NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Monday, June 11, 2007
Zia Room - Library
4:00 p.m.

AGENDA

A. Welcome

B. Adoption of Agenda

C. Approval of Minutes of May 10, 2007

D. President’s Report

E. New Business
   1. Consideration of Thunderbird Baseball Field Name
   3. Monthly Revenue Report
   4. Oil and Gas Revenue Report
   5. Schedule of Investments
   6. Consideration of Capital Projects
   7. Consideration of RFP #95 – Audit Services
   8. Consideration of Bid #997 – Campus Exterior Paint Project
   9. Consideration of Bid #998 – Portable Rodeo Arena Equipment
  10. Consideration of Bid #999 – Pre-Engineered Metal Building/Rodeo Grounds
  12. Personnel Consideration – CDL Instructor
  13. Personnel Consideration – Executive Director of Western Heritage Museum
  14. Closure of Open Meeting
  15. Consideration of President’s Contract

F. Public Comments

G. Announcement of Next Meeting

H. Adjournment
NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MAY 10, 2007

MINUTES

The New Mexico Junior College Board met on Thursday, May 10, 2007, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present was Mr. Larry Hanna.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Marie Wadsworth, Hobbs News Sun.

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

Upon a motion by Mrs. Vinson, seconded by Mr. Black, the board unanimously approved the minutes of April 20 and April 30, 2007.

Under President's Report, Dr. McCleery reminded the board that the reception before commencement will begin at 6:30 p.m. on Friday. The Thunderbird baseball team will begin Region V play Saturday at 1:00 p.m. at Lubbock Christian University Hays Field.

Under New Business, Dan Hardin presented the April financial reports and with a motion by Mr. Kesner, seconded by Mr. Black, the board unanimously approved the expenditures for April, 2007. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the Fiscal Watch Reports.

Josh Morgan presented Bid #996 – Student Housing Project Phase II. The administration recommended acceptance of the bid submitted by Global Structure, Inc. for $4,253,000, exclusive of gross receipts tax. Upon a motion by Mr. Black, seconded by Mrs. Williams, the board unanimously accepted the recommendation.
Dr. McCleery presented the Western Heritage Museum Resolution for board consideration. He informed the board that Mr. Hanna was involved in drafting the resolution and was in total support. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board unanimously adopted the resolution.

Dr. McCleery presented a request to develop a Request for Proposal (RFP) to commission a writer/researcher to research and write a book on the history and development of New Mexico Junior College. Upon completion of the RFP process, the administration will request funds from reserves to cover the cost of the project. Upon a motion by Mr. Black, seconded by Mrs. Williams, the board unanimously approved the request.

Lisa Hardison presented a request for an additional CDL Instructor and leasing a truck. After some discussion, and upon a motion by Mr. Black, seconded by Mr. Jones, the board unanimously approved the request.

Ms. Hardison presented degree plans for the Certificate of Completion in Commercial Transportation and the Certificate of Completion in Transportation and Petroleum Safety for board consideration. Each degree plan has been approved by the Curriculum Committee and will be submitted to the New Mexico Higher Education Department upon board approval. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the new certificate programs.

John Gratton presented a request to offer a Medical Transcription Certificate Program -- Online. Students may choose to complete their course work on campus in one of the computer labs or entirely off-campus, as no classroom attendance is required. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the board unanimously approved the request.

Regina Organ recommended Mr. Chris Polson for the Associate Dean of Students position at an annual salary of $48,954. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board unanimously approved the employment of Mr. Polson, effective May 16, 2007.

Renee Wharton recommended Mr. Agustin Dorado for the Associate Director of Institutional Effectiveness position at an annual salary of $57,873. Upon a motion by Mr. Black, seconded by Mr. Jones, the board
unanimously approved the employment of Mr. Dorado, effective July 1, 2007.

Mr. Black moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of New Mexico Statutes Annotated 1978. Mrs. Williams seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mrs. Vinson – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – yes; and Ms. Chappelle – yes.

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

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for June 11, 2007, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board meeting adjourned at 5:50 p.m.
Memo

DATE:       June 4, 2007
TO:         New Mexico Junior College Board Members
FROM:       Steve McCleery
SUBJECT:    Consideration of the Name for the Thunderbird Baseball Field

I recommend that you name the Thunderbird Baseball Field as the "Ray Birmingham Thunderbird Baseball Field".

Thank you for your consideration.
NEW MEXICO JUNIOR COLLEGE
Vice President for Finance

To: New Mexico Junior College Board Members
From: Dan Hardin
Date: June 5, 2007
RE: Expenditure and Revenue Reports for May 2007

The total year-to-date funds expended and/or encumbered through the month of May is $30,806,173.00. The expenditures for the month of May are $1,638,636.00.

The total current unrestricted fund expenditures through May are $18,820,967.00, which is 86% of the projected budget. Instruction has expended about 84% of the budget, this percentage is low but we have three additional payrolls to expense in June for the faculty. Faculty are on a nine month contract, but we pay this nine month contract over 24 pay periods. Therefore, the faculty will have two payrolls in July and one in August that are expensed in the 2005/2006 fiscal year. Institutional Support is where the budget is held for fringe benefits, when we expense for the remaining payrolls, the bulk of this budget will be expended. In Auxiliary Enterprises we have a credit for the month of May. We have been receiving refunds for new textbooks returned to the vendors.

Restricted funds for the year are $5,102,218.00. The Grants are doing a good job of staying on track with their spending and reporting. Financial Aid has been working closely with the Business Office to get all awards processed and to the students.

We are not showing any expenditures in the Plant Funds during the month of May, all of the expenditures in May have already been reflected in the totals as encumbered expenses.

Total year-to-date expenditures through May 2007 are $30,806,173.00.

Total Revenue through May 2007 is $31,130,801.00. Unrestricted revenue is $22,425,870.00. If you will look at Advalorem Property tax, currently we are below the budget by $276,798.00. We are expecting a large distribution from the Lea County Treasurer in June that will bring our year-to-date total over our projected budget.

