

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Wednesday, November 16, 2005

**Zia Room - Library**

4:00 p.m.

## AGENDA

- |  |                |
|--|----------------|
| A. Welcome   | Larry Hanna    |
| B. Adoption of Agenda  | Larry Hanna    |
| C. Approval of Minutes of October 20, 2005                                     | Larry Hanna    |
| D. President's Report  | Steve McCleery |
| E. New Business  |                |
| 1. Monthly Expenditures Report   | Dan Hardin     |
| 2. Monthly Revenue Report  | Dan Hardin     |
| 3. Oil and Gas Revenue Report  | Dan Hardin     |
| 4. Schedule of Investments   | Dan Hardin     |
| 5. Fiscal Watch Reports  | Dan Hardin     |
| 6. Consideration of Bid #976 – Welding Equipment                               | Frank Collins  |
| 7. Consideration of RFP #89 – Hyperion Performance Suite 8.3.2 Training        | Frank Collins  |
| 8. Consideration of Fiscal Policy Amendment                                    | Frank Collins  |
| 9. Consideration of TIAA-CREF Open Plan Solutions                              | Steve McCleery |
| 10. Consideration of Museum Mission Statement                                  | Karen Wiley    |
| 11. Consideration of Museum Hours of Operation                                 | Karen Wiley    |
| 12. Personnel Consideration – Professor of Psychology                          | John Gratton   |
| 13. Personnel Consideration – Assistant Director of Public Relations/Marketing | Regina Organ   |
| 14. Personnel Consideration – Assistant Director of Financial Aid              | Regina Organ   |
| F. Public Comments   | Larry Hanna    |
| G. Announcement of Next Meeting  | Larry Hanna    |
| H. Adjournment   | Larry Hanna    |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

OCTOBER 20, 2005

### MINUTES

The New Mexico Junior College Board met on Thursday, October 20, 2005, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; Mr. John Hice, Jr.; and Mr. Ron Black.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Cameron Ward, Hobbs News Sun and Wade Tyrrell, Lea Regional Medical Center.

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

Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously approved the minutes of September 22, 2005, as written.

Under *President's Report*, Mary Jane Ward reported on the nursing program, reporting that 100% of the students taking their boards had passed the first time. Mr. Tyrrell reported on the nursing scholarships from the hospital. Jennifer Jordon gave an update on the NMJC Foundation's activities. Ms. Chappelle reported on the recent ACCT trip to Seattle. Dr. McCleery asked the board to consider dates in December for board training. He reminded the board that the 40<sup>th</sup> year celebration is scheduled for November 15 at 3 p.m. The new Ben Alexander Student Learning Center will be dedicated at this time. In closing, Dr. McCleery shared with the board the schedule for the North Central accreditation visit on November 6 – 9.

Under *New Business*, Dan Hardin presented the September financial reports and with a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the expenditures for September, 2005.

Frank Collins presented Bid #975 – Janitorial Supplies. The administration recommended acceptance of the multiple awards bid as follows:

Wagner Supply Company:	\$22,195.61
Springtime Janitorial Supply:	8,612.71
Blaine Industrial Supply:	1,881.90
Huco Products:	1,256.08
Grainger Industrial Supply:	670.94
Interboro Packaging Corp:	5,430.00
Total Awarded:	\$40,047.24

Upon a motion by Mrs. Williams, seconded by Mr. Hice, the board unanimously accepted the recommendation.

Dr. McCleery presented the proposed general admission fees for the Western Heritage Museum and Lea County Cowboy Hall of Fame. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the fee structure.

Dr. McCleery presented a Joint Powers Agreement for the establishment of the New Mexico Education Services Center. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously authorized Dr. McCleery to sign the JPA.

Renee Wharton presented the amended Board Policy 805, which pertains to Copyright, Patent, and Intellectual Property Policy for New Mexico Junior College. Upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board unanimously adopted the amended policy.

Mary Jane Ward recommended Ms. Shawna Read for the Professor of Nursing position at a nine month salary of \$33,034. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Read, effective October 25, 2005.

Charley Carroll recommended Mr. Patrick Snipes for the Custodian II – Custodial Crew Leader position. Mr. Snipes is related to board member Ms. Chappelle. Upon a motion by Mr. Kesner, seconded by Mr. Hice, the board accepted the recommendation. Ms. Chappelle abstained.

Upon a motion by Mr. Jones, seconded by Mr. Kesner, the board unanimously voted to table Consideration of TIAA-CREF Open Plan Solutions.

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

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

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for November 16, 2005, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board meeting adjourned at 6:30 p.m.

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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

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To: Larry Hanna  
From: Dan Hardin  
RE: Oil and Gas information  
Date: November 10, 2005

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Chairman Hanna, concerning your question on the source for volume and price information for the oil and gas report. Currently, we have been using the ONGARD report from the State of New Mexico. We go to [www.ongard.state.nm.us](http://www.ongard.state.nm.us) to pull off this information. We have been in contact with Valdean Severson, Bureau Chief with the Oil and Gas division to see if there is specific information on production and price that would tie to the Oil and Gas checks that we receive. He has not had time to answer our request, but said he would be back in contact with us next week. If we can get better information we will pass it on to you.

Attached is a copy of what we are getting from the web site.

Respectfully,



Dan Hardin

### COUNTY VOL/VAL REPORT BY DISTRB PERIOD (PCVV)

COUNTY CODE

Lea

FROM DISTRIBUTION PERIOD ! 05 2005 TO DISTRIBUTION PERIOD ! 10 2005

REPORT TYPE

! SUMMARY

Output: in Browser

Search

Return to Menu

A red '!' means that data is required.

A red '\*' means that the data needs to be corrected.

Click column header to sort. Click underlined data for details.

482 rows

PRODUCT	COUNTY CDE	COUNTY NAME	SALE PERIOD	VOLUME	VALUE	PRICE	PROCESSING	TRANSPORTA
OIL	25	Lea	5/2005	14,716	662,654.81	45.03	0.00	0.00
GAS	25	Lea	6/2005	132	379.27	2.87	0.00	0.00
GAS	25	Lea	6/2005	153,029	737,497.08	4.82	-51.65	0.00
GAS	25	Lea	6/2005	17,298,452	105,311,570.76	6.09	2,591,378.78	1,221,789.60
GAS	25	Lea	6/2005	87,829	497,783.38	5.67	0.00	12,122.09
OIL	25	Lea	6/2005	27,884	1,467,016.46	52.61	0.00	2.07
OIL	25	Lea	6/2005	2,933,898	153,776,092.24	52.41	0.00	65,110.20
OIL	25	Lea	6/2005	3,686	196,847.59	53.40	0.00	0.00
GAS	25	Lea	7/2005	106,435,300	118,968,736.59	1.12	2,865,584.21	1,055,899.98
OIL	25	Lea	7/2005	2,988,008	167,219,597.37	55.96	0.00	67,142.94
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COUNTY CODE

Lea

FROM DISTRIBUTION PERIOD ! 05 2005 TO DISTRIBUTION PERIOD ! 10 2005

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482 rows

PRODUCT	COUNTY CDE	COUNTY NAME	SALE PERIOD	VOLUME	VALUE	PRICE	PROCESSING	TRANSPORTATIO
GAS	25	Lea	8/2005	1,275,083	8,958,774.20	7.03	17,682.44	0.00
OIL	25	Lea	8/2005	22,113	1,384,051.95	62.59	0.00	0.00
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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: November 10, 2005**

**RE: Expenditure and Revenue Reports for October**

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The October expense report represents month four or 34 percent of the 2005/2006 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through October 2005 is \$11,169,941.00.

