

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING
Thursday, October 18, 2007
Zia Room - Library
4:00 p.m.

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of September 20, 2007 | 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 Bid #1006 – Janitorial Supplies | Josh Morgan |
| 7. Consideration of Bid #1007 – Fitness Equipment for Del Norte Center | Josh Morgan |
| 8. Consideration of Western Heritage Museum Advisory Board Request | Calvin Smith |
| 9. Consideration of Derrick and Pump Jack Installation | Calvin Smith |
| 10. Consideration of Sculpture | Calvin Smith |
| 11. Personnel Consideration – WHM Education & Events Coordinator | Calvin Smith |
| 12. Personnel Consideration – Custodial Position | Charley Carroll |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

SEPTEMBER 20, 2007

MINUTES

The New Mexico Junior College Board met on Thursday, September 20, 2007, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mrs. Yvonne Williams; and Mr. Guy Kesner. Not present was Mr. Ron Black.

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

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

Upon a motion by Mrs. Vinson, seconded by Mrs. Williams, the Board unanimously approved the minutes of August 16 & September 5, 2007.

Under *President's Report*, Dr. McCleery reminded the Board of the Staked Plains Roundup being held on campus. Jennifer Jordon gave the Board an update on the New Mexico Junior College Foundation.

Under *New Business*, Dan Hardin presented the August financial reports and with a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously approved the expenditures for August, 2007.

Mr. Hardin presented the Research & Public Service Projects to be submitted to the Higher Education Department. The two requests are for increased funding for Athletics and Nursing. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the Board unanimously approved the two requests.

Dr. McCleery presented a recommendation to name the new campus apartments the "Senator Carroll Leavell Student Apartments". After some discussion and upon a motion by Mr. Jones, seconded by Ms. Chappelle, the

board unanimously approved naming the new campus apartments the "Carroll Leavell Student Apartments", omitting "Senator" as in the original proposal.

Dr. McCleery presented a recommendation to waive institutional fees for all citizens (in and out of district and out of state) that are 55 years of age or older. The recommendation does not include a tuition waiver. The financial impact is minimal and the benefits are substantial. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board approved the recommendation. The vote was as follows: Mr. Jones – yes; Mrs. Vinson – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mrs. Williams – yes; and Mr. Kesner – no. Mr. Kesner supports the fees being waived for in-district citizens only.

Dr. McCleery presented a request for a new position – Western Heritage Museum Education and Events Coordinator. After some discussion and upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the request.

Robert Rhodes recommended Mr. Jeffery McCool for the Dean of Extended Learning position at an annual salary of \$67,258. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board unanimously approved the employment of Mr. McCool.

Mr. Rhodes recommended Mr. Michael Abitz for the NRC Curriculum Developer position at an annual salary of \$61,212. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Abitz, effective September 24, 2007.

Regina Organ recommended Ms. Michele Clingman for the Dean of Enrollment Management position at an annual salary of \$57,291. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the Board unanimously approved the employment of Ms. Clingman, effective October 16, 2007.

Personnel Consideration – Professor of Physical Education/Assistant Men's Basketball Coach was tabled.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for October 18, 2007, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board meeting adjourned at 4:50 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: October 5, 2007

RE: Expenditure and Revenue Reports for September

September represents month three or the end of the first quarter of the 2007/2008 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 September 2007 is \$16,140,291.00.

In the review of the Instruction and General, we see normal expenditures for this time of year, with total Instruction and General expenditures of \$3,890,041.00. Total current unrestricted fund expense through September is \$5,328,133.00, which is 26% of the budget. Student Aid and Auxiliary Enterprises normally have a higher percentage of their budget spent at this time.

In the restricted funds \$1,801,363.00 was expensed through September, this is 36% of the budget. There was a large Pell and Loan posting in restricted financial aid. We do not have as much expenditures in the grants at this time as compared to last year, but 2006 included one quarter of the Title V coop grant expenditures.

The plant funds are showing expenditures/encumbrances for construction projects for the Workforce Training Center and the Student Apartments. Total plant funds expended or encumbered through September is \$9,010,795.00.

Total funds expended or encumbered through September is \$16,140,291.00

The unrestricted revenue through September is \$6,370,971.00. It is important to note that the Tuition and Fees have increased substantially over last year, and the State Appropriations are less than last year. The Auxiliary Enterprise revenue streams are on track with where we should be after the first quarter of the year.

In the restricted funds through September we have drawn down \$1,512,219.00 mainly from Pell grant and direct loan funds.

There has not been any revenue in plant funds to date.

Total revenue for September is \$1,811,646.00 total year-to-date is \$7,883,190.00, which is 26% of the projected budget.

The Oil and Gas report has the actual revenue for July and August of \$1,385,253.00, which is \$685,253.00 over the projected budget for the first two months of the fiscal year. Total Oil and Gas revenue through September is \$1,735,253.00, which includes one month of accrual.

The Investment report shows that we began the month with \$10,125,000.00 in LGIP funds and ended the month with the \$9,625,000.00. We drew down \$500,000.00 from the LGIP for cash flow purposes. We are waiting on draw requests from the State that total \$1,941,440.00. We have \$10,165,351.73 in designated capital projects.

This is the report for September.

