

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, March 21, 2019  
**Rescheduled to Monday, April 1, 2019**  
Zia Board Room – Library  
1:30 pm

### AGENDA

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| A. Welcome                                                                                                                                                                                                                       | Pat Chappelle |
| B. Adoption of Agenda                                                                                                                                                                                                            | Pat Chappelle |
| C. Approval of Minutes of February 21, 2019                                                                                                                                                                                      | Pat Chappelle |
| D. President's Report                                                                                                                                                                                                            | Kelvin Sharp  |
| E. New Business                                                                                                                                                                                                                  |               |
| 1. Monthly Expenditure Reports                                                                                                                                                                                                   | 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 Proposed Changes to Tuition & Fees for FY 20                                                                                                                                                                 | Dan Hardin    |
| 6. Consideration of Resolution No. 2019-2 – Senator Carroll Leavell                                                                                                                                                              | Kelvin Sharp  |
| 7. Consideration of Bid #1091 – Commercial Package Insurance Policy for New Mexico Junior College                                                                                                                                | JoeMike Gomez |
| F. Public Comments                                                                                                                                                                                                               | Pat Chappelle |
| G. Announcement of Next Meeting                                                                                                                                                                                                  | Pat Chappelle |
| H. Closure of Open Meeting                                                                                                                                                                                                       | Pat Chappelle |
| ▪ Discussion of Limited Personnel Matters<br>Pursuant to NMSA 1978 §10-15-1 H(2)<br>- Annual Review of President's Contract<br>- Nonrenewal of Employee                                                                          |               |
| ▪ Discussion of Pending or Threatened Litigation<br>Pursuant to NMSA 1978 §10-15-1(H)(7)<br>- <i>Carney vs. City of Hobbs, et. al.</i> Second Judicial District<br>- Bernalillo County, New Mexico Cause No. D-202-CV-2019-00623 |               |
| I. Adjournment                                                                                                                                                                                                                   | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE  
BOARD MEETING  
FEBRUARY 21, 2019  
MINUTES**

The New Mexico Junior College Board met on Thursday, February 21, 2019, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Ms. Evelyn Rising and Mr. Hector Baeza. Mrs. Mary Lou Vinson was not present.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Todd Bailey, Hobbs News-Sun.

Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the agenda was unanimously adopted.

Upon a motion by Mr. Gomez, seconded by Ms. Rising, the Board unanimously approved the minutes of January 17, 2019.

***Under President's Report,*** Ms. Jill Henning, Professor of the Nursing Assistant Class for ACT Academy and Ms. Shelby Gowan, Professor of Cosmetology, introduced the Skills USA students and provided updates of the Skills USA program. Following introductions, the students shared leadership trainings attended, upcoming fundraisers, professional leadership projects, and community service projects. In April, nine members will attend the Skills USA Leadership & Skills Conference in Albuquerque, New Mexico. In June, gold medalist winners will have the opportunity to attend the National Leadership & Skills Conference in Louisville, Kentucky. Mr. Gomez congratulated the students for their level of confidence and self-discipline.

Mr. Steve Saucedo, Director of Workforce Training, provided updates of the Workforce Training and Outreach Division. Instrumentation & Controls night classes and the Programmable Logic Controllers (PLC) class enrollment numbers

are up with companies hiring students in as little as two weeks of training. CDL training has doubled the number of trainings per month with June registrations already taking place. Oil & Gas and Lease Pumper trainings went from quarterly to monthly with gainful employment to over 90% of the students who complete training and provide a resume to the instructor. Continuing Education has six new evening classes and plans are underway for the Summer Youth College classes. Two EMT programs are currently being offered. The Advanced EMT program and the Basic EMT Program. The Clinical Medical Assistant (CMA) class beginning in March is reaching maximum capacity with only one spot remaining. Mr. Saucedo further reported, through a partnership with Lea Regional Medical Center, their HR Director shares employment opportunities at Lea Regional with the students in the CMA program. In addition, Lea Regional Medical will pay for the cost of their employees to take the CMA training. Through a Texas A&M Engineering Extension Service (TEEX) partnership, NMJC is in its fourth year of being a Host Training Organization (HTO). Mr. Saucedo stated there are twenty-seven Occupational Safety and Health Administration (OSHA) training institutes in the country. Originally, eight colleges/organization/universities were designated to teach oil and gas safety classes. He reported only two remain in five states with NMJC being one of the two. The Lineman Utility Training Program, now in its second year, comprised of Groundman and Lineman school, offers a package that includes a Class A CDL Driver's License, a Osha 10 Card, Interview Skills, Resume Skills, Microsoft Word and Excel Skills and Cast Test Prep training. Mr. Gomez asked if there is flexibility for specific company training needs. Mr. Saucedo responded there is flexibility and noted discussions are always welcome for the training needs of the community.

