<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emma Whitley</td>
<td>Holobor News-Sun</td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
Thursday, May 24, 2001
Zia Room - Library
1:30 p.m.

AGENDA

A. Welcome  
Mr. Newman

B. Adoption of Agenda  
Mr. Newman

C. Approval of Minutes of April 23, 2001  
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 Employee Compensation Recommendations  
Dr. McCleery
   6. Consideration of RFP #59 - Audit Services for NMJC  
Dr. McCleery
   7. Consideration of Bid #904 - Purchase of Materials for the Construction of Horse Stalls  
Dr. McCleery
   8. Personnel Consideration - Professor of Computer Information Systems  
Dr. McCleery
   9. Personnel Consideration - Professor of Mathematics/Physics  
Dr. McCleery
  10. Personnel Consideration - Professor of Nursing  
Dr. McCleery
  11. Personnel Consideration - Talent Search School Coordinator  
Dr. McCleery

G. Public Comments  
Mr. Newman

H. Announcement of Next Meeting  
Mr. Newman

I. Adjournment  
Mr. Newman
NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
APRIL 23, 2001
MINUTES

The New Mexico Junior College Board met on Monday, April 23, 2001, beginning at 2:00 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: Starla Jones, Hobbs News Sun.

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

Upon a motion by Mr. Caster, seconded by Mrs. Chappelle, the board unanimously approved the minutes of March 15 and April 10, 2001.

Under President’s Report, Dr. McCleery invited the board to the athletic banquet on Wednesday night. Wayne Smith reported on the upcoming Conference Finals Rodeo. Toodie Holstrom shared with the board the student awards from the recent state cosmetology competition. The students will now go to Kansas City for national competition. Dr. McCleery presented Mary Shelton her five year award for Phi Theta Kappa chapter advisor, as well as the Journey Challenge Award for the increase in chapter membership/recruitment. Ms. Shelton presented awards to Elizabeth Thomas and Dennis Thomas for the Phi Theta Kappa All USA Academic Team.

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

Dr. McCleery presented the 2001/2002 fiscal year budget with the recommended adjustments from the budget work sessions. Upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the board approved the budget as presented. The roll call vote was as follows: Mr. Schubert - yes; Mrs. Williams - yes; Mr. Newman - yes; Mr. Hice - yes; Mr. Caster - yes; Mr. Hanna - yes; and Ms. Chappelle - yes.
Rich Fleming presented a recommendation for a $40 course fee for the Cisco certified courses to be offered beginning with the fall semester. Upon a motion by Mr. Caster, seconded by Mr. Schubert, the board unanimously approved the fee. Dr. Fleming presented a recommendation for a $30 course fee for a new course in culinary arts to be offered beginning in the fall semester at Lovington High School. Upon a motion by Mr. Schubert, seconded by Mr. Hice, the board unanimously approved the fee. Dr. Fleming presented a recommendation for a $30 course fee for a new special topics course, Introduction to Building Trades, to be offered in the fall semester at Hobbs High School. Upon a motion by Mr. Hice, seconded by Mr. Caster, the board unanimously approved the fee. Dr. Fleming presented a request to increase the Anatomy and Physiology tests fee from $8 to $11. Upon a motion by Mr. Schubert, seconded by Mr. Hice, the board unanimously approved the increase.

Frank Collins presented Request for Proposals #58 - Professional Services for the Development of a Sparton Electronics Manufacturing Services Training Curriculum. The administration recommended acceptance of the professional services of Support Systems Group, Inc. of Denver, Colorado at a fixed fee of $39,000. After much discussion and upon a motion by Mr. Schubert, seconded by Mr. Hanna, the board unanimously accepted the recommendation.

Mr. Collins presented Bid #903 - Purchase of a New Truck for the College Motor Pool. The administration recommended acceptance of the bid submitted by Western Chrysler-Plymouth-Dodge-Jeep of Hobbs, New Mexico in the amount of $18,257. Upon a motion by Mr. Caster, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for May 24, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Schubert, seconded by Mr. Hice, the board meeting adjourned at 3:10 p.m.

______________________________
CHAIRMAN

______________________________
SECRETARY
Others present:

Frank Collins
Linda Neel
Lance Caviness
Sam Oswald
Rich Fleming
Dan Hardin
Tami Cavitt
Robert Bensing
Lisa Brown
Bill Braun
Bill Kunko
Richard Morris
Steve Davis
Sharon Jenkins
Marilyn Jackson
Robert Turner
Bill Rash
Charley Carroll
# NEW MEXICO JUNIOR COLLEGE

