

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Wednesday, October 25, 2006

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of September 21, 2006 | 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. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of Baseball Bleachers | Steve McCleery |
| 7. Consideration of Architectural Services | Steve McCleery |
| 8. Consideration of Legislative Priorities | Steve McCleery |
| 9. Consideration of Workforce Training Center Construction Bid | Steve McCleery |
| 10. Consideration of Bid #988 – Janitorial Supplies | Dan Hardin |
| 11. Consideration of Bid #989 – Vehicles for Motor Pool | Dan Hardin |
| 12. Consideration of RFP #93 – Digital Cellular Phone/Pager/Support Services | Dan Hardin |
| 13. Personnel Consideration – General Maintenance Position | Charley Carroll |
| 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

SEPTEMBER 21, 2006

MINUTES

The New Mexico Junior College Board met on Thursday, September 21, 2006, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mrs. Patricia Worrell, 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: Michelle Fox, Hobbs News Sun.

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

Upon a motion by Mrs. Worrell, seconded by Mrs. Williams, the board unanimously approved the minutes of August 18, 2006, as written.

Under President's Report, John Gratton shared with the board the new desk purchased to replace the old ones in some of the classrooms on campus. Mr. Kesner ask the administration to bring the cost to complete the campus with new desks to the budget work session in the spring. Jennifer Jordon and Dan Socolofsky gave the board an update/overview of the New Mexico Junior College Foundation. Dr. McCleery reported that a committee was working on the Social Security issue. An Individual Choice Referendum will be held January 9, 2007. Dr. McCleery shared a letter from the Center for New Mexico Nursing Excellence announcing Ms. Joyce Gombar being selected as a New Mexico Nursing Legend for 2006.

Under New Business, Dan Hardin presented the August financial reports and with a motion by Mr. Jones, seconded by Mrs. Worrell, the board unanimously approved the expenditures for August, 2006.

Josh Morgan presented Bid #987 – Workers' Compensation Insurance. The administration recommended acceptance of the sole bid from Daniels Insurance, Hobbs, New Mexico with an annual premium of \$117,688. Upon a motion by Mr. Jones, seconded by Mrs. Worrell, the board accepted the recommendation. Mr. Kesner abstained from the vote.

John Gratton recommended Ms. Margaret Edges for the Coordinator of Technical Services position at an annual salary of \$43,158. Upon a motion by Mrs. Williams, seconded by Mrs. Worrell, the board unanimously approved the employment of Ms. Edges, effective September 22, 2006.

Dr. McCleery presented a retirement resolution for Robert Turner. Mr. Turner has served the college for 33 years and has elected to retire, effective October 1, 2006. Upon a motion by Mr. Jones, seconded by Mr. Black, the board unanimously adopted the resolution, with regrets.

Mrs. Worrell 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. Mrs. Williams seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mrs. Worrell – yes; Mr. Black – yes; Mrs. Williams – yes; Mr. Hice – 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 October 19, 2006, beginning at 4:00 p.m.

Upon a motion by Mr. Kesner, seconded by Mrs. Worrell, the board meeting adjourned at 5:20 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: October 5, 2006
RE: Expenditure and Revenue Reports for September

September represents month three or the end of the first quarter of the 2006/2007 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through September 2006 is \$8,269,648.00.

In the review of the Instruction and General, we see normal expenditures for this time of year. In the Internal Services Departments, we had two months posting of monthly chargeouts in September causing a credit for the month. Student aid normally has a large portion of the expenditures at the first of the fall semester. Total current unrestricted fund expense through September is \$4,789,594.00, which is 23% of the budget.

In the restricted funds \$2,328,501.00 was expensed through September, this is 43% of the budget. There was a large Pell and Loan posting in restricted financial aid.

The plant funds are showing expenditures/encumbrances for institutional projects in Technology Upgrades, Baseball Field, JASl, and Security Equipment. The expenditure of \$182,354.00 under projects from Private Funds is from the Maddox Funds for the theater project in the Western Heritage Museum. Total plant funds expended or encumbered through September is \$1,151,553.00.

Total funds expended or encumbered through September is \$8,269,648.00

The unrestricted revenue through September is \$6,155,028.00. This is ahead of where we were last year, even though at this time last year we had received two Oil and Gas checks and were showing an accrual for September. This year because of the slow down in receiving state checks we have received one Oil and Gas check and are showing accruals for August and September. The Auxiliary Enterprise revenue streams are on track with where we should be after the first quarter of the year.

In the restricted funds through September we have drawn down \$1,408,735.00 mainly from Pell grant and direct loan funds.

There has not been any revenue in plant funds to date.

Total revenue for September is \$3,278,815.00 total year-to-date is \$7,563,763.00, which is 24% of the projected budget.

The Oil and Gas report has the actual revenue for July of \$757,763.00, which is \$441,096.00 over the projected budget for the month of July. Total Oil and Gas revenue through September is \$1,393,261.00, which includes two months of accrual.

The Investment report shows that we began the month with \$8,125,000.00 in LGIP funds and ended the month with the same \$8,125,000.00. We had sent \$500,000.00 to the LGIP, but had to bring it back in for cash flow reasons. We are still waiting on several drawdown requests and the Oil and Gas checks have been very slow. We have \$6,750,132.13 in designated capital projects.

