NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, July 19, 2018
Zia Board Room – Library
1:30 pm

AGENDA

A. Welcome
Pat Chappelle

B. Adoption of Agenda
Pat Chappelle

C. Approval of Minutes of June 21, 2018
Pat Chappelle

D. President’s Report
Kelvin Sharp

E. New Business
1. Consideration of Retirement Resolutions
Kelvin Sharp
2. Monthly Expenditure Reports
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 Track & Field Upgrades
Dan Hardin
7. Consideration of Bid #119 - Allied Health Building Furniture
Josh Morgan
JoeMike Gomez

F. Public Comments
Pat Chappelle

G. Announcement of Next Meeting
Pat Chappelle

H. Adjournment
Pat Chappelle
NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
THURSDAY, JUNE 21, 2018
MINUTES

The New Mexico Junior College Board met on Thursday, June 21, 2018, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mrs. Mary Lou Vinson; and Ms. Evelyn Rising. Mr. Manny Gomez and Mr. Hector Baeza were absent.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Todd Bailey, Hobbs News-Sun, Lindsay Chism McCarter, CORE Marketing Coordinator, Dennis Holmberg, J. F Maddox Foundation, and Nor-Lea Hospital District Representatives Mr. David Shaw, CEO, Augustin Dorado, Board Chairman; Pat Wise, Board Trustee and Rita Staton, Board Trustee.

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

Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously approved the minutes of May 17, 2018.

Under President’s Report, Dr. Darrell Beauchamp, Executive Director of the Western Heritage Museum (WHM) & Lea County Cowboy Hall of Fame, provided updates of the current exhibitions and upcoming events at the museum. He reported last year there were approximately 30,000 visitors and over 200 events hosted. The recent “In the Dark” exhibit that ended on May 13, 2018 was a great success. The 90-day event brought in over 10,000 visitors to include 5,500 school-aged children and approximately 1,500 chaperones and family members. He reported 195 elementary school groups from various schools in New Mexico and Texas attended. In addition, the WHM hosted four “Family Fun Days” which brought in approximately 2,000 visitors averaging approximately 700 visitors on each of the Saturdays. Current exhibitions through November 4 are “Chartering Freedom” and “The Cowgirl Who Became a Justice: Sandra Day O’Connor”. Upcoming events are the sponsorship of a booth at the Lea County Fair & Rodeo in August, Staked Plains Roundup on September 20 – 22, Christmas Traditions
from Around the World on December 6 with tickets going on sale November 1, Family Fun Day for Christmas on December 8, and the Spring 2019 “Goosebumps” Exhibition.

Mrs. Lindsay Chism McCarter, CORE Marketing Coordinator, provided significant discussion regarding the recent opening of the Center of Recreation Excellence (CORE). Mrs. McCarter reported the soft opening of the CORE on June 2 was a huge success with over 3,200 people attending the ceremony and grand opening. The following day with fewer hours open, the CORE brought in approximately 3,600 people. From April 19 through the grand opening date, 1,328 people became part of the CORE through the family membership plans. From June 14 through June 17, the number of people signed up through the family membership plans grew to 3,258 with 1,074 memberships. She commented the CORE staff has been working hard to ensure the community and guests traveling from outside of the area have a great experience. Mr. Glenn asked if the software being utilized is able to track non-residential guests. Mrs. McCarter responded an accurate count is not available at this time but stated tracking will be done in the near future.

Dr. Sharp provided two documents requested by the Board at the December, 2017 ACCT Board Training with Mr. Wayne Newton. Documents presented were the “Board Reporting Calendar” displaying all anticipated reports to be presented during the year and the “Board Training Options” outlining the professional development opportunities for the Board throughout the year. Both reports were due by July 1, 2018.

Mr. David Shaw, CEO of Nor-Lea Hospital District and Nor-Lea Board Chairman Augustin Dorado, Board Members Pat Wise and Rita Staton, presented NMJC with a check in the amount of $300,000.00 to assist with the purchase of equipment for the Allied Health Building’s simulation lab. Mr. Shaw commented the partnership with NMJC has always been very important and stated Nor-Lea provides scholarships for their nurses to attend classes at NMJC. He stated for the past two years, Nor-Lea has been challenged with providing training space and the equipment necessary to train their nursing staff. Nor-Lea recently made a proposal to partner with NMJC with a grant to help purchase equipment for the simulation lab and in turn will allow Nor-Lea nurses and staff to acquire eight hours of training per month.

Under New Business, Dan Hardin presented the May 2018 financial reports. Upon a motion by Mr. Glenn, seconded by Mr. Black, the Board unanimously approved the
Expenditure Report for May 2018. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Dr. Sharp presented the Annual Board Policy Manual Revisions for approval. Dr. Sharp pointed out the administrative revisions made to the Organizational Chart. After review of the revisions presented, Mr. Glenn recommended a revision as follows to the Student Services section, Code of Student Conduct, Policy 704 B. to read, “NMJC also has a culture and associated expectations for behavior”. Upon a motion by Mrs. Vinson, seconded by Ms. Rising, the Board unanimously approved the revisions as presented.

Mr. Josh Morgan presented a list of all inventory purchased over $5,000.00 for the Annual Fixed Asset Inventory Certification. Mr. Morgan reported there are no missing inventory items and accredited Mr. Doug Choate for his diligence in staying on top of over 5,000 inventory items. Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the annual certification.

Mr. Josh Morgan presented a request for Disposal of the Del Norte Center Inventory along with a specific list of inventory items. He noted some of the equipment has been repurposed to areas on campus. In addition, the Lea County High Schools have been contacted to inquire of any interest in the equipment for donation to their schools. After the Lea County High Schools have looked at the equipment, they will reach out to high schools from outside of Lea County. Remaining equipment will be disposed of through public auction. Mr. Morgan requested approval to dispose of the specific list of inventory items presented by either repurposing on campus, donating to public entity or through a public auction sale. Upon a motion by Mr. Glenn, seconded by Mrs. Vinson, the Board unanimously approved the donation of this equipment to the local high schools, public entity or through public sale.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, July 19, 2018 beginning at 1:30 pm.

Upon a motion by Mrs. Vinson, seconded by Ms. Rising, the board meeting adjourned at 2:31 pm.

_________________________    ________________________
Pat Chappelle, Chair                Ron Black, Secretary
New Mexico Junior College

New Mexico’s first independent community college
Assurance System Samples

HLC provides the following Assurance System demonstration sites for institutions that are preparing for an upcoming review. They are intended to help institutions become familiar with the Assurance System and provide examples of how evidence may be organized and linked in the Assurance Argument or Systems Portfolio.

Please note:

- The demonstration sites are available with “read only” access. Users will not be able to edit any text or files, or add additional users.
- Although users are free to take notes about how the sites are organized, please respect the intellectual property of the institutions that have volunteered to provide their materials. By logging into these demonstration sites, the user agrees not to print, export, copy, save, photograph or otherwise reproduce content from these sites.
The password for all demonstration sites is **accreditation**.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Username</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Ridge Community and Technical College</td>
<td><a href="mailto:hlc.guest1@gmail.com">hlc.guest1@gmail.com</a></td>
</tr>
<tr>
<td><em>Standard Pathway</em></td>
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<td>Marian University</td>
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<td>Marshall University</td>
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<td><em>Open Pathway</em></td>
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<td>New Mexico Junior College</td>
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<td><em>Open Pathway</em></td>
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<td>Ohio Christian University</td>
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<td>Tohono O’odham Community College</td>
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<tr>
<td><em>Standard Pathway</em></td>
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</tr>
<tr>
<td></td>
<td>SCH</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>2013-14</td>
<td>56,717</td>
</tr>
<tr>
<td>2014-15</td>
<td>54,240</td>
</tr>
<tr>
<td>2015-16</td>
<td>54,387</td>
</tr>
<tr>
<td>2016-17</td>
<td>54,729</td>
</tr>
<tr>
<td>2017-18</td>
<td>51,224</td>
</tr>
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</table>
NMJC Overall Graduation Rate

Source: IPEDS Reporting and IPEDS Cohort
NMJC Retention Rate: Fulltime Students
Source IPEDS Reporting and IPEDS Cohort

<table>
<thead>
<tr>
<th>Year</th>
<th>JC</th>
<th>IPEDS Cohort</th>
</tr>
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<tbody>
<tr>
<td>2013</td>
<td>65</td>
<td>50</td>
</tr>
<tr>
<td>2014</td>
<td>70</td>
<td>55</td>
</tr>
<tr>
<td>2015</td>
<td>68</td>
<td>58</td>
</tr>
<tr>
<td>2016</td>
<td>72</td>
<td>61</td>
</tr>
<tr>
<td>2017</td>
<td>69</td>
<td>60</td>
</tr>
</tbody>
</table>
NMJC and NM Public Education:
A partnership for students

For example,
in 2016, 473 students graduated from Hobbs High School –

<table>
<thead>
<tr>
<th>Hobbs High Graduates in 2016</th>
<th>473</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in College</td>
<td>323 (68.3%)</td>
</tr>
<tr>
<td>• The number staying in-state</td>
<td>302 (93.5%)</td>
</tr>
<tr>
<td>• Attending NMJC</td>
<td>274 (84.8%)</td>
</tr>
<tr>
<td>• Attending other NM schools</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Students</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>2013-14</td>
<td>4,336</td>
</tr>
<tr>
<td>2014-15</td>
<td>3,333</td>
</tr>
<tr>
<td>2015-16</td>
<td>2,020</td>
</tr>
<tr>
<td>2016-17</td>
<td>2,027</td>
</tr>
</tbody>
</table>
NMJC Workforce Training:
Common topics

