

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Tuesday, February 25, 2003

**Zia Room - Library**

1:30 p.m.

## AGENDA

- |  |              |
|--|--------------|
| A. Welcome   | Mr. Newman   |
| B. Adoption of Agenda                                    | Mr. Newman   |
| C. Approval of Minutes of January 16, 2003               | Mr. Newman   |
| D. Correspondence  | Mr. Hanna    |
| E. President's Report                                    | Dr. McCleery |
| F. Closure of Open Meeting                               | Mr. Newman   |
| G. New Business  |              |
| 1. Purposed Settlement of Pending Litigation             | Dr. McCleery |
| 2. Audit Report  | Dan Hardin   |
| 3. Monthly Expenditures Report                           | Dan Hardin   |
| 4. Monthly Revenue Report                                | Dan Hardin   |
| 5. Oil and Gas Revenue Report                            | Dan Hardin   |
| 6. Schedule of Investments                               | Dan Hardin   |
| 7. Purchase of Water Rights                              | Dan Hardin   |
| 8. Petition for Annexation                               | Dr. McCleery |
| 9. ECI System Energy Efficiency Audit Agreement          | Dr. McCleery |
| 10. Level I & II Infrastructure Assessment               | Dan Hardin   |
| 11. Bid #931 – Electrical Service to NMJC Baseball Field | Dan Hardin   |
| 12. RFP #77 – Preparation of NMJC Class Schedules        | Dan Hardin   |
| H. Public Comments                                       | Mr. Newman   |
| I. Announcement of Next Meeting                          | Mr. Newman   |
| J. Adjournment   | Mr. Newman   |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

JANUARY 16, 2003

### MINUTES

The New Mexico Junior College Board met on Thursday, January 16, 2003, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Ms. Patricia Chappelle; Mr. Larry Hanna; Mr. Ferrel Caster; and Mrs. Yvonne Williams. Not present was Mr. John Hice, Jr.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Jarrett Renshaw, Hobbs News Sun; Phil Jones; Donna Hopper; and Gary Jones.

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

Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board unanimously approved the minutes of December 19, 2002.

Under *President's Report*, Dr. McCleery called on John Rice to report on the recent theatre competition in Farmington. The department received a top rating of excellent for their Angel Street production. Pat Chappelle reported that Phillip Jones had filed his candidacy for District 1 for the college board election; Guy Kesner, Bobby Goad, Laurie Knott, and Gary Jones in District 3; Donna Hopper, Wade Cavitt, and Jerry McLaughlin in District 4; and Yvonne Williams in District 6.

Under *New Business*, Dr. McCleery recommended that the audit report be tabled at this time. Upon a motion by Mr. Caster, seconded by Ms. Chappelle, the board unanimously approved the recommendation.

Dan Hardin presented the December financial reports and with a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously approved the expenditures for December 2002.

Dr. McCleery presented a request for \$24,000 funding from reserves to provide the necessary resources to bring the National NCLEX Board Review Program to NMJC, as well as, assist the 2003 nursing graduates with their board fee. After much discussion and upon a motion by Mrs. Williams, seconded by Mr. Caster, the board unanimously approved the request.

Dr. McCleery called on Richard Lloyd to present the changes to the Board Policy Handbook recommended at the last board meeting. Upon a motion by Mr. Hanna, seconded by Ms. Chappelle, the board unanimously adopted the handbook. The board commended Mr. Lloyd for a job well done.

Mr. Hanna 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. Mr. Caster seconded the motion. The roll call vote was as follows: Mr. Newman - yes; Mrs. Williams - yes; Ms. Chappelle - yes; Mr. Caster - yes; and Mr. Hanna - yes.

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

The next regular board meeting was scheduled for February 25, 2003, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mrs. Williams, seconded by Ms. Chappelle, the board meeting adjourned at 3:10 p.m.

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CHAIRMAN

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

**Presidents Report**  
**Board Meeting**  
**February 25, 2003**

- Cisco Update – Dr. Richard Fleming
- Auction Update – Charley Carroll
- Enrollment Report – Robert Bensing
- Capital Project Report – Steve McCleery
- Meeting Dates for Budget Work Session
  - April 7 and 8, 2003

## Cisco Training Program

Fall 2001	Cisco I	17
Spring 2002	Cisco I	16
	Cisco II	10
Fall 2002	Cisco I	16
	Cisco II	10
	Cisco III	8
Spring 2003	Cisco I	14
	Cisco II	6
	Cisco III	6
	Cisco IV	7

**CS 123D. Windows Applications I ..... 3 hrs.**  
 This course is designed to teach students how to operate a microcomputer. Students will be taught how to perform such functions as "booting the system," formatting disks, and copying files within the windows environment. Students will also be taught basic computer terminology and the fundamentals of word processing, spreadsheets, database, and power point utilizing the Microsoft Office Suite software. Meets five hours per week.

**CS 123G. Windows Applications II ..... 3 hrs.**  
 This course is designed to reinforce students' knowledge of Microsoft Windows software for word processing, databases, spreadsheets, and presentation graphics. Students will apply advanced operations for each software package in numerous lab assignments. Prerequisite: CS 123D Windows Applications I. Meets five hours per week.

**CS 213. EXCEL ..... 3 hrs.**  
 This course is designed to give students a thorough understanding of EXCEL, including the spreadsheet, graphics, windows, database functions, and macro design. The student will gain extensive hands-on experience in each facet of EXCEL. Prerequisite: A grade of "C" or higher in either CS 123A - Microcomputer Applications, CS 123D Windows Applications or consent of the instructor. Meets five hours per week.

**CS 213 B. Introduction to RPG Programming ..... 3 hrs.**  
 CS 213B is offered as an introduction to RPG language programming. Basic components of the RPG programming language are applied in writing RPG programs to solve business problems. The main emphasis will be the application of the RPG/400 programming language on the IBM AS/400 mid-range computer. Students will be introduced to the specification forms; arithmetic and assignment operations, top-down, structured program design, externally described files, file access and record manipulation, and interactive applications. Prerequisites: None. Meets five hours per week.

