

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Tuesday, January 20, 2009

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|-----------------------------------------------------------------------------|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of December 18, 2008 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of Request to Sell Obsolete Nortel Meridan Phone System | Dan Hardin |
| 6. Consideration of Bid #1020 – Purchase of Vehicles for College Motor Pool | Carla Brown |
| 7. Consideration of Bid #1021 – Dorm/Apartment Courtyard Electrical Work | Carla Brown |
| 8. Consideration of Museum Nature Trail | Calvin Smith |
| 9. Consideration of Pulling Unit Donation | Steve McCleery |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

DECEMBER 18, 2008

MINUTES

The New Mexico Junior College Board met on Thursday, December 18, 2008, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner.

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

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the agenda was unanimously adopted, as presented.

Upon a motion by Mrs. Williams, seconded by Mr. Black, the Board unanimously approved the minutes of November 20, 2008.

Under *President's Report*, Dr. McCleery shared with the Board a letter from Judge Clingman regarding the PTK Foster Kids Christmas. Calvin Smith and Mary Lyle reported on the recent "Christmas at the Museum." Michael Rutledge showed an ITV – Distance Education video. Dr. McCleery shared a brochure developed by David Jett. In closing, Dr. McCleery presented Guy Kesner with his five year service pin.

Under New Business, Scotty Holloman presented the new 403(b) Plan and the revision of the Supplemental Retirement Plan for Board consideration. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously adopted the Resolution of the Board of New Mexico Junior College Adopting a Written 403(b) Plan. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously adopted the Resolution of Board of New Mexico Junior College Regarding the New Mexico Junior College Supplemental Retirement Plan. Upon a motion by Mr. Black,

seconded by Ms. Chappelle, the Board unanimously voted to table agenda item E.3. Consideration of Revision of Flexible Benefits Plan.

Dan Hardin presented the November financial reports and with a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for November, 2008.

Jeff McCool and Larry Sanderson presented a request for change in degree offerings. The request will be sent to The Higher Learning Commission for a "Change in Educational Offerings" which involves an amendment of accreditation status to allow the college to issue degrees earned fully online. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the following resolution. The NMJC Board approves plans for offering AA, AS and AAS degrees online beginning in the summer semester 2009. Dr. Steve McCleery is authorized to present a request for Change in Educational Offerings to the Higher Learning Commission on behalf of this Board and the institution.

Dr. McCleery presented a Resolution for the Board Election. Upon a motion by Mrs. Vinson, seconded by Mr. Jones, the Board unanimously adopted the resolution.

Dr. McCleery presented a New Mexico Education Services Center Implementing and Joint Powers Agreement for Board consideration. The Implementing Agreement is made for the purpose of detailing the expectations and understanding of the Council to manage the affairs of the NMESC. The Joint Powers Agreement allows for the continuing operation of the NMESC and supersedes JPA dated March 6, 2006.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for January 20, 2009, beginning at 4:00 p.m.

Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the board meeting adjourned at 5:15 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: January 12, 2009
RE: Expenditure and Revenue Reports for December 2008

December is month six or 50% of the budget for the 2008/2009 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 December is \$19,086,041.00.

The total current unrestricted fund expenditures for Instruction & General through December are \$9,308,886.00, which is 48% of the projected budget. The total for Current Unrestricted Funds is \$11,827,236.00, which is 50% of the budget. All areas have normal expenditures for this time of year as compared to prior years. Because of encumbrances for maintenance agreements or seasonal expenditures the percentage of budget expended are reasonable.

In the Restricted Funds the expenditures in the Grant area is increasing. We continue to monitor the expenditures in the Grants and request the drawdown from the state and federal agencies. Restricted Student Aid will have the big Pell payout in January. Total amount of restricted funds expended through December of 2008 is \$2,547,468.00.

Year to date Plant funds expended is mainly encumbered funds for the various institutional projects as well as the upcoming Central Plant and electrical upgrade projects. In the private funds the \$411,094.00 expenditure is for the paving project at the Western Heritage Museum.

Expenditures through December 2008 were \$19,086,041.00 or 38% of the budget.

Total Current Unrestricted revenue received in December 2008 was \$4,152,567.00, with the year to date total of 16,758,439.00. This mostly consists of the tuition and fees, the monthly allocation from the state, the Oil and Gas Income, Oil and Gas Equipment tax income, and property tax revenue.

