

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Wednesday, March 25, 2015

Zia Room – Library

1:30 p.m.

### AGENDA

- |   |   |
|---|---|
| A. Welcome  | Pat Chappelle                             |
| B. Adoption of Agenda   | Pat Chappelle                             |
| C. Canvass Election Approval  | Steve McCleery                            |
| D. Oath   | District Judge<br>William G.W. Shoobridge |
| E. Approval of Minutes of February 19, 2015   | Pat Chappelle                             |
| F. President's Report   | Steve McCleery                            |
| G. 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 Memorandum of Agreement<br>with Lea County/Lea County Sheriff's Office            | Bill Morrill                              |
| 6. Consideration of Resolution to allow Lea County<br>Sheriff's Office to Enforce Laws on NMJC Campus | Bill Morrill                              |
| 7. Consideration of Cosmetology Fee Schedule  | Dennis Atherton                           |
| 8. Consideration of Personnel Recommendation  | Dennis Atherton                           |
| 9. Consideration of Insurance Policy Bid #1070  | Regina Choate                             |
| H. Public Comments  | Pat Chappelle                             |
| I. Announcement of Next Meeting   | Pat Chappelle                             |
| J. Closure of Open Meeting  | Pat Chappelle                             |
| K. Adjournment  | Pat Chappelle                             |

ELECTION HELD AT New Mexico Junior College, New Mexico

March 3, 2015

QUESTIONS OR CANDIDATES	Election Day	Absentee In Person	Absentee By Mail		TOTAL
<b>TOTAL VOTES CAST</b>	<b>5</b>	<b>7</b>	<b>1</b>		<b>13</b>
<b>District 1</b> Precincts: 2,3,10,13,18,21 & 26					
<b>Travis L Glenn</b>	<b>4</b>	<b>1</b>	<b>0</b>		<b>5</b>
<b>District 3</b> Precincts: 20,22,23,27 & part of 28					
<b>Manuel R Gomez</b>	<b>1</b>	<b>4</b>	<b>1</b>		<b>6</b>
<b>District 6</b> Precincts: 35,51,52,54,55 & part of 53					
<b>Zeak L Williams Jr</b>	<b>0</b>	<b>2</b>	<b>0</b>		<b>2</b>

We, the undersigned, certify the above and foregoing is a correct canvass of the returns of the election held at the time and place indicated above.

Witness our signatures this 6th day of March, 2015

Attest:

  
Norma Faught, Executive Assistant to the President

  
Pat Snipes Chappelle, Lea County Clerk

  
James D. Brown, Magistrate Judge

**NEX MEXICO JUNIOR COLLEGE DISTRICT**  
**CERTIFICATE OF RESULTS OF ELECTION**

The following canvassing board for the New Mexico Junior College District, pursuant to Section 1-22-15, N.M.S.A., 1978 as amended, hereby certify the results of the School Board Election held by the district on March 3, 2015.

	<b>ELECTION DAY</b>	<b>ABSENTEE IN PERSON</b>	<b>ABSENTEE BY MAIL</b>	<b>TOTAL</b>
<b>TOTAL VOTES CAST</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>13</b>
<b>District 1</b>				
Precincts: 2,3,10,13,18,21 & 26				
Travis L Glenn	4	1	0	5
<b>District 3</b>				
Precincts: 20,22,23,27 & part of 28				
Manuel R Gomez	1	4	1	6
<b>District 6</b>				
Precincts: 35,51,52,54,55 & part of 53				
Zeak L Williams Jr	0	2	0	2



*Norma Faught*

Norma Faught, Executive Assistant to the President

*Pat Snipes Chappelle*

Pat Snipes Chappelle, County Clerk

*James D. Brown*

James D. Brown, Magistrate Judge

**DISTRITO DEL COLEGIO INTERMEDIARIO DE NUEVO MEXICO**  
**CERTIFICADO DE RESULTADOS DE ELECCIONES**

La Junta de Escrutinio siguiente para el Distrito Del Colegio Intermediario de Nuevo Mexico, conforme a la Seccion 1-22-15, N.M.S.A., 1978 como enmendada, certifica los resultados de la eleccion de la Junta Escolar celebradas por el distrito el, 3 de marzo 2015.

	<b>DIA DE ELECCION</b>	<b>AUSENTE EN PERSONA</b>	<b>AUSENTE POR CORREO</b>	<b>TOTAL</b>
<b>TOTAL DE VOTOS</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>13</b>
<b>Distrito 1</b>				
Precintos: 2,3,10,13,18,21 & 26				
Travis L Glenn	4	1	0	5
<b>Distrito 3</b>				
Precintos: 20,22,23,27 & part of 28				
Manuel R Gomez	1	4	1	6
<b>Distrito 6</b>				
Precintos: 35,51,52,54,55 & part of 53				
Zeak L Williams Jr	0	2	0	2



*Norma Faught*

Norma Faught, Asistente Ejecutivo del Presidente

*Pat Snipes Chappelle*

Pat Snipes Chappelle, Escribana del Condado

*James D. Brown*

James D. Brown, Juez Magistrado

**NEW MEXICO JUNIOR COLLEGE  
BOARD MEETING  
FEBRUARY 19, 2015  
MINUTES**

The New Mexico Junior College Board met on Thursday, February 19, 2015, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez, Mrs. Mary Lou Vinson, Mr. Zeak Williams; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Jaycie Chesser, Hobbs News-Sun and Cindy Bryan, Accounting and Consulting.

Upon a motion by Mrs. Vinson, seconded by Mr. Gomez, the agenda was unanimously adopted.

Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved the minutes of January 15, 2015, as amended.

***Under President's Report,*** Susan Fine presented the New Mexico Junior College 50<sup>th</sup> "Golden" Anniversary Logo. The kickoff of the 50<sup>th</sup> Year Anniversary Celebration will begin on April 18<sup>th</sup> at the Ross Black Field of Champions Dedication. The Ross Black Family and the 1971 National Track Team have been invited to attend. In addition, Susan announced the opening of the new track and field will host its first track meet. Dr. McCleery added the newly developed track positions New Mexico Junior College as a future host of a National track meet. Additional events in celebration of the 50<sup>th</sup> Year Anniversary will be scheduled throughout the year with more information to be presented at the next Board meeting. The theme for the upcoming 50<sup>th</sup> Anniversary events will be to express a "Thank You" to Lea County for its support.

Larry Sanderson reminded the Board of the April 13<sup>th</sup> and 14<sup>th</sup>, 2015 Mock visit and the November 9<sup>th</sup> and 10<sup>th</sup>, 2015 HLC Accreditation. He stated the Mock team will include the primary advisor Tom Hughes, with Yavapai Community College, Dr. Dale E. George, II with Butler Community College and Dr. Jan Smith with Pittsburgh State University. Dr. Sanderson stated all reviewers are experienced HLC reviewers. Updates in preparation of the visit were provided.

The Acknowledgement of NMJC Board Conflict of Interest Policy with an attached copy of Policy 304 from the NMJC Board Policy Manual was distributed to all Board members for their signatures.

*Under New Business*, Cindy Bryan and Dan Hardin presented the Fiscal Year 2014 Audit Report. Ms. Bryan stated this would be the last year of a joint review with the State Auditor's Office. Ms. Bryan reported an unmodified opinion was issued to the institutions financial statements stating accounting principles were accepted as applied to institutions of Higher Learning. Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously approved the Fiscal Year 2014 Audit Report.

Dan Hardin presented the January financial reports. Upon a motion by Mr. Williams, seconded by Mr. Black, the Board unanimously approved the Expenditure Report for January, 2015. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Dan Hardin presented the Fiscal Watch Reports for December, 2014. Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the Fiscal Watch Reports.

Jeff McCool presented a request of a third party evaluation plan and budget for the TAACCCT grant. The request was a proposal to work with the Center for Education Policy Research at the University of New Mexico. The total cost of the evaluation is \$185,000 from the period of March 2015 through September 2017. Upon a motion by Mrs. Vinson, seconded by Mr. Gomez, the Board unanimously approved the request.

Josh Morgan presented an Electrical Work on Campus Bid #1069. The contract for the bid will be from February 23, 2015 to June 30, 2015 with an option to renew on a year by year basis for up to three additional years. The contract will end in June, 2015 to coincide with the college's fiscal year end. Upon a motion by Mr. Glenn, seconded by Mr. Williams, the Board unanimously approved the request.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, March 19, 2015 beginning at 1:30 pm. Upon a motion made by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved a meeting time of 1:30 pm.

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

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

Upon a motion by Mr. Baeza, seconded by Mr. Gomez, the board meeting adjourned at 3:30 pm.

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Pat Chappelle, Chair

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Ron Black, Secretary

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: March 12, 2015

RE: Expenditure and Revenue Reports for February 2015

February is the eighth month of the fiscal year or 67% of the 2014/2015 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 \$28,887,998.00.

The total current unrestricted fund expenditures for Instruction & General through February are \$14,619,653.00, which is 70% of the projected budget. The expenditures in Instruction and General are normal with most departments within reasonable percentage of expenditures for this time of year. In the other Current Unrestricted Funds, most funds are over the 67% for the budget year. All of these funds either have large expenditures at the beginning of each semester or they have large encumbrances for maintenance agreements. Each month there is a charge to Instruction, Academic Support, Student Services, and Institutional Support for the support from Computer Services. The credit goes to Computer Services in the Internal Services area. As you can see the expenditures for the month was less than the credit, but the year to date total is still over budget. This will be coming down each month until the end of the fiscal year. Student Aid is over the 100% budget level due to the waivers placed on student accounts at the beginning of the spring semester. Auxiliary Enterprises is staying within budget better this year. Robert Adams has been sending books back to the publishers and we will be getting credit back that will be posted to the expenses accounts. This will lower the expenditure in that area.

The expenditures for the Current Restricted Funds are \$4,628,946.00. Most of the expenditures are in the Student Aid from the Pell and Direct Loans at the start of the spring semester. Restricted Student Aid is down as compared to FY 14.

Plant funds have expended or encumbered \$5,948,042.00, which consists mostly of expenditures and encumbrances for the Bob Moran Upgrades, Lockheed Martin Nuclear Training, Technology Upgrades, and other smaller projects.



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Expenditures and encumbrances through February 2015 were \$28,887,998.00, or 66% of the projected budget.

Revenue received in February 2015 was \$4,253,421.00. In unrestricted revenue the institution received \$4,049,114.00 during the month of February. This was generated mostly from the monthly allocation from the state, oil and gas revenue, and Mill Levy property tax revenue.

Restricted funds had revenue of \$202,912.00 from draw downs in February for Grants and from restricted financial aid.

Plant revenue was received from interest income on LGIP funds.

Total revenue for February 2015 is \$4,253,421.00, with year-to-date revenue of \$29,779,163.00 or 84% of projected budget. As you can see the year to date revenue is still greater than at this time last year.

Oil and Gas revenue remains strong, with the actual revenue received for November in the amount of \$960,049.00, the total year-to-date Oil & Gas and Oil & Gas Equipment is \$8,878,759.00. Oil & Gas is ahead of budgeted revenue by \$2,927,872.00 and Oil & Gas Equipment revenue is \$575,887.00 over budgeted projections for the year.

The investment report shows an ending balance of \$10,593,127.00 in the LGIP fund. One million was sent to the LGIP in February. At the end of February there was \$11,682,464.52 in designated institutional capital projects.

This concludes the Financial Report for February 2015.

