

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Wednesday, August 18, 2010  
**Moran Building – Multi Purpose Room**  
4:00 p.m.

### AGENDA

- |   |                |
|---|----------------|
| A. Welcome  | Larry Hanna    |
| B. Adoption of Agenda   | Larry Hanna    |
| C. Approval of Minutes of July 15, 2010                         | Larry Hanna    |
| D. President's Report   | Steve McCleery |
| E. New Business   |                |
| 1. Monthly Expenditures Report                                  | Dan Hardin     |
| 2. Monthly Revenue Report                                       | Dan Hardin     |
| 3. Oil and Gas Revenue Report                                   | Dan Hardin     |
| 4. Schedule of Investments                                      | Dan Hardin     |
| 5. Consideration of Bid #1044 – Athletic Team Insurance         | Regina Choate  |
| 6. Consideration of Bid #1045 – Workers' Compensation Insurance | Regina Choate  |
| 7. Consideration of Annexation                                  | Steve McCleery |
| 8. Consideration of Healthy & Active Lifestyle Challenge        | Steve McCleery |
| 9. Consideration of One Time Non Recurring Stipends             | Steve McCleery |
| 10. Personnel Consideration – Professor of Nursing              | John Gratton   |
| 11. Closure of Open Meeting                                     | Larry Hanna    |
| 12. Consideration of President's Contract                       | Larry Hanna    |
| F. Public Comments  | Larry Hanna    |
| G. Announcement of Next Meeting                                 | Larry Hanna    |
| H. Adjournment  | Larry Hanna    |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

JULY 15, 2010

### MINUTES

The New Mexico Junior College Board met on Thursday, July 15, 2010, beginning at 4:00 p.m. in the Multi Purpose Room of the Moran Building. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Ron Black; Mrs. Mary Lou Vinson; and Mr. Guy Kesner. Not present was Mrs. Yvonne Williams.

Mr. Hanna called the meeting to order and welcomed visitors and guests.

Mr. Hanna requested moving Consideration of Retirement Resolutions to after the approval of minutes of June 17, 2010. He also requested that the Public Comments be heard after the Presidents Report. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the agenda was unanimously adopted.

Upon a motion by Mr. Kesner, seconded by Mrs. Vinson, the Board unanimously approved the minutes of June 17, 2010.

Dr. McCleery presented the retirement resolutions for Johnny Jacobs, Joe Garcia and Pat Gorman. He spoke about each retiree and presented them with the Pillars of Education. Pat Gorman was not present. After the presentations were made, Mr. Kesner made a motion to adopt the resolutions and Ms. Chappelle seconded the motion. The resolutions were unanimously adopted.

**Under the Presidents Report**, Dee Gober made a presentation to the board about receiving a replica of an original New Mexico Junior College Sign. He also handed out a booklet with some history of the number of signs that have been at the college. The replica of the original sign was accepted. The sign is portable and will be displayed at various locations on the campus. Robert Rhodes made a presentation to the Board concerning a Solar and Small Wind Project at the college. He informed the Board that he has been in contact with a couple of

companies that are interested in working with the college on this project. He stated that these companies will donate approximately \$450,000 worth of equipment and \$50,000 cash to help get the project started.

Mr. Hanna called for comments from the public. There being none, they moved on to the next agenda item.

**Under New Business**, Dan Hardin presented the June financial reports and with a motion from Mr. Jones, seconded by Mrs. Vinson, the Board unanimously approved the expenditures for June, 2010.

Regina Choate presented Bid #1040 - Roof Replacement. She presented a memo from Dan Hardin explaining why the low bidder, Advantage USAA Inc. have elected to withdraw their bid because of errors in their bid process. The administration recommended acceptance of the second low bid of \$1,692,567 from G&G Roofing of Hobbs for the replacement of the roofs on the John Shepherd Administration Building, Watson Hall, Mansur Hall, Don Whitaker Automotive Training Center, and the Maintenance Warehouse building. Upon a motion by Mr. Kesner, seconded by Mr. Black, the Board unanimously accepted the recommendation.

Ms. Choate presented Bid #1041 - Carpentry Work on Campus. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board approved awarding the bid to Doporto Construction of Hobbs for the hourly rate of \$21.00 for Carpenter and \$12.00 for Laborer. Mr. Kesner abstained from voting.

