

# NEW MEXICO JUNIOR COLLEGE

BOARD MEETING  
Tuesday, August 29, 2000  
**Zia Room - Library**  
1:30 p.m.

## AGENDA

- |   |              |
|---|--------------|
| A. Welcome  | Mr. Newman   |
| B. Adoption of Agenda                                   | Mr. Newman   |
| C. Approval of Minutes of August 15, 2000               | Mr. Newman   |
| D. Correspondence                                       | Mr. Schubert |
| E. President's Report                                   | Dr. McCleery |
| F. New Business   |              |
| 1. Monthly Expenditures Report                          | Dr. McCleery |
| 2. Monthly Revenue Report                               | Dr. McCleery |
| 3. Oil and Gas Revenue Report                           | Dr. McCleery |
| 4. Schedule of Investments                              | Dr. McCleery |
| 5. Consideration of Bid #899 - Purchase of New Vehicles | Dr. McCleery |
| 6. 2001 CHE Information Technology Funding Request      | Dr. McCleery |
| 7. 2001 CHE Athletic Funding Request                    | Dr. McCleery |
| 8. Tuition Waiver - Corrections Academy                 | Dr. McCleery |
| 9. 2000-2001 Employee Handbook                          | Dr. McCleery |
| 10. Personnel Consideration - Coordinator of Payroll    | Dr. McCleery |
| 11. Personnel Consideration - Professor of Nursing      | Dr. McCleery |
| 12. Personnel Consideration - Custodian Position        | Dr. McCleery |
| G. Closure of Open Meeting                              | Mr. Newman   |
| H. Public Comments                                      | Mr. Newman   |
| I. Announcement of Next Meeting                         | Mr. Newman   |
| J. Adjournment  | Mr. Newman   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

AUGUST 15, 2000

### MINUTES

The New Mexico Junior College Board met on Tuesday, August 15, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mrs. Bonnie Moran; Mr. Bill Lee; and Mr. Ferrel Caster. Not present were Mr. Donald Whitaker and Mrs. Irene Salgado.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Scott Jones, Hobbs News-Sun.

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

Upon a motion by Mrs. Moran, seconded by Mr. Caster, the board unanimously approved the minutes of July 20, 2000.

Under *New Business*, Frank Collins presented Invitation to Bid #897 - Pannell Library Electrical Modifications & Upgrades. The administration recommended acceptance of the low bid from K & S Electric Company for \$13,448.13, plus gross receipts tax. Upon a motion by Mr. Schubert, seconded by Mr. Lee, the board unanimously accepted the recommendation.

Mr. Collins presented Invitation to Bid #898 - Purchase of Equipment & Supplies for the Police and Corrections Academies. The administration recommended acceptance of the price quotes as follows: Gulf States Distributors \$839; GT Distributors \$8,138.70; Ultra Max Ammunition \$13,325; and Law Enforcement Targets Inc. \$838.30 for a total of \$23,141. Upon a motion by Mr. Caster, seconded by Mrs. Moran, the board unanimously accepted the recommendation.

Robert Bensing recommended Ms. Lisa Hardison for the position of Student Recruiter with an annual salary of \$29,500. Upon a motion by Mrs. Moran, seconded by Mr. Schubert, the board unanimously approved the employment of Ms. Hardison, effective August 16, 2000.

Richard Morris recommended Mr. Rusty Laverentz for the Professor of Physical Education/Assistant Women's Basketball Coach position with a nine month salary of \$30,492. Upon a motion by Mr. Caster, seconded by Mrs. Moran, the board unanimously approved the employment of Mr. Laverentz, effective August 16, 2000.

Mickey Best recommended Mr. Gregory Hammond for the Professor of English position with a nine month salary of \$33,053. Upon a motion by Mrs. Moran, seconded by Mr. Caster, the board unanimously approved the employment of Mr. Hammond, effective August 18, 2000.

Dr. McCleery introduced Dr. Richard Fleming, Vice President for Instruction.

The next board meeting was scheduled for August 29, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mrs. Moran, seconded by Mr. Lee, the board unanimously voted to adjourn at 1:50 p.m.

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CHAIRMAN

ATTEST: \_\_\_\_\_  
SECRETARY

Others present:

Mickey Best  
Bill Rash  
Frank Collins  
Richard Morris  
Ismael Zuniga  
Eddie Solomon  
Bill Braun  
Richard Fleming

Lisa Brown  
Steve Davis  
Tim Perry  
Sam Oswald  
August Fons  
Cc Nelson  
Robert Bensing  
Brenda Pena

**SHOBRIDGE LAW FIRM, P. C.**

WILLIAM G. W. SHOBRIDGE

701 NORTH GRIMES STREET  
HOBBS, NEW MEXICO 88240

(505) 397-2496

FAX: (505) 397-2497

DIANNA L. LUCE

E-MAIL: shooblaw@aol.com

WEBSITE: <http://www.lawyers.com/shooblaw>

August 22, 2000

Dr. Steve McCleery  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, New Mexico 88240

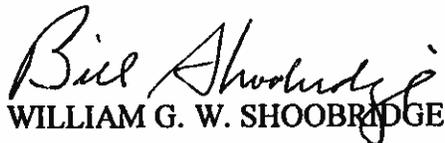
**Re: Vacancy on college board**

Dear Dr. McCleery:

I understand that Irene Salgado has resigned from the college board, thereby creating a vacancy. Section 21-13-8 NMSA (as amended 1998) provides that vacancies "shall be filled by appointment by the remaining members. An individual appointed by the remaining members of the board to fill a vacancy in office shall serve until the next community college board election, at which time candidates shall file for and be elected to fill the vacant position to serve the remainder of the unexpired term." The person appointed must be over twenty-one, a qualified elector and resident of the junior college district. Section 21-13-81(NMSA as amended 1987) requires that in single member districts, the appointment should be an individual residing in the district to be filled. There are no time restrictions in the statute, but generally the appointment should be done as soon as practical.

I hope this answers your questions concerning filling the board vacancy. Please let me know if you have additional questions.

Very truly yours,

  
WILLIAM G. W. SHOBRIDGE

/mad

cc: Mr. Monty Newman  
Board Chairman

**RECEIVED**

**AUG 23 2000**

**PRESIDENT'S OFFICE  
N.M.J.C.**

*SALGADO*

*Irene Salgado  
1221 S. McKinley St.  
Hobbs, New Mexico 88240  
08/22/00*

Monty Newman  
Chairman - NMJC  
1207 West Joe Harvey Blvd.  
Hobbs, NM 88240

Dear Monty:

Please accept my resignation as board member at New Mexico Junior College. Because of health reasons it has become necessary for me to resign. It has been a good experience to have worked with a board that always works in unity.

Since my term doesn't expire until 2003 I recommend that my position is filled as soon as possible.

It has been a pleasure and honor to have served for 13 years as a board member at this outstanding institution of higher learning. I wish each and every one of you continued success.

Sincerely,

*Irene V. Salgado*  
Irene V. Salgado

xc: Steve McCleery, NMJC President

**RECEIVED**

AUG 23 2000

PRESIDENT'S OFFICE  
N.M.J.C.

# SALGADO

*Irene Salgado  
1221 S. McKinley St.  
Hobbs, New Mexico 88240*

Steve, here are the names of the persons that I have in mind to be candidates to fill my position:

- |                    |                |          |
|--------------------|----------------|----------|
| 1. Al Perry        | 916 East Texas | 393-1141 |
| 2. Yvonne Williams | 305 N. Eastern | 397-1655 |
| 3. Hermilo Ojeda   | Owner KLMA     | 391-9650 |

**RECEIVED**

AUG 23 2000

PRESIDENT'S OFFICE  
N.M.J.C.

