

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, November 16, 2006

**Zia Room - Library**

4:00 p.m.

### AGENDA

- |  |                |
|--|----------------|
| A. Welcome   | Larry Hanna    |
| B. Adoption of Agenda  | Larry Hanna    |
| C. Approval of Minutes of October 25, 2006                           | 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 Workforce Housing Support Resolution & MOU       | Steve McCleery |
| 6. Consideration of Museum Advisory Board Resolution                 | Steve McCleery |
| 7. Consideration of Compensation Recommendation                      | Steve McCleery |
| 8. Consideration of Bid #991 – Roof Removal & Replacement            | Dan Hardin     |
| 9. Personnel Consideration – Professor of Computer Assisted Drafting | John Gratton   |
| F. Public Comments   | Larry Hanna    |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

OCTOBER 25, 2006

### MINUTES

The New Mexico Junior College Board met on Wednesday, October 25, 2006, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present were Mrs. Patricia Worrell and Mr. John Hice, Jr.

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

Upon a motion by Mrs. Williams, seconded by Mr. Black, the agenda was unanimously adopted, as presented.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the minutes of September 21, 2006, as written.

*Under President's Report*, Russ Doss made a power point presentation for Affordable Workforce Housing. Lisa Seed gave a report on the Staked Plains Roundup. Dr. McCleery shared with the board a letter of appreciation from LES.

*Under New Business*, Dan Hardin presented the September financial reports and with a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the expenditures for September, 2006. Upon a motion by Mr. Kesner, seconded by Mrs.

Dr. McCleery presented a proposal from Dekker/Perich/Sabatini to complete the drawings for the next campus apartments for \$306,800. The board has set aside \$2,500,000 for the student apartment project and the administration will ask the board to set aside funds to complete the project during the April budget hearings. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the proposal.

Dr. McCleery presented three additional legislative priorities for board consideration: \$100,000 recurring funding for the Lea County Distance Education Consortium; \$50,000 recurring funding for the Southeastern New Mexico Law Enforcement cadets; and \$1,000,000 capital funding for oil and gas training site. Upon a motion by Mrs. Williams, seconded by Mr. Jones, the board unanimously approved the additional priorities.

Josh Morgan presented Bid #990 – Workforce Training Center Project. The administration recommended acceptance of the bid from Lasco Construction, Hobbs, New Mexico for \$4,178,398 plus gross receipts tax. Upon a motion by Mr. Jones, seconded by Mr. Kesner, the board unanimously accepted the recommendation. Upon a motion by Mrs. Williams, seconded by Mr. Black, the board unanimously approved transferring \$553,936 from reserves to cover the soft costs for the project.

Mr. Morgan presented Bid #988 – Janitorial Supplies. The administration recommended acceptance of the multi award bid for \$66,774.81. Upon a motion by Mrs. Williams, seconded by Mr. Black, the board unanimously accepted the recommendation.

Mr. Morgan presented Bid #989 – Purchase of Vehicles for the College Motor Pool. The administration recommended acceptance of the bid from Don Chalmers Ford of Rio Rancho, New Mexico for two 2007 Ford Crown Victorias for \$39,296. Upon a motion by Mr. Kesner, seconded by Mr. Black, the board unanimously accepted the recommendation.

Charley Carroll recommended Mr. Royce "Neil" Sudduth for a General Maintenance position. Mr. Sudduth is related to Rhonda Sudduth, Database/Server Specialist. Upon a motion by Mr. Black, seconded by Mr. Jones, the board unanimously accepted the recommendation.

Mr. Black moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of the New Mexico Statutes Annotated 1978. Mr. Jones seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – yes; and Mr. Hanna - yes.

Upon re-convening in open meeting, Mr. Hanna stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for November 16, 2006, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board meeting adjourned at 6:10 p.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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**To:** New Mexico Junior College Board Members  
**From:** Dan Hardin  
**Date:** November 7, 2006  
**RE:** Expenditure and Revenue Reports for October

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The October expense report represents month four or 33 percent of the 2006/2007 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through October 2006 is \$11,016,604.00.

Instruction and General had total expenditures of \$5,330,735.00 through October of 2006, which is 30% of budget. Academic Support has a slightly higher percentage of expenditures, mostly due to equipment purchases. In the other unrestricted funds Student Activities, Internal Services Departments, Student Aid, Auxiliary Enterprises, and Athletics all are above the 33% completion for the year. Most areas have expenses that are tied to the beginning of the semester, Internal Services is due to encumbered funds for maintenance agreements. Total current unrestricted funds year-to-date is \$6,920,036.00, which is 33% of the budget for unrestricted funds.

Expenditures year-to-date for grants under the Restricted funds is \$585,775.00, which is 41% of the budget for grants. Restricted student aid has expenditures of \$1,944,843.00 which is 49% of the budget for student aid.

Expenditures for plant funds include expenses for Institutional projects, the CDL program, and the Western Heritage Museum.

Total expenditures for the month of October 2006 was \$2,746,896.00, the year-to-date

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In restricted funds grant revenue is starting to increase, with total restricted revenue at \$2,283,014.00 for the grants and restricted financial aid.

Plant fund revenue year to date is \$50,000.00, we received the first installment of the \$200,000.00 allocation from the Maddox Foundation for the Workforce Training Center.

Total year-to-date revenue is \$11,240,159.00

As you would expect the Oil and Gas revenue is currently very strong. After the first three months of the fiscal year we are \$1,297,628.00 over budget. Total Oil and Gas revenue through October is \$2,566,460.00 with the accrual of \$316,667.00 and three months revenue of \$2,247,629.00.

In reviewing the investment report, the LGIP fund has \$9,125,000.00 at the end of October. One million was sent to the LGIP in October.

This is the Financial Report for October 2006.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### October 2006

33% of Year Completed

Fund	2005-06			2006-07			
	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	6,030,830	2,139,386	35%	6,730,687	729,057	2,143,346	32%
Academic Support	1,578,228	638,815	40%	2,304,928	339,622	912,835	40%
Student Services	1,068,021	429,384	40%	1,299,756	99,230	434,858	33%
Institutional Support	4,039,858	971,625	24%	4,889,363	254,487	1,021,854	21%
Operation & Maintenance of Plant	2,115,840	677,849	32%	2,401,719	199,266	817,842	34%
Subtotal - Instruction & General	14,832,777	4,857,059	33%	17,626,453	1,621,662	5,330,735	30%
Student Activities	188,501	73,528	39%	175,450	23,671	83,196	47%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	998,637	215,807	22%	277,213	186,569	234,997	85%
Student Aid	371,498	229,879	62%	448,542	8,918	234,351	52%
Auxiliary Enterprises	1,679,787	770,146	46%	1,658,393	214,248	695,515	42%
Athletics	703,292	263,564	37%	766,794	75,374	341,242	45%
Total Current Unrestricted Fund	18,774,492	6,409,983	34%	20,952,845	2,130,442	6,920,036	33%
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,103,895	441,568	40%	1,416,146	100,396	585,775	41%
Student Aid	4,694,393	1,929,589	41%	4,000,000	101,721	1,944,843	49%
Total Current Restricted Fund	5,798,288	2,371,157	41%	5,416,146	202,117	2,530,618	47%
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	6,324,908	2,169,880	34%	6,544,461	45,214	673,019	10%
Projects from State GOB Funds	3,939,803	125,381	3%	3,376,335	369,123	395,430	12%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	1,350,000	0	0%	858,198		311,197	36%
Projects from Private Funds	456,042	0	0%	852,664		186,304	22%
Projects from State ER&R	306,093	0	0%	235,008	0	0	0%
Projects from State BR&R	353,945	93,540	26%	582,468	0	0	0%
Projects from Auxiliary BR&R	44,702	0	0%	19,147	0	0	0%
Subtotal - Capital and BR&R	12,775,493	2,388,801	19%	12,468,281	414,337	1,565,950	13%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	12,775,493	2,388,801	19%	12,468,281	414,337	1,565,950	13%

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**October 2006**

33% of Year Completed

Fund	2005-06			2006-07			
	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	2,438,985	958,019	39%	2,647,425	34,983	1,319,643	50%
State Appropriations	7,553,000	2,358,167	31%	8,093,209	1,406,506	3,460,874	43%
Advalorem Taxes - Oil and Gas	4,165,200	2,133,727	51%	4,700,000	1,173,199	2,566,460	55%
Advalorem Taxes - Property	2,588,000	76,384	3%	2,800,000	0	110,949	4%
Interest Income	120,000	44,275	37%	185,000	37,711	109,581	59%
Other Revenues	250,050	100,037	40%	225,050	51,566	112,606	50%
<b>Subtotal - Instruction &amp; General</b>	<b>17,115,235</b>	<b>5,670,609</b>	<b>33%</b>	<b>18,650,684</b>	<b>2,703,965</b>	<b>7,680,113</b>	<b>41%</b>
Student Activities	120,000	47,664	40%	110,000	318	60,888	55%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	14,000	0	0%	0	0	0	0%
Auxiliary Enterprises	1,922,200	1,020,090	53%	2,250,052	63,723	1,153,217	51%
Athletics	39,600	11,965	30%	39,100	3,225	12,900	33%
<b>Total Current Unrestricted</b>	<b>19,211,035</b>	<b>6,750,328</b>	<b>35%</b>	<b>21,049,836</b>	<b>2,771,231</b>	<b>8,907,118</b>	<b>42%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,938,268	368,204	19%	1,416,146	124,937	602,195	43%
Student Aid	4,694,393	1,304,781	28%	4,000,000	749,369	1,680,846	42%
<b>Total Current Restricted</b>	<b>6,632,661</b>	<b>1,672,985</b>	<b>25%</b>	<b>5,416,146</b>	<b>874,306</b>	<b>2,283,041</b>	<b>42%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,426,130	0	0%	3,420,676	0	0	0%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	690,000	0	0	0%
Projects from Private Funds	1,350,000	1,350,000	0%	852,664	50,000	50,000	6%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>4,776,130</b>	<b>1,350,000</b>	<b>28%</b>	<b>4,963,340</b>	<b>50,000</b>	<b>50,000</b>	<b>1%</b>
<b>GRAND TOTAL REVENUES</b>	<b>30,619,826</b>	<b>9,773,313</b>	<b>32%</b>	<b>31,429,322</b>	<b>3,695,537</b>	<b>11,240,159</b>	<b>36%</b>



