

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, October 15, 2009
Moran Building – Multi Purpose Room
4:00 p.m.

AGENDA

- | | |
|--|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of September 17, 2009 | 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 City of Hobbs Request | Steve McCleery |
| 6. Consideration of One Time Non-Recurring Compensation Increase | Steve McCleery |
| 7. Consideration of Bid #1031 – Janitorial Supplies | Josh Morgan |
| 8. Consideration of RFP #105 – Photovoltaic Project | Josh Morgan |
| 9. Consideration of WHM Advisory Board Appointments | Calvin Smith |
| 10. Personnel Consideration – Coordinator of Purchasing | Dan Hardin |
| F. Public Comments | Larry Hanna |
| G. Closure of Open Meeting | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

SEPTEMBER 17, 2009

MINUTES

The New Mexico Junior College Board met on Thursday, September 17, 2009, beginning at 1:30 p.m. in the Multi Purpose Room of the Moran Building. The following members were present: Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner. Not present was Mr. Larry Hanna and Ms. Patricia Chappelle.

Mr. Black, Acting Chairman, called the meeting to order and welcomed visitors and guests present.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the agenda was unanimously adopted, with agenda item E. 5. Consideration of City of Hobbs Request being tabled.

Upon a motion by Mrs. Vinson, seconded by Mrs. Williams, the Board unanimously approved the minutes of August 20, 2009.

Under President's Report, Robert Rhodes introduced the Basic Energy and Pemco employees on campus for the pulling unit dedication to be held at 3:00 pm. Jim Harris presented copies of the History of New Mexico Junior College publication to the Board.

Under New Business, Dan Hardin presented the August financial reports and with a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously approved the expenditures for August, 2009.

Dr. McCleery presented the Healthy and Active Lifestyle Challenge from the Welfare Committee for Board consideration. The Healthy and Active Lifestyle Challenge encourages healthy living among NMJC employees and their families. The 1st place team who makes the most improvement gets two (2) additional personal leave days; 2nd place gets one (1) additional personal leave day; and 3rd place gets ½ additional personal leave day. Upon

a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously approved the awards for the program.

Mr. Black called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, October 15, 2009, beginning at 4:00 pm.

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board meeting adjourned at 2:10 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: October 8, 2009

RE: Expenditure and Revenue Reports for September

September represents month three or the end of the first quarter of the 2009/2010 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 2009 is \$19,441,152.00.

In the review of the Instruction and General, we see normal expenditures for this time of year, with total Instruction and General expenditures of \$4,580,272.00. Total current unrestricted fund expense through September is \$5,964,937.00, which is 25% of the budget. Student Aid, Auxiliary Enterprises and Athletics normally have a higher percentage of their budget spent at this time of the fiscal year.

In the restricted funds \$2,920,191.00 was expensed through September, this is 52% of the budget. There was a large Pell and Loan posting in restricted financial aid. The Grants Accountant Stacey Jackson is doing an excellent job of getting the grant expenses posted in a timely fashion.

The plant funds are showing expenditures/encumbrances for construction projects for the Central Plant remodel, the Electrical Upgrade, and Pannell Library remodel. Total plant funds expended or encumbered through September is \$10,556,024.00.

Total funds expended or encumbered through September is \$19,441,152.00

The unrestricted revenue through September is \$6,375,855.00. This mainly consists of the Tuition and Fees, State Appropriation, Oil and Gas revenue and the Auxiliary Enterprises. We are down in unrestricted revenue as compared to last year, but the Tuition and Fees and Auxiliary Enterprise revenue is ahead of where we were in 2008/2009.

In the restricted funds through September we have drawn down \$1,929,535.00 mainly from Pell grant and direct loan funds. This is a good sign when the restricted financial aid has increased.

There has not been any revenue in plant funds to date.

Total revenue for September is \$2,311,652.00 with the total year-to-date revenue of \$8,305,390.00, which is 24% of the projected budget.

The Oil and Gas report has the actual revenue for July, which is \$608,832.00. We are showing the accrual of \$350,000.00 per month for August and September. Total Oil and Gas and Oil and Gas Equipment revenue through September is \$1,308,858.00.

The Investment report shows that we began the month with \$11,625,000.00 in LGIP funds and ended the month with the \$11,625,000.00. We have \$11,283,915.20 in designated capital projects.

We continue to get information concerning the LGIP funds and the reserve contingency. At September 30, the Reserve Contingency account was \$289,505.05 on October 2nd, \$54,676.80 was moved from the Reserve Contingency account into the regular LGIP fund for New Mexico Junior College. Currently, we have \$234,828.25 in the Reserve Contingency account and \$11,390,171.75 in the regular LGIP fund. We anticipate drawing in LGIP funds in the near future to cover costs of the capital projects under construction on campus.

This is the report for September.

Respectfully submitted,

Dan Hardin

NEW MEXICO STATE
STATEMENT OF ACCOUNT

PAGE: 1

NEW MEXICO JUNIOR COLLEGE (7102-1348)

DAN HARDIN
5317 LOVINGTON HIGHWAY
HOBBS, NM 88240

----- Account Period -----
9/01/09 through 9/30/09

----- Account Type -----
LGIP FUND (POOL-4101)

=====
Current-Yield: .2441
=====

Prior Earnings Accrued		Prior Balance	11,335,494.95
Current Earnings	2,274.19	Deposits	
Subtotal	2,274.19	Withdrawals	
Earnings Received	2,274.19	Earnings Reinvested	
Current Earnings Accrued		New Balance	11,335,494.95

=====

DATE	ACTIVITY	AMOUNT	BALANCE
9/01/09	Forward Balance		11,335,494.95
9/01/09	Cash Distribution	2,844.25	11,335,494.95
9/30/09	Ending Balance		11,335,494.95

=====

Current period earnings received after close:	2,274.19
Previous period earnings received after close:	
Average daily invested balance during period:	11,335,494.95
Net management fee withheld from distribution:	399.23

New MexiGrow LGIP deposits are not guaranteed or insured by any bank, the State of New Mexico, the Federal Deposit Insurance Corporation, The Federal Reserve Board, or any other agency. New MexiGrow LGIP deposits involve certain investment risks. Yield and total return may fluctuate and are not guaranteed.

The variable rate for management
fee withheld: .0004285

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NEW MEXICO STATE
STATEMENT OF ACCOUNT

PAGE: 1

NEW MEXICO JUNIOR COLLEGE (7102-13583)

---- Account Period ----
9/01/09 through 9/30/09

DAN HARDIN
5317 LOVINGTON HIGHWAY
HOBBS, NM 88240

----- Account Type -----
RESERVE CONTINGENCIES FUND (POOL-4102)

=====
Current-Yield:
=====

Prior Earnings Accrued	Prior Balance	289,505.05
Current Earnings	Deposits	
Subtotal	Withdrawals	
Earnings Received	Earnings Reinvested	
Current Earnings Accrued	New Balance	289,505.05

DATE	ACTIVITY	AMOUNT	BALANCE
9/01/09	Forward Balance		289,505.05
9/30/09	Ending Balance		289,505.05

Current period earnings received after close:
 Previous period earnings received after close:
 Average daily invested balance during period: 289,505.05
 Net management fee withheld from distribution: 10.20

New MexiGrow LGIP deposits are not guaranteed or insured by any bank, the State of New Mexico, the Federal Deposit Insurance Corporation, The Federal Reserve Board, or any other agency. New MexiGrow LGIP deposits involve certain investment risks. Yield and total return may fluctuate and are not guaranteed.

The variable rate for management
fee withheld: .0004285

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The Reserve announced on October 2, 2009, the Primary Fund Distributes \$1 Billion to the Reserve Primary Fund Shareholders. The New MexiGROW LGIP was included in the distribution.

To date, "\$47.1 billion, or approximately 92% of Fund assets as of the close of business on September 15, 2008, has been returned to investors" (The Reserve 10/02/09 Announcement "Reserve Primary Fund Makes Fifth Distribution of \$1 Billion to Primary Fund Shareholders")

The LGIP Bureau processed the Reserve funds distribution with an effective date of October 2, 2009 into both RCF and LGIP accounts.

The funds associated with the Reserve distribution have been contributed (deposited) into the LGIP accounts posted for 10/02/09.

There were limitations on the RCF accounts therefore the system was unable to send funds directly through an ACH process.

The RCF account reflects a decreased balance of funds received into the LGIP account reflecting a reinvestment posted for 10/02/09.

Due to budget restraints, statements will not be sent via mail to the participants. However, the distribution will reflect on Octobers statement of account statements.

Requests for distribution amount will be accepted *ONLY* via email to Kirene.bargas@state.nm.us or Hannah.chavez@state.nm.us. Please include in email, example as follows:

 Subject: Reserve Distribution amount request

Participant name- xxxxxxxxxx
 STO#- xxxx

(Only distribution amounts will be given at this time)

After receiving the distribution amount you can do 1 of 2 things:

1. Submit a withdrawal form for the amount deposited, or
2. Submit no forms and leave funds deposited into the LGIP account.

We ask that participants be patient with their request, as LGIP staff of two, respond in a timely manner upon receiving requests. Thank you in advance for your time and patient.

Thank You,

Hannah Chavez

NEW MEXICO STATE
STATEMENT OF ACCOUNT

PAGE: 1

NEW MEXICO JUNIOR COLLEGE (7102-1348)

DAN HARDIN
5317 LOVINGTON HIGHWAY
HOBBS, NM 88240

---- Account Period ----
10/01/09 through 10/08/09

----- Account Type -----
LGIP FUND (POOL-4101)

=====
Current-Yield:
=====

Prior Earnings Accrued	Prior Balance	11,335,494.95
Current Earnings	Deposits	54,676.80
Subtotal	Withdrawals	
Earnings Received	Earnings Reinvested	
Current Earnings Accrued	New Balance	11,390,171.75

DATE	ACTIVITY	AMOUNT	BALANCE
10/01/09	Forward Balance		11,335,494.95
10/01/09	Cash Distribution	2,274.19	11,335,494.95
10/02/09	Deposit	54,676.80	11,390,171.75
10/08/09	Ending Balance		11,390,171.75

Current period earnings received after close:
 Previous period earnings received after close:
 Average daily invested balance during period: 11,383,337.15
 Net management fee withheld from distribution: 106.91

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The variable rate for management
fee withheld: .0004285

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NEW MEXICO STATE
STATEMENT OF ACCOUNT

PAGE: 1

NEW MEXICO JUNIOR COLLEGE (7102-13583)

DAN HARDIN
5317 LOVINGTON HIGHWAY
HOBBS, NM 88240

---- Account Period ----
10/01/09 through 10/08/09

----- Account Type -----
RESERVE CONTINGENCIES FUND (POOL-4102)

=====
Current-Yield: -1003.8
=====

Prior Earnings Accrued		Prior Balance	289,505.05
Current Earnings	-54,676.80	Deposits	
Subtotal	-54,676.80	Withdrawals	
Earnings Received	-54,676.80	Earnings Reinvested	-54,676.80
Current Earnings Accrued		New Balance	234,828.25

DATE	ACTIVITY	AMOUNT	BALANCE
10/01/09	Forward Balance		289,505.05
10/02/09	Reinvestment	-54,676.80	234,828.25
10/08/09	Ending Balance		234,828.25

Current period earnings received after close:
 Previous period earnings received after close:
 Average daily invested balance during period: 248,497.45
 Net management fee withheld from distribution: 2.33

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The variable rate for management
fee withheld: .0004285

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

September 2009

25% of Year Completed

Fund	2008-09			2009-10			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	7,631,837	1,921,584	25%	6,288,164	778,171	1,863,593	30%
Academic Support	2,428,321	606,325	25%	3,116,153	227,076	663,467	21%
Student Services	1,328,453	344,314	26%	1,483,167	139,993	416,869	28%
Institutional Support	5,315,422	669,948	13%	5,679,765	346,395	852,342	15%
Operation & Maintenance of Plant	2,623,372	725,623	28%	2,770,573	249,684	784,001	28%
Subtotal - Instruction & General	19,327,405	4,267,794	22%	19,337,822	1,741,319	4,580,272	24%
Student Activities	190,037	55,457	29%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	542,601	146,426	27%	857,321	84,024	107,916	13%
Student Aid	441,904	211,196	48%	597,897	30,435	285,517	48%
Auxiliary Enterprises	1,653,845	752,900	46%	1,643,256	219,189	614,128	37%
Athletics	988,218	352,136	36%	990,428	105,009	377,104	38%
Total Current Unrestricted Fund	23,144,010	5,785,909	25%	23,426,724	2,179,976	5,964,937	25%
CURRENT RESTRICTED FUND							
Grants	1,463,507	406,585	28%	1,565,872	104,814	340,566	22%
Student Aid	4,000,000	1,545,796	39%	4,050,000	729,073	2,579,625	64%
Total Current Restricted Fund	5,463,507	1,952,381	36%	5,615,872	833,887	2,920,191	52%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	9,025,102	2,146,118	24%	12,118,845	645,013	5,070,021	42%
Projects from State GOB Funds	1,586,048	297,503	19%	4,007,556	0	3,602,710	90%
Projects from State STB Funds	1,580,000	602,637	38%	1,790,668	84,923	1,730,293	97%
Projects from General Fund	178,282	0	0%	140,621	3,083	32,521	23%
Projects from Private Funds	485,049	398,821	82%	92,643	54	19,203	21%
Projects from State ER&R	416,375	0	0%	322,778	101,276	101,276	31%
Projects from State BR&R	786,938	0	0%	1,268,966	0	0	0%
Projects from Auxiliary BR&R	23,286	0	0%	0	0	0	0%
Subtotal - Capital and BR&R	14,081,080	3,445,079	24%	19,742,077	834,349	10,556,024	53%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	14,081,080	3,445,079	24%	19,742,077	834,349	10,556,024	53%
GRAND TOTAL EXPENDITURES	42,688,597	11,183,369	26%	48,784,673	3,848,212	19,441,152	40%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
September 2009

