

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

**Friday, June 22, 2012**

**Zia Room - Library**

**3:00 p.m.**

## AGENDA

- |   |                |
|---|----------------|
| A. Welcome  | Guy Kesner     |
| B. Adoption of Agenda   | Guy Kesner     |
| C. Approval of Minutes of May 18, 2012                            | Guy Kesner     |
| D. President's Report   | Steve McCleery |
| E. Public Comments  | Guy Kesner     |
| F. New Business   |                |
| 1. Oath of Office   | Steve McCleery |
| 2. Consideration of Redistricting Proposal                        | Steve McCleery |
| 3. Monthly Expenditures Report                                    | Dan Hardin     |
| 4. Monthly Revenue Report   | Dan Hardin     |
| 5. Oil and Gas Revenue Report                                     | Dan Hardin     |
| 6. Schedule of Investments  | Dan Hardin     |
| 7. Consideration of Bid #1061 – Janitorial Supplies               | Regina Choate  |
| 8. Consideration of Budget Change                                 | Steve McCleery |
| 9. Consideration of Museumscapes Revised Contract                 | Calvin Smith   |
| 10. Personnel Consideration – Professor of Chemistry              | Kelly Holladay |
| 11. Personnel Consideration – Recruiter for Automotive Technology | August Fons    |
| 12. Personnel Consideration – Director of Del Norte               | Bill Morrill   |
| 13. Personnel Consideration – Executive Director WHM & LCCHF      | Bill Morrill   |
| 14. Closure of Open Meeting                                       | Guy Kesner     |
| 15. Consideration of President's Contract                         | Guy Kesner     |
| G. Announcement of Next Meeting                                   | Guy Kesner     |
| H. Adjournment  | Guy Kesner     |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

MAY 18, 2012

### MINUTES

The New Mexico Junior College Board met on Friday, May 18, 2012, beginning at 3:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Ron Black; Mr. Zeak Williams; Mrs. Mary Lou Vinson; and Mr. Hector Baeza.

Mr. Kesner called the meeting to order and welcomed visitors and guests present: Beth Hahn, News-Sun.

Agenda item F. Public Comments was moved below item D. President's Report. Upon a motion by Mrs. Vinson, seconded by Mr. Williams, the agenda was unanimously adopted, with change.

Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the minutes of April 19, 2012.

*Under President's Report*, Dr. McCleery presented Specialist Philip Guthrie, former NMJC student, with a Certificate of Appreciation for his service to our country. The Lea County legislative delegation presented him with a Resolution from the State of New Mexico, as well.

*Under New Business*, Dr. McCleery presented retirement resolutions for Victor Berner, Pamela Fisher, Sam Nichols, and Calvin Smith. Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously adopted the resolutions.

Josh Morgan presented the April financial reports and with a motion by Mr. Baeza, seconded by Mrs. Vinson, the Board unanimously approved the expenditures for April, 2012.

Kelly Holladay recommended Heather Davis for the Professor of Biology position at a nine month salary of \$49,023. Upon a motion by Ms. Chappelle, seconded by Mr. Baeza, the Board unanimously approved the employment of Ms. Davis, effective August 13, 2012.

Dr. McCleery recommended Dennis Atherton for the Vice President for Instruction position at an annual salary of \$97,500. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the employment of Dr. Atherton, effective June 1, 2012.

Dr. McCleery presented a request from Pegasus Global Holdings and the "CITE" project for rental of office space on campus, a "CITE" link on the college web page, and access to the NMJC Research Foundation. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the request.

Mr. Kesner presented a request to use \$100,000 from reserves to provide funding for projects associated with the Mission of the NMJC Research Foundation. This would include staffing. Upon a motion by Mr. Baeza, seconded by Mr. Williams, the board unanimously approved the request.

Ms. Chappelle recommended Mr. Travis Glenn from Tatum to represent District 1 on the Board (Mr. Phil Jones position). Upon a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved the recommendation.

The Board discussed various future plans including an Equine Center with the county, an Aquatic Center, and Music Technology.

Dr. McCleery reminded the Board of the ACCT Conference to be held in Boston in October, as well as the HED trustee meeting in Albuquerque on June 25.

The next regular board meeting was scheduled for Friday, June 22, 2012, beginning at 3:00 p.m.

Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the board meeting adjourned at 4:30 p.m.

RESEARCH  
& POLLING  
INC



**New Mexico Junior College  
Board Redistricting**

June 22, 2012

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## **Objective**

This report was requested to present possible redistricting plans for the New Mexico Junior College Board districts. This process is accomplished by running an analysis between the current district boundaries and the 2010 Census data and then adjusting the boundaries in accordance with the redistricting guidelines listed in the following section. The results of this analysis are displayed in both map and data table format.

## **Redistricting Overview**

### *General Issues*

Redistricting refers to the process of revising the boundaries of territories from which government officials are elected; when done for the first time, as in a transition from at-large elections, the process is "districting." The idea of having districts derives from our principle of "representative democracy" whereby the people elect others to represent them in government decision-making. However, the procedures which have guided translating this general principle into action have changed markedly over the years.

Beginning in 1790 the United States conducted its first decennial census count as required by Article I, Section 2, of the Constitution in order that

*". . . Representatives shall be apportioned among the several states according to their respective numbers . . ."*

The use of census data as a basis for operating a representative democracy has been expanded over the years to include districting at many levels of government from Congressional to school, water or hospital board districting systems. The general rule is to try to have equal numbers of persons in each elected representative's district. Federal Courts have been active in determining how equal in population districts must be in order to meet the ideal of "one person, one vote."

In 1965 Congress passed the Voting Rights Act, and later amended the Act so as to attempt to protect certain minority groups from electoral "schemes" which might act to discriminate against these groups. In the area of districting, plans or systems which dilute minority voting strength can be subject to challenge and should be avoided.

### *Guidelines*

1. Each district shall contain as nearly as possible substantially the same population based upon the most recent Federal Census. To be equal in population in the context of state or local districting would require that the total population of any one district not be more than five percent off from a mathematically perfectly equal population across all districts.
2. Plans must avoid dilution of minority voting strength. With respect to racial or ethnic communities, courts often refer to a "totality of circumstances" in judging whether or not a plan harms minority group voting strength.
3. Communities of interest shall be preserved whenever reasonable within a single district. Maintaining and preserving communities of interest has no precise mathematical solution.
4. Each district shall be contiguous. All parts must be together with no separated "islands" of territory.
5. Each district shall be reasonably compact.

### *Interpreting the Guidelines*

The concerns expressed in numbers "1" and "2" above, are of high priority in the process of districting. Equal population and non-dilution of minority voting strength are principles whose transgressions invite litigation. However, while equality of population is a fairly straightforward issue, the definition of a vote dilution is complex in the context of districting. It must be remembered that, while minority voting strength is an important consideration, it cannot subordinate the other traditional redistricting guidelines, such as compactness and contiguity.

- In general, no other guidelines may justify a violation of these first two paramount principles. -

If districts are non-diluting and equal in population, they may also be expected to respect a host of other guidelines, the most common of which are listed above as items "3", "4" and "5". In addition, it should be noted that no law prevents concern for incumbency of office holders so long as no essential principle is violated.

### *Redistricting Data*

The United States decennial census is the basis for all population figures for redistricting governmental areas. The census bureau has released a special tabulation especially for redistricting. This tabulation is known as the "Public Law (PL) 94-171 dataset" which for New Mexico was released on March 15, 2011. All tabulations are for the census date of April 1, 2010.

The PL 94-171 dataset contains information which redistricting experts and the courts have identified as important indicators of compliance with the one-person, one-vote principle and application of the Voting Rights Act to the redistricting endeavor.

### *Who Is Included In Population Tabulations?*

As census data are the basis for figuring populations in redistricting, census enumeration procedures and residence rules determine who is or is not included in the basic population counts for redistricting.

The census attempts to count all persons in the country at their "usual place of residence." Foreign travelers who had not established a U.S. residence were excluded from the census count. American travelers were counted at their usual "home" residence. U.S. military personnel, their dependents and civilian employees overseas are excluded from census tabulations.

Within the United States, persons in the Armed Forces were counted as residents of the area in which their installation was located. Military family members were counted where they were living on April 1.

College students are counted as residents of the area in which they live while attending college as has been the case since the 1950 census.

Persons in institutions are counted in those places. This includes jails, prisons, nursing homes, hospitals or other centers for handicapped or mentally ill persons, as examples.

### *PL 94-171 Subject Tabulations Of Importance*

In addition to total population counts, the redistricting dataset from PL 94-171 includes some data on subject characteristics. Limited age, race and Hispanic status tabulations are included in the redistricting data. Other data are available from other census datasets.

Age tabulations are restricted to counts of persons ages 18 and over and thus correspond to counts of the voting age population (VAP). The census bureau has noted a tendency for respondents to have declared their age as of when they filled out their census questionnaires and not as of exactly April 1 of the census year.

As of 1980, data reported on Spanish or Hispanic origin is based upon a question asked of all census households. Persons of Hispanic origin include all persons responding "Mexican," "Puerto Rican," "Cuban," or "Other Spanish/Hispanic" origin. Persons of Hispanic origin may be of any racial grouping.

In addition to persons of Hispanic origin, Research & Polling, Inc. uses the census tabulations of non-Hispanic White population as equivalent to the New Mexico concept of the "Anglo" population. In order to avoid possible overlap, we also report other relevant racial data based upon those who did not indicate that they were of Hispanic origin. Thus, we report, depending on the specific area involved, e.g., non-Hispanic Black, non-Hispanic American Indian, and other non-white, non-Hispanic figures. Our tabulations avoid double-counting minority group figures.

### *Other Data Adjustments*

Generally, Research & Polling, Inc. makes use of the best officially accepted data available for redistricting which includes, especially in the early years of a decade, a strong desire to use census data as reported. However, some adjustments to the data are made in certain circumstances. For city redistricting work, we may analyze data in order to count population for the city as it exists at the time of redistricting including annexation which may have taken place since the official census map city limits were established. In this instance, we try to determine the 2010 population of the current city limits in order to assure comparability of data.

Some districted governmental entities, notably school districts and hospital districts, have outer boundaries which cross census areas. We perform estimation in these situations in order to calculate population figures for the total governmental area. The estimates are usually very minor in proportion to the total population of the governmental area.

### *Building Block and Boundaries*

When districting involves officials elected in the regular cycle of primary and general elections, the actual conduct of the election makes use of voting precincts as the basic electoral building blocks of New Mexico politics. This is so because the voting machine choices given to a voter are organized by precinct boundaries. This mandate, however, could cause a violation of some other requisite fundamental principles of districting. For example, a city could have too few voting precincts to organize city council districts with equal populations.

For elected officials who "run" in other election schedules, the precinct carries less significance. Voters may be reorganized for local elections whose district boundaries frequently do not coincide with precincts. This is the case, for example, with city limits, the boundaries of school districts, and other entities in New Mexico. While elections need not be organized by precincts, the county clerk must sort voters in "split" precincts used to district local elections and so additional expense is incurred when precinct lines are ignored.

