

# NEW MEXICO JUNIOR COLLEGE

BOARD MEETING  
Thursday, May 25, 2000  
Zia Room - Library  
1:30 p.m.  
**AGENDA**

- |  |              |
|--|--------------|
| A. Welcome   | Mr. Newman   |
| B. Adoption of Agenda  | Mr. Newman   |
| C. Approval of Minutes of April 20, 2000   | 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 Donation of Oil Field Training Equipment   | Dr. McCleery |
| 6. Consideration of Certified Nursing Assistance Course Fee  | Dr. McCleery |
| 7. Consideration of Criminal Justice Firearms Course Fee   | Dr. McCleery |
| 8. Consideration of Hospice Building Offer   | Dr. McCleery |
| 9. Consideration of Employee Compensation Recommendations  | Dr. McCleery |
| 10. Personnel Consideration - Professor of Physical Education/Head<br>Women's Cross Country/Distance Track Coach | Dr. McCleery |
| H. Public Comments   | Mr. Newman   |
| I. Announcement of Next Meeting  | Mr. Newman   |
| J. Adjournment   | Mr. Newman   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

APRIL 20, 2000

### MINUTES

The New Mexico Junior College Board met on Thursday, April 20, 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; Mr. Bill Lee; Mr. Ferrel Caster; Mr. Donald Whitaker; and Mrs. Bonnie Moran. Not present was Mrs. Irene Salgado.

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

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

Upon a motion by Mr. Schubert, seconded by Mr. Whitaker, the board unanimously approved the minutes of March 23, 2000.

Under *Correspondence*, Mr. Schubert read a letter from Charley Smith with Watson Truck & Supply expressing his appreciation to Tom Toglia for his efforts at the recent GM/ASEP meetings held in Hobbs.

Under *President's Report*, Dr. McCleery informed the board that graduation will be May 12 at 8:00 p.m. at the Lea County Event Center and the compensation work session will be Tuesday, April 25 at 9:00 a.m. He reported that the CHE meeting held on campus last week went very well. Dr. McCleery presented the Journey Award to Mary Shelton, Phi Theta Kappa sponsor. The award is earned by raising your PTK membership by 20% or more. Dr. McCleery reported that the faculty and staff sock hop held on campus last Friday night was a great time for all. In closing, Mark Freed gave a brief presentation on the bookstore's new on-line service.

Under *New Business*, Brenda Pena presented the March financial reports and with a motion by Mrs. Moran, seconded by Mr. Caster, the board unanimously approved the expenditures for March 2000.

Dr. McCleery presented a request to transfer \$1,200,000 of unrestricted reserve funds to the capital fund. These funds will be used to pay for emergency chiller replacements, technology needs, renovation of Vocational Building B, and the establishment of a new high tech start up fund. The specifics of these projects will be brought back to the board for approval prior to their commencement. Upon a motion by Mr. Whitaker, seconded by Mr. Caster, the board unanimously approved the request.

Dr. McCleery presented a request to transfer \$1,200,000 of unrestricted reserve funds to the debt service fund. These dollars will be used to fund the revenue bond payments next year and payoff the majority of the outstanding principal in 2002. It is anticipated that an additional \$150,000 will be needed in the future to completely payoff the bonds in 2002. Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously approved the request.

Dr. McCleery presented the 2000/2001 fiscal year budget with minor adjustments to incorporate suggestions from the budget work session. After some discussion and upon a motion by Mr. Whitaker, seconded by Mr. Lee, the board unanimously approved the budget, as presented.

Dr. McCleery presented a Memo of Understanding between New Mexico Junior College and Wackenhut Corrections Corporation. The MOU provides for the operations and support of a state corrections academy. Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously adopted the Memo of Understanding with Wackenhut Corrections Corporation.

Dr. McCleery presented a Memo of Understanding between New Mexico Junior College and New Mexico Corrections Department. The MOU establishes a state corrections academy on the campus of New Mexico Junior College. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously adopted the Memo of Understanding with the New Mexico Corrections Department.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for May 25, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Whitaker, seconded by Mr. Schubert, the board unanimously voted to adjourn at 2:35 p.m.

---

CHAIRMAN

ATTEST: \_\_\_\_\_

SECRETARY

Others present:

Mickey Best

Mark Freed

August Fons

Regina Organ

Mary Shelton

LaJean Burnett

Richard Morris

Sam Oswald

Bill Braun

Linda Neel

Stan Pena

Brenda Pena

Cc Nelson

Sue Bennett

Catholic Choir  
Lea County Correctional Facility  
6900 West Millen Drive  
Hobbs, New Mexico 88244

April 18, 2000

Mr. John Rice  
Performing Arts Department  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, New Mexico 88240

Dear Mr. Rice:

We would like to take this opportunity to thank you and your drama department for coming out to Lea County Correctional Facility on April 16 and 17, 2000 to perform *The Compleat Works of Wllm Shkspr (Abridged)* for the inmates here.

As you experienced the plays were overwhelming successes. We have heard nothing but outstanding comments about the plays since Sunday and Monday evenings. What a sheer joy and pleasure it was to be able to laugh and have a good time, especially in a prison setting. I don't think anyone was disappointed.

On our behalves, too, we thank you for allowing us to help you set up and participate in the program. If it was only half as fun and beneficial for you as it was for us then you had a splendid time, as well. We are just glad we could help you as we did, and hope that we can be of further service in the future if you need any kind of support or assistance. It was our pleasure to assist you.

We want to compliment each of the actors--Mr. Anderson, Mr. Van Rij, and Mr. Wood--for absolutely outstanding performances. What superlative actors these young men are. They obviously worked very hard to learn their lines and practice the scenes. They made it look so simple, although we know it wasn't such. They gave us something to be remembered for the rest of our lives.

We thank, also, the stagehands and other crew members who helped make the productions possible. Everyone did an outstanding job setting up, decorating, coordinating and making April 16 and 17 nights that won't be easily forgotten.

We especially want to thank you, Mr. Rice, for organizing this event with Warden McFadin, taking the time and effort to come out to L.C.C.F. to perform for us despite the

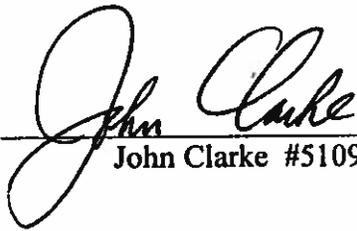
negative publicity and the, no doubt, somewhat fearful reputation most inmates convey. We pray that those people who were not as professional as they could have been will not hamper your future efforts and willingness to perform for us again. Those of us who truly enjoyed the play and respected each of you far outweigh the ones who were not as respectful.

