

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, June 17, 2010

**Moran Building – Multi Purpose Room**

4:00 p.m.

### AGENDA

- |   |                |
|---|----------------|
| A. Welcome  | Larry Hanna    |
| B. Adoption of Agenda   | Larry Hanna    |
| C. Approval of Minutes of May 27, 2010                          | Larry Hanna    |
| D. President's Report   | Steve McCleery |
| E. New Business   |                |
| 1. Monthly Expenditures Report                                  | Dan Hardin     |
| 2. Monthly Revenue Report                                       | Dan Hardin     |
| 3. Oil and Gas Revenue Report                                   | Dan Hardin     |
| 4. Schedule of Investments                                      | Dan Hardin     |
| 5. Consideration of Employee Handbook                           | Bill Morrill   |
| 6. Consideration of Bid #1039 – Purchase of Vehicles            | Regina Choate  |
| 7. Consideration of Donation of Library Furniture               | John Gratton   |
| 8. Personnel Consideration – Professor of Automotive Technology | John Gratton   |
| 9. Consideration of Five Year Capital Plan                      | Steve McCleery |
| F. Public Comments  | Larry Hanna    |
| G. Closure of Open Meeting                                      | Larry Hanna    |
| H. Announcement of Next Meeting                                 | Larry Hanna    |
| I. Adjournment  | Larry Hanna    |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

MAY 27, 2010

### MINUTES

The New Mexico Junior College Board met on Thursday, May 27, 2010, beginning at 3:30 p.m. in the Multi Purpose Room of the Moran Building. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Ron Black; Mrs. Yvonne Williams; Mrs. Mary Lou Vinson; and Mr. Guy Kesner.

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

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

Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously approved the minutes of April 15, 2010.

*Under Presidents Report*, Bill Morrill gave a short presentation on the new experience modifier rate given to the college from the National Council on Compensation Insurance, Inc. The rate is .84 and is the lowest that it has been in the past 12 years. Robert Rhodes informed the board of recent funding the college received from the NRC to be used for scholarships. Dr. McCleery reported on a meeting he recently attended in Albuquerque concerning the New Mexico Workforce and Education Strategy Academy.

*Under New Business*, Dan Hardin presented the April financial reports and with a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously approved the expenditures for April, 2010. Upon a motion by Mrs. Williams, seconded by Mr. Black, the Board unanimously approved the Fiscal Watch Reports.

Dan Hardin presented a Resolution, Notification and Certification and Exhibit A for the issuance of the Severance Tax Bonds for roofing projects for New Mexico Junior College, as well as the proposed timeline for the roof replacement project. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously approved the recommendation.

Dr. McCleery recommended Ms. Jill Johnson as the representative on the Western Heritage Museum Advisory Board to replace Helen Nave. In the case of Jill Johnson's absence, David Bilbry, the Vice-Chairman of the Lea County Cowboy Hall of Fame Board, will fill in for her. Upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the board unanimously accepted the recommendation.

Regina Choate presented Request for Proposal #106 - Professional Design Services for Roofing Engineer. The administration recommended acceptance of the proposal from Jim D. Koontz & Associates, Inc. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Ms. Choate presented Request for Proposal #108 – Restoration and Rebuilding of Steinway Grand Piano. The administration recommended acceptance of the proposal of Plum Piano Restoration, Inc. at a cost of \$28,100. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Ms. Choate presented Request for Proposal #109 – Consulting Services for Oil & Gas Training Curriculum. The administration recommended acceptance of the proposal of Ryan D. Tipton, Professional Consultant for the 2010-2011 fiscal year at a cost of \$80,000. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Ms. Chappelle moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of the New Mexico Statutes Annotated 1078. Mrs. Williams seconded the motion. The roll call vote was as follows: Mr. Jones—yes; Mrs. Vinson—yes; Ms. Chappelle—yes; Mr. Black—yes; Mrs. Williams—yes; Mr. Kesner—yes; and Mr. Hanna—yes.

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

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, June 17, 2010, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board meeting adjourned at 4:15 p.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
Date: June 9, 2010  
RE: Expenditure and Revenue Reports for May 2010

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The total year-to-date funds expended and/or encumbered through the month of May is \$42,019,239.00.

The total current unrestricted fund expenditures through May are \$21,308,739.00, which is 89% of the projected budget. Instruction has expended about 85 % of the budget through May. The expenditures in Instruction and General through May are \$17,519,457.00, which is 87% of the budget. In other unrestricted expenditures, the expense report indicates that Student Aid is over budget by \$112,626.00 and Auxiliary Enterprises expenditures are over the expenditure budget by \$87,687.00. The Auxiliary Enterprises are over budget in the Bookstore in New Textbooks. But currently, the Auxiliary Enterprises revenues are over budget by \$92,000.00 for the year.

Restricted funds for the year are \$7,095,967.00. 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 completed and funds drawn.

We are showing \$13,614,533.00 in expenditures during May in Plant Funds. Most of this is the encumbrance for the Central Plant upgrade project, Library remodel, and Caster Annex remodel.

Total year-to-date expenditures through May 2010 are \$42,019,239.00.

Total Revenue through May 2010 is \$37,753,714.00. Unrestricted revenue is \$26,001,351.00. If you will look at Advalorem Property tax, currently we are over the budget by \$545,298.00. We are expecting an additional distribution from the Lea County Treasurer in June. There was a correction in other revenue during the month of May that reduced the year-to-date revenue.

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

There was \$724,023.00 drawn in for Plant Funds in May. The total revenue for the

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month of May was 2,808,490.00, with the year-to-date total at \$37,753,714.00.

