

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Tuesday, June 21, 2005

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of May 26, 2005 | 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 Nursing Course(s) Fees | Mary Jane Ward |
| 6. Consideration of Bid #970-RB – NMJC Bookstore Casework & Fixtures | Frank Collins |
| 7. Consideration of Bid #972 – Fencing Materials | Frank Collins |
| 8. Consideration of Bid #973 – Boiler & Cooling Tower Services | Frank Collins |
| 9. Consideration of Capital Project Request | Steve McCleery |
| 10. Consideration of Amendatory Resolution for Campus Housing | Steve McCleery |
| 11. Consideration of Campus Housing | Steve McCleery |
| 12. Personnel Consideration – Professor of Art | Kelly Holladay |
| 13. Personnel Consideration – Professor of P.E./Asst Women's Basketball Coach | Richard Morris |
| 14. Personnel Consideration – Director of Bookstore | Dan Hardin |
| F. Closure of Open Meeting | Larry Hanna |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MAY 26, 2005

MINUTES

The New Mexico Junior College Board met on Thursday, May 26, 2005, beginning at 4:00 p.m. in the Moran Building Multi Purpose Room. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; Mr. Ron Black; and Mr. John Hice, Jr.

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

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

Upon a motion by Ms. Chappelle, seconded by Mr. Hice, the board unanimously approved the minutes of April 14, 2005, as written.

Under *President's Report*, Mary Jane Ward gave a Nursing Program update. Dr. McCleery read the proclamation for the Thunderbird baseball team. He shared with the board a letter of appreciation from the parents of a recent GED graduate. Maria Vick reported on the recent cosmetology competition.

Under *New Business*, Dan Hardin presented the April financial reports and with a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the expenditures for April 2005. Mr. Hardin presented the Fiscal Watch Reports for board consideration. Upon a motion by Mr. Hice, seconded by Mr. Kesner, the board unanimously approved the reports.

Dr. McCleery presented the 2005/2010 Strategic Plan for board consideration. After some discussion, Mr. Hanna made a motion to eliminate the word "college" from the *Values statement*. The motion died for lack of a second. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the Strategic Plan as presented at the earlier work session.

Dr. McCleery presented the resolution agreement authorizing issuance of the New Mexico Junior College System Revenue Bonds, Series 2005, in an aggregate original amount of \$4,703,451 for the student housing project. Upon a motion by Mr. Black, seconded by Mr. Jones, the board adopted the resolution. The roll call vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Black – yes; Mrs. Williams – yes; and Mr. Kesner – yes. Upon a motion by Mr. Black,

seconded by Mrs. Williams, the board approved the Bond Purchase Agreement. The roll call vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Black – yes; Mrs. Williams – yes; and Mr. Kesner – yes.

Consideration of Bid #970 – NMJC Bookstore Casework & Fixtures was tabled.

Frank Collins presented Bid #971 – Railroad Crossing Entrance Project. The administration recommended acceptance of the bid from Armstrong Construction, Inc. for \$43,741.25. Upon a motion by Ms. Chappelle, seconded by Mr. Kesner, the board unanimously accepted the recommendation.

Mr. Collins presented Request for Proposals #87 – Research Study for the New Mexico Junior College Nursing Program. The administration recommended acceptance of the proposal from Robinson Muenster & Associates for \$35,000. Upon a motion by Mr. Hice, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Dr. McCleery presented the 2005-2006 employee handbook for board consideration. After some discussion and upon a motion by Mr. Jones, seconded by Mr. Hice, the board unanimously approved the handbook with changes.

Dr. McCleery presented a formal offer from Lea County Airport for 4.035 Acre Parcel AIP 3-35-0022-13/Runway 03 Safety Area Improvements Project located in Section 11, Township 19 South, Range 37 East for \$1,211. After some discussion and upon a motion by Ms. Chappelle, seconded by Mr. Jones, the board unanimously accepted the offer.

Dr. McCleery presented a retirement resolution for Joe Pena, Jr. Mr. Pena has served the college for 11 years and has elected to retire on June 1, 2005. Upon a motion by Ms. Chappelle, seconded by Mrs. Williams, the board unanimously adopted the resolution.

Dr. McCleery recommended Dr. John Gratton for the Vice President for Instruction position at an annual salary of \$80,730. Upon motion by Mr. Black, seconded by Mr. Hice, the board unanimously approved the employment of Dr. Gratton effective June 15, 2005.

Kelly Holladay recommended Mr. John Klepper for the Professor of Agriculture position at a nine month salary of \$37,500. Upon motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the employment of Mr. Klepper effective August 15, 2005.

Richard Morris recommended Mr. John “Keith” Blackwill for the Professor of Physical Education/Head Women’s Cross Country/Indoor and Outdoor Track Coach position at a nine month salary of \$35,000. Upon motion by Mr. Hice, seconded by Mr. Jones, the board unanimously approved the employment of Mr. Blackwill effective August 15, 2005.

Mr. Morris recommended moving Assistant Coach Rusty Laverentz to the position of Head Coach for the Women's Basketball program, due to the recent resignation of former Head Coach Ara Baten. Upon a motion by Ms. Chappelle, seconded by Mr. Black, the board unanimously approved 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 1978. Mr. Hice seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Black – yes; Mrs. Williams – yes; and Mr. Kesner – 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 board meeting adjourned.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
May 2005

92% of Year Completed

Fund	2003-04			2004-05			
	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	6,469,404	5,738,168	89%	6,930,722	558,359	5,637,691	81%
Academic Support	1,308,171	1,145,724	88%	1,458,527	147,203	1,244,428	85%
Student Services	1,480,107	1,371,951	93%	1,250,547	82,316	1,114,165	89%
Institutional Support	2,169,551	2,155,184	99%	3,071,520	75,839	2,367,345	77%
Operation & Maintenance of Plant	1,932,913	1,980,174	102%	2,019,156	310,929	1,970,795	98%
Subtotal - Instruction & General	13,360,146	12,391,201	93%	14,730,472	1,174,646	12,334,424	84%
Student Activities	315,714	387,910	123%	189,777	38,073	179,323	94%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	420,854	578,413	137%	830,517	(6,086)	856,938	103%
Student Aid	179,889	256,080	142%	356,980	10,514	362,144	101%
Auxiliary Enterprises	1,457,789	1,466,908	101%	1,512,059	18,778	1,518,003	100%
Athletics	698,906	589,810	84%	708,265	45,355	629,802	89%
Total Current Unrestricted Fund	16,433,298	15,670,322	95%	18,328,070	1,281,280	15,880,634	87%
CURRENT RESTRICTED FUND							
Grants	2,013,499	1,612,494	80%	1,944,427	146,909	1,132,533	58%
Student Aid	4,180,325	4,616,706	110%	4,491,126	64,930	4,491,126	100%
Total Current Restricted Fund	6,193,824	6,229,200	101%	6,435,553	211,839	5,623,659	87%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	6,363,403	840,550	0%	8,450,044	825,661	5,695,773	67%
Projects from State GOB Funds	5,226,697	2,576,690	49%	8,105,075	0	3,350,063	41%
Projects from State STB Funds	1,980,000	103,481	5%	1,885,297	0	1,885,297	100%
Projects from General Fund	0	0	0%	648,945	0	648,945	100%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from State E R & R	270,971	0	0%	250,348	0	0	0%
Projects from State B R & R	390,082	234,842	60%	480,452	0	348,988	73%
Projects from Auxiliary BR&R	19,539	3,839	20%	46,709	0	36,005	77%
Subtotal - Capital and BR&R	14,250,692	3,759,402	26%	21,216,870	825,661	11,965,071	56%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	14,250,692	3,759,402	26%	21,216,870	825,661	11,965,071	56%
GRAND TOTAL EXPENDITURES	36,877,814	25,658,924	70%	45,980,493	2,318,780	33,469,364	73%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
May 2005

