

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, March 18, 2004

**Zia Room - Library**

4:00 p.m.

## AGENDA

- |                                                                                              |                 |
|----------------------------------------------------------------------------------------------|-----------------|
| A. Welcome                                                                                   | Larry Hanna     |
| B. Adoption of Agenda                                                                        | Larry Hanna     |
| C. Approval of Minutes of February 19, 2004                                                  | Larry Hanna     |
| D. Correspondence                                                                            | Pat Chappelle   |
| E. President's Report                                                                        | Steve McCleery  |
| F. New Business                                                                              |                 |
| 1. Monthly Expenditures Report                                                               | Dan Hardin      |
| 2. Monthly Revenue Report                                                                    | Dan Hardin      |
| 3. Oil and Gas Revenue Report                                                                | Dan Hardin      |
| 4. Schedule of Investments                                                                   | Dan Hardin      |
| 5. Consideration of Audit Responses                                                          | Dan Hardin      |
| 6. Consideration of RFP #81 – On-Line Coordinator for the Career<br>Mobility Nursing Program | Dan Hardin      |
| 7. Personnel Consideration – Professor of Barbering/Cosmetology                              | Richard Fleming |
| G. Public Comments                                                                           | Larry Hanna     |
| H. Closure of Open Meeting                                                                   | Larry Hanna     |
| I. Announcement of Next Meeting                                                              | Larry Hanna     |
| J. Adjournment                                                                               | Larry Hanna     |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

FEBRUARY 19, 2004

### MINUTES

The New Mexico Junior College Board met on Thursday, February 19, 2004, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Yvonne Williams; Mr. Guy Kesner; Mr. John Hice, Jr.; and Mr. Wade Cavitt.

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

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

Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the minutes of January 23, 2004, as written.

Under *President's Report*, Gloria Munoz presented the Small Business Center's Star Client award to Robbie and Pam Robinson, owners of American Transmission. Renee Wharton gave an update on the Strategic Plan.

Under *New Business*, Teresa Gracia-Arsiaga with Johnson & Miller presented the Audit Report. Upon a motion by Mr. Kesner, seconded by Mr. Cavitt, the board unanimously approved the audit as presented.

Dan Hardin presented the January financial reports and with a motion by Ms. Chappelle, seconded by Mr. Hice, the board unanimously approved the expenditures for January 2004.

Frank Collins presented Bid #946 – To Furnish a Commercial Package Insurance Policy for New Mexico Junior College. The administration recommended that the bid submitted by Daniels Insurance, Inc. be accepted. The cost of coverage is \$214,180 for one policy period commencing March 1, 2004, with options to renew the policies for up to four additional years. Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Dr. McCleery presented Request for Proposals #80 – Ground Lease for NMJC. The administration recommended acceptance of the services of Lea County Student Housing pending approval from the State Board of Finance. Upon a motion by Mr. Cavitt, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Mr. Sam Oswald recommended Thomas Rice for the Coordinator of Events/Audio Visual Services position at an annual salary of \$23,500. Upon a motion by Mr. Kesner, seconded by Mr. Hice, the board unanimously accepted the employment of Mr. Rice, effective February 23, 2004.

Mr. Hanna called for comments from the community. There being none, the next regular board meeting was scheduled for March 18, 2004, beginning at 4:00 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Cavitt, seconded by Mr. Kesner, the board meeting adjourned at 5:35 p.m.

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CHAIRMAN

ATTEST: \_\_\_\_\_  
SECRETARY

Others present:

Gloria Munoz  
Anita Thomas  
Rudy Rascon  
Marilyn Jackson  
Mary Jane Ward  
Jennifer Jordon  
Cc Nelson  
Sam Oswald  
Robert Bensing  
Lisa Hardison  
Lance Caviness  
Mickey Best  
Sharon Jenkins  
Pat Gorman  
Richard Fleming  
Tim Perry  
Frank Collins  
Dan Hardin  
Renee Wharton

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
Date: March 11, 2004  
RE: Expenditure and Revenue Reports for February 2004

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February is the eighth month of the fiscal year or 67% of the 2003/2004 budget. The expenditure report represents expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of February is \$20,111,759.00 of which \$2,106,463.00 are encumbered funds.

The total current unrestricted fund expenditures for Instruction & General through February are \$11,182,886.00, which is 68% of the projected budget. The expenditures in Instruction and General are normal for this time of year, all departments are within reasonable percentage of expenditures for this time of year. In the other areas within the current unrestricted funds, Internal Services Department is currently over budget. This area gets a monthly credit for the required CHE chargeout. Also, Internal Service Departments we have \$109,254.08 of encumbered funds for lease and maintenance agreements in the College Communications area. In June, we will transfer capital funds from the Docutech, to cover the shortfall for lease and maintenance agreements. Unrestricted Student Aid will require a budget adjustment before the end of the fiscal year to cover the amount over budget for tuition waivers. The tuition waivers are over budget mainly due to AVHS (Area Vocational High School) waivers.

