

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, September 25, 2008

**Zia Room - Library**

1:30 p.m.

## AGENDA

- |   |                |
|---|----------------|
| A. Welcome  | Larry Hanna    |
| B. Adoption of Agenda   | Larry Hanna    |
| C. Approval of Minutes of August 21, 2008                                     | Larry Hanna    |
| D. President's Report   | Steve McCleery |
| E. New Business   |                |
| 1. Monthly Expenditures Report  | Dan Hardin     |
| 2. Monthly Revenue Report   | Dan Hardin     |
| 3. Oil and Gas Revenue Report   | Dan Hardin     |
| 4. Schedule of Investments  | Dan Hardin     |
| 5. Consideration of Cosmetology Transcript Fee                                | John Gratton   |
| 6. Consideration of Five Year Academic Plan                                   | John Gratton   |
| 7. Consideration of Bid #1017 – Fitness Equipment                             | Josh Morgan    |
| 8. Consideration of Bid #1018 – Welding Equipment                             | Josh Morgan    |
| 9. Consideration of RFP #102 – Purchase of Public Education Television Equip. | Josh Morgan    |
| 10. Personnel Consideration – Coordinator of Purchasing                       | Dan Hardin     |
| 11. Personnel Consideration – CDL Instructor – 12 Month Faculty Position      | Jeff McCool    |
| 12. Personnel Consideration – Program Planner – Continuing Education          | Jeff McCool    |
| F. Public Comments  | Larry Hanna    |
| G. Closure of Open Meeting  | Larry Hanna    |
| H. Announcement of Next Meeting   | Larry Hanna    |
| I. Adjournment  | Larry Hanna    |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

AUGUST 21, 2008

### MINUTES

The New Mexico Junior College Board met on Thursday, August 21, 2008, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; and Mr. Guy Kesner. Not present were Mr. Ron Black and Mrs. Yvonne Williams.

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

Upon a motion by Mr. Jones, seconded by Mr. Kesner, the agenda was unanimously adopted.

Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the minutes of July 17 and August 7, 2008.

Under *President's Report*, Calvin Smith gave an update on the Western Heritage Museum.

*Under New Business*, Dan Hardin presented the July financial reports and with a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for July, 2008.

Dr. McCleery presented the two capital projects requests to be submitted to the Higher Education Department. The first request is for funding for the construction of an Equine Instructional Center in the amount of \$5,000,000. The second request is for Infrastructure (roofing) in the amount of \$2,597,000. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the capital projects requests.

Dr. McCleery presented a Research & Public Service Projects request to be submitted to the Higher Education Department. The request is for

\$1,026,180 in additional Athletic funding to support two new sports - Men's track and Women's volleyball. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the RPSP request.

Dr. McCleery presented a request to remodel Harold Runnels Hall. The request includes a Facility Build proposal for the remodel and a Block House proposal for furniture replacement, which is a total estimated cost of \$756,312.21. He requested that \$775,000 be moved from reserves. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously approved the request.

Bill Morrill presented a request for an Emergency Notification System and security cameras. The total cost of the project is \$137,731.84. He also requested an additional \$50,000 be moved from the West Texas ITV capital project account to the existing line item of \$100,000 to cover this cost. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the requests.

Jeff McCool presented a proposed Associate of Applied Science in Energy Technology degree. The new degree has been developed in response to industry needs and will help meet the needs for potential entry and technician level workers. Upon a motion by Mrs. Vinson, seconded by Mr. Jones, the Board unanimously approved the new degree.

Josh Morgan presented Request for Proposals #100 – Uniform & Towel Service. The administration recommended accepting the proposal submitted by AmeriPride Linen & Apparel Services, Inc. for an annual amount of \$5,693.31. Upon a motion by Ms. Chappelle, seconded by Mr. Kesner, the Board unanimously accepted the recommendation.

Mr. Morgan presented Request for Proposals #101 – Temporary Contract Labor. The administration recommended accepting the services of Its Quest Inc. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously accepted the recommendation.

John Gratton recommended Ms. Donnie Hayes for the Professor of Nursing position at a nine month salary of \$48,899. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Hayes, effective August 29, 2008.

Dan Hardin recommended Mr. Joshua Morgan for the Accountant (Controller) position at an annual salary of \$47,450. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Morgan, effective September 1, 2008.

Dr. McCleery recommended Ms. Christina Kunko for the Accountant/Controller – New Mexico Junior College Foundation position at an annual salary of \$46,332. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Kunko, effective September 2, 2008.

Dr. McCleery recommended Ms. Felicitas Munoz for a Custodian position. Ms. Munoz is related to Raul Munoz – Custodian. Upon a motion by Ms. Chappelle, seconded by Mr. Kesner, the Board unanimously accepted the recommendation.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for September 25, 2008, beginning at 1:30 p.m.

Upon a motion by Mr. Jones, seconded by Mr. Kesner, the board meeting adjourned at 5:20 p.m.

---

# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

---

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

From: Dan Hardin

Date: September 16, 2008

RE: Expenditure and Revenue Reports for August

---

August is the second month of the 2008/2009 fiscal year. The Expenditure report reflects funds expended and encumbered. Total current unrestricted funds expended year-to-date is \$3,367,610.00. In reviewing the unrestricted fund expenditures some funds have a higher percentage of expenditures through August. These areas have expenditures that are tied to the beginning of the fall semester. Student Aid is awarded at the beginning of the fall and spring semesters. In Auxiliary Enterprises, the Bookstore has large expenditures in cost of goods sold for textbooks and other items for the fall semester. In Athletics, grant-in-aid has been awarded for the student athletes. In the restricted funds year-to-date we have expended \$1,134,252.00 as we have the semi annual financial aid payout to the students. There will be more large expenditures in restricted financial aid in September as the remaining portion of the Pell payout is posted.

The expenditures and/or encumbrances for the month in the Plant funds were \$402,281.00, with the year-to-date total of \$3,092,687.00.

Total year-to-date expenditures through the month of August are \$7,789,335.00, which reflects the encumbrances for the various capital projects, the restricted fund expenditures, and the unrestricted expenditures.

The revenue for the month in Current Unrestricted Funds is \$3,386,505.00. This revenue consists of tuition and fees, the state appropriation, oil and gas, and auxiliary enterprises. In the restricted funds we received \$835,696.00 from Grant and restricted student aid drawdown. Total revenue for the month of August is \$4,222,201.00, with the year-to-date revenue totaling \$6,849,367.00.

