

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

March 23, 2000

Name

Organization

Donna Siebs

Southwest Recreational
Industries

Beach Snyder

Michael Maresh

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING
Thursday, March 23, 2000
Zia Room - Library
1:30 p.m.

AGENDA

- | | |
|--|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of March 6, 2000 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. 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 Bid #891 - Vans for ACCEL Program | Dr. McCleery |
| 6. CES Contract for Re-surfacing the Running Track | Dr. McCleery |
| 7. Personnel Consideration - Coordinator of Network Services | Dr. McCleery |
| 8. Personnel Consideration - Talent Search School Coordinator | Dr. McCleery |
| 9. Personnel Consideration - Professor of Automotive Technology/AVHS | Dr. McCleery |
| G. Public Comments | Mr. Newman |
| H. Announcement of Next Meeting | Mr. Newman |
| I. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MARCH 6, 2000

MINUTES

The New Mexico Junior College Board met on Thursday, January 27, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mrs. Irene Salgado; Mr. Donald Whitaker; Mr. Ferrel Caster; and Mrs. Bonnie Moran. Not present was Mr. Bill Lee.

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

Upon a motion by Mr. Schubert, seconded by Mr. Whitaker, the agenda was unanimously adopted, as presented.

Upon a motion by Mr. Caster, seconded by Mr. Whitaker, the board unanimously approved the minutes of January 27, 2000.

Under *President's Report*, Dr. McCleery distributed copies of the 1999-2000 Athletic Program. Robert Bensing gave the final enrollment report for the spring semester. Dr. McCleery shared with the board tentative dates for budget work sessions and board meetings. Mr. Newman requested that the board discuss capital needs first.

Under *New Business*, Mr. Ed Fierro presented the audit report for the fiscal year ending June 30, 1999. Mr. Fierro reported that the college is in excellent financial condition and there are no reported findings in this audit. Upon a motion by Mr. Whitaker, seconded by Mr. Caster, the board unanimously accepted the report.

Brenda Pena presented the January financial reports and with a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously approved the expenditures for January 2000.

Dr. McCleery presented the 2000-2001 college calendar for board consideration. Upon a motion by Mr. Caster, seconded by Mr. Whitaker, the board unanimously approved the calendar.

Ms. Pena presented the 1999-2000 revised grant budgets. After some discussion and upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously approved the revised budget.

Dr. McCleery presented a request to remove equipment donated to county public schools from inventory. The listed equipment's original cost was \$30,305.51 and could no longer be used by the college. Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously approved the request.

Steve Davis presented a recommendation to increase the EMT course fee from \$55 to \$75 for the fall 2000 semester. The increased fee will not result in additional income for NMJC, but will be sent directly to the UNM EMS Academy. Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously accepted the recommendation.

Ms. Pena presented a request to increase the 1999/2000 academic support budget for ELIN (Estacado Library Information Network) computer support. The prorated budget is \$36,000 and has been invoiced to the ELIN consortium. Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously approved the increase.

Dr. McCleery presented a recommendation to grant a 2 1/2% non-recurring supplemental salary payment to the regular, full-time faculty and staff of the college who are actively employed on June 30, 2000. Upon a motion by Mr. Caster, seconded by Mrs. Salgado, the board unanimously accepted the recommendation. Upon a motion by Mrs. Moran, seconded by Mr. Caster, the board unanimously approved a \$170,000 budget increase to reflect the expenditure.

Regina Organ recommended Cyndi Stephenson for the position of Academic/Career Planner at an annual salary of \$28,000. Upon a motion by Mr. Whitaker, seconded by Mrs. Salgado, the board unanimously approved the employment of Ms. Stephenson, effective March 9, 2000. Ms. Organ recommended Adrian Galvan for the position of ESL/Basic Skills Specialist at an annual salary of \$26,500. Upon a motion by Mrs. Moran, seconded by Mrs. Salgado, the board unanimously approved the employment of Mr. Galvan. Brenda Pena requested that the Network Assistant position be changed to a Webmaster position with a starting salary range of \$28,000 to \$36,000, depending on experience and education. Upon a motion by Mr. Whitaker, seconded by Mr. Schubert, the board approved the request. Dr. McCleery recommended that Robert Zinn be employed as a custodian. Mr. Zinn is related to Learning & Career Services employee Joanna Martz. Upon a motion by Mr. Whitaker, seconded by Mr. Caster, the board unanimously accepted the recommendation.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for March 23, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Whitaker, seconded by Mr. Caster, the board unanimously voted to adjourn at 3:00 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

