

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Friday, May 20, 2016

Zia Room – Library

8:00 a.m.

AGENDA

- | | |
|--|-------------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of April 21, 2016 | Pat Chappelle |
| D. 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. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of Dorm Shower Stalls Upgrade | Dan Hardin |
| 7. Consideration of RFP #117 – Food Service for NMJC | Regina Choate |
| 8. Consideration for Approval of CES Contract for NMJC
Fiber Backbone Upgrade | Bill Kunko |
| 9. Consideration of Acquisition & De-accessioning of Five
Archaeological Collections approved by the WHM Collections
Committee on April 25, 2016 | Darrell Beauchamp |
| 10. Consideration of Faculty Position for Student Success | Dennis Atherton |
| 11. Personnel Consideration – Assistant Women’s Basketball
Coach/Professor | Jeremy Capo |
| E. Public Comments | Pat Chappelle |
| F. Announcement of Next Meeting | Pat Chappelle |
| G. Closure of Open Meeting | Pat Chappelle |
| H. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
APRIL 21, 2016
MINUTES**

The New Mexico Junior College Board met on Thursday, April 21, 2016, 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. Manny Gomez; Mrs. Mary Lou Vinson; Mr. Zeak Williams; and Mr. Hector Baeza. Mr. Travis Glenn was absent.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Dorothy Fowler, Hobbs News-Sun, Mr. Don Ray De Los Santos, owner of DLS, LLC, DeLynn Jones, owner of Bootsies Western Store and Kathy Jones, owner of Kountry Korral Gift Shop, Russell Crowe, Hobbs High School Band Director and Brenda Crowe.

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

Upon a motion by Mrs. Vinson, seconded by Mr. Williams, the Board unanimously approved the minutes of March 18, March 31 and April 14, 2016.

Under President's Report, Mr. Brandon Hunt, Director of the Small Business Development Center (SBDC), introduced client Mr. Don Ray De Los Santos, owner of DLS, LLC. Mr. Hunt pointed out Mr. De Los Santos was recently recognized as an NMJC success client at a legislative session. He further noted Mr. De Los Santos had the opportunity to meet with Lt. Governor John Sanchez, Governor Susana Martinez, and Representative David Gallegos and was also given a tour of the Capital. Mr. Gallegos expressed his appreciation for the knowledge and assistance received from SBDC.

Dr. McCleery presented Mr. Russell Crowe, Hobbs High School Director of Bands, with a Pillars of Education for providing outstanding band performances to

Hobbs, Lea County and NMJC. Dr. McCleery stated Mr. Crowe has created one of the largest and best bands in the state of New Mexico. In the fall, Mr. Crowe reached out to the community of Eunice and performed for the state football game. In March the HHS band performed at the National Basketball Tournaments held in Lubbock, Texas. Dr. McCleery further noted they blew the spectators away with their performance.

Dr. McCleery presented Mr. DeLynn Jones with a Pillars of Education for providing outstanding rodeo coaching to the NMJC Rodeo Team. Serving as a part time rodeo coach on multiple occasions, he had a profound impact on the lives of many students. Dr. McCleery thanked Mr. Jones for making a difference in the lives of young men and women.

Angela Byrd, Director of Law Enforcement Training provided significant updates of the initiatives SENML is currently leading. She noted Public Safety Division trainings have resulted in receipt of multiple calls for law enforcement training all over the state of New Mexico. Ms. Byrd provided updates of various upcoming and future courses scheduled with the Public Safety Division and thanked the Board members for their support in the success of the division. Dr. McCleery noted Mr. Jack Jones, past director of the state academy, had commented that everyone in the state would like to emulate Public Safety Division's academy. Dr. McCleery accredited this accomplishment to the excellent standards of Dr. August Fons and Director Byrd and thanked them for their service.

Dr. Larry Sanderson reported NMJC has been awarded \$400,000 from HED out of funds set aside by the legislature to be granted to two year institutions in the amount of \$1,000,000. Dr. Sanderson reported approximately 20 two year institutions applied for the funds provided by the state. The \$400,000 awarded to NMJC was to be matched with \$200,000 raised by the NMJC Foundation for a total of \$600,000 placed into an endowment fund. Income will be used by NMJC faculty members to pursue development opportunities focused on student persistence and student success. In addition, Dr. Sanderson stated he recently attended the Higher Learning Commission's (HLC) annual meeting and NMJC was one of seven schools listed as a "Best Practices" in the accreditation process

out of approximately 1,000 schools with HLC. Dr. McCleery thanked Dr. Sanderson, the staff and faculty for this success.

Under New Business, Dr. McCleery thanked the Board for attending the Board Budget Work Session on April 14, 2016 and provided detailed discussion of the 2015-2016 Budget Recommendation. Upon a motion made by Mr. Gomez, seconded by Mrs. Vinson, the Board unanimously approved the 2015-2016 Budget Recommendation.

Dan Hardin presented the March, 2016 financial reports. Upon a motion by Mr. Black, seconded by Mr. Gomez, the Board unanimously approved the Expenditure Report for March, 2016. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Jeff McCool recommended Ms. Jaymie L. Freidank for the Director of the TAACCCT Grant Program position at a 12 month salary of \$58,878.00. Upon a motion by Mr. Black, seconded by Mr. Gomez, the Board unanimously approved the employment of Ms. Freidank, effective May 2, 2016.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, May 19, 2016 beginning at 8:00 am. Upon a motion by Mr. Gomez, seconded by Mrs. Vinson, the Board unanimously approved a meeting time change from 1:30 pm to 8:00 am.

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. Baeza seconded the motion. The roll call vote was as follows: Mr. Baeza – yes; Mr. Williams – yes; Mr. Black – yes; Mrs. Vinson – yes; Mr. Gomez – yes; and Ms. Chappelle – yes.

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. Gomez, seconded by Mr. Black, the board meeting adjourned at 3:35 pm.

Pat Chappelle, Chair

Ron Black, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: May 12, 2016

RE: Expenditure and Revenue Reports for April 2016

April is month ten or 83% of the budget for the 2015/2016 fiscal year. The expenditure report represents funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of April is \$34,175,832.00. Current Unrestricted Expenditures for the month of April are \$2,346,035.00. The total YTD Current Unrestricted Funds through April are \$23,580,406.00, which is 87% of the budget. Budget adjustments were made to the original budget to cover overloads, part-time faculty, one-time compensation, and all other changes that have been made during the fiscal year. Most areas are staying within their budgets as the semester slows down and we finish up the last two months of the fiscal year.

In the Restricted Funds, Grants continue to expend their budget. Most grants do not end their year until the end of September. Year-to-date expenditures for the restricted funds are \$5,235,891.00 which is 74% of their budget.

The Plant Fund expenditures for the year include the Infrastructure project, Technology Upgrades, Campus Security, Campus Construction, and several smaller projects. The total year-to-date expenditures in Plant Funds are \$5,359,535.00.

Total expenditures for the month of April were \$2,716,348.00, with year-to-date expenditure total of \$34,175,832.00, which is at 70% of the total budget.

Revenue generated in Current Unrestricted funds in April was \$1,450,354.00. Most of the revenue came from the monthly allocation from the state oil and gas mill levy, and property tax income. Restricted Funds had total revenue of \$119,824.00 for the month of April. Total restricted revenue year-to-date is \$5,201,707.00. Total revenue for the month of April 2016 is \$1,573,922.00, with year-to-date revenue of \$30,793,282.00 or 79% of projected budget.

The actual oil and gas tax revenue and Oil and Gas Equipment Tax revenue for April was \$426,723.00, which is for the month of January. Last year the revenue in April for Oil & Gas was \$587,180.00. There is a monthly accrual of \$465,000.00 for each of the three months that includes February, March and April. Total oil & gas and oil & gas equipment tax revenue year-to-date is \$8,250,586.00, which is \$1,015,586.00 over the projected budget through ten months of the budget. Last year at this time the total was \$10,169,010.00 a difference of about one point nine million.

The investment report shows an ending balance in the Local Governmental Investment Pool of \$10,593,127.00, as there was no activity in April. The balances for capital projects are currently \$12,778,146.86.

The HED (Higher Education Department) budget was delivered on time to the department staff. I would like to thank the Board for your time and diligent work on the budget.

Board members, Dr. McCleery and I have had numerous comments from staff expressing thanks and gratitude to the Board for the one-time compensation. I would also like to express my thanks to each of you for your support of New Mexico Junior College and the New Mexico Junior College staff.

This concludes the Financial Report for April 2016.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

April 2016

83% of Year Completed

Fund	2014-15			2015-16			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	9,731,091	8,139,210	84%	10,779,949	876,888	7,956,706	74%
Academic Support	2,273,743	2,010,544	88%	2,593,505	186,963	2,204,987	85%
Student Services	1,840,687	1,590,033	86%	2,036,525	156,862	1,627,723	80%
Institutional Support	3,528,284	3,665,740	104%	4,905,100	355,825	3,924,532	80%
Operation & Maintenance of Plant	3,541,829	3,496,653	99%	3,847,038	522,673	3,320,078	86%
Subtotal - Instruction & General	20,915,634	18,902,180	90%	22,072,594	2,099,211	19,034,026	86%
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	87,145	175,584	201%	155,121	(21,942)	130,578	84%
Student Aid	593,551	777,118	131%	733,309	63,155	681,878	93%
Auxiliary Enterprises	1,800,693	1,841,331	102%	2,519,579	131,277	2,310,544	92%
Athletics	1,029,348	1,256,108	122%	1,582,870	74,334	1,423,380	90%
Total Current Unrestricted Fund	24,426,371	22,952,321	94%	27,063,473	2,346,035	23,580,406	87%
CURRENT RESTRICTED FUND							
Grants	1,157,859	1,340,588	116%	2,055,881	100,103	1,660,535	81%
Student Aid	5,033,468	3,635,489	72%	4,989,673	37,418	3,575,356	72%
Total Current Restricted Fund	6,191,327	4,976,077	80%	7,045,554	137,521	5,235,891	74%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	8,757,760	4,587,194	52%	8,587,117	230,626	3,557,423	41%
Projects from State GOB Funds	3,050,000	2,811,681	92%	5,000,000		317,875	6%
Projects from State STB Funds	0		0%			553,777	0%
Projects from General Fund	0	16,202	0%	0			0%
Projects from Private Funds	0		0%	0			0%
Projects from State ER&R	332,720	314,492	95%	332,720	0	95,443	29%
Projects from State BR&R	597,281	365,055	61%	597,281	2,166	835,017	140%
Subtotal - Capital and BR&R	12,737,761	8,094,624	64%	14,517,118	232,792	5,359,535	37%
Debt Service							
Revenue Bonds	276,000	0	0%	0	0	0	0%
Total Plant Funds	13,013,761	8,094,624	62%	14,517,118	232,792	5,359,535	37%
GRAND TOTAL EXPENDITURES	43,631,459	36,023,022	83%	48,626,145	2,716,348	34,175,832	70%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
April 2016

