

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, September 13, 2012

Zia Room - Library

1:30 p.m.

AGENDA

- | | |
|--|------------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of August 9, 2012 | Guy Kesner |
| 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 Research & Public Service Projects | Dan Hardin |
| 6. Personnel Consideration – Professor of Nursing | Delores Thompson |
| 7. Personnel Consideration – Professor of Cosmetology | August Fons |
| 8. Personnel Consideration – Admission Specialist | Michele Clingman |
| 9. Personnel Consideration – Professor/Assistant Baseball Coach | Don Worth |
| 10. Personnel Consideration – Distance Learning Instructional Designer | Jeff McCool |
| 11. Personnel Consideration – Director of Instructional Technology | Jeff McCool |
| 12. Executive Director of NMJC Research Foundation (Information Only) | 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

AUGUST 9, 2012

MINUTES

The New Mexico Junior College Board met on Thursday, August 9, 2012, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Ron Black; Mr. Zeak Williams; and Mrs. Mary Lou Vinson. Not present was Mr. Hector Baeza and Mr. Travis Glenn.

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

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

Upon a motion by Ms. Chappelle, seconded by Mr. Williams, the Board unanimously approved the minutes of July 19, 2012.

Under President's Report, Dr. McCleery shared a letter of appreciation from Senator Gay Kernan. Clay and Cigi Hardin reported on the recent Camp Crossfire held on campus. Larry Sanderson and Mary Ann Crane presented the Noel Levitz Student Satisfaction Survey 2012 results. Dr. McCleery introduced Kerrie Mitchell, the new Director of Financial Aid. In closing, he reminded the Board of the G. O. Bond on the November 6, 2012 election.

Under New Business, Dan Hardin presented the July financial reports and with a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the expenditures for July, 2012.

Charley Carroll requested Board approval to remove a list of five college vehicles from college inventory and put in a public auction or trade in. Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the request.

Dr. McCleery presented Redistricting Plans A and B for Board consideration. Upon a motion by Ms. Chappelle, seconded by Mr. Black, the Board unanimously approved Plan A.

Dennis Atherton recommended Mr. Juston Harlin for the Professor of Performing Arts - Theatre position at a nine month salary of \$49,000. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Harlin, effective August 13, 2012.

Don Worth recommended Mr. James Miller for the Professor of Physical Education/Head Men's Basketball Coach position at a nine month salary of \$45,448. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Miller, effective August 13, 2012.

Mr. Worth recommended Mr. Brian Lohrey for the Professor/Assistant Men's Basketball Coach position at a nine month salary of \$43,554. Upon a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved the employment of Mr. Lohrey, effective August 13, 2012.

Bill Morrill recommended Mr. Shavell Leslie for the Security position. Mr. Leslie is related to Nadia Leslie, Professor P.E./Athletic Training. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously accepted the recommendation.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, September 13, 2012, beginning at 1:30 p.m.

Ms. Chappelle moved the board go into closed session for the discussion of limited personnel matters and real property under the provisions of section 10-15-1-H (2) & H (8) of New Mexico Statutes Annotated 1978. Mr. Williams seconded the motion. The roll call vote was as follows: Mrs. Vinson – yes; Mr. Black - yes; Mr. Kesner - yes; Ms. Chappelle - yes; and Mr. Williams - 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 Mrs. Vinson, seconded by Ms. Chappelle, the board meeting adjourned at 5:20 p.m.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

August 2012

17% of Year Completed

Fund	2011-12			2012-13			
	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	8,437,426	1,069,870	13%	8,638,205	522,143	1,066,090	12%
Academic Support	2,206,429	388,885	18%	2,247,244	231,496	422,621	19%
Student Services	1,665,722	264,515	16%	1,704,267	136,635	257,919	15%
Institutional Support	2,987,693	545,688	18%	3,137,158	369,283	612,302	20%
Operation & Maintenance of Plant	2,958,467	569,062	19%	3,232,175	230,037	618,607	19%
Subtotal - Instruction & General	18,255,737	2,838,020	16%	18,959,049	1,489,594	2,977,539	16%
Student Activities	0	0	0%	0	0		0%
Research	0	0	0%	0	0		0%
Public Service	0	0	0%	0	0		0%
Internal Service Departments	80,394	(1,137)	-1%	81,772	(23,409)	(23,217)	-28%
Student Aid	516,579	270,243	52%	543,551	233,781	276,232	51%
Auxiliary Enterprises	1,706,196	129,201	8%	1,780,078	527,425	583,509	33%
Athletics	972,058	281,429	29%	1,150,211	276,833	298,310	26%
Total Current Unrestricted Fund	21,530,964	3,517,756	16%	22,514,661	2,504,224	4,112,373	18%
CURRENT RESTRICTED FUND							
Grants	1,569,789	164,942	11%	1,280,443	62,391	110,043	9%
Student Aid	5,033,468	2,290,711	46%	5,033,468	1,307,637	1,412,181	28%
Total Current Restricted Fund	6,603,257	2,455,653	37%	6,313,911	1,370,028	1,522,224	24%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	10,910,281	3,288,932	30%	9,123,635	527,344	2,090,788	23%
Projects from State GOB Funds	325,911	42,983	13%	222,313	2,143	3,071	1%
Projects from State STB Funds	1,840,824	1,840,824	100%	521,652	0	34,652	7%
Projects from General Fund	24,956	6,000	24%	12,687	2,180	2,180	17%
Projects from Private Funds	487,945	441,630	91%	5,965	34	34	1%
Projects from State ER&R	441,780	55,054	12%	568,173	25,675	106,897	19%
Projects from State BR&R	1,584,709	100,000	6%	1,815,302	92,820	246,568	14%
Subtotal - Capital and BR&R	15,616,406	5,775,423	37%	12,269,727	650,196	2,484,190	20%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	15,616,406	5,775,423	37%	12,269,727	650,196	2,484,190	20%
GRAND TOTAL EXPENDITURES	43,750,627	11,748,832	27%	41,098,299	4,524,448	8,118,787	20%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

