

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Tuesday, May 19, 2009

**Zia Room - Library**

4:00 p.m.

## AGENDA

- |  |                |
|--|----------------|
| A. Welcome   | Larry Hanna    |
| B. Adoption of Agenda  | Larry Hanna    |
| C. Approval of Minutes of April 16, 2009                                   | Larry Hanna    |
| D. Public Comments   | Larry Hanna    |
| E. President's Report  | Steve McCleery |
| 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. Fiscal Watch Reports  | Dan Hardin     |
| 6. Consideration of Central Plant Upgrade                                  | Dan Hardin     |
| 7. Consideration of Testing Center Remodel                                 | Dan Hardin     |
| 8. Consideration of Bid #1027 – Fitness Equipment for Del Norte Center     | Carla Brown    |
| 9. Consideration of RFP #103 – Food Services for New Mexico Junior College | Carla Brown    |
| 10. Consideration of WHM Advisory Board Recommendation (Artifacts)         | Calvin Smith   |
| 11. Consideration of WHM Advisory Board Recommendation (Phased Expansion)  | Calvin Smith   |
| 12. Consideration of Training & Outreach Facility Rate Schedule            | Jeff McCool    |
| 13. Personnel Consideration – NRC Program Manager                          | Jeff McCool    |
| 14. Personnel Consideration – Professor of PE/Head Men's Basketball Coach  | Don Worth      |
| G. Closure of Open Meeting   | Larry Hanna    |
| H. Announcement of Next Meeting  | Larry Hanna    |
| I. Adjournment   | Larry Hanna    |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

APRIL 16, 2009

### MINUTES

The New Mexico Junior College board met on Thursday, April 16, 2009 beginning at 4:00pm in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; and Mr. Guy Kesner. Not present was Mrs. Yvonne Williams.

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

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

Upon a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved the minutes of March 19, 2009.

*Under President's Report*, Dr. McCleery introduced Senator Carroll Leavell and Senator Gay Kernan. Senator Gay Kernan read a proclamation from The New Mexico Senate to Caroline Jepleting for her accomplishments as the NJCAA Athlete of the Meet including her All American Honors at the Indoor/Track and Field Championship. Senator Carroll Leavell read a proclamation from the New Mexico Senate and presented it to the NMJC Track and Field Team for their 4<sup>th</sup> place finish in the national meet. Senator Kernan presented a plaque to Assistant Coach Jeff Becker for receiving the Assistant Track and Field Coach of the year honors. Dr. McCleery and Coach Keith Blackwill also spoke highly on the honors that were awarded to the team and Coach Becker. Dean Mickey Best and Jerry Ham presented information to the board about the NMJC GED program and testing stats for 2008. Board members were presented a booklet with the material included. Dr. McCleery reminded the Board of the Athletic Banquet to be held on April 30, 2009 and the NMJC Graduation that will be held at the Event Center on May 08, 2009.

*Under New Business*, Dan Hardin presented the monthly financial reports and with a motion by Mr. Kesner, seconded by Mr. Black, the Board unanimously approved the expenditures for March, 2009.

Dr. McCleery presented the 2009/2010 budget for Board consideration. The budget currently includes not filling six vacant positions and reflects a 15% reduction of supply and travel line items with the exception of student athletic travel. After some discussion and upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the 2009/2010 budget. Mr. Kesner requested that Mr. Hardin and Dr. McCleery review the budget in three month intervals to check for possible funds for compensation increases.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for Tuesday, May 19, 2009, beginning at 4:00pm.

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board meeting adjourned at 4:55 p.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: May 7, 2009

RE: Expenditure and Revenue Reports for April 2009

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April is month ten or 83% of the budget for the 2008/2009 fiscal year. The expenditure report represents funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of April is \$30,040,848.00. Current Unrestricted Expenditures for the month of April are \$1,452,109.00. The total YTD Current Unrestricted Funds through April are \$19,773,512.00, which is 84% of the projected budget. We are currently over budget in Student Aid and Auxiliary Enterprises. Auxiliary Enterprises will change as we receive credit back from some of the Book vendors. We are showing a credit in Internal Services Department due to the monthly charge outs for March and April being posted in April. The other unrestricted departments are expending normally as compared to prior year.

In the Restricted Funds Grants continue to expend their budget, most grants do not end their year until September or October. Year-to-date expenditures for the Grants are \$1,134,870.00 which is 59% of their budget. Restricted student aid has expended \$3,455,965.00 for the year. Total restricted funds expended through April 2009 is \$4,590,835.00

In the Plant Funds, expenditures are for the design work of upcoming construction projects and some of the landscaping projects for the student housing area and Workforce Training. We received a refund in April from CES on a fee, which is showing as a credit for the month in State GOB funds.

Total expenditures for the month were \$1,606,570.00, with year to date expenditures of \$30,040,848.00.

Revenue generated in April was \$1,922,283.00. This mostly consists of the monthly allocation from the state, the oil and gas and oil and gas equipment tax income, property tax, and drawdowns on grant funds. Auxiliary Enterprises had a correction in an accounts receivable in April that resulted in a debit to the revenue for the month.

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Restricted Funds had \$263,824.00 in revenue for April, the result of drawdowns from grants and student aid for students.

Total revenue for April 2009 is \$1,922,283.00, with year-to-date revenue of \$32,045,676.00 or 98% of projected budget.

The actual oil and gas tax revenue for March was \$424,154.00, the accrual for April was \$350,000.00. Total oil & gas and oil & gas equipment tax revenue year-to-date is \$10,291,202.00, which is \$5,791,202.00 over the projected budget through ten months of the budget.

The investment report shows an ending balance in the Local Governmental Investment Pool of \$11,625,000.00. The balances for capital projects are currently \$12,432,985.00. Of the \$11,625,000.00 invested at the State, \$11,335,494.95 is available and \$289,505.05 is in the Reserve Contingency Fund. So the loss exposure has decreased by \$125,763.67. Attached is information that we received from the New Mexico Local Governmental Investment Pool.

The HED (Higher Education Department) budget was delivered on time to the department staff. I would like to thank the Board for your diligent work on the budget and for allowing the time to complete the HED budget.

This concludes the Financial Report for April 2009.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### April 2009

83% of Year Completed

Fund	2007-08			2008-09			
	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
<b>CURRENT UNRESTRICTED FUND</b>							
Instruction and General:							
Instruction	7,928,775	6,853,765	86%	8,624,591	478,198	7,413,952	86%
Academic Support	2,352,910	1,999,958	85%	2,885,737	139,546	2,232,211	77%
Student Services	1,408,348	1,120,217	80%	1,470,063	93,144	1,145,429	78%
Institutional Support	3,223,347	2,094,576	65%	3,607,122	154,785	2,166,652	60%
Operation & Maintenance of Plant	2,626,889	2,432,104	93%	2,791,702	435,520	2,645,824	95%
<b>Subtotal - Instruction &amp; General</b>	<b>17,540,269</b>	<b>14,500,620</b>	<b>83%</b>	<b>19,379,215</b>	<b>1,301,193</b>	<b>15,604,068</b>	<b>81%</b>
Student Activities	200,494	168,716	84%	205,220	22,412	178,711	87%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	575,720	596,375	104%	610,436	(35,410)	541,980	89%
Student Aid	466,608	642,308	138%	504,417	36,356	577,334	114%
Auxiliary Enterprises	1,635,307	1,634,884	100%	1,734,342	79,683	1,810,930	104%
Athletics	936,691	881,473	94%	1,126,436	47,875	1,060,489	94%
<b>Total Current Unrestricted Fund</b>	<b>21,355,089</b>	<b>18,424,376</b>	<b>86%</b>	<b>23,560,066</b>	<b>1,452,109</b>	<b>19,773,512</b>	<b>84%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,058,961	1,162,638	56%	1,938,553	49,554	1,134,870	59%
Student Aid	4,000,000	3,271,768	82%	4,000,000	36,770	3,455,965	86%
<b>Total Current Restricted Fund</b>	<b>6,058,961</b>	<b>4,434,406</b>	<b>73%</b>	<b>5,938,553</b>	<b>86,324</b>	<b>4,590,835</b>	<b>77%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	17,573,339	10,097,111	57%	15,178,195	67,988	4,234,614	28%
Projects from State GOB Funds	3,072,424	1,620,582	53%	1,555,621	(54)	227,115	15%
Projects from State STB Funds	1,820,000	320,000	0%	1,910,000	0	728,268	38%
Projects from General Fund	519,058	413,156	80%	178,282	0	29,543	17%
Projects from Private Funds	465,801	31,385	7%	589,243	203	456,961	78%
Projects from State ER&R	148,593	0	0%	166,505	0	0	0%
Projects from State BR&R	1,057,939	0	0%	676,648	0	0	0%
Projects from Auxiliary BR&R	12,856	0	0%	95	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>24,670,010</b>	<b>12,482,234</b>	<b>51%</b>	<b>20,254,589</b>	<b>68,137</b>	<b>5,676,501</b>	<b>28%</b>
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>24,670,010</b>	<b>12,482,234</b>	<b>51%</b>	<b>20,254,589</b>	<b>68,137</b>	<b>5,676,501</b>	<b>28%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>52,084,060</b>	<b>35,341,016</b>	<b>68%</b>	<b>49,753,208</b>	<b>1,606,570</b>	<b>30,040,848</b>	<b>60%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**April 2009**

83% of Year Completed

Fund	2007-08			2008-09			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,132,649	3,256,383	104%	3,259,000	45,283	3,212,197	99%
State Appropriations	7,990,100	8,373,068	105%	8,299,600	588,809	7,078,523	85%
Advalorem Taxes - Oil and Gas	5,200,000	9,281,562	178%	5,200,000	480,752	10,291,202	198%
Advalorem Taxes - Property	2,800,000	2,484,257	89%	3,100,000	199,058	2,677,204	86%
Interest Income	285,000	429,826	151%	508,252	5,216	142,180	28%
Other Revenues	229,100	223,540	98%	246,100	318,573	629,019	256%
<b>Subtotal - Instruction &amp; General</b>	<b>19,636,849</b>	<b>24,048,636</b>	<b>122%</b>	<b>20,612,952</b>	<b>1,637,691</b>	<b>24,030,325</b>	<b>117%</b>
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,240,048	2,003,730	89%	2,331,600	(5,607)	2,329,444	100%
Athletics	189,100	182,583	97%	320,500	26,375	263,750	82%
<b>Total Current Unrestricted</b>	<b>22,065,997</b>	<b>26,234,949</b>	<b>119%</b>	<b>23,265,052</b>	<b>1,658,459</b>	<b>26,623,519</b>	<b>114%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,038,152	1,240,327	61%	1,938,553	103,837		0%
Student Aid	4,000,000	2,891,922	72%	4,000,000	159,987	3,160,466	30%
<b>Total Current Restricted</b>	<b>6,038,152</b>	<b>4,132,249</b>	<b>68%</b>	<b>5,938,553</b>	<b>263,824</b>	<b>4,353,297</b>	<b>73%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,840,485	1,576,099	86%	1,586,048	0	186,184	12%
Projects from State STB Funds	320,000	0	0%	1,810,000		837,676	46%
Projects from General Fund	537,995	0	0%	178,282	0	45,000	25%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>2,698,480</b>	<b>1,576,099</b>	<b>58%</b>	<b>3,574,330</b>	<b>0</b>	<b>1,068,860</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>30,802,629</b>	<b>31,943,297</b>	<b>104%</b>	<b>32,777,935</b>	<b>1,922,283</b>	<b>32,045,676</b>	<b>98%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### April 2009

83% 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	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$114.17	3,061,229	\$11.67	16,203,348	1,267,202	350,000	917,202
Actual	August	\$131.10	2,682,103	\$12.59	14,217,636	1,222,043	350,000	872,043
Actual	September	\$131.71	2,840,992	\$13.63	16,287,197	1,378,618	350,000	1,028,618
Actual	October	\$113.77	2,857,287	\$10.36	15,889,310	1,141,106	350,000	791,106
Actual	November	\$99.66	2,789,439	\$7.68	13,725,579	920,047	350,000	570,047
Actual	December	\$74.97	2,894,906	\$5.42	19,024,056	812,189	350,000	462,189
Actual	January	\$49.81	2,851,863	\$3.96	16,065,565	568,807	350,000	218,807
Actual	February	\$36.24	2,964,102	\$4.45	19,431,623	451,576	350,000	101,576
Actual	March	\$33.38	2,980,693	\$3.95	22,980,989	424,154	350,000	74,154
Accrual	April					350,000	350,000	0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						8,535,742	3,500,000	5,035,742
Y.T.D. Equipment Tax Revenue						1,755,460	1,000,000	755,460
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>10,291,202</b>	<b>4,500,000</b>	<b>5,791,202</b>

