

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Monday, October 28, 2002

Zia Room - Library

1:30 p.m.

## AGENDA

- |  |              |
|--|--------------|
| A. Welcome   | Mr. Newman   |
| B. Adoption of Agenda  | Mr. Newman   |
| C. Approval of Minutes of September 12 & October 21, 2002              | Mr. Newman   |
| D. Correspondence  | Dr. McCleery |
| E. President's Report  | Dr. McCleery |
| F. New Business  |              |
| 1. Consideration of Western Heritage Construction Plans                | Dr. McCleery |
| 2. Consideration of Redistricting Proposal (For Information Only)      | Dan Hardin   |
| 3. Monthly Expenditures Report   | Dan Hardin   |
| 4. Monthly Revenue Report  | Dan Hardin   |
| 5. Oil and Gas Revenue Report  | Dan Hardin   |
| 6. Schedule of Investments   | Dan Hardin   |
| 7. Consideration of Radiological Control & Waste Handling Program      | Rich Fleming |
| 8. Consideration of Law Enforcement Academy Course Fee                 | Rich Fleming |
| 9. Consideration of Option for Workforce Development Center            | Rich Fleming |
| 10. Personnel Consideration – Public Relations/Marketing Writer/Editor | Rich Fleming |
| 11. Personnel Consideration – Department Secretary Upward Bound        | Regina Organ |
| G. Public Comments   | Mr. Newman   |
| H. Announcement of Next Meeting  | Mr. Newman   |
| I. Adjournment   | Mr. Newman   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

SEPTEMBER 12, 2002

### MINUTES

The New Mexico Junior College Board met on Thursday, September 12, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Gary Schubert, Secretary; Mrs. Yvonne Williams; Ms. Patricia Chappelle; Mr. Ferrel Caster; and Mr. Larry Hanna. Not present were Mr. Monty Newman and Mr. John Hice, Jr.

Mr. Schubert, acting chairman, called the meeting to order and welcomed visitors and guests present: Jarrett Renshaw, Hobbs News Sun.

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

Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the minutes of August 15, 2002.

Under *Correspondence*, Mr. Schubert presented his letter of resignation from the college board effective September 13, 2002.

Under *President's Report*, Dr. McCleery called on C.c. Nelson who reported on the recent Jim Spence Memorial Golf Tournament. Dr. McCleery presented certificates of appreciation to the golf tournament committee members. Bill Morrill presented the 2001-2002 Emergency Management Statistics. Dr. McCleery shared with the board the Permian Basin Consortium of Colleges and Universities document. He informed the board of upcoming events on campus including: the college rodeo begins this evening in Lovington; the Revenue Stabilization and Tax Policy Committee will meet on campus October 10-11; Dr. Cecilia Lopez, Associate Director of the Higher Learning Commission of the North Central Association of Colleges and Schools, will address the staff on October 17; and the Technology Summit will be held on October 24. Phi Theta Kappa President Katrina Summers and Vice President Brian Lund invited the board to the Fall 2002 Induction Ceremony on October 3, 2002, at 7:00 pm in the banquet hall at the Lea County Event Center.

Under *New Business*, Dan Hardin presented the August financial reports and with a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the expenditures for August 2002.

Donna Richards presented Bid #926 - Worker's Compensation Insurance. The business office recommended acceptance of the bid submitted by Daniels Insurance, Inc., Hobbs, New Mexico, with an annual premium of \$154,561. Upon a motion by Ms. Chappelle, seconded by Mr. Caster, the board unanimously accepted the recommendation.

Dr. McCleery presented his employment agreement for the 2002 fiscal year. The contract is the same as last years. Upon a motion by Mr. Hanna, seconded by Mr. Caster, the board unanimously approved the agreement. The roll call vote was as follows: Mr. Caster - yes; Mrs. Williams - yes; Ms. Chappelle - yes; Mr. Schubert - yes; and Mr. Hanna - yes.

Bill Kunko presented the Information Technology Plan and 2002-2003 IT request to be presented to the Commission on Higher Education on October 7, 2002. Upon a motion by Ms. Chappelle, seconded by Mr. Hanna, the board unanimously approved the Information Technology Capital Requests.

Under *Personnel Considerations*, Dr. Fleming recommended April Burt for the Director of Learning Communities/Retention position with an annual salary of \$30,000. Upon a motion by Ms. Chappelle, seconded by Mr. Caster, the board unanimously approved the employment of Ms. Burt, effective September 23, 2002. Dr. Fleming recommended Teena Rainwater-Kinabrew for the Literacy Coordinator position with an annual salary of \$26,743. Upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Rainwater-Kinabrew, effective September 16, 2002.

Mr. Schubert called for comments from the community. There being none, the next board meeting was scheduled for October 17, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board meeting adjourned at 2:15 p.m.

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CHAIRMAN

**NEW MEXICO JUNIOR COLLEGE**

**BOARD MEETING**

**OCTOBER 21, 2002**

**MINUTES**

The New Mexico Junior College Board met on Monday, October 21, 2002, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. John Hice, Jr.; Ms. Patricia Chappelle; Mr. Ferrel Caster; and Mr. Larry Hanna. Not present was Mrs. Yvonne Williams.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Jarrett Renshaw, Hobbs News Sun.

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

Under *New Business*, Donna Richards presented Bid #928 - Resurfacing/Striping of NMJC Traffic Circle Drive and Entrance for Two-Way Traffic. The administration and Pettigrew and Associates recommended accepting the bid submitted by Ramirez and Sons, Inc. of Lovington, New Mexico at a cost of \$104,682. Upon a motion by Ms. Chappelle, seconded by Mr. Caster, the board unanimously accepted the recommendation.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for October 28, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Caster, seconded by Mr. Hice, the board meeting adjourned at 4:25 p.m.

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CHAIRMAN

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

SECRETARY

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: October 17, 2002

RE: Expenditure and Revenue Reports for September

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September represents the completion of the first quarter or 25% of the budget for the 2002/2003 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. The total year to date funds expended and/or encumbered through the month of September is \$8,240,240.00 of which \$1,775,019.08 are encumbered funds.

Expenditures for September increased compared to August with the fall semester operating at full speed. Academic Support has expended 49% of their budget, which mainly occurred in Library Services ordering books and periodicals for the new year. The overall percentage expended for instruction & general is 24%, which follows the projected budget. Expenditures in Student Activities, Student Aid, Auxiliary Enterprises and Athletics are above the projected monthly percentage for this time of year. Internal Service Departments had a correction in September, which resulted in a credit to that area. Some areas of the budget have more seasonal expenditures than others. For example, unrestricted Financial Aid expends a large portion of its budget at the beginning of each semester for scholarships and tuition waivers. Another example is the Bookstore which is in Auxiliary Enterprises. The Bookstore has large expenditures related to the beginning of the fall semester. In conjunction with the expenditures for the Bookstore, the revenue side of the Bookstore is also ahead of projections. The bookstore sales continue to increase, which is good news. Athletics is another department having seasonal expenditures with the grants-in-aid for the student athletes. The overall year to date expenditures for current unrestricted funds is \$4,162,719.00 or 27% of the projected budget for this time of the fiscal year.