Instruction and General had total expenditures of \$4,857,059.00 through October of 2005, which is 33% of budget. Academic Support and Student Services have slightly higher percentage of expenditures. Both Academic Support and Student Services have outstanding encumbrances that increase the percentage of budget expended and/or encumbered. Expenditures in Institutional Support are less than the 34%, mainly from departments in Institutional Support with expense accounts that are expensed only quarterly or annually. In the other unrestricted funds Student Activities and Student Aid both have expenditures that are seasonal and usually are tied to the start of the semesters. Auxiliary Enterprise has a higher percentage of expenses for cost of goods sold in the fall than in other times of the year. Total current unrestricted funds year to date is \$6,409,983.00, which is 34% of the budget for unrestricted funds.

Expenditures year to date for grants under the Restricted funds is \$441,568.00, which is 40% of the budget for grants. Restricted student aid has expenditures of \$1,929,589.00 which is 41% of the budget for student aid.

Expenditures for plant funds include expenses for the student housing project and for the re-roofing of the old part of the Ben Alexander Student Center.

Total expenditures for the month of October 2005 was \$3,350,553.00, the year to date total of expended and/or encumbered funds is \$11,169,941.00.

The revenue through October 2005 has been steady. State Appropriations appear to be slightly below projected revenues. In November you will see the percentage increase as the HED staff catch up on some special appropriations. Oil and Gas revenue as would be expected is above budget with the October monthly check being over

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\$700,000.00. Property tax revenue will be funded in December or January. All other revenue streams seem to be on track for the first four months of the fiscal year. Total year to date current unrestricted revenue is \$6,750,328.00.

In restricted funds grant revenue is starting to increase, with total restricted revenue at \$1,672,985.00.

Plant fund revenue year to date is \$1,350,000.00, we received the allocation from the Maddox Foundation for the completion of the Western Heritage Museum.

Total year to date revenue is \$9,773,313.00

As you would expect the Oil and Gas revenue is currently very strong. After the first three months of the fiscal year we are \$1,009,198.00 over budget. Total Oil and Gas revenue through October is \$2,133,727.00 with the accrual of \$280,433.00 and a budget of \$1,121,732.00.

In reviewing the investment report, the LGIP fund has \$5,625,000.00 at the end of October.

This is the Financial Report for October 2005.

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**October 2005**

34% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	5,984,393	1,222,555	20%	6,030,830	615,214	2,139,386	35%
Academic Support	1,185,396	238,756	20%	1,578,228	197,439	638,815	40%
Student Services	955,616	238,563	25%	1,068,021	128,691	429,384	40%
Institutional Support	3,898,029	569,211	15%	4,039,858	292,911	971,625	24%
Operation & Maintenance of Plant	1,830,426	412,086	23%	2,115,840	214,660	677,849	32%
<b>Subtotal - Instruction &amp; General</b>	<b>13,853,860</b>	<b>2,681,171</b>	<b>19%</b>	<b>14,832,777</b>	<b>1,448,915</b>	<b>4,857,059</b>	<b>33%</b>
Student Activities	122,357	42,931	35%	188,501	24,884	73,528	39%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	952,617	272,888	29%	998,637	(16,341)	215,807	22%
Student Aid	331,910	148,639	45%	371,498	15,969	229,879	62%
Auxiliary Enterprises	1,490,708	528,320	35%	1,679,787	245,823	770,146	46%
Athletics	682,292	77,323	11%	703,292	58,164	263,564	37%
<b>Total Current Unrestricted Fund</b>	<b>17,433,744</b>	<b>3,751,272</b>	<b>22%</b>	<b>18,774,492</b>	<b>1,777,414</b>	<b>6,409,983</b>	<b>34%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,849,374	305,948	17%	1,103,895	129,141	441,568	40%
Student Aid	4,422,593	2,398,204	54%	4,694,393	322,123	1,929,589	41%
<b>Total Current Restricted Fund</b>	<b>6,271,967</b>	<b>2,704,152</b>	<b>43%</b>	<b>5,798,288</b>	<b>451,264</b>	<b>2,371,157</b>	<b>41%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	9,047,285	7,463,569	0%	6,324,908	1,007,300	2,169,880	34%
Projects from State GOB Funds	4,549,839	4,221,434	93%	3,939,803	114,575	125,381	3%
Projects from State STB Funds	1,885,297	0	0%	0	0	0	0%
Projects from General Fund	648,945	0	0%	1,350,000	0	0	0%
Projects from Private Funds	1,350,000	0	0%	456,042	0	0	0%
Projects from State ER&R	415,030	0	0%	306,093	0	0	0%
Projects from State BR&R	480,452	52,920	11%	353,945	0	93,540	26%
Projects from Auxiliary BR&R	47,709	35,507	74%	44,702	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>18,424,557</b>	<b>11,773,430</b>	<b>64%</b>	<b>12,775,493</b>	<b>1,121,875</b>	<b>2,388,801</b>	<b>19%</b>
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>18,424,557</b>	<b>11,773,430</b>	<b>64%</b>	<b>12,775,493</b>	<b>1,121,875</b>	<b>2,388,801</b>	<b>19%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>42,130,268</b>	<b>18,228,854</b>	<b>43%</b>	<b>37,348,273</b>	<b>3,350,553</b>	<b>11,169,941</b>	<b>30%</b>



# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### October 2005

34% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,734,700	943,593	54%	2,438,985	12,416	958,019	39%
State Appropriations	8,089,900	2,076,824	26%	7,553,000	589,542	2,358,167	31%
Advalorem Taxes - Oil and Gas	3,409,779	927,543	27%	4,165,200	703,275	2,133,727	51%
Advalorem Taxes - Property	2,468,000	107,542	4%	2,588,000	7,978	76,384	3%
Interest Income	155,871	15,747	10%	120,000	15,550	44,275	37%
Other Revenues	146,500	73,161	50%	250,050	14,481	100,037	40%
<b>Subtotal - Instruction &amp; General</b>	<b>16,004,750</b>	<b>4,144,410</b>	<b>26%</b>	<b>17,115,235</b>	<b>1,343,242</b>	<b>5,670,609</b>	<b>33%</b>
Student Activities	47,800	28,129	59%	120,000	344	47,664	40%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	0	0%	14,000	0	0	0%
Auxiliary Enterprises	1,802,550	985,094	55%	1,922,200	32,525	1,020,090	53%
Athletics	36,600	8,625	24%	39,600	2,991	11,965	30%
<b>Total Current Unrestricted</b>	<b>17,904,700</b>	<b>5,166,258</b>	<b>29%</b>	<b>19,211,035</b>	<b>1,379,102</b>	<b>6,750,328</b>	<b>35%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,849,374	78,660	4%	1,938,268	252,658	368,204	19%
Student Aid	4,422,593	371,778	8%	4,694,393	123,674	1,304,781	28%
<b>Total Current Restricted</b>	<b>6,271,967</b>	<b>450,438</b>	<b>7%</b>	<b>6,632,661</b>	<b>376,332</b>	<b>1,672,985</b>	<b>25%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,612,996	923,293	26%	3,426,130	0	0	0%
Projects from State STB Funds	1,885,297	0	0%	0	0	0	0%
Projects from General Fund	648,945	0	0%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	1,350,000	1,350,000	100%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>7,497,238</b>	<b>923,293</b>	<b>12%</b>	<b>4,776,130</b>	<b>1,350,000</b>	<b>1,350,000</b>	<b>28%</b>
<b>GRAND TOTAL REVENUES</b>	<b>31,673,905</b>	<b>6,539,989</b>	<b>21%</b>	<b>30,619,826</b>	<b>3,105,434</b>	<b>9,773,313</b>	<b>32%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### October 2005

34% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2005-06 Original Budget	Variance Over (Under) Budget
Actual	July	\$44.01	3,052,684	\$6.29	17,564,482	573,597	280,433	293,164
Actual	August	\$52.41	2,930,766	\$6.09	17,298,452	573,625	280,433	293,192
Actual	September					703,275	280,433	422,842
Actual	October					280,433	280,433	0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						2,130,930	1,121,732	1,009,198
Y.T.D. Equipment Tax Revenue						2,797		2,797
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>2,133,727</b>	<b>1,121,732</b>	<b>1,011,995</b>

*Source: New Mexico Taxation and Revenue Department*

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

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**October 2005**

34% 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	5,625,000	N/A	N/A	N/A	7102-1348	3.14%	15,208
<b>Total Investments</b>	<u>5,625,000</u>						<u>15,208</u>

Summary of Current Month's Activity	
Beginning amount	5,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	4,155,029
Reserves Invested	1,469,971
<b>Total LGIP Investment</b>	<b>5,625,000</b>

Capital Projects	10/31/2005
Technology Upgrade	305,484.45
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	132,430.49
Western Heritage Museum	0.00
Drawings and Master Plan	44,534.95
Baseball Field	166,794.14
Rodeo Arena	7,836.78
Dormitory Landscape	45,519.03
Circle Drive	32,240.11
Roadway Parking Lot Seal Coat	0.00
BR&R Carryover	353,945.00
Millen Fence/Landscape	122,075.97
Ben Alexander Student Center	148,545.46
JASI	283,167.45
Computer Equipment Rebates	7,996.41
Clerk of the Works	83.39
Marketing	69,075.32
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	610,203.23
Classroom Furniture Replacement	20,000.00
Video Security Cameral Replacmt	0.00
Testing Center	250,000.00
<b>Total</b>	<b>4,155,028.72</b>

NOTE: Capital projects total does not include encumbered funds

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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

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To: Board Members  
From: Dan Hardin  
RE: Fiscal Watch Reports  
Date: November 8, 2005

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Attached for your approval are the Fiscal Watch reports to be submitted to the Higher Education Department by the end of November. The first report is the Balance Sheet for September 30, 2005. The total current assets consist of Cash and Cash Equivalents in the amount of \$487,066.00, which represents cash in the vault and balances in the bank. Investments totaling \$5,625,000.00 are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. These are receivables 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 \$7,872,241.00

Non-Current Assets are the same as what was presented in the 2004 audit for Property, Plant and Equipment, net \$11,305,456.00 and Construction in Progress \$2,931,127.00. Total Non-Current Assets are \$14,236,583.00. These numbers will change when we get the audit for 2005. Total Assets are \$22,108,824.00

Current Liabilities begin with Accounts Payable of \$64,988.00. Under the Banner system, when an invoice is entered into the system that amount is recorded in Accounts Payable, so there is a large amount of activity in 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 9-30-2005, accrued wages payable was \$126,586.00. Deferred revenue is largely tuition and fees that we received for upcoming semesters. Also, at yearend, we defer revenue when it is for the next fiscal year. Deferred revenue at the end of September was \$335,057.00. This number is high, but when the books are closed for fiscal year 2004/2005 a large portion of deferred revenue will be moved into

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2005/2006 revenue. 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 liabilities as of September 2005 was \$611,255.00.

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 \$62,334.00. Total Current Liabilities are \$1,200,220.00 as of September 2005.

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$14,236,583.00. Unrestricted net assets has a total as of September 2005 of \$6,672,021.00, with the total net assets of \$20,908,604.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that were in the Board reports for September 2005. This report compares the September 2004 current revenues to the September 2005 current revenues. Most revenue operating funds through September 2005 have had an increase compared to September 2004, except for State Appropriations. The State Appropriations for 2005/2006 was less than 2004/2005. Also, we have not been funded for some of the special state appropriations due to changes in HED staff. Total revenue through September 2004 was \$5,150,511.00 compared to \$5,342,501.00 as of September 2005.

In comparing the year-to-date expenditures as of September 2004 to the year-to-date expenditures for September 2005, we have some variances. The expenditures in Internal Services from September 2005 are somewhat lower than September 2004. The reason for the decrease is equipment purchases in 2004 that are not in 2005. Student Aid expends funds early in each semester. The increase in spending in comparing September 2004 to September 2005 was due to the increase in tuition waivers for the ACT Academy students. A large portion of the ACT Academy tuition waiver increase was due to the increase in tuition. Expenditures for Intercollegiate Athletics through September of 2005 is greater than the expenditures for Intercollegiate Athletics through September 2004, although the budget for Athletics in each year are comparable. The difference is that by the end of September of 2005 there was \$123,773.79 in Grant-in-Aid expense posted as compared to \$1,966.00 posted by the end of September of 2004. The Banner software has automated the posting of the Grant-in-Aid expense. Total expenditures for current funds as of September 2005 was \$4,632,569.00 compared to \$3,751,272.00 as of September 2004.

In comparing the Plant funds from 2004 to 2005, the revenue has decreased tremendously due to the

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completion of the construction projects by September of 2005. As you compare the expenditures you will also see the decrease from the construction projects that are almost complete.

The next report is the comparison of the budget to actual as of September 2005. These numbers are also taken from the Board reports presented at the October Board meeting. Revenues are strong and are at or over the 25% of budget for all areas. The expenditure comparison of budget to actual is also the same as we presented in the October Board meeting. Encumbrances and seasonal expenditures account for most of the percentage of expenditures to budget being over 25%. The budget for the Plant fund revenues are for projects that have not been started or completed. 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.

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

Thanks,



Dan Hardin

# NEW MEXICO JUNIOR COLLEGE

## Balance Sheet (Unaudited and Unadjusted) As of 9/30/05

### Assets

#### Current Assets:

Cash and Cash Equivalents	487,066
Investments	5,625,000
Accounts Receivable, net	766,356
Inventories	254,455
Prepaid Expenses	739,364

Total Current Assets 7,872,241

#### Non-Current Assets

Property, Plant and Equipment, net	11,305,456
Construction in Progress	2,931,127

Total Non-Current Assets 14,236,583

**Total Assets** 22,108,824

### Liabilities

#### Current Liabilities

Accounts Payable	64,988
Accrued Wages Payable	126,586
Deferred Revenue	335,057
Accrued Liabilities	611,255
Other Payables	62,334

Total Current Liabilities 1,200,220

**Total Liabilities** 1,200,220

#### Net Assets

Invested in Capital Assets, net of Related Debt	14,236,583
Unrestricted	6,672,021

**Total Net Assets** 20,908,604

**NEW MEXICO JUNIOR COLLEGE**  
**Comparison of Operating and Plant Funds**  
**(Unadjusted and Unaudited)**  
**Fiscal Year 2004-2005 and 2005-2006**

Operating Funds	Actuals as of 9/30/2004	Actuals as of 9/30/2005	Percentage Increase (Decrease)
<b>REVENUES</b>			
Tuition & Fees	943,593	945,603	0.2%
State Appropriations	2,076,824	1,768,625	-14.8%
Local Appropriations	1,035,085	1,498,858	44.8%
Sales & Service	985,094	987,565	0.3%
Other	109,915	141,850	29.1%
<b>Total Revenues</b>	<b>5,150,511</b>	<b>5,342,501</b>	<b>3.7%</b>