Restricted funds will be drawdown as much as possible by the end of June.
The revenue for Plant Funds was a draw from the state for the Training & Outreach Center construction. We have to expend the funds and then request a draw on the GOB funds. The procedure is to book the draw as a receivable and credit the revenue account. At times it will take one to two months for the draw to be funded. So, as in May we had to move funds from the LGIP to cash flow these expenses until funds actually come in from the State. Currently, there is over one million in accounts receivables for draws from the State for the construction of the Training & Outreach Center construction.

In May $500,000.00 was drawn in from the LGIP investments leaving a remained balance of $10,625,000.00.

Oil and gas revenue remains strong, although we did not receive an oil and gas allotment in May for the month of April. We used the accrual for the months of April and May. Total oil and gas and equipment tax revenue including the accrual for April and May is $8,367,937.00.

# NEW MEXICO JUNIOR COLLEGE
## Expenditure Report
### May 2007

92% of Year Completed

<table>
<thead>
<tr>
<th>Fund</th>
<th>2005-06</th>
<th>2006-07</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-Date Expended or Encumbered</td>
</tr>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-Date Expended or Encumbered</td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and General:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>6,739,086</td>
<td>5,525,759</td>
</tr>
<tr>
<td>Academic Support</td>
<td>1,739,994</td>
<td>1,689,906</td>
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<tr>
<td>Student Services</td>
<td>1,248,505</td>
<td>1,255,007</td>
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<tr>
<td>Institutional Support</td>
<td>3,167,471</td>
<td>2,510,805</td>
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<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>2,637,461</td>
<td>2,477,185</td>
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<tr>
<td>Subtotal - Instruction &amp; General</td>
<td>15,532,517</td>
<td>13,464,660</td>
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<tr>
<td>Student Activities</td>
<td>209,659</td>
<td>192,096</td>
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<tr>
<td>Research</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Internal Service Departments</td>
<td>442,629</td>
<td>407,066</td>
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<tr>
<td>Student Aid</td>
<td>474,983</td>
<td>451,080</td>
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<td>Auxiliary Enterprises</td>
<td>1,762,615</td>
<td>1,660,049</td>
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<td>Athletics</td>
<td>733,188</td>
<td>671,601</td>
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<td>Total Current Unrestricted Fund</td>
<td>19,154,591</td>
<td>16,846,554</td>
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<td><strong>CURRENT RESTRICTED FUND</strong></td>
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<tr>
<td>Grants</td>
<td>1,667,462</td>
<td>1,219,538</td>
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<tr>
<td>Student Aid</td>
<td>4,694,392</td>
<td>3,712,080</td>
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<tr>
<td>Total Current Restricted Fund</td>
<td>6,362,234</td>
<td>4,931,618</td>
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<tr>
<td><strong>PLANT FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from Institutional Funds</td>
<td>11,024,778</td>
<td>3,750,307</td>
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<tr>
<td>Projects from State GOB Funds</td>
<td>3,380,239</td>
<td>234,199</td>
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<tr>
<td>Projects from State STB Funds</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Projects from General Fund</td>
<td>0</td>
<td>0</td>
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<td>Projects from Private Funds</td>
<td>1,350,000</td>
<td>602,504</td>
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<td>Projects from State ER&amp;R</td>
<td>73,852</td>
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<tr>
<td>Projects from State BR&amp;R</td>
<td>353,945</td>
<td>353,945</td>
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<tr>
<td>Projects from Auxiliary BR&amp;R</td>
<td>44,702</td>
<td>44,702</td>
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<td>Subtotal - Capital and BR&amp;R</td>
<td>16,827,716</td>
<td>5,025,657</td>
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<td>Debt Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Bonds</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Total Plant Funds</td>
<td>16,827,716</td>
<td>5,025,657</td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENDITURES</strong></td>
<td>42,344,542</td>
<td>26,803,829</td>
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</table>
# NEW MEXICO JUNIOR COLLEGE
## Revenue Report
### May 2007

<table>
<thead>
<tr>
<th>Fund</th>
<th>2005-06</th>
<th>2006-07</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Year-to-date Revenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT UNRESTRICTED FUND</strong></td>
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<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>2,160,990</td>
<td>2,172,724</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>7,682,962</td>
<td>7,062,292</td>
</tr>
<tr>
<td>Advancement Taxes - Oil and Gas</td>
<td>9,654,269</td>
<td>8,448,391</td>
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<tr>
<td>Advancement Taxes - Property</td>
<td>2,614,000</td>
<td>2,287,265</td>
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<tr>
<td>Interest Income</td>
<td>120,000</td>
<td>200,100</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>227,645</td>
<td>233,114</td>
</tr>
<tr>
<td><strong>Subtotal - Instruction &amp; General</strong></td>
<td>22,499,866</td>
<td>20,403,886</td>
</tr>
<tr>
<td>Student Activities</td>
<td>109,965</td>
<td>103,935</td>
</tr>
<tr>
<td>Public Service</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Internal Service Departments</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,922,200</td>
<td>1,859,464</td>
</tr>
<tr>
<td>Athletics</td>
<td>39,600</td>
<td>32,905</td>
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<tr>
<td><strong>Total Current Unrestricted</strong></td>
<td>24,525,631</td>
<td>22,400,190</td>
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<tr>
<td><strong>CURRENT RESTRICTED FUND</strong></td>
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<td></td>
</tr>
<tr>
<td>Grants</td>
<td>1,647,822</td>
<td>1,261,841</td>
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<tr>
<td>Student Aid</td>
<td>4,694,393</td>
<td>3,521,562</td>
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<tr>
<td><strong>Total Current Restricted</strong></td>
<td>6,342,215</td>
<td>4,783,403</td>
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<tr>
<td><strong>PLANT FUNDS</strong></td>
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<td></td>
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<tr>
<td>Capital Outlay / Bldg. Renewal &amp; Repl.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects from State GOB Funds</td>
<td>3,980,400</td>
<td>151,181</td>
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<tr>
<td>Projects from State STB Funds</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Projects from General Fund</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Projects from Private Funds</td>
<td>1,350,000</td>
<td>1,350,000</td>
</tr>
<tr>
<td>Interest Income</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Plant Funds</strong></td>
<td>5,330,400</td>
<td>1,501,181</td>
</tr>
<tr>
<td><strong>GRAND TOTAL REVENUES</strong></td>
<td>36,198,246</td>
<td>28,684,774</td>
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</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE  
Oil and Gas Revenue Report  
May 2007