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**February 2015**

67% of Year Completed

Fund	2013-14			2014-15			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	9,106,822	5,973,600	66%	9,731,091	791,867	6,306,807	65%
Academic Support	2,259,588	1,497,904	66%	2,273,743	166,647	1,573,894	69%
Student Services	1,823,694	1,126,754	62%	1,840,687	169,005	1,265,454	69%
Institutional Support	3,337,419	2,700,481	81%	3,528,284	343,182	2,920,735	83%
Operation & Maintenance of Plant	3,288,327	2,389,503	73%	3,541,829	341,921	2,552,763	72%
<b>Subtotal - Instruction &amp; General</b>	<b>19,815,850</b>	<b>13,688,242</b>	<b>69%</b>	<b>20,915,634</b>	<b>1,812,622</b>	<b>14,619,653</b>	<b>70%</b>
Student Activities	0	0	0%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	84,909	223,637	263%	87,145	(4,759)	189,452	217%
Student Aid	568,551	728,407	128%	593,551	21,024	747,127	126%
Auxiliary Enterprises	1,799,060	1,769,352	98%	1,800,693	271,285	1,704,880	95%
Athletics	1,019,727	1,050,015	103%	1,029,348	71,536	1,049,898	102%
<b>Total Current Unrestricted Fund</b>	<b>23,288,097</b>	<b>17,459,653</b>	<b>75%</b>	<b>24,426,371</b>	<b>2,171,708</b>	<b>18,311,010</b>	<b>75%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,179,460	609,589	52%	1,157,859	51,317	1,136,854	98%
Student Aid	5,033,468	4,266,737	85%	5,033,468	323,882	3,492,092	69%
<b>Total Current Restricted Fund</b>	<b>6,212,928</b>	<b>4,876,326</b>	<b>78%</b>	<b>6,191,327</b>	<b>375,199</b>	<b>4,628,946</b>	<b>75%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	14,435,571	5,898,561	41%	8,757,760	367,668	2,791,969	32%
Projects from State GOB Funds	3,324,582	2,714,359	82%	3,050,000		2,524,321	83%
Projects from State STB Funds	1,487,000	1,046,536	70%	0		0	0%
Projects from General Fund	397,272	32,474	8%	0	1,550	13,006	
Projects from Private Funds	0	0	0%	0		0	0%
Projects from State ER&R	671,725	423,681	63%	332,720	13,653	307,145	92%
Projects from State BR&R	1,003,998	752,609	75%	597,281	5,840	311,601	52%
Subtotal - Capital and BR&R	21,320,148	10,868,220	51%	12,737,761	388,711	5,948,042	47%
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	276,000	0	0	0%
<b>Total Plant Funds</b>	<b>21,320,148</b>	<b>10,868,220</b>	<b>51%</b>	<b>13,013,761</b>	<b>388,711</b>	<b>5,948,042</b>	<b>46%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>50,821,173</b>	<b>33,204,199</b>	<b>65%</b>	<b>43,631,459</b>	<b>2,935,618</b>	<b>28,887,998</b>	<b>66%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**February 2015**

67% of Year Completed

Fund	2013-14			2014-15			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
Instruction and General:							
Tuition and Fees	3,684,200	3,683,593	100%	3,684,200	117,424	3,581,530	97%
State Appropriations	5,933,300	4,104,165	69%	6,047,200	498,490	4,195,508	69%
Advalorem Taxes - Oil and Gas	6,455,000	8,731,578	135%	7,235,000	967,975	8,878,759	123%
Advalorem Taxes - Property	5,455,000	4,275,416	78%	6,003,500	2,362,359	4,619,181	77%
Interest Income	5,000	1,069	21%	4,000	301	1,831	46%
Other Revenues	356,361	191,800	54%	368,161	20,808	224,113	61%
Subtotal - Instruction & General	21,888,861	20,987,621	96%	23,342,061	3,967,357	21,500,922	92%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	8,651	36%	27,000	0	5,952	22%
Auxiliary Enterprises	2,213,000	2,071,165	94%	2,251,000	39,779	2,165,074	96%
Athletics	330,900	222,299	67%	483,400	41,978	328,864	68%
Total Current Unrestricted	24,456,761	23,289,736	95%	26,103,461	4,049,114	24,000,812	92%
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,179,460	696,669	59%	1,157,859	125,192	1,210,729	105%
Student Aid	5,033,468	4,024,636	80%	5,033,468	77,720	3,245,930	64%
Total Current Restricted	6,212,928	4,721,305	76%	6,191,327	202,912	4,456,659	72%
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	3,300,000		1,308,375	0%
Projects from State STB Funds	427,000	109,855	26%	0			0%
Projects from General Fund	0	0	0%	0			0%
Projects from Private Funds	0	0	0%	0			0%
Interest Income (LGIP)	30,000	8,738	29%	10,000	1,395	13,317	133%
Total Plant Funds	457,000	118,593	26%	3,310,000	1,395	1,321,692	40%
<b>GRAND TOTAL REVENUES</b>	<b>31,126,689</b>	<b>28,129,634</b>	<b>90%</b>	<b>35,604,788</b>	<b>4,253,421</b>	<b>29,779,163</b>	<b>84%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### February 2015

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	2011-12 Original Budget	Variance Over (Under) Budget
Actual	July	\$75.60	5,043,401	\$5.99	15,571,479	1,232,271	465,000	767,271
Actual	August	\$80.78	4,888,347	\$5.46	15,838,690	1,090,531	465,000	625,531
Actual	September	\$77.29	4,582,238	\$5.46	15,443,043	1,002,059	465,000	537,059
Actual	October	\$72.15	5,068,963	\$4.90	15,511,710	967,962	465,000	502,962
Accrual	November	\$65.01	4,872,656	\$4.20	16,152,246	960,049	465,000	495,049
Accrual	December					465,000	465,000	0
Accrual	January					465,000	465,000	0
Accrual	February					465,000	465,000	0
Accrual	March						465,000	(465,000)
Accrual	April						465,000	(465,000)
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						6,647,872	5,580,000	1,067,872
Y.T.D. Equipment Tax Revenue						2,230,887	1,655,000	575,887
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>8,878,759</b>	<b>7,235,000</b>	<b>1,643,759</b>

*Source: New Mexico Taxation and Revenue Department*

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**February 2015**

67% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,593,127	7102-1348	0.104%	1,395
Plus deposits	1,000,000			
Less withdrawals	0			
<b>Total LGIP investments</b>	<u>10,593,127</u>			<u>13,317</u>

Capital Projects	2/28/2015
Vehicles	2,812.94
Technology Upgrade	49,654.02
JASI	45,106.00
WHM South Gallery	266,594.43
Baseball Field	30,162.95
Rodeo Arena	0.00
Original Entrance Landscaping	0.00
Luminis Software	2,993.00
Landscaping	164,520.92
Campus Signage	2,801.67
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	274,793.99
Campus Construction	370,357.07
Oil & Gas Training	237,653.09
Maintenance Equipment	3,452.01
Public Sector	19,227.00
Campus Security	36,791.67
Track/Arena Area Enhancement	15,396.78
Lumens Software-Distance Learning	5,000.00
Copier Replacement	7,104.00
Non-Recurring Compensation	152,169.10
Athletics	149,411.47
Student Life Programming	13,218.63
Warehouse/Cont Ed Remodel	1,640.92
Succession Plan	108,152.25
Energy Technology Equipment	300,000.00
WHM Exhibits	110,798.78
Mansur Hall Upgrades	61,944.06
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	0.00
Track Upgrades	4,635.39
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	100,000.00
Cosmetology Remodel	700,000.00
Equine Program	15,108.75
Entertainment Technology	1,300,215.30
Cafeteria Upgrade	32,159.72
Channel 19 Upgrade	25,000.00
FERPA & Title IX	9,459.00
Professional Development HS	14,036.29
Equestrian Center	3,000,000.00
Bob Moran Upgrades	160,382.23
Campus/Hospital Fencing	200,000.00
Turf Replacement	184,175.00
Watson Hall Theater	260,794.42
WHM Titanic Exhibit	18,500.00
Infrastructure Upgrade	1,473,937.50
Cadet Supplement	19,527.54
Workforce Training Contingency	5,394.37
<b>TOTAL</b>	<b>11,682,464.52</b>

**MEMORANDUM OF AGREEMENT BETWEEN THE LEA COUNTY SHERIFF'S  
OFFICE AND NEW MEXICO JUNIOR COLLEGE**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2015 between the Lea County Sheriff's Office (hereinafter "LCSO") and New Mexico Junior College (hereinafter "NMJC").

WHEREAS, the purpose of this agreement is to allow NMJC Public Safety officers to effectively and efficiently provide response on NMJC Campus Grounds and Properties for safe and proper response to critical and emergency incidents, assistance in the detection and reporting of crimes in accordance with New Mexico Statutes Annotated 1978, and Preservation of evidence to allow for the lawful investigations of the crimes reported; and

WHEREAS, it is necessary that the parties provide a method by which the purpose of this agreement can be accomplished and the manner in which any power will be exercised under this agreement.

**NOW, THEREFORE**, it is mutually agreed as follows:

**1. COUNTY COMMISSIONED LAW ENFORCEMENT OATH**

Public Safety officers of NMJC, deemed to have completed or maintained required training standards as set forth by the New Mexico Department of Public Safety Training Academy will be eligible for a County Commission through the Lea County Sheriff's Office. The Chief of Security and officer will be required to complete a registration form and the Oath of Office.

These forms will be signed and notarized and sent to the Sheriff's Office for approval. The completed registration form and Oath of Office will be filed with the Lea County Clerk's Office.

**2. LAW ENFORCEMENT SERVICES**

The Lea County Sheriff and his Office welcome all assistance in the investigation and enforcement of the criminal and civil processes for our communities. The

NMJC Public Safety officers within their jurisdictions and the County's jurisdictions will follow the NMJC's policies, practices, and procedures, as well as applicable laws of Lea County, the State of New Mexico, and the United States.

The Sheriff's Office is willing to assist with personnel at NMJC Campus Grounds and Properties within the County's jurisdiction, where and when feasible and time permitting. With consolidated dispatch, our departments have the ability to communicate any requests for assistance. It is required of the Public Safety officer or NMJC to contact the Sheriff's Office or its personnel directly or through dispatch, for assistance when responding to emergency incidents or crimes reported or detected within the County's jurisdiction.

All Public Safety officers shall remain at all times employees of NMJC. No officer shall at any time be considered eligible for County wages, benefits, or insurance.

**3. HOLD HARMLESS**

By entering into this contract, NMJC accepts sole and complete responsibility and liability for any and all damages to persons and property caused or arising out of any act or omission on the part of their employees in connection with this agreement.

**4. SEVERABILITY**

If any portion of this agreement is for any reason held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect the remaining provisions.

**5. EFFECTIVE DATE**

This Agreement shall be effective upon execution and approval of the Lea County Sheriff.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals by their duly authorized officers, agents or representatives.

NEW MEXICO JUNIOR COLLEGE

LEA COUNTY, NEW MEXICO

By: \_\_\_\_\_  
Pat Chappelle, Chair

By: \_\_\_\_\_  
Steve Ackerman, Lea County Sheriff

ATTEST:

By: \_\_\_\_\_  
Ron Black, Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Scotty A. Holloman  
New Mexico Junior College Attorney

\_\_\_\_\_  
John W. Caldwell  
Lea County Attorney



NEW MEXICO JUNIOR COLLEGE

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION CONCERNING ENFORCEMENT BY THE LEA COUNTY SHERIFF'S  
OFFICE OF THE NEW MEXICO MOTOR VEHICLE CODE ON THE CAMPUS OF  
NEW MEXICO JUNIOR COLLEGE

WHEREAS, New Mexico Junior College is located in Lea County, New Mexico;  
and

WHEREAS, New Mexico Junior College is not located within the boundaries of  
any municipality in Lea County; and

WHEREAS, New Mexico Junior College desires the Lea County Sheriff's Office  
to enforce the New Mexico Motor Vehicle Code (NMSA 1978 Section 66-1-1 et. seq.) on  
the campus of New Mexico Junior College; and

WHEREAS, the Lea County Sheriff's Office requires New Mexico Junior College  
to provide permission in writing to allow the Lea County Sheriff's Office to enforce the  
New Mexico Motor Vehicle Code on the campus of New Mexico Junior College.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF NEW  
MEXICO JUNIOR COLLEGE that the Lea County Sheriff's Office is requested and  
authorized to enforce the New Mexico Motor Vehicle Code on the campus of New  
Mexico Junior College, which would include, but not limited to, enforcing speed limits,  
parking violations, handicap parking violations and other violations of the New Mexico  
Motor Vehicle Code.

