

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

**Thursday, August 22, 2013**

**Zia Room - Library**

4:00 p.m.

### AGENDA

- |  |                |
|--|----------------|
| A. Welcome   | Guy Kesner     |
| B. Adoption of Agenda  | Guy Kesner     |
| C. Approval of Minutes of July 18, 2013                                      | Guy Kesner     |
| 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 Disposition of Inventory                                 | Josh Morgan    |
| 6. Consideration of Purchase of Small Busses                                 | Regina Choate  |
| 7. Consideration of Purchase of Freightliner Truck                           | Regina Choate  |
| 8. Consideration of Tuition and Fee Waiver                                   | Jeff McCool    |
| 9. Consideration of NMJC Employee Fitness Program                            | Steve McCleery |
| 10. Personnel Consideration – Professor of PE/Asst. Women's Track Coach      | Don Worth      |
| 11. Personnel Consideration – Professor of PE/Asst. Women's Basketball Coach | Don Worth      |
| F. Public Comments   | Guy Kesner     |
| G. Announcement of Next Meeting  | Guy Kesner     |
| H. Closure of Open Meeting   | Guy Kesner     |
| I. Adjournment   | Guy Kesner     |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

JULY 18, 2013

### MINUTES

The New Mexico Junior College Board met on Thursday, July 18, 2013, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Travis Glenn; Mr. Ron Black; Mr. Zeak Williams; and Mr. Hector Baeza. Not present was Mrs. Mary Lou Vinson.

Mr. Kesner called the meeting to order and welcomed visitors and guests present: Beth Hahn, News-Sun.

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

Upon a motion by Ms. Chappelle, seconded by Mr. Black, the Board unanimously approved the minutes of June 21, 2013.

*Under President's Report*, SkillsUSA advisors Jill Henning and Shelby McCorvey introduced Jarred DeLaCruz and Juan-Carlos Medina. Jarred serves as New Mexico SkillsUSA post-secondary president. Juan-Carlos will serve on the SkillsUSA National Officer Team. Jill Henning shared with the Board how they assisted with Operation Blessing in Moore Oklahoma. Angie Byrd reported on the Law Camp held on campus in June, as well as a Law Enforcement Academy update.

*Under New Business*, Dan Hardin presented the June financial reports and with a motion by Mr. Glenn, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for June, 2013.

Mr. Hardin presented two capital projects (the Multi Generation Aquatic Center and the Allied Health Building) and the five year capital plan to be presented to the

Higher Education Department in August. Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the projects and plan.

Dr. McCleery recommended the Board approve an \$8,000,000 capital investment, over a 6-8 year period, to assist and partner with Lea County, the City of Hobbs, the J.F Maddox Foundation, the Hobbs Municipal School District, and the University of the Southwest in bringing the Equine Event Center and Multi-Generation and Civic Center to Lea County. He recommended applying \$3,000,000 toward the Equine Event Center and \$5,000,000 toward the Multi-Generation and Civic Center facility. He also recommended that the New Mexico Junior College commitment to the Equine Event Center and a Multi Generation Recreational and Civic Center be contingent upon mutual support from other participating entities. He suggested the Board officially appoint Guy Kesner, Ron Black, and himself to the "Quality of Life Committee". Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the recommendations.

Charley Carroll recommended Mr. David Hooten for the Grounds Supervisor position at an annual salary of \$42,388. Upon a motion by Mr. Williams, seconded by Mr. Baeza, the Board unanimously approved the employment of Mr. Hooten, effective August 1, 2013.

Darrell Beauchamp recommended Mr. James Britsch for the Director of Library Services position at an annual salary of \$66,713. Upon a motion by Mr. Baeza, seconded by Mr. Glenn, the Board unanimously approved the employment of Mr. Britsch, effective August 12, 2013.

Delores Thompson recommended Ms. Lorraine Hannah for the Professor of Nursing position at a nine month salary of \$56,678. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Hannah, effective August 12, 2013.

Richard Miller recommended Ms. Mary Ann Cohen for the Director of Adult Basic Education position at an annual salary of \$48,321. Upon a motion by Ms. Chappelle, seconded by Mr. Glenn, the Board unanimously approved the employment of Ms. Cohen, effective July 22, 2013.

Dr. McCleery presented retirement resolutions to Randy Cook and Robert Guthrie.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, August 22, 2013, beginning at 4:00 p.m.

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 New Mexico Statutes Annotated 1978. Mr. Baeza seconded the motion. The roll call vote was as follows: Mr. Black – yes; Mr. Baeza – yes; Mr. Glenn – yes; Mr. Williams – yes; Ms. Chappelle – yes; and Mr. Kesner – yes.

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

Upon a motion by Mr. Black, seconded by Mr. Baeza, the board meeting adjourned at 5:40 p.m.

NMJC Faculty Senate Scholarship  
August 14, 2013

Gifts and Donations (Contributions began 2-15-07)

2006-2007 (17 faculty members giving a total of \$21 per pay period)	\$ 211.00
2007-2008	\$ 1,194.00
2008-2009	\$ 1,533.50
2009-2010	\$ 1,510.00
2010-2011 (24 faculty members giving a total of \$99 per pay period)	\$ 2,010.50
2011-2012 (23 faculty members giving a total of \$99 per pay period)	\$2,449.00
2012-2013 (18 faculty members giving a total of \$57 per pay period)	\$1,394.00
Interest/Dividends / Gains through 6-30-10	-\$105.62
Total contributions through payroll deduct	\$10,196.38
3-2-11 Contribution	\$ 2,000.00
4-25-12 Contribution	\$3,000.00
4-24-13 Contribution	\$2,000.00
Total contributions	\$17,196.38

Scholarships Awarded

Year	Number of students	Total Amount
2008-2009	1	\$1,000.00
2009-2010	3	\$657.37
2010-2011	3	\$ 800.00
2011-2012	8	\$3,681.25
2012-2013	10	\$4,137.50
2013-2014	12	5,824.25
Total Scholarships	37	\$16,100.37

Balance as of June 30, 2013                      \$1,096.01

Patricia,

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Just a reminder:

- Prior to 2009-2010, the Foundation awarded \$1,000 to all students who applied for Foundation scholarships. After 2009-2010, we received numerous applications and could no longer award \$1,000 scholarships per applicant. The scholarship committee decided to tier the awards based on GPA.
- The Faculty Senate Scholarship has allowed the Foundation to award scholarships to students who apply but would not fit the criteria for our other Scholarships.

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Please express our heartfelt thank you to Faculty Senate for their generous support of scholarships for our students!

Let me know if you have any questions. Thanks.

Tina

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### July 2013

8% of Year Completed

Fund	2012-13			2013-14			
	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	8,638,205	543,947	6%	9,106,822	607,984	607,984	7%
Academic Support	2,247,244	191,125	9%	2,259,588	159,985	159,985	7%
Student Services	1,704,267	121,284	7%	1,823,694	127,358	127,358	7%
Institutional Support	3,137,158	243,019	8%	3,337,419	268,579	268,579	8%
Operation & Maintenance of Plant	3,232,175	388,570	12%	3,288,327	401,767	401,767	12%
<b>Subtotal - Instruction &amp; General</b>	<b>18,959,049</b>	<b>1,487,945</b>	<b>8%</b>	<b>19,815,850</b>	<b>1,565,673</b>	<b>1,565,673</b>	<b>8%</b>
Student Activities	0	0	0%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	81,772	192	0%	84,909	1,688	1,688	2%
Student Aid	543,551	42,451	8%	568,551	24,462	24,462	4%
Auxiliary Enterprises	1,780,078	56,084	3%	1,799,060	299,153	299,153	17%
Athletics	1,150,211	21,477	2%	1,019,727	35,061	35,061	3%
<b>Total Current Unrestricted Fund</b>	<b>22,514,661</b>	<b>1,608,149</b>	<b>7%</b>	<b>23,288,097</b>	<b>1,926,037</b>	<b>1,926,037</b>	<b>8%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,280,443	47,652	4%	1,280,443	60,433	60,433	5%
Student Aid	5,033,468	104,544	2%	5,033,468	228,206	228,206	5%
<b>Total Current Restricted Fund</b>	<b>6,313,911</b>	<b>152,196</b>	<b>2%</b>	<b>6,313,911</b>	<b>288,639</b>	<b>288,639</b>	<b>5%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	6,850,541	1,563,444	23%	7,014,013	4,363,898	4,363,898	62%
Projects from State GOB Funds	265,780	928	0%	0	0	0	0%
Projects from State STB Funds	521,652	34,652	7%	427,000	0	0	0%
Projects from General Fund	12,687	0	0%	0	0	0	0%
Projects from Private Funds	8,398	2,270	27%	0	0	0	0%
Projects from State ER&R	568,173	81,222	14%	332,720	34,545	34,545	10%
Projects from State BR&R	1,659,614	153,748	9%	597,281	325,094	325,094	54%
Subtotal - Capital and BR&R	9,886,845	1,836,264	19%	8,371,014	4,723,537	4,723,537	56%
Debt Service Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>9,886,845</b>	<b>1,836,264</b>	<b>19%</b>	<b>8,371,014</b>	<b>4,723,537</b>	<b>4,723,537</b>	<b>56%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>38,715,417</b>	<b>3,596,609</b>	<b>9%</b>	<b>37,973,022</b>	<b>6,938,213</b>	<b>6,938,213</b>	<b>18%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**July 2013**