In the Restricted Funds the expenditures in the Grant area is on track. We continue to monitor the expenditures in the Grants and request the drawdown from the state and federal agencies. Restricted Student Aid has had a big year please remember that the budget for Restricted Financial Aid is just a projection. What is expended in Restricted Financial Aid is then drawdown from the Federal government for the student Pell and direct loans.

The activity in the Plant funds was for the work on the baseball field, the infrastructure expenditures, and encumbering funds for modifying the drawings on the Western Heritage Center. Of the \$3,405,745.00 year-to-date total Plant funds expenditures \$1,436,933.41 is encumbered.

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Expenditures through February 2004 were \$20,111,759.00, or 55% of the projected budget.

Revenue received in February 2004 was \$1,753,736.00. In unrestricted revenue we had \$1,001,297.00 in revenue for the month. This was generated from the monthly allocation from the state, oil and gas income, and bookstore revenue. In the restricted funds we had revenue of \$558,019.00, which was from drawdowns in grants and restricted financial aid. In the Plant funds we had drawdowns from GOB funds, a small amount in Severance Tax Bonds, and interest income. In Instruction and General, Advalorem Taxes – Property, a correction was made during the month of February that shows up a debit for the month.

Total revenue for February 2004 is \$1,753,736.00, with year-to-date revenue of \$20,515,350.00 or 67% of projected budget. As you can see the total year-to-date revenue is greater than the total year-to-date expenditures, normally expenditures are greater than revenue because we have to expend before we can drawdown funds on restricted and plant funds.

Oil and Gas revenue remains strong, with the actual revenue through January of \$2,378,793.00. This is \$702,244.00 over budget projections for the first seven months of the year. Oil and Gas equipment tax has a year-to-date total of \$603,518.00, which is \$67,823.00 over the budget for the year.

The investment report shows an ending balance of \$10,625,000.00. Of the \$10,625,000.00 in LGIP, \$5,561,827.14 is designated as capital projects, which is 52% of investments. We deposited \$2,500,000.00 into the LGIP in February.

In the Board agenda you will see a request to approve the response to the Public Education Department on two of the audit findings from the June 30, 2003 audit. A copy of the letter from the Public Education Department along with a letter responding to the two audit findings is attached with your information. The response follows the response that was in the audit.

This concludes the Financial Report for February 2004.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### February 2004

67% of Year Completed

Fund	2002-03			2003-04			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	4,812,332	3,444,031	72%	6,416,054	465,699	3,426,934	53%
Academic Support	911,970	914,986	100%	1,290,398	86,071	893,422	69%
Student Services	1,069,344	1,035,410	97%	1,477,378	107,822	1,023,518	69%
Institutional Support	3,726,901	1,771,732	48%	2,154,295	165,078	1,574,352	73%
Operation & Maintenance of Plant	1,748,024	1,390,215	80%	1,932,913	89,229	1,458,242	75%
Subtotal - Instruction & General	12,268,571	8,556,374	70%	13,271,038	913,899	8,376,468	63%
Student Activities	290,976	191,321	66%	310,002	31,454	205,522	66%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	683,216	214,997	31%	420,854	6,392	577,725	137%
Student Aid	281,479	205,255	73%	179,889	23,256	247,083	137%
Auxiliary Enterprises	1,197,047	1,343,249	112%	1,457,233	66,817	1,309,812	90%
Athletics	568,428	497,631	88%	698,906	46,695	466,276	67%
Total Current Unrestricted Fund	15,289,717	11,008,827	72%	16,337,922	1,088,513	11,182,886	68%
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,783,775	1,488,767	53%	2,013,499	99,074	1,127,677	56%
Student Aid	3,964,907	4,208,865	106%	4,180,325	104,524	4,395,451	105%
Total Current Restricted Fund	6,748,682	5,697,632	84%	6,193,824	203,598	5,523,128	89%
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bidg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	5,944,312	1,197,166	20%	6,096,932	27,335	709,357	12%
Projects from State GOB Funds	1,212,900	913,264	75%	5,274,385	275,317	2,396,007	45%
Projects from State STB Funds	0	0	0%	2,000,000	87,778	103,481	0%
Projects from State E R & R	0	0	0%	409,201	0	0	0%
Projects from State B R & R	327,399	254,000	78%	532,834	38,002	193,061	36%
Projects from Auxiliary BR&R	39,009	33,792	87%	19,147	0	3,839	20%
Subtotal - Capital and BR&R	7,523,620	2,398,222	32%	14,332,499	428,432	3,405,745	24%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	7,523,620	2,398,222	32%	14,332,499	428,432	3,405,745	24%
<b>GRAND TOTAL EXPENDITURES</b>	<b>29,562,019</b>	<b>19,104,681</b>	<b>65%</b>	<b>36,864,245</b>	<b>1,720,543</b>	<b>20,111,759</b>	<b>55%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**February 2004**

