

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, July 21, 2005

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of June 21, 2005 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. Closure of Open Meeting | Larry Hanna |
| F. New Business | |
| 1. Consideration of President's Contract | Larry Hanna |
| 2. Monthly Expenditures Report | Dan Hardin |
| 3. Monthly Revenue Report | Dan Hardin |
| 4. Oil and Gas Revenue Report | Dan Hardin |
| 5. Schedule of Investments | Dan Hardin |
| 6. Consideration of New Mexico Junior College Board Policy | Renee Wharton |
| 7. Consideration of Foundation Endowment Agreements | Jennifer Jordon |
| 8. Consideration of Bid #969 – Maintenance & Motor Pool Paving Project | Frank Collins |
| 9. Consideration of Retirement Resolution | Steve McCleery |
| 10. Personnel Consideration – Director of PR/Marketing | Regina Organ |
| 11. Personnel Consideration – Public Relations/Marketing Writer/Editor | Regina Organ |
| 12. Personnel Consideration – Professor of Nursing | John Gratton |
| 13. Personnel Consideration – Professor of Nursing | John Gratton |
| 14. Personnel Consideration – Program Planner CE/WFD/Extended Learning | John Gratton |
| 15. Personnel Consideration – Professor of Geology | John Gratton |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JUNE 21, 2005

MINUTES

The New Mexico Junior College Board met on Tuesday, June 21, 2005, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; 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: Michelle Fox, Hobbs News Sun.

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

Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the minutes of May 26, 2005, as written.

Under *President's Report*, the board celebrated the Thunderbird Baseball team winning the JUCO World Series.

Under *New Business*, Dan Hardin presented the May financial reports and with a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously approved the expenditures for May, 2005.

Mary Jane Ward presented the proposed fees for Nursing courses 2005-2006. Upon a motion by Mr. Hice, seconded by Mrs. Williams, the board unanimously approved the fees.

Frank Collins presented Bid #970-RB – Purchase & Installation of Interior Casework & Store Fixtures for the NMJC Bookstore. The administration recommended acceptance of the bid from Pan American Fixtures Company for \$98,527. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Mr. Collins presented Bid #972 – Fencing Materials for Millen Drive Campus Entrance, Dormitories and Baseball Field. The administration recommended acceptance of the bid from Lubbock Concrete Service for \$130,467.76. Upon a motion by Ms. Chappelle, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Mr. Collins presented Bid #973 – Boiler & Cooling Tower Services. The administration recommended acceptance of the bid from Alpha Labs for an annual amount of \$16,200,

with an option to renew for an additional two (2) years. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Dr. McCleery presented the 2005 Capital Projects recommended for submittal to the Higher Education Department. With the exception of the baseball field completion project, the projects are the same recommendations that were approved by the board and submitted to the Commission on Higher Education in June of 2004. Upon a motion by Mr. Hice, seconded by Mr. Jones, the board unanimously approved the recommended 2005 Capital Projects.

Dr. McCleery presented the Amendatory Resolution for Campus Housing for board consideration. The main changes to the original resolution were as follows:

- The original loan amount was \$4,703,451
- The amended loan amount is \$4,589,369
- The yearly debt service was \$376,957
- The amended debt service is \$359,957
- The original interest amount was 4.139%
- The new interest rate is 4.133%

Upon a motion by Mr. Black, seconded by Mrs. Williams, the board unanimously approved the resolution.

Ron Witherspoon, with Dekker Perich Sabatini, presented plans for the new campus housing project. After some discussion and upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the completion of the construction and bid documents for the new Campus Housing Project.

Kelly Holladay recommended Ms. Camille Rendal for the Professor of Art position at a nine month salary of \$44,300. Upon motion by Ms. Chappelle, seconded by Mr. Hice, the board unanimously approved the employment of Ms. Rendal effective August 10, 2005.

Richard Morris recommended Ms. Elizabeth Ulrickson for the Professor of Physical Education/Assistant Women's Basketball Coach position at a nine month salary of \$36,463. Upon motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Ulrickson effective August 10, 2005.

Dan Hardin recommended Ms. Pamela Fulcher for the Director of Bookstore Services position at an annual salary of \$36,000. Upon motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously approved the employment of Ms. Fulcher effective July 16, 2005.

Ms. Chappelle moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of the New Mexico Statutes Annotated 1978. Mr. Hice seconded the motion. The roll call vote was as

follows: Mr. Jones – yes; Mr. Hice – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Black – yes; Mrs. Williams – yes; and Mr. Kesner – 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.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for July 21, 2005, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mr. Hice, the board meeting adjourned at 6:55 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: **Dan Hardin**
Date: **July 13, 2005**
RE: **Expenditure and Revenue Reports for June**

June is the last month of the 2004/2005 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.

In reviewing the expenditure report for Instruction and General, please be aware that these are not the final numbers for the year. Business Office personnel will be posting expenses to the 2004/2005 fiscal year as various bills come in during July. Also, we have not posted the accrual for \$478,505.00 in faculty salaries and benefits that will be paid out in July and August. Total expenditures year to date are \$35,691,487.00, for the month of June we are currently showing \$2,527,877.00. The current unrestricted funds total \$17,568,203.00.

Expenditures for grants through June 30th are \$1,367,438.00, the budget for Grants is \$1,938,268.00. Most of the Grants will end their fiscal year in September or October. Student Aid also requires a drawdown to receive the funds, the expense budget is just an estimate of what students may be awarded for Pell grants and loans. As you can see, the school has funded \$6,061,832.00 in Grants and Student Aid over the 2004/2005 fiscal year.

In Plant funds, the institutional funds, GOB funds, STB funds, and General funds were expended mainly for the construction projects. The projected remaining expenditures to be paid for the Student Center project are \$845,352.24. The projected remaining expenditures for the Western Heritage Museum are \$815,820.05.

Charley Carroll continues to do a great job of completing BR& R projects across campus, with \$460,264.00 expended for 2004-2005.

The Revenue picture ended strong for the year. Oil and Gas and Oil and Gas equipment brought in \$7,022,749.00 for the year, which is \$3,612,970.00 over the projected budget. The Oil and Gas report shows the Oil and Gas check for \$614,724.00

received in July, which is posted in the 2004/2005 fiscal year. Property taxes brought in \$2,659,373.00 for the year, which is \$191,373.00 over the budget for the year. Total current unrestricted revenue is \$21,933,555.00, with the total revenue year to date at \$34,658,241.00

The LGIP stayed at \$6,125,000.00 for June. We were expecting to receive in June and invest in the LGIP \$990,000.00 from the state for the GOB funds for the Western Heritage Museum. The request to draw funds was made in March, but due to the changes in the CHE we were not able to send in the draw request until May 12th. To date we have not been funded for the \$990,000.00 draw.

Along with the end of June and the yearend comes the start of the audit process. The auditors will do their walk thru work the week of July 19th. They will continue field work starting September 6th thru the middle of September. The audit is due to the State Auditor by November 15, 2005 and will be presented to the Board sometime in January or February of 2006.