<b>EXPENDITURES</b>			
Instruction & General	2,681,171	3,408,144	27.1%
Student Social & Cultural	42,931	48,644	13.3%
Internal Services	272,888	232,148	-14.9%
Student Aid	148,639	213,910	43.9%
Auxiliary Enterprises	528,320	524,323	-0.8%
Intercollegiate Athletics	77,323	205,400	165.6%
<b>Total Expenditures</b>	<b>3,751,272</b>	<b>4,632,569</b>	<b>23.5%</b>
<b>Increase (decrease) in Fund Balances</b>	<b>1,399,239</b>	<b>709,932</b>	

Plant Funds

<b>REVENUES</b>			
Interest Income	15,747	28,725	82.4%
State Funds	923,293		
Other			
<b>Total Revenue</b>	<b>939,040</b>	<b>28,725</b>	<b>-96.9%</b>

<b>EXPENDITURES</b>			
Capital Projects	11,685,003	1,173,386	-90.0%
Building R&R	52,920	93,540	76.8%
Equipment R&R	-		
Auxiliary R&R	35,507		0.0%
<b>Total Expenditures</b>	<b>11,773,430</b>	<b>1,266,926</b>	<b>-89.2%</b>

Increase (Decrease) in Fund Balances	-10,834,390	-1,238,201
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**NEW MEXICO JUNIOR COLLEGE**  
**Summary of Operating and Plant Funds**  
**(Unadjusted and Unaudited)**  
**Fiscal Year 2005 - 2006**

**September 30 2005**

Operating Funds	FY 2005-2006 Original Budget	FY 2005-2006 Actual as of 9-30-05	Percentage of Budget Earned or Expended
<b>REVENUES</b>			
Tuition & Fees	2,438,985	945,603	38.77%
State Appropriations	7,553,000	1,768,625	23.42%
Local Appropriations	6,753,200	1,498,858	22.19%
Sales & Service	1,922,200	987,565	51.38%
Other	423,650	141,850	33.48%
<b>Total Revenues</b>	<b>19,091,035</b>	<b>5,342,501</b>	<b>27.98%</b>

<b>EXPENDITURES</b>			
Instruction & General	14,834,892	3,408,144	22.97%
Student Social & Cultural	169,388	48,644	28.72%
Internal Services	990,415	232,148	23.44%
Student Aid	352,934	213,910	60.61%
Auxiliary Enterprises	1,577,588	524,323	33.24%
Intercollegiate Athletics	700,552	205,400	29.32%
<b>Total Expenditures</b>	<b>18,625,769</b>	<b>4,632,569</b>	<b>24.87%</b>
<b>Increase (decrease) in Fund Balances</b>	<b>465,266</b>	<b>709,932</b>	

Plant Funds

<b>REVENUES</b>			
Interest Income	120,000	28,725	23.94%
State Funds	3,426,130	-	0.00%
Other	1,350,000		
<b>Total Revenue</b>	<b>4,896,130</b>	<b>28,725</b>	<b>0.59%</b>

<b>EXPENDITURES</b>			
Capital Projects	10,286,614	1,173,386	11.41%
Building R&R	456,042	93,540	20.51%
Equipment R&R	374,208		0.00%
Auxiliary R&R	0	-	
<b>Total Expenditures</b>	<b>11,116,864</b>	<b>1,266,926</b>	<b>11.40%</b>

Increase (Decrease) in Fund Balances	-6,220,734	-1,238,201
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NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #976

Welding Equipment

BOARD DOCUMENTS

Date: November 9, 2005  
Prepared by: Frank D. Collins  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. A legal notice was posted in the Hobbs News Sun and the college website requesting sealed bids for welding equipment.
2. Three vendors submitted bids within the time frame specified by the bid package.
3. No vendors were present at the opening.
4. The Business Office and Welding Department have evaluated the bids received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Board Documents

Evaluation and Recommendations

The vendors responding to Invitation to Bid #976 were: NDT International, Inc., West Chester PA, Meiji Techno, San Jose CA, and A. G. Heinze Precision Optics, Lake Forest CA.

The Administration recommends acceptance of the multiple award bid as follows:

A. G. Heinze Precision Optics for the Digital Metallurgical Microscope - \$12,260.57  
NDT International, Inc. for two Digital Flaw Detectors - \$7,112.50

Total Awarded: \$19,373.07

The bid response results are shown on Page 3A (Tabulation Summary).

Source of Funding: FY 2005-2006 Carl Perkins Grant (VSS)  
Account Title: Major Equipment  
Account Number: 41312-2962-73102-122  
\$19,373.07



NEW MEXICO JUNIOR COLLEGE

Request for Proposals #89

Hyperion Performance Suite 8.3.2 Training (BRIO)

BOARD DOCUMENTS

Date: November 8, 2005  
Prepared by: Frank D. Collins  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. Legal notice was sent to the Hobbs News Sun requesting sealed proposals for Hyperion Performance Suite (BRIO) Training.
2. The RFP was also posted on the NMJC website.
3. Four proposals were submitted in compliance with the opening date and time.
4. There were no vendors present at the opening.
5. The Business Office and Evaluation Committee have evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The vendors responding to the request for proposal are: Advanced DataTool Corporation, Annandale VA, Kerdock Consulting, Houston TX, TGT Solutions Inc., Stratford, Ontario, Canada and Stafford Technology, Inc., Londonderry NH.

The Administration recommends acceptance of the proposal submitted by TGT Solutions, Inc. for \$29,825. The tabulation results are shown on Page 4.

Source of Funding: FY 2005/2006 Capital Projects  
Joint Administrative Software Initiative ("JASI")  
Account #: 91504-4002-71256-911

Amount: \$29,825.00



Points Summary

Name of Vendor	Proposal Amount	Ability to provide Training & Resources	References	Appropriateness of Training For Our Needs	Cost	Total Points
<del>IGT Solutions</del>	<del>\$29,825</del>	<del>150</del>	<del>150</del>	<del>150</del>	<del>103</del>	<del>553</del>
Strafford Technology	\$20,700*	75	106	63	150	394
Kerdock Consulting	\$51,600	150	75	150	61	436
Advanced DataTool Corp	\$88,600	75	150	150	36	411

\*Vendor did not detail activities or deliverables for training modules. Vendor's travel expenses were shown as "not to exceed \$1500.00"; however, vendor must make four trips to NMJC to complete the training. Vendor further stated actual expenses will be billed.

Points for Cost are based on the RFP formula: Vendor A has the lowest proposal cost of \$5,000 and Vendor B has a proposal cost of \$6,000; to arrive at Vendor B's points:  $\$5,000/\$6,000 = .833 \times 150 = 125$  points assigned to Vendor B's points

Evaluation Committee:

Dr. Renee Wharton, Director of Institutional Effectiveness  
 Bill Kunko, Director of Computer Information Systems  
 Jose Flores, Programmer Analyst, Computer Information Systems

## Background

New Mexico Junior College has recently implemented SCT Banner and upgraded to Hyperion Performance Suite 8.3.2. The College is in need of training to obtain the greatest value in using Hyperion Performance Suite 8.3.2 (BRIO).

### Period of Performance:

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about November 17, 2005 and be completed by December 31, 2006. All training will be completed by January 31, 2006.