The Oil and Gas report has the revenue for July of \$1,267,202.00 and the monthly accrual for August of \$350,000.00 for a total year-to-date of \$1,617,202.00.

In the Investment report there is \$12,125,000.00 in the LGIP. \$1,000,000.00 was brought in during the month of August.

---

The audit for the College is moving along, the auditors will be at the College at the end of September for the completion of the audit.

This is the Financial Report for August 2008.

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**August 2008**

17% of Year Completed

| Fund  | 2007-08           |                                     |                               | 2008-09           |                                |                                     |                               |
|---|-------------------|-------------------------------------|-------------------------------|-------------------|--------------------------------|-------------------------------------|-------------------------------|
|   | Final Budget      | Year-to-Date Expended or Encumbered | Percentage of Budget Expended | Budget            | Current Expended or Encumbered | Year-to-date Expended or Encumbered | Percentage of Budget Expended |
| <b>CURRENT UNRESTRICTED FUND</b>            |                   |                                     |                               |                   |                                |                                     |                               |
| Instruction and General:                    |                   |                                     |                               |                   |                                |                                     |                               |
| Instruction                                 | 6,641,948         | 1,231,681                           | 19%                           | 7,371,893         | 645,274                        | 1,061,080                           | 14%                           |
| Academic Support                            | 2,005,099         | 385,526                             | 19%                           | 2,351,467         | 227,080                        | 387,946                             | 16%                           |
| Student Services                            | 1,224,638         | 170,346                             | 14%                           | 1,305,672         | 128,363                        | 223,811                             | 17%                           |
| Institutional Support                       | 5,099,773         | 391,629                             | 8%                            | 5,580,592         | 217,794                        | 415,564                             | 7%                            |
| Operation & Maintenance of Plant            | 2,384,052         | 320,536                             | 13%                           | 2,589,680         | 202,325                        | 362,365                             | 14%                           |
| <b>Subtotal - Instruction &amp; General</b> | <b>17,355,510</b> | <b>2,499,718</b>                    | <b>14%</b>                    | <b>19,199,304</b> | <b>1,420,836</b>               | <b>2,450,766</b>                    | <b>13%</b>                    |
| Student Activities                          | 183,378           | 30,366                              | 17%                           | 187,894           | 16,366                         | 24,841                              | 13%                           |
| Research                                    | 0                 | 0                                   | 0%                            | 0                 | 0                              | 0                                   | 0%                            |
| Public Service                              | 0                 | 0                                   | 0%                            | 0                 | 0                              | 0                                   | 0%                            |
| Internal Service Departments                | 417,170           | 7,860                               | 2%                            | 522,061           | 41,016                         | 63,260                              | 12%                           |
| Student Aid                                 | 431,468           | 201,873                             | 47%                           | 440,772           | 177,415                        | 182,186                             | 41%                           |
| Auxiliary Enterprises                       | 1,590,711         | 634,197                             | 40%                           | 1,647,007         | 363,433                        | 399,649                             | 24%                           |
| Athletics                                   | 847,127           | 197,673                             | 23%                           | 982,770           | 220,887                        | 246,908                             | 25%                           |
| <b>Total Current Unrestricted Fund</b>      | <b>20,825,364</b> | <b>3,571,687</b>                    | <b>17%</b>                    | <b>22,979,808</b> | <b>2,239,953</b>               | <b>3,367,610</b>                    | <b>15%</b>                    |
| <b>CURRENT RESTRICTED FUND</b>              |                   |                                     |                               |                   |                                |                                     |                               |
| Grants                                      | 1,061,879         | 162,976                             | 15%                           | 1,220,314         | 144,087                        | 249,357                             | 20%                           |
| Student Aid                                 | 4,000,000         | 1,218,647                           | 30%                           | 4,000,000         | 990,165                        | 1,079,681                           | 27%                           |
| <b>Total Current Restricted Fund</b>        | <b>5,061,879</b>  | <b>1,381,623</b>                    | <b>27%</b>                    | <b>5,220,314</b>  | <b>1,134,252</b>               | <b>1,329,038</b>                    | <b>25%</b>                    |
| <b>PLANT FUNDS</b>                          |                   |                                     |                               |                   |                                |                                     |                               |
| Capital Outlay / Bldg. Renewal & Repl.      |                   |                                     |                               |                   |                                |                                     |                               |
| Projects from Institutional Funds           | 11,582,284        | 6,751,720                           | 58%                           | 9,017,203         | 398,237                        | 1,793,726                           | 20%                           |
| Projects from State GOB Funds               | 1,823,684         | 153,070                             | 8%                            | 1,461,280         | 0                              | 297,503                             | 20%                           |
| Projects from State STB Funds               | 0                 | 0                                   | 0%                            | 1,485,000         | 0                              | 602,637                             | 41%                           |
| Projects from General Fund                  | 521,194           | 28,542                              | 5%                            | 54,082            | 0                              | 0                                   | 0%                            |
| Projects from Private Funds                 | 467,802           | 31,027                              | 7%                            | 485,049           | 4,044                          | 398,821                             | 82%                           |
| Projects from State ER&R                    | 453,587           | 0                                   | 0%                            | 493,624           | 0                              | 0                                   | 0%                            |
| Projects from State BR&R                    | 1,517,325         | 0                                   | 0%                            | 793,505           | 0                              | 0                                   | 0%                            |
| Projects from Auxiliary BR&R                | 19,147            | 0                                   | 0%                            | 23,286            | 0                              | 0                                   | 0%                            |
| <b>Subtotal - Capital and BR&amp;R</b>      | <b>16,385,023</b> | <b>6,964,359</b>                    | <b>43%</b>                    | <b>13,813,029</b> | <b>402,281</b>                 | <b>3,092,687</b>                    | <b>22%</b>                    |
| Debt Service                                |                   |                                     |                               |                   |                                |                                     |                               |
| Revenue Bonds                               | 0                 | 0                                   | 0%                            | 0                 | 0                              | 0                                   | 0%                            |
| <b>Total Plant Funds</b>                    | <b>16,385,023</b> | <b>6,964,359</b>                    | <b>43%</b>                    | <b>13,813,029</b> | <b>402,281</b>                 | <b>3,092,687</b>                    | <b>22%</b>                    |
| <b>GRAND TOTAL EXPENDITURES</b>             | <b>42,272,266</b> | <b>11,917,669</b>                   | <b>28%</b>                    | <b>42,013,151</b> | <b>3,776,486</b>               | <b>7,789,335</b>                    | <b>19%</b>                    |