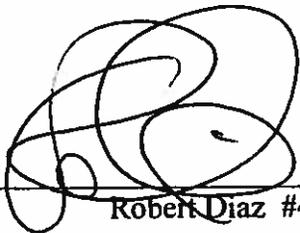
It was a genuine pleasure to be able to experience and participate in *The Compleat Works of Wllm Shkspr (Abridged)*, and thank you so much for providing these two wonderful evenings of entertainment for the inmates at L.C.C.F. As Mrs. McFadin said, those who did not attend wish they had, and, like her, I expect an even greater response next time.

Please pass our sincere compliments to the rest of your cast and crew. We appreciated you all very much.

We wish you all the best of luck in all future endeavors and offer our services for any future productions you see fit to perform here.

Sincerely,

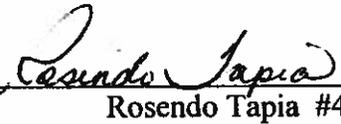
  
John Clarke #51099

  
Robert Diaz #41748

  
David Grijalva #22943

  
Don Johnston #45925

  
Dan Marek #50792

  
Rosendo Tapia #42625

**Subject: Many thanks**

**Date: Mon, 24 Apr 2000 11:07:12 PDT**

**From: "Henry DeVilliers" <hdevilliers@hotmail.com>**

**To: rbensing@nmjc.cc.nm.us**

**CC: smccleery@nmjc.cc.nm.us**

Robert,

You don't know how much I appreciate your assistance with Gustavo Vasquez and Diana Gomez de Vasquez. The Registrar's office is so improved in its dealings with foreign students.

It was particularly meaningful to me that you took charge as I was out of town at the time. When I returned, I had e-mails back from Gustavo telling that he had been helped in an entirely adequate fashion. You made me and the junior college look good!

I am happy to hear that you will be posting this information on the internet. I am certain that this will benefit the junior college and the area. Keep up the good work.

Regards

Henry

---

Get Your Private, Free E-mail from MSN Hotmail at <http://www.hotmail.com>

**State of New Mexico  
Commission on Higher Education**

Main Office  
1068 Cerrillos Road  
Santa Fe, New Mexico 87501  
Phone: 505-827-7383  
Fax: 505-827-7392  
higher@che.state.nm.us  
<http://www.nmche.org>



Satellite Office  
5301 Central NE, Suite 1500  
Albuquerque, New Mexico 87108  
Phone: 505-841-6611  
Fax: 505-841-6617  
higher@che.state.nm.us  
<http://www.nmche.org>

April 26, 2000

Dr. Steve McCleery  
President  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, NM 88240

Dear Steve:

Our thanks to you and all of your staff for the great meeting we held at New Mexico Junior College earlier this month. I am most impressed with the friendly, helpful attitude displayed by everyone I talked with on the campus! The evening play and dinner were outstanding, and Hamlet was performed better than I have ever seen.

The quality of your leadership is demonstrated by the quality of the people you work with, and we are all greatly impressed. Thanks for everything.

Sincerely,

A handwritten signature in blue ink that reads "Bruce".

Bruce D. Hamlett  
Executive Director

BDH/rrv

## Committee for Hobbs

Steve, A million thanks to you  
& Jerri. You really rallied  
the troops! I was so proud  
of the turnout from NMJC,  
and you did GOOD WORK!!!  
Your spirit impressed us all.

Sally Seed

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### April 2000

83% 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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	4,963,475	3,941,377	79%	5,216,596	841,412	4,058,535	78%
Academic Support	855,285	714,849	84%	955,691	67,351	749,077	78%
Student Services	800,297	665,769	83%	991,692	74,109	853,000	86%
Institutional Support	1,540,095	1,266,844	82%	1,617,362	111,058	1,241,032	77%
Operation & Maintenance of Plant	1,354,189	1,069,610	79%	1,591,981	99,711	1,233,994	78%
Subtotal - Instruction & General	9,513,341	7,658,449	81%	10,373,322	1,193,641	8,135,638	78%
Student Activities	110,700	99,429	90%	109,847	11,830	94,620	86%
Research	24,949	19,382	78%	0	0	0	0%
Public Service	0	0	0%	24,949	1,612	16,159	65%
Internal Service Departments	339,348	336,503	99%	308,980	(923)	253,962	82%
Student Aid	154,832	146,051	94%	153,705	6,706	141,326	92%
Auxiliary Enterprises	1,424,915	1,180,284	83%	1,294,716	104,870	1,240,559	96%
Athletics	616,948	513,132	83%	581,756	43,835	527,571	91%
Total Current Unrestricted Fund	12,185,033	9,953,230	82%	12,847,275	1,361,571	10,409,835	81%
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,205,437	1,274,329	58%	2,873,444	160,390	1,716,360	60%
Student Aid	3,309,548	3,080,843	93%	3,204,007	44,774	3,187,765	99%
Total Current Restricted Fund	5,514,985	4,355,172	79%	6,077,451	205,164	4,904,125	81%
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	2,364,905	662,603	28%	1,202,065	209,615	1,099,049	91%
Projects from State GOB Funds	3,293,001	3,094,101	94%	686	0	0	0%
Projects from State STB Funds	299,000	121,304	41%	374,617	134,797	205,032	55%
Projects from Other State Funds	38,124	13,059	34%	156,793	15,762	113,473	72%
Subtotal - Capital and BR&R	5,995,030	3,891,067	65%	1,734,161	360,174	1,417,554	82%
<b>Debt Service</b>							
Revenue Bonds	267,397	267,397	100%	263,723	0	263,622	100%
Total Plant Funds	6,262,427	4,158,464	66%	1,997,884	360,174	1,681,176	84%
<b>GRAND TOTAL EXPENDITURES</b>	<b>23,962,445</b>	<b>18,466,866</b>	<b>77%</b>	<b>20,922,610</b>	<b>1,926,909</b>	<b>16,995,136</b>	<b>81%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### April 2000