**CS 213C. Visual BASIC Programming ..... 3 hrs.**  
 An introduction to Object Oriented, event driven business application programming and graphical user interfaces in the windows environment. This course is designed to focus on the fundamental concepts of computer programming. Students will be taught the program development cycle and general problem solving techniques. Prerequisites: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

**CS 213D. COBOL Programming ..... 3 hrs.**  
 This course is designed to present basic components of the COBOL language to solve business problems. Prerequisite: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

**CS 213E. Microsoft Windows ..... 3 hrs.**  
 This course is designed to teach the features of a graphic user interface. Students will be familiarized with streamlined ways to work with a personal computer. Topics include ease in start up, working with software applications, operating more than one application at a time, transferring information between applications, and organizing and managing files created with software applications.

Prerequisite: CS 123A or CS 123D or consent of instructor. Meets five hours per week.

**CS 213F. C++ Programming ..... 3 hrs.**  
 This course is designed to teach a wide variety of C++ Programming concepts including Object Oriented Programming. Subjects covered are from beginning to intermediate level, and include the following: variables, constants, arrays, structs, control structures, flowcharting, pseudocode, and program layout and design. Prerequisites: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

\* **CS 214. CISCO Network Associate I ..... 4 hrs.**  
 Focuses on networking fundamentals, the OSI model and industry standards, network topologies, IP addressing (such as subnet masks), and basic network design. Serves as the first course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisites: CS 123D or CS 123A or consent of instructor. Meets seven hours per week.

\* **CS 214A. CISCO Network Associate II ..... 4 hrs.**  
 Focuses on router theory and router technologies, including router configurations, routed and routing protocols, network management and an introduction to LAN (Local Area Network) switching. Serves as the second course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisite: CS 214 (CISCO Network Associate I). Meets seven hours per week.

\* **CS 214B. CISCO Network Associate III ..... 4 hrs.**  
 Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. Serves as the third course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisite: CS 214A (CISCO Network Associate II). Meets seven hours per week.

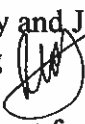
\* **CS 214C. CISCO Network Associate IV ..... 4 hrs.**  
 Focuses on project-based learning, including advanced network design projects and advanced management projects. Serves as the fourth course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisite: CS 214B (CISCO Network Associate III). Meets seven hours per week.

**CS 223B. Advanced RPG Programming ..... 3 hrs.**  
 This course is offered as an advanced RPG language programming course. Advanced components of the RPG programming language are applied in writing RPG programs to solve business problems. The main emphasis will be the application of the RPG/400 programming language on the IBM AS/400 mid-range computer. Students will be introduced to tables and arrays, advanced data definition, advanced techniques for interactive programs, byte-level and bit-level operations, inter-program communications, backward compatibility with RPG II and forward compatibility with RPG IV Prerequisite: Satisfactory completion of CS 213B Introduction to RPG



**NEW MEXICO JUNIOR COLLEGE**  
**Office of Enrollment Management**

**MEMORANDUM**

TO: Steve McCleery and Jerri Shields  
FROM: Robert Bensing   
DATE: 2/21/2003  
RE: Enrollment Report for Board Meeting

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Attached are handouts for the Board members concerning the Spring 2003 Enrollment Report.

If you have suggestions for additions, changes, or corrections, please let me know.

Thanks.

**New Mexico Junior College  
Spring Enrollment Comparison  
Head Count and F.T.E.  
1994-2003**

1	2	3	4	5	6	7
Year	*Head Count	# Annual Change	% Annual Change	**FTE	# Annual Change	% Annual Change
2003	3123	158	5.3%	1670	55	3.4%
2002	2965	5	0.2%	1615	-1	-0.1%
2001	2960	13	0.4%	1616	58	3.7%
2000	2947	78	2.7%	1558	72	4.8%
1999	2869	5	0.2%	1486	65	4.6%
1998	2864	-58	-2.0%	1421	-90	-6.0%
1997	2922	221	8.2%	1511	12	0.8%
1996	2701	35	1.3%	1499	-35	-2.3%
1995	2666	-18	-0.7%	1534	81	5.6%
1994	2684			1453		
10 Year + / -		439	16.4%		217	14.9%

*NMJC Strategic Plan 2002-06 - Vision Statement 4: NMJC will maintain a comprehensive student services package including recruitment and retention plans that will ensure a yearly 1%-2% FTE growth in enrollment.*

\*Head count is the number of students enrolled for college credit (including those auditing courses), concurrent high school enrollments, and Area Vocational High School enrollments.

\*\*F.T.E is the full time equivalency. This figure is calculated by dividing the total number of student credit hours for which students have enrolled, divided by 15.



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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: February 18, 2003**  
**RE: Expenditure and Revenue Reports for January 2003**

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January is month seven or 59% of the budget for the 2002/2003 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 \$15,926,695.00 of which \$1,467,193.00 are encumbered funds.

The total current unrestricted fund expenditures for Instruction & General through January are \$9,584,705.00, which is 63% of the projected budget. As you review the expenses you will see areas such as Academic Support and Student Services that have expended a large portion of their budgeted funds. Most of their budgets were expended early in the academic year. Also, please remember that the fringe benefits are not budgeted in the individual departments, so departments that expend budgets early appear to be over budget. The fringe benefits are budgeted in Institutional Support as one total. The business office monitors the individual departments to keep the expenditures within the budget limits. As we review the other areas of current unrestricted funds, Auxiliary Enterprises which includes the bookstore is approaching the budgeted amount. The bookstore sales have exceeded expectations. The result of increased sales is an increase in the cost of goods sold. Auxiliary Enterprises may go over their expense budgets, but the revenue side of the picture is also above the projected budget. In the case of the bookstore their revenue is above their projected revenue. Total current unrestricted funds are within their budgets.

Restricted funds are on track for January, but we will see a large expenditure in February as the Pell Grant funds are paid out to the students.

The activity for January in Plant Funds is the expense and funds encumbered for the high tech startup, baseball field, the dorm recreation area and building renewal & replacement. The state BR&R projects had \$60,123.00 expended during January as projects are being completed around campus.

Expenditures as of January were \$15,926,695.00, or 54% of the projected budget.

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Revenue generated in January 2003 was \$3,592,853.00. This mostly consists of the tuition and fees, the monthly allocation from the state, the Oil and Gas Income, property tax revenue, bookstore revenue, and direct loans and grant draw downs of \$524,427.00.

