

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Wednesday, December 17, 2003

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of November 20, 2003 | Larry Hanna |
| D. Correspondence | Pat Chappelle |
| E. President's Report | Steve McCleery |
| F. 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 Institutional Copy Machines | Steve McCleery |
| 6. Consideration of Literacy Alliance Building | Steve McCleery |
| 7. Consideration of Election Proclamation | Steve McCleery |
| 8. Consideration of Bid #944 – Purchase of Automotive Equipment for DWATC | Frank Collins |
| 9. Personnel Consideration – Executive Director, NMJC Foundation | Steve McCleery |
| 10. Personnel Consideration – New Faculty Position | Rich Fleming |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

NOVEMBER 20, 2003

MINUTES

The New Mexico Junior College Board met on Thursday, November 20, 2003, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Wade Cavitt; Mr. Phillip Jones; Mrs. Yvonne Williams; Mr. Guy Kesner; and Mr. John Hice, Jr.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Vange Perryman, Hobbs News Sun.

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

Upon a motion by Ms. Chappelle, seconded by Mr. Jones, the board unanimously approved the minutes of October 16, 2003, as written.

Under *President's Report*, Rich Fleming gave an update on the upcoming North Central Association accreditation process.

Under *New Business*, Dan Hardin presented the October financial reports and with a motion by Mr. Kesner, seconded by Mr. Hice, the board unanimously approved the expenditures for October 2003. After discussion of the required CHE Fiscal Watch Reports and upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the Summary of Operating and Plant Funds and Cash Analysis, as well as the final balance sheet upon completion.

Dr. McCleery presented the Policy on Transfer of Accrued Sick Leave for board consideration. After much discussion, Mr. Cavitt made a motion to amend the policy to include a lifetime cap of 400 hours for the employee and a lower cap for the parent-in-law. Mr. Kesner seconded the motion. The vote was as follows: Mr. Jones – no; Mr. Hice – no; Ms. Chappelle – no; Mr. Cavitt – yes; Mr. Kesner – yes; and Mrs. Williams – no. Mr. Hice made a motion to accept the policy as presented and Mr. Jones seconded the motion. The vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Ms. Chappelle – yes; Mr. Cavitt – no; Mr. Kesner – no; and Mrs. Williams – yes.

Frank Collins presented Bid #943 – Purchase of Exercise Equipment for Del Norte Center. The administration recommended acceptance of the bid from Fitness Specialist of Odessa, Texas for \$7,960. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Mr. Collins presented Bid #945 – Purchase & Installation of Eight (8) Kawneer Clear Finish Aluminum Doors with Hardware for Caster Activity Center. The administration recommended acceptance of the sole bid from City Glass & Mirror for \$9,581. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Dr. McCleery recommended Ms. Raquel Edwards be employed as Criminal Justice Department Secretary. Ms. Edwards is related to Pilar Ortiz (Hardware/Software Specialist) and Irma Maldonado (Professor, AVHS Health Occupations/Allied Health). Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously accepted the recommendation. Dr. McCleery recommended Mr. Darriall Anglin be employed for the Maintenance II – General Maintenance position. Mr. Anglin is related to John Hare (General Maintenance – Mechanical Systems). Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Mr. Cavitt moved the board go into closed session for the discussion of limited personnel matters and the purchase of real property under the provisions of section 10-15-1-H(2) of the New Mexico Statutes Annotated 1978. Mrs. Williams seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Cavitt – yes; Mrs. Williams – yes; and Mr. Kesner – yes.

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

Mr. Hanna called for comments from the community. There being none, the next regular board meeting was scheduled for December 17, 2003, beginning at 4:00 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Jones, seconded by Mr. Hice, the board meeting adjourned.

CHAIRMAN

ATTEST: _____
SECRETARY

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: December 11, 2003

RE: Expenditure and Revenue Reports for November

The month of November represents month five or 42 percent of the 2003/2004 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through November 2003 is \$13,432,520.00 of which \$2,455,025.00 are encumbered funds.

In the November Expense report some of the expense groups may appear to be above budget for this time of year, but when we look at what has been encumbered in these areas we are tracking with the budget. Academic Support has \$99,059.00 encumbered in Library Services. Student Services has \$103,461.00 encumbered for Title V expenses. Institutional Support has \$33,591.00 encumbered for legal services and maintenance agreements. Operation & Maintenance has \$225,649.00 encumbered for Insurance expense and maintenance agreements. Internal Service Departments, mainly the Computer Services gets a credit called chargeouts of \$50,751.32 each month as required by the CHE. The budget compared to expenses should be inline by the end of the fiscal year. Unrestricted Student Aid has almost expended what was budgeted for that area. We had budgeted \$116,000.00 of the Student Aid as tuition waivers for the ITV, Area Vocational High School programs and for staff and faculty tuition costs. We will be over budget in this area, but will make budget adjustment request after the Spring semester rush is over. We expect to be able to cover this shortfall with budget savings.

The Auxiliary Departments which include the bookstore, has a higher percentage of expended budget, but in comparison we have expended less at this time of year than we did last year. Revenue for the Bookstore is running about \$5,000.00 over what we were at this time last year. Athletics has expended funds for the Grant-in-Aid for the fall semester for various athletic sports.

Restricted Funds include Grants and Student Aid. Grant expenditures have increased as we get further into their budget year. Student Aid has had large payouts in the Pell Grant and Direct Loans.

Plant Fund expenditures in November were mainly for institutional projects specifically Technology Upgrades and Infrastructure improvements.

Total expenditures through November of 2003 is \$13,432,520.00

The Revenue picture for November appears to be on track. Tuition and Fees, Student Activities, and Auxiliary Enterprises had the normal Fall semester rush. Oil and Gas revenue has been strong, property tax revenue comes mainly in late fall and late spring, and most other unrestricted revenue is on budget.

