

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, October 25, 2001

Zia Room - Library

1:30 p.m.

### AGENDA

- |  |              |
|--|--------------|
| A. Welcome   | Mr. Newman   |
| B. Adoption of Agenda  | Mr. Newman   |
| C. Approval of Minutes of September 27, 2001   | Mr. Newman   |
| D. Correspondence  | Mr. Schubert |
| E. President's Report  | Dr. McCleery |
| F. New Business  |              |
| 1. Monthly Expenditures Report   | Dr. McCleery |
| 2. Monthly Revenue Report  | Dr. McCleery |
| 3. Oil and Gas Revenue Report  | Dr. McCleery |
| 4. Schedule of Investments   | Dr. McCleery |
| 5. Consideration of Bid #908 - Re-roofing of Moran Building  | Dr. McCleery |
| 6. Consideration of Bid #909RB - Purchase of Telephone Equipment, Installation, and Phone Cluster Reorganization | Dr. McCleery |
| 7. Consideration of Bid #910 - Purchase of Solder Class Lab Kits for Instructional Use                           | Dr. McCleery |
| 8. Consideration of RFP #62 - Professional Training Services for IPC Certification in Soldering Techniques       | Dr. McCleery |
| 9. Personnel Consideration - Professor of Physical Education/<br>Assistant Men's Baseball Coach                  | Dr. McCleery |
| G. Public Comments   | Mr. Newman   |
| H. Announcement of Next Meeting  | Mr. Newman   |
| I. Adjournment   | Mr. Newman   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

SEPTEMBER 27, 2001

### MINUTES

The New Mexico Junior College Board met on Thursday, September 27, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Gary Schubert, Secretary; Mr. Ferrel Caster; Mr. John Hice, Jr.; Mrs. Yvonne Williams; and Ms. Patricia Chappelle. Not present were Mr. Monty Newman, Chairman and Mr. Larry Hanna.

Upon a motion by Mr. Caster, seconded by Ms. Chappelle, the board appointed Mr. Schubert as acting Chairman. Mr. Schubert called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun.

Upon a motion by Mr. Caster, seconded by Mr. Hice, the agenda was unanimously adopted, as presented.

Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the minutes of August 30, 2001.

Under *President's Report*, Robert Guthrie introduced Jonathan Sena who reported on his internship for Senator Pete Domenici in Washington this past summer. Randy Whicker informed the board that the ASSET program had recently received the outstanding program award for excellence in the state, as well as the nation. Robert Bensing gave the fall enrollment report and the enrollment verification report from the Commission on Higher Education. Scott Winters gave an update/report on the Lea County Literacy Alliance. In closing, Dr. McCleery informed the board that the Legislative Revenue Stabilization and Tax Policy Committee would meet on campus October 1 and 2, as well as the Legislative Education Study Committee on October 17.

Under *New Business*, Dan Hardin presented the August financial reports and with a motion by Mr. Hice, seconded by Ms. Chappelle, the board unanimously approved the expenditures for August 2001.

Richard Fleming presented a proposal for an Early Childhood Education Program. An AA degree and certificate will be awarded. Upon a motion by Ms. Chappelle, seconded by Mr. Caster, the

board unanimously approved the AA degree plan and certificate for the Early Childhood Education Program, as presented.

Regina Organ recommended Mr. James R. Scott for the Coordinator of Intramurals/Student Activities position with an annual salary of \$29,000. Upon a motion by Mr. Hice, seconded by Mr. Caster, the board unanimously approved the employment of Mr. Scott, effective November 1, 2001.

Mr. Schubert called for comments from the community. There being none, the next board meeting was scheduled for October 25, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board meeting adjourned at 2:20 p.m.

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CHAIRMAN

ATTEST: \_\_\_\_\_  
SECRETARY

Others present:

Steve Davis  
Bill Morrill  
Dan Hardin  
Regina Organ  
Renee Wharton  
Cc Nelson  
Marilyn Jackson  
Bill Kunko  
Sharon Jenkins  
Randy Whicker

Bill Braun  
Robert Guthrie  
Mary Shelton  
Lynda Newman  
Richard Morris  
Pat Gorman  
Richard Fleming  
Robert Bensing  
Charley Carroll