Dr. Larry Sanderson, Vice President for Instruction, provided a Quarterly Performance Report. Dr. Sanderson presented the Board with an Integrated Postsecondary Education Data System (IPEDS) Report for 2018. Dr. Sanderson stated the Benchmark Report serves to show NMJC's performance compared to thirty other similar schools. Dr. Sanderson provided discussion of tuition and fees, retention rates, graduation rates, transfer rates, and graduation rates by race/ethnicity. He noted the report reflects NMJC provides a meaningful education at a reasonable low cost compared to other schools and the diversity and value of the students at NMJC.

Dr. Sharp provided a brief legislative update. Able to get a first glimpse of House Bill 2, the Houses proposal for funding, he stated Higher Education is not the priority of this session and noted the emphasis is being given to pre-K and public education. He reported the recommended proposal is for 2% new money and 2% redistribution. He commented discussions continue on a compensation piece but a percentage has not been decided. He further reported the request for an increase of \$2 million from \$461,000.00 for workforce training in the State of New Mexico did not get any traction but noted some of the colleges were able to leverage a small amount of funding for dual credit. Discussions continue on the increase of minimum wage, which could affect the number of student workers NMJC is able to employ. Dr. Sharp commended the work of the local legislators and noted he is proud to work together with them. He further reported the House and the Senate have confirmed Secretary Kate O’Neill, and noted he feels Secretary O’Neill will be a great choice for Higher Education.

Dr. Sharp announced NMJC Pi Day is scheduled for March 14, beginning at 4pm at the Lea County Event Center and invited everyone to attend.

Dr. Sharp announced the Allied Health Building Ribbon Cutting will be held on April 18, following the NMJC Board Meeting with tours beginning at 1:00 pm.

*Under New Business*, Mr. Dan Hardin presented the January 2019 financial reports. Upon a motion by Mr. Black, seconded by Mr. Gomez, the Board unanimously approved the Expenditure Report for January 2019. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Scotty Holloman, General Counsel/Executive Director of Administrative Services Human Resources presented Open Meetings Act Resolution No. 2019-001 for consideration. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the Open Meetings Act Resolution as presented.

Ms. Chappelle requested approval for Board members to travel to San Francisco, California to attend the 2019 Association of Community College Trustees (ACCT)

Leadership Conference on October 16 – 19, 2019. Upon a motion by Mr. Gomez, seconded by Mr. Black, the Board unanimously approved this request.

Ms. Chappelle called for comments from the public. Mrs. Susan Fine invited everyone to come out and support the last home season NMJC basketball games to be held this evening. In addition, she noted the sophomore student athletes will be honored and the homecoming king and queen will be crowned.

The next regular board meeting was scheduled for Thursday, March 21, 2019 beginning at 1:30 pm.

Mr. Glenn moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of New Mexico Statutes Annotated 1978 for the purpose of the annual review of the president's contract. Mr. Gomez seconded the motion. The roll call vote was as follows: Mr. Baeza – yes; Ms. Rising – yes; Mr. Black – yes; Mr. Glenn – yes; Mr. Gomez – yes; and Ms. Chappelle – yes.

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

Upon a motion by Mr. Gomez, seconded by Ms. Rising, the board meeting adjourned at 3:40 pm.

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Pat Chappelle, Chair

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Ron Black, Secretary

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
Date: March 8, 2019  
RE: Expenditure and Revenue Reports for February 2019

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February is the eighth month of the fiscal year or 67% of the 2018/2019 budget. The expenditure report represents expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of February is \$34,128,274.00.

