

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, July 19, 2001

Zia Room - Library

1:30 p.m.

AGENDA

- | | |
|---|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of June 19, 2001 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. Closure of Open Meeting | Mr. Newman |
| G. New Business | |
| 1. Monthly Expenditures Report | Dr. McCleery |
| 2. Monthly Revenue Report | Dr. McCleery |
| 3. Oil and Gas Revenue Report | Dr. McCleery |
| 4. Schedule of Investments | Dr. McCleery |
| 5. Consideration of Testing Fees for Nursing Courses | Dr. McCleery |
| 6. Consideration of Policy Changes | Dr. McCleery |
| 7. Acceptance of Donated Cars | Dr. McCleery |
| 8. Removal of Vehicles from Inventory | Dr. McCleery |
| 9. Consideration of Temporary/Full Time Music Instructor Position | Dr. McCleery |
| 10. Personnel Consideration - Professor of Nursing | Dr. McCleery |
| 11. Personnel Consideration - Programmer Analyst | Dr. McCleery |
| 12. Personnel Consideration - Webmaster | Dr. McCleery |
| 13. Personnel Consideration - Custodian Position | Dr. McCleery |
| H. Public Comments | Mr. Newman |
| I. Announcement of Next Meeting | Mr. Newman |
| J. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

JUNE 19, 2001

MINUTES

The New Mexico Junior College Board met on Tuesday, June 19, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Monty Newman, Chairman; Mr. Larry Hanna; Mr. John Hice, Jr.; Ms. Patricia Chappelle; Mrs. Yvonne Williams; and Mr. Ferrel Caster. Not present was Mr. Gary Schubert.

Mr. Newman called the meeting to order and welcomed visitors and guests present: Starla Jones, Hobbs News Sun and Bill Sabatini, Dekker/Perich/Sabatini.

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

Upon a motion by Mr. Hice, seconded by Mr. Caster, the board unanimously approved the minutes of May 24, 2001.

Under *President's Report*, Dr. McCleery reported that the budget presentation to the Commission on Higher Education last week went very well, with no qualifiers placed on the budget. He expressed his appreciation to Dan Hardin for a job well done. Bill Sabatini presented the plans for the proposed new Lea County Western Heritage Center.

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

Under *New Business*, Dan Hardin presented the May financial reports and with a motion by Mr. Caster, seconded by Ms. Chappelle, the board unanimously approved the expenditures for May 2001.

Upon a motion by Mr. Hanna, seconded by Mr. Caster, the board voted to offer President Steve McCleery an employment contract in the amount of \$98,000 for the fiscal year beginning July 1, 2001 and ending June 30, 2002. The roll call vote was as follows: Mr. Newman - yes; Mr. Hice - yes; Mr. Caster - yes; Mrs. Williams - yes; Ms. Chappelle - yes; and Mr. Hanna - yes.

Dr. McCleery recommended Dr. Raymond Taylor for the Professor of Psychology/Sociology position with a nine month salary of \$42,000. Upon a motion by Mr. Hice, seconded by Mr. Hanna, the board unanimously approved the employment of Dr. Taylor, effective August 13, 2001.

Dr. McCleery recommended Mr. Gregory Keane for the Professor of Psychology position with a nine month salary of \$35,000. Upon a motion by Ms. Chappelle, seconded by Mr. Caster, the board unanimously approved the employment of Mr. Keane, effective August 13, 2001.

Dr. McCleery recommended Mr. Robert Gandrup for the Professor of Theatre/Scenic Designer/Technical Director position with a nine month salary of \$31,000. Upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Gandrup, effective August 13, 2001.

Mr. Newman called for comments from the community. There being none, the next board meeting was scheduled for July 19, 2001, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mr. Hanna, seconded by Mr. Hice, the board meeting adjourned at 3:30 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

LaJean Burnett

Steve Davis

Dan Hardin

Cc Nelson

Lisa Brown

Renee Wharton

Marilyn Jackson

Regina Organ

Frank Collins

Bill Kunko

Charley Carroll

Bill Braun

Robert Bensing

Regina Johnson

EMPLOYMENT AGREEMENT

This Agreement made this ____ day of July, 2001, between New Mexico Junior College (hereinafter referred to as "College"), and Dr. Steve McCleery (hereinafter referred to as "McCleery"), WITNESSETH:

WHEREAS, College desires to employ McCleery in the capacity of President of New Mexico Junior College and McCleery desires to attain such position;

NOW, THEREFORE, it is mutually agreed as follows:

1. Employment. College agrees to employ McCleery and McCleery accepts employment as President of New Mexico Junior College to perform such functions, duties and responsibilities as imposed upon him from time to time by the laws of the State of New Mexico relating to the organization and operation of community colleges, as well as such duties and functions as are now or may hereafter be imposed from time to time by action of the College Board. McCleery shall be responsible for interpreting and enforcing the College Employee Handbook.

2. Term. The term of this Agreement is for one (1) year effective July 1, 2001, and terminating June 30, 2002. It is specifically understood between the parties that nothing contained in this Agreement shall be construed to guarantee or imply an expectation of continued employment with the College beyond the term of this contract.

3. Compensation. College shall pay to McCleery a total compensation of NINETY EIGHT THOUSAND DOLLARS (\$98,000.00), payable in twelve (12) equal installments. Said monthly payment shall be less taxes and deductions for benefits. McCleery shall have all fringe benefits afforded other college employees.