Oil and gas revenue has remained steady this fiscal year, with the nine month average at \$629,774.00. In May we received \$647,569.00 for the March allotment. Currently, the Oil and Gas revenue is over the budget by \$3,806,547.00.

As in the previous months prior to May we have not drawn any funds or sent any funds to the LGIP. Currently, we have \$9,625,000.00 in the LGIP and have \$8,381,539.22 in designated capital projects.

This concludes the Financial Report for May 2010.

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

92% of Year Completed

| Fund  | 2008-09           |                                     |                               | 2009-10           |                                |                        |                               |
|---|-------------------|-------------------------------------|-------------------------------|-------------------|--------------------------------|------------------------|-------------------------------|
|   | Final Budget      | Year-to-Date Expended or Encumbered | Percentage of Budget Expended | Budget            | Current Expended or Encumbered | Expended or Encumbered | Percentage of Budget Expended |
| <b>CURRENT UNRESTRICTED FUND</b>            |                   |                                     |                               |                   |                                |                        |                               |
| Instruction and General:                    |                   |                                     |                               |                   |                                |                        |                               |
| Instruction                                 | 8,843,643         | 8,422,338                           | 95%                           | 9,512,733         | 926,282                        | 8,097,336              | 85%                           |
| Academic Support                            | 2,948,973         | 2,470,970                           | 84%                           | 2,542,431         | 275,102                        | 2,273,926              | 89%                           |
| Student Services                            | 1,500,027         | 1,310,942                           | 87%                           | 1,793,677         | 213,415                        | 1,618,935              | 90%                           |
| Institutional Support                       | 3,182,709         | 2,472,199                           | 78%                           | 3,224,973         | 322,411                        | 2,857,684              | 89%                           |
| Operation & Maintenance of Plant            | 2,846,693         | 2,880,816                           | 101%                          | 3,076,691         | 376,840                        | 2,671,576              | 87%                           |
| <b>Subtotal - Instruction &amp; General</b> | <b>19,322,045</b> | <b>17,557,265</b>                   | <b>91%</b>                    | <b>20,150,505</b> | <b>2,114,050</b>               | <b>17,519,457</b>      | <b>87%</b>                    |
| Student Activities                          | 208,428           | 195,130                             | 94%                           | 0                 | 0                              | 0                      | 0%                            |
| Research                                    | 0                 | 0                                   | 0%                            | 0                 | 0                              | 0                      | 0%                            |
| Public Service                              | 0                 | 0                                   | 0%                            | 0                 | 0                              | 0                      | 0%                            |
| Internal Service Departments                | 641,523           | 610,112                             | 95%                           | 299,265           | 15,038                         | 138,921                | 46%                           |
| Student Aid                                 | 514,685           | 610,209                             | 119%                          | 593,348           | 13,316                         | 705,974                | 119%                          |
| Auxiliary Enterprises                       | 1,739,503         | 1,935,523                           | 111%                          | 1,797,861         | 190,390                        | 1,885,548              | 105%                          |
| Athletics                                   | 1,132,310         | 1,135,100                           | 100%                          | 1,085,759         | 65,787                         | 1,058,839              | 98%                           |
| <b>Total Current Unrestricted Fund</b>      | <b>23,558,494</b> | <b>22,043,339</b>                   | <b>94%</b>                    | <b>23,926,738</b> | <b>2,398,581</b>               | <b>21,308,739</b>      | <b>89%</b>                    |
| <b>CURRENT RESTRICTED FUND</b>              |                   |                                     |                               |                   |                                |                        |                               |
| Grants                                      | 1,940,018         | 1,324,223                           | 68%                           | 1,857,643         | 151,287                        | 1,348,548              | 73%                           |
| Student Aid                                 | 4,000,000         | 3,492,826                           | 87%                           | 5,244,611         | 223,816                        | 5,747,419              | 110%                          |
| <b>Total Current Restricted Fund</b>        | <b>5,940,018</b>  | <b>4,817,049</b>                    | <b>81%</b>                    | <b>7,102,254</b>  | <b>375,103</b>                 | <b>7,095,967</b>       | <b>100%</b>                   |
| <b>PLANT FUNDS</b>                          |                   |                                     |                               |                   |                                |                        |                               |
| Capital Outlay / Bidg. Renewal & Repl.      |                   |                                     |                               |                   |                                |                        |                               |
| Projects from Institutional Funds           | 15,442,888        | 4,452,127                           | 29%                           | 12,898,819        | 315,943                        | 7,659,159              | 59%                           |
| Projects from State GOB Funds               | 1,555,621         | 295,346                             | 19%                           | 4,007,556         | 0                              | 3,784,969              | 94%                           |
| Projects from State STB Funds               | 5,375,000         | 4,328,740                           | 81%                           | 1,485,000         | 0                              | 1,485,000              | 100%                          |
| Projects from General Fund                  | 178,282           | 29,543                              | 17%                           | 354,301           | 255,921                        | 291,970                | 82%                           |
| Projects from Private Funds                 | 589,243           | 481,838                             | 82%                           | 165,485           | 14,779                         | 107,302                | 65%                           |
| Projects from State ER&R                    | 159,395           | 0                                   | 0%                            | 340,024           | 29,468                         | 250,585                | 74%                           |
| Projects from State BR&R                    | 676,648           | 0                                   | 0%                            | 1,268,966         | 0                              | 35,548                 | 3%                            |
| Projects from Auxiliary BR&R                | 302               | 0                                   | 0%                            | 0                 | 0                              | 0                      | 0%                            |
| <b>Subtotal - Capital and BR&amp;R</b>      | <b>23,977,379</b> | <b>9,587,594</b>                    | <b>40%</b>                    | <b>20,520,151</b> | <b>616,111</b>                 | <b>13,614,533</b>      | <b>66%</b>                    |
| Debt Service                                |                   |                                     |                               |                   |                                |                        |                               |
| Revenue Bonds                               | 0                 | 0                                   | 0%                            | 0                 | 0                              | 0                      | 0%                            |
| <b>Total Plant Funds</b>                    | <b>23,977,379</b> | <b>9,587,594</b>                    | <b>40%</b>                    | <b>20,520,151</b> | <b>616,111</b>                 | <b>13,614,533</b>      | <b>66%</b>                    |
| <b>GRAND TOTAL EXPENDITURES</b>             | <b>53,475,891</b> | <b>36,447,982</b>                   | <b>68%</b>                    | <b>51,549,143</b> | <b>3,389,795</b>               | <b>42,019,239</b>      | <b>82%</b>                    |