The total current unrestricted fund expenditures for Instruction & General through February are \$13,833,699.00, which is 60% of the projected budget. The expenditures in Instruction and General are normal for this time of year and compare with FY 18 expenditures. In the other Current Unrestricted Funds, most funds are over the 67% for the budget year. All of these funds either have large expenditures at the beginning of each semester or they have large encumbrances for maintenance agreements. Research is New Horizons Foundation, in FY 19 more of the expenditures are being expensed in the Foundations own checking account instead of through the College. In the Internal Services Departments Computer Services has a monthly charge to Instruction, Academic Support, Student Services, and Institutional Support for the support from Computer Services. As you can see the expenditures for the month were less than the credit, but the year to date total is still over budget. This will be coming down each month until the end of the fiscal year. Student Aid expenditures are at 73% of the budget at the end of February. Auxiliary Enterprises is currently over budget. As the Bookstore returns books back to the publishers, credits will be posted to the expenses accounts. This will lower the expenditure in that area. Athletics expend a large portion of their budget at the beginning of each semester for Grant-in-Aid.

The expenditures for the Current Restricted Funds are \$4,358,256.00. Most of the expenditures are in the Restricted Student Aid from the Pell and Direct Loans at the start of the spring semester. Restricted Student Aid expenditures are almost exactly the same as FY 18.

Plant funds have expended or encumbered \$11,499,811.00, which consists mostly of expenditures and encumbrances for the Allied Health Building construction, Technology Upgrades, and other smaller projects.

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Expenditures and encumbrances through February 2019 were \$34,128,274.00, or 64% of the projected budget.

Revenue received in February 2019 was \$2,615,275.00. In unrestricted revenue the institution received \$2,491,929.00 during the month of February. A large portion of the Unrestricted revenue was generated from the monthly allocation from the State and oil and gas revenue.

Restricted funds had revenue of \$83,912.00 from drawdowns in February for Grants and from restricted financial aid.

Plant revenue received came from interest income on LGIP funds and a draw on GOB funds.

Total revenue for February 2019 is \$2,615,275.00, with year-to-date revenue of \$33,889,339.00 or 98% of projected budget.

Oil and Gas revenue is showing strong production with the actual revenue received for November being \$1,642,107.00. The total year-to-date Oil & Gas and Oil & Gas Equipment is \$11,121,669 plus the three-month accrual of \$1,395,000.00 leaving a total for February of \$12,516,669.00. Oil & Gas is ahead of budgeted revenue by \$4,567,269.00 and Oil & Gas Equipment revenue is also over the revenue budget by \$714,400.00. Although the College has completed eight months of the fiscal year, the College has only received five months of Oil & Gas revenue. Over the next seven months the administration will be closely monitoring the trends of Oil & Gas in Lea County.

The investment report shows an ending balance of \$20,593,127.00 in the LGIP fund, and \$3,000,000.00 in Certificate of Deposits for a total of \$23,593,127.00. At the end of February there was \$12,752,132.02 in designated institutional capital projects.

This concludes the Financial Report for February 2019.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### February 2019

