

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, August 21, 2008

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of July 17 & August 7, 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 Capital Projects Requests | Steve McCleery |
| 6. Consideration of Research & Public Service Projects Requests | Steve McCleery |
| 7. Consideration of Remodel of Harold Runnels Hall | Steve McCleery |
| 8. Consideration of Emergency Notification System/Security System | Bill Morrill |
| 9. Consideration of Capital Project Account Transfer of Funds | Steve McCleery |
| 10. Consideration of New AAS in Energy Technology Degree | Jeff McCool |
| 11. Consideration of RFP #100 – Uniform and Towel Service | Josh Morgan |
| 12. Consideration of RFP #101 – Temporary Contract Labor | Josh Morgan |
| 13. Personnel Consideration – Professor of Nursing | John Gratton |
| 14. Personnel Consideration – Accountant (Controller) | Dan Hardin |
| 15. Personnel Consideration – Accountant/Controller NMJC Foundation | Steve McCleery |
| 16. Personnel Consideration – Custodian Position | Charley Carroll |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JULY 17, 2008

MINUTES

The New Mexico Junior College Board met on Thursday, July 17, 2008, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner.

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

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the agenda was unanimously adopted.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously approved the minutes of May 28, 2008. Upon a motion by Mrs. Williams, seconded by Mr. Jones, the Board unanimously approved the minutes of June 27, 2008.

Under *President's Report*, Jennifer Jordon and Zane Bergman reported on the recent Jim Spence Golf Tournament. The tournament included 55 teams and raised \$61,864. Bill Morrill gave a report on New Mexico Junior College's Experienced Modifier. The Board toured the new student apartments and oilfield training site.

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

Dr. McCleery presented the Lea Power Partners tax abatement request. After some discussion and upon a motion by Mr. Kesner, seconded by Mrs. Vinson, the Board unanimously voted to table the request.

Dr. McCleery presented a retirement resolution for William Rash. Mr. Rash has served the college for 15 years.

Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board tabled Consideration of Bid #1015 – Prefabricated Engineered Metal Building.

Mr. Hardin presented Request for Proposals #99 – Professional Design Services for a Master Plan for the Western Heritage Museum and Lea County Cowboy Hall of Fame. The administration recommended accepting the services of KPC Experience Design for a proposed amount of \$90,000. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously accepted the recommendation.

John Gratton recommended Ms. Toy Long for the Professor of Nursing position at a nine month salary of \$41,298. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Long, effective August 11, 2008.

Calvin Smith recommended Ms. Mary Lyle for the Western Heritage Museum Education & Events Coordinator position at an annual salary of \$33,554. Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Lyle, effective August 1, 2008.

Mr. Smith recommended Ms. Erin Anderson for the Western Heritage Museum Curator position at an annual salary of \$40,896. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously approved the employment of Ms. Anderson, effective August 1, 2008.

Regina Organ recommended Ms. Patricia Voight for the Administrative Secretary – Financial Aid position. Ms. Voight is related to Coaches Jerry Voight and James Voight. Upon a motion by Ms. Chappelle, seconded by Mr. Kesner, the Board unanimously approved the employment of Ms. Voight, effective August 1, 2008.

Agustin Dorado recommended Ms. Chloe Ortiz for the Institutional Effectiveness Assistant position. Ms. Ortiz is related to Pilar Ortiz and Raquel Edwards. Upon a motion by Mr. Jones, seconded by Ms. Chappelle,

the Board unanimously approved the employment of Ms. Ortiz, effective August 1, 2008.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for August 21, 2008, beginning at 4:00 p.m.

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

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

Upon a motion by Mr. Black, seconded by Mr. Kesner, the board meeting adjourned at 6:25 p.m.

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

AUGUST 7, 2008

MINUTES

The New Mexico Junior College Board met on Thursday, August 7, 2008, beginning at 12:00 noon in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Ron Black; Mrs. Yvonne Williams; and Mrs. Mary Lou Vinson. Not present: Mr. Larry Hanna and Mr. Guy Kesner.

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

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the agenda was unanimously adopted.

Under *New Business*, John Gratton recommended Ms. Cathy Ogle for the Professor of Nursing position at a nine month salary of \$46,119. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the employment of Ms. Ogle, effective August 11, 2008.

Dr. Gratton recommended Mr. Javier Rivera for the Professor/Recruiter of GM and Ford Automotive Technology position at a nine salary of \$49,682. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously approved the employment of Mr. Rivera, effective August 11, 2008.

Regina Organ recommended Mr. Joshua Simpson for the Professor of Physical Education/Head Men's Baseball Coach position at a nine month salary of \$35,951. Upon a motion by Mr. Black, seconded by Mrs. Williams, the Board unanimously approved the employment of Mr. Simpson, effective August 11, 2008.

Dr. Organ recommended Mr. Matthew Torrez for the Professor of Physical Education/Assistant Men's Baseball Coach position at a nine month salary

of \$36,663. Upon a motion by Mrs. Vinson, seconded by Mrs. Williams, the Board unanimously approved the employment of Mr. Torrez, effective August 11, 2008.

Dr. McCleery recommended Ms. April Ortiz for the Administrative Support Assistant position at Del Norte Fitness Center. Ms. Ortiz is related to Pilar Ortiz, Chloe Ortiz, and Raquel Edwards. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board unanimously accepted the recommendation.

Dr. McCleery presented a request for an Accountant/Controller position for the New Mexico Junior College Foundation. The Foundation approved funding for \$65,000 toward the new position. Upon a motion by Mrs. Vinson, seconded by Mr. Jones, the Board unanimously approved the request.

Ms. Chappelle called for comments from the community. There being none, the next regular Board meeting was scheduled for August 21, 2008, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board meeting adjourned at 12:20 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: August 12, 2007
RE: Expenditure and Revenue Reports for July 2008

July is the first month of the 2008/2009 fiscal year. The total expended and encumbered for the month and year to date for July was \$4,082,001.00. At the end of June the Business Office released all of the encumbered funds for different capital projects as well as for maintenance agreements. In July those encumbrances were put back on the various capital and operating accounts for the new fiscal year. In current funds we expended \$1,196,809.00 for the month of July. Most of these expenses were for salaries and the faculty salaries for the summer sessions.

Restricted funds are the normal expenditures for the Grants and some student aid for the summer sessions.

The expenditures in the plant funds are mainly the encumbrances for the construction projects and architectural fees. There were some of the final expenses for the completion of the Student Housing project.

The total year to date expenditures is \$4,082,001.00.

The Revenue generated in July 2008 was \$2,627,166.00. This mostly consists of tuition and fees, the allocation from the state, oil and gas accrual income, and auxiliary enterprises revenue. When registration for the summer and fall semesters open in April, all of the revenue goes into deferred revenue for the next fiscal year. In July we move all of that deferred revenue into tuition and fee revenue for the new fiscal year. The Oil and Gas revenue in July is also different because the Oil and Gas revenue that was received during July is booked in the prior fiscal year, so we use the monthly accrual of \$350,000.00 for the Oil and Gas revenue in July. The following numbers will give you an update of what we received from mill levy revenues in the fiscal year of 07/08:

Mill Levy	Budget	YTD Revenue
Oil & Gas	4,200,000.00	10,396,271.00
Oil & Gas Equipment	1,000,000.00	1,645,191.00
Property Tax	2,700,000.00	3,291,992.00
Delinquent Property Tax	<u>100,000.00</u>	<u>74,168.00</u>
Total	8,000,000.00	15,407,622.00

The total mill levy revenue for 06/07 was 12,777,317.00 so there has been an increase of 2,630,306.00 from 06/07 to 07/08.

The investment report shows an ending balance of \$13,125,000.00. \$500,000.00 was sent to the LGIP during the month of July.

Business Office personnel have been working diligently to get the 07/08 fiscal year end closed and prepare for the upcoming audit. The auditors came on campus August 5th thru August 8th for walk thru's and will be back September 29th for a week to two weeks.