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

92% of Year Completed

| Fund  | 2008-09           |                      |                               | 2009-10           |                  |                      |                               |
|---|-------------------|----------------------|-------------------------------|-------------------|------------------|----------------------|-------------------------------|
|   | Final Budget      | Year-to-date Revenue | Percentage of Budget Received | Budget            | Current Revenue  | Year-to-date Revenue | Percentage of Budget Received |
| <b>CURRENT UNRESTRICTED FUND</b>                  |                   |                      |                               |                   |                  |                      |                               |
| <b>Instruction and General:</b>                   |                   |                      |                               |                   |                  |                      |                               |
| Tuition and Fees                                  | 3,259,000         | 3,256,339            | 100%                          | 3,413,978         | 40,831           | 3,522,344            | 103%                          |
| State Appropriations                              | 8,299,600         | 7,864,056            | 95%                           | 7,322,200         | 581,094          | 6,848,474            | 94%                           |
| Advalorem Taxes - Oil and Gas                     | 5,200,000         | 10,671,667           | 205%                          | 5,200,000         | 647,569          | 8,656,547            | 166%                          |
| Advalorem Taxes - Property                        | 3,100,000         | 3,049,534            | 98%                           | 3,504,278         | 488,551          | 4,049,576            | 116%                          |
| Interest Income                                   | 508,252           | 145,300              | 29%                           | 287,000           | 2,014            | 21,115               | 7%                            |
| Other Revenues                                    | 246,100           | 645,195              | 262%                          | 271,100           | (9,402)          | 284,982              | 105%                          |
| <b>Subtotal - Instruction &amp; General</b>       | <b>20,612,952</b> | <b>25,632,091</b>    | <b>124%</b>                   | <b>19,998,556</b> | <b>1,750,657</b> | <b>23,383,038</b>    | <b>117%</b>                   |
| Student Activities                                | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Public Service                                    | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| Internal Service Departments                      | 0                 | 0                    | 0%                            | 24,000            | 15,270           | 31,395               | 0%                            |
| Auxiliary Enterprises                             | 2,331,600         | 2,415,347            | 104%                          | 2,322,925         | 122,692          | 2,317,259            | 100%                          |
| Athletics   | 320,500           | 290,125              | 91%                           | 290,300           | 23,420           | 269,659              | 93%                           |
| <b>Total Current Unrestricted</b>                 | <b>23,265,052</b> | <b>28,337,563</b>    | <b>122%</b>                   | <b>22,635,781</b> | <b>1,912,039</b> | <b>26,001,351</b>    | <b>115%</b>                   |
| <b>CURRENT RESTRICTED FUND</b>                    |                   |                      |                               |                   |                  |                      |                               |
| Grants  | 1,940,018         | 1,507,231            | 78%                           | 1,857,643         | 151,057          | 1,536,020            | 83%                           |
| Student Aid                                       | 4,000,000         | 3,290,566            | 82%                           | 5,244,611         | 21,371           | 5,426,172            | 103%                          |
| <b>Total Current Restricted</b>                   | <b>5,940,018</b>  | <b>4,797,797</b>     | <b>81%</b>                    | <b>7,102,254</b>  | <b>172,428</b>   | <b>6,962,192</b>     | <b>98%</b>                    |
| <b>PLANT FUNDS</b>                                |                   |                      |                               |                   |                  |                      |                               |
| <b>Capital Outlay / Bldg. Renewal &amp; Repl.</b> |                   |                      |                               |                   |                  |                      |                               |
| Projects from State GOB Funds                     | 1,586,048         | 186,184              | 12%                           | 4,007,556         | 724,023          | 3,827,047            | 95%                           |
| Projects from State STB Funds                     | 1,810,000         | 837,676              | 46%                           | 1,790,668         | 0                | 830,678              | 46%                           |
| Projects from General Fund                        | 178,282           | 45,000               | 25%                           | 140,621           | 0                | 132,446              | 94%                           |
| Projects from Private Funds                       | 0                 | 0                    | 0%                            | 118,987           | 0                | 0                    | 0%                            |
| Interest Income                                   | 0                 | 0                    | 0%                            | 0                 | 0                | 0                    | 0%                            |
| <b>Total Plant Funds</b>                          | <b>3,574,330</b>  | <b>1,068,860</b>     | <b>30%</b>                    | <b>6,057,832</b>  | <b>724,023</b>   | <b>4,790,171</b>     | <b>0%</b>                     |
| <b>GRAND TOTAL REVENUES</b>                       | <b>32,779,400</b> | <b>34,204,220</b>    | <b>104%</b>                   | <b>35,795,867</b> | <b>2,808,490</b> | <b>37,753,714</b>    | <b>105%</b>                   |