8% of Year Completed

Fund	2012-13			2013-14			
	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	3,684,200	557,644	15%	3,684,200	460,311	460,311	12%
State Appropriations	5,888,800	490,734	8%	5,933,300	490,950	490,950	8%
Advalorem Taxes - Oil and Gas	6,100,000	383,333	6%	6,455,000	400,000	400,000	6%
Advalorem Taxes - Property	5,255,000	0	0%	5,455,000			0%
Interest Income	5,000	0	0%	5,000			0%
Other Revenues	292,526	28,396	10%	356,361	9,810	9,810	3%
Subtotal - Instruction & General	21,225,526	1,460,107	7%	21,888,861	1,361,071	1,361,071	6%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	0	0%	24,000			0%
Auxiliary Enterprises	2,198,000	101,513	5%	2,213,000	369,871	369,871	17%
Athletics	326,200	27,183	8%	330,900	27,425	27,425	8%
Total Current Unrestricted	23,773,726	1,588,803	7%	24,456,761	1,758,367	1,758,367	7%
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,290,682	40,690	3%	1,179,460	0		0%
Student Aid	5,033,468	74,580	1%	5,033,468	249,242	249,242	5%
Total Current Restricted	6,324,150	115,270	2%	6,212,928	249,242	249,242	4%
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	0	0	0	0%
Projects from State STB Funds	1,240,754	0	0%	427,000	0		0%
Projects from General Fund	0	0	0%	0	0		0%
Projects from Private Funds	0	0	0%	0	0		0%
Interest Income (LGIP)	30,000	0	0%	30,000			0%
Total Plant Funds	1,270,754	0	0%	457,000	0	0	0%
<b>GRAND TOTAL REVENUES</b>	<b>31,368,630</b>	<b>1,704,073</b>	<b>5%</b>	<b>31,126,689</b>	<b>2,007,609</b>	<b>2,007,609</b>	<b>6%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Oil and Gas Revenue Report**  
**June 2013**

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	2011-12 Original Budget	Variance Over (Under) Budget
Actual	July	\$82.33	3,014,635	\$4.80	16,457,653	610,622	383,333	227,289
Actual	August	\$72.11	3,009,890	\$4.15	14,122,684	701,128	383,333	317,795
Actual	September	\$79.10	2,978,466	\$4.57	14,863,087	749,810	383,333	366,477
Actual	October	\$89.22	2,935,208	\$5.01	14,032,011	698,437	383,333	315,104
Actual	November	\$78.04	3,149,706	\$5.26	13,070,472	785,691	383,333	402,358
Actual	December	\$76.07	3,057,110	\$4.99	13,274,522	701,189	383,333	317,856
Actual	January	\$77.19	3,390,624	\$4.93	13,632,849	724,057	383,333	340,724
Actual	February	\$80.85	2,926,169	\$4.95	12,130,501	759,440	383,333	376,107
Actual	March	\$84.76	3,303,835	\$5.50	13,345,343	681,874	383,333	298,541
Actual	April	\$85.92	3,298,855	\$5.98	13,465,916	787,582	383,333	404,249
Actual	May					855,927	383,333	472,594
Accrual	June					750,000	383,333	366,667
Y.T.D. Production Tax Revenue						8,805,757	4,599,996	4,205,761
Y.T.D. Equipment Tax Revenue						1,886,700	1,500,000	386,700
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>10,692,457</b>	<b>6,099,996</b>	<b>4,592,461</b>

Source: New Mexico Taxation and Revenue Department



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### July 2013

8% 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	2013-14 Original Budget	Variance Over (Under) Budget
Accrual	July					400,000	400,000	0
Accrual	August						400,000	(400,000)
Accrual	September						400,000	(400,000)
Accrual	October						400,000	(400,000)
Accrual	November						400,000	(400,000)
Accrual	December						400,000	(400,000)
Accrual	January						400,000	(400,000)
Accrual	February						400,000	(400,000)
Accrual	March						400,000	(400,000)
Accrual	April						400,000	(400,000)
Accrual	May						400,000	(400,000)
Accrual	June						400,000	(400,000)
Y.T.D. Production Tax Revenue						400,000	4,800,000	(4,400,000)
Y.T.D. Equipment Tax Revenue						0	1,655,000	(1,655,000)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>400,000</b>	<b>6,455,000</b>	<b>(6,055,000)</b>

Source: New Mexico Taxation and Revenue Department

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**July 2013**

8% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,589,592	7102-1348	0.110%	0
Plus deposits	0			
Less withdrawals	0			
<b>Total LGIP investments</b>	<u>9,589,592</u>			<u>0</u>

Capital Projects	7/31/2013
Vehicles	313,260.91
Technology Upgrade	229,106.87
JASI	66,039.44
WHM South Gallery	335,002.30
Baseball Field	33,662.96
Rodeo Arena	131,809.33
Original Entrance Landscaping	62,907.26
Student Housing Construction	557,712.44
Luminis Software	11,568.00
Campus Signage	28,854.85
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	35,823.11
Campus Construction	60,361.60
Oil & Gas Training Ctr	2,055.00
Maintenance Equipment	3,452.01
Public Sector	1,826.53
Campus Security	52,169.78
Track/Arena Area Enhancement	74,281.95
Lumens Software-Distance Learning	5,000.00
Copier Replacement	158,612.00
Non-Recurring Compensation	552,169.10
Athletics	5,638.96
Student Life Programming	17,440.37
Warehouse/Cont Ed Remodel	1,640.92
Succession Plan	108,152.25
Energy Technology Equipment	568,500.00
WHM Exhibits	145,990.93
Remodel McLean	133,400.84
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	6,345.00
Track Upgrades	3,192,443.02
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	600,000.00
Cosmetology Remodel	400,000.00
Equine Program	207,952.08
Entertainment Technology	300,215.30
Cafeteria Upgrade	202,237.98
New Horizons Resources	711,208.90
Channel 19 Upgrade	25,000.00
FERPA & Title IX	18,229.50
Infrastructure Upgrade	1,473,937.50
Workforce Training Contingency	7,672.00
<b>Total</b>	<b>12,569,063.25</b>

NOTE: Capital projects total does not include encumbered funds

# NEW MEXICO JUNIOR COLLEGE BUSINESS OFFICE

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

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To: NMJC Board Members  
From: Josh Morgan  
RE: Disposition of Inventory  
Date: August 22, 2013

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Board Members,

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

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

Thank you for your consideration.

