

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, February 28, 2002

Zia Room - Library

1:30 p.m.

AGENDA

- | | |
|---|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of January 31, 2002 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. New Business | |
| 1. 2000/2001 Audit Report | Dr. McCleery |
| 2. Monthly Expenditures Report | Dr. McCleery |
| 3. Monthly Revenue Report | Dr. McCleery |
| 4. Oil and Gas Revenue Report | Dr. McCleery |
| 5. Schedule of Investments | Dr. McCleery |
| 6. Consideration of Transfer from Reserves for Staff Training | Dr. McCleery |
| 7. Consideration of Bid #914 - Janitorial Supplies | Dr. McCleery |
| 8. Consideration of Bid #918 - Purchase of a Metallurgical Microscope | Dr. McCleery |
| 9. Consideration of Testing Fees for Nursing Courses | Dr. McCleery |
| G. Public Comments | Mr. Newman |
| H. Announcement of Next Meeting | Mr. Newman |
| I. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JANUARY 31, 2001

MINUTES

The New Mexico Junior College Board met on Thursday, January 31, 2002, 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: Mark Fletcher, Hobbs News Sun.

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

Upon a motion by Mr. Hanna, seconded by Mr. Caster, the board unanimously approved the minutes of December 20, 2001.

Under *President's Report*, Vera Gilleland gave an update to the board on the Talent Search Program. Michael Chavez reported on the Upward Bound Program. Gayle Abbott covered the Student Support Services section of the Trio Programs. Robert Turner presented the Alliance for Minority Program (AMP), Virtual Internet Partnership (VIP), and Placement programs found in Learning and Career Services at New Mexico Junior College. Mary Shelton updated the board on the America Reads Program. Richard Morris invited the board to attend the activities honoring Nicky McCrimmon of the WNBA Los Angeles Sparks on February 7, 2002. Dr. McCleery invited the board to attend the PTK Academic All-American Reception and Community College Day on February 10 and 11 in Santa Fe. He ask the board to consider June 7 and 8 or June 14 and 15 for board training with Mr. Wayne Newton. In regards to space concerns, Dr. McCleery informed the board that the college was exploring the possible use of the Smith Building. He gave a brief update on the current status of the legislative session.

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

Frank Collins presented the CES Bid for Caster Activity Center HVAC Project. The business office recommended the approval of the bid from Allstate Mechanical for the heating, air conditioning and mechanical upgrade of Caster Activity Center. The recommendation is for the approval of the base bid of \$1,005,498.46 and alternative one (1) of \$32,235.55 for a total bid of \$1,037,734.01. The funding for this project will come from prior board allocated capital funds, remaining funds from State General Obligation Bond, Building Renewal and Replacement funds, remaining funds (\$138,000) after debt service payoff of dorms, and from recommended transfer of additional reserves (\$100,000) to capital to complete this project. Upon a motion by Mr. Schubert, seconded by Ms. Chappelle, the board unanimously approved the sources of funding to complete this project. Upon a motion by Mr. Hanna, seconded by Mr. Schubert, the board unanimously accepted the CES approved bid from Allstate Mechanical and alternate one for a total of \$1,037,734.01.

Mr. Collins presented Bid #915 - Welding Equipment. The administration recommended acceptance of the bid submitted by Instron Corporation, Canton, MA for the SATEC Impact Testing Machine for \$10,900. Upon a motion by Mr. Caster, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Mr. Collins presented Bid #916 - Purchase of New Vehicles for College Motor Pool. The administration recommended acceptance of the bids as follows: 2002 Chevrolet Suburban for \$30,400 and 2002 Chevrolet Astro Van for \$20,550 from Watson Chevrolet Buick Pontiac Division of Hobbs, NM. Upon a motion by Mr. Hice, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Renee Wharton presented the 2002-2006 Strategic Plan for board consideration. Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously approved the plan. The board agreed to prioritize the strategic objectives after the June board training session.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for February 28, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Ms. Chappelle, seconded by Mr. Hanna, the board meeting adjourned at 3:40 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

Sam Oswald
Marilyn Jackson
Dan Hardin
Steve Davis
C.c. Nelson
Mary Shelton
Robert Bensing
Richard Morris
Frank Collins
Charley Carroll
Robert Turner
Sharon Jenkins
Pat Gorman
Regina Organ
Linda Neel
Tim Perry
Rudy Rascon
Vera Gilleland
Michael Chavez
Renee Wharton
Gayle Abbott

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: February 21, 2002
RE: Expenditure and Revenue Reports for January

January represents month seven of the fiscal year or approximately 59% of the budget. The expenditure report represents expenditure totals that include funds expended and encumbered. At the end of January there was \$1,833,339.00 of the expenditures that were encumbered funds. The areas that are above the 59% of budget in Instruction and General are the Academic Support and Student Services. As we have stated in prior months, Academic Support has the Library purchases that were encumbered early in the year and Student Services has expended funds in areas such as student recruiting and Learning and Career Services that also had early seasonal expenditures.