25% of Year Completed

2008-09

2009-10

Fund	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,259,000	1,628,713	50%	3,354,500	(180,611)	1,822,962	54%
State Appropriations	8,299,600	1,457,690	18%	7,676,400	625,125	1,875,376	24%
Advalorem Taxes - Oil and Gas	5,200,000	2,839,245	55%	5,200,000	608,858	1,308,858	25%
Advalorem Taxes - Property	3,100,000	30,143	1%	3,504,278	8,307	34,206	1%
Interest Income	508,252	60,691	12%	287,000	3,399	6,955	2%
Other Revenues	246,100	101,983	41%	524,363	27,450	61,610	12%
Subtotal - Instruction & General	20,612,952	6,118,465	30%	20,546,541	1,092,528	5,109,967	25%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,331,600	1,100,822	47%	2,298,000	550,400	1,188,288	52%
Athletics	320,500	52,750	16%	310,400	25,867	77,600	25%
Total Current Unrestricted	23,265,052	7,272,037	31%	23,154,941	1,668,795	6,375,855	28%
CURRENT RESTRICTED FUND							
Grants	1,463,889	402,854	28%	1,565,872	253,181	340,566	22%
Student Aid	4,000,000	962,223	24%	4,050,000	389,676	1,588,969	39%
Total Current Restricted	5,463,889	1,365,077	25%	5,615,872	642,857	1,929,535	34%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	4,007,556	0	0	0%
Projects from State STB Funds	0	0	0%	1,790,668	0	0	0%
Projects from General Fund	0	0	0%	140,621	0	0	0%
Projects from Private Funds	0	0	0%	92,643	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	0	0	0%	6,031,488	0	0	0%
GRAND TOTAL REVENUES	28,728,941	8,637,114	30%	34,802,301	2,311,652	8,305,390	24%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

September 2009

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	2009-10 Original Budget	Variance Over (Under) Budget
Accrual	July	\$66.39	2,665,937	\$4.35	17,522,974	608,832	350,000	258,832
Accrual	August					350,000	350,000	0
Accrual	September					350,000	350,000	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						1,308,832	1,050,000	258,832
Y.T.D. Equipment Tax Revenue						26	1,000,000	(999,974)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						1,308,858	2,050,000	(741,142)

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

September 2009

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	11,625,000	N/A	N/A	N/A	7102-1348	0.244%	2,683
Total Investments	<u>11,625,000</u>						<u>2,683</u>

Summary of Current Month's Activity	
Beginning amount	11,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	11,283,915
Reserves Invested	341,085
Total LGIP Investment	11,625,000

Capital Projects	9/30/2009
Computer Equipment Rebates	0.00
Drawings & Master Plan	12,805.63
Marketing	32,584.39
Flooring Repair	0.00
Technology Upgrade	45,270.14
Workforce Training Center	124.74
High Tech Startup	1,346.40
JASI	101,118.20
Baseball Field	9,952.82
Rodeo Arena	3,954.88
Equestrian Center	447,580.20
Student Housing Construction	54,531.16
Testing Center Remodel	3,775,538.52
Frame & Door Replacement	150,000.00
Campus Village Development Proj	17,861.11
Luminis Software	16,991.00
Landscaping	500,250.66
Facility Painting	1,749.01
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	38,120.00
Campus Paving	8,717.12
Roof Replacement	271,747.09
Interior Lighting-Energy Retrofit	40,668.22
Old Dorms Renovation	67,517.22
Millen Dr. Sewer & Water	53,218.82
Board Room	15,786.44
Concrete Upgrade	45,942.18
Campus Construction	132,506.33
Oil & Gas Training Center	302,853.06
Workforce Training/Outreach	3,354.43
Professional Writing/Publishing	27,602.00
Public Sector	1,826.53
Campus Security	8,021.71
Caster Bleachers	9,805.66
Caster Old CHOF Remodel	976,000.00
Track/Arena Area Enhancement	68,380.00
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnng	5,000.00
Welding Lab	50,000.00
Copier Replacement	12,501.00
Distance Ed Equipment	610,333.46
Non-Recurring Compensation	677,950.00
Athletics	241,600.00
Student Life Programming	5,000.00
Title V (Institutional)	178,485.09
CDL Truck Driving Program	43,262.14
Central Plant Upgrade	1,515,000.00
Workforce Training Contingency	2,457.34
Total	11,283,915.20

NOTE: Capital projects total does not include encumbered funds



Memo

DATE: October 9, 2009
TO: New Mexico Junior College Board Members
FROM: Steve McCleery
SUBJECT: Recreation/Aquatic Center – City of Hobbs Request

Attached you have a letter from Eric Honeyfield in regard to the newly proposed Recreation/Aquatic Center that the City of Hobbs (with help from the Maddox Foundation) is proposing to build. Mr. Honeyfield is requesting any interest that we might have in closing NMJC Del Norte Center in exchange for similar facilities at the new center. Additionally, City Manager Honeyfield is asking NMJC to provide \$100,000 for five years and beginning the sixth year we will provide \$150,000 for the annual operation of the facility.

As you can see by the attached information that Dan Hardin provided, the 2009 annual operational cost of the NMJC Del Norte Center facility was \$205,887. Revenue from the NMJC Del Norte Fitness Center has never met our expectations and without major renovations, the facility will remain in status quo revenue. The 2009 NMJC Del Norte Fitness Center operating revenue was \$116,768.

As we ponder the City of Hobbs' request, the following considerations should be made:

- NMJC Del Norte Center operated as a private health club for many years and provided a place for many of the Lea County residents to play racquetball, lift weights, or swim. The facility has a history with loyal followers.
- NMJC Del Norte Center is an aging facility and will take \$3,000,000 - \$5,000,000 to renovate the facility and meet the ADA and Green Building Standards as mandated by the State of New Mexico. The renovation will need to be done within the next 3-7 years. If the City builds the Recreation/Aquatic Center, then it does not make sense to spend \$3,000,000 – \$5,000,000 to renovate Del Norte.
- Currently, NMJC Del Norte Center does not meet the standard for Statewide General Obligation Bond Consideration. I do not think the facility would ever be placed in the significant need category for the General Obligation Bond.
- Currently, the NMJC Del Norte Center serves a tremendous number of Senior Citizens, and the facility provides a great venue for Arthritis Foundation (warm water) therapy. We are the only warm water option in the area.

- If the Recreation/Aquatic Center is built, eventually most of the students at the NMJC Del Norte Center will migrate to the new facility. The revenue from the NMJC Del Norte Center will continue to decline.
- New Mexico Junior College may want to solicit bids from private fitness clubs to purchase the NMJC Del Norte Center. This option keeps the facility open and operational, and provides the current users an option to continue to utilize the facility.

If we opt to close the Del Norte Fitness Center and participate in the Recreation/Aquatic Center, we must insist on the following from the City of Hobbs and the newly proposed Recreation/Aquatic Center:

- We must have a written document that provides the details of the NMJC / City agreement for the operation of the Recreation/Aquatic Center.
- The Recreation/Aquatic Center should discount Senior Citizens fees to less than half of what they currently pay at Del Norte. (\$34.95 monthly)
- The Recreation/Aquatic Center should provide a self contained warm water option for aquatic fitness and arthritis fitness therapy.
- The Recreation/Aquatic Center would allow NMJC to teach classes in the facility.
- The Recreation/Aquatic Center would provide a discount for college students.

Del Norte
Revenue and Expenses

10 12 2009

Revenue:

Fiscal Year	Del Norte User Fees	SCH	Tuition & Fee Revenue	BR&R Funding	Total Operating Revenue	Tier One Formula Funding Rate	Revenue Funding Formula	Total Revenue including Funding Formula
2007	81,151.77	1122	32,538.00	18,531.24	132,221.01	117.83	132,205.26	264,426.27
2008	85,223.44	959	27,811.00	18,531.24	131,565.68	123.47	118,407.73	249,973.41
2009	73,094.39	867	25,143.00	18,531.24	116,768.63	130.30	112,970.10	229,738.73

* The 2007 revenue for the tier one funding is applied in 2009 HED formula funding.

Expenditures:

	Salaries	Benefits	S & E	Utilities	Insurance Exp.	Total Operating Expense	Equipment Expense	Total Operating & Equipment Exp
2007	90,384.93	19,363.62	6,224.74	53,043.47	8,182.20	177,198.96	881.20	178,080.16
2008	101,288.52	22,953.38	7,388.88	45,143.79	7,255.09	184,029.66	40,586.00	224,615.66
2009	111,713.77	32,723.20	9,585.06	44,785.58	7,079.47	205,887.08	28,491.00	234,378.08

Projected Revenue and Expenses at City Facility

Revenue:

Fiscal Year	Del Norte User Fees	SCH	Tuition & Fee Revenue	Tier One Formula Funding Rate	Revenue Funding Formula	BR&R Funding	Total Operating Revenue
2012	0	1200	36,000.00	130.30	156,360.00	0	192,360.00

Expenditures:

	Salaries	Benefits	S & E	City Operating Expense	Insurance Exp.	Total Operating Expense
2012	100,000.00	32,000.00	4,000.00	150,000.00	-	286,000.00



CITY MANAGER'S OFFICE

200 E. Broadway
Hobbs, New Mexico 88240
Phone 505-397-9203

Fax 505-397-0379

ERIC HONEYFIELD

City Manager

May 29, 2009

Dr. Steve McCleery
NMJC
5317 Lovington hwy.
Hobbs, NM 88240

RE: Recreation/Aquatic Center

Dear Steve:

Our consultant will complete the feasibility study for the referenced facility in the next three weeks, but assures us that the annual operating loss after revenues will approach \$900K. I am writing to request any interest you might have in closing your Del Norte facility in exchange for similar facilities at the new Center and an annual NMJC contribution of \$100K rising to \$150K in the sixth year of a ten-year agreement.

We are hoping to make a decision regarding build/no build shortly after the study is concluded so as not to waste this perhaps fleeting period of low bid prices. The facility is projected to cost between \$30M and \$35 million.

Sincerely,

THE CITY OF HOBBS

ERIC HONEYFIELD
City Manager

EH/ab

cc: Mayor Reagan, Commission

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: Dr. McCleery
From: Dan Hardin
RE: Del Norte Center
Date: June 8, 2009

Dr. McCleery,

There is a file in the vault of the Business Office that contains information concerning the Del Norte Center. With the information from this file, the following is an overview of the Del Norte Center.

The 16,275 square foot Del Norte building was built in 1980 and sets on 1.26 acres of land. The building and land was donated to the College on 10-31-1994 for \$10.00. The appraised market value of the land and building was \$202,000.00. In reading the documentation, it appears that there were no stipulations attached to the acceptance of the building. So, the College would have the right to sell the property.

Operating costs including fringes and without the utilities are as follows;

2004	\$130,261.00		
2005	\$115,156.00		
2006	\$114,081.00		
2007	\$101,317.00		
2008	\$149,534.00		
2009	\$135,261.63	budget \$156,964.44	Encumbrance for equipment \$29,742.94

Utilities;

Electricity averages \$24,378.00 per year and KW of 311,459 per year.

Natural Gas averages \$15,495.00 per year.

Water & Sewer averages \$3,000.00 per year.

Dr. McCleery, the operating cost for salary, fringes, and supplies and expense, utilities, and insurance is running about \$200,000.00 per year. That is not counting maintenance, grounds, custodial, Charley's time, Bill Morrill's time, and your time. The actual hard cost may be \$225,000.00 per year.

Attached is information from the file concerning legal descriptions, the Quitclaim Deed, Bill of Sale, and a copy of options that is dated August 15, 1995. There is no documentation or evidence of an agreements between Dr. Hayes and Ben Alexander concerning Del Norte.

Dr. McCleery, I hope this gives you the information that you were seeking in the review of Del Norte and the history behind this building.

Respectfully,

A handwritten signature in blue ink that reads "Dan Hardin". The signature is written in a cursive, flowing style.

Dan Hardin

Del Norte

June 12, 2009

Fiscal Year	Budget	
	Del Norte User Fee	Del Norte User Fee
FY 2009	48,000.00	68,193.00
FY 2008	45,000.00	85,223.00
FY 2007	45,000.00	81,152.00
FY 2006	40,000.00	62,144.00
FY 2005	30,000.00	59,420.00
		356,132.00

Average Revenue

71,226.40

8/15/95

Preface Statement

The Del Norte Center is a health spa facility. It would be cost prohibitive to convert the building into anything other than the facility's intended purpose. Because of the narrow focus of the facility, it would be very difficult to renovate the building to reflect an instructional facility. Additionally, the administrative team feels New Mexico Junior College cannot afford a projected yearly loss of \$83,272.00. The college's budget is not equipped to absorb this loss, and these funds are needed to support other instructional and support areas of the college.

Currently, Del Norte Center is being operated as a health spa and business, but it is being subsidized with taxpayers dollars. The playing field is not level for other owners and operators of fitness and health clubs. In order to level the playing field, Del Norte must pay its' own way and become a break-even proposition for the college without the tax subsidy. With these considerations in mind, the administrative council strongly feels there are only two plausible proposals. The two proposals are:

- **Proposal I:** Sell Del Norte at Market Value
- **Proposal II:** Operate the facility as a health spa with a small instructional offering of classes credit/non-credit. This proposal entails raising fees and increasing the membership to offset the projected \$83,272.00 yearly loss.