83% 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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,076,600	1,070,203	99%	1,162,200	8,132	1,128,697	97%
State Appropriations	5,760,900	4,800,750	83%	5,884,500	469,350	4,945,800	84%
Advalorem Taxes - Oil and Gas	2,260,000	2,061,179	91%	2,075,000	286,301	2,646,135	128%
Advalorem Taxes - Property	1,800,000	1,397,109	78%	1,800,000	57,404	1,493,474	83%
Interest Income	190,000	162,029	85%	135,000	24,866	221,087	164%
Other Revenues	196,250	143,695	72%	196,800	11,988	155,110	79%
<b>Subtotal - Instruction &amp; General</b>	<b>11,285,750</b>	<b>9,634,965</b>	<b>85%</b>	<b>11,253,500</b>	<b>858,041</b>	<b>10,590,303</b>	<b>94%</b>
Student Activities	38,000	38,891	102%	38,000	101	40,371	106%
Research	0	0	0%	0	0	0	0%
Public Service	58,000	0	0%	0	0	0	0%
Internal Service Departments	75,000	69,406	93%	77,000	441	37,151	48%
Auxiliary Enterprises	1,309,290	1,285,336	98%	1,297,900	(2,891)	1,368,146	105%
Athletics	37,900	32,639	86%	37,600	2,871	28,715	76%
<b>Total Current Unrestricted</b>	<b>12,803,940</b>	<b>11,061,237</b>	<b>86%</b>	<b>12,704,000</b>	<b>858,563</b>	<b>12,064,686</b>	<b>95%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,205,437	1,274,329	58%	2,873,444	160,390	1,716,360	60%
Student Aid	3,309,548	3,080,843	93%	3,204,007	44,774	3,187,765	99%
<b>Total Current Restricted</b>	<b>5,514,985</b>	<b>4,355,172</b>	<b>79%</b>	<b>6,077,451</b>	<b>205,164</b>	<b>4,904,125</b>	<b>81%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from State GOB Funds	3,293,001	3,094,101	94%	686	0	0	0%
Projects from State STB Funds	299,000	121,304	41%	374,617	134,797	205,032	55%
Projects from Other State Funds	38,124	13,059	34%	156,793	15,762	113,473	72%
Interest Income	0	71,969	0%	0	3,655	41,612	0%
<b>Total Plant Funds</b>	<b>3,630,125</b>	<b>3,300,433</b>	<b>91%</b>	<b>532,096</b>	<b>154,214</b>	<b>360,117</b>	<b>68%</b>
<b>LOAN FUND</b>							
Interest Income / Service Fees	0	244	0%	0	30	266	0%
<b>Total Loan Fund</b>	<b>0</b>	<b>244</b>	<b>0%</b>	<b>0</b>	<b>30</b>	<b>266</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>21,948,050</b>	<b>18,717,086</b>	<b>85%</b>	<b>19,313,547</b>	<b>1,217,971</b>	<b>17,329,194</b>	<b>90%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Oil and Gas Revenue Report**  
**April 2000**

83% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	1998-99 Original Budget	Variance Over (Under) Budget
April	July	\$15.24	3,410,472	\$1.97	17,463,735	157,400	141,667	15,733
May	August	\$12.55	4,404,007	\$2.35	18,101,750	196,652	141,667	54,985
June	September	\$16.80	3,166,886	\$2.30	17,238,494	196,619	141,667	54,952
July	October	\$18.04	3,416,915	\$2.52	18,117,020	208,108	141,667	66,441
August	November	\$18.73	3,566,155	\$2.90	18,091,697	209,754	141,667	68,087
September	December	\$21.85	3,320,119	\$3.10	17,286,379	237,298	141,667	95,631
October	January	\$21.33	3,400,015	\$2.90	17,942,213	261,843	141,667	120,176
November	February	\$23.37	3,333,125	\$3.20	16,741,152	268,968	141,667	127,301
December	March	\$24.15	3,439,923	\$2.60	17,185,489	263,897	141,666	122,231
January	April	\$25.57	3,495,959	\$2.84	17,474,219	285,386	141,666	143,720
February	May						141,666	
March	June						141,666	
Production Tax Revenue						2,285,925	1,700,000	869,257
Equipment Tax Revenue						360,210	375,000	(14,790)
<b>Total Year-to-Date Oil and Gas Revenue</b>						<b>2,646,135</b>	<b>2,075,000</b>	<b>854,467</b>

*Source: New Mexico Taxation and Revenue Department*

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**  
**April 2000**

83% of Year Completed

<b>Financial Institution</b>	<b>Amount Invested</b>	<b>Date Invested</b>	<b>Maturity Date</b>	<b>Period of Investment (Days)</b>	<b>Account Number</b>	<b>Interest Rate</b>	<b>Interest Earned</b>
<b>State of New Mexico</b>							
Local Government Investment Pool	6,200,000	N/A	N/A	N/A	102-2394	5.63%	27,024
Wells Fargo Bank of Hobbs	<u>250,000</u>	2/8/00	8/8/00	183	231611237	5.50%	<u>1,130</u>
<b>Total of Investments</b>	<u><b>6,450,000</b></u>						<u><b>28,154</b></u>

<b>Summary of Current Month's Activity</b>	
Beginning amount invested	6,450,000
Plus: deposits	0
Less: withdrawals	<u>0</u>
Ending amount invested	<u><b>6,450,000</b></u>



MEMORANDUM

DA: 5/18/00  
TO: Dr. Steve McCleery, President  
FR: Mickey D. Best, Dean of Arts and Sciences *MDB*  
RE: Request for acceptance of state owned environmental and oilfield related equipment and supplies

Attached, please find a listing of training equipment and supplies, residual to the now closed Oilfield Training Center at ENMU - Roswell. Beginning in November of 1999, there has been an interest in this equipment and supplies for use in our Environmental and Petroleum Technology Program, general campus maintenance and future heritage museum. Several members of the administrative staff visited the Roswell campus and viewed the equipment and supplies firsthand.

Mr. Jerry Brian revisited ENMU - Roswell on May 15 - 16, 2000 to once again view all of the items listed and to verify any identification numbers present. Additionally, he was assisted by Mr. Bob Cates, past director of Roswell's program. Important to this visit, was an offer by Mr. Larry Harris, President of the O.T.C. Foundation, who has extended an offer for NMJC to purchase the CS Drilling/Workover Simulator (DPWS-22), and receive the Simtran Well Control Simulator (DS-100) at no cost. It is also possible to receive the McMurray Hughes Gas Lift Simulator under this condition as well, again at no cost.

I am recommending acceptance of all items as transferrable and additionally request your consideration of the CS Drilling/Workover Simulator (which includes one and possibly two additional simulators at no cost) for purchase under our equipment requests for the 2000 - 2001 budget year.