August 2012

17% of Year Completed

Fund	2011-12			2012-13			
	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	3,589,200	2,057,426	57%	3,684,200	1,255,546	1,813,190	49%
State Appropriations	5,505,200	933,421	17%	5,888,800	490,733	981,467	17%
Advalorem Taxes - Oil and Gas	5,900,000	733,332	12%	6,100,000	383,333	766,666	13%
Advalorem Taxes - Property	4,905,732	0	0%	5,255,000	0	0	0%
Interest Income	20,000	114	1%	5,000	107	107	2%
Other Revenues	329,471	122,285	37%	292,526	57,817	86,213	29%
Subtotal - Instruction & General	20,249,603	3,846,578	19%	21,225,526	2,187,536	3,647,643	17%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	4,518	19%	24,000	0	0	0%
Auxiliary Enterprises	2,184,000	1,168,490	54%	2,198,000	971,420	1,072,933	49%
Athletics	326,200	54,174	17%	326,200	27,183	54,366	17%
Total Current Unrestricted	22,783,803	5,073,760	22%	23,773,726	3,186,139	4,774,942	20%
CURRENT RESTRICTED FUND							
Grants	1,569,789	75,427	5%	1,290,682	48,010	88,700	7%
Student Aid	5,033,468	647,766	13%	5,033,468	1,237,991	1,312,571	26%
Total Current Restricted	6,603,257	723,193	11%	6,324,150	1,286,001	1,401,271	22%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	0	0	0	0%
Projects from State STB Funds	1,840,824	0	0%	1,240,754	34,652	34,652	3%
Projects from General Fund	312,972	0	0%		0	0	0%
Projects from Private Funds	416,000	416,000	100%	0	3,750	3,750	0%
Interest Income (LGIP)	37,000	2,215	6%	30,000	1,769	1,769	0%
Total Plant Funds	2,606,796	418,215	16%	1,270,754	40,171	40,171	3%
GRAND TOTAL REVENUES	31,993,856	6,215,168	19%	31,368,630	4,512,311	6,216,384	20%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

July 2012

100% of Year Completed

FY 2012

		OIL		GAS		COMBINED		
Month of	Sales Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2011-12 Original Budget	Variance Over (Under) Budget
Actual	July	\$94.64	2,833,838	\$8.06	14,534,816	818,088	366,666	451,422
Actual	August	\$89.64	2,788,858	\$7.64	14,874,525	905,631	366,666	538,965
Actual	September	\$91.62	2,858,059	\$7.93	15,210,797	763,002	366,666	396,336
Actual	October	\$80.85	2,866,447	\$7.55	14,951,382	721,396	366,666	354,730
Actual	November	\$80.40	2,863,806	\$6.11	14,809,872	732,227	366,666	365,561
Actual	December	\$81.17	2,813,641	\$7.29	13,060,189	821,808	366,666	455,142
Actual	January	\$91.54	2,781,517	\$7.04	13,867,445	829,479	366,666	462,813
Actual	February	\$95.70	3,020,944	\$6.64	14,683,616	858,150	366,666	491,484
Actual	March	\$95.06	2,938,740	\$5.60	14,105,281	886,912	366,666	520,246
Actual	April	\$98.55	3,111,329	\$4.71	14,952,166	915,934	366,666	549,268
Actual	May	\$94.15	3,000,327	\$5.64	14,368,615	833,057	366,666	466,391
Accrual	June	\$93.71	2,981,020	\$6.72	14,560,060	737,922	366,666	371,256
Y.T.D. Production Tax Revenue						9,823,606	4,399,992	5,423,614
Y.T.D. Equipment Tax Revenue						1,592,547	1,500,000	92,547
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						11,416,153	5,899,992	5,516,161

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

August 2012

17% 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	2011-12 Original Budget	Variance Over (Under) Budget
Actual	July	\$82.33	3,014,635	\$4.80	16,457,653	383,333	383,333	0
Accrual	August					383,333	383,333	0
Accrual	September						383,333	(383,333)
Accrual	October						383,333	(383,333)
Accrual	November						383,333	(383,333)
Accrual	December						383,333	(383,333)
Accrual	January						383,333	(383,333)
Accrual	February						383,333	(383,333)
Accrual	March						383,333	(383,333)
Accrual	April						383,333	(383,333)
Accrual	May						383,333	(383,333)
Accrual	June						383,333	(383,333)
Y.T.D. Production Tax Revenue						766,666	4,599,996	(3,833,330)
Y.T.D. Equipment Tax Revenue						0	1,500,000	(1,500,000)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>766,666</u>	<u>6,099,996</u>	<u>(5,333,330)</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

August 2012

17% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,589,592	N/A	N/A	N/A	7102-1348	0.170%	1,769
Total investments	<u>9,589,592</u>						<u>1,769</u>

