

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, April 21, 2011

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of March 16, 2011 | Guy Kesner |
| D. President's Report | Steve McCleery |
| E. Public Comments | Guy Kesner |
| F. New Business | |
| 1. Oath of Office | Steve McCleery |
| 2. Re-organization of Board | Steve McCleery |
| 3. Monthly Expenditures Report | Dan Hardin |
| 4. Monthly Revenue Report | Dan Hardin |
| 5. Oil and Gas Revenue Report | Dan Hardin |
| 6. Schedule of Investments | Dan Hardin |
| 7. Consideration of Meal Plan Increases | Regina Organ |
| 8. Consideration of Placement Test Fees | Regina Organ |
| 9. Consideration of GED Testing Fees | John Gratton |
| 10. Consideration of Bid #1049 – Purchase of Vehicle | Regina Choate |
| 11. Personnel Consideration – Professor of PE/Asst. Women's Track Coach | Don Worth |
| 12. Consideration of 2011/2012 Budget | Steve McCleery |
| G. Announcement of Next Meeting | Guy Kesner |
| H. Adjournment | Guy Kesner |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MARCH 16, 2011

MINUTES

The New Mexico Junior College Board met on Wednesday, March 16, 2011, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Ron Black; Mr. Hector Baeza; Mrs. Mary Lou Vinson; and Mrs. Yvonne Williams.

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

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

Upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the minutes of February 11, 2011.

Under President's Report, Robert Rhodes introduced Michael Platt and Michael Bachelor with Lockheed Martin Industries. Dr. McCleery presented Pillars of Education to Wilbanks Trucking and John & Mary Jourdan for their help at the Western Heritage Museum. August Fons reported on the recent automotive competition and car show. Jeff McCool gave an update on the CDL third-party tester program audit.

Under New Business, Dan Hardin presented the February financial reports and with a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the expenditures for February, 2011.

Dr. McCleery recommended dedicating the derrick at the Western Heritage Museum to Larry Milberger, President of Scarbrough, Inc. Mr. Milberger is considered a genuine pioneer in the petroleum industry. Upon a motion by Mr.

Jones, seconded by Mrs. Vinson, the board unanimously approved the recommendation.

Dr. McCleery recommended that the college name the following facilities for the following individuals: C.M. Burk University Center and Glen & Rosemary Houston Thunderbird Hall. These individuals provided considerable leadership and support for the establishment and development of New Mexico Junior College. Upon a motion by Ms. Chappelle, seconded by Mr. Black, the Board unanimously approved the recommendation.

Dr. McCleery recommended increasing tuition by \$1.00 per credit hour for In-District, \$1.00 increase for Out-of-District, and a \$4.00 increase for Out-of-State. Additionally, a \$1.00 increase to the General Usage Fee. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the recommended increases, effective for the summer sessions.

Mr. Kesner called for comments from the public. There being none, the budget work session was scheduled for Thursday, April 14, 2011 at 9:00 a.m. The next regular board meeting was scheduled for Thursday, April 21, 2011, beginning at 4:00 p.m.

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

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

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board meeting adjourned at 6:00 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: April 8, 2011

RE: Expenditure and Revenue Reports for March 2011

New Mexico Junior College Board members, we have completed nine months or 75% of the fiscal year. On the Expenditure Report, the total year-to-date funds expended and/or encumbered through the month of March is \$34,345,397.00.

The total current unrestricted fund expenditures for Instruction & General through March are \$13,790,489.00, which is 74% of the projected budget. There are two areas within the I & G departments that are over the 75% of the budget for the year. Instruction is at 77% and Academic Support is at 81%, most of this is due to encumbrances in different areas. The total current unrestricted fund expenditures through March of 2011 are \$17,011,660.00. In the unrestricted funds all of the areas are over the 75% budget for the year. All of these areas have large expenses or encumbrances that occur at the beginning of the semesters or the fiscal year. Internal Services should be within budget by the end of the semester, with the charge out credit posting monthly for computer services. Student Aid will be over budget for the year, with the tuition waivers for staff, seniors, and dual credit classes.

Restricted Funds had \$195,439.00 in expenditures for the month of March. Restricted Student Aid expenditures are slowing down, but the Grants expenditures will continue. Total year-to-date restricted expenditures are \$6,794,960.00.

Plant funds had \$759,273.00 in expenditures for the month for the capital projects, most of the expenditure were in small institutional projects, there was a credit posted during the month in General Fund for tuition waivers in the Law Enforcement funds. The BR&R expenditures are for the HVAC in the Training and Outreach Building. Total year-to-date plant fund expenditures and/or encumbrances are \$10,538,777.00.