92% of Year Completed

<table>
<thead>
<tr>
<th>Month of Sales</th>
<th>OIL</th>
<th>GAS</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution</td>
<td>Price per BBL</td>
<td>Lea County BBLs sold</td>
<td>Price per MCF</td>
</tr>
<tr>
<td>Actual July</td>
<td>$63.05</td>
<td>3,252,614</td>
<td>$6.92</td>
</tr>
<tr>
<td>Actual August</td>
<td>$64.01</td>
<td>3,145,974</td>
<td>$6.24</td>
</tr>
<tr>
<td>Actual September</td>
<td>$67.80</td>
<td>2,963,641</td>
<td>$7.32</td>
</tr>
<tr>
<td>Actual October</td>
<td>$59.37</td>
<td>2,967,899</td>
<td>$6.38</td>
</tr>
<tr>
<td>Actual November</td>
<td>$53.95</td>
<td>2,900,596</td>
<td>$7.07</td>
</tr>
<tr>
<td>Actual December</td>
<td>$57.48</td>
<td>3,007,935</td>
<td>$6.80</td>
</tr>
<tr>
<td>Actual January</td>
<td>$56.25</td>
<td>2,729,290</td>
<td>$7.00</td>
</tr>
<tr>
<td>Actual February</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual March</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrual April</td>
<td></td>
<td>316,667</td>
<td>316,667</td>
</tr>
<tr>
<td>Accrual May</td>
<td></td>
<td>316,667</td>
<td>316,667</td>
</tr>
<tr>
<td>Accrual June</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Y.T.D. Production Tax Revenue 6,831,834 3,483,337 3,348,497
Y.T.D. Equipment Tax Revenue 1,536,103 900,000 636,103
Total Year-to-Date Oil & Gas and Equipment Tax Revenue 8,367,937 4,383,337 3,984,600

Source: New Mexico Taxation and Revenue Department

Per Johnson, Miller & Co., C.P.A.’s, an accrual is made for oil and gas revenue for the reporting month.
# NEW MEXICO JUNIOR COLLEGE
## Schedule of Investments
### May 2007

92% of Year Completed

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Amount Invested</th>
<th>Date Invested</th>
<th>Maturity Date</th>
<th>Period of Investment (Days)</th>
<th>Account Number</th>
<th>Interest Rate</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Mexico</td>
<td>10,625,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7102-1348</td>
<td>5.31%</td>
<td>48,693</td>
</tr>
<tr>
<td>Local Government Investment Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Investments</strong></td>
<td>10,625,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>48,693</td>
</tr>
</tbody>
</table>

## Summary of Current Month’s Activity

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning amount</td>
<td>11,125,000</td>
</tr>
<tr>
<td>Plus: deposits</td>
<td>0</td>
</tr>
<tr>
<td>Less: withdrawals</td>
<td>(500,000)</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>11,615,637</td>
</tr>
<tr>
<td>Reserves Invested</td>
<td>-1,190,637</td>
</tr>
<tr>
<td><strong>Total LGIP Investment</strong></td>
<td>10,625,000</td>
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</table>

## Capital Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Upgrade</td>
<td>323,962.41</td>
</tr>
<tr>
<td>Workforce Training Center</td>
<td>1,745,886.14</td>
</tr>
<tr>
<td>High Tech Start Up</td>
<td>13,346.40</td>
</tr>
<tr>
<td>Vehicles</td>
<td>71,324.40</td>
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<tr>
<td>Drawings &amp; Master Plan</td>
<td>10,305.63</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>104,011.32</td>
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<tr>
<td>Rodeo Arena</td>
<td>267,436.76</td>
</tr>
<tr>
<td>Dormitory Landscape</td>
<td>1,622.23</td>
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<tr>
<td>Millen Fence/Landscape</td>
<td>69,066.53</td>
</tr>
<tr>
<td>JASI</td>
<td>169,446.26</td>
</tr>
<tr>
<td>Computer Equipment Rebates</td>
<td>5,788.93</td>
</tr>
<tr>
<td>Marketing</td>
<td>58,136.04</td>
</tr>
<tr>
<td>West Texas IV</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Equestrian Center</td>
<td>150,000.00</td>
</tr>
<tr>
<td>Telephone System</td>
<td>0.00</td>
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<tr>
<td>Flooring Repair</td>
<td>40,000.00</td>
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<tr>
<td>Student Housing Construction</td>
<td>5,146,677.96</td>
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<tr>
<td>Testing Center</td>
<td>250,000.00</td>
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<tr>
<td>Campus Village Development Project</td>
<td>16,785.00</td>
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<tr>
<td>Continuing Education</td>
<td>16,991.00</td>
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<tr>
<td>Landscaping</td>
<td>300,000.00</td>
</tr>
<tr>
<td>Facility Painting</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Millen Drive Signaling</td>
<td>95,000.00</td>
</tr>
<tr>
<td>Electrical Upgrade</td>
<td>588,560.15</td>
</tr>
<tr>
<td>Campus Signage</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Campus Paving</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Roof Replacement</td>
<td>98,000.00</td>
</tr>
<tr>
<td>Interior Lighting-Energy Retrofit</td>
<td>103,859.62</td>
</tr>
<tr>
<td>Old Dorms Renovation</td>
<td>182,950.01</td>
</tr>
<tr>
<td>Bulk Fuel</td>
<td>20,000.00</td>
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<tr>
<td>Millen Dr. Sewer &amp; Water</td>
<td>425,000.00</td>
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<td>Board Room</td>
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<td>Concrete Upgrade</td>
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<td>Campus Construction</td>
<td>200,000.00</td>
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<tr>
<td>Oil &amp; Gas Training Center</td>
<td>500,000.00</td>
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<tr>
<td>Workforce Training/Outreach</td>
<td>150,000.00</td>
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<tr>
<td>Infrastructure</td>
<td>426,680.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>11,615,636.90</td>
</tr>
</tbody>
</table>

