

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING
Thursday, May 26, 2005
Zia Room - Library
4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of April 14, 2005 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of 2005/2010 Strategic Plan | Steve McCleery |
| 7. Consideration of NMJC System Revenue Bonds Series 2005 | Dan Hardin |
| 8. Consideration of Bid #970 – NMJC Bookstore Casework & Fixtures | Frank Collins |
| 9. Consideration of Bid #971 – Railroad Crossing Project | Frank Collins |
| 10. Consideration of RFP #87 – Research Study for NMJC Nursing Program | Frank Collins |
| 11. Consideration of Employee Handbook | Steve McCleery |
| 12. Consideration of Sale of Real Property | Steve McCleery |
| 13. Retirement Resolutions | Steve McCleery |
| 14. Personnel Consideration – Vice President for Instruction | Steve McCleery |
| 15. Personnel Consideration – Professor of Agriculture | Kelly Holladay |
| 16. Personnel Consideration – Professor of P.E./Head Women's Cross Country &
Track Coach | Richard Morris |
| 17. Personnel Consideration – Head Women's Basketball Coach | Richard Morris |
| F. Closure of Open Meeting | Larry Hanna |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

APRIL 14, 2005

MINUTES

The New Mexico Junior College Board met on Thursday, April 14, 2005, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; Mr. Ron Black; and Mr. John Hice, Jr.

Mr. Hanna administered the Oath of Office to Mr. Ron Black, elected to serve District IV for New Mexico Junior College. Ms. Chappelle nominated Larry Hanna to serve as Chairman of the Board. Mr. Jones seconded the nomination. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, nominations ceased and Mr. Hanna was elected Board Chairman. Mrs. Williams nominated Ms. Chappelle to serve as Secretary of the Board. Mr. Hice seconded the nomination. Upon a motion by Mr. Jones, seconded by Mrs. Williams, nominations ceased and Ms. Chappelle was elected Board Secretary.

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

Agenda item #6 will be considered before item #5. Upon a motion by Mrs. Williams, seconded by Mr. Hice, the agenda was unanimously adopted, as modified.

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the minutes of March 29, 2005, as written.

Under *President's Report*, Dr. McCleery asked the board to review the changes to the employee handbook for consideration at the next meeting. The college attorney has approved the changes. Dr. McCleery reminded the board of commencement on May 13 at 8:00 p.m.

Under *New Business*, Dan Hardin presented the March financial reports and with a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the expenditures for March 2005.

Dr. McCleery recommended a 4% compensation increase for all full time employees. After much discussion, Ms. Chappelle made a motion to give a flat 5% compensation increase. Mr. Black seconded the motion. The vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – no; and Mr. Hanna – no. The board agreed to postpone the Social Security issue until questions and concerns were addressed. Upon a motion by Mr. Hice, seconded by Mrs.

Williams, the board voted to increase the institutional participation on the Supplemental Retirement Plan from 3.5 to 4.5 percent. The vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – no; and Mr. Hanna – yes.

Dr. McCleery recommended the board accept the 2005/2006 budget as presented at the budget work sessions. After some discussion and upon a motion by Mr. Hice, seconded by Mr. Jones, the 2005/2006 budget was approved. The vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner - yes; and Mr. Hanna – yes.

Mr. Hanna called for comments from the public. There being none, the next board meeting was scheduled for May 19, 2005, beginning at 4:00 p.m.

Upon a motion by Mr. Hice, seconded by Mr. Jones, the board meeting adjourned at 5:25 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: May 18, 2005

RE: Expenditure and Revenue Reports for April 2005

April is month ten or 84% of the budget for the 2004/2005 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 \$31,947,905.00 of which \$2,969,777.00 are encumbered funds.

The total current unrestricted fund expenditures for Current Unrestricted Funds through April are \$14,599,354.00, which is 79% of the projected budget. The Internal Services departments are over budget at this time, but we continue to credit charge outs to that area each month. We still anticipate being within budget at year end. Student Aid is over budget, this is tuition waivers for ACTA students and staff tuition waivers. Auxiliary Enterprises will be over budget at year end, but we expect the revenue to be over budget also at year end.

We are reviewing the expenditures in every department looking for posting errors and will continue this review until year end.

In the Restricted Funds Grants continue to expend funds, most grants do not end their year until September or October. Year to date expenditures for the Grants is \$985,624.00 which is 58% of their budget. Restricted student aid has expended \$4,426,196.00 for the year. Total restricted funds expended through April 2005 is \$5,411,820.00

In the Plant Funds expenditures are for the construction of the Western Heritage and Ben Alexander capital projects. We have expended or encumbered \$11,936,731.00 in Plant funds.

Total expenditures for the month were \$3,554,184.00, with year to date expenditures of \$31,947,905.00

Revenue generated in April was \$1,300,635.00. This mostly consists of the monthly allocation from the state, the oil and gas and oil and gas equipment tax income, grant and direct loan drawdowns.

The actual oil and gas tax revenue for March was \$494,374.00.00, the accrual for April was the same \$239,507.00. Total oil & gas and oil & gas equipment tax revenue year-to-date is \$5,597,911.00, which is \$2,667,146.00 over the projected budget through ten months of the budget.

Restricted Funds had \$67,624.00 in revenue for April, the result of drawdowns from grants and direct loans for students.

Total revenue for April 2005 is \$1,300,635.00, with year-to-date revenue of \$29,256,690.00 or 81% of projected budget.

The investment report shows an ending balance in the Local Governmental Investment Pool of \$6,125,000.00. The balances for capital projects include what has been expended, but does not include what has been encumbered. We are currently waiting on draw downs from the state of almost \$1,300,000.00 for GOB funds that have been expended, and we will have approximately \$1,500,000.00 to come in for Oil and Gas and property taxes in May and June. The LGIP balance should increase before year end.

The CHE (Commission on Higher Education) budget was delivered on time to the commission staff. I would like to thank the Board for your diligent work on the budget and for allowing the time to complete the CHE budget.

This concludes the Financial Report for April 2005.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

April 2005

84% of Year Completed

Fund	2003-04			2004-05			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,469,404	4,946,626	76%	6,800,444	534,847	5,079,332	75%
Academic Support	1,308,171	1,062,111	81%	1,404,442	95,122	1,097,225	78%
Student Services	1,480,107	1,263,126	85%	1,279,165	128,432	1,031,849	81%
Institutional Support	2,169,551	1,961,435	90%	3,384,896	316,295	2,291,506	68%
Operation & Maintenance of Plant	1,932,913	1,822,345	94%	1,975,112	240,662	1,659,866	84%
Subtotal - Instruction & General	13,360,146	11,055,643	83%	14,844,059	1,315,358	11,159,778	75%
Student Activities	315,714	303,891	96%	191,416	32,874	141,250	74%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	420,854	578,206	137%	830,517	39,295	863,024	104%
Student Aid	179,889	253,094	141%	331,910	20,769	351,630	106%
Auxilliary Enterprises	1,457,789	1,427,643	98%	1,506,230	190,005	1,499,225	100%
Athletics	698,906	538,311	77%	702,358	41,097	584,447	83%
Total Current Unrestricted Fund	16,433,298	14,156,788	86%	18,406,490	1,639,398	14,599,354	79%
CURRENT RESTRICTED FUND							
Grants	2,013,499	1,458,855	72%	1,711,163	104,636	985,624	58%
Student Aid	4,180,325	4,595,502	110%	4,422,593	47,291	4,426,196	100%
Total Current Restricted Fund	6,193,824	6,054,357	98%	6,133,756	151,927	5,411,820	88%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	6,363,403	799,974	0%	8,450,044	1,762,859	5,667,433	67%
Projects from State GOB Funds	5,226,697	2,535,899	49%	8,105,075	0	3,350,063	41%
Projects from State STB Funds	1,980,000	103,481	0%	1,885,297	0	1,885,297	100%
Projects from General Fund	0	0	0%	648,945	0	648,945	100%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from State E R & R	270,971	0	0%	250,348	0	0	0%
Projects from State B R & R	390,082	219,810	56%	480,452	0	348,988	73%
Projects from Auxilliary BR&R	19,539	3,839	20%	46,709	0	36,005	77%
Subtotal - Capital and BR&R	14,250,692	3,663,003	26%	21,216,870	1,762,859	11,936,731	56%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	14,250,692	3,663,003	26%	21,216,870	1,762,859	11,936,731	56%
GRAND TOTAL EXPENDITURES	36,877,814	23,874,148	65%	45,757,116	3,554,184	31,947,905	70%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

