

# NEW MEXICO JUNIOR COLLEGE

BOARD MEETING  
Thursday, November 16, 2000  
Zia Room - Library  
1:30 p.m.

## AGENDA

- |                                                                           |              |
|---------------------------------------------------------------------------|--------------|
| A. Welcome                                                                | Mr. Newman   |
| B. Adoption of Agenda                                                     | Mr. Newman   |
| C. Approval of Minutes of October 31, 2000                                | Mr. Newman   |
| D. Correspondence                                                         | Mr. Schubert |
| E. President's Report                                                     | Dr. McCleery |
| F. New Business                                                           |              |
| 1. Monthly Expenditures Report                                            | Dr. McCleery |
| 2. Monthly Revenue Report                                                 | Dr. McCleery |
| 3. Oil and Gas Revenue Report                                             | Dr. McCleery |
| 4. Schedule of Investments                                                | Dr. McCleery |
| 5. Consideration of Auction List                                          | Dr. McCleery |
| 6. Personnel Consideration - Director of Security                         | Dr. McCleery |
| 7. Personnel Consideration - Vice President for Finance                   | Dr. McCleery |
| 8. Personnel Consideration - Welfare-to-Work Special Projects Coordinator | Dr. McCleery |
| 9. Personnel Consideration - Educational Technology Specialist            | Dr. McCleery |
| G. Public Comments                                                        | Mr. Newman   |
| H. Announcement of Next Meeting                                           | Mr. Newman   |
| I. Adjournment                                                            | Mr. Newman   |

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| I. Adjournment                                                            | Mr. Newman   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

OCTOBER 31, 2000

### MINUTES

The New Mexico Junior College Board met on Tuesday, October 31, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Donald Whitaker; Mrs. Bonnie Moran; Mr. Bill Lee; and Mr. Ferrel Caster. Not present was Mr. Gary Schubert.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News-Sun; Bob Reid, Maddox Foundation; Felba Caster; Tina Shoemaker; and members of the New Mexico Junior College Foundation Board Slick Duncan, Wade Cavitt, Eddie Richardson, David Pyeatt, Julee Smith, and Joy Buhalts.

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

Upon a motion by Mr. Caster, seconded by Mr. Whitaker, the board unanimously approved the minutes of September 18, 2000.

Under *President's Report*, Regina Organ presented Lance Caviness with a certificate of appreciation for his efforts with the Fraff Fest. Dr. McCleery introduced Dr. Jim Turner who is serving as Interim Vice President for Finance. James Ross Black introduced All-American golfer Steven Wallace to the board. Dr. McCleery reported that the Student Center Addition had made the 2001-2002 CHE capital project recommendations significant need category for \$3,000,000 as well as infrastructure needs for \$500,000. He reported that the Moran Lecture Series would host Dr. Willard Daggett on November 9 for the county-wide in-service. Cc Nelson introduced the NMJC Foundation board members present and gave a brief history and description of the Foundation. Dr. McCleery encouraged everyone to consider Bond Issue "B" at the general election on November 7. Mr. Newman presented Irene Salgado with a plaque of appreciation for her years of service on the college board. Ms. Salgado expressed her gratitude and each board member expressed their appreciation to her.

Under *New Business*, Mrs. Moran nominated Yvonne Williams to fill the vacant position created by the resignation of Irene Salgado. Mr. Lee seconded the nomination and the board

unanimously voted to appoint Mrs. Williams. The roll call vote was as follows: Mr. Newman - yes; Mr. Lee - yes; Mr. Caster - yes; Mrs. Moran - yes; and Mr. Whitaker - yes. Mr. Newman administered the Oath of Office to Yvonne Williams who will represent District 6 on the board.

Eddie Solomon presented a list of equipment to be sold at the December 2, 2000, college auction. Once approved by the board, the equipment list will be presented to the state auditor for approval. The items listed are no longer utilized or needed by the college. Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously approved the list of equipment for the auction.

Richard Fleming recommended Regina Johnson for the Coordinator of At Risk Program position with an annual salary of \$34,000. Upon a motion by Mr. Whitaker, seconded by Mr. Caster, the board unanimously approved the employment of Ms. Johnson, effective January 8, 2001.

Lisa Brown recommended Kathleen Miller for the Benefits Specialist position with an annual salary of \$25,675. Upon a motion by Mr. Lee, seconded by Mrs. Moran, the board unanimously approved the employment of Ms. Miller, effective November 1, 2000.

Dr. McCleery recommended that the Personnel Consideration - Director of Security be tabled at this time.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for November 16, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mrs. Moran, seconded by Mr. Whitaker, the board unanimously voted to adjourn at 2:30 p.m.

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CHAIRMAN

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

SECRETARY

Others present:

Regina Organ  
Richard Fleming  
Lisa Brown  
Robert Turner  
Bill Braun  
Eddie Solomon  
Sally Telles  
Ismael Zuniga  
Bill Kunko  
Robert Bensing  
Lance Caviness  
Jerry Brian  
Pat Gorman  
Marilyn Jackson  
Robert Turner  
Frank Collins  
Steve Davis  
Sharon Jenkins  
Richard Morris  
Cc Nelson