## RESOLUTION AUTHORIZING ADOPTION OF PLAN RESTATEMENT

"WHEREAS, NEW MEXICO JUNIOR COLLEGE (hereinafter, "the Employer"), established the NEW MEXICO JUNIOR COLLEGE SUPPLEMENTAL RETIREMENT PLAN (hereinafter, "the Plan"), effective April 29, 1999, for the exclusive benefit of its employees and their beneficiaries; and,

NOW, THEREFORE, the Employer hereby resolves to exercise its right to amend the Plan; and,

RESOLVED, FURTHER, that the Employer be authorized to execute the restatement of the Plan, a copy of which is attached hereto, effective July 1, 2000."

\*\*\*\*\*

I, \_\_\_\_\_, do hereby certify that the above and foregoing was unanimously adopted by the College Board at their meeting held at Hobbs, New Mexico on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

WITNESS:

\_\_\_\_\_

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### May 2000

92% of Year Completed

Fund	1998-99			1999-00			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Final Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	4,963,475	4,549,639	92%	5,164,065	600,128	4,658,663	90%
Academic Support	855,285	762,427	89%	967,389	66,230	815,307	84%
Student Services	800,297	724,666	91%	1,055,411	74,516	927,516	88%
Institutional Support	1,540,095	1,272,391	83%	1,865,986	237,110	1,478,142	79%
Operation & Maintenance of Plant	1,354,189	1,172,798	87%	1,551,571	116,557	1,350,551	87%
Subtotal - Instruction & General	9,513,341	8,481,921	89%	10,604,422	1,094,541	9,230,179	87%
Student Activities	110,700	103,702	94%	113,642	7,082	101,702	89%
Research	24,949	21,619	87%	0	0	0	0%
Public Service	0	0	0%	24,949	595	16,754	67%
Internal Service Departments	339,348	278,040	82%	308,980	10,732	264,694	86%
Student Aid	154,832	149,923	97%	142,815	(3,081)	138,245	97%
Auxiliary Enterprises	1,424,915	1,279,290	90%	1,356,584	48,059	1,288,618	95%
Athletics	616,948	571,804	93%	545,509	(15,005)	512,566	94%
Total Current Unrestricted Fund	12,185,033	10,886,299	89%	13,096,901	1,142,923	11,552,758	88%
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,205,437	1,430,985	65%	3,289,056	244,813	2,078,886	63%
Student Aid	3,309,548	3,112,713	94%	3,204,007	2,168	3,072,220	96%
Total Current Restricted Fund	5,514,985	4,543,698	82%	6,493,063	246,981	5,151,106	79%
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	2,364,905	996,814	42%	1,244,868	36,684	1,135,733	91%
Projects from State GOB Funds	3,293,001	3,198,991	97%	686	0	0	0%
Projects from State STB Funds	299,000	121,304	41%	374,617	0	205,032	55%
Projects from Other State Funds	38,124	13,059	34%	156,793	939	114,412	73%
Subtotal - Capital and BR&R	5,995,030	4,330,168	72%	1,776,964	37,623	1,455,177	82%
<b>Debt Service</b>							
Revenue Bonds	267,397	267,397	100%	263,723	0	263,622	100%
Total Plant Funds	6,262,427	4,597,565	73%	2,040,687	37,623	1,718,799	84%
<b>GRAND TOTAL EXPENDITURES</b>	<b>23,962,445</b>	<b>20,027,562</b>	<b>84%</b>	<b>21,630,651</b>	<b>1,427,527</b>	<b>18,422,663</b>	<b>85%</b>

-- Preliminary Unaudited --

## NEW MEXICO JUNIOR COLLEGE Expenditure Report June 2000

100% of Year Completed

Fund	1998-99			1999-00			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Final Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	4,963,475	4,685,794	94%	5,164,065	231,476	4,890,139	95%
Academic Support	855,285	831,924	97%	967,389	53,759	869,066	90%
Student Services	800,297	793,682	99%	1,055,411	91,545	1,019,061	97%
Institutional Support	1,540,095	1,382,307	90%	1,865,986	212,377	1,690,519	91%
Operation & Maintenance of Plant	1,354,189	1,263,222	93%	1,551,571	128,367	1,478,918	95%
Subtotal - Instruction & General	9,513,341	8,956,929	94%	10,604,422	717,524	9,947,703	94%
Student Activities	110,700	108,273	98%	113,642	6,790	108,492	95%
Research	24,949	23,394	94%	0	0	0	0%
Public Service	0	0	0%	24,949	684	17,438	70%
Internal Service Departments	339,348	272,449	80%	308,980	(25,341)	239,353	77%
Student Aid	154,832	150,856	97%	142,815	165	138,410	97%
Auxiliary Enterprises	1,424,915	1,384,154	97%	1,356,584	41,200	1,329,818	98%
Athletics	616,948	596,751	97%	545,509	22,639	535,205	98%
Total Current Unrestricted Fund	12,185,033	11,492,806	94%	13,096,901	763,661	12,316,419	94%
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,205,437	1,640,752	74%	3,289,056	179,233	2,258,119	69%
Student Aid	3,309,548	3,111,648	94%	3,204,007	(1,428)	3,070,792	96%
Total Current Restricted Fund	5,514,985	4,752,400	86%	6,493,063	177,805	5,328,911	82%
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	2,364,905	1,354,768	57%	1,244,868	13,519	1,149,252	92%
Projects from State GOB Funds	3,293,001	3,122,747	95%	686	0	0	0%
Projects from State STB Funds	299,000	120,383	40%	374,617	(28,855)	176,177	47%
Projects from Other State Funds	38,124	34,659	91%	156,793	0	114,412	73%
Subtotal - Capital and BR&R	5,995,030	4,632,557	77%	1,776,964	(15,336)	1,439,841	81%
<b>Debt Service</b>							
Revenue Bonds	267,397	267,397	100%	263,723	0	263,622	100%
Total Plant Funds	6,262,427	4,899,954	78%	2,040,687	(15,336)	1,703,463	83%
<b>GRAND TOTAL EXPENDITURES</b>	<b>23,962,445</b>	<b>21,145,160</b>	<b>88%</b>	<b>21,630,651</b>	<b>926,130</b>	<b>19,348,793</b>	<b>89%</b>

