

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, January 31, 2002

Zia Room - Library

1:30 p.m.

AGENDA

- | | |
|---|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of December 20, 2001 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. New Business | |
| 1. Monthly Expenditures Report | Dr. McCleery |
| 2. Monthly Revenue Report | Dr. McCleery |
| 3. Oil and Gas Revenue Report | Dr. McCleery |
| 4. Schedule of Investments | Dr. McCleery |
| 5. Consideration of CES Bid for Caster Activity Center HVAC Project | Dr. McCleery |
| 6. Consideration of Bid #915 - Welding Equipment | Dr. McCleery |
| 7. Consideration of Bid #916 - Purchase of New Vehicles for College Motor Pool | Dr. McCleery |
| 8. Consideration of Strategic Plan | Dr. McCleery |
| 9. Personnel Consideration - Director/Professor of Radiological Control and Waste Handling Technology | Dr. McCleery |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

DECEMBER 20, 2001

MINUTES

The New Mexico Junior College Board met on Thursday, December 20, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Larry Hanna; Mrs. Yvonne Williams; Ms. Patricia Chappelle; and Mr. Ferrel Caster. Not present were Mr. Gary Schubert and Mr. John Hice, Jr.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun.

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

Upon a motion by Mr. Hanna, seconded by Mr. Caster, the board unanimously approved the minutes of November 29, 2001.

Under *Correspondence*, Mr. Newman read a thank you note from Dan Hardin for the flowers and support received with the recent loss of his father.

Under *President's Report*, Randy Whicker presented to the college awards received by the ASSET Program at the recent Association for Career and Technical Education annual convention in New Orleans, Louisiana. The program was recognized for their achievements as the 2001 Automotive Award of Excellence National First Place Winner.

Under *New Business*, Dan Hardin presented the November financial reports and with a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the expenditures

Rich Fleming recommended Ms. Kimberly Webb for the Professor of Nursing position with a nine month salary of \$32,897. Upon a motion by Ms. Chappelle, seconded by Mr. Hanna, the board unanimously approved the employment of Ms. Webb, effective January 8, 2002.

Mr. Hardin recommended Ms. Sylvia Turrubiates for the Academic Advisor position with an annual salary of \$28,500. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Turrubiates, effective January 7, 2002.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for January 17, 2002, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Ms. Chappelle, seconded by Mr. Hanna, the board meeting adjourned at 2:00 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

Sam Oswald
Rich Fleming
Marilyn Jackson
Dan Hardin
Steve Davis
C. Nelson

Mickey Best
Sharon Jenkins
Pat Gorman
Bill Braun
Bill Kunko
T. D.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: January 15, 2002

RE: Expenditure and Revenue Reports for December

December represents month six of the fiscal year or approximately 50% of the budget. As you review the expenditure report please keep in mind that the expenditure totals include funds expended and encumbered. At the end of December there was \$1,880,000.00 of the expenditures that were encumbered funds. The areas that are above the 50% of budget in Instruction and General are the Academic Support and Student Services. As we have stated in prior months, Academic Support has the Library purchases that were encumbered early in the year and Student Services has expended funds in areas such as student recruiting and Learning and Career Services that also had early seasonal expenditures.

The support departments that are over the normal percentage for December are the Internal Service Department, Student Aid, Auxiliary Enterprises, and Athletics. Internal Service Departments include Computer Services, Graphics and Motor Pool. The Computer Services Department and the Graphics Department have upfront funds expended for maintenance agreements and leases. The Computer Services Department is given a monthly credit from Instruction, Academic Support, Student Services and Institutional Support for their allocation for computer services. At this time, it appears that more funds have been expended than were budgeted. Each month \$55,147.00 will be credited to Computer Services. As the year progresses the amount included in the total year to date will decrease and should be within the projected budget at yearend. Student Aid has seasonal expenses for honors scholarships and tuition waivers. We have also started encumbering for the spring semester. Auxiliary

The revenue report has some of the same features as the expenditure side. Tuition and fees are a seasonal revenue stream. State appropriations are consistent monthly revenue. December oil and gas is based on September 2001 prices and production. We are starting to see the results of the downturn in oil and gas prices. Property taxes are also a seasonal revenue item. We received \$428,395.00 in December. After talking to the County Treasurer, we should be receiving a check for approximately \$826,000.00 in January for property tax revenue.

Under, Auxiliary Enterprises, the Bookstore revenue has been strong with year to date revenue of \$622,767.80. The Residential Housing is seasonal with year to date revenue of \$587,821.82. In January we will see increases in Auxiliary Enterprises as the spring semester begins.

Grant revenue starts at different times than the fiscal year. Grants normally begin in October and they are a draw down of funds after expenditures have been made. Grant expenditures are higher than the revenue side, but we should start seeing the draw downs coming in over the next few months.

Student Aid consists of work study funds, Pell Grant Program and the Federal Direct Loan program. This is seasonal revenue funded at the start of each semester. Again, we will see more activity in January with the beginning of the spring semester.

Total Revenue is ahead of budget projected revenue. In areas of revenue that is not seasonal the monthly income is tracking with or better than projections with the total revenue to budget percentage at 55%.

The month end investment total was \$8,075,000.00. We brought in \$500,000.00 from Local Government Investment Pool to cover cash flow. We may see funds going back to LGIP in January depending on cash flow and when we receive Property Tax revenue.

December shows indications of the decline in the oil and gas revenue. The average monthly oil and gas revenue for the first five months of the 2001/2002 budget year was \$327,871.00. The December oil and gas revenue of \$288,115.00 is \$39,000.00 below the first five months average oil and gas revenue monthly income. Included in the December revenue for oil and gas is \$288,115.00 from oil and gas revenue and \$477,790.00 from oil and gas equipment tax. The projected budget for oil and gas equipment was \$375,000.00. We have not seen the revenue for January to see how the decline will continue.

Also at this time, the State Auditor has not issued approval on any of the audits from the institutions of higher education. We expect that the State Auditor will approve our audit and Johnson Miller and Company will be presenting the audit to the Board in the February meeting.

As suggested in the audit exit review, we are forming an internal audit review program and committee. On January 28th we are meeting with Johnson Miller and Company to determine the scope and process of our internal audit program. Internal Audits have not been done in the past, but we feel that an internal audit program will help us to attain our goal to not have any audit findings in our next annual audit review. Amparo Salazar will be in charge of actual internal audit reviews. The internal audit committee will meet on a quarterly basis and will include a New Mexico Jr. College Board member, Robert Guthrie Accounting professor at NMJC, Amparo Salazar staff Accountant, and myself.

One last item, we will be paying off the Dorm Revenue Bonds on January 31, 2002 by means of a wire transfer for \$1,354,860.00. This includes \$1,290,000.00 in principal, \$40,860.00 in interest and a \$24,000.00 call premium. This will leave the college debt free.