Respectfully submitted,



Dan Hardin

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
September 2007

25% of Year Completed

Fund	2006-07			2007-08			
	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	6,652,946	1,414,289	21%	6,755,611	691,871	1,923,552	28%
Academic Support	2,214,514	573,213	26%	2,038,832	176,169	561,695	28%
Student Services	1,295,930	335,628	26%	1,246,874	106,051	276,397	22%
Institutional Support	4,877,972	767,367	16%	4,885,165	214,683	606,312	12%
Operation & Maintenance of Plant	2,400,444	618,576	26%	2,412,712	201,549	522,085	22%
Subtotal - Instruction & General	17,441,806	3,709,073	21%	17,339,194	1,390,323	3,890,041	22%
Student Activities	175,450	59,525	34%	185,090	14,923	45,289	24%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	323,931	48,428	15%	416,719	71,913	79,773	19%
Student Aid	448,542	225,433	50%	441,458	45,013	246,886	56%
Auxiliary Enterprises	1,654,567	481,267	29%	1,595,646	163,299	797,496	50%
Athletics	761,380	265,868	35%	851,150	70,975	268,648	32%
Total Current Unrestricted Fund	20,805,676	4,789,594	23%	20,829,257	1,756,446	5,328,133	26%
CURRENT RESTRICTED FUND							
Grants	1,438,620	485,379	34%	1,061,879	98,038	261,014	25%
Student Aid	4,000,000	1,843,122	46%	4,000,000	321,702	1,540,349	39%
Total Current Restricted Fund	5,438,620	2,328,501	43%	5,061,879	419,740	1,801,363	36%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	6,750,132	627,805	9%	11,678,284	619,187	7,370,907	63%
Projects from State GOB Funds	3,420,676	26,307	1%	1,840,485	1,410,000	1,563,070	85%
Projects from State STB Funds	0	0	0%	320,000	0	0	0%
Projects from General Fund	690,000	311,137	0%	537,995	17,248	45,791	9%
Projects from Private Funds	852,664	186,304	22%	467,802	0	31,027	7%
Projects from State ER&R	307,980	0	0%	450,112	0	0	0%
Projects from State BR&R	608,622	0	0%	1,479,366	0	0	0%
Projects from Auxiliary BR&R	19,147	0	0%	19,147	0	0	0%
Subtotal - Capital and BR&R	12,649,221	1,151,553	9%	16,793,191	2,046,435	9,010,795	54%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	12,649,221	1,151,553	9%	16,793,191	2,046,435	9,010,795	54%
GRAND TOTAL EXPENDITURES	38,893,517	8,269,648	21%	42,684,327	4,222,621	16,140,291	38%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

September 2007

25% of Year Completed

Fund	2006-07			2007-08			
	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	2,647,425	1,284,660	49%	3,137,649	133,918	1,778,729	57%
State Appropriations	8,093,209	2,054,368	25%	7,990,100	525,942	1,577,825	20%
Advalorem Taxes - Oil and Gas	4,700,000	1,393,261	30%	5,200,000	688,684	1,735,253	33%
Advalorem Taxes - Property	2,800,000	130,090	5%	2,800,000	0	45,583	2%
Interest Income	185,000	71,870	39%	285,000	50,068	106,924	38%
Other Revenues	225,050	61,040	27%	229,100	39,660	74,339	32%
Subtotal - Instruction & General	18,650,684	4,995,289	27%	19,641,849	1,438,272	5,318,653	27%
Student Activities	110,000	60,570	55%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,250,052	1,089,494	48%	2,240,048	17,416	1,042,543	47%
Athletics	39,100	9,675	25%	189,100	3,258	9,775	5%
Total Current Unrestricted	21,049,836	6,155,028	29%	22,070,997	1,458,946	6,370,971	29%
CURRENT RESTRICTED FUND							
Grants	1,438,620	477,258	33%	1,234,487	90,326	413,152	33%
Student Aid	4,000,000	931,477	23%	4,000,000	262,374	1,099,067	27%
Total Current Restricted	5,438,620	1,408,735	26%	5,234,487	352,700	1,512,219	29%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,420,676	0	0%	1,840,485		0	0%
Projects from State STB Funds	0	0	0%	320,000		0	0%
Projects from General Fund	690,000	0	0%	537,995		0	0%
Projects from Private Funds	852,664	0	0%	0		0	0%
Interest Income	0	0	0%	0		0	0%
Total Plant Funds	4,963,340	0	0%	2,698,480	0	0	0%
GRAND TOTAL REVENUES	31,451,796	7,563,763	24%	30,003,964	1,811,646	7,883,190	26%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

September 2007

25% 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	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$58.72	2,961,614	\$7.64	16,869,487	696,569	350,000	346,569
Actual	August	\$62.00	2,625,997	\$7.72	16,326,501	688,684	350,000	338,684
Accrual	September					350,000	350,000	0
Accrual	October							0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						1,735,253	1,050,000	685,253
Y.T.D. Equipment Tax Revenue						0	1,000,000	(1,000,000)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						1,735,253	2,050,000	(314,747)

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
September 2007

25% 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	9,625,000	N/A	N/A	N/A	7102-1348	5.27%	47,669
Total Investments	<u>9,625,000</u>						<u>47,669</u>

Summary of Current Month's Activity	
Beginning amount	10,125,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	10,165,352
Reserves Invested	-540,352
Total LGIP Investment	9,625,000

Capital Projects	9/30/2007
Technology Upgrade	175,661.41
Workforce Training Center	1,559,624.01
High Tech Start Up	13,346.40
Vehicles	11,892.49
Drawings & Master Plan	12,805.63
Baseball Field	200,011.32
Rodeo Arena	110,254.62
Dormitory Landscape	1,622.23
Millen Fence/Landscape	64,906.38
JASI	156,268.66
Computer Equipment Rebates	13,893.16
Marketing	49,932.06
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Flooring Repair	5,974.50
Student Housing Construction	4,508,718.30
Testing Center Remodel	250,000.00
Campus Village Development Proj	21,475.47
Continuing Education	16,991.00
Landscaping	300,000.00
Facility Painting	26,786.11
Millen Drive Signalization	95,000.00
Electrical Upgrade	588,560.15
Campus Signage	50,000.00
Campus Paving	100,000.00
Roof Replacement	73,531.64
Interior Lighting-Energy Retrofit	103,859.62
Old Dorms Renovation	65,938.38
CDL Truck Driving Program	45,262.14
Bulk Fuel	20,000.00
Millen Dr. Sewer & Water	414,621.44
Board Room	25,000.00
Concrete Upgrade	50,000.00
Campus Construction	192,835.93
Oil & Gas Training Center	490,578.68
Workforce Training/Outreach	150,000.00
Infrastructure	0.00
Total	10,165,351.73

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: October 5, 2007

Attached for your approval are the Fiscal Watch reports to be submitted to the Higher Education Department by the end of November. The first report is the Balance Sheet for September 30, 2007. The total current assets consist of Cash and Cash Equivalents in the amount of \$2,681,379.00, which represents cash in the vault and balances in the bank and restricted cash as loan proceeds for the student housing project. Investments totaling \$9,125,000.00 are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. Accounts Receivables are from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. Prepaid expense is the college insurance and maintenance agreements prepaid for the entire year. Total current assets are \$14,670,138.00

Non-Current Assets are the same as is in the 2006 audit for Property, Plant and Equipment, net \$26,625,230.00 and Construction in Progress \$7,189,260.00. Total Non-Current Assets are \$33,814,490.00. Total Assets are \$48,484,628.00