67% of Year Completed

Fund	2002-03			2003-04			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,356,355	1,217,445	90%	1,653,150	10,010	1,516,891	92%
State Appropriations	7,376,100	4,917,464	67%	7,684,800	619,358	5,320,155	69%
Advalorem Taxes - Oil and Gas	2,949,084	3,023,740	103%	3,409,779	327,015	3,221,818	94%
Advalorem Taxes - Property	1,800,000	1,577,042	88%	2,000,000	(8,581)	1,585,738	79%
Interest Income	50,000	37,135	74%	50,000	5,411	17,905	36%
Other Revenues	307,700	279,814	91%	316,500	20,638	217,079	69%
<b>Subtotal - Instruction &amp; General</b>	<b>13,839,239</b>	<b>11,052,640</b>	<b>80%</b>	<b>15,114,229</b>	<b>973,851</b>	<b>11,879,586</b>	<b>79%</b>
Student Activities	43,400	47,126	109%	47,500	30	47,207	99%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	10,000	9,998	100%	13,000	1,428	8,335	64%
Auxiliary Enterprises	1,663,000	1,646,588	99%	1,728,300	22,961	1,653,704	96%
Athletics	35,400	23,334	66%	35,400	3,027	23,441	66%
<b>Total Current Unrestricted</b>	<b>15,591,039</b>	<b>12,779,686</b>	<b>82%</b>	<b>16,938,429</b>	<b>1,001,297</b>	<b>13,612,273</b>	<b>80%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,347,254	884,768	38%	2,013,499	267,978	820,727	41%
Student Aid	3,716,407	4,005,385	108%	4,180,325	290,041	4,399,382	105%
<b>Total Current Restricted</b>	<b>6,063,661</b>	<b>4,890,153</b>	<b>81%</b>	<b>6,193,824</b>	<b>558,019</b>	<b>5,220,109</b>	<b>84%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,212,900	299,659	25%	4,593,986	169,224	1,589,412	35%
Projects from State STB Funds	0	0	0%	2,000,000	15,703	15,703	1%
Projects from Other State Funds	0	0	0%	680,399	0	0	0%
Interest Income	105,700	67,410	64%	100,000	9,493	77,853	78%
<b>Total Plant Funds</b>	<b>1,318,600</b>	<b>367,069</b>	<b>28%</b>	<b>7,374,385</b>	<b>194,420</b>	<b>1,682,968</b>	<b>23%</b>
<b>GRAND TOTAL REVENUES</b>	<b>22,973,300</b>	<b>18,036,908</b>	<b>79%</b>	<b>30,506,638</b>	<b>1,753,736</b>	<b>20,515,350</b>	<b>67%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### February 2004

67% 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	2002-03 Original Budget	Variance Over (Under) Budget
Actual	July	\$26.85	2,991,006	\$4.48	16,317,305	343,217	239,507	103,710
Actual	August	\$25.32	3,451,574	\$5.26	15,862,113	337,799	239,507	98,292
Actual	September	\$25.39	3,597,704	\$4.80	17,349,678	321,605	239,507	82,098
Actual	October	\$30.08	3,068,996	\$4.56	17,740,094	427,926	239,507	188,419
Actual	November	\$26.37	2,877,972	\$4.52	16,425,079	297,713	239,507	58,206
Actual	December	\$28.16	3,127,825	\$4.39	17,293,973	341,121	239,507	101,614
Accrual	January	\$29.63	2,987,545	\$4.25	16,321,118	309,412	239,507	69,905
Accrual	February					239,507	239,507	0
	March						239,507	(239,507)
	April						239,507	(239,507)
	May						239,507	(239,507)
	June						239,507	(239,507)
<b>Y.T.D. Production Tax Revenue</b>						<b>2,618,300</b>	<b>2,874,084</b>	<b>(255,784)</b>
<b>Y.T.D. Equipment Tax Revenue</b>						<b>603,518</b>	<b>535,695</b>	<b>67,823</b>
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>3,221,818</b>	<b>3,409,779</b>	<b>(187,961)</b>

*Source: New Mexico Taxation and Revenue Department*

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month. February is the monthly budget amount.