Oil and Gas tax revenue for January was \$553,886.00. This number consists of Oil & Gas revenue of \$314,617.00 and Oil and Gas Equipment Tax revenue of \$239,269.00. We have received \$2,325,419.00 in Oil and Gas income from July through January, which is \$867,620.00 over the projected budget. We have received \$293,226.00 of the projected \$450,000.00 in Oil and Gas Equipment Tax. The property tax income received as of the end of January is \$1,572,488.00. We expect another large disbursement from the Lea County Treasurer for the mill levy on the property taxes in May or June.

In Plant Funds there is an adjustment in January for the revenue received from state GOB funds. We had received drawdown funds for IT telecollege and institutional servers in November 2002, and had shown this on the board reports. The auditors had reflected the same revenue in fiscal year 2001-2002 as deferred revenue. We did not know that had been done until we got the yearend adjustments in January. The result is a debit balance for the month of January in state GOB funds income for Plant Funds.

Total revenue for January 2003 is \$3,592,853.00, with year to date revenue of \$14,709,167.00 or 64% of projected budget.

The investment report shows an ending balance of \$7,075,000.00. We did not deposit or withdraw any funds in January. Of the \$7,075,000.00 in LGIP, \$4,507,132.61 is in capital projects, which is 63% of investments. Because of the timing when we received revenue we did not send funds to the LGIP in January.

On the investment report is a listing of the capital projects. The Caster Activity Center HVAC project has been completed and the funds have been expended. There are several other projects that are in progress. The Business Office has issued purchase orders and encumbered the funds for these projects.

The Board will have a presentation by Johnson Miller and Company concerning the 2002 audit. The audit was approved by the State Auditor and is an unqualified opinion. We had pointed out in the October report the two findings in the 2002 audit. We are in the process of preparing the implementation of new administrative software. We anticipate the new software will greatly aid the Business Office in addressing these findings in the future. We have a good working relationship with Johnson Miller and Company. Their staff is very professional and we work well with them. We will be working with Johnson Miller and Company during the remainder of the year in preparing for the up coming GASB 34 changes in financial reporting for the college.

This concludes the Financial Report for January 2003.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### January 2003

59% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	5,980,600	2,853,675	48%	4,812,332	382,124	2,874,969	60%
Academic Support	1,021,222	759,171	74%	911,970	87,616	818,640	90%
Student Services	1,194,494	832,565	70%	1,069,344	126,738	910,779	85%
Institutional Support	2,461,574	1,349,355	55%	3,726,901	220,462	1,599,637	43%
Operation & Maintenance of Plant	1,943,012	901,552	46%	1,748,024	91,216	1,085,237	62%
<b>Subtotal - Instruction &amp; General</b>	<b>12,600,902</b>	<b>6,696,318</b>	<b>53%</b>	<b>12,268,571</b>	<b>908,156</b>	<b>7,289,262</b>	<b>59%</b>
<b>Student Activities</b>	<b>165,817</b>	<b>95,108</b>	<b>57%</b>	<b>290,976</b>	<b>31,151</b>	<b>162,078</b>	<b>56%</b>
Research	0	0	0%	0	0	0	0%
Public Service	5,650	1,026	18%	0	0	0	0%
Internal Service Departments	300,815	330,355	110%	683,216	(19,855)	294,590	43%
Student Aid	148,092	155,023	105%	281,479	83,067	189,403	67%
Auxiliary Enterprises	1,266,820	1,286,097	102%	1,197,047	52,268	1,181,267	99%
Athletics	593,066	476,136	80%	568,428	128,434	468,105	82%
<b>Total Current Unrestricted Fund</b>	<b>15,081,162</b>	<b>9,040,063</b>	<b>60%</b>	<b>15,289,717</b>	<b>1,183,221</b>	<b>9,584,705</b>	<b>63%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,236,954	1,299,484	58%	2,783,775	292,968	1,504,875	54%
Student Aid	3,300,000	3,581,811	109%	3,964,907	394,934	2,648,058	67%
<b>Total Current Restricted Fund</b>	<b>5,536,954</b>	<b>4,881,295</b>	<b>88%</b>	<b>6,748,682</b>	<b>687,902</b>	<b>4,152,933</b>	<b>62%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Anonymous Grant	250,000	0	0%	0	0	0	0%
Projects from Institutional Funds	3,325,000	1,018,668	31%	5,944,312	89,240	1,105,423	19%
Projects from State GOB Funds	1,500,000	733,075	49%	1,212,900	0	818,891	68%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Projects from State B R & R	345,546	190,770	55%	327,399	60,123	231,949	71%
Projects from Auxiliary BR&R	0	0	0%	39,009	1,812	32,794	84%
<b>Subtotal - Capital and BR&amp;R</b>	<b>5,570,600</b>	<b>2,092,567</b>	<b>38%</b>	<b>7,523,620</b>	<b>151,175</b>	<b>2,189,057</b>	<b>29%</b>
<b>Debt Service</b>							
Revenue Bonds	1,470,813	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>7,041,413</b>	<b>2,092,567</b>	<b>30%</b>	<b>7,523,620</b>	<b>151,175</b>	<b>2,189,057</b>	<b>29%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>27,659,529</b>	<b>16,013,925</b>	<b>58%</b>	<b>29,562,019</b>	<b>2,022,298</b>	<b>15,926,695</b>	<b>54%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### January 2003