PROPOSAL I

Sell Del Norte At Market Value

Market Value \$202,000.00

PROS

- Continuing source of endowed funds in place.
- The liability of Del Norte no longer exists.
- Cannot be construed as competing with private business.
- We no longer have to cater to spa environment versus educational environment.
 - Equipment needs
 - Space needs
 - Clientele demands
 - They will expect more from NMJC
- Frees up staff positions and additional institutional dollars for other programs.
- Becomes another person's headache.
-
-
-

CONS

- Could lead to bad feelings with:
 - The people who donated the facility
 - Present spa users
- The rumor of the sale could hurt membership sales.
- College could get criticized for giving up instructional space, when the need for additional space has been presented (Too costly to renovate for classrooms).
-
-
-

PROPOSAL II

Operate as a health spa with small instructional offering of classes credit/non-credit.

This proposal entails getting aggressive as a spa operator. It entails raising membership fees and increasing the membership to offset the projected yearly loss of \$83,272.00. **There are no guarantees that the membership can be increased or credit and non-credit classes will be successful.** (See attached projections.)

PROS

- NMJC would continue to have access to the facility
 - Instructional space (although limited)
 - Community space (although limited)
- Continues to promote good feelings with
 - The people who donated the facility
- If we can meet their needs, we can maintain good relations with the present clientele.
- Possibly attract new members and introduce them to NMJC
- Possible entryway into developing a rapport with senior citizens. (They would have to be actively pursued with additional qualified personnel.)
- Additional publicity in terms of special programs
 - Racquetball tournaments
 - Competitions
-
-
-
-

CONS

- Continued overhead and expense to NMJC
 - Maintenance
 - Equipment
 - Renovation
- Must continue to strive to meet the needs of the spa members, or the goodwill will not be there. (The users will become more vocal.)
- If we keep the facility, we might get criticized for seeking additional space at the main campus.
- The facility encumbers dollars that could be used for other programs.

- Will be perceived as competing with private businesses.
- To operate facility may be perceived as inappropriate use of tax dollars
- Continued struggle to maintain facility and equipment levels considered appropriate for spa use.
-
-
-
-

Things To Do If NMJC Continues To Operate Del Norte As A Health Spa

- The college will need to convert the back two racquetball courts into continuing education classrooms. (See the attached sheet for cost breakdown)
- Del Norte will need to spend an additional \$27,500 to bring the workout equipment up to adequate levels. (See attached sheet for equipment list)
- Del Norte will need to raise the usage fee to a level that will offset the projected \$83,272.00 yearly loss. (See attached projection sheet)
- If Del Norte reaches a point of making money, then this money needs to go back into the operation of the facility.
- At some point a name change needs to be considered that is much broader in scope such as: **NMJC Family and Wellness Center.**

Credit Instructional Information
Instructional Projections and Instructor Cost Projections

These figures are intended solely for the purpose of outlining potential revenues. These figures may or may not reflect actual revenue performance over time.

Fall and Spring Class Offering

Racquetball	14 Students x 1 credit hour = 14
Swimming	12 Students x 1 credit hour = 12
Swimming	12 Students x 1 credit hour = 12
Weight Lifting	16 Students x 1 credit hour = 16
Aerobic Dance	<u>25 Students x 1 credit hour = 25</u>
	Credit Hours = 79

79 credit hours ÷ 30 = 2.63 FTE x 2 semesters = 5.26 FTE for Fall and Spring

Summer Offering

Aerobic Conditioning	20 Students x 1 credit hour = 20
Aerobic Conditioning	20 Students x 1 credit hour = 20
Weight Lifting	<u>16 Students x 1 credit hour = 16</u>
	Credit Hours = 56

56 credit hours ÷ 30 = 1.87 FTE

Fall and Spring FTE = 5.26

Summer FTE = 1.87

Total FTE Production = 7.13 at \$2,600.00 per FTE = 18,538.00

Instructor Cost = 13 classes x \$1,400.00 = 18,200.00

Yearly Revenue from FTE Production = 338.00

Projected Yearly Tuition and Fee Revenue = 4,050.00

Projected Yearly Instructional Revenue = \$4,388.00

Offering many more classes than this will cut into the time the paying clientele will have to use the facility. The balance of credit classes offered must be adjusted over time. Care must be taken to insure the customers are not upset with the time they are losing to credit classes. Offering these credit classes may cut into the enrollment already being offered at Caster Activity Center.

Non Credit Instructional Information
Instructional Projections and Cost Projections
Revenue

These figures are intended solely for the purpose of outlining potential revenues. These figures may or may not reflect actual revenue performance over time.

Seniors Academy

Therapeutic Aquatics	6 X \$25.00	\$ 150.00
Tole Painting	6 X \$25.00	\$ 150.00
Nutrition/Health	6 X \$25.00	\$ 150.00
Weight Training	6 X \$25.00	\$ 150.00
CPR/First Aid	6 X \$25.00	\$ <u>150.00</u>
	30	\$ 750.00

Other Possibilities:

(Monthly seminars: Contemporary Issues Facing Senior Citizens)

Kids Kollege

Late Spring/Summer

Introduction to Swimming	6 X \$25.00	\$ 150.00
Weight Training	6 X \$25.00	\$ 150.00
Nutrition/Health	6 X \$25.00	\$ 150.00
CPR/First Aid	6 X \$25.00	\$ 150.00
Racquetball	6 X \$25.00	\$ <u>150.00</u>
	30	\$ 750.00

Expenditures

Seniors Academy

Therapeutic Aquatics	6 X \$20.00	\$ 120.00
Tole Painting	6 X \$20.00	\$ 120.00
Nutrition/Health	6 X \$20.00	\$ 120.00
Weight Training	6 X \$20.00	\$ 120.00
CPR/First Aid	6 X \$20.00	\$ <u>120.00</u>
	30	\$ 600.00

Other Possibilities:

(Monthly seminars: Contemporary Issues Facing Senior Citizens)

Kids Kollege

Late Spring/Summer

Introduction to Swimming	6 X \$20.00	\$ 120.00
Weight Training	6 X \$20.00	\$ 120.00
Nutrition/Health	6 X \$20.00	\$ 120.00
CPR/First Aid	6 X \$20.00	\$ 120.00
Racquetball	6 X \$20.00	\$ <u>120.00</u>
	30	\$ 600.00

Classroom Modification

Cost projections are based on remodeling two racquetball courts into two classrooms. These projections do not include second level classrooms.

Acoustical Ceilings	\$3,616.00
Flooring/Carpet	\$2,456.00
Paint walls and ceiling	\$352.00
Hardware	\$360.00
Doors	\$730.00
Furring wood	\$1,269.00
Wallboard	\$3,264.00
A/C modifications	\$10,000.00
Electrical modification	\$3,224.00
Concrete cut outs	\$1,200.00
Signage	\$30.00
Dumping of waste	\$1,758.00
Desks and chairs	\$3,710.00
Overhead projectors and carts	\$650.00
Projection screens	\$203.00
Porcelain Marker Boards	\$1,169.00
Total=	\$33,991.00

August 10, 1995
NMJC Del Norte Center
Equipment Needs

<u>Item</u>	<u>Unit Price</u>	<u>Total</u>
2 Treadmills	\$3,000	\$6,000
3 StairMasters	\$2,000	\$6,000
Nautilus Time Machine Multi-Station	\$13,000	\$13,000
Misc. Free Weight Equipment		\$2,500
-----		\$27,500

NMHC Del Norte Center
Revenue Projections

Actual Numbers for July 5th - August 4th at current fee levels

MEMBERS	SPA 1	SPA 2	SPA 3	SWIM 1	SENIOR FULL	FAC-TOR	DAILY	MONTHLY	ANNUAL	RATIO
154	88	20	7	39	0					
Fees	\$ 26.10	\$ 41.93	\$ 52.48	\$ 21.70	\$ -	1.43	\$ 2.00			70%
Revenues	\$ 2,296.80	\$ 838.60	\$ 367.36	\$ 846.30	\$ -		\$ 1,870.10	\$ 6,219.16	\$ 74,629.87	

935

Actual Numbers for July 5th - August 4th, for comparison at recommended fee increase levels

MEMBERS	SPA 1	SPA 2	SPA 3	SWIM 1	SENIOR FULL	FAC-TOR	DAILY	MONTHLY	ANNUAL	RATIO
154	88	20	7	39	0					
Fees	\$ 39.95	\$ 49.95	\$ 59.95	\$ 29.95	\$ 34.95	1.43	\$ 4.00			70%
Revenues	\$ 3,515.60	\$ 999.00	\$ 419.65	\$ 1,168.05	\$ -		\$ 2,623.99	\$ 8,726.29	\$ 104,715.47	

656

Membership goal, for break-even point, with approximately the same weight distribution across the memberships at the recommended fee increase levels.

MEMBERS	SPA 1	SPA 2	SPA 3	SWIM 1	SENIOR FULL	FAC-TOR	DAILY	MONTHLY	ANNUAL	RATIO
237	134	30	18	55	10					
Fees	\$ 39.95	\$ 49.95	\$ 59.95	\$ 29.95	\$ 34.95	1.43	\$ 4.00			67%
Revenues	\$ 5,353.30	\$ 1,498.50	\$ 1,079.10	\$ 1,647.25	\$ 349.50		\$ 4,268.89	\$ 14,196.54	\$ 170,358.47	

1067

Membership goal, for break-even point, adjusting weight distribution in memberships so they reflect heavier use by senior citizens if we target that segment for pool use.

MEMBERS	SPA 1	SPA 2	SPA 3	SWIM 1	SENIOR FULL	FAC-TOR	DAILY	MONTHLY	ANNUAL	RATIO
265	79	22	14	150	10					
Fees	\$ 39.95	\$ 49.95	\$ 59.95	\$ 29.95	\$ 34.95	1.43	\$ 4.00			67%
Revenues	\$ 3,156.05	\$ 1,098.90	\$ 839.30	\$ 4,492.50	\$ 349.50		\$ 4,272.59	\$ 14,208.84	\$ 170,506.05	

1068

Annual Break-Even Goal Would Be Approximately \$170,000

KEY
SPA 1-Individual Membership
SPA 2-Membership For Combination Of Two Family Members
SPA 3- Membership For Three Or More (Family Membership)
SWIM 1-Individual Swim Only Membership
SENIOR FULL-Individual 60 Years Or Older Full Membership

*These figures are intended solely for the purpose of outlining potential revenues.
These figures may or may not reflect actual revenue performance over time

NMJC Del Norte Center
Target Markets For Fall 1995

Our Goal: The Three E's

- Enlighten-- Let people know about our facility and what we have to offer which includes a health spa atmosphere with educational opportunities, both credit and non-credit.
- Educate-- Make our target markets more aware of the benefits of exercise, and how we can help.
- Encourage-- Be the driving force behind our target markets wanting to utilize our facility by providing a pleasant environment to exercise, and by supporting them in their efforts when they are here.

Target Markets In Each Area Of The Facility

Pool and Whirlpool

- Senior Citizens (bulk of current clientele, excluding open swim)
- Arthritic
- Physically Handicapped
- Mentally Handicapped

PLAN: Change pool schedule to strictly exercise use only during the week, and continue open swim on the weekends. This would allow us to schedule different groups in the pool throughout the week.

Weight Rooms

- 16 - 40 Year Olds (bulk of current clientele)
- 50-60 Year Olds
- Senior Citizens

PLAN: Update our equipment. Continue having this area open to the public. Consider having a powerlifting meet to spark some interest and motivation. Introduce the senior citizens to the benefits of a low impact weight program, more specifically, a low impact nautilus workout.

Racquetball

- 20 - 40 Year Olds (bulk of current clientele)
- 50-60 Year Olds
- Youth
- Senior Citizens

PLAN: Consider organizing a men's tournament. Reach out to the youth and senior citizens and educate them on the benefits of the game.

Aerobics

- Women (bulk of current clientele)
- 16 - 50 Year Olds (bulk of current clientele)
- 50-60 Year Olds
- Men
- Senior Citizens
- Mentally Handicapped

PLAN: Continue offering a wide variety of classes for all levels. Consider starting a class for the senior citizens, and also a class for the mentally handicapped.

November 23, 1994

Mr. J. W. Neal
Post Office Box 278
Hobbs, New Mexico 88240

Dear Mr. Neal:

Enclosed, please find copies of a Quitclaim Deed we received for the Del Norte Fitness Center facility. Please review and let me know what we need to do from this point.

Sincerely,

Charles D. Hays
President

QUITCLAIM DEED

Daniels Insurance Agency, Inc., a New Mexico corporation and Ben Alexander and Gerry Alexander, husband and wife, for consideration paid, quitclaim to New Mexico Junior College, whose address is 5317 Lovington Highway, Hobbs, New Mexico 88240, the following described real estate in Lea County, New Mexico:

SURFACE TITLE ONLY:

A tract of land located in the SE/4 of the SW/4 of Section 16, Township 18 South, Range 38 East, N.M.P.M., Lea County, New Mexico, and being more particularly described as follows:

BEGINNING at a point which lies North 00°13'15" West a distance of 1298.35 feet and South 89°52'15" West a distance of 2642.59 feet from the Southeast corner of said Section 16; thence South 00°15' East a distance of 245.00 feet to a point; thence South 89°52'15" West a distance of 245.0 feet to a point; thence North 00°15' West a distance of 245.0 feet to a point; thence North 89°52'15" East a distance of 245.00 feet to the point of beginning.

Subject to a 25 foot utility easement on, over and under the East 25 feet thereof, and a roadway easement on, over and along the West 21.7 feet thereof.