Tuition and Fees collected in December was \$496,744.00 as we collect tuition and fees for the spring semester. The State Appropriation for December was \$1,237,675.00, which consists of our normal monthly allotment and in December we received our funding from the HED for compensation and other special funding. HED issues some of the special funding and compensation twice a year. Oil and Gas tax revenue for the first six months of the fiscal year is \$4,187,159.00 over the projected budget; we received \$920,047.00 in December for the month of November. We have received very little Oil & Gas Equipment tax revenue at this point. But we will be receiving a large check by the middle of January. The property tax revenue for December was \$1,102,110.00; we were not expecting these funds as we were told that they would come in January. We are expecting more revenue in January and then again in June. Revenue for Auxiliary Enterprises is stronger this year; we are very pleased with the increase in sales at the Bookstore and for housing.

Restricted funds had some drawdown revenue in December. Total restricted fund revenue for the year is \$2,298,017.00. There will be another large drawdown in January or February for restricted student aid.

There was no drawdown in Plant Funds in December.

Total revenue for the month of December 2008 is \$4,307,958.00, with year-to-date revenue of \$19,519,716.00 or 59% 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 through December for Oil and Gas is \$2,100,000.00. The total Oil and Gas revenue through December of 2008 (which includes the accrual of \$350,000) is \$6,279,016.00, which is \$4,179,016.00 over the total budget for the year.

The investment report shows an ending balance of \$11,625,000.00, as we had no activity in the Local Governmental Investment Pool in December. We have attached a letter from the Local Government Investment Pool that brings you up to date as to the status of our funds in the LGIP.

This concludes the Financial Report for December 2008.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

December 2008

50% of Year Completed

Fund	2007-08			2008-09			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	7,379,137	4,431,165	60%	8,054,688	1,055,066	4,474,072	56%
Academic Support	2,193,591	1,226,176	56%	2,687,276	180,578	1,404,362	52%
Student Services	1,326,552	634,539	48%	1,385,358	120,306	699,354	50%
Institutional Support	4,120,239	1,305,539	32%	4,807,573	228,130	1,312,024	27%
Operation & Maintenance of Plant	2,511,402	1,162,121	46%	2,655,431	212,870	1,419,074	53%
Subtotal - Instruction & General	17,530,921	8,759,540	50%	19,590,326	1,796,950	9,308,886	48%
Student Activities	192,987	118,017	61%	196,037	16,682	110,866	57%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	450,767	328,865	73%	580,413	74,288	413,763	71%
Student Aid	443,683	373,716	84%	460,959	59,757	304,982	66%
Auxiliary Enterprises	1,612,905	1,252,600	78%	1,679,717	119,026	1,100,873	66%
Athletics	876,566	461,084	53%	1,046,359	51,222	587,866	56%
Total Current Unrestricted Fund	21,107,829	11,293,822	54%	23,553,811	2,117,925	11,827,236	50%
CURRENT RESTRICTED FUND							
Grants	2,044,682	693,819	34%	1,976,294	95,405	742,275	38%
Student Aid	4,000,000	1,713,594	43%	4,000,000	23,080	1,805,193	45%
Total Current Restricted Fund	6,044,682	2,407,413	40%	5,976,294	118,485	2,547,468	43%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	11,790,830	7,744,827	66%	15,233,636	587,505	3,424,136	22%
Projects from State GOB Funds	1,839,874	1,612,115	88%	1,586,048	0	217,323	14%
Projects from State STB Funds	320,000	320,000	0%	1,810,000	0	658,784	36%
Projects from General Fund	519,058	327,919	63%	178,282	0	0	0%
Projects from Private Funds	465,801	36,310	8%	481,942	1,000	411,094	85%
Projects from State ER&R	377,010	0	0%	206,787	0	0	0%
Projects from State BR&R	1,372,269	0	0%	699,526	0	0	0%
Projects from Auxiliary BR&R	14,042	0	0%	302	0	0	0%
Subtotal - Capital and BR&R	16,698,884	10,041,171	60%	20,196,523	588,505	4,711,337	23%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	16,698,884	10,041,171	60%	20,196,523	588,505	4,711,337	23%
GRAND TOTAL EXPENDITURES	43,851,395	23,742,406	54%	49,726,628	2,824,915	19,086,041	38%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