• Oil and Gas Safety Training
• CDL Training
• Face-to-face medical training (Clinical Medical Assist, EMT, etc.)
• Soft Skills Training (Leadership, MS Office, Communication)
• Instrumentation and Controls
• Lease Pumper Training
## Training for Jobs

Credit and non-credit programs

<table>
<thead>
<tr>
<th>Program</th>
<th>17-18 Enroll</th>
<th>Job Growth</th>
<th>Ave. Salary</th>
<th>Employment Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive</td>
<td>52</td>
<td>+43%</td>
<td>$43,777</td>
<td>100%</td>
</tr>
<tr>
<td>Nursing</td>
<td>80</td>
<td>+6.4%</td>
<td>$76,799</td>
<td>100%</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>74</td>
<td>+8.5%</td>
<td>$60,942</td>
<td>100%</td>
</tr>
<tr>
<td>Welding</td>
<td>61</td>
<td>-14.8%</td>
<td>$65,990</td>
<td>90-100%</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>83</td>
<td>-34%</td>
<td>$28,364</td>
<td>80-90%</td>
</tr>
<tr>
<td>Entertain. Tech.</td>
<td>In development</td>
<td>+200%</td>
<td>$32,151</td>
<td></td>
</tr>
<tr>
<td>Equine – Vet Tech</td>
<td>In development</td>
<td>+18.6%</td>
<td>$23,851</td>
<td></td>
</tr>
<tr>
<td>Diesel Tech.</td>
<td>In development</td>
<td>+64.3%</td>
<td>$64,863</td>
<td></td>
</tr>
</tbody>
</table>

Salary and industry data for Lea County, NM from EMSI
## NMJC Financial Condition

Careful management in a fluctuating economy

<table>
<thead>
<tr>
<th></th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
</tr>
</thead>
<tbody>
<tr>
<td>I&amp;G Expense</td>
<td>20,319,150</td>
<td>22,808,637</td>
<td>24,038,820</td>
<td>25,273,193</td>
<td>26,011,825</td>
</tr>
<tr>
<td>Other Expense</td>
<td>5,046,832</td>
<td>6,087,010</td>
<td>5,789,547</td>
<td>5,582,992</td>
<td>5,928,017</td>
</tr>
<tr>
<td>Net Inc. (loss)</td>
<td>4,497,912</td>
<td>6,327,604</td>
<td>3,867,198</td>
<td>463,787</td>
<td>2,879,725</td>
</tr>
</tbody>
</table>
## NMJC Operating Budget for FY17

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Funding</td>
<td>6,220,556</td>
<td>19</td>
</tr>
<tr>
<td>Local Mill &amp; Gas</td>
<td>18,120,361</td>
<td>57</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>3,928,828</td>
<td>12</td>
</tr>
<tr>
<td>Auxiliary Enter.</td>
<td>2,879,839</td>
<td>9</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>790,258</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Operating</strong></td>
<td><strong>31,939,842</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I&amp;G Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>10,840,335</td>
</tr>
<tr>
<td>Academic Support</td>
<td>2,833,171</td>
</tr>
<tr>
<td>Student Services</td>
<td>3,327,952</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>5,018,051</td>
</tr>
<tr>
<td>Op &amp; Maintenance</td>
<td>3,992,316</td>
</tr>
<tr>
<td><strong>Other Operations</strong></td>
<td><strong>18.6%</strong></td>
</tr>
<tr>
<td>Public Service</td>
<td>173,196</td>
</tr>
<tr>
<td>Internal Service</td>
<td>230,822</td>
</tr>
<tr>
<td>Instit. Student Aid</td>
<td>686,390</td>
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<tr>
<td>Auxil. Enterprises</td>
<td>2,579,012</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>1,581,870</td>
</tr>
<tr>
<td>Renewals and Replace.</td>
<td>676,727</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31,939,842</strong></td>
</tr>
</tbody>
</table>
### NMJC Infrastructure Maintenance

<table>
<thead>
<tr>
<th>Project Description</th>
<th>FY</th>
<th>Project Cost</th>
<th>GOB</th>
<th>STB</th>
<th>Institutional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical service</td>
<td>2009</td>
<td>$1.85 million</td>
<td>$1.171 million</td>
<td>$679 k</td>
<td></td>
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<tr>
<td>Central Plant Upgrade</td>
<td>2009</td>
<td>$5.01 million</td>
<td>$3.5 million</td>
<td>$1.51 million</td>
<td></td>
</tr>
<tr>
<td>Roof Replacement</td>
<td>2010</td>
<td>$4.09 million</td>
<td>$3 million</td>
<td>$1.09 million</td>
<td></td>
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<tr>
<td>Tunnel Upgrades/ Electrical/Air Handlers</td>
<td>2013</td>
<td>$5.8 million</td>
<td>$3.3 million</td>
<td>$1 million</td>
<td>$1.5 million</td>
</tr>
<tr>
<td>HVAC/Fire/Plumbing GOB for Nov 2018</td>
<td>2019</td>
<td>$3.34 million</td>
<td>$2.5 million</td>
<td>$840 k</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>$20.1 million</td>
<td>$9.3 million</td>
<td>$5.17 million</td>
<td>$5.63 million</td>
</tr>
</tbody>
</table>

Total project cost: $20.1 million
GOB: $9.3 million
STB: $5.17 million
Institutional: $5.63 million
Thank you for your support of higher education
RESOLUTION

Charles H. Adams

WHEREAS, Charles H. Adams, being one of the Faculty Staff Members of New Mexico Junior College (“NMJC”), has faithfully served the College for twenty years; and

WHEREAS, Charles H. Adams served as Professor of Electronics from 1998 to 2002; and

WHEREAS, Charles H. Adams served as Professor of Telecommunications from 2002 to 2005; and

WHEREAS, Charles H. Adams served as Distance Learning WebCT Coordinator from 2005 to 2007; and

WHEREAS, Charles H. Adams served as WebCT Administrator from 2007 to 2010; and

WHEREAS, Charles H. Adams served as Distance Learning Bb Administrator from 2010 to 2012; and

WHEREAS, Charles H. Adams served as Canvas Administrator from 2012 to 2018; and

WHEREAS, Charles H. Adams served on various committees at NMJC and in the community; and

WHEREAS, Charles H. Adams has been a devoted, enthusiastic and loyal faculty and staff member at NMJC; and

WHEREAS, Charles H. Adams as a faculty and staff member, has always reflected a favorable image for NMJC; and

WHEREAS, Charles H. Adams has elected to retire February 1, 2018.

NOW, THEREFORE BE IT RESOLVED that NMJC desires to give special recognition and appreciation to Charles H. Adams, for his service and dedication to NMJC.

ADOPTED THIS 19th day of July 2018.

ATTEST: Patricia Chapa
New Mexico Junior College Board Chairperson

[Signature]

New Mexico Junior College Board Secretary
RESOLUTION

Dr. Dennis G. Atherton

WHEREAS, Dr. Dennis G. Atherton, being one of the Vice Presidents of New Mexico Junior College ("NMJC"), has faithfully served the College for six years; and

WHEREAS, Dr. Dennis G. Atherton served as Vice President for Instruction from 2012 to 2018; and

WHEREAS, Dr. Dennis G. Atherton served on various committees at NMJC and in the community; and

WHEREAS, Dr. Dennis G. Atherton has been a devoted, enthusiastic and loyal staff member at NMJC; and

WHEREAS, Dr. Dennis G. Atherton as a Vice President, has always reflected a favorable image for NMJC; and

WHEREAS, Dr. Dennis G. Atherton has elected to retire July 1, 2018.

NOW, THEREFORE BE IT RESOLVED that NMJC desires to give special recognition and appreciation to Dr. Dennis G. Atherton, for his service and dedication to NMJC.

ADOPTED THIS 19th day of July 2018.

ATTEST: [Signature]
New Mexico Junior College Board Chairperson

[Signature]
New Mexico Junior College Board Secretary
RESOLUTION

Regina F. Choate

WHEREAS, Regina F. Choate, being one of the Staff Members of New Mexico Junior College ("NMJC"), has faithfully served the College for eight years; and

WHEREAS, Regina F. Choate served as Coordinator of Purchasing from 2009 to 2018; and

WHEREAS, Regina F. Choate served on various committees at NMJC and in the community; and

WHEREAS, Regina F. Choate has been a devoted, enthusiastic and loyal staff member at NMJC; and

WHEREAS, Regina F. Choate as a staff member, has always reflected a favorable image for NMJC; and

WHEREAS, Regina F. Choate has elected to retire October 1, 2017.

NOW, THEREFORE BE IT RESOLVED that NMJC desires to give special recognition and appreciation to Regina F. Choate, for her service and dedication to NMJC.

ADOPTED THIS 19th day of July 2018.