This is the Financial Report for July 2008.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

July 2008

8% 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
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,554,895	755,917	12%	1,089,401	415,806	415,806	38%
Academic Support	1,990,507	211,120	11%	8,258,009	160,866	160,866	2%
Student Services	1,211,812	103,168	9%	1,273,117	95,448	95,448	7%
Institutional Support	5,225,700	168,310	3%	5,980,722	197,770	197,770	3%
Operation & Maintenance of Plant	2,369,234	171,870	7%	2,541,647	160,040	160,040	6%
Subtotal - Instruction & General	17,352,148	1,410,385	8%	19,142,896	1,029,930	1,029,930	5%
Student Activities	182,520	9,214	5%	185,017	8,475	8,475	5%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	393,414	(4,479)	-1%	468,359	91,396	91,396	20%
Student Aid	419,625	10,859	3%	417,992	4,771	4,771	1%
Auxiliary Enterprises	1,588,631	59,945	4%	1,631,615	36,216	36,216	2%
Athletics	840,434	13,248	2%	975,869	26,021	26,021	3%
Total Current Unrestricted Fund	20,776,772	1,499,172	7%	22,821,748	1,196,809	1,196,809	5%
CURRENT RESTRICTED FUND							
Grants	1,823,022	75,062	4%	976,609	105,270	105,270	11%
Student Aid	4,000,000	22,943	1%	4,000,000	89,516	89,516	2%
Total Current Restricted Fund	5,823,022	98,005	2%	4,976,609	194,786	194,786	4%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	11,572,382	340,269	3%	8,336,319	1,395,489	1,395,489	17%
Projects from State GOB Funds	1,842,325	412,075	22%	1,435,943	297,503	297,503	21%
Projects from State STB Funds	0	0	0%	1,485,000	602,637	602,637	41%
Projects from General Fund	740,743	0	0%	54,082	0	0	0%
Projects from Private Funds	467,802	29,111	6%	450,949	394,777	394,777	88%
Projects from State ER&R	457,153	0	0%	493,624	0	0	0%
Projects from State BR&R	1,517,325	0	0%	793,505	0	0	0%
Projects from Auxiliary BR&R	19,147	0	0%	29,035	0	0	0%
Subtotal - Capital and BR&R	16,616,877	781,455	5%	13,078,457	2,690,406	2,690,406	21%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	16,616,877	781,455	5%	13,078,457	2,690,406	2,690,406	21%
GRAND TOTAL EXPENDITURES	43,216,671	2,378,632	6%	40,876,814	4,082,001	4,082,001	10%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

July 2008

8% 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
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,137,649	391,712	12%	3,259,000	1,107,562	1,107,562	34%
State Appropriations	7,990,100	525,942	7%	8,299,600	641,108	641,108	8%
Advalorem Taxes - Oil and Gas	5,200,000	350,000	7%	5,200,000	350,000	350,000	7%
Advalorem Taxes - Property	2,800,000	0	0%	3,100,000	0	0	0%
Interest Income	285,000	0	0%	508,252	6,373	6,373	1%
Other Revenues	229,100	24,879	11%	246,100	47,330	47,330	19%
Subtotal - Instruction & General	19,641,849	1,292,533	7%	20,612,952	2,152,373	2,152,373	10%
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	240,501	11%	2,331,600	334,858	334,858	14%
Athletics	189,100	3,258	2%	320,500	26,375	26,375	8%
Total Current Unrestricted	22,070,997	1,536,292	7%	23,265,052	2,513,606	2,513,606	11%
CURRENT RESTRICTED FUND							
Grants	1,820,601	243,810	13%	976,609	0	0	0%
Student Aid	4,000,000	0	0%	4,000,000	113,560	113,560	3%
Total Current Restricted	5,820,601	243,810	4%	4,976,609	113,560	113,560	2%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,678,672	0	0%	0	0	0	0%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	521,194	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%
Total Plant Funds	2,199,866	0	0%	0	0	0	0%
GRAND TOTAL REVENUES	30,091,464	1,780,102	6%	28,241,661	2,627,166	2,627,166	9%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

July 2008

8% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$58.72	2,961,614	\$7.64	16,869,487	696,569	350,000	346,569
Actual	August	\$62.00	2,625,997	\$7.72	16,326,501	688,684	350,000	338,684
Actual	September	\$70.49	2,871,683	\$7.46	17,021,482	791,803	350,000	441,803
Actual	October	\$69.64	2,856,842	\$7.09	17,070,809	758,237	350,000	408,237
Actual	November	\$73.07	2,865,746	\$7.17	16,476,858	772,642	350,000	422,642
Actual	December	\$87.24	2,950,244	\$8.67	16,138,751	858,487	350,000	508,487
Actual	January	\$88.39	3,005,566	\$9.46	16,372,587	918,418	350,000	568,418
Actual	February	\$90.53	2,834,463	\$7.81	16,407,788	930,221	350,000	580,221
Actual	March	\$92.38	2,724,182	\$9.51	14,661,007	897,719	350,000	547,719
Actual	April	\$101.71	2,813,032	\$10.06	16,068,618	944,404	350,000	594,404
Actual	May	\$110.06	2,737,533	\$9.78	15,534,422	1,029,988	350,000	679,988
Actual	June					1,109,099	350,000	759,099
Y.T.D. Production Tax Revenue						10,396,271	4,200,000	6,196,271
Y.T.D. Equipment Tax Revenue						1,645,191	1,000,000	645,191
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						12,041,462	5,200,000	6,841,462

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

July 2008

8% 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	13,125,000	N/A	N/A	N/A	7102-1348	2.40%	26,316
Total Investments	<u>13,125,000</u>						<u>26,316</u>

Summary of Current Month's Activity	
Beginning amount	12,625,000
Plus: deposits	500,000
Less: withdrawals	0
Capital Projects	7,678,390
Reserves Invested	5,446,610
Total LGIP Investment	13,125,000

Capital Projects	7/31/2008
Technology Upgrade	416,800.78
Workforce Training Center	25,337.29
High Tech Start Up	13,346.40
Vehicles	49,374.08
Drawings & Master Plan	12,805.63
Baseball Field	49,445.78
Rodeo Arena	143,733.25
Dormitory Landscape	1,622.23
Millen Fence/Landscape	139,747.89
JASI	167,533.66
Computer Equipment Rebates	12,014.85
Marketing	49,932.06
West Texas ITV	0.00
Equestrian Center	450,000.00
Flooring Repair	4,783.53
Student Housing Construction	805,333.87
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	101,472.06
Facility Painting	24,910.92
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	38,120.00
Campus Paving	223,037.82
Roof Replacement	273,531.64
Interior Lighting-Energy Retrofit	103,859.62
WHM-Consultant	65,000.00
Workforce Training-Landscape	300,000.00
Old Dorms Renovation	278,874.47
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	355,451.11
Oil & Gas Training Center	296,303.11
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	100,000.00
Caster Old CHOF Remodel	300,000.00
Track/Arena Area Enhancement	69,875.00
Roadway Entrances-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnig	5,000.00
Welding Lab	50,000.00
Copler Replacement	12,917.66
Workforce Training Contingency	3,713.91
Total	7,678,390.15

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

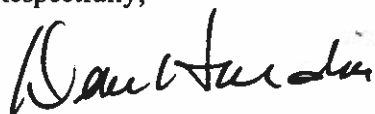
5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)492-2770
Fax: (505)492-2768

To: New Mexico Junior College Board members
From: Dan Hardin
RE: Capital Projects
Date: August 14, 2008

Board members,

The administration is asking for your approval to present two capital projects to the Higher Education Department at the Capital Projects Hearings on August 27, 2008. The first request is for funding for the construction of an Equine Instructional Center. This project submittal is requesting funding in the amount of \$5,000,000.00 to be used in the construction of an Equine Instructional Center. The total project is estimated to cost \$9,950,000.00. The second request is for Infrastructure and the funding request is for \$2,597,000.00, with the total project costing \$3,463,000.00. This project is for roof replacement for the Administration Building, Don Whitaker Automotive Building, Watson Hall, Security Building, Heidel Hall, Warehouse/Cont. Ed Building, Mansur Hall, and the Literacy Alliance Building. The project is estimated to cost \$20.00 per square foot.

Respectfully,



Dan Hardin



NEW MEXICO HIGHER EDUCATION DEPARTMENT

2008 YEARLY CAPITAL PROJECT HEARINGS

August 25-September 5

Project Evaluation Form

Deadline to Submit this Form to NMHED is August 1, 2008

Institution: New Mexico Junior College

Project Title: Equine Instructional Center

Project Description: Construction of an Equine Instructional Center

Project Cost: Requesting funding in the amount of \$5,000,000.00

Priority: The construction of the Equine Instructional Center is the number one capital project for New Mexico Junior College

Space Utilization:

New Mexico Junior College has 444,343 square feet of I & G space, including the newly constructed Workforce Training Center. Using the Fall 2007 FTE number of 1,734, New Mexico Junior College has 256 square feet per FTE.

Full-Time Student Enrollment Trends:

New Mexico Junior College had a record high FTE in 2004 of 1,857, this dropped in 2005 to 1,687 with the increase in Oil Field activity and the start of the LES project in Lea County. The FTE has increased by 3% from 2005 to 2007

Timeline for project completion:

This project is projected to begin in 2010 and will be completed in 2011

Funding from other sources:

Project Title	Equine Instructional Center Construction
Define Phase	Design
Phase Cost	\$450,000
Funding Source	NMJC Oil & Gas Mill Levy funds
Define Phase	Construction
Phase Cost	9,500,000
Funding Source	GOB, General Funds, STB 5,000,000 Institutional Oil & Gas MI Levy 4,500,000 & Private Funding
Total Project Cost	9,950,000

Green Screen for Buildings:

The Equine Instructional Center will be a LEED certified building. The design firm is using the DOE 2.1 modeling and will be using commissioning on the building. The building will run east to west, which will allow natural lighting in the arena and warm up area. This building will be a steel building, but will be insulated and will have high efficiency equipment and lighting. The arena and warm up areas will have large fans in the ceiling to circulate the air; also radiate heating will be used in the large open areas of the building. The design team is looking at directing the water runoff from the building to be stored in an underground tank to be used for the building landscaping and for watering the dirt floor in the arena.