Ms. Choate presented Bid #1042 - Painting Projects. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board approved awarding the bid to Doporto Construction of Hobbs for the hourly rate of \$20.00 for Foreman and \$12.00 for Helper. Mr. Kesner abstained from voting.

Ms. Choate presented Bid #1043 - Concrete Work on Campus. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board approved awarding the bid to Doporto Construction of Hobbs for the hourly rate of \$21.50 for Foreman and \$13.00 for Helper. Mr. Kesner abstained from voting.

Bill Morrill recommended Rosianna Owens for the security employee position. Ms. Owens is related to Amanda Owens, Groundskeeper. Upon a motion by Ms.

Chappelle, seconded by Mrs. Vinson, the Board unanimously accepted the recommendation.

John Gratton recommended Frances Schwab for the Professor of Sociology position at a nine month salary of \$54,225. Upon a motion by Mr. Kesner, seconded by Mrs. Vinson, the Board unanimously approved the employment of Frances Schwab, effective August 16, 2010.

Ms. Chappelle moved the Board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of the New Mexico Statutes Annotated 1078. Mrs. Vinson seconded the motion. The roll call vote was as follows: Mr. Jones - yes; Mrs. Vinson - yes; Ms. Chappelle - yes; Mr. Black - yes; Mr. Kesner – yes; and Mr. Hanna - yes.

Upon re-convening in open meeting, Mr. Hanna 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 Ms. Chappelle, the Board unanimously voted to renew the President's contract for an additional year at his current salary.

The next regular board meeting was scheduled for Thursday, August 19, 2010 beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board meeting adjourned at 5:45 p.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
Date: August 9, 2010  
RE: Expenditure and Revenue Reports for July 2009

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July is the first month of the 2010/2011 fiscal year. The total expended and encumbered for the month and year to date for July was \$4,178,989.00. At the end of each fiscal year the Business Office releases all of the encumbered funds for different capital projects as well as for maintenance agreements. In July those encumbrances are put back on the various capital and operating accounts for the new fiscal year. In current unrestricted funds we expended \$1,216,239.00 for the month of July. Most of these expenses were normal expenditures for the month including the encumbrances placed for maintenance agreements. The Internal Service Departments have a credit balance for the month of July, this is because the charge outs in July were greater than the actual expenses in July.

Restricted funds are the normal expenditures for the Grants and some student aid for the summer sessions.

The expenditures in the plant funds are mainly the encumbrances for the construction projects and architectural fees. Most of the encumbrances are for the remaining portion of the Library project, Caster remodel, and the Central Plant expansion. We also have some expenses and encumbrances for the roof replacement project.

The total year to date expenditures is \$4,178,989.00.

The Revenue generated in July 2010 was \$2,912,125.00. This mostly consists of tuition and fees, the allocation from the state, Oil and Gas accrual and auxiliary enterprises revenue. When registration for the summer and fall semesters open in April, all of the revenue goes into deferred revenue for the next fiscal year. In July we move all of that deferred revenue into tuition and fee revenue for the new fiscal year. The Oil and Gas revenue in July is also different because the Oil and Gas revenue that was received during July is booked in the prior fiscal year, so we use the monthly accrual of \$366,666.00 for the Oil and Gas revenue in July. The following numbers will give you an update of what we received from mill levy revenues in the fiscal year of 09/10:

Mill Levy	Budget	YTD Revenue
Oil & Gas	4,200,000.00	7,140,328.00 (11 months)
Oil & Gas Equipment	1,000,000.00	2,293,386.00
Property Tax	3,404,278.00	5,170,975.00
Delinquent Property Tax	<u>100,000.00</u>	<u>166,961.00</u>
Total	8,704,278.00	14,771,650.00

The total mill levy revenue for 08/09 was 14,477,834.00. In 09/10 there is an additional Oil and Gas disbursement coming in August that should bring the 09/10 total to at least \$15,400,000.00.

There are two Oil & Gas reports in your packet, the first Oil & Gas report is for FY 10, we still have one month of revenue to be posted. The Oil & Gas report for FY 11 only has the accrual for the month of July.

The investment report shows an ending balance of \$9,625,000.00. The Reserve Contingency account has been adjusted from \$46,741.01 to \$35,407.95.

