

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING
Tuesday, June 19, 2001
Zia Room - Library
1:30 p.m.

AGENDA

- | | |
|--|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of May 24, 2001 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. Closure of Open Meeting | Mr. Newman |
| G. New Business | |
| 1. Monthly Expenditures Report | Dr. McCleery |
| 2. Monthly Revenue Report | Dr. McCleery |
| 3. Oil and Gas Revenue Report | Dr. McCleery |
| 4. Schedule of Investments | Dr. McCleery |
| 5. Consideration of President's Contract | Dr. McCleery |
| 6. Personnel Consideration - Professor of Psychology/Sociology | Dr. McCleery |
| 7. Personnel Consideration - Professor of Psychology | Dr. McCleery |
| 8. Personnel Consideration - Professor of Theatre/Scenic Designer/
Technical Director | Dr. McCleery |
| H. Public Comments | Mr. Newman |
| I. Announcement of Next Meeting | Mr. Newman |
| J. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MAY 24, 2001

MINUTES

The New Mexico Junior College Board met on Thursday, May 24, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mr. Larry Hanna; Mr. John Hice, Jr.; Ms. Patricia Chappelle; Mrs. Yvonne Williams; and Mr. Ferrel Caster.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Emma Whitley, Hobbs News Sun.

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

Upon a motion by Mr. Schubert, seconded by Mrs. Williams, the board unanimously approved the minutes of April 23, 2001.

Under *President's Report*, Dr. McCleery invited the board to the Corrections Academy graduation tomorrow at 1:00 p.m. in Watson Hall as well as the Fire Science Academy graduation at 6:00 p.m. He reported that the Oilfield Job Fair was taking place at the Lea County Event Center/parking lot. Richard Morris gave a presentation on various baseball complexes in the area.

Under *New Business*, Dan Hardin presented the April financial reports and with a motion by Mr. Hice, seconded by Mr. Caster, the board unanimously approved the expenditures for April 2001.

Dr. McCleery presented the 2001-2002 employee compensation recommendations for board consideration. After much discussion and upon a motion by Mr. Schubert, seconded by Ms. Chappelle, the board unanimously approved the recommendation.

Frank Collins presented Request for Proposals #59 - Audit Services for New Mexico Junior College. The administration recommended acceptance of the professional services of Johnson, Miller and Company of Hobbs, New Mexico for audit services for the 2000/2001 fiscal year at an annual cost of \$32,992 (\$20,992 base and \$12,000 for GASB consulting). The college may opt to

renew the contract annually for up to two additional years. The total multi-year cost is \$90,616 including consulting. Upon a motion by Mr. Hice, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Mr. Collins presented Bid #904 - Purchase of Materials for the Construction of Horse Stalls. The administration recommended acceptance of the bid submitted by Powder River Livestock Handling Equipment, Provo, Utah in the amount of \$25,655.50. Mr. Hanna made a motion to reconsider Bid #902. Ms. Chappelle seconded the motion and the motion passed unanimously. Upon a motion by Mr. Hanna, seconded by Mrs. Williams, the board unanimously voted to reject Bid #902. Upon a motion by Mr. Hanna, seconded by Mr. Hice, the board unanimously approved the recommendation for Bid #904.

Richard Fleming recommended Mr. Anton Green for the Professor of Computer Information Systems position with a nine month salary of \$36,000. Upon a motion by Mr. Caster, seconded by Ms. Chappelle, the board unanimously approved the employment of Mr. Green, effective August 13, 2001.

Dr. Fleming recommended Mr. Joel Keranen for the Professor of Mathematics/Physics position with a nine month salary of \$35,000. Upon a motion by Mr. Schubert, seconded by Mr. Hanna, the board unanimously approved the employment of Mr. Keranen, effective August 13, 2001.

Dr. Fleming recommended Ms. Sondra Hutson for the Professor of Nursing position with a nine month salary of \$38,000. Upon a motion by Ms. Chappelle, seconded by Mr. Caster, the board unanimously approved the employment of Ms. Hutson, effective August 13, 2001.

Pat Gorman recommended Mr. Ty Friend for the Talent Search School Coordinator position with a ten month salary of \$28,700. Upon a motion by Mrs. Williams, seconded by Mr. Hanna, the board unanimously approved the employment of Mr. Friend, effective August 1, 2001.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for June 19, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board meeting adjourned at 3:05 p.m.