Facilities Condition Index (FCI):

N/A

Safety:

The Equine Instructional Center poses additional safety concerns than we see with other instructional buildings. The project will have adequate parking for not only students, but parking will be provided for vehicles with trailers as students bring horses to the building. Lighting will be provided in all parking areas around the facility. Security camera systems will be installed in the interior of the building as well as the surrounding area. Seating areas in the building will meet all safety requirements.

Programmatic use of building:

The purpose of the Equine Instructional Center is to provide to Lea County and New Mexico a training center for the growing equine business in Lea County and the State. The addition of the Zia Park race track just south of the New Mexico Junior College campus has changed the equine industry in our area. We see the need for equine science programs that fit the beginner as well as the seasoned equine enthusiast. The Equine Instructional Center has been in the strategic plan as well as the master plan for New Mexico Junior College for several years. It has been included in the five year capital plan and is the number one capital project for the College.

The Equine Instructional Center facility will provide an opportunity for New Mexico Junior College to start a new program that is unique to New Mexico, while meeting the emerging needs in Lea County, and allowing the college to recruit students from across the state and nation. Considerable research has been done in regard to the equine program & facility, and all research indicates a significant need for the equine program and facility.



NEW MEXICO HIGHER EDUCATION DEPARTMENT

2008 YEARLY CAPITAL PROJECT HEARINGS

August 25-September 5

Project Evaluation Form

Deadline to Submit this Form to NMHED is August 1, 2008

Institution: New Mexico Junior College

Project Title: Infrastructure

Project Description: Roof replacement

Project Cost: \$3,463,380.00

Priority: Number two

Space Utilization:

New Mexico Junior College has 444,343 square feet of I & G space, including the newly constructed Workforce Training Center. Using the Fall 2007 FTE number of 1,734 New Mexico Junior College has 256 square feet per FTE.

Full-Time Student Enrollment Trends:

New Mexico Junior College had a record high FTE in 2004 of 1,857, this dropped in 2005 to 1,687 with the increase in oil field activity and the start of the LES project in Lea County. The FTE has increased by 3% from 2005 to 2007.

Timeline for project completion:

This project is projected to begin in 2010 and will be completed in 2011

Funding from other sources:

Project Title	Infrastructure
Define Phase	Engineering
Phase Cost	225,000
Funding Source	NMJC Oil & Gas Mill Levy
Define Phase	Roof Replacement
Phase Cost	3,238,000
Funding Source	GOB, STB, General Funds 2,597,000 NMJC Oil & Gas Mill Levy 866,000
Total Project Cost	3,463,000

Green Screen for Buildings:

The roof replacement plan is to salvage existing insulation and add insulation where needed. The College and the roofing engineers are exploring all options for roof replacement. The College will comply with the New Mexico commercial code regarding solar reflective rated roofs. And investigate and consider the Cool Roof Rating Councils recommendations for roofing solutions.

Facilities Condition Index (FCI):

The following NMJC buildings are in need to have a roof replacement:

Administration Building FCI 92.48%	Heidel Hall FCI 32.10%
Don Whitaker Automotive FCI 17.92%	Warehouse/Cont. Ed FCI 89.82%
Watson Hall FCI 130.98%	Mansur Hall FCI 110.09%
Security FCI 89.88%	Literacy Alliance Building FCI 114.01%

Safety:

Safety is very important to New Mexico Junior College. The College requires all contractors to secure the area for the safety of the students and the staff. This requirement applies to roof replacement as well.

Programmatic use of building:

Heidel Hall, Don Whitaker Automotive, Watson Hall, Mansur Hall , and the Literacy Alliance Building are all used for instruction. The Security building is used by Security. The Administration Building is office and meeting space for administrative departments. The Warehouse/Continuing Education building houses the maintenance, ground, and custodial departments in one half of the building and the Continuing Education department in the other portion of the building.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board members
From: Dan Hardin
RE: RPSP request
Date: August 14, 2008

Board members;

The administration is requesting your approval to submit the attached RPSP Athletic funding request to the Higher Education Department. State funding for Athletics has historically been funded through the Research & Public Service Projects funds. Last year Dr. McCleery successfully increased the RPSP Athletic funding for 2008/2009 to \$320,500.00. The attached request is asking for \$1,026,180.00 in additional funding to support two new sports, Men's track and Women's volleyball. Please approve the submittal to increase the RPSP funding for Athletics.

Respectfully,



Dan Hardin

NEW MEXICO HIGHER EDUCATION DEPARTMENT	
Research & Public Service Projects (RPSPs), Athletics, and other Non-I&G Program Requests	
FY10 (July 2009 - June 2010)	
PROGRAM / PROJECT OVERVIEW and PERFORMANCE DATA	
(Please Provide One (1) Sheet for Each Project Request)	
Institution:	New Mexico Junior College
Program/Project Title:	Athletics
Program/Project Identifier:	FY10-NMJC-08-1
Description/Mission/Scope/Target Population	New Mexico Junior College has men's and women's basketball, men's and women's rodeo, men's and women's athletic training, men's baseball, women's track, and men's golf. These athletic programs at New Mexico Junior College are an essential part of the unique mission of the college. New Mexico Junior College is requesting the full funding of the athletic programs as recommended in the Formula Enhancement Task Force funding for athletics. The number of student athletes at New Mexico Junior College will normally be 120 students. Most will be incoming High School seniors or returning college freshmen.
Goals/Objectives and Deliverables (be specific, attach charts, tables, etc.)	The purpose of the athletic program at NMJC is to provide educational as well as athletic opportunities so that student athletes can improve their athletic ability at the same time they are working toward their educational goals. The athletic program follows the mission statement and the strategic plan for the College. New Mexico Junior College is requesting additional funding to start two new athletic sports. Men's track and Women's Volleyball. The request is for \$268,504.00 additional funding for 32 scholarships, which is \$134,752.00 or 16 scholarships per sport. One scholarship is valued at \$8,422.00 per the IPEDS information for instate costs of attendance.
Accomplishments in FY08 and FY09 (est.) for existing programs/projects (be specific)	SEE THE ATTACHED TAB FOR ACCOMPLISHMENTS FOR FY 08
Justification, including significance of program to Institution and State. Are other partnerships and / or collaborations a part of this request? Are matching funds involved?	Athletics has been apart of New Mexico Junior College for over forty years. The Athletic programs have had a large influence on thousands of students lives over that time frame. There are no other partnerships or collaborations involved with this request. There are no matching funds.
Does this project conflict or duplicate with another institution? If so, actions taken to resolve?	New Mexico Junior College has had athletics since 1968. This is not a conflict with any other institution in New Mexico.
	(Increase size of text boxes as needed)

NEW MEXICO HIGHER EDUCATION DEPARTMENT

Research & Public Service Projects (RPSPs), Athletics, and other Non-I&G Program Requests

FY09 (July 2008 - June 2009)

888076

(Please Provide One (1) Sheet for Each Project Request)

Institution:	New Mexico Junior College		Program Rank --->		Increase (Decrease) from FY09	
	FTE	Amount	FTE	Amount		FTE
Program/Project Title:	Athletics		Budget Exhibit --->		Increase (Decrease) from FY09	
	FTE	Amount	FTE	Amount		FTE
Revenues/Transfers:						
General Fund Appropriation / Request						
Land & Permanent Fund or		189,100		320,500		1,026,180
Local Property Taxes						0
Tuition and Fees						0
Other State Funds						0
Federal Grants/Contracts						0
Privat Grants/Contracts						0
Other Rev/Fund Balance (specify)						0
Transfers (specify) I&G		752,778		692,097		(124,097)
Total Revenues/Transfers		941,878		1,012,597		902,083
Expenditures:						
Faculty Salaries					0.00	0
Professional Salaries		118,406		145,809	0.00	191
Other Staff Salaries		11,011		14,005	0.00	995
Student Salaries (GATA)					0.00	0
Fringe Benefits		39,766		42,651		349
Supplies and Expenses		236,338		221,107		8,893
Travel		157,052		128,177		5,823
Equipment		52,372				0
Other Exp (specify) Grant in Aid		326,933		460,848		885,832
Total Expenditures	0.00	941,878	0.00	1,012,597	0.00	902,083

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: NMJC Board members
From: Dan Hardin
RE: Remodel of Harold Runnels Hall
Date: August 13, 2008

Board members;

This past summer the Board approved the remodel and upgrade of the C.M. Burke Hall, which is the men's residence hall. The cost of the remodel was \$494,567.05 and the furniture replacement cost was \$177,973.74 for a total of \$672,540.79. The second phase of this project is the remodel and upgrade of the Harold Runnels Hall, which is the women residence hall. The estimated cost from Facility Build for the remodel and upgrade of Harold Runnels Hall is \$572,360.12; this includes all change orders that were necessary in the C.M. Burke remodel plus lighting retro fit. The furniture replacement proposal is \$172,952.09. The remodeling request of Harold Runnels Hall is being presented several months earlier than when the request was made for the C.M. Burke Hall last year. We are doing this to lock in the replacement furniture pricing. The current proposal is good until the end of August. Also, it now takes several months to go through the approval process with the Higher Education Department and the State Board of Finance. Your approval of this project would allow time to get all of the state approvals completed and lock in the contractor to start the project on May 12th.

