

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Monday, June 27, 2011

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|--|----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of May 19, 2011 | Guy Kesner |
| D. President's Report | Steve McCleery |
| E. 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 HED Capital Projects | Dan Hardin |
| 6. Consideration of Bid #1050 - Janitorial Supplies | Regina Choate |
| 7. Consideration of Bid #1051 ó Pre-Engineered Metal Building | Regina Choate |
| 8. Consideration of WHM Advisory Board Appointment | Calvin Smith |
| 9. Consideration of Employee Handbook | Bill Morrill |
| 10. Consideration of Alternative Energy Project | Robert Rhodes |
| 11. Personnel Consideration ó Professor of Automotive Technology | Regina Organ |
| 12. Personnel Consideration ó Administrative Support Assistant/Del Norte | Bill Morrill |
| F. Public Comments | Guy Kesner |
| G. Announcement of Next Meeting | Guy Kesner |
| H. Closure of Open Meeting | Guy Kesner |
| I. Adjournment | Guy Kesner |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MAY 19, 2011

MINUTES

The New Mexico Junior College Board met on Thursday, May 19, 2011, beginning at 2:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Ron Black; Mr. Hector Baeza; and Mrs. Mary Lou Vinson. Not present was Mrs. Yvonne Williams.

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

Upon a motion by Mr. Jones, seconded by Mr. Baeza, the agenda was unanimously adopted.

Upon a motion by Mr. Baeza, seconded by Ms. Chappelle, the Board unanimously approved the minutes of April 21, 2011.

Under President's Report, Dr. McCleery reported that the golf team was competing at the national tournament in Midland and the girls track team was in Kansas competing. He reminded the Board of the dedication ceremony taking place today at 4:00 pm.

Under New Business, Dan Hardin presented the April financial reports and with a motion by Ms. Chappelle, seconded by Mr. Black, the Board unanimously approved the expenditures for April, 2011. Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the Fiscal Watch Reports.

John Gratton presented a request to waive the tuition for the elementary algebra course for those students who are able to complete both basic math and elementary algebra within the same 16 week semester. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the request.

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 1078. Mr. Jones seconded the motion. The roll call vote was as follows: Mr. Jones - yes; Ms. Chappelle - yes; Mr. Black - yes; Mr. Kesner - yes; Mrs. Vinson - yes; and Mr. Baeza - yes.

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

Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously voted to table agenda item F. 8. Consideration of Contract.

The next regular board meeting was scheduled for Thursday, June 23, 2011, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mr. Baeza, the board meeting adjourned at 4:00 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: June 10, 2011

RE: Expenditure and Revenue Reports for May 2011

The total year-to-date funds expended and/or encumbered through the month of May is \$39,032,950.00.

The total current unrestricted fund expenditures through May are \$20,899,407.00, which is 91% of the projected budget. The expenditures in Instruction and General through May are \$17,398,280.00, which is 90% of the budget. In other unrestricted expenditures, the expense report indicates that Student Aid is over budget by \$72,905.00 all other Instruction and General departments and other unrestricted departments are at normal expenditure levels for this time of year.

Restricted funds for the year are \$7,103,745.00. The Grants are doing a good job of staying on track with their spending and reporting. Financial Aid has been working closely with the Business Office to get all awards completed and funds drawn.

We are showing \$11,029,798.00 in total expenditures and encumbrances through the month of May in Plant Funds. The large projects are the roof replacement project, the Warehouse construction project, and various other smaller projects. There was a correction in the Plant General Fund account in which an encumbrance was moved from General Fund expenditures to the institutional Oil and Gas training.

Total year-to-date expenditures through May 2011 are \$39,032,950.00.

Total Revenue through May 2011 is \$33,851,345.00. Unrestricted revenue is \$25,333,869.00. If you will look at Advalorem Property tax, currently we are over the budget by \$66,802.00. We are expecting a large property tax distribution from the Lea County Treasurer in June.

Restricted funds will be drawn down as much as possible by the end of June.

Plant funds show an increase in Private funds for the Oil and Gas area from DCP

Midstream and Marathon Energy Training. Dr. Rhodes secured these funds several months ago, but we failed to disclose that revenue on the Board Report. These funds are to be used specifically for the Oil & Gas Training area. The total revenue for the month of May was 2,596,885.00, with the year-to-date total at \$33,851,345.00.

Oil and gas revenue has remained steady this fiscal year, with the nine month average at \$634,263.00. In May we received \$530,029.00 for the March allotment. Currently, the Oil and Gas revenue is over the budget by \$2,189,231.00.

Currently, NMJC has \$11,625,000.00 in the LGIP and we have \$12,621,590.26 in designated capital projects.

This concludes the Financial Report for May 2011.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

May 2011

92% of Year Completed

Fund	2009-10			2010-11			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	9,512,733	8,097,336	85%	9,317,684	764,498	8,211,667	88%
Academic Support	2,542,431	2,273,926	89%	2,317,545	194,251	2,189,320	94%
Student Services	1,793,677	1,618,935	90%	1,750,937	169,396	1,526,437	87%
Institutional Support	3,224,973	2,857,684	89%	3,142,261	283,600	2,807,388	89%
Operation & Maintenance of Plant	3,076,691	2,671,576	87%	2,721,275	322,591	2,663,468	98%
Subtotal - Instruction & General	20,150,505	17,519,457	87%	19,249,702	1,734,336	17,398,280	90%
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	299,265	138,921	46%	187,487	16,600	152,078	81%
Student Aid	593,348	705,974	119%	524,551	16,818	597,456	114%
Auxiliary Enterprises	1,797,861	1,885,548	105%	1,802,735	94,030	1,701,879	94%
Athletics	1,085,759	1,058,839	98%	1,123,579	35,825	1,049,714	93%
Total Current Unrestricted Fund	23,926,738	21,308,739	89%	22,888,054	1,897,609	20,899,407	91%
CURRENT RESTRICTED FUND							
Grants	1,857,643	1,348,548	73%	1,667,926	174,065	1,376,799	83%
Student Aid	5,244,611	5,747,419	110%	5,355,730	4,177	5,726,946	107%
Total Current Restricted Fund	7,102,254	7,095,967	100%	7,023,656	178,242	7,103,745	101%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	12,898,819	7,659,159	59%	17,352,404	328,409	6,356,105	37%
Projects from State GOB Funds	4,007,556	3,784,969	94%	334,542	26,592	138,271	41%
Projects from State STB Funds	1,485,000	1,485,000	100%	3,000,000	0	3,000,000	100%
Projects from General Fund	354,301	291,970	82%	226,847	(47,921)	199,500	88%
Projects from Private Funds	165,485	107,302	65%	519,509	0	127,848	25%
Projects from State ER&R	340,024	250,585	74%	318,919	24	206,559	65%
Projects from State BR&R	1,268,966	35,548	3%	1,830,699	0	1,001,515	55%
Projects from Auxiliary BR&R	0	0	0%	0	0	0	0%
Subtotal - Capital and BR&R	20,520,151	13,614,533	66%	23,582,920	307,104	11,029,798	47%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	20,520,151	13,614,533	66%	23,582,920	307,104	11,029,798	47%
GRAND TOTAL EXPENDITURES	51,549,143	42,019,239	82%	53,494,630	2,382,955	39,032,950	73%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
May 2011

92% of Year Completed

Fund	2009-10			2010-11			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,413,978	3,522,344	103%	3,523,000	35,065	3,845,940	109%
State Appropriations	7,322,200	6,848,474	94%	6,290,500	777,579	6,377,039	101%
Advalorem Taxes - Oil and Gas	5,200,000	8,656,547	166%	5,500,000	530,029	7,689,223	140%
Advalorem Taxes - Property	3,504,278	4,049,576	116%	4,129,578	512,670	4,196,380	102%
Interest Income	287,000	21,115	7%	20,000	681	8,114	41%
Other Revenues	271,100	284,982	105%	323,308	18,864	611,216	189%
Subtotal - Instruction & General	19,998,556	23,383,038	117%	19,786,386	1,874,888	22,727,912	115%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	31,395	131%	24,000	10,683	26,436	0%
Auxiliary Enterprises	2,322,925	2,317,259	100%	2,202,000	70,337	2,331,693	106%
Athletics	290,300	269,659	93%	428,100	22,408	247,828	58%
Total Current Unrestricted	22,635,781	26,001,351	115%	22,440,486	1,978,316	25,333,869	113%
CURRENT RESTRICTED FUND							
Grants	1,857,643	1,536,020	83%	1,667,926	172,974	1,708,631	102%
Student Aid	5,244,611	5,426,172	103%	5,355,730	27,199	5,587,936	104%
Total Current Restricted	7,102,254	6,962,192	98%	7,023,656	200,173	7,296,567	104%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,007,556	3,827,047	95%	383,833		99,257	0%
Projects from State STB Funds	1,790,668	830,678	46%	3,000,000		597,869	20%
Projects from General Fund	140,621	132,446	94%	312,972		88,850	0%
Projects from Private Funds	118,987	0	0%	183,383	416,126	416,126	0%
Interest Income (LGIP)	0	0	0%	80,000	2,270	18,807	0%
Total Plant Funds	6,057,832	4,790,171	79%	3,960,188	418,396	1,220,909	0%
GRAND TOTAL REVENUES	35,795,867	37,753,714	105%	33,424,330	2,596,885	33,851,345	101%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

May 2011

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	2009-10 Original Budget	Variance Over (Under) Budget
Actual	July	\$78.04	2,838,769	\$5.07	16,763,074	580,468	366,666	213,802
Actual	August	\$70.38	2,777,074	\$6.15	16,195,702	640,098	366,666	273,432
Actual	September	\$70.35	2,782,699	\$5.57	15,856,565	675,875	366,666	309,209
Actual	October	\$71.79	2,853,169	\$4.34	15,026,148	582,732	366,666	216,066
Actual	November	\$73.88	2,845,013	\$5.78	15,732,662	680,420	366,666	313,754
Actual	December	\$75.69	2,743,341	\$5.69	14,691,744	590,254	366,666	223,588
Actual	January	\$80.27	2,688,602	\$5.82	14,664,434	751,615	366,666	384,949
Actual	February	\$83.17	2,788,420	\$7.65	14,546,945	676,881	366,666	310,215
Actual	March	\$84.88	2,808,164	\$7.75	14,519,750	530,029	366,666	163,363
Accrual	April	\$83.13	2,019,679	\$6.39	13,013,938	366,666	366,666	0
Accrual	May					366,666	366,666	0
Accrual	June						366,666	(366,666)
Y.T.D. Production Tax Revenue						6,441,704	4,399,992	2,041,712
Y.T.D. Equipment Tax Revenue						1,247,519	1,100,000	147,519
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>7,689,223</u>	<u>5,499,992</u>	<u>2,189,231</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

May 2011

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	11,625,000	N/A	N/A	N/A	7102-1348	0.231%	2,270
Total investments	<u>11,625,000</u>						<u>2,270</u>

Summary of Current Month's Activity	
Beginning amount	11,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	12,621,590
Reserves Invested	-996,590
Total LGIP Investment	11,625,000