-- Preliminary Unaudited --

## NEW MEXICO JUNIOR COLLEGE Revenue Report June 2000

100% of Year Completed

Fund	1998-99			1999-00			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Final Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,076,600	1,077,082	100%	1,146,429	15,846	1,155,217	101%
State Appropriations	5,760,900	5,760,900	100%	5,884,500	469,350	5,884,500	100%
Advalorem Taxes - Oil and Gas	2,260,000	2,412,968	107%	2,975,000	356,113	3,288,046	111%
Advalorem Taxes - Property	1,600,000	1,877,449	104%	1,900,000	505,501	2,084,685	110%
Interest Income	190,000	187,820	99%	197,000	721	236,682	120%
Other Revenues	198,250	218,013	110%	257,967	42,249	234,580	91%
<b>Subtotal - Instruction &amp; General</b>	<b>11,285,750</b>	<b>11,534,232</b>	<b>102%</b>	<b>12,360,896</b>	<b>1,389,780</b>	<b>12,883,710</b>	<b>104%</b>
Student Activities	38,000	38,542	101%	40,300	(55)	40,330	100%
Research	0	495	0%	0	0	0	0%
Public Service	58,000	141,850	245%	0	0	0	0%
Internal Service Departments	75,000	79,256	106%	37,400	4,312	42,186	113%
Auxiliary Enterprises	1,309,290	1,364,214	104%	1,398,814	61,523	1,457,291	104%
Athletics	37,900	38,113	101%	34,100	2,713	34,145	100%
<b>Total Current Unrestricted</b>	<b>12,803,940</b>	<b>13,196,702</b>	<b>103%</b>	<b>13,871,510</b>	<b>1,458,273</b>	<b>14,457,662</b>	<b>104%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,205,437	1,640,752	74%	3,289,056	179,233	2,258,119	69%
Student Aid	3,309,548	3,111,648	94%	3,204,007	(1,428)	3,070,792	96%
<b>Total Current Restricted</b>	<b>5,514,985</b>	<b>4,752,400</b>	<b>86%</b>	<b>6,493,063</b>	<b>177,805</b>	<b>5,328,911</b>	<b>82%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,293,001	3,122,747	95%	686	0	0	0%
Projects from State STB Funds	299,000	120,383	40%	374,617	(28,855)	176,177	47%
Projects from Other State Funds	38,124	34,659	91%	156,793	0	114,412	73%
Interest Income	0	83,103	0%	0	3,442	47,404	0%
<b>Subtotal - Capital &amp; BR&amp;R</b>	<b>3,630,125</b>	<b>3,360,892</b>	<b>93%</b>	<b>532,096</b>	<b>(25,413)</b>	<b>337,993</b>	<b>64%</b>
Debt Service							
Interest Income	0	0	0%	15,000	6,614	28,249	188%
<b>Total Plant Funds</b>	<b>3,630,125</b>	<b>3,360,892</b>	<b>93%</b>	<b>547,096</b>	<b>(18,799)</b>	<b>366,242</b>	<b>67%</b>
<b>LOAN FUND</b>							
Interest Income / Service Fees	0	326	0%	0	29	354	0%
<b>Total Loan Fund</b>	<b>0</b>	<b>326</b>	<b>0%</b>	<b>0</b>	<b>29</b>	<b>354</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>21,049,050</b>	<b>21,310,320</b>	<b>97%</b>	<b>20,911,669</b>	<b>1,617,308</b>	<b>20,153,169</b>	<b>96%</b>

-- Preliminary Unaudited --

## NEW MEXICO JUNIOR COLLEGE Oil and Gas Revenue Report June 2000

100% 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	1999-00 Original Budget	Variance Over (Under) Budget
April	July	\$15.49	3,356,976	\$1.97	17,548,513	157,400	141,667	15,733
May	August	\$15.95	3,468,859	\$2.36	18,044,207	196,652	141,667	54,985
June	September	\$16.79	3,171,982	\$2.30	17,316,536	196,619	141,667	54,952
July	October	\$18.07	3,417,885	\$2.52	18,177,885	208,108	141,667	66,441
August	November	\$18.77	3,563,027	\$2.90	18,146,393	209,754	141,667	68,087
September	December	\$21.89	3,320,719	\$3.10	17,352,441	237,298	141,667	95,631
October	January	\$21.36	3,392,249	\$2.90	18,089,632	261,843	141,667	120,176
November	February	\$23.40	3,335,559	\$3.21	16,850,463	268,968	141,667	127,301
December	March	\$24.19	3,472,081	\$2.64	17,080,023	263,897	141,666	122,231
January	April	\$25.63	3,549,266	\$2.90	17,514,072	285,386	141,666	143,720
February	May	\$28.10	3,307,288	\$3.30	16,236,328	285,016	141,666	143,350
March	June	\$28.85	3,528,040	\$3.19	16,984,706	351,305	141,666	209,639
Production Tax Revenue						2,922,246	1,700,000	1,222,246
Equipment Tax Revenue						365,800	375,000	(9,200)
<b>Total Year-to-Date Oil and Gas Revenue</b>						<b>3,288,046</b>	<b>2,075,000</b>	<b>1,213,046</b>

*Source: New Mexico Taxation and Revenue Department*

For the 1999-00 fiscal year, oil was budgeted at \$10.50 per bbl and gas was budgeted at \$1.85 per mcf. Original O&G budget was \$2,075,000 - final budget (projected) is \$2,975,000

-- Preliminary Unaudited --

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**June 2000**

100% of Year Completed

<b>Financial Institution</b>	<b>Amount Invested</b>	<b>Date Invested</b>	<b>Maturity Date</b>	<b>Period of Investment (Days)</b>	<b>Account Number</b>	<b>Interest Rate</b>	<b>Interest Earned</b>
<b>State of New Mexico</b>							
Local Government Investment Pool	6,200,000	N/A	N/A	N/A	102-2394	6.00%	26,932
Wells Fargo Bank of Hobbs	<u>250,000</u>	2/8/00	8/8/00	183	231611237	5.50%	<u>1,129</u>
<b>Total Investments</b>	<u>6,450,000</u>						<u>28,061</u>

<b>Summary of Current Month's Activity</b>	
<b>Beginning amount</b>	5,650,000
<b>Plus: deposits</b>	800,000
<b>Less: withdrawals</b>	<u>0</u>
<b>Ending amount</b>	<u>6,450,000</u>

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### July 2000

8% of Year Completed

Fund	1999-00			2000-01			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	5,164,065	260,202	5%	5,322,453	275,386	275,386	5%
Academic Support	967,389	90,450	9%	1,012,220	93,306	93,306	9%
Student Services	1,055,411	101,391	10%	1,020,190	111,483	111,483	11%
Institutional Support	1,865,986	189,259	10%	2,321,133	214,768	214,768	9%
Operation & Maintenance of Plant	1,551,571	143,179	9%	1,674,751	117,130	117,130	7%
Subtotal - Instruction & General	10,604,422	784,481	7%	11,350,747	812,073	812,073	7%
Student Activities	113,642	5,441	5%	118,724	7,830	7,830	7%
Public Service	24,949	1,518	6%	24,968	53	53	0%
Internal Service Departments	308,980	28,344	9%	309,131	8,046	8,046	3%
Student Aid	142,815	53,239	37%	139,605	105,614	105,614	76%
Auxiliary Enterprises	1,356,584	173,317	13%	1,254,436	26,126	26,126	2%
Athletics	545,509	36,417	7%	558,129	19,260	19,260	3%
Total Current Unrestricted Fund	13,096,901	1,082,757	8%	13,755,740	979,002	979,002	7%
<b>CURRENT RESTRICTED FUND</b>							
Grants	3,289,056	123,124	4%	3,135,237	224,563	224,563	7%
Student Aid	3,204,007	188,676	6%	3,204,007	700,773	700,773	22%
Total Current Restricted Fund	6,493,063	311,800	5%	6,339,244	925,336	925,336	15%
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	1,244,868	53,078	4%	2,126,546	315,493	315,493	15%
Projects from State GOB Funds	686	0	0%	0	0	0	0%
Projects from State STB Funds	374,617	0	0%	0	0	0	0%
Projects from Other State Funds	156,793	1,984	1%	116,172	0	0	0%
Subtotal - Capital and BR&R	1,776,964	55,062	3%	2,242,718	315,493	315,493	14%
<b>Debt Service</b>							
Revenue Bonds	263,723	400	0%	264,845	400	400	0%
Total Plant Funds	2,040,687	55,462	3%	2,507,563	315,893	315,893	13%
<b>GRAND TOTAL EXPENDITURES</b>	<b>21,630,851</b>	<b>1,450,019</b>	<b>7%</b>	<b>22,602,547</b>	<b>2,220,231</b>	<b>2,220,231</b>	<b>10%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### July 2000

