

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Monday, April 23, 2001

Zia Room - Library

2:00 p.m.

### AGENDA

- |  |              |
|--|--------------|
| A. Welcome   | Mr. Newman   |
| B. Adoption of Agenda  | Mr. Newman   |
| C. Approval of Minutes of March 15 & April 10, 2001  | Mr. Newman   |
| D. Correspondence  | Mr. Schubert |
| E. President's Report  | Dr. McCleery |
| F. New Business  |              |
| 1. Monthly Expenditures Report   | Dr. McCleery |
| 2. Monthly Revenue Report  | Dr. McCleery |
| 3. Oil and Gas Revenue Report  | Dr. McCleery |
| 4. Schedule of Investments   | Dr. McCleery |
| 5. Consideration of 2001-2002 Budget   | Dr. McCleery |
| 6. Consideration of New Course Fees  | Dr. McCleery |
| 7. Consideration of RFP #58 - Professional Services for the Development<br>of a Sparton Electronics Manufacturing Services Training Curriculum | Dr. McCleery |
| 8. Consideration of Bid #903 - Purchase of a New Truck for the College<br>Motor Pool   | Dr. McCleery |
| G. Public Comments   | Mr. Newman   |
| H. Announcement of Next Meeting  | Mr. Newman   |
| I. Adjournment   | Mr. Newman   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

MARCH 15, 2001

### MINUTES

The New Mexico Junior College Board met on Thursday, March 15, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mr. Ferrel Caster; Mr. Bill Lee; Mrs. Bonnie Moran; and Mrs. Yvonne Williams. Not present was Mr. Donald Whitaker.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun; Zeak Williams; Tina Shoemaker; Larry Hanna; and John Hice, Jr.

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

Upon a motion by Mr. Caster, seconded by Mrs. Moran, the board unanimously approved the minutes of February 15, 2001.

Under *President's Report*, Dr. McCleery reported that the college rodeo began today in Lovington. He informed the board that Coach Ray Birmingham achieved his 500th win against Midland College last week. Dr. McCleery gave special recognition to outgoing board members Mr. Bill Lee and Mrs. Bonnie Moran. Each were presented a plaque of appreciation for their service on the board. Mr. Don Whitaker was recognized earlier on the House floor at the state legislature for his 25 years of service on the college board.

Under *New Business*, Dan Hardin presented the February financial reports and with a motion by Mr. Lee, seconded by Mrs. Moran, the board unanimously approved the expenditures for February 2001.

Dr. McCleery presented a resolution to ratify the Open Meetings Act as required by the State of New Mexico. Upon a motion by Mrs. Moran, seconded by Mr. Lee, the board unanimously adopted the resolution (attached).

Dr. McCleery presented a request for funding for portable horse stalls for the conference finals rodeo to be held in May. The cost will be approximately \$16,000 and will come from college

reserve funds. A bid for the horse stalls will be considered at the next board meeting. Upon a motion by Mr. Lee, seconded by Mrs. Williams, the board unanimously approved the request.

Dr. McCleery presented a joint powers agreement between New Mexico Junior College, the City of Hobbs, and Lea County. The joint powers agreement allows for a joint initiative to build, maintain, and operate a Firearms Training Center. The initial cost is \$35,000 to the college. Upon a motion by Mrs. Moran, seconded by Mrs. Williams, the board unanimously approved the request for \$35,000 from college reserves. Upon a motion by Mr. Lee, seconded by Mr. Caster, the board unanimously approved the joint powers agreement.

Dr. McCleery presented a resolution authorizing adoption of plan restatement for the supplemental retirement plan. After some discussion and upon a motion by Mrs. Moran, seconded by Mr. Lee, the board unanimously approved the restatement of the plan. The roll call vote was as follows: Mr. Newman - yes; Mr. Lee - yes; Mr. Caster - yes; Mrs. Moran - yes; Mrs. Williams - yes; and Mr. Schubert - yes.

