

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, October 14, 2004

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of September 21, 2004 | 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. Consideration of Testing Center Fees | Mickey Best |
| 6. Consideration of Tuition Waiver for Zia Park | Lisa Hardison |
| 7. Consideration of Bid #962 – Literacy Alliance Building Renovation Project | Frank Collins |
| 8. Consideration of Bid #963 – Electrical Work for Literacy Alliance Building | Frank Collins |
| 9. Personnel Consideration – Academic/Transfer Advisor | Regina Organ |
| 10. Personnel Consideration – Divisional Academic Coordinator/Professor | August Fons |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

SEPTEMBER 21, 2004

MINUTES

The New Mexico Junior College Board met on Tuesday, September 21, 2004, 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; and Mr. Wade Cavitt. Not present was Mr. John Hice, Jr.

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

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

Upon a motion by Mr. Kesner, seconded by Mr. Cavitt, the board unanimously approved the minutes of August 26, 2004, as written.

Under *President's Report*, Dr. McCleery asked the board to read the 2004 General Obligation Bond information and to vote on November 2. The benefits to Lea County and NMJC students are \$3,100,000 for Workforce Training Facility; \$289,000 for Information Technology; \$1,000,000 for Western Heritage Center; and \$140,000 for Renovation & Expansion of Existing Facilities. He reminded the board of the compensation work session on October 14 at 11:00 a.m., followed by the regular board meeting. He shared with the board the salary surveys from NMACC and the Mountain States Association of Community Colleges. There will be strategic planning on December 8, 9, and 10. Robert Bensing will be giving the board a brief survey for his doctoral program following the meeting today. Marilyn Dill and Greg Hammond gave an update on the Self Study process. Karen Cummings reported on nursing students NCLEX pass rates and presented information to enhance program improvement.

Under *New Business*, Dan Hardin presented the August financial reports and with a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously approved the expenditures for August 2004.

Charley Carroll presented a list of equipment to be removed from college inventory. Most of the outdated equipment has been donated to various organizations. Upon a motion by Ms. Chappelle, seconded by Mr. Jones, the board unanimously accepted the request to remove the equipment from college inventory.

Dr. McCleery presented the Resolution for Dedication of Right-of-Way for Millen Drive Extension. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously adopted the resolution.

Dr. McCleery presented the three funding priorities for Information Technology (IT) projects for the 2005/06 year. Smart Classrooms II – Completing the Transition \$359,310; Statewide Learning Management System – WebCT Vista (SLMS) \$3,920,200; and CHECS-Net Core Infrastructure Upgrades (CCIP) \$2,701,000. Upon a motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously approved the priorities.

Dr. McCleery presented the Western Heritage Center Exhibit Contract for board consideration. The agreement will add the services of Southwest Museum Services to design, fabricate, and install the museum exhibits in the Lea County Cowboy Hall of Fame and Western Heritage Center, including providing the theater projector, screen, curtains, and sound equipment. The total cost is \$1,056,150, plus New Mexico gross receipts tax. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board approved the contract. The vote was as follows: Mr. Jones – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Cavitt – no; Mrs. Williams – yes; and Mr. Kesner – yes.

Frank Collins presented Bid #957 – Janitorial Supplies. The administration recommended acceptance of the bids as follows: Wagner Supply Company \$2,392.55; Springtime Janitorial Supply \$7,849.57; Blaine Industrial Supply \$7,981.47; Share Corporation \$1,884.20; Huco Products \$16,516.70; Interboro Packaging Corporation \$1,872.00; Central Poly Corporation \$3,982.00; Grainger Equipment & Supply \$292.62; and EEC Rental \$535.45. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the recommendation.

Mr. Collins presented Bid #958RB – Driving Range Irrigation Project. The administration recommended acceptance of the bid from Nate's Tech Mechanical for \$19,950.59. Upon a motion by Mr. Cavitt, seconded by Mr. Jones, the board unanimously approved the recommendation.

Mr. Collins presented Bid #959 – NMJC Paving Project. The administration recommended acceptance of the bid from Armstrong Construction for \$365,878. After much discussion and upon a motion by Mr. Jones, seconded by Mr. Kesner, the board unanimously approved the recommendation.

Mr. Collins presented Bid #960 – Purchase of a Vehicle for the College Motor Pool. The administration recommended acceptance of the bid from Watson Truck & Supply for a 2005 Chevrolet Suburban for \$29,600. Upon a motion by Mr. Cavitt, seconded by Mrs. Williams the board approved the recommendation. The vote was as follows: Mr. Jones – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Cavitt – yes; Mrs. Williams – yes; and Mr. Kesner – no.

Mr. Collins presented Bid #961 – Purchase of Mats for the Law Enforcement Academy. The administration recommended acceptance of the bid from Tomek Sports for the two

mats (logo artwork included) for \$10,137. Upon a motion by Ms. Chappelle, seconded by Mr. Jones, the board unanimously approved the recommendation.

Upon a motion by Mr. Jones, seconded by Mr. Cavitt, Consideration of Bid #962 – Literacy Alliance Building Renovation Project was tabled.

Regina Organ recommended Mr. Ty Friend for the Upward Bound Academic Coordinator position at an annual salary of \$37,726. Upon motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the employment of Mr. Friend.

Upon a motion by Mr. Cavitt, seconded by Mr. Chappelle, Personnel Consideration – Director of Western Heritage Center was tabled.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for October 14, 2004, beginning at 4:00 p.m. There will be a compensation work session on October 14, 2004, beginning at 11:00 a.m.

Upon a motion by Mr. Kesner, seconded by Mr. Cavitt, the board meeting adjourned.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: October 7, 2004

RE: Expenditure and Revenue Reports for September

September represents month three or the end of the first quarter of the 2004/2005 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 September 2004 is \$18,228,854.00 of which \$11,866,670.00 are encumbered funds.

One of the features of the SCT Banner administrative software is that it will automatically move budget from the fringe benefits area in Institutional Support into the department that the fringe benefit expense incurred. So each month you will see a change in the original budget amount for unrestricted funds. This will make the budget to expenditure report a better reflection of actual costs to actual budget in every area. In years past some departments would appear to be over budget especially toward the end of the fiscal year because the fringe benefits were expensed but there was not a budget to cover that fringe benefit expense.

In the review of the Instruction and General, Student Services has a negative 111,090 for the month of September. A correction was made moving Pell Grants expense inadvertently expensed in the Financial aid department instead of restricted Student Aid. Student Activities has expended 35% of their budget for the year, but they expend most of their budget for student publications at the first of the year. Also they encumber funds for different student activities early in the year. In the August Board meeting it was pointed out that the Student Aid expenses did not appear to be correct. We reviewed the numbers and we found that some of the restricted student aid was being reported as unrestricted student aid. The year-to-date unrestricted student aid was changed to properly reflect the amount expensed. Unrestricted student aid normally has a large portion of the budget expended at the first of the fall semester. Total current unrestricted fund expense through September is \$3,751,272.00, which is 22% of the budget.

In the restricted funds \$2,704,152.00 was expensed through September, this is 43% of the budget. The restricted expenditures compare closely to last year at this time.

The plant funds are showing large expenditures for September. The Western Heritage Center and Student Center construction projects were encumbered in September. Also, we added the plant funding source General Funds, which will be used for the Western Heritage Center. Also added was projects from Private funds which will be used for the Western Heritage Center. These will give you a better idea of what sources will be used to cover the building costs for the Western Heritage Center and the Student Center.

Total funds expended or encumbered through September is \$18,228,854.00

The revenue for September is \$2,685,789.00, with \$1,534,045.00 generated in unrestricted funds. Tuition and Fees are where we should be at this time of year. The Auxiliary Enterprise revenue streams are on track with where we should be after the first quarter of the year. Total year-to-date unrestricted funds are \$5,166,258.00, this compares to where we were at this time last year.

In August, some restricted fund revenue was reported in Grants. This should have been in Student Aid, an adjustment is shown in the restricted revenue for Grants. Restricted Student Aid has \$371,778.00 in revenue through September. Large draw downs have been made and will be reflected in the October Board reports for the Pell and Direct Loans.

In the Plant funds \$923,293.00 was drawn from GOB (General Obligation Bonds) to cover construction cost for the Western Heritage Center and Student Center projects.

Total revenue for September is \$2,685,789.00 total year-to-date is \$6,539,989.00

The Oil and Gas report has the actual revenue for July of \$447,818.00, this is \$208,311.00 over the projected budget for the month.

The Investment report shows that we began the month with \$8,625,000.00 in LGIP funds and ended the month with the same \$8,625,000.00. We have \$9,047,284.60 in designated capital projects.

