

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, January 27, 2000

Zia Room - Library

1:30 p.m.

AGENDA

- | | |
|---|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of December 14, 1999 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. Closure of Meeting for Limited Personnel Matters | Mr. Newman |
| G. New Business | |
| 1. Monthly Expenditures Report | Dr. McCleery |
| 2. Monthly Revenue Report | Dr. McCleery |
| 3. Oil and Gas Revenue Report | Dr. McCleery |
| 4. Schedule of Investments | Dr. McCleery |
| 5. Consideration of Cooperative Educational Services Resolution | Dr. McCleery |
| 6. Consideration of RFP #40 - Professional Legal Services | Dr. McCleery |
| 7. Consideration of Bid #889 - Purchase of IV Workstations for Nursing | Dr. McCleery |
| 8. Consideration of Bid #890 - Automotive and AV Classroom Equipment | Dr. McCleery |
| 9. Consideration of Bid #893 - Installation of Lighting System for Watson | Dr. McCleery |
| 10. Consideration of Change in Campus Circle Traffic Flow | Dr. McCleery |
| 11. Consideration of Corrections Academy | Dr. McCleery |
| 12. Consideration of Faculty Resignations | Dr. McCleery |
| 13. Personnel Consideration - Director of Student Support Services | Dr. McCleery |
| 14. Personnel Consideration - Upward Bound Academic Coordinator | Dr. McCleery |
| 15. Personnel Consideration - Professor of CSIS/CADD/AVHS | Dr. McCleery |
| 16. Personnel Consideration - Groundskeeper Position | Dr. McCleery |
| 17. Personnel Consideration - Groundskeeper Position | Dr. McCleery |
| H. Public Comments | Mr. Newman |
| I. Announcement of Next Meeting | Mr. Newman |
| J. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

DECEMBER 14, 1999

MINUTES

The New Mexico Junior College Board met on Tuesday, December 14, 1999, 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; Mrs. Irene Salgado; Mr. Bill Lee; Mr. Donald Whitaker; Mr. Ferrel Caster; and Mrs. Bonnie Moran.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Michael Maresh, Hobbs News-Sun.

Dr. McCleery requested that Item G. 1. 1998/99 Audit Report be removed from the agenda at this time. Upon a motion by Mr. Whitaker, seconded by Mr. Lee, the agenda was unanimously adopted, with change.

Upon a motion by Mr. Whitaker, seconded by Mrs. Salgado, the board unanimously approved the minutes of November 18, 1999.

Under *President's Report*, Dr. McCleery shared with the board the livestock judging team report for the fall semester. Tom Toglia reported on the recent award and grant received by the General Motors ASEP program.

Mrs. Moran 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. Lee seconded the motion. The roll call vote was as follows: Mr. Schubert - yes; Mrs. Salgado - yes; Mr. Newman - yes; Mr. Lee - yes; Mr. Caster - yes; Mrs. Moran - yes; and Mr. Whitaker - yes.

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

Under *New Business*, Mr. Steve Davis recommended Ms. Joy Buhalts for the position of Director, Small Business Development Center with an annual salary of \$39,431. Hearing no motion, the recommendation failed.

Brenda Pena presented the November financial reports and with a motion by Mrs. Moran, seconded by Mr. Whitaker, the board approved the expenditures for November 1999. The roll call vote was as follows: Mr. Schubert - yes; Mrs. Salgado - yes; Mr. Newman - yes; Mr. Lee - yes; Mr. Caster - yes; Mrs. Moran - yes; and Mr. Whitaker - yes.

Ms. Pena presented Bid #888 - Purchase of a New Forklift for the Don Whitaker Automotive Technology Center. The administration recommended that the board accept the low bid from Forklift Enterprise for \$14,800. Upon a motion by Mrs. Moran, seconded by Mr. Caster, the board accepted the recommendation. The roll call vote was as follows: Mr. Schubert - yes; Mrs. Salgado - yes; Mr. Newman - yes; Mr. Lee - yes; Mr. Caster - yes; Mrs. Moran - yes; and Mr. Whitaker - yes.

Dr. McCleery presented a proposed geographic location of the community colleges recommended for inclusion in the compensation analysis. The geographic area represents New Mexico Junior College's recruiting and competing area for faculty and professional staff positions. Upon a motion by Mrs. Moran, seconded by Mr. Caster, the board accepted the recommended geographic location. The roll call vote was as follows: Mr. Schubert - yes; Mrs. Salgado - yes; Mr. Newman - yes; Mr. Lee - yes; Mr. Caster - yes; Mrs. Moran - yes; and Mr. Whitaker - yes.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for January 27, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Caster, seconded by Mr. Whitaker, the board unanimously voted to adjourn at 4:20 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

Steve Davis
Mickey Best
August Fons
Regina Organ
Brenda Pena
Mark Freed
Pat Gorman
Linda Neel
Bill Braun
Lisa Brown
Frank Collins

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

December 1999

50% of Year Completed

Fund	1998-99			1999-00			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Revised Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	4,963,475	2,026,086	41%	5,216,596	404,103	2,114,085	41%
Academic Support	855,285	495,144	58%	919,691	54,212	516,080	56%
Student Services	800,297	427,873	53%	991,692	69,659	563,122	57%
Institutional Support	1,540,095	792,728	51%	1,617,362	122,080	797,581	49%
Operation & Maintenance of Plant	1,354,189	563,580	42%	1,591,981	115,285	709,456	45%
Subtotal - Instruction & General	9,513,341	4,305,411	45%	10,337,322	765,339	4,700,324	45%
Student Activities	110,700	59,115	53%	109,847	10,381	53,828	49%
Research	24,949	13,026	52%	0	0	0	0%
Public Service	0	0	0%	24,949	1,510	9,620	39%
Internal Service Departments	339,348	279,253	82%	308,980	(133)	248,962	81%
Student Aid	154,832	91,200	59%	153,705	15,805	99,854	65%
Auxiliary Enterprises	1,424,915	841,427	59%	1,294,716	46,210	802,257	62%
Athletics	616,948	291,237	47%	581,756	13,954	280,003	48%
Total Current Unrestricted Fund	12,185,033	5,880,669	48%	12,811,275	853,066	6,194,848	48%
CURRENT RESTRICTED FUND							
Grants	2,205,437	798,101	36%	2,784,410	150,027	1,144,101	41%
Student Aid	3,309,548	1,497,081	45%	3,436,841	879,767	2,520,448	73%
Total Current Restricted Fund	5,514,985	2,295,182	42%	6,221,251	1,029,794	3,664,549	59%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	2,364,905	519,613	22%	1,152,097	40,260	703,993	61%
Projects from State GOB Funds	3,293,001	1,655,225	50%	686	0	0	0%
Projects from State STB Funds	299,000	83	0%	374,617	31,789	45,015	12%
Projects from Other State Funds	38,124	11,769	31%	156,793	13,577	88,767	57%
Subtotal - Capital and BR&R	5,995,030	2,186,690	36%	1,684,193	85,626	837,775	50%
Debt Service							
Revenue Bonds	267,397	131,976	49%	263,723	0	132,881	50%
Total Plant Funds	6,262,427	2,318,666	37%	1,947,916	85,626	970,656	50%
GRAND TOTAL EXPENDITURES	23,962,445	10,494,517	44%	20,980,442	1,968,486	10,830,053	52%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
December 1999