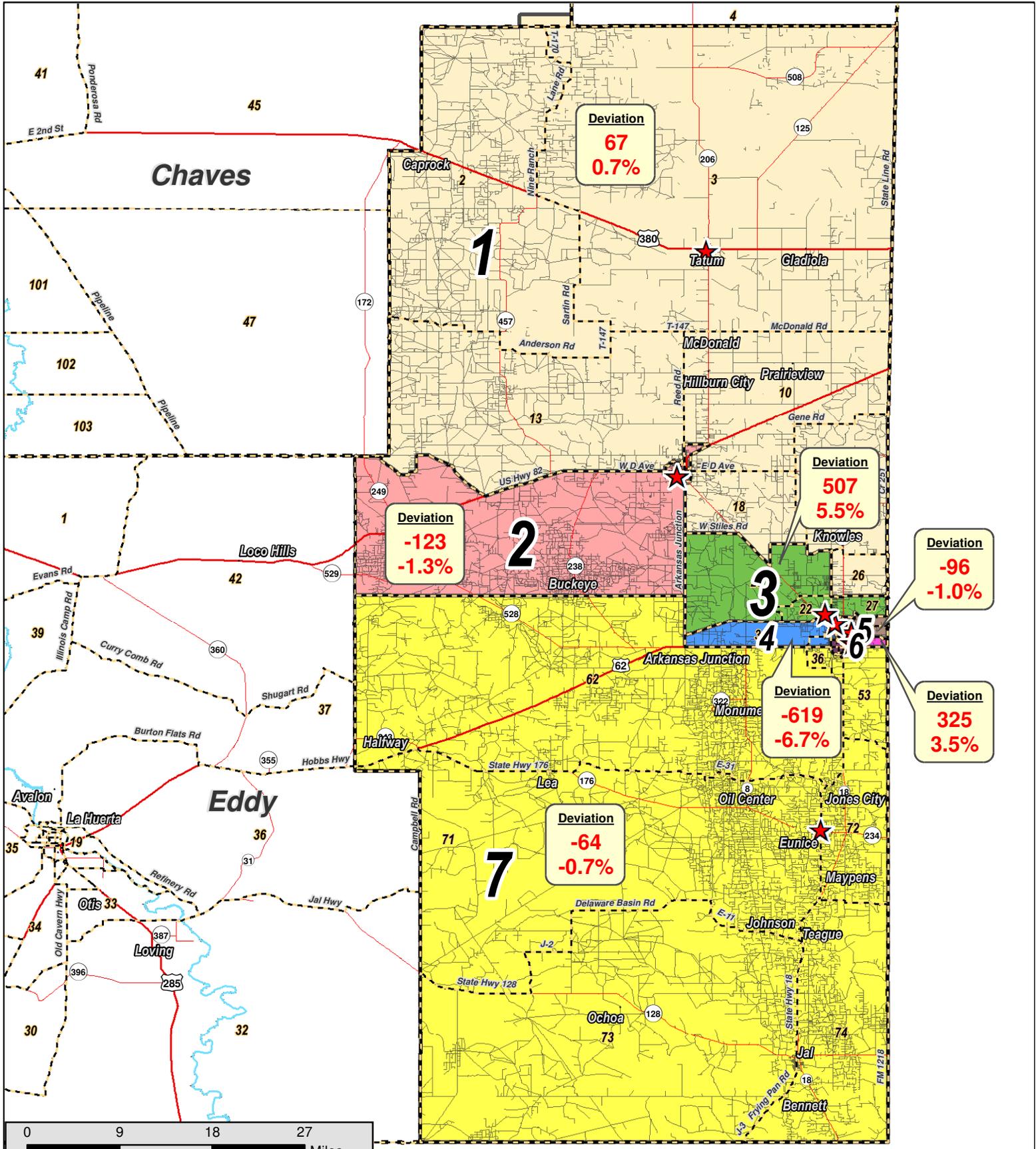
When precincts must be broken into smaller areas, the most common, and smallest unit used, is the U.S. census block. A block is literally a geographic block bounded by physical features such as various streets or political boundaries such as a city limits. We do not attempt to subdivide census blocks except as may be necessary at the outer boundaries of an area to be districted (such as the outer boundary of a school district).

# Maps and Tables

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# New Mexico Junior College Board

# Current Districts



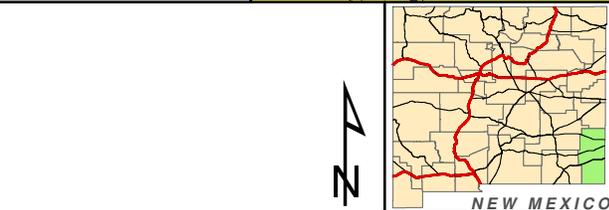
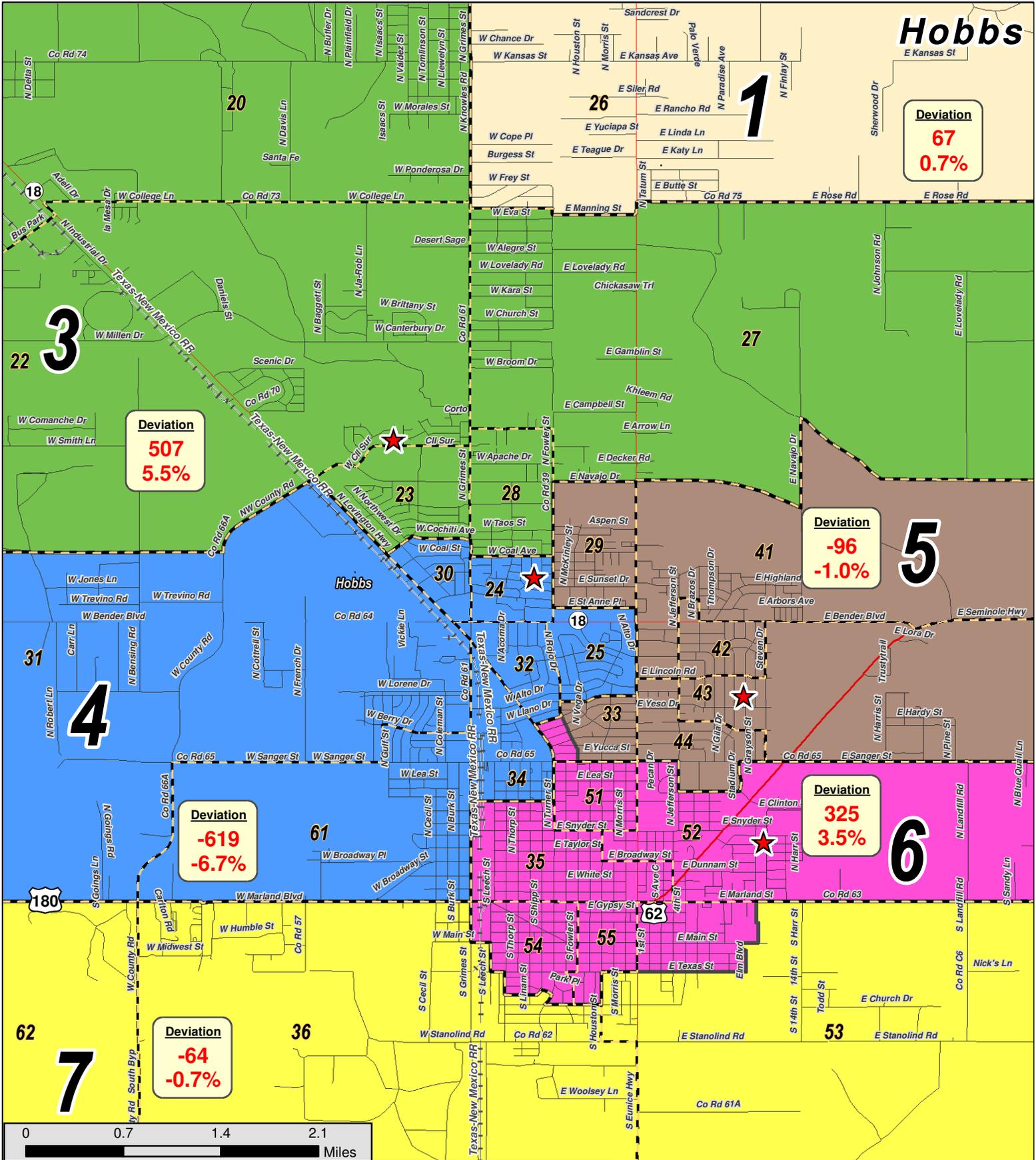
**LEGEND** Created: June 18, 2012

- ★ Board Members
- ▣ Counties
- ▤ Precincts
- US Highway
- State Highway

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# New Mexico Junior College Board

# Current Districts



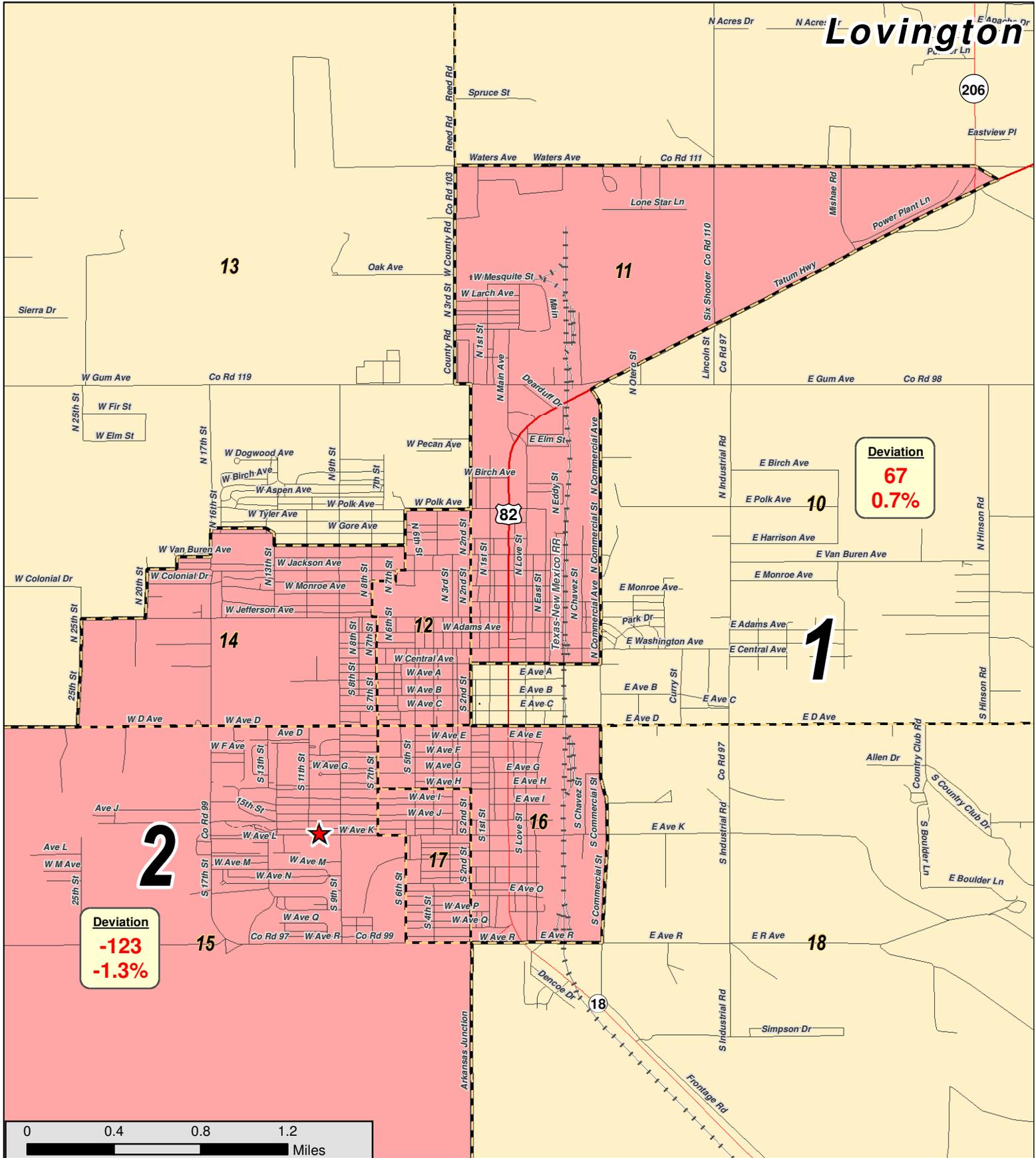
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# New Mexico Junior College Board