**NOTE:** Capital projects total does not include encumbered funds.
To: New Mexico Junior College Board Members
From: Dan Hardin
RE: Capital Projects and Five Year Capital Plan
Date: June 5, 2007

Board members, New Mexico Junior College is required by the HED (Higher Education Department) to submit Capital Project request and a Five Year Capital Plan by June 24, 2007. After review of the Master Plan, the Administration has identified the following projects to be submitted to the HED for possible funding during the 2007/2008 legislative session. Additionally, for your approval is the Five Year Capital Plan, which also follows the 3DI Master Plan. The Five Year Capital Plan covers items in phase one of the Master Plan as well as some of phase two.

Capital Project requests:

1  Central Plant Upgrade  $5,000,000.00
This project will address the need for two addition 400 ton chillers, adding an additional cooling tower, tunnel system repairs, piping in the tunnels, expansion of the Central Plant Building, and bringing on the Don Whitaker Automotive Technology Center to the Central Plant system. This project has been identified as the most important project for the college. It is identified in the Master Plan as the backbone for all future expansions and additions on the campus.

2  Infrastructure  $2,000,000.00
This project will address roof replacement needs, concrete replacement, and electrical upgrades. There are eight roofs that are scheduled to be replaced in 2007, we will use BR&R funding to repair some of these roofs, but the eight roofs cover 170,098 square feet with an anticipated cost of $1,871,078.00. We will be requesting about $750,000.00 in
infrastructure requests for roof repairs. There is an estimated $200,000.00 in concrete repairs across campus. And also included in the Infrastructure is $1,000,000.00 for electrical upgrades.

3 Oil & Gas Training Center $2,000,000.00
This capital request is for dirt work, utilities, buildings, and pavement for the new Oil & Gas Training Center. This will be in addition to the $500,000.00 of institutional funds and $250,000.00 in General Fund appropriations.

4 Relocation of the Maintenance, Warehouse and Central Receiving $4,000,000.00
This request is for the construction of a 35,000 square foot metal building that will house all of Maintenance, Grounds, and Custodial Departments equipment and vehicles. In addition, this building will be located on the west part of the campus as described in the Master Plan. This project will make room for the Continuing Education Department to expand into the area to be vacated by the Maintenance Department.

5 Wind Turbine $1,000,000.00
In the Master Plan, the planners call for the construction of a wind turbine to offset the projected rising electrical costs. The projected cost of the project is $1,750,000.00, we anticipate requesting grants to cover a portion of the cost of construction. Wind Turbine technology has improved in efficiency and it is anticipated that wind generation would support approximately one third of the campus electricity needs.
<table>
<thead>
<tr>
<th>Year</th>
<th>Project</th>
<th>Type of Project</th>
<th>Funding Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006 – 2007</td>
<td>Training &amp; Outreach Center</td>
<td>New Construction</td>
<td>Institutional &amp; GOB</td>
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<td>2007 – 2008</td>
<td>Student Housing</td>
<td>New Construction</td>
<td>Institutional, Rev Bonds</td>
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<td>2007 – 2008</td>
<td>Caster Activity Center remodel into classrooms</td>
<td>Remodel &amp; update of</td>
<td>Institutional &amp; GOB or STB</td>
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<tr>
<td></td>
<td>(Old Cowboy Hall of Fame area)</td>
<td>Infrastructure</td>
<td></td>
</tr>
<tr>
<td>2006 – 2008</td>
<td>Pannell Library remodel into classrooms</td>
<td>Remodel &amp; update of</td>
<td>Institutional &amp; GOB or STB</td>
</tr>
<tr>
<td></td>
<td>(Old Testing Center)</td>
<td>Infrastructure</td>
<td></td>
</tr>
<tr>
<td>1999 – 2008</td>
<td>Infrastructure</td>
<td>Roof Replacement</td>
<td>Institutional, &amp; GOB or STB</td>
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<tr>
<td></td>
<td></td>
<td>Concrete Replacement</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electrical upgrades</td>
<td></td>
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<td>2001 – 2008</td>
<td>Baseball field</td>
<td>Remodel &amp; addition</td>
<td>Institutional &amp; GOB or STB</td>
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<td>2007 – 2009</td>
<td>Central Plant Upgrades</td>
<td>Remodel &amp; addition</td>
<td>Institutional &amp; GOB or STB</td>
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<td>2007- 2009</td>
<td>Oil &amp; Gas Training Center</td>
<td>New Construction</td>
<td>Institutional &amp; GOB or STB</td>
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<td>2008 – 2009</td>
<td>Equestrian Center</td>
<td>New Construction</td>
<td>Institutional</td>
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<td>2008 – 2009</td>
<td>Relocation of Maintenance area</td>
<td>New Construction</td>
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<td>Year</td>
<td>Project Description</td>
<td>Action Type</td>
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<tr>
<td>-------------</td>
<td>---------------------------------------------------</td>
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<td>-----------------</td>
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<tr>
<td>2008 – 2009</td>
<td>Wind Turbine</td>
<td>New Construction</td>
<td>Institutional &amp; GOB or STB</td>
</tr>
<tr>
<td>2010 – 2011</td>
<td>Pannell Library Renovation</td>
<td>Remodel &amp; update of infrastructure</td>
<td>Institutional, &amp; GOB or STB</td>
</tr>
<tr>
<td>2010 – 2011</td>
<td>Caster Activity Center</td>
<td>Remodel, expansion &amp; update of infrastructure</td>
<td>Institutional, &amp; GOB or STB</td>
</tr>
<tr>
<td>2010 – 2011</td>
<td>John Shepherd Administration Building</td>
<td>Remodel &amp; update of infrastructure</td>
<td>Institutional, &amp; GOB or STB</td>
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<td>2011 – 2012</td>
<td>McLean Hall</td>
<td>Expand &amp; Remodel of infrastructure</td>
<td>Institutional &amp; GOB or STB</td>
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<td>2011 – 2012</td>
<td>Mary Hagelstein Instructional Center</td>
<td>Expand &amp; Remodel of infrastructure</td>
<td>Institutional &amp; GOB or STB</td>
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<tr>
<td>2011 – 2012</td>
<td>Vocational Building B Complex</td>
<td>Expand &amp; Remodel of infrastructure</td>
<td>Institutional &amp; GOB or STB</td>
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<tr>
<td>2011 – 2012</td>
<td>Build new parking lot on West Campus</td>
<td>New construction</td>
<td>Institutional &amp; GOB or STB</td>
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</tbody>
</table>
NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #95

