

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, November 20, 2003

**Zia Room - Library**

4:00 p.m.

## AGENDA

- |   |                |
|---|----------------|
| A. Welcome  | Larry Hanna    |
| B. Adoption of Agenda   | Larry Hanna    |
| C. Approval of Minutes of October 16, 2003                                  | Larry Hanna    |
| D. Correspondence   | Pat Chappelle  |
| E. President's Report   | Steve McCleery |
| F. New Business   |                |
| 1. Monthly Expenditures Report  | Dan Hardin     |
| 2. Monthly Revenue Report   | Dan Hardin     |
| 3. Oil and Gas Revenue Report   | Dan Hardin     |
| 4. Schedule of Investments  | Dan Hardin     |
| 5. CHE Fiscal Watch Reports   | Dan Hardin     |
| 6. Consideration of Policy on Transfer of Accrued Sick Leave                | Steve McCleery |
| 7. Consideration of Bid #943 – Purchase of Exercise Equipment for Del Norte | Frank Collins  |
| 8. Consideration of Bid #945 – Purchase & Installation of Aluminum Doors    | Frank Collins  |
| 9. Personnel Consideration – Department Secretary Position                  | Steve McCleery |
| 10. Personnel Consideration – Maintenance Position                          | Steve McCleery |
| G. Closure of Open Meeting  | Larry Hanna    |
| H. Public Comments  | Larry Hanna    |
| I. Announcement of Next Meeting   | Larry Hanna    |
| J. Adjournment  | Larry Hanna    |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

OCTOBER 16, 2003

### MINUTES

The New Mexico Junior College Board met on Thursday, October 16, 2003, 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. Wade Cavitt; Mr. Phillip Jones; Mrs. Yvonne Williams; Mr. Guy Kesner; and Mr. John Hice, Jr.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Vange Perryman, Hobbs News Sun; Slick Duncan, New Mexico Junior College Foundation; and Scott Barthel.

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

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the minutes of September 4, 2003, as written.

Under *President's Report*, Rich Fleming gave a nursing update. Dr. McCleery gave a power point presentation on the updated proposed Student Center Remodel and Expansion project.

Under *New Business*, Dan Hardin presented the September financial reports and with a motion by Ms. Chappelle, seconded by Mr. Hice, the board unanimously approved the expenditures for September 2003.

Dr. McCleery presented the revised Ground Lease Agreement for board consideration. After reviewing the changes and upon a motion by Mr. Cavitt, seconded by Mrs. Williams, the board unanimously approved the agreement.

Dr. McCleery presented an amended copy of the New Mexico Junior College Resolution Creating a Policy on Labor Management Relations. The amended change reads as follows: "An election shall only be valid if forty (40%) of the eligible employees in the bargaining unit vote in the election." "The Public Employee Bargaining Act" was also changed to read "this resolution." Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously approved the change.

Cc Nelson presented the Kornegay Trust Fund Endowment Agreement for board consideration. In May of 2002, the board approved the transfer of the Kornegay Trust to

the New Mexico Junior College Foundation. Upon a motion by Ms. Chappelle, seconded by Mr. Jones, the board unanimously approved the agreement.

Dr. McCleery presented the Jal Proclamation, which calls for an election on December 16, 2003 to include the Jal Public School District in the New Mexico Junior College voting district. Upon a motion by Mr. Hice, seconded by Mr. Jones, the board unanimously approved the proclamation.

Charley Carroll presented a list of equipment to be sold at the next auction. Upon a motion by Mr. Kesner, seconded by Mr. Hice, the board unanimously approved the list of equipment to be auctioned off, as well as the removal of items valued at \$1,000 or greater and computer related items from college inventory.

Mr. Hardin presented Bid #941 – Purchase of New Vehicles for the College Motor Pool and Driver’s Education Program. The administration recommended acceptance of the bid from Watson Truck & Supply for a new 2004 Chevrolet Suburban for \$28,436.71 and a new 2004 Chevrolet Impala for \$17,779.00. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Mr. Hardin presented Bid #942 – Installation of an 800 AMP Electrical Service for a New Welding Lab. The administration recommended acceptance of the bid from K & S Electric for \$36,184. Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Mr. Hardin recommended Mr. Frank Collins for the Coordinator of Purchasing position with an annual salary of \$35,446. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the employment of Mr. Collins, effective October 20, 2003.