CHAIRMAN

ATTEST: _____

SECRETARY

Others present:

Sharon Jenkins

Mickey Best

Charley Carroll

Richard Morris

Lisa Brown

Dan Hardin

Richard Fleming

Bill Kunko

Cc Nelson

Robert Bensing

Linda Neel

Bill Morrill

Kelly Holladay

Tim Perry

Renee Wharton

Frank Collins

Steve Davis

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
May 2001

92% of Year Completed

Fund	1999-00			2000-01			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,164,065	4,658,663	90%	5,322,453	688,326	5,171,496	97%
Academic Support	967,389	815,307	84%	1,012,220	69,274	941,622	93%
Student Services	1,055,411	927,516	88%	1,020,190	82,109	1,021,613	100%
Institutional Support	1,865,986	1,478,142	79%	2,321,133	155,205	1,659,843	72%
Operation & Maintenance of Plant	1,551,571	1,350,551	87%	1,674,751	118,173	1,617,918	97%
Subtotal - Instruction & General	10,604,422	9,230,179	87%	11,350,747	1,113,087	10,412,492	92%
Student Activities	113,642	101,702	89%	118,724	6,113	114,340	96%
Research	0	0	0%	0	0	0	0%
Public Service	24,949	16,754	67%	24,968	1,449	2,077	8%
Internal Service Departments	308,980	264,694	86%	309,131	1,506	237,692	77%
Student Aid	142,815	138,245	97%	139,605	(801)	150,432	108%
Auxiliary Enterprises	1,356,584	1,288,618	95%	1,254,436	140,830	1,295,268	103%
Athletics	545,509	512,566	94%	558,129	52,152	549,066	98%
Total Current Unrestricted Fund	13,096,901	11,552,758	88%	13,755,740	1,314,336	12,761,367	93%
CURRENT RESTRICTED FUND							
Grants	3,289,056	2,078,886	63%	3,135,237	178,724	2,456,495	78%
Student Aid	3,204,007	3,072,220	96%	3,204,007	4,794	3,568,752	111%
Total Current Restricted Fund	6,493,063	5,151,106	79%	6,339,244	183,518	6,025,247	95%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	1,244,868	1,135,733	91%	2,126,546	414,025	1,344,862	63%
Projects from State GOB Funds	686	0	0%	0	0	0	0%
Projects from State STB Funds	374,617	205,032	55%	202,439	0	499,989	247%
Projects from Other State Funds	156,793	114,412	73%	116,172	0	111,469	96%
Subtotal - Capital and BR&R	1,776,964	1,455,177	82%	2,445,157	414,025	1,956,320	80%
Debt Service							
Revenue Bonds	263,723	263,622	100%	264,845	0	264,745	100%
Total Plant Funds	2,040,687	1,718,799	84%	2,710,002	414,025	2,221,065	82%
GRAND TOTAL EXPENDITURES	21,630,651	18,422,663	85%	22,804,986	1,911,879	21,007,679	92%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
May 2001

92% of Year Completed

Fund	1999-00			2000-01			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,146,429	1,139,371	99%	1,168,950	17,491	1,220,801	104%
State Appropriations	5,884,500	5,415,150	92%	6,566,300	532,575	5,946,100	91%
Advalorem Taxes - Oil and Gas	2,975,000	2,931,933	99%	2,500,000	419,770	4,835,090	193%
Advalorem Taxes - Property	1,900,000	1,579,184	83%	1,900,000	88,398	1,412,338	74%
Interest Income	197,000	244,519	124%	125,500	21,432	195,966	156%
Other Revenues	257,967	192,331	75%	384,886	56,781	276,813	72%
Subtotal - Instruction & General	12,360,896	11,502,488	93%	12,645,636	1,136,447	13,887,108	110%
Student Activities	40,300	40,385	100%	40,000	34	43,371	108%
Public Service	0	0	0%	0	0	43,901	0%
Internal Service Departments	37,400	37,874	101%	21,000	5,894	17,491	83%
Auxiliary Enterprises	1,398,814	1,395,768	100%	1,442,050	37,438	1,554,360	108%
Athletics	34,100	31,432	92%	33,600	2,742	31,077	92%
Total Current Unrestricted	13,871,510	13,007,947	94%	14,182,286	1,182,555	15,577,308	110%
CURRENT RESTRICTED FUND							
Grants	3,081,095	1,946,532	63%	3,135,237	57,489	2,094,418	67%
Student Aid	3,204,007	3,204,574	100%	3,204,007	172,511	3,598,045	112%
Total Current Restricted	6,285,102	5,151,106	82%	6,339,244	230,000	5,692,463	90%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	686	0	0%	0	58,508	58,508	0%
Projects from State STB Funds	374,617	205,032	55%	0	0	0	0%
Projects from Other State Funds	156,793	114,412	73%	116,172	0	0	0%
Interest Income	0	45,054	0%	0	7,729	99,130	0%
Subtotal - Capital & BR&R	532,096	364,498	69%	116,172	66,237	157,638	136%
Debt Service							
Interest Income	0	0	0%	55,000	6,527	75,360	137%
Total Plant Funds	532,096	364,498	69%	171,172	72,764	232,998	136%
LOAN FUND							
Interest Income / Service Fees	0	325	0%	0	0	0	0%
Total Loan Fund	0	325	0%	0	0	0	0%
GRAND TOTAL REVENUES	20,688,708	18,523,876	90%	20,692,702	1,485,319	21,502,769	104%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

