NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, September 12, 2002
Zia Room - Library
1:30 p.m.

AGENDA

A. Welcome  Mr. Newman
B. Adoption of Agenda  Mr. Newman
C. Approval of Minutes of August 15, 2002  Mr. Newman
D. Correspondence  Mr. Schubert
E. President’s Report  Dr. McCleery
F. New Business
   1. Monthly Expenditures Report  Dan Hardin
   3. Oil and Gas Revenue Report  Dan Hardin
   4. Schedule of Investments  Dan Hardin
   5. Consideration of Bid #926 – Workers’ Compensation Insurance  Dan Hardin
   6. Consideration of President’s Contract  Dr. McCleery
   7. Consideration of Information Technology Capital Request  Bil Kunko
   8. Personnel Consideration – Dir of Learning Communities/Retention  Dr. Fleming
   9. Personnel Consideration – Literacy Coordinator  Dr. Fleming
G. Public Comments  Mr. Newman
H. Announcement of Next Meeting  Mr. Newman
I. Adjournment  Mr. Newman
NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

AUGUST 15, 2002

MINUTES

The New Mexico Junior College Board met on Thursday, August 15, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mrs. Yvonne Williams; Ms. Patricia Chappelle; Mr. Ferrel Caster; Mr. John Hice, Jr.; and Mr. Larry Hanna.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun and Debra Hicks, Pettigrew & Associates.

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

Upon a motion by Mr. Schubert, seconded by Mrs. Williams, the board unanimously approved the minutes of July 19, 2002.

Under President's Report, Dr. McCleery shared with the board the new student handbook/planner. He reported that the college’s fair booth at the Lea County Fair was incredible and had received many accolades. The faculty and staff in-service picnic and softball game was held last evening. Randy Whicker reported that Clinton Mahannah finished third in the nation at the Ford ASSET competition held in Kansas City this summer. Sam Oswald shared a report on the Celebration of the Arts program, as well as the Summer 2002 Enrichment Activities. Dr. McCleery reported that the new Art In Public Places pieces were in the Bob Moran Building and the college would host an open house in the near future. Rich Fleming reported that the summer production “A Midsummers Night’s Dream” was a great success.

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

Donna Richards presented Request For Proposals #71 - Engineering Services for the Redesign of the NMJC Circle Drive and Entrance for Two-Way Traffic. The administration recommended acceptance of the services of Pettigrew and Associates at a cost of $51,136 excluding applicable
Mr. Newman asked Ms. Hicks if she anticipated any additional cost to relocate the utilities at the campus entrance and she responded no. After further discussion and upon a motion by Mr. Schubert, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Ms. Richards presented Bid #924 - Re-surfacing of NMJC Tennis Courts. The administration recommended acceptance of the bid submitted by Ramirez & Sons, Lovington, New Mexico, at a cost of $19,675, excluding applicable gross receipts tax. Upon a motion by Mr. Hice, seconded by Mr. Schubert, the board unanimously accepted the recommendation.

Rich Fleming presented a change to the 2002-2003 Employee Handbook for board consideration. The proposed change comes from the Faculty Senate and affects faculty office hours. The recommended change will address a long-standing concern on campus and will provide for a more equitable working environment among the faculty. Upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously approved the change for the 2002-2003 fiscal year.

Dr. Fleming presented the new Telecommunications Program/ Curriculum. After much discussion and upon a motion by Mr. Hice, seconded by Mrs. Williams, the board unanimously approved the program. Dr. Fleming requested the board approve a $20 course fee for all telecommunications courses. Upon a motion by Ms. Chappelle, seconded by Mr. Schubert, the board unanimously approved the course fee.

Under Personnel Considerations, Dr. Fleming recommended Thomas Schwartz for the Professor of Psychology position with a nine month salary of $34,000. Upon a motion by Ms. Chappelle, seconded by Mr. Hice, the board unanimously approved the employment of Mr. Schwartz, effective August 19, 2002. Regina Organ recommended Kevia Ford for the Coordinator of Intramurals/Student Activities position with an annual salary of $29,000. Upon a motion by Mr. Caster, seconded by Mr. Schubert, the board unanimously approved the employment of Ms. Ford, effective August 16, 2002.

Dr. Mc-Cleery presented Beth Hancock with the Meritorious Award for the support staff along with a $1,000 check from the New Mexico Junior College Foundation.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for September 12, 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 2:55 p.m.
CHAIRMAN

ATTEST: ________________________________

SECRETARY

Others present:

Terry Halladay                Marilyn Jackson
Lynda Knoll                  Anton Green
Steve Davis                  Shelly Murphy
Rich Fleming                 Kay Goad
Lynda Newman                 Brenda Pierce
Robert Bensing               Beth Hancock
Donna Richards               Charley Carroll
Mary Shelton                 Richard Morris
Kelly Holladay               Charlie Adams
Tami James                   Bill Morrill
Renee Wharton                Vera Gilleland
Lisa Brown                   Regina Organ
Sharon Jenkins               Dan Hardin
Cc Nelson                    Sam Oswald
September 12, 2002

New Mexico Junior College Administration
New Mexico Junior College Board
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

Dear Administration and Board Members:

At this time I am notifying you of my resignation from the New Mexico Junior College Board effective September 13, 2002. As most of you know, I am an unopposed candidate for the Lea County Commission. If I am elected, I want NMJC and Lea County to be able to work jointly on projects without any potential conflict of interest.