Current Liabilities begin with Accounts Payable of \$-37,727.00. Normally, Accounts Payable has a credit balance, but on September 30, 2007 Accounts Payable had a debit balance. Under the Banner system, when an invoice is entered into the system there is a credit posted to Accounts Payable, as checks are cut there is debit made to Accounts Payable. When Financial Aid memo posts an award to a student there is a debit made to Accounts Payable, an offsetting credit is made when there is an actual award is posted to the student. There is a large amount of activity in and out of Accounts Payable, but the timing of transactions on September 30th left a debit balance. 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 9-30-2007, accrued wages payable was \$265,737.00. Deferred revenue is normally income for tuition and fees that we receive in the Spring semester for the coming Summer and Fall semesters, which are in a different fiscal year. Currently, Deferred revenue is zero. 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 September 2007 are \$776,722.00. 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 \$104,771.00. Total Current Liabilities are \$1,109,380.00 as of September 2007. Long Term Liabilities include the student housing project for \$4,484,589.00. The total liabilities are \$5,593,969.00.

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$29,688,015.00. Unrestricted net assets has a total as of September 2007 of \$13,202,744.00, with the total net assets of \$42,890,659.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that were presented in the Board reports for September 2007. This report compares the September 2006 current revenues to the September 2007 current revenues. Tuition and Fees are higher in September 2007 as compared to September 2006 due to the increase in rates for tuition and fees. State Appropriations are showing to be lower in 2007 as compared to 2006. This is a combination of decreased funding for the 2007/2008 fiscal year, and when other allocations are received. Local appropriations are higher in 2007 than in 2006. Sales and Service is about the same from 2006 to 2007. Other revenues are slighter less than the previous year. Other revenues include indirect revenue from grants, GEO revenue, copier, interest, and vending. Total operating revenue through September 2006 was \$6,155,028.00 compared to \$6,370,971.00 as of September 2007.

In comparing the year-to-date operating expenditures as of September 2006 to the year-to-date operating expenditures for September 2007, we have some variances. Auxiliary Enterprises has the largest variance in comparing September 2006 to September 2007. The budgets for Auxiliary Enterprises did not increase from FY07 to FY08. Most of the variance comes from the Bookstore purchasing inventory earlier in fiscal year 2008 than in fiscal year 2007, along with the increase in cost of goods sold. Total expenditures for operating funds as of September 2007 are \$5,328,133.00 compared to \$4,789,594.00 as of September 2006.

In comparing the Plant funds from September 2006 to September 2007, there is not any revenue for the

first quarter of either fiscal year. As you compare the expenditures you will see a large increase in expenditures for fiscal year 2007 as compared to 2006. This is directly related to the two construction projects that are currently in progress.

The next report is the comparison of the budget to actual as of September 2007. These numbers are also taken from the Board reports to be presented at the October Board meeting. Revenues are strong and are at or over the 25% of budget for all areas, except for local appropriations. We will not receive any property taxes until December or January. The expenditure comparison of budget to actual is also the same as will be presented in the October Board meeting. Encumbrances and seasonal expenditures account for budget areas being over 25% of their budget. As of September 2007, the College has not received any revenue for plant funds. Plant Fund expenditures show the amounts that have been expended and/or encumbered for the capital 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.

Respectfully,

A handwritten signature in blue ink that reads "Dan Hardin". The signature is written in a cursive style with a large initial "D".

Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 9/30/07

Assets

Current Assets:

Cash and Cash Equivalents	2,681,379
Investments	9,125,000
Accounts Receivable, net	2,090,079
Inventories	215,917
Prepaid Expenses	557,763

Total Current Assets	14,670,138
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Non-Current Assets

Property, Plant and Equipment, net	26,625,230
Construction in Progress	7,189,260

Total Non-Current Assets	33,814,490
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Total Assets	48,484,628
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Liabilities

Current Liabilities

Accounts Payable	-37,727
Accrued Wages Payable	265,737
Deferred Revenue	0
Accrued Liabilities	776,722
Other Payables	104,648

Total Current Liabilities	1,109,380
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Long Term Liabilities

Long Term Liabilities	
Notes/Bonds Payable	4,484,589.00

Total Long Term Liabilities	4,484,589.00
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Total Liabilities	5,593,969.00
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Net Assets

Invested in Capital Assets, net of related Debt	29,688,015
Unrestricted	13,202,644

Total Net Assets	42,890,659
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NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2006-2007 and 2007-2008

Operating Funds	Actuals as of 9/30/2006	Actuals as of 9/30/2007	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	1,284,660	1,778,729	38.5%
State Appropriations	2,054,368	1,577,825	-23.2%
Local Appropriations	1,523,351	1,780,836	16.9%
Sales & Service	1,089,494	1,042,543	-4.3%
Other	203,155	191,038	-6.0%
Total Revenues	6,155,028	6,370,971	3.5%

EXPENDITURES			
Instruction & General	3,709,073	3,890,041	4.9%
Student Social & Cultural	59,525	45,289	-23.9%
Internal Services	48,428	79,773	64.7%
Student Aid	225,433	246,886	9.5%
Auxiliary Enterprises	481,267	797,496	65.7%
Intercollegiate Athletics	265,868	268,648	1.0%
Total Expenditures	4,789,594	5,328,133	11.2%
Increase (decrease) in Fund Balances	1,365,434	1,042,838	

Plant Funds

REVENUES			
Interest Income	-	-	0.0%
State Funds	-		
Other			
Total Revenue	0	-	0.0%

EXPENDITURES			
Capital Projects	627,805	7,370,907	1074.1%
State Funded Projects	337,444	1,608,861	
Private Funds	186,304	31,027	
Building R&R	-	-	0.0%
Equipment R&R			
Auxiliary R&R			0.0%
Total Expenditures	1,151,553	9,010,795	682.5%

Increase (Decrease) in Fund Balances	-1,151,553	-9,010,795
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NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2007 - 2008

September 30 2007

Operating Funds	FY 2007-2008 Original Budget	FY 2007-2008 Actual as of 9-30-07	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	3,137,649	1,778,729	56.69%
State Appropriations	7,990,100	1,577,825	19.75%
Local Appropriations	8,000,000	1,780,836	22.26%
Sales & Service	2,240,048	1,042,543	46.54%
Other	703,200	191,038	27.17%
Total Revenues	22,070,997	6,370,971	28.87%