67% of Year Completed

Fund	2017-18			2018-19			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	10,058,717	6,004,186	60%	10,219,294	1,079,763	6,319,632	62%
Academic Support	2,501,303	1,746,050	70%	2,656,318	185,600	1,557,113	59%
Student Services	1,990,627	1,266,976	64%	2,046,450	180,316	1,295,702	63%
Institutional Support	3,888,147	2,515,283	65%	4,317,093	300,048	2,600,433	60%
Operation & Maintenance of Plant	3,652,603	2,324,257	64%	3,731,780	243,688	2,060,819	55%
<b>Subtotal - Instruction &amp; General</b>	<b>22,091,397</b>	<b>13,856,752</b>	<b>63%</b>	<b>22,970,935</b>	<b>1,989,415</b>	<b>13,833,699</b>	<b>60%</b>
Research	850,000	750,521	88%	850,000	37,889	269,850	32%
Public Service	50,000	22,914	46%	50,000	2,320	22,301	45%
Internal Service Departments	87,288	172,377	197%	119,306	(27,906)	105,548	88%
Student Aid	668,551	460,369	69%	685,880	5,680	498,779	73%
Auxiliary Enterprises	2,066,294	2,065,819	100%	2,125,946	124,499	2,166,206	102%
Athletics	1,270,979	1,272,237	100%	1,613,798	113,942	1,373,824	85%
<b>Total Current Unrestricted Fund</b>	<b>27,084,509</b>	<b>18,600,989</b>	<b>69%</b>	<b>28,415,865</b>	<b>2,245,839</b>	<b>18,270,207</b>	<b>64%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,977,141	592,150	30%	881,787	41,366	455,757	52%
Student Aid	3,989,359	3,903,272	98%	4,188,219	53,897	3,902,499	93%
<b>Total Current Restricted Fund</b>	<b>5,966,500</b>	<b>4,495,422</b>	<b>75%</b>	<b>5,070,006</b>	<b>95,263</b>	<b>4,358,256</b>	<b>86%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	9,723,989	1,937,623	20%	18,203,440	136,469	10,132,453	56%
Projects from State GOB Funds	3,960,000	106,502	0%	289,894	1,234	287,649	99%
Projects from State STB Funds	596,058	557,752	0%	114,064		114,064	100%
Projects from General Fund	0	41,172	0%				0%
Projects from Private Funds	0		0%				0%
Projects from State ER&R	332,720	87,746	26%	332,720	343	269,967	81%
Projects from State BR&R	597,281	391,781	66%	597,281	219,278	695,678	116%
Subtotal - Capital and BR&R	15,210,048	3,122,576	21%	19,537,400	357,324	11,499,811	59%
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>15,210,048</b>	<b>3,122,576</b>	<b>21%</b>	<b>19,537,400</b>	<b>357,324</b>	<b>11,499,811</b>	<b>59%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>48,261,057</b>	<b>26,218,987</b>	<b>54%</b>	<b>53,023,271</b>	<b>2,698,426</b>	<b>34,128,274</b>	<b>64%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### February 2019

67% of Year Completed

Fund	2017-18			2018-19			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,812,000	3,745,504	98%	3,887,000	129,578	3,567,895	92%
State Appropriations	5,629,937	3,753,264	67%	5,805,900	475,006	3,888,466	67%
Advalorem Taxes - Oil and Gas	7,235,000	8,061,155	111%	7,235,000	1,667,658	12,516,669	173%
Advalorem Taxes - Property	7,700,000	5,822,566	76%	8,530,000	49,889	6,489,471	76%
Interest Income	10,000	1,833	18%	10,000	29,111	29,386	294%
Other Revenues	296,538	321,469	108%	320,476	30,741	111,827	35%
<b>Subtotal - Instruction &amp; General</b>	<b>24,683,475</b>	<b>21,705,791</b>	<b>88%</b>	<b>25,788,376</b>	<b>2,381,983</b>	<b>26,603,714</b>	<b>103%</b>
Research	400,000	200,000	0%				0%
Public Service	0	0	0%				0%
Internal Service Departments	12,500	7,306	58%	12,500	64	6,063	49%
Auxiliary Enterprises	3,668,000	2,640,620	72%	2,615,000	67,913	2,327,788	89%
Athletics	448,100	305,134	68%	454,600	41,969	313,100	69%
<b>Total Current Unrestricted</b>	<b>29,212,075</b>	<b>24,858,851</b>	<b>85%</b>	<b>28,870,476</b>	<b>2,491,929</b>	<b>29,250,665</b>	<b>101%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,977,141	390,506	20%	881,787	51,533	477,101	54%
Student Aid	3,989,359	3,576,423	90%	4,188,219	32,379	3,591,025	86%
<b>Total Current Restricted</b>	<b>5,966,500</b>	<b>3,966,929</b>	<b>66%</b>	<b>5,070,006</b>	<b>83,912</b>	<b>4,068,126</b>	<b>80%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,960,000		0%	289,894	7,000	285,731	0%
Projects from State STB Funds	596,058	381,614	0%	114,064		98,046	0%
Projects from General Fund	0	0	0%				0%
Projects from Private Funds	0	0	0%				0%
Interest Income (LGIP)	25,000	53,995	216%	102,000	32,434	186,771	0%
<b>Total Plant Funds</b>	<b>4,581,058</b>	<b>435,609</b>	<b>10%</b>	<b>505,958</b>	<b>39,434</b>	<b>570,548</b>	<b>113%</b>
<b>GRAND TOTAL REVENUES</b>	<b>39,759,633</b>	<b>29,261,389</b>	<b>74%</b>	<b>34,446,440</b>	<b>2,615,275</b>	<b>33,889,339</b>	<b>98%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### February 2019

67% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2018-19 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$56.15	11,392,196	\$3.96	38,449,318	1,751,427	465,000	1,286,427
Actual	August	\$53.48	12,001,561	\$4.08	39,538,035	1,812,473	465,000	1,347,473
Actual	September	\$51.50	12,127,678	\$4.25	38,366,913	1,660,585	465,000	1,195,585
Actual	October	\$52.27	15,142,498	\$3.88	40,180,187	1,885,677	465,000	1,420,677
Actual	November	\$47.12	13,499,458	\$3.52	35,170,806	1,642,107	465,000	1,177,107
Accrual	December					465,000	465,000	0
Accrual	January					465,000	465,000	0
Accrual	February					465,000	465,000	0
Accrual	March						465,000	(465,000)
Accrual	April						465,000	(465,000)
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						10,147,269	5,580,000	4,567,269
Y.T.D. Equipment Tax Revenue						2,369,400	1,655,000	714,400
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>12,516,669</u>	<u>7,235,000</u>	<u>5,281,669</u>

*Source: New Mexico Taxation and Revenue Department*

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### February 2019

67% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	20,593,127	7102-1348	2.42%	32,434
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	20,593,127			32,434
Lea County State Bank CDAR	3,000,000		2.30%	

Capital Project	2/28/2019
Vehicles	186,615.56
Campus Master Plan	130,587.24
PI Day	9,135.95
Technology Upgrade	173,726.27
JASI	17,968.82
WHM South Gallery	266,594.00
Baseball Field	0.00
Rodeo Arena	182,798.02
Infrastructure	642,524.24
Luminis Software	2,993.00
Landscaping	128,750.70
Smart Classrooms	0.00
Campus Signage	74,023.81
Dorm/Apartment Refurbish	46,451.14
Campus Construction	71,997.69
Oil & Gas Training	143,888.70
Public Sector	9,227.00
Campus Security	32,736.67
Lumens Software-Distance Learnig	5,000.00
Copier Replacement	373.49
Non-Recurring Compensation	652,169.10
Athletics	5,534.03
Student Life Programming	20,432.28
Succession Plan	52,014.15
WHM Exhibits	18,906.75
Track Upgrades	752,008.38
Driving Range Upgrades	500,000.00
McLean Hall Renovations	750,000.00
Cafeteria Upgrade	114,646.16
Channel 19 Upgrade	8,115.71
FERPA & Title IX	2,572.10
Equestrian Center	3,000,000.00
Bob Moran Upgrades	37,409.64
Turf Replacement	82,781.47
HVAC Software-Central Plant	200,000.00
Busing Support for Recruiting	5,872.30
HED Faculty Development	6,391.93
Caster Upgrades	3,970,713.24
Allied Health	445,518.86
Workforce Training Contingency	1,653.62
<b>Total</b>	<b>12,752,132.02</b>

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

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To: New Mexico Junior College Board  
From: Dan Hardin  
RE: Tuition & Fees  
Date: March 15, 2019

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NMJC Board members,

Fiscal Year 19/20 enrollment for the summer and fall 2019 semesters begins on April 8<sup>th</sup>, so any changes or recommendations to change tuition and fees must be presented to the Board prior to that date. At the March Board meeting last year, it was recommended to the Board to increase the in-district tuition rate from \$37.00 to \$38.00 per credit hour, out-of-district rate went from \$56.00 to \$57.00 and the out-of-state rate went from \$64.00 to \$69.00. This year the administration is recommending to keep tuition rates the same, but change the number of hours being charged from the first 12 credit hours to the first 15 credit hours per semester. Any hours taken over the first 15 student credit hours will still have no charge. An in-district student taking 15 hours will pay \$570.00 tuition, and \$270.00 in General Usage fees.

This will not change what senior citizens are being charged. In-district senior citizens (55 & older) are not charged tuition for any classes, and out-of-district senior citizens are not charged for the first six hours.