50% of Year Completed

Fund	1998-99			1999-00			
	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	1,076,600	939,492	87%	1,162,200	108,400	1,005,597	87%
State Appropriations	5,760,900	2,880,450	50%	5,884,500	469,350	3,068,400	52%
Advalorem Taxes - Oil and Gas	2,260,000	1,051,470	47%	2,075,000	341,888	1,312,704	63%
Advalorem Taxes - Property	1,800,000	450,883	25%	1,800,000	415,727	443,210	25%
Interest Income	190,000	87,538	46%	135,000	36,997	124,671	92%
Other Revenues	198,250	79,592	40%	196,800	30,778	77,932	40%
Subtotal - Instruction & General	11,285,750	5,489,425	49%	11,253,500	1,403,140	6,032,514	54%
Student Activities	38,000	36,145	95%	38,000	4,209	37,448	99%
Research	0	0	0%	0	0	0	0%
Public Service	58,000	0	0%	0	0	0	0%
Internal Service Departments	75,000	49,746	66%	77,000	(125)	24,904	32%
Auxiliary Enterprises	1,309,290	962,904	74%	1,297,900	224,602	1,024,004	79%
Athletics	37,900	19,951	53%	37,600	2,726	16,563	44%
Total Current Unrestricted	12,803,940	6,558,171	51%	12,704,000	1,634,552	7,135,433	56%
CURRENT RESTRICTED FUND							
Grants	2,205,437	798,101	36%	2,784,410	150,027	1,144,101	41%
Student Aid	3,309,548	1,497,081	45%	3,436,841	879,767	2,520,448	73%
Total Current Restricted	5,514,985	2,295,182	42%	6,221,251	1,029,794	3,664,549	59%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,293,001	1,655,225	50%	686	0	0	0%
Projects from State STB Funds	299,000	83	0%	374,617	31,789	45,015	12%
Projects from Other State Funds	38,124	11,769	31%	156,793	13,577	88,767	57%
Interest Income	0	50,514	0%	0	3,722	25,989	0%
Total Plant Funds	3,630,125	1,717,591	47%	532,096	49,088	159,771	30%
LOAN FUND							
Interest Income / Service Fees	0	161	0%	0	88	148	0%
Total Loan Fund	0	161	0%	0	88	148	0%
GRAND TOTAL REVENUES	21,948,050	10,571,108	48%	19,457,347	2,713,522	10,959,901	56%

NEW MEXICO JUNIOR COLLEGE Oil and Gas Revenue Report December 1999

50% of Year Completed

		OIL		GAS		COMBINED		
Month of Sales	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	1999-00 Original Budget	Variance Over (Under) Budget
April	July	\$15.25	3,400,320	\$1.97	17,291,086	157,400	141,667	15,733
May	August	\$12.54	4,385,586	\$2.32	18,073,862	196,652	141,667	54,985
June	September	\$16.80	3,169,236	\$2.29	17,069,200	196,619	141,667	54,952
July	October	\$18.11	3,405,090	\$2.51	18,201,543	208,108	141,667	66,441
August	November	\$19.65	3,275,723	\$2.88	16,807,625	209,754	141,667	68,087
September	December	\$21.95	2,885,291	\$3.10	13,316,631	237,298	141,667	95,631
October	January						141,667	
November	February						141,667	
December	March						141,666	
January	April						141,666	
February	May						141,666	
March	June						141,666	
Total Production Revenue						1,205,831	1,700,000	355,829
Oil and Gas Equipment (see below)						106,873	375,000	
Year-to-Date Oil and Gas Revenue						<u>1,312,704</u>	<u>2,075,000</u>	<u>355,829</u>
Percentage of Budget Collected						63.3%		

In December 1999, \$104,590 was received in oil and gas equipment tax.

Source: Price and sales information is received from the New Mexico Department of Taxation and Revenue.

For the 1999-00 fiscal year, oil was budgeted at \$10.50 per bbl and gas was budgeted at \$1.85 per mcf.

**NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
December 1999**

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	5,650,000	N/A	N/A	N/A	102-2394	5.63%	23,691
Wells Fargo Bank of Hobbs	<u>250,000</u>	8/8/99	2/8/00	183	231611237	4.50%	<u>955</u>
Total of Investments	<u>5,900,000</u>						<u>24,646</u>

Summary of Current Month's Activity	
Beginning amount invested	5,150,000
Plus: deposits	750,000
Less: withdrawals	<u>0</u>
Ending amount invested	<u>5,900,000</u>

**JOINT POWERS AGREEMENT
TO ESTABLISH
AN EDUCATIONAL COOPERATIVE**

Joint Powers Agreement made this 1st day of July 1984, approved by Department of Finance and Administration the 18th day of December 1984, and amended the 27th day of September 1985, the 10th day of November 1986, the 12th day of December 1986, the 9th day of May 1989, the 8th day of May, 1995, and the 19th day of August, 1999, by and among the signatory parties, hereinafter referred to as the "member" or "members."

RECITALS: The parties are public educational institutions within the State of New Mexico, and may include, but are not limited to public school districts as defined in NMSA 1978 § 22-1-2, State Institutions as defined in NMSA 1978 § 22-1-2, State Educational Institutions defined under Article XII, Section 11 of the New Mexico Constitution, all community colleges defined by the "Community College Act" as defined in NMSA 1978 § 21-13-1 et.seq., all branch community colleges as defined in NMSA 1978 § 21-14-1 et. seq., the Community College and Vocational Technical Center at Walker Air Force Base as defined in NMSA 1978 § 21-15-1, all technical and vocational institutes defined in NMSA 1978 § 21-16-1, all area vocational schools defined in NMSA 1978 § 21-17-4, all off campus community colleges or instructional facilities as defined in NMSA 1978 § 21-14A-1, all charter schools as defined in NMSA 1978 § 22-8A-1, all Regional Center Cooperatives as set forth in Section 22-2B-1 et. seq., and all 638 schools and grant schools. Pursuant to Sec. 11-1-1 et seq. 1978 Comp. and Sec. 108 of Ch. 65 of the Laws of 1984 (The Procurement Code) they are desirous of entering into this Joint Powers Agreement for the purpose of pooling their efforts and resources in order to bring additional, necessary educational services to their respective institutions at an affordable cost. They recognize that the terms and conditions of this Joint Powers Agreement shall not be effective until authorized by appropriate resolutions of their respective boards and formal approval by the Secretary of the New Mexico Department of Finance and Administration (DFA).

IN CONSIDERATION OF THE RECITALS AND FOR OTHER VALUABLE CONSIDERATION, IT IS AGREED AS FOLLOWS:

1. PURPOSE: The participating members may cooperate on an equitable cost basis in securing the following services;

- (a) Computer Services – Specifically, access to a main frame computer will be provided enabling participating districts to make more efficient their payroll, inventory, food services, and other administrative systems. In addition, they will be able to have shared access to the Guidance Information System and participate in the purchase of microcomputer hardware and software.
- (b) Cooperative food service purchases.
- (c) Cooperative securing of external funding sources.
- (d) Cooperative employment of special education services.
- (e) Cooperative purchase of insurance coverage.
- (f) Cooperative purchase of services related to compliance with the Asbestos Hazard Emergency Response Act (AHERA) and the Toxic Substance Control Act (TSCA).
- (g) Cooperative purchase of professional services and tangible personal property.
- (h) Purchase of professional services and tangible personal property for local public bodies and state agencies, when so requested and in accordance with the requirements of the Procurement Code.

The above services and property shall be purchased in accordance with the requirements of the Procurement Code and of the procedures and guidelines established by the participating members.

The agreement is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. No substantial part of the activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Joint Powers Agreement shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue code, or corresponding section of any future federal tax code.

2. FUNDING: Proportionate contributions from the funds of participating members shall be made to accomplish the purposes set forth above.

