

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, November 21, 2013

Zia Room – Library

4:00 p.m.

AGENDA

- | | |
|---|-----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of October 17, 2013 | Guy Kesner |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Josh Morgan |
| 2. Monthly Revenue Report | Josh Morgan |
| 3. Oil and Gas Revenue Report | Josh Morgan |
| 4. Schedule of Investments | Josh Morgan |
| 5. Fiscal Watch Reports | Josh Morgan |
| 6. Consideration of Track Field House Remodel | Charley Carroll |
| 7. Personnel Consideration – Recruiter for Automotive Technology | August Fons |
| 8. Personnel Consideration – Professor of Accounting/Business | Kelly Holladay |
| 9. Personnel Consideration – Director of Communications | Phillip Roybal |
| 10. Personnel Consideration – Instructional Technology Specialist | Steve McCleery |
| 11. Personnel Consideration – Director of Oil and Gas Technology | Steve McCleery |
| F. Public Comments | Guy Kesner |
| G. Announcement of Next Meeting | Guy Kesner |
| H. Closure of Open Meeting | Guy Kesner |
| I. Adjournment | Guy Kesner |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

OCTOBER 17, 2013

MINUTES

The New Mexico Junior College Board met on Thursday, October 17, 2013, beginning at 3:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Mrs. Mary Lou Vinson; Mr. Ron Black; Mr. Zeak Williams; and Mr. Hector Baeza. Not present were Ms. Patricia Chappelle and Mr. Travis Glenn.

Mr. Kesner called the meeting to order and welcomed visitors and guests present: Gabriela Munoz, News-Sun.

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

Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the minutes of September 26, 2013.

Under President's Report, the Board toured the cafeteria remodel and the Computer Services Department.

Under New Business, Dan Hardin presented the September financial reports and with a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the expenditures for September, 2013.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, November 21, 2013, beginning at 4:00 p.m.

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 New Mexico Statutes Annotated 1978. Mr. Baeza seconded the motion. The roll call vote was as

follows: Mr. Black – yes; Mr. Baeza – yes; Mr. Williams – yes; Mrs. Vinson – yes; and Mr. Kesner – yes.

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

Upon a motion by Mr. Black, seconded by Mr. Williams, the board meeting adjourned at 4:45 p.m.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

October 2013

33% of Year Completed

Fund	2012-13			2013-14			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	8,638,205	2,514,683	29%	9,106,822	800,025	2,730,240	30%
Academic Support	2,247,244	759,430	34%	2,259,588	248,650	816,285	36%
Student Services	1,704,267	569,422	33%	1,823,694	152,390	562,666	31%
Institutional Support	3,137,158	1,191,174	38%	3,337,419	404,959	1,334,822	40%
Operation & Maintenance of Plant	3,232,175	1,140,552	35%	3,288,327	357,265	1,195,625	36%
Subtotal - Instruction & General	18,959,049	6,175,261	33%	19,815,850	1,963,289	6,639,638	34%
Student Activities	0		0%	0	0		0%
Research	0		0%	0	0		0%
Public Service	0		0%	0	0		0%
Internal Service Departments	81,772	52,806	65%	84,909	168,359	185,362	218%
Student Aid	543,551	353,064	65%	568,551	21,699	397,863	70%
Auxiliary Enterprises	1,780,078	1,006,895	57%	1,799,060	242,773	838,750	47%
Athletics	1,150,211	432,001	38%	1,019,727	90,286	532,026	52%
Total Current Unrestricted Fund	22,514,661	8,020,027	36%	23,288,097	2,486,406	8,593,639	37%
CURRENT RESTRICTED FUND							
Grants	1,280,443	305,981	24%	1,280,443	72,119	283,720	22%
Student Aid	5,033,468	1,987,405	39%	5,033,468	167,653	2,437,985	48%
Total Current Restricted Fund	6,313,911	2,293,386	36%	6,313,911	239,772	2,721,705	43%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	9,149,363	2,845,057	31%	15,071,621	286,797	5,148,405	34%
Projects from State GOB Funds	222,313	6,021	3%	3,324,582	8,874	2,717,263	0%
Projects from State STB Funds	521,652	34,652	7%	1,487,000	5,985	1,023,485	0%
Projects from General Fund	12,687	7,558	60%	275,374	7,584	13,350	0%
Projects from Private Funds	5,965	917	15%	0	0	0	0%
Projects from State ER&R	568,173	176,807	31%	671,725	10,057	274,539	41%
Projects from State BR&R	1,815,302	403,140	22%	1,003,998	20,935	406,919	41%
Subtotal - Capital and BR&R	12,295,455	3,474,152	28%	21,834,300	340,232	9,583,961	44%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	12,295,455	3,474,152	28%	21,834,300	340,232	9,583,961	44%
GRAND TOTAL EXPENDITURES	41,124,027	13,787,565	34%	51,436,308	3,066,410	20,899,305	41%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

