

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, October 16, 2008

**Zia Room - Library**

4:00 p.m.

## AMENDED AGENDA

- |   |                 |
|---|-----------------|
| A. Welcome  | Larry Hanna     |
| B. Adoption of Agenda   | Larry Hanna     |
| C. Approval of Minutes of September 25, 2008  | 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 The Advisory Board Company Recommendation                       | Steve McCleery  |
| 6. Consideration of Bid #1019 – Janitorial Supplies                                 | Josh Morgan     |
| 7. Personnel Consideration – Assistant Director/Professor – Law Enforcement Academy | John Gratton    |
| 8. Personnel Consideration – Administrative Secretary – Pannell Library             | John Gratton    |
| 9. Personnel Consideration – Custodian Position                                     | Charley Carroll |
| F. Public Comments  | Larry Hanna     |
| G. Announcement of Next Meeting   | Larry Hanna     |
| H. Adjournment  | Larry Hanna     |

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# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

SEPTEMBER 25, 2008

### MINUTES

The New Mexico Junior College Board met on Thursday, September 25, 2008, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Yvonne Williams; Mr. Ron Black; and Mr. Guy Kesner. Not present were Mr. Larry Hanna and Mrs. Mary Lou Vinson.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Marie Wadsworth, Hobbs News Sun.

Item E. 8. Consideration of Bid #1018 – Welding Equipment was removed from the agenda. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the amended agenda was unanimously adopted.

Upon a motion by Mrs. Williams, seconded by Mr. Kesner, the Board unanimously approved the minutes of August 21, 2008.

Under *President's Report*, Dr. McCleery reported that KOAT-TV was on campus covering our distance education program. The success story will air tonight at 6:00 pm.

*Under New Business*, Dan Hardin presented the August financial reports and with a motion by Mr. Jones, seconded by Mrs. Williams, the Board unanimously approved the expenditures for August, 2008.

John Gratton presented a request to charge students a \$10.00 fee for a transcript of Cosmetology hours. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously approved the fee.

Dr. Gratton presented a Five Year Academic Plan required by the Higher Education Department. Ms. Chappelle suggested that Culinary Arts be

added to the plan. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the Board unanimously approved the plan, with the change.

Josh Morgan presented Bid #1017 – Fitness Equipment. The administration recommended accepting the bid submitted by Nautilus of Frisco, Texas in the amount of \$35,923.47. Upon a motion by Mrs. Williams, seconded by Mr. Jones, the Board unanimously accepted the recommendation.

Mr. Morgan presented Request for Proposals #102 – Purchase of Public Education Television Equipment. The administration recommended accepting the proposal submitted by D. Co Marketing, Inc. for \$44,350. Upon a motion by Mr. Black, seconded by Mrs. Williams, the Board unanimously accepted the recommendation.

Dan Hardin recommended Ms. Carla Brown for the Coordinator of Purchasing position at an annual salary of \$36,016. Upon a motion by Mr. Black, seconded by Mrs. Williams, the Board unanimously approved the employment of Ms. Brown, effective October 1, 2008.

Jeff McCool recommended Mr. Phillip Bedwell for the CDL Instructor – 12 month faculty position at an annual salary of \$41,200. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the Board unanimously approved the employment of Mr. Bedwell, effective October 1, 2008.

Mr. McCool recommended Ms. Selma Granado for the Program Planner – Continuing Education position at an annual salary of \$34,472. Upon a motion by Mr. Black, seconded by Mrs. Williams, the Board unanimously approved the employment of Ms. Granado, effective October 1, 2008.

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

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

The next regular board meeting was scheduled for October 16, 2008, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board meeting adjourned at 3:30 p.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: October 8, 2008

RE: Expenditure and Revenue Reports for September

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September represents month three or the end of the first quarter of the 2008/2009 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 2008 is \$11,183,369.00.

In the review of the Instruction and General, we see normal expenditures for this time of year, with total Instruction and General expenditures of \$4,267,794.00. Total current unrestricted fund expense through September is \$5,785,909.00, which is 25% of the budget. Student Aid and Auxiliary Enterprises normally have a higher percentage of their budget spent at this time.

In the restricted funds \$1,952,381.00 was expensed through September, this is 36% of the budget. There was a large Pell and Loan posting in restricted financial aid. Also, we have more expenditures in the grants at this time as compared to last year. 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 landscaping and the Student Apartments. Total plant funds expended or encumbered through September is \$3,445,079.00.