April 2005

84% of Year Completed

2003-04

2004-05

Fund	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	1,653,150	1,545,795	94%	1,690,200	0	1,700,343	101%
State Appropriations	7,684,800	6,558,871	85%	8,089,900	645,608	6,847,380	85%
Advalorem Taxes - Oil and Gas	3,409,779	4,011,380	118%	3,409,779	496,077	5,597,911	164%
Advalorem Taxes - Property	2,000,000	1,694,103	85%	2,468,000	33,995	1,817,387	74%
Interest Income	50,000	29,555	59%	155,871	27,442	140,904	90%
Other Revenues	316,500	264,572	84%	234,500	15,171	229,370	98%
Subtotal - Instruction & General	15,114,229	14,104,276	93%	16,048,250	1,218,293	16,333,295	102%
Student Activities	47,500	47,206	99%	47,800	0	47,696	100%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	9,995	77%	13,000	0	13,433	103%
Auxiliary Enterprises	1,728,300	1,690,854	98%	1,802,550	8,968	1,734,922	96%
Athletics	35,400	29,171	82%	36,600	5,750	28,750	79%
Total Current Unrestricted	16,938,429	15,881,502	94%	17,948,200	1,233,011	18,158,096	101%
CURRENT RESTRICTED FUND							
Grants	2,013,499	1,108,931	55%	1,711,163	28,451	982,101	57%
Student Aid	4,180,325	4,578,241	110%	4,422,593	39,173	3,546,839	80%
Total Current Restricted	6,193,824	5,687,172	92%	6,133,756	67,624	4,528,940	74%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,593,986	1,676,681	36%	8,105,075		4,035,412	50%
Projects from State STB Funds	2,000,000	165,653	0%	1,885,297	0	1,885,297	100%
Projects from General Fund	680,399	0	0%	648,945	0	648,945	100%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from Other State Funds	0	0	0%	0	0	0	0%
Interest Income	100,000	101,581	102%	0	0	0	0%
Total Plant Funds	7,374,385	1,943,915	26%	11,989,317	0	6,569,654	55%
GRAND TOTAL REVENUES	30,506,638	23,512,589	77%	36,071,273	1,300,635	29,256,690	81%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

April 2005

84% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2004-05 Original Budget	Variance Over (Under) Budget
Distribution								
Actual	July	\$37.55	3,004,977	\$5.33	16,626,962	447,818	239,507	208,311
Actual	August	\$36.19	3,066,678	\$5.77	17,406,483	465,288	239,507	225,781
Actual	September	\$39.81	3,117,280	\$5.63	17,532,555	456,705	239,507	217,198
Actual	October	\$42.73	3,062,698	\$6.08	16,950,566	373,315	239,507	133,808
Actual	November	\$44.51	3,055,757	\$5.31	17,213,076	504,320	239,507	264,813
Actual	December	\$50.01	3,089,390	\$5.75	18,204,030	520,598	239,507	281,091
Actual	January	\$45.19	2,889,262	\$6.70	16,913,007	600,476	239,507	360,969
Actual	February	\$45.07	2,990,409	\$5.72	16,217,894	579,382	239,507	339,875
Actual	March	\$52.19	2,712,625	\$5.77	15,505,280	494,374	239,507	254,867
Accrual	April					239,507	239,507	0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						4,681,783	2,395,070	2,286,713
Y.T.D. Equipment Tax Revenue						916,128	535,695	380,433
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						5,597,911	2,930,765	2,667,146

Source: New Mexico Taxation and Revenue Department

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

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
April 2005

84% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	6,125,000	N/A	N/A	N/A	7102-1348	2.34%	13,136
Total Investments	<u>6,125,000</u>						<u>13,136</u>

Summary of Current Month's Activity	
Beginning amount	7,625,000
Plus: deposits	0
Less: withdrawals	(1,500,000)
Capital Projects	8,170,601
Reserves Invested	-2,045,601
Total LGIP Investment	6,125,000

Capital Projects	4/30/2005
Technology Upgrade	384,328.31
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	132,430.49
Western Heritage Museum	1,245,604.97
Drawings and Master Plan	94,153.70
Baseball Field	178,638.34
Dormitory Landscape	45,536.83
Circle Drive	53,792.89
Roadway Parking Lot Seal Coat	10,943.81
BR&R Carryover	154,069.67
Millen Fence/Landscape	408,972.07
Ben Alexander Student Center	1,723,933.88
JAST	471,466.08
Computer Equipment Rebates	5,953.83
Clerk of the Works	10,518.47
Marketing	75,160.76
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	200,000.00
Student Housing Construction	1,000,000.00
Classroom Furniture Replacement	20,000.00
Video Security Cameral Replacmt	150,000.00
Testing Center	250,000.00
Total	8,170,600.64

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: Board Members
From: Dan Hardin
RE: Fiscal Watch Reports
Date: May 6, 2005

Attached for your approval are the Fiscal Watch reports to be submitted to the Commission on Higher Education by the end of May. The first report is the Balance Sheet for March 31, 2005. The total current assets consist of Cash and Cash Equivalents in the amount of \$1,603,208.00, which represents cash in the vault and balances in the bank. Investments are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. These are receivables from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. Prepaid expense is the college insurance and maintenance agreements paid upfront for the entire year. Total current assets are \$11,603,335.00

Non-Current Assets are the same as what was presented in the 2004 audit for Property, Plant and Equipment, net \$11,305,456.00 and Construction in Progress \$2,931,127.00. Total Non-Current Assets are \$14,236,583.00. Total Assets are \$25,839,918.00

Current Liabilities begin with Accounts Payable of \$79,706.00. Under the Banner system, when an invoice is entered into the system that amount is recorded in Accounts Payable, so there is a large amount of activity in Accounts Payable. Accounts Payable includes Dorm Deposits Payable, Gift Certificates from the Bookstore, and General Accounts Payable. Accrued wages payable is salaries payables and accrued vacation payable. At 3-31-2005, accrued wages payable was \$127,035.00. Deferred revenue is largely tuition and fees that we received for upcoming semesters. Also, at yearend, we defer revenue when it is for the next fiscal year. Deferred revenue at the end of March was \$105,102.00. Accrued Liabilities include all of the withholding payables for Federal Income Tax, State Income Tax, ERA, Health Insurance and other payroll related withholdings. Total accrued liabilities as of March 2005 was \$319,567.00.

Other Payables are a combination of gross receipts payable, voluntary withholding payables, agency accounts, and scholarships payable. Agency accounts are funds held for the various clubs and organizations around campus. The total of other payables is \$85,410.00. Total Current Liabilities are \$716,820.00 as of March 2005

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$14,236,583.00. Unrestricted net assets has a total as of March 2005 of \$10,886,515.00, with the total net assets of \$25,123,098.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that were in the Board reports for March 2005. This report compares the March 2004 current revenues to the March 2005 current revenues. All revenue operating funds through March 2005 have had an increase compared to March 2004. Total revenue through March 2004 was \$13,612,273.00 compared to \$16,925,085.00 as of March 2005.

