

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, November 4, 2004

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|--|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of October 14, 2004 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Redistricting Proposal (information only) | Pat Chappelle |
| 2. Fiscal Watch Reports | Dan Hardin |
| 3. Consideration of Compensation Recommendation | Steve McCleery |
| 4. Personnel Consideration – Director of Western Heritage Center | Steve McCleery |
| 5. Personnel Consideration – Coordinator of Technical Services | Sharon Jenkins |
| 6. Personnel Consideration – Webmaster | Bill Kunko |
| F. Closure of Open Meeting | Larry Hanna |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

OCTOBER 14, 2004

MINUTES

The New Mexico Junior College Board met on Thursday, October 14, 2004, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Wade Cavitt. Not present was Mr. John Hice, Jr.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Vange Perryman, Hobbs News Sun.

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

Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously approved the minutes of September 21, 2004, as written.

Under *President's Report*, Dr. McCleery informed the board that Governor Richardson would be on campus (Watson Hall) Thursday, October 21, 2004 at 9:00 a.m. to unveil his higher education plan. Dr. McCleery reported that the golf team won the Odessa College tournament this week, beating Midland College who is currently ranked #1 in the nation, as well as Odessa College, who are the defending national champions. Marilyn Dill gave the board an update on Assessment of Student Learning. Mickey Best reported on the Testing Center.

Under *New Business*, Dan Hardin presented the September financial reports and with a motion by Mr. Cavitt, seconded by Mrs. Williams, the board unanimously approved the expenditures for September 2004.

Mickey Best presented a recommendation for Testing Center fees. Fed Ex/UPS shipping \$15; WebCT processing \$20; Faxing \$2; and Mailing \$5. The recommended fees are in addition to the already assessed fee of \$20 per exam issued. These costs would apply only to non-New Mexico Junior College students. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the recommended fees.

Lisa Hardison presented a recommendation to waive the tuition for the credit courses offered as part of the Zia Park workforce training initiative. Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously voted to waive the tuition for the current Zia Park training courses.

Frank Collins presented Bid #962 – Literacy Alliance Building Renovation Project. The administration recommended acceptance of the bids as follows: Nate’s Tech Mechanical for plumbing \$6,000; Nate’s Tech Mechanical for HVAC \$5,550; Hamilton Acoustical Company for acoustical ceiling \$6,241; Floors to Go for carpet \$5,209.03; City Glass & Mirror for office glass and frame work \$6,186.35; and Doporto Construction Services, Inc. for general contracting \$36,902.06. Total cost of the project is \$66,088.44. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously approved the recommendation.

Mr. Collins presented Bid #963 – Electrical Work for the Literacy Alliance Building. The administration recommended acceptance of the bid from Nate’s Tech Mechanical for \$12,134.48. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the recommendation.

Regina Organ recommended Mr. Adam Guillen for the Academic/Transfer Advisor position at an annual salary of \$31,461. Upon motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the employment of Mr. Guillen.

August Fons recommended Ms. Rebecca Titus for the Divisional Academic Coordinator/Professor position at an annual salary of \$41,500. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Titus.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for November 4, 2004, beginning at 4:00 p.m.

Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board meeting adjourned at 5:05 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: NMJC Board members
From: Dan Hardin
RE: Redistricting proposals
Date: October 27, 2004

Research and Polling of Albuquerque was contracted to prepare three options for redistricting because of the inclusion of Jal Municipal Schools into the New Mexico Junior College taxing district. The attached material is for information only for the November Board meeting. We are proposing to schedule a public information meeting to allow for questions from the public concerning the proposed redistricting. We would like to schedule this meeting two hours before the regular December Board meeting. Brad Morrison from Research and Polling would be available to attend both the open forum meeting and the regular Board meeting to answer questions.

Research & Polling, Inc.



New Mexico Junior College
Redistricting – Options 1, 2 and 3
November 4, 2004

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Redistricting

General Issues

Redistricting refers to the process of revising the boundaries of territories from which government officials are elected; when done for the first time, as in a transition from at-large elections, the process is "districting." The idea of having districts derives from our principle of "representative democracy" whereby the people elect others to represent them in government decision-making. However, the procedures which have guided translating this general principle into action have changed markedly over the years.

Beginning in 1790 the United States conducted its first decennial census count as required by Article I, Section 2, of the Constitution in order that

". . . Representatives shall be apportioned among the several states according to their respective numbers . . ."

The use of census data as a basis for operating a representative democracy has been expanded over the years to include districting at many levels of government from Congressional to school, water or hospital board districting systems. The general rule is to try to have equal numbers of persons in each elected representative's district. Federal Courts have been active in determining how equal in population districts must be in order to meet the ideal of "one person, one vote."

In 1965 Congress passed the Voting Rights Act, and later amended the Act so as to attempt to protect certain minority groups from electoral "schemes" which might act to discriminate against these groups. In the area of districting, plans or systems which dilute minority voting strength can be subject to challenge and should be avoided.

Guidelines

1. Each district shall contain as nearly as possible substantially the same population based upon the most recent Federal Census. To be equal in population in the context of state or local districting would require that the total population of any one district not be more than five percent off from a mathematically perfectly equal population across all districts.
2. Plans must avoid dilution of minority voting strength. With respect to racial or ethnic communities, courts often refer to a "totality of circumstances" in judging whether or not a plan harms minority group voting strength.
3. Communities of interest shall be preserved whenever reasonable within a single district. Maintaining and preserving communities of interest has no precise mathematical solution.
4. Each district shall be compact. The total length of all district boundary lines shall be as short as possible.
5. Each district shall be contiguous. All parts must be together with no separated "islands" of territory.

Interpreting the Guidelines

The concerns expressed in numbers "1" and "2" above, are of high priority in the process of districting. Equal population and non-dilution of minority voting strength are principles whose transgression invites the spectre of litigation. However, while equality of population is a fairly straightforward issue, the definition of a vote dilution is complex in the context of districting. It must be remembered that, while minority voting strength is an important consideration, it cannot subordinate the other traditional redistricting guidelines, such as compactness and contiguity.

In general, no other guidelines may justify a violation of these first two paramount principles.

If districts are non-diluting and equal in population, they may also be expected to respect a host of other guidelines, the most common of which are listed above as items "3", "4" and "5". In addition, it should be noted that no law prevents concern for incumbency of office holders so long as no essential principle is violated.

Redistricting Data

The United States decennial census is the basis for all population figures for redistricting governmental areas. The census bureau has released a special tabulation especially for redistricting. This tabulation is known as the "Public Law (PL) 94-171 dataset" which for New Mexico was released in mid-March of 2001. All tabulations are for the census date of April 1, 2000

The PL 94-171 dataset contains information which redistricting experts and the courts have identified as important indicators of compliance with the one-person, one-vote principle and application of the Voting Rights Act to the redistricting endeavor.

Who Is Included In Population Tabulations?

As census data are the basis for figuring populations in redistricting, census enumeration procedures and residence rules determine who is or is not included in the basic population counts for redistricting.

The census attempts to count all persons in the country at their "usual place of residence." Foreign travelers who had not established a U.S. residence were excluded from the census count. American travelers were counted at their usual "home" residence. U.S. military personnel, their dependents and civilian employees overseas are excluded from census tabulations.

Within the United States, persons in the Armed Forces were counted as residents of the area in which their installation was located. Military family members were counted where they were living on April 1.

College students are counted as residents of the area in which they live while attending college as has been the case since the 1950 census.

Persons in institutions are counted in those places. This includes jails, prisons, nursing homes, hospitals or other centers for handicapped or mentally ill persons, as examples.

PL 94-171 Subject Tabulations Of Importance

In addition to total population counts, the redistricting dataset from PL 94-171 includes some data on subject characteristics. Limited age, race and Hispanic status tabulations are included in the redistricting data. Other data are available from other census datasets.

Age tabulations are restricted to counts of persons ages 18 and over and thus correspond to counts of the voting age population (VAP). The census bureau has noted a tendency for respondents to have declared their age as of when they filled out their census questionnaires and not as of exactly April 1 of the census year.

As in 1980 and 1990, data are reported in 2000 on Spanish or Hispanic origin based upon a question asked of all census households. Persons of Hispanic origin include all persons responding "Mexican," "Puerto Rican," "Cuban," or "Other Spanish/Hispanic" origin. Persons of Hispanic origin may be of any racial grouping.

In addition to persons of Hispanic origin, Research & Polling, Inc. uses the census tabulations of non-Hispanic White population as equivalent to the New Mexico concept of the "Anglo" population. In order to avoid possible overlap, we also report other relevant racial data based upon those who did not indicate that they were of Hispanic origin. Thus, we report, depending on the specific area involved, e.g., non-Hispanic Black, non-Hispanic American Indian, and other non-white, non-Hispanic figures. Our tabulations avoid double-counting minority group figures.

Other Data Adjustments

Generally, Research & Polling, Inc. makes use of the best officially accepted data available for redistricting which includes, especially in the early years of a decade, a strong desire to use census data as reported. However, some adjustments to the data are made in certain circumstances. For city redistricting work, we may analyze data in order to count population for the city as it exists at the time of redistricting including annexation which may have taken place since the official census map city limits were established. In this instance, we try to determine the 2000 population of the current city limits in order to assure comparability of data.

Some districted governmental entities, notably school districts and hospital districts, have outer boundaries which cross census areas. We perform estimation in these situations in order to calculate population figures for the total governmental area. The estimates are usually very minor in proportion to the total population of the governmental area.

Building Block and Boundaries

When districting involves officials elected in the regular cycle of primary and general elections, the actual conduct of the election makes use of voting precincts as the basic electoral building blocks of New Mexico politics. This is so because the voting machine choices given to a voter are organized by precinct boundaries. This mandate, however, could cause a violation of some other requisite fundamental principles of districting. For example, a city **could** have too few voting precincts to organize city council districts with equal populations.

For elected officials who "run" in other election schedules, the precinct carries less significance. Voters may be reorganized for local elections whose district boundaries frequently do not coincide with precincts. This is the case, for example, with city limits, the boundaries of school districts, and other entities in New Mexico. While elections need not be organized by precincts, the county clerk must sort voters in "split" precincts used to district local elections and

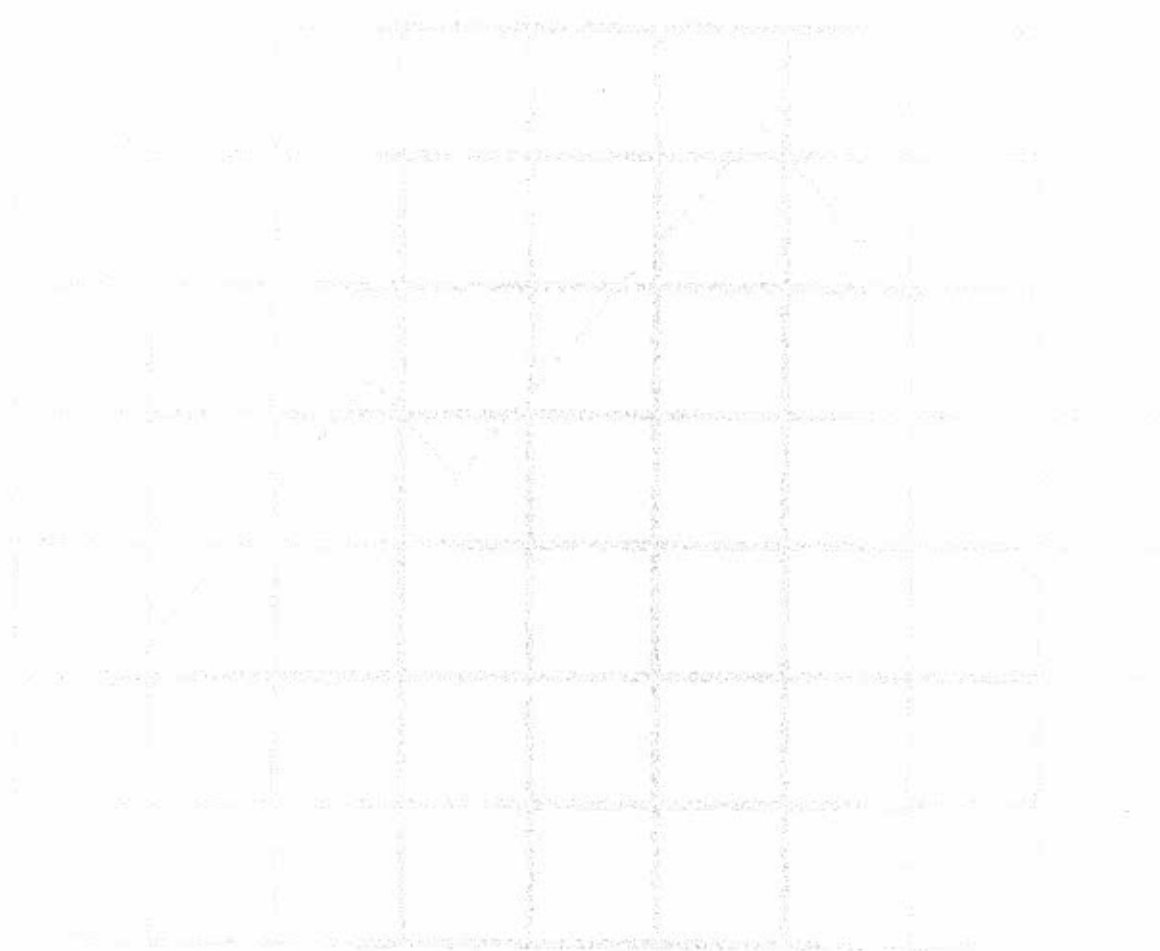
so additional expense is incurred when precinct lines are ignored.

When precincts must be broken into smaller areas, the most common, and smallest unit used, is the U.S. census block. A block is literally a geographical block bounded by physical features such as various streets or political boundaries such as a city limits. We do not attempt to subdivide census blocks except as may be necessary at the outer boundaries of an area to be districted (such as the outer boundary of a school district).