This is the report for September.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

September 2004

25% of Year Completed

| Fund | 2003-04 | | | 2004-05 | | | |
|---|-------------------|-------------------------------------|-------------------------------|-------------------|--------------------------------|-------------------------------------|-------------------------------|
| | Final Budget | Year-to-Date Expended or Encumbered | Percentage of Budget Expended | Original Budget | Current Expended or Encumbered | Year-to-date Expended or Encumbered | Percentage of Budget Expended |
| CURRENT UNRESTRICTED FUND | | | | | | | |
| Instruction and General: | | | | | | | |
| Instruction | 5,297,285 | 1,076,506 | 20% | 5,984,393 | 536,715 | 1,222,555 | 20% |
| Academic Support | 1,088,548 | 453,525 | 42% | 1,185,396 | 76,557 | 238,756 | 20% |
| Student Services | 1,214,328 | 394,946 | 33% | 955,616 | (111,090) | 238,563 | 25% |
| Institutional Support | 4,076,531 | 654,051 | 16% | 3,898,029 | 169,184 | 569,211 | 15% |
| Operation & Maintenance of Plant | 1,687,103 | 665,740 | 39% | 1,830,426 | 209,619 | 412,086 | 23% |
| Subtotal - Instruction & General | 13,363,795 | 3,244,768 | 24% | 13,853,860 | 880,985 | 2,681,171 | 19% |
| Student Activities | 307,331 | 59,303 | 19% | 122,357 | 18,723 | 42,931 | 35% |
| Research | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Public Service | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Internal Service Departments | 372,854 | 542,427 | 145% | 952,617 | 114,665 | 272,888 | 29% |
| Student Aid | 305,389 | 131,775 | 43% | 331,910 | (99,426) | 148,639 | 45% |
| Auxiliary Enterprises | 1,413,983 | 721,254 | 51% | 1,490,708 | 238,970 | 528,320 | 35% |
| Athletics | 671,031 | 222,385 | 33% | 682,292 | 39,765 | 77,323 | 11% |
| Total Current Unrestricted Fund | 16,434,383 | 4,921,912 | 30% | 17,433,744 | 1,193,682 | 3,751,272 | 22% |
| CURRENT RESTRICTED FUND | | | | | | | |
| Grants | 2,843,425 | 351,603 | 12% | 1,849,374 | 230,113 | 305,948 | 17% |
| Student Aid | 4,180,325 | 2,214,249 | 53% | 4,422,593 | 1,213,770 | 2,398,204 | 54% |
| Total Current Restricted Fund | 7,023,750 | 2,565,852 | 37% | 6,271,967 | 1,443,883 | 2,704,152 | 43% |
| PLANT FUNDS | | | | | | | |
| Capital Outlay / Bldg. Renewal & Repl. | | | | | | | |
| Projects from Institutional Funds | 0 | 567,417 | 0% | 9,047,285 | 7,372,374 | 7,463,569 | 82% |
| Projects from State GOB Funds | 4,949,007 | 1,669,160 | 34% | 4,549,839 | 3,271,782 | 4,221,434 | 93% |
| Projects from State STB Funds | 2,000,000 | 0 | 0% | 1,885,297 | 0 | 0 | 0% |
| Projects from General Fund | 0 | 0 | 0% | 648,945 | 0 | 0 | 0% |
| Projects from Private Funds | 0 | 0 | 0% | 1,350,000 | 0 | 0 | 0% |
| Projects from State E R & R | 326,454 | 0 | 0% | 415,030 | 0 | 0 | 0% |
| Projects from State B R & R | 353,945 | 33,686 | 10% | 480,452 | 38,943 | 52,920 | 11% |
| Projects from Auxiliary BR&R | 19,147 | 0 | 0% | 47,709 | 35,507 | 35,507 | 74% |
| Subtotal - Capital and BR&R | 7,648,553 | 2,270,263 | 30% | 18,424,557 | 10,718,606 | 11,773,430 | 64% |
| Debt Service | | | | | | | |
| Revenue Bonds | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Total Plant Funds | 7,648,553 | 2,270,263 | 30% | 18,424,557 | 10,718,606 | 11,773,430 | 64% |
| GRAND TOTAL EXPENDITURES | 31,106,686 | 9,758,027 | 31% | 42,130,268 | 13,356,171 | 18,228,854 | 43% |

NEW MEXICO JUNIOR COLLEGE

Revenue Report

September 2004

25% of Year Completed

| Fund | 2003-04 | | | 2004-05 | | | |
|---|-------------------|----------------------|-------------------------------|-------------------|-----------------------|----------------------|-------------------------------|
| | Final Budget | Year-to-date Revenue | Percentage of Budget Received | Original Budget | Current Month Revenue | Year-to-date Revenue | Percentage of Budget Received |
| CURRENT UNRESTRICTED FUND | | | | | | | |
| Instruction and General: | | | | | | | |
| Tuition and Fees | 1,653,150 | 880,393 | 53% | 1,734,700 | 37,590 | 943,593 | 54% |
| State Appropriations | 7,684,800 | 2,158,624 | 28% | 8,089,900 | 785,608 | 2,076,824 | 26% |
| Advalorem Taxes - Oil and Gas | 3,409,779 | 920,580 | 27% | 3,409,779 | 448,029 | 927,543 | 27% |
| Advalorem Taxes - Property | 2,000,000 | 69,631 | 3% | 2,468,000 | 35,329 | 107,542 | 4% |
| Interest Income | 150,000 | 31,596 | 21% | 155,871 | 15,747 | 15,747 | 10% |
| Other Revenues | 316,500 | 72,616 | 23% | 146,500 | 2,017 | 73,161 | 50% |
| Subtotal - Instruction & General | 15,214,229 | 4,133,440 | 27% | 16,004,750 | 1,324,320 | 4,144,410 | 26% |
| Student Activities | 47,500 | 28,003 | 59% | 47,800 | 263 | 28,129 | 59% |
| Public Service | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Internal Service Departments | 13,000 | 4,886 | 38% | 13,000 | 0 | 0 | 0% |
| Auxiliary Enterprises | 1,728,300 | 914,704 | 53% | 1,802,550 | 203,712 | 985,094 | 55% |
| Athletics | 35,400 | 8,625 | 24% | 36,600 | 5,750 | 8,625 | 24% |
| Total Current Unrestricted | 17,038,429 | 5,089,658 | 30% | 17,904,700 | 1,534,045 | 5,166,258 | 29% |
| CURRENT RESTRICTED FUND | | | | | | | |
| Grants | 2,843,425 | 169,364 | 6% | 1,849,374 | (124,076) | 78,660 | 4% |
| Student Aid | 4,180,325 | 2,184,919 | 52% | 4,422,593 | 352,527 | 371,778 | 8% |
| Total Current Restricted | 7,023,750 | 2,354,283 | 34% | 6,271,967 | 228,451 | 450,438 | 7% |
| PLANT FUNDS | | | | | | | |
| Capital Outlay / Bldg. Renewal & Repl. | 4,949,007 | 253,964 | 5% | 3,612,996 | 923,293 | 923,293 | 26% |
| Projects from State GOB Funds | 2,000,000 | 0 | 0% | 1,885,297 | 0 | 0 | 0% |
| Projects from State STB Funds | 0 | 0 | 0% | 648,945 | 0 | 0 | 0% |
| Projects from General Fund | 0 | 0 | 0% | 1,350,000 | 0 | 0 | 0% |
| Projects from Private Funds | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Projects from Other State Funds | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Total Plant Funds | 6,949,007 | 253,964 | 4% | 7,497,238 | 923,293 | 923,293 | 12% |
| GRAND TOTAL REVENUES | 31,011,186 | 7,697,905 | 25% | 31,673,905 | 2,685,789 | 6,539,989 | 21% |

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

September 2004

25% of Year Completed

| | | OIL | | GAS | | COMBINED | | |
|---|--------------------|------------------|-------------------------|------------------|------------------------|--------------------|-------------------------------|------------------------------------|
| Month of | Sales Distribution | Price per BBL | Lea County BBLs sold | Price per MCF | Lea County MCF sold | Monthly Revenue | 2004-05 Original Budget | Variance Over (Under) Budget |
| Accrual | July | \$37.55 | 3,004,977 | \$5.33 | 16,626,962 | 447,818 | 239,507 | 208,311 |
| Accrual | August | \$36.19 | 3,066,678 | \$5.77 | 17,406,483 | 239,507 | 239,507 | 0 |
| Accrual | September | \$39.81 | 3,117,280 | \$5.63 | 17,532,555 | 239,507 | 239,507 | 0 |
| Accrual | October | | | | | | | 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 | | | | | | 926,832 | 718,521 | 208,311 |
| Y.T.D. Equipment Tax Revenue | | | | | | 711 | | 711 |
| Total Year-to-Date Oil & Gas and Equipment Tax Revenue | | | | | | 927,543 | 718,521 | 209,022 |

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
September 2004

25% 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 | 8,625,000 | N/A | N/A | N/A | 7102-1348 | 1.97% | 14,173 |
| Total Investments | <u>8,625,000</u> | | | | | | <u>14,173</u> |

| Summary of Current Month's Activity | |
|-------------------------------------|------------------|
| Beginning amount | 8,625,000 |
| Plus: deposits | 0 |
| Less: withdrawals | |
| Capital Projects | 9,047,285 |
| Reserves Invested | -422,285 |
| Total LGIP Investment | 8,625,000 |

| Capital Projects | 9/31/2004 |
|-------------------------------|---------------------|
| Technology Upgrade | 211,024.20 |
| Workforce Training Center | 1,191,750.14 |
| High Tech Start Up | 163,346.40 |
| Docutech | 425,001.40 |
| Vehicles | 59,356.49 |
| CISCO Networking Equipment | 1,970.63 |
| Western Heritage Center | 1,415,000.00 |
| Drawings and Master Plan | 94,153.70 |
| Baseball Field | 204,472.61 |
| Rodeo Arena | 1,291.50 |
| Dormitory Landscape | 45,900.93 |
| Lea County Beautification | 0.00 |
| Circle Drive | 118,235.44 |
| Dorm Construction | 0.00 |
| Roadway Parking Lot Seal Coat | 19,689.42 |
| Dorm Recreation Area | 116,227.09 |
| BR&R Carryover | 476,702.36 |
| Water Rights | 9,465.59 |
| Firing Range Upgrade | 5,559.66 |
| Millen Fence/Landscape | 175,000.00 |
| Ben Alexander Student Center | 3,265,438.94 |
| JASI | 321,774.45 |
| Computer Equipment Rebates | 8,923.65 |
| Clerk of the Works | 70,000.00 |
| Marketing | 80,000.00 |
| West Texas ITV | 50,000.00 |
| Dorms | 242,000.00 |
| Equestrian Center | 150,000.00 |
| Telephone | 125,000.00 |
| Total | 9,047,284.60 |

NOTE: Capital projects total does not include encumbered funds

MEMORANDUM

DA: October 14, 2004

TO: Dr. Steve McCleery, President *SM*

FR: Mickey D. Best, Dean *MDB*
Mathematics, English, Education and Transitional Studies
Dan Hardin, Vice President *DH*
Finance

RE: Recommendation for Testing Center fees

Following our investigation of pricing associated with testing costs the college has incurred, we recommend the following fees:

| | |
|---------------------|---------|
| Fed Ex/UPS shipping | \$15.00 |
| WebCT processing | \$20.00 |
| Faxing | \$2.00 |
| Mailing | \$5.00 |

The recommended fees are in addition to the already assessed fee of \$20.00 per exam issued. These costs would apply to non-New Mexico Junior College students.