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**August 2008**

17% of Year Completed

**2007-08**

**2008-09**

| Fund  | Final Budget      | Year-to-date Revenue | Percentage of Budget Received | Budget            | Current Revenue  | Year-to-date Revenue | Percentage of Budget Received |
|---|-------------------|----------------------|-------------------------------|-------------------|------------------|----------------------|-------------------------------|
| <b>CURRENT UNRESTRICTED FUND</b>                  |                   |                      |                               |                   |                  |                      |                               |
| <b>Instruction and General:</b>                   |                   |                      |                               |                   |                  |                      |                               |
| Tuition and Fees                                  | 3,137,649         | 1,644,811            | 52%                           | 3,259,000         | 469,168          | 1,576,730            | 48%                           |
| State Appropriations                              | 7,990,100         | 1,051,883            | 13%                           | 8,299,600         | 816,582          | 1,457,690            | 18%                           |
| Advalorem Taxes - Oil and Gas                     | 5,200,000         | 1,046,569            | 20%                           | 5,200,000         | 1,267,202        | 1,617,202            | 31%                           |
| Advalorem Taxes - Property                        | 2,800,000         | 45,583               | 2%                            | 3,100,000         | 30,143           | 30,143               | 1%                            |
| Interest Income                                   | 285,000           | 56,856               | 20%                           | 508,252           | 54,274           | 60,647               | 12%                           |
| Other Revenues                                    | 229,100           | 34,679               | 15%                           | 246,100           | 22,514           | 69,844               | 28%                           |
| <b>Subtotal - Instruction &amp; General</b>       | <b>19,641,849</b> | <b>3,880,381</b>     | <b>20%</b>                    | <b>20,612,952</b> | <b>2,659,883</b> | <b>4,812,256</b>     | <b>23%</b>                    |
| Student Activities                                | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Public Service                                    | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Internal Service Departments                      | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Auxiliary Enterprises                             | 2,240,048         | 1,025,127            | 46%                           | 2,331,600         | 700,247          | 1,035,105            | 44%                           |
| Athletics   | 189,100           | 6,517                | 3%                            | 320,500           | 26,375           | 52,750               | 16%                           |
| <b>Total Current Unrestricted</b>                 | <b>22,070,997</b> | <b>4,912,025</b>     | <b>22%</b>                    | <b>23,265,052</b> | <b>3,386,505</b> | <b>5,900,111</b>     | <b>25%</b>                    |
| <b>CURRENT RESTRICTED FUND</b>                    |                   |                      |                               |                   |                  |                      |                               |
| Grants  | 1,061,879         | 322,826              | 30%                           | 1,220,314         | 246,646          | 246,646              | 20%                           |
| Student Aid                                       | 4,000,000         | 836,693              | 21%                           | 4,000,000         | 589,050          | 702,610              | 18%                           |
| <b>Total Current Restricted</b>                   | <b>5,061,879</b>  | <b>1,159,519</b>     | <b>23%</b>                    | <b>5,220,314</b>  | <b>835,696</b>   | <b>949,256</b>       | <b>18%</b>                    |
| <b>PLANT FUNDS</b>                                |                   |                      |                               |                   |                  |                      |                               |
| <b>Capital Outlay / Bldg. Renewal &amp; Repl.</b> |                   |                      |                               |                   |                  |                      |                               |
| Projects from State GOB Funds                     | 1,678,672         | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Projects from State STB Funds                     | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Projects from General Fund                        | 521,194           | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Projects from Private Funds                       | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Interest Income                                   | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| <b>Total Plant Funds</b>                          | <b>2,199,866</b>  | <b>0</b>             | <b>0%</b>                     | <b>0</b>          | <b>0</b>         | <b>0</b>             | <b>0%</b>                     |
| <b>GRAND TOTAL REVENUES</b>                       | <b>29,332,742</b> | <b>6,071,544</b>     | <b>21%</b>                    | <b>28,485,366</b> | <b>4,222,201</b> | <b>6,849,367</b>     | <b>24%</b>                    |



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### August 2008

17% of Year Completed

|   |                          | OIL              |                         | GAS              |                        | COMBINED           |                               |                                    |
|---|--------------------------|------------------|-------------------------|------------------|------------------------|--------------------|-------------------------------|------------------------------------|
| Sales   | Month of<br>Distribution | Price<br>per BBL | Lea County<br>BBLs sold | Price<br>per MCF | Lea County<br>MCF sold | Monthly<br>Revenue | 2006-07<br>Original<br>Budget | Variance<br>Over (Under)<br>Budget |
| Actual  | July                     | \$114.17         | 3,061,229               | \$11.67          | 16,203,348             | 1,267,202          | 350,000                       | 917,202                            |
| Accrual   | August                   |                  |                         |                  |                        | 350,000            | 350,000                       | 0                                  |
| Accrual   | September                |                  |                         |                  |                        |                    |                               | 0                                  |
| Accrual   | October                  |                  |                         |                  |                        |                    |                               | 0                                  |
| Accrual   | November                 |                  |                         |                  |                        |                    |                               | 0                                  |
| Accrual   | December                 |                  |                         |                  |                        |                    |                               | 0                                  |
| Accrual   | January                  |                  |                         |                  |                        |                    |                               | 0                                  |
| Accrual   | February                 |                  |                         |                  |                        |                    |                               | 0                                  |
| Accrual   | March                    |                  |                         |                  |                        |                    |                               | 0                                  |
| Accrual   | April                    |                  |                         |                  |                        |                    |                               | 0                                  |
| Accrual   | May                      |                  |                         |                  |                        |                    |                               | 0                                  |
| Accrual   | June                     |                  |                         |                  |                        |                    |                               | 0                                  |
| <b>Y.T.D. Production Tax Revenue</b>                              |                          |                  |                         |                  |                        | <b>1,617,202</b>   | <b>700,000</b>                | <b>917,202</b>                     |
| <b>Y.T.D. Equipment Tax Revenue</b>                               |                          |                  |                         |                  |                        | <b>0</b>           | <b>0</b>                      | <b>0</b>                           |
| <b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b> |                          |                  |                         |                  |                        | <b>1,617,202</b>   | <b>700,000</b>                | <b>917,202</b>                     |