92% of Year Completed

Fund	2003-04			2004-05			
	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	1,653,150	1,556,976	94%	1,690,200	0	1,700,343	101%
State Appropriations	7,684,800	7,178,229	93%	8,089,900	645,608	7,492,988	93%
Advalorem Taxes - Oil and Gas	3,409,779	4,384,424	129%	3,409,779	558,743	6,156,654	181%
Advalorem Taxes - Property	2,000,000	1,936,499	97%	2,468,000	301,100	2,118,487	86%
Interest Income	50,000	34,047	68%	155,871	0	140,904	90%
Other Revenues	316,500	286,120	90%	234,500	8,456	237,826	101%
Subtotal - Instruction & General	15,114,229	15,376,295	102%	16,048,250	1,513,907	17,847,202	111%
Student Activities	47,500	47,198	99%	47,800	0	47,696	100%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	19,120	147%	13,000	0	13,433	103%
Auxiliary Enterprises	1,728,300	1,732,397	100%	1,802,550	51,399	1,786,321	99%
Athletics	35,400	32,046	91%	36,600	2,875	31,625	86%
Total Current Unrestricted	16,938,429	17,207,056	102%	17,948,200	1,568,181	19,726,277	110%
CURRENT RESTRICTED FUND							
Grants	2,013,499	1,179,297	59%	1,711,163	161,671	1,143,772	67%
Student Aid	4,180,325	4,577,288	109%	4,422,593	557,512	4,104,351	93%
Total Current Restricted	6,193,824	5,756,585	93%	6,133,756	719,183	5,248,123	86%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,593,986	1,898,794	41%	8,105,075	0	4,035,412	50%
Projects from State STB Funds	2,000,000	165,653	8%	1,885,297	0	1,885,297	100%
Projects from General Fund	680,399	0	0%	648,945	0	648,945	100%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from Other State Funds	0	0	0%	0	0	0	0%
Interest Income	100,000	112,309	112%	0	0	0	0%
Total Plant Funds	7,374,385	2,176,756	30%	11,989,317	0	6,569,654	55%
GRAND TOTAL REVENUES	30,506,638	25,140,397	82%	36,071,273	2,287,364	31,544,054	87%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

May 2005

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	2004-05 Original Budget	Variance Over (Under) Budget
Actual	July	\$37.55	3,004,977	\$5.33	16,626,962	447,818	239,507	208,311
Actual	August	\$36.19	3,066,678	\$5.77	17,406,483	465,288	239,507	225,781
Actual	September	\$39.81	3,117,280	\$5.63	17,532,555	456,705	239,507	217,198
Actual	October	\$42.73	3,062,698	\$6.08	16,950,566	373,315	239,507	133,808
Actual	November	\$44.51	3,055,757	\$5.31	17,213,076	504,320	239,507	264,813
Actual	December	\$50.01	3,089,390	\$5.75	18,204,030	520,598	239,507	281,091
Actual	January	\$45.19	2,889,262	\$6.70	16,913,007	600,476	239,507	360,969
Actual	February	\$45.07	2,990,409	\$5.72	16,217,894	579,382	239,507	339,875
Actual	March	\$52.19	2,712,625	\$5.77	15,505,280	494,374	239,507	254,867
Actual	April	\$44.24	2,692,887	\$5.03	15,456,667	547,162	239,507	307,655
Accrual	May					239,507		239,507
Accrual	June							0
Y.T.D. Production Tax Revenue						5,228,945	2,395,070	2,833,875
Y.T.D. Equipment Tax Revenue						927,709	535,695	392,014
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						6,156,654	2,930,765	3,225,889

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 2005

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	6,125,000	N/A	N/A	N/A	7102-1348	2.49%	13,124
Total Investments	<u>6,125,000</u>						<u>13,124</u>

Summary of Current Month's Activity	
Beginning amount	6,125,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	6,791,072
Reserves Invested	-666,072
Total LGIP Investment	6,125,000

Capital Projects	5/31/2005
Technology Upgrade	363,442.23
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	132,430.49
Western Heritage Museum	756,113.36
Drawings and Master Plan	94,153.70
Baseball Field	178,296.72
Dormitory Landscape	45,536.83
Circle Drive	53,792.89
Roadway Parking Lot Seal Coat	10,943.81
BR&R Carryover	154,069.67
Millen Fence/Landscape	408,972.07
Ben Alexander Student Center	877,129.67
JASI	446,997.72
Computer Equipment Rebates	9,145.71
Clerk of the Works	9,790.10
Marketing	75,160.76
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	200,000.00
Student Housing Construction	1,000,000.00
Classroom Furniture Replacement	20,000.00
Video Security Cameral Replacmt	150,000.00
Testing Center	250,000.00
Total	6,791,072.27

NOTE: Capital projects total does not include encumbered funds

Fees for Nursing courses 2005-2006

Please implement the following fees for the nursing courses for 2005-06 academic year:

Fall 2005 ATI and Meds Pub:

ATI: NU119: \$96 Self-Assessment Inventory, Critical Thinking Entry, RN Fundamentals, RN Pharmacology
NU219*: \$76 Mental Health, Pharmacology,

Meds Pub: NU119, NU219: \$85 (contract ends in December, 2005)

Spring 2006 ATI and Meds Pub:

ATI: NU152: RN (level—not taking PN courses) students – \$76 Peds, OB, Mental Health; and \$76 for Med Surg
NU 112: PN students – \$150 Nutrition, Med Surg, Management, Peds, OB, Mental Health, Critical Thinking Exit, PN Comprehensive Predictor
NU250*: RN (4th semester students, completing old curriculum) \$76 for Community Health, Leadership, Nursing Care of Children, Maternal Newborn, RN-Medical Surgical Nursing, Critical Thinking Exit, and RN Comprehensive Predictor

Semester	Course	Fee Type	Fee Amount
Fall 2005	NU115 (113)	Course	\$30
Fall 2005	HC113	Course	\$30
Fall 2005	NU119	Course	\$30
Fall 2005	NU219	Course	\$30
Fall 2005	NU119	ATI	\$96
Fall 2005	NU219 *	ATI	\$76
Fall 2005	NU119	Meds Pub	\$85
Fall 2005	NU219	Meds Pub	\$85
Total fees	NU119	All	\$211
Total Fees	NU219	All	\$191
Total fees	NU115 (113)	All	\$30
Total Fees	HC113	All	\$30

*old curriculum being completed

Semester	Course	Fee Type	Fee Amount
Spring 2006	NU115 (113)	Course	\$30
Spring 2006	HC113	Course	\$30
Spring 2006	NU152	Course	\$30
Spring 2006	NU250	Course	\$30
Spring 2006	NU152	ATI	\$76
Spring 2006	NU112	ATI	\$150
Spring 2006	NU250*	ATI	\$76
Total fees	NU152	All	\$106
Total Fees	NU250	All	\$106
Total fees	NU115 (113)	All	\$30
Total Fees	HC113	All	\$30

*old curriculum being completed

Each student in any HC or NU class will be required to have a Hepatitis B series (3 total injections) at a charge of \$75 for the series. Students who already meet this requirement will be exempt. This is a once in a lifetime requirement.