# Current Districts



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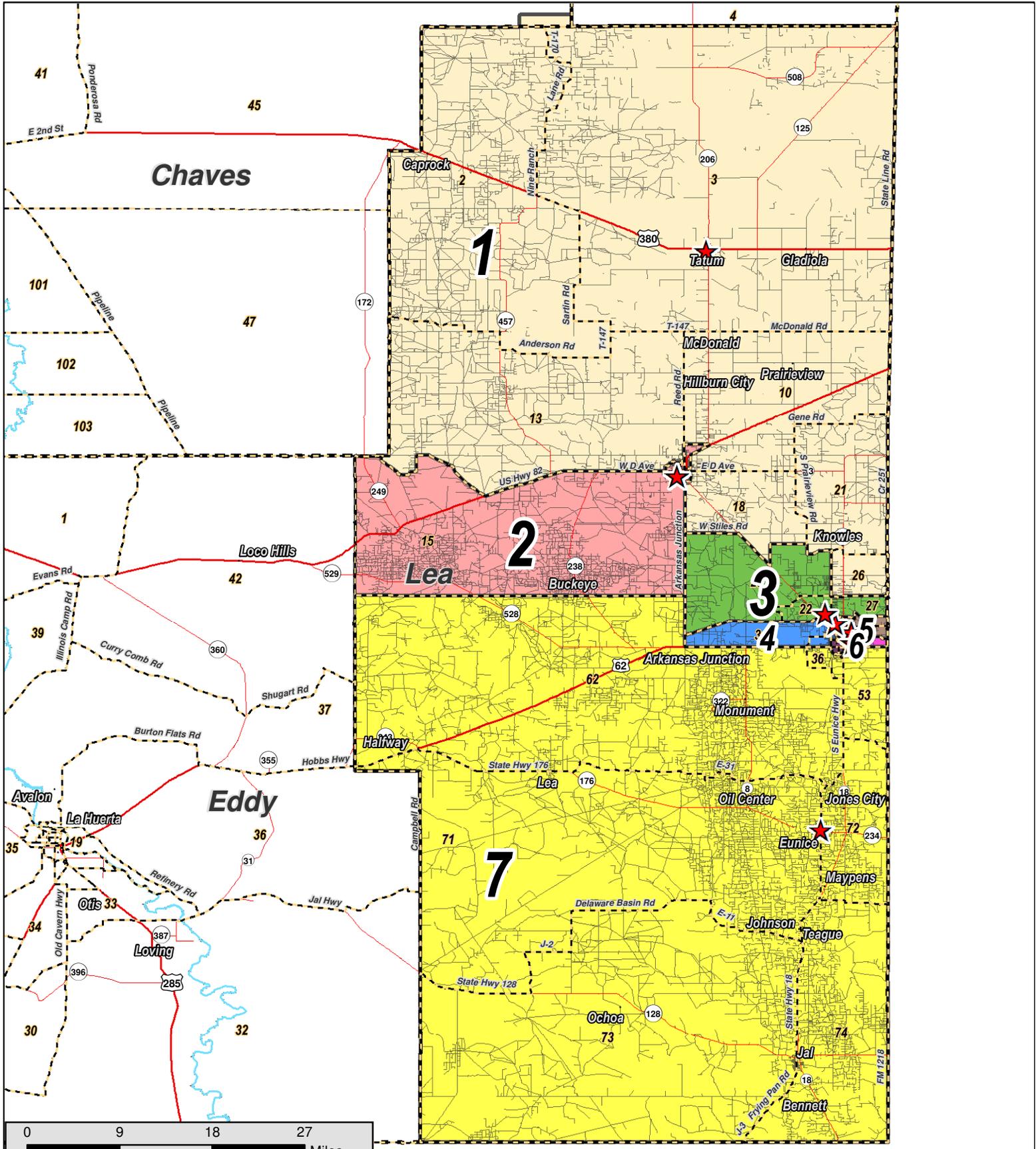
**2010 Census  
Redistricting**

**New Mexico Junior College Board  
Current Districts**

| District      | Pop           | Deviation           | Hispanic            | Non-Hispanic Origin |                 |                   |                 |                 |
|---------------|---------------|---------------------|---------------------|---------------------|-----------------|-------------------|-----------------|-----------------|
|               |               |                     |                     | White               | Native American | Black             | Asian           | Other Races     |
| 1             | 9,315         | 67 0.7%             | 4,138 44.4%         | 4,871 52.3%         | 46 0.5%         | 130 1.4%          | 50 0.5%         | 80 0.9%         |
| 18+           | 6,710         |                     | 2,569 38.3%         | 3,922 58.5%         | 32 0.5%         | 99 1.5%           | 41 0.6%         | 47 0.7%         |
| 2             | 9,125         | -123 -1.3%          | 5,789 63.4%         | 2,982 32.7%         | 83 0.9%         | 148 1.6%          | 28 0.3%         | 95 1.0%         |
| 18+           | 6,184         |                     | 3,569 57.7%         | 2,384 38.6%         | 51 0.8%         | 107 1.7%          | 20 0.3%         | 53 0.9%         |
| 3             | 9,755         | 507 5.5%            | 2,921 29.9%         | 6,190 63.5%         | 123 1.3%        | 310 3.2%          | 101 1.0%        | 110 1.1%        |
| 18+           | 7,606         |                     | 2,116 27.8%         | 4,958 65.2%         | 113 1.5%        | 271 3.6%          | 84 1.1%         | 64 0.8%         |
| 4             | 8,629         | -619 -6.7%          | 4,449 51.6%         | 3,679 42.6%         | 54 0.6%         | 316 3.7%          | 48 0.6%         | 83 1.0%         |
| 18+           | 6,062         |                     | 2,723 44.9%         | 2,975 49.1%         | 43 0.7%         | 249 4.1%          | 35 0.6%         | 37 0.6%         |
| 5             | 9,152         | -96 -1.0%           | 4,102 44.8%         | 4,425 48.4%         | 57 0.6%         | 414 4.5%          | 51 0.6%         | 103 1.1%        |
| 18+           | 6,342         |                     | 2,426 38.3%         | 3,492 55.1%         | 42 0.7%         | 284 4.5%          | 46 0.7%         | 52 0.8%         |
| 6             | 9,573         | 325 3.5%            | 6,750 70.5%         | 1,771 18.5%         | 53 0.6%         | 893 9.3%          | 15 0.2%         | 91 1.0%         |
| 18+           | 6,284         |                     | 4,144 65.9%         | 1,421 22.6%         | 38 0.6%         | 626 10.0%         | 9 0.1%          | 46 0.7%         |
| 7             | 9,184         | -64 -0.7%           | 4,914 53.5%         | 3,933 42.8%         | 52 0.6%         | 188 2.0%          | 9 0.1%          | 88 1.0%         |
| 18+           | 6,515         |                     | 3,122 47.9%         | 3,150 48.3%         | 46 0.7%         | 144 2.2%          | 9 0.1%          | 44 0.7%         |
| <b>Totals</b> | <b>64,733</b> | <b>Ideal: 9,248</b> | <b>33,063 51.1%</b> | <b>27,851 43.0%</b> | <b>468 0.7%</b> | <b>2,399 3.7%</b> | <b>302 0.5%</b> | <b>650 1.0%</b> |
| <b>18+</b>    | <b>45,703</b> |                     | <b>20,669 45.2%</b> | <b>22,302 48.8%</b> | <b>365 0.8%</b> | <b>1,780 3.9%</b> | <b>244 0.5%</b> | <b>343 0.7%</b> |

# New Mexico Junior College Board

# Plan A



## LEGEND

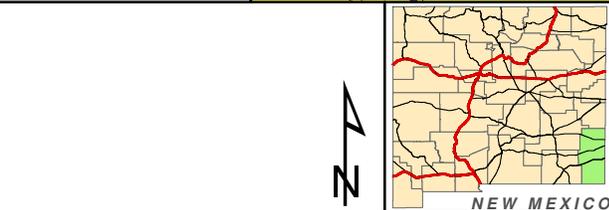
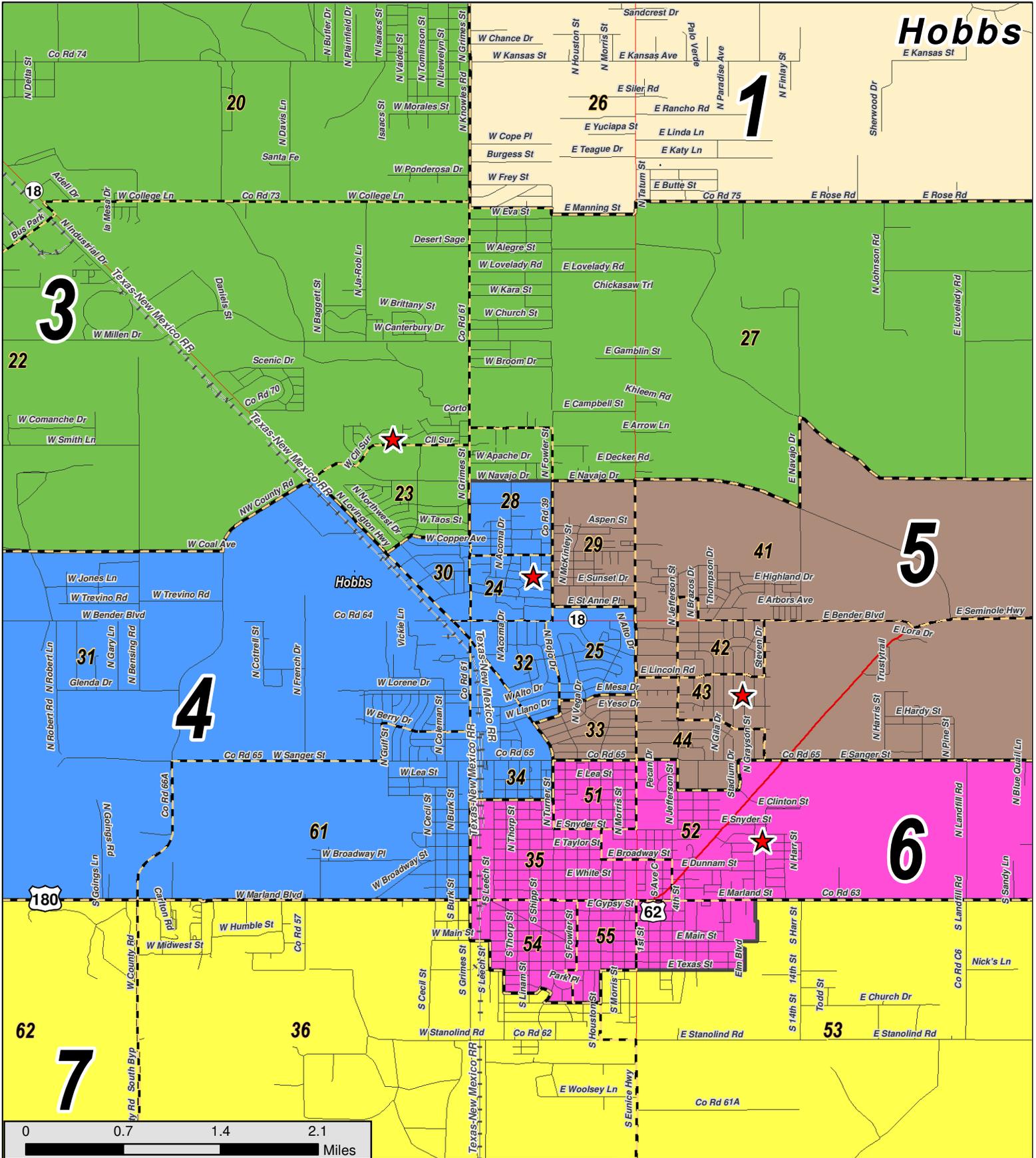
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- Board Members
- US Highway
- Counties
- State Highway
- Precincts

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# New Mexico Junior College Board

# Plan A



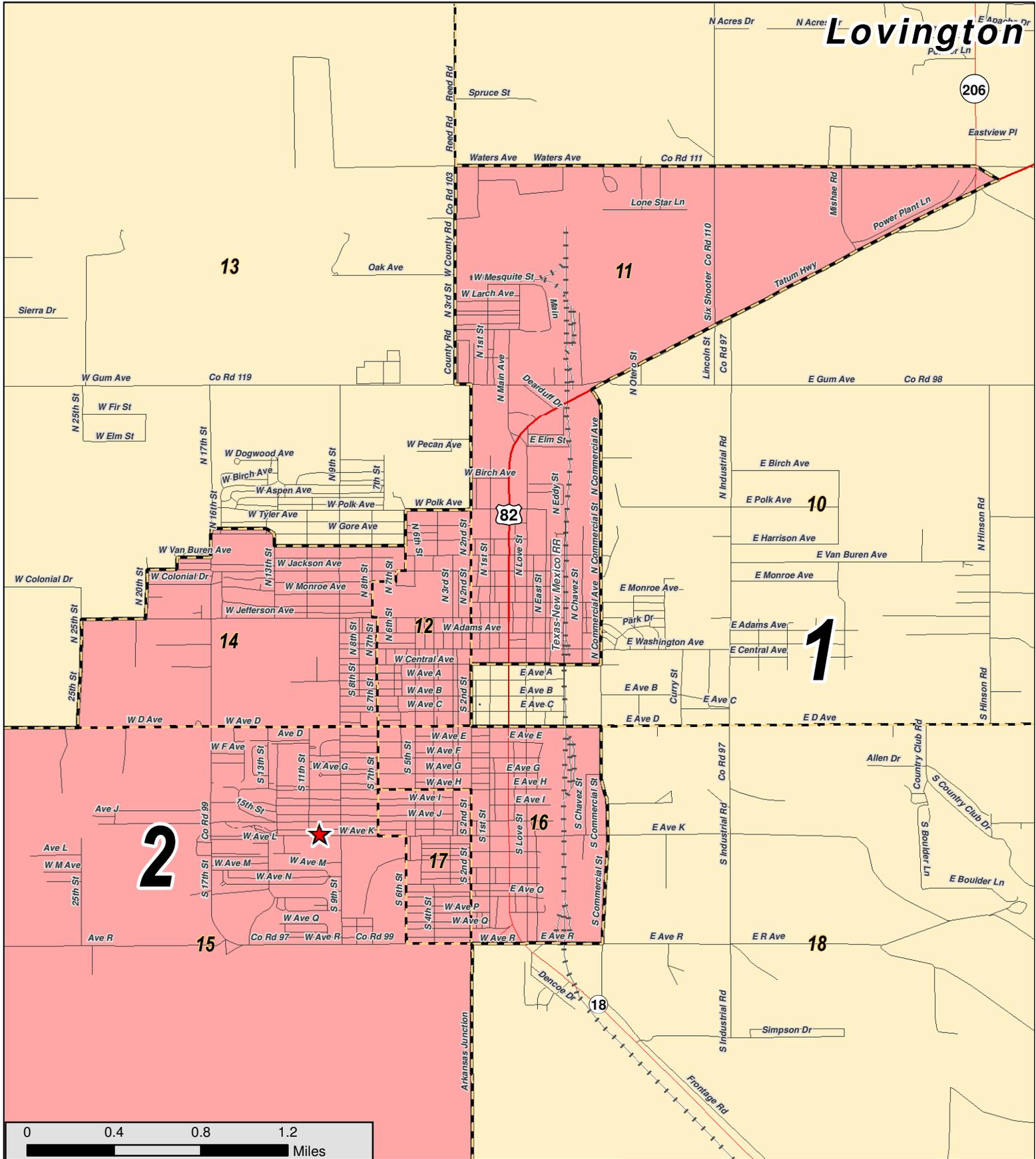
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# New Mexico Junior College Board