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### May 2010

92% of Year Completed

|  |              | OIL              |                         | GAS              |                        | COMBINED           |                               |                                    |
|--|--------------|------------------|-------------------------|------------------|------------------------|--------------------|-------------------------------|------------------------------------|
| Month of   | Distribution | Price<br>per BBL | Lea County<br>BBLs sold | Price<br>per MCF | Lea County<br>MCF sold | Monthly<br>Revenue | 2009-10<br>Original<br>Budget | Variance<br>Over (Under)<br>Budget |
| Actual   | July         | \$66.39          | 2,665,937               | \$4.35           | 17,522,974             | 608,832            | 350,000                       | 258,832                            |
| Actual   | August       | \$61.14          | 2,739,779               | \$4.22           | 17,347,785             | 577,184            | 350,000                       | 227,184                            |
| Actual   | September    | \$63.27          | 2,896,053               | \$4.53           | 17,047,870             | 602,864            | 350,000                       | 252,864                            |
| Actual   | October      | \$63.37          | 2,898,967               | \$5.46           | 16,949,015             | 540,649            | 350,000                       | 190,649                            |
| Actual   | November     | \$72.57          | 2,782,110               | \$5.42           | 14,853,054             | 633,493            | 350,000                       | 283,493                            |
| Actual   | December     | \$71.31          | 2,699,856               | \$6.53           | 14,391,942             | 674,883            | 350,000                       | 324,883                            |
| Actual   | January      | \$71.32          | 2,720,036               | \$6.48           | 14,554,848             | 645,278            | 350,000                       | 295,278                            |
| Actual   | February     | \$74.13          | 2,706,624               | \$6.65           | 14,581,176             | 737,216            | 350,000                       | 387,216                            |
| Actual   | March        |                  |                         |                  |                        | 647,569            | 350,000                       | 297,569                            |
| Accrual  | April        |                  |                         |                  |                        | 350,000            | 350,000                       | 0                                  |
| Accrual  | May          |                  |                         |                  |                        | 350,000            | 350,000                       | 0                                  |
| Accrual  | June         |                  |                         |                  |                        |                    |                               | 0                                  |
| Y.T.D. Production Tax Revenue                          |              |                  |                         |                  |                        | 6,367,968          | 3,850,000                     | 2,517,968                          |
| Y.T.D. Equipment Tax Revenue                           |              |                  |                         |                  |                        | 2,288,579          | 1,000,000                     | 1,288,579                          |
| Total Year-to-Date Oil & Gas and Equipment Tax Revenue |              |                  |                         |                  |                        | 8,656,547          | 4,850,000                     | 3,806,547                          |

*Source: New Mexico Taxation and Revenue Department*

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

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<br>Local Government Investment Pool | 9,625,000               | N/A           | N/A           | N/A                         | 7102-1348      | 0.136%        | 1,106               |
| <b>Total Investments</b>                                | <b><u>9,625,000</u></b> |               |               |                             |                |               | <b><u>1,106</u></b> |

| Summary of Current Month's Activity |                  |
|-------------------------------------|------------------|
| Beginning amount                    | 9,625,000        |
| Plus: deposits                      | 0                |
| Less: withdrawals                   | 0                |
| Capital Projects                    | 8,381,539        |
| Reserves Invested                   | 1,243,461        |
| <b>Total LGIP Investment</b>        | <b>9,625,000</b> |

| Capital Projects                  | 5/31/2010           |
|-----------------------------------|---------------------|
| Drawings & Master Plan            | 12,805.63           |
| Marketing                         | 0.00                |
| Technology Upgrade                | 104,448.04          |
| Workforce Training Center         | 0.00                |
| High Tech Startup                 | 0.00                |
| JASI                              | 93,336.00           |
| Baseball Field                    | 5,213.56            |
| Rodeo Arena                       | 4,814.52            |
| Equestrian Center                 | 367,236.61          |
| Infrastructure                    | 6,173.50            |
| Student Housing Construction      | 53,506.78           |
| Testing Center Remodel            | 1,829,824.96        |
| Frame & Door Replacement          | 150,000.00          |
| Campus Village Development Proj   | 0.00                |
| Luminis Software                  | 11,568.00           |
| Landscaping                       | 449,205.98          |
| Facility Painting                 | 1,749.01            |
| Millen Drive Signalization        | 95,000.00           |
| Electrical Upgrade                | 522,317.36          |
| Campus Signage                    | 37,056.00           |
| Campus Paving                     | 7,561.17            |
| Roof Replacement                  | 254,555.40          |
| Interior Lighting-Energy Retrofit | 52,346.53           |
| Old Dorms Renovation              | 44,800.03           |
| Millen Dr. Sewer & Water          | 53,218.82           |
| Board Room                        | 15,786.44           |
| Concrete Upgrade                  | 31,641.65           |
| Campus Construction               | 20,046.99           |
| Oil & Gas Training Center         | 500,000.00          |
| Workforce Training/Outreach       | 0.00                |
| Professional Writing/Publishing   | 0.00                |
| Public Sector                     | 1,826.53            |
| Campus Security                   | 5,705.52            |
| Caster Bleachers                  | 9,805.66            |
| Caster Old CHOF Remodel           | 608,735.99          |
| Track/Arena Area Enhancement      | 65,044.46           |
| Roadway Entrance-Rodeo/CDL        | 60,000.00           |
| Lumens Software-Distance Learning | 5,000.00            |
| Welding Lab                       | 50,000.00           |
| Copier Replacement                | 12,501.00           |
| Distance Ed Equipment             | 0.00                |
| Non-Recurring Compensation        | 700,000.00          |
| Athletics                         | 489,798.06          |
| Student Life Programming          | 3,147.72            |
| Title V (Institutional)           | 127,725.47          |
| CDL Truck Driving Program         | 0.00                |
| Central Plant Upgrade             | 1,515,000.00        |
| Workforce Training Contingency    | 3,035.83            |
| <b>Total</b>                      | <b>8,381,539.22</b> |

NOTE: Capital projects total does not include encumbered funds

**Title Page:**

1. Changed date to: June 17, 2009

**Organizational Chart:** 6/2009 update

## Strategies and Objectives of the 2010-2016 NMJC Strategic Plan:

1. **Student Success** – NMJC will improve the quality of student success and engagement across all segments of the student population regardless of credit-bearing status.