*Source: New Mexico Taxation and Revenue Department*



# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### April 2009

83% 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	11,625,000	N/A	N/A	N/A	7102-1348	0.303%	3,120
<b>Total Investments</b>	<b><u>11,625,000</u></b>						<b><u>3,120</u></b>

Summary of Current Month's Activity	
Beginning amount	11,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	12,432,985
Reserves Invested	-807,985
<b>Total LGIP Investment</b>	<b>11,625,000</b>

Capital Projects	4/30/2009
Technology Upgrade	98,351.80
Workforce Training Center	24,619.00
High Tech Start Up	1,346.40
Vehicles	1,124.08
Drawings & Master Plan	12,805.63
Baseball Field	26,636.34
Rodeo Arena	21,172.75
Millen Fence/Landscape	95,119.12
JASI	113,846.39
Computer Equipment Rebates	1,167.75
Marketing	49,932.06
Equestrian Center	448,088.21
Flooring Repair	2,096.14
Student Housing Construction	309,086.20
Testing Center Remodel	3,950,000.00
Frame & Door Replacement	150,000.00
Campus Village Development Proj	19,704.07
Luminis Software	16,991.00
Landscaping	474,556.05
Facility Painting	1,749.01
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	38,120.00
Campus Paving	10,887.59
Roof Replacement	271,747.09
Interior Lighting-Energy Retrofit	34,722.22
Workforce Training-Landscape	183,896.14
Old Dorms Renovation	815,129.24
CDL Truck Driving Program	43,262.14
Millen Dr. Sewer & Water	53,218.82
Board Room	15,786.44
Concrete Upgrade	46,063.48
Campus Construction	124,194.52
Oil & Gas Training Center	302,853.06
Workforce Training/Outreach	3,354.43
Professional Writing/Publishing	37,602.00
Public Sector	1,826.53
Campus Security	8,446.71
Caster Bleachers	131,871.22
Caster Old CHOF Remodel	976,000.00
Track/Arena Area Enhancement	68,372.13
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learn	5,000.00
Welding Lab	50,000.00
Copier Replacement	12,917.66
Workforce Training Contingency	2,770.96
Distance Ed Equipment	485,000.00
Non-Recurring Compensation	677,950.00
Central Plant Upgrade	1,515,000.00
<b>Total</b>	<b>12,432,984.88</b>

NOTE: Capital projects total does not include encumbered funds



**New MexiGROW Local Government Investment Pool**

**Principal Stability Fund Ratings Definitions**

**AAAm** A fund rated 'AAAm' has extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market and/or liquidity risks. 'AAAm' is the highest principal stability fund rating assigned by Standard & Poor's.

**AAm** A fund rated 'AAm' has very strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market and/or liquidity risks.

**A** A fund rated 'A' has strong capacity to maintain principal stability but is somewhat more susceptible to principal losses due to adverse credit, market and/or liquidity risks than higher-rated funds.

**BBBm** A fund rated 'BBBm' has adequate capacity to maintain principal stability. However, adverse market conditions and/or higher levels of redemption activity are more likely to lead to a weakened capacity to limit exposure to principal loss as a result of higher exposure to credit, market and/or liquidity risks.

**BBm** A fund rated 'BBm' has uncertain capacity to maintain principal stability and is vulnerable to principal losses resulting from its exposures to credit, market and/or liquidity risks.

**Dm** A fund rated 'Dm' has failed to maintain principal stability resulting in a realized or unrealized loss of principal.

**G** The letter 'G' follows the rating symbol when a fund's portfolio consists primarily of direct U.S. government securities.

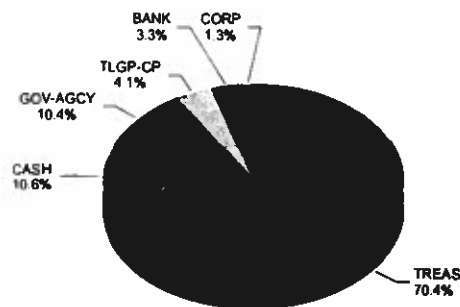
**Plus (+) or Minus (-)**

The ratings may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the rating categories.

**About the Fund**

Fund Rating	<b>AAAm</b>
Fund Type	Stable NAV Government Investment Pool
Investment Adviser	New Mexico State Treasury
Portfolio Manager	Kirene M. Bargas (Since 2007) Joaquin Lujan (Since 2009)
Date Rating Assigned	March 2006
Distributor	New Mexico State Treasury

**Portfolio Composition as of March 30, 2009**



TREAS - Treasury; CASH - Cash; GOV-AGCY - Agency and Government; TLGP-CP - TLGP-Commercial Paper; BANK - Bank Deposits; CORP - Corporate

**Rationale**

The 'AAAm' rating on the New MexiGROW LGIP is based on our analysis of the pool's credit quality, market price exposure, and management. The rating signifies an extremely strong capacity to maintain principal stability and limit exposure to principal losses, due to credit, market, and/or liquidity risks. This is achieved through prudent internal controls and investment policies. We review the fund's portfolio holdings on a weekly basis.

**Overview**

The New MexiGROW LGIP was established in 1991 as a short-term investment fund. The investment objective of the LGIP is to adhere to three fundamental policies, Safety, Liquidity, and Return. Participating entities include local governments (cities, counties, townships, villages), school districts, higher educational institutions, special districts, and quasi-state agencies.

**Management**

The State Treasurer's Office (STO) operated the LGIP for the use and benefit of New Mexico's communities. Within the STO, a team of professionals are involved with management of this pool. The individuals dedicated to the LGIP on a daily basis include the LGIP Bureau Chief, Portfolio Credit Analysts/Portfolio Manager and the LGIP Staff accountant. They are supplemented by oversight from the Chief Investment Officer along with support from a credit analyst and the Senior Portfolio Manager. The LGIP Portfolio Manager, the Portfolio Credit Analyst, The Senior Portfolio Manager and The Chief Investment Officer comprise the internal investment advisory team which analyzes, selects and jointly approves all investment activity. The State Treasurer's Office reports monthly to the State Treasurer's Investment Committee, which is comprised of the State Treasurer, the Chief Investment Officer, the Director of the State Board of Finance, and two

private-sector members from the investment community. Additionally, on a monthly basis, STO reports the LGIP investment and cash activity to the State Board of Finance, which is comprised of the Governor, the Lieutenant Governor, the State Treasurer and four appointed members, and is the oversight board for the Treasurer's Office.

**Portfolio Assets**

All investments into the New MexiGROW LGIP are governed by the State Treasurer's Investment Policy and approved by the New Mexico State Board of Finance, which sets state investment guidelines. Management's intent is to offer public entities an investment option that is safe, liquid, and that will perform competitively with national governmental money market funds. All investments made by the State Treasurer adhere to three fundamental principles: safety, liquidity, and return. In adhering to these principles and statutes, investments for the LGIP consists of an array of highly rated securities such as U.S. government agency securities, direct issue CP, repurchase agreements, CDs, and other highly rated money market funds. All repurchase agreements will be with highly rated counterparties and over-collateralized with U.S. government securities.

Joel Friedman - (1) 212-438-5043

*Investors should consider the investment objectives, risks and charges and expenses of the fund before investing. The prospectus which can be obtained from your broker-dealer, contains this and other information about the fund and should be read carefully before investing. An investment in the Fund is not insured or guaranteed by the Federal Deposit Insurance Corporation of any other government agency. Although the fund seeks to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in the fund.*

**Principal Stability Rating Approach and Criteria**

Principal Stability Fund Rating, also known as a Money Market Rating, is a current opinion of a fund's capacity to maintain stable principal or net asset value. When assigning a Principal Stability rating to a fund, Standard & Poor's focuses on the creditworthiness of a fund's investments and counterparties, the market price exposure of its investments, sufficiency of the fund's portfolio liquidity, and management's ability and policies to maintain the fund's stable net asset value by limiting exposure to loss. A money market fund rating evaluates:

**Credit risk:** credit quality, types, and diversity of portfolio investment;

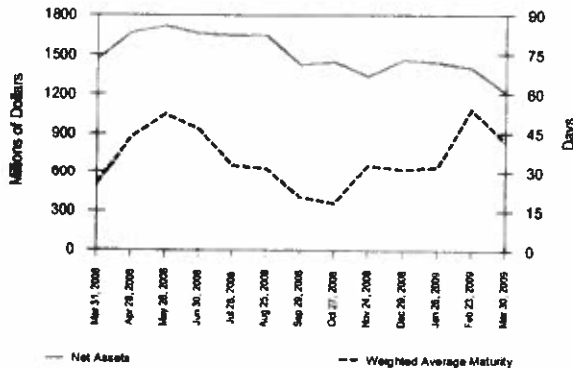
**Market price exposure:** degree of liquidity of investments, distribution and average length of maturities, and volatility of portfolio cash flows;

**Management:** philosophy, operating policies and procedures.

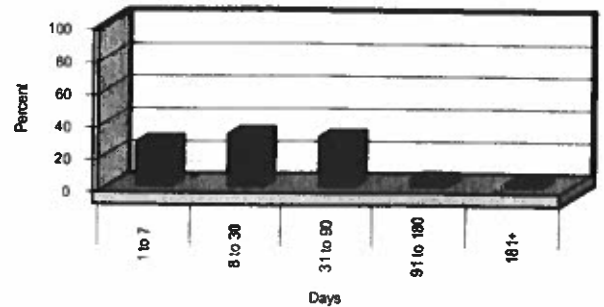
**Data Bank as of March 30, 2009**

Net Asset Value per Share.....\$1.00002    Net Assets (millions)..... \$1,208.41    Inception Date..... August 2006  
 Weighted Average Maturity....42 days    7 Day Yield..... 0.45%

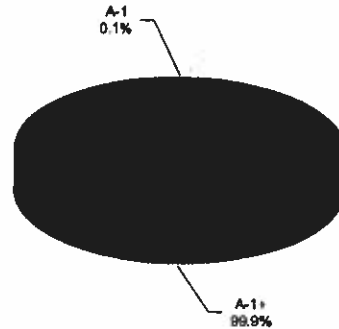
**Net Assets and Weighted Average Maturity (WAM)**



**Portfolio Maturity Distribution as of March 30, 2009**

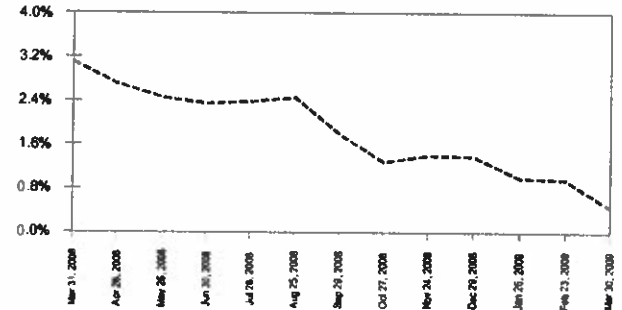


**Portfolio Credit Quality as of March 30, 2009 \***



\*As assessed by Standard & Poor's

**Portfolio 7 Day Yield**



The yield quoted represents past performance. Past performance does not guarantee future results. Current yield may be lower or higher than the yield quoted. Performance data current to the most recent month-end may be available by calling the Fund at the phone number listed in the "About the Fund" section on page 1.

Fund portfolios are monitored weekly for developments that could cause changes in the ratings. Rating decisions are based on periodic meetings with senior fund executives and public information.

The Principal Stability Fund Rating for this fund issued by Standard & Poor's can be found in the "About the Fund" section on page 1. The rating is current as of the date of this profile report. The fund's portfolio may have changed since this date and there is no guarantee that the fund will continue to have the same rating or perform in the future as rated. Not all money market funds have principal stability fund ratings and those that do may have paid for them. The fact that a fund has a rating is not an indication that it is more or less risky or volatile than a fund that does not. The fund or a third party participating in the marketing of fund shares paid Standard & Poor's for this rating. Standard & Poor's receives no payment for disseminating ratings, except for subscriptions to its publications.