May 2001

92% of Year Completed

		OIL		GAS		COMBINED		
Month of		Price	Lea County	Price	Lea County	Monthly	2000-01	Variance
Sales	Distribution	per BBL	BBLs sold	per MCF	MCF sold	Revenue	Original Budget	Over (Under) Budget
April	July	\$25.13	3,385,212	\$3.20	16,968,001	309,135	177,083	132,052
May	August	\$27.75	3,566,511	\$3.36	17,837,831	356,052	177,083	178,969
June	September	\$29.78	3,550,473	\$4.28	17,687,354	347,144	177,083	170,061
July	October	\$29.43	3,363,692	\$3.93	20,220,892	363,689	177,083	186,606
August	November	\$30.24	3,350,022	\$4.14	17,377,642	408,106	177,083	231,023
September	December	\$31.12	3,471,552	\$3.27	26,113,754	371,528	177,083	194,445
October	January	\$31.51	3,543,050	\$5.22	18,704,823	432,951	177,083	255,868
November	February	\$32.92	3,377,608	\$4.84	18,035,296	378,141	177,083	201,058
December	March	\$27.31	3,388,406	\$7.71	13,640,856	379,909	177,083	202,826
January	April	\$28.10	3,433,562	\$8.47	19,255,082	602,879	177,083	425,796
February	May	\$28.49	3,233,907	\$6.12	16,903,688	417,959	177,083	240,876
March	June						177,087	
Production Tax Revenue						4,367,493	2,125,000	2,419,580
Equipment Tax Revenue (see below)						1,811	375,000	0
Total Year-to-Date Oil and Gas Revenue						<u>4,369,304</u>	<u>2,500,000</u>	<u>2,419,580</u>

Source: New Mexico Taxation and Revenue Department

long-term historical average of \$15.00 per bbl for oil and \$1.90 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2000-01 year that exceed this budgeted amount will be considered for transfer to the college's capital fund at the end of the year.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
May 2001

92% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	7,325,000	N/A	N/A	N/A	102-2394	5.46%	33,965
Wells Fargo Bank of Hobbs	<u>250,000</u>	02/08/2001	08/08/2001	181	231611237	4.40%	<u>909</u>
Total investments	<u>7,575,000</u>						<u>34,874</u>

Summary of Current Month's Activity	
Beginning amount	7,575,000
Plus: deposits	0
Less: withdrawals	<u>0</u>
Ending amount	<u>7,575,000</u>

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6/6/01

Candidate's name Dr. Raymond J. Taylor

Position title Professor of Psychology/Sociology

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 8/13/01 Standard contract length 12 mos. 9 mos. other _____

Funding source Operational Budget 2001=02

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

Posted salary range \$29,945 - 44,493 Recommended annual salary \$42,000.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11410 @ 100%

Recommended and approved by:

Mickey D. Best, Dean of Arts and Sciences

Supervisor

Vice President

Richard Fleming

Mickey D. Best

Dean/Director

President

Steve McCreary

Selection Committee Members: Joe Garcia, Professor of Sociology

Marcia Galyean, Department Secretary for Arts and Sciences

Mike Chavez, Professor of Psychology

Patty Eimerich, Dept. Chair - Social Sciences, Professor of History/Government

Stephen Townsend, Professor of History/Government

Comments: _____

ABBREVIATED RESUME

Position

Professor of Psychology/Sociology

Personal Data

Name: Raymond J. Taylor

Education

B.A., Lakeland College, Sheboygan, WI, 1976

M.S.W., San Diego State University, San Diego, CA, 1984

Ph.D., The Union Institute, Cincinnati, OH, 1997

Professional Experience

Bayer Institute for Health Care Communication, New Haven, CT
Faculty 1999 to Present