October 2013

33% of Year Completed

Fund	2012-13			2013-14			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,684,200	1,962,150	53%	3,684,200	94,880	2,160,528	59%
State Appropriations	5,888,800	2,021,024	34%	5,933,300	490,950	1,963,800	33%
Advalorem Taxes - Oil and Gas	6,100,000	2,078,433	34%	6,455,000	954,421	2,630,552	41%
Advalorem Taxes - Property	5,255,000	0	0%	5,455,000	0	0	0%
Interest Income	5,000	591	12%	5,000	380	585	12%
Other Revenues	292,526	117,360	40%	356,361	63,311	80,575	23%
Subtotal - Instruction & General	21,225,526	6,179,558	29%	21,888,861	1,603,942	6,836,040	31%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	7,962	33%	24,000	3,865	5,105	21%
Auxiliary Enterprises	2,198,000	1,212,093	55%	2,213,000	185,160	1,209,352	55%
Athletics	326,200	108,803	33%	330,900	27,425	109,700	33%
Total Current Unrestricted	23,773,726	7,508,416	32%	24,456,761	1,820,392	8,160,197	33%
CURRENT RESTRICTED FUND							
Grants	1,290,682	314,035	24%	1,179,460	99,960	327,486	28%
Student Aid	5,033,468	1,898,196	38%	5,033,468	328,793	2,145,334	43%
Total Current Restricted	6,324,150	2,212,231	35%	6,212,928	428,753	2,472,820	40%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	0	0	0	0%
Projects from State STB Funds	1,240,754	34,652	3%	427,000	0	0	0%
Projects from General Fund	0	0	0%	0	0	0	0%
Projects from Private Funds	0	3,750	0%	0	0	0	0%
Interest Income (LGIP)	30,000	5,324	18%	30,000	1,262	3,760	13%
Total Plant Funds	1,270,754	43,726	3%	457,000	1,262	3,760	1%
GRAND TOTAL REVENUES	31,368,630	9,764,373	31%	31,126,689	2,250,407	10,636,777	34%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

October 2013

33% of Year Completed

		OIL		GAS		COMBINED		
Month of		Price	Lea County	Price	Lea County	Monthly	2013-14	Variance
Sales	Distribution	per BBL	BBLs sold	per MCF	MCF sold	Revenue	Original	Over (Under)
							Budget	Budget
Actual	July	\$78.08	3,279,028	\$4.85	14,257,158	876,131	400,000	476,131
Actual	August	\$101.38	3,402,919	\$4.52	14,524,235	954,096	400,000	554,096
Accrual	September					400,000	400,000	0
Accrual	October					400,000	400,000	0
Accrual	November						400,000	(400,000)
Accrual	December						400,000	(400,000)
Accrual	January						400,000	(400,000)
Accrual	February						400,000	(400,000)
Accrual	March						400,000	(400,000)
Accrual	April						400,000	(400,000)
Accrual	May						400,000	(400,000)
Accrual	June						400,000	(400,000)
Y.T.D. Production Tax Revenue						2,630,227	4,800,000	2,169,773
Y.T.D. Equipment Tax Revenue						325	1,655,000	1,654,675
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>2,630,552</u>	<u>6,455,000</u>	<u>3,824,448</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

October 2013

33% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,589,592	7102-1348	0.104%	1,262
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>9,589,592</u>			<u>1,262</u>

Capital Projects	10/31/2013
Vehicles	267,528.92
Technology Upgrade	24,356.44
JASI	66,039.44
WHM South Gallery	309,224.42
Baseball Field	30,162.96
Rodeo Arena	75,334.65
Original Entrance Landscaping	23,421.33
Student Housing Construction	557,712.44
Luminis Software	11,568.00
Campus Signage	0.00
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	1,740.67
Campus Construction	20,704.36
Oil & Gas Training Ctr	0.00
Maintenance Equipment	3,452.01
Public Sector	1,826.53
Campus Security	9,402.40
Track/Arena Area Enhancement	15,797.78
Lumens Software-Distance Learnig	5,000.00
Welding Lab	41,246.00
Copier Replacement	11,540.88
Non-Recurring Compensation	552,169.10
Athletics	5,638.96
Student Life Programming	17,440.37
Warehouse/Cont Ed Remodel	1,640.92
Succession Plan	108,152.25
Energy Technology Equipment	548,390.00
WHM Exhibits	137,400.93
Remodel McLean	133,400.84
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	6,345.00
Track Upgrades	3,011,296.01
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	600,000.00
Cosmetology Remodel	400,000.00
Equine Program	111,732.00
Entertainment Technology	300,215.30
Cafeteria Upgrade	0.00
New Horizons Resources	0.00
Channel 19 Upgrade	25,000.00
FERPA & Title IX	18,229.50
Infrastructure Upgrade	1,473,937.50
Workforce Training Contingency	6,987.22
Total	10,661,417.39

NOTE: Capital projects total does not include encumbered funds

New Mexico Junior College

Statement of Net Assets (Unaudited and Unadjusted) As of (September 30, 2013)