83% of Year Completed

Fund	2014-15			2015-16			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,684,200	3,748,095	102%	3,692,200	85,285	3,867,922	105%
State Appropriations	6,047,200	5,192,488	86%	6,129,500	474,095	4,697,105	77%
Advalorem Taxes - Oil and Gas	7,235,000	10,169,010	141%	7,235,000	431,790	7,818,796	108%
Advalorem Taxes - Property	6,003,500	4,896,325	82%	6,853,725	295,345	5,341,080	78%
Interest Income	5,000	2,549	51%	4,000		407	10%
Other Revenues	367,161	350,397	95%	330,105	79,003	364,854	111%
Subtotal - Instruction & General	23,342,061	24,358,864	104%	24,244,530	1,365,518	22,090,164	91%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	27,000	7,190	27%	27,000	22	7,318	27%
Auxiliary Enterprises	2,251,000	2,370,170	105%	2,288,000	46,477	2,344,053	102%
Athletics	483,400	409,431	85%	487,200	38,337	407,029	84%
Total Current Unrestricted	26,103,461	27,145,655	104%	27,046,730	1,450,354	24,848,564	92%
CURRENT RESTRICTED FUND							
Grants	1,157,859	1,467,304	127%	2,055,881	102,739	1,787,845	87%
Student Aid	5,033,468	3,510,505	70%	4,989,673	17,085	3,413,862	68%
Total Current Restricted	6,191,327	4,977,809	80%	7,045,554	119,824	5,201,707	74%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,300,000	2,222,238	0%	5,000,000		665,322	0%
Projects from State STB Funds	0		0%	0	0	52,878	0%
Projects from General Fund	0		0%	0			0%
Projects from Private Funds	0		0%	0			0%
Interest Income (LGIP)	10,000	16,028	160%	10,000	3,744	24,811	248%
Total Plant Funds	3,310,000	2,238,266	68%	5,010,000	3,744	743,011	15%
GRAND TOTAL REVENUES	35,604,788	34,361,730	97%	39,102,284	1,573,922	30,793,282	79%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

April 2016

83% 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	2015-16 Original Budget	Variance Over (Under) Budget
Actual	July	\$45.16	5,898,788	\$2.85	17,668,988	720,659	465,000	255,659
Actual	August	\$35.51	6,117,230	\$2.76	17,591,052	678,487	465,000	213,487
Actual	September	\$40.02	6,000,461	\$2.81	17,818,034	679,100	465,000	214,100
Actual	October	\$40.75	6,059,129	\$2.75	18,623,279	704,218	465,000	239,218
Accrual	November	\$36.54	5,895,503	\$2.56	17,591,186	594,349	465,000	129,349
Accrual	December	\$29.81	5,565,429	\$2.41	15,996,106	489,235	465,000	24,235
Accrual	January	\$25.60	5,776,954	\$2.18	15,894,801	426,723	465,000	(38,277)
Accrual	February					465,000	465,000	0
Accrual	March					465,000	465,000	0
Accrual	April					465,000	465,000	0
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						5,687,771	5,580,000	107,771
Y.T.D. Equipment Tax Revenue						2,562,815	1,655,000	907,815
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						8,250,586	7,235,000	1,015,586

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
April 2016

83% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	10,593,127	7102-1348	0.210%	3,744
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>10,593,127</u>			<u>3,744</u>

Capital Projects	4/30/2016
Vehicles	0.00
Technology Upgrade	93,848.10
JASI	14,562.34
WHM South Gallery	266,594.43
Baseball Field	23,362.95
Luminis Software	2,993.00
Landscaping	301,613.17
Campus Signage	601.67
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	0.00
Campus Construction	206,384.19
Oil & Gas Training	161,766.39
Public Sector	9,227.00
Campus Security	6,040.72
Lumens Software-Distance Learng	5,000.00
Copier Replacement	274.00
Non-Recurring Compensation	152,169.10
Athletics	42,991.36
Student Life Programming	20,432.28
Warehouse/Cont Ed Remodel	669.00
Succession Plan	52,565.67
Energy Technology Equipment	300,000.00
WHM Exhibits	32,866.89
Mansur Hall Upgrades	51,043.75
Senior Warm Water Wellness Ctr	3,500,000.00
Driving Range Upgrades	200,000.00
Cosmetology Remodel	700,000.00
Entertainment Technology	2,384,862.69
Cafeteria Upgrade	213,738.32
Channel 19 Upgrade	32,719.62
FERPA & Title IX	688.50
Equestrian Center	3,000,000.00
Bob Moran Upgrades	82,459.39
Campus/Hospital Fencing	200,000.00
Turf Replacement	82,781.47
Watson Hall Theater	238,511.90
WHM Titanic Exhibit	0.00
Mary Hagelstein Upgrades	90,612.80
HVAC Software-Central Plant	200,000.00
Infrastructure Upgrade	75,847.61
Cadet Supplement	0.00
Workforce Training Contingency	3,536.29
TOTAL	12,778,146.86

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: Board Members
From: Dan Hardin
RE: Fiscal Watch Reports
Date: May 12, 2016

For the past several years the HED (Higher Education Department) has mandated that quarterly Fiscal Watch reports be reviewed, approved by the Board, certified by the Board Chairman, and submit the Fiscal Watch reports to the HED for the first three quarters of each fiscal year. In late April, we received an email from the HED auditor stating that effective immediately it has been decided to eliminate the HED requirement of institutions having to submit "Quarterly Financial Statements". The reason behind this decision is based upon valid input received from institutions. The email went on to read it is important to note that although this specific requirement is not eliminated (submittal of financial statements), **Institutions are still required to provide HED with the quarterly financial actions report, and the quarterly financial certification report.** The quarterly due dates for the two financial reports will remain the same. It is important to note that although the quarterly financial statements reporting requirement is now eliminated, compliance with State Statute 21-1-33(B) is still intact ("The uniform system for budgeting and reporting shall require the submission of at least quarterly financial reports"), being we (HED) are still requiring the submission of the quarterly financial actions report and the quarterly financial certifications report. With your cooperation, we will continue to closely monitor the fiscal health of all institutions including but not limited to: annual audit report reviews, facilitating corrective actions to mitigate audit findings, analysis of composite financial index scores, monitoring of budget activity, communication with the OSA, communication with IPA's, and continued open communication with Governing Boards, Presidents, and Fiscal Officials/Key Fiscal Staff.

Normally, the HED does not communicate directly with the institutions, you must check their web site frequently to review their running schedules to find changes. In checking to make sure the forms were still the same, the certification form on the web site had all four quarters. We sent an email asking about the

fourth quarter on the form because in the past the HED would use the audit for the fourth quarter. We were told they were only requiring the two quarterly reports (not financial statements) to be submitted four times a year instead of three. So, we will be presenting the fiscal watch reports to the Board four times a year, but we do not have to send the financial reports to the HED only the quarterly financial actions report and the quarterly financial certification report.

With that in mind, attached for your review are the Fiscal Watch reports for March 2016. The first fiscal watch report is the Statement of Net Position for March 31, 2016. The total current assets consist of Cash and Cash Equivalents in the amount of \$8,506,778.00, which represents cash in the vault and balances in the bank. Investments totaling \$10,593,127.00 are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. Accounts Receivables are from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. An example of a prepaid expense would be a maintenance agreement prepaid for the entire year. Total current assets are \$21,010,265.00

Non-Current Assets is the capital assets totaling \$73,621,238.00. Total Assets are \$94,631,503.00.

Deferred Outflows of Resources related to pensions (ERB) Education Retirement Board, include employer contributions and the changes in differences between contributions and proportionate share of contributions. Deferred Outflows \$2,402,183.00 plus Total Assets equal the Total Assets and Deferred Outflows of \$97,033,686.00.

Current Liabilities begin with Accounts Payable of \$475,031.00. Under the Banner system, when an invoice is entered into the system there is a credit posted to Accounts Payable, as checks are cut there is a debit made to Accounts Payable. When Financial Aid memo posts an award to a student there is a debit generated in Accounts Payable, an offsetting credit is made when there is an actual award posted to the student. There is a large amount of activity in and out of Accounts Payable. Accounts Payable also includes Gross Receipts. Other Accrued Liabilities include all of the withholding payables for Federal Income Tax, State Income Tax, ERA, Health Insurance, gross receipts, and other payroll related withholdings. Total Other Accrued Liabilities as of March 31, 2016 are \$680,765.00. Deposits held for others or non-institutional accounts are where we house the funds that belong to the different clubs on campus. Deferred income is normally income for tuition, fees, or housing that we receive in the Spring semester for the coming Summer and Fall semesters, which are in a different fiscal year. Currently, Deferred revenue is \$10,435.00. Other Payables is a combination of salaries payable and accrued vacation payables. The total of other payables is \$320,315.00. Total Current Liabilities are \$1,486,546.00 as of March 31, 2016. Non-Current Liabilities include Net pension liabilities of \$22,591,262.00, this is the same as was reported by Cindy Bryan on the 6 30 2015 audit. Total liabilities are \$24,077,808.00, this total plus Deferred Inflows that include the net difference between projected and actual earnings on

pension plan investments. Total Deferred Inflow of Resources \$2,390,168.00 and Liabilities is \$26,467,976.00. The Net Assets include Invested in Capital Assets, net of related debt, for a total of \$73,621,238.00. Unrestricted net position is (3,055,528) with the Total Net Position as of March 2016 \$70,565,710.

The next report is the summary of the original FY 16 budget to actual as of March 2016. These numbers were presented at the April Board meeting. Revenues are at the 87% of the budget for the three quarters. Tuition and Fees for the first three quarters total \$3,783,674.00 and State Appropriations are at 83% of the budget which is normal. The local appropriation total is \$11,901,324, which includes three months of accrual for the Oil & Gas mill levy. The expenditure comparison of budget to actual is also the same as Board reports that were presented at the April Board meeting. Encumbrances and seasonal expenditures in Internal Services, Student Aid, and Auxiliary Enterprise account for budget areas being over 83% of their budget. As of March 2016, the College has received interest revenue of \$21,380.00 and \$705,364.00 in drawdowns from the GOB and STB funds and had 1,213,848.00 in transfers. Plant Fund expenditures show the amounts that have been expended and/or encumbered for the capital projects. There are several capital projects in progress at this time.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the numbers from the April Board meeting. This report compares the March 2015 current revenues to the March 2016 current revenues. Tuition and Fee revenue is slightly higher as of the end of March 2016 as compared to March 2015. State Appropriations are slightly up in comparison to March of 2015. Local appropriations are significantly lower comparing March of 2016 to March 2015. Auxiliary Enterprises (Sales & Services) revenue is higher for March 2016 as compared to March of 2015. Total operating revenue through March 2015 was \$25,543,629.00 as compared to \$23,551,679.00 for March 2016.

Unrestricted Expenditures in March 2015 were \$20,514,298.00 as compared to \$22,149,777.00 in March of 2016. The increase in Unrestricted Expenditures from March 2015 to March 2016 is a reflection of the increase in salary expense for FY 16.

