

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, January 24, 2013

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of December 20, 2012 | Guy Kesner |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Consideration of Audit Report | Dan Hardin |
| 2. Monthly Expenditures Report | Dan Hardin |
| 3. Monthly Revenue Report | Dan Hardin |
| 4. Oil and Gas Revenue Report | Dan Hardin |
| 5. Schedule of Investments | Dan Hardin |
| 6. Consideration of Bid #1065 – SAS Virtualization SAN Solution | Regina Choate |
| 7. Consideration of Equine Program | Steve McCleery |
| 8. Personnel Consideration – Professor of Cosmetology | August Fons |
| F. Public Comments | Guy Kesner |
| G. Announcement of Next Meeting | Guy Kesner |
| H. Closure of Open Meeting | Guy Kesner |
| I. Adjournment | Guy Kesner |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

DECEMBER 20, 2012

MINUTES

The New Mexico Junior College Board met on Thursday, December 20, 2012, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Secretary; Mr. Travis Glenn; Mrs. Mary Lou Vinson; Mr. Ron Black; Mr. Zeak Williams; and Mr. Hector Baeza. Not present was Mr. Guy Kesner.

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

Upon a motion by Mr. Black, seconded by Mr. Glenn, the agenda was unanimously adopted.

Upon a motion by Mr. Williams, seconded by Mr. Black, the Board unanimously approved the minutes of November 15, 2012.

Under President's Report, Dr. McCleery presented Pat Knapp with her 30 year service award and Grace Osornio-Vitt the Support Staff of the Year award. Clay Hardin, along with Dennis Atherton and Charley Carroll, gave an Equine Program update. Dr. McCleery presented Mary Lou Vinson with her 5 year service pin.

Under New Business, Dan Hardin presented the November financial reports and with a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the expenditures for November, 2012.

Dianne Marquez presented a request to increase the GED testing fee from \$50 to \$120, beginning January 2014. The GED Testing Service will team up with Pearson Vue Testing to develop a computer-based GED test and become an official testing center. Upon a motion by Mrs. Vinson, seconded by Mr. Baeza, the Board unanimously approved the request.

Dr McCleery presented the Board Election Resolution. Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously adopted the resolution.

Michele Clingman recommended Ms. Kelly Rodriguez for the Counselor position at an annual salary of \$42,613. Upon a motion by Mr. Baeza, seconded by Mrs. Vinson, the Board unanimously approved the employment of Ms. Rodriguez, effective January 7, 2013.

Dennis Atherton recommended Mr. Kenneth Reed for the Professor of Psychology/Sociology position at a nine month salary of \$57,525. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Reed, effective January 8, 2013.

August Fons recommended Mr. Terry Halladay for the Professor of High School Automotive Technology position at a nine month salary of \$55,186. Upon a motion by Mr. Baeza, seconded by Mr. Williams, the Board unanimously approved the employment of Mr. Halladay, effective January 8, 2013.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, January 17, 2013, 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 New Mexico Statutes Annotated 1978. Mrs. Vinson seconded the motion. The roll call vote was as follows: Ms. Chappelle – yes; Mrs. Vinson – yes; Mr. Black – yes; Mr. Baeza – yes; Mr. Glenn – 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. Baeza, seconded by Mr. Black, the board meeting adjourned at 5:45 p.m.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

December 2012

50% of Year Completed

Fund	2011-12			2012-13			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	8,437,426	4,444,464	53%	8,638,205	910,073	4,213,797	49%
Academic Support	2,206,429	1,147,411	52%	2,247,244	179,677	1,077,731	48%
Student Services	1,665,722	821,249	49%	1,704,267	151,453	865,852	51%
Institutional Support	2,987,693	1,611,959	54%	3,137,158	319,758	1,778,953	57%
Operation & Maintenance of Plant	2,958,467	1,590,605	54%	3,232,175	367,071	1,681,348	52%
Subtotal - Instruction & General	18,255,737	9,615,688	53%	18,959,049	1,928,032	9,617,681	51%
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	80,394	40,215	50%	81,772	(4,786)	93,137	114%
Student Aid	516,579	494,829	96%	543,551	91,968	466,085	86%
Auxiliary Enterprises	1,706,196	1,186,081	70%	1,780,078	123,889	1,202,562	68%
Athletics	972,058	618,377	64%	1,150,211	76,476	546,359	48%
Total Current Unrestricted Fund	21,530,964	11,955,190	56%	22,514,661	2,215,579	11,925,824	53%
CURRENT RESTRICTED FUND							
Grants	1,569,789	458,918	29%	1,280,443	127,272	487,756	38%
Student Aid	5,033,468	3,017,413	60%	5,033,468	7,784	2,045,953	41%
Total Current Restricted Fund	6,603,257	3,476,331	53%	6,313,911	135,056	2,533,709	40%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	10,601,062	5,388,084	51%	9,164,711	109,840	3,000,586	33%
Projects from State GOB Funds	286,126	73,101	26%	222,313	475	9,814	4%
Projects from State STB Funds	1,840,824	1,840,824	100%	521,652	0	34,652	7%
Projects from General Fund	24,956	12,325	49%	19,115	5,578	13,136	69%
Projects from Private Funds	487,945	466,536	96%	5,965	0	1,288	22%
Projects from State ER&R	441,780	186,675	42%	568,173	5,441	185,734	33%
Projects from State BR&R	1,584,709	256,186	16%	1,815,302	8,253	635,361	35%
Subtotal - Capital and BR&R	15,267,402	8,223,731	54%	12,302,080	129,587	3,880,571	32%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	15,267,402	8,223,731	54%	12,302,080	129,587	3,880,571	32%
GRAND TOTAL EXPENDITURES	43,401,623	23,655,252	55%	41,130,652	2,480,222	18,340,104	45%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