*Source: New Mexico Taxation and Revenue Department*

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### August 2008

17% 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<br>Local Government Investment Pool | 12,125,000        | N/A           | N/A           | N/A                         | 7102-1348      | 2.49%         | 27,391          |
| <b>Total investments</b>                                | <u>12,125,000</u> |               |               |                             |                |               | <u>27,391</u>   |

| Summary of Current Month's Activity |             |
|-------------------------------------|-------------|
| Beginning amount                    | 13,125,000  |
| Plus: deposits                      | 0           |
| Less: withdrawals                   | (1,000,000) |
| Capital Projects                    | 8,229,017   |
| Reserves Invested                   | 3,895,983   |
| Total LGIP Investment               | 12,125,000  |

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Capital Projects</b>           | <b>8/31/2008</b>    |
| Technology Upgrade                | 334,668.99          |
| Workforce Training Center         | 25,337.29           |
| High Tech Start Up                | 13,346.40           |
| Vehicles                          | 49,374.08           |
| Drawings & Master Plan            | 12,805.63           |
| Baseball Field                    | 48,296.28           |
| Rodeo Arena                       | 142,264.79          |
| Dormitory Landscape               | 1,622.23            |
| Millen Fence/Landscape            | 139,070.49          |
| JASI                              | 167,533.66          |
| Computer Equipment Rebates        | 6,546.85            |
| Marketing                         | 49,932.06           |
| Equestrian Center                 | 450,000.00          |
| Flooring Repair                   | 4,670.92            |
| Student Housing Construction      | 770,654.95          |
| Testing Center Remodel            | 1,450,000.00        |
| Frame & Door Replacement          | 150,000.00          |
| Campus Village Development Proj   | 21,475.47           |
| Continuing Education              | 16,991.00           |
| Landscaping                       | 42,959.81           |
| Facility Painting                 | 21,508.05           |
| Millen Drive Signalization        | 95,000.00           |
| Electrical Upgrade                | 543,600.50          |
| Campus Signage                    | 38,120.00           |
| Campus Paving                     | 223,037.82          |
| Roof Replacement                  | 273,531.64          |
| Interior Lighting-Energy Retrofit | 73,532.47           |
| WHM-Consultant                    | 65,000.00           |
| Workforce Training-Landscape      | 300,000.00          |
| Old Dorms Renovation              | 1,053,874.47        |
| CDL Truck Driving Program         | 43,262.14           |
| Bulk Fuel                         | 1,604.31            |
| Millen Dr. Sewer & Water          | 53,218.82           |
| Board Room                        | 25,000.00           |
| Concrete Upgrade                  | 47,922.91           |
| Campus Construction               | 351,110.03          |
| Oil & Gas Training Center         | 290,575.59          |
| Workforce Training/Outreach       | 3,354.43            |
| Infrastructure                    | 19,444.33           |
| Professional Writing/Publishing   | 50,000.00           |
| Public Sector                     | 7,351.53            |
| Campus Security                   | 150,000.00          |
| Caster Bleachers                  | 100,000.00          |
| Caster Old CHOF Remodel           | 300,000.00          |
| Track/Arena Area Enhancement      | 69,867.13           |
| Roadway Entrance-Rodeo/CDL        | 60,000.00           |
| Lumens Software-Distance Learning | 5,000.00            |
| Welding Lab                       | 50,000.00           |
| Copler Replacement                | 12,917.66           |
| Workforce Training Contingency    | 3,632.41            |
| <b>Total</b>                      | <b>8,229,017.14</b> |

NOTE: Capital projects total does not include encumbered funds



## Cosmetology

# Memo

**To:** Dr. Mary Jane Ward, Dean of Careers & Technology  
**From:** Maria Vick  
**Date:** August 14, 2008  
**Re:** Request for charging fee for Transcript of Hours of Cosmetology

---

I would like to present to the board that the students be charge a \$10.00 fee for transcript of hours of Cosmetology. The New Mexico Board of Barbers and Cosmetologist no longer will be providing this service for individuals transferring to different schools. The fee is listed in our rules and regulations handbook from the board as not to exceed \$50.00.

The amount of time involved in the research of the hours is the rational for this fee.

Thank you!

**REQUEST FOR TRANSCRIPT OF COSMETOLOGY HOURS**

- Official Copy**
- Student copy**

**Send Transcript of Hours to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is the last semester that you attended?** \_\_\_\_\_  
\_\_\_\_\_

| <b>Last Name</b> | <b>First Name</b> | <b>Initial</b> | <b>Maiden Name</b> |
|------------------|-------------------|----------------|--------------------|
|------------------|-------------------|----------------|--------------------|

**Current Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sign Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Transcript Fee: \$ 10.00**

**New Mexico Junior College Cosmetology  
5317 Lovington Hwy  
Hobbs New Mexico, 88240  
(575) 492-2850**

# REQUEST FOR TRANSCRIPT

*Analysis*



COSMETOLOGY DEPARTMENT  
5317 LOVINGTON HWY  
HOBBBS, NEW MEXICO 88240

Check all that apply:

Transcript of hours

OFFICIAL COPY

Send After Final Grades

Date \_\_\_\_\_

Send transcript to: \_\_\_\_\_

Are you attending NMJC this semester? Yes  No  If no, last semester attended \_\_\_\_\_

Last Name

First Name

Initial

Maiden Name

Current Address

After first transcript  \$10.00 due

Social Security No. \_\_\_\_\_

Sign Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Please notify NMJC if you have difficulties in transferring NMJC credit.



**New Mexico Regulation and Licensing Department  
BOARDS AND COMMISSIONS DIVISION**

**Board of Barbers and Cosmetologists**

Toney Anaya Building • 2550 Cerrillos Road • Santa Fe, New Mexico 87508  
(505) 476-4690 • Fax (505) 476-4668 • www.rld.state.nm.us/barber\_cosmo

**APPLICATION FOR CERTIFICATE OF REGISTRATION**

*Type or print in black ink only.*

The application must be filed with the Board of Barbers and Cosmetologists within 15 calendar days of enrollment in a Barber, Cosmetology, Electrology, or Specialty school, and must be accompanied by a copy of high school diploma or proof of two (2) years of high school or equivalent thereof, proof of age, and registration fee of \$15 in accordance with the Barbers and Cosmetologists Act. *We accept Visa, MasterCard, money orders and cashiers checks.*

NEW MEXICO JUNIOR COLLEGE HOBBS

School Name (Location if necessary)