Summary of Current Month's Activity	
Beginning amount	9,589,592
Plus: deposits	0
Less: withdrawals	0
Capital Projects	8,236,575
Reserves Invested	1,353,017
Total LGIP Investment	9,589,592

Capital Projects	8/31/2012
Vehicles	30,180.90
Campus Facilities Master Plan	25,000.00
Technology Upgrade	331,195.99
JASI	77,230.30
WHM South Gallery	348,079.00
Baseball Field	34,330.00
Rodeo Arena	0.00
Original Entrance Landscaping	644,154.98
Student Housing Construction	536,636.00
Luminis Software	11,568.00
Campus Signage	155,677.00
Campus Paving	0.00
Roof Replacement	190,055.47
Interior Lighting-Energy Retrofit	50,617.00
Dorm/Apartment Refurbish	92,760.67
Campus Construction	47,482.96
Oil & Gas Training Ctr	51,292.72
Maintenance Equipment	8,652.00
Public Sector	1,827.00
Campus Security	8,964.29
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnng	5,000.00
Copier Replacement	101,446.00
Non-Recurring Compensation	218,362.12
Athletics	129,477.00
Student Life Programming	17,440.00
Title V (Institutional)	79,568.00
Warehouse/Cont Ed Remodel	2,449.43
Succession Plan	108,152.00
Energy Technology Equipment	635,394.00
Watson Hall Stage Lighting	100,000.00
WHM Exhibits	178,460.00
Remodel McLean/Mansur/VocB/H	213,127.63
Shade Structure/Landscape AIPP	50,000.00
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	17,144.67
Track Upgrades	1,000,000.00
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	600,000.00
Cosmetology Remodel	300,000.00
Central Plant Upgrade	0.00
Workforce Training Contingency	9,805.81
Total	8,236,575.40

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575)492-2770
Fax: (575)492-2768

To: NMJC Board members
From: Dan Hardin
RE: RPSP
Date: September 13, 2012

Board members,

Each year New Mexico Junior College submits renewal of Research & Public Service Projects (RPSP) for the coming fiscal year. The requested RPSP projects for fiscal year 2014 are as follows:

Oil & Gas Training Center	\$86,700.00
NMJC Nurse Expansion	\$72,900.00
Lea County Distance Education Consortium	\$30,000.00
Athletics	\$326,200.00

There is a question if athletics is still a RPSP funded project or if it is a recurring General Fund appropriation, but to be sure we need Board's approval to continue requesting the funding for these RPSP.

Sincerely,

Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date August 28, 2012

Candidate's name Stacy G. Reed

Position title Professor of Nursing

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 *September 14, 2012 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 \$43,369 to \$54,211 Recommended annual salary \$45,882.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2542 61101 102

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Delores Thompson – Director of Nursing

Kelli McCall – Professor of Nursing

Cathy Ogle – Professor of Nursing

Comments: Ms. Reed with an Associate degree and fourteen years of experience meets and/or exceeds the minimum requirements
for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Stacy G. Reed

Education

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

Major: Nursing

Vocational, Cisco Junior College, Abilene, TX, 1997

Major: Nursing

Professional Experience

Grace Medical Center, Lubbock, TX
Charge Nurse

02/2011 to 04/2012

Lea Regional Medical Center, Hobbs, NM
Staff Nurse
Staff Nurse

01/2009 to 03/2011

04/2004 to 09/2004

Abilene Regional Medical Center, Abilene, TX
Staff Nurse

10/2008 to 01/2009

Quick Response Staffing, Artesia, NM
Agency Nurse

06/2006 to 07/2008

Lovington Good Samaritan, Lovington, NM
Charge Nurse

01/2005 to 07/2007

Lubbock State School, Lubbock, TX
Shift Supervisor

08/2004 to 08/2005

Children of the Pioneers, Denver City, TX
Charge Nurse

10/2003 to 04/2004

Nor Lea Hospital, Lovington, NM
Clinic Nurse

05/2000 to 10/2003

Licenses/Certifications:

New Mexico RN License No: R51196



New Mexico Junior College

Career Opportunities

Position Announcement • August 2012

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Nursing. Duties and responsibilities include, but are not limited to, the following: 1) classroom instruction, clinical and laboratory supervision of nurse aide students; 2) evaluation of students enrolled in nurse aide courses; 3) nurse aide student advisement and counseling; 4) nurse aide curriculum update and revision; 5) development of nurse aide course syllabus each semester; 6) serve on college committees as assigned; 7) participate annually in an academic or professional process of continued personal and professional development; 8) actively participate in the institutional goals and objectives designed to support the mission of the college; 9) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: Associate Degree in Nursing (RN) required, Bachelor's or Master's degree preferred. All degrees must be from a regionally accredited institution. Candidate must obtain or have a current New Mexico or multi-state nursing license in good standing. Candidate must have completed one of the following requirements: completion of a course regarding the teaching of adults, have experience teaching adults, or experience supervising nurse aides. Candidates should be able to work within a team teaching concept. Computer proficiency required with skills in Microsoft Word, Power Point, and Canvas proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. 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 (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 eight 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.

