

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, February 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 January 11, 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. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of Harold Runnels Hall Renovation | Dan Hardin |
| 7. Consideration of Bid #1010 – Construction of a Concrete Slab | Josh Morgan |
| 8. Consideration of Bid #1011 – Parking Lot Paving Projects | Josh Morgan |
| 9. Consideration of RFP #97 – Professional Legal Services | Josh Morgan |
| 10. Personnel Consideration – Professor of High School Automotive Technology | John Gratton |
| F. Closure of Open Meeting | Larry Hanna |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JANUARY 11, 2008

MINUTES

The New Mexico Junior College Board met on Friday, January 11, 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; and Mrs. Yvonne Williams. Not present was 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. Black, seconded by Mrs. Williams, the agenda was unanimously adopted, as presented.

Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the minutes of December 20, 2007.

Under *President's Report*, Dr. McCleery gave a Legislative Session update, as well as an update on the Workforce Training Center. He informed the Board of the Baseball field open house on February 2, where Coach Birmingham will be throwing the first pitch.

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

Dr. McCleery presented the Board Priorities for the President and the Board Goals and Priorities as discussed at the December board meeting. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously approved the priorities.

Dr. McCleery presented a cost quote for a comprehensive New Mexico Junior College staff classification and compensation study from Public

Sector for \$40,000. Upon a motion by Mr. Black, seconded by Mrs. Williams, the board unanimously approved the cost quote, as well as moving \$40,000 from reserves to cover the cost of the study.

Regina Organ recommended Ms. Rosalinda Moreno for the Department Secretary position in Talent Search. Ms. Moreno is related to Maria Hernandez in the Upward Bound Program. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, 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. Williams 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; 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 February 21, 2008, beginning at 4:00 p.m.

Upon a motion by Mr. Black, seconded by Mrs. Vinson, the board meeting adjourned at 5:05 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: February 8, 2008
RE: Expenditure and Revenue Reports for January 2008

January is month seven or 59% of the budget for the 2007/2008 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of January is \$27,867,722.00.

The total current unrestricted fund expenditures for Instruction & General through January are \$10,101,476.00, which is 57% of the projected budget. Most disciplines under Instruction and General are at the normal 59% of budget expended for the year. The expense for Instruction has increased because we are expensing the faculty payrolls for May, June, July, and August of 2008 during the nine months between August 2007 and May 2008. In the past, these payrolls were expensed at the last of the fiscal year. We are now expensing the faculty's salaries during the contract period. The year-to-date expenditures for Total Current Unrestricted Funds are \$13,168,593.00. As you review the current unrestricted funds most of these areas have expended a large portion of their budget. The departments either expend most of their budgets at the beginning of each semester or as in the case of Internal Services have large encumbrance for maintenance agreements. Student Aid has gone over the budget by \$87,471.00. Student Aid is where the tuition is expensed for the High School students enrolled in the ACT Academy and the ITV classes, it is also where we expense the employee tuition & fee waivers, and the senior citizen tuition waivers.

In the Restricted Funds the expenditures in the Grant area is relatively normal for this time of year. When we compare 2007/2008 percentage of budget spent with 2006/2007 the percentage of expenditure is less than prior year. We continue to monitor the expenditures in the Grants and request the drawdown from the state and federal agencies. Restricted Student Aid had the big Pell payout in January, with the Business office issuing \$872,000.00 in checks to students. This is a payout after their bills to NMJC were paid. Total restricted funds through January of 2008 is \$3,861,053.00

Plant fund expenditures year-to-date is \$10,838,076.00, most of which is the expenditures and encumbrances for the two major construction projects.

Expenditures through January 2008 were \$27,867,722.00, which is 63% of the projected budget.

Revenue received in January 2008 was \$6,236,197.00. This consists of the tuition and fees, the monthly allocation from the state, the Oil and Gas Income, property tax revenue, bookstore revenue, and restricted funds.

Tuition and Fees collected in January was \$398,052.00 as we collect tuition and fees for the spring semester. Along with the strong Oil and Gas income, we received \$1,539,343.00 in Oil and Gas equipment tax in January. The property tax revenue for January was \$1,067,586.00. We will receive additional property tax revenue by June. Auxiliary enterprises had revenue of \$392,247.00 in January, mostly coming from the bookstore.

Restricted funds had a large drawdown of \$1,319,589.00 in Student Aid, which follows the large expenditure in restricted student aid. We will have additional drawdowns in February.

We did not receive any drawdown funds from the State for Plant Funds in January.

Total revenue for January 2008 is \$6,236,197.00, with year-to-date revenue of \$26,162,197.00 or 85% of projected budget.

The Oil and Gas report reflects the strong mill levy revenue from Oil and Gas and Oil and Gas equipment taxes. The total budget for Oil and Gas for the year is \$4,200,000.00. The total Oil and Gas revenue through December of 2007 is \$4,566,422.00, which is \$366,422.00 more than the total budget. The budget for the Oil and Gas equipment tax is \$1,000,000.00, with the revenue of \$1,596,613.00 as of January 2008.

The investment report shows an ending balance of \$12,125,000.00, as we moved 1,500,000.00 into the LGIP during January. We have \$6,617,484.08 designated in capital projects.

This concludes the Financial Report for January 2008.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

January 2008

58% 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
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	7,217,243	3,928,425	54%	7,557,771	591,322	5,022,487	66%
Academic Support	2,424,365	1,467,551	61%	2,218,723	149,591	1,375,767	62%
Student Services	1,360,479	769,100	57%	1,346,471	95,500	730,039	54%
Institutional Support	4,273,013	1,812,237	42%	3,907,522	194,440	1,499,979	38%
Operation & Maintenance of Plant	2,510,543	1,484,742	59%	2,539,964	311,083	1,473,204	58%
Subtotal - Instruction & General	17,785,643	9,462,055	53%	17,570,451	1,341,936	10,101,476	57%
Student Activities	196,623	135,152	69%	194,841	11,614	129,631	67%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	332,189	300,844	91%	502,979	113,399	442,264	88%
Student Aid	474,972	429,529	90%	458,715	172,470	546,186	119%
Auxiliary Enterprises	1,674,071	1,437,385	86%	1,617,584	54,076	1,306,676	81%
Athletics	780,475	660,698	85%	895,554	181,276	642,360	72%
Total Current Unrestricted Fund	21,243,973	12,425,663	58%	21,240,124	1,874,771	13,168,593	62%
CURRENT RESTRICTED FUND							
Grants	1,823,022	892,111	49%	2,053,106	122,567	816,386	40%
Student Aid	4,000,000	3,515,956	88%	4,000,000	1,331,073	3,044,667	76%
Total Current Restricted Fund	5,823,022	4,408,067	76%	6,053,106	1,453,640	3,861,053	64%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	7,525,378	2,803,491	37%	11,790,830	7,969	8,541,732	72%
Projects from State GOB Funds	3,431,272	3,368,695	98%	1,839,874	0	1,612,115	88%
Projects from State STB Funds	0	0	0%	320,000	0	320,000	100%
Projects from General Fund	735,262	265,935	36%	519,058	0	327,919	63%
Projects from Private Funds	852,664	202,289	24%	465,801	0	36,310	8%
Projects from State ER&R	145,794	0	0%	377,010	0	0	0%
Projects from State BR&R	426,541	0	0%	1,372,269	0	0	0%
Projects from Auxiliary BR&R	16,943	0	0%	14,042	0	0	0%
Subtotal - Capital and BR&R	13,133,854	6,640,410	51%	16,698,884	7,969	10,838,076	65%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	13,133,854	6,640,410	51%	16,698,884	7,969	10,838,076	65%
GRAND TOTAL EXPENDITURES	40,200,849	23,474,140	58%	43,992,114	3,336,380	27,867,722	63%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
January 2008

58% 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
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	2,647,425	2,365,506	89%	3,137,649	398,052	3,016,163	96%
State Appropriations	8,800,842	5,289,548	60%	7,990,100	973,236	6,540,181	82%
Advalorem Taxes - Oil and Gas	4,700,000	6,036,690	128%	5,200,000	1,800,125	6,513,035	125%
Advalorem Taxes - Property	2,800,000	2,830,452	101%	2,800,000	1,067,586	2,212,864	79%
Interest Income	185,000	231,597	125%	285,000	46,426	285,910	100%
Other Revenues	225,050	163,677	73%	229,100	46,509	180,041	79%
Subtotal - Instruction & General	19,358,317	16,917,470	87%	19,641,849	4,331,934	18,748,194	95%
Student Activities	110,000	106,617	97%	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	2,006,567	89%	2,240,048	392,247	1,881,983	84%
Athletics	39,100	22,575	58%	189,100	153,258	172,808	91%
Total Current Unrestricted	21,757,469	19,053,229	88%	22,070,997	4,877,439	20,802,985	94%
CURRENT RESTRICTED FUND							
Grants	1,416,146	956,511	68%	2,038,152	39,169	932,258	46%
Student Aid	4,000,000	2,887,132	72%	4,000,000	1,319,589	2,850,855	71%
Total Current Restricted	5,416,146	3,843,643	71%	6,038,152	1,358,758	3,783,113	63%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,420,676	0	0%	1,840,485	0	1,576,099	86%
Projects from State STB Funds	0	0	0%	320,000	0	0	0%
Projects from General Fund	735,262	0	0%	537,995	0	0	0%
Projects from Private Funds	150,000	100,000	67%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	4,305,938	100,000	2%	2,698,480	0	1,576,099	0%
GRAND TOTAL REVENUES	31,479,553	22,996,872	73%	30,807,629	6,236,197	26,162,197	85%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

January 2008

58% 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					858,487	350,000	508,487
Accrual	January					350,000	350,000	0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						4,916,422	2,450,000	2,466,422
Y.T.D. Equipment Tax Revenue						1,596,613	1,000,000	596,613
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						6,513,035	3,450,000	3,063,035

Source: New Mexico Taxation and Revenue Department

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

58% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	12,125,000	N/A	N/A	N/A	7102-1348	5.04%	40,324
Total Investments	<u>12,125,000</u>						<u>40,324</u>

Summary of Current Month's Activity	
Beginning amount	10,625,000
Plus: deposits	1,500,000
Less: withdrawals	0
Capital Projects	6,617,484
Reserves Invested	5,507,516
Total LGIP Investment	12,125,000

Capital Projects	1/31/2008
Technology Upgrade	89,727.79
Workforce Training Center	482,814.03
High Tech Start Up	13,346.40
Vehicles	15,999.13
Drawings & Master Plan	12,805.63
Baseball Field	191,517.83
Rodeo Arena	60,469.66
Dormitory Landscape	1,622.23
Millen Fence/Landscape	59,747.89
JASI	116,786.05
Computer Equipment Rebates	14,619.69
Marketing	49,932.06
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Flooring Repair	5,974.50
Student Housing Construction	2,771,920.44
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	24,136.12
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	61,776.66
CDL Truck Driving Program	43,262.14
Bulk Fuel	5,188.00
Millen Dr. Sewer & Water	222,993.09
Board Room	25,000.00
Concrete Upgrade	43,360.72
Campus Construction	181,843.37
Oil & Gas Training Center	254,585.66
Workforce Training/Outreach	21,153.96
Professional Writing/Publishing	60,000.00
Public Sector	40,000.00
PED Instructional Materials	9,521.00
Total	6,617,484.08

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: Board Members
From: Dan Hardin
RE: Fiscal Watch Reports
Date: February 8, 2008

Attached for your approval are the Fiscal Watch reports to be submitted to the Higher Education Department by the end of February. The first report is the Balance Sheet for December 31, 2007. The total current assets consist of Cash and Cash Equivalents in the amount of \$4,035,088.00, which represents cash in the vault and balances in the bank and restricted cash as loan proceeds for the student housing project. Investments totaling \$10,625,000.00 are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. Accounts Receivables are from students, grants, draw requests to the state for capital projects, third party billing, etc. Inventory is held at the bookstore. Prepaid expense is the college insurance and maintenance agreements prepaid for the entire year. Total current assets are \$16,375,426.00

Non-Current Assets are the same as is in the 2006 audit for Property, Plant and Equipment, net \$26,625,230.00 and Construction in Progress \$7,189,260.00. Total Non-Current Assets are \$33,814,490.00. Total Assets are \$50,189,916.00

Current Liabilities begin with Accounts Payable of \$72,842.00. Accounts Payable includes Dorm Deposits Payable, Gift Certificates from the Bookstore, and General Accounts Payable. Accrued wages payable is salaries payables and accrued vacation payable. At 12-31-2007, accrued wages payable was \$944,097.00, this amount is larger than we have seen in previous quarters. In the fall of 2007, we began expensing for the faculty salaries for the summer months, those funds are placed in Accrued Wages Payable until we run the summer payrolls. Deferred revenue is unrecognized revenue which normally is for income for tuition and fees that we receive in one semester for the coming semesters, which are in a

different fiscal year. Currently, Deferred revenue is \$236,685.00. Accrued Liabilities include all of the withholding payables for Federal Income Tax, State Income Tax, ERA, Health Insurance and other payroll related withholdings. Total accrued liabilities as of December 2007 are \$573,645.00. Other Payables are a combination of gross receipts payable, voluntary withholding payables, agency accounts, and scholarships payable. Agency accounts are funds held for the various clubs and organizations around campus. The total of other payables is \$114,536.00. Total Current Liabilities are \$1,941,805.00 as of December 2007. Long Term Liabilities include the student housing project for \$4,484,589.00. The total liabilities are \$6,426,394.00.

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$29,329,901.00. Unrestricted net assets have a total as of December 2007 of \$14,433,621.00, with the total net assets of \$43,763,522.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that were presented in the Board reports for December 2007. This report compares the December 2006 current revenues to the December 2007 current revenues. Tuition and Fees are higher in December 2007 as compared to December 2006 due to the increase in rates for tuition and fees. State Appropriations are higher in 2007 as compared to 2006, we received some one time funding from the HED in December. Local appropriations are almost the same in 2007 as was in 2006. Sales and Service has declined in 2007 as compared to 2006, it appears to be both in the Bookstore and the Housing area. Other revenues also declined from the previous year. Other revenues include indirect revenue from grants, GEO revenue, copier, interest, and vending. Total operating revenue through December 2006 was \$14,579,029.00 compared to \$15,925,546.00 as of December 2007.

In comparing the year-to-date operating expenditures as of December 2006 to the year-to-date operating expenditures for December 2007, we have some large variances in Student Aid and Internal Services. Student Aid had more expense in 07/08 than in the previous year, this is due to the increase in tuition and fees and adding senior citizens to the tuition waiver expense in Student Aid. The variance in the Internal Services Departments was the due to the non posting of the December Charge Outs, actual expenses are very close. Total expenditures for operating funds as of December 2007 are \$11,293,822.00 compared to \$10,698,197.00 as of December 2006.

In comparing the Plant funds from December 2006 to December 2007, we received a large drawdown in 2007 for the Workforce Training construction project. As you compare the expenditures you will see a large increase in expenditures for fiscal year 2007 as compared to 2006. This is directly related to the two

construction projects that are currently in progress.

The next report is the comparison of the budget to actual as of December 2007. These numbers are also taken from the Board reports to be presented at the January Board meeting. Revenues are strong in all areas except sales and service. Sales and Service will increase in January as we begin the Spring Semester and the Bookstore revenues increase. The expenditure comparison of budget to actual is also the same as was presented in the January Board meeting for December. Encumbrances and seasonal expenditures account for budget areas being over 50% of their budget. As of December 2007, the College had received about 58% of the state funding for the Workforce Training Center project. Plant Fund expenditures show the amounts that have been expended and/or encumbered for the capital projects. The equipment ER&R is allocated in the Plant funds, but it is expended in the departments where the equipment is purchased. We move the budget from ER&R to the department to cover the expenditure for equipment as it is purchased.

We hope this explanation gives you a good understanding of the Fiscal Watch reports we are asking you to approve.

Respectfully,

Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 12/31/07

Assets

Current Assets:

Cash and Cash Equivalents	4,035,088
Investments	10,625,000
Accounts Receivable, net	942,246
Inventories	215,917
Prepaid Expenses	557,175

Total Current Assets 16,375,426

Non-Current Assets

Property, Plant and Equipment, net	26,625,230
Construction in Progress	7,189,260

Total Non-Current Assets 33,814,490

Total Assets 50,189,916

Liabilities

Current Liabilities

Accounts Payable	72,842
Accrued Wages Payable	944,097
Deferred Revenue	236,685
Accrued Liabilities	573,645
Other Payables	114,536

Total Current Liabilities 1,941,805

Long Term Liabilities

Long Term Liabilities	
Notes/Bonds Payable	4,484,589

Total Long Term Liabilities 4,484,589

Total Liabilities 6,426,394

Net Assets

Invested in Capital Assets, net of related Debt	29,329,901
Unrestricted	14,433,621

Total Net Assets 43,763,522

NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2006-2007 and 2007-2008

Operating Funds	Actuals as of 12/31/2006	Actuals as of 12/31/2007	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	2,060,568	2,618,111	27.1%
State Appropriations	4,679,990	5,566,945	19.0%
Local Appropriations	5,846,761	5,858,188	0.2%
Sales & Service	1,541,029	1,489,736	-3.3%
Other	450,681	392,566	-12.9%
Total Revenues	14,579,029	15,925,546	9.2%

EXPENDITURES

Instruction & General	8,186,696	8,759,540	7.0%
Student Social & Cultural	122,853	118,017	-3.9%
Internal Services	276,090	328,865	19.1%
Student Aid	302,342	373,716	23.6%
Auxiliary Enterprises	1,342,884	1,252,600	-6.7%
Intercollegiate Athletics	467,332	461,084	-1.3%
Total Expenditures	10,698,197	11,293,822	5.6%
Increase (decrease) in Fund Balances	3,880,832	4,631,724	19.3%

Plant Funds

REVENUES			
Interest Income	-		
State Funds	45,262	1,576,099	3382.2%
Other	50,000		-100.0%
Total Revenue	95,262	1,576,099	1554.5%

EXPENDITURES

Capital Projects	2,314,540	7,744,827	234.6%
State Funded Projects	3,606,826	2,260,034	-37.3%
Private Funds	193,632	36,310	-81.2%
Building R&R	-		
Equipment R&R			
Auxiliary R&R			
Total Expenditures	6,114,998	10,041,171	64.2%

Increase (Decrease) in Fund Balances	-6,019,736	-8,465,072	40.6%
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NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2007 - 2008

December 31 2007

Operating Funds	FY 2007-2008 Original Budget	FY 2006-2007 Actual as of 12-31-07	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	3,137,649	2,618,111	83.44%
State Appropriations	7,990,100	5,566,945	69.67%
Local Appropriations	5,200,000	4,712,910	90.63%
Sales & Service	2,800,000	1,145,278	40.90%
Other	514,100	373,016	72.56%
Total Revenues	19,641,849	14,416,260	73.40%

EXPENDITURES			
Instruction & General	17,530,921	8,759,540	49.97%
Student Social & Cultural	192,987	118,017	61.15%
Internal Services	450,767	328,865	72.96%
Student Aid	443,683	373,716	84.23%
Auxiliary Enterprises	1,612,905	1,252,600	77.66%
Intercollegiate Athletics	876,566	461,084	52.60%
Total Expenditures	21,107,829	11,293,822	53.51%
Increase (decrease) in Fund Balances	-1,465,980	3,122,438	

Plant Funds

REVENUES			
State Funds	2,698,480	1,576,099	58.41%
Other	-	-	
Total Revenue	2,698,480	1,576,099	58.41%

EXPENDITURES			
Capital Projects	11,790,830	7,744,827	65.69%
State Funded Projects	2,678,932	2,260,034	84.36%
Private Funds	465,801	36,310	7.80%
Building R&R	1,372,269		0.00%
Equipment R&R	377,010		0.00%
Auxiliary R&R	14,042	-	
Total Expenditures	16,698,884	10,041,171	60.13%

Increase (Decrease) in Fund Balances	-14,000,404	-8,465,072
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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: Remodel of the Harold Runnels Hall
Date: February 21, 2008

Board members;

At the February 2007 Board meeting, the Board approved the mechanical upgrades for Runnels Hall (formerly Zia Hall) and Burke Hall (formerly T-Bird Hall). The upgrades, which were completed last summer, moved the two dorms to a four pipe heating and cooling system. This made a great improvement in the heating and cooling for our dorm students. As was disclosed at that February 2007 Board meeting, there is a second phase to the dorm renovation plan. The second phase is to replace the ceiling tile, floor tile, all of the cabinets and furniture in the rooms, counter tops, sinks, faucets, showers and shower fixtures in the bathrooms, and completely repaint the inside of dorm. The recommendation for this year is to only remodel Runnels Hall and complete the remodel of Burke Hall during the summer of 2009. With all of the camps and activities during the summer, it is too difficult to have both dorms out of service at the same time. We are coming to the Board this February to allow the contractor time to order materials and to order the new furniture. Construction must begin by May 15th and be completed by the end of July.

The recommendation to the Board is to complete the phase two renovation of Runnels Hall. Approve the CES contractor Facility Build, the GSA proposal from Blockhouse for the new furniture, and to move \$665,000.00 from reserves to complete the phase two renovation.

Attached are quotes from Facility Build for the renovations to the dorm and from Blockhouse for the furniture. Because this is a renovation, we are asking for contingency funds to cover unknown costs that may arise during the remodel of the dorm.

Budget



5904 Florence Avenue NE
 Albuquerque, NM 87113
 Job Order Contracting ph. (505) 828-0060 fax (505) 823-0161

ESTIMATE SUBMITTED TO: NMJC Hobbs	DATE: 1/18/08	ESTIMATE/ PROJECT # 8001
CONTACT NAME: Charley Carroll	PROJECT NAME: Dorm Room Renovation Revised	
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- 399-0601	Cell Number: 0
CITY, STATE, ZIP CODE: Hobbs NM 88240	FAX #: 1-505- 492-2666	

SCOPE OF WORK:	<i>Division</i>	<i>Amount</i>
Demolition	General Requirements	\$63,070.00
Demolition of VCT, cabinets, beds, shelving in each dorm room.	Site Work / Demolition	\$6,303.00
Demolition of counter tops, sinks, and casework, lavatories, toilets, showers, stall inserts, ceiling tile, benches.	Concrete	\$0.00
	Masonry	\$0.00
	Metals	\$0.00
Re-install	Wood & Plastics	\$43,490.00
Cabinets- Provide and replace all casework in toilet rooms and snack room. Veneer cabinet with a melamine interior for cabinets with doors. Finish will be clear natural.	Thermal/Moisture	\$0.00
Bathrooms- Provide and install 27 floor mount closets, 1 ADA floor mount closet, 52 self rimming laves with faucets, 1 wall hung lave with faucets, 1 stainless steel sink, 26 shower pans, 1 ADA shower pan. Ceramic tile in 26 stalls, no pattern.	Doors & Windows	\$0.00
Flooring- Provide and install 16,454 s/f Armstrong standard excelon with no pattern.	Finishes	\$207,224.00
Vinyl base Rope 4" with toe 5,880 l/f.	Specialties	\$8,911.00
Toilet Accessories- 52 24" x 36" framed mirrors, 2 ADA tilt mirrors, 1 shower grab bar, 1 shower seat.	Equipment	\$1,278.00
Ceiling Tile- 1,986 s/f of standard acoustical ceiling.	Furnishings	\$0.00
Painting- dorm rooms, stairs, corridor, lobby, laundry, snack bar, doors and frames.	Special Construction	\$0.00
Benches- Provide and install three 6' long by 10" wide galvanized frame with cedar colored plastic benches, no backs included.	Conveying Systems	\$0.00
	Mechanical	\$95,318.00
	Electrical	\$0.00
	Allowances	
Clarifications: This is a budget price only, this proposal includes: Prevailing wages, taxes, bonds, insurance, permit.		
This budget is from FacilityBUILD drawings, Pages: A-1, A-2, Date 1/10/08.		
This budget price does not allow for water board behind showers.		
This budget Price also includes the 1% CES fee.		
Exclusions: Any work that is not listed above, or on FacilityBUILD drawings pages: A-1, A-2.		
Standard Exclusion: Excludes repair or replacement of existing architectural, structural, mechanical, electrical, fire alarm & suppression systems, life safety or any other hidden conditions or code violations unless specifically addressed in this proposal.	RS MEANS ESTIMATE	567,458.67
	CES DISCOUNT	(141,864.67)
	SUBTOTAL	425,594.00
	NM GRT RATE	6.6875%
	TOTAL	\$454,055.60
Estimate is good for 30 days		1/18/2008

FacilityBUILD Authorized Signature

Date

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 implies) in which the described work will be completed. This agreement takes precedent over any previous oral agreements and representations.

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 scope of work unless credit arrangements have been made.

Authorized Signature (owner/client)

Date

BLOCKHOUSE CO., INC.

PROPOSAL

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

TO: NEW MEXICO JUNIOR COLLEGE 1 THUNDERBIRD CIRCLE HOBBS, NM 88240 ATTN. LANCE CAVINESS, ASSOCIATE DEAN OF STUDENTS EMAIL Lcaviness@nmjc.edu PHONE: 505-392-5366 FAX: 505-392-7942	VALIDITY PERIOD: 45 DAYS YOUR REQ. NO: TERMS: SEE BELOW FOB POINT: ORIGIN SALES REP: H02-MITCHELL EST. SHIP DATE: 1st HALF AUGUST SHIP VIA: BEST WAY CONTRACT NO.: GS-27F-2031B
PROJECT: PHASE I HAROLD RUNNELS HALL WITH WARDROBES AND DESKS SHIP TO:	

ITEM	QTY	MODEL NO./DESCRIPTION	UNIT PRICE	EXTENDED
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HAROLD RUNNELS HALL

7	47	C170411 C7 Captain's Bed w/ (2) Right-Side Facing Drawers, Oak, Natural Finish	472.93	22,227.71
8	47	C170412 C7 Captain's Bed w/ (2) Left-Side Facing Drawers, Oak, Natural Finish	472.93	22,227.71
9	98	X040101 Bentply Two Position Chair, Natural Finish, A614 Shire, Espresso Fabric	123.60	12,112.80
10	94	C270410 C7 Nightstand, One Drawer, Natural Finish	160.42	15,079.48
11	94	C270250 C7 Double Wardrobe, Oak, Two Drawers, Natural Finish	527.27	49,563.38
12	94	C370125 C7 Pedestal Desk, 42" Wide, Oak, Natural Finish	278.32	26,162.08
13	1	BLANKET WRAPPED FREIGHT	20,788.64	20,788.64
14	1	3.75% QUANTITY DISCOUNT BASED ON GSA CONTRACT GS-27F-2031B, GS-27F-2032B, APPLYING TO LINES 1-6 AND 7-12	(2,947.46)	(2,947.46)

Signature

Date

Requested Delivery Month

NOTES:

NATURAL OAK FINISH

TOTAL: \$165,214.34

TAIL GATE DELIVERY

Freight 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 invoicing.

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.

MEMO

DATE: February 14, 2008
TO: New Mexico Junior College Board Members
FROM: Joshua Morgan
SUBJECT: Invitation to Bid #1010 – Construction of a Concrete Slab

On February 4, 2008 legal notices were sent to three newspapers requesting sealed bids for the construction of a concrete slab at the Oil and Gas Training Center. Bid packets were sent to seven potential bidders with a bid opening set for February 19.

The scope of work for the construction of the concrete slab is as follows:

Excavation

Remove 8" of caliche base and subgrade in an area 50' x 250' and stockpile as directed by the project manager.

Subgrade Preparation

Blade, shape and compact to a density of not less than 90% of maximum density, as determined by ASTM D 1557.

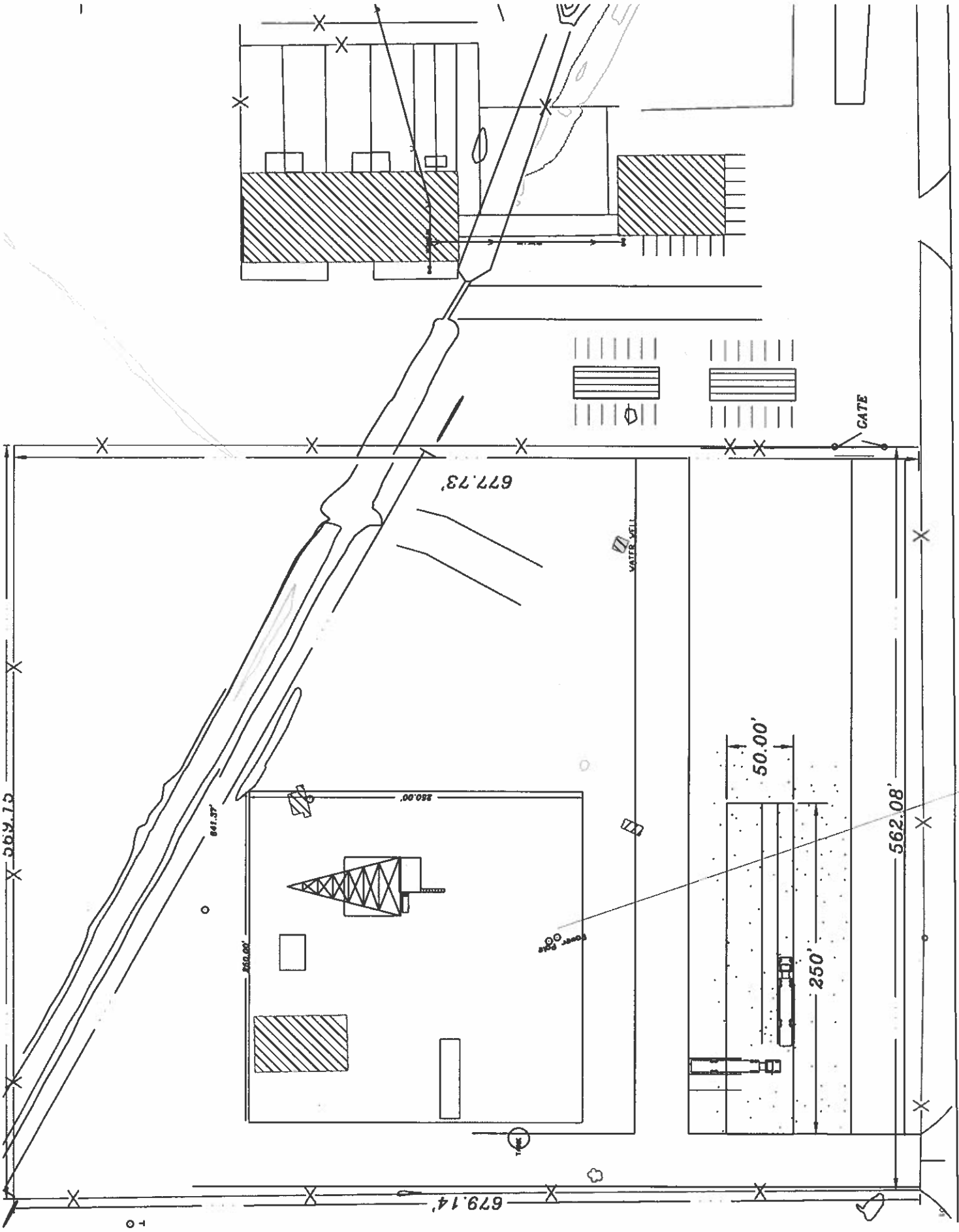
It will be the contractor's responsibility to set grades in bottom of excavation. The finished concrete grade must match on all sides of existing caliche grade, with a 4" crown at center line to facilitate drainage.

Concrete

Contractor shall furnish and place concrete for a 50' x 250' x 8" concrete slab. Concrete will have one reinforced #4 re-bar mat at 24" intervals both ways. The concrete shall be 3000 psi with fibers. Saw cut joints at 15' intervals.

Bid packets will be received and opened on February 19 at 11:00 AM. Bids will be reviewed according to state procurement and the low, responsible bidder will be presented at the board meeting on February 21.

Estimated cost of this project is \$90,000.00 - \$110,000.00. The source of funding will be the FY 2007/2008 State General Fund – CDL Truck Driving Program with a budget of \$89,075.00 and the FY 2007/2008 Institutional Funds - CDL Truck Driving Program with a budget of \$43, 262.14.



Proposed Offfield Training Center
NEW MEXICO JUNIOR COLLEGE
 HOBBS, NEW MEXICO

MEMO

DATE: February 14, 2008
TO: New Mexico Junior College Board Members
FROM: Joshua Morgan
SUBJECT: Invitation to Bid #1011 – Parking Lot Paving

Legal notices were posted on February 2 and February 8, 2008 in four newspapers requesting sealed bids for the paving of New Mexico Junior College parking lots. The bid opening is set for February 20.

Project consists of site work at the existing Western Heritage Center as Bid Lot 1 and site work on the New Mexico Junior College campus as shown and identified as Bid Lot 2. Site work shall consist of new asphalt paved parking lot with concrete curbing, site lighting, masonry and stone veneer site walls, stucco on masonry site walls and electronic monument sign as shown in the drawings and specifications

Bid packets will be received and opened on February 20 at 2:00 PM. Bids will be reviewed according to state procurement and the low, responsible bidder will be presented at the board meeting on February 21.

The source of funding for Bid Lot 1 will be the FY 2007/2008 Western Heritage Museum – Maddox with a budget of \$429,230.73 and the source of funding for Bid Lot 2 will be the FY 2007/2008 Institutional Funds – Campus Paving with a budget of \$100,000.00.

GENERAL NOTES

1. SEE YOUR SUPPLIER FOR MATERIALS, DIMENSIONS, TOLERANCES, AND COORDINATE
2. DIMENSIONS SHOWN ON THIS DRAWING TAKE PRECEDENCE OVER ANY OTHER

KEYED NOTES

1. NEW CONCRETE FLOORING, 4" TO 5" THICK
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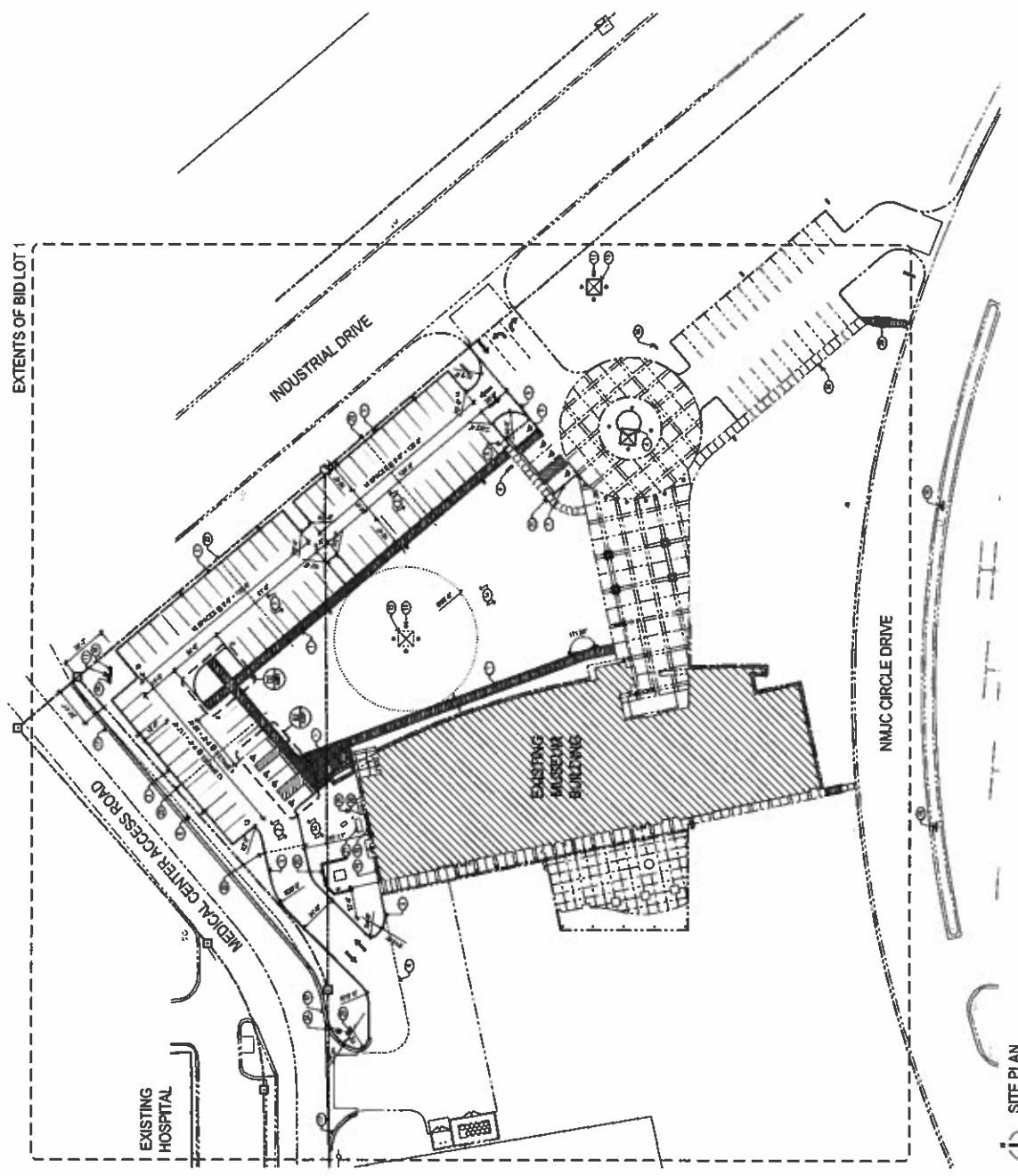
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NEW MEXICO JUNIOR COLLEGE
WESTERN HERITAGE CENTER SITE IMPROVEMENTS
HOBBBS, NEW MEXICO