3. ADMINISTRATION AND DISBURSEMENT OF FUNDS: The participating members may select an Agency to whom funds shall be paid and from whom funds shall be disbursed for the purposes of procuring the services and property described in Paragraph 1, above, and that selection shall be determined in accordance with the requirements of the Procurement Code. That Agency shall also be responsible for administering and coordinating the purposes described in Paragraph 1, above.

All decisions relating to the purposes in Paragraph 1, above, and all procurements of services and property shall be pursuant to, and strictly in accordance with, the guidelines determined by representatives of participating members. Notice of all meetings of the participating members shall be sent at least ten days in advance of the meeting date to all participating members and to the State Department of Education. All disbursements shall be by check executed by at least two signators as authorized by representatives of participating members.

No part of the net earnings shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the agreement shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth previously.

4. ACCOUNTING AND BILLING: The Agency shall invoice each participating member for its proportionate share of the cost of services or property which have been provided. At least quarterly all participating members shall be furnished with a detailed accounting showing all receipts and disbursements by the Agency regarding this Joint Powers Agreement. No later than 1 October of each year each participating member shall be furnished with a certified audit report of the previous year's fiscal operations. Copies of such reports shall also be furnished to the State Department of Education and to the Department of Finance and Administration.

5. TERM: This Joint Powers Agreement shall continue until it is rescinded or terminated by a majority vote of the participating members. Any member may unilaterally terminate its participation in this Joint Powers Agreement by giving 30 days written notice of its intention to do so. Thereafter the member shall be furnished with an accounting of its capital interest, if any, in any property acquired with its funds, and be paid the reasonable value thereof.

6. DISPOSITION OF PROPERTY: The representatives of participating members shall have the power to dispose of personal property and reinvest the proceeds thereof in any other property giving appropriate pro rata credit to those members which participated in the original procurement. Upon the dissolution of the Joint Powers Agreement, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Joint Powers Agreement is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

7. ADDITIONAL PARTICIPATING DISTRICTS: Upon approval of a majority of the members of this Joint Powers Agreement and approval in writing by the Secretary of DFA, a potential member shall be allowed to become a party to this Joint Powers Agreement; provided however, no approval shall be given until the participating members have been furnished with a resolution of the potential members' governing board permitting such participation.

APPROVED by the Department of Finance and Administration.

Interested Members of
Public Education Institutions

Greetings:

Cooperative Educational Services is the administering agency for the *Joint Powers Agreement to Establish an Educational Cooperative (JPA)*. Parties to the Agreement may be the public education institutions and schools in the State of New Mexico. The purpose of this letter is to outline the history of the organization, including how it has evolved, its governance, the services provided, and to review the process for becoming a party to the Joint Powers Agreement.

Authority - Cooperative Educational Services of New Mexico was initially formed in 1979 by five (5) school districts as a private non-profit corporation. In 1986 the name was shortened to Cooperative Educational Services (CES), the corporation was dissolved with the membership activities operating under the umbrella of a Joint Powers Agreement in accordance with state statutes. Since then that initial Joint Powers Agreement has been amended six (6) times. The latest amendment, approved August 19, 1999 allowed for expansion of the Joint Powers Agreement beyond the 89 public school districts, to include all public education institutions in New Mexico. The listing of these public education institutions is identified in the current Agreement. Since December, 1994, all 89 public school districts have been CES members.

Under state statutes, CES members may jointly exercise any common power. Further, according to the procurement code, CES members may participate in cooperative procurement agreements in accordance with the JPA.

Cooperative Educational Services has also negotiated an External Procurement Agreement with the Mohave Educational Services Cooperative (MESC) in Kingman, Arizona. This provides the alliance which allows vendors who offer services and products to the schools of Arizona the opportunity to provide the same items to New Mexico public educational institutions through Cooperative Educational Services.

Governance - CES is governed by a Board of Directors composed of the Chief Executive Officers (Superintendent, President, Executive Director, etc.) of the parties to the JPA. Board functions include, but not limited to, maintaining current policy, electing a president, and selection of the Executive Director. The day-to-day operations are monitored by an Executive Committee that is composed of regional representatives, past CES presidents, the current president and the president elect. Also serving as ex-officio members are representatives of the State Department of Education, New Mexico School Boards Administration and the New Mexico Coalition of School Administrators.

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(505) 344-5470 • FAX (505) 344-9343

Programs - CES offers programs in four (4) areas:

- First is the area of software support and development where financial and student accounting programs and Medicaid reimbursement are operated by the organization. CES also cooperatively purchases checks, purchase orders and tax forms.
- The second area involves cooperative procurement. Here products and services of over 200 vendors are made available to members of the organization. All items on the vendor list have been awarded through competitive bids and proposals, or through the cooperative External Procurement Agreement with MESC. An audit by an external firm has indicated savings of eight to ten percent (8-10%) by using the Cooperative Educational Services vendor list.
- CES also has a staff of 100 ancillary service professionals providing occupational therapy, physical therapy, speech and language pathology, psychological services and educational diagnostic evaluations.
- Finally, CES provides a full range of consultant services, including the use of its Mobile Technology Vehicle, inservices and educational tours, computer repair, and a facility managers workshop held each year.

Membership - The membership process is simple. Through its board of governance an institution passes a resolution requesting to be a party to the Joint Powers Agreement. This resolution is signed by the board and forwarded to Cooperative Educational Services. Existing CES members then vote on approval of the request to become a CES member. After CES Board approval is received, the final request is made to the New Mexico Department of Finance and Administration to permit the new member to become a party to the Joint Powers Agreement. At that time a one time membership fee of Three Hundred Dollars (\$300) is assessed.

Financial Support - Funding for the cooperative is obtained through Board established assessments. This is currently a one percent (1%), ten dollar (\$10) minimum, administrative fee on all procurement items and an embedded fee on other products and services. CES has never charged an annual membership fee, and seeks no federal or state financial support for its activities.

We invite you and your board to consider becoming a party to the agreement and joining in this unique educational opportunity in New Mexico. Please do not hesitate to contact me if I can be of further assistance to you.

Sincerely yours,



Max Luft
Executive Director

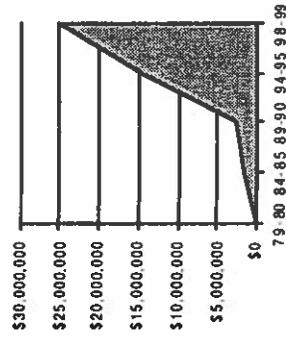
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Cooperative Educational Services

Cooperative Educational Services (CES) is an organization comprised of New Mexico's 89 school districts plus other public education institutions such as charter schools, two and four-year postsecondary institutions and education-related agencies. CES is member-owned and operates under a Joint Powers Agreement authorized by the New Mexico Department of Finance and Administration.

Control of CES is vested in a Board of Directors with representatives from member institutions, the New Mexico Department of Education, the New Mexico School Boards Association and the New Mexico Coalition of School Administrators.

At its inception in 1979, CES had three staff members and served five districts. A current CES staff of 130 serves all 89 public school districts plus other educational institutions. Revenue growth from operations has been dramatic in recent years, as the chart below indicates.

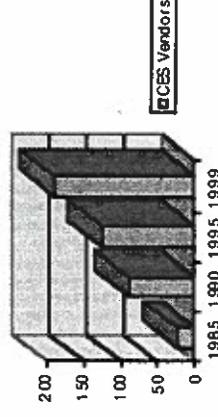


Services offered by CES reflect needs identified by members in four general categories:

- **Cooperative Procurement-** Buses, food, architects, computers and maintenance supplies are but a few of the products and services available for purchase at a savings from vendors selected through CES's competitive bidding process. Additional benefits accrue to small and large members alike via on-line procurement utilizing electronic data interchange.

