-9-06* Standard contract length 12 mos. 9 mos. other _____
*Pending background check.

Funding source Institutional Funds

Paid advertising beyond *standard NCAA, NJCAA
(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website)

Posted salary range \$31,461 - \$39,326 Recommended annual salary \$34,738 Prorated salary yes no

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

Recommended and approved by:

Kelly Holladay
Supervisor

Kelly Holladay
Dean/Director

Steve McCleary
Vice President

Steve McCleary
President

Selection Committee Members: Kelly Holladay - Dean of Math and Sciences
Rusty Laverentz - Professor of PE/Head Women's Basketball Coach
Richard Morris - Director of Athletics
James Voight - Professor of PE/Head Men's Basketball Coach

Comments: Mr. Brown, with a B.U.S. and more than six years applicable experience,
meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Men's Basketball Coach

Personal Data

Name: Johnny M. Brown, Jr.

Education

B.U.S., University of New Mexico, Albuquerque, NM, 1986

Major: University Studies

Professional Experience

Montana State University, Bozeman, MT Assistant Basketball Coach	6/04 to 6/06
Eastern Oklahoma State University, Wilburton, OK Assistant Basketball Coach/Professor/Resident Assistant Assistant Basketball Coach/Recruiter	8/03 to 5/04 8/01 to 5/02
Binghamton University, Binghamton, NY Assistant Basketball Coach	6/02 to 6/03
University of Northern Iowa, Cedar Falls, IA Assistant Basketball Coach	8/00 to 7/01
Texas A&M, Corpus Christi, TX Assistant Basketball Coach	8/98 to 7/00
Fresno State University, Fresno, CA Assistant Basketball Coach	8/94 to 7/98

Coaching Experience/Records

Cal Poly 1992-1993; 14-15
Fresno State 1994-1995; 14-15
Fresno State 1995-1996; 22-11 (2nd Round NIT)
Fresno State 1996-1997; 20-12 (3rd Round NIT)
Fresno State 1997-1998; 21-13 (Final Tour NIT)
Texas A&M-CC 1998-1999; No season
Texas A&M-CC 1999-2000; 13-13 Inaugural season
Northern Iowa 2000-2001; 13-16
Eastern Oklahoma State 2001-2002; 25-7 (Region Final)
Binghamton 2002-2003; 14-15
Eastern Oklahoma State 2003-2004; 22-9 (Region Semi-Final)
Montana State 2004-Present; 29-29



New Mexico Junior College Career Opportunities

Position Announcement • June 2006

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

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

Qualifications: Bachelor's degree 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.

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: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position starts 2006 Fall semester with faculty reporting date of August 9, 2006. To ensure consideration, all application materials must be received as soon as possible. **Application materials sent via e-mail will not be accepted.**

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APPLICANT LIST

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

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Brown, Ashton J.	No	No	
Petree, Cayla S.	Yes	Yes	Start date: Pending Board approval.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 7-13-06

Candidate's name Cayla S. Petree

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 8-9-06* Standard contract length 12 mos. 9 mos. other _____
*Pending background check.

Funding source Institutional Funds

Paid advertising beyond *standard NCAA, NJCAA
(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website)

Posted salary range \$31,461 - \$39,326 Recommended annual salary \$32,510 Prorated salary yes no

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

Recommended and approved by:

Kelly Holladay
Supervisor
KB Gutter
Vice President

Kelly Holladay
Dean/Director
Steve McCreery
President

- Selection Committee Members: Kelly Holladay - Dean of Math and Sciences
Rusty Laverentz - Professor of PE/Head Women's Basketball Coach
Richard Morris - Director of Athletics
James Voight - Professor of PE/Head Men's Basketball Coach

Comments: Ms. Petree, with a B.S. and the anticipated completion of a M.S. in Sports
Management in August 2006, plus two years applicable experience, meets and/or
exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Women's Basketball Coach

Personal Data

Name: Cayla S. Petree

Education

B.S., Texas Tech University, Lubbock, TX, 2004

Major: Exercise and Sport Sciences/Communication Studies

A.S., Cisco Junior College, Cisco, TX, 2001

Major: General Studies

Professional Experience

Women's Basketball Coaches Association, Atlanta, GA 1/06 to 5/06
Marketing and Sales - Internship

Williams & Hyatt Sports Radio, Lubbock, TX 5/05 to 1/06
Part-time Sport's Radio Advertising Sales

Gene Messer Ford & Frontier Dodge, Lubbock, TX 2/04 to 8/05
Part-time New Truck Sales

Texas Tech University Physical Education Department, Lubbock, TX 5/04 to 5/05
Part-time Teaching Assistant

United Spirit Arena, Lubbock, TX 6/02 to 12/05
Public Relations/Event Intern

Texas Tech University Women's Basketball, Lubbock, TX Summer 2002
Marketing/Promotions

Volunteer Work/Professional Development

Licensed Basketball Official, West Texas Chapter, Fall 2000 to Present

Big 12 Junior College FCA, Representative

Student Athlete Advisory Board Junior College, Representative

Little Dribblers/Little League, Coach and Referee

Healthy Lubbock Steering Committee, Member

Honors and Awards

Basketball Scholarship to Cisco Jr. College and Texas Tech University

Named Academic All Big 12 (2003)

NJCAA Academic All American

NJCAA Conference Freshman of the Year

NJCAA Honorable Mention All American

July 2004 Dodge "Mayor of Truckville" for highest volume salesman in west Texas region



New Mexico Junior College

Career Opportunities

Position Announcement • June 2006

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

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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.

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APPLICANT LIST

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

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Brown, Ashton J.	No	No	
Petree, Cayla S.	Yes	Yes	Start date: Pending Board approval.