Richard Fleming presented a request to create a new position, Coordinator of the Learning Assistance Center. The position will be funded with budget savings. Upon a motion by Mr. Cavitt, seconded by Mrs. Williams, the board unanimously approved the request.

Mr. Cavitt moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H(2) of the New Mexico Statutes Annotated 1978. Mr. Jones seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Cavitt – yes; Mrs. Williams – yes; and Mr. Kesner – yes.

The next regular board meeting was scheduled for November 20, 2003, beginning at 4:00 p.m. in the Zia Room of Pannell Library. Wayne Newton will conduct board training on November 21 beginning at 8:00 a.m. in the T-Bird room.

Upon a motion by Mr. Cavitt, seconded by Mr. Kesner, the board meeting adjourned at 5:45 p.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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**To:** New Mexico Junior College Board Members  
**From:** Dan Hardin  
**Date:** November 11, 2003  
**RE:** Expenditure and Revenue Reports for October

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October represents month four or 32 percent of the 2003/2004 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through October 2003 is \$11,562,898.00 of which \$2,292,645.00 are encumbered funds.

In the October Expense report we adjusted the budget numbers moving fringe benefits from Institutional Support to the appropriate area such as instruction, academic support, student services and other areas that have salary expenses. The budget for fringe benefits has always been in Institutional Support and the expense for fringes is in the individual department. By doing this you will have a better picture of how actual expenses compare to their budget. We will make some adjustments in budgets during the year. An example would be the equipment purchases from ER&R. The equipment is expensed to the department doing the purchasing, then we do a budget increase from Equipment Renewal and Replacement funds. We do this so that each department can keep up with the equipment purchases for their area.

In the expense report for October, the Year-to-date expenditure for Instruction is below budget and will continue to run below budget until April, at that time we start running multiple payrolls for the faculty summer pay checks. Academic Support is still higher due to early fiscal year expenditures in Library Services. Student Services also has early fall expenditures as they prepared for the Fall semester. Institutional Support has encumbered expenses for the audit and other expected expenditures. Operation & Maintenance of Plant reports to be above normal budget projections, but has \$227,330.18 encumbered funds that are included in the \$869,678.00. Internal Services Departments include \$332,346.95 in encumbered funds for maintenance agreements and lease agreements. To offset expenditures, Computer Services has a CHE required chargeout to Auxiliary Enterprises and Athletics for providing support, this budget year \$50,751.32 is credited each month to Computer Services for this chargeout. As the year goes on the year-to-date total will decline from the chargeout credits. Unrestricted Student Aid, as well as restricted Student Aid has seasonal expenses with funds expended early in the Fall semester and then again in early Spring. Auxiliary

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Enterprises, which include the Bookstore, Housing and Food Services have expended funds for the Fall Semester for cost of goods sold and \$170,002.00 encumbered for the Food Service Contract. Athletics has expended funds for the Grant-in-Aid for the fall semester for various athletic sports.

Restricted Funds include Grants and Student Aid. Grant expenditures increased as we got into October, many of the Grants have different fiscal years than the college and are working on expending their budgets. Student Aid has had large payouts in the Pell Grant and Direct Loans.

Plant Fund expenditures were mainly for institutional projects specifically Technology Upgrades and funds encumbered for various other projects. GOB projects include funds expended and encumbered for the Infrastructure upgrade, JASI Administrative Software, and Smart Classrooms.

Total expenditures through October of 2003 is \$11,562,898.00

The Revenue picture for October appears to be on track. Tuition and Fees, Student Activities, and Auxiliary Enterprises had the normal Fall semester rush. Oil and Gas revenue has been strong, property tax revenue comes mainly in late fall and late spring, and all other unrestricted revenue is on budget.

Restricted revenue has had large drawdowns from Pell Grant and Direct Loans. The grants will start increasing drawdowns as the new budgets get in place and funds drawn for expenditures.

Total Revenue through October is \$8,833,552.00.

In the Oil and Gas report shows the actual Oil and Gas revenue for July, August, and September, and the accrual of \$239,507.00 for October. The first three months of Oil and Gas revenue is \$284,100.00 over budget.

The Investment report reflects the deposit of \$500,000.00 and withdraw of \$500,000.00 in the LGIP fund in October, as we move funds in and out for cash flow purposes. Of the \$8,125,000.00 invested with LGIP, \$5,936,885.57 is designated as Capital Projects or 73%.