In comparing the year-to-date expenditures as of March 2004 to the year-to-date expenditures for March 2005, we have some variances. The expenditures for Student Social & Cultural in 2005 are less due to the cost centers for Theatre, Music, and Technical Production being moved into instruction. The expenditures in Internal Services from March 2005 are substantially higher than March 2004. The main reason for the increase is equipment purchases. Equipment purchases are placed in the department where the equipment is to be used. The docutech equipment was expensed in the Document Center, which is in Internal Services increasing the expenditures over 2004. Student Aid expends funds early in each semester, and the budget for student aid was increased from 2004 to 2005. Total expenditures for current funds as of March 2004 was \$11,182,886.00 compared to \$12,959,956.00 as of March 2005.

In comparing the Plant funds from 2004 to 2005, the revenue has increased tremendously due to drawdowns from the State GOB and STB funds for the construction projects. As you compare the expenditures you will also see the increase from the construction projects that are in progress.

The next report is the comparison of the budget to actual as of March 2004. These numbers are also taken from the Board reports presented at the April Board meeting. Revenues are strong and are at or over the 75% of budget for all areas. The expenditure comparison of budget to actual is also the same as we presented in the April Board meeting. Encumbrances and seasonal expenditures account for most of the

percentage of expenditures to budget being over 75%. Plant fund revenues are high as we continue to draw down for the construction projects. Expenditures show the amounts that have been expended and/or encumbered for the construction projects. The equipment ER&R is allocated in the Plant funds, but it is expended in the departments where the equipment is purchased. We move the budget from ER&R to the department to cover the expenditure for equipment as it is purchased.

We hope this explanation gives you a good understanding of the Fiscal Watch reports we are asking you to approve.

Thanks,

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

Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 3/31/05

Assets

Current Assets:

Cash and Cash Equivalents	1,603,208
Investments	7,625,000
Accounts Receivable, net	1,897,519
Inventories	254,455
Prepaid Expenses	223,153

Total Current Assets 11,603,335

Non-Current Assets

Property, Plant and Equipment, net	11,305,456
Construction in Progress	2,931,127

Total Non-Current Assets 14,236,583

Total Assets 25,839,918

Liabilities

Current Liabilities

Accounts Payable	79,706
Accrued Wages Payable	127,035
Deferred Revenue	105,102
Accrued Liabilities	319,567
Other Payables	85,410

Total Current Liabilities 716,820

Total Liabilities 716,820

Net Assets

Invested in Capital Assets, net of Related Debt	14,236,583
Unrestricted	10,886,515

Total Net Assets 25,123,098

NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2003-2004 and 2004-2005

Operating Funds	Actuals as of 3/31/2004	Actuals as of 3/31/2005	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	1,516,891	1,700,343	12.1%
State Appropriations	5,320,155	6,201,772	16.6%
Local Appropriations	4,807,556	6,885,226	43.2%
Sales & Service	1,709,246	1,787,083	4.6%
Other	258,425	350,661	35.7%
Total Revenues	13,612,273	16,925,085	24.3%

EXPENDITURES

Instruction & General	8,376,468	9,844,420	17.5%
Student Social & Cultural	205,522	108,376	-47.3%
Internal Services	577,725	823,729	42.6%
Student Aid	247,083	330,861	33.9%
Auxiliary Enterprises	1,309,812	1,309,220	0.0%
Intercollegiate Athletics	466,276	543,350	16.5%
Total Expenditures	11,182,886	12,959,956	15.9%
Increase (decrease) in Fund Balances	2,429,387	3,965,129	

Plant Funds

REVENUES			
Interest Income	77,853	-	-100.0%
State Funds	1,605,115	6,237,983	288.6%
Other			
Total Revenue	1,682,968	6,237,983	270.7%

EXPENDITURES

Capital Projects	3,208,845	11,551,738	260.0%
Building R&R	193,061	348,988	80.8%
Equipment R&R		-	
Auxiliary R&R	3,839	36,005	0.0%
Total Expenditures	3,405,745	11,936,731	250.5%

Increase (Decrease) in Fund Balances	-1,722,777	-5,698,748
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NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2004 - 2005

March 31 2005

Operating Funds	FY 2004-2005 Original Budget	FY 2004-2005 Actual as of 3-31-05	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	1,690,200	1,700,343	100.60%
State Appropriations	8,089,900	6,201,772	76.66%
Local Appropriations	5,877,779	6,885,226	117.14%
Sales & Service	1,863,350	1,787,083	95.91%
Other	426,971	350,661	82.13%
Total Revenues	17,948,200	16,925,085	94.30%

EXPENDITURES			
Instruction & General	14,741,527	9,844,420	66.78%
Student Social & Cultural	129,804	108,376	83.49%
Internal Services	823,657	823,729	100.01%
Student Aid	331,910	330,861	99.68%
Auxiliary Enterprises	1,506,230	1,309,220	86.92%
Intercollegiate Athletics	702,358	543,350	77.36%
Total Expenditures	18,235,486	12,959,956	71.07%
Increase (decrease) in Fund Balances	-287,286	3,965,129	

Plant Funds			
REVENUES			
Interest Income	0	0	0.00%
State Funds	10,639,317	6,237,983	58.63%
Other	1,350,000	0	0.00%
Total Revenue	11,989,317	6,237,983	52.03%

EXPENDITURES			
Capital Projects	20,439,361	11,551,738	56.52%
Building R&R	480,452	348,988	72.64%
Equipment R&R	359,739	0	0.00%
Auxiliary R&R	46,709	36,005	77.08%
Total Expenditures	21,326,261	11,936,731	55.97%

Increase (Decrease) in Fund Balances	-9,336,944	-5,698,748
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NEW MEXICO JUNIOR COLLEGE

Coordinator of Purchasing

DATE: May 19, 2005

TO: New Mexico Junior College Board Members
FROM: Frank Collins
SUBJECT: NMJC Bookstore Interior Casework & Store Fixtures

On May 11, 2005 the Business Office sent Invitation to Bid #970 to prospective contractors for bookstore interior casework and store fixtures. We posted the legal notice in the Lovington Leader on May 12, 2005.

The successful contractor will provide all labor to unload all trucks, furnish all furring, the erection of all steel shelving and islands, the installation of all casework, store fixtures and the installation of all shelves for the wall shelving, display cases and islands.

The contractor will also hookup all casework lighting and general use electrical outlets in the casework to building circuits.

We mailed the floor plan design, specifications book, and Department of Labor Wage Rate Decision documents to all prospective vendors.

The Contractor will not commence work until NMJC verifies the site conditions prior to installation. The bookstore portion of the Ben Alexander Student Learning Center is scheduled to be available on or about July 18th, 2005; however, an early installation date of July 5th is open if the contractor can obtain all fixtures.

The installation must be completed ten (10) calendar days after notification to proceed has been given.

A specifications booklet has been included in your board packets for your review.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #971

Railroad Crossing Entrance – NMJC/HWY 18 Project

BOARD DOCUMENTS

Date: May 19, 2005
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. Legal notices were sent to the following newspapers requesting sealed bids for the Railroad Crossing Entrance Project:
 - 1) Lovington Daily Leader
 - 2) Hobbs News Sun
2. One vendor responded to the invitation to bid. That bid was received in compliance with the opening time and date.
3. There was one vendor present at the opening.
4. The Business Office, Maintenance Department, and Pettigrew & Associates have evaluated the bid received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE
Evaluation and Recommendation
Board Documents

The vendor responding to the Invitation is Armstrong Construction, Inc., Roswell NM.