September reflects a better picture of the grants as award letters are received and budgets are put in place. The total budget for grants has been increased to \$2,347,254.00. Most grants do not have the same July to June fiscal year as does the college; therefore, as we get the award letters you will see the increase in grant budgets. The Pell payout of \$1,397,668.00 is shown in the Student Aid for September. Direct loans account for \$418,357.00 of the year to date total. As you can see, the Financial Aid department processes a large volume of Pell and direct loan recipients.

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Plant fund expenditures for September were mainly in the Technology Upgrades and encumbering the engineering fees for the circle drive. \$15,825.00 was expended in BR&R as Charley Carroll moves BR&R projects forward. We added Auxiliary BR&R to show the funds expended for painting the dorms. Institutional funds expended for capital projects total \$1,111,130.00 year to date. Of that number, \$679,333.76 is encumbered. The capital projects total consists mainly in two projects, the Caster Activity Center HVAC upgrade and the Western Heritage Center. Projects funded from state funds total \$178,239.00. These funds were expended for IT (Information Technology) upgrades. You will see on the revenue side that we do not show any revenue for these projects. The IT projects are funded through the Commission on Higher Education from GO Bonds. These are draw down funds after the projects are completed and paid for.

Total expenditures for September were \$3,483,230.00

The revenue generated in September 2002 was \$2,467,100.00. This mostly consists of tuition and fee revenue, the monthly allocation from the state, the oil and gas income, bookstore and housing income, and direct loans draw down of \$387,780.00.

Grant revenue is showing an adjustment in revenue of \$31,902.00 for the ACCEL grants. The total revenue budget for grants has been increased to match the expense side with what has been awarded by the various agencies.

Oil and gas tax revenue for September was \$253,965.00. We have received \$841,641.00 in oil and gas income from July through September, which is \$216,870.00 over the projected budget through September.

The investment report shows an ending balance of \$7,825,000.00. Although revenue has been good we have not able to send funds to the LGIP because of cash flow needs. Of the \$7,825,000.00 in LGIP, \$5,044,234.96 is in capital projects, which is 64% of investments.

Johnson Miller and Company has completed most of their audit work and currently are working on the financials. We will have an exit conference to go over financials and findings in the near future. The audit should be submitted to the state auditor by November 15<sup>th</sup>.

This concludes the Financial Report for September 2002.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### September 2002

25% of Year Completed

Fund	2001-02			2002-03			
	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	4,989,243	1,037,923	21%	5,012,174	445,656	1,058,371	21%
Academic Support	923,206	376,724	41%	890,128	132,164	436,919	49%
Student Services	991,396	336,362	34%	1,002,233	183,670	363,816	36%
Institutional Support	3,464,841	618,035	18%	3,581,759	207,118	630,976	18%
Operation & Maintenance of Plant	1,792,502	383,024	21%	1,783,961	102,754	488,702	27%
<b>Subtotal - Instruction &amp; General</b>	<b>12,161,188</b>	<b>2,752,068</b>	<b>23%</b>	<b>12,270,255</b>	<b>1,071,362</b>	<b>2,978,784</b>	<b>24%</b>
Student Activities	190,485	35,662	19%	155,236	19,874	58,039	37%
Research	0	0	0%	0	0	0	0%
Public Service	5,650	125	2%	0	0	0	0%
Internal Service Departments	981,142	396,318	40%	710,422	(139,232)	115,783	16%
Student Aid	280,277	129,916	46%	281,479	90,255	99,334	35%
Auxiliary Enterprises	1,162,578	580,816	50%	1,193,795	257,377	681,812	57%
Athletics	547,879	264,462	48%	562,053	159,204	228,967	41%
<b>Total Current Unrestricted Fund</b>	<b>15,329,199</b>	<b>4,159,367</b>	<b>27%</b>	<b>15,173,240</b>	<b>1,458,840</b>	<b>4,162,719</b>	<b>27%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,236,954	463,854	21%	2,347,254	174,282	669,170	29%
Student Aid	3,300,000	1,782,084	54%	3,964,907	1,758,548	2,030,604	51%
<b>Total Current Restricted Fund</b>	<b>5,536,954</b>	<b>2,245,938</b>	<b>41%</b>	<b>6,312,161</b>	<b>1,932,830</b>	<b>2,699,774</b>	<b>43%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Anonymous Grant	250,000	0	0%	0	0	0	0%
Projects from Institutional Funds	3,325,000	663,861	20%	5,944,312	49,733	1,111,130	19%
Projects from State GOB Funds	1,500,000	583,021	0%	1,212,900	0	178,239	15%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Projects from State B R & R	345,546	103,462	30%	327,399	15,825	62,376	19%
Projects from Auxiliary BR&R	0	0	0%	19,147	26,002	26,002	136%
<b>Subtotal - Capital and BR&amp;R</b>	<b>5,320,600</b>	<b>1,500,398</b>	<b>28%</b>	<b>7,503,758</b>	<b>91,560</b>	<b>1,377,747</b>	<b>18%</b>
Debt Service							
Revenue Bonds	1,470,813	133,802	9%	0	0	0	0%
<b>Total Plant Funds</b>	<b>6,791,413</b>	<b>1,634,200</b>	<b>24%</b>	<b>7,503,758</b>	<b>91,560</b>	<b>1,377,747</b>	<b>18%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>27,657,566</b>	<b>8,039,505</b>	<b>29%</b>	<b>28,989,159</b>	<b>3,483,230</b>	<b>8,240,240</b>	<b>28%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**September 2002**