This is the report for September.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

September 2006

25% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,953,998	1,524,172	26%	6,652,946	178,403	1,414,289	21%
Academic Support	1,541,148	441,376	29%	2,214,514	194,407	573,213	26%
Student Services	1,049,052	300,693	29%	1,295,930	128,940	335,628	26%
Institutional Support	4,197,348	678,714	16%	4,877,972	340,251	767,367	16%
Operation & Maintenance of Plant	2,093,346	463,189	22%	2,400,444	258,975	618,576	26%
Subtotal - Instruction & General	14,834,892	3,408,144	23%	17,441,806	1,100,976	3,709,073	21%
Student Activities	169,388	48,644	29%	175,450	25,668	59,525	34%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	990,415	232,148	23%	323,931	(30,489)	48,428	15%
Student Aid	352,934	213,910	61%	448,542	11,945	225,433	50%
Auxiliary Enterprises	1,577,588	524,323	33%	1,654,567	419,284	481,267	29%
Athletics	700,552	205,400	29%	761,380	62,803	265,868	35%
Total Current Unrestricted Fund	18,625,769	4,632,569	25%	20,805,676	1,590,187	4,789,594	23%
CURRENT RESTRICTED FUND							
Grants	1,938,268	312,427	16%	1,438,620	145,938	485,379	34%
Student Aid	4,694,393	1,607,466	34%	4,000,000	741,698	1,843,122	46%
Total Current Restricted Fund	6,632,661	1,919,893	29%	5,438,620	887,636	2,328,501	43%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	5,510,484	1,162,580	21%	6,750,132	332,582	627,805	9%
Projects from State GOB Funds	3,426,130	10,806	0%	3,420,676		26,307	1%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	690,000		311,137	45%
Projects from Private Funds	1,350,000	0	0%	852,664	182,354	186,304	22%
Projects from State ER&R	456,042	0	0%	307,980	0	0	0%
Projects from State BR&R	374,208	93,540	25%	608,622	0	0	0%
Projects from Auxillary BR&R	25,555	0	0%	19,147	0	0	0%
Subtotal - Capital and BR&R	11,142,419	1,266,926	11%	12,649,221	514,936	1,151,553	9%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	11,142,419	1,266,926	11%	12,649,221	514,936	1,151,553	9%
GRAND TOTAL EXPENDITURES	36,400,849	7,819,388	21%	38,893,517	2,992,759	8,269,648	21%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
September 2006

25% of Year Completed

Fund	2005-06			2006-07			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	2,438,985	945,603	39%	2,647,425	70,352	1,284,660	49%
State Appropriations	7,553,000	1,768,625	23%	8,093,209	745,858	2,054,368	25%
Advalorem Taxes - Oil and Gas	4,165,200	1,430,452	34%	4,700,000	758,314	1,393,261	30%
Advalorem Taxes - Property	2,588,000	68,406	3%	2,800,000	36,247	130,090	5%
Interest Income	120,000	28,725	24%	185,000	37,023	71,870	39%
Other Revenues	250,050	85,556	34%	225,050	30,742	61,040	27%
Subtotal - Instruction & General	17,115,235	4,327,367	25%	18,650,684	1,678,536	4,995,289	27%
Student Activities	120,000	47,320	39%	110,000	10,203	60,570	55%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	14,000	0	0%	0	0	0	0%
Auxillary Enterprises	1,922,200	987,565	51%	2,250,052	511,496	1,089,494	48%
Athletics	39,600	8,974	23%	39,100	3,225	9,675	25%
Total Current Unrestricted	19,211,035	5,371,226	28%	21,049,836	2,203,460	6,155,028	29%
CURRENT RESTRICTED FUND							
Grants	1,938,268	115,546	6%	1,438,620	143,878	477,258	33%
Student Aid	4,694,393	1,181,107	25%	4,000,000	931,477	931,477	23%
Total Current Restricted	6,632,661	1,296,653	20%	5,438,620	1,075,355	1,408,735	26%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,426,130	0	0%	3,420,676	0	0	0%
Projects from State STB Funds	0	0	0%	0	0	0	0%
Projects from General Fund	0	0	0%	690,000	0	0	0%
Projects from Private Funds	1,350,000	0	0%	852,664	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	4,776,130	0	0%	4,963,340	0	0	0%
GRAND TOTAL REVENUES	30,619,826	6,667,879	22%	31,451,796	3,278,815	7,563,763	24%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

September 2006

25% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$63.05	3,252,614	\$6.92	19,403,806	757,763	316,667	441,096
Accrual	August	\$64.01	3,145,974	\$6.24	18,450,466	316,667	316,667	0
Accrual	September					316,667	316,667	0
Accrual	October							0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						1,391,097	950,001	441,096
Y.T.D. Equipment Tax Revenue						2,164	0	0
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						1,393,261	950,001	441,096

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
September 2006

25% 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	8,125,000	N/A	N/A	N/A	7102-1348	5.16%	35,772
Total Investments	<u>8,125,000</u>						<u>35,772</u>

Summary of Current Month's Activity	
Beginning amount	8,125,000
Plus: deposits	500,000
Less: withdrawals	(500,000)
Capital Projects	6,750,132
Reserves Invested	1,374,868
Total LGIP Investment	8,125,000

Capital Projects	9/30/2006
Technology Upgrade	192,571.48
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	50,820.49
Drawings & Master Plan	15,305.63
Baseball Field	159,176.42
Rodeo Arena	7,836.78
Dormitory Landscape	1,622.23
Millen Fence/Landscape	121,769.97
Ben Alexander Student Center	99,772.50
JASI	161,962.47
Computer Equipment Rebates	5,373.78
Marketing	58,136.04
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	2,500,000.00
Classroom Furniture Replacement	21.00
Video Security Camera Replacmt	0.00
Testing Center	250,000.00
Campus Village Development Proj	16,785.00
Landscaping	50,000.00
Facility Painting	50,000.00
Smart Classrooms	50,000.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	605,000.00
Campus Signage	50,000.00
Campus Paving	60,000.00
Video Security-Student Apts	0.00
Roof Replacement	300,000.00
Interior Lighting-Energy Retrofit	100,000.00
Bookstore POS System	0.00
Old Dorms Renovation	193,881.80
Total	6,750,132.13