### Cost:

NMJC will remit 25% of the proposal cost upon approval by the NMJC Board and a contract being in force with approval signatures of both parties. Remainder of cost will be remitted upon approval by NMJC at the completion of the project. Any consulting costs incurred after training will be approved by NMJC and paid separately.

Proposal will include all travel expenses necessary to complete proposed training. Any other travel expenses subsequent to contract award will be borne solely by the contractor.

### Minimum Requirements:

At a minimum the contractor will perform the following tasks to carry out BRIO training for the College:

- Administrator Training
- Training for Report Developers
- Training for End Users
- Consulting as needed

### Work Specifications:

NMJC will

- Conduct initial meeting with contractor to arrive at a common understanding of background purpose and objectives.
- Provide training rooms and schedule employee training.

The contractor will

- Provide appropriate training for administrator, report developers, and end users and be available for consultation as needed.
- Conduct initial meeting with NMJC Director of Computer Information Systems and Director of Institutional Effectiveness to arrive at a common understanding of background purpose and objectives of proposed training.
- Obtain final approval of proposed training.

NEW MEXICO JUNIOR COLLEGE  
SPECIFICATIONS  
PROPOSAL EVALUATION CRITERIA

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

- A. Availability to provide training and resources during the contract period (150 points)
- B. References (3) provided (150 points)
- C. Appropriateness of proposed training to meet the College's needs (150 points)
- D. Cost: (150 points) Cost points are calculated as follows: the lowest cost divided by other offeror's cost X 150 points

Example: Vendor A has the lowest proposal cost of \$5,000 and Vendor B has a proposal cost of \$6,000; to arrive at Vendor B's points:  $\$5,000 / \$6,000 = .833 \times 150 = 125$  points assigned to Vendor B's points

Maximum Points Available: 600 points

## Cost

The total cost for all four phases will be US\$ 29,825.

Phase	Type of work	Duration (days)	Cost (US\$)	Cost (US\$)
1	Administrator training		4,450	
1	<b>Phase 1 Total</b>	<b>2</b>		<b>4,450</b>
2	Report Developer training			
	Query and Reporting	2	4,450	
	Advanced Reporting	1	2,225	
	Dashboard development	2	4,450	
2	<b>Phase 2 total</b>	<b>5</b>		<b>11,125</b>
3	End user training (four ½ day training sessions)	2	4,450	
	<b>Phase 3 total</b>	<b>2</b>		<b>4,450</b>
4	Consulting			
	Set up Package OR			
	Report migration package	4	5,600	
	Reporting against SCT Banner	3	4,200	
	<b>Phase 4 total</b>	<b>7</b>		<b>9,800</b>
	<b>Full project total</b>	<b>16</b>		<b>29,825</b>

With the Phased approach, NMJC could opt to choose and approve Phases individually, in groups or en masse depending on NMJC's fiscal preference at the time.

Please note that the cost for all participation guides is included in the prices, and all travel and incidental expenses are included.

## Appendix A – Planning Setup and Configuration Package

Major service heading	Description of work
<p><b>Requirements Gathering/Requirements Validation</b></p> <p><i>TGT does this work remotely</i></p>	<p>Confirm or document project objectives and success metrics</p> <ul style="list-style-type: none"> <li>• High level documentation on client requirements (e.g. required key performance indicators, reports, charts, pivots, executive information systems, etc.)</li> <li>• If a requirements document already exists, TGT walks through the document with the client, validates the assumptions and, if necessary, augments the existing document</li> <li>• Obtain Client sign off on the requirements.</li> </ul>
<p><b>Environmental Review</b></p> <p><i>TGT does this work remotely</i></p>	<p>For every Business Intelligence implementation, it is critical to gather a high level understanding of the client's entire technical environment. This includes an understanding of:</p> <ul style="list-style-type: none"> <li>• Client hardware, server hardware, operating systems</li> <li>• Intranet infrastructure – web server, e-mail server, FTP server, directory structures, etc.</li> <li>• Security infrastructure – network, database, etc.</li> <li>• Number and location of users</li> <li>• Other enterprise application and data warehouses</li> <li>• Obtain Client sign off on environmental review</li> </ul> <p>With this information, TGT can propose a Hyperion Performance Suite architecture and setup that is more compatible with or reduces the disruptive impact on your existing environment.</p>

Major service heading	Description of work
<p><b>Architectural Design</b></p> <p><i>TGT does this work remotely</i></p>	<p>Determine how best to set up the Business Intelligence environment to meet the stated client requirements within the specific environmental parameters</p> <ul style="list-style-type: none"> <li>• Document security requirements – users, groups, roles</li> <li>• Document how metadata and/or auditing will be used</li> <li>• Identify hardware and software specifications and confirm sizing and configuration</li> <li>• Review backup strategy and assess impact to the project</li> <li>• Review change control strategy and assess impact to the project</li> <li>• Review business requirements and recommend report development best practices to ensure success</li> <li>• Document project team members' roles, critical success factors, the primary users and some of their key expectations Obtain Client sign off on the proposed Hyperion architectural design</li> </ul>
<p><b>Solution Planning</b></p> <p><i>TGT does this work remotely</i></p>	<ul style="list-style-type: none"> <li>• Develop project plan</li> <li>• Define training requirements</li> <li>• Document project team members' roles, critical success factors, the primary users and some of their key expectations</li> <li>• Obtain Client sign off on solution plan</li> </ul>
<p><b>Physical Software Installation</b></p> <p><i>TGT does this work remotely</i></p>	<ul style="list-style-type: none"> <li>• Install and configure applicable Hyperion server and desktop products</li> <li>• Create OCEs for data sources</li> <li>• Install and configure e-mail accounts</li> <li>• Create directories for document storage</li> <li>• Set up security – Foundation, network, database, etc.</li> <li>• Create Hyperion repository</li> </ul>

Major service heading	Description of work
<b>Installation Acceptance Process</b>  <i>TGT does this work remotely</i>	<ul style="list-style-type: none"><li>• Walk through the acceptance document with the client and allow the client to perform the test to obtain a level of comfort that the installation has progressed as planned</li><li>• Obtain Client sign off</li></ul>

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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

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To: New Mexico Junior College Board members  
From: Dan Hardin  
RE: Change in Procurement policy  
Date: November 10, 2005

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New Mexico Junior College Board members, the Business Office is requesting a change in the Fiscal Services Policies and Procedures. We are requesting approval from the Board due to the dollar limit effect on RFP's and ITB's that will be presented to the Board.

Changes were made in the State Procurement Code effective September 30, 2005. The Business Office is recommending that the college follow the changes made in the State Procurement Code, and amend section 7-2 from the Fiscal Policies and Procedure manual. On page four, the Business Office is recommending changing the dollar limit for Request for Quotations ("RFQ") from \$5,000.00 to \$9,999.99 to \$5,000.00 to \$19,999.99. Next, on page five, the Business Office is recommending changing the dollar limit for Invitation to Bid ("ITB") and Request for Proposal ("RFP") to \$20,000.00 or more. This is an increase from the current \$10,000.00 or more.

The final change on page five, concerns the Public Works Project threshold limit to be covered by the Public Works Minimum Wage Act. The Business Office is requesting a change from \$20,000.00 to \$60,000.00. HB442 raised the threshold from \$20,000.00 to \$60,000.00 effective July 1, 2005. The Business Office is very pleased to see the Public Works Project threshold increased to the \$60,000.00.

Respectfully submitted,

  
Dan Hardin

  
Frank Collins



In summary, we work to:

...Maintain the integrity of the operation by making every effort to forestall waste and fraud and thus protect the taxpayers' interests.