BE IT FURTHER RESOLVED, that the President of New Mexico Junior College  
be and hereby is authorized and directed to effectuate this Resolution and to execute  
any and all other agreements and letters to carry out the terms of this Resolution.

PASSED, ADOPTED AND APPROVED this \_\_\_\_ day of March, 2015.

---

NEW MEXICO JUNIOR COLLEGE  
By: PAT CHAPPELLE, Board President

ATTEST:

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Ron Black, Secretary

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## NEW MEXICO JUNIOR COLLEGE

Director of Cosmetology/Coordinator of Early College

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (575)492-2643  
Fax: (575)492-4727

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To: New Mexico Junior College Board Members  
From: Dr. Steve Hill  
RE: Cosmetology public fee change  
Date: March 18, 2015

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Board Members,

During the Fall and Spring semesters on Tuesday, Wednesday, and Thursday from 9:00 am to 4:00 pm Cosmetology students are available to provide hair styling, chemical services, hair color, hair and scalp treatments, skin care, hair removal, and nail care for the public. Proceeds from these services are used to purchase the products that are used by the students for the public. Also some proceeds are used to send Cosmetology students to various contests. This is a great training time for the Cosmetology students.

Attached is the old Cosmetology fee schedule with the proposed changes indicated. Also attached is the proposed new fee schedule for your review. As you can tell from the prices for the services, it has been several years since there was a price increase.

We are asking for your approval to increase the Cosmetology service fees charged to the public as presented.

Respectfully,

Dr. Steve Hill

# Cosmetology Services List

old

## Hair Styling Services

Shampoo Only.....	2.00
Shampoo Set.....	3.00
Shampoo Blowdry & Curl.....	5.00
Shampoo Press Curl.....	5.50
Shampoo and Style Long Hair.....	4.50 <b>5.00</b>
Pinned-up Style.....	6.00
Braids (1 or 2).....	6.00
Multiple Braids (5 or more) get quote	
Hair Cuts (short to medium length).....	5.00
Hair Cuts (long length).....	8.00
Beard Trim.....	4.00
Shave.....	4.00

## Chemical Services

Permanent Waves.....	<del>25.00</del> <b>25.00</b>
Short to Medium.....	<del>20.00</del> & up
Long.....	<del>30.00</del> & up
Extra Long (5" below shoulder).....	<del>35.00</del>
get quote	
Partial Perm (5 or more rods).....	8.00
Extra solution (per bottle).....	5.00
Special Wrap.....	10.00 extra
Curly Curl.....	<del>30.00</del> <b>35.00</b>
Long Hair.....	<del>35.00</del> <b>40.00</b>
Extra Solution (per bottle).....	5.00
Chemical Relaxer.....	<del>20.00</del> & up <b>25+</b>
	<b>up</b>

## Hair Color Services

Hair Color.....	<del>30.00</del> <b>25.00</b>
Bleach.....	<del>25.00</del> <b>35.00</b>
Toner.....	<del>15.00</del> <b>20.00</b>
Bleach and Toner.....	<del>35.00</del> <b>40.00</b>
Highlights (foil).....	<del>30.00</del> <b>35.00</b>

## Hair Color Services cont'd.

Medium to Long.....	<del>35.00</del> <b>40</b>
Highlight/Lowlight.....	get quote
Corrective Color.....	get quote
Temporary Rinse.....	1.50
Brow Tint.....	<del>5.00</del> <b>6.00</b>
Lash Tint.....	<del>5.00</del> <b>6.00</b>

## Hair and Scalp Treatments

Scalp Treatments with Conditions.....	5.00
Pro-Pack.....	<del>4.00</del> <b>5.50</b>
Porosity Control.....	<del>2.00</del>
Cholesterol.....	<del>2.00</del> <b>2.50</b>
High Frequency Treatment.....	<del>2.50</del> <b>5.00</b>

## Skin Care

Facial.....	<del>5.00</del> <b>10.00</b>
Facial with Mask.....	<del>7.00</del> <b>12.00</b>
Paraffine Facial.....	<del>10.00</del> <b>20.00</b>
Machine Facial.....	<del>20.00</del> <b>25.00</b>
Paraffine and Machine Facial.....	<del>18.50</del> <b>20.00</b>
Makeup.....	5.00
Eye Tinting.....	<del>8.00</del> <b>10.00</b>

## Hair Removal

Eye Brow Arch (tweezer).....	<del>4.00</del> <b>5.00</b>
Brow Wax.....	<del>4.00</del> <b>5.00</b>
Lip Wax.....	<del>4.00</del> <b>5.00</b>
Chin or Cheek Wax.....	<del>3.50</del> <b>5.00</b>

## Nail Care

Basic Manicure.....	5.00
Hot Oil Manicure.....	<del>10.00</del> <b>12.00</b>
French Manicure.....	6.00
Polish Change.....	<del>2.00</del> <b>2.50</b>
Nail Art.....	6.00
Stamp Nail Art.....	10.00
Paraffine Manicure.....	10.00 <b>15.00</b>
Spa Manicure.....	<del>25.00</del> <b>25.00</b> <del>30.00</del>
(to include exfoliation, treatment masque, massage)	
Basic Pedicure.....	<del>15.00</del> <b>20.00</b>
Paraffine Pedicure.....	<del>20.00</del> <b>25.00</b>
Spa Pedicure.....	<del>25.00</del> <b>30.00</b>
Sculpture Nails.....	20.00
Creative Nail.....	25.00
Tips with Overlay.....	20.00
Silk Wrap.....	20.00
Rebase.....	20.00
Repair.....	2.50 each
Nail Removal.....	20.00

492-2848

Located in Watson Hall  
Room 120, NMJC Campus

Open Tuesday through Thursday  
8:30 am - 4:00 pm  
9:00 am - 4:00 pm

All work is done by students  
supervised by licensed instructors.

Tuesday and Wednesdays are  
Senior Citizen Days (age 62 and over)

# Cosmetology Services List

NEW

## Hair Styling Services

Shampoo Only.....	2.00
Shampoo Set.....	3.00
Shampoo Blowdry & Curl .....	5.00
Shampoo Press Curl .....	5.50
Shampoo and Style Long Hair.....	5.00
Pinned-up Style .....	6.00
Braids (1 or 2).....	6.00
Multiple Braids (5 or more) get quote	
Hair Cuts (short to medium length).....	5.00
Hair Cuts (long length) .....	8.00
Beard Trim .....	4.00
Shave.....	4.00

## Chemical Services

Permanent Waves	
Short to Medium .....	25.00 & up
Long.....	35.00 & up
Extra Long (5" below shoulder) get quote	
Partial Perm (5 or more rods).....	8.00
Extra solution (per bottle).....	5.00
Special Wrap .....	10.00 extra
Curly Curl.....	35.00
Long Hair .....	40.00
Extra Solution (per bottle) .....	5.00
Chemical Relaxer .....	25.00 & up

## Hair Color Services

Hair Color .....	30.00
Bleach.....	35.00
Toner.....	20.00
Bleach and Toner.....	40.00
Highlights (foil) .....	35.00

## Hair Color Services cont'd.

Medium to Long.....	40.00
Highlight/Lowlight .....	get quote
Corrective Color.....	get quote
Temporary Rinse .....	1.50
Brow Tint.....	6.00
Lash Tint.....	6.00

## Hair and Scalp Treatments

Scalp Treatments with Conditions .	5.00
Pro-Pack.....	5.50
Cholesterol .....	2.50
High Frequency Treatment.....	5.00

## Skin Care

Facial .....	10.00
Facial with Mask.....	12.00
Paraffine Facial.....	20.00
Machine Facial .....	25.00
Paraffine and Machine Facial.....	20.00
Makeup.....	5.00
Eye Tabbing.....	10.00

## Hair Removal

Eye Brow Arch (tweezer).....	5.00
Brow Wax .....	5.00
Lip Wax.....	5.00
Chin or Cheek Wax .....	5.00

## Nail Care

Basic Manicure .....	5.00
Hot Oil Manicure.....	12.00
French Manicure.....	6.00
Polish Change .....	2.50
Nail Art.....	6.00
Stamp Nail Art.....	10.00
Paraffine Manicure .....	15.00
Spa Manicure .....	25.00
<i>(to include exfoliation, treatment masque, massage)</i>	
Basic Pedicure.....	20.00
Paraffine Pedicure .....	25.00
Spa Pedicure .....	30.00
Sculpture Nails .....	20.00
Creative Nail .....	25.00
Tips with Overlay .....	20.00
Silk Wrap .....	20.00
Rebase .....	20.00
Repair .....	2.50 each
Nail Removal .....	20.00

492-2848

Located in Watson Hall  
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# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date March 11, 2015

Candidate's name Aaron M. Prebenda

Position title Coordinator of the Learning Assistance Center

New position  Existing position Classification  Faculty  Professional  Other \_\_\_\_\_

Is candidate related to another NMJC employee?  yes  no If so, to whom Sara Prebenda (Spouse) Coord. of Facility Scheduling

Effective date of employment 04/01/2015 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard HigherEdJobs.com  
(\*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website)

Posted salary range \$32,247 to \$48,371 Recommended annual salary \$ 45,500 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2104 61301 123

**Recommended and approved by:**

\_\_\_\_\_  
Supervisor

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

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

\_\_\_\_\_  
President

**Selection Committee Members:** NA

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: Mr. Prebenda with a B.A. in Political Science and more than seven and one half years of applicable experience meets and/or exceeds the minimum requirements for this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ABBREVIATED RESUME

### **Position**

Coordinator of the Learning Assistance Center

### **Personal Data**

Name: Aaron M. Prebenda

### **Education**

B.A., The American University, Washington, DC, 2007  
Major: Political Science

### **Professional Experience**

New Mexico Junior College Acting Academic Success Center Coordinator Learning Center Tutoring Specialist	02/06/2015 to present 08/25/2014 to present
Score at the Top, Wellington, FL Assistant Director/Master Tutor	04/2013 to 06/2014
S-Solutions, Bangkok, Thailand Assistant Manager/Curriculum Developer	05/2010 to 02/2013
Chulalongkorn University, Pathumwan, Thailand Contract TOEFL/CU-TEP Instructor	05/2010 to 05/2012
Elite Educational Institute, Bangkok, Thailand Director of Education	02/2009 to 05/2010
YBM ECC Language Academy, Suji, South Korea Project Assistant	11/2007 to 12/2008
E. Bo Young, Suji, South Korea TOEFL Teacher and International College Admissions Consultant	11/2007 to 11/2008
Marine Fish Conservation Network, Washington, DC Media/Communications Intern	05/2006 to 05/2007

### **Honors and Certificates**

Cum Laude honors from The American University, 2007  
TEFL/TESOL Target Learner Certificate – 120 Hour International Standard  
T&T Teacher Training Academy – Bangkok, Thailand, 2009  
NTA Tutor Trainer Certificate, National Tutoring Association, pending completion 6/2014