4. Travel. The parties acknowledge that McCleery will be required to travel on College business from time to time. A college vehicle has been assigned to McCleery for his use on college business. All travel outside Lea County, New Mexico must be approved by the Chairman of the Board or such other person as designated by the Chairman. All approved travel expenditures, regardless of funding source, shall be reimbursed in accordance with the current rates in the New Mexico Per Diem and Mileage Act. McCleery shall be reimbursed for travel as any other employee of the College. McCleery may travel to and from work in his assigned College vehicle.

5. Vacation. McCleery shall receive fifteen (15) days paid vacation. The time of such vacation is to be determined between the Chairman of the Board and McCleery. McCleery shall be given credit for accrual of vacation days previously earned as any other employee of the College.

6. Sick Leave. McCleery is entitled to receive all accumulated sick leave as any other employee of the College.

7. Employee Handbook. It is specifically agreed between the parties that the employee handbook does not apply to McCleery unless otherwise provided for in this Agreement. McCleery's entire employment relationship with the College is solely governed by the provisions of this Agreement.

8. Holiday Leave. McCleery shall be entitled to all official school holiday leave as any other employee of the College.

9. Group Health Insurance, Group Life Insurance and Disability Income Plan. McCleery shall be entitled to participate in the group health insurance, group life insurance, accidental death insurance program and disability income plan, as any other employee of the College.

10. New Mexico Educational Retirement Board. McCleery may participate as a regular member in salary deduction payments as required by the New Mexico Educational Retirement Board. New Mexico Junior College does not participate in Social Security payroll deductions. McCleery will be eligible to participate in any retirement plan, if established by the College, as any other employee of the College.

11. Employment of Relatives. Employment of relatives by McCleery shall be done only with approval of the Board of the College.

12. Health and Personal Emergency Leave. McCleery may take leave without pay under the terms and conditions established in the Family and Medical Leave Act. McCleery's leave of absence without pay will be treated as any other employee of the College. McCleery shall be allowed up to (2) two working days for personal leave without a deduction in pay for reasons other than health.

13. Workers' Compensation. McCleery is an "employee" of the College and he is provided coverage for on the job injuries within the meaning, terms and conditions of the New Mexico Workers' Compensation Act.

14. Jury Duty. If McCleery is subpoenaed for jury duty, he shall be granted temporary leave with pay during the period of jury service. Remuneration to the College for jury duty (exclusive of mileage) shall be submitted by McCleery to the Business Office by the next regular pay period following the jury duty service or receipt of jury duty remuneration, whichever comes first. McCleery shall remit to the Business Office only that portion of jury duty pay attributable to hours compensated by the College.

15. Termination of Agreement. This Agreement may be terminated by the college board with or without cause for any act or event which in the opinion of the college board is detrimental to the general welfare of the College.

If the College terminates the Agreement, at any time during the term of the contract, McCleery shall be paid six months salary in lump sum. McCleery has no right to further liquidated damages for any subsequent years.

Signed this _____ day of June, 2001, and effective as of July 1, 2001.

NEW MEXICO JUNIOR COLLEGE

By _____
Monty Newman, Chairman

Dr. Steve McCleery

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

June 2001

100% of Year Completed

Fund	1999-00			2000-01			
	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
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,164,065	4,890,139	95%	5,322,453	172,489	5,343,985	100%
Academic Support	967,389	869,066	90%	1,012,220	65,198	1,006,820	99%
Student Services	1,055,411	1,019,061	97%	1,020,190	78,461	1,100,074	108%
Institutional Support	1,865,986	1,690,519	91%	2,321,133	142,832	1,802,675	78%
Operation & Maintenance of Plant	1,551,571	1,478,918	95%	1,674,751	141,519	1,759,437	105%
Subtotal - Instruction & General	10,604,422	9,947,703	94%	11,350,747	600,499	11,012,991	97%
Student Activities	113,642	108,492	95%	118,724	3,621	117,961	99%
Research	0	0	0%	0	0	0	0%
Public Service	24,949	17,438	70%	24,968	479	2,556	10%
Internal Service Departments	308,980	239,353	77%	309,131	55,428	293,120	95%
Student Aid	142,815	138,410	97%	139,605	9,596	160,028	115%
Auxiliary Enterprises	1,356,584	1,329,818	98%	1,254,436	48,756	1,344,024	107%
Athletics	545,509	535,205	98%	558,129	53,650	602,716	108%
Total Current Unrestricted Fund	13,096,901	12,316,419	94%	13,755,740	772,029	13,533,396	98%
CURRENT RESTRICTED FUND							
Grants	3,289,056	2,258,119	69%	3,135,237	164,049	2,620,544	84%
Student Aid	3,204,007	3,070,792	96%	3,204,007	5,663	3,574,415	112%
Total Current Restricted Fund	6,493,063	5,328,911	82%	6,339,244	169,712	6,194,959	98%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	1,244,868	1,149,252	92%	2,126,546	13,169	1,358,031	64%
Projects from State GOB Funds	686	0	0%	0	0	0	0%
Projects from State STB Funds	374,617	176,177	47%	202,439	0	499,989	247%
Projects from Other State Funds	156,793	114,412	73%	116,172	0	111,469	96%
Subtotal - Capital and BR&R	1,776,964	1,439,841	81%	2,445,157	13,169	1,969,489	81%
Debt Service							
Revenue Bonds	263,723	263,622	100%	264,845	0	264,745	100%
Total Plant Funds	2,040,687	1,703,463	83%	2,710,002	13,169	2,234,234	82%
GRAND TOTAL EXPENDITURES	21,630,651	19,348,793	89%	22,804,986	954,910	21,962,589	96%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
June 2001