This is the financial picture for December 2001.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

December 2001

50% of Year Completed

Fund	2000-01			2001-02			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,322,453	2,278,480	43%	5,980,600	474,356	2,446,532	41%
Academic Support	1,012,220	599,815	59%	1,021,222	79,843	664,526	65%
Student Services	1,020,190	614,309	60%	1,194,494	113,626	712,760	60%
Institutional Support	2,321,133	882,262	38%	2,461,574	148,873	1,151,633	47%
Operation & Maintenance of Plant	1,674,751	804,260	48%	1,943,012	120,841	754,890	39%
Subtotal - Instruction & General	11,350,747	5,179,126	46%	12,600,902	937,539	5,730,341	45%
Student Activities	118,724	56,356	47%	165,817	23,007	78,799	48%
Research	0	0	0%	0	0	0	0%
Public Service	24,968	329	1%	5,650	0	935	17%
Internal Service Departments	309,131	262,556	85%	300,815	(7,605)	342,444	114%
Student Aid	139,605	108,562	78%	148,092	29,791	130,564	88%
Auxiliary Enterprises	1,254,436	879,168	70%	1,266,820	238,711	1,231,813	97%
Athletics	558,129	356,565	64%	593,066	8,150	332,789	56%
Total Current Unrestricted Fund	13,755,740	6,842,662	50%	15,081,162	1,229,593	7,847,685	52%
CURRENT RESTRICTED FUND							
Grants	3,135,237	1,381,695	44%	2,236,954	84,895	977,554	44%
Student Aid	3,204,007	2,751,618	86%	3,300,000	955,612	2,952,069	89%
Total Current Restricted Fund	6,339,244	4,133,313	65%	5,536,954	1,040,507	3,929,623	71%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	2,126,546	744,493	35%	3,325,000	91,230	987,398	30%
Projects from State GOB Funds	0	0	0%	1,500,000	0	733,075	49%
Projects from State STB Funds	0	0	0%	143,891	0	143,891	100%
Projects from Other State Funds	116,172	110,009	95%	6,163	0	6,163	100%
Projects from State B R & R				345,546	54,197	180,427	52%
Subtotal - Capital and BR&R	2,242,718	854,502	38%	5,320,600	145,427	2,050,954	39%
Debt Service							
Revenue Bonds	264,845	133,541	50%	1,470,813	0	133,802	9%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

December 2001

50% of Year Completed

Fund	2000-01			2001-02			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,168,950	1,053,616	90%	1,244,954	111,073	1,097,203	88%
State Appropriations	6,566,300	3,283,225	50%	7,494,100	588,225	3,965,050	53%
Advalorem Taxes - Oil and Gas	2,500,000	2,161,817	86%	2,874,085	765,905	2,414,273	84%
Advalorem Taxes - Property	1,900,000	389,210	20%	1,900,000	428,395	508,539	27%
Interest Income	125,500	90,529	72%	75,000	8,396	66,475	89%
Other Revenues	384,886	103,808	27%	294,400	6,933	129,123	44%
Subtotal - Instruction & General	12,645,636	7,082,205	56%	13,882,539	1,908,927	8,180,663	59%
Student Activities	40,000	40,205	101%	43,400	3,464	39,237	90%
Public Service	0	29,100	0%	0	0	0	0%
Internal Service Departments	21,000	6,805	32%	14,000	878	9,235	66%
Auxiliary Enterprises	1,442,050	1,095,879	76%	1,528,300	58,763	1,221,911	80%
Athletics	33,600	17,209	51%	35,100	5,711	20,049	57%
Total Current Unrestricted	14,182,286	8,271,403	58%	15,503,339	1,977,743	9,471,095	61%
CURRENT RESTRICTED FUND							
Grants	3,135,237	1,330,503	42%	2,236,954	90,068	415,424	19%
Student Aid	3,204,007	2,749,920	86%	3,336,485	8,078	1,902,517	57%
Total Current Restricted	6,339,244	4,080,423	64%	5,573,439	98,146	2,317,941	42%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Anonymous Grant				250,000	0	24,732	10%
Projects from State GOB Funds	0	0	0%	1,500,000	0	535,850	0%
Projects from State STB Funds	0	0	0%	143,891	0	143,891	100%
Projects from Other State Funds	116,172	0	0%	6,163	0	6,163	100%
Interest Income	0	56,953	0%	50,000	8,147	59,671	119%
Subtotal - Capital & BR&R	116,172	56,953	49%	1,700,054	8,147	745,575	44%
Debt Service							
Interest Income	55,000	40,688	74%	73,164	3,535	35,801	49%
Total Plant Funds	171,172	97,641	57%	1,773,218	11,682	781,376	44%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

December 2001

50% of Year Completed

		OIL		GAS		COMBINED		
Month of		Price	Lea County	Price	Lea County	Monthly	2000-01	Variance
Sales	Distribution	per BBL	BBLs sold	per MCF	MCF sold	Revenue	Original	Over (Under)
							Budget	Budget
April	July	\$24.76	3,251,164	\$4.69	18,075,793	330,922	208,250	122,672
May	August	\$24.78	5,412,518	\$5.47	18,046,880	360,106	208,250	151,856
June	September	\$24.77	3,246,565	\$3.76	17,173,974	305,123	208,250	96,873
July	October	\$25.78	3,258,367	\$2.55	17,191,397	330,045	208,250	121,795
August	November	\$25.68	3,330,307	\$3.26	18,785,391	313,161	208,250	104,911
September	December	\$25.05	3,279,532	\$2.65	18,519,464	288,115	208,250	79,865
October	January						208,250	
November	February						208,250	
December	March						208,250	
January	April						208,250	
February	May						208,250	
March	June						208,250	
Production Tax Revenue						1,927,472	2,499,000	677,972
Equipment Tax Revenue						477,790	375,000	0
Total Year-to-Date Oil and Gas Revenue						2,405,262	2,874,000	677,972

Source: New Mexico Taxation and Revenue Department

In order to stabilize the budgetary process for the 2001-02 fiscal year, oil and gas revenues were budgeted at a long-term historical average of \$16.00 per bbl for oil and \$2.50 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2001-02 year that exceed this budgeted amount will be considered for transfer

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
December 2001

50% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	7,825,000	N/A	N/A	N/A	7102-1348	2.79%	18,920
Wells Fargo Bank of Hobbs	<u>250,000</u>	08/08/2001	02/08/2002	181	231611237	2.87%	<u>598</u>
Total investments	<u>8,075,000</u>						<u>19,518</u>

Summary of Current Month's Activity	
Beginning amount	8,575,000
Plus: deposits	0
Less: withdrawals	<u>(500,000)</u>
Ending amount	<u>8,075,000</u>