December 2008

50% of Year Completed

Fund	2007-08			2008-09			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,137,649	2,618,111	83%	3,259,000	496,744	2,569,223	79%
State Appropriations	7,990,100	5,566,945	70%	8,299,600	1,237,675	4,618,689	56%
Advalorem Taxes - Oil and Gas	5,200,000	4,712,910	91%	5,200,000	927,610	6,287,159	121%
Advalorem Taxes - Property	2,800,000	1,145,278	41%	3,100,000	1,102,110	1,148,599	37%
Interest Income	285,000	239,484	84%	508,252	11,934	106,439	21%
Other Revenues	229,100	133,532	58%	246,100	28,865	223,420	91%
Subtotal - Instruction & General	19,641,849	14,416,260	73%	20,612,952	3,804,938	14,953,529	73%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,240,048	1,489,736	67%	2,331,600	321,254	1,646,660	71%
Athletics	189,100	19,550	10%	320,500	26,375	158,250	49%
Total Current Unrestricted	22,070,997	15,925,546	72%	23,265,052	4,152,567	16,758,439	72%
CURRENT RESTRICTED FUND							
Grants	1,768,222	893,089	51%	1,976,294	104,615	774,493	39%
Student Aid	4,000,000	1,531,266	38%	4,000,000	50,776	1,523,524	38%
Total Current Restricted	5,768,222	2,424,355	42%	5,976,294	155,391	2,298,017	38%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,840,485	1,576,099	86%	1,586,048	0	54,841	3%
Projects from State STB Funds	320,000	0	0%	1,810,000	0	363,419	20%
Projects from General Fund	537,995	0	0%	178,282	0	45,000	25%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	2,698,480	1,576,099	58%	3,574,330	0	463,260	0%
GRAND TOTAL REVENUES	30,537,699	19,926,000	65%	32,815,676	4,307,958	19,519,716	59%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

December 2008

50% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales 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	\$114.17	3,061,229	\$11.67	16,203,348	1,267,202	350,000	917,202
Actual	August	\$131.10	2,682,103	\$12.59	14,217,636	1,222,043	350,000	872,043
Actual	September	\$131.71	2,840,992	\$13.63	16,287,197	1,378,618	350,000	1,028,618
Actual	October	\$113.77	2,857,287	\$10.36	15,889,310	1,141,106	350,000	791,106
Actual	November	\$99.66	2,789,439	\$7.68	13,725,579	920,047	350,000	570,047
Accrual	December					350,000	350,000	0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						6,279,016	2,100,000	4,179,016
Y.T.D. Equipment Tax Revenue						8,143	0	8,143
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						6,287,159	2,100,000	4,187,159

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

December 2008

50% 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	11,625,000	N/A	N/A	N/A	7102-1348	2.005%	20,059
Total investments	<u>11,625,000</u>						<u>20,059</u>

Summary of Current Month's Activity	
Beginning amount	11,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	13,338,952
Reserves Invested	-1,713,952
Total LGIP Investment	11,625,000

Capital Projects	12/31/2008
Technology Upgrade	180,885.12
Workforce Training Center	2,175.00
High Tech Start Up	13,346.40
Vehicles	45,124.08
Drawings & Master Plan	12,805.63
Baseball Field	43,878.82
Rodeo Arena	125,587.20
Dormitory Landscape	1,622.23
Millen Fence/Landscape	108,164.94
JASI	121,120.91
Computer Equipment Rebates	9,930.95
Marketing	49,932.06
Equestrian Center	450,000.00
Flooring Repair	4,896.14
Student Housing Construction	527,515.55
Testing Center Remodel	3,943,736.75
Frame & Door Replacement	150,000.00
Campus Village Development Proj	20,252.86
Continuing Education	16,991.00
Landscaping	540,086.46
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	38,120.00
Campus Paving	117,272.09
Roof Replacement	271,747.09
Interior Lighting-Energy Retrofit	73,532.47
WHM-Consultant	15,000.00
Workforce Training-Landscape	275,844.21
Old Dorms Renovation	831,464.59
CDL Truck Driving Program	43,262.14
Millen Dr. Sewer & Water	53,218.82
Board Room	15,786.44
Concrete Upgrade	47,922.91
Campus Construction	175,704.24
Oil & Gas Training Center	183,770.77
Workforce Training/Outreach	3,354.43
Professional Writing/Publishing	50,000.00
Public Sector	1,826.53
Campus Security	150,000.00
Caster Bleachers	131,871.22
Caster Old CHOF Remodel	299,304.09
Track/Arena Area Enhancement	68,372.13
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learn	5,000.00
Welding Lab	50,000.00
Copier Replacement	12,917.66
Workforce Training Contingency	3,057.10
Distance Ed Equipment	485,000.00
Non-Recurring Compensation	677,950.00
Caster CHOF Remodel	676,000.00
Central Plant Upgrade	1,515,000.00
Total	13,338,951.53

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: Nortel Meridan Phone System
Date: January 13, 2009

Board Members,

We are asking for your approval to sell the obsolete Nortel Meridan Phone System that was replaced three years ago. We must have Board approval then we must get approval from the Higher Education Department and the State Auditor. After getting all approvals we will solicit bids for the items on the attached list. This phone system was originally purchased in the early 80's and is no longer supported, but there is a market from companies that refurbish this type of equipment.