59% of Year Completed

Fund	2001-02			2002-03			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	1,244,954	1,206,433	97%	1,356,355	471,502	1,205,362	89%
State Appropriations	7,494,100	4,553,275	61%	7,376,100	614,683	4,302,781	58%
Advalorem Taxes - Oil and Gas	2,874,085	2,322,552	81%	2,949,084	553,886	2,325,419	79%
Advalorem Taxes - Property	1,900,000	1,323,377	70%	1,800,000	853,697	1,572,488	87%
Interest Income	75,000	72,646	97%	50,000	4,626	31,240	62%
Other Revenues	294,400	315,728	107%	307,700	17,275	168,010	55%
<b>Subtotal - Instruction &amp; General</b>	<b>13,882,539</b>	<b>9,794,011</b>	<b>71%</b>	<b>13,839,239</b>	<b>2,515,669</b>	<b>9,605,300</b>	<b>69%</b>
Student Activities	43,400	42,792	99%	43,400	18,926	46,943	108%
Public Service	0	660	0%	0	0	0	0%
Internal Service Departments	14,000	10,825	77%	10,000	969	9,372	94%
Auxiliary Enterprises	1,528,300	1,590,744	104%	1,663,000	641,438	1,629,197	98%
Athletics	35,100	20,068	57%	35,400	3,326	20,753	59%
<b>Total Current Unrestricted</b>	<b>15,503,339</b>	<b>11,459,100</b>	<b>74%</b>	<b>15,591,039</b>	<b>3,180,328</b>	<b>11,311,565</b>	<b>73%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	2,236,954	760,679	34%	2,347,254	37,497	478,660	20%
Student Aid	3,336,485	3,543,972	106%	3,716,407	486,930	2,435,530	66%
<b>Total Current Restricted</b>	<b>5,573,439</b>	<b>4,304,651</b>	<b>77%</b>	<b>6,063,661</b>	<b>524,427</b>	<b>2,914,190</b>	<b>48%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Anonymous Grant	250,000	250,000	100%				
Projects from State GOB Funds	1,500,000	391,959	26%	1,212,900	(182,889)	300,845	25%
Projects from State STB Funds	143,891	143,891	100%	0	0	0	0%
Projects from Other State Funds	6,163	6,163	100%	0	0	0	0%
Interest Income	50,000	52,423	105%	105,700	7,668	60,811	58%
<b>Subtotal - Capital &amp; BR&amp;R</b>	<b>1,700,054</b>	<b>844,436</b>	<b>50%</b>	<b>1,318,600</b>	<b>(175,221)</b>	<b>361,656</b>	<b>27%</b>
<b>Debt Service</b>							
Interest Income	73,164	26,423	36%	0	0	0	0%
<b>Total Plant Funds</b>	<b>1,773,218</b>	<b>870,859</b>	<b>49%</b>	<b>1,318,600</b>	<b>(175,221)</b>	<b>361,656</b>	<b>27%</b>
<b>GRAND TOTAL REVENUES</b>	<b>22,849,996</b>	<b>16,634,610</b>	<b>73%</b>	<b>22,973,300</b>	<b>3,529,534</b>	<b>14,587,411</b>	<b>63%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### January 2003

59% 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	2002-03 Original Budget	Variance Over (Under) Budget
May	July	\$25.54	3,213,428	\$2.93	17,624,734	288,681	208,257	80,424
June	August	\$22.24	3,318,541	\$2.13	19,075,363	298,995	208,257	90,738
July	September	\$25.14	3,177,774	\$2.68	18,025,220	253,965	208,257	45,708
August	October	\$25.38	3,265,406	\$2.98	18,326,173	297,407	208,257	89,150
September	November	\$26.85	3,146,407	\$2.91	18,237,192	274,752	208,257	66,495
October	December	\$28.54	3,100,449	\$3.32	17,418,828	303,776	208,257	95,519
November	January	\$27.26	3,140,732	\$3.61	17,233,713	314,617	208,257	106,360
December	February						208,257	(208,257)
January	March						208,257	(208,257)
February	April						208,257	(208,257)
March	May						208,257	(208,257)
April	June						208,257	(208,257)
Y.T.D. Production Tax Revenue						2,032,193	2,499,000	(466,891)
Y.T.D. Equipment Tax Revenue						293,226	450,000	(156,774)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>2,325,419</b>	<b>2,949,000</b>	<b>(623,665)</b>

*Source: New Mexico Taxation and Revenue Department*

In order to stabilize the budgetary process for the 2002-03 fiscal year, oil and gas revenues were budgeted at a long-term historical average of \$16.00 per bbl for oil and \$2.50 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2002-03 year that exceed this budgeted amount will be considered for transfer to the college's capital fund at the end of the year.

## NEW MEXICO JUNIOR COLLEGE Schedule of Investments January 2003

59% 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	7,075,000	N/A	N/A	N/A	7102-1348	1.98%	12,120
<b>Total investments</b>	<u>7,075,000</u>						<u>12,120</u>

Summary of Current Month's Activity	
Beginning amount	7,075,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	4,507,133
Reserves Invested	2,567,867
<b>Total LGIP Investment</b>	<b>7,075,000</b>

Capital Projects	1/31/2003
Technology Upgrade	90,271.22
Workforce Training Center	1,191,750.14
High Tech Start Up	261,806.61
Docutech	150,000.00
Vehicles	100,000.00
CISCO Networking Equipment	5,481.43
Western Heritage Center	500,000.00
Drawings and Master Plan	95,294.00
Baseball Field	69,279.14
Rodeo Arena	18,333.97
Dormitory Landscape	46,012.37
Caster Activity Center HVAC	0.00
Circle Drive	206,024.54
Dorm Construction	1,600,000.00
Lea County Beautification	37,500.00
Parking Lot Seal Coating	50,000.00
Dorm Recreation Area	63,198.71
BR&R Carryover	22,180.48
<b>Total</b>	<b>4,507,132.61</b>

NOTE: Capital projects total does not include encumbered funds

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (505)392-5210  
Fax: (505)392-2526

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
RE: Water Rights  
Date: February 19, 2003

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Last fall we reported to the Board the drastic increase in the utility cost of water and sewer from the City of Hobbs. The September 1, 2002 amended ordinance concerning water and sewer from the City of Hobbs placed New Mexico Junior College in the commercial, out of city, category. Under the structure, the sewer rate portion of the bill is based on water usage. As you would suspect over 75% of the 19,000,000 gallons of water annually used by New Mexico Junior College is for watering grounds, baseball field, driving range and the track. So, the sewer cost is extremely out of line with the actual usage.

