

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Monday, June 11, 2007

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of May 10, 2007 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Consideration of Thunderbird Baseball Field Name | Steve McCleery |
| 2. Monthly Expenditures Report | Dan Hardin |
| 3. Monthly Revenue Report | Dan Hardin |
| 4. Oil and Gas Revenue Report | Dan Hardin |
| 5. Schedule of Investments | Dan Hardin |
| 6. Consideration of Capital Projects | Dan Hardin |
| 7. Consideration of RFP #95 – Audit Services | Dan Hardin |
| 8. Consideration of Bid #997 – Campus Exterior Paint Project | Dan Hardin |
| 9. Consideration of Bid #998 – Portable Rodeo Arena Equipment | Dan Hardin |
| 10. Consideration of Bid #999 – Pre-Engineered Metal Building/Rodeo Grounds | Dan Hardin |
| 11. Consideration of Certificate Plan for Architectural/Drafting Technology | John Gratton |
| 12. Personnel Consideration – CDL Instructor | Robert Rhodes |
| 13. Personnel Consideration – Executive Director of Western Heritage Museum | Steve McCleery |
| 14. Closure of Open Meeting | Larry Hanna |
| 15. Consideration of President's Contract | Larry Hanna |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MAY 10, 2007

MINUTES

The New Mexico Junior College Board met on Thursday, May 10, 2007, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present was Mr. Larry Hanna.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Marie Wadsworth, Hobbs News Sun.

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

Upon a motion by Mrs. Vinson, seconded by Mr. Black, the board unanimously approved the minutes of April 20 and April 30, 2007.

Under *President's Report*, Dr. McCleery reminded the board that the reception before commencement will begin at 6:30 p.m. on Friday. The Thunderbird baseball team will begin Region V play Saturday at 1:00 p.m. at Lubbock Christian University Hays Field.

Under *New Business*, Dan Hardin presented the April financial reports and with a motion by Mr. Kesner, seconded by Mr. Black, the board unanimously approved the expenditures for April, 2007. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the Fiscal Watch Reports.

Josh Morgan presented Bid #996 – Student Housing Project Phase II. The administration recommended acceptance of the bid submitted by Global Structure, Inc. for \$4,253,000, exclusive of gross receipts tax. Upon a motion by Mr. Black, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Dr. McCleery presented the Western Heritage Museum Resolution for board consideration. He informed the board that Mr. Hanna was involved in drafting the resolution and was in total support. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board unanimously adopted the resolution.

Dr. McCleery presented a request to develop a Request for Proposal (RFP) to commission a writer/researcher to research and write a book on the history and development of New Mexico Junior College. Upon completion of the RFP process, the administration will request funds from reserves to cover the cost of the project. Upon a motion by Mr. Black, seconded by Mrs. Williams, the board unanimously approved the request.

Lisa Hardison presented a request for an additional CDL Instructor and leasing a truck. After some discussion, and upon a motion by Mr. Black, seconded by Mr. Jones, the board unanimously approved the request.

Ms. Hardison presented degree plans for the Certificate of Completion in Commercial Transportation and the Certificate of Completion in Transportation and Petroleum Safety for board consideration. Each degree plan has been approved by the Curriculum Committee and will be submitted to the New Mexico Higher Education Department upon board approval. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the new certificate programs.

John Gratton presented a request to offer a Medical Transcription Certificate Program – Online. Students may choose to complete their course work on campus in one of the computer labs or entirely off-campus, as no classroom attendance is required. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the board unanimously approved the request.

Regina Organ recommended Mr. Chris Polson for the Associate Dean of Students position at an annual salary of \$48,954. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board unanimously approved the employment of Mr. Polson, effective May 16, 2007.

Renee Wharton recommended Mr. Agustin Dorado for the Associate Director of Institutional Effectiveness position at an annual salary of \$57,873. Upon a motion by Mr. Black, seconded by Mr. Jones, the board

unanimously approved the employment of Mr. Dorado, effective July 1, 2007.

Mr. Black 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 New Mexico Statutes Annotated 1978. Mrs. Williams seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mrs. Vinson – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Kesner – yes; and Ms. Chappelle – yes.

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

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for June 11, 2007, beginning at 4:00 p.m.

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



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: June 4, 2007
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Consideration of the Name for the Thunderbird Baseball Field

I recommend that you name the Thunderbird Baseball Field as the "Ray Birmingham Thunderbird Baseball Field".

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Dan Hardin
Date: June 5, 2007
RE: Expenditure and Revenue Reports for May 2007

The total year-to-date funds expended and/or encumbered through the month of May is \$30,806,173.00. The expenditures for the month of May are \$1,638,636.00.

The total current unrestricted fund expenditures through May are \$18,820,967.00, which is 86% of the projected budget. Instruction has expended about 84 % of the budget, this percentage is low but we have three additional payrolls to expense in June for the faculty. Faculty are on a nine month contract, but we pay this nine month contract over 24 pay periods. Therefore, the faculty will have two payrolls in July and one in August that are expensed in the 2005/2006 fiscal year. Institutional Support is where the budget is held for fringe benefits, when we expense for the remaining payrolls, the bulk of this budget will be expended. In Auxiliary Enterprises we have a credit for the month of May. We have been receiving refunds for new textbooks returned to the vendors.