This project replaces the floor tile, ceiling tiles, lights, showers, toilets, sinks, counter tops, furniture, and will completely repaint the interior of the dorm. The Higher Education Department has requested that the project included the replacement of the current lighting with low energy fixtures which added \$45,932.96 to the project.

The administration is asking for approval of the Facility Build proposal for the remodel of Harold Runnels Hall and the Block House proposal for furniture replacement, which is a total estimated cost of \$745,312.21. Administration is also asking for funds to be moved from reserves in the amount of \$775,000.00. This will allow contingency funds for unknown cost of remodeling and for fuel charges added to the shipping costs.

FacilityBUILD

PROJECT BUDGET - CES

5904 Florence Avenue NE
 Albuquerque, NM 87113
 ph. (505) 828-0060 fax (505) 823-0161
 www.facilitybuild.com

ESTIMATE SUBMITTED TO: Hobbs Junior College	DATE: 8/11/08	ESTIMATE/ PROJECT # Budget
CONTACT NAME: Charley Carroll	PROJECT NAME: CES ZIA Dorms Renovation	
OWNER'S NAME: (IF OTHER THAN ABOVE)	PROJECT PHYSICAL ADDRESS: 5317 Lovington Highway, Hobbs, NM 88240	
MAILING ADDRESS/STREET: 5317 Lovington Highway, Hobbs, NM 88240	OFFICE PHONE: 1 505 399-8601	Cell Number: 505 320-7145
CITY, STATE, ZIP CODE: Hobbs, NM 88240	FAX #: 1 505 492-2666	Email Address: 0

SCOPE OF WORK:	Division	Amount
Per same scope of work on ZIA dorm as finished in Thunderbird Ha	General Requirement:	\$94,013.00
This Price also includes the cost of the change orders that were added through the projec	Site Work / Demolition	\$10,582.00
Owner to provide test results on Flooring and any mold issue:	Concrete	\$0.00
Demolition	Masonry	\$0.00
Demolition of VCT, cabinets, beds, shelving in each dorm room	Metals	\$0.00
Demolition of counter tops, sinks, and casework, lavatories, toilets, showers, stall insert	Wood & Plastics	\$43,844.00
ceiling tile, benches	Thermal/Moisture	\$0.00
Re-install	Doors & Windows	\$0.00
Cabinets- Provide and replace all casework in toilet rooms and snack room. Vene	Finishes	\$242,046.00
cabinet with a melamine interior for cabinets with doors. Finish will be clear natur.	Specialties	\$12,815.00
Bathrooms- Provide and install 27 floor mount closets, 1 ADA floor mount close	Equipment	\$0.00
52 self rimming laves with faucets, 1 wall hung lave with faucets, 1 stainless steel sin	Furnishings	\$1,680.00
26 shower pans, 1 ADA shower pan. Ceramic tile in 26 stalls, no patter	Special Constructor	\$0.00
Flooring- Provide and install 16,454 s/f Armstrong standard excelon with no patter	Conveying Systems	\$0.00
Vinyl base Rope 4" with toe 5,880 l/f.	Mechanica	\$97,385.00
Toilet Accessories- 52 24" x 36" framed mirrors, 2 ADA tilt mirrors, 1 shower grab bar,	Electrical	\$40,800.00
1 shower seat.		
Ceiling Tile- 1,986 s/f of standard acoustical ceiling.		
Painting- dorm rooms, stairs, corridor, lobby, laundry, snack bar, doors and frames.	Allowances	
Benches- Provide and install three 6' long by 10" wide galvanized frame with cedar colored		
plastic benches, no backs included.		
Install blinds in all windows.		
Install new drywall behind showers, install drywall around dorm room walls.		
Provide and install 54 2x2 fixtures, 56 - 1x4 fixtures, 5 - 2x4 fixtures, fluorescent "E" fixture		
Clarifications: THIS IS A BUDGET PRICE ONLY, THIS PROPOSAL INCLUDES: Prevailing wage		
taxes, bonds, insurance		
This budget is from FacilityBUILD drawings, Pages: A-1, A-2.		
This budget Price also includes CES discount		\$744,061.64
EXCLUSIONS: Any work that is not listed above, or on FacilityBUILD drawings page		\$200,896.64
A-1, A-2.		\$543,165.00
Standard Inclusions: Includes supervision, project management, mobilization, temporary facilities & utilities, bond and insurance if applicable.	NM GRT RATE	5.3750%
		\$29,195.12
	TOTAL	\$572,360.12

Estimate is good for 30 days		8/11/2008
FacilityBUILD (CONTRACTOR) agrees to perform and complete in a professional, workmanlike manner, according to our proprietary QualPRO Standard Procedures, all work as described above. The work will be completed within Calendar days as described within, or as expediently as possible. See additional sheet for further general conditions that are a part of this agreement. This agreement is the only agreement (express or implied) in which the described work will be completed. This agreement takes precedent over any previous oral agreements and representations NM Contractor's License GB98, EE98, MM98 & GF05 #88676	FacilityBUILD Authorized Signature - EA	Date
	ACCEPTANCE: The above prices, scope of work and general conditions are hereby accepted. You are authorized to do the work as specified. Payment - 100% upon completion of work unless credit arrangements have been made.	
	Authorized Signature (owner/client)	Date

BLOCKHOUSE CO., INC. PROPOSAL

8/12/2008 3:00 PM

NMJC Runnels Wardrobes & Desks 072408

3285 Farmtrail Road // York, PA 17406 // Ph: 800-346-1126 // Fax: 717-767-8939

NEW MEXICO JUNIOR COLLEGE 1 THUNDERBIRD CIRCLE HOBBS NM 88240 ATTN: CHRIS POLSON, ASSOCIATE DEAN OF STUDENTS EMAIL: Cpolson@nmjc.edu; rorgan@nmjc.edu PHONE: 575.492.2581 FAX: 575.492.2584	VALIDITY PERIOD: 30 DAYS* YOUR RFO NO TERMS: SEE BELOW FOB POINT: ORIGIN SALES REP: H02 - MITCHELL EST. SHIP DATE: AFTER 8 WKS SHIP VIA: BLOCKHOUSE CONTRACT NO: GS-27F-2031B
PROJECT: ZIA (RUNNELS) HALL WITH WARDROBES AND DESKS	
SHIP TO: NEW MEXICO JUNIOR COLLEGE 5317 N LOVINGTON HWY HOBBS NM 88240	

ITEM	QTY	MODEL NO./DESCRIPTION	UNIT PRICE	EXTENDED
ZIA (RUNNELS) HALL				
1	49	C190411 C9 Captain's Bed with (2) Right-Side Facing Drawers with Oak Pulls, Oak, Natural Finish	472.93	23,173.57
2	49	C190412 C9 Captain's Bed with (2) Left-Side Facing Drawers with Oak Pulls, Oak, Natural Finish	472.93	23,173.57
3	110	X040101 Bentply Two Position Chair, Natural Finish, Grade A Fabric, Shire/Expresso	123.60	13,596.00
4	98	C290410 C9 Nightstand, One Drawer with Oak Pull, Oak, Natural Finish	160.42	15,721.16
5	98	C290250 C9 Double Wardrobe, Oak, Two Drawers with Oak Pulls, Natural Finish	527.27	51,672.46
6	98	C390125 C9 Pedestal Desk, 42" Wide, Oak, Natural Finish	278.32	27,275.36
7	1	Blanket Wrapped Freight	22,591.80	22,591.80
8	1	2.75% QUANTITY DISCOUNT BASED ON GSA CONTRACT GS-27F-2031B, GS-27F-2032B	(4,251.83)	(4,251.83)

Signature: _____ Date: _____

Print: _____ PO # _____

Authorization to purchase. Please sign, date and return to Blockhouse. Please advise, if confirming purchase order is to follow.

TOTAL: \$172,952.09

**NOTES: PRICED PER GSA CONTRACT#GS-27F-2031B, GS-27F-2032B 10/1/03-9/30/08, FSC GRP 71, PT II
 NATURAL OAK FINISH
 BLOCKHOUSE PROGRAMMED GRADE A FABRIC ON TWO-POSITION CHAIR-SHIRE/EXPRESSO
 TAIL GATE DELIVERY-WANT SUMMER '09**

Freight and installation charges subject to change if quantity ordered differs from this proposal. Please call factory at 800-346-1126 for quote.
 Installation quote based on non-union labor and, unobstructed access during scheduled install period. Any delays, obstructions, or additional expenses created outside the original scope of work by the customer, their contractors or vendors, are subject to reimbursement.
TERMS: 1%/10 Days; Net 30 to approved account. Cash with order or deposit required if credit has not cleared at time of order. Delinquent customers are liable for all collection costs and all fees.