*Marcia Elena Vink*

School Manager/ Owner Signature

|   |   |  |  |
|---|---|--|--|
| Indicate your course of study (check one):  |   |  | <input type="checkbox"/> Cosmo Cross-Over  |
| <input type="checkbox"/> 1600 Cosmetologist | <input type="checkbox"/> 350 Manicurist-Pedicurist  | <input type="checkbox"/> 1000 Esth/ Instructor       | <input type="checkbox"/> Barber Cross-Over |
| <input type="checkbox"/> 1200 Barber        | <input type="checkbox"/> 600 Manicurist-Esthetician | <input type="checkbox"/> Elect/ Instructor           | <input type="checkbox"/> CFC Program       |
| <input type="checkbox"/> 600 Esthetician    | <input type="checkbox"/> 1000 Cosmo/ Instructor     | <input type="checkbox"/> Mani/Pedi Instructor        | <input type="checkbox"/> Re-Fresher Course |
| <input type="checkbox"/> 600 Electrology    | <input type="checkbox"/> 1000 Barber/Instructor     | <input type="checkbox"/> Mani-Esthetician Instructor | <input type="checkbox"/> Re-Registration   |

Date of registration \_\_\_\_\_, 20\_\_\_\_ Course scheduled to begin: \_\_\_\_\_, 20\_\_\_\_

Name of applicant (print) \_\_\_\_\_ Social Security Number \_\_\_\_\_ Telephone number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Previous Barber, Cosmetology, Electrology or Specialty School attended \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

Have you officially withdrawn from the school?  Yes  No

Proof of High School Education:  
 Diploma  Transcript  GED  Letter from School w/letterhead  Other

Are you licensed in the Barber/Cosmetology field in another state?  Yes  No  
State \_\_\_\_\_ License Number \_\_\_\_\_

*This form must be signed in the presence of a Notary Public.*

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_ being first duly sworn, deposes and says that he/she is the person submitting the following applications and has read and understands this form as completed. I hereby swear that all the information and documentation submitted are true and correct.

STATE OF NEW MEXICO County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ A.D.

Signature of Notary Public/ My Commission Expires \_\_\_\_\_

Notary Seal

School Seal

# **New Mexico Junior College**

## **Five Year Academic Plan**

### **Program Review Process**

New Mexico Junior College follows a consistent policy in its consideration of termination of existing programs and the possibility of recommending the creation of new program areas. During the spring semester of each school year, the President and the Vice President for Instruction conduct an extensive appraisal of the status of every college program. Using the final enrollment reports for the past three years, an evaluation of enrollment trends are studied for every college program. The college makes every attempt to salvage diminishing programs by analyzing the curriculum and also by studying employment possibilities across the state and region to determine the viability of continuing said programs. However, programs that continue to demonstrate further drops in enrollment with no indications of increased numbers are targeted for discontinuation and a recommendation to that extent is delivered to the college's Board of Trustees. In the past three years, NMJC has discontinued academic offerings in agriculture and computer graphics. Although no additional academic programs are currently slated for discontinuation, the process of appraising all academic programs will continue annually.

### **New Program Implementation**

The college follows an extensive investigative procedure in studying the feasibility of starting new academic programs. National and state enrollment trends are continually analyzed to determine the employment trends and the need for additional instructional programs. Each time a new academic program is recommended a thorough survey of the community and prospective students is conducted by the college's Institutional Research department. The tabulated results are delivered to an advisory committee comprised of community leaders and college personnel for their consideration. Additionally, the advisory committee is apprised of similar programs existing in New Mexico, West Texas, and across the nation. Whenever possible, visits to these institutions or other institutions with similar programs are scheduled so that the advisory committee can be made aware of "best practices" in said programs. After all investigative procedures have been completed and the advisory committee is in agreement that the proposed program would be viable and of value to NMJC then a proposal is presented to the college's Board for their consideration and the NMHED is notified of the college's desire to apply for a new academic program.

### **Planned Programs**

In the next five years, New Mexico Junior College has plans to initiate three new academic programs. Initial steps have already been taken and NMHED has been informed of our intent to apply in 2008 – 2009 for the addition of an Associate of Applied Science degree in Energy Technology. Additionally, preliminary steps have been taken in the investigation of the feasibility of adding an Associate of Applied Science in Equine/Racetrack Management which is scheduled for implementation in 2010 – 2011. Finally, in the next year the college will begin studying the possibility of adding Associate of Applied

Science degree programs in Travel and Tourism/Hospitality and Hotel Management which would be implemented in 2011 – 2012.

**Future Plans**

The college has initiated preliminary steps in investigating the possibility of starting an Entrepreneur program for high school and college students interested in small business opportunities but a firm date of implementation has not been resolved.

|                             |       |
|-----------------------------|-------|
| _____                       | _____ |
| Chief Academic Officer      | Date  |
| _____                       | _____ |
| President                   | Date  |
| _____                       | _____ |
| Chairman, Board of Trustees | Date  |



NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1017

Fitness Equipment

BOARD DOCUMENTS

Date: September 25, 2008  
Prepared by: Joshua Morgan  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On September 9, 2008, legal notices were sent to the following three newspapers requesting sealed bids for the purchase of fitness equipment:  
  
Albuquerque Journal  
Hobbs Daily News Sun  
Las Cruces Sun News
2. Bid packets were sent to eight potential bidders.
3. Three bidders submitted their bid within the time frame specified by the bid package. No bidders were present at the opening.
4. The Business Office and the Athletic Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to the Invitation were: Fitness Specialist, Odessa TX, Nautilus Inc., Frisco, TX, and Promaxima Fitness, Houston, TX.

The Administration recommends acceptance of the bid submitted by Nautilus of Frisco, TX in the amount of \$35,923.47.

The bid response results are shown on page 4. (Tabulation Summary)

Source of Funding: - FY 2008/2009

Equipment Renewal & Replacement

Account #: 12105 - 3121 - 73102 - 211



NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #102

Purchase of Public Education Television Equipment

BOARD DOCUMENTS

Date: September 25, 2008  
Prepared by: Joshua Morgan  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On September 10, 2008, a legal notice was sent to the following newspapers requesting sealed proposals for the purchase of public education television equipment:
  - 1) Hobbs Daily News Sun
  - 2) Albuquerque Journal
  - 3) Las Cruces News Sun
2. Two proposals were submitted in compliance with the opening date and time.
3. No bidders were present at the opening.
4. The Evaluation Committee has evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE  
Evaluation and Recommendations  
Board Documents

The bidders responding to the RFP were:

D. Co Marketing, Inc., Laguna Niguel, CA  
TV Pro Gear, Glendale, CA

The proposals were evaluated by an evaluation committee, comprised of David Jett, Assistant Director of Public Relations & Marketing, Bill Kunko, Director of Computer Information Systems, Vicki Vardeman, Director of Public Relations & Marketing, Oscar Vigil, Coordinator of Network Systems, and Amanda Wier, Videographer/Writer Public Relations & Marketing.