Capital Projects	5/31/2011
Technology Upgrade	610,165.25
JASI	88,486.30
WHM South Gallery	285,003.52
Baseball Field	1,000,000.00
Rodeo Arena	1,051,667.75
Original Entrance Landscaping	1,211,921.42
Student Housing Construction	1,052,241.51
Frame & Door Replacement	72,422.18
Luminis Software	11,568.00
Electrical Upgrade	124,642.98
Campus Signage	184,993.82
Campus Paving	207,561.17
Roof Replacement	546,070.75
Interior Lighting-Energy Retrofit	52,346.52
Old Dorms Renovation	148,631.90
Millen Dr. Sewer & Water	150,000.00
Concrete Upgrade	9,357.19
Campus Construction	206,315.41
Oil & Gas Training Center	500,000.00
Public Sector	1,826.53
Campus Security	74,152.96
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learning	5,000.00
Welding Lab	41,246.53
Copier Replacement	113,967.00
Non-Recurring Compensation	1,169,600.00
Athletics	827,394.51
Student Life Programming	2,440.37
Title V (Institutional)	118,611.47
Warehouse/Cont Ed Remodel	165,153.09
Succession Plan	150,000.00
Energy Technology Equipment	700,000.00
Watson Hall Stage Lighting	100,000.00
WHM Exhibits	100,000.00
Remodel McLean/Mansur/VocB/H	599,905.20
Shade Structure/Landscape AIPP	50,000.00
Natatorium	700,000.00
Central Plant Upgrade	40,017.66
Workforce Training Contingency	1,639.44
Banner 8	22,195.37
Total	12,621,590.26

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: Dr. Steve McCleery
From: Dan Hardin
RE: HED Capital Projects and Five Year Plan
Date: June 17, 2011

Dr. McCleery,

The Higher Education Department is calling for proposed capital projects that will be prioritized by the HED Capital Projects committee and then presented to the State Legislature for possible inclusion on the 2012 General Obligation Bond election. Attached for Board approval are the NMJC Infrastructure Renewal and Upgrade proposal and the NMJC Caster Activity Center Expansion project, also for the Boards approval is the NMJC Five Year Capital Plan. We must submit the proposed projects and the Five Year Capital Plan by the end of June 2011 to the HED. Hearings and presentations will be made on August 12th.

Respectfully,



Dan Hardin



2011 YEARLY CAPITAL PROJECT HEARINGS

August 2-12

Project Evaluation Form

Deadline to submit this form to NMHED is June 30, 2011

Institution: New Mexico Junior College

Project Title: NMJC Infrastructure Renewal and Upgrade

Project Description: Reinforce and upgrade the NMJC underground tunnels, upgrade the tunnel heating and cooling piping loop to a four pipe system, renew and replace electrical service in campus buildings, renew and replace air handlers and mechanical systems in the Administration Building, Vocational Building B, McLean Hall, and Pannell Library, and renew, remodel, and upgrade Mansur Hall, Vocational Building B, McLean Hall, and the Administration Building.

Project Cost: \$6,000,000.00

Priority: Number One

Space Utilization: New Mexico Junior College has 427,475 square feet of I & G space. Using the Fall 2010 FTE number of 1,810, New Mexico Junior College has 236 square feet per FTE. New Mexico Junior College is not adding any I&G square footage with this project, or requesting any additional I&G funding.

Full-Time Student Enrollment Trends: NMJC enrollment moves up and down tracking with the local unemployment rate. Past history indicates that when the local unemployment rate drops below 5%, the NMJC enrollment decreases. If the unemployment rate moves over 5%, the NMJC enrollment increases.

Fall FTE:

2010	1,810
2009	1,771
2008	1,601
2007	1,733
2006	1,721

Timeline for project completion: This project would begin late Spring of 2013 and be completed the following Spring of 2014, approximately 12 to 14 months.

Funding from other sources: GOB, STB, or other General Fund appropriations

7 year history of capital project funding: See Attached

Green Screen for Buildings:

The NMJC Infrastructure renewal and upgrade project will not be adding any square footage to the NMJC campus. At every opportunity, NMJC will upgrade lighting systems, add insulation, use efficient restroom fixtures, and make proper roof repairs to insure that the College meets the standards addressed in Executive Order 2006-001, LEED guidelines, and Target Finder.

Safety: Safety is very important to New Mexico Junior College. The College requires all contractors to secure the area for the safety of the students and the staff. This will apply to the infrastructure improvements.

Programmatic use of building:

The purpose of this project is to renew and upgrade existing facilities, ensuring that those buildings be brought up to ADA standards. Also, this project will be addressing areas of the infrastructure that are over 45 years old. New Mexico Junior College holds itself accountable to its Master Plan and Strategic Plan in making decisions concerning capital projects. The NMJC Infrastructure Renewal and Upgrade proposal is the second phase of infrastructure improvements that were identified in the NMJC Master Plan. In 2010, NMJC completed a renewal and upgrade of the Central Plant and the replacement of the electrical service coming into the NMJC campus to the Central Plant. This second phase project will reinforce and upgrade the underground tunnels, upgrade the electrical service in various buildings, and upgrade the heating and cooling piping loop within the tunnel system to a four pipe system. The NMJC tunnel system was built in the late sixties. The tunnels are used as avenues for all of the heating, cooling, electrical, water, and data connection for the campus buildings, but after years of moisture and traffic there are signs of deterioration. This has raised concerns for safety and for the ongoing operations of the campus. Also, this project will replace air handlers and mechanical HVAC equipment in several buildings on campus. All NMJC buildings that have proposed renewal and upgrades are instructional. It is extremely important to maintain and renew the infrastructure of the college. This investment ensures that students in our service area can have a safe, secure, and clean environment to attain their educational goals.

Language for appropriation: NMJC Infrastructure Renewal and Upgrade

****Note:

- Committee members will be given a copy of your institutionsqfive-year plan submitted to NMHED in July 2010.
- NMHED will provide binders for Capital Projects Committee members that will include for each institution this form, a matrix with space utilization numbers, full-time enrollment trends, and five-year plans. If your institution would like for the Committee to review additional information, please bring 10 copies and plan to distribute them at the hearing. NMHED will not copy and distribute additional/other presentation documents for institutions.



2011 YEARLY CAPITAL PROJECT HEARINGS

August 2-12

Project Evaluation Form

Deadline to submit this form to NMHED is June 30, 2011

Institution: New Mexico Junior College

Project Title: NMJC Caster Activity Center Expansion

Project Description: Expand the Caster Activity Center adding 15,000 square feet of instructional space for a natatorium and dressing facilities. New Mexico Junior College will be adding square footage, but the College will also be closing a facility of the same size. The net result is that the College will not be asking for additional funding for I&G space or adding square footage that will increase the State funding for I&G space or for utilities.

Project Cost: \$5,000,000.00

Priority: Number Two

Space Utilization: New Mexico Junior College has 427,475 square feet of I & G space. Using the Fall 2010 FTE number of 1,810, New Mexico Junior College has 236 square feet per FTE. New Mexico Junior College will be adding square footage, but the College will also be closing a facility of the same size. The net result is that the College will not be asking for additional funding for I&G space or adding square footage that will increase the State funding for I&G space or for utilities.

Full-Time Student Enrollment Trends: NMJC enrollment moves up and down tracking with the local unemployment rate. Past history indicates that when the local unemployment rate drops below 5%, the NMJC enrollment decreases. If the unemployment rate moves over 5%, the NMJC enrollment increases.

Fall FTE:

2010	1,810
2009	1,771
2008	1,601
2007	1,733
2006	1,721

Timeline for project completion: This project would begin late Spring of 2013 and be completed the following Summer of 2014, approximately 14 to 18 months.

Funding from other sources: GOB, STB, or other General Fund appropriations and \$1,000,000.00 from NMJC local mill levy.

7 year history of capital project funding: See Attached

Green Screen for Buildings:

NMJC will follow the requirements set out in Executive Order 2006-001, LEED, and Target Finder, using energy efficient lighting, water saving fixtures, more insulation, and the recommended roofing solution.

Safety: Safety is very important to New Mexico Junior College. The College requires all contractors to secure the area for the safety of the students and the staff.

Programmatic use of building:

NMJC has a facility located in Hobbs, but not on the main New Mexico Junior College campus called the Del Norte Fitness Center. This 32 year old 15,416 square foot building was donated to the College many years ago and is used for instructional classes. The Del Norte building is not an ADA compliant building, but it does have an indoor swimming pool that is used mostly by senior citizens and others in need of aqua fitness classes and Arthritis Foundation classes. Many other types of physical education classes are also held in the Del Norte Fitness Center. New Mexico Junior College is requesting funding to expand Caster Activity Center located on the campus of NMJC to add space for a natatorium to replace the Del Norte Fitness Center. New Mexico Junior College would completely close the Del Norte facility and move all of the aquatic and fitness classes to Caster Activity Center. Caster Activity Center has the space and equipment to accommodate the fitness classes offered at Del Norte. Currently, Del Norte Fitness Center is the only access citizens have for warm water aquatic therapy classes in Lea County but the infrastructure is at the stage that a major capital investment will be required to keep the building functional.

The proposed Caster Activity Center expansion would not increase the cost to the State for I&G and utility funding due to the transferring of I&G space from Del Norte to Caster Activity Center.

The Caster Activity Center expansion was identified in the Master Plan and in the Strategic Plan to meet the need of our students and citizen in Lea County. The Caster Activity Center expansion would likely increase enrollment in senior citizen and physical education classes. The NMJC Board recognizes that it is extremely important to maintain and renew our buildings. They feel like it would be a much better use of funds to invest in an expansion of Caster than to continue trying to maintain a building that was not originally built to the standard of the buildings on the NMJC campus and is not ADA compliant. The investment in Caster Activity Center ensures that students of all ages would have a safe, secure, and clean environment to maintain their health and to attain their educational goals and needs.

Language for appropriation: NMJC Caster Activity Center Expansion

****Note:

- Committee members will be given a copy of your institutionsqfive-year plan submitted to NMHED in July 2010.
- NMHED will provide binders for Capital Projects Committee members that will include for each institution this form, a matrix with space utilization numbers, full-time enrollment trends, and five-year plans. If your institution would like for the Committee to review additional information, please bring 10 copies and plan to distribute them at the hearing. NMHED will not copy and distribute additional/other presentation documents for institutions.

Institution full name	Institution acronym	Year Project to be started	Year Project to be finished	Priority	Project Title	Description	Cost of Project or Phase	Percentage to be funded from Legislative Funding (list % and describe funding)	Percentage to be funded from other sources (list % and describe funding)	New Construction	Renovation	Square Footage (GSF)
New Mexico Junior College	NMJC	2013	2014	1	Infrastructure Renewal and Upgrade	Renew and upgrade infrastructure	\$ 6,000,000.00	100% GOB/STB/GF \$6,000,000.00	0%	No	Yes	No additional sq ft
New Mexico Junior College	NMJC	2013	2014	2	Caster Activity Center	Expansion and remodel	\$ 5,000,000.00	80% GOB/GF/STB \$4,000,000.00	20% Oil & Gas mill levy funds (\$1,000,000)	Yes	Yes	Adding 15,000sq ft
New Mexico Junior College	NMJC	2013	2014	3	Mansur Hall Renovation	Remodel and upgrade	\$ 2,000,000.00	75% GOB/GF/STB \$1,500,000.00	25% Oil & Gas mill levy funds (\$500,000)	No	Yes	No additional sq ft
New Mexico Junior College	NMJC	2014	2015	4	Bob Moran Hall	Remodel and upgrade	\$ 2,000,000.00	75% GOB/GF/STB \$1,500,000.00	25% Oil & Gas mill levy funds (\$500,000)	No	Yes	Adding 5,000 sq ft
New Mexico Junior College	NMJC	2015	2016	5	Watson Hall Renovation	Remodel and upgrade	\$ 2,000,000.00	75% GOB/GF/STB \$1,500,000.00	25% Oil & Gas mill levy funds (\$500,000)	No	Yes	No additional sq ft
New Mexico Junior College	NMJC	2015	2016	6	John Shepherd Administration Building	Remodel and upgrade	\$ 1,000,000.00	75% GOB/GF/STB \$750,000.00	25% Oil & Gas mill levy funds (\$250,000)	No	Yes	No additional sq ft
New Mexico Junior College	NMJC	2015	2016	7	Sustainable Energy Development	New Construction	\$ 4,000,000.00	0%	25% Oil & Gas mill levy funds (\$1,000,000) 75% Federal Grants	Yes	No	No additional sq ft
New Mexico Junior College	NMJC	2015	2016	8	Build new housing on the West Campus	New Construction	\$ 6,000,000.00	0%	100% Rev Bonds/Oil & Gas mill levy funds (\$6,000,000)	Yes	No	30,000 sq ft

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1050

Janitorial Supplies

BOARD DOCUMENTS

Date: Thursday, June 23, 2011
Prepared by: Regina Choate
Purchasing Coordinator

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 12, 2011, 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: Huco Products of Lubbock, TX; Share Corporation of Lubbock TX; Springtime Janitorial of Carlsbad, NM; Staples Advantage of Albuquerque, NM; and Wagner Supply Company of Odessa TX.