* Orders received after validity period and/or deliveries requested beyond standard lead times subject to price escalations.



NEW MEXICO JUNIOR COLLEGE



Bill Morrill
Director of Administrative Services

August 13, 2008

To: NMJC Board
Dr. Steve McCleery

Fr: Bill Morrill

Re: Emergency Notification System

I have been working with contractors for over a year for an emergency notification system that would be installed here on the campus. This past week I received a bid for the system which is on the State of New Mexico Contract.

I met with the contractor this past week in addition to a representative of Valcom who engineered and designed the system for our campus. The system we are proposing permits certain key employees the ability of making a campus wide emergency notification via speakers that will be installed in the interior and exterior of each building on the campus in addition to the Del Norte Fitness Center. This system will be tied to the IT phones that we presently use. This system also comes with a backup hard line phone in the event that our IT phones are not functioning. The proposed system can be activated by certain key employees even when they are not on the campus property.

I am also proposing a video camera system be installed in the rear of the Don Whitaker Automotive Training Center. This past couple of years we continue to experience a rash of thefts and damage that occur to vehicles that are used in the GM and Ford training program.

On both of these projects I have been able to locate a company who has numerous years of experience in design and installation of systems that were mentioned above. This company is also on the State of New Mexico Contract list which will negate having to go out to bid for the project.

The cost associated with each project that is listed above is as follows. The emergency notification system bid on the State Contract is listed at \$114,654.53 and the bid for the cameras was listed at \$23,077.31. The two bids are from the same company Plan B Networks, Inc of Espanola, New Mexico and El Paso, Texas.

The total cost of this project is \$137,731.84. The NMJC Board was generous enough to put \$100,000 in the budget for security equipment. I am asking that an additional amount of money is put into this line item so we can go on with the proposed projects.

Starting this Fall I will have a security employee stationed in the Thunderbird Village. The security employee has an office that is located in the Carroll Leavell Apartments. This security employee will be responsible for the monitoring of cameras and foot patrol of the Thunderbird Village during the hours of 11:00pm to 7:00am daily. We also need to purchase a large monitor that can be used to tie the various security systems onto one screen for the security employees ease in monitoring the activities of the complex. I am anticipating the cost of this monitor and components to connect the cameras to it to be somewhere in the area of \$1,500.00.

If possible I would recommend an additional \$50,000 be added to the existing line item of \$100,000 that was placed into the 2008-2009 budget for security equipment.



Memo

DATE: August 13, 2008
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Capital Project Account Transfer of Funds

In the 2003-2004 Capital Project Recommendations, you approved \$50,000 for ITV Equipment that was to be used for establishing ITV sites in Seminole, Denver City, and Seagraves. For various reasons, this project never came to fruition. It is my recommendation that we move these capital funds into the Campus Security Capital fund account to help pay for the campus-wide emergency notification system and the Don Whitaker ATC Security System. The Campus Security Capital Account currently has \$100,000 that you approved in April, 2008.

Thank you for your consideration.



NEW MEXICO
Junior College

Training & Outreach

Memo

Date: 08/06/2008

To: New Mexico Junior College Board

From: Jeff McCool, Dean of Training & Outreach *jm*

RE: Approval of A.A.S in Energy Technology degree

Please find attached, for your consideration, the Associate of Applied Science in Energy Technology degree. This is a new degree that has been developed in response to industry needs we have identified through the process of providing workforce training and collaborating with business and industry. With the emerging nuclear industry, and our relationships within the oil & gas industry and with entities like LES and WIPP, we felt it necessary to create a degree that would meet the needs for potential entry and technician level workers. The development of this degree is a logical extension of NMJC's commitment to student education and the economic development of our region.

Thank you for your consideration!

Associate in Applied Science (AAS) Degree

Energy Technology

A total of 67–76 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a “C” or better.

General Education Requirements (20-23 hours)

PS 110 College Orientation (PS 113A Freshman Seminar may be substituted for PS 110).....	0-3 hrs.
EN 113 Composition and Rhetoric.....	3 hrs.
EN 123A Report Writing for Technicians.....	3 hrs.
SE 103 Applied Communications.....	3 hrs.
MA 113 College Algebra and	3 hrs.
MA 114B Technical Mathematics I.....	4 hrs.
PH 114C Introduction to Physics or	
CH 114 Current Concepts of Chemistry.....	4 hrs.

Departmental Requirements (29 credit hours)

INDT 000 Introduction to Process Management.....	3 hrs.
CS 123D Windows Application I.....	3 hrs.
HM 223 Environmental Health & Safety.....	3 hrs.
HM 233B Transportation of Hazardous Material.....	3 hrs.
EG 113 Principles of Drafting.....	3 hrs.
MA 113M Metric Conversion.....	3 hrs.
INDT 112E Basic Electrical Theory.....	3 hrs.
INDT 112C Fundamentals of Instrumentation and Controls.....	2 hrs.
INDT 113T Introduction to Thermodynamics, Fluid Flow, and Hydraulics.....	3 hrs.
INDT 000 Introduction to Programmable Logic Controllers.....	3 hrs.

EMPHASIS AREAS

Radiological Control (24 credit hours)

INDT 000 Fundamentals of Nuclear Science.....	3 hrs.
RW 113 Intro to Radiological Control.....	3 hrs.
RW 123 Fundamentals of Radiological Control.....	3 hrs.
RW 133 Standards & Theory of Radiological Control.....	3 hrs.
RW 213 Radiological Control Systems.....	3 hrs.
RW 214 Radiological Monitoring & Protection.....	3 hrs.
RW 223 Radiological Transportation & Emergency.....	3 hrs.
RW 224 Radiological Instrumentation.....	3 hrs.

Nuclear Technician (19 credit hours)

INDT 000 Fundamentals of Nuclear Science.....	3 hrs.
INDT 112N Review of Nuclear Physics.....	3 hrs.
INDT 113V Fundamentals of Vacuum Technology.....	3 hrs.
INDT 113 Nuclear Chemistry.....	3 hrs.
INDT 000 Nuclear Safety.....	3 hrs.
INDT 000 Nuclear Technician Applications.....	4 hrs.

Industry-Focused Coursework (19 credit hours)

Based on Industry Requirements

Basic Course.....	3 hrs.
Intermediate Course I.....	3 hrs.
Intermediate Course II.....	3 hrs.
Advanced Course I.....	3 hrs.
Advanced Course II.....	3 hrs.
Capstone Course.....	4 hrs.

Total.....67 – 76 hrs.

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #100

Uniform & Towel Service

BOARD DOCUMENTS

Date: August 21, 2008
Prepared by: Joshua Morgan
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On July 15, 2008, a legal notice was sent to the following newspapers requesting sealed proposals for uniform and towel service:
 - 1) Hobbs Daily News Sun
 - 2) Albuquerque Journal
 - 3) Las Cruces News Sun
2. Two proposals were submitted in compliance with the opening date and time.
3. There were no vendors present at the opening.
4. The Business Office and Evaluation Committee have evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The vendors responding to the request for proposal are: Unifirst Corporation, Hobbs NM and AmeriPride Linen & Apparel Services, Inc., Roswell NM.

The Administration recommends acceptance of the proposal submitted by AmeriPride Linen & Apparel Services, Inc. for an annual amount of \$5,693.31. The initial contract term is for one year with two additional renewals. The tabulation results are detailed on Page 3A.

Source of Funding: FY 2008/2009 Operating Budget
Supplies & Expense Accounts

Maintenance department:	Supplies & Expense	11000 – 1101 – 7110 - 141
Custodial department:	Supplies & Expense	11000 – 1102 – 7110 - 141
Grounds department:	Supplies & Expense	11000 – 1103 – 7110 - 141
Automotive department:	Supplies & Expense	11000 – 2581 – 7110 - 102