I want to express to the administration, the staff, the Board, and the community what a pleasure it has been to be associated with New Mexico Junior College. There will always be a soft spot in my heart for NMJC and I hope to be able to serve the college in other capacities in the future. I also look forward to watching a NMJC baseball game or two from the comfortable new bleachers.

I want to encourage New Mexico Junior College to continue to “be bold” in our community, district, and service area. NMJC is vital to our service area educational efforts and economic development efforts and it is crucial that the college be ready and able to provide whatever support we can to our educational efforts and to our economic development opportunities.

Once again, I want to thank you for the opportunity to be associated with this great institution.

Sincerely,

Gary M. Schubert

GMS/gp
To: New Mexico Junior College Board Members
From: Dan Hardin
Date: September 5, 2002
RE: Expenditure and Revenue Reports for August

August is the second month of the 2002/2003 fiscal year, completing approximately 17% of the budget. 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 August is $4,757,010.00 of that $2,029,995.03 are encumbered funds.

Expenditures for August are normal for this time of year. Instruction is less than projected because faculty payroll expense does not start until September. Academic Support has expended 34% 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 16%, which follows the projected budget. Expenditures in Student Activities were higher in August due to the cost for orientation and other activities for the students. Internal Service Departments had higher expenses in August, computer services has encumbered funds for equipment purchases and maintenance and lease agreements. Auxiliary Enterprises consist of the bookstore, dorms and food service, we have encumbered $240,000.00 in the food service area for the contract to Great Western Dining. This accounts for a large percentage of the $424,435.00 expense in Auxiliary Enterprises. Total unrestricted expenditures are at 18% of the budget, which is in line with projected expenditures.

As you look at the expenditures on restricted funds please note that the budgets for some of the grants are not in place as of the end of August. We are getting many of the budgets in and September should reflect a better picture of the Grant budgets for 02/03. The September expense report will reflect the large Pell Grant payout in the restricted student aid that we have each fall.

Institutional funds expended for capital projects total year to date $1,061,397.00, of that number $803,294.91 is encumbered. This 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 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 paid for and completed.

Total expenditures for August were $1,909,810.00

The Revenue generated in August 2002 was $2,728,581.00. This mostly consists of Tuition revenue, the allocation from the state, the oil and gas income, bookstore and housing income, and Pell Grant draw down of $1,152,976.00. The Pell draw down came in the last day of August, but the Pell payout will be reflected in September. New Mexico Junior College does not earn direct revenue from the Pell grant program, it is a draw down and pay out transaction. The students will pay a portion of their Pell funds for tuition, fees, bookstore, housing and food service.

Grant revenue is showing a decrease in revenue of $55,348.00. In August New Mexico Junior College had to return $55,348.00 to the state for unused funds from the New Mexico Works Training program. This grant originated in July of 2000, with the college being awarded up front funds of $187,500.00. This grant was operated by the continuing education department and was used for CDL training, Certified Nursing Assistants, Culinary arts and various other programs. The grant ended on June 30, 2002, and after that time any unused funds had to be returned to the state Human Services agency, which resulted in the return of the $55,348.00

Oil and Gas tax revenue has been increasing. We accrued $288,681.00 for the month of July, and $298,995.00 in August. The August budget for oil and gas was $208,257.00. The equipment revenue through August is $1,102.00, the equipment tax revenue comes mainly in January and February.

The investment report shows an ending balance of $7,825,000.00. Although revenue for August was good, we were not able to send funds to the LGIP because of cash flow needs. The Pell revenue came in on the last day of the month and the Pell payout was done immediately. Also, you will see that we are not reporting interest income on LGIP funds. At the date of this report we have not received the interest report or income for August from LGIP.

In August, Johnson and Miller auditors come in for audit field work. Business office personnel worked closely with the auditors to get information concerning the 2001/2002 fiscal year. The field work for the single audit portion of the audit will be done in September. The single audit is the audit work concerning financial aid and grants.

This is the Financial Report for August 2002.
## NEW MEXICO JUNIOR COLLEGE
### Expenditure Report
#### August 2002

17% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2001-02 Final Year-to-Date Expenditure</th>
<th>2002-03 Year-to-Date Expenditure</th>
<th>Percentage of Budget Expended</th>
<th>Original Year-to-Date Expenditure</th>
<th>2002-03 Year-to-Date Expenditure</th>
<th>Percentage of Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
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<tr>
<td>Instruction and General:</td>
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<tr>
<td>Instruction</td>
<td>4,989,343 617,000 12%</td>
<td>5,012,174 279,498 612,715 12%</td>
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<td>Academic Support</td>
<td>923,206 332,242 36%</td>
<td>890,128 54,872 304,753 34%</td>
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<td>Student Services</td>
<td>991,396 256,446 26%</td>
<td>1,002,233 82,797 180,146 18%</td>
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<tr>
<td>Institutional Support</td>
<td>3,464,841 511,256 15%</td>
<td>3,581,759 222,809 423,858 12%</td>
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<td>Operation &amp; Maintenance of Plant</td>
<td>1,792,502 283,433 16%</td>
<td>1,783,961 204,716 385,948 22%</td>
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<tr>
<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>12,161,188 2,000,379 16%</td>
<td>12,270,255 844,692 1,907,422 16%</td>
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<td>Student Activities</td>
<td>190,485 34,794 18%</td>
<td>155,236 27,822 38,165 25%</td>
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<tr>
<td>Research</td>
<td>0 0 0%</td>
<td>0 0 0 0%</td>
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<tr>
<td>Public Service</td>
<td>5,650 124 2%</td>
<td>0 0 0 0%</td>
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<tr>
<td>Internal Service Departments</td>
<td>981,142 254,801 26%</td>
<td>710,422 62,655 255,015 36%</td>
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<tr>
<td>Student Aid</td>
<td>280,277 116,195 41%</td>
<td>0 8,559 9,079 0%</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>1,162,578 302,251 26%</td>
<td>1,193,795 159,847 424,435 36%</td>
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<td>Athletics</td>
<td>547,879 185,788 34%</td>
<td>562,053 58,550 69,763 12%</td>
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<tr>
<td>Total Current Unrestricted Fund</td>
<td>15,329,199 2,894,630 19%</td>
<td>14,891,761 1,162,125 2,703,879 18%</td>
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<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
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<tr>
<td>Grants</td>
<td>2,236,954 317,012 14%</td>
<td>1,130,538 208,363 494,888 44%</td>
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<tr>
<td>Student Aid</td>
<td>3,300,000 1,429,366 43%</td>
<td>3,064,807 257,342 272,056 7%</td>
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<tr>
<td>Total Current Restricted Fund</td>
<td>5,536,954 1,746,378 32%</td>
<td>5,095,445 465,705 766,944 15%</td>
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<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
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<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
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<tr>
<td>Anonymous Grant</td>
<td>250,000 0 0%</td>
<td>0 0 0 0%</td>
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<tr>
<td>Projects from Institutional Funds</td>
<td>3,325,000 661,840 20%</td>
<td>5,944,312 65,990 1,061,397 18%</td>
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<tr>
<td>Projects from State GOB Funds</td>
<td>1,500,000 583,021 0%</td>
<td>1,212,900 178,239 178,239 15%</td>
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<tr>
<td>Projects from State STB Funds</td>
<td>143,891 143,891 100%</td>
<td>0 0 0 0%</td>
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<tr>
<td>Projects from Other State Funds</td>
<td>6,163 6,163 100%</td>
<td>0 0 0 0%</td>
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<td></td>
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<tr>
<td>Projects from State B R &amp; R</td>
<td>345,546 100,010 29%</td>
<td>327,399 37,751 46,551 14%</td>
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<tr>
<td><strong>Subtotal - Capital and BR&amp;R</strong></td>
<td>5,320,600 1,494,925 28%</td>
<td>7,484,611 261,980 1,286,187 17%</td>
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<tr>
<td><strong>Debt Service</strong></td>
<td></td>
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<tr>
<td>Revenue Bonds</td>
<td>1,470,813 122,902 9%</td>
<td>0 0 0 0%</td>
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</tr>
<tr>
<td><strong>Total Plant Funds</strong></td>
<td>6,791,413 1,628,727 24%</td>
<td>7,484,611 261,980 1,286,187 17%</td>
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<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>17,657,566 6,269,735 23%</td>
<td>27,471,817 1,909,810 4,757,010 17%</td>
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</tr>
</tbody>
</table>
## NEW MEXICO JUNIOR COLLEGE
### Revenue Report
#### August 2002