The Cash Flow statement represents the activity during the first three quarters of the fiscal year. Cash flows from operating activities indicates the money coming in from tuition and fees, grants, auxiliary enterprises, and other revenues, then the funds going out for salaries and benefits, payouts to students, and vendors. The net result is that it took \$15,265,407 more cash than was brought in. The next section shows the amount of cash from non-capital financing activities. The incoming cash from these activities is \$16,598,429.00. The third section is cash from capital financing activities, this shows the revenue from State funding for STB and GOB grants, with funds expended for purchase of capital assets. The total is

(\$178,825.00). Basically, we began the fiscal year with \$17,924,328.00 in cash; we ended the first three quarters with \$19,099,905.00 in cash for a net increase of \$1,175,577.00. This gives you a snap shot of the cash in and out for the first nine months of FY 16.

The final Fiscal Watch Report is called Quarterly Financial Actions Report. This is a yes or no self-disclosure report that would flag problems that an institution might be having that would not be evident in the financial reports. Even though the economy of Lea County has slowed down tremendously, the College continues to remain viable and in good financial standing.

We hope this explanation gives you a complete understanding of the Fiscal Watch reports we are asking you to review and that the Board can certify that the College is in good financial standing.

Respectfully,

Dan Hardin

New Mexico Junior College

Statement of Net Position (Unaudited and Unadjusted) As of (March 31, 2016)

Assets	
Current Assets:	
Cash and Cash Equivalents	\$ 8,506,778
Short-Term Investments	10,593,127
Accounts Receivable, net	1,054,285
Inventories	806,204
Prepaid Expenses	49,871
Total Current Assets	<u>\$ 21,010,265</u>
Non-Current Assets	
Other Long-Term Investments	
Capital Assets, net	73,621,238
Total Non-Current Assets	<u>73,621,238</u>
Total Assets	<u>\$ 94,631,503</u>
Deferred Outflows of Resources	
Bond Refund Loss	
Pension Related	2,402,183
Total Deferred Outflows of Resources	<u>2,402,183</u>
Total assets and deferred outflows	<u>\$ 97,033,686</u>
Liabilities	
Current Liabilities	
Accounts Payable	\$ 475,031
Other Accrued Liabilities	680,765
Deposits Held for Others	
Deferred Income	10,435
Other Payables	320,315
Total Current Liabilities	<u>\$ 1,486,546</u>
Non-Current Liabilities	
Accrued Interest Payable	
Accrued Benefit Reserves	
Net pension liability	22,591,262
Total Non-Current Liabilities	<u>22,591,262</u>
Total Liabilities	<u>\$ 24,077,808</u>
Deferred Inflows of Resources	
Pension Related	2,390,168
Total Deferred Inflows of Resources	<u>2,390,168</u>
Total liabilities and deferred inflows	<u>26,467,976</u>
Net Position	
Invested in Capital Assets, net of Related Debt	<u>\$ 73,621,238</u>
Restricted for:	
Non-Expendable:	
Endowments	
Expendable:	
General Activities	
Federal Student Loans	
Term Endowments	
Capital Projects	
Related Entity Activities	
Unrestricted	(3,055,528)
Total Net Position	<u>70,565,710</u>
Total liabilities and net position	<u>97,033,686</u>

New Mexico Junior College

Summary of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2016

Operating Funds	FY 2016 Original Budget	FY 2016 Revised Budget	FY 2016 Actuals as of March 31, 2016	Percentage Earned/Spent
REVENUES				
Tuition & Misc Fees	\$ 3,692,200	\$ 3,692,200	\$ 3,783,674	102.48%
State Appropriations	6,129,500	6,129,500	5,065,797	82.65%
Local Appropriations	14,088,725	14,088,725	11,901,324	84.47%
Sales & Services	2,288,000	2,288,000	2,306,485	100.81%
Other	\$848,305	\$848,305	494,399	58.28%
Total Revenue	\$27,046,730	\$27,046,730	\$23,551,679	87.08%
BEGINNING BALANCE	\$1,791,735	\$1,791,735	\$1,791,735	
TOTAL AVAILABLE	\$28,838,465	\$28,838,465	\$25,343,414	25,343,413
EXPENDITURES				
Instruction & General	\$ 22,072,594	\$ 22,072,594	17,852,197	80.88%
Internal Services	85,520	85,520	145,415	170.04%
Student Aid	668,551	668,551	618,724	92.55%
Auxiliary Enterprises	1,858,486	1,858,486	2,181,836	117.40%
Intercollegiate Athletics	1,157,636	1,157,636	1,351,606	116.76%
Total Expenditures	\$ 25,842,787	\$ 25,842,787	22,149,777	85.71%
Net Transfers	\$1,213,848	\$1,213,848	\$1,213,848	
TOTAL EXPENDITURES & TRANSFERS	\$ 27,056,635	\$ 27,056,635	23,363,625	86.35%
ENDING FUND BALANCE	\$1,781,830	\$1,781,830	\$1,979,789	

Plant Funds	FY 2016 Original Budget	FY 2016 Revised Budget	FY 2016 Actuals as of March 31, 2016	Percentage Earned/Spent
REVENUES AND TRANSFERS				
Gifts, Grants and Contracts			-	
Interest Income	10,000	10,000	21,380	213.80%
State Appropriation	5,000,000	5,000,000	705,364	14.11%
Other				
Total Revenues and Transfers	\$ 5,010,000	\$ 5,010,000	\$ 726,744	14.51%
BEGINNING BALANCE	\$ 11,883,110	\$ 11,883,110	\$ 11,883,110	
TOTAL AVAILABLE	\$ 16,893,110	\$ 16,893,110	\$ 12,609,854	74.64%
EXPENDITURES				
Capital Projects	13,587,117	13,587,117	3,036,525	22.35%
BR&R & ER&R	930,001	930,001	732,374	78.75%
Total Expenditures	\$ 14,517,118	\$ 14,517,118	\$ 3,768,899	25.96%
NET TRANSFERS	930,001	930,001	930,001	
Ending Fund Balance	3,305,993	3,305,993	9,770,956	

New Mexico Junior College

Comparison of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2015 and 2016

Operating Funds	FY 2015 Actuals as of March 31, 2015	FY 2016 Actuals as of March 31, 2016	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 3,684,323	\$ 3,783,674	2.7%
State Appropriations	4,693,998	5,065,797	7.9%
Local Appropriations	14,306,251	11,901,324	-16.8%
Sales & Services	2,217,210	2,306,485	4.0%
Other	641,847	494,399	-23.0%
Total Revenue	\$ 25,543,629	\$ 23,551,679	-7.8%
BEGINNING BALANCE	\$ 1,801,153	\$ 1,791,735	-0.5%
TOTAL AVAILABLE	\$ 27,344,782	\$ 25,343,414	-7.3%
EXPENDITURES			
Instruction & General	16,569,156	17,852,197	7.7%
Internal Services	186,448	145,415	-22.0%
Student Aid	757,897	618,724	-18.4%
Auxiliary Enterprises	1,835,745	2,181,836	18.9%
Intercollegiate Athletics	1,165,052	1,351,606	16.0%
Total Expenditures	20,514,298	\$ 22,149,777	8.0%
Net Transfers	1,206,001	\$ 1,213,848	0.7%
TOTAL EXPENDITURES & TRANSFERS	\$ 21,720,299	\$ 23,363,625	7.6%
ENDING FUND BALANCE	\$ 5,624,483	\$ 1,979,789	-64.8%

Plant Funds	FY 2015 Actuals as of March 31, 2015	FY 2016 Actuals as of March 31, 2016	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Interest Income	14,627	21,380	46.2%
State Appropriation	2,222,238	705,364	-68.3%
Other			
Total Revenues and Transfers	\$ 2,236,865	\$ 726,744	-67.5%
BEGINNING BALANCE	\$ 9,897,907	\$ 11,883,110	20.1%
TOTAL AVAILABLE	\$ 12,134,772	\$ 12,609,854	3.9%
EXPENDITURES			
Capital Projects	5,617,557	3,036,525	-45.9%
BR&R and ER&R	658,076	732,374	11.3%
Total Expenditures	\$ 6,275,633	\$ 3,768,899	-39.9%
NET TRANSFERS	1,206,001	930,001	-22.9%
TOTAL EXPENDITURES AND TRANSFERS	\$ 7,481,634	\$ 4,698,900	-37.2%
ENDING FUND BALANCE	6,821,028	9,770,956	43.2%

Some revenues are reported on a seasonal basis or by semester and therefore may affect the Increase/(Decrease) to Fund Balance

New Mexico Junior College

Cash Flow Statement (Unaudited and Unadjusted) As of March 31, 2016

Cash Flows from Operating Activities		
Receipts from student tuition and fees	\$	5,900,588
Receipts from grants and contracts		5,176,287
Other receipts		368,692
Payments to or on behalf of employees		(14,182,188)
Payment to suppliers for goods and services		(11,173,008)
Receipts from Sales and Services		2,306,485
Payments for scholarships		(4,156,662)
Other Operating Revenue		494,399
Net cash (used) by operating activities	\$	<u>(15,265,407)</u>
Cash Flows from Non-Capital Financing Activities		
State Appropriations	\$	4,697,105
Mill Levy Taxes	\$	11,901,324
Other Non-operating Expense		
Net Cash provided (used) for non-capital financing activities	\$	<u>16,598,429</u>
Cash Flows from Capital and Related Financing Activities		
Proceeds from Capital Debt		
Capital Gifts, Grants and contracts		705,364
Purchase/Construction/Renovation of Capital Assets		(884,189)
Principal Received/Paid on Capital Debt and Leases		
Interest and Fees Paid on Capital Debt and Leases		
Building Fees Received from Students		
Net Cash provided (used) for capital financing activities	\$	<u>(178,825)</u>
Cash Flows from Investing Activities		
Investment Earnings	\$	21,380
Net Cash provided by Investing Activities	\$	<u>21,380</u>
Increase (Decrease) in Cash and Cash Equivalents	\$	1,175,577
Cash and Cash Equivalents- beginning of year		17,924,328
Cash and Cash Equivalents- end of reporting period	\$	19,099,905

QUARTERLY FINANCIAL ACTIONS REPORT

Fiscal Year 16

Today's Date: 5 20 2016

Period (check one)

1st quarter _____ 2nd quarter _____ 3rd quarter X 4th quarter _____

Institution: New Mexico Junior College

DURING THE TIME PERIOD COVERED BY THIS REPORT, DID YOUR INSTITUTION:

(1) Request an advance of state subsidy? Yes: _____ No: X

(2) Fail to make its required payments, as scheduled, to appropriate retirement system(s)?

Yes: _____ No: X

(3) Fail to make its payroll payments, as scheduled?

Yes: _____ No: X

(4) Fail to make its scheduled debt service payments?

Yes: _____ No: X

(5) Fail to make payments to vendors, as scheduled, due to a cash deficiency or a substantial deficiency in the payment processing system?