December 2012

50% of Year Completed

Fund	2011-12			2012-13			
	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	3,589,200	3,006,375	84%	3,684,200	417,384	2,747,011	75%
State Appropriations	5,505,200	2,860,766	52%	5,888,800	533,140	3,044,898	52%
Advalorem Taxes - Oil and Gas	5,900,000	5,295,314	90%	6,100,000	1,563,577	4,490,115	74%
Advalorem Taxes - Property	4,905,732	1,811,948	37%	5,255,000	1,404,874	1,405,118	27%
Interest Income	20,000	453	2%	5,000	102	905	18%
Other Revenues	329,471	134,461	41%	292,526	18,039	153,868	53%
Subtotal - Instruction & General	20,249,603	13,109,317	65%	21,225,526	3,937,116	11,841,915	56%
Student Activities	0	0	0%	0	0	0	
Public Service	0	0	0%	0	0	0	
Internal Service Departments	24,000	12,800	53%	24,000	0	7,962	33%
Auxiliary Enterprises	2,184,000	1,845,448	84%	2,198,000	381,219	1,626,389	74%
Athletics	326,200	162,138	50%	326,200	27,184	163,570	50%
Total Current Unrestricted	22,783,803	15,129,703	66%	23,773,726	4,345,519	13,639,836	57%
CURRENT RESTRICTED FUND							
Grants	1,569,789	477,302	30%	1,290,682	85,548	534,623	41%
Student Aid	5,033,468	2,928,561	58%	5,033,468	6,189	2,048,025	41%
Total Current Restricted	6,603,257	3,405,863	52%	6,324,150	91,737	2,582,648	41%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	0	0	0	0%
Projects from State STB Funds	1,840,824	222,704	12%	1,240,754	0	34,652	3%
Projects from General Fund	312,972	0	0%		0	0	0%
Projects from Private Funds	416,000	416,000	100%	0	0	3,750	
Interest Income (LGIP)	37,000	12,699	34%	30,000	1,678	8,865	30%
Total Plant Funds	2,606,796	651,403	25%	1,270,754	1,678	38,402	3%
GRAND TOTAL REVENUES	31,993,856	19,186,969	60%	31,368,630	4,438,934	16,260,886	52%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

December 2012

50% 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	2011-12 Original Budget	Variance Over (Under) Budget
Actual	July	\$82.33	3,014,635	\$4.80	16,457,653	610,622	383,333	227,289
Actual	August	\$72.11	3,009,890	\$4.15	14,122,684	701,128	383,333	317,795
Actual	September	\$79.10	2,978,466	\$4.57	14,863,087	749,810	383,333	366,477
Actual	October	\$89.22	2,935,208	\$5.01	14,032,011	698,437	383,333	315,104
Accrual	November					383,333	383,333	0
Accrual	December					383,333	383,333	0
Accrual	January						383,333	(383,333)
Accrual	February						383,333	(383,333)
Accrual	March						383,333	(383,333)
Accrual	April						383,333	(383,333)
Accrual	May						383,333	(383,333)
Accrual	June						383,333	(383,333)
Y.T.D. Production Tax Revenue						3,526,663	4,599,996	(1,073,333)
Y.T.D. Equipment Tax Revenue						963,452	1,500,000	(536,548)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>4,490,115</u>	<u>6,099,996</u>	<u>(1,609,881)</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

December 2012

50% 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	9,589,592	N/A	N/A	N/A	7102-1348	0.183%	1,678
Total investments	<u>9,589,592</u>						<u>1,678</u>