This is the Financial Report for June 2005.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

June 2005

100% of Year Completed

Fund	2003-04			2004-05			
	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	6,296,492	5,843,091	93%	6,810,435	767,001	6,404,692	94%
Academic Support	1,289,270	1,221,813	95%	1,515,122	147,416	1,391,844	92%
Student Services	1,405,440	1,453,385	103%	1,269,393	110,170	1,224,335	96%
Institutional Support	2,468,991	2,365,951	96%	3,010,619	218,636	2,585,981	86%
Operation & Maintenance of Plant	1,931,910	2,107,642	109%	2,226,896	250,630	2,221,425	100%
Subtotal - Instruction & General	13,392,103	12,991,882	97%	14,832,465	1,493,853	13,828,277	93%
Student Activities	374,519	372,105	99%	190,874	6,604	185,927	97%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	484,350	530,980	110%	934,965	37,964	894,902	96%
Student Aid	358,405	316,603	88%	376,531	14,387	376,531	100%
Auxiliary Enterprises	1,457,789	1,512,297	104%	1,630,980	73,155	1,591,158	98%
Athletics	701,159	593,829	85%	709,552	61,606	691,408	97%
Total Current Unrestricted Fund	16,768,325	16,317,696	97%	18,675,367	1,687,569	17,568,203	94%
CURRENT RESTRICTED FUND							
Grants	2,114,855	1,733,675	82%	1,938,268	234,905	1,367,438	71%
Student Aid	4,414,319	4,571,960	104%	4,694,393	203,268	4,694,394	100%
Total Current Restricted Fund	6,529,174	6,305,635	97%	6,632,661	438,173	6,061,832	91%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	9,797,507	801,181	0%	8,450,044	402,135	5,695,773	67%
Projects from State GOB Funds	5,226,697	1,916,901	37%	8,105,075	0	3,350,063	41%
Projects from State STB Funds	1,980,000	103,502	5%	1,885,297	0	1,885,297	100%
Projects from General Fund	0	0	0%	648,945	0	648,945	100%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from State E R & R	130,701	0	0%	124,469	0	0	0%
Projects from State B R & R	390,082	247,890	64%	480,452	0	460,264	96%
Projects from Auxiliary BR&R	19,539	2,365	12%	25,599	0	21,110	82%
Subtotal - Capital and BR&R	17,544,526	3,071,839	18%	21,069,881	402,135	12,061,452	57%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	17,544,526	3,071,839	18%	21,069,881	402,135	12,061,452	57%
GRAND TOTAL EXPENDITURES	40,842,025	25,695,170	63%	46,377,909	2,527,877	35,691,487	77%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
June 2005

100% of Year Completed

2003-04

2004-05

Fund	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	1,653,150	1,574,658	95%	1,690,200	0	1,700,343	101%
State Appropriations	7,684,800	7,797,591	101%	8,089,900	645,612	8,138,600	101%
Advalorem Taxes - Oil and Gas	3,409,779	4,756,643	140%	3,409,779	866,095	7,022,749	206%
Advalorem Taxes - Property	2,000,000	2,416,015	121%	2,468,000	540,886	2,659,373	108%
Interest Income	50,000	32,791	66%	155,871	25,958	166,862	107%
Other Revenues	316,500	300,896	95%	234,500	32,009	269,835	115%
Subtotal - Instruction & General	15,114,229	16,878,594	112%	16,048,250	2,110,560	19,957,762	124%
Student Activities	47,500	47,177	99%	47,800	9,638	57,334	120%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	21,242	163%	13,000	10,569	24,002	185%
Auxiliary Enterprises	1,728,300	1,807,813	105%	1,812,550	73,636	1,859,957	103%
Athletics	35,400	34,921	99%	36,600	2,875	34,500	94%
Total Current Unrestricted	16,938,429	18,789,747	111%	17,958,200	2,207,278	21,933,555	122%
CURRENT RESTRICTED FUND							
Grants	2,013,499	1,202,102	60%	1,938,268	607,614	1,751,386	90%
Student Aid	4,583,429	4,583,429	100%	4,694,393	6,216	4,110,567	88%
Total Current Restricted	6,596,928	5,785,531	88%	6,632,661	613,830	5,861,953	88%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,593,986	2,021,825	44%	8,105,075	293,079	4,328,491	53%
Projects from State STB Funds	2,000,000	165,653	8%	1,885,297	0	1,885,297	100%
Projects from General Fund	680,399	0	0%	648,945	0	648,945	100%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from Other State Funds	0	0	0%	0	0	0	0%
Interest Income	100,000	128,719	129%	0	0	0	0%
Total Plant Funds	7,374,385	2,316,197	31%	11,989,317	293,079	6,862,733	57%
GRAND TOTAL REVENUES	30,909,742	26,891,475	87%	36,580,178	3,114,187	34,658,241	95%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2005

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	2004-05 Original Budget	Variance Over (Under) Budget
Actual	July	\$37.55	3,004,977	\$5.33	16,626,962	447,818	239,507	208,311
Actual	August	\$36.19	3,066,678	\$5.77	17,406,483	465,288	239,507	225,781
Actual	September	\$39.81	3,117,280	\$5.63	17,532,555	456,705	239,507	217,198
Actual	October	\$42.73	3,062,698	\$6.08	16,950,566	373,315	239,507	133,808
Actual	November	\$44.51	3,055,757	\$5.31	17,213,076	504,320	239,507	264,813
Actual	December	\$50.01	3,089,390	\$5.75	18,204,030	520,598	239,507	281,091
Actual	January	\$45.19	2,889,262	\$6.70	16,913,007	600,476	239,507	360,969
Actual	February	\$45.07	2,990,409	\$5.72	16,217,894	579,382	239,507	339,875
Actual	March	\$52.19	2,712,625	\$5.77	15,505,280	494,374	239,507	254,867
Actual	April	\$44.24	2,692,887	\$5.03	15,456,667	547,162	239,507	307,655
Actual	May	\$50.93	3,003,189	\$6.65	17,327,907	490,878	239,507	251,371
Actual	June					614,724	239,507	375,217
Y.T.D. Production Tax Revenue						6,095,040	2,874,084	3,220,956
Y.T.D. Equipment Tax Revenue						927,709	535,695	392,014
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>7,022,749</u>	<u>3,409,779</u>	<u>3,612,970</u>

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 2005**

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	6,125,000	N/A	N/A	N/A	7102-1348	2.51%	12,796
Total Investments	6,125,000						12,796

Summary of Current Month's Activity	
Beginning amount	6,125,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	6,383,170
Reserves Invested	-258,170
Total LGIP Investment	6,125,000

Capital Projects	6/30/2005
Technology Upgrade	326,345.53
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	132,430.49
Western Heritage Museum	172,870.36
Drawings and Master Plan	94,153.70
Baseball Field	166,794.14
Rodeo Arena	7,836.78
Dormitory Landscape	45,519.03
Circle Drive	50,282.18
Roadway Parking Lot Seal Coat	0.00
BR&R Carryover	154,069.67
Millen Fence/Landscape	407,684.31
Ben Alexander Student Center	870,525.92
JAST	692,814.23
Computer Equipment Rebates	9,145.71
Clerk of the Works	5,483.27
Marketing	72,118.04
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	200,000.00
Student Housing Construction	1,000,000.00
Classroom Furniture Replacement	20,000.00
Video Security Cameral Replacmt	150,000.00
Testing Center	250,000.00
Total	6,383,169.90

NOTE: Capital projects total does not include encumbered funds

I Rights Statements

College employees shall have the right to copyright any literary material (including printed, electronic audio or video), to patent any inventions and copyright any data processing programs, unless their employment contract or program agreement charges them with the duty of producing materials for the College to copyright, of developing an invention for the College or of patenting or creating data processing programs to complete administrative, instructional or public service tasks.

A. Independent Works

The college employee shall be entitled to all profits earned from copyrighted materials or patented inventions developed exclusively on the employee's time and without the use of the college facilities.

B. Supported Works

Profits earned from copyrighted material, patented inventions developed totally or partially on college time with the use of college facilities, equipment or with college funding shall be shared, no less than equally, with the College as provided by a contract between the employee and the College.

II. Rights Agreement

The President shall establish procedures to ensure that any college employee creating works for copyright or patent with college support shall enter into a contract with the College providing either:

A. Employee assigns ownership rights to the College; or

B. A fair and equitable arrangement for shared ownership, with sharing of royalties or re-imbursement to the College of its costs and support. In any case where a copy-rightable or patentable work is created with college support, the contract shall provide that the College shall have a perpetual license to use the work without further compensation.

III. Applicable Funding

In the case of works created under developmental grants from governmental or foundation sources prescribing ownership rights, the conditions of such grants, rather than this policy, shall govern. An exception to the policy shall exist where shared college and external grant funding exists, in which case a contract reflecting this shared funding support shall be executed.