Another savings opportunity for CES members comes from an external procurement agreement with the Mohave Educational Services Cooperative (MESC) of Kingman, Arizona. The MESC agreement provides for cooperative purchasing encompassing both Arizona and New Mexico vendors resulting in even more advantageous pricing.

The importance CES members assign cooperative procurement is reflected in a growing roster of vendors offering a diverse inventory of services and products.



- **Ancillary Services-** CES employs a staff of over 105 licensed physical therapists, occupational therapists, speech and language pathologists, diagnosticians and psychologists. Their vital services are provided to students through contracts with almost one-quarter of all school districts in the state.

- **Computer Software Development and Support-** A financial accounting system developed by CES is used by almost half of all public school districts in New Mexico. Design of the system allows for continuous updating to accommodate current needs and comply with emerging state and federal reporting requirements.

- **Related Program Services-** Prominent within this category are staff consultants with expertise in operating systems, networks and server configurations. CES field engineers also provide on-site installation, computer repair and maintenance services to members.

The Mobile Technology Vehicle provides a state-of-the-art venue for consulting and technology training all across New Mexico.

The range of CES services extends to grant writing, needs assessments and planning, website support, billing for Medicaid reimbursement and insurances such as the annual School Facility Manager Workshop.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

REQUEST FOR PROPOSALS (RFP) #40

Professional Legal Services

**Proposal Opening:
January 18, 2000 -- 3:00 P.M. – MST (NMJC Time)**

NEW MEXICO JUNIOR COLLEGE
Request for Proposals #40
Professional Legal Services

SPECIFICATIONS

Scope

New Mexico Junior College (NMJC) is seeking to enter into a contract for professional legal services with a practicing attorney, currently licensed and in good standing with the State of New Mexico (hereinafter referred to as the "Attorney"). The scope of services to be provided will include, but not be limited to, providing research, issuance of opinions, preparation and/or review of contracts and other legal documents, and representing the college on multiple legal and personnel issues and in official capacity.

The Attorney shall make NMJC's business a priority and shall dedicate the appropriate amount of time necessary to respond to the President's (or his designee) or NMJC Board's requests for services.

Term of contract

The term of this contract shall be for one (1) year from the date of contract award by the NMJC Board, with an option to extend the contract an additional three (3) years one year at a time, if mutually agreeable with NMJC and the successful vendor. The contract will prohibit the Attorney under contract from engaging in litigation against NMJC. This contract may be terminated by either party without cause, upon thirty (30) days written notice.

Contents of Proposal

Include evidence of experience, licensing, and other information as follows:

A. General Qualifications

1. Educational background
2. Legal experience, including names, addresses and dates of previous employers and firm associations.
3. Possession of a current license to practice law in the State of New Mexico. The Attorney must be in good standing with the State of New Mexico licensing agency. Proof of licensure and license number must be included with the written proposal.
4. Provide proof of current Professional Liability Insurance coverage in the minimum amounts of \$100,000 for each claim and \$300,000 aggregate. Include a copy of the current renewal certificate or policy declarations page. If selected, the Attorney must

be willing to provide New Mexico Junior College a certificate of insurance reflecting the above minimum limits.

B. Special Qualifications

1. Provide a detailed resume describing particular expertise and special resources of benefit to New Mexico Junior College. Examples include:
 - a. Special training and/or experience of relevance to New Mexico Junior College, especially in higher education issues.
 - b. Evidence of knowledge and experience in Federal and State statutes relating to laws governing public governmental entities.
 - c. Knowledge of and direct experience in contracts.
 - d. Knowledge of and direct experience in personnel law.
 - e. Knowledge of and direct experience in workers compensation issues.
 - f. Knowledge of and direct experience in litigation.
 - g. Any other areas of relevance to NMJC operations and issues.
2. Continuing Professional Education
 - a. Include a current list of continuing professional education courses completed, with dates, over the last three (3) years.

C. Conflict of Interest

1. Identify and describe any areas of possible conflict of interest.

D. Office Hours / Location

1. The Attorney must be accessible and available to New Mexico Junior College during normal, regular business hours by maintaining an office within Lea County, New Mexico (open no less than 30 hours per week) during the normal working days of Monday through Friday.

Evaluation of Proposals Received

Proposals were to be reviewed and graded according to the following point criteria:

- A. General qualifications 100 points
- B. Special qualifications 500 points
- C. Ability to perform legal services for New Mexico Junior College without conflict of interest 100 points
- D. Ability to meet specified office hours and location 100 points
- E. Hourly billing rates 200 points

TOTAL MAXIMUM EVALUATION POINTS 1000 points

On January 18, 2000 four proposals were received and graded according to the above criteria as follows:

Maddox & Holloman, P.C., Hobbs, NM	900
Shoobridge Law Firm, Hobbs, NM	887
Vernon O.M. Henning, P.C., Hobbs, NM	695
Heidel, Samberson, Newell & Cox, Lovington, NM	775

Administrative Recommendation

Based on the above point results, the administration recommends acceptance of the proposal received from Maddox & Holloman, P.C. Professional services will be provided according to the attached rate schedule, plus gross receipts taxes. The term of the contract shall initially be for one (1) year from the date of contract award by the NMJC Board, with an option to extend the contract an additional three (3) years one year at a time, if mutually agreeable with NMJC and the attorney. The contract may be terminated by either party without cause, upon thirty (30) days written notice.

**Funding Source: NMJC 1999/2000 Operating Budget
Legal Services Account No. 1-2212-14102
Budget = \$30,000 - Expenditures will be based on actual hours billed**

**NEW MEXICO JUNIOR COLLEGE
Request for Proposals #40 - Evaluation and point tabulation
Professional Legal Services**

Evaluation Criteria	Maximum Potential			
	Maddox & Holloman	Shoobridge Law Firm	Vernong O.M. Henning, P.C.	Heidel, Samberson, Newell & Cox
A. General Qualifications	100	98	93	75
B. Special Qualifications	500	480	450	300
Ability to perform legal services w/o conflict of interest	100	97	100	100
Ability to meet specified office hours and location	100	100	100	100
E. Hourly billing rates	200	125	144	200
		Per schedule below	\$125/hr	\$150/hr
Total	1000	900	887	775

Evaluated by:
Dr. Steve McCleery, President
Brenda Pena, Vice Pres. For Finance
1/24/00

* Partners \$150-\$175/hr
Associates \$100-\$125/hr
Paralegals \$35-\$75/hr

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #889

**Purchase of Interactive Video Workstations
for the Nursing Department**

BOARD DOCUMENTS

Date: January 21, 2000
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #889

BOARD DOCUMENTS

Specifications for Interactive Video Workstations for the Nursing Department

1. **Four (4) - Interactive Video Systems (IVD) - Must include:**

Pentium 450 MHz MMX Intel P 111, 13.6GB HD, 128 MB RAM, 512 cache, DVA 4000 Video Overlay Board, AMS and Infowindow emulation software included.

Forty Eight CD-ROM, Sound Board 64 Bit PCI audio card, 104+ Keyboard, Microsoft Mouse, 3.5 Disk Drive.

Stereo Speakers, 17" SVGA NI Monitor (.28DPI)m 1280x1024 max. resolution, Interactive Video Configuration and Courseware Installation and Testing, Windows 95, Tower or Desktop, and onsite installation and training.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #889

BOARD DOCUMENTS

Evaluation and Recommendations

Two vendors were sent Invitation to Bid #889 packages (FITNE, Inc., Athens, OH and Inter Act Computer Systems, Inc., Plano, TX). One bid was received within the due date and time.