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### October 2000

33% of Year Completed

Fund	1999-00			2000-01			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	5,216,596	1,310,412	25%	5,322,453	455,803	1,414,308	27%
Academic Support	919,691	410,552	45%	1,012,220	84,908	426,452	42%
Student Services	991,692	366,454	37%	1,020,190	128,066	408,499	40%
Institutional Support	1,617,362	535,694	33%	2,321,133	153,641	615,935	27%
Operation & Maintenance of Plant	1,591,981	507,467	32%	1,674,751	146,042	531,113	32%
Subtotal - Instruction & General	10,337,322	3,130,579	30%	11,350,747	968,460	3,396,307	30%
Student Activities	109,847	31,550	29%	118,724	3,963	37,439	32%
Public Service	24,949	6,602	26%	24,968	0	0	0%
Internal Service Departments	308,980	246,426	80%	309,131	275,612	270,806	88%
Student Aid	153,705	80,181	52%	139,605	19,041	118,800	85%
Auxiliary Enterprises	1,294,716	676,648	52%	1,254,436	199,210	712,528	57%
Athletics	581,756	210,631	36%	558,129	28,663	221,856	40%
Total Current Unrestricted Fund	12,811,275	4,382,617	34%	13,755,740	1,494,949	4,757,736	35%
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,784,410	808,217	29%	3,135,237	249,383	902,698	29%
Student Aid	3,098,629	1,615,018	52%	3,204,007	116,350	1,751,895	55%
Total Current Restricted Fund	5,883,039	2,423,235	41%	6,339,244	365,733	2,654,593	42%
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	1,152,097	662,527	58%	2,126,546	66,827	590,536	28%
Projects from State GOB Funds	686	0	0%	0	0	0	0%
Projects from State STB Funds	374,617	13,227	4%	0	0	0	0%
Projects from Other State Funds	156,793	5,474	3%	116,172	103,236	104,914	90%
Subtotal - Capital and BR&R	1,684,193	681,228	40%	2,242,718	170,063	695,450	31%
Debt Service							
Revenue Bonds	263,723	132,881	50%	264,845	0	133,541	50%
Total Plant Funds	1,947,916	814,109	42%	2,507,563	170,063	828,991	33%
<b>GRAND TOTAL EXPENDITURES</b>	<b>20,842,230</b>	<b>7,619,961</b>	<b>37%</b>	<b>22,602,547</b>	<b>2,030,745</b>	<b>8,241,320</b>	<b>36%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### October 2000

33% of Year Completed

1999-00

2000-01

Fund	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	1,162,200	641,523	55%	1,168,950	11,872	689,698	59%
State Appropriations	5,884,500	2,129,700	36%	6,566,300	901,560	2,154,828	33%
Advalorem Taxes - Oil and Gas	2,075,000	761,062	37%	2,500,000	363,689	1,376,256	55%
Advalorem Taxes - Property	1,800,000	55,852	3%	1,900,000	5,216	33,456	2%
Interest Income	135,000	82,612	61%	125,500	17,613	65,768	52%
Other Revenues	196,800	41,003	21%	384,888	8,492	9,546	2%
Subtotal - Instruction & General	11,253,500	3,711,752	33%	12,645,636	1,308,442	4,329,552	34%
Student Activities	38,000	23,650	62%	40,000	111	25,289	63%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	77,000	23,751	31%	21,000	320	4,553	22%
Auxiliary Enterprises	1,297,900	785,217	60%	1,442,050	41,397	864,441	60%
Athletics	37,600	10,868	29%	33,800	2,742	8,176	24%
Total Current Unrestricted	12,704,000	4,555,238	36%	14,182,286	1,353,012	5,232,011	37%
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,784,410	808,217	29%	3,135,237	249,383	902,698	29%
Student Aid	3,098,629	1,615,018	52%	3,204,007	116,350	1,751,895	55%
Total Current Restricted	5,883,039	2,423,235	41%	6,339,244	365,733	2,654,593	42%
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	686	0	0%	0	0	0	0%
Projects from State STB Funds	374,617	13,227	4%	0	0	0	0%
Projects from Other State Funds	156,793	5,474	3%	116,172	0	0	0%
Interest Income	0	17,711	0%	0	0	22,719	0%
Subtotal - Capital & BR&R	532,096	36,412	7%	116,172	0	22,719	20%
Debt Service							
Interest Income	0	119	0%	55,000	7,850	28,417	52%
Total Plant Funds	532,096	36,531	7%	171,172	7,850	51,136	30%
<b>LOAN FUND</b>							
Interest Income / Service Fees	0	0	0%	0	0	0	0%
Total Loan Fund	0	0	0%	0	0	0	0%
<b>GRAND TOTAL REVENUES</b>	<b>19,119,135</b>	<b>7,015,004</b>	<b>37%</b>	<b>20,692,702</b>	<b>1,726,595</b>	<b>7,937,740</b>	<b>36%</b>

## NEW MEXICO JUNIOR COLLEGE Oil and Gas Revenue Report October 2000

33% 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	2000-01 Original Budget	Variance Over (Under) Budget
April	July	\$25.13	3,385,212	\$3.20	16,968,001	309,135	177,083	132,052
May	August	\$27.75	3,566,511	\$3.36	17,837,831	356,052	177,083	178,969
June	September	\$29.78	3,550,473	\$4.28	17,687,354	347,144	177,083	170,061
July	October	\$29.43	3,363,692	\$3.93	20,220,892	363,689	177,083	186,606
August	November						177,083	
September	December						177,083	
October	January						177,083	
November	February						177,083	
December	March						177,083	
January	April						177,083	
February	May						177,083	
March	June						177,087	
Production Tax Revenue						1,376,020	2,125,000	667,688
Equipment Tax Revenue						236	375,000	0
<b>Total Year-to-Date Oil and Gas Revenue</b>						<b>1,376,256</b>	<b>2,500,000</b>	<b>667,688</b>

*Source: New Mexico Taxation and Revenue Department*

In order to stabilize the budgetary process for the 2000-01 fiscal year, oil and gas revenues were budgeted at a 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**  
**October 2000**

33% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
<b>State of New Mexico</b>							
Local Government Investment Pool	5,250,000	N/A	N/A	N/A	102-2394	6.21%	31,262
Wells Fargo Bank of Hobbs	<u>250,000</u>	8/8/00	2/8/01	183	231611237	6.06%	<u>1,286</u>
<b>Total investments</b>	<u><b>5,500,000</b></u>						<u><b>32,548</b></u>

<b>Summary of Current Month's Activity</b>	
Beginning amount	6,700,000
Plus: deposits	
Less: withdrawals	<u>(1,200,000)</u>
Ending amount	<u>5,500,000</u>

Certificate of Deposit matured 8/8/00; it was renewed at 6.06% for six months



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## MEMORANDUM

**DATE:** November 9, 2000  
**TO:** New Mexico Junior College Board Members  
**FROM:** Steve McCleery, President *SM*  
**SUBJECT:** Auction List—Equipment not selected by the Public Schools

Attached is a list of equipment that was not selected by the public schools. We are seeking your approval to sell this equipment at the December 2, 2000, college auction. Once approved by the board, this equipment list must be presented to the state auditor for approval. The items to be sold in the auction are no longer utilized or needed in the current college equipment inventory. It is my recommendation that the board approve this list for the institutional auction.