25% of Year Completed

Fund	2001-02			2002-03			
	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	1,244,954	703,678	57%	1,356,355	462,774	686,221	51%
State Appropriations	7,494,100	2,200,375	29%	7,376,100	614,683	1,844,049	25%
Advalorem Taxes - Oil and Gas	2,874,085	999,475	35%	2,949,084	253,965	842,743	29%
Advalorem Taxes - Property	1,900,000	65,797	3%	1,800,000	4,781	56,508	3%
Interest Income	75,000	36,968	49%	50,000	1,807	4,202	8%
Other Revenues	294,400	40,898	14%	307,700	69,088	100,790	33%
<b>Subtotal - Instruction &amp; General</b>	<b>13,882,539</b>	<b>4,047,191</b>	<b>29%</b>	<b>13,839,239</b>	<b>1,407,098</b>	<b>3,534,513</b>	<b>26%</b>
Student Activities	43,400	25,093	58%	43,400	18,861	26,797	62%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	14,000	5,465	39%	10,000	3,606	5,872	59%
Auxiliary Enterprises	1,528,300	895,425	59%	1,663,000	580,275	922,629	55%
Athletics	35,100	8,550	24%	35,400	2,875	8,625	24%
<b>Total Current Unrestricted</b>	<b>15,503,339</b>	<b>4,981,724</b>	<b>32%</b>	<b>15,591,039</b>	<b>2,012,715</b>	<b>4,498,436</b>	<b>29%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,236,954	23,022	1%	2,347,254	(31,902)	81,626	3%
Student Aid	3,336,485	1,757,385	53%	3,716,407	465,719	1,805,836	49%
<b>Total Current Restricted</b>	<b>5,573,439</b>	<b>1,780,407</b>	<b>32%</b>	<b>6,063,661</b>	<b>433,817</b>	<b>1,887,462</b>	<b>31%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Anonymous Grant	250,000	0	0%		0	0	0%
Projects from State GOB Funds	1,500,000	0	0%	1,212,900	0	0	0%
Projects from State STB Funds	143,891	0	0%	0	0	0	0%
Projects from Other State Funds	6,163	0	0%	0	0	0	0%
Interest Income	50,000	27,932	56%	105,700	20,568	35,975	34%
<b>Subtotal - Capital &amp; BR&amp;R</b>	<b>1,700,054</b>	<b>27,932</b>	<b>2%</b>	<b>1,318,600</b>	<b>20,568</b>	<b>35,975</b>	<b>3%</b>
<b>Debt Service</b>							
Interest Income	73,164	20,087	27%	0	0	0	0%
<b>Total Plant Funds</b>	<b>1,773,218</b>	<b>48,019</b>	<b>3%</b>	<b>1,318,600</b>	<b>20,568</b>	<b>35,975</b>	<b>3%</b>
<b>GRAND TOTAL REVENUES</b>	<b>22,849,996</b>	<b>6,810,150</b>	<b>30%</b>	<b>22,973,300</b>	<b>2,467,100</b>	<b>6,421,873</b>	<b>28%</b>



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### September 2002

25% 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	2002-03 Original Budget	Variance Over (Under) Budget
May	July	\$25.54	3,213,428	\$2.93	17,624,734	288,681	208,257	80,424
June	August	\$22.24	3,318,541	\$2.13	19,075,363	298,995	208,257	90,738
July	September	\$25.14	3,177,774	\$2.68	18,025,220	253,965	208,257	45,708
August	October						208,257	(208,257)
September	November						208,257	(208,257)
October	December						208,257	(208,257)
November	January						208,257	(208,257)
December	February						208,257	(208,257)
January	March						208,257	(208,257)
February	April						208,257	(208,257)
March	May						208,257	(208,257)
April	June						208,257	(208,257)
Y.T.D. Production Tax Revenue						841,641	2,499,000	(1,657,443)
Y.T.D. Equipment Tax Revenue						1,102	450,000	(448,898)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>842,743</b>	<b>2,949,000</b>	<b>(2,106,341)</b>

*Source: New Mexico Taxation and Revenue Department*

In order to stabilize the budgetary process for the 2002-03 fiscal year, oil and gas revenues were budgeted at a long-term historical average of \$16.00 per bbl for oil and \$2.50 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2002-03 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**  
**September 2002**

25% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	7,825,000	N/A	N/A	N/A	7102-1348	2.00%	13,534
<b>Total investments</b>	<u>7,825,000</u>						<u>13,534</u>

Summary of Current Month's Activity	
Beginning amount	7,825,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	5,044,235
Reserves Invested	2,780,765
<b>Total LGIP Investment</b>	<b>7,825,000</b>

Capital Projects	09/30/2002
Technology Upgrade	111,982.88
Workforce Training Center	1,191,750.14
High Tech Start Up	272,911.67
Docutech	150,000.00
Vehicles	100,000.00
CISCO Networking Equipment	5,481.43
Western Heritage Center	500,000.00
Drawings and Master Plan	95,294.00
Baseball Field	268,707.50
Rodeo Arena	20,427.54
Dormitory Landscape	46,012.37
Caster Activity Center HVAC	156,350.05
Circle Drive	250,000.00
Dorm Construction	1,600,000.00
Lea County Beautification	37,500.00
Parking Lot Seal Coating	50,000.00
Dorm Recreation Area	100,000.00
BR&R Carryover	87,817.38
<b>Total</b>	<b>5,044,234.96</b>

NOTE: Capital projects total does not include encumbered funds

**Department of Radiological Control and Waste Handling**

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**Degree Program Proposal**

**New Mexico Junior College**

**Radiological Control and Waste Handling**

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Arts & Sciences  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, New Mexico 88260

# Outline

<b>1. Program Proposal Radiological Control &amp; Waste Handling</b>	
1.0 Summary.....	2
1.1 Program Development.....	3
1.2 Goals.....	3
1.3 Course Requirements:.....	3
1.6 Definition Radiological Control Technician.....	4
<b>2. Competencies</b>	
2.1 Definition of Program Competencies.....	4
2.2 Definition of Core Competencies.....	4
2.3 Listing of Core Competency Areas with corresponding classes.....	5
<b>3. Proposed Certificate and Associate's Degree Program</b>	
3.1 16-18 hrs Certificate of Completion.....	7
3.2 36-38 hrs Certificate.....	8
3.3 Associate of Applied Science in Radiological Control & Waste Handling.....	9
<b>4. List of Application for Program/Course Revisions</b>	
4.1 Introduction to Radiological Control and Waste Handling.....	10
4.2 Fundamentals of Radiation Control.....	11
4.3 Standards & Theory of Radiological Control.....	12
4.4 Radiological Control Systems.....	13
4.5 Radiological Monitoring & Protection.....	14
4.6 Radiological Transportation & Emergencies.....	15
4.7 Radiological Instrumentation.....	16

# 1. Program Proposal Radiological Control & Waste Handling

## 1.0 Summary

The program proposal for the Certificates and Associate's Degree of Applied Science in Radiological Control and Waste Handling is hereby submitted to the New Mexico Junior College Board for approval. Further information about the degree plans is found in section 3 within this document. A summarized table for the proposed degree plan is shown in table 3.1, page 6. A more detailed description of the certificates and degree plan are described on page 7, 8, and 9.

The proposal includes 7 new core classes evaluated and recommended by the curriculum committee in September of 2002. All course revisions are listed in greater detail in section 4.1 - 4.7 on page 10 through 16. A summarized table (table 1.0) is a quick overview of the proposed core classes in the curriculum.

**Table 1.0 Summary Application for Program / Course revision**

Course Prefix and Course #	Proposed Course Title	Hours			
		Lecture	Lab	Contact	Credit
RW 113	Introduction to Radiological Control and Waste Handling	3		45	3
RW 123	Fundamentals of Radiation Control	3		45	3
RW 133	Standards & Theory of Radiological Control	3		45	3
RW 213	Radiological Control Systems	3	3	90	4
RW 214	Radiological Monitoring & Protection	3		45	3
RW 223	Radiological Transportation & Emergencies	3		45	3
RW 224	Radiological Instrumentation	3	3	90	4

Competencies for the program are summarized and further discussed in detail in section 2.