Regina Organ
Mark Freed
Robert Bensing
Bill Kunko
Stan Pena
Brenda Pena
Sam Oswald
Cc Nelson
Tim Perry
Bill Braun
Frank Collins
Mickey Best
Marilyn Jackson
Robert Guthrie
Steve Davis
Linda Neel
Pat Gorman
Richard Morris

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
February 2000

67% of Year Completed

Fund	1998-99			1999-00			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Revised Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	4,963,475	2,701,265	54%	5,216,596	396,543	2,843,259	55%
Academic Support	855,285	606,615	71%	919,691	53,075	627,992	68%
Student Services	800,297	540,699	68%	991,692	73,210	709,579	72%
Institutional Support	1,540,095	1,021,126	66%	1,617,362	81,652	1,028,823	64%
Operation & Maintenance of Plant	1,354,189	1,033,855	76%	1,591,981	181,106	1,010,667	63%
Subtotal - Instruction & General	9,513,341	5,903,560	62%	10,337,322	785,586	6,220,320	60%
Student Activities	110,700	80,876	73%	109,847	14,521	73,785	67%
Research	24,949	16,287	65%	0	0	0	0%
Public Service	0	0	0%	24,949	1,505	12,630	51%
Internal Service Departments	339,348	312,679	92%	308,980	19,924	268,243	87%
Student Aid	154,832	140,298	91%	153,705	24,177	131,552	86%
Auxiliary Enterprises	1,424,915	1,071,775	75%	1,294,716	158,293	1,097,285	85%
Athletics	616,948	444,829	72%	581,756	151,111	458,630	79%
Total Current Unrestricted Fund	12,185,033	7,970,304	65%	12,811,275	1,155,117	8,262,445	64%
CURRENT RESTRICTED FUND							
Grants	2,205,437	1,002,072	45%	2,873,444	160,847	1,430,883	50%
Student Aid	3,309,548	2,879,342	87%	3,436,841	182,519	3,045,719	89%
Total Current Restricted Fund	5,514,985	3,881,414	70%	6,310,285	343,366	4,476,602	71%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	2,364,905	560,810	24%	1,152,097	105,834	816,827	71%
Projects from State GOB Funds	3,293,001	2,227,082	68%	686	0	0	0%
Projects from State STB Funds	299,000	22,304	7%	374,617	0	45,015	12%
Projects from Other State Funds	38,124	12,543	33%	156,793	132	88,899	57%
Subtotal - Capital and BR&R	5,995,030	2,822,739	47%	1,684,193	105,966	950,741	56%
Debt Service							
Revenue Bonds	267,397	266,997	100%	263,723	130,341	263,622	100%
Total Plant Funds	6,262,427	3,089,736	49%	1,947,916	236,307	1,214,363	62%
GRAND TOTAL EXPENDITURES	23,962,445	14,941,454	62%	21,069,476	1,734,790	13,953,410	66%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