The Administration recommends acceptance of the proposal submitted by D. Co Marketing, Inc. for \$44,350.00. The tabulation results are shown on page 4.

Source of Funding: FY 2008/2009 Technology Upgrade  
Account # 91501-4002-73102-911  
Available Budget: \$329,107.77  
Amount: \$44,350.00

NEW MEXICO JUNIOR COLLEGE

Tabulation Summary

Board Documents

| Companies Responding   | Cost         | Points Section I | Points Section II | Points Section III | Points Section IV | Points Section V | Total Points Awarded |
|------------------------|--------------|------------------|-------------------|--------------------|-------------------|------------------|----------------------|
| D. Co. Marketing, Inc. | \$44,350.00  | 300              | 285               | 240                | 73                | 72               | 970                  |
| TV Pro Gear            | \$207,614.57 | 64               | 125               | 240                | 58                | 58               | 545                  |

Points for Cost are based on the RFP formula: Vendor A has the lowest proposal cost of \$5,000 and Vendor B has a proposal cost of \$6,000; to arrive at Vendor B's points:  $\$5,000/\$6,000 = .833 \times 150 = 125$  points assigned to Vendor B's points

Evaluation Committee:

David Jett, Assistant Director of Public Relations and Marketing  
 Bill Kunko, Director of Computer Information Systems  
 Vicki Vardeman, Director of Public Relations and Marketing  
 Oscar Vigil, Coordinator of Network Systems  
 Amanda Wier, Videographer/Writer Public Relations and Marketing

Evaluation Criteria

Section I: Cost (300 points)  
 Section II: Equipment/Software (300 points)  
 Section III: Experience (250 points)  
 Section IV: References (75 points)  
 Section V: Methodology/Tools Employed (75 points)



## NEW MEXICO JUNIOR COLLEGE

### SPECIFICATIONS

#### Board Documents

This section contains specifications and relevant information offers should use for the preparation of their proposals.

Offerors should respond as described to each specification. The responses along with the required supporting material will be evaluated and awarded points accordingly.

1. New Mexico Junior College (NMJC) is requesting proposals for television equipment for a public educational institution to broadcast information relative to its mission, vision, and goals. The equipment and software will allow NMJC to create professional looking videos to broadcast on its television channel. Live video feeds to the channel will also be a function of this television broadcasting equipment. The equipment and software will allow NMJC to schedule videos, presentation graphics programs, and other types of media at different times. The successful Offeror will install and implement the hardware and software and train employees of the institution how to use all features of the equipment. Maintenance and support of the equipment must be a part of the proposal.
2. The successful Offeror must provide equipment and software that is "User-Friendly" and be able to adequately support the hardware and software.
3. The successful Offeror must include in the proposal information stating the length of time the company has been in business and the number of years of experience they have in relation to the person's proposed duties under this contract.
4. The successful Offeror must submit a minimum of five (5) client references from similar projects, with name, address, and the phone number of a primary contact for each of these projects in order for NMJC to verify the offeror's participation and performance on that project.
5. The successful Offeror must submit a general outline of techniques which will be utilized for the completion of the project and any other relevant information for NMJC to properly evaluate the services specified in this proposal.

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 9-19-08

Candidate's name Carla D. Brown

Position title Coordinator of Purchasing

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 10-1-08\* Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard None

(\*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 \$32,247 to \$40,309 Recommended annual salary \$36,016 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 4001 61301 132 100%

Recommended and approved by:

Supervisor

Vice President

Dean/Director

President

Selection Committee Members: Beth Hancock – Executive Assistant to the Vice President for Finance

Dan Hardin – Vice President for Finance

Joshua Morgan – Accountant (Controller)

Comments: Ms. Brown, with a BA. in Business and Accounting and more than 9 years applicable experience, meets and/or exceeds the minimum requirements for this position.

\*Pending background check.

