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
  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.
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 $3,387,610.00. 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

<table>
<thead>
<tr>
<th>Fund</th>
<th>2007-08 Year-to-Date</th>
<th>2008-09 Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expense or Encumbered</td>
<td>Expense or Encumbered</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>6,641,948</td>
<td>1,231,681</td>
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<tr>
<td>Academic Support</td>
<td>2,005,099</td>
<td>385,526</td>
</tr>
<tr>
<td>Student Services</td>
<td>1,224,638</td>
<td>170,346</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>5,099,773</td>
<td>391,629</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>2,384,052</td>
<td>320,936</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>17,355,510</td>
<td>2,499,718</td>
</tr>
<tr>
<td>Student Activities</td>
<td>183,378</td>
<td>30,366</td>
</tr>
<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>417,170</td>
<td>7,860</td>
</tr>
<tr>
<td>Student Aid</td>
<td>431,468</td>
<td>201,873</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,590,711</td>
<td>634,197</td>
</tr>
<tr>
<td>Athletics</td>
<td>847,527</td>
<td>197,673</td>
</tr>
<tr>
<td>Total Current Unrestricted Fund</td>
<td>20,825,364</td>
<td>3,571,687</td>
</tr>
</tbody>
</table>

## CURRENT RESTRICTED FUND

| Grants                      | 1,061,879             | 182,975               | 15%                   | 1,220,314             | 144,087               | 20%                   |
| Student Aid                 | 4,000,000             | 1,218,647             | 30%                   | 4,000,000             | 966,165               | 27%                   |
| Total Current Restricted Fund | 5,061,879             | 1,381,623             | 27%                   | 5,220,314             | 1,134,252             | 25%                   |

## PLANT FUNDS

<table>
<thead>
<tr>
<th>Capital Outlay / Bldg. Renewal &amp; Repl.</th>
<th>2007-08 Year-to-Date</th>
<th>2008-09 Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects from Institutional Funds</td>
<td>11,582,284</td>
<td>6,751,720</td>
</tr>
<tr>
<td>Projects from State SOB Funds</td>
<td>1,823,204</td>
<td>151,070</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>521,194</td>
<td>28,542</td>
</tr>
<tr>
<td>Projects from Privates Funds</td>
<td>467,602</td>
<td>31,027</td>
</tr>
<tr>
<td>Projects from State IR&amp;R</td>
<td>452,587</td>
<td>0</td>
</tr>
<tr>
<td>Projects from State SR&amp;R</td>
<td>1,517,325</td>
<td>0</td>
</tr>
<tr>
<td>Projects from Auxiliary BR&amp;R</td>
<td>19,147</td>
<td>0</td>
</tr>
<tr>
<td>Subtotal - Capital and BR&amp;R</td>
<td>16,385,023</td>
<td>6,964,359</td>
</tr>
</tbody>
</table>

## Debt Service

| Revenue Bonds                  | 0                     | 0                     | 0%                    | 0                     | 0                     | 0                      | 0%                    |

## Total Plant Funds

| 16,385,023| 6,964,359 | 43% | 13,813,029| 402,281 | 3,092,687| 22% |

## GRAND TOTAL EXPENDITURES

| 42,272,266 | 11,917,669 | 28% | 42,013,151 | 3,776,486 | 7,769,335 | 19% |
## NEW MEXICO JUNIOR COLLEGE
### Revenue Report
#### August 2008