Business Office personnel have been working diligently to get the 09/10 fiscal year end closed and prepare for the upcoming audit. The auditors will be back on campus August 30th thru September 2nd.

This is the Financial Report for July 2010.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### July 2010

8% of Year Completed

Fund	2009-10			2010-11			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	6,075,923	465,822	8%	8,549,845	311,338	311,338	4%
Academic Support	3,057,794	210,963	7%	2,235,263	173,304	173,304	8%
Student Services	1,433,857	125,253	9%	1,681,893	97,200	97,200	6%
Institutional Support	6,151,342	245,081	4%	3,067,761	222,806	222,806	7%
Operation & Maintenance of Plant	2,693,478	325,598	12%	3,023,475	327,256	327,256	11%
<b>Subtotal - Instruction &amp; General</b>	<b>19,412,394</b>	<b>1,372,717</b>	<b>7%</b>	<b>18,558,237</b>	<b>1,131,904</b>	<b>1,131,904</b>	<b>6%</b>
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	204,800	20,730	10%	24,000	(16,570)	(16,570)	-69%
Student Aid	576,637	33,622	6%	469,785	13,013	13,013	3%
Auxiliary Enterprises	1,629,358	42,803	3%	1,696,058	76,359	76,359	5%
Athletics	985,762	22,665	2%	974,729	11,533	11,533	1%
<b>Total Current Unrestricted Fund</b>	<b>22,808,951</b>	<b>1,492,537</b>	<b>7%</b>	<b>21,722,809</b>	<b>1,216,239</b>	<b>1,216,239</b>	<b>6%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	480,589	87,385	18%	1,417,549	83,580	83,580	6%
Student Aid	4,050,000	41,784	1%	5,237,174	17,973	17,973	0%
<b>Total Current Restricted Fund</b>	<b>4,530,589</b>	<b>129,169</b>	<b>3%</b>	<b>6,654,723</b>	<b>101,553</b>	<b>101,553</b>	<b>2%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	12,122,248	4,333,122	36%	10,652,061	2,119,607	2,119,607	20%
Projects from State GOB Funds	4,210,593	3,602,710	86%	155,496	0	0	0%
Projects from State STB Funds	1,790,668	1,645,370	92%	3,000,000	495,106	495,106	17%
Projects from General Fund	185,621	29,438	16%	70,122	11,996	11,996	17%
Projects from Private Funds	86,947	16,531	19%	103,383	12,000	12,000	12%
Projects from State ER&R	322,778	0	0%	318,919	222,488	222,488	70%
Projects from State BR&R	1,268,966	0	0%	1,830,699	0	0	0%
Projects from Auxiliary BR&R	0	0	0%	0	0	0	0%
Subtotal - Capital and BR&R	19,987,821	9,627,171	48%	16,130,680	2,861,197	2,861,197	18%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>19,987,821</b>	<b>9,627,171</b>	<b>48%</b>	<b>16,130,680</b>	<b>2,861,197</b>	<b>2,861,197</b>	<b>18%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>47,327,361</b>	<b>11,248,877</b>	<b>24%</b>	<b>44,508,212</b>	<b>4,178,989</b>	<b>4,178,989</b>	<b>9%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**July 2010**