Restricted revenue has had large drawdowns from Pell Grant and Direct Loans. Grants continue to have drawdowns with the new budgets in place and funds drawn for expenditures.

Total Revenue through November is \$10,648,059.00.

In the Oil and Gas report shows the actual Oil and Gas revenue for July through October, and the accrual of \$239,507.00 for November. During the first four months of actual Oil and Gas revenue, we are \$472,519.00 over budget.

The Investment report reflects a withdraw of \$500,000.00 in the LGIP fund in November, as we moved funds back for cash flow purposes. Of the \$7,625,000.00 invested with LGIP, \$5,883,164.74 is designated as Capital Projects or 77%.

This is the Financial Report for November 2003.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

November 2003

42% of Year Completed

Fund	2002-03			2003-04			
	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
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,012,174	2,024,258	40%	6,416,054	460,140	2,090,455	33%
Academic Support	890,128	643,201	72%	1,290,398	83,547	626,035	49%
Student Services	1,002,233	663,401	66%	1,477,378	107,735	694,172	47%
Institutional Support	3,581,759	1,023,158	29%	2,154,295	193,707	1,048,987	49%
Operation & Maintenance of Plant	1,783,961	855,441	48%	1,932,913	169,067	1,038,745	54%
Subtotal - Instruction & General	12,270,255	5,209,459	42%	13,271,038	1,014,196	5,498,394	41%
Student Activities	155,236	107,750	69%	310,002	67,085	120,081	39%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	710,422	336,560	47%	420,854	11,452	570,176	135%
Student Aid	281,479	103,423	0%	148,028	28,857	137,316	93%
Auxiliary Enterprises	1,193,795	964,350	81%	1,457,233	84,035	913,958	63%
Athletics	562,053	305,362	54%	698,906	19,492	269,662	39%
Total Current Unrestricted Fund	15,173,240	7,026,904	46%	16,306,061	1,225,117	7,509,587	46%
CURRENT RESTRICTED FUND							
Grants	2,347,254	1,082,438	46%	2,843,425	111,572	665,198	23%
Student Aid	3,964,907	2,200,511	55%	4,180,325	88,395	2,469,323	59%
Total Current Restricted Fund	6,312,161	3,282,949	52%	7,023,750	199,967	3,134,521	45%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	5,944,312	979,550	16%	6,096,932	46,405	659,740	11%
Projects from State GOB Funds	1,212,900	818,891	68%	5,274,385	333,044	2,009,147	38%
Projects from State STB Funds	0	0	0%	2,000,000	0	0	0%
Projects from State E R & R	0	0	0%	409,201	0	0	0%
Projects from State B R & R	327,399	177,907	54%	532,834	65,089	119,525	22%
Projects from Auxilliary BR&R	19,147	30,982	0%	19,147	0	0	0%
Subtotal - Capital and BR&R	7,503,758	2,007,330	27%	14,332,499	444,538	2,788,412	19%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	7,503,758	2,007,330	27%	14,332,499	444,538	2,788,412	19%
GRAND TOTAL EXPENDITURES	28,989,159	12,317,183	42%	37,662,310	1,869,622	13,432,520	36%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

November 2003

42% of Year Completed

Fund	2002-03			2003-04			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,356,355	701,098	52%	1,653,150	18,290	916,271	55%
State Appropriations	7,376,100	3,073,415	42%	7,684,800	636,349	3,414,331	44%
Advalorem Taxes - Oil and Gas	2,949,084	1,415,080	48%	3,409,779	427,994	1,670,122	49%
Advalorem Taxes - Property	1,800,000	68,284	4%	2,000,000	6,077	84,194	4%
Interest Income	50,000	8,012	16%	50,000	1,139	8,026	16%
Other Revenues	307,700	122,326	40%	316,500	17,289	98,797	31%
Subtotal - Instruction & General	13,839,239	5,388,215	39%	15,114,229	1,107,138	6,191,741	41%
Student Activities	43,400	26,888	62%	47,500	387	28,429	60%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	10,000	7,720	77%	13,000	573	5,537	43%
Auxiliary Enterprises	1,663,000	971,793	58%	1,728,300	27,920	975,973	56%
Athletics	35,400	14,561	41%	35,400	3,109	14,609	41%
Total Current Unrestricted	15,591,039	6,409,177	41%	16,938,429	1,139,127	7,216,289	43%
CURRENT RESTRICTED FUND							
Grants	2,347,254	369,286	16%	2,843,425	73,328	258,615	9%
Student Aid	3,716,407	1,959,014	53%	4,180,325	131,312	2,411,014	58%
Total Current Restricted	6,063,661	2,328,300	38%	7,023,750	204,640	2,669,629	38%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,212,900	196,147	16%	4,593,986	461,679	715,642	16%
Projects from State STB Funds	0	0	0%	2,000,000	0	0	0%
Projects from Other State Funds	0	0	0%	680,399	0	0	0%
Interest Income	105,700	48,490	0%	100,000	9,129	46,499	46%
Total Plant Funds	1,318,600	244,637	19%	7,374,385	470,808	762,141	10%
GRAND TOTAL REVENUES	22,973,300	8,982,114	39%	31,336,564	1,814,575	10,648,059	34%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

November 2003

42% 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	2002-03 Original Budget	Variance Over (Under) Budget
Actual	July	\$26.85	2,991,006	\$4.48	16,317,305	343,217	239,507	103,710
Actual	August	\$25.32	3,451,574	\$5.26	15,862,113	337,799	239,507	98,292
Actual	September	\$25.39	3,597,704	\$4.80	17,349,678	321,605	239,507	82,098
Actual	October	\$30.08	3,068,996	\$4.56	79,438,901	427,926	239,507	188,419
Accrual	November					239,507	239,507	0
	December						239,507	(239,507)
	January						239,507	(239,507)
	February						239,507	(239,507)
	March						239,507	(239,507)
	April						239,507	(239,507)
	May						239,507	(239,507)
	June						239,507	(239,507)
Y.T.D. Production Tax Revenue						1,670,054	2,874,084	(1,204,030)
Y.T.D. Equipment Tax Revenue						68	535,695	(535,627)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>1,670,122</u>	<u>3,409,779</u>	<u>(1,739,657)</u>