In the 2002-2003 fiscal budget \$40,000.00 was allocated to pay the water and sewer bills. With the increase in water and sewer rates, we have already spent over \$49,000.00 through January. In an effort to reduce the cost of the water and sewer usage, we began looking for an alternative source of water. The college does not currently own any water rights to provide its own water source. After consulting with the State Engineers Office, we decided to advertise for the purchase of water rights in Township 18S Range 38E. We received several offers from individuals willing to sell water rights. With that in mind, we requested a meeting with the City of Hobbs to discuss the proposed purchase of water rights and the possibility of activating water wells to irrigate the grounds, baseball field, track and driving range. The meeting was with the new city manager Dan Dible, Mayor Wallach, Debbi Lee, Tim Woormer the director of utilities, Gary Fonay, Dr. McCleery and myself. In the discussion, Mayor Wallach suggested that New Mexico Junior College petition the city to become apart of the city municipality, this would immediately reduce the water and sewer rate by 25%. Then, they suggested that we consider metering the buildings so that the water used for irrigation would not be included in the calculation for sewer usage. Lastly, they suggested that we pursue the purchase water rights and develop water wells for the irrigation of the campus grounds. Attached to this memo is a spread sheet produced by the City of Hobbs, which will give you an idea of the usage and cost of the old rates as compared to the new city water and sewer rates. Charley

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Carroll suggested that we meter the new sewer lift station. Charley contacted Tim Woomeer with the city of Hobbs, Tim said that when the sewer lift station meter was in place they would use that reading for the sewer usage billing.

The following is the list of individuals that responded to the advertisement for water rights in Township 18S, Range 38E:

Norman Powell	26 acres	\$1,000.00 per acre
Colleen Stone	20 acres	\$2,000.00 per acre
Johnny Lee	19.75	\$2,000.00 per acre
David Matkins	19.15	\$1,000.00 per acre
Fellowship of Believers Church	19.15	\$1,000.00 per acre

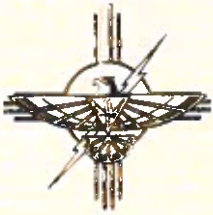
For the Board's consideration, we are proposing to purchase 19.15 acres of water rights from David Matkins and 19.15 acres of water rights from Fellowship of Believers Church for a total of 38.30 acres of three acre feet water rights. In addition to the request for approval of the purchase of water rights, we are requesting the Board's approval to transfer \$50,000.00 from reserves to cover the cost of purchasing the water rights, along with the cost of surveying to locate the water rights, the cost of connecting water wells to the irrigation system across campus, and the cost of installing the meter on the sewer lift station.

Expense schedule of requested funds:

Cost of water rights	\$38,300.00
Estimated cost of surveys and related cost of moving water rights	\$ 3,000.00
Cost of meter for sewer lift station	\$ 1,000.00
Estimated cost of water well activation & connecting to current irrigation system on campus	<u>\$ 7,700.00</u>
Total	\$50,000.00







# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

TO: New Mexico Junior College Board  
FROM: Steve McCleery *SM*  
DATE: February 19, 2003  
RE: Annexation of New Mexico Junior College Into the City Limits of Hobbs

Enclosed you find a petition to the Hobbs City Commission for annexation of New Mexico Junior College into the Hobbs City Limits. A legal description of the NMJC property has already been provided to the City of Hobbs. To complete the request, the petition must be approved and signed by the Board. If approved, the Hobbs City Commission will add the request to the March 3, 2003 commission meeting. It is my recommendation that you request the annexation.

Thank you for your consideration!

**PETITION FOR ANNEXATION**

COME NOW, the New Mexico Junior College, and petition the governing body of the City of Hobbs for its approval by ordinance for the annexation of the land described as: S2, Section-07, Township-18S, Range-38E.

Totaling 226 acres, more or less, upon the Annexation Tract Plat described below, and state in support of such Petition, pursuant to § 3-7-17 NMSA 1978; that

1. The property petitioners wish to be annexed is contiguous to the present municipal boundaries of the City of Hobbs;
2. The petitioners are owners of all of the number of acres in the contiguous territory;
3. A plat denominated "Annexation Tract" is attached hereto showing the boundaries of the property proposed for annexation and the relationship of such property to the present municipal boundaries of the City of Hobbs.

NEW MEXICO JUNIOR COLLEGE

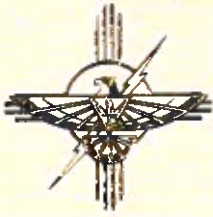
THE CITY OF HOBBS, NEW MEXICO

By: \_\_\_\_\_

By: \_\_\_\_\_

Monty Newman, Chairman

Dan Dible, City Manager



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

TO: New Mexico Junior College Board  
FROM: Steve McCleery *SM*  
DATE: February 19, 2003  
RE: Energy Control INC. – System Energy Efficiency Audit Agreement

Enclosed you find a contract with Energy Control Inc. to perform an energy audit of campus facilities, as well as provide mechanical drawings that show the inefficient energy systems that need to be replaced. The drawings will also provide information that will enable the institution to complete the energy control systems of all campus facilities. The cost of the contract is \$50,000 and will be paid from the 2002 GO infrastructure funds. The Commission on Higher Education has approved this request. It is my recommendation that you accept the contract.

Thank you for your consideration!



**ENERGY  
CONTROL  
INC.**

**SYSTEM ENERGY EFFICIENCY AUDIT AGREEMENT**

**February 12, 2003**

**ATTN: Steve McCleery, Ed.D.**

**Customer Name: New Mexico Junior College**  
(Hereinafter referred to as "Customer")

**Proposal: ID: NMJC0301.con**

**Address: 5317 Lovington Highway**  
**City: Hobbs State: NM Zip: 87505 FAX: (505)**

**1. TERM:** The term of this SYSTEM ENERGY EFFICIENCY AUDIT agreement, between Energy Control Inc. (Hereinafter referred to as "ECI") and the Customer, shall be 12 months and shall commence on the date that it is signed below (the "Effective Date") by both parties. The contract may be renewed for additional year(s).

**2. SCOPE OF WORK:** This agreement will provide a mechanical audit of all New Mexico Junior College Facilities listed below.