Yes: _____ No: X

(6) Relative to the original fiscal year budget, experience any significant actual or anticipated financial changes that are not reflected in a submitted Budget Adjustment Request (BAR). Significant financial changes refers to fiscal activity that will result in a substantially reduced year-end fund balance or any increase in a fund balance deficit.

Yes: _____ No: X

If the answer to any of the above is "Yes," please describe in a separate document: (i) the reason for the occurrence, (ii) the actions taken by your institution to resolve this particular occurrence, and (iii) the actions taken by your institution to prevent events such as this from occurring again.

In addition, if the answer to number 6 is "Yes," please describe in a separate document the nature of the financial changes and describe and assess the impact that the changes will have on your institution's planned year-end financial position.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: NMJC Board members
From: Dan Hardin
RE: Dorm repairs & upgrade
Date: May 13, 2016

Board Members,

The Administration is requesting your approval to expend \$277,728.75 from the Dorm Refurbishing fund number 91539 to upgrade the shower stalls on the top floor units of Runnels Hall (Zia) and Houston Hall (T-Bird) dorms. This will be phase one of upgrades to the showers in the dorms. Built in 1991, the traditional dorm design of Houston Hall and Runnels Hall has a suite of four students sharing one restroom and shower. Consequently, there is a much wear and tear on these facilities. Last summer as a test one shower stall in Houston Hall that was leaking water was upgraded in the fashion as this proposal. It has proven that the upgrade will work effectively and extend the life of these dorms for many years.

The plan is to begin phase two in May of 2017 to complete the remaining first floor shower stalls in Runnels and Houston Hall dorms.

Please see the attached information from Donner Plumbing & Heating Inc. Donner is a CES vendor and can be used without going out to bid.

Respectfully,

Dan Hardin

DONNER PLUMBING & HEATING INC.

107 Candelaria Rd. NW
Albuquerque, NM 87107

Ph: 505.884.1017
Fax: 505.884.1165

To: New Mexico Junior College
Attn: Charley Carroll
Re: T-Bird/Zia Dorm Shower Replacement Phase 1
5-2-16

Scope:

1. Remove {27} existing shower stalls and trim
2. Remove existing sheet rock as needed for enlarged shower stall
3. Install new floor drain
4. Cover shower area with cement board
5. pour new concrete shower stall base
6. Water-proof shower walls and floor with Red-x moisture control
7. Install new ceramic tile for shower floor
8. Provide and install solid surface wall panel for shower stalls
9. New shower trim and head.
10. All cut and patch as needed.

Exclude:
Final Clean
Electric

Base Price	9,750.00 @ 27 units	263,250.00
Tax @ 5.5%		14,478.75

Total 277,728.75

Donner Plumbing
Gary Mc Daniel
575-370-3622
garymac15@yahoo.com

NEW MEXICO JUNIOR COLLEGE

Request for Proposals #117

Food Services for New Mexico Junior College

BOARD DOCUMENTS

Date:	May 20, 2016
Prepared by:	Regina Choate Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On April 18, 2016, a legal notice was sent to the following newspaper requesting sealed proposals for Food Services for the College:
 - 1) The Hobbs Daily News Sun
1. On April 21, 2016, proposal packets were mailed to one (1) potential bidder.
3. One (1) vendor submitted a proposal within the time frame specified by the proposal package.
4. The Business Office and Evaluation Committee has evaluated the proposals received and their recommendation is shown on Page 2.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The vendor that responded to Request for Proposal #117 was Sodexo America, Gaithersburg, Maryland.

The evaluation criteria used to award the food services contract is enumerated on Page 19.

Recommendation

The Business Office and Evaluation Committee recommends acceptance of the proposal received from Sodexo America of Gaithersburg, Maryland for an initial contract period of one (1) year, renewable annually by mutual agreement for up to seven (7) additional years.

Source of Funding: Contracted Meal Plan Expense – 2016/2017 Operating Budget

Account Number –: 12010-4050-71264-201

Budgeted Amount: \$473,555.00

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSAL #117

FOOD SERVICES FOR NEW MEXICO JUNIOR COLLEGE

Opening Date and Time: Friday, May 6, 2016 – 11:00 A.M. – (MST)

Administration Building - Business Office
Coordinator of Purchasing
5317 Lovington Highway
Hobbs, New Mexico

New Mexico Junior College invites you to submit a sealed proposal for Food Services for New Mexico Junior College. Failure to comply with the instructions, terms, conditions and specifications of this Request for Proposal (“RFP”) may result in your proposal being classified as unresponsive. Proposals must be submitted to the above address no later than the time and date specified above.

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA, 1978 imposes civil and criminal penalties for code violations. In addition the New Mexico criminal statutes impose felony/penalties for illegal bribes, gratuities and kickbacks.

Proposals must be submitted in a sealed envelope with the attached labels on the outside marked:
RFP #117

NUMBER OF COPIES TO SUBMIT: **Original plus one (1) copy**

This mailing contains: **21 pages**

POLICIES & PROCEDURES: Regina Choate- Coordinator of Purchasing – Phone: 575.492.2774
E-mail: rchoate@nmjc.edu

TECHNICAL INFORMATION: Phillip Roybal – V.P. of Student Services – Phone 575.492.2760
E-mail: proybal@nmjc.edu

NEW MEXICO JUNIOR COLLEGE

GENERAL TERMS AND CONDITIONS

Request for Proposal #117

1. **COMPLIANCE:** Failure to comply with all of the following terms and conditions may subject proposal to rejection. Successful Offeror shall agree to and comply with the Terms and Conditions, Vendor Data Sheet, and Proposal Price Form.

2. **DELIVERY OF PROPOSAL:** All proposals shall be *sealed*, addressed and delivered to: New Mexico Junior College, Administration Building - Business Office - Coordinator of Purchasing, 5317 Lovington Highway, Hobbs, New Mexico 88240.

3. **TIMELINESS:** It is the Offeror's responsibility to ensure his/her proposal arrives at the proper place *prior* to the designated opening date/time. Late proposals will not be considered. Telephone proposals, faxes and telegrams will **not** be accepted.

4. **PRICE/SIGNATURE:** Each contractor is to submit his/her proposal price on the form(s) provided by NMJC. The form must be fully completed and must bear the original signature of the contractor's authorized representative.

5. **TAX:** All prices shall **exclude** applicable sales or gross receipts taxes. NMJC pays gross receipts or sales tax on services and construction materials included as part of a construction service. Non-taxable transaction certificates will be issued upon request.

6. **SPECIFICATIONS:** The attached proposal specifications indicate a minimum standard of quality, performance or other pertinent characteristics of the item(s) being proposed. All options, variations, or exceptions to specifications must be clearly listed by the contractor. After examination and comparison of specifications, New Mexico Junior College reserves the right to make the selection.

7. **SIGNATURE:** For a proposal to be considered, it must bear the original signature of the Offeror.

8. **CLARIFICATIONS:** Any clarification of instructions, terms and conditions, insurance, bonds, or quote preparation shall be made only by the persons shown on the cover sheet of this RFP. Technical clarifications should be addressed to the individual identified on the cover sheet. Clarifications made by the college may only be made in writing as an addendum to be considered as part of this Request for Proposal.

9. **FAILURE TO RESPOND:** NMJC reserves the right to remove from its bidder list the names of vendors who do not respond to Requests for Proposals. A response marked "No Proposal" will not ensure retention on the bidder list.

10. **CONFIDENTIALITY:** Confidential information must be marked "**CONFIDENTIAL**" in red letters in the upper right hand corner of the sheets containing the confidential information. All information except that classified as confidential, will become public information at the time the proposal is opened. Price and information concerning the specifications cannot be considered confidential.

11. **RESIDENTIAL/MANUFACTURERS PREFERENCE:** In evaluating prices for purchases over \$5,000 using State funds, a state residential and/or manufacturer's preference of 5% will be used in compliance with Section 13-1-21 and Section 13-1-22 of the New Mexico Statutes 1978 Annotated, Chapter 13, for those vendors indicating the state number on the vendor data form. A preference may not be used when the expenditure involves Federal funds.

12. **IRREGULARITIES:** NMJC reserves the right to waive technical irregularities in the form of the proposals which do not alter price, quality or quantity and to reject any or all proposals when it is in the best interest of the college to do so.

13. Proposals shall be evaluated according to factors set forth on the Evaluation Criteria sheet included as part of this Request for Proposals #117. Each factor shall be given the weight indicated.

14. New Mexico Junior College contemplates the award of the contract in May 2016 to the contractor which by their proposal offers the most advantages to the College.

15. The Request for Proposals contemplates that the successful bidder will operate the Food Services at New Mexico Junior College for an **initial period of one (1) year**, renewable on an annual basis for up to seven (7) additional years if New Mexico Junior College is satisfied with the service and rates provided by the contractor.

16. The terms of this contract are contingent on sufficient appropriations and authorizations being made by the Legislature of New Mexico for the performance of this contract. The College's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

17. In submitting a proposal, the bidder agrees to draft and execute a contract incorporating the General Terms and Conditions, Bid Proposal and Specifications, which collectively shall constitute the contract. Refusal to do so will result in rejection of the bid.

18. Bidders should have visited the current Food Service facilities and examined the same in advance of submitting a proposal.

19. It is agreed that proposals accepted for consideration by New Mexico Junior College shall be valid for a period of ninety (90) days following the date of the proposal opening.

20. It is always the intent of New Mexico Junior College to purchase proper and adequate services or tangible items at the best value, for the best interest of the constituents of the New Mexico Junior College District and the taxpayers of New Mexico.

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #117

MATERIALS TO BE SUBMITTED WITH THE PROPOSAL

The Proposal should respond to each item in the Specifications and additionally should include the following information:

1. Vendor Data Form
2. Completed Bid Proposal Quote Form.
3. Contractor Information Sheet.
4. Bidder's Representative: The name, mailing address and telephone number of the bidder's authorized representative with the authority to bind the firm and answer official questions concerning the bidder's proposal must be clearly stated.
5. Names and addresses of at least four (4) college facilities currently operated by the Bidder, with contact persons and telephone numbers.
6. A sample of the contractor's monthly financial operating report.
7. A proposed staffing plan, by job title and pay rates, along with a resume of the Bidder's proposed Food Service Director.
8. Relevant information about the bidder's management structure, including managerial and area support experience and credentials.
9. Sample menus reflecting food variety and suggested cash prices for both snack bar, cafeteria and catering.
10. A specimen copy of bidder's Certificate of Insurance.

VENDOR DATA FORM

RFP #117 - Food Services for New Mexico Junior College

The following information must be completed and returned with your proposal:

NEW MEXICO RESIDENTIAL PREFERENCE (if applicable)

Residential Preference Number _____

Is material grown, produced or wholly manufactured in New Mexico? Yes or No

BUSINESS SIZE/CLASSIFICATION:

_____ **Small Business Concern**

_____ **Large Business Concern**

_____ **Disadvantaged Business Concern**

_____ **Women Owned Business**

Please note that the above information is for reporting purposes only and will not be used in evaluating or awarding the contract.