## **1.1 Program Development**

The program proposal is a result of a grant given by Westinghouse TRU Solutions together with the Department in Energy of September 2001. The purpose of the grant is to establish a program for training Radiological Control Technicians for future employment at the Waste Isolation Pilot Plant (WIPP) in Eddy County. The Program Director was hired in June of 2002 and the first class offered as a Special Topics Course, RW 193, on August 19, 2002. Enrollment in the first class numbered 27 students of which 12 students were from Carlsbad and the remainder from Hobbs. The proposed degree plan and competencies are based on standards and guidelines from the Department of Energy. An effort has been made to ensure a standardized curriculum to open the program for employer's on a national scale. The next step in our program development is further recruiting and the design and creation of a laboratory for training in instrumentation and radiation practices.

## **1.2 Goals**

The program seeks to educate Radiological Control Technicians (RCTs) for work in the Nuclear Industry. The program seeks to adhere to standards and guidelines from the Department of Energy for Radiological Control Technicians. The program is currently satisfying the needs for the WIPP site in Carlsbad. So far 8 out of 27 students have been called to an interview. We seek to expand our area to cover the need for RCTs on an inter-state level. Target employers are Pantex in Amarillo, Waste Control Specialists in Eunice, Sandia National Laboratories, and Los Alamos National Laboratories. Furthermore, by adhering to national standards, we are planning to expand the program to a national level. The market for short courses and industry training has potential. Several private companies are serving the current needs of the nuclear industry. Our target students are full-time and part-time students at this institution as well as students in other parts of the country utilizing Internet learning. The institution is proposing the following:

1. 16-18 Credit Hour Certificate of Completion in Radiological Control and Waste Handling Technology.
2. 36-38 Credit Hour Certificate in Radiological Control and Waste Handling Technology
3. 64-66 Credit Hour Associate's in Applied Science Degree in Radiological Control and Waste Handling Technology.

The certificates are cumulative and can be applied towards the associate's degree in Radiological Control and Waste Handling Technology. This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if transferred to other instructions of higher learning.

### **1.3 Course Requirements**

The course requirements for the certificates and the degree are listed in table 3.1 on page 6. The table is a summary of the Radiological Control and Waste Handling Program.

### **1.4 Definition of Radiological Control Technician.**

Radiological Control Technicians work closely with other radiological control and waste handling team members through the use of instrumentation and other procedures. Emphasis is placed on knowledge and application of waste handling practices. Students in the science of Radiological Control and Waste Handling will meet education requirements through a comprehensive educational program consisting of classroom, laboratory, and/or remote Internet television classes. Employment opportunities include radioactive waste isolation and handling plants, nuclear power plants, and public and private research laboratories.

## **2.0 Competencies**

### **2.1 Definition of Program Competencies**

The purpose of the program competencies, is to strengthen the academical skills through general course requirements at NMJC by enrolling in a broad variety of classes. The competency requirements are defined by the level the student wishes to achieve in addition to the core competencies described in section 2.2. The required classes for each certificate and the associate's degree are listed in table 3.1, page 6. The program competencies are defined by these general courses in addition to the new core competencies discussed in section 2.2 and 2.3. The general courses are also meant to complement and further the students' knowledge in the core competencies.

### **2.2 Definition of Core Competencies**

The competencies required for the students enrolled in the program in Radiological Control and Waste Handling are based on DOE Standards and Guidelines.

The DOE training materials for Radiological Control Technician reflect the requirements identified in 10 CFR 835, recommendations identified in DOE Guide G44.1-1, Management and Administration of Radiation Protection Programs, and in DOE's Radiological Control Standard (RCS). These standards and guidelines are:

- 1) 10 CFR 835 Occupational Radiation protection, Authority: 42 U.S.C 2201;7191, Source 58 FR 65485, Dec. 14, 1993, unless otherwise noted.
- 2) Radiation Protection Qualification Standard, Defense Nuclear Facilities: Technical Personnel, Revision 1, June 1997. U.S. Department of Energy,
- 3) General Technical Base Qualification Standard, Defense Nuclear Facilities for Program Technical Employees. U.S. Department of Energy.
- 4) DOE-HDBK-1122-99, DOE HANDBOOK, Radiological Control Technician Training.

## 2.3 Listing of Core Competency Areas with corresponding classes

Personnel will demonstrate comprehensive knowledge of the core competencies in the following areas in table 2.1 on this page.

**Table 2.1 Competency Areas**

Competency Areas	Corresponding Core Class
1) Basic Mathematics and Algebra	Introduction to Radiological Control and Waste Handling
2) Unit Analysis & Conversion	Introduction to Radiological Control and Waste Handling
3) Physical Science	Introduction to Radiological Control and Waste Handling
4) Nuclear Physics	Introduction to Radiological Control and Waste Handling
5) Sources of Radiation	Introduction to Radiological Control and Waste Handling
6) Radioactivity and Radioactive Decay	Fundamentals of Radiation Control
7) Interaction of Radiation with Matter	Fundamentals of Radiation Control
8) Biological Effects of Radiation	Fundamentals of Radiation Control
9) Radiation Protection Standards'	Standards & Theory of Radiological Control
10) ALARA (As Low As Reasonable	Standards & Theory of Radiological Control
11) External Exposure Control	Standards & Theory of Radiological Control
12) Internal Exposure Control	Standards & Theory of Radiological Control
13) Radiation Detector Theory	Standards & Theory of Radiological Control
14) Radiological Documentation	Radiological Control Systems
15) Communication Systems	Radiological Control Systems
16) Counting Errors and Statistics	Radiological Control Systems
17) Dosimetry	Radiological Control Systems
18) Contamination Control	Radiological Monitoring & Protection
19) Air Sampling Programs/Methods	Radiological Monitoring & Protection
20) Respiratory Protection	Radiological Monitoring & Protection
21) Radioactive Source Control	Radiological Monitoring & Protection
22) Environmental Monitoring	Radiological Monitoring & Protection
23) Access Control and Work Area Setup	Radiological Monitoring & Protection
24) Radiological Work Coverage	Radiological Monitoring & Protection
25) Shipment/Receipt of Radioactive	Radiological Transportation & Emergencies
26) Radiological Incidents and	Radiological Transportation & Emergencies
27) Personnel Decontamination	Radiological Transportation & Emergencies
28) Radiological Considerations for First	Radiological Transportation & Emergencies
29) Radiation Survey Instrumentation	Radiological Instrumentation
30) Contamination Monitoring	Radiological Instrumentation
31) Air Sampling Equipment	Radiological Instrumentation
32) Counting Room Equipment	Radiological Instrumentation



### 3. Certificate and Associates Degree Program

The course requirements for the certificates and the degree are listed in table 3.1 on this page. The table is an overview of the Radiological Control and Waste Handling Program.

