NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, December 20, 2001
Zia Room - Library
1:30 p.m.

AGENDA

A. Welcome

B. Adoption of Agenda

C. Approval of Minutes of November 29, 2001

D. Correspondence

E. President’s Report

F. New Business
   1. Monthly Expenditures Report
   2. Monthly Revenue Report
   3. Oil and Gas Revenue Report
   4. Schedule of Investments
   5. Consideration of Bid #912 - Permanent & Portable Signage for NMJC
   6. Personnel Consideration - Professor of Nursing
   7. Personnel Consideration - Academic Advisor

G. Public Comments

H. Announcement of Next Meeting

I. Adjournment
NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

NOVEMBER 29, 2001

MINUTES

The New Mexico Junior College Board met on Thursday, November 29, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mr. Larry Hanna; Mrs. Yvonne Williams; Ms. Patricia Chappelle; Mr. Ferrel Caster; and Mr. John Hice, Jr.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun and Zeak Williams, Lea County Commissioner.

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

Upon a motion by Mrs. Williams, seconded by Mr. Hanna, the board unanimously approved the minutes of October 25, 2001.

Under President’s Report, Sam Oswald and Regina Organ presented a follow-up report with a handout on the Celebration of the Arts. Dr. McCleery made the board aware of the Commission on Higher Education’s IT funding recommendations for Capital Projects and Information Technology. They are recommending for the Statewide G.O. Bond: NMJC Wireless Project $210,000; NMJC Smart Classroom $450,000; NMJC Infrastructure $989,385; and NMJC Ben Alexander Learning Center $3,000,000. Dr. McCleery reminded the board of the employee Christmas dinner and service awards on December 7.

Under New Business, Dan Hardin presented the October financial reports and with a motion by Mr. Schubert, seconded by Ms. Chappelle, the board unanimously approved the expenditures for October 2001.

Mr. Hardin presented Bid #911 - Electric Hospital Beds for the Nursing Department. The administration recommended acceptance of the bid submitted by Hil - Rom, Placitas, NM for the amount of $10,348. Upon a motion by Mr. Hanna, seconded by Mr. Caster, the board unanimously accepted the recommendation.
Mr. Hardin presented Bid #913 - Paving of Continuing Education Parking Lot. The administration recommended acceptance of the bid submitted by Ramirez & Sons, Inc., Lovington, NM for the amount of $29,825. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Regina Organ presented a Joint Powers Agreement for the Student Health Clinic. After much discussion, Mr. Hanna recommended the following changes. Joint Powers should be taken out, leaving Agreement. Paragraph I. should be titled Term and read “The term of this agreement shall be for a period of two years effective January 14, 2002”. Paragraph XI. should be added reading “This agreement may be terminated by either party upon 90 days written notice to the other party”. “THIS AGREEMENT shall become effective upon the approval of all the agencies who must approve the agreement” should be deleted. Upon a motion by Mr. Hanna, seconded by Mr. Schubert, the board unanimously approved the agreement with the recommended changes.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for December 20, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library. A strategic plan work session will follow the regular meeting.

Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board meeting adjourned at 2:15 p.m.