The total expenditures year-to-date through March 2011 is \$34,345,397.00.

The revenue report for March 2011 reflects \$1,977,542.00 as the revenue for current unrestricted funds. This is mainly from the state appropriation and oil and gas revenue. The total year-to-date revenue for unrestricted funds is \$21,928,563.00.

There was \$507,954.00 drawn in for restricted funds in March. The total year-to-date revenue in the restricted funds is \$6,950,674.00.

There was also \$51,910.00 in draws and interest for the month of March for Plant funds. The total revenue year-to-date for plant funds is \$66,503.00.

The total revenue year-to-date is \$28,945,740.00

Oil and Gas revenue is increasing with the price of oil going up. The allocation for January came in at \$751,615.00. The total revenue year-to-date for the oil and gas equipment tax is \$1,244,044.00. Total year-to-date for oil and gas and oil and gas equipment tax is \$6,478,838.00 including the accruals for February and March. We expect the year-to-date revenue total for oil and gas and oil and gas equipment to be over nine million at year end.

The investment report shows no activity in March from the LGIP, with the total investments to \$9,625,000.00. The interest income from the LGIP was \$1,944.00.

This is the finance report for March 2011

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

March 2011

75% of Year Completed

Fund	2009-10			2010-11			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	7,820,784	6,643,056	85%	8,549,845	826,197	6,586,514	77%
Academic Support	3,285,463	1,875,140	57%	2,235,263	192,210	1,801,274	81%
Student Services	1,430,105	1,230,176	86%	1,681,893	132,896	1,223,770	73%
Institutional Support	3,344,861	2,373,638	71%	3,067,761	216,404	2,297,039	75%
Operation & Maintenance of Plant	3,050,775	2,139,163	70%	3,023,475	258,541	1,881,892	62%
Subtotal - Instruction & General	18,931,988	14,261,173	75%	18,558,237	1,626,248	13,790,489	74%
Student Activities	0	0	0%	0	0		0%
Research	0	0	0%	0	0		0%
Public Service	0	0	0%	0	0		0%
Internal Service Departments	204,800	239,018	117%	24,000	(23,542)	149,391	622%
Student Aid	473,713	669,589	141%	469,785	6,146	567,152	121%
Auxiliary Enterprises	1,696,741	1,623,996	96%	1,696,058	138,375	1,525,760	90%
Athletics	1,003,644	940,089	94%	974,729	67,353	978,868	100%
Total Current Unrestricted Fund	22,310,886	17,733,865	79%	21,722,809	1,814,580	17,011,660	78%
CURRENT RESTRICTED FUND							
Grants	1,848,907	1,099,698	59%	1,417,549	103,660	1,103,169	78%
Student Aid	4,050,000	5,495,669	136%	5,237,174	91,779	5,691,791	109%
Total Current Restricted Fund	5,898,907	6,595,367	112%	6,654,723	195,439	6,794,960	102%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	12,746,856	7,228,453	57%	12,914,022	585,236	5,945,948	46%
Projects from State GOB Funds	4,007,556	3,784,968	94%	334,542	12,804	104,191	31%
Projects from State STB Funds	1,938,068	1,709,368	88%	3,000,000	0	3,000,000	100%
Projects from General Fund	108,281	43,950	41%	224,122	(17,229)	182,271	81%
Projects from Private Funds	176,487	66,133	37%	183,383	33,112	129,070	70%
Projects from State ER&R	340,024	157,735	46%	318,919	0	175,984	55%
Projects from State BR&R	1,268,966	27,817	2%	1,830,699	145,350	1,001,313	55%
Projects from Auxiliary BR&R	0	0	0%	0	0	0	0%
Subtotal - Capital and BR&R	20,586,238	13,018,424	63%	18,805,687	759,273	10,538,777	56%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	20,586,238	13,018,424	63%	18,805,687	759,273	10,538,777	56%
GRAND TOTAL EXPENDITURES	48,796,031	37,347,656	77%	47,183,219	2,769,292	34,345,397	73%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
March 2011