The Administration recommends acceptance of the bids as follows:

Huco Products:	\$ 9,940.50
Share Corporation:	\$ 1,680.00
Springtime Janitorial:	\$ 33,786.25
Staples Advantage:	\$ 43,754.25
Wagner Supply Company:	\$ 30,316.75

**Total Award: \$119,477.75

Source of Funding: - FY 2011/2012
Custodial Dept. – Supplies & Expense
Account #: 11000 – 1102 – 71131 - 141
Amount: \$119,477.75

**** 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			5%			5%		5%	
Invitation to Bid #1050 Board Tabulation									
		Contact:	Quetha Ford	Jama Maritt	Jama Maritt	Arlene Cooper	Lawrence Gray	Ray Owsley	
		Phone #:	397-1114	806.632.6036	806.632.6036	575-885-0715	505.353.5461	800-825-0433	
		Fax #:	393-3924	no fax #	no fax #	575-885-1156	505.344.4548	432-363-0372	
	Unit	Qty							
Description and quantity of item per Specifications	requested	requested	Blaine	Huco	Share	Springtime	Staples	Wagner	
Pro-Link Trash Can Liners 40x48, 250 per case, 16 microns high density NO SUBSTITUTES	Cases	175	NO BID	NO BID	NO BID	NO BID	\$25.80/Staples	\$ 26.00	
Pro-Link Trash Can Liners 30x37, 500 per case, 16 microns high density NO SUBSTITUTES	Cases	175	NO BID	NO BID	NO BID	NO BID	\$15.99/Staples	\$30.75/500/case	
Georgia-Pacific Roll Towel 89460 en motion NO SUBSTITUTES	Cases	300	NO BID	NO BID	NO BID	NO BID	\$ 60.20	\$ 58.22	
Jumbo Toilet Tissue, 6 Rolls Per Case, 2 ply, 2000' Per Roll, NO RECYCLED PAPER	Cases	300	NO BID	\$ 26.85	NO BID	\$ 26.88	\$ 34.75	\$ 28.80	
Toilet Tissue, 2 Ply Roll, 96 Per Case Manufacturer/Product Code:	Cases	50	NO BID	\$ 32.99	NO BID	\$ 33.44	\$ 39.95	\$ 36.40	
Sani-fresh Hand Soap & Body Shampoo Only, Liquid. KIMCARE ONLY Manufacturer/Product Code:	Cases	100	NO BID	NO BID	NO BID	NO BID	\$ 76.68	\$ 51.85	
Sani-fresh Dispensers Only, KIMBERELY-CLARKE ONLY	Each	30	NO BID	NO BID	NO BID	NO BID	\$ 11.15	\$ 9.50	
Sani-tuff, 3.5 liters, With Grit Manufacturer/Product Code:	Cases	20	NO BID	NO BID	NO BID	NO BID	\$ 67.45	\$ 46.15	
Toilet Bowl Cleaner, NON-ACID Manufacturer/Product Code:	Quarts	750	NO BID	\$ 2.19	NO BID	\$ 2.25	\$ 2.00	\$ 1.87	
Bleach 5%, 1 Gallon, 6 gallons per case Manufacturer/Product Code:	Gallons	450	NO BID	\$ 1.76	NO BID	NO BID	\$ 1.87	\$ 1.86	
Comet Cleaner with Bleach, Quarts, 8/case LIQUID ONLY	Cases	250	NO BID	\$ 45.50	NO BID	\$ 46.00	\$ 52.80	\$ 69.20	
Razor Blade Safety Scrapper Holder, 50 Per Box Manufacturer/Product Code:	Boxes	20	NO BID	\$ 82.50	NO BID	\$ 97.50	\$ 100.00	\$ 97.50	
Hillyard Super Shine All, 1 Gallon Container NO SUBSTITUTION	Gallons	375	NO BID	NO BID	NO BID	\$ 14.50	NO BID	\$ 12.07	
Hillyard Seal 341, 5 Gallon Container NO SUBSTITUTION	Gallons	60	NO BID	NO BID	NO BID	\$112.00/ 5 gallon	NO BID	\$22.98/ 1 gallon	
Workhorse Ultra Stripper NO SUBSTITUTION	Quarts	55	NO BID	\$ 8.70	NO BID	NO BID	NO BID	NO BID	
Share DeScale, Quarts, 12/case NO SUBSTITUTION	Cases	10	NO BID	NO BID	\$ 168.00	NO BID	NO BID	NO BID	
Mophead Rayon, 32 oz. Web Looped End, Shrinkless, Wide, 12/pk	Cases	40	NO BID	\$ 123.00	NO BID	NO BID	\$ 70.80	\$ 65.20	
Scouring Green Pad, Heavy Duty, 6x9, 20/box Manufacturer/Product Code:	Boxes	25	NO BID	NO BID	NO BID	\$3.45/10/box	\$ 7.65	\$4.90/10/PKG	
Scouring Green Pad, Light Duty, 6x9, 20/box Manufacturer/Product Code:	Boxes	25	NO BID	NO BID	NO BID	\$2.56/10/box	\$ 6.55	\$3.80/10/PKG	
Wet Floor Signs (CAUTION WET FLOOR) 36" High, 4 Sided	Each	20	NO BID	NO BID	NO BID	\$ 28.00	\$ 34.60		
Pumice Sticks, 12/BX Manufacturer/Product Code:	Boxes	150	NO BID	\$ 20.16	NO BID	\$ 22.50	\$ 21.10	\$ 23.05	
Laundry Tide, 36 Lbs. Box NO SUBSTITUTION	Boxes	25	NO BID	NO BID	NO BID	\$ 99.00	NO BID	\$ 79.35	
Lemon Disinfectant Floor Cleaner Manufacturer/Product Code:	Gallons	400	NO BID	\$ 11.20	NO BID	\$ 9.75	\$ 8.50	\$ 7.43	
Downward Pressure Wringer & Bucket, 44 quart Manufacturer/Product Code:	Each	15	NO BID	\$99.10/35 quart	NO BID	\$ 153.00	\$110.00/44 quart	\$ 162.20	
Disposable Nitrile Gloves, Powder Free, Small, 8 mil Manufacturer/Product Code:	Cases	20	NO BID	\$ 77.00	NO BID	\$ 64.00	\$ 65.00	\$63.70/50/CASE	
Disposable Nitrile Gloves, Powder Free, Medium, 8 mil Manufacturer/Product Code:	Cases	20	NO BID	\$ 77.00	NO BID	\$ 64.00	\$ 65.00	\$63.70/50/CASE	
Disposable Nitrile Gloves, Powder Free, Large, 8 mil Manufacturer/Product Code:	Cases	20	NO BID	\$ 77.00	NO BID	\$ 64.00	\$ 65.00	\$63.70/50/CASE	
Disposable Nitrile Gloves, Powder Free, X-Large, 8 mil Manufacturer/Product Code:	Cases	20	NO BID	\$ 77.00	NO BID	\$ 64.00	\$ 65.00	\$63.70/50/CASE	
		Contact:	Quetha Ford	Jama Maritt	Jama Maritt	Arlene Cooper	Lawrence Gray	Ray Owsley	

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #988 Board Tabulation
The Home Depot

	Unit	Qty	
Description and quantity of item per Specifications	requested	requested	Home Depot
Jumbo 6 rolls p/c toilet tissue 2 ply 2000' per roll NO RECYCLED	cases	225	*22.28
Comet cleaner with bleach IN LIQUID Quarts	cases	125	**16.94
Laundry tide 36 lbs. box	box	6	***49.95

*Item was originally awarded to Home Depot, the low bidder. However, after receiving the first shipment in, it was discovered that the item did not conform to our specifications. The second lowest bidder, Huco, was contacted. It was discovered that they only offered the item recycled. The decision was made to award to the third lowest bidder, Wagner.

**Item was originally awarded to Home Depot, the low bidder. However, after receiving the first shipment in, it was discovered that the item did not conform to our specifications. The decision was made to award to the second lowest bid, Huco.

***Item was originally awarded to Home Depot, the low bidder. However, after receiving the first shipment in, it was discovered that the item did not conform to our specifications. The second lowest bidder, Springtime, did not offer it in a 36 lb. box. The decision was made to award to the third lowest bid, Blaine.

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #988 Board Tabulation
Huco

Description and quantity of item per Specifications	Unit requested	Qty requested	Unit Price	Total Price
Toilet bowl cleaner (Non Acid)	quarts	600	1.88	1,128.00
Workhorse ultra stripper NO SUBSTITUTION	quarts	50	7.70	385.00
Out most lime remover Quarts	cases	80	32.28	2,582.40
Comet cleaner with bleach IN LIQUID Quarts	cases	125	16.94	2,117.50
Total				6,212.90

Amount awarded to Huco	6,212.90		
Divided by total amount of supplies awarded	<u>67,016.31</u>	9.27%	Huco's Percentage
2008 Custodial Supply Budget	65,000.00		
Huco's Percentage	9.27%		
Huco PO amount for 2008	<u>6,025.97</u>		

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #988 Board Tabulation
Share Corporation

Description and quantity of item per Specifications	Unit requested	Qty requested	Unit Price	Total Price
Share DeScale Quarts NO SUBSTITUTION	cases	85	150.00	12,750.00
Total				12,750.00

Amount awarded to Share	12,750.00		
Divided by total amount of supplies awarded	<u>67,016.31</u>	19.03%	Share's Percentage
2008 Custodial Supply Budget	65,000.00		
Share's Percentage	19.03%		
Share PO amount for 2008	<u>12,366.39</u>		

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #988 Board Tabulation
Springtime