DATE	02.11.08
PROJECT NO.	02-0003
PROJECT NAME	SITE PLAN
DESIGNED BY	CC
CHECKED BY	CC
DATE	02.11.08
PROJECT NO.	02-0003

PROJECT
A001



SITE PLAN
1" = 30'-0"

civil
mechanical
electrical
plumbing
fire



**Dekker
Perich
Sabatini**

7801 Jefferson St. Suite 100
Albuquerque, NM 87109
505 761-8100
Fax: 505-761-8277
www.dpsab.com

PROJECT



**NEW MEXICO JUNIOR COLLEGE
WESTERN HERITAGE CENTER SITE IMPROVEMENTS**

HOBBS, NEW MEXICO

DATE: 11/15/11
SCALE: AS SHOWN

DESIGNED BY: [Redacted]
CHECKED BY: [Redacted]
DATE: [Redacted]
PROJECT NO.: [Redacted]
SHEET NO.: [Redacted]

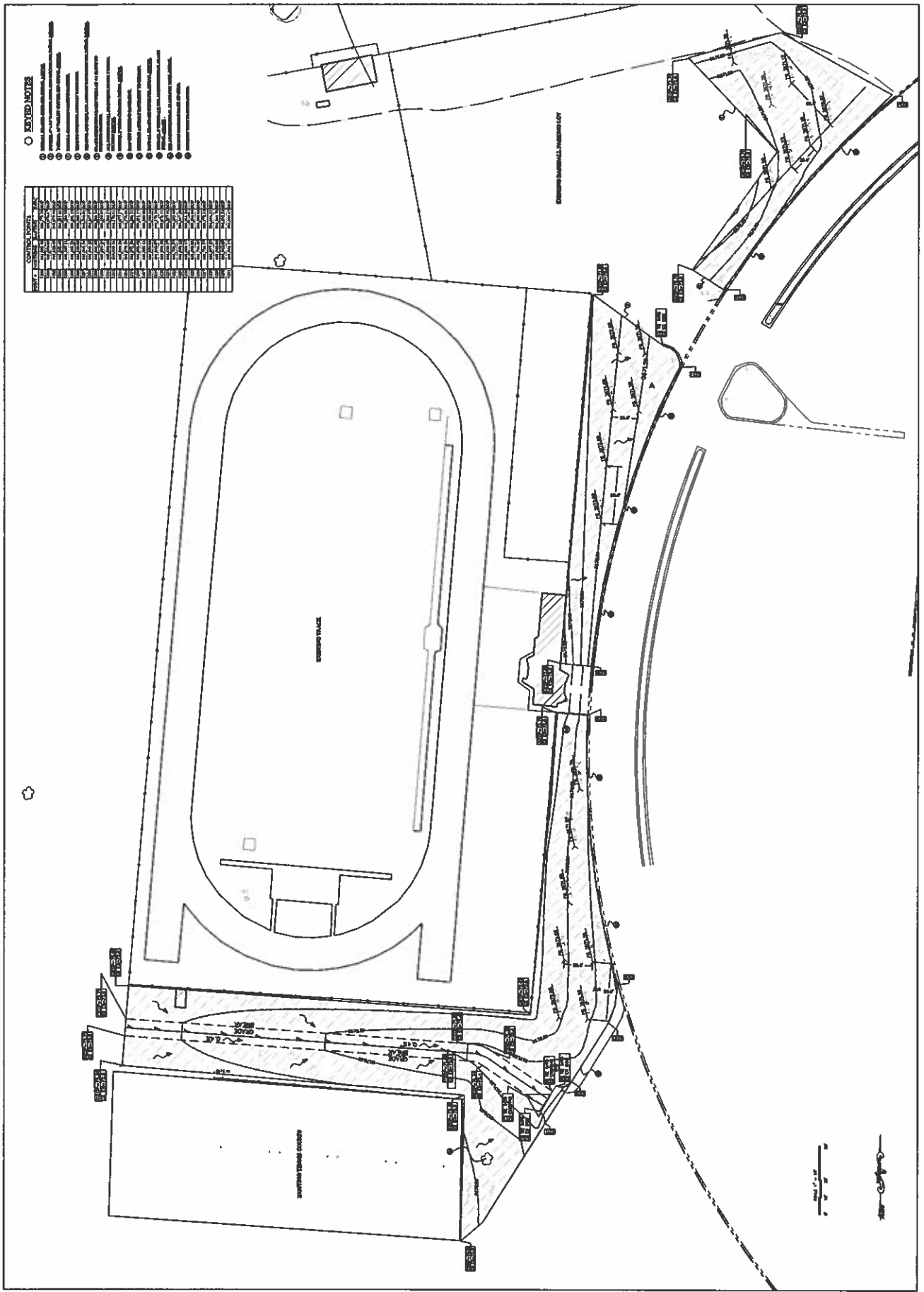
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CG103

- KEYNOTES**
1. ALL PAVING SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MUTCD AND THE NEW MEXICO DEPARTMENT OF TRANSPORTATION SPECIFICATIONS FOR ROADWAY CONSTRUCTION.
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 10. ALL PAVING SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MUTCD AND THE NEW MEXICO DEPARTMENT OF TRANSPORTATION SPECIFICATIONS FOR ROADWAY CONSTRUCTION.

CONTROL POINTS

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3	10000.00	10000.00	STATION 3
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NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #97

Professional Legal Services

BOARD DOCUMENTS

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

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On January 15, 2008, a legal notice was sent to the following newspapers requesting sealed proposals for professional legal services:
 - 1) Hobbs Daily News Sun
 - 2) Albuquerque Journal
 - 3) Las Cruces News Sun
2. One proposal was submitted in compliance with the opening date and time.
3. The proposer was not present at the opening.
4. The Business Office Evaluation Committee has evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The law firm responding to the RFP was:

Shoobridge Law Firm, P.C., Hobbs, NM

The Administration recommends acceptance of the proposal of Shoobridge Law Firm, P.C. for professional legal services. Professional services will be provided according to the attached rate schedule, plus gross receipts taxes. The term of the contract shall initially be for one (1) year from the date of contract award by the NMJC Board, with an option to extend the contract an additional three (3) years one year at a time, if mutually agreeable with NMJC and the attorney. The contract may be terminated by either party without cause, upon thirty (30) days written notice.