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: (575) 492-2793 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date August 10, 2012

Candidate's name Dorothy D. Brewer

Position title Professor of Cosmetology

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 09/17/2012 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funding

Paid advertising beyond *standard HigherEdJobs.com, Line ads: Lubbock Avalanche Journal; Odessa American, Midland Reporter
(*Standard: The Hobbs News-Sun, Direct Mail to approximately 39 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

Telegram _____

Posted salary range \$29,214 to \$36,518 Recommended annual salary \$ 36,045.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2651 61101 102

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Maria Vick – Director of Cosmetology

Andrea Chance – Professor of Cosmetology

Debbie Pruitt – Director of Upward Bound

Carol Marquez – Administrative Secretary - Automotive Technology/ACT

Comments: Ms. Brewer, with almost ten years of applicable experience, meets and/or exceeds the minimum requirements
for this position.

ABBREVIATED RESUME

Position

Professor of Cosmetology

Personal Data

Name: Dorothy D. Brewer

Education

Vocational, Chattanooga State Community College, Chattanooga, TN, 2004

Vocational, Rowan Cabarrus Community College, Kannapolis, NC, 1997

Professional Experience

Regency Beauty Institute, Austin, TX
Campus Manager

2/2012 to Present

Virginia College, Chattanooga, TN
Instructor

6/2008 to 7/2011

Highland Beauty, Chattanooga, TN
School Manager/Educator

6/2006 to 5/2008

Miller Motte, Chattanooga, TN
Program Director

8/2005 to 7/2006

Salon 2000, Charlotte, NC
Owner

1998 to 2004

PCA International, Charlotte, NC
Regional Account Manager

1995 to 1996

Licensures:

Texas Cosmetology Operator Instructor License No. 1560816

Tennessee Cosmetology Instructor

Georgia Cosmetologist



New Mexico Junior College Career Opportunities

Position Announcement • April 2012

Position Title: Professor of Cosmetology

Position Description: The Professor of Cosmetology shall report administratively to the Director of Cosmetology. Duties and responsibilities include, but are not limited to, the following: teach cosmetology classes for high school students; prepare lessons and demonstrations for all assigned classes; prepare/update a detailed course syllabus for each class; instruct, lecture, or guide each class meeting in an organized manner; provide appropriate testing for each student; assign and document all grading procedures for each class participant; maintain required certification and maintain currency in all subject matter taught; submit all assigned paperwork correctly and within deadline limits; have current knowledge of the Cosmetology industry; model professionalism and good human relations skills for students; accept other duties as assigned by the Director of Cosmetology or the Dean of Public Safety and Industry and understand that 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: One year experience working in the Cosmetology field required. Must hold a current New Mexico Cosmetology Instructors license. Associate degree is required, Bachelors degree preferred. All degrees must be from a regionally accredited institution. Previous teaching experience is a plus. Candidate should have good human relations skills, knowledge of the state board requirements, and current knowledge of Cosmetology service industry. Must possess the ability to instruct a diverse student population.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received by the deadline.

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

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New Mexico Junior College

Career Opportunities

Position Announcement • April 2012 (revised 6-01-2012)

Position Title: Professor of Cosmetology

Position Description: The Professor of Cosmetology shall report administratively to the Director of Cosmetology. Duties and responsibilities include, but are not limited to, the following: teach cosmetology classes for high school students; prepare lessons and demonstrations for all assigned classes; prepare/update a detailed course syllabus for each class; instruct, lecture, or guide each class meeting in an organized manner; provide appropriate testing for each student; assign and document all grading procedures for each class participant; maintain required certification and maintain currency in all subject matter taught; submit all assigned paperwork correctly and within deadline limits; have current knowledge of the Cosmetology industry; model professionalism and good human relations skills for students; accept other duties as assigned by the Director of Cosmetology or the Dean of Public Safety and Industry and understand that 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: Minimally, three years of professional experience working in the cosmetology field required. Must hold a current New Mexico Cosmetology Instructors license. Associate degree from a regionally accredited institution is preferred. Applicants without a degree will be required, upon employment, to successfully complete an Associate degree within four (4) years from the initial date of employment. Previous teaching experience is a plus. Candidates should have excellent human relations skills, current knowledge of state board requirements and the cosmetology service industry. Must possess the ability to instruct a diverse student population.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received by the deadline.

To Apply: Submit the NMJC application form on line at www.nmjc.edu (under Employment Opportunities) and attach the following: a letter of application (cover letter), resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and eight 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 August 27, 2012

Candidate's name Diana R. Juarez

Position title Admission Specialist

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom Maria Juarez, Arturo Juarez

Effective date of employment *September 14, 2012 Standard contract length 12 mos. 9 mos. other _____

Funding source Enrollment Management/Recruiting

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 \$30,693 to \$38,367 Recommended annual salary \$ 34,531.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 3042 61301 125 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Dr. Michele Clingman – Dean of Enrollment Management

Natalia De Jesus – Admission Specialist

Connie Hanson – Administrative Assistant – Dean of Enrollment Management

Debbie Pruitt – Director of Upward Bound Program

Brittany Fuentes – Student

Comments: Ms. Juarez, with a B.A. in Psychology and Sociology and with one and one half years of experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Admission Specialist

Personal Data

Name: Diana R. Juarez

Education

B.S., Eastern New Mexico University, Portales, NM, 2011
Major: Psychology and Sociology