Frank Collins presented RFP #56 - Professional Services for the Development of a Talent Search Grant Proposal. The administration recommended acceptance of the proposal from the sole offeror, Ramona Munsell & Associates for an award amount equal to 3.5% of the annual grant award, during the term of the grant. The estimated annual fee will be \$8,750. Upon a motion by Mr. Schubert, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Mr. Collins presented Bid #901 - Purchase of Oilfield Training Equipment for Instructional Purposes. The administration recommended acceptance of the bid received from the sole vendor, Oilfield Training Center Foundation of Roswell, New Mexico in the amount of \$35,000 for the used equipment. Upon a motion by Mrs. Moran, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Dr. McCleery recommended Mr. Charley Carroll for the Director of Physical Plant position with an annual salary of \$52,889. Upon a motion by Mrs. Moran, seconded by Mr. Lee, the board unanimously approved the employment of Mr. Carroll, effective March 16, 2001.

Dan Hardin recommended Ms. Amparo Salazar for the accountant position with an annual salary of \$34,000. Upon a motion by Mr. Lee, seconded by Mrs. Moran, the board unanimously approved the employment of Ms. Salazar, effective April 1, 2001.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for April 9, 2001, beginning at 1:30 p.m. in the Multi-Purpose Room of the Bob Moran Building. A budget work session will be held at this time.

Upon a motion by Mrs. Moran, seconded by Mrs. Williams, the board unanimously voted to adjourn at 2:55 p.m.

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CHAIRMAN

ATTEST: \_\_\_\_\_  
SECRETARY

Others present:

Lisa Brown  
Kathy Miller  
Dan Hardin  
Bill Braun  
Regina Organ  
Frank Collins  
Richard Fleming  
Bill Kunko  
Ismael Zuniga  
Sam Oswald  
Bill Morrill  
Jerry Brian  
Steve Davis  
Cc Nelson  
Renee Wharton  
Mickey Best  
Robert Bensing

**NEW MEXICO JUNIOR COLLEGE**

**BOARD MEETING**

**APRIL 10, 2001**

**MINUTES**

The New Mexico Junior College Board met on Tuesday, April 10, 2001, beginning at 1:30 p.m. in the Multi-Purpose Room of the Bob Moran Building. The following members were present: Mr. Monty Newman, Chairman; Mr. Gary Schubert, Secretary; Mr. Larry Hanna; Mr. John Hice, Jr.; Ms. Patricia Chappelle; and Mrs. Yvonne Williams. Not present was Mr. Ferrel Caster.

Mr. Monty Newman called the meeting to order and called upon Dr. McCleery who administered the Oath of Office to Mr. Larry Hanna; Mr. John Hice, Jr.; Mrs. Yvonne Williams; and Ms. Patricia Chappelle. Mr. Newman opened the floor for nominations for Chairman and Secretary of the Board. Upon a motion by Mr. Schubert, seconded by Ms. Chappelle, the board unanimously elected Mr. Monty Newman as Chairman. Upon a motion by Mr. Hanna, seconded by Mrs. Williams, the board unanimously elected Mr. Gary Schubert as Secretary.

Frank Collins presented Bid #902 - Purchase of Materials for the Construction of Horse Stalls for the New Mexico Junior College Rodeo Arena. The administration recommended acceptance of the bid from Powder River Livestock Handling Equipment, Provo, Utah in the amount of \$25,187.50. Upon a motion by Mr. Hanna, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Upon a motion by Mr. Hanna, seconded by Mrs. Williams, the board meeting adjourned at 1:40 p.m.

