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
Ce Nelson
Robert Bensing
Linda Neel
Bill Morrill
Kelly Holladay
Tim Perry
Renee Wharton
Frank Collins
Steve Davis
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<tr>
<th>Fund</th>
<th>1999-00</th>
<th>2000-01</th>
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<tbody>
<tr>
<td></td>
<td>Final Year-to-Date Percentage</td>
<td>Original Year-to-date Percentage</td>
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<tr>
<td></td>
<td>Budget Expended or Encumbered of Budget Expended</td>
<td>Budget Expended or Encumbered</td>
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<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
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<tr>
<td>Instruction</td>
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<td>4,658,663</td>
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<td>Academic Support</td>
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<td>Student Services</td>
<td>1,055,411</td>
<td>927,516</td>
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<td>Institutional Support</td>
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<td>1,479,842</td>
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<td>Operation &amp; Maintenance of Plant</td>
<td>1,551,571</td>
<td>1,350,551</td>
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<tr>
<td>Subtotal - Instruction &amp; General</td>
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<td>101,702</td>
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<td>138,245</td>
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<td>Athletics</td>
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<td>512,366</td>
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<td>11,552,758</td>
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<td><strong>CURRENT RESTRICTED FUND</strong></td>
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<tr>
<td>Grants</td>
<td>3,289,056</td>
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<td>Student Aid</td>
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<td>2,072,220</td>
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<td>5,151,006</td>
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<td><strong>PLANT FUNDS</strong></td>
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<td></td>
</tr>
<tr>
<td>Capital Outlay / Bidg. Renewal &amp; Repl.</td>
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<tr>
<td>Projects from Institutional Funds</td>
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<td>0</td>
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<td>Projects from State STB Funds</td>
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<td>205,032</td>
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<tr>
<td>Projects from Other State Funds</td>
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<td>114,412</td>
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<td><strong>Subtotal - Capital and BR&amp;R</strong></td>
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<td>Revenue Bonds</td>
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<td>263,622</td>
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<td><strong>Total Plant Funds</strong></td>
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<td>1,718,799</td>
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<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>21,630,651</td>
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<td>Fund</td>
<td>1999-00 Final Budget</td>
<td>1999-00 Year-to-date Revenue</td>
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<tr>
<td>---------------------------</td>
<td>----------------------</td>
<td>-------------------------------</td>
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<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
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<tr>
<td>Instruction and General:</td>
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<td></td>
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<tr>
<td>Tuition and Fees</td>
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<td>1,139,371</td>
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<td>State Appropriations</td>
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<td>5,415,150</td>
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<td>Advalorem Taxes - Oil and Gas</td>
<td>2,975,000</td>
<td>2,931,533</td>
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<td>Advalorem Taxes - Property</td>
<td>1,900,000</td>
<td>1,679,184</td>
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<td>Interest Income</td>
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<td>Other Revenues</td>
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<td>192,331</td>
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<td>Subtotal - Instruction &amp; General</td>
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<td>11,502,488</td>
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<td>Student Activities</td>
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<td>40,385</td>
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<td>Public Service</td>
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<td>Internal Service Departments</td>
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<td>37,874</td>
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<td>Auxiliary Enterprises</td>
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<td>1,395,768</td>
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<td>Athletics</td>
<td>34,100</td>
<td>31,432</td>
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<tr>
<td><strong>Total Current Unrestricted</strong></td>
<td>13,871,510</td>
<td>13,007,947</td>
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<td><strong>CURRENT RESTRICTED FUND</strong></td>
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<tr>
<td>Grants</td>
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<td>1,946,532</td>
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<tr>
<td>Student Aid</td>
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<td>3,204,574</td>
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<td><strong>Total Current Restricted</strong></td>
<td>6,285,102</td>
<td>5,151,106</td>
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<td><strong>PLANT FUNDS</strong></td>
<td></td>
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<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td>686</td>
<td>0</td>
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<tr>
<td>Projects from State STB Funds</td>
<td>374,617</td>
<td>205,032</td>
</tr>
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<td>Projects from Other State Funds</td>
<td>156,793</td>
<td>114,412</td>
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<tr>
<td>Interest Income</td>
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<td>45,054</td>
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<td><strong>Subtotal - Capital &amp; BR&amp;R</strong></td>
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<td>364,498</td>
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<td>Debt Service</td>
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<td>Interest Income</td>
<td>0</td>
<td>0</td>
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<td><strong>Total Plant Funds</strong></td>
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<td>364,498</td>
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<td><strong>LOAN FUND</strong></td>
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<td>Interest Income / Service Fees</td>
<td>0</td>
<td>325</td>
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<td><strong>Total Loan Fund</strong></td>
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<td>325</td>
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<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>20,688,708</td>
<td>18,523,876</td>
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## NEW MEXICO JUNIOR COLLEGE