Thank you for your consideration.

**Equipment not Selected by Public Schools - To be sold at Auction**

(Unit Cost \$500 or Greater)

NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ DATE	ORIG COST
G30025	18592	Apple Macintosh IIsi Comp	F114844TC53	12/01/1991	\$ 2,093.00
G30026	18593	Apple Two-Page Monochrome Monitor	PH132A4GA15	12/01/1991	\$ 1,204.30
G30301	18736	Macintosh LC Computer	SG202BLDL12	02/01/1992	\$ 2,993.30
N10553	14043	Graphics Plotter - 8 Pen - 11	2325A-38981	10/01/1984	\$ 2,171.70
N10633	14560	Digital VT-220 - Amber Terminal	TA43302	08/01/1985	\$ 795.00
N10637	14569	Digital VT-220 - Amber Terminal	TA43269	08/01/1985	\$ 795.00
N10709	15041	Apple LaserWriter Plus Printer	F72008SM0188	06/01/1987	\$ 4,023.56
N10780	15292	IBM WheelWriter III Typewriter	11 3061970	10/01/1988	\$ 535.00
N10798	15344	Apple CDSC	F8493MLM2850	01/01/1989	\$ 901.62
N10850	15481	Apple LaserWriter II NT Printe	CA904ED3	08/01/1989	\$ 2,110.22
N10851	15482	Apple Scanner	9120562	08/01/1989	\$ 2,110.22
N10858	15497	Macintosh SE Computer	F91612SM5011	08/01/1989	\$ 2,110.22
N10862	15503	Macintosh SE Computer	F918AFPMS011	08/01/1989	\$ 2,110.22
N10881	15536	Apple ImageWriter LQ Printer	*182600138	08/01/1989	\$ 2,110.22
N10903	15585	IBM WheelWriter X Typewriter	11-0231540	11/01/1989	\$ 588.00
N10913	15599	Macintosh Portable	F941NZQM59	11/01/1989	\$ 4,590.00
N10936	15650	IBM PS/2 - Model 30	00A017712	12/01/1989	\$ 1,557.00
N10941	15664	IBM PS/2 - Model 25	23-0328070	12/01/1989	\$ 1,044.00
N10943	15671	Bernoulli Box II Dual 44MB	*4249470042	12/01/1989	\$ 2,199.00
N10944	15678	Hewlett Packard DeskWriter Printer	2951A12003	01/01/1990	\$ 740.00
N10958	15739	IBM PS/2 - Model 25	37390585254	01/01/1990	\$ 1,044.00
N10995	15896	Bernoulli Portable 44MB	*8000040052	05/01/1990	\$ 1,591.00
N11000	15948	Hewlett Packard DeskWriter Printer	3010A13994	05/01/1990	\$ 740.00
N11040	16217	Apple Macintosh RGB Monit	5410495M0401	08/01/1990	\$ 709.79
N11046	16255	Apple Hi Res RGB Monitor	5415422M0401	09/01/1990	\$ 709.79
N11048	16257	Apple Hi Res RGB Monitor	5415418M0401	09/01/1990	\$ 709.79
N11075	16327	Macintosh SE Computer	F10343Y9B02	09/01/1990	\$ 1,166.57
N11086	16338	Macintosh SE Computer	F1034638B02	09/01/1990	\$ 1,166.57
N11103	16961	Macintosh IICX Computer	F10320VQM5615	09/01/1990	\$ 3,188.12
N11137	17114	CompuAdd CPU - 386/20	177574	09/01/1990	\$ 1,721.00
N11154	17150	Apple Scanner	240081	09/01/1990	\$ 1,112.67
N11155	17151	Macintosh SE Computer	F10339G9B01	09/01/1990	\$ 1,166.57
N11159	17157	CompuAdd CPU - 386 SX/16	230449	09/01/1990	\$ 931.00
N11235	17494	IBM WheelWriter XV Typewriter	11R2590	11/01/1990	\$ 535.00
N11248	17805	CompuAdd CPU - 386 SX/16	230471	09/01/1990	\$ 1,020.00
N11301	18029	Macintosh LC Computer	E1056MBM0812LL	03/01/1991	\$ 1,447.00
N11314	18271	Zenith CPU	112DF014111	04/01/1991	\$ 2,883.65
N11316	18285	Hard Drive - External - 650 Mb	2049444	05/01/1991	\$ 2,407.00
N11363	18511	IBM PS/2 - 286/25	23BWC16825	09/01/1991	\$ 1,710.00
N11384	18609	Macintosh IICI Computer	F1147A6F724	12/01/1991	\$ 2,841.00
N11473	19082	Apple Macintosh LCIII Co	SG3077DCVA3	03/01/1993	\$ 1,192.00
N11474	19084	Apple Macintosh LCIII Co	SG3092CGVA3	03/01/1993	\$ 1,192.00
N11478	19124	Macintosh LC III Computer	SG31960XVA2	07/01/1993	\$ 1,233.30
N11484	19109	Macintosh LC III Computer	F532059SVA3	05/01/1993	\$ 1,192.00
N11489	19120	Macintosh Classic II Computer	SG23801DD21	06/01/1993	\$ 858.00
N11491	19096	Apple Macintosh LCIII Computer	F53176GSVA3	04/01/1993	\$ 1,129.00
N11493	19128	Radius Precision Color Pivot M	WTC310A11310	06/01/1993	\$ 952.00
N11504	19158	Apple Personal LaserWriter NTR	CA316AV2%M2016	07/01/1993	\$ 1,066.90
N11517	19226	Macintosh LC III Computer	LC3334PYVA3	08/01/1993	\$ 1,356.00
N11519	19228	Macintosh LC III Computer	LC3334MYVA3	08/01/1993	\$ 1,356.00
N11520	19229	Macintosh LC III Computer	LC33349AVA3	08/01/1993	\$ 1,356.00
N11535	19245	Monochrome 15 Inch Portrait Mo	930633517C	08/01/1993	\$ 571.75
N11635	19742	Epson CPU - 486 SX	74V1000724	09/01/1993	\$ 1,289.96
N11860	20330	IBM CPU - 486SX/25	23BDCCC	09/01/1994	\$ 1,175.48