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### October 2006

33% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$63.05	3,252,614	\$6.92	19,403,806	757,763	316,667	441,096
Actual	August	\$64.01	3,145,974	\$6.24	18,450,466	742,051	316,667	425,384
Actual	September					747,815	316,667	431,148
Accrual	October					316,667	316,667	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
Y.T.D. Production Tax Revenue						2,564,296	1,266,668	1,297,628
Y.T.D. Equipment Tax Revenue						2,164	0	0
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>2,566,460</b>	<b>1,266,668</b>	<b>1,297,628</b>

*Source: New Mexico Taxation and Revenue Department*

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.

**NEW MEXICO JUNIOR COLLEGE  
Schedule of Investments  
October 2006**

33% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,125,000	N/A	N/A	N/A	7102-1348	5.27%	37,629
<b>Total Investments</b>	<u>9,125,000</u>						<u>37,629</u>

Summary of Current Month's Activity	
Beginning amount	8,125,000
Plus: deposits	1,000,000
Less: withdrawals	0
Capital Projects	6,544,461
Reserves Invested	2,580,539
<b>Total LGIP Investment</b>	<b>9,125,000</b>

Capital Projects	10/31/2006
Technology Upgrade	136,075.87
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	50,820.49
Drawings & Master Plan	12,805.63
Baseball Field	148,185.63
Rodeo Arena	7,836.78
Dormitory Landscape	1,622.23
Millen Fence/Landscape	86,435.43
Ben Alexander Student Center	99,772.50
JASI	161,962.47
Computer Equipment Rebates	5,023.78
Marketing	58,136.04
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	2,500,000.00
Classroom Furniture Replacement	21.00
Video Security Camera Replacmt	0.00
Testing Center	250,000.00
Campus Village Development Proj	16,785.00
Landscaping	0.00
Facility Painting	50,000.00
Smart Classrooms	0.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	605,000.00
Campus Signage	50,000.00
Campus Paving	60,000.00
Video Security-Student Apts	0.00
Roof Replacement	300,000.00
Interior Lighting-Energy Retrofit	100,000.00
Bookstore POS System	0.00

**Steve McCleery**

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**From:** Shoolaw@aol.com

**Sent:** Thursday, November 02, 2006 9:54 AM

**To:** Steve McCleery

**Subject:** RE: WORKFORCE HOUSING 11/8/06 MEETING AGENDA & DRAFT MOU

**Steve:**

I have reviewed the *WORKFORCE HOUSING SUPPORT RESOLUTION & MEMORANDUM OF UNDERSTANDING*, which I approve for execution.

**WILLIAM SHOBRIDGE  
SHOBRIDGE LAW FIRM PC  
701 North Grimes St.  
Hobbs, NM 88240  
505-397-2496**

## **WORKFORCE HOUSING MEMORANDUM OF UNDERSTANDING**

**WHEREAS, it has been determined that a Workforce Housing Development Project (“Project”) to provide affordable housing for “essential” workers – teachers, education administrators, health care workers, law enforcement, public safety officials, and government workers in Lea County is a critical need; and**

**WHEREAS, the seven Joint Sponsors of the Workforce Housing Project (“Sponsors”), City of Hobbs, Lea Regional Hospital, Lea County, Hobbs Municipal Schools, New Mexico Junior College, College of the Southwest and the Economic Development Corporation of Lea County have jointly funded a Workforce Housing Project Feasibility Study (“Study”) and in the event the Study determines that the Project is feasible, the Project would be eligible for construction funding, provided that Land, hereinafter defined, is purchased and provided to the developer for the Project; and**

**WHEREAS, the Sponsors desire to make certain agreements concerning possible contributions/loans to purchase the Land for the Project.**

**NOW THEREFORE, it is hereby agreed between the Sponsors and Lea County Housing, Inc. (“LCHI”) as follows:**

- 1. In order to hold the Land for the Project until November 30, 2006, LCHI has previously entered into an option agreement to purchase what was determined to be the most cost effective and desirable site, a sixty (60) acre site immediately west of College Lane School (“Land”) for a price of \$265,000.**
- 2. If the Study finds the Project to be feasible and funding is secured to purchase the Land (whether by loan or contributions or otherwise), a second \$ 20,000 option will be exercised by LCHI prior to November 30, 2006 that will provide a sixty (60) day period to complete the closing of the purchase of the Land. The option agreement provides that all option funds paid will be fully applied to the purchase price of the Land.**
- 3. The undersigned Sponsors, desire to support the Project by possibly providing a contribution or loan to fund the remaining cost of the Land purchase, which will be a total of \$240,000. It is anticipated that between four and seven Sponsors will share in this contribution/loan for the Land purchase, meaning the contribution/loan of each**

6. Each of the Sponsors shall be able to withdraw from this Memorandum of Understanding at any time within 30 days after the completion of the Study. Provided, however, in the event any Sponsor desires to withdraw from this Memorandum of Understanding no money such Sponsor has paid up to the date of withdrawal for the Study, the purchase of the Land or otherwise in any way involved in the Project will be refunded or repaid to such Sponsor.

APPROVED AND EXECUTED on the \_\_\_\_\_ day of \_\_\_\_\_, 2006

**City of Hobbs**

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

**Lea County Housing, Inc.**

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

**Lea County, New Mexico**

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

**Hobbs Municipal Schools**

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

**Lea Regional Hospital**

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

**New Mexico Junior College**

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

**College of the Southwest**

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

**Economic Development Corporation of Lea County**

## **WORKFORCE HOUSING SUPPORT RESOLUTION**

**WHEREAS, the legislature of the State of New Mexico has declared that Government may promote the general welfare of its citizenry by expenditures designed to promote projects which will promote affordable housing for it's citizens; and**

**WHEREAS, the \_\_\_\_\_ of Hobbs/Lea County, New Mexico has determined that a Workforce Housing Development Project to provide affordable housing for Hobbs "essential" workforce – Teachers and education administrators, health care workers, law enforcement, public safety officials, and government workers in Lea County is a critical need and it supports a Lea County Housing, Inc. project to provide affordable workforce housing in Hobbs; and**

**WHEREAS, the New Mexico Mortgage Finance Authority has complied with the requirements of their applicable procurement code, by requesting proposals and awarding a contract for a Master Developer to provide feasibility studies and development services for workforce housing; and**

**WHEREAS, Cities and other governmental agencies are allowed to make use of purchasing agreements entered into by other state agencies, and several Lea County governmental agencies have entered into ongoing agreements with Lea County Housing, Inc. to promote the provision of affordable housing in Lea County; and**

**WHEREAS, the seven Joint Sponsors of the Workforce Housing Project have jointly funded the Workforce Housing Project Feasibility Study and that study has been completed to determine that the Workforce Housing Development Project is fully feasible. Because of this study finding, the project is eligible for full outside project construction funding, provided that the land is purchased outright and provided for the project development, and**

**WHEREAS, the attached Memorandum of Understanding between \_\_\_\_\_ and Lea County Housing, Inc. spells out the terms and conditions for continuation as a Workforce Housing Joint Sponsor.**

**NOW THEREFORE, \_\_\_\_\_ authorizes the \_\_\_\_\_ to execute the attached Memorandum of Understanding and agrees to share equally in providing funds to Lea County Housing, Inc. for the purchase of the land for the Workforce Housing Project Site in an amount "not to exceed" \$60,000, in accordance with the attached Memorandum of Understanding.**

**APPROVED AND EXECUTED on the \_\_\_\_\_ day of \_\_\_\_\_, 2006**

## MUSEUM ADVISORY BOARD RESOLUTION

WHEREAS, the New Mexico Junior College is authorized to own, maintain, and operate a Western Heritage Museum and Lea County Hall of Fame, hereinafter "Museum"; and,

WHEREAS, the New Mexico Junior College Board wishes to set forth the powers, duties and responsibilities of the Museum Advisory Board;

NOW, THEREFORE, the New Mexico Junior College Board does hereby RESOLVE:

### 1. MEMBERSHIP.

The Museum Board shall consist of no less than seven (7) and no more than nine (9) appointed members.