IV. License or Sale of College Works

- A. The President shall establish procedures to protect the copyright and patent interests of the College in the sale, lease or licensing to others of college works.
- B. Employees shall comply with the college's current copyright policy. Violation of this policy shall result in disciplinary action up to and including dismissal.

NEW MEXICO JUNIOR COLLEGE BOARD POLICY

Policy No. 805a

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SECTION: Fiscal and Support Services

POLICY TOPIC: Intellectual Property Policy

The institution's policies are clear concerning Copyrights and Patent Ownership. However, because the existing policy does not clarify the College's policy toward intellectual property not subject to copyright law. Policy Number 805a serves as an addendum to Policy 805 and clarifies ownership of materials and the use of revenue derived from the creation and production of intellectual property as it applies to faculty and other employees of New Mexico Junior College.

I. General statement

The purpose of the New Mexico Junior College Intellectual Property Policy is to establish ownership, rights, and responsibilities with respect to intellectual property created and developed by faculty or other college employees during their employment at the college.

The purpose of a teaching and learning community is to create and distribute information for the benefit of all, to teach skills, transfer culture, and broaden the intellectual, aesthetic, and ethical capacities of the college community. Faculty and other college employees demonstrate creativity in these areas by publishing in traditional as well as technology-based media and by other creative activities that result in the production of many kinds of intellectual property.

The College Board and Administration support and encourage faculty and staff to undertake creative endeavors through research, teaching, and public service; to add new scholarship to the body of public knowledge; and to develop new materials for teaching and learning. As a public non-profit institution, the college recognizes that its resources are public and finite, that it must allocate its resources wisely, and that it must build and recover resources where possible.

II. Goals

New Mexico Junior College has a responsibility for and an interest in the advancement of knowledge and creative work that will enhance its educational, research, and service missions and benefit the public it serves. The purpose of this policy is fourfold:

- to encourage the development of intellectual property for the best interest of the public, the creator of the intellectual property, and the college;
- to provide timely disclosure and protection of intellectual property whether by development, commercialization, or publication, or any combination thereof;

- to balance the rights of the creator of the intellectual property and the rights of the college. Creators may be faculty or other employees of the college; and
- to develop a policy that is easy to understand and implement and that is not burdensome to the creator of the intellectual property.

III. Scope

This policy applies to all full- and part-time faculty, staff, and administrators working on any project under the direction and control of New Mexico Junior College and to anyone using college facilities or conducting activities under the supervision of New Mexico Junior College personnel. Contracts between employees and the college and subcontracts between New Mexico Junior College and persons who are not college employees will include language that determines the ownership of intellectual property that is developed under the purpose of that particular contract. College employees should not enter into intellectual property agreements, without affirmative notice to the prospective employer that the intellectual property rights of the College cannot be subordinated to a third party consulting or employment agreement.

IV. Disclosure

Each New Mexico Junior College employee, who during the period of employment, solely or jointly creates, authors, conceives, or invents any intellectual property, whether or not such intellectual property is patentable or copyrightable, should disclose it in writing to the Vice President for Instruction, so that a determination of ownership and written agreement can be prepared.

V. Definitions

Creator(s): The author(s) or originator(s) of the intellectual property.

College Assignment: A college assignment exists when employee(s) are directed by the college to prepare the work within the scope of their employment.

Intellectual Property: Creative or scholarly work protectable by patent, copyright, trademark, and trade secret laws. Such property includes but is not limited to

- creative work in traditional or technology-based media;
- inventions;
- software programs;
- distance courses, both content and presentation (ITV and Online);
- documents and databases;
- lab manuals.

College Resources: Specific use of college funds, personnel, facilities, services, equipment, and the like in the creation and/or development of intellectual property. Such resources include but are not limited to

- college funds such as grants, stipends, additional compensation, and/or release time;
- college equipment such as audiovisual, all computer resources, computer-related tools, equipment, and software;
- developed as part of regular work load;
- college name, reputation, goodwill, and/or logo;
- college personnel, such as librarians, graphic artists, videographers, instructional and media designers, photographers, administrative staff, and/or information technology professionals.

VI. Ownership of Intellectual Property

The Creator of intellectual property is its owner unless:

- The creator was directed by the college to create the intellectual property as a college assignment or condition of employment. In this event the college shall own the property.
- College resources were used in the creation and/or development of the intellectual property. In this event the college shall own the property; or
- A written agreement exists between the creator and the college whereby the college is established as the owner or co-owner of the intellectual property.
- Intellectual property created and/or developed prior to this policy shall be owned in accordance with applicable law.

VII. Use of Intellectual Property

If the creator of intellectual property who owns the property pursuant to this policy is allowed by written agreement with the college to use the college's name and/or logo, the creator shall be required to secure written authorization to use any third party copyrighted works within the creator's work. The creator/owner shall also save and hold harmless the college from any copyright infringement claim.

To assure educational continuity, the creator of electronic or other type of course material who owns the material pursuant to this policy, upon leaving the employ of the college, may grant the college a license to use and modify the property for teaching purposes.

If the college pursuant to this policy owns electronic or other type of course material created by a faculty member or other college employee, it, upon request

of the faculty member or other employee leaving the college, may grant the creator a license to use and modify the property for teaching purposes.

The owner of intellectual property pursuant to this policy shall have the sole right to the use of and revenues from the property unless otherwise provided in a written agreement between the creator and owner.

VIII. Revisions to Intellectual Property

Revisions to intellectual property, created by a faculty member or other college employee and owned by the college pursuant to this policy may be requested by the creator or the college. If revisions are requested by the creator, the college shall have the sole authority to determine whether the requested revisions justify expenditure of college funds. If the revisions are requested by the college, the creator shall complete the revisions. If the creator fails to do so, the college shall be entitled to have the revisions completed by others with notification that the revisions were not completed by the creator.

VIII. Dispute Resolution and Emerging Issues

In the event that the Vice President of Instruction and the creator(s) are unable to reach agreement regarding ownership, the Vice President of Instruction may, at his/her discretion, undertake a voluntary mediation process whereby a mutually agreeable independent third party familiar with intellectual property and guided by the principles contained in this policy shall be selected by the parties to mediate the matter(s) under dispute. The parties shall deal in good faith in seeking the prompt resolution of any disputed issues. If the parties are unable to reach an agreement, the agreement shall be tabled, leaving the parties in the status quo.

All Agreements must be approved by the President in writing to be binding on the parties. In the event the President fails to approve a proposed agreement, the proposed agreement, although signed by the creator, and/or the Vice President of Instruction, shall have no legal force or effect and shall not be used or considered by any party as proof of ownership or for any other purposes beyond the purpose of facilitating timely initial negotiations between the creator, and the college.

New Mexico Junior College Foundation

MEMO

DATE: July 14, 2005
TO: New Mexico Junior College Board
FROM: Jennifer Jordon
SUBJECT: Endowment Agreement - Intercollegiate Athletics Endowment

In order to comply with suggestions made by our auditor, I am seeking your approval of and signature on an endowment agreement for the Intercollegiate Athletics Endowment fund. There are a few points in the endowment agreement I would like to draw your attention to:

1. There were so many different donors to this fund that it is impossible for us to single out one individual to sign the agreement (referenced in Article 2). For the last several years, NMJC's Athletic Director has approved all expenditures from this fund; therefore, it seemed logical to approach you to approve and sign this agreement.
2. The Spending Policy (Article 5) includes transfers of varying percentages of the endowment's earnings to the Foundation's general fund, the Athletic Medical temporarily restricted fund, and the Endowment's temporarily restricted fund. There is also a percentage broken out for reinvestment into the endowment.
3. The use of the earnings were developed by the NMJC Foundation with input from the Athletic Director and one of the major donors, Don Whitaker (Article 6).

If you feel any changes to the agreement are necessary, we can easily meet those changes. Please feel free to contact me if you have questions specific to this endowment and its agreement.

Thank you!