(Unit Cost \$500 or Greater)

NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ DATE	ORIG COST
N11880	20493	Apple Personal LaserWriter Printer	CA420R621GJ	09/01/1994	\$ 804.00
N11914	20623	Tutankhamon Repeater	None	10/01/1994	\$ 777.60
N12626	51294	Projector Sound/Slide	1177782	04/01/1986	\$ 620.40
				<b>TOTAL</b>	<b>\$ 83,704.49</b>

**Equipment not Selected by Public Schools - To be sold at Auction**  
(Unit Cost \$500 or Less)

NMJC NO	OLD NO	DESCRIPTION	SERIAL NO	ACQ DATE	ORIG COST
G30516	20775	Epson LQ-570 Printer	1F7E172224	01/01/1995	\$ 253.00
G30550	20928	Canon BJ-200E Printer	STH25228	06/01/1995	\$ 225.00
N11243	17505	Apple Hi Res RGB Monitor	5513849	11/01/1990	\$ -
N11674	19782	Epson 14 Inch Monitor	*3535149228	09/01/1993	\$ -
N11675	19783	Epson 14 Inch Monitor	*3535149222	09/01/1993	\$ -
N11689	19820	Apple 14 Inch Monitor	Unknown	10/01/1993	\$ -
N11862	20332	IBM 14 Inch Monitor	A-90-14905865	09/01/1994	\$ -
N12007	21019	RGB 15 Inch Monitor	CJ53373W39X	07/01/1995	\$ -
N12665	21975	Apple 15 Inch Monitor	CJ6042PN39X	05/01/1996	\$ -
N13270	10903	Sanyo Cassette Transcriber	T06130800	11/01/1982	\$ 245.00
N13284	14389	Lanier Cassette Transcriber	786158	02/01/1985	\$ 449.34
N13357	15314	Digital VT-220 Terminal	ME746C6704	10/01/1988	\$ 181.35
N13368	15329	Panasonic KX-P1091I Printer	8FMALL16071	11/01/1988	\$ 219.00
N13373	15351	Panasonic KX-P1180 Printer	8JMARAFO4248	02/01/1989	\$ 219.00
N13399	15649	IBM Color Monitor	730212	12/01/1989	\$ 372.00
N13461	15971	Samsung 15 Inch Full-Page Monitor	80400514	07/01/1990	\$ 425.00
N13478	16131	Panasonic Transcriber	PBOEA35993	07/01/1990	\$ 269.96
N13536	17099	NEC Multisync Monitor	91M14086M	09/01/1990	\$ 499.00
N13563	17165	Digital VT-320 Terminal	HK03260296	09/01/1990	\$ 400.40
N13565	17167	Digital VT-320 Terminal	HK03260306	09/01/1990	\$ 400.40
N13624	17460	Epson LQ-510 Printer	*0631087564	07/01/1990	\$ 349.00
N13629	17483	Digital VT-320 Terminal	SZ04027425	11/01/1990	\$ 419.30
N13639	NA	Epson LQ-510 Printer	631089435	09/01/1990	\$ 349.00
N13648	17954	Digital VT-320 Terminal	SZ04640391	03/01/1991	\$ 400.40
N13649	NA	Digital VT-320 Terminal	SZ04640400	03/01/1991	\$ 400.40
N13650	17956	Digital VT-320 Terminal	SZ04740529	03/01/1991	\$ 400.40
N13675	18410	Hewlett Packard DeskJet 500 Pr	3122A17693	08/01/1991	\$ 385.00
N13694	18510	IBM Proprinter	11-TV579	09/01/1991	\$ 438.00
N13720	18618	Apple ImageWriter II Printer	TF1412G5%C	12/01/1991	\$ 399.00
N13722	18620	Apple ImageWriter II Printer	TF1413WX%C	12/01/1991	\$ 399.00
N13746	18751	Ehman 15 Inch Full-Page Monito	911013623TR	02/01/1992	\$ 459.00
N13752	18773	IBM Proprinter	11VA868	05/01/1992	\$ 327.00
N13767	18960	Hewlett Packard DeskJet 500C P	3240A14023	11/01/1992	\$ 499.00
N13797	19063	Digital VT-420 Terminal	TA303U8287	03/01/1993	\$ 390.00
N13812	19090	Digital VT-420 Terminal	TA303U7987	04/01/1993	\$ 370.00
N13822	19147	Digital LA-75 Plus Printer	9A31327114	07/01/1993	\$ 495.00
N13827	19153	40 Mb External Hard Drive	36195	07/01/1993	\$ 229.00
N13842	19179	AEHD External Disk Drive	3093	08/01/1993	\$ 286.00
N13872	19214	Epson Inkjet Printer	1EU0056566	08/01/1993	\$ 349.00
N13904	19806	CTX 14 Inch Color Monitor	K40-32204421	10/01/1993	\$ 375.00
N13939	20062	170 MB External Hard Drive	178016	04/01/1994	\$ 273.00
N13946	20147	Hayes Optima Modem	A06251103333	06/01/1994	\$ 357.43
N13947	20148	Hayes Optima Modem	A0045110K821	04/01/1994	\$ 357.43
N14155	21875	Digital LA-70 Printer	TY02812438	03/01/1996	\$ 365.30
N14189	22019	Califone 5270 AV Audiocassette Rcrdr	CD050831	06/01/1996	\$ 139.96
N14416	D50001	Apple StyleWriter 1200 Printer	SCC6080UM4PN	06/14/1996	\$ 190.00
N14525	51362	Califone Cassette Player	1781	04/01/1990	\$ 457.00
N14527	12136	Lanier Cassette Transcriber	761426	07/01/1983	\$ 425.57
N14553	NA	Panasonic KXP-1180 Printer	1DKARQ19566		\$ -
N14822	NA	External CD-ROM Drive	P110130484	11/01/1997	\$ -