Thank you for your consideration.

cc: Mr. Jerry Brian, Director of Environmental/Petroleum Technology  
Mr. Sam Oswald, Dean of Continuing Education/Community Services  
Mr. Stan Pena, Director of the Physical Plant

*approved Steve McCleery 5-18-00  
Pending board approval.*

<u>Item:</u>	<u>Model #:</u>	<u>Serial #:</u>	<u>Cost:</u>
Complete Geologic Library			
1-BLM Mastadon Tusk			
1- 1985 Case Front End Loader	MW24C	9160278	
1- Catapiller Grader	12	99E3391	
1- 1975 CME Hydraulic Auger Core Drilling Rig (w/pvc pipe, screens)	750	10358	
1-@ 1/2 x 1 1/4 Gasco Pump w/engine, trailer, and pipe			
1- Shop Made mud pit w/hopper			
1- McMurray Hughes Gas Lift Simulator			\$20,000.00
1- Simtran Well Control Simulator	DS-100	1019	\$20,000.00
1- CS Drilling/ Workover Simulator	DPWS-22		\$35,000.00
1- Hydril BOP	GK6-900		
1- WIPP Tru- Pac Container			
1- Pix Cascade System			
1- Confined Space Tripod and Winch			

1-Set Minature  
Fishing Tools

1- Set Minature  
Core Barrell

1- Echo Meter w/CO<sub>2</sub> and Gunshot Heads

1- Eastman Gyroscope

1- Sperry Sun Directional Tool

1- Small National Pump Jack

1- Gas Run Meter

Complete Mudd Lab

Complete Training Aids  
( films, slides, curriculum, models)

Cut-away well head

1- WKM Rising Stem Gate Valve

1- Large Cut-away Seperator

Cut-away valves  
(dump, float, choke, gate)

1- Large Cut- away Gate Valve

Misc. Drilling Bits  
(6 1/2 inch Diamond Core, 6 3/4 inch PDC, Roller Cone- new and used)

Misc. Sets of Bit Nozzels

Misc. Plugs and Thread Protectors

Misc. Under - reamers

Misc. items too numerous to mention

**NEW MEXICO JUNIOR COLLEGE  
INTEROFFICE MEMORANDUM**

**To:** Dr. Steve McCleery

**From:** Steve Davis SD

**Re:** CNA Course Fees

**Date:** April 24, 2000

---

This memo is to request that the course, NU 113 - Certified Nursing Assistant, have a \$100 course fee approved by the Board at the May meeting.

This fee will be collected by NMJC and then sent directly to the Nurse Aide Competency Evaluation Service (NACES). NMJC will not keep any of the fees. This fee is charged by NACES to administer the written and skills certification exam upon completion of the course. When the student passes both components of the exam they are issued a certificate of licensure.

The instructor is currently responsible for collecting this money from the students and it has become somewhat of a problem to get the students to bring the fee to her on time. If this fee is approved, it will be included in the student's bill and this problem will be alleviated. In addition, if this fee is required to enroll in the class, JTPA or other forms of assistance may pay the fee.

Should a student withdraw from the course, prior to the fee being sent to NACES, we will request the business office to refund the money to the entity from which it was received.

Your attention to this matter is greatly appreciated.

*Approved Steve McCleery 5-16-00*



# NEW MEXICO JUNIOR COLLEGE

Southeastern New Mexico Regional Law Enforcement Training Academy  
Criminal Justice/Law Enforcement Technology

March 21, 2000

## MEMORANDUM

TO: Mr. Mickey Best - Dean of Arts and Sciences

FR: August Fons 

RE: Course fees for Firearms Proficiency (Fall 2000)

Dean Best:

As you are aware, we have scheduled the criminal justice class, Firearms Proficiency, to be conducted during the Fall 2000 semester.

This class will involve both classroom instruction and practical shooting courses. There will be no textbook required however, a number of handouts will be necessary (fundamentals of marksmanship, sight alignment, nomenclature, firearms and range safety, liability waivers, etc.) Additionally, ammunition and cleaning supplies will be required.

I am recommending the following course fees be implemented to cover the cost of these handouts, 250 rounds of 9mm ammunition and cleaning supplies:

- ▶ (5) 50 round boxes of 9mm ammunition @ \$10.00 per box.....\$50.00
- ▶ Course handouts per student.....\$ 5.00
- ▶ Cleaning supplies (oil, solvent, patches, etc).....\$ 5.00

**TOTAL.....\$60.00**

Please contact me if I can answer any questions and/or provide further information.

I concur with this request and recommend seeking approval form the NMJC Board.

  
Mickey D. Best, Dean of Arts and Sciences

*approve Steve McCleary*  
*5-16-00*



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## MEMORANDUM

DATE: May 16, 2000  
TO: New Mexico Junior College Board Members  
FROM: Steve McCleery, President *SM*  
SUBJECT: Purchase of ACCEL Facility

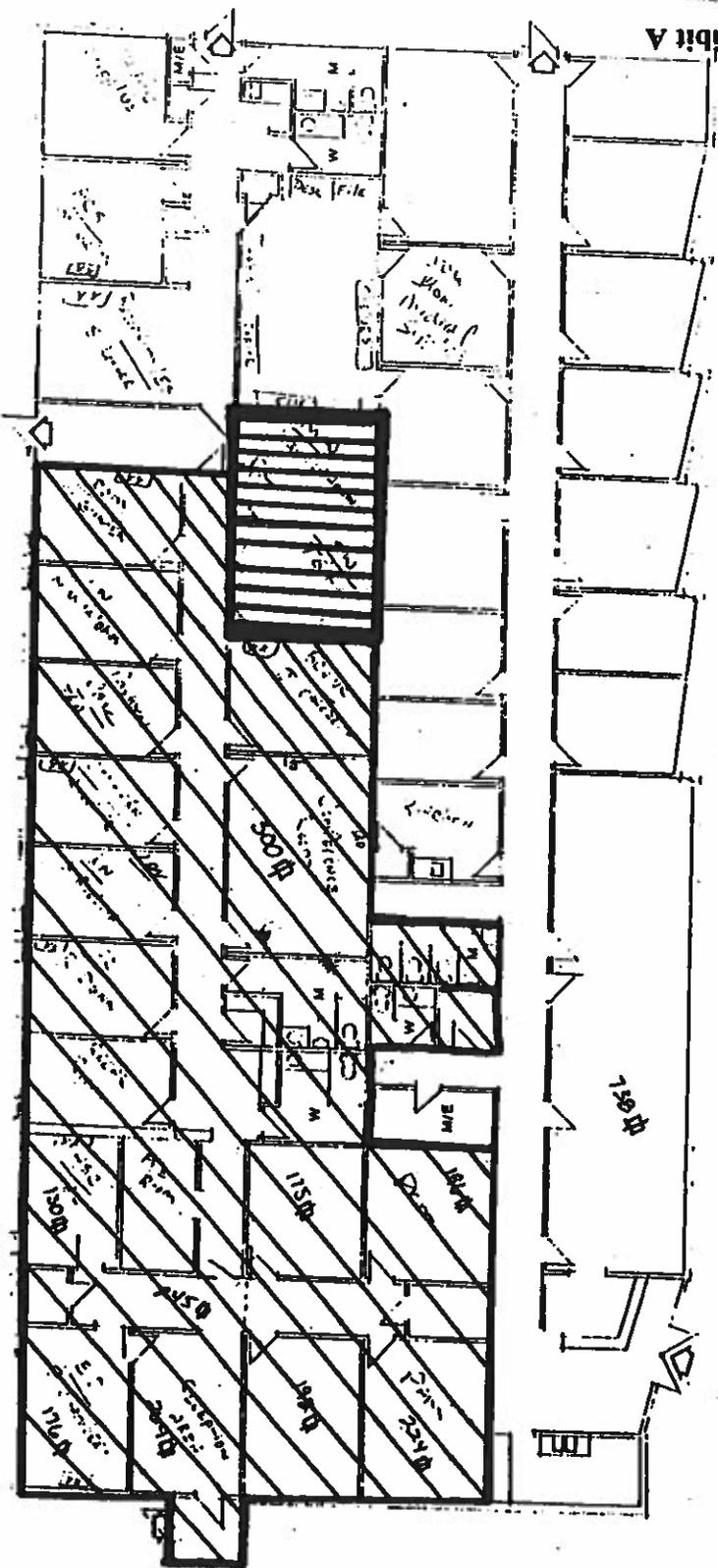
Attached you will find a floor plan of a facility that we would like to purchase. The building is located on Bender and sits on the northeast corner of the Bel Aire Shopping Center parking lot. We are currently housing our ACCEL program in this building which employs twelve people. We have done a preliminary audit of the facility, and the structure appears to be in good condition. We did not find asbestos or lead paint. I am seeking Board approval to make an offer on the building. If our offer is accepted, we must get approval through the Commission on Higher Education (CHE) and the Department of Finance Administration (DFA). To get approval from these agencies requires additional paper work that includes an environmental impact study, an engineering assessment, and completion of all documents that pertain to the purchase of public property.