Expenditure Report

April 2001

<table>
<thead>
<tr>
<th>Fund</th>
<th>1999-00</th>
<th>2000-01</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expended or Encumbered</td>
</tr>
<tr>
<td>CURRENT UNRESTRICTED FUND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>5,216,596</td>
<td>4,058,535</td>
</tr>
<tr>
<td>Academic Support</td>
<td>955,691</td>
<td>749,077</td>
</tr>
<tr>
<td>Student Services</td>
<td>991,692</td>
<td>853,000</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>1,617,362</td>
<td>1,241,032</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>1,591,981</td>
<td>1,233,994</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>10,372,322</td>
<td>8,135,638</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activities</td>
<td>109,847</td>
<td>94,620</td>
</tr>
<tr>
<td>Public Service</td>
<td>24,949</td>
<td>16,129</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>308,580</td>
<td>253,842</td>
</tr>
<tr>
<td>Student Aid</td>
<td>153,705</td>
<td>141,326</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,394,716</td>
<td>1,240,839</td>
</tr>
<tr>
<td>Athletics</td>
<td>581,756</td>
<td>527,571</td>
</tr>
<tr>
<td>Total Current Unrestricted Fund</td>
<td>12,847,275</td>
<td>10,409,835</td>
</tr>
<tr>
<td>CURRENT RESTRICTED FUND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>2,673,444</td>
<td>1,716,360</td>
</tr>
<tr>
<td>Student Aid</td>
<td>3,204,007</td>
<td>3,187,765</td>
</tr>
<tr>
<td>Total Current Restricted Fund</td>
<td>6,077,451</td>
<td>4,904,125</td>
</tr>
<tr>
<td>PLANT FUNDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from Institutional Funds</td>
<td>1,202,065</td>
<td>1,099,049</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>686</td>
<td>0</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>374,617</td>
<td>205,032</td>
</tr>
<tr>
<td>Projects from Other State Funds</td>
<td>156,793</td>
<td>113,423</td>
</tr>
<tr>
<td>Subtotal - Capital and RR&amp;R</td>
<td>1,734,161</td>
<td>1,417,554</td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>263,723</td>
<td>263,622</td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>1,997,884</td>
<td>1,681,176</td>
</tr>
<tr>
<td>GRAND TOTAL EXPENDITURES</td>
<td>20,922,610</td>
<td>16,995,136</td>
</tr>
</tbody>
</table>
# NEW MEXICO JUNIOR COLLEGE
## Revenue Report
### April 2001

84% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>1999-00</th>
<th>2000-01</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date Revenue</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>1,162,300</td>
<td>1,128,657</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>5,684,000</td>
<td>4,845,800</td>
</tr>
<tr>
<td>Advalorum Taxes - Oil and Gas</td>
<td>2,075,000</td>
<td>2,646,135</td>
</tr>
<tr>
<td>Advalorum Taxes - Property</td>
<td>1,800,000</td>
<td>1,493,474</td>
</tr>
<tr>
<td>Interest Income</td>
<td>135,000</td>
<td>221,087</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>196,800</td>
<td>155,110</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>11,253,500</td>
<td>10,590,303</td>
</tr>
<tr>
<td>Student Activities</td>
<td>38,000</td>
<td>40,371</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>77,000</td>
<td>37,151</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,387,900</td>
<td>1,368,146</td>
</tr>
<tr>
<td>Athletics</td>
<td>37,600</td>
<td>28,715</td>
</tr>
<tr>
<td>Total Current Unrestricted</td>
<td>12,704,900</td>
<td>12,066,686</td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>2,873,444</td>
<td>1,716,360</td>
</tr>
<tr>
<td>Student Aid</td>
<td>3,204,007</td>
<td>3,187,745</td>
</tr>
<tr>
<td>Total Current Restricted</td>
<td>6,077,451</td>
<td>4,904,125</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Capital Outlay / Bldg. Renewal & Rep. | 686 | 0 | 0% | 0 | 0 | 0 | 0% | 0 | 0 | 0% | 0  
| Projects from State GOB Funds | 374,617 | 265,032 | 55% | 0 | 0 | 0 | 0% | 0 | 0 | 0% | 0  
| Projects from Other State Funds | 156,793 | 112,472 | 72% | 116,172 | 0 | 0 | 0% | 0 | 0 | 0% | 0  
| Interest Income          | 0        | 41,612           | 0%                          | 0               | 9,403               | 91,461              | 0%                          |
| Subtotal - Capital & BRAR | 532,098 | 360,117 | 68% | 116,172 | 9,403 | 91,401 | 79% | 0 | 0 | 0% | 0  
| Debt Service             | 0        | 0                | 0%                          | 55,000          | 7,784               | 68,333              | 129%                        |
| Total Plant Funds        | 532,098 | 360,117 | 68% | 171,172 | 17,187 | 160,234 | 94% | 0 | 0 | 0% | 0  
| **LOAN FUND**            |          |                    |                             |                 |                     |                    |                              |
| Interest Income / Service Fees | 0 | 266 | 0% | 0 | 0 | 0 | 0% | 0 | 0 | 0% | 0  
| Total Loan Fund          | 0        | 266              | 0%                          | 0               | 0                    | 0                    | 0%                          |
| **GRAND TOTAL REVENUES**  | 19,313,547 | 17,329,194       | 90%                         | 20,692,702       | 1,780,420           | 20,873,450           | 97%                         |
NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
April 2001

