

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, September 18, 2014

Zia Room – Library

4:00 p.m.

AGENDA

- | | |
|----------------------------------------------------------|----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of August 21, 2014 | Pat Chappelle |
| 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. Consideration of Research and Public Service Projects | Dan Hardin |
| 6. Consideration of Disposition of Inventory | Joshua Morgan |
| 7. Consideration of City of Hobbs Request | Steve McCleery |
| 8. Consideration of Professor of Automotive Technology | August Fons |
| 9. Consideration of Executive Assistant to the President | Steve McCleery |
| 10. Consideration of Retirement Resolution | Steve McCleery |
| F. Public Comments | Pat Chappelle |
| G. Announcement of Next Meeting | Pat Chappelle |
| H. Closure of Open Meeting | Pat Chappelle |
| I. Adjournment | Pat Chappelle |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

AUGUST 21, 2014

MINUTES

The New Mexico Junior College Board met on Thursday, August 21, 2014, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mrs. Mary Lou Vinson; Mr. Manny Gomez; Mr. Zeak Williams; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Denise Marquez, News-Sun.

President's Report was added to the agenda, as well as changing item C. Approval of Minutes of **July 24, 2014**. Upon a motion by Mrs. Vinson, seconded by Mr. Black, the agenda was unanimously adopted, with changes.

Upon a motion by Mr. Williams, seconded by Mr. Gomez, the Board unanimously approved the minutes of July 24, 2014.

Under President's Report, Dr. McCleery distributed copies of the New Mexico Junior College 2013-14 Annual Report. He reminded the Board of Bond Issue C which will be on the November 4th ballot. Pillars of Education and red vests were presented to a group of donors who helped make the Equine and rodeo program possible. The group consisted of Larry Parker, Jim Davis, Danny Watson, Garry Buie, and Everett Faught. Dr. McCleery presented Patsy Lewis with her retirement resolution.

Under New Business, Dan Hardin presented the July financial reports and with a motion by Mrs. Vinson, seconded by Mr. Gomez, the Board unanimously approved the expenditures for July, 2014.

Mr. Hardin requested approval for two blanket Purchase Orders for Donner Plumbing. One for \$200,000 for campus plumbing and HVAC issues and the other

for \$25,000 for dorm/apartment refurbish. Upon a motion by Mr. Williams, seconded by Mr. Baeza, the Board unanimously accepted the request.

Mr. Hardin recommended that the Board accept the Severance Tax Bond 14-2111 in the amount of \$425,000. The language in the STB is as follows: to be used to purchase and install information technology for an energy technician training program, including related equipment, furniture and infrastructure at New Mexico Junior College in Hobbs in Lea County. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the recommendation.

Mr. Morrill presented the 2014/2015 employee handbook changes for Board consideration. After some discussion, Policy No. 230 I. was reworded to clarify (Employees who violate this policy will receive discipline up to and including termination of employment). “Local school districts that bus students to the campus will also be notified of the closure or delay in classes.” was added to Policy No. 208. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the handbook changes, as amended.

Jeff McCool requested approval to purchase a 22’ Tag Simulator Trailer for the 660 Truck Driving Simulation Systems from Doron Precision Systems. The purchase price for the trailer is \$88,062. Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the request.

Phillip Roybal presented a request to upgrade the two part-time supervisor positions in housing to full-time positions. These positions will be placed in salary range 24 with a minimum salary of \$23,978 and a mid-salary of \$29,972 with benefits. Mr. Glenn suggested adding “student advocate” to the title. Upon a motion by Mr. Gomez, seconded by Mrs. Vinson, the Board unanimously approved the request.

Dianne Marquez recommended Ms. Melissa Simpson for the Professor of Reading/Writing in Transitional Studies (Developmental) position at a nine month salary of \$53,975. Upon a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved the employment of Ms. Simpson, effective August 11, 2014.

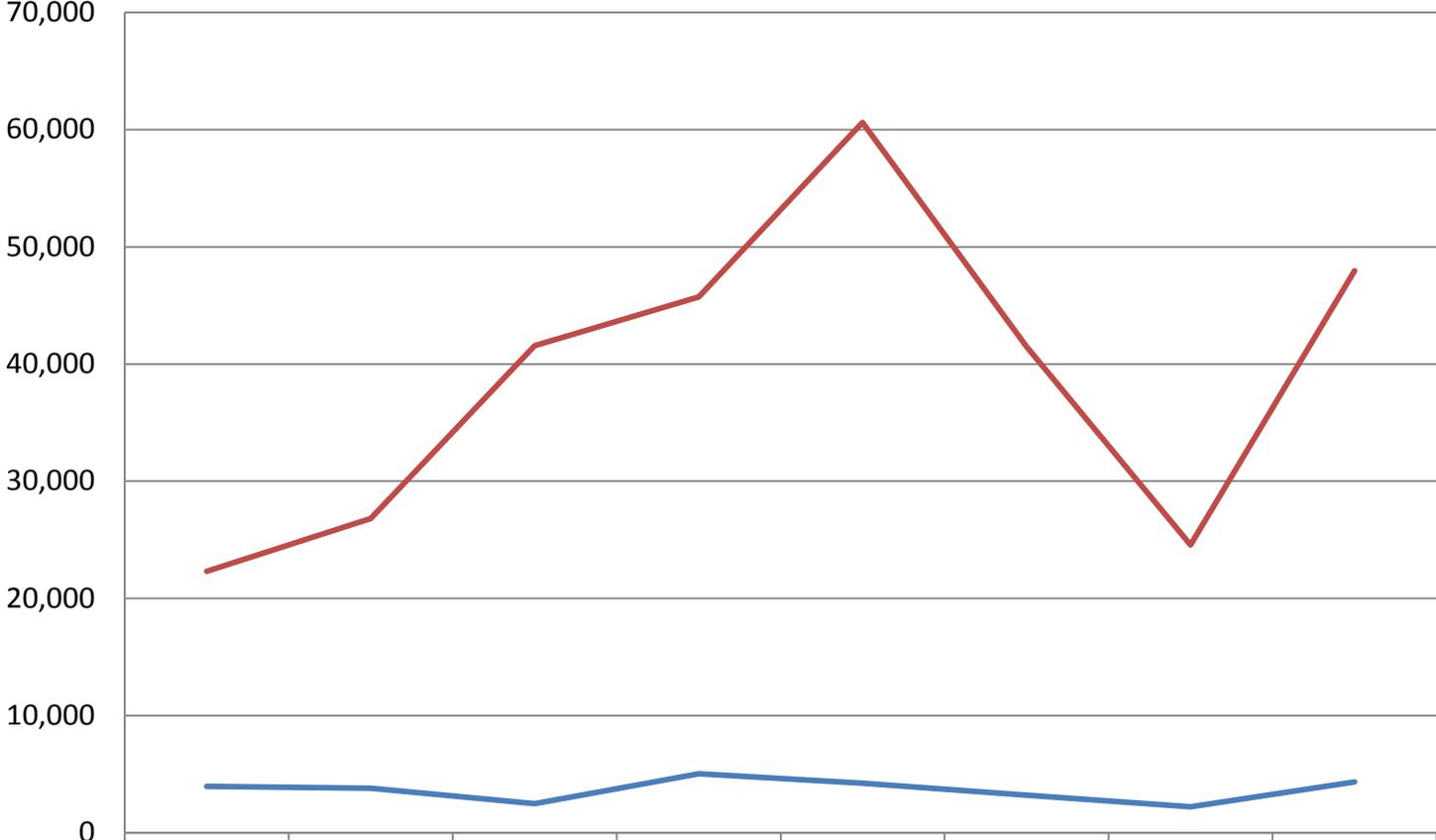
Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, September 18, 2014, beginning at 4:00 p.m.