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**September 2001**

25% of Year Completed

Fund	2000-01			2001-02			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	5,322,453	958,505	18%	5,980,600	420,923	1,037,923	17%
Academic Support	1,012,220	341,544	34%	1,021,222	44,482	376,724	37%
Student Services	1,020,190	280,433	27%	1,194,494	79,914	336,362	28%
Institutional Support	2,321,133	462,294	20%	2,461,574	106,779	618,035	25%
Operation & Maintenance of Plant	1,674,751	385,071	23%	1,943,012	99,591	383,024	20%
<b>Subtotal - Instruction &amp; General</b>	<b>11,350,747</b>	<b>2,427,847</b>	<b>21%</b>	<b>12,600,902</b>	<b>751,689</b>	<b>2,752,068</b>	<b>22%</b>
Student Activities	118,724	33,476	28%	165,817	868	35,662	22%
Research	0	0	0%	0	0	0	0%
Public Service	24,968	0	0%	5,650	1	125	2%
Internal Service Departments	309,131	(4,806)	-2%	300,815	141,517	396,318	132%
Student Aid	139,605	99,759	71%	148,092	13,721	129,916	88%
Auxiliary Enterprises	1,254,436	513,318	41%	1,266,820	278,265	580,816	46%
Athletics	558,129	193,193	35%	593,066	78,676	264,462	45%
<b>Total Current Unrestricted Fund</b>	<b>13,755,740</b>	<b>3,262,787</b>	<b>24%</b>	<b>15,081,162</b>	<b>1,264,737</b>	<b>4,159,367</b>	<b>28%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	3,135,237	653,315	21%	2,236,954	146,842	463,854	21%
Student Aid	3,204,007	1,635,545	51%	3,300,000	352,718	1,782,084	54%
<b>Total Current Restricted Fund</b>	<b>6,339,244</b>	<b>2,288,860</b>	<b>36%</b>	<b>5,536,954</b>	<b>499,560</b>	<b>2,245,938</b>	<b>41%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	2,126,546	523,709	25%	3,325,000	2,021	663,861	20%
Projects from State GOB Funds	0	0	0%	1,500,000	0	583,021	39%
Projects from State STB Funds	202,439	0	0%	143,891	0	143,891	100%
Projects from Other State Funds	116,172	1,678	1%	6,163	0	6,163	100%
Projects from State B R & R				345,546	3,452	103,462	30%
<b>Subtotal - Capital and BR&amp;R</b>	<b>2,445,157</b>	<b>525,387</b>	<b>21%</b>	<b>5,320,600</b>	<b>5,473</b>	<b>1,500,398</b>	<b>28%</b>
<b>Debt Service</b>							
Revenue Bonds	264,845	133,541	50%	1,470,813	0	133,802	9%
<b>Total Plant Funds</b>	<b>2,710,002</b>	<b>658,928</b>	<b>24%</b>	<b>6,791,413</b>	<b>5,473</b>	<b>1,634,200</b>	<b>24%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>22,804,986</b>	<b>6,210,575</b>	<b>27%</b>	<b>27,409,529</b>	<b>1,769,770</b>	<b>8,039,505</b>	<b>29%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**September 2001**

25% of Year Completed

Fund	2000-01			2001-02			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
Instruction and General:							
Tuition and Fees	1,168,950	677,826	58%	1,244,954	14,032	703,678	57%
State Appropriations	6,566,300	1,253,268	19%	7,494,100	588,225	2,200,375	29%
Advalorem Taxes - Oil and Gas	2,500,000	1,012,567	41%	2,874,085	305,158	999,475	35%
Advalorem Taxes - Property	1,900,000	28,240	1%	1,900,000	18,741	65,797	3%
Interest Income	125,500	48,155	38%	75,000	11,133	36,968	49%
Other Revenues	384,886	1,054	0%	294,400	14,872	40,898	14%
Subtotal - Instruction & General	12,645,636	3,021,110	24%	13,882,539	952,161	4,047,191	29%
Student Activities	40,000	25,178	63%	43,400	(138)	25,093	58%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	21,000	4,233	20%	14,000	4,251	5,465	39%
Auxiliary Enterprises	1,442,050	823,044	57%	1,528,300	62,801	895,425	59%
Athletics	33,600	5,434	16%	35,100	2,850	8,550	24%
Total Current Unrestricted	14,182,286	3,878,999	27%	15,503,339	1,021,925	4,981,724	32%
<b>CURRENT RESTRICTED FUND</b>							
Grants	3,135,237	653,315	21%	2,236,954	3,034	23,022	1%
Student Aid	3,204,007	1,635,545	51%	3,336,485	574,247	1,757,385	53%
Total Current Restricted	6,339,244	2,288,860	36%	5,573,439	577,281	1,780,407	32%
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	1,500,000	0	0	0%
Projects from State STB Funds	0	0	0%	143,891	0	0	0%
Projects from Other State Funds	116,172	0	0%	6,163	0	0	0%
Interest Income	0	22,719	0%	50,000	6,325	27,932	56%
Subtotal - Capital & BR&R	116,172	22,719	20%	1,700,054	6,325	27,932	2%
Debt Service							
Interest Income	55,000	20,567	37%	73,164	4,802	20,087	27%
Total Plant Funds	171,172	43,286	25%	1,773,218	11,127	48,019	3%
<b>LOAN FUND</b>							
Interest Income / Service Fees	0	0	0%	0	0	0	0%
Total Loan Fund	0	0	0%	0	0	0	0%
<b>GRAND TOTAL REVENUES</b>	<b>20,692,702</b>	<b>6,211,145</b>	<b>30%</b>	<b>22,849,996</b>	<b>1,610,333</b>	<b>6,810,150</b>	<b>30%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### September 2001

25% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2000-01 Original Budget	Variance Over (Under) Budget
Distribution								
April	July	\$24.76	3,251,164	\$4.69	18,075,793	330,922	208,250	122,672
May	August	\$24.78	5,412,518	\$5.47	18,046,880	360,106	208,250	151,856
June	September	\$24.77	3,246,565	\$3.76	17,173,974	305,123	208,250	96,873
July	October						208,250	
August	November						208,250	
September	December						208,250	
October	January						208,250	
November	February						208,250	
December	March						208,250	
January	April						208,250	
February	May						208,250	
March	June						208,250	
Production Tax Revenue						996,151	2,499,000	371,401
Equipment Tax Revenue						3,324	375,000	0
<b>Total Year-to-Date Oil and Gas Revenue</b>						<b>999,475</b>	<b>2,874,000</b>	<b>371,401</b>

*Source: New Mexico Taxation and Revenue Department*

In order to stabilize the budgetary process for the 2001-02 fiscal year, oil and gas revenues were budgeted at a long-term historical average of \$16.00 per bbl for oil and \$2.50 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2001-02 year that exceed this budgeted amount will be considered for transfer to the college's capital fund at the end of the year.