Capital Projects and Debt Service	4,494,854
Percentage of total investments	56%

-- REVISED 4-17-00 --

NEW MEXICO JUNIOR COLLEGE Capital Project Priorities

	Proposed Funding Amt.	Project	Proposed Funding Source
High Priority	1,200,000	Funding for Payment of Outstanding Revenue Bonds on Dormitories in 2002 - total needed is approximately \$1,350,000	Current reserves
	650,000	Emergency Chiller Replacement - Caster Retro-fit	Current reserves
	116,172	Chiller Replacement	NM GOB funds for infrastructure
	375,000	Technology Needs <i>(lab replacements, upgrades)</i>	Current reserves
	500,000	Vocational Bldg. B Renovation	Current reserves
	175,000	High tech start up fund for research and development	Current reserves
	Desired	350,000	Baseball Field Improvements / Renovation
150,000		Rodeo Arena Improvements / Renovation	* Oil and gas revenues, capital reserves and/or other sources
100,000		Dormitory Landscaping and Recreational Area	* Oil and gas revenues, capital reserves and/or other sources
4,800,000		Ben Alexander Student Center Expansion / Renovation <i>(21,500 gross square footage addition + renovation of existing facilities)</i>	State funds and/or other sources
In Progress	10,273,332	Western Heritage Center <i>(49,500 gross square feet - project cost includes design and construction of facilities and exhibits, including furnishings)</i>	State funds, foundation and/or private sources

Caster Activity Center

Heating, Air Conditioning and Mechanical Upgrade

CES approved bid to Allstate Mechanical

January 31, 2002

The New Mexico Jr. College business office is recommending the approval of the CES bid from Allstate Mechanical for the heating, air conditioning and mechanical upgrade of Caster Activity Center. The recommendation is for the approval of the base bid of \$1,005,498.46 and alternative one (1) of \$32,235.55 for a total bid of \$1,037,734.01.

The purpose of this project is to make mechanical upgrades and to bring on line Caster Activity Center with the Central Plant's chilled water system for heating and air conditioning.

The funding for this project will come from prior Board allocated capital funds, remaining funds from State General Obligation Bond, Building Renewal and Replacement funds, remaining funds after debt service payoff of dorms, and from recommended transfer of additional reserves to capital to complete this project.

MEMORANDUM

The Caster Activity Center heating, air conditioning and mechanical upgrade was made a priority project by the Board in the spring 2000. The Caster Activity Center is the second phase of a two-phase project. The first phase was the Central Plant remodeling and addition of a 400 ton chiller. The upgrade of the Central Plant and the addition of the 400 ton chiller was necessary to handle the additional load of the Caster Activity Center and for future campus expansion needs. The Central Plant remodeling and the Chiller replacement have been completed. Design and construction drawings have been completed for Caster Activity Center heating, air conditioning and mechanical upgrade.

Dekker/Perich/Sabatini, the architects on the project, went out to bid through CES (Cooperative Educational Services). CES is a school service agency established as a Joint Power Agency. New Mexico Jr. College became a party to the Joint Powers Agreement on January 27, 2000. Contracts under CES are exempt from the State Procurement Code Regulations. CES contracts are based on sealed proposals, members are exempt from having to issue a bid or request for proposals (RFP). The college has the option of requesting a quote or bid from a CES vendor to ensure best price availability.

Dekker/Perich/Sabatini requested bids from three CES contractors and received two bids. Facility Care had a base bid of \$978,207.00 and Allstate Mechanical had a base bid of \$959,195.00. Allstate Mechanical was selected to be the contractor for the Caster Activity Center heating, air conditioning and mechanical upgrade. Dr. McCleery requested Dekker/Perich/Sabatini and Allstate Mechanical review the project bid for any cost savings that would not jeopardize the integrity of the project. Allstate Mechanical and the design engineers identified areas that could be modified. With the approval from Dekker/Perich/Sabatini, Allstate Mechanical was able to lower the base bid to \$868,701.00. This produced a cost savings of \$90,494.00 from the original base bid.

The initial funding for the project came from a New Mexico Severance Tax Bond, a New Mexico General Obligation Bond and from Board approved capital funds.

Revenues:

New Mexico Severance Tax Bond	\$ 116,172.00
New Mexico General Obligation Bond	\$ 500,000.00
NMJC Capital Funds	<u>\$ 650,000.00</u>
Total	\$1,266,172.00

Project phase one expenditures:

Funds Remaining after phase one completion \$ 728,906.37

After the completion of the chiller installation, phase two consisting of the heating, air conditioning and mechanical upgrade of Caster Activity Center was initiated. A base bid and final costs was established. The base bid includes final design and construction drawings, construction costs, contingency funds, CES fee, taxes, and reimbursable costs come to a total of \$1,005,498.46. Alternate one is being recommended to be included in the total package. Alternate one involves the main gymnasium and the removal of ductwork and roof mounted evaporative coolers. Alternate one adds a cost of \$32,235.55 to the project for a total of \$1,037,734.01.

Funding to complete phase two starts with the remaining funds from the completion of phase one, which is \$728,906.37. Next, the business office is recommending applying \$87,000.00 from BR&R (Building Renewal & Replacement) funds to the project. Additionally, as the Board is aware, the dorm payoff is January 31, 2002, and there is a remaining balance after the dorm payoff of \$138,000.00. This remaining balance is based on the Johnson Miller and Company audited debt fund beginning balance, the payment of the August payment, the earned interest for seven months, and the payoff as of January 31, 2002. The business office is recommending the application of the \$138,000.00 to the completion of the Caster Activity Center. Finally, Dr. McCleery and the business office are requesting the transfer of \$100,000.00 from reserves to the Caster Activity Center for the completion of the heating, air conditioning and mechanical upgrade.

Funds remaining from Phase One	\$ 728,906.37
BR&R funds	\$ 87,000.00
Remaining balance from dorm payoff	\$ 138,000.00
Transfer of reserves to capital	<u>\$ 100,000.00</u>
Total allocation to the Caster Activity Center	\$1,053,906.37

Dr. McCleery and the business office believe that this will be adequate funding to complete the heating, air conditioning, and the mechanical upgrades for the Caster Activity Center. We are respectfully requesting the Board's approval of the CES approved bid from Allstate Mechanical and alternate one for a total of \$1,037,734.01. In addition we are respectfully requesting the Board's approval of sources of funding to complete this project. This includes use of the remaining balance from the dorm payoff of \$138,000.00 and transfer of \$100,000.00 from reserves to capital.

**Caster Center and Chiller Design
New Mexico Junior College**

Dekker/Perich/Sabatini

architecture
interiors
planning
engineering

1/25/2002

Current and Expected Project Costs for Caster HVAC Upgrades					
Description	Net	Taxes	Fee	Total	Caster Center
1 Caster Design & Inspection Services	31,760.00	1,905.00		33,665.60	33,665.60
2 Construction Contract: Based on negotiations completed on 1/17/02 Allstate Mechanical	868,701.60				
Const Contingency 5%	43,435.05				
CES fees 1%	9,121.36				
Reimbursable Expenses	5,000.00				
Construction Total	926,257.41	55,575.44		981,832.85	981,832.85
3 Total Costs					\$1,015,498.45
4 ENERGY REBATE FROM UTILITY					(10,000.00)
5 Total Anticipated Project Costs					\$1,005,498.45
6 ALTERNATIVE CONSTRUCTION AREAS					
7 Gym Duct Removal and Damper Corrections	28,421.40	1,705.28	2,108.87	32,235.55	\$1,032,434.01
8 Room 100 HVAC and Lighting Changes	25,982.25	1,558.94	1,927.88	27,541.19	\$1,059,975.19
9 Cowboy Hall Improvements	80,067.75	4,804.07	5,941.03	84,871.82	\$1,144,847.01

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #915

Welding Equipment

BOARD DOCUMENTS

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On November 27, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed bids for the purchase of welding equipment:
 - 1) The Hobbs Daily News Sun
 - 2) Las Cruces Sun
 - 3) Albuquerque Journal
2. Bid packets were sent to seven potential bidders.
3. Four vendors submitted bids within the time frame specified by the bid package.
4. No vendors were present at the opening.
5. The Business Office has evaluated the bids received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The vendors responding to Invitation to Bid #915 were Instron Corporation, Canton, MA, Struers Inc., Westlake, OH, Buehler Ltd, Lake Bluff, IL, and A.G. Heinze Precision MicroOptics, Lake Forest, CA.