ATTEST: ___________________________  ___________________________
New Mexico Junior College Board Chairperson  New Mexico Junior College Board Secretary
RESOLUTION

Donald B. Hancock

WHEREAS,  Donald B. Hancock, being one of the Staff Members of New Mexico Junior College ("NMJC"), has faithfully served the College for eleven years; and

WHEREAS,  Donald B. Hancock served as CDL Trainer from 2006 to 2017; and

WHEREAS,  Donald B. Hancock served on various committees at NMJC and in the community; and

WHEREAS,  Donald B. Hancock has been a devoted, enthusiastic and loyal staff member at NMJC; and

WHEREAS,  Donald B. Hancock as a staff member, has always reflected a favorable image for NMJC; and

WHEREAS,  Donald B. Hancock has elected to retire October 1, 2017.

NOW, THEREFORE BE IT RESOLVED that NMJC desires to give special recognition and appreciation to Donald B. Hancock, for his service and dedication to NMJC.

ADOPTED THIS 19th day of July 2018.

ATTEST:  

[Signatures]

New Mexico Junior College Board Chairperson

New Mexico Junior College Board Secretary
RESOLUTION

Sandy G. Hardin

WHEREAS, Sandy G. Hardin, being one of the Staff Members of New Mexico Junior College ("NMJC"), has faithfully served the College for seventeen and three-quarter years; and

WHEREAS, Sandy G. Hardin served as Department Secretary for Financial Aid from 2000 to 2004; and

WHEREAS, Sandy G. Hardin served as Financial Aid Specialist from 2004 to 2005; and

WHEREAS, Sandy G. Hardin served as Department Secretary for Student Life from 2005 to 2006; and

WHEREAS, Sandy G. Hardin served as Administrative Secretary for Student Life from 2006 to 2008; and

WHEREAS, Sandy G. Hardin served as Housing Coordinator from 2008 to 2018; and

WHEREAS, Sandy G. Hardin served on various committees at NMJC and in the community; and

WHEREAS, Sandy G. Hardin has been a devoted, enthusiastic and loyal staff member at NMJC; and

WHEREAS, Sandy G. Hardin as a staff member, has always reflected a favorable image for NMJC; and

WHEREAS, Sandy G. Hardin has elected to retire June 1, 2018.

NOW, THEREFORE BE IT RESOLVED that NMJC desires to give special recognition and appreciation to Sandy G. Hardin, for her service and dedication to NMJC.

ADOPTED THIS 19th day of July 2018.

ATTEST:  
New Mexico Junior College Board Chairperson

New Mexico Junior College Board Secretary
RESOLUTION

Randy W. Johns

WHEREAS, Randy W. Johns, being one of the Staff Members of New Mexico Junior College ("NMJC"), has faithfully served NMJC for seventeen years; and

WHEREAS, Randy W. Johns served as Custodian from 1999 to 2000; and

WHEREAS, Randy W. Johns served as Custodial Crew Leader from 2000 to 2002; and

WHEREAS, Randy W. Johns served as Shipping, Receiving/Department Clerk for Maintenance from 2002 to 2007; and

WHEREAS, Randy W. Johns served as Warehouse/Fleet Maintenance Worker from 2008 to 2018; and

WHEREAS, Randy W. Johns served on various committees at NMJC and in the community; and

WHEREAS, Randy W. Johns has been a devoted, enthusiastic and loyal staff member at NMJC; and

WHEREAS, Randy W. Johns as a staff member, has always reflected a favorable image for NMJC; and

WHEREAS, Randy W. Johns has elected to retire February 1, 2018.

NOW, THEREFORE BE IT RESOLVED that NMJC desires to give special recognition and appreciation to Randy W. Johns, for his service and dedication to NMJC.

ADOPTED THIS 19th day of July 2018.

ATTEST: ___________________________  ___________________________
New Mexico Junior College Board Chairperson  New Mexico Junior College Board Secretary
RESOLUTION

Kathleen F. Miller

WHEREAS, Kathleen F. Miller, being one of the Staff Members of New Mexico Junior College ("NMJC"), has faithfully served the College for twenty years; and

WHEREAS, Kathleen F. Miller served as Secretary for Human Resources from 1998 to 2000; and

WHEREAS, Kathleen F. Miller served as Benefits Specialist from 2000 to 2005; and

WHEREAS, Kathleen F. Miller served as Human Resources Generalist from 2005 to 2018; and

WHEREAS, Kathleen F. Miller served on various committees at NMJC and in the community; and

WHEREAS, Kathleen F. Miller has been a devoted, enthusiastic and loyal staff member at NMJC; and

WHEREAS, Kathleen F. Miller as a staff member, has always reflected a favorable image for NMJC; and

WHEREAS, Kathleen F. Miller has elected to retire February 1, 2018.

NOW, THEREFORE BE IT RESOLVED that NMJC desires to give special recognition and appreciation to Kathleen F. Miller, for her service and dedication to NMJC.

ADOPTED THIS 19th day of July 2018.

ATTEST:  

New Mexico Junior College Board Chairperson

New Mexico Junior College Board Secretary
RESOLUTION

Ruth Wong

WHEREAS, Ruth Wong, being one of the Faculty Members of New Mexico Junior College ("NMJC"), has faithfully served the College for eleven years; and

WHEREAS, Ruth Wong served as Professor of Education/Transitional Studies from 2007 to 2018; and

WHEREAS, Ruth Wong served on various committees at NMJC and in the community; and

WHEREAS, Ruth Wong has been a devoted, enthusiastic and loyal faculty member at NMJC; and

WHEREAS, Ruth Wong as a faculty member, has always reflected a favorable image for NMJC; and

WHEREAS, Ruth Wong has elected to retire July 1, 2018.

NOW, THEREFORE BE IT RESOLVED that NMJC desires to give special recognition and appreciation to Ruth Wong, for her service and dedication to NMJC.

ADOPTED THIS 19th day of July 2018.

ATTEST: [Signature]
New Mexico Junior College Board Chairperson

[Signature]
New Mexico Junior College Board Secretary
RESOLUTION

Dr. Yau-Sun Wong

WHEREAS, Dr. Yau-Sun Wong, being one of the Faculty Members of New Mexico Junior College (“NMJC”), has faithfully served the College for fourteen years; and

WHEREAS, Dr. Yau-Sun Wong served as Professor of Music from 2004 to 2018; and

WHEREAS, Dr. Yau-Sun Wong served on various committees at NMJC and in the community; and

WHEREAS, Dr. Yau-Sun Wong has been a devoted, enthusiastic and loyal faculty member at NMJC; and

WHEREAS, Dr. Yau-Sun Wong as a faculty member, has always reflected a favorable image for NMJC; and

WHEREAS, Dr. Yau-Sun Wong has elected to retire July 1, 2018.

NOW, THEREFORE BE IT RESOLVED that NMJC desires to give special recognition and appreciation to Dr. Yau-Sun Wong, for his service and dedication to NMJC.

ADOPTED THIS 19th day of July 2018.

ATTEST:  

New Mexico Junior College Board Chairperson  
New Mexico Junior College Board Secretary
To: New Mexico Junior College Board Members
From: Dan Hardin
Date: July 6, 2017
RE: Expenditure and Revenue Reports for June

June is the last month of the 2017/2018 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. For this report the encumbrances are still included. The unrestricted expenditures for June 2018 are $1,735,505.00 with the year-to-date expenditures at $27,225,517.00. At the date of this report, not all of the expenditures for 2017/2018 have been posted. When this report was generated; there are several bills for June that will not be received until later on in July. Although, these are not the final numbers for current unrestricted funds, we project that about 69% of the total expenses for FY 18 will be spent on salaries and benefits.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty salaries</td>
<td>$5,140,796.00</td>
<td>29%</td>
</tr>
<tr>
<td>Professional salaries</td>
<td>$5,063,510.00</td>
<td>28%</td>
</tr>
<tr>
<td>Support salaries</td>
<td>$3,120,273.00</td>
<td>18%</td>
</tr>
<tr>
<td>Benefits</td>
<td>$4,567,801.00</td>
<td>25%</td>
</tr>
<tr>
<td>Total salaries &amp; benefits</td>
<td>$18,705,556.00</td>
<td>100%</td>
</tr>
</tbody>
</table>

Utility costs account for 4 percent of the unrestricted budget. The utility costs for FY 18 will be higher than $1,000,000.00 utility cost for FY17, but less than the $1,159,168.00 spent on utility cost for FY 16. The expected final FY 18 utility cost should be around $1,100,000.00 for the year.

In the restricted funds, the Grants remain on track for the year, with 48% of their budget spent to date. The restricted student aid is directly tied to the pell and loan awards. There are still a few expenditures that have not been posted for FY 18.

Plant funds expenditures in June was $37,423.00, with a year-to-date total of $12,393,592.00. Overall, the total expenses for June are $1,934,386.00 and the total expenditures year-to-date are $44,698,532.00.

The revenue report for June 2018 remains positive. Current unrestricted revenue for
the month of June was $4,017,673.00 with the year-to-date at $36,887,976.00. We still have three months of Oil and Gas production to post in the 2017/2018 fiscal year. Also, please note the property tax revenue totaling $1,575,923.00 posted in June, this brings the year-to-date for property tax revenue to $8,962,499.00. The revenue from restricted funds was $173,809.00 for the month. Total year-to-date restricted revenue is $5,085,888.00. Please remember most of the Grants do not end their fiscal year in June, so they continue with their budget year. We will have some remaining restricted student aid revenue to be drawn. The revenue received in the plant funds was from GOB funds drawn in for the Allied Health Building project and from LGIP interest. Total revenue for the month of June was $6,695,920.00 and the year-to-date revenue for unrestricted, restricted and plant funds is $46,205,348.00.

