

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Wednesday, December 15, 2011

Zia Room - Library

4:00 p.m.

### AGENDA

- |   |                |
|---|----------------|
| A. Welcome  | Guy Kesner     |
| B. Adoption of Agenda   | Guy Kesner     |
| C. Approval of Minutes of November 15, 2011   | Guy Kesner     |
| D. President's Report   | Steve McCleery |
| E. New Business   |                |
| 1. Monthly Expenditures Report  | Dan Hardin     |
| 2. Monthly Revenue Report   | Dan Hardin     |
| 3. Oil and Gas Revenue Report   | Dan Hardin     |
| 4. Schedule of Investments  | Dan Hardin     |
| 5. Consideration of RFP #110 – Exhibit Design, Exhibit Development<br>Services & Partial Fabrication/Install for NMJC/WHM South Gallery | Regina Choate  |
| 6. Consideration of Bid #1057 – Campus Parking Lot Project  | Regina Choate  |
| 7. Consideration of Bid #1058 – Indoor Netting System for Baseball Fieldhouse   | Regina Choate  |
| 8. Creation of a Non-Profit Cultural Resource Management Entity   | Calvin Smith   |
| 9. Consideration of Energy Training Fund Transfer   | Robert Rhodes  |
| 10. Consideration of Fitness Challenge  | Steve McCleery |
| 11. Retirement Resolution   | Steve McCleery |
| 12. Personnel Consideration – Professor of Cosmetology/Barbering  | Dan Hardin     |
| 13. Personnel Consideration – Professor of Cosmetology  | Dan Hardin     |
| F. Public Comments  | Guy Kesner     |
| G. Announcement of Next Meeting   | Guy Kesner     |
| H. Closure of Open Meeting  | Guy Kesner     |
| I. Adjournment  | Guy Kesner     |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

NOVEMBER 15, 2011

### MINUTES

The New Mexico Junior College Board met on Tuesday, November 15, 2011, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Ron Black; Mr. Zeak Williams; Mrs. Mary Lou Vinson; and Mr. Hector Baeza.

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

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

Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the minutes of October 20, 2011.

*Under President's Report*, Don Worth reported on the recent National Cross Country Championship. Charley Carroll gave an update on current construction projects on campus. Dr. McCleery recognized Mr. Jones for his recent retirement as Tatum fire chief.

*Under New Business*, Dan Hardin presented the October financial reports and with a motion by Mr. Jones, seconded by Mr. Williams, the Board unanimously approved the expenditures for October, 2011. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously approved the Fiscal Watch Reports.

John Gratton presented a request for a \$35 fee for the Alternative Licensure in Elementary Education Certificate Program. The fee will cover the background check and administrative cost. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the request.

Dr. McCleery presented a proposed policy change concerning Policy No. 303, which deals with custodial employees incentive pay. Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the change.

Mr. Hardin recommended Robert Adams for the Director of Bookstore Services position at an annual salary of \$50,000. Upon a motion by Mr. Baeza, seconded by Mr. Williams, the Board unanimously approved the employment of Mr. Adams, effective November 16, 2011.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, December 15, 2011, beginning at 4:00 p.m.

Mrs. Vinson moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of the New Mexico Statutes Annotated 1078. Ms. Chappelle seconded the motion. The roll call vote was as follows: Mr. Jones - yes; Mr. Black - yes; Mr. Kesner - yes; Ms. Chappelle - yes; Mr. Baeza - yes; Mrs. Vinson - yes; and Mr. Williams - yes.

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

Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board meeting adjourned at 6:25 p.m.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### November 2011