...Maintain the responsiveness of the department by making every effort to respond to the needs of NMJC with accuracy and efficiency.

...Maintain operating efficiently by using the resources provided as productively as possible, promoting efficient methods and procedures, and maintaining a high benefits-to-costs ratio.

...Maintain accountability through a system of checks incorporated in the system, stringent accounting controls, and periodic reports to supervising officials.

...Maintain effectiveness by increasing and improving the support provided to departments, reducing errors and delays.

...Maintain flexibility by responding readily to changing requirements and changing market situations and be able to deviate from standard practices in emergencies.

## 7-2 PURCHASE ORDER ISSUANCE

Rev: 6/2/04

### Purchasing tangible personal property:

The following purchasing levels apply to total purchased amounts from a vendor for "related" items. State law prohibits fragmenting or artificially dividing purchases from the purpose of avoiding the quoting or bidding requirements of public purchases.

### Small purchases less than \$1500

\$1 to \$499.99 - Cost includes all shipping, gross receipts tax, etc.

- May use your procurement card
- If procurement card is not used or accepted by vendor, initiate a departmental purchase order
- **(You may track your dept purchase order with your own number/alpha system)**
- Obtain best obtainable price. You may use your discretion when obtaining prices and documentation is not required.
- To pay vendor:
  - Attach receipt to purchase card statement and indicate account number
  - **OR** attach invoice to departmental purchase order

- OR attach invoice to “Requisition” and mark “Check” at top

**\$500 to \$1,499.99** - Cost includes all shipping, gross receipts tax, etc.

- May use your procurement card
- If procurement card is not used or accepted by vendor, initiate a departmental purchase order
- Must obtain two quotes by using the departmental price quote form. Quotes must be documented on form.
- To pay vendor:
  - Attach receipt to purchase card statement and indicate account number
  - OR attach invoice to departmental purchase order
  - OR attach invoice to “Requisition” and mark “Check” at top

**Minor purchases less than \$5,000**

**\$1,500 to \$4,999.99** – Cost includes shipping, gross receipts tax, etc.

- Can not use your procurement card
- Can not use a departmental purchase order
- Must obtain three quotes on NMJC Price Quote Form. Price Quote Form must be completely filled out and have required signatures. A “no quote” from a vendor does not satisfy the requirement. If item is not available from vendor, then note that on the form.
- Complete and submit “Requisition” and mark “**Purchase Order**” at top. Attach documentation. **Business Office will issue a Purchase Order**, order item, and return a yellow copy to you. Indicate whether you want the PO mailed or faxed to the vendor.
- To pay vendor:
  - Stamp invoice and add PO #. Get necessary approval.
  - Send to Accounts Payable

\$19,999.99

**\$5,000 to \$9,999.99** - Cost includes shipping, gross receipts tax, etc

- No procurement card
- The Business Office will issue a Request for Quotations (“RFQ”) to a list of prospective vendors.
- Specifications for goods or services must be submitted to the Business Office along with a list of prospective vendors.
- After RFQ is awarded, Business Office will issue a purchase order to vendor.

**\$20,000.00**

**\$10,000 or more** – Cost includes shipping, etc.

- No procurement card
- The Business Office will issue an **\*Invitation to Bid** (“ITB”) or a **Request for Proposal** (“RFP”) to a list of prospective vendors. Specifications for items or services must be submitted to the Business Office.
- Legal Notice must be posted in three newspapers for at least 10 calendar days
- Must have Board of Directors’ approval – Board meets monthly, the 3<sup>rd</sup> Thursday of each month, unless otherwise noted.
- Following Board approval, the Business Office issues a PO.

**\$60,000.00**

**\*\$20,000 or more** – Any project which is in this category qualifies as a **Public Works Project under Article 4 of the Public Purchase & Property Chapter 13**. You must request a Wage Rate Decision from the Public Works Department. They will issue the college a wage rate decision # and the appropriate wage rates for various classes of laborers, etc. The project specifications must be detailed thoroughly because there are also various construction types (i.e. light vs. heavy). **Website: [www.dol.state.nm.us/dol\\_pubwage.html](http://www.dol.state.nm.us/dol_pubwage.html)**

**\$1,500 and up - Exemptions to Procurement Code** (exempt from obtaining price quotes and in some instances a purchase order – see prepayments for minor purchases below)

- Vendors having a state (SPA) ([www.state.nm.us/spd.html](http://www.state.nm.us/spd.html)) or federal government (GSA) ([www.gsaeLibrary/gsa.gov/](http://www.gsaeLibrary/gsa.gov/)) or Cooperative Educational Services (CES) vendor ([www.ces.org](http://www.ces.org)) contract. Purchasing office can provide information to you regarding these types of contracts. The State of NM Purchasing web site is also a wonderful source. Must note contract # and expiration date on form. Authorized resellers or other vendors must be reflected in the SPA and Federal Government Contracts. Any Federal Government Contract must be obtained in its entirety and maintained in the Purchasing Office. Authorization must be obtained from the Federal Government Issuing Agency for any other dealer to use that contract, unless it’s purchased directly from the manufacturer.
- Approved Request for Proposal (“RFP”) or Invitation to Bid (“ITB”) from another agency such Albuquerque Public Schools or City of Hobbs. The contract period and number and expiration date must be included with the request.
- Travel or shipping by common carrier (air, bus, & train) or by private conveyance, hotel accommodations and meals, conference fees
- **(PLEASE NOTE THAT THE PROCUREMENT CARD MAY BE USED FOR ALL TRAVEL EXPENSES).**
- Books and periodicals purchased from publisher or copyright holder.
- Livestock purchases from auction dealers and contracts with professional entertainers.
- Minor purchases – conference registration fees, periodical subscriptions, professional memberships, or other prepayment items.

**Western Heritage Museum  
Lea County Cowboy Hall of Fame**

TO: College Board  
New Mexico Junior College  
FROM: Karen Wiley, Executive Director  
Western Heritage Museum and Lea County Cowboy Hall of Fame  
RE: Museum Mission Statement  
DATE: November 2, 2005

*Prepared for the College Board agenda schedule Wednesday, November 16, 2005*

**Background:**

At the regularly scheduled monthly Board meeting on Thursday, October 27, 2005, the Museum Advisory Board voted on the mission statement for the museum. The statement was crafted by a Mission Statement Committee. Members of this committee included Marilyn Dill representing Hobbs, Karen Stevens and Brian Norwood representing Jal, Jim Harris representing Lovington, and Dwayne Wood representing Tatum.

Upon a motion by Ms. Janice Spence, seconded by Mr. Jim Davis, the Advisory Board unanimously approved the mission statement with the recommendation to be presented to the College Board for final approval.

**Subject:**

“The mission of the Western Heritage Museum and Lea County Cowboy Hall of Fame is to celebrate through learning, the stories and history of the people, culture, and industry of this region by preservation, research, collection, and exhibition. And as part of New Mexico Junior College, the Western Heritage Museum and Lea County Cowboy Hall of Fame subscribe to and support the mission, vision, and values of the community college.”

**Recommendation:**

The Museum Advisory Board requests approval by the New Mexico Junior College Board of the mission statement for the Western Heritage Museum and Lea County Cowboy Hall of Fame.