84% of Year Completed

<table>
<thead>
<tr>
<th>Month of</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
</tr>
<tr>
<td>April</td>
<td>$25.13</td>
<td>3,385,212</td>
<td>$3.20</td>
</tr>
<tr>
<td>May</td>
<td>$27.75</td>
<td>3,566,311</td>
<td>$3.36</td>
</tr>
<tr>
<td>June</td>
<td>$26.78</td>
<td>3,529,473</td>
<td>$4.28</td>
</tr>
<tr>
<td>July</td>
<td>$29.43</td>
<td>3,363,692</td>
<td>$3.93</td>
</tr>
<tr>
<td>August</td>
<td>$30.24</td>
<td>3,350,022</td>
<td>$4.14</td>
</tr>
<tr>
<td>September</td>
<td>$31.12</td>
<td>3,471,552</td>
<td>$3.27</td>
</tr>
<tr>
<td>October</td>
<td>$31.51</td>
<td>3,543,050</td>
<td>$5.22</td>
</tr>
<tr>
<td>November</td>
<td>$32.92</td>
<td>3,377,608</td>
<td>$4.84</td>
</tr>
<tr>
<td>December</td>
<td>$27.31</td>
<td>3,388,406</td>
<td>$7.71</td>
</tr>
<tr>
<td>January</td>
<td>$28.10</td>
<td>3,433,562</td>
<td>$8.47</td>
</tr>
<tr>
<td>February</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Production Tax Revenue 3,949,534 2,125,000 2,178,704
Equipment Tax Revenue (see below) 9,558 375,000 0
Total Year-to-Date Oil and Gas Revenue 3,959,092 2,500,000 2,178,704

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
### April 2001

84% 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>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico Local Government Investment Pool</td>
<td>7,325,000</td>
<td>N/A</td>
<td>N/A</td>
<td>102-2394</td>
<td>231611237</td>
<td>6.22%</td>
<td>35,747</td>
</tr>
<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></td>
<td>4.40%</td>
<td>909</td>
</tr>
<tr>
<td><strong>Total investments</strong></td>
<td><strong>7,575,000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>36,656</strong></td>
</tr>
</tbody>
</table>

## Summary of Current Month's Activity

- **Beginning amount**: 7,575,000
- **Plus: deposits**: 0
- **Less: withdrawals**: 0
- **Ending amount**: 7,575,000
DATE: May 15, 2001
TO: New Mexico Junior College Board Members
FROM: Steve McCleery, President
SUBJECT: 2001-2002 Compensation Recommendation

Attached you will find our compensation recommendation for the 2001-2002 fiscal year. Based on recommendations from our compensation study and our commitment to the board, the faculty, and staff, we validated and made some salary adjustments to several positions. This compensation recommendation will move all positions to the minimum and many toward the prevailing rate. The compensation recommendation also includes moving several faculty and support positions to new ranges based on advanced degrees or additional college hours.

For the upcoming fiscal year's (2001-2002) budget, the legislature approved $435,700 compensation for faculty and staff on the campus of New Mexico Junior College. These funds are built into the formula, are reoccurring, and must include the staff benefits. The salary recommendations are based on market demand and years of service to the institution. The cover sheet of the next page explains the details. It is my recommendation that you accept the compensation recommendation.

Thank you for your consideration!
Positions with increases over 13% are due to increments added to salary:

- 3% Increase
- 2.4% Increase
- 2% Increase
- 1.8% Increase
- 1% Increase
- 0% Increase

2 and over years at NMC
16 through 20 years at NMC
11 through 15 years at NMC
6 through 10 years at NMC
1 through 5 years at NMC
< 1 year at NMC

Years of NMC Service Calculation

- 2.0% Increase
- 3.9% Increase
- 4.5% Increase
- 5.2% Increase

Positions at 110% or greater
Positions at 100-109.99% of market
Positions at 90-99.99% of market
Positions at 80-89.99% of market
Positions below 80% of market (minimum)

Minimum Calculation

The methodology includes a combination of increments for employees based on both market and years of service calculated as follows:

2001-02 Compensation Recommendation

New Mexico Junior College

YEARS OF NMC SERVICE

MARKET and
NEW MEXICO JUNIOR COLLEGE
REQUEST FOR PROPOSALS #59

AUDIT SERVICES FOR NEW MEXICO JUNIOR COLLEGE

OPENING DATE & TIME: MAY 16, 2001 -- 3:00 P.M. – NMJC time (MST)

Administration Building - Business Office
Coordinator of Purchasing
5317 Lovington Highway
Hobbs, New Mexico

New Mexico Junior College invites you to submit a sealed proposal for Audit Services for the College. Failure to comply with the instructions, terms, conditions and specifications of this Request for Proposals (“RFP”) may result in your proposal being classified as unresponsive. Proposals must be submitted to the above address no later than the time and date specified above. New Mexico criminal law prohibits bribes, gratuities and kickbacks. Note: The contents of submitted proposals shall not be made public during the negotiation process.