______________________________________________
CHAIRMAN

ATTEST:_________________________________________
SECRETARY
# NEW MEXICO JUNIOR COLLEGE

Expenditure Report

November 2001

<table>
<thead>
<tr>
<th>Fund</th>
<th>2000-01</th>
<th></th>
<th></th>
<th></th>
<th>2001-02</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-Date Expended or Encumbered</td>
<td>Percentage of Budget Expended</td>
<td>Original Budget</td>
<td>Current Year-to-date Expended or Encumbered</td>
<td>Percentage of Budget Expended</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURRENT UNRESTRICTED FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>5,322,453</td>
<td>1,855,358</td>
<td>35%</td>
<td>5,980,600</td>
<td>460,233</td>
<td>1,972,175</td>
<td>33%</td>
<td></td>
</tr>
<tr>
<td>Academic Support</td>
<td>1,012,220</td>
<td>522,568</td>
<td>52%</td>
<td>1,021,222</td>
<td>82,330</td>
<td>584,689</td>
<td>57%</td>
<td></td>
</tr>
<tr>
<td>Student Services</td>
<td>1,030,199</td>
<td>517,520</td>
<td>51%</td>
<td>1,194,494</td>
<td>92,031</td>
<td>599,134</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Institutional Support</td>
<td>2,321,133</td>
<td>748,017</td>
<td>32%</td>
<td>2,461,574</td>
<td>161,314</td>
<td>1,002,760</td>
<td>41%</td>
<td></td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>1,674,751</td>
<td>681,692</td>
<td>41%</td>
<td>1,943,012</td>
<td>111,829</td>
<td>634,049</td>
<td>33%</td>
<td></td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>11,350,747</td>
<td>4,326,155</td>
<td>38%</td>
<td>12,600,902</td>
<td>907,737</td>
<td>4,792,802</td>
<td>38%</td>
<td></td>
</tr>
<tr>
<td>Student Activities</td>
<td>118,724</td>
<td>43,311</td>
<td>36%</td>
<td>165,817</td>
<td>11,902</td>
<td>55,792</td>
<td>34%</td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Public Service</td>
<td>24,968</td>
<td>216</td>
<td>1%</td>
<td>5,650</td>
<td>321</td>
<td>935</td>
<td>17%</td>
<td></td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>309,131</td>
<td>262,104</td>
<td>85%</td>
<td>300,815</td>
<td>(18,173)</td>
<td>350,049</td>
<td>116%</td>
<td></td>
</tr>
<tr>
<td>Student Aid</td>
<td>139,605</td>
<td>140,934</td>
<td>101%</td>
<td>148,092</td>
<td>18,276</td>
<td>100,773</td>
<td>68%</td>
<td></td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,254,436</td>
<td>733,413</td>
<td>58%</td>
<td>1,266,820</td>
<td>86,381</td>
<td>993,102</td>
<td>78%</td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>558,129</td>
<td>250,250</td>
<td>45%</td>
<td>593,066</td>
<td>23,786</td>
<td>324,639</td>
<td>55%</td>
<td></td>
</tr>
<tr>
<td>Total Current Unrestricted Fund</td>
<td>13,755,740</td>
<td>5,756,383</td>
<td>42%</td>
<td>15,081,162</td>
<td>1,030,232</td>
<td>6,618,092</td>
<td>44%</td>
<td></td>
</tr>
<tr>
<td>CURRENT RESTRICTED FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>3,135,237</td>
<td>1,142,919</td>
<td>36%</td>
<td>2,236,954</td>
<td>185,763</td>
<td>892,659</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>Student Aid</td>
<td>3,204,007</td>
<td>1,858,077</td>
<td>58%</td>
<td>3,300,000</td>
<td>114,547</td>
<td>1,996,457</td>
<td>60%</td>
<td></td>
</tr>
<tr>
<td>Total Current Restricted Fund</td>
<td>6,339,244</td>
<td>3,000,996</td>
<td>47%</td>
<td>5,536,954</td>
<td>300,310</td>
<td>2,889,116</td>
<td>52%</td>
<td></td>
</tr>
<tr>
<td>PLANT FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl. Projects from Institutional Funds</td>
<td>2,126,546</td>
<td>594,132</td>
<td>28%</td>
<td>3,325,000</td>
<td>236,915</td>
<td>896,168</td>
<td>27%</td>
<td></td>
</tr>
<tr>
<td>Projects from State GSB Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>1,500,000</td>
<td>150,054</td>
<td>733,075</td>
<td>49%</td>
<td></td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>143,891</td>
<td>0</td>
<td>143,891</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Projects from Other State Funds</td>
<td>116,172</td>
<td>110,009</td>
<td>95%</td>
<td>6,163</td>
<td>0</td>
<td>6,163</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Projects from State B R &amp; R</td>
<td>345,546</td>
<td>9,338</td>
<td>9%</td>
<td>125,239</td>
<td>0</td>
<td>125,239</td>
<td>9%</td>
<td></td>
</tr>
<tr>
<td>Subtotal - Capital and BR&amp;R</td>
<td>2,242,718</td>
<td>704,141</td>
<td>31%</td>
<td>5,320,600</td>
<td>396,307</td>
<td>1,905,527</td>
<td>36%</td>
<td></td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>264,845</td>
<td>133,541</td>
<td>50%</td>
<td>1,470,813</td>
<td>0</td>
<td>133,802</td>
<td>9%</td>
<td></td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>2,507,563</td>
<td>837,682</td>
<td>33%</td>
<td>6,791,413</td>
<td>396,307</td>
<td>2,039,329</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL EXPENDITURES</td>
<td>22,602,547</td>
<td>9,595,061</td>
<td>42%</td>
<td>27,409,529</td>
<td>1,726,649</td>
<td>11,546,537</td>
<td>42%</td>
<td></td>
</tr>
</tbody>
</table>
## NEW MEXICO JUNIOR COLLEGE
### Revenue Report
#### November 2001