Respectfully,



Dan Hardin

# **NEW MEXICO JUNIOR COLLEGE**

## **RESOLUTION NO. 2019-2**

A RESOLUTION honoring Senator Carroll Leavell on the occasion of his retirement from the New Mexico State Senate.

WHEREAS, on December 4, 2018, after serving more than 22 years, Senator Carroll Leavell, District 41, retired from the State of New Mexico Senate; and

WHEREAS, State of New Mexico Senate District 41 encompasses portions of Lea County and Eddy County, New Mexico; and

WHEREAS, first elected in 1996, Senator Leavell sat on numerous committees, including the Legislative Finance Committee; and

WHEREAS, Southeastern New Mexico has benefitted from a skilled and ardent supporter in Senator Leavell; and

WHEREAS, Senator Leavell is known for his gracious manner, constant smile and fervent desire to improve New Mexico; and

WHEREAS, Senator Leavell is the epitome of a selfless public servant who worked for the good of the State of New Mexico, its citizens and New Mexico Junior College (“NMJC”); and

WHEREAS, Senator Leavell’s passion and dedication to public service is obvious; and

WHEREAS, the State of New Mexico and its citizens will benefit from Senator Leavell’s legacy for generations to come; and

WHEREAS, Senator Leavell was a tireless advocate and confidant of NMJC’s students, Board of Directors, faculty and staff.

NOW, THEREFORE, BE IT RESOLVED that the Board of NMJC wishes to express its heartfelt gratitude and appreciation to Senator Leavell for his dedication and distinguished service to NMJC, the state of New Mexico and its citizens and to wish him continued success in his future endeavors; and

BE IT FURTHER RESOLVED, that Senator Carroll Leavell will forever be respected and admired for his support and unwavering devotion to NMJC, its Board, students, faculty and staff.

Passed by the Board of New Mexico Junior College this 1st day of April, 2019.

New Mexico Junior College Board

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Patricia Chappelle, Chair

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Ron Black, Secretary

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Travis Glenn, Member

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Manny Gomez, Member

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Mary Lou Vinson, Member

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Evelyn Rising, Member

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Hector Baeza, Member

New Mexico Junior College

ITB # 1091 Commercial Package Insurance Policy

**Bid Details**

Legal Notice appeared March 1, 2019

ITB #1091 – NMJC Coverage: Buildings, Contents, Personnel

March 14, 2019 – Deadline for bid submissions

March 18, 2019 – Confirmed

**Tabulation Summary**

1. Daniels Insurance Agency, Inc. \$315,920.00 (accepted)

Section M.

NMJC Bid Submittal Form  
Invitation to Bid #1091  
Thursday, March 14, 2019

Having carefully examined the Terms and Conditions of NMJC Invitation to Bid #1091 and all related specifications and schedules for providing a package insurance policy for New Mexico Junior College, the undersigned hereby proposes the following premiums for the listed coverage for an initial one-year policy period.

Any exceptions to the bid specifications must be annotated in detail in the spaces provided. Attach additional sheets if necessary.

IMPORTANT: Sample copies of policy forms are required to be attached.

1.) **Blanket Buildings, Business and Personal Property Contents Coverage** \$ 132,472.00  
Premium

Have all sample policy forms been attached? Please circle one.  Yes  No  
Explain in detail any variance or substitutes from NMJC specifications. If none, please annotate "None".

Deductible Exceptions: Wind or hail - \$50,000.00 in any one occurrence.

Blanket Building Value increased to \$126,494,966, adding buildings 1-33 to 1-40 on the statement of values.

2.) **Commercial Inland Marine Coverage** \$ 12,404.00  
Premium

Have all sample policy forms been attached? Please circle one.  Yes  No  
Explain in detail any variance or substitutes from NMJC specifications. If none, please annotate "None".

None

3.) **Museum Collections Coverage** \$ 5,216.00  
Premium

Have all sample policy forms been attached? Please circle one.  Yes  No  
Explain in detail any variance or substitutes from NMJC specifications. If none, please annotate "None".

None

4.) **Machinery and Equipment Coverage** *"Equipment Breakdown"* \$ 9,124.00  
Premium

Have all sample policy forms been attached? Please circle one.  Yes  No  
Explain in detail any variance or substitutes from NMJC specifications. If none, please annotate "None".