# Plan A



NEW MEXICO

## LEGEND

Created: June 18, 2012

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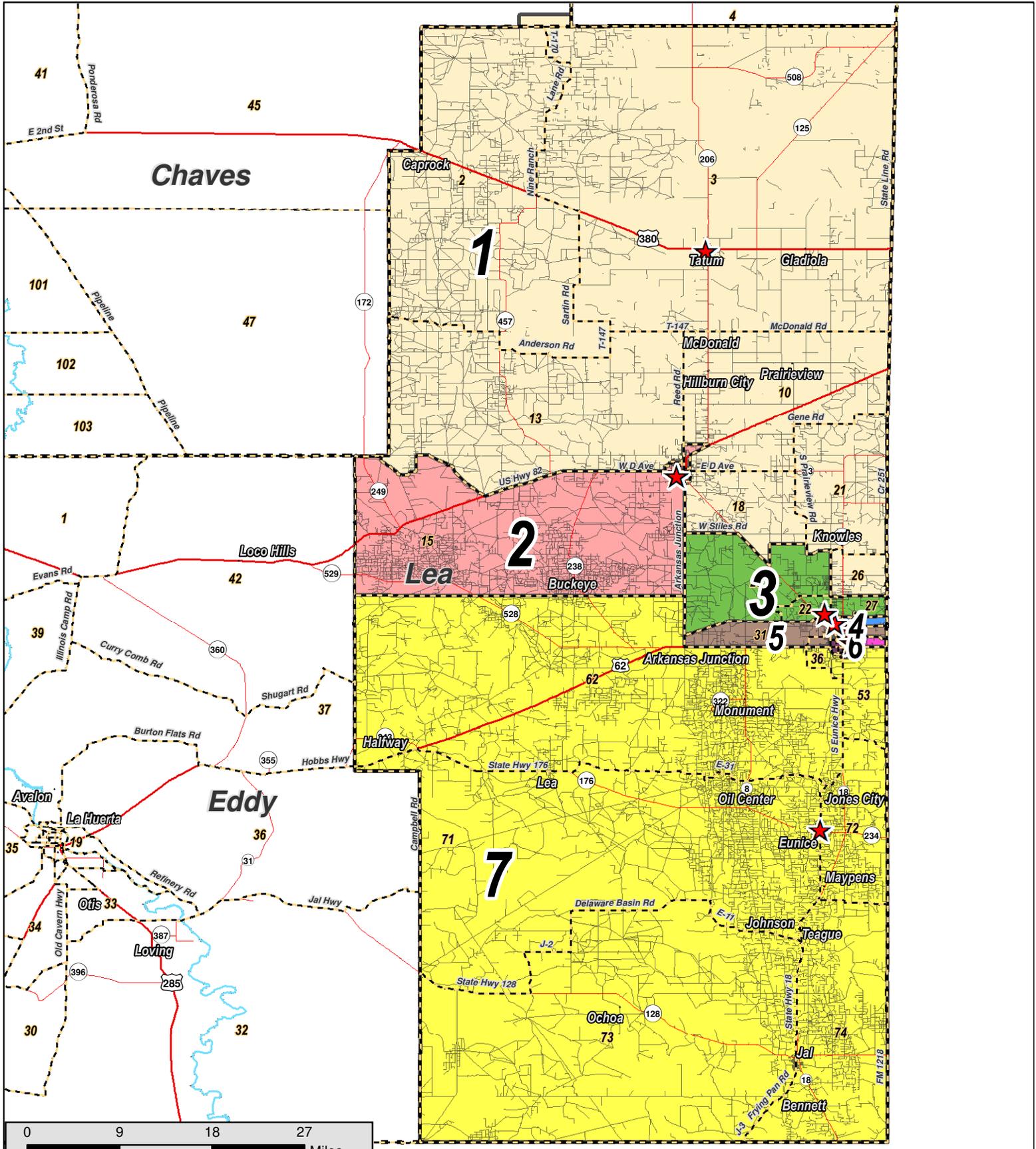
**2010 Census  
Redistricting**

**New Mexico Junior College Board  
Plan A**

| District      | Pop           | Deviation           | Hispanic            | Non-Hispanic Origin |                 |                   |                 |                 |
|---------------|---------------|---------------------|---------------------|---------------------|-----------------|-------------------|-----------------|-----------------|
|               |               |                     |                     | White               | Native American | Black             | Asian           | Other Races     |
| 1             | 9,315         | 67 0.7%             | 4,138 44.4%         | 4,871 52.3%         | 46 0.5%         | 130 1.4%          | 50 0.5%         | 80 0.9%         |
| 18+           | 6,710         |                     | 2,569 38.3%         | 3,922 58.5%         | 32 0.5%         | 99 1.5%           | 41 0.6%         | 47 0.7%         |
| 2             | 9,125         | -123 -1.3%          | 5,789 63.4%         | 2,982 32.7%         | 83 0.9%         | 148 1.6%          | 28 0.3%         | 95 1.0%         |
| 18+           | 6,184         |                     | 3,569 57.7%         | 2,384 38.6%         | 51 0.8%         | 107 1.7%          | 20 0.3%         | 53 0.9%         |
| 3             | 9,151         | -97 -1.0%           | 2,770 30.3%         | 5,776 63.1%         | 115 1.3%        | 291 3.2%          | 98 1.1%         | 101 1.1%        |
| 18+           | 7,165         |                     | 2,021 28.2%         | 4,640 64.8%         | 109 1.5%        | 256 3.6%          | 81 1.1%         | 58 0.8%         |
| 4             | 9,233         | -15 -0.2%           | 4,600 49.8%         | 4,093 44.3%         | 62 0.7%         | 335 3.6%          | 51 0.6%         | 92 1.0%         |
| 18+           | 6,503         |                     | 2,818 43.3%         | 3,293 50.6%         | 47 0.7%         | 264 4.1%          | 38 0.6%         | 43 0.7%         |
| 5             | 9,439         | 191 2.1%            | 4,260 45.1%         | 4,546 48.2%         | 60 0.6%         | 419 4.4%          | 51 0.5%         | 103 1.1%        |
| 18+           | 6,529         |                     | 2,513 38.5%         | 3,586 54.9%         | 43 0.7%         | 289 4.4%          | 46 0.7%         | 52 0.8%         |
| 6             | 9,286         | 38 0.4%             | 6,592 71.0%         | 1,650 17.8%         | 50 0.5%         | 888 9.6%          | 15 0.2%         | 91 1.0%         |
| 18+           | 6,097         |                     | 4,057 66.5%         | 1,327 21.8%         | 37 0.6%         | 621 10.2%         | 9 0.1%          | 46 0.8%         |
| 7             | 9,184         | -64 -0.7%           | 4,914 53.5%         | 3,933 42.8%         | 52 0.6%         | 188 2.0%          | 9 0.1%          | 88 1.0%         |
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# New Mexico Junior College Board

# Plan B



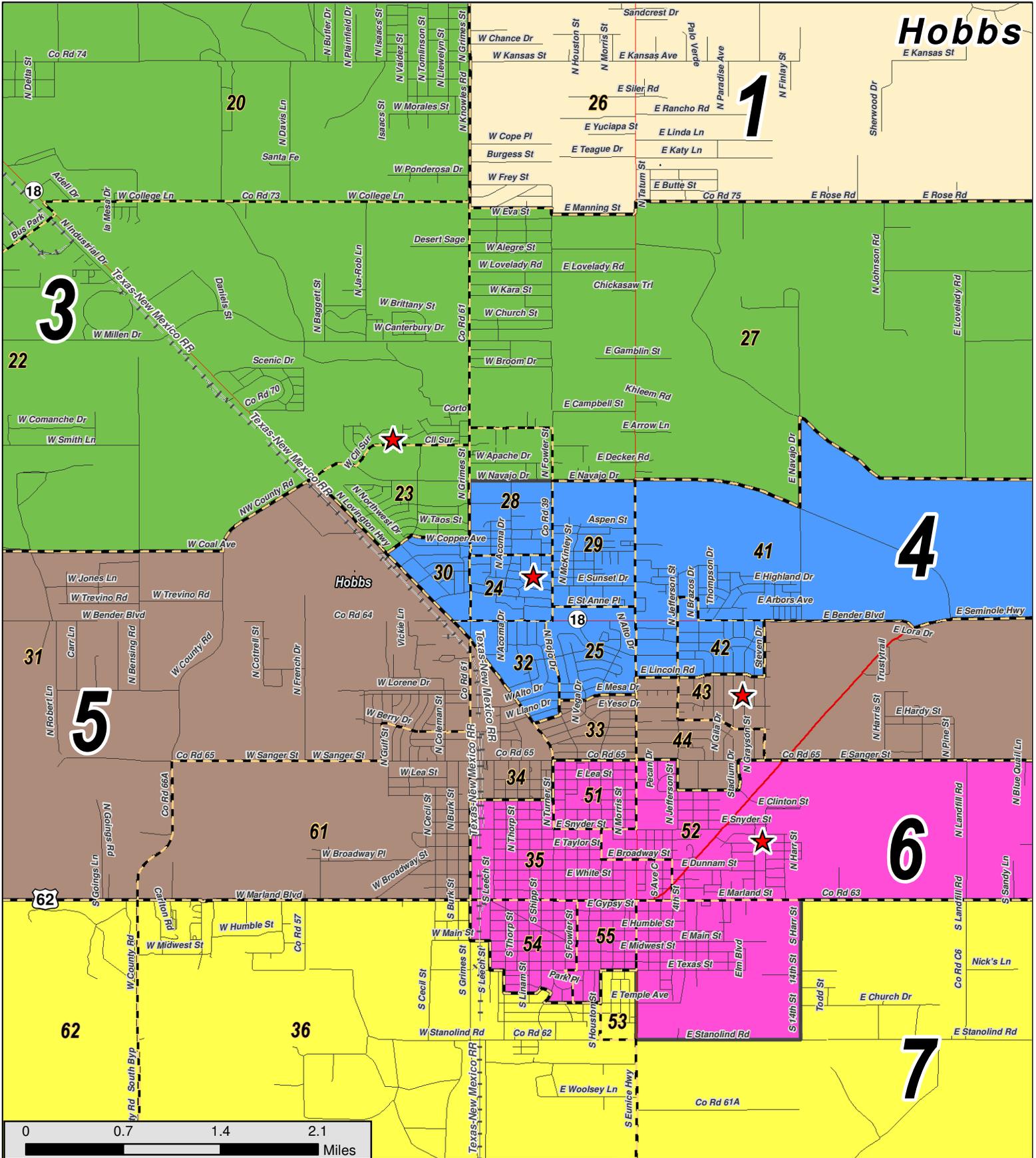
**LEGEND** Created: June 18, 2012

- ★ Board Members
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- ▭ Precincts
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# New Mexico Junior College Board