42% of Year Completed

Fund	2010-11			2011-12			
	Final Budget	Year-to-Date Percentage Expended or Encumbered	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	8,549,845	3,410,202	40%	8,437,426	926,889	3,812,191	45%
Academic Support	2,235,263	996,115	45%	2,206,429	171,414	939,292	43%
Student Services	1,681,893	675,915	40%	1,665,722	138,802	652,885	39%
Institutional Support	3,067,761	1,303,740	42%	2,987,693	241,117	1,268,442	42%
Operation & Maintenance of Plant	3,023,475	1,042,460	34%	2,958,467	156,754	1,263,015	43%
<b>Subtotal - Instruction &amp; General</b>	<b>18,558,237</b>	<b>7,428,432</b>	<b>40%</b>	<b>18,255,737</b>	<b>1,634,976</b>	<b>7,935,825</b>	<b>43%</b>
Student Activities	0	0	0%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	126,540	527%	80,394	6,818	31,991	40%
Student Aid	469,785	283,313	60%	516,579	15,339	317,437	61%
Auxiliary Enterprises	1,696,058	952,873	56%	1,706,196	413,342	1,069,041	63%
Athletics	974,729	511,460	52%	972,058	107,710	540,468	56%
<b>Total Current Unrestricted Fund</b>	<b>21,722,809</b>	<b>9,302,618</b>	<b>43%</b>	<b>21,530,964</b>	<b>2,178,185</b>	<b>9,894,762</b>	<b>46%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,417,549	653,888	46%	1,569,789	65,531	452,402	29%
Student Aid	5,237,174	2,986,814	57%	5,033,468	36,732	2,989,904	59%
<b>Total Current Restricted Fund</b>	<b>6,654,723</b>	<b>3,640,702</b>	<b>55%</b>	<b>6,603,257</b>	<b>102,263</b>	<b>3,442,306</b>	<b>52%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	12,551,388	4,296,512	34%	10,993,381	322,054	4,547,536	41%
Projects from State GOB Funds	294,047	55,542	19%	286,126	8,118	62,169	22%
Projects from State STB Funds	3,000,000	2,039,445	68%	1,840,824	0	1,840,824	100%
Projects from General Fund	226,847	148,878	66%	24,956	0	12,000	48%
Projects from Private Funds	183,373	93,213	51%	487,945	12,620	448,530	92%
Projects from State ER&R	318,919	163,693	51%	441,780	5,779	120,633	27%
Projects from State BR&R	1,830,699	186,698	10%	1,584,709	0	242,547	15%
<b>Subtotal - Capital and BR&amp;R</b>	<b>18,405,273</b>	<b>6,983,981</b>	<b>38%</b>	<b>15,659,721</b>	<b>348,571</b>	<b>7,274,239</b>	<b>46%</b>
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>18,405,273</b>	<b>6,983,981</b>	<b>38%</b>	<b>15,659,721</b>	<b>348,571</b>	<b>7,274,239</b>	<b>46%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>46,782,805</b>	<b>19,927,301</b>	<b>43%</b>	<b>43,793,942</b>	<b>2,629,019</b>	<b>20,611,307</b>	<b>47%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**November 2011**

42% of Year Completed

**2010-11**

**2011-12**

Fund	2010-11			2011-12			
	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	3,523,000	2,674,222	76%	3,589,200	353,017	2,527,335	70%
State Appropriations	6,290,500	2,367,216	38%	5,505,200	457,179	2,304,958	42%
Advalorem Taxes - Oil and Gas	5,500,000	2,652,663	48%	5,900,000	808,685	3,265,842	55%
Advalorem Taxes - Property	4,129,578	190,836	5%	4,905,732	0	0	0%
Interest Income	20,000	7,115	36%	20,000	73	376	2%
Other Revenues	323,308	478,934	148%	329,471	10,375	132,660	40%
<b>Subtotal - Instruction &amp; General</b>	<b>19,786,386</b>	<b>8,370,986</b>	<b>42%</b>	<b>20,249,603</b>	<b>1,629,329</b>	<b>8,231,171</b>	<b>41%</b>
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	10,664	44%	24,000	908	10,684	45%
Auxiliary Enterprises	2,202,000	1,355,129	62%	2,184,000	116,270	1,458,362	67%
Athletics	428,100	113,380	26%	326,200	26,991	135,147	41%
<b>Total Current Unrestricted</b>	<b>22,440,486</b>	<b>9,850,159</b>	<b>44%</b>	<b>22,783,803</b>	<b>1,773,498</b>	<b>9,835,364</b>	<b>43%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,417,549	663,971	47%	1,569,789	65,531	457,705	29%
Student Aid	5,237,179	2,724,145	52%	5,033,468	54,935	2,804,206	56%
<b>Total Current Restricted</b>	<b>6,654,728</b>	<b>3,388,116</b>	<b>51%</b>	<b>6,603,257</b>	<b>120,466</b>	<b>3,261,911</b>	<b>49%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	294,047	0	0%	0	0	222,704	0%
Projects from State STB Funds	3,000,000	0	0%	1,840,824	0	0	0%
Projects from General Fund	226,847	0	0%	312,972	0	0	0%
Projects from Private Funds	103,383	0	0%	416,000	0	416,000	100%
Interest Income (LGIP)	80,000	10,931	0%	37,000	2,260	10,364	0%
<b>Total Plant Funds</b>	<b>3,704,277</b>	<b>10,931</b>	<b>0%</b>	<b>2,606,796</b>	<b>2,260</b>	<b>649,068</b>	<b>25%</b>
<b>GRAND TOTAL REVENUES</b>	<b>32,799,491</b>	<b>13,249,206</b>	<b>40%</b>	<b>31,993,856</b>	<b>1,896,224</b>	<b>13,746,343</b>	<b>43%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### November 2011

42% of Year Completed

		OIL		GAS		COMBINED		
Month of	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2011-12 Original Budget	Variance Over (Under) Budget
Actual	July	\$94.64	2,833,838	\$8.06	14,534,816	818,088	366,666	451,422
Actual	August	\$89.64	2,788,858	\$7.64	14,874,525	905,631	366,666	538,965
Actual	September	\$91.62	2,858,059	\$7.93	15,210,797	763,002	366,666	396,336
Accrual	October	\$80.85	2,866,447	\$7.55	14,951,382	366,666	366,666	0
Accrual	November					366,666	366,666	0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						3,220,053	1,833,330	1,386,723
Y.T.D. Equipment Tax Revenue						45,789	1,500,000	(1,454,211)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>3,265,842</b>	<b>3,333,330</b>	<b>(67,488)</b>