Inter Act Computer Systems, Inc. was the sole bidder for the video workstations for the nursing department.

The Administration recommends acceptance of the Inter Act Computer Systems, Inc. Bid Price of \$12,500.00.

Source of funding: Vocational Support Systems - Carl Perkins Grant
Major Equipment - 3-2741-43-141

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #890

**Purchase of Automotive and Audio Visual Equipment for the Don Whitaker
Automotive Technology Center**

BOARD DOCUMENTS

**Date: January 21,2000
Prepared by: Frank D. Collins
Coordinator of Purchasing**

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #890

Board Documents

General Information

1. On January 11, 2000 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspaper requesting sealed bid proposals for the purchase of Automotive and Audio Visual equipment for the Don Whitaker Automotive Technology Center.
 - A) Hobbs Daily News Sun
2. On January 12, 2000 bid packets were sent to twelve (12) potential bidders by regular mail and FEDEX overnight shipping.
3. Five (5) bidders submitted bids within the time frame specified by the bid package. One bid was submitted late.
4. No bidders were present at the opening.
5. The Business Office has evaluated the bids received and their recommendations are shown on Page 3.

Invitation to Bid #890

BOARD DOCUMENTS

Evaluation and Recommendations

The following page is a summary of the specified items in Bid #890 and a tabulation of the bid price results. The items and prices as bid were evaluated by the Business Office and the Automotive Department.

The Administration recommends acceptance of the prices boxed in shaded background for an award amount to:

W.W. Grainger - \$2,124.00
Transportation Supplies, Inc. - \$1,600.00
Lone Star Tool - \$507.53
Big State Tire - \$2,660.00

Total Award: \$6,891.53

Source of funding: Capital Fund - Equipment & Supplies Accounts

**Account Number: 7-2741-98-030 Major Equipment
7-2641-98-030 Minor Equipment
7-2435-98-030 Supplies & Expense**

Automotive and Audio Visual Equipment for Don Whitaker Automotive Technology Center

ITR#890 Quote Summary

Item #	Qty	Description and quantity of item per Specifications	W.W. Grainger		Big State Tire Company		Transportation Supplies, Inc.		Lone Star Tool		Staples Office Store		Comments
			Qty Bid by vendor	Bid Price per Item	Qty Bid by vendor	Bid Price per Item	Qty Bid by vendor	Total Bid Price Quote	Qty Bid by vendor	Bid Price per Item	Qty Bid by vendor	Total Bid Price Quote	
1	30	Droplight bulbs (Rough Service)	30	\$ 0.71									
2	48	Transmission fluid Dexron II/Mercon ATF (quarts)											
3	48	Engine oil 5W30 (quarts) (Must meet API service specifications SH)											
4	12	Wheel bearing grease (4 lb. Tub)											
5	24	Carburetor Cleaner (NAPA 765-1343) 16 oz. Aerosol can (CRC Manufacturer)											
6	8	50' Extension Cords - 12 gauge with 3 outlet end	8	\$ 16.29									
7	14	Air Hose Hangers (Plastic Holder - no reel)											
8	5	First Aid Kits (25 person)	5	\$ 15.70									
9	1	Quarted Aluminum Enclosed Magnetic Letter Board (Part #519173-72)											
10	1	Molded Magnetic Letters/Numbers/Symbols 128 Character Set (Part #519413-72)											
11	1	Laithem Manual Time Clock (Model 2121-LPB)											
12	2	Televisions-RCA 27" Stereo w/Universal Remote and S-video input (Model F37664)	1	\$ 198.02									
13	10	Poster Frames (22" X 30" Black)											
14	1	*Craftsman Inside Micrometer 9-piece set (0 - 6") Part #9-38632	1	\$ 515.99									
15	1	*Craftsman Top terminal Battery Carrying Strap - 14" long (Part #9-41837)	1	\$ 6.00									
16	1	Coleman Cable 400 Amp Sidekick Booster Cables - 12' long (Part #9-EC08665)	1	\$ 7.91									
17	3	Sears Booster Pack - Jumper 900 (Part #9-93998)	3	\$ 76.46									
18	1	*Craftsman 270 Pc. Tool set (Part #9-33254)	1	\$ 296.08									
19	1	*Craftsman 3/8" drive, inch 16 torque wrench (Part #9-WR3471)	1	\$ 114.88									
20	1	Ingersoll-Rand 1/2" heavy duty air impact wrench 25-300 ft./lbs working torque	1	\$ 114.45									
21	1	Ingersoll-Rand 3/8" heavy duty butterfly air impact wrench, 5-50 ft./lbs. Working torque	1	\$ 99.76									
22	8	ATD 3/4-Ton single post stand (Under Hoist Stands) (Part #ATD-7230)											
23	1	*Keeper 15' emergency tow strap tow strap (Part #KPR-2815)	1	\$ 25.91									
24	4	Lisle Wrinkle Band Ring Compressor - Range 3" to 5" (Part #LIS-21700)											
25	1	*CPA-850 Medium volume the balancer (Part #COA-850)											
26	1	Telescopiq gauge set (5/16" - 6") (Central Tool Co.) Part #6554	1	\$ 75.99									
27	1	Small Hole Gauge Set (1/8" to 1/2") (Central Tool Co.) Part #6552	1	\$ 233.37									
28	2	Lincoln Engine Stands (Part #W93776)	2	\$ 111.27									
29	6	Insulated terminal assortment - plastic case with compartments, 175 terminals & connectors (Part #50197)	6	\$ 18.12									
30	4	Butt Connectors with heat shrink tubing (Blue, 16-14 gauge) (Part #SB-1614)											
31	2	Plastic covered copper primary wire 100' spool - 16 gauge (Part #PW-16)											
32	1	Fuse Assortment of 160 ATO fuses (Part #94410)											
33	1	Fuse Assortment of 6 Maxi & 60 Mini Fuses (Part #94374)											
34	6	Tojigle switch - 6-24 volt, 35-amp, 2 position, on-off (Part #S-571)											
35	1	Permatex Anti-Seize & Lubricating compound - 8 oz. Brush top can (Part #133-K)	1	\$ 14.48									
36	1	Electrical Black Vinyl tape - UL approved 3/4" X 60' (Part #TR-60)	1	\$ 2.56									
37	1	Brass shutoff valve two way 1/4" X 1/8" (Part #27-C)											
38	1	Battery Test and charging alligator clip (Part #326)											
39	1	Norton Bear-Tex surface blinding STB Discs - 2" Coarse, Bag of 10 (Part #55036)											
40	1	Stant - system testing adapter (Part #12027)											
41	1	Stant - Threaded adapter (Part #12026)											
42	1	Parasitic draw tester switch (Part #7645)											
43	1	OTC Bearing Locknut Wrench - (Part #7269)											
44	1	Grey Product - 3/8" drive set 12 pc. W/ clip rail (Part #1112)											
45	1	Grey Product - 3/8" drive metric set 13 pc. W/metal tray (Part #1213M)											
46	1	K International Tool - Wire Stripper (Part #KTI-56208)											
47	1	Mag 1 Brake Fluid, 12 oz. (1 case - 24 to a case)	1	\$ 11.69									
48	1	Permatex Prussian blue - 3/4 oz. (Part #90038)											
49	1	3M - EPS-300 Heat Shrinkable Tubing - 1/4" X 48", 15/case (Part #55919)											
50	1	S & G Tool Aid - Mini Pick, Hook/Scraper Set (Part #13900)											
51	1	S & G Tool Aid - Professional Ratcheting Terminal Crimper (Part #18900)											
52	1	Lisle - Ratcheting Lock Nut Socket (Part #28000)											
53	1	Central Tools - Metric Micrometer Set 0-100 mm (Part #6161)											
54	1	Stant Micrometer Depth Gauges 0-75 mm (Part #445MAZ-75RL)											
55	1	Brinks air Controller (refillator) Model #73-125											
56	6	Milton/ARO Lincoln Air Fittings - 1/4" NPT (F) (Part #790)	6	\$ 28.00									
57	16	Milton/ARO Lincoln Couplers - 1/4" NPT (M) (Part #791)	16	\$ 5.00									
58	16	*Stant 30 lb. Cooling system and pressure cap tester (Part #12270)	16	\$ 1.00									
59	1	*Stant threaded cap testing adapter (Part #12201)	1	\$ 69.00									
60	1	*Stant Leak Detector for R-12 and R-134A (Part #16500)	1	\$ 35.00									
61	1	12001 Shaft											
62	1												
63	1												
64	1												