Please note: All nursing and health care courses (HC or NU courses) will have a fee for a criminal background check (yet to be determined, estimated at \$75, to be paid prior to the start of the fall semester for each student, likely required to be performed once every 12 months). This procedure is now required under NM State Statute with the NM Dept. of Health. Once the procedures, fees, logistics have been resolved and reviewed by the attorney, this fee will be submitted for approval for immediate implementation.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #970-RB

Purchase & Installation of Interior Casework & Store Fixtures
For the NMJC Bookstore

BOARD DOCUMENTS

Date: June 15, 2005
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 27, 2005, a legal notice was sent to the following newspaper requesting sealed bids for the purchase and installation of interior casework and store fixtures:
 - 1) Hobbs News Sun
2. The Invitation to Bid was also posted on the NMJC website.
3. One proposal was received in compliance with the opening date and time.
4. No vendors were present at the opening.
5. The Business Office and Bookstore Management have evaluated the bids received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The bidder responding to the Invitation was Pan American Fixtures Company, Albuquerque NM.

The Administration recommends acceptance of the bid from Pan American Fixtures Company for \$98,527.

Source of Funding: Equipment Renewal & Replacement
Account Number: 93114-4002-73102-921
Amount: \$98,527.00

SECTION I

**INFORMATION FOR BIDDERS
CASEWORK, SHELVING & STORE FIXTURES**

The bid is to include the furnishing of all labor, materials, tools, appliances, equipment, plant services, storage fees, rentals, trash removal, rental of trash receptacles, hauling and transportation to completely manufacture, deliver and install all items on the listed drawings and in the following specifications except where the same is specifically called for as by New Mexico Junior College or NIC, Not in Contract or B.O., By Others. The Bidder shall carefully examine the plans and specifications under which this contract is to be performed. The bidder should visit the site of the work to familiarize himself with the character of the work.

NOTE: The Store Fixture Contractor is responsible for providing all labor to unload all trucks, etc., for furnishing all required furring, the erection of all Steel Shelving and Islands, the installation of all Casework, Store Fixtures and the installation of all shelves for the Wall Shelving, Display Cases and Islands.

SCOPE OF WORK

Furnish and install all items of interior casework, store fixtures and steel shelving/islands as noted on the Itemized Floor Plan, Scheme "C", FP.1.0C and the Fixture Sections and Detail Drawings, FP1.1C -FP1.4C.

The electrical hookup of all casework lighting and general use electrical outlets in the casework to the building circuits is by the Store Fixture Contractor and is a segment of this contract. Access to all electrical outlets at the is the responsibility of the Store Fixture Contractor.

<u>DWG. NO.</u>	<u>TITLE</u>	<u>DATE</u>
FP.1.0C	Itemized Floor Plan "C"	April 21, 2005
PS.1.0C	Power/Signal/Strobe Lights Location Plan	April 21, 2005
FP.1.1C - FP.1.4C	Fixture Sections & Details	April 21, 2005

GENERAL NOTES:

- A. The Store Fixture Contractor must check and verify all required dimensions and conditions at the job site before proceeding with the work.
- B. The Store Fixture Contractor shall refer to the Floor Plan for locations for all fixtures.
- C. The Store Fixture Contractor is responsible for furnishing and installation of all casework, store fixtures, accessories, and steel shelving to conform to the store fixture plans and specifications.
- D. The Contractor must obtain written notification for the start date of the installation and must verify the site conditions prior to the installation.
- E. The facility is scheduled to be available on or about July 18, 2005 with completion of this contract within ten (10) calendar days after authorization to proceed. The Store Fixture Contractor must obtain written notification for the start date of the installation and must verify site conditions prior to the start of the installation. No shipments of specified casework, steel shelving or accessories will be accepted at the job site prior to the authorized start date.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #972

Fencing Materials for Millen Drive Campus Entrance,
Dormitories And Baseball Field

BOARD DOCUMENTS

Date: June 9, 2005
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 19, 2005, a legal notice was sent to the following newspaper requesting sealed bids for fencing materials:
 - 1) Hobbs Daily News Sun
2. The Invitation to Bid was also posted on the NMJC website.
3. Two proposals were submitted in compliance with the opening date and time.
4. There were no vendors present at the opening.
5. The Business Office and Physical Plant have evaluated the bids received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

Two vendors responded to Invitation to Bid #972. They were Hawk Construction, Princeton TX and Lubbock Concrete Service, Lubbock TX.

The Administration recommends acceptance of the bid submitted by Lubbock Concrete Service for an amount of \$130,467.76.

Source of Funding: Capital Projects – Millen Fence/Landscaping
Account #: 91514 – 4002 – 76091 - 911
Amount: \$130,467.76

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #973

Boiler & Cooling Tower Services

BOARD DOCUMENTS

Date: June 15, 2005
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 22, 2005 a legal notice was posted on the NMJC Bulletin Board and faxed to the following newspaper requesting sealed bids for boiler and cooling tower services:
 - 1) The Hobbs Daily News Sun
2. Two vendors submitted proposals. One vendor submitted a proposal within the time frame specified by the proposal package. The other vendor's proposal was late and not considered.
3. The Business Office and Maintenance Department have evaluated the bids received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

Two vendors responded to Invitation to Bid #973. They were Alpha Labs, Lubbock TX and Western Environmental Management, Carlsbad NM (Western submitted a late proposal).

The Administration recommends acceptance of the bid submitted by Alpha Labs for an annual amount of \$16,200.00 with an option to renew for an additional two (2) years.

Source of Funding: FY 2005/2006 - Central Plant - Maintenance Agreements

Account #: 11000 - 1101 - 71262 - 141

Amount: \$16,200.00

NEW MEXICO JUNIOR COLLEGE

Specifications for Boiler & Cooling Tower Services

Scope of Work

Contractor shall provide chemical treatment and services for the following equipment located in the Central Plant on the NMJC Campus:

- Three (3) Boilers
- Two (2) Closed Loop Systems
- Two (2) Cooling Towers

Chemical Treatment

Program Objectives:

1. Freedom from disposition products on internal surfaces.
2. Absence of internal corrosion
3. Prevention of foaming and carryover solids into the steam
4. Reduced down time, improved performance, reduced fuel cost
5. Minimize plant chemical inventory

6. **Boiler Treatment:**

Internal boiler treatment chemicals are to be an organic, phosphate based product that contains sludge conditioners, embrittlement inhibitors, chelating agents, and liquid oxygen scavenger. Steam treatment chemical must be a volatile neutralizing amine corrosion inhibitor.

7. **Cooling Tower Treatment:**

Chemicals are to be as molybdate corrosion inhibitor with a scale inhibitor and dispersant. Chemical must contain mild steel and copper alloy inhibitors. Biocides are to be quaternary ammonium halide compounds.

Service

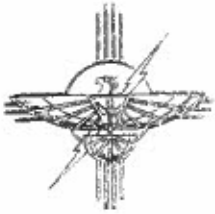
Service program shall be preventative in nature and shall include comprehensive analysis, monitoring and evaluation of all systems as follows:

1. Bi-monthly service - shall include all control tests, written report, and communication with Director of Physical Plant and/or Maintenance Foreman.
2. Monthly testing - complete analysis of pertinent water streams, in addition to routine field service. Monthly testing shall include all make-up, re-circulating, and blow down samples. Analysis shall include iron, zinc and copper by Atomic Absorption as well as Ryzner and cycle programs. Monthly testing shall include written report and discussion with Director of Physical Plant and/or Maintenance Foreman.
3. Carbon steel and admiralty coupons shall be installed in each cooling water system. Coupons shall be monitored at 90-day intervals.
4. Monthly microbiological studies shall be run to determine effectiveness of the micro-biocide program.
5. Contractor shall pick up and dispose of empty chemical drums.

6. Contractor must have access to a complete analytical laboratory within a 100 mile radius of Hobbs, NM. Contractor must have capability of providing a three-hour on-site response to emergency calls.

Exceptions to Service Program

1. Pumps and maintenance of pumps shall be the responsibility of NMJC.
2. NMJC shall furnish resin for softeners.
3. Prior to start of the service program, Contractor will provide a written evaluation of all equipment to determine the current condition of equipment.
4. Maintenance, such as boiler and cooling tower cleaning, will be the responsibility of NMJC.



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: June 16, 2005
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Capital Project Request

Enclosed are copies of the 2005 Capital Projects recommended for submittal to the Higher Education Department. For 2005, we updated the cost assumptions for each project and added the construction cost to complete the baseball field. With the exception of the baseball field, the projects are the same Capital Project recommendations that were approved by the board and submitted to the Commission on Higher Education in June of 2004. The administration recommends approval of these projects.

Thank you for your consideration.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
1068 Cerrillos Rd., Santa Fe, NM 87501-4295

CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET

Check the appropriate boxes below for materials accompanying this Summary Sheet and prepare the necessary attachments. You may attach extra pages if needed. When Department action is requested, completed material must be received by the HED staff at least 30 calendar days before the Department meeting at which approval is to be requested. Submit three copies, double sided, three hole punched, and one electronic format.

1. Institution New Mexico Junior College Date June 21, 2005
2. Project title Testing Center remodel into classrooms
3. Location Campus of NMJC, second floor of Pannell Library
4. CHE meeting date when project consideration is requested August , 2005
5. Contact person Dan Hardin Phone 505-392-5210
6. Required forms for project categories:
 - Construction, Alterations, or Demolition (All Forms)
 - Planning Forms (1, 1-A, 4, 5, 6)
 - Property Acquisition (Forms 1, 1-A, 3, 4, 5, 6)
7. A site plan of the proposed project. Attach this as **Exhibit 1**. (Required for final project approval.)
8. Completed design development drawings of the project, including elevations and floor plans with each space numbered and identified as to use. Attach this as **Exhibit 2**. (Required for final project approval.)
9. Form 1 – Project Information
10. Form 1-A – Institutional General Information. Project Schedule
11. Form 2 – Space Information
12. Form 3 – Estimated Utilities Costs
13. Form 4 – Proposed Project Costs
14. Form 5 – Proposed Project Square Footage and Funding Sources
15. Form 6 – Certification by Governing Board

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1: PROJECT INFORMATION

Institution: New Mexico Junior College

Original: **Date:** June 9, 2004

Revision: X **Date:** June 21, 2005

Project title: Testing Center remodel into classrooms

Description: *(Describe the location, size of the project in gross square feet (GSF), its contents, general nature of space/use and any special characteristics.)*

The Testing Center is currently housed on the second floor of the Pannell Library. Upon completion of the NMJC Ben Alexander Student Center remodel and addition, the Testing Center will be moved to the new addition of the Ben Alexander Student Center. This will allow for the proposed remodel of 7215 square feet of the old Testing Center site in the Library into classrooms, offices, storage, and lobby space. In the remodel of the Testing Center, 4,903.58 square feet will be converted to classroom space, 1,287.30 square feet into offices, 388.70 square feet into storage area, and 635.42 into lobby area.

This project will allow New Mexico Junior College to provide needed classroom space.

Rationale: *(Describe the project's merits, how the project satisfies institutional goals/mission/need/program growth. State the consequences, if any, of the project not receiving approval.)*

In the Strategic Plan for New Mexico Junior College, Vision Statement 7 states that the college will continue to provide modern and clean facilities, as well as provide a plan for maintaining the campus and buildings for future growth. This project will remodel and upgrade an existing area in the Library and provide classroom space for current need and future growth. The project will follow the HED preference of remodeling existing space instead of building a new building. This project will give the campus 5 (five) new classrooms and the supporting office space for instructors.

The consequences of not having this project approved are; first, not meeting the need for classroom space; second, not meeting the need for future growth; third, the college will have 7,215 square feet of relatively unusable space.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION**

Institution: New Mexico Junior College

Original: Date: June 9, 2004
Revision: Date: June 21, 2005

Project title: Testing Center remodel into classrooms

Current Total On-Campus Enrollment	
Head Count: <u>3446</u>	FTE: <u>1828</u>
<u>0</u> % Growth from previous year	<u>.058</u> % Average growth in previous 10-year period

Current Total Off-Campus Enrollment (Distance Ed., etc.)	
Head Count: <u>845</u>	FTE: <u>157.7</u>
<u>0</u> % Growth from previous year	<u>1.543</u> % Average growth in previous 10-year period

Tuition		
Current Tuition Per Credit Hour: <u>\$22.00</u>	Current Tuition Per Semester: <u>\$264.00</u>	
Month/year per semester tuition was last increased: <u>June/2005</u>	Amount of last per semester tuition increase: <u>\$5.00</u>	<u>29</u> % Change from last increase

Program Enrollment Being Served by this Project	
Head Count: _____	FTE: _____
_____ % Growth from previous year	_____ % Average growth in previous 10-year period

Bonding Information (to be completed if local bond proceeds are used for project funding)	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____/_____
Outstanding Debt: _____	
Available Capacity: _____	

Project Schedule	
Month/year proposed construction start date: <u>June/2006</u>	Month/year proposed construction completion date: <u>January/2007</u>

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 2: SPACE INFORMATION**

Institution: New Mexico Junior College

Original: **Date:** June 9, 2004

Revision: X **Date:** June 21, 2005

Project title: Testing Center remodel into classrooms

List the net assignable square feet (NASF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" published by the U.S. Department of Education.

CLASSIFICATION CODE	TYPE OF SPACE	NASF	% OF TOTAL
100	Classroom	4,903.58	68%
200	Laboratory		
300	Office	1,287.30	18%
400	Study		
500	Special		
600	General		
700	Support	388.70	5%
800	Health		
900	Residential		
	Other (hallways, stairs, toilet rooms, tare, etc.)	635.42	9%
	TOTALS	7,215	100%

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 3: ESTIMATED UTILITIES COST**

Institution: New Mexico Junior College

Original: **Date:** June 9, 2004

Revision: **X** **Date:** June 21, 2005

Project title: Testing Center remodel into classrooms

This form is designed to estimate the project's effect on current utilities costs.

FORMULA	CURRENT EXPENSES	PROJECTED ANNUAL EXPENSES AFTER COMPLETION	DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)
Eligible GSF: <u>7,215</u> x \$3.75	\$27,056.25	\$27,056.25	\$0

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 4: PROPOSED PROJECT COSTS**

Institution: New Mexico Junior College

Original: **Date:** June 9, 2004

Revision: X **Date:** June 21, 2005,

2005

Project title: Testing Center remodel into classrooms

I. PROJECT BUDGET

EXPENDITURES	ORIGINAL SUBMISSION		BUDGET REVISION
	NEW CONSTRUCTION	ALTERATIONS	
A. BUILDING COST			
1. General		698,319.38	806,276.50
2. Mechanical/Plumbing		139,723.87	161,255.50
3. Electrical		93,149.25	107,503.00
4. Special Systems (voice, data, other)			
5. Code Compliance (hazmat abatement, ADA, etc.)			
BUILDING COST SUBTOTAL			
B. Built-in Equipment			
C. Site Development			
1. Utilities, Infrastructure			
2. Landscaping/Site Improvements			
3. Demolition			
TOTAL CONSTRUCTION COST (T.C.C.)		931,492.50	1,075,035.00
D. Construction Contingency (not more than 5% New Const., 10% Renov. of T.C.C.)		75,000.00	86,000.00
E. Professional Fees			
1. Architectural/Engineering		75,757.50	86,000.00
2. Constr. Administration			
3. Admin./Surveys/Testing			
F. Movable Equipment			
G. Other (site acquisition, etc.)			
H. Art in Public Places (1% of State Appropriation)			
TOTAL PROJECT BUDGET		\$1,082,250.00	\$1,247,035.00

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE
AND FUNDING SOURCES**

Institution: New Mexico Junior College

Original: **Date:** June 9, 2004

Revision: X **Date:** June 21, 2005

Project title: Testing Center remodel into classrooms

COSTS PER GROSS SQUARE FOOT (GSF)			
	Cost (Items A-C on Form 4)	GSF	Cost per GSF
New Construction			
Alterations	1,075,035.00	7,215 sq feet	149.00

RATIO OF NET ASSIGNABLE TO GROSS SQUARE FEET (NASF/GSF)			
	NASF (same as total from Form 2)	GSF	RATIO NASF/GSF (%)
New Construction			
Alterations	6,579.58	7,215 sq feet	91%

FUNDING SOURCE		
Enter the source of funding for the project. Total must match the total project budget on Form 4.		
Funding Source	Original Submission	Budget Revision
State Appropriations (specify fiscal year and source)		
2005/2006		
State GOB, STB, or General Funds	\$811,000.00	\$876,000.00
Other Sources (specify)		
NMJC Institutional Funds 2005/2006	\$270,687.50	\$271,035.00
2005 approved capital outlay project		\$100,000.00
Total	\$1,082,687.50	\$1,247,035.00

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 6: CERTIFICATION BY GOVERNING BOARD**

Institution: New Mexico Junior College

Original: **Date:** June 9, 2004

Revision: X **Date:** June 21, 2005

Project title: Testing Center remodel into classrooms

ORIGINAL CERTIFICATION

I hereby certify that, on the basis of this information contained in Forms 1 through 5 for approval of capital projects and the attached preliminary floor plans, elevations and site plan, if appropriate, the Governing Board approved the original submission of this project, at its meeting held on June 29, 2004.

Signed:

President

REVISED SUBMISSION CERTIFICATION

I hereby certify that the Governing Board approved this Revised Submission at its meeting on June 21, 2005.

Signed:

President



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: June 16, 2005
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Capital Project Request

Enclosed are copies of the 2005 Capital Projects recommended for submittal to the Higher Education Department. For 2005, we updated the cost assumptions for each project and added the construction cost to complete the baseball field. With the exception of the baseball field, the projects are the same Capital Project recommendations that were approved by the board and submitted to the Commission on Higher Education in June of 2004. The administration recommends approval of these projects.

Thank you for your consideration.

**New Mexico Junior College
Five-Year Capital Plan
June 2005**

Year	Project	Type of Project	Funding Sources
2004 - 2005	Ben Alexander Student Center	Expansion, remodel & update infrastructure	GOB & Institutional
2004 - 2005	Western Heritage Center	New Construction	GOB, STB, Inst. & Private
2005 - 2006	Student Housing	New Construction	Institutional & Rev. Bonds
2001 - 2006	Baseball field	Remodel & addition	Institutional & GOB or STB
2001 - 2006	Rodeo Arena/Equestrian Center	Remodel & addition	Institutional
2006 - 2007	Workforce Instructional Training Center	New Construction	Institutional & GOB
2006 - 2007	Testing Center remodel into classrooms	Remodel & update of infrastructure	Institutional, & GOB or STB
2006 - 2007	Cowboy Hall of Fame remodel into classrooms	Remodel & update of infrastructure	Institutional, & GOB or STB
1999 - 2006	Infrastructure	On going Replacement	Institutional, & GOB or STB
2006 - 2007	Cosmetology	Remodel, addition, update infrastructure	Institutional, & GOB or STB
2007 - 2008	Allied Health Building	Construction	Institutional, & GOB or STB

2007 – 2008	Student Housing	New Construction	Institutional, Rev Bonds
2008 - 2009	Library Renovation	Remodel & update of infrastructure	Institutional, & GOB or STB
2008 - 2009	Caster Activity Center	Remodel, expansion & update of infrastructure	Institutional, & GOB or STB
2008 - 2009	John Shepherd Administration Building	Remodel & update of infrastructure	Institutional, & GOB or STB



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: June 16, 2005
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Amendatory Resolution for Campus housing

On May 26, 2005, the NMJC board approved a resolution authorizing the issuance and sale of New Mexico Junior College System Revenue Bonds, Series 2005. On June 14, 2005, the State Board of Finance approved an Amendatory Resolution for the loan to New Mexico Junior College for the purpose of building a new campus housing project. To complete the process, the NMJC board needs to approve the enclosed Amendatory Resolution. The main changes to the resolution are as follows:

The original loan amount was \$4,703,451
The amended loan amount is \$4,589,369

The yearly debt service was \$376,957
The amended debt service is \$359,957

The original interest amount was 4.139%
The new interest rate is 4.133%

The administration recommends the approval of the Amendatory Resolution.

Thank you for your consideration.

BOARD OF TRUSTEES
OF
NEW MEXICO JUNIOR COLLEGE

AMENDATORY BOND RESOLUTION

AMENDING THE BOND RESOLUTION OF THE BOARD OF TRUSTEES OF NEW MEXICO JUNIOR COLLEGE WHICH AUTHORIZED THE ISSUANCE AND SALE OF THE NEW MEXICO JUNIOR COLLEGE SYSTEM REVENUE BONDS, SERIES 2005 IN AN ORIGINAL AGGREGATE AMOUNT OF \$4,703,451; AMENDING THE PRINCIPAL AMOUNTS, INTEREST RATES AND MATURITIES OF THE BONDS, THE CAPITALIZED INTEREST DEPOSIT, THE DEBT SERVICE RESERVE REQUIREMENT AND DEBT SERVICE ACCOUNT DEPOSIT; AUTHORIZING THE EXECUTION AND DELIVERY OF AN AMENDED AND RESTATED BOND PURCHASE AGREEMENT; RATIFYING ACTIONS HERETOFORE TAKEN; AND REPEALING ALL ACTION INCONSISTENT WITH THIS RESOLUTION.

Capitalized terms used in the following preambles have the same meaning as defined in Section 1 of the Bond Resolution adopted by the Board of Trustees of the New Mexico Junior College on May 26, 2005 (the "Bond Resolution"), unless otherwise defined in the preambles of this Resolution, or unless the context clearly requires a different meaning.

WHEREAS, the Board of Trustees of New Mexico Junior College (the "Board" or "Trustees"), on behalf of New Mexico Junior College (the "College"), a State Educational Institution established pursuant to Sections 6-17-1 through 16-17-19 NMSA 1978, as amended, intend to issue system revenue bonds pursuant to those provisions; and

WHEREAS, at a meeting held on May 26, 2005 the Board of Trustees adopted the Bond Resolution which authorized the issuance of the \$4,703,451 New Mexico Junior College System Revenue Bonds, Series 2005 (the "Series 2005 Bonds" or the "Bonds") and the sale of the Bonds to the New Mexico Finance Authority (the "NMFA") for the purpose of financing the construction of student housing facilities and the payment of Expenses (the "Project"); and

WHEREAS, pursuant to the Bond Resolution, the Board of Trustees approved principal amounts, maturities and interest rates for the Series 2005 Bonds at a blended rate of 4.139% (which includes NMFA administrative fee of .25% per annum), which principal amounts, maturities and interest rates are reflected in the Debt Service Schedule attached as Exhibit "A" to the Bond Resolution (the "Prior Debt Service Schedule"); and

WHEREAS, the Bond Resolution provides for the funding, from proceeds of the Series 2005 Bonds, of (i) four semi-annual capitalized interest payments in an aggregate

amount of \$326,492.21, and (ii) a deposit to the Debt Service Reserve Account created by the Bond Resolution in the amount of \$376,957.90 (the "Reserve Requirement"); and