Description and quantity of item per Specifications	Unit requested	Qty requested	Unit Price	Total Price
Hillyard super shine in one gallon NO SUBSTITUTION	gallons	300	11.50	3,450.00
Hillyard seal 341 in 5 gallons NO SUBSTITUTION	gallons	55	84.00	4,620.00
Scouring green pad 6" 9" x 10 pads in box, heavy duty	box	20	3.20	64.00
Scouring green pad 6" 9" x 10 pads in box, light duty	box	20	2.21	44.20
Ostrich feather duster long feather 20" overall length, 10" handle	each	12	6.63	79.56
Wet floor signs (CAUTION - WET FLOOR) 36" high, 4 side	each	10	22.21	222.10
Lobby dust pans	each	6	7.06	42.36
Dust mops clip on handles; 60"handle	each	24	3.53	84.72
Disposable nitrile gloves powder free in small	cases	8	53.42	427.36
Disposable nitrile gloves powder free in medium	cases	8	53.42	427.36
Disposable nitrile gloves powder free in x-large	cases	10	53.42	534.20
Wet mop handles 64" fiberglass head	each	25	6.55	163.75
Total				10,159.61

Amount awarded to Springtime	10,159.61		
Divided by total amount of supplies awarded	<u>67,016.31</u>	15.16%	Springtime's Percentage
2008 Custodial Supply Budget	65,000.00		
Springtime's Percentage	<u>15.16%</u>		
Springtime PO amount for 2008	9,853.94		

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #988 Board Tabulation
Unipak

Description and quantity of item per Specifications	Unit requested	Qty requested	Unit Price	Total Price
Trash Can Liners 40x48 250p/c16 microns high density in roll cases	cases	100	19.75	1,975.00
Trash Can Liners 30x36 500p/c10 microns high density in roll	cases	100	14.75	1,475.00
Total				3,450.00

Amount awarded to Unipak	3,450.00		
Divided by total amount of supplies awarded	<u>67,016.31</u>	5.15%	Unipak's Percentage
2008 Custodial Supply Budget	65,000.00		
Unipak's Percentage	<u>5.15%</u>		
Unipak PO amount for 2008	3,346.20		

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #988 Board Tabulation
Wagner Supply

Description and quantity of item per Specifications	Unit requested	Qty requested	Unit Price	Total Price
Georgia-Pacific roll towel 89460 en Motion NO SUBSTITUTION	cases	200	53.60	10,720.00
Toilet tissue 2 ply roll 96 per case	cases	20	30.46	609.20
Razor blade safety scrapper holder box of 50	box	10	1.46	14.60
Dust mops clip on handles;	each	12	8.05	96.60
Tripger sprayer for 32 oz. chemical resistant (RED & WHITE ONLY)	each	175	2.47	432.25
Stainless polish In Quarts	cases	20	34.80	696.00
8" roll towels bleached non-perforated 400' p/r 12 rolls p/c	cases	150	23.46	3,519.00
Paper towel dispenser 59462 en motion NO SUBSTITUTION	each	15	50.00	750.00
Jumbo 6 rolls p/c toilet tissue 2 ply 2000' per roll NO RECYCLED	cases	225	22.28	5,013.00
Total				21,850.65

Amount awarded to Wagner	21,850.65		
Divided by total amount of supplies awarded	<u>67,016.31</u>	32.60%	Wagner's Percentage
2008 Custodial Supply Budget	65,000.00		
Wagner's Percentage	32.60%		
Wagner PO amount for 2008	<u>21,193.23</u>		

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1051

Pre-Engineered Metal Building for the Rodeo Grounds

BOARD DOCUMENTS

Date: June 23, 2011
Prepared by: Regina Choate
Purchasing Coordinator

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 22, 2011, a legal notice was sent to the following newspaper requesting sealed bids for a Pre-Engineered Metal Building for the Rodeo Grounds:

Hobbs News Sun
2. Bid packets were sent to four potential bidders.
3. Two bidders submitted their bid within the time frame specified by the bid package. No bidders were present at the opening.
4. The Business Office has evaluated the bid received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The vendors responding to the Invitation were: Rhino Steel Building Systems, Denton, TX; and Steel Depot, Hobbs, NM.

The Administration recommends acceptance of the bid as follows:

**Steel Depot - \$374,418

Source of Funding: - FY 2011/2012
Rodeo Arena Capital Account
Account #: 91508-4002-76012-911

**** 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
Specifications for Pre-Engineered Metal Building

Scope of Work:

- Pre-Engineered metal building measuring 160' wide x 350' length x 20' eave height.
- Building will be running East and West.
- 1.95:12 pitch to 2:12 pitch roof.
- 25' Bays.
- 1 – opening to accommodate a 16 x 16 garage door, located in West end wall centered at 74' from North wall.
- 3 – openings to accommodate a 12 x 12 garage door, one located in East end wall centered at 74' from North wall and the other two openings at each end of the East wall.
- 3 – openings that will accommodate a 12 x 12 garage door along the North side in bays 2, 5, & 10 starting at the West end going East.
- 3 – openings that will accommodate a 12 x 12 garage door along the South side in bays 3, 7, & 11 starting at the West end going East.
- 2 – 4' x 8' walk in doors, insulated, keyed alike, located near each end garage door.
- Wall lites 3', along both North and South walls.
- Roof and wall covering 26 GA 20 years PBR.
- Panel – Color: Galvalume.
- Gutter and down spout.
- Insulation package for MTL Building, vinyl reinforced insulation over the entire structure with R30 valve in the ceiling and R19 in the walls.
- FOB Hobbs, New Mexico.

NEW MEXICO JUNIOR COLLEGE
Specifications for Pre-Engineered Metal Building
Alternate One

Scope of Work:

- Pre-Engineered metal building measuring 160' wide x 350' length x 20' eave height with a 50' lean-to on the South side of the building.
- Building will be running East and West.
- 1.95:12 pitch to 2:12 pitch roof.
- 25' Bays.
- 2 – openings to accommodate a 16 x 16 garage door, one located in West end wall centered at 74' from North wall and one centered at 168' from North wall.
- 4 – openings to accommodate a 12 x 12 garage door, one located in East end wall centered at 74' from North wall, two located at each end of the East Wall and one centered at 154' from North wall.
- 3 – openings that will accommodate a 12 x 12 garage door along the North side in bays 2, 5, & 10 starting at the West end going East.
- 3 – openings that will accommodate a 12 x 12 garage door along the South side in bays 3, 7, & 11 starting at the West end going East.
- 3 – 4' x 8' walk in doors, insulated, keyed alike, located near each end garage door.
- Wall lites 3', along both North and South walls.
- Roof and wall covering 26 GA 20 years PBR.
- Panel – Color: Galvalume.
- Gutter and down spout.
- Insulation package for MTL Building, vinyl reinforced insulation over the entire structure with R30 valve in the ceiling and R19 in the walls.
- FOB Hobbs, New Mexico

NEW MEXICO JUNIOR COLLEGE
Specifications for Pre-Engineered Metal Building
Alternate Two

Scope of Work:

- Pre-Engineered metal building measuring 200' wide x 350' length x 20' eave height.
- Building will be running East and West.
- 1.95:12 pitch to 2:12 pitch roof.
- 25' Bays.
- 2 – openings to accommodate a 16 x 16 garage door, located in West end wall centered at 69' from North wall and one 16 x 16 opening centered at 158' from North wall.
- 4 – openings to accommodate a 12 x 12 garage door in East end centered 69' from North wall, one centered 144' from North wall, and two 12 x 12 openings at each end of the East wall.
- 3 – openings that will accommodate a 12 x 12 garage door along the North side in bays 2, 5, & 10 starting at the West end going East.
- 3 – openings that will accommodate a 12 x 12 garage door along the South side wall in bays 3, 7, & 11 starting at the West end going East.
- 3 – 4' x 8' walk in doors, insulated, keyed alike, located near each end garage door.
- Wall lites 3', along both North and South walls.
- Roof and wall covering 26 GA 20 years PBR.
- Panel – Color: Galvalume.
- Gutter and down spout.
- Insulation package for MTL Building, vinyl reinforced insulation over the entire structure with R30 valve in the ceiling and R19 in the walls.
- FOB Hobbs, New Mexico.

New Mexico Junior College
 Invitation to Bid # 1051 - Tabulation Summary
 Pre-Engineered Metal Building for Rodeo Grounds
 Bid Opening: Monday, June 6, 2011 @ 11:30 a.m. MST

5%

Description	Campbell Steel Bldg Lubbock, TX	Mueller, Inc. Wolfforth, TX	Rhino Steel Bldg. Denton, TX	Steel Depot Hobbs, NM
Pre-engineered Metal Building for the Rodeo Grounds measuring 160' wide x 350' length x 20' eave height; pitch roof, 25' bays.	NO BID	NO BID	\$ 363,896.00	** \$ 374,418.00
Alternate One - Pre-engineered Metal Building measuring 160' wide x 350' length x 20' eave height with a 50' lean-to on the South side of the building; pitch roof, 25' bays.	NO BID	NO BID	\$ 503,978.00	\$ 477,514.00
Alternate Two - Pre-engineered Metal Building measuring 200' wide x 350' length x 20' eave height; pitch roof, 25' bays.	NO BID	NO BID	NO BID	\$ 498,201.00
** Low Bidder				



Western Heritage Museum and Lea County Cowboy Hall of Fame

Where oil, water, and cowboys do mix!

Dr. McCleery,

The Western Heritage Museum Advisory Board is recommending that Ava Bengé replace Cynthia Buie as a member of the Board.

Ava has expressed a sincere interest in serving on the Board and has long been participatory in our events and programs. She is a native of Lea County and a graduate of Lovington High School. She attended and graduated from New Mexico State University (BS & MS). She is a twenty-eight year employee of the Lea County Assessor's office and is currently serving as Chief Appraiser. She is a founding member of the Lea County Master Gardeners and is currently serving as their Coordinator.

Thank you and the NMJC Board for your continuing support of our efforts to bring quality educational programs and events to Southeastern New Mexico.

Ray Battaglini, Chairman, WHM Board

Calvin Smith, Executive Director, WHMC

Where oil, water, and cowboys do mix!

www.westernheritagemuseumcomplex.com

NEW MEXICO JUNIOR COLLEGE
Changes to the 2010-2011 Handbook for the 2011-2012 Handbook

Title Page:

1. Changed date to: June 23, 2011

Organizational Chart:

2. 4/2011 update

Table of Contents:

3. Add, Appendix E – Whistleblower Policy

Glossary:

4. Support/Maintenance Employee, delete, non-supervisory

NMJC Employee Handbook:

5. Page 9, second paragraph, second sentence, change, policy to policies; change, procedure to procedures; delete, information
6. Third paragraph, third sentence, add, and electronically on our website

Section II:

7. Policy 200, add after status,
or any other basis protected by federal, state or local law. Furthermore, New Mexico Junior College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, health or safety concern.
add,
For information concerning employment, please contact the Human Resources Office at (575) 492-2790. For information concerning Section 504 accessibility, contact the Special Needs Coordinator in the Counseling Department at (575) 492-2576.
8. Policy 204, VI., C. add, and administration.
9. Policy 208,
First paragraph, last sentence, delete, You; capitalize, Particular
Second paragraph, first sentence; delete, You, add, Employees; delete, your, add, their; delete, your manager, add, their supervisor
10. Policy 211 & 212
Third paragraph on each policy, delete, Your, capitalize, Pay; delete, faculty and staff, add, MyNMJC; T-Bird portal; delete, Please make sure you, add, Employees should

11. Policy 213, Fourth paragraph, second sentence, delete, ~~in order to be cleared for his/her final paycheck.~~
12. Policy 214, Third paragraph, first sentence, delete, ~~You are to~~, add, **Employees should**; add, **office** after the word required; delete, ~~of your office~~,
Second sentence, delete, ~~you~~, add, **employees**; delete, ~~your~~, add, **their**; delete, ~~you~~,
add, **they**; add, **.** after position; delete, ~~and will not be eligible for re-hire by the College.~~
13. Policy 215, add, **the department**
14. Policy 217, second paragraph, first sentence, delete, ~~during and beyond working hours~~
15. Policy 218, III, second sentence, change to read, Furthermore, alcohol/illegal drugs and the use of alcohol/illegal drugs during a school sponsored activity are prohibited ~~if you are with and/or in the care of students on a school sponsored trip.~~ on all school sponsored trips and any time an employee is in the presence of students during a school sponsored activity or when an employee is responsible for or supervising students in a school-sponsored activity.
16. Policy 219, paragraph eight, Second sentence, change to read, Furthermore, alcohol/illegal drugs and the use of alcohol/illegal drugs during a school sponsored activity are prohibited ~~if you are with and/or in the care of students on a school sponsored trip.~~ on all school sponsored trips and any time an employee is in the presence of students during a school sponsored activity or when an employee is responsible for or supervising students in a school-sponsored activity.