Total funds expended or encumbered through September is \$11,183,369.00

The unrestricted revenue through September is \$7,272,037.00. This mainly consists of the Tuition and Fees, State Appropriation, Oil and Gas revenue and the Auxiliary Enterprises. The Auxiliary Enterprise revenue stream is ahead of where we were in 2007/2008.

In the restricted funds through September we have drawn down \$1,365,077.00 mainly from Pell grant and direct loan funds.

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

Total revenue for September is \$1,787,747.00 total year-to-date is \$8,637,114.00, which is 30% of the projected budget.


The Oil and Gas report has the actual revenue for July and August of \$2,489,245.00, which is \$1,789,245.00 over the projected budget for the first two months of the fiscal year. Total Oil and Gas revenue through September is \$2,839,245.00, which includes one month of accrual of \$350,000.00.

The Investment report shows that we began the month with \$12,125,000.00 in LGIP funds and ended the month with the \$12,125,000.00. We have \$7,814,647.97 in designated capital projects.

We contacted the Chief Investment Office with the Local Government Investment Pool about the safety of the College's \$12,125,000.00. The LGIP has one point four billion in investments, no one investment is over \$20,000,000.00. Most of the investments are in U.S. agency funds. Although there are no guarantees on these funds, we were assured that all bonds continue to pay interest and that the pool continues to provide a stable net asset value of \$1.00 per share. Attached to this information is a letter from the State Treasurer addressing the LGIP funds.

This is the report for September.

Respectfully submitted,

  
Dan Hardin



# New MexiGROW

Local Government Investment Pool

New Mexico State Treasurer's Office

October 1, 2008

Dear *New MexiGROW* LGIP Participant;

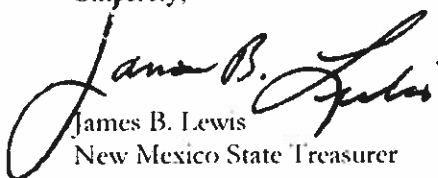
Recent market events have caused significant concern for public-funds investors. Events such as the conservatorship of Fannie Mae and Freddie Mac; the failures of IndyMac and Washington Mutual banks; the last-minute buyouts of Merrill Lynch and Wachovia Bank; the Lehman Brothers bankruptcy; and the multitude of billion-dollar 'Band-Aids' extended by the Federal Reserve Board, the FDIC and the U.S. Treasury have proven the fragility of a market still reeling in the aftermath of the sub-prime mortgage crisis. As State Treasurer, I am duly concerned about the impact these financial market events may have on New Mexico and its economy, local communities, and citizens. As my staff and I learned this month, even AAA rated liquidity investments such as money market funds, which were previously considered safe, are vulnerable to market risks and even more so to sudden investor reaction. Because the *New MexiGROW* LGIP is a money market fund that we manage for you, I want to give you an update on the status of the fund.

The *New MexiGROW* LGIP continues to be rated 'AAAm' by Standard & Poor's. In order to maintain the rating and prove compliance to the rating criteria, the Treasurer's Office submits detailed weekly portfolio inventory reports to S&P. The *New MexiGROW* LGIP is assigned a 'principal stability fund rating', which signifies that the pool seeks to provide a stable net asset value (NAV) of \$1.00 per share and that investment management guidelines are consistent with that objective. The 'AAAm' rating further signifies an extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market, and/or liquidity risks. Safety of capital is the primary objective of all Treasurer's Office investments. Investment management is mandated by the State Treasurer's Investment Policy and by state statutes, specifically NMSA 1978, Section 6-10-10. The New Mexico State Board of Finance also provides oversight for the pool portfolio as well as all other funds under the management of the Treasurer's Office.

During the week of September 15, 2008, the majority of AAA rated Prime institutional money market fund and U.S. Agency discount note holdings were liquidated from the LGIP portfolio. The purpose of this action was to provide liquidity in the event that market conditions might cause participants to withdraw funds. The cash proceeds have been placed in an interest-bearing bank account and in government-security money market funds, which earn lower yields but are safer, fully-collateralized or full-faith-and-credit investments.