Thank you for your consideration.

New Mexico Junior College

Testing Center

**BACKGROUND
INFORMATION**

**Presentation to the
NMJC BOARD
10/14/04**

New Mexico Junior College
Testing Center

Mission and Purpose:

The New Mexico Junior College Testing Center is committed to providing quality testing services to the constituents of the college and the community it serves.

Background and History:

The NMJC Testing Center opened its operations in 1975 and was located in what is present day Mansur Hall, room 105, currently a computer lab classroom for English and Transitional Writing offerings.

The first students tested used a “paper and pencil” format. This method continues to the present day. However, with increasing technology, the “norm” is shifting to the ease of online [webCT] and computer test bank approaches.

Statistics:

| <u>Year</u> | <u>Exams issued</u> |
|-------------|---------------------------------------|
| 1996 – 1997 | 18,813 |
| 1997 – 1998 | 16,856 |
| 1998 – 1999 | 17,100 |
| 1999 – 2000 | 18,888 |
| 2000 – 2001 | 19,545 |
| 2001 – 2002 | 17,708 |
| 2002 – 2003 | 16,414 |
| 2003 – 2004 | 17,788 |
| 2004 – 2005 | 4,693 [July 2004 thru September 2004] |
| | 18,700 [projected] |

Hours of operation:

The Testing Center currently must conduct its operation in conjunction with the IRC [Instructional Resource Center] and consequently the hours of operation must be the same.

67.5 hours of operation per week

Monday – Thursday
7:30am – 9:00pm

Friday
7:30am – 5:00pm

Saturday
10:00am – 2:00pm

Sunday
1:00pm – 5:00pm

Upgrades and the Future:

Prior to October 4, 2004:

| | |
|------------------|-------------------------------------|
| 18 computers | Nursing testing |
| 11 computers | CDL, GED, other discipline specific |
| 21 tables/chairs | Paper/Pencil testing |

With the assistance of the Maintenance Department of New Mexico Junior College, the testing center increased its testing capability. 18 new computer stations were added on October 4, 2004. This change increased the number of testing stations specifically for Nursing, from 18 to 34. Additional computerized testing for CDL [Commercial Drivers License] and discipline specific testing is made available within the center. The total number of computers available for testing is When the Testing Center moves its base of operations to the newly renovated Student Learning Center in the summer of 2005, the number of available testing spaces will remain.

As of October 4, 2004

| | |
|------------------|-------------------------------------|
| 32 computers | Nursing testing |
| 11 computers | CDL, GED, other discipline specific |
| 19 tables/chairs | Paper/Pencil testing |

All computers contained within the testing center are listed on the institutional Lab Replacement Plan. In keeping with past years, it is anticipated that the machines in the Testing Center will be replaced once every 3 to 4 years as budgeting allocations permit.

New Mexico Junior College

Testing Center

**STATISTICS
3-YR. COMPARISON**

2001 – 2002

2002 – 2003

2003 - 2004

**Presentation to the
NMJC BOARD**

10/14/04

| <u>2001-2002</u> | | <u>2002-2003</u> | | <u>2003-2004</u> | |
|------------------|----------------|------------------|----------------|------------------|----------------|
| <u>Dept.</u> | <u>Ttl Exs</u> | <u>Dept.</u> | <u>Ttl Exs</u> | <u>Dept.</u> | <u>Ttl Exs</u> |
| Acct. | 22 | Acct. | 7 | Acct. | 20 |
| Ag. | 39 | Ag. | 12 | Ag. | 8 |
| Anthro. | 2 | Anthro. | 2 | Anthro. | 0 |
| Art | 169 | Art | 123 | Art | 123 |
| Auto. | 68 | Auto | 0 | Auto | 26 |
| Biology | 629 | Biology | 1,047 | Biology | 1,769 [I] |

[I] Includes testing for General Biology, as well as Microbiology and Anatomy and Physiology.

| | | | | | |
|----------|-----|----------|----|----------|---------|
| Business | 106 | Business | 79 | Business | 126 |
| Chem. | 28 | Chem. | 25 | Chem. | 97 |
| CJ | 74 | CJ | 38 | CJ | 55 [II] |

[II] Includes testing for academic and academy testing in Corrections and Law Enforcement.

| | | | | | |
|-----------|-----|-----------|-----|-----------|-----------|
| Com. Sci. | 290 | Com. Sci. | 244 | Com. Sci. | 327 [III] |
|-----------|-----|-----------|-----|-----------|-----------|

[III] Includes testing for Computer Graphics and general Computer Sciences.

| | | | | | |
|--------|----|-------|---|--------|---------|
| Cosmo. | 0 | Cosmo | 0 | Cosmo. | 11 |
| Econ. | 96 | Econ. | 0 | Econ. | 6 |
| Ed. | 24 | Ed. | 7 | Ed. | 13 [IV] |

[IV] Includes testing associated with Early Childhood Education.

| | | | | | |
|-----------|-----|-----------|-----|-----------|-------|
| English | 464 | English | 250 | English | 176 |
| Env. Tch. | 33 | Env. Tch. | 20 | Env. Tch. | 0 [V] |

[V] Environmental Technology is currently an inactive program. Related courses are being taught as a part of the Radiological Control and Waste Handling Technology program.

| | | | | | |
|----------|-------|----------|-------|---------|------------|
| Geology | 140 | Geology | 49 | Geology | 66 |
| Govt. | 38 | Govt. | 46 | Govt. | 44 |
| History | 168 | History | 150 | History | 128 |
| Math. | 1,184 | Math. | 1,089 | Math. | 1,583 |
| Med. Tm. | 186 | Med. Tm. | 289 | Med. Tm | 307 |
| Music | 250 | Music | 186 | Music | 254 |
| Nursing | 3,485 | Nursing | 3,263 | Nursing | 2,993 [VI] |

[VI] Includes testing for nursing courses including Nutrition and Pharmacology.

| | | | | | |
|-----------|-----|-----------|-----|-----------|-----------|
| Ofc. Tch. | 129 | Ofc. Tch. | 110 | Ofc. Tch. | 193 |
| Philos. | 20 | Philos. | 144 | Philos. | 212 |
| Phys. Ed. | 15 | Phys. Ed. | 0 | Phys. Ed. | 0 |
| Physics | 73 | Physics | 92 | Physics | 95 |
| Psych. | 321 | Psych. | 302 | Psych. | 565 [VII] |

[VII] Includes testing for Human Growth and Development for Allied Health.

| | | | | | |
|-----------|-------|-----------|-------|-----------|--------------|
| Rad. Con. | 0 | Rad. Con. | 0 | Rad. Con. | 52 |
| Sociology | 130 | Sociology | 78 | Sociology | 68 |
| Spanish | 564 | Spanish | 379 | Spanish | 462 |
| Speech | 43 | Speech | 34 | Speech. | 40 |
| Theatre | 4 | Theatre | 2 | Theatre | 1 |
| TS | 2,294 | TS | 2,442 | TS | 1,824 [VIII] |

[VIII] Includes testing for Transitional Studies courses in the areas of developmental Mathematics, Reading and Writing.

ADULT BASIC EDUCATION

| | | | | | |
|---------|-------|---------|-------|---------|------------|
| ABE-GED | 1 | ABE-GED | 0 | ABE-GED | 0 |
| Compass | 4,328 | Compass | 4,837 | Compass | 3,693 [IX] |

[IX] Testing for the college placement exam for mathematics, reading and writing. Includes retakes. Students may “retake” the exam once every two weeks.

| | | | | | |
|------|-------|------|-----|------|---------|
| TABE | 1,078 | TABE | 976 | TABE | 990 [X] |
|------|-------|------|-----|------|---------|

[X] Testing for placement into Adult Basic Education. Students who test at the 0 to 6th grade level of ability and comprehension in mathematics, reading and writing will be placed in Adult Basic Education.

| | | | | | |
|------|-------|------|----|------|---------|
| CDL | 1,141 | CDL | 0 | CDL | 1,408 |
| CLEP | 20 | CLEP | 28 | CLEP | 23 [XI] |

[XI] Testing for college credit. If the student successfully passes with an acceptable score, he/she receives college credit for a particular course equivalency. The credit is transcribed.

| | | | | | |
|------------|----|------------|----|------------|----------|
| Misc. U. | 42 | Misc. U. | 26 | Misc. U. | 30 [XII] |
| Spec. Nds. | 9 | Spec. Nds. | 0 | Spec. Nds. | 0 |

[XII] Testing for students enrolled at other colleges and universities.