# NEW MEXICO JUNIOR COLLEGE AUCTION LIST 2013

<u>TAG</u> <u>NUMBER</u>	<u>DISCRIPTION</u>	<u>DATE</u> <u>PURCHASED</u>	<u>AMOUNT</u>
N10997	EEC-IV MONITOR/RECORDER	1-Feb-1990	\$ 2,235.00
G30185	HEWLETT PACKARD LASERJET 5MP PRINTER	1-May-1996	\$ 1,535.82
G30271	HEWLETT PACKARD 5MP LASERJET PRINTER	19-Aug-1996	\$ 1,033.36
G30983	HEWLETT PACKARD 4000 LASERJET	19-Apr-1999	\$ 1,281.54
G30984	HEWLETT PACKARD 4000 LASER JET	19-Apr-1999	\$ 1,281.54
G30989	HEWLETT PACKARD 4000 LASER JET	13-May-1999	\$ 1,281.54
N15360	4200PT STAIR CLIMBER	4-Jun-1999	\$ 1,765.00
N15380	DESK UNIT	30-Jun-1999	\$ 1,668.00
N15458	GATEWAY CPU-PWNTIUM 111	28-Sep-1999	\$ 1,550.00
G31028	HEWLETT PACKARD 4050N LASER PRINTER	7-Oct-1999	\$ 1,299.00
G31029	HEWLETT PACKARD 4050 LASER PRINTER	7-Oct-1999	\$ 1,299.00
N15485	HEWLETT PACKARD 4050N LASER PRINTER	3-Nov-1999	\$ 1,299.00
G31276	HEWLETT PACKARD 4050N LASER PRINTER	15-Dec-1999	\$ 1,299.00
G31569	HEWLETT PACKARD 4050N LASER PRINTER	31-Jul-2000	\$ 1,410.00
N16227	HEWLETT PACKARD 4050 LASER PRINTER	6-Oct-2000	\$ 1,383.99
N16782	HEWLETT PACKARD LASER JET 4100N	22-Jan-2002	\$ 1,423.00
N16844	HEWLETT PACKARD 4100N LASER JET PRINTER	4-Apr-2002	\$ 1,429.00
N16840	HEWLETT PACKARD 2200 DN LASER PRINTER	23-Apr-2002	\$ 1,029.00
N17011	HEWLETT PACKARD 4100DN LASER JET PRINTER	5-Aug-2002	\$ 1,429.00
N17072	DENNON4802 PROCESSOR AMP/REC	30-Sep-2002	\$ 2,175.00
N17031	DENNON4802 PROCESSOR AMP/REC	30-Sep-2002	\$ 2,175.00
N17516	MITSUBISHI XD300U	1-Jul-2003	\$ 3,400.00
N17520	MITSUBISHI XD300U	1-Jul-2003	\$ 3,400.00
N17518	MITISUBISHI XD300U	1-Jul-2003	\$ 3,400.00
N17530	MITISUBISHI XD300U	1-Jul-2003	\$ 3,400.00
N17525	MITISUBISHI XD300U	1-Jul-2003	\$ 3,400.00
N17499	GATEWAY CPU-PENTIUM E4100	9-Jul-2003	\$ 1,119.00
N17465	GATEWAY CPU PENTIUM E4100	9-Jul-2003	\$ 1,119.00
N17470	GATEWAY CPU PENTIUM E4100	9-Jul-2003	\$ 1,119.00
N17471	GATEWAU CPU PENTIUM E4100	9-Jul-2003	\$ 1,119.00
N17496	GATEWAY CPU PENTIUM E4100	9-Jul-2003	\$ 1,119.00
N17466	GATEWAY CPU-PENTIUM E4100	9-Jul-2003	\$ 1,119.00
N17468	GATEWAY CPU PENTIUM E4100	9-Jul-2003	\$ 1,119.00
N17459	GATEWAY CPU PENTIUM E4100	9-Jul-2003	\$ 1,119.00
N17460	GATEWAY CPU PENTIUM E4100	9-Jul-2003	\$ 1,119.00
N17467	GATEWAY CPU PENTIUM E4100	9-Jul-2003	\$ 1,119.00
N17539	GATEWAY CPU-PENTIUM E4100	24-Jul-2003	\$ 1,028.00
N17538	GATEWAY CPU PENTIUM E4100	24-Jul-2003	\$ 1,028.00
N17542	GATEWAY CPU PENTIUM E4100	24-Jul-2003	\$ 1,028.00

N17541	GATEWAY CPU PENTIUM E4100	24-Jul-2003	\$ 1,028.00
N17582	GATEWAY CPU-PENTIUM E4100	6-Aug-2003	\$ 1,388.00
N17579	GATEWAY CPU-PENTIUM E4100	6-Aug-2003	\$ 1,388.00
N17599	GATEWAY CPU PENTIUM E4100	6-Aug-2003	\$ 1,213.00
N17587	GATEWAY CPU PENTIUM E4100	6-Aug-2003	\$ 1,388.00
N17593	GATEWAY CPU-PENTIUM E4100	7-Aug-2003	\$ 1,313.00
N17639	GATEWAY CPU PENTIUM E4100	8-Aug-2003	\$ 1,413.00
N17605	GATEWAY CPU PENTIUM E4100	8-Aug-2003	\$ 1,213.00
N17637	GATEWAY CPU PENTIUM E4100	8-Aug-2003	\$ 1,413.00
N17615	GATEWAY CPU PENTIUM E4100	8-Aug-2003	\$ 1,413.00
N17610	GATEWAY CPU PENTIUM E4100	8-Aug-2003	\$ 1,213.00
N17655	GATEWAY CPU-PENTIUM E4100	9-Sep-2003	\$ 1,213.00
N17684	GATEWAY CPU-710X DIGITAL FILM MAKER	26-Nov-2003	\$ 4,121.48
N17694	GATEWAY M305E LAPTOP COMPUTER	18-Dec-2003	\$ 1,472.00
N17704	PRO ELITE TREADMILL	26-Jan-2004	\$ 4,585.00
N17735	GATEWAY E4100C CPU	20-Apr-2004	\$ 1,119.00
N17734	GATEWAY E4100C CPU	20-Apr-2004	\$ 1,119.00
N17748	XEROX DC430 COPIER	21-Jun-2004	\$ 8,229.00
N17747	XEROX DC430 COPIER	21-Jun-2004	\$ 8,229.00
G31855	SMART SYMPODIUM	30-Jun-2004	\$ 2,700.00
N17903	GATEWAY M275XL W/PORT REPLICATOR	14-Apr-2005	\$ 2,698.00
N17916	GATEWAY CPU PENTIUM E4100	14-Apr-2005	\$ 1,269.00
N17913	GATEWAY CPU PENTIUM E4100	14-Apr-2005	\$ 1,269.00
N17914	GATEWAY CPU PENTIUM E4100	14-Apr-2005	\$ 1,269.00
N17750	XEROX DC430 COPIER	26-Apr-2005	\$ 10,389.00
N17752	XEROX DC430 COPIER	26-Apr-2005	\$ 7,174.00
N17756	XEROX DC430 COPIER	27-Apr-2005	\$ 7,174.00
N17757	XEROX DC430 COPIER	27-Apr-2005	\$ 7,174.00
N17751	XEROX DC430 COPIER	27-Apr-2005	\$ 8,229.00
N17758	XEROX DC430 COPIER	27-Apr-2005	\$ 8,229.00
N18014	GATEWAY M460E LAPTOP	1-Jun-2005	\$ 1,305.38
N18167	E4300 PENITUM 4 COMPUTER W/17" LCD	21-Sep-2005	\$ 1,224.00
N18162	E4300 PENITUM 4 COMPUTER W/17" LCD	21-Sep-2005	\$ 1,224.00
N18176	E4300 PENITUM 4 COMPUTER W/17" LCD	21-Sep-2005	\$ 1,224.00
N18108	M275E W/512 FLASH	21-Sep-2005	\$ 1,646.04
N18081	M275E W/512 FLASH	21-Sep-2005	\$ 3,172.08
N18122	M275E W/512 FLASH	21-Sep-2005	\$ 1,646.04
N18118	M275E W/512 FLASH	21-Sep-2005	\$ 1,646.04
N18177	E4300 W/17" MONITOR	21-Sep-2005	\$ 1,224.00
N18157	E4300 W/17" MONITOR	21-Sep-2005	\$ 1,224.00
N18169	E4300 W/17" MONITOR	21-Sep-2005	\$ 1,224.00
N18164	E4300 W/17" MONITOR	21-Sep-2005	\$ 1,224.00
N18160	E4300 W/17" MONITOR	21-Sep-2005	\$ 1,224.00
N18166	E4300 W/17" MONITOR	21-Sep-2005	\$ 1,224.00
G31868	GATEWAY M275XL W/PORT REPLICATOR	24-Sep-2005	\$ 1,907.02
N18203	GATEWAY M280E TABLET	27-Jan-2006	\$ 1,643.00
G31936	M280E TABLET W/PORT	8-Feb-2006	\$ 1,399.01

N18220	M280 W/PORT REPLICATOR	8-Feb-2006	\$ 1,399.01
N18417	E4300 PENITUM 4 COMPUTER W/17" LCD	24-May-2006	\$ 1,054.00
N18346	E4300 PENITUM 4 COMPUTER W/17" LCD	24-May-2006	\$ 1,054.00
N18355	E4300 PENITUM 4 COMPUTER W/17" LCD	24-May-2006	\$ 1,054.00
N18351	E4300 PENITUM 4 COMPUTER W/17" LCD	24-May-2006	\$ 1,054.00
N18365	E4300 W/17" MONITOR	24-May-2006	\$ 1,054.00
N18414	E4300 W/17" MONITOR	24-May-2006	\$ 1,054.00
N18462	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18454	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18438	GATEWAY M280E TABLET	29-Jun-2006	\$ 1,473.18
N18442	GATEWAY M280E TABLET	29-Jun-2006	\$ 1,556.16
N18441	GATEWAY M280E MICROSOFT WINDOWS TAB	29-Jun-2006	\$ 1,556.16
N18461	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18469	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18465	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18450	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18466	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18452	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18443	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18455	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18451	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18463	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18467	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18458	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18457	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18459	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18460	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18453	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18468	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18464	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18456	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18470	GATEWAY E-4500 PC's	29-Jun-2006	\$ 114.83
N18449	GATEWAY E-4500 PC's	29-Jun-2006	\$ 1,114.83
N18547	125 GATEWAY E4500 PC'S	23-Aug-2006	\$ 1,097.60
N18556	GATEWAY E-4500 PC's	23-Aug-2006	\$ 1,097.60
N18557	125 GATEWAY E4500 PC'S	23-Aug-2006	\$ 1,097.60
N18555	125 GATEWAY E4500 PC'S	23-Aug-2006	\$ 1,097.60
N18516	125 GATEWAY E4500 PC'S	23-Aug-2006	\$ 1,097.60
N18508	125 GATEWAY E4500 PC'S	23-Aug-2006	\$ 1,097.60
N18507	125 GATEWAY E4500 PC'S	23-Aug-2006	\$ 1,097.60
N18655	125 GATEWAY E4500 PC'S	23-Aug-2006	\$ 1,097.60
N18541	125 GATEWAY E4500 PC'S	23-Aug-2006	\$ 1,097.60
N18502	125 GATEWAY E4500 PC'S	23-Aug-2006	\$ 1,097.60
N18151	M275E W/512 FLASH	21-Sep-2006	\$ 1,646.04
N18730	GATEWAY E4500	4-Oct-2006	\$ 1,275.27
N18675	GATEWAY M465E LAPTOP	4-Oct-2006	\$ 1,578.12
N18665	GATEWAY M465E LAPTOP	4-Oct-2006	\$ 1,578.12