The purchase price of the property, the allowable closing costs, and assessment of the facility and property would be taken from the college's reserves.

Thank you for your consideration!

— BENDER —

Exhibit A



901 E. Bender  
 11,212 sq. ft. interior  
 297' x 170' Lot  
 34 offices  
 6 restrooms  
 1.37 acres



PARTITION FLOOR PLAN  
 SCALE: 1/8" = 1'-0"

NOTE:  
 INFORMATION DEPICTED HEREIN IS BASED ON  
 DATA OBTAINED FROM THE OWNER AS WELL  
 AS DATA OBTAINED ON SITE.  
 ALTHOUGH EXISTING CONDITIONS ARE DEPICTED TO THE BEST OF THE  
 ARCHITECT'S KNOWLEDGE, THEIR INDICATION DOES NOT  
 CONSTITUTE A WARRANTY FOR THEIR ACCURACY OR COMPLETENESS.



SPACE USED EFFECTIVE JUNE 1999



SPACE ADDED - NOVEMBER 1999



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## MEMORANDUM

DATE: May 15, 2000  
TO: New Mexico Junior College Board Members  
FROM: Steve McCleery, President *SM*  
SUBJECT: 2000-2001 Compensation Recommendation

Attached you will find our compensation recommendation for the 2000-2001 fiscal year. Based on recommendations from our compensation consultants, we validated and made some salary adjustments to five positions to bring them close to the minimum salary range. For all other employees, we are recommending a 7% raise. This compensation recommendation will move most positions to the minimum and some toward the prevailing rate. Over the next few months, additional work needs to be done in validating and placing positions into the appropriate pay ranges. You will also find copies of the compensation increases that New Mexico colleges gave for the 1999-2000 fiscal year, as well as the proposed community college compensation increases for the 2000-2001 academic year. This year the board did approve a 2.5% one time/non-reoccurring salary payment to be awarded to employees at the end of this contract year. However, since this payment was non-reoccurring, the overall compensation recommendations for next year are in line with the combined adjustments that other community college employees have received for the past two years.

For the current fiscal year's (1999-2000) budget the legislature approved a 5% raise for faculty and 4% raise for staff. For the 2000-2001 budget year the legislature recommended a 3% raise for faculty and staff. These funds are built into the formula and are reoccurring. The salary recommendations are also in keeping with the county public schools salary recommendations for the past two years. It is my recommendation that you accept the compensation recommendation.

Thank you for your consideration!

EXHIBIT E  
 NEW MEXICO COMMISSION ON HIGHER EDUCATION  
 SUMMARY OF PROPOSED 1999 - 2000  
 FACULTY AND STAFF SALARY INCREASES

Institution	AVERAGE SALARY INCREASES	
	FACULTY	STAFF
<b><u>RESEARCH UNIVERSITIES</u></b>		
NMIMT	5.0%	5.0%
NMSU	5.0%	4.0%
UNM	4.5%	4.5%
<b><u>COMPREHENSIVE UNIVERSITIES</u></b>		
ENMU	4.5%	4.5%
NMHU	5.0%	5.0%
WNMU	5.0%	<del>4.0%</del> 5%
<b><u>UNM - MEDICAL CENTER</u></b>	4.5%	4.5%
<b><u>BRANCH COMMUNITY COLLEGES</u></b>		
ENMU-ROSWELL	5.0%	4.0%
NMSU-ALAMOGORDO	5.0%	4.0%
NMSU-CARLSBAD	5.0%	4.0%
NMSU-DONA ANA	5.0%	4.0%
NMSU-GRANTS	5.0%	4.0%
UNM-GALLUP	5.5%	4.5%
UNM-LOS ALAMOS	4.5%	4.5%
UNM-VALENCIA	4.5%	4.5%
<b><u>INDEPENDENT COMMUNITY COLLEGES</u></b>		
ALBUQUERQUE T-VI	N/A	6.0%
CLOVIS COMMUNITY COLLEGE	6.0%	7.0%
LUNA VO-TECH	4.5%	4.5%
MESA TECHNICAL COLLEGE	4.5%	4.5%
NM JUNIOR COLLEGE	0.0%	0.0%
NORTHERN NM COMMUNITY COLLEGE	5.0%	4.0%
SAN JUAN COLLEGE	5.0%	5.0%
SANTA FE COMMUNITY COLLEGE	8.8%	4.0%
<b><u>OFF-CAMPUS CENTERS</u></b>		
ENMU-RUIDOSO	4.5%	4.5%
UNM-TAOS	5.0%	4.5%
<b><u>SPECIAL SCHOOLS</u></b>		
NMMI	12.8%	10.3%
NMSD	5.0%	5.0%
NMSVH	5.0%	5.0%
<b>AVERAGE - ALL INSTITUTIONS (UNWEIGHTED)</b>	5.4%	5.0%

### PROPOSED INCREASES 2000-01

Abbreviations:  
 ch - credit hour      out - out of state tuition  
 inc. - increase      in - in state tuition