A.S, New Mexico Junior College, Hobbs, NM, 2009
Major: Psychology

Professional Experience

Guidance Center of Lea County, Inc., Hobbs, NM Juvenile Community Corrections Case Manager	02/2012 to 06/2012
Eastern New Mexico University, Portales, NM Part-time Student Success Center - TRIO Level I Student Mentor	02/2010 to 12/2011
City of Hobbs, Hobbs, NM Part-time Basketball Supervisor (8 week summer program)	2007 to 2011
New Mexico Junior College, Hobbs, NM Part-time Assistant Secretary (ACTA)	08/2008 to 01/2010

Honors and Awards

Mu Alpha Theta
New Mexico Junior College Campus Ambassador

Associations

New Mexico Activities Association - Certified Volleyball and Basketball Referee



New Mexico Junior College

Career Opportunities

Position Announcement • July 2012

Position Title: Admission Specialist

Position Description: The position reports to the Dean of Enrollment Management or his/her designee. Duties and responsibilities shall be, but are not limited to, the following: (1) Develops recruitment strategies to include a schedule of events to market college programs; coordinates college-wide recruitment activities and programs with high schools, local businesses, government agencies, and organizations to conduct visits and present briefings to prospective students; organizes presentations for schools and job/college fairs regarding the institution, programs, and any known employment/training opportunity; (2) Maintains responsibility for general office operations, budget, database management, as well as some lead work responsibility for assigned staff; develops, conducts, tracks, and reports recruiting follow-up activities; develops and maintains a strong network of contacts (e.g., high school counselors, instructors, and students) to help identify prospective students; co-sponsors the Campus Ambassadors program; (3) Participates in student orientation programs; creates slide presentations; conducts campus tours and arranges for presenters; assists or works with campus Marketing in the development of recruiting materials such as hard copy ad/or electronic brochures promoting programs and opportunities; confers with college personnel to learn about programs and related job/training opportunities in order to target and motivate prospective students; maintains general knowledge of competitive practices in various program disciplines, including compensation, qualifications, and recommended recruiting strategies; and identifies/develops and utilizes internet online recruiting resources to help prospective students; (4) Develops and maintains a system for tracking correspondence and records for all admissions-related activities; coordinates with faculty in on- and off- campus recruiting events and activities; forwards prospective student information to appropriate faculty members for additional contact; coordinates recruiting efforts with appropriate staff in various departments across campus; travels as assigned to meet recruiting needs of the College; (5) Responds to questions, interprets and implements policies, procedures and processes and resolves issues pertaining to admissions and to the recruitment process; (6) May assist with registration; (7) May serve on various campus committees as assigned; (8) Performs other duties as assigned or required; (9) Travel as assigned to meet recruiting needs; (10) Participate in a process of continual personal and professional improvement; (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: Bachelor's degree required. All degrees must be from a regionally accredited institution. Excellent verbal and written skills. Skilled at making presentations to groups; strong desire to work with prospective college students. Prior college experience in recruiting or admission preferred. Knowledge of Banner preferred. Must maintain a valid driver's license and be able to travel. Bilingual with proficiency in Spanish preferred. Required physical demands include being able to lift up to twenty pounds without assistance.

Salary/Benefits: This is a twelve-month professional position. Salary range is \$30,693 to \$38,367. The salary and benefits are 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: letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight (8) personal references with current phone numbers and addresses.

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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 8/21/2012

Candidate's name Jacob C. McCarter

Position title Professor / Assistant Baseball Coach

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom _____

Effective date of employment * 09/16/2012 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard None

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

Posted salary range \$35,596 to \$44,493 Recommended annual salary \$ 40,709.00 Prorated salary yes no

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

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Donald Worth – Director of Athletics - Chairperson
Joshua Simpson – Professor of Physical Education/Head Baseball Coach
Dr. Dennis Atherton – Vice President for Instruction
Dr. Regina Organ – Vice President for Student Services
Kelly Holladay – Dean of Business, Math and Sciences

Comments: Mr. McCarter, with a Bachelor's degree and two and one half years of applicable experience meets and/or exceeds the
minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor / Assistant Baseball Coach

Personal Data

Name: Jacob C. McCarter

Education

B.S. E., University of Oklahoma, Norman, OK, 2008

Major: Sociology

A. A., Navarro Junior College, Corsicana, TX, 2005

Professional Experience

Jake McCarter - Las Colinas, TX
Sales Manager

05/2012 to 07/2012

Los Angeles Dodgers Organization - Los Angeles, CA
Baseball Player, Shreveport-Bossier Captains, GCL Dodgers,
Inland Empire 66ers and Ogden Raptors

06/2008 to 02/2011

Jake McCarter
Baseball Instructor/Private Pitching Instructor, off season September to February

2008 to 2011

Awards and Organizations:

Two-year letter winner at Navarro Junior College, 2003-2005

Named All Conference, Texas Eastern Athletic Conference, 2004-2005

One-year letter winner at the University of Alabama, 2005-2006

Drafted but did not sign by the Cincinnati Reds in 2003 MLB draft

Drafted but did not sign by the New York Yankees in 2004 MLB draft

Drafted but did not sign by the Washington Nationals in 2005 MLB draft

Drafted but did not sign by the Boston Red Sox in 2006 MLB draft

Signed as free-agent with the Los Angeles Dodgers, Spring 2008



New Mexico Junior College Career Opportunities

Position Announcement • August 2012

Position Title: Professor / Assistant Baseball Coach

Position Description: The position is responsible to the Vice President for Instruction, Vice President for Student Services, Dean of Business, Math & Sciences, Director of Athletics and the Head Baseball Coach. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening); (2) serve on college committees as assigned; (3) serve as a sponsor for student groups as assigned; (4) post and maintain supervisor approved office hours per week; (5) assume other professional responsibilities associated with the position of Professor / Assistant Baseball Coach; (6) 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 required, Master's degree preferred. Faculty employed without a Master's degree shall have a maximum of three (3) years to complete appropriate degree. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed. NOTE: **Computer proficiency is required.**

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

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. 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), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and phone numbers.