February 2000

67% of Year Completed

Fund	1998-99			1999-00			
	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	1,076,600	1,048,494	97%	1,162,200	46,028	1,105,146	95%
State Appropriations	5,760,900	3,840,600	67%	5,884,500	469,350	4,007,100	68%
Advalorem Taxes - Oil and Gas	2,260,000	1,747,345	77%	2,075,000	278,720	2,093,515	101%
Advalorem Taxes - Property	1,800,000	1,339,969	74%	1,800,000	28,186	1,395,741	78%
Interest Income	190,000	119,175	63%	135,000	16,517	166,014	123%
Other Revenues	198,250	129,353	65%	196,800	6,976	92,124	47%
Subtotal - Instruction & General	11,285,750	8,224,936	73%	11,253,500	845,777	8,859,640	79%
Student Activities	38,000	38,670	102%	38,000	1,279	40,409	106%
Research	0	0	0%	0	0	0	0%
Public Service	58,000	0	0%	0	0	0	0%
Internal Service Departments	75,000	56,165	75%	77,000	7,845	34,700	45%
Auxiliary Enterprises	1,309,290	1,246,321	95%	1,297,900	33,779	1,366,165	105%
Athletics	37,900	26,090	69%	37,600	2,965	22,415	60%
Total Current Unrestricted	12,803,940	9,592,182	75%	12,704,000	891,645	10,323,329	81%
CURRENT RESTRICTED FUND							
Grants	2,205,437	1,002,072	45%	2,873,444	160,847	1,430,883	50%
Student Aid	3,309,548	2,679,342	87%	3,436,841	182,519	3,045,719	89%
Total Current Restricted	5,514,985	3,681,414	70%	6,310,285	343,366	4,476,602	71%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,293,001	2,227,082	68%	686	0	0	0%
Projects from State STB Funds	299,000	22,304	0%	374,617	0	45,015	12%
Projects from Other State Funds	38,124	12,543	33%	156,793	132	88,899	57%
Interest Income	0	59,509	0%	0	3,894	33,561	0%
Total Plant Funds	3,630,125	2,321,438	64%	532,096	4,026	167,475	31%
LOAN FUND							
Interest Income / Service Fees	0	198	0%	0	28	236	0%
Total Loan Fund	0	198	0%	0	28	236	0%
GRAND TOTAL REVENUES	21,949,950	15,795,232	72%	19,546,381	1,239,065	14,967,642	77%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

February 2000

67% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	1999-00 Original Budget	Variance Over (Under) Budget
April	July	\$15.24	3,405,602	\$1.97	17,413,068	157,400	141,667	15,733
May	August	\$12.53	4,388,740	\$2.35	17,947,007	196,652	141,667	54,985
June	September	\$16.80	3,163,020	\$2.30	17,047,236	196,619	141,667	54,952
July	October	\$18.05	3,403,382	\$2.52	18,040,312	208,108	141,667	66,441
August	November	\$16.73	3,551,448	\$2.90	17,943,910	209,754	141,667	68,087
September	December	\$21.83	3,272,830	\$3.11	17,097,630	237,298	141,667	95,631
October	January	\$21.30	3,336,209	\$2.90	17,779,533	261,843	141,667	120,176
November	February	\$23.34	3,292,656	\$3.20	16,491,468	268,968	141,667	127,301
December	March						141,666	
January	April						141,666	
February	May						141,666	
March	June						141,666	
Total Production Revenue						1,736,642	1,700,000	603,306
Oil and Gas Equipment (see below)						<u>356,873</u>	<u>375,000</u>	<u>(18,127)</u>
Year-to-Date Oil and Gas Revenue						2,093,515	2,075,000	585,179
Percentage of Budget Collected						100.9%		

Source: Price and sales information is received from the New Mexico Department of Taxation and Revenue.

For the 1999-00 fiscal year, oil was budgeted at \$10.50 per bbl and gas was budgeted at \$1.85 per mcf.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
February 2000

67% 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	6,700,000	N/A	N/A	N/A	102-2394	5.56%	26,761
Wells Fargo Bank of Hobbs	<u>250,000</u>	2/8/00	8/8/00	183	231611237	5.50%	<u>1,049</u>
Total of investments	<u>6,950,000</u>						<u>27,810</u>

Summary of Current Month's Activity	
Beginning amount invested	6,700,000
Plus: deposits	750,000
Less: withdrawals	<u>(500,000)</u>
Ending amount invested	<u>6,950,000</u>

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #891

Purchase of New Vans for the ACCEL Program

BOARD DOCUMENTS

Date: March 20, 2000
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #891

Board Documents

General Information

1. On March 2, 2000 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspaper requesting sealed bid proposals for the purchase of new vans for the ACCEL Program.

A) Hobbs Daily News Sun

2. On March 3, 2000 bid packets were sent to five (5) potential bidders by regular mail. One vendor requested a bid package via phone on March 10th, and that package was faxed to that vendor on the same day.
3. Three bidders submitted bids within the time specified by the bid package.
4. No bidders were present at the opening.
5. The Business Office has evaluated the bids received and their recommendations are shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #891

Board Documents

Evaluation and Recommendations

The following page is a summary of the specifications for the vans in Bid #891 and a tabulation of the bid price results. The prices and specifications were evaluated by the Business Office and the Motor Pool Supervisor.