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: Board Members
From: Dan Hardin
RE: Fiscal Watch Reports
Date: October 6, 2006

Attached for your approval are the Fiscal Watch reports to be submitted to the Higher Education Department by the end of November. The first report is the Balance Sheet for September 30, 2006. The total current assets consist of Cash and Cash Equivalents in the amount of \$1,169,907.00, which represents cash in the vault and balances in the bank and restricted cash as loan proceeds for the student housing project. Investments totaling \$8,125,000.00 are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. These are receivables from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. Prepaid expense is the college insurance and maintenance agreements prepaid for the entire year. Total current assets are \$11,810,429.00

Non-Current Assets are the same as is in the 2005 audit for Property, Plant and Equipment, net \$11,492,923.00 and Construction in Progress \$15,062,020.00. Total Non-Current Assets are \$26,554,913.00. Total Assets are \$38,365,372.00

Current Liabilities begin with Accounts Payable of \$22,644.00. Under the Banner system, when an invoice is entered into the system that amount is recorded in Accounts Payable, as checks are cut there is also an entry to Accounts Payable. So there is a large amount of activity in and out of Accounts Payable. Accounts Payable includes Dorm Deposits Payable, Gift Certificates from the Bookstore, and General Accounts Payable. Accrued wages payable is salaries payables and accrued vacation payable. At 9-30-2006, accrued wages payable was \$152,725.00. Deferred revenue is largely tuition and fees that we received for upcoming semesters, some revenue that is received in the prior year for the coming fiscal year, and income from the Robert Huston estate. Currently, Deferred revenue is \$42,180.42. Accrued Liabilities

include all of the withholding payables for Federal Income Tax, State Income Tax, ERA, Health Insurance and other payroll related withholdings. Total accrued liabilities as of September 2006 are \$347,096.00. Other Payables are a combination of gross receipts payable, voluntary withholding payables, agency accounts, and scholarships payable. Agency accounts are funds held for the various clubs and organizations around campus. The total of other payables is \$146,771.00. Total Current Liabilities are \$711,416.00 as of September 2006. Long Term Liabilities include the student housing project for \$4,589,269.00. The \$4,589,269.00 is a total of \$4,000,000.00 for construction cost, \$229,985.84 capitalized interest, and \$359,282.68 debt service reserve account. The total liabilities are \$5,334,637.00.

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$26,554,943.00. Unrestricted net assets has a total as of September 2006 of \$6,509,744.00, with the total net assets of \$33,064,687.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that were presented in the Board reports for September 2006. This report compares the September 2005 current revenues to the September 2006 current revenues. Tuition and Fees are higher in September 2006 as compared to September 2005 due to the increase in rates for tuition and fees. State Appropriations are showing to be higher in 2006 as compared to 2005, this is due to the increase for compensation and special funding than in the previous fiscal year. Local appropriations are about the same as last year, but we have only one Oil and Gas check in the first quarter. Sales and Service revenue from 2005 to 2006 is up by 10 %. Other revenues include indirect revenue from grants, GEO revenue, copier, interest, and vending which are 58 % over previous year. Total operating revenue through September 2005 was \$5,342,501.00 compared to \$6,155,028.00 as of September 2006.

In comparing the year-to-date operating expenditures as of September 2005 to the year-to-date operating expenditures for September 2006, we have some variances. The expenditures in Student Social and Cultural from September 2006 are somewhat higher than September 2005. The September 2006 expenditures for Internal Services are substantially less than the September 2005 expenditures. In 2005 the purchase of the Docutect and copiers was expensed in the Document Center, 2006 does not have these equipment expenditures. Student Aid expends funds early in each semester. The increase in spending in comparing September 2005 to September 2006 was due to the increase in the Student Aid budget for 2006/2007. Total expenditures for operating funds as of September 2006 are \$4,789,594.00 compared to \$4,632,569.00 as of September 2005.

In comparing the Plant funds from September 2005 to September 2006, there is not any revenue for the first quarter of 2006/2007. As you compare the expenditures you will see about the same amount of spending in 2005 as compared to 2006 for various projects across campus.

The next report is the comparison of the budget to actual as of September 2006. These numbers are also taken from the Board reports to be presented at the October Board meeting. Revenues are strong and are at or over the 25% of budget for all areas, except for local appropriations. We will not receive any property taxes until December or January. The expenditure comparison of budget to actual is also the same as will be presented in the October Board meeting. Encumbrances, seasonal expenditures, and fringe benefits account for most of the percentage of expenditures to budget being over 25%. The budget for the Plant fund revenues are for projects that have not been started or completed. Expenditures show the amounts that have been expended and/or encumbered for the capital projects. The equipment ER&R is allocated in the Plant funds, but it is expended in the departments where the equipment is purchased. We move the budget from ER&R to the department to cover the expenditure for equipment as it is purchased.

We hope this explanation gives you a good understanding of the Fiscal Watch reports we are asking you to approve.

Respectfully,

A handwritten signature in black ink that reads "Dan Hardin". The signature is written in a cursive, flowing style.

Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 9/30/06

Assets

Current Assets:

Cash and Cash Equivalents	1,169,907
Investments	8,125,000
Accounts Receivable, net	1,653,968
Inventories	321,367
Prepaid Expenses	540,187

Total Current Assets 11,810,429

Non-Current Assets

Property, Plant and Equipment, net	11,492,923
Construction in Progress	15,062,020

Total Non-Current Assets 26,554,943

Total Assets **38,365,372**

Liabilities

Current Liabilities

Accounts Payable	22,644
Accrued Wages Payable	152,725
Deferred Revenue	42,180
Accrued Liabilities	347,096
Other Payables	146,771

Total Current Liabilities 711,416

Total Liabilities **711,416**

Long Term Liabilities	
Notes/Bonds Payable	4,589,269.00
Total Long Term Liabilities	4,589,269.00

Net Assets

Invested in Capital Assets, net of related Debt	26,554,943
Unrestricted	6,509,744

Total Net Assets **33,064,687**

NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2005-2006 and 2006-2007

Operating Funds	Actuals as of 9/30/2005	Actuals as of 9/30/2006	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	945,603	1,284,660	35.9%
State Appropriations	1,768,625	2,054,368	16.2%
Local Appropriations	1,498,858	1,393,261	-7.0%
Sales & Service	987,565	1,089,494	10.3%
Other	141,850	333,245	134.9%
Total Revenues	5,342,501	6,155,028	15.2%

EXPENDITURES			
Instruction & General	3,408,144	3,709,073	8.8%
Student Social & Cultural	48,644	59,525	22.4%
Internal Services	232,148	48,428	-79.1%
Student Aid	213,910	225,433	5.4%
Auxiliary Enterprises	524,323	481,267	-8.2%
Intercollegiate Athletics	205,400	265,868	29.4%
Total Expenditures	4,632,569	4,789,594	3.4%
Increase (decrease) in Fund Balances	709,932	1,365,434	

Plant Funds

REVENUES			
Interest Income	28,725	-	-100.0%
State Funds	-		
Other			
Total Revenue	28,725	-	-100.0%

EXPENDITURES			
Capital Projects	1,173,386	1,151,553	-1.9%
Building R&R	93,540	-	-100.0%
Equipment R&R	-		
Auxiliary R&R	-		0.0%
Total Expenditures	1,266,926	1,151,553	-9.1%

Increase (Decrease) in Fund Balances	-1,238,201	-1,151,553	
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NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2006 - 2007

September 30 2006

Operating Funds	FY 2006-2007 Original Budget	FY 2006-2007 Actual as of 9-30-06	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	2,647,425	1,284,660	48.52%
State Appropriations	8,093,209	2,054,368	25.38%
Local Appropriations	7,500,000	1,523,351	20.31%
Sales & Service	2,250,052	1,089,494	48.42%
Other	559,150	203,155	36.33%
Total Revenues	21,049,836	6,155,028	29.24%

EXPENDITURES			
Instruction & General	17,441,806	3,709,073	21.27%
Student Social & Cultural	175,450	59,525	33.93%
Internal Services	323,931	48,428	14.95%
Student Aid	448,542	225,433	50.26%
Auxiliary Enterprises	1,654,567	481,267	29.09%
Intercollegiate Athletics	761,380	265,868	34.92%
Total Expenditures	20,805,676	4,789,594	23.02%
Increase (decrease) in Fund Balances	244,160	1,365,434	

Plant Funds

REVENUES			
State Funds	4,110,676	-	0.00%
Other	852,664		
Total Revenue	4,963,340	-	0.00%

EXPENDITURES			
Capital Projects	11,713,472	1,151,553	9.83%
Building R&R	608,622		0.00%
Equipment R&R	307,980		0.00%
Auxiliary R&R	19,147	-	
Total Expenditures	12,649,221	1,151,553	9.10%

Increase (Decrease) in Fund Balances	-7,685,881	-1,151,553
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Memo

DATE: October 19, 2006
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Consideration of the Purchase and Installation of Baseball Bleachers

During the 2006 Legislative Session, New Mexico Junior College received \$500,000 to continue the work on the baseball field. Attached you have a copy of the proposal to complete the bleachers at the baseball field. The proposal is under a CES contract, and is the same company that installed the last set of bleachers. It is my recommendation that you accept the proposal.

Thank you for your consideration.

NORCON

OF NEW MEXICO

Following a tradition of business in New Mexico since 1935



June 22, 2006

Richard Morris
 Athletic Director
 New Mexico Junior College
 5317 Lovington Highway
 Hobbs, NM 88240

Subject: Baseball Complex
 Re: Seating

Mr. Morris:

Listed below is Norcon of New Mexico's revised proposal including gross receipts tax required by the State of New Mexico on all construction projects. Pricing is based on our current CES Contract #RFB2006-009 which consists of Sturdisteel Grandstands. Our proposal includes:

Two (2) Sturdisteel I-Beam Constructed Grandstands (10 Row x 26' - 0" w)

Two (2) I-Beam Constructed Canopies for Wings

- Mitered to adjoin existing grandstand
- Powder coated seats & risers (match existing color)
- Mill Finished Aluminum Seat Boards
- Closed deck (Match existing)
- Two (2) Line rail system w/ 9ga. Chain link fence
- Aisles with hand rails
- Wheelchair spaces with companion seats
- One (1) Stair landing (3rd Base Side)
- Removal and relocation of existing ADA ramp (1st base side)
- ADA Ramp extension behind 3rd Base wing
- Excavation/ Concrete Piers / Blue Stake
- New Mexico Registered Engineer Sealed drawings
- Building Permit
- "All" Items Delivered & Installed

Total costs including bonds, freight, permits, fees.....\$ 195,171.75

State requires that we apply gross receipt tax on all labor and materials only \$ 12,736.42

Total Contract Amount \$ 207,908.17

Exclusions: pre contract engineering or shop drawings, any site work other than concrete piers or removal and relocation of existing utilities.

If you have any questions, do not hesitate to call.