100% of Year Completed

Fund	1999-00			2000-01			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,146,429	1,155,217	101%	1,168,950	17,138	1,237,939	106%
State Appropriations	5,884,500	5,884,500	100%	6,566,300	620,275	6,566,375	100%
Advalorem Taxes - Oil and Gas	2,975,000	3,288,046	111%	2,500,000	339,030	5,174,120	207%
Advalorem Taxes - Property	1,900,000	2,084,685	110%	1,900,000	306,004	1,718,342	90%
Interest Income	197,000	236,682	120%	125,500	16,564	212,530	169%
Other Revenues	257,967	234,580	91%	384,886	79,259	356,072	93%
Subtotal - Instruction & General	12,360,896	12,883,710	104%	12,645,636	1,378,270	15,265,378	121%
Student Activities	40,300	40,330	100%	40,000	0	43,371	108%
Public Service	0	0	0%	0	0	43,901	0%
Internal Service Departments	37,400	42,186	113%	21,000	222	17,713	84%
Auxiliary Enterprises	1,398,814	1,457,291	104%	1,442,050	49,205	1,603,565	111%
Athletics	34,100	34,145	100%	33,600	2,738	33,815	101%
Total Current Unrestricted	13,871,510	14,457,662	104%	14,182,286	1,430,435	17,007,743	120%
CURRENT RESTRICTED FUND							
Grants	3,289,056	2,258,119	69%	3,135,237	120,306	2,214,724	71%
Student Aid	3,204,007	3,070,792	96%	3,204,007	32,976	3,631,021	113%
Total Current Restricted	6,493,063	5,328,911	82%	6,339,244	153,282	5,845,745	92%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	686	0	0%	0	0	58,508	0%
Projects from State STB Funds	374,617	176,177	47%	0	0	0	0%
Projects from Other State Funds	156,793	114,412	73%	116,172	110,009	110,009	95%
Interest Income	0	47,404	0%	0	6,241	105,371	0%
Subtotal - Capital & BR&R	532,096	337,993	64%	116,172	116,250	273,888	236%
Debt Service							
Interest Income	15,000	28,249	188%	55,000	4,358	79,718	145%
Total Plant Funds	547,096	366,242	67%	171,172	120,608	353,606	207%
LOAN FUND							
Interest Income / Service Fees	0	325	0%	0	0	0	0%
Total Loan Fund	0	325	0%	0	0	0	0%
GRAND TOTAL REVENUES	20,911,669	20,153,140	96%	20,692,702	1,704,325	23,207,094	112%

NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
June 2001

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	2000-01 Original Budget	Variance Over (Under) Budget
	April July	\$25.13	3,385,212	\$3.20	16,968,001	309,135	177,083	132,052
	May August	\$27.75	3,566,511	\$3.36	17,837,831	356,052	177,083	178,969
	June September	\$29.78	3,550,473	\$4.28	17,687,354	347,144	177,083	170,061
	July October	\$29.43	3,363,692	\$3.93	20,220,892	363,689	177,083	186,606
	August November	\$30.24	3,350,022	\$4.14	17,377,642	408,106	177,083	231,023
	September December	\$31.12	3,471,552	\$3.27	26,113,754	371,528	177,083	194,445
	October January	\$31.51	3,543,050	\$5.22	18,704,823	432,951	177,083	255,868
	November February	\$32.92	3,377,608	\$4.84	18,035,296	378,141	177,083	201,058
	December March	\$27.31	3,388,406	\$7.71	13,640,856	379,909	177,083	202,826
	January April	\$28.10	3,433,562	\$8.47	19,255,082	602,879	177,083	425,796
	February May	\$28.49	3,233,907	\$6.12	16,903,688	417,959	177,083	240,876
	March June	\$25.03	3,318,376	\$4.99	18,059,825	338,406	177,087	161,319
Production Tax Revenue						4,705,899	2,125,000	2,580,899
Equipment Tax Revenue (see below)						775	375,000	0
Total Year-to-Date Oil and Gas Revenue						<u>4,706,674</u>	<u>2,500,000</u>	<u>2,580,899</u>

Source: New Mexico Taxation and Revenue Department

long-term historical average of \$15.00 per bbl for oil and \$1.90 per mcf for gas. It is recognized that actual collections will exceed this conservative historical average. Therefore, collections for the 2000-01 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
June 2001

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	7,325,000	N/A	N/A	N/A	102-2394	4.52%	26,603
Wells Fargo Bank of Hobbs	<u>250,000</u>	02/08/2001	08/08/2001	181	231611237	4.40%	<u>909</u>
Total investments	<u>7,575,000</u>						<u>27,512</u>

Summary of Current Month's Activity	
Beginning amount	7,575,000
Plus: deposits	0
Less: withdrawals	<u>0</u>
Ending amount	<u>7,575,000</u>

MEMORANDUM

DATE: July 19, 2001
TO: New Mexico Junior College Board Members
FROM: Richard Fleming, Vice President for Instruction 
SUBJECT: Testing Fees for Nursing Courses

In an effort to strengthen the Nursing program through a customized assessment and review program and to implement mandated components of NLNAC accreditation, the Nursing faculty ask the Board to approve new fees for the following courses:

NU 116-Fundamentals of Nursing	\$73.00
NU 127-Nursing Health Deviations I	73.00
NU 214-Practical Nursing-Option	73.00
NU 219-Nursing Health Deviations II	66.00
NU 250-Nursing Multiple Health Deviations	66.00

A new line item allocation for an \$18,500 revenue account will need to also be approved. This account will be a pass-through account to support the fee collection and will not involve any expenditure of college funds.

