

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING
Tuesday, June 27, 2006
Zia Room - Library
4:00 p.m.

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of May 23, 2006 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. Closure of Open Meeting | Larry Hanna |
| F. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of HED Capital Project Requests | Steve McCleery |
| 6. Consideration of RFP #91 – POS System for Bookstore | Dan Hardin |
| 7. Consideration of Truck Purchase for CDL | Charley Carroll |
| 8. Consideration of Caster Activity Center - Basketball Court Name | Steve McCleery |
| 9. Personnel Consideration – Admission Specialist | Regina Organ |
| 10. Personnel Consideration – Admission Specialist | Regina Organ |
| 11. Personnel Consideration – Assistant Director of Financial Aid | Regina Organ |
| 12. Personnel Consideration – Database/Server Specialist | Bill Kunko |
| 13. Personnel Consideration – Professor of High School Automotive Technology | John Gratton |
| 14. Personnel Consideration – Vice President for Training and Outreach | Steve McCleery |
| 15. Personnel Consideration - Custodian Position | Charley Carroll |
| 16. Personnel Consideration – Custodian Position | Charley Carroll |
| 17. Consideration of Lea County Cowboy Hall of Fame Agreement | Steve McCleery |
| 18. Consideration of Campus Fencing Project | Steve McCleery |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MAY 23, 2006

MINUTES

The New Mexico Junior College Board met on Tuesday, May 23, 2006, beginning at 4:00 p.m. in the Western Heritage Center & Lea County Cowboy Hall of Fame. The following members were present: Mr. Larry Hanna, Chairman; Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; Mr. Ron Black; and Mr. John Hice, Jr.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Tomlyn Dowdy, Hobbs News Sun.

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

Upon a motion by Mrs. Williams, seconded by Mr. Black, the board unanimously approved the minutes of April 20, 2006, as written. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the minutes of May 8, 2006, as written.

Under President's Report, Dr. McCleery reminded the board of the Governing Board's Retreat in Santa Fe on June 8 and 9. He also reported that the Lea County Cowboy Hall of Fame agreement will be presented at the June meeting.

Under New Business, Dan Hardin presented the April financial reports and with a motion by Mr. Hice, seconded by Mrs. Williams, the board unanimously approved the expenditures for April, 2006. Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the Fiscal Watch Reports.

Mr. Hardin presented Bid #984 – Cosmetology Equipment. The administration recommended acceptance of the multiple award bid from American Beauty Equipment for \$2,568 and Iowa Beauty & Barber Supply, Inc. for \$49,652.50. Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Dr. McCleery presented the highlighted changes of the 2006-2007 employee handbook for board consideration. After some discussion and upon a motion by Mr. Black, seconded by Mrs. Williams, the board unanimously approved the handbook with changes.

Upon a motion by Mr. Black, seconded by Mr. Jones, the board unanimously tabled Consideration of Campus Fencing Project.

Dr. McCleery recommended the board approve all current degree plans for submittal to the Higher Education Department (HED) for verification of Classification of Instructional Programs (CIP) Codes. This is a new initiative from the HED. Upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the recommendation.

Regina Organ recommended Ms. Anna Marquez for the Director of Financial Aid position at an annual salary of \$44,731. Upon a motion by Mr. Hice, seconded by Mrs. Worrell, the board unanimously approved the employment of Ms. Marquez, effective May 24, 2006.

Charley Carroll recommended Mr. David Huddleston for the General Maintenance Foreman position at an annual salary of \$39,898. Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board unanimously approved the employment of Mr. Huddleston, effective May 24, 2006.

John Gratton recommended Ms. Miesha Jackson for the Professor of Barbering/Cosmetology position at a nine month salary of \$31,045. Upon a motion by Mr. Kesner, seconded by Mr. Black, the board unanimously approved the employment of Ms. Jackson, effective August 14, 2006. Mrs. Williams abstained from the vote.

Dr. Gratton recommended Mr. Cecil Castle for the Professor of Nursing position at a nine month salary of \$34,181. Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously approved the employment of Mr. Castle, effective August 14, 2006.

Dr. Gratton recommended Ms. Sandra Lockett for the Professor of Art position at a nine month salary of \$38,285. Upon a motion by Mrs. Worrell, seconded by Mr. Kesner, the board unanimously approved the employment of Ms. Lockett, effective August 14, 2006.

Dr. Gratton recommended Mr. Jarred Storms for the Professor of Automotive Technology position at a nine month salary of \$35,084. Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board unanimously approved the employment of Mr. Storms, effective August 14, 2006.

Mrs. Worrell moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of the New Mexico Statutes Annotated 1978. Mrs. Williams seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mrs. Worrell – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – yes; Mr. Hice – yes; and Mr. Hanna – yes.

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

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for June 22, 2006, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board meeting adjourned at 5:05 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: June 15, 2006
RE: Expenditure and Revenue Reports for May 2006

The total year-to-date funds expended and/or encumbered through the month of May is \$26,803,829.00. The expenditures for the month of May are \$1,474,876.00.

The total current unrestricted fund expenditures through May are \$16,846,554.00, which is 88% of the projected budget. Instruction has expended about 82 % of the budget, this percentage is low but we have three additional payrolls to expense in June for the faculty. Faculty is paid two payrolls in July and one in August that will be expensed in the 2005/2006 fiscal year. Student Services is currently showing to be over budget. This area is not over budget, we are required to cover Internal services with chargeouts to Instruction, Academic Support, Student Services and Institutional Support. We put the budget on the Internal Service side, be failed to put the budget on the Instruction, Academic Support, Student Services, or Institutional Support side. We will make the correction in June.

In January we moved payroll from the Poise system to the Banner system. Each payroll prior to moving to Banner we move budget from Institutional Support fringe benefits to individual department to cover the fringe benefit expense. When payroll went to Banner that process quit working. George Garcia in IT was able to rewrite scripts and in May we moved budget to cover all of the fringe benefit expenses in all of the departments. So, except for the chargeouts, the correct budget should be in place to cover expenses.

Restricted funds for the year are \$4,931,618.00. The Grants are doing a good job of staying on track with their spending and reporting. Financial Aid has been working closely with the Business Office to get all awards processed and to the students.

Expenditures in the Plant Funds have been mainly for the small projects and Western Heritage Museum projects.

Total year-to-date expenditures through May 2006 are \$26,803,829.00.

Total Revenue through May 2006 is \$28,684,774.00. Unrestricted revenue is \$22,400,190.00. We anticipate reaching our unrestricted revenue projections in most areas, with an expected distribution for property tax in June. Restricted funds will be drawdown as much as possible by the end of June.

In May \$500,000.00 was drawn in from the LGIP investments leaving a remained balance of \$7,625,000.00.

Oil and gas revenue remains strong, with oil and gas revenue for April at \$634,388.00. Total oil and gas and equipment tax revenue including the accrual for May is \$8,448,391.00.

This concludes the Financial Report for May 2006.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
May 2006

92% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,930,722	5,637,691	81%	6,739,086	487,765	5,525,759	82%
Academic Support	1,458,527	1,244,428	85%	1,739,994	137,003	1,695,906	97%
Student Services	1,250,547	1,114,165	89%	1,248,505	108,711	1,255,007	101%
Institutional Support	3,071,520	2,367,345	77%	3,167,471	188,653	2,510,805	79%
Operation & Maintenance of Plant	2,019,156	1,970,795	98%	2,637,461	216,885	2,477,183	94%
Subtotal - Instruction & General	14,730,472	12,334,424	84%	15,532,517	1,139,017	13,464,660	87%
Student Activities	189,777	179,323	94%	209,659	23,609	192,096	92%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	830,517	856,938	103%	442,629	(1,428)	407,068	92%
Student Aid	356,980	362,144	101%	474,983	24,957	451,080	95%
Auxiliary Enterprises	1,512,059	1,518,003	100%	1,762,615	107,546	1,660,049	94%
Athletics	708,265	629,802	89%	732,188	22,006	671,601	92%
Total Current Unrestricted Fund	18,328,070	15,880,634	87%	19,154,591	1,315,707	16,846,554	88%
CURRENT RESTRICTED FUND							
Grants	1,944,427	1,132,533	58%	1,667,842	124,866	1,219,538	73%
Student Aid	4,491,126	4,491,126	100%	4,694,393	15,830	3,712,080	79%
Total Current Restricted Fund	6,435,553	5,623,659	87%	6,362,235	140,696	4,931,618	78%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	8,450,044	5,695,773	67%	11,024,778	0	3,790,307	34%
Projects from State GOB Funds	8,105,075	3,350,063	41%	3,980,399	18,053	234,199	6%
Projects from State STB Funds	1,885,297	1,885,297	100%	0	0	0	0%
Projects from General Fund	648,945	648,945	100%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	420	602,504	45%
Projects from State ER&R	250,348	0	0%	73,892	0	0	0%
Projects from State BR&R	480,452	348,988	73%	353,945	0	353,945	100%
Projects from Auxiliary BR&R	46,709	36,005	77%	44,702	0	44,702	100%
Subtotal - Capital and BR&R	21,216,870	11,965,071	56%	16,827,716	18,473	5,025,657	30%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	21,216,870	11,965,071	56%	16,827,716	18,473	5,025,657	30%
GRAND TOTAL EXPENDITURES	45,980,493	33,469,364	73%	42,344,542	1,474,876	26,803,829	63%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
May 2006

92% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,690,200	1,700,343	101%	2,160,990	29,451	2,172,724	101%
State Appropriations	8,089,900	7,492,988	93%	7,682,962	666,290	7,062,292	92%
Advalorem Taxes - Oil and Gas	3,409,779	6,156,654	181%	9,654,269	634,397	8,448,391	88%
Advalorem Taxes - Property	2,468,000	2,118,487	86%	2,614,000	135,001	2,287,265	88%
Interest Income	155,871	140,904	90%	120,000	35,518	200,100	167%
Other Revenues	234,500	237,826	101%	227,645	22,873	233,114	102%
Subtotal - Instruction & General	16,048,250	17,847,202	111%	22,459,866	1,523,530	20,403,886	91%
Student Activities	47,800	47,696	100%	103,965	(88)	103,935	100%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	13,433	103%	0	0	0	0%
Auxiliary Enterprises	1,802,550	1,786,321	99%	1,922,200	51,950	1,859,464	97%
Athletics	36,600	31,625	86%	39,600	2,992	32,905	83%
Total Current Unrestricted	17,948,200	19,726,277	110%	24,525,631	1,578,384	22,400,190	91%
CURRENT RESTRICTED FUND							
Grants	1,711,163	1,143,772	67%	1,647,822	47,847	1,261,841	77%
Student Aid	4,422,593	4,104,351	93%	4,694,393	797,622	3,521,562	75%
Total Current Restricted	6,133,756	5,248,123	86%	6,342,215	845,469	4,783,403	75%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	8,105,075	4,035,412	50%	3,980,400	0	151,181	4%
Projects from State STB Funds	1,885,297	1,885,297	100%	0	0	0	0%
Projects from General Fund	648,945	648,945	100%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	0	1,350,000	100%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	11,989,317	6,569,654	55%	5,330,400	0	1,501,181	28%
GRAND TOTAL REVENUES	36,071,273	31,544,054	87%	36,198,246	2,423,853	28,684,774	79%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

May 2006

92% 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	2005-06 Original Budget	Variance Over (Under) Budget
Actual	July	\$44.01	3,052,684	\$6.29	17,564,482	573,597	280,433	293,164
Actual	August	\$52.41	2,930,766	\$6.09	17,298,452	573,625	280,433	293,192
Actual	September	\$55.96	2,988,008	\$7.52	17,445,111	703,275	280,433	422,842
Actual	October	\$60.41	2,125,044	\$9.19	15,808,585	734,758	280,433	454,325
Actual	November	\$55.49	2,773,696	\$9.16	16,443,523	731,943	280,433	451,510
Actual	December	\$55.30	3,043,341	\$8.34	16,641,869	760,280	280,433	479,847
Actual	January	\$55.50	2,850,092	\$6.88	15,682,257	721,052	280,433	440,619
Actual	February					791,609	280,433	511,176
Actual	March					763,166	280,433	482,733
Actual	April					634,388	280,433	353,955
Actual	May					280,433		280,433
Accrual	June							0
Y.T.D. Production Tax Revenue						7,268,126	2,804,330	4,463,796
Y.T.D. Equipment Tax Revenue						1,180,265	800,000	380,265
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						8,448,391	3,604,330	4,844,061