Sincerely,

George Wilson
 Norcon of New Mexico LLC



Memo

DATE: October 19, 2006
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *Sm*
SUBJECT: Consideration of the Architectural Services for Campus Apartments

Attached you have a copy of the proposal from Dekker/Perich/Sabatini to complete the drawings for the next campus apartments. Currently, the board has set aside \$2,500,000 for the student apartment project. During the April budget hearings, we will ask the board to set aside funds to complete the project, and we would like to break ground in May of 2007. It is my recommendation that you approve the request.

Thank you for your consideration.

October 3, 2006

Dr. Steve McCleery
President
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

Re: New Mexico Junior College
104 bed Student Apartments - Fall 2008

Dr. McCleery:

We have enjoyed working with you and your staff on the Student Apartments and we hope the completed project is serving the students well. We're glad to hear that you are planning to complete the second wing of the John Watson Student Apartments. This 104 bed addition will have a big impact on the quality of life for the students at the NMJC and will help to complete the College entrance off Millan Drive. The schedule for the first phase was an aggressive one and we're glad to hear that the schedule is more generous for this phase. A ground breaking of May of 2007 is a very generous amount of time for us to develop the construction and bidding documents. We propose to keep the structure of the consultant team intact.

New 104 bed Student Apartment Building

The scope of work is based on developing construction documents for a 3 story, wood frame student apartment wing addition to the existing John Watson student apartments to house 104 additional students. The site is just outside the Circle Drive at the southwest quadrant of the campus near the existing residents' halls. Completion of this phase will complete the quadrangle of apartments at this location. The addition will consist of (26)-4 bedroom/2 bath suites of approximately 1,000 s.f. each constructed off the lounge, laundry, study area and elevator core that was constructed as part of the first phase. The construction industry has experienced cost increases close to 20% over the past year, however this phase will be simpler since many of the utility line extensions have already been constructed and the common areas including the mechanical room, laundry and elevator are already in place. Based on the final costs of \$4.6M for the first phase, we still anticipate that this project will cost very close to \$5M, when it bids in the Spring of 2007.

The facility will be heated and cooled from circulated water from the Central Plant utilizing a 4 pipe system extended from the existing mechanical room. Based on our discussions NMJC staff we understand that adequate piping already exists from the Central Plant to the area planned for this building. The proposed team and schedule is as follows:

The proposed Project Team:

Dekker/Perich/Sabatini	Architecture, Structural, Interiors
Pettigrew & Associates	Civil Engineering
Bridgers & Paxton	Mechanical Engineering

The proposed Schedule:

Contract to D/P/S	10/27/06
Schematic Design	12/20/06
Design Development	2/1/07
Construction Documents	3/16/07
Advertisement for Bid	4/1/07
Receive Bids	5/1/07

■■■
7601 Jefferson NE
Suite 100
Albuquerque NM
87109
505.761.9700
fax 761.4222
www.dpsdesign.org

Page 2
 October 3, 2006
 Dr. Steve McCleery

Commence Construction	5/15/07 (12 month construction period)
Facility is substantially complete	5/15/08
Facility is ready for occupation	7/1/08

The proposed Fee:

We understand that our services will be procured through the Cooperative Education Services (CES) and that our form of agreement would be a tri-party agreement with CES. The proposed fee is based on an agreed upon percentage of the Maximum Allowable Construction Cost (MACC) based on our existing CES agreement:

Projects (new construction w/o special facilities)

6% of the actual project cost	(anticipated MACC at \$4,800,000 w/o NMGR)	\$288,000.00
Travel costs	(anticipated at 16 trips x \$550)	\$8,800.00
Reimbursable expenses	(anticipated printing costs; cost plus 10%)	<u>\$10,000.00</u>
Anticipated amount		\$306,800.00

The Invoicing Schedule for the above fee is as follows:

Schematic Design	15%
Design Development	20%
Construction Documents	40%
Bidding/Permitting	5%
Construction Administration	20%

New Mexico Gross Receipts Tax will be added upon invoicing to the above fee at the prevailing rate. If this fee proposal is acceptable to you, please indicate by signing below and returning a copy to us. Thank you for this opportunity to serve the New Mexico Junior College. We look forward to working with you on this exciting project. Let me know if you have any questions about anything contained herein.

Very truly yours,
Dekker/Perich/Sabatini Ltd.



Ronald Witherspoon, AIA
 Principal

cc. file

Accepted:
 Dr. Steve McCleery

Date



Office of the President

NEW MEXICO JUNIOR COLLEGE

Memo

DATE: October 19, 2006
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Consideration of Additional Legislative Priorities

At the June Board meeting, you approved our Capital Projects and Research and Public Service Projects to be submitted to the HED. These projects also become our legislative priorities. I would like to add the following three additional legislative priorities:

One: The Lea County Distance Education Consortium (LCDEC) includes New Mexico Junior College, Jal Schools, Tatum Schools, Lovington Schools, Eunice Schools, and Eastern New Mexico University. The LCDEC was formed in 1994 for the purpose of providing high quality Interactive Television (ITV) distance education opportunities for high school and college students in Lea County. Eastern New Mexico University was added to the consortium in January of 2003. Last year we received \$39,400.

The ITV System provides enhanced educational opportunities for high school students and citizens in Lea County. The system serves as an honors program for most of the participating high schools and allows college classes to be taught throughout the southeastern part of the state. Currently, the system is operating at capacity and the LCDEC needs to expand. The colleges and the schools would like to request \$100,000 recurring for the Lea county Distance Education Consortium.

Two: Last year we received \$39,400 for the NMJC Law Enforcement Academy. I would like to ask for \$50,000 recurring funding to help defray the cost of room and board for the Southeastern New Mexico Law Enforcement cadets. As it relates to training law enforcement personnel, New Mexico Junior College serves the entire southeastern part of the state. Many of the departments are not fiscally capable of paying for the room and board expenses for the cadets who attend the academy. The \$50,000 will be utilized to defray the individual law enforcement department's cost of sending their cadets to NMJC. The funding will not be used for tuition or fees.