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE INTEROFFICE MEMORANDUM

To: Dr. Richard Fleming, Vice President for Instruction

**From: Steve Davis, Dean of Business and Technology
Karen Cummings, Director of Allied Health**

Subject: Comprehensive Assessment and Review Program

Date: July 11, 2001

The purpose of this memo is to request an \$18,500 allocation from the NMJC Board for implementation of a comprehensive assessment and review program.

Overview of program:

Assessment Technologies Inc. (ATI), specializes in nationally standardized entrance testing, practical and registered nursing comprehensive examinations for nursing students. The nursing exams assess the student's comprehension and provide the faculty with the opportunity to evaluate the student's knowledge in relation to the nursing process, critical thinking, and competency skills. The tests are up-to-date reflecting current nursing practice. Test items are nationally validated and proven reliable. This testing package is utilized nationwide and in New Mexico by other Associate Degree Nursing programs. This program offers an educational tool that will allow the nursing program to structure and create a customized assessment and review program. The program evaluates the nursing curriculum for current theory content and provides the nursing student with an assessment of their ability in: the essential academic skills for success in the nursing program; mastery of nursing content throughout the five semesters of the nursing program; and critical thinking skills associated with nursing care and theory. The program has an additional benefit of providing the student with an assessment and review in preparation for the State Board Licensure exam.

This is a multi-component program, which includes:

1. Test of Essential Academic Skills (Math, English, Science, and Reading)
2. Self-Assessment: critical thinking, learning styles, work values and professional characteristics
3. Critical Thinking Entrance/Exit Exams
4. Content Mastery Series Exams: Medical-Surgical, Nursing Care of Children, Fundamentals, Pharmacology, Maternal Newborn, Mental Health, Management, and Nutrition
5. Student Exams: remediation tools in the areas of the Content Mastery Series, includes rationales for answers
6. Comprehensive Predictors: preparation and predictor exam for State Board Licensure Exam
7. Review Modules: Quest for Academic Success, Fundamentals of Nursing, Medical-Surgical, Nursing Care of Children, Maternal Newborn, Mental Health and the State Board Preparation

This program has been customized to meet nursing student needs within the NMJC program. Should a student be unsuccessful on the State Board Licensure Exam, all material is available to the student for one year following completion of the nursing program.

This program allows student nurses to review content and prepare for the State Board Licensure Exam in their homes or on campus. In the past, students who wished to avail themselves of preparatory review programs were required to pay a lump sum of approximately \$350-400. These programs are not offered locally and students had the expense of an additional \$500 for an out-of-town trip.

Additionally, the NMJC Nursing Program will be able to utilize student exam scores to evaluate and modify the associate degree curriculum. The critical thinking component of the program is one of the mandatory criteria of the National League for Nursing Accrediting Commission (NLNAC) Systematic Program Evaluation Plan.

It is imperative this program be implemented in August of 2001. To accomplish this task within the identified timeframe, we are requesting the Board approve the following student fees:

Freshman Nursing Course (note NU 214 is an optional course)

NU 116 Fundamentals of Nursing (Fall-Freshman)	\$73.00
NU 127 Nursing Health Deviations I (Spring-Freshman)	\$73.00
NU 214 Practical Nursing - Option (Summer I-Freshman)	<u>\$73.00</u>
Total	\$219.00

Sophomore Nursing Course

NU 219 Nursing Health Deviations II (Fall-Sophomore)	\$66.00
NU 250 Nursing Multiple Health Deviations (Spring-Sophomore)	<u>\$66.00</u>
Total	\$132.00

Based on the multiple entry/exit options available within the nursing program students completing the Practical Nurse Option will pay \$219.00. Students completing the RN option (four semesters) will pay \$278.00. Students completing the five semesters (PN option and RN) will pay \$351.00. These fees, if approved by the Board, will be added to the students bill and when collected placed into a revenue account. This will offset the \$18,500 expenditure account. Board approval of these fees allows payment by Financial Aid.

NEW MEXICO JUNIOR COLLEGE
Vice President for Finance

To: New Mexico Junior College Board Members
From: Dan Hardin
Date: 7-12-01
Re: Capitalization, Tagging and Inventory, and Donation Policy Changes

The Business Office is recommending a change in the capital assets and physical inventory policy. The Capitalization policy sets the limits for capitalizing items into the permanent capital fund for accounting purposes. Currently, items with a unit cost of \$500.00 and over are added to the College's fixed asset inventory listing and capitalized. Attached is a copy of item 10 from the office of the State Auditor citing the statute that requires agencies to capitalize only chattels and equipment whose cost is over \$1,000.00. With the recommendation from Johnson Miller & Company and following what is required in state statute, the business office is recommending changing this limit to \$1,000.00. With the upcoming changes in accounting regulations requiring the depreciation of assets by governmental entities, this change will eliminate a large number of the small dollar items from the depreciation schedule. The inventory control will still be in place and items will still be tagged, but the burden of placing small dollar items on a depreciation schedule will be eliminated.

Next, in conjunction with the change in dollar limit for capitalization from \$500.00 to \$1,000.00 the business office is recommending the dollar limit for tagging and inventory control be changed from \$500.00 to \$1,000.00. Items less than \$1,000.00 will be tagged for departmental tracking.