Restricted funds for the year are \$5,102,218.00. The Grants are doing a good job of staying on track with their spending and reporting. Financial Aid has been working closely with the Business Office to get all awards processed and to the students.

We are not showing any expenditures in the Plant Funds during the month of May, all of the expenditures in May have already been reflected in the totals as encumbered expenses.

Total year-to-date expenditures through May 2007 are \$30,806,173.00.

Total Revenue through May 2007 is \$31,130,801.00. Unrestricted revenue is \$22,425,870.00. If you will look at Advalorem Property tax, currently we are below the budget by \$276,798.00. We are expecting a large distribution from the Lea County Treasurer in June that will bring our year-to-date total over our projected budget.

Restricted funds will be drawdown as much as possible by the end of June.

The revenue for Plant Funds was a draw from the state for the Training & Outreach Center construction. We have to expend the funds and then request a draw on the GOB funds. The procedure is to book the draw as a receivable and credit the revenue account. At times it will take one to two months for the draw to be funded. So, as in May we had to move funds from the LGIP to cash flow these expenses until funds actually come in from the State. Currently, there is over one million in accounts receivables for draws from the State for the construction of the Training & Outreach Center construction.

In May \$500,000.00 was drawn in from the LGIP investments leaving a remained balance of \$10,625,000.00.

Oil and gas revenue remains strong, although we did not receive an oil and gas allotment in May for the month of April. We used the accrual for the months of April and May. Total oil and gas and equipment tax revenue including the accrual for April and May is \$8,367,937.00.

This concludes the Financial Report for May 2007.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

May 2007

92% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,739,086	5,525,759	82%	7,753,336	653,563	6,496,592	84%
Academic Support	1,739,994	1,695,906	97%	2,507,127	166,608	2,203,867	88%
Student Services	1,248,505	1,255,007	101%	1,403,563	82,971	1,183,480	84%
Institutional Support	3,167,471	2,510,805	79%	3,658,739	163,625	2,525,807	69%
Operation & Maintenance of Plant	2,637,461	2,477,183	94%	2,842,419	219,627	2,675,259	94%
Subtotal - Instruction & General	15,532,517	13,464,660	87%	18,165,184	1,286,394	15,085,005	83%
Student Activities	209,659	192,096	92%	201,846	9,514	191,687	95%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	442,629	407,068	92%	517,749	98,542	483,517	93%
Student Aid	474,983	451,080	95%	540,613	38,451	488,213	90%
Auxiliary Enterprises	1,762,615	1,660,049	94%	1,781,529	(12,340)	1,747,200	98%
Athletics	732,188	671,601	92%	792,571	30,657	825,345	104%
Total Current Unrestricted Fund	19,154,591	16,846,554	88%	21,999,492	1,451,218	18,820,967	86%
CURRENT RESTRICTED FUND							
Grants	1,667,842	1,219,538	73%	1,823,022	123,787	1,276,438	70%
Student Aid	4,694,393	3,712,080	79%	4,000,000	63,631	3,825,780	96%
Total Current Restricted Fund	6,362,235	4,931,618	78%	5,823,022	187,418	5,102,218	88%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	11,024,778	3,790,307	34%	7,890,054	0	2,945,376	37%
Projects from State GOB Funds	3,980,399	234,199	6%	3,431,272	0	3,396,438	99%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	735,262	0	320,772	44%
Projects from Private Funds	1,350,000	602,504	45%	702,664	0	220,402	31%
Projects from State ER&R	73,892	0	0%	77,895	0	0	0%
Projects from State BR&R	353,945	353,945	100%	370,303	0	0	0%
Projects from Auxiliary BR&R	44,702	44,702	100%	16,943	0	0	0%
Subtotal - Capital and BR&R	16,827,716	5,025,657	30%	13,224,393	0	6,882,988	52%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	16,827,716	5,025,657	30%	13,224,393	0	6,882,988	52%
GRAND TOTAL EXPENDITURES	42,344,542	26,803,829	63%	41,046,907	1,638,636	30,806,173	75%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
May 2007

92% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	2,160,990	2,172,724	101%	2,647,425	60,256	2,725,170	103%
State Appropriations	7,682,962	7,062,292	92%	8,800,842	609,558	8,144,680	93%
Advalorem Taxes - Oil and Gas	9,654,269	8,448,391	88%	4,700,000	316,667	8,367,937	178%
Advalorem Taxes - Property	2,614,000	2,287,265	88%	2,800,000	276,970	2,523,202	90%
Interest Income	120,000	200,100	167%	185,000	49,967	461,412	249%
Other Revenues	227,645	233,114	102%	225,050	28,340	203,469	90%
Subtotal - Instruction & General	22,459,866	20,403,886	91%	19,358,317	1,341,758	22,425,870	116%
Student Activities	103,965	103,935	100%	110,000	1,192	108,783	99%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	1,922,200	1,859,464	97%	2,250,052	73,563	2,168,118	96%
Athletics	39,600	32,905	83%	39,100	3,225	35,475	91%
Total Current Unrestricted	24,525,631	22,400,190	91%	21,757,469	1,419,738	24,738,246	114%
CURRENT RESTRICTED FUND							
Grants	1,647,822	1,261,841	77%	1,839,628	79,481	1,276,126	69%
Student Aid	4,694,393	3,521,562	75%	4,000,000	5,822	3,499,753	87%
Total Current Restricted	6,342,215	4,783,403	75%	5,839,628	85,303	4,775,879	82%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,980,400	151,181	4%	3,420,676	597,081	1,616,676	47%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	735,262	0	0	0%
Projects from Private Funds	1,350,000	1,350,000	100%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	5,330,400	1,501,181	28%	4,155,938	597,081	1,616,676	39%
GRAND TOTAL REVENUES	36,198,246	28,684,774	79%	31,753,035	2,102,122	31,130,801	98%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

May 2007

92% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$63.05	3,252,614	\$6.92	19,403,806	757,763	316,667	441,096
Actual	August	\$64.01	3,145,974	\$6.24	18,450,466	742,051	316,667	425,384
Actual	September	\$67.80	2,963,641	\$7.32	18,029,382	747,815	316,667	431,148
Actual	October	\$59.37	2,967,899	\$6.38	17,164,332	808,322	316,667	491,655
Actual	November	\$53.95	2,900,596	\$7.07	17,421,063	673,808	316,667	357,141
Actual	December	\$57.48	3,007,935	\$6.80	16,265,150	502,481	316,667	185,814
Actual	January	\$56.25	2,729,290	\$7.00	15,500,202	712,715	316,667	396,048
Actual	February					662,475	316,667	345,808
Actual	March					591,070	316,667	274,403
Accrual	April					316,667	316,667	0
Accrual	May					316,667	316,667	0
Accrual	June							0
Y.T.D. Production Tax Revenue						6,831,834	3,483,337	3,348,497
Y.T.D. Equipment Tax Revenue						1,536,103	900,000	636,103
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						8,367,937	4,383,337	3,984,600

Source: New Mexico Taxation and Revenue Department

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.

NEW MEXICO JUNIOR COLLEGE Schedule of Investments May 2007

92% 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	10,625,000	N/A	N/A	N/A	7102-1348	5.31%	48,693
Total investments	<u>10,625,000</u>						<u>48,693</u>

Summary of Current Month's Activity	
Beginning amount	11,125,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	11,815,637
Reserves Invested	-1,190,637
Total LGIP Investment	10,625,000

Capital Projects	5/31/2007
Technology Upgrade	323,962.41
Workforce Training Center	1,745,686.14
High Tech Start Up	13,346.40
Vehicles	71,524.49
Drawings & Master Plan	10,305.63
Baseball Field	104,011.32
Rodeo Arena	207,836.78
Dormitory Landscape	1,622.23
Millen Fence/Landscape	69,066.53
JASI	169,446.26
Computer Equipment Rebates	5,788.93
Marketing	58,136.04
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Flooring Repair	40,000.00
Student Housing Construction	5,146,077.96
Testing Center	250,000.00
Campus Village Development Proj	16,785.00
Continuing Education	16,991.00
Landscaping	300,000.00
Facility Painting	50,000.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	588,560.15
Campus Signage	50,000.00
Campus Paving	100,000.00
Roof Replacement	98,000.00
Interior Lighting-Energy Retrofit	103,859.62
Old Dorms Renovation	182,950.01
Bulk Fuel	20,000.00
Millen Dr. Sewer & Water	425,000.00
Board Room	25,000.00
Concrete Upgrade	50,000.00
Campus Construction	200,000.00
Oil & Gas Training Center	500,000.00
Workforce Training/Outreach	150,000.00
Infrastructure	426,680.00
Total	11,815,636.90

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board Members
From: Dan Hardin
RE: Capital Projects and Five Year Capital Plan
Date: June 5, 2007

Board members, New Mexico Junior College is required by the HED (Higher Education Department) to submit Capital Project request and a Five Year Capital Plan by June 24, 2007. After review of the Master Plan, the Administration has identified the following projects to be submitted to the HED for possible funding during the 2007/2008 legislative session. Additionally, for your approval is the Five Year Capital Plan, which also follows the 3DI Master Plan. The Five Year Capital Plan covers items in phase one of the Master Plan as well as some of phase two.