Assets	
Current Assets:	
Cash and Cash Equivalents	\$ 2,190,551
Short-Term Investments	9,589,592
Accounts Receivable, net	693,220
Inventories	621,665
Prepaid Expenses	35,143
Loans Receivable, net	
Total Current Assets	\$ 13,130,171
Non-Current Assets	
Restricted Cash and Cash Equivalents	\$ 634,855
Restricted Short Term Investments	
Investments Held by Others	
Other Long-Term Investments	
Prepaid Expenses	
Capital Assets, net	66,632,147
Total Non-Current Assets	67,267,002
Total Assets	\$ 80,397,173
Liabilities	
Current Liabilities	
Accounts Payable	\$ 70,754
Other Accrued Liabilities	286,616
Deposits Held for Others	173,676
LT Liabilities - Interest Payable	26,765
Deferred Income	
Other Payables	543,430
LT Liabilities - Current Portion	219,588
Total Current Liabilities	\$ 1,320,829
Non-Current Liabilities	
Other LT Liabilities	1,366,050
Total Non-Current Liabilities	1,366,050
Total Liabilities	\$ 2,686,879
Net Assets	
Invested in Capital Assets, net of Related Debt	\$ 65,046,509
Restricted for:	
Non-Expendable:	
Expendable:	
General Activities	
Federal Student Loans	
Term Endowments	
Capital Projects	
Expendable future debt service requirements	634,855
Unrestricted	12,028,930
Total Net Assets	77,710,294
Total Liabilities & Net Assets	80,397,173

New Mexico Junior College

Summary of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2014

Operating Funds	FY 2014 Original Budget	FY 2014 Actuals as of September 30, 2013	Percentage Earned/Spent
REVENUES			
Tuition & Misc Fees	\$ 3,684,200	\$ 2,065,648	56.07%
State Appropriations	5,933,300	1,472,850	24.82%
Local Appropriations	11,910,000	1,676,131	14.07%
Sales & Services	2,213,000	1,024,192	46.28%
Other	735,061	73,560	10.01%
Total Revenue	\$24,475,561	\$6,312,381	25.79%
BEGINNING BALANCE	\$1,244,263	\$1,244,263	
EXPENDITURES			
Instruction & General	\$ 19,815,850	4,676,349	23.60%
Internal Services	84,909	17,003	20.02%
Student Aid	568,551	376,164	66.16%
Auxiliary Enterprises	1,799,060	595,977	33.13%
Intercollegiate Athletics	1,019,727	441,740	43.32%
Total Expenditures	\$ 23,288,097	6,107,233	26.22%
Net Transfers	\$1,206,001	\$1,206,001	
TOTAL EXPENDITURES & TRANSFERS	\$ 24,494,098	7,313,234	29.86%
Increase (Decrease) in Fund Balance	(\$18,537)	(\$1,000,853)	

Plant Funds	FY 2014 Original Budget	FY 2014 Actuals as of September 30, 2013	Percentage Earned/Spent
REVENUES AND TRANSFERS			
Interest Income	30,000	2,499	
State Appropriations	457,000		
BR&R/ER&R Transfer	930,001	930,001	
Debt Service Transfers	276,000	276,000	
Capital Projects Transfer			
Total Revenues and Transfers	\$ 1,693,001	\$ 1,208,500	
BEGINNING BALANCE	\$ 9,159,432	\$ 9,159,432	
EXPENDITURES			
Capital Projects	7,014,013	970,363	
BR&R & ER&R	930,001	329,331	
State Appropriations			
Debt Retirement	276,000		
Total Expenditures	\$ 8,220,014	\$ 1,299,694	15.81%
Net Transfers	\$ 1,206,001	\$ 1,206,001	
Increase (Decrease) in Fund Balance	3,838,420	1,114,807	

New Mexico Junior College

Comparison of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2013 and 2014

Operating Funds	FY 2013 Actuals as of September 30, 2012	FY 2014 Actuals as of September 30, 2013	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 1,883,960	\$ 2,065,648	9.6%
Federal Appropriations			
State Appropriations	1,530,291	1,472,850	-3.8%
Local Appropriations	1,377,288	1,676,131	21.7%
Sales & Services	1,142,475	1,024,192	-10.4%
Other	187,575	73,560	-60.8%
Total Revenue	\$ 6,121,589	\$ 6,312,381	3.1%
EXPENDITURES			
Instruction & General	4,560,123	4,676,349	2.5%
Internal Services	(25,497)	17,003	-166.7%
Student Aid	332,711	376,164	13.1%
Auxiliary Enterprises	829,110	595,977	-28.1%
Intercollegiate Athletics	368,889	441,740	19.7%
Total Expenditures	6,065,336	6,107,233	0.7%
Net Transfers	(4,061,681)	(1,206,001)	
TOTAL EXPENDITURES & TRANSFERS	\$ 2,003,655	\$ 4,901,232	144.6%
Increase (Decrease) in Fund Balance	\$ 4,117,934	\$ 1,411,149	