8% of Year Completed

1999-00

2000-01

Fund	Fiscal Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,146,429	521,656	46%	1,168,950	500,413	500,413	43%
State Appropriations	5,884,500	469,350	8%	6,566,300	532,600	532,600	8%
Advalorem Taxes - Oil and Gas	2,975,000	158,675	5%	2,500,000	309,291	309,291	12%
Advalorem Taxes - Property	1,900,000	32,775	2%	1,900,000	22,480	22,480	1%
Interest Income	197,000	21,040	11%	125,500	14,791	14,791	12%
Other Revenues	257,967	9,604	4%	384,886	3,622	3,622	1%
<b>Subtotal - Instruction &amp; General</b>	<b>12,360,896</b>	<b>1,213,100</b>	<b>10%</b>	<b>12,645,636</b>	<b>1,383,197</b>	<b>1,383,197</b>	<b>11%</b>
Student Activities	40,300	20,908	52%	40,000	20,260	20,260	51%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	37,400	10,106	27%	21,000	193	193	1%
Auxiliary Enterprises	1,398,814	267,893	19%	1,442,050	295,333	295,333	20%
Athletics	34,100	2,717	8%	33,600	2,717	2,717	8%
<b>Total Current Unrestricted</b>	<b>13,871,510</b>	<b>1,514,724</b>	<b>11%</b>	<b>14,182,286</b>	<b>1,701,700</b>	<b>1,701,700</b>	<b>12%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	3,289,056	129,624	4%	3,135,237	224,563	224,563	7%
Student Aid	3,204,007	188,676	6%	3,204,007	700,773	700,773	22%
<b>Total Current Restricted</b>	<b>6,493,063</b>	<b>318,300</b>	<b>5%</b>	<b>6,339,244</b>	<b>925,336</b>	<b>925,336</b>	<b>15%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from State GOB Funds	686	0	0%	0	0	0	0%
Projects from State STB Funds	374,617	0	0%	0	0	0	0%
Projects from Other State Funds	156,793	1,984	1%	116,172	0	0	0%
Interest Income	0	5,611	0%	0	9,291	9,291	0%
<b>Subtotal - Capital &amp; BR&amp;R</b>	<b>532,096</b>	<b>7,595</b>	<b>1%</b>	<b>116,172</b>	<b>9,291</b>	<b>9,291</b>	<b>8%</b>
<b>Debt Service</b>							
Interest Income	15,000	0	0%	55,000	7,550	7,550	14%
<b>Total Plant Funds</b>	<b>547,096</b>	<b>7,595</b>	<b>1%</b>	<b>171,172</b>	<b>16,841</b>	<b>16,841</b>	<b>10%</b>
<b>LOAN FUND</b>							
Interest Income / Service Fees	0	0	0%	0	29	29	0%
<b>Total Loan Fund</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>29</b>	<b>29</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>20,911,609</b>	<b>1,840,619</b>	<b>9%</b>	<b>20,892,702</b>	<b>2,643,906</b>	<b>2,643,906</b>	<b>13%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### July 2000

8% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2000-01 Original Budget	Variance Over (Under) Budget
April	July	\$25.15	3,322,631	\$3.20	16,735,309	309,135	177,083	132,052
May	August						177,083	
June	September						177,083	
July	October						177,083	
August	November						177,083	
September	December						177,083	
October	January						177,083	
November	February						177,083	
December	March						177,083	
January	April						177,083	
February	May						177,083	
March	June						177,087	
Production Tax Revenue						309,135	2,125,000	132,052
Equipment Tax Revenue						156	375,000	0
<b>Total Year-to-Date Oil and Gas Revenue</b>						<b>309,291</b>	<b>2,500,000</b>	<b>132,052</b>

*Source: New Mexico Taxation and Revenue Department*

In order to stabilize the budgetary process for the 2000-01 fiscal year, oil and gas revenues were budgeted at a long-term historical average of \$15.00 per bbl for oil and \$1.90 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2000-01 year that exceed this budgeted amount will be considered for transfer to the college's capital fund at the end of the year.

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**July 2000**

8% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
<b>State of New Mexico</b>							
Local Government Investment Pool	5,700,000	N/A	N/A	N/A	102-2394	6.13%	30,503
Wells Fargo Bank of Hobbs	<u>250,000</u>	2/8/00	8/8/00	183	231611237	5.50%	<u>1,167</u>
<b>Total Investments</b>	<u><b>5,950,000</b></u>						<u><b>31,670</b></u>

<b>Summary of Current Month's Activity</b>	
Beginning amount	6,450,000
Plus: deposits	0
Less: withdrawals	<u>(500,000)</u>
Ending amount	<u><b>5,950,000</b></u>

**NEW MEXICO JUNIOR COLLEGE**

***Invitation to Bid #899***

**Purchase of New Vehicles for the College Motor Pool**

**BOARD DOCUMENTS**

Date: August 22, 2000  
Prepared by: Frank D. Collins  
Coordinator of Purchasing

**Invitation to Bid #899**

**BOARD DOCUMENTS**

**General Information**

- 1) On July 29th, 2000 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspaper requesting sealed bids for the Purchase of New Vehicles for the College Motor Pool:  
  
(1) Hobbs Daily News Sun
- 2) On that same date bid packets were sent to seven (7) potential bidders.
- 3) Four (4) bidders submitted sealed bids and three (3) bidders did not respond.
- 4) No bidders were present at the opening.
- 5) The Business Office and the Physical Plant (Motor Pool) have evaluated the bids received and their recommendations are shown on Page 3.

**Invitation to Bid #899**

**BOARD DOCUMENTS**

**Evaluation and Recommendations**

Four vendors responded to our Invitation to Bid #899 in accordance with our due date and time. They were Watson Chevrolet, Buick, Pontiac Division and Western Chrysler, Plymouth, Dodge, Jeep, Hobbs, NM, Tillery Chevrolet-GMC, Moriarty, NM, and Ross Hyden Auto Superstore, Carlsbad, NM.

The following pages reflect the specifications of the vehicles.

The Administration recommends acceptance of the bids as follows:

**WL, Inc. d/b/a Western Chrysler Plymouth Dodge Jeep:**

2001 Dodge 1500 Regular Cab:        **\$18,512.00**    Grounds Department

**Ross Hyden Auto Superstore:**

2001 Dodge Wagon                    **\$21,372.00**    Custodial Department

**Watson Chevrolet Buick Pontiac Division:**

2001 Chevrolet Express Van        \$25,970.00    Athletics Department  
2000 Chevrolet Express Van        \$25,900.00    Athletics Department  
   **Watson's Total \$51,870.00**

**Tillery Chevrolet - GMC:**

2001 Chevrolet Impala                **\$19,178.00**    Security Department

**Total Vehicle Purchases: \$110,932.00**

**Source of funding: Vehicle Replacement Account 7-2741-54-720**

**2000/2001 Capital Budget: \$110,932.00**



## **BOARD DOCUMENTS**

### **Invitation to Bid #899**

#### **Specifications For All Vehicles**

##### **ITEM #1:**

**One (1) 2000 or 2001 Year mid-size sedan; to be Ford Taurus, Chevrolet Lumina or its equal as per the following specifications:**

Brakes, power-anti-lock 4-wheel disc  
V-6 Engine  
Automatic transmission with overdrive  
Steering-power rack-and-pinion  
130 amp alternator - Heavy Duty Battery  
Full size spare tire - jack & lug wrench  
Heater/defroster  
Interval wipers  
Right and left side mirrors  
Adjustable front seats  
Bumpers front and back  
Glass-solar tint  
Wheel covers  
Antenna  
Color: White only  
Air bag, dual-driver and front passenger  
Air conditioning-factory installed  
Safety belts for all occupants  
Carpet and floor mats - color - keyed  
Clock  
Radio-AM/FM Radio/Cassette  
Electric door locks and windows  
Warranty - Standard Factory Warranty