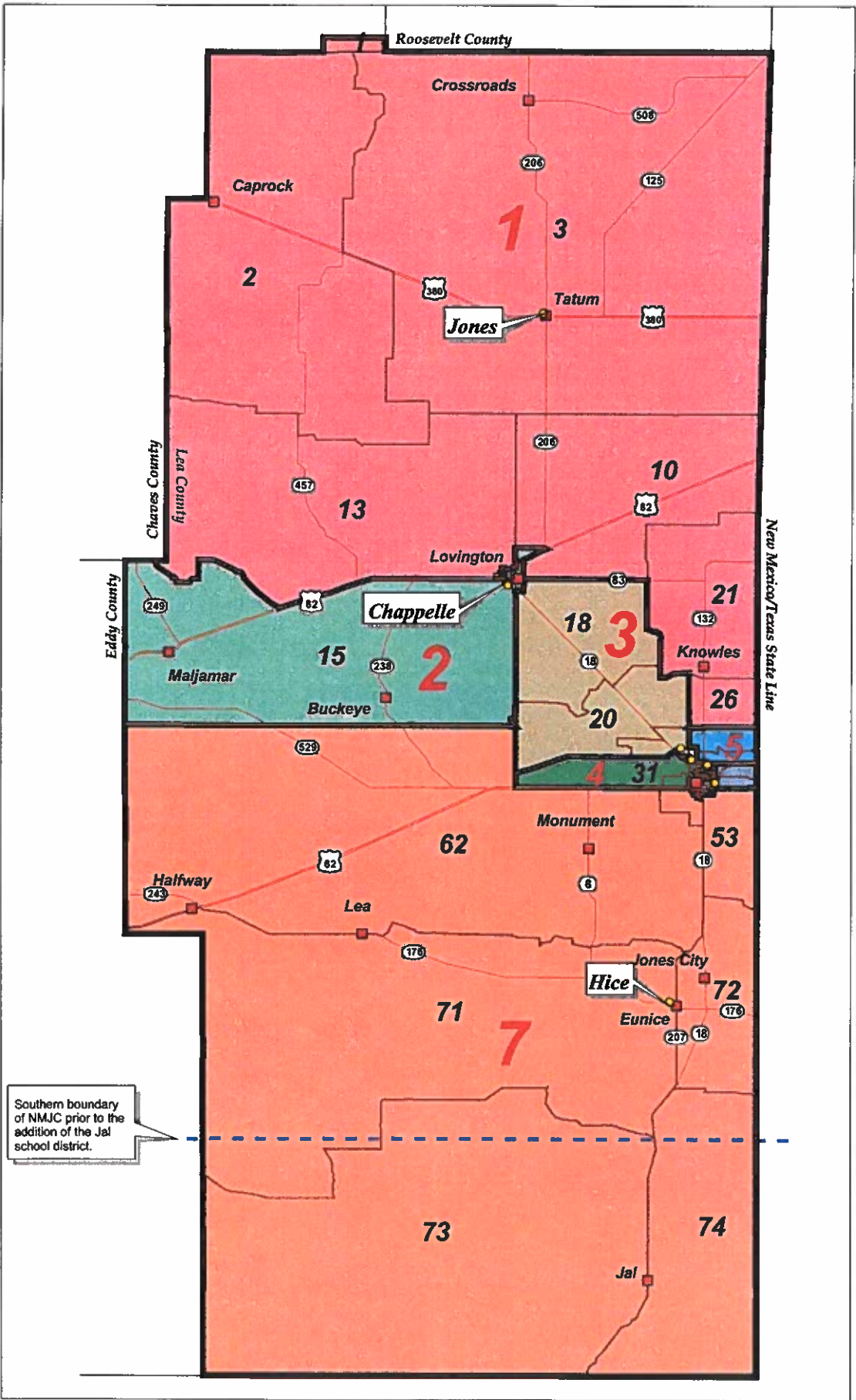
New Mexico Junior College Board Member Districts
 2000 Census of Population
 Age, Race and Ethnicity

	Persons of All Ages Number	Persons of All Ages Percent	Persons Ages 18 and Over Number	Persons Ages 18 and Over Percent
Total Population	55,515	100.00%	38,828	100.00%
Hispanic Origin	22,012	39.65%	13,210	34.02%
White, not of Hispanic Origin	29,979	54.00%	23,214	59.79%
Black, not of Hispanic Origin	2,340	4.22%	1,622	4.18%
Native American, not of Hispanic Origin	356	0.64%	294	0.76%
Other races, not of Hispanic Origin	828	1.49%	488	1.26%

Maps and Tables



New Mexico Junior College - Current Board Member Districts



Legend

- Cities/Towns
- ⚡ Interstates
- ↗ U.S. Highways
- ↘ State Highways
- 7 Precincts
- Counties
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7

Prepared by:



Research & Polling, Inc.

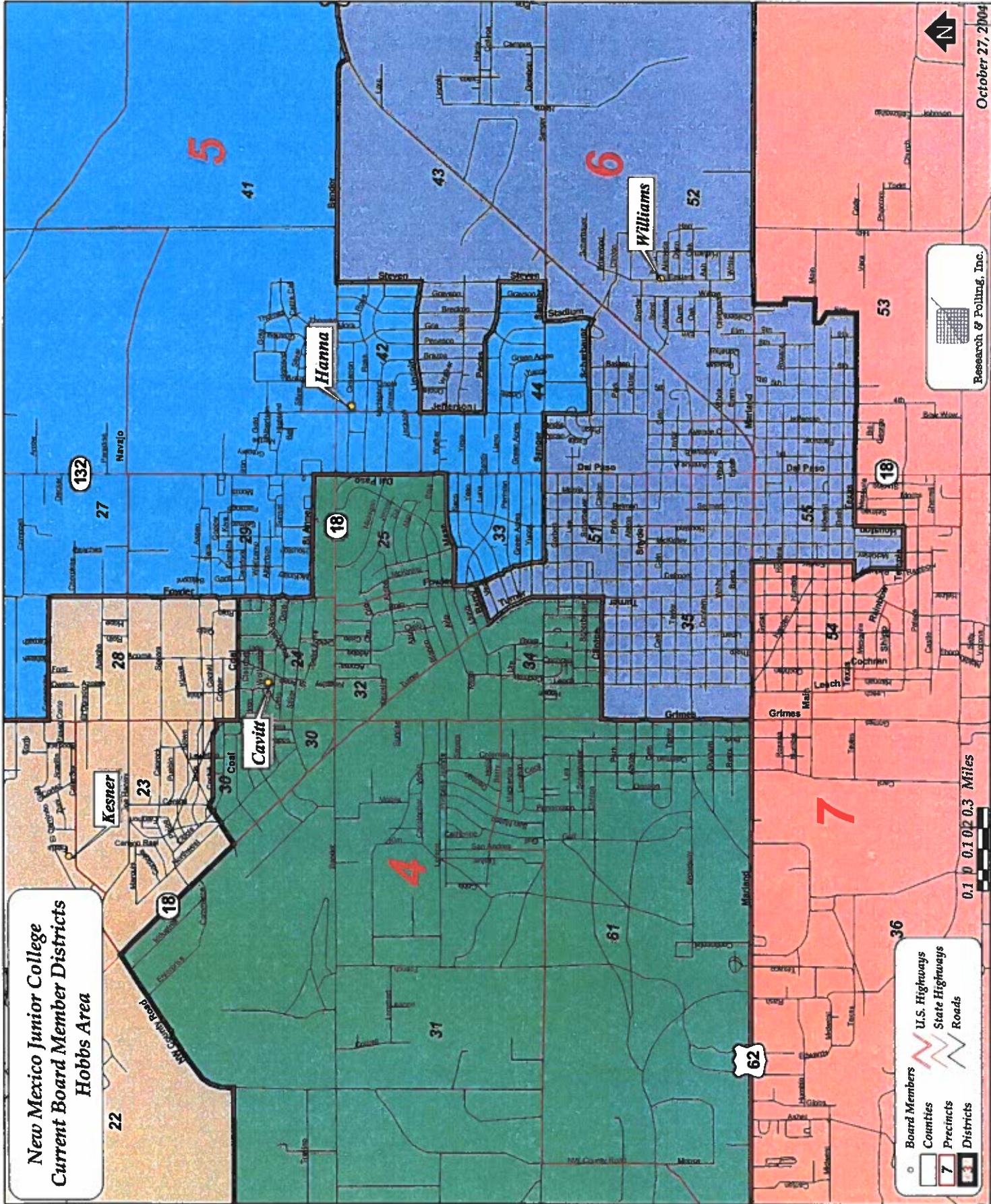


October 27, 2004

Southern boundary of NMJC prior to the addition of the Jal school district.



**New Mexico Junior College
Current Board Member Districts
Hobbs Area**



Hanna

Cavitt

Kesner

Williams

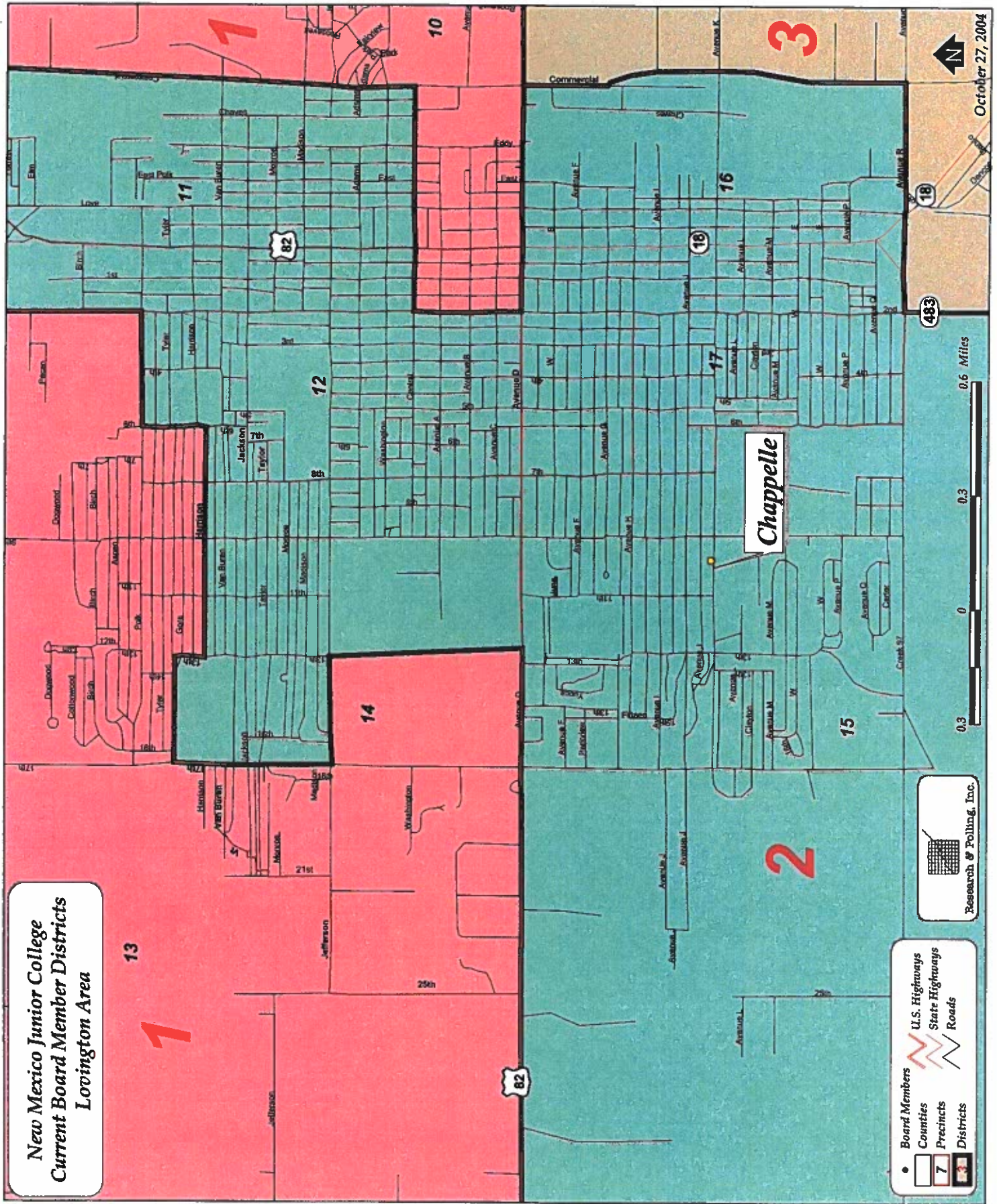
Board Members
 Counties
 Precincts
 Districts

U.S. Highways
 State Highways
 Roads



October 27, 2004

**New Mexico Junior College
Current Board Member Districts
Lovington Area**



October 27, 2004

- Board Members
- ▭ Counties
- ▭ Precincts
- ▭ Districts
- U.S. Highways
- State Highways
- Roads

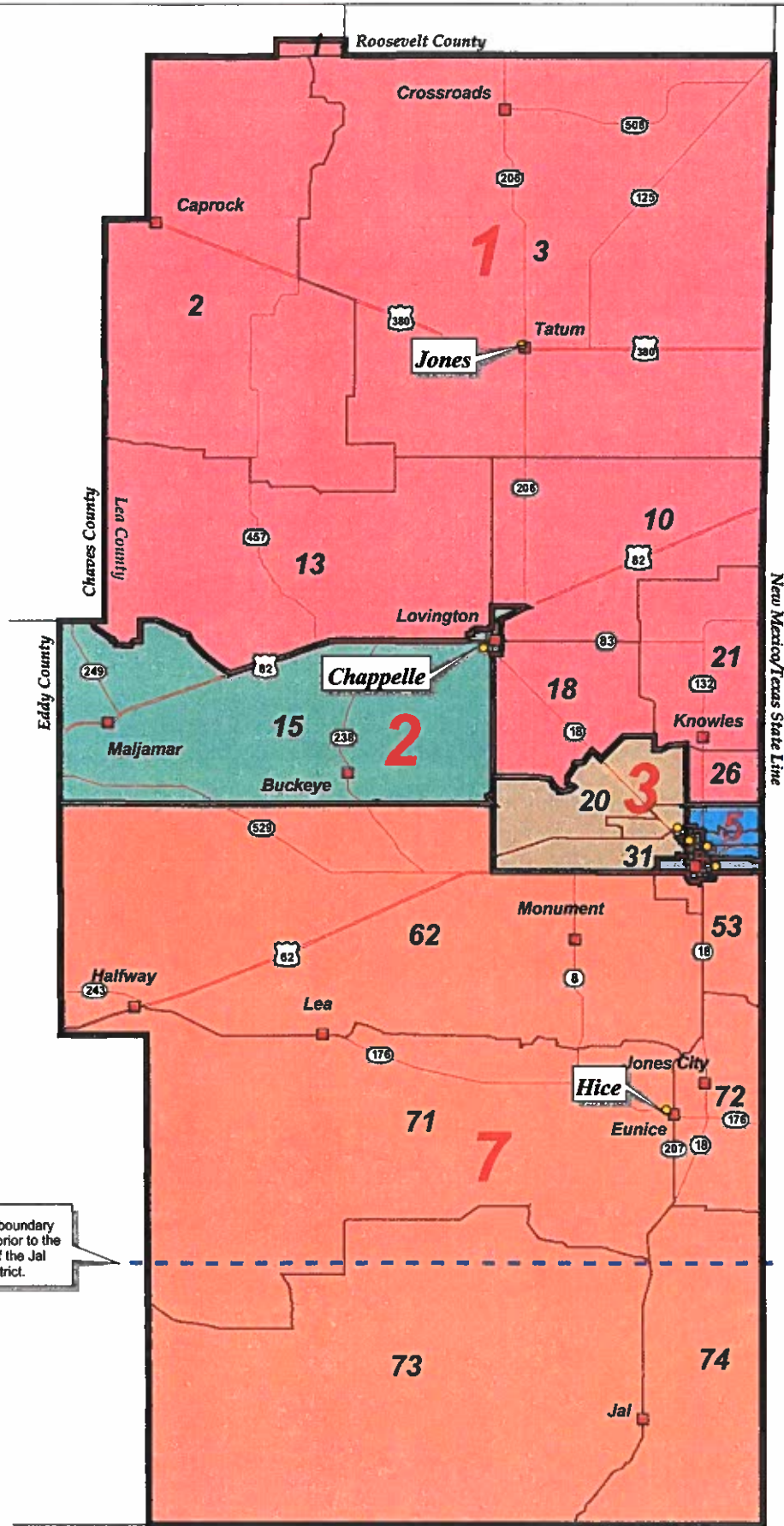
Research & Polling, Inc.