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CHAIRMAN

ATTEST: \_\_\_\_\_  
SECRETARY

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**March 2001**

75% of Year Completed

Fund	1999-00			2000-01			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	5,216,596	373,864	7%	5,322,453	473,116	3,547,059	67%
Academic Support	955,691	53,734	6%	1,012,220	60,698	800,785	79%
Student Services	991,692	69,312	7%	1,020,190	92,405	865,235	85%
Institutional Support	1,617,362	101,152	6%	2,321,133	146,192	1,333,435	57%
Operation & Maintenance of Plant	1,591,981	123,616	8%	1,674,751	156,173	1,348,875	81%
<b>Subtotal - Instruction &amp; General</b>	<b>10,373,322</b>	<b>721,678</b>	<b>7%</b>	<b>11,350,747</b>	<b>928,584</b>	<b>7,895,389</b>	<b>70%</b>
Student Activities	109,847	9,005	8%	118,724	14,861	102,098	86%
Public Service	24,949	1,917	8%	24,968	61	445	2%
Internal Service Departments	308,980	(13,358)	-4%	309,131	59,342	276,302	89%
Student Aid	153,705	3,068	2%	139,605	100	151,233	108%
Auxiliary Enterprises	1,294,716	38,404	3%	1,254,436	29,414	1,128,631	90%
Athletics	581,756	25,107	4%	558,129	46,188	450,392	81%
<b>Total Current Unrestricted Fund</b>	<b>12,847,275</b>	<b>785,821</b>	<b>6%</b>	<b>13,755,740</b>	<b>1,078,550</b>	<b>10,004,490</b>	<b>73%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,873,444	125,087	4%	3,135,237	217,319	2,066,345	66%
Student Aid	3,366,841	97,272	3%	3,204,007	94,456	3,438,265	107%
<b>Total Current Restricted Fund</b>	<b>6,240,285</b>	<b>222,359</b>	<b>4%</b>	<b>6,339,244</b>	<b>311,775</b>	<b>5,504,610</b>	<b>87%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	1,202,065	72,607	6%	2,126,546	83,018	905,576	43%
Projects from State GOB Funds	686	0	0%	0	0	0	0%
Projects from State STB Funds	374,617	25,220	7%	202,439	17,394	499,314	247%
Projects from Other State Funds	156,793	8,812	6%	116,172	0	111,468	96%
<b>Subtotal - Capital and BR&amp;R</b>	<b>1,734,161</b>	<b>106,639</b>	<b>6%</b>	<b>2,445,157</b>	<b>100,412</b>	<b>1,516,358</b>	<b>62%</b>
<b>Debt Service</b>							
Revenue Bonds	263,723	0	0%	264,845	0	264,344	100%
<b>Total Plant Funds</b>	<b>1,997,884</b>	<b>106,639</b>	<b>5%</b>	<b>2,710,002</b>	<b>100,412</b>	<b>1,780,702</b>	<b>66%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>21,085,444</b>	<b>1,114,819</b>	<b>5%</b>	<b>22,804,986</b>	<b>1,490,737</b>	<b>17,289,802</b>	<b>76%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### March 2001

75% of Year Completed

Fund	1999-00			2000-01			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,162,200	1,120,565	96%	1,168,950	5,944	1,189,312	102%
State Appropriations	5,884,500	4,476,450	76%	6,566,300	532,575	4,880,950	74%
Advalorem Taxes - Oil and Gas	2,075,000	2,359,834	114%	2,500,000	383,233	3,802,883	152%
Advalorem Taxes - Property	1,800,000	1,436,070	80%	1,900,000	18,442	1,292,600	68%
Interest Income	135,000	196,221	145%	125,500	24,573	153,357	122%
Other Revenues	196,800	143,122	73%	384,886	37,011	200,027	52%
<b>Subtotal - Instruction &amp; General</b>	<b>11,253,500</b>	<b>9,732,262</b>	<b>86%</b>	<b>12,645,636</b>	<b>1,001,778</b>	<b>11,519,129</b>	<b>91%</b>
Student Activities	38,000	40,270	106%	40,000	(163)	43,358	108%
Public Service	0	0	0%	0	0	43,901	0%
Internal Service Departments	77,000	36,710	48%	21,000	1,592	11,194	53%
Auxiliary Enterprises	1,297,900	1,371,037	106%	1,442,050	22,170	1,502,429	104%
Athletics	37,600	25,844	69%	33,600	2,826	25,597	76%
<b>Total Current Unrestricted</b>	<b>12,704,000</b>	<b>11,206,123</b>	<b>88%</b>	<b>14,182,286</b>	<b>1,028,203</b>	<b>13,145,608</b>	<b>93%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,873,444	1,555,970	54%	3,135,237	476,987	1,540,327	49%
Student Aid	3,436,841	3,142,991	91%	3,204,007	180,665	3,408,047	106%
<b>Total Current Restricted</b>	<b>6,310,285</b>	<b>4,698,961</b>	<b>74%</b>	<b>6,339,244</b>	<b>657,652</b>	<b>4,948,374</b>	<b>78%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from State GOB Funds	686	0	0%	0	0	0	0%
Projects from State STB Funds	374,617	70,235	19%	0	0	0	0%
Projects from Other State Funds	156,793	97,711	62%	116,172	0	0	0%
Interest Income	0	37,957	0%	0	8,168	81,998	0%
<b>Subtotal - Capital &amp; BR&amp;R</b>	<b>532,096</b>	<b>205,903</b>	<b>39%</b>	<b>116,172</b>	<b>8,168</b>	<b>81,998</b>	<b>71%</b>
<b>Debt Service</b>							
Interest Income	0	0	0%	55,000	6,590	61,049	111%
<b>Total Plant Funds</b>	<b>532,096</b>	<b>205,903</b>	<b>39%</b>	<b>171,172</b>	<b>14,758</b>	<b>143,047</b>	<b>84%</b>
<b>LOAN FUND</b>							
Interest Income / Service Fees	0	236	0%	0	0	0	0%
<b>Total Loan Fund</b>	<b>0</b>	<b>236</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>19,546,381</b>	<b>16,111,223</b>	<b>82%</b>	<b>20,692,702</b>	<b>1,700,613</b>	<b>18,237,029</b>	<b>88%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Oil and Gas Revenue Report**  
**March 2001**