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

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

Upon a motion by Mrs. Vinson, seconded by Mr. Black, the board meeting adjourned at 6:05 p.m.

NMJC Non-credit Workforce Training Participants and Contact Hours



	2006	2007	2008	2009	2010	2011	2012	2013
— Participants	3,983	3,800	2,510	5,049	4,251	3,221	2,216	4,336
— Contact Hours	22,319	26,821	41,563	45,721	60,610	41,490	24,572	47,957

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

August 2014

17% of Year Completed

Fund	2013-14			2014-15			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	9,106,822	1,134,700	12%	9,731,091	575,277	1,128,831	12%
Academic Support	2,259,588	390,407	17%	2,273,743	147,973	376,449	17%
Student Services	1,823,694	269,505	15%	1,840,687	122,936	252,656	14%
Institutional Support	3,337,419	633,613	19%	3,528,284	385,872	761,433	22%
Operation & Maintenance of Plant	3,288,327	656,774	20%	3,541,829	230,691	682,571	19%
Subtotal - Instruction & General	19,815,850	3,084,999	16%	20,915,634	1,462,749	3,201,940	15%
Student Activities	0	0	0%	0	0		0%
Research	0	0	0%	0	0		0%
Public Service	0	0	0%	0	0		0%
Internal Service Departments	84,909	14,020	17%	87,145	83,806	135,831	156%
Student Aid	568,551	325,796	57%	593,551	294,863	375,938	63%
Auxiliary Enterprises	1,799,060	461,255	26%	1,800,693	254,243	536,613	30%
Athletics	1,019,727	326,858	32%	1,029,348	327,371	358,580	35%
Total Current Unrestricted Fund	23,288,097	4,212,928	18%	24,426,371	2,423,032	4,608,902	19%
CURRENT RESTRICTED FUND							
Grants	1,280,443	122,628	10%	1,157,859	225,355	289,339	25%
Student Aid	5,033,468	1,979,912	39%	5,033,468	1,559,973	1,598,399	32%
Total Current Restricted Fund	6,313,911	2,102,540	33%	6,191,327	1,785,328	1,887,738	30%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	12,787,830	4,634,091	36%	14,082,339	125,500	1,753,567	12%
Projects from State GOB Funds	3,324,582	2,711,164	82%	2,811,681	0	2,456,022	0%
Projects from State STB Funds	1,487,000	1,017,500	68%	425,000	0	0	0%
Projects from General Fund	0	0	0%	153,179	1,873	3,856	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Projects from State ER&R	671,725	138,820	21%	494,616	56,119	86,843	18%
Projects from State BR&R	1,003,998	396,996	40%	774,549	224,984	246,157	32%
Subtotal - Capital and BR&R	19,275,135	8,898,571	46%	18,741,364	408,476	4,546,445	24%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	19,275,135	8,898,571	46%	18,741,364	408,476	4,546,445	24%
GRAND TOTAL EXPENDITURES	48,877,143	15,214,039	31%	49,359,062	4,616,836	11,043,085	22%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

August 2014

17% of Year Completed

Fund	2013-14			2014-15			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,684,200	1,969,252	53%	3,684,200	1,378,831	1,912,078	52%
State Appropriations	5,933,300	981,900	17%	5,933,300	561,089	1,059,574	18%
Advalorem Taxes - Oil and Gas	6,455,000	800,000	12%	6,455,000	465,000	930,000	14%
Advalorem Taxes - Property	5,455,000	0	0%	5,455,000	0	0	0%
Interest Income	5,000	104	2%	5,000	51	51	1%
Other Revenues	356,361	17,265	5%	356,361	36,287	36,287	10%
Subtotal - Instruction & General	21,888,861	3,768,521	17%	21,888,861	2,441,258	3,937,990	18%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	1,240	5%	24,000	0	0	0%
Auxiliary Enterprises	2,213,000	1,024,192	46%	2,213,000	906,409	1,182,539	53%
Athletics	330,900	54,850	17%	330,900	43,084	83,367	25%
Total Current Unrestricted	24,456,761	4,848,803	20%	24,456,761	3,390,751	5,203,896	21%
CURRENT RESTRICTED FUND							
Grants	1,179,460	138,553	12%	1,179,460	231,148	297,622	25%
Student Aid	5,033,468	1,816,541	36%	5,033,468	168,241	168,940	3%
Total Current Restricted	6,212,928	1,955,094	31%	6,212,928	399,389	466,562	8%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	0	0	308,002	0%
Projects from State STB Funds	427,000	0	0%	427,000	0	0	0%
Projects from General Fund	0	0	0%	0	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income (LGIP)	30,000	1,254	4%	30,000	1,602	1,602	5%
Total Plant Funds	457,000	1,254	0%	457,000	1,602	309,604	68%
GRAND TOTAL REVENUES	31,126,689	6,805,151	22%	31,126,689	3,791,742	5,980,062	19%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2014

100% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2011-12 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$78.08	3,279,028	\$4.85	14,257,158	876,131	400,000	476,131
Actual	August	\$101.07	3,476,512	\$5.42	14,665,344	954,096	400,000	554,096
Actual	September	\$98.84	3,762,573	\$5.45	14,007,090	1,125,403	400,000	725,403
Actual	October	\$95.40	3,762,573	\$5.33	14,009,326	1,088,774	400,000	688,774
Actual	November	\$85.92	3,557,485	\$5.01	11,154,125	1,116,908	400,000	716,908
Actual	December	\$90.13	3,923,578	\$5.26	14,457,089	975,616	400,000	575,616
Actual	January	\$86.42	4,119,290	\$5.78	14,875,094	1,077,205	400,000	677,205
Actual	February	\$86.78	4,180,229	\$6.48	15,047,473	1,007,147	400,000	607,147
Actual	March	\$89.97	4,259,131	\$5.43	15,804,432	1,023,905	400,000	623,905
Actual	April	\$89.49	4,554,723	\$5.33	14,952,547	1,250,041	400,000	850,041
Actual	May					1,109,141	400,000	709,141
Actual	June					1,224,165	400,000	824,165
Y.T.D. Production Tax Revenue						12,828,532	4,800,000	8,028,532
Y.T.D. Equipment Tax Revenue						1,886,700	1,500,000	386,700
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						14,715,232	6,300,000	8,415,232

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

August 2014

17% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,589,592	7102-1348	0.104%	1,254
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>9,589,592</u>			<u>1,594</u>