## **BOARD DOCUMENTS**

### **Invitation to Bid #899**

#### **Specifications (continued)**

#### **ITEM #2:**

##### **One (1) 2000 or 2001 year New Small Fleetside Pick-Up Truck**

Standard full size extended cab, fleetside long wide bed, short box  
Automatic transmission with overdrive  
V-6 Engine, fuel injected  
Power steering  
Power brakes-four wheel anti-lock  
Wheels and tires - 15" or 16" rim with 15" or 16" full wheel covers, full size spare  
Mechanical jack and wheel wrench  
Exterior mirror - left and right side with adjustable arm  
Interval wipers  
Deluxe fresh air heater and defroster  
Color - White only  
Heavy duty vinyl seat (if available)  
Bumpers - factory installed front and rear  
Driver and passenger air bags  
Factory air conditioning (R134A)  
AM/FM Radio/Cassette  
Heavy duty battery and alternator  
Tinted side and rear windshield  
Daytime running lights  
Electric door locks and windows  
Plus all standard equipment listed in latest brochure  
Warranty - Standard Factory Warranty

#### **ITEMS # 3 and #4:**

##### **Two (2) 2000 or 2001 year fifteen passenger window vans:**

Air Conditioning - Front & Rear - Factory Installed  
Air Bags - Driver and Passenger  
Alternator - Heavy Duty  
Balanced Wheels - Front, rear & spare, aligned front end

## **BOARD DOCUMENTS**

### **Invitation to Bid #899**

#### **Specifications (continued)**

Battery - Heavy Duty  
Body Type & Size - 15-Passenger Window Van  
Bumpers - Front & Rear (include towing trailer hitch with 2" ball class 1)  
Brakes - Power Heavy Duty, 4 Wheel Anti Lock Brake System  
Color - White Only  
Cruise Control - Factory installed  
Doors - Open out side, open out rear with glass  
Engine - V-8, fuel injected  
Fuel Tank - 30 - 35 gallons  
Gross Vehicle Weight - 9,100 lbs. (approximate)  
Heater/Defroster - Front & Rear, heavy duty fresh air  
Inside Lights - Dome with map and reading light  
Mirrors, Outside - Two (2) below eye level, 7 X 9 swivel  
Radio - AM/FM, factory installed with CD or Cassette Player, with Clock  
Seats - Quick Release (if available)  
Stabilizer Bars - Front & Rear  
Steering - Power  
Suspension - Heavy Duty  
Tires - 16" mounted full spare, all weather tread - Include Jack Lug Wrench and 16" Wheel Covers  
Transmission - Automatic with cooler, 3-speed with overdrive  
Upholstery - Vinyl or Cloth (Gray-Blue-Tan-Full Length Floor Covering)  
Wheelbase - Approximately 155" to 170"  
Windshield Wipers/Washers - Dual electric, two speed intermittent  
Warranty - Standard Factory Warranty

#### **ITEM #5:**

##### **(1) 2000 or 2001 year mid-size seven passenger window van**

Air Conditioning - Front & Rear - Factory Installed  
Air Bags - Driver and Passenger  
Alternator - Heavy Duty  
Balanced Wheels - Front, rear & spare, aligned front end  
Battery - Heavy Duty  
Body Type & Size - 15-Passenger Window Van  
Bumpers - Front & Rear (include towing trailer hitch with 2" ball class 1)

## **BOARD DOCUMENTS**

### **Invitation to Bid #899**

#### **Specifications (continued)**

Brakes - Power Heavy Duty, 4 Wheel Anti Lock Brake System  
Color - White Only  
Cruise Control - Factory installed  
Doors - Open out side, open out rear with glass  
Engine - V-6, fuel injected  
Fuel Tank -25 - 30 gallons  
Gross Vehicle Weight - 5,600 lbs. (approximate)  
Heater/Defroster - Front, heavy duty fresh air  
Inside Lights - Dome with map and reading light  
Mirrors, Outside - Two (2) below eye level, 7 X 9 swivel  
Radio - AM/FM, factory installed with CD or Cassette Player, with Clock  
Seats - Quick Release (if available)  
Stabilizer Bars - Front & Rear  
Steering - Power  
Suspension - Heavy Duty  
Tires - 15" mounted full spare, all weather tread - Include Jack Lug Wrench and 15" Wheel Covers  
Transmission - Automatic with cooler, 3-speed with overdrive  
Upholstery - Vinyl or Cloth (Gray-Blue-Tan-Full Length Floor Covering)  
Wheelbase - Approximately 111" to 120"  
Windshield Wipers/Washers - Dual electric, two speed intermittent  
Warranty - Standard Factory Warranty

#### **ITEM #6:**

##### **(1) 2000 or 2001 year Pick-Up Truck**

Standard full size cab, fleetside long wide bed, 6400 G.V.W.R minimum  
Automatic heavy duty transmission with cooler  
V-8 Engine, fuel injected, minimum 5.0  
Minimum 131" wheel base  
Power steering  
Power brakes- rear four wheel anti-lock, heavy duty  
Wheels and tires - 16" 6 hole rim with 16" full wheel covers, full size spare  
3,300 Lbs. Mechanical jack and wheel wrench  
Exterior mirror - left and right side with adjustable arm  
Interval wipers  
Deluxe fresh air heater and defroster

## **BOARD DOCUMENTS**

### **Invitation to Bid #899**

#### **Specifications (continued)**

Color - White only  
Heavy duty vinyl seat  
Bumpers - factory installed front and rear and include towing package with trailer hitch and 2" Ball Class 1  
Driver and passenger air bags  
Factory air conditioning (R134A)  
AM/FM Radio, factory installed with CD or Cassette with Clock  
Heavy duty battery and 100 amps alternator  
Tinted side and rear windshield  
Daytime running lights  
Electric door locks and windows  
6" halogen spotlight  
Tilt wheel with cruise control  
Plus all standard equipment listed in latest brochure  
Warranty - Standard Factory Warranty

**OPTIONS: (if available)** - Whelen amber strobe model 800C mounted on cab with under dash controls or equivalent

#### **ITEM #7:**

##### **(1) 2000 or 2001 year full size deluxe model four door sedan**

Brakes, power-anti-lock 4-wheel disc  
V-8 Engine  
Automatic 4-speed transmission with overdrive  
Steering-power rack-and-pinion  
Full size spare tire - jack & lug wrench; steel radial tires  
Heater/defroster and electric rear window defroster  
Interval wipers & washer  
Remote electric right and left side mirrors  
Front and rear reading lamps  
Lighted RH visor mirror  
Bumpers front and back  
Glass: tinted all around  
Power windows with driver's express down w/ lockout  
Power trunk door opener and power door lock system  
Power antenna

## BOARD DOCUMENTS

### Invitation to Bid #899

#### Specifications (continued)

Exterior color: white only

Exterior protective bodyside mouldings - factory installed

Door edge guards

Interior: color coordinated with exterior; seats with reclining split front seat; driver side 6-way power seat

Interior color: Tan or Light Gray (to be specified by Bidder)

Color keyed front and rear carpeted floor mats

Air bag, dual-driver and front passenger

Air conditioning-factory installed

Electric speed cruise control with resume

Radio-AM/FM Radio/Clock/Cassette/CD/ with coaxial front and extended range rear speakers

Warranty - Standard Factory Warranty

All vehicles must be ***American Made***: Pursuant to Section 13-1-188 NMSA (“Public purchases of American-made motor vehicles required”), any state agency shall **only** purchase cars and trucks assembled in North America.