**17% of Year Completed**

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date</td>
<td>Percentage of Budget Received</td>
<td>Final Budget</td>
<td>Year-to-date</td>
<td>Percentage of Budget Received</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td>Revenue</td>
<td></td>
<td></td>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>3,137,649</td>
<td>1,644,811</td>
<td>52%</td>
<td>3,259,000</td>
<td>469,168</td>
<td>48%</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>7,990,100</td>
<td>1,051,883</td>
<td>13%</td>
<td>8,299,600</td>
<td>816,582</td>
<td>18%</td>
</tr>
<tr>
<td>Ad Valorem Taxes - Oil and Gas</td>
<td>5,200,000</td>
<td>1,046,569</td>
<td>20%</td>
<td>5,200,000</td>
<td>1,267,202</td>
<td>31%</td>
</tr>
<tr>
<td>Ad Valorem Taxes - Property</td>
<td>2,800,000</td>
<td>45,583</td>
<td>2%</td>
<td>3,100,000</td>
<td>30,143</td>
<td>1%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>285,000</td>
<td>56,856</td>
<td>20%</td>
<td>208,352</td>
<td>54,274</td>
<td>13%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>229,100</td>
<td>34,679</td>
<td>15%</td>
<td>246,100</td>
<td>22,514</td>
<td>9%</td>
</tr>
<tr>
<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>19,641,849</td>
<td>3,880,381</td>
<td>20%</td>
<td>20,612,952</td>
<td>2,659,883</td>
<td>23%</td>
</tr>
<tr>
<td>Student Activities</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>2,240,048</td>
<td>1,025,127</td>
<td>46%</td>
<td>2,331,600</td>
<td>706,247</td>
<td>44%</td>
</tr>
<tr>
<td>Athletics</td>
<td>189,100</td>
<td>6,517</td>
<td>3%</td>
<td>320,500</td>
<td>26,375</td>
<td>16%</td>
</tr>
<tr>
<td><strong>Total Current Unrestricted</strong></td>
<td>22,070,997</td>
<td>4,912,025</td>
<td>22%</td>
<td>23,265,052</td>
<td>3,386,505</td>
<td>25%</td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,061,879</td>
<td>322,826</td>
<td>30%</td>
<td>1,220,314</td>
<td>246,646</td>
<td>20%</td>
</tr>
<tr>
<td>Student Aid</td>
<td>4,000,000</td>
<td>836,693</td>
<td>21%</td>
<td>4,000,000</td>
<td>589,650</td>
<td>18%</td>
</tr>
<tr>
<td><strong>Total Current Restricted</strong></td>
<td>5,061,879</td>
<td>1,159,519</td>
<td>23%</td>
<td>5,220,314</td>
<td>835,696</td>
<td>18%</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from State G0B Funds</td>
<td>1,678,672</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>Projects from State STB Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>521,194</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from Private Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Plant Funds</strong></td>
<td>2,199,866</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>29,332,742</td>
<td>6,071,544</td>
<td>21%</td>
<td>28,485,386</td>
<td>4,222,201</td>
<td>24%</td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
August 2008

17% of Year Completed

<table>
<thead>
<tr>
<th>Sales</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month of</td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
</tr>
<tr>
<td></td>
<td>Distribution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual</td>
<td>July</td>
<td>$114.17</td>
<td>3,061,229</td>
</tr>
<tr>
<td>Accrual</td>
<td>August</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual</td>
<td>September</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual</td>
<td>October</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual</td>
<td>November</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual</td>
<td>December</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual</td>
<td>January</td>
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</tr>
<tr>
<td>Accrual</td>
<td>February</td>
<td></td>
<td></td>
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<tr>
<td>Accrual</td>
<td>March</td>
<td></td>
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<tr>
<td>Accrual</td>
<td>April</td>
<td></td>
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</tr>
<tr>
<td>Accrual</td>
<td>May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual</td>
<td>June</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Y.T.D. Production Tax Revenue 1,617,202 700,000 917,202

Y.T.D. Equipment Tax Revenue 0 0 0

Total Year-to-Date Oil & Gas and Equipment Tax Revenue 1,617,202 700,000 917,202

Source: New Mexico Taxation and Revenue Department
# Schedule of Investments

**August 2008**

## 17% of Year Completed

<table>
<thead>
<tr>
<th>State of New Mexico</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>Local Government Investment Pool</td>
<td>12,125,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td>2.49%</td>
<td>27,391</td>
</tr>
<tr>
<td><strong>Total Investments</strong></td>
<td><strong>12,125,000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Capital Projects

**Summary of Current Month’s Activity**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning amount</td>
<td>13,125,000</td>
</tr>
<tr>
<td>Plus: deposits</td>
<td>0</td>
</tr>
<tr>
<td>Less: withdrawals</td>
<td>(1,000,000)</td>
</tr>
<tr>
<td><strong>Total Capital Projects</strong></td>
<td>8,229,017</td>
</tr>
<tr>
<td>Reserves Invested</td>
<td>3,895,983</td>
</tr>
<tr>
<td><strong>Total LGIP Investment</strong></td>
<td>12,125,000</td>
</tr>
</tbody>
</table>