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 11/1/00

Candidate's name Mr. Bill Morrill

Position title Director of Security

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 11/17/00 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional

Paid advertising beyond \*standard Local advertising

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

Posted salary range \$28,502-\$35,627 Recommended annual salary \$35,627 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2043-14-131

Recommended and approved by:

Regina Organ  
Supervisor

Regina Organ  
Vice President

Dean/Director

Steve McClary  
President

Selection Committee Members: Steve Davis Eddie Solomon  
Bill Kunko  
Richard Morris  
Regina Organ  
Sam Oswald

Comments: Mr. Morrill meets and exceeds the requirements requested for the  
Director of Security. Mr. Morrill has an extensive background in  
safety, crisis management, risk management, and police/security  
functions.

## **ABBREVIATED RESUME**

### **Position**

Director of Security

### **Personal Data**

Name: Billy C. Morrill

### **Education**

A.A., New Mexico Junior College, Hobbs, NM, 1992  
Graduate, FBI National Academy, Quantico, VA, 1993

### **Professional Experience**

Pool Company of Texas, Hobbs, NM 12/96 to 8/00  
Senior Safety and Training Specialist

City of Hobbs, Hobbs, NM  
Chief of Police 1/93 to 12/96  
Deputy Chief of Police 12/91 to 12/93  
Captain Support Services Division 1/90 to 12/91  
Lieutenant Field Services Division 8/89 to 1/90  
Sergeant Field Services Division 3/80 to 8/89  
Police Officer Field Services Division 8/75 to 3/80

Kerr McGee, Hobbs, NM 5/75 to 8/75  
Potash Mine Worker

Frontier Roofing, Hobbs, NM 6/73 to 5/75  
Roofing Supervisor

### **Honors**

New Mexico Junior College Outstanding Achievement Award, 1988  
Outstanding Law Enforcement Officer of America, National JC's, 1978  
Police Officer of the Year, Hobbs, NM, 1977



# New Mexico Junior College Career Opportunities

**Position Announcement • October 2000**

**Position Title:** Director of Security

**Position Description:** The Director of Security reports to both the President of the College and the Vice President for Student Services. Duties which are reported to the President include: emergency management/critical incident policy development, training and reporting; crisis management and intervention; safety policy development and implementation; risk management training, investigations and reporting. Duties which are reported to the Vice President for Student Services include: supervision of the NMJC security operation to include recommending employment/termination of security staff, completing employee/staff evaluations, scheduling/approving all regular and activity related security work schedules; oversight of all security payroll documents; preparation and monitoring of the security budget; serve as custodian of all security records; generate security reports to include the student right to know crime statistics; provide training for the security staff; coordinate with local law officials; recommend, develop, and monitor NMJC security procedures; provide services as a security officer when needed; and accept other duties as assigned by the President/Vice President for Student Services.

**Qualifications:** Associates degree required, Bachelor's degree in a related field preferred. All degrees must be from a regionally accredited institution. Ten or more years significant related experience in either security or police operations. Recent experience in risk management, including personal injury, motor vehicle and general liability. At least three years of successful supervisory experience, a demonstrated ability to work with people, and the ability to communicate effectively both verbally and in writing. Computer proficiency required. Familiarity with DOT guidelines involving drug and alcohol policies for drivers and OSHA guidelines.

**Salary/Benefits:** The Director of Security position is a professional position with a starting salary of \$28,502 to \$35,627, depending upon education and experience. Standard employee benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** October 26, 2000 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**

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**"Equal Opportunity Education and Employment"**

## APPLICANT LIST

**Position:** Director of Security

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Jacobs, Johnny	No	No	Withdrew application
Morrill, Bill	Yes	Yes	Start Date: pending Board approval
Fortner, Terry	No	No	Incomplete application materials
Crawford, Michael	Yes	No	
Emerson, Michael	Yes	No	
Bascom, Charles	No	No	Incomplete application materials
Steiner, Paul J.	No	No	Incomplete application materials

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 11-12-00

Candidate's name Dan D. Hardin

Position title Vice-President for Finance

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 12-1-00 Standard contract length  12 mos.  9 mos.  other

Funding source Institutional

Paid advertising beyond \*standard Local advertising and Chronicle of Higher Education  
(\* Standard Direct Mail to approximately 65 colleges in a 5-state region, NMI Dept. of Labor, NMJC Website & KLMIA Radio)

Posted salary range \$56,905 to \$71,129 Recommended annual salary \$66,875 Prorated salary  yes  no  
(Employment date through June '00)

Account number(s) with respective % allocation(s) 1-2041-14103

Recommended and approved by:

Steve Davis Steve McCleery  
Superintendent Dean/Director  
Vice President President

Selection Committee Members:

<u>Robert Bensing</u>	<u>Bill Braun</u>
<u>Lisa Brown</u>	<u>Dr. Richard Fleming</u>
<u>Beth Hancock</u>	<u>Bill Kunko</u>
<u>Ruth Luallen</u>	<u>Regina Organ</u>
<u>Sam Oswald</u>	<u>Dr. Jim Turner</u>

Comments: Steve Davis

Dan Hardin meets or exceeds the requirements listed in the Position Announcement. The selection committee recommended two possible candidates, and the president made the final selection. For the board's consideration, Dan is related to Sandy Hardin (spouse) who is the secretary for Financial Aid.