New Mexico Junior College Foundation

ENDOWMENT AGREEMENT

New Mexico Junior College Foundation hereby declares that it has received funds from various donors in support of an endowment fund for NMJC Athletics and hereby declares itself or its successor(s) to be the Trustee(s) of said sum. As such Trustee, New Mexico Junior College Foundation will hold said sum as an endowment in perpetuity, subject to the following uses, terms, and limitations:

Article 1 - Name of endowment

The endowment shall be known as the **Intercollegiate Athletics Endowment**.

Article 2 - Establishment of corpus and endowment

The initial contributions from various donors and all subsequent additions to the **Intercollegiate Athletics Endowment** by gift, bequest, or pursuant to this agreement, shall be known collectively as the "corpus" of the endowment. The corpus shall be preserved in perpetuity and shall not be invaded for any purpose without the express written consent of the donors.

Article 3 - Additions

Additions may be made to the corpus of the endowment at any time and in any increments.

Article 4 - Investment

The Trustee shall have the power to sell, purchase, invest, and reinvest endowment funds, and any portion thereof, in such securities or other instruments as the Trustee may deem advisable. In all cases the investment of the corpus shall follow New Mexico Junior College Foundation Investment Policy.

Article 5 - Spending Policy

Spendable income from the endowment shall be calculated annually as a percentage of interest earned on the endowment. The maximum allowable percentage of earnings on the endowment that may be expended annually must be in compliance with the New Mexico Junior College

Foundation's overall investment and spending policy. Of the allowable amount that may be expended annually, ten percent (10%) shall be transferred to the New Mexico Junior College Foundation's general fund, ten percent (10%) shall be reinvested, a minimum of five percent (5%) shall be transferred into the Athletics Medical Temporarily Restricted Fund (to maintain a balance of not more than \$1,500), and the remaining percentage shall be transferred into the Intercollegiate Athletics Temporarily Restricted Fund. If in the best judgment of the New Mexico Junior College Foundation Board of Directors, it is deemed wise and prudent, a portion of the distributable percentage may be returned to the principal and be reinvested. Endowment funds may be pooled with other invested assets for purposes of determining total annual return.

Article 6 - Purposes

The portion of endowment income that is allocated to purposes designated by the donor shall be used as follows:

- **To provide funding for expenses deemed acceptable under the auspices of NJCAA regulations relating to the recruitment of student athletes for the college's intercollegiate sports programs.**
- **All expenses must be pre-approved by the Athletic Director.**

If, in the future, circumstances should arise that make it illegal or infeasible to use the gift for the purposes specified above, then the Executive Director of the New Mexico Junior College Foundation may submit a request for modification of this purpose to the Board of Directors of the New Mexico Junior College Foundation. If, in the best judgment of the Board of Directors, such modification is deemed wise and prudent, they may authorize the use of the income from the endowment fund for the fulfillment of other objectives as near as practical to the primary purpose of the endowment fund.

Article 7 - Recipient Selection

Not Applicable

Prospective scholarship recipients shall be selected by New Mexico Junior College Foundation Scholarship Committee. The Executive Director of the New Mexico Junior College Foundation will notify the New Mexico Junior College Financial Aid Office of the recipient(s) name(s) and pertinent information.

Article 8 - Timing of Awards

Not Applicable

The Trustee shall have the power to determine the date(s) of awards.

Article 9

The endowment is irrevocable.

Article 10

Should the official designation or name of any unit of the New Mexico Junior College Foundation or New Mexico Junior College mentioned herein be changed, then that unit or organization most nearly performing the responsibilities of said organization shall be construed to have the responsibilities as herein set out.

This agreement shall be effective as of July 21, 2005, and is established by the following undersigned parties:

_____	_____
<i>Donor</i>	<i>Witness</i>
_____	_____
<i>Date</i>	<i>Date</i>
_____	_____
<i>Donor</i>	<i>Witness</i>
_____	_____
<i>Date</i>	<i>Date</i>

ACKNOWLEDGMENT

STATE OF NEW MEXICO)
)
COUNTY OF LEA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2005,
by _____

NOTARY PUBLIC

My Commission Expires: _____

New Mexico Junior College Foundation

_____	_____
<i>Executive Director</i>	<i>Witness</i>
_____	_____
<i>Date</i>	<i>Date</i>

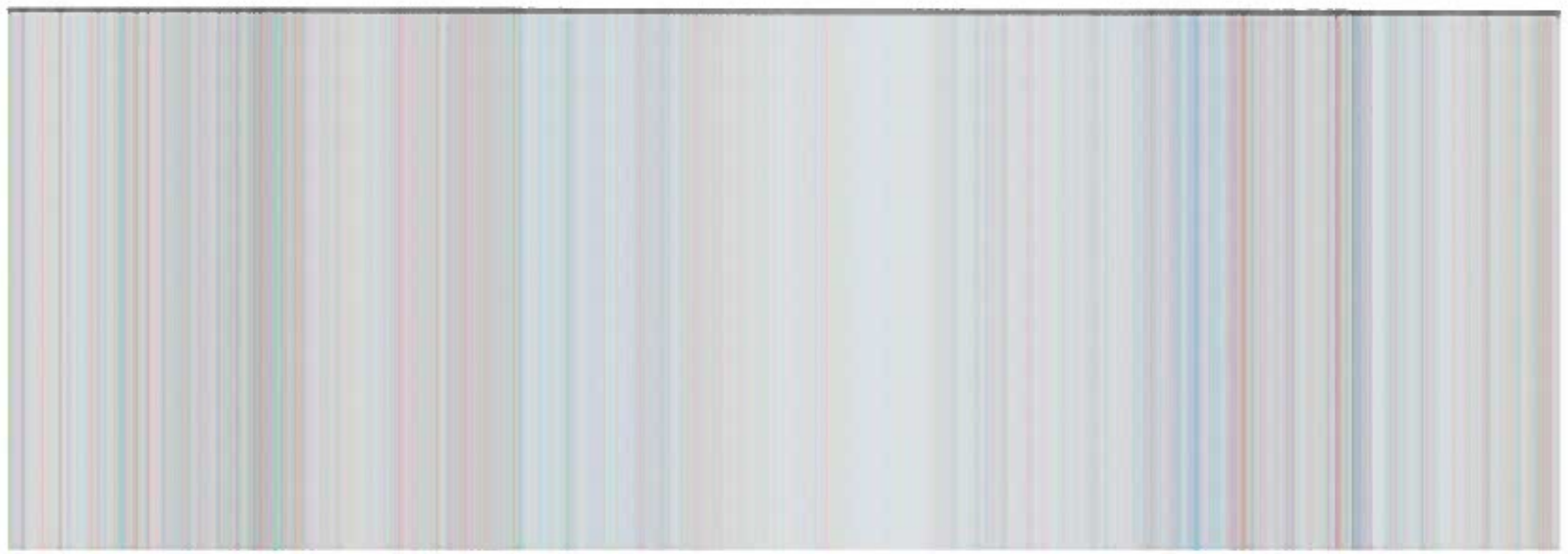
ACKNOWLEDGMENT

STATE OF NEW MEXICO)
)
COUNTY OF LEA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2005,
by _____

NOTARY PUBLIC

My Commission Expires: _____



New Mexico Junior College Foundation

MEMO

DATE: July 14, 2005
TO: New Mexico Junior College Board
FROM: Jennifer Jordon
SUBJECT: Endowment Agreement - Kornegay Endowment

In order to comply with suggestions made by our auditor, I am seeking your approval of and signature on an endowment agreement for the Kornegay Endowment fund. There are a few points in the endowment agreement I would like to draw your attention to:

1. This endowment began with a \$150,000 gift, derived from the sale of the Kornegay Ranch. The money was given to NMJC Foundation by New Mexico Junior College (Article 2).
2. The Spending Policy (Article 5) includes transfers of 90% of the endowment's earnings to the Foundation's general fund. There is also a percentage broken out for reinvestment into the endowment.
3. The use of the earnings is unrestricted as shown in Article 6. Typically, being unrestricted in nature, these earnings are absorbed into the Foundation's general fund to assist in funding operating expenses of the Foundation, the President's Discretionary Fund, the Executive Director's Goodwill Fund, faculty and program grants, and other projects that promote NMJC.