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Standard & Poor's is neither associated nor affiliated with the fund. The information in this report has been obtained by Standard & Poor's from sources believed by it to be reliable at the time the report is published. The information in this report, however, may be inaccurate or incomplete due to the possibility of human, mechanical, or other error by Standard & Poor's, its sources or others, or the information in this report may become inaccurate or incomplete due to the passage of time. Standard & Poor's has no obligation to keep or to make the information in this report current, and it does not guarantee the accuracy, adequacy, or completeness of any information in this report. STANDARD & POOR'S MAKES NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR USE. In no event shall Standard & Poor's, its affiliates or its third party licensors be liable for any direct, indirect, special or consequential damages in connection with the use of any data or information contained herein.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

---

To: Board Members  
From: Dan Hardin  
RE: Fiscal Watch Reports  
Date: May 7, 2009

---

Attached for your approval are the Fiscal Watch reports to be submitted to the Higher Education Department by the end of May. The first report is the Balance Sheet for March 31, 2009. The total current assets consist of Cash and Cash Equivalents in the amount of \$6,510,799.00, which represents cash in the vault and balances in the bank. Investments totaling \$11,625,000.00 are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. Accounts Receivables are from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. Prepaid expense is the college insurance and maintenance agreements prepaid for the entire year. Total current assets are \$19,333,512.00 Non-Current Assets are the same as is in the 2008 audit for Property, Plant and Equipment, net \$39,214,881.00 and Construction in Progress \$6,854,988.00. Total Non-Current Assets are \$46,069,869.00. Total Assets are \$65,403,381.00

Current Liabilities begin with Accounts Payable of \$446,585.00. Under the Banner system, when an invoice is entered into the system there is a credit posted to Accounts Payable, as checks are cut there is debit made to Accounts Payable. When Financial Aid memo posts an award to a student there is a debit made to Accounts Payable, an offsetting credit is made when there is an actual award is posted to the student. There is a large amount of activity in and out of Accounts Payable. Accounts Payable includes Dorm Deposits Payable, Gift Certificates from the Bookstore, and General Accounts Payable. Accrued wages payable is salaries payables and accrued vacation payable. At 3-31-2009, accrued wages payable was \$492,140.00. Deferred revenue is normally income for tuition and fees that we receive in the Spring semester for the coming Summer and Fall semesters, which are in a different fiscal year. Currently, Deferred revenue is zero. Accrued Liabilities include all of the withholding payables for Federal Income Tax, State Income Tax, ERA, Health Insurance and other payroll related withholdings. Total accrued

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liabilities as of March 2009 are \$945,733.00. Other Payables are a combination of gross receipts payable, voluntary withholding payables, agency accounts, and scholarships payable. Agency accounts are funds held for the various clubs and organizations around campus. The total of other payables is \$47,017.00. Total Current Liabilities are \$1,931,475.00 as of March 2009. Long Term Liabilities include the student housing project for \$4,304,955.00. The total liabilities are \$6,236,430.00.

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$41,764,914.00. Unrestricted net assets have a total as of March 2009 of \$17,402,037.00, with the total net assets of \$59,166,951.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that were presented in the Board reports for March 2009. This report compares the March 2008 current revenues to the March 2009 current revenues. Tuition and Fees were slightly higher in March 2008 as compared to March 2009. State Appropriations are showing to be lower in 2009 as compared to 2008. This is a timing issue of when allocations are received, and also we have had a reduction in FY 09 funding. With all of that the budget for State Appropriations for 2009 is greater than 2008. Local appropriations are still higher in 2009 than in 2008, even though we are seeing a decline in Oil & Gas revenues. Sales and Service has increased from 2008 to 2009, with increases in the revenue from the Bookstore and from Housing. Other revenues were higher in 2008 as compared to 2009. Other revenues include indirect revenue from grants, GEO revenue, copier, interest, and vending. Total operating revenue through March 2008 was \$24,555,968.00 compared to \$24,965,060.00 as of March 2009.

In comparing the year-to-date operating expenditures as of March 2008 to the year-to-date operating expenditures for March 2009, we have some variances. The Instruction and General expenditures are up by \$1,176,126.00; this is due to increases in utility costs, salaries and benefits, and equipment purchases. Internal Services departments are showing an increase from FY 08 to FY 09. This is due to increases in salary and benefits and maintenance agreement. There are declines in the expenditures for Student Aid; this is the result of less student credit hours. Expenditures in Auxiliary Enterprises increased from FY 08 to FY 09, but this is in direct correlation with the increase in Auxiliary Enterprises revenue. Athletics expenditures are higher in fiscal year 2009 due to the Board approved increases in Athletic budgets. Total expenditures for operating funds as of March 2009 are \$18,321,403.00 compared to \$16,840,708.00 as of March 2008.

In comparing the Plant funds from March 2008 to March 2009, these amounts are directly related to capital projects in construction. As you compare the expenditures you will see a decrease in expenditures for fiscal year 2009 as compared to 2008.

The next report is the comparison of the budget to actual as of March 2009. These numbers are also taken from the Board reports that were presented at the April Board meeting. Revenues are strong, but we are

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behind our budget projections in two areas, Tuition and Fees and Other revenues. Tuition and Fees are below our budget, with the slow down in student credit hours. State Appropriations as mentioned before is more of a timing issue, but we have had a \$209,000.00 cut in State Appropriations for FY 2009. The local appropriations are very good, but we will be receiving additional property taxes in May or June. We are below the projected percentage for interest income by about 50% thru the first three quarters.

Encumbrances and seasonal expenditures in Student Aid, Auxiliary Enterprise, and Athletics account for budget areas being over 75% of their budget. As of March 2009, the College has received \$1,068,860.00 in plant fund revenue. Plant Fund expenditures show the amounts that have been expended and/or encumbered for the capital projects. The equipment ER&R is allocated in the Plant funds, but it is expended in the departments where the equipment is purchased. We move the budget from ER&R to the department to cover the expenditure for equipment as it is purchased.

The Cash flow statement gives you a snapshot of the cash in and out over the first nine months of the fiscal year. Cash flows from operating activities indicates the money coming in from tuition and fees, grants, and auxiliary enterprises, then the funds going out for salaries and benefits, payouts to students, and vendors. The net result is that it took \$15,192,690.00 more cash than was brought in. The next section shows the amount of cash coming in from non-capital financing activities. The incoming cash from these activities is \$18,778,310.00. Next, is cash from capital financing activities, this shows the fund expended for debt service and purchase of capital assets. The total is -\$4,322,084.00. You can see the cash brought in from interest earned and then the increase in cash on hand by \$136,964.00. Basically, we began the fiscal year with \$18,735,298.00 in cash; we ended the first three quarters with \$18,135,799.00 in cash for a net decrease of \$599,499.00. This gives you a snap shot of the cash in and out for the first three quarters of the fiscal year.

We hope this explanation gives you a good understanding of the Fiscal Watch reports we are asking you to approve.

Respectfully,



Dan Hardin

# NEW MEXICO JUNIOR COLLEGE

## Balance Sheet (Unaudited and Unadjusted) As of 3/31/09

### Assets

#### Current Assets:

Cash and Cash Equivalents	6,510,799
Investments	11,625,000
Accounts Receivable, net	408,474
Inventories	311,152
Prepaid Expenses	478,087

**Total Current Assets** 19,333,512

#### Non-Current Assets

Property, Plant and Equipment, net	39,214,881
Construction in Progress	6,854,988

**Total Non-Current Assets** 46,069,869

**Total Assets** 65,403,381

### Liabilities

#### Current Liabilities

Accounts Payable	446,585
Accrued Wages Payable	492,140
Deferred Revenue	0
Accrued Liabilities	945,733
Other Payables	47,017

**Total Current Liabilities** 1,931,475

#### Long Term Liabilities

Notes/Bonds Payable	4,304,955
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**Total Long Term Liabilities** 4,304,955

**Total Liabilities** 6,236,430

#### Net Assets

Invested in Capital Assets, net of Related Debt	41,764,914
Unrestricted	17,402,037

**Total Net Assets** 59,166,951

**NEW MEXICO JUNIOR COLLEGE**  
**Comparison of Operating and Plant Funds**  
**(Unadjusted and Unaudited)**  
**Fiscal Year 2007-2008 and 2008-2009**

Operating Funds	Actuals as of 3/31/2008	Actuals as of 3/31/2009	Percentage Increase (Decrease)
<b>REVENUES</b>			
Tuition & Fees	3,177,408	3,166,914	-0.3%
State Appropriations	7,847,126	6,489,714	-17.3%
Local Appropriations	10,786,413	12,288,596	13.9%
Sales & Service	1,970,322	2,335,051	18.5%
Other	774,699	684,785	-11.6%
<b>Total Revenues</b>	<b>24,555,968</b>	<b>24,965,060</b>	<b>1.7%</b>

**EXPENDITURES**

Instruction & General	13,126,749	14,302,875	9.0%
Student Social & Cultural	155,145	156,299	0.7%
Internal Services	545,634	577,390	5.8%
Student Aid	602,497	540,978	-10.2%
Auxiliary Enterprises	1,626,194	1,731,247	6.5%
Intercollegiate Athletics	784,489	1,012,614	29.1%
<b>Total Expenditures</b>	<b>16,840,708</b>	<b>18,321,403</b>	<b>8.8%</b>
<b>Increase (decrease) in Fund Balances</b>	<b>7,715,260</b>	<b>6,643,657</b>	

**Plant Funds**

<b>REVENUES</b>			
Interest Income			
State Funds	1,576,099	1,068,860	-32.2%
Other	-	-	100.0%
<b>Total Revenue</b>	<b>1,576,099</b>	<b>1,068,860</b>	<b>-32.2%</b>

**EXPENDITURES**

Capital Projects	12,096,009	5,676,501	-53.1%
Building R&R	-	-	
Equipment R&R	-	-	
Auxiliary R&R	-	-	
<b>Total Expenditures</b>	<b>12,096,009</b>	<b>5,676,501</b>	<b>-53.1%</b>

Increase (Decrease) in Fund Balances	-10,519,910	-4,607,641
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**NEW MEXICO JUNIOR COLLEGE**  
**Summary of Operating and Plant Funds**  
**(Unadjusted and Unaudited)**  
**Fiscal Year 2008 - 2009**

**March 31 2009**

Operating Funds	FY 2008-2009 Original Budget	FY 2008-2009 Actual as of 3-31-09	Percentage of Budget Earned or Expended
<b>REVENUES</b>			
Tuition & Fees	3,259,000	3,166,914	97.17%
State Appropriations	8,299,600	6,489,714	78.19%
Local Appropriations	8,300,000	12,288,596	148.06%
Sales & Service	2,331,600	2,335,051	100.15%
Other	1,074,852	684,785	63.71%
<b>Total Revenues</b>	<b>23,265,052</b>	<b>24,965,060</b>	<b>107.31%</b>

**EXPENDITURES**

Instruction & General	19,377,625	14,302,875	73.81%
Student Social & Cultural	202,448	156,299	77.20%
Internal Services	592,795	577,390	97.40%
Student Aid	504,143	540,978	107.31%
Auxiliary Enterprises	1,717,072	1,731,247	100.83%
Intercollegiate Athletics	1,116,609	1,012,614	90.69%
<b>Total Expenditures</b>	<b>23,510,692</b>	<b>18,321,403</b>	<b>77.93%</b>
<b>Increase (decrease) in Fund Balances</b>	<b>-245,640</b>	<b>6,643,657</b>	

**Plant Funds**

<b>REVENUES</b>			
Interest Income	0	0	0.00%
State Funds	3,574,330	1,068,860	29.90%
Other	0	-	0.00%
<b>Total Revenue</b>	<b>3,574,330</b>	<b>1,068,860</b>	<b>29.90%</b>

**EXPENDITURES**

Capital Projects	18,829,727	5,219,540	27.72%
Building R&R	679,107	-	0.00%
Equipment R&R	193,252	0	0.00%
Auxiliary R&R	302	-	0.00%
Private Funds	574,243	456,961	79.58%
<b>Total Expenditures</b>	<b>20,276,631</b>	<b>5,676,501</b>	<b>28.00%</b>

Increase (Decrease) in Fund Balances	-16,702,301	-4,607,641
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New Mexico Junior College  
Statement of Cash Flows  
March 31, 2009

Cash flows from operating activities:

Tuition and fees	3,166,914
Federal and state grants and contracts	4,089,473
Auxiliary enterprise charges	2,335,051
Payments to employees and for employees benefits	(13,164,259)
Disbursement of net aid to students	(1,962,568)
Payments to suppliers	(9,657,301)
<b>Net cash (used) for operating activities</b>	<b>(15,192,690)</b>

Cash flows from noncapital financing activities:

State aproprations	6,489,714
Property taxes	2,478,146
Oil and gas taxes	9,810,450
<b>Net cash provided by noncapital financing activities</b>	<b>18,778,310</b>

Cash flows from capital financing activities:

Principal payments on long term debt	(138,777)
Interest paid	(130,471)
Capital appropriations	1,068,860
Purchase of capital assets	(5,121,696)
<b>Net cash (used) for capital financing activities</b>	<b>(4,322,084)</b>

Cash flows from investing activities:

Interest income	136,964
<b>Net cash provided by investing activities</b>	<b>136,964</b>

**Net increase in cash and cash equivalents** (599,499)

**Cash and cash equivalents - beginning of year** 18,735,298

**Cash and cash equivalents - end of year** 18,135,799

Reconciliation of net operating loss to net cash used by

Operating activities:	(15,632,666)
Depreciation expense	
Changes in assets and liabilities:	
Accrued expenses	
Deferred expenses	
Accrued liabilities	
Inventory	
Deferred revenues	-
Prepaid expenses	478,087
Compensated absences	-
Accounts payable	(446,585)
Accounts receivable, net	408,474

**Net cash (used) for operating activities** (15,192,690)

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (505)492-2770  
Fax: (505)492-2768

---

To: NMJC Board Members  
From: Dan Hardin  
RE: Central Plant Upgrade  
Date: May 13, 2009

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Board members,

We are requesting your approval of the attached bid of \$2,291,604.00 plus taxes, from Donner Plumbing & Heating, Inc. for the Central Plant Upgrade project. Donner Plumbing & Heating, Inc. is a CES contractor that has done the large portion of the plumbing and mechanical work on the NMJC campus for the past several years. We have tremendous confidence in the workmanship and knowledge that Gary McDaniel, the lead foreman for Donner Plumbing & Heating, Inc. brings for the Central Plant Upgrade project.