Audit Services

BOARD DOCUMENTS

Date: June 11, 2007
Prepared by: Joshua Morgan
Coordinator of Purchasing
NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 15, 2007, a legal notice was sent to the following newspapers requesting sealed proposals for audit services:
   1) Hobbs Daily News Sun
   2) Albuquerque Journal
   3) Las Cruces News Sun

2. One proposal was submitted in compliance with the opening date and time.

3. The proposer was not present at the opening.

4. The Business Office Evaluation Committee has evaluated the proposals received and their recommendation is shown on Page 3.
NEW MEXICO JUNIOR COLLEGE
Evaluation and Recommendations
Board Documents

The audit firm responding to the RFP was:

Accounting & Consulting Group, LLP, Carlsbad, NM

The proposal was evaluated by an evaluation committee, comprised of Dan Hardin, Vice President of Finance, Jennifer Jordon, Executive Director of NMJC Foundation, Amparo Salazar, Accountant, and Joshua Morgan, Coordinator of Purchasing. See Pages 7 through 9 for the Evaluation Criteria Summary.

The Administration recommends acceptance of the professional services of Accounting & Consulting Group, LLP for audit services for the 2006/2007 fiscal year at an annual cost of $49,500. The college may opt to renew the contract annually for up to two additional years. The total multi-year cost is $156,200.

Source of Funding: FY 2007/2008 External Audit Fees
Account Number: 11000-1025-71257-131
Amount: $49,500.00

<table>
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<tr>
<th>Company Responding</th>
<th>Price Structure Multi Year</th>
<th>Points Section I</th>
<th>Points Section II</th>
<th>Points Section III</th>
<th>Points Section IV</th>
<th>Points Section V</th>
<th>Total Points Awarded</th>
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<tr>
<td>Accounting &amp; consulting Group, LLP</td>
<td>$156,200</td>
<td>27</td>
<td>11</td>
<td>38</td>
<td>8</td>
<td>10</td>
<td>84</td>
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</table>

Criteria issued by the State Auditor’s Office (See Pages 7 through 9 of this Board Document)

Legend:
Section I: Capability of Firm
Section II: Work Requirements & Audit Approach
Section III: Technical Experience
Section IV: Firm Strengths & Weaknesses
Section V: Cost
NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS

Request for Proposals #95

1. SERVICES – New Mexico Junior College is soliciting Requests for Proposals (RFPs) to select an Independent Public Accountant (IPA) to conduct the financial audit of the College for fiscal year 2006-2007. The financial audit shall comprise the entire operations of New Mexico Junior College, including but not limited to: 2006-2007 Financial Statement Preparation, 2006 component unit 990T exempt organization business income tax return and a federal single audit. The College may opt to renew the contract on a year-by-year basis for up to two additional years. Such renewal, if granted, shall be contingent upon the mutual consent of both parties and sufficient appropriations and authorizations being made by the Legislature of New Mexico for the performance of this contract.

2. PROFESSIONAL REQUIREMENT – In order to submit a proposal, IPAs must be currently licensed and in good standing with the New Mexico State Board of Public Accountancy and appear on the New Mexico State Auditor’s approved listing of IPAs for performing public audits.

3. SCOPE – The proposing IPA is independently responsible for determining the nature, scope, and depth of the audit services to be performed before submitting a proposal. IPAs may request to physically inspect sample documents maintained by the NMJC Business Office in this assessment.

4. AUDIT CONTRACT – The successful IPA shall be required to execute the official State of New Mexico Audit contract issued through the State Auditor’s Office (sample copy attached), the terms of which shall become an integral part of the requirements of this proposal.

5. AUTHORITIES – The audit shall be conducted by the IPA as per all the requirements of Audit Rule 2.2.2 NMAC dated April 16, 2007 titled “Requirements for Contracting and Conducting Audits of Agencies” and all other authorities relative to higher education and New Mexico local public bodies.

6. AUDIT REPORT DEADLINE – 2.2.2 NMAC requires the IPA submit a progress report to the State Auditor sixty (60) days prior to the audit report due date. The final deadline for submitting the audit report to the State Auditor’s Office is November 15, 2007.

7. PROPOSAL EVALUATION CRITERIA – The IPA shall be evaluated on the basis of the criteria set forth in 2.2.2 NMAC Audit Rule Appendix B (See pages 90 and 91). The IPA should submit sufficiently detailed information in his/her proposal to demonstrate competency or compliance as enumerated in the Audit Proposal Evaluation Criteria in Section A of this RFP #95.
8. AUDIT REPORT – The IPA shall submit twenty (30) original audit reports to NMJC on or before the audit report due date. The IPA is responsible for typing, reproduction and assembly of the reports.

9. COST – The cost of services shall be evaluated according to the weighing method outlined in Part Two of the Evaluation Form only for the top three candidates from Part One. IPAs should complete the Bid Price Form, breaking down the cost by category and estimated hours of completion. Gross receipt tax should be excluded.