The above described property being transferred in "AS IS WHERE IS" condition with all faults.

WITNESS its hand and seal this 31st day of October, 1994.

To be effective October 31, 1994 at 11:59 p.m.

Ben Alexander
BEN ALEXANDER

DANIELS INSURANCE AGENCY, INC.

Gerry Alexander
GERRY ALEXANDER

By: *Mike Tinley*
MIKE TINLEY, VICE CHAIRMAN
OF THE BOARD

STATE OF NEW MEXICO)
)ss.
COUNTY OF LEA)

The foregoing instrument was acknowledged before me this 31st day of October, 1994 by Mike Tinley, Vice Chairman of the Board, of Daniels Insurance Agency, Inc., a New Mexico corporation, on behalf of said corporation.

San Millard
Notary Public

My Commission Expires:

August 23, 1995

STATE OF NEW MEXICO)
) ss.
COUNTY OF LEA)

The foregoing instrument was acknowledged before me this 31st day of October, 1994 by Ben Alexander and Gerry Alexander, husband and wife.



Notary Public

My Commission Expires:

August 23, 1995

BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, hereinafter designated as "Sellers", for and in consideration of the sum of Ten Dollars and other good and valuable consideration, the receipt whereof is hereby duly confessed and acknowledged, has granted, bargained and sold, and by these presents does grant, bargain and sell unto New Mexico Junior College, hereinafter designated as "Buyer", the following described personal property, to-wit:

SEE EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE FOR ALL PURPOSES.

Buyer shall have all rights and title to the aforementioned personal property.

The property is sold and transferred hereunder in "AS IS, WHERE IS" condition with all faults and no warranties express or implied and without the WARRANTY OF MERCHANTABILITY AND WITHOUT THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

IN WITNESS WHEREOF, the Seller has executed that Bill of Sale this 31st day of October, 1994 effective October 31, 1994 at 11:59 p.m.

Ben Alexander
BEN ALEXANDER

DANIELS INSURANCE AGENCY, INC.

Gerry Alexander
GERRY ALEXANDER

By: *Mike Tinley*
MIKE TINLEY VICE CHAIRMAN
OF THE BOARD

STATE OF NEW MEXICO)
)SS.
COUNTY OF LEA)

The foregoing instrument was acknowledged before me this 31st day of October, 1994 by Mike Tinley, Vice Chairman of the Board of Daniels Insurance Agency, Inc., a New Mexico corporation, on behalf of said corporation.

Jay Miller
Notary Public

My Commission Expires:

August 23, 1995

STATE OF NEW MEXICO)
)ss.
COUNTY OF LEA)

The foregoing instrument was acknowledged before me this 31st day of October, 1994 by Ben Alexander and Gerry Alexander, husband and wife.

Jay Mulford
Notary Public

My Commission Expires:

August 23, 1995

EXHIBIT "A"

5/10/74
 12 00 PM
 DEL NORTE HEIGHTS, INC.
 FEDERAL I.D. NO. 35-5009869
 300 NORTH LINAM. BOX 1258 FOR THE
 MORRIS. NM 89240
 LOCATION 3 - DEL NORTE FITNESS CENTER

CL	ITEM	DESCRIPTION	NEW	INV.
			USED	CR
		FITNESS CENTER LAND & BUILDING		
31	1	LAND - 1.38 ACRES		N
31	2	BUILDING		N
31	3	6' X 6' LIGHTED LOGO SIGN		N
31	4	8' PAINTED LOGO SIGN		N
31	5	CARPET		N
31	6	LUXAIRE A/C SN 293451		N
		TOTAL FITNESS CENTER LAND & BUILDING		
		NAUTILUS ROOM		
32	1	PULLOVER/TORSO ARM MACHINE		N
32	2	HIP ABDUCTION/ADDUCTION MACHIN		N
32	3	DOUBLE CHEST MACHINE		N
32	4	DOUBLE SHOULDER MACHINE		N
32	5	LEG CURL MACHINE		N
32	6	OMNI BICEP MACHINE		N
32	7	OMNI TRICEP MACHINE		N
32	8	COMPOUND LEG MACHINE		N
32	9	HIP AND BACK MACHINE		N
32	10	ROTARY NECK MACHINE		N
32	11	MULTI MACHINE W/ ATTACHMENTS		N
32	12	ROWING MACHINE		N
		TOTAL NAUTILUS ROOM		
		FREE WEIGHTS ROOM		
33	1	HEALTH O METER SCALE		N
33	2	SUPPORTED LEG LIFT APPARATUS		N
33	3	TWO LIFECYCLES		N
33	4	STAIRMASTER		N
33	5	SIT-UP LADDER W/ FOUR BOARDS		N
33	6	TWO FLAT BENCH PRESS BENCHES		N
33	7	INCLINE BENCH		N
33	8	TWO WEIGHT SUPPORT STANDS		N
33	9	SQUAT RACK		N
33	10	SEATED PREACHER CURL APPARATUS		N
33	11	SEATED CALF RAISE APPARATUS		N
33	12	LAT PULL MACHINE W/ATTACHMENTS		N
33	13	TWO FLAT BENCHES		N
33	14	TWO A-FRAM BARBELL WEIGHT RACK		N
33	15	TWO DUMBBELL WEIGHT RACKS		N
33	16	TWO OLYMPIC PLATE WEIGHT TREES		N
33	17	SIX 45 LB PLATES		N
33	18	SIX 35 LB PLATES		N
33	19	FOUR 25 LB PLATES		N
33	20	SIXTEEN 10 LB PLATES		N
33	21	FOURTEEN 5 LB PLATES		N

6/10/94
12 00 PM

DEL NORTE HEIGHTS, INC.
FEDERAL I.D. NO. 35-5009869
300 NORTH LINAM. BOX 1258
MOBBS, NM 98240
LOCATION 3 - DEL NORTE FITNESS CENTER

FOR THE

CL	ITEM	DESCRIPTION	NEW	INV.
			USED	CR %
	33 22	TEN 2 1/2 LB PLATES		N
	33 23	FOUR OLYMPIC COLLARS		N
	33 24	THREE OLYMPIC LONG BARS		N
	33 25	ONE PAIR 60 LB DUMBBELLS		N
	33 26	ONE PAIR 55 LB DUMBBELLS		N
	33 27	ONE PAIR 50 LB DUMBBELLS		N
	33 28	ONE PAIR 45 LB DUMBBELLS		N
	33 29	ONE PAIR 40 LB DUMBBELLS		N
	33 30	ONE PAIR 35 LB DUMBBELLS		N
	33 31	ONE PAIR 30 LB DUMBBELLS		N
	33 32	ONE PAIR 25 LB DUMBBELLS		N
	33 33	ONE PAIR 20 LB DUMBBELLS		N
	33 34	ONE PAIR 15 LB DUMBBELLS		N
	33 35	ONE PAIR 10 LB DUMBBELLS		N
	33 36	95 LB STRAIGHT BARBELL		N
	33 37	80 LB STRAIGHT BARBELL		N
	33 38	70 LB STRAIGHT BARBELL		N
	33 39	55 LB STRAIGHT BARBELL		N
	33 40	50 LB STRAIGHT BARBELL		N
	33 41	45 LB STRAIGHT BARBELL		N
	33 42	40 LB STRAIGHT BARBELL		N
	33 43	35 LB STRAIGHT BARBELL		N
	33 44	30 LB STRAIGHT BARBELL		N
	33 45	25 LB STRAIGHT BARBELL		N
	33 46	85 LB E-Z CURL BARBELL		N
	33 47	80 LB E-Z CURL BARBELL		N
	33 48	75 LB E-Z CURL BARBELL		N
	33 49	70 LB E-Z CURL BARBELL		N
	33 50	65 LB E-Z CURL BARBELL		N
	33 51	60 LB E-Z CURL BARBELL		N
	33 52	55 LB E-Z CURL BARBELL		N
	33 53	50 LB E-Z CURL BARBELL		N
	33 54	STAIRMASTER GAUNTLET		N
	33 55	LIFECYCLE TRAINER MODES 90C		N
	33 56	LIFECYCLE TRAINER MODEL 9000		N
	33 57	OLYMPIC BAR MODEL 41-7		N
	33 58	INCLINE BENCH MODEL 211		N
	33 59	CHIN BAR - WALL MODEL 232		N
	33 60	ROMAN CHAIR MODEL 260		N
	33 62	1-SET WELDED DUMBBELLS		N
	33 63	OLYMPIC PLATES 4-45'S		N
	33 64	OLYMPIC PLATES & DUMBBELLS		N
	33 65	PRO STAR HACK SQUAT		N
	33 66	PRO STAR HACK SQUAT-2ND HALF		N
	33 67	AB 40 MACHINE/SMOCKS		N
TOTAL FREE WEIGHTS ROOM				

6/10/74
12 00 PM

DEL NORTE HEIGHTS, INC.
FEDERAL I.D. NO. 85-6009869
300 NORTH LINAM, BOX 1258
MOBBS, NM 88240

FOR THE

LOCATION 3 - DEL NORTE FITNESS CENTER

Handwritten notes and codes on the left side of the page, including various numbers and letters, some of which appear to be initials or reference numbers.

CL	ITEM	DESCRIPTION	NEW	INV.	USED	CR
	34	FRONT DESK AREA				
	34	1 SHARP CASH REGISTER MOD-3532 SER # 8900140Y	N			
	34	2 SMITH-CORONA TYPEWRITER MODEL XE-5100 SER # AU53440	N			
	34	3 LAMINEX MICRO II LAMINATOR SER # S-4080-452-15	N			
		TOTAL FRONT DESK AREA				
	35	FRONT OFFICE				
	35	1 60 INCH TWIN PEDESTAL DESK	N			
	35	2 SWIVEL CHAIR	N			
	35	3 TWO OFFICE CHAIRS	N			
	35	4 GROMMES PRECISION RADIO RCVR/ PAGING SYSTEM SER # A3139	N			
	35	5 WOOD END TABLE	N			
	35	6 SHARP COMPET CS1181 CALCULATOR SER # 85-0273765	N			
	35	7 BOGEN INTERCOM SYSTEM	N			
		TOTAL FRONT OFFICE				
	36	BACK OFFICE				
	36	1 60 INCH TWIN PEDESTAL DESK	N			
	36	2 SWIVEL CHAIR	N			
	36	3 WALL UNIT	N			
	36	4 COAT RACK	N			
	36	5 FOUR DRAWER FILING CABINET	N			
	36	6 TWO DRAWER FILING CABINET	N			
	36	7 OFFICE CHAIR	N			
		TOTAL BACK OFFICE				
	37	LOBBY				
	37	1 RCA XL100 13 INCH TELEVISION	N			
	37	2 TWO COUCHES	N			
	37	3 MAYA SOFA	N			
	37	4 MAYA LOVESEAT	N			
		TOTAL LOBBY				
	38	NURSERY				
	38	1 RCA XL100 21 INCH TELEVISION	N			
	38	2 TWO SMALL CRIBS	N			
	38	3 LARGE CRIB	N			
	38	4 OFFICE CHAIR	N			
	38	5 WHIRLPOOL REFRIGERATOR	N			

6/10/96
 12 00 PM
 DEL NORTE HEIGHTS, INC.
 FEDERAL I.D. NO. 85-6009869
 300 NORTH LINAM. BOX 1258
 HOBBS, NM 89240

6/10/96
 12 00 PM
 DEL NORTE HEIGHTS, INC.
 FEDERAL I.D. NO. 85-6009869
 300 NORTH LINAM. BOX 1258
 HOBBS, NM 89240
 LOCATION 3 - DEL NORTE FITNESS CENTER

PURCH
 I Co
 CIV
 CAT
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 IDAL
 ECG
 UN
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CL	ITEM	DESCRIPTION	NEW	USED
	38	6 TWO LITTLE TYKES TABLES	N	
	38	7 SEVEN LITTLE TYKES CHAIRS	N	
TOTAL NURSERY				
	39	POOL AREAS		
	39	1 7-10 PERSON WHIRLPOOL	N	
	39	2 WHIRLPOOL PUMP	N	
	39	3 WATER SOFTNER-WHIRLPOOL	N	
TOTAL POOL AREAS				
	40	FURNITURE & FIXTURES		
	40	1 VACUUM	N	
	40	2 ELKAY WATER FOUNTAIN	N	
	40	3 SPEAKERS AEROBIC ROOM	N	
	40	4 CARLYLE-AIR CONDITIONER	N	

7/14/2004 07:49:00 LEA COUNTY ASSESSOR
0006854 Dist 161 NonRend% 0
NEW MEXICO JUNIOR COLLEGE FinCo

Year 2004 ROSA1
0 Centrl 390423 Full
6300 Land 130141 Txbl
384123 Impr 130141 Exmpt
0 P.P.
0 M.H. 0 Net
0 Livstk

5317 LOVINGTON HWY
HOBBS NM 88240

Pos to()

Property Description	Code	Value	Desc	Quantity	Rate	Print=Y	Taxable
	150		MISC N	1.26			2100
	220		BUSINESS				128041
	SCN		SCHOOL EX				130141

4 000 068 540 001
FILE 1 506 PG 816 000065324 120194
SECTION-16 TOWNSHIP-18S RANGE-38E
1.26 AC LOC SW4
TR BEG N 0D13'15'' W
1298.35' & S 89D52'15'' W 2642.59'
FROM SE COR SEC 16,
TH S 0D15' E 245', S 89D52'15'' W
245', N 0D15' W 245', N 89D52'15''
245' TO BEG *EAS- E 25''*

More...