The support departments that are over the normal percentage for January are the Internal Service Department, Student Aid, Auxiliary Enterprises, and Athletics. Internal Service Departments include Computer Services, Graphics and Motor Pool. The Computer Services Department and the Graphics Department have upfront funds expended for maintenance agreements and leases. The Computer Services Department is given a monthly credit from Instruction, Academic Support, Student Services and Institutional Support for their allocation for computer services. At this time, it appears that more funds have been expended than were budgeted. Each month \$55,147.00 will be credited to Computer Services. As the year progresses the amount included in the total year to date will decrease and should be within the projected budget at yearend. Student Aid has seasonal expenses for honors scholarships and tuition waivers, also included in Student Aid is \$14,146.00, for the Edith Search work study program. Edith Search worked for the Lovington Schools for over 30 years under H.C Pannell. Ms. Search donated a large amount of money to the New Mexico Jr. College Foundation. The Foundation reimburses student aid for this work study program. We should have a reimbursement next month for the work study, which will bring the percentage over budget back in line. Auxiliary Enterprises include the Bookstore, Housing and Food Services. The Bookstore is above projected expenses, but they are also above their projected income. We are excited about the increased sales and revenue through the Bookstore. Athletics is at 80% of their budget due to the Grants in Aid issued for the athletic scholarships.

Restricted student aid is above the projected budget. This area is the Pell Grants and Direct Loans that are draw down funds from the Federal Government.

Most other areas in the expense report are in line for this time of year. The over all expenditures for the month are at the 58% of the projected budget.

Before we review the revenue report you will see some changes on the way some revenue is reported. With Johnson Miller and Company's recommendation we changed from a cash basis of reporting to an accrual basis of reporting. The month that we got the income is when we reported the income. Johnson Miller and Company changed this to an accrual method so that we show the income in the month that it was generated. So the oil and gas income that was reported for July 2001 was included in the year end totals for the year of 2000/2001. Because these changes were made to the general ledger in January, we are one month behind on the oil and gas report. In the February financials we will have two months of oil and gas revenue and then in March we will be accruing the monthly oil and gas revenue. We will have 12 months of oil and gas income for the 2001/2002 fiscal year, the last month will be received in July of 2002.

The revenue picture has some of the same features as the expenditure report. Tuition and Fees is a seasonal revenue stream. We have received almost all of the Tuition and Fees for the 2001/2002 fiscal year. State appropriations are consistent monthly revenue. December oil and gas is based on October 2001 prices and production. We are starting to see the results of the downturn in oil and gas prices. The last check for oil and gas revenue was \$239,201.00. We have had a monthly high this budget year of \$360,106.00. Property taxes are also a seasonal revenue item, we received \$814,838.00 in January for property tax revenue.

Under, Auxiliary Enterprises, the Bookstore revenue has been strong with year to date revenue of \$972,494.00. The Residential Housing is seasonal with year to date revenue of \$606,432.00.

Grant revenue starts at different times than the fiscal year. Grants normally begin in October and they are a draw down of funds after expenditures have been made. Grant expenditures are higher than the revenue side, but we should see the draw downs coming in over the next few months.

Student Aid consists of work study funds, Pell Grant Program and the Federal Direct Loan program. This is seasonal revenue funded at the start of each semester. As you can see in January there was \$1,641,456.00 in draw downs for the Pell Grant program and the Direct Loan program.

Total Revenue is ahead of projected budget revenue. In areas of revenue that is not seasonal the monthly income is tracking with or better than projections with the total revenue to budget percentage at 73%.

The month end investment total was \$8,075,000.00 in the Local Government Investment Pool.

As we reported last month Johnson Miller and Company will be presenting the June 30, 2001 audit to the Board. The State Auditor has approved the June 30, 2001 audit. Mary Hinds with Johnson Miller and Company will be at the Board meeting to review the audit and the audit findings. If you will remember in the December Board packet we gave an update on the audit findings. Attached with this memo is a copy of that Audit update.