**Oil and Gas Revenue Report**

**May 2001**

92% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
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<tr>
<td>April July</td>
<td>$25.13</td>
<td>3,385,212</td>
<td>$3.20</td>
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<tr>
<td>May August</td>
<td>$27.75</td>
<td>3,566,511</td>
<td>$3.36</td>
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<tr>
<td>June September</td>
<td>$29.78</td>
<td>3,550,473</td>
<td>$4.28</td>
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<tr>
<td>July October</td>
<td>$29.43</td>
<td>3,363,692</td>
<td>$3.93</td>
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<tr>
<td>August November</td>
<td>$30.24</td>
<td>3,350,022</td>
<td>$4.14</td>
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<tr>
<td>September December</td>
<td>$31.12</td>
<td>3,471,552</td>
<td>$3.27</td>
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<tr>
<td>October January</td>
<td>$31.51</td>
<td>3,543,050</td>
<td>$5.22</td>
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<tr>
<td>November February</td>
<td>$32.92</td>
<td>3,377,608</td>
<td>$4.84</td>
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<tr>
<td>December March</td>
<td>$27.31</td>
<td>3,388,406</td>
<td>$7.71</td>
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<tr>
<td>January April</td>
<td>$28.10</td>
<td>3,433,562</td>
<td>$8.47</td>
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<tr>
<td>February May</td>
<td>$28.49</td>
<td>3,233,907</td>
<td>$6.12</td>
</tr>
<tr>
<td>March June</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 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 | 4,369,304 | 2,500,000 | 2,419,580 |

**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

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

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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Beginning amount</td>
<td>7,575,000</td>
</tr>
<tr>
<td>Plus: deposits</td>
<td>0</td>
</tr>
<tr>
<td>Less: withdrawals</td>
<td>0</td>
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<tr>
<td>Ending amount</td>
<td>7,575,000</td>
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NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 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 & KJMA Radio)

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Posted salary range $29,945 - 44,493 Recommended annual salary $42,000.00 Prorated salary ☐ yes ☐ no

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

(Prorated salary based on Employment date through June 30)

Recommended and approved by:

Mickey D. Best, Dean of Arts and Sciences Mickey D. Best
Supervisor

Richard Fleming
Vice President

Joe Garcia, Professor of Sociology

Marcia Galyean, Department Secretary for Arts and Sciences

Mike Chavez, Professor of Psychology

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

Stephen Townsend, Professor of History/Government

Selection Committee Members:

Comments:

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NMJC 98-8436
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
Practitionering 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
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

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remark</th>
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<td>Page, Frank</td>
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<td>No</td>
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<td>Nelson, Terry</td>
<td>No</td>
<td>No</td>
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<tr>
<td>DeGraw, Darrel</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
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<tr>
<td>Benavidez, Luciano Jr.</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
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<tr>
<td>Fraze, Robert</td>
<td>No</td>
<td>No</td>
<td></td>
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Page 1
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:

[Signatures]

Vice President

Selection Committee Members: Mike Chavez, Professor of Psychology

Joe Garcia, Professor of Sociology

Patty Emmerich, Professor of Government/History

Stephen Townsend, Professor of Government/History

Marcia Galvean, 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
Part-time Instructor 8/99 to 8/00

University of Hawaii at Hilo, Hilo, HI
Part-time Tutor/Peer Counselor, Resident Assistant 1/94 to 12/95

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
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

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# APPLICANT LIST

**Position:** Professor of Psychology

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<th>Applicant</th>
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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

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

Recommended and approved by:

Mickey D. Best, Dean of Arts and Sciences
Richard Flenery  Dean/Director
Vice President

Mickey D. Best, Dean of Arts and Sciences
Steve McCleary  President

Selection Committee Members:

John Rice, Professor of Theatre
Marcia Galvean, Department Secretary of Arts and Sciences
Chris Fiebank, Professor of Music
Larry 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
Theatre Technician 1980 to 1988

Organizations/Awards
1983 Tops Award in Advertising in a 30 second commerical
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
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:

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*Equal Opportunity Education and Employment*
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.

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*Equal Opportunity Education and Employment*
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 inservice 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.

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**APPLICANT LIST**

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

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