OTHERS

| | | | | | |
|---------------|-------------------------|-------------|-------------------------|-------------|-------------------------|
| Contractors | 1 | Contractors | 0 | Contractors | 0 |
| HFD | 0 | HFD | 25 | HFD | 0 |
| Prometric | 0 | Prometric | 13 | Prometric | 0 |
| | <u>2001-2002</u> | | <u>2002-2003</u> | | <u>2003-2004</u> |
| TOTALS | 17,708 | | 16,414 | | 17,788 |

New Mexico Junior College

Testing Center

ANNUAL REPORTS

2001 – 2002

2002 – 2003

2003 – 2004

2004 – 2005 [7/04 – 9/04]

Presentation to the

NMJC BOARD

10/14/04

New Mexico Junior College
Testing Center
Yearly Report 2001-2002

| Department | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|------------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|-------------|------------|--------------|
| Accounting | 0 | 0 | 3 | 7 | 3 | 0 | 0 | 0 | 2 | 5 | 0 | 2 | 22 |
| Agriculture | 0 | 0 | 0 | 10 | 6 | 3 | 0 | 10 | 8 | 2 | 0 | 0 | 39 |
| Anthropology | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Art | 0 | 0 | 14 | 23 | 25 | 6 | 0 | 22 | 31 | 47 | 1 | 0 | 169 |
| Astronomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Automotive | 17 | 9 | 2 | 0 | 23 | 2 | 10 | 3 | 2 | 0 | 0 | 0 | 68 |
| Biology | 0 | 122 | 8 | 6 | 92 | 99 | 128 | 34 | 15 | 77 | 45 | 3 | 629 |
| Business | 2 | 0 | 4 | 25 | 9 | 0 | 0 | 1 | 46 | 3 | 1 | 15 | 106 |
| Chemistry | 0 | 0 | 0 | 12 | 10 | 0 | 0 | 2 | 0 | 0 | 4 | 0 | 28 |
| Computer Science | 0 | 0 | 61 | 46 | 23 | 12 | 0 | 53 | 46 | 38 | 2 | 9 | 290 |
| Cosmotology | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Criminal Justice | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Develop. Studies | 8 | 49 | 496 | 620 | 352 | 34 | 11 | 279 | 228 | 193 | 5 | 19 | 2294 |
| Drama | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 1 | 0 | 4 |
| Economics | 0 | 0 | 0 | 0 | 40 | 18 | 0 | 1 | 28 | 9 | 0 | 0 | 96 |
| Education | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 22 | 0 | 2 | 0 | 24 |
| English | 15 | 0 | 20 | 88 | 53 | 30 | 1 | 47 | 91 | 86 | 24 | 9 | 464 |
| Environ. Tech | 0 | 0 | 15 | 0 | 4 | 12 | 0 | 0 | 1 | 1 | 0 | 0 | 33 |
| Geology | 0 | 0 | 0 | 4 | 0 | 18 | 0 | 31 | 32 | 39 | 16 | 0 | 140 |
| Government | 0 | 0 | 2 | 1 | 6 | 2 | 0 | 0 | 6 | 5 | 15 | 1 | 38 |
| History | 0 | 1 | 6 | 19 | 11 | 5 | 0 | 13 | 29 | 43 | 24 | 17 | 168 |
| Legal Studies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Math | 95 | 4 | 100 | 132 | 146 | 63 | 28 | 176 | 191 | 165 | 26 | 58 | 1184 |
| Med Term | 0 | 1 | 9 | 18 | 20 | 6 | 3 | 19 | 20 | 49 | 41 | 0 | 186 |
| Music | 44 | 7 | 41 | 35 | 23 | 19 | 0 | 32 | 15 | 16 | 8 | 10 | 250 |
| Nursing | 0 | 55 | 328 | 334 | 215 | 218 | 89 | 211 | 167 | 210 | 73 | 187 | 2087 |
| Nutrition | 0 | 16 | 89 | 152 | 45 | 40 | 50 | 48 | 93 | 84 | 44 | 0 | 661 |
| Office Tech | 0 | 0 | 17 | 18 | 32 | 6 | 0 | 19 | 17 | 18 | 2 | 0 | 129 |
| Petro. Tech | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pharm | 0 | 27 | 17 | 88 | 40 | 80 | 0 | 160 | 123 | 116 | 86 | 0 | 737 |
| Philosophy | 0 | 0 | 0 | 2 | 2 | 6 | 0 | 1 | 5 | 2 | 2 | 0 | 20 |
| Physical Ed. | 0 | 0 | 0 | 1 | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15 |
| Physics | 0 | 0 | 9 | 26 | 27 | 0 | 0 | 1 | 4 | 6 | 0 | 0 | 73 |
| Police Academy | 8 | 4 | 1 | 12 | 11 | 4 | 6 | 5 | 7 | 9 | 5 | 2 | 74 |
| Psychology | 0 | 4 | 82 | 12 | 82 | 29 | 55 | 7 | 12 | 7 | 18 | 13 | 321 |
| Sociology | 0 | 0 | 33 | 12 | 17 | 11 | 0 | 12 | 13 | 22 | 10 | 0 | 130 |
| Spanish | 4 | 4 | 55 | 79 | 56 | 27 | 4 | 103 | 81 | 113 | 38 | 0 | 564 |
| Speech | 0 | 0 | 0 | 6 | 14 | 5 | 0 | 3 | 3 | 1 | 5 | 6 | 43 |
| Compass | 572 | 1073 | 81 | 121 | 402 | 295 | 265 | 58 | 133 | 361 | 472 | 495 | 4328 |
| CLEP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 10 | 20 |
| CDL | 234 | 206 | 173 | 176 | 123 | 64 | 70 | 95 | 0 | 0 | 0 | 0 | 1141 |
| GED-ABE-ESL | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Special Needs | 0 | 0 | 0 | 3 | 0 | 0 | 5 | 0 | 0 | 1 | 0 | 0 | 9 |
| TABE | 96 | 158 | 71 | 91 | 79 | 51 | 109 | 74 | 84 | 101 | 75 | 89 | 1078 |
| Misc. Univ. | 2 | 1 | 0 | 2 | 1 | 8 | 1 | 5 | 6 | 12 | 3 | 1 | 42 |
| Contractors | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Total | 1099 | 1741 | 1737 | 2182 | 2006 | 1174 | 835 | 1525 | 1563 | 1841 | 1059 | 946 | 17708 |

New Mexico Junior College
Testing Center
Yearly Report 2002-2003

| Department | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|-------------------|------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Accounting | 0 | 0 | 0 | 0 | 3 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 7 |
| Agriculture | 0 | 0 | 0 | 7 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 12 |
| Anthropology | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 2 |
| Art | 0 | 0 | 15 | 20 | 45 | 2 | 0 | 17 | 15 | 9 | 0 | 0 | 123 |
| Astronomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Biology | 0 | 152 | 5 | 3 | 171 | 132 | 153 | 101 | 71 | 194 | 65 | 0 | 1047 |
| Business | 10 | 0 | 0 | 0 | 1 | 14 | 3 | 29 | 0 | 0 | 14 | 8 | 79 |
| Chemistry | 0 | 0 | 0 | 0 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25 |
| Computer Science | 11 | 0 | 32 | 25 | 28 | 2 | 1 | 58 | 44 | 40 | 2 | 1 | 244 |
| Criminal Justice | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drama | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Education | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 7 |
| English | 10 | 0 | 20 | 36 | 36 | 41 | 0 | 0 | 38 | 32 | 10 | 27 | 250 |
| Environ. Tech | 2 | 1 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 14 | 0 | 0 | 20 |
| Geology | 0 | 0 | 2 | 4 | 9 | 24 | 0 | 0 | 0 | 0 | 10 | 0 | 49 |
| Government | 0 | 0 | 4 | 10 | 0 | 1 | 0 | 7 | 17 | 6 | 1 | 0 | 46 |
| History | 0 | 0 | 7 | 25 | 28 | 2 | 0 | 7 | 28 | 43 | 9 | 1 | 150 |
| Math | 6 | 0 | 167 | 161 | 122 | 30 | 0 | 174 | 215 | 176 | 5 | 33 | 1089 |
| Med Term | 0 | 0 | 19 | 43 | 30 | 58 | 3 | 26 | 23 | 55 | 32 | 0 | 289 |
| Music | 0 | 0 | 36 | 33 | 15 | 1 | 0 | 37 | 49 | 12 | 3 | 0 | 186 |
| Nursing | 0 | 31 | 230 | 172 | 120 | 130 | 64 | 152 | 144 | 251 | 181 | 146 | 1621 |
| Nutrition | 0 | 0 | 225 | 77 | 69 | 149 | 0 | 76 | 75 | 121 | 237 | 0 | 1029 |
| Office Tech | 0 | 0 | 18 | 35 | 33 | 9 | 0 | 1 | 1 | 0 | 0 | 13 | 110 |
| Petro. Tech | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pharm | 0 | 33 | 46 | 6 | 63 | 40 | 42 | 85 | 77 | 138 | 83 | 0 | 613 |
| Philosophy | 0 | 0 | 19 | 19 | 17 | 29 | 0 | 34 | 0 | 26 | 0 | 0 | 144 |
| Physical Ed. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Physics | 0 | 0 | 6 | 0 | 77 | 3 | 0 | 0 | 2 | 4 | 0 | 0 | 92 |
| Police Academy | 2 | 6 | 3 | 4 | 6 | 0 | 1 | 1 | 3 | 4 | 5 | 3 | 38 |
| Psychology | 32 | 0 | 58 | 44 | 48 | 6 | 0 | 11 | 0 | 20 | 6 | 77 | 302 |
| Sociology | 0 | 0 | 9 | 8 | 10 | 3 | 0 | 15 | 6 | 16 | 4 | 7 | 78 |
| Spanish | 12 | 0 | 56 | 46 | 49 | 35 | 6 | 22 | 41 | 51 | 17 | 44 | 379 |
| Speech | 0 | 0 | 0 | 0 | 27 | 0 | 0 | 0 | 1 | 1 | 0 | 5 | 34 |
| Transitional Stu. | 0 | 3 | 407 | 555 | 328 | 54 | 10 | 447 | 272 | 282 | 27 | 57 | 2442 |
| Compass | 727 | 878 | 123 | 376 | 398 | 345 | 442 | 62 | 142 | 451 | 402 | 491 | 4837 |
| CLEP | 3 | 0 | 0 | 10 | 4 | 2 | 0 | 0 | 1 | 0 | 8 | 0 | 28 |
| CDL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GED-ABE-ESL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Special Needs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TABE | 87 | 164 | 70 | 114 | 89 | 72 | 98 | 68 | 34 | 60 | 44 | 76 | 976 |
| Misc. Univ. | 2 | 0 | 2 | 0 | 1 | 0 | 11 | 1 | 0 | 4 | 2 | 3 | 26 |
| Prometric | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 5 | 7 | 0 | 13 |
| Hobbs Fire Dept. | 0 | 0 | 0 | 0 | 0 | 7 | 7 | 0 | 0 | 0 | 0 | 11 | 25 |
| Total | 905 | 1268 | 1579 | 1835 | 1857 | 1194 | 841 | 1433 | 1307 | 2018 | 1174 | 1003 | 16414 |