Source: New Mexico Taxation and Revenue Department

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### November 2011

42% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pc	9,625,000	N/A	N/A	N/A	7102-1348	0.232%	1,920
<b>Total investments</b>	<u><u>9,625,000</u></u>						<u><u>1,920</u></u>

Summary of Current Month's Activity	
Beginning amount	10,625,000
Plus: deposits	0
Less: withdrawals	(1,000,000)
Capital Projects	9,217,621
Reserves Invested	407,379
<b>Total LGIP Investment</b>	<b>9,625,000</b>

<b>Capital Projects</b>	<b>11/30/2011</b>
Technology Upgrade	467,301.58
JASI	69,989.39
WHM South Gallery	281,675.85
Baseball Field	775,039.32
Rodeo Arena	736,704.62
Original Entrance Landscaping	1,049,391.90
Student Housing Construction	544,071.88
Luminis Software	11,568.00
Campus Signage	161,690.65
Campus Paving	197,836.17
Roof Replacement	546,070.75
Interior Lighting-Energy Retrofit	52,346.52
Campus Construction	150,838.46
Oil & Gas Training Center	81,898.85
Public Sector	1,826.53
Campus Security	42,442.57
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learn	5,000.00
Welding Lab	41,246.00
Copier Replacement	30,172.00
Non-Recurring Compensation	1,000,000.00
Athletics	683,293.08
Student Life Programming	2,440.37
Title V (Institutional)	79,597.97
Warehouse/Cont Ed Remodel	3,976.90
Succession Plan	117,752.25
Energy Technology Equipment	686,748.30
Watson Hall Stage Lighting	100,000.00
WHM Exhibits	78,459.73
Remodel McLean/Mansur/VocB/H	298,847.32
Shade Structure/Landscape AIPP	50,000.00
Natorium	700,000.00
Central Plant Upgrade	26,878.29
Workforce Training Contingency	1,032.21
Banner 8	16,438.77
<b>Total</b>	<b>9,217,620.69</b>

NOTE: Capital projects total does not include encumbered funds

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**From:** Calvin B. Smith  
**Sent:** Thursday, December 08, 2011 4:26 PM  
**To:** Steve McCleery  
**Cc:** Jerri Shields

To: Dr. Steve McCleery, President  
& The New Mexico Junior College Board  
From: Calvin Smith, Executive Director, Western Heritage Museum Complex  
& The Western Heritage Museum Advisory Board  
Re: Approval of Museumscares for renovations of exhibits in the South Gallery

After a unanimous vote by the members of the Western Heritage Museum Advisory Board to proceed with the proposal from Museumscares it is our recommendation that we accept the bid from this firm to fulfill the contractual agreement they submitted.

Thank you for your consideration and support in this matter and for all that you do to enhance our efforts to bring life-long learning to this region.

Respectfully,

Calvin Smith

Ray Battaglini



**Calvin B. Smith**  
**Executive Director**  
Western Heritage Museum Complex  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, NM 88240  
575.399.0653 cell  
575.492.2676 office  
575.472.2680 fax

**Where oil, water, and cowboys do mix!**

[www.westernheritagemuseumcomplex.com](http://www.westernheritagemuseumcomplex.com)

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #110

Exhibit Design, Exhibit Development Services and Partial Fabrication/Install  
For New Mexico Junior College Western Heritage Museum South Gallery

BOARD DOCUMENTS

Date: December 15, 2011  
Prepared by: Regina Choate  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On November 8, 2011, a legal notice was sent to the following newspaper requesting sealed bids for the purchase of an Exhibit Design, Development and Partial Fabrication/Install for New Mexico Junior College Western Heritage Museum South Gallery.

Hobbs News Sun

2. Bid packets were sent to two potential bidders.
3. One bidder submitted their bid within the time frame specified. No bidders were present at the opening.
4. The Evaluation Committee has evaluated the proposal received. Their recommendation is shown on page 3.

NEW MEXICO JUNIOR COLLEGE  
Evaluation and Recommendations  
Board Documents

The bidder responding to the RFP was: MuseumScapes of Richardson, Texas.

The Administration recommends acceptance of the proposal submitted by MuseumScapes for a proposed amount of \$281,675. The tabulation results are shown on page 4.