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## MEMORANDUM

**DATE:** August 29, 2000  
**TO:** New Mexico Junior College Board Members  
**FROM:** Steve McCleery, President  
**SUBJECT:** Approval of CHE Information Technology Funding Request

Attached is a copy of New Mexico Junior College's 2001 Information Technology Funding Request to the Commission on Higher Education. The funding request meets the guidelines established by the Commission and the State of New Mexico Information Technology Plan. Our request is also congruent with our Institutional Information Technology Plan. For your convenience we have also attached a copy of our Three Year IT Plan. It is my recommendation that you approve the funding request.

Thank you for your consideration.



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## MEMORANDUM

**DATE:** August 29, 2000  
**TO:** New Mexico Junior College Board Members  
**FROM:** Steve McCleery, President  
**SUBJECT:** Approval of CHE Athletic Funding Request

Attached is a copy of New Mexico Junior College's 2001 Athletic Funding Request to the Commission on Higher Education. The funding request meets the guidelines established by the Commission and the State of New Mexico. It is my recommendation that you approve the funding request.

Thank you for your consideration.



# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

## VIA FEDERAL EXPRESS

August 14, 2000

Ms. Kathy Cantrell  
NM Commission on Higher Education  
5301 Central NE, Suite 1500  
Albuquerque, NM 87108

Re: New Mexico Junior College  
2001/02 Athletic Scholarships Funding Request

Dear Kathy:

Enclosed please find 5 copies of NMJC's 20001/02 funding request for intercollegiate athletic scholarships. This request is scheduled for approval by our governing board this month.

The request includes an expansion of \$6,080 in scholarships for our new women's cross country running / distance track sport. We have begun implementation of this new athletic program that is scheduled to begin competition in summer of 2001. This new sport will help us address the requirements of Title IX.

As always, we sincerely appreciate the C.H.E.'s support and consideration. If you should have any questions regarding the enclosed documents, or need additional information, please call me.

Sincerely,

Brenda Peña  
Vice President for Finance

Xc: Dr. Steve McCleery, NMJC President  
Regina Organ, NMJC Vice President for Student Services

**INTERCOLLEGIATE ATHLETICS**

**APPROPRIATION REQUEST**

**Fiscal Year 2001-2002**

**Institution:** New Mexico Junior College

**Program:** Athletics

**New Mexico  
Commission on Higher Education**

**Check One:** New Program  Expansion of Existing Program  No Change



**Exhibit 1  
Project Overview  
Fiscal Year 2001 - 2002**

**Project:** Athletics

**Institution:** New Mexico Junior College

**Statutory Authority (If any, underlying the existence of this project):**

**Project Description/Mission and Scope (Is it statewide? Is it federally mandated?):**

The athletics program at New Mexico Junior College is an essential part of the unique mission of the college. NMJC is requesting additional scholarship funding for its new women's sport - cross-country/distance track. Initial staffing and funding for the new sport is already in place and competition is scheduled to begin in summer of 2001.

**Project Goals:**

**Project Accomplishments in 1999-2000:**

Check  if this form is a revision. Revision No. \_\_\_\_ . Revision date \_\_\_\_.

Page \_\_\_\_

**Exhibit 2**  
**Revenue Summary**  
**Fiscal Year 2001-2002**

Revenues	Actuals 1999-00		Op. Budget 2000-01		Adj. To Base Unrestricted	2001-02 Request		Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted		Base	Change	
General Fund / State Appropriation	32,600		32,900			32,900	6,080	38,980
Other State/Local/Private Funds								
* Sales & Services (see below)	1,545		700			700	0	700
* Grants & Contracts								
* Indirect Cost Revenue								
* Other								
Federal Funds								
* Federal Appropriation								
* Federal Contracts & Grants								
Subtotal	34,145		33,600			33,600	6,080	39,680
Beginning Fund Balance								
* Cash	0		0			0	0	0
* Non-Cash	0		0			0	0	0
Total Available	34,145		33,600			33,600	6,080	39,680
<b>Notes:</b>								
Detail of sales & services:								
Gate receipts	1,545		700			700		700
	1,545		700			700		700

Check \_\_\_\_\_ if this form is a revision. Revision no. \_\_\_\_\_. Revision date \_\_\_\_\_.

**Exhibit 3a**  
**Expenditure Summary**  
**Fiscal Year 2001-2002**

Expenditures	Actuals 1999-00		Op. Budget 2000-01		Adj. To Base Unrestricted	2001-02 Request		Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted		Base	Change	
Salaries								
Faculty Salaries								0
Professional Salaries	56,491		59,991			59,991		59,991
Support Staff Salaries	10,488		10,569			10,569		10,569
GATA Salaries								
Student Salaries	1,818		16,687			16,687		16,687
Federal Work Study Salaries								
State Work Study Salaries								0
Other Salaries								
Total Salaries	68,797	0	87,247	0	0	87,247	0	87,247
Fringe Benefits								
Retirement	5,585		6,131			6,131		6,131
Medicare/Retiree Ins.	1,575		1,729			1,729		1,729
Group Insurance	4,896		5,374			5,374		5,374
Workers' Compensation	18		20			20		20
Unemployment Comp.								
Waiver of Tuition								
Other								
Total Fringe Benefits	12,074	0	13,254	0	0	13,254	0	13,254
Other Costs								
Supplies and Expenses	136,861		146,525			146,525		146,525
Travel	73,819		61,173			61,173		61,173
Equipment	2,703		0			0		0
See attachment	233,970		249,930			249,930	6,080	256,010
Total Other Costs	447,353	0	457,628	0	0	457,628	6,080	463,708
Subtotal Expenditures	528,224	0	558,129	0	0	558,129	6,080	564,209

Check \_\_\_\_\_ if this form is a revision. Revision no. \_\_\_\_\_, Revision date \_\_\_\_\_.

**ATTACHMENT TO EXHIBIT 3A**

**DETAIL OF OTHER COSTS  
FISCAL YEAR 2001-2002**

DESCRIPTION	ACTUALS 1999/00	OP. BUDGET 2000/01	REQUEST 2001/02		TOTAL
			Base	Change	
Grants-in-Aid: Tuition and fees	43,390	45,423	45,423	6,080	51,503
Grants-in-Aid: Other costs	146,635	153,507	153,507		153,507
Physical Plant Cost Allocation (Maint, custodial, utilities, etc.)	37,945	45,000	45,000		45,000
Inst. Support Cost Allocation	6,000	6,000	6,000		6,000
<b>Total Other Costs</b>	<b>233,970</b>	<b>249,930</b>	<b>249,930</b>	<b>6,080</b>	<b>256,010</b>

**Exhibit 3b  
Expenditure Summary  
Fiscal Year 2001-2002**

**Project: Athletics**      **Institution: New Mexico Junior College**

Expenditures	Actuals 1999-00		Op. Budget 2000-01		Adj. To Base Unrestricted	2001-02 Request		Total Unrestricted
	Unrestricted	Restricted	Unrestricted	Restricted		Base Change	Unrestricted	
Transfers To (From)	(494,079)		(524,529)			(524,529)	0	(524,529)
Total Expenditures/Transfers	34,145		33,600			33,600	6,080	39,680
Ending Fund Balance	0		0			0	0	0
Less Non-Cash Balance	0		0			0	0	0
Cash Balance	0		0			0	0	0
<b>FTE Staff</b>								
Faculty								
Professional	1.50		1.60			1.60		1.60
Sec/Clerical	0.50		0.50			0.50		0.50
Technician								
Other								
<b>Total FTE Staff</b>	<b>2.00</b>		<b>2.10</b>			<b>2.10</b>	<b>0.00</b>	<b>2.10</b>

Justification of Base Adjustments:

N/A

Check \_\_\_\_\_ if this form is a revision. Revision no. \_\_\_\_ . Revision date \_\_\_\_\_.