The College did not go out for a formal bid for the Central Plant Upgrade, but opted to use CES (Cooperative Educational Services) to select Donner Plumbing & Heating Inc. as the main contractor for this project. Donner Plumbing & Heating Inc. will supply the subcontractors for electrical, insulation, control, and general work.

Funding for this project is from GOB 2008 in the amount of \$3,465,000.00

Respectfully,



Dan Hardin

NMJC Central Plant Addition  
New Mexico Junior College, Hobbs, New Mexico

SECTION 00410 - BID FORM

BY (BIDDER) Donner Plumbing & Heating, Inc.

(ADDRESS) 107 Candelaria Rd. NW, Albuquerque, NM 87107

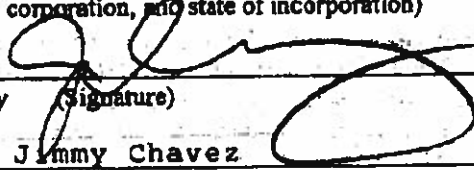
To: The New Mexico Junior College - Hobbs, New Mexico (hereinafter called "OWNER")

1. The undersigned (hereinafter called "Bidder") in compliance with your invitation for bids for the construction of the NMJC Central Plant Addition having carefully examined the contract documents and the site of the proposed work, and being familiar with all conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to provide all labor, materials, and supplies, and to construct the project in accordance with the contract documents, within the time set forth herein, and at the lump sum prices stated below. These prices shall cover all expenses incurred in performing the work required under the contract documents of which this proposal is a part. All amounts shall be shown in both words and figures. In case of discrepancies, the amount shown in words will govern.
2. Base Bid: Bidder agrees to perform the Work described as the Base Bid in the specifications and shown on the plans for the lump sum price of: Two Million Two Hundred Ninety One Thousand Six Hundred and Four (Dollars) \$ 2,291,604  
(not including NMGR - Reimbursement for NMGR will be added on certificates for payment)
3. Addenda: Bidder acknowledges receipt of the following addenda to the drawings and project manuals, all of the provisions and requirements of which addenda have been taken into consideration in the preparation of this proposal.  
Drawings and Specifications dated 03.30.2009  

Addendum No. <u>1</u>	Dated _____	Addendum No. _____	Dated _____
Addendum No. <u>2</u>	Dated _____	Addendum No. _____	Dated _____
Addendum No. _____	Dated _____	Addendum No. _____	Dated _____
4. Bidder declares that the only person or parties interested in the bid as principals are those named herein; that the bid is made without collusion with any firm or corporation; that Bidder has carefully examined all contract documents and has made a personal examination of the site of the work; that Bidder shall furnish all necessary machinery, tools, apparatus and other means of construction, and Bidder will do all the work and provide all the materials specified in the manner and the time prescribed.
5. Bidder hereby agrees to execute the said contract and bond within ten (10) days, or such other time as may be allowed in writing by the Owner, after receiving notification of acceptance of bid. It is hereby mutually understood and agreed that in case the undersigned does not, Bidder forfeits the full amount of the accompanying check or bid bond to the Owner as liquidated damages, and said Owner may proceed to award the contract to others.
6. Bidder agrees to commence the work within ten (10) days or such further time as may be allowed in writing by the Owner after receiving notification of award of contract. Bidder agrees that all work items shall be completed within 330 consecutive calendar days (section 00800).
7. Bidder proposes to furnish a bond (section 00800) in the sum of 15,360.00 Dollars (\$ 15,360 ) as surety conditioned for the full, complete and faithful performance of this contract, and to indemnify and save harmless the Owner from any damage or loss for which the Owner may become liable by the default of Bidder, or by reason of any neglect or carelessness on the part of Bidder, Bidder's agents or employees, or by or on account of any act of omission of said contractor, Bidder's servants, agents or employees, or subcontractors, in performance of this contract.
  - A. Bidder shall guarantee all work performed under these plans, specifications and contract, and shall repair and maintain same until the date of acceptance by the Owner.

- B. Bidder tenders herewith, as a Bid Security (section 00200), for which receipt has been given, a certified check or bid bond in the amount of: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) drawn to the order of the Owner.
8. Bidder agrees that this Bid Proposal may not be withdrawn for a period of thirty (30) calendar days after the Bid Opening. If the contract is to be awarded, Owner will give the successful Bidder a Notice of Award within thirty (30) days after the Bid opening.
  9. Bidder agrees within ten (10) days after the agreement is executed, to deliver to the Owner the certificates of insurance and original insurance policies required in the General Conditions and Supplementary General Conditions (section 00800).
  10. Bidder hereby agrees to pay the Owner the sum of Five Hundred Dollars (\$500.00) as liquidated damages (section 00800) for each consecutive calendar day of delay until the Work is substantially complete.
  11. Attached are the required Bid Security (section 00200) and List of Subcontractors (section 00430) If requested, Bidder agrees to furnish to Owner all information and data necessary for Owner to determine the qualifications and ability of Bidder, and Listed Subcontractors, to perform the Work, including a Contractor's Qualification Statement (such as AIA Document A305).
  12. Bidder certifies that proof of compliance with the requirements for registration of Contractors and Subcontractors, according to the New Mexico Public Works Minimum Wage Act, for the Labor Enforcement Fund, will be provided to the Architect and the Owner prior to bid award.
  13. This Bid Proposal is hereby respectfully submitted. The signatory hereto certifies and warrants that he/she has full authority to submit this Bid Proposal on behalf of Bidder.

\_\_\_\_\_  
**Corporation**  
 (Name of Bidder)(Type or Print)  
 (Specify if sole proprietorship, partnership,  
 or corporation, and state of incorporation)

By  \_\_\_\_\_  
 (Signature)  
**Jimmy Chavez**  
 (Name)  
**Superintendent**  
 (Title)  
 (Print Name & Title of Bidder's Authorized Representative)

**107 Candelaria Rd NW**  
 \_\_\_\_\_  
**Albuquerque, NM 87107**  
 (Address of Bidder)  
**505-884-1017**  
 (Telephone Number of Bidder)

14C51  
 NM Resident Bidder Preference Number  
 Refer to Section 00431

May 12, 2009  
 Date  
 Corporate Seal:

10017 MM-98  
 (Bidder's New Mexico Contractor's  
 License No. and Classification)

END OF SECTION

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (505)492-2770  
Fax: (505)492-2768

---

To: NMJC Board  
From: Dan Hardin  
RE: Testing Center Remodel  
Date: May 13, 2009

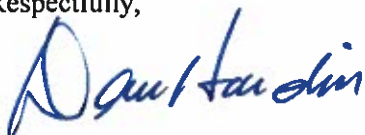
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Board members,

Attached for your approval is the NMJC Testing Center Remodel project. This project is the remodel of the second floor and a portion of the first floor of the Pannell Library, creating a Distance Learning and University Studies area. This project is in the Master Plan and follows the Strategic Plan. Funding for this project is from 2006 GOB funds, 2005 STB funds, and from Board approved institutional funds. Dr. McCleery will be presenting this project to the HED Capital Projects Committee on June the 11<sup>th</sup> and bid documents will also be going out in June. It is anticipated that construction will begin in July and will be completed by August of 2010.

Attached is the Capital Project Transmittal and the support documents that will be present to the HED.

Respectfully,



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 NMHED 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 11, 2009
2. Project title NMJC Testing Center Remodel
3. Location Campus of New Mexico Junior College
4. HED meeting date when project consideration is requested June 11, 2009
5. Contact person Dan Hardin Phone 575 492 2770
6. Required forms for project categories:  
X Construction, Alterations, or Demolition (All Forms)  
X 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:**  **Date:** June 11, 2009

**Revision:**  **Date:** \_\_\_\_\_

**Project title:** NMJC Testing Center Remodel

**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 Testing Center Remodel project is referring to the second floor of the Pannell Library located in the center of the New Mexico Junior College campus. For many years the Testing Center was located on the second floor of Pannell Library. In 2005 an addition was added to the Ben Alexander Student Learning Center, providing a new area for the Testing Center. The Testing Center Remodel project is the complete remodel of the second floor of the Pannell Library and a portion of the first floor. The second floor of the Pannell Library will be completely remodeled into classrooms and office area, to house the Distance Learning program and University Studies. All classrooms will have smart technology and equipped with polycom technology for distance learning.

Dekker/Perich/Sabatini, the architects for this project have been in contact with Susie Marbury with the Energy and Minerals Department and have determined that this project does not trigger the requirement to meet the state mandate LEED Silver certification. Please see the attached narrative from Dekker/Perich/Sabatini.

**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 NMJC Testing Center Remodel came about from the institution's Strategic plan and Master Plan. The plan is to remodel and replace the old Testing Center area on the second floor of the Library with distance learning and university studies. The rationale is based on the growing demand for distance learning offerings. Also, the university studies will provide our area students the educational opportunity to receive a bachelor or graduate degree utilizing the facilities at New Mexico Junior College.

New Mexico Junior College was fortunate to be included in the 2006 General Obligation Bond election, which is funding \$1,000,000.00 of this project. The consequence of not receiving approval of this project would result in the College losing this funding source. Also, not receiving approval for this project would prevent the College from completing an important step toward developing educational opportunities through distance learning and university studies for students in our area as well as across the state.



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

Institution: New Mexico Junior College

Original:  Date: June 11, 2009

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

Project title: NMJC Testing Center Remodel

Current Total On-Campus Enrollment	
Head Count: <u>3001</u>	FTE: <u>1733</u>
<u>0%</u> Growth from previous year	<u>10%</u> Average growth in previous 10-year period

Current Total Off-Campus Enrollment (Distance Ed., etc.)	
Head Count: <u>1532</u>	FTE: <u>288.2</u>
<u>56%</u> Growth from previous year	<u>1.65%</u> Average growth in previous 10-year period

Tuition		
Current Tuition Per Credit Hour: <u>\$29.00</u>	Current Tuition Per Semester: <u>\$348.00</u>	
Month/year per semester tuition was last increased: <u>April/2008</u>	Amount of last per semester tuition increase: <u>\$1.00</u>	<u>3%</u> Change from last increase

Program Enrollment Being Served by this Project	
Head Count: <u>2250</u>	FTE: <u>900</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>July/2009</u>	Month/year proposed construction completion date: <u>August/2010</u>

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

**Institution:** New Mexico Junior College

**Original:**  **Date:** June 11, 2009

**Revision:**  **Date:** \_\_\_\_\_

**Project title:** NMJC Testing Center Remodel

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.

<b>CLASSIFICATION CODE</b>	<b>TYPE OF SPACE</b>	<b>NASF</b>	<b>% OF TOTAL</b>
100	Classroom	6227.93	24.9%
200	Laboratory		
300	Office	2570.13	10.3%
400	Study	2395.00	9.6%
500	Special	4814.49	19.3%
600	General	1690.43	6.8%
700	Support		
800	Health		
900	Residential		
	<b>NASF TOTAL</b>	17697.98	70.9%
N/A	Other (hallways, stairs, toilet rooms, tare, etc.)	7309.93	29.1%
	<b>TOTAL SQUARE FOOTAGE</b>	25007.91	100%

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

**Institution:** New Mexico Junior College

**Original:**  **Date:** June 11, 2009

**Revision:**  **Date:** \_\_\_\_\_

**Project title:** NMJC Testing Center Remodel

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: 29,033 x \$4.02	116,713.00	120,572.00	3,859.00

\* The NMJC Testing Center Remodel will update lighting using energy efficient lighting to meet ASHRAE 90.1 standards, and replace the windows with low E efficient glass. The new stair vestibule will increase the square footage by 960 square feet. It is expected that with the new lighting and window improvements, energy demands will be lowered. Because the building is not metered separately, it will be difficult to know the reduction in energy use. So, the expected utility cost is shown to increase by \$3,859.00 for the 960 square foot vestibule.