Source: New Mexico Taxation and Revenue Department

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
May 2006

92% 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	7,625,000	N/A	N/A	N/A	7102-1348	4.56%	30,838
Total investments	<u>7,625,000</u>						<u>30,838</u>

Summary of Current Month's Activity	
Beginning amount	8,125,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	7,350,753
Reserves Invested	274,247
Total LGIP Investment	7,625,000

Capital Projects	5/31/2006
Technology Upgrade	379,767.30
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	50,820.49
Baseball Field	163,940.14
Rodeo Arena	7,836.78
Dormitory Landscape	27,057.86
Millen Fence/ Landscape	122,075.97
Ben Alexander Student Center	124,450.40
JASI	198,399.49
Computer Equipment Rebates	6,677.17
Clerk of the Works	552.74
Marketing	58,986.84
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	95,806.64
Student Housing Construction	2,500,000.00
Classroom Furniture Replacement	40,000.00
Vedeo Security Camera Replacmt	70,000.00
Testing Center	250,000.00
Campus Village Development Proj	4,285.00
Landscaping	50,000.00
Facility Painting	50,000.00
Smart Classrooms	50,000.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	605,000.00
Campus Signage	50,000.00
Campus Paving	60,000.00
Video Security-Student Apts	75,000.00
Roof Replacement	300,000.00
Interior Lighting-Energy Retrofit	100,000.00
Bookstore POS System	60,000.00
Old Dorms Renovation	200,000.00
Total	7,350,753.36

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: New Mexico Junior College Board Members
From: Dan Hardin
RE: HED Capital Project requests
Date: June 15, 2006

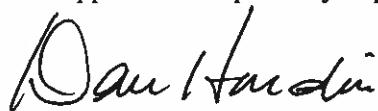
Board Members, we are asking for your approval of the five Capital Project requests submitted to the HED. The Capital Project requests were due to the HED by June 24, 2006. We normally do not submit capital project requests without prior approval from the Board, but the change in the Board meeting date was after the HED submittal date.

The five capital requests are as follows:

1	Caster Activity Center remodel (old Cowboy Hall of Fame)	\$1,005,971.20
2	Central Plant upgrade	\$4,600,000.00
3	Infrastructure	\$2,936,082.34
4	Baseball Field improvements	\$1,085,000.00
5	Student Housing Construction	\$6,015,500.00

Attached are the request forms for each project. In the requests we describe the project, the need for the project, estimated costs, and funding requests. In the Caster Activity Center remodel we are asking for \$510,000.00, the Central Plant upgrade has a request for \$4,100,000.00, the Infrastructure request is for the total amount of \$2,936,082.34, the Baseball field request is for \$1,085,000.00, and the Student Housing Construction request is for \$3,515,500.00.

Your approval is respectfully requested.



Dan Hardin

NEW MEXICO HIGHER EDUCATION DEPARTMENT
1068 Cerrillos Rd., Santa Fe, NM 87505-1650

CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET

Check the appropriate boxes below for materials accompanying this Summary Sheet and prepare the necessary attachments. You may attach extra pages if needed. When Department action is requested, completed material must be received by the HED staff at least 30 calendar days before the Department meeting at which approval is to be requested. Submit three copies, double sided, three hole punched, and one electronic format.

1. Institution New Mexico Junior College Date June 22, 2006
2. Project title Caster Activity Center remodel into classrooms (the old Cowboy Hall of Fame)
3. Location Campus of NMJC, Caster Activity Center
4. HED meeting date when project consideration is requested September 8, 2006
5. Contact person Dan Hardin Phone 505-392-5210
6. Required forms for project categories:
 - Construction, Alterations, or Demolition (All Forms)
 - Planning Forms (1, 1-A, 4, 5, 6)
 - Property Acquisition (Forms 1, 1-A, 3, 4, 5, 6)
7. A site plan of the proposed project. Attach this as **Exhibit 1**. (Required for final project approval.)
8. Completed design development drawings of the project, including elevations and floor plans with each space numbered and identified as to use. Attach this as **Exhibit 2**. (Required for final project approval.)
9. Form 1 – Project Information
10. Form 1-A – Institutional General Information. Project Schedule
11. Form 2 – Space Information
12. Form 3 – Estimated Utilities Costs
13. Form 4 – Proposed Project Costs
14. Form 5 – Proposed Project Square Footage and Funding Sources
15. Form 6 – Certification by Governing Board

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1: PROJECT INFORMATION

Institution: New Mexico Junior College

Original: **Date:** June 10, 2004

Revision: X **Date:** June 22, 2006

Project title: Caster Activity Center remodel into classrooms (old Cowboy Hall of Fame)

Description: *(Describe the location, size of the project in gross square feet (GSF), its contents, general nature of space/use and any special characteristics.)*

The Cowboy Hall of Fame, which was located in the Caster Activity Center moved to the new Western Heritage Museum on the campus of New Mexico Junior College. Relocating the Cowboy Hall of Fame left 5,393.57 square feet of open space, that New Mexico Junior College would like to utilize for instructional space. The proposal is to convert the existing 5,393.57 square feet into three classrooms covering 2,913.54 square feet, three faculty offices covering 458.66 square feet, two restrooms covering 497.83 square feet, two storage areas covering 340.94 square feet, and foyer and hallways covering 1,182.60 square feet.

This project is identified in the 3DI Master Plan for New Mexico Junior College.

Rationale: *(Describe the project's merits, how the project satisfies institutional goals/mission/need/program growth. State the consequences, if any, of the project not receiving approval.)*

New Mexico Junior College is proposing to remodel and upgrade 5,393.57 square feet that will be left vacant by the Cowboy Hall of Fame moving to the Western Heritage Museum. The College will convert the open space into instructional use with three classrooms, three faculty offices, restrooms, storage space, foyer, and hallways. This remodel follows the College's Strategic Goals to build a culture and environment that values and promotes excellence. This project is identified in the 3DI Master Plan as essential to the future of the College. The remodel and upgrade will follow the HED preference of remodeling existing space instead of building a new facility. This project will give the campus three new classrooms and the supporting office space for faculty. The addition of three classrooms will meet the current needs of the campus and allow for growth, additional class sections, and new programs. The consequences of not having this project approved are: First, not meeting the current need for classrooms; second, not meeting the need for future growth; and third, the College will have 5,393.57 square feet of relatively unusable space.

This project is included in the Fall 2006 GOB election for \$245,000.00.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION**

Institution: New Mexico Junior College

Original: Date: June 10, 2004

Revision: X Date: June 22, 2006

Project title: Caster Activity Center remodel into classrooms (Cowboy Hall of Fame)

Current Total On-Campus Enrollment	
Head Count: <u>3104</u>	FTE: <u>1687</u>
<u>0</u> % Growth from previous year	<u>0</u> % Average growth in previous 10-year period

Current Total Off-Campus Enrollment (Distance Ed., etc.)	
Head Count: <u>778</u>	FTE: <u>168.3</u>
<u>0</u> % Growth from previous year	<u>1.65</u> % Average growth in previous 10-year period

Tuition		
Current Tuition Per Credit Hour: <u>\$24.00</u>	Current Tuition Per Semester: <u>\$288.00</u>	
Month/year per semester tuition was last increased: <u>May/2006</u>	Amount of last per semester tuition increase: <u>\$2.00</u>	% Change from last increase

Program Enrollment Being Served by this Project	
Head Count: _____	FTE: _____
_____ % Growth from previous year	_____ % Average growth in previous 10-year period

Bonding Information (to be completed if local bond proceeds are used for project funding)	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____/____
Outstanding Debt: _____	
Available Capacity: _____	

Project Schedule	
Month/year proposed construction start date: <u>June/2007</u>	Month/year proposed construction completion date: <u>January/2008</u>

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 2: SPACE INFORMATION**

Institution: New Mexico Junior College

Original: **Date:** June 10, 2004

Revision: X **Date:** June 22, 2006

Project title: Caster Activity Center remodel into classrooms (Cowboy Hall of Fame)

List the net assignable square feet (NASF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" published by the U.S. Department of Education.

CLASSIFICATION CODE	TYPE OF SPACE	NASF	% OF TOTAL
100	Classroom	2,913.54	54%
200	Laboratory		
300	Office	458.66	9%
400	Study		
500	Special		
600	General		
700	Support	340.94	6%
800	Health		
900	Residential		
	Other (hallways, stairs, toilet rooms, tare, etc.)	1,680.43	31%
TOTALS		5,393.57	100%

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 3: ESTIMATED UTILITIES COST**

Institution: New Mexico Junior College

Original: **Date:** June 10, 2004

Revision: X **Date:** June 22, 2006

Project title: Caster Activity Center remodel into classrooms (Cowboy Hall of Fame)

This form is designed to estimate the project's effect on current utilities costs.

FORMULA	CURRENT EXPENSES	PROJECTED ANNUAL EXPENSES AFTER COMPLETION	DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)
Eligible GSF: 5,393.57 \$4.00	\$21,574.28	\$21,574.28	0.00

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 4: PROPOSED PROJECT COSTS**

Institution: New Mexico Junior College

Original: Date: June 10, 2004

Revision: X Date: June 22, 2006

Project title: Caster Activity Center remodel into classrooms (Cowboy Hall of Fame)

I. PROJECT BUDGET

EXPENDITURES	ORIGINAL SUBMISSION		BUDGET REVISION
	NEW CONSTRUCTION	ALTERATIONS	
A. BUILDING COST			
1. General		\$519,302.27	\$647,996.99
2. Mechanical/Plumbing		\$103,860.45	\$128,984.52
3. Electrical		\$ 69,240.30	\$ 85,989.69
4. Special Systems (voice, data, other)			
5. Code Compliance (hazmat abatement, ADA, etc.)			
BUILDING COST SUBTOTAL		\$692,403.02	\$862,971.20
B. Built-in Equipment			
C. Site Development			
1. Utilities, Infrastructure			
2. Landscaping/Site Improvements			
3. Demolition			
TOTAL CONSTRUCTION COST (T.C.C.)		\$692,403.02	\$862,971.20
D. Construction Contingency (not more than 5% New Const., 10% Renov. of T.C.C.)		\$60,000.00	\$86,000.00
E. Professional Fees			
1. Architectural/Engineering		\$56,632.48	\$57,000.00
2. Constr. Administration			
3. Admin./Surveys/Testing			
F. Movable Equipment			
G. Other (site acquisition, etc.)			
H. Art in Public Places (1% of State Appropriation)			
TOTAL PROJECT BUDGET		\$809,035.50	\$1,005,971.20

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE
AND FUNDING SOURCES**

Institution: New Mexico Junior College

Original: Date: June 10, 2004

Revision: X Date: June 22, 2006

Project title: Caster Activity Center remodel into classrooms (Cowboy Hall of Fame)

COSTS PER GROSS SQUARE FOOT (GSF)			
	Cost (Items A-C on Form 4)	GSF	Cost per GSF
New Construction			
Alterations	\$862,971.20	5,393.57	\$160.00

RATIO OF NET ASSIGNABLE TO GROSS SQUARE FEET (NASF/GSF)			
	NASF (same as total from Form 2)	GSF	RATIO NASF/GSF (%)
New Construction			
Alterations	5,393.57	5,393.57	100%

FUNDING SOURCE		
Enter the source of funding for the project. Total must match the total project budget on Form 4.		
Funding Source	Original Submission	Budget Revision
State Appropriations (specify fiscal year and source)		
2006 State GOB Election		\$ 245,000.00
2007 Legislative Session	\$606,000.00	\$ 510,000.00
Other Sources (specify)		
2005/2006 NMJC Institutional Funds	\$203,035.50	\$ 250,971.20
Total	\$809,035.50	\$1,005,971.20

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 6: CERTIFICATION BY GOVERNING BOARD**

Institution: New Mexico Junior College

Original: Date: June 10, 2004

Revision: X Date: June 22, 2006

Project title: Caster Activity Center remodel into classrooms (Cowboy Hall of Fame)

ORIGINAL CERTIFICATION

I hereby certify that, on the basis of this information contained in Forms 1 through 5 for approval of capital projects and the attached preliminary floor plans, elevations and site plan, if appropriate, the Governing Board approved the original submission of this project, at its meeting held on June 29, 2004.