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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 August 24, 2012

Candidate's name Paula D. Wallace

Position title Distance Learning Instructional Designer

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 * October 1, 2012 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 \$38,332 to 47,915 Recommended annual salary \$46,984.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2905 61301 104 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

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

Charles Adams – Canvas Administrator

Peggy Gratton – Distance Learning Instructional Designer

Terri Blandin – Executive Assistant - Training and Outreach

Comments: Ms. Wallace, with a M.A. degree and ten years of experience meets and/or exceeds the minimum requirements for this position.

*pending background check

ABBREVIATED RESUME

Position

Distance Learning Instructional Designer

Personal Data

Name: Paula D. Wallace

Education

Ph.D., New Mexico State University, Las Cruces, NM, in progress, target date - Spring 2013

Major: Curriculum and Instruction

Minor: Educational Learning Technologies

M.A., New Mexico State University, Las Cruces, NM, 2007

Major: Education

Minor: Educational Learning Technologies

B.S., New Mexico State University, Las Cruces, NM, 2006

Major: Elementary Education, Curriculum and Instruction

A.Ed., New Mexico State University, Carlsbad, NM, 2005

Major: Elementary Education, Curriculum and Instruction

Professional Experience

Sul Ross State University, Alpine, TX 12/2012 to present
Project Director - Title V: Computer Science Initiative Grant

New Mexico State University, Carlsbad, NM
Manager, Instructional Technology/Director of Online Learning 08/2009 to 12/2011
Program Director - Title V Healthcare Programs Grant 03/2011 to 09/2011
Activity Director - Stairways to STEM Success: CCRAA Grant 12/2009 to 02/2011
Adjunct Faculty - Online delivery 08/2006 to 12/2011
Adjunct Faculty - Via classroom delivery 08/2010 to 08/2011

New Mexico State University, Las Cruces, NM
Graduate Assistant 08/2009 to 05/2010
Educational Technology Specialist 08/2005 to 08/2009

Certifications:

Blackboard Inc.: Blackboard Certified Trainer (2008)

LERN Inc.: Certified Online Instructor (2008)

Memberships:

New Mexico State University, Carlsbad Distance Education Committee - Chairperson (2007 to Present)
International Society for Technology in Education (2008 to Present)
New Mexico Society for Technology in Education (2007 to Present)
America Association of University Women (2007 to Present)
Instructional Technology Council (2009 to Present)



New Mexico Junior College

Career Opportunities

Position Announcement • July 2012

Position Title: Distance Learning Instructional Designer

Position Description: This position reports to the Dean of Training & Outreach. Duties and responsibilities shall be, but are not limited to, the following: (1) Assist faculty in the design, development, and delivery of online instruction; (2) Prepare the online course selection and schedules each semester and secure instructors for online courses; assist with the scheduling of ITV and dual credit courses as needed and work closely with the Training & Outreach Enrollment and Financial Services Coordinator; (3) Assist the Dean with the online course assessment process; (4) Keep detailed records of the rubric reviews of online courses by the Academic Standards Sub-Committee; establish review rotation, select courses to be reviewed, schedule meetings, and assist Dean with follow-up meeting with online faculty; (5) Provide after-hours support for distance learning technologies to include Canvas student and faculty support; (6) Assist with maintaining accurate records of distance learning usage, evaluation, assessment, faculty credentials, online student service usage, and textbooks; (7) Maintain an effective working relationship with both the Canvas Administrator and the Director of Instructional Technology; (8) Oversee and communicate regularly with online instructors keeping them current on all aspects of distance education, requirements, compliance, deadlines, etc.; (9) Identify potential online instructors and assist the Dean with the hiring process for qualified online adjuncts; (10) Collaborate on professional development for current and/or potential online faculty; assist with preparation for fall and spring distance learning in-service meetings; (11) Maintain and update the Distance Learning Handbook for Online Instructors and keep current on the distance learning website; (12) Assist the Dean with the creation of distance education courses, degrees, certification programs, professional development offerings, and workforce development offerings; (13) Assist the Dean in utilizing data to provide direction to the distance learning programs; (14) Actively seek opportunities to partner with entities to promote the Distance Learning Department; (15) Actively seek to find the latest distance education instructional methods to improve student learning; (16) Attend professional training as directed by the Dean; (17) Any other duties assigned by the Dean to further the mission of the Distance Learning Department or New Mexico Junior College; (18) Participate in a process of continual personal and professional improvement; (19) Actively participate in the institutional goals and objectives designed to support the mission of the college; (20) Serve on college committees as assigned; and, (21) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior college.

Qualifications: Bachelor's degree in education-related field required. Master's degree in education-related field preferred. Online post-secondary curriculum development and teaching experience preferred. Knowledge of distance education pedagogy and experience working with faculty/facilitators in an educational environment desirable. Must be highly proficient in computer technologies and have excellent communication, problem solving, and organizational skills. Some travel may be required. Must be committed to excellence and promoting success through learning. **Note: Computer proficiency is required.**

Salary/Benefits: Distance Learning Instructional Designer is a twelve-month professional position. Starting salary is \$38,332 to \$47,915 depending upon education and experience. Standard NMJC benefits apply.