**1. MECHANICAL AUDIT AND REPORT.** ECI agrees to complete a mechanical audit of heating, air conditioning and control equipment in the following schools:

John Shepherd Administration	12,241
Heidel Hall	42,045
Mc Lean Hall	27,468
Central Mechanical	9,226
Don Whitaker Automotive	65,075
Caster Activity Center	65,700
Ben Alexander Student	18,635
Watson Hall	14,909
Mansur Hall	17,328
Pannell Library	29,033
Mary Hagelstein Instructional Center	11,672
Bob Moran Hall	32,700
Thunderbird Hall	18,160
Zia Hall	18,160
Misc	<u>2,648</u>

**Total square footage: 385,000**

**Energy Efficiency Mechanical Audit Scope**

Mechanical audit will be directed by a professional engineer(s) and consist of following activities:

1. Inventory energy / energy-consuming systems in facilities listed above.
2. Inventory operational characteristics of all energy / energy-consuming systems and conduct checkout of equipment operational condition and options for energy efficiency improvements.
3. The intent of the audit will be to summarize energy / energy-consuming systems deficiencies that will result in problems with space conditioning and will require repair or replacement.
4. The team will develop and design efficiency recommendations working with staff and complete final specifications for a system implementation.
5. NMJC may at its discretion have the team accompanied by maintenance personnel or outside contractors who typically provide such services.

**Information Required**

1. Occupancy and usage information plus as built” or construction blue prints of all buildings;
2. Descriptions of any changes in the building structure or its heating, cooling, lighting, or other systems or their energy requirements that are not shown on blue prints;
3. Descriptions of energy management and other relevant operational procedures utilized.

**Deliverables**

1. The audit team will provide interim reports to the NMJC at intervals not longer than 2 weeks in the form of informal meetings and limited field notes.
2. Final Report will contain a prioritized Capital Plan with all information necessary to request budget appropriations for energy projects or implement a performance contract. Report will contain cost savings and modification details associated with recommended energy efficiency projects that are cost effective over a 10 year planning horizon. Deliverables will also include design drawings.

**3. PRICE AND PAYMENT TERMS.** Customer agrees to pay to ECI the sum of \$ 50,000 in 4 progress payments of 25% each, with the final payment due 30 days after delivery of the report.

1. Mechanical Audit/Design Report plus expenses (385000 * \$0.12):	\$46,200
CES Costs: Mechanical Engineer 462 hrs. @ \$100/hr	
CES Expense Cost	\$ 235
	<b>Report Preparation: \$ 1,000</b>
<b>Total</b>	<b>\$50,000</b>

**4. LIABILITY.** As between parties, each party acknowledges that it will be responsible for claims and or damages arising from personal injury or damage to persons or property to the extent that they result from negligence of its employees or agents. The liability of New Mexico Junior College District shall be subject in all cases to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. Seq., NMSA 1978, as amended.

**5. DISPUTES.** If a dispute arises under this Agreement, the parties shall promptly attempt in good faith to resolve the dispute by negotiation. All disputes not resolved by negotiation shall be addressed by mediation between the parties. All disputes not resolved by mediation shall be resolved in accordance with the Commercial Rules of the American Arbitration Association in effect at that time, except as modified herein. All disputes shall be decided by a single arbitrator. A decision shall be rendered by the arbitrator no later than six months after the demand for

arbitration is filed, and the arbitrator shall state in writing the factual and legal basis for the award. No discovery shall be permitted. The arbitrator shall issue a scheduling order that shall not be modified except by the mutual agreement of the parties. Judgment may be entered upon the award in the highest state or federal court having jurisdiction over the matter. The prevailing party shall recover all costs, including attorney's fees, incurred as a result of the dispute. If the Customer is a state or local governmental entity, then this paragraph shall not apply.

**6. MISCELLANEOUS PROVISIONS.** This Agreement cannot be assigned by either party without the prior written consent of the other party. This Agreement is the entire Agreement between ECI and the Customer with respect to engineering activities and services and supersedes any prior oral understandings, written agreements, proposals, or other communications between ECI and the Customer. Any change or modification to this Agreement will not be effective unless made in writing. This written instrument must specifically indicate that it is an amendment, change, or modification to this Agreement.

This proposal expires on: March 12, 2003

**CUSTOMER:**

**ENERGY CONTROL, INC.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_ 

Printed Name: \_\_\_\_\_

Printed Name: John J. Mc Gowan, CEM

Title: \_\_\_\_\_

Title: Vice President

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (505)392-5210  
Fax: (505)392-2526

---

**To**            **New Mexico Junior College Board Members**  
**From:**        Dan Hardin  
**RE:**            3DI assessment  
**Date:**         February 20, 2003

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The GASB 34 accounting requirement for governmental institutions, require assessment of infrastructure for depreciation schedules and financial statements. The Commission on Higher Education issued a RFP to 3DI for facility condition analysis of all 23 institutions of higher education. New Mexico procurement allows governmental institutions to use the same RFP to duplicate services. With this, the business office of New Mexico Junior College has reached an agreement with 3DI to do a level two facility assessment and level one infrastructure assessment services of New Mexico Junior College. Additionally, the assessment will provide the ground work for the Campus Master Plan. The cost of the assessment is \$55,367.00. The business office is requesting Board approval to use capital funds designated as the Campus Facilities Master Plan, account number 9-2729-00006 with a budget of \$95,294.00 for the 3DI assessment.



**NEW MEXICO JUNIOR COLLEGE**

**Invitation to Bid #931**

**Electrical Service Work on NMJC Baseball Field**

**BOARD DOCUMENTS**

Date:	February 25, 2003
Prepared by:	Donna Richards Coordinator of Purchasing

**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**General Information**

1. On January 24, 2003, legal notices were posted in three newspapers, requesting sealed bids for electrical service work on the NMJC baseball field.
  - 1) The Hobbs Daily News Sun
  - 2) Las Cruces Sun-News
  - 3) The Albuquerque Journal
2. Bid packets were sent to three potential bidders.
3. Two vendors submitted bids within the time frame specified by the bid package.
4. No vendors were present at the opening.
5. The Business Office has evaluated the bids received. Their recommendation is shown on Page 3.

**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**Evaluation and Recommendations**

The vendors responding to Invitation to Bid #931 were:

Craig Electric  
Eddy Craig  
2420 N Dal Paso  
Hobbs

K & S Electric Co.  
Carson Walker  
1901 N. Grimes  
Hobbs

The Bid Tabulation Summary appears on the following page.

The Administration recommends acceptance of the bid from Craig Electric for **\$14,750**.