As an agenda item the Board is required by the Commission on Higher Education to certify that as of October 31, 2003 the Summary of Operating and Plant Funds and the statement of Cash Flow has been reviewed and approved by the governing board. These are separate reports from the regular monthly reports. The operating statement will have the same numbers as our monthly revenue and expense report, excluding the restricted funds. One point to consider, expenses include encumbered funds as well as expended funds. The Cash Flow statement is a statement of beginning cash, deposits, withdraws, and ending cash for the period from July 1, to October 31, 2003.

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The audit for New Mexico Junior College will be sent to the State Auditor by November 15<sup>th</sup>, by Johnson Miller and Company. In the exit meeting with the auditors, they presented the audit as an unqualified audit. This means it was not modified or restricted by reservations. An unqualified audit is the opinion that we want. The financials will be different this year with the compliance with GASB regulations for public entities. There will be some findings with the audit that point out areas that need improvement. We have expressed our agreement with the auditors opinion and will make changes to improve on the areas that were identified. The auditors will review the audit with the Board after it has been approved by the State Auditor, probably in the January meeting.

This is the Financial Report for October 2003.

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**October 2003**

32% of Year Completed

Fund	2002-03			2003-04			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	5,012,174	1,564,241	31%	6,564,396	553,809	1,630,315	25%
Academic Support	890,128	549,180	62%	1,290,398	88,963	542,488	42%
Student Services	1,002,233	510,170	51%	1,477,378	191,491	586,437	40%
Institutional Support	3,581,759	839,780	23%	2,154,295	201,229	855,280	40%
Operation & Maintenance of Plant	1,783,961	715,983	40%	1,932,913	203,938	869,678	45%
<b>Subtotal - Instruction &amp; General</b>	<b>12,270,255</b>	<b>4,179,354</b>	<b>34%</b>	<b>13,419,380</b>	<b>1,239,430</b>	<b>4,484,198</b>	<b>33%</b>
<b>Student Activities</b>	<b>155,236</b>	<b>85,087</b>	<b>55%</b>	<b>161,660</b>	<b>0</b>	<b>52,996</b>	<b>33%</b>
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	710,422	350,387	49%	420,854	16,297	558,724	133%
Student Aid	281,479	101,046	0%	148,028	0	108,459	73%
Auxiliary Enterprises	1,193,795	862,421	72%	1,457,233	108,669	829,923	57%
Athletics	562,053	269,048	48%	698,906	27,785	250,170	36%
<b>Total Current Unrestricted Fund</b>	<b>15,173,240</b>	<b>5,847,343</b>	<b>39%</b>	<b>16,306,061</b>	<b>1,392,181</b>	<b>6,284,470</b>	<b>39%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,347,254	942,610	40%	2,843,425	202,023	553,626	19%
Student Aid	3,964,907	2,055,118	52%	4,180,325	166,679	2,380,928	57%
<b>Total Current Restricted Fund</b>	<b>6,312,161</b>	<b>2,997,728</b>	<b>47%</b>	<b>7,023,750</b>	<b>368,702</b>	<b>2,934,554</b>	<b>42%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	5,944,312	1,115,804	19%	6,096,932	45,918	613,335	10%
Projects from State GOB Funds	1,212,900	178,239	15%	5,274,385	6,943	1,676,103	32%
Projects from State STB Funds	0	0	0%	2,000,000	0	0	0%
Projects from State E R & R	0	0	0%	409,201	0	0	0%
Projects from State B R & R	327,399	126,663	39%	532,834	20,750	54,436	10%
Projects from Auxiliary BR&R	19,147	27,802	0%	19,147	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>7,503,758</b>	<b>1,448,508</b>	<b>19%</b>	<b>14,332,499</b>	<b>73,611</b>	<b>2,343,874</b>	<b>16%</b>
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>7,503,758</b>	<b>1,448,508</b>	<b>19%</b>	<b>14,332,499</b>	<b>73,611</b>	<b>2,343,874</b>	<b>16%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>28,989,159</b>	<b>10,293,579</b>	<b>36%</b>	<b>37,662,310</b>	<b>1,834,494</b>	<b>11,562,898</b>	<b>31%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**October 2003**