8% of Year Completed

**2009-10**

**2010-11**

Fund	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,354,500	1,301,355	39%	3,523,000	1,472,114	1,472,114	42%
State Appropriations	7,676,400	625,125	8%	6,515,800	521,509	521,509	8%
Advalorem Taxes - Oil and Gas	5,200,000	350,000	7%	5,500,000	366,666	366,666	7%
Advalorem Taxes - Property	3,504,278	0	0%	3,904,278	0	0	0%
Interest Income	287,000	0	0%	20,000	0	0	0%
Other Revenues	524,363	22,429	4%	323,308	121,710	121,710	38%
<b>Subtotal - Instruction &amp; General</b>	<b>20,546,541</b>	<b>2,298,909</b>	<b>11%</b>	<b>19,786,386</b>	<b>2,481,999</b>	<b>2,481,999</b>	<b>13%</b>
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	24,000	543	543	0%
Auxiliary Enterprises	2,298,000	408,561	18%	2,202,000	406,585	406,585	18%
Athletics	310,400	25,867	8%	428,100	22,998	22,998	5%
<b>Total Current Unrestricted</b>	<b>23,154,941</b>	<b>2,733,337</b>	<b>12%</b>	<b>22,440,486</b>	<b>2,912,125</b>	<b>2,912,125</b>	<b>13%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	480,589	87,390	18%	1,417,549	0	0	0%
Student Aid	4,050,000	0	0%	5,237,179	0	0	0%
<b>Total Current Restricted</b>	<b>4,530,589</b>	<b>87,390</b>	<b>2%</b>	<b>6,654,728</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,210,593	0	0%	0	0	0	0%
Projects from State STB Funds	1,790,668	0	0%	3,000,000	0	0	0%
Projects from General Fund	185,621	0	0%	0	0	0	0%
Projects from Private Funds	86,947	0	0%	0	0	0	0%
Interest Income (LGIP)	0	0	0%	80,000	0	0	0%
<b>Total Plant Funds</b>	<b>6,273,829</b>	<b>0</b>	<b>0%</b>	<b>3,080,000</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>33,959,359</b>	<b>2,820,727</b>	<b>8%</b>	<b>32,175,214</b>	<b>2,912,125</b>	<b>2,912,125</b>	<b>9%</b>



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### July 2010

100% 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	2009-10 Original Budget	Variance Over (Under) Budget
Actual	July	\$66.39	2,665,937	\$4.35	17,522,974	608,832	350,000	258,832
Actual	August	\$61.14	2,739,779	\$4.22	17,347,785	577,184	350,000	227,184
Actual	September	\$63.27	2,896,053	\$4.53	17,047,870	602,864	350,000	252,864
Actual	October	\$63.37	2,898,967	\$5.46	16,949,015	540,649	350,000	190,649
Actual	November	\$72.57	2,782,110	\$5.42	14,853,054	633,493	350,000	283,493
Actual	December	\$71.31	2,699,856	\$6.53	14,391,942	674,883	350,000	324,883
Actual	January	\$71.32	2,720,036	\$6.48	14,554,848	645,278	350,000	295,278
Actual	February	\$74.13	2,706,624	\$6.65	14,581,176	737,216	350,000	387,216
Actual	March	\$77.64	2,540,205	\$5.96	13,361,323	647,569	350,000	297,569
Actual	April	\$81.70	2,819,351	\$3.81	23,901,332	747,419	350,000	397,419
Actual	May					724,940	350,000	374,940
Accrual	June					350,000	350,000	0
Y.T.D. Production Tax Revenue						7,490,327	4,200,000	3,290,327
Y.T.D. Equipment Tax Revenue						2,293,385	1,000,000	1,293,385
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>9,783,712</b>	<b>5,200,000</b>	<b>4,583,712</b>

*Source: New Mexico Taxation and Revenue Department*

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### July 2010

8% of Year Completed

		OIL		GAS		COMBINED		
Month of Sales	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2009-10 Original Budget	Variance Over (Under) Budget
Accrual	July					366,666	366,666	0
Accrual	August						366,666	(366,666)
Accrual	September						366,666	(366,666)
Accrual	October						366,666	(366,666)
Accrual	November						366,666	(366,666)
Accrual	December						366,666	(366,666)
Accrual	January						366,666	(366,666)
Accrual	February						366,666	(366,666)
Accrual	March						366,666	(366,666)
Accrual	April						366,666	(366,666)
Accrual	May						366,666	(366,666)
Accrual	June						366,666	(366,666)
Y.T.D. Production Tax Revenue						366,666	4,399,992	(4,033,326)
Y.T.D. Equipment Tax Revenue							1,100,000	(1,100,000)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>366,666</b>	<b>5,499,992</b>	<b>(5,133,326)</b>

*Source: New Mexico Taxation and Revenue Department*

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**July 2010**

8% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,625,000	N/A	N/A	N/A	7102-1348	0.228%	1,837
<b>Total Investments</b>	<u>9,625,000</u>						<u>1,837</u>

Summary of Current Month's Activity	
Beginning amount	9,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	10,271,085
Reserves Invested	-646,085
<b>Total LGIP Investment</b>	<b>9,625,000</b>