Oil and Gas and Oil and Gas Equipment revenue of $13,687,745.00 includes the accrual for April, May and June, at this time the College is $6,452,745.00 over the budget for Oil and Gas and Oil and Gas equipment revenue. The Oil & Gas revenue in excess of the accrual for April, May and June will be added to the revenue for 2017/2018. We expect that the final revenue for Oil and Gas and Oil and Gas equipment to be close to $16,000,000.00, which will be 8,700,000.00 over budget.

In the investment report you can see the month of June started with $11,593,127.00 in the LGIP funds and $3,000,000.00 in Lea County State Bank CDAR’s and additional $3,000,000.00 was added to the LGIP fund bringing the total at yearend to $14,593,127.00 There are $17,647,725.27 designated as capital projects.

The Business Office has been working with the auditors in preparing reports for the yearend and getting ready for the audit.

This is the Financial Report for June 2018.
# NEW MEXICO JUNIOR COLLEGE
## Expenditure Report
### June 2018

100% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2016-17 Final Budget</th>
<th>Year-to-Date Expended or Encumbered</th>
<th>Percentage of Budget Expended</th>
<th>2017-18 Current Budget</th>
<th>Expended or Encumbered</th>
<th>Expended or Encumbered</th>
<th>Percentage of Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>10,626,545</td>
<td>9,693,908</td>
<td>91%</td>
<td>10,166,487</td>
<td>740,052</td>
<td>9,301,989</td>
<td>91%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>2,766,521</td>
<td>2,699,375</td>
<td>98%</td>
<td>2,774,752</td>
<td>210,006</td>
<td>2,634,739</td>
<td>95%</td>
</tr>
<tr>
<td>Student Services</td>
<td>2,120,114</td>
<td>2,006,822</td>
<td>95%</td>
<td>2,077,878</td>
<td>158,588</td>
<td>1,917,562</td>
<td>92%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>5,384,221</td>
<td>4,657,060</td>
<td>86%</td>
<td>4,309,260</td>
<td>289,298</td>
<td>3,790,859</td>
<td>88%</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>3,751,144</td>
<td>3,702,585</td>
<td>99%</td>
<td>3,897,199</td>
<td>76,030</td>
<td>3,608,862</td>
<td>93%</td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>24,648,545</td>
<td>22,759,750</td>
<td>92%</td>
<td>23,225,576</td>
<td>1,473,974</td>
<td>21,253,651</td>
<td>92%</td>
</tr>
<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>1,199,186</td>
<td>32,458</td>
<td>974,455</td>
<td>81%</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>50,000</td>
<td>2,157</td>
<td>35,793</td>
<td>72%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>49,232</td>
<td>128,109</td>
<td>260%</td>
<td>156,534</td>
<td>7,312</td>
<td>151,264</td>
<td>97%</td>
</tr>
<tr>
<td>Student Aid</td>
<td>864,953</td>
<td>685,996</td>
<td>79%</td>
<td>668,551</td>
<td>(5,515)</td>
<td>503,146</td>
<td>75%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>2,792,782</td>
<td>2,781,840</td>
<td>100%</td>
<td>2,847,019</td>
<td>146,322</td>
<td>2,675,399</td>
<td>94%</td>
</tr>
<tr>
<td>Athletics</td>
<td>1,537,586</td>
<td>1,543,415</td>
<td>100%</td>
<td>1,692,115</td>
<td>78,797</td>
<td>1,631,809</td>
<td>96%</td>
</tr>
<tr>
<td>Total Current Unrestricted Fund</td>
<td>29,893,098</td>
<td>27,899,110</td>
<td>93%</td>
<td>29,838,981</td>
<td>1,735,505</td>
<td>27,225,517</td>
<td>91%</td>
</tr>
<tr>
<td>Grants</td>
<td>1,977,141</td>
<td>1,423,518</td>
<td>72%</td>
<td>1,977,141</td>
<td>157,547</td>
<td>939,358</td>
<td>48%</td>
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<tr>
<td>Student Aid</td>
<td>3,989,359</td>
<td>3,989,118</td>
<td>100%</td>
<td>3,989,359</td>
<td>3,911</td>
<td>4,140,065</td>
<td>104%</td>
</tr>
<tr>
<td>Total Current Restricted Fund</td>
<td>5,966,500</td>
<td>5,412,636</td>
<td>91%</td>
<td>5,966,500</td>
<td>161,458</td>
<td>5,079,423</td>
<td>85%</td>
</tr>
</tbody>
</table>

## PLANT FUNDS

<table>
<thead>
<tr>
<th>Fund</th>
<th>2016-17 Final Budget</th>
<th>Year-to-Date Expended or Encumbered</th>
<th>Percentage of Budget Expended</th>
<th>2017-18 Current Budget</th>
<th>Expended or Encumbered</th>
<th>Expended or Encumbered</th>
<th>Percentage of Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from Institutional Funds</td>
<td>11,519,140</td>
<td>10,079,965</td>
<td>88%</td>
<td>9,723,989</td>
<td>0</td>
<td>7,479,239</td>
<td>77%</td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>4,955,549</td>
<td>4,955,550</td>
<td>0%</td>
<td>3,960,000</td>
<td>0</td>
<td>3,690,499</td>
<td>93%</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>785,072</td>
<td>783,277</td>
<td>0%</td>
<td>596,058</td>
<td>26,134</td>
<td>583,885</td>
<td>98%</td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>1,886</td>
<td>41,364</td>
<td>1,445</td>
<td>0%</td>
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<tr>
<td>Projects from Private Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from State ER&amp;R</td>
<td>332,720</td>
<td>201,808</td>
<td>61%</td>
<td>332,720</td>
<td>0</td>
<td>104,130</td>
<td>31%</td>
</tr>
<tr>
<td>Projects from State BR&amp;R</td>
<td>597,281</td>
<td>261,525</td>
<td>44%</td>
<td>597,281</td>
<td>9,403</td>
<td>494,475</td>
<td>83%</td>
</tr>
<tr>
<td>Subtotal - Capital and BR&amp;R</td>
<td>18,189,762</td>
<td>16,282,125</td>
<td>90%</td>
<td>15,210,048</td>
<td>37,423</td>
<td>12,393,592</td>
<td>81%</td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>18,189,762</td>
<td>16,282,125</td>
<td>90%</td>
<td>15,210,048</td>
<td>37,423</td>
<td>12,393,592</td>
<td>81%</td>
</tr>
</tbody>
</table>

## GRAND TOTAL EXPENDITURES

<table>
<thead>
<tr>
<th>Fund</th>
<th>2016-17 Final Budget</th>
<th>Year-to-Date Expended or Encumbered</th>
<th>Percentage of Budget Expended</th>
<th>2017-18 Current Budget</th>
<th>Expended or Encumbered</th>
<th>Expended or Encumbered</th>
<th>Percentage of Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>54,049,360</td>
<td>49,593,871</td>
<td>92%</td>
<td>51,015,529</td>
<td>1,934,386</td>
<td>44,698,532</td>
<td>88%</td>
</tr>
</tbody>
</table>
## NEW MEXICO JUNIOR COLLEGE
### Revenue Report
#### June 2018

100% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2016-17 Final Budget</th>
<th>2016-17 Year-to-date Revenue</th>
<th>2016-17 Percentage of Budget of Received</th>
<th>2017-18 Budget</th>
<th>2017-18 Current Revenue</th>
<th>2017-18 Year-to-date Revenue</th>
<th>2017-18 Percentage of Budget of Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>3,700,960</td>
<td>3,921,634</td>
<td>106%</td>
<td>3,812,000</td>
<td>115,805</td>
<td>4,138,281</td>
<td>109%</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>5,683,280</td>
<td>5,759,516</td>
<td>101%</td>
<td>5,629,937</td>
<td>469,158</td>
<td>5,629,896</td>
<td>100%</td>
</tr>
<tr>
<td>Advalorem Taxes - Oil and Gas</td>
<td>10,155,000</td>
<td>10,092,778</td>
<td>99%</td>
<td>7,235,000</td>
<td>1,563,905</td>
<td>13,687,745</td>
<td>100%</td>
</tr>
<tr>
<td>Advalorem Taxes - Property</td>
<td>8,048,000</td>
<td>9,141,720</td>
<td>114%</td>
<td>7,700,000</td>
<td>1,575,923</td>
<td>8,962,499</td>
<td>116%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>15,000</td>
<td>8,195</td>
<td>5%</td>
<td>10,000</td>
<td>265</td>
<td>2,568</td>
<td>26%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>347,984</td>
<td>544,640</td>
<td>157%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>27,950,224</td>
<td>29,461,107</td>
<td>105%</td>
<td>24,683,475</td>
<td>3,775,410</td>
<td>32,932,229</td>
<td>133%</td>
</tr>
<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>400,000</td>
<td>100,000</td>
<td>400,000</td>
<td>100%</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Internal Service Departments</td>
<td>39,170</td>
<td>12,006</td>
<td>31%</td>
<td>12,500</td>
<td>1,645</td>
<td>9,614</td>
<td>77%</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>2,586,000</td>
<td>2,770,657</td>
<td>107%</td>
<td>3,031,391</td>
<td>102,604</td>
<td>3,087,849</td>
<td>102%</td>
</tr>
<tr>
<td>Athletics</td>
<td>477,300</td>
<td>461,040</td>
<td>97%</td>
<td>456,994</td>
<td>38,104</td>
<td>458,284</td>
<td>100%</td>
</tr>
<tr>
<td>Total Current Unrestricted</td>
<td>31,052,694</td>
<td>32,704,810</td>
<td>105%</td>
<td>28,584,360</td>
<td>4,017,673</td>
<td>36,887,976</td>
<td>129%</td>
</tr>
<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,977,141</td>
<td>1,481,127</td>
<td>75%</td>
<td>1,977,141</td>
<td>169,020</td>
<td>1,071,099</td>
<td>54%</td>
</tr>
<tr>
<td>Student Aid</td>
<td>3,989,359</td>
<td>3,981,523</td>
<td>100%</td>
<td>3,989,359</td>
<td>4,789</td>
<td>4,014,789</td>
<td>101%</td>
</tr>
<tr>
<td>Total Current Restricted</td>
<td>5,966,500</td>
<td>5,462,650</td>
<td>92%</td>
<td>5,966,500</td>
<td>173,809</td>
<td>5,085,888</td>
<td>85%</td>
</tr>
<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>4,955,549</td>
<td>4,955,549</td>
<td>0%</td>
<td>3,960,000</td>
<td>2,488,265</td>
<td>3,728,375</td>
<td>94%</td>
</tr>
<tr>
<td>Projects from State STB Funds</td>
<td>785,072</td>
<td>189,014</td>
<td>0%</td>
<td>596,058</td>
<td>0</td>
<td>409,941</td>
<td>69%</td>
</tr>
<tr>
<td>Projects from General Fund</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Projects from Private Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Interest Income (LGIP)</td>
<td>10,000</td>
<td>50,077</td>
<td>501%</td>
<td>25,000</td>
<td>16,173</td>
<td>93,168</td>
<td>373%</td>
</tr>
<tr>
<td>Total Plant Funds</td>
<td>5,750,621</td>
<td>5,194,640</td>
<td>90%</td>
<td>4,581,058</td>
<td>2,504,438</td>
<td>4,231,484</td>
<td>92%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>42,769,815</td>
<td>43,362,100</td>
<td>101%</td>
<td>39,131,918</td>
<td>6,695,920</td>
<td>46,205,348</td>
<td>118%</td>
</tr>
</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
June 2018

100% of Year Completed

<table>
<thead>
<tr>
<th>Month</th>
<th>Price per BBL</th>
<th>Lea County BBLs</th>
<th>Price per MCF</th>
<th>Lea County MCF</th>
<th>Monthly Revenue</th>
<th>Variance</th>
<th>Over (Under)</th>
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<td>Actual July</td>
<td>$41.11</td>
<td>7,043,447</td>
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<td>Accrual April</td>
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<td>Accrual May</td>
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<td>Accrual June</td>
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<td>465,000</td>
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Y.T.D. Production Tax Revenue 12,126,989 5,580,000 6,546,989

Y.T.D. Equipment Tax Revenue 1,560,756 1,655,000 (94,244)

Total Year-to-Date Oil & Gas and Equipment Tax Revenue 13,687,745 7,235,000 6,452,745

Source: New Mexico Taxation and Revenue Department
NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
June 2018

100% of Year Completed

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount Invested</th>
<th>Account Number</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
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<td>Plus deposits</td>
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<tr>
<td>Less withdrawals</td>
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<td>Total LGIP investments</td>
<td>14,593,127</td>
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<td>Lea County State Bank CDAR</td>
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Capital Project 6/30/2018

<table>
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<tr>
<th>Project</th>
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<tr>
<td>Vehicles</td>
<td>187,160.56</td>
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<tr>
<td>Campus Master Plan</td>
<td>60,000.00</td>
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<td>Technology Upgrade</td>
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<tr>
<td>Smart Classrooms</td>
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<td>JASI</td>
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<td>WHM South Gallery</td>
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<td>Rodeo Arena</td>
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<td>Luminis Software</td>
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<td>Landscaping</td>
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<td>Campus Construction</td>
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<td>Campus Security</td>
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<td>Luminis Software-Distance Learng</td>
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<td>Copier Replacement</td>
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<td>Warehouse/Cont Ed Remodel</td>
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<td>WHM Exhibits</td>
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<td>Mansur Hall Upgrades</td>
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<td>Track Upgrades</td>
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<td>Turf Replacement</td>
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<td>Total</td>
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NEW MEXICO JUNIOR COLLEGE  
Vice President for Finance

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (575)492-2770  
Fax: (575)492-2768

To: NMJC Board  
From: Dan Hardin  
RE: Track Upgrade  
Date: July 13, 2018

Board Members,

As the College was preparing for the Board budget work shop there were discussions about New Mexico Junior College submitting a bid to host the National NJCAA Outdoor Track Championship. It was not certain if the College would get a bid and there were three different years that the College might be able to host the event 2019, 2020, or 2021. At the April Board meeting, $600,000.00 was allocated in capital projects to be used for upgrades to host an event of this size. During April, as you know the College was awarded the May 2019 National NJCAA Outdoor Championship. In accepting the bid to host the May 2019 National Outdoor Track & Field Championships, the College agreed to increasing the bleacher capacity, lighting the track and field event area, provide a scoreboard, have adequate restrooms & concessions, and add an additional Javelin throwing lane. During May and June in-depth research was done to look at the cost of doubling the bleacher capacity, adding lights to the track, adding the restrooms and concession facilities, the cost of a scoreboard, and adding a javelin throwing lane and it became evident that $600,000.00 was not adequate funding to accomplish all of these improvements.

The administration is asking for your approval to move an additional $1,000,000.00 to track upgrades and your approval to move forward with doubling the bleacher capacity, adding lighting to the track and field event area, purchasing a scoreboard, remodeling the existing track building to add restrooms and a concession area, add a javelin throwing land, and add a storage building for track equipment that is currently in the track building.

This project will require HED approval and the next capital projects committee meeting is in September.

Respectfully,

Dan Hardin
NEW MEXICO JUNIOR COLLEGE

Request for Proposal # 119

Purchase of Furniture for Allied Health Building

BOARD DOCUMENTS

Date:  July 16, 2018
Prepared by:  JoeMike Gomez
Coordinator of Purchasing
1. On June 13, 2018, a legal notice was sent to the following newspaper requesting sealed proposals for the Purchase of Furniture for the Allied Health Building.
   1) Albuquerque Journal
   2) Hobbs News-Sun

2. On June 15, 2018, proposal packets were sent to seven (7) potential bidders.

3. Four (4) vendors submitted a proposal within the time frame specified by the proposal package and all met the criteria to have their proposal evaluated.

4. The Business Office and Dekker, Perich, Sabatini Design have evaluated the proposals and the recommendation for RFP #119 is shown on Page 2.
All four proposals are in compliance with the RFP requirements and are valid submissions. Below is a summary of who submitted and their total proposed price.

Business Environments - $258,994.06
Contract Associates - $249,228.35
Goodmans - $255,985.52
Workspace Dynamics - $244,253.12

Recommendation

The Business Office and Evaluation Committee recommends acceptance of the proposal received from Workspace Dynamics in the amount of $244,253.12.

Source of Funding: Allied Health Building -- 2018/2019

Fund: 92525
Budget: $244,253.12
GENERAL INSTRUCTIONS

Part 1 - General Requirements:

1. General Information
   a. Project Address:
      New Mexico Junior College New Allied Health Building
      5317 N Lovington Highway, Hobbs, NM 88240
   
   b. Dekker/Perich/Sabatini, for New Mexico Junior College, is requesting a proposal to
      provide all products and installation for furnishings as specified in this package.
   
   c. Vendor shall provide a proposal for all items in these specifications, per the General
      Instructions, the code sheets in Part 2, and the furniture plan(s). Vendor is responsible for
      verifying quantities of items per the plans. Electronic drawings are available upon
      request.
   
   d. The Request for Proposal (RFP) is available to vendors with freestanding and systems
      furnishings and/or to vendors requested by the owner.
   
   e. The owner may reject any or all proposals that do not meet the criteria set forth by these
      General Instructions and Product Specifications.
   
   f. The owner reserves the right to accept any proposal or to reject any and all proposals.
      Additionally, they reserve the right to negotiate contract terms with various vendors when
      it is deemed by the owner to be in their best interest.
   
   g. Vendor shall coordinate their work with other critical construction operations through
      Dekker/Perich/Sabatini and the general contractor, HB Construction. This shall include
      coordinating locations of wall receptacles and other services during construction so as to
      avoid conflicts with furnishings.
   
   h. Vendor is responsible for field verifying all dimensions as they relate to furnishings before
      order placement.
   
   i. Vendor shall perform all work in strict compliance with applicable provision of prevailing
      Local, State and Federal codes and ordinances, including appropriate license laws.
   