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

Institution: New Mexico Junior College

Original:  Date: June 11, 2009

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

Project title: NMJC Testing Center Remodel

**I. PROJECT BUDGET**

EXPENDITURES	ORIGINAL SUBMISSION		BUDGET REVISION
	NEW CONSTRUCTION	ALTERATIONS	
<b>A. BUILDING COST</b>			
1. General		1,760,000.00	
2. Mechanical/Plumbing		789,000.00	
3. Electrical		370,000.00	
4. Special Systems (voice, data, other)		139,000.00	
5. Code Compliance (hazmat abatement, ADA, etc.)			
<b>BUILDING COST SUBTOTAL</b>		<b>3,058,000.00</b>	
<b>B. Built-in Equipment</b>			
<b>C. Site Development</b>			
1. Utilities, Infrastructure			
2. Landscaping/Site Improvements			
3. Demolition			
<b>TOTAL CONSTRUCTION COST (T.C.C.)</b>		<b>3,058,000.00</b>	
<b>D. Construction Contingency (not more than 5% New Const., 10% Renov. of T.C.C.)</b>		<b>300,000.00</b>	
<b>E. Professional Fees</b>			
1. Architectural/Engineering		384,000.00	
2. Constr. Administration			
3. Admin./Surveys/Testing			
<b>F. Movable Equipment</b>		<b>1,050,000.00</b>	
<b>G. Other (site acquisition, etc.)</b>			
<b>H. Art in Public Places (1% of 06 GOB 1,000,000)</b>		<b>10,000.00</b>	
<b>TOTAL PROJECT BUDGET</b>		<b>4,802,000.00</b>	

**NEW MEXICO HIGHER EDUCATION DEPARTMENT**

**FORM 5: PROPOSED PROJECT SQUARE FOOTAGE  
AND FUNDING SOURCES**

Institution: New Mexico Junior College

Original:  Date: June 11, 2009

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

Project title: NMJC Testing Center Remodel

<b>COSTS PER GROSS SQUARE FOOT (GSF)</b>			
	<b>Cost (Items A-C on Form 4)</b>	<b>GSF</b>	<b>Cost per GSF</b>
New Construction			
Alterations	3,058,000.00	27,857	\$109.77

<b>RATIO OF NET ASSIGNABLE TO GROSS SQUARE FEET (NASF/GSF)</b>			
	<b>NASF (same as total from Form 2)</b>	<b>GSF</b>	<b>RATIO NASF/GSF (%)</b>
New Construction			
Alterations	25,007.91	27,857	90%

<b>FUNDING SOURCE</b>		
Enter the source of funding for the project. Total must match the total project budget on Form 4.		
<b>Funding Source</b>	<b>Original Submission</b>	<b>Budget Revision</b>
State Appropriations (specify fiscal year and source)		
2006 GOB (A062383) \$1,000,000.00		
GOB NMJC Testing Center Remodel		
Chapter108 Section10/B1f AIPP 10,000	1,000,000.00	
STB \$100,000.00 (A052349)		
Chapter 347, Sec 53, Item E, Law 2005		
Other Sources (specify)	100,000.00	
NMJC Oil & Gas Mill Levy	3,702,000.00	
<b>Total</b>	<b>4,802,000.00</b>	

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

Institution: New Mexico Junior College

Original:  Date: June 11, 2009

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

Project title: NMJC Testing Center Remodel

**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 May 19, 2009.

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

Invitation to Bid # 1027

Fitness Equipment for  
Del Norte Center

BOARD DOCUMENTS

Date: May 11, 2009  
Prepared by: Carla Brown  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

**General Information**

1. On April 15, 2009, legal notices were sent to the following three newspapers requesting sealed bids for the purchase of fitness equipment:  
  
Albuquerque Journal  
Hobbs Daily News Sun  
Las Cruces Sun News
2. Bid packets were sent to eight potential bidders.
3. One vendor submitted their bid within the time frame specified by the bid package. The vendor was not present at the bid opening.
4. The Business Office and the Director of Del Norte Center have evaluated the bids received. Their recommendation is shown on Page 3.



NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

**Evaluation and Recommendation**

The bidder responding to the Invitation was: Fitness Specialist, Odessa TX.

The Administration recommends acceptance of the bid submitted by Fitness Specialist in the amount of **\$29,491.00.**

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

**Source of Funding:** - FY 2008/2009  
Del Norte Major & Minor Equipment  
Account #: 11000-1060-73101-101  
Account #: 11000-1060-73102-101

NEW MEXICO JUNIOR COLLEGE									
ITB#1027 Tabulation Summary									
Fitness Equipment for Del Norte Center									
FITNESS SPECIALIST									
ITEM	DESCRIPTION	QUANTITY	MFG.	MODEL #	UNIT COST	TOTAL COST	Comments		
1	AB MACHINE (Based on Cybex VR3 Abdominal)	1	CYBEX	12090	\$ 3,141.00	\$ 3,141.00			
2	SMITH MACHINE (Based on Cybex Model)	1	CYBEX	5341	\$ 3,620.00	\$ 3,620.00			
3	TREADMILLS (Based on Cybex Pro 3 550T)	2	CYBEX PRO 3	550T	\$ 5,370.00	\$ 10,740.00			
4	ARC TRAINER (Based on Cybex 750A)	2	CYBEX	750AT	\$ 5,120.00	\$ 10,240.00			
5	EXERCISE MATS	40	ALTUS	1320-003	\$ 25.00	\$ 1,000.00	72" x 24" x 1/4"		
	DELIVERY AND INSTALLATION					\$ 750.00			
	TOTAL AMOUNT OF BID					\$ 29,491.00			
	FITNESS SPECIALIST AWARDED BID - ONLY BIDDER								

**NEW MEXICO JUNIOR COLLEGE**

**Request for Proposals #103**

**Food Services for New Mexico Junior College**

**BOARD DOCUMENTS**

Date: May 12, 2009  
Prepared by: Carla Brown  
Coordinator of Purchasing

## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On April 7, 2009, a legal notice was posted on the NMJC Bulletin Board and sent to the following newspapers requesting sealed proposals for Food Services for the College:
  - 1) The Hobbs Daily News Sun
  - 2) Las Cruces Sun News
  - 3) Albuquerque Journal
2. On April 7, 2009, proposal packets were mailed to seven (7) potential bidders.
3. Two (2) vendors submitted a proposal within the time frame specified by the proposal package. After bid opening, one vendor requested to withdraw their proposal from consideration.
4. The Business Office has evaluated the bids received and their recommendations are shown on Page 2.

# NEW MEXICO JUNIOR COLLEGE

## Evaluation and Recommendations

### Board Documents

The vendor that responded to Request for Proposal #103 was Great Western Dining Service Corporation, Tipton, MO.

The evaluation criteria used to award the food services contract is enumerated on Page 13.

#### **Recommendation**

The Business Office recommends acceptance of the proposal received from Great Western Dining Service Corporation of Tipton, MO for an initial contract period of one (1) year, renewable annually by mutual agreement for up to seven (7) additional years.

**Source of Funding: Contracted Meal Plan Expense -- 2009/2010 Operating Budget**

**Account Number --: 12010-4050-71264-201**

**Budgeted Amount: \$247,200.00**

## FOOD SERVICES SPECIFICATIONS

### 1. COLLEGE DESIGNATED REPRESENTATIVES

The official College agents authorized to represent the College on behalf of this account are the President, Vice President of Finance, and Vice President of Student Services. No other College employee is authorized to request or direct program or operational changes to the food service operation on behalf of New Mexico Junior College.

### 2. TERMS AND PERIOD OF CONTRACT

The period of this contract will initially be for one (1) year. The College may renew this contract annually for up to seven (7) additional years if satisfied with the service and quality of food offerings provided by the Contractor.

The Terms and Conditions as well as Specifications under this RFP #103 will be incorporated into and become an integral part of the contract executed between the College and the successful contractor.

### 3. SCOPE OF OPERATIONS

Provide all food services in areas designated and approved by the College, including:

- a. Student Dining/Board Plan (7 days / week)
- b. Snack Bar Operations (5 days / week, cash only)
- c. Catering, Conferences and Special Events
- d. Other food service activities as necessary (i.e. summer athletic camps, grant program student activities, etc.)

Contractor will have first right of refusal to provide service for special functions or activities on campus at prices agreed upon by the College. Contractor may choose to waive service rights to certain events sponsored by outside groups, student clubs, groups or organizations if in the best interest of the contractor to do so.

### 4. HOURS OF OPERATION

**STUDENT DINING** (Fall and Spring semesters only; closed during the Summer.)

	<u>Monday – Friday</u>	<u>Saturday - Sunday</u>
<b>Breakfast:</b>	7:00a.m. – 8:45a.m.	N/A
<b>Continental Breakfast:</b>	8:45 a.m. – 9:30a.m.	N/A
<b>Lunch:</b>	11:30a.m. – 1:15p.m.	10:30a.m. – 12:00p.m. (Brunch)
<b>Dinner:</b>	5:00p.m. – 6:30p.m.	5:00p.m. – 6:30p.m.

**SNACK BAR** (Year-round operation except between semesters and during breaks.)

OPTION 1:

<b>Fall / Spring:</b>	<b>Monday – Thursday</b>	<b>7:00a.m. – 4:00p.m.</b>
	<b>Friday</b>	<b>7:00a.m. – 2:00p.m.</b>
<b>Summer:</b>	<b>Monday – Friday</b>	<b>7:00a.m. – 2:00p.m.</b>

NMJC would also like a price quote for a second option on the snack bar:

OPTION 2:

<b>Fall / Spring:</b>	<b>Monday – Thursday</b>	<b>7:00a.m. – 7:00p.m.</b>
	<b>Friday</b>	<b>7:00a.m. – 2:00p.m.</b>
<b>Summer:</b>	<b>Monday – Thursday</b>	<b>7:00a.m. – 7:00p.m.</b>
	<b>Friday</b>	<b>7:00a.m. – 2:00p.m.</b>

## FOOD SERVICES SPECIFICATIONS (continued)

### 5. SERVING DAYS

Serving days are determined by the College in accordance with the annual instructional calendar and are published in advance.

**Cafeteria:** Estimated serving days for 2009 – 2010 academic year is approximately 230 days. The cafeteria closes for the summer (except for other food service activities), major holidays, and college break periods.

**Snack Bar:** Open year-round except for breaks between semesters and during major holidays and break periods.

### 6. CONTRACTOR CAFETERIA STUDENT MEAL PLANS

The College currently offers the following meal plans for students. Students who purchased meal plans are as follows:

	<u>Fall 2008</u>	<u>Spring 2009</u>
19 Meals / 7 Days:	52	40
15 Meals / 7 Days:	57	74
7 Meals / 7 Days (Optional):	33	19

All students in the College dormitories are required to purchase either the 19 or 15 meal plan. Maximum occupancy rates for the two (2) dorms total 200.

### 7. ESTIMATED OPERATING REVENUES

Approximate Current annual revenues from the food service operation are:

Student meal plans:	\$285,660
Snack bar sales:	\$ 58,164
Catering and conferences:	\$126,797

### 8. COMMISSIONS

The College seeks a monetary return from its operations sufficient to defray the cost of facilities, maintenance, utilities and other expenses associated with providing food services plus revenues to help offset debt service requirements. Commissions will be paid to the College on gross sales. Gross sales include all revenues on operations, excluding the student meal plan program, which includes but is not limited to: Snack bar sales, cash sales, vending, catering, and conferences, etc. Commissions will be paid to the College within fifteen (15) working days following the close of the monthly accounting period.

### 9. PAYMENTS TO CONTRACTOR

The Contractor will invoice the College for daily meal plan costs based on the current net participations in the various meal plan programs sold by the College. The College will provide the Contractor of the participation by student name on a weekly basis. The Contractor will bill the College for contracted meal plans on a weekly basis. The College will make payment within fifteen (15) working days upon receipt of the Contractor's billing.

### 10. NMJC CATERING AND OTHER EVENTS

The successful Contractor will work with the Vice President of Finance in developing a mutually agreeable method of establishing an approval and tracking system for all catered and special events held on campus.