# ABBREVIATED RESUME

## **Position**

Vice-President for Finance

## **Personal Data**

Name: Dan D. Hardin

## **Education**

B.A., New Mexico State University, Las Cruces, NM, 1973

## **Professional Experience**

Liberty National Bank, Lovington, NM 1974 to 1991  
Started in bookkeeping and worked up to Vice President

Western Commerce Bank 1991 to present  
Vice President and Branch Manager

- Over twenty years experience in budget administration and human resources
- Over twelve years experience as senior financial manager
- Twenty years experience in supervisory capacity
- Fifteen years experience in payroll supervision and employee record keeping
- Fifteen years experience in human resources, including hiring, job placement, job description, and employee benefits
- Fifteen years experience in preparation of annual and monthly budget projections
- Fifteen years experience in maintaining and reconciling the general ledger, Federal Reserve account, and the cash position with corresponding bank accounts.
- Directly responsible for the coordination and implementation of two bank computer conversions
- Responsible for the coordination of two complete remodeling projects of bank buildings

### **Community Service/Involvement**

- Fourteen year member of the Lovington School Board
- Ten years experience with the organization of the Lovington Junior Rodeo.
- Present member of Lea County Cowboy Hall of Fame
- Past board member of the Lovington Little League



# New Mexico Junior College Career Opportunities

**Position Announcement • August 2000 (revised 8/17/00)**

**Position Title:** Vice President for Finance

**Position Description:** New Mexico Junior College is accepting applications for the position of Vice President for Finance. This position reports to the President. Duties and responsibilities shall be, but are not limited to, the following: (1) Develop, establish, and maintain financial, business and administrative policies of the college; (2) Plan, direct and provide leadership to the following functions: business office, purchasing, human resources/payroll, computer services, inventory control, food services, graphic arts services, bookstore, telephone and mail services; (3) Maintain comprehensive accounting and budgetary systems; (4) Secure insurance coverages, including: property and general liability, professional liability, employee group coverages, workers compensation, and bonds; (5) Prepare, oversee and administer annual budgets; (6) Project revenue, expenditures, and reserve balances; (7) Prepare and submit reports to federal and state agencies; (8) Present reports, bids and proposals, and other matters to the governing board; (9) Deposit and invest public funds; (10) Approve expenditures in accordance with laws and college policies; (11) Submit funding requests to the Commission on Higher Education; (12) Serve as plan administrator for college benefit plans; (13) Maintain records in accordance with the Public Records Act; (14) Participate in strategic planning, forecasting and other institutional planning efforts; (15) Serve on the President's Administrative Cabinet; (16) Serve on other College committees and accept any other duties as assigned by the President; and (17) 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 or CPA preferred. Bachelor's degree required. All degrees must be from a regionally accredited institution. A minimum of 5 years experience in a senior financial position required, with preference given to higher education administration. Requires excellent organizational, verbal and written communication skills, computer proficiency, supervisory skills, accounting and analytical ability. Experience in budget administration and human resource management preferred.

**Salary/Benefits:** This is a full-time, exempt, professional position with a starting salary range of \$56,905 to \$71,129. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** September 26, 2000 at 5:00 p.m. MDT. 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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5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us



# New Mexico Junior College Career Opportunities

**Position Announcement • August 2000**

**Position Title:** Vice President for Finance

**Position Description:** New Mexico Junior College is accepting applications for the position of Vice President for Finance. This position reports to the President. Duties and responsibilities shall be, but are not limited to, the following: (1) Develop, establish, and maintain financial, business and administrative policies of the college; (2) Plan, direct and provide leadership to the following functions: business office, purchasing, human resources/payroll, computer services, inventory control, food services, graphic arts services, bookstore, telephone and mail services; (3) Maintain comprehensive accounting and budgetary systems; (4) Secure insurance coverages, including: property and general liability, professional liability, employee group coverages, workers compensation, and bonds; (5) Prepare, oversee and administer annual budgets; (6) Project revenue, expenditures, and reserve balances; (7) Prepare and submit reports to federal and state agencies; (8) Present reports, bids and proposals, and other matters to the governing board; (9) Deposit and invest public funds; (10) Approve expenditures in accordance with laws and college policies; (11) Submit funding requests to the Commission on Higher Education; (12) Serve as plan administrator for college benefit plans; (13) Maintain records in accordance with the Public Records Act; (14) Participate in strategic planning, forecasting and other institutional planning efforts; (15) Serve on the President's Administrative Cabinet; (16) Serve on other College committees and accept any other duties as assigned by the President; and (17) 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 or CPA preferred. Bachelor's degree required. All degrees must be from a regionally accredited institution. A minimum of 5 years experience in a senior financial position required, with preference given to higher education administration. Requires excellent organizational, verbal and written communication skills, computer proficiency, supervisory skills, accounting and analytical ability. Experience in budget administration and human resource management preferred.

