

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, February 23, 2012

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|-----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of January 12, 2012 | 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. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of Bid #1059 – Ceiling Fans for Indoor Rodeo Arena | Regina Choate |
| 7. Consideration of Auction List | Charley Carroll |
| 8. Consideration of Employee Handbook Policy No. 303 Change | Bill Morrill |
| 9. Consideration of Personal Leave Policy Revision | Bill Morrill |
| 10. Consideration of CRM Cooperative Advisory Board/Proposal | Calvin Smith |
| F. Public Comments | Guy Kesner |
| G. Announcement of Next Meeting (<i>March 22, 2012</i>) | Guy Kesner |
| H. Closure of Open Meeting | Guy Kesner |
| I. Adjournment | Guy Kesner |

NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
JANUARY 12, 2012
MINUTES

The New Mexico Junior College Board met on Thursday, January 12, 2012, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Secretary; Mr. Ron Black; Mr. Zeak Williams; Mrs. Mary Lou Vinson; and Mr. Hector Baeza. Not present was Guy Kesner.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Helen Rodriguez, News-Sun.

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

Upon a motion by Mr. Baeza, seconded by Mrs. Vinson, the Board unanimously approved the minutes of December 15, 2011.

Under President's Report, Dr. McCleery presented the Pillars of Education to the Faculty & Staff Awards funding donors: David Sadler, Rotary Club; Debra Hicks, Pettigrew & Associates; Zane Bergman, First American Bank; and Joe Puckett, Wells Fargo. Larry Sanderson presented the State of the College Report.

Under New Business, Dan Hardin presented the December financial reports and with a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the expenditures for December, 2011.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, February 16, 2012, beginning at 4:00 p.m.

Mr. Black 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 1978. Mr. Baeza seconded the motion. The roll call vote was as follows: Mr. Black - yes; Ms. Chappelle - yes; Mr. Baeza - yes; Mrs. Vinson - yes; and Mr. Williams - yes.

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

Upon a motion by Mr. Black, seconded by Mr. Williams, the board meeting adjourned at 5:15 p.m.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

January 2012

58% 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
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	8,549,845	4,989,789	58%	8,437,426	1,038,910	5,483,374	65%
Academic Support	2,235,263	1,388,461	62%	2,206,429	153,884	1,301,295	59%
Student Services	1,681,893	953,696	57%	1,665,722	117,512	938,761	56%
Institutional Support	3,067,761	1,839,215	60%	2,987,693	252,470	1,864,429	62%
Operation & Maintenance of Plant	3,023,475	1,807,103	60%	2,958,467	245,282	1,835,887	62%
Subtotal - Instruction & General	18,558,237	10,978,264	59%	18,255,737	1,808,058	11,423,746	63%
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	131,834	549%	80,394	(22,705)	17,510	22%
Student Aid	469,785	552,946	118%	516,579	102,802	597,631	116%
Auxiliary Enterprises	1,696,058	1,210,506	71%	1,706,196	174,644	1,360,725	80%
Athletics	974,729	854,392	88%	972,058	281,201	899,578	93%
Total Current Unrestricted Fund	21,722,809	13,727,942	63%	21,530,964	2,344,000	14,299,190	66%
CURRENT RESTRICTED FUND							
Grants	1,417,549	898,976	63%	1,569,789	140,116	599,034	38%
Student Aid	5,237,174	5,303,048	101%	5,033,468	1,893,115	4,910,528	98%
Total Current Restricted Fund	6,654,723	6,202,024	93%	6,603,257	2,033,231	5,509,562	83%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	12,551,388	4,639,265	37%	10,589,062	118,126	5,506,210	52%
Projects from State GOB Funds	294,047	79,431	27%	351,166	7,455	80,556	23%
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	168,686	74%	24,956	0	12,325	49%
Projects from Private Funds	183,383	93,276	51%	487,945	12,538	479,074	98%
Projects from State ER&R	318,919	163,693	51%	441,780	73,514	260,189	59%
Projects from State BR&R	1,830,699	277,123	15%	1,584,709	0	252,749	16%
Subtotal - Capital and BR&R	18,405,283	7,460,919	41%	15,320,442	211,633	8,431,927	55%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	18,405,283	7,460,919	41%	15,320,442	211,633	8,431,927	55%
GRAND TOTAL EXPENDITURES	46,782,815	27,390,885	59%	43,454,663	4,588,864	28,240,679	65%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
January 2012

58% 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
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,523,000	3,624,284	103%	3,589,200	705,689	3,712,064	103%
State Appropriations	6,290,500	3,727,292	59%	5,505,200	0	2,860,767	52%
Advalorem Taxes - Oil and Gas	5,500,000	5,061,258	92%	5,900,000	930,595	6,225,909	106%
Advalorem Taxes - Property	4,129,578	3,266,454	79%	4,905,732	1,200,204	3,012,152	61%
Interest Income	20,000	7,310	37%	20,000	74	527	3%
Other Revenues	323,308	514,093	159%	329,471	5,790	140,251	43%
Subtotal - Instruction & General	19,786,386	16,200,691	82%	20,249,603	2,842,352	15,951,670	79%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	13,178	55%	24,000	0	12,800	53%
Auxiliary Enterprises	2,202,000	2,183,334	99%	2,184,000	374,030	2,219,478	102%
Athletics	428,100	158,196	37%	326,200	0	162,138	50%
Total Current Unrestricted	22,440,486	18,555,399	83%	22,783,803	3,216,382	18,346,086	81%
CURRENT RESTRICTED FUND							
Grants	1,417,549	1,062,717	75%	1,569,789	198,771	676,073	43%
Student Aid	5,237,179	5,157,600	98%	5,033,468	1,737,579	4,666,140	93%
Total Current Restricted	6,654,728	6,220,317	93%	6,603,257	1,936,350	5,342,213	81%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	294,047	79,431	27%	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	168,686	74%	312,972	0	0	0%
Projects from Private Funds	103,383	93,276	90%	416,000	0	416,000	100%
Interest Income (LGIP)	80,000	12,781	16%	37,000	2,261	14,960	0%
Total Plant Funds	3,704,277	354,174	10%	2,606,796	2,261	653,664	25%
GRAND TOTAL REVENUES	32,799,491	25,129,890	77%	31,993,856	5,154,993	24,341,963	76%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