*Objectives*

- 1.1 Increase NMJC graduation rates (including degrees, certificates and licensure).
- 1.2 Increase NMJC student transfer rates to four-year institutions.
- 1.3 Increase NMJC fall-to-fall and fall-to-spring student retention rates.
- 1.4 Improve community and employer feedback on the quality of students emerging from NMJC programs.
- 1.5 Improve student engagement and satisfaction as reflected in CCSSE and Noel Levitz measures.
- 1.6 Support students with relevant and effective career services.

2. **Communications** – NMJC will increase awareness of college programs, activities, opportunities, and accomplishments within the public, among internal members of the campus community, and within all K-12 communities within our region.

*Objectives*

- 2.1 Increase public awareness of NMJC programs, activities, accomplishments and opportunities.
- 2.2 Improve internal communications.
- 2.3 Support internal sense of community among all employees and students.
- 2.4 Increase awareness of, and respect for NMJC programs within all segments of the K-12 communities.
- 2.5 Develop and implement an institutional plan for marketing the college and engaging the community.

3. **Resource Management** – Particularly during this extended period of state financial instability, NMJC will focus on efficient management of resources including special efforts to develop new sources of funding. With a goal of maintaining essential services and programs, the college will prepare a plan to withdraw from low priority programs that have become ineffective in terms of

resource allocation or that no longer meet the priorities of our student populations and the community.

*Objectives*

- 3.1 Develop new resources and sources of funding.
- 3.2 Identify and phase out low priority/legacy programs that no longer meet the changing needs of our student population.
- 3.3 Evaluate all programs and operations to improve cost efficiencies.

4. **NMJC as a Learning Organization** – the college will engage in programs and activities designed to support development of NMJC as a Learning Organization [*a learning organization is an organization skilled at creating, acquiring, and transferring knowledge, and at modifying its behavior to reflect new knowledge and insights: Garvin, et al, 2008*] with the goal of creating an operating culture focused on continuous improvement of all programs and activities.

*Objectives*

- 4.1 Benchmark key programs and processes against best practice models from other organizations.
- 4.2 Address and resolve all remaining issues from the 2005 HLC Visit Report.
- 4.3 Achieve a positive HLC review in 2015 and reaffirmation of college accreditation.
- 4.4 Develop departmental level methods of evaluating and reporting program and activity quality.

5. **Leadership and Faculty** – In recognition of the impending turnover in executive leadership and the ever-present need for maintaining a high quality faculty, NMJC will engage in specific programs and activities designed to attract, develop, and retain experienced professional leadership and highly competent professional faculty.

*Objectives*

- 5.1 Increase faculty engagement in internal as well as community activities.
- 5.2 Engage in active professional development programs for faculty and campus managers.
- 5.3 Reduce faculty and employee turnover rates.
- 5.4 Develop a plan and associated practices to actively identify and employ quality faculty and staff.

6. **Educational Quality** – NMJC academic leaders, working closely with faculty, will develop and implement a focused effort to evaluate course content and instructional effectiveness with the goal of continuing to improve course quality across all delivery mediums and on an ongoing basis.

*Objectives*

- 6.1 Improve student learning outcomes across all modes of instructional delivery.
- 6.2 Meet, or exceed, institutional learning objectives.
- 6.3 Engage all faculty (full-time and part-time) in student learning and assessment activities.
- 6.4 Develop methods of assessing and reporting student learning outcomes in noncredit programs and courses.
- 6.5 Promote continued growth of online courses and courses delivered through alternative modes (iTV, etc.).

**Section II:**

1. Policy 219, I., Second paragraph, first sentence, Delete: ~~may elect~~ Add: will;  
Delete: ~~in lieu of the per diem rate~~

**Section III:**

1. Policy 306, II, B., Sixth paragraph, first sentence, Delete: ~~two (2) hour~~; Add: thirty (30) minute

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 1039

Purchase of Vehicles

BOARD DOCUMENTS

Date: June 17, 2010  
Prepared by: Regina Choate  
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On Tuesday, May 25, 2010, a legal notice was sent to the following newspaper requesting sealed bids for the purchase of vehicles for the college:
  - 1) Hobbs News Sun
2. Bid packets were sent to three potential bidders.
3. One bid was submitted within the time frame specified by the bid package. One bidder was present at the opening.
4. The Business Office and College Motor Pool have evaluated the bid received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidder responding to Invitation to Bid #1039 was Tate Branch of Hobbs, NM.

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

|                               |          |
|-------------------------------|----------|
| 2010 Chrysler 300 S:          | \$26,967 |
| 2011 Dodge Ram 2500 Crew Cab: | \$33,513 |

**TOTAL: \$60,480**

**Source of Funding:** - FY 2010/2011 Vehicles – Plant – Automobile Major  
Account #: 91001-4002-73105-911  
**Amount: \$60,480**  
**Budget: \$100,000**



NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #1039

New Mexico Junior College contemplates purchasing three (3) vehicles for the College Motor Pool. Bids will be awarded on an **item-by-item basis**. No minimum quantity is guaranteed. New Mexico Junior College reserves the right to reject any and all bids on any or all item(s).

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

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

**Vehicle Specifications – College Motor Pool (Quantity 3):**

The college desires (1) 2010 full size deluxe four door sedan with the following specifications:

**Specifications for full size deluxe four door sedans:**

- 12V power outlet
- 140 amp alternator
- 17" aluminum wheels
- 18 to 20 gallon fuel tank
- Fuel (flex fuel)
- 4 speaker system
- 4-wheel disc brakes
- 730 amp maintenance free battery
- Air bags (driver and passenger)
- Air conditioning/heating
- Black windshield molding
- Brake park interlock
- Bright door handles and passenger assist handles
- Blue interior/cloth interior
- Painted exterior mirrors
- Chrome headlight bezels
- Dual note electric horns
- 2.7 to 3.5 cu inch engine
- Floor carpet
- Fog lamps
- Front door courtesy lights
- Front height adjustable shoulder belts
- Front reading map lights
- Floor console

- Goodyear brand tires
- Illuminated and keyless entry
- Instrument cluster w/tach
- In window antenna
- Media center radio w/CD/MP3 Player
- Paint color "WHITE"
- p215/65r17 bsw tires
- Power seat on drivers side
- Power mirrors
- Power rack and pinion steering
- Power trunk lid release
- Power windows driver - one touch
- Rear reading courtesy lamps
- Rear view day night mirror
- Sentry key theft deterrent system
- Speed control
- Sun visors w/illum vanity mirrors
- Tire pressure monitoring system
- Transmission auto 4 or 5 speed
- Trunk lamp
- Variable intermentent wipers
- Head room front/rear 38/38
- Leg room front/rear 41/40
- Shoulder room front/rear 58/59
- Hip room front/rear 56/56
- Carpeted floor mats front and rear

Are any of the sedans alternative fuel vehicles?    Yes    No

The college desires (1) 2010 2500 Series 169" wheel base 8' Bed Truck with the following specifications:

**Specifications for 2500 Series Truck:**

- Locking tail gate (optional)
- LT 245/70R17E BSW tires
- Manual adjust seats
- Michelin or Goodyear brand tires
- Monotone paint "WHITE"
- Pick up box 8'
- Power (extended) heated mirrors (fold away)
- Power locks
- Power windows
- Radio w/CD player
- Rear dome light
- Rear sliding window

- Rear folding seat
- Rear under seat storage
- Rear view day/night mirror
- Side curtain front and rear air bags (optional)
- Tilt steering
- Tinted glass windows
- Tire carrier winch
- Tire pressure monitoring warning lamp
- Trailer towing w/5 pin connector
- Transmission 5 speed automatic (optional 6 speed)
- Windshield wipers intermittent
- 8800 to 9600 gvwr
- Center wheel hub
- Class IV receiver hitch
- Cloth seats front and rear
- Conventional differential rear axle
- Dark gray (or black) rear bumper
- Driver/passenger assist handles
- Dual electric honrs
- Engine diesel
- Fixed long mast antenna
- Floor tunnel insulation
- Front air dam
- Front/rear heavy duty shocks
- Front end parts module
- Front height adjust shoulder belts
- Front license plate bracket
- Front stabilizer bar
- Full size spare tire
- Gray or dark color front bumper
- Halogen headlamps
- Heated exterior mirrors
- Heavy duty engine cooling
- Instrument cluster w/tach
- Instrument panel black bezel
- Instrument panel parts module

Are any of the trucks alternative fuel vehicles?    Yes    No

**The college desires (1) 2010 3500 Series 15 Passenger Van with the following specifications:**

**Specifications for 3500 Series 15 Passenger Van:**

- \_\_\_ 145 amp alt
- \_\_\_ 5 pin trailer connector
- \_\_\_ 50 states emissions
- \_\_\_ Air conditioning w/rear auxiliary
- \_\_\_ Class IV receiver hitch
- \_\_\_ Cruise control
- \_\_\_ Engine gasoline 6.0
- \_\_\_ External transmission cooler
- \_\_\_ Flooring vinyl full length
- \_\_\_ Front driver and passenger air bags
- \_\_\_ Front license plate bracket
- \_\_\_ Fuel (flex fuel)
- \_\_\_ GVWR 9500 lbs
- \_\_\_ Heater rear auxiliary
- \_\_\_ Outside mirrors (power)
- \_\_\_ Power door locks
- \_\_\_ Power windows
- \_\_\_ Radio AM/FM with CD player
- \_\_\_ Rear axle 3.42 or 3.55
- \_\_\_ Rear view mirror day/night manual
- \_\_\_ Cloth seats
- \_\_\_ Swing out cargo door windows
- \_\_\_ Swing out side windows
- \_\_\_ Tilt steering wheel
- \_\_\_ Tinted windows
- \_\_\_ Tires Michlein or Goodyear
- \_\_\_ Trailer tow package
- \_\_\_ Transmission 4 or 5 speed automatic
- \_\_\_ 12v auxiliary power outlet
- \_\_\_ 35 gallon fuel tank
- \_\_\_ Auxiliary jacks for mobile devices
- \_\_\_ Basic interior trim (gray)
- \_\_\_ Chrome grill
- \_\_\_ Dual electric horns
- \_\_\_ Front air dam
- \_\_\_ Front and rear bumpers dark gray or black
- \_\_\_ Front and rear disc brakes w/antilock
- \_\_\_ Front and rear heavy duty shocks
- \_\_\_ Front bucket seats
- \_\_\_ Front height adjust seat belts
- \_\_\_ Front stabilizer bar
- \_\_\_ Full size spare tire
- \_\_\_ Manual adjust seats
- \_\_\_ Minimum 730 amp battery

- Passenger assist handles
- Passenger entrance sliding door
- Rear courtesy lamps
- Seating 15 passenger (includes driver)
- Tire size LT245/75R 16" all season BW
- Vehicle color "WHITE"
- Windshield wipers intermittent

Are any of the vans alternative fuel vehicles?    Yes    No

# Memorandum

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**To:** New Mexico Junior College Board Members  
**CC:** Dr. Steve McCleery, President *SM*  
**CC:** Dr. John Gratton, Vice-President for Academic Affairs *JG*  
**From:** Dr. Sharon Jenkins, Director of Library Services *SJ*  
**Date:** 6/7/2010  
**Re:** Library Furniture

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## Donation of Library Furniture

I am requesting your approval for the donation of 100 surplus library chairs and ten surplus library tables to the Hobbs Public Library.