Source of Funding: FY 2011-2012 Western Heritage Museum South Gallery  
Account #: 91505-4002-71256-911  
Amount: **\$281,675**

NEW MEXICO JUNIOR COLLEGE

Tabulation Summary

Board Documents

Companies Responding	Points Section I	Points Section II	Points Section III	Points Section IV	Points Section V	Total Points Awarded
MuseumScapes	177	178	175	170	133	833

Evaluation Committee:

Calvin Smith, Executive Director Western Heritage Museum  
 Charley Carroll, Director of Physical Plant  
 Ray Battaglini, Chair of Western Heritage Museum Advisory Board

Evaluation Criteria

Section I: Portfolio (200 points)  
 Section II: Experience (200 points)  
 Section III: References (200 points)  
 Section IV: Methodology/Tools Employed (200 points)  
 Section V: Cost (200 points)

## I. INTRODUCTION

### A. PURPOSE OF THIS REQUEST FOR PROPOSAL

The purpose of this Request for Proposals (RFP) is to find an interpretive exhibit design firm who will design, develop, fabricate and install the Pre-History, Archaeological Dig and Cable Tool Floor exhibits in the Western Heritage Museum South Gallery. The exhibit must meet NMJC/WHM standards and mandates to connect the community and visitors to the environment and enhance their understanding of the Western Heritage Museum's role in education and outreach.

### B. SCOPE OF WORK

#### I. Exhibit Design

##### Scope of Work:

Schedule and implement interpretation and design charette meetings with NMJC/WHM:

- 1.1 The initial interpretation charette meeting on-site will discuss anticipated visitor profiles and explore interpretive options proposed by NMJC/WHM.
- 1.2 The concept design charette meeting on-site will review and confirm proposal concept placement, visitor circulation and explore content delivery options with NMJC/WHM.
- 1.3 Adopt a preliminary project timeline and establish a tentative schedule for review and approval meetings.

##### Timeline:

NMJC/WHM and the Design Team will conduct on-site charette on or about the dates established under Section 1.3.

##### Scope of Work:

Begin the following pre-production activities:

- 2.1 Review inventory of all NMJC/WHM-held visual assets including artwork, journals, publications and photographs provided by NMJC/WHM and transfer to the Design Team.
- 2.2 Review catalog of all NMJC/WHM-held three-dimensional artifacts and memorabilia provided by NMJC/WHM. NMJC/WHM will provide measurements, photographs and prioritize for inclusion in the exhibit.
- 2.3 Through on-site measurement, confirm all interior dimensions critical to exhibit fabrication and installation.

##### Timeline:

NMJC/WHM and the Design Team will meet on or about dates established under Section 1.3.

Scope of Work:

- 3.1 NMJC/WHM staff will provide all interpretive narrative first draft materials for Design Team review for the interpretive script and video productions.
- 3.2 Identify all additional assets necessary to produce the interpretive narrative including documents, publications, photographs and illustrations not held by the NMJC/WHM.
- 3.3 Identify all additional still and video assets necessary for video production not held by the NMJC/WHM.

Timeline:

The Design Team, in conjunction with NMJC/WHM, will review interpretive first draft on or about the dates established under Section 1.3.

Scope of Work:

The Design Team will submit to NMJC/WHM the following for review and comment:

- 4.1 First draft edit of NMJC/WHM interpretive narrative script.
- 4.2 First draft edit of NMJC/WHM of the video production script.

Timeline:

The Design Team will submit the above outlines for the respective narrative scripts on or about the dates established under Section 1.3.

Scope of Work:

The Design Team will complete second drafts of the following for NMJC/WHM review and comment:

- 5.1 Second draft of the interpretive narrative script.
- 5.2 Second draft of the narrative script for video production.

Timeline:

The Design Team will submit second drafts for the respective narrative scripts on or about the dates established under Section 1.3.

## II. Exhibit Development

### Scope of Work:

The Design Team will produce the following prototypes for NMJC/WHM review and comment:

- 6.1 Several graphic style prototypes for the interpretive narrative panels and way-finding signage, including options for color palettes, font selections and background treatments.
- 6.2 Submit CAD drawings detailing all exhibit fixtures and casework, including material/finish samples for the exhibit modules.
- 6.3 Submit concepts for hands-on activities.

### Timeline:

The Design Team will submit the respective prototypical treatments on or about the dates established under Section 1.3.

### Scope of Work:

The Design Team will produce and submit the final edited copy for the following scripts For NMJC/WHM review and comment:

- 7.1 Interpretive narrative for the graphic panels.
- 7.2 Video script.

### Timeline:

The Design Team will submit the respective final edited copy on or about the dates established under Section 1.3.

## III. Exhibit Production

### Scope of Work:

The Design Team will produce the following for NMJC/WHM review and comment:

- 8.1 Final interpretive narrative panels incorporating all NMJC/WHM approved copy, illustrations, photographs, font selections and background treatments for **Pre-History, Archaeological Dig and Cable Tool Floor exhibits** as designed.
- 8.2 Design, layout and print qty. fifty (50) **Capital Campaign Books** illustrating the adopted **Concept Plan for the South Gallery**.

### Timeline:

The Design Team will submit interpretive narrative panel proofs and CAD drawings detailing exhibit fixtures and casework for the **Pre-History, Archaeological Dig and Cable Tool Floor exhibits** for final NMJC/WHM review and approval prior to production on or about the dates established under Section 1.3.

