

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:

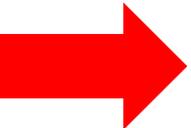
- › The demonstration sites are available with “read only” access. Users will not be able to edit any text or files, or add additional users.
- › Although users are free to take notes about how the sites are organized, please respect the intellectual property of the institutions that have volunteered 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.

Related Policies and Procedures

- › [Assurance Review](#)
- › [Systems Portfolio and Appraisal](#)
- › [Comprehensive Evaluation](#)
- › [Standard Pathway](#)
- › [AQIP Pathway](#)
- › [Open Pathway](#)
- › [Criteria for](#)

The password for all demonstration sites is **accreditation**.

Institution	Username
Blue Ridge Community and Technical College <i>Standard Pathway</i>	hlc.guest1@gmail.com
Marian University <i>Open Pathway</i>	hlc.guest2@gmail.com
Marshall University <i>Open Pathway</i>	hlc.guest3@gmail.com
New Mexico Junior College <i>Open Pathway</i>	hlc.guest4@gmail.com
Ohio Christian University <i>Standard Pathway</i>	hlc.guest5@gmail.com
Tohono O'odham Community College <i>Standard Pathway</i>	hlc.guest6@gmail.com



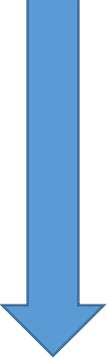
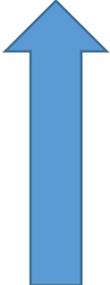
- > [Training and System Details](#)
- > [User Manual](#) 
- > [Frequently Asked Questions](#)

Questions?

[Contact HLC](#)

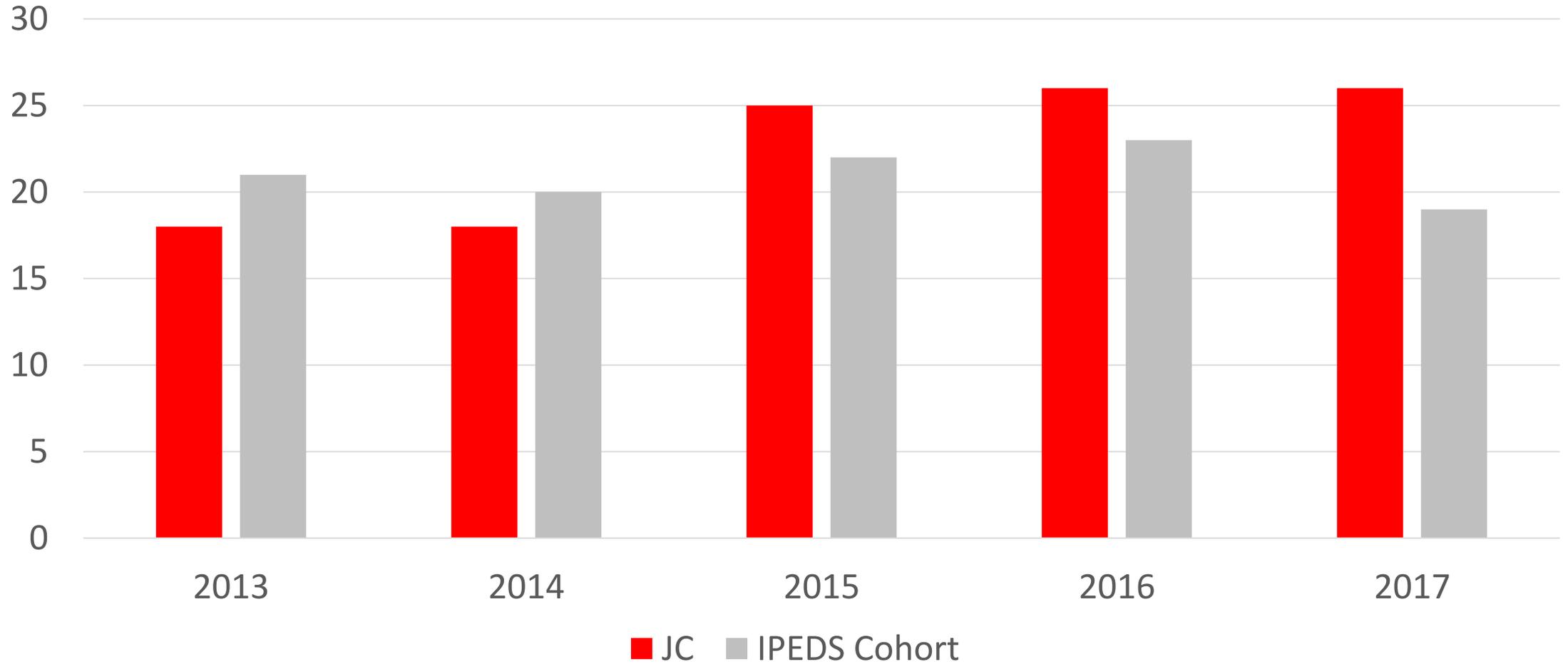
Slide 3

NMJC Credit Hour Enrollment

	Annual SCH	Fall SCH	Fall HDCT	SCH/Stu.	WTI PPB
2013-14	56,717	24,767	3,119	7.9	 
2014-15	54,240	25,469	3,329	7.7	
2015-16	54,387	24,760	3,022	8.2	
2016-17	54,729	25,566	2,678	9.5	
2017-18	51,224	24,076	2,459	9.8	

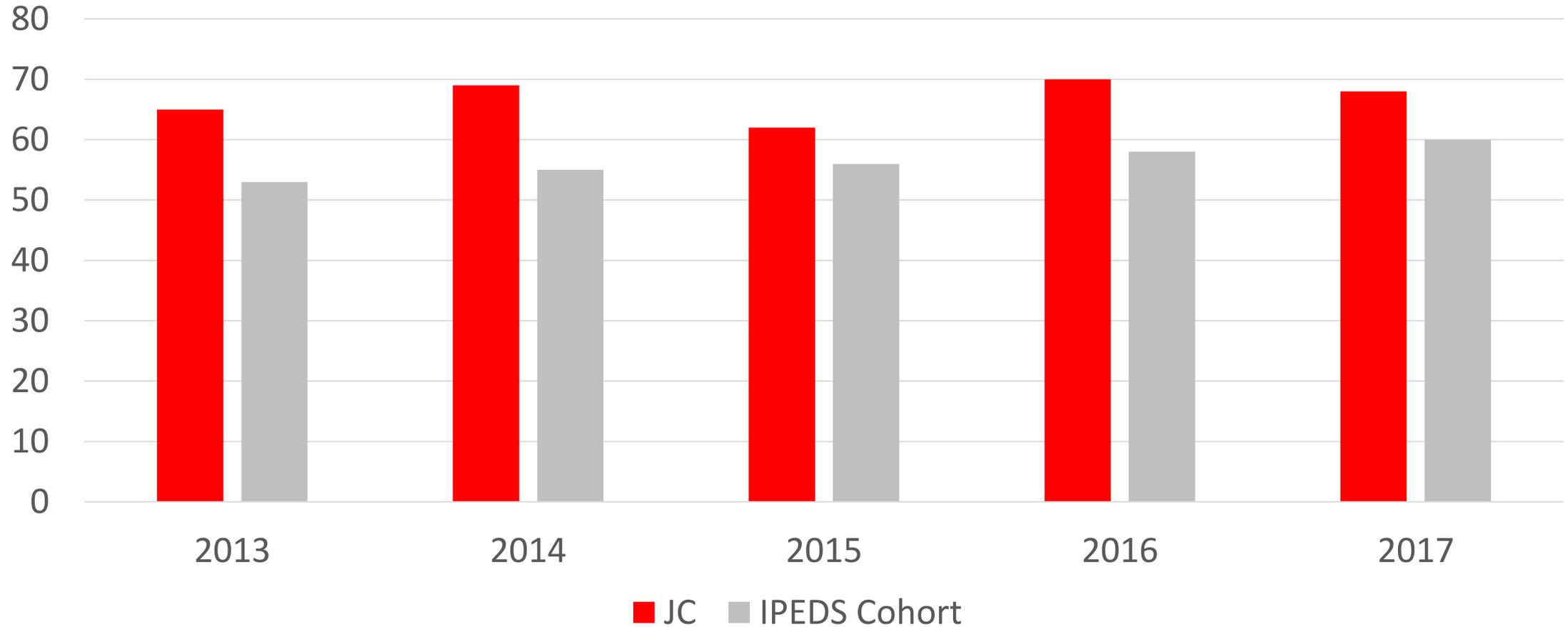
NMJC Overall Graduation Rate

Source: IPEDS Reporting and IPEDS Cohort



NMJC Retention Rate: Fulltime Students

Source IPEDS Reporting and IPEDS Cohort



NMJC and NM Public Education:

A partnership for students

For example,

in 2016, 473 students graduated from Hobbs High School –

Hobbs High Graduates in 2016	473
Enrolled in College	323 (68.3%)
• The number staying in-state	302 (93.5%)
• Attending NMJC	274 (84.8%)
• Attending other NM schools	28

NMJC Non-Credit Workforce Training

	Students	Companies Served	Contact Hrs.	Lea Co. Unempl.	Program Rank
2013-14	4,336	269	47,957	4.3%	#1
2014-15	3,333	244	61,051	4.3%	#2
2015-16	2,020	229	34,563	8.0%	#2
2016-17	2,027	239	40,609	7.9%	#3

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

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

Salary and industry data for Lea County, NM from EMSI

NMJC Financial Condition

Careful management in a fluctuating economy

	FY13	FY14	FY15	FY16	FY17
Op. Revenue	29,863,894	35,223,251	33,695,565	31,319,972	34,819,567
I&G Expense	20,319,150	22,808,637	24,038,820	25,273,193	26,011,825
Other Expense	5,046,832	6,087,010	5,789,547	5,582,992	5,928,017
Op. Expense	25,365,982	28,895,647	29,828,367	30,856,185	31,939,842
Net Inc. (loss)	4,497,912	6,327,604	3,867,198	463,787	2,879,725

NMJC Operating Budget for FY17

Revenue		
State Funding	6,220,556	19%
Local Mill & Gas	18,120,361	57%
Tuition & Fees	3,928,828	12%
Auxiliary Enter.	2,879,839	9%
Other Revenues	790,258	1%
Total Operating	31,939,842	

I&G Expenses		81.4%
Instruction	10,840,335	
Academic Support	2,833,171	
Student Services	3,327,952	
Institutional Support	5,018,051	
Op & Maintenance	3,992,316	
Other Operations		18.6%
Public Service	173,196	
Internal Service	230,822	
Instit. Student Aid	686,390	
Auxil. Enterprises	2,579,012	
Intercollegiate Athletics	1,581,870	
Renewals and Replace.	676,727	
Total	31,939,842	

NMJC Infrastructure Maintenance

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


New Mexico Junior College Board Chairperson




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:


New Mexico Junior College Board Chairperson




New Mexico Junior College Board Secretary

RESOLUTION

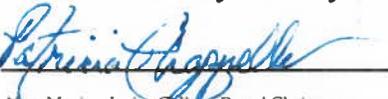
Regina F. Choate

- 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:


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

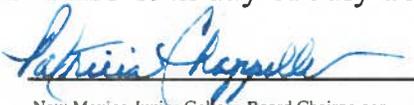
WHEREAS, Kathleen F. Miller as a staff member, has always reflected a favorable image for NMJC; and

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:


New Mexico Junior College Board Chairperson




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

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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.

Faculty salaries	\$ 5,140,796.00	29%
Professional salaries	\$ 5,063,510.00	28%
Support salaries	\$ 3,120,273.00	18%
Benefits	\$ 4,567,801.00	25%
Total salaries & benefits	\$18,705,556.00	100%

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

Fund	2016-17			2017-18			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	10,626,545	9,693,908	91%	10,166,487	740,052	9,301,989	91%
Academic Support	2,766,521	2,699,375	98%	2,774,752	210,006	2,634,379	95%
Student Services	2,120,114	2,006,822	95%	2,077,878	158,588	1,917,562	92%
Institutional Support	5,384,221	4,657,060	86%	4,309,260	289,298	3,790,859	88%
Operation & Maintenance of Plant	3,751,144	3,702,585	99%	3,897,199	76,030	3,608,862	93%
Subtotal - Instruction & General	24,648,545	22,759,750	92%	23,225,576	1,473,974	21,253,651	92%
Research	0		0%	1,199,186	32,458	974,455	81%
Public Service	0		0%	50,000	2,157	35,793	72%
Internal Service Departments	49,232	128,109	260%	156,534	7,312	151,264	97%
Student Aid	864,953	685,996	79%	668,551	(5,515)	503,146	75%
Auxiliary Enterprises	2,792,782	2,781,840	100%	2,847,019	146,322	2,675,399	94%
Athletics	1,537,586	1,543,415	100%	1,692,115	78,797	1,631,809	96%
Total Current Unrestricted Fund	29,893,098	27,899,110	93%	29,838,981	1,735,505	27,225,517	91%
CURRENT RESTRICTED FUND							
Grants	1,977,141	1,423,518	72%	1,977,141	157,547	939,358	48%
Student Aid	3,989,359	3,989,118	100%	3,989,359	3,911	4,140,065	104%
Total Current Restricted Fund	5,966,500	5,412,636	91%	5,966,500	161,458	5,079,423	85%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	11,519,140	10,079,965	88%	9,723,989	0	7,479,239	77%
Projects from State GOB Funds	4,955,549	4,955,550	0%	3,960,000		3,690,499	93%
Projects from State STB Funds	785,072	783,277	0%	596,058	26,134	583,885	98%
Projects from General Fund	0		0%	0	1,886	41,364	0%
Projects from Private Funds	0		0%	0			0%
Projects from State ER&R	332,720	201,808	61%	332,720	0	104,130	31%
Projects from State BR&R	597,281	261,525	44%	597,281	9,403	494,475	83%
Subtotal - Capital and BR&R	18,189,762	16,282,125	90%	15,210,048	37,423	12,393,592	81%
Debt Service							
Revenue Bonds	0		0%	0	0	0	0%
Total Plant Funds	18,189,762	16,282,125	90%	15,210,048	37,423	12,393,592	81%
GRAND TOTAL EXPENDITURES	54,049,360	49,593,871	92%	51,015,529	1,934,386	44,698,532	88%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
June 2018

100% of Year Completed

Fund	2016-17			2017-18			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,700,960	3,921,634	106%	3,812,000	115,805	4,138,281	109%
State Appropriations	5,683,280	5,759,516	101%	5,629,937	469,158	5,629,896	100%
Advalorem Taxes - Oil and Gas	10,155,000	10,092,778	99%	7,235,000	1,563,905	13,687,745	189%
Advalorem Taxes - Property	8,048,000	9,141,720	114%	7,700,000	1,575,923	8,962,499	116%
Interest Income	15,000	819	5%	10,000	265	2,568	26%
Other Revenues	347,984	544,640	157%	296,538	50,354	511,240	172%
Subtotal - Instruction & General	27,950,224	29,461,107	105%	24,683,475	3,775,410	32,932,229	133%
Research	0	0	0%	400,000	100,000	400,000	100%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	39,170	12,006	31%	12,500	1,645	9,614	77%
Auxiliary Enterprises	2,586,000	2,770,657	107%	3,031,391	102,604	3,087,849	102%
Athletics	477,300	461,040	97%	456,994	38,014	458,284	100%
Total Current Unrestricted	31,052,694	32,704,810	105%	28,584,360	4,017,673	36,887,976	129%
CURRENT RESTRICTED FUND							
Grants	1,977,141	1,481,127	75%	1,977,141	169,020	1,071,099	54%
Student Aid	3,989,359	3,981,523	100%	3,989,359	4,789	4,014,789	101%
Total Current Restricted	5,966,500	5,462,650	92%	5,966,500	173,809	5,085,888	85%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,955,549	4,955,549	0%	3,960,000	2,488,265	3,728,375	94%
Projects from State STB Funds	785,072	189,014	0%	596,058	0	409,941	69%
Projects from General Fund	0	0	0%	0	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income (LGIP)	10,000	50,077	501%	25,000	16,173	93,168	373%
Total Plant Funds	5,750,621	5,194,640	90%	4,581,058	2,504,438	4,231,484	92%
GRAND TOTAL REVENUES	42,769,815	43,362,100	101%	39,131,918	6,695,920	46,205,348	118%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2018

100% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2017-18 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$41.11	7,043,447	\$3.16	25,188,223	817,449	465,000	352,449
Actual	August	\$43.06	7,085,620	\$3.71	25,547,110	873,645	465,000	408,645
Actual	September	\$44.66	7,227,236	\$3.79	24,020,104	965,644	465,000	500,644
Actual	October	\$45.76	8,509,170	\$3.65	30,213,740	1,129,761	465,000	664,761
Actual	November	\$52.12	8,315,789	\$3.91	27,529,490	1,371,215	465,000	906,215
Actual	December	\$55.74	9,059,394	\$3.54	30,776,786	1,098,317	465,000	633,317
Actual	January	\$61.57	8,776,392	\$3.64	29,184,430	1,547,258	465,000	1,082,258
Actual	February	\$60.75	8,427,721	\$3.38	29,613,231	1,364,798	465,000	899,798
Accrual	March	\$58.25	10,789,008	\$3.07	34,922,274	1,563,902	465,000	1,098,902
Accrual	April					465,000	465,000	0
Accrual	May					465,000	465,000	0
Accrual	June					465,000	465,000	0
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

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	11,593,127	7102-1348	1.709%	16,173
Plus deposits	3,000,000			
Less withdrawals				
Total LGIP investments	<u>14,593,127</u>			<u>16,173</u>
Lea County State Bank CDAR	<u>3,000,000</u>		1.76%	

Capital Project	6/30/2018
Vehicles	187,160.56
Campus Master Plan	60,000.00
Technology Upgrade	499,271.88
Smart Classrooms	193,513.00
JASI	21,912.62
WHM South Gallery	266,594.43
Baseball Field	12,867.08
Rodeo Arena	186,452.12
Infrastructure	660,000.00
Luminis Software	2,993.00
Landscaping	143,488.29
Campus Signage	120,207.62
Dorm/Apartment Refurbish	95,793.24
Campus Construction	160,808.53
Oil & Gas Training	143,888.70
Public Sector	9,227.00
Campus Security	104,832.98
Lumens Software-Distance Learning	5,000.00
Copier Replacement	60,274.00
Non-Recurring Compensation	652,169.10
Athletics	3,188.90
Student Life Programming	20,432.28
Warehouse/Cont Ed Remodel	384.00
Succession Plan	52,014.15
WHM Exhibits	54,942.87
Mansur Hall Upgrades	1,961.13
Track Upgrades	1,694,858.72
Driving Range Upgrades	500,000.00
McLean Hall Renovations	750,000.00
Cafeteria Upgrade	145,744.46
New Horizons Resources	450,000.00
Channel 19 Upgrade	8,115.71
FERPA & Title IX	5,610.68
Equestrian Center	3,000,000.00
Bob Moran Upgrades	46,945.64
Turf Replacement	82,781.47
WHM Titanic Exhibit	3,734.85
HVAC Software-Central Plant	200,000.00
Busing Support for Recruiting	5,872.30
HED Faculty Development	8,268.35
Caster Upgrades	2,000,000.00
Allied Health	5,024,425.79
Workforce Training Contingency	1,989.82
Total	17,647,725.27

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

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information RFP #119

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.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation RFP #119

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

NEW MEXICO JUNIOR COLLEGE NEW ALLIED HEALTH BUILDING

FURNITURE SPECIFICATIONS | JUNE 15, 2018

GENERAL INSTRUCTIONS

DEKKER
PERICH
SABATINI

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, 575-492-2660.

- 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"-48" 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.

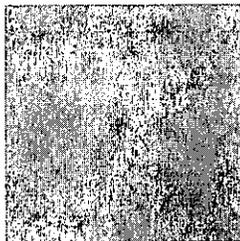
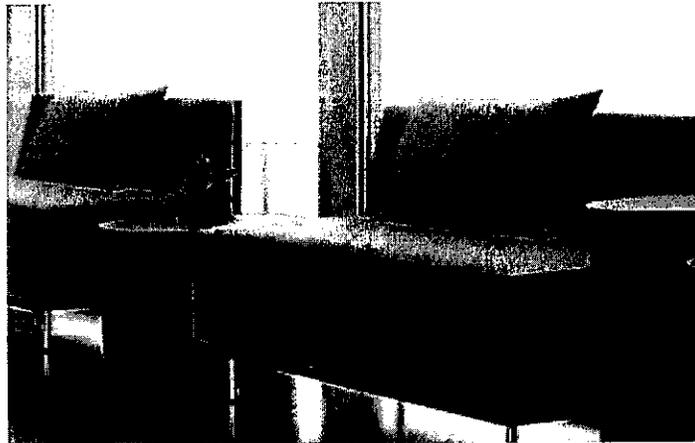
4. Glides and Casters

- 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.

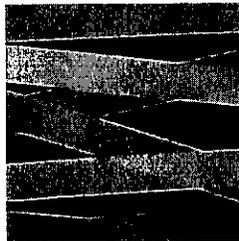
5. Fabrics and Finishes

- 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.

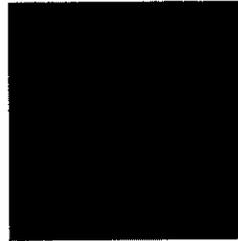
- b. Vendor is responsible for verifying that all fabrics are approved for specified use by manufacturer prior to order.
 - c. All finishes to match specified finishes. If product substitutions are submitted, vendor to include samples indicating accuracy of match to specified finishes.
6. Code Sheets
- 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



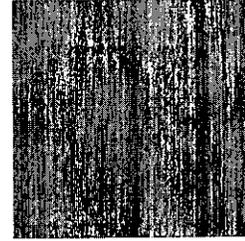
Legs



Fabric back



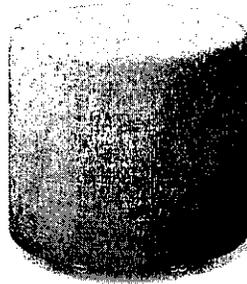
Vinyl seat



Frame finish

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

Specification



Vinyl fabric

Specification

BASIS OF DESIGN:	First Office
ITEM DESCRIPTION:	Boost Ottoman
DIMENSIONS:	17.75"H, 20.75" dia
FEATURES:	Upholstered, standard concealed glides
FINISHES:	UPHOLSTERY: Maharam Lariat - 024 Zinc
NOTE:	Dealer responsible for coordinating glide type with floor type



Shell/arms/casters



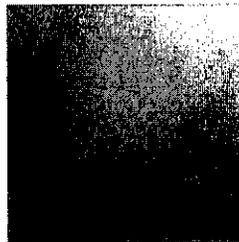
Seat fabric



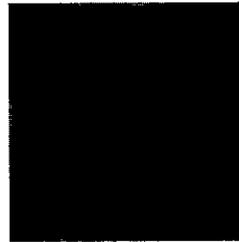
Back fabric

Specification

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



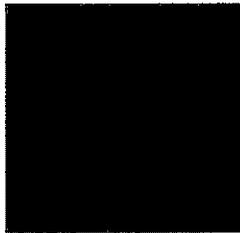
Base



Fabric

Specification

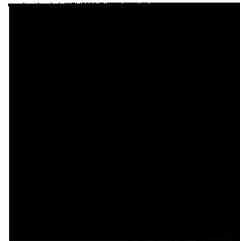
BASIS OF DESIGN:	Nightingale
ITEM DESCRIPTION:	EC6 Series Chair
FEATURES:	High back, fully upholstered, closed arm, adjustable seat height
FINISHES:	UPHOLSTERY: Ultrafabrics Brisa- Ash 533-5802 BASE: Aluminum
NOTE:	Dealer responsible for coordinating caster type with floor type



Legs



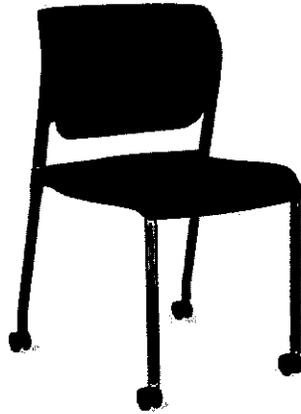
Seat shell



Seat fabric

Specification

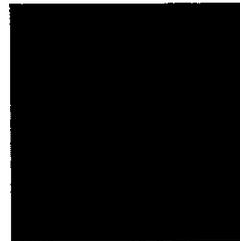
BASIS OF DESIGN:	Sit On It
ITEM DESCRIPTION:	Inflex Chair
DIMENSIONS:	33.5"H, 22" x 21.5", 18" seat height
FEATURES:	4 legs, arms
FINISHES:	BASE: Silver SHELL: Slate UPHOLSTERY: Sit On It Horizon - Blue Yonder
NOTE:	Dealer responsible for coordinating glide type with floor type