If you feel any changes to the agreement are necessary, we can easily meet those changes. Please feel free to contact me if you have questions specific to this endowment and its agreement.

Thank you!

New Mexico Junior College Foundation

ENDOWMENT AGREEMENT

New Mexico Junior College Foundation hereby declares that in 1988 it received from New Mexico Junior College the sum of \$150,000.00 and hereby declares itself or its successor(s) to be the Trustee(s) of said sum. As such Trustee, New Mexico Junior College Foundation will hold said sum as an endowment in perpetuity, subject to the following uses, terms, and limitations:

Article 1 - Name of endowment

The endowment shall be known as the **Kornegay Endowment**.

Article 2 - Establishment of corpus and endowment

The initial contribution of \$150,000.00 from New Mexico Junior College derived from the sale of the Kornegay Ranch and all subsequent additions to the **Kornegay Endowment** by gift, bequest, or pursuant to this agreement, shall be known collectively as the "corpus" of the endowment. The corpus shall be preserved in perpetuity and shall not be invaded for any purpose without the express written consent of the donors.

Article 3 - Additions

Additions may be made to the corpus of the endowment at any time and in any increments.

Article 4 - Investment

The Trustee shall have the power to sell, purchase, invest, and reinvest endowment funds, and any portion thereof, in such securities or other instruments as the Trustee may deem advisable. In all cases the investment of the corpus shall follow New Mexico Junior College Foundation Investment Policy.

Article 5 - Spending Policy

Spendable income from the endowment shall be calculated annually as a percentage of interest earned on the endowment. The maximum allowable percentage of earnings on the endowment that may be expended annually must be in compliance with the New Mexico Junior College

Foundation's overall investment and spending policy. Of the allowable amount that may be expended annually, ten percent (10%) shall be transferred to the New Mexico Junior College Foundation's general fund, ten percent (10%) shall be reinvested and the remaining percentage (80%) shall be distributed for the purposes designated by the donor. If in the best judgment of the New Mexico Junior College Foundation Board of Directors, it is deemed wise and prudent, a portion of the distributable percentage may be returned to the principal and be reinvested. Endowment funds may be pooled with other invested assets for purposes of determining total annual return.

Article 6 - Purposes

The portion of endowment income that is allocated to purposes designated by the donor shall be used as follows:

- **These funds are unrestricted**

If, in the future, circumstances should arise that make it illegal or infeasible to use the gift for the purposes specified above, then the Executive Director of the New Mexico Junior College Foundation may submit a request for modification of this purpose to the Board of Directors of the New Mexico Junior College Foundation. If, in the best judgment of the Board of Directors, such modification is deemed wise and prudent, they may authorize the use of the income from the endowment fund for the fulfillment of other objectives as near as practical to the primary purpose of the endowment fund.

Article 7 - Recipient Selection

Prospective scholarship recipients shall be selected by New Mexico Junior College Foundation Scholarship Committee. The Executive Director of the New Mexico Junior College Foundation will notify the New Mexico Junior College Financial Aid Office of the recipient(s) name(s) and pertinent information.

Article 8 - Timing of Awards

The Trustee shall have the power to determine the date(s) of awards.

Article 9

The endowment is irrevocable.

Article 10

Should the official designation or name of any unit of the New Mexico Junior College Foundation or New Mexico Junior College mentioned herein be changed, then that unit or organization most nearly performing the responsibilities of said organization shall be construed to have the responsibilities as herein set out.

This agreement shall be effective as of July 21, 2005, and is established by the following undersigned parties:

_____	_____
<i>Donor</i>	<i>Witness</i>
_____	_____
<i>Date</i>	<i>Date</i>
_____	_____
<i>Donor</i>	<i>Witness</i>
_____	_____
<i>Date</i>	<i>Date</i>

ACKNOWLEDGMENT

STATE OF NEW MEXICO)
)
COUNTY OF LEA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2005,
by _____

NOTARY PUBLIC

My Commission Expires: _____

New Mexico Junior College Foundation

_____	_____
<i>Executive Director</i>	<i>Witness</i>
_____	_____
<i>Date</i>	<i>Date</i>

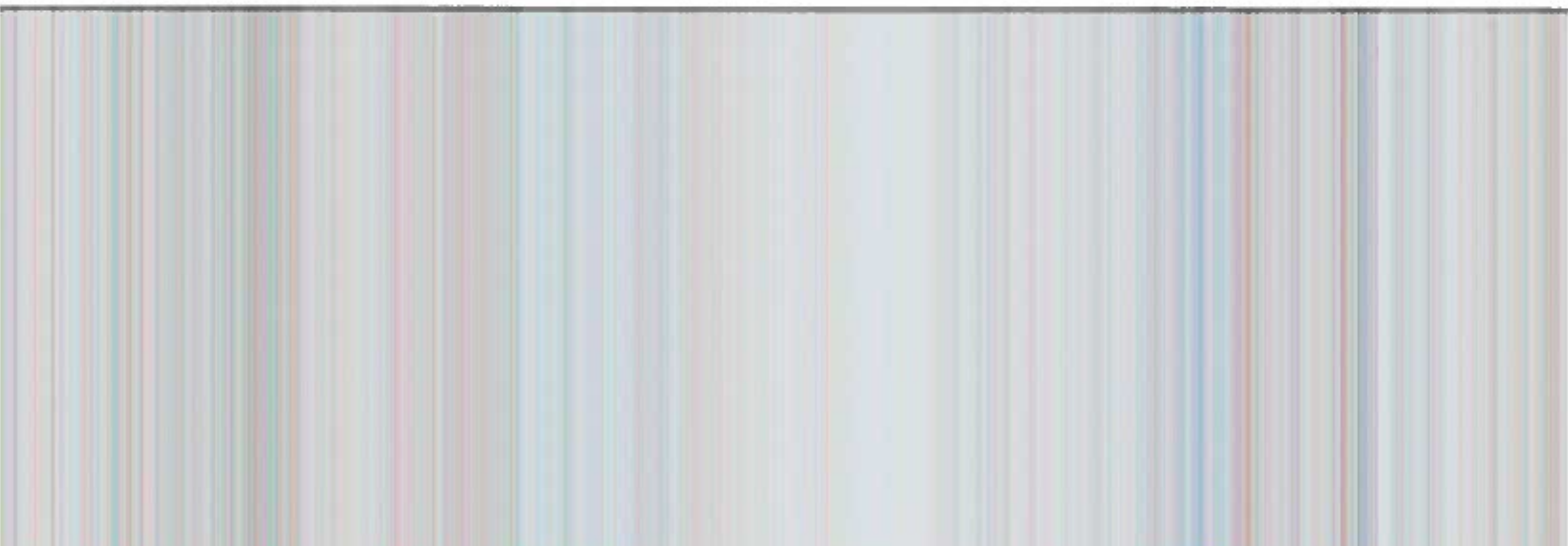
ACKNOWLEDGMENT

STATE OF NEW MEXICO)
)
COUNTY OF LEA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2005,
by _____

NOTARY PUBLIC

My Commission Expires: _____



Invitation to Bid # 969

Maintenance & Motor Pool Paving Project

BOARD DOCUMENTS

Date: July 14, 2005
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On March 14, 2005 legal notices were sent to three newspapers requesting sealed bids for the paving of the maintenance and motor pool parking lots:

Hobbs News Sun
Lovington Leader
Clovis Journal

2. Copies of the Plans, Specifications, and Contract Documents were available for public inspection or purchase at the office of Pettigrew & Associates, P.A., Hobbs NM.

3. Two contractors submitted bids within the time frame specified by the bid package. Both contractors were present at the bid opening.