Chappelle

**New Mexico Junior College - Board Member Districts
Current Districts - 2004**

District	Pop	Deviation	Hispanic	Non - Hispanic Origin					2 Or More Races
				White	Native American	Black	Asian		
1	7,671	-260 -3.3%	2,491 32.5%	4,901 63.9%	42 0.5%	136 1.8%	11 0.1%	77 1.0%	
Adult:	5,385		1,466 27.2%	3,725 69.2%	35 0.6%	96 1.8%	9 0.2%	47 0.9%	
2	7,608	-323 -4.1%	3,993 52.5%	3,341 43.9%	26 0.3%	160 2.1%	14 0.2%	73 1.0%	
Adult:	5,171		2,424 46.9%	2,578 49.9%	23 0.4%	92 1.8%	13 0.3%	40 0.8%	
3	7,318	-613 -7.7%	1,697 23.2%	5,144 70.3%	82 1.1%	261 3.6%	65 0.9%	65 0.9%	
Adult:	5,588		1,267 22.7%	3,923 70.2%	76 1.4%	235 4.2%	45 0.8%	38 0.7%	
4	7,812	-119 -1.5%	2,925 37.4%	4,312 55.2%	55 0.7%	382 4.9%	40 0.5%	85 1.1%	
Adult:	5,497		1,699 30.9%	3,429 62.4%	39 0.7%	244 4.4%	29 0.5%	50 0.9%	
5	7,650	-281 -3.5%	1,934 25.3%	5,216 68.2%	39 0.5%	311 4.1%	27 0.4%	115 1.5%	
Adult:	5,400		1,079 20.0%	4,010 74.3%	35 0.6%	187 3.5%	26 0.5%	57 1.1%	
6	7,976	45 0.6%	4,610 57.8%	2,329 29.2%	56 0.7%	876 11.0%	28 0.4%	74 0.9%	
Adult:	5,240		2,680 51.1%	1,848 35.3%	46 0.9%	619 11.8%	18 0.3%	29 0.6%	
7	9,480	1,549 19.5%	4,362 46.0%	4,736 50.0%	56 0.6%	214 2.3%	13 0.1%	96 1.0%	
Adult:	6,547		2,595 39.6%	3,701 56.5%	40 0.6%	149 2.3%	9 0.1%	51 0.8%	
Totals	55,515	Ideal: 7,931	22,012 39.7%	29,979 54.0%	356 0.6%	2,340 4.2%	198 0.4%	585 1.1%	
Adult:	38,828		13,210 34.0%	23,214 59.8%	294 0.8%	1,622 4.2%	149 0.4%	312 0.8%	

New Mexico Junior College - Option 1



Legend

- Cities/Towns
- ↘ Interstates
- ↘ U.S. Highways
- ↘ State Highways
- 7 Precincts
- Counties
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7

Prepared by:



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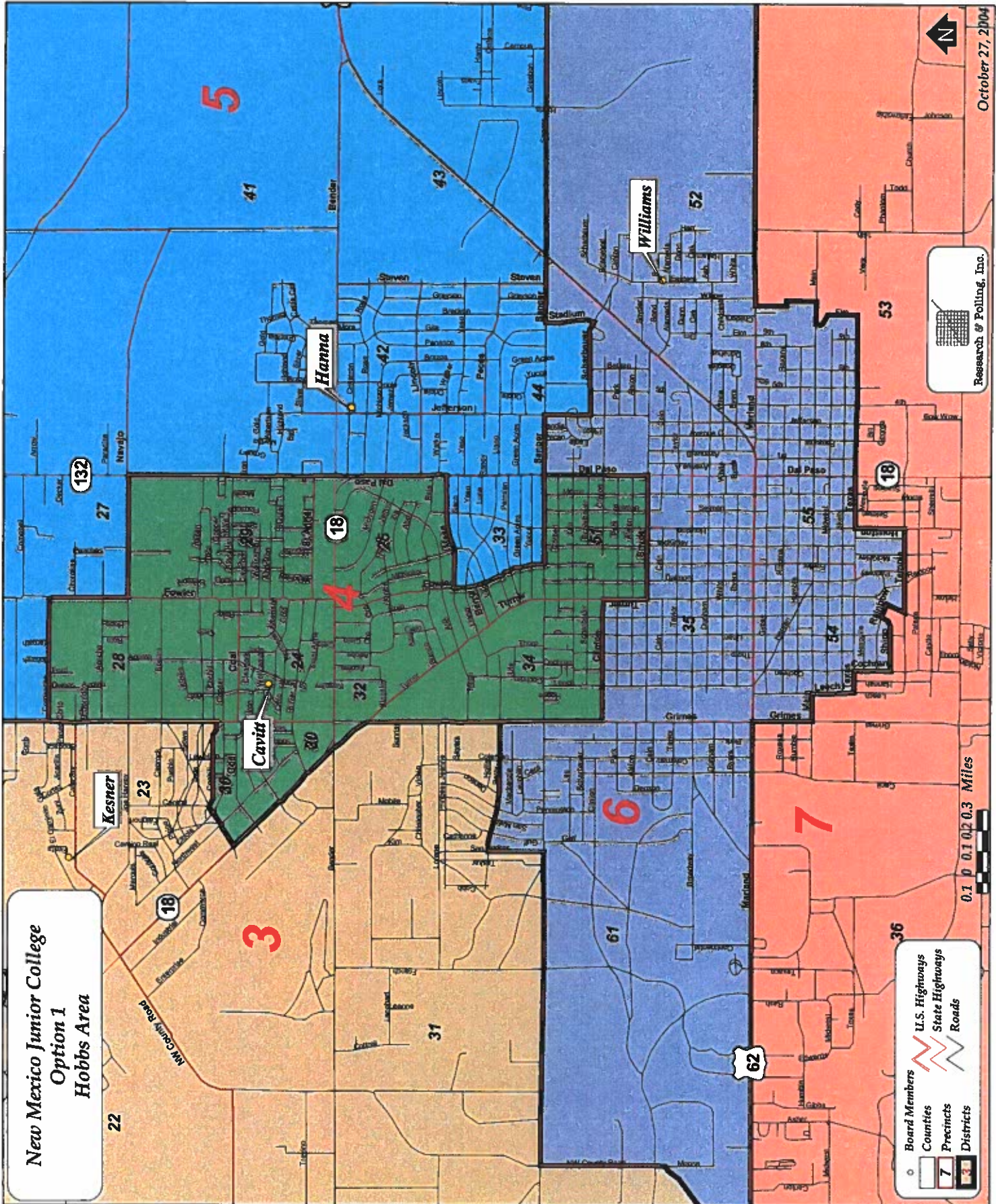


October 27, 2004

Southern boundary of NMJC prior to the addition of the Jal school district.



**New Mexico Junior College
Option 1
Hobbs Area**



- Board Members
- Counties
- U.S. Highways
- State Highways
- Roads
- 7 Precincts
- 3 Districts

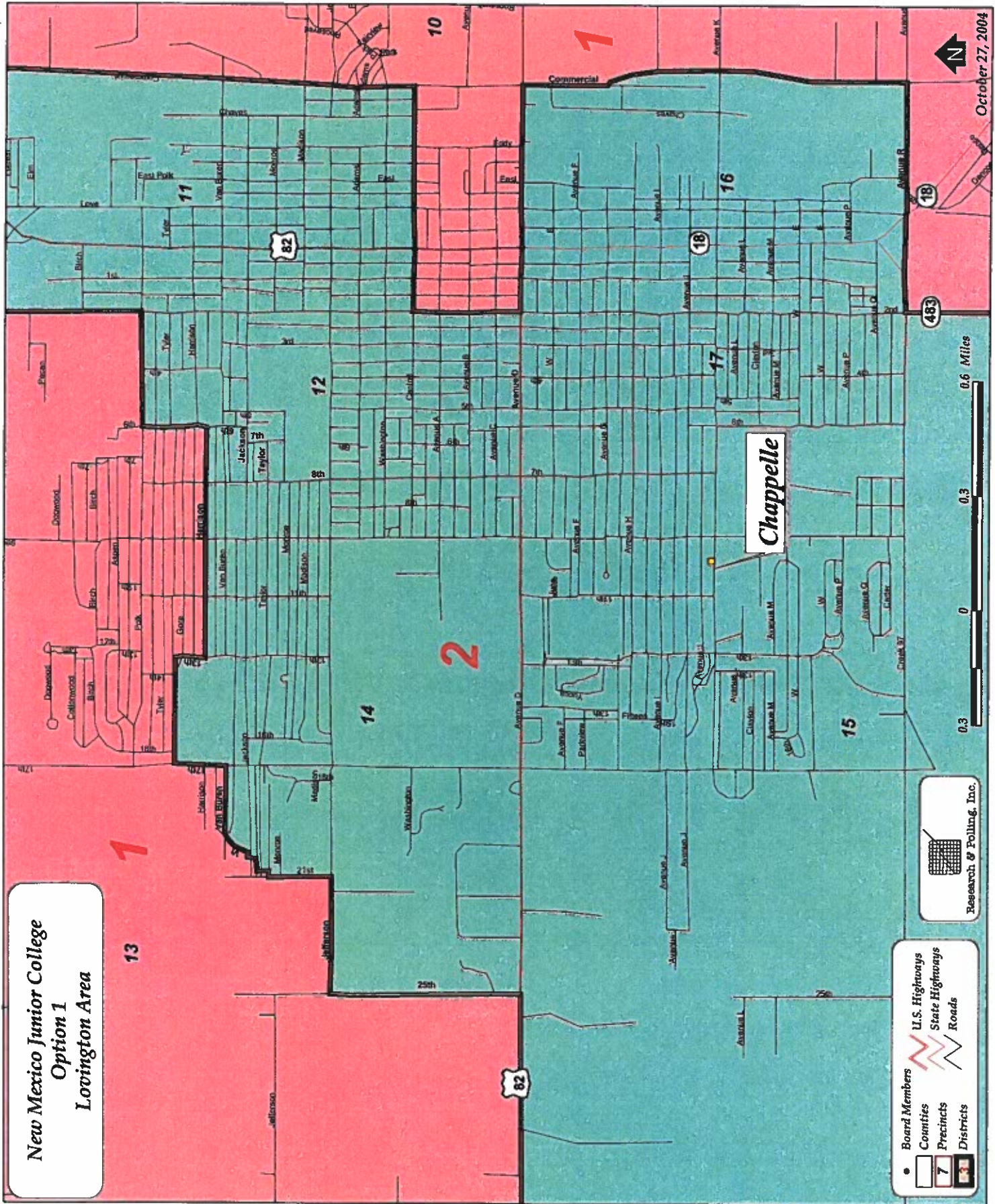
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October 27, 2004



**New Mexico Junior College
Option 1
Lovington Area**



October 27, 2004

Research & Polling, Inc.

- Board Members
- ▭ Counties
- ▭ Precincts
- ▭ Districts
- ▬ U.S. Highways
- ▬ State Highways
- ▬ Roads