**Table 3.1 Course Requirements for Radiological Control and Waste Handling**

Class	Certificate of Completion 16 - 18 credit hours	Certificate 36 - 38 credit hours	Associate's Degree in Applied Science
PS 110, College Orientation	0	0	0
PS 112, Freshman Seminar	2	2	2
BU 223, Business Communication	3	3	3
MA 114B, Technical Mathematics	4	4	4
Additional Mathematics(3)		3	3
EN 113, Composition & Rhetoric		3	3
EN 123A, Report Writing for Technicians			3
Classes from following prefixes can be used: SE, EC, GO, HI, PI, SO, PS, DR and SP (9)			9
Additional Mathematics(3)			3
Laboratory Science (any BI, PH, CH, GE prefix) (4)			4
HM 223, Environmental Health and Safety			3
HM 233, Environmental Law			3
HM 233B, Transportation of Hazardous Materials			3
RW 113, Introduction to Radiological Control & Waste	3	3	3
RW 123, Fundamentals of Radiation Control	3	3	3
RW 133, Standards & Theory of Radiological Control	3	3	3
RW 213, Radiological Control Systems		3	3
RW 214, Radiological Monitoring & Protection		4	4
RW 223, Radiological Transportation & Emergencies		3	3
RW 224, Radiological Instrumentation		4	4
<b>Total Program Credit Hours (Including optional freshman seminar 2 hrs)</b>	<b>18</b>	<b>38</b>	<b>66</b>

### 3.1 16-18 Credit Hours Certificate of Completion

#### **Certificate of Completion Radiological Control & Waste Handling Technician**

Requirements: A total of 16-18 credit hours from the following required courses. All courses, other than General Education Requirements, must be completed with a “C” or better.

#### **General Education Requirements (7-9 credit hours)**

PS 110, College Orientation (Freshman Seminar may be substituted for PS 110...0-2 hrs.  
BU 223, Business Communication.....3 hrs.  
MA 114B, Technical Mathematics I.....4 hrs.

#### **Departmental Requirements (9 credit hours)**

RW 113, Introduction to Radiological Control & Waste Handling.....3 hrs.  
RW 123, Fundamentals of Radiation Control.....3 hrs.  
RW 133, Standards & Theory of Radiological Control.....3 hrs.

**Total.....16-18 hrs.**

NOTE: This program incorporates fundamentals important to obtain employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

### 3.2 36-38 Credit Hours Certificate

## Certificate Radiological Control & Waste Handling Technician

Requirements: A total of 36-38 credit hours from the following required courses. All courses, other than General Education Requirements, must be completed with a “C” or better.

#### General Education Requirements (13-15 credit hours)

PS 110, College Orientation (Freshman Seminar may be substituted for PS 110....)	0-2 hrs.
EN 113, Composition & Rhetoric.....	3 hrs.
BU 223, Business Communication.....	3 hrs.
MA 114B, Technical Mathematics I.....	4 hrs.
Math ( MA prefix).....	3 hrs.

#### Departmental Requirements (23 credit hours)

RW 113 Introduction to Radiological Control & Waste Handling.....	3 hrs.
RW 123 Fundamentals of Radiation Control.....	3 hrs.
RW 133 Standards & Theory of Radiological Control.....	3 hrs.
RW 213 Radiological Control Systems.....	3 hrs.
RW 214 Radiological Monitoring & Protection.....	4 hrs.
RW 223 Radiological Transportation & Emergencies.....	3 hrs.
RW 224 Radiological Instrumentation.....	4 hrs.

**Total.....36-38 hrs.**

NOTE: This program incorporates fundamentals important to obtain employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

### 3.3 Associate of Applied Science in Radiological Control & Waste Handling

#### Associate of Applied Science Radiological Control & Waste Handling Technician

A total of 64-66 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.0. All courses, other than General Education Requirements, must be completed with a "C" or better.

##### General Education Requirements (23-25 credit hours)

PS 110, College Orientation (Freshman Seminar may be substituted for PS 110.....)	0-2 hrs.
EN 113, Composition & Rhetoric.....	3 hrs.
EN 123A, Report Writing for Technicians.....	3 hrs.
BU 223, Business Communication.....	3 hrs.
MA 114B, Technical Mathematics I.....	4 hrs.
Math ( MA prefix).....	6 hrs.
Laboratory Science (any BI, PH, CH, GE prefix).....	4 hrs.

##### Non-Departmental Requirements (9 credit hours)

Classes from the following prefixes can be used to satisfy the Radiological Control and Waste Handling requirement: SE, EC, EN, GG, GO, HI, PI, SO, PS, DR, MU, AR and SP.....	9 hrs.
--	--------

##### Departmental Requirements (32 credit hours)

RW 113, Introduction to Radiological Control & Waste Handling.....	3 hrs.
RW 123, Fundamentals of Radiation Control.....	3 hrs.
RW 133, Standards & Theory of Radiological Control .....	3 hrs.
RW 213, Radiological Control Systems.....	3 hrs.
RW 214 ,Radiological Monitoring & Protection.....	4 hrs.
RW 223, Radiological Transportation & Emergencies.....	3 hrs.
RW 224, Radiological Instrumentation.....	4 hrs.
HM 223, Environmental Health & Safety (OSHA)Technology.....	3 hrs.
HM 233, Environmental Law.....	3 hrs.
HM 233B,Transportation of Hazardous Materials.....	3 hrs.

**Total.....64-66 hrs.**

NOTE: This program incorporates fundamentals important to obtain employment upon graduation. It may not be suitable if used as to transfer to other institutions of higher learning.

## 4.1 Introduction to Radiological Control and Waste Handling

### APPLICATION FOR PROGRAM/COURSE REVISION

**NOTE:** Leave course number blank for new course. All other information must be furnished. Complete sections I & II for course revision. Complete section II only for a new course. If only the course description is being changed and the changes are less than 50 percent, this form does not need to go to the Curriculum Committee. Submit the form to your dean.

\*Types of instruction: 1 = lecture, 2 = lab, 3 = clinical, 4 = co-op

	Course Prefix	Course #	Hours				*Type of Instruction
			Lec	Lab	Cnt	Crd	
Current:							
Proposed:	RW	113	3	0	45	3	1
<b>I.</b> Current Course Title:  Current Description:							
<b>II.</b> Proposed Course Title: Introduction to Radiological Control and Waste Handling  Proposed Fee:  Proposed Description:  In this course students will be introduced to Radiological Control and Waste Handling. This course offers study of the fundamentals that are required by many employers in the nuclear industry. Coverage will include foundations in basic mathematics, physics, biology, chemistry, and studies of sources of radiation. Three lecture hours per week. Prerequisites: None							

(please duplicate as needed)

Course description changes (50 percent or less)

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Dean

Revised 02/15/01

## 4.2 Fundamentals of Radiation Control

### APPLICATION FOR PROGRAM/COURSE REVISION

**NOTE:** Leave course number blank for new course. All other information must be furnished. Complete sections I & II for course revision. Complete section II only for a new course. If only the course description is being changed and the changes are less than 50 percent, this form does not need to go to the Curriculum Committee. Submit the form to your dean.