**17% of Year Completed**

<table>
<thead>
<tr>
<th>Fund</th>
<th>2001-02</th>
<th>2002-03</th>
<th>2001-02</th>
<th>2002-03</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date Revenue</td>
<td>Percentage of Budget Received</td>
<td>Original Budget</td>
</tr>
<tr>
<td></td>
<td>1,244,954</td>
<td>689,646</td>
<td>55%</td>
<td>1,356,355</td>
</tr>
<tr>
<td></td>
<td>7,494,100</td>
<td>1,612,159</td>
<td>22%</td>
<td>7,376,100</td>
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<tr>
<td></td>
<td>2,874,085</td>
<td>694,317</td>
<td>24%</td>
<td>2,940,084</td>
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<tr>
<td></td>
<td>1,900,000</td>
<td>47,056</td>
<td>2%</td>
<td>1,800,000</td>
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<tr>
<td></td>
<td>75,000</td>
<td>25,835</td>
<td>34%</td>
<td>50,000</td>
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<td></td>
<td>294,400</td>
<td>26,026</td>
<td>9%</td>
<td>307,700</td>
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<td>Subtotal - Instruction &amp; General</td>
<td>13,882,539</td>
<td>3,095,030</td>
<td>22%</td>
<td>13,839,239</td>
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<td>43,400</td>
<td>25,231</td>
<td>58%</td>
<td>43,400</td>
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<td>14,000</td>
<td>1,214</td>
<td>9%</td>
<td>10,000</td>
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<td></td>
<td>1,528,300</td>
<td>832,624</td>
<td>54%</td>
<td>1,663,000</td>
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<td></td>
<td>35,100</td>
<td>5,700</td>
<td>16%</td>
<td>35,400</td>
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<td>15,503,339</td>
<td>3,959,799</td>
<td>26%</td>
<td>15,591,039</td>
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<td></td>
<td>2,236,954</td>
<td>19,988</td>
<td>1%</td>
<td>1,130,538</td>
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<td></td>
<td>3,336,485</td>
<td>1,183,138</td>
<td>35%</td>
<td>3,716,407</td>
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<td>5,573,439</td>
<td>1,203,126</td>
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<td>4,846,945</td>
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<td>250,000</td>
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<td></td>
<td>1,500,000</td>
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<td>0%</td>
<td>1,212,900</td>
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<td></td>
<td>143,891</td>
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<tr>
<td></td>
<td>6,163</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>50,000</td>
<td>21,607</td>
<td>43%</td>
<td>105,700</td>
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<td>1,700,054</td>
<td>21,607</td>
<td>1%</td>
<td>1,318,600</td>
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<td></td>
<td>73,164</td>
<td>15,285</td>
<td>21%</td>
<td>0</td>
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<tr>
<td></td>
<td>1,773,218</td>
<td>36,892</td>
<td>2%</td>
<td>1,318,600</td>
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<tr>
<td></td>
<td>22,849,996</td>
<td>5,199,817</td>
<td>23%</td>
<td>21,756,584</td>
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</table>

### CURRENT UNRESTRICTED FUND

### CURRENT RESTRICTED FUND

### PLANT FUNDS

### TOTAL REVENUES
NEW MEXICO JUNIOR COLLEGE  
Oil and Gas Revenue Report  
August 2002

17% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>Distribution</th>
<th>OIL</th>
<th></th>
<th>GAS</th>
<th></th>
<th>COMBINED</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
<td>Lea County MCF sold</td>
<td>Monthly Revenue</td>
<td>2002-03 Original Budget</td>
</tr>
<tr>
<td>May</td>
<td>July</td>
<td>$25.54</td>
<td>3,213,428</td>
<td>$2.93</td>
<td>17,624,734</td>
<td>288,681</td>
<td>208,257</td>
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<tr>
<td>June</td>
<td>August</td>
<td>$22.24</td>
<td>3,318,541</td>
<td>$2.13</td>
<td>19,075,363</td>
<td>298,995</td>
<td>208,257</td>
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<td>July</td>
<td>September</td>
<td></td>
<td></td>
<td>208,257</td>
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<td>(208,257)</td>
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<tr>
<td>August</td>
<td>October</td>
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<td></td>
<td>208,257</td>
<td></td>
<td></td>
<td>(208,257)</td>
</tr>
<tr>
<td>September</td>
<td>November</td>
<td></td>
<td></td>
<td>208,257</td>
<td></td>
<td></td>
<td>(208,257)</td>
</tr>
<tr>
<td>October</td>
<td>December</td>
<td></td>
<td></td>
<td>208,257</td>
<td></td>
<td></td>
<td>(208,257)</td>
</tr>
<tr>
<td>November</td>
<td>January</td>
<td></td>
<td></td>
<td>208,257</td>
<td></td>
<td></td>
<td>(208,257)</td>
</tr>
<tr>
<td>December</td>
<td>February</td>
<td></td>
<td></td>
<td>208,257</td>
<td></td>
<td></td>
<td>(208,257)</td>
</tr>
<tr>
<td>January</td>
<td>March</td>
<td></td>
<td></td>
<td>208,257</td>
<td></td>
<td></td>
<td>(208,257)</td>
</tr>
<tr>
<td>February</td>
<td>April</td>
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<td></td>
<td>208,257</td>
<td></td>
<td></td>
<td>(208,257)</td>
</tr>
<tr>
<td>March</td>
<td>May</td>
<td></td>
<td></td>
<td>208,257</td>
<td></td>
<td></td>
<td>(208,257)</td>
</tr>
<tr>
<td>April</td>
<td>June</td>
<td></td>
<td></td>
<td>208,257</td>
<td></td>
<td></td>
<td>(208,257)</td>
</tr>
</tbody>
</table>

Y.T.D. Production Tax Revenue | 587,676 | 2,499,000 | (1,911,408) |
Y.T.D. Equipment Tax Revenue | 1,102  | 450,000   | (448,898)   |
Total Year-to-Date Oil & Gas and Equipment Tax Revenue | 588,778 | 2,949,000 | (2,360,306) |

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**  
**August 2002**

17% of Year Completed

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount Invested</th>
<th>Date Invested</th>
<th>Maturity Date</th>
<th>Period of Investment (Days)</th>
<th>Account Number</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico</td>
<td>7,825,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Government Investment Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Investments</td>
<td>7,825,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Summary of Current Month's Activity

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning amount</td>
<td>7,825,000</td>
</tr>
<tr>
<td>Plus: deposits</td>
<td>0</td>
</tr>
<tr>
<td>Less: withdrawals</td>
<td>0</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>5,165,440</td>
</tr>
<tr>
<td>Reserves Invested</td>
<td>2,659,560</td>
</tr>
<tr>
<td>Total LGIP Investment</td>
<td>7,825,000</td>
</tr>
</tbody>
</table>