   j. All products and related components (including fabric) of the furniture shall be available
      for future ordering and purchase for a period not less than five (5) years after the date of
      contract completion regardless if product or component has been cancelled from the
      manufacturers' standard running product line.
   
   k. Vendor will honor all manufacturers' warranties. Warranties to match specified items and
      be no less than (10) years on all products, unless noted otherwise in specifications.
   
   l. The RFP/RFB includes 5% preference for New Mexico Businesses.
   
   m. All correspondence to go through:
      Megan Holubiak
      Dekker/Perich/Sabatini
      7601 Jefferson NE, Suite 100
      Albuquerque, NM 87109
      Email Address: meganh@dpsdesign.org
2. Schedule
   a. Proposals will be received no later than (3 PM) on July 11, 2018
   
b. Schedule below is subject to change. Vendor will be responsible for coordinating schedule with general contractor.
      Proposal Issued: JUNE 15, 2018
      Deadline to submit written questions: JULY 3, 2018
      Proposals Due: JULY 11, 2018
      Furniture Installation: NOVEMBER 1, 2018
      Furniture Installation Completion: NOVEMBER 15, 2018

3. Substitutions
   a. Specifications detail items to be used as a Basis-of-Design. Vendor to submit specified products if possible. If it is not possible to submit a specified product, vendor to submit product deemed as equal to specified product along with justification for equal product. Finishes must match specified products. If submitting a substitution, please include requirements as detailed under submittal section in Proposal Response Format.
   
b. The acceptance of each "equal" product is entirely at the discretion of the designer and the owner, and will be evaluated on the basis of structural strength, durability, finish, availability of parts for maintenance and repair, and adherence to the design intent of the project. It must be equal in the arrangement of plan/ layout.
   
c. Vendor assumes responsibility for, and waives all claims for, additional costs which may subsequently become apparent upon acceptance of the substitution.
   
d. New Mexico Junior College has standardized Hon Valido for all private office casegoods. No substitutions for will be considered.

4. Pricing
   a. Provide the most competitive price available. This may include, but is not limited to providing pricing for products on purchasing contracts applicable to owner.
   
b. Owner may choose to value engineer any portion(s) of the package after award, pending the total proposal amount. This may include fabric changes or product deletions as deemed necessary.

5. Installation
   a. Provide installation for all furniture included in this proposal.
   
b. Vendor(s) shall verify installation details (i.e. shelf heights, dimensioning of placing elements in room) with the owner and Dekker/Perich/Sabatini prior to finalizing installation plans.
   
c. Installation shall be performed by qualified and factory authorized personnel, with consistent level of quality and attention to detail throughout the installation. All work shall be executed in accordance to factory directive.
   
d. Vendor shall coordinate and schedule the installation directly through Dekker/Perich/Sabatini.
   
e. A schedule of installation dates by product manufacturer shall be provided after all orders have been submitted and ship dates acknowledged.
      i. Quantities of direct ship trucks (if any).
      ii. Vendor to schedule truck deliveries with Dr. Charley Carroll, Director of Physical Plant, 575-492-2680.
f. Vendor shall protect existing building finishes throughout course of installation. The repair of any building damages caused by the vendor during the installation will be the responsibility of the vendor.

g. Vendor shall remove all debris from premises upon completion of work each day. Debris to be recycled according to LEED requirements of the project included herein. The vendor is responsible for wiping down all surfaces and cleaning the project area before the final punch is performed.

h. Vendor(s) providing modular furniture systems shall order power entry base feed modules on a separate order and shall deliver these items to the contractor prior to completion of the construction phase for the general contractor to hardwire to the in-floor power sources.

i. Punch list walk-through shall be conducted at completion of the installation and shall be scheduled with the owner and Dekker/Perich/Sabatini in advance.
   i. Missing and warranty items must be addressed and ordered at the completion of each punch list issued.

6. Vendor Requirements
   a. Vendor to possess the necessary equipment, financial resources, technical resources, management, professional and craft personnel resources and other required capabilities to successfully perform the contract.

   b. Vendor to have successfully completed (3) projects of similar scope and complexity in previous (2) years and be able to provide references.

   c. Vendor is required to have proof of general liability insurance.

7. Proposal Response Format
   a. Package shall be submitted electronically. Forward document organized as follows:
      i. Cover Letter
      ii. Acknowledgement form
      iii. Proposal Form
      iv. Detailed Pricing - Please provide detailed pricing organized by code number per the specification sheets. Pricing not organized by code number will not be reviewed. Please provide a total cost per item (along with component costs as necessary) for each code number, as well as extended pricing with quantities.
      v. Submittals:
         1. Renderings and plan views for all proposed workstation groups and desk units.
         2. If providing substitution(s) or product(s) not explicitly specified:
             a. Warranty information
             b. Construction/ durability information
             c. Images, renderings and/or cut sheets illustrating item to be considered
             d. Finish samples for any finishes that are not an exact match to what was specified for review
         3. Notification of any fabrics that are not "graded-in" to product line and/or not tested and approved on specified product
         4. Proposed installation schedule
         5. Warranties for all furniture included in proposal
         6. Proof of vendor qualifications:
             a. List of similar projects with references
             b. Proof of general liability
Part 2- Product Requirements:

1. **General**
   a. All items to be ANSI/BIFMA tested for their product category.

   b. All systems furniture, seating and associated storage units to be Greenguard or SCS certified to comply with LEED 2009 Low Emitting Materials- Systems Furniture and Seating requirements.

2. **Desk and Workstation Components**
   a. All units shall be of the dimensions indicated (within 2") on the attached typical code sheet drawings. Vendor is responsible for confirming overall dimensions to confirm product will fit in space and allow for all required code clearances prior to installation.

   b. **Work surfaces**:
      i. All work surfaces must be a minimum thickness of 1 3/16" with 3 mm square profile PVC edge.
      ii. All work surfaces shall be available in modular sizes to accomplish the designed units. Curved or diagonal conditions are acceptable on corner workstations. All edges shall be consistent throughout and shall be available in finishes matching the laminate finishes of the surface.
      iii. All work surfaces shall have grommets or other pathways to feed cords to the power source. Each work surface shall include a wire management trough below the surface where not obstructed by under surface storage.
      iv. All wood grain laminate to run in the same direction on all pieces when installed.

   c. All overhead closed storage units shall be wall mounted, have a minimum interior clear height of 13" and shall include two shelf dividers per 36"x48" shelf, shall be locking, and shall be capable of supporting a minimum of three (3) lbs. per linear inch without additional support from the floor. Doors shall be sliding or hinged, as indicated, but must not interfere with top surface of overhead when open.

   d. All exposed metal shall be extruded aluminum or have baked enamel finish.

   e. Vendor shall verify left or right handed versions of each typical desk and workstation provided in code sheets per plan.

   f. All electrical items shall be UL listed.

3. **Storage**
   a. All storage units shall be locking. All components within an office or workstation to be keyed alike. Coordinate keying with owner prior to order.
      i. Provide (2) sets of master keys.

   b. All file drawers shall include hardware to accommodate legal and letter size files, shall be of one piece frame construction, have leveling glides, and shall be locking. Files shall feature compressors, dividers, and labeling system as available option.

   c. All drawer/door pulls of storage components shall be consistent throughout project.

4. **Glides and Casters**
   a. Vendor is responsible for providing the appropriate casters or glides for the flooring where each item is located. Specified flooring type and locations can be found on finish plans, included in this package for reference only.

5. **Fabrics and Finishes**
   a. All fabrics to be "graded-in." If a specified fabric is not available as a "graded-in" fabric, vendor must include notification within the submittal portion of their package.
b. Vendor is responsible for verifying that all fabrics are approved for specified use by manufacturer prior to order.

c. All finishes to match specified finishes. If product substitutions are submitted, vendor to include samples indicating accuracy of match to specified finishes.

6. Code Sheets
   a. Product requirements for individual items provided in the following section.

7. Attachments
   b. Furniture Specifications
   c. Coded Furniture Plan
   d. Architectural Finish Floor Plan
   e. Architectural Finish Legend
Basis of Design: Cumberland

Item Description: Thick and Thin Straight-back

Dimensions: Custom length 138"x 28"D

Features: Thin seat back, powered with (2) receptacles, ganging brackets

Finishes:
- Back: Maharam Taper- Lightning
- Seat: Momentum Canter- Nimbus
- Legs: Satin stainless
- Frame: Sand on Oak

Note: Dealer responsible for coordinating glide type with floor type
<table>
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<tr>
<th>Specification</th>
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<tr>
<td><strong>BASIS OF DESIGN:</strong></td>
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<tr>
<td><strong>ITEM DESCRIPTION:</strong></td>
</tr>
<tr>
<td><strong>DIMENSIONS:</strong></td>
</tr>
<tr>
<td><strong>FEATURES:</strong></td>
</tr>
<tr>
<td><strong>FINISHES:</strong></td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
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</table>

Vinyl fabric
BASIS OF DESIGN: Sit On It

ITEM DESCRIPTION: Wit Chair

FEATURES: Fully adjustable, high back

FINISHES: FRAME/CASTERS: Black
SEAT: Knoll Journey-Forecast
BACK: Thintex-Nickel

NOTE: Dealer responsible for coordinating caster type with floor type
**BASIS OF DESIGN:**
Nightingale

