

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, April 17, 2003

Zia Room - Library

1:30 p.m.

AGENDA

- | | |
|---|---------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of March 20 & April 7, 2003 | Larry Hanna |
| D. Correspondence | Pat Chappelle |
| E. President's Report | Dr. McCleery |
| F. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of Labor Management Relations Resolution | Dr. McCleery |
| 6. Consideration of Removal of Major & Minor Inventory | Dr. McCleery |
| 7. Consideration of 2003-2004 Employee Handbook | Dr. McCleery |
| 8. Consideration of 2003-2004 Budget | Dr. McCleery |
| 9. Consideration of Tuition Increase | Dr. McCleery |
| 10. Consideration of Fee Schedule | Dr. McCleery |
| 11. Consideration of Employee Compensation Increase | Dr. McCleery |
| 12. Consideration of Bid #932 – Purchase & Installation of Carpeting | Dan Hardin |
| 13. Consideration of Bid #933 – Purchase of hpLaserJet 2400n Printers | Dan Hardin |
| 14. Personnel Consideration – Professor of Mathematics | Rich Fleming |
| 15. Personnel Consideration – Professor of Mathematics | Rich Fleming |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MARCH 20, 2003

MINUTES

The New Mexico Junior College Board met on Thursday, March 20, 2003, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Ferrel Caster; Mr. John Hice, Jr.; Ms. Pat Chappelle; Mrs. Yvonne Williams; and Mr. Larry Hanna.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Jarrett Renshaw, Hobbs News Sun; Wade Cavitt; and Phillip Jones.

Upon a motion by Mr. Caster, seconded by Ms. Chappelle, the agenda was unanimously adopted, as presented.

Upon a motion by Mr. Caster, seconded by Mr. Hanna, the board unanimously approved the minutes of February 25, 2003.

Under *New Business*, Dan Hardin presented the February financial reports and with a motion by Mr. Caster, seconded by Mrs. Williams, the board unanimously approved the expenditures for February 2003. Upon a motion by Mr. Caster, seconded by Ms. Chappelle, the board reviewed and unanimously approved the certification to the Commission on Higher Education, the comparison of the annual operating and plant funds budgets with year-to-date revenues, expenditures, transfers, comparison of current year to prior year, and the balance sheet on current funds dated February 28, 2003.

Lisa Hardison presented the proposed Board Orientation process. Upon a motion by Mr. Caster, seconded by Mrs. Williams, the board unanimously approved the process.

Board orientation will be held on April 7 and 8. There will be a budget work session beginning at 3:00 p.m. on April 14 and the regular board meeting will begin at 1:30 p.m. in the Zia Room of Pannell Library on April 17.

Upon a motion by Mr. Caster, seconded by Mrs. Williams, the board meeting adjourned.

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

APRIL 7, 2003

MINUTES

The New Mexico Junior College Board met on Monday, April 7, 2003, beginning at 5:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Wade Cavitt; Mr. Guy Kesner; Mr. Larry Hanna; Mr. John Hice, Jr.; Ms. Patricia Chappelle; Mr. Phillip Jones; and Mrs. Yvonne Williams.

Dr. Steve McCleery called the meeting to order and administered the Oath of Office to Mr. Wade Cavitt; Mr. Phillip Jones; Mr. Guy Kesner; and Mrs. Yvonne Williams. Dr. McCleery opened the floor for nominations for Chairman and Secretary of the Board. Upon a motion by Ms. Chappelle, seconded by Mr. Jones, the board unanimously elected Mr. Larry Hanna as Chairman. Upon a motion by Mr. Cavitt, seconded by Mrs. Williams, the board unanimously elected Ms. Patricia Chappelle as Secretary.

Upon a motion by Mrs. Williams, seconded by Mr. Jones, the board meeting adjourned.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

Dan Hardin
Sam Oswald
Lisa Hardison

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Dan Hardin
Date: April 14, 2003
RE: Expenditure and Revenue Reports for March 2003

March is month nine or 75% of the budget for the 2002/2003 fiscal year. The fiscal year for New Mexico Junior College is July 1 to June 30. The expenditure report represents funds expended and encumbered. Funds are encumbered to ensure the availability of funds to pay invoices upon receipt in the business office. The total year-to-date funds expended and/or encumbered through the month of March is \$21,350,563.00 of which \$1,733,620.00 are encumbered funds.