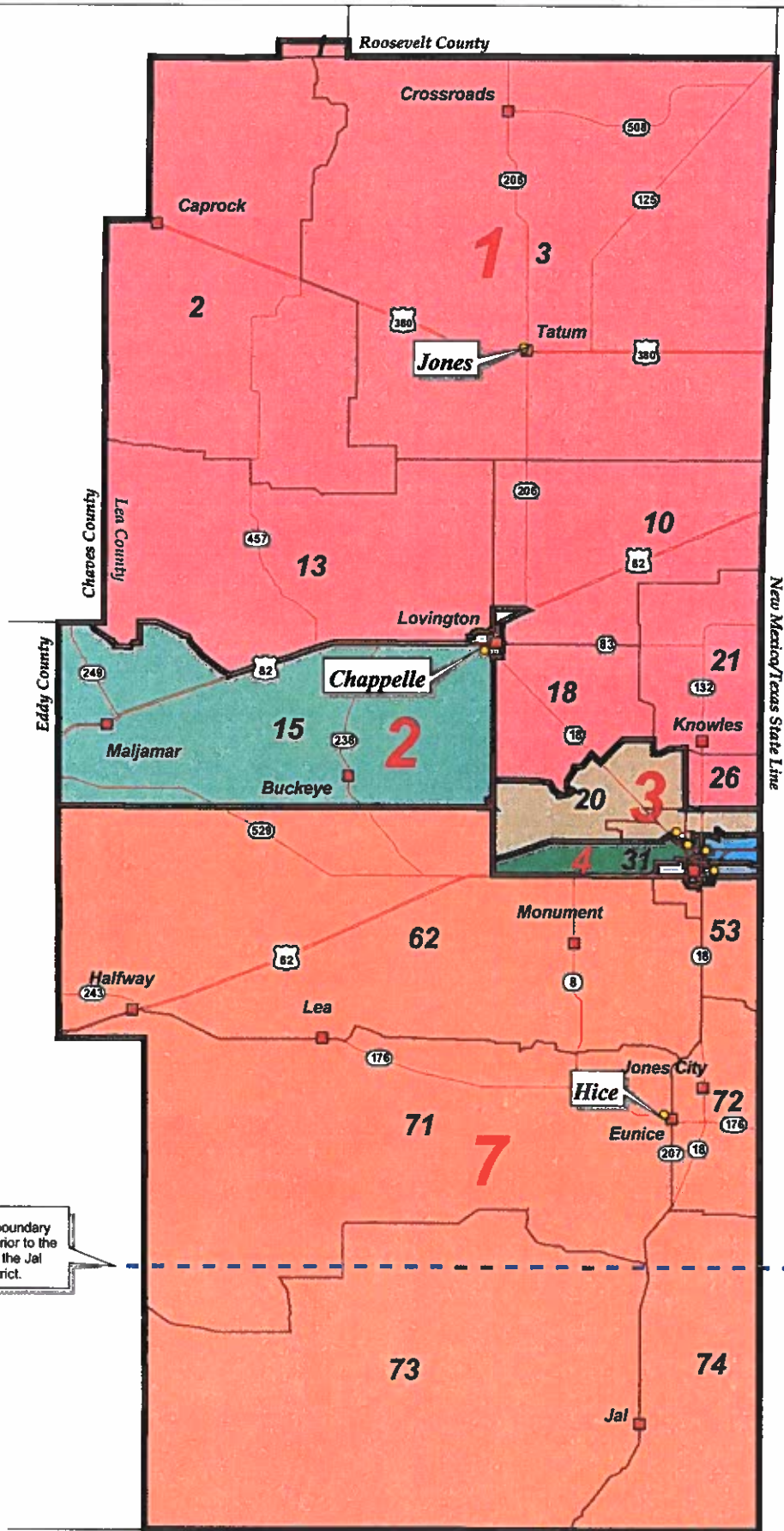


Chappelle

**New Mexico Junior College - Board Member Districts
Option 1**

District	Pop	Deviation	Hispanic	Non - Hispanic Origin					2 Or More Races
				White	Native American	Black	Asian		
1	7,966	35 0.4%	2,625 33.0%	5,052 63.4%	39 0.5%	143 1.8%	14 0.2%	80 1.0%	
Adult:	5,577		1,547 27.7%	3,825 68.6%	33 0.6%	104 1.9%	13 0.2%	48 0.9%	
2	7,933	2 0.0%	4,095 51.6%	3,551 44.8%	29 0.4%	164 2.1%	20 0.3%	73 0.9%	
Adult:	5,414		2,484 45.9%	2,752 50.8%	25 0.5%	94 1.7%	18 0.3%	40 0.7%	
3	7,883	-48 -0.6%	2,393 30.4%	4,865 61.7%	85 1.1%	394 5.0%	65 0.8%	75 1.0%	
Adult:	5,857		1,643 28.1%	3,720 63.5%	80 1.4%	320 5.5%	44 0.8%	44 0.8%	
4	7,673	-258 -3.3%	2,092 27.3%	5,160 67.2%	60 0.8%	222 2.9%	46 0.6%	86 1.1%	
Adult:	5,613		1,246 22.2%	4,082 72.7%	45 0.8%	155 2.8%	33 0.6%	49 0.9%	
5	7,662	-269 -3.4%	2,164 28.2%	5,011 65.4%	38 0.5%	316 4.1%	22 0.3%	103 1.3%	
Adult:	5,307		1,172 22.1%	3,846 72.5%	33 0.6%	174 3.3%	21 0.4%	55 1.0%	
6	8,154	223 2.8%	5,129 62.9%	1,929 23.7%	51 0.6%	939 11.5%	18 0.2%	81 1.0%	
Adult:	5,320		3,039 57.1%	1,541 29.0%	40 0.8%	661 12.4%	11 0.2%	26 0.5%	
7	8,244	313 3.9%	3,514 42.6%	4,411 53.5%	54 0.7%	162 2.0%	13 0.2%	87 1.1%	
Adult:	5,740		2,079 36.2%	3,448 60.1%	38 0.7%	114 2.0%	9 0.2%	50 0.9%	
Totals	55,515	Ideal: 7,931	22,012 39.7%	29,979 54.0%	356 0.6%	2,340 4.2%	198 0.4%	585 1.1%	
Adult:	38,828		13,210 34.0%	23,214 59.8%	294 0.8%	1,622 4.2%	149 0.4%	312 0.8%	

New Mexico Junior College - Option 2



Southern boundary of NMJC prior to the addition of the Jal school district.

Legend

- Cities/Towns
- ↗ Interstates
- ↗ U.S. Highways
- ↗ State Highways
- 7 Precincts
- Counties
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7

Prepared by:



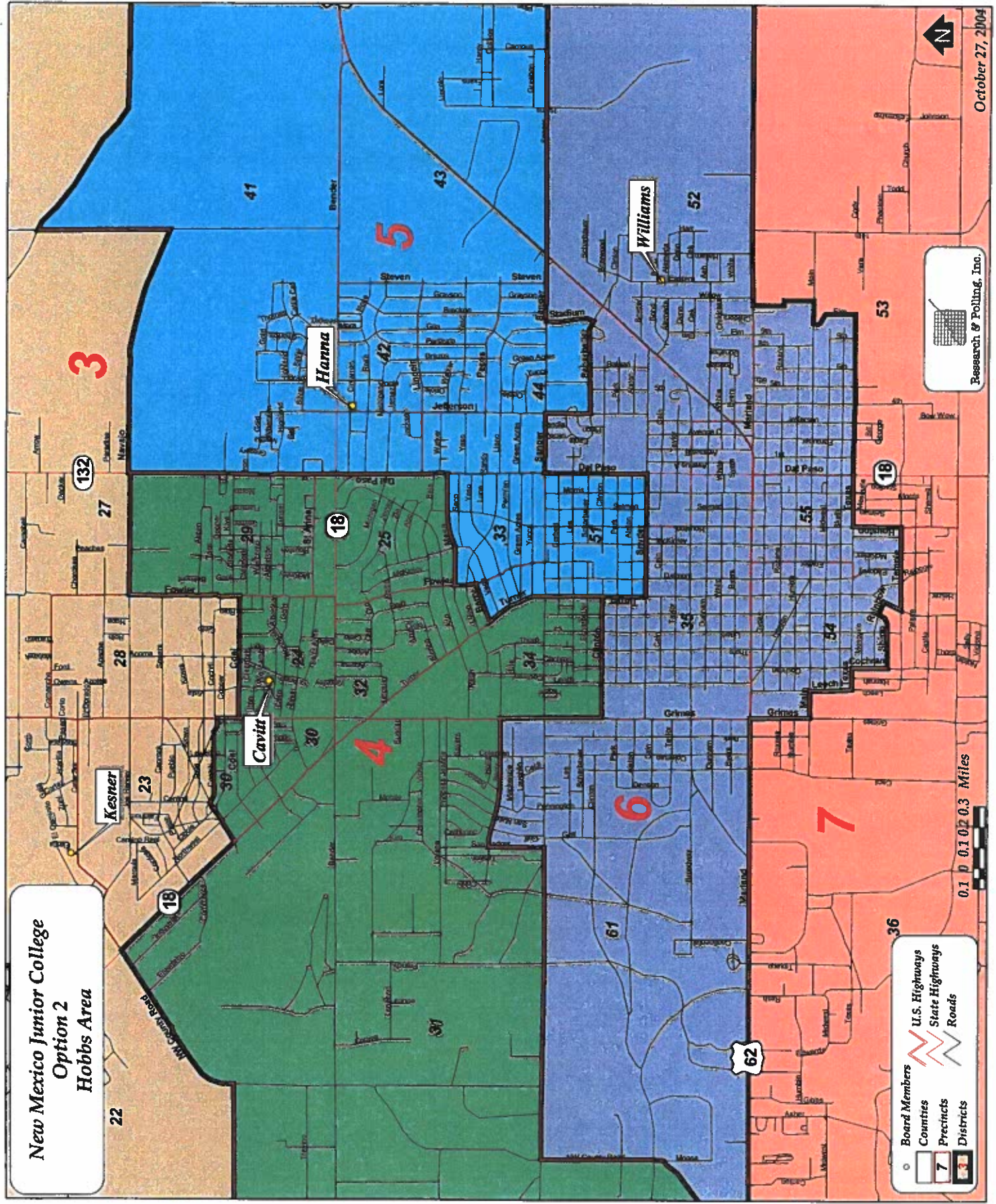
Research & Polling, Inc.



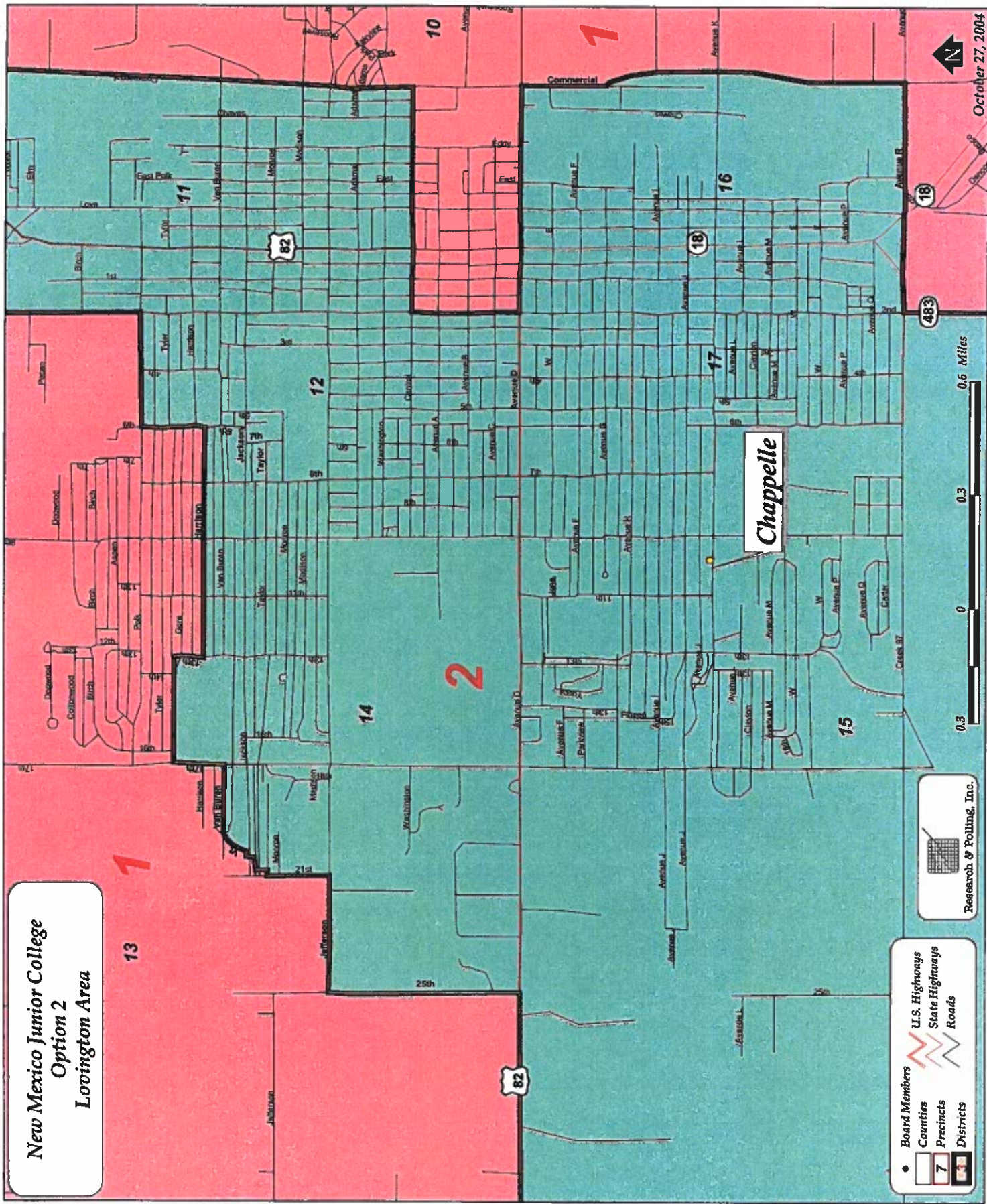
October 27, 2004



**New Mexico Junior College
Option 2
Hobbs Area**



**New Mexico Junior College
Option 2
Lovington Area**



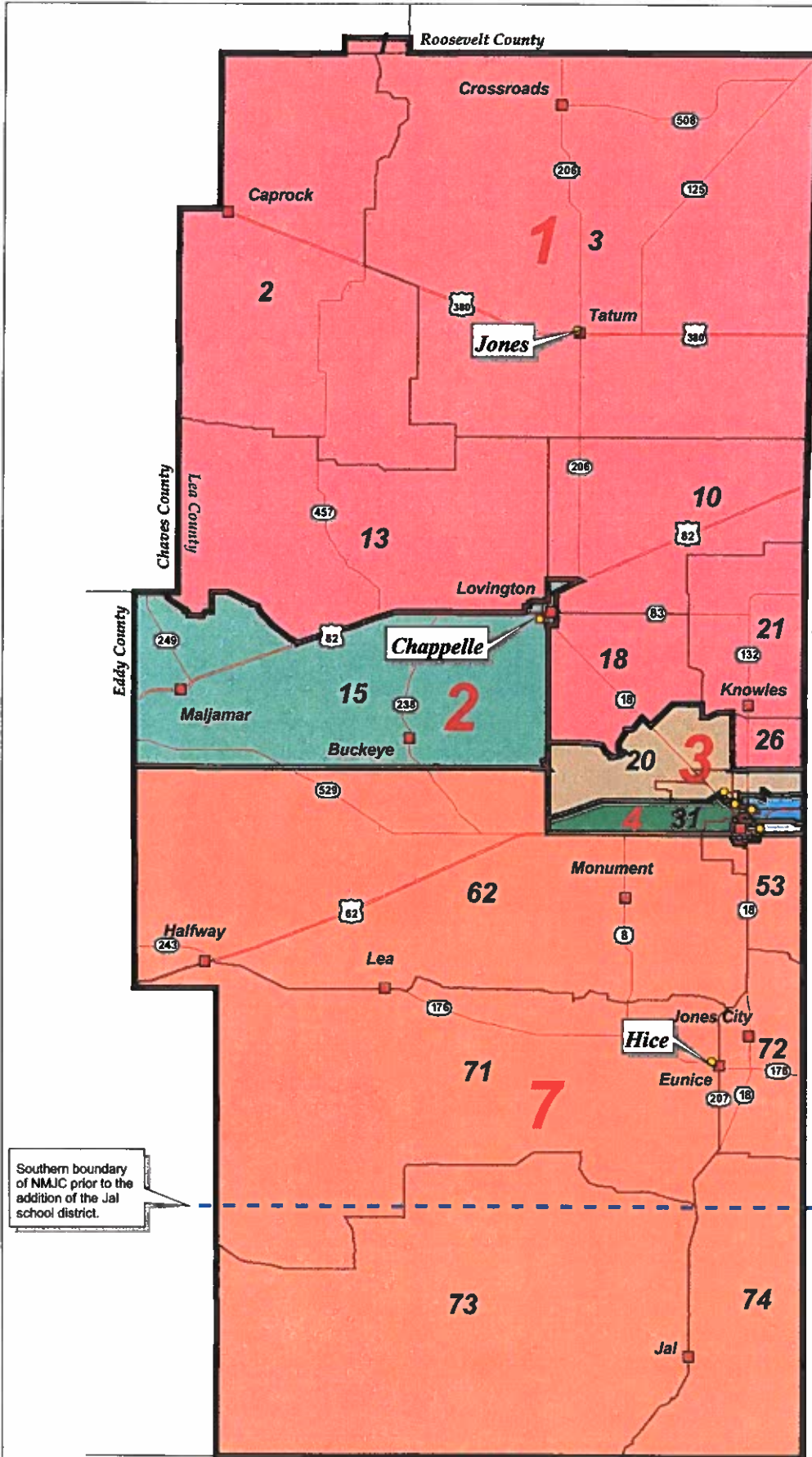
October 27, 2004

Research & Polling, Inc.