The Administration recommends acceptance of the bid from Armstrong Construction, Inc. for \$43,741.25. The project manual contained the bid specifications and other pertinent information related to the bid.

Source of Funding: Capital Projects – Millen Drive/Fence Landscaping Account
Account Number: 91514-4002-76012-911
Amount: \$43,741.25

**BID TABULATION
CONTRACTORS**

BID NO. 971
NEW MEXICO JUNIOR COLLEGE
Railroad Crossing Entrance NMJCHWY 18

BASE BID

ITEM NO.	DESCRIPTION	QUANTITY & UNIT OF MEASUREMENT	ENGINEER'S ESTIMATE		ARMSTRONG CONSTRUCTION		UNIT PRICE	AMOUNT
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
304160	Base course Type II	30 SQ. YD.	\$4.50	\$160.00	\$26.00	\$780.00		
451060	Fillet 6"	15 SQ. YD.	\$95.00	\$1,425.00	\$70.00	\$1,050.00		
609324	Concrete Mountable Curb and Gutter 6" x 24"	55 LN. FT.	\$20.00	\$960.00	\$26.00	\$1,430.00		
701000	Extruded Panel Signs w/ Reflective Sheeting	18.25 SQ. FT.	\$29.00	\$530.00	\$17.00	\$310.25		
701030	Remove/Reset Panel Sign	2 EACH	\$125.00	\$250.00	\$140.00	\$280.00		
701100	Steel Posts/ Base Posts for Panel Sign	45 LN. FT.	\$14.00	\$700.00	\$8.00	\$360.00		
702000	Traffic Control Devices for Construction	1 L.S.	\$3,000.00	\$3,000.00	\$10,000.00	\$10,000.00		
702800	Traffic Control Plan	1 L.S.	\$2,000.00	\$2,000.00	\$10,000.00	\$10,000.00		
704004	Retroreflectorized Painted Marking 4"	2,366 LIN. FT.	\$1.25	\$3,125.00	\$1.00	\$2,366.00		

BID NO. 971
 NEW MEXICO JUNIOR COLLEGE
 Railroad Crossing Entrance NMJC/HWY 18

BASE BID

ITEM NO.	DESCRIPTION	QUANTITY & UNIT OF MEASUREMENT	ENGINEER'S ESTIMATE		ARMSTRONG CONSTRUCTION		UNIT PRICE	AMOUNT
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
704008	Retroreflectorized Painted Marking 8"	774 LIN. FT.	\$2.00	\$1,600.00	\$2.00	\$1,548.00		
704024	Retroreflectorized Painted Marking 24"	77 LIN. FT.	\$6.00	\$480.00	\$6.00	\$462.00		
704765	Ref. Painted Comb Arrow (Thru & Right)	1 EACH	\$155.00	\$155.00	\$180.00	\$180.00		
704766	Ref. Painted Comb Arrow (Thru & Left)	1 EACH	\$190.00	\$190.00	\$180.00	\$180.00		
704767	Ref. Painted Right Arrow	1 EACH	\$120.00	\$120.00	\$123.00	\$123.00		
704770	Reflectorized Painted Word "ONLY" 4' x 8'	1 EACH	\$200.00	\$200.00	\$200.00	\$200.00		
704771	Reflectorized Painted Word "STOP" 4' x 8'	2 EACH	\$200.00	\$400.00	\$200.00	\$400.00		

**BID TABULATION
CONTRACTORS**

BID NO. 971
NEW MEXICO JUNIOR COLLEGE
Railroad Crossing Entrance NMIC/HWY 18

BASE BID

ITEM NO.	DESCRIPTION	QUANTITY & UNIT OF MEASUREMENT	ENGINEER'S ESTIMATE		ARMSTRONG CONSTRUCTION		UNIT PRICE	AMOUNT
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
713999	Relocate Flasher and Gate (Rail Road)	1 EACH	\$15,000.00	\$15,000.00	\$14,000.00	\$14,000.00		
721000	Removal of 24" Plastic Pavement Marking	12 LIN. FT.	\$2.00	\$30.00	\$6.00	\$72.00		
TOTAL				\$32,445.00		\$43,741.25		
	ACKNOWLEDGED ADDENDUM NO. 1				YES			
	5% BID BOND				YES			
	CONTRACTOR'S LICENSE & TYPE				1880/ GA98, GB98, GF98			

ENGINEER'S CERTIFICATE:

I hereby Certify that this TABULATION is True and Correct.

Jeremy Baker
Jeremy Baker PE NM No. 16204

SET NO. 1

NEW MEXICO JUNIOR COLLEGE

HOBBS, NEW MEXICO

BID NO. 971

PREPARED BY

PETTIGREW and ASSOCIATES, P.A.

1110 N. Grimes
Hobbs, New Mexico 88240

PROJECT MANUAL

**NEW MEXICO JUNIOR COLLEGE
RAILROAD CROSSING ENTRANCE NMJC/HWY 18**



Jeremy Baker
Jeremy Baker, P.E. N.M. 16204

April, 2005

INSTRUCTIONS TO BIDDERS

NEW MEXICO JUNIOR COLLEGE

RAILROAD CROSSING ENTRANCE NMJC/HWY 18

1. This Project is located in New Mexico Junior College, and more specifically described as follows:

RAILROAD CROSSING ENTRANCE NMJC/HWY 18

2. Copies of the Plans and Specifications, together with Contract Documents, are available for public inspection or purchase (\$20.00 non-refundable) at the office of PETTIGREW and ASSOCIATES, P.A., 1110 No. Grimes, Hobbs, NM 88240.
3. Sealed bids will be received by the New Mexico Junior College, Hobbs, New Mexico, at the office of the Coordinator of Purchasing, in accordance with the Plans and Specifications prepared by PETTIGREW and ASSOCIATES, and in accordance with the Special Provisions, and Supplemental Specifications herein contained and by any or all addenda thereto attached. The New Mexico Junior College will not consider bids arriving late, including mail or transport error. Any bids received after the stated closing time will be returned unopened.
4. Bids are to be plainly marked and identified on the outside of the envelope by writing the words "Bids for the Construction of", followed by the complete Project Title, and the Contractor's New Mexico License Number and type.
5. **CONTRACT TIME:** The contract must be completed as follows:

20 Calendar Days

6. All Bidders are to be licensed in New Mexico by the Construction and Industries Division, and will indicate their current New Mexico Contractor's License Number and Classification on the outside of the envelope.

INSTRUCTIONS TO BIDDERS

NEW MEXICO JUNIOR COLLEGE

RAILROAD CROSSING ENTRANCE NMJC/HWY 18

7. Resident reference - pursuant to Sections 13-1-1 & 13-4-2 NMSA 1978, bidders claiming 5% preference must be certified prior to bid opening. Bidders preference will be taken into consideration, only if the preference number is stated on the Contractor's Bid.
8. This project shall be constructed in accordance with the New Mexico State Highway and Transportation Department's 2000 Standard Specifications for Highway and Bridge Construction.
9. The Owner reserves the right to waive irregularities in bids, to reject any or all bids or portions thereof. They may accept any bid that in its opinion is in the best interest of the Owner. Contract will be awarded on their decision as to the best bid offered.
10. A Certified Check or Cashier's Check, by a bank satisfactory to the New Mexico Junior College or a Bidder's Bond executed by a reliable Corporate Surety Company authorized to do business in the State of New Mexico, in the amount of 5% of his maximum total bid, payable without recourse to the New Mexico Junior College, must accompany the Bidder's Proposal as a Guarantee.
11. Before submitting his bid, each bidder must (a) examine the Contract Documents thoroughly; (b) visit the site to familiarize himself with local conditions that may in any manner affect performance of the work; (c) familiarize himself with federal, state, and local laws, ordinances, rules, and regulations affecting performance of the work; and (d) carefully correlate his observations with the requirements of the Contract Documents. Failure to examine any of the above will not relieve the bidder of his obligation with respect to his bid.
12. All questions about the meaning or intent of the Contract Documents shall be submitted to Engineer in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by Engineer as having received the bidding documents. Questions received less than ninety-six (96) hours prior to the bid opening will not be answered. Only questions answered by formal written Addenda will be binding.