Source: New Mexico Taxation and Revenue Department

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month. November is the monthly budget amount.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
November 2003

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 Pool	7,625,000	N/A	N/A	N/A	7102-1348	1.74%	10,244
Total Investments	<u>7,625,000</u>						<u>10,244</u>

Summary of Current Month's Activity	
Beginning amount	8,125,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	5,883,165
Reserves Invested	1,741,835
Total LGIP Investment	7,625,000

Capital Projects	11/30/2003
Technology Upgrade	118,657.70
Workforce Training Center	1,191,750.14
High Tech Start Up	201,296.00
Docutech	175,000.00
Vehicles	175,000.00
CISCO Networking Equipment	4,188.53
Western Heritage Center	500,000.00
Drawings and Master Plan	44,963.70
Baseball Field	174,608.24
Rodeo Arena	11,623.96
Dormitory Landscape	46,012.37
Lea County Beautification	0.00
Circle Drive	95,095.04
Dorm Construction	0.00
Roadway Parking Lot Seal Coat	50,000.00
Dorm Recreation Area	124,147.56
BR&R Carryover	19,539.49
Water Rights	9,465.59
Firing Range Upgrade	1,564.13
Millen Fence/Landscape	100,000.00
Ben Alexander Student Center	2,365,438.94
JASI	474,813.35
Total	5,883,164.74

NOTE: Capital projects total does not include encumbered funds

Memorandum

To: Dr. Steve McCleery

From: Sam Oswald 

Date: 12/12/2003

Re: Campus Copier GSA Purchase

After several months of research including an internal campus survey of copy and fax needs, I am recommending the purchase of copier and fax units from two vendors. All copier and/or fax units reflect GSA pricing. In addition, I recommend the purchase of Print Audit Software. This software is compatible with all copiers proposed. The source of funding is ER&R.

Copies Inc., 315 West Broadway, Hobbs, NM 88240 **\$77,139.00**

6 - ARM 350 NP9	\$8,224.00 ea.	(Network, Fax, Finisher)
1 - ARM 350 NP9	\$7,374.00	(Network, Finisher)
1 - ARM 350 NP9	\$8,943.00	(Network, Fax, Finisher, Scan)
3 - ARM 277	\$3,826.00 ea.	(No Network or Fax)

Benchmark Technology, 1607 Broadway, Lubbock, Texas 79401 **\$67,948.00**

1 - DIGBkAS	\$ 9,670.00	(Coin-operated, No Network or Finisher)
1 - DIGBkAS	\$12,205.00	(Coin-operated, Networked)
3 - DC425	\$ 8,155.00 ea.	(Network and Finisher)
5 - M15i	\$ 1,400.00 ea.	(Network, Copier, Fax, Scan)
2 - M15	\$ 1,125.00 ea.	(Copier only)
2 - FaxCentre 12	\$ 1,179.00 ea.	(Fax only)
1 - Print Audit Software	\$10,000.00	(Provides tracking for consolidated invoicing)

Total funds requested: \$145,307.00

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: December 11, 2003
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *sm*
SUBJECT: Consideration of Literacy Alliance Building

Attached you have a copy of a letter from the Literacy Alliance Board of Directors offering New Mexico Junior College the transfer of ownership of the Literacy Alliance Facility located at 109 S. Dalmont. I am recommending the Board accept the offer. Upon your approval, we will proceed with the appropriate steps necessary to get the Commission on Higher Education approval.

Thank you for your consideration.



Lea County Literacy Alliance

The mission of the LCLA is to support residents in their efforts to achieve literacy through comprehensive literacy programs.

November 6, 2003

Dr. Steve McCleery
NMJC Board of Directors
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

Dear Dr. McCleery:

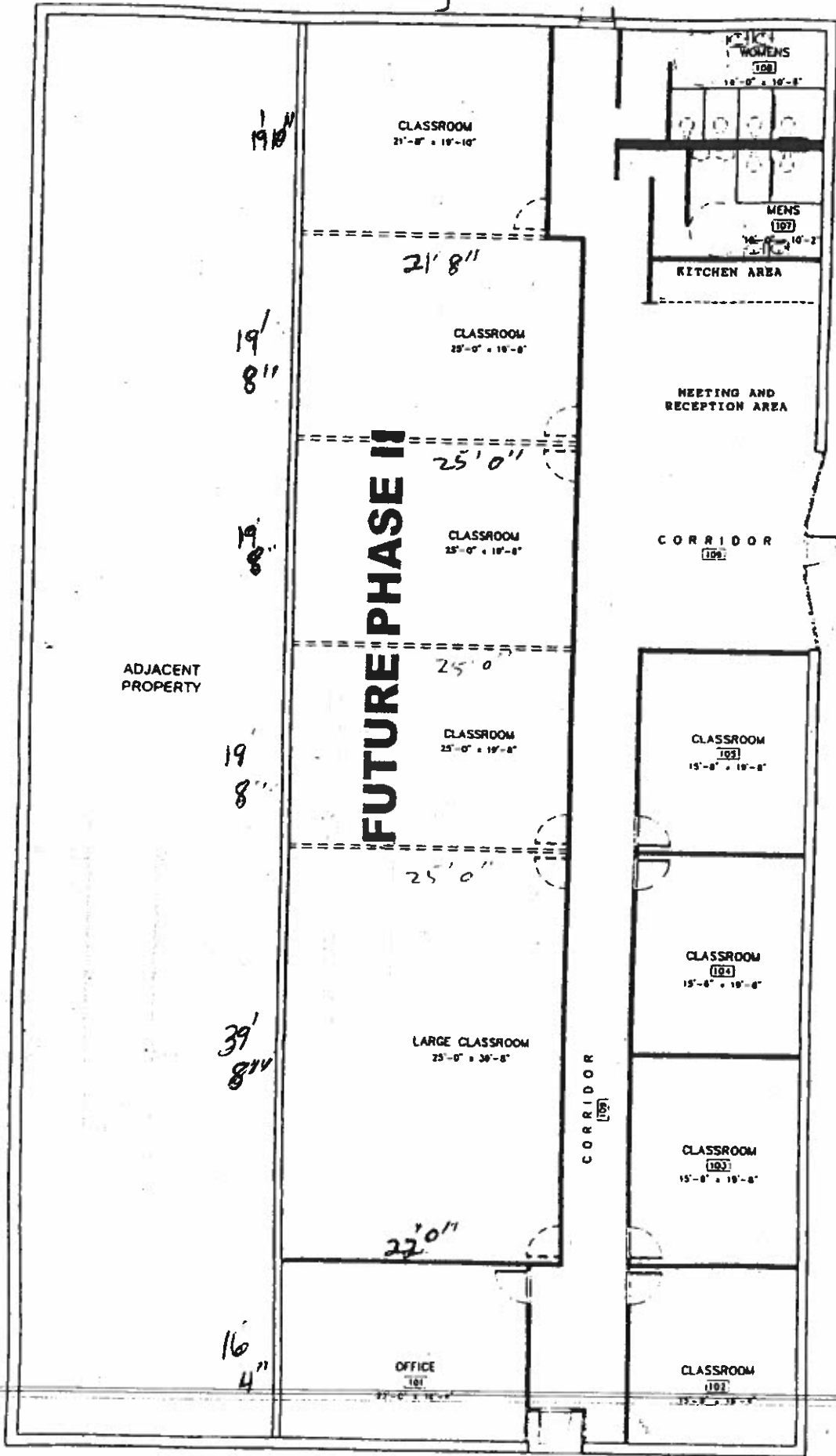
On behalf of the Lea County Literacy Alliance Board of Directors after a unanimous vote, I hereby offer the transfer of ownership of our building at 109 S. Dalmont, Hobbs, New Mexico to New Mexico Junior College.

If you have any questions, please feel free to contact us at your convenience.

Sincerely,

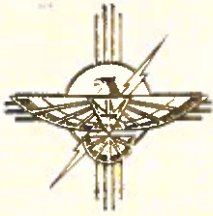

Sharon Bailey
LCLA Board President

Fraternity Alliance Building



Dalmont

East Dunnam



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: December 11, 2003
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Consideration of Election Proclamation

Attached you have an Election Proclamation which calls for an election on February 17, 2003 within the current New Mexico Junior College voting school districts of Tatum, Lovington, Hobbs, and Eunice for the inclusion of the Jal Public School District into the New Mexico Junior College voting district. It is my recommendation that you approve the proclamation.

Thank you for your consideration.

**PROCLAMATION FOR SPECIAL ELECTION FOR ADDITION
AND INCLUSION OF JAL PUBLIC SCHOOL DISTRICT NO. 34
TO THE COMMUNITY COLLEGE DISTRICT OF NEW MEXICO
JUNIOR COLLEGE, A COMMUNITY COLLEGE**

IT APPEARING to the Board of New Mexico Junior College, a Community College, that a majority of qualified electors within the territorial limits of Jal Public School District No. 34, Lea County, New Mexico, voting in the special election held on December 16, 2003, voted in the affirmative to be added to the New Mexico Junior College District as provided in Section 21-13-21, NMSA 1978; and hereby be,

RESOLVED, DETERMINED AND PROCLAIMED, by the Board of New Mexico Junior College, a Community College constituting the governing body of said Institute, that a Special Election shall be held on Tuesday, February 17, 2004, in accordance with the requirements of the School Election Law, Sections 1-22-1 to 1-22-19, NMSA 1978, on the question of the inclusion of Jal Public School District No. 34, Lea County, New Mexico, in the New Mexico Junior College District, and, at such Election the following question shall be submitted to the qualified, registered electors of the Eunice Municipal School District, Hobbs Municipal School District, Lovington Municipal School District, and Tatum Municipal School District; school districts described above constitute the New Mexico Junior College District, a Community College:

“Shall the Jal Public School District No. 34, Lea County, New Mexico, be included in the Community College District of New Mexico Junior College, a Community College?”

AND IT IS FURTHER RESOLVED, DETERMINED AND PROCLAIMED, by the Board, that the following constitute the Precincts in Lea County in which the Special Election will be held, and within said Precincts the location of the polling places for said Special Election, which polling places shall be open from 7:00 a.m. to 7:00 p.m. on the date of the Special Election on February 17, 2004, within the following public school districts:

EUNICE PUBLIC SCHOOL DISTRICT

**Precincts part of 71,72,73 and 74
within the Eunice Municipal
School District**

**Eunice Community Center
1115 West Avenue I
Eunice, New Mexico**

HOBBS MUNICIPAL SCHOOL DISTRICT

Precincts

Polling Place

Precincts 22,23,26,27,28
part of 18 and 20 within the
Hobbs Municipal School District

New Mexico Junior College
5317 Lovington Highway
Hobbs, New Mexico

Precincts 24,25,29,30,31,32,33,
34,41,42,43,44 within the Hobbs
Municipal School District

Sanger Elementary School
2020 North Adobe
Hobbs New Mexico

Precincts 35,36,51,52,53,54,
55,61 part of 62 and 72 within
the Hobbs Municipal School District

Edison Elementary School
501 West Gypsy
Hobbs, New Mexico

LOVINGTON MUNICIPAL SCHOOL DISTRICT

Precincts 11,12,14,15A,15B,16,
17,21 part of 3A,3B,10,13,18,20,
26 and 62 within the Lovington
Municipal School District