Source of Funding: FY 2007/2008 Legal Consultant
 Account Number: 11000-1025-71251-131
 Budget: \$28,586.39 - Expenditures will be based on actual hours billed

Company Responding	Hourly Rate	Hourly Rate for Travel	Points Section I	Points Section II	Points Section III	Points Section IV	Points Section V	Total Points Awarded
Shoobridge Law Firm, P.C.	\$150.00	\$100.00	98	480	100	100	200	978

Evaluation of Proposal Received:

- Section I: General Qualifications 100 Points
- Section II: Special Qualifications 500 Points
- Section III: Ability to Perform Legal Services for New Mexico Junior College Without Conflict of Interest 100 Points
- Section IV: Ability to Meet Specified Office Hours and Location 100 Points
- Section V: Hourly Billing Rates 200 Points

TOTAL MAXIMUM EVALUATION POINTS 1000 Points

NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS

Request for Proposals #97

Scope

New Mexico Junior College (NMJC) is seeking to enter into a contract for professional legal services with a practicing attorney, currently licensed and in good standing with the State of New Mexico (hereinafter referred to as the "Attorney"). The scope of services to be provided will include, but not be limited to, providing research, issuance of opinions, preparation and/or review of contracts and other legal documents, and representing the college on multiple legal and personnel issues and in official capacity.

The Attorney shall make NMJC's business a priority and shall dedicate the appropriate amount of time necessary to respond to the President's (or his designee) or NMJC Board's requests for services.

Term of contract

The term of this contract shall be for one (1) year from the date of contract award by the NMJC Board, with an option to extend the contract an additional three (3) years one year at a time, if mutually agreeable with NMJC and the successful vendor. The contract will prohibit the Attorney under contract from engaging in litigation against NMJC. This contract may be terminated by either party without cause, upon thirty (30) days written notice.

Contents of Proposal

This section contains specifications and relevant information offers should use for the preparation of their proposals.

Offerors should respond as described to each specification. The responses along with the required supporting material will be evaluated and awarded points accordingly.

Include evidence of experience, licensing, and other information as follows:

A. General Qualifications

1. Educational background
2. Legal experience, including names, addresses and dates of previous employers and firm associations.
3. Possession of a current license to practice law in the State of New Mexico. The Attorney must be in good standing with the State of New Mexico licensing agency. Proof of licensure and license number must be included with the written proposal.

4. Provide proof of current Professional Liability Insurance coverage in the minimum amounts of \$500,000 for each claim and \$1,000,000 aggregate. Include a copy of the current renewal certificate or policy declarations page. If selected, the Attorney must be willing to provide New Mexico Junior College a certificate of insurance reflecting the above minimum limits.

B. Special Qualifications

1. Provide a detailed resume describing particular expertise and special resources of benefit to New Mexico Junior College. Examples include:
 - a. Special training and/or experience of relevance to New Mexico Junior College, especially in higher education issues.
 - b. Evidence of knowledge and experience in Federal and State statutes relating to laws governing public governmental entities.
 - c. Knowledge of and direct experience in contracts.
 - d. Knowledge of and direct experience in personnel law.
 - e. Knowledge of and direct experience in workers compensation issues.
 - f. Knowledge of and direct experience in litigation.
 - g. Any other areas of relevance to NMJC operations and issues.
2. Continuing Professional Education
 - a. Include a current list of continuing professional education courses completed, with dates, over the last three (3) years.

C. Conflict of Interest

1. Identify and describe any areas of possible conflict of interest.

D. Office Hours / Location

1. The Attorney must be accessible and available to New Mexico Junior College during normal, regular business hours by maintaining an office within Lea County, New Mexico (open no less than 30 hours per week) during the normal working days of Monday through Friday.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 2/12/2008

Candidate's name Enrique Najera

Position title Professor of High School Automotive Technology

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 2/22/2008 * Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds/ACTA

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 \$31,461 - \$39,326 Recommended annual salary \$32,934.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2581 61101 102 - 80% - 11000 2561 61101 102 - 20%

Recommended and approved by:

Supervisor _____
Jed B. Scatton
Vice President

Dean/Director _____
Steve McCleary
President

Selection Committee Members: Mary Jane Ward - Dean of Careers and Technology

Samuel Gilcrease - Professor of Automotive Technology - GM-ASEP

Terry Halladay - Professor of Automotive Technology

Randy Whicker - Professor of Automotive Technology - Ford

Comments: Mr. Najera, with an Associate in Applied Science degree in Automotive Technology and more than three years of applicable experience meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Professor of High School Automotive Technology

Personal Data

Name: Enrique Najera

Education

A.A.S., New Mexico Junior College, Hobbs, NM, 2005

Professional Experience

Watson Hopper, Hobbs, NM Electrical Mechanic	5/07 to 12/07
R.P.M Construction, Hobbs, NM Heavy Equipment Operator	3/07 to 5/07
Permian Ford, Hobbs, NM Light Line Technician	12/05 to 2/07
Brakes Plus, Hobbs, NM Technician Assistant	10/04 to 12/05



New Mexico Junior College

Career Opportunities

Position Announcement • January 2008

Position Title: Professor of High School Automotive Technology

Position Description: This position reports to the Dean of Business & Technology and is responsible for teaching Automotive Technology in the secondary Advanced Career Technology Academy program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (2) Supervise students who are chosen as AYES participants in off-campus cooperative work experiences; (3) Travel as required for AYES training; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Coordinate advisory committee meetings a minimum of once each semester; (8) Work for the general improvement of the instructional programs at the college; (9) Participate in college service through standing and ad hoc committees; (10) Post and maintain supervisor approved office hours per week; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; (13) Coordinate and maintain the NATEF and AYES certifications of the program; (14) Sponsor student participation in various automotive contests throughout the year such as Ford AAA, Skills USA, NMJC high school automotive contest, and/or others; (15) Serve on college committees as assigned; and, (16) 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 or Master's degree in an occupational/vocational or closely related field is preferred. Candidates with an Associate's degree (or equivalent or compliance to earn an Associate's Degree within an agreed time frame) and extensive automotive experience will be considered. All degrees must be from a regionally accredited institution. Candidates must be ASE certified, possess demonstrated technical skills in the 4 ASE areas taught at the high school level and become ASE Master certified and L1 certified within a specified time frame. Five years experience teaching (community college or high school level preferred) automotive and technical service experience in a dealership desired. Current training history required. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. **Note: Computer proficiency is required.**

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply.

Application Deadline: Open until filled. Review of applications will begin immediately upon submission.

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

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

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

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 492-2793 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: spounds@nmjc.edu

APPLICANT LIST

Position: Professor of High School Automotive Technology

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Najera, Enrique	Yes	Yes	Start date: Pending Board approval.