Policy 219, II. Driving Guidelines, second paragraph, fourth sentence, add, **College**
17. Policy 229, Second paragraph, first sentence, delete, ~~in files~~; add, **electronically**;
Second sentence, delete, ~~are attached to and~~

Section III:

18. Policy 303, V., add, **This also applies to the Transfer of Accrued Sick Leave, (policy 309).**
delete, ~~doctor's certificate~~, add, **health care provider statement**

delete, **V**, third paragraph, first sentence, ~~five (5)~~, add **three (3)**; delete, ~~physician's~~,
add, **health care provider**

19. Policy 304, II. Delete ~~Definition: A serious health condition shall be defined as inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider who is authorized to practice by the state for a serious health condition. A spouse shall be defined as a husband or wife as defined or recognized under state law for purpose of marriage, including common law marriage in states where it is recognized.~~ add, Definition: A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider authorized by the State to diagnose and treat physical or mental health conditions, all as defined in the governing regulations. A “spouse” means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized.

III, delete, ~~at least one (1) year~~; add, ~~for a total of 12 months and have worked~~; add, ~~at least~~; delete, ~~prior to the leave~~; add, ~~over the previous 12 months~~

IV., delete, ~~Notification and~~, add, ~~and other Certifications~~

B., delete, ~~attending physician~~ add, ~~health care provider~~

C., delete, ~~FMLA request leaves due to illness shall include sufficient medical certification stating:~~

1. ~~Date on which the health condition commenced.~~

2. ~~Probable duration of the condition.~~

3. ~~Appropriate medical facts within the knowledge of the health care provider regarding the condition.~~

4. ~~Amount of time needed.~~

a. ~~For the request to care for an ill child, spouse or parent, the certification shall include a statement from the employee that they are needed to care for the family member, the expected length of time needed and the condition preventing the employee from working.~~

b. ~~For an employee’s own medical leave, the certification shall include a statement that the employee is unable to perform the essential functions of the position and the length of time needed.~~

c. ~~For a leave to care for an ill child, spouse or parent, the certification shall include a statement that the employee is needed to provide care and the length of time needed.~~

d. delete, second sentence, ~~At the discretion of the President, a second medical opinion and periodic recertification at the expense of the institution shall be required. If the first and second opinions differ, a~~

~~third opinion shall be required of a health care provider, approved jointly by the College and the employee.~~

~~Delete, D. H.R. 4986, the National Defense Authorization Act of 2008— To the extent the leave for a “qualified exigency” is foreseeable, the employee must provide notice of his/her leave as is “reasonable and practicable.” Leave to care for an injured service member must be supported by certification issued by a health care provider.~~

add, Employees will be required to provide a medical certification if the leave request is:

1. for the employee's own serious health condition,
2. to care for a family member's serious health condition, or
3. military caregiver leave.

Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

New Mexico Junior College, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, New Mexico Junior College may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.”

VI. third sentence, add, verbal and/or; delete, signed by the employee; add, acknowledged by; delete, and

Add new paragraph, The FMLA Notice of Eligibility and Rights & Responsibilities form and the Designation Notice form will be sent to the employee.

VII. delete, paragraph, Procedures: A request for family and medical leave shall be originated by the employee. However, if the College determines that a condition qualifies as FMLA leave, the employee shall be given proper notice of the intent to begin the FMLA leave concurrent with another leave. An employee request for FMLA leave shall be in writing signed by the employee and the immediate supervisor, and approved by Human Resources, the appropriate Vice President and the President. If possible, the request shall be submitted thirty (30) days in advance of the effective date of the leave.

~~Medical emergencies may determine the request cannot meet the desired calendar.~~

add, **Return from Leave.** Upon return from leave, the employee will be restored to his/her original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with New Mexico Junior College. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.

20. Policy 305, second paragraph, second sentence, delete, ~~justified in writing~~; add, ~~submitted via Leave Form~~; delete, ~~and shall proceed through the appropriate Vice President and/or the President for final review and~~

~~Third paragraph, delete, nor shall it be used to extend scheduled holidays, vacations or other activities that are planned~~

21. Policy 310, ~~Delete policy~~

22. Policy 312, I. E, delete, ~~The only exception will be the night crew; they will have to sign in and out at the warehouse or at the NMJC Del Norte Center since Caster Activity Center is closed during the time they work.~~

I, G, 4, delete, ~~last hour of shift~~, add, ~~(must be coordinated with supervisor)~~

23. Policy 315, add, ~~Administrative Services after the word ERISA~~, add new paragraphs,

An employee's **Spouse or Dependent Child** covered by any of NMJC's group health plans (a "qualified beneficiary"), has the right to elect continuation of coverage under those plans if the person loses group health coverage as a result of any of the following qualifying events:

- Death of the employee;
- Termination of the employee's employment (for reasons other than gross misconduct); or reduction in the employee's hours of employment.
- Divorce from/of the employee;
- Employee becomes entitled to Medicare; or
- Child ceases to be a "dependent child" under the group health plans.

The qualified beneficiary is responsible for informing NMJC of a divorce or a child losing dependent status within thirty-one (31) days of the date of the qualifying event or the date on which coverage would end under the plan because of the event. If NMJC does not receive notice within that thirty-one (31) day period, the qualified beneficiary is not entitled to elect continuation of coverage.

FOR A COMPLETE DESCRIPTION OF COBRA BENEFITS, RULES AND PROCEDURES, PLEASE CALL ERISA ADMINISTRATIVE SERVICES AT 1-800-233-3164 OR 1-505-988-4974 AND ASK TO SPEAK WITH THE COBRA ADMINISTRATOR.

Section IV:

24. Policy 400, III, delete, ~~The reasons for the determination not to renew the employment contract need not be stated. The Board shall not rely upon reasons that violate employee constitutional rights in making the determination not to renew an employee's employment contract. An employee who asserts that his/her non-renewal is based upon violation of his/her constitutional rights shall fully set forth in writing such assertion, including the basis for the assertion, to the President within fifteen (15) days from the date of notice of non-renewal of the contract.~~

add, The written notice of non-renewal need not state any reason for the decision, nor is it required that any reason for non-renewal be stated in any open meeting of the Board. Non-renewal decisions shall not rely upon bases which violate the law. An employee who asserts that the non-renewal of a contract is based upon a violation of law shall fully set forth in writing such assertion, including the basis for the assertion, and deliver it to the President within fifteen (15) days from the date of notice of non-renewal of the contract.

25. Policy 401, delete, ~~upon an Assertion by an Employee that there Exists a Violation of His/Her Constitutional Rights or upon Dismissal for Cause~~

26. Policy 401, I, delete, ~~the~~, add an, ~~timely~~, delete, ~~and basis therefore that constitutionally impermissible reasons were used in a determination~~, -add, that illegal grounds were relied upon in making the

D., first sentence, delete, ~~unconstitutional~~ add, ~~illegal~~, delete, ~~or that dismissal was not justified~~

Second sentence, delete, ~~proving his/her allegations~~, -add, presenting information which supports the action on permissible grounds.

27. Policy 402. I. third sentence, delete, ~~constitutional rights or~~ add, ~~the~~ law.
fourth sentence, delete, ~~constitutional~~

Appendixes:

28. Appendix A, Sexual Harassment Policy, Policy and IV. Procedures for Employees, C. add, ~~discrimination~~ after EEO

29. Appendix A, Reaffirmation of the Policy Concerning ~~Disabled~~ Persons with Disabilities

Paragraph two, delete ~~disabled persons~~, add, ~~qualified individuals with disabilities~~.

Changes to paragraph three, ~~Disabled individual means any person who: 1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, 2) has a record of such impairment or 3) is regarded as having such an impairment. For purposes of this definition, a disabled individual is substantially limited if he/she is likely to experience difficulty in securing, retaining or advancing in employment because of a disability.~~

~~Disabled~~ With respect to an individual, "disability" means ~~any person who: : 1) has a physical or mental impairment which that substantially limits one or more of such person's the major life activities; of such individual; 2) has a record of such impairment or 3) is-being regarded as having such an impairment. For purposes of this definition, such as describe in 1) above. An impairment is a disabled individual is disability if it substantially limited if he/she is likely to experience difficulty in securing, retaining~~ limits the ability of an individual to perform a major life activity as compared to most people in the general population. The determination of whether an impairment substantially limits a major life activity requires an individualized assessment.

~~It is the policy of New Mexico Junior College to make reasonable accommodation to the known physical or advancing in employment because of a disability mental limitation of an otherwise qualified applicant or employee with a disability, unless the accommodation would result in an undue hardship, health or safety concern.~~

30. Appendix D, II. Non-Discriminatory and Responsive Personnel Policies for Victimized Employees, delete, a, b, and c. Add, Employees who are victims of domestic abuse or who are the parent or legal guardian of a minor child who is the victim of domestic abuse shall be entitled to intermittent paid or unpaid leave time for up to fourteen (14) days in any calendar year. Such leave may be for up to eight (8) hours in one day and must be for the purpose of obtaining or attempting to obtain an order of protection or other judicial relief from domestic abuse or to meet with law enforcement officials, consult with attorneys or the district attorneys' victim advocates or attend court proceedings related to the domestic abuse of the employee or family member.

When possible, Domestic Abuse Leave should be requested in advance by submitting a request to the employee's immediate supervisor. When Domestic Abuse Leave is taken in an emergency, the employee or the employee's designee shall give notice to the employee's supervisor within twenty-four (24) hours of commencing the leave. Upon request, employees requesting such leave shall provide one of the following forms of verification: a police report indicating domestic abuse; a copy of an order of protection or other court evidence produced in connection with an incident of domestic abuse; or a written statement of an attorney representing the employee or other official that the employee or the employee's minor child appeared or is scheduled to appear in court in connection with an incident of domestic abuse.

An employee may use accrued vacation or personal leave if the employee wishes to be paid for Domestic Abuse Leave.

All information provided to New Mexico Junior College regarding a request for or the use of Domestic Abuse Leave shall remain confidential by New Mexico Junior College and shall only be disclosed when the employee consents, when a court or administrative agency orders disclosure or when otherwise required by federal or state law.

31. Add, **Appendix E, Whistleblower Policy.**

Policy Protecting Whistleblowers

I. The New Mexico Junior College Policy Protecting Whistleblowers shall cover all employees of, and all persons who contract with, New Mexico Junior College. This policy also extends to former employees and persons who contracted with New Mexico Junior college when retaliation against such person has resulted in a change of the person's status to that of a non-employee or non-contractor prior to resolution of any alleged retaliation.