Lea County Courthouse
Main and Central
Lovington, New Mexico

TATUM MUNICIPAL SCHOOL DISTRICT

Precincts 2 part of 3A,3B,10
and 13 within the Tatum
Municipal School District

Tatum Schools Auditorium
Third and Highway 18
Tatum, New Mexico

ABSENTEE

Precincts
All

Lea County Clerk's Office
Lea County Courthouse
Main and Central
Lovington, New Mexico

AND IT IS FURTHER RESOLVED, DETERMINED AND PROCLAIMED, by the Board, that a person is a qualified elector for this Special election if he or she is a citizen of the United States, at least 18 years of age on the day of the Special Election, and a resident of the New Mexico Junior College District; that in order to vote, qualified electors must have previously registered with the County Clerk of Lea County, that any qualified elector of the school districts within which this election shall be conducted, who is not now registered and who wishes to vote at such Special Election shall register during regular office hours prior to 5:00 p.m. on January 20, 2004 being the twenty-eighth day immediately preceding the Special Election, at the office of the Lea County Clerk or shall register with any registration agent at a designated agency as provided in Sections 1-4-7 and 1-4-8, NMSA 1978.

AND IT IS FURTHER, RESOLVED, DETERMINED AND PROCLAIMED, by the Board, that absentee voting for the Special Election shall be permitted in the manner authorized by Sections 1-6-1, et seq., NMSA 1978, provided, however, that pursuant to Section 1-22-19, NMSA 1978, qualified electors may also vote absentee in person at the office of the County Clerk for Lea County, during the regular hours and days of business from 8:00 a.m. on January 23, 2004 being the twenty-fifth day preceding the Special Election, until 5:00 p.m. on February 13, 2004, being the Friday immediately prior to the Special Election. Any information concerning absentee ballots, polling places, or other matters relating to the election can be obtained from the Office of the County Clerk, Lovington, Lea County, New Mexico.

IN TESTIMONY WHEREOF, the New Mexico Junior College Board of the New Mexico Junior College District, Lea County, New Mexico has caused this notice to be published as required by law and dated this 17th day of December 2003.

Larry Hanna
Chairman, New Mexico Junior College Board

ATTEST: _____
Secretary

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #944

Purchase of Automotive Equipment for DWATC

BOARD DOCUMENTS

Date: December 10, 2003
Prepared by: Frank Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On November 15, 2003, a legal notice was posted in the newspaper, requesting sealed bids for the purchase of automotive equipment for the Don Whitaker Automotive Training Center:

1) The Hobbs Daily News Sun

2. Bid packets were sent to eight potential bidders.

3. Three vendors submitted bids within the time frame specified by the bid package.

4. No vendors were present at the opening.

5. The Business Office has evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The vendors responding to Invitation to Bid #944 were:

Transportation Supplies Inc., St. Paul MN
Mustang Dynamometer, Twinsburg OH
David Cowan Equipment, Odessa TX

The Administration recommends acceptance of the bid for the dynamometer from Mustang Dynamometer for \$24,154.00 and the rotary lift from David Cowan Equipment for \$3,650.00. Please refer to the Bid Tabulation Summary on Page 4.

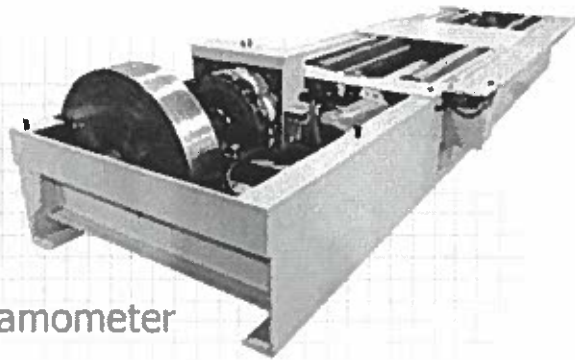
Source of Funding: - Carl Perkins Grant - Major Equipment: Dynamometer
Account # 3-2741-43-141
Total Amount of Equipment: \$27,804.00

New Mexico Junior College Board Report

ITB#944 Tabulation Summary

Automotive Equipment for DWATC

Vendor Name	Description of Equipment	Price Quoted	Meet Specs	Comments
David Cowan Equipment	Rotary Lift Dynamometer	\$3,650.00 No bid.	Yes N/A	
Mustang Dynamometer	Rotary Lift Dynamometer	\$7,000.00 \$24,154.00	Yes Yes	
Transportation Supplies, Inc.	Rotary Lift Dynamometer	\$4,429.42 No bid.	Yes N/A	
Total Purchase		\$27,804.00		



MD-100

Chassis Dynamometer

CHASSIS DYNAMOMETERS	
AUTOMOTIVE - 2WD	
MD-66	
MD-100	
MD-250	
MD-600-HP	
MD-750	
MD-IMP	
MD-1750	
PORTABLE DYNOS	
AUTOMOTIVE - AWD	
MD-AWD-500	
MD-AWD-IMP	
MOTORCYCLE/ATV	
MDC-325	
MDC-ATV	
TRUCK/BUS	
MD-1000	

Specifications

curves

download pdf

MD-100 Specifications	
Dynamometer Performance	
Horsepower:	450 hp maximum measurement capability 268 hp maximum absorption
Loading:	Air cooled eddy current power absorber (model MDK-70)
Maximum Speed:	125 mph intermittent 100 mph continuous
Inertia:	2,000 lbs base mechanical inertia
Dynamometer Controls	
Controls:	Pentium-based PC control system MD-7000 Control Platform
Hand Control:	RF Remote Mouse
System Features	
Rolls:	Precision machined & dynamically balanced Belted for bi-directional capability 8.575" (218 mm) diameter balanced rolls 35" (889 mm) face length 30" (762 mm) inner track width 100" (2,540 mm) outer track width 17.1" (434 mm) roll spacing
Frame:	Heavy-duty structural steel frame Heavy-duty restraint kit included
Lift:	Between roll lift with integrated roll lock
Axle Weight:	6,000 lbs (2,727 kg) maximum
Shipping Weight:	3,250 lbs (1,474 kg)
System Requirements	
Air Requirements:	80 PSI, dry, regulated, oil free
Power Requirements:	115 VAC single phase, 60 Hz, 15 Amps (control) 230 VAC single phase, 60 Hz, 30 Amps

With a maximum load absorption of up to 268 horsepower, the Mustang MD-100 Dynamometer is designed to handle a broad range of automotive tests for your customers. You can run an entire battery of vehicle tests including road simulation without ever leaving the shop.