Signed:

President

REVISED SUBMISSION CERTIFICATION

I hereby certify that the Governing Board approved this Revised Submission at its meeting on June 27, 2006.

Signed:

President

NEW MEXICO HIGHER EDUCATION DEPARTMENT
1068 Cerrillos Rd., Santa Fe, NM 87505-1650

CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET

Check the appropriate boxes below for materials accompanying this Summary Sheet and prepare the necessary attachments. You may attach extra pages if needed. When Department action is requested, completed material must be received by the HED staff at least 30 calendar days before the Department meeting at which approval is to be requested. Submit three copies, double sided, three hole punched, and one electronic format.

1. Institution New Mexico Junior College Date June 22, 2006
2. Project title Central Plant Upgrade
3. Location Campus on New Mexico Junior College
4. HED meeting date when project consideration is requested September 8, 2006
5. Contact person Dan Hardin Phone 505-392-5210
6. Required forms for project categories:
 - Construction, Alterations, or Demolition (All Forms)
 - Planning Forms (1, 1-A, 4, 5, 6)
 - Property Acquisition (Forms 1, 1-A, 3, 4, 5, 6)
7. A site plan of the proposed project. (Required for final project approval.)
8. Completed design development drawings of the project, including elevations and floor plans with each space numbered and identified as to use. Attach this as (Required for final project approval.)
9. Form 1 – Project Information
10. Form 1-A – Institutional General Information. Project Schedule
11. Form 2 – Space Information
12. Form 3 – Estimated Utilities Costs
13. Form 4 – Proposed Project Costs
14. Form 5 – Proposed Project Square Footage and Funding Sources
15. Form 6 – Certification by Governing Board

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1: PROJECT INFORMATION

Institution: New Mexico Junior College

Original: **Date:** June 22, 2006

Revision: **Date:**

Project title: Central Plant Upgrade

Description: *(Describe the location, size of the project in gross square feet (GSF), its contents, general nature of space/use and any special characteristics.)*

The Central Plant is located on the campus of New Mexico Junior College. The existing 9,226 square foot building was constructed in 1966, specifically to house the chiller/boiler system that heats and cools the majority of the New Mexico Junior College campus. The Central Plant is tied to the underground tunnel system which is the avenue for the piping and electrical for the HVAC system.

This project will require a new 1,000 ton chiller (\$500,000.00), new cooling towers (\$500,000.00), structural upgrades for the roof of the Central Plant (\$200,000.00), new piping and loops (\$2,000,000.00), and electrical upgrades (\$1,000,000.00).

This project is identified in the 3DI Master Plan for New Mexico Junior College.

Rationale: *(Describe the project's merits, how the project satisfies institutional goals/mission/need/program growth. State the consequences, if any, of the project not receiving approval.)*

The vision of the founding fathers of New Mexico Junior College was a central plant system for heating and cooling that was tied to all of the buildings on the campus thru a tunnel system. This vision has been a great economical benefit to the college as well as the tax payers of New Mexico. In all of the strategic planning for New Mexico Junior College maintaining the buildings and the environment for the students has been most important. But after forty years, the campus has grown to the point of reaching the capacity of the original design. The Central Plant is in need of a new cooling tower, electrical service upgrade, install a 1,000 ton chiller, and increase the piping and looping capacity.

The upgrade of the Central Plant has been identified as the next step for the College. Currently, the college is at capacity for heating and cooling and for the electrical service. This project is essential for the future of the College, it follows the mission and vision of the College and is identified in the 3DI Master Plan for New Mexico Junior College.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION**

Institution: New Mexico Junior College

Original: Date: June 22, 2006

Revision: Date:

Project title: Central Plant Upgrade

Current Total On-Campus Enrollment	
Head Count: <u>3104</u>	FTE: <u>1687</u>
<u>0%</u> Growth from previous year	<u>.0%</u> Average growth in previous 10-year period

Current Total Off-Campus Enrollment (Distance Ed., etc.)	
Head Count: <u>778</u>	FTE: <u>168.3</u>
<u>0%</u> Growth from previous year	<u>1.65%</u> Average growth in previous 10-year period

Tuition		
Current Tuition Per Credit Hour: <u>\$24.00</u>	Current Tuition Per Semester: <u>\$288.00</u>	
Month/year per semester tuition was last increased: <u>May/2006</u>	Amount of last per semester tuition increase: <u>\$2.00</u>	<u>0%</u> Change from last increase

Program Enrollment Being Served by this Project	
Head Count: <u>0</u>	FTE: <u>0</u>
<u>0%</u> Growth from previous year	<u>0%</u> Average growth in previous 10-year period (0% per year average)

Bonding Information (to be completed if local bond proceeds are used for project funding)	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____/____
Outstanding Debt: _____	
Available Capacity: _____	

Project Schedule	
Month/year proposed construction start date: <u>June/2007</u>	Month/year proposed construction completion date: <u>January/2007</u>

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 2: SPACE INFORMATION**

Institution: New Mexico Junior College

Original: **Date:** June 22, 2006

Revision: **Date:**

Project title: Central Plant Upgrade

List the net assignable square feet (NASF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" published by the U.S. Department of Education.

CLASSIFICATION CODE	TYPE OF SPACE	NASF	% OF TOTAL
100	Classroom	0	
200	Laboratory	0	
300	Office	0	
400	Study		
500	Special		
600	General		
700	Support	0	
800	Health		
900	Residential		
	Other (hallways, stairs, toilet rooms, tare, etc.)	0	
TOTALS		0	

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 3: ESTIMATED UTILITIES COST**

Institution: New Mexico Junior College

Original: **Date:** June 22, 2006

Revision: **Date:**

Project title: Central Plant Upgrade

This form is designed to estimate the project's effect on current utilities costs.

FORMULA	CURRENT EXPENSES	PROJECTED ANNUAL EXPENSES AFTER COMPLETION	DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)
Eligible GSF: <u>9,266</u> x \$4.00	36,904.00	36,904.00	

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 4: PROPOSED PROJECT COSTS**

Institution: New Mexico Junior College

Original: Date: June 22, 2006

Revision: Date:

Project title: Central Plant Upgrade

I. PROJECT BUDGET

EXPENDITURES	ORIGINAL SUBMISSION		BUDGET REVISION
	NEW CONSTRUCTION	ALTERATIONS	
A. BUILDING COST			
1. General	Cooling Towers	\$ 700,000.00	
2. Mechanical/Plumbing	Chiller & Piping	\$2,500,000.00	
3. Electrical	Electrical Upgrade	\$1,000,000.00	
4. Special Systems (voice, data, other)			
5. Code Compliance (hazmat abatement, ADA, etc.)			
BUILDING COST SUBTOTAL			
B. Built-in Equipment			
C. Site Development			
1. Utilities, Infrastructure			
2. Landscaping/Site Improvements			
3. Demolition			
TOTAL CONSTRUCTION COST (T.C.C.)		\$4,200,000.00	
D. Construction Contingency (not more than 5% New Const., 10% Renov. of T.C.C.)		150,000.00	
E. Professional Fees			
1. Architectural/Engineering		250,000.00	
2. Constr. Administration			
3. Admin./Surveys/Testing			
F. Movable Equipment			
G. Other (site acquisition, etc.)			
H. Art in Public Places (1% of State Appropriation)			
TOTAL PROJECT BUDGET		\$4,600,000.00	\$

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE
AND FUNDING SOURCES**

Institution: New Mexico Junior College

Original: Date: June 22, 2006

Revision: Date:

Project title: Central Plant Upgrade

COSTS PER GROSS SQUARE FOOT (GSF)			
	Cost (Items A-C on Form 4)	GSF	Cost per GSF
New Construction			
Alterations			

RATIO OF NET ASSIGNABLE TO GROSS SQUARE FEET (NASF/GSF)			
	NASF (same as total from Form 2)	GSF	RATIO NASF/GSF (%)
New Construction			
Alterations			

FUNDING SOURCE		
Enter the source of funding for the project. Total must match the total project budget on Form 4.		
Funding Source	Original Submission	Budget Revision
State Appropriations (specify fiscal year and source)		
State GOB, STB or General Fund	4,100,000.00	
Other Sources (specify)		
NMJC Institutional Funds	500,000.00	
Total	\$4,600,000.00	

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 6: CERTIFICATION BY GOVERNING BOARD**

Institution: New Mexico Junior College

Original: **Date:** June 22, 2006

Revision: **Date:**

Project title: Central Plant Upgrade

ORIGINAL CERTIFICATION

I hereby certify that, on the basis of this information contained in Forms 1 through 5 for approval of capital projects and the attached preliminary floor plans, elevations and site plan, if appropriate, the Governing Board approved the original submission of this project, at its meeting held on June 27, 2006.

Signed:

President

REVISED SUBMISSION CERTIFICATION

I hereby certify that the Governing Board approved this Revised Submission at its meeting on _____.

Signed:

President

NEW MEXICO HIGHER EDUCATION DEPARTMENT
1068 Cerrillos Rd., Santa Fe, NM 87505-1650

CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET

Check the appropriate boxes below for materials accompanying this Summary Sheet and prepare the necessary attachments. You may attach extra pages if needed. When Department action is requested, completed material must be received by the HED staff at least 30 calendar days before the Department meeting at which approval is to be requested. Submit three copies, double sided, three hole punched, and one electronic format.

1. Institution New Mexico Junior College Date June 22, 2006
2. Project title Infrastructure
3. Location Campus of New Mexico Junior College
4. HED meeting date when project consideration is requested September 8, 2006
5. Contact person Dan Hardin Phone 505-392-5210
6. Required forms for project categories:
 - Construction, Alterations, or Demolition (All Forms)
 - Planning Forms (1, 1-A, 4, 5, 6)
 - Property Acquisition (Forms 1, 1-A, 3, 4, 5, 6)
7. A site plan of the proposed project. Attach this as **Exhibit 1**. (Required for final project approval.)
8. Completed design development drawings of the project, including elevations and floor plans with each space numbered and identified as to use. Attach this as **Exhibit 2**. (Required for final project approval.)
9. Form 1 – Project Information
10. Form 1-A – Institutional General Information. Project Schedule
11. Form 2 – Space Information
12. Form 3 – Estimated Utilities Costs
13. Form 4 – Proposed Project Costs
14. Form 5 – Proposed Project Square Footage and Funding Sources
15. Form 6 – Certification by Governing Board

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1: PROJECT INFORMATION

Institution: New Mexico Junior College

Original: **Date:** June 21, 2004

Revision: **X** **Date:** June 22, 2006

Project title: Infrastructure

Description: *(Describe the location, size of the project in gross square feet (GSF), its contents, general nature of space/use and any special characteristics.)*

New Mexico Junior College has identified three important Infrastructure needs included in this request for Infrastructure funding. The most important Infrastructure need is roof replacement. New Mexico Junior College has a roofing plan that identifies each building, the roof replacement date, square footage, and estimated cost at \$11.00 per square foot. The roof replacement plan identifies the following buildings for roof replacement: the Administration Building, Heidel Hall, Don Whitaker Automotive Building, Watson Hall, Mansur Hall, Eunice Building, and the Literacy Alliance Building. The total roof replacement square footage is 160,899 square feet, with an estimated cost of \$11.00 per square foot for a total of \$1,769,889.00.

The next Infrastructure need is electrical upgrade. NMJC is estimating an increased demand side for electrical service. NMJC is projecting the need for setting new transformers and disconnects. The estimated cost is \$800,000.00

The third item of Infrastructure need for NMJC is the upgrade and repair of the tunnel system. In 1965 and 1966 a tunnel system was built on campus to house electrical, communications, and heating & cooling infrastructure for the college. Over the years, some areas of the tunnel have experienced some deterioration allowing moisture to start coming into the tunnel. The cost to upgrade and repair the tunnel is \$200,000.00. Design fees will total \$166,193.34. The total request is \$2,936,082.34.