Capital Projects	7/31/2010
Drawings & Master Plan	12,805.63
Technology Upgrade	505,716.58
JASI	93,737.00
Baseball Field	201,377.94
Rodeo Arena	192,589.53
Equestrian Center	1,816,210.88
Infrastructure	1,183.50
Student Housing Construction	553,506.78
Testing Center Remodel	844,311.49
Frame & Door Replacement	140,772.55
Luminis Software	11,568.00
Landscaping	447,950.48
Facility Painting	1,749.01
Millen Drive Signalization	95,000.00
Electrical Upgrade	521,438.51
Campus Signage	87,056.00
Campus Paving	207,561.17
Roof Replacement	254,555.40
Interior Lighting-Energy Retrofit	52,346.52
Old Dorms Renovation	231,075.29
Millen Dr. Sewer & Water	53,218.82
Board Room	15,786.44
Concrete Upgrade	28,006.21
Campus Construction	219,319.36
Oil & Gas Training Center	500,000.00
Public Sector	1,826.53
Campus Security	151,297.10
Caster Bleachers	7,805.27
Caster Old CHOF Remodel	319,048.78
Track/Arena Area Enhancement	64,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnig	5,000.00
Welding Lab	47,956.61
Copier Replacement	37,501.00
Non-Recurring Compensation	700,000.00
Athletics	487,166.57
Student Life Programming	1,295.44
Title V (Institutional)	122,097.47
Radiological Control	18,198.38
Central Plant Upgrade	1,127,771.13
Workforce Training Contingency	2,723.27
Banner 8	28,509.45
<b>Total</b>	<b>10,271,084.55</b>

NOTE: Capital projects total does not include encumbered funds

**NEW MEXICO JUNIOR COLLEGE**

**Invitation To Bid #1044**

**Athletic Team Insurance**

**BOARD DOCUMENTS**

Date:	August 16, 2010
Prepared by:	Regina Choate Coordinator of Purchasing

**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**General Information**

1. On July 30, 2010, a legal notice was sent to the following newspaper requesting sealed bids for NMJC Athletic Team Insurance, covering time period, August 16, 2010 through August 16, 2011.

The Hobbs News Sun

2. Proposal packets were sent to eleven (11) potential bidders.
3. One vendor submitted a proposal within the time frame specified by the proposal package.
4. The Business Office has evaluated the bid received and their recommendations are shown on Page 2.

# **NEW MEXICO JUNIOR COLLEGE**

## **Evaluation and Recommendations**

### **Board Documents**

One vendor, Daniels Insurance, responded to Invitation to Bid #1044.

The response to the Invitation is shown on Pages 3 & 4.

The Administration recommends acceptance of the bid submitted by Daniels Insurance, Hobbs, NM with an annual premium of **\$46,028** for Basic Medical Coverage and Catastrophic Medical. The cost breakdown is shown on Page 3.

**Source of Funding: 2010/2011 Fiscal Year - Athletics/Administration**

**Account #: 12105-3121-71204-211 - Athletic Insurance Premium**

**Amount: \$46,028**

**NEW MEXICO JUNIOR COLLEGE  
Invitation to Bid #1044**

**Athletic Teams Insurance**

**Daniels Insurance proposes to provide to NMJC services as specified below:**

- Policy Period will be for one year as follows –
  - Basic Medical – August 16, 2010 through August 16, 2011
  - Catastrophic Medical – August 16, 2010 through August 16, 2011
  - NMJC reserves the right to renew coverage for up to three additional years, one year at a time.
  
- Activities to be covered:
  - Mens' Basketball
  - Womens' Basketball
  - Baseball
  - Golf
  - Cheerleaders
  - Managers and Trainers
  - Rodeo (Catastrophic only)
  - Women's Cross Country & Indoor/Outdoor Track & Field
  
- Basic Medical Annual Premium of **\$39,875** with \$2,500 deductible.
  
- Catastrophic Medical Premium of **\$6,153** with \$5,000,000 medical maximum.
  
- Daniels Insurance current A. M. Best Rating of **A++ XV** on Basic Medical.
  