Capital Projects	8/31/2014
Vehicles	63,589.92
Technology Upgrade	101,256.52
JASI	49,908.94
WHM South Gallery	263,174.43
Baseball Field	30,162.95
Rodeo Arena	20,873.28
Original Entrance Landscaping	0.00
Luminis Software	2,993.00
Campus Signage	2,801.67
Landscaping	200,000.00
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	353,668.24
Campus Construction	404,518.77
Maintenance Equipment	3,452.01
Public Sector	19,227.00
Campus Security	100,956.69
Track/Arena Area Enhancement	15,396.78
Lumens Software-Distance Learnng	5,000.00
Copier Replacement	50,000.00
Non-Recurring Compensation	152,169.10
Athletics	150,451.47
Student Life Programming	16,222.61
Warehouse/Cont Ed Remodel	1,640.92
Succession Plan	108,152.25
Energy Technology Equipment	563,947.97
WHM Exhibits	72,598.78
Mansur Hall Upgrades	87,371.42
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	0.00
Track Upgrades	84,841.44
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	500,000.00
Cosmetology Remodel	700,000.00
Equine Program	15,108.75
Entertainment Technology	1,300,215.30
Cafeteria Upgrade	47,094.53
New Horizons Resources	448,000.00
Channel 19 Upgrade	25,000.00
FERPA & Title IX	9,459.00
Professional Development HS	14,036.29
Equestrian Center	3,000,000.00
Bob Moran Upgrades	825,000.00
Campus/Hospital Fencing	200,000.00
Turf Replacement	200,000.00
Watson Hall Theater	300,000.00
Infrastructure Upgrade	1,473,937.50
Cadet Supplement	26,841.54
Workforce Training Contingency	5,794.60
TOTAL	13,742,245.93

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board members
From: Dan Hardin
RE: RPSP
Date: September 18, 2014

Board members,

Each year New Mexico Junior College submits the renewal request of the Research & Public Service Projects (RPSP) for the coming fiscal year. The requested RPSP projects for fiscal year 2016 are as follows:

Athletics	\$483,400.00
Oil & Gas Training Center	\$176,200.00
Nursing Expansion	\$ 308,200.00
Lea County Distance Education Consortium	\$ 29,900.00

Today, the administration is asking for your approval to continue to request the RPSP funding from the State of New Mexico Higher Education Department. First is Athletics in the amount of \$483,400.00, Oil & Gas Training in the amount of \$176,200.00, the Nursing Expansion program in the amount of \$308,200.00, the Lea County Distance Education Consortium for \$29,900.00. These are the amounts that were funded for FY 15.

Respectfully,



Dan Hardin

NEW MEXICO JUNIOR COLLEGE BUSINESS OFFICE

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575) 492-2769
Fax: (575) 492-2768

To: NMJC Board Members

From: Josh Morgan

RE: Disposition of Inventory

Date: September 18, 2014

Board Members,

Pursuant to Article 6 ("Sale of Public Property") Section 13-6-1, New Mexico Junior College would like to sell at public auction any worn-out, unusable, or obsolete inventory. Upon approval by the NMJC Board of Directors, a letter will be sent to the Office of the State Auditor (OSA) and the Higher Education Department (HED) notifying of our intentions to dispose of such inventory at public auction. Pursuant to Paragraph B of Section 13-6-1, New Mexico Junior College will wait 30 days from the notice to OSA and HED to hold the public auction.

Attached is a list of inventory and non-inventory items which will be sent to public auction.

Thank you for your consideration.