MAILING LIST

Invitation to Bid #890

NAPA Auto Parts
1604 North Grimes Street
Bid Quotations Manager
Hobbs, NM 88240
Phone: (505) 393-1058

Transportation Supplies, Inc.
4280 Centerville Road
Bid Quotations Manager
St. Paul, MN 55127
Phone: (800) 234-0369
Fax: (612) 407-8771

Delegard Tool Company
2080 Afton Road
Bid Quotations Manager
Houston, TX 77055
Phone: (800) 392-5728
Fax: (713) 688-4398

Lone Star Tool
P.O. Box 2007
Bid Quotations Manager
Eules, TX 76039
(Use physical address for FEDEX:
3417 Raider Drive, Suite #9, Hurst, TX 76053)

Engine & Industrial Supply
1022 West Broadway
Attn: Damien Calderon
Hobbs, NM 88240
Phone: (505) 393-9176

Grainger Industrial & Commercial Equipment
3901 Osuna Road, N.E.
Attn: Ed Rosa
Albuquerque, NM 87209-4431
Phone: (505) 345-8631

Sears Industrial Sales
9605 Peralta, N.E.
Attn: Bill Sandstrom
Albuquerque, NM 87109
Phone: (800) 776-8666, ext. 774

Fertig-March, Inc.
2901 North Pulaski Road
Bid Quotations Manager
Chicago, IL 60641
Phone: (800) 621-4276

Wal Mart, Inc.
1822 North Turner Street
Attn: Bid Quotations Manager
Hobbs, NM 88240
Phone: (505) 397-7647

Staples-The Office Superstore
1781 North Turner Street
Attn: Bid Quotations Manager
Hobbs, NM 88240
Phone: (505) 391-7900

Big State Tire Co.
8308 Upland Avenue
Bid Quotations Manager
Lubbock, TX 79424
Phone: (806) 866-0246

Levy Auto Parts, Inc.
321 South Turner Street
Bid Quotations Manager
Hobbs, NM 88240
Phone: (505) 393-3178

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #893

Installation of Lighting System for Watson Hall

BOARD DOCUMENTS

**Date: January 21, 2000
Prepared by: Frank D. Collins
Coordinator of Purchasing**

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #893

BOARD DOCUMENTS

General Information

1. On January 7, 2000 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed bid proposals for the installation of lighting system for Watson Hall.
 - 1) Hobbs Daily News Sun
 - 2) Albuquerque Journal
 - 3) Lubbock Avalanche Journal
2. Three local vendors requested bid packets by responding to the legal notice posted in the Hobbs Daily News Sun. Two other non-local vendors were sent bid packets through the Project Architect, Dekker/Perich/Sabatini Albuquerque office.
3. One bidder submitted and attended the bid opening on January 19, 2000.
4. The Business Office and the Physical Plant Director have evaluated the bid received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #893

BOARD DOCUMENTS

Evaluation and Recommendations

Five vendors were sent Invitation to Bid #893 plans and specifications. One bid was received within the due date and time.

Southwestern Electric Shop, Inc., Hobbs, NM was the sole bidder for the installation of lighting system for Watson Hall.

The Administration recommends acceptance of the Southwestern Electric Shop, Inc. Bid Price of \$69,720.00.

**Source of funding: 1999/2000 Capital Fund
Business Renewal & Replacement
Account Number: 9-2729-00-001**

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #893

BOARD DOCUMENTS

MAILING LIST

Southwestern Electric Shop, Inc.
Attention: Roy Carpenter
914 North Linam Street
Hobbs, NM 88240
Phone: (505) 393-3343

Kirkmeyer Electric Inc
2024 North Dal Paso
Hobbs, NM 88240
Phone: (505) 397-3631

CAM, Inc.
Attn: John Tunnell
Lovington, NM 88260
Phone: (505) 396-59054

Yucca Electric
Attn: Mario Dimas
Albuquerque, NM
Phone: (505) 877-0666

Dodge Reports - Plan Room
Attn: Marilyn
Albuquerque, NM & Amarillo, TX
Phone: (505) 242-2374



NEW MEXICO JUNIOR COLLEGE

Office of the President

MEMORANDUM

DATE: January 20, 2000
TO: New Mexico Junior College Board Members
FROM: Steve McCleery, President *SM*
SUBJECT: Traffic Circle

For some time, the one-way traffic on the campus circle has presented significant problems for the campus. These problems include safety concerns, efficiency concerns, control concerns, and confusion for those who utilize the traffic circle. After meeting with the engineers (Pettigrew & Associates), it is my recommendation that we change the circle back to two-way traffic flow. To facilitate a smooth transition, I recommend that we utilize a three-phase approach. The first phase would be to change the traffic circle into two-way traffic during the 2000 spring break. Phase two would entail widening the main entrance to the campus sometime during the 2000-2001 school year. Phase three includes obtaining permission from the State Highway Department to build an acceleration lane on the Lovington Highway and open the Lovington Highway entrance to two-way traffic. Utilizing a three-phase approach gives us time to identify the cost associated with phase II and phase III.

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE

Office of the President

MEMORANDUM

DATE: January 20, 2000
TO: New Mexico Junior College Board Members
FROM: Steve McCleery, President *SM*
SUBJECT: Corrections Academy

The State Department of Corrections has given New Mexico Junior College permission to operate a corrections academy on our campus. In order to do so, we will need to sign a Memorandum of Understanding with the State Corrections Academy and a separate Memorandum of Understanding with Wackenhut Corporation of America. We are currently in the negotiating stages of both Memorandums of Understanding. Once the MOU's meet the approval of all parties, including the college's attorney, the college will proceed with the planning for the initial academy to begin in the 2000-2001 fiscal year.

It is my recommendation that we move forward with the planning and implementation of a corrections academy.

Thank you for your consideration.

MEMO

1999 DEC -2 PM 4: 13

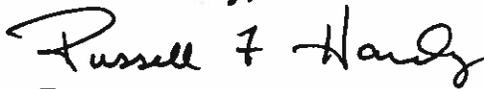
To: Steve Davis, Interim Dean of B&T
From: Russell Hardy
Date: December 1, 1999
Re: Resignation

After five and one-half years of employment at New Mexico Junior College, it is with deep regret that I inform you of my intention to resign as Professor of Automotive, AVHS, and Automotive / Welding Department Chair effective December 17, 1999. I have accepted a position at New Mexico State University at Carlsbad as a Professor of Business and Division Coordinator of the Business and Office Technology division starting January 4, 2000. I see this position as a positive step in my career that will not only benefit me professionally, but personally as well.

As far as my vacancy at NMJC, I believe that Jose Chavez will be the proper choice for the AVHS automotive courses. He has served well this semester as a part-time professor of AVHS automotive and has conveyed that he would like to continue on where I am leaving off.