The bid response results are shown on Page 4 (Tabulation Summary).

The Administration recommends acceptance of the bid submitted by Instron Corporation, Canton, MA for the SATEC Impact Testing Machine for **\$10,900.00**.

Source of Funding: –Vocational Support Services – (Carl Perkins Grant) FY 2001/2002

Account Number: 3-2741-43-141 - MAJOR EQUIPMENT

TOTAL \$10,900.00

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #915

Welding Equipment

BOARD DOCUMENTS

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

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NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

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Account Number: 3-2741-43-141 - MAJOR EQUIPMENT

TOTAL \$10,900.00

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #916

Purchase of New Vehicles for the College Motor Pool

BOARD DOCUMENTS

Invitation to Bid #916

BOARD DOCUMENTS

General Information

- 1) On December 14, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspaper requesting sealed bids for the Purchase of New Vehicles for the College Motor Pool:
 - (1) Hobbs Daily News Sun
 - (2) Las Cruces Sun
 - (3) Albuquerque Journal
- 2) On that same date bid packets were sent to five (5) potential bidders, and upon request to one (1) additional bidder on January 3, 2002.
- 3) Two (2) bidders submitted sealed bids and Four (4) bidders did not respond.
- 4) One bidder was present at the opening.
- 5) The Business Office and the Physical Plant (Motor Pool) have evaluated the bids received and their recommendations are shown on Page 3.

Invitation to Bid #916

BOARD DOCUMENTS

Evaluation and Recommendations

Two vendors responded to our Invitation to Bid #916 in accordance with our due date and time. They were Watson Chevrolet, Buick, Pontiac Division of Hobbs, and Permian Ford of Hobbs.

The following pages reflect the specifications of the vehicles.

The Administration recommends acceptance of the bids as follows:

Watson Chevrolet Buick Pontiac Division:

2002 Chevrolet Suburban	\$30,400.00	Motor Pool Department
2002 Chevrolet Astro Van	\$20,550.00	Custodial Department
<u>Watson Chevrolet Total:</u>	<u>\$50,950.00</u>	

Total Vehicle Purchases: \$50,950.00

Source of funding: Vehicle Replacement Account 2-2741-54-730

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #916
Specifications For All Vehicles

ITEM #1:

One (1) 2002 Year Suburban or vehicle of equal specifications:

Air Conditioning - Front & Rear - Factory Installed - Front /rear controls
Air Bags - Driver and right front-passenger
Alternator - Heavy Duty
Balanced wheels - Front, rear & spare, aligned front end
Battery - Heavy Duty
Body Type & Size - 8 - passenger
Bumpers - Front & Rear (include towing trailer hitch with 2" ball class 1)
Brakes - Power Heavy Duty, 4 wheel Anti Lock Brake System, front and rear disc
Color - White only
Cruise Control - Factory installed
Doors - 4 - rear cargo doors
Engine - V-8, fuel injected, **5.0L or greater**
Fuel Tank -25 - 32 gallons
Gross Vehicle Weight Rating - 7000 lbs. (approximate)
Heater/Defroster - Front, heavy duty fresh air
Inside Lights - Dome with map and reading light
Mirrors, Outside - Two (2) below eye level, 7X9 swivel
Radio - AM/FM factory installed with CD or Cassette Player, with Clock
Seats - Cloth, 2nd & 3rd row 60/40 split-folding bench
Stabilizer Bars - Front & Rear
Steering - Power
Suspension - Heavy Duty
Tires - 16" mounted full spare, all weather tread - include Jack Lug Wrench and 16"
wheel covers
Trailer Package - Trailer hitch platform, seven-pin wiring connector, transmission oil cooler, -trailer brake pre-wiring harness and 7-way-4-way adapter
Transmission - 4-speed automatic with overdrive and tow/Haul mode
Upholstery - Cloth (Gray-Blue-Tan-Full length Floor Covering)
Wheelbase - Approximately 125" to 135"
Windshield Wipers/Washers - Dual electric, two speed intermittent
Warranty - Standard Factory Warranty

ITEM #2:

(1) 2002 year mid-size seven passenger van

Air Conditioning - Front - Factory Installed

Doors - Open out side, open out rear with glass
Engine - V-6, fuel injected 4.3L or greater
Fuel Tank -25 - 30 gallons
Gross Vehicle Weight - 5,600 lbs. (approximate)
Heater/Defroster - Front, heavy duty fresh air
Inside Lights - Dome with map and reading light
Mirrors, Outside - Two (2) below eye level, 7 X 9 swivel
Radio - AM/FM, factory installed with CD or Cassette Player, with Clock
Seats - Quick Release (if available)
Suspension - Heavy Duty
Tires - 15" mounted full spare, all weather tread - include Jack Lug Wrench and 15" wheel covers
Transmission - Automatic with cooler, 3 speed with overdrive
Upholstery - Vinyl or Cloth (Gray, Blue, Tan, - full length floor covering)
Wheelbase - Approximately 111" to 120"
Windshield Wipers/Washer - Dual electric, two speed intermittent
Warranty - Standard Factory Warranty

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

memo

Date: January 9, 2002
To: Monty Newman, Gary Schubert, Yvonne Williams, Larry Hanna, Patricia Chappelle, Ferrel Caster, John Hice, Steve McCleery
From: Renee Wharton, Institutional Research
RE: 2002-2006 Strategic Plan Changes

Following the Board Work Session on December 20, 2001, Dr. McCleery and I met to address the Board recommended changes to the draft 2002-2006 Strategic Plan. Attached is a list of all changes made to the working draft. Many of the changes listed are corrections or additional information. Other changes were based on input received during the board work session.

I have also included a final copy of the 2002-2006 Strategic Plan and list of activity suggestions for your review.

Thank you all for your valuable input.

RW

Strategic Plan Activity Suggestions

January 2002

Vision Statement 1

New Mexico Junior College will provide the highest quality education and community services possible by maintaining an educational environment where continuous assessment ensures student learning.

Strategic Objective 1 *****

To ensure quality, develop and annually revise a comprehensive plan to evaluate all instructional programs. This plan will enhance the decisions of the college to revise or delete instructional programs.