Institution	Ave. Salary Increases Full-time:		Benefit Changes	Average Increases for Part-time Faculty	Changes in:	
	Faculty	Staff			Tuition	Fees
Albuquerque TVI	no response		no response	no response	no response	
Clovis CC	6%	professional 6% support 6%		6%	none	none
ENMU-Roswell	no response		no response	no response	no response	
ENMU-Ruidoso	4%	3%	2.3% premium cost inc.	3\$/ch increase	1/ch inc.	
Luna VTI	3%		none	3%	\$6 inc.	\$2 inc.
Mesa Technical	3%	3%	none	none	none	none
NM Junior College	not yet determined		none	none	none	none
NMSU-Alamogordo	3%	3%	none	none	\$1/ch inc. in \$3/ch inc. out	none
NMSU-Carlsbad	3%	3%	not yet determined	not yet determined	\$2/ch inc.	
NMSU-Dona Ana	3%	3%	approx 20% health ins.	\$20/cr or 3%	\$1/ch inc.	none
NMSU-Grants	no response		no response	no response	no response	
NM Military Institute	no response		no response	no response	no response	
Northern NM CC	3.6%	3.6%	28%	not yet determined	4.2% inc.	
San Juan College	4%	4%	22% med; 9% dental	5.3%	none	none
Santa Fe CC	2.1%	2.1%	estimated 9.5% med.	2.1%	12% inc.	\$1.50 technology fee
SIPI	no response		no response	no response	no response	
UNM-Gallup	no response		no response	no response	no response	
UNM-Los Alamos	3.5%	3.5%	10%	1%	\$2/ch inc.	none
UNM-Taos	3.5%	3.5%	14% over last year	none	\$2/ch inc.	\$1inc.
UNM-Valencia	3.5%	3.5%	varies on plan	none	\$2/ch inc.	

**EXHIBIT D**  
**NEW MEXICO COMMISSION ON HIGHER EDUCATION**  
**SALARIES OF SELECTED ADMINISTRATORS**

Institution	<b>CHIEF EXECUTIVE OFFICER</b>				
	Actual 1997/98	Budget 1998/99	Proposed 1999-00	1 Yr % Change	2 Yr % Change
<b>RESEARCH UNIVERSITIES</b>					
NMIMT	\$126,072	\$142,500	\$145,000	1.8%	15.0%
NMSU	150,250	157,011	163,292	4.0%	8.7%
UNM	<u>180,000</u>	<u>180,000</u>	pending	N/A	N/A
Average	<b>\$152,107</b>	<b>\$159,837</b>	<b>\$154,146</b>	<b>-3.6%</b>	<b>1.3%</b>
<b>COMPREHENSIVE UNIVERSITIES</b>					
ENMU	\$112,200	\$117,810	\$123,111	4.5%	9.7%
NMHU	120,000	126,000	132,300	5.0%	10.3%
WNMU	<u>96,820</u>	<u>101,777</u>	<u>120,000</u>	<u>17.9%</u>	<u>23.9%</u>
Average	<b>\$109,673</b>	<b>\$115,196</b>	<b>\$125,137</b>	<b>8.6%</b>	<b>14.1%</b>
<b>FOUR-YEAR AVG.</b>	<b>\$130,890</b>	<b>\$107,516</b>	<b>\$113,951</b>	<b>6.0%</b>	<b>-12.9%</b>
<b>BRANCH COMMUNITY COLLEGES</b>					
ENMU-ROSWELL	\$90,780	\$99,000	pending	N/A	N/A
NMSU-ALAMOGORDO	79,250	82,700	70,830	-14.4%	-10.6%
NMSU-CARLSBAD	81,454	84,590	87,975	4.0%	8.0%
NMSU-DONA ANA	74,628	83,500	95,000	13.8%	27.3%
NMSU-GRANTS	75,250	80,000	80,000	0.0%	6.3%
UNM-GALLUP	89,860	93,454	97,659	4.5%	8.7%
UNM-LOS ALAMOS	77,432	83,626	87,389	4.5%	12.9%
UNM-VALENCIA	<u>71,400</u>	<u>74,256</u>	<u>77,598</u>	<u>4.5%</u>	<u>8.7%</u>
Average	<b>\$80,007</b>	<b>\$85,141</b>	<b>\$85,207</b>	<b>0.1%</b>	<b>6.5%</b>
<b>INDEPENDENT COMMUNITY COLLEGES</b>					
ALBUQUERQUE T-VI	\$119,600	\$130,000	\$130,000	0.0%	8.7%
CLOVIS COMM. COLL.	99,083	100,000	95,000	-5.0%	-4.1%
LUNA VO-TECH	94,280	98,523	102,000	3.5%	8.2%
MESA TECH. COLLEGE	85,000	89,005	93,010	4.5%	9.4%
NM JUNIOR COLLEGE	85,000	86,000	86,000	0.0%	1.2%
NO. NM COMM. COLL.	90,000	110,000	110,000	0.0%	22.2%
SAN JUAN COLLEGE	110,000	121,000	127,500	5.4%	15.9%
SANTA FE COMM. COLL.	<u>107,016</u>	<u>112,000</u>	<u>117,600</u>	<u>5.0%</u>	<u>9.9%</u>
Average	<b>\$98,747</b>	<b>\$105,816</b>	<b>\$107,639</b>	<b>1.7%</b>	<b>9.0%</b>
<b>TWO-YEAR AVERAGE</b>	<b>\$89,377</b>	<b>\$95,244</b>	<b>\$97,171</b>	<b>2.0%</b>	<b>8.7%</b>
<b>OFF-CAMPUS CENTERS</b>					
ENMU-RUIDOSO	\$60,835	\$63,027	\$65,853	4.5%	8.2%
UNM-TAOS	<u>69,585</u>	<u>73,065</u>	<u>79,116</u>	<u>8.3%</u>	<u>13.7%</u>
<b>OFF-CAMPUS CNTR AVG.</b>	<b>\$65,210</b>	<b>\$68,046</b>	<b>\$72,485</b>	<b>6.6%</b>	<b>11.2%</b>
<b>SPECIAL SCHOOLS</b>					
NM MILITARY INST.	\$87,000	\$90,915	\$90,915	0.0%	4.5%
NMSD	71,029	77,422	81,293	5.0%	14.5%
NMSVH	<u>72,100</u>	<u>77,000</u>	<u>79,700</u>	<u>3.5%</u>	<u>10.5%</u>
<b>SPECIAL SCHOOLS AVG.</b>	<b>\$76,710</b>	<b>\$81,779</b>	<b>\$83,969</b>	<b>2.7%</b>	<b>9.5%</b>