I would like to thank you and everyone else that I have worked with at NMJC for making this the best employment experience of my career. I only hope that the faculty and staff at NMSU-Carlsbad are as professional, knowledgeable, and fun as the wonderful folks at NMJC are.

Sincerely,



Russell F. Hardy

Xc: Personnel Office

2000 JUN 11 PM 4: 21

January 4, 2000

Leslie Dutton
53 Linwood
Marshall, Texas 75672

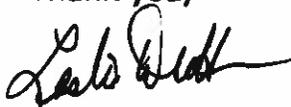
Mickey Best
Dean of Arts and Sciences
New Mexico Junior College
5317 Lovington Highway
Hobbs, New Mexico 88240

Dear Dean Best:

Thank you for the opportunity to work for New Mexico Junior College. Due to my desire to complete my Ph.D. studies, I must resign effective January 4, 2000.

For further information, you may contact me at 903/935-7014.

Thank you,



Leslie Dutton

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 12/21/99

Candidate's name B. Gayle Abbott

Position title Director of Student Support Services

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 February 1, 2000 Standard contract length 12 mos. 9 mos. other _____

Funding source U.S. Dept. of Education Student Support Services

Paid advertising beyond *standard _____

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

Posted salary range \$32,000 to \$37,000 Recommended annual salary \$33,500 Prorated salary yes no

(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-172

Recommended and approved by:

Supervisor
Regina Organ
Vice President

Pat Gorman
Dean/Director
Steve McCreary
President

- Selection Committee Members:
- Dr. Pat Gorman
 - Emily Navarrete
 - Vera Gilleland
 - Teresa Evans

Comments: Gayle Abbott meets and exceeds all the minimum requirements for this position. She has her master's degree in psychology from the University of Texas of the Permian Basin, over fifteen years of experience managing a business, has been the Academic/Career Planner for Student Support Services, has worked as a counselor for Lea Regional Medical Center and has been an advisor and leadership instructor for the American Red Cross Youth since 1974.

ABBREVIATED RESUME

Position

Director of Student Support Services

Personal Data

Name: Barbara Gayle Abbott

Education

M.A. in Applied Research Psychology, The University of Texas of the Permian Basin, Odessa, TX, 1997

B.S. in Psychology, College of the Southwest, Hobbs, NM, 1994

A.A., New Mexico Junior College, Hobbs, NM, 1993

Professional Experience

New Mexico Junior College, Hobbs, NM 10/99 to Present
Academic/Career Planner

Lea Regional Medical Center, Hobbs, NM 9/98 to 7/99
Counselor

Travel Unlimited, Hobbs, NM 7/90 to Present
Consultant, Owner/Partner

AAA Travel Las Cruces, NM 6/88 to 6/90
Manager

Places and Pleasures Travel, Big Spring, TX 8/80 to 6/88
Manager

Organizations

PSI CHI Honor Society

Phi Theta Kappa

American Red Cross

American Psychological Association



NEW MEXICO JUNIOR COLLEGE

5317 Lovington Highway
Hobbs, New Mexico 88240
(505) 392-5229

POSITION ANNOUNCEMENT OCTOBER 1999

POSITION TITLE: Director of Student Support Services Project

DUTIES & RESPONSIBILITIES: The position reports to the Director of Counseling and the Vice President for Student Services. The Student Support Services (SSS) Project is a component of the federal TRIO programs to assist students in completing their post secondary education. The Director is responsible for the overall day to day administration and coordination of the SSS Project which includes overseeing the budget, supervising the staff, preparing monthly and annual institutional and federal reports, and the development and delivery of support services to 150 low income, first generation, and/or disabled students each year.

QUALIFICATIONS: Bachelor's Degree in administration, counseling, social work, education or similar related field is required. Masters' degree preferred. All degrees must be from a regionally accredited institution. Minimum of one year experience in designing, managing, or implementing SSS or similar programs for disadvantaged students required. It is preferred, but not required, that candidates have a least one your of community college experience, a background similar to the of SSS participants, and fluency in Spanish.

SALARY/BENEFITS: This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. Salary range is \$32,000 to \$37,000 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: November 24, 1999 at 5:00 p.m. MST

TO APPLY: Submit NMJC application form, letter of application, resume, unofficial transcripts, (official transcripts required prior to employment), name, address and phone numbers of references to:

Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240.

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

APPLICANT LIST

Position: Director of Student Support Services

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Bevens, Walter	No	No	
Standly, Glenn	No	No	
Stephenson, Cyndi	No	No	
Galvan, Adrian	No	No	
Van, Eric	No	No	Incomplete application materials
McLaughlin, Eugene	No	No	Incomplete application materials
Myers, Michelle	No	No	
Dawson, Annette	No	No	Incomplete application materials
Price, Jeffery	No	No	Incomplete application materials
Braswell, Beverly	No	No	Incomplete application materials
Franks, Julia	No	No	Incomplete application materials
Villa, Andy	Yes	No	
Stickle-Scott, Catherine	No	No	
Abbott, B. Gayle	Yes	Yes	Start Date: pending Board approval.
Walle, David	No	No	
LeBeau, Ellsworth	No	No	Incomplete application materials
Phillips, Pamela	No	No	

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 12/20/99

Candidate's name Michelle Lorrain Myers

Position title Upward Bound Academic Coordinator

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 MARCH 1, 2000 Standard contract length 12 mos. 9 mos. other

Funding source U.S. Dept. of Education Upward Bound Grant

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

Posted salary range \$26,000 to \$30,000 Recommended annual salary \$29,500 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-700--7100

Recommended and approved by:

Emily Navarrete
Supervisor
Alaini Organ
Vice President

Pat Gorman
Dean/Director
Steve McClure
President

- Selection Committee Members: Dr. Pat Gorman
Emily Navarrete
Vera Gilleland
Teresa Evans

Comments: Michelle Myers meets and exceeds the requirements for this position. She has the appropriate educational and work related experience. Further, she has several years of volunteer experience with disadvantaged youth and diverse populations. Ms. Myers is aware this is a soft money position.

ABBREVIATED RESUME

Position

Upward Bound Academic Coordinator

Personal Data

Name: Michelle L. Myers

Education

M.S.Ed., Eastern New Mexico University, Portales, NM, 1999

B.S., Eastern New Mexico University, Portales, NM, 1992

Professional Experience

Eastern New Mexico University, Portales, NM	9/98 to Present
Part-time Data Tracking Specialist	8/98 to 5/99
Part-time Mentor	
Cannon AFB Exchange, Clovis NM	12/96 to 8/98
Warehouse Foreman	
Green Run High School, Virginia Beach, VA	9/95 to 6/96
English Instructor	
Vision Quest Juvenile Facility, Exton, PA	6/92 to 9/95
Camp Coordinator/Deputy Program Master of Operations	
Gateway Rehabilitation Center, Portales, NM	5/88 to 11/89
Chemical Dependency Technician	

Certifications

NCAA Recruiting
Collegiate Strength and Condition Association



NEW MEXICO JUNIOR COLLEGE

5317 Lovington Highway
Hobbs, New Mexico 88240
(505) 392-5229

POSITION ANNOUNCEMENT OCTOBER 1999

POSITION TITLE: Upward Bound Academic Coordinator

RESPONSIBILITIES: The Upward Bound Academic Coordinator reports to the Director of Upward Bound. The Upward Bound Program is a component of the federal TRIO Program to assist 9th through 12th graders to graduate and enter postsecondary education. The coordinator facilitates school, family, and community support for Upward Bound participants and develops curriculum and student academic programs. This individual serves as an academic advisor to Upward Bound participants in five of the target schools. Nothing contained herein shall preclude the assignment of other duties for which the employee is qualified by the president of the New Mexico Junior College.