## NEW MEXICO JUNIOR COLLEGE Schedule of Investments February 2004

67% 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	10,625,000	N/A	N/A	N/A	7102-1348	1.81%	14,945
<b>Total Investments</b>	<b><u>10,625,000</u></b>						<b><u>14,945</u></b>

Summary of Current Month's Activity	
Beginning amount	8,125,000
Plus: deposits	2,500,000
Less: withdrawals	0
Capital Projects	5,561,827
Reserves Invested	5,063,173
Total LGIP Investment	10,625,000

Capital Projects	2/29/2004
Technology Upgrade	123,196.43
Workforce Training Center	1,191,750.14
High Tech Start Up	201,296.00
Docutech	175,000.00
Vehicles	4,992.00
CISCO Networking Equipment	4,188.53
Western Heritage Center	500,000.00
Drawings and Master Plan	44,963.70
Baseball Field	142,332.00
Rodeo Arena	11,533.96
Dormitory Landscape	45,900.93
Lea County Beautification	0.00
Circle Drive	93,632.64
Dorm Construction	0.00
Roadway Parking Lot Seal Coat	50,000.00
Dorm Recreation Area	118,883.91
BR&R Carryover	19,539.49
Water Rights	0.00
Firing Range Upgrade	1,564.13
Millen Fence/Landscape	100,000.00
Ben Alexander Student Center	2,365,438.94
JASI	367,614.34
<b>Total</b>	<b>5,561,827.14</b>

NOTE: Capital projects total does not include encumbered funds

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway

Hobbs, NM 88240

Phone: (505)392-5210

Fax: (505)392-2526

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To: Board Members

From: Dan Hardin

RE: Board Approval for Audit response

Date: March 11, 2004

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A letter is attached from Ralph W. Tapia, Inspector General, State of New Mexico Public Education Department. Mr. Tapia is requested evidence of Board approval of the responses to two of the audit findings that were in the June 30, 2003 audit. Also attached is a letter of response to Mr. Tapia concerning the two audit findings. We are requesting as an action item that the Board approve the response to the audit findings.

Sincerely,

  
Dan Hardin



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
300 DON GASPAR  
SANTA FE, NEW MEXICO 87501-2786  
Telephone (505) 827-5800  
[www.sde.state.nm.us](http://www.sde.state.nm.us)

DR. VERONICA C. GARCÍA  
SECRETARY OF EDUCATION

BILL RICHARDSON  
Governor

February 23, 2004

Dr. Steve McCleery , President  
New Mexico Junior College  
5317 Lovington Hwy  
Hobbs, New Mexico 88240

Dear Dr. McCleery:

We have completed the desk review of the New Mexico Junior College audit report for the year ended June 30, 2003 pursuant to the Audit Resolution Process established within Public Education Department's Regulation 6 NMAC 2.3.1.

We would appreciate a written response and/or resolution as outlined, (see attachments) within 30 days from the date of this letter. Please be reminded that the Audit Resolution Process stipulates that responses toward the resolution of any audit finding contained in the Internal Audit Unit's desk review letter must be reviewed and approved by the Board Members at a legally scheduled meeting. If Board approval cannot be obtained within 30 days, please provide us with your response by the expected reply date. Please submit evidence that your Board has approved the college's response(s).

Your cooperation in this matter is appreciated. If we can be of any assistance in this or any other matter, please contact Rick Gonzales at 827-1825.

Sincerely,

A handwritten signature in black ink that reads "Priscilla M. Rizzo for".

Ralph W. Tapia, CIA, CGFM, Inspector General  
Office of Inspector General

RT:rg

**DEPARTMENT OF EDUCATION INTERNAL AUDIT UNIT  
STATUS OF CORRECTIVE ACTION /RESOLUTION REQUEST**

**ENTITY:** New Mexico Junior College  
**AUDIT PERIOD:** Ending June 30, 2003  
**AUDIT FIRM:** Johnson, Miller & CO.

**Background Information**

For your use, the following are definitions of an effective organizational structure and a strong system of internal control, which are essential elements in being in compliance with all relevant laws, rules, and regulations:

An effective organizational structure includes the ability to create and maintain budgets and financial reports, which facilitate the discharge of assigned responsibilities and monitors activities at each level of the organizational structure.

A strong system of internal control includes the operation of a system of checks and balances and requires the safeguarding of an organization's assets. This system is implemented by checking the accuracy and reliability of accounting data and the adherence to prescribed managerial policies, as well as federal and state requirements.

**Prior Year Findings**

Please provide us with the corrective action taken and/or the requested documentation to ensure that your organization is in compliance with all relevant statutes and Public School Accounting and Budgeting (PSAB) Manual requirements for each of the following findings.

**Finding # 03-4 Page 40 of Independent Auditor's report – Bank Reconciliation.**

**Corrective Action request:**

Your response to the Independent Auditor is noted, however, since this is a prior year repeated finding and does not appear to have been rectified as a result of the actions taken by the college as of June 30, 2003, please provide us with information on the steps you are currently taking to ensure that this type of finding does not recur in the future.

## **Current Year Finding**

Please provide us with the corrective action taken and/or the requested documentation to ensure that your entity is in compliance with all relevant laws, rules and regulations.

**Finding # 03-5 Page 41 Independent Auditor's report - Pell Reconciliations**

### **Corrective Action request:**

Your response to the Independent Auditor is noted, however, in addition to your response to the Independent Auditor for the audit period ending June 30, 2003, please provide us with information on the steps the district is currently taking to ensure that you reconcile Pell disbursements to Pell drawdowns each semester.



# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

March 8, 2004

Ralph W. Tapia, CIA, CGFM, Inspector General  
Office of Inspector General  
Public Education Department  
300 Don Gaspar  
Santa Fe, New Mexico 87501-2786

RE: New Mexico Junior College Audit response

Dear Mr. Tapia,

The New Mexico Junior College audit was presented to the New Mexico Junior College Board on February 19, 2004 by Johnson, Miller and Company. The Board took action, approving the audited financials and findings as presented by Johnson, Miller and Company.

Concerning your letter dated February 23, 2004 requesting a written response to two audit findings.

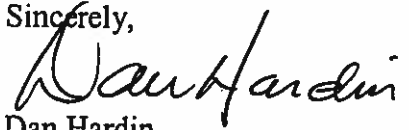
Finding 03-4 Bank Reconciliation, monthly reconciliation of all bank statements are being performed by a college staff accountant. The current administrative software does not allow the college to close the individual months of the new fiscal year until the prior year is closed. The accountant will complete a preliminary bank reconciliation during these months, but is unable to do a final reconciliation until the prior year is closed. Typically the prior year will be closed in January of the new fiscal year. After the prior year closing, the accountant will complete the final reconciliation of the first six months of the new fiscal year. New Mexico Junior College is in the process of converting to the SCT Banner administrative software as of July 1, 2004. The new software will allow the institution to close the months of the new fiscal year before a final closing of the prior fiscal year allowing for timely bank reconciliation. The bank reconciliation finding came about in the fall of 2000. The Vice President for Finance resigned and the Controller became terminally ill at the same time, leaving the institution without qualified personnel. Reconciliation of the bank statements was not performed for several months during that period. A qualified accountant was put in place in early spring of 2001, and has been dedicated to the reconciliation of the bank statements for New Mexico Junior College.

Finding # 03-5 Pell Reconciliation, the college has taken steps to insure proper reconciliation of the Pell disbursement and the drawdown of Pell funds. The

responsibility of the Pell reconciliation and the drawdown of Pell funds were moved to a staff accountant. The reconciliation is being done monthly and the drawdown of Pell funds is done each month. We feel confident that the steps that were taken will ensure proper reconciliation of Pell disbursements and the timely drawdown of Pell funds.

We trust that this response will meet with your approval and certainly if there are more questions we will respond immediately.

Sincerely,

A handwritten signature in cursive script that reads "Dan Hardin". The signature is written in black ink and is positioned above the printed name.

Dan Hardin

Vice President for Finance

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# NEW MEXICO JUNIOR COLLEGE

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (505)392-5210  
Fax: (505)392-2526

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To: Ralph W. Tapia, Inspector General, Public Education Department  
From: New Mexico Junior College Board  
RE: Approval of Audit responses  
Date: March 18, 2004

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The New Mexico Junior College Board approves the response to audit finding # 03-4 Bank Reconciliation and # 03-5 Pell Reconciliation.

New Mexico Junior College Board meeting dated March 18, 2004.



**NEW MEXICO JUNIOR COLLEGE**

**REQUEST FOR PROPOSALS #81**

**On-Line Coordinator for the Career Mobility Nursing Program**

**BOARD DOCUMENTS**

**Date: March 11, 2004  
Prepared by: Frank D. Collins  
Coordinator of Purchasing**

## NEW MEXICO JUNIOR COLLEGE

### BOARD DOCUMENTS

#### General Information

1. On February 23, 2004, a legal notice was sent to the following newspapers requesting sealed proposals for an on-line coordinator for the career mobility nursing program:
  - 1) Hobbs Daily News Sun
  - 2) Roswell Daily Record
  - 3) Clovis News Journal
2. The RFP was also posted on the NMJC website.
3. One bidder submitted a proposal in compliance with the opening date and time.
4. The bidder was not present at the opening.
5. Business Office and Allied Health personnel have evaluated the proposal received and their recommendation is shown on Page 3.

**NEW MEXICO JUNIOR COLLEGE**

**Evaluation and Recommendations**

**Board Documents**

**Davis Nursing Education Services of Lake Kiowa TX responded to the Request for Proposals #81.**

**Davis Nursing Education Services met all the requirements of the RFP.**

**The proposal was evaluated by a selection committee, comprised of Karen Cummings, Director of Allied Health, Mary Jane Ward, Dean of Business & Technology, and Lynda Knoll, Freshman Curriculum Coordinator. See Page 4 for the Evaluation Criteria Summary.**

**The Administration recommends acceptance of the services of Davis Nursing Education Services for \$38,000. The Terms, Conditions, and Specifications of Request for Proposal #81 will comprise an integral part of the contract.**

**Source of Funding:** Salary – FT FAC Overload – Nursing Allocation  
Account Number: 1-2013-11-536 Amount: \$24,000

Consulting / Contract Labor – Vocational Support Systems  
Account Number: 3-2231-43-141 Amount: \$14,000