**New Mexico Junior College - Board Member Districts
Option 2**

District	Pop	Deviation	Hispanic	Non - Hispanic Origin					2 Or More Races
				White	Native American	Black	Asian		
1	7,966	35 0.4%	2,625 33.0%	5,052 63.4%	39 0.5%	143 1.8%	14 0.2%	80 1.0%	
Adult:	5,577		1,547 27.7%	3,825 68.6%	33 0.6%	104 1.9%	13 0.2%	48 0.9%	
2	7,933	2 0.0%	4,095 51.6%	3,551 44.8%	29 0.4%	164 2.1%	20 0.3%	73 0.9%	
Adult:	5,414		2,484 45.9%	2,752 50.8%	25 0.5%	94 1.7%	18 0.3%	40 0.7%	
3	7,859	-72 -0.9%	1,699 21.6%	5,659 72.0%	90 1.1%	267 3.4%	60 0.8%	76 1.0%	
Adult:	5,990		1,263 21.1%	4,317 72.1%	83 1.4%	235 3.9%	40 0.7%	46 0.8%	
4	7,544	-387 -4.9%	2,244 29.7%	4,788 63.5%	56 0.7%	312 4.1%	44 0.6%	91 1.2%	
Adult:	5,427		1,299 23.9%	3,791 69.9%	44 0.8%	206 3.8%	33 0.6%	49 0.9%	
5	7,815	-116 -1.5%	2,706 34.6%	4,589 58.7%	37 0.5%	353 4.5%	29 0.4%	97 1.2%	
Adult:	5,360		1,499 28.0%	3,540 66.0%	31 0.6%	208 3.9%	25 0.5%	53 1.0%	
6	8,154	223 2.8%	5,129 62.9%	1,929 23.7%	51 0.6%	939 11.5%	18 0.2%	81 1.0%	
Adult:	5,320		3,039 57.1%	1,541 29.0%	40 0.8%	661 12.4%	11 0.2%	26 0.5%	
7	8,244	313 3.9%	3,514 42.6%	4,411 53.5%	54 0.7%	162 2.0%	13 0.2%	87 1.1%	
Adult:	5,740		2,079 36.2%	3,448 60.1%	38 0.7%	114 2.0%	9 0.2%	50 0.9%	
Totals	55,515	Ideal: 7,931	22,012 39.7%	29,979 54.0%	356 0.6%	2,340 4.2%	198 0.4%	585 1.1%	
Adult:	38,828		13,210 34.0%	23,214 59.8%	294 0.8%	1,622 4.2%	149 0.4%	312 0.8%	

New Mexico Junior College - Option 3



Southern boundary of NMJC prior to the addition of the Jal school district.

Legend

- Cities/Towns
- ↗ Interstates
- ↗ U.S. Highways
- ↗ State Highways
- 7 Precincts
- Counties
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7

Prepared by:



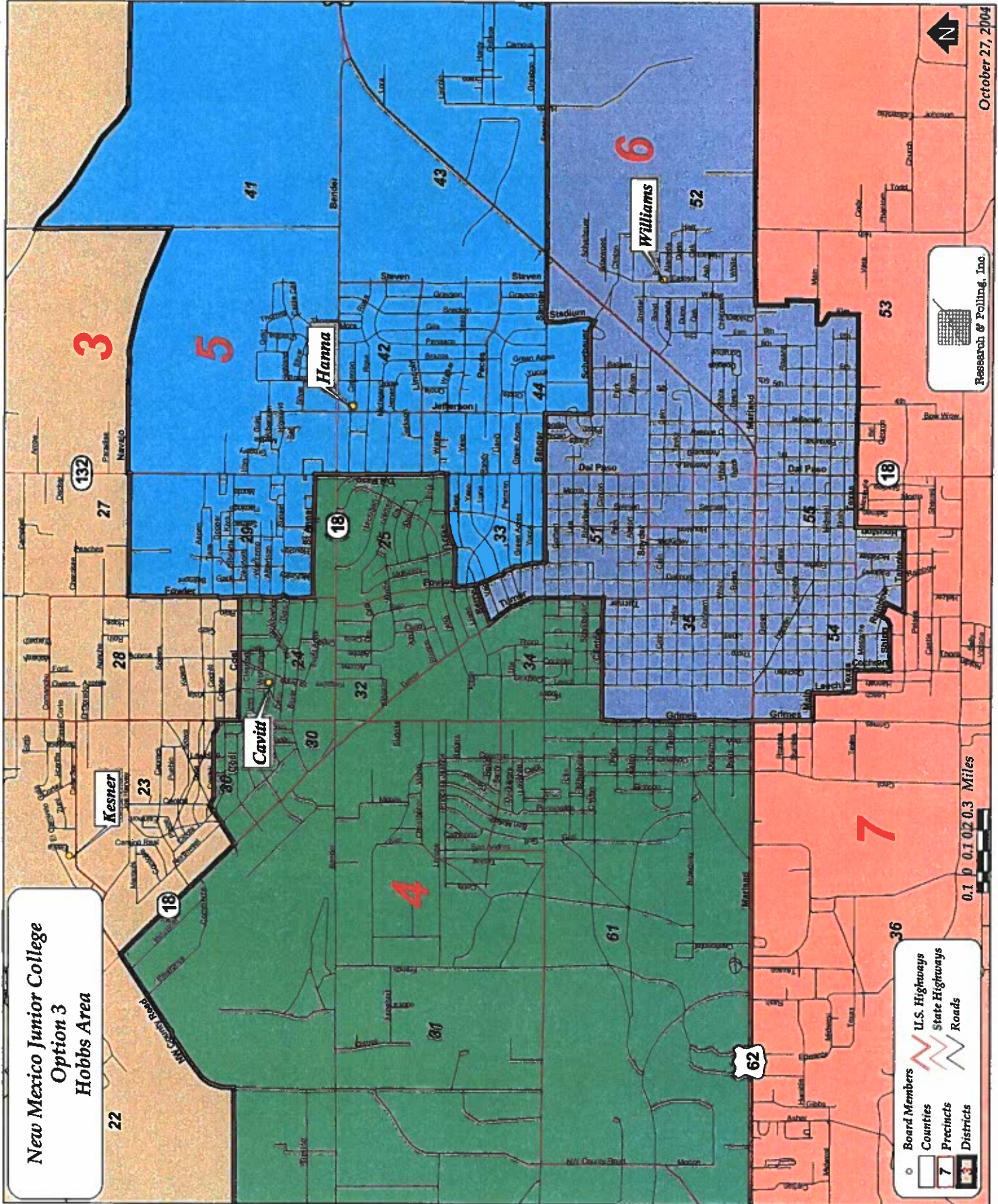
Research & Polling, Inc.



October 27, 2004



**New Mexico Junior College
Option 3
Hobbs Area**



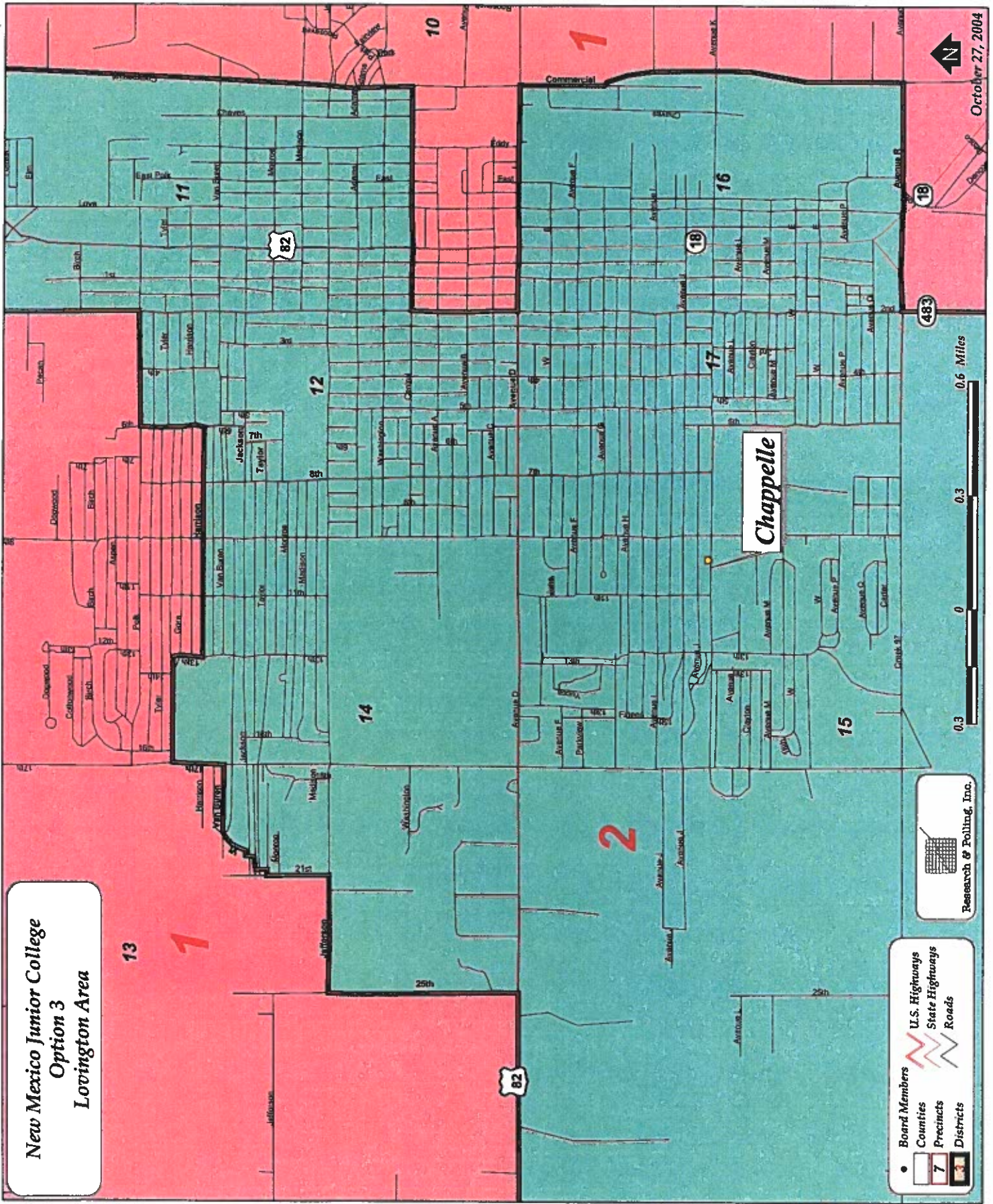
- Board Members
- Counties
- U.S. Highways
- State Highways
- Roads
- 7 Precincts
- Districts

0.1 0.1 0.2 0.3 Miles

Research & Polling, Inc.

October 27, 2004

**New Mexico Junior College
Option 3
Lovington Area**



October 27, 2004

- Board Members
- ▭ Counties
- ▭ 7 Precincts
- ▭ 3 Districts
- ▬ U.S. Highways
- ▬ State Highways
- ▬ Roads

Research & Polling, Inc.

0.6 Miles

0.3

0

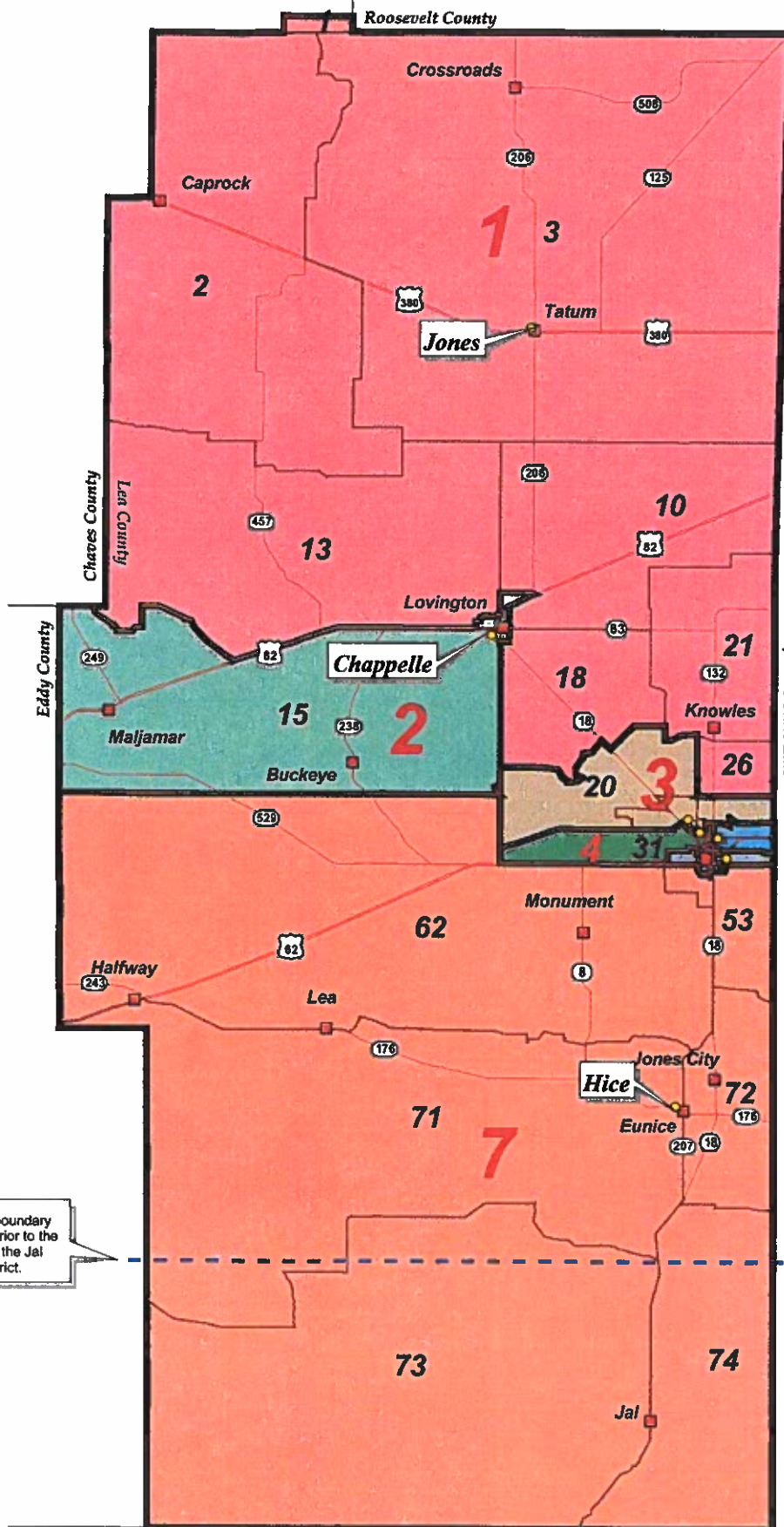
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Chappelle

**New Mexico Junior College - Board Member Districts
Option 3**

District	Pop	Deviation	Hispanic	Non - Hispanic Origin					2 Or More Races
				White	Native American	Black	Asian		
1	7,966	35 0.4%	2,625 33.0%	5,052 63.4%	39 0.5%	143 1.8%	14 0.2%	80 1.0%	
Adult:	5,577		1,547 27.7%	3,825 68.6%	33 0.6%	104 1.9%	13 0.2%	48 0.9%	
2	7,933	2 0.0%	4,095 51.6%	3,551 44.8%	29 0.4%	164 2.1%	20 0.3%	73 0.9%	
Adult:	5,414		2,484 45.9%	2,752 50.8%	25 0.5%	94 1.7%	18 0.3%	40 0.7%	
3	7,859	-72 -0.9%	1,699 21.6%	5,659 72.0%	90 1.1%	267 3.4%	60 0.8%	76 1.0%	
Adult:	5,990		1,263 21.1%	4,317 72.1%	83 1.4%	235 3.9%	40 0.7%	46 0.8%	
4	7,812	-119 -1.5%	2,925 37.4%	4,312 55.2%	55 0.7%	382 4.9%	40 0.5%	85 1.1%	
Adult:	5,497		1,699 30.9%	3,429 62.4%	39 0.7%	244 4.4%	29 0.5%	50 0.9%	
5	7,925	-6 -0.1%	2,255 28.5%	5,133 64.8%	42 0.5%	353 4.5%	23 0.3%	115 1.5%	
Adult:	5,513		1,241 22.5%	3,951 71.7%	38 0.7%	201 3.6%	22 0.4%	56 1.0%	
6	7,776	-155 -2.0%	4,899 63.0%	1,861 23.9%	47 0.6%	869 11.2%	28 0.4%	69 0.9%	
Adult:	5,097		2,897 56.8%	1,492 29.3%	38 0.7%	630 12.4%	18 0.4%	22 0.4%	
7	8,244	313 3.9%	3,514 42.6%	4,411 53.5%	54 0.7%	162 2.0%	13 0.2%	87 1.1%	
Adult:	5,740		2,079 36.2%	3,448 60.1%	38 0.7%	114 2.0%	9 0.2%	50 0.9%	
Totals	55,515	Ideal: 7,931	22,012 39.7%	29,979 54.0%	356 0.6%	2,340 4.2%	198 0.4%	585 1.1%	
Adult:	38,828		13,210 34.0%	23,214 59.8%	294 0.8%	1,622 4.2%	149 0.4%	312 0.8%	

New Mexico Junior College - Option 2

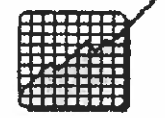


Southern boundary of NMJC prior to the addition of the Jal school district.