Summary of Current Month's Activity	
Beginning amount	9,589,592
Plus: deposits	0
Less: withdrawals	0
Capital Projects	7,164,783
Reserves Invested	2,424,809
Total LGIP Investment	9,589,592

Capital Projects	12/31/2012
Vehicles	19,210.91
Campus Facilities Master Plan	25,000.00
Technology Upgrade	159,679.61
JASI	76,189.56
WHM South Gallery	348,079.00
Baseball Field	0.00
Rodeo Arena	24,735.31
Original Entrance Landscaping	178,567.67
Student Housing Construction	536,636.00
Luminis Software	11,568.00
Campus Signage	141,875.60
Campus Paving	0.00
Roof Replacement	190,055.47
Interior Lighting-Energy Retrofit	50,617.00
Dorm/Apartment Refurbish	70,765.03
Campus Construction	0.00
Oil & Gas Training Ctr	2,767.50
Maintenance Equipment	9,651.99
Public Sector	1,827.00
Campus Security	6,442.49
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnng	5,000.00
Copier Replacement	101,446.00
Non-Recurring Compensation	218,362.12
Athletics	0.00
Student Life Programming	17,440.00
Title V (Institutional)	79,568.00
Warehouse/Cont Ed Remodel	2,449.00
Succession Plan	108,152.00
Energy Technology Equipment	624,414.74
Watson Hall Stage Lighting	22,935.04
WHM Exhibits	160,960.00
Remodel McLean/Mansur/VocB/H	169,352.54
Shade Structure/Landscape AIPP	50,000.00
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	17,144.67
Track Upgrades	1,000,000.00
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	600,000.00
Cosmetology Remodel	300,000.00
Central Plant Upgrade	0.00
Workforce Training Contingency	8,846.15
Total	7,164,782.86

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #1065

SAS VIRTUALIZATION SAN SOLUTION

BOARD DOCUMENTS

Date: January 18, 2013
Prepared by: Regina Choate
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On January 8, 2013, a legal notice was sent to the following newspaper requesting sealed bids for a SAS Virtualization SAN Solution Storage System for New Mexico Junior College:

Hobbs News Sun

2. Bid packets were sent to one potential bidder.
3. One vendor submitted their bid within the time frame specified by the bid package. The vendor was not present at the bid opening.
4. The Business Office and the Director of Computer Information Systems has evaluated the bid received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE
BOARD DOCUMENTS

Evaluation and Recommendation

The bidder responding to the Invitation was: Edge Solutions of Alpharetta, GA.

The Administration recommends acceptance of the bid submitted by Edge Solutions in the amount of **\$45,313.99**

The bid response results are shown on page 6. (Tabulation Summary)

Source of Funding: - FY 2012-2013
Technology Upgrade

NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS

By signature on page four, vendor proposes to provide to NMJC products and services as specified.

- Drive Description: 24 LFF SAS Supported
- Drive Type: 600 GB 6G 15K LFF Dual-port ENT SAS – 24 included
- Capacity: 14.4 TB Starting - 230.4 TB maximum
- Storage expansion: Use storage clustering capability and add incremental P4000 G2 Storage Systems into the SAN to expand storage capacity: P4500 G2 7.2 TB SAS Storage System
- Host Interface: 1Gbe iSCSI (4) ports – optional upgrade to 10Gbe iSCSI (4) ports
- Operating Systems: Apple OS X, Citrix XenServer, HP-UX, IBM AIX, Microsoft Windows 2003, Microsoft Windows 2008, Novell NetWare, Oracle Enterprise Linux, Red Hat Linux, Oracle Solaris, SUSE Linux, VMware, All major operating systems and hypervisors are supported.
- All-inclusive enterprise feature set based on SAN/IQ: Hyper-redundant clustered storage, Redundant, hot-plug power supplies; redundant fans; redundant hot-plug hard drives; integrated storage controller with battery-backed DDR2 cache; disk RAID 5,6, and 10; hyper-redundant clustered storage; network RAID levels (per volume) 0,5,6,10, 10+1; and 10 +2 for up to four copies of your data allows data to remain available in the event of a disk, controller, storage node, power, network, or site failure. Thin provisioning, application integrated snapshots, remote copy asynchronous replication with bandwidth throttling; multi-site/disaster recovery solution pack with synchronous replication, SmartClone, Centralized management console, Proliant integrated lights – out 2 remote management, baseboard management controller IPMI 2.0.
- Warranty: Four-year parts, four-year labor, or four-year onsite

New Mexico Junior College

Bid Form

Responding to Invitation to Bid #1065 - Purchase of P4500 G2 14.4TB SAS Virtualization SAN Solution for NMJC due Friday, January 18, 2013, at 11:00 A.M. (MST).