F3=Cancel F4=Prompt() F6=Change Years F12=Return

Del Norte

//14/2004 07:49:00 LEA COUNTY ASSESSOR
 0006854 Dist 161 NonRend% 0
 NEW MEXICO JUNIOR COLLEGE FinCo

Year 2004 ROSA1
 0 Centrl 390423 Full
 6300 Land 130141 Txb1
 384123 Impr 130141 Exmpt
 0 P.P.
 0 M.H. 0 Net
 0 Livstk

5317 LOVINGTON HWY
 HOBBS NM 88240

Pos to()

Property Description
 1988-HOBBS HEALTH CLUB LTD
 12/94 DEL NORTE HEIGHTS INC

Code	Value	Desc	Quantity	Rate	Print=Y	Taxablē
		N/R-Values	Full			390423
		N/R-Values	Taxable			130141
		N/R-Values	Exempt			130141
No Est Tax		N/R-Values	Net-Zero			0

F3=Cancel F4=Prompt() F6=Change Years F12=Return

Bottom

7/14/2004 07:51:53 LEA COUNTY ASSESSOR
 0077621 Dist 161 NonRend% 0
 NEW MEXICO JUNIOR COLLEGE FinCo
 FISCAL OFFICER %

Year 2004 ROSA1
 0 Centrl 41094 Full
 0 Land 13698 Txbl
 0 Impr 13698 Exmpt
 41094 P.P.
 0 M.H. 0 Net
 0 Livstk

5317 LOVINGTON HWY
 HOBBS NM 88240

Pos to()

Property Description	Code	Value	Desc	Quantity	Rate	Print=Y	Taxable
	330		FIX/EQUIP				13698
	SCN		SCHOOL EX				13698

4 000 776 210 001
 SECTION-00 TOWNSHIP-00S RANGE-00E
 PERSONAL PROP ONLY
 16-18-38 TOM YOUNGS
 SUBSEQUENT FOR 1985
 DEL NORTE CENTER
 12/95-HOBBS HEALTH CLUB LTD

N/R-Values Full 41094
 N/R-Values Taxable 13698
 N/R-Values Exempt 13698
 No Est Tax N/R-Values Net-Zero 0

F3=Cancel F4=Prompt() F6=Change Years F12=Return

Bottom

Del norte



Hobbs Community Recreation Center

Conceptual Design

Building Program Space Requirements and Budget

April 21, 2009

Revised: June 18, 2009

Avn. Cost/SF \$240/SF
 Program SF 83,822 SF
 Bldg. Cost \$20,182,000

Program Space	Net Area	Ext	Selected Program Gross Area	Selected Program Cost	Notes
x Facility Administration Spaces Parts and Recreation Director Office Parks Superintendent Office Recreation Superintendent Office Facility Supervisor's Office Recreation Program Coordinator Office Athletics Coordinator Office Programmer's Workstations (3) Administrative Assistant Workstation Count Room Work Room Staff Break Room Conference Room Main Telecom/ IT room (MDF) Administration Electrical Room Storage Open Offices Office Suite Circulation	3,316	180 150 150 150 120 120 240 100 80 250 250 200	3,813 SF	\$554,000	private office private office private office private office private office private office 3 @ 80 s.f. each workstation Also sim rental space
x Building Support Spaces Entry Vestibule Pre-Central Lobby Lounge Control Desk Men's Locker Women's Locker Family Lockers (8) Vending Machines First Aid	12,111	538 1,182 1,477 366 1,488 1,491 1,939 55 100	13,928 SF	\$2,824,000	8 Cabannas
					8' x 18' includes phone and cable TV demarcation points, main telecom rack with patch panels, Owner's server, main sound system rack, etc. 6' x 6' includes 480V panel, transformer, 208/120V panel, lighting control panel

Hobbs Community Recreation Center

Hobbs, New Mexico



PROGRAM & BUDGET



Hobbs Community Recreation Center
 Conceptual Design
 Building Program Space Requirements and Budget
 April 21, 2009
 Revised: June 19, 2009

Avg. Cost/SF \$240 /SF
 Program SF 83,932 SF
 Bldg. Cost \$20,169,000

Program Space	Net Area	Ext	Program Gross Area	Selected Program Cost	Notes
Men's Toilets Women's Toilets Custodial Closets (3) Elevator Machine Room Building Mechanical Room Sprinkler Valve Room Maintenance/Receiving/Loading Custodial Workroom/Supply Maintenance Office General Building Storage Main Electrical Distribution Room		358 176 94 402 96 791 302 105 1,002	358 176 94 402 96 791 302 105 1,002		
Main EM Electrical Room		276	276		12' x 13' includes MDC, mechanical panel, lighting panel, transformer, power panel, lighting control panel, fire alarm
x Child Watch / Babysitting Babyitting Toilet Storage	880	741 40 99	1,012 SF	\$195,000	6' x 9' includes essential ATS, 480V panel, transformer, 208/120V panel and non-essential ATS, 480V panel, transformer and 208/120V panel
x Games / Activity Room Teen Game Room Teen Study/Computer Room Storage Coordinator's Office	1,550	764 582 85 119	1,783 SF	\$309,000	Seats 250 for banquet or meeting Three 1,272 SF rooms
x Community Room / Events Hall Community Room Storage Community Electrical Room	4,333	3,016 489 54	5,040 SF	\$952,000	6' x 9' includes 480V panel (fig & mech), transformer, 208/120V panel, lighting control panel

Hobbs Community Recreation Center

Hobbs, New Mexico





Hobbs Community Recreation Center

Conceptual Design

Building Program Space Requirements and Budget

April 21, 2009

Revised: June 19, 2009

Avg. Cost/SF \$240 /SF
 Program SF 43,432 SF
 Bldg. Cost \$20,190,000

Program Space	Net Area	Ext	Selected Program Gross Area	Selected Program Cost	Notes
IT Room for Community Rooms (IDF)		24			
x Catering Kitchen Warming Area Storage	728	532 196	637 SF	\$180,000	4' x 6' includes wall mounted telecom rack & patch panels. May include sound system for community rooms
x Gymnasium Gymnasium (wood floor) Storage Gym/ Pool Electrical Room	9,067	8,565 392	10,427 SF	\$2,042,000	Allow \$50,000 for equip Seating for 120 Includes mechanical panel, 480V delta-wye transformer (for "clean" power to 1000W pool fixtures), lighting panel, 480V aquatics panel, transformer, 208/120V aquatics panel, 208/120V power panel, lighting control panel, fire alarm booster panel
x Elevated Walk / Jog Track Walk/Jog Track Stretching Area	5,965	5,451 534	6,883 SF	\$753,000	9 laps per mile, 3 lanes
x Fitness Center Cardiovascular Training Circuit Resistance Training Free Weight Training Fitness Supervisor Office Unisex Toilet Stretching Area Storage	5,324	2,300 1,300 920 93 81 366 194	6,123 SF	\$1,164,000	
x Aerobics/Dance Studio Aerobics/Dance Studio Storage	2,206	1,821 385	2,537 SF	\$463,000	Accommodates 30-36

Hobbs Community Recreation Center

Hobbs, New Mexico



PROGRAM & BUDGET



Hobbs Community Recreation Center
 Conceptual Design
 Building Program Space Requirements and Budget
 April 21, 2009
 Revised: June 18, 2009

Avg. Cost/SF \$240/SF
 Program SF 83,932 SF
 Bldg. Cost \$20,160,000

Program Space	Net Area	Ext	Program Gross Area Selected	Selected Program Cost	Notes
x Aquatic Support Guard Room Aquatic Supervisor Vending at Pool Deck	458	285 118 55	527 SF	\$78,000	
x 8-Lane x 25-Yard Competition Lap Pool Pool Natatorium Meet Management Room/ Multi-Purpose Room Meet Management Storage Room Coach office Pool Equipment Room Competition Equipment Diving Stands and Equipment (three 1M springboards) Inflatable Obstacle Course Defender filters (additional over horizontal) Premium Efficiency Pumps and Motors Accessibility Equipment VFD on Filtration Pumps and River Pool Storage Spectator Seating for 200	14,571	5,143 10,573 720 80 120 901	16,872 SF	\$3,095,000	w/ drc. 8-lane x 25 yard Pool Enclosure
x Leisure Pool Indoor Leisure/ Wellness Pool with Gutters (86-88 degree water) Indoor Wellness/ Therapy Pool with Gutters (86-88 degree water) Natatorium Access and Rels Interactive Waterspray Play Water Play Components Water Play Equipment Basketball, Volleyball, etc.	11,522	600 1,677	13,250 SF	\$3,366,000	
	3,118 1,237 9,973				

Hobbs Community Recreation Center

Hobbs, New Mexico





Hobbs Community Recreation Center

Conceptual Design
 Building Program Space Requirements and Budget
 April 21, 2009
 Revised: June 19, 2009

Avg. Cost/SF \$240 /SF
 Program SF 83,932 SF
 Bldg. Cost \$20,180,000

Program Space	Net Area	Ext	Program Gross Area	Selected Program Cost	Notes
Current Channel Populstion unit (Based on 111 LF) Waterside complex with Concrete Towers and Stairs 252 SF Hot Water Whitpool (103 degree water) Ultra Violet Chloramine Mitigation Pool and WP Systems Defender Filters (additional over using horizontal filters) Pool Equipment Room Auxiliary Pool / Oasis Pond Equipment Room Pool Storage	784	888	902 SF	\$175,000	Two 360 SF rooms
Wet Classroom / Party Room(s) Classroom Party Room Storage	720	161	83,932	\$20,180,000	
	64	500		\$2,669,855	
		64		\$4,233,366	
				\$2,908,324	
				\$31,991,565	

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 NOTE: The above costs are an average opinion of construction and project costs based upon similar Community Recreation Aquatic Centers recently built and adjusted to Hobbs area cost data for mid-point of construction in December 2010.
 The actual costs could be higher (+/- 10%) depending upon decisions not yet made by the Owner. The cost of site acquisition, project financing, road impact fees, phone & registration systems, electric, gas and phone hookup service fees, CMGC pre-construction service fees or an Owner's Representative during construction are not included in the figures above.

\$20,180,000 Location Adjusted Bldg Cost
 \$20,180,000 Total Building Cost
 \$2,669,855 Site Construction
 \$4,233,366 Dev. Costs/ Tax/ AE/ FFE
 \$2,908,324 Owner Contingency (10%)
 \$31,991,565 Total Project Budget

Hobbs Community Recreation Center

Hobbs, New Mexico





Hobbs Community Recreation Center
Conceptual Design
 April 21, 2009
 Revised: June 19, 2009

Project Component	Quantity	Unit Cost	Cost	
1. FACILITY CONSTRUCTION				
Building Construction (No Site)	83,932 SF	\$240	\$20,180,000	See BRS Draft Facility Program
2. OFF-SITE CONSTRUCTION				
Acacia / Decal / Turn lanes	0 LF	\$111	\$0	City of Hobbs to pay through separate funds
Public streets through site	0 LF	\$280	\$0	15ft wide--none anticipated
Curb & Gutter replacement	0 LF	\$24	\$0	None anticipated
Traffic signal	0 EA	\$276,926	\$0	None anticipated
ROW sidewalk, landscape	0 LF	\$66	\$0	None anticipated
Upgrades to ROW storm, water, waste	0 LF	\$111	\$0	15 ft wide @ \$4-5/sf
Street Lighting	0 EA	\$4,747	\$0	6-8" water, 8-12" sewer
Off-site improvements	1 Allow	\$0	\$0	Improvements will be funded through land sale
Off-site signage	1 Allow	\$0	\$0	Gateway signage
Earthwork / Retaining Wall	0 LF	\$56	\$0	None anticipated
3. SITE CONSTRUCTION (11.35 acre site)				
Wetlands Mitigation	0 LS	\$0	\$2,588,887	None anticipated
Demolition	0 SF	\$0	\$0	City of Hobbs to pay through separate funds
Overall Grading & Prep	9,156 CY	\$3	\$28,976	Ave cut/fill of 3-6ft x 6 acres outside bldg
Parking Lot & Internal Drives	319 cars	\$1,793	\$572,000	asphalt paving, curb & gutter
Pecos Extension Access Drive	200 LF	\$148	\$29,539	24 ft w/ curb
Service Drives	150 LF	\$69	\$10,286	Access to receiving and loading areas
Entry plazas	7,000 SF	\$11	\$73,847	scored integrally colored concrete
Stone veneer seat wall	80 LF	\$250	\$20,000	plaza seating
Tot Lot Playground	1 LS	\$135,000	\$135,000	Play structure, rubber surface, tensile shade
Ornamental fencing/gates	200 LF	\$100	\$20,044	around sun deck, courtyard and tot lot
Sun Deck	2,000 SF	\$11	\$21,099	scored integrally colored concrete
Walking trail	2,000 LF	\$17	\$33,759	5 ft wide scored grey concrete