January 2012

58% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2011-12 Original Budget	Variance Over (Under) Budget
	Distribution							
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
Actual	October	\$80.85	2,866,447	\$7.55	14,951,382	721,396	366,666	354,730
Actual	November	\$80.40	2,863,806	\$6.11	14,809,872	732,227	366,666	365,561
Accrual	December	\$81.17	2,813,641	\$7.29	13,060,189	366,666	366,666	0
Accrual	January					366,666	366,666	0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						4,673,676	2,566,662	2,107,014
Y.T.D. Equipment Tax Revenue						1,552,233	1,500,000	52,233
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						6,225,909	4,066,662	2,159,247

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

January 2012

58% 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%	2,261
Total investments	<u>9,625,000</u>						<u>2,261</u>

Summary of Current Month's Activity	
Beginning amount	9,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	7,336,911
Reserves Invested	2,288,089
Total LGIP Investment	9,625,000

Capital Projects	1/31/2012
Technology Upgrade	345,919.78
JASI	69,989.39
WHM South Gallery	281,675.85
Baseball Field	478,383.77
Rodeo Arena	424,935.54
Original Entrance Landscaping	838,168.48
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
Dorm/Apartment Refurbish	47,265.41
Campus Construction	113,300.53
Oil & Gas Training Center	17,556.57
Public Sector	1,826.53
Campus Security	28,033.65
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learning	5,000.00
Welding Lab	41,246.00
Copier Replacement	0.00
Non-Recurring Compensation	607,681.06
Athletics	423,293.08
Student Life Programming	2,440.37
Title V (Institutional)	79,597.97
Warehouse/Cont Ed Remodel	2,449.43
Succession Plan	104,552.25
Energy Technology Equipment	668,662.30
Watson Hall Stage Lighting	100,000.00
WHM Exhibits	78,459.73
Remodel McLean/Mansur/VocB/H	147,256.41
Shade Structure/Landscape AIPP	50,000.00
Natorium	700,000.00
Central Plant Upgrade	23,404.74
Workforce Training Contingency	745.17
Banner 8	16,438.77
Total	7,336,911.21

NOTE: Capital projects total does not include encumbered funds

New Mexico Junior College

Statement of Net Assets (Unaudited and Unadjusted) As of (12 31 2011)

Assets	
Current Assets:	
Cash and Cash Equivalents	\$ 4,425,960
Short-Term Investments	9,589,592
Accounts Receivable, net	3,232,905
Inventories	331,685
Prepaid Expenses	20,537
Loans Receivable, net	-
Total Current Assets	<u>\$ 17,600,679</u>
Non-Current Assets	
Restricted Cash and Cash Equivalents	
Restricted Short Term Investments	-
Investments Held by Others	-
Other Long-Term Investments	-
Prepaid Expenses	-
Capital Assets, net	<u>62,759,429</u>
Total Non-Current Assets	<u>62,759,429</u>
Total Assets	<u>\$ 80,360,108</u>
Liabilities	
Current Liabilities	
Accounts Payable	\$ 15,411
Other Accrued Liabilities	640,051
Deferred Income	-
Other Payables	225,548
LT Liabilities - Current Portion	<u>103,328</u>
Total Current Liabilities	<u>\$ 984,338</u>
Non-Current Liabilities	
Accrued Interest Payable	76,195
Accrued Benefit Reserves	\$ 539,744
Other LT Liabilities	<u>2,697,262</u>
Total Non-Current Liabilities	<u>3,313,201</u>
Total Liabilities	<u>\$ 4,297,539</u>
Net Assets	
Invested in Capital Assets, net of Related Debt	<u>\$ 59,882,644</u>
Restricted for:	
Non-Expendable:	
Endowments	
Expendable:	
General Activities	
Federal Student Loans	
Term Endowments	
Capital Projects	
Related Entity Activities	
Unrestricted	<u>16,179,925</u>
Total Net Assets	<u>76,062,569</u>
Total Liabilities & Net Assets	80,360,108