10. MATERIALS TO BE SUBMITTED – There are materials that shall be submitted by the IPAs as part of the RFP process. They are as follows:

   A. NMJC Bid Price Form (copy attached in Section A).
   B. Firm Profile that addresses in detail all the evaluation points as described in the State Auditor’s Instructions for Completing Agency Audit Contract Proposal Evaluation Form (instructions attached in Section A).
   C. Firm’s most recent peer review.
   D. State Auditor’s firm review results.
NEW MEXICO JUNIOR COLLEGE

AUDIT PROPOSAL EVALUATION CRITERIA

SECTION A

The following instructions have been issued by the State Auditor's Office to agencies for the purposes of evaluating the IPA's Proposal.

Please submit sufficiently detailed information with your proposal that addresses each of the points listed in order for your proposal to be properly evaluated.

Firms are required to provide a complete copy of their most recent peer review as well as a copy of the most recent State Auditor's firm review results.
NEW MEXICO JUNIOR COLLEGE

Instructions for Completing Agency Audit Contract Proposal Evaluation Form

Part One

The Agency evaluation team is to complete this form for each Audit Firm proposal. If you are evaluating the second or third year of a multi-year proposal, complete only Part Two of the Evaluation Form.

1. Complete top portion of this form by entering:
   1) The name of your agency;
   2) The name and phone number of the contact person in your Agency;
   3) The name of the Audit Firm ("Firm") you are evaluating; and
   4) The date you are completing this form.

Section 1 Capability of Firm

A) Firm resources to perform the type and size of audit required.
   1) Enter the number of staff the Firm proposed to work on your Agency audit.
   2) Enter the total number of hours the Firm proposed to work on your Agency audit.
   3) Enter points for sufficiency and reasonableness of proposed Firm staffing and hours.

B) Quality Control Reviews
   1) Peer review results
      a) Obtain a copy of the most recent peer review (must have been performed within the most recent three years).
      b) Enter the type of opinion received.
      c) Enter points for the opinion received and review results.
   2) State Auditor review results – To be provided at a later date.
   3) Reference checks and prior experience
      a) Enter points for results of reference checks or your Agency's prior experience with the Firm. Reference checks should include past engagements of similar agencies and of key audit team members. Prior experience could include reviewing the previous evaluation form and determining that the Firm met proposed goals and used proposed staff.
   4) Timeliness – To be provided at a later date.
NEW MEXICO JUNIOR COLLEGE

Instructions for Completing Agency Audit Contract Proposal Evaluation Form

Part One (continued)

C) Organization and completeness of proposal or bid
   1) Enter points for overall responsiveness of the proposal or bid and completeness in
      the following specifications.

Section I Total – Add up and enter the total number of points awarded for Section I.

Section II Work Requirements & Technical Approach

A) Knowledge of audit objectives, agency needs and product to be delivered
   1) Enter points for indication the Firm understands the scope of work to be done,
      knowledge of objectives, and agency needs.

B) Sound technical plan and realistic estimate of time
   1) Enter the proposed start date
   2) Enter the proposed end date
   3) Enter points for the Firm’s development of a realistic plan and time estimates to
      complete major segments of the audit: planning; interim fieldwork; fieldwork;
      and reporting.

C) Plans for using auditee staff; including internal auditors
   1) Enter points for the Firm’s development of a realistic plan and time estimates
      for using Agency staff, including using the work of internal auditors.

D) Multi-year proposals
   1) Enter points for the Firm’s development of a realistic approach for planning
      and conducting the audits of subsequent years.

Section II Total – Add up and enter the total number of points awarded for Section II.
NEW MEXICO JUNIOR COLLEGE

Instructions for Completing Agency Audit Contract Proposal Evaluation Form

Part One (continued)

Section III Technical Experience

A) Enter points for the Firms' governmental audit experience

B) Enter points for the Team's audit experience for the following:

1) Specialization in your type of agency (e.g. state agencies, schools, hospitals, counties, cities, etc.), including component units (housing authorities, charter schools, foundations)

C) Enter points for attendance at continuing professional education seminars or meetings on auditing, accounting, and regulations directly related to state and local government audits and the agency.

Section III Total – Add up and enter the total number of points awarded for Section III.

Section IV Firm Strengths or Weaknesses

A) Specify any other firm strengths and weaknesses.

B) Enter points for any other firm strengths, offset by points deducted for weaknesses as noted in the Firm's proposal or bid. Indicated any other factors based on experience that may be relevant to evaluation of this Firm.

Section IV Total – Add up and enter the total number of points awarded for Section IV.

Add up and enter the total number of points awarded for all sections.
Repeat all steps for all proposals or bids received.
Determine the top three proposals with the highest scores for Part One.
Evaluate cost separately for the top THREE CHOICES.
Continue with Part Two of the Evaluation Form and add parts ONE and TWO in making your FINAL recommendations.
MEMO

TO: Dr. Steve McCleery
FROM: John Gratton
DATE: June 6, 2007
RE: Revised Certificate Program in Architectural/Drafting Technology

Please find the attached degree plan for the Certificate of Completion in Architectural/Drafting Technology. As a significantly revised degree program, I would like to submit this degree plan for Board approval. The degree plan has successfully completed procedures as stipulated by the Curriculum Committee and upon Board approval will be submitted to the New Mexico Higher Education Department. I appreciate your consideration of this request.
APPROVAL OF CERTIFICATE PLAN FOR
ARCHITECTURAL/DRAFTING TECHNOLOGY

Requirements: A total of 34 credit hours from the following courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

Program Requirements (22 credit hours)
CS 123D  Windows Applications            3
EG114C  Intro to 3-D Animation             4
CT113   Building Materials                3
CT123   Blueprint Reading for Construction 3
CT173   Principles of Construction        3
EG113   Principles of Drafting             3
EG133   Intro to Computer Assisted Drafting 3

Emphasis Areas – Choose either Architectural Drafting or Interior Design as an emphasis area (12 Hours)

Architectural Drafting (12 hours)
EG223A  Advanced Computer Assisted Drafting 3
ARCH213A  Architectural Rendering          3
ARCH233A  History of World Architecture    3
EG243A  Architectural Design Topics (capstone) 3

Interior Design (12 hours)
ID213D  Intro to Interior Design           3
ARCH213A  Architectural Rendering          3
ID233D  Interior Design I                   3
EG243A  Architectural Design Topics (capstone) 3

Total Hours for Certificate                   34

Approved by New Mexico Junior College Board of Trustees on ________________________.