Plant Funds	FY 2013 Actuals as of September 30, 2012	FY 2014 Actuals as of September 30, 2013	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Interest Income	3,553	2,499	
STB	34,652		
Debt Service Transfers	359,045		
Other	3,750		
Total Revenues and Transfers	\$ 401,000	\$ 2,499	
EXPENDITURES			
Capital Projects	2,734,183	970,363	-64.5%
State Funded Projects	46,581		
Private Funds	700		
Building R&R	419,709	185,647	
Equipment R&R	133,585	143,684	
Total Expenditures	\$ 3,334,758	\$ 1,299,694	-61.0%
Increase (Decrease) in Fund Balance	\$ (2,933,758)	\$ (1,297,195)	

Some revenues are reported on a seasonal basis or by semester and therefore may affect the Increase/(Decrease) to Fund Balance

New Mexico Junior College

Cash Flow Statement (Unaudited and Unadjusted) As of 9 30 2013

Cash Flows from Operating Activities		
Receipts from student tuition and fees	\$	2,065,648
Receipts from grants and contracts		2,044,067
Other receipts		
Payments to or on behalf of employees		(3,797,635)
Payment to suppliers for goods and services		(2,547,199)
Receipts from Sales and Services		1,024,192
Payments for scholarships		(1,325,682)
Other Operating Revenue		18,710
Net cash (used) by operating activities	\$	<u>(2,517,899)</u>
Cash Flows from Non-Capital Financing Activities		
State Appropriations	\$	1,527,700
Mill Levy Taxes	\$	876,131
Other Non-operating Expense		
Net Cash provided (used) for non-capital financing activities	\$	<u>2,403,831</u>
Cash Flows from Capital and Related Financing Activities		
Proceeds from Capital Debt		
Capital Gifts, Grants and contracts		
Purchase/Construction/Renovation of Capital Assets		(1,388,709)
Principal Received/Paid on Capital Debt and Leases		
Interest and Fees Paid on Capital Debt and Leases		
Net Cash provided (used) for capital financing activities	\$	<u>(1,388,709)</u>
Cash Flows from Investing Activities		
Investment Earnings	\$	2,499
Net Cash provided by Investing Activities	\$	<u>2,499</u>
Increase (Decrease) in Cash and Cash Equivalents	\$	(1,500,278)
Cash and Cash Equivalents- beginning of year		13,915,276
Cash and Cash Equivalents- end of reporting period	\$	12,414,998

To: New Mexico Junior College Board Members

From: Charley Carroll

RE: Transferring Funds/Remodel Request

Date: November 14, 2013

Dear Board Members:

Within the next few weeks the new Track Project will be complete and the new fencing in front of the track will be installed and tied into the Track Field House. The Field House is in need of remodeling to comply with ADA Building Codes by remodeling the restrooms and storage areas. We are asking for Board Approval to transfer \$133,400.85 (91571-911) from left over funding that was set aside to remodel the Computer Center in McLean Hall to remodel the Track Field House.

If approved, this project will begin renovation within the next two weeks.

Respectfully,

Charley Carroll

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date November 4, 2013

Candidate's name Kristina A. Dyer

Position title Recruiter for Automotive Technology

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 *12/2/2013 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard HigherEdJobs.com

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, & Lubbock TX Workforce Development Website)

Posted salary range \$34,727 – 43,408 Recommended annual salary \$39,722.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2584 61301 102

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Dr. August Fons – Dean of Public Safety and Industry – Chairperson

Samuel Gilcrease – Professor of Automotive Technology – GM-ASEP

Earl Nymeyer – Professor of Welding

Javier Rivera – Professor of Automotive Technology – GM ASEP

Timothy Roberts – Professor of Automotive Technology – Ford ASSET

Charles Siegel – Professor of Automotive Technology – Ford ASSET

Comments: Ms. Dyer with a B.L.S. in Criminology / Political Science and more than three years of applicable experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Recruiter for Automotive Technology

Personal Data

Name: Kristina A. Dyer

Education

B.L.S., University of Missouri St. Louis, St. Louis, MO, 2008
Major: Criminology/Political Science

Professional Experience

Dyer Vision, Hobbs, NM 11/2007 to Present
Office Manager

Hobbs Municipal Schools, Hobbs, NM 08/2013 to 05/2013
Kindergarten Teacher

Certificates:

Elementary Education K-8 Licensure – New Mexico Junior College 2011 - 2013
Yvonne Williams Certificate Program for Alternative Licensure in Elementary Education
Certificate Program for Traditional Medicine Without Borders, UNM



New Mexico Junior College

Career Opportunities

Position Announcement • July 2013

Position Title: Recruiter for Automotive Technology

Position Description: This position reports to the Dean of Public Safety and Career Technology and is responsible for recruiting students for both the Ford and General Motors automotive programs at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Develop professional relationships with dealership personnel, high school automotive faculty, high school counselors, prospective students, and parents of students during the recruiting phase; (2) Substantial travel is required; (3) Achieve the goal of recruiting students for both Ford and GM start-up classes (4) As assigned, participate in college service through standing and ad hoc committees; (5) Post and maintain supervisor approved itinerary each week; (6) Within approved budget parameters, participate in a process of continual personal and professional improvement; (7) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, (8) 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 preferred. Candidates with automotive industry related experience preferred. All degrees must be from a regionally accredited institution. Candidate must be willing to pursue a professional development plan, which may include technical updating as well as other professional development activities. Computer proficiency is required.