New Mexico Junior College

Comparison of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2011 and 2012

Operating Funds	FY 2011 Actuals as of December 31, 2010	FY 2012 Actuals as of December 31, 2011	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 3,195,841	\$ 3,006,375	-5.9%
State Appropriations	3,362,021	3,022,904	-10.1%
Local Appropriations	5,705,665	7,938,524	39.1%
Gifts, Grants & Contracts	55,287	40,612	
Endowment/Land & Perm Inc			
Sales & Services	1,760,745	1,845,448	4.8%
Other	446,640	107,102	-76.0%
Total Revenue	\$ 14,526,199	\$ 15,960,965	9.9%
EXPENDITURES			
Instruction & General	9,343,065	9,615,688	2.9%
Student Social & Cultural			
Research			
Public Service			
Internal Services	226,514	40,215	-82.2%
Student Aid	406,438	494,829	21.7%
Auxiliary Enterprises	1,147,045	1,186,081	3.4%
Intercollegiate Athletics	581,644	618,377	6.3%
Total Expenditures	\$ 11,704,706	\$ 11,955,190	2.1%
Net Transfers			
TOTAL EXPENDITURES & TRANSFERS	\$ 11,704,706	\$ 11,955,190	2.1%
Increase (Decrease) in Fund Balance	\$ 2,821,493	\$ 4,005,775	

Plant Funds	FY 2011 Actuals as of December 31, 2010	FY 2012 Actuals as of December 31, 2011	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Bond Proceeds			
Capital Projects transfer	6,084,082	\$ 2,800,000	
BR&R & ER&R Transfer	807,401	\$ 930,001	
Gifts, Grants and Contracts		416,000	
Interest Income	10,931	12,699	
State Appropriation		222,704	
Debt Service Transfers	359,026	359,026	
Other			
Total Revenues and Transfers	\$ 7,261,440	\$ 4,740,430	
EXPENDITURES			
Capital Projects	5,081,384	5,388,084	6.0%
BR&R & ER&R	186,698	442,861	
Gifts, Grants and Contracts		466,536	
State Appropriations		1,926,250	
Debt Retirement	179,513	179,521	
Total Expenditures	\$ 5,447,595	\$ 8,403,252	54.3%
Increase (Decrease) in Fund Balance	\$ 1,813,845	\$ (3,662,822)	

Some revenues are reported on a seasonal basis or by semester and therefore may affect the Increase/(Decrease) to Fund Balance

New Mexico Junior College

Summary of Operating and Plant Funds (Unadjusted and Unaudited) FY 2012

Operating Funds	FY 2012		Percentage Earned/Spent
	FY 2012 Original Budget	FY 2012 Actuals as of December 31, 2011	
REVENUES			
Tuition & Misc Fees	\$ 3,589,200	\$ 3,006,375	83.76%
State Appropriations	5,505,200	3,022,904	54.91%
Local Appropriations	10,805,732	7,938,524	73.47%
Gifts, Grants & Contracts	74,332	40,612	54.64%
Endowment/Land & Perm Inc			
Sales & Services	2,184,000	1,845,448	84.50%
Other	625,339	107,102	17.13%
Total Revenue	\$22,783,803	\$15,960,965	70.05%
EXPENDITURES			
Instruction & General	\$ 18,255,737	9,615,688	52.67%
Internal Services	80,394	40,215	50.02%
Student Aid	516,579	494,829	95.79%
Auxiliary Enterprises	1,706,196	1,186,081	69.52%
Intercollegiate Athletics	972,058	618,377	63.62%
Independent Operations (NMDA)			
Total Expenditures	\$ 21,530,964	11,955,190	55.53%
Net Transfers			
TOTAL EXPENDITURES & TRANSFERS	\$ 21,530,964	11,955,190	55.53%
Increase (Decrease) in Fund Balance	\$ 1,252,839	\$4,005,775	
ENDING FUND BALANCES	10,677,012		

Plant Funds	FY 2012		Percentage Earned/Spent
	FY 2012 Original Budget	FY 2012 Actuals as of December 31, 2011	
REVENUES AND TRANSFERS			
Bond Proceeds			
Capital Projects Transfer	\$ 2,800,000	\$ 2,800,000	
BR&R & ER&R transfer	\$ 930,001	\$ 930,001	
Gifts, Grants and Contracts		416,000	
Interest Income	37,000	12,699	
State Appropriation	-	222,704	
Debt Service Transfers	359,045	359,045	
Other	-	-	
Total Revenues and Transfers	\$ 4,126,046	\$ 4,740,449	
EXPENDITURES			
Capital Projects	6,406,354	5,388,084	84.11%
BR&R & ER&R	930,001	442,861	
Gifts, Grants and Contracts		466,536	
State Appropriations		1,926,250	
Debt Retirement	359,045	179,521	
Total Expenditures	\$ 7,695,400	\$ 8,403,252	109.20%
Increase (Decrease) in Fund Balance	(3,569,354)	(3,662,803)	

New Mexico Junior College

Cash Flow Statement (Unaudited and Unadjusted) As of 12/31/2011

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 3,006,375
Receipts from grants and contracts	3,405,862
Other receipts	
Payments to or on behalf of employees	(8,678,636)
Payment to suppliers for goods and services	(5,921,812)
Receipts from Sales and Services	1,845,448
Disbursement of net aid to students	(1,667,426)
Other Operating Revenue	163,703
Net cash (used) by operating activities	<u>\$ (7,846,486)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	\$ 3,022,904
Mill Levy Taxes	\$ 7,571,858
Private Gifts for Endowment	
Other Non-operating Expense	
Net Cash provided (used) for non-capital financing activities	<u>\$ 10,594,762</u>
Cash Flows from Capital and Related Financing Activities	
Proceeds from Capital Debt	-
Capital Gifts, Grants and contracts	-
Purchase/Construction/Renovation of Capital Assets	(3,582,882)
Principal Received/Paid on Capital Debt and Leases	(102,087)
Interest and Fees Paid on Capital Debt and Leases	(77,433)
Building Fees Received from Students	-
Net Cash provided (used) for capital financing activities	<u>\$ (3,762,402)</u>
Cash Flows from Investing Activities	
Investment Earnings	<u>\$ 12,699</u>
Net Cash provided by Investing Activities	<u>\$ 12,699</u>
Increase (Decrease) in Cash and Cash Equivalents	\$ (1,001,427)
Cash and Cash Equivalents- beginning of year	15,016,979
Cash and Cash Equivalents- end of reporting period	\$ 14,015,552

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1059

Ceiling Fans for Indoor Rodeo Arena

BOARD DOCUMENTS

Date: February 16, 2012
Prepared by: Regina Choate
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On January 15, 2012, a legal notice was sent to the following newspaper requesting sealed bids for the purchase of Ceiling Fans for the New Mexico Junior College Indoor Rodeo Arena.