New Mexico Junior College
Testing Center
Yearly Report 2003-2004

| Department | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|------------|-------------|--------------|
| Accounting | 0 | 0 | 9 | 1 | 2 | 1 | 0 | 0 | 3 | 3 | 1 | 0 | 20 |
| Agriculture | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Anthropology | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Art | 0 | 0 | 14 | 23 | 25 | 2 | 0 | 18 | 18 | 23 | 0 | 0 | 123 |
| Assets | 0 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 26 |
| Biology | 0 | 141 | 138 | 143 | 218 | 139 | 168 | 176 | 142 | 175 | 90 | 239 | 1769 |
| Business | 0 | 0 | 7 | 17 | 16 | 4 | 26 | 23 | 9 | 24 | 0 | 0 | 126 |
| Chemistry | 0 | 0 | 0 | 0 | 10 | 10 | 0 | 23 | 23 | 0 | 7 | 24 | 97 |
| Computer Science | 0 | 0 | 63 | 42 | 48 | 25 | 1 | 59 | 50 | 39 | 0 | 0 | 327 |
| Cosmetology | 0 | 0 | 3 | 4 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 11 |
| Drama | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Economics | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 6 |
| Education | 0 | 0 | 0 | 0 | 0 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 13 |
| English | 0 | 0 | 22 | 35 | 46 | 0 | 0 | 0 | 17 | 26 | 0 | 30 | 176 |
| Environ. Tech | 0 | 0 | 0 | 2 | 12 | 26 | 0 | 0 | 5 | 7 | 0 | 0 | 52 |
| Geology | 0 | 0 | 0 | 37 | 0 | 1 | 0 | 2 | 16 | 0 | 10 | 0 | 66 |
| Government | 0 | 0 | 3 | 7 | 3 | 7 | 0 | 7 | 14 | 1 | 0 | 2 | 44 |
| History | 0 | 0 | 4 | 31 | 36 | 0 | 0 | 13 | 26 | 13 | 1 | 4 | 128 |
| Math | 91 | 0 | 219 | 253 | 195 | 18 | 3 | 234 | 164 | 251 | 45 | 110 | 1583 |
| Med Term | 0 | 0 | 35 | 30 | 29 | 52 | 10 | 25 | 28 | 59 | 39 | 0 | 307 |
| Music | 49 | 0 | 15 | 28 | 28 | 1 | 0 | 27 | 30 | 63 | 1 | 12 | 254 |
| Nursing | 0 | 64 | 467 | 228 | 206 | 101 | 95 | 0 | 0 | 23 | 79 | 271 | 1534 |
| Nutrition | 0 | 0 | 0 | 165 | 111 | 111 | 0 | 67 | 114 | 106 | 1 | 0 | 675 |
| Office Tech | 0 | 0 | 1 | 24 | 18 | 7 | 0 | 20 | 18 | 54 | 3 | 48 | 193 |
| Petro. Tech | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pharm | 0 | 47 | 130 | 89 | 93 | 41 | 68 | 82 | 93 | 141 | 0 | 0 | 784 |
| Philosophy | 0 | 0 | 38 | 14 | 35 | 33 | 0 | 31 | 0 | 32 | 29 | 0 | 212 |
| Physical Ed. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Physics | 0 | 0 | 0 | 11 | 28 | 0 | 0 | 0 | 7 | 14 | 1 | 34 | 95 |
| Police Academy | 7 | 5 | 7 | 4 | 5 | 3 | 4 | 5 | 2 | 5 | 4 | 4 | 55 |
| Psychology | 3 | 0 | 186 | 62 | 88 | 14 | 4 | 134 | 8 | 56 | 10 | 0 | 565 |
| Sociology | 0 | 0 | 0 | 6 | 5 | 1 | 0 | 16 | 16 | 21 | 2 | 1 | 68 |
| Spanish | 14 | 0 | 52 | 76 | 29 | 17 | 12 | 108 | 66 | 59 | 15 | 14 | 462 |
| Speech | 0 | 0 | 15 | 10 | 1 | 8 | 0 | 2 | 2 | 0 | 0 | 2 | 40 |
| Transitional Stu. | 186 | 5 | 443 | 362 | 230 | 60 | 31 | 141 | 135 | 106 | 53 | 72 | 1824 |
| Compass | 688 | 672 | 35 | 142 | 334 | 292 | 260 | 54 | 102 | 352 | 316 | 446 | 3693 |
| CLEP | 0 | 0 | 0 | 5 | 0 | 6 | 0 | 0 | 5 | 0 | 7 | 0 | 23 |
| CDL | 90 | 113 | 116 | 105 | 117 | 90 | 140 | 100 | 103 | 108 | 104 | 222 | 1408 |
| GED-ABE-ESL | | | | | | | | | | | | | 0 |
| Special Needs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TABE | 74 | 131 | 100 | 82 | 75 | 37 | 102 | 82 | 62 | 80 | 82 | 83 | 990 |
| Misc. Univ. | 1 | 1 | 0 | 1 | 4 | 4 | 2 | 1 | 3 | 3 | 2 | 8 | 30 |
| Hobbs Fire Dept. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 1203 | 1205 | 2131 | 2039 | 2050 | 1124 | 928 | 1450 | 1281 | 1849 | 902 | 1626 | 17788 |

New Mexico Junior College
Testing Center
Yearly Report 2004-2005

| Department | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|-------------------|-------------|-------------|-------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| Accounting | 0 | 0 | 0 | | | | | | | | | | 0 |
| Agriculture | 0 | 0 | 0 | | | | | | | | | | 0 |
| Anthropology | 0 | 0 | 0 | | | | | | | | | | 0 |
| Art | 0 | 0 | 16 | | | | | | | | | | 16 |
| Assets | 0 | 39 | 4 | | | | | | | | | | 43 |
| Biology | 0 | 41 | 201 | | | | | | | | | | 242 |
| Business | 22 | 0 | 1 | | | | | | | | | | 23 |
| Chemistry | 0 | 0 | 0 | | | | | | | | | | 0 |
| Computer Science | 0 | 0 | 61 | | | | | | | | | | 61 |
| Cosmetology | 0 | 0 | 1 | | | | | | | | | | 1 |
| Drama | 0 | 0 | 1 | | | | | | | | | | 1 |
| Economics | 0 | 0 | 0 | | | | | | | | | | 0 |
| Education | 0 | 0 | 0 | | | | | | | | | | 0 |
| English | 0 | 0 | 23 | | | | | | | | | | 23 |
| Environ. Tech | 0 | 0 | 0 | | | | | | | | | | 0 |
| Geology | 0 | 0 | 0 | | | | | | | | | | 0 |
| Government | 0 | 0 | 2 | | | | | | | | | | 2 |
| History | 0 | 0 | 9 | | | | | | | | | | 9 |
| Math | 131 | 1 | 185 | | | | | | | | | | 317 |
| Med Term | 0 | 1 | 30 | | | | | | | | | | 31 |
| Music | 0 | 0 | 27 | | | | | | | | | | 27 |
| Nursing | 22 | 159 | 648 | | | | | | | | | | 829 |
| Nutrition | 0 | 0 | 68 | | | | | | | | | | 68 |
| Office Tech | 0 | 2 | 20 | | | | | | | | | | 22 |
| Petro. Tech | 0 | 0 | 0 | | | | | | | | | | 0 |
| Pharm | 23 | 72 | 115 | | | | | | | | | | 210 |
| Philosophy | 0 | 0 | 0 | | | | | | | | | | 0 |
| Physical Ed. | 0 | 0 | 0 | | | | | | | | | | 0 |
| Physics | 0 | 0 | 6 | | | | | | | | | | 6 |
| Police Academy | 2 | 8 | 14 | | | | | | | | | | 24 |
| Psychology | 7 | 89 | 133 | | | | | | | | | | 229 |
| Religion | 0 | 17 | 2 | | | | | | | | | | 19 |
| Sociology | 0 | 0 | 8 | | | | | | | | | | 8 |
| Spanish | 58 | 0 | 85 | | | | | | | | | | 143 |
| Speech | 0 | 26 | 7 | | | | | | | | | | 33 |
| Transitional Stu. | 94 | 10 | 219 | | | | | | | | | | 323 |
| Compass | 506 | 799 | 29 | | | | | | | | | | 1334 |
| CLEP | 0 | 0 | 5 | | | | | | | | | | 5 |
| CDL | 107 | 148 | 108 | | | | | | | | | | 363 |
| GED-ABE-ESL | 0 | 0 | 0 | | | | | | | | | | 0 |
| Special Needs | 0 | 0 | 0 | | | | | | | | | | 0 |
| TABE | 57 | 125 | 86 | | | | | | | | | | 268 |
| Misc. Univ. | 9 | 2 | 2 | | | | | | | | | | 13 |
| Hobbs Fire Dept. | 0 | 0 | 0 | | | | | | | | | | 0 |
| Total | 1038 | 1539 | 2116 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4693 |

Memo

To: Dr. McCleery
From: Lisa Hardison
Date: October 7, 2004
Re: Tuition Waiver for Zia Park Training Courses

I would like to recommend that the tuition be waived for the credit courses offered as part of the Zia Park workforce training initiative. There are three classes that fit into this category offered under special topics for training. These courses are basic security training, customer service training, and janitorial and safety training. Although this would eliminate the tuition revenue, it would allow for FTE reimbursement under the CHE funding formula. I believe that the foundation that we are building with Zia Park will lend itself to a long and rewarding partnership and their recommendation of our workforce training services will prove to be invaluable. Thank you for consideration of my request.