Dynamic vehicle loading is made possible through the air-cooled eddy current power absorption unit (PAU). This process enables you to test at constant speeds or torques, as well as measure acceleration, passing and a wide range of other vehicle simulations. With precision machined and balanced rollers, you can reach speeds of up to 125 mph on your shop floor.

The MD-100 is constructed with a heavy-duty structural steel frame and includes a heavy-duty restraint kit. The microcomputer control system provides sophisticated data



(dynamometer)	
Options & Accessories	
<input type="checkbox"/> Above-ground ramps	<input type="checkbox"/> Boost Pressure
<input type="checkbox"/> 5 hp warm-up motor	<input type="checkbox"/> Air/Fuel Analyzer
<input type="checkbox"/> Integrated 5 Gas Analyzer	<input type="checkbox"/> 24" 5,500 CFM fan
<input type="checkbox"/> RPM Engine Speed Module	<input type="checkbox"/> Color printer
<input type="checkbox"/> Weather Station	<input type="checkbox"/> Monitor upgrades
<input type="checkbox"/> Advanced Data Acquisition	<input type="checkbox"/> Roll covers
<input type="checkbox"/> Manifold Pressure Sensors	<input type="checkbox"/> 50 Hz system
<input type="checkbox"/> EGT Sensor	<input type="checkbox"/> 230 VAC control system

acquisition and display capabilities. An infrared remote hand control provides complete control of testing operations from the driver's seat.

The Mustang MD-100 is shipped completely assembled and requires only single phase electric power and standard air pressure for operation.

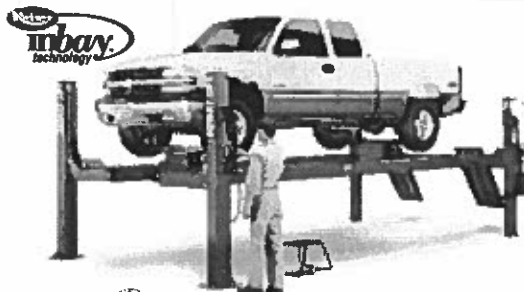
• Specifications subject to change without notice. Maximum power rating based on proper tire to roll contact and correctly restrained vehicle. Driving "into" power rolls is recommended for testing performed at maximum power ratings.



Four-Post Lifts




 Model SM0121 - 12,000 lbs. capacity




 Model AR0121 - 12,000 lbs. capacity



 Model SM0123 - 12,000 lbs. capacity



 Model AR0123 - 12,000 lbs. capacity

Versatility. It's the standard around which Rotary's four-post lifts are built. These lifts handle cars, vans, trucks - even light- and medium-duty commercial vehicles with equal ease. If you service a wide variety of vehicles, Rotary's four-post lifts are the right choice. Rotary's four-post models can give you maximum productivity.

SM / SMO Model Options

- Ramp kits for drive-through operation.
- Productivity and convenience items include work steps, rolling oil pans with splash guards, and more.
- Available wheelbase ranges from to 158 - 307". Available lifting capacities from 10,000 - 30,000 lbs.
- Bolt on alignment kits convert most models to two or four-wheel alignment racks.
- 45° turning radius gauges make alignments and front end adjustments quick and easy.
- Closed front models available.

ARO Models

Specially designed for 4-wheel alignment and packed with standard features.

- 73 3/4" of rise.
- Two rolling jacks and drop-in rubber adapters.
- Open front or open rear design allows greater access.
- Available models up to 206 1/2" wheelbase.
- Recessed 45° turning radius gauges (4,500 lbs capacity each) are made of 304 stainless steel for corrosion resistance.
- Integrated airline coils.
- Quick air disconnects.
- Recessed 4-wheel slip plates.
- Portable work step.
- Multiple locking positions.

Some lifts shown with optional accessories and additional equipment.



NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 12-1-03

Candidate's name Jennifer L. Jordon

Position title Executive Director - NMJC Foundation

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 1-5-03 Standard contract length 12 mos. 9 mos. other
(Pending Board Approval)

Funding source NMJC Operating Budget - Institutional Foundation

Paid advertising beyond *standard American Assoc. of Fundraising Counsel, Assoc. of Fundraising
(* 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)

Professionals, Assoc. of Fundraising Professionals-NM Chapter, CharityChannel.com,

Council for Resource Development, FundList, HigherEdJobs.com, National Planned Giving Council
NonProfitJobs.org, NonProfitOyster.com, Philanthropy Journal, Chronicle of Philanthropy, and

Posted salary range \$39,290-\$49,112 Recommended annual salary \$42,100 Prorated salary yes no
(Employment date through June 30) Prof Time

Account number(s) with respective % allocation(s) 1-2042-14-124 100%

Recommended and approved by:

Steve McCleery
Supervisor

Vice President

Dean/Director

Steve McCleery
President

Selection Committee Members: Cavitt, Wade McCleery, Steve
Duncan, Thurman Organ, Regina
Fleming, Rich Scott, Delrose
Hardin, Dan Socolofsky, Dan
Hicks, Debra

Comments: Ms. Jordon meets and/or exceeds the requirements for this position.

