

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, June 19, 2003

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|---------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of May 15, 2003 | Larry Hanna |
| D. Correspondence | Pat Chappelle |
| E. President's Report | Dr. McCleery |
| F. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of Reaward RFP #77 – Preparation of Class Schedules | Dan Hardin |
| 6. Consideration of Bid #935 – Reroof for T-Bird and Zia Hall Dormitories | Dan Hardin |
| 7. Consideration of Bid #936 – Purchase of Hon Workstations and Furniture | Dan Hardin |
| 8. Personnel Consideration – Professor of Nursing | Rich Fleming |
| 9. Personnel Consideration – Groundskeeper Position | Dr. McCleery |
| 10. Consideration of Long Term Lease Agreement with NMJC Foundation | Dr. McCleery |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MAY 15, 2003

MINUTES

The New Mexico Junior College Board met on Thursday, May 15, 2003, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Wade Cavitt; Mr. Phillip Jones; Mrs. Yvonne Williams; and Mr. John Hice, Jr. Not present was Mr. Guy Kesner.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Jarrett Renshaw, Hobbs News Sun.

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

Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously approved the minutes of April 17, 2003.

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

Under *New Business*, Dan Hardin presented the April financial reports and with a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the expenditures for April 2003.

Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board deleted Section 4 of the president's employment contract to be consistent with the board policy handbook. Upon a motion by Mr. Jones, seconded by Mr. Cavitt, the board unanimously voted to offer President Steve McCleery the amended contract in the amount of \$107,000 for the fiscal year beginning July 1, 2003 and ending June 30, 2004.

Dr. McCleery presented retirement resolutions for Margaret Wilson and Ernestine Moore. Ms. Wilson has served the college for 21 years and Ms. Moore for 26 years. Both have elected to retire

on July 1, 2003. Upon a motion by Ms. Chappelle, seconded by Mr. Jones, the board unanimously adopted the resolutions.

Dr. McCleery recommended a non-reoccurring compensation increase of \$650 be awarded to each full time employee in a separate check on Monday, June 2, 2003. The increase will not be eligible for the Supplemental Retirement Plan. Upon a motion by Mr. Hice, seconded by Ms. Williams, the board unanimously approved the recommendation.

Upon a motion by Mr. Cavitt, seconded by Mr. Hice, the board unanimously voted to change the monthly board meeting time to 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously voted to move forward with the proposed privatized campus housing development.

Rich Fleming recommended Mr. Joe Young for the Professor of Office Technology/Business position with a nine month salary of \$35,500. Upon a motion by Mrs. Williams, seconded by Mr. Jones, the board unanimously approved the employment of Mr. Young, effective August 11, 2003.

Dr. Fleming recommended Ms. Mary Jane Ward for the Dean of Business and Technology position with an annual salary of \$55,500. Upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board approved the employment of Ms. Ward, effective July 7, 2003. The vote was as follows: Mr. Hice - yes; Mr. Jones - yes; Mrs. Williams - yes; Ms. Chappelle - yes; Mr. Cavitt - no; and Mr. Hanna - yes.

Dr. Fleming recommended Mr. Richard Steinhaus for the Professor of Sociology/Psychology position with a nine month salary of \$34,000. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the employment of Mr. Steinhaus, effective August 11, 2003.

Ms. Chappelle expressed her appreciation to Lisa Hardison for her efforts on the board orientation process.

The next regular board meeting was scheduled for June 19, 2003, beginning at 4:00 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Hice, seconded by Mrs. Williams, the board meeting adjourned at 3:15 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: June 10, 2003
RE: Expenditure and Revenue Reports for May 2003

May is month eleven or 92% of the budget for the 2002/2003 fiscal year. The expenditure report represents funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of May is \$25,124,666.00 of which \$1,797,881.00 are encumbered funds.

The total current unrestricted fund expenditures for Instruction & General through May are \$15,029,618.00, which is 98% of the projected budget. As you review the unrestricted expenses you will see instruction, academic support and student services are over the projected budget. Instruction has all of the faculty salary expenses for the summer that was paid in May. As we have noted in past reports, fringe benefits are not budgeted in the individual departments, but are expended in each departmental budget. The fringe benefits are budgeted in Institutional Support as one total. Also, as per CHE requirement we do charge outs between instruction, academic support, and student services and the computer service department. Charge outs have not been included in the budget. The Business Office monitors the individual departments to keep the expenditures within the budget limits. As we review the other areas of current unrestricted funds, Auxiliary Enterprises, which includes the Bookstore, has well exceeded the amount budgeted for projected cost of goods sold. The Bookstore sales through May continues to exceeded the projected budget for the year in new textbook sales, used textbook sales and sales of supplies. The result of increased sales is an increase in the revenue. The athletic department has moved above projected budget. Athletics has CHE required interdepartmental charge outs from maintenance, grounds, and custodial, which are not budgeted but expensed between the departments. Operation & maintenance of plant, which is the maintenance, grounds, and custodial has a credit for the month due to the posting of the charge outs to areas such as athletics.