### 2. APPOINTMENT AND TERM.

The President of New Mexico Junior College shall appoint members to the Board, subject to the approval of the NMJC Board. Members shall serve a one (1) year term commencing January 1 of each year and ending December 31 of the same year. Appointment shall be staggered such that five members terms will expire in any even numbered years and five members terms will expire in odd numbered years.

### 3. VACANCIES.

Vacancies shall be filled in the same manner as the initial appointment, for the balance of the unexpired term.

### 4. QUORUM AND VOTING.

No meeting shall commence until a majority of the full membership is present. Each member shall have one vote and all action taken by the board shall be by a majority vote of those present. A member may vote by proxy. A member may be deemed present and participate by teleconference.

## 5. POWERS.

A. The Board shall recommend policies concerning the operation, future development and use of the Museum.

B. In addition, the Board in consultation with the Vice President for Finance shall recommend a budget each year.

## 6. LIMITATIONS.

Nothing contained in the Resolution shall be construed to authorize the Museum Board to contract or incur debt on behalf of or in any way obligate NMJC. All procurements must be approved by the NMJC President and Board, and shall comply with the New Mexico Procurement Code and NMJC procurement regulations.

The Museum Board shall not have any supervisory authority with respect to the New Mexico Junior College, or personnel employed by NMJC. Such personnel shall be under the supervision of the NMJC President and the Board. Any requests or suggestions for work are to be directed to the NMJC President.

## 7. OFFICERS.

7.1 The Museum Board shall elect a chairman from among its members at its first meeting in January. The term of the Chairman shall be for one year or until his successor is elected. The Chairman shall represent the Museum Board to the NMJC Board. The Chairman shall approve the agenda for each meeting of the Museum Board and shall preside over all meetings. He shall appoint a person to act as secretary for the Museum Board, and record written minutes of all meetings.

7.2 The Vice Chairman shall perform the duties of the Chairman in their absence and shall have such other authority as conferred by the Board of Directors.

## 8. MEETINGS.

The Museum Board is a public body and its meetings are hereby declared to be open to the public



or organizations who require additional time to discuss public business or matters with the Museum Board, must make their request, in writing, at least seven (7) days prior to the Museum Board meeting. Such persons addressing the Board will be allowed fifteen (15) minutes.

The Museum Board is to meet at least quarterly or more often as the Chairman deems necessary.

#### 9. LIAISON AND SUPPORT SERVICES.

The NMJC President is designated as the liaison between the Museum Board and the NMJC Board. Support services for the Museum Board itself such as correspondence, typing, copying, mailing and telephone shall be provided by the employee designated by the NMJC President.

#### 10. FINANCES.

All receipts and funds generated by the operation of the Museum are public funds and shall be promptly deposited into the appropriate County bank account. There shall be no bank account over which the Museum Board alone has authority. The final budget for the Museum shall be approved by the NMJC Board. No expenditure, not authorized in the budget, shall be made. No expenditures shall be made in violation of Article 9, Section 14 of the New Mexico Constitution.

#### 11. FURTHER ACTION BY NMJC BOARD.

The NMJC Board may, by motion duly made, seconded and passed by a majority of the Board:

- A. Remove a Museum Board member prior to the expiration of his term, thereby creating a vacancy to be filled pursuant to Sec. 2 above.
- B. Assign topics for research and consideration by the Museum Board.
- C. Remove topics from Museum Board consideration.
- D. Amend and redirect Museum Board priorities and policies.
- E. Change and/or supplement any provision contained herein.

ADOPTED IN OPEN MEETING THIS \_\_\_\_\_ day of \_\_\_\_\_, 2006.

NEW MEXICO JUNIOR COLLEGE

\_\_\_\_\_  
Lawrence D. Hanna, Chairman

\_\_\_\_\_  
Pat Worrell, Secretary

# Interoffice memo

**Date:** November 8, 2006  
**To:** Dr. Steve McCleery, President, and New Mexico Junior College  
**From:** Robert Guthrie, President, and Faculty Senate  
Bill Rash, President, Support Staff and Manintence  
**RE:** One time-non reoccurring compensation award

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Greetings Dr. McCleery,

We would like to recommend a one time-non reoccurring compensation award to all the employees of New Mexico Junior College.

We would like to praise the work done in the past by the Board and your office to continually move our compensation package forward. We believe that Board has shown considerable care and diligence in monitoring and enacting new compensation awards in the past. Raises in the past two years for salaries alone have averaged around 8%. Raises in the past two years for the Annuity have been at 2.75% and Educational Retirement Board mandated increases have increased the cost to the college of 1.5% for the past two years.

Currently, Lea County is enjoying prosperous economic growth. We have seen a diversification of our industrial base and an expansion to our local economy. While this is great news for all Lea Countians, New Mexico Junior College will face some challenges because of this growth.

We have seen static student growth as more students are postponing college in lieu of working.

We have seen a tremendous increase in housing costs, utilities and energy costs to all Lea Countians.

We will see an increase in competition in our local labor pools because of emerging industries.

We would like to retain and reward employees who in light of all the previously mentioned items have remained with New Mexico Junior College. These employees have stayed, and

All of these concerns reflect challenges we must all face together. We appreciate all the concerns the Board must contemplate. One solution to retention and reward would be to give a one time non-reoccurring compensation award. We would like to recommend a one time non reoccurring compensation award to the employees of New Mexico Junior College. Below we have listed the costs to the college at various funding levels.

\$500 per employee would cost the college \$145,076.50

\$600 per employee would cost the college \$174,091.80

\$700 per employee would cost the college \$203,107.10

\$750 per employee would cost the college \$217,614.75

Dr. McCleery we would like to thank the Board for the work they have done in the past, and for the work they will due in the future. They provide tremendous leadership to this institution. They represent their perspective communities with tremendous pride.



Office of the President

# NEW MEXICO JUNIOR COLLEGE

## MEMO

**Date:** November 9, 2006  
**To:** New Mexico Junior College Board Members  
**From:** Steve McCleery  
**Subject:** One Time Non-Recurring Compensation

Attached you have a memo from Robert Guthrie – Faculty Senate President and Bill Rash – Support and Maintenance Staff President requesting consideration for a one time non-recurring compensation adjustment. You will also find several options for various amounts with associated costs. I have also provided a spreadsheet that provides the individual compensation increases that each employee received for the 2006-2007 academic year. As well, I have included a copy of the recent HED Faculty Salary Survey results. With the market demand for employees in Lea County, we are losing staff to the local industry, and it is my hope that the one time non-recurring compensation adjustment will provide an incentive for employees to remain at NMJC.

I am recommending that you approve one of the options for a one time non-recurring compensation adjustment.

Thank you for your consideration!

↓ CALCULATIONS

UMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
73	36,500.00	3,704.75	474.50	529.25	41,208.50
79	39,500.00	4,009.25	513.50	572.75	44,595.50
105	52,500.00	5,328.75	682.50	761.25	59,272.50
257	128,500.00	13,042.75	1,670.50	1,863.25	145,076.50

UMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
73	43,800.00	4,445.70	569.40	635.10	49,450.20
79	47,400.00	4,811.10	616.20	687.30	53,514.60
105	63,000.00	6,394.50	819.00	913.50	71,127.00
257	154,200.00	15,651.30	2,004.60	2,235.90	174,091.80

UMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
73	51,100.00	5,186.65	664.30	740.95	57,691.90
79	55,300.00	5,612.95	718.90	801.85	62,433.70
105	73,500.00	7,460.25	955.50	1,065.75	82,981.50
257	179,900.00	18,259.85	2,338.70	2,608.55	203,107.10

UMBER	AMOUNT	ERA	RHCA	MEDICARE	TOTAL
73	54,750.00	5,557.13	711.75	793.88	61,812.75
79	59,250.00	6,013.88	770.25	859.13	66,893.25
105	78,750.00	7,993.13	1,023.75	1,141.88	88,908.75
257	192,750.00	19,564.13	2,505.75	2,794.88	217,614.75

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**NEW MEXICO JUNIOR COLLEGE  
2006-2007 Compensation Recommendation**