<u>PTAG</u>	<u>DESCRIPTION</u>	<u>LOCN CODE</u>	<u>SERIAL NUM OR VIN</u>	<u>ACQ DATE</u>	<u>ACQ VALUE</u>
N10489	Double-Sided Access Port Computer	WARHOU	3426	10/01/1983	2,745.00
N11013	Telex MagnaByte VGA	WARHOU	30824	08/01/1990	1,250.00
N11540	StairMaster	WARHOU	U97655	08/01/1993	2,370.00
N11542	StairMaster	WARHOU	C107337	08/01/1993	2,370.00
N11961	Toro GroundsMaster 455-D w/Seat	WARHOU	3045050136	03/01/1995	27,091.67
N12908	Trotter Multi-Station Gym (6 C	WARHOU	9629076	04/01/1996	6,550.00
G30390	Pibbs Skin Cleansing System	WARHOU	NA	09/16/1996	2,804.36
G30770	Gateway CPU - Pentium 300	WARHOU	10033993	06/15/1998	2,774.00
G30936	Hewlett Packard 4000 LaserJet	WARHOU	USEF229832	01/12/1999	1,394.00
N15424	Advance Hydro Retriever 3200	WARHOU	1256726	10/21/1999	9,679.40
N15605	Hewlett Packard 4050N Laser Printer	WARHOU	USBB224233	02/24/2000	1,299.00
N16252	Grasshopper Mower	WARHOU	3020209671	11/20/2000	8,170.00
N16373	Hewlett Packard 4100N LaserJet Printer	WARHOU	USBNG00952	03/06/2001	1,377.00
N16693	Toshiba Satellite Pro4600-PIII	WARHOU	81217621PU	09/12/2001	1,069.25
N16725	Hewlett Packard 4100N LaserJet Printer	WARHOU	USJNK04823	10/05/2001	1,429.00
N16752	Gateway 9550B LS Laptop	WARHOU	26065989	02/07/2002	1,725.00
G31665	Gateway Cpu-Pentium IV	WARHOU	26265247	02/28/2002	2,338.00
G31667	Gateway Cpu-Pentium IV	WARHOU	26265248	02/28/2002	2,338.00
N16957	Gateway Cpu-Pentium -E6000	WARHOU	27802507	08/02/2002	1,524.00
G31707	Tegrity Web-Learner Platform	WARHOU	See notes	08/13/2002	17,775.00
G31710	Gateway Profile 4	WARHOU	28417677	09/26/2002	1,932.00
N17054	Samsung SDP-Document camera	WARHOU	S2070370	09/30/2002	2,295.00
N17058	SmartBoard SB580 72"	WARHOU	NA	09/30/2002	1,499.00
N17187	Body Solid Linear Bearing Leg Press w/Hack Squat machine	WARHOU	NA	12/01/2002	1,425.00
N17206	Gateway 600 Laptop Computer	WARHOU	29005834	12/02/2002	2,159.00
N17237	Gateway Laptop 450S	WARHOU	29945943	04/07/2003	1,588.06
N17238	Gateway Laptop 450S	WARHOU	29945945	04/07/2003	1,588.06
N17240	Gateway Laptop 450S	WARHOU	29945948	04/07/2003	1,588.06
N17241	Gateway Laptop 450S	WARHOU	29945956	04/07/2003	1,588.06
N17243	Gateway Laptop 450S	WARHOU	29945947	04/07/2003	1,588.06
N17283	Nikon D-100 Digital Camera	WARHOU	2155338	06/02/2003	1,899.03
N17285	Mamiya 150mm Leaf Shutter Lens camera	WARHOU	TK1407	06/02/2003	2,099.00
N17396	Smart Sympodium	WARHOU	2758	07/01/2003	2,879.00
N17522	Mitsubishi XD300U	WARHOU	6406	07/01/2003	3,400.00
N17437	Gateway Cpu-Pentium -E4100	WARHOU	31603148	07/09/2003	1,119.00
N17438	Gateway Cpu-Pentium -E4100	WARHOU	31603137	07/09/2003	1,119.00
N17439	Gateway Cpu-Pentium -E4100	WARHOU	31603135	07/09/2003	1,119.00
N17440	Gateway Cpu-Pentium -E4100	WARHOU	31603151	07/09/2003	1,119.00
N17441	Gateway Cpu-Pentium -E4100	WARHOU	31603131	07/09/2003	1,119.00
N17442	Gateway Cpu-Pentium -E4100	WARHOU	31603152	07/09/2003	1,119.00
N17443	Gateway Cpu-Pentium -E4100	WARHOU	31603187	07/09/2003	1,119.00
N17444	Gateway Cpu-Pentium -E4100	WARHOU	31603170	07/09/2003	1,119.00
N17445	Gateway Cpu-Pentium -E4100	WARHOU	31603176	07/09/2003	1,119.00
N17446	Gateway Cpu-Pentium -E4100	WARHOU	31603140	07/09/2003	1,119.00
N17447	Gateway Cpu-Pentium -E4100	WARHOU	31603149	07/09/2003	1,119.00
N17448	Gateway Cpu-Pentium -E4100	WARHOU	31603199	07/09/2003	1,119.00
N17449	Gateway Cpu-Pentium -E4100	WARHOU	31603133	07/09/2003	1,119.00
N17450	Gateway Cpu-Pentium -E4100	WARHOU	31603123	07/09/2003	1,119.00
N17451	Gateway Cpu-Pentium -E4100	WARHOU	31603162	07/09/2003	1,119.00
N17590	Gateway Cpu-Pentium -E4100	WARHOU	31816714	08/07/2003	1,288.00
N17597	Gateway Cpu-Pentium -E4100	WARHOU	31816852	08/07/2003	1,313.00
G31823	Acer Travel Mate Laptop	WARHOU	LXY270E0443200104CM000	10/20/2003	2,468.16
N17690	Cambro Food Bar	WARHOU	NA	12/16/2003	1,654.99
N17691	Cambro Food Bar	WARHOU	NA	12/16/2003	1,654.99
N17736	Hewlett Packard Color Laser Jet 4600	WARHOU	JPHMC61311	04/23/2004	2,169.95
N17911	Gateway CPU E4100	WARHOU	0034578729	11/30/2004	1,329.00
N17970	Model 928D2/3461 lawn mower	WARHOU	5421399	02/15/2005	13,943.87
N17971	60" AERA-vator	WARHOU	5572074	02/15/2005	3,478.31
N18012	Gateway M460E laptop	WARHOU	BLAW5180514	05/12/2005	1,305.38
N18013	Gateway M460E laptop	WARHOU	BLAW5180516	05/12/2005	1,305.38
N18015	Gateway M460E laptop	WARHOU	BLAW5180525	05/12/2005	1,305.38
N18016	Gateway M460E laptop	WARHOU	BLAW5180527	05/12/2005	1,305.38
N18017	Gateway M460E laptop	WARHOU	BLAW5180513	05/12/2005	1,305.38
N18018	Gateway M460E laptop	WARHOU	BLAW5180519	05/12/2005	1,305.38
N18019	Gateway M460E laptop	WARHOU	BLAW5180522	05/12/2005	1,305.38
N18020	Gateway M460E laptop	WARHOU	BLAW5180526	05/12/2005	1,305.38
N18021	Gateway M460E laptop	WARHOU	BLAW5180517	05/12/2005	1,305.38
N18022	Gateway M460E laptop	WARHOU	BLAW5180523	05/12/2005	1,305.38

N18023	Gateway M460E laptop	WARHOU	BLAW5180528	05/12/2005	1,305.38
N18024	Gateway M460E laptop	WARHOU	BLAW5180524	05/12/2005	1,305.38
N18025	Gateway M460E laptop	WARHOU	BLAW5180520	05/12/2005	1,305.38
N18026	Gateway M460E laptop	WARHOU	BLAW5180518	05/12/2005	1,305.38
N18027	Gateway M460E laptop	WARHOU	BLAW5180515	05/12/2005	1,305.38
N18252	E4300 Pentium 4 computer w/17" monitor	WARHOU	0035695875	07/29/2005	1,054.00
N18253	E4300 Pentium 4 computer w/17" monitor	WARHOU	0035695863	07/29/2005	1,054.00
N18254	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695904	07/29/2005	1,054.00
N18255	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035696003	07/29/2005	1,054.00
N18256	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035696008	07/29/2005	1,054.00
N18257	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695910	07/29/2005	1,054.00
N18258	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695876	07/29/2005	1,054.00
N18259	E4300 Pentium 4 computers w/17" LCD	WARHOU	0035695926	07/29/2005	1,054.00
N18260	E4300 Pentium 4 computers w/17" LCD	WARHOU	0035696007	07/29/2005	1,054.00
N18261	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695948	07/29/2005	1,054.00
N18262	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695970	07/29/2005	1,054.00
N18263	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695880	07/29/2005	1,054.00
N18264	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695858	07/29/2005	1,054.00
N18265	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695961	07/29/2005	1,054.00
N18266	E4300 Pentium 4 computers w/17" LCD	WARHOU	0035695949	07/29/2005	1,054.00
N18267	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035696026	07/29/2005	1,054.00
N18268	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695950	07/29/2005	1,054.00
N18269	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695957	07/29/2005	1,054.00
N18270	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695977	07/29/2005	1,054.00
N18271	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695931	07/29/2005	1,054.00
N18272	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695986	07/29/2005	1,054.00
N18273	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695883	07/29/2005	1,054.00
N18274	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695857	07/29/2005	1,054.00
N18275	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695935	07/29/2005	1,054.00
N18366	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695940	07/29/2005	1,054.00
N18367	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695963	07/29/2005	1,054.00
N18368	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695869	07/29/2005	1,054.00
N18369	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695954	07/29/2005	1,054.00
N18370	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035696017	07/29/2005	1,054.00
N18371	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695921	07/29/2005	1,054.00
N18372	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695862	07/29/2005	1,054.00
N18373	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035696016	07/29/2005	1,054.00
N18374	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695999	07/29/2005	1,054.00
N18375	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035696015	07/29/2005	1,054.00
N18377	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695978	07/29/2005	1,054.00
N18378	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035696025	07/29/2005	1,054.00
N18379	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695985	07/29/2005	1,054.00
N18380	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695967	07/29/2005	1,054.00
N18381	E4300 Pentium 4 computer w/17" LCD	WARHOU	0035695937	07/29/2005	1,054.00
N18123	M275E w/512 flash drives	WARHOU		08/04/2005	1,646.04
N18154	E 4300 w/17" monitor, 512 flash drive	WARHOU	35756369	08/10/2005	1,224.00
N18440	Gateway M280E Microsoft Windows XP Tablet	WARHOU	0036627906	05/18/2006	1,556.16
G31952	iMAC COMPUTORS-Downtown SBDC Office on Broadway	WARHOU	QP62002GU2S	06/04/2006	1,689.00
N18546	125 Gateway E-4500 PC's	WARHOU	0036894235	07/31/2006	1,097.60
N18586	125 Gateway E-4500 PC's	WARHOU	0036894243	07/31/2006	1,097.60
N18587	125 Gateway E-4500 PC's	WARHOU	0036894179	07/31/2006	1,097.60
N18589	125 Gateway E-4500 PC's	WARHOU	0036894195	07/31/2006	1,097.60
N18590	125 Gateway E-4500 PC's	WARHOU	0036894218	07/31/2006	1,097.60
N18591	125 Gateway E-4500 PC's	WARHOU	0036894227	07/31/2006	1,097.60
N18592	125 Gateway E-4500 PC's	WARHOU	0036894241	07/31/2006	1,097.60
N18593	125 Gateway E-4500 PC's	WARHOU	0036894281	07/31/2006	1,097.60
N18594	125 Gateway E-4500 PC's	WARHOU	0036894248	07/31/2006	1,097.60
N18595	125 Gateway E-4500 PC's	WARHOU	0036894252	07/31/2006	1,097.60
N18596	125 Gateway E-4500 PC's	WARHOU	0036894202	07/31/2006	1,097.60
N18597	125 Gateway E-4500 PC's	WARHOU	0036894250	07/31/2006	1,097.60
N18598	125 Gateway E-4500 PC's	WARHOU	0036894177	07/31/2006	1,097.60
N18599	125 Gateway E-4500 PC's	WARHOU	0036894168	07/31/2006	1,097.60
N18600	125 Gateway E-4500 PC's	WARHOU	0036894190	07/31/2006	1,097.60
N18649	125 Gateway E-4500 PC's	WARHOU	0036894175	07/31/2006	1,097.60
G31954	Computer	WARHOU	0036916445	08/22/2006	1,600.45
N18605	Gateway M465-E	WARHOU	0037073497	08/29/2006	1,349.32
N18623	Gateway M465-E laptop	WARHOU	0037078051	09/06/2006	1,578.12
N18624	Gateway M465-E laptop	WARHOU	0037078055	09/06/2006	1,578.12
N18625	Gateway M465-E laptop	WARHOU	0037078056	09/06/2006	1,578.12