**FOOD SERVICES SPECIFICATIONS (continued)**

**11. COMPLIANCE WITH ORDINANCES, LAWS AND REGULATIONS**

The Contractor shall comply with all ordinances, laws and regulations pertaining to the operation of the food services. Contractor shall apply for, obtain and maintain in force all required permits and licenses required by all laws and agencies having jurisdiction in this area.

**12. FOOD STANDARDS**

The Contractor shall submit to the College for approval proposed menus to be served no less than two (2) weeks in advance.

The following minimum grade requirements shall be used in procuring food supplies:

**MEATS**

**BEEF** All Beef cuts will be USDA Top Range Choice Steers and heifers only. Primal cuts that will be purchased will include round loin, flank, rib, and chuck. No plate or shank cuts will be used.

**PORK** USDA No. 1, Cured, smoked and fresh

**LAMB** US Choice, no mutton used

**VEAL** US Choice

**DAIRY – MINIMUM STANDARDS**

**MILK** Grade "A" under 3,000 bacteria c.c.

**CREAM** 20% butterfat

**BUTTERMILK** 8 ¼% Milk solids

**WHIPPING CREAM** Heavy, 36% butterfat, whipping topping and dried milk solids will be used for baking purposes only

**ICE CREAM** 12% butterfat

**CHEESE** US Grade "AA"

**BEVERAGE OTHER THAN MILK**

**COFFEE** grade "1", no soluble used

**TEA** Pekoe and Orange Pekoe

**EGGS** Grade "AA" Fancy, Fresh, no storage eggs will be used

**FISH** Grade "A", where grade exists

**CANNED FRUITS AND VEGETABLES** US Grade "A" or US Fancy only

**FRESH & FROZEN FRUITS & VEGETABLES**

Highest Grade obtainable in each commodity

Example:

Apples - US Grade Fancy
Apricots - US No. 1
Grapes - Fancy
Winter pears - Extra No. 1
Brussel Sprouts - US No. 1
Broccoli - Fancy
Tomatoes - Fancy No. 1



**FOOD SERVICES SPECIFICATIONS (continued)**

**CONDIMENTS** US Grade "A"

**MISCELLANEOUS GROCERIES** Highest grade obtainable  
Example: Nuts – No. 1

**12A. CAMPUS MENU FORMAT – General desired format/Minimum standards**

**BREAKFAST**

Breakfast will be offered daily. Bacon, sausage, or ham, as well as biscuits and gravy will be offered daily.

**GRILL:** Eggs to order will be served daily featuring omelets, fried eggs, and scrambled eggs. These items will be grilled on the serving line.

A fried potato such as hash browns, American fries or fried potatoes with onions will be offered daily.

A supplementary entrée will be offered such as French toast, waffles, pancakes or fritters along with syrup and butter.

**CEREAL:** An assortment of **SIX (6)** cold cereals will be offered daily. Also a selection of **ONE (1)** hot cereal will be available.

**SWEETS:** A minimum of **TWO (2)** fresh pastries or hot fresh cake donuts will be offered. Fresh fruits (in season) along with canned fruit will be offered daily.

**CONDIMENTS:** **Four (4)** assorted breads will be available for toast daily, with jams, jellies, and peanut butter and will be offered along with other assorted condiments.

**BEVERAGES:** White milk, chocolate milk, skim milk, coffee, hot tea, hot chocolate, decaffeinated coffee, and **FOUR (4)** fruit and vegetable juices will be offered daily. A variety of carbonated beverages will also be available.

**LUNCH**

**SOUP:** One fresh made soup will be offered with the appropriate condiments daily. A **Chili Bar** will be offered with traditional condiments daily, in season. A **Bean Pot** with hot cornbread will be rotated with chili.

**SALAD:** A Salad Bar with **FIVE (5)** salads, **SIX (6)** dressings, **TWO (2)** diet dressing and **TWENTY (20)** accoutrements will be offered daily.

**DELI:** A Deli Bar with **THREE (3)** meats, and **TWO (2)** cheeses and **ONE (1)** spread will be offered Monday through Friday, with a variety of breads and rolls.

**MAIN LUNCH:** **THREE (3)** entrees will be offered as a choice daily, **ONE (1)** being a non-port entrée and **ONE (1)** being a vegetarian entrée.

**LUNCH GRILL:** Will also feature **ONE (1)** fast food item daily.

**SWEETS:** The Dessert Bar will feature **THREE (3)** desserts daily. Cookies or brownies, cake or pie, pudding, or Jell-O, **ONE (1)** canned fruit and a variety of fresh fruit will be offered daily. A **Cobbler Bar** will feature a different cobbler served hot on Mondays, Wednesday, and Fridays.

## FOOD SERVICES SPECIFICATIONS (continued)

**CONDIMENTS:** FOUR (4) assorted breads with jams, jellies, honey, apple butter, peanut butter, and whipped butter will be offered along with other condiments.

**BEVERAGES:** As at dinner.

### DINNER

**SOUP:** ONE (1) Fresh made soup with an assortment of oyster and saltine crackers will be offered daily.

**SALAD BAR:** A buffet style salad bar with FIVE (5) salads, SIX (6) salad dressings, TWO (2) of diet variety will be served daily. TEN (10) accoutrements will be offered daily.

**DELI:** A deli bar, as at lunch, will be served at dinner.

**MAIN DINNER:** THREE (3) entrees to be offered daily, with ONE (1) being a non-pork entrée and ONE (1) being a vegetarian entrée.

**VEGETABLE:** TWO (2) vegetables, ONE (1) potato, rice or pasta item will be offered daily.

**SWEETS:** This dessert bar will feature THREE (3) desserts such as pies or cakes, cookies, or brownies, pudding or Jell-O, fresh fruit will also be offered.

**CONDIMENTS:** FOUR (4) assorted breads, hot dinner rolls, fresh baked breads or muffins with jams, jellies, honey, apple butter, peanut butter, and whipped butter will be offered with an assortment of other condiments.

**BEVERAGES:** White milk, chocolate milk, skim milk, hot chocolate, hot tea, coffee and decaffeinated coffee, ice tea, assorted fruit base beverages and a variety of carbonated beverages will be offered daily.

**UNLIMITED SERVINGS:** Contract students will have access to unlimited food including salads, vegetables and desserts. All entrees and specialty bars will be dispensed in unlimited amounts, except the premium entrée on Steak Night.

**STYLE OF SERVICE:** Self serve and cafeteria style of service will be used for breakfast, lunch, and dinner except for special buffet meals.

**IDENTIFICATION OF MEALS:** Breakfast, lunch, and dinner will be offered on Monday through Friday, and brunch and dinner on Saturday and Sunday.

**The following special services will be offered for student satisfaction and retention:**

### MENU PROGRAM

**CEREAL BAR:** A variety of SIX (6) cold cereals will be available at all meals.

**FRESH FRUIT:** A variety of fresh fruit and ONE (1) canned fruit will be available at ALL MEALS.

**BUFFET – STYLE SALAD BAR:** Salad Bar will consist of ONE (1) tossed lettuce salad, ONE (1) cottage cheese, ONE (1) Jell-O fruit salad, ONE (1) vegetable salad or relish tray, ONE (1) canned or fresh fruit salad, ONE (1) pasta salad. Salad dressings will include French, 1000 Island, Ranch, Italian, Blue Cheese, Russian and TWO (2) diet dressings. Various varieties of salad dressing will be substituted during each week.

**DELI BAR:** A selection of THREE (3) meats and TWO (2) cheeses will be offered daily at lunch and dinner.

## FOOD SERVICES SPECIFICATIONS (continued)

**SPICE RACK:** A variety of spices will be available in the dining room to enhance the flavor of the food to student preferences.

**SAUCES AND CONDIMENTS:** A variety of two jams and/or jellies will be offered daily. Honey, apple butter, peanut butter, whipped margarine will also be offered. Hot sauce, 57-sauce, A-1 steak sauce, Worcestershire sauce, tartar sauce, horseradish, fresh salsa, soy sauce, catsup, mustard, pickle relish, and one variety of pickles will be offered daily with appropriate menu items.

**CHICKEN FRIED STEAK ENTRÉE:** This entrée will be made from a fresh cube steak, breaded and fried and served with whipped potatoes and cream gravy at a minimum of **ONE (1)** time per week.

**PREMIUM STEAK NIGHT:** An eight (8) ounce steak will be served **TWICE PER MONTH** from a selection of steaks, such as a top sirloin, strip or rib eye. One other **PREMIUM ENTRÉE** will be offered, such as six (6) breaded clean tail (12 – 15) count shrimp, prime rib, game hen, half a chicken, triple bacon cheeseburgers, 8" deep pan pizza or salmon steaks. Steak and premium items will not be available for seconds, but a third entrée will always be available on an unlimited basis.

**SICK TRAY SERVICE:** Will be available upon arrangements and recommendations by Client.

**PHYSICIAN-PLANNED DIETS:** If a student is unable for medical reasons to consume the regular meal served in the dining room, the Contractor will supply, at no additional cost to the Client or the student, a meal meeting the physician's requirements.

**EXAM SNACKS:** Snacks and beverages will be served during finals week at a location agreed upon by the Client and the Contractor.

**MIDNIGHT BREAKFAST:** A Midnight Breakfast will be served the night before the final examination schedule begins. This meal will be prepared by the Contractor and we ask that the administration and faculty help serve the meal.

**SPECIAL MEALS OF THE MONTH:** Twice monthly, the Contractor will provide Special Meals. One will be served in the dining room with the appropriate decorations to create an atmosphere of exciting dining. The other Special Meal may be at any location, coordinated with the Vice President of Student Services, Vice President of Finance, and the Food Service Committee. All will be arranged in advance and advertised to gain maximum exposure.

**PICNICS:** The Contractor will allow contract students in organized groups to have picnics or cook-outs and furnish the food in lieu of eating in the cafeteria. This will be done at no extra charge to the contract student.

**BIRTHDAY CELEBRATIONS:** The Contractor will provide, at no cost, a monthly birthday cake for boarding students in the month of his or her birthday. The College will supply the Contractor with a listing of student birthdays.

**CAMPUS DINING BROCHURE:** A brochure of explanation stating policies, goals, meal times and benefits of contract campus dining will be provided to the College.

**STUDENT ORIENTATION TEAM:** The campus dining director will take an active role on the student orientation team to review the campus dining program. Campus dining surveys will be initiated each semester.

**ON-SITE RESPONSE:** The local campus dining director will have the authority and flexibility to make decisions pertaining to campus dining and respond to your immediate needs.

## FOOD SERVICES SPECIFICATIONS (continued)

**CAMPUS DINING COMMITTEE:** A regularly scheduled meeting with the Vice President of Student Services, Associate Dean of Students, students, and campus staff will be held to discuss likes and dislikes of campus dining, plan food related activities and schedule special meals and events.

**VISITING EXECUTIVES:** The Contractor will host any luncheon or dinner when the College is entertaining a visiting college, one or more College Presidents, College Board members, Deans or Associate Deans, Athletic Directors and Coaches, Housing Directors or equivalent positions from a visiting institution, or guests of such persons, either on or off campus.

**COMPLIMENTARY MEALS:** Complimentary meals will be provided at the discretion of the Vice President of Student Services.

**VEGETARIAN PROGRAM AND DIETARY OPTIONS:** The Contractor will strive to accommodate the preferences of all students. Our on site manager will work with the various student groups to build and maintain a vegetarian program and work with the food service committee towards various dietary options for the students and staff of the college.

**SPECIAL SERVICE MEALS:** The Contractor will offer pre-game meals for athletic events or any other departmental events. This meal will be served at no charge, in lieu of regularly scheduled meal for the resident student. Additional non-contract students will be served at the casual meal rate or a negotiated price.

**STUDENTS ON TOUR:** Fresh fruit, fruit juices, canned soda, and snacks will be offered with box lunches to resident students on athletic trips or any other college sponsored trip, at no charge to the Client, in lieu of regular meal. Box lunches will also be available, upon advance request, for contract students leaving campus on vacation breaks, or at times when they have class or activity related conflicts with meal schedules.

**FOOD AND SUPPLY PURCHASING:** The Contractor will give maximum privileges to any vendor or surveyor with whom the College is currently doing business and with whom the College wishes to continue a business relationship.

**RECIPROCAL MEAL SERVICE:** Any contract student visiting another campus whose food service is managed by the Contractor will be offered meal service, at no charge, upon valid identification of their participation in food service at College.

**NUTRITIONAL VALUE:** The Contractor will provide nutritional value for menu items. Each meal we will post a complete menu with corresponding nutritional values. Values addressed will be for fat, protein, carbohydrate and caloric content of each value.