Hobbs News Sun
2. Bid packets were sent to one potential bidder.
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: N.D. Pendent Services, LLC from Bowie, Texas.

The Administration recommends acceptance of the bid submitted by N.D. Pendent Services in the amount of **\$31,201.**

Source of Funding: - FY 2011-2012 Rodeo Arena Institutional Funds
Account #: 91508-4002-76012-911
Amount: **\$31,201**

NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS AND BID FORM

New Mexico Junior College is contemplating purchasing four (4) Ceiling Fans for the Indoor Rodeo Arena.

Ceiling fans must be 24 foot Powerfoil 220 single phase units and must be installed by the company. Ceiling fans must meet all NEC specifications; be UL-certified and have 0-100% speed control.

Total Bid Amount for Invitation to Bid #1059 – Four (4) Ceiling Fans for NMJC Indoor Rodeo Arena.

\$ _____

Signature of Authorized Representative: _____

Date: _____

February 09, 2012

Dr. McCleery,

It is my recommendation to proceed with Board Approval to remove the following list of surplus inventory from the Campus at New Mexico Junior College. Following Board Approval a letter will be drafted and a copy of this inventory will be sent to the State of New Mexico for their approval. After a 30-day waiting period we will proceed with a Public Auction to be held in April 2012.



Dr. Charley Carroll, Ph.D.
Director of Physical Plant
New Mexico Jr. College
1 Thunderbird Circle
Hobbs, NM 88240
(575) 492-2660 Office
(575) 399-0601 Cell
(575) 492-2666 Fax

2012 AUCTION LIST

<u>TAG</u> <u>NUMBER</u>	<u>DESCRIPTION OF ITEM</u>	<u>AMOUNT</u> <u>PURCHASED</u>	<u>DATE</u> <u>PURCHASED</u>
N10010	DUAL MICROSCOPE AM OP	\$1,307.02	10/1/1970
N10104	MIG GMAW WELDER	\$1,175.15	4/1/1976
N10103	MIG GMAW WELDER	\$1,175.15	4/1/1976
N10198	ABRASIVE CUT OFF MACHINE	\$1,072.00	3/1/1981
N10453	MICROSCOPE AO #H110BGE	\$1,958.00	7/1/1983
N10580	MILLER WELDER-MODEL 250 HF	\$1,207.80	12/1/1984
G30012	UNIVERSAL MICROVIDEO SYSTEM	\$1,259.00	7/1/1991
G30013	ZOOM MICROSCOPE OPTICS SYSTEM	\$1,642.00	7/1/1991
N11933	THERMAL DYNAMICS PAK MASTER 50	\$1,894.34	12/1/1994
N12190	PREMIO CPU-PENTIUM 100	\$6,463.00	9/1/1995
G30048	PREMIO CPU PENTIUM 100	\$2,404.50	12/1/1995
N15053	ADC KENTROX DATASMART CSU/DSU	\$1,190.60	5/15/1998
G30735	POWERMAX 800 PLASMA CUTTING SUSTEM	\$2,995.00	10/15/1998
G30838	HITACHI CP-LCD PROJECTOR	\$3,528.00	10/26/1998
N15388	DESK UNIT	\$1,706.00	6/30/1999
N15378	1999 CHEVY LUMINA	\$17,478.70	8/4/1999
G31034	GATEWAY ALR SERVER PENTIUM II	\$5,469.00	10/7/1999
N15480	HEWLETT PACKARD LASER-JET 8000 DB	\$2,809.00	11/1/1999
N15484	HEWLETT PACKARD 4050N LASER PRINTER	\$1,299.00	11/3/1999
G31151	HEWLETT PACKARD 4050N LASERJET PRINTER	\$1,439.00	11/4/1999
G31278	SCAM,ARL 2500	\$4,669.73	12/21/1999
N15579	46" PROJECTION TELEVISION W/SCRN PROTECTOR	\$1,699.00	1/20/2000
N15673	HEWLETT PACKARD 4050N LASER PRINTER	\$1,376.00	6/5/2000
N16228	HEWLETT PACKARD 4050N LASER PRINTER	\$1,383.99	10/6/2000
N16232	HEWLETT PACKARD 4050N LASER PRINTER	\$1,383.99	10/6/2000
N16244	APPLE POWERBOOK LAPTOP	\$2,680.00	10/23/2000
G31586	GATEWAY 6400 SERVER/PENTIUM III/800	\$2,203.00	2/14/2001
G31588	GATEWAY 6400 SERVER/PENTIUM III/800	\$2,203.00	2/14/2001
N16374	HEWLETT PACKARD 4100N LASERJET PRINTER	\$1,377.00	3/6/2001
G31589	GATEWAY 6400 SERVER/PENTIUM III/800	\$2,203.00	3/15/2001
N16419	HEWLETT PACKARD LASERJET 4100N	\$1,429.00	5/9/2001
N16697	HEWLETT PACKARD LASERJET 4100N	\$1,429.00	9/19/2001
N16701	HEWLETT PACKARD LASERJET 4100N	\$1,429.00	9/19/2001
N16700	HEWLETT PACKARD LASERJET 4100N	\$1,429.00	9/19/2001
N16694	JOHN DEER TRACTOR	\$9,500.00	9/20/2001
N16747	GATEWAY 9550B LS LAPTOP	\$1,725.00	2/7/2002
N16737	GATEWAY 9550B LS LAPTOP	\$1,725.00	2/7/2002
N16750	GATEWAY 9550B LS LAPTOP	\$1,725.00	2/7/2002
N16746	GATEWAY 9550B LS LAPTOP	\$1,725.00	2/7/2002
N16743	GATEWAY 9550B LS LAPTOP	\$1,725.00	2/7/2002
N16734	GATEWAY 9550B LS LAPTOP	\$1,725.00	2/7/2002
N16742	GATEWAY 9550B LS LAPTOP	\$1,725.00	2/7/2002