**Salary/Benefits:** This is a full-time, exempt, professional position with a starting salary range of \$56,905 to \$71,129. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** September 26, 2000 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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## APPLICANT LIST

**Position:** Vice President for Finance

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Hambrick, Murray	No	No	Incomplete application materials
Neel, Linda	No	No	
Bruce, Rick	Yes	No	
Gabaldon, Steve	Yes	No	
Blevins, Ronald	No	No	Incomplete application materials
Piekarczyk, Walter	No	No	Incomplete application materials
Selo, Peter	No	No	
Cook, Ann	No	No	Incomplete application materials
Epstein, Robert	No	No	Incomplete application materials
Beran, Deby	No	No	
Hardin, Dan	Yes	Yes	Start Date: pending Board approval

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 11/1/00

Candidate's Name Jason Hewes

Position Title Welfare-to-Work Special Projects Coordinator

Classification  Faculty  Professional  Other \_\_\_\_\_

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

Effective date of employment December 1 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding Source Welfare-to-Work (flow through from Department of Labor)

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

Posted Salary Range \$26,500-30,000 Recommended Annual Salary \$27,000 Prorated Salary  yes  no  
(Employment date through June 30)

Account Number(s) with Respective % Allocation(s) 100% 43-250

Recommend and Approved by:

Marilyn Jackson  
Supervisor

[Signature] 10-1-00  
Vice President

[Signature]  
Dean/Director  
President

Selection Committee Members: Robert Turner

Barbara Schaaphok

Angela Lacey

Marilyn Jackson

Comments: Jason Hewes exceeds the qualifications required for the position and comes highly recommended by former employers.

## **ABBREVIATED RESUME**

### **Position**

Welfare-To-Work Special Projects Coordinator

### **Personal Data**

Name: Jason R. Hewes

### **Education**

B.A., New Mexico Highlands University, Las Vegas, NM, 1995

### **Professional Experience**

Victory Center, Hobbs, NM 8/98 to 10/00  
Principal

Express Personnel, Arvada, CO 12/97 to 7/98  
Interview Specialist

Apple One Career Center, Westminster, CO 12/96 to 10/97  
Office Coordinator

CK Staffing , Denver, CO 10/95 to 12/96  
Customer Service Representative

Las Vegas Medical Center, Las Vegas, NM 8/95 to 10/95  
Nurse Tech I

### **Organizations**

Emmanuel at Riverside, Denver, CO, Youth Paster  
Springer Boy's Home, Shalom Ministries, Sante Fe, NM, At Risk Youth Ministry  
The Las Vegas Christian Center, Las Vegas, NM, College Leader

### **Honors**

Who's Who Among American College and Universities, 1994



# New Mexico Junior College

## Career Opportunities

**Position Announcement • June, 2000**

**Position Title:** ACCEL Special Projects Coordinator

**Position Description:** This position is responsible to the ACCEL Project Coordinator and to the Director of Learning and Career Services. Duties and responsibilities include, but are not limited to, the following: work with the special population of longtime TANF recipients to assess needs to become self-sufficient. Coordinate services with Department of Labor, Income Support, ACCEL, and Children, Youth, and Families.

**Qualifications:** Bachelor's degree in Business, Education, Social Work, Psychology or related field, Master's degree preferred. All degrees must be from a regionally accredited institution. Need good assessment skills, knowledge of state programs, willing to learn state and federal regulations, computer skills, knowledge of community services and willing to mentor underachievers.

**Salary/Benefits:** The salary range for the ACCEL Special Projects Coordinator is \$26,500 - \$30,000, depending upon experience and qualifications. This is a 12-month professional position funded by a grant and is contingent upon receipt of grant funds each year for continuation of employment. Standard NMJC employee benefits apply. NOTE: NMJC does not participate in social security deductions.

**Application Deadline:** June 30, 2000 at 5:00 p.m. MDT. Please do not send any application materials via e-mail.

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

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

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# New Mexico Junior College Career Opportunities

**Position Announcement • June, 2000 (search reopened 8/22/00)**

**Position Title:** ACCEL Special Projects Coordinator

**Position Description:** This position is responsible to the ACCEL Project Coordinator and to the Director of Learning and Career Services. Duties and responsibilities include, but are not limited to, the following: work with the special population of longtime TANF recipients to assess needs to become self-sufficient. Coordinate services with Department of Labor, Income Support, ACCEL, and Children, Youth, and Families.

**Qualifications:** Bachelor's degree in Business, Education, Social Work, Psychology or related field, Master's degree preferred. All degrees must be from a regionally accredited institution. Need good assessment skills, knowledge of state programs, willing to learn state and federal regulations, computer skills, knowledge of community services and willing to mentor underachievers.

**Salary/Benefits:** The salary range for the ACCEL Special Projects Coordinator is \$26,500 - \$30,000, depending upon experience and qualifications. This is a 12-month professional position funded by a grant and is contingent upon receipt of grant funds each year for continuation of employment. Standard NMJC employee benefits apply. NOTE: NMJC does not participate in social security deductions.

**Application Deadline:** September 22, 2000 at 5:00 p.m. MDT. 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 required (official transcripts required prior to employment), 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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## APPLICANT LIST

**Position:** Welfare-To-Work Special Projects Coordinator

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Aranda, Inez	No	No	Withdrew application
Hardison, Lisa	No	No	
Bernal, Elizabeth	No	No	
Slate, James	No	No	Withdrew application
Hickman, Stephen	No	No	
Miller, Richard	No	No	
Stewart, Catherine	Yes	No	
Weber, Betty	No	No	Declined Interview
Johnson, Linda	No	No	Withdrew application
Moreno, Juan	No	No	
Groettum, Eliza	Yes	No	
Phillips, Pamela	No	No	Withdrew application
Hewes, Jason	Yes	Yes	Start Date: pending Board approval

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 11-2-00

Candidate's name Lucretia A. Romero

Position title Educational Technology Specialist

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 12/1/00 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Title V Grant (100% year 1 + 2, 90% year 3; 75% year 4)

Paid advertising beyond \*standard ads placed in area newspapers  
(\* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range \$26,000 - 33,000 Recommended annual salary 33,000 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-812 100%

Recommended and approved by:

Mike Williams  
Supervisor

Marilyn Jackson  
Dean/Director

[Signature] 11-3  
Vice President

[Signature]  
President

- Selection Committee Members: Richard Fleming Steve Davis  
Marilyn Jackson Mickey Best  
Mike Williams  
Bill Kunko  
Steve Barslow

Comments: This candidate has excellent educational qualifications, an easy-going personality, experience in both education and business, and strong personal communications skills. She exceeds advertised qualifications.