- Current A.M. Best Rating of **A VIII** on Catastrophic Medical

• **COVERAGE(S)**

**BASIC MEDICAL**

Activities to include play, practice and conditioning and includes:

- (a) 2 year benefit period
- (b) Expanded Medical Benefits for conditions not normally covered such as tendonitis, bursitis, stress fractures, etc.
- (c) Pre-existing condition coverage
- (d) HMO/PPO denial benefits

AD&D Principal Sum .....	\$ 10,000
Accidental Medical Expense.....	\$ 25,000
Maximum Dental Limit .....	\$ 25,000
<b>Integrated Deductible Amount</b> .....	<b>\$ 2,500</b>

- **CATASTROPHIC**

<b><u>Maximum Medical, Dental, and Rehabilitation</u></b> .....	\$5,000,000
	Lifetime Benefit Period
	\$25,000 Deductible

<b><u>A&amp;D Benefit</u></b> .....	\$10,000,000
	Principal sum

**Disability Benefit (lifetime):**

Partial Disability .....	\$ 1,000/month
	4% annual increase

Total Disability .....	\$ 1,500/month
	4% annual increase

Miscellaneous Expense .....	\$ 300/month
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<b><u>Adjustment Expense Benefit</u></b> .....	\$ 30,000
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<b><u>Special Expense Benefit</u></b> .....	\$ 125,000 max
	(first 10 years)
	\$ 50,000 max
	(subsequent)

<b><u>Ancillary illness or injury benefit</u></b> .....	\$ 100,000
	(maximum lifetime)
	\$ 5,000 deductible



**NEW MEXICO JUNIOR COLLEGE**

**Invitation To Bid #1045**

**Workers' Compensation Insurance**

**BOARD DOCUMENTS**

Date:	August 16, 2010
Prepared by:	Regina Choate Coordinator of Purchasing

**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**General Information**

1. On July 30, 2010, a legal notice was sent to the following newspaper requesting sealed bids for NMJC Workers' Compensation Insurance, covering time period, September 14, 2010 to September 14, 2011.

The Hobbs News Sun

2. Proposal packets were sent to three (3) potential bidders.
3. One vendor, Daniels Insurance, submitted a proposal within the time frame specified by the proposal package.
4. The Business Office has evaluated the bids received and a recommendation is shown on the following page.

# NEW MEXICO JUNIOR COLLEGE

## Evaluation and Recommendations

### Board Documents

One vendor responded to Invitation to Bid #1045:

Daniels Insurance, Inc.

Response to the Invitation is shown below:

Company	Bid	Specifications Met	Comments
Daniels Insurance	\$72,967.00	Yes	Coverage to be assigned to New Mexico Mutual Insurance Company.

The NMJC Business Office recommends acceptance of the bid submitted by Daniels Insurance, Inc. Hobbs, NM, with an annual premium of \$72,967 for Workers' Compensation Insurance.

#### Source of Funding: 2010/2011 Fiscal Year

**Account #:** 11000-4011-62180-133 – Workers' Compensation Premium

**Amount:** \$72,967

**Budget:** \$142,000

**NEW MEXICO JUNIOR COLLEGE**

**ITB# 1045**

**Specifications for: Workers' Compensation Insurance**

**A. Policy Requirements**

1. The cancellation clause must provide for a minimum of ninety (90) calendar days written notice by registered mail, return receipt requested, being addressed to:

Vice President for Finance  
New Mexico Junior College  
5317 Lovington Hwy  
Hobbs, NM 88240

The policy may be canceled with such ninety (90) day written notice by either party for any reason. There shall be no penalty to the insured for exercising this cancellation clause.

2. The policy proposed is at all times to be in compliance with the New Mexico Workers' Compensation Act, and any amendments thereto, and these specifications.
3. The policy period is to be from the anticipated inception date of September 14, 2010. The policy will be for one (1) year with an option to renew an additional three (3) years, one year at a time.
4. The successful bidder shall submit detailed information to the College setting forth claims procedures.
5. The Insured: New Mexico Junior College, 5317 Lovington Highway, Hobbs, New Mexico, 88240, is deemed the sole agent of the insured for any purposes related to the policy. All inquiries should be referred to the Vice President for Finance, Business Office, 575.492.2770.
6. Employees to be named as insured include all employees, full time and part-time, student workers, volunteers, and members of the Board.
7. All questions about the meaning or intent of these specifications shall be referred to the Vice President for Finance at 575.492.2770. Only written specifications are to be used to submit proposals for this coverage. Oral and other interpretations will be without legal effect.