4. The Business Office, Maintenance Department, and Pettigrew & Associates have jointly evaluated the bids received. The Administration's recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The bidders responding to the Invitation were: Armstrong Construction, Inc., Roswell NM and Ramirez & Sons, Lovington NM.

The Administration recommends acceptance of the bid from Ramirez & Sons for \$48,130. The bid tabulation is shown on pages 4 and 5. The project manual contained the bid specifications and other pertinent information related to the bid.

Sources of Funding: BRR – Maintenance Paving Parking Lot
Account Number: 95123 – 4002 – 76013 - 911
Amount: \$48,130.00

**BID TABULATION
CONTRACTORS**

BID NO. 969

NEW MEXICO JUNIOR COLLEGE

New Mexico Junior College Maintenance Yard

BASE BID

ITEM NO.	DESCRIPTION	QUANTITY & UNIT OF MEASUREMENT	ENGINEER'S ESTIMATE		Rameriz & Sons, Inc.		Armstrong Construction Co., Inc.		UNIT PRICE	AMOUNT
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
203000	Unclassified Excavation	420 CU. YDS.	\$6.00	\$2,520.00	\$4.50	\$1,890.00	\$20.00	\$8,400.00		
207000	Subgrade Preparation	2,250 SQ. YD.	\$2.50	\$5,625.00	\$1.75	\$3,937.50	\$2.00	\$4,500.00		
303160	Base Course - 6" Type II	2,085 SQ. YD.	\$7.50	\$15,637.50	\$5.00	\$10,425.00	\$5.00	\$10,425.00		
420112	Plant Mix Bituminous Pavement Grade B 2"	2,085 SQ. YD.	\$7.50	\$15,637.50	\$7.50	\$15,637.50	\$6.00	\$12,510.00		
608004	Concrete Slab (4")	360 SQ. YD.	\$35.00	\$12,600.00	\$34.00	\$12,240.00	\$40.00	\$14,400.00		
621000	Mobilization	1 LUMP SUM.	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$4,500.00	\$4,500.00		

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7-7-05

Candidate's name Vicki Vardeman

Position title Director of PR/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 7-25-05 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, KJMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$39,290 - \$49,112 Recommended annual salary \$46,900 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-54-720 100%

Recommended and approved by:

Supervisor
Regina Organ
Vice President

Dean/Director
Steve McCleery
President

- Selection Committee Members: Dan Hardin - Vice President for Finance
Judy Halladay - Dept. Secty. - College Communications
Kathy Mahan - Desktop Designer
Steve McCleery - President
Regina Organ - Vice President for Student Services
Rudy Rascon - Public Relations/Marketing Assistant

Comments:

Ms. Vardeman meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Director of PR/Marketing

Personal Data

Name: Vicki Vardeman

Education

M.A., Eastern New Mexico University, Portales, NM, 1991

Major: English; Master's Thesis: *Matriarchy in the Works of Muriel Spark*

B.A., Eastern New Mexico University, Portales, NM, 1989

Major: English and History; Minor: Professional/Technical Writing

A.A., Western Texas College, Snyder, TX, 1985

Awards: Franklin Pruitt Award for Excellence in U.S. History

Professional Experience

College of the Southwest, Hobbs, NM

Director of College Communications

1997 to Present

Assistant Professor of English

1994 to 1997

Adjunct Instructor of English

1992 to 1994

Eastern New Mexico University, Portales, NM

1989 to 1991

Teaching Assistant/Instructor

Professional Development

CASE District IV Conferences, 1997-1999, 2001

Noel-Levitz Integrated Marketing Seminars, 1999, 2000

Stamats Integrated Marketing Seminars, 1998, 1999

CSW On-site Workshops, 1997-2005

Professional Memberships

Sigma Tau Delta, the International English Honor Society

Modern Language Association

Rocky Mountain Language Association

Phi Alpha Theta, International Honor Society in History

American Association of University Women



New Mexico Junior College

Career Opportunities

Position Announcement • May 2005

Position Title: Director of PR/Marketing

Position Description: The Director of PR/Marketing reports to the Vice President for Student Services. The duties and responsibilities shall be, but are not limited to, the following: 1) Work directly with the Administrative Cabinet, President/Vice Presidents, CEO of Foundation/CEO of Development Office, Dean of Continuing Education/ Workforce Development, Director for Western Heritage Center, and others to develop, update, and maintain an overall marketing plan for NMJC; 2) Direct and actively participate in the advertising and publicity of New Mexico Junior College; 3) Prepare, coordinate and distribute to media, news releases related to people, programs, courses, enrollment, special activities, and events related to NMJC; 4) Plan, coordinate, and implement ad campaign(s) for enrollment, incorporating input from the Administrative Cabinet and the PR/Marketing Department; 5) Supervise any personnel who may be assigned to assist the Director of PR/Marketing; 6) Develop and maintain processes for monitoring college news coverage, supervise maintenance of the college string book of print media clippings from all print sources, both internal and external, that mention the college; 7) Coordinate the production and design of print, slide, AV, photography, graphics, radio and TV; 8) Plan and manage annual budgets for the PR/Marketing Department ; 9) Serve on committees related to the PR/Marketing Department functions and mission of the college; 10) Assist in coordinating attendance at legislative and other public agency hearings and sessions. Oversee the preparation and distribution of information regarding these activities and identify issues which may recur for possible research and response; 11) Assist in keeping local legislators informed of activities affecting NMJC providing information as requested; 12) Supervise official college photography to be used for placement of photographs and news releases and/or articles related to people, programs, courses, enrollment, special activities and events of NMJC; 13) Responsible for all internal communications; 14) Must maintain a valid New Mexico driver's license, and; 15) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree in English, Journalism, or a related field from a regionally accredited institution required. Writing, communication, problem solving and detailed documentation skills are essential. Must be committed to excellence. NOTE: **Computer proficiency is required.**

Salary/Benefits: This is a twelve-month position. Salary range is \$39,290 to \$49,112 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: June 15, 2005 by 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

**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"

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

APPLICANT LIST

Position: Director of PR/Marketing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Vardeman, Vicki	Yes	Yes	Start date: Pending Board approval.
Perkins, Wendy	No	No	
Rainwater-Kinabrew, Teena	No	No	
Evans, Derelle	No	No	Incomplete application materials.
Friend, Ty	Yes	No	
Davis, Tracie	No	No	
Walker, Sarah	No	No	
Ply, Rebekah	No	No	
Birmingham, Jennifer	No	No	Minimum qualifications not met.
Arciniega, Ramon	No	No	Received after deadline to apply.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7-7-05

Candidate's name Vangelia Perryman

Position title Public Relations/Marketing Writer/Editor

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 8-8-05 Standard contract length 12 mos. 9 mos. other

Funding source Institutional Funds

Paid advertising beyond *standard None

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

Posted salary range \$24,577-\$30,721 Recommended annual salary \$26,750 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-54-720 100%

Recommended and approved by:

Supervisor
Regina Organ
Vice President

Dean/Director
Steve McCleery
President

Selection Committee Members: Dan Hardin - Vice President for Finance

Judy Halladay - Dept. Secty. - College Communications

Kathy Mahan - Desktop Designer

Steve McCleery - President

Regina Organ - Vice President for Student Services

Rudy Rascon - Public Relations/Marketing Assistant

Comments:

Ms. Perryman meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Public Relations/Marketing Writer/Editor

Personal Data

Name: Vangelia Perryman

Education

B.A., Wayland Baptist University, Plainview, TX, 2002

Major: Mass Communication, emphasis in Journalism; Minor 1: Religious Education

Minor 2: Art

Professional Experience

Hobbs News Sun, Hobbs, NM Education Reporter	7/03 to Present
Southwest Canvas Mfg. Co., Lubbock, TX Public Relations/Executive Assistant	3/03 to 7/03
Eckerd Express Photo Lab, Lubbock, TX Express Photo Technician	11/02 to 3/03
Missing Pieces Studio, Lubbock, TX Artist/Owner	1/02 to 2/05
Plainview Daily Herald, Plainview, TX Reporter/Photography Technician	3/99 to 10/01
Wayland Baptist University, Plainview, TX Part Time Campus Newspaper Editor/Darkroom Manager	3/98 to 1/01