Capital Project requests:

- | | | |
|---|--|-----------------------|
| 1 | Central Plant Upgrade | \$5,000,000.00 |
| | This project will address the need for two addition 400 ton chillers, adding an additional cooling tower, tunnel system repairs, piping in the tunnels, expansion of the Central Plant Building, and bringing on the Don Whitaker Automotive Technology Center to the Central Plant system. This project has been identified as the most important project for the college. It is identified in the Master Plan as the backbone for all future expansions and additions on the campus. | |
| 2 | Infrastructure | \$2,000,000.00 |
| | This project will address roof replacement needs, concrete replacement, and electrical upgrades. There are eight roofs that are scheduled to be replaced in 2007, we will use BR&R funding to repair some of these roofs, but the eight roofs cover 170,098 square feet with an anticipated cost of \$1,871,078.00. We will be requesting about \$750,000.00 in | |

infrastructure requests for roof repairs. There is an estimated \$200,000.00 in concrete repairs across campus. And also included in the Infrastructure is \$1,000,000.00 for electrical upgrades.

3 Oil & Gas Training Center \$2,000,000.00

This capital request is for dirt work, utilities, buildings, and pavement for the new Oil & Gas Training Center. This will be in addition to the \$500,000.00 of institutional funds and \$250,000.00 in General Fund appropriations.

4 Relocation of the Maintenance, Warehouse and Central Receiving \$4,000,000.00

This request is for the construction of a 35,000 square foot metal building that will house all of Maintenance, Grounds, and Custodial Departments equipment and vehicles. In addition, this building will be located on the west part of the campus as described in the Master Plan. This project will make room for the Continuing Education Department to expand into the area to be vacated by the Maintenance Department.

5 Wind Turbine \$1,000,000.00

In the Master Plan, the planners call for the construction of a wind turbine to offset the projected rising electrical costs. The projected cost of the project is \$1,750,000.00, we anticipate requesting grants to cover a portion of the cost of construction. Wind Turbine technology has improved in efficiency and it is anticipated that wind generation would support approximately one third of the campus electricity needs.

**New Mexico Junior College
Five-Year Capital Plan
June 2007**

Year	Project	Type of Project	Funding Sources
2006 – 2007	Training & Outreach Center	New Construction	Institutional & GOB
2007 – 2008	Student Housing	New Construction	Institutional, Rev Bonds
2007 – 2008	Caster Activity Center remodel into classrooms (Old Cowboy Hall of Fame area)	Remodel & update of Infrastructure	Institutional & GOB or STB
2006 – 2008	Pannell Library remodel into classrooms (Old Testing Center)	Remodel & update of Infrastructure	Institutional & GOB or STB
1999 – 2008	Infrastructure	Roof Replacement Concrete Replacement Electrical upgrades	Institutional, & GOB or STB
2001 – 2008	Baseball field	Remodel & addition	Institutional & GOB or STB
2007 – 2009	Central Plant Upgrades	Remodel & addition	Institutional & GOB or STB
2007- 2009	Oil & Gas Training Center	New Construction	Institutional & GOB or STB
2008 – 2009	Equestrian Center	New Construction	Institutional
2008 – 2009	Relocation of Maintenance area	New Construction	Institutional & GOB or STB

2008 – 2009	Wind Turbine	New Construction	Institutional & GOB or STB
2010 – 2011	Pannell Library Renovation	Remodel & update of infrastructure	Institutional, & GOB or STB
2010 – 2011	Caster Activity Center	Remodel, expansion & update of infrastructure	Institutional, & GOB or STB
2010 – 2011	John Shepherd Administration Building	Remodel & update of infrastructure	Institutional, & GOB or STB
2011 – 2012	McLean Hall	Expand & Remodel of infrastructure	Institutional & GOB or STB
2011 – 2012	Mary Hagelstein Instructional Center	Expand & Remodel of infrastructure	Institutional & GOB or STB
2011 – 2012	Vocational Building B Complex	Expand & Remodel of infrastructure	Institutional & GOB or STB
2011 – 2012	Build new parking lot on West Campus	New construction	Institutional & GOB or STB

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #95

Audit Services

BOARD DOCUMENTS

Date: June 11, 2007
Prepared by: Joshua Morgan
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 15, 2007, a legal notice was sent to the following newspapers requesting sealed proposals for audit services:
 - 1) Hobbs Daily News Sun
 - 2) Albuquerque Journal
 - 3) Las Cruces News Sun
2. One proposal was submitted in compliance with the opening date and time.
3. The proposer was not present at the opening.
4. The Business Office Evaluation Committee has evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE
 Evaluation and Recommendations
 Board Documents

The audit firm responding to the RFP was:

Accounting & Consulting Group, LLP, Carlsbad, NM

The proposal was evaluated by an evaluation committee, comprised of Dan Hardin, Vice President of Finance, Jennifer Jordon, Executive Director of NMJC Foundation, Amparo Salazar, Accountant, and Joshua Morgan, Coordinator of Purchasing. See Pages 7 through 9 for the Evaluation Criteria Summary.

The Administration recommends acceptance of the professional services of Accounting & Consulting Group, LLP for audit services for the 2006/2007 fiscal year at an annual cost of \$49,500. The college may opt to renew the contract annually for up to two additional years. The total multi-year cost is \$156,200.