**42% of Year Completed**

### 2000-01 vs 2001-02

<table>
<thead>
<tr>
<th>Fund</th>
<th>2000-01</th>
<th>2001-02</th>
<th>Percentage of Budget Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date Revenue</td>
<td>Original Budget</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>1,168,950</td>
<td>966,372</td>
<td>83%</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>6,566,300</td>
<td>2,750,650</td>
<td>42%</td>
</tr>
<tr>
<td>Ad Valorem Taxes - Oil and Gas</td>
<td>2,500,000</td>
<td>1,790,289</td>
<td>72%</td>
</tr>
<tr>
<td>Ad Valorem Taxes - Property</td>
<td>1,900,000</td>
<td>413,365</td>
<td>2%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>125,500</td>
<td>78,191</td>
<td>62%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>384,886</td>
<td>94,351</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>12,645,636</td>
<td>5,721,218</td>
<td>45%</td>
</tr>
<tr>
<td>Student Activities</td>
<td>40,000</td>
<td>36,624</td>
<td>92%</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>9,800</td>
<td>0%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>21,000</td>
<td>6,454</td>
<td>31%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,442,050</td>
<td>866,879</td>
<td>60%</td>
</tr>
<tr>
<td>Athletics</td>
<td>33,600</td>
<td>14,467</td>
<td>43%</td>
</tr>
<tr>
<td><strong>Total Current Unrestricted</strong></td>
<td>14,182,286</td>
<td>6,655,442</td>
<td>47%</td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>3,135,237</td>
<td>1,142,919</td>
<td>36%</td>
</tr>
<tr>
<td>Student Aid</td>
<td>3,204,007</td>
<td>1,858,077</td>
<td>58%</td>
</tr>
<tr>
<td><strong>Total Current Restricted</strong></td>
<td>6,339,244</td>
<td>3,000,996</td>
<td>47%</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anonymous Grant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from State GOI Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from Other State Funds</td>
<td>116,172</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>0</td>
<td>48,728</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Subtotal - Capital &amp; R&amp;R</strong></td>
<td>116,172</td>
<td>48,728</td>
<td>42%</td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>55,000</td>
<td>34,360</td>
<td>62%</td>
</tr>
<tr>
<td><strong>Total Plant Funds</strong></td>
<td>171,172</td>
<td>83,088</td>
<td>49%</td>
</tr>
<tr>
<td><strong>LOAN FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income / Service Fees</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Loan Fund</strong></td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>20,692,702</td>
<td>9,739,526</td>
<td>47%</td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
November 2001

42% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
</tr>
<tr>
<td>April</td>
<td>July</td>
<td>$24.76</td>
<td>3,251,164</td>
</tr>
<tr>
<td>May</td>
<td>August</td>
<td>$24.78</td>
<td>5,412,518</td>
</tr>
<tr>
<td>June</td>
<td>September</td>
<td>$24.77</td>
<td>3,246,565</td>
</tr>
<tr>
<td>July</td>
<td>October</td>
<td>$25.78</td>
<td>3,258,367</td>
</tr>
<tr>
<td>August</td>
<td>November</td>
<td>$25.68</td>
<td>3,330,307</td>
</tr>
<tr>
<td>September</td>
<td>December</td>
<td>208,250</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>January</td>
<td>208,250</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>February</td>
<td>208,250</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>March</td>
<td>208,250</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>April</td>
<td>208,250</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>May</td>
<td>208,250</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>June</td>
<td>208,250</td>
<td></td>
</tr>
</tbody>
</table>

Production Tax Revenue 1,639,357 2,499,000 599,107

Equipment Tax Revenue 5,686 375,000 0

Total Year-to-Date Oil and Gas Revenue 1,645,043 2,874,000 599,107

Source: New Mexico Taxation and Revenue Department

In order to stabilize the budgetary process for the 2001-02 fiscal year, oil and gas revenues were budgeted at a long-term historical average of $16.00 per bbl for oil and $2.50 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2001-02 year that exceed this budgeted amount will be considered for transfer
NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
November 2001