### **Volunteer**

Global Vision International, Ecuador, 2002



# New Mexico Junior College

## Career Opportunities

**Position Announcement • December 2014**

**Position Title:** Coordinator of Learning Assistance Center

**Position Description:** The Coordinator of Learning Assistance Center shall be responsible to the Vice President for Instruction. Duties and responsibilities shall be, but not limited to, the following: 1) serve as managing supervisor of the Learning Assistance Center by providing support for all activities associated with the Center; 2) recommend to the Vice President for Instruction regarding the functioning of the Learning Assistance Center; 3) serve as tutor for students on a drop-in basis for supplemental assistance; 4) train, schedule and supervise student assistants and full time tutors who work in the Learning Assistance Center, as well as students who are employed to serve as tutors in discipline areas represented by faculty at New Mexico Junior College; 5) schedule student/full time employees and prepare payroll and other documents; 6) work with NMJC faculty regarding their recommendation for student tutors, as demand and funding warrants; 7) establish and maintain effective working relationships with other department staff, faculty, students and public; 8) teach up to two classes in the fall and spring semesters as demand and funding warrants; 9) provide small group/individual student supplemental instruction as requested by faculty and as scheduling allows; 10) advise students on improved study methods and/or test anxiety; 11) coordinate instructional material and use of skill strengthening media placed in the Center for faculty, staff, students, and counselors; 12) maintain official inventory of Learning Assistance Center audio-visual equipment and materials. Responsible for the timely referral for maintenance, repair of and replacement of equipment; 13) provide instructional assistance to ABE, Literacy, and NMJC students in the use of relevant materials and equipment to strengthen basic reading, writing, and math skills; 14) report and document all accidents and incidents; 15) Perform other duties as assigned; 16) serve on college committees as assigned; 17) advise the Vice President for Instruction, in compiling of statistics and preparation of quarterly and/or annual reports of the learning resource program activities at NMJC; and 18) 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 the New Mexico Junior College.

**Qualifications:** Bachelor's degree required, Master's degree preferred. All degrees must be from regionally accredited institutions. Community college teaching experience in developmental/transitional studies areas preferred. Experience in working with bilingual students is desirable. Must be committed to excellence in instruction and willing to work with a wide variety of faculty in coordinating learning assistance.

**Salary/Benefits:** This is a 12-month professional position and compensation is commensurate with education and experience. The successful applicant may have the option of teaching additional courses in fall, spring, and summer sessions for extra compensation. Standard NMJC benefits apply.

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

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

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

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

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

"Equal Opportunity Education and Employment"

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



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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

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To: NMJC Board Members  
From: Dan Hardin  
RE: Insurance  
Date: March 12, 2015

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Board members; Regina Choate will be presenting the insurance bid for the College at the March 25<sup>th</sup> Board meeting. Brad Caress, with Daniels Insurance, will be on hand to address any technical questions that you may have concerning the insurance coverage. In the Premium Summary the proposed bid is for the following:

Business & Automobile Coverage (Deductible is \$1,000.00)	\$ 62,547.00
General Liability Coverage	\$ 31,809.00
Umbrella (ten million limit liability)	\$ 28,041.00
Commercial Property (Deductible is \$1,000.00)	\$,168,858.00
Equipment Floater	\$ 20,949.00
Educators Legal Liability Coverage (Deductible is \$25,000.00 per occurrence)	\$ 31,531.28
Total Bid	\$ 343,735.28

Respectfully,



Dan Hardin

**INVITATION TO BID #1070**

**To Furnish a Commercial Package Insurance Policy  
For New Mexico Junior College**

**Board Documents**

Date: March 16, 2015  
Prepared by: Regina Choate  
Coordinator of Purchasing

**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**General Information**

1. On February 17, 2015, a legal notice was posted in the following newspaper requesting sealed bids for the Commercial Insurance Package Policy for NMJC:

The Hobbs Daily News Sun

2. Bid packets were sent to one potential bidder.
3. One (1) vendor submitted a bid.
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 vendor responding to Invitation to Bid #1070 was: Daniels Insurance Agency, Inc., Hobbs, NM.

The Vice President for Finance, Accountant/Controller and Coordinator of Purchasing have evaluated the bid received and make the following recommendation:

It is recommended that the bid submitted by Daniels Insurance Agency, Inc. to provide package insurance coverage for New Mexico Junior College be accepted.

**Cost of coverage: \$343,735.28 for one policy period commencing April 1, 2015; with options to renew the policies for up to three additional years.**

**Source of funding: College General Insurance Account:  
11000-4101-71201-141**

**NEW MEXICO JUNIOR COLLEGE**

**INVITATION TO BID # 1070**

**SECTION A.**

**BID TERMS AND CONDITIONS**

1. The coverage offered are to be effective at 12:01 a.m., Thursday, April 1, 2015. Bid proposals for furnishing insurance coverage must be received in the New Mexico Junior College Business Office no later than 2:00 p.m. Thursday, March 5, 2015.

The initial term of this bid shall be for one policy period. New Mexico Junior College reserves the right to evaluate on a year-to-year basis whether or not to accept renewal of the policy for up to three (3) additional years, without bidding, based on whether the College is satisfied with the service received and/or the renewal premiums.

2. Award of this bid will be made by the New Mexico Junior College Board. The successful bidder must be prepared to issue a binder at inception date of the policy.
3. Any and all additions or deletions of buildings, contents and other specific requests of New Mexico Junior College during the policy period shall be made at the pro-rata net rate applicable per unit at the inception date of the policy. Bona fide college buildings, contents, and other properties and exposures properly insurable under this insurance program and bid shall be afforded blanket protection in all coverage to protect the College against inadvertent omission on buildings, contents and other properties and exposures from listing or schedule. Records of the College will be made available for inspection as deemed necessary.
4. Bid proposals will be accepted from qualified agents who will present the proposal and service contracts. Qualified agents are defined for the purpose of this bid to include only an insurance agent who has furnished a reasonable proof to NMJC of the following:
  - 1) The agent is fully licensed and legally qualified under the laws and regulations of the State of New Mexico to sell and service all types of insurance required to be offered in this bid.
  - 2) The agent has the service reputation, experience and facilities adequate to make satisfactory delivery of necessary services.

5. The package insurance policy provided must be written with an insurance company possessing a Best's insurance rating of A or better and with a Best's financial rating of X or better and must be clearly indicated within the bidder's proposal. The insurance company shall be licensed in the State of New Mexico and must meet all other conditions that may be required by the Insurance Commissioner of the State of New Mexico. NMJC's current carrier is Philadelphia Insurance Company.
6. The package policy must be non-assessable and shall contain a minimum sixty-day notice of cancellation or non-renewal clause.
7. It is understood that all audit adjustments or premiums will be based on the rates, credits, and modifications set forth in the bidder's proposal.
8. Bidders are instructed to furnish complete and accurate information with their sealed bid. If a letter is submitted, it must be attached to and made an integral part of the bid.
9. The successful bidder shall agree to furnish New Mexico Junior College complete loss experience data on a quarterly basis for all coverage under this bid.
10. **Sample copies of all policy forms are required to be furnished with the bidder's response.**
11. Bidders desiring additional information or clarification of the items described herein must make such requests in writing to the Coordinator of Purchasing and/or Vice President of Finance prior to seventy-two (72) hours of the time for receiving bids. No explanation or interpretation from NMJC other than that supplied in written form will be considered official or binding.
12. The terms and conditions and specifications of this Invitation to Bid #1070 shall become an integral part of the contract between New Mexico Junior College and the carrier and its designated agent.
13. Bid amounts must be submitted on the enclosed NMJC Bid Submittal Form.
14. Only a complete package bid providing all stated coverage will be accepted. Exceptions to the specifications must be clearly explained.
15. It is the bidder's responsibility to deliver the bid at the proper time and to the place designated. The mere fact that a bid was dispatched will not be considered. Facsimile submissions will not be accepted.
16. For a bid to be considered, it must bear the original signature of the authorized legal representative of the bidder.

17. Place attached label on the outside of the bid envelope.
18. Pursuant to Section 13-1-191, NMSA 1978, no bribes, kickbacks, gratuities, bonuses or premiums will be accepted or considered in awarding this bid.
19. New Mexico Junior College reserves the right to reject any and/or all bids and to waive all technicalities when in the best interest of the College to do so.

## **SECTION B.**

### **COMMERCIAL PROPERTY SPECIFICATIONS**

#### **BLANKET BUILDINGS, BUSINESS AND PERSONAL PROPERTY CONTENTS**

1. Coverage to apply to all properties as per the attached Schedule of Property Values (Schedule B-1) of recommended building and contents values.
2. Blanket coverage on an agreed value bases on buildings in the amount of \$115,253,430 and contents in the amount of \$7,083,143/ 100% coinsurance / \$1,000 deductible.
3. Coverage to be provided on a Replacement Cost basis, along with an agreed amount endorsement.
4. Valuations of buildings and contents set forth in Schedule B-1 are so listed for rating purposes only.
5. Each bidder is required to include with his bid proposal a clear and complete explanation of the method that will be used to compute premiums for any additions to buildings, contents and erection of new buildings.
6. The College currently carries additional coverage / deductibles:
  - a) Deductible of \$1,000 per occurrence.
  - b) Extra Expense coverage in the amount of \$25,000 for extra expenses arising from a covered cause of loss.
  - d) Pollutants coverage providing for the removal of debris of covered property caused by or resulting from a covered cause of loss and pollutant clean up and removal caused by a covered cause of loss.
  - e) Leased property is covered for which the College has a contractual responsibility. See Schedule B-2 on Page 6.

## **SCHEDULE B-1**

### **STATEMENT OF PROPERTY VALUES** **(SEE ATTACHED FILE)**



## **SCHEDULE B-2**

### **LEASED EQUIPMENT**

The college maintains blanket coverage on a leased postage machine. The lessees, Pitney Bowes shall be named as the loss payees.

A detailed schedule of the equipment will be made available upon request.

## **SECTION C.**

### **COMMERCIAL PROPERTY SPECIFICATIONS**

#### **COMMERCIAL INLAND MARINE**

1. Commercial Inland Marine coverage is to be provided for the following categories according to the attached scheduled properties:
  - \* Schedule C-1 Contractor Equipment
  - \* Schedule C- 2 Musical Equipment
  - \* Schedule C-3 Various Cameras
  - \* Schedule C-4 Scientific and Medical Equipment
  - \* Schedule C-5 Miscellaneous Tools
  
2. A deductible of \$1,000 shall apply

## **SCHEDULE C-1 thru C-5**

**(SEE ATTACHED FILE)**

**SECTION D.**

**MUSEUM COLLECTION SPECIFICATIONS**

**(See Schedule D-1 on following pages)**

The college has a museum, the Western Heritage Museum Complex, & Lea County Cowboy Hall of Fame that is located on the college campus.

Schedule D-1 is a scheduled inventory of collections with estimated values. The college carries an endorsement on these collectibles with limits of \$1,586,525.00 / \$500 deductible.

Coverage is also provided for non-scheduled fine arts on temporary exhibition in any of the New Mexico Junior College buildings in the amount of \$50,000.00.