EXPENDITURES

Instruction & General	17,339,194	3,890,041	22.43%
Student Social & Cultural	185,090	45,289	24.47%
Internal Services	416,719	79,773	19.14%
Student Aid	441,458	246,886	55.93%
Auxiliary Enterprises	1,595,646	797,496	49.98%
Intercollegiate Athletics	851,150	268,648	31.56%
Total Expenditures	20,829,257	5,328,133	25.58%
Increase (decrease) in Fund Balances	1,241,740	1,042,838	

Plant Funds

REVENUES			
State Funds	2,698,480	-	0.00%
Other	-		
Total Revenue	2,698,480	-	0.00%

EXPENDITURES

Capital Projects	11,678,284	7,370,907	63.12%
State Funded Projects	2,698,480	1,608,861	
Private Funds	467,802	31,027	
Building R&R	1,479,366		0.00%
Equipment R&R	450,112		0.00%
Auxiliary R&R	19,147	-	
Total Expenditures	16,793,191	9,010,795	53.66%

Increase (Decrease) in Fund Balances	-14,094,711	-9,010,795
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NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1006

Janitorial Supplies

BOARD DOCUMENTS

Date: October 18, 2007
Prepared by: Joshua Morgan
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On September 12, 2007, legal notices were sent to the following three newspapers requesting sealed bids for the purchase of janitorial supplies for the college:

Albuquerque Journal
Hobbs Daily News Sun
Las Cruces Sun News
2. Bid packets were sent to fourteen potential bidders.
3. Eleven bidders submitted their bids within the time frame specified by the bid package. No bidders were present at the opening.
4. The Business Office and Custodial Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to the Invitation are: All American Poly, Piscataway NJ, Blaine Industrial Supply, Hobbs NM, Central Poly Corporation Linden, NJ, Grainger, Niles IL, The Home Depot Supply, San Diego CA, Huco Products, Lubbock TX, Interboro Packaging Corporation, Montgomery NY, Share Corporation, Lubbock TX, Springtime Janitorial, Carlsbad NM, Unipak, Brooklyn, NY, and Wagner Supply Company, Odessa TX.

The Administration recommends acceptance of the bids as follows:

Blaine Industrial Supply: \$563.20
Central Poly Corporation: \$2,385.00
Grainger: \$136.50
The Home Depot Supply: \$503.00
Huco Products: \$6,504.30
Share Corporation: \$6,000.00
Springtime Janitorial: \$9,694.48
Wagner Supply Company: \$48,938.55

Total Award: \$74,725.03

Source of Funding: - FY 2007/2008

Plant Funds – Supplies & Expense

Account #: 11000 – 1102 – 71131 - 141

Amount: \$49,816.68 - estimated expense 11/01/2007 – 6/30/2008

Budget: \$57,467.34

FY 2008/2009

Plant Funds – Supplies & Expense

Account #: 11000-1102-71131-141

Amount: \$24,908.35 – estimated expense 7/01/2008 – 10/31/2008

**New Mexico Junior College
 Invitation to Bid #1006 - Janitorial Supplies
 Bid Tabulation - Summary**

Item #	Description	Unit Requested	Quantity Requested	All American Poly	Blaine	Central Poly	Granger	Home Depot	Huco	Inserboro	Share Corp.	Springtime	Unioak	Warner	Total
1	Trash Can Liners 40x48	Case	150	27.14	-	20.40	38.21	38.38	32.05	24.34	-	26.33	22.48	18.40	2,760.00
2	Trash Can Liners 30x36	Case	150	20.07	-	15.90	27.50	36.47	22.50	17.70	-	19.20	17.48	22.91	2,385.00
3	Georgia-Pacific roll towel	Case	250	-	-	-	62.71	64.85	-	-	-	-	-	60.10	15,025.00
4	Jumbo toilet tissue	Case	250	-	-	-	64.53	-	-	-	-	27.50	-	28.54	7,135.00
5	Toilet tissue	Case	25	-	33.60	-	53.93	39.95	44.18	-	-	38.48	-	32.70	817.50
6	Sani-fresh hand soap & body shampoo	Case	60	-	72.16	-	-	-	-	-	-	-	-	43.60	2,616.00
7	Sani-fresh dispensers	Each	30	-	5.00	-	-	-	-	-	-	-	-	10.38	150.00
8	Sani-luff	Case	20	-	66.32	-	-	-	-	-	-	-	-	46.48	929.60
9	Toilet bowl cleaner	Case	60	-	2.65	-	2.33	-	1.97	-	92.50	1.98	-	22.85	1,359.00
10	Bleach	Case	70	-	2.19	-	14.00	-	2.05	-	-	-	-	11.75	822.90
11	Cornet cleaner with bleach	Case	175	-	39.68	-	45.96	4.74	48.00	-	-	42.00	-	36.38	6,363.00
12	Razor blade safety scrapper holder	Each	20	-	1.62	-	-	-	1.80	-	-	1.69	-	1.65	32.40
13	Hillyard Super Shine All	Case	90	-	-	-	-	-	-	-	-	12.00	-	-	1,080.00
14	Hillyard seal 341	Gallon	60	-	-	-	-	-	-	-	-	89.00	-	-	5,340.00
15	Workhorse ultra stripper	Quart	55	-	-	-	-	-	7.86	-	150.00	-	-	-	432.90
16	Share DeScale	Case	40	-	-	-	-	-	-	-	-	-	-	-	6,000.00
17	Pillan plastic quart bottles	Quart	200	-	0.83	-	-	-	-	-	-	0.80	-	0.55	110.00
18	Mophead	Case	30	-	-	-	98.18	-	-	-	-	-	-	84.90	2,547.00
19	Scouring green pad, Heavy duty	Box	25	-	24.64	-	7.36	4.06	-	-	-	3.68	-	4.40	97.00
20	Scouring green pad, Light duty	Box	25	-	23.04	-	15.41	-	-	-	-	2.48	-	3.20	62.25
21	Ostich feather duster	Each	15	-	-	-	15.88	9.39	-	-	-	6.05	-	9.55	120.75
22	Well floor signs	Each	20	-	-	-	31.37	31.32	-	-	-	24.50	-	29.50	490.00
23	Pumice sticks	Box	100	-	23.38	-	-	5.03	18.96	-	-	18.90	-	20.10	503.00
24	Laundry lide	Box	10	-	76.08	-	78.43	-	77.88	-	-	74.85	-	75.60	749.50
25	Dust mops	Each	30	-	8.88	-	4.55	20.89	8.17	-	-	8.50	-	8.05	136.50
26	Lobby dust pans	Case	6	-	72.48	-	42.16	15.57	15.75	-	-	9.56	-	10.40	76.48
27	Lemon disinfectant floor cleaner	Case	90	-	7.38	-	31.65	7.21	9.90	-	134.40	9.18	-	6.61	994.90
28	Downward pressure winger & bucket	Each	15	-	-	-	98.06	-	-	-	-	98.00	-	94.87	1,420.05
29	Disposable nitrile gloves powder free, small	Case	10	-	83.20	-	201.50	14.24	64.00	-	-	55.95	-	60.90	559.50
30	Disposable nitrile gloves powder free, medium	Case	10	-	83.20	-	201.50	14.24	64.00	-	-	55.95	-	60.90	559.50
31	Disposable nitrile gloves powder free, large	Case	10	-	83.20	-	201.50	14.24	64.00	-	-	75.95	-	60.90	609.00
32	Disposable nitrile gloves powder free, x-large	Case	10	-	83.20	-	201.50	14.24	64.00	-	-	55.95	-	60.90	559.50
33	Stainless polish	Case	25	-	104.56	-	117.30	4.17	100.80	-	156.00	-	-	48.48	2,520.00
34	Roll towels	Case	200	-	-	-	-	-	-	-	-	23.90	-	27.90	5,560.00
35	Well mop	Each	35	-	10.88	-	13.22	-	11.44	-	-	-	-	12.25	380.80
36	Paper towel dispenser	Each	25	-	-	-	-	66.85	-	-	-	-	-	10.00	250.00
37	Out Most Lime remover	Case	100	-	-	-	-	6.64	35.52	-	-	-	-	39.63	3,552.00
Totals															
Total Amount For All Vendors															74,725.03
Total Amount For All Vendors															48,938.55
Total Amount For All Vendors															74,725.03