**Capital Projects**

- Technology Upgrade: 334,568.99
- Workforce Training Center: 25,337.29
- High Tech Start Up: 13,366.40
- Vehicles: 49,374.08
- Drawings & Master Plan: 12,805.63
- Baseball Field: 40,296.28
- Rodeo Arena: 142,264.79
- Dormitory Landscape: 1,622.13
- Millen Fence/Landscape: 139,070.49
- JASI: 167,333.00
- Computer Equipment Rebates: 5,546.85
- Marketing: 49,932.96
- Equestrian Center: 450,000.00
- Flooring Repair: 4,670.92
- Student Housing Construction: 770,854.95
- Testing Center Remodel: 1,450,000.00
- Frame & Door Replacement: 150,000.00
- Campus Village Development Project: 21,475.47
- Continuing Education: 18,991.00
- Landscaping: 42,095.81
- 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: 273,931.64
- 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: 33,218.82
- 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: 7,351.33
- Campus Security: 150,000.00
- Caster Bleachers: 100,000.00
- Caster Old CHOF Remodel: 300,000.00
- Track/Arena Area Enhancement: 69,687.13
- Roadway Entrance-Rodeo/CDL: 60,800.00
- Lumens Software-Distance Learning: 5,000.00
- Welding Lab: 50,000.00
- Copier Replacement: 12,917.06
- Workforce Training Contingency: 3,632.41
- **Total: 8,229,017.14**

**NOTE:** Capital projects total does not include encumbered funds.
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 Cosmetologists 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!
New Mexico Junior College Cosmetology

Phone Number: ____________________________

Sign Name: _______________________________

____________________________

Current Address:

Maiden Name: ____________________________
Initial: ____________________________
First Name: ____________________________
Last Name: ____________________________

What is the last semester that you attended?

____________________________

Send Transcript of Hours To:

☐ Student copy
☐ Official copy

REQUEST FOR TRANSCRIPT OF COSMETOLOGY HOURS

(575) 492-2850
Hobbs, New Mexico 88240
5317 Lovington Hwy

Transcript Fee: $ 10.00
Please notify NMC if you have difficulties in transferring NMC credit

Phone Number

Social Security No.

Current Address

Are you attending NMC this semester? Yes □ No □ If no, last semester attended:

Send transcript to:

Check all that apply:

□ Send after final grades

□ Transcript of Hours

□ Official Copy

New Mexico Junior College

Anita Sis.
APPLICATION FOR CERTIFICATE OF REGISTRATION

The application must be filed with the Board of Barbers and Cosmetologists within 15 calendar days of enrollment in a Barber, Cosmetology, Electrolysis, 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 cashier's checks.

NEW MEXICO JUNIOR COLLEGE HOBBIS [Signature]

<table>
<thead>
<tr>
<th>School Name (Location if necessary)</th>
<th>School Manager/Owner Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Indicate your course of study (check one):

- ☐ 1600 Cosmetologist
- ☐ 350 Manicurist-Pedicurist
- ☐ 1000 Esthetic Instructor
- ☐ Cosmo Cross-Over

- ☐ 1200 Barber
- ☐ 600 Manicurist-Esthetician
- ☐ Esthetic Instructor
- ☐ Barber Cross-Over

- ☐ 600 Electrolysis
- ☐ 1000 Cosmetology Instructor
- ☐ Manicurist-Pedicurist Instructor
- ☐ Electrolysis Instructor

- ☐ 600 Electrolysis
- ☐ 1000 Barber-Instructor
- ☐ Manicurist-Esthetician Instructor
- ☐ 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, Electrolysis 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 ____________________________

Revision date: 04/2006
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

ITB#1017 Tabulation Summary

**Fitness Equipment**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>NM Preference #</th>
<th>Total Cost</th>
<th>Eval Price X .95</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness Specialist</td>
<td>N/A</td>
<td>$53,280.00</td>
<td>$53,280.00</td>
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</tr>
<tr>
<td>Nautilus, Inc.</td>
<td>N/A</td>
<td>$35,923.47</td>
<td>$35,923.47</td>
<td>Awarded Vendor</td>
</tr>
<tr>
<td>Promaxima Fitness</td>
<td>N/A</td>
<td>$27,190.00</td>
<td>$27,190.00</td>
<td>Did not meet specs</td>
</tr>
</tbody>
</table>

4.
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: $322,107.77
Amount: $44,350.00
NEW MEXICO JUNIOR COLLEGE