As suggested in the audit exit review, we are forming an internal audit review program and committee. On January 28th business office personnel met with Mary Hinds of Johnson Miller and Company to determine the scope and process of our internal audit program. Internal Audits have not been done in the past, but we feel that an internal audit program will help us to attain our goal to limit audit findings in our next annual audit review.

One last item, we paid off the Dorm Revenue Bonds on January 31, 2002 by means of a wire transfer for \$1,354,860.00. This includes \$1,290,000.00 in principal, \$40,860.00 in interest and a \$24,000.00 call premium. This leaves the college debt free.

This is the financial picture for January 2002.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
January 2002

59% of Year Completed

Fund	2000-01			2001-02			
	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	5,322,453	2,639,384	50%	5,980,600	407,143	2,853,675	48%
Academic Support	1,012,220	671,303	66%	1,021,222	94,645	759,171	74%
Student Services	1,020,190	687,682	67%	1,194,494	119,805	832,565	70%
Institutional Support	2,321,133	1,048,009	45%	2,461,574	197,722	1,349,355	55%
Operation & Maintenance of Plant	1,674,751	1,031,229	62%	1,943,012	146,662	901,552	46%
Subtotal - Instruction & General	11,350,747	6,077,607	54%	12,600,902	965,977	6,696,318	53%
Student Activities	118,724	72,167	61%	165,817	16,309	95,108	57%
Research	0	0	0%	0	0	0	0%
Public Service	24,968	329	1%	5,650	91	1,026	18%
Internal Service Departments	309,131	225,522	73%	300,815	(12,089)	330,355	110%
Student Aid	139,605	150,104	108%	148,092	24,459	155,023	105%
Auxiliary Enterprises	1,254,436	994,424	79%	1,266,820	54,284	1,286,097	102%
Athletics	558,129	387,218	69%	593,066	143,347	476,136	80%
Total Current Unrestricted Fund	13,755,740	7,907,371	57%	15,081,162	1,192,378	9,040,063	60%
CURRENT RESTRICTED FUND							
Grants	3,135,237	1,600,072	51%	2,236,954	321,930	1,299,484	58%
Student Aid	3,204,007	3,283,557	102%	3,300,000	629,742	3,581,811	109%
Total Current Restricted Fund	6,339,244	4,883,629	77%	5,536,954	951,672	4,881,295	88%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	2,126,546	764,148	36%	3,325,000	31,270	1,018,668	31%
Projects from State GOB Funds	0	0	0%	1,500,000	0	733,075	49%
Projects from State STB Funds	0	481,910	0%	143,891	0	143,891	100%
Projects from Other State Funds	116,172	110,009	95%	6,163	0	6,163	100%
Projects from State B R & R				345,546	10,343	190,770	55%
Subtotal - Capital and BR&R	2,242,718	1,356,067	60%	5,320,600	41,613	2,092,567	39%
Debt Service							
Revenue Bonds	264,845	133,541	50%	1,470,813	0	0	0%
Total Plant Funds	2,507,563	1,489,608	59%	6,791,413	41,613	2,092,567	31%
GRAND TOTAL EXPENDITURES	22,602,547	14,280,608	63%	27,409,529	2,185,663	16,013,925	58%