This project is identified in the 3DI Master Plan for New Mexico Junior College.

Rationale: *(Describe the project's merits, how the project satisfies institutional goals/mission/need/program growth. State the consequences, if any, of the project not receiving approval.)*

Being good stewards of our facilities is of utmost importance to the governing board and administration of New Mexico Junior College.

Infrastructure follows the Institutions Strategic Plan, that the college will continue to provide modern and clean facilities, as well as provide a plan for maintaining the campus and buildings for future growth. The roof repairs, electrical service upgrades, and the tunnel repairs all follow the strategic plan by maintaining the campus and buildings.

The consequence of not having this project approved along with the funding will be a negative impact on facilities, the growth of the campus and the safety of the student, faculty, and staff of New Mexico Junior College.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION**

Institution: New Mexico Junior College

Original: Date: June 21, 2004

Revision: X Date: June 22, 2006

Project title: Infrastructure

Current Total On-Campus Enrollment	
Head Count: <u>3104</u>	FTE: <u>1687</u>
<u>0</u> % Growth from previous year	<u>.058</u> % Average growth in previous 10-year period

Current Total Off-Campus Enrollment (Distance Ed., etc.)	
Head Count: <u>778</u>	FTE: <u>168.3</u>
<u>0</u> % Growth from previous year	<u>1.65</u> % Average growth in previous 10-year period

Tuition		
Current Tuition Per Credit Hour: <u>\$22.00</u>	Current Tuition Per Semester: <u>\$264.00</u>	
Month/year per semester tuition was last increased: <u>May/2006</u>	Amount of last per semester tuition increase: <u>\$2.00</u>	9% Change from last increase

Program Enrollment Being Served by this Project	
Head Count: _____	FTE: _____
_____ % Growth from previous year	_____ % Average growth in previous 10-year period

Bonding Information (to be completed if local bond proceeds are used for project funding)	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____/____
Outstanding Debt: _____	
Available Capacity: _____	

Project Schedule	
Month/year proposed construction start date: <u>June/2007</u>	Month/year proposed construction completion date: <u>January/2008</u>

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 2: SPACE INFORMATION**

Institution: New Mexico Junior College

Original: **Date:** June 21, 2004

Revision: X **Date:** June 22, 2006

Project title: Infrastructure

List the net assignable square feet (NASF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" published by the U.S. Department of Education.

CLASSIFICATION CODE	TYPE OF SPACE	NASF	% OF TOTAL
100	Classroom		
200	Laboratory		
300	Office		
400	Study		
500	Special		
600	General		
700	Support		
800	Health		
900	Residential		
	Other (hallways, stairs, toilet rooms, tare, etc.)		
TOTALS			100%

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 3: ESTIMATED UTILITIES COST**

Institution: New Mexico Junior College

Original: **Date:** June 21, 2004

Revision: X **Date:** June 22, 2006

Project title: Infrastructure

This form is designed to estimate the project's effect on current utilities costs.

FORMULA	CURRENT EXPENSES	PROJECTED ANNUAL EXPENSES AFTER COMPLETION	DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)
Eligible GSF: _____ x \$4.00			

The Infrastructure request should not cause an increase in the utility costs. Rather, we anticipate utility costs should go down.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 4: PROPOSED PROJECT COSTS**

Institution: New Mexico Junior College

Original: Date: June 21, 2004

Revision: X Date: June 22, 2006

Project title: Infrastructure

I. PROJECT BUDGET

EXPENDITURES	ORIGINAL SUBMISSION		BUDGET REVISION
	NEW CONSTRUCTION	ALTERATIONS	
A. BUILDING COST			
1. General	roof replacement	\$554,304.00	\$1,769,889.00
2. Mechanical/Plumbing	tunnel repairs	\$200,000.00	\$ 200,000.00
3. Electrical	electrical upgrades	\$300,000.00	\$ 800,000.00
4. Special Systems (voice, data, other)			
5. Code Compliance (hazmat abatement, ADA, etc.)			
BUILDING COST SUBTOTAL			
B. Built-in Equipment			
C. Site Development			
1. Utilities, Infrastructure			
2. Landscaping/Site Improvements			
3. Demolition			
TOTAL CONSTRUCTION COST (T.C.C.)		\$1,054,304.00	\$2,769,889.00
D. Construction Contingency (not more than 5% New Const., 10% Renov. of T.C.C.)			
E. Professional Fees			
1. Architectural/Engineering		\$5,543.04	\$ 166,193.34
2. Constr. Administration			
3. Admin./Surveys/Testing			
F. Movable Equipment			
G. Other (site acquisition, etc.)			
H. Art in Public Places (1% of State Appropriation)			
TOTAL PROJECT BUDGET		\$1,059,847.04	\$2,936,082.34

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE
AND FUNDING SOURCES**

Institution: New Mexico Junior College

Original: Date: June 21, 2004

Revision: X Date: June 22, 2006

Project title: Infrastructure

COSTS PER GROSS SQUARE FOOT (GSF)			
	Cost (Items A-C on Form 4)	GSF	Cost per GSF
New Construction			
Alterations	roof replacement	160,899 square feet	\$11.00

RATIO OF NET ASSIGNABLE TO GROSS SQUARE FEET (NASF/GSF)			
	NASF (same as total from Form 2)	GSF	RATIO NASF/GSF (%)
New Construction			
Alterations			

FUNDING SOURCE		
Enter the source of funding for the project. Total must match the total project budget on Form 4.		
Funding Source	Original Submission	Budget Revision
State Appropriations (specify fiscal year and source)		
2005/2006 GOB, STB, or General Fund	\$1,059,847.04	\$2,936,082.34
Other Sources (specify)		
Total	\$1,059,847.04	\$2,936,082.34

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 6: CERTIFICATION BY GOVERNING BOARD**

Institution: New Mexico Junior College

Original: **Date:** June 21, 2004

Revision: X **Date:** June 22, 2006

Project title: Infrastructure

ORIGINAL CERTIFICATION

I hereby certify that, on the basis of this information contained in Forms 1 through 5 for approval of capital projects and the attached preliminary floor plans, elevations and site plan, if appropriate, the Governing Board approved the original submission of this project, at its meeting held on June 29, 2004.

Signed:

President

REVISED SUBMISSION CERTIFICATION

I hereby certify that the Governing Board approved this Revised Submission at its meeting on June 27, 2006

Signed:

President

NEW MEXICO HIGHER EDUCATION DEPARTMENT
1068 Cerrillos Rd., Santa Fe, NM 87505-1650

CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET

Check the appropriate boxes below for materials accompanying this Summary Sheet and prepare the necessary attachments. You may attach extra pages if needed. When Department action is requested, completed material must be received by the HED staff at least 30 calendar days before the Department meeting at which approval is to be requested. Submit three copies, double sided, three hole punched, and one electronic format.

1. Institution New Mexico Junior College Date June 22, 2006
2. Project title Baseball Field Improvements
3. Location Campus of New Mexico Junior College
4. HED meeting date when project consideration is requested September 8, 2006
5. Contact person Dan Hardin Phone 505-392-5210
6. Required forms for project categories:
 Construction, Alterations, or Demolition (All Forms)
 Planning Forms (1, 1-A, 4, 5, 6)
 Property Acquisition (Forms 1, 1-A, 3, 4, 5, 6)
- X 7. A site plan of the proposed project. Attach this as **Exhibit 1**. (Required for final project approval.)
- X 8. Completed design development drawings of the project, including elevations and floor plans with each space numbered and identified as to use. Attach this as **Exhibit 2**. (Required for final project approval.)
- X 9. Form 1 – Project Information
- X 10. Form 1-A – Institutional General Information. Project Schedule
- X 11. Form 2 – Space Information
- X 12. Form 3 – Estimated Utilities Costs
- X 13. Form 4 – Proposed Project Costs
- X 14. Form 5 – Proposed Project Square Footage and Funding Sources
- X 15. Form 6 – Certification by Governing Board

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1: PROJECT INFORMATION

Institution: New Mexico Junior College

Original: X **Date:** June 21, 2005

Revision: X **Date:** June 22, 2006

Project title: Baseball Field Improvements

Description: *(Describe the location, size of the project in gross square feet (GSF), its contents, general nature of space/use and any special characteristics.)*

New Mexico Junior College is seeking funding to complete the construction of the Thunderbird Baseball Field. The project includes field lighting, team and umpire dressing facilities, public address space, and landscaping. The cost is as follows: field lighting (\$270,000.00), team and umpire dressing area (3,000 square feet at \$180.00 per square foot (\$540,000.00), public address space (\$58,800.00), and landscaping (\$86,000.00) The total request is \$1,085,000.00, this includes contingency, architectural fees, and art in public places.

This request follows the 3DI Master Plan for New Mexico Junior College.

Rationale: *(Describe the project's merits, how the project satisfies institutional goals/mission/need/program growth. State the consequences, if any, of the project not receiving approval.)*

New Mexico Junior College is the only full-service community college that maintains and operates a full complement of competitive collegiate athletic programs. With the addition of baseball in 1990, the college has attempted to build a baseball field and continues to make incremental improvements to the facility. The process has been very arduous, and considerable improvements need to be made to the field. New Mexico Junior College has been very diligent in regard to the maintenance of the campus facilities, and we have been very conscientious in avoiding end runs during the legislative process. However, as we look at the number of athletic facilities that are funded during each legislative session, and the fact that New Mexico Junior College is the 2005 National Junior College World Series National Champions, we feel this request is worth consideration. We respect the Higher Education Department's desire to fund Infrastructure and Instructional facilities, but completing the construction of the baseball field will enable NMJC to accomplish the mission of the college and serve the State of New Mexico extremely well.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION**

Institution: New Mexico Junior College

Original: X Date: June 21, 2005

Revision: X Date: June 22, 2006

Project title: Baseball Field Improvements

Current Total On-Campus Enrollment	
Head Count: <u>3104</u>	FTE: <u>1687</u>
<u>0</u> % Growth from previous year	<u>0</u> % Average growth in previous 10-year period

Current Total Off-Campus Enrollment (Distance Ed., etc.)	
Head Count: <u>778</u>	FTE: <u>168.3</u>
<u>0</u> % Growth from previous year	<u>1.65</u> % Average growth in previous 10-year period

Tuition		
Current Tuition Per Credit Hour: <u>\$24.00</u>	Current Tuition Per Semester: <u>\$288.00</u>	
Month/year per semester tuition was last increased: <u>May/2006</u>	Amount of last per semester tuition increase: <u>\$2.00</u>	<u>9</u> % Change from last increase

Program Enrollment Being Served by this Project	
Head Count: _____	FTE: _____
_____ % Growth from previous year	_____ % Average growth in previous 10-year period

Bonding Information (to be completed if local bond proceeds are used for project funding)	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____/_____
Outstanding Debt: _____	
Available Capacity: _____	

Project Schedule	
Month/year proposed construction start date: <u>June/2007</u>	Month/year proposed construction completion date: <u>January/2008</u>

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 2: SPACE INFORMATION**

Institution: New Mexico Junior College

Original: X **Date:** June 21, 2005

Revision: X **Date:** June 22, 2006

Project title: Baseball Field Improvements

List the net assignable square feet (NASF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" published by the U.S. Department of Education.

CLASSIFICATION CODE	TYPE OF SPACE	NASF	% OF TOTAL
100	Classroom		
200	Laboratory		
300	Office		
400	Study		
500	Special	2,700	90%
600	General		
700	Support		
800	Health		
900	Residential		
	Other (hallways, stairs, toilet rooms, tare, etc.)		
TOTALS		2,700	100%

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 3: ESTIMATED UTILITIES COST**

Institution: New Mexico Junior College

Original: X **Date:** June 21, 2005

Revision: X **Date:** June 22, 2006

Project title: Baseball Field Improvements

This form is designed to estimate the project's effect on current utilities costs.