You may notice that the yield on your account statement for September is lower than previous months; this is reflective of the liquidation and subsequent investment in safer securities. Current portfolio holdings include approximately \$747 million (53%) in an interest-bearing bank account which is 100% collateralized; \$405 million (29%) in AAA rated institutional U.S. Government security money market funds; \$160 million (11%) in U.S. Agency discount notes and bonds; and \$100 million (7%) in A-1/P1/F1 rated commercial paper. The weighted average maturity (WAM) of the portfolio is 19 days and the current net yield of the pool is approximately 2.0%. Risks that should be considered with investment in the *New MexiGROW* LGIP include *market risk, liquidity risk and credit, or financial, risk*. Please contact the Treasurer's Office with any questions.

Sincerely,

  
James B. Lewis  
New Mexico State Treasurer

  
Joelle Mevi  
Chief Investment Officer



2019 Galisteo Street, Building K  
PO Box 608  
Santa Fe NM 87504-0608  
www.stonm.org (505) 955-1125

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.



NEW MEXICO STATE  
New MexiGROW LGIP  
STATEMENT OF ACCOUNT

PAGE: 1

NEW MEXICO JUNIOR COLLEGE (7102-1348)

DAN HARDIN  
5317 LOVINGTON HIGHWAY  
HOBBS, NM 88240

----- Account Period -----  
9/01/08 through 9/30/08

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

=====  
Current-Yield: 1.7054  
=====

Prior Earnings Accrued		Prior Balance	12,125,000.00
Current Earnings	16,995.39	Deposits	
Subtotal	16,995.39	Withdrawals	
Earnings Received	16,995.39	Earnings Reinvested	
Current Earnings Accrued		New Balance	12,125,000.00

DATE	ACTIVITY	AMOUNT	BALANCE
9/01/08	Forward Balance		12,125,000.00
9/01/08	Cash Distribution	27,136.64	12,125,000.00
9/30/08	Ending Balance		12,125,000.00

Current period earnings received after close:	16,995.39
Previous period earnings received after close:	
Average daily invested balance during period:	12,125,000.00
Net management fee withheld from distribution:	248.10

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.

he variable rate for management  
fee withheld: 0.000248956

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# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### September 2008

25% of Year Completed

Fund	2007-08			2008-09			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	6,755,611	1,923,552	28%	7,631,837	860,504	1,921,584	25%
Academic Support	2,038,832	561,695	28%	2,428,321	218,379	606,325	25%
Student Services	1,246,874	276,397	22%	1,328,453	120,503	344,314	26%
Institutional Support	4,885,165	606,312	12%	5,315,422	254,384	669,948	13%
Operation & Maintenance of Plant	2,412,712	522,085	22%	2,623,372	363,258	725,623	28%
<b>Subtotal - Instruction &amp; General</b>	<b>17,339,194</b>	<b>3,890,041</b>	<b>22%</b>	<b>19,327,405</b>	<b>1,817,028</b>	<b>4,267,794</b>	<b>22%</b>
Student Activities	185,090	45,289	24%	190,037	30,616	55,457	29%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	416,719	79,773	19%	542,601	83,166	146,426	27%
Student Aid	441,458	246,886	56%	441,904	29,010	211,196	48%
Auxiliary Enterprises	1,595,646	797,496	50%	1,653,845	353,251	752,900	46%
Athletics	851,150	268,648	32%	988,218	105,228	352,136	36%
<b>Total Current Unrestricted Fund</b>	<b>20,829,257</b>	<b>5,328,133</b>	<b>26%</b>	<b>23,144,010</b>	<b>2,418,299</b>	<b>5,785,909</b>	<b>25%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,061,879	261,014	25%	1,463,507	157,228	406,585	28%
Student Aid	4,000,000	1,540,349	39%	4,000,000	466,115	1,545,796	39%
<b>Total Current Restricted Fund</b>	<b>5,061,879</b>	<b>1,801,363</b>	<b>36%</b>	<b>5,463,507</b>	<b>623,343</b>	<b>1,952,381</b>	<b>36%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	11,678,284	7,370,907	63%	9,025,102	352,392	2,146,118	24%
Projects from State GOB Funds	1,840,485	1,563,070	85%	1,586,048	0	297,503	19%
Projects from State STB Funds	320,000	0	0%	1,580,000	0	602,637	38%
Projects from General Fund	537,995	45,791	9%	178,282	0	0	0%
Projects from Private Funds	467,802	31,027	7%	485,049	0	398,821	82%
Projects from State ER&R	450,112	0	0%	416,375	0	0	0%
Projects from State BR&R	1,479,366	0	0%	786,938	0	0	0%
Projects from Auxiliary BR&R	19,147	0	0%	23,286	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>16,793,191</b>	<b>9,010,795</b>	<b>54%</b>	<b>14,081,080</b>	<b>352,392</b>	<b>3,445,079</b>	<b>24%</b>
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>16,793,191</b>	<b>9,010,795</b>	<b>54%</b>	<b>14,081,080</b>	<b>352,392</b>	<b>3,445,079</b>	<b>24%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>42,684,327</b>	<b>16,140,291</b>	<b>38%</b>	<b>42,688,597</b>	<b>3,394,034</b>	<b>11,183,369</b>	<b>26%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### September 2008