## **ABBREVIATED RESUME**

### **Position**

Coordinator of Purchasing

### **Personal Data**

Name: Carla D. Brown

### **Education**

B.A.A., Eastern New Mexico University, Portales, NM, 2007

Major: Business/Accounting

A.A., New Mexico Junior College, Hobbs, NM, 2005

Major: Business Administration

### **Professional Experience**

Pam Lackey, CPA, Lovington, NM

Bookkeeper/Accountant

Bookkeeper

8/07 to Present

4/02 to 8/07

Southeastern Real Estate, Lovington, NM

Part-time Realtor/Associate Broker

7/05 to Present

Compton Real Estate, Lovington, NM

Part-time Associate Broker

4/05 to 7/05

Smith Services, Lovington, NM

Part-time Bookkeeper

7/03 to 7/07

### **Honors and Awards**

Top Accounting Student, NMJC, 2003-2004

Top Economics Student, NMJC, 2004-2005

Dean's List, eight semesters

Graduated Summa cum Laude, Eastern New Mexico University, Portales, NM

### **Professional Organizations**

National Association of Realtors



# New Mexico Junior College

## Career Opportunities

### Position Announcement • August 2008

**Position Title:** Coordinator of Purchasing

**Position Description:** The Coordinator of Purchasing shall be responsible to the Vice President for Finance. The duties and responsibilities of the Coordinator of Purchasing shall be, but not limited to, the following: 1) Review and approve purchases of the College for adherence to all State and Federal laws applicable to governmental purchasing as well as internal College policies; 2) Ensure appropriate and thorough documentation of all purchases for audit purposes; 3) Confirm sufficient budget balances prior to processing requisitions; 4) Coordinate with institutional and grant department heads on purchasing issues and recommend solutions; 5) Provide training to College faculty and staff on current policies and procedures; 6) Be knowledgeable and current on the State of New Mexico Procurement Code, Department of Finance & Administration rules and regulations relating to propriety of expenditures, and all other authoritative statutes and regulations applicable to purchasing; 7) Issue purchase orders in an expedient manner. Regularly review the outstanding purchase order report to monitor the status of unfulfilled orders. Possess some knowledge of SCT/Banner administrative software for the finance module for accounting, purchasing, and other general business office operations; 8) Establish and foster relationships with vendors. Be able to maintain procurement contract files and access procurement websites for GSA, State, joint bid and cooperative purchasing contracts; 9) Work to achieve efficiency in spending budget dollars by voluntarily locating additional vendor sources; 10) Recommend procedural methods to the Vice President for Finance to streamline purchasing where possible; 11) Forward major and minor equipment procurement information to Inventory Control Specialist so items may be tagged and added to the NMJC inventory database; 12) Initiate, coordinate and prepare formal Invitations to Bid, Requests for Quotations, Requests for Proposals, and Requests for Information. Prepare and place legal ads in appropriate newspapers to attract competitive bids and proposals. Conduct bid and proposal openings. Tabulate results and make award recommendations to the Vice President for Finance. Prepare and make presentations to the NMJC Board for consideration and approval of bids and proposals. Organize and maintain permanent bid files, with thorough documentation, for audit purposes; 13) Perform New Mexico Higher Education Department (NMHED) reports when requested; 14) Prepare accounting reports and reconciliations as requested by the Vice President for Finance; 15) Serve as a backup in the Business Office; 16) Maintain current written procedures in assigned areas of responsibility; 17) Accept other duties and special project assignments as necessary from the Vice President for Finance; 18) Serve on college committees as assigned by the Vice President for Finance or the President; 19) Participate in a process of personal and professional improvement; 20) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 21) 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 Business Administration from a regionally accredited institution preferred. Two to four years of related experience is required. Supervisory experience and working knowledge of public funds, accounting systems, auditing and technical writing is highly desirable. Ability to work effectively with NMJC staff and the public is required. Computer proficiency required.

**Salary/Benefits:** The Coordinator of Purchasing is a twelve-month professional position. Starting salary is \$32,247 to \$40,309 depending upon education and experience. Standard NMJC benefits apply.

**Application Deadline:** Opened until filled. To ensure consideration, all application materials must be received as soon as possible.

**To Apply:** Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and phone numbers to:

**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, religion, sex, sexual orientation, national origin, age, disability, or veteran status.

**"Equal Opportunity Education and Employment"**

5317 Lovington Highway, Hobbs, NM, 88240 • Phone (575)492-2793 • Fax: (575)492-2796 • Toll Free: 1-800-657-6260 • E-mail: mhernandez@nmjc.edu

## APPLICANT LIST

### **Position: Coordinator of Purchasing**

| <b><u>Applicant</u></b> | <b><u>Interview</u></b> | <b><u>Offer</u></b> | <b><u>Remarks</u></b>               |
|-------------------------|-------------------------|---------------------|-------------------------------------|
| Bedwell, Denise E.      | No                      | No                  |                                     |
| Villegas, Elizabeth     | No                      | No                  |                                     |
| Hernandez, Ahida        | No                      | No                  |                                     |
| Brown, Carla D.         | Yes                     | Yes                 | Start date: Pending Board approval. |

**NEW MEXICO JUNIOR COLLEGE**  
**Personnel Recommendation for Board Consideration**

The following candidate is being recommended for employment as follows:

Date September 17, 2008

Candidate's name Phillip A. Bedwell

Position title CDL Instructor - 12 month faculty position

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 \*10/01/2008      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard none

(\*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 \$38,696 to \$48,371      Recommended annual salary \$ 41,200      Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2909 61301 104

Recommended and approved by:

  
Supervisor

  
  
Dean/Director  
President

Vice President

- Selection Committee Members:** Jeff McCool - Dean of Training & Outreach  
Terri Blandin - Executive Assistant - Training & Outreach  
Randy Cook - Director of Transportation and Safety Training  
Don Hancock - CDL Trainer

Comments: Mr. Bedwell with more than eleven years of applicable experience, meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### Position

CDL Instructor

### Personal Data

Name: Phillip A. Bedwell

### Professional Experience

|  |                      |
|--|----------------------|
| Center for Transportation Safety, Longview, TX<br>CDL Instructor     | 3/31/2008 to Present |
| Valcom Drive Leasing, Inc., LaVergne, TN<br>Over the Road Driver     | 11/2007 to 02/2008   |
| T.E.A.M. Trucking, Clarksville, TN<br>Dump Driver                    | 03/2007 to 09/2007   |
| Barr Nunn, Granger, IA<br>Over the Road Driver                       | 11/2006 to 03/2007   |
| Ryder Logistics, Miami, FL<br>Over the Road Driver                   | 06/2005 to 11/2006   |
| TNT Logistics, Southfield, MI<br>Driver/Moffitt operator             | 05/2004 to 06/2005   |
| Northern Warehousing, Inc., Elmira, MI<br>Driver                     | 09/2003 to 03/2004   |
| Star Truck Rentals, Inc., Grand Rapids, MI<br>Mechanic/Driver        | 04/2000 to 09/2003   |
| Santita Trucking, Inc., Fayetteville, NM<br>Over the Road Driver     | 11/1999 to 03/2000   |
| Thomas Brothers Nursery (TBN), Cameron, NC<br>Diesel Mechanic/Driver | 06/1997 to 11/1999   |
| World Shell & Service<br>Auto Repair Technician                      | 07/1995 to 05/1997   |
| Lewis Truck & Towing Service<br>Wrecker Driver                       | 03/1987 to 06/1995   |

### Certifications:

State of New Mexico CDL Driver License



# New Mexico Junior College

---

## Career Opportunities

### Position Announcement • June 2008

**Position Title:** CDL Instructor

**Position Description:** This position reports to the Dean of Training and Outreach. Duties and responsibilities shall be, but are not limited to, the following: 1) Assist the Coordinator of Transportation Training in the development, planning, and promotion of CDL programs; 2) Assist with curriculum development for CDL training and other related programs; 3) Instruct the classroom and driving portions of the CDL Truck Driving Academy and other related programs; 4) Develop and locate appropriate instructional resources such as textbooks, PowerPoint presentations, and videos/DVDs; 5) Organize instructional materials, classroom, and lab setting to meet industry standards; 6) Assess student learning; 7) Maintain student records; 8) Conduct routine maintenance and service of equipment; 9) Manage inventory associated with the CDL Truck Driving Academy; 10) Actively seek opportunities to partner with entities to promote enrollment in CDL training programs; 11) Maintain safe storage of equipment designated for CDL programs; 12) Attend professional training as directed by the Coordinator of Transportation Training or the Dean; 13) Perform any other duties assigned by the Dean to further the mission of the Training and Outreach Division or New Mexico Junior College; 14) Participate in a process of continual personal and professional improvement; 15) Actively participate in the institutional goals and objectives designed to support the mission of the college; 16) Serve on college committees as assigned; and, 17) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior college.