INFORMATION TO BIDDERS

NEW MEXICO JUNIOR COLLEGE

RAILROAD CROSSING ENTRANCE NMJC/HWY 18

13. All bids are subject to all applicable taxes. Any contracts that include labor or services require that the full amount be subject to New Mexico Junior College Gross Receipts Tax. Do not include the taxes in the total bid price. Taxes will be added and paid at time of billing.
14. The Bid Form is included in the Contract Documents; additional copies may be obtained from the Engineer.
15. **BID FORMS:**
 - a. Bid Form must be executed in ink or by typewriter.
 - b. Bids by corporations must be executed in the corporate name by the president or vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested by the Secretary or Assistant Secretary. The corporate address and state of incorporation shall be shown below the signature.
 - c. Bids by partnerships must be executed in the partnership name and signed by a general partner, his title must appear under his signature, and the official address of the partnership must be shown below the signature.
 - d. All names must be typed or printed below the signature.
 - e. The Bid shall contain an acknowledgement of receipt of all Addenda (the numbers of which shall be filled in on the Bid Form).
 - f. Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that Bid must be executed) and delivered to the place where bids are to be submitted at any time prior to the opening of bid.
 - g. No bidder shall be interested in more than one bid. Collusion among bidders or submission of more than one bid under different names by any firm or individual shall be cause for rejection of bids without consideration.

BID NO. 971

CONTRACTOR'S BID

NEW MEXICO JUNIOR COLLEGE

RAILROAD CROSSING ENTRANCE NMJC/HWY 18

May 4, 2005

TO: NEW MEXICO JUNIOR COLLEGE
HOBBS, NEW MEXICO

The undersigned, as bidder, declare that the only person or parties interested in this Bid as principals are those named herein; that this Bid is made without collusion with any other person, firm, corporation; that he has carefully examined the Contract Documents.

All construction shall be in accordance with, and this Contract shall include and the parties hereto shall be bound by all provisions of the following, which are each incorporated by reference as if set forth in full herein: New Mexico State Highway and Transportation Department Standard Specifications for Highway and Bridge Construction, 2000 Edition, as amended and revised by the Special Provisions, which are attached hereto and incorporated by reference as if set forth in full herein. Contractor hereby covenants, warrants, and acknowledges that Contractor possesses Standard Specifications for Highway and Bridge Construction, 2000 Edition and knowledge of its contents.

All construction shall further be in accordance with, and this Contract shall include and the parties hereto shall be bound by, all provisions of the following, which are each attached hereto and incorporated by reference as if set forth in full herein:

- A. Advertisement for Bid
- B. Instruction to Bidders
- C. Contractor's Bid
- D. Bid Bond
- E. Form of Contract

CONTRACTOR'S BID

NEW MEXICO JUNIOR COLLEGE

RAILROAD CROSSING ENTRANCE NMJC/HWY 18

- F. Performance Bond
- G. Labor and Material Payment Bond
- H. Certificate of Insurance
- I. Statement of Bidder's Qualifications
- J. Special Conditions
- K. Special Provisions
- L. Construction Plans
- M. Addenda

and Addenda on file in the office of the Coordinator of Purchasing, New Mexico Junior College, Hobbs, New Mexico, and ha_ carefully examined the locations, conditions and classes of materials of the proposed work; and agree_ that _he_ will provide all the necessary machinery, tools, apparatus, and other means of construction, and will do all the work and furnish all the materials called for in the Contract and Specifications in the manner prescribed therein and according to the requirements of the Engineer as therein set forth for the Project. It is agreed that the quantities of work to be done and materials to be furnished may be increased or diminished as may be considered necessary, in the opinion of the Engineer, to complete the work fully as planned and contemplated, and that all quantities of work, whether increased or decreased, are to be performed at the **unit prices** set forth below except as provided in the Specifications.

NOTE: Unit or Lump Sum Prices must be shown in words and figures for each item listed in this Bid. Should bid prices on any items be omitted, the right is reserved to apply the lowest prices submitted by the other bidders in payment for work done under this Bid.

Accompanying this Bid is a (Certified Check) (Cashier's Check) (Bid Bond) in the amount of 50%
OF BID (\$_____) payable to the order of the Owner, which it is agreed shall be retained as liquidated damages by the Owner if the undersigned fails to execute the Contract in conformity with the Form of Contract incorporated in the Contract Documents and furnish bonds as specified within ten (10) days after notification of the award of the Contract to the undersigned.

CONTRACTOR'S BID

NEW MEXICO JUNIOR COLLEGE

RAILROAD CROSSING ENTRANCE NMJC/HWY 18

The undersigned further agree_ and pledge_ himself, themselves, that if awarded the Contract _____ will begin work at the site within ten (10) days after the date of written notice to commence work and to complete all work under the Contract within:

90 Calendar Days

unless additional working days or a suspension of the time charged is allowed and also agree to furnish a faithful performance bond containing the terms set out in the form of such bond attached hereto as a part of these Contract Documents.

The bidder/offeror certifies, by submission of this bid or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this bid that it will include this clause without modification in all lower tier transactions, solicitations, bids, contracts, and subcontracts. Where the bidder/offer/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/bid.

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #87

Research Study for the New Mexico Junior College Nursing Program

BOARD DOCUMENTS

Date: May 13, 2005
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On April 21, 2005, a legal notice was sent to the following newspaper requesting sealed proposals for research study for the NMJC Nursing Program:

Hobbs Daily News Sun

2. The RFP was also posted on the NMJC website.
3. Three proposals were submitted in compliance with the opening date and time.
4. No proposers were present at the opening.
5. The Business Office and Evaluation Committee have evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The firms responding to the RFP were: Clickin Research, Inc., Austin TX, Robinson & Muenster Associates, Inc., Sioux City SD, and Savitz Research Companies, Dallas TX.

The proposals were evaluated by an evaluation committee and the results were reviewed by the Business Office. The evaluation committee was comprised of Dr. Renee Wharton, Director of Student Information Tracking/Institutional Research , Marilyn Dill, Director of Learning & Assessment and Dr. Mary Jane Ward, Dean of Business & Technology.

The Administration recommends acceptance of the professional services of Robinson Muenster & Associates for \$35,500.