#	ORG	Employee Name	Job Title	Std before adjustment	Adjustment	Current Salary	Salary Range	Minimum	Midpoint	Maximum	Old Compa-Ratio	New Compa-Ratio	\$ a
2905		Adams, Charles, H	Distance Learning WEBCT Coord	45,000.00	0	45,000	47	42,311.00	52,888.00	63,487.00	85.08%	85.08%	
1050		Adams, Kim, A	Personal Computer Specialist	32,744.00	3081	33,053	37	33,053.00	41,317.00	48,580.00	79.25%	80.00%	
1102		Avarado, Ana, L	Cost Mgmt/DaYtime	15,827.00	1,1481	16,973	7	15,758.00	19,897.00	23,837.00	80.35%	86.17%	
1102		Avarado, Maria A	Cost M/Custodial Crew Leader	17,948.00	0	17,948	7	16,556.00	20,695.00	24,833.00	88.73%	86.73%	
2903		Aves, Sylvia,	DS/Extended Learning	19,432.00	0	19,432	14	18,731.00	23,414.00	28,097.00	82.99%	82.98%	
1101		Argyll, Lynn,	Multi lit/Gen Maintenance	25,703.00	3,3581	29,062	21	22,266.00	27,832.00	33,398.00	92.35%	104.42%	
1101		Armentranz, Benito Morales	Multi lit/Gen Maintenance	23,764.00	1,471	25,235	21	22,266.00	27,832.00	33,398.00	85.38%	90.67%	
1101		Baeza, Guadalupe	Cost Mgmt/DaYtime	16,898.00	0	16,898	9	16,556.00	20,695.00	24,833.00	81.65%	81.65%	
2821		Baldwin, John A	Prof PE/Asst Mens Basketball	47,136.00	0	47,136	MA	34,727.00	43,408.00	52,090.00	108.59%	108.59%	
3061		Banks, Valerie, A	Financial Aid Spec/PCELL	21,939.00	0	21,939	15	18,189.00	23,899.00	28,798.00	91.42%	91.42%	
2904		Barbuchi, Staci, L	Coord Events/Audco Visual Serv	27,035.00	0	27,035	17	20,171.00	25,214.00	30,257.00	107.22%	107.22%	
1102		Bassom, Charles, V	Security Personnel	29,699.00	0	29,699	27	25,821.00	32,276.00	38,732.00	92.02%	92.02%	
4001		Benavidez, Vicki, L	Grants Accountant	25,680.00	0	25,680	17	20,171.00	25,214.00	30,257.00	101.77%	101.77%	
3041		Bensling, Robert,	Dean of Enrollment Management	62,422.00	0	62,422	50	45,564.00	56,955.00	68,346.00	109.60%	109.60%	
2832		Berner, Victor, G	Prof of Chem/Astronomy PHD	58,007.00	0	58,007	PHD	42,311.00	52,888.00	63,467.00	109.68%	109.68%	
3126		Berry, Phillip,	Recep Coach	39,886.00	0	39,886	40	35,565.00	44,483.00	53,392.00	89.20%	89.20%	
2101		Best, Mickey, D	Dean Math, Eng, Ed, Trains Stud	71,000.00	0	71,000	60	58,328.00	72,908.00	87,488.00	97.38%	97.38%	
4040		Birmingham, Kimberly, D	Bookstore Clerk	22,896.00	0	22,896	14	18,731.00	23,414.00	28,097.00	97.79%	97.79%	
2821		Birmingham, Kay, Joseph	Prof PE/Basketball Coach	49,027.00	0	49,027	MA	34,727.00	43,408.00	52,090.00	112.94%	112.94%	
2821		Black, James, Ross	Prof PE/Golf Coach	45,821.00	0	45,821	MA	34,727.00	43,408.00	52,090.00	105.10%	105.10%	
2802		Black, Patricia, Sue	Professor, Office Tech	38,883.00	0	38,883	BA	31,461.00	38,326.00	47,191.00	98.87%	98.87%	
2821		Blackwell, John, Keith	Prof PE/Movement, Track	35,000.00	0	35,000	MA	34,727.00	43,408.00	52,090.00	80.63%	80.63%	
1080		Bohannon, Tamara, L	Dir Nordic Center, Clerk	18,036.00	0	18,036	9	16,556.00	20,695.00	24,833.00	87.15%	87.15%	
2104		Brown, April, M	Dir Learning Assistance	36,680.00	0	36,680	35	31,461.00	38,326.00	47,191.00	93.27%	93.27%	
3021		Brown, Ashlor, Jamaal	Coach	40,425.00	0	40,425	42	37,397.00	46,746.00	56,095.00	96.48%	96.48%	
2011		Burkin, Karen, D	Coord Technical Services	42,046.00	0	42,046	40	35,565.00	44,483.00	53,392.00	94.50%	94.50%	
2121		Cahn, Jennifer, M	Prof of English MA	36,453.00	0	36,453	MA	34,727.00	43,408.00	52,090.00	84.00%	84.00%	
1101		Cannoll, Charity, R	Director Physical Plant	62,522.00	0	62,522	52	48,068.00	61,335.00	73,802.00	101.94%	101.94%	
3081		Carvess, Gary, Lance	Director Student Life	45,163.00	0	45,163	43	37,397.00	46,746.00	56,095.00	96.61%	96.61%	
2181		Cavitt, Tam, M	Prof of Spanish/ESL	48,775.00	0	48,775	MA+36	38,290.00	48,112.00	58,937.00	99.31%	99.31%	
2801		Conner, Shirley, G	DS/Arts & Sciences	19,993.00	0	19,993	14	18,731.00	23,414.00	28,097.00	85.39%	85.39%	
2121		Connell, Linda, Sue	Prof of English MA+36	51,122.00	0	51,122	MA+36	38,290.00	48,112.00	58,937.00	104.09%	104.09%	
2642		Cook, Darryl, B	Prof of Com Info Systems BA	37,988.00	0	37,988	BA	31,461.00	38,326.00	47,191.00	96.60%	96.60%	
2802		Cook, Randy, A	Coord Transportation Training	37,466.00	0	37,466	40	35,565.00	44,483.00	53,392.00	84.21%	84.21%	
2041		Coombes, Amy, Lyn	AS/DDean Div Pub Shty-Comm Serv	25,460.00	0	25,460	25	24,577.00	30,721.00	36,865.00	82.87%	82.87%	
1101		Coopes, Ronald, Max	Gen Maint/Mechanical Systems	35,558.00	3,7451	39,303	27	25,821.00	32,276.00	38,732.00	110.17%	121.77%	
1032		Crifton, Teresa	Assoc Director Institutional Eff	53,125.00	6581	53,125	51	46,703.00	58,379.00	70,055.00	91.00%	91.00%	
4030		Cruce, Emma, Irene	Tele. Operator & Mail Clerk	22,053.00	0	22,712	14	18,731.00	23,414.00	28,097.00	94.19%	97.00%	
2542		Cummings, Karen, S	Dir Allied Health Fields	65,177.00	0	65,177	58	55,516.00	69,385.00	83,274.00	93.92%	93.92%	
2105		Curry, Betty, J	Learn Lab/Test Cr Supervisor	32,213.00	0	32,213	25	24,577.00	30,721.00	36,865.00	104.86%	104.86%	
3041		Davis, Terri, J	Registrar, Assistant I	21,880.00	0	21,880	14	18,731.00	23,414.00	28,097.00	83.45%	83.45%	
1102		Diaz, Susie, A	Cost Mgmt/DaYtime	16,286.00	1,1921	17,488	7	15,758.00	19,897.00	23,837.00	82.73%	88.79%	
2011		Dierman, Elaine, G	LACatalog, & Ma. Proc.	22,810.00	0	22,810	14	18,731.00	23,414.00	28,097.00	97.42%	97.42%	
2501		Duff, DeEtta, J	AS/DDean of Busness & Tech.	29,993.00	0	29,993	25	24,577.00	30,721.00	36,865.00	87.63%	87.63%	
2601		Dunn, Tom, K	Prof Bus/Off Technology, MA	41,093.00	0	41,093	MA	34,727.00	43,408.00	52,090.00	94.67%	94.67%	
2643		Ehler, Marilyn, Ann	Prof. Com, Graph, DesignCS +30	19,902.00	0	19,902	14	18,731.00	23,414.00	28,097.00	85.00%	85.00%	
2851		Edwards, Raquel, E	OS/DDean Div Pub Shty-Comm Serv	51,563.00	0	51,563	PHD	42,311.00	52,888.00	63,467.00	97.48%	97.48%	
1050		Feres, Jose, B	Programmer Analyst	47,359.00	0	47,359	46	41,278.00	51,599.00	61,919.00	91.78%	91.78%	
2041		Ferns, August, Marston	Dean Div Public Safety & Comm	58,850.00	0	58,850	57	54,162.00	67,702.00	81,242.00	86.93%	86.93%	
3101		Forster, Terry, L	Security Personnel	24,526.00	0	24,526	21	22,266.00	27,832.00	33,398.00	88.12%	88.12%	
1102		Fowler, Mark,	Cost Mgmt/DaYtime	20,373.00	0	20,373	7	15,758.00	19,897.00	23,837.00	103.43%	103.43%	
4040		Fulcher, Pam, C	Director Bookstore Services	36,000.00	0	36,000	35	31,461.00	38,326.00	47,191.00	91.54%	91.54%	
2801		Galyean, Marcia, Kay	AS/DDean of Arts & Sciences	29,648.00	0	29,648	25	24,577.00	30,721.00	36,865.00	96.51%	96.51%	