Total: \$38,000

**Request for Proposal #81**

**Board Documents**

**Evaluation Criteria Summary**

**Evaluation Criteria used:**

Section 1	Price	300 points	(30%)
Section 2	Consultant (full – time)	250 points	(25%)
Section 3	Success rate track record	250 points	(25%)
Section 4	Ability to provide excellent service	200 points	(20%)

**TOTAL POINTS - (MAXIMUM OF 1,000 POINTS)**

Companies Responding	Price Structure	Points Section I	Points Section II	Points Section III	Points Section IV	Total Points Awarded
Davis Nursing Education Services	\$38,000	300*	250	250	200	1000

\*Points allocated to cost is calculated by: lowest responsive offer ÷ this offerors costX 300 points

## NEW MEXICO JUNIOR COLLEGE

### Request for Proposals #81

#### Requirements

New Mexico Junior College is seeking an on-line coordinator for the Career Mobility Nursing Program (Practical Nurse (PN) Program). The on-line coordinator will provide services for the curriculum and all activities/functions that take place which are necessary to fulfill the purpose of the Practical Nurse education program. The person selected for this position will start immediately upon NMJC Board approval of the bid. The coordinator will develop and initiate the on-line PN program with a deadline for completion of all services to be December 17, 2004. The bid for contractual agreement must be inclusive of total expenses incurred by the contractor.

The person selected for the position must provide a curriculum vitae with copies of unofficial transcripts and/or diploma, nursing licenses and malpractice insurance. The following are requirements for the position: a current NM RN license; masters in nursing (MSN) degree; previous experience as a professor of nursing with a minimum of five years full-time teaching and clinical experience in an associate degree nursing program; must be computer proficient in Microsoft Word, Respondus and WebCT, so to demonstrate knowledge of course construction, course management and program design; utilize WebCT educational and administrative tools to initiate course delivery and evaluation; and demonstrate knowledge in curriculum development utilizing the nursing theorist Dorthea Orem to facilitate learning, communication and collaboration between the student and instructor using WebCT.

#### General Objectives

CMNP On-Line Curriculum Coordinator will:

- develop and implement the following courses in WebCT:  
NU116—Introduction to Nursing  
TS111—Nursing Calculations  
NU127—Nursing in Health Deviations I  
PC122—Pharmacology  
NU214—Practical Nursing
- follow the established curriculum of the CMNP based on D. Orem.
- adhere to CMNP Level I and Level II Program Objectives
- adhere to the General and Specific Course Objectives
- adhere to each nursing course's clinical objectives, policies, procedures and evaluation tools
- adhere to course's laboratory skills objectives, policies, procedures and evaluation tools
- develop, implement and adhere to an 'On-Line Student Nurse Handbook' containing the CMNP policies and procedures as applicable to the distance education student.

Communicate with the Director of Allied Health Fields:

- student and course needs to meet objectives
- course development, implementation, maintenance and planning of the CMNP curriculum to uphold the integrity and standards of the CMNP
- decisions regarding development of the Student Nurse Handbook, syllabi and course requirements
- course progression at regularly scheduled intervals throughout the program

Facilitate cohesive and consistent function of the On-Line PN program by:

Curriculum Planning:

- prepare and implement course and program materials in a timely manner:
  - develop and conduct an orientation to the On-Line Practical Nurse Program
  - Student Handbook with policies and procedures applicable to on-line students
  - Course syllabi utilizing program and course objectives as outlined in Level I, Level II, and course objectives (general and specific)
    - follow course units as designated in curriculum plan
    - learning activities of courses must be applicable to on-line learning
    - determine and implement methods of evaluation for each unit (exams, quizzes, projects, lab, skills and clinical)
    - develop a course calendar with designated timeframes for completion
    - assess, modify and up-date reading assignments and other learning activities for appropriateness of on-line learning
    - submit course syllabi three weeks prior to start date of courses
  - Incorporate supplemental learning modules (diagnostic, cancer, mental health)
  - Develop and administer quizzes and exams
  - Grade care plans according to established criteria
  - Develop and modify learning assignments and evaluations tools for on-line education
  - Conduct and monitor chat rooms, threaded discussions, bulletin board postings and student communication on routine basis
  - Course, lab and skills schedules to facilitate student requirements and needs
    - Provide sign-up schedule for skills check-offs blocked for student completion in one trip to campus
    - Incorporate skills teaching and make-up times for students while on campus
  - Scheduling clinical assignments utilizing NMJC approved contract agencies
    - Set-up student clinical schedules for assignments (dates, times, agency)
    - Conduct student clinical rotations for NU116, NU127, NU214
  - Maintain an inventory control for supplies, equipment and electronic media to be utilized by the student
    - Submit supply requests to Director of Allied Health prior to start of course
    - Ensure adequate supplies for student to practice and check-off
    - Arrange for electronic media to be available while student is on-campus
  - Order and utilize standardized testing package (ATI module and comprehensive exams)