# Plan B



NEW MEXICO

## LEGEND

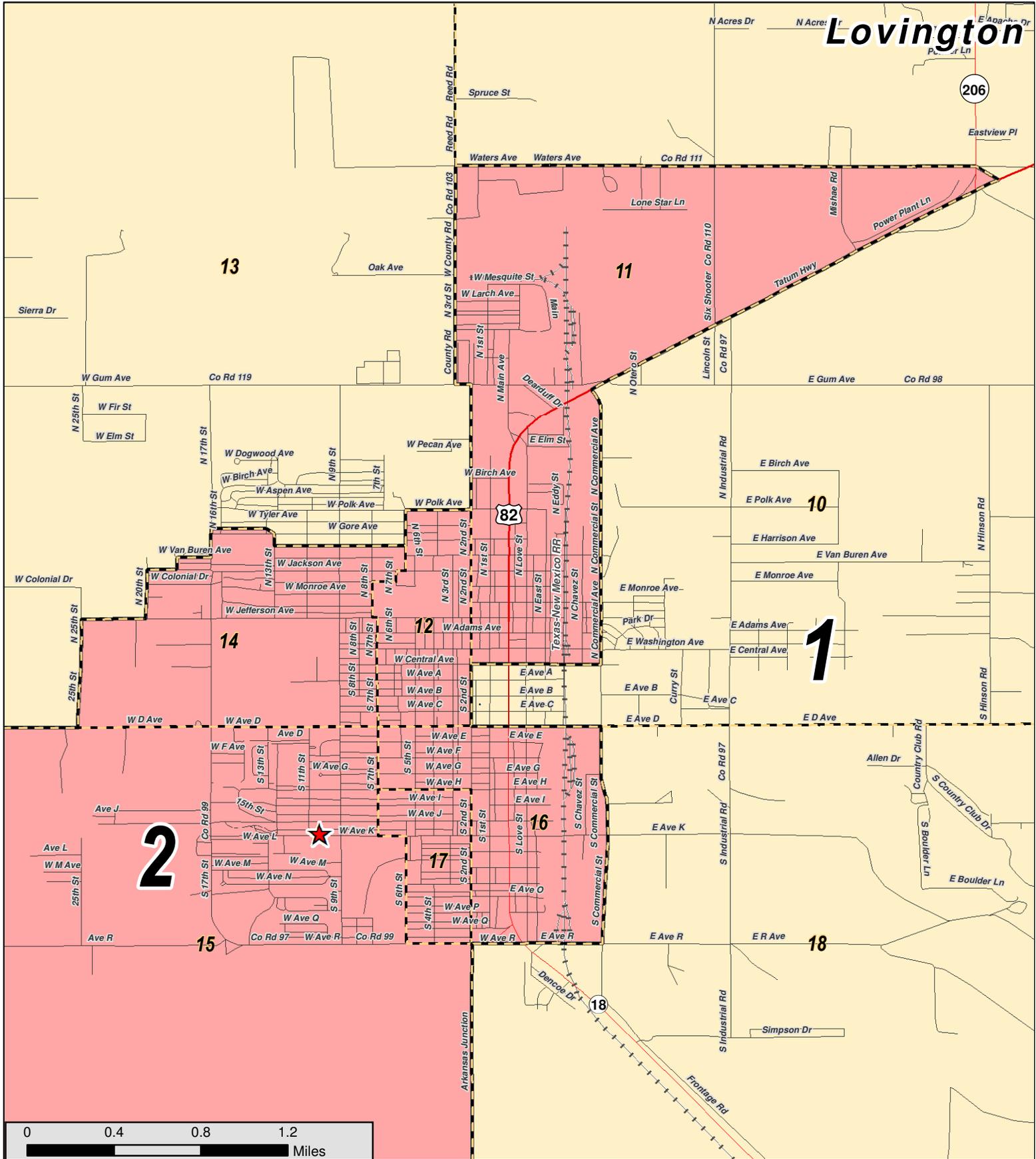
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# New Mexico Junior College Board

# Plan B



NEW MEXICO

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**2010 Census  
Redistricting**

**New Mexico Junior College Board  
Plan B**

| District      | Pop           | Deviation           | Hispanic            | Non-Hispanic Origin |                 |                   |                 |                 |
|---------------|---------------|---------------------|---------------------|---------------------|-----------------|-------------------|-----------------|-----------------|
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| 18+           | 7,165         |                     | 2,021 28.2%         | 4,640 64.8%         | 109 1.5%        | 256 3.6%          | 81 1.1%         | 58 0.8%         |
| 4             | 9,256         | 8 0.1%              | 3,252 35.1%         | 5,396 58.3%         | 62 0.7%         | 358 3.9%          | 75 0.8%         | 113 1.2%        |
| 18+           | 6,655         |                     | 1,946 29.2%         | 4,310 64.8%         | 44 0.7%         | 242 3.6%          | 61 0.9%         | 52 0.8%         |
| 5             | 9,416         | 168 1.8%            | 5,608 59.6%         | 3,243 34.4%         | 60 0.6%         | 396 4.2%          | 27 0.3%         | 82 0.9%         |
| 18+           | 6,377         |                     | 3,385 53.1%         | 2,569 40.3%         | 46 0.7%         | 311 4.9%          | 23 0.4%         | 43 0.7%         |
| 6             | 9,453         | 205 2.2%            | 6,715 71.0%         | 1,672 17.7%         | 50 0.5%         | 909 9.6%          | 15 0.2%         | 92 1.0%         |
| 18+           | 6,216         |                     | 4,137 66.6%         | 1,345 21.6%         | 37 0.6%         | 642 10.3%         | 9 0.1%          | 46 0.7%         |
| 7             | 9,017         | -231 -2.5%          | 4,791 53.1%         | 3,911 43.4%         | 52 0.6%         | 167 1.9%          | 9 0.1%          | 87 1.0%         |
| 18+           | 6,396         |                     | 3,042 47.6%         | 3,132 49.0%         | 46 0.7%         | 123 1.9%          | 9 0.1%          | 44 0.7%         |
| <b>Totals</b> | <b>64,733</b> | <b>Ideal: 9,248</b> | <b>33,063 51.1%</b> | <b>27,851 43.0%</b> | <b>468 0.7%</b> | <b>2,399 3.7%</b> | <b>302 0.5%</b> | <b>650 1.0%</b> |
| 18+           | 45,703        |                     | 20,669 45.2%        | 22,302 48.8%        | 365 0.8%        | 1,780 3.9%        | 244 0.5%        | 343 0.7%        |

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**May 2012**

92% of Year Completed

| Fund  | 2010-11           |                                     |                               | 2011-12           |                                |                        |                               |
|---|-------------------|-------------------------------------|-------------------------------|-------------------|--------------------------------|------------------------|-------------------------------|
|   | Final Budget      | Year-to-Date Expended or Encumbered | Percentage of Budget Expended | Budget            | Current Expended or Encumbered | Expended or Encumbered | Percentage of Budget Expended |
| <b>CURRENT UNRESTRICTED FUND</b>            |                   |                                     |                               |                   |                                |                        |                               |
| <b>Instruction and General:</b>             |                   |                                     |                               |                   |                                |                        |                               |
| Instruction                                 | 9,317,684         | 8,211,667                           | 88%                           | 9,063,310         | 721,223                        | 8,655,929              | 96%                           |
| Academic Support                            | 2,317,545         | 2,189,320                           | 94%                           | 2,295,951         | 181,838                        | 1,949,791              | 85%                           |
| Student Services                            | 1,750,937         | 1,526,437                           | 87%                           | 1,759,856         | 162,710                        | 1,496,958              | 85%                           |
| Institutional Support                       | 3,142,261         | 2,807,388                           | 89%                           | 3,153,960         | 245,494                        | 2,772,088              | 88%                           |
| Operation & Maintenance of Plant            | 2,721,275         | 2,663,468                           | 98%                           | 3,327,562         | 324,653                        | 3,038,198              | 91%                           |
| <b>Subtotal - Instruction &amp; General</b> | <b>19,249,702</b> | <b>17,398,280</b>                   | <b>90%</b>                    | <b>19,600,639</b> | <b>1,635,918</b>               | <b>17,912,964</b>      | <b>91%</b>                    |
| Student Activities                          | 0                 | 0                                   | 0%                            | 0                 | 0                              | 0                      | 0%                            |
| Research                                    | 0                 | 0                                   | 0%                            | 0                 | 0                              | 0                      | 0%                            |
| Public Service                              | 0                 | 0                                   | 0%                            | 0                 | 0                              | 0                      | 0%                            |
| Internal Service Departments                | 187,487           | 152,078                             | 81%                           | 118,734           | (3,971)                        | 81,515                 | 69%                           |
| Student Aid                                 | 524,551           | 597,456                             | 114%                          | 716,579           | 31,191                         | 717,568                | 100%                          |
| Auxiliary Enterprises                       | 1,802,735         | 1,701,879                           | 94%                           | 2,291,914         | 133,123                        | 2,363,941              | 103%                          |
| Athletics                                   | 1,123,579         | 1,049,714                           | 93%                           | 1,150,029         | 85,216                         | 1,174,258              | 102%                          |
| <b>Total Current Unrestricted Fund</b>      | <b>22,888,054</b> | <b>20,899,407</b>                   | <b>91%</b>                    | <b>23,877,895</b> | <b>1,881,477</b>               | <b>22,250,246</b>      | <b>93%</b>                    |
| <b>CURRENT RESTRICTED FUND</b>              |                   |                                     |                               |                   |                                |                        |                               |
| Grants                                      | 1,667,926         | 1,376,799                           | 83%                           | 1,250,226         | 126,422                        | 944,663                | 76%                           |
| Student Aid                                 | 5,355,730         | 5,726,946                           | 107%                          | 5,033,468         | (3,409)                        | 5,070,632              | 101%                          |
| <b>Total Current Restricted Fund</b>        | <b>7,023,656</b>  | <b>7,103,745</b>                    | <b>101%</b>                   | <b>6,283,694</b>  | <b>123,013</b>                 | <b>6,015,295</b>       | <b>96%</b>                    |
| <b>PLANT FUNDS</b>                          |                   |                                     |                               |                   |                                |                        |                               |
| Capital Outlay / Bldg. Renewal & Repl.      |                   |                                     |                               |                   |                                |                        |                               |
| Projects from Institutional Funds           | 17,352,404        | 6,356,105                           | 37%                           | 12,312,410        | 329,121                        | 6,612,582              | 54%                           |
| Projects from State GOB Funds               | 334,542           | 138,271                             | 41%                           | 351,166           | 9,713                          | 115,617                | 33%                           |
| Projects from State STB Funds               | 3,000,000         | 3,000,000                           | 100%                          | 1,840,824         | 0                              | 1,840,824              | 100%                          |
| Projects from General Fund                  | 226,847           | 199,500                             | 88%                           | 24,956            | 0                              | 12,269                 | 49%                           |
| Projects from Private Funds                 | 519,509           | 127,848                             | 25%                           | 505,034           | 0                              | 490,975                | 97%                           |
| Projects from State ER&R                    | 318,919           | 206,559                             | 65%                           | 441,780           | 4,285                          | 245,819                | 56%                           |
| Projects from State BR&R                    | 1,830,699         | 1,001,515                           | 55%                           | 1,584,709         | 46,168                         | 556,790                | 35%                           |
| <b>Subtotal - Capital and BR&amp;R</b>      | <b>23,582,920</b> | <b>11,029,798</b>                   | <b>47%</b>                    | <b>17,060,879</b> | <b>389,287</b>                 | <b>9,874,876</b>       | <b>58%</b>                    |
| Debt Service                                |                   |                                     |                               |                   |                                |                        |                               |
| Revenue Bonds                               | 0                 | 0                                   | 0%                            | 0                 | 0                              | 0                      | 0%                            |
| <b>Total Plant Funds</b>                    | <b>23,582,920</b> | <b>11,029,798</b>                   | <b>47%</b>                    | <b>17,060,879</b> | <b>389,287</b>                 | <b>9,874,876</b>       | <b>58%</b>                    |
| <b>GRAND TOTAL EXPENDITURES</b>             | <b>53,494,630</b> | <b>39,032,950</b>                   | <b>73%</b>                    | <b>47,222,468</b> | <b>2,393,777</b>               | <b>38,140,417</b>      | <b>81%</b>                    |