Legs



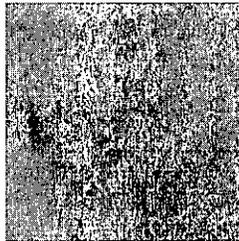
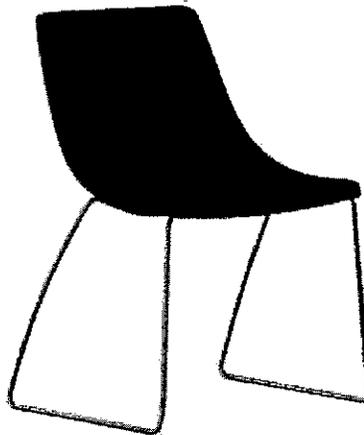
Seat shell



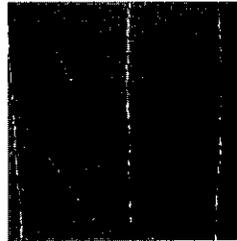
Seat fabric

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 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



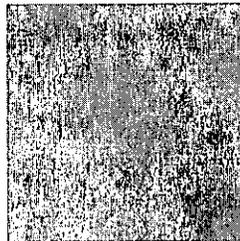
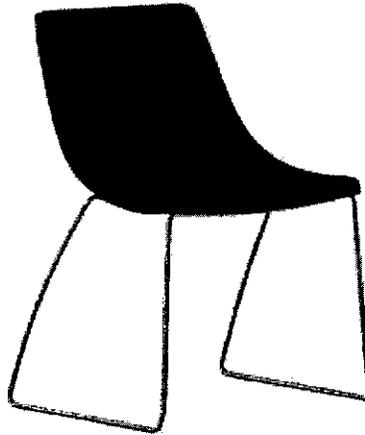
Legs



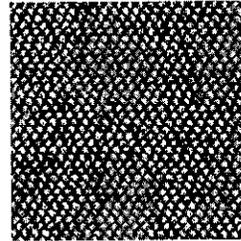
Seat fabric

Specification

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



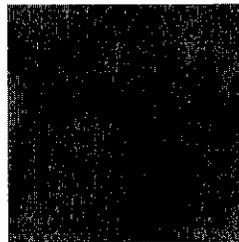
Legs



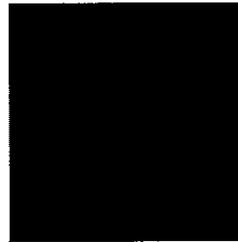
Seat fabric

Specification

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



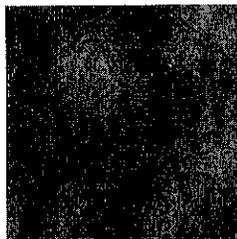
Shell/ legs



Seat fabric

Specification

BASIS OF DESIGN:	Stylex
ITEM DESCRIPTION:	Verve Bar Stool
DIMENSIONS:	31" 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



Shell/ legs



Seat fabric

Specification

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

Specification

BASIS OF DESIGN:

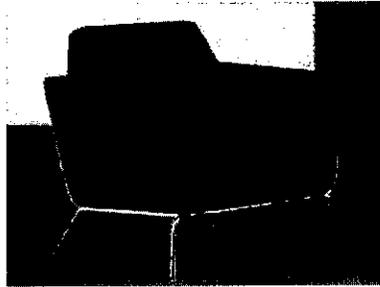
ITEM DESCRIPTION:

DIMENSIONS:

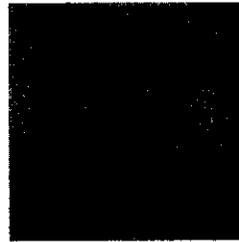
FEATURES:

FINISHES:

NOTE:



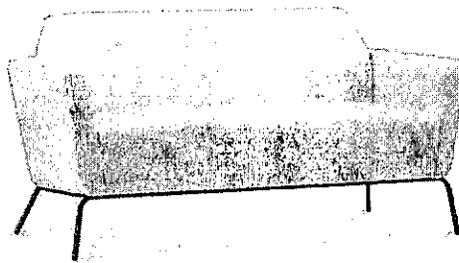
Base



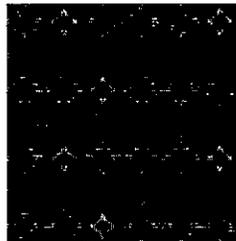
Vinyl fabric

Specification

BASIS OF DESIGN:	Encore
ITEM DESCRIPTION:	Clipse 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



Base



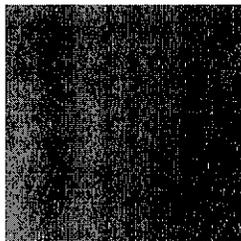
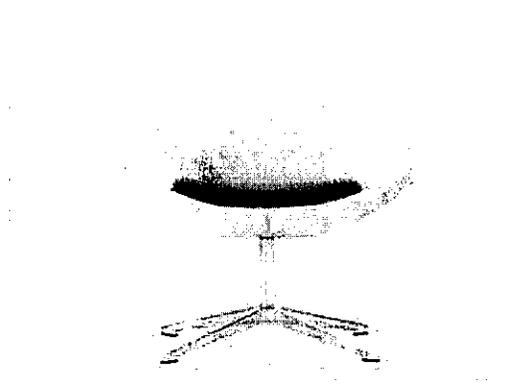
Back fabric



Seat fabric

Specification

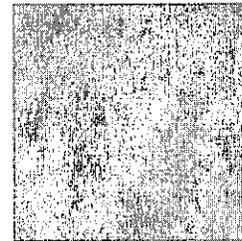
BASIS OF DESIGN:	Encore
ITEM DESCRIPTION:	Clipse Sofa
DIMENSIONS:	49.5"L x 28"D
	If substituting, confirm product will fit in configuration shown on Coded Furniture Plan
FEATURES:	4 legs
FINISHES:	LEGS: Polished chrome
	SEAT: Designtex Prime- Carbon
	BACK AND ARMS: Knoll Wit- Fresco



Metal



Back fabric



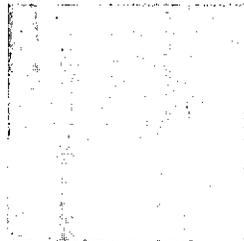
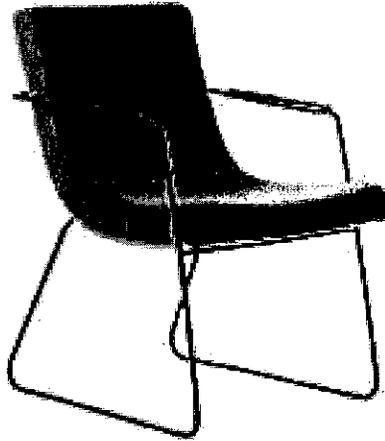
Seat fabric

Specification

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

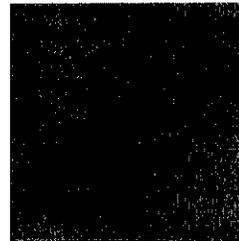
C12



Arms



Seat fabric



Frame

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:

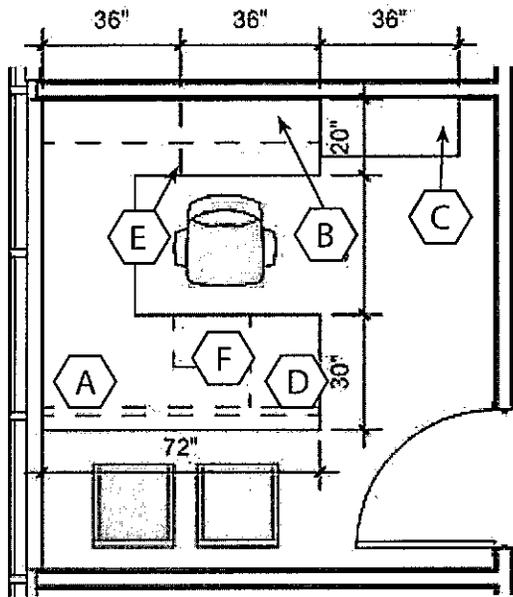
ARMS: Ash veneer

UPHOLSTERY: Momentum Hue - Night

FRAME: Silver metal

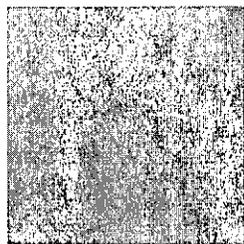
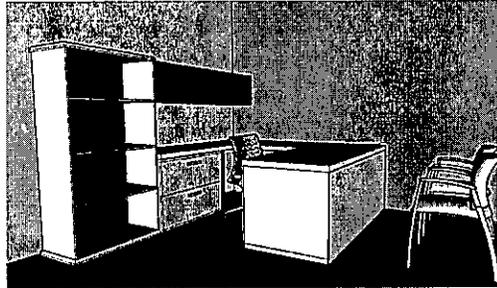
FACULTY DESK