**New Mexico Junior College
Invitation to Bid #1006 - Janitorial Supplies
Bid Tabulation**

Item #	Description	Unit Requested	All American Poly	Blaine	Central Poly	Gralinger	Home Depot	Huco	Interboro	Share Corp.	Springtime	Unipak	Wagner	Comments
1	Trash Can Liners 40x48, 250 per case, 16 microns high density Manufacturer/Product Code: ProLink LNR - 404816N Size: 40 x 48 Pkg: 250	Case	27.14		20.4	38.21	38.36	32.05	24.34		26.33	22.48	16.4	Accept low bid from Wagner
2	Trash Can Liners 30x36, 500 per case, 10 microns high density Manufacturer/Product Code: #CF36HD Size: 30 x 36 Pkg: 500/Case	Case	20.07		15.9	27.5	38.47	22.5	17.7		19.2	17.48	22.91	Accept low bid from Central Poly
3	Georgia-Pacific roll towel 89740 en motion NO SUBSTITUTION Manufacturer/Product Code: GP Size: 10' Roll 800 Linear Ft. Pkg: 6	Case				62.71	64.85						60.1	Accept low bid from Wagner
4	Jumbo toilet tissue, 6 rolls per case, 2 ply, 2000 per roll, NO RECYCLED PAPER Manufacturer/Product Code: Rolink JRTSR Size: 12' Roll - 2000' Pkg: 12 Rolls	Case				64.53					27.5		28.54	Granger's bid was for 6/ics for 10.76 ea. Springtime's bid was for 6/ics for 4.58 ea. Wagner's bid was for 12/ics for 2.38 ea. Accept low bid from Wagner
5	Toilet tissue, 2 ply roll, 96 per case Manufacturer/Product Code: ProLink RR202 Size: 500 - 2 Ply Pkg: 96 rolls/case	Case		33.8		53.83	39.95	44.19			38.48		32.7	Accept low bid from Wagner
6	Sanifresh hand soap & body shampoo only KIMCARE ONLY Manufacturer/Product Code: KCC - 91220/91320 Size: 800 ML Pkg: 12 Per case	Case											43.6	Accept low bid from Wagner
7	Sanifresh dispensers only, KIMBERLY-CLARKE ONLY Manufacturer/Product Code: 91139 Size: Each Pkg: 12/Case	Each		72.18										
8	Sanifuff, 3.5 liters, with gel Manufacturer/Product Code: KCC- 91757 Size: 3.5 Liter Pkg: 2 per case	Case		66.32									10.38	Accept low bid from Blaine
9	Toilet bowl cleaner, NOM ACID Manufacturer/Product Code: Spartan - NABC - QT Size: Quart - 12 Pkg: 12/case	Quart											48.48	Accept low bid from Wagner
10	Bleach 5%, 1 gallon, 6 gallons per case Manufacturer/Product Code: Wright Bleach Size: Gallon Pkg: 6/case	Gallon		2.85		2.33		1.97			1.98		22.65	Share's bid was for 12/ics for 7.71 ea. Wagner's bid was for 12/ics for 1.89 ea. Accept low bid from Wagner.
				2.19		14		2.05					11.75	Granger's bid was for 6/ics for 2.33 ea. Wagner's bid was for 6/ics for 1.96 ea. Accept low bid from Wagner.