**NEW MEXICO JUNIOR COLLEGE  
2006-2007 Compensation Recommendation**

#	ORG	Employee Name	Job Title	Sal before adjustment	Adjustment	Current Salary	Salary Range	Minimum	Midpoint	Maximum	Old Comp-Ratio	New Comp-Ratio	\$- a Ino
2011		Gann, Vicki, L.	Reference Technician	31,063.00	0	31,063	28	26,487.00	33,083.00	36,700.00	93.89%	93.89%	
1050		Garcia, George,	Programmer Analyst	39,375.00	1,904	41,279	46	41,279.00	51,599.00	61,919.00	78.31%	80.00%	
2593		Garcia, Jose, Corina	Prof of Sociology MA	45,292.00	0	45,292	MA	34,727.00	43,408.00	52,090.00	104.34%	104.34%	
2583		Garcese, Samuel Roy	Prof of Auto Tech/VHS BA	37,988.00	0	37,988	BA	31,461.00	39,326.00	47,191.00	96.60%	96.60%	
2831		Gard, Katherine D	Prof of Biology MA+45	49,770.00	0	49,770	PHD	42,311.00	52,889.00	63,467.00	94.10%	94.10%	
4030		Gore, Kim, L.	Tele. Operator & Mail Clerk	19,433.00	0	19,433	14	18,731.00	23,414.00	28,097.00	83.00%	83.00%	
3021		Gorman, Pat, C M	Dean of Counseling	66,991.00	0	66,991	50	46,564.00	56,855.00	68,346.00	117.62%	117.62%	
2651		Gowen, Shelby Lynnet	Prof of Cosmetology AA	32,021.00	0	32,021	AA	29,214.00	36,518.00	43,821.00	87.69%	87.69%	
1011		Gretton, John,	Vice Pres for Instruction	80,730.00	0	80,730	70	74,662.00	93,328.00	111,994.00	86.50%	86.50%	
2222		Grey, Romie, J	Prof of Music MA	38,235.00	0	38,235	MA	34,727.00	43,408.00	52,090.00	88.08%	88.08%	
2901		Gressett, Christie Lynn	AS-Dean Extended Learning	25,767.00	0	25,767	25	24,577.00	30,721.00	36,865.00	83.87%	83.87%	
2601		Gudrine, Robert, T	Prof of Accounting MA+12	48,000.00	0	48,000	MA+12	35,585.00	44,483.00	53,392.00	107.89%	107.89%	
2821		Hall, Cory, L.	Prof PE/Asst Mens Baseball MA	37,042.00	0	37,042	MA	34,727.00	43,408.00	52,090.00	85.33%	85.33%	
1080		Hall, Linda, D	Dea Norte Center Clerk	18,625.00	0	18,625	14	16,556.00	20,685.00	24,833.00	90.11%	90.11%	
3071		Halliday, Terry, Keith	DSC/College Communications	21,099.00	0	21,099	9	18,731.00	23,414.00	28,097.00	81.85%	81.85%	
4001		Hanson, Connie, L.	Prof Auto Tech MA	44,153.00	0	44,153	MA	34,727.00	43,408.00	52,090.00	101.72%	101.72%	
4040		Hanson, Beth,	ESVP for Finance	30,639.00	0	30,639	28	26,467.00	33,083.00	38,700.00	92.61%	92.61%	
1013		Hardin, Dan, D	Bookstore Clerk	18,164.00	0	18,164	14	16,731.00	20,685.00	24,637.00	81.85%	81.85%	
3082		Hardin, Sandra, Gwen	Vice Pres for Finance	79,168.00	0	79,168	66	71,065.00	88,831.00	108,597.00	88.12%	88.12%	
2901		Hardison, Lisa, Renee	DSS/Student Life	22,489.00	0	22,489	14	18,731.00	23,414.00	28,097.00	86.05%	86.05%	
1102		Hare, Rosanna,	Dean Extended Learning	28,292.00	0	28,292	58	55,516.00	68,395.00	83,274.00	84.00%	84.00%	
1101		Hargrove, Randy Alan	Groundkeeper I	18,880.00	0	18,880	7	15,758.00	18,697.00	22,637.00	95.95%	95.95%	
2808		Hayes, Marilyn, Jo	Maint U/Gen Maintenance	23,871.00	2,431	26,302	21	22,268.00	27,832.00	33,396.00	85.77%	85.77%	
2801		Helms, Neida, Gay	Director of Training Programs	47,249.00	0	47,249	42	37,397.00	46,746.00	56,095.00	103.00%	103.00%	
2681		Hennig, Jill, D	Professor of PE MA	34,125.00	0	34,125	AA	28,214.00	36,518.00	44,821.00	93.45%	93.45%	
1102		Herrandez, Melanie, C	Prof of ACT,ACD/Hib,CCC, AH AA	20,182.00	0	20,182	7	15,758.00	18,697.00	22,637.00	102.46%	102.46%	
4010		Hersell, Gloria, J	Human Resources Asst.	23,289.00	0	23,289	22	22,822.00	26,528.00	34,233.00	81.63%	79.94%	
1050		Hicks, Barbara, L.	Cust U/Intr/Dytime	15,745.00	223	15,968	7	15,758.00	18,697.00	22,637.00	79.94%	81.07%	
2801		Holladay, Keelyne, G	AS/Dt Computer Services	62,500.00	0	62,500	25	24,577.00	30,721.00	36,865.00	93.03%	93.03%	
2103		Holloman, Terry, A	Dean of Arts & Sciences	33,075.00	0	33,075	60	56,328.00	72,908.00	87,488.00	85.72%	85.72%	
2802		Howell, Christopher, M	Prof Read/Write Tran Stud BA	28,412.00	0	28,412	BA	31,461.00	38,328.00	47,191.00	84.10%	84.10%	
1101		Huddleston, David, L.	Gen Maint/Lead Welder	29,784.00	0	29,784	25	24,577.00	30,721.00	36,865.00	86.95%	86.95%	
4001		Huerta, Opheia,	Head Cashier	23,883.00	0	23,883	17	20,171.00	25,214.00	30,257.00	94.72%	94.72%	
2121		Hulsey, Dallas, E	Prof of English MA+45	42,266.00	1,775	44,061	PHD	42,311.00	52,889.00	63,467.00	79.95%	83.31%	
2542		Hulson, Sandra, L.	Prof of Nursing MA+12	45,668.00	0	45,668	MA+12	35,585.00	44,483.00	53,392.00	102.64%	102.64%	
1101		Ingram, Phillip, R	Gen Maintenance Foreman	39,201.00	0	39,201	34	30,693.00	38,367.00	46,040.00	102.17%	102.17%	
1101		Jacobs, Melinda, P	Inventory Control Specialist	26,000.00	1,471	27,471	25	24,577.00	30,721.00	36,865.00	112.89%	112.89%	
3101		Jacobson, Johnny, E	Security Personnel	31,417.00	0	31,417	21	22,268.00	27,832.00	33,396.00	84.63%	84.63%	
2542		James, Tamara, K	Prof of Nursing MA	42,836.00	0	42,836	MA	34,727.00	43,408.00	52,090.00	98.68%	98.68%	
2011		Jenkins, Sharon, D	Dr Library Services	60,456.00	0	60,456	51	46,703.00	58,378.00	70,055.00	103.56%	103.56%	
3071		Jent, David, G	Asst Director PR/Marketing	39,000.00	0	39,000	41	36,485.00	45,606.00	54,727.00	85.52%	85.52%	
2821		Jillson, Elizabeth Anne	Prof PE/Asst Vitr's Basketball MA	36,483.00	0	36,483	MA	34,727.00	43,408.00	52,090.00	84.00%	84.00%	
2121		Jimenez, Sonya, D	Prof of English MA	42,674.00	0	42,674	MA	34,727.00	43,408.00	52,090.00	96.31%	96.31%	
1101		Johns, Randy, Wayne	Maint U/Intr/Recevie Clerk	45,311.00	0	45,311	44	38,290.00	48,112.00	58,935.00	92.26%	92.26%	
1030		Jordan, Jennifer, Lee	Exec Dir - NMJC Foundation	48,383.00	0	48,383	PHD	42,311.00	52,889.00	63,467.00	93.33%	93.33%	
2852		Journejan, Walter, F	Prof of Psychology PND	49,374.00	0	49,374	7	15,758.00	19,697.00	23,637.00	80.59%	80.59%	
1102		Juarez, Guadalupe,	Cust U/Intr/Dytime	15,874.00	753	16,628	7	15,758.00	19,697.00	23,637.00	72.98%	84.42%	
1050		Juarez, Maria, Roberto	Personal Computer Specialist	30,155.00	2,898	33,053	37	33,053.00	41,317.00	49,580.00	84.00%	84.00%	
2045		Kelley, Dennis, L	Director of Public Safety	49,038.00	0	49,038	51	46,703.00	56,378.00	70,055.00	80.00%	80.00%	
2833		Keranan, Joel, A	Prof Physical/Math MA+24	42,130.00	0	42,130	MA+24	36,485.00	45,606.00	54,727.00	92.38%	92.38%	
2542		Keys, Tom, Nolan	Prof of Nursing MA	38,850.00	0	38,850	MA	34,727.00	43,408.00	52,090.00	89.50%	89.50%	
2861		Kieper, John, W	Prof of Agriculture MA	37,500.00	0	37,500	MA	34,727.00	43,408.00	52,090.00	86.39%	86.39%	