EXHIBIT D  
NEW MEXICO COMMISSION ON HIGHER EDUCATION  
SALARIES OF SELECTED ADMINISTRATORS

Institution	CHIEF ACADEMIC OFFICER				
	Actual 1997/98	Budget 1998/99	Proposed 1999-00	1 Yr % Change	2 Yr % Change
<b>RESEARCH UNIVERSITIES</b>					
NMIMT	\$97,611	\$103,605	\$111,220	7.4%	13.9%
NMSU	127,807	145,000	150,800	4.0%	18.0%
UNM	<u>143,820</u>	<u>151,730</u>	<u>158,527</u>	<u>4.5%</u>	<u>10.2%</u>
Average	\$123,079	\$133,445	\$140,182	5.0%	13.9%
<b>COMPREHENSIVE UNIVERSITIES</b>					
ENMU	\$96,655	\$99,555	\$100,250	0.7%	3.7%
NMHU	100,000	105,000	110,250	5.0%	10.3%
WNMU	<u>82,000</u>	<u>85,690</u>	<u>87,000</u>	<u>1.5%</u>	<u>6.1%</u>
Average	\$92,885	\$96,748	\$99,167	2.5%	6.8%
FOUR-YEAR AVG.	<u>\$107,982</u>	<u>\$115,097</u>	<u>\$119,675</u>	4.0%	10.8%
<b>BRANCH COMMUNITY COLLEGES</b>					
ENMU-ROSWELL	\$65,806	pending	pending	N/A	N/A
NMSU-ALAMOGORDO	62,500	67,300	67,900	0.9%	8.6%
NMSU-CARLSBAD	55,935	64,864	67,459	4.0%	20.6%
NMSU-DONA ANA	59,002	63,342	63,342	0.0%	7.4%
NMSU-GRANTS	61,000	63,678	66,225	4.0%	8.6%
UNM-GALLUP	58,314	60,063	62,869	4.7%	7.8%
UNM-LOS ALAMOS	68,850	pending	pending	N/A	N/A
UNM-VALENCIA	<u>58,314</u>	<u>61,374</u>	<u>63,455</u>	<u>3.4%</u>	<u>8.8%</u>
Average	\$61,215	\$63,437	\$65,208	2.8%	6.5%
<b>INDEPENDENT COMMUNITY COLLEGES</b>					
ALBUQUERQUE T-VI	\$83,254	pending	pending	N/A	N/A
CLOVIS COMM. COLL.	66,832	70,000	70,000	0.0%	4.7%
LUNA VO-TECH	70,000	73,150	76,442	4.5%	9.2%
MESA TECH. COLLEGE	63,000	53,830	68,798	27.8%	9.2%
NM JUNIOR COLLEGE	76,008	79,428	79,428	0.0%	4.5%
NO. NM COMM. COLL.	62,600	65,420	68,037	4.0%	8.7%
SAN JUAN COLLEGE	73,368	80,118	90,627	13.1%	23.5%
SANTA FE COMM. COLL.	<u>71,400</u>	<u>73,000</u>	<u>74,927</u>	<u>2.6%</u>	<u>4.9%</u>
Average	\$70,808	\$70,707	\$75,466	6.6%	12.1%
TWO-YEAR AVERAGE	<u>\$66,011</u>	<u>\$58,371</u>	<u>\$61,301</u>	5.0%	-7.1%
<b>OFF-CAMPUS CENTERS</b>					
ENMU-RUIDOSO				N/A	N/A
UNM-TAOS	N/A	N/A	41,280	100.0%	N/A
OFF-CAMPUS CNTR AVG.	N/A	N/A	\$41,280	100.0%	N/A
<b>SPECIAL SCHOOLS</b>					
NM MILITARY INST.	\$64,865	\$67,784	\$73,348	8.2%	13.1%
NMSD	58,562	64,152	67,360	5.0%	15.0%
NMSVH	<u>58,020</u>	<u>52,000</u>	<u>53,820</u>	<u>3.5%</u>	<u>-7.2%</u>
SPECIAL SCHOOLS AVG.	<u>\$60,482</u>	<u>\$61,312</u>	<u>\$64,843</u>	5.8%	7.2%

EXHIBIT D  
NEW MEXICO COMMISSION ON HIGHER EDUCATION  
SALARIES OF SELECTED ADMINISTRATORS

Institution	CHIEF STUDENT AFFAIRS OFFICER				
	Actual 1997/98	Budget 1998/99	Proposed 1999-00	1 Yr % Change	2 Yr % Change
<b>RESEARCH UNIVERSITIES</b>					
NMIMT	\$70,589	\$74,149	\$74,149	0.0%	5.0%
NMSU	106,011	110,782	115,218	4.0%	8.7%
UNM	<u>111,900</u>	<u>109,776</u>	<u>107,316</u>	<u>6.5%</u>	<u>-4.1%</u>
Average	\$96,167	\$95,236	\$98,894	3.8%	2.8%
<b>COMPREHENSIVE UNIVERSITIES</b>					
ENMU	\$74,320	\$77,664	\$81,159	4.5%	9.2%
NMHU	63,000	76,000	79,800	5.0%	26.7%
WNMU	<u>74,635</u>	<u>77,994</u>	<u>64,000</u>	<u>-17.9%</u>	<u>-14.2%</u>
Average	\$70,652	\$77,219	\$74,986	-2.9%	6.1%
FOUR-YEAR AVG.	<u>\$83,409</u>	<u>\$86,228</u>	<u>\$86,940</u>	0.8%	4.2%
<b>BRANCH COMMUNITY COLLEGES</b>					
ENMU-ROSWELL	\$57,852	\$60,455	pending	N/A	N/A
NMSU-ALAMOGORDO	51,230	53,550	55,680	4.0%	8.7%
NMSU-CARLSBAD	47,428	49,800	54,900	10.2%	15.8%
NMSU-DONA ANA	60,109	62,814	65,327	4.0%	8.7%
NMSU-GRANTS	40,252	42,112	43,797	4.0%	8.8%
UNM-GALLUP	52,235	53,802	56,389	4.8%	8.0%
UNM-LOS ALAMOS	N/A	34,425	34,425	0.0%	N/A
UNM-VALENCIA	<u>42,648</u>	<u>44,354</u>	<u>48,801</u>	<u>10.0%</u>	<u>14.4%</u>
Average	\$50,251	\$50,164	\$51,331	2.3%	2.2%
<b>INDEPENDENT COMMUNITY COLLEGES</b>					
ALBUQUERQUE T-VI	\$77,014	\$81,251	\$86,126	6.0%	N/A
CLOVIS COMM. COLL.	56,068	59,000	61,000	3.4%	8.8%
LUNA VO-TECH	57,596	60,188	40,000	-33.5%	-30.6%
MESA TECH. COLLEGE	49,500	51,480	52,000	1.0%	5.1%
NM JUNIOR COLLEGE	63,714	62,500	pending	N/A	N/A
NO. NM COMM. COLL.	52,300	56,225	58,474	4.0%	11.8%
SAN JUAN COLLEGE	67,541	73,755	77,443	5.0%	14.7%
SANTA FE COMM. COLL.	<u>74,173</u>	<u>68,500</u>	<u>71,240</u>	<u>4.0%</u>	<u>-4.0%</u>
Average	\$62,238	\$64,112	\$63,755	2.4%	-5.3%
TWO-YEAR AVERAGE	<u>\$56,644</u>	<u>\$49,205</u>	<u>\$48,932</u>	<u>-0.6%</u>	<u>-13.6%</u>
<b>OFF-CAMPUS CENTERS</b>					
ENMU-RUIDOSO				N/A	N/A
UNM-TAOS	N/A	N/A	43,337	N/A	N/A
OFF-CAMPUS CNTR AVG.	N/A	N/A	<u>\$43,337</u>	100.0%	N/A
<b>SPECIAL SCHOOLS</b>					
NM MILITARY INST.	\$64,865	\$58,134	\$60,320	3.8%	-7.0%
NMSD	50,000	50,000	pending	N/A	N/A
NMSVH	N/A	59,760	60,500	1.2%	N/A
SPECIAL SCHOOLS AVG.	<u>\$57,433</u>	<u>\$55,965</u>	<u>\$60,410</u>	<u>7.9%</u>	<u>5.2%</u>