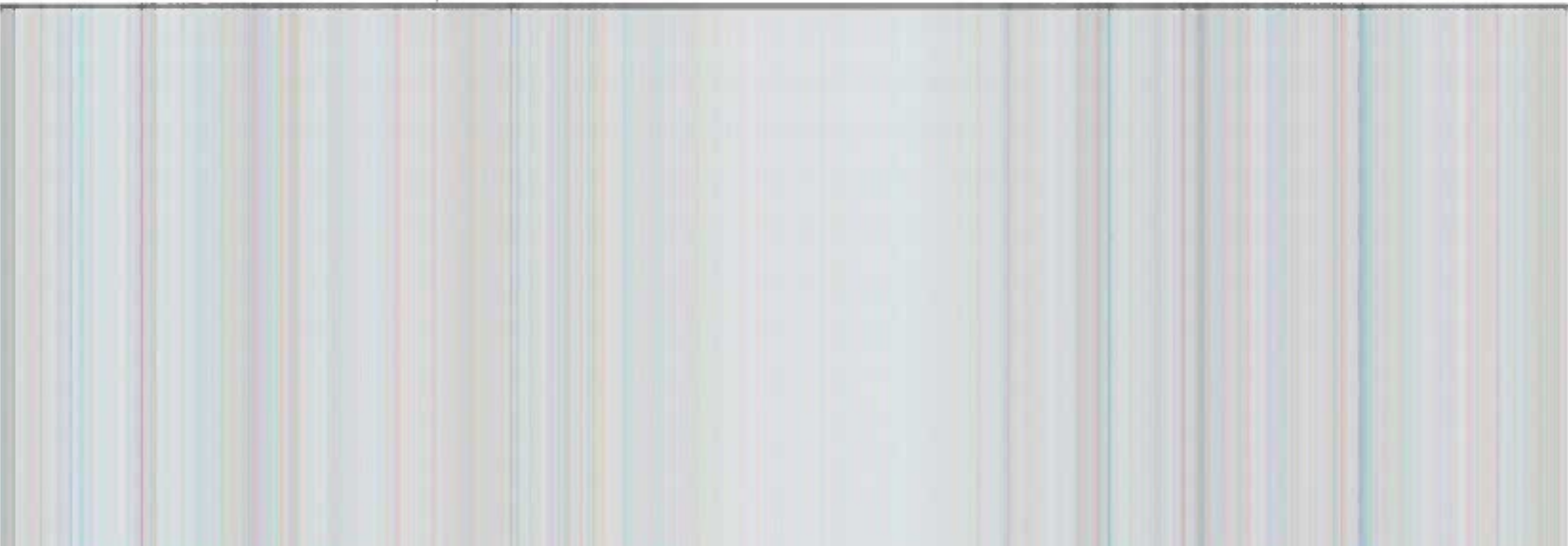
NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
January 2002

59% 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	7,825,000	N/A	N/A	N/A	7102-1348	2.56%	11,035
Wells Fargo Bank of Hobbs	<u>250,000</u>	08/08/2001	02/08/2002	181	231611237	2.87%	<u>601</u>
Total investments	<u>8,075,000</u>						<u>11,636</u>

Summary of Current Month's Activity	
Beginning amount	8,075,000
Plus: deposits	0
Less: withdrawals	<u>0</u>
Ending amount	<u>8,075,000</u>

Capital Projects and Debt Service	3,701,300
Percentage of total investments	46%



NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

January 2002

59% 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	2000-01 Original Budget	Variance Over (Under) Budget
	May	\$24.78	5,412,518	\$5.47	18,046,880	360,106	208,250	151,856
	June	\$24.77	3,246,565	\$3.76	17,173,974	305,123	208,250	96,873
	July	\$25.78	3,258,367	\$2.55	17,191,397	330,045	208,250	121,795
	August	\$25.68	3,330,307	\$3.26	18,785,391	313,161	208,250	104,911
	September	\$25.05	3,279,532	\$2.65	18,519,464	288,115	208,250	79,865
	October	\$20.17	3,376,893	\$2.25	18,698,654	239,201	208,250	30,951
	November						208,250	
	December						208,250	
	January						208,250	
	February						208,250	
	March						208,250	
	April						208,250	
	May						208,250	
Production Tax Revenue						1,835,751	2,290,750	586,251
Equipment Tax Revenue						486,801	375,000	111,801
Total Year-to-Date Oil and Gas Revenue						2,322,552	2,665,750	698,052

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
Revenue Report
January 2002