D01

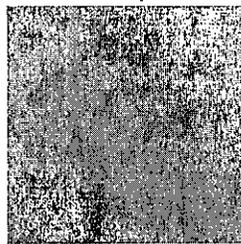


Items in gray found on separate sheets

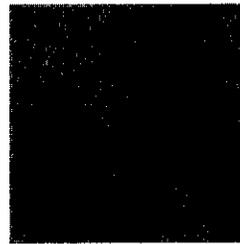
- A** Wood grain laminate work surface, fixed height, self supported, allow for knee clearance, with modesty panel
- B** Closed upper cabinet
- C** Full-height bookshelf
- D** Metal pedestal with box/box/file
- E** 36" wide lateral file
- F** Pencil tray



Top



Edge



Metal

BASIS OF DESIGN: Hon

ITEM DESCRIPTION: Valido

FINISHES: TOP: Wilsonart Phantom Ecru laminate

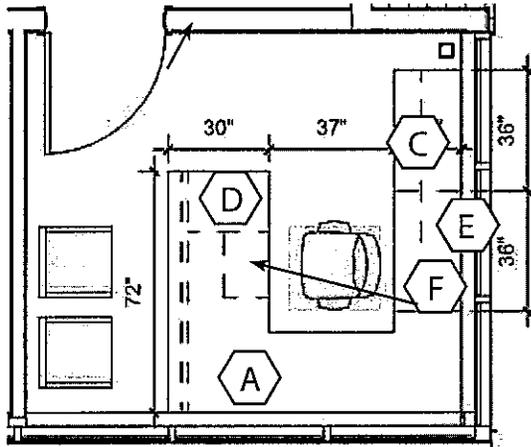
EDGE: To match top

METAL: Platinum Metallic

PULLS/TRIM: From manufacturer's standard line

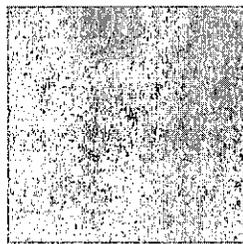
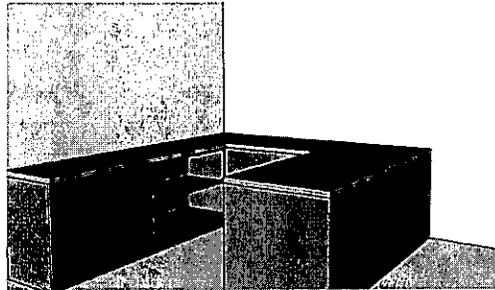
NOTES: Vendor responsible for determining handedness per plans. Product to match D02, D03, WS01. NMJC has standardized on Hon Valido for faculty office casegoods. No substitutions will be considered.

Specification

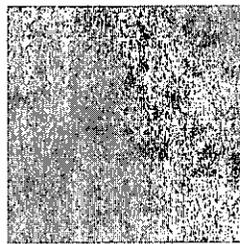


Items in gray found on separate sheets

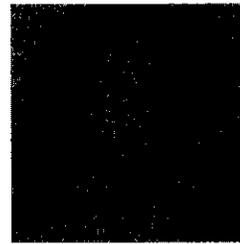
- A** Wood grain laminate worksurface, fixed height, self supported, allow for knee clearance, with modesty panel
- B** Closed upper cabinet
- C** Lateral File
- D** Metal pedestal with box/box/file
- E** Open shelving below worksurface
- F** Pencil tray



Top



Edge



Metal

BASIS OF DESIGN: Hon

ITEM DESCRIPTION: Valido

FINISHES: TOP: Wilsonart Phantom Ecrú laminate

EDGE: To match top

METAL: Platinum Metallic

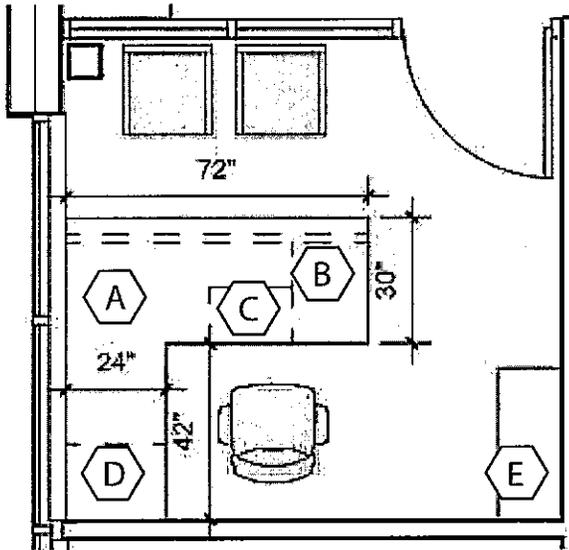
PULLS/TRIM: From manufacturer's standard line

NOTES: Vendor responsible for determining handedness per plans. Product to match D02, D03, WS01. NMJC has standardized on Hon Valido for faculty office casegoods. No substitutions will be considered.

Specification

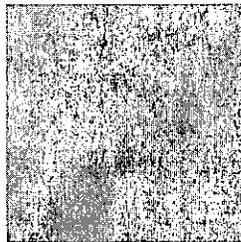
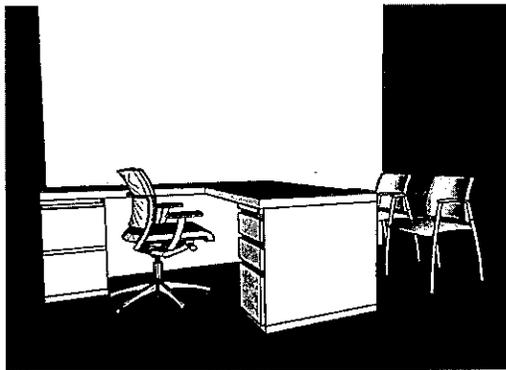
ADMINISTRATOR'S DESK

D02

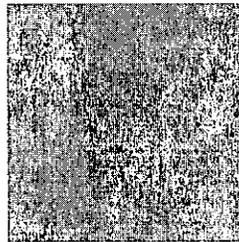


- A** Wood grain laminate worksurface, fixed height, self supported, allow for knee clearance with modesty panel
- B** Metal pedestal with box/box/file
- C** Pencil tray
- D** Metal pedestal with file/file
- E** Full-height bookshelf

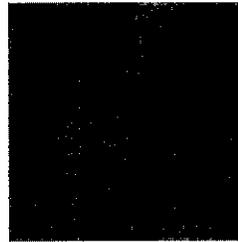
Items in gray found on separate sheets



Top



Edge



Metal

BASIS OF DESIGN: Hon

ITEM DESCRIPTION: Valido

FINISHES: TOP: Wilsonart Phantom Ecru laminate

EDGE: To match top

METAL: Platinum Metallic

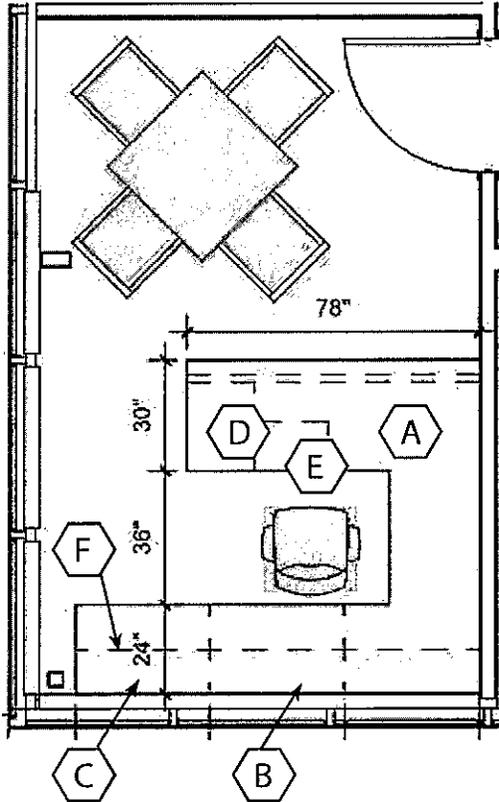
PULLS/TRIM: From manufacturer's standard line