#### **IV. Exhibit Fabrication**

##### Scope of Work:

The Design Team will begin production on the following exhibit graphics, fixtures and casework for the **Pre-History, Archaeological Dig and Cable Tool Floor exhibits**:

- 9.1 Interpretive narrative panels and exhibit graphics.
- 9.2 Exhibit fixtures, casework and hands-on activities.

##### Timeline:

The Design Team will begin production of the above cited exhibit graphics, fixtures and casework for the **Pre-History, Archaeological Dig and Cable Tool Floor exhibits** on or about the dates established under Section 1.3.

#### **V. On Site Installation**

##### Scope of Work:

The Design Team will install the **Pre-History, Archaeological Dig and Cable Tool Floor exhibits**:

- 10.1 The Design Team will ship, unpack and install on-site all exhibit elements.
- 10.2 The Design Team in conjunction with NMJC/WHM will inspect the exhibit and complete a punch list.
- 10.3 Implement NMJC/WHM staff training, including review of Exhibit Operation and Maintenance Manual, exhibit warranty and manufacturer information.

##### Timeline:

The Design Team will fulfill the above requirements on or about the dates established under Section 1.3.

#### **C. SCOPE OF PROCUREMENT**

The scope of procurement shall encompass the defined Scope of Work, detailed above in this RFP. Any additional work, for the purposes of this contract, shall be understood as additional services falling outside of the successful offeror's scope. If requested by NMJC, the following services shall be paid for separately at the successful offeror's normal time rates, plus expenses if requested by NMJC in writing, or if requested verbally and confirmed in writing by the successful offeror which written confirmation is not objected to by NMJC within fifteen days:

There shall be no contract extensions or renewals. This procurement will result in a single source award.

Invitation to Bid # 1057

Project for Cleaning, Patching, Crack Sealing, Seal Coating  
and Striping of the Campus Parking Lot

BOARD DOCUMENTS

Date: December 15, 2011  
Prepared by: Regina Choate  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On November 18, 2011, a legal notice was sent to the following newspaper requesting sealed bids for the project of cleaning, patching, crack sealing, seal coating and striping the campus parking lot.

Hobbs News Sun

2. Bid packets were sent to five potential bidders.
3. One bidder submitted their bid within the time frame specified and was present at the bid opening.
4. The Business Office and Maintenance Department have evaluated the bids received. Their recommendation is shown on page 3.

NEW MEXICO JUNIOR COLLEGE  
BOARD DOCUMENTS  
Evaluation and Recommendations

The bidder responding to the Invitation was: Constructors, Inc., Carlsbad, NM

The Administration recommends acceptance of the bid submitted by Constructors, Inc., in the amount of \$220,000.

Sources of Funding: FY 2011-2012 Campus Paving and BR&R  
Account Number: 91532 – 4002 – 76012 - 911  
Amount: **\$220,000**

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #1057 – Specifications

The undersigned as an authorized representative of the company whose information is contained herein, proposes to provide all labor, supplies, and equipment for the NMJC Cleaning, Patching, Crack Sealing, Seal Coating and Striping for the campus parking lot as stipulated by the specifications on this page.

Parking Lot Information: (see attached map)

Parking Lot	Building	Parking Lot Sq. Ft.
A	Administration Building	
A1	Mansur Hall	106,014
B	Watson	64,615
C	Student Center	102,664
D	McLean Hall	52,646
E	Heidel Hall	102,409
F	Warehouse	11,329
G	Cont. Ed	
H	Bob Moran (West Side)	16,705
H1	Bob Moran (East Side)	38,235
I	ATC	5,343
J	Baseball Parking area	54,020
K	Dorms Parking area	166,714
L	Circle Drive	192,832
	<b>Total</b>	<b>913,526</b>

Specifications:

Project Area Requirements:

1. To clean thoroughly all asphalt and adjoining concrete in parking areas by power sweeping, hand brooming, and blowing entire lot to prepare for sealing and striping. All material will be hauled off and disposed of.
2. Perform asphalt patching in designated areas by saw cutting, re-compacting of sub grade, applying tac oil, and installing 2" of hot mix material.
3. All singular cracks ¼" and larger will be crack sealed. All loose debris will be blown out of cracks before filling. Hot rubber material will then be installed and a smooth finish will be applied.
4. Smart-edge all sealed boundaries. All material will be hauled off and disposed of. All motor oil spotting on parking areas will be primed to insure a proper bonding prior to seal coating. All parking bumpers will be removed and reset for cleaning and sealing. Two applications of Coal Tar Sealer with additive will be applied. Second application to be applied two hours after the first application. All methods will be performed to correct manufactures specifications.
5. Parking areas and circle drive area to be re-striped with **two** coats using acrylic waterborne base paint on new sealer. All lines will be string lined, enhancing straightness of lines and appearance. All stripes and stencils will be applied as directed in accordance with

Federal Register ADA. Four inch white lines for normal parking areas, yellow for no parking zones, red for fire lanes and blue for handicap. Handicap, No Parking and Fire Lane markings are to be painted with two coats. All curbs will need to be painted after a thorough cleaning and removal of any loose paint. "Arrows", "Only" and "Stop" markings will need to be painted with two coats of paint and reflective beads.