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**May 2012**

92% of Year Completed

| Fund  | 2010-11           |                      |                               | 2011-12           |                  |                      |                               |
|---|-------------------|----------------------|-------------------------------|-------------------|------------------|----------------------|-------------------------------|
|   | Final Budget      | Year-to-date Revenue | Percentage of Budget Received | Budget            | Current Revenue  | Year-to-date Revenue | Percentage of Budget Received |
| <b>CURRENT UNRESTRICTED FUND</b>            |                   |                      |                               |                   |                  |                      |                               |
| <b>Instruction and General:</b>             |                   |                      |                               |                   |                  |                      |                               |
| Tuition and Fees                            | 3,523,000         | 3,845,940            | 109%                          | 3,589,200         | 66,187           | 3,962,336            | 110%                          |
| State Appropriations                        | 6,290,500         | 6,377,039            | 101%                          | 5,505,200         | 457,179          | 5,146,662            | 93%                           |
| Advalorem Taxes - Oil and Gas               | 5,500,000         | 7,689,223            | 140%                          | 5,900,000         | 888,426          | 9,661,357            | 164%                          |
| Advalorem Taxes - Property                  | 4,129,578         | 4,196,380            | 102%                          | 4,905,732         | 623,800          | 4,070,557            | 83%                           |
| Interest Income                             | 20,000            | 8,114                | 41%                           | 20,000            | 85               | 932                  | 5%                            |
| Other Revenues                              | 323,308           | 611,216              | 189%                          | 329,471           | 85,273           | 365,258              | 111%                          |
| <b>Subtotal - Instruction &amp; General</b> | <b>19,786,386</b> | <b>22,727,912</b>    | <b>115%</b>                   | <b>20,249,603</b> | <b>2,120,950</b> | <b>23,207,102</b>    | <b>115%</b>                   |
| Student Activities                          | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Public Service                              | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Internal Service Departments                | 24,000            | 26,436               | 110%                          | 24,000            | 15,467           | 30,852               | 129%                          |
| Auxiliary Enterprises                       | 2,202,000         | 2,331,693            | 106%                          | 2,184,000         | 92,077           | 2,503,381            | 115%                          |
| Athletics                                   | 428,100           | 247,828              | 58%                           | 326,200           | 26,991           | 297,093              | 91%                           |
| <b>Total Current Unrestricted</b>           | <b>22,440,486</b> | <b>25,333,869</b>    | <b>113%</b>                   | <b>22,783,803</b> | <b>2,255,485</b> | <b>26,038,428</b>    | <b>114%</b>                   |
| <b>CURRENT RESTRICTED FUND</b>              |                   |                      |                               |                   |                  |                      |                               |
| Grants                                      | 1,667,926         | 1,536,020            | 92%                           | 1,250,226         | 172,728          | 1,067,556            | 85%                           |
| Student Aid                                 | 5,355,730         | 5,426,172            | 101%                          | 5,033,468         | 9,867            | 4,956,457            | 98%                           |
| <b>Total Current Restricted</b>             | <b>7,023,656</b>  | <b>6,962,192</b>     | <b>99%</b>                    | <b>6,283,694</b>  | <b>182,595</b>   | <b>6,024,013</b>     | <b>96%</b>                    |
| <b>PLANT FUNDS</b>                          |                   |                      |                               |                   |                  |                      |                               |
| Capital Outlay / Bldg. Renewal & Repl.      |                   |                      |                               |                   |                  |                      |                               |
| Projects from State GOB Funds               | 383,833           | 99,257               | 26%                           | 0                 | 0                | 0                    | 0%                            |
| Projects from State STB Funds               | 3,000,000         | 597,869              | 20%                           | 1,840,824         | 0                | 222,704              | 12%                           |
| Projects from General Fund                  | 312,972           | 88,850               | 28%                           | 312,972           | 0                | 0                    | 0%                            |
| Projects from Private Funds                 | 183,383           | 416,126              | 227%                          | 416,000           |                  | 423,500              | 102%                          |
| Interest Income (LGIP)                      | 80,000            | 18,807               | 24%                           | 37,000            | 2,209            | 24,520               | 0%                            |
| <b>Total Plant Funds</b>                    | <b>3,960,188</b>  | <b>1,220,909</b>     | <b>31%</b>                    | <b>2,606,796</b>  | <b>2,209</b>     | <b>670,724</b>       | <b>26%</b>                    |
| <b>GRAND TOTAL REVENUES</b>                 | <b>33,424,330</b> | <b>33,516,970</b>    | <b>100%</b>                   | <b>31,674,293</b> | <b>2,440,289</b> | <b>32,733,165</b>    | <b>103%</b>                   |
| <b>Total Plant Funds</b>                    | <b>23,582,920</b> | <b>11,029,798</b>    | <b>47%</b>                    | <b>17,060,879</b> | <b>389,287</b>   | <b>9,874,876</b>     | <b>58%</b>                    |
| <b>GRAND TOTAL EXPENDITURES</b>             | <b>53,494,630</b> | <b>39,032,950</b>    | <b>73%</b>                    | <b>47,222,468</b> | <b>2,393,777</b> | <b>38,140,417</b>    | <b>81%</b>                    |

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### May 2012

92% of Year Completed

|   |                       | OIL           |                      | GAS           |                     | COMBINED         |                         |                              |
|---|-----------------------|---------------|----------------------|---------------|---------------------|------------------|-------------------------|------------------------------|
| Sales   | Month of Distribution | Price per BBL | Lea County BBLs sold | Price per MCF | Lea County MCF sold | Monthly Revenue  | 2011-12 Original Budget | Variance Over (Under) Budget |
| Actual  | July                  | \$94.64       | 2,833,838            | \$8.06        | 14,534,816          | 818,088          | 366,666                 | 451,422                      |
| Actual  | August                | \$89.64       | 2,788,858            | \$7.64        | 14,874,525          | 905,631          | 366,666                 | 538,965                      |
| Actual  | September             | \$91.62       | 2,858,059            | \$7.93        | 15,210,797          | 763,002          | 366,666                 | 396,336                      |
| Actual  | October               | \$80.85       | 2,866,447            | \$7.55        | 14,951,382          | 721,396          | 366,666                 | 354,730                      |
| Actual  | November              | \$80.40       | 2,863,806            | \$6.11        | 14,809,872          | 732,227          | 366,666                 | 365,561                      |
| Actual  | December              | \$81.17       | 2,813,641            | \$7.29        | 13,060,189          | 821,808          | 366,666                 | 455,142                      |
| Actual  | January               | \$91.54       | 2,781,517            | \$7.04        | 13,867,445          | 829,479          | 366,666                 | 462,813                      |
| Actual  | February              | \$95.70       | 3,020,944            | \$6.64        | 14,683,616          | 858,150          | 366,666                 | 491,484                      |
| Actual  | March                 | \$95.06       | 2,938,740            | \$5.60        | 14,105,281          | 886,912          | 366,666                 | 520,246                      |
| Accrual   | April                 |               |                      |               |                     | 366,666          | 366,666                 | 0                            |
| Accrual   | May                   |               |                      |               |                     | 366,666          | 366,666                 | 0                            |
| Accrual   | June                  |               |                      |               |                     |                  |                         | 0                            |
| Y.T.D. Production Tax Revenue                                     |                       |               |                      |               |                     | 8,070,025        | 4,033,326               | 4,036,699                    |
| Y.T.D. Equipment Tax Revenue                                      |                       |               |                      |               |                     | 1,591,332        | 1,500,000               | 91,332                       |
| <b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b> |                       |               |                      |               |                     | <b>9,661,357</b> | <b>5,533,326</b>        | <b>4,128,031</b>             |

*Source: New Mexico Taxation and Revenue Department*

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### May 2012

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<br>Local Government Investment Pool | 9,625,000        | N/A           | N/A           | N/A                         | 7102-1348      | 0.180%        | 2,209           |
| <b>Total investments</b>                                | <u>9,625,000</u> |               |               |                             |                |               | <u>2,209</u>    |

| Summary of Current Month's Activity |                  |
|-------------------------------------|------------------|
| <b>Beginning amount</b>             | <b>9,625,000</b> |
| <b>Plus: deposits</b>               | <b>0</b>         |
| <b>Less: withdrawals</b>            | <b>0</b>         |
| <b>Capital Projects</b>             | <b>7,522,556</b> |
| <b>Reserves Invested</b>            | <b>2,102,444</b> |
| <b>Total LGIP Investment</b>        | <b>9,625,000</b> |

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Capital Projects</b>           | <b>5/31/2012</b>    |
| Vehicles                          | 100,000.00          |
| Campus Facilities Master Plan     | 25,000.00           |
| Technology Upgrade                | 456,494.61          |
| JASI                              | 65,418.69           |
| WHM South Gallery                 | 242,771.35          |
| Baseball Field                    | 0.00                |
| Rodeo Arena                       | 140,594.27          |
| Original Entrance Landscaping     | 821,176.35          |
| Student Housing Construction      | 536,636.15          |
| Luminis Software                  | 11,568.00           |
| Campus Signage                    | 157,247.15          |
| Campus Paving                     | 116,589.41          |
| Roof Replacement                  | 546,070.75          |
| Interior Lighting-Energy Retrofit | 50,617.32           |
| Dorm/Apartment Refurbish          | 320,829.07          |
| Campus Construction               | 52,743.89           |
| Maintenance Equipment             | 50,000.00           |
| Public Sector                     | 1,826.53            |
| Campus Security                   | 116,212.79          |
| Track/Arena Area Enhancement      | 65,044.46           |
| Roadway Entrance-Rodeo/CDL        | 60,000.00           |
| Lumens Software-Distance Learn    | 5,000.00            |
| Copier Replacement                | 147,258.12          |
| Non-Recurring Compensation        | 218,362.12          |
| Athletics                         | 223,293.08          |
| Student Life Programming          | 2,440.37            |
| Title V (Institutional)           | 79,597.97           |
| Warehouse/Cont Ed Remodel         | 2,449.43            |
| Succession Plan                   | 104,552.25          |
| Energy Technology Equipment       | 683,662.30          |
| Watson Hall Stage Lighting        | 100,000.00          |
| WHM Exhibits                      | 178,459.73          |
| Remodel McLean/Mansur/VocB/H      | 222,724.59          |
| Shade Structure/Landscape AIPP    | 50,000.00           |
| Senior Warm Water Wellness Ctr    | 1,500,000.00        |
| Paradigms Users Fees              | 27,245.00           |
| Central Plant Upgrade             | 14,027.74           |
| Workforce Training Contingency    | 10,203.31           |
| Banner 8                          | 16,438.77           |
| <b>Total</b>                      | <b>7,522,555.57</b> |

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1061

Janitorial Supplies

BOARD DOCUMENTS

Date: Friday, June 22, 2012  
Prepared by: Regina Choate  
Purchasing Coordinator

## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On May 18, 2012, a legal notice was sent to the following newspaper requesting sealed bids for the purchase of Janitorial Supplies for the college:  
  
Hobbs News Sun
2. Bid packets were sent to six potential bidders.
3. Five bidders submitted their bids within the time frame specified by the bid package. No bidders were present at the opening.
4. The Business Office and Custodial Department have evaluated the bids received. Their recommendation is shown on Page 3.

**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**Evaluation and Recommendation**

The bidders responding to the Invitation are: Blaine Industrial Supply of Hobbs, NM; Huco Products of Lubbock, TX; Share Corporation of Lubbock TX; Staples Advantage of Albuquerque, NM; and Wagner Supply Company of Odessa, TX.