The Administration recommends acceptance of the prices boxed in shaded background for an award amount to:

Permian Ford - \$49,968.00.

Source of funding: Major Equipment - Motor Pool

Account Number: 7-2741-54-730

Invitation to Bid #891									
Tabulation Summary - Vans for ACCEL Program									
Vendor (Bidders) Who Responded						Quoted Price			
Watson Truck & Supply, Hobbs, NM									
Van #1:						\$25,787.59			
Van #2:						\$26,350.00			
Tillery Chevrolet, Moriarty, NM									
Van #1:						\$29,980.00			
Van #2:						\$29,980.00			
Permian Ford, Hobbs, NM									
Van #1:						\$24,984.00			
Van #2:						\$24,984.00			
Total:						\$49,968.00			

Permian Ford met all specifications for Invitation to Bid #891.



Athletic Department

NEW MEXICO JUNIOR COLLEGE

MEMORANDUM

TO: Dr. Steve McCleery, President
FROM: Richard Morris, Director of Athletics
Stan Pena, Director of Physical Plant
DATE: March 14, 2000
RE: Recommendation for Renovation of Running Track and Field Event Areas



Please accept the following recommendation for renovation of the NMJC running track and field event areas. The present surface is in immediate need of replacement. It was installed in 1984, with 1/2" polyurethane binder on top of 2" asphalt. From the time of installation there has been very little maintenance. The polyurethane binder is deteriorating, and the asphalt is cracked horizontally and vertically throughout the track and event surfaces.

Recommendation:

Thru: the Joint Powers Agreement to Establish an Educational Cooperative
(operating as Cooperative Educational Services)

Retain the services of: Southwest Recreational Industries, Inc. /Malott-Peterson-Renner with Donna Sierks, Certified Track Builder.

The scope of the track renovation project includes:

1. Remove and disposal of old synthetic track surface and event areas;
2. Pulverise existing asphalt, grade to 1% slope, compact and pave with 2" hot asphalt on track and event areas. The existing concrete curbs are to be left in place.
3. Surface with black 6 layer (minimum 1/2") standard seal flex latex rubber surface (shredded rubber).
4. Stripe in accordance with owner's wishes. The track is 440 yds., but will be striped for meter events.

Note the asphalt may be higher than the curb in areas as Southwest Track has determined. The curbs are not consistently at a 1% slope across the track. If there are problems found with the sub-base it will be removed and replaced for an additional \$18.04 per cubic yard.

pg.2

Demolition of the old asphalt, and repairing will be done under supervision of a Southwest Recreational Industries, Inc. supervisor.

Southwest Quote:	Cost of Project:
Total	\$138,120.00
(see Southwest quote)	
Cooperative Educational Service	
1%	<u>1,381.20</u>
NMJC cost	\$139,501.20 (if no sub-base problems)

NMJC Commitment to project:

	\$150,000.00
Estimated cost:	<u>139,501.20</u>
Balance	\$10,498.80

for sub-base problems, if required.

Time Line: Approximately 6 weeks, weather permitting

- 1 - 2 weeks removal old running surface/asphalt, work sub-base and new asphalt
- 2 weeks cure asphalt
- 1 week application of black seal flex 1/2"
- 1 week (2 - 3) days prep and stripe

Approximately 6 weeks

Must be completed by June 14, 2000.

Track, Tennis and Indoor Systems



SOUTHWEST RECREATIONAL INDUSTRIES, INC.

- Malott Peterson Renner
- AstroTurf® Sports Surfaces
- E.J. Ranniger & Associates
- Eurotan®
- ProTurf®
- Rekortan
- Seal Flex
- TPS Coating

**CES
New Mexico Junior College
Running Track**

5470 square yards @ \$10.39 for 3/8" (this is Means cost of #13.85 with 25% discount) -	\$ 56,833.00
Extra coat for minimal 1/2" @ \$1.00 per square yard -	\$ 5,470.00
Subcontract to remove and dispose of old surface grade to 1% and repave with 2" asphalt - Ramirez & Sons -	\$ 58,608.00
Subcontractor mark-up 12.75% (supervision included) -	\$ 7,472.00
Bond - Performance & Payment -	\$ 1,919.00
Tax -	<u>\$ 7,818.00</u>
Total -	\$138,120.00

This does not include 1% fee to CES.