The total current unrestricted fund expenditures for Instruction & General through March are \$12,151,902.00, which is 79% of the projected budget. Instruction is made up of the various instructional departments. Academic Support is the Dean's offices, Library, Vice President for Instruction and Hall of Fame. Student Services include departments such as Student Recruiting, Financial Aid, Counseling, Registrar's Office and Transitional Studies. Instructional Support is the President's Office, General Institutional Support, the Business Office, Human Resources and employee fringe benefits. Physical Plant is Maintenance, Custodial, Grounds, Utilities and Insurance. All of these departments make up instruction and general or fund one. Student activities is Student Life and Performing Arts. Internal services has three main departments consisting of Computer Services, College Communications and Motor Pool. Student aid is made up of unrestricted work study honors scholarships and tuition waivers. Auxiliaries are the Bookstore, Housing and Food Services. The last area in unrestricted funds is Athletics. These departments are in fund two. As you review the unrestricted expenses you will see academic support and student services are over the projected budget. Most of their budgets were expended early in the academic year. Also, please remember that the fringe benefits are not budgeted in the individual departments, but are expended in each departmental budget. The fringe benefits are budgeted in Institutional Support as one total. The Business Office monitors the individual departments to keep the expenditures within the budget limits. As we review the other areas of current unrestricted funds, Auxiliary Enterprises, which includes the Bookstore, has exceeded the amount budgeted for projected cost of goods sold. The Bookstore sales through March have already gone over the projected budget for the year in new textbook sales, used textbook sales and sales of supplies. The result of

increased sales is an increase in the revenue.

Restricted funds include grants and restricted financial aid. Restricted financial aid includes Pell grants and Student Loans. Restricted funds are drawdown funds. As funds are expended, New Mexico Junior College will request draws from the appropriate federal or state agency for grants and federal student aid.

The activity for March in Plant Funds is the expense and funds encumbered for the JASI administrative software and training, high tech startup, baseball field, the dorm recreation area, Western Heritage Center, and building renewal & replacement.

Expenditures as of March were \$21,350,563.00, or 72% of the projected budget.

Revenue generated in March 2003 was \$2,052,201.00. This mostly consists of the monthly allocation from the state, the oil and gas and oil and gas equipment tax income, grant and direct loan drawdowns, and GOB (general obligation bond) drawdowns. GOB and STB (severance tax bonds) require a copy of the check to be included with the drawdown request before it will be approved.

Oil and gas tax revenue for March was \$335,581.00. Johnson Miller & Company requested that the Business Office do an accrual for the monthly oil and gas revenue. The \$335,581.00 consists of oil & gas accrual revenue of \$329,343.00 and oil and gas equipment tax revenue of \$6,238.00. We have received \$2,677,143.00 in oil and gas income from July through March including the accrual of \$329,343.00. Year-to-date, we have received \$736,576.00 in oil and gas equipment tax, exceeding the projected \$450,000.00 budget by \$286,576.00.

Restricted Funds had \$457,183.00 in revenue for March, the result of drawdowns from grants and direct loans for students.

Total revenue for March 2003 is \$2,052,201.00, with year-to-date revenue of \$20,143,507.00 or 88% of projected budget.

The investment report shows an ending balance in the Local Governmental Investment Pool of \$8,425,000.00. In March the Business Office brought back in \$150,000.00 from the Local Governmental Investment Pool. Of the remaining \$8,425,000.00 in LGIP, \$4,507,848.91 or 54% is designated as capital projects. The balances for capital projects include what has been expended, but does not include what has been encumbered.

This concludes the Financial Report for March 2003. If you have questions concerning the financial reports please do not hesitate to call. You can reach me at the business office at 392-5210.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
March 2003

75% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,980,600	3,807,148	64%	4,812,332	464,738	3,908,769	81%
Academic Support	1,021,222	948,798	93%	911,970	72,085	987,071	108%
Student Services	1,194,494	1,020,627	85%	1,069,344	93,267	1,128,677	106%
Institutional Support	2,461,574	1,698,130	69%	3,726,901	156,217	1,927,949	52%
Operation & Maintenance of Plant	1,943,012	1,425,810	73%	1,748,024	206,057	1,596,272	91%
Subtotal - Instruction & General	12,600,902	8,900,513	71%	12,268,571	992,364	9,548,738	78%
Student Activities	165,817	128,950	78%	290,976	34,914	226,235	78%
Research	0	0	0%	0	0	0	0%
Public Service	5,650	1,741	31%	0	0	0	0%
Internal Service Departments	300,815	355,230	118%	683,216	37,663	252,660	37%
Student Aid	148,092	165,499	112%	281,479	2,803	208,058	74%
Auxiliary Enterprises	1,266,820	1,563,739	123%	1,197,047	39,498	1,382,747	116%
Athletics	593,066	547,087	92%	568,428	35,833	533,464	94%
Total Current Unrestricted Fund	15,081,162	11,662,759	77%	15,289,717	1,143,075	12,151,902	79%
CURRENT RESTRICTED FUND							
Grants	2,236,954	1,728,271	77%	2,783,775	158,060	1,646,827	59%
Student Aid	3,300,000	3,749,635	114%	3,964,907	131,335	4,340,200	109%
Total Current Restricted Fund	5,536,954	5,477,906	99%	6,748,682	289,395	5,987,027	89%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant	250,000	250,000	100%	0	0	0	0%
Projects from Institutional Funds	3,325,000	2,076,457	62%	5,944,312	557,293	1,754,459	30%
Projects from State GOB Funds	1,500,000	839,183	56%	1,212,900	249,909	1,163,173	96%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Projects from State B R & R	345,546	212,397	61%	327,399	5,446	259,446	79%
Projects from Auxiliary BR&R	0	0	0%	39,009	764	34,556	89%
Subtotal - Capital and BR&R	5,570,600	3,528,091	63%	7,523,620	813,412	3,211,634	43%
Debt Service							
Revenue Bonds	1,470,813	1,488,662	101%	0	0	0	0%
Total Plant Funds	7,041,413	5,016,753	71%	7,523,620	813,412	3,211,634	43%
GRAND TOTAL EXPENDITURES	27,659,529	22,157,418	80%	29,562,019	2,245,882	21,350,563	72%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
March 2003

75% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,244,954	1,229,658	99%	1,356,355	17,713	1,235,158	91%
State Appropriations	7,494,100	5,729,725	76%	7,376,100	614,683	5,532,147	75%
Advalorem Taxes - Oil and Gas	2,874,085	3,350,897	117%	2,949,084	335,581	3,413,719	116%
Advalorem Taxes - Property	1,900,000	1,376,176	72%	1,800,000	23,780	1,600,822	89%
Interest Income	75,000	104,066	139%	50,000	7,513	44,648	89%
Other Revenues	294,400	266,464	91%	307,700	96,142	375,956	122%
Subtotal - Instruction & General	13,882,539	12,056,986	87%	13,839,239	1,095,412	12,202,450	88%
Student Activities	43,400	42,711	98%	43,400	4	47,130	109%
Public Service	0	660	0%	0	0	0	0%
Internal Service Departments	14,000	13,773	98%	10,000	663	10,661	107%
Auxiliary Enterprises	1,528,300	1,630,892	107%	1,663,000	12,564	1,659,152	100%
Athletics	35,100	26,128	74%	35,400	2,860	26,194	74%
Total Current Unrestricted	15,503,339	13,771,150	89%	15,591,039	1,111,503	13,945,587	89%
CURRENT RESTRICTED FUND							
Grants	2,236,954	1,147,505	51%	2,347,254	325,777	1,210,545	52%
Student Aid	3,336,485	3,819,968	114%	3,716,407	131,406	4,136,791	111%
Total Current Restricted	5,573,439	4,967,473	89%	6,063,661	457,183	5,347,336	88%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant	250,000	250,000	100%				
Projects from State GOB Funds	1,500,000	416,485	28%	1,212,900	474,511	774,170	64%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Interest Income	50,000	72,791	146%	105,700	9,004	76,414	72%
Subtotal - Capital & BR&R	1,700,054	889,330	52%	1,318,600	483,515	850,584	65%
Debt Service							
Interest Income	73,164	32,095	44%	0	0	0	0%
Total Plant Funds	1,773,218	921,425	52%	1,318,600	483,515	850,584	65%
GRAND TOTAL REVENUES	22,849,996	19,660,048	86%	22,973,300	2,052,201	20,143,507	88%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