- Adhere to the policy and procedures for educational program review. Accountability and improvement of each program are the goal.
- For those programs in existence three or more years, there will be more programs annually having increasing or level enrollments over a three year period than decreasing enrollments looking at the period 1999-2000 through 2001- 2002. PBI
- Define competencies for all technical/vocational programs. *****
- Update graduate guarantees.

Strategic Objective 2

Update campus Assessment Plan in keeping with NCA requirements.

Strategic Objective 3

Develop and implement an honor's curriculum.

Strategic Objective 4 * * * *

Develop objectives to promote excellent classroom instruction.

- Develop and implement objectives to promote excellent classroom instruction.
- Continue to explore innovative learning modes. *****
- Increase awareness of instructional trends related to programs and courses. *

Strategic Objective 5 ****

Develop a plan to celebrate diversity and educate students and staff on diversity issues.

Strategic Objective 6 ****

Reevaluate and refine mandatory placement.

- Set up task force to evaluate placement policies and course score cut offs.
- Define research and data
- Develop and implement a plan that ensures the proper placement and tracking of developmental students. ***

Strategic Objective 7 *

Implement innovative scheduling and delivery methods to increase community accessibility.

- Develop innovative methods and techniques to package the instructional offerings, i.e. MTWT or Saturday College.

Strategic Objective 8

Evaluate and maintain high academic standards. *****

Strategic Plan Activity Suggestions

January 2002

- Numbers served annually in the Area Vocational High School (AVHS) and ABE programs will be increased based on two year rolling averages from a baseline rolling average of program participants from 1998-2000. PBI
- Develop strategies to increase enrollments for: AVHS, ITV, Tele-College, Distance Education.

Strategic Objective 10

Improve placement rates of graduates in jobs or continuing their education.

- Develop a plan to increase the total annual college graduates from degree and certificate programs. Gather baseline data and track progress.
- Annually each cohort of new students (beginning with Fall 1996) who were intending to transfer or obtain a career credential (based on intent model adopted by NMACC) will be tracked after three years. At this point the number who received a degree or certificate, transferred, became transfer ready (as defined by NMACC) or are still enrolled will be determined. PBI
- Develop and maintain methods to track transfer students.
- Annual placement rates of graduates in jobs or continuing their education will improve over 1998-1999 baseline. PBI
- Explore options for student job placement in the community *.

Strategic Objective 11

Systematically add on-line courses. *****

- Take an active role in the development/implementation of NM Virtual College. *****

Strategic Objective 12 **

Integrate information literacy into the curriculum.

Strategic Objective 13

Improve access to information resources

- Institution will continue to provide human, financial, and technological resources for ELIN's continued growth and development. *****
- Create a process for building collections. **
- Seek faculty/student input into acquisitions/services. ****
- Compare our allocations and acquisition process to peer institutions.

Strategic Objective 14 **

Implement strategies to increase student academic success.

- Explore underlying dynamics of student success and failure.
- Develop a culture that celebrates academic achievement and excellence.

Strategic Objective 15

Develop strategies to bring degree requirements into alignment with market requirements.

Strategic Plan Activity Suggestions

January 2002

Vision Statement 2

New Mexico Junior College will strive to be a premier comprehensive community college with a focus on quality, economic development, and collaborative agreements

Strategic Objective 1 ***

Develop methods to measure our reputation as a community college.

- Develop methods to determine our reputation in our service area.

Strategic Objective 2 ** *******

Continue to develop and implement strategies to become a premier community college.

Strategic Objective 3

Actively support articulation agreements as appropriate.

- Continue and expand existing articulation agreements as appropriate. *****
- Expand K-16 collaborative programs. *****
- Facilitate increased offerings from 4-year institutions. **

Strategic Objective 4

Actively support collaborative/cooperative agreements with industry as appropriate.

- Continue and expand existing collaborative/cooperative agreements with industry as appropriate.
*

Strategic Objective 5

Become a leader in economic development and work-force development within Lea County. *****

- Promote economic planning and workforce development. *****
- Develop a plan to certain needs and provide workforce and management training for our service area.
- Respond to community training and retraining needs.
- Research and add new instructional programs as appropriate. *****
- Develop a plan to prioritize implementation of new instructional programs/courses *****

Strategic Plan Activity Suggestions
January 2002

Vision Statement 3

New Mexico Junior College will do everything possible to enhance its image within the service area.

Strategic Objective 1 *** *****

Develop strategies to become more involved in the Lea County community events, meetings, and organizations.

- Continue taking a leadership role in the United Way Campaign.
- Develop a mechanism to gather and share information about NMJC employee involvement within the community.
- Develop strategies to become involved with the entire service area. **

Strategic Objective 2 *****

Develop and maintain a speaker's bureau to facilitate presentations throughout our service area.

- Develop and maintain a speaker's bureau to facilitate presentations throughout our service area.

Strategic Objective 3 *

Develop strategies to promote a friendlier atmosphere.

- Develop six strategies to promote a friendlier atmosphere.

Strategic Objective 4 **

Develop and host cultural events that will attract community members to campus.

Strategic Objective 5

Develop and implement a plan to increase utilization of local vendors.

Strategic Objective 6 -****

Host Town Meetings, Open Houses and special events.

Strategic Objective 7

Develop and implement strategies to improve the image of NMJC. Gather baseline data and track improvement.

Strategic Objective 8

Continue to develop and expand the campus web site.

Strategic Objective 9

Provide and coordinate campus space/equipment for internal and external events. Refine, update, and implement policies and procedures.

Strategic Plan Activity Suggestions

January 2002

Vision Statement 4

New Mexico Junior College will maintain a comprehensive student services package including recruitment and retention plans that ensure a yearly 1% - 2% FTE growth in enrollment.

Strategic Objective 1 *****

Continue to evaluate and utilize the campus-wide recruitment plan.

- Continue to visit with key faculty to evaluate current recruitment efforts and the ideas they would like to implement.
- Update current perspective student database to provide more detailed information about recruits including a detailed contact log. Allow this information to be accessed by key faculty and staff.
- Phone calls by staff and faculty to prime recruits.
- Each target student should have at least 8-10 contacts before enrollment.
- Share college day visit schedule and spring follow-up visit schedule campus wide. Encourage faculty and staff to attend with the recruiter.
- Focus traditional student recruitment efforts on a target group.
- Create invitation/campus happenings newsletter to distribute to target group.
- Contact 2001 high school graduates to see if they are considering a change in educational institutions.
- Make presentations to home school students and parents.
- Purchase ACT and SAT records for target groups.
- Develop a plan to recruit honor roll students with the goal of increasing the number of honors graduates who attend NMJC. Gather baseline data and track progress.
- Make personal visits to schools to follow up with the Honors Scholarship recipients

Strategic Objective 2 ***

Develop and promote activities that will attract potential students to our campus.

- Form a Tour Committee that will create and provide suggested dialogue and guidelines to hosting a campus tour.
- Spring open house (in district and out of district).
- Create a workshop for area parents about things they should know about choosing a college.

Strategic Objective 3 *****

Develop a systematic plan that addresses the recruitment of nontraditional students.