**SECTION E.**

**Equipment Breakdown Coverage**

1. Loss experience:           None  
Current carrier:           Philadelphia Insurance Company

2. Limits of Liability:

Limit of insurance:   \$122,336,573 (combined value of Buildings and Personal Property)  
Extra expense:       \$     25,000  
Deductible:           \$     1,000

3. Blanket group coverage:

Group 1 – Boilers and fired pressure vessels

Group 2A – All unfired pressure vessels

Group 3 – All metal steam piping

Group 4 – All systems of refrigerating and air conditioning including  
Additional vessels and piping 5 HP and more capacity

Group 5 – Centrifugal pumps – compressors – fans or blowers driven by Motor 5 HP and over

Group 6 – Reciprocating pumps and compressors driven by motor 5 HP and over

Group 7 – Electric motors 5 HP and over  
Group 8 – Enclosed gear sets 5 HP and over  
Object limit 100%  
Coinsurance 80%

**SCHEDULE E-1**

**BOILER & MACHINERY EQUIPMENT**

2 – 400 Ton Chillers (approximate cost \$200,000.00)

1 – 800 Ton Chiller (approximate cost \$300,000.00)

3 – High Pressure Boilers

**SECTION F.**

**COMMERCIAL AUTO SPECIFICATIONS**

**(See Schedule F-1 & F-2 on following page)**

Coverage shall be quoted to provide split limits as follows:

1. *Liability:*

- a) Liability:
  - Any Auto \$1,000,000 each accident
- b) Medical payments:
  - Owned autos \$ 5,000 each insured
- c) Uninsured/underinsured motorists:
  - Owned autos \$1,000,000 each accident

2. *Physical Damage:*

a) Comprehensive (broad form):

Owned autos	\$1,000 deductible
Hired and non-owned autos	\$1,000 deductible

b) Collision coverage:

Owned autos	\$1,000 deductible
Hired and non-owned autos	\$1,000 deductible

3. Employees of the college, including students, are to be considered insured's.
4. The college maintains an approved drivers list for all drivers. The college has a student driver's policy which discourages students from driving. However, the policy provides limited situations where a student may be allowed to drive with certain listed restrictions and upon being pre-approved by the college.
5. No vehicles are permanently assigned to any employee for regular use. Students are not allowed to utilize their personal vehicles for college trips, with the exception of the NMJC rodeo program.
6. The college has automotive technology classes sanctioned by General Motors and Ford Motor Companies. Both companies have provided vehicles on consignment for automotive technology training. We are requesting Garage Keepers Insurance on a direct primary basis with a limit of \$90,000 with a deductible of \$500 for comprehensive insurance and a \$500 deductible for collision insurance.

**SECTION G.**

**CRIME AND PUBLIC EMPLOYEE DISHONESTY SPECIFICATIONS**

**CRIME AND PUBLIC EMPLOYEE DISHONESTY**

1. A \$100,000 limit / \$1,000 deductible for any one occurrence is provided for blanket public employee dishonesty covering money, securities and property other than money and securities resulting from theft, disappearance and/or destruction.
2. Money and securities protection  
  
\$100,000 limit (inside building)  
\$100,000 limit (outside building)
3. Coverage shall apply to inside and outside the premises of the NMJC Business Office and NMJC Bookstore.

4. A Schwab, 2 hour, relocking device, 855088 underwriter's label vault door with a UL rating of A27330 is located in the NMJC Business Office.
5. All deposits and change orders are transported to and from the college's banks by NMJC Business Office personnel.

**SECTION H.**

**PUBLIC ENTITY GENERAL LIABILITY SPECIFICATIONS**

1. Public entity general liability insurance broad coverage to be provided on an occurrence basis.
2. Limits of liability are as follows:
  - a. Bodily Injury and Property Damage Limit           \$1,000,000 per occurrence
  - b. Personal Injury and Advertising Injury Limit       \$1,000,000 each offense
  - c. Employee Benefits Injury Limit                       \$1,000,000 each offense
  - d. Fire, Lightning or Explosion Damage Limit         \$ 500,000 any one event
  - e. Medical Payments Coverage Limit                   \$ 10,000 any one person.
  - f. General Aggregate Limit (Other than products-completed operations, fire, lightning or explosion damage and medical payments coverage \$3,000,000.)
  - g. Products and completed work - Aggregate limit   \$1,000,000
3. Corporal punishment – provisions should be made for the use of reasonable force to allow for the protect persons or property or corporal punishment to any student or pupil administered by or at the direction of the College.
4. Contractual liability – to be added as an endorsement.
5. Athletic participants to be included while practicing for or participating in any contest or exhibition of a sporting nature.
6. All NMJC employees and board members shall be included as additional insureds.

7. The College maintains two resident dormitories and two apartment style residencies having a total maximum occupancy of 396 students.
8. NMJC owns and operates a racquetball/fitness center, which has approximately 290 members, 340 students, and 57 guests from the general public. Included in the facility's operations are racquetball, aerobics, weight lifting and swimming.
9. NMJC's cafeteria and snack bar operations are operated by an Independent Contractor.

**SECTION I.**

**PROFESSIONAL LIABILITY SPECIFICATIONS**

1. Professional liability coverage shall apply to all Trustees and Officers, Administrators, Faculty and other professional employees of NMJC.
2. Coverage shall be provided on an occurrence basis.
3. Limit of liability:

\$ 5,000,000	each claim
\$10,000,000	option requested

Retention:

\$ 2,500	each covered insured
\$10,000	aggregate maximum all covered persons per loss
\$10,000	covered named insured per loss

4. Coverage shall provide for the following:
  - cost of defense paid in addition to the annual aggregate limit of liability.
  - Plaintiff's legal fees when they are successful in a civil rights case.
  - Parent's legal costs in successful special education hearings.
  - Legal actions arising from hiring, firing, promotion or demotion.
  - Alleged violation of federal or state constitutional civil rights.
  - Defense of claims seeding back pay.

5. The NMJC district has been in existence since 1965 and currently has seven board members elected by district. The names, occupations and official titles of current Board Members are as follows:

Ms. Patricia Chappelle	County Clerk	Madam Chair
Mr. Ron Black	Retired Educator	Board Secretary
Mr. Hector Baeza	Business Owner	Board Member
Mr. Travis Glenn	Business Owner	Board Member
Mr. Manny Gomez	Retired	Board Member
Ms. Mary Lou Vinson	Retired	Board Member
Mr. Zeak Williams	Retired	Board Member

6. The college is not involved in any current disputes regarding discrimination or any other civil suits. The college district, board and/or employees have no knowledge of any pending federal, state, or legal actions or proceedings against the district, board members or employees. We are not aware of any act, error or omission that might afford valid grounds for any future claim which would fall within the scope of this coverage.

7. No similar insurance on behalf of the college has been declined, canceled or renewal thereof refused.

#### **SECTION J.**

##### **EXCESS UMBRELLA SPECIFICATIONS**

The college desires to carry a \$10,000,000 limit umbrella excess liability coverage.

#### **SECTION K.**

##### **LOSS EXHIBITS**

Five year loss history can be obtained upon request.

#### **SECTION L.**

##### **INFORMATIONAL DOCUMENTS**

NMJC 2008/2009 Financial Audit can be obtained upon request.

NMJC 2008/2009 College Catalog is available at [www.nmjc.edu](http://www.nmjc.edu).



**PROPOSAL PREPARED FOR**

**NEW MEXICO JUNIOR COLLEGE**

**PROPOSED PERIOD  
04/01/2015 - 04/01/2016**

**PRESENTED BY**

**BRAD CARESS  
DANIELS INSURANCE, INC.-HOBBS  
P O Box 1258  
HOBBS, NM 88241**

**DATE: MARCH 10, 2015**





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## WHO WE ARE

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Daniels Insurance, Inc., founded in 1937 proudly serves New Mexicans as one of the largest independent, full service insurance agencies in the State. For over seven decades, our three offices in Albuquerque, Hobbs and Santa Fe have been 100% New Mexican owned, serving New Mexico people, businesses, and government.

The experience of our firm is extensive in the handling of commercial accounts in the areas of comprehensive property and casualty and employee benefits, for both public and private entities with specialization in heavy casualty and large, complex risks. Over the years we have obtained coverages and provided service for many large accounts that have been difficult to place and have required custom types of coverage and high limits of liability.

Being selected as the sole Assurex Partner in New Mexico, Daniels Insurance is a robust member of the world's largest privately held insurance, risk management, and employee benefits brokerage group. Assurex Global marshals the expertise of the best independent insurance brokers on six continents.

Daniels Insurance is both your local Assurex Global partner and your corporate neighbor, committed to helping you prudently manage your risks, retain top-notch employees, and grow your business – no matter where you do business.

## WHAT WE DO

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Daniels Insurance, Inc. is a full service agency providing a complete range of business and personal coverages. No matter what your particular needs may be, we pride ourselves in the capability to provide cost-effective solutions by matching the best markets for the individuals and companies we serve. Regardless of the size or type of business, we can package your coverage to give you peace of mind and freedom to do what you do best, run your company with confidence that we are taking care of the insurance details.

- Business Insurance
- Employee Benefits Group Coverages
- Individual Benefits Coverages
- Personal Coverages





## OUR LOCATIONS

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💡 **Albuquerque, NM**  
320 Gold SW., Suite 700  
Albuquerque, NM 87102  
505.766.9676 Phone  
505.766.9679 Fax

💡 **Hobbs, NM**  
300 North Linam  
Hobbs, NM 88241  
575.393.5191 Phone  
575.397.4762 Fax  
800.530.8885 Toll Free

💡 **Santa Fe, NM**  
805 St. Michaels Drive  
Santa Fe, NM 87502  
505.982.4301 Phone  
505.989.9186 Fax  
800.815.2183 Toll Free

## YOUR DANIELS TEAM

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The Daniels' Team is ready to assist you with your insurance needs. On a daily basis, contacting your Customer Service Agent will provide you access to the quickest service. Your Customer Service Agent will assist you with certificates of insurance, change requests such as adding deleting autos, property, equipment, etc. Your producer is often out-of-the office visiting other clients. Your Customer Service Agent is your first point of contact.

💡 Customer Service Agent  
**Susan Gomez**  
**sgomez@danielsinsuranceinc.com**

💡 Account Executive  
**Brad Caress**  
**bcaress@danielsinsuranceinc.com**

💡 Branch Manager  
**Mike Tinley**  
**mtinley@danielsinsuranceinc.com**

💡 Claims  
**Susan Gomez**  
**sgomez@danielsinsuranceinc.com**





## DISCLAIMERS

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### PLEASE NOTE THE FOLLOWING

This proposal is for "illustration purposes only". Coverage is not bound and this is a summary of proposed coverages. Once coverage is bound, please refer to the actual policies presented for specific terms, conditions, limitations and exclusions that will govern in the event of a loss. Specimen copies of proposed policies are available for your review prior to the binding of coverage.

In evaluating your exposures to loss, we have depended upon information provided by you. If there are other areas that need to be evaluated prior to binding coverage, please bring this information to our attention. Property values have been obtained from you and may not have been independently appraised. Please review your property values carefully.

Should any of your exposures change after coverage is bound, such as new operations, hiring employees in additional states, buying additional property, etc.; please let us know so that we may request appropriate adjustments from your insurance carrier.

Higher limits of liability may be available and will be quoted on request.