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

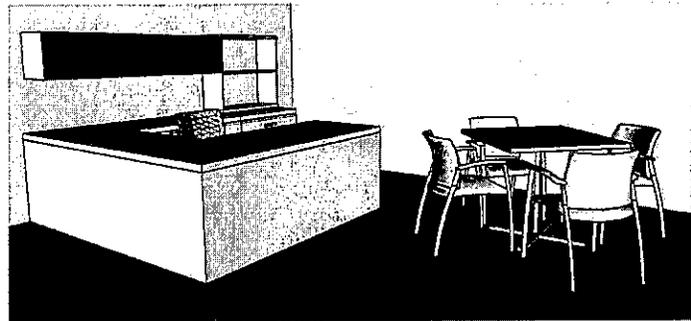
Specification

DIRECTOR'S DESK

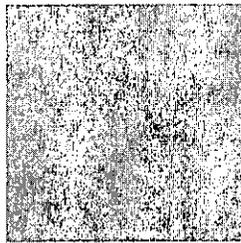
D03



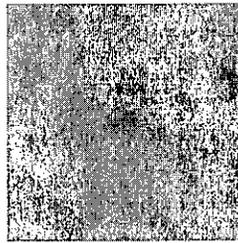
- A** Wood grain laminate worksurface, fixed height, self supported, allow for knee clearance, with modesty panel
- B** Closed upper cabinet
- C** Hutch
- D** Metal pedestal with box/box/file
- E** Pencil tray
- F** 36" wide lateral file



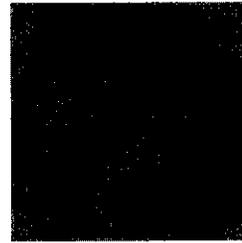
Items in gray found on separate sheets



Top



Edge



Metal

BASIS OF DESIGN:

Hon

ITEM DESCRIPTION:

Valido

FINISHES:

TOP: Wilsonart Phantom Ecrú laminate

EDGE: To match top

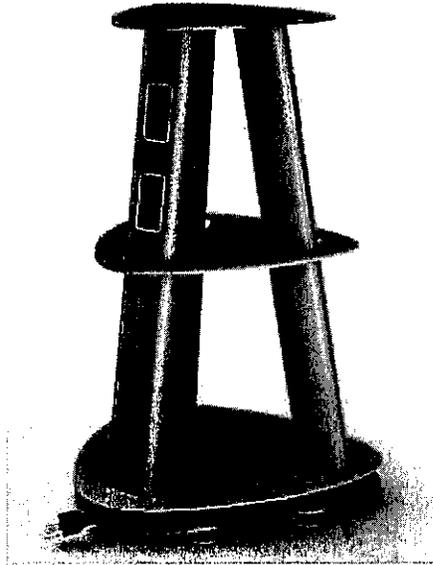
METAL: Platinum Metallic

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.

Specification



Metal

Specification

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



Metal

Specification

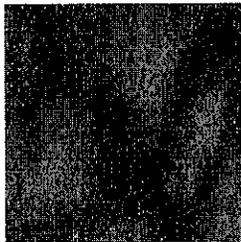
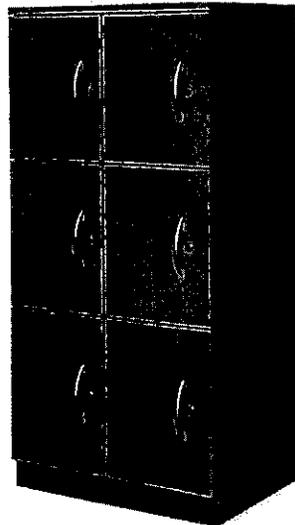
BASIS OF DESIGN:	Safco
ITEM DESCRIPTION:	Heavy-Duty Industrial Steel Shelving
DIMENSIONS:	85"H, 36"L x 12"D
FEATURES:	6 shelves, 1250 lb. load per shelf
FINISH:	METAL: Steel
NOTES:	Installer to attach to wall



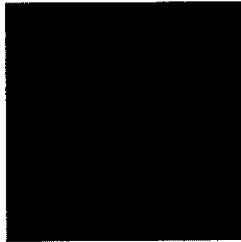
Metal

Specification

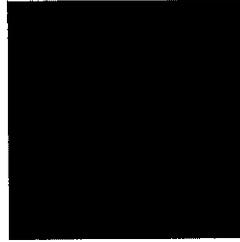
BASIS OF DESIGN:	Safco
ITEM DESCRIPTION:	Heavy-Duty Industrial Steel Shelving
DIMENSIONS:	85"H, 36"L x 24"D
FEATURES:	6 shelves, 1250 lb. load per shelf
FINISH:	METAL: Steel
NOTES:	Installer to attach to wall



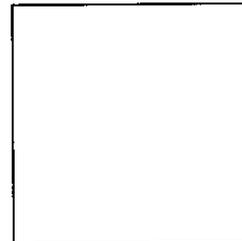
Laminate



Laminate



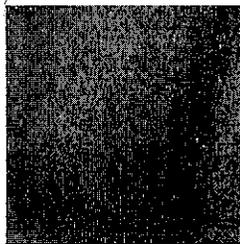
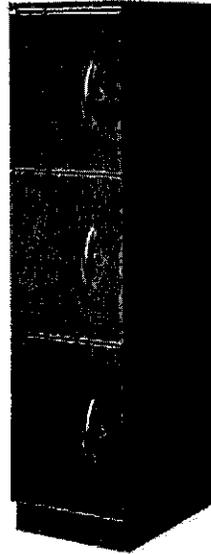
Laminate



Laminate

Specification

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



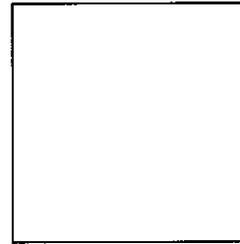
Laminate



Laminate



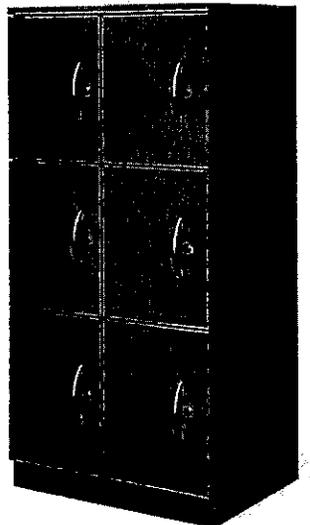
Laminate



Laminate

Specification

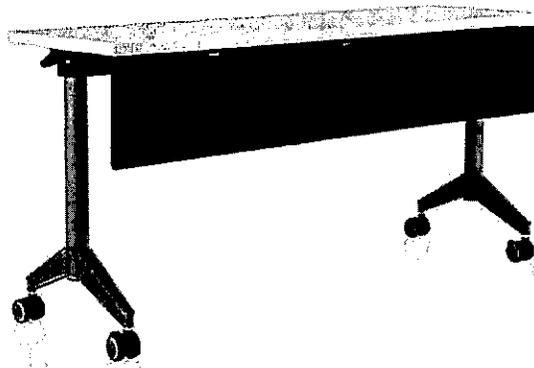
BASIS OF DESIGN:	Great Openings
ITEM DESCRIPTION:	Laminate Locker Units, 1 wide
DIMENSIONS:	50.5"H, 12"L x 18"D
FEATURES:	Full pull
FINISH:	LAMINATE: Nevamar- Honey Plantain; Pionite- Indigo Blue; Wilsonart- Designer White, Slate Gray
NOTES:	Laminate colors to be randomly and evenly distributed across full span of locker units Dealer to suggest combination lock option with single master key



Top

Specification

BASIS OF DESIGN:	Laminate top and side
ITEM DESCRIPTION:	Continous 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



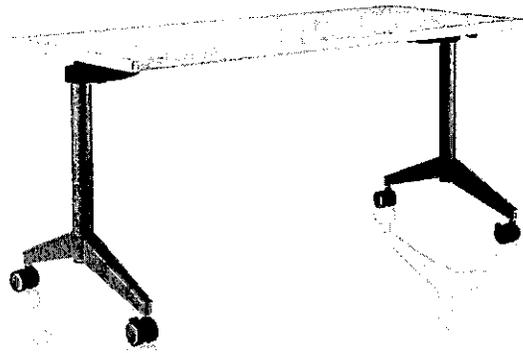
Top



Metal

Specification

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 under table Include modesty panel and locking casters
NOTES:	Dealer responsible for coordinating caster type with floor type