6. Two year warranty must be provided for this project.
7. The contractor will note that classes are in session during phases of the work on campus. The contractor shall take all necessary precautions to protect students, faculty, and employees of New Mexico Junior College.
8. The contractor may not use interior facilities of the college, but must provide its own temporary toilet facilities.
9. Access areas must be identified and posted as danger areas. Any equipment, supplies, or materials may be stored inside the access area. The project sites must be cleaned daily and kept free of unnecessary trash and debris. All items must be stored neatly within the project sites.
10. Barriers must be erected around the project areas and will be limited to contractor's personnel and representatives of New Mexico Junior College.
11. New Mexico Junior College will not be responsible for security of contractor's equipment, materials, supplies, or vehicles.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1058

Indoor Netting System for Baseball Fieldhouse

BOARD DOCUMENTS

Date: December 15, 2011  
Prepared by: Regina Choate  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On November 22, 2011, a legal notice was sent to the following newspaper requesting sealed bids for the purchase of an Indoor Netting System for the New Mexico Junior College Baseball Fieldhouse:

Hobbs News Sun

2. Bid packets were sent to two potential bidders.
3. One bidder submitted their bid within the time frame specified. No bidders were present at the opening.
4. The Business Office and the Athletic Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidder responding to the Invitation was: West Coast Netting, Inc. from Kingman, Arizona.

The Administration recommends acceptance of the bid submitted by West Coast Netting, in the amount of \$24,500.

Source of Funding: - FY 2011-2012 Baseball Field Institutional Funds  
Account #: 91507-4002-76012-911  
Amount: **\$24,500**

## NEW MEXICO JUNIOR COLLEGE

### SPECIFICATIONS

New Mexico Junior College is contemplating purchasing an Indoor Netting System for the Baseball Fieldhouse.

The area to be netted is 80 feet long and 56 feet wide. The netting is to be hung two feet from each wall and will be eighteen feet high. The netting system will also be on the ceiling, and will have two draw nets on a channel system that will create three tunnels for hitting or pitching. The draw nets system must allow for the netting to be moved to one end to open up the area for other uses. The frame system must be galvanized steel tubing with the minimum 1.74" diameter by .065 wall thickness, by 1.25 lbs./ft.. The track should be a minimum of 1 5/8" by .105 wall steel channel galvanized, 1.90 lbs./ft..

Overlap entry/exit door will be required and will be specified with a drawing. The netting must be 100% polyester filament, three-strand twisted twine knotted composition, 1 3/4 square mesh, twine size is 7/64 or 0.103, with mesh breaking strength of 442 pounds or more. The borders should be a minimum of 3/8" polypropylene hollow-braid rope border. Bid should include delivery and installation. Netting system must be installed starting Tuesday, January 17, 2012 and needs to be completed by Friday, January 20, 2012.





Western Heritage Museum and  
Lea County Cowboy Hall of Fame  
5317 Lovington Highway  
Hobbs, New Mexico 88240  
575-392-6730

Where oil, water, and cowboys do mix!

To: Dr. Steve McCleery, President  
& the New Mexico Junior College Board  
From: Calvin Smith, Executive Director, Western Heritage Museum Complex  
& Ray Battaglini, Chair Western Heritage Museum Advisory Board  
Re: Creation of a Non-Profit Cultural Resource Management entity

The Southeastern New Mexico Archaeological Research/Resource Center as part of the Western Heritage Museum Complex is in a unique position to capitalize on the need to survey, record and curate the vast amount of cultural material being generated from the petroleum related activities in the region.

The Permian Basin Memorandum of Agreement created by the Bureau of Land Management with the oil and gas industry is placing a backlog of projects on hold because of a lack of professional CRM firms that can address the current activities in the oil field. Most of these firms do not have the human power to address the challenges and are headquartered in either Albuquerque or El Paso so their attention is centered on the larger projects that can provide enough funding to cover expenses and make a profit.

By taking advantage of being local we can participate in the smaller endeavors and produce a substantial income for the Center which will allow us to entice and keep interns and students interested in archaeology as a profession.

At their November meeting the Western Heritage Museum Advisory Board approved the proposed CRM addition to the Center and encourage the New Mexico Junior College Board to allow the formation of this entity for the benefit of the Center, the Complex and New Mexico Junior College.