### 13. **PRICING AND CHARGES**

**Snack Bar:** The Contractor will establish, with the consent of the College, a portion and pricing structure for all items sold in the snack bar. Any changes in portions or prices must be approved by the College in advance.

**Meal Plans:** The Contractor will bid proposed meal plan charges for the initial year to the College in this proposal. Meal plan charges may be increased on an annual basis by the successful Contractor for inflation in an amount up to four (4%) percent by requesting such in writing to the College. Notice of any cost increases in the meal plans must be done by March 1.

**Cafeteria:** Cash "walk-in" prices will be established and adjusted periodically by mutual agreement between the Contractor and the College.

**FOOD SERVICES SPECIFICATIONS (continued)**

**Catering:** The Contractor will develop a catering service manual, for approval by the College, that establishes catering and conference rates, catering services (various linen tablecloths and napkins, linen costs, silverware availability, silverware costs, table and seating configurations, etc.) offered to the College and facility users. Catering prices may be renegotiated annually between the College and the Contractor.

**14. CLEANING AND SANITATION**

Cleaning and sanitation responsibilities will be divided as described in Attachment "A" of this document. It is the College's intent to continuously monitor the level and quality of cleanliness and sanitation in the food service areas operated by the Contractor. Negligence in these matters on the part of the Contractor will be deemed a violation of the contract. The Contractor shall immediately notify the College of all health inspections and shall provide copies of the resulting findings and recommendations received from authoritative agencies immediately upon receipt by the Contractor.

**15. SIGNS**

The Contractor shall clearly display menu boards which shall be in locations approved by the College and observable by patrons approaching the serving lines. Such boards shall list the items of food and the prices thereof. No other signs or advertising shall be posted on the College's property without prior approval.

**16. INSURANCE REQUIREMENTS**

The Contractor shall at its own expense obtain and maintain in force at all times the following coverages and limits specified below. Insurance shall be written by companies acceptable to the College and authorized to transact business in New Mexico. Annually, upon renewals, the Contractor shall provide certificates of insurance evidencing the coverage limits below, and naming New Mexico Junior College as an additional insured.

Commercial General Liability	\$5,000,000 Umbrella (Per Occurrence)
To include bodily injury and property damage.	\$2,000,000 Aggregate

This policy MUST NAME NMJC AS AN ADDITIONAL INSURED under General Liability. Must also include a **waiver of subrogation** on General Liability in favor of New Mexico Junior College.

This policy MUST INCLUDE PRODUCTS LIABILITY COVERAGE with at least the above limits.

Auto liability (include non-owned and hired)

Bodily injury and property damage	\$1,000,000 C.S.L. (Combined Single Limit)
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This policy MUST NAME NMJC AS AN ADDITIONAL INSURED under Auto Liability. Must also include a **waiver of subrogation** on Auto Liability in favor of New Mexico Junior College.

Workers Compensation	Statutory limits, as provided by New Mexico law.
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Employer's Liability	\$1,000,000 Per Occurrence
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Must include a waiver of subrogation on workers compensation in favor of New Mexico Junior College.

**17. COST OF OPERATION**

The Contractor shall operate on its own credit accounts and its own expense. All incoming shipments of foodstuffs and supplies shall be to the Contractor, and under no circumstances may any shipments be charged to the College. All costs and arrangements in transporting items for the performance of catering functions shall be the sole responsibility of the Contractor.

## FOOD SERVICES SPECIFICATIONS (continued)

### 18. UTILITIES AND MAINTENANCE

The College shall furnish all utilities for the operation. However, the College does not guarantee an uninterrupted supply of utilities, except that it will be diligent in restoring service if within the control of the College to do so. The

College shall not be liable for any loss, damage, or expense to the Contractor which may result from such power interruption.

The College shall maintain all food service equipment. The Contractor shall request equipment maintenance and repairs from the College's Director of Physical Plant. Pest control services shall be the responsibility of the College.

### 19. RELATIONSHIP OF THE PARTIES

The relationship of the Contractor to the College shall be that of an independent contractor.

The Contractor will hire and oversee an experienced resident manager for the performance of the services provided by these specifications. The Contractor should clearly indicate the experience requirements and suggested credentials of proposed managers appropriate for the New Mexico Junior College account within its proposal.

The Contractor shall require its employees to conduct themselves in a professional and respectful manner at all times, and in compliance with the College's policies and procedures. Contractor employees shall be clean and dressed in uniforms with identifying nametags. Contractor employees shall address students and patrons with respect at all times.

Contractor shall require all of its employees to undergo health examinations no less than annually and to comply with all health regulations.

### 20. ACCOUNTING PROCEDURES AND REPORTING

The Contractor shall maintain strong internal controls over cash operations through mandatory usage of cash registers, computerized tracking, etc. The Contractor shall afford the College inspection of all accounting books and computer maintained records pertaining to the operation upon request.

The Contractor shall automatically submit budgets to the College and monthly operating statements within fifteen (15) working days after the close of the monthly period. Monthly operating statements shall itemize all sources of revenues and expenditures in sufficient detail to afford standard analysis of the operating performance. Contractor shall also provide the College with monthly aging reports of invoices due to Contractor for each College department.

Along with monthly opening statements, the Contractor shall furnish a detailed itemization of all food service catered events for the month, including counts of people served.

### 21. ACCESS TO THE FACILITIES

The College shall have complete access to the food service areas at all times in order to evaluate the Contractor's performance under the terms of the contract and to inspect for cleanliness.

### 22. EQUIPMENT AND CHINA INVENTORY

The Contractor shall be responsible for the safekeeping of all food service equipment and china owned by the College. The College's business office and physical plant's inventory control specialist will periodically conduct a physical inventory of all food service equipment and china. Any theft or loss of such equipment or china shall be immediately replaced. The College and the Contractor shall share the cost of replacement chinaware on a 50%

**FOOD SERVICES SPECIFICATIONS (continued)**

by 50% split only. The College will stock the chinaware inventory only. No equipment or china shall be removed from the immediate food services facility by any employee of the Contractor without prior written consent by the Vice President of Finance.

**23. ASSIGNMENT OF CONTRACT**

The contract shall not be assigned in whole or in part, nor transferred directly or indirectly without prior written consent of the College.

**24. INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the College, its agents and employees, from and against any and all claims, demands and actions or causes of action of any nature whatsoever arising out of or by reason of the execution or performance of the duties and obligations of the Contractor under the terms of the contract.

**NEW MEXICO JUNIOR COLLEGE**  
**REQUEST FOR PROPOSAL #103**  
**FOOD SERVICES FOR NEW MEXICO JUNIOR COLLEGE**

**EVALUATION OF PROPOSALS**

The award will be made to the responsible bidder whose proposal is judged to offer the most advantages to the College. Proposals will be rated on a 1000-point system weighted as follows:

- |    |   |                    |
|----|---|--------------------|
| 1. | Length of time and extent to which Contractor has been in continuous successful business in the food service/management business  | <b>100</b>         |
| 2. | Evidence of the Contractor's successful and satisfactory operation at other community colleges, student unions, or similar facilities (Please include a reference list) | <b>200</b>         |
| 3. | Ability to provide quality food products and services to the College's students, faculty, staff, and community patrons  | <b>300</b>         |
| 4. | Evidence of strong internal and accounting controls and timely performance reports to be submitted to the College   | <b>100</b>         |
| 5. | Ability to provide a reasonable pricing structure and comprehensive financial plan of operation   | <b><u>300</u></b>  |
|    | <b>TOTAL</b>  | <b><u>1000</u></b> |



NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #103

ATTACHMENT "A"  
RESPONSIBILITY CHECKLIST

DESCRIPTION CONTRACTOR COLLEGE

**OPERATIONS & MAINTENANCE:**

Computers, software and printers	X	
Food purchases and vendor relations	X	
Office supplies/postage/office equipment/software	X	
Employee training	X	
Employee wages/benefits/physicals/workers compensation	X	
Telephone – local access		X
Telephone – long distance	X	
Laundry	X	
China replacement	X	X
(Contractor and College will share equally in replacement value 50% / 50%)		
Small wares replacement		X
Cleaning/dishwashing supplies	X	
Menu printing/graphics/duplicating	X	
Kitchen paper/plastic ware	X	
Marketing/merchandising materials	X	
Promotions	X	
Business licenses and permits	X	
Operational equipment purchases		X
Operational equipment repairs (maintenance)		X
Utilities		X
Painting		X
Pest control		X
Uniforms and nametags	X	
Garbage disposal to exterior receptacles	X	
Garbage removal from exterior receptacles		X
Vendor contracts	X	

**CLEANING RESPONSIBILITIES**

**Kitchen**

Floors	X	
Walls	X	
Equipment	X	
Refrigerators & Freezers	X	
Vents		X
Ceiling		X
Duct work		X
Light replacement		X

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #103

ATTACHMENT "A" (continued)  
RESPONSIBILITY CHECKLIST

<u>DESCRIPTION</u>	<u>CONTRACTOR</u>	<u>COLLEGE</u>
<u>Receiving Area</u>		
Pick-up / spot mop	X	
Daily cleaning	X	
<u>Storage Areas</u>		
Floors	X	
Walls	X	
Ceiling		X
Shelving	X	
<u>Cafeteria and Snack Bar Line Areas</u>		
Serving line / equipment	X	
Serving line walls	X	
Serving line floor / tile	X	
Ceiling		X
<u>Dining Areas</u>		
Furniture	X	
Equipment	X	
Floors		X
Windows / walls		X
Ceiling		X





**Western Heritage Museum and  
Lea County Cowboy Hall of Fame  
5317 Lovington Highway  
Hobbs, New Mexico 88240  
575-392-6730**

**Where oil, water, and cowboys do mix!**

Dr. Steve McCleery, President  
New Mexico Junior College Board  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, NM 88240

Dear Dr. McCleery and Distinguished Members of the Board:

The Western Heritage Museum Advisory Board is recommending the acceptance of four major archaeological collections all of which relate to Southeastern New Mexico.

The advantages of these artifacts are their quantity and quality as well as their limited distribution and the extraordinary opportunity to present the prehistoric material culture from the eastern edge of the Caprock all the way to the eastern slopes of the Guadalupe Mountains. The appraiser stated he had never seen such quality from such a small area.

While the collections number almost 20,000 items, they are easily stored in limited space and can be accessioned as needed by volunteers. We can utilize some of the most representative pieces in the near future as we begin to improve the exhibits in the South Gallery.

This will become one of the most comprehensive presentations in the Southwest on the peopling of a specific region. Because of the importance and significance of these collections to interpretation and research far into the future we strongly recommend the acceptance of these collections.

Thank you for your support of our vision to make the Western Heritage Museum Complex one of the best attractions in the State.

Sincerely,

Lance Caviness  
Chairman

Calvin Smith  
Executive Director



## Western Heritage Museum and Lea County Cowboy Hall of Fame

Where oil, water, and cowboys do mix!

Dr. Steve McCleery, President  
New Mexico Junior College Board  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, NM 88240

Dear Dr. McCleery and Distinguished Members of the Board:

Both the Western Heritage Museum Advisory Board and the Lea County Cowboy Hall of Fame Board have approved the phased expansion plan for the Western Heritage Museum Complex.

This has been the result of reviews and recommendations by a well known consulting engineering and construction firm, a highly respected representative of the American Association of Museums National Accreditation team and a well known exhibits design and fabrication company.

The ultimate goal is to become accredited by the only entity that reviews museums for achieving the standards set by the profession, the American Association of Museums. With the proposed expansion we will be able to house all of our collections in a secure, climate controlled space with enough room to manage our collections in an appropriate and expedient manner.

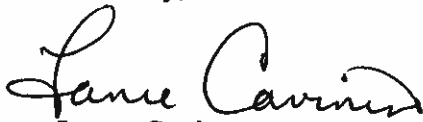
The ideal addition will encompass approximately 13,000 square feet and will also have a dedicated children's education area and a temporary/traveling exhibitions gallery. By continuing the existing building from the northwest corner westward we will be able to meet the physical facilities guidelines necessary for accreditation purposes and meet NMJC's goal of half the required energy usage in the new construction compared to the rest of the structure.

By achieving accreditation we become a member of a select group of museums that are recognized by our peers as an example of professional operations and management and join only about 10% of the 15,000 museums in the U. S. that have been awarded this distinguished status. The advantages are many including immediate placement in the major travel guides, preference by many granting agencies and the opportunity to place the AAM accreditation seal on all of your marketing efforts.

Recognizing the current economic climate we are aware of the challenges in raising the needed funding to continue with the plan but request the President's and Board's approval so that we may begin to seek the necessary support to accomplish the required space and be prepared to accept donor's contributions as they present themselves.