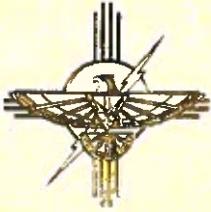


**New Mexico Commission on Higher Education  
Summary of Athletic Scholarship Awards  
Academic Year 1999/00**

Date: 8/14/00  
 Institution: New Mexico Junior College  
 Prepared by: Brenda Pena

Avg. In-District Tuition & Fees \$3,732  
 Avg. Out-of-Dist Tuition & Fees \$4,140  
 Avg. Out-of-State Tuition & Fees \$4,260

Sport:	Athletic Training	Gender: M&W	Sport:	Women's Basketball	Gender: W																															
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# NEW MEXICO JUNIOR COLLEGE

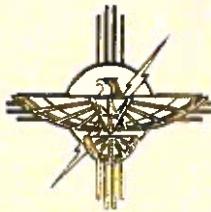
Office of the President

## MEMORANDUM

**DATE:** August 29, 2000  
**TO:** New Mexico Junior College Board Members  
**FROM:** Steve McCleery, President  
**SUBJECT:** Waiver of Out-of-District and Out-of-State Tuition for the New Mexico State Corrections Academy

As you are aware, New Mexico Junior College is operating the first State approved satellite corrections academy in the State of New Mexico. On Thursday, August 17, 2000, the State Academy Director visited our campus for our first accreditation visit. He was very complimentary and as a result, the State Academy would like to participate in our Corrections and Criminal Justice Degrees. This is an excellent opportunity for New Mexico Junior College. To facilitate the enrollment of the cadettes in our program, I am recommending that the board waive the out-of district and out-of state tuition for the State of New Mexico Corrections Academy students.

Thank you for your consideration.



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## MEMORANDUM

**DATE:** August 29, 2000  
**TO:** New Mexico Junior College Board Members  
**FROM:** Steve McCleery, President  
**SUBJECT:** Employee Handbook Changes for 2000-2001

Attached is a copy of the recommended changes for the 2000-2001 Employee Handbook. Upon advice from Bill Shoobridge, it is my recommendation that you accept the changes, as amended.

Thank you for your consideration.

## **WAGE AND SALARY SYSTEM PHILOSOPHY AND OVERVIEW**

- I. The development of a comprehensive wage and salary planning approach is vital to New Mexico Junior College to recruit and retain well qualified employees, meet our obligations as an equal opportunity/affirmative action employer and achieve the following objectives:
  - A. Promote fair employment practices within the institution.
  - B. Strive to ensure that all positions are kept in a fair and equitable compensation status considering the work done, the value to the College and our relationship to the local labor market.
  - C. Provide a system by which fair compensation is made within resources available based on budget considerations and Board action.
  - D. Degrees and credits shall be from colleges and universities which were regionally accredited when degrees or credits were earned for the course work to apply to the schedule. (Note: For purposes of educational achievement, only degrees conferred from institutions accredited by one for the following regional agencies shall be recognized: Middle States Association of Colleges and Schools, New England Association of Schools and College, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools and Western Association of Schools and Colleges.
  - E. Individuals being considered for faculty employee positions or current faculty working toward the master's degree shall have a minimum of eighteen (18) graduate hours in their teaching field or in a closely-related field. In order to avoid confusion, all graduate hours applied under this provision shall have prior written approval by the appropriate Dean and the Vice President for Instruction. Copies of a written approval shall be placed in the faculty employee's personnel file.
  - F. Faculty employees employed without the appropriate graduate hours or appropriate master's degree shall have a maximum of three (3) years to remove the deficiency. A faculty employee with an associate degree shall have five (5) years to remove the deficiency. Furthermore, a faculty employee employed with academic deficiencies shall make an annual report on progress toward removing these deficiencies. These reports, to be submitted to the Vice President of Instruction, shall be due each year prior to receiving a new contract. Any deviation from its policy shall be recommended by the President and approved by the Board.

## **SALARY SCHEDULE PROVISIONS**

- II. The College is in the process of adopting a new recommended salary schedule for the 2000-2001 school year. The objective of the new salary schedule is for the college to be competitive with other similar institutions in local and regional markets and to achieve the goals stated in paragraph I of this section.

Version  
1

## **DISMISSAL OF PROFESSIONAL AND SUPPORT/MAINTENANCE EMPLOYEES**

### **I. SUPPORT/MAINTENANCE EMPLOYEES**

All Support/Maintenance employees are AT-WILL employees. The College shall retain the right to suspend, demote, dismiss with or without cause to take other disciplinary action against Support/Maintenance employees.

### **II. PROFESSIONAL EMPLOYEES**

#### **A. Grounds for Dismissal**

Any professional employee shall be dismissed by the President at any time during the contract year subject to any act or event which in the opinion of the President is detrimental to the general welfare of the College, such as but not limited to the following:

1. Consolidation, reorganization, curtailment, or reduction of the college staff, program or courses.
2. Misconduct in office.
3. Incompetency.
4. Insubordination.
5. Neglect of duty.
6. Drunkenness or conviction of any crime involving moral turpitude.
7. Unauthorized use of college funds, facilities, materials or any college asset for personal business or financial gain.
8. Drug abuse violation (see Appendix B).
9. Sufficient reasons, including but not restricted to instances, where an employee:
  - a. Has refused to comply with the policies of the Board.
  - b. Has been convicted of a felony.
  - c. Has secured or maintained his/her position with the College through deceptive or fraudulent means.
  - d. Has participated in disruptive activities which interfere with the normal operation of the College.
  - e. Has harassed another person or made threats by verbal/physical assault.
10. Abuse of Position.
11. Excessive absence from duty or absence without prior approval.

#### **B. Procedure for Dismissal**

1. The President shall notify in writing the employee of dismissal as of a certain date. The notice shall specify:

- a. Charges made against the employee.
  - b. Effective date of dismissal.
  - c. Individual right to request a hearing before the Board which shall be made in writing within seven (7) days from the date of notice.
2. Copy of the procedures for dismissal shall accompany the notice.
  3. Employee shall not conduct any activity under his/her contract after the effective date of dismissal.
  4. If the employee requests a hearing, the President shall notify the Board in writing immediately.
  5. Within three (3) days of the date of request for hearing, President shall notify the employee in writing of each specific charge against him/her, the evidence which shall be used to support the charge(s) and a list of witnesses to be called with a brief statement of the subject of such testimony. Such written notice shall be sent to the address on file in the Human Resources Office. The President shall make available to the employee all papers, statements, documents or other tangible items deemed by the President to constitute evidence and shall inform the employee of his/her right to inspect, copy, photograph or otherwise to examine same. The notice shall also inform the employee that he/she shall have the right to be heard in his/her own defense and to have with him/her an advisor counsel of his/her own choosing who may act as counsel, that he/she or his/her counsel shall have the right to cross examine adverse witnesses and to produce relevant witnesses and documents.

### **C. Hearing Before the Board**

1. The Chairman of the Board, upon notification by the President that a dismissed professional employee has requested a hearing, shall notify the President and the employee within ten (10) days that the Board plans to hold a hearing. This notification shall include the planned date, time, and location of the hearing.
2. Conduct of the Hearing
  - a. Chairperson of the Board shall preside at the hearing.
  - b. Employee shall have the right to have legal counsel present at his/her expense.
  - c. Hearing shall be open to the public.
  - d. Chairperson shall inform the parties of the following minimum rights and privileges to afford same unto them and to assure due process:
    1. Each party shall have the opportunity to make an opening statement.
    2. Each party shall have the opportunity to present his/her case or defense by oral or documentary evidence.
    3. Each party shall be afforded the opportunity to confront and cross examine adverse witnesses.
    4. Each party shall be afforded the opportunity to be represented and advised by counsel or to represent himself/herself.