59% of Year Completed

Fund	2000-01			2001-02			
	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	1,168,950	1,156,305	99%	1,244,954	109,230	1,206,433	97%
State Appropriations	6,566,300	3,815,800	58%	7,494,100	588,255	4,553,275	61%
Advalorem Taxes - Oil and Gas	2,500,000	2,826,353	113%	2,874,085	239,201	2,322,552	81%
Advalorem Taxes - Property	1,900,000	1,243,372	65%	1,900,000	814,838	1,323,377	70%
Interest Income	125,500	107,944	86%	75,000	6,171	72,646	97%
Other Revenues	384,886	132,193	34%	294,400	186,605	315,728	107%
Subtotal - Instruction & General	12,645,636	9,281,967	73%	13,882,539	1,944,300	9,794,011	71%
Student Activities	40,000	43,238	108%	43,400	3,555	42,792	99%
Public Service	0	37,100	0%	0	660	660	0%
Internal Service Departments	21,000	7,147	34%	14,000	1,590	10,825	77%
Auxiliary Enterprises	1,442,050	1,459,337	101%	1,528,300	368,833	1,590,744	104%
Athletics	33,600	19,970	59%	35,100	19	20,068	57%
Total Current Unrestricted	14,182,286	10,848,759	76%	15,503,339	2,318,957	11,459,100	74%
CURRENT RESTRICTED FUND							
Grants	3,135,237	820,751	26%	2,236,954	345,255	760,679	34%
Student Aid	3,204,007	2,627,421	82%	3,336,485	1,641,456	3,543,972	106%
Total Current Restricted	6,339,244	3,448,172	54%	5,573,439	1,986,711	4,304,651	77%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant				250,000	225,268	250,000	100%
Projects from State GOB Funds	0	0	0%	1,500,000	0	391,959	26%
Projects from State STB Funds	0	0	0%	143,891	0	143,891	100%
Projects from Other State Funds	116,172	0	0%	6,163	0	6,163	100%
Interest Income	0	67,155	0%	50,000	8,134	52,423	105%
Subtotal - Capital & BR&R	116,172	67,155	58%	1,700,054	233,402	844,436	50%
Debt Service							
Interest Income	55,000	48,287	88%	73,164	3,502	26,423	36%
Total Plant Funds	171,172	115,442	67%	1,773,218	236,904	870,859	49%
LOAN FUND							
Interest Income / Service Fees	0	0	0%	0	0	0	0%
Total Loan Fund	0	0	0%	0	0	0	0%
GRAND TOTAL REVENUES	20,692,702	14,412,373	70%	22,849,996	4,542,572	16,634,610	73%

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: New Mexico Junior College Board Members
From: Dan Hardin
RE: Request for transfer from Reserves
Date: February 22, 2002

The Business Office is requesting \$16,000.00 to be transferred from reserves to Consulting and Contract Labor (1-2231-11590) to be used for staff training. The Business Office along with Computer Services has been working with Jenzabar, the support company for the Poise administrative software that the college is currently using. With current budget funds, we had Jenzabar come to the college the week of February 11th to do a week long training session with the Business Office staff and Computer Services staff. This session was for training and to prepare for a March 15, 2002 student biller software upgrade. After this week we determined a need to have further training after the student biller upgrade is implemented. We would like to have the Jenzabar trainer come back to the college for the week of March 18th to train with the business office, financial aid, registrar office and computer services personnel. Also, we would like to send two people from the business office and Angela Shook, the programmer from Computer Services, to the home office of Jenzabar for additional training with the fiscal side of the software. We anticipate that we will be on our current administrative software for at least two to three more years. We feel that it would be in the best interest of the college to upgrade and better utilize the current Poise software.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #914

Janitorial Supplies

BOARD DOCUMENTS

Date:	February 19, 2002
Prepared by:	Frank Collins Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On November 19, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed bids for janitorial supplies:
 - 1) The Hobbs Daily News Sun
 - 2) Clovis Journal
 - 3) Albuquerque Journal
2. Bid packets were sent to five potential bidders.
3. Five 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 and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The vendors responding to Invitation to Bid #914 were Huco Products, Lubbock, TX, Springtime Janitorial Supply, Carlsbad NM, Blaine Industrial Supply, Hobbs, NM, Share Corporation, Hobbs, NM, Wagner Supply Company, and Odessa, TX.

The bid response results are shown on Page 4 and 5 (Tabulation Summary).

The Administration recommends acceptance of the multiple awards bid as follows:

Wagner Supply Company:	\$8,635.43
Springtime Janitorial Supply:	\$4,239.47
Blaine Industrial Supply Inc.:	\$ 193.50
Share Corporation:	\$ 336.00

Total Awarded: **\$13,404.40**

Source of Funding: – Custodial Supplies & Expense Account - FY 2001-2002

Account Number: 1-2435-18-530 TOTAL \$13,404.40

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #914 Tabulation Summary - Janitorial Supplies