Regional Office
1375 West Alameda Avenue
Denver, Colorado 80223
(303) 744-3631
(800) 766-3631
fax: (303) 777-0706

Corporate Offices
701 Leander Drive
Leander, Texas 78641
(512) 259-0000
(800) 233-5714
fax: (512) 259-2851
email: postmaster@stroturf.com
www.southwestrec.com

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NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 3/7/2000

Candidate's name Oscar Vigil

Position title Coordinator of Network Systems

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment 3/23/2000 Standard contract length 12 mos. 9 mos. other _____

Funding source Computer Services

Paid advertising beyond *standard Midland TR, Lubbock AJ, Portales Trib
(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range \$28,000-36,000 Recommended annual salary \$33,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-520710 100%

Recommended and approved by:

Bill Kunko
Supervisor

Brenda Pena
Vice President

Steve McClurg
Dean/Director
President

Selection Committee Members: Bill Kunko
Brenda Pena
Steve Barslou
Pilar Ortiz
Stewart Thornburgh

Comments: After all interviews had been conducted Oscar Vigil was considered to be the most
qualified applicant. He is currently the PC Specialist but is already filling in as the
Coordinator of Network Systems. Oscar is also a journeyman electrician which brings some
needed electrical experience to the Computer Services Department.

ABBREVIATED RESUME

Position

Coordinator of Network Systems

Personal Data

Name: Oscar R. Vigil

Education

Diploma, Computer Maintenance & Repair, American Commercial College, San Angelo, TX, 1988

Professional Experience

New Mexico Junior College, Hobbs, NM 12/99 to Present
Personal Computer Specialist

Hobbs Municipal Schools, Hobbs, NM 6/95 to 12/99
Computer Technician

KTI/Fish, Houston, TX 3/95 to 6/95
Electrical Foreman

Fulfer Electric, Eunice, NM 1/95 to 2/95
Technician/Electrician

Second City Computer Works, Hobbs, NM 5/94 to 12/94
Owner and Operator

K&S Electric, Hobbs, NM 9/90 to 4/94
Network Support

Midnight Thinking Computer Products, Hobbs, NM 1/89 to 6/90
Computer and Computer Related Equipment Technician,

License

State of New Mexico Construction Industries Division, JE98 Electrical Journeyman



NEW MEXICO JUNIOR COLLEGE

5317 Lovington Highway
Hobbs, New Mexico 88240
(505) 392-5229

POSITION ANNOUNCEMENT JANUARY 2000

POSITION TITLE: Coordinator of Network Systems

DESCRIPTION: The Coordinator of Network Systems, reporting to the Director of Computer Information Systems is primarily responsible for the administrative oversight and technical coordination of the college's campus-wide computer network system. Additional responsibilities include: directing the proper physical networking of all personal computer systems to the network; implementing security of the network system; troubleshooting all networking problems on campus; planning, recommending and installing networking equipment and software; maintaining and supporting Windows NT and Novell Netware labs across campus; recommending computer usage policies and procedures to the Director of Computer Information Systems; providing technical and operational support to the ELIN project (Estacado Library Information Network); traveling to enhance and develop technical skills through professional training activities; conducting user training; advising and collaborating with department heads in developing and implementing networking applications; serving on the NMJC Technology Planning Committee; providing backup to other computer services personnel; perform other duties assigned by the Director of Computer Information systems.

QUALIFICATIONS: Bachelor's degree from a regionally accredited institution preferred. Strong background or working knowledge of computer hardware and/or networking will be considered in lieu of a degree. Experience in Windows NT and Novell Netware desired. Must be organized and willing to work cooperatively with faculty and staff in a team-based environment.

SALARY/BENEFITS: This is a full-time, exempt position with a starting annual salary of \$28,000 to \$36,000, depending upon education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: February 4, 2000 at 5:00 p.m.