## **ABBREVIATED RESUME**

### **Position**

Educational Technology Specialist

### **Personal Data**

Name: Lucretia A. Romero

### **Education**

B.A., New Mexico State University, Las Cruces, NM, 1985

### **Professional Experience**

Lovington Municipal Schools, Lovington, NM 9/97 to 8/99  
Technology Developer

Industrial Logic Solutions, Kingwood, TX 6/93 to 7/94  
Part-time Software Technician

Best Electric Supply Co., Beaumont, TX 2/91 to 6/92  
Programmable Logic Controllers Sales and Support

Burlington Northern, El Paso, TX  
Senior Auditor 9/87 to 2/88  
Auditor 8/86 to 8/87  
Associate Auditor 6/85 to 7/86

New Mexico State University, Las Cruces, NM 1984 to 1985  
Consultant

City of Las Cruces, Las Cruces, NM 1983 to 1984  
Programmer



# New Mexico Junior College

## Career Opportunities

**Position Announcement • March, 2000 (search reopened 9/12/00)**

**Position Title:** Educational Technology Specialist

**Position Description:** The Educational Technology Specialist is a new full-time position funded by the Title V grant appropriations. This position will report directly to the Title V Activity Two Director. The duties and responsibilities shall be, but are not limited to, the following: (1) provide technical support during development of methods and materials to integrate the use of the computer and media technologies into the curriculum of instructional programs; (2) assist the Activity Two Director and faculty in identifying and purchasing appropriate hardware, software, and multimedia equipment to accomplish the goals and objectives of activity and to pilot test new instructional technology initiatives; (3) assist the Activity Director in maintaining inventory of computer items and working to maximize cost-efficient use of interactive equipment for curriculum and faculty development projects; (4) provide technical support and training for the Media Retrieval System and its applications to instructional delivery and student access and utilization; (5) establish an interactive training lab to support integration of computer-assisted and media-assisted instruction into the curriculum of instructional programs; (6) assist with the selection, ordering, installation and troubleshooting of all computer and Media Retrieval System equipment used in the development and pilot testing of alternative instructional methods, keep logs and work-records on CAI/MAI and Media Retrieval System pilot tests; (7) participate in a variety of training design and classroom pilot test activities to assist faculty with pilot test activities; and (8) develop and conduct faculty/staff development programs in emerging instructional technologies.

**Qualifications:** Associates degree in Computer Science or Instructional Technology required. Bachelor's degree preferred. All degrees must be from a regionally accredited institution. Classroom instruction or training, strong verbal and written communication skills, current knowledge of and experience with new instructional technologies including: computer technology, instructional technology, CD-ROM and multimedia software and instructional applications, the ability to use specialized tools for testing and troubleshooting instructional technology and the ability to communicate high tech concepts to individuals who do not have technology backgrounds or expertise required.

**Salary/Benefits:** This is a full-time, exempt, professional position funded through a Title V grant. Continuation of the position depends on grant funding. Salary will be commensurate with experience and education. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** October 5, 2000 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:

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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: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us



# New Mexico Junior College

## Career Opportunities

**Position Announcement • March, 2000**

**Position Title:** Educational Technology Specialist

**Position Description:** The Educational Technology Specialist is a new full-time position funded by the Title V grant appropriations. This position will report directly to the Title V Activity Two Director. The duties and responsibilities shall be, but are not limited to, the following: (1) provide technical support during development of methods and materials to integrate the use of the computer and media technologies into the curriculum of instructional programs; (2) assist the Activity Two Director and faculty in identifying and purchasing appropriate hardware, software, and multimedia equipment to accomplish the goals and objectives of activity and to pilot test new instructional technology initiatives; (3) assist the Activity Director in maintaining inventory of computer items and working to maximize cost-efficient use of interactive equipment for curriculum and faculty development projects; (4) provide technical support and training for the Media Retrieval System and its applications to instructional delivery and student access and utilization; (5) establish an interactive training lab to support integration of computer-assisted and media-assisted instruction into the curriculum of instructional programs; (6) assist with the selection, ordering, installation and troubleshooting of all computer and Media Retrieval System equipment used in the development and pilot testing of alternative instructional methods, keep logs and work-records on CAI/MAI and Media Retrieval System pilot tests; (7) participate in a variety of training design and classroom pilot test activities to assist faculty with pilot test activities; and (8) develop and conduct faculty/staff development programs in emerging instructional technologies.

**Qualifications:** Associates degree in Computer Science or Instructional Technology required. Bachelor's degree preferred. All degrees must be from a regionally accredited institution. Classroom instruction or training, strong verbal and written communication skills, current knowledge of and experience with new instructional technologies including: computer technology, instructional technology, CD-ROM and multimedia software and instructional applications, the ability to use specialized tools for testing and troubleshooting instructional technology and the ability to communicate high tech concepts to individuals who do not have technology backgrounds or expertise required.

**Salary/Benefits:** This is a full-time, exempt, professional position funded through a Title V grant. Continuation of the position depends on grant funding. Salary will be commensurate with experience and education. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** July 14, 2000 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**

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## APPLICANT LIST

**Position:** Educational Technology Specialist

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Polinko, Eric	No	No	
Thompson, Lee	No	No	Incomplete application materials
Smith, Charlotte	No	No	Withdrew application
Romero, Lucretia	Yes	Yes	Start Date: pending Board approval
Wilson, Betty	No	No	