ACKNOWLEDGMENT OF ADDENDA (if applicable):

The undersigned acknowledges receipt of the following addendum

Addendum No. ____ Dated _____

Addendum No. ____ Dated _____

The undersigned, as an authorized representative for the company named below, acknowledges that he/she has examined this Request for Proposal with its related documents, and, being familiar with all the conditions surrounding the described materials and/or services, including the availability of materials and labor, hereby offers to furnish all labor, materials and supplies necessary to comply with the specifications in accordance with the General Terms and Conditions set forth herein and at the prices stated on the Price Quote Form.

Company Name: _____

Address: _____

City/State/Zip Code: _____

Federal ID# or SSN: _____

Signature of Authorized Representative: _____

PRINTED OR TYPED:

Name: _____ **Title:** _____

Date: _____ **Phone #:** _____ **FAX #:** _____

E-mail Address: _____

BID PROPOSAL QUOTE FORM #117

FOOD SERVICES AT NEW MEXICO JUNIOR COLLEGE

The Bidder agrees that it will not withdraw its bid for a period of sixty (60) days from the date of the bid opening.

If awarded the contract, the Bidder agrees, within ten (10) calendar days of receipt of written notice of acceptance of this Proposal by the Owner, to execute a contract in accordance with this Proposal and the Owner's Instruction to Bidders and Specifications.

The Bidder agrees to assume operations under the contract on or before July 1, 2016.

Submitted by:

Name of Company

Mailing Address

City, State, Zip Code

Telephone # Fax #

Typed or Printed Name

Signature

E-Mail Address

Cost of Service _____

FOOD SERVICES SPECIFICATIONS

1. COLLEGE DESIGNATED REPRESENTATIVES

The official College agents authorized to represent the College on behalf of this account are the President, Vice President of Finance, and Vice President of Student Services. No other College employee is authorized to request or direct program or operational changes to the food service operation on behalf of New Mexico Junior College.

2. TERMS AND PERIOD OF CONTRACT

The period of this contract will initially be for one (1) year. The College may renew this contract annually for up to seven (7) additional years if satisfied with the service and quality of food offerings provided by the Contractor.

The Terms and Conditions as well as Specifications under this RFP #117 will be incorporated into and become an integral part of the contract executed between the College and the successful contractor.

3. SCOPE OF OPERATIONS

Provide all food services in areas designated and approved by the College, including:

- a. Student Dining/Board Plan -7 days/week, meal plan, Thunder card-punch card.
- b. Snack Bar Operations - 5 days/week, cash, Thunder card, debit/credit card.
- c. Catering, Conferences and Special Events
- d. Other food service activities as necessary (i.e. summer athletic camps, grant program student activities, etc.)

4. HOURS OF OPERATION

STUDENT DINING (Fall and Spring semesters only; closed during the Summer.)

	<u>Monday – Friday</u>	<u>Saturday - Sunday</u>
Breakfast:	7:00 a.m. – 8:45 a.m.	N/A
Continental Breakfast:	8:45 a.m. – 9:30 a.m.	9:00 a.m. - 10:30 p.m.
Brunch	NA	10:30 a.m. – 1:00 p.m.
Lunch:	11:30 a.m. – 1:30 p.m.	NA
Dinner:	5:00 p.m. – 7:00 p.m.	5:00 p.m. – 6:30 p.m.

SNACK BAR (Year-round operation except between semesters and during breaks.)

FOOD SERVICES SPECIFICATIONS (continued)

5. SERVING DAYS

Serving days are determined by the College in accordance with the annual instructional calendar and are published in advance.

Cafeteria: Estimated serving days for 2016-2017 academic year is approximately 230 days. The cafeteria closes for the summer (except for other food service activities), major holidays, and college break periods.

Snack Bar: Open year-round except for when the campus is closed. If faculty and staff are present it will need to remain open from 7:00 a.m. to 2:00 p.m.

6. FINANCIAL ARRANGEMENTS

This will be a cost-reimbursable contract plus fee contract. All facilities, equipment and services to be provided by NMJC shall be at NMJC's expense. NMJC shall reimburse contractor of all direct cost of operation incurred by Contractor in the operation of the food service facilities on NMJC's premises.

Renegotiation of management and administrative fees or other fees and costs associated with the Contract, for renewal periods of the Contract may not exceed the Consumer Price Index for Finished Consumers Foods (CPI).

7. NMJC CATERING AND OTHER EVENTS

The successful Contractor will work with the Vice President for Student Services in developing a mutually agreeable method of establishing a software application for an approval and tracking system for all catered and special events held on campus.

8. COMPLIANCE WITH ORDINANCES, LAWS AND REGULATIONS

The Contractor shall comply with all ordinances, laws and regulations pertaining to the operation of the food services. Contractor shall apply for, obtain and maintain in force all required permits and licenses required by all laws and agencies having jurisdiction in this area.

FOOD SERVICES SPECIFICATIONS (continued)

9. FOOD STANDARDS

The Contractor shall submit to the College for approval proposed menus to be served no less than two (2) weeks in advance. The menu will need to be placed online and in an area by the cafeteria where students and staff can observe it. The menu must provide a variety of meals, which appeal to the students. It must also provide the balanced nutrition required by 13-23 year old students.

The following minimum grade requirements shall be used in procuring food supplies:

MEATS

BEEF All Beef cuts will be USDA Top Range Choice Steers and heifers only. Primal cuts that will be purchased will include round loin, flank, rib, and chuck. No plate or shank cuts will be used.

PORK USDA No. 1, Cured, smoked and fresh

LAMB US Choice, no mutton used

VEAL US Choice

FISH Grade "A", where grade exists

DAIRY – MINIMUM STANDARDS

MILK Grade "A" under 3,000 bacteria c.c.

CREAM 20% butterfat

BUTTERMILK 8 ¼% Milk solids

WHIPPING CREAM Heavy, 36% butterfat, whipping topping and dried milk solids will be used for baking purposes only

ICE CREAM 12% butterfat

CHEESE US Grade "AA"

EGGS Grade "AA" Fancy, Fresh, no storage eggs will be used

BEVERAGE OTHER THAN MILK

COFFEE grade "1", no soluble used

TEA Pekoe and Orange Pekoe

CANNED FRUITS AND VEGETABLES US Grade "A" or US Fancy only

FRESH & FROZEN FRUITS & VEGETABLES

Highest Grade obtainable in each commodity

Example: Apples -US Grade Fancy; Apricots-US # 1; Grapes-Fancy; Winter Pears-Extra #1; Brussel Sprouts -#1; Broccoli-Fancy, Tomatoes-Fancy #1

CONDIMENTS US Grade "A"

MISCELLANEOUS GROCERIES Highest grade obtainable; Example: Nuts – No. 1

9A. CAMPUS MENU FORMAT – General desired format/Minimum standards

FOOD SERVICES SPECIFICATIONS (continued)

BREAKFAST

Breakfast will be offered daily. Bacon, sausage, or ham, as well as biscuits and gravy will be offered daily.

GRILL: Eggs to order will be served daily featuring omelets, fried eggs, and scrambled eggs. These items will be grilled on the serving line.

A fried potato such as hash browns, American fries or fried potatoes with onions will be offered daily.

A supplementary entrée will be offered such as French toast, waffles, pancakes or fritters along with syrup and butter.

CEREAL: An assortment of a minimum of **FOUR (4)** cold cereals will be offered daily. Also a selection of **ONE (1)** hot cereal will be available.

SWEETS: A minimum of **TWO (2)** fresh pastries or hot fresh cake donuts will be offered. Fresh fruits (in season) along with canned fruit will be offered daily.

CONDIMENTS: **Four (4)** assorted breads will be available for toast daily, with jams, jellies, and peanut butter and will be offered along with other assorted condiments.

BEVERAGES: White milk, chocolate milk, skim milk, coffee, hot tea, hot chocolate, decaffeinated coffee, and **FOUR (4)** fruit and vegetable juices will be offered daily. A variety of carbonated beverages will also be available.

LUNCH

SOUP: During appropriate weather one fresh made soup will be offered with the appropriate condiments daily. A **Chili Bar** will be offered with traditional condiments daily, in season. A **Bean Pot** with hot cornbread will be rotated with chili.

SALAD: A Salad Bar with **FIVE (5)** salads, **SIX (6)** dressings, **TWO (2)** diet dressing and **TWENTY (20)** accoutrements will be offered daily.

DELI: A Deli Bar with **THREE (3)** meats (variety weekly), and **TWO (2)** cheeses (variety) and **ONE (1)** spread will be offered Monday through Friday, with a variety of breads and rolls.

MAIN LUNCH: **THREE (3)** entrees will be offered as a choice daily, **ONE (1)** being a non-pork entrée and **ONE (1)** being a vegetarian entrée.

LUNCH GRILL: Will also feature **ONE (1)** fast food item daily.

SWEETS: The Dessert Bar will feature **THREE (3)** desserts daily. Cookies or brownies, cake or pie, pudding, or Jell-O, **ONE (1)** canned fruit and a variety of fresh fruit will be offered daily. A **Cobbler Bar** will feature a different cobbler served hot on Mondays, Wednesday, and Fridays.

CONDIMENTS: **FOUR (4)** assorted breads with jams, jellies, honey, apple butter, peanut butter, and whipped butter will be offered along with other condiments.

BEVERAGES: As at dinner.

FOOD SERVICES SPECIFICATIONS (continued)

DINNER

SOUP: **ONE (1)** During appropriate weather one fresh made soup with an assortment of oyster and saltine crackers will be offered daily.

SALAD BAR: A buffet style salad bar with **FIVE (5)** salads, **SIX (6)** salad dressings, **TWO (2)** of diet variety will be served daily. **TEN (10)** accoutrements will be offered daily.

DELI: A deli bar, as at lunch, will be served at dinner.

MAIN DINNER: **THREE (3)** entrees to be offered daily, with **ONE (1)** being a non-pork entrée and **ONE (1)** being a vegetarian entrée.

VEGETABLE: **TWO (2)** vegetables, **ONE (1)** potato, rice or pasta item will be offered daily.

SWEETS: This dessert bar will feature **THREE (3)** desserts such as pies or cakes, cookies, or brownies, pudding or Jell-O, fresh fruit will also be offered.

CONDIMENTS: **FOUR (4)** assorted breads, hot dinner rolls, fresh baked breads or muffins with jams, jellies, honey, apple butter, peanut butter, and whipped butter will be offered with an assortment of other condiments.

BEVERAGES: White milk, chocolate milk, skim milk, hot chocolate, hot tea, coffee and decaffeinated coffee, ice tea, assorted fruit base beverages and a variety of carbonated beverages will be offered daily.

UNLIMITED SERVINGS: Contract students will have access to unlimited food including salads, vegetables and desserts. All entrees and specialty bars will be dispensed in unlimited amounts, except the premium entrée on Steak Night.