WHEREAS, Section 6-17-3 NMSA 1978 provides, in pertinent part, that the payment of principal of bonds issued by State Educational Institutions shall be made beginning not later than two years after the time when such money is borrowed; and

WHEREAS, in order to comply with Section 6-17-3, the Board of Trustees finds it advisable to amend the Bond Resolution to provide (i) that the Bonds will be issued in an aggregate principal amount of \$4,589,369; (ii) that the Bonds will bear interest at a blended rate of 4.132% per annum (which includes the NMFA administrative fee of 0.25% per annum), as shown in the revised schedule set forth in Exhibit "A" to this Amendatory Resolution, (iii) for capitalized interest in the amount of \$229,985.84, representing 3 semi-annual interest payments, and (iv) for an amended Debt Service Reserve Requirement of \$359,382.68 from the proceeds of the Bonds, and (v) for an amended Debt Service Account Deposit of \$0.48 from the proceeds of the Bonds, which amendments will provide the same amount of proceeds available to finance the Project at a lower overall borrowing cost; and

WHEREAS, the NMFA has presented an amended and restated bond purchase agreement (the "Amended and Restated Bond Purchase Agreement") to the Board of Trustees offering to purchase the Series 2005 Bonds with the amended interest rates, principal amounts and account deposits set forth in Exhibit "A" to this Amendatory Resolution; and

WHEREAS, the Board of Trustees intends that all other provisions of the Bond Resolution remain effective.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NEW MEXICO JUNIOR COLLEGE AS FOLLOWS:

RESOLUTION

Section 1. Ratification. All action heretofore taken (not inconsistent with the provisions of this Amendatory Resolution) by the Governing Body and officers of the directed toward the acquisition of the Project, the issuance of the Series 2005 Bonds and the pledge of the Pledged Revenues, including the Bond Resolution, is hereby ratified, approved and confirmed.

Section 2. Amendment of Principal Amounts, Interest Rates and Maturities. The Series 2005 Bonds shall be issued in the amended aggregate principal amount of \$4,590,369.00, shall bear the rates of interest and mature in each of the designated amounts and years as set forth in Exhibit "A" to this Amendatory Resolution.

Section 3. Amendment of Capitalized Interest Deposit, Debt Service Reserve Requirement and Debt Service Account Deposit. The Capitalized Interest Deposit for the Bonds shall be \$229,985.84, representing 3 semi-annual interest payments. The Debt Service Reserve Requirement for the Bonds shall be \$359,382.68. The Debt Service Account Deposit shall be \$0.48.

Section 4. Approval of Amended and Restated Bond Purchase Agreement. The Amended and Restated Bond Purchase Agreement presented in connection with this Amendatory Resolution is hereby approved and shall be executed and delivered by the President of the Board of Trustees.

Section 5. Severability Clause. If any section, paragraph, clause or provision of this Amendatory Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repealer Clause. All bylaws, orders, resolutions and resolutions, or parts thereof, inconsistent herewith are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any bylaw, order, resolution or resolution, or part thereof, heretofore repealed.

Section 7. Effective Date. Upon due adoption of this Resolution, it shall be authenticated by the signature of the President and the Vice President, and the title and general summary of the subject matter contained in this Resolution (set out in Section 8 below) shall be published in a newspaper which maintains an office and is of general circulation in Lea County, New Mexico, and said Resolution shall be in full force and effect thereafter.

Section 8. General Summary for Publication. Pursuant to the general laws of the State, the title and a general summary of the subject matter contained in this Resolution shall be published in substantially the following form:

(Form of Summary of Resolution for Publication)

BOARD OF TRUSTEES
OF
NEW MEXICO JUNIOR COLLEGE

AMENDATORY BOND RESOLUTION

AMENDING THE BOND RESOLUTION OF THE BOARD OF TRUSTEES OF NEW MEXICO JUNIOR COLLEGE WHICH AUTHORIZED THE ISSUANCE AND SALE OF THE NEW MEXICO JUNIOR COLLEGE SYSTEM REVENUE BONDS, SERIES 2005 IN AN ORIGINAL AGGREGATE AMOUNT OF \$4,703,451; AMENDING THE PRINCIPAL AMOUNTS, INTEREST RATES AND MATURITIES OF THE BONDS, THE CAPITALIZED INTEREST DEPOSIT, THE DEBT SERVICE RESERVE

REQUIREMENT AND DEBT SERVICE ACCOUNT DEPOSIT; AUTHORIZING THE EXECUTION AND DELIVERY OF AN AMENDED AND RESTATED BOND PURCHASE AGREEMENT; RATIFYING ACTIONS HERETOFORE TAKEN; AND REPEALING ALL ACTION INCONSISTENT WITH THIS RESOLUTION.

A summary of the subject matter of the Resolution is contained in its title.

(End of Form of Summary for Publication)

PASSED, APPROVED AND ADOPTED THIS 21ST DAY OF JUNE, 2005.

Chairman

(SEAL)

ATTEST:

Secretary

A motion to adopt the resolution was made by Member _____, duly seconded by Member _____, and upon being put to a vote, was passed and adopted on the following recorded vote:

Those Voting Aye:

Those Abstaining

Those Voting Nay:

Those Absent:

After consideration of the matters not relating to the resolution, the meeting on motion duly made, seconded and unanimously carried, was adjourned.

Chairman

(SEAL)

ATTEST:

Secretary

EXHIBIT "A"
Series 2005 Bonds
Amended Debt Service Schedule

New Mexico Finance Authority
 New Mexico Junior College
 Net Debt Service Schedule

Approval

Date	Principal	Coupon	Periodic Interest	Total Principal and Interest	Less Capitalized Interest	Net New Debt Service
11/1/2005	-		53,689.99	53,689.99	(53,689.99)	-
5/1/2006	-		91,171.68	91,171.68	(91,171.68)	-
11/1/2006	-		91,171.68	91,171.68	(91,171.68)	-
5/1/2007	104,780.00	2.86%	91,171.68	195,951.68		195,951.68
11/1/2007	-		89,674.92	89,674.92		89,674.92
5/1/2008	179,634.00	3.00%	89,674.92	269,308.92		269,308.92
11/1/2008	-		86,980.40	86,980.40		86,980.40
5/1/2009	185,036.00	3.16%	86,980.40	272,016.40		272,016.40
11/1/2009	-		84,054.88	84,054.88		84,054.88
5/1/2010	190,902.00	3.33%	84,054.88	274,956.88		274,956.88
11/1/2010	-		80,872.74	80,872.74		80,872.74
5/1/2011	197,281.00	3.49%	80,872.74	278,153.74		278,153.74
11/1/2011	-		77,433.67	77,433.67		77,433.67
5/1/2012	204,175.00	3.64%	77,433.67	281,608.67		281,608.67
11/1/2012	-		73,718.49	73,718.49		73,718.49
5/1/2013	211,624.00	3.75%	73,718.49	285,342.49		285,342.49
11/1/2013	-		69,746.38	69,746.38		69,746.38
5/1/2014	219,588.00	3.85%	69,746.38	289,334.38		289,334.38
11/1/2014	-		65,519.67	65,519.67		65,519.67
5/1/2015	228,061.00	3.94%	65,519.67	293,580.67		293,580.67
11/1/2015	-		61,031.48	61,031.48		61,031.48
5/1/2016	237,060.00	4.01%	61,031.48	298,091.48		298,091.48
11/1/2016	-		56,275.12	56,275.12		56,275.12
5/1/2017	246,595.00	4.07%	56,275.12	302,870.12		302,870.12
11/1/2017	-		51,256.16	51,256.16		51,256.16
5/1/2018	256,658.00	4.13%	51,256.16	307,914.16		307,914.16
11/1/2018	-		45,958.09	45,958.09		45,958.09
5/1/2019	267,280.00	4.18%	45,958.09	313,238.09		313,238.09
11/1/2019	-		40,376.06	40,376.06		40,376.06
5/1/2020	278,471.00	4.22%	40,376.06	318,847.06		318,847.06
11/1/2020	-		34,506.15	34,506.15		34,506.15
5/1/2021	290,239.00	4.26%	34,506.15	324,745.15		324,745.15
11/1/2021	-		28,317.76	28,317.76		28,317.76
5/1/2022	302,646.00	4.31%	28,317.76	330,963.76		330,963.76
11/1/2022	-		21,791.31	21,791.31		21,791.31
5/1/2023	315,731.00	4.36%	21,791.31	337,522.31		337,522.31
11/1/2023	-		14,905.84	14,905.84		14,905.84
5/1/2024	329,535.00	4.40%	14,905.84	344,440.84		344,440.84
11/1/2024	-		7,654.84	7,654.84		7,654.84
5/1/2025	344,073.00	4.45%	7,654.84	351,727.84		351,727.84
	4,589,369.00		2,307,352.95	6,896,721.95		6,660,688.60