75% of Year Completed

Fund	2009-10			2010-11			
	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	3,313,000	3,451,385	104%	3,523,000	77,359	3,774,507	107%
State Appropriations	7,676,400	5,540,195	72%	6,290,500	920,016	5,148,367	82%
Advalorem Taxes - Oil and Gas	5,200,000	7,204,290	139%	5,500,000	814,749	6,478,838	118%
Advalorem Taxes - Property	3,504,278	3,340,236	95%	4,129,578	45,357	3,468,766	84%
Interest Income	287,000	17,000	6%	20,000	0	7,433	37%
Other Revenues	271,100	288,352	106%	323,308	71,684	592,352	183%
Subtotal - Instruction & General	20,251,778	19,841,458	98%	19,786,386	1,929,165	19,470,263	98%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	16,125	67%	24,000	992	15,307	0%
Auxiliary Enterprises	2,298,000	2,146,806	93%	2,202,000	24,817	2,239,821	102%
Athletics	310,400	223,242	72%	428,100	22,568	203,172	47%
Total Current Unrestricted	22,884,178	22,227,631	97%	22,440,486	1,977,542	21,928,563	98%
CURRENT RESTRICTED FUND							
Grants	1,848,907	1,194,593	65%	1,417,549	155,060	1,436,092	101%
Student Aid	4,050,000	5,213,183	129%	5,237,179	352,894	5,514,582	105%
Total Current Restricted	5,898,907	6,407,776	109%	6,654,728	507,954	6,950,674	104%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,007,556	3,103,024	77%	334,542	49,966	49,966	0%
Projects from State STB Funds	1,790,668	830,678	46%	3,000,000	0	0	0%
Projects from General Fund	140,621	132,446	94%	226,847	0	0	0%
Projects from Private Funds	118,987	0	0%	183,383	0	0	0%
Interest Income (LGIP)	0	0	0%	80,000	1,944	16,537	0%
Total Plant Funds	6,057,832	4,066,148	67%	3,824,772	51,910	66,503	0%
GRAND TOTAL REVENUES	34,840,917	32,701,555	94%	32,919,986	2,537,406	28,945,740	88%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

March 2011

75% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2009-10 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$78.04	2,838,769	\$5.07	16,763,074	580,468	366,666	213,802
Actual	August	\$70.38	2,777,074	\$6.15	16,195,702	640,098	366,666	273,432
Actual	September	\$70.35	2,782,699	\$5.57	15,856,565	675,875	366,666	309,209
Actual	October	\$71.79	2,853,169	\$4.34	15,026,148	582,732	366,666	216,066
Actual	November	\$73.88	2,845,013	\$5.78	15,732,662	680,420	366,666	313,754
Actual	December	\$75.69	2,743,341	\$5.69	14,691,744	590,254	366,666	223,588
Actual	January	\$80.27	2,688,602	\$5.82	14,664,434	751,615	366,666	384,949
Accrual	February	\$83.17	2,788,420	\$7.65	14,546,945	366,666	366,666	0
Accrual	March					366,666	366,666	0
Accrual	April						366,666	(366,666)
Accrual	May						366,666	(366,666)
Accrual	June						366,666	(366,666)
Y.T.D. Production Tax Revenue						5,234,794	4,399,992	834,802
Y.T.D. Equipment Tax Revenue						1,244,044	1,100,000	144,044
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						6,478,838	5,499,992	978,846

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
March 2011

75% 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	9,625,000	N/A	N/A	N/A	7102-1348	0.238%	1,944
Total investments	<u>9,625,000</u>						<u>1,944</u>

Summary of Current Month's Activity	
Beginning amount	9,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	9,014,333
Reserves Invested	610,667
Total LGIP Investment	9,625,000

Capital Projects	3/31/2011
Drawings & Master Plan	8,059.52
Technology Upgrade	150,477.73
JASI	89,368.10
WHM South Gallery	292,901.22
Rodeo Arena	69,169.86
Original Entrance Landscaping	748,022.98
Equestrian Center	1,816,210.88
Student Housing Construction	552,601.59
Frame & Door Replacement	103,433.91
Luminis Software	11,568.00
Electrical Upgrade	448,757.15
Campus Signage	84,993.82
Campus Paving	207,561.17
Roof Replacement	546,070.75
Interior Lighting-Energy Retrofit	52,346.52
Old Dorms Renovation	176,730.46
Millen Dr. Sewer & Water	150,000.00
Concrete Upgrade	13,324.23
Campus Construction	61,666.02
Oil & Gas Training Center	494,965.24
Public Sector	1,826.53
Campus Security	151,297.10
Caster Old CHOF Remodel	59,625.51
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnng	5,000.00
Welding Lab	41,246.53
Copier Replacement	13,967.00
Non-Recurring Compensation	434,800.00
Athletics	827,394.51
Student Life Programming	2,440.37
Title V (Institutional)	118,611.47
Warehouse/Cont Ed Remodel	734,989.18
Radiological Control	18,198.38
Central Plant Upgrade	377,521.09
Workforce Training Contingency	1,946.57
Banner 8	22,195.37
Total	9,014,333.22