Source of Funding: FY 2004/2005 Institutional Contingency
Account Number: 11000-1001-71115-131
Amount: \$35,500

Companies Responding	Price Structure	Sect I CASRO	Sect II References	Sect III Expertise	Sect IV Design	Sect V CATI	Sect VI Consult	Sect VII Cost	Total Points Awarded
Savitz Research Companies	\$72,975	150	100	150	283	150	100	74	1007
Clickin Research, Inc.	\$36,350	150	100	150	283	150	150	147	1130
Robinson & Muenster Associates	\$35,500	150	150	150	300	150	150	150	1200

Points for Cost are based on the RFP formula: Vendor A has the lowest proposal cost of \$5,000 and Vendor B has a proposal cost of \$6,000; to arrive at Vendor B's points:
 $\$5,000/\$6,000 = .833 \times 150 = 125$ points assigned to Vendor B's points

Maximum points: 1,200

NEW MEXICO JUNIOR COLLEGE
SPECIFICATIONS

Minimum Requirements:

At a minimum the contractor must demonstrate the following requirements to carry out a research study of the NMJC Nursing Program:

- Member of Council of American Survey Research Organizations ("CASRO")
- Availability of adequate staff resources between June 1, 2005 and September 1, 2005 to perform and manage the work in a coordinated and effective manner
- Demonstrated qualitative and quantitative research capacity
- Demonstrated effectiveness, as referenced in the proposal, in managing qualitative and quantitative surveys with individuals on a scale similar to that requested in this RFP
- Demonstrated effectiveness, as referenced in the proposal, in managing focus groups with individuals on a scale similar to that requested in this RFP
- Demonstrated experience with computer assisted telephone interviewing (CATI) and the capacity to handle the required volume of data collection, data processing, and data reporting in an accurate and timely manner
- One to one interviewer to phone line ratio – no predictive dialers
- Ability to supply survey results in a format that can be imported into SPSS including data layout (preferably ASCII comma delimited or fixed length format)
- Ability to maintain confidentiality of all data received
- Expertise in survey design, survey instrument construction, qualitative interviews, focus groups, analysis of historical and/or institutional data

Period of Performance:

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about June 1, 2005 and be completed by May 30, 2006.

Funding:

NMJC will remit 75% of the proposal cost upon approval by the NMJC Board and a contract being in force with approval signatures of both parties. Remainder of cost will be remitted upon approval by NMJC at the completion of the project.

Proposal will include all travel expenses necessary to complete proposed research design. Any other travel expenses subsequent to contract award will be borne solely by the contractor.

Research Specifications:

Proposed research project should include a combination of the following methodologies designed to provide a thorough understanding of program strengths, weaknesses, opportunities, and threats.

Research type:

- I. Background research and analysis of institutional data such as
 - Review of Employer Surveys

- Review of last four years exit test results
 - Review of Job Placement information for last four years
 - Review of Graduate surveys
 - Review of faculty and class evaluation information for past four years
- II. Qualitative interviews with professionals involved with the program
- Current faculty
 - Program Administrator and any other relevant College Administration
 - Past Faculty
 - Any employers who have a history of regular or frequent hiring of graduates
- III. Qualitative focus groups with students
- Current students
 - Past students
- IV. Quantitative surveys of past and present students in the program
- Qualitative interviews will be done as much as feasible though NMJC recognizes that some telephone interviews may need to take place with individuals not residing in the geographical area.

Work Specifications:

New Mexico Junior College will perform the following tasks:

- Conduct initial meeting with contractor to arrive at a common understanding of background purpose and objectives of proposed research study
 - Clarify research design (including sample issues)
 - Clarify data format
- Provide contractor with all background data and sample
- Work closely with the vendor to provide all necessary information and assistance as needed
- NMJC may make additional requests for research pertaining to the nursing program for two years following the award of this contract [Fiscal years 2006-2007 and 2007-2008]. The option to renew this contract at the discretion of NMJC. If needed, the cost of additional research will be negotiated at the time of the request.

The contractor will perform the following tasks:

- Review background information and work closely with NMJC to gain thorough understanding of the college and the nursing program
- Obtain final approval of interview questions, focus group guide or telephone survey instrument prior to administration
- Provide quantitative data in ASCII comma delimited or fixed length format (including data layout)
- Video and audio record focus group sessions
- Provide summarized reports of each phase of the research
- Produce one bound and one unbound copy of a final report that includes:
 - Marginals, if applicable

- Cross tabulations and/or other appropriate comparatives if applicable
 - Executive Summary and recommendations
 - Video and/or audio recordings of selected important portions of the qualitative research
 - Full qualitative and quantitative survey report
 - Unlimited consultation during and up to two years after the close of the project
 - Any additional information as appropriate
- Conduct initial meeting with NMJC President and Institutional Research and Planning
 - Arrive at a common understanding of background purpose and objectives of proposed survey
 - Clarify research design issues
 - Clarify sample and data needs
- Proposal will include all travel expenses necessary to complete proposed research design. Any other travel expenses subsequent to contract award will be borne solely by the contractor.
- Contractor will remain flexible in their research design. If research needs change during the contract period, design changes can be made with mutual agreement between NMJC and the contractor.

Evaluation Criteria

The College will rate and select a Proposal based on the following:

- A. Membership in Council of American Survey Research Organization (CASRO): Yes / No (150 points)
- B. References (3) provided that demonstrate qualitative and quantitative research capacity and effectiveness: Yes / No (150 points)
- C. Demonstrated expertise in survey design, survey instrument construction, qualitative interviews, focus groups, analysis of historical and/or institutional data: Yes / No (150 points)
- D. Proposed research design: (300 points)
 - Excellent (creative approach that meets or exceeds NMJC's needs (300 points)
 - Adequate (approach meets needs) (150 points)
 - Poor (approach does not meet needs) (0 points)
- E. Demonstrated experience with computer assisted telephone interviewing (CATI) and does not use predictive dialers: Yes / No (150 points)
- F. Stated commitment for unlimited consultation during and up to two years after the close of the project: Yes / No (150 points)
- G. Cost: (150 points) Cost points are calculated as follows: the lowest cost divided by other offeror's cost X 150 points

Maximum Points Available: 1200 points

RESOLUTION

Darlene Lambert

WHEREAS, **Darlene Lambert** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 10 years; and

WHEREAS, **Darlene Lambert** has served as Telephone Operator and Mail Clerk from 1994-2005; and

WHEREAS, **Darlene Lambert** has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, **Darlene Lambert** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, **Darlene Lambert** as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, **Darlene Lambert** has elected to retire the 1st day of February 2005.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Darlene Lambert** for her service and dedication to New Mexico Junior College.

ADOPTED THIS 26th day of May, 2005.

ATTEST:

New Mexico Junior College Board Chairman



New Mexico Junior College Board Secretary

RESOLUTION

Lawrence Paul Wilcox

- WHEREAS,** **Lawrence Paul Wilcox** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 25 years; and
- WHEREAS,** **Lawrence Paul Wilcox** has served as Professor of Art from 1980-2005; and
- WHEREAS,** **Lawrence Paul Wilcox** has served as Mayfest Coordinator for Continuing Education/Community Service in 1984; and
- WHEREAS,** **Lawrence Paul Wilcox** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Lawrence Paul Wilcox** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Lawrence Paul Wilcox** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Lawrence Paul Wilcox** has elected to retire the 1st day of July, 2005.

NOW, THEREFORE BE IT RESOLVED that **Lawrence Paul Wilcox** be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 26th day of May, 2005.

ATTEST:

New Mexico Junior College Board Chairman



New Mexico Junior College Board Secretary

RESOLUTION

Joe Peña, Jr.

WHEREAS, **Joe Peña, Jr.** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 11 years; and

WHEREAS, **Joe Peña, Jr.** has served as Groundskeeper I from 1994-1997; and

WHEREAS, **Joe Peña, Jr.** has served as Groundskeeper II from 1997-2005; and

WHEREAS, **Joe Peña, Jr.** has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, **Joe Peña, Jr.** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, **Joe Peña, Jr.** as a staff member, has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, **Joe Peña, Jr.** has elected to retire the 1st day of June 2005.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Joe Peña, Jr.** for his service and dedication to New Mexico Junior College.