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5/17/00

Candidate's name Robert "Bob" Jackson

Position title Professor of Physical Education/Head Women's Cross Country/Distance Track Coach

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 14, 2000 Standard contract length  12 mos  9 mos.  other \_\_\_\_\_

Funding source NMJC Operating Budget - Physical Education

Paid advertising beyond \*standard 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 \$26,884 - \$41,009 Recommended annual salary \$35,080.00 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-420 100%

Recommended and approved by:

Richard Morris  
Supervisor  
Regina Organ  
Vice President

Michael D. Burt  
Dean/Director  
Steve M. Cleary  
President

Selection Committee Members: John Baldwin  
Lance Caviness  
Veta Flanary  
Richard Lloyd  
Jeff McCool & Richard Morris

Comments: See attachment.

Mr. Robert "Bob" Jackson meets and exceeds the requirements of the position announcement for Professor of Physical/Education and Head Coach of Cross Country/Distance Track. He received his Bachelor of Science degree in Physical Education/Health Education, and Master of Science in Physical Education from Eastern New Mexico University . Mr. Jackson has seventeen years of teaching experience, and coaching Cross Country/Track & Field in public education at the secondary level, in which he taught Physical Education/ Health and U. S. History.

His career as a teacher and coach started at Amherst, Texas, with stints in Jal Public Schools, Laguna Acoma - Cibola Schools, and the last seven years with Hobbs Municipal Schools. While at each of the schools mentioned he developed and/or built strong Girl's and Boy's Cross Country/Track and Field teams, as well as excelling in teaching.

Personal accomplishments and recognition are many in his 27 years of running experience, i.e.;

NJCAA All-American Indoor Track - NMJC

T.A.C. 1 Certified Track Coach

New Mexico Activities Association Track Coach of the year, 1992

New Mexico Activities Association Cross Country coach of the year, 1994, and 2000

New Mexico Cross Country Track and Field Coach of the year, 4 - A girls - 1999

Numerous State Championships in Cross Country and Track/Field in the state of New Mexico

Presently at Hobbs High School his duties are:

Head Men's and Women's Cross Country and Track Coach

A. P. History teacher

Member of the S.I.T. Team

A. P. Vertical Team and Steering Committee

## **ABBREVIATED RESUME**

### **Position**

Professor of Physical Education/Head Women's Cross Country/Distance Track Coach

### **Personal Data**

Name: Robert Jackson

### **Education**

M.S. in Physical Education, Eastern New Mexico University, Portales, NM, 1983

B.S. in Physical Education, Eastern New Mexico University, Portales, NM, 1981

### **Professional Experience**

Hobbs Municipal Schools, Hobbs, NM 8/93 to Present  
Hobbs High School History Teacher/Head Men's and Women's Cross Country and Track Coach

Cibola County Schools, Grants, NM 8/91 to 5/93  
History Teacher/Head Men's and Women's Cross Country and Track Coach

Jal Public Schools, Jal, NM 8/84 to 5/91  
History Teacher/Coach

Portales Municipal Schools, Portales, NM 8/83 to 5/84  
Substitute Teacher

Eastern New Mexico University, Portales, NM 8/82 to 5/83  
Graduate Assistant

Amherst I.S.D., Amherst, TX 8/81 to 5/82  
Teacher/Coach

### **Organizations**

New Mexico Activities Association  
New Mexico Track and Cross Country Coaches Association

### **Awards/Honors**

•NMAA Track Coach of the Year, 1992 •NMAA Cross Country Coach of the Year, 1994, 2000



# New Mexico Junior College

## Career Opportunities

**Position Announcement • February, 2000**

**Position Title:** Professor of Physical Education/Head Women's Cross Country/Distance Track Coach

**Position Description:** The position responsible to the Dean of Arts and Sciences. Duties and responsibilities include but are not limited to the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve on college committees as assigned; (3) serve as a sponsor for student groups as assigned; (4) post and maintain supervisor approved office hours per week; (5) assume other professional responsibilities associated with the position of professor; and (6) Head Women's Cross Country/Distance Track Coach; (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:** Master's degree in Physical Education preferred. Bachelor's degree required. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed.

**Salary/Benefits:** Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. Standard employee benefits apply. The successful applicant may have the option of teaching during the summer terms for income above his/her base salary. Note: NMJC does not participate in social security deductions.

**Application Deadline:** April 17, 2000 at 5:00 p.m. MST. Position starts August 14, 2000. 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 Physical Education/Head Women's Cross Country/Distance Track Coach

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Smith, Eldon	No	No	
Taylor, John	No	No	
Ontiveros, Jessie	No	No	
Jackson, Robert	Yes	Yes	Start Date: 8-14-00, pending Board approval
DeBella, Joseph	No	No	
Elswick, Mark	No	No	Incomplete application materials
Johnson, Andrew	No	No	
Joens, Bradley	No	No	
Perez, Herbert	Yes	No	
Krueger, Nancy	No	No	Incomplete application materials
Seymour, Scott	No	No	
Barry, John	No	No	Incomplete application materials