Additionally, the business office is recommending that donated non-cash assets be considered material if their estimated value is \$1,000.00 or greater. Currently, donated assets are considered material if their estimated value is \$500.00 or greater. This will correspond with the capitalization policy.

Your approval of these policy changes is requested.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: 7-13-01
Re: Purchase Cards and the Procurement Code (NMAC 5.2)

The Business Office is recommending a change in the procurement policy for New Mexico Junior College. Frank Collins, Coordinator of Purchasing, has researched the legislative changes (House Bill 88) in the procurement code and has made the following recommendation that will bring the College's procurement policy in compliance with the revised guidelines set by the State of New Mexico. This change will allow the college to maximize usage of the purchase card and reduce the volume of checks, transactions and purchase orders each month. House Bill 88 has amended the State Procurement Code (NMAC 5.2) for purchasing services, construction or items of tangible personal property and is interpreted as follows:

- A. **Small Purchases of \$1,499.99 or less:** Must be procured with a direct purchase order to a vendor based upon the best obtainable price. Best obtainable price means contacting at least three vendors and selecting the lowest price and requesting a purchase order. The College may exercise its total discretion in determining the best obtainable price.

You **do not** have to affect a direct purchase order if you use the **Purchase Card or purchase with the bookstore**; however the best obtainable price must be obtained when using the purchase card.

- B. **Small Purchases of \$1,500.00 to \$4,999.99;** Procured with a direct purchase order issued by NMJC's Business Office and price quotations **must** be obtained from at least three (3) vendors. All price quotes must be documented on the Price Quote Form that we currently use. A department must exhaust all means until a third vendor is found. **"No bid" is not acceptable.**
- C. **Small Purchases of \$5,000.00 to \$9,999.99;** Procured with a purchase order; however, NMJC's Business Office must initiate a Request for Quotations (informal bidding with all the legal language, delivery dates, shipping terms, etc.). **No** board approval or legal notification is required. The requesting department should submit to the Coordinator of Purchasing specifications of the items or services that they want to purchase.
- D. **Large Purchases of \$10,000.00 or more;** Procured with a purchase order issued by the NMJC's Business Office. A legal notice must be published in three (3) publications in this state. NMJC Board Approval is required, and the items and/or services must be procured by issuing an Invitation to Bid or Request for Proposals.

MEMORANDUM SPD 00-15

DATE: June 20, 2001

TO: All State Agencies

FROM: _____
Louis T. Higgins, State Purchasing Agent

SUBJECT: House Bill 88 as amended

By now you are doubtlessly aware the subject legislation was signed into Laws 2001, Chapter 292 and becomes effective on July 1, 2001. House Bill 88a made several changes to the Procurement Code among them is in Sections 13-1-99 and 13-1-125, NMSA 1978 relating to "small purchases". Of particular note is the limit to which an agency may issue a direct purchase order is raised from \$500 to \$1,500. This change and the others that were effected by the legislation will be addressed shortly by amendment to 1 NMAC 5.2. In the interim, agencies are reminded of the specific wording of Section 13-1-99, NMSA 1978 wherein it reads in relevant part that, "[e]xcluded from the requirement of procurement through the State Purchasing Agent **but not from the requirements of the Procurement Code...**" and Subsection C of Section 13-1-125, NMSA 1978 wherein it reads in relevant part "...a state agency may procure...having a value not exceeding one thousand five hundred dollars (\$1,500) by issuing a direct purchase order to a contractor **based upon the best obtainable price.** (Emphasis added).

It has long been accepted that statutes are construed to give effect to the intent of the legislature. Where the terms of a statute are clear and unambiguous, the language will be given its literal meaning. In construing the above, one can easily conclude that the intent of the legislature was to allow an agency the ability to make necessary purchases up to \$1,500 quickly and with a minimum amount of paperwork and red tape. There are, however, two provisions required of an agency when issuing a DPO; 1) that the item or items be procured at the **best obtainable price**; and 2) procurement requirements **shall not be artificially divided so as to constitute a small purchase.**

Noticeably absent is a stated process to follow to determine "best obtainable price." Even though there is no stated process to follow it is obvious the legislature expected an agency to exercise a competitive procurement among competing vendors, generally two or more, and issue a DPO to the one offering the lowest price. Procedures should be developed by all state agencies outlining the process to follow in issuing a DPO.



NEW MEXICO JUNIOR COLLEGE

DEPARTMENT OF CRIMINAL JUSTICE
Southeastern New Mexico Regional Corrections Academy
Southeastern New Mexico Regional Law Enforcement Academy

August Fons
Director
(505) 392-5305 ext. 263


Law Enforcement
Debbie Pruitt
(505) 392-5305 ext. 358

Corrections
Willie Brown
(505) 392-5305 ext. 357

July 12, 2001

MEMORANDUM

TO: **Dr. Steve McCleery - President**
Mr. Dan Hardin - Vice President for Finance
Mr. Mickey Best - Dean of Arts and Sciences
Ms. Jerri Shields - Administrative Assistant to the President

FR: August Fons 

RE: Donated Vehicles

The following vehicles have been donated to New Mexico Junior College from the City of Hobbs (Police Department):

1992 Chevrolet Caprice VIN 1G1BL53E4NR123848
1992 Chevrolet Caprice VIN 1G1BL53E7NR123861
1991 Chevrolet Caprice VIN 1G1BL53E8MW216274

I am requesting that these three vehicles be added to the NMJC inventory for required use in the law enforcement academy.