Legend

- Cities/Towns
- ↘ Interstates
- ↘ U.S. Highways
- ↘ State Highways
- 7 Precincts
- Counties
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7

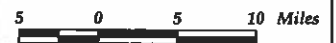
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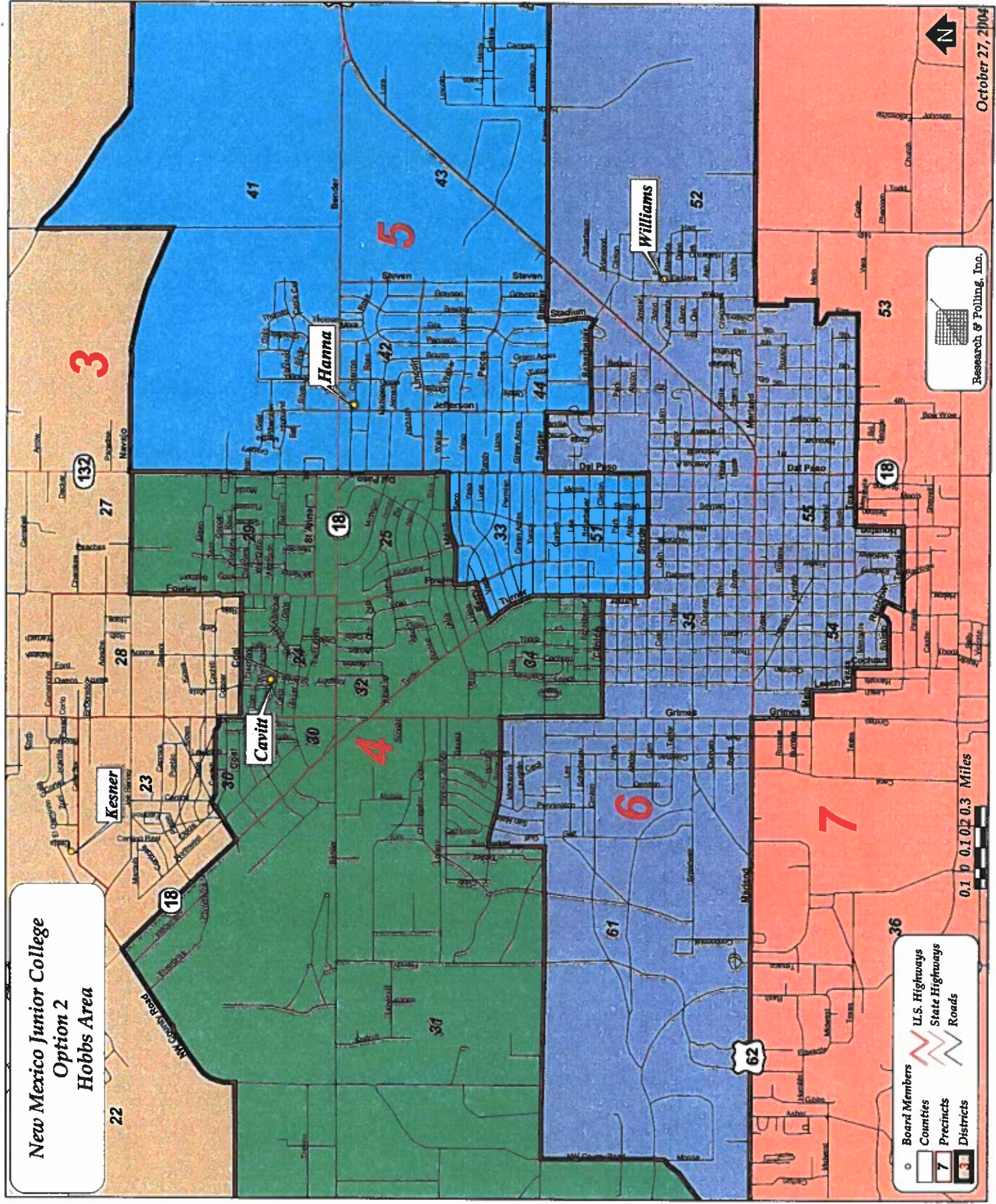
Research & Polling, Inc.



October 27, 2004



**New Mexico Junior College
Option 2
Hobbs Area**



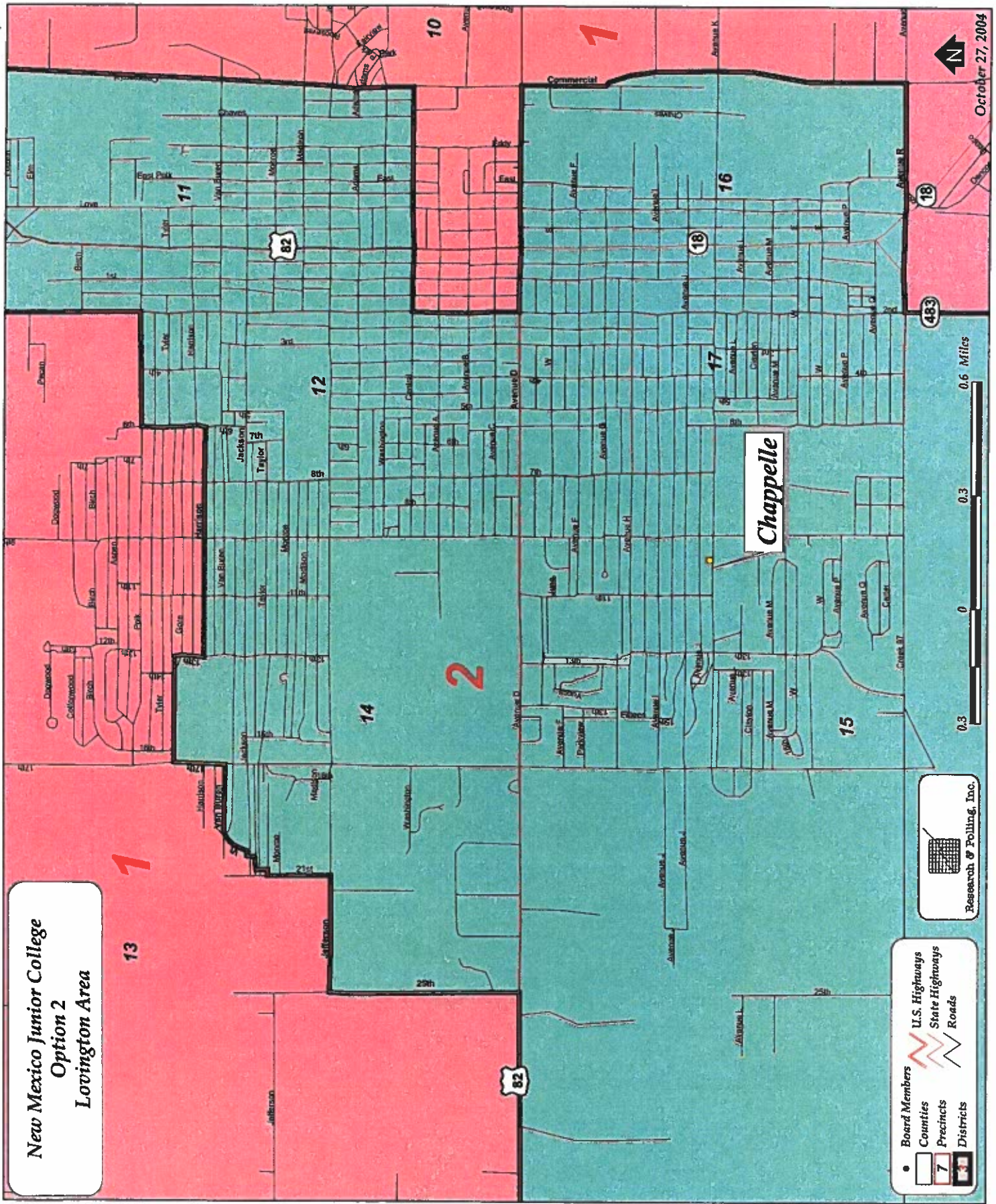
- Board Members
- Counties
- U.S. Highways
- State Highways
- Roads
- Precincts
- Districts

Research & Polling, Inc.

October 27, 2004

0.1 0.1 0.1 0.2 0.3 Miles

**New Mexico Junior College
Option 2
Lovington Area**



October 27, 2004

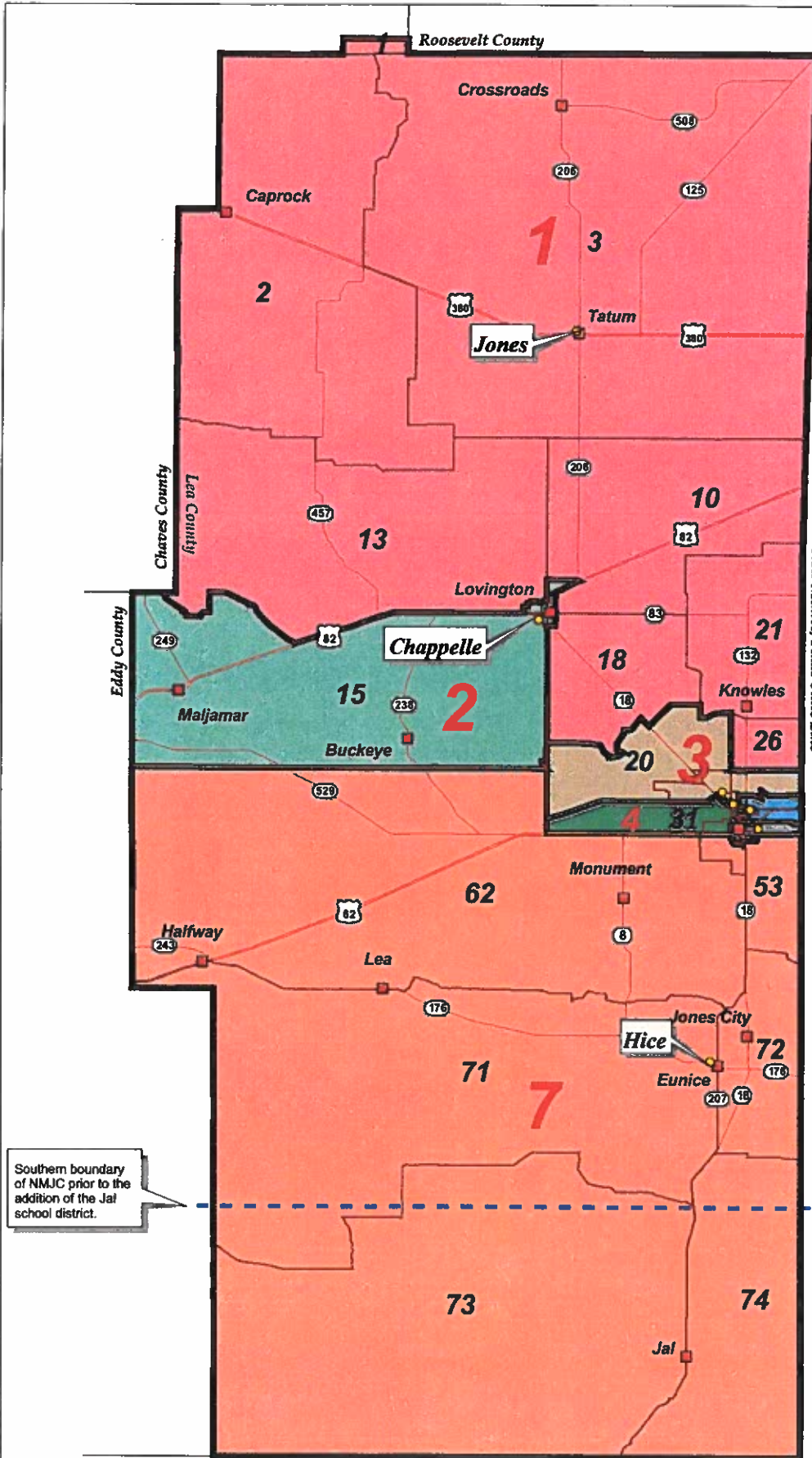
• Board Members
 □ Counties
 □ Precincts
 □ Districts
 = U.S. Highways
 = State Highways
 = Roads

Research & Polling, Inc.