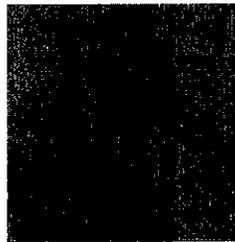
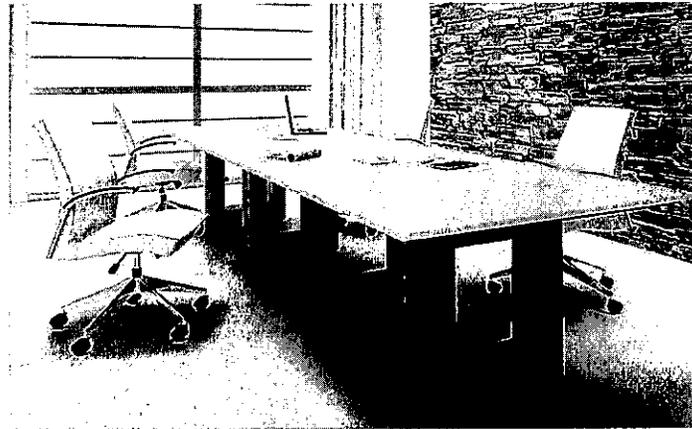


Top

Metal

Specification

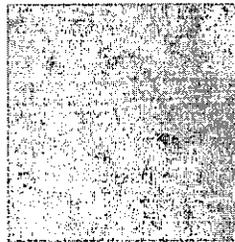
BASIS OF DESIGN:	KI
ITEM DESCRIPTION:	Pirouette Table
DIMENSIONS:	60"L x 24"D, 29"H
FINISH:	TOP: Frosty White BASE: Starlight Silver Metallic, T base
FEATURES:	Include locking casters
NOTES:	Dealer responsible for coordinating caster type with floor type



Top, edge, and base

Specification

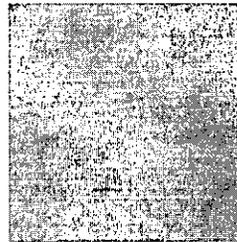
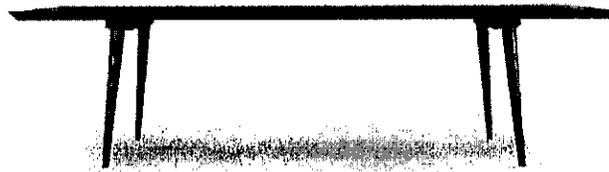
BASIS OF DESIGN:	Nevins
ITEM DESCRIPTION:	Aven Table- powered
DIMENSIONS:	60"D X 240"L, 29"H
FEATURES:	Laminate loop legs and top, centered power grommet with 4 power outlets
FINISH:	LAMINATE: Wilsonart Beigewood EDGE: Knife, finish to match top
NOTE:	Grommet in center, (4) power, black



Top/ legs

Specification

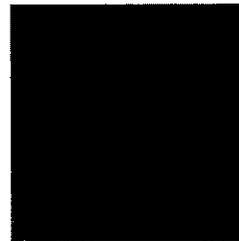
BASIS OF DESIGN:	ERG
ITEM DESCRIPTION:	Aspen Conference Table with Almost Rectangle Top - powered
FEATURES:	Centered power grommet with 4 power outlets
DIMENSIONS:	30"H X 42"W X 96"L
FINISH:	TOP: Selected from manufacturer's Grade 2 HPL EDGE: To match top BASE: Selected from manufacturer's powdercoated metal



Top/ legs

Specification

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

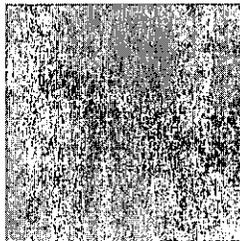
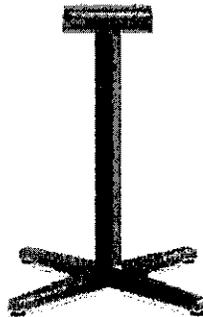


Laminate

Base

Specification

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



Top



Base

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.



Laminate

Base

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

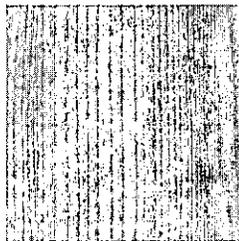
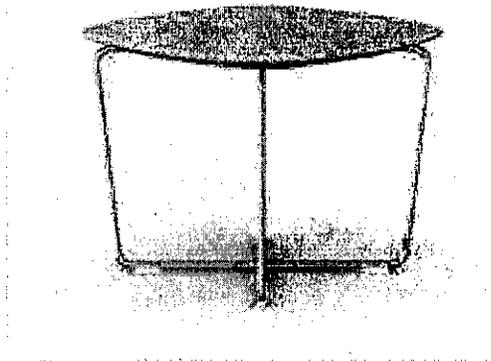


Laminate

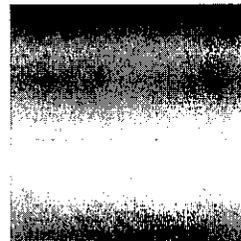
Base

Specification

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



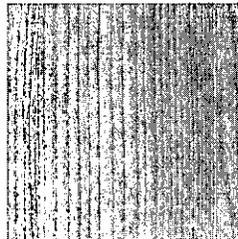
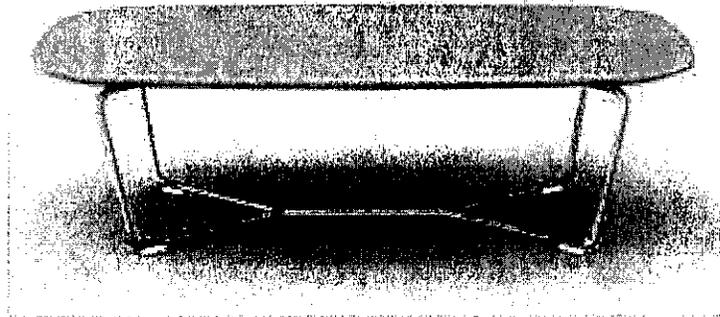
Top



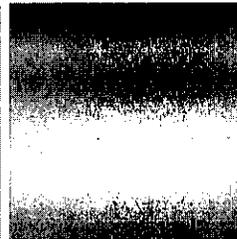
Base

Specification

BASIS OF DESIGN:	Allermuir
ITEM DESCRIPTION:	Conic Occasional Table
DIMENSIONS:	16"H, 21" x 21"
FINISH:	TOP: Formica Natural Ash BASE: Silver



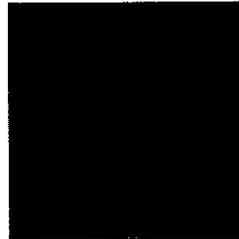
Top



Base

Specification

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

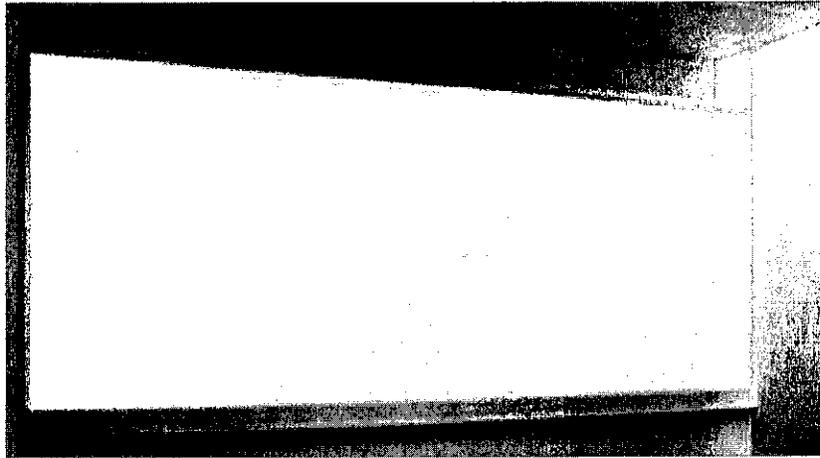


Laminate

Base

Specification

BASIS OF DESIGN:	KI
ITEM DESCRIPTION:	Portico- powered
DIMENSIONS:	29"H, 36"x 72"
FEATURES:	Centered power grommet with 4 power outlets
FINISHES:	TOP: Frosty White EDGE: 2mm PVC, to match top BASE: Starlight Silver Metallic, T Base