42% of Year Completed

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount Invested</th>
<th>Date Invested</th>
<th>Maturity Date</th>
<th>Period of Investment (Days)</th>
<th>Account Number</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico</td>
<td>8,325,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td>2.88%</td>
<td>20,011</td>
</tr>
<tr>
<td>Local Government Investment Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wells Fargo Bank of Hobbs</td>
<td>250,000</td>
<td>08/08/2001</td>
<td>02/08/2002</td>
<td>181</td>
<td>231611237</td>
<td>2.87%</td>
<td>598</td>
</tr>
<tr>
<td>Total Investments</td>
<td>8,575,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20,609</td>
</tr>
</tbody>
</table>

Summary of Current Month's Activity

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning amount</td>
<td>8,575,000</td>
</tr>
<tr>
<td>Plus: deposits</td>
<td>0</td>
</tr>
<tr>
<td>Less: withdrawals</td>
<td>0</td>
</tr>
<tr>
<td>Ending amount</td>
<td>8,575,000</td>
</tr>
</tbody>
</table>

Capital Projects and Debt Service 4,494,854
Percentage of total investments 52%
NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #912

Permanent & Portable Signage for NMJC Campus

BOARD DOCUMENTS

Date: December 12, 2001
Prepared by: Frank Collins
Coordinator of Purchasing
NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On November 27, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed bids for the construction and manufacture of NMJC signboards:

   1) The Hobbs Daily News Sun
   2) Las Cruces Sun
   3) Albuquerque Journal

2. Bid packets were sent to five potential bidders.

3. One vendor submitted a bid within the time frame specified by the bid package.

4. That vendor was not present at the opening.

5. The Business Office has evaluated the bid received and the recommendation is shown on Page 3.
NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The vendor responding to Invitation to Bid #912 was Auld Sign Company, Hobbs, NM.

The Administration recommends acceptance of the bid submitted by Auld Sign Company, Hobbs NM for an amount equal to **$8,605.00**. This amount will only procure the following items from the vendor's bid package:

Construction of the Large Entrance Sign: $6,405.00
Manufacture of One (1) Signboard for Trailer Mounting: $2,200.00

**TOTAL** $8,605.00

**Source of Funding:** Continuing Education – FY 2001-2002
Equipment, Renewal, & Replacement (ERR)

**Account Number:** 1-2741-11-540

**TOTAL $8,605.00**
NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS FOR SIGNAGE

Board Documents

For the Manufacture of Two (2) Signboards for Trailer Mounting
(See Diagram on Page 6):

1. Trailer Signboards: 4’ X 8’ Reader Board, Double Face, Four (4) Lines
2. Built in Lockable Storage on Trailers for letters
3. Two (2) Retractable outriggers
4. Retractable tongue
5. 8” wheels on trailers, with hinged cover to conceal wheels
6. Panel to fit in top line when not used for letters with “New Mexico Junior College” on the panel
7. 100 – 8” letters, reverse, block out, Black in color
8. Trailers will be painted to match NMJC colors
9. Must be delivered to Central Receiving by the successful contractor

For the Construction of a Large Entrance Sign (See Diagram on Page 7):

The entrance sign must be of the height to be seen from the Lovingston Highway (at the College Campus Entrance). The other specifications are as follows:

1. One (1) 4’ X 8’ Reader Board Sign, Lighted, Double Face, Four (4) Lines
2. One (1) 3’ X 12’ Double Face, Lighted, Lettered with New Mexico Junior College
3. NMJC Logo at the top of the Sign, Double Face, Lighted
4. Signs must have high output fluorescent lighting, meeting U/L specifications and with a GFI system
5. Pole Cover, Top and Bottom
6. Pole Cover must have a built in lockable cabinet for letters and the letter changer
7. 100 – 8” Letters. Reverse, Block Out, Black in color
8. Hole must be dug for insertion of the Pole and any additional dirt work
9. Concrete must be provided and applied by the contractor
10. Electrical work must be done for lighting hook-ups/connections
11. Sign must be constructed on NMJC location by the successful contractor

Page 4
NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS FOR SIGNAGE (continued)

Board Documents

For the Construction of a Small Permanent Signboard Sign (See Diagram on Page 8):

The small permanent signboard must be constructed by Watson Hall. The other specifications are as follows:

1. 4’ X 8’ reader board, double face, lighted, 4 lines
2. Sign will have high out-put fluorescent lighting, meeting U/L specifications and with a GFI System.
3. Pole Cover, 30” wide, 84” tall
4. Pole cover will have a built in lockable cabinet for letters and letter changer
5. 100 – 8” letters, reverse, block out, black in color
6. Panel to fit in top line when not used for letters with “New Mexico Junior College” on the panel
7. Hole must be dug for insertion of the Pole and any additional dirt work
8. Concrete must be provided and applied by the contractor
9. Electrical work must be done for lighting hookups/connections
10. Sign must be constructed on NMJC location by the successful contractor

Page 5
EXTRA PANEL TO FIT IN TOP LINE WHEN NOT USED FOR SLIDE IN LETTERS.