\*Types of instruction: 1 = lecture, 2 = lab, 3 = clinical, 4 = co-op

	Course Prefix	Course #	Hours				*Type of Instruction
			Lec	Lab	Cnt	Crd	
Current:							
Proposed:	RW	123	3	0	45	3	1
<b>I.</b> Current Course Title:  Current Description:							
<b>II.</b> Proposed Course Title: Fundamentals of Radiation Control  Proposed Fee:  Proposed Description:  In this course students will be introduced to fundamentals of radiological control and waste handling. Coverage includes the fundamentals of radioactivity and radioactive decay. Characteristics of alpha, beta and gamma radiation are introduced, using equations of radioactive decay; identifying alpha, beta, positron decay, and electron capture. Differences between natural and artificial radioactivity and unstable fission products will also be taught. The elements of the Chart of Nuclides, half life, specific activity, and units are also introduced. Three lecture hours per week. Prerequisites: None.							

(please duplicate as needed)

Course description changes (50 percent or less)

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Dean

Revised 02/15/01

### 4.3 Standards & Theory of Radiological Control

#### APPLICATION FOR PROGRAM/COURSE REVISION

**NOTE:** Leave course number blank for new course. All other information must be furnished. Complete sections I & II for course revision. Complete section II only for a new course. If only the course description is being changed and the changes are less than 50 percent, this form does not need to go to the Curriculum Committee. Submit the form to your dean.

\*Types of instruction: 1 = lecture, 2 = lab, 3 = clinical, 4 = co-op

	Course Prefix	Course #	Hours				*Type of Instruction
			Lec	Lab	Cnt	Crd	
Current:							
Proposed:	RW	133	3	0	45	3	1
<b>I.</b> Current Course Title:  Current Description:							
<b>II.</b> Proposed Course Title: Standards & Theory of Radiological Control  Proposed Fee:  Proposed Description:  In this course students will be introduced to standards and theory of radiological control. Coverage will include radiological protection standards, the ALARA Principle, external and internal exposure control, and radiation detector theory. Standards and principles of protection and the proper detecting and handling of radioactive matter is taught. Calculations of internal and external exposure are covered extensively. Basic theory, identifying how to measure radioactivity, together with practical tasks including instrumentation, is also taught. Three lecture hours per week. Prerequisites: None.							

(please duplicate as needed)

Course description changes (50 percent or less)

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Dean

Revised 02/15/01

#### 4. 4 Radiological Control Systems

### APPLICATION FOR PROGRAM/COURSE REVISION

**NOTE:** Leave course number blank for new course. All other information must be furnished. Complete sections I & II for course revision. Complete section II only for a new course. If only the course description is being changed and the changes are less than 50 percent, this form does not need to go to the Curriculum Committee. Submit the form to your dean.

\*Types of instruction: 1 = lecture, 2 = lab, 3 = clinical, 4 = co-op

	Course Prefix	Course #	Hours				*Type of Instruction
			Lec	Lab	Cnt	Crd	
Current:							
Proposed:	RW	213	3	0	45	3	1
<b>I.</b> Current Course Title:  Current Description:							
<b>II.</b> Proposed Course Title: Radiological Control Systems  Proposed Fee:  Proposed Description:  In this course students will be introduced to systems used to control radiological events. Coverage will include the documentation process, communication systems, counting errors and statistics, and dosimetry. The understanding of the requirements of documentation and communication systems as defined by the Department of Energy is emphasized. Reporting this data in a correct manner is a core element of the course. The ways of calculating exposure limit through dosimetry practices are also taught. Three lecture hours per week. Prerequisites: None.							

(please duplicate as needed)

Course description changes (50 percent or less)

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Dean

Revised 02/15/01



## 4.5 Radiological Monitoring & Protection

### APPLICATION FOR PROGRAM/COURSE REVISION

NOTE: Leave course number blank for new course. All other information must be furnished. Complete sections I & II for course revision. Complete section II only for a new course. If only the course description is being changed and the changes are less than 50 percent, this form does not need to go to the Curriculum Committee. Submit the form to your dean.

\*Types of instruction: 1 = lecture, 2 = lab, 3 = clinical, 4 = co-op

	Course Prefix	Course #	Hours			*Type of Instruction
				Lab	Cnt	
Current:			3			
Proposed:	RW	214		3	90	4
I. Current Course Title:  Current Description:						
II. Proposed Course Title: Radiological Monitoring & Protection  Proposed Fee: 15 \$  Proposed Description:  In this course students will be introduced to contamination control and monitoring in a radiological work setting. This course covers contamination control, airborne sampling, respiratory protection, radioactive source control, environmental monitoring, access control, work area setup, and radiological work coverage. The proper handling of radioactive materials is a key element of the course. Three lecture hours and three lab hours per week. Prerequisites: RW 113, and RW 213 or consent of instructor.						

(please duplicate as needed)

Course description changes (50 percent or less)

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Dean

Revised 02/15/01

## 4.6 Radiological Transportation & Emergencies

### APPLICATION FOR PROGRAM/COURSE REVISION

**NOTE:** Leave course number blank for new course. All other information must be furnished. Complete sections I & II for course revision. Complete section II only for a new course. If only the course description is being changed and the changes are less than 50 percent, this form does not need to go to the Curriculum Committee. Submit the form to your dean.

\*Types of instruction: 1 = lecture, 2 = lab, 3 = clinical, 4 = co-op

	Course Prefix	Course #	Hours				*Type of Instruction
			Lec	Lab	Cnt	Crd	
Current:							
Proposed:	RW	223	3	0	45	3	1
<b>I.</b> Current Course Title:  Current Description:							
<b>II.</b> Proposed Course Title: Radiological Transportation & Emergencies  Proposed Fee:  Proposed Description:  In this course students will be introduced to the proper procedures for shipping and receiving radioactive material. Department of Energy and Department of Transportation guidelines will be taught. Processes related to radiological incidents and emergencies, personnel decontamination, and radiological considerations for first aid will also be covered. Training in instrumentation used in monitoring radioactivity is an important component of the course. Three lecture hours per week. Prerequisites: RW 113 or consent of instructor.							

(please duplicate as needed)

Course description changes (50 percent or less)

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Dean

Revised 02/15/01

## 4.7 Radiological Instrumentation

### APPLICATION FOR PROGRAM/COURSE REVISION

NOTE: Leave course number blank for new course. All other information must be furnished. Complete sections I & II for course revision. Complete section II only for a new course. If only the course description is being changed and the changes are less than 50 percent, this form does not need to go to the Curriculum Committee. Submit the form to your dean.