Source of Funding: FY 2007/2008 External Audit Fees
 Account Number: 11000-1025-71257-131
 Amount: \$49,500.00

Company Responding	Price Structure Multi Year	Points Section I	Points Section II	Points Section III	Points Section IV	Points Section V	Total Points Awarded
Accounting & consulting Group, L.L.P.	\$156,200	27	11	35	8	10	86

Criteria issued by the State Auditor's Office (See Pages 7 through 9 of this Board Document)

- Legend:
 Section I: Capability of Firm
 Section II: Work Requirements & Audit Approach
 Section III: Technical Experience
 Section IV: Firm Strengths & Weaknesses
 Section V: Cost

NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS

Request for Proposals #95

1. SERVICES – New Mexico Junior College is soliciting Requests for Proposals (RFPs) to select an Independent Public Accountant (IPA) to conduct the financial audit of the College for fiscal year 2006-2007. The financial audit shall comprise the entire operations of New Mexico Junior College, including but not limited to: 2006-2007 Financial Statement Preparation, 2006 component unit 990T exempt organization business income tax return and a federal single audit. The College may opt to renew the contract on a year-by-year basis for up to two additional years. Such renewal, if granted, shall be contingent upon the mutual consent of both parties and sufficient appropriations and authorizations being made by the Legislature of New Mexico for the performance of this contract.
2. PROFESSIONAL REQUIREMENT – In order to submit a proposal, IPAs must be currently licensed and in good standing with the New Mexico State Board of Public Accountancy and appear on the New Mexico State Auditor's approved listing of IPAs for performing public audits.
3. SCOPE – The proposing IPA is independently responsible for determining the nature, scope, and depth of the audit services to be performed before submitting a proposal. IPAs may request to physically inspect sample documents maintained by the NMJC Business Office in this assessment.
4. AUDIT CONTRACT – The successful IPA shall be required to execute the official State of New Mexico Audit contract issued through the State Auditor's Office (sample copy attached), the terms of which shall become an integral part of the requirements of this proposal.
5. AUTHORITIES – The audit shall be conducted by the IPA as per all the requirements of Audit Rule 2.2.2 NMAC dated April 16, 2007 titled "Requirements for Contracting and Conducting Audits of Agencies" and all other authorities relative to higher education and New Mexico local public bodies.
6. AUDIT REPORT DEADLINE – 2.2.2 NMAC requires the IPA submit a progress report to the State Auditor sixty (60) days prior to the audit report due date. The final deadline for submitting the audit report to the State Auditor's Office is November 15, 2007.
7. PROPOSAL EVALUATION CRITERIA – The IPA shall be evaluated on the basis of the criteria set forth in 2.2.2 NMAC Audit Rule Appendix B (See pages 90 and 91). The IPA should submit sufficiently detailed information in his/her proposal to demonstrate competency or compliance as enumerated in the Audit Proposal Evaluation Criteria in Section A of this RFP #95.

8. AUDIT REPORT – The IPA shall submit twenty (30) original audit reports to NMJC on or before the audit report due date. The IPA is responsible for typing, reproduction and assembly of the reports.
9. COST – The cost of services shall be evaluated according to the weighing method outlined in Part Two of the Evaluation Form only for the top three candidates from Part One. IPAs should complete the Bid Price Form, breaking down the cost by category and estimated hours of completion. Gross receipt tax should be excluded.
10. MATERIALS TO BE SUBMITTED – There are materials that shall be submitted by the IPAs as part of the RFP process. They are as follows:
 - A. NMJC Bid Price Form (copy attached in Section A).
 - B. Firm Profile that addresses in detail all the evaluation points as described in the State Auditor's Instructions for Completing Agency Audit Contract Proposal Evaluation Form (instructions attached in Section A).
 - C. Firm's most recent peer review.
 - D. State Auditor's firm review results.

NEW MEXICO JUNIOR COLLEGE
AUDIT PROPOSAL EVALUATION CRITERIA

SECTION A

The following instructions have been issued by the State Auditor's Office to agencies for the purposes of evaluating the IPA's Proposal.

Please submit sufficiently detailed information with your proposal that addresses each of the points listed in order for your proposal to be properly evaluated.

Firms are required to provide a complete copy of their most recent peer review as well as a copy of the most recent State Auditor's firm review results.

NEW MEXICO JUNIOR COLLEGE

Instructions for Completing Agency Audit Contract Proposal Evaluation Form

Part One

The Agency evaluation team is to complete this form for each Audit Firm proposal. If you are evaluating the second or third year of a multi-year proposal, complete only Part Two of the Evaluation Form.

1. Complete top portion of this form by entering:
 - 1) The name of your agency;
 - 2) The name and phone number of the contact person in your Agency;
 - 3) The name of the Audit Firm ("Firm") you are evaluating; and
 - 4) The date you are completing this form.