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**September 2001**

25% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	8,825,000	N/A	N/A	N/A	102-2394	3.21%	19,972
Wells Fargo Bank of Hobbs	<u>250,000</u>	08/08/2001	02/08/2002	181	231611237	2.87%	<u>598</u>
<b>Total investments</b>	<b><u>9,075,000</u></b>						<b><u>20,570</u></b>

<b>Summary of Current Month's Activity</b>	
Beginning amount	7,575,000
Plus: deposits	1,500,000
Less: withdrawals	<u>0</u>
Ending amount	<b><u>9,075,000</u></b>

Capital Projects and Debt Service	4,494,854
Percentage of total investments	50%

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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 18, 2001  
RE: Expenditure and Revenue Reports for September

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September completes the first quarter of the fiscal year or 25% of the budget. As you review the expenditure report please keep in mind that the expenditure totals include funds expended and encumbered, at the end of September there were over two million dollars of the expenditures that were encumbered funds. Also, in some areas of revenue and expenditures there are seasonal type of revenues such as tuition and seasonal expenditures such as Student Aid. Some areas such as Academic Support may appear to have expended more funds than would be expected after the first quarter, but in the Academic Support area of funding we have encumbered funds for Library Books and Periodicals. This is a normal seasonal expenditure for the Library.

Internal Service Departments include Computer Services, Graphics and Motor Pool. The Computer Services Department and the Graphics Department have upfront funds expended for maintenance agreements and leases. The Computer Services Department is given a monthly credit from Instruction, Academic Support, Student Services and Institutional Support for their allocation for computer services. At this time, it appears that more funds have been expended than were budgeted, but \$55,147.00 per month will be credited to Computer Services. As the year progresses the amount included in the total year to date will decrease and should be within the projected budget.

Student Aid in the unrestricted and restricted current funds is seasonal expenditures. They involve honors scholarships, tuition waivers, Pell Grants and Direct Loans.

Auxiliary Enterprises include the Bookstore, Residential Housing and Food Services. The year to date expenditures are higher than projected, this has a direct relation to the cost of goods sold in the bookstore and \$240,000.00 encumbered in the Food Service area. We may find that Auxiliary Enterprises may go over the projected expenditure budget, this is acceptable if the revenue side of the picture is also over budget.

Athletics is a seasonal expenditure with funds expended for grants in aid in the fall and spring semesters.



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The revenue report has some of the same features as the expenditure side, tuition and fees is a seasonal revenue stream, while state appropriations is consistent monthly revenue. September Oil and Gas is based on June 2001 prices and production, we expect to start seeing the results of the downturn in prices in the next few months. Property taxes are also a seasonal revenue item, with most coming in January and in late spring.

Auxiliary Enterprises include the Bookstore, Residential Housing and Food Service. The Bookstore revenue has been strong with year to date revenue of \$558,192.03. The Residential Housing is seasonal with year to date revenue of \$332,568.00.

Grant revenue starts at different times than the fiscal year. Grants normally begin in October and they are a draw down of funds after expenditures have been expended. That explains why Grant expenditures are so much higher than the revenue side.

Student Aid is the work study funds, Pell Grant Program and the Federal Direct Loan program. This is seasonal revenue funded at the start of each semester.

Total Revenue is ahead of projected revenue. In areas of revenue that is not seasonal the monthly income is tracking with or better than projections.

In September \$1,500,000.00 was sent to the Local Governmental Investment Pool bringing the total investments to \$9,075,000.00. In the next few months we expect to be drawing down on these funds as we pay for capital projects and payoff the dorm debt in February.

**NEW MEXICO JUNIOR COLLEGE**

**INVITATION TO BID #908**

**REROOFING OF MORAN BUILDING**

**BOARD DOCUMENTS**

Date: October 19, 2001  
Prepared by: Frank Collins  
Coordinator of Purchasing

## **INVITATION TO BID #908**

### **Board Documents**

### **General Information**

1. A legal notice was sent to the following newspaper requesting bid proposals for the re-roofing of the Moran Building:
  - 1) The Hobbs Daily News Sun
3. One bidder submitted a bid within the time frame specified by the bid package.
4. That bidder was present at the opening.
5. The Business Office and Physical Plant have evaluated the bid received and their recommendation is shown on Page 2.

**INVITATION TO BID #908**

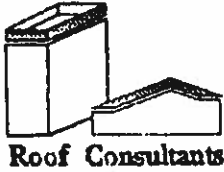
**Board Documents**

**EVALUATION & RECOMMENDATION**

Only one vendor responded to our Invitation to Bid 908. That vendor was G & G Roofing, Inc. of Hobbs NM.

The Administration recommends acceptance of the bid from G & G Roofing, Inc. of Hobbs NM in an amount of \$221,054.52.

**Source of Funding: Capital Projects**  
**Account Number: 9 – 2729 – 02 - 025**  
**Amount: \$221,054.52**



Jim D. Koontz & Associates, Inc.  
P. O. Box 1054  
Hobbs, New Mexico 88240  
Ph 505 392 7676  
Fx 505 392 7602

October 17, 2001

Mr. Charley Carroll  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, NM 88240  
Fax 392-2936

RE: Reroofing Bob Moran Building  
New Mexico Junior College  
Hobbs, New Mexico  
JDK 30-21-03

Dear Mr. Carroll:

Proposals were received October 1, 2001 for the reroofing of the Bob Moran Building. A proposal was received from G & G Roofing, Inc. of Hobbs, New Mexico in the amount of \$208,542.00. This includes replacing 10% of the insulation.

Assuming this would be the only insulation that would require replacement, it is anticipated the cost of the project to reroof the building along with A/E fees is \$221,054.52.