Veterans Administration Medical Center, Grand Junction, CO
Clinical Social Worker/Coordinator of Clinical Ed Program 1991 to Present

Raymond J. Taylor, Ph.D., Grand Junction, CO
Part-time private practice 4/91 to Present

Colorado State University, Grand Junction, CO
Lecturer 2000

Mesa State College, Grand Junction, CO
Lecturer 1999 to 2000
Lecturer 1996 to 1997
Instructor 1994

Colorado Christian University, Grand Junction, CO
Adjunct Professor 9/95 to 3/96

Center for Disease Control
Supervisory Public Health Advisor 10/89 to 1/91

Organizations/Licenses/Certificates

American Psychological Association

Certified Trauma Specialist

Clinical Social Worker (State of Colorado)

Marriage and Family Therapist (State of Texas)

National Association of Social Workers

Practitioning Member of the Academy of Family Mediators

Western Colorado AIDS Care Consortium, Board of Directors

Western Colorado Chapter American Red Cross, Chairman of Board of Directors



New Mexico Junior College Career Opportunities

Position Announcement • February, 2001

Position Title: Professor of Psychology/Sociology (Pending funding approval)

Position Description: The Professor of Psychology/Sociology reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Becoming A Successful Student, Introduction or Adolescent or Child Psychology, Human Relations, Psychology of Lifespan, Interpersonal Communications, Cultural Diversity, General Sociology, Social Problems, and Marriage and the Family; (2) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (3) serve on college committees, as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment of students for the institution and psychology/sociology program; (9) assume other professional responsibilities associated with the position of professor; and (10) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A Master's degree in Psychology or Sociology, from a regionally accredited institution preferred or a Master's degree in a related field from a regionally accredited institution, with at least 9 graduate hours in each of the teaching disciplines. Must be committed to excellence in instruction and willing to work with other, full-time divisional instructors and staff. NOTE: Computer proficiency is required.

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

Application Deadline: April 2, 2001 at 5:00 p.m. MST. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. Interviews will begin after the application deadline. Position starts 2001 Fall semester, with a faculty reporting date of August 13, 2001, at 8:00 a.m. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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

"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Professor of Psychology/Sociology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Page, Frank	No	No	
Nelson, Terry	No	No	
DeGraw, Darrel	No	No	Incomplete application materials.
Benavidez, Luciano Jr.	No	No	Incomplete application materials.
Fraze, Robert	No	No	
Nusser, J. Hamilton	No	No	
Drennan, Alan	No	No	
Navarrete, Emily	No	No	
Taylor, Raymond	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 6-11-01

Candidate's name Gregory Keane

Position title Professor of Psychology

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 8-13-01 Standard contract length 12 mos. 9 mos. other

Funding source Institutional

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

Posted salary range \$29,945 - \$44,493 Recommended annual salary \$35,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11410 @ 100%

Recommended and approved by:

Richard Fleming
Supervisor
Richard Fleming
Vice President

Richard Fleming
Dean/Director
Steve McCleary
President

Selection Committee Members: Mike Chávez, Professor of Psychology

Joe Garcia, Professor of Sociology

Patty Emmerich, Professor of Government/History

Stephen Townsend, Professor of Government/History

Marcia Galyean, Dept. Secty. - Arts & Sciences

Comments: Gregory Keane meets or exceeds the requirements for this position.