STYLE OF SERVICE: Self serve and cafeteria style of service will be used for breakfast, lunch, and dinner except for special buffet meals.

IDENTIFICATION OF MEALS: Breakfast, lunch, and dinner will be offered on Monday through Friday, and brunch and dinner on Saturday and Sunday.

The following special services will be offered for student satisfaction and retention:

FOOD SERVICES SPECIFICATIONS (continued)

MENU PROGRAM

CEREAL BAR: An assortment of a minimum of **FOUR (4)** cold cereals will be available at all meals.

FRESH FRUIT: A variety of fresh fruit and **ONE (1)** canned fruit will be available at **ALL MEALS**.

BUFFET – STYLE SALAD BAR: Salad Bar will consist of **ONE (1)** tossed lettuce salad, **ONE (1)** cottage cheese, **ONE (1)** Jell-O fruit salad, **ONE (1)** vegetable salad or relish tray, **ONE (1)** canned or fresh fruit salad, **ONE (1)** pasta salad. Salad dressings will include French, 1000 Island, Ranch, Italian, Blue Cheese, Russian and **TWO (2)** diet dressings. Various varieties of salad dressing will be substituted during each week.

DELI BAR: A selection of **THREE (3)** meats (variety weekly), and **TWO (2)** cheeses (variety) will be offered daily at lunch and dinner.

SPICE RACK: A variety of spices will be available in the dining room to enhance the flavor of the food to student preferences.

SAUCES AND CONDIMENTS: A variety of two jams and/or jellies will be offered daily. Honey, apple butter, peanut butter, whipped margarine will also be offered. Hot sauce, 57-sauce, A-1 steak sauce, Worcestershire sauce, tartar sauce, horseradish, fresh salsa, soy sauce, catsup, mustard, pickle relish, and one variety of pickles will be offered daily with appropriate menu items.

T-BIRD NIGHT – A special menu night to include meals such as chicken fried steak. This entrée will be made from a fresh cube steak, breaded and fried and served with whipped potatoes and cream gravy at a minimum of **ONE (1)** time per week.

PREMIUM STEAK NIGHT: An eight (8) ounce steak will be served **TWICE PER MONTH** from a selection of steaks, such as a top sirloin, strip or rib eye. One other **PREMIUM ENTRÉE** will be offered, such as six (6) breaded clean tail (12 – 15) count shrimp, prime rib, game hen, half a chicken, triple bacon cheeseburgers, 8” deep pan pizza or salmon steaks. Steak and premium items will not be available for seconds, but a third entrée will always be available on an unlimited basis.

SICK TRAY SERVICE: Will be available upon arrangements and recommendations by Client.

PHYSICIAN-PLANNED DIETS: If a student is unable for medical reasons to consume the regular meal served in the dining room, the Contractor will supply, at no additional cost to the Client or the student, a meal meeting the physician’s requirements.

EXAM SNACKS: Snacks and beverages will be served during finals week at a location agreed upon by the Client and the Contractor.

MIDNIGHT BREAKFAST: A Midnight Breakfast will be served the night before the final examination schedule begins. This meal will be prepared by the Contractor and we ask that the administration and faculty help serve the meal.

FOOD SERVICES SPECIFICATIONS (continued)

SPECIAL MEALS OF THE MONTH: Twice monthly, the Contractor will provide Special Meals. One will be served in the dining room with the appropriate decorations to create an atmosphere of exciting dining. The other Special Meal may be at any location, coordinated with the Vice President of Student Services, Vice President for Finance, and the Food Service Committee. All will be arranged in advance and advertised to gain maximum exposure.

PICNICS: The Contractor will allow contract students in organized groups to have picnics or cook-outs and furnish the food in lieu of eating in the cafeteria. This will be done at no extra charge to the contract student.

CAMPUS DINING BROCHURE: A brochure of explanation stating policies, goals, meal times and benefits of contract campus dining will be provided to the College.

STUDENT ORIENTATION TEAM: The campus dining director will take an active role on the student orientation team to review the campus dining program. Campus dining surveys will be initiated each semester.

ON-SITE RESPONSE: The local campus dining director will have the authority and flexibility to make decisions pertaining to campus dining and respond to your immediate needs.

CAMPUS DINING COMMITTEE: A regularly scheduled meeting with the Vice President for Student Services, and others to be assigned, will be held to discuss likes and dislikes of campus dining, plan food related activities and schedule special meals and events.

VISITING EXECUTIVES: The Contractor will host any luncheon or dinner when the College is entertaining a visiting college, one or more College Presidents, College Board members, Deans or Associate Deans, Athletic Directors and Coaches, Housing Directors or equivalent positions from a visiting institution, or guests of such persons, either on or off campus.

COMPLIMENTARY MEALS: Complimentary meals will be provided at the discretion of the Vice President of Student Services.

VEGETARIAN PROGRAM AND DIETARY OPTIONS: The Contractor will strive to accommodate the preferences of all students. Our on site manager will work with the various student groups to build and maintain a vegetarian program and work with the food service committee towards various dietary options for the students and staff of the college.

SPECIAL SERVICE MEALS: The Contractor will offer pre-game meals for athletic events or any other departmental events. This meal will be served at no charge, in lieu of regularly scheduled meal for the resident student. Additional non-contract students will be served at the casual meal rate or a negotiated price.

STUDENTS ON TOUR: Fresh fruit, fruit juices, canned soda, and snacks will be offered with box lunches to resident students on athletic trips or any other college sponsored trip, at no charge to the Client, in lieu of regular meal. Box lunches will also be available, upon advance request, for contract students leaving campus on vacation breaks, or at times when they have class or activity related conflicts with meal schedules.

FOOD AND SUPPLY PURCHASING: The Contractor will give maximum privileges to any vendor or surveyor with whom the College is currently doing business and with whom the College wishes to continue a business relationship.

FOOD SERVICES SPECIFICATIONS (continued)

RECIPROCAL MEAL SERVICE: Any contract student visiting another campus whose food service is managed by the Contractor will be offered meal service, at no charge, upon valid identification of their participation in food service at College.

NUTRITIONAL VALUE: The Contractor will provide nutritional value for menu items. Each meal we will post a complete menu with corresponding nutritional values. Values addressed will be for fat, protein, carbohydrate and caloric content of each value.

10. PRICING AND CHARGES

Snack Bar: The Contractor will establish, with the consent of the College, a portion and pricing structure for all items sold in the snack bar. Any changes in portions or prices must be approved by the College in advance.

Meal Plans: The Contractor will bid proposed meal plan charges for the initial year to the College in this proposal. Meal plan charges may be increased on an annual basis by the successful Contractor for inflation in an amount up to four (4%) percent by requesting such in writing to the College. Notice of any cost increases in the meal plans must be done by March 1 and approved by the College.

Cafeteria: Cash “walk-in” prices will be established and adjusted periodically by mutual agreement between the Contractor and the College.

Catering: The Contractor will develop a catering service manual, for approval by the College, that establishes catering and conference rates, catering services (various linen tablecloths and napkins, linen costs, silverware availability, silverware costs, table and seating configurations, etc.) offered to the College and facility users. Catering prices may be renegotiated annually between the College and the Contractor.

11. CLEANING AND SANITATION

Cleaning and sanitation responsibilities will be divided as described in Attachment “A” of this document. It is the College’s intent to continuously monitor the level and quality of cleanliness and sanitation in the food service areas operated by the Contractor. Negligence in these matters on the part of the Contractor will be deemed a violation of the contract. The Contractor shall immediately notify the College of all health inspections and shall provide copies of the resulting findings and recommendations received from authoritative agencies immediately upon receipt by the Contractor.

12. SIGNS

The Contractor shall clearly display menu boards which shall be in locations approved by the College and observable by patrons approaching the serving lines. Such boards shall list the items of food and the prices thereof. No other signs or advertising shall be posted on the College’s property without prior approval

FOOD SERVICES SPECIFICATIONS (continued)

13. INSURANCE REQUIREMENTS

The Contractor shall at its own expense obtain and maintain in force at all times the following coverages and limits specified below. Insurance shall be written by companies acceptable to the College and authorized to transact business in New Mexico. Annually, upon renewals, the Contractor shall provide certificates of insurance evidencing the coverage limits below, and naming New Mexico Junior College as an additional insured.

Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 Aggregate
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This policy MUST NAME NMJC AS AN ADDITIONAL INSURED under General Liability.
Must also include a **waiver of subrogation** on General Liability in favor of New Mexico Junior College.

This policy **MUST INCLUDE PRODUCTS LIABILITY COVERAGE** with at least the above limits.

Automobile liability (include non-owned and hired)

Bodily injury and property damage	\$1,000,000 C.S.L. (Combined Single Limit)
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Excess Liability (Umbrella)	\$5,000,000
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This policy MUST NAME NMJC AS AN ADDITIONAL INSURED under Auto Liability.
Must also include a **waiver of subrogation** on Auto Liability in favor of New Mexico Junior College.

Workers Compensation	Statutory limits, as provided by New Mexico law.
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Employer's Liability	\$1,000,000 Per Occurrence
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Must include a waiver of subrogation on workers compensation in favor of New Mexico Junior College.

14. UTILITIES AND MAINTENANCE

The College shall furnish all utilities for the operation. However, the College does not guarantee an uninterrupted supply of utilities, except that it will be diligent in restoring service if within the control of the College to do so.

The College shall not be liable for any loss, damage, or expense to the Contractor which may result from such power interruption.

The College shall maintain all food service equipment. The Contractor shall request equipment maintenance and repairs from the College's Director of Physical Plant. Pest control services shall be the responsibility of the College.

FOOD SERVICES SPECIFICATIONS (continued)

15. RELATIONSHIP OF THE PARTIES

The relationship of the Contractor to the College shall be that of an independent contractor.

The Contractor will hire and oversee an experienced resident manager for the performance of the services provided by these specifications. The Contractor should clearly indicate the experience requirements and suggested credentials of proposed managers appropriate for the New Mexico Junior College account within its proposal.

The Contractor shall require its employees to conduct themselves in a professional and respectful manner at all times, and in compliance with the College's policies and procedures. Contractor employees shall be clean and dressed in uniforms with identifying nametags. Contractor employees shall address students and patrons with respect at all times.

Contractor shall require all of its employees to undergo health examinations no less than annually and to comply with all health regulations.

16. ACCOUNTING PROCEDURES AND REPORTING

The Contractor shall maintain strong internal controls over cash operations through mandatory usage of cash registers, computerized tracking, etc. The Contractor shall afford the College inspection of all accounting books and computer maintained records pertaining to the operation upon request.

The Contractor shall automatically submit budgets to the College and monthly operating statements within fifteen (15) working days after the close of the monthly period. Monthly operating statements shall itemize all sources of revenues and expenditures in sufficient detail to afford standard analysis of the operating performance. Contractor shall also provide the College with monthly aging reports of invoices due to Contractor for each College department.

Along with monthly opening statements, the Contractor shall furnish a detailed itemization of all food service catered events for the month, including counts of people served.