The Administration recommends acceptance of the bids as follows:

|                           |              |
|---------------------------|--------------|
| Blaine Industrial Supply: | \$ 73,609.10 |
| Huco Products:            | \$ 11,475.00 |
| Share Corporation:        | \$ 13,230.00 |
| Staples Advantage:        | \$ 5,775.50  |
| Wagner Supply Company:    | \$ 47,992.10 |

\*\*Total Award: \$152,081.70

Source of Funding: - FY 2012/2013  
Custodial Dept. – Supplies & Expense  
Account #: 11000 – 1102 – 71131 - 141  
**Amount: \$152,081.70**

**\*\* In evaluating quotes for purchases over \$5,000 using State Funds, residential and/or manufacturers preference of 5% will be used in compliance with Section 13-1-21 and Section 13-1-22 of the New Mexico Statutes Annotated 1978, Chapter 13. Federal law prohibits the use of residential preference when the expenditure involves Federal Funds.**

| NEW MEXICO JUNIOR COLLEGE<br>Invitation to Bid #1061 Board Tabulation                                      |           | 5%              |                      |                  | 5%           |                 |                   |
|--|-----------|-----------------|----------------------|------------------|--------------|-----------------|-------------------|
|  |           | <b>Contact:</b> | Quetha Ford          | Jama Maritt      | Jama Maritt  | Lawrence Gray   | Ray Owsley        |
|  |           | <b>Phone #:</b> | 397-1114             | 806.632.6036     | 806.632.6036 | 505.353.5461    | 800-825-0433      |
|  |           | <b>Fax #:</b>   | 393-3924             | no fax #         | no fax #     | 505.344.4548    | 432-363-0372      |
|  |           | <b>Unit</b>     |                      |                  |              |                 |                   |
|  |           | <b>Qty</b>      |                      |                  |              |                 |                   |
| Description and quantity of item per Specifications  | requested | requested       | Blaine               | Huco             | Share        | Staples         | Wagner            |
| Pro-Link Trash Can Liners 40x48, 250 per case,<br>16 microns high density <b>NO SUBSTITUTES</b>            | Cases     | 200             | \$27.31/Berry/250 cs | NO BID           | NO BID       | \$28.70/Staples | \$ 26.90          |
| Pro-Link Trash Can Liners 30x37, 500 per case,<br>16 microns high density <b>NO SUBSTITUTES</b>            | Cases     | 200             | \$15.82/Berry/250 cs | NO BID           | NO BID       | \$17.76/Staples | \$30.75/500/case  |
| Georgia-Pacific Roll Towel 89460 en motion<br><b>NO SUBSTITUTES</b>  | Cases     | 325             | NO BID               | NO BID           | NO BID       | \$ 58.00        | \$ 53.75          |
| Jumbo Toilet Tissue, 6 Rolls Per Case,<br>2 ply, 2000' Per Roll, <b>NO RECYCLED PAPER</b>                  | Cases     | 325             | \$33.38/6 cs         | \$ 28.99         | NO BID       | \$ 36.90        | \$ 26.25          |
| Toilet Tissue, 2 Ply Roll, 96 Per Case   | Cases     | 75              | \$ 34.13             | \$ 35.15         | NO BID       | \$ 40.35        | \$ 36.60          |
| Sani-fresh Hand Soap & Body Shampoo Only, Liquid. <b>KIMCARE ONLY</b><br><b>Manufacturer/Product Code:</b> | Cases     | 150             | \$ 51.76             | NO BID           | NO BID       | NO BID          | \$ 51.80          |
| Sani-fresh Dispensers Only, <b>5% preference used on this item</b><br><b>KIMBERELY-CLARKE ONLY</b>         | Each      | 40              | \$ 10.00             | NO BID           | NO BID       | \$ 13.20        | \$ 9.50           |
| Sani-tuff, 3.5 liters, With Grit   | Cases     | 25              | \$36.74/ 2/cs        | NO BID           | NO BID       | \$ 70.20        | \$ 39.05          |
| Toilet Bowl Cleaner, <b>NON-ACID</b>   | Quarts    | 175             | \$21.85/12 cs        | \$ 38.16         | NO BID       | \$ 24.00        | \$ 22.44          |
| Bleach 5%, 1 Gallon, 6 gallons per case  | Gallons   | 475             | \$ 1.43              | \$ 1.90          | NO BID       | \$ 1.85         | \$ 1.98           |
| Comet Cleaner with Bleach, Quarts, 8/case<br><b>LIQUID ONLY</b>  | Cases     | 275             | \$ 45.63             | \$ 46.96         | NO BID       | \$ 45.92        | \$ 55.40          |
| Razor Blade Safety Scrapper Holder, 50 Per Box   | Boxes     | 25              | \$ 60.27             | \$ 85.00         | NO BID       | \$ 147.50       | \$ 97.50          |
| Hillyard Super Shine All, 1 Gallon Container<br><b>NO SUBSTITUTION</b>                                     | Gallons   | 400             | NO BID               | NO BID           | NO BID       | NO BID          | \$ 12.05          |
| Hillyard Seal 341, 5 Gallon Container<br><b>NO SUBSTITUTION</b>  | Gallons   | 70              | NO BID               | NO BID           | NO BID       | NO BID          | \$ 19.58          |
| Workhorse Ultra Stripper<br><b>NO SUBSTITUTION</b>   | Quarts    | 25              | NO BID               | \$ 60.60         | NO BID       | NO BID          | NO BID            |
| Share DeScale, Quarts, 12/case<br><b>NO SUBSTITUTION</b>   | Cases     | 75              | NO BID               | NO BID           | \$ 176.40    | NO BID          | NO BID            |
| Mophead Rayon, 32 oz. Web Looped End,<br>Shrinkless. Wide, 12/pk   | Cases     | 50              | \$ 80.89             | \$ 107.40        | NO BID       | \$ 50.40        | \$ 68.90          |
| Scouring Green Pad, Heavy Duty, 6x9, 20/box  | Boxes     | 35              | \$3.38/10 box        | \$8.50/15 box    | NO BID       | \$6.70/20 box   | \$4.90/10/box     |
| Scouring Green Pad, Light Duty, 6x9, 20/box  | Boxes     | 35              | \$2.75/10 box        | \$7.50/20 box    | NO BID       | NO BID          | \$3.80/10/box     |
| Wet Floor Signs ( <b>CAUTION WET FLOOR</b> )<br>36" High, 4 Sided  | Each      | 20              | \$ 36.13             | NO BID           | NO BID       | \$ 34.50        | NO BID            |
| Pumice Sticks, 12/case <b>5% preference used on this item</b>  | Boxes     | 175             | \$ 20.60             | \$ 20.04         | NO BID       | \$ 21.10        | \$ 23.05          |
| Laundry Tide, 36 Lbs. Box <b>5% preference used on this item</b><br><b>NO SUBSTITUTION</b>                 | Boxes     | 30              | \$ 97.88             | NO BID           | NO BID       | NO BID          | \$ 94.16          |
| Lemon Disinfectant Floor Cleaner - <b>5% preference used on this item</b>                                  | Gallons   | 450             | \$ 7.45              | \$ 12.09         | NO BID       | \$ 7.75         | \$ 7.23           |
| Downward Pressure Wringer & Bucket, 44 quart<br><b>5% preference used on this item</b>                     | Each      | 20              | \$ 86.81             | \$84.50/35 quart | NO BID       | \$ 121.50       | \$ 170.10         |
| Disposable Nitrile Gloves, Powder Free, Small, 8 mil   | Cases     | 25              | \$ 72.50             | \$ 79.00         | NO BID       | NO BID          | \$70.00/10 BOX/CS |
| Disposable Nitrile Gloves, Powder Free, Medium, 8 mil  | Cases     | 25              | \$ 72.50             | \$ 79.00         | NO BID       | NO BID          | \$70.00/10 BOX/CS |
| Disposable Nitrile Gloves, Powder Free, Large, 8 mil   | Cases     | 25              | \$ 72.50             | \$ 79.00         | NO BID       | NO BID          | \$70.00/10 BOX/CS |



## Memo

DATE: June 18, 2012  
TO: Guy Kesner, Pat Chappelle, Mary Lou Vinson, Travis Glenn, Hector Baeza, Ron Black,  
FROM: Steve McCleery  
SUBJECT: Budget change

During the April Board Meeting, the NMJC Board approved a Volleyball Coaching Position and supporting budget. The intent was to allow the volleyball coach to recruit during the 2012-2013 academic year, and begin playing volleyball during the 2013-2014 academic year.

I am recommending that you postpone volleyball, and consider replacing the Volleyball Coaching Position with a Performing Arts Position. During the downturn in the economy several years ago, we removed a Performing Arts Position from the budget, and I think it is time to restore the position and opportunity to enhance Performing Arts on the NMJC campus.

Additionally, we will spend the year preparing a detailed analysis of the current athletic program, as well as provide a long-term plan for adding sports to the NMJC campus.

Thank you for your consideration.

**From:** Calvin B. Smith  
**Sent:** Thursday, June 14, 2012 4:19 PM  
**To:** Steve McCleery  
**Subject:** FW: Revised Contract with Museumscapes

Dr. McCleery,

The Western Heritage Museum Advisory Board has voted to recommend the acceptance of the proposed changes to the current contractual agreement with Museumscapes.

The decision was based on the need to meet the immediate needs of the project in order to assure the completion of all of the research, writing and preparation necessary to move forward on each panel, exhibit and module of the South Gallery renovations.

Simply, the need is greater to complete this phase of the planning, graphics and design rather than trying to tear out existing walls and begin the fabrication of new exhibits before all of the final decisions are made identifying the archival materials and artifacts appropriate and available for the interpretive program that has been approved.

Another major consideration was the best way to raise the funds is to have the final plan in place and examples of the graphics, panels, etc. so no matter who continues with the project (either administratively or contractually) but with the assistance of the staff of Museumscapes, it will be assured of moving forward quickly. There was also a consensus that since we have spent a significant amount of money with a very creditable/professional firm with a good record of design/build experience, it would be a wise decision to follow their recommendation to complete this phase of the effort as soon as possible and these changes need to be in place before they can proceed with the proposed course of action.

Thank you for your understanding and support of our request.

Ray Battaglini, Chairman  
Western Heritage Museum Advisory Board

Calvin B. Smith, Executive Director  
Western Heritage Museum Complex



May 22, 2012

Regina Choate  
Coordinator of Purchasing  
New Mexico Junior College  
Administration Building - Business Office  
5317 Lovington Highway  
Hobbs, New Mexico 88240

Re: Contract # P0003939

In December of 2011, MuseumsCapes entered into the exciting process of collaborating with the Western Heritage Museum on exhibits for their South Gallery. Although the original RFP (#110) was primarily focused on the development of three distinct exhibit elements (Pre-History, Archaeological Dig and Cable Tool Rig), WHM verbally requested that MuseumsCapes take a broader approach and first complete a comprehensive plan, complete with a fully-realized floor plan, a narrative script outline and illustrative storyboards for use in both fundraising and continued exhibit development.

After completing the on-site charette and collaborating with WHM staff and stakeholders, this comprehensive plan was approved by WHM Director Calvin Smith and will be presented to the WHM Advisory Board during their May 15th meeting. The comprehensive plan proposes an innovative set of exhibits for the South Gallery that will require complete demolition of all existing exhibits. Because the initial scope of this contract called for the completion of just three exhibit elements, it is no longer in the best interest of WHM to proceed with construction of those three elements as originally requested. MuseumsCapes advises that it would not serve WHM, or its visitors, to proceed with partial demolition of existing exhibits in order to install three exhibit components that are not spatially or aesthetically compatible with the current gallery floor plan.

Additionally, during a recent meeting with both the Director and the Chairman of the Museum's Advisory Board, MuseumsCapes was informed that the Director will retire as of June 30th. The outgoing Director has been MuseumsCapes' primary point of contact and is the person tasked to provide interpretive narrative first draft materials. In order for this project to be successful, a careful transition plan must be detailed.

MuseumsCapes is committed to the success of the Western Heritage Museum and the South Gallery exhibit project. MuseumsCapes proposes a three-fold strategy that will result in 1) Capital Campaign Training and Support, 2) Design Development to make the Comprehensive Plan bid-ready, and 3) Delivery of Lambda proof prints and print-ready files for selected exhibit components to include all section introductions, all interpretive panels, and all rail readers as defined by the attached comprehensive plan. Please see our detailed Proposed Contract Modification Estimated Value Comparison for Deliverables attached hereto.

**Museumscapes proposes the following Contract Modifications:**

***Client Shall:***

- Provide Museumscapes with a First Draft Narrative Script for selected exhibit components to include copy for all section introductions, all interpretive graphic panels, and all rail readers as defined by the comprehensive plan.
- Provide Museumscapes with high-resolution digital images to illustrate and support copy for all section introductions, all interpretive graphic panels, and all rail readers as defined by the comprehensive plan.
- Provide Museumscapes with measurements, photography, provenance, and related information for three-dimensional artifacts selected for inclusion in the exhibit for each artifact case as defined by the comprehensive plan.
- Appoint a Point of Contact (POC) to assume outgoing Museum Director Calvin Smith's role after June 30th. The POC shall have the capacity and the authority to review and approve project drafts and deliverables.
- Assemble a cadre of staff, board members and other stakeholders to attend a fundraising training workshop in support of the South Gallery Exhibit Project.
- Review the Project Timeline with Museumscapes and adopt a revised project schedule, reflecting transition realities, staff availability and other concerns.

***Museumscapes Shall:***

- Complete and provide print-ready files for the Comprehensive Plan to include a detailed floor-plan, illustrated story-boards, and narrative script outline.
- Provide a Fundraising Workshop, led by experienced Museum professionals with a record of successful fundraising on exhibit projects of similar scope.
- Provide a projected, not-to-exceed budget, for completion of the comprehensive plan for use in fundraising.
- Draft, Design, and Print no less than (50) copies of a Fundraising booklet.
- Provide editorial review, project management, and design services for all section introductions, all interpretive graphic panels, and all rail readers as defined by the comprehensive plan.
- Deliver a "proof-set" of all section introductions, all interpretive graphic panels, and all rail readers as defined by the comprehensive plan. Proof set shall be printed at-size as Lambda archival photographic prints to be used by staff in audience and stakeholder evaluations and interim exhibits.
- Deliver a complete set of print-ready files for all section introductions, all interpretive graphic panels, and all reader rails as defined by the comprehensive plan to the client for their use in interim or online exhibits.