N18663	GATEWAY M465E LAPTOP	4-Oct-2006	\$ 1,578.12
N18673	GATEWAY M465 E-LAPTOP	4-Oct-2006	1,578.12
N18660	GATEWAY M45-E LAPTOP	4-Oct-2006	\$ 1,578.12
N18664	GATEWAY M465-E LAPTOP	4-Oct-2006	\$ 1,578.12
N18668	GATEWAY M465-E LAPTOP	4-Oct-2006	\$ 1,578.12
N18709	GATEWAY E4500 W/SPEAKER	4-Oct-2006	\$ 1,275.27
N18708	GATEWAY E4500 W/SPEAKER	4-Oct-2006	\$ 1,275.27
N18711	GATEWAY E4500	4-Oct-2006	\$ 1,275.27
N18737	GATEWAY E4500 W/SPEAKER	4-Oct-2006	\$ 1,275.27
N18715	GATEWAY E4500	4-Oct-2006	\$ 1,275.27
N18731	GATEWAY E4500	4-Oct-2006	\$ 1,275.27
N18607	GATEWAY M465-E	9-Oct-2006	1,349.32
N18692	GATEWAY M-285-E TABLET	3-Nov-2006	\$ 1,652.77
N18687	GATEWAY M 285 E TABLET	3-Nov-2006	\$ 1,652.77
N18748	GATEWAY M285-E TABLET	28-Nov-2006	\$ 1,517.71
N18749	GATEWAY M285-E TABLET	28-Nov-2006	\$ 1,517.71
N18747	GATEWAY M285-E TABLET	28-Nov-2006	\$ 1,517.71
N18744	GATEWAY M285-E TABLET	28-Nov-2006	\$ 1,517.71
N18745	GATEWAY M285-E TABLET	28-Nov-2006	\$ 1,517.71
G31959	GATEWAY M285-E TABLET	28-Nov-2006	\$ 1,517.71
N18746	GATEWAY M285-E TABLET	28-Nov-2006	\$ 1,517.71
N18495	GATEWAY M285-E TABLET	19-Jan-2007	\$ 1,763.68
G31960	GATEWAY LAPTOPS	9-Feb-2007	\$ 1,353.72
N18865	HP PROLIANT DL380-G5-3,00GHz	3-May-2007	\$ 5,556.00
N18880	GATEWAY E 475M LAPTOP	30-Aug-2007	\$ 1,864.00
N18878	GATEWAY E475 LAPTOP	30-Aug-2007	\$ 1,864.00
N18929	GATEWAY E4620 W/17"MONITOR	26-Sep-2007	\$ 1,263.52
N18935	GATEWAY E4620 W/17"MONITOR	26-Sep-2007	\$ 1,263.52
N18937	GATEWAY E26 10 DESKTOP	26-Sep-2007	\$ 1,263.52
N18938	GATEWAY E26 10 DESKTOP	26-Sep-2007	\$ 1,263.52
N18928	GATEWAY E26 10 DESKTOP	26-Sep-2007	\$ 1,263.52
N18934	GATEWAY E2610 D	26-Sep-2007	\$ 1,263.52
N18932	GATEWAY E2610 D	26-Sep-2007	\$ 1,263.52
N18936	GATEWAY E2610 D	26-Sep-2007	\$ 1,263.52
N18927	GATEWAY E2610 D	26-Sep-2007	\$ 1,263.52
N18933	GATEWAU E2610 D	26-Sep-2007	\$ 1,263.52
N18930	GATEWAY E2610 D	26-Sep-2007	\$ 1,263.52
N18906	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N18908	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N18924	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N18912	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N18913	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N18920	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N18916	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N18910	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N18925	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N18917	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70

N18903	GATEWAY E295 LAPTOP	15-Oct-2007	\$ 1,962.70
N18909	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N18902	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N18905	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N18918	GATEWAY E295C LAPTOP	15-Oct-2007	\$ 1,962.70
N19014	mitsubishi XD49OU, XGA 3000 ANSI LUMENS	30-Jan-2008	\$ 2,153.00
N18987	GATEWAY 3-295C LAPTOP	6-Feb-2008	\$ 2,021.72
N18985	GATEWAY 3-295C LAPTOP	6-Feb-2008	\$ 2,021.72
N18984	GATEWAY 3-295C LAPTOP	6-Feb-2008	\$ 2,021.72
N18986	GATEWAY 3-295C LAPTOP	6-Feb-2008	\$ 2,021.72
N18983	GATEWAY 3-295C LAPTOP	6-Feb-2008	\$ 2,021.72
N18964	PRECOR C954i LOW IMPACT TREADMILLS	27-Feb-2008	\$ 5,816.41
N18963	PRECOR C954i LOW IMPACT TREADMILLS	27-Feb-2008	\$ 5,816.41
N18962	PRECOR C954i LOW IMPACT TREADMILLS	27-Feb-2008	\$ 5,816.41
N18965	PRECOR C954i LOW IMPACT TREADMILLS	27-Feb-2008	\$ 5,816.41
H10152	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10282	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10145	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10277	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10281	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10278	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10157	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10148	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10200	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10143	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10156	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10279	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10280	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10154	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10142	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10158	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10137	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10136	GATEWAY COMPUTER	15-Oct-2008	\$ 1,205.00
H10139	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10146	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10153	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10144	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10269	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10134	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10159	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10155	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10141	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10151	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10149	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10180	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10178	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10175	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00



H10184	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10189	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10176	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10174	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10264	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10205	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10207	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10208	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10204	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10211	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10202	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10206	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10201	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10209	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10214	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10213	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10194	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10197	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10198	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10210	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10212	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10196	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10199	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10195	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10203	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10140	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10138	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10147	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10133	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10185	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10173	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10267	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10191	GATEWAY E-4620 NO MONITOR	15-Oct-2008	\$ 1,105.00
H10270	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10266	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10190	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10188	GATEWAY E-4620 NO MONITOR	15-Oct-2008	\$ 1,105.00
H10192	GATEWAY E-4620 NO MONITOR	15-Oct-2008	\$ 1,105.00
H10183	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10182	GATEWAY E-4620 NO MONITOR	15-Oct-2008	\$ 1,105.00
H10268	GATEWAY E620 W/17" MONITOR	15-Oct-2008	\$ 1,205.00
H10187	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10186	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10179	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10177	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10181	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,105.00
H10265	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00

H10150	GATEWAY E-4620 NO MONITOR	15-Oct-2008	\$ 1,205.00
H10135	GATEWAY E4620 W/17"MONITOR	15-Oct-2008	\$ 1,205.00
H10315	GATEWAY E295-W REPLICATOR	19-Jun-2009	\$ 2,373.36
N19125	MITSUBISHI XL 2250 PROJECTOR (CAC161)	2-Sep-2009	\$ 6,036.00
N18221	GATEWAY M280E TABLET	8-Feb-2013	\$ 1,399.01
N18514	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18506	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18652	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18615	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18620	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18641	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18613	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18621	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18642	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18653	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18618	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18619	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18610	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18614	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18648	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18611	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18612	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18654	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18517	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18505	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18544	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18644	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18503	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18509	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18616	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18545	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18646	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18542	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18558	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18566	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18563	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18562	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18568	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18540	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18539	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18551	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18565	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18561	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18554	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18553	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18564	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18559	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60