Item #	Description and quantity of item per Specifications	Unit	requested	Qty	Wagner	Springtime	Blaine	Share	Hanco	Qty College purchasing	Unit Value
1	Fresh One Liners 24 x 48 250 per case 16 cases	cases	150		\$3,272.50	\$2,737.50	\$3,742.50	No bid	\$3,525.00	50	\$ 757.50
2	Fresh One Liners 30 x 36 500 per case 10 cases	cases	130		\$3,566.50	\$1,794.00	\$2,366.00	No bid	\$2,202.20	50	\$ 437.50
3	8' roll towel, bleached non-perfumed 500 per roll 16 rolls per case	cases	150		\$3,772.50	No bid	\$4,275.00	No bid	No bid	60	\$ 25.15
4	Round roll towel tissue 2 ply 2000' per roll 1807' quilt or equal	cases	200		\$4,394.00	\$4,950.00	\$9,000.00	No bid	No bid	100	\$ 21.95
5	Towel Tissue 2-Ply, Roll, 96 per case	cases	10		\$288.50	\$287.80	\$375.00	No bid	No bid	4	\$ 96.65
6	Multi-fold Towels, White Bleached Embroidered	cases	125		\$2,008.75	\$2,333.75(RP)	\$2,312.50	No bid	No bid	60	\$ 38.55
7	State Fresh Brand Soap and Bar, 65 Amps Only	cases	50		\$1,990.00	No bid	No bid	No bid	No bid	30	\$ 66.33
8	State Fresh Disperser Only	cases	10		\$107.50	No bid	No bid	No bid	No bid	10	\$ 10.75
9	State Fresh 2.5 liter white gel	cases	20		\$714.00	No bid	No bid	No bid	No bid	2	\$ 35.70
10	Trifold Bowl Cleaner (Non-Acid)	quarts	743		\$1,248.24	\$988.38	\$1,538.01	\$4,197.95	\$1,337.40	300	\$ 4.46
11	Blanch 5% (6 in case gallon per case)	cases	248 gallons		\$333.33	\$372.00	\$379.44	No bid	\$381.91	160	\$ 2.40
12	Prolog Furniture Polish	can	182		\$880.88	No bid	\$1,110.20	No bid	\$1,122.94	90	\$ 12.48
13	Mophead Bayon 24 oz. Web Looped find		60		\$279.00	No bid	\$351.00	No bid	\$324.00		
14	Black striping pads heavy duty 20"	can	25		\$468.75	\$371.25	\$118.75	No bid	\$87.50		
15	State super rainless polish towels	can	36		No bid	No bid	No bid	\$954.00	No bid		
16	Buffing Green Pad 20"	box	10		\$150.60	\$148.50	\$192.00	No bid	\$175.00		
17	Buffing White Pad 20"	box	20		\$150.60	\$148.50	\$192.00	No bid	\$175.00		
18	Highland Super Shine in One Gallon	gallons	200		No bid	\$1,688.00	No bid	No bid	No bid	100	\$ 16.88
19	Highland Hi-Tone in 1	gallons	60		No bid	\$672.60	No bid	No bid	No bid	24	\$ 28.03
20	Highland Seal 341 in 5 gallons	gallons	150		No bid	\$9,468.00	No bid	No bid	No bid	10	\$ 946.80
21	Stallion Brand Mop Buff	gallons	80		No bid	No bid	No bid	No bid	No bid		
22	Black Eye Revitalize in 5 gallons	gallons	100		\$237.60	No bid	No bid	No bid	No bid	50	\$ 4.75
23	Shave De-Seals	gallons	32		No bid	No bid	No bid	\$1,078.40	No bid	16	\$ 67.40
24	Plain plastic quart bottles		200		\$80.00	\$60.00	\$70.00	No bid	\$140.00		
25	Mophead rayon 32 oz. Web Looped end		60		\$463.20	No bid	\$375.00	No bid	\$521.40		
26	Rubbermaid office recycler w/washers 28 quart beige	can	200		\$780.00	\$1,370.00	\$490.00	No bid	\$832.00	100	\$ 8.32
27	Adv	can	100		\$68.00	\$82.00	\$86.00	No bid	\$85.00	24	\$ 3.54
28	Restance mat indoor regal twist nylon 4 X 60' with border	rolls	2		No bid	\$739.76	No bid	No bid	\$1,390.00		
29	Scouring pad green 6" X 9" 20 pads in box, heavy duty	box	40		\$86.00	\$56.00	\$150.00	No bid	\$215.60		
30	Open-Cell Rubbermaid long handle 30" overall height, 10' handle		25		\$185.00	\$798.75	\$333.75	No bid	\$252.50	25	\$ 10.10
31	Wet floor signs (CAUTION WET FLOOR) two sided 25" high	box	25		\$195.00	\$324.00	\$310.00	No bid	\$392.50		
32	Plastic sticks	box	40		\$662.80	\$676.80	\$726.00	No bid	\$624.00	15	\$ 41.60
33	Squire brand 2 1/2 gallon 18 1/2" X 28"	box	24		\$683.28	\$383.60	No bid	No bid	No bid	12	\$ 31.97
34	Essency Disp 36 lbs box	box	8		\$425.60	No bid	\$499.20	No bid	No bid	2	\$ 249.60
35	Sani-huff soap dispensers for 3.5 liters	each	2		\$91.90	No bid	No bid	No bid	No bid		
36	Sani-huff soap dispensers Cover for 3.5 liters	each	2		No bid	No bid	No bid	No bid	No bid		
37	27" stainless steel white super polish	pails	24		\$171.60	\$159.33	\$460.80	No bid	\$174.00	12	\$ 14.50
38	Dust mop frames w/ clip-on handles, 180 swirl head		24		No award!	No award!	No award!	No bid	No award!		
39	Latex gloves medium - yellow	pairs	60		\$38.40	\$21.00	\$33.00	No bid	\$51.00		
40	Latex gloves large - yellow	pairs	60		\$38.40	\$21.00	\$33.00	No bid	\$51.00		
41	Lobby dust pans		20		\$155.00	\$209.20	\$224.00	No bid	\$243.00		
42	Wet mop handles, quick change, heavy-duty, side hinge 60" handles		24		\$725.60	\$154.56	\$231.60	No bid	\$174.00		
43	Trigard disinfectant floor cleaner	gallons	200		\$992.00	\$1,048.00	\$1,176.00	No bid	\$1,584.00	100	\$ 15.84
44	Trigger spray for 32 oz. Chemical resistant (red/white only)		200		No award	No bid	No award	No bid	No bid		
45	44 quart bucket w/disperser pressure sprayer		6		\$566.40	\$449.10	\$387.00	No bid	No bid	3	\$ 155.70
46	Disposable dust mask 8700	box	10		\$164.00	\$98.50	\$73.00	No bid	No bid		
47	Disposable medical latex exam gloves in large	box	24		\$110.40	\$74.40	\$140.40	No bid	\$168.00		
48	Disposable medical latex exam gloves in medium	box	24		\$110.40	\$74.40	\$140.40	No bid	\$168.00		