N16736	GATEWAY 9550B LS LAPTOP	\$1,725.00	2/7/2002
N16745	GATEWAY 9550B LS LAPTOP	\$1,725.00	2/7/2002
N16744	GATEWAY 9550B LS LAPTOP	\$1,725.00	2/7/2002
N16845	HEWLETT PACKARD 4100N LASERJET PRINTER	\$1,429.00	4/24/2002
N16857	CATALYST 4006 SWITCH/SUPERVISOR III MODULE	\$23,806.02	5/30/2002
N16856	CATALYST 4006 SWITCH/SUPERVISOR III MODULE	\$24,895.52	5/30/2002
G31770	MIGMASTER 250	\$1,456.33	1/10/2003
G31776	MULTIMASTER 260 WELDER	\$1,756.30	1/10/2003
N17517	mitsubishi XD300U	\$3,400.00	7/1/2003
N17531	mitsubishi XD300U	\$3,400.00	7/1/2003
N17366	SMART SYMPODIUM	\$2,879.00	7/1/2003
N17341	SMART SMPODIUM	\$2,879.00	7/1/2003
N17500	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17503	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17480	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17508	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17502	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17505	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17478	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17504	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17477	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17506	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17501	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17507	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17479	GATEWAY CPU-PENTIUM E400	\$1,119.00	7/9/2003
N17474	GATEWAY CPU-PENTIUM E4100	\$1,119.00	7/9/2003
N17569	GATEWAY CPU- PENTIUM-E4100	\$1,558.00	8/5/2003
N17570	GATEWAY CPU- PENTIUM-E4100	\$1,558.00	8/5/2003
N17568	GATEWAY CPU- PENTIUM-E4100	\$1,558.00	8/5/2003
N17567	GATEWAY CPU- PENTIUM-E4100	\$1,558.00	8/5/2003
N17566	GATEWAY CPU-PENTIUM E4100	\$1,558.00	8/5/2003
N17585	GATEWAY CPU- PENTIUM-E4100	\$1,388.00	8/6/2003
N17577	GATEWAY CPU- PENTIUM-E4100	\$1,388.00	8/6/2003
N17578	GATEWAY CPU- PENTIUM-E4100	\$1,388.00	8/6/2003
N17588	GATEWAY CPU- PENTIUM-E4100	\$1,388.00	8/6/2003
N17574	GATEWAY CPU- PENTIUM-E4100	\$1,388.00	8/6/2003
N17575	GATEWAY CPU- PENTIUM-E4100	\$1,388.00	8/6/2003
N17583	GATEWAY CPU- PENTIUM-E4100	\$1,388.00	8/6/2003
N17581	GATEWAY CPU	\$1,388.00	8/6/2003
N17573	E4100 GATEWAY CPU-PENTIUM	\$1,388.00	8/6/2003
N17589	E4100 GATEWAY CPU-PENTIUM	\$1,388.00	8/6/2003
N17576	GATEWAY CPU-PENTIUM E4100	\$1,388.00	8/6/2003
N17584	GATEWAY CPU-PENTIUM E4100	\$1,388.00	8/6/2003
N17572	GATEWAY CPU-PENTIUM E4100	\$1,388.00	8/6/2003
N17580	GATEWAY CPU-PENTIUM E4100	\$1,388.00	8/6/2003
N17606	GATEWAY CPU- PENTIUM-E4100	\$1,213.00	8/8/2003
N17628	GATEWAY CPU- PENTIUM-E4100	\$1,413.00	8/8/2003