- Develop marketing strategies for reaching non-traditional students to enroll in Web based classes.
- Create and schedule professional workshops geared toward making career changes and improving job skills.
- Place literature in areas within our district where non-traditional students tend to frequent.
- Survey local businesses to determine interest in giving paid time, unpaid time, or paid tuition for non-traditional students to attend college classes.
- Determine the demographics of our current non-traditional students. Use this information to determine our target market.
- Develop a focus group of non-traditional students to determine what characteristics they desire in a higher learning institution.

Strategic Plan Activity Suggestions

January 2002

deemed viable.

Strategic Objective 6 *

Continue to develop strategies for financial aid outreach.

- Visit all target schools with financial aid officer and/or counselor.
- Host an information seminar for returning students.

Strategic Objective 7

Continue to develop strategies to increase the number of financial aid awards.

Strategic Objective 8 * *****

Continue to enhance and expand enrollment/registration procedures to increase accessibility and user friendliness.

- Develop strategies to improve the registration process.
- Implement on-line registration.
- Expand hours (registrar, business office, bookstore) during peak times.

Strategic Objective 9 *

Continue to involve the NMJC Foundation in recruitment activities as needed.

Strategic Objective 10 *****

Develop and implement an institutional student retention plan.

- Develop strategies to clarify and track student intent. ****
- Develop strategies to address the drop in enrollment in the dorms from the fall to spring semester.
- Develop strategies to encourage staff and faculty to wear NMJC shirts on Fridays, game days, and other special events. Notify staff and faculty of upcoming events.
- NMJC has license plates for faculty and staff.
- Provide ideas/support/options for day care.
- Send cards during holiday periods and birthday cards to potential recruits.
- Develop a plan to evaluate student's first year experience.

Strategic Objective 11

Develop a systematic plan that addresses the retention of nontraditional students.

Strategic Objective 12 *****

Continue outreach with students as early as the 6th grade.

- Create school counselor's resource guide.
- Plan annual in school presentations for each grade 6th – 10th.
- Plan three school visits a year to promote NMJC to in-district Juniors and Seniors.
- Develop recruiting strategies to establish early contact with students in the 6 – 12 grades.
- Encourage NMJC students to mentoring of children in area elementary schools.
- Include outreach activities in student services annual reports.

Strategic Objective 13 *

Develop and implement a plan to enhance campus life for residential and commuter students.

Strategic Plan Activity Suggestions

January 2002

- Fall 2001 female and minority enrollments and 2001 graduates are within 5% of the ethnic and gender makeup of the community served based on the 2000 census profile of the adult population in the area served.

Strategic Objective 16

Increase the persistence rates for students enrolled in developmental studies. Gather baseline data and track progress.

Strategic Objective 17**

Develop a plan to increase the total annual college graduates from degree and certificate programs. Gather baseline data and track progress.

Strategic Objective 18 *****

Evaluate current faculty advisement system and modify to address needs.

Strategic Plan Activity Suggestions

January 2002

Vision Statement 5

New Mexico Junior College shall provide a positive working environment for employees. The environment shall promote teamwork and foster trust and communication among staff.

Strategic Objective 1 *

Develop initiatives that enhance the working environment.

- Social Committee will continue to look at and promote staff activities.
- Develop a system that measures employee satisfaction. ***
- Encourage and promote professionalism among staff members. **
- Develop and implement an instrument that determines the effectiveness of supervisors in fostering a positive work environment. *
- Establish and develop programs that foster employee satisfaction. *****
- Utilize the Welfare committee to promote the interest of staff. ***

Strategic Objective 2 ** *****

Develop and implement a plan to enhance communication on the campus.

- Collect and analyze data related to current modes/methods of internal communication. *****
- Develop and implement a chat room forum to discuss internal community college issues.

Strategic Objective 3 ***

Promote a culture of teamwork and trust.

Strategic Objective 4 *****

Develop a systematic plan for faculty development and training.

Strategic Objective 5 *****

Develop and implement a systematic plan for staff and professional development and training.

- Utilize Staff Development Committee. *

Strategic Objective 6 *****

Provide competitive/comprehensive human resources package that is in compliance with local, state, and Federal laws.

- Develop an employment strategic plan to recruit and maintain quality faculty and staff
- Develop strategies to ensure the ethnic makeup of NMJC employees mirrors the community.
- Strive to keep employee salaries and benefits competitive with other higher education institutions in our region. *****
- Explore the use of foundation funds to compensate for interview, travel, and moving expenses. *****
- Develop a part-time faculty manual.
- Promote and encourage the use of the resource center for faculty and staff development.
- Evaluate and continue to improve the Community College Academy for new NMJC faculty and staff

Strategic Plan Activity Suggestions
January 2002

Strategic Objective 8

Develop and implement an electronic archival/backup system for the entire campus.

Strategic Objective 9

Design a platform for policies and procedures ensuring legal compliance.

Strategic Plan Activity Suggestions

January 2002

Vision Statement 6

New Mexico Junior College will continually scan the environment locally, regionally, and nationally to provide a Strategic Plan that will serve the needs of constituents

Strategic Objective 1 *****

Identify and prioritize needed research and data requirements as an institution.

Strategic Objective 2 *

Gather input and provide structure and impetus to the strategic planning process.

Strategic Objective 3 *****

Develop a college lobbying effort that is efficient, beneficial, and cost effective.

- Lobby for funding for non-credit programs. *****
- Continue institutional presence at state level. ***

Strategic Objective 4*****

Develop a plan to collect and promptly report data to the Commission on Higher Education.

Strategic Objective 5 ****

Develop strategies to ensure we are aware of the latest North Central requirements and are planning for the next NCA visit.

- Review the NCA report and determine compliance.
- Annually review and update the Institutional Quality Control Indicators. **

Strategic Objective 6

Establish a focus group composed of staff, students, and community representatives, to review and make recommendations regarding the name of the college.

- Select an internal/external discussion group for further evaluation of name change.

Strategic Objective 7 *****

Sustain open communication with constituents. Remain connected at the state, local, and county levels.

- Yearly planning session, focus groups, CSW, Public Schools
- Through the strategic planning process, determine NMJC's reputation and role as a premier college. *****

Strategic Objective 8

Demonstrate flexibility and willingness to change through responses to community needs. *****

Strategic Objective 9

Develop an assessment approach to evaluate and provide information on all non-instructional college programs.

Strategic Plan Activity Suggestions

January 2002

Strategic Objective 11 ****

Develop a plan to evaluate the first year experience of NMJC students.

Strategic Objective 12

Review the effectiveness of the administrative structure annually at budget time.

Strategic Objective 13

Prioritize computer center requests to meet institutional needs.

Strategic Objective 14 ****

Purchase and implements a new administrative software package.

- Purchase and implement software upgrades for existing administrative software. ****

Strategic Objective 15

Provide competitive athletic programs with consideration toward Title IX compliance.

Strategic Objective 16

Continuously evaluate student needs and issues.

Strategic Plan Activity Suggestions

January 2002

Vision Statement 7

New Mexico Junior College will continue to provide modern and clean facilities, as well as provide a plan for maintaining the campus and building for future growth.