ABBREVIATED RESUME

Position

Professor of Psychology

Personal Data

Name: Gregory Keane

Education

B.A., University of Hawaii at Hilo, Hilo, HI, 1995

M.A., Eastern New Mexico University, Portales, NM, 1999

Professional Experience

Eastern New Mexico University, Portales, NM

Temporary Instructor

1/01 to 5/01

Resident Assistant

1999

Part-time Instructor

1997 to 1999

Graduate Assistant

1996 to 1997

Texas Tech University, Lubbock, TX

8/99 to 8/00

Part-time Instructor

University of Hawaii at Hilo, Hilo, HI

1/94 to 12/95

Part-time Tutor/Peer Counselor, Resident Assistant

Organizations/Awards

American Counseling Association

American Psychological Association

Most Outstanding Graduate Student in Psychology, ENMU, 1998, 1999

PSI CHI, Treasurer

Psychology Club, President

Who's Who among Students in American Universities and Colleges



New Mexico Junior College Career Opportunities

Position Announcement • February, 2001

Position Title: Professor of Psychology

Position Description: The Professor of Psychology reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Introduction or Adolescent or Child Psychology, Human Relations, Psychology of Lifespan, and Interpersonal Communications; (2) teach (day and/or evening/s), as enrollment requires, a section of Human Growth and Development for Allied Health (per Fall and/or Spring semesters); (3) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (4) serve on college committees, as assigned; (5) serve as an advisor to assigned students; (6) post and maintain approved office hours per week; (7) attend orientation and other in-service meetings/workshops, as scheduled; (8) maintain accurate student records; (9) involve oneself in the general recruitment of students for the institution and psychology program; (10) assume other professional responsibilities associated with the position of professor; and (11) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A Master's degree in Psychology, from a regionally accredited institution preferred or a Master's degree in a related field from a regionally accredited institution, with at least 18 graduate hours in the teaching discipline. Must be committed to excellence in instruction and willing to work with other, full-time divisional instructors and staff. NOTE; Computer proficiency is required.

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

Application Deadline: April 2, 2001 at 5:00 p.m. MST. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. Interviews will begin after the application deadline. Position starts 2001 Fall semester, with a faculty reporting date of August 13, 2001, at 8:00 a.m. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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

"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Professor of Psychology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Hicks, Ronald	No	No	
Climan, Virginia	No	No	
Holub, Alexander	No	No	
Henderson, Scott	No	No	
Kuitu-Taylor, Elizabeth	No	No	
Sego, Sandra	No	No	Withdrew application.
Kern, Rosalie	No	No	
Arnspiger-Murph, R. Denise	No	No	
Ott, Lynn	No	No	
Fraze, Robert	No	No	
Nusser, J. Hamilton	No	No	
Drennan, Alan	No	No	
Selman, Patricia	No	No	Withdrew application.
Keane, Gregory	Yes	Yes	Start date: pending Board approval.
Frame, Mary	No	No	
Johannes, Christopher	No	No	
Armstrong, Blake	No	No	Withdrew application.

Hodges, Wesley	No	No
Taylor, Raymond	No	No

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6/11/01

Candidate's name Mr. Robert Allen Gandrup

Position title Professor of Theatre/Scenic Designer/Technical Director

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 8/13/01 Standard contract length 12 mos. 9 mos. other _____

Funding source Operational Budget 2001-02

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

Posted salary range \$29,945 - \$44,943 Recommended annual salary \$31,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11410 @ 100%

Recommended and approved by:

Mickey D. Best, Dean of Arts and Sciences
Supervisor
Richard Flenny
Vice President

Mickey D. Best, Dean of Arts and Sciences
Dean/Director
Steve McCreary
President

Selection Committee Members: John Rice, Professor of Theatre

Marcia Galyean, Department Secretary of Arts and Sciences

Chris Eubank, Professor of Music

Lary Wilcox, Professor of Art

Victor Berner, Professor of Chemistry/Astronomy

Comments: Mr. Gandrup meets or exceeds the qualifications for the position.

ABBREVIATED RESUME

Position

Professor of Theatre/Scenic Designer/Technical Director

Personal Data

Name: Robert A. Gandrup

Education

B.F.A., University of Texas at El Paso, El Paso, TX, 1990

Professional Experience

Texas Tech University Theatre Dept., Lubbock, TX
Technical Director 8/98 to 5/01

San Juan College, Farmington, NM
Public Events Coordinator 1995 to 7/98
Technical Director 10/92 to 1995

University of Texas at El Paso, El Paso, TX
Technical Director, Music Dept. 8/88 to 9/92
Part-time Work Study, Theatre Dept 8/83 to 5/86

International Alliance of Theate and Stage Employees 1980 to 1988
Theatre Technician

Organizations/Awards

1983 Tops Award in Advertising in a 30 second commerial
Alpha Psi Omega, President, 1985-1986
International Alliance of Theatre and Stage Employees
New Mexico Presenters Network, Vice-President
New Mexico Producers Association
South West Theatre Association
Texas Non-Profit Theatre Association
Theatre Ensemble Arts
Theatre New Mexico
United States Institute of Technical Theatre
University Player's Best Technician Award, University of Texas at El Paso, 1987



New Mexico Junior College Career Opportunities

Position Announcement • February, 2001 (revised 4/20/01, revised 5/31/01)