N17623	E4100 GATEWAY COMPUTER	\$1,413.00	8/8/2003
N17644	SMART SMPODIUM	\$2,742.00	8/20/2003
N17682	COMPUTER PROCESSOR	\$3,754.00	11/3/2003
N17680	FREEDOM MACHINE	\$1,185.00	11/3/2003
N17697	GATEWAY M305E LAPTOP COMPUTER	\$1,472.00	12/18/2003
N17698	GATEWAY M305E LAPTOP COMPUTER	\$1,472.00	12/18/2003
N17741	DOLPHIN HD COMMERCIAL CLEANER	\$1,260.00	4/13/2004
N17764	MEDIA CAST ENCODERS	\$12,650.06	6/14/2004
N17763	MEDIA CAST ENCODERS	\$12,650.06	6/14/2004
N17839	POWER MAC DUAL 1.8 GHZ/1GB	\$1,875.00	10/14/2004
N17816	E4100 PENTIUM 4 COMPUTER W/17" LCD	\$1,396.00	10/15/2004
N17803	E4100 PENTIUM 4 COMPUTER W/17" LCD	\$1,261.00	10/15/2004
N17800	E4100 PENTIUM 4 COMPUTER W/17" LCD	\$1,004.00	10/15/2004
N17828	E4100 GATEWAY COMPUTER	\$1,126.00	10/15/2004
N17827	E4100 GATEWAY COMPUTER	\$1,126.00	10/15/2004
N17874	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17858	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17845	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17872	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17853	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17861	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17869	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17864	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17862	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17848	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17846	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17867	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17863	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17860	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17849	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17865	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17854	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17873	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17866	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17859	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17856	PMAC DUAL 1.8GHZ/1GB/SD/80GB	\$1,882.55	11/4/2004
N17893	E4100 PENTIUM 4 COMPUTER W/17" LCD	\$1,017.00	11/12/2004
N17956	E4100 PENTIUM 4 COMPUTER W/17" LCD	\$1,122.00	12/17/2004
N17930	E4100 PENTIUM 4 COMPUTER W/17" LCD	\$1,122.00	12/17/2004
N17928	E4100 PENTIUM 4 COMPUTER W/17" LCD	\$1,122.00	12/17/2004
N17904	E4100 GATEWAY COMPUTER	\$1,414.00	12/17/2004
N17937	E4100 PENTIUM 4 COMPUTER W/17" LCD	\$1,122.00	12/17/2004
N17948	GATEWAY CPU-PENTIUM E4100	\$1,122.00	12/17/2004
N17943	GATEWAY CPU-PENTIUM E4100	\$1,122.00	12/17/2004
N17906	GATEWAY CPU- PENTIUM-E4100	\$1,329.00	4/14/2005
N17907	E4100 GATEWAY COMPUTER	\$1,329.00	4/14/2005
N18029	66"X30 DESK	\$1,944.00	5/16/2005

N18028	72X36 DESK	\$1,748.00	5/16/2005
G31925	GATEWAY TABLET	\$629.94	7/26/2005
N18173	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,224.00	9/21/2005
N18155	E4300 512 FLASH DRIVE	\$1,224.00	9/21/2005
N18171	E4300 512 FLASH DRIVE	\$1,224.00	9/21/2005
N18161	E4300 PENTIUM 4 COMPUTER	\$1,224.00	9/21/2005
N18163	E4300 PENTIUM 4 COMPUTER	\$1,224.00	9/21/2005
N18168	E4300 PENTIUM 4 COMPUTER	\$1,224.00	9/21/2005
N18179	E4300 PENTIUM 4 COMPUTER	\$1,224.00	9/21/2005
N18156	E4300 PENTIUM 4 COMPUTER	\$1,224.00	9/21/2005
N18175	E4300 PENTIUM 4 COMPUTER	\$1,224.00	9/21/2005
N18178	GATEWAY CPU-PENTIUM E4100	\$1,224.00	9/21/2005
N18117	M275E W/512 FLASH DRIVES	\$1,646.04	9/21/2005
N18112	M275E W/512 FLASH DRIVES	\$1,646.04	9/21/2005
N18080	M275E W/512 FLASH DRIVE	\$1,842.00	1/11/2006
N18328	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18309	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18308	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18296	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18334	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18306	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18307	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18313	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18321	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18294	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18337	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18311	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18326	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18276	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18324	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18282	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18285	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18304	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18288	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18312	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18302	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18319	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18333	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18343	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18295	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18301	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18344	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18339	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18330	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18316	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18310	E4300 PENTIUM 4 COMPUTER W/17" LCD	\$1,054.00	5/23/2006
N18283	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/23/2006

N18363	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18382	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18360	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18281	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18364	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18388	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18400	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18383	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18390	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18397	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18402	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18416	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18384	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18399	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18406	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18405	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18409	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18410	E4300 PENTIUM 4 COMPUTER	\$1,054.00	5/24/2006
N18471	GATEWAY M280E MICROSOFT WINDOWS XP TABLET	\$1,556.16	6/29/2006
N18569	SONY VAIO TXN17 WITH CARRYING CASE	\$2,553.66	8/30/2006
N18710	GATEWAY E4500 COMPUTER	\$1,275.27	10/4/2006
N18720	GATEWAY E4500 COMPUTER	\$1,275.27	10/4/2006
N18701	GATEWAY E4500 PENTIUM	\$1,275.27	10/4/2006
N18739	GATEWAY E4500 PENTIUM	\$1,275.27	10/4/2006
N18656	GATEWAY M465-E LAPTOP	\$1,578.12	10/4/2006
G31958	MAC PRO SUPER DRIVER, 2GM RAM	\$2,524.00	10/6/2006
N18688	GATEWAY M-285-E TABLET	\$1,652.77	11/3/2006
G50008	SONY VAIO TXN17 WITH CARRYING CASE	\$2,200.00	8/7/2007
N18911	GATEWAY E295C LAPTOP	\$1,962.70	10/15/2007
N18907	GATEWAY E295C LAPTOP	\$1,962.70	10/15/2007