Tabulation Summary

Board Documents

<table>
<thead>
<tr>
<th>Companies Responding</th>
<th>Cost</th>
<th>Points Section I</th>
<th>Points Section II</th>
<th>Points Section III</th>
<th>Points Section IV</th>
<th>Points Section V</th>
<th>Total Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Co., Marketing, Inc.</td>
<td>$44,350.00</td>
<td>300</td>
<td>285</td>
<td>240</td>
<td>73</td>
<td>72</td>
<td>970</td>
</tr>
<tr>
<td>TV Pro Gear</td>
<td>$207,614.57</td>
<td>64</td>
<td>125</td>
<td>240</td>
<td>58</td>
<td>58</td>
<td>545</td>
</tr>
</tbody>
</table>

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 X 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, KLLA 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

Dean/Director

President

Vice 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  8/07 to Present
Bookkeeper  4/02 to 8/07

Southeastern Real Estate, Lovington, NM  7/05 to Present
Part-time Realtor/Associate Broker

Compton Real Estate, Lovington, NM  4/05 to 7/05
Part-time Associate Broker

Smith Services, Lovington, NM  7/03 to 7/07
Part-time Bookkeeper

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
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 expeditious manner. Regularly review the outstanding purchase order report to monitor the status of unfilled 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 Levintgton 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.
APPLICANT LIST

Position: Coordinator of Purchasing

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedwell, Denise E.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Villegas, Elizabeth</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Hernandez, Ahida</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Brown, Carla D.</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</td>
</tr>
</tbody>
</table>
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)

________________________________________
Postedsalaryrange $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

Vice President

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

rev. 6-28-01
ABBREVIATED RESUME

Position
CDL Instructor

Personal Data
Name: Phillip A. Bedwell

Professional Experience
Center for Transportation Safety, Longview, TX 3/31/2008 to Present
CDL Instructor

Valcom Drive Leasing, Inc., LaVergne, TN 11/2007 to 02/2008
Over the Road Driver

Dump Driver

Barr Nunn, Granger, IA 11/2006 to 03/2007
Over the Road Driver

Ryder Logistics, Miami, FL 06/2005 to 11/2006
Over the Road Driver

TNT Logistics, Southfield, MI 05/2004 to 06/2005
Driver/Moffitt operator

Northern Warehousing, Inc., Elmira, MI 09/2003 to 03/2004
Driver

Star Truck Rentals, Inc., Grand Rapids, MI 04/2000 to 09/2003
Mechanic/Driver

Santita Trucking, Inc., Fayetteville, NM 11/1999 to 03/2000
Over the Road Driver

Thomas Brothers Nursery (TBN), Cameron, NC 06/1997 to 11/1999
Diesel Mechanic/Driver

World Shell & Service 07/1995 to 05/1997
Auto Repair Technician

Lewis Truck & Towing Service 03/1987 to 06/1995
Wrecker Driver

Certifications:
State of New Mexico CDL Driver License
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) 492-2786 • Toll Free: 1-800-617-6260 • E-mail: mehernandez@nmjc.edu
# APPLICANT LIST

**Position:** CDL Instructor

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stout, Michael D.</td>
<td>Yes</td>
<td>Yes</td>
<td>Declined position</td>
</tr>
<tr>
<td>Bedwell, Phillip A.</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: October 1, 2008</td>
</tr>
<tr>
<td>Jenkins, Gary T.</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
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:

Supervisor

Dean/Director

Vice President 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.

______________________________________________________________

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______________________________________________________________

*Pending background check

rev. 6-28-01
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
   Administrative Assistant
   04/2004 to Present

Anderson Travel, Hobbs, NM
   Travel Consultant/Bookkeeper

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

Certifications:
Associated Schools of America – Travel Agent Certification, 1984

Community Service
C.C.D. Coordinator at St. Thomas Catholic Church, Lovingston, NM
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: mehernandez@nmjc.edu
**APPLICANT LIST**

**Position:** Program Planner – Continuing Education

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Grano, Sara E.</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>Perry, Sonya L.</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>Granado, Selma</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: October 1, 2008</td>
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<tr>
<td>Cranfill, Angela R.</td>
<td>No</td>
<td>No</td>
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<td>Burt, Franklin T.</td>
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<td>Ward, Douglas T.</td>
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<td>Miller, Amber D.</td>
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<td>Bedwell, Denise E.</td>
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<td>Bell, Diana L.</td>
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<tr>
<td>Gonzalez, Ana D.</td>
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