**New Mexico Junior College
 Invitation to Bid #1006 - Janitorial Supplies
 Bid Tabulation**

Item #	Description	Unit Requested	All American Poly	Blaine	Central Poly	Granger	Home Depot	Huco	Innaboro	Share Corp.	Springtime	Unipak	Wagner	Comments
11	Comet cleaner with bleach, quart. LIQUID ONLY Manufacturer/Product Code: Proctor/Gamble #02287 Size: Qt Pkg: 12	Case		39.68		45.96	4.74	48			42		38.38	Blaine's bid was for 60 ea for 4.88 ea. Granger's bid was for 12/cs for 3.83 ea. Home Depot's bid was for 6/cs for 4.74 ea. Huco's bid was for 6/cs for 6.00 ea. Springtime's bid was for 3/cs for 14.00 ea. Wagner's bid was for 12/cs for 3.00 ea. Accept low bid from Wagner
12	Razor blade safety scrapper holder, 50 per box Manufacturer/Product Code: _____ Size: Ea Pkg: 50/Box	Each		1.82				1.8			1.89		1.85	Accept low bid from Blaine
13	Hillyard Super Shine All 1 gallon NO SUBSTITUTION Manufacturer/Product Code: 140G Size: Gallon Pkg: 4/Case	Gallon									12			Accept low bid from Springtime
14	Hillyard seed 341, 5 gallons NO SUBSTITUTION Manufacturer/Product Code: 341G5 Size: 5 Gallon Pkg: 1 Each/Case	Gallon									86			Accept low bid from Springtime
15	Workhorse ultra shipper NO SUBSTITUTION Manufacturer/Product Code: Station # 52917 Size: Qt Pkg: 6/Case	Quart						7.86						Accept low bid from Huco
16	Shore DeScale, quart NO SUBSTITUTION Manufacturer/Product Code: 01350103 Size: Quarts Pkg: 12/Case	Case								150				Accept low bid from Share
17	Pillan plastic quart bottles Manufacturer/Product Code: Tolco - 120125 Size: Qt - 32 oz. Pkg: Ea	Quart									0.9		0.55	Accept low bid from Wagner
18	Mophead rayon 32 oz. web looped end, shrinkless Manufacturer/Product Code: GoldenStar W371G Size: Large Pkg: 12 per case	Case		0.63										Accept low bid from Wagner
19	Scouring green pad, Heavy duty, 6x9 Manufacturer/Product Code: HIL28940 Size: 6 x 9" Pkg: 10/Box	Box				88.18							84.9	Accept low bid from Wagner Blaine's bid was for 60/box for 41 ea. Granger's bid was for 150/box for 48 ea. Home Depot's bid was for 8/box for 51 ea. Springtime's bid was for 10/box for 39 ea. Wagner's bid was for 10/box for 44 ea. Accept low bid from Springtime.
20	Scouring green pad, Light duty, 6x9 Manufacturer/Product Code: HIL28956 Size: 6 x 9" Pkg: 10/Box	Box		24.04		7.36	4.08				3.86		4.4	Blaine's bid was for 60/box for 38 ea. Granger's bid was for 20/box for 77 ea. Springtime's bid was for 10/box for 25 ea. Wagner's bid was for 10/box for 32 ea. Accept low bid from Springtime.
				23.04		15.41					2.49		3.2	Springtime.

**New Mexico Junior College
Invitation to Bid #1006 - Janitorial Supplies
Bid Tabulation**

Item #	Description	Unit Requested	All American Poly	Blaine	Central Poly	Granger	Home Depot	Huco	Interboro	Share Corp.	Springtime	Unipak	Wagner	Comments
21	Outch leather duster, long leather, 20" Manufacturer/Product Code: Imp4603 Size: 23" Pkg: 1/Case	Each				15.88	9.39				8.05		9.55	Springtime's bid was for a 20" long feather duster. This was determined to be acceptable. Accept low bid from Springtime.
22	Wet floor signs (CAUTION WET FLOOR) 36" high, 4 sided Manufacturer/Product Code: RU66114YW Size: _____ Pkg: 1/Case	Each												
23	Pumice sticks Manufacturer/Product Code: Prime Line #2-10719 Size: 3/4 x 1-1/4 x 6" Pkg: 2 Per Pkg/ HDS #117100	Box				31.37	31.32				24.5		29.5	Accept low bid from Springtime
24	Laundry tide, 36 lbs. box NO SILLSTRATION Manufacturer/Product Code: 36#Tide Size: 36# Pkg: 1/Case	Box												Blaine's bid was for 12/box for 1.95 ea. Home Depot's bid was for 2/box for 2.52 ea. Huco's bid was for 12/box for 1.58 ea. Springtime's bid was for 12/box for 1.575 ea. Wagner's bid was for 12/box for 1.68 ea. Accept low bid from Springtime.
25	Dust mops, clip on handles, 60" handles Manufacturer/Product Code: 4W320 Size: _____ Pkg: Each	Each		76.06		78.43		77.88			74.95		75.6	Accept low bid from Springtime
26	Lobby dust pans Manufacturer/Product Code: CSM3614003 Size: 17" W/Metal Handle Pkg: 1/Case	Case		8.88		4.55	20.89	8.17			8.5		8.05	Home Depot's bid was for 2/cs for 10.45 ea. Accept low bid from Granger. Blaine's bid was for 6/cs for 12.08 ea. Granger's bid was for 4/cs for 10.54 ea. Home Depot's bid was for 1/cs for 15.57 ea. Huco's bid was for 8/cs for 15.75 ea. Springtime's bid was for 1/cs for 9.56 ea. Wagner's bid was for 1/cs for 10.40 ea. Accept low bid from Springtime.
27	Lemon disinfectant floor cleaner Manufacturer/Product Code: Wagner - Lemon DSI Size: Gallon Pkg: 4	Gallon		72.48		42.16	15.57	15.75			9.56		10.4	Blaine's bid was for 4/cs for 7.38 ea. Granger's bid was for 2/cs for 31.65 ea. Home Depot's bid was for 4/cs for 7.21 ea. Huco's bid was for 4/cs for 9.80 ea. Share's bid was for 8/cs for 22.40 ea. Springtime's bid was for 4/cs for 9.18 ea. Wagner's bid was for 4/cs for 6.01 ea. Accept low bid from Wagner.
28	Downward pressure wringer & bucket, 44 quart Manufacturer/Product Code: Rubbermaid 7577-88 Size: 44 Qt. Pkg: 1 Ea.	Each		7.38		31.65	7.21	9.9		134.4	9.18		6.01	Accept low bid from Wagner
29	Disposable nitrile gloves powder free, small, 8 mil Manufacturer/Product Code: Hlt30520 Size: Small Swll Pkg: 100/Box 10 Box/Case	Case		83.2		86.06		64			55.06		64.87	Blaine's bid was for 100 gloves/box & 10 boxes/cs for 83.20 cs. Granger's bid was for 50 gloves/box & 10 boxes/cs for 201.50 cs. Home Depot's bid was for 50 gloves per box & 10 boxes/cs for 142.40 cs. Huco's bid was for 50 gloves/box & 10 boxes/cs for 84.00 cs. Springtime's bid was for 100 gloves/box & 10 boxes/cs for 55.06 cs. Wagner's bid was for 100 gloves/box & 10 boxes/cs for 60.90 cs. Accept low bid from Springtime.