#### Capital Projects 08/31/2002

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Upgrade</td>
<td>25,912.55</td>
</tr>
<tr>
<td>Workforce Training Center</td>
<td>1,191,710.14</td>
</tr>
<tr>
<td>High Tech Start Up</td>
<td>272,477.57</td>
</tr>
<tr>
<td>Docutech</td>
<td>150,000.00</td>
</tr>
<tr>
<td>Vehicles</td>
<td>100,000.00</td>
</tr>
<tr>
<td>CISCO Networking Equipment</td>
<td>5,441.43</td>
</tr>
<tr>
<td>Western Heritage Center</td>
<td>500,000.00</td>
</tr>
<tr>
<td>Drawings and Master Plan</td>
<td>95,234.00</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>266,707.50</td>
</tr>
<tr>
<td>Rodeo Arena</td>
<td>26,542.08</td>
</tr>
<tr>
<td>Dormitory Landscape</td>
<td>46,012.37</td>
</tr>
<tr>
<td>Caster Activity Center HVAC</td>
<td>363,994.99</td>
</tr>
<tr>
<td>Circle Drive</td>
<td>250,000.00</td>
</tr>
<tr>
<td>Dorm Construction</td>
<td>1,600,900.00</td>
</tr>
<tr>
<td>Lea County Beautification</td>
<td>37,560.00</td>
</tr>
<tr>
<td>Parking Lot Seat Coating</td>
<td>56,000.00</td>
</tr>
<tr>
<td>Dorm Recreation Area</td>
<td>106,980.00</td>
</tr>
<tr>
<td>BR&amp;R Carryover</td>
<td>87,817.38</td>
</tr>
</tbody>
</table>

**Total** 5,165,440.01

**NOTE:** Capital projects total does not include encumbered funds.
NEW MEXICO JUNIOR COLLEGE

Invitation To Bid #926

Workers' Compensation Insurance

BOARD DOCUMENTS

Date: September 12, 2002
Prepared by: Donna Richards
Coordinator of Purchasing
NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On August 9, 2002, a legal notice was sent to the following newspapers requesting sealed bids for NMJC Workers' Compensation Insurance, covering time period, September 14, 2002 to September 14, 2003.
   
   1) The Hobbs Daily News Sun
   2) Las Cruces Sun News
   3) Albuquerque Journal

2. Proposal packets were delivered to three (3) potential bidders.

3. Two vendors submitted proposals within the time frame specified by the proposal package. One vendor attended the bid opening.

4. The Business Office has evaluated the bids received and a recommendation is shown on the following page.
NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

Two vendors responded to Invitation to Bid #926:

Daniels Insurance, Inc.
Leavell Insurance, Inc.

Responses to the Invitation are shown below:

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid</th>
<th>Specifications Met</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniels Insurance</td>
<td>$154,561.00</td>
<td>Yes</td>
<td>Coverage to be assigned to NM Mutual Casualty or Mountain States Mutual.</td>
</tr>
<tr>
<td>Leavell Insurance</td>
<td>$158,948.00</td>
<td>Yes</td>
<td>Coverage to be assigned to NM Mutual Casualty or Mountain States Mutual.</td>
</tr>
</tbody>
</table>

The NMJC Business Office recommends acceptance of the bid submitted by Daniels Insurance, Inc. Hobbs, NM, with an annual premium of **$154,561.00** for Workers’ Compensation Insurance.

**Source of Funding:** 2002/2003 Fiscal Year

<table>
<thead>
<tr>
<th>Account #: 1-2272-14400</th>
<th>Amount:  $154,561</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget: $ 56,000</td>
<td></td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #926
Workers’ Compensation Insurance

Daniels Insurance proposes to provide to NMJC services as specified below:

- Policy Period will be for one year as follows –
  o September 14, 2002 through September 14, 2003
  o NMJC reserves the right to renew coverage for up to three additional years, one
    year at a time.

- Specifications:

<table>
<thead>
<tr>
<th>Type of Claim</th>
<th>Deductible</th>
<th>Liability Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodily Injury by Accident</td>
<td>$500.00</td>
<td>$100,000 each accident</td>
</tr>
<tr>
<td>Bodily Injury by Disease</td>
<td>$500.00</td>
<td>$500,000 policy limit</td>
</tr>
<tr>
<td>Bodily Injury by Disease</td>
<td>$500.00</td>
<td>$100,000 each employee</td>
</tr>
</tbody>
</table>

- Coverage to be assigned to either New Mexico Mutual Casualty Co. or Mountain States
  Mutual Insurance Co. at a cost of $154,561.00. This quote is subject to rules and
  regulations of the New Mexico Assigned Risk Plans and the rules regarding participation
  in the plan.