Application Deadline: Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all required application materials must be received by 5:00 PM MST Wednesday, August 1, 2012.

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), eight references with current addresses and phone numbers including four written letters of reference.

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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date September 10, 2012

Candidate's name Steven L. Blandin

Position title Director of Instructional Technology

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom Terri Blandin

Effective date of employment * October 1, 2012 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 \$45,564 to 56,955 Recommended annual salary \$51,096.00 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

Tami Cavitt – Professor of Spanish / ESL

Peggy Gratton – Distance Learning Instructional Designer

Bill Kunko – Director of Computer Services

Comments: Mr. Blandin, with a B.A.&S. degree and almost seven years of experience meets and/or exceeds the minimum requirements for this position

*pending background check

ABBREVIATED RESUME

Position

Director of Instructional Technology

Personal Data

Name: Steven L. Blandin

Education

B.A. & S., University of the Southwest, Hobbs, NM, 2007
Major: Computer Science

Professional Experience

City of Hobbs, Hobbs, NM 09/2007 to Present
Software Specialist

S.W.A.T. IT Solutions, LLC, Hobbs, NM 12/2006 to 09/2007
Part-time IT Technician

Sympria, Inc, Hobbs, NM 09/2004 to 09/2006
Part-time IT Technician

Organizations:

Member USW's FCA ministry leadership team
Crosswinds Community Church Operation Homefront volunteer



New Mexico Junior College

Career Opportunities

Position Announcement • July 2012

Position Title: Director of Instructional Technology

Position Description: This position reports to the Dean of Training & Outreach. Duties and responsibilities shall be, but are not limited to, the following: (1) Provides academic and technical leadership for classroom and distance learning technology; provides academic technical leadership including collaboration with college leadership and faculty to develop strategies and directions for enhancing the role of instructional technologies in teaching and learning; oversees the County Distance Education Consortium (LCDEC) including all technical aspects, budgeting, supervision of technicians, and the day to day operations in the deliverance of ITV college courses; (2) Consults with administrators, faculty, students and staff to identify educational objectives and recommends technologies that facilitate instruction and learning; ensures classroom and distance learning technology is supported at an effective level for instruction and learning; leads and/or collaborates efforts to enhance the role of instructional technology in the curriculum; and develops methodologies to test and proactively correct issues with equipment; (3) Works directly with the Director of Computer Information Systems in the design, installation, and management of classroom and distance learning technology; coordinates the technical aspects of distance learning initiatives in a timely and effective manner; serves as a member of the Technology Planning Committee and internal IT Security team; and actively seeks to find the latest distance education technologies and methods to improve student learning; (4) Collaborates with faculty and college leadership to develop strategies and directions for integrating technology with teaching and learning; designs, adapts, and integrates digital technologies with the curricular activities of faculty and students; and answers basic pedagogical questions involving academic and technical knowledge; (5) Oversees ITV monitors and video conference classes; maintains ITV, video classrooms, video bridge, and the College video network, including but not limited to the connection to area high schools for the purpose of video conferencing; schedules and coordinates all video conferences; provides faculty training for the technical usage of the ITV, Videoconference, and Smart Classroom systems; documents ITV issues and failures; provides occasional ITV troubleshooting support; regularly tests and troubleshoots video conference systems; and provides after hours support for distance learning technologies; (6) Provides technical support for the course management and online learning system/server; serves as a networking liaison between the Distance Learning Department and Computer Information Systems as needed; updates and maintains the Distance Learning website by coordinating with the Web Master; trains faculty on the use of distance learning technology; works with vendors on the purchase and installation of distance learning related equipment; actively seeks opportunities to partner with entities to promote the mission of the Distance Learning Department; and develops and maintains distance education instructional resources for faculty and community; (7) Confers with vendors and negotiates pricing for new instructional technologies; researches, reviews, and evaluates new technologies and new software for instructional technologies and makes recommendations; coaches, reviews, and supervises assigned employees, or makes effective suggestions and recommendations regarding employment status; and plans and coordinates the activities of assigned staff; (8) Participate in a process of continual personal and professional improvement; (9) Actively participate in the institutional goals and objectives designed to support the mission of the college; (10) Serve on college committees as assigned; and, (11) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior college.

Qualifications: Bachelor's degree in a technology related field required. Master's degree preferred but will consider experience in the areas of video conferencing and/or computer networking in lieu of degree. Must be highly proficient in computer technologies and have an excellent communication, problem solving, and organizational skills. Knowledge of ITV and Canvas systems preferred. Must possess and maintain a valid New Mexico driver's license as some travel may be required. Must be committed to excellence and promoting success through learning. **Note: Computer proficiency is required.**

Salary/Benefits: Director of Instructional Technology is a twelve-month professional position. Starting salary is \$45,565 to \$56,955 depending upon education and experience. Standard NMJC benefits apply.

Application Deadline: Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all required application materials must be received by 5:00 PM MDT Friday, August 17, 2012.

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), eight references with current addresses and phone numbers including four written letters of reference.

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To: Faculty and Staff
From: Steve McCleery
Date: August 27, 2012
RE: NMJC Research Foundation

As you know, NMJC is an important part of our Lea County Community. Over the years we have been part of many of the significant economic, social, and educational developments in our community. I am proud of our work and firmly believe that any success we have in supporting our community is because of the collective work of the staff and the NMJC Board.