25% of Year Completed

Fund	2007-08			2008-09			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,137,649	1,778,729	57%	3,259,000	51,983	1,628,713	50%
State Appropriations	7,990,100	1,577,825	20%	8,299,600	0	1,457,690	18%
Advalorem Taxes - Oil and Gas	5,200,000	1,735,253	33%	5,200,000	1,222,043	2,839,245	55%
Advalorem Taxes - Property	2,800,000	45,583	2%	3,100,000	0	30,143	1%
Interest Income	285,000	106,924	38%	508,252	44	60,691	12%
Other Revenues	229,100	74,339	32%	246,100	32,139	101,983	41%
<b>Subtotal - Instruction &amp; General</b>	<b>19,641,849</b>	<b>5,318,653</b>	<b>27%</b>	<b>20,612,952</b>	<b>1,306,209</b>	<b>6,118,465</b>	<b>30%</b>
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,240,048	1,042,543	47%	2,331,600	65,717	1,100,822	47%
Athletics	189,100	9,775	5%	320,500	0	52,750	16%
<b>Total Current Unrestricted</b>	<b>22,070,997</b>	<b>6,370,971</b>	<b>29%</b>	<b>23,265,052</b>	<b>1,371,926</b>	<b>7,272,037</b>	<b>31%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,234,487	413,152	33%	1,463,889	156,208	402,854	28%
Student Aid	4,000,000	1,099,067	27%	4,000,000	259,613	962,223	24%
<b>Total Current Restricted</b>	<b>5,234,487</b>	<b>1,512,219</b>	<b>29%</b>	<b>5,463,889</b>	<b>415,821</b>	<b>1,365,077</b>	<b>25%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,840,485	0	0%	0	0	0	0%
Projects from State STB Funds	320,000	0	0%	0	0	0	0%
Projects from General Fund	537,995	0	0%	0	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>2,698,480</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>30,003,964</b>	<b>7,883,190</b>	<b>26%</b>	<b>28,728,941</b>	<b>1,787,747</b>	<b>8,637,114</b>	<b>30%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### SEPTEMBER 2008

25% of Year Completed

		OIL		GAS		COMBINED		
Month of	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$114.17	3,061,229	\$11.67	16,203,348	1,267,202	350,000	917,202
Actual	August	\$131.10	2,682,103	\$12.59	14,217,636	1,222,043	350,000	872,043
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
<b>Y.T.D. Production Tax Revenue</b>						<b>2,839,245</b>	<b>1,050,000</b>	<b>1,789,245</b>
<b>Y.T.D. Equipment Tax Revenue</b>						<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>2,839,245</b>	<b>1,050,000</b>	<b>1,789,245</b>

*Source: New Mexico Taxation and Revenue Department*

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**September 2008**

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	12,125,000	N/A	N/A	N/A	7102-1348	1.70%	17,243
<b>Total Investments</b>	<b>12,125,000</b>						<b>17,243</b>

Summary of Current Month's Activity	
Beginning amount	12,125,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	7,814,648
Reserves Invested	4,310,352
Total LGIP Investment	12,125,000