Salary/Benefits: This is a 12 month professional position with a starting salary range of \$34,727.00 to \$43,408.00 and is commensurate with education and experience. Standard NMJC 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 applicants. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for **all** degrees listed on resume (official transcripts required prior to employment), three references with current addresses and phone numbers.

**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 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.

For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning Section 504 accessibility, contact the Special Needs Coordinator in the Counseling Department at (575) 492-2576.

"Equal Opportunity Education and Employment"

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

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date November 5, 2013

Candidate's name Lucius D. Brister

Position title Professor of Accounting / Business

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 January 7, 2014 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard HigherEdJobs.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 \$39,290 to \$49,112 Recommended annual salary \$45,993 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2601 61101 102 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Kelly Holladay – Dean of Business, Math and Sciences

Jeffery McCool – Dean of Training & Outreach

Dr. Christopher Howell – Professor of Business/Office Technology

Sue Black – Professor of Office Technology

Angila Shook – Professor of Computer Information Systems

Comments: Mr. Brister with a M.A. and more than four years of experience meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Accounting / Business

Personal Data

Name: Lucius D. Brister

Education

M.A., Mississippi State University, Mississippi State, MS, 2007

Major: Accountancy

B.S.B.A., University of Southern Mississippi, Hattiesburg, MS, 1997

Major: Accounting

A.A., Southwest Mississippi Community College, Summit, MS, 1994

Professional Experience

Arkansas Department of Human Services, Little Rock, AR
Senior Auditor 06/2011 to Present

East Mississippi Community College, Scooba, MI
Adjunct Instructor 01/2009 to 12/2010

Self Employed
Database Creator for Independent Company 05/2007 to 01/2008

LOWE'S of Starkville, Starkville, MS
Team Leader 11/2004 to 01/2006

McComb Public Schools, McComb, MS
Teacher 07/2003 to 10/2003

Mississippi Department of Education, Jackson, MS
Account/Auditor II 04/1998 to 06/2003

Licenses/Certifications:

Institute of Management Accountants, member
Mississippi Alternate Route Teaching Certificate, Mathematics, Grades 7-12

Honors:

Beta Alpha Psi Honorary Accounting Fraternity
Honors Graduate, Southwest Mississippi Community College, 1994



New Mexico Junior College

Career Opportunities

Position Announcement • May 2013 (Revised 7/23/2013)

Position Title: Professor of Accounting/Business

Position Description: The Professor of Accounting/Business reports to the Dean of Business, Math and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) teaches any combination of freshman and sophomore level Accounting and/or Business, and/or related courses per fall and per spring semesters (day and/or evening/s and/or online and/or ITV), as enrollment requires; (2) serve on college committees as assigned; (3) serve as an advisor to assigned students; (4) post and maintain approved office hours per week; (5) attend orientation meetings and other in-service meetings/workshops, as scheduled; (6) maintain accurate student records; (7) involve oneself in the general recruitment and retention of students for the institution; (8) participate in the assessment process as required; (9) assume other professional responsibilities associated with the position of Professor of Accounting/Business; (10) participate in a process of continual personal and professional development; (11) actively participate in the institutional goals and objectives designed to support the mission of the college; and (12) 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 Master's degree in Accounting and/or Business or a closely related field (accounting preferred) or a current CPA license required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Applicant must be committed to excellence in instruction and willing to work as a team with other, full-time divisional instructors and staff. **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 term for additional compensation. Standard NMJC 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 Spring Semester 2014. To ensure consideration, all application materials must be received.

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for **all** degrees listed on resume (official transcripts required prior to employment), three letters of reference, and three additional references with current addresses and phone numbers.

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 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.

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New Mexico Junior College

Career Opportunities

Position Announcement • May 2013

Position Title: Professor of Accounting/Business

Position Description: The Professor of Accounting/Business reports to the Dean of Business, Math and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) teaches any combination of freshman and sophomore level Accounting and/or Business, and/or related courses per fall and per spring semesters (day and/or evening/s and/or online and/or ITV), as enrollment requires; (2) serve on college committees as assigned; (3) serve as an advisor to assigned students; (4) post and maintain approved office hours per week; (5) attend orientation meetings and other in-service meetings/workshops, as scheduled; (6) maintain accurate student records; (7) involve oneself in the general recruitment and retention of students for the institution; (8) participate in the assessment process as required; (9) assume other professional responsibilities associated with the position of Professor of Accounting/Business; (10) participate in a process of continual personal and professional development; (11) actively participate in the institutional goals and objectives designed to support the mission of the college; and (12) 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 Master's degree in Accounting and/or Business or a closely related field (accounting preferred) or a current CPA license required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Applicant must be committed to excellence in instruction and willing to work as a team with other, full-time divisional instructors and staff. **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 term for additional compensation. Standard NMJC 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 2013. To ensure consideration, all application materials must be received .

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for **all** degrees listed on resume (official transcripts required prior to employment), three letters of reference, and three additional references with current addresses and phone numbers.