Awards

Second Place, Investigative Reporting, New Mexico Associated Press Managing Editors, New Mexico Group B, January 2004 to December 2004

Second Place, Science Writing, New Mexico Associated Press Managing Editors, New Mexico Group B, January 2004 to December 2004



New Mexico Junior College

Career Opportunities

Position Announcement • May 2005

Position Title: Public Relations/Marketing Writer/Editor

Position Description: The Public Relations/Marketing Writer/Editor reports to the Director of PR/Marketing. The duties and responsibilities shall be, but are not limited to, the following: 1) Cover campus newsworthy stories and provide information to the media outlets; 2) Attend multiple campus functions and report to media outlets; 3) Maintain a flexible work schedule, being able to work day and evening shifts as needed; 4) Participate in the PR/Marketing planning and implementation; 5) Be of service to internal and external customers, answer the telephone in a pleasing and helpful manner, and exhibit a positive image for the college; 6) Actively participate in advertising and publicity, promoting a positive image for New Mexico Junior College; 7) Participate in the writing/editing of press releases, radio copy, TV commercial copy, various college publications, and presentations as assigned by the Director of PR/Marketing; 8) Assist the Director of PR/Marketing with the media tracking and keeping records of media activities; 9) Serve on committees related to the operations of the department and college mission; 10) Realizing that the auspices of the Office of PR/Marketing are deadline and task oriented, work as assigned should be completed in a timely and professional manner. Work assignments may extend into other operational areas within the department; 11) Must maintain a valid New Mexico driver's license, and; 12) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree in English, Journalism, or a related field from a regionally accredited institution preferred. Writing, communication, problem solving and detailed documentation skills are essential. Must be committed to excellence. NOTE: Computer proficiency is required.

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: June 15, 2005 by 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Public Relations/Marketing Writer/Editor

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Penhey, Trista	No	No	
Rainwater-Kinabrew, Teena	No	No	
Harper, Raquel	No	No	Incomplete application materials.
Perryman, Vangelia	Yes	Yes	Start date: Pending Board approval.
Davis, Tracie	No	No	
Ply, Rebekah	No	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7-12-05

Candidate's name Delores Thompson

Position title Professor of Nursing

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 8-10-05 Standard contract length 12 mos. 9 mos. other

Funding source Institutional Funds

Paid advertising beyond *standard None

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

Posted salary range \$35,595-\$44,493 Recommended annual salary \$42,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-535 100%

Recommended and approved by:

Supervisor
[Signature]
Vice President

Dean/Director
[Signature]
President

- Selection Committee Members: Karen Cummings - Director of Allied Health Fields
Sondra Hutson - Professor of Nursing
Tamara James - Professor of Nursing
Lynda Knoll - Professor of Nursing
Shelly Murphy - Professor of Nursing
Misty Stine - Professor of Nursing

Comments:

Ms. Thompson meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Delores Thompson

Education

M.S.N., Texas Tech University Health Sciences Center, Lubbock, TX, 2000

Family Nurse Practitioner Program

B.S.N., University of New Mexico, Albuquerque, NM, 1996

A.A.S., McMurry University, Abilene, TX, 1989

Professional Experience

Eunice Health Clinic, Eunice, NM

12/04 to Present

Family Nurse Practitioner

Comanche Family Medical Clinic, Comanche, TX

1/04 to 11/04

Family Nurse Practitioner

One Source Health Center, Rising Star, TX

3/02 to 12/03

Family Nurse Practitioner

Hendrick Medical Center, Abilene, TX

2/01 to 2/02

Medical Surgical Educator

New Mexico Junior College, Hobbs, NM

8/94 to 12/00

Professor of Nursing

Lea Regional Medical Center, Hobbs, NM

8/93 to 7/94

Nursing Supervisor

Licenses

American Academy of Nurse Practitioners Certification

Nurse Practitioner/RN Licenses, New Mexico and Texas

Advanced Cardiac Life Support Provider

Basic Life Support Provider CPR/AED

Vision and Hearing Screener

Honors and Appointments

Texas Tech University Health Sciences Center

Graduate School of Nursing Annual Fall Symposium Scholarship Awards: Best Research Proposal, 1997; Best Case Study Presentation, 1998; Best Community Project, 1998

New Mexico Board of Nursing

Education Advisory Committee Member, 1995-1996



New Mexico Junior College

Career Opportunities

Position Announcement • April 2005

Position Title: Professor of Nursing (2 positions available)

Position Description: The Professor of Nursing reports to the Director of Allied Health Fields. Duties and responsibilities shall be, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; and (6) serve on college committees as requested by the administrative team.

Qualifications: Master's Degree in nursing (MSN) preferred. A Bachelor's degree in nursing (BSN) required. Must pursue a MSN within first semester of employment and complete within three (3) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have New Mexico nursing license. Prior successful teaching experience at the college level preferred, with a background in the fundamentals of nursing, medical-surgical, geriatric, and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept. Computer proficiency with Microsoft Word, Power Point, and Web CT highly desirable.

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

Application Deadline: May 27, 2005 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

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APPLICANT LIST

Position: Professor of Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Kimberly Webb	Yes	Yes	Start date: Pending Board approval.
Taylor, Carol	No	No	
Thompson, Delores	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 7-12-05

Candidate's name Kimberly Webb

Position title Professor of Nursing

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 8-10-05 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard None

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

Posted salary range \$34,727-\$43,408 Recommended annual salary \$38,500 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-535 17%
1-2011-11-515 83%

Recommended and approved by:

Supervisor
John B. Grotter
Vice President

Dean/Director
Steve R. Cleary
President

- Selection Committee Members: Karen Cummings - Director of Allied Health Fields
Sondra Hutson - Professor of Nursing
Tamara James - Professor Nursing
Lynda Knoll - Professor of Nursing
Shelly Murphy - Professor of Nursing
Misty Stine - Professor of Nursing

Comments: _____

Ms. Webb meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Kimberly Webb

Education

M.S.N., University of Phoenix, AZ, 2003
B.S.N., University of Phoenix, AZ, 2001
A.A.S., New Mexico Junior College, Hobbs, NM, 1993

Professional Experience

Vista Care Hospice, Hobbs, NM 7/03 to Present
RN Case Manager

New Mexico Junior College, Hobbs, NM 5/05 to Present
Part-Time Nursing Instructor 1/02 to 7/03
Professor of Nursing

NorLea Home Health, Hobbs, NM 5/01 to 1/02
RN Case Manager
RN Staff Nurse

Lea Regional Hospital, Hobbs, NM 10/99 to 5/01
RN Staff Nurse

Hutson Home Health, Hobbs, NM 11/93 to 1/99
RN, Nurse's Aide Supervisor and Staff Nurse

La Siesta Care Center, Hobbs, NM 1991 to 1993
RN Case Manager

Licenses

New Mexico, RN License R35227
Texas, RN License 668449



New Mexico Junior College

Career Opportunities

Position Announcement • April 2005

Position Title: Professor of Nursing (2 positions available)

Position Description: The Professor of Nursing reports to the Director of Allied Health Fields. Duties and responsibilities shall be, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; (3) student advisement and counseling; (4) curriculum update and revision; (5) development of course syllabi; and (6) serve on college committees as requested by the administrative team.

Qualifications: Master's Degree in nursing (MSN) preferred. A Bachelor's degree in nursing (BSN) required. Must pursue a MSN within first semester of employment and complete within three (3) years. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have New Mexico nursing license. Prior successful teaching experience at the college level preferred, with a background in the fundamentals of nursing, medical-surgical, geriatric, and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept. Computer proficiency with Microsoft Word, Power Point, and Web CT highly desirable.