Conduct student evaluations, counseling, and advisement as required by program:

- Ensure appropriate, timely documentation and recommendation regarding student disciplinary actions and corrective measures
- Develop valid instructional tools and activities that are measurable for student evaluation
- Assist in advisement of student progress and success
  - maintain electronic student files to meet program requirements (admission, health, clinical and written graded requirements)
  - return graded material is returned to student for follow-up
  - maintain a student portfolio as required by program
  - conduct individual student 'meetings' (e-mail or phone) for mid-term and final conferences
  - submit course grades utilizing CMNP grading policies and requirements
- conduct student course evaluations, lab and clinical evaluations
  - submit all completed evaluation material to Director of Allied Health
  - develop a summative program evaluation to be utilized at the completion of the program

## **Davis Nursing Education Services**

### **Bid in Response to Request for Proposals #81**

#### **On-Line Coordinator for the Career Mobility Nursing Program**

Please accept the following material/information as the official bid from Davis Nursing Education Services (hereinafter referred to as "DNES") to provide an On-Line Coordinator for the Career Mobility Nursing Program ("PN") (hereinafter referred to as "CMNP") at New Mexico Junior College (hereinafter referred to as "NMJC").

DNES is a sole proprietorship established for the purpose of providing educational services to entities such as NMJC. As such, DNES is fully qualified and capable of providing services related to curriculum development and presentation via WebCT as well as all other activities and functions that are necessary to fulfill the purpose of the CMNP on-line LPN program. The owner of DNES has 21 years of nursing education experience in an Associate Degree Nursing Program and is extremely familiar with curriculum planning and implementation as well as conducting student evaluations, counseling and advisement as required. DNES's owner/instructor currently holds a Master of Science in Nursing with a minor in education and administration, is computer proficient in Microsoft Word and plans to receive training on the use of Respondus and WebCT in order to design, construct, implement and manage courses/exams. He will utilize WebCT educational and administrative tools to initiate course delivery and evaluation and to communicate and collaborate between the student and instructor. Respondus will be utilized to place CMNP examinations on-line. In addition, DNES has first-hand knowledge related to the nursing theorist upon which the CMNP curriculum is based, Dorthea Orem.

#### **DNES will:**

1. Furnish all labor, materials and supplies necessary to comply with all specifications in accordance with the General Terms and Conditions set forth in RFP #81 and at the price stated herein. Materials and supplies include, but are not limited to, the following:
  - A. Computer and printer
  - B. High-speed internet access
  - C. Videoconferencing equipment compatible with that owned by NMJC
  - D. Fax machine
  - E. Office supplies
2. Develop and implement the following courses in WebCT:
  - A. NU 116 – Introduction to Nursing
  - B. TS 111 – Nursing Calculations
  - C. NU 127 – Nursing in Health deviations I
  - D. PC 122 – Pharmacology
  - E. NU 214 – Practical Nursing

3. Follow the established curriculum of the CMNP, based on Dorthea Orem.
4. Adhere to:
  - A. CMNP Level I and II program objectives
  - B. general and specific course objectives
  - C. nursing course clinical objectives, policies, procedures and evaluation tools
  - D. course laboratory skills objectives, policies, procedures and evaluation tools
5. Develop, implement and adhere to an "On-Line Student Nurse Handbook" containing the CMNP policies and procedures as applicable to the on-line student.
6. Communicate in person and via telephone, e-mail, and videoconference, based on a mutually agreed upon schedule, with the Director of Allied Health Fields in regards to:
  - A. student and course needs to meet objectives
  - B. course development, implementation, maintenance and planning of the CMNP curriculum
  - C. decisions regarding development of the On-line Student Nurse Handbook, syllabi and course requirements
  - D. course progression and scheduling of all activities
7. Implement the curriculum per the stipulations as contained in the RFP #81.
8. Conduct student evaluations, counseling, and advisement per the stipulations contained in the RFP #81.
9. Assume responsibility for all costs related to development and implementation of the program to include, but not be limited to, the following:
  - A. Travel
  - B. Room and Board
  - C. Cell and telephone expenses
  - D. Mailings
10. Commence the program as of April 5, 2004.
11. Complete the program on or before December 17, 2004. Should, due to unforeseen circumstances, DNES be unable to complete the program as scheduled no additional funds will be requested.
12. When course/program material is unavailable, develop and implement such material as necessary.

**NMJC will:**

1. Provide videoconferencing equipment for the students when they attend meetings on the NMJC and distance education site(s) and schedule space for such conferences as applicable.
2. Provide space, equipment, electronic media and supplies as necessary to complete the skills portion of each course.



3. Maintain up-to-date contracts with all clinical agencies in which clinical experiences will be conducted.
4. Provide access to the WebCT server.
5. Provide technical support, via computer center personnel, for the development, installation and implementation of each of the identified courses.
6. Provide the necessary license for the "Respondus" software.
7. Provide course/program material, as available, for conversion to the on-line WebCT format.