Three: We have been working with several oil and gas companies in regard to their training needs, and we want to establish a training site on our campus. The site would include a five (5) acre fenced cliché pad that contains a drilling rig, pit, pulling unit, and other related oil and gas equipment. The site would be located at the back of the campus on the northwest side. This site was suggested by the Master Planners as the site for energy related training. The site is also far enough from the main campus to not detract from our buildings. I've had a conversation with Bob Gallagher, and he supports this

project. He is willing to help with the legislature. He also feels that there is a good chance for some matching support from the oil and gas industry leaders. After my conversation with Bob, I would like to solicit capital funding for \$1,000,000 from the legislature.

I am requesting your approval to add these three requests to the New Mexico Junior College Legislative Priorities.

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 988

Janitorial Supplies

BOARD DOCUMENTS

Date: October 25, 2006
Prepared by: Joshua Morgan
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On September 14, 2006, legal notices were sent to the following three newspapers requesting sealed bids for the purchase of janitorial supplies for the college:

Albuquerque Journal
Hobbs Daily News Sun
Las Cruces Sun News
2. Bid packets were sent to twelve potential bidders.
3. Nine bidders submitted their bids within the time frame specified by the bid package. No bidders were present at the opening.
4. The Business Office and Custodial Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to the Invitation are: All American Poly, Piscataway NJ, Blaine Industrial Supply, Hobbs NM, The Home Depot Supply, San Diego CA, Huco Products, Lubbock TX, Interboro Packaging Corporation, Montgomery NY, Share Corporation, Lubbock TX, Springtime Janitorial, Carlsbad NM, Unipak, Brooklyn, NY, and Wagner Supply Company, Odessa TX.

The Administration recommends acceptance of the bids as follows:

Blaine Industrial Supply: \$12,293.45

The Home Depot Supply: \$7,430.20

Huco Products: \$4,095.40

Share Corporation: \$12,750.00

Springtime Janitorial: \$10,159.61

Unipak: \$3,450.00

Wagner Supply Company: \$16,596.15

Total Award Total: \$66,774.81

Source of Funding: - FY 2006/2007

Plant Funds – Supplies & Expense

Account #: 11000 – 1102 – 71131 - 141

Amount: \$66,774.81 - estimated expense 11/01/2006 – 11/01/2007

Original Budget: \$65,000.00

Current Budget: \$50,792.21

NEW MEXICO JUNIOR COLLEGE												
Invitation to Bid #988 Board Tabulation												
#	Description and quantity of item per Specifications	Unit requested	Qty requested	All American	Blaine	Home Depot	Huco	Inferboro	Share	Springtime	Unipak	
1	Trash Can liners 40x48 250p/c 16 microns high density in roll cases	cases	100	25.10	24.16	39.85	33.78	23.20	-	31.82	19.75	
2	Trash Can Liners 30x36 500p/c 10 microns high density in roll cases	cases	100	18.24	17.44	34.99	23.60	16.84	-	22.02	14.75	
3	Georgia-Pacific roll Towel B9460 en Motion NO SUBSTITUTION	cases	200	-	-	-	-	-	-	-	-	
4	Jumbo 6 rolls p/c toilet tissue 2 ply 2000' per roll NO RECYCLED	cases	225	-	34.25	22.28	27.00	-	-	-	-	
5	Toilet issue 2 ply roll 96 per case	cases	20	-	48.10	38.95	37.50	-	-	-	-	
6	Sani-fresh hand soap and body shampoo only	cases	50	-	48.29	-	-	-	-	-	-	
7	Sani-fresh dispensers only	each	30	-	2.00	-	-	-	-	-	-	
8	Sani-luff 3.5 liters with grit	cases	15	-	15.05	-	-	-	-	-	-	
9	Toilet bowl cleaner (Non Acid)	quarts	600	-	2.28	2.29	1.88	-	-	-	-	
10	Bleach 5% 1 gal. (6 gals per case)	gallons	350	-	1.92	2.16	1.97	-	-	2.00	-	
11	Comet cleaner with bleach IN LIQUID Quarts	cases	125	-	40.36	16.94	38.30	-	-	-	-	
12	Razor blade safety scraper holder box of 50	box	10	-	3.59	-	85.50	-	-	2.21	-	
13	Hillyard super shine in one gallon NO SUBSTITUTION	gallons	300	-	-	-	-	-	-	11.50	-	
14	Hillyard seal 341 in 5 gallons NO SUBSTITUTION	gallons	55	-	-	-	-	-	-	84.00	-	
15	Workhorse ultra stripper NO SUBSTITUTION	quarts	50	-	-	-	7.70	-	-	-	-	
16	Share DeScale Quarts NO SUBSTITUTION	cases	85	-	-	-	-	-	150.00	-	-	
17	Pitcan plastic quart bathtubs	quarts	200	-	0.46	-	0.55	-	-	0.60	-	
18	Mophead rayon 32 oz. web looped end Shrinkless	cases	20	-	103.01	-	141.96	-	-	-	-	
19	Scouring green pad 6" x 9" x 10 pads in box, heavy duty	box	20	-	29.81	-	5.93	-	-	3.20	-	
20	Scouring green pad 6" x 9" x 10 pads in box, light duty	box	20	-	20.30	3.97	2.58	-	-	2.21	-	
21	Ostrich leather cluster long feather 20" overall length, 10" handle	each	12	-	15.34	9.58	8.90	-	-	6.63	-	
22	Wet floor signs [CAUTION - WET FLOOR] 36" high, 4 side	each	10	-	-	29.95	-	-	-	22.21	-	
23	Pumice sticks	box	75	-	17.76	29.94	18.00	-	-	18.69	-	
24	Laundry tide 36 lbs. box	box	6	-	74.82	49.95	-	-	-	72.55	-	
25	Disposable nitrile gloves small	cases	10	-	57.20	12.99	68.10	-	-	69.88	-	
26	Disposable nitrile gloves x-large	cases	10	-	57.20	12.99	68.10	-	-	69.88	-	
27	Disposable nitrile gloves medium	cases	10	-	57.20	12.99	68.10	-	-	69.88	-	
28	Disposable nitrile gloves large	cases	10	-	57.20	12.99	68.10	-	-	69.88	-	
29	Dust mops clip on handles;	each	12	-	9.19	20.99	-	-	-	-	-	
30	Lobby dust pans	each	6	-	9.12	15.39	15.61	-	-	7.06	-	
31	Dust mops clip on handles; 60"handle	each	24	-	10.54	-	7.86	-	-	3.53	-	
32	Lemon disinfectant floor cleaner	gallons	300	-	6.35	7.18	9.22	-	-	7.81	-	
33	Trigger sprayer for 32 oz. chemical resistant (RED & WHITE ONLY)	each	175	-	1.67	-	-	-	-	1.09	-	
34	44 quart downward pressure wringer and bucket	each	10	-	77.04	-	132.90	-	-	96.64	-	
35	Disposable nitrile gloves powder free in small	cases	8	-	59.20	-	74.30	-	-	53.42	-	
36	Disposable nitrile gloves powder free in large	cases	8	-	59.20	-	74.30	-	-	80.00	-	
37	Disposable nitrile gloves powder free in medium	cases	8	-	59.20	-	74.30	-	-	53.42	-	
38	Disposable nitrile gloves powder free in x-large	cases	10	-	59.20	-	74.30	-	-	53.42	-	
39	Stainless polish in Quarts	cases	20	-	95.79	105.36	96.96	-	153.50	-	-	
40	6" roll towels bleached non-perforated 400' p/f 12 rolls p/c	cases	150	-	34.35	-	-	-	-	-	-	
41	Wet mop handles 64" fiberglass head	each	25	-	9.58	-	11.05	-	-	6.55	-	
42	Paper towel dispenser 59462 en motion NO SUBSTITUTION	each	15	-	-	-	-	-	-	-	-	
43	Out most lime remover Quarts	cases	80	-	-	95.86	32.28	-	-	-	-	
Totals			66,774.81		12,293.45	7,430.20	4,095.40		12,750.00	10,159.61	3,450.00	
Total Amount for All Vendors												