Invitation to Bid # 962

Literacy Alliance Building Renovation Project

BOARD DOCUMENTS

Date: September 9, 2004
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On September 2, 2004, legal notices were sent to three newspapers requesting sealed bids for the purchase of mats for the law enforcement academy:

Hobbs Daily News Sun
Lovington Leader
Clovis Journal

2. Bid packets were sent to thirteen potential bidders and one construction planning room.

3. Eight bidders submitted responses. Two bids were rejected for the electrical portion of the project. I inadvertently left out the addendum #2 for Budwine Electrical Service. Budwine had the lowest bid for electrical work; however, the addendum was required to be completed and submitted with the proposal. This error constituted a non-responsive proposal for the electrical portion only; therefore, the Business Office rejected both electrical bids and rebid that project area in Invitation to Bid #963.

4. The Business Office and Maintenance Department have evaluated the bids received. Their recommendations are shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders who submitted price quotes for the Invitation were: Hamilton Acoustical, Lubbock TX, A. Romeo Enterprises, Clovis NM, City Glass & Mirror, Hobbs NM, A. G. Custom Sheet Metal, Hobbs NM, Floors to Go, Hobbs NM, Doporto Construction Services, Inc., Hobbs NM, Budwine Electrical Services, Carlsbad NM, and Nate's Tech Mechanical, Hagerman NM.

The tabulation of all bids is shown on page 3A. The Administration recommends acceptance of the bids as follows:

Nate's Tech Mechanical for Plumbing: \$6,000.00
Nate's Tech Mechanical for Heating, Ventilation, and Air Conditioning: \$5,550.00
Hamilton Acoustical Company for Acoustical Ceiling: \$6,241.00
Floors to Go for Carpet: \$5,209.03
City Glass & Mirror for Office Glass and Frame Work: \$6,186.35
Doporto Construction Services, Inc. for General Contracting: \$36,902.06

The total cost of the project is \$66,088.44.

Source of Funding: - Building Renewal and Replacement Fund
Literacy Alliance Building
Account #: 93036-4002-76013-911
Amount: \$66,088.44

Invitation to Bid #962 Tabulation Summary
Ulster County Alliance Building Renovation Project

| Project Area | Hamilton Acoustical | A. Romeo Enterprises | City Glass | A.G. Custom Sheel | Floors to Go | Doporfo Const | Budwintre Electrical | Nate's Tech | |
|--|---------------------|----------------------|------------|-------------------|--------------|---------------|----------------------|-------------|--|
| Electrical | N/A | N/A | N/A | N/A | N/A | N/A | \$17,185.00 | \$20,750.00 | |
| Plumbing | N/A | N/A | N/A | N/A | N/A | N/A | N/A | \$6,000.00 | |
| HVAC | N/A | N/A | N/A | \$19,218.00 | N/A | N/A | N/A | \$5,550.00 | |
| Acoustical | \$6,241.00 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| Carpet | N/A | \$12,038.17 | N/A | N/A | \$5,209.03 | N/A | N/A | N/A | |
| Glass | N/A | N/A | \$6,186.35 | N/A | N/A | N/A | N/A | N/A | |
| General Building | N/A | N/A | N/A | N/A | N/A | \$36,902.06 | N/A | N/A | |
| SUBTOTAL | \$6,241.00 | | \$6,186.35 | | \$5,209.03 | \$36,902.06 | | \$11,550.00 | |
| TOTAL PROJECT COST | \$66,088.44 | | | | | | | | |
| A/rejected both bids: rebid for ITB #963 | | | | | | | | | |

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #962
SCOPE OF WORK AND PROJECT AREA REQUIREMENTS

Scope of Work:

Contractors will be responsible in assisting in the development of a materials list. Contractor(s) must supply labor to complete the following scope of work at the Literacy Alliance Building located at 109 South Dalmont, Hobbs NM 88240 in accordance with the terms and conditions, and other requirements of this Invitation to Bid ("ITB") #962. Labor must be bid for electrical equipment and parts, HVAC equipment and parts, data lines and peripheral installations, plumbing fixtures, drywall installation, and door entryway installation.

Labor and materials must be bid for glasswork, carpet installation, and lay-in ceiling.

Construction materials:

New Mexico Junior College (herein called "Owner") will purchase all materials for this renovation project (except where noted). Materials shall include, but not be limited to, electrical, HVAC, plumbing, data installation and data peripherals, drywall materials, doors and carpet.

Other Matters:

The contractor will note that the building will be used by adult basic education students and instructors during all phases of the work. The contractor must take all necessary precautions to protect visitors, students, and employees of New Mexico Junior College.

The contractor(s) may not use interior facilities of the college, but must provide their own temporary toilet facilities.

Access areas must be identified and posted as danger areas. Any equipment, supplies, or materials may be stored inside the contractor's access area. The project site must be cleaned daily and kept free of unnecessary trash and debris. All items must be stored neatly within the project area.

Barriers must be erected around the project area and will be limited to contractor's personnel and representatives of New Mexico Junior College.

New Mexico Junior College will not be responsible for security of contractor's equipment, materials, supplies, or vehicles.

Successful contractor shall provide all MSDS data sheets for materials being used for this project. Contractor shall comply with all applicable provisions of OSHA, State, and Local Regulations.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #962 - Bid Price Form

The undersigned as an authorized representative of the company whose information is contained herein and on page 7, proposes to provide all labor for the renovation of the Literacy Alliance Building project as specified on page 5. You may review the project area by contacting Phillip Ingram, Maintenance Foreman, (505) 392.3972 or cell phone (505) 399.6776.

Electrical:

Indicate cost of Labor:

Indicate cost of Permits:

~~\$ 20,450.00~~
~~\$ 1,300.00~~ Total Cost: \$ ~~20,750.00~~ *Ø*

HVAC:

Indicate cost of Labor:

Indicate cost of Permits:

\$ 5,350.00
\$ 200.00 Total Cost: \$ 5,550.00

Plumbing:

Indicate cost of Labor:

Indicate cost of Permits:

\$ 5,800.00
\$ 200.00 Total Cost: \$ 6,000.00

Data Line/Peripheral Installation:

Indicate cost of Labor:

Indicate cost of Permits:

\$ _____
\$ _____ Total Cost: \$ *Ø*

Carpet Installation:

Indicate cost of Labor:

Indicate cost of Permits:

Indicate cost of materials:

\$ _____
\$ _____
\$ _____ Total Cost: \$ *Ø*

Glass and Support Installation:

Indicate cost of Labor:

Indicate cost of Permits:

Indicate cost of materials:

\$ _____
\$ _____
\$ _____ Total Cost: \$ *Ø*

Construction:

Indicate cost of Labor:

Indicate cost of Permits:

\$ _____
\$ _____ Total Cost: \$ *Ø*

Acoustical ceiling installation:

Indicate cost of Labor:

Indicate cost of materials:

\$ _____
\$ _____ Total Cost: \$ *Ø*

TOTAL PROJECT COST: \$ ~~32,300.00~~ *Ø*

Name of Company: Nates Tech Mech

Signature of Authorized Representative: Mark Smith

Date: 09-14-04

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #962 - Bid Price Form

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Electrical:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ n/a

HVAC:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ n/a

Plumbing:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ n/a

Data Line/Peripheral Installation:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ n/a

Carpet Installation:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____
Indicate cost of materials: \$ _____ Total Cost: \$ n/a

Glass and Support Installation:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____
Indicate cost of materials: \$ _____ Total Cost: \$ n/a

Construction:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ n/a

Acoustical ceiling installation:

Indicate cost of Labor: \$ 3,138.00
Indicate cost of materials: \$ 3,103.00 Total Cost: \$ 6,241.00

TOTAL PROJECT COST: \$ n/a

Name of Company: Hamilton Acoustical Company

Signature of Authorized Representative: Troy Colley

Date: 9-13-04

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #962 - Bid Price Form

The undersigned as an authorized representative of the company whose information is contained herein and on page 7, proposes to provide all labor for the renovation of the Literacy Alliance Building project as specified on page 5. **You may review the project area by contacting Phillip Ingram, Maintenance Foreman, (505) 392.3972 or cell phone (505) 399.6776.**

Electrical:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

HVAC:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

Plumbing:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

Data Line/Peripheral Installation:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

Carpet Installation:

Indicate cost of Labor: \$ 1206.02
Indicate cost of Permits: \$ _____
Indicate cost of materials: \$ 4003.01 Total Cost: \$ 5209.03

Glass and Support Installation:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____
Indicate cost of materials: \$ _____ Total Cost: \$ _____

Construction:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

Acoustical ceiling installation:

Indicate cost of Labor: \$ _____
Indicate cost of materials: \$ _____ Total Cost: \$ _____

TOTAL PROJECT COST: \$ 5209.03

Name of Company: Hours to Go

Signature of Authorized Representative: Ray Callaway

Date: 9-15-04

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #962 - Bid Price Form

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Electrical:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

HVAC:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

Plumbing:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

Data Line/Peripheral Installation:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

Carpet Installation:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____
Indicate cost of materials: \$ _____ Total Cost: \$ _____

Glass and Support Installation:

Indicate cost of Labor: \$ 2,043.60
Indicate cost of Permits: \$
Indicate cost of materials: \$ 4,142.75 Total Cost: \$ _____

Construction:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

Acoustical ceiling installation:

Indicate cost of Labor: \$ _____
Indicate cost of materials: \$ _____ Total Cost: \$ _____

TOTAL PROJECT COST: \$ 6,186.35

Name of Company: CITY GLASS + MIRROR

Signature of Authorized Representative: *Dennis Johnston*

Date: 9-15-04

City Glass & Mirror
1314 E. Bender
Hobbs, New Mexico 88240

Ph. 505-392-5593

Fax. 505-392-5594

Job Estimate

9/14/2004

N.M.J.C.
HOBBS NM

JOB: LITERACY ALLIANCE PROJECT.
121 SOUTH DALMONT

REPLACE FRONT EXTERIOR ENTRANCE.