32% of Year Completed

**2002-03**

**2003-04**

Fund	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,356,355	693,599	51%	1,653,150	17,588	897,981	54%
State Appropriations	7,376,100	2,458,732	33%	7,684,800	619,358	2,777,982	36%
Advalorem Taxes - Oil and Gas	2,949,084	1,140,328	39%	3,409,779	321,616	1,242,196	36%
Advalorem Taxes - Property	1,800,000	61,888	3%	2,000,000	8,486	78,117	4%
Interest Income	50,000	7,910	16%	50,000	2,106	6,887	14%
Other Revenues	307,700	123,816	40%	316,500	8,892	81,508	26%
<b>Subtotal - Instruction &amp; General</b>	<b>13,839,239</b>	<b>4,486,273</b>	<b>32%</b>	<b>15,114,229</b>	<b>978,046</b>	<b>5,084,671</b>	<b>34%</b>
Student Activities	43,400	26,797	62%	47,500	39	28,042	59%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	10,000	6,607	66%	13,000	78	4,964	38%
Auxiliary Enterprises	1,663,000	952,871	57%	1,728,300	33,349	948,053	55%
Athletics	35,400	11,500	32%	35,400	2,875	11,500	32%
<b>Total Current Unrestricted</b>	<b>15,591,039</b>	<b>5,484,048</b>	<b>35%</b>	<b>16,938,429</b>	<b>1,014,387</b>	<b>6,077,230</b>	<b>36%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,347,254	204,722	9%	2,843,425	15,923	185,287	7%
Student Aid	3,716,407	1,906,788	51%	4,180,325	94,783	2,279,702	55%
<b>Total Current Restricted</b>	<b>6,063,661</b>	<b>2,111,510</b>	<b>35%</b>	<b>7,023,750</b>	<b>110,706</b>	<b>2,464,989</b>	<b>35%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,212,900	0	0%	4,593,986	0	253,963	6%
Projects from State STB Funds	0	0	0%	2,000,000	0	0	0%
Projects from Other State Funds	0	0	0%	680,399	0	0	0%
Interest Income	105,700	48,470	46%	100,000	10,555	37,370	37%
<b>Total Plant Funds</b>	<b>1,318,600</b>	<b>48,470</b>	<b>4%</b>	<b>7,374,385</b>	<b>10,555</b>	<b>291,333</b>	<b>4%</b>
<b>GRAND TOTAL REVENUES</b>	<b>22,973,300</b>	<b>7,644,028</b>	<b>33%</b>	<b>31,336,564</b>	<b>1,135,648</b>	<b>8,833,552</b>	<b>28%</b>



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### October 2003

32% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2002-03 Original Budget	Variance Over (Under) Budget
Actual	July	\$26.85	2,991,006	\$4.48	16,317,305	343,217	239,507	103,710
Actual	August	\$25.32	3,451,574	\$5.26	15,862,113	337,799	239,507	98,292
Actual	September	\$25.39	3,597,704	\$4.80	17,349,678	321,605	239,507	82,098
Accrual	October					239,507	239,507	0
	November						239,507	(239,507)
	December						239,507	(239,507)
	January						239,507	(239,507)
	February						239,507	(239,507)
	March						239,507	(239,507)
	April						239,507	(239,507)
	May						239,507	(239,507)
	June						239,507	(239,507)
Y.T.D. Production Tax Revenue						1,242,128	2,874,084	(1,631,956)
Y.T.D. Equipment Tax Revenue						68	535,695	(535,627)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>1,242,196</b>	<b>3,409,779</b>	<b>(2,167,583)</b>

*Source: New Mexico Taxation and Revenue Department*

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

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**October 2003**

32% 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	8,125,000	N/A	N/A	N/A	7102-1348	1.77%	12,613
<b>Total Investments</b>	<b><u>8,125,000</u></b>						<b><u>12,613</u></b>

Summary of Current Month's Activity	
Beginning amount	8,125,000
Plus: deposits	500,000
Less: withdrawals	(500,000)
Capital Projects	5,936,886
Reserves Invested	2,188,114
Total LGIP Investment	8,125,000

Capital Projects	10/31/2003
Technology Upgrade	122,397.81
Workforce Training Center	1,191,750.14
High Tech Start Up	201,296.00
Docutech	175,000.00
Vehicles	175,000.00
CISCO Networking Equipment	4,188.53
Western Heritage Center	500,000.00
Drawings and Master Plan	44,963.70
Baseball Field	183,981.35
Rodeo Arena	11,623.96
Dormitory Landscape	46,012.37
Lea County Beautification	0.00
Circle Drive	95,095.04
Dorm Construction	0.00
Roadway Parking Lot Seal Coat	50,000.00
Dorm Recreation Area	126,355.17
BR&R Carryover	19,539.49
Water Rights	47,865.59
Firing Range Upgrade	1,564.13
Millen Fence/Landscape	100,000.00
Ben Alexander Student Center	2,365,438.94
JASI	474,813.35
<b>Total</b>	<b>5,936,885.57</b>