TO APPLY: Submit NMJC application form, letter of interest, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference. To be considered, all documents must be received no later than the application deadline. Please do not send any application materials via e-mail.

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.

APPLICANT LIST

Position: Coordinator of Network Systems

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Bardell, Lloyd	No	No	
Kelley, Brent	Yes	No	
O'Neal, Charles	Yes	No	
Vigil, Oscar	Yes	Yes	Start Date: pending Board approval
Marnell, Joseph	No	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date March 15, 2000

Candidate's name Shannon Pipkins

Position title Talent Search School Coordinator

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment April 3, 2000 Standard contract length 12 mos. 9 mos. other 10 mos.

Funding source U. S. Department of Education - Talent Search

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

Avalanche Journal, and the Midland Reporter Telegram.

Posted salary range \$23,000 - \$25,000 Recommended annual salary \$24,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-501 - 100%

Recommended and approved by:

Vera Gilleland
Supervisor

Regina Organ
Vice President

Patricia Gorman
Dean/Director

Steve McClary
President

Selection Committee Members: Dr. Pat Gorman

Gayle Abbott

Tom Irwin

Emily Navarette

Vera Gilleland

Comments: Shannon Pipkins holds a Bachelor's Degree in Psychology with a minor in
Photocommunications from Texas Tech University and therefore meets the minimum
requirements for this position. In addition, she has nursery work experience at
the First Baptist Church in Lubbock and Northside Baptist Church in Hobbs, New Mexico.
She was very well rehearsed before her interview with internet research about the
position, and had prepared an extensive inquiry about the position.

ABBREVIATED RESUME

Position

Talent Search School Coordinator

Personal Data

Name: Shannon L. Pipkins

Education

B.A. in Psychology, Texas Tech University, Lubbock, TX, 1998

Professional Experience

Skyview Electric, Hobbs, NM 11/98 to Present
Part-Time Assistant/Secretary/Bookkeeper

Texas Tech University, Lubbock, TX 8/98 to 12/98
Part-Time Photographer 3/98 to 5/98
Part-Time Photo Lab Assistant

Interim Personnel, Hobbs, NM 6/98 to 8/98
Part-Time Secretarial and Receptionist

First Baptist Church, Lubbock, TX 9/97 to 3/98
Part-Time Nursery Worker

St. Mary Medical Center, Hobbs, NM 6/94 to 8/96
Part-Time Receptionist

Organizations

Phi Theta Kappa Honor Society
Psi Chi Honor Society
Golden Key National Honor Society
Texas Tech Photographic Society

Honors

Graduated Cum Laude from Texas Tech



NEW MEXICO JUNIOR COLLEGE

5317 Lovington Highway
Hobbs, New Mexico 88240
(505) 392-5229

POSITION ANNOUNCEMENT FEBRUARY 2000

POSITION TITLE: Talent Search School Coordinator

DESCRIPTION: This position is on a 10 month contract and is funded by an external grant. The School Coordinator will report to the Director of Talent Search. This individual will primarily visit area junior and senior high schools to identify first generation, low income students who could benefit from tutoring, mentoring programs and other educational programs to stay in school, graduate and continue their education at the post secondary level. The duties and responsibilities include but are not limited to the following: (1) contact, develop and maintain working relationships with school counselors, teachers, principals, and community agency counselors; (2) identify eligible students, document their eligibility, develop action plans and maintain positive contact with students; (3) provide early intervention alternatives to eligible students to include tutoring, study skills, career interest inventories, and workshops on various topics; (4) document services provided; (5) provide students with assistance to apply for admission, financial aid and scholarships to continue their education; and (6) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

QUALIFICATIONS: Bachelor's degree in education, social or behavioral science or related field from a regionally accredited institution is required. Master's degree from a regionally accredited institution is preferred. Experience working in a school setting and with at risk students is preferred. Computer literacy required. Proven written and oral communications skills. Spanish fluency is preferred.

SALARY/BENEFITS: This is a 10-month, exempt, professional position funded by a grant. Continued employment will depend on grant funding. Salary range is \$23,000.00 to \$25,000.00 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: February 24, 2000 at 5:00 p.m. MST. Please do not send any application materials via e-mail.