Proposals must be submitted in a sealed envelope with the attached labels on the outside marked: RFP #59

NUMBER OF COPIES TO SUBMIT: Original plus one copy

Note: This mailing includes: Audit Rule 2001 2.2.2 NMAC, OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations, and the NMJC 2001/2002 Operating Budget and Estimated Actuals 2000/2001

POLICIES & PROCEDURES: Frank Collins - Coordinator of Purchasing
Phone: (505) 392 2953
TECHNICAL INFORMATION: Dan Hardin – Vice President of Finance
Phone (505) 392.5210
NEW MEXICO JUNIOR COLLEGE

Request for Proposals #59

Audit Services for New Mexico Junior College

BOARD DOCUMENTS

Date: May 17, 2001
Prepared by: Frank Collins
Coordinator of Purchasing
NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 1, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed proposals for Audit Services for New Mexico Junior College:

   1) The Hobbs Daily News Sun
   2) El Paso Times
   3) Albuquerque Journal

2. Proposal packets were mailed to eight (8) potential bidders.

3. Two vendors submitted proposals within the time frame specified by the RFQ 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 2.
NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

Two vendors responded to the Request for Proposal #59. Johnson, Miller & Co., Hobbs, NM and Andrew Hoffman, CPA, Albuquerque, NM.

The Evaluation Committee evaluated the proposals received based on the State of New Mexico's 2.2.2 NMAC Audit Rule 2001 ("Requirements"). 2.2.2 NMAC Audit Rule 2001 sets forth that all competitive sealed proposals or quotations received pursuant to Paragraph 2 and Paragraph 3 of Subsection 2.2.2.8 of this Rule use a two-step evaluation process, preferably executed by a selection committee. These include, but are not limited to, the firm’s capability (resources, quality control, etc.), work requirements and technical approach (audit planning and audit objectives, etc.), experience in governmental auditing, experience in auditing similar entities and total price for audit services.

The Administration recommends acceptance of the professional services of Johnson, Miller and Co., Hobbs, NM for audit services for the 2000/2001 fiscal year at an annual cost of $32,992. The College may opt to renew the contract annually for up to additional years. The total multi-year cost is $90,616.

Source of Funding: External Audit – General Institutional Support for 2001/2002 Fiscal Year

Account Number: 1-2213-14-102

Annual Amount: $32,992.00
NEW MEXICO JUNIOR COLLEGE

Request for Proposals #59
Specifications for Audit Services

1. SERVICES – New Mexico Junior College is soliciting Requests for Proposals (RFPs) to select an Independent Public Accountant (IPA) to conduct the financial audit of the College for fiscal year 2001-2002. The financial audit shall comprise the entire operations of New Mexico Junior College, including but not limited to: 2001 990T exempt organization business income tax return, a federal single audit, and consultation services for the implementation of GASB 34 and 35. The College may opt to renew the contract on a year-by-year basis for up to two additional years. Such renewal, if granted, shall be contingent upon the mutual consent of both parties and sufficient appropriations and authorizations being made by the Legislature of New Mexico for the performance of this contract.

2. PROFESSIONAL REQUIREMENT – In order to submit a proposal, IPAs must be currently licensed and in good standing with the New Mexico State Board of Public Accountancy and appear on the New Mexico State Auditor’s approved listing of IPAs for performing public audits.

3. SCOPE – The proposing IPA is independently responsible for determining the nature, scope, and depth of the audit services to be performed before submitting a proposal. IPAs may request to physically inspect sample documents maintained by the NMJC Business Office in this assessment.

4. AUDIT CONTRACT – The successful IPA shall be required to execute the official State of New Mexico Audit contract issued through the State Auditor’s Office (sample copy attached), the terms of which shall become an integral part of the requirements of this proposal.

5. AUTHORITIES – The audit shall be conducted by the IPA as per all the requirements of Audit Rule 2.2.2 NMAC dated March 30, 2001 titled “Requirements for Contracting and Conducting Audits of Agencies” (copy included) and all other authorities relative to higher education and New Mexico local public bodies.