March 2003

75% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2002-03 Original Budget	Variance Over (Under) Budget
May	July	\$25.54	3,213,428	\$2.93	17,624,734	298,995	208,257	90,738
June	August	\$22.24	3,318,541	\$2.13	19,075,363	253,965	208,257	45,708
July	September	\$25.14	3,177,774	\$2.68	18,025,220	297,407	208,257	89,150
August	October	\$25.38	3,265,406	\$2.98	18,326,173	274,752	208,257	66,495
September	November	\$26.85	3,146,407	\$2.91	18,237,192	303,776	208,257	95,519
October	December	\$28.54	3,100,449	\$3.32	17,418,828	314,617	208,257	106,360
November	January	\$27.26	3,140,732	\$3.61	17,233,713	274,945	208,257	66,688
December	February	\$29.07	2,933,725	\$3.82	16,449,536	329,343	208,257	121,086
January	March	\$28.05	3,142,368	\$4.15	16,323,850	329,343	208,257	121,086
February	April						208,257	(208,257)
March	May						208,257	(208,257)
April	June						208,257	(208,257)
Y.T.D. Production Tax Revenue						2,677,143	2,499,000	178,059
Y.T.D. Equipment Tax Revenue						736,576	450,000	286,576
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						3,413,719	2,949,000	464,635

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, based on the prior month actual.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
March 2003

75% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	8,425,000	N/A	N/A	N/A	7102-1348	2.21%	16,311
Total Investments	<u>8,425,000</u>						<u>16,311</u>

Summary of Current Month's Activity	
Beginning amount	8,575,000
Plus: deposits	0
Less: withdrawals	(150,000)
Capital Projects	4,507,849
Reserves Invested	3,917,151
Total LGIP Investment	8,425,000

Capital Projects	2/28/2003
Technology Upgrade	76,153.88
Workforce Training Center	1,191,750.14
High Tech Start Up	268,314.67
Docutech	150,000.00
Vehicles	100,000.00
CISCO Networking Equipment	5,481.43
Western Heritage Center	500,000.00
Drawings and Master Plan	95,294.00
Baseball Field	44,116.09
Rodeo Arena	17,227.99
Dormitory Landscape	46,012.37
Caster Activity Center HVAC	0.00
Circle Drive	193,065.40
Dorm Construction	1,600,000.00
Lea County Beautification	37,500.00
Roadway Parking Lot Seal Coat	50,000.00
Dorm Recreation Area	60,752.46
BR&R Carryover	22,180.48
Water Rights	50,000.00
Total	4,507,848.91

NOTE: Capital projects total does not include encumbered funds



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

TO: New Mexico Junior College Board
FROM: Steve McCleery *SM*
DATE: April 14, 2003
RE: Removal of Major and Minor Equipment

Attached you will find a memo from Joy Ainsworth, Inventory Specialist, and a list of Major and Minor Equipment items to be removed from our inventory list. It is my recommendation that you approve the request to remove these items from the New Mexico Junior College inventory list.

Thank you for your consideration!

MEMO

TO: Dr. Steve McCleery, President
Charley Carroll, Director of Physical Plant
Dan Hardin, Vice President for Finance
Bill Morrill, Director of Security

FROM: Joy Ainsworth, Inventory Control Specialist

DATE: February 27, 2003

RE: Removal of Major and Minor Inventory

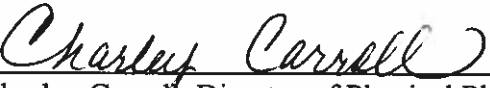
Gentlemen,
Pleased find attached a list of items that need to be removed from our Inventory.
In the comments section you will find the reasons for removal. With your approval I will
send this list to the first available Board Meeting for Board approval and then to Santa
Fe.

Please call me with any questions.