\*Types of instruction: 1 = lecture, 2 = lab, 3 = clinical, 4 = co-op

	Course Prefix	Course #	Hours				*Type of Instruction
			Lec	Lab	Cnt	Crd	
Current:							
Proposed:	RW	224	3	3	45	4	1,2
<p>I.</p> <p>Current Course Title:</p> <p>Current Description:</p>							
<p>II.</p> <p>Proposed Course Title: Radiological Instrumentation</p> <p>Proposed Fee: 15 \$</p> <p>Proposed Description:</p> <p>In this course students learn to use the most common types of radiation monitoring and sampling equipment, through hands on training. Contamination monitoring instrumentation, and air sampling and counting room equipment are emphasized. Three lecture hours and three lab hours per week. Prerequisites: RW 214.</p>							

Course description changes (50 percent or less)

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Dean

Revised 02/15/01



# NEW MEXICO JUNIOR COLLEGE

DEPARTMENT OF CRIMINAL JUSTICE  
Southeastern New Mexico Regional Corrections Academy  
Southeastern New Mexico Regional Law Enforcement Academy

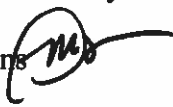
August Fons  
Director  
(505) 392-5305 ext. 358

Law Enforcement  
Dennis Kelley  
(505) 392-5305 ext. 263

Corrections  
Willie Brown  
(505) 392-5305 ext. 270

Paralegal  
Doug Vitt  
(505) 392-5305 ext. 625

## MEMORANDUM

DATE: October 3, 2003  
TO: Dr. Steve McCleery  
FROM: August Fons   
THROUGH: Mickey Best  
SUBJECT: Fee for Law Enforcement Academy Handouts

As of July 2002, we have implemented the new curriculum mandated by the Department of Public Safety for the Basic Law Enforcement Academy. As a result, we have a substantial amount of handouts to be distributed to the cadets. The approximate cost to the institution for printing each set of handouts is \$25.00.

I am requesting that \$25.00 in course fees be added to our current \$200.00 course fee for the Basic Law Enforcement Academy.

Approved  
Richard Fleming  
10-11-02

## Option

KNOW ALL MEN BY THESE PRESENTS:

That Smith's Food & Drug Centers, Inc., hereinafter referred to as "Seller," hereby agrees for and in consideration of Twelve Thousand 00/100 Dollars (\$12,000.00), paid by NEW MEXICO JUNIOR COLLEGE hereinafter referred to as "Buyer," as follows:

Two Thousand 00/100 Dollars (\$2,000.00) upon full execution of this Option and Two Thousand 00/100 Dollars (\$2,000.00) upon each monthly anniversary date thereafter until paid in full.

1. **PROPERTY.** Seller hereby gives and grants to Buyer and to its heirs and assigns for a period of six (6) months from the date this Option is fully executed, hereinafter to as "First Option Period," the exclusive right and privilege of purchasing the following described real property located at 800 West Bender Boulevard, Hobbs, New Mexico together with all rights appurtenant thereto or used in connection therewith. (Said real property and improvements, if any shall hereinafter be referred to as the "Property"). The legal description of the property is:

Parcel 1:

A tract of land located in the Southeast Quarter of Section 21, Township 18 South, Range 38 East, N.M.P.M., Lea County, New Mexico and being more particularly described as follows:

Beginning at a point being N0°02' W 305.65 feet and N89°058' W 37.50 feet from the Southeast corner of said Section 21; thence from this point on the West line of Grimes Street, N00°02' W 455.90 feet; thence N89°57' W 142.50 feet; thence N00°02' W 4.00 feet to a point on the South line of Unit One, North Acres Subdivision; thence N89°57' W along the South line of Unit One, 250.00 feet; thence S0°02' E 566.90 feet to a point on the North Right of Way line of an access Road to State Highway #18; thence S640401 E along this North line, 135.48 feet; thence S81°52' E along this North line, 78.34 feet; thence N00°2' W 175.87 feet; thence S89°57' E 192.50 feet to the point of beginning.

Parcel 2:

A tract of land located in the Southeast Quarter of Section 21, Township 18 South, Range 38 East, N.M.P.M., Lea County, New Mexico and being more particularly described as follows:

Beginning at a point on the North right of way line of an access road to State Highway #18, said point being N00°02' W 198.65 feet and N89°57' W 430.00 feet

from the Southeast corner of said Section 21; thence N00°021' W 566.90 feet to a point on the South line of Unit One, North Acres Subdivision; thence N89°57' W along the South line of Unit One, North Acres Subdivision 20.00 feet; thence S00°02' E 557.45 feet to a point on the North line of the access road; thence S64°40' E 22.13 feet to the point of beginning.

2. **PRICE.** The total purchase price of the Property is Seven Hundred Fifty Thousand 00/100 Dollars (\$750,000.00), payable in lawful money of the United States strictly within the following times, to wit. All sums paid for this option and any extension thereof as herein provided shall be applied on the purchase price.
3. **EXTENSION OF OPTION.** Upon payment by Buyer to Seller of an additional sum of Two Thousand 00/100 Dollars (\$2,000.00), cash or by cashier's check, prior to the expiration of the First Option Period and the next two successive monthly anniversary dates thereafter, shall be extended for three (3) months, hereinafter referred to as "**Second Option Period.**"
4. **EXERCISE OF OPTION.** This option shall be exercised by Buyer providing written notice to Seller on or before the expiration of the "First Option Period," or if extended, the expiration of the "Second Option Period," as the case may be. Notice to exercise this option or to extend the option for a "Second Option Period," whether personally delivered or mailed to Seller at his address as indicated after Seller's signature hereto, by registered or certified mail, postage prepaid, and postmarked on or before such date of expiration, shall be timely and shall be deemed actual notice to Seller. If this option is not exercised on or before the dates specified herein for exercise of same, the option shall expire of its own force and effect and the Seller may retain such option monies as have been paid to the Seller as full consideration for the granting of this option, except if terminated by Buyer pursuant to Paragraph 5(c) or if terminated prior to expiration of the First Option Period. If this option is exercised, the close of escrow shall occur within thirty (30) days of such exercise.
5. **BOARD APPROVAL.** This agreement is contingent upon approval by the New Mexico Junior College Board pursuant to Section 21-13-10 NMSA. The effective date of this agreement shall be the date of approval by the New Mexico Junior College Board.
6. **TITLE/ENVIRONMENTAL.**
  - (A) Title to be conveyed shall be good and marketable title, free and clear of all liens, encumbrances, restrictions, and easements, except for those approved by Buyer in writing ("**Permitted Exceptions**").
  - (B) In the event this option is exercised as herein provided, Seller agrees to

furnish an ALTA Standard Policy of Title Insurance in the name of the Buyer.