QUALIFICATIONS: Bachelor's degree in education, counseling, and/or related fields is required. Master's degree preferred. All degrees must be from a regionally accredited institution. TRIO Program experience and bilingual in English/Spanish is an asset. Qualified applicant should have several years of experience working with disadvantaged youth and secondary education.

SALARY/BENEFITS: This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. Salary range is \$26,000 to \$30,000 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: November 19, 1999 at 5:00 p.m.

TO APPLY: Send NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), name, address, and phone numbers of three references to:

Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

APPLICANT LIST

Position: Upward Bound Academic Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Bevens, Walter	No	No	
Venegas, Alvian	No	No	Incomplete application materials
Kreutzer, Karen	No	No	Incomplete application materials
Standly, Glenn	No	No	
Stephenson, Cyndi	Yes	No	
Cortez, Ruben	No	No	
Galvan, Adrian	Yes	No	
Myers, Michelle	Yes	Yes	Start Date: pending Board approval
Dawson, Annette	No	No	Incomplete application materials
Franks, Julia	No	No	
Alexander, Carmen	No	No	
Guzman, Darrell	Yes	No	
Morales, Tony	Yes	No	
Boland, Nancy	Yes	No	
Stickle-Scott, Catherine	No	No	
Jonaitis, Monique	No	No	Incomplete application materials
Gentry, Peggy	No	No	Incomplete application materials
Levario, Veronica	No	No	

APPLICANT LIST

Position: Upward Bound Academic Coordinator

Pipkins, Shannon	Yes	No
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NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 1/17/00

Candidate's name Garry Wilson

Position title Professor of Computer Science Information Systems/CADD/AVHS

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 ~~2/1/00~~ 2/1/00 Standard contract length 12 mos. 9 mos. other _____

Funding source NMJC Operating Budget - Business & Technology

Paid advertising beyond *standard Hobbs News Sun, Albuquerque Journal

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

Lubbock Avalanche Journal, Midland Reporter Telegram, and Odessa American

Posted salary range Salary Schedule Recommended annual salary 33,094 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-517

Recommended and approved by:

Steve M. Davis
Supervisor
Regina Organ
Vice President

Steve M. Davis
Dean/Director
Steve McClery
President

Selection Committee Members: Tim Perry
Bill Braun
Sam Oswald
Steve Davis

Comments: _____

**NEW MEXICO JUNIOR COLLEGE
INTEROFFICE MEMORANDUM**

To: Dr. Steve McCleery
From: Steve Davis *SD*
Re: Professor of Computer Science Information Systems
CADD/AVHS
Date: January 17, 2000

I would like to recommend Gary Wilson for employment as the Professor of Computer Science Information Systems/CADD/AVHS at an annual salary of \$33,094. (See attached Personnel Recommendation for Board Consideration)

Mr. Wilson has 24 years of experience as an employee of Lea County Electric Coop., with sixteen of those years directly involved with Autocad. In addition, he has taught at NMJC since 1992 as a part-time professor of Autocad and Computer Science. Over the past eight years he has taught more than 175 total credit hours of classes in these two disciplines. He was involved in the initial development of the Autocad curriculum in conjunction with Mr. Sam Oswald and comes highly recommended by Mr. Oswald.

As you can see, from his abbreviated resume, he currently holds a high school diploma but, his expertise in the field and past teaching experience make him imminently qualified to teach the courses for which he will be responsible. He has verbally agreed to continue his education and obtain Bachelor's and Master's degrees in a field applicable to his position. It will be difficult, if not impossible, for him to obtain these degrees in the field of Autocad as there are very few institutions that provide a program of study in this area. Therefore he plans to explore obtaining degrees in an area such as Occupational Education.

Your attention to this matter is greatly appreciated.

ABBREVIATED RESUME

Position: Professor, Computer Science Information Systems/Computer Assisted Drafting (60%) and Instructor of Computer Information Systems/Computer Assisted Drafting for Area Vocational High School (on NMJC campus) (40%)

Personal Data

Name: Garry A. Wilson

Education

H.S., Lovington High School, Lovington, NM, 1968

Professional Experience

Lea County Electric, Lovington, NM	
Programmer/Analyst	12/91 to Present
Mapping Technician	11/85 to 12/91
Staking Technician	6/82 to 11/85
New Mexico Junior College, Hobbs NM	8/92 to Present
Part-time Auto Cadd Instructor	



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5317 Lovington Highway
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POSITION ANNOUNCEMENT OCTOBER 1999

POSITION TITLE: Professor of Computer Information Systems/Computer Assisted Drafting (60%) and instructor of Computer Information Systems/Computer Assisted Drafting for Area Vocational High School (on NMJC campus) (40%).

DESCRIPTION: The position reports to the Dean of Business & Technology. Duties and responsibilities may include the following: (1) teach sections of AVHS courses in basic computer concepts, basic programming languages, data processing applications, numerical systems, and data representation; (2) may also teach sections of college level computer information systems in areas of computer assisted drafting; (3) may be required to teach Computer Assisted Drafting/Design courses; (4) serve on college committees as requested by the administrative team; and (5) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

QUALIFICATIONS: Bachelor's degree in Computer Assisted Drafting, Computer Science, Computer Information Systems or closely related area required with Master's degree preferred. All degrees must be from a regionally accredited institution. Knowledge of AutoCad, 3D Studio Viz software packages in Architectural and Engineering areas required. Knowledge of various office and business software packages including word processing, spreadsheets, and database management. Two years of teaching experience and occupational experience preferred.

SALARY/BENEFITS: Salary per faculty schedule for a nine-month contract. Placement on schedule depending on level of education, years teaching and occupational-related experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: November 24, 1999 at 5:00 p.m. Starting date is on or before January 11, 2000.

TO APPLY: Submit NMJC application form, letter of application, resume, unofficial transcripts required (official transcripts required prior to employment), personal statements of community college and position philosophy and three or more reference letters to:

Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

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APPLICANT LIST

Position: Professor, Computer Science Information Systems/Computer Assisted Drafting (60%) and Instructor of Computer Information Systems/Computer Assisted Drafting for Area Vocational High School (on NMJC campus) (40%)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Wilson, Garry	Yes	Yes	Start Date: pending Board approval.

Memorandum

To: Lisa Brown
Stan Pera
Dr. Steve McCleery

From: Mathias Lies

Date: 1/21/2000

Re: Groundskeeper Applicant

Lisa,

I would like to recommend Jesse Morales for the vacant Groundskeeper I position. I would also like it known that Jesse is related to maintenance employee John Hare, Maintenance II-General Maintenance. I believe no conflicts exists because there are no supervisory ties within these departments.



Mathias Lies

Grounds Supervisor

approve
Steve McCleery 1-22-00



MEMORANDUM

[Handwritten signature]
20 January 2000

January 20, 2000

To: Lisa Brown
Stan Pena
Dr. Steve McCleery

From: Mathias Lies *ML*

Re: Groundskeeper I Applicants

Lisa,

After applicant interviews & discussions among the committee members, we would like to recommend Glenn Owens for the one (1) vacant Groundskeeper I position.

We would also like it known that Glenn is related to Career & Learning Services employee Tanya Owens. We also believe no conflicts exist because there are no supervisory ties within these departments.

Pending approval we would like Glenn Owens to start employment as soon as possible upon completing handbook procedures.

Committee Members:

Mathias Lies
Bill Rash
Joy Ainsworth

approve
Steve McCleery 1-22-00