Respectfully submitted,

  
Ray Battaglini, Chair

  
Calvin Smith, Executive Director



# New Mexico Junior College

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## *Division of Training and Outreach*

**TO: NMJC Board Members and Dr. Steve McCleery**

**FROM: Dr. Robert Rhodes, Vice President of Training and Outreach**

**DATE: December 9, 2011**

### **Use of Energy Technology Funds to Develop and Implement a World Class Interactive Training Program for the Energy Industry**

New Mexico Junior College is currently providing basic programs to help train workers for the energy industry in our region. In keeping with the philosophy and mission of the program, NMJC has been working with our local industry partners to understand what is needed to advance our training. One message that we have consistently received is that students need to be “trained to qualify.” This is a message that is especially clear from the nuclear industry. This includes verifiable technical skills and the related soft-skills for the professional technician. In order to meet these needs, NMJC has worked to identify training formats and has sought out partners who can bring needed areas of expertise to the arena. The two partners that we have identified are Lockheed Martin and Paine College.

Traditionally, the industry has relied on programs and technology that consisted primarily of Power Points. Research has clearly shown that a blended interactive training prepares students far better than other traditional programs. Students typically remember 10% of what they read, 20% of what they hear, 30% of what they see, 50% of what they hear and see, but they will retain 80-90% of what they do.

Until recently, the ability to experience this hands-on environment was restricted to On the Job Training (OJT). In the nuclear industry, like much of the energy industry this is not practical, risky and in many cases not possible. With the advancement in technology, new platforms have been developed that allow students to experience the OJT feel without these challenges. These new platforms allows students to train and retrain until their performance is validated. Lockheed Martin not only is the industry

leader in this type of training but their experience in the nuclear arena of defense directly addresses this need.

The other primary area that industry has identified is the skill sets required for the professional technician. There is a growing need to provide technicians and applied scientists with the knowledge and professional skill to become frontline leaders in the industry. Rather than a general orientation, training needs to be focused on preparing technical professionals and managers to assume these higher levels of responsibility. Paine College, long a leader in developing future leaders is now focusing on developing this program for the nuclear industry.

This knowledge has led us to build a relationship with Paine College to address the expanded and baccalaureate education needs and with Lockheed Martin who, without question, leads the Industry in nuclear and training technology. This collaboration is focused on creating a world-class program where students are "Trained to Qualify."

In the collaboration, NMJC will focus on basic and to the door training, including the Associates of Applied Science degree. Paine College will bring the expanded and professional technician training, including the Bachelor of Science and Applied Science Degree. Additionally, Lockheed Martin will leverage their experience and resources to train both facility and position specific technicians.

Working with industry, this collaboration has identified 12 core classes that need to be enriched with technology to meet the "world class" standard. Bringing each partner's existing expertise to the process and sharing in the financial cost of the program. NMJC, Paine College and Lockheed Martin would like to begin this conversion in early 2012, with NMJC's share in the initial project being \$300,000.

In the 2011-2012 budget, the New Mexico Junior College board established a \$700,000 line item for energy technology equipment and related resources capital account ( Acct # 91568)

To implement this program I would ask the board to allow the transfer of \$300,000 from this acct and the use of \$300,000 of these funds for stage one of this project, which will include the conversion of the first three classes to the new technology.

Sincerely  
Robert Rhodes\  
Attachments

## MEMO

**Date:** December 11, 2011  
**To:** New Mexico Junior College Board Members  
**From:** Steve McCleery  
**Subject:** Healthy and Active Lifestyle Challenge

Last year, the NMJC Board approved the “Healthy and Active Lifestyle Challenge” for the employees and employee family members. The approval included the following awards:

1<sup>st</sup> Place – The team that makes the most improvement gets two (2) additional personal leave days.

2<sup>nd</sup> Place – the team that makes the second most improvement gets one (1) additional personal leave day.

3<sup>rd</sup> Place – The team that makes the third most improvement gets (1/2) additional personal leave day.

Many of the NMJC employees would like to participate in the Healthy and Active Lifestyle Challenge for this year. I am recommending that New Mexico Junior College Board approve the program and the awards.

Thank you for your consideration!

# RESOLUTION

## Dr. Mickey D. Best

- WHEREAS,** **Dr. Mickey D. Best** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 22 years; and
- WHEREAS,** **Dr. Mickey D. Best** has served as Dean of Art, Humanites and Career Technology from 2006 to present; and
- WHEREAS,** **Dr. Mickey D. Best** has served as Dean of Math, English, Education and Transitional Studies from 2005 to 2006; and
- WHEREAS,** **Dr. Mickey D. Best** has served as the Dean of Arts and Sciences from 1999 to 2005; and
- WHEREAS,** **Dr. Mickey D. Best** has served as Professor of Speech and Drama from 1994 to 1989; and
- WHEREAS,** **Dr. Mickey D. Best** has served as Part-time Professor from 1999 to present; and
- WHEREAS,** **Dr. Mickey D. Best** has served as Department Chair for Humanities from 1992 to 1998; and
- WHEREAS,** **Dr. Mickey D. Best** has served as Professor of Speech and Drama from 1989 to 1999; and
- WHEREAS,** **Dr. Mickey D. Best** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Dr. Mickey D. Best** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Dr. Mickey D. Best** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Dr. Mickey D. Best** has elected to retire the 1st day of January 2012.