Section 1 Capability of Firm

- A) Firm resources to perform the type and size of audit required.
 - 1) Enter the number of staff the Firm proposed to work on your Agency audit.
 - 2) Enter the total number of hours the Firm proposed to work on your Agency audit.
 - 3) Enter points for sufficiency and reasonableness of proposed Firm staffing and hours.
- B) Quality Control Reviews
 - 1) Peer review results
 - a) Obtain a copy of the most recent peer review (must have been performed within the most recent three years).
 - b) Enter the type of opinion received.
 - c) Enter points for the opinion received and review results.
 - 2) State Auditor review results – To be provided at a later date.
 - 3) Reference checks and prior experience
 - a) Enter points for results of reference checks or your Agency's prior experience with the Firm. Reference checks should include past engagements of similar agencies and of key audit team members. Prior experience could include reviewing the previous evaluation form and determining that the Firm met proposed goals and used proposed staff.
 - 4) Timeliness – To be provided at a later date.

NEW MEXICO JUNIOR COLLEGE

Instructions for Completing Agency Audit Contract Proposal Evaluation Form

Part One (continued)

- C) Organization and completeness of proposal or bid
- 1) Enter points for overall responsiveness of the proposal or bid and completeness in the following specifications.

Section I Total – Add up and enter the total number of points awarded for Section I.

Section II Work Requirements & Technical Approach

- A) Knowledge of audit objectives, agency needs and product to be delivered
- 1) Enter points for indication the Firm understands the scope of work to be done, knowledge of objectives, and agency needs.
- B) Sound technical plan and realistic estimate of time
- 1) Enter the proposed start date
 - 2) Enter the proposed end date
 - 3) Enter points for the Firm's development of a realistic plan and time estimates to complete major segments of the audit: planning; interim fieldwork; fieldwork; and reporting.
- C) Plans for using auditee staff: including internal auditors
- 1) Enter points for the Firm's development of a realistic plan and time estimates for using Agency staff, including using the work of internal auditors.
- D) Multi-year proposals
- 1) Enter points for the Firm's development of a realistic approach for planning and conducting the audits of subsequent years.

Section II Total – Add up and enter the total number of points awarded for Section II.

NEW MEXICO JUNIOR COLLEGE

Instructions for Completing Agency Audit Contract Proposal Evaluation Form

Part One (continued)

Section III Technical Experience

- A) Enter points for the Firms' governmental audit experience
- B) Enter points for the Team's audit experience for the following:
 - 1) Specialization in your type of agency (e.g. state agencies, schools, hospitals, counties, cities, etc.), including component units (housing authorities, charter schools, foundations)
- C) Enter points for attendance at continuing professional education seminars or meetings on auditing, accounting, and regulations directly related to state and local government audits and the agency.

Section III Total – Add up and enter the total number of points awarded for Section III.

Section IV Firm Strengths or Weaknesses

- A) Specify any other firm strengths and weaknesses.
- B) Enter points for any other Firm strengths, offset by points deducted for weaknesses as noted in the Firm's proposal or bid. Indicated any other factors based on experience that may be relevant to evaluation of this Firm.

Section IV Total – Add up and enter the total number of points awarded for Section IV.

Add up and enter the total number of points awarded for all sections.

Repeat all steps for all proposals or bids received.

Determine the top three proposals with the highest scores for Part One.

Evaluate cost separately for the top THREE CHOICES.

Continue with Part Two of the Evaluation Form and add parts ONE and TWO in making your FINAL recommendations.



Vice President for Instruction

NEW MEXICO JUNIOR COLLEGE

MEMO

TO: Dr. Steve McCleery
FROM: John Gratton *JG*
DATE: June 6, 2007
RE: Revised Certificate Program in Architectural/Drafting Technology

Please find the attached degree plan for the Certificate of Completion in Architectural/Drafting Technology. As a significantly revised degree program, I would like to submit this degree plan for Board approval. The degree plan has successfully completed procedures as stipulated by the Curriculum Committee and upon Board approval will be submitted to the New Mexico Higher Education Department. I appreciate your consideration of this request.

**APPROVAL OF CERTIFICATE PLAN FOR
ARCHITECTURAL/DRAFTING TECHNOLOGY**

Requirements: A total of 34 credit hours from the following courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

Program Requirements (22 credit hours)

CS 123D	Windows Applications	3
EG114C	Intro to 3-D Animation	4
CT113	Building Materials	3
CT123	Blueprint Reading for Construction	3
CT173	Principles of Construction	3
EG113	Principles of Drafting	3
EG133	Intro to Computer Assisted Drafting	3

Emphasis Areas – Choose either Architectural Drafting or Interior Design as an emphasis area (12 Hours)

Architectural Drafting (12 hours)

EG223A	Advanced Computer Assisted Drafting	3
ARCH213A	Architectural Rendering	3
ARCH233A	History of World Architecture	3
EG243A	Architectural Design Topics (capstone)	3

Interior Design (12 hours)

ID213D	Intro to Interior Design	3
ARCH213A	Architectural Rendering	3
ID233D	Interior Design I	3
EG243A	Architectural Design Topics (capstone)	3
Total Hours for Certificate		34

Approved by New Mexico Junior College Board of Trustees on _____
(Date)

President, Steve McCleery

Chairman, Larry Hanna

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 6-4-07

Candidate's name Craig D. Nelson

Position title CDL Instructor

New position Existing position

Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom Steven L. Nelson, Lead Carpenter