ALL CLEAR ALUMINUM FRAMES WITH CLEAR SINGLE
GLAZED GLASS.

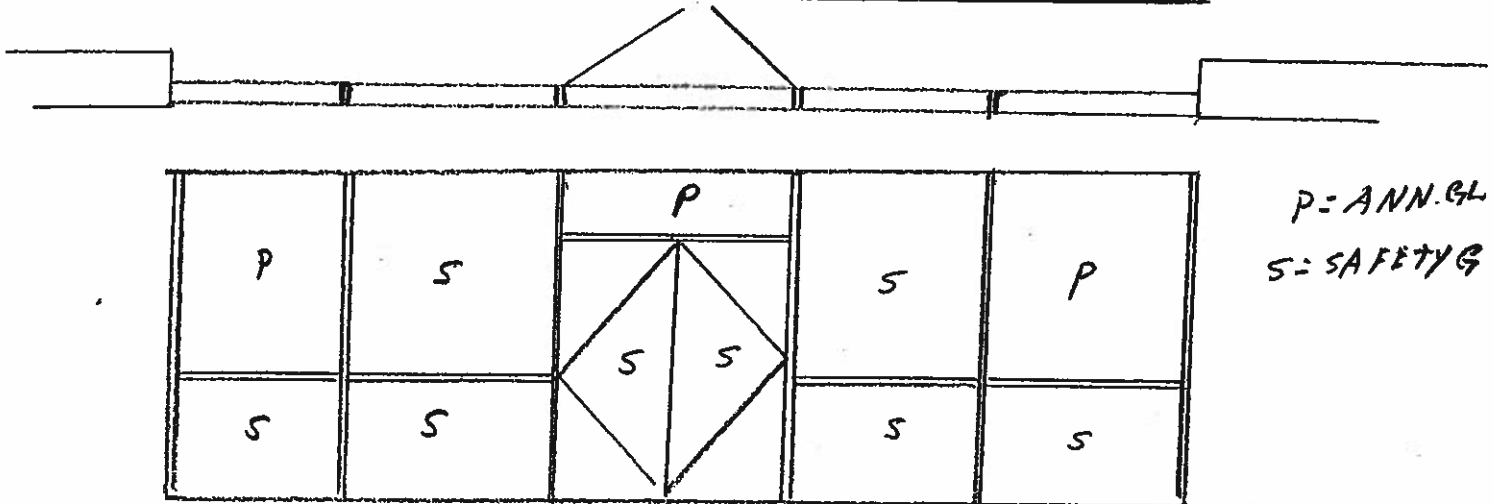
1- 6' X 7' PAIR OF DOORS - CONCEALED PANIC HWD. - ADA DOOR
RAILS- B.C. DOOR CLOSERS-DOOR SWEEPS.

GLASS LINE TO BE IN STRAIGHT LINE.

REMOVE OLD FRAMES AND GLASS.

NO WALL OR CEMENT REPAIR IN PRICE.

OPTION FOR TINTED GLASS IN PLACE OF CLEAR GLASS ADD \$118.00



ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED
IT IS BASED ON OUR EVALUATION AND DOES NOT IN-
MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND
MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORESEEN
EVENTS OR ADVERSE WEATHER CONDITIONS ARISE AFTER
WORK HAS STARTED

ESTIMATED
JOB COST

Dennis Johnston

City Glass & Mirror
1314 E. Bender
Hobbs, New Mexico 88240

Ph. 505-392-5593

Fax. 505-392-5594

Job Estimate

9/14/2004

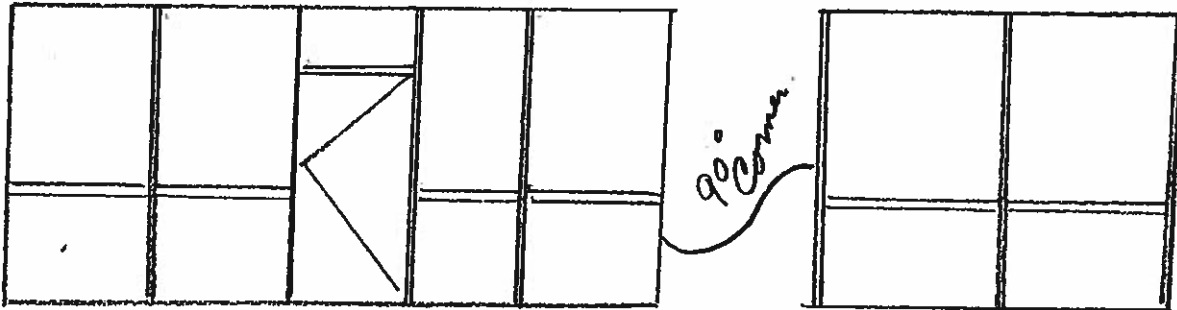
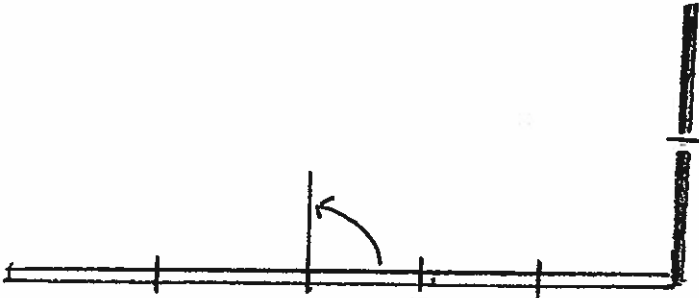
N.M.J.C.
HOBBS, NM

JOB: LITERACY ALLIANCE PROJECT.
121 SOUTH DALMONT

INSTALL INTERIOR GLASS WALL FOR OFFICE AT FRONT ENTRANCE
18' 6" X 94" X 95".

CLEAR GLASS AND CLEAR ALUMINUM FRAMES.

1 - 3' X 7' NARROW STYLE DOOR WITH 10" A.D.A. RAIL - M/S KEY LOCK -
DOOR CLOSER - ALL SAFETY GLASS.



ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED
IT IS BASED ON OUR EVALUATION AND DOES NOT IN-
MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND
IALS WHICH MAY BE REQUIRED SHOULD UNFORESEEN
EMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER
ORK HAS STARTED

ESTIMATED
JOB COST

Dennis Johnston

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #962 - Bid Price Form

The undersigned as an authorized representative of the company whose information is contained herein and on page 7, proposes to provide all labor for the renovation of the Literacy Alliance Building project as specified on page 5. You may review the project area by contacting Phillip Ingram, Maintenance Foreman, (505) 392.3972 or cell phone (505) 399.6776.

Electrical:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

HVAC:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

Plumbing:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

Data Line/Peripheral Installation:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____ Total Cost: \$ _____

Carpet Installation:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____
Indicate cost of materials: \$ _____ Total Cost: \$ _____

Glass and Support Installation:

Indicate cost of Labor: \$ _____
Indicate cost of Permits: \$ _____
Indicate cost of materials: \$ _____ Total Cost: \$ _____

Construction:

Indicate cost of Labor: \$ 36,902.06
Indicate cost of Permits: \$ _____ Total Cost: \$ 36,902.06

Acoustical ceiling installation:

Indicate cost of Labor: \$ _____
Indicate cost of materials: \$ _____ Total Cost: \$ _____

TOTAL PROJECT COST: \$ _____

Name of Company: Doparto Construction

Signature of Authorized Representative: [Signature]

Date: 9-15-04

Invitation to Bid # 963

Electrical Work for the Literacy Alliance Building

BOARD DOCUMENTS

Date: October 3, 2004
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On September 19, 2004, legal notices were sent to three newspapers requesting sealed bids for electrical work at the Literacy Alliance Building:

Hobbs Daily News Sun
Lovington Leader
Clovis Journal

2. Bid packets were sent to five potential bidders.

3. Three bidders submitted a response. Three bidders were present at the opening.

4. The Business Office and Maintenance Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders who submitted price quotes were: Budwine Electric Service, Inc., Carlsbad NM, Premier Electric, Lovington NM, and Nate's Tech Mechanical, Hagerman NM.

The bid tabulation summary is shown on page 3A.

The Administration recommends acceptance of the bid from Nate's Tech Mechanical for \$12,134.48.

Source of Funding: - Building Renewal and Replacement Fund
Literacy Alliance Building
Account #: 93036-4002-76013-911
Amount: \$12,134.48

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #963
SCOPE OF WORK AND PROJECT AREA REQUIREMENTS

Scope of Work:

Contractors will be responsible in assisting in the development of a materials list. Contractor(s) must supply labor to complete the following scope of work at the Literacy Alliance Building located at 109 South Dalmont, Hobbs NM 88240 in accordance with the terms and conditions, and other requirements of this Invitation to Bid ("ITB") #963. Labor must be bid for electrical equipment and parts.

Construction materials:

New Mexico Junior College (herein called "Owner") will purchase all materials for this renovation project unless otherwise noted. Materials shall include electrical equipment and parts.

Other Matters:

The contractor will note that the building will be used by adult basic education students and instructors during phases of the work. The contractor must take all necessary precautions to protect visitors, students, and employees of New Mexico Junior College.