**NOW, THEREFORE BE IT RESOLVED** that New Mexico Junior College desires to give special recognition and appreciation to **Dr. Mickey D. Best** for his service and dedication to New Mexico Junior College.

ADOPTED THIS 15th day of December 2011.

ATTEST:

\_\_\_\_\_  
New Mexico Junior College Board Chairman



\_\_\_\_\_  
New Mexico Junior College Board Secretary

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date December 6, 2011

Candidate's name Maria R. McCreesh

Position title Professor of Barbering/Cosmetology

New position  Existing position      Classification  Faculty  Professional  Other \_\_\_\_\_

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

Effective date of employment 1/10/2012      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funding

Paid advertising beyond \*standard none

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

Posted salary range \$32,247 to \$40,309      Recommended annual salary \$33,538.00      Prorated salary  yes  no

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

Recommended and approved by:

Supervisor \_\_\_\_\_

  
Dean/Director

Vice President \_\_\_\_\_

President \_\_\_\_\_

**Selection Committee Members:** Dr. John Gratton – Vice President for Instruction  
Dr. Mickey Best – Dean of Arts, Humanities and Career Technology  
Maria Vick – Professor/Coordinator of Cosmetology

Comments: Ms. McCreesh, with more than nine years of applicable experience, meets and/or exceeds the minimum requirements for this position. Ms. McCreesh is currently a Professor of Cosmetology at New Mexico Junior College – no change in salary.

## **ABBREVIATED RESUME**

### **Position**

Professor of Barbering/Cosmetology

### **Personal Data**

Name: Maria R. McCreesh

### **Education**

A.A.S., New Mexico Junior College, Hobbs, NM, In process

Barber Crossover Certificate, New Mexico Junior College, Hobbs, NM, November 2011

Cosmetology Certificate, New Mexico Junior College, Hobbs, NM, May 2001

### **Professional Experience**

New Mexico Junior College, Hobbs, NM

Professor of Cosmetology

8/9/2006 to Present

Part-time Instructor

9/2005 to 8/2006

Good Samaritan Village, Hobbs, NM

Hair Stylist

2/2005 to 7/2007

Cool Cuts and Cuticles, Hobbs, NM

Self Employed Cosmetologist

5/2004 to 9/2005

Smart Style Hair Salon, Hobbs, NM

Cosmetologist

2/2002 to 4/2004

ProCuts, Hobbs, NM

Cosmetologist

6/2002 to 10/2002

Taco Bell, Hobbs, NM

Shift Manager/Assistant Manager

6/1998 to 1/2002

### **Licensures:**

New Mexico Cosmetology License No. 028427

New Mexico Cosmetologist Instructor License No. 035253



# New Mexico Junior College

## Career Opportunities

### Position Announcement • August 2011

**Position Title:** Professor of Barbering/Cosmetology

**Position Description:** The Professor of Barbering/Cosmetology shall report administratively to the Dean of Arts, Humanities & Career Technology and the Professor/Coordinator of Cosmetology. Duties and responsibilities include, but are not limited to, the following: (1) teach barbering classes for inmates at the Lea County Correctional Facility; (2) prepare for all assigned classes; (3) prepare a detailed course syllabus for each class participant; (4) instruct, lecture, or guide each class meeting in an organized manner; (5) keep an accurate record of attendance and tardiness; (6) prepare and provide for tests and measurements of the class participants; (7) assign and document all grading procedures for each class participant; (8) maintain current required certification and maintain currency in all subject areas; (9) meet each class period on time and with a high degree of professionalism; (10) attend all required faculty meetings; (11) assist students who are having trouble in class; (12) prepare and be on time with all assigned paperwork; (13) conduct self in a professional manner within the community; (14) have current knowledge of the Barbering Industry; (15) model good human relation skills for students; (16) accept other duties as assigned by the Dean of Arts, Humanities & Career Technology and the Professor/Coordinator of Cosmetology; (17) follow the guidelines and protocols of the correctional facility; (18) participate in a process of continual personal and professional improvement; (19) actively participate in the institutional goals and objectives designed to support the mission of the college; (20) serve on college committees as assigned; and, (21) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** One year experience in the Barbering/Cosmetology field required. Must hold a current New Mexico Barber Instructors license. Associate degree from a regionally accredited institution is preferred. Previous correctional experience as well as teaching experience is desired. Candidate should have good human relations skills, knowledge of the state board requirements, and current knowledge of Barbering service industry. Must possess the ability to instruct a diverse student population. Bilingual with proficiency in Spanish preferred. Computer proficiency required.

**Salary/Benefits:** Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month, 40 hours per week position. Summer teaching, both terms, will be required for additional compensation. Standard NMJC benefits apply.

**Application Deadline:** Open until filled. All application materials will be reviewed upon submission.

**To Apply:** Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and telephone numbers to:

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

New Mexico Junior College is an Equal Opportunity Affirmative Action Employer and does not discriminate against any applicant in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

**"Equal Opportunity Education and Employment"**

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2790 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu