

# NEW MEXICO JUNIOR COLLEGE

BOARD MEETING  
Thursday, December 20, 2007  
**Zia Room - Library**  
4:00 p.m.

## AGENDA

- |   |                 |
|---|-----------------|
| A. Welcome  | Larry Hanna     |
| B. Adoption of Agenda   | Larry Hanna     |
| C. Approval of Minutes of November 15, 2007   | 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. Board Priorities for President (For Discussion Only)   | Larry Hanna     |
| 6. Consideration of Linam/Webber Collection   | Calvin Smith    |
| 7. Consideration of Auction Items   | Charley Carroll |
| 8. Consideration of Bid #1009 – Study Carrels for NMJC Library  | Josh Morgan     |
| 9. Consideration of RFP #96 – Professional Writing Services for the<br>Documentation of the Development & Establishment of NMJC | Josh Morgan     |
| F. Public Comments  | Larry Hanna     |
| G. Announcement of Next Meeting   | Larry Hanna     |
| H. Adjournment  | Larry Hanna     |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

NOVEMBER 15, 2007

### MINUTES

The New Mexico Junior College Board met on Thursday, November 15, 2007, 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 Mr. Jones, seconded by Mrs. Williams, the agenda was unanimously adopted, as presented.

Upon a motion by Mrs. Williams, seconded by Mr. Kesner, the Board unanimously approved the minutes of October 18, 2007.

Under *President's Report*, Dr. McCleery informed the Board that Carol Brito from Santa Fe Community College and ACCT would like to coordinate a meeting with independent community college boards in the state.

Under *New Business*, Dan Hardin presented the October financial reports and with a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board unanimously approved the expenditures for October, 2007.

Dr. McCleery presented the recommended legislative priorities for 2008: The Oil and Gas Training Ground \$1,000,000; Baseball Field Construction \$680,000; Athletic Funding \$888,000; and Western Heritage Museum \$60,000 for board consideration. After some discussion and upon a motion by Mr. Kesner, seconded by Mr. Jones, the Board unanimously approved the recommendation.

Dr. McCleery presented a request to move \$13,500 from reserves to construct a sign recognizing the Baseball Team's Runner-up National Championship. The sign will be a duplicate of the current National Championship sign. Upon a

motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the request.

Josh Morgan presented Bid #1008 – Construction of a Caliche Pad for the Oil Field Training Center. The administration recommended acceptance of the bid from Constructors Inc., Carlsbad, New Mexico for an amount of \$228,172, exclusive of gross receipts tax. Upon a motion by Mr. Kesner, seconded by Mrs. Vinson, the Board unanimously accepted the recommendation.

Calvin Smith presented a request from the museum advisory board which would allow wine and beer to be served at Museum events. The request does not involve Museum sponsored events and the requesting person, organization, or business would be responsible for obtaining the licensing for the event. After much discussion, the request was defeated by a 4 to 3 vote.

Dan Hardin recommended Ms. Angela Chavarria for the bookstore clerk position. Ms. Chavarria is related to Ophelia Huerta in the business office. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the Board unanimously accepted the recommendation.

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. Vinson seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mrs. Vinson – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – 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.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for December 20, 2007, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board meeting adjourned at 5:35 p.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
Date: December 10, 2007  
RE: Expenditure and Revenue Reports for November

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November is month five or 42 percent of the 2007/2008 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through November 2007 is \$21,873,954.00.

In the November expense report the Instruction and General year-to-date subtotal is \$7,507,273.00, which is 43% of the budget. Most areas of expenditures are normal for this time of year. Academic Support has some outstanding encumbrances that increased its percentage of budget. Institutional Support has a lower percentage of expenditures to budget due to having the fringe benefit budget in Institutional Support, which is expensed to the other areas during the year. In the other unrestricted funds, Internal Service Departments have a high percentage of expenditures, but we are running credits each month to Internal Service for charge outs from Instruction and General to Internal Service. Auxiliary Enterprises, Student Aid, and Athletics expend different than the other areas due to costs at the beginning of each semester. Total expenditures in unrestricted funds are \$9,612,566.00, which is 46% of the budget amount.

In the restricted funds, Grant spending is at 29% of the budget. In the restricted Student Aid, the Financial Aid department has been working in getting Pell and Student loans ready. We will see the expense for these in December and January. Total expenditures for restricted funds are \$2,256,264.00.

Plant fund expenditures and encumbrances are \$10,005,124.00. This number includes the encumbrance for the Workforce Training Center construction project, Student Apartments, and the smaller institutional projects.

Total expenditures and encumbrances through November 2007 is \$21,873,954.00, which is 50% of the budget.

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The Revenue remains strong with most areas ahead of where we were at this time last year. Oil and Gas and Oil and Gas Equipment tax revenue, and the Oil and Gas monthly accrual thru November is \$3,342,563.00. Total unrestricted revenue thru November is \$11,308,877.00. The revenue for the restricted funds is staying current with the expenditures for grants and restricted financial aid.

The Plant fund revenue is \$1,576,099.00 for the year, which is the drawdown from the State for the Workforce Training Center.

The year-to-date Revenue for November 2007 is \$15,291,913.00.

The Oil and Gas report shows the actual Oil and Gas revenue for July through October, and the accrual of \$350,000.00 for November. During the first four months of actual Oil and Gas revenue, we are \$1,535,293.00 over budget.

The Investment report reflects the \$9,125,000.00 invested with LGIP.

This is the Financial Report for November 2007.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### November 2007

42% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	6,884,014	2,795,448	41%	7,262,681	757,210	3,769,693	52%
Academic Support	2,353,525	1,164,498	49%	2,164,157	214,945	1,076,181	50%
Student Services	1,324,561	550,882	42%	1,295,661	114,087	540,875	42%
Institutional Support	4,593,296	1,222,223	27%	4,336,056	213,645	1,123,024	26%
Operation & Maintenance of Plant	2,445,068	1,079,734	44%	2,482,594	214,710	997,500	40%
<b>Subtotal - Instruction &amp; General</b>	<b>17,600,464</b>	<b>6,812,785</b>	<b>39%</b>	<b>17,541,149</b>	<b>1,514,597</b>	<b>7,507,273</b>	<b>43%</b>
Student Activities	186,295	104,542	56%	191,170	17,646	107,071	56%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	296,982	260,052	88%	435,705	33,092	242,882	56%
Student Aid	454,250	243,908	54%	441,303	26,721	312,503	71%
Auxiliary Enterprises	1,664,109	898,669	54%	1,608,281	106,171	1,059,991	66%
Athletics	771,761	398,549	52%	872,833	64,131	382,846	44%
<b>Total Current Unrestricted Fund</b>	<b>20,973,861</b>	<b>8,718,505</b>	<b>42%</b>	<b>21,090,441</b>	<b>1,762,358</b>	<b>9,612,566</b>	<b>46%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,481,609	690,275	47%	2,044,682	129,419	587,280	29%
Student Aid	4,000,000	2,011,680	50%	4,000,000	29,377	1,668,984	42%
<b>Total Current Restricted Fund</b>	<b>5,481,609</b>	<b>2,701,955</b>	<b>49%</b>	<b>6,044,682</b>	<b>158,796</b>	<b>2,256,264</b>	<b>37%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	6,544,461	2,370,993	36%	11,730,830	128,671	7,708,940	66%
Projects from State GOB Funds	3,376,335	3,322,946	98%	1,840,485	0	1,612,115	88%
Projects from State STB Funds	0	0	0%	320,000	0	320,000	100%
Projects from General Fund	690,000	265,935	0%	555,458	0	327,919	59%
Projects from Private Funds	852,664	186,304	22%	465,801	1,956	36,150	8%
Projects from State ER&R	215,734	0	0%	389,405	0	0	0%
Projects from State BR&R	516,543	0	0%	1,376,769	0	0	0%
Projects from Auxiliary BR&R	19,147	0	0%	14,042	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>12,214,884</b>	<b>6,146,178</b>	<b>50%</b>	<b>16,692,790</b>	<b>130,627</b>	<b>10,005,124</b>	<b>60%</b>
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>12,214,884</b>	<b>6,146,178</b>	<b>50%</b>	<b>16,692,790</b>	<b>130,627</b>	<b>10,005,124</b>	<b>60%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>38,670,354</b>	<b>17,566,638</b>	<b>45%</b>	<b>43,827,913</b>	<b>2,051,781</b>	<b>21,873,954</b>	<b>50%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**November 2007**

42% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	2,647,425	1,773,560	67%	3,137,649	440,284	2,271,034	72%
State Appropriations	8,093,209	4,076,432	50%	7,990,100	2,207,236	4,110,003	51%
Advalorem Taxes - Oil and Gas	4,700,000	3,383,660	72%	5,200,000	815,393	3,342,563	64%
Advalorem Taxes - Property	2,800,000	110,949	4%	2,800,000	5,514	66,314	2%
Interest Income	185,000	148,572	80%	285,000	44,283	195,422	69%
Other Revenues	225,050	118,914	53%	229,100	63,192	149,662	65%
<b>Subtotal - Instruction &amp; General</b>	<b>18,650,684</b>	<b>9,612,087</b>	<b>52%</b>	<b>19,641,849</b>	<b>3,575,902</b>	<b>10,134,998</b>	<b>52%</b>
Student Activities	110,000	80,553	73%	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	2,250,052	1,512,554	67%	2,240,048	76,099	1,157,587	52%
Athletics	39,100	16,125	41%	189,100	3,259	16,292	9%
<b>Total Current Unrestricted</b>	<b>21,049,836</b>	<b>11,221,319</b>	<b>53%</b>	<b>22,070,997</b>	<b>3,655,260</b>	<b>11,308,877</b>	<b>51%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,416,146	760,432	54%	1,768,222	333,220	892,909	50%
Student Aid	4,000,000	1,777,875	44%	4,000,000	161,137	1,514,028	38%
<b>Total Current Restricted</b>	<b>5,416,146</b>	<b>2,538,307</b>	<b>47%</b>	<b>5,768,222</b>	<b>494,357</b>	<b>2,406,937</b>	<b>42%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,420,676	0	0%	1,840,485	0	1,576,099	0%
Projects from State STB Funds	0	0	0%	320,000	0	0	0%
Projects from General Fund	690,000	0	0%	537,995	0	0	0%
Projects from Private Funds	852,664	50,000	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>4,963,340</b>	<b>50,000</b>	<b>1%</b>	<b>2,698,480</b>	<b>0</b>	<b>1,576,099</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>31,429,322</b>	<b>13,809,626</b>	<b>44%</b>	<b>30,537,699</b>	<b>4,149,617</b>	<b>15,291,913</b>	<b>50%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### November 2007

42% of Year Completed

		OIL		GAS		COMBINED		
Month of	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$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
Accrual	November					350,000	350,000	0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						3,285,293	1,750,000	1,535,293
Y.T.D. Equipment Tax Revenue						57,270	1,000,000	(942,730)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>3,342,563</b>	<b>2,750,000</b>	<b>592,563</b>

*Source: New Mexico Taxation and Revenue Department*

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.



**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**November 2007**

42% 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	9,125,000	N/A	N/A	N/A	7102-1348	5.04%	38,084
<b>Total Investments</b>	<u>9,125,000</u>						<u>38,084</u>

Summary of Current Month's Activity	
Beginning amount	9,125,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	8,656,096
Reserves Invested	468,904
<b>Total LGIP Investment</b>	<b>9,125,000</b>

Capital Projects	11/30/2007
Technology Upgrade	119,802.26
Workforce Training Center	1,205,715.53
High Tech Start Up	13,346.40
Vehicles	11,892.49
Drawings & Master Plan	12,805.63
Baseball Field	200,011.32
Rodeo Arena	112,637.66
Dormitory Landscape	1,622.23
Millen Fence/Landscape	62,443.27
JASI	142,864.40
Computer Equipment Rebates	12,672.20
Marketing	49,932.06
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Flooring Repair	5,974.50
Student Housing Construction	3,517,831.62
Classroom Furniture	2,787.40
Testing Center Remodel	250,000.00
Campus Village Development Proj	21,475.47
Continuing Education	16,991.00
Landscaping	300,000.00
Facility Painting	13,918.36
Millen Drive Signalization	95,000.00
Electrical Upgrade	565,614.90
Campus Signage	8,120.00
Campus Paving	100,000.00
Roof Replacement	73,531.64
Interior Lighting-Energy Retrofit	103,859.62
Old Dorms Renovation	64,056.60
CDL Truck Driving Program	45,262.14
Bulk Fuel	20,000.00
Millen Dr. Sewer & Water	414,444.34
Board Room	25,000.00
Concrete Upgrade	45,302.75
Campus Construction	192,835.93
Oil & Gas Training Center	478,343.89
Workforce Training/Outreach	150,000.00
Infrastructure	0.00
<b>Total</b>	<b>8,656,095.61</b>

NOTE: Capital projects total does not include encumbered funds



Western Heritage Museum and  
Lea County Cowboy Hall of Fame

December 12, 2007

Dr. Steve McCleery  
New Mexico Junior College Board  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, NM 88240

Dear Dr. McCleery and Distinguished Board:

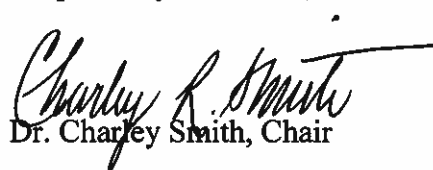
The Western Heritage Museum Advisory Board is most pleased to recommend the acceptance of the Linam/Webber collection from the estate now being settled under the executorship of Dr. George Klein.

The Linam/Webber collection is one of the most important assemblages of historic and cultural material depicting the pioneers of Southeastern New Mexico to be found today. And it is our privilege to be considered as the repository for Mrs. Linam/Webber's efforts to preserve this extraordinary representation of our past.

While there is not a professional curator on staff at this time, it is a priority for the 2008 budget year. It is the intention of our Executive Director to photograph and inventory the collection as it is relocated to a secure and climate controlled space in Lovington which is being donated by Mr. Gene Murphy. Calvin Smith has approved the storage facility and expects approximately 30 days of recording and moving time. Due to his existing schedule the actual time could stretch over a 60 to 90 day period. The process could begin sometime after the first of the year.

Because of the collection's significance and diversity, it is proposed that a special exhibit be displayed on the Linam/Webber/Klein families, which would present the contributions of each of the individuals involved with the artifacts, documents and photographs. In addition, there would also be an opportunity to place many items in appropriate locations throughout the museum complex to enhance the interpretative modules presenting the archaeology, paleontology, natural, and cultural histories of Southeastern New Mexico.

Respectfully submitted,

  
Dr. Charley Smith, Chair

  
Calvin B. Smith, Executive Director



# NEW MEXICO JUNIOR COLLEGE

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Physical Plant

December 12, 2007

New Mexico Junior College Board:

NMJC is requesting the following items be approved for removal off of NMJC's physical inventory. These items have no value and serve no purpose to the college. The following items are all electrical components such as computer monitors, CPUs, overhead projectors, and typewriters (see attached documentation for a further breakdown of all the equipment).

After receiving board approval, we will request State approval for an auction to be held some time in February.

Thank You,

A handwritten signature in blue ink, appearing to read "Melinda Jacobo".

Melinda Jacobo  
Inventory Control Specialist



NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1009

Study Carrels for New Mexico Junior College Library

BOARD DOCUMENTS

Date: December 20, 2007  
Prepared by: Joshua Morgan  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On November 29, 2007, legal notices were sent to the following three newspapers requesting sealed bids for the purchase of study carrels for New Mexico Junior College Library:

Albuquerque Journal  
Hobbs Daily News Sun  
Las Cruces Sun News

2. Bid packets were sent to seven potential bidders.
3. Four bidders submitted their bid within the time frame specified by the bid package. No bidders were present at the opening.
4. The Business Office and the Director of Library Services have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to the Invitation are: Furniture By Design Clearwater, FL, K-Log Zion, Illinois, Gaylord Brothers Inc. North Syracuse, NY, and Demco Inc. Madison, WI.

The Administration recommends acceptance of the bid submitted by Furniture By Design of Clearwater, FL in the amount of **\$12,810.00.**

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

Source of Funding: - FY 2007/2008  
Equipment Renewal & Replacement  
Account #: 11000 - 2011- 71131 - 111

**NEW MEXICO JUNIOR COLLEGE**  
**ITB#1009 Tabulation Summary**  
**Study Carrels for NMJC Library**

Item #	Description	Quantity	K-Log		Furniture By Design		Demco, Inc.		Gaylord Brothers	
			Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Single Faced Study Carrel	10	399.00	3,990.00	445.00	4,450.00	671.00	6,710.00	854.25	8,542.50
2	Single Faced Add-on Study Carrel	20	349.00	6,980.00	370.00	7,400.00	514.00	10,280.00	701.25	14,025.00
3	Delivery and Installation	1	-	-	960.00	960.00	-	-	149.15	149.15
<b>Total</b>				<b>\$ 10,970.00</b>		<b>\$ 12,810.00</b>		<b>\$ 16,990.00</b>		<b>\$ 22,716.65</b>
<b>Residential Preference Number</b>			N/A	-	N/A	-	N/A	-	N/A	-
<b>Evaluation Total</b>			***	<b>\$ 10,970.00</b>		<b>\$ 12,810.00</b>		<b>\$ 16,990.00</b>		<b>\$ 22,716.65</b>

\*\*\* The low bid was rejected due to insufficient information. Several attempts were made to obtain information on the quality of the study carrels quoted. This information was not received within the time frame needed to make a decision. The second lowest bid from Furniture By Design will be accepted.



# NEW MEXICO JUNIOR COLLEGE

BOARD MEETING  
Thursday, December 20, 2007  
**Zia Room - Library**  
4:00 p.m.

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# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

NOVEMBER 15, 2007

### MINUTES

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Mr. Hanna 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, as presented.

Upon a motion by Mrs. Williams, seconded by Mr. Kesner, the Board unanimously approved the minutes of October 18, 2007.

Under *President's Report*, Dr. McCleery informed the Board that Carol Brito from Santa Fe Community College and ACCT would like to coordinate a meeting with independent community college boards in the state.

Under *New Business*, Dan Hardin presented the October financial reports and with a motion by Ms. Chappelle, seconded by Mrs. Williams, the Board unanimously approved the expenditures for October, 2007.

Dr. McCleery presented the recommended legislative priorities for 2008: The Oil and Gas Training Ground \$1,000,000; Baseball Field Construction \$680,000; Athletic Funding \$888,000; and Western Heritage Museum \$60,000 for board consideration. After some discussion and upon a motion by Mr. Kesner, seconded by Mr. Jones, the Board unanimously approved the recommendation.

Dr. McCleery presented a request to move \$13,500 from reserves to construct a sign recognizing the Baseball Team's Runner-up National Championship. The sign will be a duplicate of the current National Championship sign. Upon a

motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the request.

Josh Morgan presented Bid #1008 – Construction of a Caliche Pad for the Oil Field Training Center. The administration recommended acceptance of the bid from Constructors Inc., Carlsbad, New Mexico for an amount of \$228,172, exclusive of gross receipts tax. Upon a motion by Mr. Kesner, seconded by Mrs. Vinson, the Board unanimously accepted the recommendation.

Calvin Smith presented a request from the museum advisory board which would allow wine and beer to be served at Museum events. The request does not involve Museum sponsored events and the requesting person, organization, or business would be responsible for obtaining the licensing for the event. After much discussion, the request was defeated by a 4 to 3 vote.

Dan Hardin recommended Ms. Angela Chavarria for the bookstore clerk position. Ms. Chavarria is related to Ophelia Huerta in the business office. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the Board unanimously accepted the recommendation.

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. Vinson seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mrs. Vinson – yes; Ms. Chappelle – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – 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.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for December 20, 2007, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board meeting adjourned at 5:35 p.m.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### November 2007

42% of Year Completed

Fund	2006-07			2007-08			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	6,884,014	2,795,448	41%	7,262,681	757,210	3,769,693	52%
Academic Support	2,353,525	1,164,498	49%	2,164,157	214,945	1,076,181	50%
Student Services	1,324,561	550,882	42%	1,295,661	114,087	540,875	42%
Institutional Support	4,593,296	1,222,223	27%	4,336,056	213,645	1,123,024	26%
Operation & Maintenance of Plant	2,445,068	1,079,734	44%	2,482,594	214,710	997,500	40%
<b>Subtotal - Instruction &amp; General</b>	<b>17,600,464</b>	<b>6,812,785</b>	<b>39%</b>	<b>17,541,149</b>	<b>1,514,597</b>	<b>7,507,273</b>	<b>43%</b>
Student Activities	186,295	104,542	56%	191,170	17,646	107,071	56%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	296,982	260,052	88%	435,705	33,092	242,882	56%
Student Aid	454,250	243,908	54%	441,303	26,721	312,503	71%
Auxiliary Enterprises	1,664,109	898,669	54%	1,608,281	106,171	1,059,991	66%
Athletics	771,761	398,549	52%	872,833	64,131	382,846	44%
<b>Total Current Unrestricted Fund</b>	<b>20,973,861</b>	<b>8,718,505</b>	<b>42%</b>	<b>21,090,441</b>	<b>1,762,358</b>	<b>9,612,566</b>	<b>46%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,481,609	690,275	47%	2,044,682	129,419	587,280	29%
Student Aid	4,000,000	2,011,680	50%	4,000,000	29,377	1,668,984	42%
<b>Total Current Restricted Fund</b>	<b>5,481,609</b>	<b>2,701,955</b>	<b>49%</b>	<b>6,044,682</b>	<b>158,796</b>	<b>2,256,264</b>	<b>37%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	6,544,461	2,370,993	36%	11,730,830	128,671	7,708,940	66%
Projects from State GOB Funds	3,376,335	3,322,946	98%	1,840,485	0	1,612,115	88%
Projects from State STB Funds	0	0	0%	320,000	0	320,000	100%
Projects from General Fund	690,000	265,935	0%	555,458	0	327,919	59%
Projects from Private Funds	852,664	186,304	22%	465,801	1,956	36,150	8%
Projects from State ER&R	215,734	0	0%	389,405	0	0	0%
Projects from State BR&R	516,543	0	0%	1,376,769	0	0	0%
Projects from Auxiliary BR&R	19,147	0	0%	14,042	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>12,214,884</b>	<b>6,146,178</b>	<b>50%</b>	<b>16,692,790</b>	<b>130,627</b>	<b>10,005,124</b>	<b>60%</b>
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>12,214,884</b>	<b>6,146,178</b>	<b>50%</b>	<b>16,692,790</b>	<b>130,627</b>	<b>10,005,124</b>	<b>60%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>38,670,354</b>	<b>17,566,638</b>	<b>45%</b>	<b>43,827,913</b>	<b>2,051,781</b>	<b>21,873,954</b>	<b>50%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**November 2007**

42% of Year Completed

**2006-07**

**2007-08**

Fund	2006-07			2007-08			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	2,647,425	1,773,560	67%	3,137,649	440,284	2,271,034	72%
State Appropriations	8,093,209	4,076,432	50%	7,990,100	2,207,236	4,110,003	51%
Advalorem Taxes - Oil and Gas	4,700,000	3,383,660	72%	5,200,000	815,393	3,342,563	64%
Advalorem Taxes - Property	2,800,000	110,949	4%	2,800,000	5,514	66,314	2%
Interest Income	185,000	148,572	80%	285,000	44,283	195,422	69%
Other Revenues	225,050	118,914	53%	229,100	63,192	149,662	65%
<b>Subtotal - Instruction &amp; General</b>	<b>18,650,684</b>	<b>9,612,087</b>	<b>52%</b>	<b>19,641,849</b>	<b>3,575,902</b>	<b>10,134,998</b>	<b>52%</b>
Student Activities	110,000	80,553	73%	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	2,250,052	1,512,554	67%	2,240,048	76,099	1,157,587	52%
Athletics	39,100	16,125	41%	189,100	3,259	16,292	9%
<b>Total Current Unrestricted</b>	<b>21,049,836</b>	<b>11,221,319</b>	<b>53%</b>	<b>22,070,997</b>	<b>3,655,260</b>	<b>11,308,877</b>	<b>51%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,416,146	760,432	54%	1,768,222	333,220	892,909	50%
Student Aid	4,000,000	1,777,875	44%	4,000,000	161,137	1,514,028	38%
<b>Total Current Restricted</b>	<b>5,416,146</b>	<b>2,538,307</b>	<b>47%</b>	<b>5,768,222</b>	<b>494,357</b>	<b>2,406,937</b>	<b>42%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,420,676	0	0%	1,840,485	0	1,576,099	0%
Projects from State STB Funds	0	0	0%	320,000	0	0	0%
Projects from General Fund	690,000	0	0%	537,995	0	0	0%
Projects from Private Funds	852,664	50,000	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>4,963,340</b>	<b>50,000</b>	<b>1%</b>	<b>2,698,480</b>	<b>0</b>	<b>1,576,099</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>31,429,322</b>	<b>13,809,626</b>	<b>44%</b>	<b>30,537,699</b>	<b>4,149,617</b>	<b>15,291,913</b>	<b>50%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### November 2007

42% 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
Accrual	November					350,000	350,000	0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						3,285,293	1,750,000	1,535,293
Y.T.D. Equipment Tax Revenue						57,270	1,000,000	(942,730)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>3,342,563</u>	<u>2,750,000</u>	<u>592,563</u>

**Source: New Mexico Taxation and Revenue Department**

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.

## NEW MEXICO JUNIOR COLLEGE Schedule of Investments November 2007

42% 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	9,125,000	N/A	N/A	N/A	7102-1348	5.04%	38,084
<b>Total investments</b>	<u>9,125,000</u>						<u>38,084</u>

Summary of Current Month's Activity	
Beginning amount	9,125,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	8,656,096
Reserves Invested	468,904
<b>Total LGIP Investment</b>	<b>9,125,000</b>

Capital Projects	11/30/2007
Technology Upgrade	119,802.26
Workforce Training Center	1,205,715.53
High Tech Start Up	13,346.40
Vehicles	11,892.49
Drawings & Master Plan	12,805.63
Baseball Field	200,011.32
Rodeo Arena	112,637.66
Dormitory Landscape	1,622.23
Millen Fence/Landscape	62,443.27
JAST	142,864.40
Computer Equipment Rebates	12,672.20
Marketing	49,932.06
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Flooring Repair	5,974.50
Student Housing Construction	3,517,831.62
Classroom Furniture	2,787.40
Testing Center Remodel	250,000.00
Campus Village Development Proj	21,475.47
Continuing Education	16,991.00
Landscaping	300,000.00
Facility Painting	13,918.36
Millen Drive Signalization	95,000.00
Electrical Upgrade	565,614.90
Campus Signage	8,120.00
Campus Paving	100,000.00
Roof Replacement	73,531.64
Interior Lighting-Energy Retrofit	103,859.62
Old Dorms Renovation	64,056.60
CDL Truck Driving Program	45,262.14
Bulk Fuel	20,000.00
Millen Dr. Sewer & Water	414,444.34
Board Room	25,000.00
Concrete Upgrade	45,302.75
Campus Construction	192,835.93
Oil & Gas Training Center	478,343.89
Workforce Training/Outreach	150,000.00
Infrastructure	0.00
<b>Total</b>	<b>8,656,095.61</b>

NOTE: Capital projects total does not include encumbered funds

## **New Mexico Junior College**

**December 1, 2007**

### **Priorities for the president**

#### **November 2007 – June 2008**

- 1) Workforce Development
  - Opening of Training and Outreach Center
  - Expand services and partnerships with business and industry
- 2) State Funding
  - Effectively represent NMJC's interest (including neutralizing impact of enrollment decline in state funding formula)
- 3) Legislative Agenda
  - Implement Board approved legislative priorities
  - Capital projects
- 4) Comprehensive Compensation Analysis/Study
  - Obtain independent, data based expert advice on compensation and related issues taking into account retirement, retention, benefits, social security, housing, and regional housing market
  - Present options, implications for each and recommendations

### **Board Goals and Priorities**

- 1) Strategic Plan
  - Review the Strategic Planning process and provide input
- 2) Presidential Evaluation Process
  - Design and implement the evaluation
  - Follow the time line
    - ◆ May –administer instruments to trustees and prepare report
    - ◆ June – Review by Board
    - ◆ July – Establish Goals and Priorities for next year
- 3) Board Self-Assessment Process
  - Design and implement the self-assessment
  - Follow the time line



- ◆ May –administer instruments to trustees and prepare reports, June – Review by Board

#### 4) Review Current Board Policy Manual

- Annual calendar
- Add formal process for hearing from the public
- Add code of ethics to board agenda

#### 5) Investing Resources

- Explore alternate investment strategies
- "Saving for a raining day"

#### 6) Learning Agenda/Training

- Focus on "big picture"
- Focus on "best practices"
- Greater involvement at national meetings
- Investigate practices from other colleges



Western Heritage Museum and  
Lea County Cowboy Hall of Fame

December 12, 2007

Dr. Steve McCleery  
New Mexico Junior College Board  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, NM 88240

Dear Dr. McCleery and Distinguished Board:

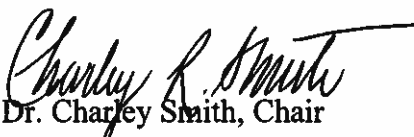
The Western Heritage Museum Advisory Board is most pleased to recommend the acceptance of the Linam/Webber collection from the estate now being settled under the executorship of Dr. George Klein.