6. AUDIT REPORT DEADLINE – 2.2.2 NMAC requires the IPA submit a progress report to the State Auditor sixty (60) days prior to the audit report due date. The final deadline for submitting the audit report to the State Auditor’s Office is November 15, 2001.
7. **PROPOSAL EVALUATION CRITERIA** – The IPA shall be evaluated on the basis of the criteria set forth in 2.2.2 NMAC Audit Rule Appendix. The IPA should submit sufficiently detailed information in his/her proposal to demonstrate competency or compliance as enumerated in the Audit Proposal Evaluation Criteria in Section A of the RFP #59.

8. **AUDIT REPORT** – The IPA shall submit twenty (20) original audit reports to NMJC on or before the audit report due date. The IPA is responsible for typing, reproduction and assembly of the reports.

9. **COST** – The cost of services shall be evaluated according to the weighing method outlined in Part Two of the Evaluation Form only for the top three candidates from Part One. IPAs should complete the Bid Price Form, breaking down the cost by category and estimated hours of completion. **Gross receipt tax should be excluded.**

10. **MATERIALS TO BE SUBMITTED** – There are materials that shall be submitted by the IPAs as part of the RFP process. They are as follows:

    A. NMJC Bid Price Form (copy attached in Section A)
    B. Firm Profile that addresses in detail all the evaluation points as described in the State Auditor’s Instructions for Completing Agency Audit Contract Proposal Evaluation Form (instructions attached in Section A).
    C. Firm’s most recent peer review.
    D. State Auditor’s firm review results.
NEW MEXICO JUNIOR COLLEGE

AUDIT PROPOSAL EVALUATION CRITERIA

SECTION A

The following instructions have been issued by the State Auditor’s Office to agencies for the purposes of evaluating the IPA’s Proposal.

Please submit sufficiently detailed information with your proposal that addresses each of the points listed in order for your proposal to be properly evaluated.

Firms are required to provide a complete copy of their most recent peer review as well as a copy of the most recent State Auditor’s firm review results.
NEW MEXICO JUNIOR COLLEGE

INVITATION TO BID #904

PURCHASE OF MATERIALS FOR THE CONSTRUCTION OF HORSE STALLS

Bid Opening: May 16, 2001 - 4:00 P.M. -- NMJC Time (MST)

Business Office
5317 Lovington Highway
Hobbs, New Mexico

New Mexico Junior College invites you to submit a sealed bid for the purchase of materials for the construction of horse stalls. Failure to comply with the instructions, terms, conditions and specifications of this Invitation may result in your bid being classified as unresponsive. Bids must be submitted to the above address no later than the time and date specified above. New Mexico criminal law prohibits bribes, gratuities and kickbacks.

Bids must be submitted in a sealed envelope with the attached label on the outside marked: Invitation to Bid #904

NUMBER OF COPIES TO SUBMIT: - Original plus one copy

This mailing contains 2 pages.

BID INFORMATION:
Policies and Procedures - Frank Collins (505) 392-2953
Technical Information - Wayne Smith (505) 392-5692, ext.427 or Richard Morris (505) 392-5786, ext. 527
NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #904

Purchase of Materials for the Construction of Horse Stalls

BOARD DOCUMENTS

Date: May 17, 2001
Prepared by: Frank Collins
Coordinator of Purchasing
NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 4, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed bids for the purchase of materials for the construction of horse stalls:
   1) The Hobbs Daily News Sun
   2) El Paso Times
   3) Albuquerque Journal

2. Proposal packets were delivered to six (6) potential bidders.

3. One vendor submitted a proposal within the time frame specified by the Invitation package.

4. No bidders were present at the opening.

5. The Business Office has evaluated the bid received and their recommendations are shown on Page 2.
NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The vendor responding to Invitation to Bid #904 was Powder River Livestock Handling Equipment, Provo, UT,

The Administration recommends acceptance of the bid submitted by Powder River Livestock Handling Equipment, Provo, UT in the amount of $25,655.50.

Source of Funding: Major Equipment – Rodeo Team – 2000/2001 Fiscal Year

Account Number: 2–2741–82-60
NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS OF MATERIALS

The specifications for the materials requested by the College are presented below. The College recommends that you visit the site prior to submitting a proposal. You must contact either Richard Morris or Wayne Smith. Please do not visit the rodeo arena area without contacting one of these individuals and making an appointment for a site walkthrough.

Specifications:

The College is requesting a quantity of:

170 Panel Tube Square 12' X 64” straight leg (See Diagram “A”) – Paint Color: Forest Green
100 12’ Combo Panel straight leg (See Diagram “B”) – Paint Color: Forest Green
(Must be Heavy duty 5/8” pins, 10 gauge clips, 16 gauge vertical stays, and 14 gauge split coil.)

Heavy duty Connectors to establish connectivity of panels and combo gate panels (See Diagram “C” for 3 – IN line Clevis Connector and Diagram “D” for Double Clevis Connector) – Paint Color: Forest Green

Materials may be new or “used”. Used is defined as less than two months old and in excellent condition.