N18567	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18504	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18552	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18524	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18538	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18543	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18511	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18549	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18560	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18550	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18521	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N18501	125 GATEWAY E4500 PC'S	AUG 23,2006	\$ 1,097.60
N17350	SAMSUNG VISUAL PRESENTER	JUL 01 2003	\$ 2,795.00
N17355	SAMSUNG VISUAL PRESENTER	JUL 01 2003	\$ 2,795.00
N10984	YAMAHA PM-180 MIXER	MAR 1, 1009	\$ 1,075.00
N17740	HEWLETT PACKARD 4200N LASER PRINTER	MAY 4,2010	\$ 1,199.00
N18804	GATEWAY	MAY 5,2007	\$ 1,494.70
N18689	GATEWAY M285-E TABLET	NOV 3,2006	\$ 1,487.72
N18693	GATEWAY M-285-E TABLET	NOV 3,2006	\$ 1,652.77
N18869	POINT OF SALE HARDWARE	NOV 3,2006	\$ 7,755.00
N15554	HEWLETT PACKARD 4050TN LASER JET PRINTER	NOV. 4, 1999	\$ 1,595.00
N18931	GATEWAY E2610 D	SEP 26,2007	\$ 1,263.52
N10679	1986 CHEVY VAN CARRYALL	1-Feb-1986	\$ 10,885.00
	2000 FORD CROWN VIC DONTATED BY CLOVIS PD	18-Jun-2010	\$ 2,475.00
	2001 FORD CROWN VIC DONATED BY CLOVIS PD	4-Apr-2012	\$ 2,265.00
	HEWLETT PACKARD LASERJET PRINTER	NOT ON FILE	
	LASER JET PRINTER	NOT ON FILE	
	HEWLETT PACKARD LASER JET 4100N	NOT ON FILE	
	SPEED CONTROL AUTOMATIC SYSTEM	NOT ON FILE	
	MONARCH PAXAR REGISTER	NOT ON FILE	
	HP LASER JET PRINTER	NOT ON FILE	
	PRO SWING SYSTEM	NOT ON FILE	
	PRO SWING SYSTEM	NOT ON FILE	
	PRO SWING SYSTEM	NOT ON FILE	
	PRO SWING SYSTEM	NOT ON FILE	
	HD DSKJET 400	NOT ON FILE	
	IBM TYPEWRITTER	NOT ON FILE	
	OVERHEAD PROJECTOR	NOT ON FILE	
	OVERHEAD PROJECTOR	NOT ON FILE	
	OVERHEAD PROJECTOR	NOT ON FILE	
	GATEWAY COMPUTWE SCREEN	NOT ON FILE	
	RCA TV	NOT ON FILE	
	PANASONIC TV	NOT ON FILE	
	GATEWAY COMPUTER	NOT ON FILE	
	DESK UNIT	NOT ON FILE	
	TYPEWRITTER	NOT ON FILE	
	IBM TYPEWRITTER	NOT ON FILE	

IBM TYPEWRITER	NOT ON FILE
DESK UNIT	NOT ON FILE
SAMSUNG VISUAL PRESENTER	NOT ON FILE
PANASONIC VHS	NOT ON FILE
JVC DOUBLE CASSETT DECK	NOT ON FILE
HITACHI LAPTOP	NOT ON FILE
BENCH PRESS	NOT ON FILE
EXERCISE BIKE	NOT ON FILE
EXERCISE BIKE	NOT ON FILE
PROJECTOR	NOT ON FILE
PROJECTOR	NOT ON FILE
178 KEYBOARDS AND MOUSE SET UPS	
3 BOXES OF CABLE CORDS	
166 FLAT SCREEN MONITORS	
3 PAPER CUTTING BOARDS	
3 BOXES OF PLUMBING MISC. PARTS	
4 HP OFFICE JET ALL IN ONE FAX/SCANNER	
DYNEX TV	
CANON IMAGE COPIER	
4 ROTUNDA FORD DIAGNOSTIC SYSTEMS	

# NEW MEXICO JUNIOR COLLEGE BUSINESS OFFICE

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (575) 492-2774  
Fax: (575) 492-2768

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To: NMJC Board Members  
From: Regina Choate  
RE: Purchase of People Carriers  
Date: August 15, 2013

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Board Members,

New Mexico Junior College would like to purchase two people carriers in order for the coaches to drive the athletic teams to out of town games. The people carriers have a gas engine and do not have air brakes. The carriers also require a Class "B" CDL with a passenger endorsement.

The people carriers will be purchased through Cooperative Educational Services, which allows members to purchase goods and services under contracts established by the State of New Mexico. NMJC received a proposal from Don Chalmers Ford of Rio Rancho, NM – CES Contract # 2012-003-055-006DCH.

The Administration recommends acceptance of the proposal from Don Chalmers Ford for the following buses:

Ford E-450 – 28 Passenger Bus:	\$ 64,771.00
Ford E-450 – 20 Passenger Bus with Handicap Lift:	<u>\$ 67,271.00</u>
Total:	\$132,042.00

The source of funding for this purchase will come from the FY 2013/2014 – Vehicles with an available budget of \$313,260.91.

Thank you for your consideration.

# NEW MEXICO JUNIOR COLLEGE BUSINESS OFFICE

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (575) 492-2774  
Fax: (575) 492-2768

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To: NMJC Board Members  
From: Regina Choate  
RE: Purchase of Freightliner Truck  
Date: August 15, 2013

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Board Members,

New Mexico Junior College would like to purchase a freightliner truck in order for the maintenance department to pull large trailers and cargo for the college.

The freightliner truck will be purchased through Cooperative Educational Services, which allows members to purchase goods and services under contracts established by the State of New Mexico. NMJC received a proposal from Albuquerque Freightliner of Albuquerque, NM. A contract number has not been issued, as this company was just approved by CES. Mr. Tortelli from CES has given us permission to move forward with Board Approval.

The Administration recommends acceptance of the proposal from Albuquerque Freightliner for the following truck:

Freightliner Truck M2 106 -	\$ 89,997.00
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The source of funding for this purchase will come from the FY 2013/2014 – Vehicles with an available budget of \$313,260.91.

Thank you for your consideration.

# Memo

Date: 08/16/2013

To: Dr. McCleery and the NMJC Board

From: Jeff McCool, Dean of Training & Outreach

RE: Tuition and Fee Waivers for Online Professional Development Course

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The Distance Learning Department has been charged with developing an online professional development course to be used for the purpose of certifying our online instructors here at New Mexico Junior College. Paula Wallace has developed this course and plans to start offering the first seven week session beginning August 26<sup>th</sup>. We plan to offer three additional sections of the course through the fall, spring, and summer semesters. We anticipate approximately 65 instructors completing the course, with around 25 of those being adjunct instructors. Due to the fact that part-time employees at NMJC do not receive the benefit of 9 free semester hours each semester, I would ask for your consideration in waiving tuition and fees for the adjunct instructors signing up for this course.

Thank you for your consideration!

## **Memo**

DATE: August 17, 2013  
TO: New Mexico Junior College Board Members  
FROM: Steve McCleery  
SUBJECT: Consideration of Employee Fitness Program

Following this memo, you will find a Framework for a New Mexico Junior College Employee Fitness Program. In an effort to promote New Mexico Junior College (NMJC) employee health, wellness, fitness, and quality of life, I am requesting the New Mexico Junior College Board approve and support a NMJC employee health, wellness, fitness, and quality of life program.

New Mexico Junior College Employees engaging in the Board approved employee health, wellness, fitness, and quality of life program will be eligible for 16 hours of additional Personal / Emergency Leave for every (6) months of active health, wellness, fitness and quality of life participation. Various health, wellness, fitness, and quality of life factors have been assigned numerical values, and employees will qualify for the incentives based on the amount of health, wellness, fitness, and quality of life points earned during a six (6) month period. The supplemental NMJC Employee Fitness Manual will provide the details.

Each NMJC employee health, wellness, fitness, and quality of life participant must have at least 2-3 NMJC employees who will hold them accountable to the accurate recording and milestone completions. Additionally, each participant must obtain a physician's approval and release to participate in the New Mexico Junior College (NMJC) employee health, wellness, fitness, and quality of life program, and each employee must sign a release of liability.

Thank you for your consideration.



New Mexico Junior College  
*Employee Fitness Program*



# New Mexico Junior College

## *Employee Fitness Program*

In an effort to promote New Mexico Junior College (NMJC) employee health, wellness, fitness, and quality of life, the New Mexico Junior College Board approved and supports the following NMJC employee health, wellness, fitness, and quality of life program.

New Mexico Junior College Employees engaging in the Board approved employee health, wellness, fitness, and quality of life program will be eligible for 16 hours of additional Personal / Emergency for every (6) months of active health, wellness, fitness and quality of life participation. Various health, wellness, fitness, and quality of life factors have been assigned numerical values, and employees will qualify for the incentives based on the amount of health, wellness, fitness, and quality of life points earned during a six (6) month period.

Each NMJC employee health, wellness, fitness, and quality of life participant must have at least 2-3 NMJC employees who will hold them accountable to the accurate recording and milestone completions. Additionally, each participant must obtain a physician's approval and release to participate in the New Mexico Junior College (NMJC) employee health, wellness, fitness, and quality of life program, and each employee must sign a release of liability.