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

Application Deadline: May 27, 2005 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application (cover letter), 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 Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Kimberly Webb	Yes	Yes	Start date: Pending Board approval.
Taylor, Carol	No	No	
Thompson, Delores	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 6-22-05

Candidate's name McConal, Angela K.

Position title Program Planner - Continuing Education/Workforce Development/Distance Learning
(now known as Extended Learning)

New position Existing position Classification Faculty Professional Other

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

Effective date of employment July 22, 2005 Standard contract length 12 mos. 9 mos. other

Funding source Institutional Funds

Paid advertising beyond *standard

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

Posted salary range \$26,467 - \$39,700 Recommended annual salary \$33,500.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-11-541 100%

Recommended and approved by:

Rosa Hardison
Supervisor

Rosa Hardison
Dean/Director

John B. Scatta
Vice President

Steve McCleary
President

- Selection Committee Members:
- Lance Caviness - Director of Student Life
 - Marilyn Dill - Associate Director of Institutional Effectiveness
 - Lisa Hardison - Director of Continuing Education/Workfore Development/
Distance Learning
 - Mary Jane Ward - Dean of Business & Technology
 - Renee Wharton - Director of Institutional Effectiveness

Comments: Ms. McConal meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Program Planner – Extended Learning

Personal Data

Name: Angela K. McConal

Education

Diploma, Hobbs High School, Hobbs, NM, 1974

Professional Experience

New Mexico Junior College, Hobbs, NM 12/01 to Present
Department Secretary – Continuing Education/Workforce
Development/Distance Learning

Maddox & Holloman P.C., Hobbs, NM 9/97 to 7/01
Legal Assistant

5th Judicial District Court, Lovington, NM 4/97 to 9/97
Deputy Court Clerk

Taylor Street Church of Christ, Hobbs, NM 9/93 to 5/96
Secretary

Southwestern Electric Supply Co., Odessa, TX 12/88 to 8/90
Office Manager 7/76 to 9/86
Office Manager

J.W. Chapman & Sons, Lubbock, TX 6/74 to 5/76
Receptionist/Secretary

Certificates

Certified Program Planner, 2005



New Mexico Junior College

Career Opportunities

Position Announcement • June 2005

Position Title: Program Planner - Continuing Education/Workforce Development/Distance Learning

Position Description: The position reports to the Dean of Continuing Education/Workforce Development/Distance Learning. Duties and responsibilities shall be, but are not limited to, the following: 1) First and foremost, be of service to the public; 2) Assist with creating and maintaining a program of noncredit and special topic courses, workshops, seminars, and teleconferences; 3) Assist with the promotion and advertising of community service programs through various media; 4) Assist in the development, implementation, and maintenance of course offerings; 5) Ensure all employee paperwork is completed for instructors; 6) Coordinate and supervise Department Secretary – Continuing Education/Workforce Development/Distance Learning and student worker(s); 7) Assist the Dean with budget preparation and implementation, i.e., compiling reports, balances, etc; 8) Perform daily computer backups as needed; 9) Coordinate with the Dean to prepare and submit to College Communications Department: news releases related to people, programs, courses, enrollment, special activities, and events with Continuing Education/Workforce Development/Distance Learning activities and programming; 10) Attend weekly department staff meetings and report progress on activities relating to job responsibilities to the management team; 11) Communicate regularly with the Dean; 12) Manage office operations and procedures in absence of the Dean; 13) Serve on committees related to the operations of the department and college mission; and 14) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor degree preferred, but will consider experience in the areas of continuing education, program planning, or Program Planner Certification (CPP) in lieu of degree. Must have excellent communication, problem solving, budgeting, planning, computer, and organizational skills. Knowledge of community programming and Banner Administrative Software preferred. Travel and evening hours are required. Must be a highly energetic person that enjoys people. Must be committed to excellence and promoting success through student learning. **NOTE: Computer proficiency is required.**

Salary/Benefits: This is a twelve-month position. Salary range is \$26,467 to \$39,700. 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: June 16, 2005 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received as soon as possible. **Please do not send any application materials via e-mail.**

To Apply: Submit NMJC application form and resume to:

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APPLICANT LIST

Position: Program Planner – Extended Learning

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
McConal, Angela K.	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 7-18-05

Candidate's name Roene E. Neu

Position title Professor of Geology

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 8-10-05 Standard contract length 12 mos. 9 mos. other

Funding source Institutional Funds

Paid advertising beyond *standard Chronicle of Higher Education; Carlsbad Current Argus;

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

Midland Reporter-Telegram; Odessa American; Lubbock Avalanche Journal; Artesia News;

Albuquerque Journal

Posted salary range \$39,290 - \$49,112 Recommended annual salary \$42,564 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-503 100%

Recommended and approved by:

Kelly Holladay
Supervisor

M B Heatter
Vice President

Kelly Holladay
Dean/Director

Steve McCleary
President

Selection Committee Members: Mickey Best - Dean, Division of Math, English, Education and
Transitional Studies
Shirley Conder - Dept. Secty. - Arts & Sciences
Marcia Galyean - Admin. Secty. - Dean of Arts & Sciences
Kelly Holladay - Interim Dean of Arts & Sciences
Dave Reiff - Distance Learning Academic Coordinator

Comments: Ms. Neu meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Geology

Personal Data

Name: Roene E. Neu

Education

M.S., Bowling Green State University, Bowling Green, OH, 2005

Major: Geology

Thesis: *An investigation of source water feeding Buck Creek, Grant Sand Dunes National Monument and Preserve.*

B.A., Adams State College, Alamosa, CO, 1999

Major: Geology

Professional Experience

William Beaumont Army Medical Center, El Paso, TX 6/05 to Present
GIS Contractor, Preventive Medicine

University of Texas at El Paso, El Paso, TX 8/01 to 5/05
Part Time Assistant Instructor, Teaching Assistant, Research Assistant

Bowling Green State University, Bowling Green, OH 8/99 to 5/01
Part Time Teaching Assistant

Adams State College, Alamosa, CO 5/98 to 5/99
Part Time Work Study Student

Professional Organizations

Sigma Gamma Epsilon, President 2003-2004

Geological Society of America

American Geophysical Union

American Association of Petroleum Geologists

Society of Exploration Geophysicists

Society of Economic Geologists

Honors and Awards

Second Place in oral presentations at UTEP Student Colloquium, 2004

Award in recognition of exemplary service to Geological Science at UTEP, 2003

Anadarko Scholarship, University of Texas at El Paso, 2002

Presidents Scholarship, Adams State College, CO, 1993



New Mexico Junior College

Career Opportunities

Position Announcement • June 2005

Position Title: Professor of Geology - one year teaching assignment

Position Description: The Professor of Geology reports to the Dean of Arts and Sciences. This could be either an adjunct or full time position. Duties and responsibilities would include teaching Physical Geology in the fall of 2005 in one or all of the following formats: 1) in a traditional classroom setting on our campus; 2) as a hybrid, which means the lecture is on-line (through WebCT) and the labs meet on four (4) Saturdays on NMJC's campus; 3) as a completely on-line course including both lecture and lab. The same situation is needed in the spring of 2006 semester with Historical Geology as the subject. In the spring semester there may be a possibility of also teaching a meteorology course in either the traditional, hybrid or completely on-line format. If hired as a full-time professor, posted office hours will be required. Also, nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: A Bachelor's degree in Geology or closely related field from a regionally accredited institution is required. A Master's degree is preferred. Successful college-level traditional and on-line teaching experience desired. Must be committed to excellence in instruction. NOTE: **Computer proficiency is required.**

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

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

To Apply: Submit NMJC application form, letter of application (cover letter), 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 Geology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Neu, Roene E.	Yes	Yes	Start date: Pending Board approval.
Kimble, Carolyn J.	No	No	
Christensen, Amy E.	No	No	Incomplete application materials.
Rempe, Norbert T.	No	No	
Trunk, Laura E.	No	No	Incomplete application materials.
Burr, Sande A.	No	No	Incomplete application materials.
Varhalmi, George J.	No	No	Incomplete application materials.