New Mexico Junior College

100
8 INCH LETTERS
ANY COLOR
4 LINES

STORAGE COMPARTMENT

4" SIGN

12" WHEELS
New Mexico Junior College

100
8 INCH LETTERS
ANY COLOR
4 LINES

THIS SIGN WILL
BE LOCATED AT
NIJJC ENTRANCE.
(BIG SIGN FRONT I.D. SIGN)

(1) 4 ' X 8 ' READER BOARD (THIS INCLUDES 100 LETTERS.) $1,760.00

(1) 3 ' X 12 ' N.M.J.C. $1,980.00

(1) 3 ' CIRCLE LOGO $495.00

(1) HOLE $450.00

(1) POLE $450.00

(1) CONCRETE $320.00

(1) MOVE DIRT $150.00

(1) LABOR $800.00

*SUBTOTAL $6,405.00

**ELECTRIC IS A SIGN BASE AND WILL BE HOOKED UP WORKING WITH N.M.J.C. MAINTNANCE DEPT. AT NO EXTRA CHARGE.

**ALL SPECS MEET REQUIREMENTE OUTLINED IN BID PACKAGE.
(4' X 8' TRAILER READERBOARD)

(2) DOUBLE FACE 4' X 8' TRAILER SIGN (THIS INCLUDES 100 LETTERS.) $2,400.00ea.

YOUR PRICE

$2,200.00ea.

*SUBTOTAL $4,800.00

*SUBTOTAL ON YOUR PRICE $4,400.00

NO LABOR FOR INSTALL

**ALL SPECS TO MEET REQUIREMENTS SPECIFIED IN BID PACKAGE.;

PLEASE GIVE ME A CALL IF YOU HAVE ANY QUESTIONS.

THANK YOU,

BOB AULD
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date December 12, 2001

Candidate's name: Kimberly Webb

Position title: Professor of Nursing

☐ New position  ☑ Existing position  Classification ☑ Faculty  ☐ Professional  ☐ Other

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

Effective date of employment: 01/08/02  Standard contract length: ☐ 12 mos.  ☑ 9 mos.  ☐ other

Funding source: Institutional

Paid advertising beyond *standard

(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

---

Posted salary range: Commensurate with education, teaching experience

Recommended annual salary: $32,897

Prorated salary: ☐ yes  ☐ no

Account number(s) with respective % allocation(s): 1-2011-11-515

---

Recommended and approved by:

Supervisor: Karen Cummings

Dean/Director: Steve M. Davis

President: Steve M. McClure

Selection Committee Members: Karen Cummings, Tamara James, Lynda Knoll, Karen Landers, Sondra Hutson, Terri Jenkins, and Misty Stine-Professors of Nursing

Comments:

---

---
ABBREVIATED RESUME

Position
Professor of Nursing

Personal Data
Name: Kimberly S. Webb

Education
A.A.S., New Mexico Junior College, Hobbs, NM, 1993
B.S.N., University of Phoenix, Phoenix, AZ, 2001

Professional Experience
NorLea Home Health, Hobbs, NM
RN Case Manager 5/01 to Present
RN Staff Nurse 1/99 to 10/99

Lea Regional Hospital, Hobbs, NM
RN Staff Nurse 10/99 to 5/01

Hutson Home Health, Hobbs, NM
RN, Nurse’s Aide Supervisor and Staff Nurse 11/93 to 1/99
Position Announcement • November, 2001

Position Title: Professor of Nursing (Two positions available)

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; and (3) serve on college committees as requested by the administrative team.

Qualifications: Master’s degree in nursing preferred, however, will consider a B.S.N. degree and willingness to pursue the master’s in nursing. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years of clinical experience and obtain or hold a New Mexico nursing license. Prior successful teaching experience at the college level with a background in the fundamentals of nursing, medical-surgical experience preferred. Candidates should have a strong desire to teach and work with community college students and be able to work within team teaching concepts. Computer proficiency highly desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. 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.
**APPLICANT LIST**

**Position:** Professor of Nursing

<table>
<thead>
<tr>
<th><strong>Applicant</strong></th>
<th><strong>Interview</strong></th>
<th><strong>Offer</strong></th>
<th><strong>Remarks</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Webb, Kimberly</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: pending Board approval.</td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 12-12-01

Candidate’s name Turrubiates, Sylvia O.