- (C) If an examination of the Property or the title should reveal any environmental contamination or any defects or encumbrances in the title, as applicable, Buyer shall notify Seller in writing thereof, and Seller agrees to forthwith take all reasonable action to cure Buyer's objection. If the Seller does not cure said objections within a reasonable time, Buyer may terminate the option and receive a refund of all sums paid by Buyer. Seller agrees to make final conveyance by Special Warranty Deed, subject only to the Permitted Exceptions. If either party fails to perform the provisions of this agreement, the party at fault agrees to pay all costs of enforcing this agreement, or any right arising out of the breach thereof, including a reasonable attorney's fee.
7. **CLOSING ADJUSTMENTS.** All risk of loss and destruction of property and expenses of insurance shall be borne by Seller until date of possession. At time of closing of sale, property taxes, rents, insurance, interest and other expenses of property shall be prorated as of date of possession. All other taxes, including documentary taxes, and all assessments, mortgage liens and other liens, encumbrances or charges against the property of any nature, shall be paid by Seller except: None.
8. **POSSESSION.** Seller agrees to surrender sole and exclusive possession of property on the closing date.
9. **COMMISSION.** The Seller recognized Excess Space, a real estate company (Broker), as the real estate broker with whom Seller listed this property for sale, and Seller agrees to pay a commission to said Broker of six (6) % of the gross sale price. Seller hereby authorizes the agent to withhold such commission from the proceeds of sale at time of closing.
10. **AGENCY DISCLOSURE.** As the time of signing this agreement the agent working with the Buyer is the agent represented by Excess Space who represents the Seller. Each party signing this document confirms that prior written disclosure of agency was provided to him/her in this transaction. Each party has read and understands the contents of the agency disclosure brochure previously received.

IN WITNESS WHEREOF, the Parties hereunto have set their names this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

SMITH'S FOOD & DRUG CENTERS, INC.

By: \_\_\_\_\_

Its: \_\_\_\_\_

Attn: Property Management Department  
1550 S. Redwood Road  
Salt Lake City, Utah 84124

Address of Seller

NEW MEXICO JUNIOR COLLEGE

By: \_\_\_\_\_

Its: Chairman of the Board

5317 North Lovington Highway  
Hobbs, New Mexico 88240

Address of Buyer



# NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 9-30-02

Candidate's name Keith Hurley

Position title Public Relations/Marketing Writer/Editor

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 10-18-02 Standard contract length  12 mos.  9 mos.  other

Funding source NMJC Operating Budget - Public Relations/Marketing

Paid advertising beyond \*standard

(\* 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)

Posted salary range 22,822 - 28,528 Recommended annual salary \$24,000 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-14-140 100%

Recommended and approved by:

[Signature]  
Supervisor

[Signature]  
Dean/Director

[Signature]  
Vice President

[Signature] 5-30-02  
President

Selection Committee Members: Cook, Randy  
Hardison, Lisa  
Oswald, Sam  
Perry, Tim

Comments: Mr. Hurley meets and/or exceeds the requirements for this position.

## **ABBREVIATED RESUME**

### **Position**

Public Relations/Marketing Writer/Editor

### **Personal Data**

Name: Keith D. Hurley

### **Education**

A.A., Wor-Wic Community College, Salisbury, MD, 1997

A.A.S., New Mexico Junior College, Hobbs, NM, 2001

### **Professional Experience**

Self-Employed, Hobbs, NM  
Writer/Designer

1/95 to Present

Lovington Leader, Lovington, NM  
Reporter

1/98 to 1/99

### **Accomplishments/Awards**

200 Words of Less Essay Award, Wor-Wic Community College, 1996-1997  
Outstanding Achievement Award, Wor-Wic Community College, 1996, 1997  
President's Advisory Committee, Wor-Wic Community College, 1996-1997  
Vienna, Maryland Town Commissioner, 1996



# New Mexico Junior College

## Career Opportunities

### Position Announcement • August 2002

**Position Title:** Public Relations/Marketing Writer/Editor

**Position Description:** The Public Relations/Marketing Writer/Editor reports to the Director of College Communications. Duties and responsibilities shall be, but are not limited to, the following: (1) first and foremost, be of service to internal and external customers, answer the telephone in a pleasing and helpful manner and exhibit a positive image for the college; (2) actively participate in advertising and publicity promoting a positive image for New Mexico Junior College; (3) participate in the writing/editing of press releases, radio copy, TV commercial copy, various college publications, and presentations as assigned by the Director of College Communications; (4) assist the Director of College Communications with media tracking and keeping records of media activities (tracking PSA's, advertising, on going features, radio, television, etc.); (5) assist the Director of College Communications with the gathering of information and materials needed to complete PSA's, articles, features, publications, etc.; (6) assist the Director of College Communications with writing articles and seeking information for weekly newsletter, President's Report to the Community, and quarterly community newsletter; (7) realizing that the auspices of the Office of Public Relations/Marketing are deadline and task oriented, work as assigned should be completed in a timely and professional manner. Work assignments may extend into other operational areas within the department; (8) operate and maintain equipment, software and supplies as necessary in the Office of Public Relations/Marketing; (9) assure a consistent professional image reflecting standards as set by the Director of College Communications; (10) serve on committees related to the operations of the department and college mission; (11) participate in regular office operations including filing, and record keeping; (12) communicate regularly with the Director of College Communications; (13) accept other duties as assigned by the Director of College Communications, the Dean of Continuing Education/Community Services, the Vice President for Instruction and/or the President; and (14) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Bachelor's degree in English, Journalism, or a related field from a regionally accredited institution preferred. Writing, communication, problem solving and detailed documentation skills are essential. Must be committed to excellence. NOTE: Computer proficiency is required.

**Salary/Benefits:** This is a twelve-month position. Salary range is \$22,822 to \$28,528 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** September 6, 2002 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 an NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

**"Equal Opportunity Education and Employment"**

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us

## APPLICANT LIST

**Position:** Public Relations/Marketing Writer/Editor


<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Hurley, Keith	Yes	Yes	Start date: pending Board approval.
Cullon, Donna	Yes	No	
Caliendo, Ralph	No	No	Incomplete application materials.
Fisher, Tonya	Yes	No	
Cherryhomes, Gilbert	No	No	
Juarez, Carlos	No	No	Incomplete application materials.
Grogan, Ronda	No	No	

# NEW MEXICO JUNIOR COLLEGE

Upward Bound Program  
5317 Lovington Highway  
Hobbs, NM 88240

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To: Pat Gorman  
Regina Organ  
Lisa Brown

From: Michael Chavez 

Date: September 20, 2002

RE: Department Secretary – Upward Bound

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Having reviewed the applications and completed the interview process for the Department Secretary – Upward Bound. I would like to recommend Cindy Herrera for the vacant position. I would also like to inform you that Cindy Herrera is related to Amparo Salazar (aunt). Amparo works in the Business Office. Pending approval, I would like Cindy Herrera to begin employment on October 18, 2002. Please refer to the 2002-2003 NMJC Employee Handbook page 14.