FORMULA	CURRENT EXPENSES	PROJECTED ANNUAL EXPENSES AFTER COMPLETION	DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)
Eligible GSF: <u>3,000</u> x \$4.00		\$12,000.00	(+ \$12,000.00)

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 4: PROPOSED PROJECT COSTS**

Institution: New Mexico Junior College

Original: X Date: June 21, 2005

Revision: X Date: June 22, 2006

Project title: Baseball Field Improvements

I. PROJECT BUDGET

EXPENDITURES	ORIGINAL SUBMISSION		BUDGET REVISION
	NEW CONSTRUCTION	ALTERATIONS	
A. BUILDING COST			
1. General	\$352,800.00		\$ 447,000.00
2. Mechanical/Plumbing	\$ 90,000.00		\$ 93,000.00
3. Electrical	\$ 76,000.00		
4. Special Systems (voice, data, other)	\$483,000.00		\$ 328,800.00
5. Code Compliance (hazmat abatement, ADA, etc.)			
BUILDING COST SUBTOTAL	\$1,001,800.00		\$ 868,800.00
B. Built-in Equipment			
C. Site Development			
1. Utilities, Infrastructure			
2. Landscaping/Site Improvements	\$241,000.00		\$ 86,000.00
3. Demolition			
TOTAL CONSTRUCTION COST (T.C.C.)	\$1,242,800.00		\$ 954,800.00
D. Construction Contingency (not more than 5% New Const., 10% Renov. of T.C.C.)	\$ 100,000.00		\$ 63,200.00
E. Professional Fees			
1. Architectural/Engineering	\$74,568.00		\$ 57,000.00
2. Constr. Administration			
3. Admin./Surveys/Testing			
F. Movable Equipment			
G. Other (site acquisition, etc.)			
H. Art in Public Places (1% of State Appropriation)	\$10,000.00		\$ 10,000.00
TOTAL PROJECT BUDGET	\$1,427,368.00	\$	\$1,085,000.00

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE
AND FUNDING SOURCES**

Institution: New Mexico Junior College

Original: X Date: June 21, 2005

Revision: X Date: June 22, 2006

Project title: Baseball Field Improvements

COSTS PER GROSS SQUARE FOOT (GSF)			
	Cost (Items A-C on Form 4)	GSF	Cost per GSF
New Construction	\$540,000.00	3,000	\$180.00
Alterations			

RATIO OF NET ASSIGNABLE TO GROSS SQUARE FEET (NASF/GSF)			
	NASF (same as total from Form 2)	GSF	RATIO NASF/GSF (%)
New Construction	2,700	3,000	90 %
Alterations			

FUNDING SOURCE		
Enter the source of funding for the project. Total must match the total project budget on Form 4.		
Funding Source	Original Submission	Budget Revision
State Appropriations (specify fiscal year and source) 2006/2007		
State GOB, STB, or General Funds	\$1,000,000.00	\$1,085,000.00
Other Sources (specify)		
NMJC Institutional Funds 2005/2006	\$ 427,368.00	
Total	\$1,427,368.00	\$1,085,000.00

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 6: CERTIFICATION BY GOVERNING BOARD**

Institution: New Mexico Junior College

Original: X Date: June 21, 2005

Revision: X Date: June 22, 2006

Project title: Baseball Field Improvements

ORIGINAL CERTIFICATION

I hereby certify that, on the basis of this information contained in Forms 1 through 5 for approval of capital projects and the attached preliminary floor plans, elevations and site plan, if appropriate, the Governing Board approved the original submission of this project, at its meeting held on June 21, 2005.

Signed:

President

REVISED SUBMISSION CERTIFICATION

I hereby certify that the Governing Board approved this Revised Submission at its meeting on June 27, 2006.

Signed:

President

NEW MEXICO COMMISSION ON HIGHER EDUCATION
1068 Cerrillos Rd., Santa Fe, NM 87505-1650

CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET

Check the appropriate boxes below for materials accompanying this Summary Sheet and prepare the necessary attachments. You may attach extra pages if needed. When Commission action is requested, completed material must be received by the HED staff at least 30 calendar days before the Commission meeting at which approval is to be requested.

1. Institution New Mexico Junior College Date June 22, 2006
2. Project title Student Housing Construction
3. Location Campus of New Mexico Junior College
4. HED meeting date when project consideration is requested September 8, 2006
5. Contact person Dan Hardin Phone 505-392-5210
6. Required forms for project categories:
 - Construction, Alterations, or Demolition (All Forms)
 - Planning Forms (1, 1-A, 4, 5, 6)
 - Property Acquisition (Forms 1, 1-A, 3, 4, 5, 6)
7. A site plan of the proposed project. Attach this as **Exhibit 1**. (Required for final project approval.)
8. Completed design development drawings of the project, including elevations and floor plans with each space numbered and identified as to use. Attach this as **Exhibit 2**. (Required for final project approval.)
9. Form 1 – Project Information
10. Form 1-A – Institutional General Information. Project Schedule
11. Form 2 – Space Information
12. Form 3 – Estimated Utilities Costs
13. Form 4 – Proposed Project Costs
14. Form 5 – Proposed Project Square Footage and Funding Sources
15. Form 6 – Certification by Governing Board

NEW MEXICO COMMISSION ON HIGHER EDUCATION
FORM 1: PROJECT INFORMATION

Institution: New Mexico Junior College

Original: **Date:** June 22, 2006

Revision: **Date:** _____

Project title: Student Housing Construction

Description: *(Describe the location, size of the project in gross square feet (GSF), its contents, general nature of space/use and any special characteristics.)*

New Mexico Junior College is proposing to build a 27,170 GSF Student Housing Project on the campus of New Mexico Junior College. The Student Housing project will be located in the same proximity as the current student housing facilities. The Student Housing project will accommodate 96 students and one on-site manager. The configuration will consist of 25 fully furnished 4-bedroom 2 bath single occupancy units, 1 manager apartment and 650 square foot detached laundry facility.

This project is identified in the 3DI Master Plan for New Mexico Junior College.

Rationale: *(Describe the project's merits, how the project satisfies institutional goals/mission/need/program growth. State the consequences, if any, of the project not receiving approval.)*

In the Strategic Plan for New Mexico Junior College, the vision states the college's mission will be achieved by building a culture which values and promotes excellence, effectiveness, responsiveness, access, and community involvement. The access for students is crucial to campus growth. Adding an additional student housing unit will allow access for students desiring to come to New Mexico Junior College. This is vital in the establishment of an improved quality and character of Student Life throughout the campus.

The consequence to New Mexico Junior College if this project is not approved is loss of the opportunity to increase enrollment. New Mexico Junior College's taxing district is Lea County. Lea County has a declining enrollment, therefore any opportunity for the college to maintain enrollment or to increase enrollment is to attract students from outside Lea County. The college currently has two student housing facilities that house two hundred students, and a new student housing facility that will open in August of 2006. These facilities are constantly full and have a waiting list. There is no housing available for students outside the campus. If this project is not approved there will be no opportunity for New Mexico Junior College to grow the enrollment.

**NEW MEXICO COMMISSION ON HIGHER EDUCATION
FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION**

Institution: New Mexico Junior College

Original: Date: June 22, 2006

Revision: Date: _____

Project title: Student Housing Construction

Current Total On-Campus Enrollment	
Head Count: <u>3104</u>	FTE: <u>1687</u>
<u>0</u> % Growth from previous year	<u>0</u> % Average growth in previous 10-year period

Current Total Off-Campus Enrollment (Distance Ed., etc.)	
Head Count: <u>778</u>	FTE: <u>168.3</u>
<u>0</u> % Growth from previous year	<u>1.65</u> % Average growth in previous 10-year period

Tuition		
Current Tuition Per Credit Hour: <u>\$24.00</u>	Current Tuition Per Semester: <u>\$288.00</u>	
Month/year per semester tuition was last increased: <u>May/2006</u>	Amount of last per semester tuition increase: <u>\$2.00</u>	<u>9</u> % Change from last increase

Program Enrollment Being Served by this Project	
Head Count: <u>96</u>	FTE: <u>96</u>
_____ % Growth from previous year	_____ % Average growth in previous 10-year period

Bonding Information (to be completed if local bond proceeds are used for project funding)	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____/_____
Outstanding Debt: _____	
Available Capacity: _____	

Project Schedule	
Month/year proposed construction start date: <u>August /2007</u>	Month/year proposed construction completion date: <u>July / 2008</u>

**NEW MEXICO COMMISSION ON HIGHER EDUCATION
FORM 2: SPACE INFORMATION**

Institution: New Mexico Junior College

Original: **Date:** June 22, 2006

Revision: **Date:** _____

Project title: Student Housing Construction

List the net assignable square feet (NASF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" published by the U.S. Department of Education.

CLASSIFICATION CODE	TYPE OF SPACE	NASF	% OF TOTAL
100	Classroom		
200	Laboratory		
300	Office		
400	Study		
500	Special		
600	General		
700	Support		
800	Health		
900	Residential	25,500	100%
	Other (hallways, stairs, toilet rooms, tare, etc.)		
	TOTALS		100%

**NEW MEXICO COMMISSION ON HIGHER EDUCATION
FORM 3: ESTIMATED UTILITIES COST**

Institution: New Mexico Junior College

Original: **Date:** June 22, 2006

Revision: **Date:** _____

Project title: Student Housing Construction

This form is designed to estimate the project's effect on current utilities costs.

FORMULA	CURRENT EXPENSES	PROJECTED ANNUAL EXPENSES AFTER COMPLETION	DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)
Eligible GSF: 27,170 x \$4.00	None	\$108,680.	(+ \$108,680.00)

**NEW MEXICO COMMISSION ON HIGHER EDUCATION
FORM 4: PROPOSED PROJECT COSTS**

Institution: New Mexico Junior College

Original: Date: June 22, 2006

Revision: Date: _____

Project title: Student Housing Construction

I. PROJECT BUDGET

EXPENDITURES	ORIGINAL SUBMISSION		BUDGET REVISION
	NEW CONSTRUCTION	ALTERATIONS	
A. BUILDING COST			
1. General	4,000,000.00		
2. Mechanical/Plumbing	200,000.00		
3. Electrical	400,000.00		
4. Special Systems (voice, data, other)			
5. Code Compliance (hazmat abatement, ADA, etc.)			
BUILDING COST SUBTOTAL	4,600,000.00		
B. Built-in Equipment			
C. Site Development	60,000.00		
1. Utilities, Infrastructure	195,000.00		
2. Landscaping/Site Improvements	145,000.00		
3. Demolition			
TOTAL CONSTRUCTION COST (T.C.C.)	5,000,000.00		
D. Construction Contingency (not more than 5% New Const., 10% Renov. of T.C.C.)	250,000.00		
E. Professional Fees			
1. Architectural/Engineering	300,000.00		
2. Constr. Administration			
3. Admin./Surveys/Testing			
F. Movable Equipment	125,000.00		
G. Other (site acquisition, etc.)	Taxes align="right">340,500.00		
H. Art in Public Places (1% of State Appropriation)	N/A		
TOTAL PROJECT BUDGET	\$6,015,500.00	\$	

**NEW MEXICO COMMISSION ON HIGHER EDUCATION
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE
AND FUNDING SOURCES**

Institution: New Mexico Junior College

Original: **Date:** June 22, 2006

Revision: **Date:** _____

Project title: Student Housing Construction

COSTS PER GROSS SQUARE FOOT (GSF)			
	Cost (Items A-C on Form 4)	GSF	Cost per GSF
New Construction	5,000,000.00	27,170	184.00
Alterations			

RATIO OF NET ASSIGNABLE TO GROSS SQUARE FEET (NASF/GSF)			
	NASF (same as total from Form 2)	GSF	RATIO NASF/GSF (%)
New Construction	25,500	27,170	93%
Alterations			

FUNDING SOURCE		
Enter the source of funding for the project. Total must match the total project budget on Form 4.		
Funding Source	Original Submission	Budget Revision
State Appropriations (specify fiscal year and source)		
New Mexico GOB or STB	\$3,515,500.00	
Other Sources (specify)		
NMJC Institutional Funds 2005/2006	\$2,500,000.00	
Total	\$6,015,500.00	

**NEW MEXICO COMMISSION ON HIGHER EDUCATION
FORM 6: CERTIFICATION BY GOVERNING BOARD**

Institution: New Mexico Junior College

Original: **Date:** June 22, 2006

Revision: **Date:** _____

Project title: Student Housing Construction

ORIGINAL CERTIFICATION

I hereby certify that, on the basis of this information contained in Forms 1 through 5 for approval of capital projects and the attached preliminary floor plans, elevations and site plan, if appropriate, the Governing Board approved the original submission of this project, at its meeting held on June 27, 2006.

