

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, July 15, 2010

**Moran Building – Multi Purpose Room**

4:00 p.m.

### **REVISED AGENDA**

- |   |                |
|---|----------------|
| A. Welcome  | Larry Hanna    |
| B. Adoption of Agenda   | Larry Hanna    |
| C. Approval of Minutes of June 17, 2010                         | 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 Bid #1040 – Roof Replacement                | Regina Choate  |
| 6. Consideration of Bid #1041 – Carpentry Work for 2010-2011    | Regina Choate  |
| 7. Consideration of Bid #1042 – Painting Projects for 2010-2011 | Regina Choate  |
| 8. Consideration of Bid #1043 – Concrete Work for 2010-2011     | Regina Choate  |
| 9. Consideration of Retirement Resolutions                      | Steve McCleery |
| 10. Personnel Consideration – Security Position                 | Bill Morrill   |
| 11. Personnel Consideration – Professor of Sociology            | John Gratton   |
| 12. Closure of Open Meeting                                     | Larry Hanna    |
| 13. Consideration of President's Contract                       | Larry Hanna    |
| F. Public Comments  | Larry Hanna    |
| G. Announcement of Next Meeting                                 | Larry Hanna    |
| H. Adjournment  | Larry Hanna    |

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# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

JUNE 17, 2010

### MINUTES

The New Mexico Junior College Board met on Thursday, June 17, 2010, beginning at 4:00 p.m. in the Multi Purpose Room of the Moran Building. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Ron Black; Mrs. Mary Lou Vinson; and Mr. Guy Kesner. Not present was Mrs. Yvonne Williams.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Beth Hahn, News-Sun.

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

Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the minutes of May 27, 2010.

***Under Presidents Report***, John Gratton reported that the Carl Perkins grant had been funded for approximately \$110,000.

***Under New Business***, Dan Hardin presented the May financial reports and with a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for May, 2010.

Mr. Morrill presented the 2010/2011 employee handbook changes for Board consideration. After some discussion and upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the handbook changes.

Regina Choate presented Bid #1039 – Purchase of Vehicles. The administration recommended acceptance of the bid from Tate Branch for a 2010 Chrysler 300S for \$26,967 and a 2011 Dodge Ram 2500 Crew Cab for \$33,513. Upon a motion

by Mr. Kesner, seconded by Mr. Black, the Board unanimously accepted the recommendation.

John Gratton presented a request for the donation of 100 surplus library chairs and ten surplus tables to the Hobbs Public Library. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the request.

Dr. Gratton recommended Mr. John Goebel for the Professor of Automotive Technology position at a nine month salary of \$48,787. Upon a motion by Mrs. Vinson, seconded by Mr. Kesner, the Board unanimously approved the employment of Mr. Goebel, effective August 16, 2010.

Dr. McCleery presented the Five Year Capital Plan and the Equine Instructional Center and Energy Training Center projects to be submitted to the Higher Education Department. After some discussion and upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board approved the plan and projects. The vote was as follows: Mr. Jones – yes; Mrs. Vinson – yes; Ms. Chappelle – yes; Mr. Black – yes; and Mr. Kesner – no.

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 1078. Mr. Kesner seconded the motion. The roll call vote was as follows: Mr. Jones—yes; Mrs. Vinson—yes; Ms. Chappelle—yes; Mr. Black—yes; Mr. Kesner—yes; and Mr. Hanna—yes.

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

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, July 15, 2010, beginning at 4:00 p.m. There will be a retirement reception prior to the Board meeting beginning at 3:00 p.m.

Upon a motion by Mr. Jones, seconded by Mr. Kesner, the board meeting adjourned at 5:50 p.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
Date: July 8, 2010  
RE: Expenditure and Revenue Reports for June

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June is the last month of the 2009/2010 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. For this report the encumbrances are still included, but before the year is closed all of the encumbered funds that do not have invoices to be paid in the 2009/2010 fiscal year will be released. The unrestricted expenditures for June 2010 are \$1,400,044.00 with the year-to-date expenditures at \$22,708,783.00. Not all of the expenditures for 2009/2010 have been posted when this report was generated; there are several bills for June that will not be received until after the 10<sup>th</sup> of July. Although, these are not the final numbers for current unrestricted funds, we project that 71% of the budget is spent on salaries and benefits.

Faculty salaries	\$ 5,240,563.00	23%
Professional salaries	\$ 3,884,240.00	17%
Support salaries	\$ 2,988,999.00	13%
Benefits	\$ 4,109,054.00	18%
Total	\$16,222,856.00	

Utility cost accounts for 4 to 5 percent of the unrestricted budget. The utility costs for FY 10 are down due to the drop in price of natural gas. In FY 09, we spent \$1,151,291.00 in utility costs. We expect the FY 10 utility cost to be around \$950,000.00 for the year.

As you have seen for the last several months, we are over budget in student aid, auxiliary enterprises, and we are slightly over in athletics. Student aid budget deficit is due to the tuition waivers. Auxiliary enterprises are over budget, but we are also over budget on the revenue side. Athletics went over budget due to all of the year end travel for teams going to regional and national competition.

In the restricted funds, the Grants remain on track for the year, with 81% of their budget spent to date. The restricted student aid is directly tied to the pell and loan awards. In June there were refund and repayment taken by the Financial Aid department which resulted in an adjustment to the restricted financial aid in June.

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In Plant funds we had expenditures of 278,171.00 for the month, with total year-to-date of \$13,892,704.00. A portion of the \$13,892,704.00 is encumbered funds for the various projects in progress at year end. There is an adjustment in ER&R due to an invoice coming in less than the purchase order. Overall the total expenses for June are \$1,794,832.00 the total expenditures year-to-date at \$43,814,071.00.

The revenue report for June 2010 remains good. Current unrestricted revenue for the month of June was \$2,786,783.00 with the year-to-date at \$28,788,134.00. We still have two months of Oil and Gas production to post in the 2009/2010 fiscal year. Also, please note the property tax revenue in the amount of \$1,212,057.00 posted in June, bringing the year-to-date property tax revenue to \$5,261,633.00. The revenue for the restricted funds was \$375,650.00 for the month. This includes an adjustment in grant revenue, which resulted in a reduction in grant revenue by \$49,745.00. Total year-to-date restricted revenue is \$7,337,842.00. Please remember most of the Grants do not end their year in June, so they continue on with their budget year. We will have some remaining restricted student aid revenue to be drawn, but most of the restricted student aid revenue has been posted. We did not have any activity in the plant funds in June. Total revenue for the month was \$3,162,433.00 and the year-to-date revenue for unrestricted, restricted and plant funds is \$40,916,147.00

Oil and Gas and Oil and Gas Equipment revenue of \$9,408,772.00 includes the accrual for May and June, at this time we are \$4,208,772.00 over the budget for Oil and Gas and Oil and Gas equipment revenue. The Oil & Gas revenue for May and June will be added to the revenue for 2009/2010. We expect that the final revenue for Oil and Gas and Oil and Gas equipment to be at \$10,008,772.00, which will be 4,808,772.00 over budget.

In the investment report you can see that we have \$9,625,000.00 placed in the LGIP at yearend. There is \$7,864,108.57 designated as capital projects.

The Business Office has been working with the auditors in preparing reports for the yearend and getting ready for the audit.

This is the Financial Report for June 2010 .

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**June 2010**

100% of Year Completed

Fund	2008-09			2009-10			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	8,843,643	8,945,096	101%	9,512,733	427,137	8,524,473	90%
Academic Support	2,948,973	2,640,085	90%	2,542,431	167,797	2,441,723	96%
Student Services	1,500,027	1,442,954	96%	1,793,677	119,796	1,738,731	97%
Institutional Support	3,182,709	2,706,382	85%	3,224,973	207,862	3,065,546	95%
Operation & Maintenance of Plant	2,846,693	3,210,497	113%	3,076,691	208,206	2,879,782	94%
<b>Subtotal - Instruction &amp; General</b>	<b>19,322,045</b>	<b>18,945,014</b>	<b>98%</b>	<b>20,150,505</b>	<b>1,130,798</b>	<b>18,650,255</b>	<b>93%</b>
Student Activities	208,428	206,571	99%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	641,523	644,527	100%	299,265	80,183	219,104	73%
Student Aid	514,685	637,533	124%	593,348	45,063	751,037	127%
Auxiliary Enterprises	1,739,503	2,006,472	115%	1,797,861	101,819	1,987,367	111%
Athletics	1,132,310	1,129,527	100%	1,085,759	42,181	1,101,020	101%
<b>Total Current Unrestricted Fund</b>	<b>23,558,494</b>	<b>23,569,644</b>	<b>100%</b>	<b>23,926,738</b>	<b>1,400,044</b>	<b>22,708,783</b>	<b>95%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,940,018	1,465,118	76%	1,857,643	152,639	1,501,187	81%
Student Aid	4,000,000	3,489,712	87%	5,244,611	(36,022)	5,711,397	109%
<b>Total Current Restricted Fund</b>	<b>5,940,018</b>	<b>4,954,830</b>	<b>83%</b>	<b>7,102,254</b>	<b>116,617</b>	<b>7,212,584</b>	<b>102%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	15,718,441	4,451,936	28%	12,923,819	16,826	7,675,985	59%
Projects from State GOB Funds	1,612,268	324,003	20%	4,082,937	6,501	3,791,470	93%
Projects from State STB Funds	5,375,000	4,499,624	84%	4,455,000	253,787	1,738,787	39%
Projects from General Fund	178,282	29,543	17%	360,996	0	291,970	81%
Projects from Private Funds	589,243	487,322	83%	165,485	1,479	108,781	66%
Projects from State ER&R	130,904	0	0%	340,024	(422)	250,163	74%
Projects from State BR&R	676,761	0	0%	1,268,966	0	35,548	3%
Projects from Auxiliary BR&R	95	0	0%	0	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>24,280,994</b>	<b>9,792,428</b>	<b>40%</b>	<b>23,597,227</b>	<b>278,171</b>	<b>13,892,704</b>	<b>59%</b>
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>24,280,994</b>	<b>9,792,428</b>	<b>40%</b>	<b>23,597,227</b>	<b>278,171</b>	<b>13,892,704</b>	<b>59%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>53,779,506</b>	<b>38,316,902</b>	<b>71%</b>	<b>54,626,219</b>	<b>1,794,832</b>	<b>43,814,071</b>	<b>80%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**June 2010**

100% of Year Completed

Fund	2008-09			2009-10			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,259,000	3,299,186	101%	3,413,978	21,744	3,544,088	104%
State Appropriations	8,299,600	8,490,131	102%	7,322,200	616,377	7,464,851	102%
Advalorem Taxes - Oil and Gas	5,200,000	10,225,455	197%	5,200,000	752,225	9,408,772	181%
Advalorem Taxes - Property	3,100,000	3,780,194	122%	3,504,278	1,212,057	5,261,633	150%
Interest Income	508,252	159,460	31%	287,000	1,579	22,694	8%
Other Revenues	246,100	766,224	311%	271,100	110,974	395,956	146%
<b>Subtotal - Instruction &amp; General</b>	<b>20,612,952</b>	<b>26,720,650</b>	<b>130%</b>	<b>19,998,556</b>	<b>2,714,956</b>	<b>26,097,994</b>	<b>130%</b>
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	24,000	394	31,789	0%
Auxiliary Enterprises	2,331,600	2,477,003	106%	2,322,925	48,437	2,365,696	102%
Athletics	320,500	316,500	99%	290,300	22,996	292,655	101%
<b>Total Current Unrestricted</b>	<b>23,265,052</b>	<b>29,514,153</b>	<b>127%</b>	<b>22,635,781</b>	<b>2,786,783</b>	<b>28,788,134</b>	<b>127%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,940,018	1,507,231	78%	1,857,643	(49,745)	1,486,275	80%
Student Aid	4,000,000	3,432,286	86%	5,244,611	425,395	5,851,567	112%
<b>Total Current Restricted</b>	<b>5,940,018</b>	<b>4,939,517</b>	<b>83%</b>	<b>7,102,254</b>	<b>375,650</b>	<b>7,337,842</b>	<b>103%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,642,695	186,184	11%	4,007,556	0	3,827,047	95%
Projects from State STB Funds	5,375,000	837,676	16%	1,790,668	0	830,678	46%
Projects from General Fund	178,282	45,000	25%	140,621	0	132,446	94%
Projects from Private Funds	0	0	0%	118,987	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>7,195,977</b>	<b>1,068,860</b>	<b>15%</b>	<b>6,057,832</b>	<b>0</b>	<b>4,790,171</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>36,401,047</b>	<b>35,522,530</b>	<b>98%</b>	<b>35,795,867</b>	<b>3,162,433</b>	<b>40,916,147</b>	<b>114%</b>



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### June 2010

100% 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	2009-10 Original Budget	Variance Over (Under) Budget
Actual	July	\$66.39	2,665,937	\$4.35	17,522,974	608,832	350,000	258,832
Actual	August	\$61.14	2,739,779	\$4.22	17,347,785	577,184	350,000	227,184
Actual	September	\$63.27	2,896,053	\$4.53	17,047,870	602,864	350,000	252,864
Actual	October	\$63.37	2,898,967	\$5.46	16,949,015	540,649	350,000	190,649
Actual	November	\$72.57	2,782,110	\$5.42	14,853,054	633,493	350,000	283,493
Actual	December	\$71.31	2,699,856	\$6.53	14,391,942	674,883	350,000	324,883
Actual	January	\$71.32	2,720,036	\$6.48	14,554,848	645,278	350,000	295,278
Actual	February	\$74.13	2,706,624	\$6.65	14,581,176	737,216	350,000	387,216
Actual	March	\$77.64	2,540,205	\$5.96	13,361,323	647,569	350,000	297,569
Actual	April					747,419	350,000	397,419
Accrual	May					350,000	350,000	0
Accrual	June					350,000	350,000	0
Y.T.D. Production Tax Revenue						7,115,387	4,200,000	2,915,387
Y.T.D. Equipment Tax Revenue						2,293,385	1,000,000	1,293,385
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>9,408,772</b>	<b>5,200,000</b>	<b>4,208,772</b>

*Source: New Mexico Taxation and Revenue Department*

**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**June 2010**

100% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,625,000	N/A	N/A	N/A	7102-1348	0.181%	1,427
<b>Total Investments</b>	<u>9,625,000</u>						<u>1,427</u>

Summary of Current Month's Activity	
Beginning amount	9,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	7,864,109
Reserves Invested	1,760,891
Total LGIP Investment	9,625,000

Capital Projects	6/30/2010
Drawings & Master Plan	12,805.63
Technology Upgrade	5,971.58
JASI	93,336.00
Baseball Field	1,377.94
Rodeo Arena	4,814.52
Equestrian Center	316,210.88
Infrastructure	6,173.50
Student Housing Construction	53,506.78
Testing Center Remodel	1,591,199.94
Frame & Door Replacement	144,462.22
Luminis Software	11,568.00
Landscaping	448,297.48
Facility Painting	1,749.01
Millen Drive Signalization	95,000.00
Electrical Upgrade	521,438.51
Campus Signage	37,056.00
Campus Paving	7,561.17
Roof Replacement	254,555.40
Interior Lighting-Energy Retrofit	52,346.53
Old Dorms Renovation	40,379.98
Millen Dr. Sewer & Water	53,218.82
Board Room	15,786.44
Concrete Upgrade	31,641.65
Campus Construction	19,319.36
Oil & Gas Training Center	500,000.00
Public Sector	5,705.52
Campus Security	1,826.53
Caster Bleachers	7,805.27
Caster Old CHOF Remodel	476,855.12
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learning	5,000.00
Welding Lab	50,000.00
Copier Replacement	37,501.00
Non-Recurring Compensation	700,000.00
Athletics	488,730.02
Student Life Programming	3,147.72
Title V (Institutional)	124,743.47
Central Plant Upgrade	1,515,000.00
Workforce Training Contingency	2,972.12
<b>Total</b>	<b>7,864,108.57</b>

NOTE: Capital projects total does not include encumbered funds

# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (575)492-2770  
Fax: (575)492-2768

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To: New Mexico Junior College Board members  
From: Dan Hardin  
RE: Invitation to Bid #1040 Roof Replacement  
Date: July 13, 2010

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Board members,

The Business Office received the attached letter from Jim Koontz & Associates concerning the low bid for the Invitation to Bid # 1040 Roof Replacement. Advantage USAA Inc. was the low bidder for the roof replacement bid and they have elected to withdraw their bid because of errors in their bid process.

The Business Office is recommending the second low bid of \$1,692,567.00 from G&G Roofing and asking for the Board's approval of G&G Roofing of Hobbs as the roofing contractor for the replacement of the roofs on the John Shepherd Administration Building, Watson Hall, Mansur Hall, Don Whitaker Automotive Training Center, and the Maintenance Warehouse building. Funding for the roofing project is from Severance Tax Bonds in the amount of \$3,000,000.00.

There will be approximately 907,000.00 of Severance Tax Bonds remaining after the completion of the first phase of roof replacements. The second phase will start in the early part of 2011, we will go out to bid to replace three to four more roofs on NMJC buildings.

Sincerely,



Dan Hardin



**Jim D. Koontz & Associates, Inc.**  
P.O. Box 1054  
Hobbs, New Mexico 88241  
Ph 575 392 7676  
Fx 575 392 7602

July 13, 2010

Mr. Dan Hardin  
Vice President for Finance  
New Mexico Junior College  
1 Thunderbird Circle  
Hobbs, NM 88240

Tel: 575-492-2770  
Fax: 575-492-2768  
Email: dhardin@nmjc.edu

Re: Re-roofing Project  
Various Buildings  
New Mexico Junior College  
Hobbs, New Mexico  
JDK 30-21-5

Dear Mr. Hardin:

The Advantage USAA Inc. Company has reviewed their bid and determined that a mathematical error did occur. Advantage USAA Inc. has requested the withdrawal of their bid. Jim D. Koontz & Associates, Inc. does recommend they be allowed to withdraw the bid without bid bond penalty.

As a result Jim D. Koontz & Associates, Inc. recommends acceptance of the second bidder, G & G Roofing, Inc. of Hobbs, for a total of \$1,692,567.00 plus sales tax. I will be glad to discuss this subject with you at your convenience.

If you have any questions, please call.

Sincerely,

Jim D. Koontz, PE, RRC  
President

JDK/sw

# ADVANTAGE USAA INC.

JULY 12, 2010

MR JIM KOONTZ PE, RRC  
P.O. BOX 1054  
HOBBS, NEW MEXICO 88241

TEL: 575 3927676

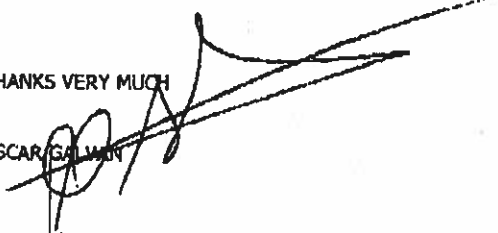
REFERENCE: NEW MEXICO JUNIOR COLLEGE ROOFING PROJECT  
HOBBS, NEW MEXICO  
JDK 30-2J-5

DEAR MR KOONTZ:

AFTER CAREFULLY REVIEWING THE ROOFING BIDS I RESPECTFULLY WOULD LIKE TO REQUEST TO WITHDRAW MY BID. A MATHEMATICAL ERROR WAS FOUND IN MY BID PROCESS.

THANKS VERY MUCH

OSCAR GALVAN



13350 rebecca creek rd  
Spring Branch tx 78070  
214-7710720

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1040

Roof Replacement for  
Administration Building  
Watson Hall  
Mansur Hall  
Don Whitaker ATC  
Maintenance Warehouse

BOARD DOCUMENTS

Date: July 15, 2010  
Prepared by: Regina Choate  
Purchasing Coordinator

## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On June 26, 2010 a legal notice was sent to the following newspaper requesting sealed bids for the Roof Replacements on NMJC Campus:  
  
Hobbs News Sun
2. Bid packets were sent to eleven potential bidders.
3. Three bidders submitted their bids within the time frame specified by the bid package. One bidder was present at the opening.
4. Jim D. Koontz & Associates and the Business Office have evaluated the bids received. Their recommendation is shown on Page 3.

**NEW MEXICO JUNIOR COLLEGE**

**BOARD DOCUMENTS**

**Evaluation and Recommendation**

The bidders responding to the Invitation are: Advantage USAA, Inc., Spring Branch, Tx;  
G & G Roofing, Inc., Hobbs, NM and Jeff Eubank Roofing Company, Inc., Fort Worth, Tx.

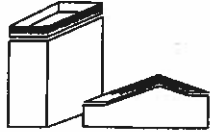
The Administration recommends acceptance of the bid as follows:

**Advantage USAA, Inc.**

Total Award: **\$1,502,000**  
(see page 4 – Bid Tabulations and letter showing addition error in the  
Original bid.)

Source of Funding: - FY 2010/2011





**Roof Consultants**

**Jim D. Koontz & Associates, Inc.**

**P. O. Box 1054**

**Hobbs, New Mexico 88241**

**Ph 575 392 7676**

**Fx 575 392 7602**

July 7, 2010

Mr. Oscar Galvan  
Advantage USAA, Inc.  
13350 Rebecca Creek Road  
Spring Branch, Texas 78070

Tel: 830-885-2950

Fax: 830-885-2950

Re: New Mexico Junior College  
Hobbs, New Mexico  
JDK 30-21-5

Dear Mr. Galvan:

Your firm has submitted the low bid for the referenced project. There appears to be an addition error in the base bid. The separate numbers add up to be \$1,502,000.00, not \$1,328,000.00 as stated on the bid form.

Your firm is substantially below the second bidder by \$190,567.00. Carefully review the plans, specifications, and your bid. For verification that you have not made an error in the bid process, notify our firm in writing as to the accuracy of your bid and whether or not you wish to withdraw your bid.

If you have any questions, please call.

Sincerely,

Jim D. Koontz, PE, RRC  
President

JDK/sw

cc: Dan Hardin, NMJC, dhardin@nmjc.edu  
Charley Carroll, NMJC, ccarroll@nmjc.edu

**BID SUMMARY**  
**NEW MEXICO JUNIOR COLLEGE**  
**ADMIN BLDG, WATSON HALL, MANSUR HALL, DON WHITAKER ATC, MAINTENANCE WAREHOUSE**  
**HOBBS, NEW MEXICO**  
**7-Jul-10**

Base Bid	Advantage USAA	G&G Roofing	Jeff Eubank	Construction Services
Administration Building	\$ 155,000.00	\$ 181,647.00	\$ 170,700.00	NO BID
Watson Hall	\$ 215,000.00	\$ 259,186.00	\$ 269,300.00	NO BID
Mansur Hall	\$ 224,000.00	\$ 258,353.00	\$ 249,200.00	NO BID
Don Whitaker ATC	\$ 714,000.00	\$ 768,832.00	\$ 853,200.00	NO BID
Maintenance Warehouse	\$ 174,000.00	\$ 204,549.00	\$ 228,800.00	NO BID
Contingency Allowance	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
<b>TOTAL BASE BID (With Contingency)</b>	<b>\$1,502,000*</b>	<b>\$ 1,692,567.00</b>	<b>\$ 1,791,200.00</b>	
Wood Nailer 2x4 per Lineal Foot	\$ 4.00	\$ 4.50	\$ 2.75	
Wood Nailer 2x6 per Lineal Foot	\$ 5.00	\$ 5.50	\$ 3.00	
Wood Nailer 2x12 per Lineal Foot	\$ 6.00	\$ 9.00	\$ 5.00	
Gypsum Decking per Square Foot	\$ 10.00	\$ 10.00	\$ 15.00	
Steel Decking per Square Foot	\$ 10.00	\$ 10.00	\$ 10.00	
Wood Decking 5/8" CD Plywood per Square Foot	\$ 4.00	\$ 8.00	\$ 6.00	
Addenda Acknowledged	X	X	X	
Bid Bond Attached	X	X	X	
Electrical Subcontractor	Kirkmeyer	Kirkmeyer	Kirkmeyer	
Mechanical Subcontractor		A&G		
Plumbing Subcontractor	Hunter	Hunter	Hunter	

**BID SUMMARY**  
**NEW MEXICO JUNIOR COLLEGE**  
**ADMIN BLDG, WATSON HALL, MANSUR HALL, DON WHITAKER ATC, MAINTENANCE WAREHOUSE**  
**HOBBS, NEW MEXICO**  
**7-Jul-10**

Base Bid	Advantage USAA	G&G Roofing	Jeff Eubank	Construction Services
Administration Building	\$ 155,000.00	\$ 181,647.00	\$ 170,700.00	NO BID
Watson Hall	\$ 215,000.00	\$ 259,186.00	\$ 269,300.00	NO BID
Mansur Hall	\$ 224,000.00	\$ 258,353.00	\$ 249,200.00	NO BID
Don Whitaker ATC	\$ 714,000.00	\$ 768,832.00	\$ 853,200.00	NO BID
Maintenance Warehouse	\$ 174,000.00	\$ 204,549.00	\$ 228,800.00	NO BID
Contingency Allowance	\$ 20,000.00	\$ 20.00	\$ 20.00	
<b>TOTAL BASE BID (With Contingency)</b>	<b>\$ 1,328,000.00</b>	<b>\$ 1,692,567.00</b>	<b>\$ 1,791,200.00</b>	
Wood Nailer 2x4 per Lineal Foot	\$ 4.00	\$ 4.50	\$ 2.75	
Wood Nailer 2x6 per Lineal Foot	\$ 5.00	\$ 5.50	\$ 3.00	
Wood Nailer 2x12 per Lineal Foot	\$ 6.00	\$ 9.00	\$ 5.00	
Gypsum Decking per Square Foot	\$ 10.00	\$ 10.00	\$ 15.00	
Steel Decking per Square Foot	\$ 10.00	\$ 10.00	\$ 10.00	
Wood Decking 5/8" CD Plywood per Square Foot	\$ 4.00	\$ 8.00	\$ 6.00	
Addenda Acknowledged	X	X	X	
Bid Bond Attached	X	X	X	
Electrical Subcontractor	Kirkmeyer	Kirkmeyer	Kirkmeyer	
Mechanical Subcontractor		A&G		
Plumbing Subcontractor	Hunter	Hunter	Hunter	

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1041

Carpentry Work on Campus

BOARD DOCUMENTS

Date: July 15, 2010  
Prepared by: Regina Choate  
Purchasing Coordinator

## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On June 30, 2010, a legal notice was sent to the following newspaper requesting sealed bids for the Carpentry Work on NMJC Campus:  
  
Hobbs News Sun
2. Bid packets were sent to six potential bidders.
3. One bidder submitted their bid within the time frame specified by the bid package. One bidder was present at the 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 responding to the Invitation was: Doporto Construction, Hobbs, NM

The Administration recommends acceptance of the bids as follows:

Total Award: **Carpenter - \$21.00 per hour; Laborer - \$12.00 per hour**  
(see page 4 – Bid Tabulation)

Source of Funding: - FY 2010/2011



NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1042

Painting Projects

BOARD DOCUMENTS

Date: July 15, 2010  
Prepared by: Regina Choate  
Purchasing Coordinator



## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On June 30, 2010, a legal notice was sent to the following newspaper requesting sealed bids for Painting Projects on NMJC Campus:  
  
Hobbs News Sun
2. Bid packets were sent to seven potential bidders.
3. One bidder submitted their bid within the time frame specified by the bid package. One bidder was present at the 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 responding to the Invitation is: Doporto Construction, Hobbs, NM.

The Administration recommends acceptance of the bid as follows:

Total Award: Hourly Rate for Foreman - \$20.00; Hourly Rate for Helper - \$12.00  
(see page 4 – Bid Tabulation)

Source of Funding: - FY 2010/2011

New Mexico Junior College  
 Invitation to Bid # 1042 - Tabulation Summary  
 Painting Projects on Campus  
 Bid Opening: 7-09-10 @ 11:00 a.m.

Doporto Construction **	X	active	\$ 20.00	\$ 12.00	Residential Preference - 88C23	
**LOW BIDDER						

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1043

Concrete Work on Campus

BOARD DOCUMENTS

Date: July 15, 2010  
Prepared by: Regina Choate  
Purchasing Coordinator

## **NEW MEXICO JUNIOR COLLEGE**

### **BOARD DOCUMENTS**

#### **General Information**

1. On June 30, 2010, a legal notice was sent to the following newspaper requesting sealed bids for the Concrete Work on NMJC Campus:  
  
Hobbs News Sun
2. Bid packets were sent to seven potential bidders.
3. Two bidders submitted their bids within the time frame specified by the bid package. One bidder was present at the 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 bidders responding to the Invitation are: Doporto Construction, Hobbs, NM and Granger Bros Construction, Lovington, NM.

The Administration recommends acceptance of the bid as follows:

**DOPORTO CONSTRUCTION**

Total Award: Hourly Rate for Foreman - \$21.50; Hourly Rate for Helper - \$13.00  
(see page 4 – Bid Tabulation)

Source of Funding: - FY 2010/2011



## RESOLUTION

# Patrick C. M. Gorman

- WHEREAS,** Patrick C.M. Gorman being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 35 years; and
- WHEREAS,** Patrick C.M. Gorman has served as Dean of Counseling from 2002-2010; and
- WHEREAS,** Patrick C.M. Gorman has served as Director of Counseling from 1989-2002; and
- WHEREAS,** Patrick C.M. Gorman has served as Counselor/Placement Officer from 1977-1989; and
- WHEREAS,** Patrick C.M. Gorman has served as Vocational Counselor from 1975-1977; and
- WHEREAS,** Patrick C.M. Gorman has served as Part-time Instructor from 1980-2003; and
- WHEREAS,** Patrick C.M. Gorman has served as Alliance for Minority Participation Mentorship from 1994-2002; and
- WHEREAS,** Patrick C.M. Gorman has served as Interim Dean for Student Services from 1997-1998; and
- WHEREAS,** Patrick C.M. Gorman has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** Patrick C.M. Gorman has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** Patrick C.M. Gorman as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** Patrick C.M. Gorman has elected to retire the 1st day of August 2010.

**NOW, THEREFORE BE IT RESOLVED** that New Mexico Junior College desires to give special recognition and appreciation to **Patrick C.M. Gorman** for his service and dedication to New Mexico Junior College.

ADOPTED THIS 15th day of July 2010.

ATTEST:

\_\_\_\_\_  
New Mexico Junior College Board Chairman



\_\_\_\_\_  
New Mexico Junior College Board Secretary



## RESOLUTION

# Johnny E. Jacobs

- WHEREAS,** **Johnny E. Jacobs** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for 25 years; and
- WHEREAS,** **Johnny E. Jacobs** has served as Security Personnel from 1985 to 2010; and
- WHEREAS,** **Johnny E. Jacobs** has served as part-time T-Bird Hall Supervisor from 2000 to 2003; and
- WHEREAS,** **Johnny E. Jacobs** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Johnny E. Jacobs** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Johnny E. Jacobs** as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Johnny E. Jacobs** has elected to retire the 1st day of July 2010.

**NOW, THEREFORE BE IT RESOLVED** that New Mexico Junior College desires to give special recognition and appreciation to **Johnny E. Jacobs** for his service and dedication to New Mexico Junior College.

ADOPTED THIS 15th day of July 2010.

ATTEST:

\_\_\_\_\_  
New Mexico Junior College Board Chairman

\_\_\_\_\_  
New Mexico Junior College Board Secretary



# RESOLUTION

## Jose C. Garcia

**WHEREAS,** **Jose C. Garcia** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for twenty-five years; and

**WHEREAS,** **Jose C. Garcia** has served as Professor of Sociology from 1999 to 2010; and

**WHEREAS,** **Jose C. Garcia** has served as ESL/Basic Skills Specialist from 1997 to 1999; and

**WHEREAS,** **Jose C. Garcia** has served as Part-time Professor of Sociology from 1994 to 1997; and

**WHEREAS,** **Jose C. Garcia** has served as Coordinator Adult Basic Education and Career Information Services from 1985 to 1994; and

**WHEREAS,** **Jose C. Garcia** has served on various committees at New Mexico Junior College and in the community; and

**WHEREAS,** **Jose C. Garcia** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

**NOW, THEREFORE BE IT RESOLVED** that **Jose C. Garcia** be declared Professor Emeritus of New Mexico Junior College with all the rights and privileges pertaining thereto;

ADOPTED THIS 15th day of July 2010.

ATTEST:

\_\_\_\_\_  
New Mexico Junior College Board Chairman

\_\_\_\_\_  
New Mexico Junior College Board Secretary



## Memorandum

To: Dr. McCleery

From: Bill Merrill, Director of Administrative Services

Date: June 21, 2010

Re: Request Board Approval for Employment of Relative: Security Personnel

After reviewing applications for the Security Personnel position, I would like to recommend Ms. Rosianna Owens for the vacancy. Per the 10-11 NMJC Employee Handbook, (policy #203-Employment of Relatives), I am requesting approval from the Board because Ms. Owens is related to Ms. Amanda Owens, Groundskeeper - Pest Control & Spray Specialist (sister-in-law).

Pending Board approval, I would like for Ms. Owens to start employment on July 16, 2010. Thank you for your consideration.

**NEW MEXICO JUNIOR COLLEGE**  
**Personnel Recommendation for Board Consideration**

The following candidate is being recommended for employment as follows:

Date July 13, 2010

Candidate's name Frances B. Schwab

Position title Professor of Sociology

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 \*August 16, 2010      Standard contract length  12 mos.  9 mos.  other \_\_\_\_\_

Funding source Institutional Funds

Paid advertising beyond \*standard HigherEdJobs.com

(\*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$39,290 to \$49,112      Recommended annual salary \$54,225      Prorated salary  yes  no

Account number(s) with respective % allocation(s) 11000 2853 61101 101

Recommended and approved by:

Supervisor

Vice President

Dean/Director

President

Selection Committee Members: Kelly Holladay – Dean of Business, Math and Sciences

Dr. Walter Journigan – Professor of Psychology

Richard Steinhaus – Professor of Psychology/Sociology

Dr. Stephen Townsend – Professor of Government/History

Comments: Ms. Schwab with a M.A and twenty-one years of experience meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### Position

Professor of Sociology

### Personal Data

Name: Frances B. Schwab

### Education

Ph.D., Saybrook University, San Francisco, CA, (in progress)  
Major: Human Science

M.A., Wayne State University, Detroit, MI, 1975  
Major: Guidance and Counseling

B.A., Oakland University, Rochester, MI, 1969  
Major: Sociology and Chinese Area Studies

### Professional Experience

National Hispanic University, San Jose, CA Part-time Adjunct Professor Learning Center Coordinator	06/2006 to 05/2010 11/1997 to 09/1999
San Jose State University, San Jose, CA Part-time Lecturer	01/2004 to 05/2010
BridgeWork Consulting, San Jose, CA Diversity Consultant & Business Manager	01/2000 to 12/2004
Notre Dame de Namur University, Belmont, CA Program Coordinator (Master of Science Systems Manager)	05/1987 to 11/1997
Household Bank, San Jose, CA Bank Loan Officer	03/1983 to 12/1986
Wayne County, Detroit, MI Supervisor of Youth Programs	1978 to 1982
State of Michigan, Detroit, MI Employment Counselor/Vet Representative/WIN Program Director	1974 to 1978

### Professional Affiliations and Awards:

American Association of University Professors  
American Sociology Association  
Selected Most Influential Professor (2009)



# New Mexico Junior College

## Career Opportunities

**Position Announcement • June 2010**

**Position Title:** Professor of Sociology

**Position Description:** The Professor of Sociology reports to the Dean of Business, Math, and Sciences. Duties and responsibilities shall be, but not limited to, the following: 1) Teach courses in both the fall and the spring semesters, (day, evening/s, and/or online), as enrollment requires. Depending upon qualifications, assigned sections may come from any of the following general discipline areas: General Sociology, Social Problems, Marriage and the Family, and Cultural Diversity. More specifically, the Professor of Sociology may be asked to teach courses related to alcohol and substance abuse or Deviant Behavior, Criminology, or Women's Studies; 2) Teach (day and/or evening/s), on the institution's ITV (interactive/instructional television) system or other distance mediums as enrollment requires; 3) Participate in course and departmental assessment activities; 4) Serve on college committees, as assigned; 5) Serve as an advisor to assigned students; 6) Post and maintain approved office hours per week; 7) Attend orientation and other in-service meetings/workshops, as scheduled; 8) Assume other professional responsibilities associated with the position of professor including recruitment, and cooperate with a variety of community and related organizations; 9) Participate in a process of continual personal and professional improvement; 10) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 11) Nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

**Qualifications:** A Master's degree in Sociology, from a regionally accredited institution preferred or a Master's degree in a related field from a regionally accredited institution, with at least 18 graduate hours in Sociology. College level teaching experience (both face to face and online) is preferred. Must be committed to excellence in instruction and willing to work with other full-time divisional instructors and staff. NOTE: **Computer proficiency is required.**

**Salary/Benefits:** Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. The successful candidate may have the option of teaching during other terms such as Summer I and II terms. Standard NMJC benefits apply.

**Application Deadline:** Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. Position starts 2010 fall semester, with a faculty reporting date of August 16, 2010, at 8:00 a.m. To ensure prompt consideration, all application packet materials must be considered to be complete as determined by the Human Resources Office.

**To Apply:** Submit NMJC application form (from the [www.nmjc.edu](http://www.nmjc.edu) website), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and names of eight references with current addresses and phone number to:

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

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, sex, age, disability, genetic information, or veteran status. Qualified applicants are encouraged to apply.

**"Equal Opportunity Education and Employment"**

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

## APPLICANT LIST

**Position:** Professor of Sociology

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remarks</u></b>
Rockwell, Achala V.	Yes	No	
Portillo, David I.	No	No	
Kishur, Jr., Joseph M.	No	No	
Martin, Tara L.	No	No	
Mabeya, Danvas O.	No	No	
Koger, Chandra N.	Yes	No	
Hinkle, Richard C.	No	No	
Harold, Bonita G.	No	No	Incomplete application materials.
Rookstool, II, William F.	No	No	
Sharts, Thomas D.	No	No	Incomplete application materials.
Montoya, Martin D.	No	No	Incomplete application materials.
Schwab, Frances B.	Yes	Yes	Start date: Pending Board approval.
Smith, Charles L.	No	No	
Pate, Mike K.	No	No	Incomplete application materials.
Niblett, Sharon L.	No	No	
Granata, Michael F.	No	No	
Shepherd, David M.	No	No	Incomplete application materials.
Kahn, Alan L.	No	No	Incomplete application materials.
Sobel, Joyce M.	No	No	Withdrew Application

**Position:** Professor of Sociology (continued from page one)

Riddlesperger, John G.                      No                      No

Dotremon, Delilah G.                      No                      No



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# **New Mexico Junior College**

**Office of the President**

**5317 Lovington Highway, Hobbs, NM 88240**

**Phone (505) 392-5018 Fax (505) 492-2764**

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**Date:** 7/13/10

**Total of Pages including cover sheet: 2**

**To:** Beth Hahn

**Recipient Fax:** 575/393-5724

**From:** Jerri Shields

**Sender Fax:** 575/492-2764

**REVISED BOARD AGENDA FOR THURSDAY. THANK YOU.**