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid # 989

Purchase of Vehicles for the College Motor Pool

BOARD DOCUMENTS

Date: October 25, 2006
Prepared by: Joshua Morgan
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On October 3, 2006, legal notices were sent to the following three newspapers requesting sealed bids for the purchase of vehicles for the college:
 - 1) Hobbs Daily News Sun
 - 2) Lovington Leader
 - 3) Albuquerque Journal
2. Bid packets were sent to six potential bidders.
3. Four bidders submitted a bid within the time frame specified by the bid package. No bidders were 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 bidders responding to Invitation to Bid #989 were Permian Ford, Watson Truck & Supply, and Western Chrysler, of Hobbs, NM and Don Chalmers Ford of Rio Rancho, NM.

The Administration recommends acceptance of the bid from Don Chalmers Ford for the following vehicles:

2007 Ford Crown Victoria for the College Motor Pool:	\$19,648*
2007 Ford Crown Victoria for the College Motor Pool:	\$19,648*
TOTAL:	<u>\$39,296</u>

Source of Funding: - FY 2006/2007 Vehicles – Plant – Major Equipment
Account #: 91001-4002-73102-911
Amount: \$39,296
Budget: \$50,820

*Per Don Chalmers Ford's bid response, it was indicated that the specifications were not met for the touring sedans. The items noted as exceptions to the specifications are shown on the following pages. The Business Office and Motor Pool would recommend that we accept the bid with exceptions noted. A determination has been made based on the following:

1. Don Chalmers Ford's bid indicated a **4.6 litre engine**. We requested V-8 or equivalent to minimum HP of a V-8; minimum 5.0 litre.

Comparisons of the Crown Victoria HP with other vehicles in the same class:

2007 Chrysler 300	<u>3.8L V6 12 valve 250 HP</u>
2006 Buick LaCrosse	<u>3.8L V6 12 valve 200 HP</u>

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #989

New Mexico Junior College contemplates purchasing two (2) 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 2):

The college desires **(2)** 2006 or 2007 full size deluxe four door sedans with the following specifications:

Specifications for full size deluxe four door sedans:

- ___ Brakes, power-anti-lock 4-wheel disc
- ___ V-8 Engine or equivalent to minimum HP of a V-8; minimum of 5.0 litre
- ___ Automatic 4-speed transmission with overdrive
- ___ Steering-power rack-and-pinion
- ___ Jack & lug wrench; steel radial tires
- ___ Heater/defroster and electric rear window defroster
- ___ Interval wipers & washer
- ___ Remote electric right and left side mirrors
- ___ Front and rear reading lamps
- ___ Lighted visor mirrors
- ___ Bumpers front and back
- ___ Glass: tinted all around
- ___ Power windows with driver's express down w/ lockout
- ___ Power trunk door opener and power door lock system
- ___ Power antenna
- ___ Exterior color: white only
- ___ Exterior protective body side moldings - factory installed
- ___ Door edge guards
- ___ Interior: color coordinated with exterior; seats with reclining split front seat; driver side 6-way power seat
- ___ Interior color: Tan or Light Gray
- ___ Color keyed front and rear carpeted floor mats
- ___ Air bag, dual-driver and front passenger
- ___ Air conditioning-factory installed
- ___ Electric speed cruise control with resume