**New Mexico Junior College
Invitation to Bid #1006 - Janitorial Supplies
Bid Tabulation**

Item #	Description	Unit Requested	All American Poly	Blaine	Central Poly	Graininger	Home Depot	Huco	Interboro	Shura Corp.	Springtime	Uljapak	Wagner	Comments
30	Disposable nitrile gloves powder free, medium, 8 mil Manufacturer/Product Code: HIL30521 Size: Med 5Ml Pkg: 100/Box 10 Box/Case	Case		83.2		201.5	14.24	64			55.95		60.9	Blaine's bid was for 100 gloves/box & 10 boxes/cs for 83.20 cs. Graininger's bid was for 50 gloves/box & 10 boxes/cs for 201.50 cs. Home Depot's bid was for 50 gloves per box & 10 boxes for 142.40 cs. Huco's bid was for 50 gloves/box & 10 boxes/cs for 64.00 cs. Springtime's bid was for 100 gloves/box & 10 boxes for 55.95 cs. Wagner's bid was for 100 gloves/box & 10 boxes for 60.90 cs. Accept low bid from Springtime.
31	Disposable nitrile gloves powder free, large 8 mil Manufacturer/Product Code: Impact 8645L Size: L Pkg: 10/100 case	Case												Blaine's bid was for 100 gloves/box & 10 boxes for 83.20 cs. Graininger's bid was for 50 gloves/box & 10 boxes for 201.50 cs. Home Depot's bid was for 50 gloves per box & 10 boxes for 142.40 cs. Huco's bid was for 50 gloves/box & 10 boxes for 64.00 cs. Springtime's bid was for 100 gloves/box & 10 boxes for 55.95 cs. Wagner's bid was for 100 gloves/box & 10 boxes for 60.90 cs. Accept low bid from Wagner.
32	Disposable nitrile gloves powder free, x-large, 8 mil Manufacturer/Product Code: HIL30523 Size: X-Large 5Ml Pkg: 100/Box 10 Box/Case	Case		83.2		201.5	14.24	64			75.95		60.9	Blaine's bid was for 100 gloves/box & 10 boxes for 83.20 cs. Graininger's bid was for 50 gloves/box & 10 boxes for 201.50 cs. Home Depot's bid was for 50 gloves per box & 10 boxes for 142.40 cs. Huco's bid was for 50 gloves/box & 10 boxes for 64.00 cs. Springtime's bid was for 100 gloves/box & 10 boxes for 55.95 cs. Wagner's bid was for 100 gloves/box & 10 boxes for 60.90 cs. Accept low bid from Wagner.
33	Stainless polish, quart Manufacturer/Product Code: Shella Shine SS12 Size: Qt Pkg: 12/Case	Case		83.2		201.5	14.24	64			55.95		60.9	Blaine's bid was for 12/cs for 8.71 ea. Graininger's bid was for 6/cs for 19.55 ea. Home Depot's bid was for 12/cs for 8.34 ea. Huco's bid was for 12/cs for 6.40 ea. Shura's bid was for 12/cs for 13.00 ea. Wagner's bid was for 12/cs for 6.61 ea. Home Depot and Wagner bid did not meet specs because it was not for 1 quart. Will accept 3rd lowest bid of Huco.
34	Roll towels, 8" bleached, non-perforated 400 pair roll, 12 roll per case Manufacturer/Product Code: KimberlyClark 2068 Size: 8" - 400 Roll Pkg: 12 Roll/Case	Case		104.58		117.3	4.17	100.8		158			48.48	Springtime's bid did not meet specs as it was for 350 per roll and not 400. Will accept 2nd lowest bid from Wagner.
35	Wet mop, 44" handles, fiberglass head Manufacturer/Product Code: 84 Size: 84 Pkg: 12/case	Each									23.9		27.9	Accept low bid from Blaine
36	Paper towel dispenser 59462 en Motion NO SUBSTITUTION Manufacturer/Product Code: GP#59462 Size: Pkg: 1 Ea	Each		10.88		13.22		11.44					12.25	Accept low bid from Wagner
37	Out Moist Lime remover, quart Manufacturer/Product Code: 03-0103 Size: Qt Pkg: 12/Case	Case					6.64	2.98					39.83	Home Depot's bid was for 12/cs for 6.64 ea. Huco's bid was for 12/cs for 2.98 ea. Wagner's bid was for 12/cs for 3.30 ea. Accept low bid from Huco.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1007

Fitness Equipment for Del Norte Center

BOARD DOCUMENTS

Date: October 18, 2007
Prepared by: Joshua Morgan
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On October 4, 2007, legal notices were sent to the following three newspapers requesting sealed bids for the purchase of fitness equipment for Del Norte Center:

Albuquerque Journal
Hobbs Daily News Sun
Las Cruces Sun News
2. Bid packets were sent to five potential bidders.
3. One bidder submitted their bid within the time frame specified by the bid package. No bidders were present at the opening.
4. The Business Office and the Director of Del Norte Center have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidder responding to the Invitation is: Fitness Specialist, Odessa TX.

The Administration recommends acceptance of the bid submitted by Fitness Specialist of Odessa, TX in the amount of **\$40,716.00.**

The bid response results are shown on page 4. (Tabulation Summary)

Source of Funding: - FY 2007/2008
Equipment Renewal & Replacement
Account #: 11000 – 1060 – 73102 - 101

NEW MEXICO JUNIOR COLLEGE
ITB#1007 Tabulation Summary
Fitness Equipment for Del Norte Center

Item #	Description	Quantity	Fitness Specialists	
			Unit Cost	Total Cost
1	Precor C954i Low Impact Treadmill	4	5,195.00	20,780.00
2	Precor C546i Self-Powered Elliptical Fitness Crosstrainer	2	4,495.00	8,990.00
3	Schwinn AD4 Wind Resistance Exercise Bike	3	574.00	1,722.00
4	Nautilus F3CC Cable Crossover Tower	1	2,975.00	2,975.00
5	Nautilus F3DLATP Dual-Pulley Lat Pulldown Tower	1	1,899.00	1,899.00
6	Delivery and Installation	1	4,350.00	4,350.00
Total			\$	40,716.00

Residential Preference Number

N/A

Evaluation Total

\$ 40,716.00



5317 Lovington Highway
Hobbs, New Mexico 88240
505-492-2676

September 28, 2007


Dr. Steve McCleery
New Mexico Junior College Board
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

Dear Dr. McCleery and Distinguished Board:

Please consider this letter from the Western Heritage Museum Advisory Board in an effort to enhance income in support of the Museum. Such a fine facility is costly to maintain and operate, but there are some measures that can be taken to offset expenses.