Hobbs Community Recreation Center

Hobbs, New Mexico



OVERALL PROJECT BUDGET





<p>1. OTHER PROJECT DEVELOPMENT COSTS</p> <p>Land Purchase Public Art Allocation Professional Fees (7% base + 2% additional) Professional Fees (Interiors) Building Commissioning FFE - Furniture, Fixtures & Equipment Exercise Equipment Kitchen Equipment General FF&E Computer Equipment Other Special Equipment Plant Investment / Tap Fees Construction testing & survey Reimbursable Expenses Plan Review Fees Sales Tax</p>	<p>1 LS 400 LF 400 LF 1,400 LF 1 LS 14 EA 1 LS 174,240 SF 1 Allow 1 Allow 1 Allow 1 LS</p>	<p>\$200,000 \$17 \$45 \$57 \$50,000 \$3,986 \$73,847 \$4 \$50,000 \$275,000 \$50,000 \$50,000</p>	<p>\$200,000 \$8,752 \$18,145 \$79,755 \$50,000 \$56,385 \$73,847 \$735,283 \$50,000 \$275,000 \$50,000 \$50,000</p>	<p>Allowance 5 ft wide scored grey concrete total length & cost for both Piping, retention structures old cut-off parking, plaza bollards Allowance Misc. improvements on site For heating pool and domestic hot water Allowance</p>
<p>2. SUB-TOTAL ALL PROJECT COSTS</p>		6.785%	\$1,658,179	NM tax at 6.785%
<p>3. SUB-TOTAL ALL PROJECT COSTS</p>			\$29,298,541	
<p>6. CONTINGENCY</p>		10%	\$2,829,854	
<p>7. GRAND-TOTAL ALL PROJECT COSTS</p>			\$32,228,395	
<p>8. Unit Cost (\$/SF) incl Items 1,2,3,6</p>			\$306	
<p>9. Unit Cost (\$/SF) incl Items 1,6</p>			\$272	

Cost Items Not Included:

Demolition, Import / Haulaway of structural fill, Owner's Representative, Legal fees, Land acquisition

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Hobbs Community Recreation Center

Hobbs, New Mexico



OVERALL PROJECT BUDGET



Date: October 6, 2009
To: New Mexico Junior College Board Members
From: Steve McCleery
Subject: One Time Non-Recurring Compensation Increase

During the **2009-2010** New Mexico Junior College Budget Work Session, the administration did not recommend a compensation increase for the faculty and staff for the 2009-2010 academic year. During the 2009-2010 Budget Board Meeting, members of the NMJC Board challenged the administration to look for ways to provide the staff with a compensation increase. Given the state of the economy and the State's budget shortfall, I cannot recommend a recurring compensation increase. Next year, we are facing additional cuts in our formula funding. Our 2009 summer and fall oil and gas revenue has surpassed the budgeted amount, and I am recommending awarding each NMJC staff a \$1,200 non-recurring compensation increase for the 2009-2010 academic year.

Attached you will find a spreadsheet of the total institutional cost for the compensation increase. The compensation increase will be paid out of reserves generated by oil and gas revenue. If you approve the compensation recommendation, the increase will be awarded to the staff in a separate check on December 15, 2009.

Thank you for your consideration!

Employer Cost for Special Compensation

ID	LAST NAME	FIRST NAME	BCAT CODE	SPECIAL COMP	RETIREMENT	ER/RHC	ER/MEDICARE	ER-SST and/or SRP	
1	ABBGAY	Abbot	Gayle	FT	1,200.00	130.80	15.60	17.40	74.40
2	ADAKIM	Adams	Kim	FT	1,200.00	130.80	15.60	17.40	74.40
3	ADACHA	Adams	Charles	FT	1,200.00	130.80	15.60	17.40	54.00
4	ALDQUA	Aldaz	Guadalupe	FT	1,200.00	148.80	15.60	17.40	74.40
5	ALOROS	Alonzo	Rosa	FT	1,200.00	148.80	15.60	17.40	74.40
6	ALVMAR	Alvarado	Maria	FT	1,200.00	130.80	15.60	17.40	74.40
7	ALVSYL	Alves	Sylvia	FT	1,200.00	130.80	15.60	17.40	74.40
8	AMAKEL	Amador	Kelly	FT	1,200.00	130.80	15.60	17.40	74.40
9	ANDERI	Anderson	Erin	FT	1,200.00	130.80	15.60	17.40	74.40
10	ANGLYN	Anglin	Lynn	FT	1,200.00	130.80	15.60	17.40	74.40
11	APPJAM	Appel	James	FT	1,200.00	148.80	15.60	17.40	74.40
12	ASTEVA	Astorga	Eva	FT	1,200.00	130.80	15.60	17.40	74.40
13	AUTELL	Auty	Elisa	FT	1,200.00	130.80	15.60	17.40	60.00
14	BAENOR	Baeza	Nora	FT	1,200.00	148.80	15.60	17.40	74.40
15	BALJOH	Baldwin	John	FT	1,200.00	130.80	15.60	17.40	74.40
16	BARJESS	Barron	Jesse	FT	1,200.00	130.80	15.60	17.40	74.40
17	BASCHA	Bascom	Charles	FT	1,200.00	130.80	15.60	17.40	74.40
18	BECJEF	Becker	Jeffery	FT	1,200.00	130.80	15.60	17.40	74.40
19	BEDDEN	Bedwell	Denise	FT	1,200.00	130.80	15.60	17.40	74.40
20	BEDPHI	Bedwell	Phillip	FT	1,200.00	130.80	15.60	17.40	74.40
21	BENROB	Bensing	Robert	FT	1,200.00	130.80	15.60	17.40	74.40
22	BERVIC	Berner	Victor	FT	1,200.00	130.80	15.60	17.40	74.40
23	BERLAR	Berry	LaRae	FT	1,200.00	130.80	15.60	17.40	74.40
24	BERPHI	Berry	Philip	FT	1,200.00	130.80	15.60	17.40	74.40
25	BESMIC	Best	Mickey	FT	1,200.00	130.80	15.60	17.40	74.40
26	BICSCO	Bickerton	Scott	FT	1,200.00	148.80	15.60	17.40	74.40
27	BICPAM	Bickerton	Pam	FT	1,200.00	130.80	15.60	17.40	74.40
28	BLAPAT	Black	Patricia	FT	1,200.00	130.80	15.60	17.40	74.40
29	BLAJAM	Black	James	FT	1,200.00	130.80	15.60	17.40	74.40
30	BLAKEI	Blackwill	John	FT	1,200.00	130.80	15.60	17.40	74.40
31	BLATER	Blandin	Terri	FT	1,200.00	130.80	15.60	17.40	74.40
32	BROCAS	Brown	Casey	FT	1,200.00	148.80	15.60	17.40	74.40
33	BUSMAR	Bushway	Marlena	FT	1,200.00	130.80	15.60	17.40	74.40
34	BYRANG	Byrd	Angela	FT	1,200.00	130.80	15.60	17.40	74.40
35	CALFRA	Calderon	Francis	FT	1,200.00	130.80	15.60	17.40	74.40
36	CAMPAPU	Campos	Paul	FT	1,200.00	130.80	15.60	17.40	74.40
37	CARCHA	Carroll	Charley	FT	1,200.00	130.80	15.60	17.40	74.40
38	CAVTAM	Cavit	Tami	FT	1,200.00	130.80	15.60	17.40	74.40
39	CHAANG	Chavarria	Angela	FT	1,200.00	130.80	15.60	17.40	74.40

Employer Cost for Special Compensation

40	CHIKIM	Chita	Kimberly	FT	1,200.00	130.80	15.60	17.40	74.40
41	CLIMIC	Clingman	Alice	FT	1,200.00	130.80	15.60	17.40	74.40
42	CONLIN	Connell	Linda	FT	1,200.00	130.80	15.60	17.40	74.40
43	COODAR	Cook	Darryl	FT	1,200.00	130.80	15.60	17.40	
44	COORAN	Cook	Randy	FT	1,200.00	130.80	15.60	17.40	74.40
45	CORANN	Cortez	Anna	FT	1,200.00	130.80	15.60	17.40	74.40
46	CRAMARY	Crane	Mary Ann	FT	1,200.00	130.80	15.60	17.40	74.40
47	CRUIRE	Cruce	Emma	FT	1,200.00	130.80	15.60	17.40	74.40
48	CUMKAR	Cummings	Karen	FT	1,200.00	130.80	15.60	17.40	74.40
49	CURBET	Curry	Betty	FT	1,200.00	130.80	15.60	17.40	74.40
50	DARJOH	Daricek	John	FT	1,200.00	130.80	15.60	17.40	74.40
51	DAVTER	Davis	Terri	FT	1,200.00	130.80	15.60	17.40	74.40
52	DAVTEL	Davis	Telana	FT	1,200.00	130.80	15.60	17.40	74.40
53	DIASUS	Diaz	Susie	FT	1,200.00	130.80	15.60	17.40	
54	CERELE	Dominguez	Elena	FT	1,200.00	130.80	15.60	17.40	74.40
55	DREGAI	Drennan	Elaine	FT	1,200.00	130.80	15.60	17.40	74.40
56	DUFDEE	Duff	DeEtta	FT	1,200.00	130.80	15.60	17.40	74.40
57	EDWRAQ	Edwards	Raquel	FT	1,200.00	130.80	15.60	17.40	74.40
58	EMMPAT	Emmerich	Patricia	FT	1,200.00	130.80	15.60	17.40	74.40
59	FINBEN	Finkbeiner	Benjamin	FT	1,200.00	130.80	15.60	17.40	74.40
60	FLOALM	Flores	Alma	FT	1,200.00	148.80	15.60	17.40	74.40
61	FLOFRE	Flores	Fredrica	FT	1,200.00	130.80	15.60	17.40	74.40
62	FLOJOS	Flores	Jose	FT	1,200.00	130.80	15.60	17.40	74.40
63	FONAUQ	Fons	August	FT	1,200.00		15.60	17.40	74.40
64	FORTER	Forther	Terry	FT	1,200.00	130.80	15.60	17.40	
65	FOWMAR	Fowler	Mark	FT	1,200.00	130.80	15.60	17.40	
66	GALMAR	Galyean	Marcia	FT	1,200.00	130.80	15.60	17.40	74.40
67	GARGEO	Garcia	George	FT	1,200.00	130.80	15.60	17.40	74.40
68	GARJOS	Garcia	Jose	FT	1,200.00	130.80	15.60	17.40	74.40
69	GILSAM	Glicrease	Samuel	FT	1,200.00	130.80	15.60	17.40	74.40
70	GILVER	Gilleland	Vera	FT	1,200.00	130.80	15.60	17.40	74.40
71	GOAKAT	Goad	Katherine	FT	1,200.00	130.80	15.60	17.40	74.40
72	GORKIM	Gore	Kim	FT	1,200.00	130.80	15.60	17.40	74.40
73	GORPAT	Gorman	Pat	FT	1,200.00	130.80	15.60	17.40	74.40
74	GRASEL	Granado	Selma	FT	1,200.00	130.80	15.60	17.40	74.40
75	GRAPEG	Gratton	Peggy	FT	1,200.00	130.80	15.60	17.40	74.40
76	GRAJOH	Gratton	John	FT	1,200.00	130.80	15.60	17.40	
77	GUIADA	Guillen	Adam	FT	1,200.00	130.80	15.60	17.40	
78	GUTROB	Guthrie	Robert	FT	1,200.00	130.80	15.60	17.40	74.40
79	GUTJIM	Gutierrez	Jimmy	FT	1,200.00	148.80	15.60	17.40	74.40

Employer Cost for Special Compensation

80	HALLIN	Hall	Linda	FT	1,200.00	130.80	15.60	17.40	74.40
81	HANBET	Hancock	Beth	FT	1,200.00	130.80	15.60	17.40	74.40
82	HANDON	Hancock	Donald	FT	1,200.00	130.80	15.60	17.40	74.40
83	HANCON	Hanson	Connie	FT	1,200.00	130.80	15.60	17.40	74.40
84	HARSAN	Hardin	Sandra	FT	1,200.00	130.80	15.60	17.40	74.40
85	HARDAN	Hardin	Dan	FT	1,200.00	130.80	15.60	17.40	30.00
86	HARRAN	Hargrove	Randy	FT	1,200.00	130.80	15.60	17.40	74.40
87	HAYDON	Hayes	Donnie	FT	1,200.00	130.80	15.60	17.40	74.40
88	HELNEL	Helms	Nelda	FT	1,200.00	130.80	15.60	17.40	74.40
89	HENMIC	Henderson	Michael	FT	1,200.00	130.80	15.60	17.40	74.40
90	HENJIL	Henning	Jill	FT	1,200.00	130.80	15.60	17.40	74.40
91	HERNAT	Hernandez	Natalia	FT	1,200.00	130.80	15.60	17.40	74.40
92	HERELI	Hernandez	Elizabeth	FT	1,200.00	130.80	15.60	17.40	74.40
93	HERMAR	Hernandez	Maria	FT	1,200.00	130.80	15.60	17.40	74.40
94	HERMEL	Hernandez	Melanie	FT	1,200.00	130.80	15.60	17.40	74.40
95	HICBAR	Hicks	Barbara	FT	1,200.00	130.80	15.60	17.40	74.40
96	HOLKEL	Holladay	Kellyne	FT	1,200.00	130.80	15.60	17.40	74.40
97	HOLTER	Holloman	Terry	FT	1,200.00	130.80	15.60	17.40	74.40
98	HOWCHR	Howell	Christopher	FT	1,200.00	130.80	15.60	17.40	74.40
99	HUDDAV	Huddleston	David	FT	1,200.00	130.80	15.60	17.40	74.40
100	HUEOPH	Huerta	Ophelia	FT	1,200.00	130.80	15.60	17.40	74.40
101	HULDAL	Hulsey	Dallas	FT	1,200.00	130.80	15.60	17.40	74.40
102	HUNBRA	Hunt	Brandon	FT	1,200.00	130.80	15.60	17.40	74.40
103	JACSTA	Jackson	Stacey	FT	1,200.00	130.80	15.60	17.40	74.40
104	JACMIE	Jackson	Miesha	FT	1,200.00	130.80	15.60	17.40	74.40
105	JACJOH	Jacobs	Johnny	FT	1,200.00	130.80	15.60	17.40	74.40
106	JENSHA	Jenkins	Sharon	FT	1,200.00	130.80	15.60	17.40	74.40
107	JETDAV	Jett	David	FT	1,200.00	130.80	15.60	17.40	74.40
108	JOHRAN	Johns	Randy	FT	1,200.00	130.80	15.60	17.40	74.40
109	JOHLUP	Johnston	Lupe	FT	1,200.00	130.80	15.60	17.40	74.40
110	JOUWAL	Journigan	Walter	FT	1,200.00	130.80	15.60	17.40	74.40
111	JUAMAR	Juarez	Maria	FT	1,200.00	130.80	15.60	17.40	74.40
112	KAUDUS	Kaufman	Dustin	FT	1,200.00	130.80	15.60	17.40	74.40
113	KENDAL	Kenison	Dale	FT	1,200.00	130.80	15.60	17.40	74.40
114	KERJOE	Keranen	Joel	FT	1,200.00	130.80	15.60	17.40	74.40
115	KINERI	King	Erin	FT	1,200.00	130.80	15.60	17.40	54.00
116	KIRBRI	Kirby	Brian	FT	1,200.00	130.80	15.60	17.40	74.40
117	KNAPAT	Knapp	Patricia	FT	1,200.00	130.80	15.60	17.40	74.40
118	KOGDIA	Koger	Diane	FT	1,200.00	130.80	15.60	17.40	74.40
119	KOGCHA	Koger	Chandra	FT	1,200.00	130.80	15.60	17.40	74.40