The College reserves the right to inspect all materials before shipment is delivered or accepted and the right to refuse all or part of the shipment.

As stated in the Terms and Conditions, Page 2, Paragraph #9, all material must be received by the College on or before May 28, 2001.
Diagram B

12' TUBE COMBO GATE/PANEL
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 5/9/01

Candidate's name: Anton Green

Position title: Professor of CIS

☐ 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: ☑ 100% Institutional

Paid advertising beyond *standard The Chronicle of Higher Education, 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: Based on education Recommended annual salary: $36,000 Prorated salary: ☐ yes ☑ no
and experience (Employment date through June 30)

Account number(s) with respective % allocation(s): 1-2011-11517

Recommended and approved by:

Supervisor: [Signature]
Vice President: [Signature]

Dean/President: [Signature]

Selection Committee Members:

Steve Baralou

Dianne Negele

Bill Kunko

Garry Wilson

Comments: Mr. Green exceeds the minimum requirements as stated in the position announcement.

Mr. Green holds a master's degree, MCSE, A+, and Novell 4.1 certifications.
ABBREVIATED RESUME

Position
Professor of Computer Information Systems

Personal Data
Name: Anton A. Green

Education
A.A., Midland College, Midland, TX, 1990
B.B.A., Angelo State University, San Angelo, TX, 1988
M.Ed., Northwestern State University, Natchitoches, LA, 1996

Professional Experience
TEK Systems, Odessa, TX
Part-time Technician 1/01 to Present

Midland College, Midland, TX
Part-time Instructor 9/00 to Present

Big Bend Computing
Owner-Contractor 96 to present

SBC Services, Midland, TX
Technical Services Manager 4/00 to 9/00

Pipeline Land Services, Jacksboro, TX
Technician 3/99 to 4/00

Temple Junior College, Taylor, TX
Adjunct Professor 8/99

Alpine ISD, Alpine, TX
District Alternative Education Program Director 1996 to 1998

Northwestern State University, Natchitoches, LA
Graduate Assistant 1995 to 1996

Lake County ISD, Tavarez, FL
School Teacher 1994 to 1995

Organizations
Delta Kappa Pi Teachers Honorary Society
HTML Writers Guild
Microsoft Site Builders Network, Level 3
Microsoft Developers Network
Position Announcement - February, 2001

Position Title: Professor of Computer Information Systems

Position Description: The position reports to the Dean of Business & Technology. Duties and responsibilities include, but are not limited to, the following: (1) teach courses in Computer Information Systems; (2) may be assigned to teach courses in the Area Vocational High School Program or at the college level; and (3) serve on college committees as requested by the administrative team.

Qualifications: Bachelor's degree in Computer Science/Computer Information Systems required. Master's degree preferred. All degrees must be from a regionally accredited institution. Some knowledge of Object oriented programming, networking, PC repair and upgrade, and Web designing and programming required. Knowledge of various office and business software packages including word processing, spreadsheets, and database management. Two years of teaching and/or occupational experience preferred.

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

Application Deadline: April 2, 2001 at 5:00 p.m. MST. Position starts August 13, 2001. 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:

Lise Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
Robbs, 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:** Professor of Computer Information Systems

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
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<tr>
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<td>Schrock, Mark</td>
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<tr>
<td>Knapp, Gary</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Fitzgerald, Michael</td>
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<td>Incomplete application materials.</td>
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<tr>
<td>Shenkut, Amare</td>
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<td>Incomplete application materials.</td>
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<td>Green, Anton</td>
<td>Yes</td>
<td>Yes</td>
<td>Start Date: pending Board approval.</td>
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</table>
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 5/8/01

Candidate’s name Mr. Joel Keranen

Position title Professor of Math/Physics

☐ 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

Paid advertising beyond *standard Chronicle of Higher Education, 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 - $53,392 Recommended annual salary $35,000.00 Prorated salary ☐ yes ☑ no

Account number(s) with respective % allocation(s) 1-2011-11510 @ 100%

(Prorated salary date through June 30)

Recommended and approved by:

George Biggs [Signature] Mickey D. Best [Signature] [Signature]
Vice President Dean/Director President

Selection Committee Members:

Dr. Victor Berner, Professor of Chemistry/Astronomy
Mr. George Biggs, Department Chair - Math/Sciences
Ms. Kelly Holladay, Professor of Sciences/Aquatics
Dr. Scotty Klein, Professor of Mathematics
Mrs. Donna Springer, Administrative Secretary to Dean of Arts and Sciences
Mr. Stewart Thorrhugh, Professor of Mathematics

Comments: The candidate meets and exceeds the educational requirements for the position.
ABBREVIATED RESUME

Position
Professor of Mathematics/Physics

Personal Data
Name: Joel A. Kieranen

Education
B.S., Michigan Tech University, Houghton, MI, 1991
M.S., University of Illinois, Urbana, IL, 1992
M.S., Michigan Tech University, Houghton, MI, 1995