(Date)

President, Steve McCleery  Chairman, Larry Hanna
NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 6-4-07

Candidate's name Craig D. Nelson

Position title CDL Instructor

☑ New position ☐ Existing position Classification ☑ Faculty ☐ Professional ☐ Other

Is candidate related to another NMJC employee? ☑ yes ☐ no If so, to whom Steven L. Nelson, Lead Carpenter

Effective date of employment June 12, 2007 Standard contract length ☑ 12 mos. ☐ 9 mos. ☐ other

Funding source Institutional Funds

Paid advertising beyond *standard None

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

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Posted salary range $35,057 to $43,822 Recommended annual salary $42,836 Prorated salary ☑ yes ☐ no

Account number(s) with respective % allocation(s) 11000 2909 61301 104 100%

Recommended and approved by:

Supervisor

Vice President

Dean/Director

President

Selection Committee Members: Christie Gressett – Enrollment and Financial Services Coordinator

Donald Hancock – CDL Trainer

Lisa Hardison – Dean of Extended Learning

Robert Rhodes – Vice President for Training and Outreach

Comments: Mr. Nelson, with more than eighteen years applicable experience, meets and/or exceeds the minimum requirements for this position.
ABBREVIATED RESUME

Position
CDL Instructor

Personal Data
Name: Craig D. Nelson

Education
Diploma, Lovington High School, Lovington, NM, 1980

Licensure
Current New Mexico CDL License with all endorsements

Professional Experience
Navajo Refining, Artesia, NM  
Truck Driver  
2006 to Present

Groendyke Transportation, Artesia, NM  
Truck Driver  
2004 to 2005

C & R Transportation, Lovington, NM  
Owner and Operator  
1985 to 2004

Caprock Pipe & Supply, Lovington, NM  
Part-time Truck Driver  
1984 to 1986

Southwestern Public Service, Hobbs, NM  
Plant Operator  
1981 to 1985
Position Announcement • May 2007

Position Title: CDL Instructor

Position Description: This position reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: 1) Assist the Coordinator of Transportation Training in the development, planning, and promotion of CDL programs; 2) Assist with curriculum development for CDL training and other related programs; 3) Instruct the classroom and driving portions of the CDL Truck Driving Academy and other related programs; 4) Develop and locate appropriate instructional resources such as textbooks, PowerPoint presentations, and videos/DVDs; 5) Organize instructional materials, classroom, and lab setting to meet industry standards; 6) Assess student learning; 7) Maintain student records; 8) Conduct routine maintenance and service of equipment; 9) Manage inventory associated with the CDL Truck Driving Academy; 10) Actively seek opportunities to partner with entities to promote enrollment in CDL training programs; 11) Maintain safe storage of equipment designated for CDL programs; 12) Attend professional training as directed by the Coordinator of Transportation Training or the Dean; 13) Perform any other duties assigned by the Dean to further the mission of the Extended Learning Division or New Mexico Junior College; 14) Participate in a process of continual personal and professional improvement; 15) Actively participate in the institutional goals and objectives designed to support the mission of the college; 16) Serve on college committees as assigned; and, 17) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: High school diploma or GED required, associates degree preferred. Preference will be given to candidates with 5 or more years of CDL driving experience. Current Class A CDL License is required. Must have communication, problem solving, and organizational skills. CDL training experience is preferred. Some travel, evenings, or weekends may be required. Must be committed to excellence and promoting success through learning. NOTE: Computer proficiency is required.

Salary/Benefits: This is a twelve-month faculty position. Salary range is based on NMJC 12-month faculty schedule and is commensurate with education and experience.

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

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts and/or certifications, and eight (8) personal references with current phone numbers and addresses:

Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

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

"Equal Opportunity Education and Employment"
5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 492-2793 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehernandez@nmjc.edu
## APPLICANT LIST

**Position:** CDL Instructor

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Nelson, Craig D.</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</td>
</tr>
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NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:  Date 5-22-07

Candidate’s name  Calvin B. Smith

Position title  Executive Director of Western Heritage Museum

☐ New position  ☒ Existing position  Classification  ☐ Faculty  ☒ Professional  ☐ Other

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

Effective date of employment  June 12, 2007  Standard contract length  ☒ 12 mos.  ☐ 9 mos.  ☐ other

Funding source  Institutional Funds

Paid advertising beyond *standard  higheredjobs.com

*Standard: The Hobbs News-Sun, Daily Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website

Postd salary range  $46,703 to $58,379  Recommended annual salary  $70,000  Prorated salary  ☒ yes  ☐ no

Account number(s) with respective % allocation(s)  10000 1071 61301 112  100%

Recommended and approved by:

Supervisor

Dean/Director  

Vice President  

President  

Selection Committee Members:  Dan Hardin – Vice President for Finance

Phil Jones – New Mexico Junior College Board Member

Steve McCleery - President

Comments:  Mr. Smith, with a Master’s degree and more than thirty-one years of applicable experience, meets and/or exceeds the minimum requirements for this position.
ABBREVIATED RESUME

**Position**
Executive Director of Western Heritage Museum

**Personal Data**
Name: Calvin B. Smith

**Education**
M.S., Eastern New Mexico University, Portales, NM, 1974  
  Major: Biology  
  Minor: Anthropology  
B.S., Eastern New Mexico University, Portales, NM, 1971  
  Double Major: Biology & Anthropology