NOTE: Capital projects total does not include encumbered funds

*New Mexico Junior College
Office of the Vice President for Student Services*

MEMO

TO: Dan Hardin
Dr. Steve McCleery

FROM: Dr. Regina Organ

DATE: 3/18/11

RE: Proposed Meal Plan Increases

It is my recommendation that we increase our meal plan costs per semester by \$25, applicable to the 7-meal, 15-meal, and 19-meal plans. The current costs for the meal plans are:

7-meal plan	\$600
15-meal plan	\$1150
19-meal plan	\$1200

The projected costs for the 2011-12 year are:

7-meal plan	\$625
15-meal plan	\$1175
19-meal plan	\$1225

At this point, I anticipate a 3-4% increase on costs from Great Western Dining.

When looking at the tuition and fee increases as approved by the New Mexico Junior College Board on March 16, 2011, an athlete taking 15 credit hours could expect a total increase of \$52 (this includes the \$25 increase in the meal plan) in his / her costs.

The anticipated increase in revenue is \$8,350 for the 2011-12 year.

From: Michele Clingman
Sent: Monday, April 11, 2011 7:46 AM
To: Steve McCleery
Cc: Regina Organ; John Gratton; Dan Hardin
Subject: Placement Test Fees

President McCleery,

I respectfully request a fee increase for individuals retaking the COMPASS and ASSET. Dr. Organ, Dr. Gratton, and Dr. Hardin have reviewed, offered input, and concur with this recommendation.

As you know, the Counseling Office budgets and administers placement tests. NMJC students take the first test free of charge and pay \$1.00 per test for re-testing. Additionally, we test high school students without charge for enrollment as dual credit students. Even if some students do not actually enroll as dual credit, we pay for that first test. When dual credit students want to re-test, they come to the college and pay for the tests. The high schools do not pay for any of this testing.

The following table reflects our current costs and charges:

	ASSET	COMPASS
Cost of test to NMJC	4.15	1.66 (each individual test)
Charge to student for re-testing (first test is free)	4.00	1.00 (each individual test)
Difference	-.15	-.66

A survey of the surrounding colleges reveals that they charge students more.

	COMPASS	Re-Test
Midland College	29.00	29.00
Odessa College	29.00	10.00 (each test)
NMSU-Carlsbad	25.00 (for those who are not NMSU-C Students) No Charge to NMSU-C Students	25.00 (for those who are not NMSU-C Students)
ENMU Roswell	<i>No Response</i>	
Clovis	<i>No Response</i>	

In 2009-2010 we ordered 2650 COMPASS units and 800 ASSET units. Currently in 2010-2011, we have ordered 2700 COMPASS units and 1150 ASSET units. The table below reflects this information:

2009-Current	Units	NMJC Cost
COMPASS	5350	\$8,463.50
ASSET	1950	\$3,792.50

To date we have given 320 COMPASS re-tests, collecting \$320, and the tests cost us \$531.20 for a difference of \$211.20. We have given 27 ASSET re-tests, collecting \$108, and the tests cost \$112.05, a difference of \$4.05.

Students from Odessa, Texas, and Carlsbad, NM, have come over to test with us because it is less expensive. While we want to be student friendly, we should not charge students less than the tests cost us. In addition, we have had some businesses from outside the county call recently inquiring about the cost of testing since they use the COMPASS/ASSET as a training/placement tool.

In discussing this recommendation with the counselors, enrollment staff, and some faculty, I have been told that many students do not take the placement tests seriously because the cost is not a factor. They feel that they can “blow the tests off” and re-test at any time, repeatedly, since the cost of the test is the price of a coke or cup of coffee.

To summarize the recommendations: No charge to NMJC students for the first test; \$5.00 (each test) for re-testing. Non-NMJC students would pay \$15.00 for the COMPASS and \$15.00 for the ASSET.

I'll gladly respond to any questions you might have to clarify the process or recommendations.

Respectfully yours,

Michele Clingman, Ed.D.
Dean of Enrollment Management
New Mexico Junior College | Hobbs, NM 88240
Office Location: Ben Alexander Student Learning Center
mclingman@nmjc.edu | 575.492.2575



NEW MEXICO
Junior College

Arts and Humanities

MEMORANDUM

DA: Monday, April 11, 2011
TO: NMJC Board
FR: Mickey D. Best, Ph.D. *MB*
Dean of Arts, Letters, and Career Technology
RE: Request for increase of GED testing fees

On July 1, 2011 the testing fees for GED will be increasing. Currently, NMJC charges individuals who take the main battery and retakes as follows:

Battery: \$40.00
Re-takes: \$8.00

We request an increase of \$10.00 for the battery and \$2.00 for the re-takes, which would then raise the costs to \$50.00 and \$10.00 respectively. I have provided you with information concerning our general number of test takers for the fiscal year (inclusive of the main battery and retakes), as well as fee amounts other institutions across the state charge.