Amount: \$5,693.31

NEW MEXICO JUNIOR COLLEGE

Price Summary		UNIRIST CORPORATION				Quantity	Service Item	AMERPRIDE						
		8/2008 - 8/2009	8/2009 - 8/2010	8/2010 - 8/2011	Combined Cost			8/2008 - 8/2009	8/2009 - 8/2010	8/2010 - 8/2011	Combined Cost			
White Towels (\$11 X 49 weeks) Custod	300	\$1,617.00	\$1,617.00	\$1,617.00	\$4,851.00	White Towels (\$11 X 49 weeks) Custod	300	\$1,617.00	\$1,617.00	\$1,617.00	\$4,851.00			
Red Towels (\$10 X 49 weeks) Maint	50	\$245.00	\$245.00	\$245.00	\$735.00	Red Towels (\$10 X 49 weeks) Maint	50	\$196.00	\$196.00	\$196.00	\$588.00			
Red Towels (\$10 X 49 weeks) Autom	200	\$980.00	\$980.00	\$980.00	\$2,940.00	Red Towels (\$10 X 49 weeks) Autom	200	\$784.00	\$784.00	\$784.00	\$2,352.00			
Custodial Shirts (\$36 X 3 X 49 weeks)	11	\$582.12	\$582.12	\$582.12	\$1,746.36	Custodial Shirts (\$25 X 3 X 49)	11	\$404.25	\$404.25	\$404.25	\$1,212.75			
Custodial Supervisor Shirt (\$26 X 1 X 49 weeks)	11	\$194.04	\$194.04	\$194.04	\$582.12	Custodial Supervisor Shirt (\$22 X 1 X 49 Weeks)	11	\$172.48	\$172.48	\$172.48	\$514.50			
Maintenance Shirts (\$36 X 6 X 49 weeks)	11	\$1,552.32	\$1,552.32	\$1,552.32	\$4,656.96	Maintenance Shirts (\$25 X 6 X 49 weeks)	11	\$1,078.00	\$1,078.00	\$1,078.00	\$3,234.00			
Maintenance Supervisor (\$36 X 1 X 49 weeks)	11	\$194.04	\$194.04	\$194.04	\$582.12	Maintenance Supervisor Shirt (\$32 X 1 X 49 weeks)	11	\$172.48	\$172.48	\$172.48	\$517.44			
Director of Phy Plant Shirt (\$25 X 1 X 49 weeks)	1	\$12.25	\$12.25	\$12.25	\$36.75	Director of Phy Plant Shirt (\$84 X 1 X 49 weeks)	1	\$41.16	\$41.16	\$41.16	\$123.48			
Maintenance Office Mgr Shirt & Inventory Control Spec Shirt (\$36 X 2 X 49 weeks)	6	\$211.68	\$211.68	\$211.68	\$635.04	Maintenance Office Mgr Shirt (\$42 X 2 X 49 weeks)	6	\$246.96	\$246.96	\$246.96	\$740.88			
Grounds Shirt (\$36 X 6 X 49 weeks)	11	\$1,164.24	\$1,164.24	\$1,164.24	\$3,492.72	Grounds Shirt (\$25 X 6 X 49 weeks)	11	\$808.50	\$808.50	\$808.50	\$2,425.50			
Grounds Supervisor Shirt (\$36 X 1 X 49 weeks)	11	\$194.04	\$194.04	\$194.04	\$582.12	Grounds Supervisor Shirt (\$32 X 1 X 49 weeks)	11	\$172.48	\$172.48	\$172.48	\$517.44			
Annual Totals		\$6,946.73	\$6,946.73	\$6,946.73	\$20,824.02	Annual Totals		\$5,693.31	\$5,693.31	\$5,693.31	\$17,076.99			
White towels - 300/week for custodial														
#1 red logs - 200/week for automotive														
#2 red logs - 50/week for maintenance														

NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS

SERVICES – New Mexico Junior College is soliciting Request for Proposals ("RFPs") to provide uniform and towel services for the physical plant (custodial, maintenance, and grounds) and automotive department for the fiscal years 2008-2009, 2009-2010, and 2010-2011. The initial period of the contract is **one year**. The College may opt to renew the contract on a year-by-year basis for up to two additional years. *Renewal of the uniform services contract is subject to service and quality review at the end of the initial contract period and subsequent renewal periods. **No maximum quantity of shirts is guaranteed by the college.***

The New Mexico Junior College Physical Plant Departments (Custodial, Maintenance, and Grounds) are requesting your proposal to provide uniform service as follows:

CUSTODIAL:

1. Supply new collar (**60% poly/40% cotton**) shirts for **up to** three (3) personnel @ 11 shirts apiece.
2. Supply new collar executive (**60% poly/40% cotton**) shirts for one (1) supervisor @ 11 shirts apiece.
3. Supply 300 #1 quality white rags per week.

Submit samples of Items 1 through 3 with your Request for Proposal packet. Samples shall include shirts with pinstripe, long-sleeved, short-sleeved, and various color configurations.

MAINTENANCE:

1. Supply new collar (**60%poly/40% cotton**) shirts for **up to** eight (8) personnel @ 11 shirts apiece.
2. Supply new collar executive (**60% poly/40% cotton**) shirts for one (1) supervisor @ 11 shirts apiece.
3. Supply one (1) director of physical plant long sleeve white shirt.
4. Supply new collar polo (**60% poly/40% cotton**) shirts for one (1) office manager @ six (6) shirts apiece – **Note: No laundry for these shirts; individuals will do own washing.**
5. Supply new collar polo (**60% poly/ 40% cotton**) shirts for one (1) inventory control specialist @ six (6) shirts apiece – **Note: No laundry for these shirts; individuals will do own washing.**
6. Supply 50 #2 quality red rags per week.

Submit samples of Items 1 through 6 with your Request for Proposal packet. Samples shall include shirts with pinstripe, long-sleeved, short-sleeved, and various color configurations.

GROUNDS:

1. Supply new collar (60% poly/40% cotton) shirts for **up to six** (6) personnel @ 11 shirts apiece.
2. Supply new collar executive cotton blend (60% poly/ 40% cotton) shirts for one (1) supervisor @ 11 shirts apiece.

Submit samples of Items 1 and 2 with your Request for Proposal packet.
Samples shall include shirts with pinstripe, long-sleeved, short-sleeved, and various color configurations.

There will be NO logos printed or stitched on any of the shirt types.

Sample shirts submitted will be returned to the Offeror.

AUTOMOTIVE:

1. Supply 200 red towels per week. Initial supply must consist of new red towels.

NEW MEXICO JUNIOR COLLEGE

GENERAL REQUIREMENTS

The College requires that the number of items picked up for cleaning shall reconcile to the number of items returned to the College for each department. The Offeror agrees to pick up the soiled items, clean them, and retain them in a condition consistent with the manner of treatment they have been and are being used, and deliver the items to the College each week. The Offeror for all types of uniforms must honor repair requests made by the College. The College must not be charged for replaced items due to normal wear and tear or items lost or misplaced by the Offeror.

The proposal quotes must include all laundry services, pick-up and delivery charges, and any other specified charge(s) at a weekly rate. It must also include any one-time charge(s) associated with the uniform and towel service. **Taxes are excluded from the proposal quote.** This quote shall be based on 49 working weeks a year.

The Offeror must submit a detailed written proposal that contains the requested information below, specific enough for the College to evaluate the services according to the rating criteria on the attached sheet. Each criterion will bear a maximum point potential as indicated on this sheet.

The proposal must include, but is not limited to:

- A thorough description of the proposed service
- Proposed pickup/delivery schedule (also addressing holidays)
- Procedure/schedule for correcting mistakes in items not delivered, cleaning, requested repairs and replacements, etc.
- Names and telephone numbers of at least three (3) current customer references
- Weekly price (**excluding tax**) for each of the three years under consideration – include on NMJC Proposal Price Form
- Other fees and charges (**excluding tax**). Include initial set up charges, if applicable – include on NMJC Proposal Price Form

The successful Offeror must be willing to enter into a service contract upon acceptance of the proposal by the NMJC Board. The general terms, conditions and specifications of this RFP will be an integral part of the contract. NMJC reserves the right to cancel services at any time, with a two-week notice, if not satisfied with the quality of the goods or services delivered under this Request for Proposals.

NMJC reserves the right to negotiate price with the highest scoring Offeror(s) to ensure a "best and final offer" for the College.

NEW MEXICO JUNIOR COLLEGE
EVALUATION CRITERIA
UNIFORM & TOWEL SERVICES FOR
PHYSICAL PLANT AND AUTOMOTIVE DEPARTMENTS

<u>EVALUATION CRITERIA</u>	<u>Potential Points</u>
A. <u>Continuity</u> : Length and extent of time Offeror has been in continuous, successful business in providing these services.	100
B. <u>Delivery Schedule</u> : Ability of the Offeror to provide reliable weekly service and convenient alternative deliveries during holidays.	200
C. <u>Promptness in correcting mistakes</u> : Ability to promptly provide "same day delivery" for correcting mistakes in delivery, requested repairs, thorough cleaning, etc.	200
D. <u>Service</u> : References (three <u>must</u> be provided)	100
E. <u>Location</u> : Close proximity to NMJC campus to provide responsive service.	100
<u>SUBTOTAL</u>	700
F. <u>Pricing</u> : Ability to offer and maintain competitive Prices for services	300
<u>MAXIMUM POTENTIAL SCORE</u>	<u>1000</u>

Points Summary

Firms Responding	Continuity	Delivery Sched	Prompt actions	Service	Location of facility	Cost	TOTAL
AmeriPride	69	156	169	80	50	300	824
Unifirst Corporation	84	166	119	79	95	246	789

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

Evaluation Committee

Charley Carroll, Director of Physical Plant
Randy Johns, General Maintenance Worker
Buddy Bascom, Custodial Supervisor
Carol Marquez, Administrative Secretary – Automotive Technology

NEW MEXICO JUNIOR COLLEGE

Request for Proposals #101

Temporary Contract Labor

BOARD DOCUMENTS

Date: August 21, 2008
Prepared by: Joshua Morgan
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On July 15, 2008 a legal notice was sent to the following newspapers requesting sealed proposals to provide temporary contract labor for the college:
 - 1) The Hobbs Daily News Sun
 - 2) Albuquerque Journal
 - 3) Las Cruces Sun News
2. On July 15, 2008, proposal packets were delivered to five vendors.
3. Two vendors submitted a proposal specified by the proposal package and in compliance with the opening date and time.
4. No bidders were present at the opening.
5. The Business Office has evaluated the proposal received and their recommendation is shown on Page 2.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

Two vendors responded to the Request for Proposals #101: Its Quest Inc., Hobbs NM and Spherion, Hobbs NM.