Restricted funds include grants and restricted financial aid. Restricted financial aid includes Pell grants and Student Loans, the budget for student aid is only an estimate of what we anticipate students receiving during the year. Restricted funds are drawdown funds, therefore are not bound by a specific budget. As funds are expended,

New Mexico Junior College will request draws from the appropriate federal or state agency for grants and federal student aid. Grants have a different fiscal year than does the college, September is the year end for most grants, so the percentage of expenditure year-to-date is less for the grants compared to other areas.

The activity for May in Plant Funds is the expense and funds encumbered for the JASI administration software conversion, the smart classrooms, and Building Renewal and Replacement (BR&R) projects.

Expenditures for the month of May were \$1,929,373.00, expenditures year-to-date are \$25,124,666.00, or 82% of the projected budget.

Revenue generated in May 2003 was \$1,366,966.00. This mostly consists of the monthly allocation from the state, the oil and gas and oil and gas equipment tax income, local mill levy for property taxes, auxiliary enterprises revenue, and grant and direct loan drawdowns.

The actual oil and gas tax revenue for April was \$374,220.00, the accrual for May is the same \$374,220.00. Total oil & gas and oil & gas equipment tax revenue year-to-date is \$4,214,226.00, which is \$1,265,142.00 over the projected budget through eleven months of the fiscal year.

Revenue from property tax in May was \$202,128.00, bringing the total year-to-date from property tax and delinquent property tax to \$1,852,265.00. The budget for property tax for the year was \$1,800,000.00.

Restricted Funds had \$73,670.00 in revenue for May, the result of drawdowns from grants and direct loans for students.

Total revenue for May 2003 is \$1,366,966.00, with year-to-date revenue of \$22,832,279.00 or 99% of projected budget. We expect that all revenue categories will met or exceed budgeted projections.

The investment report shows an ending balance for May in the Local Governmental Investment Pool of \$7,475,000.00. During the month of May, the Business Office brought back in \$500,000.00 from the Local Governmental Investment Pool for cash flow purposes. Of the remaining \$7,475,000.00 in LGIP, \$5,050,386.62 or 68% is designated as capital projects. The balances for capital projects include what has been expended, but does not include what has been encumbered. In May the business office made the board approved transfers from reserves to capital projects.

The budget will be presented to the finance committee of the CHE (Commission on Higher Education) on June 11th.

This concludes the Financial Report for May 2003. If you have questions concerning the financial reports please do not hesitate to call, the business office is 392-5210.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

May 2003

92% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,980,600	5,564,081	93%	4,812,332	692,781	5,614,199	117%
Academic Support	1,021,222	1,112,031	109%	911,970	70,527	1,161,671	127%
Student Services	1,194,494	1,229,137	103%	1,069,344	99,051	1,361,748	127%
Institutional Support	2,461,574	2,030,732	82%	3,726,901	136,516	2,237,323	60%
Operation & Maintenance of Plant	1,943,012	1,592,521	82%	1,748,024	106,622	1,678,956	96%
Subtotal - Instruction & General	12,600,902	11,528,502	91%	12,268,571	1,105,497	12,053,897	98%
Student Activities	165,817	151,798	92%	290,976	42,123	326,918	112%
Research	0	0	0%	0	0	0	0%
Public Service	5,650	1,833	32%	0	0	0	0%
Internal Service Departments	300,815	377,664	126%	683,216	34,829	234,194	34%
Student Aid	148,092	168,901	114%	281,479	3,026	217,810	77%
Auxiliary Enterprises	1,266,820	1,766,371	139%	1,197,047	79,636	1,569,991	131%
Athletics	593,066	617,281	104%	568,428	36,121	626,808	110%
Total Current Unrestricted Fund	15,081,162	14,612,350	97%	15,289,717	1,301,232	15,029,618	98%
CURRENT RESTRICTED FUND							
Grants	2,236,954	2,134,857	95%	2,783,775	203,789	2,064,832	74%
Student Aid	3,300,000	3,938,902	119%	3,964,907	40,476	4,397,484	111%
Total Current Restricted Fund	5,536,954	6,073,759	110%	6,748,682	244,265	6,462,316	96%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant	250,000	250,000	100%	0	0	0	0%
Projects from Institutional Funds	3,325,000	2,276,086	68%	5,944,312	34,381	1,754,982	30%
Projects from State GOB Funds	1,500,000	891,713	59%	2,029,012	273,013	1,441,379	71%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Projects from State B R & R	345,546	249,894	72%	443,286	76,017	403,150	91%
Projects from Auxiliary BR&R	0	0	0%	35,986	465	33,221	92%
Subtotal - Capital and BR&R	5,570,600	3,817,747	69%	8,452,596	383,876	3,632,732	43%
Debt Service							
Revenue Bonds	1,470,813	1,488,662	101%	0	0	0	0%
Total Plant Funds	7,041,413	5,306,409	75%	8,452,596	383,876	3,632,732	43%
GRAND TOTAL EXPENDITURES	27,659,529	25,992,518	94%	30,490,995	1,929,373	25,124,666	82%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
May 2003

92% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,244,954	1,266,406	102%	1,356,355	17,449	1,274,866	94%
State Appropriations	7,494,100	6,906,175	92%	7,376,100	614,683	6,761,513	92%
Advalorem Taxes - Oil and Gas	2,874,085	3,528,327	123%	2,949,084	368,956	4,214,226	143%
Advalorem Taxes - Property	1,900,000	1,511,509	80%	1,800,000	202,128	1,852,265	103%
Interest Income	75,000	120,483	161%	50,000	1,254	51,807	104%
Other Revenues	294,400	348,253	118%	307,700	19,256	399,502	130%
Subtotal - Instruction & General	13,882,539	13,681,153	99%	13,839,239	1,223,726	14,554,179	105%
Student Activities	43,400	42,939	99%	43,400	(34)	47,258	109%
Public Service	0	660	0%	0	0	0	0%
Internal Service Departments	14,000	21,669	155%	10,000	2,615	13,674	137%
Auxiliary Enterprises	1,528,300	1,728,498	113%	1,663,000	52,006	1,740,529	105%
Athletics	35,100	31,828	91%	35,400	2,875	31,944	90%
Total Current Unrestricted	15,503,339	15,506,747	100%	15,591,039	1,281,188	16,387,584	105%
CURRENT RESTRICTED FUND							
Grants	2,236,954	1,242,236	56%	2,347,254	65,957	1,398,366	60%
Student Aid	3,336,485	3,870,211	116%	3,716,407	7,713	4,158,534	112%
Total Current Restricted	5,573,439	5,112,447	92%	6,063,661	73,670	5,556,900	92%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant	250,000	250,000	100%				
Projects from State GOB Funds	1,500,000	416,485	28%	1,212,900	0	791,136	65%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Interest Income	50,000	94,664	189%	105,700	12,108	96,659	91%
Subtotal - Capital & BR&R	1,700,054	911,203	54%	1,318,600	12,108	887,795	67%
Debt Service							
Interest Income	73,164	32,100	44%	0	0	0	0%
Total Plant Funds	1,773,218	943,303	53%	1,318,600	12,108	887,795	67%
GRAND TOTAL REVENUES	22,849,996	21,562,497	94%	22,973,300	1,366,966	22,832,279	99%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

May 2003

92% of Year Completed

		OIL		GAS		COMBINED		
Month of Sales	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2002-03 Original Budget	Variance Over (Under) Budget
May	July	\$25.54	3,213,428	\$2.93	17,624,734	298,995	208,257	90,738
June	August	\$22.24	3,318,541	\$2.13	19,075,363	253,965	208,257	45,708
July	September	\$25.14	3,177,774	\$2.68	18,025,220	297,407	208,257	89,150
August	October	\$25.38	3,265,406	\$2.98	18,326,173	274,752	208,257	66,495
September	November	\$26.85	3,146,407	\$2.91	18,237,192	303,776	208,257	95,519
October	December	\$28.54	3,100,449	\$3.32	17,418,828	314,617	208,257	106,360
November	January	\$27.26	3,140,732	\$3.61	17,233,713	274,945	208,257	66,688
December	February	\$29.07	2,933,725	\$3.82	16,449,536	329,343	208,257	121,086
January	March	\$28.05	3,142,368	\$4.15	16,323,850	379,484	208,257	171,227
February	April	\$31.24	3,146,949	\$4.79	16,378,639	374,220	208,257	165,963
March	May	\$34.56	2,875,463	\$5.48	15,066,921	374,220	208,257	165,963
April	June						208,257	(208,257)
Y.T.D. Production Tax Revenue						3,475,724	2,499,084	976,640
Y.T.D. Equipment Tax Revenue						738,502	450,000	288,502
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						4,214,226	2,949,084	1,265,142

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, based on the prior month actual.