8. The policy must include an endorsement of all NMJC workplaces to include:

New Mexico Junior College  
5317 Lovington Hwy  
Hobbs, NM 88240

New Mexico Junior College  
1503 W Calle Sur  
Hobbs, NM 88240

New Mexico Junior College  
1720 Ave K  
Eunice, NM 88231

New Mexico Junior College  
109 S. Dalmont  
Hobbs, NM 88240

New Mexico Junior College  
800 N Jefferson  
Hobbs, NM 88240

New Mexico Junior College  
701 W Ave K  
Lovington, NM 88260

New Mexico Junior College  
E Utah Ave  
Jal, NM 88252

New Mexico Junior College  
105 W. Broadway  
Hobbs, NM 88240

New Mexico Junior College  
3<sup>rd</sup> & Avenue B  
Tatum, NM 88267

New Mexico Junior College  
602 S. Sixth  
Loving, NM 88256

**B. Responsibilities of the Bidder:**

1. The successful company and agent agree to provide a written sixty (60) day binder upon award of the proposal. They further agree that the original policy will be delivered to the Vice President for Finance within the same sixty (60) day period.
2. All proposals must be signed by an agent licensed by the State of New Mexico. The proposing company must be approved by the New Mexico Department of Insurance to transact the type of business requested in these specifications.
3. The successful company and agent agree to make **all** necessary filings as required by the New Mexico Workers' Compensation Act and forward evidence of filing to the insured.
4. The successful company and agent agree to prepare, file and mail any waiver of liability required of New Mexico Junior College at no additional cost to New Mexico Junior College.
5. The successful company and agent agree to provide written experience reports to the college, at minimum on a quarterly basis, and preferably on a monthly basis. The company further agrees to provide experience reports annually for three years after cancellation or expiration of the policy, or as long as there are any open claims; whichever is longer.

### C. Technical Specifications

The College is requesting bids to furnish Workers' Compensation Insurance to New Mexico Junior College, Hobbs, New Mexico. The College is requesting a proposal for a one (1) year period, with an option to renew an additional three (3) years, one year at a time. The name of the insured is New Mexico Junior College.

The College is requesting employer liability as follows.

Type of Claim	Deductible	Liability Limit
Bodily Injury by Accident	\$500.00	\$100,000 each accident
Bodily Injury by Disease	\$500.00	\$500,000 policy limit
Bodily Injury by Disease	\$500.00	\$100,000 each employee

New Mexico Junior College employee classifications and estimated annual salaries are quoted as of June 30, 2010:

Employee Classification	Estimated Annual Salaries
College Employees and Clerical	\$10,000,000.00
College: all other employees	\$ 1,600,000.00
Drivers, NOC-Commercial	\$ 40,000.00

For any payment plan offered please fully explain the payment plan on the Bid Response Form.

- New Mexico Junior College's Experience Modifier effective July 17, 2010 = .84
- All bidders are to hold an AM Best Rating of A- or Better.
- The latest NCCI Experience Modifier Rating Sheet and Loss Reports are enclosed for reference purposes.



**MEMO**

**Date:** August 2, 2010  
**To:** New Mexico Junior College Board Members  
**From:** Steve McCleery *SM*  
**Subject:** Annexation

I am recommending that New Mexico Junior College approach the City of Hobbs in regards to annexing the College into the City Limits of Hobbs. Annexation has significant campus safety advantages, as well as potential cost savings to the institution.

Thank you for your consideration!



**MEMO**

**Date:** August 2, 2010  
**To:** New Mexico Junior College Board Members  
**From:** Steve McCleery *SM*  
**Subject:** Healthy and Active Lifestyle Challenge

Last year, the NMJC Board approved the "Healthy and Active Lifestyle Challenge" for the employees and employee family members. The approval included the following awards:

1<sup>st</sup> Place – The team that makes the most improvement gets two (2) additional personal leave days.

2<sup>nd</sup> Place – the team that makes the second most improvement gets one (1) additional personal leave day.

3<sup>rd</sup> Place – The team that makes the third most improvement gets (1/2) additional personal leave day.


Many of the NMJC employees would like to participate in the Healthy and Active Lifestyle Challenge for this year. I am recommending that the New Mexico Junior College Board approve the program and the awards.

Thank you for your consideration!