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## PREMIUM SUMMARY

**NAMED INSURED:** New Mexico Junior College

COVERAGE	INSURANCE CARRIER	PRIOR YEAR PREMIUMS	PROPOSED PREMIUMS
<b>Business Automobile</b>	<i>Philadelphia Indemnity Insurance Company</i>		<b>\$62,547.00</b>
<b>Garage &amp; Dealers</b>	<i>Philadelphia Indemnity Insurance Company</i>		<b>Included</b>
<b>General Liability</b>	<i>Philadelphia Indemnity Insurance Company</i>		<b>\$31,809.00</b>
<b>Umbrella</b>	<i>Philadelphia Indemnity Insurance Company</i>		<b>\$23,891.00</b>
<b>Commercial Property</b>	<i>Philadelphia Indemnity Insurance Company</i>		<b>\$168,858.00</b>
	<b>Values</b>		
<b>Electronic Data Processing</b>	<i>Philadelphia Indemnity Insurance Company</i>		<b>Included</b>
	<b>Values</b>		
<b>Boiler &amp; Machinery</b>	<i>Philadelphia Indemnity Insurance Company</i>		<b>Included</b>
<b>Equipment Floater</b>	<i>Philadelphia Indemnity Insurance Company</i>		<b>\$20,949.00</b>
<b>Commercial Crime</b>	<i>Philadelphia Indemnity Insurance Company</i>		<b>Included</b>
<b>Educators Legal</b>	<i>Allied World Surplus Lines Insurance Company</i>		<b>\$30,317.00</b>
	<i>Fee</i>		<b>\$295.00</b>
	<i>Tax</i>		<b>\$919.28</b>
	<b>Total</b>		<b>\$31,531.28</b>
<b>Total Estimated Premium</b>			<b>\$339,585.28</b>



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## PAYMENT OPTIONS

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**BILLING:** The insured will be billed directly for the premium. Please choose your billing option:

- Prepaid/Full Pay(**Educator's Legal Liability paid to Daniels**)
- Quarterly (25% down and 3 installments)
- Monthly (25% down and 5 monthly installments)
- Monthly (25% down and 9 monthly installments)

**CONTINGENCIES:** Each of the following items is needed in order for Daniels Insurance to order the proposed insurance coverages.

- Obtain Educators Legal Liability payment check payable to Daniels Insurance.
- Obtain Signed Terrorism Rejection form if applicable.
- Advise any additional coverage to be quoted at this time.
- Compliance with Loss Control recommendations.

*Other contingencies as required by agency and/or insurance carriers*

**ACCEPTANCE OF PROPOSAL** and any modifications to the proposal, Payment Terms and Contingencies:

**Signature:** **Insured: New Mexico Junior College**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Your preferred method of delivery of Policies by Daniels Insurance, Inc.

\_\_\_\_\_ **Email**

\_\_\_\_\_ **Mail**

\_\_\_\_\_ **In Person**

Your preferred method of delivery of all other items by Daniels Insurance, Inc.

\_\_\_\_\_ **Email**

\_\_\_\_\_ **Mail**

\_\_\_\_\_ **In Person**

## NAMED INSURED

NAMED INSURED		TYPE OF ENTITY	COVERED OPERATIONS
First	New Mexico Junior College		

## LOCATION MAILING ADDRESS

LOCATION NAME	MAILING ADDRESS
Main location	5317 Lovington Hwy, Hobbs, NM 88240

## INSURED'S LOCATIONS

LOC #	ADDRESS
1	5317 Lovington Hwy Hobbs NM 88240
2	1720 Ave K Eunice NM 88231
3	1503 W. Calle Sur Hobbs NM 88240
4	109 S. Dalmont St Hobbs NM 88240



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## BUSINESS AUTOMOBILE

Philadelphia Indemnity Insurance Company  
 A.M. Best Rating: A++ XV Admitted/Non-Admitted

COVERAGE	AUTOS COVERED	LIMITS OF LIABILITY
Liability Insurance CSL Each Accident Bodily Injury and Property Damages	2-All Owned Autos 8-Hired Autos 9-Non-Owned Autos	\$1,000,000
Medical Payments Each Person	2-All Owned Autos	\$5,000
Uninsured Motorists CSL Each Accident	2-All Owned Autos	\$1,000,000

### VEHICLE SCHEDULE

VEH #	VEHICLE DESCRIPTION	VIN #	COMP OR SPEC PERIL DED.	COMP OR SPEC PERIL COVERAG E	COLL DED.
1	1996 FORD ECONOLINE VAN	1FBJS31H7THA65765	\$1,000	COMP	\$1,000
2	1997 CHEVROLET S10	1GCCS144XV8156128	\$1,000	COMP	\$1,000
3	1997 CHEVROLET S10	1GCCS1445VK231126	\$1,000	COMP	\$1,000
4	1997 CHEVROLET S10	1GCCS1449VK223935	\$1,000	COMP	\$1,000
5	1997 CHEVROLET S10	1GCCS1446VK211905	\$1,000	COMP	\$1,000
6	1999 CHEVROLET S-10	1GCCS1441X8104129	\$1,000	COMP	\$1,000
7	1999 CHEVROLET S-10	1GCCS1440X8103165	\$1,000	COMP	\$1,000
8	1999 GMC	1GDJC34F7XF030594	\$1,000	COMP	\$1,000
9	2000 FORD ECONOLINE CLUB	1FBSS31L7YHA09342	\$1,000	COMP	\$1,000
10	2000 FORD ECONOLINE CLUB	1FBSS31L3YHA01643	\$1,000	COMP	\$1,000
11	2001 Ford Econoline Van	1FMRE11241HB00745	\$1,000	COMP	\$1,000
12	2001 Dodge Ram 1500	1B7HC16YX1S323698	\$1,000	COMP	\$1,000
13	2002 CHEVY ASTRO	1GNDM19XX2B117031	\$1,000	COMP	\$1,000
14	2004 CHEVROLET SUBURBAN	3GNEC16Z64G180330	\$1,000	COMP	\$1,000
15	2005 THOMAS	1T7YU2C2451148107	\$1,000	COMP	\$1,000
16	2004 CHEVROLET IMPALA	2G1WF55K349455722	\$1,000	COMP	\$1,000
17	2005 CHRYSLER 300	2C3JA53G55H591960	\$1,000	COMP	\$1,000
18	2005 CHEVROLET SUBURBAN	1GNEC16Z95R192876	\$1,000	COMP	\$1,000
19	2007 FREIGHTLINER FLD120SD	1FUJALCK57DX70027	\$1,000	COMP	\$1,000



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VEH #	VEHICLE DESCRIPTION	VIN #	COMP OR SPEC PERIL DED.	COMP OR SPEC PERIL COVERAG E	COLL DED.
20	1988 GREAT DANE 48 ft DRY VAN	1GRAA9628JB059209	\$1,000	COMP	\$1,000
21	2007 FORD CROWN VICTORIA	2FAFP73V67X132414	\$1,000	COMP	\$1,000
22	2007 FORD CROWN VICTORIA	1FAFP73V87X132415	\$1,000	COMP	\$1,000
23	2002 FREIGHTLINER C120	1FUJBBCGX2LF25180	\$1,000	COMP	\$1,000
24	1995 GREAT DANE FLATBED	1GRDM9623SM075201	\$1,000	COMP	\$1,000
25	2007 CHEVROLET SUBURBAN	1GNFC16077R409043	\$1,000	COMP	\$1,000
26	2007 CHEVROLET IMPALA	2G1WB58K579273919	\$1,000	COMP	\$1,000
27	2007 CHEVROLET IMPALA	2G1WB58K479240782	\$1,000	COMP	\$1,000
28	2008 FORD FUSION	3FAHP07Z88R179943	\$1,000	COMP	\$1,000
29	2009 Chrysler 300	2C3KA43009H517372	\$1,000	COMP	\$1,000
30	2009 Chrysler 300	2C3KA43D59H565465	\$1,000	COMP	\$1,000
31	1996 Ford F900	1FDYL90E1TVA04989			
32	2003 Chevrolet Impala	2G1WF55K439246603			
33	2010 Chrysler 300	2C3CA2CV6AH262247	\$1,000	COMP	\$1,000
34	2010 Tandem Gooseneck	16VDX1824A2649500	\$1,000	COMP	\$1,000
35	2011 Dodge Ram	3D7TP2CLOBG509925	\$1,000	COMP	\$1,000
36	2011 Chevrolet	1GAZGZFG1B1100691	\$1,000	COMP	\$1,000
37	2011 Platinum Coach gooseneck	5HMXG2420B1005267			
38	2009 PJ	4P5FD302391131082			
39	1996 FREIGHTLINER	1FUWDX4A9TP724021			
40	2011 Chevrolet Silverado 1500	3GCPKSE37BG338288	\$1,000	COMP	\$1,000
41	2006 Ford Crown Victoria	2FAFP71W56X111435			
42	2007 Ford Model P71	2FAFP71W77X115214			
43	2005 Ford Crown Victoria	2FAFP71W35X119287			
44	2012 JB Utility	1J9SU1214C1287662			
45	2012 Chevrolet Expopress	1GAZG1FG2B1136715	\$1,000	COMP	\$1,000
46	2012 Dodge Charger	2C3CDXHG1CH276722	\$1,000	COMP	\$1,000
47	2012 Dodge Charger	2C3CDXHG1CH276721	\$1,000	COMP	\$1,000
48	2012 Chevrolet Impala	2G1WF5E36C1146509	\$1,000	COMP	\$1,000
49	2012 Dodge Grand Caravan	2C4JDGAG3CR343005	\$1,000	COMP	\$1,000
50	2012 Chevrolet Express	1GAZG1FG4C1136460	\$1,000	COMP	\$1,000

VEH #	VEHICLE DESCRIPTION	VIN #	COMP OR SPEC PERIL DED.	COMP OR SPEC PERIL COVERAG E	COLL DED.
51	2009 Ford Crown Victoria	2FAHP71V19X109573			
52	2010 Ford Crown Victoria	2FABP7BV2AX102883			
53	2013 Dodge Ram	3C63RRGLXDG568238	\$1,000	COMP	\$1,000
54	2014 Ford F5G9	1FDGF5GY1EEA23802	\$1,000	COMP	\$1,000
55	2014 Freightliner M2	1FVACWCYOEHFY2567	\$1,000	COMP	\$1,000
56	2014 Ford F5G9	1FDGF5GY3EEA23803	\$1,000	COMP	\$1,000
57	2015 Freightliner	3ALXFBCG6FDGB5236	\$1,000	COMP	\$1,000
58	2014 Dragon	1D9ST4221CU661939	\$1,000	COMP	\$1,000
59	2014 Big Texas 12 ft.	16VAX1211E2059487	\$1,000	COMP	\$1,000
60	2015 Sundowner Cargo	13SCG3228F1CA0448	\$1,000	COMP	\$1,000
61	2014 Chrysler 300	2C3CCAEG9EH255639	\$1,000	COMP	\$1,000
62	2014 Dodge Ram crewcab	3C6UR4CL6EG159989	\$1,000	COMP	\$1,000
63	2014 Dodge Ram	3C6JR6DGXEG303575	\$1,000	COMP	\$1,000
64	2015 Rollingstar 30 ft. enclosed	1R9GU3029EB295029	\$1,000	COMP	\$1,000
65	2015 Chevrolet	1GN5C5EC9FR559879	\$1,000	COMP	\$1,000

NAME	DATE OF BIRTH	DRIVERS LICENSE NUMBER	STATE LICENSED
Stacy Jackson	04/25/1981	119405386	NM
Larry Sanderson	09/13/1950	33113048	NM
Tami Cavitt	06/24/1958	26681642	NM
Linda Connell	11/10/1946	4798465	NM
Patricia Knapp	11/24/1948	30958624	NM
Robert Rhodes	07/22/1950	36047836	NM
Ernestina Puente	09/15/1973	105151420	NM
Shyla McGill	06/03/1954	502192001	NM
Steve Saucedo	10/13/1981	119997488	NM
Randy Hargrove	04/19/1947	33000391	NM
Terry Fortner	10/26/1955	56670912	NM
Mary Lyle	07/04/1952	10312825	NM
Amanda Wier	11/26/1985	126652607	NM
Gayle Abbott	06/07/1955	35665471	NM
August Fons	01/29/1951	8851212	NM
Terry Holloman	09/09/1959	31082927	NM
Dan Hardin	09/26/1950	681695	NM
Maria Ortiz	11/14/1963	35825509	NM
Sandra Hardin	05/14/1959	6238831	NM
Deetta Duff	12/29/1957	12725361	NM
Charles Gibbs	08/01/1951	376167	NM
William Kunko	11/19/1959	12577338	NM