NEW MEXICO JUNIOR COLLEGE Schedule of Investments May 2003

92% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	7,475,000	N/A	N/A	N/A	7102-1348	1.98%	13,141
Total Investments	<u>7,475,000</u>						<u>13,141</u>

Summary of Current Month's Activity	
Beginning amount	7,975,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	5,050,387
Reserves Invested	2,424,613
Total LGIP Investment	7,475,000

Capital Projects	5/31/2003
Technology Upgrade	35,651.56
Workforce Training Center	1,191,750.14
High Tech Start Up	260,811.67
Docutech	250,000.00
Vehicles	175,000.00
CISCO Networking Equipment	4,188.53
Western Heritage Center	500,000.00
Drawings and Master Plan	145,294.00
Baseball Field	223,570.05
Rodeo Arena	16,226.25
Dormitory Landscape	46,012.37
Caster Activity Center HVAC	0.00
Circle Drive	193,065.40
Dorm Construction	1,600,000.00
Lea County Beautification	37,500.00
Roadway Parking Lot Seal Coat	50,000.00
Dorm Recreation Area	150,213.03
BR&R Carryover	19,539.49
Water Rights	50,000.00
Firing Range Upgrade	1,564.13
Millen Fence/Landscape	100,000.00
Total	5,050,386.62

NOTE: Capital projects total does not include encumbered funds

Memo

To: New Mexico Junior College Board Members
From: Donna Richards
Date: June 12, 2003
Re: Request for Proposal # 77, Preparation of Mailing List, Labeling, Printing, and Mailing of NMJC Class Schedules

On January 8, 2003 New Mexico Junior College issued RFP # 77. Six proposals were received and evaluated by a selection committee using pricing as 70% of the selection criteria. Subsequently, the proposal to prepare, label, print, and mail the NMJC summer, fall, and spring class schedules was awarded to RSG Industrial Printing by the NMJC Board on February 25, 2003.

Wording in the RFP clearly stated that vendors were to include the cost of postage in their bid; however, after the printing and mailing of the Summer 2003 Class Schedules was complete, New Mexico Junior College was charged an additional \$2,743 for postage. In a phone conversation with Mr. Robert Giovannucci of RSG, he stated that his pricing did not include postage and that he could not afford to absorb these costs.

Mr. William Shoobridge reviewed the proposal and the bid submitted by RSG. I have attached his letter of response.

I am requesting that in compliance with New Mexico State Procurement, the proposal for Preparation of Mailing List, Labeling, Printing and Mailing of NMJC Class Schedules be awarded to OakCreek Printing whose proposal conforms to the specifications issued by NMJC.

An updated tabulation sheet is attached.

Tabulation Sheet - RFP # 77
 Preparation of Mailing List, Labeling, Printing, and Mailing of NMJC Class Schedules

	NM Residential Preference #:	Preparation of Mailing List Updates, Selection Criteria	References with Contact and Phone Numbers	Ability to Meet Deadlines	Price	TOTAL
		10 Points	5 Points	15 Points	70 Points	100
Best Printing	76R13	10	5	15	48	78
Desktop Creations		Disqualified - no sample of work				
Go-Mail		Disqualified - no sample of work				
Intermountain Color	34R46	10	4	15	40	69
Oak Creek		10	5	15	70	100
RSG		Non Responsive Bid		0	0	0

* Best Printing Total Annual Price = \$43,943 x .95 (Residential Preference) = \$41,845 (.69 x 70 points = 48)

** Intermountain Color Total Annual Price = \$ 54,038 x .95 (Residential Preference) = \$51,226.70 (.57 x 70 points = 40)

*** Oak Creek Total Annual Price = \$29,066 = Low Price = 70 points

SHOOBRIDGE LAW FIRM, P.C.