____Radio-AM/FM Radio/Clock/Cassette/CD/ with coaxial front and extended range rear speakers

____Warranty - Standard Factory Warranty

Are any of the sedans alternative fuel vehicles? Yes No

**New Mexico Junior College
ITB#989 Bid Summary**

Purchase of A New Vehicle for the College Motor Pool		Qty Bid by vendor		Bid Price Quote		x .95 Residential Preference Number		x .95 Amount for Evaluation Only		Specifications Met?		Alternative Fuel Vehicle	
Vendor	Vehicle Requested	Description of Vehicles Bid by Vendor											
Don Chalmers Ford	Sedan	2007 Ford Crown Victoria	2	\$ 19,648.00	\$ 18,665.60	57R48	*No	Yes					
Permian Ford	Sedan	2007 Ford Crown Victoria	2	\$ 23,841.75	\$ 22,649.66	29R40	*No	Yes					
Western Chrysler	Sedan	2007 Dodge Charger 4D	2	\$ 22,171.00	\$ 21,062.45	71R34	**NO	NO					
	Sedan	2007 300 Touring Chrysler	2	\$ 24,115.00	\$ 22,909.25	71R34	**NO	NO					
Watson Chevrolet	Sedan	2006 Buick LaCrosse	1	\$ 22,400.00	\$ 21,280.00	30R44	***No	NO					
TOTAL OF AWARDED BIDS					\$ 39,296.00								
<p>The 2007 Crown Victoria's are replacing a 1999 Ford Taurus with 178,302 miles and a 2001 Oldsmobile Solero with 129,553 miles. Vehicle # G 39170 and G 46392 respectively .</p> <p>*The engine is a 4.6 litre not a 5.0 litre. ** The engine is a 3.5 litre not a 5.0 litre. *** Not a v-8 model and only 1 vehicle was bid.</p>													

NEW MEXICO JUNIOR COLLEGE

Request for Proposal #93

Digital Cellular Phone & Pager Service and Support Services

BOARD DOCUMENTS

Date: October 25, 2006
Prepared by: Joshua Morgan
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

- 1) On September 19, 2006 legal notices were sent to the following three newspapers requesting proposals for Digital Cellular Phone & Pager and Support Service:
 - (1) Hobbs Daily News Sun
 - (2) Las Cruces Sun News
 - (3) Albuquerque Journal
- 2) On that same date bid packets were sent to four (4) potential bidders.
- 3) Three (3) bidders submitted sealed bids and one (1) bidder did not respond.
- 4) No bidders were present at the opening.
- 5) The Business Office has evaluated the proposal received and the recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

Three vendors responded to our Request for Proposal # 93 in accordance with our due date and time. They were Alltel Communications and Leaco of Hobbs, NM, and Sprint Nextel of Lubbock, TX.

The following pages reflect the specifications of the Digital Cellular Phone & Pager and Support Service RFP.

The Administration recommends acceptance of the proposal submitted by Leaco of Hobbs, NM as follows:

LeacoWireless Phone Service for NMJC - per month per phone \$39.99
Based on 49 phones and 11 pagers (paggers are free)

Total Cellular Phone/Pager cost for the first year: \$23,515.00

Source of funding: Cellular Phone/Pager accounts for various departments account number: xxxxx-xxxx-71106-xxx.

REQUEST FOR PROPOSAL # 93
Digital Cellular Phone, Pager Service & Support Services
Evaluation of Proposal

A) Thoroughness of Proposal in addressing the service requested to Provide cellular phones, pagers and support services

	<u>LEACO</u> CDMA	<u>Sprint Nextel</u> iDEN	<u>Alltel</u> CDMA
PHONES			
FEATURES	Caller ID Call Forwarding Call Waiting 3 way calling Voice Mail Nation wide long distance	Caller ID Call Forwarding Call Waiting 3 way calling Numeric Paging Voice Mail Nation wide long distance Wireless Web Voice command Text Messaging	Caller ID Call Forwarding Voice Mail
MINUTES	19,600 anytime minutes, 24,500 night & weekend minutes, unlimited mobile to mobile.	24,500 pooled minutes, 500 additional minutes per phone, unlimited nights & weekends.	49,000 Minutes
PAGERS	Yes	No	No
	SCORE 325	SCORE 300	SCORE 300

B) Ability to service the college in an adequate & timely manner

Leaco 220 West Broadway Hobbs, New Mexico Warranty - one year Local Service Available Local Billing	Sprint Nextel 4413 71st Street Suite G-100 Lubbock, TX 79424 Warranty - one year Local Service Limited Billing through Sprint Nextel - Lubbock	Alltel Communications 1819 N. Turner St. Hobbs, NM 88240 Warranty - one year Local Service Available Local Billing
SCORE 325	SCORE 300	SCORE 325



Memorandum

To: Dr. McCleery
From: Charley Carroll
Date: October 25, 2006
Re: Request Board Approval for Employment of Relative: General Maintenance – Lead Journeyman Electrician

After reviewing applications for the General Maintenance – Lead Journeyman Electrician position, I would like to recommend Mr. Royce “Neil” Sudduth for the vacancy. Per the 2006-2007 NMJC Employee Handbook, (Policy No. 203 – Employment of Relatives), I am requesting approval from the Board because Mr. Sudduth is related to Rhonda Sudduth, Database/Server Specialist.

Pending Board approval, I would like for Mr. Sudduth to start full time employment on November 1, 2006.

Thank you for your consideration.

Charley Carroll
Director of Physical Plant