If you have any questions, please call. Thank you,

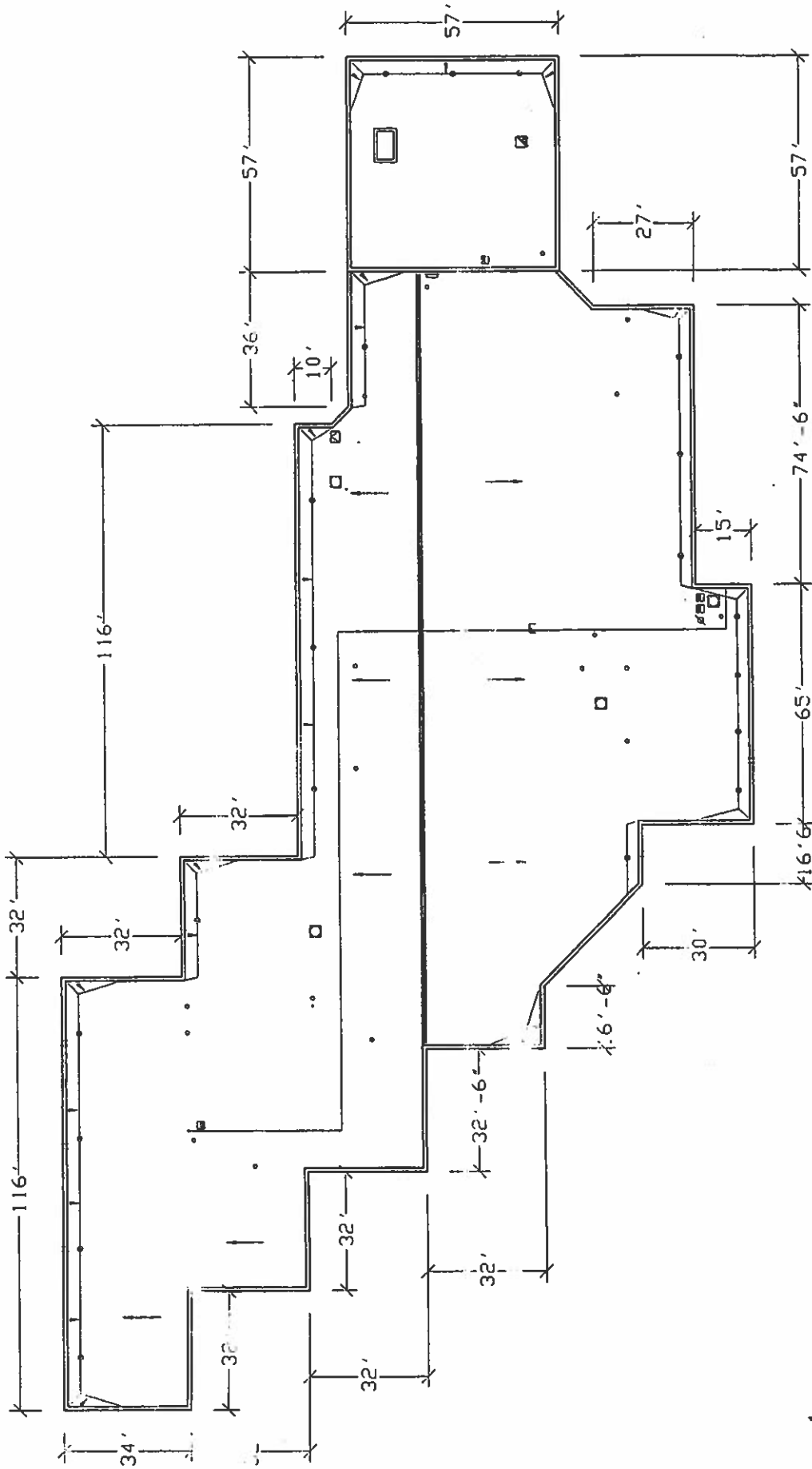
Respectfully,



Vickie Crenshaw  
Associate

VAC/kg

Building: Moran



BOB MORAN HALL

New Mexico Junior College  
2700 State Highway

# G & G ROOFING, INC.

P.O. Box 1631 • Phone (505) 393-2205  
Hobbs, New Mexico 88241  
New Mexico Contractor's License No. 30610

## BID FORM

### 1.01 Form for Bids

- A. Bidders shall submit their proposals in the following format. All proposals shall be submitted on corporate letterhead and signed by an officer of the corporation:

*"BIDDERS CORPORATE LETTERHEAD"*

DATE: **OCTOBER 1, 2001**

BID FOR: New Mexico Junior College  
5317 Lovington Highway  
Hobbs, New Mexico 88240

RE: Reroofing  
New Mexico Junior College  
Bob Moran Building  
Hobbs, New Mexico

The "Name of Bidder" has received and carefully examined a complete set of Bidding Documents on the above mentioned project, including addenda -0-.

The "Name of Bidder" agrees to the following obligations:

1. To hold bid open for thirty (30) days from bid date.
2. To abide by the Instructions to Bidders for the disposition of bid security
3. To execute a contract if awarded on the basis of this bid.

### BASE BID - REROOFING:

Bob Moran Building	\$ <u>205,950.00</u>
REPLACE WET INSULATION APPROXIMATELY 10%	\$ <u>2,592.00</u>

### UNIT PRICING:

1. Replacement of Metal Decking Per Sq/Ft	\$ <u>5.00</u>
2.. Replacement of Wood Nailers Per Lin/Ft	\$ <u>3.50</u>
3. Replace wet insulation over 10% per Sq. Ft.	\$ <u>.81¢</u>

\*if awarded this bid, we will not be able to begin the project until between Nov.15-30th, due to current workload.