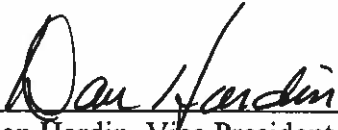
Dr. Steve McCleery, President

3-3-03
Date



Charley Carroll, Director of Physical Plant

2-27-03
Date



Dan Hardin, Vice President for Finance

3-3-03
Date



Bill Morrill, Director of Security

3-10-03
Date

		New Mexico Junior College							
		Major Inventory To Be Removed 02-03							
		As Of February 27, 2003							
NMJC NO	OLD	DESCRIPTION	SERIAL NO	ACCT. NO	ACQ. DATE	ACQ. VALUE	COMMENTS		
1	N13628	17482 Kodak Ektagraphic 35mm Projector	A-464139	2-7211-1864	11/1/1990	\$ 479.00	<500.00		
2	N12316	21428 3 Wheel Golf Cart #4	490060	1-2741-15-820	10/1/1995	\$ 562.50	Destroyed		
3	G30777	NA Gateway CPU - Pentium 512	10805188	3-2741-43-180	9/9/1998	\$ 2,193.00	Destroyed		
4	G30899	NA Gateway 17 Monitor"	17004A858391	3-2741-43-140	1/7/1999	\$ -	Destroyed		
5	G30905	NA Gateway 17 Monitor"	17004A858419	3-2741-43-140	1/7/1999	\$ -	Destroyed		
6	G30919	NA Gateway 17 Monitor"	17004A857394	3-2741-43-140	1/7/1999	\$ -	Destroyed		
7	G30942	NA Gateway 17 Monitor"	17004A950135	3-2741-43-600	2/22/1999	\$ -	Destroyed		
8	G31005	NA Gateway 17 Monitor"	17014C044669	3-2741-43-600	6/30/1999	\$ -	Destroyed		
9	G31098	NA Gateway 17 Monitor"	17054F091256U	3-2741-43-932	10/14/1999	\$ -	Destroyed		
10	G31205	NA Apple Monitor 16/17 Studio Display	CY9384PTGZC	3-2741-43-180	11/9/1999	\$ -	Destroyed		
11	N10890	NA Scotsman Ice Flaker	26115604J	2-2741-82-600	10/1/1989	\$ 1,820.00	Destroyed		
12	N11857	20327 Digital LA75 Plus Printer	TY34537407	1-2741-14-110	7/1/1994	\$ 500.00	Destroyed		
13	N12670	NA Satellite Dish	None	1-2741-12-630	5/1/1996	\$ 1,200.00	destroyed		
14	N15428	NA Gateway Cpu-Pentium III	15445547	2-2741-52-710	9/28/1999	\$ 1,550.00	Destroyed		
15	N15457	NA Gateway 17 Monitor"	NU17026D56527	2-2741-52-710	9/28/1999	\$ -	Destroyed		
16	N15846	NA Canopy-40"x25" Blue & White Strpe	None	1-2741-11-590	8/14/2000	\$ 3,605.70	Destroyed/wind		
17	N16266	NA Big Boy Portable Bating Cage	None	1-2741-11-590	10/11/2000	\$ 2,895.00	Destroyed/wind		
18	G30273	NA Gateway 15 Monitor"	S018553221C	3-2741-43-140	8/19/1996	\$ -	Donated Eunice		
19	G30274	NA Gateway 15 Monitor"	S018553215F	3-2741-43-140	8/19/1996	\$ -	Donated Eunice		
20	G30275	NA Gateway 15 Monitor"	S018553211B	3-2741-43-140	8/19/1996	\$ -	Donated Eunice		
21	G30322	20507 Gateway CPU	2580829	3-2741-43-140	9/1/1994	\$ 2,229.00	Donated Eunice		
22	G30380	NA Gateway 17 Monitor"	7029427	3-2741-43-901	10/15/1996	\$ -	Donated Eunice		
23	G30394	NA Gateway CPU - Pentium 133	5776635	3-2741-43-901	10/15/1996	\$ 2,089.00	Donated Eunice		
24	G30593	NA Gateway CPU - Pentium 233	7646943	3-2741-43-912	9/1/1997	\$ 2,814.00	Donated Eunice		
25	G30615	NA Gateway 17 Monitor"	MH54H6048241	3-2741-43-912	9/1/1997	\$ -	Donated Eunice		
26	G30765	NA Gateway 17 Monitor"	17004A431269	3-2741-43-155	6/15/1998	\$ -	Donated Eunice		
27	G30767	NA Gateway 17 Monitor"	17004A431272	3-2741-43-155	6/15/1998	\$ -	Donated Eunice		
28	G30810	NA Gateway CPU - Pentium 350	11293805	3-2741-43-921	10/22/1998	\$ 1,407.00	Donated Eunice		
29	G30811	NA Gateway 17 Monitor"	17004A735738	3-2741-43-921	10/23/1998	\$ -	Donated Eunice		
30	G30813	NA Gateway CPU - Pentium 350	1293806	3-2741-43-921	10/22/1998	\$ 1,407.00	Donated Eunice		
31	G30843	NA Gateway CPU - Pentium 300	10975707	3-2741-43-922	10/26/1998	\$ 1,707.00	Donated Eunice		
32	G30847	NA Gateway CPU - Pentium 300	10975708	3-2741-43-922	10/26/1998	\$ 1,707.00	Donated Eunice		
33	N12751	NA Gateway 15 Monitor"	S018525729O	1-2741-11-410	8/19/1996	\$ -	Donated Eunice		
34	N12756	NA Premio CPU - Pentium 133	5488593	1-2741-11-410	8/19/1996	\$ 1,961.00	Donated Eunice		
35	N12759	NA Gateway 15 Monitor"	8525653	1-2741-11-410	8/19/1996	\$ -	Donated Eunice		
36	N14714	NA Gateway CPU - Pentium 233	8041505	1-2741-14-123	10/15/1997	\$ 2,150.00	Donated Eunice		
37	N14715	NA Gateway 15 Monitor"	15009A105518	1-2741-14-123	10/15/1997	\$ -	Donated Eunice		