N18627	Gateway M465-E laptop	WARHOU	0037078054	09/06/2006	1,578.12
N18628	Gateway M465-E laptop	WARHOU	0037078041	09/06/2006	1,578.12
N18629	Gateway M465-E laptop	WARHOU	0037078049	09/06/2006	1,578.12
N18630	Gateway M465-E laptop	WARHOU	0037078052	09/06/2006	1,578.12
N18631	Gateway M465-E laptop	WARHOU	0037078053	09/06/2006	1,578.12
N18632	Gateway M465-E laptop	WARHOU	0037078042	09/06/2006	1,578.12
N18633	Gateway M465-E laptop	WARHOU	0037078044	09/06/2006	1,578.12
N18635	Gateway M465-E laptop	WARHOU	0037078043	09/06/2006	1,578.12
N18636	Gateway M465-E laptop	WARHOU	0037078050	09/06/2006	1,578.12
N18637	Gateway M465-E laptop	WARHOU	0037078047	09/06/2006	1,578.12
N18638	Gateway M465-E laptop	WARHOU	0037078045	09/06/2006	1,578.12
N18667	Gateway M465-E laptop	WARHOU	0037078057	09/09/2006	1,578.12
G31956	iMac, 20inch, 2GHz Intel Cor Duo, super drive...	WARHOU	QP6371K6VUV	09/26/2006	1,399.00
N18700	Gateway E4500 w/speaker bar/17"LCD	WARHOU	0037087094	10/01/2006	1,275.27
N18722	Gateway E4500 w/speaker bar/17"LCD	WARHOU	0037087061	10/01/2006	1,275.27
N18728	Gateway E4500 w/speaker bar/19"LCD	WARHOU	0037084821	10/01/2006	1,275.27
N18729	Gateway E4500 w/speaker bar/19"LCD	WARHOU	0037084819	10/01/2006	1,275.27
N18732	Gateway E4500 w/speaker bar/19"LCD	WARHOU	0037087065	10/01/2006	1,275.27
N18733	Gateway E4500 w/speaker bar/19"LCD	WARHOU	0037087090	10/01/2006	1,275.27
N18734	Gateway E4500 w/speaker bar/17"LCD	WARHOU	0037087096	10/01/2006	1,275.27
N18686	MA092LL/A MacBook Pro, 17" 2.16Ghz Intel core Duo	WARHOU	W86381BFTHY	10/02/2006	2,599.00
N18741	Gateway E-9515R Server	WARHOU	0037076633	10/09/2006	4,361.56
N18792	Gateway E-100M	WARHOU	0037232368	11/08/2006	1,725.30
N18808	Gateway M285-E including accessories/services/Nursing Direc	WARHOU	0038900668	02/12/2007	1,789.99
G50011	Gateway E-4610D w/ Flat Panel Display Stand	WARHOU	0039280526	08/15/2007	1,348.96
G50012	Gateway E-4610D w/ Flat Panel Display Stand	WARHOU	0039280527	08/15/2007	1,348.96
G50013	Gateway E-4610D w/ Flat Panel Display Stand	WARHOU	0039280525	08/15/2007	1,348.96
N18904	Gateway E295C laptop	WARHOU	0040284661	09/17/2007	1,962.70
N18921	Gateway E295C laptop	WARHOU	0040284666	09/17/2007	1,962.70
N18958	Gateway E295 w/carrying case keyboard and opt mous	WARHOU	0040460588	10/31/2007	4,085.04
N18988	Gateway 3-295C Tablet	WARHOU	0040524257	12/03/2007	2,021.72
H10295	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007B3	02/27/2008	2,036.87
H10311	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007B9	02/27/2008	2,036.87
H10312	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007AX	02/27/2008	2,036.87
H10005	Mac Pro per quote W38953515 (PR&Marketing)	WARHOU	G882913FXYL	07/30/2008	2,734.00
H100008	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	9NPOXG1	08/01/2008	1,037.00
H10009	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	JNPOXG1	08/01/2008	1,037.00
H10010	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	5NPOXG1	08/01/2008	1,037.00
H10011	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	35J0XG1	08/01/2008	1,037.00
H10012	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	3PP0XG1	08/01/2008	1,037.00
H10013	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	45J0XG1	08/01/2008	1,037.00
H10014	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	55J0XG1	08/01/2008	1,037.00
H10015	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	G4J0XG1	08/01/2008	1,037.00
H10016	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	75J0XG1	08/01/2008	1,037.00
H10017	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	15J0XG1	08/01/2008	1,037.00
H10018	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	65J0XG1	08/01/2008	1,037.00
H10019	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	85J0XG1	08/01/2008	1,037.00
H10020	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	C5J0XG1	08/01/2008	1,037.00
H10021	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	B5J0XG1	08/01/2008	1,037.00
H10022	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	D5J0XG1	08/01/2008	1,037.00
H10023	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	BNPOXG1	08/01/2008	1,037.00
H10024	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	25J0XG1	08/01/2008	1,037.00
H10025	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	95J0XG1	08/01/2008	1,037.00
H10026	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	2PPOXG1	08/01/2008	1,037.00
H10027	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	F5J0XG1	08/01/2008	1,037.00
H10028	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	8NPOXG1	08/01/2008	1,037.00
H10029	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	H4J0XG1	08/01/2008	1,037.00
H10032	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	7NPOXG1	08/01/2008	1,037.00
H10033	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	170ZWG1	08/01/2008	1,037.00
H10034	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	HNPOXG1	08/01/2008	1,037.00
H10036	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	FNPOXG1	08/01/2008	1,037.00
H10037	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	6NPOXG1	08/01/2008	1,037.00
H10038	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	G60ZWG1	08/01/2008	1,037.00
H10039	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	370ZWG1	08/01/2008	1,037.00
H10040	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	960ZWG1	08/01/2008	1,037.00
H10041	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	670ZWG1	08/01/2008	1,037.00
H10042	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	570ZWG1	08/01/2008	1,037.00
H10043	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	J60ZWG1	08/01/2008	1,037.00
H10044	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	C60ZWG1	08/01/2008	1,037.00