Note: Substitutions allowed for bold faced items in description box

Prices in bold represent awarded items
(RP) denotes that this vendor was awarded the item per application of the residential preference factor X .95

See @ in legend section

Blaine did not bid rubbermaid

Item #	Dollar Amount	Comments
	\$ 757.50	
	\$ 437.50	
	\$ 1,599.00	
	\$ 2,195.00	
	\$ 107.40	
	\$ 1,118.00	
	\$ 532.00	
	\$ 107.50	
	\$ 71.40	
	\$ 399.00	
	\$ 214.40	
	\$ 435.60	
	\$ 12773.74	

Item #	Description and quantity of item per Specifications	Unit Requested	Qty	Wagner	Springtime	Blaine	Share	Huco	Qty College purchasing	Unit Value of Item
49	Bonnet deep action 50% rayon, 50% polyester 6 ply, 19" pads		12	\$178.80	\$223.92	No bid	No bid	\$215.52		
50	Shoe Care 3000 3 Gallons	gallons	25	No bid	No bid	No bid	\$168.00	No bid	2	\$ 336.00
51	Razor blade scraper holder	boxes	50	\$48.50	\$58.50	\$75.00	No bid	\$77.00		
52	Razor blade replacement	boxes	3	\$20.10	\$23.04	\$12.75	No bid	\$25.35		
53	At-refractor in 7oz. can, apply pads (each)	cases	3	\$98.22	\$143.64	\$105.00	\$125.90	\$117.72	3	\$ 353.16
54	Doodlebug pad holder	boxes	4	\$23.20	No bid	\$20.80	No bid	\$32.00		\$ 98.24
55	Doodlebug brown scrub pad	boxes	2	\$7.60	\$6.30	\$8.30	No bid	\$10.80		
56	Slip resistant slip on over shoes in medium	pair	6	\$158.40	\$140.64	\$171.00	No bid	\$174.00		
57	Slip resistant slip on over shoes in small	pair	6	\$158.40	\$140.64	\$171.00	No bid	\$174.00		
58	Black strip replacement pads in medium	pair	10	\$69.00	\$123.30	No bid	No bid	\$62.70		
59	Black strip replacement pad in small	pair	10	\$69.00	\$123.30	No bid	No bid	\$62.70		
VENDOR TOTALS OF AWARDED ITEMS										Subtotal Page 2
GRAND TOTAL OF ALL VENDORS										Total of All Items
		xxx	xxx	\$8,635.43	\$4,239.47	\$193.50	\$336.00	\$0.00		\$ 13,404.40