Strategic Objective 1 *****

Identify, evaluate, and prioritize the maintenance needs of the campus.

Strategic Objective 2 *****

Refine and update the Master Facility Plan..

- Develop and implement a Master Landscaping Plan.
- Explore a plan to return the library to its institutional resource center function. ****
- Develop guidelines pertaining to art in public places

Strategic Objective 3 ****

Develop a system that will provide long-term planning for all infrastructure programs of the campus.

Strategic Plan Activity Suggestions

January 2002

Vision Statement 8

New Mexico Junior College will provide a safe and secure environment for its students, staff, and patrons.

Strategic Objective 1 *****

Maintain and update a Critical Incident Plan for the campus.

Strategic Objective 2 *****

Develop strategies to provide ongoing security/safety training.

- Develop strategies to provide ongoing training for security personnel
- Develop strategies to provide ongoing safety training for staff.

Strategic Objective 3 *** *******

Conduct a campus-wide safety/security audit and address needs.

- NMJC will continue to assess and respond to ADA compliance issues as well as individual student accommodations.
- Develop a potential budget for emergency management. **

Strategic Objective 4 *****

Continue to evaluate compliance of institutional policies with state, federal, and local laws as related to safety/security concerns.

Strategic Objective 5 *****

Establish a baseline for potential exposure and liability concerns and develop strategies to address concerns.

Strategic Plan Activity Suggestions

January 2002

Vision Statement 9

New Mexico Junior College will explore avenues to improve the institution's financial position and resource base.

Strategic Objective 1 *** ****

Develop a plan to establish a substantial endowment.

Strategic Objective 2 *****

Continue to gather data to evaluate the effectiveness of the institution's financial position and resource base.

Strategic Objective 3 *****

Develop a systematic approach to developing and writing institutional grants.

- Develop an inventory of campus equipment, building and expansion needs that could be addressed through alternate funding sources.
- Continue to contact alternate funding sources. Set goals and utilize strategic objectives to accomplish this task.
- Continue systematic approach in managing and writing institutional grants.
- Employ a full-time grant writer. *****

Strategic Objective 4 *** ***

Review the feasibility of expanding the tax base.

Strategic Objective 5 *****

Annually review tuition and fee policies.

- Annually review tuition policy.
- Involve student groups with annual review of tuition policy.
- Annually review fee schedule. *****

Strategic Objective 6

Search for funding for start-up funding for new programs.

Strategic Objective 7 PBI

Continue to report on performance based indicators as requested.

- For those programs in existence three or more years, there will be more programs annually having increasing or level enrollments over a three year period than decreasing enrollments looking at the period 1999-2000 through 2001- 2002. [V-1, Objective 1] [Target date March annually]
- Annually each cohort of new students (beginning with Fall 1996) who were intending to transfer or obtain a career credential (based on intent model adopted by NMACC) will be tracked after three years. At this point the number who received a degree or certificate, transferred, became transfer ready (as defined by NMACC) or are still enrolled will be determined. [V-4, Objective 19] [Target March annually]
- Annual placement rates of graduates in jobs or continuing their education will improve over 1998-1999 baseline. [V-1, Objective 10] [Target date October annually]

Strategic Plan Activity Suggestions

January 2002

Vision Statement 10

New Mexico Junior College will strive to provide quality equipment.

Strategic Objective 1 *****

Prioritize equipment replacement and purchases campus-wide.

Strategic Objective 2 *****

Maintain and update the campus technology plan.

Strategic Plan Activity Suggestions
January 2002

Vision Statement 11

New Mexico Junior College will develop an integrated marketing plan that enhances its image and promotes the vision and value of the college.

Strategic Objective 1 ** *******

Utilizing the image committee, refine, update, and implement a comprehensive public relations/marketing plan.

- Seek input from the image committee on a quarterly basis and as needed. *****
- Gather and analyze base line data that will aid in determining the effectiveness of the marketing plan. *****

Strategic Objective 2 *****

Develop and maintain a master calendar of publications, media deadlines, and special events for internal planning.

Strategic Objective 3

Develop a master calendar of campus events, activities, and deadlines for external dissemination.

- Develop strategies to enhance communication in the out-lying communities.

Strategic Objective 4 *****

Periodically inform public of NMJC accomplishments.

- Promote and advise the media of the many activities NMJC is engaged in to include the President's Report at Board meetings.
- Evaluate all avenues of information dissemination to the community.
- Publish performance based funding report numbers.
- Share economic impact data such as federal money.
- Share information on sources and uses of public funds, tuition, etc.
- Build on our reputation as a quality provider of education.
- Inform students and public of transferability of courses. *****
- Provide news media an article each week that promotes/celebrates student/faculty/staff achievements.

Strategic Objective 5 *****

Develop strategies relative to under represented populations.

Strategic Objective 6 *****

Develop strategies to enhance visibility and potential in Denver City, Seminole, Plains, and Seagraves.

FINAL REVISIONS TO 2002-2006 DRAFT STRATEGIC PLAN

Page	Location	Original Text	Cha
3	Vision Statement 11	New Mexico Junior College will develop an integrated marketing plan that enhances its image and promotes the vision and value of the college.	New mair and
6	Strategic Planning Cabinet Meeting	Strategic Planning Cabinet to evaluate and prioritize vision statements, objectives, and activities. In addition, target dates and task leaders will be assigned for each activity.	Strat state lead
	Board Work Session	Board will discuss and make changes to the Strategic Plan.	Boar Plan
	Board Meeting	Board will approve the Strategic Plan.	Boar
8	Headings		add
8	Sharing the Vision	New Mexico Junior College will develop an integrated marketing plan that enhances its image and promotes the vision and value of the college.	New mair and
9	Obj. 1, Related Obj.	V-9, Obj.. 7	V-9,
12	Obj. 15	Develop strategies to bring degree requirements into alignment with market requirements.	Ensu indu
12	Obj. 15, Others	Faculty Advisory Committee	Proc
12	Obj. 15, Related Obj.		V-1,
13	Obj. 4	Actively support collaborative/cooperative agreements with industry as appropriate.	Activ publ
13	Obj. 5	Become a leader in economic development and work-force development within Lea County.	Becc force
13	Obj. 5, Others	Administrative Cabinet	Adm
15	Obj. 3, Related Obj.	V-11, Obj. 5	V-11
16	Obj. 9, Others	Linda Neel, Lisa Hardison, Lance Caviness	Lind
17	add Obj. 16		Rese appr
17	Obj. 16, Task Leader		Rich
17	Obj. 16, Others		Stev

January 9, 2002

FINAL REVISIONS TO 2002-2006 DRAFT STRATEGIC PLAN

17	Obj. 16, Status		Ong
17	Obj. 16, Related Obj.		V-1,
18	Obj. 16	Objective 16	Obje
18	Obj. 17	Objective 17	Obje
18	Obj. 18	Objective 18	Obje
19	Obj. 5	Develop and implement a systematic plan for staff and professional development and training.	Deve prof
22	Obj. 10	Continue to utilize current measurement tools to determine the effectiveness and quality of the offices on campus. Explore new methods of evaluating campus offices.	Coni effec cam prov
23	Obj. 14, Target Date		Beqi
24	Obj. 2		adde 2): I
26	Obj. 4	Review the feasibility of expanding the tax base.	Thrc taxir
27	Obj. 7	For those programs in existence three or more years, there will be more programs annually having increasing or level enrollments over a three year period than decreasing enrollments looking at the period 1999-2000 through 2001-2002. [V-1, Objective 1] [Target date March annually]	there level enro 2002 Tarc