ABBREVIATED RESUME

Position

Executive Director – NMJC Foundation

Personal Data

Name: Jennifer L. Jordon

Education

B.B.A, College of the Southwest, Hobbs, NM, 1999

Professional Experience

College of the Southwest, Hobbs, NM Development Officer/Alumni Services Officer/Coordinator of Special Events	06/99 to Present
<i>Aviator's Journal</i> , Hobbs, NM P-T Assistant Editor	11/98 to 01/00
Uslan Accounting, Hobbs, NM P-T Accounting Assistant	11/98 to 06/99
Hanna & LaBree, P.C., Hobbs, NM Accounting Assistant	12/97 to 08/98

Certifications/Organizations/Awards

Alumni Services Officer, CSW Alumni Board, 01/03 to Present
Area Community Advisory Council, Member, 2001 to Present
Award for Academic Excellence in Management, CSW, 04/99
Center for Business Leadership Advisory Board, Secretary, 1999 to 2002
CSW SIFE Advisory Board, Member, 06/03 to Present
Dean of Admissions Search Committee, Member, Fall 2002
Lovington Rotary Club, Member, 01/03 to Present
Vice President for Student Services Search Committee, Chair, Spring 2002

APPLICANT LIST

Position: Executive Director – NMJC Foundation

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Noblett, Dennis G.	Yes	Yes	Declined position.
Teller, Francis L.	Yes	No	
Gaskill, Sabrina	No	No	Declined interview.
McLeroy, Buran T.	No	No	
Hardison, Lisa R.	Yes	No	
Parker, Twilla C.	No	No	
Strubhart, Kristi L.	No	No	
Richardson, John E.	No	No	
Norris, Kenneth L.	No	No	
Richardson, Trisha L.	No	No	
Conder, Scott T.	No	No	Declined interview.
Gann, Vicky L.	No	No	
Flynn, Philip	No	No	Incomplete application materials.
Clay, Jan	No	No	Incomplete application materials.
Biedron, Joseph A.	Yes	No	
Jensen, Dawn E.	No	No	
Berry, James N.	No	No	
Safran, Charles	No	No	Incomplete application materials.

Position: Executive Director – NMJC Foundation

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Cross, Shellie	No	No	Incomplete application materials.
Trotter, Sherral L.	No	No	
John, Winona	No	No	Incomplete application materials.
Newbury, Penny A.	No	No	Incomplete application materials.
Jordon, Jennifer L.	Yes	Yes	Start date pending Board approval.
Gellman, Marianne C.	No	No	
Trinkley, Shari A.	No	No	Received after deadline to apply.
Viera, Helen M.	No	No	Received after deadline to apply.



New Mexico Junior College Career Opportunities

Position Announcement • May 2003 (revised 8-5-03; revised 10-3-03)

Position Title: Executive Director - NMJC Foundation

Position Description: The Executive Director - NMJC Foundation shall be responsible to the President and the NMJC Foundation. The duties and responsibilities shall be, but are not limited to, the following: Assist the NMJC Foundation Board in developing public and private donor programs, relationships and gifts. Serve as a fundraiser and fundraiser for the College and the Foundation. Direct and manage the year-round activities of the Foundation and its volunteers. Establish contacts with and collect information from funding sources in both the public and private sectors. Coordinate with the Financial Aid Office to ensure disbursement of scholarship funds based on donor's wishes, student qualifications, and availability of expendable funds. Ensure compliance with the College and Board policies and with IRS and other regulatory and policy requirements such as GASB guidelines. Attend appropriate community and college functions. Accept other duties as assigned by the President and the Foundation. Nothing contained herein shall limit the President in assigning the employee to any college activity for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A minimum of a Bachelor's degree is required. A Master's degree is preferred. All degrees must be from a regionally accredited institution. Experience with fundraising activities and strategies preferred. Excellent oral/written communications required. Computer proficiency required.

Salary/Benefits: This is a 12-month professional position with a starting salary range of \$39,290 to \$49,112 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: October 31, 2003, at 5:00 p.m. MST. 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 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



New Mexico Junior College Career Opportunities

Position Announcement • May 2003 (revised 8-5-03)

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Salary/Benefits: This is a 12-month professional position with a starting salary range of \$39,290 to \$49,112 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: September 5, 2003, 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 NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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New Mexico Junior College Career Opportunities

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Position Description: The Executive Director - NMJC Foundation shall be responsible to the President and the NMJC Foundation. The duties and responsibilities shall be, but are not limited to, the following: Assist the NMJC Foundation Board in developing public and private donor programs, relationships and gifts. Serve as a friendraiser and fundraiser for the College and the Foundation. Direct and manage the year-round activities of the Foundation and its volunteers. Establish contacts with and collect information from funding sources in both the public and private sectors. Coordinate with the Financial Aid Office to ensure disbursement of scholarship funds based on donor's wishes, student qualifications, and availability of expendable funds. Ensure compliance with the College and Board policies and with IRS and other regulatory and policy requirements such as GASB guidelines. Attend appropriate community and college functions. Accept other duties as assigned by the President and the Foundation. Nothing contained herein shall limit the President in assigning the employee to any college activity for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A minimum of a Bachelor's degree is required. A Master's degree is preferred. All degrees must be from a regionally accredited institution. Experience with fundraising activities and strategies preferred. Excellent oral/written communications required. Computer proficiency required.

Salary/Benefits: This is a 12-month professional position with a starting salary range of \$39,290 to \$49,112 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: June 13, 2003, 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 NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
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MEMORANDUM

DATE: December 10, 2003
TO: New Mexico Junior College Board Members
FROM: Richard Fleming, Vice President for Instruction *RF*
SUBJECT: Request for New Barber Instructor Position

The College is entering into a partnership with Wackenhut to offer a barber training program through our Cosmetology Department. The 1200 hour, 38 credit hour certificate is designed to meet the requirements mandated by the New Mexico State Board of Barbers and Cosmetologists. After completing the program, inmates will be qualified to sit for the state certification examination.