Your consideration is greatly appreciated.

Respectfully,



Dan Hardin

Nortel Meridian Phone System Inventory List			
Quantity	Description	Details	
2	Key Service Unit	824DS with 6 port copper expansion module and DR5 software	
2	Key Service Unit	824DS with 6 port copper expansion module and DS software	
1	Key Service Unit	824DS with 6 port copper expansion module and DR5.1	
5	Module	12X0 with 3 LS DS trunk cards	
3	Module	12X0 with 2 LS DS trunk cards	
2	Module	12X0with 1 LS DS trunk card	
13	Module	OX16 copper Station module	
4	Vmail	Startalk Voicemail w/harddrives	
1	Vmail	Flash 2 Voicemail	
27	M7310	10 button Display Speakerphone	
169	M7208	6 button Display Speakerphone	
2	M7100	Single line propriety telephones	
7	CAP	Central Answering Position units	
1	Key service Unit	Compact ICS w/software	
1	Module	12X0 fiber trunk module	
1	Vmail	Flash 2 Vmail	
4	cards	LS DS trunk cards	

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1020

Purchase of Vehicles for the College Motor Pool

BOARD DOCUMENTS

Date: January 20, 2009
Prepared by: Carla Brown
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On December 20, 2008, a legal notice was sent to the following newspaper requesting sealed bids for the purchase of vehicles for the college:
 - 1) Hobbs Daily News Sun
2. Bid packets were sent to seven potential bidders.
3. One bid was submitted within the time frame specified by the bid package. The other bid received was received after the specified opening time. No bidders were present at the opening.
4. The Business Office and College Motor Pool have evaluated the bid received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidder responding to Invitation to Bid #1020 was Tate Branch of Hobbs, NM.

The Administration recommends acceptance of the bid from Tate Branch for the following vehicles:

2009 Chrysler 300 LX for the College Motor Pool:	\$22,000
2009 Chrysler 300 LX for the College Motor Pool:	\$22,000

TOTAL: \$44,000

Source of Funding: - FY 2008/2009 Vehicles – Plant – Automobile Major

Account #: 91001-4002-73105-911

Amount: \$44,000

Budget: \$45,124

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #1020

New Mexico Junior College contemplates purchasing two **(2)** vehicles for the College Motor Pool. Bids will be awarded on an **item - by - item basis**. No minimum quantity is guaranteed. New Mexico Junior College reserves the right to reject any and all bids on any or all item(s).

Please note: The college has been mandated by the Alternative Fuels Acquisition Act to have 75% of all light duty vehicles operating on alternative fuel; therefore, if you have these types of vehicles available please indicate that the vehicle is an alternative fuel item and quote accordingly. Alternative Fuel vehicles will be given priority over non-alternative fuel vehicles. (See attachment of the Legislative and Executive Recommendation and Executive Order No. 2004-019.)

PLEASE INDICATE "Y" YES OR "N" NO FOR EACH SPECIFICATION FOR ALL VEHICLES.

Vehicle Specifications – College Motor Pool (**Quantity 2**):

The college desires **(2)** 2009 full size deluxe four door sedans with the following specifications:

Specifications for full size deluxe four door sedans:

- ___ 12V Center Console Power Outlet (JKW)
- ___ 140 Amp Alternator (BAE)
- ___ 140 MPH Primary Speedometer (JCE)
- ___ 17 x 7.0 Aluminum Wheels (WGN)
- ___ 18 Gallon Fuel Tank (NF2)
- ___ 3.90 Axle Ratio (DMT)
- ___ 300 Badge (MVG)
- ___ 4 Speakers (RCD)
- ___ 4-Wheel Disc Brakes (BRD)
- ___ 4-Wheel Independent Suspension (SDG)
- ___ 50 State Emissions (NAS)
- ___ 625 AMP Maintenance Free Battery (BC6)
- ___ Advanced Multistage Front Air Bags** (CG3)
- ___ Air Conditioning (HAA)
- ___ Air Filtering (JMA)
- ___ AM/FM CD MP3 Radio (RES)
- ___ Analog Clock (JGG)
- ___ Argent Grille W/Bright Accents (MFV)
- ___ Base Headliner Module (CHK)

- ___ Black Windshield Moldings (MHA)
- ___ Body Color Door Handles (MNK)
- ___ Brake/Park Interlock (XSL)
- ___ Bright Interior Accents (XSC)
- ___ Cargo Compartment Dress-Up (CKM)
- ___ Cell Phone Storage (CVK)
- ___ Center Rear 3-Point Seat Belt (CG6)
- ___ Child Seat Upper Tether Anchorages (CF4)
- ___ CHMSL Lamp (LPS)
- ___ Chrome Headlamp Bezels (MFP)
- ___ Compact Spare Tire (TBC)
- ___ Dual Note Electric Horns (JJB)
- ___ Electroluminescent Instr Cluster (JA6)
- ___ Engine – 2.7L V6 DOHC 24 Valve MPI Engine (EER)
- ___ Floor Carpet (CKD)
- ___ Front/Rear Climate Control Outlets (XGA)
- ___ Front/Rear Floor Mats (CLZ)
- ___ Front & Rear Solar Control Glass (GBC)
- ___ Front Door Courtesy Lamp (LCF)
- ___ Front Height Adjust Shoulder Belts (CGD)
- ___ Front Reading/Map Lamps (LBG)
- ___ Full Length Floor Console (CUF)
- ___ Glove Box Lamp (LBC)
- ___ Goodyear Brand Tires (TZA)
- ___ GVW/Payload Rating (Z1C)
- ___ Halogen Headlamps (LMB)
- ___ Illuminated Entry (LAC)
- ___ Illuminated Front Cupholders (CWP)
- ___ Inside Emergency Trunk Lid Release (JKK)
- ___ Instrument Cluster W/Tach (JAY)
- ___ Instrument Panel (JAA)
- ___ Integrated in Rear Window Antenna (RDL)
- ___ Keyless Entry (GXR)
- ___ Lower Bodyside Cladding (MRB)
- ___ Manual Driver & Pass Lumbar Adjust (CDU)
- ___ Monotone Paint (APA)
- ___ No Bodyside Molding (K48)
- ___ Nonadjustable Pedals (XA8)
- ___ Non Locking Fuel Filler Cap (XJG)
- ___ P215/65R17 BSW All Season Tires (TW1)
- ___ Passenger Assist Handles (CSR)
- ___ Power 8-Way Driver Seat (JPR)
- ___ Power Accessory Delay (JKY)
- ___ Power Mirrors (GT8)
- ___ Power Rack and Pinion Steering (SBA)
- ___ Power Trunk Lid Release (JPC)
- ___ Power Windows, Driver One-Touch (JPD)
- ___ Premium Cloth Bucket Seats (*Q5)

- ___ Rear 60/40 Folding Seat (CFN)
- ___ Rear Chrysler Wing Badge (MUV)
- ___ Rear Door Child Protection Locks (GXT)
- ___ Rear Reading/Courtesy Lamps (LBH)
- ___ Rear Shock Absorbers (SGA)
- ___ Rear View Day/Night Mirror (GNA)
- ___ Rear Window Defroster (GFA)
- ___ RR Armrest W/Cupholder Seat (CSN)
- ___ Sentry Key Theft Deterrent System (GXX)
- ___ Solar Control Glass (GAM)
- ___ Speed Control (NHM)
- ___ Speed Sensitive Power Locks (JPH)
- ___ Standard Duty Engine Cooling (NMB)
- ___ Steering Wheel (SCA)
- ___ Sun Visors W/Illum Vanity Mirrors (GNC)
- ___ Tilt/Telescope Steering Column (SUD)
- ___ Tip Start (XBN)
- ___ Tire Pressure Monitoring Warning LP (LAB)
- ___ Transmission – 4 SPD, Automatic VLP 42RLE Trans (DGV)
- ___ Trunk Lamp (LDC)
- ___ Urethane Shift Knob (CV3)
- ___ VAR Intermittent Windshield Wipers (JHA)

Are any of the sedans alternative fuel vehicles? Yes No

Invitation to Bid # 1021

NMJC Dorm/Apartment Courtyard Electrical Work

BOARD DOCUMENTS

Date: January 20, 2009
Prepared by: Carla Brown
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On December 20, 2008, legal notices were sent to three newspapers requesting sealed bids for electrical work at the NMJC Dorm/Apartment Courtyard Area:

Hobbs Daily News Sun
Las Cruces Sun News
Albuquerque Journal

2. Bid packets were sent to six potential bidders.
3. One bidder submitted a response. Bidder was not present at the bid opening.
4. The Business Office and Maintenance Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidder who submitted a price quote was: Budwine Service Electric, Inc., Carlsbad NM.