Per mutual agreement between DNES and NMJC additional duties/responsibilities may be identified as development and implementation of the courses progress. Upon completion of the program all materials that have been developed and implemented will become the sole property of NMJC.

**Cost**

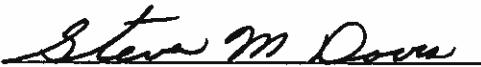
Supplies and Equipment	\$ 2,500
Travel, Room and Board	\$ 3,000
Consultant Fees	\$32,000
Miscellaneous	\$ 500

**Total** **\$38,000**

Please recognize a bid in the amount of \$38,000 in response to the RFP #81.

Should you have any questions, please feel free to contact me at:

Davis Nursing Education Services  
C/O Steven M. Davis  
1006 Kiowa Drive East  
Lake Kiowa, Texas 76240  
940-612-4808



Steven M, Davis, Owner  
Davis Nursing Education Services

3/3/04  
Date

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date March 18, 2004

Candidate's name Kevin W. Dean

Position title Professor of Barbering/Cosmetology

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 April 1, 2004 Standard contract length  12 mos.  9 mos.  other

Funding source Institutional

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

Posted salary range Per Faculty Salary Recommended annual salary \$27,128 Prorated salary  yes  no  
Schedule (Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11518 @ 100%

Recommended and approved by:  
Maria Elena Vick Supervisor  
Richard Fleming 3-18-04 Vice President  
Richard Fleming Dean/Director  
Steve McCreary President

Selection Committee Members: Kayleen Stingley  
Maria Elena Vick  
Mary Jane Ward

Comments: Mr. Dean meets and/or exceeds the minimum qualification for this position.

## **ABBREVIATED RESUME**

### **Position**

Professor of Barbering/Cosmetology

### **Personal Data**

Name: Kevin W. Dean

### **Education**

Certificate, New Mexico Junior College, Hobbs, NM, 1998

### **Professional Experience**

KD Styles, Hobbs, NM Barber	1/99 to Present
Frito Lay, Inc., Hobbs, NM Route Sales	07/02 to 12/03
Patterson Drilling, Hobbs, NM Lead Tong Specialist	10/97 to 12/97
Phillips Petroleum, Hobbs, NM Pool Driver	07/97 to 10/97
Halliburton Energy, Hobbs, NM Oil Well Treatment Assistant	1996 to 1995
Dowell Schlumberger, Hobbs, NM Cement Technician	1995 to 1996
Lea County Detention Facility, Lovington, NM Detention Officer	1990 to 1995
United States Marine Corps, Camp Lejune, NC Infantryman, Demolitions Expert, Company Police Sgt., Company Driver	1986 to 1991

### **Licenses/Certifications**

State of New Mexico Master Barber License #23006  
State of New Mexico Barber Instructor License #031846



# New Mexico Junior College Career Opportunities

## Position Announcement • February 2004

**Position Title:** Professor of Barbering/Cosmetology

**Position Description:** The Professor of Barbering/Cosmetology shall report administratively to the Dean of Business and Technology and the Professor/Coordinator of Cosmetology. Duties and responsibilities include, but are not limited to, the following: (1) teach barbering classes for inmates at the Lea County Correctional Facility; (2) prepare for all assigned classes; (3) prepare a detailed course syllabus for each class participant; (4) instruct, lecture, or guide each class meeting in an organized manner; (5) keep an accurate record of attendance and tardiness; (6) prepare and provide for tests and measurements of the class participants; (7) assign and document all grading procedures for each class participants; (8) maintain current required certification and be current in each subject matter taught; (9) meet each class period on time and with a high degree of professionalism; (10) attend all called faculty meetings; (11) assist students who are having trouble in class; (12) prepare and be on time with all assigned paperwork; (13) conduct self in a professional manner within the community; (14) have current knowledge of the Barbering Industry; (15) ability to instruct advisee student population to have good human relation skills; (16) accept other duties as assigned by the Dean of Business and Technology and the Professor/Coordinator of Cosmetology; and (17) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** One year experience in the Barbering field required. Must hold a current New Mexico Barber Instructors license. Associate degree from a regionally accredited institution is preferred. Previous correctional experience as well as teaching experience is desired. Candidate should have good human relations skills, knowledge of the state board requirements, and current knowledge of Barbering service industry. Must possess the ability to instruct a diverse student population. Computer proficiency 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, 40 hours per week position. Summer teaching, both terms, will be required for additional compensation. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

**Application Deadline:** March 12, 2004 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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

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

**"Equal Opportunity Education and Employment"**

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

## APPLICANT LIST

**Position:** Professor of Barbering/Cosmetology

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Dean, Kevin	Yes	Yes	Start date: pending Board approval.
Lovett, Alan	No	No	