75% of Year Completed

		OIL		GAS		COMBINED		
Month of		Price	Lea County	Price	Lea County	Monthly	2000-01	Variance
Sales	Distribution	per BBL	BBLs sold	per MCF	MCF sold	Revenue	Original	Over (Under)
							Budget	Budget
April	July	\$25.13	3,385,212	\$3.20	16,968,001	309,135	177,083	132,052
May	August	\$27.75	3,566,511	\$3.36	17,837,831	356,052	177,083	178,969
June	September	\$29.78	3,550,473	\$4.28	17,687,354	347,144	177,083	170,061
July	October	\$29.43	3,363,692	\$3.93	20,220,892	363,689	177,083	186,606
August	November	\$30.24	3,350,022	\$4.14	17,377,642	408,106	177,083	231,023
September	December	\$31.12	3,471,552	\$3.27	26,113,754	371,528	177,083	194,445
October	January	\$31.51	3,543,050	\$5.22	18,704,823	432,951	177,083	255,868
November	February	\$32.92	3,377,608	\$4.84	18,035,296	378,141	177,083	201,058
December	March	\$27.31	3,388,406	\$7.71	13,640,856	379,909	177,083	202,826
January	April						177,083	
February	May						177,083	
March	June						177,087	
<b>Production Tax Revenue</b>						<b>3,346,655</b>	<b>2,125,000</b>	<b>1,752,908</b>
<b>Equipment Tax Revenue (see below)</b>						<b>3,324</b>	<b>375,000</b>	<b>0</b>
<b>Total Year-to-Date Oil and Gas Revenue</b>						<b>3,349,979</b>	<b>2,500,000</b>	<b>1,752,908</b>

*Source: New Mexico Taxation and Revenue Department*

In order to stabilize the budgetary process for the 2000-01 fiscal year, oil and gas revenues were budgeted at a long-term historical average of \$15.00 per bbl for oil and \$1.90 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2000-01 year that exceed this budgeted amount will be considered for transfer to the college's capital fund at the end of the year.



**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**March 2001**

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	7,325,000	N/A	N/A	N/A	102-2394	6.22%	37,469
Wells Fargo Bank of Hobbs	250,000	02/08/2001	08/08/2001	181	231611237	4.40%	909
<b>Total investments</b>	<u>7,575,000</u>						<u>38,378</u>

Summary of Current Month's Activity	
Beginning amount	7,575,000
Plus: deposits	0
Less: withdrawals	0
<b>Ending amount</b>	<u>7,575,000</u>



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## MEMORANDUM

**DATE:** April 19, 2001  
**TO:** New Mexico Junior College Board Members  
**FROM:** Steve McCleery, President  
**SUBJECT:** 2001-2002 Budget

First, let me thank you for all the work and effort you put forth in our two budget work sessions. The administration feels the sessions were very productive, and it gives us a good sense for the direction the board wants us to take.

Attached is a copy of the proposed 2001-2002 Budget. The first sheet is a summary of the areas we reduced. The reflected changes are in keeping with the wishes of the board to keep the operational budget projections at \$16.00 oil and \$2.50 gas.

You will also find a copy of our Summary of Projected Unrestricted Revenues. The changes have been highlighted. Please note that the projections on oil and gas have been lowered from \$3,195,648 to \$2,874,084, and the state appropriation for compensation of \$435,700 has been added.