The bid tabulation summary is shown on page 3A.

The Administration recommends acceptance of the bid from Budwine Service Electric, Inc. for \$22,643.

Source of Funding: - Landscaping Fund/Land Improvements
NMJC Dorm/Apartment Courtyard
Account #: 91526-4002-76091-911
Amount: \$22,643.00

New Mexico Junior College				
NMJC Dorm/Apartment Courtyard Electrical Work				
Invitation to Bid #1021 - Tabulation Summary				
		Electrical Work		
Company Name	Price Quoted	Residential Pref # (X.95)	Evaluated Price Quote	Comments
Budwine Electric Service Co., Inc.	\$22,643.00	14C44	\$21,510.85	Awarded Bid

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #1021
SCOPE OF WORK AND PROJECT AREA REQUIREMENTS

Scope of Work:

Contractor must provide and install the following items at Dorm/Apartment Courtyard Area:

1. Contractor will dig all ditches and backfill approximately 1,000 linear feet, six inches wide and twelve inches deep.
2. Contractor will install all necessary conduit and conductors to feed customer provided light poles.
3. Contractor will install conduit and wiring to new convenience outlets and lights in the courtyard and gazebos to New Mexico Junior College drawings.
4. Pole lights should be installed with concrete bases.
5. Contractor will furnish all material and labor **except light poles.**

Material List:

1. 800-ft of ¾" w/5-#12 THHN
2. 200-ft of 1" w/5-#10 THHN
3. 6 – Pole Mounted Fixtures
4. 2 – H/O Fixtures
5. 8 – GFCI Receptacles
6. 1 – Rain tight panel to accommodate new circuits/100 A.R.T.

Other Matters:

All lighting, outlets, conduit and wiring must comply with NEC and State and local codes.

The contractor must take all necessary precautions to protect visitors, students, and employees of New Mexico Junior College.

Access areas must be identified and posted as danger areas. Any equipment, supplies, or materials may be stored inside the contractor's access area. The project site must be cleaned daily and kept free of unnecessary trash and debris. All items must be stored neatly within the project area.

Barriers must be erected around the project area and will be limited to contractor's personnel and representatives of New Mexico Junior College.

New Mexico Junior College will not be responsible for security of contractor's equipment, materials, supplies, or vehicles.

Successful contractor shall provide all MSDS data sheets for materials being used for this project. Contractor shall comply with all applicable provisions of OSHA, State, and Local Regulations.



Western Heritage Museum and Lea County Cowboy Hall of Fame

Where oil, water, and cowboys do mix!

January 14, 2009

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

Dear Dr. McCleery and Distinguished Board Members:

The Western Heritage Museum Advisory Board is requesting approval to proceed with the plans for the Llano Estacado and Queracho Plains Nature Trails as the introductory educational elements to the entryway of the Museum Complex.

The opportunity to create two permanent nature trails interpreting the flora and fauna of the Llano Estacado and the Queracho Plains is unique to this region. The concept is an innovative approach to present the natural environments of the area in an entertaining and creative context incorporating both fine art sculptures of the wildlife found on top of the Caprock and in the sandhills off of Mescalero Ridge with the plants common to each diverse biome.

Curtis Fort, a well known and highly respected artist from Tatum whose works have been featured in many galleries, museums, private homes and shows has committed to produce over two dozen life-sized pieces from deer and antelope to birds and reptiles that will be placed in their appropriate native habitats.

Because of the importance and significance of this project to the cultural and educational climate of Southeastern New Mexico along with the interest and encouragement from the community thus far, the Advisory Board is anxious to initiate this project as we move forward in making the Western Heritage Museum Complex a destination.

Thank you for your continued interest in and commitment to our efforts to make the Museum Complex and New Mexico Junior College a very special place indeed.

Sincerely,

Dr. Charlie Smith
Chairman

Calvin B. Smith
Executive Director