Position title Academic Advisor

☐ 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 January 7, 2002 Standard contract length ☑ 12 mos. ☐ 9 mos. ☐ other

Funding source Student Support Services

Paid advertising beyond standard Lubbock Avalanche Journal, Midland Reporter Telegram, Odessa

(*) 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)

American

Posted salary range $27,807-$34,758 Recommended annual salary $28,500 Prorated salary ☑ yes ☐ no

(Prorated salary will be based on offer date and will not be used as a factor in employment related decisions)

Account number(s) with respective % allocation(s) 3-2042-43-174 100%

Recommended and approved by:

Gayle Abbott
Supervisor

Regina Oger
Vice President

Patrick Gorman
Dean/Director

President

Selection Committee Members:

Gayle Abbott

Michael Chavez

Vera Gilleland

Pat Gorman

Cyndi Stephenson

Comments: Ms. Turrubiates meets or exceeds the requirements for this position.
ABBREVIATED RESUME

Position

Academic Advisor

Personal Data

Name: Sylvia O. Turrubiates

Education

B.B.A., Eastern New Mexico University, Portales, NM, 2001

Professional Experience

Eastern New Mexico University, Portales, NM
Part-time College Success Program Mentor 5/01 to Present
Part-time College Success Program Mentor 8/99 to 5/00
Part-time Hispanic Affairs Student Advisor 8/00 to 5/01
Part-time Office Assistant, Services for Students with Disabilities 8/98 to 8/99
Part-time Bernalillo Hall Desk Assistant 8/97 to 5/98

Young Insurance, Inc., Portales, NM 5/01 to 8/01
Marketing/Customer Service Representative Intern

Organizations/Awards

Association Helping our Race Advance (A.H.O.R.A), Member, 1999
Blue Key Honors Fraternity, Treasurer, 2000-2001
Blue Key Honors Scholarship Recipient
Delta Mu Delta, Member
Finis Heidel Trust Fund Recipient
HACU Student Ambassador, ENMU
Lottery Scholarship
Silver Honors Award
Spanish Club, President, 1999-2000
Student Advisor of the Year, 2000-2001
Student Fees Board, 2000-2001
Success Scholarship
Zapata Award
Position Announcement - October, 2001

Position Title: Academic Advisor

Position Description: This position reports to the Director of Student Support Services. Duties and responsibilities include providing basic skills instruction to SSS students including those whose first language is Spanish. The Academic Advisor will track student progress toward individual and SSS project objectives as well as provide academic and transfer advising, degree planning and counseling to assigned SSS students. This position is also responsible for coordinating and conducting student workshops, activities and services. Nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor’s degree from a regionally accredited institution in Education, Psychology, Counseling, Social Sciences or related field required. Master’s degree from a regionally accredited institution preferred. A demonstrated sensitivity to the needs of educationally and economically disadvantaged students is required. Fluency in Spanish is preferred. It is preferred, but not required, that candidates have at least one year of community college experience, preferably in a TRIO program.

Salary/Benefits: Salary from $27,807 to $34,758 depending upon experience and qualifications. This is a 12-month professional position funded by a grant. Continued employment will depend on grant funding. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: November 9, 2001 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
**APPLICANT LIST**

**Position:** Academic Advisor

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>George, Carl</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Caudle, Marc</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Zambrelli, Cynthia</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Boyd, Linda</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Ellison, Farrell</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Windham, Woodie</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Rainwater-Kinabrew, Teena</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
</tr>
<tr>
<td>Weaver, Vicki</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Cox, Patricia</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Acosta-Martinez, Rosalinda</td>
<td>No</td>
<td>No</td>
<td>Incomplete application materials.</td>
</tr>
<tr>
<td>Rutledge, Donna</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Parker, Karen</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Hamm, Jerry</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Turrubiates, Sylvia</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: pending Board approval.</td>
</tr>
<tr>
<td>Smith, Sheila</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Jones, Dustin</td>
<td>No</td>
<td>No</td>
<td>Received after deadline to apply.</td>
</tr>
</tbody>
</table>

Page 1