The third item represents the changes made in the New Mexico Junior College Capital Project Priorities. The Baseball Improvement/Renovation was changed from \$350,000 to \$250,000, the Rodeo Arena Improvement/Renovation was changed from \$150,000 to \$100,000, and the Dormitory Landscape/Recreation was changed from \$100,000 to \$50,000.

The final item is the Projected Reserves on June 30, 2002. The total projected reserves reflects the decrease in the recommended transfer of reserves to capital. It also adds the estimated savings from changing the budgeted oil and gas income from \$17.00 oil and \$3.00 gas to \$16.00 oil and \$2.50 gas.

It is the recommendation of the administration that you approve the budget. Thank you for your consideration.

**Departmental Budget adjustments from Board hearing 4-17-01**

<b>DEPARTMENT</b>	<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT OF DECREASE</b>
Continuing Ed	1 2043 11540	Salaries Professional PT	\$3,000.00
Instructional Support	1 2741 11590	Equipment	\$109,163.00
President's Office	1 2945 14101	Institutional Contingency	\$2,500.00
Business Office	1 2311 14110	Bank Charges	\$2,101.00
Public Relations	1 2393 14140	Advertising-Publicity	\$2,000.00
Special Events	1 2164 14141	Salaries - Support & Maint. PT	\$1,000.00
Maintenance Department	1 2350 15810	Cell Phone / Pager	\$500.00
Maintenance Department	1 2363 15810	Repairs - Minor	\$500.00
Maintenance Department	1 2435 15810	Supplies & Expense	\$2,000.00
Custodial Department	1 2435 15820	Supplies & Expense	\$3,000.00
Grounds	1 2435 15830	Supplies & Expense	\$2,000.00
Computer Services	2 2231 52710	Consulting/Contract Labor	\$2,000.00
Computer Services	2 2741 52710	Equipment	\$1,800.00
Building Renewal & Replacemen			\$180,000.00
Capital Fund Vehicles			\$10,000.00
<b>TOTAL ADJUSTMENT</b>			<b>\$321,564.00</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Summary of Projected Unrestricted Revenues**  
**Fiscal Year 2001/2002**

DESCRIPTON	2000/01 BUDGET	2001/02 PROPOSED BUDGET	CHANGE
<b><u>I &amp; G Revenues</u></b>			
<b><u>Tuition &amp; Fees</u></b>			
Tuition	841,900	910,300	68,400
Course Fees	102,850	104,777	1,927
Parking Fees	26,000	27,000	1,000
IRC Fees	28,500	30,000	1,500
Other Fees	15,500	26,800	11,300
Continuing Education (non credit)	154,200	146,077	(8,123)
<b>Subtotal: Tuition and Fees</b>	<b>1,168,950</b>	<b>1,244,954</b>	<b>76,004</b>
State Appropriations	6,566,300	7,000,000	433,700
State Appropriations - Compensation		435,700	435,700
Local Mill Levy - Oil and Gas	2,500,000	2,874,084	374,084
Local Mill Levy - Property Taxes	1,900,000	1,900,000	-
Private Gifts and Grants	55,000	-	(55,000)
Interest Income	125,500	125,000	(500)
Miscellaneous	329,886	349,407	19,521
<b>Subtotal: Other I &amp; G Revenues</b>	<b>11,476,686</b>	<b>12,684,191</b>	<b>1,207,505</b>
<b>Total I &amp; G Revenues</b>	<b>12,645,636</b>	<b>13,929,145</b>	<b>1,283,509</b>
<b><u>Other Current Revenue</u></b>			
Student Activities Revenues	40,000	43,400	3,400
Public Service Revenue	-	43,200	43,200
Internal Service Departments	21,000	14,000	(7,000)
Bookstore	899,050	942,500	43,450
Residential Housing	256,900	295,600	38,700
Food Services	286,100	290,200	4,100
Driving Range Fees	-	-	-
Athletics	33,600	35,100	1,500
<b>Subtotal: Other Current Revenues</b>	<b>1,536,650</b>	<b>1,664,000</b>	<b>127,350</b>
<b>TOTAL UNRESTRICTED REVENUES</b>	<b>14,182,286</b>	<b>15,593,145</b>	<b>1,410,859</b>