## MEMO

**Date:** August 2, 2010  
**To:** New Mexico Junior College Board Members  
**From:** Steve McCleery   
**Subject:** One Time Non Recurring Stipends

During the 2010-2011 New Mexico Junior College Budget Work Session, the administration did not recommend a compensation increase for the NMJC faculty and staff. This is the third year that the administration has not recommended a recurring salary increase. However, at the April 2010 New Mexico Junior College Budget Workshop, you moved funds into an account to provide funding for a one-time non recurring stipend to be given to employees on December 15, 2010 and May 15, 2011. The fund was contingent on the revenues from oil and gas. Currently, our revenues from oil and gas have surpassed our projections, and the funding is available to award the one-time non recurring stipends to the NMJC faculty and staff. It is my recommendation that you approve a onetime non-recurring stipend of \$1,200 to be awarded on December 15, 2010 and \$1,200 to be awarded on May 15, 2011.

The one-time non recurring compensation will be paid out of reserves generated by oil and gas revenue.

Thank you for your consideration!

**NEW MEXICO JUNIOR COLLEGE**  
**Personnel Recommendation for Board Consideration**

The following candidate is being recommended for employment as follows: Date July 28, 2010

Candidate's name Pamela J. Fisher

Position title Professor of Nursing

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 \*August 18, 2010      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard none

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

Posted salary range \$43,369 to \$54,211      Recommended annual salary \$50,286      Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2542 61101 102

Recommended and approved by:

*D. Thompson*  
Supervisor  
*J. B. Gratton*  
Vice President

*D. Thompson*  
Dean/Director  
*Steve McCleary*  
President

Selection Committee Members: Dr. John Gratton – Vice President for Instruction

Delores Thompson – Director of Nursing

Cathy Ogle – Professor of Nursing

Comments: Ms. Fisher with a B.S.N. and thirty-one years of experience meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### Position

Professor of Nursing

### Personal Data

Name: Pamela J. Fisher

### Education

B.S.N., University of the Southwest, Hobbs, NM, 1992  
Major: Nursing

A.A.S, New Mexico Junior College, Hobbs, NM, 1977  
Major: Nursing

### Professional Experience

City of Eunice, Eunice, NM 2008 to Present  
Director of Senior Programs

Prometric – NM CNA Program, St. Paul, MN 2008 to Present  
Part-time Nurse Aide Evaluator

Eunice Public Schools, Eunice, NM 1984 to 2008  
Home School Coordinator Special Education Department,  
Special Education Aide for Medically Fragile, Library Aide, Health Educator

Dr. John Kernan, Hobbs, NM 1983  
Temporary Office Nurse

Home Kare, Inc., Hobbs, NM 1982 to 1983  
Home Health Nurse

Lea Regional Medical Center, Hobbs, NM 1977 to 1994  
Part-time Registered Nurse

### Licenses/Certifications:

New Mexico License No: R26727, Issue Date: 02/09/87, Expiration Date: 08/31/11,  
Type: Multi-State Compact

### Organizations:

New Mexico School Nurses Association  
National Association of School Nurses



# New Mexico Junior College Career Opportunities

## Position Announcement • July 2010

**Position Title:** Professor of Nursing

**Position Description:** This position reports to the Director of Nursing. Duties and responsibilities include, but are not limited to, the following: 1) classroom instruction, clinical and laboratory supervision of nurse aide students; 2) evaluation of students enrolled in nurse aide courses; 3) nurse aide student advisement and counseling; 4) nurse aide curriculum update and revision; 5) development of nurse aide course syllabus each semester; 6) serve on college committees as assigned; 7) participate annually in an academic or professional process of continued personal and professional development; 8) actively participate in the institutional goals and objectives designed to support the mission of the college; 9) 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 in Nursing (RN). Degree must be from a regionally accredited institution. Candidate must obtain or have a current New Mexico or multi-state nursing license in good standing. Candidate must have completed one of the following requirements: completion of a course regarding the teaching of adults, have experience teaching adults, or experience supervising nurse aides. Candidates should be able to work within a team teaching concept. Computer proficiency required with skills in Microsoft Word, Power Point, and Blackboard proficiency desirable.

**Salary/Benefits:** Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position. Standard NMJC benefits apply.

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

**To Apply:** Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and telephone numbers to:

**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 against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

**"Equal Opportunity Education and Employment"**

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2793 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu

## APPLICANT LIST

**Position:** Professor of Nursing

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Fisher, Pamela J.	Yes	Yes	Start date: Pending Board approval.