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## GARAGE COVERAGES

Philadelphia Indemnity Insurance Company  
A.M. Best Rating: A++ XV **Admitted**/Non-Admitted

### GARAGE OPERATIONS

#### GARAGE KEEPERS

**DIRECT BASIS PRIMARY**  
Comprehensive

LOC. #	LOCATION LIMIT	# OF AUTOS	DEDUCTIBLE PER AUTO	MAX DEDUCTIBLE PER LOSS
	\$90,000		\$ 500	\$ 500

#### COLLISION

LOC. #	LOCATION LIMIT	# OF AUTOS	DEDUCTIBLE PER AUTO
	\$90,000		\$ 500



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## COMMERCIAL GENERAL LIABILITY

Philadelphia Indemnity Insurance Company  
A.M. Best Rating: A++ XV Admitted/Non-Admitted

COVERAGE	LIMITS
Each Occurrence	\$1,000,000
Personal Injury & Advertising Injury	\$1,000,000
General Aggregate	\$3,000,000
Products/Completed Operations Aggregate	\$3,000,000
Medical Expense – any one person	\$10,000
Damage to Rented Premises – Per Occurrence	\$100,000

### EMPLOYEE BENEFIT LIABILITY – CLAIMS MADE AND REPORTED

Coverage	Limits
Each Claim:	\$1,000,000
Retroactive Date:	03/01/2007

### RATING BASIS SUBJECT TO AUDIT

LOC #	CLASSIFICATIONS	PREM. BASIS & EXPOSURE	PREM/OPS RATE	PREM/OPS PREM.	PRODUCTS RATE	PRODUCTS PREM.
1	67508 School-College Univ	Area 476,805				
1	47469 School-Faculty Liab Corp Punsh	Other 121				
1	67510 School-Dormitory Facility FP	Area 102,720				
1	61217 Bldg/Premis-Bank/Off- Insrdr FP	Area 3,000				
1	44193 Grandstand/Bleacher- FP	Other 2				
3	41665 Club-Racket Sport & Handball	Sales \$105,875				

#### ENDORSEMENTS:

Abuse Sublimit - Per Person Limit    \$1,000,000  
Abuse Sublimit - Aggregate Limit    \$1,000,000



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## UMBRELLA

Philadelphia Indemnity Insurance Company  
 A.M. Best Rating: A++ XV **Admitted/Non-Admitted**

COVERAGES	LIMITS
Limit of Liability	\$5,000,000
Retained Limit	\$10,000

### Employee Benefits Liability

COVERAGES	LIMITS
Limit of Insurance – Each Employee	\$1,000,000

### UNDERLYING INSURANCE

Type of Insurance	Insurance Carrier	Policy Eff Date	Limits
Auto Liability	TBD	04/01/2015	\$1,000,000 - Each Accident
General Liability Occurrence	TBD	04/01/2015	\$1,000,000 - Each Occurrence \$3,000,000 - General Aggregate \$3,000,000 - Products Completed Operations Aggregate \$1,000,000 - Personal and Advertising Injury - Damage To Rented - Premises
Employers Liability	New Mexico Mutual	09/14/2014	- Each Accident - Disease Each Employee - Disease Policy Limit

\*\*\*\$10,000,000 LIMIT IS CURRENTLY CARRIED, HOWEVER BID SPECS REQUESTED \$5,000,000 LIMIT WITH AN ALTERNATE QUOTE FOR THE \$10,000,000. ALTERNATE QUOTE PREMIUM \$28,041



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## COMMERCIAL PROPERTY

Philadelphia Indemnity Insurance Company  
 A.M. Best Rating: A++ XV Admitted/Non-Admitted

### COVERED LOCATIONS

LOC NO.	BLDG NO.	STREET ADDRESS	LOCATION DESCRIPTION
1	1	5317 Lovington Hwy	John Shepherd Administration Center
1	2	5317 Lovington Hwy	Heidel Hall Classroom/Lab
1	3	5317 Lovington Hwy	Mcclean Hall Classroom/Lab
1	4	5317 Lovington Hwy	Central Mechanical/Maintenance
1	5	5317 Lovington Hwy	Automotive Technology Center
1	6	5317 Lovington Hwy	Maintenance Cont Ed/Maint Office
1	7	5317 Lovington Hwy	Caster Activity Center Gym Office
1	8	5317 Lovington Hwy	Ben Alexander Student Center
1	9	5317 Lovington Hwy	Watson Hall
1	10	5317 Lovington Hwy	Mansur Hall/Audit. clsrms & Labs
1	11	5317 Lovington Hwy	Pannell Library, Library & Clsr
1	12	5317 Lovington Hwy	Security Bldg, Sec. Office & Athletic
1	13	5317 Lovington Hwy	Greenhouse
1	14	5317 Lovington Hwy	Mary Hagelstein Arts Center
1	15	5317 Lovington Hwy	Bob Moran Hall/Classrooms
1	16	5317 Lovington Hwy	Houston Hall/Mens Dorm
1	17	5317 Lovington Hwy	Runnels Hall/Womens Dorm
1	18	5317 Lovington Hwy	Baseball Complex
1	19	5317 Lovington Hwy	Agricultural Pavillion
1	20	5317 Lovington Hwy	Driving Range Issue
1	21	5317 Lovington Hwy	Western Heritage Center
1	22	5317 Lovington Hwy	Baseball Concession & Restroom
1	23	5317 Lovington Hwy	John Watson Student Apartments
1	24	5317 Lovington Hwy	Workforce Training center
1	25	5317 Lovington Hwy	Carrol Leavell Student Apartments
1	26	5317 Lovington Hwy	Oilfield Training Center
1	27	5317 Lovington Hwy	Oilfield Training Center
2	1	1720 Ave K	Eunice Bldg/Classrooms
3	1	1503 W. Calle Sur St	Fitness Facility/Raquetball
4	1	109 S. Dalmont	Literacy Alliance Building
1	28	5317 Lovington Hwy	Industrial Building Northwest
1	29	5317 Lovington Hwy	Transportation Training Center
1	30	5317 Lovington Hwy	Warehouse
1	31	5317 Lovington Hwy	Radeo indoor arena
1	32	5317 Lovington Hwy	Rodeo Multipurpose building
1	33	5317 Lovington Hwy	Baseball Field House



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**COVERAGE AND LIMITS**

LOC NO.	BLDG No.	SUBJECT	AMOUNT	COINS	VALUATION	CAUSE OF LOSS	DEDUCTIBLE
1	1	Building	\$2,299,880	100%		Special	\$1,000
1	1	Contents	\$215,622	100%	Replacement Cost	Special	\$1,000
1	2	Building	\$8,602,018	100%		Special	\$1,000
1	2	Contents	\$525,000	100%	Replacement Cost	Special	\$1,000
1	3	Building	\$5,791,355	100%		Special	\$1,000
1	3	Contents	\$472,500	100%	Replacement Cost	Special	\$1,000
1	4	Building	\$5,726,209	100%		Special	\$1,000
1	4	Contents	\$28,843	100%	Replacement Cost	Special	\$1,000
1	5	Building	\$7,522,303	100%		Special	\$1,000
1	5	Contents	\$682,500	100%	Replacement Cost	Special	\$1,000
1	6	Building	\$1,899,200	100%		Special	\$1,000
1	6	Contents	\$521,334	100%	Replacement Cost	Special	\$1,000
1	7	Building	\$12,417,300	100%		Special	\$1,000
1	7	Contents	\$525,000	100%	Replacement Cost	Special	\$1,000
1	8	Building	\$9,906,246	100%		Special	\$1,000
1	8	Contents	\$525,000	100%	Replacement Cost	Special	\$1,000
1	9	Building	\$2,829,035	100%		Special	\$1,000
1	9	Contents	\$157,500	100%	Replacement Cost	Special	\$1,000
1	10	Building	\$3,778,399	100%		Special	\$1,000
1	10	Contents	\$262,500	100%	Replacement Cost	Special	\$1,000
1	11	Building	\$5,577,600	100%		Special	\$1,000
1	11	Contents	\$1,102,500	100%	Replacement Cost	Special	\$1,000
1	12	Building	\$366,514	100%		Special	\$1,000
1	12	Contents	\$32,158	100%	Replacement Cost	Special	\$1,000
1	13	Building	\$48,338	100%		Special	\$1,000
1	13	Contents	\$ 0	100%	Replacement Cost	Special	\$1,000
1	14	Building	\$2,545,099	100%		Special	\$1,000
1	14	Contents	\$380,039	100%	Replacement Cost	Special	\$1,000
1	15	Building	\$7,130,289	100%		Special	\$1,000
1	15	Contents	\$630,000	100%	Replacement	Special	\$1,000



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					Cost		
1	16	Building	\$2,860,200	100%		Special	\$1,000
1	16	Contents	\$52,500	100%	Replacement Cost	Special	\$1,000
1	17	Building	\$2,860,200	100%		Special	\$1,000
1	17	Contents	\$52,500	100%	Replacement Cost	Special	\$1,000
1	18	Building	\$425,014	100%		Special	\$1,000
1	18	Contents	\$15,750	100%	Replacement Cost	Special	\$1,000
1	19	Building	\$850,028	100%		Special	\$1,000
1	19	Contents	\$59,023	100%	Replacement Cost	Special	\$1,000
1	20	Building	\$115,476	100%		Special	\$1,000
1	20	Contents	\$14,124	100%	Replacement Cost	Special	\$1,000
1	21	Building	\$5,355,000	100%		Special	\$1,000
1	21	Contents	\$25,000	100%	Replacement Cost	Special	\$1,000
1	22	Building	\$300,000	100%		Special	\$1,000
1	22	Contents	\$ 0	100%	Replacement Cost	Special	\$1,000
1	23	Building	\$5,426,400	100%		Special	\$1,000
1	23	Contents	\$120,000	100%	Replacement Cost	Special	\$1,000
1	24	Building	\$5,106,573	100%		Special	\$1,000
1	24	Contents	\$250,000	100%	Replacement Cost	Special	\$1,000
1	25	Building	\$5,318,228	100%		Special	\$1,000
1	25	Contents	\$120,000	100%	Replacement Cost	Special	\$1,000
1	26	Building	\$105,000	100%		Special	\$1,000
1	26	Contents	\$10,000	100%	Replacement Cost	Special	\$1,000
1	27	Building	\$105,000	100%		Special	\$1,000
1	27	Contents	\$10,000	100%	Replacement Cost	Special	\$1,000
2	1	Building	\$425,014	100%		Special	\$1,000
2	1	Contents		100%	Replacement Cost	Special	\$1,000
3	1	Building	\$4,463,925	100%		Special	\$1,000
3	1	Contents	\$78,750	100%	Replacement Cost	Special	\$1,000
4	1	Building	\$1,415,000	100%		Special	\$1,000
4	1	Contents	\$60,000	100%	Replacement Cost	Special	\$1,000



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1	28	Building	\$110,291	100%		Special	\$1,000
1	28	Contents	\$10,000	100%	Replacement Cost	Special	\$1,000
1	29	Building	\$165,422			Special	\$1,000
1	29	Contents	\$25,000	100%	Replacement Cost	Special	\$1,000
1	30	Building	\$1,040,582			Special	\$1,000
1	30	Contents	\$50,000	100%	Replacement Cost	Special	\$1,000
1	31	Building	\$1,216,313			Special	\$1,000
1	31	Contents	\$10,000	100%	Replacement Cost	Special	\$1,000
1	32	Building	\$105,000			Special	\$1,000
1	32	Contents	\$10,000	100%	Replacement Cost	Special	\$1,000
1	33	Building	\$1,044,981	100%		Special	\$1,000
1	33	Contents	\$50,000	100%	Replacement Cost	Special	\$1,000
		Blanket Building	\$115,253,430	100%		Special	\$1,000
		Blanket Contents	\$7,083,143	100%	Replacement Cost	Special	\$1,000
		Blanket Business Income	\$500,000	90%		Special	

Property values have been obtained from you and may not have been independently appraised. Please review your property values carefully.