The scope of services, information on proven track record, list of references, and the fee structure were evaluated by the Business Office.

The Administration recommends acceptance of the services of Its Quest Inc., Hobbs NM. Please refer to Page 3 for the price structure and evaluation criteria.

Source of Funding: FY 2008/2009 Operating Budget
Account Number: 11000-1101-71131-141
Amount: \$14.40/hour

Request for Proposal #101

Board Documents

Evaluation and Recommendation

Proposal Evaluation Criteria:

Section Number	Section Title	Percent	Total Points
I	Price	35%	350
II	Anticipated Availability	25%	250
III	Service	25%	250
IV	Years in Service	15%	150
		100%	1000

The Following Proposal was received:

Company Responding	Average Price	Points Section I	Points Section II	Points Section III	Points Section IV	Total Points Awarded
Its Quest Inc.	\$14.40	350	233	250	147	980
Sperion	\$15.11	336	158	158	132	784

Recommendation:

After a review of the submitted proposals the Business Office recommends accepting the proposal from Its Quest, Inc. for a contract to provide temporary contract labor for an initial period of one (1) year with an option for New Mexico Junior College to renew the contract each year for an additional one (1) year period, not to exceed three (3) renewals of the contract.

Request for Proposal #101

Board Documents

Specifications

A. Scope

1. New Mexico Junior College anticipates the need for temporary contract labor at the main college campus and off-site campus locations in Lea County.
2. Possible places of service include, but are not limited to, Physical Plant, Custodial, and Grounds.
3. The hours of work will vary with the individual assignment and scope of that assignment. Normal New Mexico Junior College office hours are 8:00 AM - 5:00 PM, Monday through Friday. Maintenance and Grounds is from 7:00 AM - 4:00 PM, Monday through Friday, Custodial hours are 3:00 PM - 11:30 PM, and 1:00 PM - 9:30 PM (Summer Hours). Some night and weekend work may be required. No overtime will be allowed.
4. The individual department will provide the contractor with the skills required of the temporary workers as per the assignment to which they are to be contracted at least a week prior to the beginning of an initial assignment. These skill requirements may be provided at the start of the contract period. Once New Mexico Junior College has provided the skill requirements to the contractor and the initial assignment has begun the contractor shall provide the labor on "as needed" basis with a minimum of one (1) working day notice.
5. The contractor will replace unsatisfactory workers within four (4) hours of being notified that the worker is unsatisfactory.
6. It is estimated that New Mexico Junior College will use between 2000 and 3000 hours of labor, however, it is understood that no guarantee or warranty is made or implied, by New Mexico Junior College, or any other user, that an order for a definite quantity will be issued under this proposal.

B. Responsibilities of the Proposer

1. The successful contractor will provide for screening and determination of required skills prior to assigning contract labor to New Mexico Junior College.
2. Any assignment of work will require the contractor to have in their possession a Purchase Order **(labor cost of \$1500.00 and greater)** from New Mexico Junior College or a Purchase Order Number as verified with the Purchasing Department of New Mexico Junior College, prior to the assigning of personnel to New Mexico Junior College.
3. The successful contractor will maintain all required insurances, business permits and surety bonds. The successful contractor will provide, upon request from New Mexico Junior College, background checks on any member of its work force that may be placed in a position that deals with money or potential control of New Mexico Junior College physical assets.
4. The successful contractor will bill each department separately, based upon the department's request for temporary laborers.
5. The successful contractor will make available a list of candidates that meets the skill requirements. New Mexico Junior College may elect to interview or to waive such interview

and use the contract labor at the recommendation of the contractor. If the worker is for any reason unsatisfactory, New Mexico Junior College will notify the contractor who will replace said worker within four (4) hours. This four (4) hour requirement may be waived by requesting department and a different replacement time negotiated between the contractor and the department for that assignment.

6. The contractor will guarantee the worker. The contractor will not bill New Mexico Junior College for any worker, which has unsatisfactory performance, and is requested to be replaced by New Mexico Junior College to the contractor within the first four (4) hours of the assignment. Assignment is defined as a predetermined single continuous period of time for a department doing a specific type of job. Any change in job function in the same department, change of job to a different department or, not performing the designated function for a period of one (1) week shall be considered a new assignment.
7. The contractor will make restitution to New Mexico Junior College, after being presented with reasonable proof of a workers misconduct resulting in a loss of money or asset, within 30 days of the presentation of such reasonable proof.

C. General Categories of Worker (Skill requirements to be furnished by department after award)

1. General Maintenance Labor:
 - A. Must be over 18 years of age
 - B. Continuous stooping bending, lifting 50 pounds without assistance. Working off of a ladder.
 - C. Must provide their own safety equipment. (Glasses, paper dust mask & back support belt)
 - D. May require >75% of time out doors.
2. Custodial Labor:
 - A. Must be over 18 years of age
 - B. Continuous stooping bending, lifting 50 pounds without assistance. Working off of a ladder.
 - C. Will include nights and weekend work.
3. Grounds Labor:
 - A. Must be over 18 years of age
 - B. Continuous stooping bending, lifting 50 pounds without assistance. Working off of a ladder.
 - C. Must provide their own safety equipment. (Glasses, paper dust mask & back support belt)
 - D. May require >75% of time out doors.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date August 14, 2008

Candidate's name Donnie L. Hayes

Position title Professor of Nursing

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 *8/29/2008 Standard contract length 12 mos. 9 mos. other _____

Funding source Grant 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 \$43,369 to \$54,211 Recommended annual salary \$48,899 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2544 61101 102

Recommended and approved by:

Karen Cummings
Supervisor
J. B. Beaton
Vice President

Mary Jane Ward
Dean/Director
Steve McCreary
President

Selection Committee Members: Karen Cummings, Director of Allied Health Fields
Shelly Murphy – Professor of Nursing
Misty Stine – Professor of Nursing
Delores Thompson – Professor of Nursing
Kimberly Webb – Professor of Nursing

Comments: Ms. Hayes, with a B.S.N. in Nursing and more than twenty-five years of applicable experience, meets and/or exceeds
the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Donnie L. Hayes

Education

B.S.N., University of Phoenix, Phoenix, AZ, 2000
Major: Nursing Program

A.A.S, New Mexico Junior College, Hobbs, NM, 1985
Major: RN Program

Professional Experience

Lea Regional Hospital, Hobbs, NM	
Triage Nurse	7/2006 to Present
Intensive Care and Emergency Room Nurse	1986 to 1996
Intensive Care and Emergency Room Nurse	1998 to 2000
State of New Mexico, Lovington, NM	
Public Health Nurse	1996 to 1997
Nor Lea Hospital, Lovington, NM	
Triage Emergency Room Nurse	04/2000 to 7/2006
Part-time LPN and RN Nurse	08/1981 to 01/1986

Licenses/Certifications:

New Mexico License No: R24969, Issue Date: 8/23/85, Expiration Date: 11/30/09, Multi-State Privilege

Certifications: ACLS, Pals, ENPC, TNCC, CPR CCRN



New Mexico Junior College

Career Opportunities

Position Announcement • August 2008

Position Title: Professor of Nursing

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: 1) classroom instruction, clinical and laboratory supervision of students; 2) evaluation of students enrolled in the Pre-Nursing, Practical Nursing and/or Associate Degree Nursing programs; 3) student advisement and counseling; 4) curriculum update and revision; 5) develop course syllabus each semester; 6) serve on college committees as requested by the administrative team 7) participate annually in an academic or professional process of continued personal and professional development; 8) actively participate in the institutional goals and objectives designed to support the mission of the college; 9) serve on college committees as assigned; and, 10) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior College.