17. ACCESS TO THE FACILITIES

The College shall have complete access to the food service areas at all times in order to evaluate the Contractor's performance under the terms of the contract and to inspect for cleanliness.

FOOD SERVICES SPECIFICATIONS (continued)

18. EQUIPMENT AND CHINA INVENTORY

The Contractor shall be responsible for the safekeeping of all food service equipment and china owned by the College. The College's business office and inventory control specialist will periodically conduct a physical inventory of all food service equipment and china. Any theft or loss of such equipment or china shall be immediately replaced. **The College and the Contractor shall share the cost of replacement chinaware on a 50% by 50% split only. The College will stock the chinaware inventory only.** No equipment or china shall be removed from the immediate food services facility by any employee of the Contractor without prior written consent by the Vice President for Student Services.

19. ASSIGNMENT OF CONTRACT

The contract shall not be assigned in whole or in part, nor transferred directly or indirectly without prior written consent of the College.

20. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the College, its agents and employees, from and against any and all claims, demands and actions or causes of action of any nature whatsoever arising out of or by reason of the execution or performance of the duties and obligations of the Contractor under the terms of the contract.

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSAL #117

FOOD SERVICES FOR NEW MEXICO JUNIOR COLLEGE

EVALUATION OF PROPOSALS

The award will be made to the responsible bidder whose proposal is judged to offer the most advantages to the College. Proposals will be rated on a 100-point system weighted as follows:

1.	Length of time and extent to which Contractor has been in continuous successful business in the food service/management business	10
2.	Evidence of the Contractor's successful and satisfactory operation at other community colleges, student unions, or similar facilities (Please include a reference list)	20
3.	Ability to provide quality food products and services to the College's students, faculty, staff, and community patrons	30
4.	Evidence of strong internal and accounting controls and timely performance reports to be submitted to the College	10
5.	Ability to provide a reasonable pricing structure and comprehensive financial plan of operation	<u>30</u>
	TOTAL	<u>100</u>

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #117

ATTACHMENT "A"
RESPONSIBILITY CHECKLIST

<u>DESCRIPTION</u>	<u>CONTRACTOR</u>	<u>COLLEGE</u>
<u>OPERATIONS & MAINTENANCE:</u>		
Computers, software and printers	X	
Food purchases and vendor relations	X	
Office supplies/postage/office equipment/software	X	
Employee training	X	
Employee wages/benefits/physicals/workers compensation	X	
Telephone – local access		X
Telephone – long distance	X	
Laundry	X	
China replacement	X	X
(Contractor and College will share equally in replacement value 50% / 50%)		
Small wares replacement		X
Cleaning/dishwashing supplies	X	
Menu printing/graphics/duplicating	X	
Kitchen paper/plastic ware	X	
Marketing/merchandising materials	X	
Promotions	X	
Business licenses and permits	X	
Operational equipment purchases		X
Operational equipment repairs (maintenance)		X
Utilities		X
Painting		X
Pest control		X
Uniforms and nametags	X	
Garbage disposal to exterior receptacles	X	
Garbage removal from exterior receptacles		X
Vendor contracts	X	
<u>CLEANING RESPONSIBILITIES</u>		
<u>Kitchen</u>		
Floors	X	
Walls	X	
Equipment	X	
Refrigerators & Freezers	X	
Vents		X
Ceiling		X
Duct work		X
Light replacement		X

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #117

ATTACHMENT "A" (continued)
RESPONSIBILITY CHECKLIST

<u>DESCRIPTION</u>	<u>CONTRACTOR</u>	<u>COLLEGE</u>
<u>Receiving Area</u>		
Pick-up / spot mop	X	
Daily cleaning	X	
<u>Storage Areas</u>		
Floors	X	
Walls	X	
Ceiling		X
Shelving	X	
<u>Cafeteria and Snack Bar Line Areas</u>		
Serving line / equipment	X	
Serving line walls	X	
Serving line floor / tile	X	
Ceiling		X
<u>Dining Areas</u>		
Furniture	X	
Equipment	X	
Floors	X	
Windows / walls	X	
Ceiling		X



NEW MEXICO
Junior College

Business Office

To: New Mexico Junior College Board Members
From: Regina Choate, Purchasing Coordinator
RE: Approval of CES Contract for NMJC Fiber Backbone Upgrade
Date: May 12, 2016

Board Members,

The New Mexico Junior College Computer Services Department and the Business Office are asking for your approval to upgrade the fiber backbone infrastructure on campus. This project will bring new fiber cable throughout the campus to support the growing demand for faster speeds and more bandwidth needed for today's computers, smart phones, ipads, and security camera systems. This upgrade is essential to the mission of the College and the pursuit of excellence, effectiveness, responsiveness, and access.

Attached is a copy of CES Contract: 2013-027 914-220 from Enterprise Electrical Services providing the scope of work needed to complete the fiber backbone upgrade.

We are asking for your approval of the CES Contract to complete the fiber backbone upgrade needed on campus.

Respectfully,

Regina Choate



Enterprise Electrical Services, Inc.
License #29455 EE98, EL 01
PO Box 53248
Albuquerque, NM 87153
Ph: 505-275-9369 Fax: 505-275-9382

State Contract Numbers: Premise Distribution 20-000-00-00075

CES Contract: 2013-027 914-220

Enterprise Electrical Services, Inc. is an 8A company. SBA Case #302544

New Mexico Junior College

May 12, 2016

Re: Project Description

Enterprise Electrical Services Inc. will perform the following work during normal business hours between 7:00am to 3:30pm Monday through Friday. No weekend work will be required for this task.

Scope of Work:

Caster

- Install (1) 12 strand SM indoor/outdoor rated fiber from the Computer Center out to Caster through the tunnel system. The fiber would be terminated with LC type connectors. Install (1) 1" plenum innerduct and (1) 12 strand SM indoor/outdoor rated fiber from room 162 to 101D. The fiber in the computer center would originate from the new Data Center. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Mansur

- Install (1) 24 strand and (1) 12 strand SM fiber from the Computer Center out to Mansur. Mansur would become a distribution point for both Watson and the Student Union building. Both of these building would come directly back to Mansur so as not to have cross connected fiber in Watson from the Student Union. This would reduce additional loss through multiple cross connects. Mansur could now have the capability to have multiple 10Gig interfaces or a 40 Gig interface back to the Computer Center. The fiber would be terminated with LC type connectors. This fiber would originate from the new Data Center. Install (1) 1" plenum innerduct and (1) 12 strand SM fiber from room 105 to IDF 2. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Watson

- Install (1) 12 strand SM fiber from Watson to Mansur. The fiber would be terminated with LC type connectors. This fiber would originate in Mansur. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Student Union Building

- Install (1) 24 strand SM fiber from the Student Union back to Mansur. Mansur is the distribution point for the Student Union building allowing it to be cross connected through Mansur all the way back to the Computer Center. This would allow the Student Union to have higher bandwidth capability (10Gig, 40Gig), as this is one the higher bandwidth demands on campus. The fiber would be terminated with LC type connectors. This fiber would originate in Mansur. Install (1) 1" plenum innerduct and (1) 12 strand SM fiber from IDF 1 room 127A to IDF 2 room 136. Install (1) 1" plenum innerduct and (1) 12 strand SM fiber from IDF 1 room 127A to IDF 3 room 236. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new

fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Library

- Install (1) 12 strand SM fiber from Library to the Computer Center. The fiber would be terminated with LC type connectors. This fiber would originate in the new Data Center. Install (1) 1" plenum innerduct and (1) 12 strand SM fiber from IDF 1 room 118 to IDF 2 room 239. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Heidel Hall

- Install (1) 12 strand SM fiber from the Computer Center out to Heidel Hall room 210. The fiber would be terminated with LC type connectors. This fiber would originate from the new Data Center. Install (1) 1" plenum innerduct and (1) 12 strand SM fiber from room 210 to IDF 2 room 107A. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Maintenance Building

- Install (1) 12 strand SM fiber from the Computer Center out to the Maintenance Building. The fiber would be terminated with LC type connectors. This fiber would originate from the new Data Center. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install Maxcell fabric innerduct in empty conduit from tunnel system to Maintenance hand hole. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Bob Moran Hall (BMH)

- Install (1) 24 strand SM fiber from the Computer Center out to Bob Moran Hall. The fiber would be terminated with LC type connectors. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Harold Runnels Residence Hall (RRH) Zia Dorm

- Install (1) 24 strand SM fiber from the Computer Center out to RRH. RRH would become a distribution point for the other dorms (Watson/Leavell Apartments and T-bird Hall). All of these buildings would be coming directly back to RRH. This would reduce additional loss through multiple cross connects. RRH could now have the capability to have multiple 10Gig interfaces or a 40 Gig interface back to the Computer Center. This fiber would be terminated with LC type connectors. This fiber from RRH would originate from the new Data Center. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Watson/Leavell Apartments

- Install (1) 24 strand SM fiber from Watson/Leavell Apartments to Zia Dorm. The fiber would be in the conduit system and would be terminated with LC type connectors. This fiber would originate in Zia Dorm. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Thunder-Bird Hall

- Install (1) 12 strand SM fiber from T-Bird Hall to Zia Dorm. The fiber would be in the conduit system and would be terminated with LC type connectors. This fiber would originate in Zia Dorm. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Training and Outreach

- Install (1) 24 strand SM fiber from the Computer Center out to Training and Outreach room 121. The fiber would be terminated with LC type connectors. This fiber would originate from the new Data Center. Install (1) 1" plenum innerduct and (1) 12 strand SM fiber from room 121 to IDF 2 room 158. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Automotive

- Install (1) 12 strand SM fiber from Automotive room 104 to the Computer Center. The fiber would be terminated with LC type connectors. This fiber would originate in the new Data Center. Install (1) 1" plenum innerduct and (1) 12 strand SM fiber from room 104 to IDF 2 room 224. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Mary Hagelstein

- Install (1) 12 strand SM fiber from Mary Hagelstein room 109 to the Computer Center. The fiber would be terminated with LC type connectors. This fiber would originate in the new Data Center. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Admin Building

- Install (1) 12 strand SM fiber from the Computer Center out to the Admin Building room 104. The fiber would be terminated with LC type connectors. This fiber would originate from the new Data Center. Install (1) 1" plenum innerduct and (1) 12 strand SM fiber from room 104 to IDF 2 room 139. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Western Heritage Museum

- Install (1) 1" plenum innerduct and (1) 12 strand SM fiber from IDF 1 room 121 to IDF 2 room M002. The fiber would be terminated with LC type connectors. New Fiber Optic Patch Panels would be installed in the existing racks to accommodate the new SM fiber optic plant. Install cabling supports for pathways per EIA/TIA-569 standard (Telecommunications spaces and pathways) to accommodate the new fiber optic cabling. All labeling will be accomplished following the EIA/TIA 606A standard. All documentation (test results, certification, redlines) will be provided after project completion.