The tables are ones originally purchased when the library was built in 1965. Neither the chairs nor the tables are on the official school inventory lists. These items are currently being stored on-site in the sea cargo containers behind the Pannell Library construction site. If approved, the Hobbs library director will arrange for the pick-up and transport of the furniture so our maintenance staff will not be called upon for assistance.

The libraries that are members of the Estacado Library Information Network (ELIN) make every effort to be the best stewards that we can be of the taxpayers' money. We assist each other throughout the year in various ways, both formally and informally. I perceive this donation to be an excellent way of assisting an ELIN member library by recycling our resources in a way that best benefits our citizenry.

Thank you for your consideration.

**PANNEL LIBRARY**

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

The following candidate is being recommended for employment as follows: Date 6/1/2010

Candidate's name John G. Goebel

Position title Professor of Automotive Technology

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 8/16/2010 \* 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 \$35,595 – \$44,493 Recommended annual salary \$48,787.00 Prorated salary  yes  no

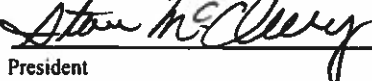
Account number(s) with respective % allocation(s) 11000 2582 61101 102

Recommended and approved by:

Supervisor \_\_\_\_\_

Vice President \_\_\_\_\_

  
Dean/Director

  
President

Selection Committee Members: August Fons – Dean of Public Safety and Industry

Samuel Gilcrease – Professor of Automotive Technology – GM-ASEP

Earl Nymeyer – Professor of Welding

Patricia Stutzman – Recruiter for Automotive Technology

Comments: Mr. Goebel, with an Associate of Arts degree in Automotive Technology, Ford Senior Master Technician

Certificate and more than twenty years of applicable experience meets and/or exceeds the minimum requirements for this position.

\*Pending background check

## ABBREVIATED RESUME

### Position

Professor of Automotive Technology

### Personal Data

Name: John G. Goebel

### Education

A.A., Mt. Hood Community College, Gresham, OR, 1995  
Major: Ford ASSET

### Professional Experience

|   |                    |
|---|--------------------|
| Mt. Hood Community College, Gresham, OR<br>Part-time Instructor               | 12/08 to Present   |
| Vancouver Ford, Vancouver, WA<br>Team Leader Service Technician               | 05/2004 to Present |
| Dick's Mackenzie Ford, Hillsboro, OR<br>Service Technician and Service Writer | 09/2001 to 01/2004 |
| Damerow Beaverton Ford, Beaverton, OR<br>Technician                           | 07/1993 to 08/2001 |
| Burger King, Gresham, OR<br>Shift Leader                                      | 01/1989 to 06/1993 |

### Certificates:

Ford Senior Master Technician - 2006  
ASE Master Technician with L1 certification - 2002  
Escape Hybrid  
SVT Full-Line (Cobra, Lightning, Focus)  
SVT Service Writer





# New Mexico Junior College

## Career Opportunities

**Position Announcement • February 2010**

**Position Title:** Professor of Automotive Technology

**Position Description:** This position reports to the Dean of Public Safety and Industry and is responsible for teaching Automotive Technology in the Ford Motor Company/ASSET post-secondary program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: (1) Teaching appropriate automotive courses; (2) Supervise students off-campus during the cooperative work experiences; (3) Travel as required; (4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; (5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; (6) Teach basic computer operations to automotive students; (7) Coordinate advisory committee meetings; (8) Work for the general improvement of the instructional programs at the college; (9) Participate in college service through standing and ad hoc committees; (10) Post and maintain supervisor approved office hours per week; (11) Participate in a process of continual personal and professional improvement; (12) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, (13) 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:** Bachelor's or Master's degree in an educational, occupational/vocational, or closely related field is preferred. However, candidates with an Associate degree (or equivalent) and extensive automotive experience will be considered. All degrees must be from a regionally accredited institution. Candidates must be ASE certified, possess demonstrated technical skills in all 8 ASE areas and become ASE Master certified and L1 certified within a specified time frame. Five years experience teaching automotive (community college level preferred) and technical service experience in a dealership desired. Ford Motor Company experience and current training history is desirable. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. **Note: Computer proficiency is required.**

**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.

**Application Deadline:** Open until filled.

**To Apply:** Please submit NMJC application form (available at [www.nmjc.edu](http://www.nmjc.edu)), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight references with current addresses and telephone numbers to:

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

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

**"Equal Opportunity Education and Employment"**

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

## APPLICANT LIST

**Position:** Professor of Automotive Technology

| <b><u>Applicant</u></b> | <b><u>Interview</u></b> | <b><u>Offer</u></b> | <b><u>Remarks</u></b>              |
|-------------------------|-------------------------|---------------------|------------------------------------|
| Cunningham, James H.    | Yes                     | No                  |                                    |
| Goebel, John G.         | Yes                     | Yes                 | Start date: Pending Board Approval |

# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (505)492-2770  
Fax: (505)492-2768

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To: New Mexico Junior College Board members  
From: Dan Hardin  
RE: Five year capital plan  
Date: June 17, 2010

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Board members,

Each year, the Higher Education Department requires all higher education institutions to submit a Board approved five year capital plan by June 30th. The five year capital plan for New Mexico Junior College being presented today follows the College's strategic and master plans. Thirteen projects have been identified as priorities and are ranked with descriptions and estimated costs of the projects. The Equine Instructional Center and the Energy Training Center projects will be submitted to the HED for possible funding in the next legislative session or on the GOB in 2012.