NOTE: Capital projects total does not include encumbered funds

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

**October 31, 2003**

Operating Funds	FY 2003-2004 Original Budget	FY 2003-2004 Actual as of 10-31-03	Percentage of Budget Earned or Expended
<b>REVENUES</b>			
Tuition & Fees	1,653,150	897,981	54.32%
State Appropriations	7,684,800	2,777,982	36.15%
Local Appropriations	5,409,779	1,320,313	24.41%
Sales & Service	1,788,800	981,059	54.84%
Other	401,900	99,895	24.86%
<b>Total Revenues</b>	<b>16,938,429</b>	<b>6,077,230</b>	<b>35.88%</b>

**EXPENDITURES**

Instruction & General	13,419,380	4,484,198	33.42%
Student Social & Cultural	161,660	52,996	32.78%
Internal Services	420,854	558,724	132.76%
Student Aid	148,028	108,459	73.27%
Auxiliary Enterprises	1,457,233	829,923	56.95%
Intercollegiate Athletics	698,906	250,170	35.79%
<b>Total Expenditures</b>	<b>16,306,061</b>	<b>6,284,470</b>	<b>38.54%</b>
<b>Increase (decrease) in Fund Balances</b>	<b>632,368</b>	<b>-207,240</b>	

**Plant Funds**

<b>REVENUES</b>			
Interest Income	100,000	37,370	37.37%
State Funds	7,274,385	253,963	3.49%
Other			
<b>Total Revenue</b>	<b>7,374,385</b>	<b>291,333</b>	<b>3.95%</b>

**EXPENDITURES**

Capital Projects	13,371,317	2,289,438	17.12%
Building R&R	532,834	54,436	10.22%
Equipment R&R	409,201	-	0.00%
Auxiliary R&R	19,147	-	0.00%
<b>Total Expenditures</b>	<b>14,332,499</b>	<b>2,343,874</b>	<b>16.35%</b>

Increase (Decrease) in Fund Balances	-6,958,114	-2,052,541	
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**NEW MEXICO JUNIOR COLLEGE  
CASH ANALYSIS  
Fiscal Year 2003-2004**

**Period July 1, to September 30, 2003**

Beginning cash balance	46,034.42
Cash inflows for July 03	1,600,249.71
Cash outflows for July 03	(1,547,130.70)
Cash inflows for August 03	2,740,718.54
Cash outflows for August 03	(2,571,646.47)
Cash inflows for September 03	2,324,231.33
Cash outflows for September 03	(1,973,910.76)
Ending balance September 03	620,546.07



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

DATE: November 13, 2003  
TO: New Mexico Junior College Board Members  
FROM: Steve McCleery *SM*  
SUBJECT: New Mexico Junior College Policy on Transfer of Accrued Sick Leave

Enclosed you find a copy of the New Mexico Junior College Policy on Transfer of Accrued Sick Leave. The Institutional Welfare Committee, Bill Shoobridge, and Robert R. Rivinoja, CPA reviewed the document. It is my recommendation that the Board approve the new policy.

Thank you for your consideration.

## NEW MEXICO JUNIOR COLLEGE POLICY ON TRANSFER OF ACCRUED SICK LEAVE

### I. PURPOSE

The purpose of this resolution is to establish a means by which full-time employees (temporary and seasonal employees are not included) of New Mexico Junior College may voluntarily transfer accrued sick leave to other full-time employees (temporary and seasonal employees are not included) who meet the basic criteria outlined in this policy and who have expended their own accrued leave because of a catastrophic illness or injury.

### II. TRANSFER OF ACCRUED SICK LEAVE

- A. A New Mexico Junior College full-time employee (temporary and seasonal employees are not included) may, with approval of the College President, voluntarily transfer accrued sick leave to another full-time NMJC employee (temporary and seasonal employees are not included) according to the following schedule:
1. When the receiving employee has completed at least one but less than five total years of NMJC employment, and has exhausted all his/her own accrued sick and annual leave, other NMJC employees may transfer a maximum of 40 hours each, up to a total of 200 hours of leave.
  2. When the receiving employee has completed five or more total years of NMJC employment, and has exhausted all his/her own accrued sick leave and annual leave, other NMJC employees may transfer a maximum of 80 hours each, up to a total of 400 hours of leave.
  3. Accrued sick leave shall be donated in whole hour increments with a 10 hour minimum.
  4. The receiving employee is eligible to receive additional donated leave 2 months after completion of any previous donated leave.
- B. Sick leave may be transferred only in the event of the receiving employee's own catastrophic illness or injury, or that of an immediate family member. Immediate family member for the purposes of this section only is defined as a spouse, child, parent or parent-in-law.
- C. A health care provider's statement regarding the anticipated length of illness/injury or treatment, and in the case of an immediate family member, the need for the employee to care for the family member, must be supplied prior to any transfer.
- D. If more than one employee transfers sick leave to the same employee, and transferred days remain when the receiving employee returns to work or terminates employment,