The New Mexico Junior College (NMJC) employee health, wellness, fitness, and quality of life program embraces and rewards the following:

- *Maintain a Tobacco free lifestyle,*
- *Maintain a healthy Body / Mass Index,*
- *Maintain safe and appropriate blood levels,*
- *Maintain and manage safe and acceptable blood pressure,*
- *Maintain and manage safe glucose levels,*
- *Maintain emotional wellbeing,*
- *Maintain a healthy eating lifestyle, and*
- *Maintain an active lifestyle by engaging in a fitness program that promotes the following areas of health related fitness: Body Composition, Cardiovascular Fitness, Flexibility, Muscular Strength and Endurance.*

To establish a NMC Employee Fitness / Wellness monitoring system, the following eight health, wellness, fitness, and quality of life items will be assigned a point value to serve as a framework to measure employee commitment and engagement in the program. The eight health, wellness, fitness, and quality of life items are considered scientifically important by health professionals.

**Points may not be stacked or duplicated:**

1. Maintain a Tobacco free lifestyle (300 points)
  2. Maintain a healthy Body / Mass Index
    - Maintain a Normal Body Mass Index (100 points)
    - <http://www.mayoclinic.com/health/bmi-calculator/NU00597>
  3. Maintain safe and appropriate blood levels
    - Perform a Blood Test every 6 months (100 points)
  4. Maintain and manage safe and acceptable blood pressure
    - Maintain and manage a range of 120/80, or (200 points), or
    - Maintain and manage a range of 130/90 (100 points)
  5. Maintain and manage safe glucose levels
    - Maintain a Glucose level of \_\_\_\_\_ (100 points), or
    - Maintain a Glucose level of \_\_\_\_\_ (50 points)
  6. Maintain emotional wellbeing (100 points)
    - Within each 6 month period, read at least 1 book in regard to emotional wellbeing and discuss the book with another NMJC employee.
  7. Maintain a healthy eating lifestyle (100 points)
    - Within each 6 month period, read at least 1 book in regard to healthy eating and discuss the book with another NMJC employee
  8. Sign up for credit for a NMJC Community Fitness Course (100 points)
  9. Read and review the fitness material on the Mayo Clinic Web Site (100 points)
  10. Maintain an active lifestyle by engaging in a fitness program that promotes the following areas of health related fitness:  
**Body Composition, Cardiovascular Fitness, Flexibility, Muscular Strength and Endurance**
    - **Exercise 75** or more times during a 6 month period (400 points)  
 Must include all areas of health related fitness  
**Body Composition, Cardiovascular Fitness, Flexibility, Muscular Strength and Endurance**
    - **Exercise 60 – 74** times during a 6 month period (200 points), or  
 Must include all areas of health related fitness  
**Body Composition, Cardiovascular Fitness, Flexibility, Muscular Strength and Endurance**
    - **Exercise 50 – 59** times during a 6 month period (100 points)  
 Must include all areas of health related fitness  
**Body Composition, Cardiovascular Fitness, Flexibility, Muscular Strength and Endurance**
- TOTAL POINTS AVAILBLE (1,600 points)**

**1200 – 1400 points = 16 Hours Personal Leave**

**900 – 1199 points = 8 Hours Personal Leave**

## Health Related Physical Fitness Components

**Body Composition or Body Mass Index** indicates the amount of excess fat the body carries. A lower percentage of Body fat or lower Body Mass Index is considered a healthier life style and potential increase ones' optimal health, wellness, fitness, and quality of life. To calculate your Body Mass Index, visit the site below.

<http://www.mayoclinic.com/health/bmi-calculator/NU00597>

**Cardiovascular Fitness** represents the body's ability to deliver oxygen and fuel to the body's systems during strenuous activity. The fitter one is, the better the oxygen and fuel delivery system. Improving ones' cardiovascular fitness is considered a key concept to improving ones' health, wellness, fitness, and quality of life.

**Flexibility** represents the body's ability to move joints through a full range of motion. As one ages, we lose range of motion and the potential for maintaining optimal health, wellness, fitness, and quality of life.

**Muscular Endurance** is the ability to make repetitive movements over time. Increased muscular endurance increases the probability of improving health, wellness, fitness, and quality of life.

**Muscular Strength** is the ability to deploy force or lift heavy objects. Increased muscular strength may increase the probability of improving health, wellness, fitness, and quality of life.

*Prior to beginning this exercise program, please obtain clearance from an allied health professional (page 61), and please sign the attached release form found on page 60 of this Booklet. To be eligible for participation, both releases must be signed and on file in the Human Resources Office. Additionally, if you have not been exercising, it is important to make slow incremental improvements to your exercise routine.*

### **The Three Part Exercise Regimine**

#### I. Part One – Warm Up

Maintain and hold each Stretch for 30 - 45 seconds (Avoid bouncing or overly stretching the muscles)

- A. Calf Stretch,
- B. Leg Hug,
- C. Hamstring Stretch,
- D. Side Stretch,
- E. Shoulder Stretch,
- F. 1-2 minute walk/ or jog in place

### **The Three Part Exercise Regimine**

#### II. Part Two – Cardiovascular Exercise / Muscular Strength / Muscular Endurance

The Cardiovascular Exercise should include **20-30 minutes of continuous movement for a minimum of three days per week** at an intensity that will produce a training effect.

<http://www.mayoclinic.com/health/target-heart-rate/SM00083>

Cardio Vascular or Aerobic (With Oxygen) activities include: Walking, Biking, Jogging, Aerobic Dance, Basketball, Soccer, Stationary Biking, Treadmill, Cross Country Skiing, Racquetball, Swimming, Rope Jumping, Skating, etc.... The Muscular Endurance and Muscular Strength should include items such as: weight lifting, pushups, dips, Chin ups, modified sit ups, crunches for a minimum of one set of ten repetitions.

### **The Three Part Exercise Regimine**

#### III. Part Three – Cool Down

Maintain and hold each Stretch for 30 - 45 seconds

- A. 1-2 minute walk,
- B. Calf Stretch,
- C. Leg Hug,
- D. Hamstring Stretch,
- E. Side Stretch,
- F. Shoulder Stretch,

## Examples of Stretching Exercises



**Health, Wellness, Fitness, and Quality of life**  
**Log Sheet**

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**Week One**

**Date:** Monday \_\_\_\_\_

Blood Pressure: \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week One**

**Date:** Tuesday \_\_\_\_\_

Blood Pressure: \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week One**

**Date:** Wednesday \_\_\_\_\_

Blood Pressure: \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week One**

**Date:** Thursday \_\_\_\_\_

Blood Pressure: \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)                      Body Mass Index: \_\_\_\_\_

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**Week One**    Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_                      Strength Exercises: \_\_\_\_\_  
                    Yes                      No    Yes                      No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
                    Yes                      No  
Weight : \_\_\_\_\_ (Optional)                      Body Mass Index: \_\_\_\_\_

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**Week One**    Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_                      Strength Exercises: \_\_\_\_\_  
                    Yes                      No    Yes                      No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
                    Yes                      No  
Weight : \_\_\_\_\_ (Optional)                      Body Mass Index: \_\_\_\_\_

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**Week One**    Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_                      Strength Exercises: \_\_\_\_\_  
                    Yes                      No    Yes                      No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
                    Yes                      No  
Weight : \_\_\_\_\_ (Optional)                      Body Mass Index: \_\_\_\_\_

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**I certify the above information is accurate**

**Employee Signature:** \_\_\_\_\_

**I certify the above information is accurate**

**NMJC Accountability Partner Signature:** \_\_\_\_\_









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**Week Three** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Three** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Three** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**I certify the above information is accurate**

**Employee Signature:** \_\_\_\_\_

**I certify the above information is accurate**

**NMJC Accountability Partner Signature:** \_\_\_\_\_



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**Week Four** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Four** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Four** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**I certify the above information is accurate**

**Employee Signature:** \_\_\_\_\_

**I certify the above information is accurate**

**NMJC Accountability Partner Signature:** \_\_\_\_\_



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**Week Five** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Five** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Five** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**I certify the above information is accurate**

**Employee Signature:** \_\_\_\_\_

**I certify the above information is accurate**

**NMJC Accountability Partner Signature:** \_\_\_\_\_



**Health, Wellness, Fitness, and Quality of life**  
**Log Sheet**

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**Week Six** Blood Pressure: \_\_\_\_\_  
**Date:** Monday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Six** Blood Pressure: \_\_\_\_\_  
**Date:** Tuesday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Six** Blood Pressure: \_\_\_\_\_  
**Date:** Wednesday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Six** Blood Pressure: \_\_\_\_\_  
**Date:** Thursday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Six** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Six** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Six** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**I certify the above information is accurate**