II. It is the policy of New Mexico Junior College that no employee of, or person who contracts with, New Mexico Junior College shall be subject to any discriminatory or adverse employment action regarding his or her terms and conditions of employment because the employee or contractor:

A. Communicates to New Mexico Junior College or a third party information about a practice, procedure, action or a failure to act that the employee/contractor believes in good faith violates a federal law, a federal regulation, a state law, a state administrative rule or any other law, constitutes malfeasance in public office; or constitutes gross mismanagement, a waste of funds, an abuse of authority or a substantial and specific danger to the public;

B. Provides information to, or testifies before, a public body as part of an investigation, hearing or inquiry into a matter such as described in paragraph A; or

C. Objects to or refuses to participate in an activity, policy or practice of the type described in paragraph A.

III. New Mexico Junior College prohibits retaliation of any kind against employees/contractors who, in good faith, engage in any of the activities described in paragraph II. A.-C. Any employee/contractor who believes that he/she has been subjected to any form of retaliation should immediately report that conduct to his/her immediate supervisor or the Director of Administrative Services, or to any other administrator, or to the Human Resources Office. Employees are not required to

approach the person who is believed to be retaliating against them. A prompt confidential investigation shall be conducted of any reported retaliation. Appropriate disciplinary action, up to and including dismissal or suspension of employment, shall be taken against any employee who is found to have been responsible for retaliation or for knowingly permitting retaliation to occur.

New Mexico Junior College

ice President of Training and Outreach

Memo

To: New Mexico Junior College Board Members
CC: Steve McCleery
From: Robert Rhodes
Date: 6/22/2011
Re: New Mexico Junior College Alternative Energy Project

Attached you have the proposed New Mexico Junior College Alternative Energy Project, designed to provide training in renewable energy resources. Secondly it will provide energy to several of the facilities on the west side of the NMJC campus. The energy projects located on the new training site will consist of an 85 KWH wind/solar hybrid, Because of the training aspect and the need to diversify for maximum effectiveness, the units will consist of a variety of fixed and tracking solar installations and vertical and horizontal wind units ranging from 1KWH to 40KWH. This would supply approximately 80 percent of the energy usage of the facilities.

Additionally the Solar component will be eligible for the "Solar Rewards" program with XCEL Energy. If this program is adopted it will provide approximately \$1,500 per month in an energy rebate with a similar amount in energy savings.

This project is being funded through donations provide from DCP Midstream and Marathon Energy in an Agreement with the New Mexico Environmental Department.

The attached proposal from Sacred Power Corporation is under the State Purchasing Agreement 00-000-00-00003. They are a respected New Mexico Company and we have visited several of their projects. We will continue to work with them to make sure

that the proposal and the final contract meet the needs of New Mexico Junior College.

The funding is from Acct 98204 and 98205.

Respectfully,

Robert Rhodes

Attached:

Training Center Proposal

Sacred Power Corporation Proposal



training made to fit @ New Mexico Junior College

New Mexico Junior College Solar and Small Wind Project

Growing concerns of global warming, volatility of oil price, vanishing fossil fuels, and energy security have increased the public interest in clean and sustainable energy resources. Residential and Small Business generation systems harnessing wind and solar energy are seen as a potential answer to individual energy concerns. This opportunity has created a need for trained workers and projects that demonstrate the feasibility and effectiveness of small wind and solar (PV) generation systems in Lea County and the surrounding regions of New Mexico and West Texas.

To accomplish this New Mexico Junior College is proposing a grid-tied hybrid demonstration system to provide energy for the New Mexico Junior College Energy Complex. The New Mexico Junior College Energy Complex consists of two classroom facilities (nine classrooms), an eight-acre training ground, assorted outbuildings and training equipment, additionally, New Mexico Junior College is creating a renewable energy training ground adjacent to the Energy Training Complex. It is an approximate 8-acre site with a caliche base and security fence.

System Criteria

The Demonstration projects that will be located on the new training site will consist of a 75 KWH or greater wind/solar hybrid, Because of the training aspect and the need to diversify for maximum effectiveness, the units will consist of a variety of fixed and tracking solar installations and vertical and horizontal wind units ranging from 1KWH to 40KWH. This would supply approximately 80 percent of the energy usage of this facility.

Energy Savings and Emission Reduction.



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Expected outcomes of the project include:

- Annual Renewable energy production 124,000 KWH
- Energy savings of approximately 80 percent.
- Carbon dioxide reduction of 85.3 metric tons per year*
 - *(U.S. EPA Greenhouse Gas Equivalencies Calculator
<http://www.epa.gov/RDEE/energy-resources/calculator.html>)
- Creating a trained workforce capable of not only installing the systems but of entering the energy workforce as technicians.
 - Increasing public awareness of the benefits of renewable energy, developing a knowledge base to assist the residents, farmers, and small business owners who wish to develop their own generation systems.
 - A broad range of outreach activities will be organized for various audiences including homeowners, students, faculty members, and entrepreneurs. The local community has shown significant interest in the project and related training. It is anticipated that homeowners and small business owners would be interested in installing similar generation systems on their properties.

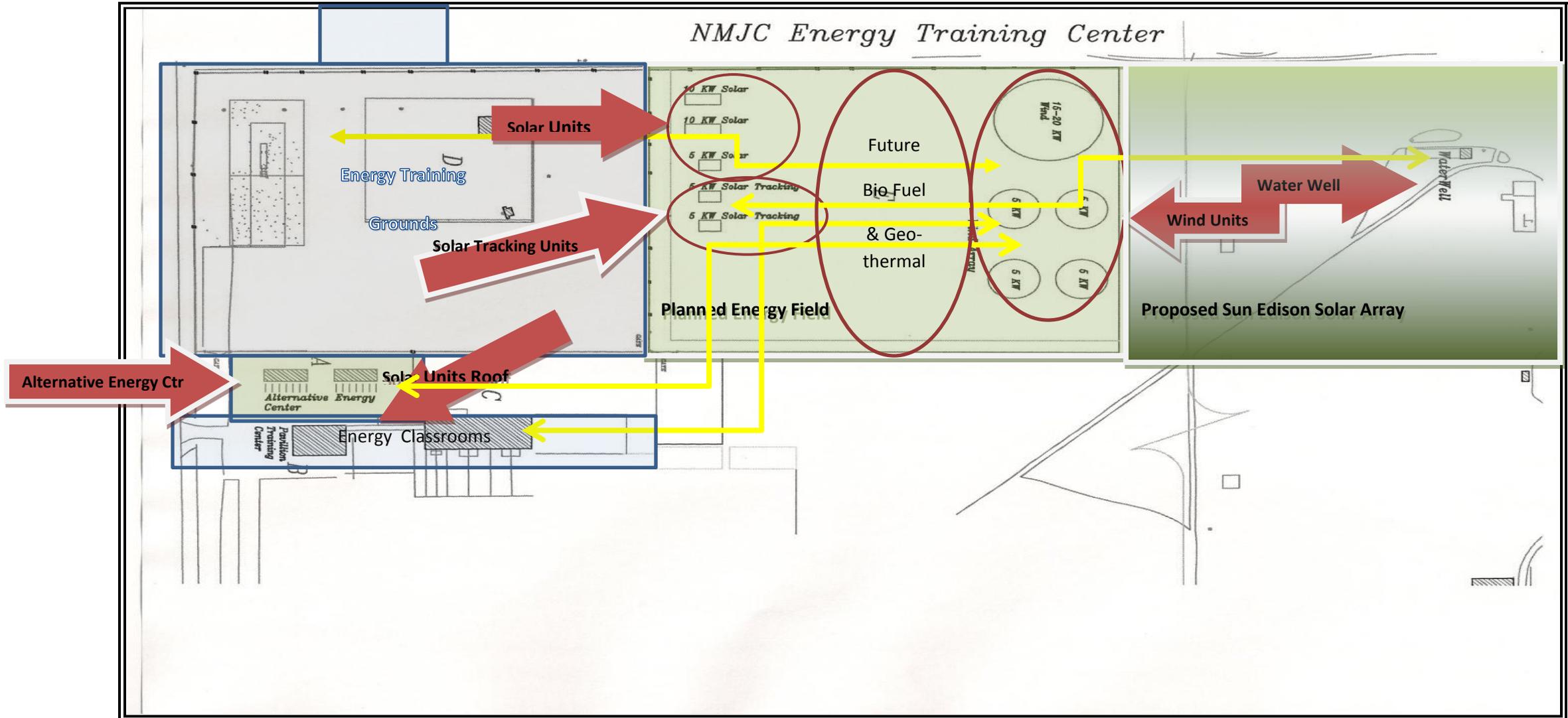
Estimated Time Line for Activity:

- Site Assessment and Development will begin within 30 days of award. (15-30 days to complete)
- Site preparation will begin approximately 60 days after award (30 days to complete)
- Initial equipment purchase will begin 30 days after award (60 days to complete)
- Total equipment purchase should be complete within 180 days
- Installation of equipment will begin within 90 day of award.



training made to fit @ New Mexico Junior College

NMJC Energy Training Center





Thunderbirds Energy Park

For: **Dr. Robert Rhodes**
Vice President for Training and Outreach
New Mexico Junior College

From: **Richard Fialho, Project Coordinator**

Sacred Power Corporation



Renewable Technologies For Today
(505)-242-2292



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Introduction

Sacred Power Corporation (SPC) is honored to present the following proposal to you for the New Mexico Junior College Thunderbirds Energy Park.

In 1965, The New Mexico Junior College (NMJC) was the first of its' kind in the State of New Mexico. Today NMJC continues that tradition of firsts by developing energy technology programs that serve the community, and a diverse group of students of all ages that serve to provide the skills necessary for in demand high salary jobs. In 2001 SPC was the first company of its' kind pioneering the first large scale installation of renewable energy technologies in New Mexico. SPC welcomes the partnership with NMJC that this project brings.



NMJC is a learning institution that recognizes that energy education and training of for all aspects of energy can provide tremendous employment opportunities not only for today's youth, but also older adults seeking to change careers, or find new employment opportunities in the light of economic uncertainty. NMJC programs also reflect that the Great State of New Mexico is blessed with significant resources of fossil, nuclear, solar, and wind energy. The synergy of all of these forms of energy have become necessary for our modern society. it is the belief of SPC that the reserves and availability of these resources puts the

State of New Mexico in a key position for success. It is a position that requires a well-trained and well educated workforce. NMJC provides these necessary opportunities for learning, employment, and leadership necessary to maintain and create jobs for NMJC students.

SPC is committed to providing NMJC with a renewable energy park that not only provides additional power and revenue for NMJC, but also a learning environment that students can build, view, and be inspired by, as well as school and community pride. Furthermore, we have discussed with Jai Oyler, with the Eastern Plain Council of Governments the possibility of providing local employment opportunities for this project.

The NMJC Thunderbirds Energy Park will provide Students, Staff, NMJC, and the Hobbs community with many facets of benefits. First, NMJC will be provided with a source of additional energy, revenue from REC (Renewable Energy Credits) from XCEL Energy, and proven technology used worldwide. Second, Students have an unprecedented opportunity to not only see these technologies, but can actually build and work with these technologies. Staff will have an unprecedented opportunity to properly instruct students on construction, installation, and safety of solar and wind systems in a controlled environment.