1 P4500 G2 14.4TB SAS Virt SAN	\$ _____
4 year support plus 24 SVC	\$ _____
Virtualization SAN Solution JW Support	\$ _____
Technical Installation Startup SVC	\$ _____
Tech Startup P4K SAN Add-on SVC	\$ _____
Total	\$ _____

Signature of Authorized Representative _____

Date: _____

MEMO

Date: January 21, 2013
To: New Mexico Junior College Board Members
From: Steve McCleery
Subject: New Mexico Junior College Equine Program

At the December 20th NMJC Board meeting, Dr. Atherton, Dean McCool and Professor Hardin presented the equine program academic design and concept. Professor Hardin described the different equine degree plans, certificate options, and the continuing education opportunities that will be available to future students and the general public. Dr. Carroll apprised the Board about the construction plans for the equine building and the construction of the outdoor round pens. With the Equine program on track for the 2013 fall semester, the Administration is recommending your approval to use \$400,000.00 of BR&R funds to complete the 100' by 60' foot equine building into a functional classroom, office, restrooms, and indoor round pen space as described in the December Board meeting. The construction will require bringing utilities to the equine building and converting the interior dirt floor into the classroom space that will adequately house the equine program. To provide the safest environment possible for horsemanship and riding classes, the Administration is asking for your approval to move \$150,000.00 from reserves to build 11 outdoor round pens and alleys to be used by the equine program students. Starting the construction now will allow for programmatic advertising and recruiting for the new equine program.

Thank you for your consideration!

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date January 18, 2013

Candidate's name Joni O. Gallegos

Position title Professor of Cosmetology

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment * 01/21/2013 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funding

Paid advertising beyond *standard HigherEdJobs.com,

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 39 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

Posted salary range \$29,214 to \$36,518 Recommended annual salary \$ 35,881 Prorated salary yes no

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

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Maria Vick – Director of Cosmetology

Andrea Chance – Professor of Cosmetology

Maria McCreesh – Professor of Barbering/Cosmetology

Kelly Amador – Administrative Assistant – Public Safety and Industry

Comments: Ms. Gallegos, with almost seven years of applicable experience, meets and/or exceeds the minimum requirements

for this position.

*pending background check

rev. 6-28-01

ABBREVIATED RESUME

Position

Professor of Cosmetology

Personal Data

Name: Joni O. Gallegos

Education

Certificate, New Mexico Junior College, 2001

Professional Experience

Cherry Blossom, Hobbs, NM
Owner 4/2010 to Present

Amanda Maries Powerlooks Salon, Hobbs, NM
Self Employed Cosmetologist 01/2006 to 10/2008

Awesome Image Salon
Self Employed Cosmetologist 02/2002 to 12/2005

Licensures:

New Mexico Instructors License Pending
New Mexico Cosmetologist License

Awards and Honors:

Who's Who, Academic Achievement Award
President's List



New Mexico Junior College

Career Opportunities

Position Announcement • October 2012

Position Title: Professor of Cosmetology

Position Description: The Professor of Cosmetology shall report administratively to the Director of Cosmetology. Duties and responsibilities include, but are not limited to, the following: teach cosmetology classes for high school students; prepare lessons and demonstrations for all assigned classes; prepare/update a detailed course syllabus for each class; instruct, lecture, or guide each class meeting in an organized manner; provide appropriate testing for each student; assign and document all grading procedures for each class participant; maintain required certification and maintain currency in all subject matter taught; submit all assigned paperwork correctly and within deadline limits; have current knowledge of the Cosmetology industry; model professionalism and good human relations skills for students; accept other duties as assigned by the Director of Cosmetology or the Dean of Public Safety and Industry and understand that 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: Minimally, three years of professional experience working in the cosmetology field required. Must hold a current New Mexico Cosmetology Instructors license. Associate degree from a regionally accredited institution is preferred. Applicants without a degree will be required, upon employment, to successfully complete an Associate degree within four (4) years from the initial date of employment. Previous teaching experience is a plus. Candidates should have excellent human relations skills, current knowledge of state board requirements and the cosmetology service industry. Must possess the ability to instruct a diverse student population.

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.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit the NMJC application form on line at www.nmjc.edu (under Employment Opportunities) and attach the following: a letter of application (cover letter), resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and three references with current addresses and phone numbers.

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

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

For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning Section 504 accessibility, contact the Special Needs Coordinator in the Counseling Department at (575) 492-2576

"Equal Opportunity Education and Employment"

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