**NEW MEXICO JUNIOR COLLEGE  
2006-2007 Compensation Recommendation**

#	ORG	Employee Name	Job Title	Sal before adjustment	Adjustment	Current Salary	Salary Range	Minimum	Midpoint	Maximum	Old Compa-Ratio	New Compa-Ratio	\$ Inc
3041		Knapp, Patricia Ann	Records Administrator	32,761.00	0	32,761	36	32,247.00	40,309.00	48,371.00	81.27%	81.27%	
2542		Knoell, Linda G	Prof of Nursing MA	46,576.00	0	46,576	MA	34,727.00	43,408.00	52,090.00	107.30%	107.30%	
2011		Koper, Diane L	LACirculation Svcs.	18,965.00	0	18,965	14	16,731.00	23,414.00	28,097.00	81.00%	81.00%	
2643		Kritcher, Matthew Brian	Prof-Comp/InDesignCS MA+24	42,588.00	0	42,588	MA+24	36,485.00	45,606.00	54,727.00	93.38%	93.38%	
1050		Kunko William, C	Dr Computer Info Systems	61,318.00	0	61,318	59	56,904.00	71,129.00	85,555.00	86.21%	86.21%	
1031		Leitner, Kimberly K	AS/Anal Dev & MMLIC Team	24,767.00	0	24,767	25	24,577.00	30,721.00	36,865.00	80.62%	80.62%	
2821		Laverentz, Russell, H	Prof PE/HD Wirt's Basketball Coa MA	37,137.00	579	37,716	MA	34,727.00	43,408.00	52,090.00	85.55%	86.89%	
1102		Leeds, Dennis Leroy	Prof PE/HD Wirt's Basketball Coa MA	20,658.00	0	20,658	7	15,758.00	19,697.00	23,637.00	104.88%	104.88%	
2103		Lewis, Patsy G	Prof Read/Wrtg/Trn Stud BA	33,935.00	0	33,935	BA	31,461.00	39,326.00	47,191.00	86.29%	86.29%	
2821		Lloyd, Richard, J	Prof-PE/Athletic Trainer MA+45	52,686.00	0	52,686	MA+45	40,272.00	50,340.00	60,408.00	104.62%	104.62%	
3042		Lopez, Corina	DS/Student Recruiting	19,184.00	0	19,184	14	16,731.00	23,414.00	28,097.00	81.65%	81.65%	
1102		Loyal, Luis	Cust Uplght/Daytime	20,708.00	0	20,708	7	15,758.00	19,697.00	23,637.00	105.13%	105.13%	
3071		Mahan, Kathy R	Desktop Designer	31,973.00	0	31,973	34	30,893.00	38,387.00	46,040.00	83.33%	83.33%	
1103		Maldonado, Benito	Groundskeeper I	18,820.00	0	18,820	30	15,758.00	19,697.00	23,637.00	95.55%	95.55%	
3061		Marquez Anna, L	Asstt Director Financial Aid	30,000.00	0	30,000	7	27,807.00	34,758.00	41,710.00	86.31%	86.31%	
2101		Marquez Bernice	AS/Dean of Trns. Studies	25,480.00	0	25,480	25	24,577.00	30,721.00	36,865.00	82.67%	82.67%	
2581		Marquez, Carol M	DS/Anal Tech/AVHS	26,241.00	0	26,241	31	26,502.00	35,627.00	42,753.00	80.00%	80.00%	
4080		Marin, Adriana	Document Center Supervisor	28,503.00	0	28,503	14	16,731.00	23,414.00	28,097.00	112.07%	112.07%	
2831		McClaw, Jack H	Prof of Biology MA	41,020.00	0	41,020	MA	34,727.00	43,408.00	52,090.00	84.50%	84.50%	
3081		McClain, Shannessa, L	Financial Aid Specialist	20,159.00	0	20,159	15	19,189.00	23,989.00	28,789.00	84.00%	84.00%	
1001		McCleary, Forrest, Steve	President	117,600.00	0	117,600	83	102,923.00	128,654.00	154,385.00	81.41%	81.41%	
2803		McConal, Angela, K	Program Planner	33,500.00	0	33,500	30	27,807.00	34,758.00	41,710.00	96.38%	96.38%	
1080		McCool, Jeffrey P	Dr/Del Non/Alken Head BB Coac	41,511.00	0	41,511	35	31,461.00	39,326.00	47,191.00	105.56%	105.56%	
2651		McCreech, Maria	Professor of Cosmology	31,162.00	0	31,162	32	29,214.00	36,518.00	43,821.00	85.33%	85.33%	
1103		McCull, Shyla, Gae	Groundskeeper III	18,188.00	342	18,530	MA+12	18,274.00	22,843.00	27,412.00	84.00%	85.50%	
2011		McKeel, Sherry G	Groundskeeper I	16,546.00	88	16,644	7	15,758.00	19,697.00	23,637.00	84.00%	84.50%	
2011		Merdoza, Virginia A	AS-Director Library Services	25,153.00	0	25,153	25	24,577.00	30,721.00	36,865.00	81.88%	81.88%	
1032		Merston, Michelle R	Institution Effectiveness Asstt	21,647.00	2470	21,717	16	19,679.00	24,599.00	29,519.00	88.00%	88.28%	
4010		Miller, Kathleen, Frances	Human Resources Generalist	36,735.00	0	36,735	36	32,247.00	40,309.00	48,371.00	91.13%	91.13%	
2001		Miller, Richard	Dr Learning Comm/Retention	37,500.00	0	37,500	35	31,461.00	39,326.00	47,191.00	95.36%	95.36%	
3001		Miller, Winona C	ESVP for Student Svcs.	32,394.00	0	32,394	28	26,487.00	33,083.00	39,700.00	87.92%	87.92%	
2121		Mladinic, Peter	Prof of English MA+24	48,482.00	0	48,482	MA+24	36,485.00	45,606.00	54,727.00	106.26%	106.26%	
4001		Morales, Fredrica	Payroll Clerk	19,744.00	0	19,744	15	19,189.00	23,989.00	28,789.00	82.27%	82.27%	
4001		Morgan, Joshua	Coordinator of Purchasing	33,652.00	0	33,652	33	29,845.00	37,431.00	44,917.00	89.90%	89.90%	
4001		Mortley, Dorina, Sue	Coordinator of Payroll	26,500.00	0	26,500	17	20,171.00	25,214.00	30,257.00	105.10%	105.10%	
3101		Mortley, Billy C	Asst to Pres-Int'l Ex Affairs	57,341.00	0	57,341	50	45,564.00	56,955.00	66,346.00	100.69%	100.69%	
3121		Morris, Richard, Leslie	Director of Athletics	64,868.00	0	64,868	53	49,066.00	61,335.00	73,602.00	105.79%	105.79%	
2542		Murphy, Shelly A	Prof of Nursing MA	39,369.00	0	39,369	MA	34,727.00	43,408.00	52,090.00	90.70%	90.70%	
3101		Necaise, Charles, R	Security Personnel	24,137.00	0	24,137	21	22,266.00	27,832.00	33,399.00	88.72%	88.72%	
2833		Neu, Rome, Ellen	Prof of Geology MA+36	42,561.00	0	42,561	MA+36	39,290.00	49,112.00	58,935.00	86.66%	86.66%	
2103		Newman, Lynda, Reese	Prof Reading/Education MA	41,417.00	0	41,417	MA	34,727.00	43,408.00	52,090.00	95.41%	95.41%	
1012		Organ, Regina, Griffin	Vice Pres Student Services	80,764.00	0	80,764	65	65,991.00	82,468.00	98,986.00	87.91%	87.91%	
1051		Ortiz, Maria P	Hardware/Software Specialist	35,517.00	0	35,517	36	32,247.00	40,309.00	48,371.00	88.11%	88.11%	
1103		Owens, Amanda, C	Groundskeeper I	16,546.00	0	16,546	7	15,758.00	19,697.00	23,637.00	84.00%	84.00%	
3041		Parr, Jackie, M	Registrar Assistant II	28,198.00	344	28,542	25	24,577.00	30,721.00	36,865.00	91.79%	91.79%	
3071		Parryman, Vangelia, D	Public Rel/Mktgng Writer/Ed	26,750.00	0	26,750	25	24,577.00	30,721.00	36,865.00	87.07%	87.07%	
3021		Phillips, LaTae	Counselor	47,328.00	0	47,328	42	37,397.00	46,746.00	56,093.00	101.25%	101.25%	
2043		Phillips, Naomi, G	Asstt Dir Corrections Academy	39,375.00	0	39,375	41	36,485.00	45,606.00	54,727.00	86.34%	86.34%	
2834		Pierce, Brenda, Carol	Prof-Anal/Phys/Olab/Co MA+45	53,721.00	1,750	55,471	PHD	42,311.00	52,889.00	63,467.00	104.88%	104.88%	
2561		Pierce, Robin, J	Prof of Cosmetology AA	30,186.00	0	30,186	AA	29,214.00	36,518.00	43,821.00	82.67%	82.67%	
4010		Pounds, Sheryl, L	Human Resources Asstt	25,995.00	0	25,995	25	24,577.00	30,721.00	36,865.00	84.62%	84.62%	
1103		Pritchett, Jo Ann	Grounds Supervisor	23,871.00	1,246	25,119	21	22,266.00	27,832.00	33,399.00	85.77%	85.77%	
1102		Puentes, Emestina, V	Cust Uplght/Daytime	15,917.00	1,186	17,103	7	15,758.00	19,697.00	23,637.00	80.61%	80.61%	