**New Mexico Junior College - Board Member Districts
Option 2**

District	Pop	Deviation	Hispanic	Non - Hispanic Origin					2 Or More Races
				White	Native American	Black	Asian		
1	7,966	35 0.4%	2,625 33.0%	5,052 63.4%	39 0.5%	143 1.8%	14 0.2%	80 1.0%	
Adult:	5,577		1,547 27.7%	3,825 68.6%	33 0.6%	104 1.9%	13 0.2%	48 0.9%	
2	7,933	2 0.0%	4,095 51.6%	3,551 44.8%	29 0.4%	164 2.1%	20 0.3%	73 0.9%	
Adult:	5,414		2,484 45.9%	2,752 50.8%	25 0.5%	94 1.7%	18 0.3%	40 0.7%	
3	7,859	-72 -0.9%	1,699 21.6%	5,659 72.0%	90 1.1%	267 3.4%	60 0.8%	76 1.0%	
Adult:	5,990		1,263 21.1%	4,317 72.1%	83 1.4%	235 3.9%	40 0.7%	46 0.8%	
4	7,544	-387 -4.9%	2,244 29.7%	4,788 63.5%	56 0.7%	312 4.1%	44 0.6%	91 1.2%	
Adult:	5,427		1,299 23.9%	3,791 69.9%	44 0.8%	206 3.8%	33 0.6%	49 0.9%	
5	7,815	-116 -1.5%	2,706 34.6%	4,589 58.7%	37 0.5%	353 4.5%	29 0.4%	97 1.2%	
Adult:	5,360		1,499 28.0%	3,540 66.0%	31 0.6%	208 3.9%	25 0.5%	53 1.0%	
6	8,154	223 2.8%	5,129 62.9%	1,929 23.7%	51 0.6%	939 11.5%	18 0.2%	81 1.0%	
Adult:	5,320		3,039 57.1%	1,541 29.0%	40 0.8%	661 12.4%	11 0.2%	26 0.5%	
7	8,244	313 3.9%	3,514 42.6%	4,411 53.5%	54 0.7%	162 2.0%	13 0.2%	87 1.1%	
Adult:	5,740		2,079 36.2%	3,448 60.1%	38 0.7%	114 2.0%	9 0.2%	50 0.9%	
Totals	55,515	Ideal: 7,931	22,012 39.7%	29,979 54.0%	356 0.6%	2,340 4.2%	198 0.4%	585 1.1%	
Adult:	38,828		13,210 34.0%	23,214 59.8%	294 0.8%	1,622 4.2%	149 0.4%	312 0.8%	

New Mexico Junior College - Option 3



Southern boundary of NMJC prior to the addition of the Jal school district.

Legend

- Cities/Towns
- ⚡ Interstates
- ↗ U.S. Highways
- ↘ State Highways
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- District 7

Prepared by:



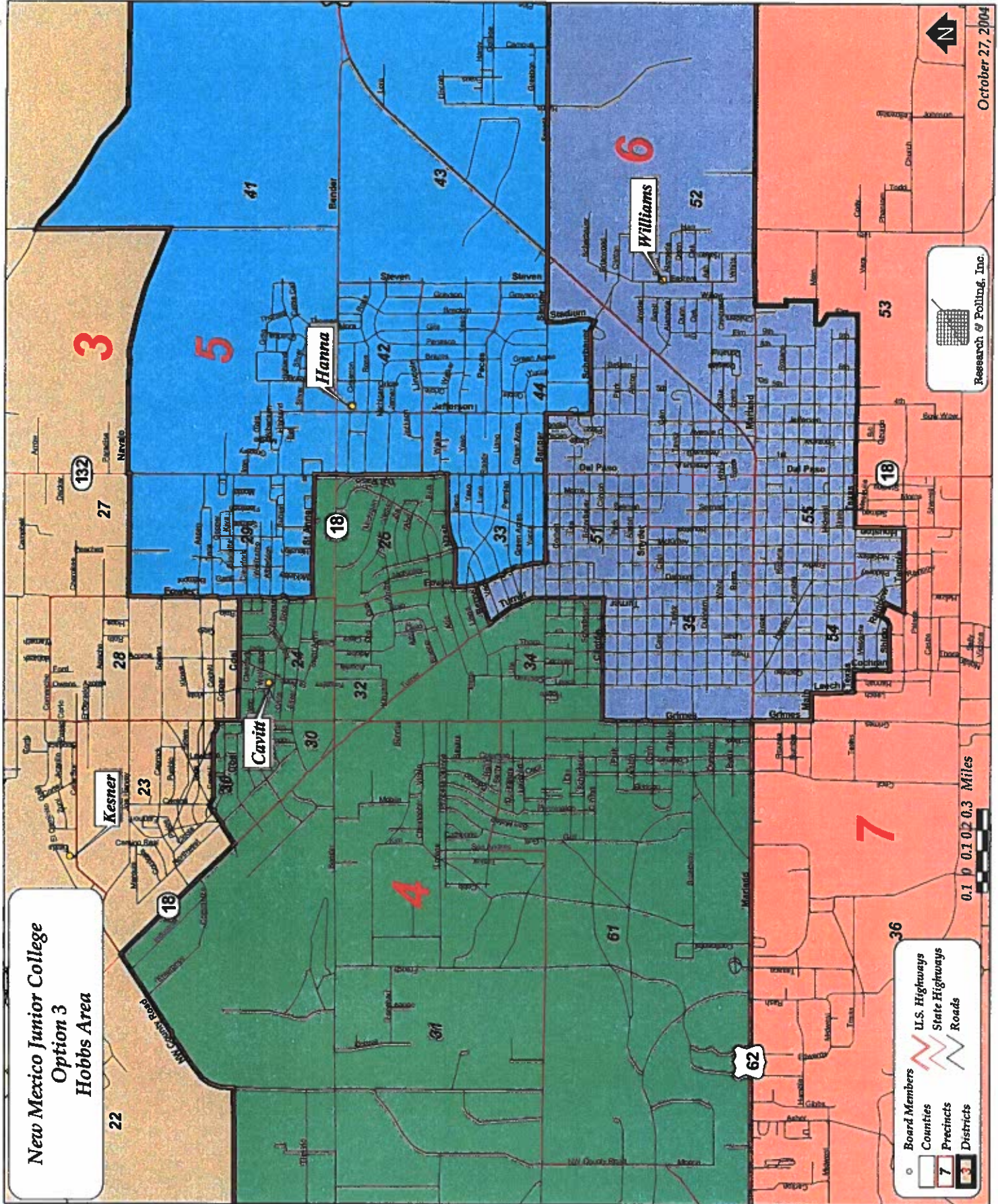
Research & Polling, Inc.



October 27, 2004



**New Mexico Junior College
Option 3
Hobbs Area**



Kesner

Cavitt

Hanna

Williams

- Board Members
- Counties
- Precincts
- Districts
- U.S. Highways
- State Highways
- Roads

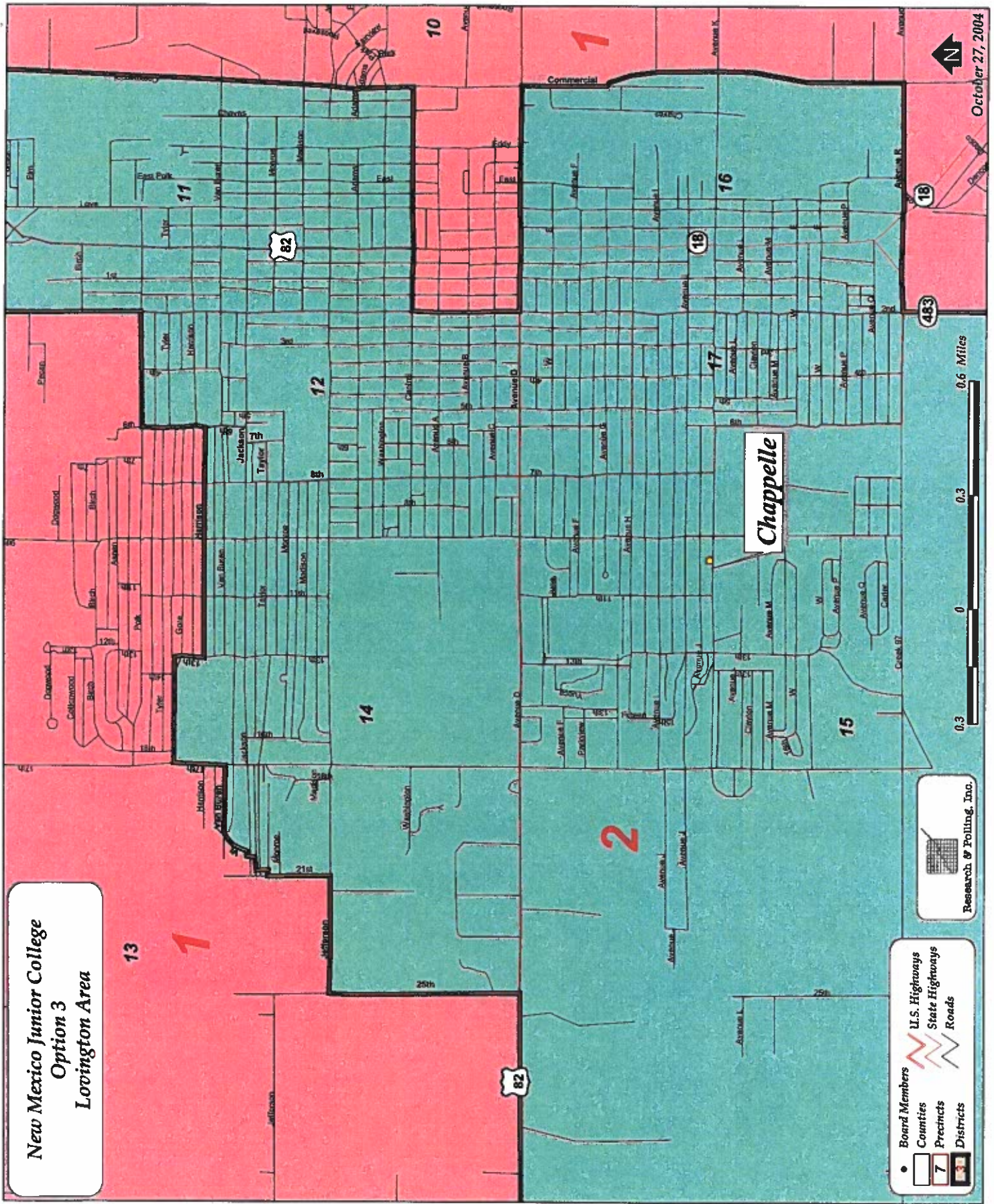


Research & Polling, Inc.



October 27, 2004

**New Mexico Junior College
Option 3
Lovington Area**



- Board Members
- Counties
- 7 Precincts
- Districts
- U.S. Highways
- State Highways
- Roads

Research & Polling, Inc.

0.3 0 0.3 0.6 Miles



October 27, 2004

**New Mexico Junior College - Board Member Districts
Option 3**

District	Pop	Devlation	Hispanic	Non - Hispanic Origin					2 Or More Races
				White	Native American	Black	Asian		
1	7,966	35 0.4%	2,625 33.0%	5,052 63.4%	39 0.5%	143 1.8%	14 0.2%	80 1.0%	
Adult:	5,577		1,547 27.7%	3,825 68.6%	33 0.6%	104 1.9%	13 0.2%	48 0.9%	
2	7,933	2 0.0%	4,095 51.6%	3,551 44.8%	29 0.4%	164 2.1%	20 0.3%	73 0.9%	
Adult:	5,414		2,484 45.9%	2,752 50.8%	25 0.5%	94 1.7%	18 0.3%	40 0.7%	
3	7,859	-72 -0.9%	1,699 21.6%	5,659 72.0%	90 1.1%	267 3.4%	60 0.8%	76 1.0%	
Adult:	5,990		1,263 21.1%	4,317 72.1%	83 1.4%	235 3.9%	40 0.7%	46 0.8%	
4	7,812	-119 -1.5%	2,925 37.4%	4,312 55.2%	55 0.7%	382 4.9%	40 0.5%	85 1.1%	
Adult:	5,497		1,699 30.9%	3,429 62.4%	39 0.7%	244 4.4%	29 0.5%	50 0.9%	
5	7,925	-6 -0.1%	2,255 28.5%	5,133 64.8%	42 0.5%	353 4.5%	23 0.3%	115 1.5%	
Adult:	5,513		1,241 22.5%	3,951 71.7%	38 0.7%	201 3.6%	22 0.4%	56 1.0%	
6	7,776	-155 -2.0%	4,899 63.0%	1,861 23.9%	47 0.6%	869 11.2%	28 0.4%	69 0.9%	
Adult:	5,097		2,897 56.8%	1,492 29.3%	38 0.7%	630 12.4%	18 0.4%	22 0.4%	
7	8,244	313 3.9%	3,514 42.6%	4,411 53.5%	54 0.7%	162 2.0%	13 0.2%	87 1.1%	
Adult:	5,740		2,079 36.2%	3,448 60.1%	38 0.7%	114 2.0%	9 0.2%	50 0.9%	
Totals	55,515	Ideal: 7,931	22,012 39.7%	29,979 54.0%	356 0.6%	2,340 4.2%	198 0.4%	585 1.1%	
Adult:	38,828		13,210 34.0%	23,214 59.8%	294 0.8%	1,622 4.2%	149 0.4%	312 0.8%	

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: New Mexico Junior College Board members
From: Dan Hardin
RE: Fiscal Watch Reports for September 2004
Date: October 28, 2004

Board members, as a requirement of the Commission on Higher Education, the governing body of each institution of higher education must review and approve Fiscal Watch reports as of each quarter of the fiscal year. The Fiscal Watch Reports for September along with the certification approval form must be sent to the Commission on Higher Education before November 15, 2004.

In reviewing the reports, the first report is the Summary of Operating and Plant Funds. This report compares the budget to the actual as of September 2004 and includes amounts encumbered. The Summary of Operating and Plant Funds report is comparable to the expense and revenue reports that the Board reviewed for September. This report will give you the picture of the actual revenue and expenditures as compared to the budget. In the capital expenditures, we have not spent \$11,685,003; this includes the amounts that were encumbered for the construction projects. In the plant funds revenue budget Other, the \$1,350,000 is the Maddox Foundation portion of the Western Heritage Museum funding.

The next report is a comparison of the revenue and expenditures actual from 2003 to the actual for 2004. Again, this information is on the monthly revenue and expense reports presented to the Board. Most 2004 revenue and expenditures follow what we were doing last year. Internal Services department expenditures are less than last year. Last year we had some encumbrances that we do not have this year. Also, in the capital projects we have large encumbrances for construction that we did not have last year.

The third report is the balance sheet that the Board reviews each year in the audit report. This is the disclosure of assets and liabilities, which follows the same format as the balance sheet in the audit report. New Mexico Junior College is one of the few higher education institutions in New Mexico that does not have debt to service.

Because of the date of the November board meeting, we will need to present the November and December financial reports at the December regular Board meeting.

NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2004 - 2005

September 30 2004

Operating Funds	FY 2004-2005 Original Budget	FY 2004-2005 Actual as of 9-30-04	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	1,734,700	943,593	54.40%
State Appropriations	8,089,900	2,076,824	25.67%
Local Appropriations	5,877,779	1,035,085	17.61%
Sales & Service	1,802,550	985,094	54.65%
Other	243,900	109,915	45.07%
Total Revenues	17,748,829	5,150,511	29.02%

EXPENDITURES

Instruction & General	13,853,860	2,681,171	19.35%
Student Social & Cultural	122,357	42,931	35.09%
Internal Services	952,617	272,888	28.65%
Student Aid	331,910	148,639	44.78%
Auxiliary Enterprises	1,490,708	528,320	35.44%
Intercollegiate Athletics	682,292	77,323	11.33%
Total Expenditures	17,433,744	3,751,272	21.52%
Increase (decrease) in Fund Balances	315,085	1,399,239	

Plant Funds

REVENUES			
Interest Income	155,871	15,747	10.10%
State Funds	6,147,238	923,293	15.02%
Other	1,350,000		
Total Revenue	7,653,109	939,040	12.27%

EXPENDITURES

Capital Projects	17,576,784	11,685,003	66.48%
Building R&R	480,452	52,920	11.01%
Equipment R&R	415,030		0.00%
Auxiliary R&R	47,709	35,507	74.42%
Total Expenditures	18,519,975	11,773,430	63.57%

Increase (Decrease) in Fund Balances	-10,866,866	-10,834,390
--------------------------------------	-------------	-------------

NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2003-2004 and 2004-2005

Operating Funds	Actuals as of 9/30/2003	Actuals as of 9/30/2004	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	880,393	943,593	7.2%
State Appropriations	2,158,624	2,076,824	-3.8%
Local Appropriations	990,211	1,035,085	4.5%
Sales & Service	914,704	985,094	7.7%
Other	114,130	109,915	-3.7%
Total Revenues	5,058,062	5,150,511	1.8%

EXPENDITURES

Instruction & General	3,244,768	2,681,171	-17.4%
Student Social & Cultural	59,303	42,931	-27.6%
Internal Services	542,427	272,888	-49.7%
Student Aid	131,775	148,639	12.8%
Auxiliary Enterprises	721,254	528,320	-26.7%
Intercollegiate Athletics	222,385	77,323	-65.2%
Total Expenditures	4,921,912	3,751,272	-23.8%
Increase (decrease) in Fund Balances	136,150	1,399,239	

Plant Funds

REVENUES			
Interest Income	31,596	15,747	-50.2%
State Funds	253,964	923,293	
Other			
Total Revenue	285,560	939,040	228.8%

EXPENDITURES

Capital Projects	2,236,577	11,685,003	422.5%
Building R&R	33,686	52,920	57.1%
Equipment R&R		-	
Auxiliary R&R	0	35,507	0.0%
Total Expenditures	2,270,263	11,773,430	418.6%

Increase (Decrease) in Fund Balances -1,984,703 -10,834,390

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 9/30/04

Assets

Current Assets:

Cash and Cash Equivalents	587,277
Investments	9,625,000
Accounts Receivable, net	1,132,809
Inventories	254,455
Prepaid Expenses	223,187

Total Current Assets 11,822,728

Non-Current Assets

Property, Plant and Equipment, net	11,305,456
Construction in Progress	2,931,127

Total Non-Current Assets 14,236,583

Total Assets 26,059,311

Liabilities

Current Liabilities

Accounts Payable	715,221
Accrued Wages Payable	154,653
Deferred Revenue	256,063
Accrued Liabilities	283,359
Scholarships payable	32,152
Other Payables	169,670

Total Current Liabilities 1,611,118

Total Liabilities 1,611,118

Net Assets

Invested in Capital Assets, net of Related Debt	14,236,583
Unrestricted	10,211,610

Total Net Assets 24,448,193



NEW MEXICO JUNIOR COLLEGE

Office of the President

Date: October 27, 2004
To: New Mexico Junior College Board Members
From: Steve McCleery *SM*
Subject: Staff Raise

During the spring budget work session, we discussed giving a one-time non-reoccurring compensation increase for the fall and the spring. We tabled the discussion for a later date. Considering our revenue picture, I am recommending a non-reoccurring \$700.00 for each employee. We do not recommend that the compensation increase be eligible for the Supplemental Retirement Plan.

Attached you will find a spreadsheet of the total institutional cost for the compensation increase. The compensation increase will be paid out of reserves generated by oil and gas revenue. If you approve the compensation recommendation, the increase will be awarded to the staff in a separate check on Wednesday, December 15, 2004.

Thank you for your consideration!

ONE TIME COMPENSATION CALCULATIONS

500

	NUMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
FACULTY	72	36,000.00	3,114.00	468.00	522.00	40,104.00
PROFESSIONAL	64	32,000.00	2,768.00	416.00	464.00	35,648.00
SUPPORT STAFF	90	45,000.00	3,892.50	585.00	652.50	50,130.00
TOTAL	226	113,000.00	9,774.50	1,469.00	1,638.50	125,882.00

600

	NUMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
FACULTY	72	43,200.00	3,736.80	561.60	626.40	48,124.80
PROFESSIONAL	64	38,400.00	3,321.60	499.20	556.80	42,777.60
SUPPORT STAFF	90	54,000.00	4,671.00	702.00	783.00	60,156.00
TOTAL	226	135,600.00	11,729.40	1,762.80	1,966.20	151,058.40

700

	NUMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
FACULTY	72	50,400.00	4,359.60	655.20	730.80	56,145.60
PROFESSIONAL	64	44,800.00	3,875.20	582.40	649.60	49,907.20
SUPPORT STAFF	90	63,000.00	5,449.50	819.00	913.50	70,182.00
TOTAL	226	158,200.00	13,684.30	2,056.60	2,293.90	176,234.80

700

SEMI-MONTHLY

FEDERAL W/H EXEMPTIONS	0	1	2	3	4	5
SINGLE	75.00	56.00	37.00	21.00	8.00	-
MARRIED	38.00	25.00	12.00	-	-	-

STATE W/H EXEMPTIONS	0	1	2	3	4	5
SINGLE	19.27	13.29	-	-	-	-
MARRIED	8.81	-	-	-	-	-

ERA	53.20
RHCA	4.55
MEDICARE	10.15

NET PAY EXEMPTIONS	0	1	2	3	4	5
SINGLE	537.83	562.81	595.10	611.10	624.10	632.10
MARRIED	585.29	607.10	620.10	632.10	632.10	632.10

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date October 28, 2004

Candidate's name Karen Wiley

Position title Director of Western Heritage Center

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 tba Standard contract length 12 mos. 9 mos. other

Funding source Western Heritage Center

Paid advertising beyond *standard Texas Association of Museums, American Association of State and Local
(* Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

History, Philanthropy Journal, MuseumJobs.com, Chronicle of Philanthropy, Museumwork.com, and
Museum Employment Resource Center.

Posted salary range \$37,397 to \$46,746 Recommended annual salary \$58,500.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-12-671 100%

Recommended and approved by:

Supervisor _____

Dean/Director _____

Vice President _____

Steve McCreary
President

Selection Committee Members: Mickey Best - Dean, Division of Math, English, Education, & Tr. Studi

La Jean Burnett - Director of Lea County Cowboy Hall of Fame

Vicky Gann - Reference Technician

Dan Hardin - Vice President for Finance

Lisa Hardison - Dean of Continuing Ed., Workforce Dev./Dist. Learning

Lisa Seed - Dept. Secty. - Lea County Cowboy Hall of Fame

Jerri Shields - Administrative Assistant to the President

Comments: Ms. Wiley meets and/or exceeds the minimum requirements for the position of
Director of Western Heritage Center.

ABBREVIATED RESUME

Position

Director of Western Heritage Center

Personal Data

Name: Karen Wiley

Education

B.F.A., Texas Tech University, Lubbock, TX, 1980

M.F.A., University of Oregon, Eugene, OR, 1983

Professional Experience

Sixth Floor Museum, Dallas, TX

General Manager

1999 to Present

Director of Finance and Administration

1990 to 1999

Lubbock Fine Arts Center, Lubbock, TX

1983 to 1988

Director

Lubbock Garden and Arts Center

1987

Interim Director

University Gallery, Architecture and Allied Arts,

1982-1983

University of Oregon, Eugene, OR

Director

Organizations

American Association of Museums, Member

Museum Management Committee, Professional Standing Committee, AAM, Board

Texas Association of Museums, Member

National Trust for Historic Preservation, Member

Dallas Business for the Arts, Leadership Arts Class 2004, Member

Dallas Creative Arts Center, Member

International Facilities Management Association, Member



New Mexico Junior College

Career Opportunities

Position Announcement • May 2004

Position Title: Director of Western Heritage Center

Position Description: The Director of Western Heritage Center shall be responsible to the President. The duties and responsibilities shall be, but not limited to, the following: (1) Manage day-to-day operations of the Western Heritage Center (WHC) museum including receptions, tours, memberships, artifacts, management, interpretation, fund raising, newsletters, inventory, accessioning and purging, budget, research, and archival duties; (2) Promote the WHC locally, regionally and nationally; (3) Seek outside funding sources to aid and enhance the annual operational cost, marketing, exhibits, traveling exhibits, and the theatre offerings of the WHC; (4) Work hand-in hand with the Director of the Lea County Cowboy Hall of Fame (LCCHF) and Board of Directors to promote and support the mission and vision of the LCCHF; (5) Advise the President in matters of policy concerning the Western Heritage Museum; (6) Provide all reports to appropriate agencies, foundations, and individuals; (7) Implement the recommendations of the museum consultant, Southwest Museum Services, in planning the operations and promotions of the WHC to include but not limited to: traveling exhibits, theatre showings, etc.; (8) Maintain and promote an active WHC Advisory Committee; (9) Supervise one or more employees; (10) Develop a cadre of volunteers to help with the day-to-day activities of the museum; (11) Plan and design for the future expansion of the museum exhibits and WHC; (12) Work with the LCCHF and plan and execute a fair booth at the annual Lea County Fair; (13) Accept other duties as assigned by the President; and (14) Nothing contained herein shall limit the President in assigning the employee to any college activity for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A Master's degree in Museum Studies, Public Administration, History or Anthropology is preferred. All degrees must be from a regionally accredited institution. Three years experience in a museum or public relations setting. Additional experience may substitute for lack of advanced degree. Computer proficiency required.

Salary/Benefits: This is a 12-month professional position with a starting salary range of \$37,397 to \$46,746 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received. 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"

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APPLICANT LIST

Position: Director of Western Heritage Center

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Friend, Ty	No	No	Withdrew application.
Ivey, Donald	No	No	
Josselet, Kenda	No	No	
Chang, His-wen (Silvia)	No	No	Incomplete application materials.
Wiley, Karen	Yes	Yes	Start date: pending Board approval.
Johnson-Vitt, Regina	No	No	
Sitzer, Kelly	No	No	
Soares, Mario	No	No	Incomplete application materials.
Rice, Tom	No	No	
Sedgwick, George	No	No	
Vardeman, Vicki	No	No	
Foss, Nelson	No	No	Incomplete application materials.
Stark, Renee	No	No	
Reeder, Deborah	Yes	Yes	Declined position.
Percy, David	No	No	
Cunningham, Eleanor	No	No	
Brake, Kelley	No	No	
Arriola, Albert	No	No	
Nymeyer, Earl	No	No	

Position: Director of Western Heritage Center (Continued from page 1)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Crossland, Jerry	No	No	
Porter Brace, Karrie	No	No	
Love, Berna	No	No	
Ihns, Kay	No	No	Incomplete application materials.
Brazil, J. Wayne	No	No	
Reublin, Patricia	No	No	Incomplete application materials.
Baker, Anthony	No	No	
Bartlett, Nancy	No	No	
Reublin, Patricia	No	No	Incomplete application materials.
Horton, Christopher	No	No	
Desrosiers, Michele	No	No	

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 10/27/04

Candidate's name Karen Buntin

Position title Coordinator of Technical Services

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 11/16/04 Standard contract length 12 mos. 9 mos. other

Funding source New Mexico Junior College Operational Budget

Paid advertising beyond *standard Chronicle of Higher Education; Placement Centers at
(* Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Texas Library Assn. Conference; American Library Assn. Conference (Annual & Midwinter);
New Mexico Library Assn. Conference; American College & Research Libraries Web (& print) Adv.;
5 other Library & Information Science Web Placement Boards; Library & Information Science
School Placement Centers

Posted salary range \$35,595-\$44,493 Recommended annual salary \$40,044 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-12-610 100%

Recommended and approved by:

Sharon D. Jenkins
Supervisor

Sharon D. Jenkins
Dean/Director

Regina Organ
Vice President

Steve McLeary
President

- Selection Committee Members: Sharon Jenkins - Director of Library Services
Linda Connell - Professor, English
Charles Adams - Professor, Computer Information Systems
Gloria Munoz - Director of Small Business Development Center
Kim Adams - Personal Computer Specialist

Comments: Candidate meets requirements of position. She has a Master's Degree in
Library/Information Science from an ALA accredited institution as well as training
and experience in cataloging and classification, government documents and supervision.

ABBREVIATED RESUME

Position

Coordinator of Technical Services

Personal Data

Name: Karen Buntin

Education

B.S., Transylvania University, Lexington, KY, 1987

M.L.S., University of Kentucky, Lexington, KY, 2004

Professional Experience

University of Kentucky, Lexington, KY 8/03 to 8/04
Part-Time Graduate Assistant, Special Projects

Xcel Energy, Maddox Station, Hobbs, NM 3/98 to 8/03
Administrative Assistant

DOI, National Park Service, Yellowstone National Park, WY 7/93 to 3/98
Office Assistant

TWR Services, Yellowstone National Park, WY 4/92 to 7/93
Location Controller

Organizations

Special Libraries Association

American Libraries Association



New Mexico Junior College

Career Opportunities

Position Announcement • June 2003 (revised 5-21-04)

Position Title: Coordinator of Technical Services

Position Description: Assist and advise Director of Library Services and staff in the installation, implementation, maintenance and selection of electronic information resources and services. Collaborate with others in assessing technological needs. Provide support for library staff in the utilization of electronic information resources. Pannell Library at New Mexico Junior College is a founding member of the Estacado Library Information Network (ELIN), a multi-type library consortium in the college's regional service area. This represents an unusual professional opportunity for the right applicant as ELIN is poised on the "cutting edge" of technology based service delivery. The successful applicant may also assist in planning library technology projects that impact user services, as well as design and implement training, instruction and user guides for electronic resources. S/he may also participate in reference services, including evening and weekend rotation and bibliographic instruction. The Director of Library Services is eager to fill the position with an energetic, knowledgeable and service-oriented professional with expert computer and network skills. 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: An accredited American Library Association (ALA) Master's in Library/Information Sciences degree required. Will accept applicants who will receive an ALA accredited Master's in Library/Information Sciences degree by September 1, 2004. Training or experience in: library information management systems, descriptive cataloging and classification, government documents, and staff supervision required. Familiarity with trends and issues in computer and telecommunications technology and a demonstrable ability to apply this knowledge to the local situation required. A demonstrable knowledge of and practice using and supporting computer hardware and software in a networked environment recommended. Experience with Windows-NT highly recommended.

Salary/Benefits: This is a full-time, exempt, professional position with a salary range of \$35,595-\$44,493. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. Request an NMJC application by calling 1-800-657-6260 or by e-mail: lbrown@nmjc.edu. Please do not send any application materials via e-mail.

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Salary/Benefits: This is a full-time, exempt, professional position with a salary range of \$29,945-\$37,431. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

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APPLICANT LIST

Position: Coordinator of Technical Services

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Horton, John	No	No	Incomplete application materials.
Liao, Yan	No	No	Incomplete application materials.
Huerta, Joe	No	No	Incomplete application materials.
Petsch, Richard	No	No	
Bowman, Lisa	Yes	Yes	Declined position.
Zhang, Ying	Yes	Yes	Declined position.
Brown, Larry	No	No	Incomplete application materials.
Erland, Virginia	Yes	No	
Chen, Mingyu	No	No	Incomplete application materials.
Buntin, Karen	Yes	Yes	Start date: pending Board approval.
Hughes, Susan	Yes	No	