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FAX: (505) 397-2497

DIANNA L. LUCE

E-MAIL: shooblaw@aol.com

June 12, 2003

Ms. Donna Richards
New Mexico Junior College
5317 Lovington Highway
Hobbs, New Mexico 88240**Re: RFP for Preparation of Mailing List, Labeling, Printing, and Mailing of New Mexico Junior College Class Schedule**

Dear Ms. Richards:

I have reviewed the above RFP and RSG Industrial Printing's proposal. I understand that RSG Industrial Printing was awarded the printing and mailing contract for Summer, Fall and Spring Class Schedules on February 25, 2003. After being awarded the contract and having done the Summer 2003 Class Schedules, RSG Industrial Printing billed the college pursuant to its bid, but also charged an additional \$2,743.00 for postage. A primary legal issue in the awarding of the contract to RSG Industrial Printing is whether or not the RFP clearly stated that postage was to be included in the price. If postage was clearly to be included in price, the college is not required to pay the additional \$2,743.00. If RSG Industrial Printing's proposal clearly indicated that it did not include postage as a part of its price, it's bid should have been rejected as a non conforming proposal. If there was not a "meeting of the minds" in response to the RFP, then there was not a binding contract with RSG.

In my opinion, the RFP clearly includes "mailing of New Mexico Junior College Class Schedule." RSG Industrial Printing claims they "missed the wording" that postage was included in the bid price for mailing. The schedules are to be "FOB to the postal office." "Free on board" to the post office means without cost to the buyer. The RFP distribution and specifications at page 5, regarding print and mail quantities, by asterik footnote states that mailing, "Includes printing, list purchase, labeling, and postage." On page 6, RSG Industrial Printing states in its proposal that it is able to meet U.S. Postal Department's verified best bulk postal rate, but responds it will not pay cost of postage in case of postal rate changes. In my view, there was no reason for the college to believe RSG was excluding postage.

RSG Industrial Printing is now saying it will not pay for postage. I suggest that RSG Industrial Printing be advised that the RFP clearly included postage. If the company is unwilling to perform, the contract should be terminated. I enclose a draft of a proposed letter to be sent to RSG Industrial Printing. I make no determination on whether to pay the postage at this time. In an attempt to resolve the matter without litigation encouraging, perhaps RSG Industrial's postage expense could be paid. However, the college's legal position is that the payment of postage is not due.

June 12, 2003

Page 2.

You have proposed that the contract be reawarded to Oak Creek Printing. If RSG's proposal did not include postage, the contract should be reawarded to Oak Creek Printing.

Very truly yours,

WILLIAM G. W. SHOBRIDGE

/yj

cc: Dr. Steve McCleery

June 12, 2003

RSG Industrial Printing
Attention: Mr. Robert Giovannucci

Re: RFP for Preparation of Mailing List, Labeling, Printing, and Mailing of New Mexico Junior College Class Schedule

Dear Mr. Giovannucci:

You have advised New Mexico Junior College that you missed the wording that your proposal to the college was to include postage. The RFP clearly includes mailing and postage. Your company's proposal indicated that your price was in conformity with the RFP. If your company's proposal did not include postage, it is a non conforming bid and your company was not the low bidder. Pursuant to New Mexico procurement law, the contract must be reawarded to the lowest conforming bid.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #935

Reroof for T-Bird and Zia Hall Dormitories on the NMJC Campus

BOARD DOCUMENTS

Date:	June 19, 2003
Prepared by:	Donna Richards Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 16, 2003, legal notices were posted in three newspapers, requesting sealed bids for the Reroof of T-Bird and Zia Hall Dormitories.
 - 1) The Hobbs Daily News Sun
 - 2) Las Cruces Sun-News
 - 3) The Albuquerque Journal
2. Bids were requested for (a) a gabled metal roof system or (b) an alternate bid to replace existing roofing with a built-up 4 ply roof system. Vendors were invited to bid on one or both systems.
3. Two vendors submitted bids within the time frame specified by the bid package.
4. One vendor was present at the opening.
5. The Business Office has evaluated the bids received. Their recommendation is shown on the following page.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The vendors responding to Invitation to Bid #935 were:

Commercial Roofing – Albuquerque, N. M.
G & G Roofing, Inc. – Hobbs, N. M.

The Bid Tabulation Summary appears on page 4.

The Administration recommends acceptance of the bid from G & G Roofing, Inc., \$146,500, for the reroofing of the NMJC dormitories using the built-up 4 ply roof system.