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #932

**Purchase & Installation of 25,000 Sq. Ft. Carpeting and Installation
of Cove Base in Pannell Library and McLean Hall**

BOARD DOCUMENTS

Date: April 17, 2003
Prepared by: Donna Richards
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On February 7, 2003, legal notices were posted in three newspapers, requesting sealed bids for Purchase and Installation of 25,000 square feet of carpeting and cove base in Pannell Library and McLean Hall.
 - 1) The Hobbs Daily News Sun
 - 2) Las Cruces Sun-News
 - 3) The Albuquerque Journal
2. Bid packets were sent to nine potential bidders.
3. Six vendors submitted bids within the time frame specified by the bid package.
4. No vendors were present at the opening.
5. The Business Office has evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The vendors responding to Invitation to Bid #932 were:

Choice Furniture	Floors to Go
Continental Flooring Co.	Jim Henson Sales
Workspace Dynamics	Lehman Decorating Center

All bids submitted met required specifications for weight and quality of materials.

The Bid Tabulation Summary appears on the following page.

The Administration recommends acceptance of the bid from Work Space Dynamics for the removal of existing carpet and the purchase/installation of new carpeting at a cost of \$11.11 per square yard.

<u>Source of Funding:</u> - Building Renewal and Replacement	
Account # 9-2729-03003 (McLean)	\$6,182.33
Account #9-2729-03011 (Pannell Library)	<u>\$26,139.00</u>
Total	\$32,321.33

Tabulation

Invitation to Bid #932

Purchase & Installation of 25,000 Square Feet
of Carpeting

Bidder	Price of Removal per Square Yard	Price of Carpeting & Installation Per Square Yard	Total Price Per Square Yard
Choice Furniture	\$ 2.50	\$ 10.40	\$ 12.90
Floors to Go	\$ 1.50	\$ 11.49	\$ 12.99
Continental Flooring	\$ 1.75	\$ 16.36	\$ 18.11
Jim Henson Sales	\$ 1.75	\$ 11.81	\$ 13.56
Workspace Dynamics	\$ 1.50	\$ 9.61	\$ 11.11
Lehman Decorating	\$ 1.00	\$ 11.95	\$ 12.95

All samples and bids received met all required specifications.

Selection Committee:

Phillip Ingram, Maintenance Foreman

Donna Richards, Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #933

Purchase of Thirteen hpLaserJet 2400n Printers

BOARD DOCUMENTS

Date:	April 17, 2003
Prepared by:	Donna Richards Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On March 20, 2003, legal notices were posted in three newspapers, requesting sealed bids for the purchase of 13 hpLaserJet Printers for computer labs on the NMJC campus.
 - 1) The Hobbs Daily News Sun
 - 2) Las Cruces Sun-News
 - 3) The Albuquerque Journal
2. Bid packets were sent to eleven potential bidders.
3. Nine vendors submitted bids within the time frame specified by the bid package.
4. No vendors were present at the opening.
5. The Business Office has evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The vendors responding to Invitation to Bid #933 were:

Insight Public Sector	Zones, Inc.
Encore Computer Services	J & J Technical Services
Adorama Camera	Promise Computers
NMSU Bookstore	Holman's Inc.
Integrity Networking Systems	

The Bid Tabulation Summary appears on the following page.

The Administration recommends acceptance of the bid from Insight Public Sector for \$17,575.48.