**NEW MEXICO JUNIOR COLLEGE  
2006-2007 Compensation Recommendation**

#	ORG	Employee Name	Job Title	Sal before adjustment	Adjustment	Current Salary	Salary Range	Minimum	Midpoint	Maximum	Old Compa-Ratio	New Compa-Ratio	\$ a
3101		Pitman,Donald,R	Security Personnel	23,940.00	0	23,940	21	22,266.00	27,832.00	33,398.00	86.02%	86.02%	
1102		Rason,Isabelle,	Cust U/night/Daytime	18,888.00	0	18,888	7	15,758.00	19,697.00	23,637.00	94.88%	94.88%	
1101		Rash,William,Douglas	Main III - Print Warehouse Pool	29,029.00	0	29,029	18	20,676.00	25,845.00	31,014.00	112.32%	112.32%	
2542		Reed,Shawna,	Prof of Nursing BA	33,034.00	0	33,034	BA	31,461.00	39,328.00	47,191.00	84.00%	84.00%	
1102		Rendon,Glema,	Cust U/night/Daytime	18,441.00	0	18,441	7	15,758.00	19,697.00	23,637.00	93.62%	93.62%	
2221		Rice,John,Robert	Prof. Community/Theatre MA+45	47,682.00	0	47,682	MA+45	40,272.00	50,340.00	60,408.00	94.72%	94.72%	
4001		Richards,Dorrie,K	Accts. Receivable Specialist	26,250.00	0	26,250	17	20,171.00	25,214.00	30,257.00	104.11%	104.11%	
1102		Rivas,Marta,	Cust U/night/Daytime	18,121.00	99	18,220	7	15,758.00	19,697.00	23,637.00	92.00%	92.50%	
4001		Robledo,Emilia O	Accounts Payable Clerk	26,633.00	0	26,633	17	20,171.00	25,214.00	30,257.00	105.63%	105.63%	
2561		Robin-Hill,Elin,M	Prof of Cosmetology AA	30,188.00	0	30,188	AA	28,214.00	38,518.00	43,821.00	82.67%	82.67%	
2905		Rudedge,Michael,D	Distance Learning Tech Coord	38,000.00	0	38,000	40	35,595.00	44,483.00	53,382.00	85.41%	85.41%	
2561		Rufeginhaddam,Sholamneza,	Prof of Welding MA+45	50,925.00	0	50,925	MA+45	40,272.00	50,340.00	60,408.00	101.16%	101.16%	
4001		Salazar,Ampero,	Accountant	42,418.00	4,285	46,703	51	46,703.00	58,378.00	70,055.00	72.66%	72.66%	
2011		Sanderson,Patricia,A	LA/Senior & Michrma	22,472.00	0	22,472	7	18,731.00	23,414.00	28,097.00	95.98%	95.98%	
2811		Schmitz,Charlotte,Joan	Dr. Lea County Comboy HOF	38,773.00	0	38,773	MA	34,727.00	43,408.00	52,090.00	89.32%	89.32%	
1070		Seed,Lisa,J	Prof of Mathematics MA	48,454.00	5,848	54,302	47	42,311.00	52,888.00	63,467.00	88.95%	88.95%	
2103		Shelton,Mary,L.	Prof/Read/Ed/education MA+45	48,454.00	258	48,738	MA+45	40,272.00	50,340.00	60,408.00	88.21%	88.21%	
1103		Sherman,Stephanie,F	Groundskeeper I	16,500.00	0	16,500	47	15,758.00	19,697.00	23,637.00	83.77%	83.77%	
1001		Shiels,Janette,Ann	Admn. Asst. to the President	48,080.00	0	48,080	BA	42,311.00	52,888.00	63,467.00	90.83%	90.83%	
2642		Shook,Angela,Dawn	Prof of Com Info Systems BA	37,800.00	0	37,800	21	31,461.00	39,328.00	47,191.00	96.12%	96.12%	
3101		Srnin,Elizabeth,	Security Personnel	23,379.00	0	23,379	21	22,266.00	27,832.00	33,398.00	84.00%	84.00%	
1102		Solo,Rodriguez,Janeth,	Cust U/night/Daytime	15,728.00	30	15,758	7	15,758.00	19,697.00	23,637.00	79.65%	80.00%	
2001		Springer,Donna L.	ESVP for Instruction	31,927.00	0	31,927	28	26,487.00	33,083.00	38,700.00	96.51%	96.51%	
2542		Stephens,Brandi,Jeann	DS/Alised Health	19,902.00	0	19,902	14	18,731.00	23,414.00	28,097.00	85.00%	85.00%	
2882		Steinhaus,Richard,F	Prof of Psych/Socio MA	40,514.00	0	40,514	MA	34,727.00	43,408.00	52,090.00	83.33%	83.33%	
2821		Sturmans,Barbara,Ann	DS/mathetics-PE-CAC	51,005.00	0	51,005	PHD	42,311.00	52,888.00	63,467.00	87.15%	87.15%	
1101		Taylor,Ciff,A	Gen Maint/Lead Carpenter	30,471.00	1,158	31,630	30	27,807.00	34,758.00	41,710.00	87.67%	87.67%	
1102		Taylor,Susie,D	Cust U/night/Daytime	17,984.00	0	17,984	7	15,758.00	19,697.00	23,637.00	81.35%	81.35%	
3061		Teague,Janine,Joy	DS/Financial Aid	20,108.00	0	20,108	28	18,731.00	23,414.00	28,097.00	85.88%	85.88%	
3081		Thomas,Glen,	Coord Infrm/Student Activities	34,600.00	0	34,600	28	28,487.00	33,083.00	38,700.00	104.74%	104.74%	
2542		Thompson,Deborah,D	Prof of Nursing MA+12	42,000.00	0	42,000	MA+12	35,595.00	44,483.00	53,382.00	84.40%	84.40%	
2046		Titus,Rebecca,	Div Academic Coord/Prof	43,575.00	0	43,575	AA	39,290.00	48,112.00	56,933.00	88.73%	88.73%	
2851		Townsend,Stephen,A	Prof of Govt/History PhD	51,005.00	0	51,005	PHD	42,311.00	52,888.00	63,467.00	96.44%	96.44%	
3042		Tullo,Lanella,M	Admission Spec-Instructional	35,700.00	0	35,700	34	30,693.00	38,367.00	46,040.00	93.05%	93.05%	
3021		Turner,Robert,Lee	Coor Pict/Mrny Rcrv/Tite V	53,097.00	0	53,097	40	35,595.00	44,483.00	53,382.00	119.34%	119.34%	
1103		Van Der Sierra,Carl,W	Groundskeeper II	18,036.00	0	18,036	9	16,556.00	20,695.00	24,833.00	87.15%	87.15%	
2651		Vack,Marta,E	Public Rel/Mktg/Whter/Ed	46,900.00	0	46,900	44	39,290.00	48,112.00	56,933.00	95.50%	95.50%	
1050		Vaigi,Oscar,R	Prof of Cosmetology BA	39,802.00	0	39,802	BA	31,461.00	39,328.00	47,191.00	101.21%	101.21%	
2501		Ward,Mary,J	Coordinator of Network Systems	43,638.00	0	43,638	47	42,311.00	52,888.00	63,467.00	82.51%	82.51%	
1102		Warner, Marth	Dean Business & Tech	60,532.00	0	60,532	57	54,162.00	67,702.00	81,242.00	89.41%	88.41%	
1101		Waskas,Vernon,A	Cust U/night/Daytime	37,761.00	0	37,761	33	29,945.00	37,431.00	44,917.00	100.80%	100.80%	
2542		Watts,Susan,C	Lead Journeyman Electrician	37,761.00	0	37,761	MA+12	35,595.00	44,483.00	53,382.00	94.87%	94.87%	
2582		Webb,Kimberly,S	LA/Circulation & IL Loan	22,310.00	0	22,310	14	18,731.00	23,414.00	28,097.00	95.28%	95.28%	
1032		Wharton,Renee,Elizabeth	Dr Institutional Effectiveness	53,459.00	0	53,459	PHD	42,311.00	52,888.00	63,467.00	101.08%	101.08%	
1102		Whitely,Cloyd,H	Prof of Auto Tech/ Ford PHD	58,806.00	0	58,806	54	50,294.00	62,868.00	75,442.00	93.54%	93.54%	
1071		Wiley,Karen,	Cust U/night/Daytime	19,041.00	0	19,041	7	15,758.00	19,697.00	23,637.00	96.67%	96.67%	
2121		Williams,Mike,	Exec Dir - Western Heritage	61,425.00	0	61,425	42	37,397.00	46,746.00	56,095.00	131.40%	131.40%	
2641		Wilson,Garry,Anthony	Prof of English MA+36	50,549.00	0	50,549	MA+36	39,290.00	48,112.00	56,933.00	102.83%	102.83%	
2544		Winkles,Renee,D	Prof CISC/ADAAVHS	45,832.00	0	45,832	BA	31,461.00	38,328.00	47,191.00	103.93%	103.93%	
3021		Winn,SueWyn,S	Allied Hth Acad Adv/Ret Spec	37,375.00	0	37,375	35	31,461.00	39,328.00	47,191.00	95.04%	95.04%	
2222		Wong,Yau-Sun,	DS/Counseling	23,952.00	0	23,952	14	18,731.00	23,414.00	28,097.00	102.30%	102.30%	
			Professor of Music PH/D/EdD	49,350.00	0	49,350	PHD	42,311.00	52,888.00	63,467.00	93.31%	93.31%	