Professional Experience
Arizona State University, Tempe, AZ
Instructor of Mathematics 8/00 to 5/01
Instructor of Mathematics 8/98 to 5/99

Central Texas College, Norfolk, VA
Part-time PACE Instructor 5/00 to 7/00

Bay De Noc Community College, Escanaba, MI
Physics Instructor 8/99 to 5/00

Gogebic Community College, Ironwood, MI
Physical Science Instructor (part-time) 1/98 to 5/98

Michigan Tech University, Houghton, MI
Part-time Mathematics Instructor 12/97 to 2/98
Graduate Teaching Assistant: Math 9/94 to 5/95
Grader: Math 3/94 to 5/94
Graduate Teaching Assistant: Metallurgy 9/92 to 5/93
Computer Assisted Instruction: Physics 5/89 to 7/91

Denmark Technical College, Denmark, SC
Instructor of Math/Physics 8/97 to 10/97

Oklahoma Panhandle State University, Goodwell, OK
Instructor of Physics and Mathematics 8/96 to 5/97

University of Illinois, Urbana, IL
Graduate Teaching Assistant: Physics 8/95 to 5/96
Graduate Teaching Assistant: Physics 8/91 to 8/92

New Mexico State University, Las Cruces, NM
Graduate Research Assistant 9/93 to 12/93
Position Announcement • February, 2001

Position Title: Professor of Mathematics/Physics

Position Description: The Professor of Mathematics/Physics reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach classes (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Basic Math, Elementary or Intermediate or College Algebra, Geometry, Trigonometry, Math Analysis, Calculus, Astronomy, General or Engineering or Technical Physics, Dynamics and Statics; (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 mathematics/physics programs; (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 Mathematics or Physics from a regionally accredited institution preferred or a Master’s degree in a related field from a regionally accredited institution, with a minimum of 9 graduate hours in each 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. 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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"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-4266 • E-mail: lbrown@nmjc.cc.nm.us
APPLICANT LIST

**Position:** Professor of Mathematics/Physics

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<thead>
<tr>
<th>Applicant</th>
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<th>Offer</th>
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<tr>
<td>Shiekh, Andy</td>
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<td>Incomplete application materials.</td>
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<td>Keranen, Joel</td>
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<td>Start Date: pending Board approval.</td>
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<tr>
<td>Anacker, Steven</td>
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<td>Back, Randy</td>
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<td>No</td>
<td>Incomplete application materials.</td>
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<tr>
<td>Sproul, Kennard</td>
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<td>Fanetti, Tina</td>
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<td>No</td>
<td>Declined interview.</td>
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<td>Palmer, David</td>
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<tr>
<td>Nguyen, Vinh</td>
<td>No</td>
<td>No</td>
<td></td>
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</tbody>
</table>
The following candidate is being recommended for employment as follows: Date 5/9/01

Candidate's name Sondra Hutson
Position title Professor of Nursing

☐ New position ☑ Existing position Classification ☑ Faculty ☐ Professional ☐ Other

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

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

Funding source 100% Institutional

Paid advertising beyond "standard The Chronicle of Higher Education, 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 Based on education Recommended annual salary $38,000 Pro-rated salary ☐ yes ☑ no
and experience
Account number(s) with respective % allocation(s) 1-2011-11-515 (Employment date through June 30)

Recommended and approved by:

Supervisor
Vice President

Dean/Director
President

Selection Committee Members:
Karen Cummings
Tamara James
Lynda Knoll
Karen Landers
Teri Jenkins

Comments: Ms. Hutson meets the minimum requirements as stated in the position

announcement. In addition, she has completed 36 graduate hours and should complete

an additional 12 graduate hours and should and receive her Nurse Practitioner certification

in August of 2002.
ABBREVIATED RESUME

Position
Professor of Nursing

Personal Data
Name: Sondra L. Hutson

Education
A.D.N., New Mexico Junior College, Hobbs, NM, 1986
B.S.N., University of Phoenix, Santa Teresa, NM, 1999

Professional Experience
New Mexico Junior College, Hobbs, NM 11/99 to Present
Part-time CNA Instructor

Covenant Health Care, Hobbs, NM 8/99 to Present
Part-time Staff Nurse

Nor Lea Home Health, Hobbs, NM 1/99 to 12/00
Temporary Staff Nurse

Hutson Home Health Agency, Hobbs, NM 8/87 to 12/98
Administrator/CEO

Organizations
CBL Advisory Board - College of the Southwest, 1997 to Present
Continuing Education Advisory Board - New Mexico Junior College, 1996 to Present
Lea County Women's Network, 1997 to 1999
Lea County Health Alliance, 1995 to 1998
New Mexico Association for Home Care, 1994 to 1998
Position Announcement • February, 2001 (revised 4/26/01)

Position Title: Professor of Nursing (Four positions available)

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; and (3) serve on college committees as requested by the administrative team.