2001/02

**NEW MEXICO JUNIOR COLLEGE  
Capital Project Priorities**

Proposed Funding Amt.	Project	Proposed Funding Source
1,200,000	Funding for Payment of Outstanding Revenue Bonds on Dormitories in 2002 - total needed is approximately \$1,350,000	Funded from 99/00 Capital
650,000	Emergency Chiller Replacement - Caster Retro-fit	Funded from 99/00 Capital
116,172	Chiller Replacement	NM GOB funds for infrastructure
<b>375,000</b>	<b>Technology Needs (upgrades, replacements)</b>	<b>Request from 00/01 Reserves</b>
500,000	Vocational Bldg. B Renovation	Funded from 99/00 Capital
<b>500,000</b>	<b>Vocational Bldg. B Renovation</b>	<b>Request from 00/01 Reserves</b>
<b>175,000</b>	<b>High tech start up fund for research and development</b>	<b>Request from 00/01 Reserves</b>
<b>250,000</b>	<b>Baseball Field Improvements/Renovations</b>	<b>Request from 00/01 Reserves</b>
<b>100,000</b>	<b>Rodeo Arena Improvements/Renovations</b>	<b>Request from 00/01 Reserves</b>
<b>50,000</b>	<b>Dormitory Landscape/recreational Area</b>	<b>Request from 00/01 Reserves</b>
<b>225,000</b>	<b>Ben Alexander Student Center Expansion/Renovation</b>	<b>Request from 00/01 Reserves</b>
<b>1,675,000</b>	<b>Total request for capital projects from reserves</b>	
10,273,332	Western Heritage Center	State funds, foundation and/or private sources
	(49,500 gross square feet - project cost includes design and construction of facilities and exhibits, including furnishings)	

High Priority

In Progress

\* Oil and gas revenues collected in excess of budgeted amounts will be considered as a funding source for capital need

**NEW MEXICO JUNIOR COLLEGE**  
**Projected Reserves**  
**Estimated through June 2002**

<b>Reserves on June 30, 2000 (audited)</b>	<b>3,805,835</b>
Plus: estimated increases to reserves in fiscal year 2000/2001	1,400,000
Less: (a) decreases to reserves during fiscal year 2000/2001 due to projects paid from reserves (see below)	<u>51,000</u>
subtotal	<u>5,154,835</u>
Less: (b) recommended minimum amount to transfer from reserves to capital in order to complete capital projects	<u>-1,675,000</u>
<b>Estimated reserves on June 30, 2001 (unaudited)</b>	<b>3,479,835</b>
Plus: projected unrestricted revenue for fiscal year 2001/2002	15,593,145
Less: budgeted expenditures for fiscal year 2001/2002	<u>-15,593,145</u>
Plus: estimated savings based on decreasing budget from \$17.00 oil & 3.00 mcf to \$16.00 oil & 2.50 mcf	321,564
<b>Estimated reserves on June 30, 2002 (unaudited)</b>	<b><u>3,801,399</u></b>

(a) Projects paid from reserves during 00/01 totaled \$51,000 as follows:

Portable Panels	\$16,000
Firearms training centre	\$35,000

(b) It is recommended that a minimum of \$1,672,000 be transferred from unrestricted reserves into the college's capital fund prior to the end of fiscal year 00/01. The transferred funds would be used for various capital projects.



**MEMORANDUM**

**DATE:** April 18, 2001  
**TO:** New Mexico Junior College Board Members  
**FROM:** Richard Fleming, Vice President for Instruction *RF*  
**SUBJECT:** Fee for Cisco Courses

This fall semester, New Mexico Junior College will begin to offer Cisco certified courses. The consumable supplies for each courses total \$40. I am recommending that the Board approve a fee of \$40 for these courses only.

Thank you for you consideration.



Vice President for Instruction

## NEW MEXICO JUNIOR COLLEGE

### MEMORANDUM

**DATE:** April 18, 2001  
**TO:** New Mexico Junior College Board Members  
**FROM:** Richard Fleming, Vice President for Instruction *TF*  
**SUBJECT:** Fee for New Culinary Arts Course

In the fall semester, New Mexico Junior College will be offering a new course in Culinary Arts at Lovington High School. The consumable supplies for this course total \$30 per student. I am recommending that the Board approve a course fee of \$30 for this course.

Thank you for your consideration.