- Payment plan of 20% down and 11 monthly reports with monthly payment.
EMPLOYMENT AGREEMENT

This Agreement effective the ___ day of July, 2002, between New Mexico Junior College (hereinafter referred to as "College"), and Dr. Steve McCleery (hereinafter referred to as "McCleery"), WITNESSETH:

WHEREAS, College desires to employ McCleery in the capacity of President of New Mexico Junior College and McCleery desires to attain such position;

NOW, THEREFORE, it is mutually agreed as follows:

1. Employment. College agrees to employ McCleery and McCleery accepts employment as President of New Mexico Junior College to perform such functions, duties and responsibilities as imposed upon him from time to time by the laws of the State of New Mexico relating to the organization and operation of community colleges, as well as such duties and functions as are now or may hereafter be imposed from time to time by action of the College Board. McCleery shall be responsible for interpreting and enforcing the College Employee Handbook.

2. Term. The term of this Agreement is for one (1) year effective July 1, 2002, and terminating June 30, 2003. It is specifically understood between the parties that nothing contained in this Agreement shall be construed to guarantee or imply an expectation of continued employment with the College beyond the term of this contract.

3. Compensation. College shall pay to McCleery a total compensation of NINETY EIGHT THOUSAND DOLLARS ($98,000.00), payable in twelve (12) equal installments. Said monthly payment shall be less taxes and deductions for benefits. McCleery shall have all fringe benefits afforded other college employees.

4. Travel. The parties acknowledge that McCleery will be required to travel on College business from time to time. A college vehicle has been assigned to McCleery for his use on college business. All travel outside Lea County, New Mexico must be approved by the Chairman of the Board or such other person as designated by the Chairman. All approved travel expenditures, regardless of funding source, shall be reimbursed in accordance with the current rates in the New Mexico Per Diem and Mileage Act. McCleery shall be reimbursed for travel as any other employee of the College. McCleery may travel to and from work in his assigned College vehicle.

5. Vacation. McCleery shall receive fifteen (15) days paid vacation. The time of such vacation is to be determined between the Chairman of the Board and McCleery. McCleery shall be given credit for accrual of vacation days previously earned as any other employee of the College.

6. Sick Leave. McCleery is entitled to receive all accumulated sick leave as any other employee of the College.
7. **Employee Handbook.** It is specifically agreed between the parties that the employee handbook does not apply to McCleery unless otherwise provided for in this Agreement. McCleery’s entire employment relationship with the College is solely governed by the provisions of this Agreement.

8. **Holiday Leave.** McCleery shall be entitled to all official school holiday leave as any other employee of the College.

9. **Group Health Insurance, Group Life Insurance and Disability Income Plan.** McCleery shall be entitled to participate in the group health insurance, group life insurance, accidental death insurance program and disability income plan, as any other employee of the College.

10. **New Mexico Educational Retirement Board.** McCleery may participate as a regular member in salary deduction payments as required by the New Mexico Educational Retirement Board. New Mexico Junior College does not participate in Social Security payroll deductions. McCleery will be eligible to participate in any retirement plan, if established by the College, as any other employee of the College.

11. **Employment of Relatives.** Employment of relatives by McCleery shall be done only with approval of the Board of the College.

12. **Health and Personal Emergency Leave.** McCleery may take leave without pay under the terms and conditions established in the Family and Medical Leave Act. McCleery’s leave of absence without pay will be treated as any other employee of the College. McCleery shall be allowed up to (2) two working days for personal leave without a deduction in pay for reasons other than health.

13. **Workers’ Compensation.** McCleery is an “employee” of the College and he is provided coverage for on the job injuries within the meaning, terms and conditions of the New Mexico Workers’ Compensation Act.

14. **Jury Duty.** If McCleery is subpoenaed for jury duty, he shall be granted temporary leave with pay during the period of jury service. Remuneration to the College for jury duty (exclusive of mileage) shall be submitted by McCleery to the Business Office by the next regular pay period following the jury duty service or receipt of jury duty remuneration, whichever comes first. McCleery shall remit to the Business Office only that portion of jury duty pay attributable to hours compensated by the College.

15. **Termination of Agreement.** This Agreement may be terminated by the college board with or without cause for any act or event which in the opinion of the college board is detrimental to the general welfare of the College.
If the College terminates the Agreement, at any time during the term of the contract, McCleery shall be paid six months salary in lump sum. McCleery has no right to further liquidated damages for any subsequent years.

Signed this____ day of September, 2002, and effective as of July 1, 2002.

NEW MEXICO JUNIOR COLLEGE

By ____________________________  ____________________________
   Monty Newman, Chairman               Dr. Steve McCleery
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Candidate's name: April D. Burt

Position title: Director of Learning Communities/Retention

☐ 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: 9/23/02  Standard contract length: ☑ 12 mos. ☐ 9 mos. ☐ other

Funding source: 25% Institutional 75% Grant

Paid advertising beyond *standard: Albuquerque Journal, Lubbock Avalanche

(* Standard: The Hobo 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: $25,821-$32,276  Recommended annual salary: $30,000  Prorated salary: ☑ yes, ☐ no

Account number(s) with respective % allocation(s): 3-2042-43-821 75% 1-2042-13-370 25%

Recommended and approved by:

 Supervisor: Mary Jackson  Dean/Director: Mary Jackson
 Vice President:  President: Steve McCall

Selection Committee Members:

Vic Berner
Steve Davis
Lynda Newman
Robert Turner

Comments: Ms. April Burt meets and/or exceeds the minimum qualifications for this position.
ABBREVIATED RESUME

Position
Director of Learning Communities/Retention

Personal Data
Name: April D. Burt

Education
B.S., West Texas A&M University, Canyon, TX, 1996
M.A., West Texas A&M University, Canyon, TX, 2000

Professional Experience
West Texas A&M University, College Station, TX
Campus-Wide Coordinator for Alcohol and Drug Education Programs 9/00 to 6/01

Angelo State University, San Angelo, TX
Area Coordinator for Staff Development and Training 8/98 to 7/00

West Texas A&M University, Canyon, TX
Assistant Area Coordinator 8/96 to 8/98

Organizations/Awards
BACCHUS and GAMMA, 2000-2001
Community Initiatives, 2000-2001
Deans of the Round Table, 1996-1998
FACT Calling Committee, 2000-2001
Food Committee, 1998-2000
Fund-Raiser Committee, 1998-2000
Health Committee, 1998-2000
Homecoming Committee, 1996-2000
International Students Association
NCAAW, 2000-2001
Recruitment Committee, 1998-2000
Residence Hall Association, 1998-2000
Safe Spring Break, 2000-2001
Student-Conflict Mediation Committee, 1997-1998
summer Conference Committee, 1998-2000
Texans Standing Tall, 2000-2001
Work-a-thon Committee, President, 1996-1998
**Position Announcement - June, 2002 (revised 6-25-02, revised 7-22-02)**

**Position Title:** Director of Learning Communities/Retention

**Position Description:** The Director of Learning Communities/Retention is a full-time position funded by Title V grant appropriations, and is under direct supervision of the Dean of Transitional Studies. The duties and responsibilities shall be, but are not limited to, the following: (1) develop and facilitate student retention activities through learning communities, mentoring, and other activities; (2) provide workshops for NMJC faculty and staff on strategies to ensure student success; (3) teach one or more classes of freshman orientation (student success) each semester; (4) develop and oversee a student learning center/writing center; (5) work closely with grant and institutional personnel to work with new student retention systems such as a computerized referral and tracking system, and other activities; (6) accept other duties as assigned by the Dean of Transitional Studies; and (7) 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:** Bachelor’s Degree in Education or related field from a regionally accredited institution is required. Master’s degree in Education or related field from a regionally accredited institution is preferred. Desire strong written and verbal communication skills; teaching experience, preferably in a community college setting; sensitivity to and experience with ethnically, economically, and culturally diverse population.

**Salary/Benefits:** This is a 12-month professional position funded through a Title V grant and the institution. Starting salary range is $25,821 to $32,276 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

**Application Deadline:** August 23, 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 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) 392-5259 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us
Position Announcement • June, 2002 (revised 6-25-02)

Position Title: Director of Learning Communities/Learning Skills Center

Position Description: The Director of Learning Communities/Learning Skills Center is a full-time position funded by Title V grant appropriations, and is under direct supervision of the Dean of Transitional Studies. The duties and responsibilities shall be, but are not limited to, the following: (1) work closely with the Title V Activity Coordinator, Director of Student Information Tracking/Institutional Research and the Title V Director to design, develop, and test new Student Retention Systems including orientation, advising systems and procedures, assessment/course placement, referral and tracking, learning communities, Freshman seminar, and mentoring opportunities and procedures; (2) coordinate activities with the Director of Guidance and Counseling; (3) design and develop materials related to student interventions including workshop/seminar materials and culturally diverse student and staff population; (4) ensure all materials and systems are appropriate for a culturally diverse students and staff population; (5) facilitate student workshops and seminars designed to intervene for the purposes of student success and retention; (6) provide training workshops for student services personnel and faculty on new intervention strategies and procedures; (7) work closely with the Activity Coordinator and the Title V Director to ensure that project objectives are met in a timely and effective manner; (8) may teach one or two courses each semester; (9) develop and oversee learning skills center; (10) accept other duties as assigned by the Dean of Transitional Studies; and (11) 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: Bachelor's Degree in Education or related field from a regionally accredited institution is required. Master's degree in Education or related field from a regionally accredited institution is preferred. Desire strong written and verbal communication skills; experience in teaching developmental classes in a community college setting; sensitivity to and experience with ethnically, economically and culturally diverse population in a community college setting; experience with assessment/course placement policies for community college and experience with career and academic counseling in a community college setting. Computer proficiency required. Ability to communicate in both English and Spanish highly preferred.