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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date November 4, 2013

Candidate's name Susan C. Fine

Position title Director of Communications

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 January 6, 2014 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard HigherEdJobs.com

(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website)

Posted salary range \$54,162 to 67,702 Recommended annual salary \$67,702.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 3071 61301 134 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Dr. Larry Sanderson – Director of Institutional Effectiveness

Lynda Newman – Professor of Reading/Education

Linda Thornton – PR/Consultant

Comments: Ms. Fine with a B.A. and more than twenty-three years of experience meets and/or exceeds the minimum requirements
for this position.

ABBREVIATED RESUME

Position

Director of Communications

Personal Data

Name: Susan C. Fine

Education

B.A., Texas Tech University, Lubbock, TX, 1976
Major: Telecommunications

Professional Experience

Women's Center of Tarrant County, Fort Worth, TX 02/2004 to Present
Director of Public Relations and Communications

National Cowgirl Museum and Hall of Fame, Fort Worth, TX 02/1998 to 12/2003
Director of Development and Marketing

KPLX/KLIF Radio Stations, Dallas, TX 1987 to 1995
Promotions Manager

Billy Bob's Texas, Fort Worth, TX 1981 to 1987
Marketing/Promotion Manager

Organizations

American Association of University Women, Tarrant County Branch, Vice President
Tarrant County Walkers, 2008-2013, President
Women's Policy Forum, 2012-2013, Treasurer
Fort Worth South Area Chamber of Commerce, 2006-2012, Board of Directors
Congregation Ahavath Shalom, 2007-2008, Board of Directors



New Mexico Junior College

Career Opportunities

Position Announcement • August 2013

Position Title: Director of Communications

Position Description: The Director of Communications reports to the Director of Institutional Effectiveness. The duties and responsibilities of this position shall be, but are not limited to: 1) develop a specific program of campus communications designed to promote internal awareness of NMJC activities, 2) develop a specific program of public communications designed to promote positive awareness of NMJC activities within external constituencies throughout New Mexico and the region, 3) work with all campus constituencies to identify activities and programs that can be communicated within the institution and to external constituencies, 4) work with external constituencies to identify opportunities for communicating information on NMJC programs, activities, and student success, 5) support planning for enrollment marketing and coordinate implementation of the marketing plan, 6) coordinate, prepare, and distribute information to the media, 7) supervise personnel as assigned by the Director of Institutional Effectiveness, 8) support design and production of print, slide, social media, photography, graphics, radio, and television communication, 9) support planning and management of communications and marketing budgets, 10) serve on campus committees as appropriate, 11) assist in coordination of legislative and public agency meetings on campus, 12) supervise official college photography, 13) coordinate development of website content, 14) accept other duties as assigned by the Director of Institutional Effectiveness, 15) participate in a process of continual personal and professional improvement, 16) actively support institutional goals and objectives designed to support the mission of the college and success of NMJC students, 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: Required – Demonstrated writing skills including the ability to write against significant deadlines, ability to develop and sustain positive personal relationships with internal and external constituencies, and an ability to work collaboratively in a positive, creative environment are essential. Ability to manage multiple tasks and meet stringent deadlines. Computer proficiency in common MS desktop applications is required.

Preferred qualifications – Bachelor's degree in a relevant field from a regionally accredited institution, experience working in media and with members of the press, and significant writing experience across a variety of public platforms are preferred qualifications. Knowledge of social media strategies and community college operations is preferred.

Salary/Benefits: This is a 12-month professional position with a salary range of \$54,162 to \$67,702, depending upon education and experience. Standard NMJC benefits apply.

Application Deadline: Open until filled. First review of complete applications will be September 16, 2013. For best consideration, all applications materials must be received as soon as possible.

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities) and attach the following: a letter of application (cover letter), professional resume, unofficial transcripts for all degrees listed on resume (official transcripts are required prior to employment), and three professional references with current addresses and phone numbers. NOTE: candidates invited for a formal interview will be asked to participate in an on-site writing exercise as part of the screening process..

Human Resources, New Mexico Junior College, 1 Thunderbird Circle, Hobbs, NM 88240

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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date November 4, 2013

Candidate's name Sherhil C. Alcos

Position title Instructional Technology Specialist

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 * December 3, 2013 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard HigherEdJobs.com

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 40 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 \$41,699 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2003 61301 101 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

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

Charles Adams – Canvas Administrator

Steven Blandin – Director of Instructional Technology - Chairperson

Bill Kunko – Director of Computer Services

Paula Wallace – Distance Learning Instructional Designer

Comments: Ms. Alcos, with a B.S. degree and almost six years of experience meets and/or exceeds the minimum requirements for this position

*pending background check

ABBREVIATED RESUME

Position

Instructional Technology Specialist

Personal Data

Name: Sherhil C. Alcos

Education

M.S., Fort Hays State University, Hays, KS, pending Fall 2013

Major: Instructional Technology

B.S., University of the Philippines, Credential Evaluation Report by World Education Services, Inc. 2003 (2005 US Equivalency – Bachelor's degree)