I have a new, exciting development to tell you about.

For some time now, New Mexico Junior College has been asked to play a much greater role in regard to the research needs of Lea County. In an effort to address these research requests, the New Mexico Junior College Board created and established the New Mexico Junior College Research Foundation (NMJCRF). Currently, the NMJC Research Foundation is a partnership between Lea County and New Mexico Junior College. Over the coming months and years both partners are open to other viable partnerships.

What does this mean for Lea County and, specifically, NMJC?

In 1998, the City of Albuquerque and Bernalillo County stepped up and created the Sandia Science and Technology Park. Since the 1998 inception, the Sandia Science and Technology Park has produced \$1.89 billion in economic activity. Although, the NMJC Research Foundation is a different model than the Sandia Science and Technology Park, the goals and aspirations are very similar: *“turn applied research into economic opportunities”*.

As a 501(c)3 organization (a non-profit foundation), the NMJC Research Foundation will work in conjunction with Lea County leaders and economic development departments to assist with placing applied research into a market driven economy to create jobs and prosperity for Lea County. The current NMJC Research Foundation Board members are:

Ron Black – NMJC Board Member, County Commissioner, and Chair of the
NMJC Research Foundation
Guy Kesner – Chair, New Mexico Junior College Board,
Gregg Fulfer – Chair, Lea County Commission
Mike Gallagher – Lea County Manager
Steve McCleery

Recently, the NMJC Research Foundation Board employed Dale Gannaway as the NMJCRF Executive Director. Mr. Gannaway’s extensive experience with economic

development, non-profits, and applied research make him an ideal person to undertake this daunting but very needed role. Dale will assume the duties on September 7, 2012.

To give you a better understanding of the role of the New Mexico Junior College Research Foundation, I have included the job description for the Executive Director of the NMJCRF. Finally, it is important to note that the role of this foundation is aimed at research activities. The long-serving NMJC Foundation remains active and fully dedicated to the development of resources supporting NMJC and our students. Both foundations, working in harmony, will help move NMJC actively towards the future and ever-increasing importance in the affairs of our community.

JOB DESCRIPTION

Executive Director—New Mexico Junior College Research Foundation

The Executive Director of the New Mexico Junior College Research Foundation shall be responsible to the New Mexico Junior College Research Foundation Board.

- A. To satisfactorily perform the job of Executive Director of the NMJC College Research Foundation for New Mexico Junior College.
- B. General duties and responsibilities;
 - 1. Develop an environment that fosters technology-related business incubation and start-up companies in close partnership with the research programs of the university colleges and departments.
 - 2. Work with the NMJC Research Foundation to facilitate and assist Lea County's ability to create technology, turn it into a product, and gain economic, intellectual, and educational value from it.
 - 3. Work with the NMJC Research Foundation which was formed in 2011 with the purpose of creating a place where business, community, academic, and other related resources can interact without the restrictions normally associated with this process and without the boundaries of owned assets.
 - 4. The Executive Director should have a solid understanding of the working relationships of a 501C-3 status with the Internal Revenue Service.
 - 5. Work with the NMJC College Research Foundation Board to create an environment for applied, industry-driven research with the understanding of application of this research to solve the practical problems related to the business and community's needs.
 - 6. Work with the Foundation's primary focus on opportunity that has commercial validity; however, that need additional research in the areas of systems, designs, and expanded applications.
 - 7. The Executive Director of the NMJC Research Foundation must be able to closely work within the New Mexico Junior College District, Lea County and the City of Hobbs.
 - 8. The Director must have a solid understanding and foster a productive relationship with the Lea County Economic Development Cooperation, known as the Lea County EDC, also with the New Mexico Department Economic Development and the City/County economic organizations.

9. The prime assignment in this sector is the building of high quality, high service programs to assist in the commercializing of discoveries and inventions through the building of relationships to build a strong pipeline of proven technologies that have commercial potential.
10. Develop both formal and informal working relationships with research organizations to create a network for applied research and development.
11. The Executive Director will be goal-driven and demonstrate strong commitment to achieving the NMJC Research Foundation's goals and should have many of the following experiences, capabilities and personal attributes:
 - a. A proven record of translating technology and basic science discoveries into commercialized products;
 - b. Have experience with commercializing platform technologies;
 - c. Proven leadership skills in working effectively and building relationships with a wide range of internal and external constituencies, including faculty members, research staff, industry executives, investors, technology leaders, economic development agencies and public agencies;
 - d. Understanding of, and appreciation for, the unique culture of applied research and technology transfer;
 - e. Strong communication and advocacy skills, equally effective with both internal and external constituents;
 - f. Strong, managerial, budget, and operations skills;
 - g. A collegial, problem-solving style based on personal integrity, professional confidence, and excellent relationship management skills;
 - h. Nuanced business judgment and personal maturity;
 - i. Strong ethics and high integrity;
 - j. A demonstrated commitment to diversity; and
 - k. A participatory management style that model the values of service, initiative and collaboration.
12. Accept other duties not listed, but as assigned by the NMJC Research Foundation Board.
13. Nothing contained herein shall limit the NMJC Research Foundation Board in assigning the employee to any of the various local activities for which the employee would be qualified in order to meet the needs of the New Mexico Junior College Research Foundation Board.