- 1 PALLET TP RUBBER WALL BASE
- 1 PALLET MISC INTERIOR PAINT
- 54 GATEWAY MONITORS
- 252 FLAT SCREEN MONITORS
- 3 APPLE MONITORS
- 2 RCA TVS
- 1 SHARP TV
- 11 VCRs
- 6 TEN KEY CALCULATORS
- 4 AUDIO RECORDERS
- 4 3M PROJECTORS
- 24 DESK PRINTERS
- 9 MITSUBISHI PROJECTORS
- 1 SENTRY SAFE
- 129 RUBBER BELTS
- 3 BOXES BOLTS

1 BOX OF NAILS
3 BOXES OF COVE BASE ADHESIVE
2 BOXES OF AEROSOL RUBBERIZED COATING
27 GRAY CHAIRS WITH DESK (1 pallet)
16 CHAIRS (1 pallet)
14 BLACK CHAIRS (2 pallets)
40 TAN CHAIRS (2 pallets)
8 TAN/BROWN CHAIRS WITH WHEELS (1 pallet)
73 MISC CHAIRS
13 OFFICE DESK
48 STUDENT DESK
3 METAL BOOK SHELVES
3 3 DRAWER FILE CABINETS
1 4 DRAWER FILE CABINET
37 SWING ARM LAMPS (STILL IN BOXES)
8 SOAP DISPENSERS
1 BOX OF DOOR KNOBS
4 BOXES OF METAL LETTERS
1 BOX OF CABLE LOCKS (20ct)
3 LAPTOP CASES
3 HAND HELD DRILLS
1 HAND HELD GRINDER
2 BOXES OF WELDING RODS
1 BOX OF HARD HATS
2 BOXES OF 6TON JACK STAND
10 CARTS ON WHEELS
3 BIG GREEN TABLES
14 COMPUTER BOXES OF KEYBOARDS, MICE, AND CORDS
1 PANASONIC445 VHS CAMCORDER
1 TECH ELECTRONICS PVC-8 CONTROLLER
2 SMART STACK 10 FULL DUPLEX ETHERNET SWITCH
1 DELL POWEREDGE 2200 SERVER
1 GATEWAY CPU-PENTIUM II
1 APPLE POWERBOOK LAPTOP
1 GATEWAY CPU-PENTIUM E6000
1 GATEWAY CPU- PENTIUM-E4100
2 E4300 PENTIUM 4 COMPUTER

SECTION: Employee Benefits

POLICY TOPIC: Sick Leave Policy

- VI. Transfer of accrued sick leave. See Policy No. 309.
- VII. Custodial support employees will be given a \$200.00 incentive per month for no sick leave absences, \$100.00 per month for one absence and no incentive for two or more absences.

POLICY CHANGE

- VII. Night custodial support employees are eligible for a \$200.00 incentive per each month for no sick leave absences, \$100 per month for one absence and no incentive for two or more absences.

An absence is any time the employees misses work per NMJC sick leave policy guidelines. Any sick leave time taken on a workday affects this policy. If there are two days where the employee uses any amount of sick leave they shall not be eligible for the sick leave incentive for that month.

This policy also does not include any other custodial employees, including supervisors, who are not working the night shift. In order for the night custodial employees to be eligible for this incentive they must have worked the entire month as a night custodial employee.

If all requirements of the policy are met, Custodial Crew Leaders are eligible for the incentive.

For the purpose of this policy, the night shift is the 3:00pm until 11:00pm shift. Any variation of the hours, as it relates to this policy, will only be done with the approval of the President of New Mexico Junior College.

Personal Leave Policy Revision

The current policy states that faculty employees shall be allowed up to four working days in a fiscal year for personal leave without a deduction in pay. Full-time (faculty) employees on nine-month assignments must take personal leave in five (5) hour increments.

It is the proposal of the Welfare Committee that this policy be aligned with the sick leave policy. This would allow an employee to return to work in the afternoon if personal business is taken care of in the morning (or vice versa) without penalty. The Sick Leave Policy states that sick leave is to be reported in two (2) hour increments for a partial day's absence or five (5) hours for a full day's absence. We propose that the policy for faculty state:

Faculty employees shall be allowed up to four working days in a fiscal year for personal leave without a deduction in pay. Full-time (faculty) employees on nine-month assignments may take personal leave in two (2) hour increments for a partial day's absence or five (5) hours for a full day's absence.

To: Dr. McCleery and the NMJC Board
From: Calvin Smith and the WHM Advisory Board
Re: Approval of the CRM Advisory Board

As directed, herewith, we are submitting the proposed new board members for approval for the Western Heritage Museum Complex's SENM Archaeological Research/Resource Center's Cultural Resource Management Cooperative.

As previously presented, this will be a non-profit entity that will contract with regional firms to conduct archaeological surveys to meet eligibility for constructing industrial roads, pads, transmission lines, etc. on federal and state lands (and occasionally on private lands if requested by the owners).

The potential for income as well as a possible Associates of Arts Degree producing Archaeological Technicians that could go to work immediately in governmental agencies is most promising. We currently have three interns and a qualified NM Site Watch Steward that are anxious to begin the process. They would begin under my supervision and continue with assistance from Jim Renn, Archaeologist in the Carlsbad BLM office.

This is a win – win opportunity based on New Mexico Junior College's effort to offer programs that result in extraordinary training that place well educated graduates directly and compatively into the job market.