Employer Cost for Special Compensation

120	KUNCHR	Kunko	Christine	FT	1,200.00	130.80	15.60	17.40	74.40
121	KUNBIL	Kunko	William	FT	1,200.00	130.80	15.60	17.40	74.40
122	LAMMAR	Lamb	Mary	FT	1,200.00	130.80	15.60	17.40	74.40
123	LANCHE	Lang	Cheryl	FT	1,200.00	130.80	15.60	17.40	74.40
124	LASDAR	Lasater	Darrik	FT	1,200.00	130.80	15.60	17.40	74.40
125	LATKIM	Latimer	Kimberly	FT	1,200.00	130.80	15.60	17.40	74.40
126	LEGCOD	Legg	Cody	FT	1,200.00	130.80	15.60	17.40	74.40
127	LEWPAT	Lewis	Patsy	FT	1,200.00	130.80	15.60	17.40	74.40
128	LINMYR	Linville	Myra	FT	1,200.00	130.80	15.60	17.40	74.40
129	LONTOY	Long	Toy	FT	1,200.00	130.80	15.60	17.40	74.40
130	LOPJES	Lopez	Jessica	FT	1,200.00	148.80	15.60	17.40	74.40
131	LOPROS	Lopez	Rosa	FT	1,200.00	148.80	15.60	17.40	74.40
132	LOYLUI	Loya	Luis	FT	1,200.00	130.80	15.60	17.40	74.40
133	LYLMAR	Lyle	Mary	FT	1,200.00	130.80	15.60	17.40	74.40
134	MAHKAT	Mahan	Kathy	FT	1,200.00	130.80	15.60	17.40	74.40
135	MARBER	Marquez	Bernice	FT	1,200.00	130.80	15.60	17.40	74.40
136	MARCAR	Marquez	Carol	FT	1,200.00	130.80	15.60	17.40	72.00
137	MARDIA	Marquez	Dianne	FT	1,200.00	130.80	15.60	17.40	74.40
138	MARANAN	Marquez	Anna	FT	1,200.00	130.80	15.60	17.40	74.40
139	MARADA	Martin	Adanna	FT	1,200.00	130.80	15.60	17.40	74.40
140	MCKKEL	McCall	Kelli	FT	1,200.00	130.80	15.60	17.40	74.40
141	MCCSHA	McClain	Shanessa	FT	1,200.00	130.80	15.60	17.40	24.00
142	MCCSTE	McCleery	Forrest	FT	1,200.00	130.80	15.60	17.40	74.40
143	MCCJEN	McClure	Jennifer	FT	1,200.00	130.80	15.60	17.40	74.40
144	MCCJEF	McCool	Jeffery	FT	1,200.00	130.80	15.60	17.40	42.00
145	MCCSHE	McCorvey	Shelby	FT	1,200.00	130.80	15.60	17.40	74.40
146	MCCMAR	McCreesh	Maria	FT	1,200.00	130.80	15.60	17.40	74.40
147	MCDJAC	McDonald	Jackie	FT	1,200.00	130.80	15.60	17.40	74.40
148	MCGSHY	McGill	Shyla	FT	1,200.00	130.80	15.60	17.40	74.40
149	MENVIR	Mendoza	Virginia	FT	1,200.00	130.80	15.60	17.40	74.40
150	MENMAR	Mendoza	Maria	FT	1,200.00	130.80	15.60	17.40	74.40
151	MILSUS	Miller	Susan	FT	1,200.00	130.80	15.60	17.40	74.40
152	MILWIN	Miller	Wmونا	FT	1,200.00	130.80	15.60	17.40	74.40
153	MILJAM	Miller	James	FT	1,200.00	130.80	15.60	17.40	74.40
154	MILKAT	Miller	Kathleen	FT	1,200.00	130.80	15.60	17.40	74.40
155	MILRIC	Miller	Richard	FT	1,200.00	130.80	15.60	17.40	74.40
156	MLAPET	Mladinic	Peter	FT	1,200.00	130.80	15.60	17.40	74.40
157	MORROS	Moreno	Rosalinda	FT	1,200.00	130.80	15.60	17.40	74.40
158	MORJOS	Morgan	Joshua	FT	1,200.00	130.80	15.60	17.40	74.40
159	MORBIL	Morrill	Billy	FT	1,200.00	130.80	15.60	17.40	74.40

Employer Cost for Special Compensation

160	MORASH	Morris	Ashleigh	FT	1,200.00	130.80	15.60	17.40	
161	MORRIC	Morris	Richard	FT	1,200.00	130.80	15.60	17.40	54.00
162	MUNFEL	Munoz	Felicias	FT	1,200.00	148.80	15.60	17.40	74.40
163	MUNRAU	Munoz	Raul	FT	1,200.00	148.80	15.60	17.40	74.40
164	MURSHÉ	Murphy	Shelly	FT	1,200.00	130.80	15.60	17.40	54.00
165	NAJENR	Najera	Enrique	FT	1,200.00	130.80	15.60	17.40	74.40
166	NECCHA	Necaise	Charles	FT	1,200.00	130.80	15.60	17.40	74.40
167	NEUROE	Neu	Roene	FT	1,200.00	130.80	15.60	17.40	
168	NEWLYN	Newman	Lynda	FT	1,200.00	130.80	15.60	17.40	74.40
169	NICSAM	Nichols	Sam	FT	1,200.00	130.80	15.60	17.40	74.40
170	NYMEAR	Nymeyer	Earl	FT	1,200.00	130.80	15.60	17.40	74.40
171	OGLCAT	Ogle	Cathy	FT	1,200.00	130.80	15.60	17.40	74.40
172	OLVAN	Olivas	Vanessa	FT	1,200.00	130.80	15.60	17.40	74.40
173	ORGREG	Organ	Regina	FT	1,200.00	130.80	15.60	17.40	74.40
174	ORTREF	Ortega	Refugio	FT	1,200.00	130.80	15.60	17.40	
175	ORTAPR	Ortiz	April	FT	1,200.00	148.80	15.60	17.40	74.40
176	ORTCHL	Ortiz	Chloe	FT	1,200.00	130.80	15.60	17.40	74.40
177	ORTMAR	Ortiz	Maria	FT	1,200.00	130.80	15.60	17.40	74.40
178	OSOGRA	Osornio	Graciela	FT	1,200.00	130.80	15.60	17.40	54.00
179	OWEAMA	Owens	Amanda	FT	1,200.00	130.80	15.60	17.40	74.40
180	PARMAR	Parras	Maria	FT	1,200.00	148.80	15.60	17.40	74.40
181	PENIOE	Pera	Joe	FT	1,200.00	243.60	15.60	17.40	
182	PHINAO	Phillips	Naomi	FT	1,200.00	130.80	15.60	17.40	74.40
183	PHILAR	Phillips	LaRae	FT	1,200.00	130.80	15.60	17.40	74.40
184	PIPSHA	Pipkins	Shannon	FT	1,200.00	130.80	15.60	17.40	12.00
185	POLCHR	Polson	Chris	FT	1,200.00	130.80	15.60	17.40	74.40
186	PORROB	Porter	Robin	FT	1,200.00	130.80	15.60	17.40	74.40
187	POUSHE	Pounds	Sheryl	FT	1,200.00	130.80	15.60	17.40	74.40
188	PRUDEB	Pruitt	Debbie	FT	1,200.00	130.80	15.60	17.40	74.40
189	PUEERN	Puentez	Ernestina	FT	1,200.00	148.80	15.60	17.40	54.00
190	RASYSA	Rascon	Ysabella	FT	1,200.00	130.80	15.60	17.40	74.40
191	RENGLE	Rendon	Glenna	FT	1,200.00	130.80	15.60	17.40	74.40
192	RHOROB	Rhodes	Robert	FT	1,200.00	130.80	15.60	17.40	74.40
193	RICJOH	Rice	John	FT	1,200.00	130.80	15.60	17.40	74.40
194	RICSON	Richardson	Sonya	FT	1,200.00	130.80	15.60	17.40	
195	RIOJES	Rios	Jesus	FT	1,200.00	130.80	15.60	17.40	74.40
196	RIVMAR	Rivas	Maria	FT	1,200.00	130.80	15.60	17.40	74.40
197	RIVJAV	Rivera	Javier	FT	1,200.00	130.80	15.60	17.40	74.40
198	ROBTIM	Roberts	Timothy	FT	1,200.00	130.80	15.60	17.40	74.40
199	ROBAMY	Robledo	Emilia	FT	1,200.00	130.80	15.60	17.40	74.40

Employer Cost for Special Compensation

200	ROCCERN	Rockwell	Ernest	FT	1,200.00	130.80	15.60	17.40	74.40
201	RODKAR	Rodriguez	Kari	FT	1,200.00	130.80	15.60	17.40	74.40
202	ROYPHI	Royal	Paul	FT	1,200.00	130.80	15.60	17.40	74.40
203	RUTMIC	Rutledge	Michael	FT	1,200.00	130.80	15.60	17.40	74.40
204	SADGHO	Sadeghmohaddam	Gholamreza	FT	1,200.00	130.80	15.60	17.40	74.40
205	SANDIA	Sanchez	Diamantina	FT	1,200.00	130.80	15.60	17.40	74.40
206	SANDRE	Sanders	Drew	FT	1,200.00	130.80	15.60	17.40	74.40
207	SANPAT	Sanderson	Patricia	FT	1,200.00	130.80	15.60	17.40	74.40
208	SANLAR	Sanderson	Larry	FT	1,200.00	130.80	15.60	17.40	74.40
209	SAUSTE	Sauceda	Steve	FT	1,200.00	130.80	15.60	17.40	74.40
210	SAUKRI	Saucer	Kristine	FT	1,200.00	130.80	15.60	17.40	74.40
211	SCHCHA	Schmitz	Charlotte	FT	1,200.00	130.80	15.60	17.40	54.00
212	SEELIS	Seed	Lisa	FT	1,200.00	130.80	15.60	17.40	48.00
213	SERVER	Sema	Veronica	FT	1,200.00	130.80	15.60	17.40	74.40
214	SHJER	Shields	Jerrett	FT	1,200.00	130.80	15.60	17.40	74.40
215	SHOANG	Shook	Anglia	FT	1,200.00	130.80	15.60	17.40	54.00
216	SIMJOS	Simpson	Joshua	FT	1,200.00	130.80	15.60	17.40	74.40
217	SLAVIC	Slack	Vicky	FT	1,200.00	130.80	15.60	17.40	74.40
218	SMECAN	Smedley	Candida	FT	1,200.00	130.80	15.60	17.40	74.40
219	SMICAL	Smith	Calvin	FT	1,200.00	130.80	15.60	17.40	74.40
220	SPRDON	Springer	Donna	FT	1,200.00	130.80	15.60	17.40	74.40
221	STERIC	Steinhaus	Richard	FT	1,200.00	130.80	15.60	17.40	74.40
222	STECYN	Stephenson	Cyndi	FT	1,200.00	130.80	15.60	17.40	74.40
223	STUPAT	Stutzman	Patricia	FT	1,200.00	130.80	15.60	17.40	74.40
224	SUDNEI	Sudduth	Royce	FT	1,200.00	130.80	15.60	17.40	74.40
225	SUDRHO	Sudduth	Rhonda	FT	1,200.00	130.80	15.60	17.40	74.40
226	SUMBAR	Summers	Barbara	FT	1,200.00	130.80	15.60	17.40	74.40
227	TAYSUS	Taylor	Susie	FT	1,200.00	130.80	15.60	17.40	74.40
228	THOANI	Thomas	Anita	FT	1,200.00	130.80	15.60	17.40	74.40
229	THOGLE	Thomas	Glen	FT	1,200.00	130.80	15.60	17.40	74.40
230	THODEL	Thompson	Delores	FT	1,200.00	130.80	15.60	17.40	74.40
231	TIFCHR	Tift	Christopher	FT	1,200.00	130.80	15.60	17.40	74.40
232	TITREB	Titus	Rebecca	FT	1,200.00	130.80	15.60	17.40	74.40
233	TORMAT	Torrez	Matthew	FT	1,200.00	130.80	15.60	17.40	74.40
234	TOWSTE	Townsend	Stephen	FT	1,200.00	130.80	15.60	17.40	74.40
235	TURASH	Turner	Ashley	FT	1,200.00	148.80	15.60	17.40	74.40
236	VAIGEO	Valdez	Geoff	FT	1,200.00	148.80	15.60	17.40	74.40
237	VANCARL	Van Der Sterre	Carl	FT	1,200.00	130.80	15.60	17.40	74.40
238	VARVIC	Vardeman	Vicki	FT	1,200.00	130.80	15.60	17.40	74.40
239	VICMAR	Vick	Maria	FT	1,200.00	130.80	15.60	17.40	74.40

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1031

Janitorial Supplies

BOARD DOCUMENTS

Date: October 15, 2009
Prepared by: Joshua Morgan
Accountant/Controller

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On September 17, 2009, legal notices were sent to the following three newspapers requesting sealed bids for the purchase of janitorial supplies for the college:

Albuquerque Journal
Hobbs News Sun
Las Cruces Sun News
2. Bid packets were sent to nineteen potential bidders.
3. Eleven bidders submitted their bids within the time frame specified by the bid package. No bidders were present at the opening.
4. The Business Office and Custodial Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to the Invitation are: All American Poly, Piscataway NJ, Blaine Industrial Supply, Hobbs NM, Central Poly Corporation Linden, NJ, Ecolab Inc., St. Paul MN, Huco Products, Lubbock TX, Interboro Packaging Corporation, Montgomery NY, Pyramid School Products, Tampa FL, Share Corporation, Lubbock TX, Springtime Janitorial, Carlsbad NM, Unipak, Brooklyn, NY, and Wagner Supply Company, Odessa TX.