Qualifications: Master’s degree in nursing preferred, however, will consider a B.S.N. degree and willingness to pursue the master’s in nursing. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years of clinical experience and obtain or hold a New Mexico nursing license. Prior successful teaching experience at the college level with a background in the fundamentals of nursing, medical-surgical experience preferred. Candidates should have a strong desire to teach and work with community college students and be able to work within team teaching concepts. Computer proficiency highly desirable.

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

Application Deadline: Open until filled. Position starts August 13, 2001. 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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"Equal Opportunity, Education and Employment"  
5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-0229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us
Position Announcement • February, 2001

Position Title: Professor of Nursing (Three positions available)

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; and (3) serve on college committees as requested by the administrative team.

Qualifications: Master’s degree in nursing preferred, however, will consider a B.S.N. degree and willingness to pursue the master’s in nursing. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years of clinical experience and obtain or hold a New Mexico nursing license. Prior successful teaching experience at the college level with a background in the fundamentals of nursing, medical-surgical experience preferred. Candidates should have a strong desire to teach and work with community college students and be able to work within team teaching concepts. Computer proficiency highly desirable.

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

Application Deadline: April 2, 2001 at 5:00 p.m. MST. Position starts August 13, 2001. 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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Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

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"Equal Opportunity Education and Employment"
5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-3229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us
### APPLICANT LIST

**Position:** Professor of Nursing

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<tr>
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<th>Offer</th>
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<tr>
<td>Huffman, Christina</td>
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<td>Good, Waunda</td>
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<td>Hutson, Sondra</td>
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<td>Start Date: pending Board approval.</td>
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<td>Murphy, Shelly</td>
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<td>Vail, Debbie</td>
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<td>Pino, Nancy</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 May 18, 2001

Candidate’s name Ty Friend

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 August 1, 2001 Standard contract length ☐ 12 mos. ☐ 9 mos. ☐ other 10 mos

Funding source Talent Search

Paid advertising beyond *standard Portales Tribune, Lubbock Avalanche Journal, Midland
(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)
   Reporter Telegram, Odessa American, Roswell Daily Reporter, Las cruces

Posted salary range $23,173–$28,965 Recommended annual salary $28,700 Prorated salary ☐ yes ☐ no
   (Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-502 100%

Recommended and approved by:

Vera Gilleland
Vice President

Pat Gorman
President

Selection Committee Members: Vera Gilleland
Pat Gorman
Shannon Pipkins
Gayle Abbott
Emily Navarrete

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

NMC 19-354
ABBREVIATED RESUME

Position

Talent Search School Coordinator

Personal Data

Name: Ty S. Friend

Education

B.A., Idaho State University, Pocatello, ID, 1995

Professional Experience

Hobbs Municipal School District, Hobbs, NM
Heizer Junior High, Secondary Teacher 8/00 to Present
Highland Junior High, Secondary Teacher 1998 to 2000
Houston Junior High, Secondary Teacher 1995 to 1997

Noalmark Broadcasting, Hobbs, NM 1995 to Present
Radio Announcer, Producer and Director

Sierra County Sentinel, Truth or Consequences, NM 1997 to 1998
Journalist

Highland High School, Pocatello, ID 1995
Student Teacher

Alameda Junior High, Pocatello, ID 1995
Student Teacher

Idaho Journal, Pocatello, ID 1993 to 1995
Journalist

Idaho State University, Pocatello, ID
Public Address Announcer 1992 to 1995
College Sports Information Intern 1991 to 1995
Journalist, Bengal Newspaper 1990 to 1993

Idaho State Distance Learning Center, Pocatello, ID 1991 to 1992
Television Studio Operator

Organizations/Awards

New Mexico Broadcasters' Association
National High School Sports Federation
Idaho Press Club Journalism Award - 1992
Position Announcement • February, 2001

**Position Title:** Talent Search School Coordinator

**Position 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) travel to, 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; (6) plan campus tours and cultural activities and accompany participants on trips; and (7) 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 proficiency required. Proven written and oral communications skills. Spanish fluency is preferred. TRIO knowledge 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 $23,173.00 to $28,965.00 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** March 2, 2001 at 5:00 p.m., MST. 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) 392-0229 • Fax: (505) 392-1589 • Toll Free: 1-800-657-0360 • E-mail: lkbrown@nmjc.cc.nm.us
### APPLICANT LIST

**Position:** Talent Search School Coordinator

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<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
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<td>Weaver, Vicki</td>
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<td>Garza, Sandra</td>
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<td>Mayberry, Ron</td>
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<td>Arspiger, Denise</td>
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<td>Lawson, Gina</td>
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<td>Banko, Barty</td>
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<td>Houston, Fred</td>
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