ADOPTED THIS 26th day of May, 2005.

ATTEST:

New Mexico Junior College Board Chairman



New Mexico Junior College Board Secretary

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5-10-05

Candidate's name John B. Gratton

Position title Vice President for Instruction

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 6-15-05 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard Chronicle for Higher Education, Hispanic Outlook, higheredjobs.com,

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

monster.com, hotjobs.com

Posted salary range \$74,662 - \$82,950 Recommended annual salary \$80,730 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2141-14-104 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

Steve McCreery

President

Selection Committee Members: Charley Carroll, Director of Physical Plant
Robert Guthrie, Professor of Accounting
Dan Hardin, Vice President for Finance
Kelly Holladay, Interim Dean of Arts and Sciences
Terry Holloman, Professor of Reading/Writing in Trans. Studies
Dallas Hulsey, Professor of English
Tamara James, Professor of Nursing
Sharon Jenkins, Director of Library Services
Regina Organ, Vice President for Student Services
Donna Springer, Exec. Secty. to the Vice President for Instruction

Comments: Dr. Gratton meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Vice President for Instruction

Personal Data

Name: Dr. John Gratton

Education

Ed.D., East Texas State University, Commerce, TX, 1978
Emphases: Health Education and Physical Education
Dissertation: A Study of the Effects of Diurnal Variations upon Maximal Stress Performance, Resting Heart Rate, and Reaction Time
M.S., East Texas State University, Commerce, TX, 1972
Major: Physical Education
B.A., Oklahoma Baptist University, Shawnee, OK, 1971
Major: Physical Education Minor: Education

Professional Experience

Coastal Bend College, Beeville, TX	
Vice President of Instruction	2003 to 2004
Vice President for Arts and Sciences	1999 to 2003
Dual Credit/Tech Prep Coordinator	1995 to 1999
Division Chair, Kinesiology & Health Science	1979 to 1997
Instructor	1978 to 1979
Coastal Bend College, Beeville, TX	1990 to 1997
Director, Self Study for Commission on Colleges, Southern Association of College and Schools	
East Texas State University, Commerce, TX	1975 to 1979
Instructor, Health & Physical Education	

Professional Organizations

Texas Association of College Technical Educators
Texas Community College Instructional Advisors, Director
College Administrator's Section TAHPERD, Secretary 1982
Boy's and Men's Sports Section TAHPERD, Chairperson 1983
Auditing Committee TAHPERD, 1985, 1987

College Committee TAHPERD, 1987, 1992
Regional Representative TAHPERD, 1993, 1995
Physical Education Section TCCTA, 1986
South Texas Higher Education Regional Council, Chairperson 2001/2002

Activities and Interests

Beeville Lion's Club, President 1983
Drug Abuse Prevention in Beeville, President 1987
Beeville County Chamber of Commerce, Vice President 1999-2000
Leadership Bee County, Secretary 2000-2001, Vice President 2002-2003



New Mexico Junior College

Career Opportunities

Position Announcement • April 2004 [Reopened 12-17-04]

Position Title: Vice President for Instruction

Position Description: The Vice President for Instruction is responsible for the instructional activities of the college and shall report administratively to the President. Duties and responsibilities include, but are not limited to, the following: (1) Coordinate and supervise the instructional activities of the college; (2) Advise the President in matters of college policy; (3) Direct the instructional/educational program development of the college; (4) Coordinate and supervise the accreditation activities of the college; (5) Assist in the recruitment of the professional staff members for the instructional sector of the college and make recommendations of the selections to the President; (6) Direct a continuous evaluation of the instructional activities of the college; (7) Assist with the public relations and marketing activities of the college; (8) Accept other duties as assigned by the President; and (9) 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: Master's degree required (Doctorate preferred). Degree must be from a regionally accredited institution. Successful experience in community college teaching, leadership, instructional program development, review and assessment is required. Preference will be given to candidates demonstrating evidence of experience in institutional strategic planning, budget and resource management (including external grants), facilities planning and management, and educational technology. The ideal candidate will have community leadership abilities, strong communications and administrative skills, and computer proficiency.

Salary/Benefits: This is a full-time, exempt, twelve-month administrative position. Salary range is \$74,662.00 to \$82,950.00, commensurate with education and experience. Standard employee benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: February 15, 2005 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

**Human Resources
New Mexico Junior College
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Hobbs, NM 88240**

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APPLICANT LIST

Position: Vice President for Instruction

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Priest, Simon	No	No	Incomplete application materials.
Dale, Brian	No	No	Incomplete application materials.
Bruno, Frank A.	No	No	Incomplete application materials.
Azordegan, S. Marc	No	No	
Robinson, Ricky A.	No	No	
Tannahill, Glenda	No	No	Incomplete application materials.
Dosemagen, Tim B.	No	No	
Andrews, Kenneth	No	No	Incomplete application materials.
Ratajczak, Andrew	No	No	Incomplete application materials.
Hogan, Kenneth	No	No	Incomplete application materials.
McPherson, William V.	No	No	
McCormick, Andrea	No	No	Incomplete application materials.
Davis, Rebecca S.	No	No	
Powers, Luke A.	No	No	
Nelson, John K.	No	No	
Winkler, David	No	No	Incomplete application materials.
McCloskey, Ronald	No	No	Incomplete application materials.
Palmer, David A.	No	No	
Coaty, Patrick	No	No	Incomplete application materials.
Pagels, Dawn B.	No	No	Received after deadline to apply.

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Gratton, John B.	Yes	Yes	Start date: Pending Board approval.
Akinkuoye, Nicholas O.	No	No	
Hunt, Rita	No	No	Incomplete application materials.
Steele, D. Preston	No	No	Incomplete application materials.
Chariton, Peter	No	No	Incomplete application materials.
Tolbert Jr., J.B.	No	No	
Bostic, James (Don) D.	No	No	
Holmer, David B.	No	No	
Norton, Jerry D.	No	No	
Atherton, Dennis G.	No	No	Withdrew application.
Davids, Mark R.	No	No	
Allison, Kellie	No	No	Incomplete application materials.
Hernandez, Jesus	No	No	Incomplete application materials.
Singaraju, Prasada Rao	No	No	
Morrison, Bryant B.	No	No	
Tunstall Jr., Paul (Ken)	Yes	No	
Patterson, Michelle L.	No	No	
Ward, Mary Jane	No	No	
Rantz, Ricky L.	No	No	
Lang, Elaine M.	No	No	
McGilvray, David H.	No	No	
Boze, Betsy V.	No	No	Withdrew application.

