

NEW MEXICO JUNIOR COLLEGE

SPECIAL BOARD MEETING

Wednesday, July 20, 2011

Zia Room - Library

8:00 a.m.

AGENDA

- | | |
|--|----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. New Business | |
| 1. Board Appointment | Guy Kesner |
| 2. Oath of Office | Steve McCleery |
| 3. Re-Organization of Board | Steve McCleery |
| 4. Personnel Consideration ó Prof of P.E./Assistant Women's Basketball Coach | John Gratton |
| 5. Personnel Consideration ó Groundskeeper Position | Bill Morrill |
| D. Public Comments | Board Chair |
| E. Adjournment | Board Chair |

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 7/13/2011

Candidate's name Talby S. Justus

Position title Professor of Physical Education/Assistant Women's Basketball Coach

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 *8/15/2011 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard Lubbock Avalanche Journal, Midland Reporter Telegram, Odessa American,

(*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)

HigherEdJobs.com, and NJCAA Official Job Website

Posted salary range \$35,595 to \$44,493 Recommended annual salary \$ 43,000.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Donald Worth – Director of Athletics - Chairperson

Kelly Holladay – Dean of Business, Math and Sciences

John Baldwin – Professor of Physical Education, Department Chair

Drew Sanders – Professor of Physical Education/Head Women's Basketball Coach

Comments: Mr. Justus, with a Master's degree in Education meets and/or exceeds the minimum requirements for this position.

.

*Pending background check

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Women's Basketball Coach

Personal Data

Name: Talby S. Justus

Education

M.Ed., Southwestern Oklahoma State University, Weatherford, OK, 2007
Major: Education Administration

B.A., Tabor College, Hillsboro, KS, 1999
Major: Social Science/History

Professional Experience

Ripley High School - Ripley, OK 8/2008 to Present
Teacher / High School & Junior High School Girls Basketball Coach

Bray – Doyle High School, Bray, OK 5/2007 to 8/2008
Teacher / High School Boys Basketball Coach

Glencoe High School, Glencoe, OK 8/2004 to 5/2007
Teacher / Head High School & Junior High School Boys Basketball Coach

Perry High School, Perry, OK 8/2003 to 5/2004
Teacher / Head High School Boys Basketball Coach/Girls Track Coach

Burlington High School, Burlington, OK 8/2001 to 5/2003
Teacher / High School & Junior High School Boys and Girls Basketball and
Track Coach

Certifications:

Oklahoma Teacher Certification – World and United States History, Government and World
Geography (7-12), Physical Education (K-12) and Drivers Education

Organizations:

Oklahoma Girl's Basketball Coaches Association – 2007 to present
Oklahoma Boy's Coaches Association – 1999 to present
Oklahoma Secondary Schools Athletic Association – 1999 to present
Oklahoma Coaches Association – 1999 to present
Oklahoma Education Association – 2006 to present



New Mexico Junior College

Career Opportunities

Position Announcement • June 2011

Position Title: Professor of Physical Education/Assistant Women's Basketball Coach

Position Description: The position is responsible to the Vice President for Instruction, Vice President for Student Services, Dean of Business, Math & Sciences, Director of Athletics and the Head Women's Basketball Coach. Duties and responsibilities include, but are not limited to, the following: (1) Assist Head Women's Basketball Coach with all team functions; (2) teach classes (day and/or evening) in Physical Education; (3) serve on college committees as assigned; (4) serve as a sponsor for student groups as assigned; (5) post and maintain supervisor approved office hours per week; (6) assume other professional responsibilities associated with the position of Professor of Physical Education/Assistant Women's Basketball Coach; (7) participate in a process of continual personal and professional improvement; (8) actively participate in the institutional goals and objectives designed to support the mission of the college; and (9) 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 Physical Education or related field required, Master's degree, also in Physical Education or related field, preferred. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed. Must maintain a valid driver's license and be able to travel. **Computer proficiency is required.**

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard employee benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position will start Fall Semester 2011. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), 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 in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (505) 492-2790 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu

Memorandum

To: Dr. McCleery

From: Charley Carroll, Director of Physical Plant

Date: July 18, 2011

Re: Request Board Approval for Employment of Relative: Groundskeeper

After reviewing applications for the Groundskeeper position, I would like to recommend Mr. Michael A. Hargrove for the vacancy. Per the 11-12 NMJC Employee Handbook, (policy #203-Employment of Relatives), I am requesting approval from the Board because Mr. Hargrove is related to Mr. Randy A. Hargrove, General Maintenance Worker (father).

Pending Board approval, I would like for Mr. Hargrove to start employment on August 1, 2011, pending background check and drug screening test. Thank you for your consideration.