Major: Sociology

A.S., ECPI College of Technology, Virginia Beach, VA 2009

Major: Computer Information Science

A.S., Tidewater Community College, Virginia Beach, VA 2007

Major: Mechanical Engineering Technology

Certificate, Online Teaching Methodology, WHRO/Consortium for Interactive Instruction, 2011

Certificate, Computer Aided Drafting and Design, TCC Virginia Beach, VA, 2007

Professional Experience

Department of Corrections, Haynesville, VA
Production Technician

05/2012 to Present

Al Pugh Distribution Co. Inc., Warsaw, VA
Graphic Artist / Pricing Coordinator

05/2010 to 05/2012

University Instructors, Richmond, VA
Part-time Mathematics Tutor

03/2009 to 12/2009

Labels Unlimited, Inc., Virginia Beach, VA
Estimator/Trainer/QC/Scheduler

01/2005 to 09/2008

Honors

Magna Cum Laude, ECPI University

Professional Organizations and Membership

Phi Theta Kappa International Honor Society, 2007

Virginia Society for Technology in Education

International Webmasters Association, 2012



New Mexico Junior College

Career Opportunities

Position Announcement • August 2013

Position Title: Instructional Technology Specialist

Position Description: This position reports to the Director of Instructional Technology. Duties and responsibilities shall be, but are not limited to, the following: 1) Regularly test and troubleshoot functioning of video conferencing and iTV systems; 2) Provide faculty and monitor training for the technical usage of the iTV, video conferencing, Smart Classroom systems, and other distance learning related technologies; 3) Maintain iTV and video conference classrooms; 4) Support the delivery of iTV classes; 5) Schedule and coordinate video conferences involving NMJC; 6) Provide after-hours support for distance learning technologies; 7) Support the NMJC Video Network, including but not limited to the connections to area high schools for the purpose of video conferencing; 8) Document iTV issues and failures; 9) Provide support for the day-to-day operations of the iTV system; 10) Maintain and track video conferencing and iTV related inventory and ensure proper working order of all equipment; 11) Arrange technical setup for video conference meetings; 12) Installation/moving portable video conference systems; 13) Coordinate with internal and external customers to schedule video conferences; 14) Coordinate with external vendors and support as needed; 15) Ensure that scheduled video conference connections are established; 16) Create and modify user documentation; 17) Answer basic level video conference equipment / systems related questions; 18) Ability to troubleshoot issues over the phone; 19) Any other duties assigned by the Director or Dean to further the mission of the Distance Learning Department or New Mexico Junior College; 20) Participate in a process of continual personal and professional improvement; 21) Actively participate in the institutional goals and objectives designed to support the mission of the college; 22) Serve on college committees as assigned; and, 23) 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: Associate's degree in a technology related field required. Bachelor's degree in a technology related field preferred, but will consider experience in the areas of video conferencing and/or computer networking in lieu of a degree. All degrees must be from a regionally accredited institution. Training and/or knowledge in maintaining and using classroom technology to fully support the wide range of ever-changing multimedia technologies available for classroom (including data projectors, control panels, etc.) and distance learning instruction. Demonstrated knowledge of instructional technology. Demonstrated abilities in the following areas — Microsoft Office, Microsoft Operating Systems such as Windows XP, 7, and 8, Server 2003 and 2008, Systems administration in a domain environment, Canvas or other distance learning platform, networking, and videoconferencing (including H.323 and H.320 networks). Cisco router programming and configuration experience is strongly preferred. AMX or Crestron controls programming preferred, but not required. Strong skills in building and maintaining good working relationships with faculty and staff are required. Quickly troubleshoot and repair or replace distance learning equipment. Ability to work independently with minimal supervision. Ability to read and translate technical documentation into user-friendly documentation. Ability and willingness to support as well as to collaborate with others. Effective verbal and written communication competence. Valid driver's license is required. Frequent travel throughout Lea County is required. Must be committed to excellence and promoting success through learning.

Salary/Benefits: This is a twelve-month position. Salary range is \$35,595 to \$44,493. The salary and benefits are competitive and commensurate with experience and qualifications.

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

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and three references with current addresses and phone numbers.

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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date November 12, 2013

Candidate's name O. Kelly Tooker

Position title Director of Oil and Gas Technology

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 *December 2, 2013 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard HigherEdJobs.com

(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website)

Posted salary range \$52,841 to 66,051 Recommended annual salary \$67,730.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2913 61301 104 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

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

Donald Hancock – CDL Trainer

Dr. Larry Sanderson – Director of Institutional Effectiveness

Steve Saucedo – Workforce Training Coordinator

Comments: Mr. Tucker with a B.A. and more than sixteen years of experience meets and/or exceeds the minimum requirements for this position.