H10045	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	H6OZWG1	08/01/2008	1,037.00
H10046	Dell OptiPlex 755 per quote 440579293 (MB106)	WARHOU	F6OZWG1	08/01/2008	1,037.00
H10047	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	B6OZWG1	08/01/2008	1,037.00
H10048	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	47OZWG1	08/01/2008	1,037.00
H10049	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	DNPOXG1	08/01/2008	1,037.00
H10050	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	D6OZWG1	08/01/2008	1,037.00
H10051	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	CNPOXG1	08/01/2008	1,037.00
H10052	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	GNPOXG1	08/01/2008	1,037.00
H10053	Dell OptiPlex 755 per quote 440579293 (MB104)	WARHOU	1PPOXG1	08/01/2008	1,037.00
H10058	Dell Latitude XT per quote 444576807	WARHOU	CN0DX6527016684U08HL	09/01/2008	2,399.00
H10059	Dell Latitude XT	WARHOU	2QZMCH1	09/01/2008	2,399.00
H10328	Mitsubishi XD 490U w/2 ceiling mount (Moran 169)	WARHOU		09/05/2008	2,403.35
H10113	Dell Latitude D830	WARHOU	3NJQDH1	09/29/2008	1,496.00
H10114	Dell Latitude D830 (perquote 446057922)	WARHOU	HMJQDH1	09/29/2008	1,496.00
H10123	Dell Latitude D830 (perquote 446057922)	WARHOU	9MJQDH1	09/29/2008	1,496.00
H10124	Dell Latitude D830 (perquote 446057922)	WARHOU	GLJQDH1	09/29/2008	1,496.00
H10126	Dell Latitude D830 (perquote 446057922)	WARHOU	HLJQDH1	09/29/2008	1,496.00
H10127	Dell Latitude D830 (perquote 446057922)	WARHOU	FMJQDH1	09/29/2008	1,496.00
H10129	Dell Latitude D830 (perquote 446057922)	WARHOU	5MJQDH1	09/29/2008	1,496.00
H10131	MITSUBISHI XD520U w/mount	WARHOU	C005335	10/20/2008	1,362.33
H10250	Dell Optiplex 760 per quote 465874462	WARHOU	C7MKWH1	01/12/2009	1,022.69
H10289	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007AV0902	02/27/2009	2,036.87
H10290	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007AT	02/27/2009	2,036.87
H10291	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007B4	02/27/2009	2,036.87
H10293	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007B5	02/27/2009	2,036.87
H10294	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007AL	02/27/2009	2,036.87
H10296	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007BB	02/27/2009	2,036.87
H10297	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007AN	02/27/2009	2,036.87
H10299	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007B0	02/27/2009	2,036.87
H10300	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007B6	02/27/2009	2,036.87
H10301	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007AZ0902	02/27/2009	2,036.87
H10302	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU		02/27/2009	2,036.87
H10303	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007B10902	02/27/2009	2,036.87
H10304	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007BF0902	02/27/2009	2,036.87
H10305	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007AR0902	02/27/2009	2,036.87
H10306	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007AW0902	02/27/2009	2,036.87
H10307	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU		02/27/2009	2,036.87
H10310	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007BD	02/27/2009	2,036.87
H10313	Lenovo Thinkpad x200	WARHOU	LV007BC	02/27/2009	2,036.87
H10314	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007BA	02/27/2009	690.07
H10314	Lenovo Thinkpad x200 as per quote DirectFeb6 2009	WARHOU	LV007BA	02/27/2009	1,346.80
N19095	Cyber Pro 3 Model 550T Treadmills	WARHOU	DO609550T-9014NN028	06/17/2009	5,370.00
H10378	HP dc 7900 Business Desktop Convertible Minitower HHS	WARHOU	2UA920N78	07/21/2009	1,187.00
H10415	HP Compaq dc 7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MSW	07/21/2009	1,083.00
H10416	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MTC	07/21/2009	1,083.00
H10417	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MTJ	07/21/2009	1,083.00
H10418	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MT2	07/21/2009	1,083.00
H10419	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MSM	07/21/2009	1,083.00
H10420	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MVK	07/21/2009	1,083.00
H10421	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MTT	07/21/2009	1,083.00
H10422	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MTP	07/21/2009	1,083.00
H10423	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MLT	07/21/2009	1,083.00
H10424	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MRW	07/21/2009	1,083.00
H10425	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MS1	07/21/2009	1,083.00
H10426	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MV2	07/21/2009	1,083.00
H10427	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MTR	07/21/2009	1,083.00
H10428	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MRY	07/21/2009	1,083.00
H10429	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MVL	07/21/2009	1,083.00
H10430	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA920MT8	07/21/2009	1,083.00
H10431	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MVG	07/21/2009	1,083.00
H10432	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MV5	07/21/2009	1,083.00
H10433	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MVM	07/21/2009	1,083.00
H10434	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MTV	07/21/2009	1,083.00
H10435	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MVD	07/21/2009	1,083.00
H10436	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MTX	07/21/2009	1,083.00
H10437	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MV3	07/21/2009	1,083.00
H10444	HP Compaq dc7900 Ultra Slim Dsktop HHS	WARHOU	2UA9270MSP	07/21/2009	1,083.00
H10588	Dell OptiPlex 760	WARHOU	JYXMTK1	09/04/2009	1,016.02
H10589	Dell OptiPlex 760	WARHOU	3ZXMTK1	09/04/2009	1,016.02