**MEMORANDUM**

**DATE:** April 18, 2001  
**TO:** New Mexico Junior College Board Members  
**FROM:** Richard Fleming, Vice President for Instruction *RF*  
**SUBJECT:** Fee for New Building Trades Course

In the fall semester, New Mexico Junior College will be offering a new special topics course, Introduction to Building Trades, at Hobbs High School. The consumable supplies for this course total \$30. I am recommending that the Board approve a course fee of \$30 for this course.

Thank you for your consideration.



**MEMORANDUM**

**DATE:** April 18, 2001  
**TO:** New Mexico Junior College Board Members  
**FROM:** Richard Fleming, Vice President for Instruction *RF*  
**SUBJECT:** Fee for Anatomy & Physiology Testing

The NLNAC (National League for Nursing Accrediting Commission) requires all Nursing students to take a series of A&P tests that must be purchased from NLNAC. The fee for this series of tests is currently \$8. Effective the fall semester, the fee will be changed by NLNAC to \$11. This is a pass through cost paid by the student and so I am recommending that the Board approve a fee increase to \$11 to cover the new cost of the test.

Thank you for you consideration.

**NEW MEXICO JUNIOR COLLEGE**

**Request for Proposals #58**

**Professional Services for the Development of A  
Sparton Electronics Manufacturing Services Training Curriculum**

**BOARD DOCUMENTS**

Date: April 17, 2001  
Prepared by: Frank Collins  
Coordinator of Purchasing

## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On April 3, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspaper requesting sealed proposals for the professional services for the development of a Sparton Manufacturing Services Training Curriculum:
  - 1) The Hobbs Daily News Sun
2. On April 4, 2001, proposal packets were electronically mailed and/or faxed to four potential bidders.
3. Four vendors submitted a proposal within the time frame specified by the proposal package.
4. No bidders were present at the opening.
5. The Business Office has evaluated the bids received and their recommendations are shown on Page 2.

# NEW MEXICO JUNIOR COLLEGE

## Evaluation and Recommendations

### Board Documents

As stated earlier four vendors responded to the Request for Proposal #58. Smart Pro3, San Marcos, CA, Cookson Performance Solutions, Foxborough, MA, UBWebbin, LLC, San Diego, CA, and Support Systems Group, Inc., Denver, CO.

The price, full-time consultant status, success rate track record, and ability to provide excellent service to the college were evaluated by the Business Office evaluation committee.

The Administration recommends acceptance of the professional services of Support Systems Group, Inc. of Denver, Colorado to develop the Sparton Electronics Manufacturing Services Training Curriculum. **The price is a fixed fee of \$39,000.** Completion of the project is scheduled for September 2001.

**Source of Funding: High Tech Start Up Fund Account # 7-2741-01-022**  
**Amount: \$39,000**

## NEW MEXICO JUNIOR COLLEGE

### Request for Proposals #58

#### Specifications for: **Professional Services for the Development of A Sparton Electronics Manufacturing Services Training Curriculum**

1. New Mexico Junior College is requesting proposals for professional services to develop a fully customized and comprehensive training curriculum for Sparton Electronics Manufacturing Services. Services provided by Offeror must include a complete assessment of Sparton's training needs, compilation of all assessment data, and the development of a complete training package including participant and facilitator materials. The successful Offeror will complete all stages of the project no later than September 2001.
2. Prospective Offerors must submit a documented, proven track record of major success in needs assessment and customized curriculum development for other organizations and institutions. Offerors must submit a minimum of five (5) client references, with names and telephone numbers.
3. Offerors must agree to perform services on a fixed fee basis. New Mexico Junior College will cover customary expenses associated with needs assessment and curriculum development, upon pre-approval. These items include, but are not limited to: copying, notebooks, CDs, videos, and reference material purchases. New Mexico Junior College will also pay common and customary out-of-pocket travel costs, subject to approval, to and from the campus and Sparton's facilities, for the successful offeror's site visits in performance of his/her services.
4. Due to the significant amount of time needed to ensure success, preference will be given to Offerors who are full-time, independent consultants, specializing in needs assessment and the development of customized training programs, who are not regular employees of other colleges or universities.
5. Offerors must submit a complete firm profile, including resumes of key personnel, with their proposals. Offerors must include a timeline and plan of approach with their proposals and other relevant information for New Mexico Junior College to properly evaluate the services specified in this Request for Proposal.