None

5.) **Commercial Automobile Coverage** \$ 65,098.00  
Premium

Have all sample policy forms been attached? Please circle one.  Yes  No

Explain in detail any variance or substitutes from NMJC specifications. If none, please annotate "None".

None

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6.) **Crime & Public Employee Dishonesty Coverage** \$ 2,929.00  
Premium

Have all sample policy forms been attached? Please circle one.  Yes  No

Explain in detail any variance or substitutes from NMJC specifications. If none, please annotate "None".

Employee Dishonesty Coverage Limit: \$250,000, Deductible: \$2,500

Money & Securities Coverage Limit: \$250,000, Deductible: \$2,500

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7.) **Public Entity General Liability Coverage** \$ 34,168.00  
Premium

Have all sample policy forms been attached? Please circle one.  Yes  No

Explain in detail any variance or substitutes from NMJC specifications. If none, please annotate "None".

Fire Damage Limit: \$100,000

Medical Payments Coverage Limit: \$5,000

\*Fitness Center is shown.

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8.) **Educator's Legal Liability Coverage** \$ 32,605.00  
Premium

Have all sample policy forms been attached? Please circle one.  Yes  No

Explain in detail any variance or substitutes from NMJC specifications. If none, please annotate "None".

Policy is written on a "Claims Made" basis, Retroactive date 04/01/16

\$50,000 Retention in lieu of \$10,000

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9.) **Excess Umbrella Coverage** \$ 21,904.00  
Premium

Have all sample policy forms been attached? Please circle one.  Yes  No

Explain in detail any variance or substitutes from NMJC specifications. If none, please annotate "None".

\$10,000,000 Quoted

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**Grand Total Bid Amount** \$ 315,920.00  
Premium

10.) Please indicate below, or in a separate letter, a clear and detailed explanation of the method that would be used in computing premium amounts for changes in valuations, whether such changes are caused by the addition of improvements, new construction, the purchase of new facilities or contents, or revisions are made to estimated replacement values by NMJC on existing assets.

Building rate per \$100 value .1010

Building Personal Property/ Contents rate per \$100 value .0940

11.) Please indicate below requested information on all underwriting company(s) for the lines of coverage included in the ITB#1091.

Company 1

a. Name of underwriting company: Travelers

b. Applicable lines of coverage quoted:

Blanket Buildings, Business Personal Property, Inland Marine, Museum Collections,

Machinery/ Equipment, Automobile, Crime and Employee Dishonesty, and General Liability

c. Location of home office: One Tower Square, Hartford, CT

d. Year established: 1851

e. Best polciyholders rating: A++

f. Best financial rating: XV

Company 2

a. Name of underwriting company: United Educator's

b. Applicable lines of coverage quoted:

Educator's Legal Liability, Excess Umbrella

c. Location of home office: 7700 Wisconsin Ave, Suite 500, Bethesda, MD 20814

d. Year established: 1987

e. Best polciyholders rating: A

f. Best financial rating: IX

Company 3

a. Name of underwriting company: None

b. Applicable lines of coverage quoted:

c. Location of home office: \_\_\_\_\_

d. Year established: \_\_\_\_\_

e. Best polciyholders rating: \_\_\_\_\_

f. Best financial rating: \_\_\_\_\_

**12.) Bidder Acknowledgement and Agency Information.**

Bidder acknowledges that the premiums quotes in this bid are for an initial one-year policy period and the NMJC reserves the right to evaluate on a year-to-year basis whether or not to accept or reject renewal of this policy for up to three (3) additional years.

Bidder acknowledges that he/she has quoted premiums based upon the specifications contained herein and that any and all exceptions or variances of offered coverage compared to those specified have been fully and clearly disclosed and contained in bidder's written response.

The terms, conditions and specification of this Invitation to Bid #1091 shall become an integral part of the contract between New Mexico Junior College, the carrier and its designated agent.

Name of agency or bidder: Daniels Insurance Agency, Inc.

Address: 300 N. Linam, PO Box 1258, Hobbs, NM 88240

Phone Number: 575-393-5191

Continuous years in business: 80 +

Title: Commercial Insurance Agent Date: 3/13/2019

Signature of authorized representative: *Brad A. Carross*