Position Title: Professor of Theatre/Scenic Designer/Technical Director

Position Description: The Professor of Theatre/Scenic Designer/Technical Director reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach (day and/or evening/s), as enrollment requires, a course/s in Scenic Design, Stagecraft and Technical Production; (2) design and mount settings and lighting for three main stage productions per academic year; (3) supervise student technical crews for three main stage productions per academic year; (4) serve as community liaison (technical consultations) for NMJC's Watson Theater; (5) serve on college committees as assigned; (6) serve as an advisor to assigned students; (7) post and maintain approved office hours per week; (8) attend orientation meetings and other in-service meetings/workshops, as scheduled; (9) maintain accurate student records; (10) involve oneself in the general recruitment of students for the institution and music/theatre programs; (11) assume other professional responsibilities associated with the position of professor/scenic designer/technical director; (12) responsible for theatre scheduling; 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: A Bachelor's degree in Technical Theatre from a regionally accredited institution required, MA or MFA preferred. Successful college-level designing/teaching experience is desired. Must be committed to excellence in instruction/design and willing to work with other, full-time divisional instructors and staff. NOTE: **Computer proficiency is required.**

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

Application Deadline: June 7, 2001 at 5:00 p.m. MDT. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. Interviews will begin after the application deadline. Position starts 2001 Fall semester, with a faculty reporting date of August 13, 2001, at 8:00 a.m. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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

"Equal Opportunity Education and Employment"

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



New Mexico Junior College Career Opportunities

Position Announcement • February, 2001 (revised 4/20/01)

Position Title: Professor of Theatre/Scenic Designer/Technical Director

Position Description: The Professor of Theatre/Scenic Designer/Technical Director reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach (day and/or evening/s), as enrollment requires, a course/s in Scenic Design, Stagecraft and Technical Production; (2) design and mount settings and lighting for three main stage productions per academic year; (3) supervise student technical crews for three main stage productions per academic year; (4) serve as community liaison (technical consultations) for NMJC's Watson Theater; (5) serve on college committees as assigned; (6) serve as an advisor to assigned students; (7) post and maintain approved office hours per week; (8) attend orientation meetings and other in-service meetings/workshops, as scheduled; (9) maintain accurate student records; (10) involve oneself in the general recruitment of students for the institution and music/theatre programs; (11) assume other professional responsibilities associated with the position of professor/scenic designer/technical director; 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: A Master's degree in Technical Theatre, MFA preferred, from a regionally accredited institution required. Successful college-level designing/teaching experience is desired. Must be committed to excellence in instruction/design and willing to work with other, full-time divisional instructors and staff. NOTE: **Computer proficiency is required.**

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

Application Deadline: May 31, 2001 at 5:00 p.m. MDT. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. Interviews will begin after the application deadline. Position starts 2001 Fall semester, with a faculty reporting date of August 13, 2001, at 8:00 a.m. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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

"Equal Opportunity Education and Employment"

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



New Mexico Junior College Career Opportunities

Position Announcement • February, 2001

Position Title: Professor of Theatre/Scenic Designer/Technical Director (Pending funding approval)

Position Description: The Professor of Theatre/Scenic Designer/Technical Director reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach (day and/or evening/s), as enrollment requires, a course/s in Scenic Design, Stagecraft and Technical Production; (2) design and mount settings and lighting for three main stage productions per academic year; (3) supervise student technical crews for three main stage productions per academic year; (4) serve as community liaison (technical consultations) for NMJC's Watson Theater; (5) serve on college committees as assigned; (6) serve as an advisor to assigned students; (7) post and maintain approved office hours per week; (8) attend orientation meetings and other in-service meetings/workshops, as scheduled; (9) maintain accurate student records; (10) involve oneself in the general recruitment of students for the institution and music/theatre programs; (11) assume other professional responsibilities associated with the position of professor/scenic designer/technical director; 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: A Master's degree in Technical Theatre, MFA preferred, from a regionally accredited institution required. Successful college-level designing/teaching experience is desired. Must be committed to excellence in instruction/design and willing to work with other, full-time divisional instructors and staff. NOTE: **Computer proficiency is required.**

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

Application Deadline: April 2, 2001 at 5:00 p.m. MST. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. Interviews will begin after the application deadline. Position starts 2001 Fall semester, with a faculty reporting date of August 13, 2001, at 8:00 a.m. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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

"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Professor of Theatre/Scenic Designer/Technical Director

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Shockley, Jerrel	No	No	
Gandrup, Robert	Yes	Yes	Start date: pending Board approval.
Ebert, Fredrick	No	No	