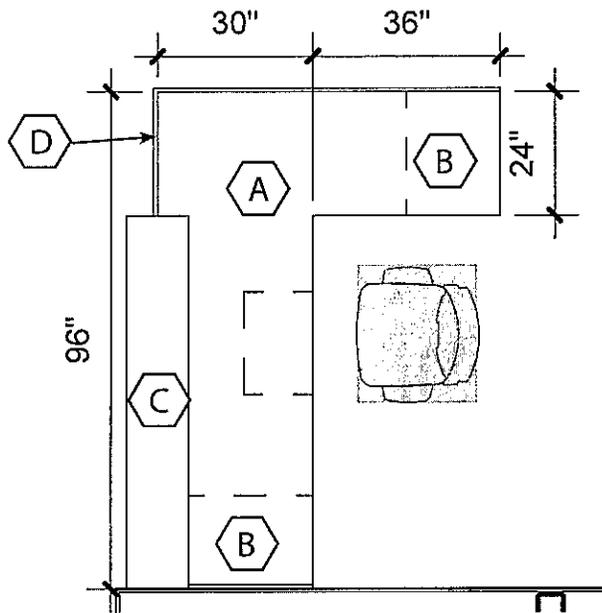


Specification

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 continous horizontal band corner to corner where indicated, at 36" above finished floor

NURSE STATION

WS01

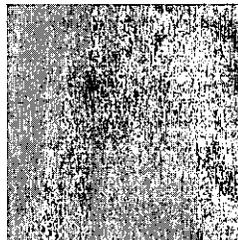


- A** Wood grain laminate work surface, fixed height, self supported, allow for knee clearance
- B** Metal pedestal with box/box/file
- C** Transaction top, 72" long
- D** 36" high panels

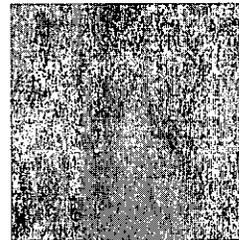


Items in gray found on separate sheets

Transaction top



Worksurface top



Panel



Metal

BASIS OF DESIGN: Hon

ITEM DESCRIPTION: Laminate Casegoods

FINISHES: TRANSACTION TOP: Wilsonart Frosty White laminate

WORKSURFACE TOP/EDGE: Wilsonart Phantom Ecu laminate

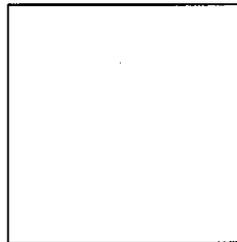
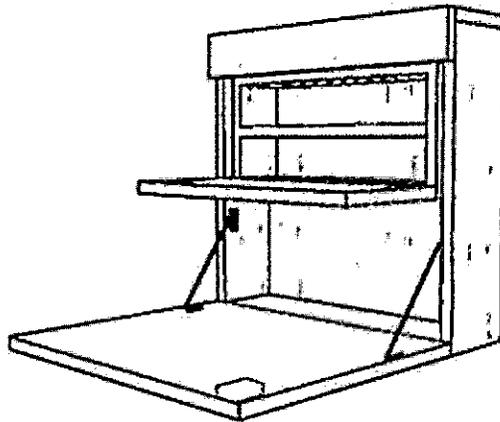
PANEL: Wilsonart Phantom Ecu laminate

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.

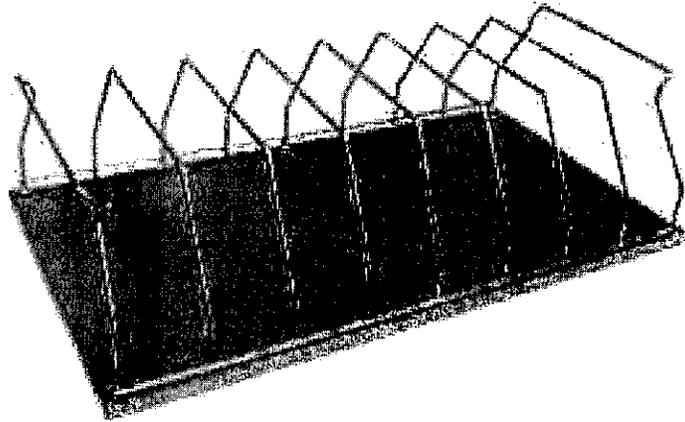
Specification



Laminate

Specification

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

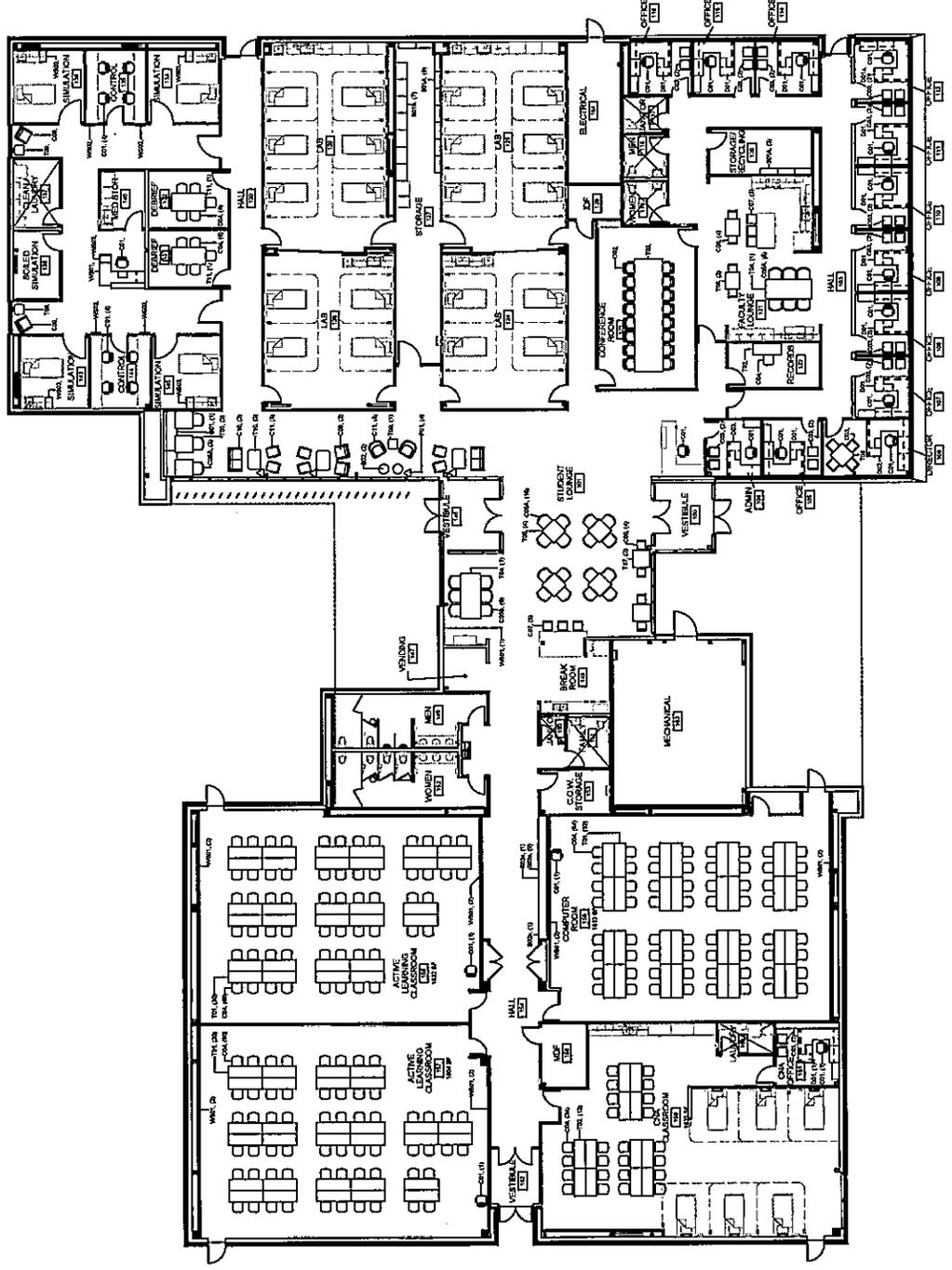


Specification

BASIS OF DESIGN: Omnimed Table Top Storage Rack
ITEM DESCRIPTION: 8 Capacity Storage Rack T9FB642955
FINISHES: Stainless Steel
NOTES:



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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 8 ½"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

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

Accepted

By (Name)

For (Company name)

Date



**NMJC Allied Health Furniture
Proposal Form**

		Total Cost of Proposal Lot <i>(including Freight, Delivery and Installation)</i>
Proposal	\$	

TOTAL \$

Proposal Alternate (cost in addition to the overall bid lot price above) \$

Signature _____

Date _____ Printed Name _____

Company _____