Effective date of employment June 12, 2007 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard None

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

Posted salary range \$35,057 to \$43,822 Recommended annual salary \$42,836 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2909 61301 104 100%

Recommended and approved by:

Supervisor

Vice President

Dean/Director

President

Selection Committee Members: Christie Gressett – Enrollment and Financial Services Coordinator

Donald Hancock – CDL Trainer

Lisa Hardison – Dean of Extended Learning

Robert Rhodes – Vice President for Training and Outreach

Comments: Mr. Nelson, with more than eighteen years applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

CDL Instructor

Personal Data

Name: Craig D. Nelson

Education

Diploma, Lovington High School, Lovington, NM, 1980

Licensure

Current New Mexico CDL License with all endorsements

Professional Experience

Navajo Refining, Artesia, NM Truck Driver	2006 to Present
Groendyke Transportation, Artesia, NM Truck Driver	2004 to 2005
C & R Transportation, Lovington, NM Owner and Operator	1985 to 2004
Caprock Pipe & Supply, Lovington, NM Part-time Truck Driver	1984 to 1986
Southwestern Public Service, Hobbs, NM Plant Operator	1981 to 1985



New Mexico Junior College

Career Opportunities

Position Announcement • May 2007

Position Title: CDL Instructor

Position Description: This position reports to the Dean of Extended Learning. Duties and responsibilities shall be, but are not limited to, the following: 1) Assist the Coordinator of Transportation Training in the development, planning, and promotion of CDL programs; 2) Assist with curriculum development for CDL training and other related programs; 3) Instruct the classroom and driving portions of the CDL Truck Driving Academy and other related programs; 4) Develop and locate appropriate instructional resources such as textbooks, PowerPoint presentations, and videos/DVDs; 5) Organize instructional materials, classroom, and lab setting to meet industry standards; 6) Assess student learning; 7) Maintain student records; 8) Conduct routine maintenance and service of equipment; 9) Manage inventory associated with the CDL Truck Driving Academy; 10) Actively seek opportunities to partner with entities to promote enrollment in CDL training programs; 11) Maintain safe storage of equipment designated for CDL programs; 12) Attend professional training as directed by the Coordinator of Transportation Training or the Dean; 13) Perform any other duties assigned by the Dean to further the mission of the Extended Learning Division or New Mexico Junior College; 14) Participate in a process of continual personal and professional improvement; 15) Actively participate in the institutional goals and objectives designed to support the mission of the college; 16) Serve on college committees as assigned; and, 17) 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: High school diploma or GED required, associates degree preferred. Preference will be given to candidates with 5 or more years of CDL driving experience. Current Class A CDL License is required. Must have communication, problem solving, and organizational skills. CDL training experience is preferred. Some travel, evenings, or weekends may be required. Must be committed to excellence and promoting success through learning. **NOTE: Computer proficiency is required.**

Salary/Benefits: This is a twelve-month faculty position. Salary range is based on NMJC 12-month faculty schedule and is commensurate with education and experience.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts and/or certifications, and eight (8) personal references with current phone numbers and addresses:

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

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

"Equal Opportunity Education and Employment"

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APPLICANT LIST

Position: CDL Instructor

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Nelson, Craig D.	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 5-22-07

Candidate's name Calvin B. Smith

Position title Executive Director of Western Heritage Museum

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 June 12, 2007 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 \$46,703 to \$58,379 Recommended annual salary \$70,000 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 1071 61301 112 100%

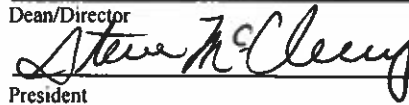
Recommended and approved by:

Supervisor _____

Dean/Director _____

Vice President _____

President _____



Selection Committee Members: Dan Hardin – Vice President for Finance

Phil Jones – New Mexico Junior College Board Member

Steve McCleery - President

Comments: Mr. Smith, with a Master's degree and more than thirty-one years of applicable experience, meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Executive Director of Western Heritage Museum

Personal Data

Name: Calvin B. Smith

Education

M.S., Eastern New Mexico University, Portales, NM, 1974

Major: Biology

Minor: Anthropology

B.S., Eastern New Mexico University, Portales, NM, 1971

Double Major: Biology & Anthropology

Professional Experience

Self Employed, Pueblo, CO

2/05 to Present

CEO/President, Legacy Museum

International Museum Corporation, Houston, TX

6/03 to 12/03

Director of Development

Baylor University, Waco, TX

2/83 to 5/03

Director of Strecker Museum Complex

and Chairman of Department of Museum Studies

Dr. Pepper Museum and Free Enterprise Institute, Dallas, TX

8/82 to 12/82

Consultant

Arkansas Museum Services, Little Rock, AR

8/79 to 7/82

Director

Lamar University, Beaumont, TX

9/75 to 8/79

Director of Museum Services and

Adjunct Professor of Anthropology

University of Texas at Austin, TX

1/74 to 9/75

Director of Education, Texas Memorial Museum

Current Professional Memberships

International Council of Museums

American Association of Museums

Mountain-Plains Museums Association

Texas Association of Museums

Central Texas Museums Association

Museum Association of Waco

Memberships and Offices

Member, George W. Bush Library and Museum Committee, Baylor University, Waco, Texas, 2000-2003