the transferred days will be returned to the transferring employees on a pro-rated basis.

- E. Transfer is prohibited in the case of work-related illnesses or injuries covered by workers' compensation.
- F. Transferred sick leave shall be transferred by the Payroll Department from the transferring employee's records to the receiving employee's records upon written instruction from the College President's office. The donation of transferred sick leave is irrevocable.
- G. Transfer of accrued sick leave shall be completely voluntary on the part of the transferring employee. It shall not be accompanied by the exchange of money or anything of monetary value. Any such exchange or any attempt at coercion of any employee shall be subject to disciplinary action.



# New Mexico Junior College

## New Mexico Junior College Transfer of Accrued Sick Leave Form

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Department/Unit \_\_\_\_\_

As provided under the terms of the New Mexico Junior College (NMJC) Transfer of Accrued Sick Leave Plan, I hereby elect to donate a portion of my sick leave, as follows:

\_\_\_\_\_ hours of sick leave to be contributed to \_\_\_\_\_  
(Enter in whole hour increments. 10 hours minimum.) (Enter full-time employee name)

effective the pay period beginning \_\_\_\_\_.

*I understand that the College Payroll Department will deduct, on a one-time basis, the above specified hours of sick leave from my sick leave records. I affirm that this is given freely, without any promise of benefit or threat of reprisal if I fail to make the donation. I understand this donation is irrevocable.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Give This Form to Human Resources.**

**Eligibility:**

HR Representative

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approvals:**

President's

Signature \_\_\_\_\_ Date \_\_\_\_\_

5317 Lovington Highway Hobbs, New Mexico 88240 (505) 392-5229



## Eligible for the NMJC Transfer of Accrued Sick Leave Plan

Acquired immune deficiency syndrome (AIDS)  
Amputations  
Amyotrophic lateral sclerosis (ALS)  
Burns  
Cerebral vascular accident  
Chemotherapy  
Chronic infections  
Chronic liver disease  
Chronic pulmonary diseases and conditions  
Coagulation defects  
Coma  
Conditions related to diabetes mellitus  
Demyelinating diseases of the central nervous system  
Diseases related to intracranial hemorrhage or occlusion  
Disorders of the immune system  
End stage cancer  
High Risk Infants  
High Risk Pregnancy  
Inflammatory diseases of the central nervous system  
Intestinal disorders  
Major head trauma  
Multiple fractures, with or without other system involvement  
Multiple sclerosis  
Myoneural disorders  
Organ transplants  
Paralytic disorders  
Radical surgeries  
Renal diseases  
Severe psychiatric disorders  
Spinal cord injuries  
Tumors, malignant or unspecified

**NEW MEXICO JUNIOR COLLEGE**

**Invitation to Bid #943**

**Purchase of Exercise Equipment for  
Del Norte Center**

**BOARD DOCUMENTS**

Date: November 13, 2003  
Prepared by: Frank Collins  
Coordinator of Purchasing

**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**General Information**

1. October 3, 2003, a legal notice was posted in the newspaper, requesting sealed bids for the purchase of exercise equipment for the Del Norte Center:

1) The Hobbs Daily News Sun

2. Bid packets were sent to six potential bidders.

3. Two vendors submitted bids within the time frame specified by the bid package. One vendor did not submit a bid in compliance with the specified terms and conditions.

4. No vendors were present at the opening.

5. The Business Office has evaluated the bids received. Their recommendation is shown on Page 3.

# NEW MEXICO JUNIOR COLLEGE

## BOARD DOCUMENTS

### Evaluation and Recommendations

The vendors responding to Invitation to Bid #943 were:

Fitness Equipment of Amarillo TX  
Fitness Specialist of Odessa TX  
Star - Trac of Irvine CA

The Administration recommends acceptance of the bid from Fitness Specialist of Odessa TX for **\$7,960.00**. Please refer to the Bid Tabulation Summary on Page 4.