Capital Projects	9/30/2008
Technology Upgrade	326,704.45
Workforce Training Center	2,175.00
High Tech Start Up	13,346.40
Vehicles	49,374.08
Drawings & Master Plan	12,805.63
Baseball Field	44,926.70
Rodeo Arena	141,350.29
Dormitory Landscape	1,622.23
Millen Fence/Landscape	132,625.79
JASI	146,984.62
Computer Equipment Rebates	6,016.85
Marketing	49,932.06
Equestrian Center	450,000.00
Flooring Repair	4,783.53
Student Housing Construction	712,407.94
Testing Center Remodel	1,450,000.00
Frame & Door Replacement	150,000.00
Campus Village Development Proj	21,475.47
Continuing Education	16,991.00
Landscaping	0.00
Facility Painting	0.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	38,120.00
Campus Paving	223,037.82
Roof Replacement	271,747.09
Interior Lighting-Energy Retrofit	73,532.47
WHM-Consultant	40,000.00
Workforce Training-Landscape	269,880.67
Old Dorms Renovation	870,236.27
CDL Truck Driving Program	43,262.14
Bulk Fuel	1,604.31
Millen Dr. Sewer & Water	53,218.82
Board Room	25,000.00
Concrete Upgrade	47,922.91
Campus Construction	332,287.82
Oil & Gas Training Center	289,236.40
Workforce Training/Outreach	3,354.43
Infrastructure	19,444.33
Professional Writing/Publishing	50,000.00
Public Sector	7,351.53
Campus Security	150,000.00
Caster Bleachers	131,871.22
Caster Old CHOF Remodel	300,000.00
Track/Arena Area Enhancement	69,867.13
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnng	5,000.00
Welding Lab	50,000.00
Copier Replacement	12,917.66
Workforce Training Contingency	3,632.41
<b>Total</b>	<b>7,814,647.97</b>

NOTE: Capital projects total does not include encumbered funds



Office of the President

# NEW MEXICO JUNIOR COLLEGE

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## Memo

**Date:** October 8, 2008  
**To:** New Mexico Junior College Board Members  
**From:** Steve McCleery  
**Subject:** The Advisory Board Company - Recommendation

Attached you will find a memo from Larry Sanderson and a booklet from The Advisory Board Company. The Advisory Board is in the business of helping define the best practices for health care, universities, and colleges. We have spent a great deal of time researching and validating the work that this company performs. We are convinced that it is very difficult to assess best practices for community colleges, and it is even more difficult to enact strategies that lead to positive systemic change.

After much discussion and research, we feel an association with The Advisory Board Company would be extremely beneficial to the College. I recommend that you approve the recommendation for New Mexico Junior College to become a member of The Advisory Board Company. To do so, we will need to move the funding from institutional reserves.

Thank you for your consideration.



# NEW MEXICO Junior College

TO: Steve McCleery  
FROM: Larry Sanderson  
DATE: October 7, 2008  
RE: The Advisory Board Company and The Community College Leadership Forum

Per your request I have gathered some data concerning The Advisory Board Company.

The Community College Leadership Forum is an extension of the strategic research and best practices consulting business of The Advisory Board Company based in Washington, DC. The company business model is to “develop and operate membership-based best practice programs that address the critical issues facing the health care [education] industry in a standardized manner through research, analytics and decision support tools. (SEC 10-K Filing for 2007)” Some key facts:

- The Advisory Board Company was founded in 1984.
- The company employs over 900 professional staff.
- Combined revenue from practices exceeds \$200 million per year.
- Primary best practice consulting focus is health care and four year universities.
- The company has over 2,500 members with a 90% renewal rate.

The company is presently looking to extend their practice to include a focus on community colleges through a new Community College Leadership Forum.

#### **Services offered to members:**

- Unlimited custom research (in-depth interviews, case studies and practices, 20-30 days)
- Community College best practice briefs
- Online Practice database (new practices, case studies, data sets and documents)
- National Best Practice reports (adding 10-12 major reports annually)
- Annual presidents summit (focused discussion targeting the most current issues)
- Unlimited expert consultation (ongoing support and access)
- Leadership networking meetings (multiple meetings targeted at key issues and topics)

**Annual fee** - \$24,500 per year. NMJC is proposed as one of 15 founding members of the Community College Leadership Forum. As a Founding Member our annual fee would be \$24,500 (regular fees for full membership will be \$29,500 – NMJC will remain at the lower level). Satisfaction with services is guaranteed and the college can, at any time, withdraw and received a pro-rated refund.