Member, Council Texas Archeologists, 1997-2003

Chairman, Committee on Museum Professional Training, American Association of Museums, 1997-2000

Graduate Council, Baylor University, Waco, TX, 1993-2000

Organizer and first Chairman, Outdoor Museums Affinity Group, Texas Association of Museums, 1990-2002

Advisory Board, Texas Sports Hall of Fame, Waco, TX, 1990-2002

Trustee, Texas Bar Historical Foundation

American Association for State and Local History, 1976-2002

New Mexico Wildlife Federation, 1973

Incorporator and Charter Member, Southeastern New Mexico Museum Association, Hobbs, NM

Organizer and first president, ENMU Wildlife Club, Eastern New Mexico University, Portales, NM

Honors and Awards

Appointment, Associate Professor Emeritus, College of Arts and Sciences, Department of Museum Studies, Baylor University, Waco, TX, 2003

President's Award, Texas Association of Museums, Houston, TX, 2003

Governor Bill Daniel Statesmanship Award, State Bar, Austin, TX, 2001

Distinguished Former Odessan, Heritage of Odessa Foundation, Odessa, TX, 1997

Admiral in the Texas Navy, State of Texas, Austin, TX, 1997

"The Calvin B. Smith Award" to the most deserving sponsor at the annual Heart of Texas Regional History Fair, Baylor University, Waco, TX, 1995

Certificate of Citation for Service to the Community, State of Texas House of Representatives, Austin, TX, 1990

Published

McFaddin Beach, Russell J. Long, The Patillo Higgins Series of Natural History and Anthropology, Spindletop Museum, No. 1, 1977

Our Ewing Family, Laura Dingle Ewing, Nancy Nixon Tivis Series of History and Genealogy, Spindletop Museum, No. 1, 1977

The Heritage of Bufo woodhousei Girard in Texas, Ottys Sanders – Occasional Papers of the Strecker Museum, No. 1, 1986

Chasing the Bone Pile: A Centennial History of the Strecker Museum, Karen Grehardt, Occasional Papers of the Strecker Museum, No. 2, 1995

Horn Shelter Number 2: The North End – A Stratified Rock Shelter in Bosuque County, Texas, Occasional Papers of the Strecker Museum, No. 3, 1996

Wildness at Risk, Glen L. Evans, Occasional Papers of the Strecker Museum, No. 4, 1997

The Odessa Meteor Craters and Their Geological Implications, Glen L. Evan and Charles E. Mear, Occasional Papers of the Strecker Museum, No. 5, 2000



New Mexico Junior College

Career Opportunities

Position Announcement • April 2007 (revised May 2007)

Position Title: Executive Director of Western Heritage Museum

Position Description: The Executive Director of Western Heritage Museum shall be responsible to the President. The duties and responsibilities shall be, but are not limited to, the following: (1) Manage day-to-day operations of the Western Heritage Museum (WHM) museum including receptions, tours, memberships, artifacts, management, interpretation, fund raising, newsletters, inventory, accessioning and purging, budget, research, and archival duties; (2) Promote the WHM locally, regionally and nationally; (3) Seek outside funding sources to aid and enhance the annual operational cost, marketing, exhibits, traveling exhibits, and the theatre offerings of the WHM; (4) Work hand-in hand with the Director of the Lea County Cowboy Hall of Fame (LCCHF) and Board of Directors to promote and support the mission and vision of the LCCHF; (5) Advise the President in matters of policy concerning the Western Heritage Museum; (6) Provide all reports to appropriate agencies, foundations, and individuals; (7) Maintain and promote an active WHM Advisory Committee; (8) Supervise employees; (9) Develop a cadre of volunteers to help with the day-to-day activities of the museum; (10) Plan and design the future expansion of the museum exhibits and WHM; (11) Accept other duties as assigned by the President; (12) Participate in a process of continual personal and professional improvement; (13) Actively participate in the institutional goals and objectives designed to support the mission of the college; (14) Serve on college committees as assigned; and, (15) Nothing contained herein shall limit the President in assigning the employee to any college activity for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A Master's degree in Museum Studies, Public Administration, History or Anthropology is preferred. All degrees must be from a regionally accredited institution. Three years experience in a museum or public relations setting. Additional experience may substitute for lack of advanced degree. Computer proficiency required.

Salary/Benefits: This is a 12-month professional position with a starting salary range of \$46,703 to \$58,379 commensurate with education and experience. Standard NMJC benefits apply.

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

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

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

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APPLICANT LIST

Position: Executive Director of Western Heritage Museum

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Smith, Calvin B.	Yes	Yes	Start date: Pending Board approval.
Johnson, Jill C.	No	No	
Vardeman, Vicki M.	No	No	
Edwards, Norman	No	No	Incomplete application materials.