**NEW MEXICO JUNIOR COLLEGE**

**Invitation to Bid #903**

**Purchase of A New Truck for the College Motor Pool**

**BOARD DOCUMENTS**

Date: April 9, 2001  
Prepared by: Frank Collins  
Coordinator of Purchasing

## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On March 21, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspaper requesting sealed bids for the purchase of a new truck for the college motor pool:
  - 1) The Hobbs Daily News Sun
2. On March 22, 2001, proposal packets were delivered to five potential bidders. One vendor responded to the Legal Notice posted in the newspaper and was subsequently forwarded the Invitation.
3. Four vendors submitted proposals within the time frame specified by the proposal package. Two vendors did not respond to the Invitation to Bid.
4. One bidder was present at the opening.
5. The Business Office and Motor Pool Department have evaluated the bids received and their recommendations are shown on Page 2.



# **NEW MEXICO JUNIOR COLLEGE**

## **Evaluation and Recommendations**

### **Board Documents**

Four vendors responded to Invitation to Bid #903. They are Tillery Chevrolet – GMC, Inc., Moriarty, NM, Watson Chevrolet-Buick-Pontiac Division, Hobbs, NM, Western Chrysler-Plymouth-Dodge-Jeep, Hobbs, NM, and Permian Ford-Lincoln-Mercury Inc., Hobbs, NM.

The results of the Invitation are shown on Page 3 (Tabulation Summary).

The Administration recommends acceptance of the bid submitted by Western Chrysler-Plymouth-Dodge-Jeep of Hobbs, NM in the amount of **\$18,257.00**.

**Source of Funding: Major Equipment – Motor Pool Vehicles – 2000/2001 Fiscal Year**

**Account Number: 2-2741-54-730 \$18,257.00**

New Mexico Junior College									
ITB#9031 Tabulation									
Purchase of a New Truck for the College Motor Pool									
Vendor									
Description of Vehicles Bid by Vendor									
QTY Bid									
Bid Price									
Quote									
Residential Preference Number									
Amount for Evaluation Only									
Specifications Met?									
Comments									
Perman Ford	2001 F150 Truck	1	\$19,192.00	29R40	\$18,232.40				
Western Chrysler	2001 Regular Cab P/U 4X2 1500	1	\$18,257.00	71R34	\$17,344.02			YES	
Watson Truck	2001 Chevrolet P/U	1	\$18,960.00		\$18,012.00				
Tillery Chevrolet-GMC	2002 Chevrolet Silverado P/U	1	\$21,171.00	05R23	\$20,112.45				
SHADED BACKGROUND									
SHOWS THE WINNING									
BIDDERS									
Total of Awarded Bid									
<b>\$18,257.00</b>									

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #903

Specifications For the Truck

ITEM #1:

**One (1) 2001 Year Pick-Up Truck**

Standard full size cab, fleetside long wide bed, 6400 G.V.W.R minimum  
Automatic heavy duty transmission with cooler  
V-8 Engine, fuel injected, **MINIMUM 5.0**  
Minimum 131" wheelbase  
Power steering  
Power brakes- rear four wheel anti-lock, heavy duty  
Wheels and tires - 16" 6 hole rim with 16" full wheel covers, full size spare  
3,300 Lbs. Mechanical jack and wheel wrench  
Exterior mirror - left and right side with adjustable arm  
Interval wipers  
Deluxe fresh air heater and defroster  
Color - White only  
Heavy duty vinyl seat  
Bumpers - factory installed front and rear  
***FACTORY INSTALLED TRAILER-TOWING PACKAGE WITH HITCH INSERT AND 2" BALL CLASS 2***  
Driver and passenger air bags  
Factory air conditioning (R134A)  
AM/FM Radio, factory installed with CD or Cassette with Clock  
Heavy duty battery and 100 amps alternator  
Tinted side and rear windshield  
Daytime running lights  
6" halogen spotlight  
Tilt wheel with cruise control  
Plus all standard equipment listed in latest brochure  
Whelen amber strobe model 800C mounted on cab with under dash controls or equivalent  
Warranty - Standard Factory Warranty

All vehicles must be **American Made:** Pursuant to Section 13-1-188 NMSA ("Public purchases of American-made motor vehicles required"), any state agency shall **only** purchase cars and trucks assembled in North America.