**Western Heritage Museum  
Lea County Cowboy Hall of Fame**

TO: College Board  
New Mexico Junior College  
FROM: Karen Wiley, Executive Director  
Western Heritage Museum and Lea County Cowboy Hall of Fame  
RE: Museum Hours of Operation  
DATE: November 3, 2005

*Prepared for the College Board agenda schedule Wednesday, November 16, 2005*

**Background:**

At the regularly scheduled monthly Board meeting on Thursday, October 27, 2005, the Museum Advisory Board agreed on the hours of operation. This recommendation is based on comparative research of museums throughout New Mexico and West Texas. Furthermore, the Board agreed that these hours are to be flexible, and changes to this schedule may be appropriately made depending on the public's response. In the first year of operation, we will gather data and conduct surveys to help identify possible adjustments to the proposed schedule.

**Subject:**

Standard operational hours will be Tuesday through Saturday 10 a.m. to 6 p.m. Administrative staff's schedules will be Monday through Friday 8 a.m. to 5 p.m. Part time staffing and work study students will be hired to accommodate the museum's scheduled hours. The museum's theatre will be available for college faculty to schedule classes Monday through Friday starting at 8 a.m.

**Recommendation:**

The Museum Advisory Board request approval by the New Mexico Junior College Board on the hours of operation for the Western Heritage Museum and Lea County Cowboy Hall of Fame.

# NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 11-7-05

Candidate's name Walter F. Journigan

Position title Professor of Psychology

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 1-10-06 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard Chronicle of Higher Education; higheredjobs.com

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

Posted salary range \$42,311 - \$52,889 Recommended annual salary \$49,363 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-403 100%

Recommended and approved by:

Kelly Holladay  
Supervisor

Kelly Holladay  
Dean/Director

M B Gutter  
Vice President

\_\_\_\_\_  
President

Selection Committee Members: A.J. "Jamaal" Brown - Counselor

Patricia "Patty" Emmerich - Professor, Government/History

Kelly Holladay - Interim Dean of Arts and Sciences

Richard Steinhaus - Professor, Psychology/Sociology

Cindi Stephenson - Academic/Career Planner

Comments: Mr. Journigan, with a PhD in Psychology and ten applicable years experience,  
meets and/or exceeds the minimum requirements for this position.

## ABBREVIATED RESUME

### Position

Professor of Psychology

### Personal Data

Name: Walter F. Journigan

### Education

Ph.D., Brigham Young University, 1982

Major: Counseling Psychology

Dissertation: Cognitive-Behavioral Characteristics of Collegiate Football Players

M.S., Eastern Kentucky University, 1979

Major: Clinical Psychology

B.A., University of Central Florida, 1977

Major: Psychology

### Professional Experience

Zia Consulting, Hobbs, NM Psychologist	10/04 to Present
Senior Connections, Houston, TX Staff Psychologist	04/02 to 08/04
Guidance Center, Hobbs, NM Program Director/Psychologist	10/95 to 04/02
Lea Regional Hospital, Hobbs, NM Hospital Psychologist	9/84 to 10/95

### Honors and Awards

Magna Cum Laude, University Central Florida

United Way Donor Recognition Award

Guidance Center Commendation for Career Service and Instruction

### Professional Memberships

American Psychological Association

National Health Register



# New Mexico Junior College

## Career Opportunities

### Position Announcement • September 2005

**Position Title:** Professor of Psychology

**Position Description:** The Professor of Psychology shall be responsible to the Dean of Arts and Sciences. Duties and responsibilities shall be, but not limited to, the following: 1) Teach courses in both the fall and the spring semesters, (day, evening/s, or online), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following discipline areas: Introduction to Psychology, Adolescent or Child Psychology, Human Relations, Interpersonal Communications, Psychology of Lifespan, Human Growth and Development for Allied Health, and Freshman Seminar; 2) Teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system, as enrollment requires; 3) Serve on college committees, as assigned; 4) Serve as an advisor to assigned students; 5) Post and maintain approved office hours per week; 6) Attend orientation and other in-service meetings/workshops, as scheduled; 7) Assume other professional responsibilities associated with the position of professor including recruitment, student assessment, and cooperate with a variety of community and related organizations; and 8) Nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** A Master's degree in Psychology, from a regionally accredited institution preferred or a Master's degree in a related field from a regionally accredited institution, with at least 18 graduate hours in Psychology. College level teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other, full-time divisional instructors and staff. 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. The successful candidate may have the option of teaching during the Summer I and II terms. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** October 10, 2005 by 5:00 p.m. MDT. Employment will begin January 10, 2006. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all application materials must be received. **Application materials sent via e-mail will not be accepted.**

**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 three or more letters of reference to:

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

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## APPLICANT LIST

### Position: Professor of Psychology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Hull, Susan C.	No	No	
Kao, T. Jessie	No	No	Incomplete application materials.
Journigan, Walter F.	Yes	Yes	Start date: Pending Board approval.
Craighead, Kevin J.	No	No	
Bienkowski, Elena H.	No	No	
Corulla, William J.	No	No	
Henderson, Scott L.	No	No	
McKenna, Judith A.	No	No	
Ponce, Connie J.	No	No	
Vaughn, Jennifer M.	No	No	
Ward, Candice A.	No	No	
Drennan, Alan D.	No	No	
Palmer, Elyn M.	No	No	
Chavez, Michael F.	No	No	
Bala, Jagdeep K.	No	No	
Roueche, Pagan L.	No	No	
Hyatt, Laurie A.	No	No	Incomplete application materials.
Wainscott, Monte C.	No	No	

## APPLICANT LIST

**Position: Assistant Director of PR/Marketing**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Jett, Jr., David G.	Yes	Yes	Start date: Pending Board approval.



# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 11/10/05

Candidate's name David G. Jett, Jr

Position title Assistant Director of Public Relations/Marketing

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 \* 12-1-05      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 \$36,485 - \$45,606      Recommended annual salary \$39,000      Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 11810-3071-61301-181

Recommended and approved by:

Vicki Vardeman  
Supervisor

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

Regina Organ  
Vice President

\_\_\_\_\_  
President

Selection Committee Members: Judy Halladay – Department Secretary Public Relations/Marketing

Kathy Mahan – Desktop Designer

Regina Organ – Vice President for Student Services

Vangelia Perryman – Public Relations/Marketing Writer/Editor

Vicki Vardeman – Director of Public Relations/Marketing

Comments: Mr. Jett, with a B.F.A. in graphic design from Eastern New Mexico University, meets and or exceeds the minimum requirements for this position.

\*Pending background check

## **ABBREVIATED RESUME**

### **Position**

Assistant Director of PR/Marketing

### **Personal Data**

Name: David G. Jett, Jr.