The undersigned confirms that an on-site inspection has been completed by this bidder prior to submitting this proposal.

The undersigned agrees, if awarded the contract, to complete the work within the specified number of calendar days or pay New Mexico Junior College \$100.00 per calendar day in Liquidated Damages until the work is completed.

"Name of Bidder" G & G ROOFING, INC.

Signature: *Genaro Gonzales Jr.*  
Authorized Signature

Printed Signature: GENARO GONZALES, JR.

Title: PRESIDENT

Corporate Seal

Address: 115 W MARLAND  
HOBBS, NEW MEXICO 88240

Telephone, Area Code first:  
(505) 393-2205

NM LICENSE #30610  
NM PREFERENCE #24C37



**NON-COLLUSIVE AFFIDAVIT**

State of New Mexico

County of Lea

GENARO GONZALES JR being first duly sworn, deposes and says:

That he/she is GENARO GONZALES, JR  
president  
(individual, Partner or Officer of the firm of, etc.)

The party making the foregoing proposal or bid, certifies that such bid is genuine; that said bidder has not colluded, conspired, connived or agreed (directly or indirectly) with any bidder or person to put in a sham bid or to refrain from bidding; and has not in any manner (directly or indirectly), sought by agreement or collusion or communication of conference with any person, to fix the bid prices of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the

NMTC Holders, NM  
or any person interested in the proposed contact; and that all statements in said bid are true.

Firm: G & G Roofing Inc

By: Genaro Gonzales Jr

Title: president

Subscribed and sworn to before me this 1 day of Oct  
19 2001

Ruth S Gonzales  
Notary Public

My commission expires 9-23, 19 2004

**G & G ROOFING, INC.**  
P.O. BOX 1631  
PHONE (505) 393-2205  
HOBBS, NEW MEXICO 88241  
NEW MEXICO CONTRACTOR'S LICENSE NO. 30610

OCTOBER 1, 200

DEAR SIRs:


G & G ROOFING COMPANY HAS BEEN IN BUSINESS SINCE 1985 AND IN 1990 WE BECAME INCORPORATED AND CHANGED OUR NAME TO G & G ROOFING, INC. FOR A TOTAL OF 16 YEARS IN BUSINESS.

ATTACHED IS A LIST OF SIMILAR PROJECTS WITH NAMES, ADDRESSES AND TELEPHONE NUMBERS.

WE WILL NOT HAVE ANY SUB CONTRACTORS ON THIS PROJECT.

A NON COLLUSION AFFIDAVIT IS ALSO ENCLOSED.

SINCERELY,



GENARO GONZALES, JR.  
PRESIDENT

PROJECT EXPERIENCE LIST

MR. STAN PENA  
NEW MEXICO JUNIOR COLLEGE  
5317 LOVINGTON HIGHWAY  
HOBBS, NM 88240

\$295,273.00  
ROOF REPLACEMENT  
@NMJC  
VARIOUS BULDINGS  
HOBBS, NM

MRS. JOAN TUCKER  
COLLEGE OF THE SOUTHWEST  
6610 LOVINGTON HIGHWAY  
HOBBS, NM 88240

\$56,530.82  
ROOF REPLACEMENT  
AND REPAIRS @ CSW  
VARIOUS BUILDINGS  
HOBBS, NM

MR. BURCE HARDISON  
HOBBS MUNICIPAL SCHOOLS  
P.O. BOX 1030  
HOBBS, NM 88241-1030

\$230,239.78  
ROOF REPLACEMENT  
AND REPAIRS,  
VARIOUS BUILDINGS  
HOBBS HIGH SCHOOL  
CORONADO ELEMENTARY  
HIGH SCHOOL ADMIN.  
DALTON TABOR CENTER  
HOBBS, NM

MR. BURCE HARDISON  
HOBBS MUNICIPAL SCHOOLS  
P.O. BOX 1030  
HOBBS, NM 88241-1030

\$858,466.25  
ROOF REPLACEMENT  
AND REPAIRS,  
SOUTHERN HEIGHTS ELEMENTARY  
HEIZER JR. HIGH, EDISON,  
JEFFERSON, WASHINGTON  
COLLEGE LANE  
HOBBS, NM

MR. JOHN WILBANKS  
LOVINGTON PUBLIC SCHOOL DISTRICT  
700 W. JEFFERSON  
LOVINGTON, NM 88260

\$258,864.00  
ROOF REPLACEMENT  
YARBRO ELEMENTARY  
LOVINGTON, NM

MR. RON LOGBANK  
BIG SPRING INDEPENDENT  
SCHOOL DISTRICT  
708 11<sup>TH</sup> PLACE  
BIG SPRINGS, TX 79720-4610

\$95,721.00  
REROOFING RUNNELS JR.  
HIGH, BIG SPRINGS, TX.