NMFA PPRF Disadvantaged Program
New Mexico Junior College
Sources and Uses

Approval

Sources

NMFA Market-Rate Loan	4,389,369.00
NMFA Cash Loan @ 3.00%	200,000.00
<i>Total Sources</i>	<u>4,589,369.00</u>

Uses

Deposit to Project Fund	4,000,000.00
Deposit to Capitalized Interest Account	229,985.84
Deposit to Debt Service Reserve Account	359,382.68
Rounding (Deposit to Debt Service Fund)	0.48
<i>Total Uses</i>	<u>4,589,369.00</u>

Assumptions

Loan Closing Date	7/15/2005
First Interest Payment Date	11/1/2005
Final Maturity	20 Years
Average Life	11.3 Years
Maximum Fiscal Debt Service	359,383.00
Annual Revenue Requirement @ 1.25X cvg.	449,200.00
Market Rate*	4.183%
Cash Loan Rate *	3.000%
Blended Interest Rate*	4.132%
Arbitrage Yield	3.884%

*Includes Expense Component of 0.25%



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: June 16, 2005
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Campus Housing – Approval to Proceed

At the June 21, 2005 board meeting, the architect will make a presentation on the new Campus Housing Project. The presentation will include an elevation, floor plan, site plan, and renderings. The administration has reviewed the preliminary drawings, and we recommend that you approve the completion of the construction and bid documents.

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-15-05

Candidate's name Camille Rendal

Position title Professor of Art

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 8-10-05 Standard contract length 12 mos. 9 mos. other

Funding source Institutional Funds

Paid advertising beyond *standard Chronicle for Higher Education

(* 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 \$44,300 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-412 100%

Recommended and approved by:

Supervisor Kelly Holladay
Dean/Director

Vice President Steve McCreary
President

Selection Committee Members: Marilyn Ebler-Professor, Commercial Graphic Design/CS
Matthew Kriftcher-Professor, Commercial Graphic Design/C Graphics
John Lathrop-Professor, Business and Economics
Lynda Newman-Professor, Reading/Education
John Rice-Professor, Communications/Theatre
Carrie Swenson-P-T Art Professor
John Wilcox-Retired Professor, Art
Karen Wiley-Executive Director Western Heritage Museum

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

ABBREVIATED RESUME

Position

Professor of Art

Personal Data

Name: Camille Rendal

Education

M.F.A., New Mexico State University, Las Cruces, NM, 1996

Major: Metals Minor: Sculpture

B.F.A., Otis Parsons Institute of Art, Los Angeles, CA, 1987

Major: Drawing and Painting

Professional Experience

Roger Williams University, Bristol, RI

8/02 to 5/05

Visiting Assistant Professor

Central Michigan University, Mt. Pleasant, MI

8/00 to 5/02

Assistant Professor and Area Head - Sculpture

Columbia Basin College, Pasco, WA

5/98 to 5/00

Instructor of Art and Co-Lead Visual Art/Gallery Director

New Mexico State University, Las Cruces, NM

Manager Student Art Store (1 year appointment)

1998

Director/Curator Slide Library

1997

Instructor of Art and Visual Resources Director

8/93 to 5/96

Professional Affiliations and Memberships

National Council of Arts Administrators, Rhode Island Arts Learning Network, American Medallion Sculpture Assn., Federation of International and European Medallion Artists, Society of North American Goldsmiths (SNAG), Sculpture International, Silversmithing Society, Watercolor Historical Society, American Craft Council, College Art Assn., Chronicle of Higher Education

Honors, Publications and Awards

2004, FIDEM Medallion Exhibition Catalog. Invitational juried exhibition. Seixal, Portugal.

2004, Reviewer & Consultant-Prentice Hall Publishing. Review of textbook "Drawing Basics" by Drury/Stryker to be published in spring 2005.

1994-1996, CHE Fellowship Award, Fellowship award for graduate metalsmithing studies.

1994, First Place, All College Graduate Research Fair-NMSU. "The Raven in Myth-Continuing the story." For research in metalsmithing and mythology.

1986, "Fire and Ice" Commemorative postage stamp. Official Halley's Comet Commemorative edition, issued by Penhryn Island, South Pacific-Cook Islands. Artwork commissioned and published as limited edition posters and postage stamp.



New Mexico Junior College

Career Opportunities

Position Announcement • March 2005

Position Title: Professor of Art

Position Description: The Professor of Art reports to the Dean of Arts and Sciences. Duties and responsibilities shall be, but are not limited to, the following: 1) Teach courses in both the fall and the spring semesters. As enrollment requires in Art, the classes may be day, evening, or on-line. Such courses could be, but not limited to, the following: Art Appreciation, Drawing, Painting, and 2D Design; with additional opportunities to teach Art History, Pastel, Ceramics, 3D Design and Sculpture; 2) Serve on college committees as assigned; 3) Serve as advisor to assigned students; 4) Assume other professional responsibilities associated with the position of professor including recruitment, student assessment, and fostering a healthy spirit of cooperation with a variety of community and related organizations, and; 5) Nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A Masters in Art, Fine Arts, or closely related field is required. All degrees must be from a regionally accredited institution. College level teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time and adjunct divisional instructors and staff. NOTE: **Computer proficiency is required.**

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

Application Deadline: April 22, 2005 by 5:00 p.m. MDT. Interviews will be conducted by a selection committee and will begin after all completed applications by qualified applicants have been reviewed. To ensure consideration, all application materials must be received by the deadline. Please do not send any materials via e-mail.

To Apply: Submit NMJC application form, letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), a portfolio including 20 slides of your work and 10-20 slides of your students work (if available), self-addressed stamped envelope (to return the slides), and three letters of reference to:

**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.

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APPLICANT LIST

Position: Professor of Art

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Rendal, Camille	Yes	Yes	Start date: Pending Board approval.
Ellenbecker, Thomas	No	No	
Woodford, Nicole	No	No	Incomplete application materials.
Ferreira, Danielle	No	No	
Gilmore, Jamie	No	No	
Holster, Elizabeth	No	No	
Henderson, Arlinda	No	No	
Jepsen, Jill	No	No	
Harkins, John	No	No	
Kalahar-Taillebois, Steven	No	No	
Levy, Alissa	No	No	
Moore, Teresa	No	No	
Elko, Stacy	No	No	Incomplete application materials.
Whiteside, Robert	No	No	
Yourston, Leif	No	No	
Harman, Forest	No	No	
Newell, Evlyn	No	No	Incomplete application materials.
Rabenold, Christine	No	No	Incomplete application materials.