Standard Terms and Conditions

Standard Project Practices

- EESI will provide a Project Manager to act as a single point of contact for customers, end users, and other contracting entities.
- EESI will label and document all cables per EIA/TIA 606A standards and BICSI best practices.
- EESI will certify all fiber optic links to current EIA/TIA 568-B standards and BICSI best practices standards unless noted otherwise in the project documents.
- EESI will make available to the customer all test reports at the conclusion of the project.

Billing Practices:

- All billing invoices are due within 30 days of invoice.

Inclusions:

- A Fiber Optic Backbone Cabling System as detailed in the Scope of Work.
- Pathway components as detailed in the Scope of Work.
- Permitting as required by the local, state or national Authority Having Jurisdiction.

Exclusions:

- Cable tray.
- Conduit.
- EESI is not responsible for the corrective measures for items such as crushed, separated or damaged conduit/duct bank system. Any repair work needed on the duct bank system will be at an additional cost to NMJC.
- ¾" Fire Rated Plywood in Telecommunications Rooms.
- Patch cords.
- Tax.
- Bonding.
- Any Electrical Work.
- Any work that is not specifically covered in this Scope of Work.

Assumptions:

- The Customer will be responsible for supplying to Enterprise Electrical Services, Inc any information pertaining to site specific safety and health issues that may be inherent to the job or job site.
- The pricing for this project is based on a five day work week during regular work hours.
- It is assumed that all Telecommunications Spaces and Cabling Pathways are easily accessible and free of all obstructions.
- All conduits and sleeves to be provided by others.

Cost Proposal

Quantity	Part Description	Part Number	Manufacturer	Cost
11500	12 Strand Single Mode Indoor/Outdoor rated	760037192	Commscope	\$11,132.00
10500	24 Strand Single Mode Indoor/Outdoor rated	760037218	Commscope	\$18,133.50
2400	Plenum Rated 1" ID Inner Duct	P-100T-5000	T & B	\$4,197.60
2500	3"X3 cell Maxcell	3x3maxcell	Maxcell	\$6,187.50
28	Fiber Distribution Shelves	SLC-IS-EMT-BK	Uniprise	\$3,994.34
62	LC SM Fiber Coupler Panel 12 fiber	760148254	Uniprise	\$2,366.14
	Fiber Termination Material			\$7,426.58
	Testing and Documentation			\$802.34
	Attachment Hardware			\$3,748.80
	Low Voltage Permit			29.05
	Total			\$58,017.85

NOTE: All materials with the exception of the fiber cable should arrive at NMJC no later than 4 weeks after Enterprise Electrical Services (EESI) has received a PO from NMJC. The fiber cable is subject to manufacturing and EESI has no control over the production schedule of it's suppliers. Fiber Optic cable could be as far as 8 weeks out.

Listed below is the quote for the delivery and installation of the time and materials necessary to install the above-mentioned work.

Project Cost

Materials	\$ 58,017.85
Labor/Installation	\$ 49,227.10
Travel, Lodging, Per Diem	\$ 9,600.00
Total	\$ 116,844.95

NOTE: Project should be completed within 7 weeks of start date. Start date will be negotiated between EESI and NMJC

NOTE: EESI is not responsible for the corrective measures for items such as crushed, separated or damaged conduit/duct bank system. Any repair work needed on the duct bank system will be at an additional cost to NMJC.

Listed above is the cost for Enterprise Electrical Services Inc. to perform the included services for New Mexico Junior College (NMJC).

Project Quote Prepared By:

Rick Bagley, RCDD

Senior Project Manager

Enterprise Electrical Services Inc.

Office - 505-275-9369 x22

Cell – 505-250-4673

rbagley@entelcomm.com



Western Heritage Museum
& Lea County Cowboy Hall of Fame
1 Thunderbird Circle
Hobbs, NM 88240
575-393-6730

April 25, 2016

Dr. McCleery,

The WHM Collections Committee met this evening in their regularly scheduled meeting for the purpose of approving the acquisition and de-accessioning of articles into/out of our collection. One of the items approved was the de-accessioning of five archaeological collections. The motion approved was as follows:

“A motion to approve the de-accession and transfer to another educational institution the following archaeological collections and associated casework and cabinetry:

1. The Glasscock Collection
2. The Harvey Hicks Collection
3. The Lester/Parks Collection
4. The Pearson Collection
5. The Calvin Smith and Calvin B. Smith Collections

The collections are to be transferred as/is and where/is, less all previously known and identified human remains.”

We will have minutes from our meeting on file in the curator’s office should those be necessary. The cabinetry is current on the NMJC equipment inventory and will require removal from such.

Should you require any clarification on this matter please do not hesitate to let me know.

Sincerely,

Darrell Beauchamp, Ed.D.
Executive Director

Western Heritage Museum
1 Thunderbird Circle
Hobbs, NM 88240
(575) 492-2676 Office
(903) 641-8163 Cell
dbeauchamp@nmjc.edu

New Mexico Junior College

Promoting Success through Learning

April 29, 2016

To: New Mexico Junior College Board of Trustees

Thru: Dr. Steve McCleery
President
New Mexico Junior College

Re: Approval of Faculty Position for Student Success

Dear Board,

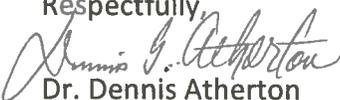
I am asking your consideration for a faculty position with the title, **Professor of Student Success**. This is not a new faculty position budget wise, but simply the transferring of a currently unfilled position in the Business, Math and Science, Division to the Arts and Humanities Division.

We have become very aware that best practice data shows that retention, persistence, and completion are increased if students begin their college endeavors with a class dedicated to helping them know the things that will aid their success. In the past, we gave students a choice as to whether or not they wanted to take the class. Based on our data which showed the success of students who took the class, the Academic Standards Committee made the decision to require the Student Success class be taken by all students who tested into a Transitional Studies (remedial) class.

This increase in the number of students needing the class put a heavy burden on the number of teachers we had teaching the class and select administrators even ended up teaching in this area. The transfer of the faculty position will allow us to meet the need we have at this time to accommodate student need. Your consideration is deeply appreciated.

I am asking that Kelly Holladay be approved to fill this position. Many years ago, when Ms. Holladay was asked to be dean, it was understood that she would be allowed to return to the classroom at some future date. She has indicated that now is the time she would like to do this. She brings a wealth of knowledge to the position which will pay her \$64,000, which is a significant reduction from her current salary as a dean. With your approval of Ms. Holladay filling this position, we will immediately begin the search for our next dean.

Respectfully,

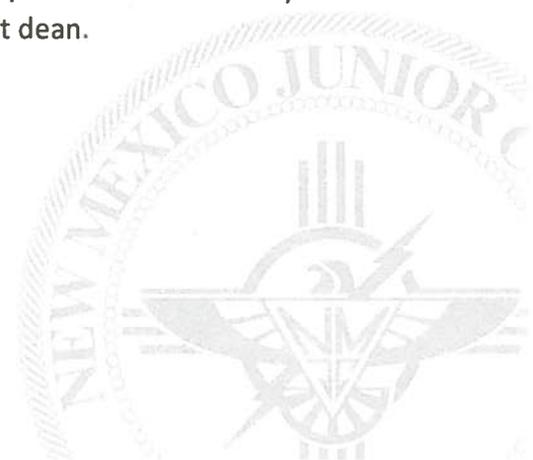


Dr. Dennis Atherton

Vice President for Instruction
New Mexico Junior College

nmjc.edu

1 Thunderbird Circle | Hobbs, New Mexico 88240 | 1-800-657-6260 | 575-392-4510



NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 05/09/2016

Candidate's name Tommie L. Johnson

Position title Assistant Women's Basketball Coach / Professor

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom _____

Effective date of employment 08/15/2016 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard HigherEdJobs; NCAA The Market Careers in College Athletics

(*Standard: The Hobbs News-Sun, NMJC Website)

Posted salary range \$39,290 to \$58,935 Recommended annual salary \$ 48,457 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Jeremy Capo – Director of Athletics - Chairperson

Drew Sanders – Professor of Physical Education/Head Women's Basketball Coach

Nadia Leslie – Professor of Physical Education/Athletic Trainer

Shaun Gutting – Caster Activity Center Supervisor/Assistant Men's Basketball Coach

James Berry – Professor of Physical Education / Head Golf Coach

Comments: Mr. Johnson, with a Bachelor's degree in Communications and fourteen years of applicable experience meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Assistant Women's Basketball Coach / Professor

Personal Data

Name: Tommie L. Johnson

Education

B.A., University of Colorado, Colorado Springs, CO, 2010
Major: Communications

A.A.S., Otero Junior College, La Junta, CO, 2000
Major: Business Technologies

Professional Experience

University of Colorado, Pueblo, CO Men's Assistant Basketball Coach Interim Head Coach	08/2008 to Present 03/2011 to 05/2011
A.I.M. Elite Training, Colorado Springs, CO Owner and Operator	06/2011 to Present
The Force Girls AAU, Colorado Springs, CO Head Coach	10/2012 to Present
eClaro / Hewlett Packard, Colorado Springs, CO Technical Helpdesk Supervisor	06/2000 to 04/2010
Colorado College (NCAA Division III), Colorado Springs, CO Assistant Coach	08/2007 to 08/2008
The Force Boys Travel AAU Team, Colorado Springs, CO Head Coach	03/2004 to 08/2008
Cheyenne Mountain High School, Colorado Springs, CO Assistant Boys Basketball Coach Assistant Girls Basketball Coach	05/2005 to 06/2006 04/2003 to 05/2005

Organizations:

Member, Exemplary Student Athletic Program and Privilege Committee



New Mexico Junior College

Career Opportunities

Position Announcement • March 2016

Position Title: Assistant Women's Basketball Coach / Professor _____

Position Description: The position is responsible to the Vice President for Instruction, Vice President for Student Services, Director of Athletics and the Head Women's Basketball Coach. Duties and responsibilities include, but are not limited to, the following: (1) Assist Head Women's Basketball Coach with the day-to-day operations of a highly successful NJCAA Division I Women's Basketball program; (2) recruit high character, high quality student-athletes; (3) teach two classes (day and/or evening); (4) assist Head Coach with recruiting, scouting, workouts, team travel, budgeting, video and game practice/preparation; (5) monitor attendance in classes of women's basketball student-athletes as directed; (6) arrange for tutors in learning lab; (7) participate in course, departmental, and institutional assessment as required; (8) assume other professional responsibilities associated with the position of Assistant Women's Basketball Coach / Professor; (9) participate in a process of continual personal and professional improvement; (10) actively participate in the institutional goals and objectives designed to support the mission of the college; and (11) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree required, Master's degree preferred. All degrees must be from a regionally accredited institution. Five years of coaching experience is preferred. Teaching experience preferred. Must be committed to excellence in coaching and instruction and willing to work with other full-time coaches, staff and instructors. Must maintain a valid driver's license and be able to travel. Computer proficiency is required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer terms. Standard employee benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of complete applications by qualified candidates. Position will start Fall Semester 2016. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (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"

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