MR. RON LOGBANK  
BIG SPRING INDEPENDENT  
SCHOOL DISTRICT  
708 11<sup>TH</sup> PLACE  
BIG SPRINGS, TX 79720-4610

\$94,973.00  
REROOFING SM ANDERSON  
KINDERGARTEN  
BIG SPRINGS, TX

\$132,350.00  
REROOFING BAUER MAGNET  
ELEMENTARY SCHOOL  
BIG SPRING, TX

MR. DAVID GOODMAN  
ANDREWS INDEPENDENT SCHOOL DISTRICT  
405 NW 3<sup>RD</sup> STREET  
ANDREWS, TX 79714

\$112,344.60  
SKYLIGHT REPAIRS  
AT VARIOUS LOCATIONS  
ANDREWS, TX 79714

MR. ALLAN BRYSON  
SEMINOLE INDEPENDENT SCHOOL DISTRICT  
207 S. W. 6<sup>TH</sup>  
SEMINOLE, TX 79360

\$594,700.00  
REROOFING HIGH SCHOOL & FIELD  
HOUSE REROOFING  
SEMINOLE, TX 79360

**NEW MEXICO JUNIOR COLLEGE**

**Invitation to Bid #909RB**

**Purchase of Telephone Equipment, Installation  
& Phone Cluster Reorganization**

**BOARD DOCUMENTS**

Date: October 19, 2001  
Prepared by: Frank Collins  
Coordinator of Purchasing

## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On September 20, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed bids for the purchase of telephone equipment, installation, and phone cluster reorganization:
  - 1) The Hobbs Daily News Sun
  - 2) Lovington Leader
  - 3) Clovis Journal
2. On September 20, 2001, bid packets were sent to five potential bidders. A bid packet was also sent to a contractor posting service (S W Dodge Planning Room).
3. Three vendors submitted bids within the time frame specified by the bid package. Two vendors did not submit bids.
4. No vendors were present at the opening.
5. The Business Office has evaluated the bids received and its recommendation is shown on Page 3.

# **NEW MEXICO JUNIOR COLLEGE**

## **Evaluation and Recommendations**

### **Board Documents**

The vendors responding to Invitation to Bid #909RB were Valor Telecommunications of New Mexico, LLC., Hobbs NM, The Foneman, Hobbs, NM, and A+ Systems, Hobbs, NM.

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

The Administration recommends acceptance of the bid submitted by Valor Telecommunications of New Mexico, LLC., Hobbs NM in the amount of \$9,760.47 for the purchase of telephone equipment, installation, and phone cluster reorganization.

**Source of Funding: Telephone & Mail Services - 2001/2002 Fiscal Year Operating Budget**

**Account Number: 1 - 2741 - 14 - 130 Major Equipment \$9,760.47**





# NEW MEXICO JUNIOR COLLEGE

## Board Documents

### SPECIFICATIONS

#### Scope of Work

1. Successful Contractor shall provide to the College the following:
  - a. Norstar Modular ("ICS")
  - b. 0 X 32 ("KSU") with XC Software for Expansion
  - c. 6 Port Fiber Expansion Module
  - d. One (1) 12 X 0 Fiber Trunk Module
  - e. Five (5) LDS trunk cart with disconnect supervision
  - f. 4 Port Voice Mail
  - g. All Associated Manuals for the phone equipment and voice mail
  - h. Instruction and Training to be included in bid package

All equipment must be **NEW** and compatible with the existing Norstar System. (**Specifications for compatible equipment MUST accompany the sealed bid**). Additionally, all new equipment must be accompanied by the original manufacturer's warranty information. Remanufactured or refurbished equipment **IS NOT** acceptable.

More specifically, the College is requesting the successful contractor to install the abovementioned equipment in the Ben Alexander Student Center, therefore, establishing the Student Center as the new cluster. Additionally, move approximately sixteen (16) existing phone lines with voice mail from the Caster Activity Center cluster to the new cluster at the Student Center. The College requests that the contractor install 25 pair cable from the John Shepherd Administration Building to the Ben Alexander Student Center, thus providing direct trunk line access. The successful contractor must also program the telephones as needed for this project.

**NEW MEXICO JUNIOR COLLEGE**

**Invitation to Bid #910**

**Purchase of Solder Class Lab Kits  
For Instructional Use**

**BOARD DOCUMENTS**

Date: October 18, 2001  
Prepared by: Frank Collins  
Coordinator of Purchasing

# **NEW MEXICO JUNIOR COLLEGE**

## **BOARD DOCUMENTS**

### **General Information**

1. On September 25, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed bids for the purchase of solder class lab kits for instructional use:
  - 1) The Hobbs Daily News Sun
  - 2) Las Cruces Sun
  - 3) Albuquerque Journal
2. On September 25, 2001, proposal packets were sent to three potential bidders.
3. One vendor submitted a proposal within the time frame specified by the proposal package.
4. The vendor was not present at the opening.
5. The Business Office has evaluated the bid received and its recommendation is shown on Page 2.

# NEW MEXICO JUNIOR COLLEGE

## Evaluation and Recommendations

### Board Documents

One vendor responded to Invitation to Bid #910. That vendor was Automated Production Equipment Corporation of Medford NY.

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

The Administration recommends acceptance of the bid submitted by Automated Production Equipment Corporation of Medford NY for \$41,046.80 for solder class lab kits.

#### Source of Funding: Maquilla Grant - 2001/2002 Fiscal Year

Account Number: 3 - 2435 - 43 - 450 Supplies & Expense \$11,888.00

Account Number: 3 - 2641 - 43 - 450 Minor Equipment \$29,158.80

TOTAL \$41,046.80



**NEW MEXICO JUNIOR COLLEGE**

**Request for Proposals #62**

**Professional Training Services for IPC Certification in Soldering Techniques**

**BOARD DOCUMENTS**

Date:	October 19, 2001
Prepared by:	Frank Collins Coordinator of Purchasing

## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On September 26, 2001 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspapers requesting sealed proposals for professional training services for IPC Certifications in Soldering Techniques:
  - 1) The Hobbs Daily News Sun
  - 2) Las Cruces Sun
  - 3) Albuquerque Journal
2. Proposal packets were sent to four (4) potential bidders.
3. Four (4) vendors submitted proposals within the time frame specified by the RFQ package.
4. No bidders were present at the opening.
5. The Business Office and the Instruction Office have evaluated the bids received and their recommendations are shown on Page 2.