The administration is asking for your approval of the New Mexico Junior College five year capital plan and the presentation of the Equine Instructional Center and Energy Training Center projects at the HED Capital Projects hearings on August 11<sup>th</sup>.

Respectfully,



Dan Hardin

| Institution full name     | Institution acronym | Year Project to be started | Year Project to be finished | Priority | Project Title                         | Description   | Cost of Project or Phase | Percentage to be funded from Legislative Funding (list % and describe funding) | Percentage to be funded from other sources (list % and describe funding) | New Construction | Renovation | Square Footage (GSF) |
|---------------------------|---------------------|----------------------------|-----------------------------|----------|---------------------------------------|---|--------------------------|--|--|------------------|------------|----------------------|
| New Mexico Junior College | NMJC                | 2012                       | 2013                        | 1        | Equine Instructional Center           | New Construction  | \$ 12,000,000.00         | 50% GOB/12/GF/STB (\$6,000,000)  | 50% Oil & Gas mill levy funds  | Yes              | No         | 160,000 sq ft        |
| New Mexico Junior College | NMJC                | 2010                       | 2011                        | 2        | Energy Training Center                | New Construction  | \$ 1,500,000.00          | 50% Gen Fund/STB \$750,000.00  | 50% Oil & Gas mill levy funds (\$750,000)                                | Yes              | No         | Adding 12,660 sq ft  |
| New Mexico Junior College | NMJC                | 2010                       | 2011                        | 3        | Maintenance Building                  | Expand & Remodel of infrastructure                              | \$ 1,500,000.00          | 0%   | 100% Oil & Gas mill levy funds   | Yes              | Yes        | Adding 12,000sq ft   |
| New Mexico Junior College | NMJC                | 2010                       | 2011                        | 4        | Complete original entrance            | Traffic signal at highway, left turn lanes, landscape each side | \$ 700,000.00            | 50% Gen Fund/STB \$350,000.00  | 50% Oil & Gas mill levy funds (\$350,000)                                | Yes              | Yes        | No additional sq ft  |
| New Mexico Junior College | NMJC                | 2010                       | 2011                        | 5        | Baseball Field                        | Remodel and additions   | \$ 975,000.00            | 50% Gen Fund/STB \$487,500.00  | 50% Oil & Gas mill levy funds (\$487,500)                                | Yes              | Yes        | Adding 4000sq ft     |
| New Mexico Junior College | NMJC                | 2011                       | 2011                        | 6        | Caster Activity Center                | Remodel, expansion, & update of infrastructure                  | \$ 5,000,000.00          | 75% GOB/GF/STB \$3,750,000.00  | 25% Oil & Gas mill levy funds (\$1,250,000)                              | Yes              | Yes        | Adding 15,000sq ft   |
| New Mexico Junior College | NMJC                | 2011                       | 2012                        | 7        | Bob Moran Hall                        | Remodel and upgrade   | \$ 2,000,000.00          | 75% GOB/GF/STB \$1,500,000.00  | 25% Oil & Gas mill levy funds (\$500,000)                                | No               | Yes        | Adding 5,000 sq ft   |
| New Mexico Junior College | NMJC                | 2012                       | 2013                        | 8        | Allied Health Building                | New Construction  | \$ 5,000,000.00          | 75% GOB/GF/STB \$3,750,000.00  | 25% Oil & Gas mill levy funds (\$1,250,000)                              | Yes              | No         | 15,000 sq ft         |
| New Mexico Junior College | NMJC                | 2014                       | 2015                        | 9        | Mansur Hall Renovation                | Remodel and upgrade   | \$ 2,000,000.00          | 75% GOB/GF/STB \$1,500,000.00  | 25% Oil & Gas mill levy funds (\$500,000)                                | No               | Yes        | No additional sq ft  |
| New Mexico Junior College | NMJC                | 2014                       | 2015                        | 10       | Watson Hall Renovation                | Remodel and upgrade   | \$ 2,000,000.00          | 75% GOB/GF/STB \$1,500,000.00  | 25% Oil & Gas mill levy funds (\$500,000)                                | No               | Yes        | No additional sq ft  |
| New Mexico Junior College | NMJC                | 2015                       | 2015                        | 11       | John Shepherd Administration Building | Remodel and upgrade   | \$ 1,000,000.00          | 75% GOB/GF/STB \$750,000.00  | 25% Oil & Gas mill levy funds (\$250,000)                                | No               | Yes        | No additional sq ft  |
| New Mexico Junior College | NMJC                | 2014                       | 2015                        | 12       | Sustainable Energy Development        | New Construction  | \$ 4,000,000.00          | 0%   | 25% Oil & Gas mill levy funds (\$1,000,000) 75% Federal Grants           | Yes              | No         | No additional sq ft  |
| New Mexico Junior College | NMJC                | 2014                       | 2015                        | 13       | Build new housing on the West Campus  | New Construction  | \$ 6,000,000.00          | 0%   | 100% Rev Bonds/Oil & Gas mill levy funds (\$6,000,000)                   | Yes              | No         | 30,000 sq ft         |