**Qualifications:** High school diploma or GED required, associates degree preferred. Preference will be given to candidates with 5 or more years of CDL driving experience. Current Class A CDL License is required. Must have communication, problem solving, and organizational skills. CDL training experience is preferred. Some travel, evenings, or weekends may be required. Must be committed to excellence and promoting success through learning. **NOTE: Computer proficiency is required.**

**Salary/Benefits:** This is a twelve-month faculty position. Salary range is based on NMJC 12-month faculty schedule and is commensurate with education and experience.

**Application Deadline:** Open until filled. To ensure consideration, all application materials must be received as soon as possible.

**To Apply:** Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts and/or certifications, and eight (8) personal references with current phone numbers and addresses:

**Human Resources  
New Mexico Junior College  
1 Thunderbird Circle  
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, religion, sex, sexual orientation, national origin, age, disability, or veteran status. Qualified applicants are encouraged to apply.

**"Equal Opportunity Education and Employment"**

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (505) 492-2793 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehernandez@nmjc.edu



## APPLICANT LIST

**Position:** CDL Instructor

| <b><u>Applicant</u></b> | <b><u>Interview</u></b> | <b><u>Offer</u></b> | <b><u>Remarks</u></b>       |
|-------------------------|-------------------------|---------------------|-----------------------------|
| Stout, Michael D.       | Yes                     | Yes                 | Declined position           |
| Bedwell, Phillip A.     | Yes                     | Yes                 | Start date: October 1, 2008 |
| Jenkins, Gary T.        | No                      | No                  |                             |

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date September 17, 2008

Candidate's name Selma E. Granado

Position title Program Planner – Continuing Education

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 \*10/01/2008      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard none

(\*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 \$32,247 to \$40,309      Recommended annual salary \$ 34,472      Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2903 61301 104

Recommended and approved by:

Jeff McCool  
Supervisor

Jeff McCool  
Dean/Director

Steve McCool  
President

Vice President

Selection Committee Members: Jeff McCool – Dean of Training & Outreach

Darrik Lasater – Workforce Training Coordinator

Steve Saucedo – Workforce Training Coordinator

Barbara Summers – Administrative Assistant – Dean of Training & Outreach

Comments: Ms. Granado, with a B.B.A. in management and more than thirteen years of applicable experience, meets

and/or exceeds the minimum requirements for this position.

\*Pending background check

## **ABBREVIATED RESUME**

### **Position**

Program Planner – Continuing Education

### **Personal Data**

Name: Selma E. Granado

### **Education**

B.B.A., College of the Southwest, Hobbs, NM, 2006  
Major: Management, Minor: Marketing

A.A.S., New Mexico Junior College, Hobbs, NM, 2002

Certificate, New Mexico Junior College, Hobbs, NM, 1984  
Secretarial Science

### **Professional Experience**

Jim D. Koontz & Associates, Inc, Hobbs, NM 04/2004 to Present  
Administrative Assistant

Anderson Travel, Hobbs, NM 11/1985 to 4/2004  
Travel Consultant/Bookkeeper

Lovington Daily Leader, Lovington, NM 11/1984 to 11/1985  
Production

### **Certifications:**

Associated Schools of America – Travel Agent Certification, 1984

### **Community Service**

C.C.D. Coordinator at St. Thomas Catholic Church, Lovington, NM



# New Mexico Junior College

---

## Career Opportunities

### Position Announcement • August 2008

**Position Title:** Program Planner - Continuing Education

**Position Description:** This position reports to the Dean of Training & Outreach. Duties and responsibilities shall be, but are not limited to, the following: 1) Create and maintain a program of community education consisting of non-credit and special topics courses, workshops, seminars, and teleconferences; 2) Develop, implement, and maintain course offerings with emphasis areas in senior adult and youth programs; 3) Ensure all employee paperwork is completed for community education instructors; 4) Be a part of the creative team in the division of Training & Outreach; 5) Assist with the promotion and advertising of community education programs through various media; 6) Coordinate with the Dean of Training & Outreach to prepare and submit to the Marketing Department: news releases related to people, programs, courses, enrollment, special activities, and events associated with the division of Training & Outreach; 7) Attend division staff meetings and report progress on activities relating to job responsibilities; 8) Participate in a process of continual personal and professional improvement; 9) Actively participate in the institutional goals and objectives designed to support the mission of the college; 10) Serve on college committees as assigned; and, 11) 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:** A Bachelor's degree from a regionally accredited institution required, and a minimum of two years experience related to customer service/marketing preferred. The desirable candidate will possess excellent communication skills; a high level of organizational skills; a professional personal demeanor; ability to perform duties with minimal supervision; and a commitment to excellence and promoting/obtaining success through learning. Note: Computer proficiency required.

**Salary/Benefits:** This is a twelve-month position. Salary range is \$32,247 to \$40,309. The salary is commensurate with education and experience. Standard NMJC benefits apply.

**Application Deadline:** Open until filled. To ensure consideration, all application materials must be received as soon as possible.

**To Apply:** Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment) and eight references with current addresses and telephone numbers to:

**Human Resources  
New Mexico Junior College  
1 Thunderbird Circle  
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, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified applicants are encouraged to apply.

**"Equal Opportunity Education and Employment"**

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2793 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehemandez@nmjc.edu

## APPLICANT LIST

**Position:** Program Planner – Continuing Education

| <b><u>Applicant</u></b> | <b><u>Interview</u></b> | <b><u>Offer</u></b> | <b><u>Remarks</u></b>       |
|-------------------------|-------------------------|---------------------|-----------------------------|
| Grano, Sara E.          | Yes                     | No                  |                             |
| Perry, Sonya L.         | Yes                     | No                  |                             |
| Granado, Selma          | Yes                     | Yes                 | Start date: October 1, 2008 |
| Cranfill, Angela R.     | No                      | No                  |                             |
| Burt, Franklin T.       | Yes                     | No                  |                             |
| Ward, Douglas T.        | No                      | No                  |                             |
| Miller, Amber D.        | No                      | No                  |                             |
| Bedwell, Denise E.      | No                      | No                  |                             |
| Bell, Diana L.          | No                      | No                  |                             |
| Gonzalez, Ana D.        | No                      | No                  | Incomplete                  |