# **NEW MEXICO JUNIOR COLLEGE**

## **Evaluation and Recommendations**

### **Board Documents**

Four vendors responded to the Request for Proposal #62. TeamSource, Inc., Austin TX, Blackfox Training Institute, LLC., Longmont CO, Omni Training Corporation, Rancho Cucamonga, CA, and Manufacturing Technology Training Center, Ridgecrest CA.

The Evaluation Committee evaluated the proposals received based on the evaluation criteria indicated on page 3. See page 3A for RFP Tabulation Summary.

The Administration recommends acceptance of the professional services of TeamSource, Inc., Austin TX for an amount of \$9,170.00. (Training fees are \$6,900 and Travel Expenses are \$2,270 for a total of \$9,170.00).

**Source of Funding: Maquilla Grant – Consulting & Contract Labor  
Grant Year 2001/2002**

**Account Number: 3 – 2231 – 45 – 450      Amount: \$9,170.00**



**NEW MEXICO JUNIOR COLLEGE**

**Request for Proposals #62**

**Evaluation Criteria**

**Professional Training Services for IPC Certifications for Soldering Techniques**

<b><u>Evaluation Criteria</u></b>	<b><u>Awarded Points</u></b>
A. <b><u>Price:</u></b> Ability to offer and maintain competitive prices for services – 300 point potential	300
B. <b><u>Full Time Instructors:</u></b> - 250 point potential	250
C. <b><u>Track Record of Training Successes:</u></b> Graduation success rate of students and instructors - 250 point potential	225
C. <b><u>Ability of Contractor to provide Excellent professional Services to NMJC:</u></b> References - 200 point potential	175
<b>Total Points Awarded to TeamSource, Inc.</b>	<b><u>950</u></b>

Evaluation Team:

Frank Collins, Coordinator of Purchasing

Dr. Richard Fleming, Vice President of Instruction



## **NEW MEXICO JUNIOR COLLEGE**

### **Request for Proposals #62**

#### **Specifications for:**

### **Professional Training Services for IPC Certifications in Soldering Techniques**

1. New Mexico Junior College is requesting proposals for professional training services to conduct a forty (40) hour IPC Level 1 Certification solder class to teach basics of solder techniques according to ANSI-IPC-A-610 Revision C Standards. Various topical areas would include:
  - a. Safety/Hazcomm
  - b. Types of PCBs
  - c. ANSI-IPC-A-610 Revision C Standards
  - d. ESD
  - e. Terms, definitions, and component identification
  - f. Hand solder techniques PTH/SMT
  - g. Measurement and prepping technique
  - h. Solder defect recognition and inspection

#### **Contractor Requirements**

1. Successful Contractor must be an approved IPC Certification Center authorized to conduct IPC-A-610 and J-STD-001 Revision training.
2. Instructors must be an IPC Registered Instructor and authorized to issue IPC certifications.
3. Successful Contractor will supply manuals, training materials, certificates, components, and Through-hole/SMT bare PCBs for student usage.
4. Successful Contractor must be willing to conduct the class over a period of two (2) weeks; twenty (20) hours per week.
5. Successful Contractor will supply copies IPC Certifications for instructors as well as the company.

(It is anticipated that training will be conducted during the weeks of November 5<sup>th</sup>, 2001 and November 12<sup>th</sup>, 2001 or December 3<sup>rd</sup>, 2001 and December 10<sup>th</sup>, 2001).

## **NEW MEXICO JUNIOR COLLEGE**

### **Request for Proposals #62**

#### **Other Contractor Requirements**

1. Prospective Contractors must submit a minimum of three (3) client references, with names and telephone numbers of institutional representatives involved in training administration.
2. Prospective Contractors must submit a complete firm profile, including resumes of key personnel, with their proposals. Offerors must include a time line and plan of approach with their proposals and any other relevant information for NMJC to properly evaluate the services specified in this RFP.

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 10-18-01

Candidate's name Durham, Jimmy J.

Position title Professor of Physical Education/Assistant Men's Baseball Coach

New position  Existing position Classification  Faculty  Professional  Other

Is candidate related to another NMJC employee?  yes  no If so, to whom Pending Board

Effective date of employment approval Standard contract length  12 mos.  9 mos.  other

Funding source NMJC Operating Budget - Physical Education

Paid advertising beyond \*standard NCAA Website

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

Posted salary range \$26,884 - \$41,009 Recommended annual salary \$38,858.00 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-420 100%

Recommended and approved by:

Supervisor *Richard L. Spears* 10-18-01 Dean/Director

Vice President  President *Steve McChery*

- Selection Committee Members:
- Baten, Ara
  - Birmingham, Ray
  - Flanary, Veta
  - Lloyd, Richard
  - Morris, Richard

Comments: Mr. Durham meets and/or exceeds the requirements for this position.