TO APPLY: Submit NMJC application form, letter of application, resume including names of professional references, and unofficial transcripts (official transcripts required prior to employment) 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.

APPLICANT LIST

Position: Talent Search School Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Ritchie, Terry	No	No	Incomplete application materials
Rainwater, Carolyn	Yes	No	
Heath, Brooks	No	No	Incomplete application materials
Courtney, Lisa	Yes	No	
Pipkins, Shannon	Yes	Yes	Start Date: pending Board approval
Guzman, Darrell	Yes	No	
Rodriguez, Alfredo	Yes	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 3/1/00

Candidate's name Samuel Roy Gilcrease

Position title Professor of Automotive Technology (AVHS)

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 4/3/00 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard none

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

Posted salary range Per Salary Schedule Recommended annual salary \$29,707.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-525 (80%), 1-2011-11-516 (20%)

Recommended and approved by:

Steve M. Davis
Supervisor

Steve M. Davis
Dean/Director

Vice President

Steve M. Cleary
President

- Selection Committee Members:
- Steve Davis
 - Terry Halladay
 - Robert Salazar
 - Randy Whicker
 - Tom Toglia

Comments: Mr. Gilcrease has formal training in automotive technology from NMJC and extensive experience at various local dealerships and private businesses. He currently holds ASE certification in all eight (8) of the required areas. Mr. Gilcrease meets the requirements for this position based on the position announcement.

ABBREVIATED RESUME

Position

Professor of Automotive Technology (AVHS)

Personal Data

Name: Samuel R. Gilcrease

Education

Certificate in Line Mechanics, New Mexico Junior College, Hobbs, NM, 1977

Professional Experience

L & W Auto Repair, Hobbs, NM Auto Technician	11/97 to Present
Permian Ford and Permian Toyota, Hobbs, NM Supervising Technician for Ford and Toyota ASSET Trainees Manual Drive Train Technician and General Auto Repair Driveability Technician	5/88 to 11/97
MPI Automotive, Hobbs, NM General Auto Mechanic	5/87 to 5/88
Doran Chevrolet, Hobbs, NM General Auto Mechanic General Auto Mechanic	1983 to 1986 1975 to 1979
Billy Walker Trucking Company, Hobbs, NM Heavy Duty Truck Mechanic	1979 to 1983

Certifications

Master ASE
Master Toyota Technician
Ford Automotive Specialist
General Motors Automotive Service Specialist



NEW MEXICO JUNIOR COLLEGE

5317 Lovington Highway
Hobbs, New Mexico 88240
(505) 392-5229

POSITION ANNOUNCEMENT DECEMBER 1999

POSITION TITLE: Professor of Automotive Technology (AVHS)

DESCRIPTION: The position reports to the Dean of Business & Technology. This person is responsible for teaching secondary (Area Vocational High School) and collegiate programs at New Mexico Junior College. Duties and responsibilities include, but are not limited to the following: (1) teaching automotive classes (day and evening) courses; (2) conduct industry training on and off campus; (3) limited travel possible; (4) participate in college service through standing and ad hoc committees; (5) post and maintain ten office hours per week; (6) promote the mission of the college. 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 or Associate's degree in automotive technology or closely related field is preferred. All degrees must be from a regionally accredited institution. However, candidates with some formal training in automotive technology and extensive experience will be considered. Candidates must be ASE certified and possess demonstrated technical skills in the area of automotive electricity and electronics, fuels, emission controls, engines, brakes, alignment, air conditioning, and transmissions. Post secondary teaching experience in a dealership desired.

SALARY/BENEFITS: Salary schedule for a nine-month contract. Placement on schedule relates to years experience teaching and occupational-related experience. Standard NMJC employee benefits including sick leave, insurance and retirement. NOTE: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: Applications will be accepted until position is filled. Please do not send any application materials via e-mail.

TO APPLY: Submit NMJC application form, letter of application, resume, unofficial transcripts required (official transcripts required prior to employment), three or more reference letters, and personal statements of community college and position philosophy 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 Automotive Technology (AVHS)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Gilcrease, Samuel	Yes	Yes	Start Date: pending Board approval
Cummings, Ricky	No	No	
Lester, Alan	Yes	No	
Chavez, Jose	No	No	
May, Henry	Yes	No	