**Source of Funding:** - Major Equipment – Del Norte Center  
Account # 1-2741-11-421  
Total: **\$7,960.00**

Bid Tabulation Summary  
Invitation to Bid #943

Purchase of Exercise Equipment for Del Norte Center

Vendor	Two (2) Exercise Bikes	Free Weight Training System	Total Body Elliptical Trainer	Treadmill	Total
<b>Fitness Equipment of Amarillo TX</b>					
Unit Price	\$625.00	No bid	\$3,495.00	\$4,995.00	N/A
Total Price	\$1,250.00	N/A	\$3,495.00	\$4,995.00	\$9,740.00
Comments	Did not meet specifications	N/A	Did not meet specifications	N/A	N/A
<b>Fitness Specialist of Odessa TX</b>					
Unit Price	\$495.00	\$2,725.00	\$4,245.00	No bid	
Total Price	\$990.00	\$2,725.00	\$4,245.00	N/A	\$7,960.00
Comments	Met specifications	Met specifications	Met specifications	N/A	
<b>Star Trac of Irvine CA*</b>					
Unit Price	No bid	No bid	No bid	\$4,585.00	N/A
Total Price	N/A	N/A	N/A	\$4,585.00	\$4,585.00
Comments	N/A	N/A	N/A	See comment below*	

\* Star Trac was non-responsive; bid price submitted late and was submitted by fax. Bid terms and conditions do not allow for fax submissions as stipulated on Page 2, Paragraph 2 of Bid terms and conditions.

**NEW MEXICO JUNIOR COLLEGE**  
**Invitation to Bid #943**  
**Specifications for Exercise Equipment for Del Norte Center**

**Exercise Bikes: (two)**

- \*Total body ergometer with synchronized arm and leg motion
- \*Air resistance system
- \*Mounted computer with digital readout
- \*Output includes time elapsed/time remaining clock, distance, calories, calories per hour burned, pedal rpm's, and resistance level
- \*Computer can be set for different elevations
- \*Computer can be set for English or metric units
- \*Foot rest pegs to allow for upper body only exercise
- \*Transport wheels
- \*No external power requirements

**Free Weight Training System: (one)**

- \*Olympic touch-sensor barbell with spring clips
- \*Eight angled weight plate holders
- \*"Grab & Go" operation
- \*Side-to-side barbell ratcheting
- \*Quadruple cabling system
- \*Vinyl-coated, aircraft grade cable, each rated for 2,000 pounds
- \*Dual locking mechanisms
- \*Barbell automatically locks if power fails
- \*Bi-lateral touch sensor system
- \*Sealed bearing pulleys
- \*Heavy-gauge construction with steel plate reinforcement
- \*750 pound frame capacity
- \*110 volt power supply required

**Total Body Elliptical Trainer: (one)**

- \*Elliptical must have a stride length of at least 18 inches
- \*Elliptical must have foot pads fixed at 25 degrees for optimal muscle involvement
- \*Elliptical must have handlebars for upper body involvement
- \*Elliptical must provide touch heart rate grip sensors to monitor heart rate during workout
- \*Elliptical must have a touch-sensitive console for easy use
- \*Elliptical must have at least 6 pre-set workout options, including manual
- \*Elliptical must have a minimum of 20 resistance levels
- \*Elliptical must provide a computer to monitor heart rate in relation to exerciser's target zone
- \*Elliptical must provide information regarding calories, calories per minute, distance,

heart rate, mets, profile, remaining time, resistance level, segment time, strides, strides per minute, time, and watts

\*Elliptical must supply water bottle holder, personal stereo/CD holder, and magazine rack

Treadmill: (one)

\*Treadmill must have a incline range of 15% utilizing 0.5% increments

\*Treadmill must have 110 volt power requirement

\*Treadmill must have a speed range of 10 mph and utilize 0.1 mph increments

\*Treadmill must have a start speed no greater than 0.5 mph

\*Treadmill must have continuous, dedicated feedback of speed, heart rate, time elapsed, include, calories expended, ¼ mile laps completed or track profile, and distance completed

\*Treadmill must provide information regarding pace, time remaining, vertical distance climbed (in feet), and calories per hour expended.