Signed:

President

REVISED SUBMISSION CERTIFICATION

I hereby certify that the Governing Board approved this Revised Submission at its meeting on _____, 200____.

Signed:

President

**New Mexico Junior College
Five-Year Capital Plan
June 2006**

Year	Project	Type of Project	Funding Sources
2006 – 2007	Caster Activity Center remodel into classrooms (Old Cowboy Hall of Fame area)	Remodel & update of Infrastructure	Institutional & GOB or STB
2001 - 2007	Baseball field	Remodel & addition	Institutional & GOB or STB
2001 - 2007	Rodeo Arena/Equestrian Center	Remodel & addition	Institutional
2006 - 2007	Workforce Instructional Training Center	New Construction	Institutional & GOB
2006 - 2008	Pannell Library remodel into classrooms (Old Testing Center)	Remodel & update of Infrastructure	Institutional & GOB or STB
1999 - 2007	Infrastructure	Expand Central Plant Fiber Optic Connection Extend Water, Elec, & Gas	Institutional, & GOB or STB
2007 – 2008	Student Housing	New Construction	Institutional, Rev Bonds
2008 - 2009	Pannell Library Renovation	Remodel & update of infrastructure	Institutional, & GOB or STB
2008 - 2009	Caster Activity Center	Remodel, expansion & update of infrastructure	Institutional, & GOB or STB
2008 - 2009	John Shepherd Administration Building	Remodel & update of	Institutional, & GOB or STB

2009 – 2010	McLean Hall	infrastructure	Institutional & GOB or STB
2009 – 2010	Mary Hagelstein Instructional Center	Expand & Remodel of infrastructure	Institutional & GOB or STB
2010 – 2011	Vocational Building B Complex	Expand & Remodel of infrastructure	Institutional & GOB or STB
2010 – 2011	Build new parking lot on West Campus	New construction	Institutional & GOB or STB

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: New Mexico Junior College Board members
From: Dan Hardin
RE: RFP # 91
Date: June 22, 2006

Board members, RFP # 91 was put out to find a retail automation system (Point of Sale) software for the Bookstore. The purchase and implementation of a POS system is the last piece in completing the NMJC Bookstore project. The RFP requested the capability to do many things along with interfacing with Banner. The Bookstore director Pam Fulcher, Josh Morgan Purchasing Coordinator, Bill Kunko Director of Computer Services, and Dan Hardin evaluated the bids. The recommendation is to purchase the Nebraska Book Company software over the Missouri and Follett software. The evaluation covered many questions and areas along with the price. There is a large difference in the quoted price from the Nebraska software as compared to the Missouri and Follett software. We want to explain that Missouri and Follett did not give quotes on all of the points that were included in the Nebraska software bid. In the bid from Missouri several features would state quote available upon request, and the Follett bid did not have many of the features and capabilities of the Nebraska software. We have contacted schools in our area and the majority use the Nebraska Book Company software, those using the Nebraska software highly recommend the system.

We see that the Nebraska Book Company software will keep the Bookstore current and up-to-date for many years.

Respectfully submitted,



Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Request for Proposals #91

POS System for Bookstore

BOARD DOCUMENTS

Date: June 27, 2006
Prepared by: Joshua Morgan
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. Legal notice was sent to the Hobbs News Sun requesting sealed proposals for a POS System for the New Mexico Junior College Bookstore.
2. Three proposals were submitted in compliance with the opening date and time.
3. There were no vendors present at the opening.
4. The Business Office and Evaluation Committee have evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The vendors responding to the request for proposal are: Follett Campus Resources, River Grove, IL, MBS Systems Solutions, Columbia, MO, and Nebraska Book Company, Lincoln, NE.

The Administration recommends acceptance of the proposal submitted by Nebraska Book Company for \$64,467. The tabulation results are shown on Page 4.

Source of Funding: FY 2005/2006 Capital Projects
Bookstore POS System
Account #: 91537-4002-71128-911
Amount: \$60,000.00

FY 2005/2006 Institutional
Bookstore Supplies and Expense
Account #: 12005-4040-71131-201
Amount: \$4,647.00

Points Summary

Name of Vendor	Proposal Amount	Completeness of Proposal	Corporate Experience, Financial Stability, Quality of References	Capability of System Proposed	Ability to Initiate the Installation	Cost	Total Percentage
Nebraska Book Company	\$64,467	8%	14%	23%	25%	14%	84%
Follett Campus Resources	\$36,951	7%	4%	20%	25%	24%	80%
MBS Systems Solutions	\$35,492	8%	7%	19%	25%	20%*	79%

Percentages for Cost are based on the RFP formula: Vendor A has the lowest proposal cost of \$5,000 and Vendor B has a proposal cost of \$6,000; to arrive at Vendor B's percentage: $\$5,000/\$6,000 = .833 \times 25\% = 21\%$ assigned to Vendor B's percentage

* MBS Systems Solutions cost proposal was incomplete. It was estimated that it was only 80% complete. To factor this in to the evaluation percentage, the example above was multiplied by 80% to arrive at a more accurate percentage to represent cost.

Evaluation Committee:

Pamela Fulcher, Director of Bookstore Services
 Bill Kunko, Director of Computer Information Systems
 Dan Hardin, Vice President for Finance

NEW MEXICO JUNIOR COLLEGE
SPECIFICATIONS
PROPOSAL EVALUATION CRITERIA

The College will rate and select a Proposal based on the following:

- A. Completeness of proposal (10%)
- B. Corporate experience, financial stability and quality of reference (15%)
- C. Capability of system proposed (25%)
- D. Ability to initiate the installation process by the requested start date and implementation plan with a definite completion date (25%)
- E. Cost: (25%) Cost points are calculated as follows: the lowest cost divided by other offeror's cost X 25%

Maximum Percentage Available: 100%

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: New Mexico Junior College Board members
From: Dan Hardin
RE: Truck purchase CDL program
Date: June 22, 2006

New Mexico Junior College was awarded \$190,000.00 for the startup of a CDL program. In that funding \$48,000.00 was allocated for the purchase of a truck. It is the administration's recommendation that we purchase a new 2007 Freightliner truck from Albuquerque Freightliner through CES for \$86,500.00 plus taxes and the CES fee for a total of \$93,262.14. As a part of this recommendation we are asking that the Board approve the purchase of the 2007 Freightliner truck and approve the moving of \$45,262.14 from 2006/2007 reserves to this capital project.

The proposed truck was quoted as follows:

2007 Freightliner FLD120SD

Detroit 14L 455/490HP

Eaton 10 speed transmission

12,000 lb front axle

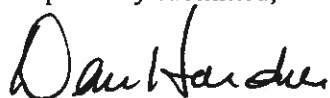
40,000lb rear axle with air ride suspension

Dual 120 gallon aluminum fuel tanks

48' Flat top sleeper

White in color

Respectfully submitted,



Dan Hardin

Date: May 7,2006
To: Dr. Steve McCleery
From: Richard Morris
Subject: Recommendation of Caster Activity Center Gymnasium Basketball Court Name

Please consider the recommendation that the Caster Activity Center Gymnasium Basketball Court be named:
"Ron Black Court"

As we move through the construction process of the new gym wood flooring installation, lettering and graphic work is being finalized with the Contractor and I am requesting board approval of name.

Ron Black's Bio- 33 years at NMJC

- Taught at New Mexico Junior College from 1966 to 1999-
Was a full time teacher of American History and American Government
- Served as Secretary –Treasurer of WJCAC from 1968 to 1978
- During this time developed the first conference letter of intent for athletes
- Served as a volunteer assistant for NMJC Basketball from 1966 to 1970
- Assistant Men's Basketball Coach at NMJC from 1970 to 1978
- Was Head Men's Basketball Coach at NMJC from 1978 to 1999 (22 years)
- Career record 414-287 (all at NMJC)
- Won Region V championships in 1994-95 and 1995-96
- Lost by one point in regional championship game in 1997-98
- Over 80 former players received scholarships to continue education and athletic careers
- Coached two All-Americans (Richard Hollis and Greg Brown)
- Had 8 former players play professionally, including Avery Johnson of the NBA

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-20-06

Candidate's name Chris P. Polson

Position title Admission Specialist

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 7-1-06 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, KJMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$30,693 - \$38,367 Recommended annual salary \$35,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 3042 61301 125 100%

Recommended and approved by:
Vicki Vardeman Supervisor Vicki Vardeman Dean/Director

Steve McCleary Vice President Steve McCleary President

- Selection Committee Members: Judy Halladay - Department Secretary College Communications
David Jett - Assistant Director of PR/Marketing
Kathy Mahan - Desktop Designer
Corina Lopez - Department Secretary Student Recruiting
Vicki Vardeman - Director of PR/Marketing

Comments: Mr. Polson, with a B.A. in Business and Human Relations and seven years
applicable experience, meets and/or exceeds the minimum requirements for
this position.

ABBREVIATED RESUME

Position

Admission Specialist

Personal Data

Name: Chris P. Polson

Education

B.A., College of the Southwest, Hobbs, NM, 1998

Major: General Business

Minor: Human Relations

A.A., Otero Junior College, La Junta, CO, 1996

Professional Experience

College of the Southwest, Hobbs, NM 2002 to Present
Director of Admission/Assistant Director of Admission/
Senior Admission Specialist/Admission Specialist/
Financial Aid Officer

National Bank of Commerce, Franklin, TN 2000 to 2002
Assistant Branch Manager/Financial Service Associate

Power-N-Health Unlimited, Inc., Hobbs, NM 1999 to 2000
Assistant Manager

Brown's Shoe Fit Company, Hobbs, NM 1998 to 1999
Assistant Manager

Otero Junior College, La Junta, CO 1995 to 1996
Resident Assistant

Organizations/Awards

Member-Hobbs Jaycees, 1998-2000

Member-President's Advisory Council, College of the Southwest, 1997-1998

President-Fellowship of Christian Athletes, College of the Southwest, 1997-1998

Student Mentor, College of the Southwest, 1997-1998

President- Student Dormitories, Otero Junior College, 1995-1996

Participant-Intercollegiate Baseball, College of the Southwest & Otero Junior College, 1994-1998

NM Army Reserve Scholar/Athlete of the Year, AHS, 1993



New Mexico Junior College

Career Opportunities

Position Announcement - June 2006

Position Title: Admission Specialist

Position Description: The position reports to the Director of Public Relations & Marketing or his/her designee. Duties and responsibilities shall be, but are not limited to, the following: 1) Maintain responsibility for all aspects of student recruiting, including general office, budget, database management, and some supervisory responsibility; (2) Develop and implement student recruiting strategies; (3) Develop and maintain a strong network of contacts to help identify prospective students; (4) Assist in the development of recruiting materials, such as a hard copy and/or electronic brochures, promoting NMJC's programs and its opportunities; (5) Organize presentations for schools and job/college fairs regarding the institution, programs, and any known employment/training opportunity; (6) Confer with college personnel to learn about NMJC's programs and related job/training opportunities in order to target and motivate prospective students; (7) Maintain general knowledge of competitive practices in various program disciplines, including compensation, qualifications, and recommended recruiting strategies; (8) Identify/develop and utilize internet online recruiting resources to help prospective students; (9) Coordinate with faculty in on- and off- campus recruiting events and activities; (10) Forward prospective student information to appropriate faculty members for additional contact; (11) Coordinate recruiting efforts with appropriate staff in various departments across campus; (12) Travel as assigned to meet recruiting needs; (13) Participate in a process of continual personal and professional improvement; (14) Actively participate in the institutional goals and objectives designed to support the mission of the college; (15) Serve on college committees as assigned; and (16) 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. All degrees must be from a regionally accredited institution. Excellent verbal and written skills. Skilled at making presentations to groups; strong desire to work with prospective college students. Prior college experience in recruiting or admission preferred. Must maintain a valid driver's license and be able to travel. NOTE: Computer proficiency is required.