**Source of Funding: - Technology Upgrade/Replacement Fund
Account # 7-2741-01004
(\$48,766 remaining in budget)**

<u>Vendor</u>	<u>Unit Price</u>	<u>Residential Preference #</u>	<u>Total Price</u>
Insight Public Sector	\$ 1,351.96	none	\$ 17,575.48
Zones, Inc.	\$ 1,369.00	none	\$ 17,797.00
Encore Computer Services	\$ 1,379.00	none	\$ 17,927.00
J & J Technical Services	\$ 1,491.00 \$	1,416.45	\$ 18,413.85
Adorama Camera	\$ 1,419.00	none	\$ 18,447.00
Promise Computers	\$ 1,426.00	none	\$ 18,538.00
NMSU Bookstore	\$ 1,450.00	none	\$ 18,850.00
Holman's Inc.	\$ 1,558.76 \$	1,480.82	\$ 19,250.69
Integrity Networking Systems	\$ 1,567.00	none	\$ 20,371.00

A New Mexico Residential Preference Number entitles company to 5% consideration when tabulating bids.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 4-4-03

Candidate's name Ruehle, Daniel F.

Position title Professor of Mathematics

New position Existing position Classification Faculty Professional Other

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

Effective date of employment 8-11-03 Standard contract length 12 mos. 9 mos. other

Funding source Institutional

Paid advertising beyond *standard Chronicle of Higher Education

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

Posted salary range \$29,945 to \$44,493 Recommended annual salary \$33,500 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-510 100%

Recommended and approved by:

Richard Fleming
Supervisor

Steve M. Davis
Dean/Director

Richard Fleming
Vice President

Steve McClung
President

Selection Committee Members: Holladay, Kelly

Keranen, Joel

Youngblood, Patricia

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

ABBREVIATED RESUME

Position

Professor of Mathematics

Personal Data

Name: Daniel F. Ruchle

Education

B.S., Mesa State College, Grand Junction, CO, 1995

M.S., University of Colorado, Colorado Springs, CO, 1997

Professional Experience

Cheyenne Wells High School, Cheyenne Wells, CO
Math Teacher 8/02 to Present

Fruita Monument High School, Fruita, CO
Math Teacher 8/01 to 5/02

Fort Lupton High School, Fort Lupton, CO
Math Teacher 1/00 to 5/01

University of Northern Colorado, Greeley, CO
Part-time Graduate Teaching Assistant 9/98 to 5/99

Sand Creek High School, Colorado Springs, CO
Math Teacher 8/97 to 5/98

Falcon High School, Falcon, CO
Math Teacher 9/96 to 5/97

University of Colorado, Colorado Springs, CO
Part-time Graduate Teaching Assistant 9/95 to 5/97

Organizations/Awards

American Mathematical Society, 1995 to Present

Graduated Summa Cum Laude, Mesa State College, 1995

Kappa Mu Epsilon, Lifetime Member

National Council of Teachers of Mathematics, 1993 to Present



New Mexico Junior College

Career Opportunities

Position Announcement • December 2002

Position Title: Professor of Mathematics

Position Description: The Professor of Mathematics reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: (1) teach classes (day and/or evening/s), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Developmental Mathematics, Algebra, Geometry, Trigonometry and Calculus; (2) teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; (3) serve on college committees, as assigned; (4) serve as an advisor to assigned students; (5) post and maintain approved office hours per week; (6) attend orientation and other in-service meetings/workshops, as scheduled; (7) maintain accurate student records; (8) involve oneself in the general recruitment of students for the institution and mathematics program; (9) assume other professional responsibilities associated with the position of professor; 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: A Master's degree in mathematics preferred or a Master's degree in a related field with 18 graduate hours in mathematics required. All degrees must be from a regionally accredited institution. Must be committed to excellence in instruction and willing to work with other, full-time divisional instructors and staff. NOTE: Computer proficiency is required.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during the Summer I and II terms. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: February 17, 2003, at 5:00 p.m. MST. To ensure consideration, all application materials must be received. Please do not send any application materials via e-mail.

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

Lisa Brown
Director of 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, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us

APPLICANT LIST

Position: Professor of Mathematics

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Berresheim, David	No	No	Incomplete application materials.
Doshi, Prathamesh	No	No	Incomplete application materials.
Henslee, Edwina	No	No	
Locke, John	No	No	
Brown, David	No	No	
Kouhestani, Nader	No	No	
Kassemi, Fatholah	No	No	Incomplete application materials.
Strickwerda, Christian	No	No	
Khan, Winston	No	No	Incomplete application materials.
Pantic, Sanja	No	No	
Anacker, Steven	No	No	
Jensen, Taylor	Yes	No	
Ruehle, Daniel	Yes	Yes	Start date: pending Board approval.
Jenck, Michael	Yes	No	
Heiny, Erik	No	No	
Du, Xunming	No	No	
Fuqua, Denise	No	No	
Savage, John	No	No	