H10590	Dell OptiPlex 760	WARHOU	DYXMTK1	09/04/2009	1,016.02
H10591	Dell OptiPlex 760	WARHOU	FYXMTK1	09/04/2009	1,016.02
H10597	Dell OptiPlex 760	WARHOU	GYXMTK1	09/04/2009	1,016.02
H10598	Dell OptiPlex 760	WARHOU	HYXMTK1	09/04/2009	1,016.02
H10599	Dell OptiPlex 760	WARHOU	6YXMTK1	09/04/2009	1,016.02
H10606	Dell OptiPlex 760	WARHOU	8BSMTK1	09/04/2009	1,016.02
H10624	Lenovo Thinkpad X200 Tablet	WARHOU	R9-0L2MY	09/04/2009	2,133.20
H10630	Lenovo Thinkpad X200 Tablet	WARHOU	R9-0L2MR	09/04/2009	2,133.20
H10645	Dell OptiPlex 760 Minitower	WARHOU	6BSRDK1	10/13/2009	1,027.47
H10647	Dell OptiPlex 760 Minitower	WARHOU	6BSNDK1	10/13/2009	1,027.47
H10649	Dell OptiPlex 760 Minitower	WARHOU	6BRYDK1	10/13/2009	1,027.47
H10650	Dell OptiPlex 760 Minitower	WARHOU	6BSMDK1	10/13/2009	1,027.47
H10651	Dell OptiPlex 760 Minitower	WARHOU	6BSTDK1	10/13/2009	1,027.47
H10652	Dell OptiPlex 760 Minitower	WARHOU	6BSLDK1	10/13/2009	1,027.47
H10653	Dell OptiPlex 760 Minitower	WARHOU	6BSQDK1	10/13/2009	1,027.47
H10654	Dell OptiPlex 760 Minitower	WARHOU	6BSPDK1	10/13/2009	1,027.47
H10655	Dell OptiPlex 760 Minitower	WARHOU	6BSWDK1	10/13/2009	1,027.47
H10656	Dell OptiPlex 760 Minitower	WARHOU	6BSVDK1	10/13/2009	1,027.47
H10657	Dell OptiPlex 760 Minitower	WARHOU	6BSKDK1	10/13/2009	1,027.47
H10720	Dell OptiPlex 760 Minitower	WARHOU	6BRZDK1	10/28/2009	1,027.47

MEMO

Date: September 7, 2014
To: New Mexico Junior College Board Members
From: Steve McCleery
Subject: Health and Wellness Center Operational Cost

As you know, New Mexico Junior College is partnering with, Lea County, the City of Hobbs, the Hobbs Municipal School District, the J.F Maddox Foundation, and the University of the Southwest to construct and operate a Health and Wellness Learning Center.

Over a year ago, the aforementioned entities employed a highly qualified and experienced consulting group to determine the feasibility for a Health and Wellness Learning Center. The consultants provided an initial analysis and determined that there is indeed an unmet need for a Health and Fitness Learning Center.

As a demonstration of the unprecedented level of support from the public entities involved in this effort, a joint public meeting of the Boards/Commissions of New Mexico Junior College, the City of Hobbs, the Hobbs Municipal Schools, and Lea County Commission was held on October 17, 2013 at which time each entity adopted a resolution of support.

The Health and Wellness Learning Center will definitely have a positive impact on the quality of life for New Mexico Junior College students and the residents of Lea County. To date, NMJC has committed \$5,000,000 from Institutional reserves plus \$5,000,000 from the Higher Education Statewide General Obligation Bond toward the capital expenditures for the Health and Wellness Learning Center.

Enclosed you will find a request from the City of Hobbs for New Mexico Junior College to assist with the annual operation and maintenance cost of the Health and Wellness Learning Center by providing \$300,000 annually toward the operation of the facility. The New Mexico Junior College Administration recommends honoring the request.

Thank you for your consideration!



MAYOR'S OFFICE

200 East Broadway
Hobbs, New Mexico 88240

575-391-7890 bus

Dr. Steve McCleery
NMJC
5317 Lovington Hwy.
Hobbs, NM 88240

August 15, 2014

We are pleased to partner with the New Mexico Junior College on the Health and Wellness Learning Center. It is our hope that our community will support Bond C which will help plan, design and construct the Health Wellness Learning Center that will:

- Provide an indoor competitive size lap swim pool for Lea County residents, NMJC and USW students, and the five Lea County ISD students
- Provide an indoor warm water pool for our senior citizen classes and other therapy classes
- Provide an indoor health wellness center that may include space for soccer, jogging, walking, and family recreational activities
- Impact about 3,200 NMJC students per semester with state-of-the-art facilities
- Provide job opportunities for students

The Health Wellness Learning Center is a partnership between NMJC, Lea County, City of Hobbs, Hobbs Municipal School District and the J.F Maddox Foundation. Collectively the partners have verbally committed \$56M in capital funds with additional \$5M if Bond C passes.

Please consider this letter as a formal request for your board to consider an annual contribution of \$300,000 for the ongoing operational and maintenance costs associated with the planned facility.

We are on the brink of delivering one of the most important quality of life facilities in this county's history and look forward towards a continued partnership.

Very Respectfully,

A blue ink signature of Sam Cobb, Mayor, written over a horizontal line.

Sam Cobb, Mayor

A blue ink signature of J. J. Murphy, City Manager, written over a horizontal line.

J. J. Murphy, City Manager

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 9/10/2014

Candidate's name Kelley R. Williams

Position title Professor of Automotive Technology – Ford ASSET Program

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 11/10/2014 * Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard HigherEdJobs.com, Lansing State Journal, Midland Reporter Telegram, El Paso/Las Cruces, Carlsbad Current-Argus, Lubbock Avalanche Journal, Lovington Leader, Odessa American, Albuquerque Journal, Roswell Daily Record, Amarillo Globe News, CareerBuilder.com and Monster.com

(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website, & Lubbock TX Workforce Development Website)

Posted salary range \$39,290 – \$49,112 Recommended annual salary \$57,200 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2582 61101 102

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Dr. August Fons – Dean of Public Safety and Industry – Chairperson

Dr. Dennis Atherton – Vice President for Instruction

Dr. Steve Hill - Director of Cosmetology/Coordinator of Early College

Comments: Mr. Williams who is Master Certified in Automotive Technology and has more than twenty years of applicable experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor of Automotive Technology – Ford ASSET Program

Personal Data

Name: Kelley R. Williams

Education:

Western New Mexico University, Silver City, NM – currently attending to obtain B.A.S.