Dollar Amount	Comments
\$ 336.00	
\$ 294.66	
630.66	Rejected all quotes-
\$ 13,404.40	Rejected all quotes-

Prices in bold represent awarded items
 (RP) denotes that this vendor was awarded the item per application of the residential preference factor X .95

Legend:

- a - item was quoted as an "each" price; college accepts low quote on vendor that quoted "per box" price.
- i-no award made; department did not specify frame measurements - rejected.
- exercised right to reject quotes for shoes and replacement skids

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #918

Purchase of a Metallurgical Microscope

BOARD DOCUMENTS

Date:	February 19, 2002
Prepared by:	Frank Collins Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On January 22, 2002 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed bids for the purchase of a metallurgical microscope:
 - 1) The Hobbs Daily News Sun
 - 2) Las Cruces Sun
 - 3) Albuquerque Journal
2. Bid packets were sent to five potential bidders.
3. Two vendors submitted bids within the time frame specified by the bid package. One other vendor submitted a bid; however, that bid was late and not considered.
4. No vendors were present at the opening.
5. The Business Office has evaluated the bids received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The vendors responding to Invitation to Bid #918 were A.G. Heinze Precision MicroOptics, Chandler AZ and McBain Instruments, Chatsworth CA.

The bid response results are shown on Page 4 (Tabulation Summary).

The Administration recommends acceptance of the bid submitted by A.G. Heinze Precision MicroOptics, Chandler, AZ, for \$12,514.60.

Source of Funding: -Vocational Support Services - (Carl Perkins Grant) FY 2001/2002

Account Number: 3-2741-43-141 - MAJOR EQUIPMENT

TOTAL \$12,514.60



Vice President for Instruction

NEW MEXICO JUNIOR COLLEGE

MEMORANDUM

DATE: February 19, 2002
TO: New Mexico Junior College Board Members
FROM: Richard Fleming, Vice President for Instruction *TRF*
SUBJECT: Testing Fees for Nursing Courses

In an effort to strengthen the Nursing program through a customized assessment and review program and to implement mandated components of NLNAC accreditation, the Nursing faculty ask the Board to approve new fees for the following courses:

NU 116-Fundamentals of Nursing	\$94.00
NU 127-Nursing Health Deviations I	74.00
NU 214-Practical Nursing-Option	74.00
NU 219-Nursing Health Deviations II	69.00
NU 250-Nursing Multiple Health Deviations	69.00

This account will be a pass-through account to support the fee collection and will not involve any expenditure of college funds.

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #918 - Tabulation Summary

Item #	Qty	Description of Specifications	A. G. HEINZE PRECISION			MCBAIN INSTRUM			
			Brand & Part #	Bid	Unit Price	Total Price	Brand & Part #	Qty	Bid
1	1	Metallurgical Microscopes - Stable die-cast body, coaxial coarse/fine focusing adjustment, coarse motion torque adjustable, fine adjustment graduated to .1 micron, side mounted camera port for multi-format cinephotomicrography or CCTV/TV, beam splitter control to provide 100% visual or 20% visual 80% photo; built in optical path with venerable field and aperture diaphragm, access slot to the intermediate image plane for insertion of recticles. UI approved.	Nikon 1,150 Upright BF Microscope, built in transformer, CFI UV eyepiece 10x, Y-T* ultraviolet trinocular body tube, EPI Illuminator, CFI LU PLAN EPI 5x,10x,20x,50x objectives, High resolution color camera system with 14" monitor	1	\$12,514.60	\$12,514.60	Reconditioned Olympus BHM BFDF Tri Tube 10x Eyepiece 5x,10x,20x,50x BFDF Vertical Illum Halogen Lamp H2, Trans. Stage 4" X 4"	1	
			Nikon warranty is 5 Yrs. Parts and labor for mechanical and 1 Yr. For Electrical				Warranty 1 Yr. Mechanical, 1 Yr. Optical, and 90 days electrical (See Comments Below Regarding this Price Quote)		
COMMENTS: The Business Office recommends rejecting the price quote from MCBain Instruments. This equipment is reconditioned and our bid specified new equipment.									

AGENTS	
Unit	Total Price
Bid Price	
\$5,995.00	\$5,995.00