The Museum Advisory Board is aware that several organizations and entities have requested renting a room at the facility, but when it was discovered that they could not serve wine and cheese, they withdrew. Therefore, after much consideration, the Advisory Board would like to bring to the NMJC Board the recommendation that wine and beer could be served at the Museum. Please understand that it would not involve Museum sponsored events and the distribution and consumption would be monitored at each event. The requesting person, organization, or business would be responsible for obtaining the licensing for the event.


Sincerely,


Charley Smith, Chair
Western Heritage Museum Advisory Board


Ray Battaglini


Reinhard Hinterreither

Phillip Jones


Calvin Smith, Executive Director
Western Heritage Museum


Randy McCormick


Janice Spence



**Western Heritage Museum and
Lea County Cowboy Hall of Fame
5317 Lovington Highway
Hobbs, New Mexico 88240**

To: Dr. Steve McCleery and Distinguished New Mexico Junior College Board

From: Calvin Smith, Executive Director

Date: October 12, 2007

Subject: Approval of Oil Derrick Installation

The Museum has a wonderful opportunity with little or no expenditure from NMJC.

Eastern New Mexico University – Roswell has an oil derrick from around the 1930's that is a good example of one used in the fields in this area. They are willing to donate it to us. However, the cost of moving it and placing it on a permanent foundation will be an expense that a kindly donor has offered to take upon himself.

Please consider this a proposal to the Board for approval of moving and installing the oil derrick in front of the Museum.



**Western Heritage Museum and
Lea County Cowboy Hall of Fame
5317 Lovington Highway
Hobbs, New Mexico 88240**

To: Dr. Steve McCleery and Distinguished New Mexico Junior College Board

From: Calvin Smith, Executive Director

Date: October 12, 2007

Subject: Approval of Sculpture Installation

The Museum has an opportunity for an artistic addition to the front of the Museum with little or no expenditure from NMJC.

Brian Norwood is willing to prepare a metal art sculpture of the cowboy and horse depicted in the logo. It will be approximately fifteen feet tall. A kindly donor has offered to purchase the piece.

Please consider this a proposal to the Board for approval of commissioning the artwork and installing it in front of the Museum.



©2007 by
Brian Norwood

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 10-9-07

Candidate's name Nancy L. Powell

Position title Western Heritage Museum Education and Events Coordinator

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 * 11-1-07 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard None


(*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 \$27,807 to \$34,758 Recommended annual salary \$35,283.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 1071 61301 112

Recommended and approved by:


Supervisor


Dean/Director
President

Vice President

Selection Committee Members: Calvin Smith - Executive Director of the Western Heritage Museum/LCCHF

Lisa Seed - Director of the Lea County Cowboy Hall of Fame

Terri Blandin - Administrative Secretary - WHM/LCCHF

Comments: Ms. Powell with a Master's degree and over twenty-one years of applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check.

ABBREVIATED RESUME

Position

Western Heritage Museum Education and Events Coordinator

Personal Data

Name: Nancy L. Powell

Education

M.A., Eastern New Mexico University, Portales, NM, 1980

Major: Elementary Education

B.S., Southwestern Oklahoma University, Weatherford, OK, 1975

Major: Elementary Education

Minor: Speech and Drama

Professional Experience

New Mexico Junior College, Hobbs, NM 2/06 to present
Part Time Western Heritage Museum Education and Events Coordinator

College of the Southwest, Hobbs, NM 2002-2004
Adjunct Professor

Hobbs Municipal Schools, Hobbs, NM 1975-2002
Teacher

Organizations/Awards

New Mexico Association of Classroom Teachers-
Internal Vice President, President, Secretary, State Board Member, and web designer

Lea County Commission for the Arts
Director of Youth Fine Art Academy, summer 2005

Llano Estacado Art Association
Hobbs Association of Classroom Teachers



New Mexico Junior College

Career Opportunities

Position Announcement • September 2007

Position Title: Western Heritage Museum Education and Events Coordinator

Position Description: This position reports to the Executive Director of the Western Heritage Museum and Lea County Cowboy Hall of Fame. Duties and responsibilities shall be, but are not limited to, the following: 1) Plan tours and other programs for museum visitors of all ages; 2) Coordinate with the Lea County Schools to provide educational field trips; 3) Develop curriculum and interpretive material related to temporary and permanent exhibits for student K-12; 4) Serve as on-site lead educator for school groups; 5) Develop and manage schools tour programs; 6) Oversee the docents; 7) Assist the Executive Director in selecting and booking events in the museum; 8) Coordinate the performers and assist with the needs to have successful presentations; 9) Coordinate with the Marketing department to advertise events and exhibits; 10) Work with the Executive Director and Curator to develop and plan exhibits; 11) Assist with installation/deinstallation of exhibits in North and South Galleries; 12) Assist Executive Director with projects and reports as needed; 13) Answer phones, interact with visitors; 14) Participate in a process of continual personal and professional improvements; 15) Actively participate in the institutional goals and objectives designed to support the mission of the college; 16) Serve on college committees as assigned; and, 17) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior college.

Qualifications: A bachelor's degree in museum studies and/or three to five years teaching experience preferred. All degrees must be from a regional accredited institution.

Salary/Benefits: This is a twelve-month professional position with a salary range of \$27,807 - \$34,758 depending upon education and experience. Standard NMJC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts and/or certifications, and eight (8) personal references with current phone numbers and addresses:

**Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

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

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 492-2793 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehernandez@nmjc.edu

APPLICANT LIST

Position: Western Heritage Museum Education and Events Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Powell, Nancy L.	Yes	Yes	Start date: Pending Board approval.



NEW MEXICO
Junior College

Human Resources

Memorandum

To: Dr. McCleery
From: Buddy Bascom
Date: October 11, 2007
Re: Request Board Approval for Employment of Relative: Custodian I –
Night/Daytime

After reviewing applications for the Custodian I – Night/Daytime position, I would like to recommend Lupe Aldaz for the vacancy (pending background check). Per the 2006-2007 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Lupe Aldaz is related to Francis Calderon, Maintenance II – Shipping/Receiving Clerk.

Pending Board approval, I would like for Ms. Aldaz to begin employment on November 1, 2007.

Thank you for your consideration.

Buddy Bascom by Sheryl Prinds

Buddy Bascom
Custodial Supervisor