**Professional Experience**
Self Employed, Pueblo, CO  
CEO/President, Legacy Museum  
2/05 to Present

International Museum Corporation, Houston, TX  
Director of Development  
6/03 to 12/03

Baylor University, Waco, TX  
Director of Strecker Museum Complex  
and Chairman of Department of Museum Studies  
2/83 to 5/03

Dr. Pepper Museum and Free Enterprise Institute, Dallas, TX  
Consultant  
8/82 to 12/82

Arkansas Museum Services, Little Rock, AR  
Director  
8/79 to 7/82

Lamar University, Beaumont, TX  
Director of Museum Services and  
Adjunct Professor of Anthropology  
9/75 to 8/79

University of Texas at Austin, TX  
Director of Education, Texas Memorial Museum  
1/74 to 9/75

**Current Professional Memberships**
International Council of Museums  
American Association of Museums  
Mountain-Plains Museums Association  
Texas Association of Museums  
Central Texas Museums Association  
Museum Association of Waco
Memberships and Offices
Member, George W. Bush Library and Museum Committee, Baylor University, Waco, Texas, 2000-2003
Member, Council Texas Archeologists, 1997-2003
Chairman, Committee on Museum Professional Training, American Association of Museums, 1997-2000
Graduate Council, Baylor University, Waco, TX, 1993-2000
Organizer and first Chairman, Outdoor Museums Affinity Group, Texas Association of Museums, 1990-2002
Advisory Board, Texas Sports Hall of Fame, Waco, TX, 1990-2002
Trustee, Texas Bar Historical Foundation
American Association for State and Local History, 1976-2002
New Mexico Wildlife Federation, 1973
Incorporator and Charter Member, Southeastern New Mexico Museum Association, Hobbs, NM
Organizer and first president, ENMU Wildlife Club, Eastern New Mexico University, Portales, NM

Honors and Awards
Appointment, Associate Professor Emeritus, College of Arts and Sciences, Department of Museum Studies, Baylor University, Waco, TX, 2003
President’s Award, Texas Association of Museums, Houston, TX, 2003
Governor Bill Daniel Statesmanship Award, State Bar, Austin, TX, 2001
Distinguished Former Odessan, Heritage of Odessa Foundation, Odessa, TX, 1997
Admiral in the Texas Navy, State of Texas, Austin, TX, 1997
“The Calvin B. Smith Award” to the most deserving sponsor at the annual Heart of Texas Regional History Fair, Baylor University, Waco, TX, 1995
Certificate of Citation for Service to the Community, State of Texas House of Representatives, Austin, TX, 1990

Published
McFaddin Beach, Russell J. Long, The Patillo Higgins Series of Natural History and Anthropology, Spindletop Museum, No. 1, 1977

Our Ewing Family, Laura Dingle Ewing, Nancy Nixon Tivis Series of History and Genealogy, Spindletop Museum, No. 1, 1977

The Heritage of Bufo woodhousei Girard in Texas, Ottye Sanders — Occasional Papers of the Strecker Museum, No. 1, 1986


Horn Shelter Number 2: The North End – A Stratified Rock Shelter in Bosque County, Texas, Occasional Papers of the Strecker Museum, No. 3, 1996

Wildness at Risk, Glen L. Evans, Occasional Papers of the Strecker Museum, No. 4, 1997

The Odessa Meteor Craters and Their Geological Implications, Glen L. Evan and Charles E. Mear, Occasional Papers of the Strecker Museum, No. 5, 2000
Position Announcement • April 2007 (revised May 2007)

Position Title: Executive Director of Western Heritage Museum

Position Description: The Executive Director of Western Heritage Museum shall be responsible to the President. The duties and responsibilities shall be, but are not limited to, the following: (1) Manage day-to-day operations of the Western Heritage Museum (WHM) museum including receptions, tours, memberships, artifacts, management, interpretation, fund raising, newsletters, inventory, accessioning and purging, budget, research, and archival duties; (2) Promote the WHM locally, regionally and nationally; (3) Seek outside funding sources to aid and enhance the annual operational cost, marketing, exhibits, traveling exhibits, and the theatre offerings of the WHM; (4) Work hand-in-hand with the Director of the Lea County Cowboy Hall of Fame (LCCHF) and Board of Directors to promote and support the mission and vision of the LCCHF; (5) Advise the President in matters of policy concerning the Western Heritage Museum; (6) Provide all reports to appropriate agencies, foundations, and individuals; (7) Maintain and promote an active WHM Advisory Committee; (8) Supervise employees; (9) Develop a cadre of volunteers to help with the day-to-day activities of the museum; (10) Plan and design the future expansion of the museum exhibits and WHM; (11) Accept other duties as assigned by the President; (12) Participate in a process of continual personal and professional improvement; (13) Actively participate in the institutional goals and objectives designed to support the mission of the college; (14) Serve on college committees as assigned; and, (15) Nothing contained herein shall limit the President in assigning the employee to any college activity for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A Master's degree in Museum Studies, Public Administration, History or Anthropology is preferred. All degrees must be from a regionally accredited institution. Three years experience in a museum or public relations setting. Additional experience may substitute for lack of advanced degree. Computer proficiency required.

Salary/Benefits: This is a 12-month professional position with a starting salary range of $46,703 to $58,379 commensurate with education and experience. Standard NMJC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more signed letters of reference to:

Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

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

"Equal Opportunity Education and Employment"
5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 492-2793 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mheinandez@nmjc.edu
**APPLICANT LIST**

**Position:** Executive Director of Western Heritage Museum

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<thead>
<tr>
<th>Applicant</th>
<th>Interview</th>
<th>Offer</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Smith, Calvin B.</td>
<td>Yes</td>
<td>Yes</td>
<td>Start date: Pending Board approval.</td>
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<tr>
<td>Johnson, Jill C.</td>
<td>No</td>
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<td>Vardeman, Vicki M.</td>
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<tr>
<td>Edwards, Norman</td>
<td>No</td>
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<td>Incomplete application materials.</td>
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