### **Education**

B.F.A., Eastern New Mexico University, 2000

Major: Design

Minor: Animation

A.A.S., New Mexico Junior College, 1997

Major: Design

### **Professional Experience**

College of the Southwest, Hobbs, NM Director of Marketing Development Officer	08/04 to Present
Jett Design, Hobbs, NM Owner of graphic design and marketing studio	05/03 to 08/04
Simplified Development, Austin, TX Art Director	12/00 to 05/03
KEYE (CBS), Austin, TX Senior Designer	6/00 to 12/00

### **Honors and Awards**

Phi Theta Kappa Honor Society, 95-97

PTK Vice President, NMJC, 1997

USA Today Community College Student of the Year nominee, NMJC, 1997

Navy Achievement Medal

Kuwait Liberation Medal

Combat Action Ribbon

Sea Service Deployment Ribbon



# New Mexico Junior College

## Career Opportunities

**Position Announcement • November 2005**

**Position Title:** Assistant Director of Public Relations and Marketing

**Position Description:** The Assistant Director of Public Relations and Marketing shall be responsible to the Director of Public Relations and Marketing. The Duties and responsibilities of the Assistant Director of Public Relations and Marketing shall be, but are not limited to, the following: (1) Work directly with the Director of PR and Marketing in developing, updating and maintaining a consistent and professional brand in conjunction with the college's overall marketing plan; (2) Oversee the design of the college's website in conjunction with the college's overall marketing plan while ensuring appropriate coordination with the computer services team; (3) Develop and maintain a technology-based marketing program for NMJC, coordinating with various departments for the production and design of high quality audiovisual promotional productions for use on Channel 19; around campus via the IPTV network and any KIOSK systems the College may utilize; and via cable and network television; (4) Actively participate in advertising, publicity, and promotion of NMJC and its various departments in accordance with departmental procedures; (5) Assist as directed with the promotion of credit and non-credit programming and special campus events; (6) Prepare, coordinate, and distribute to media any promotional materials related to people, programs, courses, enrollment, special activities, and events related to NMJC; (7) Develop and maintain positive relationships with representatives from other colleges and universities, as well as newspapers, television, radio and other media; (8) Plan, coordinate, and implement ad campaigns(s) for fall, summer, spring, and intersession enrollments, incorporating input from the Administrative Cabinet and the Director of PR and Marketing; (9) Supervise any personnel who may be assigned to the Public Relations and Marketing Department in the absence of the Director of Public Relations and Marketing Director; (10) Communicate regularly with the Director of Public Relations and Marketing regarding the ongoing progress and evolution of the college's market branding efforts; (11) Help maintain processes for monitoring college promotional coverage, both internally and externally; (12) Supervise and maintain the college photo (digital and hardcopy) document archival library, while overseeing official college photography to be used for publications, news releases, or articles related to people, programs, courses, enrollment, special activities, and events of NMJC; (13) Help maintain the PR and Marketing master calendar or work orders and college events; (14) Help maintain the yearly calendar for all NMJC special events; (15) Serve on committees related to the PR and Marketing Department functions and mission of the college; (16) Help supervise the design and distribution of an employee newsletter and quarterly report to the community, and coordinate the design and maintenance of an on-line newsletter to be accessed through the official college website; (17) Maintain a valid New Mexico driver's license, and (18) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** Bachelor's or Master's degree in an educational, occupational/vocational, or closely related field is preferred. However, candidates with an Associates degree (or equivalent) and extensive automotive experience will be considered. All degrees must be from a regionally accredited institution. Candidates must be ASE certified, possess demonstrated technical skills in all 8 ASE areas and become ASE Master certified and LI certified within a specified time frame. Five years experience teaching (community college level preferred) automotive and technical service experience in a dealership desired. General Motors Corporation experience and current training history desirable. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. **Note: Computer proficiency is required.**

**Salary/Benefits:** This is a 12 month, full time, exempt position with a salary range of \$36,485 to \$45,606 depending upon education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** November 10, 2005, 5:00 p.m. To ensure consideration, all application materials must be received as soon as possible. **Application materials sent via email will not be accepted.**

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

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# NEW MEXICO JUNIOR COLLEGE

## Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 11/10/05

Candidate's name Anna L. Marquez

Position title Assistant Director of Financial Aid

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

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

Effective date of employment \* \_\_\_\_\_ 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 \$27,807 - \$34,758      Recommended annual salary \$30,000      Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-13-320

**Recommended and approved by:**

\_\_\_\_\_  
Supervisor  
Regina Organ  
\_\_\_\_\_  
Vice President

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

Selection Committee Members: Robert Bensing – Dean of Enrollment Management

Linda Neel – Director of Financial Aid

Regina Organ – Vice President for Student Services

Comments: Ms. Marquez, has a B.A. in psychology from Texas Tech University and is enrolled in a Masters' program at Baker College, meets and or exceeds the minimum requirements for this position.

\*Pending background check \_\_\_\_\_

## **ABBREVIATED RESUME**

### **Position**

Assistant Director of Financial Aid

### **Personal Data**

Name: Anna L. Marquez

### **Education**

B.A., Texas Tech University, 2001

Major: Psychology

Minor: Sociology

A.A., New Mexico Junior College, 1999

### **Professional Experience**

Western Texas College, Snyder, TX

Academic Advisor

10/03 to Present

Lubbock Regional MHMR, Lubbock, TX

Case Manager

01/02 to 08/03

South Plains Children's Shelter, Lubbock, TX

Childcare Specialist

08/01 to 01/02

RE/MAX Real Estate, Lubbock, TX

Part-time Secretary

01/01 to 07/01

### **Organizations**

Council for Opportunity in Education

Southwest Association of Student Assistance Programs

Texas Association of Student Special Services Program

### **Honors and Awards**

Phi Theta Kappa Honor Society

Psi Chi National Honor Society in Psychology

Graduated Magna Cum Laude, Texas Tech University

Graduated "With Distinction", NMJC

Edward Barkowsky Education Award Nominee



# New Mexico Junior College

## Career Opportunities

### Position Announcement • June 2005

**Position Title:** Assistant Director of Financial Aid

**Position Description:** The Assistant Director of Financial Aid is responsible to the Director of Financial Aid. The duties and responsibilities of the Assistant Director of Financial Aid shall be, but are not limited to the following: 1) Administer four work study programs in a manner consistent with federal, state, NMJC Foundation and institutional guidelines; 2) Administer and expand the college scholarship programs and maintain scholarship files; 3) Assist in the administration of the debt management program, including entrance and exit counseling sessions; 4) Assist in the college marketing program and in student recruitment; 5) Assist in making recommendations concerning clerical personnel employed in the Financial Aid Office; 6) Assist the Director in development of departmental budget; 7) Keep the Director informed of all aspects of the job responsibilities; 8) continually evaluate and assess programs and make recommendations of the Director for improvement of operational process; 9) Maintain a working knowledge of all aspects of the Financial Aid Office and perform necessary supervisory functions in the absence of the Director, upon approval of the Vice President of Student Services; 10) Accept other duties as assigned by the Financial Aid Director; and, 11) Nothing contained herein shall limit the President in assigning the employee to any college activity for which he may deem the employee qualified.

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

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

**Application Deadline:** July 8, 2005 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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## APPLICANT LIST

### **Position: Assistant Director of Financial Aid**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Walker, Sarah L.	No	No	
Richards, Donna K.	No	No	Withdrew application materials.
Banks, Valerie A.	Yes	No	
Reeder, Jerri Anne	No	No	
Woodfin, Jimmy E.	No	No	
Jackson, Donna Y.	No	No	
Young, Suzanne D.	No	No	
Mackey, Retta A.	No	No	
Espinoza, Cecillia A.	No	No	
Mathew, Susan G.	No	No	
Clark, Paul W.	No	No	Incomplete application materials.
Murdock, Elizabeth A.	No	No	
Rendon, Kenyatta M.	No	No	
Brown, Lisa D.	No	No	
Chambers, Debbie A.	Yes	No	
Rogers, Judy K.	No	No	
Cox, Regenia T.	No	No	Incomplete application materials.
Elliott, Serenity J.	No	No	
Luker, Candy J.	No	No	
Marquez, Anna L	Yes	Yes	Start date: Pending Board approval.

**Position: Assistant Director of Financial Aid (Continued from page 1)**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Sitzer, Kelly D.	No	No	
Ply, Rebekah L.	Yes	No	
Gray, Connie J.	No	No	