Salary/Benefits: This is a twelve-month professional position. Salary range is \$30,693 to \$38,367. The salary and benefits are commensurate with experience and qualifications. Note: New Mexico Junior College does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible. **Please do not send any application materials via e-mail.**

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts, and three or more signed letters of recommendation to:

**Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Admission Specialist

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Polson, Chris P.	Yes	Yes	Start date: Pending Board approval.
Wright, Jennifer C.	Yes	Yes	Start date: Pending Board approval.
Graves, Yvonne L.	Yes	No	
Mayes, Paula J.	No	No	Incomplete application materials.
Keenan, Kimberly R.	No	No	
Harder, Anna	No	No	Incomplete application materials.
Arteaga, Eddie	No	No	Incomplete application materials.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-20-06

Candidate's name Jennifer C. Wright

Position title Admission Specialist

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 7-1-06 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 \$30,693 - \$38,367 Recommended annual salary \$31,300 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 3042 61301 125 100%

Recommended and approved by:
Vicki Vardeman Supervisor Vicki Vardeman Dean/Director

Steve McCreary Vice President Steve McCreary President

Selection Committee Members: Judy Halladay - Department Secretary College Communications

David Jett - Assistant Director of PR/Marketing

Kathy Mahan - Desktop Designer

Corina Lopez - Department Secretary Student Recruiting

Vicki Vardeman - Director of PR/Marketing

Comments: Ms. Wright, with a B.A. in English and Communications, meets and/or exceeds
the minimum requirements for this position.

ABBREVIATED RESUME

Position

Admission Specialist

Personal Data

Name: Jennifer C. Wright

Education

B.A., Fort Lewis College, Durango, CO, 2005

Major: English-Communication

A.A., Vernon College, Vernon, TX, 2002

Professional Experience

New Mexico Junior College, Hobbs, NM Library Assistant-Government Publications	11/2005 to Present
Volunteer, Hobbs, NM Fast Pitch softball pitching coach	12/1999 to Present
Lightner Creek Inn, Durango, CO Housekeeping Supervisor	8/2005 to 11/2005
Fort Lewis College, Durango, CO News Reporter and Disc Jockey for KDUR	3/2004 to 4/2005
City Market, Durango, CO Floral/Delivery Driver	5/2003 to 9/2003

Organizations

Member-Fort Lewis College softball team, Durango, CO, 2002-2004
Member-Vernon College softball team, Vernon, TX, 2000-2002
Member-Phi Theta Kappa, Vernon, TX, 2001-present
Image Strategy Committee
Hobbs Baseball Booster Club

Awards

Western Undergraduate Exchange Scholarship, 2004
Graduated "Cum Laude" from Fort Lewis College, 2005
National Honor Society, Hobbs High School



New Mexico Junior College

Career Opportunities

Position Announcement • June 2006

Position Title: Admission Specialist

Position Description: The position reports to the Director of Public Relations & Marketing or his/her designee. Duties and responsibilities shall be, but are not limited to, the following: (1) Maintain responsibility for all aspects of student recruiting, including general office, budget, database management, and some supervisory responsibility; (2) Develop and implement student recruiting strategies; (3) Develop and maintain a strong network of contacts to help identify prospective students; (4) Assist in the development of recruiting materials, such as a hard copy and/or electronic brochures, promoting NMJC's programs and its opportunities; (5) Organize presentations for schools and job/college fairs regarding the institution, programs, and any known employment/training opportunity; (6) Confer with college personnel to learn about NMJC's programs and related job/training opportunities in order to target and motivate prospective students; (7) Maintain general knowledge of competitive practices in various program disciplines, including compensation, qualifications, and recommended recruiting strategies; (8) Identify/develop and utilize internet online recruiting resources to help prospective students; (9) Coordinate with faculty in on- and off- campus recruiting events and activities; (10) Forward prospective student information to appropriate faculty members for additional contact; (11) Coordinate recruiting efforts with appropriate staff in various departments across campus; (12) Travel as assigned to meet recruiting needs; (13) Participate in a process of continual personal and professional improvement; (14) Actively participate in the institutional goals and objectives designed to support the mission of the college; (15) Serve on college committees as assigned; and (16) 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. All degrees must be from a regionally accredited institution. Excellent verbal and written skills. Skilled at making presentations to groups; strong desire to work with prospective college students. Prior college experience in recruiting or admission preferred. Must maintain a valid driver's license and be able to travel. NOTE: Computer proficiency is required.

Salary/Benefits: This is a twelve-month professional position. Salary range is \$30,693 to \$38,367. The salary and benefits are commensurate with experience and qualifications. Note: New Mexico Junior College does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible. **Please do not send any application materials via e-mail.**

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts, and three or more signed letters of recommendation to:

**Human Resources
New Mexico Junior College
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Hobbs, NM 88240**

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APPLICANT LIST

Position: Admission Specialist

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Polson, Chris P.	Yes	Yes	Start date: Pending Board approval.
Wright, Jennifer C.	Yes	Yes	Start date: Pending Board approval.
Graves, Yvonne L.	Yes	No	
Mayes, Paula J.	No	No	Incomplete application materials.
Keenan, Kimberly R.	No	No	
Harder, Anna	No	No	Incomplete application materials.
Arteaga, Eddie	No	No	Incomplete application materials.

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-20-06

Candidate's name LuCinda Gomez

Position title Assistant Director of Financial Aid

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 7-5-06* Standard contract length 12 mos. 9 mos. other
*Pending background check.

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 \$27,807 - \$34,758 Recommended annual salary \$34,500 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 3061 61301 125 100%

Recommended and approved by:
Laura Marquez
Supervisor

Lance Caviness
Dean/Director

Steve McCleery
Vice President

Steve McCleery
President

- Selection Committee Members: Gayle Abbott - Director of Student Support Services
Lance Caviness - Director of Student Life
Laura Marquez - Director of Financial Aid
Regina Organ - Vice President for Student Services

Comments: Ms. Gomez, with an A.A.S. in accounting and more than ten years financial aid
experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Assistant Director of Financial Aid

Personal Data

Name: LuCinda Gomez

Education

A.A.S., New Mexico Junior College, Hobbs, NM, 1992
Major: Accounting

Professional Experience

New Mexico Junior College, Hobbs, NM	
Financial Aid Specialist – PELL	4/93 to 8/04
Student Assistant – Financial Aid & Accounts Payable	1/92 to 8/92
Seminole National Bank, Seminole, TX	
Proof Operator	8/92 to 4/93
Student Assistant – Bookkeeper/Computer Operator	9/88 to 8/89

Organizations

Religious Education Program, Assistant Director
BEST Organization at College of the Southwest, Member
Business Professionals of America (High School), Vice President

Awards

College of the Southwest President's List, Spring 2006, Spring and Fall 2005
New Mexico Junior College Meritorious Service Award, 2000
Accounting Scholarship from the Oil Patch Chapter of C.P.A.'s, Fall 1991
Vice President's Honor Roll, Spring 1991, Spring 1992
Who's Who Among American High School Students, 1988



New Mexico Junior College

Career Opportunities

Position Announcement • May 2006 (Pending Board approval)

Position Title: Assistant Director of Financial Aid

Position Description: The Assistant Director of Financial Aid reports to the Director of Financial Aid. Duties and responsibilities shall be, but are not limited to, the following: 1) Administer four work study programs in a manner consistent with federal, state, NMJC Foundation and institutional guidelines; 2) Administer and expand the college scholarship programs and maintain scholarship files; 3) Assist in the college marketing program and in student recruitment; 4) Assist in making recommendations concerning clerical personnel employed in the Financial Aid Office; 5) Assist the Director in development of departmental budget; 6) Continually evaluate and assess programs and make recommendations of the Director for improvement of operational process; 7) Maintain a working knowledge of all aspects of the Financial Aid Office and perform necessary supervisory functions in the absence of the Director, upon approval of the Vice President of Student Services; 8) Accept other duties as assigned by the Financial Aid Director; and, 9) Participate in a process of continual personal and professional improvement; 10) Actively participate in the institutional goals and objectives designed to support the mission of the college; 11) Serve on college committees as assigned; and 12) Nothing contained herein shall limit the President in assigning the employee to any college activity for which he may deem the employee qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A bachelor's degree and work experience related to job duties is preferred. Candidate must have the ability to work with others, including employees, members of the community and students of all socioeconomic backgrounds; must possess excellent clerical, accounting, and communication skills; must demonstrate an ability to read and interpret government documents and regulations; must be self-motivated, and react well to administrative supervision. **Note: Computer proficiency is required.**

Salary/Benefits: This is a 12 month, full time, exempt position with a salary range of \$27,807 to \$34,758, depending upon education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: June 16, 2006 @ 5:00 p.m., MDT. To ensure consideration, all application materials must be received by the deadline. **Application materials sent via e-mail will not be accepted.**

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

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New Mexico Junior College
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Hobbs, NM 88240**

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APPLICANT LIST

Position: Assistant Director of Financial Aid

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Hernandez, Beatriz	No	No	
Luker, Candy J.	No	No	
Vasquez, Yvette M.	Yes	No	
Gratton, Peggy D.	No	No	
Amador, Kelly R.	No	No	
Elliott, Stacy M.	No	No	Incomplete application materials.
Becerra, Tricia M.	No	No	
Conder, Shirley G.	No	No	
Schwisow, Suzanne N.	No	No	
Gomez, LuCinda	Yes	Yes	Start date: Pending Board approval.
Keenan, Kimberly R.	No	No	

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-12-06

Candidate's name Rhonda L. Suddeth

Position title Database/Server Specialist

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 7-1-06 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 \$32,247 to \$40,309 Recommended annual salary \$38,496 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11805 1050 61301 181 100%

Recommended and approved by:

Supervisor _____

Bill Kunko
Dean/Director

Vice President _____

Steve McClary
President

Selection Committee Members: Charles Adams - Distance Learning Web CT Coordinator

Jose Flores - Programmer Analyst

Bill Kunko - Director of Computer Information

Michael Rutledge - Distance Learning Technical Coordinator

Oscar Vigil - Coordinator of Network Systems

Comments: Ms. Suddeth meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Database/Server Specialist

Personal Data

Name: Rhonda L. Suddeth

Education

Certified Medical Assistant, Salt Lake City Medical & Dental, Salt Lake City, UT, 1970

Microsoft Certified Professional, 2000

Microsoft Certified Professional + Internet, 2000

Microsoft Certified Systems Engineer, 2000

Professional Experience

Lea County State Bank, Hobbs, NM 8/04 to Present
Internet Administrator/System Analyst

Leaco Rural Telephone, Hobbs, NM 10/00 to 06/04
Commercial/CLEC Manager

Union Telephone Company, Mountain View, WY 10/88 to 10/00
Data Processing Supervisor/System Analyst/Cellular Roaming Coordinator



New Mexico Junior College

Career Opportunities

Position Announcement • February 2006

Position Title: Database/Server Specialist

Position Description: The Database/Server Specialist reports to the Director of Computer Information Systems. The duties and responsibilities shall be, but are not limited to, the following: (1) coordinate with instructional faculty, staff, and administration in the development and maintenance of NMJC's on-line systems; (2) code and document programs written for NMJC's On-line systems; (3) work with end-users to determine application data access requirements; (4) plan, develop, create, and maintain all databases associated with the on-line system; (5) maintain accurate and up-to-date knowledge of database information and requirements for maximizing database potential; (6) install, implement and maintain user-friendly applications on the network; (7) work closely with PR/ Marketing and the Webmaster; (8) maintain and enhance technical skills through professional training and development activities, travel as necessary. (9) participate in a process of continual personal and professional improvement; (10) actively participate in the institutional goals and objectives designed to support the mission of the college; (11) serve on college committees as assigned; and (12) 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 Computer Information Systems from a regionally accredited institution is preferred. However, a strong background in database and/or server management, and programming experience will be considered in lieu of the Bachelor's degree. Training and experience in Window's operating systems including MS Server 2000 and MS Server 2003, Microsoft's ASP pages and Microsoft's ACCESS is preferred.