\*Treadmill must provide contact heart monitoring features and heart telemetry signal compatibility

\*Treadmill must have handrails as a standard option covering at least ½ of the treadmill length

\*Treadmill must have at least 9 per-set programs

\*Treadmill must provide one-button start and pause features

\*Treadmill must have two stop/pause keys in different areas

\*Treadmill must supply water bottle holder, personal stereo/CD holder, and magazine rack that are fully integrated into the treadmill display

\*Treadmill must provide digital scales embedded in side rails to measure the weight of users within +/- 2 pounds

\*Treadmill must provide two personal fans integrated into the display

\*Treadmill must allow for Palm OS™ software to retain treadmill information wirelessly

\*Treadmill must provide visual indication of heart rate detection

\*Treadmill must have the ability to create and retain at least 250 programs

\*Treadmill must be able to adjust time goals before and during the program

\*Treadmill must provide heart rate program that cycles the user through an interval of no less than 18 beats per minute apart (Dynamic Heart Rate Control)

\*Treadmill must proactively prompt service technician for belt service

**NEW MEXICO JUNIOR COLLEGE**

**Invitation to Bid #945**

**Purchase & Installation of Eight (8) Kawneer Clear Finish  
Aluminum Doors with Hardware for Caster Activity Center**

**BOARD DOCUMENTS**

Date:	November 13, 2003
Prepared by:	Frank Collins Coordinator of Purchasing



**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**General Information**

1. On October 10, 2003, a legal notice was posted in the following newspaper, requesting sealed bids for the Purchase and Installation of eight (8) Kawneer clear finish aluminum doors with hardware to be installed in Caster Athletic Center.

The Hobbs Daily News Sun

2. Bid packets were sent to three potential bidders.
3. One (1) vendor submitted a bid within the time frame specified by the bid package.
4. No vendors were present at the opening.
5. The Business Office has evaluated the bid received. Their recommendation is shown on Page 3.

**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**Evaluation and Recommendation**

The vendor responding to Invitation to Bid #945 was:

City Glass & Mirror

The Administration recommends acceptance of the bid from City Glass & Mirror for \$9,581.00.

**Source of Funding:** - Capital Projects, BR&R, Caster Athletic Center  
Account # 9-2729-03-007 - **\$9,581.00**

**Bid Specifications**  
**Invitation to Bid # 945**

**SCOPE:**

Install eight (8) Kawneer clear finish aluminum doors with hardware on New Mexico Junior College Campus. Bid to Include the Removal of Existing doors and hardware.

**SPECIFICATIONS:**

- Eight (8) Kawneer Clear Finish Aluminum Doors #350 Stile
- Doors to be hinged Full Gear Hinges
- Doors to have 1/4" Clear Tempered Glass
- Doors to have #1690 Concealed Panic Hardware
- Doors to have A.D.A. Bottom Door Rails
- Doors to have Surface Mounted Adjustable Door Closers
- Doors to have Weather Strip Frames
- Doors to have Thresholds and Door Sweeps

All prices should include installation.

## Memorandum

November 14, 2003

To: Dr. Fleming  
Lisa Brown

From: August Fons, Director of Criminal Justice

Re: Department Secretary – Criminal Justice

After reviewing applications for the Department Secretary – Criminal Justice position, I would like to recommend Ms. Raquel Edwards for the vacant position. Per the 03-04 NMJC Employee Handbook, (pg. 14-Employment of Relatives), I am requesting approval from the Board because Ms. Edwards is related to Ms. Pilar Ortiz and Ms. Irma Maldonado. Ms. Ortiz and Ms. Maldonado are her sisters and are employees of NMJC. Pilar works in the computer information services department as a Hardware/Software Specialist. Irma works in the allied health department as a Professor, AVHS Health Occupations/Allied Health.

Pending approval I would like for Ms. Edwards to start employment as soon as possible. Thank you for your consideration.

## Memorandum

November 14, 2003

To: Charley Carroll  
Dr. McCleery  
Lisa Brown

From: Philip Ingram, General Maintenance Foreman

Re: Maintenance II – General Maintenance

After reviewing applications for the Maintenance II – General Maintenance position, I would like to recommend Mr. Darrial Anglin for the vacant position. Per the 03-04 NMJC Employee Handbook, (pg. 14-Employment of Relatives), I am requesting approval from the Board because Mr. Anglin is related to Mr. John Hare. Mr. Hare is his brother-in-law and an employee of NMJC. He works in the maintenance department as a General Maintenance – Mechanical Systems.

Pending approval I would like for Mr. Anglin to start employment as soon as possible. Thank you for your consideration.