Position: Professor of Art (Continued from page 1)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
McKelvey, Jennifer	No	No	
Alexander, Lestat	No	No	
Cochran, Dawn	Yes	No	
Renwick, Margaret	No	No	
Diffin, James G.	No	No	
McIlwain, Thomas	No	No	
House, Wayland	No	No	
Evans, Ann	No	No	
Jeong, Eunkyung	No	No	Declined interview.
Bogus, David	No	No	Incomplete application materials.
Helton, David	No	No	Incomplete application materials.
Menard, David	No	No	
Parker, Todd	No	No	Received after deadline to apply.
Younger, Rollie	No	No	

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-15-05

Candidate's name Elizabeth Ulrickson

Position title Professor of Physical Education/Assistant Women's Basketball Coach

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 _____ Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

Paid advertising beyond *standard NCAA News

(* 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 \$34,727 - \$43,408 Recommended annual salary \$36,463 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-420 100%

Recommended and approved by:

Richard L. Moore
Supervisor

Dean/Director

Vice President

Steve McCreary
President

Selection Committee Members: John Baldwin-Professor, PE/Asst. Men's Basketball Coach

Lance Caviness-Director of Student Life

Nelda Helms-Professor, Physical Education

Rusty Laverentz-Professor, PE/Head Women's Basketball Coach

Richard Morris-Director of Athletics

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

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Women's Basketball Coach

Personal Data

Name: Elizabeth Ulrickson

Education

M.S. (Exercise Science), Oklahoma State University, Stillwater OK, 2005

Major: Health and Human Performance

B.S. (Behavioral Science), Hardin-Simmons University, Abilene, TX, 2002

Major: All-Level Physical Education

Professional Experience

Oklahoma State University, Stillwater, OK
Women's Basketball Director of Operations

8/03 to 6/05

Oklahoma State University, Stillwater, OK
Women's Basketball Coach Graduate Assistant

6/02 to 7/03

Hardin-Simmons University, Abilene, TX
Women's Basketball Interim Head Coach

4/02 to 6/02

Hardin-Simmons University, Abilene, TX
Women's Basketball Coach Student Assistant

6/01 to 5/02

Professional Development

Women's Basketball Coaching Association Member

WBCA Final Four Convention Member/2003-2005

Baden Coaching Clinic, Las Vegas, NV, 2001-2002

Camp Goodenough-Co-Director, 1999-Present

Head Coach AAU Basketball Team, 2002

Community Service

FCA Speaker and Leader-Stillwater, OK

Habitat for Humanity-Abilene, TX

Challenger Little League (worked with handicapped children)-Abilene, TX

Teacher mentor at junior high and elementary schools-Abilene, TX

Volunteer summer league basketball coach at Cooper High School-Abilene, TX

Young Life Leader-Weatherford/Aledo, TX



New Mexico Junior College

Career Opportunities

Position Announcement • May, 2005

Position Title: Professor of Physical Education/Assistant Women's Basketball Coach

Position Description: The Professor of Physical Education/Assistant Women's Basketball Coach is responsible to the Vice President for Student Services, Dean of Arts and Sciences, Director of Athletics, and Head Women's Basketball Coach. The duties and responsibilities shall be, but are not limited to, the following: 1) Teach classes (day and/or evening) in Physical Education; 2) Serve on college committees as assigned; 3) Serve as a sponsor for student groups as assigned; 4) Post and maintain approved office hours per week; 5) Assume other professional responsibilities associated with the position of Professor of Physical Education/Assistant Women's Basketball Coach, and; 6) 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: Master's degree in Physical Education preferred. Bachelor's degree required. All degrees must be from a regionally accredited institution. Successful community college teaching experience is preferred. Must be committed to excellence in instruction and willing to work with other full-time instructors in coordinating the offerings and providing substitute instruction when needed.

Salary/Benefits: Salary is based on the NMJC faculty salary schedule and is commensurate with education and experience for a nine month position. Standard employee benefits apply. The successful applicant may have the option of teaching during the summer terms for income above his/her base salary. Note: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. Position starts 2005 Fall semester with faculty reporting date of August 10, 2005. 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 letters of reference to:

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APPLICANT LIST

Position: Professor of Physical Education/Assistant Women's Basketball Coach

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Roberts, Amber	No	No	Incomplete application materials.
Grier, Crystal	No	No	
Bechler, Jamy	No	No	Incomplete application materials.
Thomas, James	No	No	Incomplete application materials.
Ulrickson, Elizabeth	Yes	Yes	Start date: Pending Board approval.
Walker, Sarah	No	No	

NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 6-17-05

Candidate's name Pamela Fulcher

Position title Director of Bookstore Services

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 7-16-05 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, KJMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$31,461 - \$39,326 Recommended annual salary \$36,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-72-100 100%

Recommended and approved by:

Dan Hardin
Supervisor

Dean/Director

Dan Hardin
Vice President

Steve McCleary
President

Selection Committee Members: Marcia Galyean - Administrative Secretary - Dean of Arts & Sciences

Beth Hancock - Executive Secretary to Vice President for Finance

Dan Hardin - Vice President for Finance

Comments:

ABBREVIATED RESUME

Position

Director of Bookstore Services

Personal Data

Name: Pamela Fulcher

Education

B.B.A., College of the Southwest, Hobbs, NM, 2005
Major: Management
Minor: Marketing

Professional Experience

College Bookstores of America, Rock Island Ct., MO Bookstore Director	5/04 to Present
College of the Southwest, Hobbs, NM Bookstore Director	10/96 to 5/05
Hastings, Hobbs, NM Customer Service Manager/Book Department Manager	1993 to 1996

Awards/Professional Affiliations

Who's Who of Women in Education
Who's Who of Business Professionals
Business Leadership Council, Parliamentarian
National Association of College Stores (9 years)



New Mexico Junior College

Career Opportunities

Position Announcement • May 2005

Position Title: Director of Bookstore Services

Position Description: The Director of Bookstore Services, under the direction of the Vice President for Finance, supervises bookstore customer services to New Mexico Junior College students, staff, faculty and local patrons. This utilizes advanced concepts of policies, procedures, course materials & non-course material merchandising, pricing, customer relations, sales promotion, management accounting, of New Mexico Junior College. The duties and responsibilities shall be, but are not limited to, supervise and coordinate a profitable day-to-day bookstore operation, act as the bookstore purchasing agent, maintain a computerized point of system, keep an accurate inventory system, maintain a proper product mix, maintain an accurate accounting system, and provide an ongoing staff training.

Qualifications: Bachelor's degree from a regionally accredited institution is preferred with suitable experience in retail sales, marketing and purchasing. A Certified Store Professional Certification by the National Association of College Stores is preferred. Relevant work experience and certifications may be substituted for the degree. Must be able to demonstrate a detail oriented work history, must be computer (including Macintosh) and network literate. Must be customer service oriented. Must be able to create and work a marketing plan. Experience in the development of File Maker Pro databases is highly desirable.

Salary/Benefits: The Director of Bookstore Services is a professional position with a starting salary of \$31,461 to \$39,326 depending upon education and experience. Standard employee benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: June 10, 2005 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

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

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APPLICANT LIST

Position: Director of Bookstore Services

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Rainwater-Kinabrew, Teena	No	No	
Patterson, Jubel	No	No	
Carrell, Brandi	No	No	
Fulcher, Pamela	Yes	Yes	Start date: Pending Board approval.
Birmingham, Kim	Yes	No	
Rea, Leslie	No	No	
Espinoza, Cecillia	No	No	Incomplete application materials.
Walker, Sarah	No	No	