Thank you again for your continuing confidence in our efforts to make the Complex the best it can be.

Sincerely,

  
Lance Caviness  
Chairman

  
Calvin Smith  
Executive Director



## TRAINING & OUTREACH

training made to fit

# Memo

Date: 05/19/2009

To: New Mexico Junior College Board

From: Jeff McCool, Dean of Training & Outreach *jm*

RE: Approval of rate schedule for space in Training & Outreach Facility

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Attached you will find the 2009-2010 proposed rate schedule for utilizing space in the Training & Outreach Facility. Our plan for this facility is to annually evaluate the usage and incrementally adjust the rate schedule each year until we reach what we believe is an optimal rate schedule. Our goal is to create a rate schedule that is both sensible for the college, and affordable for our customers.

Thank you for your consideration!





## Rooms and Rates (Rates expire 06/30/10)

The NMJC Training and Outreach Facility is equipped with training rooms, conference rooms, and a computer lab. Most rooms are outfitted with the Smart Classroom System which includes a laptop, audiovisual equipment, ceiling mounted projector, retractable projection screen, and DVD/VHS capability. The Facility is also equipped with a portable IP Based Video Conferencing System\*, which can be set up in any room. These state of the art rooms can be reserved for half day or full day usage. Catering can be provided through contact with our Food Services Director.

### Room 122 A&B, 125 A&B Large Training Classroom

These classrooms accommodate up to 65 people and are equipped with a whiteboard, Smart Classroom System and Video Conference Capability\*.

Full Day: \$199

Half Day: \$119

### Room 122 A OR B, 125 A OR B- Small Training Classroom

These classrooms accommodate up to 30 people and are equipped with a whiteboard, Smart Classroom System and Video Conference Capability\*.

Full Day: \$159

Half Day: \$99

### Room 119- Computer Lab

An 18 seat classroom setup equipped with laptop computers\*. This room is also equipped with the Smart Classroom System and Video Conference Capability\*.

Full Day: \$ 159\*\*

Half Day: \$ 99\*\*

\*Laptops available upon request. Each Laptop is \$15.00. 18 Laptops available.

\*\*Room Charge only. Not including Laptop charge.

### Room 133- Large Conference Room

A 12 Seat Conference Room equipped with projector, retractable projection screen, phone line, wireless internet, Video Conference Capability\*, and computer connection for laptop computer.

Full Day: \$109

Half Day: \$59

### Room 140- Small Conference Room

A 10 seat Conference Room equipped with ceiling mounted projector, retractable projection screen, phone line, wireless internet, Video Conference Capability\*, and Computer connection for laptop computer.

Full Day: \$99

Half Day: \$49





### **Room 102- Industrial Training Room**

A 24 seat training room equipped with Smart Classroom Capability and Video Conference Capability\* for a classroom learning setting. A set of doors join this training room to the High Bay Training Room for hands-on training. Rooms are priced separately.

Full Day: \$159

Half Day: \$99

### **Room 103- High Bay Training Room**

A high ceiling training room for hands-on training which is large enough to bring in work equipment. Doors adjoin the High Bay to the Industrial Training Room 102 for a potential classroom setting. Rooms are priced separately. Screen and projector available only upon request.

Full Day: \$149

Half Day: \$79

All Food and/or beverage service arrangements **MUST BE** made through the NMJC Food Service Department by calling 575.492.2586.

Please note that other setups for each room are available and the number of people per room may be flexible. For more information contact the NMJC Coordinator of Facility Scheduling, at 575.492.4717 or [lberry@nmjc.edu](mailto:lberry@nmjc.edu). Thank you.

Full Day Rates consist of 4+ hours. Half Day Rates consist of 4 hours or less.

## ***\*Video Conference Rates***

### **Billing Information**

The video conferencing services provided by New Mexico Junior College offer the convenience of face to face meetings with others without having to travel to a distant location. NMJC uses state of the art equipment to provide IP based video conferences with other entities throughout the country and around the world.

### **Fee Guidelines**

Reservation for a video conference includes the cost for use of the system, and the rental cost for the room used (\$45 per room).

Fees are based on the desired use of the video conferencing system other than NMJC delivery of instruction. First hour usage includes room charge. Subsequent hourly rates are for video conferencing services only.

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

The following candidate is being recommended for employment as follows: Date 5/8/2009

Candidate's name Paul Phillip Roybal

Position title NRC Program Manager

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 6/01/2009 \* Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source US NRC Training Program Grant 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 \$52,841 – \$66,051 Recommended annual salary \$58,000 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 41141 2963 61301 122 100%

**Recommended and approved by:**

Supervisor \_\_\_\_\_

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

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

  
President

Selection Committee Members: Jeff McCool – Dean of Training and Outreach

Terri Blandin – Executive Assistant, Training and Outreach

Darrik Lasater – Workforce Training Coordinator

Steve Saucedo – Workforce Training Coordinator

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

\*Pending background check

## ABBREVIATED RESUME

### Position

NRC Program Manager

### Personal Data

Name: Paul Phillip Roybal

### Education

M.Ed., Grand Canyon, Phoenix, AZ, 2007  
Major: Education Administration

B.A., West Texas State University, Canyon, TX 1983

### Professional Experience

Hobbs Municipal Schools, Hobbs, NM Head Football Coach/Teacher	8/2002 to Present
Dallas Skyline High School, Dallas, TX Athletic Director/Head Football Coach	1997 to 2002
Midwestern State University, Wichita Falls, TX Defensive Secondary Football Coach, Recruiting & Technology Coordinator	1994 to 1997
Defensive Secondary Football Coach/Assistant Head Track Coach	1988 to 1990
S.H. Rider High School, Wichita Fall, TX Secondary & Receivers Football Coach/Head Girl's Basketball Coach Freshman Boy's Basketball Coach	1991 to 1994
Anthony High School, Anthony, TX Athletic Director/Head Football Coach, Track Coach, History Teacher	1990 to 1991
Paducah High School, Paducah, TX Assistant Head Football Coach/Defensive Coordinator, Assistant Basketball Coach, Head Track Coach, History Teacher	1986 to 1988
Olton High School, Olton, TX Assistant Head Football Coach/Offensive Coordinator, Assistant Basketball Coach Head Track Coach, History Teacher	1984 to 1985
Memphis High School Coach, Memphis, TX Assistant Football Coach, Assistant Basketball Coach/Head Track Coach History Teacher	1983 to 1984

### Certifications:

New Mexico and Texas Teaching Certification



# New Mexico Junior College

## Career Opportunities

**Position Announcement • February 2009**

**Position Title:** NRC Program Manager

**Position Description:** The NRC Program Manager reports to the Dean of Training and Outreach. Duties and responsibilities include, but are not limited to the following: (1) Be of service to the public; (2) Provide oversight and administration of the NRTC Grant; (3) Provide consultation for the design, development, implementation and evaluation of NRC education projects, programs and initiatives; (4) Collaborate with faculty and external agencies (e.g., business, government and industry) to identify and provide quality onsite and distance education opportunities; (5) Faculty Development through the use of workshops and internships; (6) Expanded program delivery of education and training through the use of New Mexico Junior College's Interactive Television Consortium and our Distance Learning Program; (7) Develop the learning tracts and modules for the additional skills needed, including train the trainer modules. Working with the NMJC online and ITC curriculum specialists, the modules will be adapted and available for a variety of delivery mechanisms; (8) Participate in a process of continual personal and professional improvement; (9) Actively participate in the institutional goals and objectives designed to support the mission of the college; (10) Serve on college committees as assigned; and, (11) 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:** A minimum of a Bachelor's degree required, Master's degree preferred. All degrees must be from a regionally accredited institution. Experience working with corporate or contract training involving complex regulations and processes, and experience managing grants highly desirable. Computer proficiency required.

**Salary/Benefits:** This is a twelve-month professional position funded by a grant. Continued employment will depend on grant funding. Salary range is based on NMJC 12-month faculty schedule and is commensurate with education and experience. Standard NMJC benefits apply.

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

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

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

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

**"Equal Opportunity Education and Employment"**

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

## APPLICANT LIST

**Position:** NRC Program Manager

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Vasquez, Yvette M.	No	No	
Copeland, Thomas W.	Yes	No	
Rodriguez, Kelly	Yes	No	
Coombes, Amy L.	Yes	No	
Kishur, Jr., Joseph M.	No	No	
Mitchell, John M.	No	No	Incomplete
Dunlap, Ingo R.	No	No	
Roybal, Paul Phillip	Yes	Yes	Start date: June 1, 2009 Pending Board Approval
Stephens, Mashell	No	No	

# NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 5/18/2009

Candidate's name Christopher M. Tiff

Position title Professor of Physical Education/Head Men's Basketball Coach

New position  Existing position Classification  Faculty  Professional  Other \_\_\_\_\_

Is candidate related to another NMJC employee?  yes  no If so, to whom \_\_\_\_\_

Effective date of employment \*8/10/2009 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard None

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

Posted salary range \$39,290 to \$49,112 Recommended annual salary \$47,838 Prorated salary  yes  no

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

Recommended and approved by:

Supervisor \_\_\_\_\_

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

*Steve McCleery*

President

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

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

Dr. John Gratton – Vice President for Instruction

Dr. Steve McCleery – President

Dr. Regina Organ – Vice President for Student Services

Ronald Black – New Mexico Junior College Board Member

Comments: Mr. Tiff, with a Master's degree in Educational Leadership and ten years of applicable experience, meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### Position

Professor of Physical Education/Head Men's Basketball Coach

### Personal Data

Name: Christopher M. Tiff

### Education

M.Ed., University of Nevada, Reno, NV, 1999  
Major: Educational Leadership

B.A., University of Nevada, Reno, NV, 1996  
Major: Geography

A.A., Three Rivers Community College, Poplar Bluff, MO 1994

### Professional Experience

Lamar Community College, Lamar, CO  
Head Basketball Coach 07/2004 to Present

Dodge City Community College, Dodge City, KS  
Assistant Men's Basketball Coach 2001 to 2004

University of Nevada, Reno, NV  
Assistant Men's Basketball Coach 1996 to 2001

Circus Circus, Reno, NV  
Part-time Cage Cashier 1999 to 2000

### Licenses/Certifications:

Colorado Commercial Drivers License  
CPR

### Awards/Honors:

2008/2009 Region IX Championship  
2009 Region IX Men's Division I Basketball Coach of the Year

### Organizations:

National Association of Basketball Coaches



# New Mexico Junior College

## Career Opportunities

**Position Announcement • May 2009**

**Position Title:** Professor of Physical Education/Head Men's Basketball Coach

**Position Description:** The position is responsible to the Vice President for Student Services, Dean of Math & Sciences and the Director of Athletics. Duties and responsibilities include, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) Head Men's Basketball Coach; (3) serve as a sponsor for student groups as assigned; (4) post and maintain supervisor approved office hours per week; (5) assume other professional responsibilities associated with the position of professor; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; (8) serve on college committees as assigned; and, (9) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

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

**Salary/Benefits:** Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. Standard employee benefits apply. The successful applicant may have the option of teaching during the summer terms for income above his/her base salary.

**Application Deadline:** Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position starts August 10, 2009. To ensure consideration, all application materials must be received as soon as possible.

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

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

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

**\*Equal Opportunity Education and Employment**

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## APPLICANT LIST

**Position:** Professor of Physical Education/Head Men's Basketball Coach

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Berger, Mark W.	No	No	
Lessett, Larry R.	Yes	No	
Scanlan, Shawn D.	Yes	No	
Holstein, David B.	No	No	Incomplete application materials
Edgar, Scott W.	No	No	
Miller, James E.	No	No	
Williams, Patrick	No	No	Incomplete application materials
Kassin, Gerald A.	No	No	Incomplete application materials
Formanek, Mark J.	No	No	Incomplete application materials
Mayers, Miles	No	No	Incomplete application materials
Hines, Ronald	No	No	Incomplete application materials
Nabi, Tarik L.	No	No	
Hefferman, Glen C.	No	No	
McGill, Christopher S.	No	No	
Burg, Brian A.	No	No	
Von Vogt, Lance G.	Yes	No	
Brown, Johnny M.	Yes	No	
Butler, Kevin	No	No	Incomplete application materials
Tift, Christopher M.	Yes	Yes	Start date: Pending Board approval.

**Position:** Professor of Physical Education/Head Men's Basketball Coach (continued)

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Leeworthy, Daniel C.	No	No	Incomplete application materials
Harrison, Caleb	No	No	Incomplete application materials
Carlisle, Patrick T.	No	No	Incomplete application materials
Torres, Edwin	No	No	Incomplete application materials