**Employee Signature:** \_\_\_\_\_

**I certify the above information is accurate**

**NMJC Accountability Partner Signature:** \_\_\_\_\_

**Health, Wellness, Fitness, and Quality of life**  
**Log Sheet**

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**Week Seven** Blood Pressure: \_\_\_\_\_  
**Date:** Monday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Seven** Blood Pressure: \_\_\_\_\_  
**Date:** Tuesday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Seven** Blood Pressure: \_\_\_\_\_  
**Date:** Wednesday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Seven** Blood Pressure: \_\_\_\_\_  
**Date:** Thursday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Seven** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Seven** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Seven** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

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**Week Eight** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Eight** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Eight** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

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**Week Nine** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Nine** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Nine** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

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**NMJC Accountability Partner Signature:** \_\_\_\_\_









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**Week Eleven** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Eleven** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Eleven** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

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**NMJC Accountability Partner Signature:** \_\_\_\_\_

**Health, Wellness, Fitness, and Quality of life**  
**Log Sheet**

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**Week Twelve** Blood Pressure: \_\_\_\_\_  
**Date:** Monday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twelve** Blood Pressure: \_\_\_\_\_  
**Date:** Tuesday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twelve** Blood Pressure: \_\_\_\_\_  
**Date:** Wednesday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twelve** Blood Pressure: \_\_\_\_\_  
**Date:** Thursday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twelve** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twelve** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twelve** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**NMJC Accountability Partner Signature:** \_\_\_\_\_



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**Week Thirteen** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Thirteen** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Thirteen** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

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**NMJC Accountability Partner Signature:** \_\_\_\_\_





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**Week Fourteen** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Fourteen** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Fourteen** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

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**Week Fifteen** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Fifteen** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Fifteen** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

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**NMJC Accountability Partner Signature:** \_\_\_\_\_





**Health, Wellness, Fitness, and Quality of life**  
**Log Sheet**

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**Week Seventeen**

Blood Pressure: \_\_\_\_\_

**Date:** Monday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Seventeen**

Blood Pressure: \_\_\_\_\_

**Date:** Tuesday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Seventeen**

Blood Pressure: \_\_\_\_\_

**Date:** Wednesday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Seventeen**

Blood Pressure: \_\_\_\_\_

**Date:** Thursday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Seventeen** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Seventeen** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Seventeen** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Eighteen** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Eighteen** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Eighteen** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

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**NMJC Accountability Partner Signature:** \_\_\_\_\_



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**Week Nineteen** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Nineteen** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Nineteen** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

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**NMJC Accountability Partner Signature:** \_\_\_\_\_



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**Week Twenty** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twenty** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twenty** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**I certify the above information is accurate**

**Employee Signature:** \_\_\_\_\_

**I certify the above information is accurate**

**NMJC Accountability Partner Signature:** \_\_\_\_\_







**Health, Wellness, Fitness, and Quality of life**  
**Log Sheet**

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**Week Twenty-Two**

Blood Pressure: \_\_\_\_\_

**Date:** Monday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Twenty-Two**

Blood Pressure: \_\_\_\_\_

**Date:** Tuesday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Twenty-Two**

Blood Pressure: \_\_\_\_\_

**Date:** Wednesday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Twenty-Two**

Blood Pressure: \_\_\_\_\_

**Date:** Thursday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Twenty-Two** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twenty-Two** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twenty-Two** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**I certify the above information is accurate**

**Employee Signature:** \_\_\_\_\_

**I certify the above information is accurate**

**NMJC Accountability Partner Signature:** \_\_\_\_\_

**Health, Wellness, Fitness, and Quality of life**  
**Log Sheet**

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**Week Twenty-Three**

Blood Pressure: \_\_\_\_\_

**Date:** Monday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Twenty-Three**

Blood Pressure: \_\_\_\_\_

**Date:** Tuesday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Twenty-Three**

Blood Pressure: \_\_\_\_\_

**Date:** Wednesday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Twenty-Three**

Blood Pressure: \_\_\_\_\_

**Date:** Thursday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Twenty-Three** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twenty-Three** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twenty-Three** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**I certify the above information is accurate**

**Employee Signature:** \_\_\_\_\_

**I certify the above information is accurate**

**NMJC Accountability Partner Signature:** \_\_\_\_\_



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**Week Twenty-Four** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twenty-Four** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twenty-Four** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**I certify the above information is accurate**

**Employee Signature:** \_\_\_\_\_

**I certify the above information is accurate**

**NMJC Accountability Partner Signature:** \_\_\_\_\_

**Health, Wellness, Fitness, and Quality of life**  
**Log Sheet**

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**Week Twenty-Five**

Blood Pressure: \_\_\_\_\_

**Date:** Monday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Twenty-Five**

Blood Pressure: \_\_\_\_\_

**Date:** Tuesday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Twenty-Five**

Blood Pressure: \_\_\_\_\_

**Date:** Wednesday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Twenty-Five**

Blood Pressure: \_\_\_\_\_

**Date:** Thursday \_\_\_\_\_

Warm up: \_\_\_\_\_  
Yes                  No

Strength Exercises: \_\_\_\_\_  
Yes                  No

Cardio

Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_

Cool Down: \_\_\_\_\_  
Yes                  No

Weight : \_\_\_\_\_ (Optional)

Body Mass Index: \_\_\_\_\_

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**Week Twenty-Five** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twenty-Five** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twenty-Five** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**I certify the above information is accurate**

**Employee Signature:** \_\_\_\_\_

**I certify the above information is accurate**

**NMJC Accountability Partner Signature:** \_\_\_\_\_





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**Week Twenty-Six** Blood Pressure: \_\_\_\_\_  
**Date:** Friday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twenty-Six** Blood Pressure: \_\_\_\_\_  
**Date:** Saturday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**Week Twenty-Six** Blood Pressure: \_\_\_\_\_  
**Date:** Sunday \_\_\_\_\_  
Warm up: \_\_\_\_\_ Strength Exercises: \_\_\_\_\_  
Yes No Yes No  
Cardio  
Vascular Workout: (List Activity) \_\_\_\_\_ Total Time: \_\_\_\_\_ Training Heart  
Rate during exercise: \_\_\_\_\_  
Cool Down: \_\_\_\_\_  
Yes No  
Weight : \_\_\_\_\_ (Optional) Body Mass Index: \_\_\_\_\_

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**I certify the above information is accurate**

**Employee Signature:** \_\_\_\_\_

**I certify the above information is accurate**

**NMJC Accountability Partner Signature:** \_\_\_\_\_

**Final Six Month Report**

Maintain a Tobacco free lifestyle	(300 points)
Maintain a healthy Body / Mass Index	
• Maintain a Normal Body Mass Index	(100 points)
• <a href="http://www.mayoclinic.com/health/bmi-calculator/NU00597">http://www.mayoclinic.com/health/bmi-calculator/NU00597</a>	
Maintain safe and appropriate blood levels	
• Perform a Blood Test every 6 months	(100 points)
Maintain and manage safe and acceptable blood pressure	
• Maintain and manage a range of 120/80, or	(200 points), or
• Maintain and manage a range of 130/90	(100 points)
Maintain and manage safe glucose levels	
• Maintain a Glucose level of _____	(100 points), or
• Maintain a Glucose level of _____	(50 points)
Maintain emotional wellbeing	(100 points)
• Within each 6 month period, read at least 1 book in regard to emotional wellbeing and discuss the book with another NMJC employee.	
Maintain a healthy eating lifestyle	(100 points)
• Within each 6 month period, read at least 1 book in regard to healthy eating and discuss the book with another NMJC employee	
Sign up for credit for a NMJC Community Fitness Course	(100 points)
Read and review the fitness material on the Mayo Clinic Web Site	(100 points)
Maintain an active lifestyle by engaging in a fitness program that promotes the following areas of health related fitness: <b>Body Composition, Cardiovascular Fitness, Flexibility, Muscular Strength and Endurance</b>	
• <b>Exercise 75</b> or more times during a 6 month period Must include all areas of health related fitness <b>Body Composition, Cardiovascular Fitness, Flexibility, Muscular Strength and Endurance</b>	(400 points)
• <b>Exercise 60 – 74</b> times during a 6 month period Must include all areas of health related fitness <b>Body Composition, Cardiovascular Fitness, Flexibility, Muscular Strength and Endurance</b>	(200 points), or
• <b>Exercise 50 – 59</b> times during a 6 month period Must include all areas of health related fitness <b>Body Composition, Cardiovascular Fitness, Flexibility, Muscular Strength and Endurance</b>	(100 points)
<b><u>TOTAL POINTS AVAILABLE</u></b>	<b><u>(1,600 points)</u></b>

Over the course of the last six months and through frequent monitoring by my NMJC Accountability Partners, I certify that I scored \_\_\_\_\_ points for the last six months of the NMJC Employee Fitness Program.