**ITEM DESCRIPTION:**
EC6 Series Chair

**FEATURES:**
High back, fully upholstered, closed arm, adjustable seat height

**FINISHES:**
UPHOLSTERY: Ultrafabrics Brisa Ash 533-5802
BASE: Aluminum

**NOTE:**
Dealer responsible for coordinating caster type with floor type
GUEST CHAIR

SPECIFICATION

Basis of Design: Sit On It

Item Description: Inflex Chair

Dimensions: 33.5"H, 22" x 21.5", 18" seat height

Features: 4 legs, arms

Finishes:
BASE: Silver
SHELL: Slate

UPHOLSTERY: Sit On It Horizon - Blue Yonder

Note: Dealer responsible for coordinating glide type with floor type

C03
**GUEST CHAIR**

**BASIS OF DESIGN:** Sit On It

**ITEM DESCRIPTION:** Inflex Chair

**DIMENSIONS:** 33.5"H, 22"x 21.5", 18" seat height

**FEATURES:** 4 legs with casters, armless

**FINISHES:**
- BASE: Silver
- SHELL: Slate

**UPHOLSTERY:** Sit On It Horizon - Blue Yonder

**NOTE:** Dealer responsible for coordinating glide type with floor type
**BASIS OF DESIGN:**
Encore

**ITEM DESCRIPTION:**
Chirp Chair

**DIMENSIONS:**
18" seat height

**FEATURES:**
Sled base, upholstered seat

**FINISHES:**
BASE: Metallic silver

**UPHOLSTERY:** Maharam Highfield – 724

**NOTE:**
Dealer responsible for coordinating caster type with floor type
BREAK CHAIR

BASIS OF DESIGN: Encore
ITEM DESCRIPTION: Chirp Chair
DIMENSIONS: 18" seat height
FEATURES: Sled base, upholstered seat
FINISHES: BASE: Metallic silver
UPHOLSTERY: Maharam Messenger- Lumine
NOTE: Dealer responsible for coordinating caster type with floor type
STOOL BAR

BASIS OF DESIGN: Stylex
ITEM DESCRIPTION: Verve Bar Stool
DIMENSIONS: 31" seat height
FEATURES: 4 leg, upholstered seat pad
FINISHES: SHELL/LEG: Light grey
UPHOLSTERY: Designtex Prime- Navy

NOTE: Dealer responsible for coordinating caster type with floor type
**STOOL COUNTER**

**Basis of Design:** Stylex  
**Item Description:** Verve Counter Stool  
**Dimensions:** 26" seat height  
**Features:** 4 leg, upholstered seat pad  
**Finishes:**  
- SHELL/LEGS: Light grey  
- UPHOLSTERY: Designtex Prime- Navy  

**Note:** Dealer responsible for coordinating caster type with floor type.
BASIS OF DESIGN:
ITEM DESCRIPTION:
DIMENSIONS:
FEATURES:
FINISHES:
NOTE:
LOUNGE CHAIR

Basis of Design: Encore

Item Description: Cilpse Chair

Dimensions: 32"W x 29"D x 29.5"H

If substituting, confirm product will fit in configuration shown on Coded Furniture Plan

Features: 4 legs

Finishes: LEGS: Polished chrome

UPHOLSTERY: DesignTex Rove - Glacier
LOUNGE SOFA

BASIS OF DESIGN: Encore

ITEM DESCRIPTION: Clipse Sofa

DIMENSIONS: 49.5"L x 28"D

If substituting, confirm product will fit in configuration shown on Coded Furniture Plan

FEATURES: 4 legs

FINISHES:
- LEGS: Polished chrome
- SEAT: Designtex Prime- Carbon
- BACK AND ARMS: Knoll Wt- Fresco
LOUNGE CHAIR

BASIS OF DESIGN: Allermuir

ITEM DESCRIPTION: Open lounge chair on a 4 star swivel base

DIMENSIONS: 30.25"H x 30.75"W x 33.75"D

If substituting, confirm product will fit in configuration shown on Coded Furniture Plan

FINISHES:

BASE: Polished Aluminum

UPHOLSTERY: Camira Blazer - Aberlour CUZ1J; Momentum Silica - Lemon

ACCENT: Silver metal
LOUNGE CHAIR

Specification

**BASIS OF DESIGN:** Izzy+

**ITEM DESCRIPTION:** Peyton Guest

**DIMENSIONS:** 22.5" x 26"

If substituting, confirm product will fit in configuration shown on Coded Furniture Plan

**FINISHES:**

- ARMS: Ash veneer
- UPHOLSTERY: Momentum Hue - Night
- FRAME: Silver metal
**FACULTY DESK**

**Basis of Design:** Hon

**Item Description:** Valido

**Finishes:**

- **Top:** Wilsonart Phantom Ecru laminate
- **Edge:** To match top
- **Metal:** Platinum Metallic
- **Pulls/Trim:** From manufacturer's standard line

**Notes:** Vendor responsible for determining handedness per plans. Product to match D02, D03, W501. NMJC has standardized on Hon Valido for faculty office casegoods. No substitutions will be considered.
**Basis of Design:** Hon

**Item Description:** Valido

**Finishes:**
- **Top:** Wilsonart Phantom Ecru laminate
- **Edge:** To match top
- **Metal:** Platinum Metallic
- **Pulls/Trim:** From manufacturer's standard line

**Notes:**
Vendor responsible for determining handedness per plans. Product to match D02, D03, W501. NMJC has standardized on Hon Valido for faculty office casegoods. No substitutions will be considered.
**ADMINISTRATOR’S DESK**

**BASIS OF DESIGN:** Hon

**ITEM DESCRIPTION:** Valido

**FINISHES:**
- TOP: Wilsonart Phantom Ecru laminate
- EDGE: To match top
- METAL: Platinum Metallic
- PULLS/TRIM: From manufacturer’s standard line

**NOTES:** Vendor responsible for determining handedness per plans. Product to match D01, D03, WS01. NMJC has standardized on Hon Valido for faculty office casework. No substitutions will be considered.

Items in gray found on separate sheets

- **A** Wood grain laminate worksurface, fixed height, self supported, allow for knee clearance with modesty panel
- **B** Metal pedestal with box/box/file
- **C** Pencil tray
- **D** Metal pedestal with file/file
- **E** Full-height bookshelf

Top  Edge  Metal
DIRECTOR'S DESK

BASIS OF DESIGN: Hon

ITEM DESCRIPTION: Valido

FINISHES:

TOP: Wilsonart Phantom Ecru laminate

EDGE: To match top

METAL: Platinum Metallic

PULLS/TRIM: From manufacturer's standard line

NOTES: Vendor responsible for determining handedness per plans. Product to match D01, D02, WSO1. NMJC has standardized on Hon Valido for faculty office casegoods. No substitutions will be considered.
BASIS OF DESIGN: ECA

ITEM DESCRIPTION: Isle Collaborative Power Tower

DIMENSIONS: 25.5"H, 18"L x 18"D

FEATURES: Mobile, 9 power receptacles

FINISH: METAL: Silver Pearl powder coat
BASIS OF DESIGN: Safco

ITEM DESCRIPTION: Heavy-Duty Industrial Steel Shelving

DIMENSIONS: 85"H, 36"L x 12"D

FEATURES: 6 shelves, 1250 lb. load per shelf

FINISH: METAL: Steel

NOTES: Installer to attach to wall
**BASIS OF DESIGN:**
Safco

**ITEM DESCRIPTION:**
Heavy-Duty Industrial Steel Shelving

**DIMENSIONS:**
85"H, 36"L x 24"D

**FEATURES:**
6 shelves, 1250 lb. load per shelf

**FINISH:**
METAL: Steel

**NOTES:**
Installer to attach to wall
BASIS OF DESIGN: Great Openings

ITEM DESCRIPTION: Laminate Locker Units, 2 wide

DIMENSIONS: 50.5"H, 24"L x 18"D

FEATURES: Full pull

FINISH: LAMINATE: Nevamar- Honey Plantain; Pionite- Indigo Blue; Wilsonart- Designer White, Slate Gray

NOTES: Laminate colors to be randomly and evenly distributed across full span of locker units

Dealer to suggest combination lock option with single master key
BASIS OF DESIGN: Great Openings

ITEM DESCRIPTION: Laminate Locker Units, 1 wide

DIMENSIONS: 50.5"H, 12"L x 18"D

FEATURES: Full pull

FINISH: LAMINATE: Nevamar- Honey Plantain; Pionite- Indigo Blue; Wilsonart- Designer White, Slate Gray

NOTES: Laminate colors to be randomly and evenly distributed across full span of locker units

Dealer to suggest combination lock option with single master key
**Specification**

**BASIS OF DESIGN:** Laminate top and side

**ITEM DESCRIPTION:** Continuous laminate top to cover lockers and filler side panels to fill alcove

**DIMENSIONS:** Overall opening is 20.25"L x 18"D, 50 3/8"H

**FINISH:** LAMINATE: Wilsonart- Slate Grey

**NOTE:** To match S02A
CLASSROOM TABLE

BASIS OF DESIGN: KI

ITEM DESCRIPTION: Pirouette Table- powered with modesty panel

DIMENSIONS: 72"L x 24"D, 29"H

FINISH: TOP: Frosty White
BASE: Starlight Silver Metallic, X base

FEATURES: Include grommet with (2) power outlets per table, centered, and wire management undertable
Include modesty panel and locking casters