Access areas must be identified and posted as danger areas. Any equipment, supplies, or materials may be stored inside the contractor's access area. The project site must be cleaned daily and kept free of unnecessary trash and debris. All items must be stored neatly within the project area.

Barriers must be erected around the project area and will be limited to contractor's personnel and representatives of New Mexico Junior College.

New Mexico Junior College will not be responsible for security of contractor's equipment, materials, supplies, or vehicles.

Successful contractor shall provide all MSDS data sheets for materials being used for this project. Contractor shall comply with all applicable provisions of OSHA, State, and Local Regulations.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #963 - Bid Price Form

The undersigned as an authorized representative of the company whose information is contained herein and on page 7, proposes to provide all labor for the renovation of the Literacy Alliance Building project as specified on page 5. You may review the project area by contacting Phillip Ingram, Maintenance Foreman, (505) 392.3972 or cell phone (505) 399.6776.

Electrical:

Indicate cost of Labor:

\$ 11,909.48

Indicate cost of Permits:

\$ 225.00

Total Cost: \$ 12,134.48

TOTAL PROJECT COST: \$ 12,134.48

Name of Company: Nates Tech mech

Signature of Authorized Representative: Mark J Smith

Date: 10-04-04

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 10/6/04

Candidate's name Adam Guillen Jr.

Position title Academic-Transfer Advisor (Student Support Services)

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 Oct, 25, 2004 Standard contract length 12 mos. 9 mos. other

Funding source Student Support Services Grant

Paid advertising beyond *standard

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

Posted salary range 31,461-39,326 Recommended annual salary \$31,461.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43177 & 41131 3022 61301 123

Recommended and approved by:

Gayle Abbott
Supervisor

Regina Organ
Vice President

Pat Gorman
Dean/Director

Steve McClary
President

Selection Committee Members: Dr. Pat Gorman

Dr. Gayle Abbott

Cyndi Stephenson

Vera Gilleland

Michael Chavez

Comments: Adam Guillen meets the requirements for this position.

ABBREVIATED RESUME

Position

Academic/Transfer Advisor

Personal Data

Name: Adam Guillen, Jr.

Education

B.S., Eastern New Mexico University, Portales, NM, 2003

Professional Experience

Lea County Good Samaritan Village, Hobbs, NM 6/03 to Present
Director of Social Services

Eastern New Mexico University, Portales, NM 1/01 to 12/02
Part-Time Printer's Assistant

New Mexico Junior College, Hobbs, NM 8/99 to 12/00
Student Work Study/Graphic Arts Printing

Rice Operating Company 4/98 to 7/99
Roustabout Hand

Organizations

Guardian Angels
Alzheimer's Support Group

Awards

Dean's List, New Mexico Junior College
Who's Who Among Students in American Junior Colleges



New Mexico Junior College

Career Opportunities

Position Announcement • September 2004

Position Title: Academic/Transfer Advisor

Position Description: This position reports to the Director of Student Services. The duties and responsibilities of the Academic/Transfer Advisor shall be, but not limited to, the following: (1) responsible for the development and implementation of individualized instructional plans for each Student Support Services (hereafter referred to as SSS) participant's Individual Educational Plan and the project objective; (2) responsible for working closely with college faculty to help participants gain the basic skills needed to succeed in college courses; (3) responsible for preparing performance and attendance reports for participants utilizing basic skills instructional services through SSS; (4) responsible for recommending instructional materials, including software, appropriate to participant needs; (5) responsible for providing academic and transfer advising to participants; (6) responsible for maintaining accurate record of student contracts; (7) responsible for submitting monthly reports to the Director of SSS; (8) transport students to cultural events and/or colleges; (9) to serve on college committees as assigned; and (10) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which they would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree in Education, Psychology, Counseling, Social Sciences or related field required. Master's degree is preferred. All degrees must be from a regionally accredited institution. A demonstrated sensitivity to the needs of educationally and economically disadvantaged students is required. Fluency in Spanish is preferred. It is preferred, but not required, that candidates have at least one year of community college experience, preferably in a TRIO program.

Salary/Benefits: Salary from \$31,461 to \$39,326 depending upon experience and qualifications. This is a 12-month professional position funded by a grant. Continued employment will depend on grant funding. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

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

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

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

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

"Equal Opportunity Education and Employment"

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

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 09/29/2004

Candidate's name Rebecca Titus

Position title Divisional Academic Coordinator/Professor (Public Safety & Community Services)

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 10/18/2004 Standard contract length 12 mos. 9 mos. other

Funding source NMJC Operating Budget

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 \$41,500 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2016-11-514 100%

Recommended and approved by:
[Signature] Supervisor [Signature] Dean/Director

[Signature] Vice President [Signature] President

Selection Committee Members: Dennis Kelley (Chairman)
Mickey Best- Dean, Division of Math, English, Education and Transitional Studies
Tamara James - Professor, Nursing

Comments: Ms. Titus meets and/or exceeds the minimum qualifications for this position.

ABBREVIATED RESUME

Position

Divisional Academic Coordinator/Professor

Personal Data

Name: Rebecca Titus

Education

A.A., New Mexico Junior College, Hobbs, NM, 2001

B.S., College of the Southwest, Hobbs, NM, 2002

Professional Experience

| | |
|--|------------------|
| District Attorney's Office, Hobbs, NM | |
| Victim Coordinator and Administrative Secretary | 03/01 to Present |
| Administrative Secretary | 09/97 to 09/00 |
| New Mexico Junior College, Hobbs, NM | |
| Part-time Paralegal Instructor | 08/01 to Present |
| Templeman and Crutchfield, Attorneys at Law, Lovington, NM | |
| Legal Assistant | 09/00 to 03/01 |

Awards

Magna Cum Laude, College of the Southwest
Presidential Award, New Mexico Junior College
Presidential Award, College of the Southwest
Who's Who, New Mexico Junior College
Who's Who, College of the Southwest



New Mexico Junior College

Career Opportunities

Position Announcement • September 2004

Position Title: Divisional Academic Coordinator/Professor

Position Description: The Divisional Academic Coordinator/Professor for the Division of Public Safety and Community Services shall be responsible to the Director of Public Safety and Community Services. The duties and responsibilities of the Divisional Academic Coordinator/Professor include, but are not limited to, the following: (1) Achieve and maintain a high level of competency as a teacher of students, demonstrating growth in the knowledge of his/her particular subject matter field(s) and in the ability to direct the learning process; (2) Work for the general improvement of the overall instructional program-including recommending needed additions to the library and instructional process; (3) Promote the mission of the college; (4) Advise students and be available for student conferences at least two hours of the college day or the equivalent of ten hours per week. Each professor is expected to post approved office hours for student conferences and to make this known to students; (5) Teach on campus and/or off campus, day/evening/internet classes; (6) Recruit, teach and supervise students preparing for a public safety profession; (7) Establish rapport and work with the public safety community (law enforcement, corrections, fire, paralegal, and judicial) in all phases of the various programs; (8) Assist in preparing departmental budgets; (9) Recruitment of part-time professors; (10) To continually update, develop, and perform assessments of all curriculum and syllabi in the public safety academic programs; (11) Ensure appropriate assessment procedures are followed in all academic courses; (12) Establishing semester schedules for all academic courses; (13) Assist all part-time instructors with any necessary instructional needs; (14) Assist the divisional Director of Public Safety and Community Services in planning short and long range strategies to promote and market the growth and continued development of the public safety and community services program; (15) Participate in college service through standing committees as requested by administration; (16) Follow all policies and procedures of NMJC as published by the Faculty Handbook, college catalog, and current contract; and, (17) Nothing contained herein shall limit the President in assigning the employee to various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree with an emphasis in criminal justice or education and commitment to the profession is required. Master's or Doctorate degree preferred. All degrees must be from a regionally accredited institution. Knowledge of the educational application of critical thinking, reading, and writing; course design, evaluation and assessment methods, and teaching strategies. Computer proficiency is required. Thorough familiarity with word processing software, particularly Microsoft Word, preferred.

Salary/Benefits: This is a 12-month professional position with a starting salary of \$39,290 to \$49,112, depending on experience and qualifications. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: September 20, 2004 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 an NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required upon employment), three or more letters of reference, and a personal statement of community college and position philosophy to:

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

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"Equal Opportunity Education and Employment"

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

APPLICANT LIST

Position: Academic/Transfer Advisor

| <u>Applicant</u> | <u>Interview</u> | <u>Offer</u> | <u>Remarks</u> |
|-----------------------------|------------------|--------------|-------------------------------------|
| Guillen, Adam, Jr. | Yes | Yes | Start date: Pending Board approval. |
| Reiff, David | Yes | No | |
| Hummelke, Charles | No | No | Incomplete application materials. |
| Horton, Christopher | No | No | |
| Owens, Tanya | No | No | |
| Staples, George | No | No | Incomplete application materials. |
| Hutchins, Gina | No | No | |
| Wong, Ruth Ann | Yes | No | |
| Rice, Tom | No | No | |
| Perry, Sonya | Yes | No | |
| Houston-Valentine, Nikhetia | No | No | |
| Luallen, Bert | No | No | |
| Cooper, Carrie | No | No | |
| Lamb, Martha | No | No | |
| Garcia, Norma | Yes | No | |
| Rutledge, Donna | Yes | No | |
| McClanahan, Rebecca | Yes | No | |
| Faught, Nico'l | No | No | |
| Baumler, Dale | No | No | Incomplete application materials. |

APPLICANT LIST

Position: Divisional Academic Coordinator/Professor

| <u>Applicant</u> | <u>Interview</u> | <u>Offer</u> | <u>Remarks</u> |
|------------------|------------------|--------------|-------------------------------------|
| Tom Rice | Yes | No | |
| Deborah Pruitt | Yes | No | |
| James Wilmeth | Yes | No | |
| Rebecca Titus | Yes | Yes | Start date: Pending Board approval. |