- Provide lighting consultation to review and comment on the planned upgrade of the existing lighting grid in South Gallery in order to assure successful integration of the lighting upgrade and the comprehensive plan.
- Craft a detailed, bid-ready package for fabrication of all exhibit elements included in the comprehensive plan.

*Scope and timeline considerations:*

- Museumsclapes recognizes that during this time of transition WHM staff may not have the schedule capacity to provide the required first draft interpretive content. In the event that additional assistance is required, Museumsclapes will, if requested in writing by WHM, provide interpretive planning and copy writing services at the normal time rates plus expenses.

We are confident that these contract modifications, if adopted, will allow the Western Heritage Museum to both successfully fundraise for and complete the attached comprehensive plan for their South Gallery.

Respectfully,



Druce A. Reiley  
Principal, Museumsclapes LLC

attachment



# MUSEUMSCAPES

Interpret. Design. Build.

## Proposed Contract Modification Estimated Value Comparison for Deliverables:

### *Original Contract Deliverables (estimated)*

#### **Pre-History Exhibit**

Estimated footprint - 125 sq. ft.

|                       |                    |
|-----------------------|--------------------|
| Design                | \$3,906.25         |
| Development           | \$4,531.25         |
| Production            | \$4,062.50         |
| Fabrication & Install | \$12,500.00        |
| <b>Sub-Total</b>      | <b>\$25,000.00</b> |

#### **Archaeological Dig Activity**

Estimated footprint - 125 sq. ft.

|                       |                    |
|-----------------------|--------------------|
| Design                | \$3,906.25         |
| Development           | \$4,531.25         |
| Production            | \$4,062.50         |
| Fabrication & Install | \$12,500.00        |
| <b>Sub-Total</b>      | <b>\$25,000.00</b> |

#### **Cable Tool Exhibit**

Estimated footprint - 250 sq. ft.

|                       |                    |
|-----------------------|--------------------|
| Design                | \$7,812.50         |
| Development           | \$9,062.50         |
| Production            | \$8,125.00         |
| Fabrication & Install | \$25,000.00        |
| <b>Sub-Total</b>      | <b>\$50,000.00</b> |

**Total: \$100,000.00**

### *Proposed Deliverables (substitutions)*

#### **Capital Campaign Training**

|                       |                   |
|-----------------------|-------------------|
| Consultant Costs      | \$5,290.00        |
| Framework Development | \$1,250.00        |
| Project Management    | \$ 960.00         |
| <b>Sub-Total</b>      | <b>\$7,500.00</b> |

#### **Lighting Plan Design & Specification Review**

|                    |                   |
|--------------------|-------------------|
| Consultant Costs   | \$5,988.00        |
| Project Management | \$1,500.00        |
| <b>Sub-Total</b>   | <b>\$7,488.00</b> |

#### **Design / Layout of Exhibit Section Introductions, Interpretive Panels and Reader Rails**

(65 units total / 4 iterations for each)

|                             |                     |
|-----------------------------|---------------------|
| Editorial Support:          | \$540.00            |
| Graphic Design / Layout:    | \$960.00            |
| Proof Prints (2):           | \$100.00            |
| Avg. Price per graphic:     | \$1,600.00          |
| <b>Sub-total (65 units)</b> | <b>\$104,000.00</b> |

**Total: \$118,988.00**

**Please Note:** these are value comparisons extrapolated from our best industry standards. We believe that this exercise demonstrates that the value of the proposed substitutions will exceed the value of the original deliverables. No actual cost increase is proposed.

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The information contained herein includes confidential design, technical and pricing data, and is for use only by authorized employees of parties for whom it is intended, and not for general distribution.



May 22, 2012

Calvin Smith  
Executive Director  
Western Heritage Museum Complex  
5317 Lovington Highway  
Hobbs, NM 88240

Re: Contract Modification

Dear Calvin,

It was a pleasure to meet with you and Board Chairman Ray Battaglini last week to discuss our progress to date. Now that you have approved the comprehensive exhibit plan it is imperative that we move forward with a process that will guide the project to completion even as you transition into retirement.

As we have discussed, the comprehensive plan details a world-class exhibition that will engage your visitors in a thoughtful and exciting exploration of Southeastern New Mexico. This plan is ambitious yet achievable with the right foundation. Our goals are to provide the incoming Executive Director with both the resources to advocate for the project and the documentation to assure its timely completion.

The deliverables as initially outlined in our contract with NMJC no longer serve the best interests of the project. Instead, the attached letter proposes contract modifications that will achieve the following goals:

- 1) Utilize your expertise to the fullest extent over the next few months to provide draft content for all exhibit areas as detailed in the comprehensive plan.
- 2) Equip WHM Staff, Board Members and other Stakeholders for a Capital Campaign to raise the estimated \$1.2 M implementation budget.
- 3) Provide WHM with detailed, bid-ready specifications for implementation within 9-12 months of completion of the capital campaign.
- 4) Provide WHM with professional prints and digital files for all introductory panels, all interpretive panels and all rail readers for use in evaluation and interim exhibits.

Please see our detailed Proposed Contract Modification Estimated Value Comparison for Deliverables attached hereto.

As we discussed last week, this process will ensure successful completion of the South Gallery exhibit project and will provide the Western Heritage Museum Complex with useful interim products. We await notification of a contract modification so that we can all get back to the exciting task of creating an amazing destination for the people of Lea County, NM.

Respectfully,

A handwritten signature in black ink, appearing to read "Druce A. Reiley". The signature is fluid and cursive, with the first name being the most prominent.

Druce A. Reiley  
Principal, Museumscapes LLC

attachment



May 22, 2012

Calvin Smith  
Executive Director  
Western Heritage Museum Complex  
5317 Lovington Highway  
Hobbs, NM 88240

Re: Contract Modification Comparison

Dear Calvin,

It was a pleasure to meet with you and the WHM Board earlier this week. You clearly are working with a passionate and engaged group of people. I am providing the following estimates in response to your request for a comparison of costs under the existing contract and our proposed contract modifications thereto. I hope you and the board will find them helpful in reaching a decision.

The original contract was organized by labor type (exhibit development, exhibit design, etc) rather than by deliverable components of work. However, I understand that it will be more helpful for you and the board to compare deliverables. To that end, we have provided estimates based on current industry standards for the deliverable components that would be altered by the proposed contract modification.

A significant portion of our work, particularly the services dedicated to production of the comprehensive plan, build-ready documentation, style development, graphic identity and the production of a fundraising booklet will not be altered by the contract modification. However, by choosing to devote our energies to exhibit-wide work rather than selected modules, you will get more “bang-for-the-buck” out of these services. Please see our detailed Proposed Contract Modification Estimated Value Comparison for Deliverables attached hereto.

#### **Original Contract - Three Exhibit Modules (\$100,000)**

By our estimation, the design, development, production and installation of the three exhibit modules as described in the RFP accounts for approximately \$100,000 of value in the original contract. This estimation is based upon an industry standard of a price per finished square foot of \$200 and reflects 27% design and development costs, 13% production costs and 60% fabrication and installation costs.

We estimate that \$9,000 in travel and direct costs would also have been associated with the fabrication and installation of the three exhibit modules. These costs are not included in the modification comparison, as Museumscapes staff will travel to support the board and incoming Museum Director during exhibit development and as the need for review intensifies.

**Contract Modification - Training, Specifications, Exhibit-Wide Graphic Panels  
(\$118,988)**

By selecting to modify the current contract towards development and design of exhibit-wide deliverables, you benefit from the economies of scale. If priced separately the proposed new services would incur the following costs: 1) Capital Campaign Training \$7,500, 2) Lighting Plan Design and Specifications Review \$7,500, 3) Exhibit-Wide Graphic Panels \$103,988.

Please feel free to contact me if I can be of further assistance.

Respectfully,



Druce A. Reiley  
Principal, Museumscapes LLC

attachment



# MUSEUMSCAPES

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## Proposed Contract Modification Estimated Value Comparison for Deliverables:

### Original Contract Deliverables (estimated)

#### **Pre-History Exhibit**

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#### **Archaeological Dig Activity**

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#### **Cable Tool Exhibit**

Estimated footprint - 250 sq. ft.

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| Sub-Total             | <b>\$50,000.00</b> |

Total: **\$100,000.00**

### Proposed Deliverables (substitutions)

#### **Capital Campaign Training**

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#### **Design / Layout of Exhibit Section Introductions, Interpretive Panels and Reader Rails**

(65 units total / 4 iterations for each)

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| Editorial Support:       | \$540.00            |
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| Sub-total (65 units)     | <b>\$104,000.00</b> |

Total: **\$118,988.00**

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# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 5/23/2012

Candidate's name Erika L. Casarez

Position title Recruiter for Automotive Technology

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 7/02/2012 \*      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard HigherEdJobs.com

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

Posted salary range \$34,727 – 43,408      Recommended annual salary \$38,392.00      Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2584 61301 102

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
President



**Selection Committee Members:** Dr. August Fons – Dean of Public Safety and Industry – Chairperson

Samuel Gilcrease – Professor of Automotive Technology – GM-ASEP

Earl Nymeyer - Professor of Welding

Javier Rivera – Professor of Automotive Technology – GM ASEP

Timothy Roberts – Professor of Automotive Technology – Ford ASSET

Comments: Ms. Casarez with a B.A. in Sociology / Criminology and a minor in Spanish and more than five years of applicable experience meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### **Position**

Recruiter for Automotive Technology

### **Personal Data**

Name: Erika L. Casarez

### **Education**

B.A., Texas Tech University, Lubbock, TX, 2011

Major: Sociology / Criminology

Minor: Spanish

### **Professional Experience**

Texas Tech Health Sciences Center, Lubbock, TX

Clerkship Coordinator

10/2011 to 01/2012

Residency Coordinator Assistant

08/2007 to 07/2009

University Medical Center, Lubbock, TX

Health Unit Coordinator

07/2009 to 10/2011

Lea County, Lovington, NM

Grant Coordinator

05/2007 to 08/2007

Black Gold Casino, Hobbs, NM

Cashier

05/2006 to 08/2006

New Mexico Junior College, Hobbs, NM

Student Worker - Mail Room Clerk/Receptionist

08/2005 to 08/2006

### **Awards:**

New Mexico Junior College, National Dean's List

### **Community Service**

Mentor, Soy Unica Soy Latina

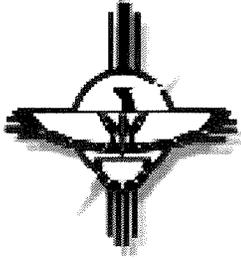
Mentor, Parkway Roses

Teen Court, Former Member, Hobbs, NM

Volunteer, Lea County Drug Free Community Project

Hispanic Student Society, Texas Tech University

Mentor Tech Program, Texas Tech University



# New Mexico Junior College Career Opportunities

## Position Announcement • March 2012

**Position Title:** Recruiter for Automotive Technology

**Position Description:** This position reports to the Dean of Public Safety and Industry and is responsible for recruiting students for both the Ford and General Motors automotive programs at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Develop professional relationships with dealership personnel, high school automotive faculty, high school counselors, prospective students, and parents of students during the recruiting phase; (2) Travel as required; (3) Achieve the goal of recruiting students for both Ford and GM start-up classes (4) As assigned, participate in college service through standing and ad hoc committees; (5) Post and maintain supervisor approved itinerary each week; (6) Within approved budget parameters, participate in a process of continual personal and professional improvement; (7) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, (8) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Bachelor's degree preferred. Candidates with automotive industry related experience preferred. All degrees must be from a regionally accredited institution. Candidate must be willing to pursue a professional development plan, which may include technical updating as well as other professional development activities. Note: Basic computer proficiency is preferred (i.e. Microsoft Office).

**Salary/Benefits:** This is a 12 month professional position with a starting salary range of \$34,727.00 to \$43,408.00 and is commensurate with education and experience. Standard NMJC benefits apply.

**Application Deadline:** Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all application materials must be received as soon as possible.

**To Apply:** Submit NMJC application form on line at [www.nmjc.edu](http://www.nmjc.edu) (under Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), eight references with current addresses and phone numbers.

**Human Resources  
New Mexico Junior College  
1 Thunderbird Circle  
Hobbs, NM 88240**

New Mexico Junior College is an Equal Opportunity Affirmative Action Employer and does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning Section 504 accessibility, contact the Special Needs Coordinator in the Counseling Department at (575) 492-2576.

**"Equal Opportunity Education and Employment"**

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (505) 492-2793 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: [mehemandez@nmjc.edu](mailto:mehemandez@nmjc.edu)