Position: Professor of Mathematics (continued from page 1)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Olsen, Jeffrey	Yes	No	
Henneke, Matthew	No	No	
Parker, Twilla	No	No	
Thonney, Paula	No	No	

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Dan Hardin
Date: April 14, 2003
RE: Expenditure and Revenue Reports for March 2003

March is month nine or 75% of the budget for the 2002/2003 fiscal year. The fiscal year for New Mexico Junior College is July 1 to June 30. The expenditure report represents funds expended and encumbered. Funds are encumbered to ensure the availability of funds to pay invoices upon receipt in the business office. The total year-to-date funds expended and/or encumbered through the month of March is \$21,350,563.00 of which \$1,733,620.00 are encumbered funds.

The total current unrestricted fund expenditures for Instruction & General through March are \$12,151,902.00, which is 79% of the projected budget. Instruction is made up of the various instructional departments. Academic Support is the Dean's offices, Library, Vice President for Instruction and Hall of Fame. Student Services include departments such as Student Recruiting, Financial Aid, Counseling, Registrar's Office and Transitional Studies. Instructional Support is the President's Office, General Institutional Support, the Business Office, Human Resources and employee fringe benefits. Physical Plant is Maintenance, Custodial, Grounds, Utilities and Insurance. All of these departments make up instruction and general or fund one. Student activities is Student Life and Performing Arts. Internal services has three main departments consisting of Computer Services, College Communications and Motor Pool. Student aid is made up of unrestricted work study honors scholarships and tuition waivers. Auxiliaries are the Bookstore, Housing and Food Services. The last area in unrestricted funds is Athletics. These departments are in fund two. As you review the unrestricted expenses you will see academic support and student services are over the projected budget. Most of their budgets were expended early in the academic year. Also, please remember that the fringe benefits are not budgeted in the individual departments, but are expended in each departmental budget. The fringe benefits are budgeted in Institutional Support as one total. The Business Office monitors the individual departments to keep the expenditures within the budget limits. As we review the other areas of current unrestricted funds, Auxiliary Enterprises, which includes the Bookstore, has exceeded the amount budgeted for projected cost of goods sold. The Bookstore sales through March have already gone over the projected budget for the year in new textbook sales, used textbook sales and sales of supplies. The result of

increased sales is an increase in the revenue.

Restricted funds include grants and restricted financial aid. Restricted financial aid includes Pell grants and Student Loans. Restricted funds are drawdown funds. As funds are expended, New Mexico Junior College will request draws from the appropriate federal or state agency for grants and federal student aid.

The activity for March in Plant Funds is the expense and funds encumbered for the JASI administrative software and training, high tech startup, baseball field, the dorm recreation area, Western Heritage Center, and building renewal & replacement.

Expenditures as of March were \$21,350,563.00, or 72% of the projected budget.

Revenue generated in March 2003 was \$2,052,201.00. This mostly consists of the monthly allocation from the state, the oil and gas and oil and gas equipment tax income, grant and direct loan drawdowns, and GOB (general obligation bond) drawdowns. GOB and STB (severance tax bonds) require a copy of the check to be included with the drawdown request before it will be approved.

Oil and gas tax revenue for March was \$335,581.00. Johnson Miller & Company requested that the Business Office do an accrual for the monthly oil and gas revenue. The \$335,581.00 consists of oil & gas accrual revenue of \$329,343.00 and oil and gas equipment tax revenue of \$6,238.00. We have received \$2,677,143.00 in oil and gas income from July through March including the accrual of \$329,343.00. Year-to-date, we have received \$736,576.00 in oil and gas equipment tax, exceeding the projected \$450,000.00 budget by \$286,576.00.

Restricted Funds had \$457,183.00 in revenue for March, the result of drawdowns from grants and direct loans for students.

Total revenue for March 2003 is \$2,052,201.00, with year-to-date revenue of \$20,143,507.00 or 88% of projected budget.

The investment report shows an ending balance in the Local Governmental Investment Pool of \$8,425,000.00. In March the Business Office brought back in \$150,000.00 from the Local Governmental Investment Pool. Of the remaining \$8,425,000.00 in LGIP, \$4,507,848.91 or 54% is designated as capital projects. The balances for capital projects include what has been expended, but does not include what has been encumbered.

This concludes the Financial Report for March 2003. If you have questions concerning the financial reports please do not hesitate to call. You can reach me at the business office at 392-5210.