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## ELECTRONIC DATA PROCESSING COVERAGE

Philadelphia Indemnity Insurance Company  
A.M. Best Rating: A++ XV **Admitted**/Non-Admitted

### Schedule of Equipment:

Current Full 100% Value	Amount of Insurance (Coinsurance %)
Blanket Limit	\$646,783
In transit	\$10,000
Transfer	\$10,000
Temp in other premises	\$10,000
Permanently at employee residence	\$10,000
Deductible	\$500



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## BOILER & MACHINERY COVERAGE

Philadelphia Indemnity Insurance Company  
A.M. Best Rating: A++ XV **Admitted**/Non-Admitted

COVERAGE	LIMITS
Property Damage: Limit of Insurance	\$122,336,575

\*\*\*\*\*Boiler & machinery limit is building blanket limit plus contents blanket limit combined



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## EQUIPMENT FLOATER

Philadelphia Indemnity Insurance Company  
 A.M. Best Rating: A++ XV Admitted/Non-Admitted

### OPERATIONS

<b>TYPE OF OPERATION</b>	<b>TERRITORY OF OPERATION</b>
	On Campus at various buildings

Coverage Deductible:	Fine Arts deductible - \$500 all other \$1000
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### SCHEDULED EQUIPMENT

ITEM #	MODEL YEAR	DESCRIPTION	SERIAL #	AMOUNT OF INSURANCE
001		FINE ARTS FLOATER	ON FILE	\$3,501,525
001		FINE ARTS EXHIBITION	ON FILE	\$515,000
003		MISC TOOLS	ON FILE	\$7,235
004		SCIENTIFIC EQUIPMENT	ON FILE	\$58,497
005		CONTRACTORS EQUIPMENT	ON FILE	\$1,247,922
006		VARIOUS CAMERAS	ON FILE	\$157,140
007		MUSICAL EQUIPMENT	ON FILE	\$56,068
008		MEDICAL EQUIPMENT	ON FILE	\$276,048



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## COMMERCIAL CRIME

Philadelphia Indemnity Insurance Company  
A.M. Best Rating: A++ XV **Admitted**/Non-Admitted

COVERAGE	LIMIT	DEDUCTIBLE (PER OCCURRENCE)
Employee Theft (Blanket per occurrence)	\$250,000	\$2,500
Forgery or Alteration	\$10,000	\$1,000
Theft of Money and Securities <b>Inside the Premises</b>	\$100,000	\$1,000



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## EDUCATORS LEGAL LIABILITY

Allied World Surplus Lines Insurance Company

A.M. Best Rating: A XV Admitted/~~Non-Admitted~~

COVERAGE	LIMIT	DEDUCTIBLE (PER OCCURRENCE)
Aggregate	\$5,000,000	\$25,000



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## CLAIMS MADE POLICY INFORMATION

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A “**Claims Made and Reported**” policy provides coverage only for claims occurring after the policy retroactive date (if any) and only for claims that are made by claimant and reported to the insurance company during the policy period.

**Retroactive date** means the earliest date a wrongful act may be committed and be covered under the policy.

Requirements for coverage to apply under the claims made policy include:

- Coverage must be in place at the time the claim is made against the insured.
- Notification of the claim must be made to the carrier in written form within the policy period or during the extended reporting period, which could be 30, 60, or 90 days after the policy has expired.

**Changing your insurance carrier/renewing your policy:** When changing carriers or renewing claims made policies, you must advise and discuss any potential claims prior to the making of a change of carrier or **renewing your policy**.

Please notify us immediately of any claim or potential claim that is identified during the policy period, as this may impact your ability to tender such claim subject to the policy provisions.

See policy for complete list of terms, conditions, limitations and exclusions.

## SURPLUS LINES STATEMENT

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### IMPORTANT POLICYHOLDER NOTICE

### NEW MEXICO SURPLUS LINES NOTICE

This policy provides surplus lines insurance by an Insurer not otherwise authorized to transact business in New Mexico. This policy is not subject to supervision, review, or approval by the superintendent of insurance. The insurance so provided is not within the protection of any guaranty fund law of the New Mexico designed to protect the public in the event of the insurer's insolvency.



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## INSURANCE CARRIER RATING INFORMATION

**A.M. Best's Financial Strength Rating** is an independent opinion, based on a comprehensive quantitative and qualitative evaluation, of a company's balance sheet strength, operating performance and business profile.

### Financial Strength Ratings

A Best's Financial Strength Rating (FSR) is an opinion of an insurer's ability to meet its obligations to policyholders. Rating Modifiers and Affiliation Codes may also be associated with these ratings. The following list outlines our rating scale and associated descriptions.

Secure	Vulnerable
A++, A+ (Superior)	B, B- (Fair)
A, A- (Excellent)	C++, C+ (Marginal)
B++, B+ (Very Good)	C, C- (Weak)
	D (Poor)
	E (Under Regulatory Supervision)
	F (In Liquidation)
	S (Rating Suspended)

### Financial Size Categories (FSC)

To enhance the usefulness of our ratings, A.M. Best assigns each letter rated (A++ through D) insurance company a Financial Size Category (FSC). The FSC is designed to provide a convenient indicator of the size of a company in terms of its statutory surplus and related accounts.

Many insurance buyers only want to consider buying insurance coverage from companies that they believe have sufficient financial capacity to provide the necessary policy limits to insure their risks. Although companies utilize reinsurance to reduce their net retention on the policy limits they underwrite, many buyers still feel more comfortable buying from companies perceived to have greater financial capacity.

Class	(in Millions) Adjusted Policyholders Surplus
I	Less than 1
II	1 to 2
III	2 to 5
IV	5 to 10
V	10 to 25
VI	25 to 50
VII	50 to 100
VIII	100 to 250

Class	(in Millions) Adjusted Policyholders Surplus
IX	250 to 500
X	500 to 750
XI	750 to 1,000
XII	1,000 to 1,250
XIII	1,250 to 1,500
XIV	1,500 to 2,000
XV	Greater than 2,000

## FINAL AUDIT INFORMATION

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### WHY IS AN AUDIT NECESSARY?

This policy is issued with an "estimated premium" which requires an adjustment after the policy expires. The estimated premium for this type of policy is usually based on the amount of your payroll, sales or subcontractor cost during the term of the policy.

After the policy expires and the actual amount of the payroll, sales or cost can be determined, the estimated premium is adjusted to develop the final premium. If the adjusted premium is less than the estimated premium, the difference will be refunded. If it is more, you will receive a bill for the additional premium.

### WHO WILL MAKE THE AUDIT?

When the policy expires, either a Premium Auditor will make an appointment with you to review the records that pertain to your company's payrolls and other exposures covered by your policy(ies) with your insurance carrier or a Policyholder's Report will be mailed to you for completion.

Premium Auditors are knowledgeable in both accounting and insurance and will obtain the necessary information to make the premium adjustment with a minimum of inconvenience to you and your staff.

### WHAT WILL THE PREMIUM AUDITOR DO?

The Premium Auditor will examine your books of original entry and ledger accounts that pertain to the variable factors on which the premium is based. The payroll portion of the audit will normally be verified to your quarterly tax reports. Additionally, during the course of the audit, the Auditor may also ask some questions about your records and personally observe the various operations of your business.

### Automated Records

If your records are automated, or if they will be automated in the near future, the Premium Auditor will be pleased to assist you in setting up your records to include insurance requirements.

### Premium Base

The most common premium bases are total remuneration (payroll), gross sales and total subcontractor cost. A rate is applied to the premium base to develop the premium. The premium base used is determined by the type of policy and by the type of business being insured.

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## SUBCONTRACTORS-PREMIUM CHARGES

### Workers Compensation

You may be held responsible when a subcontractor's employee is injured. Most Workers Compensation laws provide that the general or principal contractor shall be responsible for compensation to employees of subcontractors in the absence of appropriate subcontractors' coverage.

For this reason it is important that each subcontractor you use furnish you with certificates of insurance. Failure to secure a subcontractor's certificate of insurance will result in an additional premium charge.

The premium auditor will ask to see these certificates of insurance as proof that each subcontractor was separately insured.

Remuneration is the total gross earnings of your employees. (See "Overtime" below for further details.) Gross sales is the gross amount charged by you for your products, services or rentals. Total subcontractor cost is the cost to you of all work you let or sublet. (Cost of material and equipment you furnished to your subcontractors may be handled differently under workers compensation than general liability coverage. Consult with your auditor for further information.)

### Overtime

In most states the penalty portion of overtime payroll, or the amount paid in excess of the regular rate of pay, is excluded from the total payroll on which the premium is based.

You must, however, maintain your records to show separately, by employee and in summary by type of work, the amount of overtime paid.

Overtime deductions under workers compensation currently are not applicable in the states of Delaware, Pennsylvania, Utah, Nevada and to Stevedoring Operations.

### Payroll Segregation

Insurance rates differ by type of work performed. The Premium Auditor must place each employee in the proper occupational category or insurance classification approved by the state. Since each classification has a different premium rate, proper placement is important.

By segregating your employee payroll records by type of work, you should receive a more prompt and equitable premium adjustment.

### Consolidated (Wrap-Up) Insurance Programs

If you are a contractor involved in a consolidated (wrap-up) insurance program, your payroll receipts **will not** be automatically excluded from our audit. Please be sure to contact your agent before you begin working under a wrap-up program. If your policies are not endorsed properly, payroll/receipts will not be excluded from the audit.

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### General Liability

Your general liability policy may contain subcontractor classifications with rates based on operations performed for you by adequately insured subcontractors.

If any of your subcontractors do not have proof of adequate insurance, we will charge for the subcontractors without adequate insurance as if they were your employees. This usually means that a higher rate will be charged to you. It is important for you to verify the limits of insurance carried by your subcontractors by securing a certificate of insurance from each and every one of them.

For rating or audit purposes, your insurance carrier considers adequate limits of insurance for your subcontractors to be limits of insurance equal to your own limits of insurance. Your agent will be able to help you determine subcontractor limits that could protect your assets and satisfy underwriting requirements.

## COINSURANCE DEMONSTRATION

<b>Coinsurance</b>	You must maintain this level of insurance relative to the insurable value of your property. Otherwise, you will receive a reduced settlement amount.	
	Your actual amount of insurance is divided by the required amount, and the result is multiplied by the amount of loss. The deductible is then subtracted to determine how much you will be paid.	
<b>How Coinsurance works</b>	Replacement value of your Equipment:	\$500,000
	Coinsurance Percentage:	80%
	Amount of insurance you <b>should buy</b>	\$400,000
	Amount of insurance purchased	\$300,000
	The deductible on your policy	\$1,000
	The amount of the loss	\$100,000

**EXAMPLE:**

<b>Step 1</b> : Required amount (value times coinsurance)	$\$500,000 \times 80\% =$	<b>\$400,000</b>
<b>Step 2</b> : Actual coverage divided by required amount	$\$300,000 / \$400,000 =$	75%
<b>Step 3</b> : Actual loss times percentage result	$\$100,000 \times 75\% =$	<b>\$75,000</b>
<b>Step 4</b> : Claim paid (subtract deductible from total)	$\$75,000 - \$1,000 =$	<b>\$74,000</b>
<b>Step 5</b> : Amount <b>YOU</b> pay (actual loss less claim paid)	$\$100,000 - \$74,000 =$	<b>\$26,000</b>



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