Salary/Benefits: This is a 12-month professional position funded through a Title V grant. Continuation of the position depends on grant/institutional funding. Starting salary range is $25,821 to $32,276 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: July 12, 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 NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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Position Announcement • June, 2002

Position Title: Director of Learning Communities/Learning Skills Center

Position Description: The Director of Learning Communities/Learning Skills Center is a full-time position funded by Title V grant appropriations, and is under direct supervision of the Dean of Transitional Studies. The duties and responsibilities shall be, but are not limited to, the following: (1) work closely with the Title V Activity Coordinator, Director of Student Information Tracking/Institutional Research and the Title V Director to design, develop, and test new Student Intervention Systems including orientation, advising systems and procedures, assessment/course placement, referral and tracking, learning communities, Freshman seminar, and mentoring opportunities and procedures; (2) coordinate activities with the Director of Guidance and Counseling; (3) design and develop materials related to student interventions including workshop/seminar materials and culturally diverse student and staff population; (4) ensure all materials and systems are appropriate for a culturally diverse students and staff population; (5) facilitate student workshops and seminars designed to intervene for the purposes of student success and retention; (6) provide training workshops for student services personnel and faculty on new intervention strategies and procedures; (7) work closely with the Activity Coordinator and the Title V Director to ensure that project objectives are met in a timely and effective manner; (8) may teach one or two courses each semester; (9) develop and oversee learning skills center; (10) accept other duties as assigned by the Dean of Transitional Studies; and (11) 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: Master's Degree in Education or related field from a regionally accredited institution is required. Desire strong written and verbal communication skills; experience in teaching developmental classes in a community college setting; sensitivity to and experience with ethnically, economically and culturally diverse population in a community college setting; experience with assessment/course placement policies for community college; experience with career and academic counseling in a community college setting; and computer proficiency. Ability to communicate in both English and Spanish highly preferred.

Salary/Benefits: This is a 12-month professional position funded through a Title V grant. Continuation of the position depends on grant/institutional funding. Starting salary range is $25,821 to $32,276 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: July 5, 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 NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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

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"Equal Opportunity Education and Employment"
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 9/4/02

Candidate's name  Teena Rainwater-Kinabrew

Position title  Literacy Coordinator

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

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

Effective date of employment  9/16/02  Standard contract length ☑ 12 mos.  ☐ 9 mos.  ☐ other

Funding source  100% ABE grant funds (reimbursed 50% by Lea County Literacy Alliance)

Paid advertising beyond *standard  Hobbs News-Sun

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

Posted salary range  $17,829 - 26,743  Recommended annual salary  26,743  Prorated salary  ☐ yes  ☑ no

Account number(s) with respective % allocation(s)  100% 3-2042-43-129

(Employment date through June 30)

Recommended and approved by:

Supervisor  Marilyn Jackson  9-4-02  President  Steve McCleney

Vice President

Selection Committee Members:  Dianne Marquez  Bob Strasner  Patsy Lewis

Comments: Ms. Rainwater-Kinabrew meets or exceeds the minimum requirements for this position
ABBREVIATED RESUME

Position
Literacy Coordinator

Personal Data
Name: Teena Rainwater-Kinabrew

Education
A.A., Trinity Valley Community College, Athens, TX, 1989
A.S., Trinity Valley Community College, Athens, TX, 1991
B.A., University of Texas at Tyler, Tyler, TX, 1992

Professional Experience
JC Penney Co., Odessa, TX
Senior Department Manager
2/99 to 10/01

JC Penney Co., Hobbs, NM
Department Manager
10/97 to 1/99

JC Penney Co., Palestine, TX
Management Trainee
3/97 to 10/97

JC Penney Co., Athens, TX
Merchandising Assistant
7/95 to 3/97

Kerens ISD, Kerens, TX
Teacher
1992 to 1995

Organizations/Awards
Merchandiser of the Year, 2000
Texas Teacher Certificate
Position Announcement • July 2002

Position Title: Literacy Coordinator

Position Description: This position is under direct supervision of the Dean of Transitional Studies and the Literacy Alliance Executive Committee. Duties and responsibilities include, but are not limited to, the following: (1) supervise Lea County Literacy Alliance activities, office and personnel; (2) cooperate and coordinate with United Way and other agencies; (3) recruit volunteer tutors and students through community outreach; (4) maintain a database for tracking information; (5) participate in literacy council board meetings; (6) prepare a monthly report regarding status of all on-going projects; (7) work to set up one-on-one tutoring, work site literacy, and family literacy programs countywide; (8) perform other duties as assigned by the Dean of Transitional Studies; and (9) 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: Bachelor’s Degree in Education or related field from a regionally accredited institution is required. Desire strong written and verbal communication skills; teaching experience preferred. Computer proficiency required. Needs to be able to interact with diverse population. Bi-lingual in English/Spanish preferred. This position requires a highly motivated, self-directed person.

Salary/Benefits: This is a 12-month professional position funded through New Mexico Junior College ABE grant funds and the Lea County Literacy Alliance. Starting salary range is $17,829 to $22,286 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: August 23, 2002, at 5:00 p.m. MDT. To ensure consideration, all application material must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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

“Equal Opportunity Education and Employment”
5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us
**APPLICANT LIST**

**Position:** Literacy Coordinator

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Jones, Kevin</td>
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<td>Incomplete application materials.</td>
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<td>Rainwater-Kinabrew, Teena</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: pending Board approval.</td>
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<tr>
<td>Evans, Derelle</td>
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<td>Lehnert, Angela</td>
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<td>Weaver, Vicki</td>
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<td>Rohloff, Debra</td>
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<td>Sanchez, Salomon</td>
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<td>Garza, Sandra</td>
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<td>Boyden, Melanie</td>
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<td>Bernal, Elizabeth</td>
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<td>Mundy, Rachelle</td>
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