**NEW MEXICO JUNIOR COLLEGE  
2006-2007 Compensation Recommendation**

#	ORG	Employee Name	Job Title	Sal before adjustment	Adjustment	Current Salary	Salary Range	Minimum	Midpoint	Maximum	Old Compa-Ratio	New Compa-Ratio	\$ a Ina
2011		Wright, Jennifer, C	LAVGovt. Publications	19,199.00	01	19,199	14	18,731.00	23,414.00	28,097.00	82.00%	82.00%	
2561		Youngblood, Homer, Ancel	Prof EMIT-BA-VHS, BA	39,688.00	01	39,688	BA	31,461.00	39,326.00	47,191.00	98.38%	98.38%	
2811		Youngblood, Patricia, J	Prof of Mathematics MA	41,645.00	01	41,645	MA	34,727.00	43,408.00	52,090.00	95.94%	95.94%	
3021		Zambrelli, Cynthia,	Counselor	42,433.00	01	42,433	42	37,397.00	46,748.00	56,095.00	90.77%	90.77%	
1102		Zamgoza, Lupe,	Cust UNlight/Daytime	21,418.00	01	21,418	7	15,758.00	19,697.00	23,637.00	108.74%	108.74%	
					40.632								
				7,945.635		7,986,287					92.79% AVG	93.33% AVG	

**NEW MEXICO JUNIOR COLLEGE  
2006-2007 Compensation Recommendation**

#	Org	Employee Name	Job Title	Sal before adjustment	Adjustment	Current Salary	Salary Range	Minimum	Midpo
3022		Albrecht, Gayle	Dir Student Support Services	44,045	0	44,045	44	39,290.00	48.11
3024		Friend, Tyler S	Director of Upward Bound Prog	43,072	0	43,072	44	39,290.00	48.11
3023		Gabardo, Vera J	Director of Talent Search	44,529	0	44,529	44	39,290.00	48.11
3022		Galley, Justin	Academic/Transfer Advisor	33,034	0	33,034	36	32,241.00	40.30
2401		Henry, Julia M	ABE Assessment/Retention Ck	21,281	0	21,281	14	18,731.00	23.41
3024		Hernandez, Maria	DSU Upward Bound Program	22,864	210	23,074	14	18,731.00	23.41
3028		Hunt, Brandon E	Business Sports/BDC	29,529	0	29,529	28	26,497.00	33.08
3022		Luffman, Ashleigh R	DS/Student Support Services	26,159	0	26,159	14	18,731.00	23.41
2401		Martinez, Dianne Renee	Director of ABE	35,588	8,122	43,710	44	39,290.00	48.11
3023		Mendoza, Maria	Talent Search School Coord	29,000	0	29,000	36	26,873.00	33.59
3023		Munoz, Gloria D	Director of SBDC	48,831	0	48,831	44	39,290.00	48.11
3023		Prudum, Shannon L	Talent Search School Coord	30,403	0	30,403	36	26,873.00	33.59
3024		Quint, Renato M	DS/SBDC	19,188	0	19,188	14	18,731.00	23.41
3023		Sanchez, Corina T	DS/Talent Search	18,864	0	20,818	14	18,731.00	23.41
3022		Stephenson, Cindy A	Academic/Career Planner	36,844	0	36,844	36	32,241.00	40.30
3042		Turnbush, Sylvia	Upward Bound Academic Coord	35,500	0	35,500	36	32,241.00	40.30
				499,097		476,093			

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #991

Roof Removal & Replacement – Del Norte, Mary Hagelstein, & McClean Hall Buildings

BOARD DOCUMENTS

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On September 10, legal notices were posted in the following newspaper, requesting sealed bids for the Roof Removal & Replacement of Del Norte, Mary Hagelstein, & McClean Hall Buildings:
  - 1) The Hobbs Daily News Sun
2. Four bids were submitted within the time frame specified by the bid package. All four bidders were present at the bid opening.
3. The bids were evaluated and it was determined the apparent low bidder did not comply with the bid specifications. It was decided the project would be re-bid.
4. On October 20, legal notices were posted in the following newspaper, requesting sealed bids for the Roof Removal & Replacement of Del Norte, Mary Hagelstein, & McClean Hall Buildings:
  - 1) The Hobbs Daily News Sun
5. Three bids were submitted within the time frame specified by the bid package. All three bidders were present at the bid opening.
6. The Business Office and the Physical Plant have evaluated the bids received. Their recommendation is shown on page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The vendors responding to Invitation to Bid #991 were:

Advantage USAA, Inc. – Lubbock, TX  
Construction Services - Amarillo, TX  
Jeff Eubank Roofing Co., Inc. – Fort Worth, TX

The Bid Tabulation Summary appears on page 4.

The Administration recommends acceptance of the bid from Jeff Eubank Roofing Co., Inc., \$643,725.00, for the Roof Removal & Replacement of Del Norte, Mary Hagelstein, & McClean Hall Buildings.

Source of Funding: - FY 2006/2007 - Roof Replacement  
Account #: 91534-4002-76012-911  
Budget: \$273,750.01  
FY 2006/2007 – BR&R  
Account #: 93001-4002-77201-922  
Budget: \$582,467.50  
Amount: \$643,725.00





# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date November 9, 2006

Candidate's name Ibrahim Y. Vaid

Position title Professor of Computer Assisted Drafting

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 \* 1-09-07 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard higherjobs.com

(\*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 \$35,595 to \$44,493 Recommended annual salary \$43,229 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2641 61103 102 - 60% 11000 2561 61103 102 - 40%

Recommended and approved by:

Supervisor \_\_\_\_\_  
M B Gratta  
Vice President

Mary Jane Ward  
Dean/Director  
Steve McCreary  
President

Selection Committee Members: Darryl Cook - Prof of Computer Information Systems  
Marilyn Ebler - Prof of Commerical Graphic Design/CG  
Matthew Kriftcher - Prof of Commerical Graphic Design/CS  
Angila Shook - Prof of Computer Information Systems  
Mary Jane Ward - Dean of Careers and Technology

Comments: Mr. Vaid, with a M.S. in Career and Technical Education and more than twelve years applicable experience, meets

and/or exceeds the minimum requirements for this position

## ABBREVIATED RESUME

### Position

Professor of Computer Assisted Drafting

### Personal Data

Name: Ibrahim Y. Vaid

### Education

M.S., Ferris State University, Big Rapids, MI, 2001

Major: Career and Technical Education

B.S., Eastern Michigan University, Ypsilanti, MI, 1989

Major: Construction Management

A.S., Washtenaw Community College, Ann Arbor, MI, 1992

Major: Architectural Drafting

A.S., Washtenaw Community College, Ann Arbor, MI, 1986

Major: Construction Technology (Wood, Plastic, and Metal)

### Professional Experience

I & Z Design & Construction, Ann Arbor, MI

01/92 to Present

Designer, Drafter, Construction Manager and Owner

International Academy of Design & Technology, Troy, MI

01/06 to Present

P-T Instructor

ITT Technical Institute, Troy, MI

03/04 to 12/05

Instructor

Decker College, Louisville, KY

03/05 to 12/05

P-T Online Instructor

Eastern Michigan University, Ypsilanti, MI

08/00 to 08/02

Lecturer

Baker College, Flint, MI

01/97 to 2004

P-T Instructor

Oakland Community College, Auburn Hill, MI

09/97 to 06/06

P-T Instructor



# New Mexico Junior College

## Career Opportunities

### Position Announcement • July 2006

**Position Title:** Professor of Computer Assisted Drafting (60%) and instructor of Computer Assisted Drafting for the Advanced Career Technology Academy (ACT Academy) (40%).

**Position Description:** The position reports to the Dean of Careers & Technology. Duties and responsibilities include the following: (1) teach ACT Academy and college courses in Computer Assisted Drafting (CAD) (2) may be required to teach some courses in basic computer concepts such as Computer Design, Windows Applications, networking, EXCEL, or other related courses as needed; (3) work with the Department Chairperson and Dean to recruit and retain students (4) participate in a process of continual personal and professional improvement; (5) actively participate in the institutional goals and objectives designed to support the mission of the college; (6) serve on college committees as requested by the administrative team; and, (7) 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 Computer Assisted Drafting, Computer Science, Computer Design, BIS, BCS, MIS, Computer Information Systems or closely related area preferred. Master's degree considered most beneficial. All degrees must be from a regionally accredited institution. Expertise in AutoCAD, and related software packages in Architectural and Engineering areas required. Knowledge of various computer software packages which may include computer design, word processing, spreadsheets, and database management expected. Two years of teaching experience and/or directly related occupational experience preferred. Candidates with an Associate's degree will be considered with five or more years of demonstrated success in related employment and/or training programs in lieu of an advanced degree, with the candidate's commitment to earn the advanced degree within a specified time.

**Salary/Benefits:** Salary per faculty schedule for a nine-month contract. Placement on schedule depending on level of education, years experience teaching and occupational-related experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**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 starts 2006 Fall semester with faculty reporting date of August 9, 2006. To ensure consideration, all application materials must be received as soon as possible.

**To Apply:** Application materials sent via e-mail will not be accepted. Submit NMJC application form, letter of application (cover letter) resume unofficial transcripts (official transcripts required prior to employment)

## APPLICANT LIST

### **Position: Professor of Computer Assisted Drafting**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Linville, Myra L.	No	No	
Vaid, Ibrahim Y.	Yes	Yes	Start date: Pending Board approval.
Roberts, Frank D.	No	No	Incomplete application materials.
Reyes, Rafael	No	No	