## **ABBREVIATED RESUME**

### **Position**

Professor of Physical Education/Assistant Men's Baseball Coach

### **Personal Data**

Name: Jimmy J. Durham

### **Education**

B.S.Ed., Lubbock Christian University, Lubbock, TX, 1982

M.S.Ed. (Physical Education), University of Houston, Houston, TX, 1994

### **Professional Experience**

Houston Baptist University, Houston, TX

Assistant Coach/Baseball

5/00 to Present

Volunteer Assistant

9/93 to 6/98

Fort Bend I.S.D., Sugar Land, TX

9/90 to Present

U.S. History Teacher

Wharton County Jr. College, Wharton, TX

9/98 to 5/00

Part-Time Physical Education Instructor/Asst. Baseball Coach

University of Houston, Houston, TX

1989 to 1990

Assistant Baseball Coach

Livingston I.S.D., Livingston, TX

9/84 to 5/89

U.S. History/Health/Physical Education

Teacher/Coach (Head Baseball/Assistant Football)

Brazos Port I.S.D., Brazos Port, TX

1982 to 1984

Physical Education/History Teacher/Assistant Baseball Coach

### **Organizations/Awards**

American Baseball Coaches Association

Texas Scouts Association (Baseball)

Texas High School Baseball Coaches Association

NJCAA National Champions - 1978 at Ranger Junior College

1980 N.A.I.A World Series, Lubbock Christian College, 3rd

1981 N.A.I.A World Series, Lubbock Christian College, 8th



# New Mexico Junior College Career Opportunities

**Position Announcement • August, 2001**

**Position Title:** Professor of Physical Education/Assistant Men's Baseball Coach

**Position Description:** The position is responsible to the Dean of Arts and Sciences, Vice-President for Student Services, Director of Athletics, and Head Men's Baseball Coach. Duties and responsibilities shall be, but are not limited to, the following: (1) teach classes (day and/or evening) in Physical Education; (2) serve on college committees, as assigned; (3) serve as a sponsor for student groups as assigned; (4) post and maintain approved office hours per week; (5) assume other professional responsibilities associated with the position of Professor of Physical Education/Assistant Men's Baseball Coach; and (6) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

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

**Salary/Benefits:** Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine-month position. The successful applicant may have the option of teaching during the summer terms for income above his/her base salary. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed application by qualified candidates. Position starts 2001 Fall semester with faculty reporting date of August 13, 2001. To ensure consideration, all application materials must be received. Please do not send any application materials via e-mail.

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

**Lisa Brown  
Director of Human Resources  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, NM 88240**

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

**"Equal Opportunity Education and Employment"**

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

## APPLICANT LIST

**Position:** Professor of Physical Education/Assistant Men's Baseball Coach

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Parker, Seane	No	No	
Felix, Ruben	No	No	
Vorachek, Aaron	No	No	
Vittone, Jason	No	No	Incomplete application materials.
Nealer, John	No	No	
Jones, Christopher	No	No	Incomplete application materials.
Rogers, Jeremy	No	No	
Armstrong, Todd	No	No	Withdrew application materials.
McGladrey, Brian	No	No	
Ard, Jackie	No	No	
Oliver, Clyde	No	No	Incomplete application materials.
Rosenberg, Jason	No	No	Incomplete application materials.
Simmermacher, Bret	No	No	Incomplete application materials.
Rains, Gregory	No	No	Incomplete application materials.
Strobel, William	No	No	



**Position: Professor of Physical Education/Assistant Men's Baseball Coach (continued from page 1)**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Shawley, Courtney	No	No	
Swanson, Raymond	No	No	Incomplete application materials.
Brokaw, Sean	No	No	Incomplete application materials.
Hellams, Robert	No	No	Incomplete application materials.
Smith, Lyle	No	No	
Rardin, Marc	Yes	No	
Vince, David	No	No	
Weintraub, Aaron	No	No	Incomplete application materials.
Durham, Jimmy J.	Yes	Yes	Start date: pending Board approval.
Dana, Jason	No	No	
Smith, Christopher	No	No	Incomplete application materials.
Link, Robert	No	No	Incomplete application materials.
Messier, Alexandre	No	No	
Young, Robert	No	No	Incomplete application materials.
MacDonald, Leo	No	No	
Scott, James	No	No	

**Position: Professor of Physical Education/Assistant Men's Baseball Coach (continued from page 2)**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Newell, Barry	No	No	
Handelsman, Darrell	No	No	Incomplete application materials.
Stoltzenburg, John	No	No	
Briggs, Darren	No	No	
Malczewski, Lewis	No	No	Incomplete application materials.
Giarratano, Joseph	No	No	Incomplete application materials.
Mason, Lamont	No	No	
Wheeler, Earl	No	No	Incomplete application materials.
Hortness, Scott	No	No	
Smith, Stephen	No	No	Incomplete application materials.
Manion, Andrew	No	No	
Dinelle, Dominic	No	No	Incomplete application materials.
Zolecki, Michael	No	No	Incomplete application materials.
Dragisic, Nick	No	No	Incomplete application materials.
Neskie, Christian	No	No	Incomplete application materials.
Danford, LeeRoy	No	No	

**Position: Professor of Physical Education/Assistant Men's Baseball Coach (continued from page 3)**

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Morris, Todd	No	No	Incomplete application materials.
Graham, LaBaron	No	No	Incomplete application materials.
Jones, Billy	No	No	Incomplete application materials.
Del Tondo, Charles	No	No	
Plante, Rick	No	No	Incomplete application materials.
Lane, Jeffrey	No	No	Incomplete application materials.
D'Archangelo, Michael	No	No	Incomplete application materials.
Olson, Jon	No	No	Incomplete application materials.
Harriss, Robin	No	No	
Mehserle, Douglas	No	No	Incomplete application materials.
Clay, Bill	No	No	Incomplete application materials.
Berkemeier, Greg	No	No	Incomplete application materials.
Jacobson, Kent	No	No	Incomplete application materials.
Boyniewicz, Jim	No	No	Incomplete application materials.
Wright, Patrick	No	No	Incomplete application materials.
Donohue, Gregg	No	No	Incomplete application materials.