*pending background check

ABBREVIATED RESUME

Position

Director of Oil and Gas Technology

Personal Data

Name: O. Kelly Tooker

Education

B.S., Texas Tech University, Lubbock, TX, 1981
Major: Petroleum Engineering

Professional Experience

Baker Hughes Rocky Mountain, Hobbs, NM Field Manager	2011 to 2012
BJ Chemical Services Mid-Continent, Hobbs, NM District Manager	1994 to 2011
UNICHEM/BJ Chemical Services, Hobbs, NM Account Manager	1991 to 1994
Hercules/Calgon and Betz, Midland, TX Technical Specialist	1986 to 1991
Dowell Schlumberger, Midland, TX District Engineer/Field Manager/Station Manager	1981 to 1985



New Mexico Junior College

Career Opportunities

Position Announcement • June 2013 (revised 7-31-13)

Position Title: Director of Oil and Gas Technology

Position Description: The Director of Oil and Gas Technology shall be responsible to the Dean of Training and Outreach. The duties and responsibilities of the Director of Oil and Gas shall be, but not limited to the following: A. To satisfactorily perform the job of Director of Oil and Gas Technology for New Mexico Junior College. B. General duties and responsibilities: 1. Coordinate and develop the Oil and Gas curriculum; 2. Maintain current knowledge of the changing technological advances of the industry; 3. Coordinate and Manage the Oil and Gas Training Ground; 4. Recruit Oil and Gas Companies to utilize the NMJC Oil and Gas Training Ground and Training; 5. Teach Oil and Gas Classes; 6. Recruit students to the program; 7. Work with the Oil and Gas industry and business leaders in the development of the Oil and Gas Technology Training Ground; 8. Create industry and community partners; 9. Oversee the Oil and Gas Technology operating budget; 10. Oversee / Recruit Oil and Gas Technology adjunct Faculty; 11. Attend all required meetings; 12. Seek opportunities to promote NMJC and the Oil and Gas Technology Program; 13. Work with the local media and the NMJC communication department to promote the Oil and Gas Technology Program; 14. Participate, both as a professional and a representative of New Mexico Junior College, in community affairs; 15. Attend all College required meetings and abide by and support the NMJC Employee Handbook; 16. Promote the mission and the vision of the College; 17. Participate annually in an academic or professional process of continued personal and professional development; and 18. 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 preferred. Five years of related Oil and Gas industry experience is preferred. The successful candidate must have good public relations skills, ability to handle multi-task situations and ability to work in a fast paced operation on a daily basis. Additionally, the successful candidate will have a broad knowledge of the Oil and Gas industry, as well as the industry's training needs. The successful candidate will demonstrate connections to the Oil and Gas Industry. The successful candidate will possess leadership and communication skills to develop the Oil and Gas Technology program and the ability to create industry and community partners. Experience and knowledge of dealing with or development of Oil and Gas Technology curriculum is preferred.

Salary/Benefits: This is a 12-month professional position. Salary is competitive and commensurate with relevant experiences and degrees. 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 on line at www.nmjc.edu (Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for **all** degrees listed on resume (official transcripts required prior to employment), and three references with current addresses and phone numbers.

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New Mexico Junior College

Career Opportunities

Position Announcement • June 2013

Position Title: Director / Professor of Oil and Gas Technology

Position Description: The Director / Professor of Oil and Gas Technology shall be responsible to the Dean of Training and Outreach. The duties and responsibilities of the Director of Oil and Gas shall be, but not limited to the following: A. To satisfactorily perform the job of Director of Oil and Gas Technology for New Mexico Junior College. B. General duties and responsibilities: 1. Coordinate and develop the Oil and Gas curriculum; 2. Maintain current knowledge of the changing technological advances of the industry; 3. Coordinate and Manage the Oil and Gas Training Ground; 4. Recruit Oil and Gas Companies to utilize the NMJC Oil and Gas Training Ground and Training; 5. Teach Oil and Gas Classes; 6. Recruit students to the program; 7. Work with the Oil and Gas industry and business leaders in the development of the Oil and Gas Technology Training Ground; 8. Create industry and community partners; 9. Oversee the Oil and Gas Technology operating budget; 10. Oversee / Recruit Oil and Gas Technology adjunct Faculty; 11. Attend all required meetings; 12. Seek opportunities to promote NMJC and the Oil and Gas Technology Program; 13. Work with the local media and the NMJC communication department to promote the Oil and Gas Technology Program; 14. Participate, both as a professional and a representative of New Mexico Junior College, in community affairs; 15. Attend all College required meetings and abide by and support the NMJC Employee Handbook; 16. Promote the mission and the vision of the College; 17. Participate annually in an academic or professional process of continued personal and professional development; and 18. 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 preferred. Five years of related Oil and Gas industry experience is preferred. The successful candidate must have good public relations skills, ability to handle multi-task situations and ability to work in a fast paced operation on a daily basis. Additionally, the successful candidate will have a broad knowledge of the Oil and Gas industry, as well as the industry's training needs. The successful candidate will demonstrate connections to the Oil and Gas Industry. The successful candidate will possess leadership and communication skills to develop the Oil and Gas Technology program and the ability to create industry and community partners. Experience and knowledge of dealing with or development of Oil and Gas Technology curriculum is preferred.

Salary/Benefits: This is a 12-month professional/faculty position. Salary is competitive and commensurate with relevant experiences and degrees. 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 on line at www.nmjc.edu (Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for **all** degrees listed on resume (official transcripts required prior to employment), and three references with current addresses and phone numbers.

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