**Source of Funding: - Capital Projects, BR&R, Baseball Field Renovation  
Account # 9-2729-02021  
(\$53,522 remaining in budget for FY 2002/2003)**

2/25/2003

**NEW MEXICO JUNIOR COLLEGE**

**ITB#931**

**Electrical Work on NMJC Baseball Field**

<b>Vendor</b>	<b>Material &amp; Supplies</b>	<b>Labor</b>	<b>Permits</b>	<b>Total</b>
<b>Craig Electric</b>	\$ 8,000.00	\$ 6,525.00	\$ 225.00	<b>\$ 14,750.00</b>
<b>K &amp; S Electric, Inc.</b>	\$ 9,705.23	\$ 6,956.00	\$ 258.75	<b>\$ 16,919.98</b>

**NEW MEXICO JUNIOR COLLEGE**

**REQUEST FOR PROPOSALS #77**

**Preparation of Mailing List, Labeling, Printing, and Mailing of  
NMJC Class Schedules**

**BOARD DOCUMENTS**

Date: February 25, 2003  
Prepared by: Donna Richards  
Coordinator of Purchasing

## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On January 8, 2003, a legal notice was sent to the following newspapers requesting sealed proposals to provide professional services for preparation of mailing list, labeling, and mailing of NMJC class schedules.
  - 1) The Hobbs Daily News Sun
  - 2) The Albuquerque Journal
  - 3) Las Cruces Sun News
2. Proposal packets were delivered to fifteen vendors.
3. Six (6) vendors submitted proposals in compliance with the opening date and time.
4. No bidders were present at the opening.
5. Business Office personnel have evaluated the proposals received and their recommendation is shown on Page 2.

# NEW MEXICO JUNIOR COLLEGE

## Evaluation and Recommendations

### Board Documents

The following vendors responded to the Request for Proposals #77.

Intermountain Color  
Boulder, CO

Desktop Creations  
Albuquerque, NM

RSG Industrial Printing  
Apple Valley, CA

Oakcreek Printing  
Lincoln, NE

Go-Mail  
Las Cruces, NM

Best Printing  
Hobbs, NM

Of the 6 proposals received, 4 met all specified criteria. Go-Mail and Desktop Creations did not submit samples of work as requested in the Request for Proposal. In addition, Desktop Creations did not provide references as required.

The remaining four proposals were evaluated by a selection committee, comprised of Sam Oswald, Tim Perry, and the Coordinator of Purchasing using evaluation criteria specified in the RFP.

The Administration recommends acceptance of the services of RSG Industrial Printing. The term of the contract will be one year with an option to renew for up to two additional years. Pricing may be affected in years 2 and 3 by increases in U. S. Postal rates, and increases in paper and labor prices; however, RSG will maintain their current margins, and only those costs directly affecting production and delivery will be passed on to NMJC.

**Source of Funding:** Advertising/Publicity **\$25,950 (annual)**  
Account Number: 1-2393-14-140  
(\$13,624 remaining for FY 2002/03 –  
\$6,450 required to print & mail Summer  
2003 Schedules)

## **Request for Proposal #77**

### **Board Documents**

### **Evaluation and Recommendation**

Proposal Evaluation Criteria:

<b>Section Number</b>	<b>Section Title</b>	<b>Percent</b>	<b>Total Points</b>
I	Provide information as to how often mailing list is updated, date of last update, and criteria used in developing mailing list.	10%	10
II	Provide list of other colleges and institutions with contact person and phone number.	5%	5
III	Ability to meet summer, 2003 deadline.	15%	15
IV	Price	70%	70
Total		100%	100



Tabulation Sheet - RFP # 77  
 Preparation of Mailing List, Labeling, Printing, and Mailing of NMJC Class Schedules

	Preparation of Mailing List Updates, Selection Criteria 10%	References with Contact and Phone Numbers 5%	Ability to Meet Deadlines 15%	Price 70%	TOTAL 100
Best Printing*	10	5	15	39	69
Desktop Creations	Disqualified - no sample of work				
Go-Mail	Disqualified - no sample of work				
Intermountain Color*	10	4	15	35	64
Oak Creek	10	5	15	62	92
RSG	10	5	15	70	100

\* Price inclusive of 5% consideration for Residential Preference Status

The selection committee recommends RSG Industrial Printing.

liquidity-quick ratio 2,002

**CURRENT ASSETS**

cash 1,028,093  
investments 7,825,000  
less unexpended plant -5,203,901 see pg 12  
3,649,192

**CURRENT LIABILITIES**

a/p 915,196  
accrued salaries 25,168  
accrued liabilities 299,427  
scholarships payable 27,788  
1,267,579

quick ratio 2.88 times assets greater than current liabilities

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**solvency ratios**

#1

leverage ratio (debt to assets ratio)

Total assets 52,228,522

Total liabilities 2,379,487

debt to assets ratio 4.56 % assets financed w/debt

#2

leverage ratio (debt to net assets ratio)

Total liabilities 2,379,487

Total net assets 49,849,035

debt to net assets ratio 0.05 for every dollar of resources the NMJC has available, it owes 5 cents

54-OK

**SHIRLEY TYLER**  
**LEA COUNTY ASSESSOR**  
 100 N MAIN AVE, SUITE 2 • LOVINGTON, NM 88260  
 160 NET TAXABLE VALUES WILL BE ALLOCATED  
 TO GOVERNMENTAL UNITS IN SCHOOL DISTRICT.

**NOTICE OF VALUE**  
**APRIL 1, 2002**  
 PLEASE RETAIN THIS PORTION  
 FOR YOUR RECORDS.  
**THIS IS NOT A TAX BILL**  
 Property listed and valued as of JANUARY 1, 2002  
 except certain livestock values.  
 THIS VALUE WILL DETERMINE YOUR 2002 PROPERTY TAX BILL.