SPC appreciates the opportunity to present this proposal and opening the dialogue of the needs of NMJC, Students, Staff, and the Hobbs Community



Sacred Power Corporation

1501 12th St. NW, Albuquerque, New Mexico, 87104

Phone: (505)242-2292 Fax: (505)247-4616

www.sacredpowercorp.com

8(A) Certification Number: 110493

NAICS Codes: 237130, 238210, 238220
334413, 333414, 334220
423720, 423690, 926130

SIC Codes: 3342, 3433, 3663, 3674, and 9631

DUNS Number: 050490965

FEDERAL ID: 85 0477751

NM Certificate of Incorporation Number: 2149318

State of New Mexico CRS Number: 02-462516-007

NM Contractors License Number: 89091

NM Resident Contractors

Preference Number: 89C16

NM Vendor Number: 0000053900

NM General Contractors GB-98 Number: 51242

Authorized Signatures:

Odes Armijo-Caster COO, VP
Phone: (505) 235 7420
odes@sacredpowercorp.com

David S. Melton, CEO, President
Phone: (505) 235 7022
dmelton429@aol.com

Bonding & Insurance: \$5M/\$7.5M Aggregate Bonding Capacity
DOWNEY & COMPANY
2155 LOUISIANA BLVD NE, STE 8950
ALBUQUERQUE, NM 87110
(505) 881-0300



Project Scope /Delivery Capabilities/Capacities

Project Scope for NMJC Thunderbirds Energy Park

Grid Tied PV System: Green Volts Dual Axis Tracking Concentrated Photovoltaic (CPV) 32kW

Upon review of the general site conditions, Sacred Power Corporation accepts the opportunity to evaluate and propose a "turn-key", grid tied photovoltaic systems to be installed at the NMJC Thunderbirds Solar and Wind Lab. The system proposed is Green Volts Concentrated Photovoltaic. The system will consist of two (2) 16kW arrays. This option is estimated to provide 15-25% more power output than the nameplate of 32kW due to the use of ultra-efficient multi-junction solar cells, and dual axis tracking. Dual Axis Tracking ensures that the CPV modules are exposed to maximum light during the entire course of the day, so that nameplate production occurs for more sun hours than fixed or single axis tracking.



The Green Volts CPV System is currently being used for utility scale installations in excess of 2mW. One benefit to using CPV is that the cells do not lose efficiency due to high temperatures. Traditional PV panels see a decreased drop in efficiency when temperatures rise. The Green Volts CPV remains efficient regardless of outside ambient temperature. The Green Volts CPV

Arrays would be installed on concrete pylons using the most suitable configuration on the determined site.

Grid Tied 2.0kW Fixed Ground Mount Photovoltaic System

SPC is also proud to offer a 2.0kW Fixed Ground Mount system to be used as a "hands on" demonstration system. The array will be configured so as to maximize the learning benefits to students who can actually work with the technology to install and commission a working system as



part of their learning at NMJC. This type of system is currently a very common install for most renewable energy contractors. The initial install and commissioning of the system will be provided by SPC. There is some degree of flexibility in choice of materials and products used for this system.

It is the intention of SPC to work with the needs of the faculty in determining the type of system to be used. This will allow necessary input to ensure that students can actually learn valuable skills. SPC would like to discuss the needs of the Faculty for classes being offered during the design phase of this system



Grid Tied 40kW Enertech 44a Wind Turbine 80' Height

The Enertech 44a is an American Made turbine that has been successfully used in wind farm applications since the early 1980's. It has a proven track record for reliability, useful life, and energy



output. It is a three blade turbine with advanced safety and design features. It will be mounted on a lattice tower at approximately 80'. SPC believes this turbine to be a good fit for energy output considering the average wind speeds in Hobbs. Furthermore, the turbine begins rotation at a low wind speed (8mph), and will "park" at winds in excess of 60mph. The turbine and tower are also rated at 120mph. This will ensure that extremely high winds (sometimes seen in Hobbs) will not cause damage to itself or the Energy Lab. As far as this type of turbine is concerned, this is a type of wind turbine that is common in the utility scale market, and

can also be used for training in the operations and maintenance of utility scale wind turbines.

Grid Tied 2.4kW Skystream 3.7 33' Height

The Skystream 3.7 is one of the most popular turbines in America. It is prevalent in not only commercial applications, but also residential as well. This is also an excellent training tool. It is a



strong possibility that future students will be working with this American Made turbine. It features 2.4 kW output, tilt up and down tower design. SPC is proud to have installed the first wind generator for a NM K-12 school. The Lindsey Steiner School (Portales Municipal Schools) received this as part of an ARRA grant. This was offered to the school to provide Middle Schools Students the opportunity to have an opportunity to actually see an example of wind systems that are becoming part of the landscape of parts of New Mexico. Also, the tower can be taken down to demonstrate the internal electronics, and proper safety techniques for raining and commissioning. A full size "cut away"

will be provided for the classroom as well.

Grid Tied Windspire Vertical Axis 1.2kW Turbine 30'



The American Made Windspire represents a vertical axis wind turbine. It is the most highly rated, most notably is the only vertical axis wind turbine that has a power curve. SPC is proposing a "high wind" model with a wind survival speed of 120mph. This type of turbine is becoming popular for urban settings due to its' small footprint and low average wind speed needed for generation. SPC will also include a "gin pole" that will allow students to move the turbine back to the ground to allow for maintenance and viewing of the internal mechanism.



Project Installation

This proposal is based on providing a total turn-key solution including Operations & Maintenance.

The Project Installation Scope is as follows:

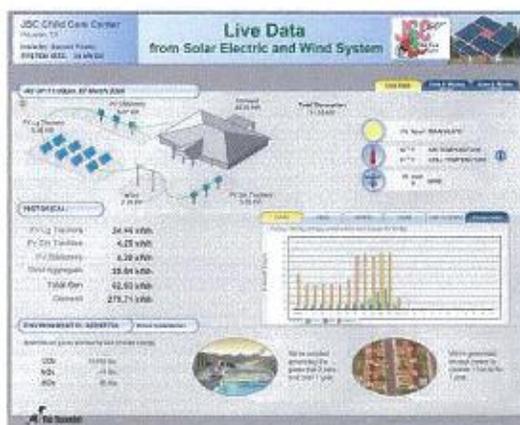
- Survey the proposed site at the NMJC
- Design & Engineering Drawings of the system by SPC Engineering Department
- Engineering & Structural Analysis & Drawings of system
- Review of system by SPC's New Mexico Professional Engineers (Electrical-Nambe Engineering NM PE License #13311. & Wireless Structures-Structural Engineering NM PE License #18848)
- Permitting through appropriate building & electrical authorities (CID, etc.)
- Xcel Energy Application for Interconnection upon final review & certification
- Site preparation including excavation (Provided By NMJC)
- Lay out of foundations, equipment pads and load centers
- Installation of wind turbines & solar systems
- Electrical conduit per lay-out plan
- Install Balance of System (BOS) of electrical components including inverters, combiners, disconnects transformers etc. as per NEC guidelines
- Fully commission the completed system
- Coordinate utility requirements and utility inspections for interconnection to Xcel Energy Solar Rewards Program
- Install Renewable Energy Monitoring System
- Provide System Training for NMJC Faculty/Staff
- Provide closeout documentation including As-Built and O&M Manuals
- Coordinate with designated NMJC outreach education programs

Solar & Wind System Maintenance & Output Monitoring

SPC will provide three (3) copies of the selected systems Operations & Maintenance Manuals & two (2) compact discs with the manuals in electronic format. SPC will also provide two (2) hour on site trainings for up all approved NMJC staff members responsible for maintenance and operation. SPC staff will provide all best practices, cleaning, maintenance, will ensure proper working knowledge of the



system by NMJC staff members.



SPC is experienced in providing training for the staff responsible for maintenance of all of our systems. The system is surprisingly maintenance-free; however, regular maintenance is key to providing maximum energy output for the system. Regular maintenance includes cleaning of panels with a mild soap solution, and observation of output to identify any issues.



Solar & Wind System Maintenance & Output Monitoring

SPC has installed systems at schools, built custom education trailers, and very sophisticated web based educational displays for government institutions, and school districts. The energy output and other data have proved to be a great educational resource for all SPC renewable energy installations. The monitoring system proposed can collect and store time-differentiated output data. Graphic screens at a minimum can indicate real time usage rate (i.e. kWh, Kw), and totalized daily and monthly output. The Thunderbirds Energy Park information is easily accessible by the public through any computer capable of internet access. SPC can also provide working displays in the form of a kiosk installed inside the NMJC in a variety customized display configurations. SPC will provide a minimum of a 5 year monitoring program. This system will regularly inspect and report the DC/AC power voltages, current power, insolation, ambient temperatures and wind speed. SPC is committed to responding to e-mail alerts about system performance, providing regular inspections and reports, and providing quarterly hard copy and electronic reports to designated NMJC personnel. SPC will also make available the real-time access and monitoring link to the NMJC Faculty.

Solid Waste Management Plan

SPC takes pride as a leader in recycling. Our goal is to recover almost 100% of all waste generated in the installation of our systems.

Steps to Preventing Waste:

1. Purchase products from manufactures with sustainable packing practices
2. Conduct as much in house manufacturing as possible (easier to transport material to appropriate recycling)
3. Use recyclable material for packing whenever possible
4. Return packing material to manufacturer when practical
5. Mark areas dedicated for recycling
6. Include in job manual certified recycling centers in the area
7. Train employees on correct procedures for recycling
8. Develop a corporate culture for recycle, in the office, and on site

Material	Disposal Method
Cardboard	Collected and reused for future packing
Plastic panel spacers	Return to panel manufacturer for reuse
Wire	Collected in a container for recycling
Aluminum	Collected in a container for recycling
Plastic	Collected for recycling
Pallets	Return to shop for reuse



Solar System Education Program

SPC Management and Staff believe in the future of renewable energy for the youth of New Mexico. . SPC regularly seeks out, and is often offered opportunities to serve our youth for various workshops, classes, and career development at New Mexico schools. SPC takes great pride in the recent assistance provided to the APS Title 1 program. These youth need knowledge and inspiration to rise above their current circumstances and become renewable energy leaders in our great state. In addition, SPC will provide electronic outreach materials as part of this proposal. The type of



ALBUQUERQUE PUBLIC SCHOOLS
Title I
Expect Great Things!

Winston Brooks
SUPERINTENDENT

Laurie Everhart
TITLE I DIRECTOR

Helen E. Fox
TITLE I HOMELESS PROJECT

April 20, 2011

Richard Fialho
Sacred Power Corporation
1501 12th St. NW
Albuquerque, NM 87104

Dear Mr. Fialho,

We would like to thank you and Sacred Power Corporation for presenting at the APS Title I Homeless Project Career Event on April 19, 2011. Your display and information were perfectly suited to our students' needs. Above all, your positive engagement with our students was fantastic!

At the end of the day our homeless youth left with a solid vision of career possibilities. They were able to imagine a more meaningful future for themselves, along with a path to reaching that future. Our students need to enter the world of work, breaking the cycle of homelessness in which so many of them live. Engagement with community leaders such as Sacred Power truly makes a difference in their lives.

Thank you for caring as much as you do!