Previously donated vehicles currently on NMJC inventory have been utilized in past academies however, with the exception of one, the remainder are no longer functional due to mechanical problems. Repair of these vehicles is not feasible due to cost.

The currently donated vehicles listed above are old however, they were used as singularly assigned criminal investigation units and were not subjected to 24 hour use as patrol vehicles are. I have spoken with Captain Dennis Kelley and he has informed me that these vehicles are in operable condition. I am not aware of any major maintenance needs at this time. They will need periodic maintenance such as batteries, tires, oil/lubrication. Additionally, we will need to transfer the emergency equipment (lights, siren, etc.) onto the donated vehicles for use in the upcoming academies.

Mr. Bill Rash has not had an opportunity to check the vehicles at this time. As soon as he is able to do so, we will provide you with an update on required maintenance and/or repairs.



THE CITY OF
HOBBS, NEW MEXICO

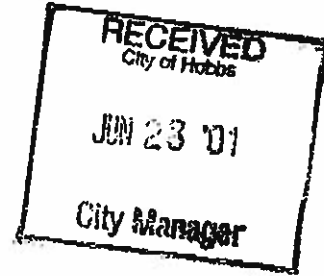
(505) 397-9206 • 300 NORTH TURNER 01 HOBBS, NEW MEXICO 88240
FAX (505) 397-9334

BO THOMAS
CITY MANAGER

RECEIVED
CITY OF HOBBS
JUN 23 01
CITY MANAGER

June 19, 2001

JAW



Jeff Condrey, Director
State of New Mexico
Local Government Division
Bataan Memorial Building, Room 201
Santa Fe, New Mexico 87503

Re: Donation of City Property to New Mexico Junior College
Donation of City Property to Monument Volunteer Fire Department

Dear Mr. Condrey:

Pursuant to Section 3-54-2(d), NMSA 1978, approval hereby is requested by the City of Hobbs to donate three (3) vehicles to the New Mexico Junior College, described as: One (1) 1992 Chevrolet Caprice, VIN 1G1BL53E4NR123848; One (1) 1992 Chevrolet Caprice, VIN 1G1BL53E7NR123861; and One (1) 1991 Chevrolet Caprice, VIN 1G1BL53E8MW216274.

Approval is also requested by the City of Hobbs to donate one (1) 1990 Ford F-350 Ambulance, VIN 1FDKF37M5NLV16038, to the Monument Volunteer Fire Department.

Enclosed please find copies of Resolution No. 3647 and 3656 signifying approval of the transfer of the above-referenced equipment which is no longer needed by the City. The New Mexico Junior College does have a need for the vehicles and the Monument Volunteer Fire Department does have a need for the ambulance.

If there is no objection to these transfers, please issue your stamp of approval and signature below in the space provided and return this letter to me at your earliest convenience.

Sincerely yours,

THE CITY OF HOBBS, NEW MEXICO

BO THOMAS
City Manager

Enc: As stated

BT:jf

cc: Jan Fletcher, City Clerk
Gary Don Reagan, City Attorney

STATE OF NEW MEXICO
LOCAL GOVERNMENT DIVISION


Glenn J. Gonzales
JEFF CONDREY, Director
6-26-01

NEW MEXICO JUNIOR COLLEGE
Vehicles for Removal from Inventory

June 15, 2001

NMJC NO	DESCRIPTION	VIN NUMBER	LICENSE NO	ACQ DATE	ORIG COST	MILEAGE
N10976	1990 Ford F-350 Super Clubwagon	1FBJS31G9LHA85622	#G08981	02/01/1990	\$ 19,532.00	137137
N11419	1992 Chevy Astro Van	1GNDM19Z8NB187536	#G08978	05/01/1992	\$ 14,475.00	104187
N11477	1993 Chevrolet Caprice	1G1BL53E9PR121239	#G07527	04/01/1993	\$ 14,857.09	128066
N11697	1993 Ford Tempo	1FAPP36X2PK122475	#G10441	08/01/1993	\$ 11,411.00	117186
N11699	1993 Oldsmobile Achieva	1G3NL5434PM024951	#G10443	08/01/1993	\$ 12,397.00	92041
N11960	1995 Chevrolet Sports Van	1GAGG39K7SF153483	#G19360	02/01/1995	\$ 21,840.00	92118
N11997	1995 Chevrolet Lumina	2G1WL52M5S1162429	#G20925	07/01/1995	\$ 15,200.00	65390
N10488	1190 Case Tractor w/56L Case L	11034348	None	10/01/1983	\$ 12,154.00	

MEMORANDUM

DATE: July 19, 2001
TO: New Mexico Junior College Board Members
FROM: Richard Fleming, Vice President for Instruction 
SUBJECT: Request for New Music Professor Position

In the time since the Board approved the new faculty positions for this current budget year, personnel changes in the Music program have created the need for a new full-time, temporary Music professor position. In the past year the program has grown considerably under the leadership of Mr. Chris Eubanks. However, the recent loss of one part-time faculty member and the reduction in workload of another part-time faculty member due to job changes has created staffing problems.

These changes mean we will now have to cancel five sections of Music courses. These courses are feeder courses for other, advanced courses and any loss of student enrollment jeopardizes future enrollments. The Music program will not be able to maintain the growth momentum if any sections are cancelled. The hiring of another full-time faculty member would strengthen the program, allow it to remain dynamic, and alleviate the workload problems that currently exist. The College must also continue to maintain its presence in the community through musical performances.

Therefore, the instructional division requests that the Board approve a new full-time, temporary Music professor position. This position would be limited to one-year only and would include full benefits. No additional funds need to be allocated for this position since it will be funded through cost savings from other positions and overload reductions. It would be the intent of the instructional division to make this position the number one priority request for the next budget year.

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 June 28, 2001

Candidate's name Misty Stine

Position title Professor of Nursing

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 13, 2001 Standard contract length 12 mos. 9 mos. other

Funding source Institutional

Paid advertising beyond *standard

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

Posted salary range \$27,807-34,758 Recommended annual salary \$31,623.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-515 100%

Recommended and approved by:

Karen Cummings, RN, MSN
Supervisor

Steve M Davis
Dean/Director

[Signature]
Vice President

Steve McClary
President

- Selection Committee Members:
- Karen Cummings
 - Karen Landers
 - Sondra Hutson
 - Tamara James
 - Lynda Knoll

Comments: Ms. Stine meets the requirements for the position as stated in the position announcement.

ABBREVIATED RESUME

Position

Professor of Nursing

Personal Data

Name: Misty B. Stine

Education

A.A.S., New Mexico Junior College, Hobbs, NM, 1995

B.S.N., University of Phoenix, Santa Teresa, NM, pending August 2001

Professional Experience

Lea Regional Hospital, Hobbs, NM

Staff Nurse

5/99 to 11/00

Staff Nurse

05/95 to 8/95

Apria Healthcare, Hobbs, NM

Staff Nurse

1/98 to 3/99

Hutson Home Health Agency, Inc., Hobbs, NM

Staff Nurse, CNA Supervisor

8/95 to 1/98

Licenses and Certificates

Registered Nurse License, 1995

Advanced Cardiac Life Support Certificate, 1999



New Mexico Junior College Career Opportunities

Position Announcement • February, 2001 (revised 4/26/01)

Position Title: Professor of Nursing (Four positions available)

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; and (3) serve on college committees as requested by the administrative team.

Qualifications: Master's degree in nursing preferred, however, will consider a B.S.N. degree and willingness to pursue the master's in nursing. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years of clinical experience and obtain or hold a New Mexico nursing license. Prior successful teaching experience at the college level with a background in the fundamentals of nursing, medical-surgical experience preferred. Candidates should have a strong desire to teach and work with community college students and be able to work within team teaching concepts. Computer proficiency highly desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. Position starts August 13, 2001. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

**Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

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New Mexico Junior College

Career Opportunities

Position Announcement • February, 2001

Position Title: Professor of Nursing (Three positions available)

Position Description: This position reports to the Director of Allied Health Fields. Duties and responsibilities include, but are not limited to, the following: (1) classroom instruction, clinical and laboratory supervision; (2) evaluation of students enrolled in the Licensed Practical Nursing and Associate Degree Nursing Programs; and (3) serve on college committees as requested by the administrative team.

Qualifications: Master's degree in nursing preferred, however, will consider a B.S.N. degree and willingness to pursue the master's in nursing. All degrees must be from a regionally accredited institution. Candidates must have a minimum of two years of clinical experience and obtain or hold a New Mexico nursing license. Prior successful teaching experience at the college level with a background in the fundamentals of nursing, medical-surgical experience preferred. Candidates should have a strong desire to teach and work with community college students and be able to work within team teaching concepts. Computer proficiency highly desirable.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: April 2, 2001 at 5:00 p.m. MST. Position starts August 13, 2001. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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APPLICANT LIST

Position: Professor of Nursing

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Huffman, Christina	No	No	Incomplete application materials.
Good, Waunda	No	No	
Vail, Debbie	No	No	
Henson, Shannan	No	No	Incomplete application materials.
Pino, Nancy	No	No	Incomplete application materials.
Trimmier, Linda	No	No	Withdrew application materials.
Stine, Misty	Yes	Yes	Start Date: pending Board approval.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-22-01

Candidate's name Shook, Angila

Position title Programmer Analyst

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 8-6-01 Standard contract length 12 mos. 9 mos. other _____

Funding source NMJC Operating Budget - Computer Services

Paid advertising beyond *standard The Hobbs News-Sun
(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range 32,500-40,000 Recommended annual salary \$40,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-52-710

Recommended and approved by:

Bill Kunko
Supervisor

Vice President

Steve McChery
Dean/Director
President

- Selection Committee Members: Barslou, Steve
Flores, Jose
Kunko, Bill
Thornburgh, Stewart

Comments: Ms. Shook meets and/or exceeds the requirements for this position.

ABBREVIATED RESUME

Position

Programmer Analyst

Personal Data

Name: Angila Shook

Education

B.S., Tarleton State University, Stephenville, TX, 1998

Professional Experience

Plains Cotton Cooperative, Lubbock, TX
Applications Programmer/Analyst 6/98 to Present

Ballard Milk Company, Stephenville, TX
Administrative Assistant 9/97 to 5/98

Law Office of Grady Swindle, Stephenville, TX
Pat-time Legal Assistant 1996 to 9/97



New Mexico Junior College

Career Opportunities

Position Announcement • May, 2001

Position Title: Programmer Analyst

Position Description: The Programmer Analyst reports administratively to the Director of Computer Information Systems. Duties and responsibilities include, but are not limited to, the following: (1) responsible for developing and modifying computer software systems at NMJC; (2) responsible for thoroughly testing these systems and for the integrity of the data; (3) responsible for documenting all programs. Documentation will be done within the source code and in a separate user's manual; (4) maintain competency in relevant software packages and assist departments in support and troubleshooting; (5) conduct campus-wide in-service training; (6) serve on college committees; (7) accept other duties assigned by the Director of Computer Information Systems; and (8) 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 bachelor's degree in computer science or related field, from a regionally accredited institution, is preferred. A combination of education and experience may be considered in lieu of a bachelor's degree. Knowledge of Open VMS systems is preferred. Proficiency in Campus America Administrative software is desired. Knowledge of PC's and Macintosh computers is required. Communication skills, problem solving ability, analytical ability and detailed documentation skills are essential. The successful candidate must demonstrate a commitment to providing service and supporting the community college philosophy.

Salary/Benefits: This is a twelve-month exempt position. Salary range is \$32,500.00 to \$40,000.00 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts required (official transcripts required prior to employment), and three or more letters of reference to:

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APPLICANT LIST

Position: Programmer Analyst

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
Shook, Angila	Yes	Yes	Start Date: Pending Board Approval

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-27-01

Candidate's name Wanda LaGrave

Position title Webmaster

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom Pending Board

Effective date of employment Approval Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard The Chronicle of Higher Education

(* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Posted salary range \$30,693 - \$38,367 Recommended annual salary \$31,500 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-52-710 (100%)

Recommended and approved by:

Bill Kunko
Supervisor

Dean/Director

Vice President

Steve McCleary
President

Selection Committee Members: Tim Perry

Jose Flores

Bill Kunko

Comments: Mrs. LaGrave meets or exceeds the requirements for this position.

ABBREVIATED RESUME

Position

Webmaster

Personal Data

Name: Wanda B. LaGrave

Education

B.A., Southwest Texas State University, San Marcos, TX, 2001

Professional Experience

New Mexico Junior College, Hobbs, NM Coordinator of Payroll	9/00 to Present
Quest Personnel, Hobbs, NM Staff Accountant	8/98 to 7/00
Kim & Ed Osborne, Lovington, NM Nanny	4/94 to 7/98
Michaels Stores, Irving, TX Payroll Manager	3/87 to 11/93
International Brokerage Agencies, Dallas, TX Insurance Clerk	10/86 to 2/87
Internal Revenue Service, Austin Service Center Data Entry Operator	1/86 to 6/86
A-24 Hour Answering Service, San Marcos, TX Assistant Manager	5/85 to 12/85
LBJ Student Center, SWTSU, San Marcos, TX Part-time Student Manager	6/83 to 5/85

Honors

American Payroll Institute, Certified Payroll Professional, 1990



New Mexico Junior College

Career Opportunities

Position Announcement • February, 2001

Position Title: Webmaster

Position Description: The Webmaster reports to the Director of Computer Information Systems. The duties and responsibilities shall be, but are not limited to, the following: (1) primarily responsible for the development, creation, management and maintenance of the New Mexico Junior College's home pages on the worldwide web site; (2) provide proactive leadership, direction and supervision to college staff for creating quality departmental pages; (3) coordinate with instructional faculty in the development and maintenance of on-line courses; (4) publish official college publications on the web site; (5) work with members of the local and state community in developing web site links; (6) install, implement and maintain user-friendly applications on the network; (7) troubleshoot and assist in resolving hardware and software problems; (8) maintain and enhance technical skills through professional training and development activities, travel as necessary; (9) develop and maintain File Maker Pro and other databases used in offices and on the network; (10) serve on the NMJC Technology Planning Committee; and (11) assist the Director of Computer Information Systems in the planning, preparation and submission of information technology funding request to the New Mexico Commission on Higher Education.

Qualifications: Bachelor's degree in Computer Information Systems is preferred. However, a strong background in web page design, web applications or web site administration will be considered in lieu of the Bachelor's degree. Degrees must be from a regionally accredited institution. Training and experience in HTML, Windows NT, DreamWeaver and Front Page 2000 software is desirable. Experience in networking, database maintenance and working with on-line course development preferred.

Salary/Benefits: This is a full-time, exempt, professional position with a salary range of \$30,693 to \$38,367 depending on experience and education. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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APPLICANT LIST

Position: Webmaster

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remark</u>
White, Gary	No	No	Incomplete application materials.
Schrock, Mark	Yes	No	
Johnson, Fay	No	No	
Gibson, Sandra	No	No	
Barrett, Sid	No	No	
Ngo, Duy	No	No	Incomplete application materials.
Beschizza, Robert	No	No	Incomplete application materials.
Hurley, Keith	Yes	No	
Otto, Shannon	Yes	No	
Shook, Angila	Yes	No	
Gutierrez, Maria	Yes	No	
LaGrave, Wanda	Yes	Yes	Start date: pending Board approval.
Manseau, Mark	No	No	



Physical Plant

NEW MEXICO JUNIOR COLLEGE

MEMORANDUM

July 11, 2001

To: Charley Carroll *-Charley Carroll - 7-11-01*
Dr. McCleery
Lisa Brown

From: Ismael Zuniga

Re: Custodian I Night Custodian

After reviewing applications for the Custodian I Night Custodian, I would like to recommend Rosianna Hare for the vacant position. I would also like to express that Rosianna Hare is related to John Hare (husband) maintenance dept. and Jesse Morales a college employee in the Physical Plant Grounds Department.

Pending approval I would like Rosianna Hare to start employment in July 2001. Please refer to NMJC handbook page 15, II.

Committee members:

Ismael Zungia
Randy Johns
Eloy Deporto