**PROPERTY DESCRIPTION AND/OR CODE**

PROP CD# 4-000-416-160-001

SECTION-07, TOWNSHIP-18S, RANGE-38E  
 199.81 AC LOC S2  
 TR BEG N89D39.47°W 600' FROM  
 SE SEC COR, PT BEING ON S SEC  
 LINE, TH N0D6.43°E 269.83', N45D  
 00°W 207.19' TO PT ON NON-TAN  
 CURVE FROM WHICH R PT BEARS N25D  
 41.34°W R-755.53' DELTA 75D9'12"  
 ALONG CURVE 1004.20' N50D36'39"E  
 230.06' TO W BDRY LINE TMMRR R/W,  
 N39D44°W 1004.43' ALONG TMMRR  
 R/W LINE, N89D57°W 1928.76', N0D  
 3E 507.2', N89D57°W 395.26', TH

VALUATION DESCRIPTION	TYPE	QUANTITY	TAXABLE VALUE	VALUE RECAPITULATION	RESIDENTIAL TAXABLE VALUE	NON-RESIDENTIAL TAXABLE VALUE	TOTAL VALUATION	TAXABLE VALUE
MISC IMP	N/R	220.68	44128	LAND				
MISC IMP	N/R		11870	IMPROVEMENTS				
MISC IMP	N/R		16700	PERSONAL PROPERTY				
MISC IMP	N/R		48700	MANUFACTURED HOME				
MISC IMP	N/R		55150	LIVESTOCK				
MISC IMP	N/R		74350	TOTAL VALUE				
MISC IMP	N/R		101217	VETERAN EXEMPTION				
MISC IMP	N/R		115063	FAMILY EXEMPTION				
MISC IMP	N/R		127283	OTHER EXEMPTION				
MISC IMP	N/R		137287	NET TAXABLE VALUE				
MISC IMP	N/R		150075					
MISC IMP	N/R		167528					

TO DETACH, TEAR ALONG PERFORATION  
 "FULL VALUE" MEANS THE VALUE DETERMINED FOR PROPERTY TAXATION PURPOSES. "TAXABLE VALUE" IS 33 1/3% OF "FULL VALUE." "NET TAXABLE VALUE" IS "TAXABLE VALUE" LESS EXEMPTIONS AND IS THE VALUE UPON WHICH TAX IS IMPOSED.

Owner Number  
**41616**

Protest Period Ends  
**April 29, 2002**

Mailing Date  
**March 29, 2002**

Signature of Head of a Family

Property Owner or His Authorized Agent

Assessor, Assessor's Employee or Notary

(If any statements on this form are completed, the Oath or Affirmation below must be completed.)  
 STATE OF NEW MEXICO  
 COUNTY OF LEA  
 I do solemnly swear and affirm to the best of my knowledge that the statements on this form completed and signed by me and the preceding list and description are full and correct statements of: all property required to be reported pursuant to Section 7-38-8 of the Property Tax Code, in this County on January 1, 2002; and all statements required to be made under the Property Tax Code, and I so swear under pains and penalties of perjury.  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**OATH OR AFFIRMATION**

**SHIRLEY TYLER**  
**LEA COUNTY ASSESSOR**  
 100 N MAIN AVE, SUITE 2 • LOVINGTON, NM 88260  
 160 NET TAXABLE VALUES WILL BE ALLOCATED  
 TO GOVERNMENTAL UNITS IN SCHOOL DISTRICT

**PROPERTY DESCRIPTION AND/OR CODE**

N 45D3' E 141.42' S 89D57' E 1353'  
 TO BEG

**NOTICE OF VALUE**  
**APRIL 1, 2002**  
 PLEASE RETAIN THIS PORTION  
 FOR YOUR RECORDS.  
**THIS IS NOT A TAX BILL**  
 Property listed and valued as of JANUARY 1, 2002  
 except certain livestock values.  
 THIS VALUE WILL DETERMINE YOUR 2002 PROPERTY TAX BILL.

S44D57E 141.42', S0D3W 557.97',  
 S45D3W 141.42', N89D57W 1353',  
 N44D57W 141.42', S 2023.20' TO  
 S SEC LINE, E 3983.58' TO BEG  
 \*1990-REDESCRIBED\*  
 PROP CD# 4-000-416-180-002  
 SECTION-07, TOWNSHIP-18S, RANGE-38E  
 26.56 AC LOC N2SW4  
 TR BEG N 0D13' W 1208.35' & N 39D  
 44' W 1914.43' & N 89D57' W 1901.7'  
 FROM SE COR OF SEC 7-18-38 TH S 44D  
 57' E 141.42' S 0D3' W 557.97' S  
 45D3' W 141.42' N 89D57' W 1353'  
 N 44D57' W 141.42' N 0D3' E 557.97'

VALUATION DESCRIPTION	TYPE	QUANTITY	TAXABLE VALUE	VALUE		RESIDENTIAL		NON-RESIDENTIAL		TOTAL VALUATION	
				RECAPITULATION	TAXABLE VALUE	TAXABLE VALUE	TAXABLE VALUE	FULL VALUE	TAXABLE VALUE		
LAND IMPROVEMENTS PERSONAL PROPERTY MANUFACTURED HOME LIVESTOCK				44136	1147041	132408	3441123	44136	1147041		
TOTAL VALUE				1191177		3573531		1191177			
VETERAN EXEMPTION FAMILY EXEMPTION OTHER EXEMPTION NET TAXABLE VALUE				191177				191177			1191177

TO DETACH, TEAR ALONG PERFORATION.  
 \*FULL VALUE\* MEANS THE VALUE DETERMINED FOR PROPERTY TAXATION PURPOSES. \*TAXABLE VALUE\* IS 33 1/3% OF \*FULL VALUE\*. \*NET TAXABLE VALUE\* IS \*TAXABLE VALUE\* LESS EXEMPTIONS AND IS THE VALUE UPON WHICH TAX IS IMPOSED.

Owner Number **41616**  
 Protest Period Ends **April 29, 2002**

Mailing Date **March 29, 2002**

(If any statements on this form are completed, the Oath or Affirmation below must be completed.)  
 STATE OF NEW MEXICO  
 COUNTY OF LEA  
 I do solemnly swear and affirm to the best of my knowledge that the statements on this form completed and signed by me and the preceding list and description are full and correct statements of: all property required to be reported pursuant to Section 7-38-8 of the Property Tax Code, in this County on January 1, 2002, and all statements required to be made under the Property Tax Code, and I so swear under pains and penalties of perjury.  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature of Head of a Family \_\_\_\_\_  
 Signature of His Authorized Agent \_\_\_\_\_  
 Property Owner or His Authorized Agent  
 Assessor, Assessor's Employee or Notary