We will be offering two sections, four hours each, in a facility at the prison for 20 inmates. In order for the college to conduct the program it is necessary for us to hire a new barber instructor since we will need to provide a full-time instructor housed at the prison.

Inmates will enroll in the program for college credit and Wackenhut will provide all of the supplies needed to run the program. The college will collect both tuition and credit hour reimbursement for the program.

Thank you for your consideration.

approve Jim 12-10-03

NEW MEXICO JUNIOR COLLEGE

Professor of Barbering/Cosmetology

The Barber shall report administratively to the Dean of Business & Technology, Director of Cosmetology. The duties and responsibilities of the Barber Instructor shall be, but are not limited to, the following:

- A.** To satisfactorily perform the job of Instructing student's in their chosen field of cosmetology.

- B.** General duties and responsibilities:
 - 1. To hold a current Barber Instructor license from New Mexico
 - 2. To prepare to the best of his/her ability for all assigned classes
 - 3. To prepare a detailed course syllabus for each class participant
 - 4. To instruct, lecture, or guide each class meeting in an organized manner
 - 5. To keep an accurate record of attendance and tardiness
 - 6. To prepare and provide for tests and measurements of the class participants
 - 7. To assign and document all grading procedures for each class participants
 - 8. To maintain current required certification and be current in each subject matter taught
 - 9. To meet each class period on time and with a high degree of professionalism
 - 10. To attend all called faculty meetings
 - 11. To be present and available for assigned office hours
 - 12. To assist students who are having trouble in class
 - 13. To schedule meetings and be available for advisement for all assigned advisees
 - 14. To prepare and be on time with all assigned paperwork
 - 15. To conduct self in a professional manner within the community
 - 16. To have current knowledge of Barber Industry
 - 17. Computer Proficiency
 - 18. Ability to instruct advisee student population to have good human relation skills

Certificate

Automotive Technology (with Co-op)

Requirements: A total of 47-49 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
AT 113, Engine Repair	3 hrs.
AT 114A, Cooperative Work Experience I.....	4 hrs.
AT 114B, Cooperative Work Experience II.....	4 hrs.
AT 212, Cooperative Work Experience III	2 hrs.
AT 123C, Brake Systems.....	3 hrs.
AT 124, Electronics	4 hrs.
AT 124A, Engine Performance.....	4 hrs.
AT 213A, Manual Drive Train and Axles.....	3 hrs.
AT 213B, Heating and Air Conditioning Systems...	3 hrs.
AT 213C, Automatic Transmissions and Transaxles	3 hrs.
AT 223B, Suspension and Steering Systems	3 hrs.
AT 223C, Automotive Service Management.....	3 hrs.
MA 114B, Technical Mathematics I.....	4 hrs.
PS 213B, Human Relations.....	3 hrs.
HM 101, Safety and Hazardous Materials	1 hr.
Total	47-49 hrs.

Certificate

Automotive Technology (without Co-op)

Requirements: A total of 37-39 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
AT 113, Engine Repair	3 hrs.
AT 123C, Brake Systems.....	3 hrs.
AT 124, Electronics	4 hrs.
AT 124A, Engine Performance.....	4 hrs.
AT 213A, Manual Drive Train and Axles.....	3 hrs.
AT 213B, Heating and Air Conditioning Systems...	3 hrs.
AT 213C, Automatic Transmissions and Transaxles	3 hrs.
AT 223B, Suspension and Steering Systems	3 hrs.
AT 223C, Automotive Service Management.....	3 hrs.
MA 114B, Technical Mathematics I.....	4 hrs.
PS 213B, Human Relations.....	3 hrs.
HM 101, Safety and Hazardous Materials	1 hr.
Total	37-39 hrs.

Certificate Barbering

The Barbering course is approved by the New Mexico State Board of Barbers and Cosmetologists. The certificate requires 38-40 credit hours in the core which is equal to 1200 clock hours. The Barbering curriculum covers the following areas: Theory, Sterilization, Sanitation, Bacteriology, Shampoo, Rinses, Scalp Treatments, Chemical Rearranging-Perms and Relaxers, Hairstyling, Hair Coloring-Bleaching, Hair Cutting, Beard Trimming, Facials, Salon Business, and Retail Sales.

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
CO 112, Theory I	2 hrs.
CO 113, Facials.....	3 hrs.
CO 114, Chemical Rearranging/Perms and Relaxers.....	4 hrs.
CO 115, Hair Cutting	5 hrs.
CO 122, Theory II	2 hrs.
CO 123, Hairstyling	3 hrs.
CO 132, Sterilization & Sanitation.....	2 hrs.
CO 142, Shampoo, Rinses and Scalp Treatments	2 hr.
CO 212, Theory III.....	2 hrs.
CO 216, Cosmetology/Barbering Clinic Practice.....	6 hrs.
CO 222, Hair Coloring/Bleaching.....	2 hrs.
CO 232, Salon Business & Retail Sales	2 hrs.
CO 233, Shaving/Crossover	3 hrs.
Total	38-40 hrs.

Certificate

Computer Information Systems

Requirements: A total of 33-35 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
CS 113, Fundamentals of Programming	3 hrs.
CS 113C, Internet Access Basics	3 hrs.
DC 123C, Web Page Design	3 hrs.
CS 223M, Microcomputer Repair & Upgrade	3 hrs.
CS 123D, Windows Applications I	3 hrs.
DC 223D, Computer Animation I	3 hrs.
CS 123G, Windows Applications II.....	3 hrs.
CS 213E, Microsoft Windows.....	3 hrs.
CS 213, EXCEL	3 hrs.
CS 223N, Networking.....	3 hrs.
Select one programming class from the list below ...	3 hrs.
CS 213B, RPG Programming	
CS 213C, Visual BASIC Programming	
CS 213D, COBOL Programming	
CS 213F, C++ Programming	
Or departmentally approved programming course	
Total	33-35 hrs.