**Source of Funding: - NMJC Capital Projects
Infrastructure GOB Nov 02 - \$998,000
Account # 7-2729-02019**

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #936

**Purchase of Hon Workstations and Furniture for New Mexico
Junior College**

BOARD DOCUMENTS

Date:	June 19, 2003
Prepared by:	Donna Richards Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 23, 2003, legal notices were posted in three newspapers, requesting sealed bids for the purchase of Hon Workstations and Furniture for the Criminal Justice Department.
 - 1) The Hobbs Daily News Sun
 - 2) Las Cruces Sun-News
 - 3) The Albuquerque Journal
2. Bid packets were sent to six potential bidders.
3. Five vendors submitted bids within the time frame specified by the bid package. One vendor submitted a bid via fax and was disqualified. (Bid specifications state that telephone bids, faxes, and telegrams are not acceptable.)
4. No vendors were present at the opening.
5. The Business Office has evaluated the bids received, and recommends the acceptance of the low bid received from Sav-On Ltd.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The vendors responding to Invitation to Bid #936 were:

Belews Office Products, Inc. – Albuquerque, N.M.
El Paso Automated Office – El Paso, TX.
Copies, Inc. – Hobbs, N.M.
Sav-On Ltd. – Las Cruces N.M.

The Bid Tabulation Summary appears on the following page.

The Administration recommends acceptance of the bid from Sav-On Ltd. for \$14,148.68.

**Source of Funding: - Instructional ER&R Funds
1-2741-11-512 (major equipment – Criminal Justice)
FY 2003/2004**

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date June 5, 2003

Candidate's name Jonna Lindsey-Marion

Position title Professor of Nursing

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 August 11, 2003 Standard contract length 12 mos. 9 mos. other

Funding source Salaries-Faculty FT

Paid advertising beyond *standard Hobbs News-Sun

(* 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)

Posted salary range Based on the NMJC faculty salary schedule Recommended annual salary \$31,250.00 Prorated salary yes no (Employment date through June 30)

Account number(s) with respective % allocation(s) Salaries-Faculty FT 1-2011-11-515

Recommended and approved by:

Karen Cummings
Supervisor

Steve M. Davis
Dean/Director

Richard Fleming 6-6-03
Vice President

Steve McCreary
President

Selection Committee Members: Tamara James

Sondra Hutson

Lynda Knoll

Karen Cummings

Comments:

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Jonna W. Lindsey-Marion

Education

R.N., Methodist Hospital School of Nursing, Lubbock, TX, 1997

B.S.N., Lubbock Christian University, Lubbock, TX, 2003

Professional Experience

Brownfield Regional Medical Center, Brownfield, TX
Registered Nurse

6/97 to Present

Lubbock Rape Crisis Center, Lubbock, TX
Volunteer

1995 to 1997

Organizations/Awards

Methodist Hospital School of Nursing TNSA Chapter (President) 1996-1997

Bronze Medal, LCU Department of Nursing 1997

Certifications

Texas Nursing License #646748

ACLS

NNRP

PALS

TNCC



New Mexico Junior College Career Opportunities

Position Announcement • December 2002

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; (3) student advisement and counseling; (4) curriculum update and revision; and (5) serve on college committees as requested by the administrative team.

Qualifications: Master's Degree in nursing with a Psychiatric/Mental Health Nursing specialty or certification required. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years of clinical experience and hold, or have the ability to obtain, a New Mexico and Texas nursing license. Prior successful teaching experience at the college level with a background in the fundamentals of nursing, medical-surgical and psychiatric nursing experience preferred. Candidates should be able to work within team teaching concepts. Computer proficiency highly desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

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

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

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

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

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us

APPLICANT LIST

Position: Professor of Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Taylor, Carol	Yes	No	
Henson, Shannan	No	No	
Lindsey-Marion, Jonna	Yes	Yes	Start date: pending Board approval.
Shoemake, Julie	Yes	No	

Memorandum

May 29, 2003

To: Charley Carroll
Dr. McCleery
Lisa Brown

From: Jo Ann Pritchett, Grounds Supervisor *J.P.*

Re: Groundskeeper I

After reviewing applications for the Groundskeeper I position, I would like to recommend Mr. Jose Rivero for the vacant position. Per the 02-03 NMJC Employee Handbook, (pg. 14-Employment of Relatives), I would like to request approval from the Board because Mr. Rivero is related to Ms. Mary Ann Rivero. Ms. Rivero is his daughter-in-law and an employee of NMJC. She works in the criminal justice department as a department secretary.

Pending approval I would like for Mr. Rivero to start employment on June 23, 2003.

approval for

6-8-03