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Tate, Patrick D.	No	No	
Cowen, Sonia S.	No	No	
Hawkins, Vernon L.	No	No	
Conkin, Bette M.	No	No	
Gill, Thomas S.	No	No	
Fineberg, Alfred	No	No	Received after deadline to apply.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5-5-05

Candidate's name John W. Klepper

Position title Professor of Agriculture

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 8-15-05 Standard contract length 12 mos. 9 mos. other

Funding source Institutional Funds

Paid advertising beyond *standard Chronicle for Higher Education

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

Posted salary range \$31,461-\$39,326 Recommended annual salary \$37,500 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-519 100%

Recommended and approved by:

Supervisor Kelly Holladay
Dean/Director

Vice President Steve McClary
President

Selection Committee Members: Phillip Berry, Rodeo Coach/Conference Finals Rodeo Director

Lance Caviness, Director of Student Life

Dan Hardin, Vice President for Finance

Kelly Holladay, Professor of Science/Aquatics and

Interim Dean of Arts and Sciences

Richard Morris, Director of Athletics

Comments: Mr. Klepper meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Agriculture

Personal Data

Name: John W. Klepper

Education

M.Ag., Agricultural Chemistry, Texas A&M University, Austin, Texas, 1983

B.S., Agronomy, Texas A&M University, Austin, Texas, 1982

Professional Experience

Moore AG Products, Hobbs, NM 10/95 to Present
Senior Sales Representative

Agri-West Consultants, Hobbs, NM 12/95 to Present
Crop Consultant

New Mexico Junior College, Hobbs, NM 8/97 to 5/98
Part-Time Instructor

Agri-West Lawn & Crop Care, Hobbs, NM 12/85 to 11/95
Owner and Operator

Dana Palmer Corp. – Lawn Magic, Hobbs, NM 1/84 to 11/85
Director of Operations

Professional Affiliations

Texas Association of Agricultural Consultants

Member, 1985-1996

President, 1990

Board Member, 1989-1990

Hobbs Rotary Club, Member 1988-Present

Palmer Drug Abuse Program, Board Member, 1990-1994

Salvation Army, Board Member, 1987-1992

Lea Regional Hospital, Board Member, 1993-1996



New Mexico Junior College

Career Opportunities

Position Announcement • February 2005

Position Title: Professor of Agriculture

Position Description: The Professor of Agriculture reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but are not limited to, the following: 1) For the first year of employment, teach three courses (9 credit hours) in both the fall and the spring semesters. As enrollment requires in Agriculture, the classes may be day, evening, or on-line). Such courses could be, but not limited to, the following: Intro to Animal Science, Intro to Ag. Economics, Agriculture Industries Orientation, Animal Nutrition, Computers in Agriculture, Food Science and Technology, Equine Science and Horsemanship; 2) In the first year of employment, build and promote NMJC's Agriculture program by working with regional and state universities, high schools, and recruiting students. This will require some traveling, evening and weekend work; 3) When the enrollment in the Ag Program reaches its potential, the teaching load will increase to 15 contact hours per semester; 4) Serve on college committees as assigned; 5) Serve as advisor to assigned students; 6) Assume other professional responsibilities associated with the position of professor, and; 7) 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: A Bachelor's degree in Agriculture or closely related field is required. A Master's is preferred. All degrees must be from a regionally accredited institution. College level teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full time divisional instructors and staff. **NOTE: 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 I & II terms. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: April 1, 2005 at 5:00 p.m. MDT. Interviews will be conducted by a selection committee and will begin after all completed applications by qualified applicants have been reviewed. To ensure consideration, all application materials must be received by the deadline. Please do not send any materials via e-mail.

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

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APPLICANT LIST

Position: Professor of Agriculture

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Reeder, JerriAnn C.	Yes	No	
Parham (Myers), Tami D.	No	No	
Ferguson, Clarence E.	No	No	Incomplete application materials.
Li, Jiyuan	No	No	Incomplete application materials.
Ginter, Daniel M.	No	No	
James, Marshall "Kelly"	Yes	No	
Rowshan, Shapoor	No	No	Incomplete application materials.
Sigler, Donald L.	No	No	
Klepper, John W.	Yes	Yes	Start date: Pending Board approval.
Boland, Toby R.	No	No	
Okeafor, Emmanuel C.	No	No	Received after deadline to apply.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 5-5-05

Candidate's name John "Keith" Blackwill

Position title Professor of Physical Education/Head Women's Cross Country/Indoor and Outdoor Track Coach

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 8-15-05 Standard contract length 12 mos. 9 mos. other

Funding source Institutional Funds

Paid advertising beyond *standard NCAA Website

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

Posted salary range \$31,461-\$39,326 Recommended annual salary \$35,000 Prorated salary yes no (Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-420 100%

Recommended and approved by

Supervisor [Signature] Dean/Director [Signature]

Vice President [Signature] President [Signature]

- Selection Committee Members: John Baldwin, Professor P.E./Assistant Men's Basketball Coach
Nelda Helms, Professor of Physical Education
Richard Lloyd, Professor of P.E./Athletic Trainer
Richard Morris, Director of Athletics
Barbara Summers, Dept. Secty. - Athletics/P.E. - Caster Activity Center

Comments: Mr. Blackwill meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of Physical Education/Head Women's Cross Country/Indoor and Outdoor Track Coach

Personal Data

Name: John "Keith" Blackwill

Education

B.S., Physical Education, Fort Hays State University, Hays, Kansas, 1996

Professional Experience

Barton County Community College, Great Bend, Kansas 8/03 to Present
Assistant Men's and Women's Track and Field Coach
Coordinator of Housing
Director of Intramurals

Odessa College, Odessa, Texas 7/01 to 7/03
Head Women's Track and Cross Country Coach
Physical Education Department Chair and Instructor

Allen County Community College, Iola, Kansas 1/01 to 6/01
Head Men's and Women's Track and Cross Country Coach
Fitness Center Director

Garden City Community College, Garden City, Kansas 7/00 to 12/00
Assistant Men's and Women's Track and Field Coach
Instructor of Physical Education

Odessa College, Odessa, Texas 9/99 to 6/00
Wellness Director, Strength and Conditioning Coordinator
Assistant Women's Track and Field Coach

Professional Affiliations

KAHPERD
Phi Epsilon Kappa
1998 Level I Track and Field Certification

Honors

Nominated 2002 National Indoor Coach of the Year
Seven (7) NJCAA National Team Titles
1996 Recipient of Athletic Academic Achievement Award
Varsity letter winner Cloud County Community College – Track and Field
Two year varsity letter winner Fort Hays State University
Two (2) Army Achievement Medals
Good Conduct Medal



New Mexico Junior College

Career Opportunities

Position Announcement • March 2005

Position Title: Professor of Physical Education/Head Women's Cross Country/Indoor and Outdoor Track Coach

Position Description: The position is responsible to the Vice President for Student Services, Dean of Arts and Sciences and the Director of Athletics. Duties and responsibilities include, but are not limited to the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve on college committees as assigned; (3) serve as a sponsor for student groups as assigned; (4) post and maintain supervisor approved office hours per week; (5) assume other professional responsibilities associated with the position of professor; and (6) Head Women's Cross Country/Track Coach; (7) 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: Master's degree in Physical Education preferred. Bachelor's degree required. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. Standard employee benefits apply. The successful applicant may have the option of teaching during the summer terms for income above his/her base salary. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. Position starts August 15, 2005. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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APPLICANT LIST

Position: Professor of Physical Education/Head Women's Cross Country/Indoor and Outdoor Track Coach

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Blackwill, John "Keith"	Yes	Yes	Start date: Pending Board approval.
Clark, Timothy D.	No	No	
Williams, Joel J.	No	No	Incomplete application materials.
Angelo, Shalea K.	No	No	Incomplete application materials.
Huff, Christopher P.	No	No	
Rivas, Eric	No	No	Incomplete application materials.
Gordillo, Matthew L.	No	No	
Bartonlina, Michael S.	No	No	Incomplete application materials.
Pickens, John W.	No	No	Received after selection was made.
Cummins, Shawn P.	No	No	Received after selection was made.
Hughes, Daniel E.	No	No	Received after selection was made.
Neal, Christopher M.	No	No	Received after selection was made.
Tucker, Scott H.	No	No	Received after selection was made.

Date: May 13, 2005

To: Dr. Steve McCleery, President

Through: Dr. Regina Organ, Vice President of Student Services

From: Richard Morris, Athletic Director 

It is my recommendation to elevate Assistant Coach Rusty Laverentz NMJC –Women’s Basketball to the position of Head Coach for the NMJC Women’s Basketball Program, because of the recent resignation of former Head Coach Ara Baten.

Thank you.