The Linam/Webber collection is one of the most important assemblages of historic and cultural material depicting the pioneers of Southeastern New Mexico to be found today. And it is our privilege to be considered as the repository for Mrs. Linam/Webber's efforts to preserve this extraordinary representation of our past.

While there is not a professional curator on staff at this time, it is a priority for the 2008 budget year. It is the intention of our Executive Director to photograph and inventory the collection as it is relocated to a secure and climate controlled space in Lovington which is being donated by Mr. Gene Murphy. Calvin Smith has approved the storage facility and expects approximately 30 days of recording and moving time. Due to his existing schedule the actual time could stretch over a 60 to 90 day period. The process could begin sometime after the first of the year.

Because of the collection's significance and diversity, it is proposed that a special exhibit be displayed on the Linam/Webber/Klein families, which would present the contributions of each of the individuals involved with the artifacts, documents and photographs. In addition, there would also be an opportunity to place many items in appropriate locations throughout the museum complex to enhance the interpretative modules presenting the archaeology, paleontology, natural, and cultural histories of Southeastern New Mexico.

Respectfully submitted,

  
Dr. Charley Smith, Chair

  
Calvin B. Smith, Executive Director



# NEW MEXICO JUNIOR COLLEGE

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Physical Plant

December 12, 2007

New Mexico Junior College Board:

NMJC is requesting the following items be approved for removal off of NMJCs physical inventory. These items have no value and serve no purpose to the college. The following items are all electrical components such as computer monitors, CPUs, overhead projectors, and typewriters (see attached documentation for a further breakdown of all the equipment).

After receiving board approval, we will request State approval for an auction to be held some time in February.

Thank You,

Melinda Jacobo  
Inventory Control Specialist



NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1009

Study Carrels for New Mexico Junior College Library

BOARD DOCUMENTS

Date: December 20, 2007  
Prepared by: Joshua Morgan  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On November 29, 2007, legal notices were sent to the following three newspapers requesting sealed bids for the purchase of study carrels for New Mexico Junior College Library:  
  
Albuquerque Journal  
Hobbs Daily News Sun  
Las Cruces Sun News
2. Bid packets were sent to seven potential bidders.
3. Four bidders submitted their bid within the time frame specified by the bid package. No bidders were present at the opening.
4. The Business Office and the Director of Library Services have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to the Invitation are: Furniture By Design Clearwater, FL, K-Log Zion, Illinois, Gaylord Brothers Inc. North Syracuse, NY, and Demco Inc. Madison, WI.

The Administration recommends acceptance of the bid submitted by Furniture By Design of Clearwater, FL in the amount of **\$12,810.00.**

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

Source of Funding: - FY 2007/2008  
Equipment Renewal & Replacement  
Account #: 11000 – 2011– 71131 - 111

**NEW MEXICO JUNIOR COLLEGE**  
**ITB#1009 Tabulation Summary**  
**Study Carrels for NMJC Library**

Item #	Description	Quantity		K-Log		Furniture By Design		Demco, Inc.		Gaylord Brothers	
		Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Single Faced Study Carrel	399.00	3,990.00	445.00	4,450.00	671.00	6,710.00	854.25	8,542.50		
2	Single Faced Add-on Study Carrel	349.00	6,980.00	370.00	7,400.00	514.00	10,280.00	701.25	14,025.00		
3	Delivery and Installation	-	-	960.00	960.00	-	-	149.15	149.15		
<b>Total</b>			<b>\$ 10,970.00</b>		<b>\$ 12,810.00</b>		<b>\$ 16,990.00</b>		<b>\$ 22,716.65</b>		
<b>Residential Preference Number</b>		N/A	-	N/A	-	N/A	-	N/A	-	N/A	-
<b>Evaluation Total</b>		***	<b>\$ 10,970.00</b>		<b>\$ 12,810.00</b>		<b>\$ 16,990.00</b>		<b>\$ 22,716.65</b>		

\*\*\* The low bid was rejected due to insufficient information. Several attempts were made to obtain information on the quality of the study carrels quoted. This information was not received within the time frame needed to make a decision. The second lowest bid from Furniture By Design will be accepted.