Salary/Benefits: This is a full-time, exempt, professional position with a salary range of \$32,247 to \$40,309 depending on experience and education. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

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

To Apply: Application material sent via email will not be accepted. Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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APPLICANT LIST

Position: Database/Server Specialist

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Suddeth, Rhonda L.	Yes	Yes	Start date: Pending Board approval.
Navuluri, Sivakumari	Yes	No	
Jimenez, Janah M.	No	No	Incomplete application materials.
Hughes, Lana L.	No	No	Incomplete application materials.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-20-06

Candidate's name Steve A. Fiorito

Position title Professor of High School Automotive 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 8-14-06* Standard contract length 12 mos. 9 mos. other

*Pending background check.

Funding source Institutional Funds

Paid advertising beyond *standard Odessa American; Roswell Daily Record; higheredjobs.com

(* 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 \$31,461 - \$39,326 Recommended annual salary \$39,934 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 2581 61101 102 80%
20%

Recommended and approved by:

Supervisor _____

Dean/Director _____

Vice President _____

President _____

Selection Committee Members: Joe Garcia - Professor of Sociology

Sam Gilcrease - Professor of Automotive Technology/GM ASEP

Terry Halladay - Professor of Automotive Technology

Mary Jane Ward - Dean of Careers and Technology

Randy Whicker - Professor of Automotive Technology/Ford

Mike Williams - Professor of English

Comments: Mr. Fiorito, with ASE Certifications and more than sixteen years applicable
experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Professor of High School Automotive Technology

Personal Data

Name: Steve A. Fiorito

Education

A.A.S., Fullerton College, Fullerton, CA, 1973
Biology

Professional Experience

IRA Porsche/Audi, Danvers, MA Service Consultant	09/05 to Present
TVI Community College, Albuquerque, NM Part Time Automotive Instructor	01/03 to 06/05
Los Lunas Schools, Los Lunas, NM Automotive Instructor	07/03 to 06/05
Steve Anthony's Mobile Mastertech Owner/Technician	01/01 to 06/05
Pacific Honda, San Diego, CA Master Honda Technician	01/88 to 12/00

Certifications

ASE Master Auto Technician (A1-A8)
L1 Certified

Affiliations

Professional Technician, Member
Teacher's Union. NEA, Los Lunas, NM, 2003-2005
International Automotive Tech Network
Japanese Karate Federation



New Mexico Junior College

Career Opportunities

Position Announcement • December 2005 (revised)

Position Title: Professor of High School Automotive Technology

Position Description: This position reports to the Dean of Business & Technology and is responsible for teaching Automotive Technology in the secondary Advanced Career Technology Academy program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (2) Supervise students who are chosen as AYES participants in off-campus cooperative work experiences; (3) Travel as required for AYES training; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Coordinate advisory committee meetings; (8) Work for the general improvement of the instructional programs at the college; (9) Participate in college service through standing and ad hoc committees; (10) Post and maintain supervisor approved office hours per week; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; (13) Coordinate and maintain the NATEF and AYES certifications of the program; (14) Sponsor student participation in various automotive contests throughout the year such as Ford AAA, Skills USA, NMJC high school automotive contest, and/or others; and, (15) 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 or Master's degree in an occupational/vocational or closely related field is preferred. Candidates with an Associate's degree (or equivalent or compliance to earn an Associate's Degree within an agreed time frame) and extensive automotive experience will be considered. All degrees must be from a regionally accredited institution. Candidates must be ASE certified, possess demonstrated technical skills in the 4 ASE areas taught at the high school level and become ASE Master certified and LI certified within a specified time frame. Five years experience teaching (community college or high school level preferred) automotive and technical service experience in a dealership desired. Current training history required. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. **Note: Computer proficiency is required.**

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply. **Note:** NMJC does not participate in social security deductions.

Application Deadline: Position is open until filled. Review of applications will begin immediately upon submission.

To Apply: Application materials sent via email will not be accepted. Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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APPLICANT LIST

Position: Professor of High School Automotive Technology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Ramirez, Alvin L.	No	No	
Fiorito, Steve A.	Yes	Yes	Start date: Pending Board approval.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-22-06

Candidate's name Robert L. Rhodes

Position title Vice President for Training and Outreach

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 7-18-06 * Standard contract length 12 mos. 9 mos. other _____
*Pending background check.

Funding source Institutional Funds

Paid advertising beyond *standard Chronicle of Higher Education; higheredjobs.com
(* 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 \$74,662 - \$93,328 Recommended annual salary \$84,643 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11000 2910 61301 115 100%

Recommended and approved by:

Supervisor _____

Dean/Director _____

Vice President _____

Steve McCleary
President

Selection Committee Members: John Gratton - Vice President for Instruction

Dan Hardin - Vice President for Finance

Regina Organ - Vice President for Student Services

Larry Hanna - NMJC Board Member

Guy Kesner - NMJC Board Member

Comments: Additional Committee Members: Kathi Bearden; Paul Campbell; Dennis Holmberg;
Dexter Sykes

Mr. Rhodes, with a M.B.A. and final hearing for Ed.D. scheduled for Fall 2006, plus
more than nineteen years applicable experience, meets and/or exceeds the minimum
requirements for this position.

ABBREVIATED RESUME

Position

Vice President for Training and Outreach

Personal Data

Name: Robert L. Rhodes

Education

Ed.D., New Mexico State University, Las Cruces, NM, (Final Hearing Fall 2006)

M.B.A., Eastern New Mexico University, Portales, NM, 1991

Concentrations: Accounting, Finance, Organizational Behavior and Economics

Research: Analysis and plan development for small businesses

B.S., Eastern New Mexico University, Portales, NM, 1981

Areas of Study: Accounting, Business Administration, Sociology and Psychology

Professional Experience

Eastern New Mexico University, Roswell, NM	
Chairperson, Center for Workforce and Community Development	2003 to Present
Customized Training Director	1997 to 2003
The Collection, Clovis, NM	8/88 to 4/97
Retail Clothing Store - Owner	
Eastern New Mexico University, Portales, NM	1988 to 1993
Adjunct Faculty – College of Business	
Wal-Mart Stores, Bentonville, AR	1981 to 1987
Store Manager	
Woolworth/Woolco, Clovis, NM	1975 to 1981
Assistant Manager	

Papers Presented at Conferences

Growing better workers and better learners: Presented to the Plato Learning National Conference

Statewide Correctional Education Program: Presented to the National Correctional Educators Leadership Conference, Annapolis, MD

Impact of the Trade Adjustment Act on local communities and labor force: Testimony provided to the U.S. Senate Finance Committee: Sub Committee on International Trade

Additional Certifications

Certified Balance Scorecard Facilitator: Leadership and facilitation to companies practicing the Balanced Scorecard approach to strategic management.

Certified Facilitator: *Zenger-Miller*

Certified Instructor: *NxLevel Small Business Management Western Entrepreneurial Network*

Presenter/Facilitator for Universal Design for Learning

Professional Memberships

International Association of Continuing Education and Training

Conference Board of U.S. and Canada

National Council for Workforce Education

Association of Commerce and Industry

International Economic Development Council

Canadian Technology Human Resources Board

American Association of Community Colleges

Professional Association of Continuing Educators (PACE)

American Society of Training Development ASTD

Correctional Education Association

American Correctional Association

Professional/Community Service

Advisory Board Member Hispanic Association of Colleges and Universities DOLETA partnership

Grant Reader/Evaluator U.S. Department of Education

Chaves County Development Foundation

Kellogg Foundation Shared Solutions Board

New Mexico First

Job Services Employers Council, Past Chairperson

South Eastern New Mexico Society for Human Resource Management, Past President

EMS/EMT Advisory Board

High Plains Rotary, Past President

Former City Commissioner of Clovis, NM

Mayor's Council on Youth and Violence

Ute Water Commission Board Member

Clovis Business Retention & Expansion Executive Committee

Grants and Contracts Authored and Awarded

Statewide Work-Based Literacy Program

Annual contracts with the NM Human Services

JTPA Title III Grant with the US Department of Labor

JTPA Aviation Maintenance Program

United States EDA University Center

National Flight Test Center Funded through the New Mexico State Legislature



New Mexico Junior College Career Opportunities

Position Announcement • April 2006

Position Title: Vice President for Training and Outreach

Position Description: The Vice President for Training and Outreach is responsible for the customized training initiatives of the college and shall report administratively to the President. Duties and responsibilities include, but are not limited to, the following: (1) Coordinate and supervise the customized training activities of the college; (2) Advise the President in matters of college policy in regard to training and outreach; (3) Coordinate a college response to provide the training that attracts, retains, and expands business; (4) Organize and implement non-credit, not-for-credit (fee based), and credit courses and programs for employee training upgrade or retraining, and develop customized training programs utilizing campus and off-campus facilities; (5) Assist in the recruitment of the professional staff members for the training and outreach sector of the college and make recommendations of the selections to the president; (6) Serve as a liaison for creating partnerships with local businesses, industries, agencies, organizations and appropriate state and national groups; (7) Identify and solicit funding sources for training programs; (8) Represent the college at various civic, educational, governmental meetings, and conferences; (9) Develop a training and outreach advisory committee; (10) Plan and administer the Training and Outreach budgets, grants and contracts, invoicing, purchasing, and financial forecasting; (11) Supervise and work with the Small Business Development Center; (12) Direct a continuous evaluation of the Training and Outreach activities of the college; (13) Support the public relations and marketing activities of the college; (14) Participate in a process of continual personal and professional improvement; (15) Actively participate in the institutional goals and objectives designed to support the mission of the college; (16) Serve on college committees as assigned; (17) Accept other duties as assigned by the President; 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: Bachelor's degree required. Master's degree preferred. Degree must be from a regionally accredited institution. Successful experience in developing training solutions, customized training, contract training, employee training or retraining, instructional program development, and developing partnerships is required. Preference will be given to candidates demonstrating evidence of experience in strategic planning, budget and resource management (including external grants), facilities planning and management, implementation of successful training solutions programs, and a demonstration of an understanding and willingness to work in an academic setting. The ideal candidate will have community leadership abilities, strong communication and administrative skills, and computer proficiency.

Salary/Benefits: This is a full-time, exempt, twelve-month administrative position. Salary range is \$74,662.00 to \$93,328.00, commensurate with education and experience. Standard employee benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: May 26, 2006 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Interviews will be conducted by a selection committee and will commence upon receipt of completed application materials by qualified candidates.

To Apply: Application materials sent via email will not be accepted. Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

**Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Vice President for Training and Outreach

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
White, Lee T.	No	No	
Martin, Dariel D.	No	No	
Schafer, Stephen R.	No	No	
Andrus, Brent M.	No	No	Incomplete application materials.
Rhodes, Robert L.	Yes	Yes	Start date: Pending Board approval.
Sanderson, Larry P.	Yes	No	
Hernandez, Beatriz	No	No	
Brooks, Brenda P.	No	No	
Hill, John S.	No	No	
Law, C.J.	No	No	
McClellon, Leslie R.	No	No	
Garcia, Norma R.	No	No	
Terrell, Alfred T.	No	No	
Leonard, Patrick W.	No	No	
Robinson, Kevin T.	No	No	
Sollman, John M.	No	No	Received after deadline to apply.



Memorandum

To: Dr. McCleery
From: Buddy Bascom
Date: June 21, 2006
Re: Request Board Approval for Employment of Relative: Custodian I –
Night/Daytime

After reviewing applications for the Custodian I – Night/Daytime position, I would like to recommend Ms. Rosa Lopez for the vacancy. Per the 2005-2006 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Rosa Lopez is related to Elizabeth Hernandez, Custodian I – Night/Daytime.

Pending Board approval, I would like for Ms. Lopez to start employment on July 1, 2006.

Thank you for your consideration.

Buddy Bascom
Custodial Supervisor



Human Resources

NEW MEXICO JUNIOR COLLEGE

Memorandum

To: Dr. McCleery

From: Buddy Bascom

Date: June 21, 2006

Re: Request Board Approval for Employment of Relative: Custodian I –
Night/Daytime

After reviewing applications for the Custodian I – Night/Daytime position, I would like to recommend Ms. Maria Aguirre for the vacancy. Per the 2005-2006 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Maria Aguirre is related to Guadalupe Juarez, Custodian I – Night/Daytime.

Pending Board approval, I would like for Ms. Aguirre to start employment on July 1, 2006.

Thank you for your consideration.

Buddy Bascom
Custodial Supervisor