NOTES: Dealer responsible for coordinating caster type with floor type
BASIS OF DESIGN: KI
ITEM DESCRIPTION: Pirouette Table
DIMENSIONS: 60”L x 24”D, 29”H
FINISH: TOP: Frosty White
BASE: Starlight Silver Metallic, T base
FEATURES: Include locking casters
NOTES: Dealer responsible for coordinating caster type with floor type
**CONFERECE TABLE T03**

**Top, edge, and base**

**Specification**

**BASIS OF DESIGN:** Nevins

**ITEM DESCRIPTION:** Aven Table- powered

**DIMENSIONS:** 60"D X 240"L, 29"H

**FEATURES:** Laminate loop legs and top, centered power grommet with 4 power outlets

**FINISH:** LAMINATE: Wilsonart Beigewood

**EDGE:** Knife, finish to match top

**NOTE:** Grommet in center, (4) power, black
**BASIS OF DESIGN:** ERG

**ITEM DESCRIPTION:** Aspen Conference Table with Almost Rectangle Top - powered

**FEATURES:** Centered power grommet with 4 power outlets

**DIMENSIONS:** 30"H X 42"W X 96"L

**FINISH:**
- TOP: Selected from manufacturer's Grade 2 HPL
- EDGE: To match top
- BASE: Selected from manufacturer's powdercoated metal
**BASIS OF DESIGN:** ERG

**ITEM DESCRIPTION:** Aspen Conference Table with Almost Rectangle Top

**FEATURES:**

**DIMENSIONS:** 30"H X 42"W X 96"L

**FINISH:**

- TOP: Selected from manufacturer's Grade 2 HPL
- EDGE: To match top
- BASE: Selected from manufacturer's powdercoated metal
BASIS OF DESIGN: KI

ITEM DESCRIPTION: Portico

DIMENSIONS: 29"H, 36"x 36"

FINISHES: TOP: Frosty White
          EDGE: 2mm PVC, to match top
          BASE: Starlight Silver Metallic, X base
DIRECTOR'S TABLE

SPECIFICATION

BASIS OF DESIGN: Hon

ITEM DESCRIPTION: Arrange Square Table Top and Seated Height X-base

DIMENSIONS: 29"H, 36"x 36"

FINISHES: TOP/EDGE: Match D02

BASE: Platinum Metallic, X base

NOTE: Base and top sold separately.
**Specification**

**Basis of Design:**
KI

**Item Description:**
Portico

**Dimensions:**
42"H, 36"x 36"

**Finishes:**
TOP: Frosty White
EDGE: 2mm PVC, to match top
BASE: Starlight Silver Metallic, X base
BASIS OF DESIGN: KI
ITEM DESCRIPTION: Portico
DIMENSIONS: 42" H, 30" x 30"
FINISHES:
TOP: Frosty White
EDGE: 2mm PVC, to match top
BASE: Starlight Silver Metallic, X base
**OCCASIONAL TABLE**

**Specification**

**Basis of Design:** Allermuir

**Item Description:** Conic Occasional Table

**Dimensions:** 16"H, 21"x 21"

**Finish:**
- Top: Formica Natural Ash
- Base: Silver
OCCASIONAL TABLE

BASIS OF DESIGN: Allermuir
ITEM DESCRIPTION: Conic Occasional Table
DIMENSIONS: 12"H, 41"x 28"
FINISH: TOP: Formica Natural Ash
BASE: Silver
MEETING TABLE

Specification

BASIS OF DESIGN: KI
ITEM DESCRIPTION: Portico-powered
DIMENSIONS: 29"H, 36"x72"
FEATURES: Centered power grommet with 4 power outlets
FINISHES:
- TOP: Frosty White
- EDGE: 2mm PVC, to match top
- BASE: Starlight Silver Metallic, T Base
**BASIS OF DESIGN:**
Egan Versa Pro-G Wallcovering

**ITEM DESCRIPTION:**
Whiteboard Wallcovering

**FEATURES:**
48"H roll installed with adhesive

**NOTES:**
Comply with manufacturer's recommendations for installation
Include aluminum trim at outer edges
To be installed in a continuous horizontal band corner to corner where indicated, at 36" above finished floor
**NURSE STATION**

- **A**: Wood grain laminate worksurface, fixed height, self supported, allow for knee clearance
- **B**: Metal pedestal with box/box/file
- **C**: Transaction top, 72" long
- **D**: 36" high panels

**BASIS OF DESIGN:**
Hon

**ITEM DESCRIPTION:**
Laminate Casegoods

**FINISHES:**
- TRANSACTION TOP: Wilsonart Frosty White laminate
- WORKSURFACE TOP/EDGE: Wilsonart Phantom Ecru laminate
- PANEL: Wilsonart Phantom Ecru laminate
- METAL: Starlight Silver Metallic
- PULLS/TRIM: From manufacturer's standard line

**NOTES:**
Vendor responsible for determining handedness per plans. Product to match D01, D02, D03.
BASIS OF DESIGN: Intensa

ITEM DESCRIPTION: Pulse Wallmounted Laptop Station

DIMENSIONS: 20"H, 20" x 3"

FINISHES: LAMINATE: White

NOTES: To be mounted on wall at height per manufacturer’s recommendation
BASIS OF DESIGN: Omnimed Table Top Storage Rack

ITEM DESCRIPTION: 8 Capacity Storage Rack T9F8642955

FINISHES: Stainless Steel

NOTES:
Addendum

Addendum No.: 001
Date: 6/25/18

Project: New Mexico Junior College Allied Health Furniture Bid
Project No.: 15-0103

From: Dekker/Perich/Sabatini
7601 Jefferson St. NE, Suite 100
Albuquerque, NM 87109

To: All Prospective Bidders

This Addendum forms a part of the Furniture Bid Documents and modifies the Furniture Bid Documents issued by Dekker/Perich/Sabatini (D/P/S) and dated 06/15/2018. Acknowledge receipt of this Addendum on the Bid Acknowledgment Form. Failure to do so may subject the Bidder to disqualification. All other provisions of the Bid Documents shall remain unchanged. This Addendum contains a total of four 8½”x11” pages and one 30”x42” sheet.

1. Question
Are T01 and T02 intended to be nesting or flip-top?

Answer
No, these do not need to be nesting or flip-top.

2. Question:
Are Encore Cielo Occasional Tables an acceptable alternate for T09 and T10?

Answer:
As long as finishes can be matched, yes, this product is acceptable.

3. Question:
Please verify C11 quantities.

Answer:
Reference revised IF101 Coded Furniture Plan, attached.

4. Question:
Unable to locate blocks for C12 on the floor plan. Please verify C12 quantities.

Answer:
Reference revised IF101 Coded Furniture Plan, attached.

5. Question:
Is tag number T04A and block T04 the same product? Unable to locate blocks for T04B on the floor plan.

Answer:
Reference revised IF101 Coded Furniture Plan, attached.

6. Question:
For D02 and D03, are the spec sheets switched from the drawings?

Answer:
They were inadvertently switched. IF101 has been revised, please see attached.

7. Question:
It says to include an Acknowledgement Form in the Response but I have not received one.
Answer:
See attached for both an Acknowledgement Form and a Proposal Form.

8. Question:
Is NMJC the bill to/ship to on the order? Are they the entity purchasing?

Answer:
Yes

9. Question:
Do you need letters regarding the 5 year access to the products/finishes or can we do a statement in our proposal?

Answer:
A statement in your proposal is sufficient.

10. Question:
Do you need an actual proposal too or are the forms all you need?

Answer:
Responses that include all of the items listed in the Proposal Response Format section of the RFP will be considered.

11. Question:
Izzy is no longer honoring orders for their product. Is there an acceptable alternate for those specified products?

Answer:
A substitution for that specification will be forthcoming.

All other provisions of the Contract Documents shall remain unchanged. This addendum is hereby made a part of the Contract Documents to the same extent as those provisions contained in the original documents and all itemized listings thereof.

End of Addendum
New Mexico Junior College - Allied Health Furniture
Acknowledgement Form

Please respond to the following items and include this form with your quote

<table>
<thead>
<tr>
<th></th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have received the drawings and specifications for the project.</td>
<td></td>
</tr>
<tr>
<td>I have received all addendums issued for the project.</td>
<td>Addendum #</td>
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<td>Addendum #</td>
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<td>Addendum #</td>
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<tr>
<td>I have read and agree to the General Information.</td>
<td></td>
</tr>
<tr>
<td>I have confirmed all quantities of items based on the coded furniture plans.</td>
<td></td>
</tr>
<tr>
<td>I have provided all necessary information listed under Quote Response Format in the General Information. I understand that if the quote is not submitted in the required format, it may be deemed non-responsive.</td>
<td></td>
</tr>
<tr>
<td>I have reviewed the schedule with the manufacturer(s) and commit to meet the schedule.</td>
<td></td>
</tr>
</tbody>
</table>

Accepted

By (Name)

For (Company name)                           Date
<table>
<thead>
<tr>
<th>Proposal Alternate</th>
<th>(cost in addition to the overall bid lot price above)</th>
<th>$</th>
</tr>
</thead>
</table>

**Signature**

**Date**

**Printed Name**

**Company**