Major: Career and Technical Education

Professional Experience

Lawley's Team Ford, Silver City, NM

Service Manager

01/2014 to present

Shop Foreman and Bumper to bumper technician

09/2009 to 12/2014

Empire Machinery, Mesa, AZ

Training Instructor

08/2007 to 06/2009

Mesa Community College, Mesa, AZ

Co-Teacher

08/2006 to 05/2009

Earnhardt Ford, Tempe, AZ

Lead Diesel Technician

09/2006 to 08/2007

Berge Ford, Mesa, AZ

Bumper to bumper Technician

02/2004 to 09/2006

Earnhardt Ford, Chandler, AZ

Bumper to bumper technician

08/2000 to 02/2004

Pioneer Ford, Phoenix, AZ

Bumper to bumper technician

09/1998 to 08/2000

Rowe Ford, Westbrook, ME

Bumper to bumper technician

05/1996 to 07/1998

Certificates:

Ford Engine Master Certified

Ford Chassis Master Certified

Ford Diesel Engine Master Certified

Ford Powertrain Master Certified

Ford Senior Master Certified

Caterpillar ACERT Engine Certified

ASE Master Technician with A1 – A9 and L1 certifications



New Mexico Junior College

Career Opportunities

Position Announcement • April 2014

Position Title: Professor of Automotive Technology - Ford ASSET Program

Position Description: This position reports to the Dean of Public Safety & Career Technology and is responsible for teaching Automotive Technology in the Ford Motor Company/ASSET post-secondary program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (2) Supervise students off-campus during the cooperative work experiences; (3) Travel as required; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Coordinate advisory committee meetings; (8) Work for the general improvement of the instructional programs at the college; (9) Participate in college service through standing and ad hoc committees; (10) Post and maintain supervisor approved office hours per week; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, (13) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's or Master's degree in an educational, occupational/vocational, or closely related field is preferred. However, candidates with an Associate degree (or equivalent) and extensive automotive experience will be considered. All degrees must be from a regionally accredited institution. Candidates must possess demonstrated technical skills in all 8 ASE areas and be ASE Master Certified and L1 Certified. Five years experience teaching automotive (community college level preferred) and/or technical service experience in a dealership desired. Ford Motor Company experience is preferred. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. Note: Computer proficiency is required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled.

To Apply: Please submit NMJC application form at www.nmjc.edu (under employment opportunities), and attach the following: letter of application (cover letter), resume, unofficial transcripts for all degrees (official transcripts required prior to employment), and three references with current addresses and telephone numbers.

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

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

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

"Equal Opportunity Education and Employment"

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

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date August 26, 2014

Candidate's name Norma Faught

Position title Executive Assistant to the President

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 September 18, 2014 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard HigherEdJobs.com

(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

Posted salary range \$42,311 to \$52,889 Recommended annual salary \$60,500 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 1001 61301 131 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

Selection Committee Members: Dr. Steve M^cCleery – President

Dr. Dennis Atherton – Vice President of Instruction

Phillip Roybal – Vice President for Student Services

Dan Hardin – Vice President for Finance

Bill Morrill – Director of Administrative Services

Comments: Ms. Faught with twenty-nine years of experience meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Executive Assistant to the President

Personal Data

Name: Norma Faught

Professional Experience

New Mexico Junior College, Hobbs, NM

Coordinator of Facility Scheduling

12/2012 to present

Part-time Office Assistant – Training & Outreach

10/2012 to 12/2012

Administrative Secretary to Dean of Business & Technology

11/1994 to 10/1995

Lea County State Bank, Hobbs, NM

Executive Administrative Assistant

10/1995 10/2012

Secretary to Senior Loan Committee, Management Committee, Directors Loan
& Discount Committee, Acting Secretary to Board of Directors

1998 to 2012

First National Bank, Hobbs, NM

01/1981 to 01/1994

Teller/New Accounts Representative/Administrative Assistant

Community Service

Lea County State Bank Team Captain for community services – American Cancer Society Relay
for Life and United Way Lea County Chili Cook-Off Fundraiser

American Cancer Society 2012 Relay for Life – Luminaires Chairman

United Way of Lea County – 2009 Allocations Committee



New Mexico Junior College

Career Opportunities

Position Announcement • July 2014

Position Title: Executive Assistant to the President

Position Description: The position is responsible to the President. Duties and responsibilities shall be, but are not limited to, the following: 1) Coordinates and oversees administrative duties for New Mexico Junior College President; researches and composes public information documents and/or correspondence for review/signature; assists with articulation agreements; prepares selected correspondence, manuals, reports as directed; reviews and checks documents and records for accuracy, completeness, and conformance with applicable rules and regulations; prepares and/or assists in the preparation of agendas, notices, minutes, announcements, applications, resolutions and other documents. 2) Serves as first point of contact for the President's office; schedules appointments for the President; receives inquiries from a variety of sources; gathers information and prepares letters, reports or memoranda in response to complex public relations issues or general issues; prepares reports and supporting documentation on issues external to the college or issues having a global impact on the college; collects and compiles statistical, financial and other information for reports. 3) Performs administrative support duties for the President's office such as maintaining meeting calendars; sorting and distributing mail; taking and transcribing minutes for meetings; coordinates and monitors defined projects and activities; and recommends actions and modifications as appropriate; maintains records for the office and associated college/departmental expenditures; maintains and balances operational budget and prepares office budget estimates; collects and compiles statistical, financial and other information for special or periodic reports. 4) Prepares agendas for the College Board meetings; records, transcribes, and disseminates minutes of the College Board meetings; maintains a cross index file of the College Board minutes. 5) Monitors and updates inventory, budget, and account records for department; monitors expenditures and performs simple analysis on accounts; may authorize and/or approve payments within established department guidelines; tracks financial data, prepares requisitions, orders, and tracks supplies; creates and maintains a variety of records and files; prepares and makes travel arrangements and travel requests/reimbursements for the President, and prepares travel arrangements and reimbursements for Board members. 6) Prepares invitations, orders awards, and certificates, and coordinates and works with individuals from all levels within the organization. 7) May serve on various campus committees as assigned. 8) Serves as confidant to the President and the Board; 9) Performs other duties as assigned or required, and 10) 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: Associate degree is highly desirable and/or a minimum of three to five years of related administrative experience will be considered in lieu of a degree. Knowledge and proficiency in standard office practices, policies, procedures, word processing and spreadsheets required. Bookkeeping experience and having an interest in developing proficiency in desktop publishing preferred. Applicant must have strong communication, organizational and time management skills. Must be able to safeguard and not compromise the privacy and security of confidential information.

Salary/Benefits: This is a 12-month professional position with a salary range of \$42,311 to \$52,889, 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 and resume on line at www.nmjc.edu (under employment opportunities).

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

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

For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning

"Equal Opportunity Education and Employment"

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

RESOLUTION

Jerrett Ann Shields

- WHEREAS,** **Jerrett Ann Shields**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for thirty-one years; and
- WHEREAS,** **Jerrett Ann Shields** has served as Executive Assistant to the President from 1989 to 2014; and
- WHEREAS,** **Jerrett Ann Shields** has served as Payroll Assistant from 1988 to 1989; and
- WHEREAS,** **Jerrett Ann Shields** has served as Cashier/Secretary from 1983 to 1988; and
- WHEREAS,** **Jerrett Ann Shields** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Jerrett Ann Shields** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Jerrett Ann Shields** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Jerrett Ann Shields** has elected to retire the 1st day of October 2014.

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

ADOPTED THIS 18th day of September 2014.

ATTEST: _____
New Mexico Junior College Board Chairman



New Mexico Junior College Board Secretary