**I certify the above information is accurate**

**Employee Signature:** \_\_\_\_\_

**I certify the above information is accurate**

**NMJC Accountability Partner Signatures:** \_\_\_\_\_

**Fitness Activity Release of Liability**

***Read Carefully – This Affects Your Legal Rights***

In exchange for participation in the New Mexico Junior College Employee Fitness Program organized by New Mexico Junior College, 1 Thunderbird Circle, Hobbs, NM 88240 and / or use of the property, facilities and services of NMJC, I agree for myself and (if applicable) for members of my family to the following:

1. I agree to observe all posted information and warnings and further agree to follow all instruction given by NMJC, or the employees, or representatives or agents of NMJC.
2. I recognize that there are certain inherent risks associated with the NMJC Employee Fitness Program, and I assume full responsibility for personal injury to myself and (if applicable) my family members, and further release and discharge NMJC for injury, loss or damage arising out of my or my family’s participation in the NMJC Employee Fitness Program or use of or presence upon facilities of NMJC, whether caused by the fault of myself, my family, NMJC, or third parties.
3. I agree to indemnify and defend NMJC against all claims, cause of action, damages, judgments, costs, or expenses, including attorney fees and other litigation costs, which may in any way arise from my or my family’s participation in the NMJC Employee Fitness Program or use of NMJC facilities.
4. I agree to pay for all damages to the facilities of NMJC caused by my or my family’s negligent, reckless, or willful action.
5. Any legal or equitable claim that may arise from participation in the NMJC Employee Fitness Program shall be resolved under New Mexico law.

**I have read this document and understand it. I further understand that by signing this release, I voluntarily surrender certain legal rights.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Notary Signature and Seal: \_\_\_\_\_

Notary Printed Name: \_\_\_\_\_

**Physician Release Form**  
[www.Zegee.com/trainer/paul1970mc](http://www.Zegee.com/trainer/paul1970mc)

Your patient, \_\_\_\_\_ wishes to start a personalized exercise program.

Are there any medical factors in your patient's history or any medications that are currently being taken which would affect exercise programming or the patient's ability to participate in a non-medically supervised exercise program?

Please Circle: Yes No

If yes, please list and explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Please identify any recommendations or restrictions that are appropriate for your patient in this exercise program:  
\_\_\_\_\_  
\_\_\_\_\_

My patient, \_\_\_\_\_, has my approval to begin an exercise program with the recommendations or restrictions stated above.

**Physician Name:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Physician Signature:** \_\_\_\_\_

# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 8/9/2013

Candidate's name Jeffery S. Becker

Position title Professor of Physical Education/Assistant Women's Track Coach

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 8/23/2013 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 \$39,290 to \$49,112 Recommended annual salary \$ 48,272 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
President

**Selection Committee Members:** Donald Worth – Director of Athletics - Chairperson

Kelly Holladay – Dean of Business, Math and Sciences

Phillip Roybal – Acting Vice President for Student Services

Keith Blackwell - Professor of Physical Education/Head Women's Track Coach

Comments: Mr. Becker, with a Master's degree in Health, Physical Education and Recreation and more than thirteen years of applicable experience meets and/or exceeds the minimum requirements for this position

## ABBREVIATED RESUME

### **Position**

Professor of Physical Education/Assistant Women's Track Coach

### **Personal Data**

Name: Jeffery S. Becker

### **Education**

M.S., Fort Hays State University, Hays, KS, 2001

Major: Health, Physical Education and Recreation

B.S., Fort Hays State University, Hays, KS, 1999

Major: Physical Education

A.A., Colby Community College, Colby, KS 1996

### **Professional Experience**

Butler Community College, El Dorado, KS 08/2010 to 08/2013  
Head Men's and Women's Cross Country/Track & Field Coach

New Mexico Junior College, Hobbs, NM 08/2007 to 08/2010  
Professor of Physical Education/Assistant Women's Track Coach

Colby Community College, Colby, KS 08/2002 to 08/2010  
Head Men's and Women's Cross Country/Track & Field Coach

Highland Community College, Highland, KS 08/2001 to 07/2002  
Assistant Cross Country/Track & Field Coach

USD#425, Highland, KS 08/2001 to 07/2002  
Part-time Substitute Teacher

Arthritis Foundation/Kansas Chapter 02/1999 to 2002  
Marathon Team Training Coach

Fort Hays State University, Hays, KS 1998 to 2001  
Student Coach – Cross Country and Track

### **Certifications:**

USATF Level 1

### **Honors:**

2009 NJCAA Women's Indoor Track and Field Assistant Coach of the Year

2011 Region VI Women's Indoor and Outdoor Track and Field Coach of the Year

2013 NJCAA Women's Indoor and Outdoor Track and Field Coach of the Year



# New Mexico Junior College

## Career Opportunities

### Position Announcement • August 2013

**Position Title:** Professor of Physical Education/Assistant Women's Track Coach

**Position Description:** The position is responsible to the Vice President for Instruction, Vice President for Student Services, Dean of Business, Math & Sciences, Director of Athletics and the Head Women's Track Coach. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve on college committees as assigned; (3) serve as a sponsor for student groups as assigned; (4) post and maintain supervisor approved office hours per week; (5) assume other professional responsibilities associated with the position of Professor of Physical Education/Assistant Women's Track Coach; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; and, (8) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Bachelor's degree required, master's degree preferred. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed.

**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 employee benefits apply.

**Application Deadline:** Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position starts 2013 Fall Semester.

**Apply:** Submit NMJC application form (available at [www.nmjc.edu](http://www.nmjc.edu)), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three names of references with current addresses and phone numbers.

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

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

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

**"Equal Opportunity Education and Employment"**

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (505) 492-2790 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: [kmiller@nmjc.edu](mailto:kmiller@nmjc.edu)



# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 8/9/2013

Candidate's name Kendra C. Coveal

Position title Professor of Physical Education/Assistant Women's Basketball Coach

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 8/23/2013 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard NCAA Career Center Website

(\*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 \$35,595 to \$44,493 Recommended annual salary \$ 40,322.00 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%

### Recommended and approved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
President

**Selection Committee Members:** Donald Worth – Director of Athletics - Chairperson

Kelly Holladay – Dean of Business, Math and Sciences

Phillip Roybal – Acting Vice President for Student Services

Drew Sanders – Professor of Physical Education/Head Women's Basketball Coach

Comments: Ms. Coveal, with a Bachelor's degree in Mathematics and two years of applicable experience meets and/or exceeds the minimum requirements for this position

## **ABBREVIATED RESUME**

### **Position**

Professor of Physical Education/Assistant Women's Basketball Coach

### **Personal Data**

Name: Kendra C. Coveal

### **Education**

B.A., Adams State University, Alamosa, CO, 2011

Major: Mathematics

### **Professional Experience**

Adams State University, Alamosa, CO

Interim Associate Head Women's Basketball Coach

Assistant Women's Basketball Coach

04/2013 to 06/2013

07/2011 to 04/2013

### **Honors and Accomplishments:**

Adams State College Athletic Director Honor Roll – Spring 2010

Adams State College Athletic Director Honor Roll – Fall 2007

Adams State University Team Member – August 2007 to May 2011

Team Captain – 2008-2011

RMAC First Team All RMAC – 2010-2011

RMAC Second Team All RMAC – 2009-2010

NCAA National Tournament Sweet Sixteen – 2010-2011



# New Mexico Junior College

## Career Opportunities

**Position Announcement** • July 2013

**Position Title:** Professor of Physical Education/Assistant Women's Basketball Coach

**Position Description:** The position is responsible to the Vice President for Instruction, Vice President for Student Services, Dean of Business, Math & Sciences, Director of Athletics and the Head Women's Basketball Coach. Duties and responsibilities include, but are not limited to, the following: (1) Assist Head Women's Basketball Coach with all team functions; (2) teach classes (day and/or evening) in Physical Education; (3) serve on college committees as assigned; (4) serve as a sponsor for student groups as assigned; (5) post and maintain supervisor approved office hours per week; (6) assume other professional responsibilities associated with the position of Professor of Physical Education/Assistant Women's Basketball Coach; (7) participate in a process of continual personal and professional improvement; (8) actively participate in the institutional goals and objectives designed to support the mission of the college; and (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:** Bachelor's degree in Physical Education or related field required, Master's degree, also in Physical Education or related field, preferred. All degrees must be from a regionally accredited institution. Successful community college teaching experience preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed. Must maintain a valid driver's license and be able to travel. **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 employee benefits apply.

**Application Deadline:** Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position will start Fall Semester 2013. To ensure consideration, all application materials must be received as soon as possible.

**To Apply:** Submit NMJC application form on line at [www.nmjc.edu](http://www.nmjc.edu) (Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for **all** degrees listed on resume (official transcripts required prior to employment), and three references with current addresses and phone numbers.

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

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

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

**"Equal Opportunity Education and Employment"**

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