The Administration recommends acceptance of the bids as follows:

Blaine Industrial Supply: \$10,106.59
Central Poly Corporation: \$5,460.00
Ecolab: \$2,520.00
Huco Products: \$10,658.70
Pyramid School Products: \$7,534.49
Share Corporation: \$1,500.00
Springtime Janitorial: \$30,172.75
Wagner Supply Company: \$40,565.60

Total Award: \$108,518.13

Source of Funding: - FY 2009/2010
Custodial Dept. – Supplies & Expense
Account #: 11000 – 1102 – 71131 - 141
Amount: \$108,518.13

Description	Unit Requested	All American Poly	Blaine	Central Poly	Ecotab	Huco	Interboro	Pyramid	Share Corp.	Springtime	Unipak	Wagner	Comments
5% Residential Preference Trash Can Liners 40x48, 250 per case, 16 microns high density Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case		0.95							0.95			
Trash Can Liners 30x36, 500 per case, 10 microns high density Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case	25.82	28.448	17.4	0	22.30	21.74	0	0	22.116	20.9	24.69	All Specs met - Low Bid to Central Poly
Georgia-Pacific roll towel 89460 en mollen NO SUBSTITUTION Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case	20.46	19.285	13.8	0	17.31	15.98	0	0	27.911	17.2	19.26	All Specs met - Low Bid to Central Poly
Jumbo toilet tissue, 6 rolls per case, 2 ply, 2000' per roll, NO RECYCLED PAPER Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case			76.8								58.52	All Specs met - Low Bid to Wagner
Toilet tissue, 2 ply roll, 96 per case Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case		28.7688	29.99		25.12				23.8735		28.54	All Specs met - Low Bid to Springtime
Sanifresh hand soap & body shampoo only RUMCARE ONLY Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case		37.772	66.8		32				30.457		34.2	All Specs met - Low Bid to Springtime
Sanifresh dispensers only RIMBENEY-CLARKE ONLY Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Each		62.035					79.98				60.16	All Specs met - Low Bid to Wagner
Sanifluff, 3.5 liters, with grit Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case		8.55					16.98				8.75	All Specs met - Low Bid to Blaine
Toilet bowl cleaner, NON ACID Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Quart		48.0814					82.85				49.55	All Specs met - Low Bid to Blaine
Bleach 5%, 1 gallon, 6 gallons per case Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Gallon		1.7005		2.33	3.15				2.109		1.98	All Specs met - Low Bid to Blaine
Comet cleaner with bleach, quart, LIQUID ONLY Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case		1.7005			2.6						2.18	All Specs met - Low Bid to Blaine
			47.633			47.75		54.95				45.9	All Specs met - Low Bid to Wagner

Razor blade safety scrapper holder, 50 per box Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Each	83.125	78.5						85.025	87.48 per box - Low Bid to Huco
Hillyard Super Shine All. 1 gallon NO SUBSTITUTION Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Gallon								13.205	17.9 All Specs met - Low Bid to Springtime
Hillyard seal 34.1. 5 gallons NO SUBSTITUTION Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Gallon								19.76	28.41 All Specs met - Low Bid to Springtime
Workhorse ultra shipper NO SUBSTITUTION Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Quart									All Specs met - Low Bid to Huco
Share DeScale, quarts NO SUBSTITUTION Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case		8.3							All Specs met - Low Bid to Huco
Pillan plastic quart bottles Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Quart						150			All Specs met - Low Bid to Share
Mophead rayon 32 oz. web looped end, shinless Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case	0.57	0.66		0.45				0.1270	0.55 All Specs met - Low Bid to Springtime
Scouring green pad, Heavy duty, 6x9 Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Box	61.75	171.12		67.08					69.55 All Specs met - Low Bid to Wagner
Scouring green pad, Light duty, 6x9 Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Box		0.35		0.329				0.323	0.5473 All Specs met - Low Bid to Springtime
Oritch leather duster, long leather, 20" Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Each	0.252985	0.34		0.248				0.228	0.37 All Specs met - Low Bid to Springtime
Wet floor signs (CAUTION WET FLOOR) 36" High, 4 sided Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Each		15.08		4.88				7.895	10.2 22" - Low Bid to Pyramid
Pumice slics Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Box		30.8		36.95				3.025	36.6 All Specs met - Low Bid to Springtime
		32.3	19.8						20.235	21.48 All Specs met - Low Bid to Huco

Laundry lide, 36 lbs. box NO SUBSTITUTION Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Box					81.225				95.95			78.4665		79.35 All Specs met - Low Bid to Springtime
Dust mops, clip on handles, 60" handles Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Each					8.1225	8.4			4.99			5.0635		7.95 All Specs met - Low Bid to Pyramid
Lobby dust pans Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case					69.92	66			47.80			48.106		62.4 All Specs met - Low Bid to Pyramid
Lemon disinfectant floor cleaner Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Gallon					7.6	10.5						8.36		8.79 All Specs met - Low Bid to Blaine
Downward pressure wringer & bucket, 44 quart Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Each					70.0396	160			94.95			135.375		201.94 All Specs met - Low Bid to Blaine
Disposable nitrile gloves powder free, small, 8 mil Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case					64.315	71			54.9			71.25		60.9 All Specs met - Low Bid to Pyramid
Disposable nitrile gloves powder free, medium, 8 mil Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case					64.315	71			54.9			71.25		60.9 All Specs met - Low Bid to Pyramid
Disposable nitrile gloves powder free, large 8 mil Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case					64.315	71			54.9			71.25		60.9 All Specs met - Low Bid to Pyramid
Disposable nitrile gloves powder free, x-large, 8 mil Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case					64.315	71			54.9			71.25		60.9 All Specs met - Low Bid to Pyramid
Stainless polish, quarts Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case					100.455	72								All Specs met - Low Bid to Ecoblab
Roll towels, 8", bleached, non-perforated 400' per roll, 12 roll per case Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case					38.2585	37.8						53.1525		23.8 All Specs met - Low Bid to Hudo
Wet mop, 64" handles, fiberglass head Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Each														18.06 All Specs met - Low Bid to Wagner

Paper towel dispenser 59462 en Mallon NO SUBSTITUTION Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Each	88.9									15 All Specs met - Low Bid to Wagner
Qui Maxi Lime remover, quart Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case	0.2075125	0.1175							0.007507505	All Specs met - Low Bid to Springtime
Pledge Furniture Polish, 12.5 oz. Cans Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case	0.199494949	0.3016							0.37722222	17 oz. Can - Low Bid to Pyramid
Oven Cleaner - 24 oz. Cans Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case	0.30271064									
Plastic Wastebaskets - 28 qt. Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Each		0.203125	0.26473584							20 oz. Can - Low Bid to Wagner
White Multifold Towels Manufacturer/Product Code: _____ Size: _____ Pkg: _____	Case	5.548	6.665	5.2						4.855	5.59 All Specs met - Low Bid to Pyramid
		21.7295	21.87							22.325	23.3 All Specs met - Low Bid to Blaine

MEMO

To: Dr. Steve McCleery and the New Mexico Junior College Board

From: Western Heritage Museum Advisory Board

Date: October 12, 2009

Re: Recommendations for new appointments to the Western Heritage Museum Advisory Board

The Western Heritage Museum Advisory Board would like to recommend the following individuals as new members to the Board:

Mr. Gary Foney

Mr. Joe Loving

Mrs. Susan Crutchfield

All have agreed to serve on the Board.

Thank you for your consideration of these candidates to fill the vacant positions on the Western Heritage Museum Advisory Board.

Ray Battaglini, Chair

Calvin Smith, Ex. Dir.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date September 23, 2009

Candidate's name Regina F. Choate

Position title Coordinator of Purchasing

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 10/16/2009 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funding

Paid advertising beyond *standard none

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

Posted salary range \$32,247 to \$40,309 Recommended annual salary \$39,000.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 4001 61301 132

Recommended and approved by:

Supervisor

Vice President

Dean/Director

President

Selection Committee Members: Dan Hardin – Vice President for Finance

Beth Hancock – Executive Assistant to the V.P. for Finance

Joshua Morgan – Accountant (Controller)

Comments: Ms. Choate, with more than twenty-four years of applicable experience, meets and/or exceeds the minimum requirements for this position.



New Mexico Junior College

Career Opportunities

Position Announcement • September 2009

Position Title: Coordinator of Purchasing

Position Description: The Coordinator of Purchasing shall be responsible to the Vice President for Finance. The duties and responsibilities of the Coordinator of Purchasing shall be, but not limited to, the following: 1) Review and approve purchases of the College for adherence to all State and Federal laws applicable to governmental purchasing as well as internal College policies; 2) Ensure appropriate and thorough documentation of all purchases for audit purposes; 3) Confirm sufficient budget balances prior to processing requisitions; 4) Coordinate with institutional and grant department heads on purchasing issues and recommend solutions; 5) Provide training to College faculty and staff on current policies and procedures; 6) Be knowledgeable and current on the State of New Mexico Procurement Code, Department of Finance & Administration rules and regulations relating to propriety of expenditures, and all other authoritative statutes and regulations applicable to purchasing; 7) Issue purchase orders in an expedient manner. Regularly review the outstanding purchase order report to monitor the status of unfulfilled orders. Possess some knowledge of SCT/Banner administrative software for the finance module for accounting, purchasing, and other general business office operations; 8) Establish and foster relationships with vendors. Be able to maintain procurement contract files and access procurement websites for GSA, State, joint bid and cooperative purchasing contracts; 9) Work to achieve efficiency in spending budget dollars by voluntarily locating additional vendor sources; 10) Recommend procedural methods to the Vice President for Finance to streamline purchasing where possible; 11) Forward major and minor equipment procurement information to Inventory Control Specialist so items may be tagged and added to the NMJC inventory database; 12) Initiate, coordinate and prepare formal Invitations to Bid, Requests for Quotations, Requests for Proposals, and Requests for Information. Prepare and place legal ads in appropriate newspapers to attract competitive bids and proposals. Conduct bid and proposal openings. Tabulate results and make award recommendations to the Vice President for Finance. Prepare and make presentations to the NMJC Board for consideration and approval of bids and proposals. Organize and maintain permanent bid files, with thorough documentation, for audit purposes; 13) Perform New Mexico Higher Education Department (NMHED) reports when requested; 14) Prepare accounting reports and reconciliations as requested by the Vice President for Finance; 15) Serve as a backup in the Business Office; 16) Maintain current written procedures in assigned areas of responsibility; 17) Accept other duties and special project assignments as necessary from the Vice President for Finance; 18) Serve on college committees as assigned by the Vice President for Finance or the President; 19) Participate in a process of personal and professional improvement; 20) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 21) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's Degree in Business Administration from a regionally accredited institution preferred. Two to four years of related experience is required. Supervisory experience and working knowledge of public funds, accounting systems, auditing and technical writing is highly desirable. Ability to work effectively with NMJC staff and the public is required. Computer proficiency required.

Salary/Benefits: The Coordinator of Purchasing is a twelve-month professional position. Starting salary is \$32,247 to \$40,309 depending upon education and experience. Standard NMJC benefits apply.

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

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and phone numbers to:

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

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

"Equal Opportunity Education and Employment"

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575)492-2794 • Fax: (575)492-2796 • Toll Free: 1-800-657-6260 • E-mail: mlamb@nmjc.edu

ABBREVIATED RESUME

Position

Coordinator of Purchasing

Personal Data

Name: Regina F. Choate

Professional Experience

Lovington School, Lovington, NM
Purchasing

8/1991 to Present

Atchley Chiropractic, Lovington, NM
Chiropractic Assistant

1980 to 1991

Organizations:

NMPPA, New Mexico Public Procurement Association
NIGP, National Institute of Governmental Purchasing

Awards:

Employee of the Year, Lovington Public Schools, 1998

APPLICANT LIST

Position: Coordinator of Purchasing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Favela, Deysi	Yes	No	
Choate, Regina F.	Yes	Yes	Start date: Pending Board approval
Benavidez, Vicki L.	No	No	
Evans, Derelle	No	No	Incomplete application materials
Munoz, Gloria D.	No	No	
Bunch, Sherri A.	No	No	
Blandin, Ahida	No	No	