**Potential Best Practice studies we might engage:**

Retention  
Recruiting and Enrollment Management  
Scheduling (facilities, classes, faculty, etc.)  
Employee retention  
Campus safety  
Specific academic programs  
Distance education  
Engagement with technology  
Service Learning  
Student engagement  
Student Services  
    Student activities  
    Student housing  
    Student athletics  
Leadership success planning  
Compensation  
Professional development (leadership, staff and faculty)

**Research Methodology:**

I spent approximately an hour on a conference call with the Director of Research for The Advisory Board Company. My goal was to gain a greater understanding of their process and how they approach their work. Key points –

- Research begins with developing an in-depth understanding of our issue and current operations.
- We work with the research staff to identify the best schools to examine as a comparative group.
- Their research staff then performs an extensive review of current literature and conducts a best practice study of the other institutions.
- We receive a detailed report of the best practice that is placed in the context of our organization [one of the challenges of more traditional best practice study is the mis-match of a practice to an institution – not every practice is transferable].
- We have ongoing access to the researchers and advisors as we work to evaluate and implement the best practice.

**Closing comments:**

My personal experience is that there is a lot of information available about best ideas but that the translation of those ideas into actual practices is far more difficult and lacking in information. This organization appears to offer us the access to information and counsel that will help us improve in key areas.

Finally, in the course of doing an Internet search for information I found absolutely no negative information concerning the company and a report that the company is considered one of the best “places to work” in Washington, DC.



NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1019

Janitorial Supplies

BOARD DOCUMENTS

Date: October 9, 2008  
Prepared by: Carla Brown  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On September 11, 2008, legal notices were sent to the following three newspapers requesting sealed bids for the purchase of janitorial supplies for the college:  
  
Albuquerque Journal  
Hobbs Daily News Sun  
Las Cruces Sun News
2. Bid packets were sent to sixteen potential bidders.
3. Ten 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, The Home Depot Supply, San Diego CA, Huco Products, Lubbock TX, Interboro Packaging Corporation, Montgomery NY, 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: \$5,577.35  
HD Supply: \$8,810.35  
Huco Products: \$6,850.50  
Share Corporation: \$1,590.00  
Springtime Janitorial: \$22,050.74  
Wagner Supply Company: \$63,513.80

Total Award: \$108,392.74

Source of Funding: - FY 2008/2009  
Custodial Dept. – Supplies & Expense  
Account #: 11000 – 1102 – 71131 - 141  
**Amount: \$108392.74**





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

The following candidate is being recommended for employment as follows: Date October 10, 2008

Candidate's name Byrd-Stevenson, Angela R.

Position title Assistant Director/Professor – Law Enforcement Academy/Public Safety

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 \*11/03/2008 Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard none  
(\*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$39,290 to \$49,112 Recommended annual salary \$41,714.00 Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2045 61301 102

**Recommended and approved by:**

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

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

- Selection Committee Members:** Paul Campos – Advanced Training Coordinator – Public Safety - Chair  
Rebecca Titus – Division Academic Coordinator – Public Safety  
Dr. Michele Clingman – Dean of Enrollment Management  
Dr. Mary Jane Ward – Dean of Careers and Technology  
Rod Coffman – Lea County Sheriff

Comments: Ms. Byrd-Stevenson, with a M.A. in Criminal Justice and more than twelve years of applicable experience, meets  
and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### Position

Assistant Director/Professor – Law Enforcement Academy/Public Safety

### Personal Data

Name: Angela R. Byrd-Stevenson

### Education

M.A., Wichita State University, Wichita, KS, 1999

Major: Criminal Justice

B.A., Newman University, Wichita, KS, 1993

Major: Sociology

### Professional Experience

University of the Southwest, Hobbs, NM

Head Women's Soccer Coach/Criminal Justice Professor

06/2007 to Present

Eagle Eye Investigation, Wichita, KS

Owner/Private Investigator

2000 to 2007

Valley Center High School, Wichita, KS

Head Women's Varsity Girls Soccer Coach

2003 to 2006

Bethel College, Wichita, KS

Head Women's Soccer Coach

2004 to 2006

Adjunct Restorative Justice Professor

2005 to 2006

Friend's University, Wichita, KS

Adjunct Criminal Justice Professor

2003

Sedgwick County Sheriff's Department, Wichita, KS

Detective and Deputy Narcotics and Vice Section and

New Recruits Instructor/Law Camp Counselor/Recruitment Team Leader

1994 to 2000

Central Inquiry, Wichita, KS

Process Server

1993 to 1994

Federal Halfway House for Adults, Wichita, KS

Correctional Technician

1992 to 1993

### Certifications:

Kansas Substitute Teachers Certificate, 2001



# New Mexico Junior College

## Career Opportunities

### Position Announcement • June 2008

**Position Title:** Assistant Director/Professor - Law Enforcement Academy/Public Safety

**Position Description:** The position will report to the Dean of Public Safety. Duties and responsibilities include the following:

1) Direct, coordinate, and/or control all basic law enforcement training for regional law enforcement agencies; 2) plan, organize, direct, control, and/or coordinate all activities related to the basic law enforcement academy; 3) to satisfactorily provide quality academic and practical instruction to academy students at New Mexico Junior College in law enforcement subject field(s) including high risk/liability areas; 4) achieve and maintain a high level of competency as a teacher of students, demonstrating growth in the knowledge of his/her particular subject matter field(s) and in the ability to direct the learning process; 5) to continually update, develop, and perform assessments of the curriculum in the law enforcement academy programs; 6) work with appropriate federal, state, regional, and local agencies to promote and meet the objectives of the law enforcement academy; 7) schedule and supervise the part-time instructors for various instructional blocks in the law enforcement academy; 8) recruit and aid in placing students in the law enforcement academy and/or the Public Safety academic programs; 9) assist the Dean of Public Safety in planning short and long range strategies to promote and market the growth and continued development of the law enforcement academy and related public safety programs; 10) continued maintenance and development of an on-site library of resource materials for reference, training, and research, to include information related to law enforcement; 11) serves as a custodian of all law enforcement training records in compliance with federal, state, and institutional guidelines, laws, statues, and directives; 12) participate in budget and other planning processes providing input of program needs, requirements and other related issues; 13) actively participate in New Mexico Law Enforcement Academy State Board & Academy Directors meetings; 14) accept other duties not listed but assigned by the Dean of Public Safety; 15) participate in a process of continual personal and professional improvement; 16) actively participate in the institutional goals and objectives designed to support the mission of the college; 17) serve on college committees as assigned; and, 18) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of the New Mexico Junior College.

**Qualifications:** Bachelor's degree in Criminal Justice from a regionally accredited institution and ten years related experience or equivalent combination of education and experience required. Successful experience in a Law Enforcement Academy is preferred. The applicant must be committed to excellence in instruction, and able to effectively work with other part-time instructors and agencies. Supervising part-time instructors required. Computer proficiency required.

**Salary/Benefits:** This is a twelve-month position with a salary range of \$39,290 to \$49,112. Standard NMJC benefits apply.

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

**To Apply:** Submit NMJC application form, letter of application, resume, unofficial transcripts, certifications (if applicable), and eight references with current addresses and telephone 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, disability, genetic information, or veteran status. Qualified applicants are encouraged to apply.

**"Equal Opportunity Education and Employment"**

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2793 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehernandez@nmjc.edu



## APPLICANT LIST

**Position:** Assistant Director/Professor – Law Enforcement Academy/Public Safety

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Dominguez, John E.	No	No	Withdrew application.
Gonzalez, David R.	No	No	Declined Interview.
Dominguez, Jessie	No	No	
Byrd-Stevenson, Angela R.	Yes	Yes	Start date: Pending Board approval.
Kishur, Jr., Joseph M.	No	No	

**Memorandum**

To: Dr. McCleery

From: Dr. Sharon Jenkins

Date: October 14, 2008

RE: Request Board Approval for Employment of Relative: Administrative Secretary –  
Pannell Library

After reviewing applications for the Administrative Secretary – Pannell Library position, I would like to recommend Ms. Denise E. Bedwell for the vacancy. Per the 2008-2009 NMJC Employee Handbook, (Policy No. 203) – Employment of Relatives), I am requesting approval from the Board because Ms. Bedwell is related to Phillip Bedwell – CDL Instructor.

Pending Board approval, I would like for Ms. Bedwell to start full-time employment on October 20, 2008.

Thank you for your consideration,



Dr. Sharon Jenkins  
Director of Library Services



**NEW MEXICO**  
Junior College

Human Resources

**Memorandum**

To: Dr. McCleery  
From: Buddy Bascom  
Date: October 14, 2008  
Re: Request Board Approval for Employment of Relative: Custodian

After reviewing applications for the Custodian position, I would like to recommend Maria S. Parras for the vacancy (pending background check). Per the 2008-2009 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Maria Parras is related to Susie Diaz and Lupe Zaragoza, Custodians.

Pending Board approval and background check, I would like for Ms. Parras to begin employment November 1, 2008.

Thank you for your consideration.

Buddy Bascom  
Custodial Supervisor