Qualifications: Master's Degree in nursing (MSN) preferred a Bachelor's degree in nursing (BSN) and/or an Associate Degree in Nursing (RN) enrolled in a BSN program will be considered. Must pursue and complete a BSN within (3) years and a MSN within five (5) years of employment. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years clinical experience and obtain or have a current New Mexico or multi-state nursing license in good standing. Prior successful teaching experience preferred and/or a background in nurse aide training, medical-surgical nursing, and/or psychiatric/mental health nursing. Candidates should be able to work within a team teaching concept at any level of the pre-nursing or nursing program as assigned. Computer proficiency required with skills in Microsoft Word, Power Point, and Web CT proficiency desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule which is commensurate with education and teaching experience. This is a nine month position funded by a grant and is contingent upon receipt of grant funds each year for continuation of employment. 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 (official transcripts required prior to employment), 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: mehemandez@nmjc.edu

APPLICANT LIST

Position: Professor of Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Hayes, Donnie L.	Yes	Yes	Start date: Pending Board approval.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date August 15, 2008

Candidate's name Joshua R. Morgan

Position title Accountant (Controller)

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 9/01/2008 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 \$45,564 to \$56,955 Recommended annual salary \$47,450.00 Prorated salary yes no

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

Recommended and approved by:

Supervisor
Dan Hardin
Vice President

Dean/Director
Steve McCleary
President

Selection Committee Members: Dan Hardin – Vice President for Finance
Amparo Salazar – Accountant (Controller)

Comments: Mr. Morgan, with a B.B.A. in accounting and more than four years of applicable experience, meets and/or exceeds
the minimum requirements for this position.

ABBREVIATED RESUME

Position

Accountant (Controller)

Personal Data

Name: Joshua R. Morgan

Education

B.B.A., College of the Southwest, Hobbs, NM, 2004
Emphasis: Accounting

Professional Experience

New Mexico Junior College, Hobbs, NM Coordinator of Purchasing	5/06 to Present
Johnson, Miller and Co., Hobbs, NM Staff Accountant	6/04 to 5/06
P-T Intern	8/03 to 5/04
U.S. Census Bureau P-T Temporary Data Collection	3/00 to 6/00

Organizations

Jaycees
Business Leadership Council – College of the Southwest
Phi Theta Kappa

Awards

Honor Graduate – College of the Southwest
President's and Dean's List
Phi Theta Kappa
New Mexico Referee Association



New Mexico Junior College

Career Opportunities

Position Announcement • August 2008

Position Title: Accountant (Controller)

Position Description: The Accountant shall be responsible to the Vice President for Finance. The duties and responsibilities of the Accountant shall be, but not limited to, the following: 1) Act as assistant to the Vice President for Finance and for the College; 2) Arrange office hours and coordinate vacation schedule for Accounts Payable Clerk, Accounts Receivable Specialist, and Cashier; 3) Organize and maintain the Business Office files for current and permanent purposes; 4) Assist and monitor the annual audit preparation; 5) Keep books for ELIN and reconcile the cash accounts; 6) Prepare quarterly financial statements for ELIN in caseware and file the financials with the Maddox Foundation and the President; 7) Be responsible for the security and safekeeping of Business Office records, monies, receipts, and physical quarters; 8) Furnish data for special purposes as directed by the Vice President for Finance; 9) Monitor cash flow to meet college financial obligations; 10) Reconcile all bank statements, journalizing all reconciling items; 11) Reconcile the general ledger revenue and expenses for Pell, Direct Loans, FFELP loans and SEOG to GAPS draws and bank statements; 12) Draw down all necessary monies for the Pell and SEOG per Financial Aid requests; 13) Monitor all invoicing done by Cashier; 14) Review and approve all requisitions pertaining to checks requested through the student billing system; 15) Monitor and coordinate with Financial Aid and Cashier for the preparation and distribution of Pell, SEOG, and SSIG checks each semester; 16) Review and approve the student billing and cash receipts edits prepared by the Cashier daily; 17) Review cash requirement edit and check run prepared by Accounts Payable Clerk weekly; 18) Coordinate with Computer Center on all system problems; 19) Plan, organize, and coordinate the registration process with the Registrar, Computer Center, Student Services, and Financial Aid; 20) Administer and initiate all wires for payroll and any other wire that is needed for NMJC operations; 21) Accept other duties as assigned by the Vice President for Finance; 22) Participate in a process of continual personal and professional improvement; 23) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 24) 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 accounting or business administration from a regionally accredited institution required. Knowledge of and experience in public accounting, generally accepted accounting principles and/or auditing procedures preferred. Strong computer, organizational and analytical ability required.

Salary/Benefits: This is a full-time professional position with a starting salary of \$45,564 to \$56,955. Salary will be commensurate with experience and education. 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 (official transcripts required prior to employment), and provide eight (8) personal references with current addresses and phone numbers to:

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

APPLICANT LIST

Position: Accountant (Controller)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Morgan, Joshua R.	Yes	Yes	Start date: September 1, 2008

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date August 18, 2008

Candidate's name Christina J. Kunko

Position title Accountant / Controller – New Mexico Junior College Foundation

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom William (Bill) Kunko

Effective date of employment *9/02/2008 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 \$ 46,332 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 1030 61301 134

Recommended and approved by:

Jennifer Jordon
Supervisor

Dean/Director

Steve McCleary
President

Vice President

Selection Committee Members: Jennifer Jordon, Executive Director of the Foundation

Dan Hardin – Vice President for Finance

Kim Latimer – Administrative Secretary – NMJC Foundation

Janice Spencer – NMJC Foundation

Comments: Ms. Kunko, with a B.A. in accounting, a Certified Public Accountant License, and more than fourteen years of applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Accountant / Controller – New Mexico Junior College Foundation

Personal Data

Name: Christina J. Kunko

Education

B.A., New Mexico State University, Las Cruces, NM, 1982
Major: Accounting

Professional Experience

St. Helena School, Hobbs, NM Bookkeeper/Secretary	10/2005 to 5/2008
Part-time Independent Contractor – Administration Bookkeeper	8/2000 to 9/2005
Part-time Independent Contractor – Pastoral Bookkeeper	5/2001 to 3/2007
Deason, Peters, Stockton Public Accounting Firm, Roswell, NM Staff Accountant/Full Charge Bookkeeper	1/1988 to 1/1989
Full Charge Bookkeeper	11/1985 to 12/1987
Ikard's Furniture Store, Las Cruces, NM Inventory Control – Accounts Payable	05/1984 to 11/1985
Dillard's Department Store, Las Cruces, NM Inventory Control	5/1982 to 5/1984

Licenses/Certifications:

New Mexico CPA License No: 3615, Issue Date: 10/19/90, Expiration Date: 10/31/08

Community Service

Co- Chair of the St. Helena School's major fundraiser for four year.



New Mexico Junior College Career Opportunities

Position Announcement • August 2008

Position Title: Accountant / Controller for NMJC Foundation

Position Description: This position reports to the Executive Director of the NMJC Foundation. The duties and responsibilities include, but are not limited to, the following: (1) Organize and maintain the Foundation financial files for current and permanent purposes; (2) Assist and monitor the annual audit preparation, including preparing all detailed schedules needed by auditors, running any needed reports for auditors, preparing working trial balance, making audit entries, posting to fiscal and the auditors' trial balance, and ensuring the 990 is filed timely; (3) Be responsible for the security and safekeeping of Foundation financial records, monies, and receipts; (4) Furnish data for special purposes as directed by the Executive Director, NMJC Foundation; (5) Be responsible for computer applications directly related to the financial files of the Foundation office; (6) Perform system analysis and recommend computer applications for Foundation financial / donor functions; (7) Coordinate with Computer Center on all system problems; (8) Monitor cash flow to meet Foundation financial obligations; (9) Monitor the College-funded Institutional Foundation and Institutional Development budgets; (10) Maintain the Foundation operating budget; (11) Reconcile all bank statements, journalizing all reconciling items; (12) Reconcile all investment statements, journalizing all reconciling items; (13) Manage, track, and coordinate with Financial Aid for the preparation and distribution of Foundation scholarship awards; (14) Maintain donor accountability as agreed in scholarship and endowment agreements; (15) Draft and maintain the Foundation financials and prepare financial reports quarterly for the Foundation Board; (16) Manage and maintain the Foundation accounts payables and receivables; (17) Maintain the permanently restricted fund corpus balances; (18) Report to the Foundation Treasurer and Foundation Investment Committee; (19) Assist with the implementation of Foundation initiatives and events; (20) Accept other duties as assigned by the Executive Director, NMJC Foundation; (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: A Bachelor's degree in accounting or business administration from a regionally accredited institution required. Knowledge of and experience in public accounting generally accepted accounting principles and/or auditing procedures preferred. Strong computer, organizational and analytical ability required.

Salary/Benefits: This is a twelve-month professional position funded by the NMJC Foundation. Salary range is \$39,290 to \$49,112 commensurate with education and experience. 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 (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and provide eight (8) personal references with current addresses and phone numbers to:

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

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1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2790 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu

APPLICANT LIST

Position: Accountant / Controller – New Mexico Junior College Foundation

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Kunko, Christina J.	Yes	Yes	Start date: Pending Board approval.



NEW MEXICO
Junior College

Human Resources

Memorandum

To: Dr. McCleery
From: Buddy Bascom
Date: August 15, 2007
Re: Request Board Approval for Employment of Relative: Custodian

After reviewing applications for the Custodian position, I would like to recommend Felicitas Munoz 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. Munoz is related to Raul Munoz – Custodian.

Pending Board approval, I would like for Ms. Munoz to start full time employment on August 25, 2008.

Thank you for your consideration.

Buddy Bascom
Custodial Supervisor

BB/sp