Therefore, we offer the following community conscious patrons for consideration to serve on the CRM Cooperative Advisory Board:

Dr. Thomas Salb, Psychologist
Glen L. Houston, Attorney
Randal McCormick, Former Judge, County Commissioner and BLM Advisory Council
Jim Renn, Archaeologist, Bureau of Land Management, Carlsbad Office
Mary Jourdan, DALCO Construction
Joe Janica, Geologist
Bob Southworth, URENCO
Brandon Hunt, Small Business Development Center, NMJC

We will possibly propose an additional member after receiving more input from this group and the community.

Respectfully,

Calvin B. Smith, Executive Director, Western Heritage Museum Complex

Ray Battaglini, Chairman, Western Heritage Museum Advisory Board

DRAFT

PROPOSAL

FOR

THE CREATION

OF A

CULTURAL RESOURCE MANAGEMENT FIRM

AND AN

ASSOCIATES OF ARTS DEGREE

FOR

ARCHAEOLOGICAL TECHNICIANS

TO BENEFIT

NEW MEXICO JUNIOR COLLEGE

Purpose

The SENM Archaeological Research/Resource Center as part of the Western Heritage Museum Complex is proposing the creation of a Cultural Resource Management (CRM) firm to enhance the curriculum and job opportunities offered through New Mexico Junior College. The potential generated by this new program is already apparent. With the activity increasing nationwide in the exploration and production of petroleum related products there is an immediate and very great long range need for entry level archaeological technicians that can be trained and educated at the Associates level with jobs waiting for the graduates.

Regionally the problem lies with the oil and gas companies having to contract out to larger CRM firms centered in Albuquerque and El Paso who are: 1.) unfamiliar with the archaeology in southeastern New Mexico and 2.) are so large they cannot afford to take on the smaller projects. Therefore, the recommendation is to not only establishing CRM firm through the Southeastern New Mexico Archaeological Research/Resource Center, here at New Mexico Junior College, but also to establish an Associate's Degree Program to help potential students readily prepare for a career in archaeology.

Through a well prepared, curriculum, students will learn the basics of Anthropological theory and focus on the basics of field technology in Archaeology. The program would focus on educating and training potential students to use techniques used by the Bureau of Land Management and State of New Mexico Archaeologists so that, once graduated these students could go on to work for additional field experience and/or transfer on to a four-year undergraduate degree.

The purpose of an Associate's Degree program will not only create jobs for the graduates of the program, but also give Hobbs and Lea County communities a sense of pride and ultimately bring national recognition to New Mexico Junior College.

The CRM firm would also be a tremendous help in preserving the history and prehistory of the entire region.

The Problem with using external/larger CRM firms

Currently, petroleum related and transmission companies are contracting with CRM firms that are from northern New Mexico and far western Texas. These firms are not familiar with this area and are not knowledgeable with the archaeological significance and the associations represented by the cultural material found here. These firms also work only on larger ventures leaving the smaller projects unattended or open to firms who are still not from this area and rarely want to bid on offerings because of the expense of operating out of their immediate vicinity.

Another challenge with the larger firms contracting only for the larger projects is that much of the information and artifacts resulting from the surveys and excavations is being lost to the profession because 1.) it is being stored in northern New Mexico with few if any comparative studies being pursued and 2.) the loss of its relevance to the archaeology of our area. In some cases there are examples of the larger firms rushing smaller projects so very little or nothing is preserved.

A Solution to the Problem

If the SENM Archaeological Research/Resource Center through the Western Heritage Museum Complex at New Mexico Junior College had its own CRM firm to do the smaller projects the information resulting from the research and reporting as well as the artifacts collected could be preserved and utilized by existing CRM firms doing work in the region as well as archaeologists and researchers from numerous institutions of higher learning. In doing so the Center, the Museum, the College and the communities within Lea County would receive recognition for their efforts to preserve the many heritages of this area.

The Associates of Arts Program

Perhaps the most exciting part of this proposal is the creation of an Associates of Arts Program for an Archaeological Technician degree. This is also one of the best and most efficient ways to incorporate the training of students in the NMJC CRM firm. Throughout the initial coursework the professors would have access to artifacts and archival materials that few other, even undergraduate offerings have available. Just as importantly the students will be able to get the required field experience through the CRM firm that will allow them to enter the job force immediately after their graduation. They would also be able to attend other field schools or serve internships with other collegiate institutions or CRM firms to gain experience and knowledge necessary to be contributing professionals. Learning and incorporating these tools into their resumes early would help them as they go on to pursue their Bachelor's degrees at the university level. The NMJC CRM firm would also create jobs for people and give them a reason to stay or come back to the area.

As for the classes the Director of the CRM firm would teach them and the rest of the CRM firm team would oversee the field schools and teach the students the methods and techniques of how to accomplish professional field and laboratory work.

Courses leading to Associates of Arts Degree as an Archaeological Technician

In addition to the required coursework leading to the Associates of Arts (AA) degree at New Mexico Junior College (page 66 of the Student Handbook) the student seeking an Archaeological Technician degree will fulfill the following electives in completing their degree plan:

English Elective.....	Report Writing for Technicians.....	3
Social Science Electives.....	Introduction to Archaeology	3
	Cultural Anthropology.....	3
	History of New Mexico.....	3
Laboratory Science Electives.....	Geoarchaeology	3
	Archaeology Field School	6
Behavioral Science Elective.....	Cultural Diversity.....	3
Humanities Elective.....	Ethical Thought.....	3
Mathematics Elective.....	Introduction to Geographic	
	Information Systems (GIS)	3
Communications Elective.....	Introduction to Mass Communications.....	3

New courses in red.