January 9, 2002

FINAL REVISIONS TO 2002-2006 DRAFT STRATEGIC PLAN

27	Obj. 7	<ul style="list-style-type: none"> Annually each cohort of new students (beginning with Fall 1996) who were intending to transfer or obtain a career credential (based on intent model adopted by NMACC) will be tracked after three years. At this point the number who received a degree or certificate, transferred, became transfer ready (as defined by NMACC) or are still enrolled will be determined. [V-4, Objective 19] [Target March annually] 	<ul style="list-style-type: none"> 1996 cred track rece read dete Targ
27	Obj. 7	<ul style="list-style-type: none"> Annual placement rates of graduates in jobs or continuing their education will improve over 1998-1999 baseline. [V-1, Objective 10] [Target date October annually] 	<ul style="list-style-type: none"> their Obje 98%
27	Obj. 7	<ul style="list-style-type: none"> Numbers served annually in the Area Vocational High School (AVHS) and ABE programs will be increased based on two year rolling averages from a baseline rolling average of program participants from 1998-2000. [V-1, Objective 9] [Target date October annually] 	<ul style="list-style-type: none"> Scho two prog [Targ ABE
27	Obj. 7	<ul style="list-style-type: none"> Fall 2001 female and minority enrollments and 2001 graduates are within 5% of the ethnic and gender makeup of the community served based on the 2000 census profile of the adult population in the area served. [V-4, Objective 16] [Target date March annually] 	<ul style="list-style-type: none"> grad the c adul date 7.5%
28	Vision Statement 11	<p>New Mexico Junior College will develop an integrated marketing plan that enhances its image and promotes the vision and value of the college.</p>	<ul style="list-style-type: none"> New mair and

January 9, 2002

FINAL REVISIONS TO 2002-2006 DRAFT STRATEGIC PLAN

29	Vision Statement 11	New Mexico Junior College will develop an integrated marketing plan that enhances its image and promotes the vision and value of the college.	New mair and
29	Obj. 5	Develop strategies implement relative to under represented populations.	Deve repr add
29	Obj. 5		add 12): elerr
29	Obj. 5		add 12): repo
29	Obj. 5; Others	Sharon Jenkins, Michael Chavez, Tim Perry, Outside Support	Shar Outs

January 9, 2002

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 1-22-02

Candidate's name W. Scott Brake

Position title Director/Professor of Radiological Control and Waste Handling Technology

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 pending Board approval Standard contract length 12 mos. 9 mos. other _____

Funding source NMJC Operating Budget - Environmental and Petroleum

Paid advertising beyond *standard _____

(* 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 \$38,332 to \$47,915 Recommended annual salary \$39,500.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-11-509 100%

Recommended and approved by:

Supervisor _____

Dean/Director _____

Vice President _____

Stew McChery
President

Selection Committee Members: Victor Berner
Mickey Best
Jerry Brian
Stewart Thornburgh

ABBREVIATED RESUME

Position

Director /Professor of Radiological Control and Waste Handling Technology

Personal Data

Name: W. Scott Brake

Education

B.A., Bethany College, Lindsborg, KS, 1989

Professional Experience

MAPCO/Williams Laboratory Services, Hobbs, NM 3/92 to Present
Lab Specialist, Technician, Operations

SouthWest Labs of Oklahoma, Tulsa, OK 12/91 to 3/92
GC-Mass Spec Chemist

GroundWater Testing Environmental Labs, Wichita, KS 1/91 to 10/91
GC-Mass Spec Chemist

National Environmental Testing, Dallas, TX 6/89 to 1/91
Chemist, GC, GC-Mass Spec, Prep Supervisor

Organizations

Alpha Mu Gamma
Academy of Model Aeronautics, President
Employee of the Month (May 1990)
Gas Producers Association
Permian Basin Measurement Society



New Mexico Junior College

Career Opportunities

Position Announcement • November 2001

Position Title: Director/Professor of Radiological Control and Waste Handling Technology

Position Description: New Mexico Junior College is accepting applications for the position Director/Professor of Radiological Control and Waste Handling Technology. This position reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but are not limited to, the following: (1) Work with all industries in developing and implementing training in the area of Radiological Control and Waste Handling Technology; (2) Establish and work with an advisory committee to help advise, promote, and direct the efforts of our Radiological Control and Waste Handling Technology Programs; (3) To continually develop, update, and perform assessments of the curriculum in the Radiological Control and Waste Handling Technology Programs and recommend such developments, updates and assessments of the curriculum to the Dean of Arts and Sciences; (4) Recruit and aid in placing students in the Radiological Control and Waste Handling Technology Programs; (5) Supervise the part-time instructors in the various Radiological Control and Waste Handling Technology Programs; (6) Work with the Department of Energy and Westinghouse TRU Solutions on a regular basis, and apprise the Dean of Arts and Sciences on matters concerned with the Radiological Control and Waste Handling Technology Programs; (7) Identify sources and solicit funds for scholarships and special funding needs of the Radiological Control and Waste Handling Technology Programs; (8) Satisfactorily provide quality instruction to students at New Mexico Junior College in the assigned subject field(s); (9) Achieve and maintain a high level of competency as a teacher of students, demonstrating growth in the knowledge of his/her particular subject matter field(s) and in the ability to direct the learning processes; (10) Work for the general improvement of the overall instructional program - including recommending needed additions to the library and instructional resources; (11) Promote the mission of the college; (12) Advise students and be available for student conferences at least two hours of the college day or the equivalent of ten hours per week. Each professor is expected to post approved office hours for student conferences and to make this time known to students; (13) Participate in college service through standing committees, sponsoring and helping student groups manage their extracurricular activities, and involvement in other related college organizations and activities; (14) Participate, both as a professional and as a private citizen, in community affairs; (15) Follow all policies and procedures of NMJC as published in the Faculty Handbook, college catalog, and current contract; (16) Teach up to three sections of Radiological Control and Waste Handling Technology courses per fall and per spring semesters; (17) Accept other duties as assigned by the Dean of Arts and Sciences; and (18) 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: Master's degree in a related field preferred. Will consider a Bachelor's degree in a related field or extensive directly related work experience and a willingness to pursue an advanced degree. All degrees must be from a regionally accredited institution.

Salary/Benefits: This is a 12-month, full-time, exempt position with a salary range of \$38,332 to \$47,915. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: December 21, 2001 at 5:00 p.m. MST. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

APPLICANT LIST

Position: Director/Professor of Radiological Control and Waste Handling Technology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Brake, W. Scott	Yes	Yes	Start date: pending Board approval.
Gries, Ronald	No	No	Received after deadline to apply.