Sincerely yours,

Helen Fox

Patrick Scott
Helen Fox, Liaison
Patrick Scott, Resource Teacher
APS Title I Homeless Project

1730 University Blvd. SE Albuquerque, NM 87110 505.256.8289 505.232.2129 fax

Celebrate the 8 essential goals toward better education for the Albuquerque community!

educational materials does need to be approved by NMJC. SPC believes that New Mexico can be a future world leader in renewable energy, and is committed with time, energy, and resources to encourage development of the future workforce leaders that are currently students. SPC foresees a long term relationship in providing not only electronic outreach, but also in providing SPC staff assistance with programs at NMJC. It is this passion for renewable energy outreach that makes SPC uniquely qualified to provide an educational outreach component for NMJC students. SPC currently has materials available for instruction in electronic format geared toward all grade levels.





Approach to Tasks

Sacred Power Corporation has always adhered to the most rigorous of installation standards including:

1. All of our modules meet UL 1703 and IEC 1547 compliance.
2. All of our Inverters meet UL 1741 and IEEE 1547 compliance.
3. All Designs and Installation are compliant with NEC and local code compliance.
4. Adherence to strict voltage drop calculations to mitigate systems losses.
5. Allowances for measurement of all conductors are routine.
6. All wiring identification including DC source circuit conductors are typical.
7. Adherence to strict voltage drop calculations to mitigate systems losses.
8. Manufactures suggested installation practices are adhered to.
9. Proper support and installation of conductors are NEC compliant.
10. All labelling will be provided as stated in NEC 705, and UL969 compliant.
11. All markings will be NEC 690 and 705 compliant.
12. If multiple strings of inverters are utilized each will be identified for O&M purposes.
13. Shortest conduit and conductor runs are always desirable.
14. All wiring and installation will be installed to NEC and local codes.
15. SPC will provide all permits including coordination, inspection and permit compliance.
16. SPC has a federally recognized Safety Plan on file.

An experienced Project Manager with extensive experience in solar energy will be assigned to the project and will responsible for full compliance of the above mentioned criteria. SPC Project Managers brings to NMJC experience in all aspects of renewable energy construction. SPC Project Management has worked with hundreds of customers with different needs and expectations. SPC is well equipped to handle the process of working with different agencies and personnel with respect and consideration. The needs, opinions, and comments of SPC Customers are paramount and come first, always.

For example, for the Portales Municipal Schools ARRA Solar Project, SPC worked closely with the Superintendent, District Staff & Architects from Greer-Stafford to ensure that the design and structural integrity of the Lindsey-Steiner School was maintained with the installation of three roof mounted solar arrays. SPC regularly uses 3D modeling, renderings, and drawings to illustrate exactly how a project will look. SPC used these tools to design the system to satisfaction for all of our customers, namely, the Portales Municipal Schools.



Furthermore, the aesthetic design of the system is paramount to the long term community enjoyment of the system installed at the NMJC.



Management Summary

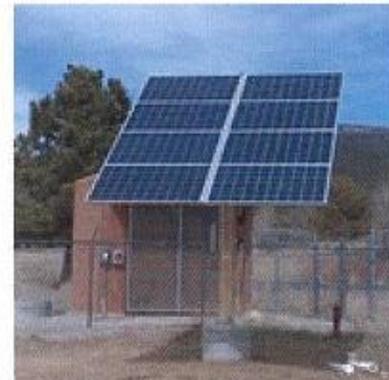
SPC key personnel in the performance of this project include David Melton, Owner/CEO, Odes Armijo-Caster, Owner/COO for contracting and administration requirements; Michael Elliot, Vice President of Project Management, for on-site supervision and oversight; Jay Benze, mechanical engineering and production manager; Tim Lambariski, electrical engineering and quality assurance manager, and Edgar Pedrego, Electrical Engineer. Together they have almost 100 years of experience in technical design, development and installation of solar electric systems.



Mr. Lambariski, our Quality Control Engineer, has been in engineering design, analysis and implementation for over 35 years including more than 15 years in solar energy. Mr. Elliott has been an installer and program manager for both wind and PV systems for over ten years and is NABCEP certified in PV technology. Mr. Benze has been in technical design, development and production for over 40 years both in the Air Force and with government contractors. Mr. Armijo-Caster holds both Mechanical and Electrical Contractor Licensing (NM EE-98, MM1 & MM2) for the company and has been in the solar energy business for over 28 years as an owner, designer and installer of Renewable Energy systems. He is one of an elite few with dual; solar thermal, photovoltaic NABCEP (North American Board of Certified Energy



Practitioners) certification in the United States. Mr. Melton has been in government contracting and manufacturing for over 18 years, 10 years of



which have been dedicated to renewable energy platforms. Edgar Pedrego holds a degree in Electrical Engineering from New Mexico State University. SPC's work force includes at least 31 seasoned professionals and numerous apprentices, all of whom were heavily involved in the most of the projects listed later.

In addition, Sacred Power Corporation utilizes R. Orlando Trujillo, New Mexico State Licensed Professional Engineer (NM PE License #13311 for Electrical Engineering and Wireless Structures Consulting for Structural Engineering Services (NM PE License #18848).



Implementation Schedule

Installation of this project will be assigned to Thomas Volek, an experienced Project Manager with nearly thirty years of photovoltaic experience, who also holds his GB-98 Contractors License. Thomas will facilitate the installation of the system from start to finish.

Upon award of contract, project schedule is envisioned as follows 90 days From NTP:

Estimated Start of Project:	July 1, 2011
Hold First Project Meeting	Week 1
Order long lead Items	Week 1
Request Permits / Government Approvals	Week 2-3
Construction	Week 3-9
Commissioning of Solar Electric Systems	Week 10
Utility Interconnection Documentation Completion	Week 11
Final Project Completion Processes	Week 12
Final Drawings & Manuals	Week 12
Customer Training	1 day

Warranties and Guarantees

Sacred Power Corporation (SPC) guarantees no defect in material or workmanship for a period of 2 years at no cost to the NMJC. (per standard state law and bonding practices, a minimum of 1 year material and labor is typically applicable). This is the only warranty provided by Sacred Power or covered by any surety bonds.

At the time of contract execution, SPC will provide directly to owner the warranties and guarantees which will include the following:

Manufactures Warranties

- 32kW Green Volts CPV System: 5yr inclusive/20yr output
- 2kW Demonstration: 25yr PV Panel (SCHOTT)/10 yr inverter (KACO)
- 40kW Enertech Wind: 5yr
- 2.5kW Skystream Wind: 5yr
- 1.2kW Windspire Wind: 5yr

Contractors Warranties

- Sacred Power Corporation (SPC) guarantees no defect in material or workmanship for a period of 2 years at no cost to the NMJC.

In order to not realize a significant energy loss the manufacture should be contacted within ten (10) days of failure to meet the power production goals mitigating any long term financial loss incurred by the NMJC.



Pricing Summary

The following summary provides the overall project costs for the scope of supply detailed in the proposal. Includes a Turn Key design and installation including permitting, engineering, monitoring, and utility interconnect documentation.

Description	Pricing (USD)
Solar Systems Green Volts CPV 32kW Ground Mounted PV 2.0kW	\$200,000.00
Wind Systems Enertech 44a 40kW Skystream 3.7 2.4kW Winspire 1.2kW (High Wind Model)	\$216,000.00
Grand Total	\$416,000.00

Terms: Negotiated at time of award

Delivery: 90 days from Contract Award

Validity: 60 days

Terms of Payment: Progress **Authorized Signature** _____

Attachments

Sacred Power Corporation feels that we are uniquely qualified to assist in the installation and implementation of the Thunderbirds Energy Park.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 6/10/2011

Candidate's name Javier Rivera

Position title Professor of 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 8-15-11* Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard Higherjobs.com

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

Posted salary range \$39,290 to \$49,112 Recommended annual salary \$49,682 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2583 61101 102 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

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

Sam Gilcrease – Professor of Automotive Technology/GM/ASEP

John Goebel – Professor of Automotive Technology/Ford

Timothy Roberts – Professor of Automotive Technology/ Ford Asset

Comments: Mr. Rivera, with an A.A.S. degree, ASE Master Certification and more than twenty years experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Professor of Automotive Technology

Personal Data

Name: Javier Rivera

Education

A.A.S., New Mexico Junior College, Hobbs, NM, 1989
Major: Automotive Technology

Professional Experience

Roswell Independent School District, Roswell, NM Automotive Instructor	8/10 to Present
New Mexico Junior College, Hobbs, NM Professor of Automotive Technology/Recruiter	8/08 to 8/10
Roswell Job Corps, Roswell, NM Automotive Technology Instructor	8/04 to 8/08
Desert Sun Motors, Roswell, NM Automotive Technician	6/01 to 8/04
McMurty Nissan, Roswell, NM Service Manager	5/99 to 6/01
Roswell Auto Plaza, Roswell, NM Automotive Technician/General Manager	9/96 to 4/99
Pecos Valley Auto Plaza, Roswell, NM Automotive Technician	9/93 to 9/96
Walker Chevrolet, Roswell, NM Service Technician	6/90 to 9/93
Richard Barton Toyota Buick, Roswell, NM Service Technician	5/87 to 6/90

Professional Skills

New Mexico Secondary Vocational Technical Certification
ASE Master Technician
Automotive Career Development Center (ACDC) Hybrid Vehicle Certification

Professional Organizations

Auto Industry Council for Roswell Job Corps, Chairman



New Mexico Junior College

Career Opportunities

Position Announcement • August 2010

Position Title: Professor of Automotive Technology

Position Description: This position reports to the Dean of Public Safety and Industry and is responsible for teaching Automotive Technology in the General Motors Company/ASEP post-secondary program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (2) Supervise students off-campus during the cooperative work experiences; (3) Travel as required; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Coordinate advisory committee meetings; (8) Work for the general improvement of the instructional programs at the college; (9) Participate in college service through standing and ad hoc committees; (10) Post and maintain supervisor approved office hours per week; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, (13) 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 or Master's degree in an educational, occupational/vocational, or closely related field is preferred. However, candidates with an Associate degree (or equivalent) and extensive automotive experience will be considered. All degrees must be from a regionally accredited institution. Candidates must be ASE certified, possess demonstrated technical skills in all 8 ASE areas and become ASE Master certified and L1 certified within a specified time frame. Five years experience teaching automotive (community college level preferred) and technical service experience in a dealership desired. General Motors Company experience and current training history is desirable. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. Spanish speaking skills desired. **Note: Computer proficiency is required.**

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled.

To Apply: Please submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and telephone numbers to:

**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 against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Minority applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2790 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu

APPLICANT LIST

Position: Professor of Automotive Technology - GM

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Bates, Donald V.	No	No	
Saucedo, Miguel F.	No	No	Incomplete
Chan, Juan C.	No	No	
Claunch, Randy E.	No	No	Withdrew Application
Spencer, Robert L.	Yes	No	
Rivera, Javier	Yes	Yes	Start date: Pending Board Approval

Memorandum

To: Dr. McCleery

From: Linda Hall, Director of Del Norte Fitness Center



Date: May 20, 2011

Re: Request Board Approval for Employment of Relative: Administrative Support Assistant – Del Norte Center

After reviewing applications for the Administrative Support Assistant – Del Norte Fitness Center position, I would like to recommend Ms. Chloe Ortiz for the vacancy. Per the 10-11 NMJC Employee Handbook, (policy #203-Employment of Relatives), I am requesting approval from the Board because Ms. Ortiz is related to Ms. Pilar Ortiz, Database/Server Specialist (mother).

Pending Board approval, I would like for Ms. Ortiz to start employment on June 17, 2011. Thank you for your consideration.