5. Each party shall be afforded the opportunity to obtain the assistance of the Board in obtaining the attendance to testify or the deposition of any witness and in obtaining any other evidence.
  6. All witnesses shall be sworn or required to affirm or tell the truth prior to testifying.
  7. Each party shall be afforded the opportunity to make a final argument.
3. Legal Rules of Evidence shall be adhered to except where reason and justice require waiver of strict compliance.
- a. No public statements, to news gathering agencies or otherwise as to the cases pending before qualified hearing officers, shall be made by any member thereof.
  - b. The President shall bear the burden of proving the charges.
  - c. However, either the President or employee may request the submission of findings of fact, conclusions of law and briefs in support thereof. The Chairperson shall advise the parties of a specific time in which the parties findings of fact, conclusions of law and briefs shall be delivered to the Board.

#### D. Board Determination

1. After receipt of the parties findings of fact, conclusions of law and briefs, if any, the Board shall within ten (10) days render its decision and notify the respective parties. In making its decision, the following shall be considered:
  - A. Consolidation, re-organization or reduction of the college staff, program, or courses.
  - B. Misconduct in office.
  - C. Incompetency.
  - D. Insubordination.
  - E. Neglect of duty.
  - F. Drunkenness or conviction of any crime involving moral turpitude.
  - G. Unauthorized use of college funds, facilities, materials, or any college asset for personal business or financial gain.
  - H. Drug Abuse violation (see Appendix B).
  - I. Sufficient reasons, including but not restricted to instances, where the employee:
    1. Has refused to comply with the policies of the Board.
    2. Has been convicted of a felony.
    3. Has secured or maintained his/her position with the College through deceptive or fraudulent means.
    4. Has participated in disruptive activities which interfere with the normal operation of the college.

- 5. Has harassed another person or made threats by verbal/physical assault.
  - J. Abuse of position.
  - K. Excessive absence from duty or absence without prior approval.
2. Decision of the Board
- A. The decision of the Board shall be final and become effective immediately. In the event dismissal charges are sustained by a majority of the Board and the employee is dismissed, pay shall cease immediately and any contract of employment shall be canceled. If dismissal or suspension is not upheld, salary payments shall be retroactive to the date of the employee's dismissal or suspension.
  - B. The decision of the Board is the final administrative procedure and shall be binding upon the employee.

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 08/28/00

Candidate's name Wanda B. LaGrave

Position title Coordinator of Payroll

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 09/5/00 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source 2000-2001 operating budget

Paid advertising beyond \*standard Hobbs News-Sun  
(\* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range 23,393 - 29,241 Recommended annual salary 28,000 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-14110 100%

Recommended and approved by:

Supervisor Deby Beran  
Vice President Blenda Pena

Dean/Director Connie Brady  
President Steve McClary

- Selection Committee Members:
- Beran, Deby
  - Brady, Connie
  - Guthrie, Robert
  - Ortiz, Pilar
  - Walton, Wathena

Comments: Certified Payroll Professional

## ABBREVIATED RESUME

### **Position**

Coordinator of Payroll

### **Personal Data**

Name: Wanda B. LaGrave

### **Education**

H.S, A&M Consolidated , College Station, TX , 1982

### **Professional Experience**

Quest Personnel, Inc., Hobbs, NM	
Staff Accountant	5/99 to Present
Staffing Coordinator	8/98 to 5/99
Kim & Ed Osborne, Lovington, NM	
Nanny	4/94 to 7/98
Michaels Stores Inc., Irving, TX	
Payroll Manager	3/87 to 11/93
International Brokerage Agencies, Dallas, TX	
Insurance Clerk	10/86 to 2/87
Internal Revenue Service, Austin, TX	
Data Entry Operator	1/86 to 6/86
A-24 Hour Answering Service, San Marcos, TX	
Assistant Manager	6/83 to 5/85
LBJ Student Center SWTSU, San Marcos, TX	
Student Manager	8/82 to 8/86

### **Certification**

Principles of Payroll Administration



# New Mexico Junior College Career Opportunities

**Position Announcement • August, 2000**

**Position Title:** Coordinator of Payroll

**Position Description:** The Coordinator of Payroll is responsible to the Accounting Supervisor. The duties and responsibilities of the Coordinator of Payroll shall be, but are not limited to, the following: (1) generate a semi-monthly payroll for approximately 500 professional employees, faculty, staff, part-time employees and work study students; (2) calculate prorated salary for new hires, leave without pay and separating employees for approval by the Accounting Supervisor; (3) prepare and submit reports relating to the College's payroll in a timely and accurate manner, in hard copy and electronic/magnetic media format; (4) calculate payroll tax deposits and submit; (5) submit direct deposit transfers by modem; (6) Maintain accurate salary account distributions; (7) Ensure all salary withholdings and deductions are withheld and remitted in a timely and accurate manner; (8) prepare funds transfer deposits and check requisitions for remitting deductions; (9) calculate and maintain records of accrued balances for employee sick leave and vacation; (10) calculate and verify time sheets and overtime pay; (11) maintain employee records relating to payroll; (12) maintain written procedures manual; (13) assist in reconciling the payroll files to fiscal general ledger balances on a monthly basis; and (14) train alternate personnel to be backup for the payroll function.

**Qualifications:** Bachelor's degree in accounting, business administration or related field preferred. All degrees must be from a regionally accredited institution. Three or more years experience is preferred in one of the following: (1) administration of a payroll consisting of at least 50 employees, (2) high-volume accounting setting, or (3) public accounting experience in payroll. The position requires critical thinking skills, analytical ability and attention to detail. The candidate must demonstrate a high level of computer proficiency and strong skills in typing, ten-key, filing, and office management/organization.

**Salary/Benefits:** This is a 12-month professional position. Salary range is \$23,393 - \$29,241 depending upon education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** August 25, 2000 at 5:00 p.m., MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

**To Apply:** Submit an NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment, and three or more letters of reference to:

**Lisa Brown  
Director of Human Resources  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, NM 88240**

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

**"Equal Opportunity Education and Employment"**

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us

## APPLICANT LIST

**Position:** Coordinator of Payroll

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Wentworth, Nelda	Yes	No	
Becker, Carolyn	Yes	No	
LaGrave, Wanda	Yes	Yes	pending Board approval
Mount, Josh	No	No	incomplete application materials
Stephens, Alta	No	No	incomplete application materials
Weaver, Vicki	No	No	
Patricia, Neal	No	No	
McAfee, Ora	No	No	incomplete application materials
Esquivel, Elizabeth	Yes	No	
Fleming, Sandra	Yes	No	
Buntin, Karen	Yes	No	
Rivera, Patricia	No	No	
Romero, Tamantha	No	No	
Simmons, Stephen	No	No	
Lee, Florena	No	No	



Physical Plant

# NEW MEXICO JUNIOR COLLEGE

## MEMORANDUM

August 23, 2000

To: Eddie Solomon  
Dr. McCleery  
Lisa Brown

From: Ismael Zuniga

Re: Custodian I Night Custodian

Eddie,

After reviewing applications for the Custodian I Night Custodian, I would like to recommend Lisa DeMichele for the vacant position.

I would also like to express that Lisa DeMichele is related to Joy Ainsworth a college employee in the Physical Plant Department.

Pending approval I would like Ms. DeMichele to start employment as soon as possible. Please refer to NMJC handbook page 15, II.

Committee members:

Ismael Zungia  
Randy Johns  
Eloy Deporto