Thank you for your consideration.

New Mexico Testing Site Costs 2010

Site	Location	Battery	Retakes	No Show Fee
NMSU	Alamogordo	\$50.00	\$ 10.00	
Alamo--Navajo	Alamogordo	No Charge	No Charge	
Albuquerque Job Corps	Albuquerque	\$ 40.00	\$ 15.00	
CNM	Albuquerque	\$ 25.00	\$ 15.00	
NM Corrections	Albuquerque	none	none	
Foothills High School (juveniles)	Albuquerque	none	none	
UNM	Albuquerque	\$ 40.00	\$ 8.00	
Youth Development Inc.	Albuquerque	\$ 50.00		
UNM-Valencia	Los Lunas	\$ 40.00		
NMSU	Carlsbad	\$ 62.50	\$ 12.50	
Clovis Community College	Clovis	\$ 40.00	\$ 15.00	
Northern NM College	Espanol	\$ 60.00		
San Juan College	Farmington	\$ 40.00	\$ 10.00	\$ 25.00
UNM	Gallup	\$ 60.00	\$ 12.00	
NMSU	Grants	\$ 35.00		
NMJC	Hobbs	\$ 40.00	\$ 8.00	
NMSU	Las Cruces	\$ 50.00	\$ 10.00	
John Paul Taylor juvenile justice	Las Cruces	none	none	
New Mexico Highlands	Las Vegas	\$ 65.00	\$ 20.00	
CCCC	Milan	none	none	
NMHU	Raton	\$ 65.00	\$ 20.00	
ENMU	Roswell	\$ 40.00		
ENMU	Ruidoso	\$ 75.00		
Santa Fe Community College	Santa Fe	\$ 100.00		
Dine' College	Shiprock	\$ 50.00		
Western New Mexico University	Silver City	\$ 75.00		
Socorro Consolidated Schools	Socorro	\$ 25.00		
Mesalands Community College	Tucumcari	\$ 50.00		
UNM	Taos	\$ 75.00		

Breakdown of Batteries and Retakes between August 2009 and March 2011

Date	Battery	Retakes	Writing	Soc. Stud	Science	Reading	Math
	5 Test	Individual					
Aug-09	12	12	3	2	2	4	2
Sep-09	9	3	0	1	1	0	1
Oct-09	23	6	2	0	2	1	1
Nov-09	23	10	3	3	2	1	1
Dec-09	0	0	0	0	0	0	0
Jan-10	9	14	4	2	0	5	3
Feb-10	18	11	3	0	0	2	6
Mar-10	17	14	2	3	2	2	5
Apr-10	10	13	2	3	2	2	4
May-10	8	9	2	1	3	0	3
Jun-10	10	9	5	1	1	0	2
Jul-10	14	7	3	1	1	2	0
Aug-10	12		3	1	3	4	3
Sep-10	8		1	0	0	0	2
Oct-10	11		1	1	0	2	3
Nov-10	8		0	2	1	0	3
Dec-10	7		0	0	0	0	0
Jan-11	4		0	0	0	1	2
Feb-11	8		0	1	1	0	0
Mar-11	7		1	0	1	1	6
	218	108	35	22	22	27	47

NEW MEXICO JUNIOR COLLEGE

Invitation to Bid #1049

Purchase of Vehicle

BOARD DOCUMENTS

Date: April 21, 2011
Prepared by: Regina Choate
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On Friday, March 18, 2011, a legal notice was sent to the following newspaper requesting sealed bids for the purchase of a vehicle for the college:
 - 1) Hobbs News Sun
2. Bid packets were sent to five potential bidders.
3. Three bids were submitted within the time frame specified by the bid package. No bidders were present at the opening.
4. The Business Office and Charley Carroll 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 Invitation to Bid #1049 were Tate Branch of Hobbs, NM, Tillery Chevrolet of Moriarty, NM and Watson Truck & Supply of Hobbs, NM.

The Administration recommends acceptance of the bid from Tillery Chevrolet for the following vehicle:

2011 – ½ ton, 4WD, short bed, 4 Door Truck \$30,551.00

Source of Funding: - FY 2010/2011 Equipment Renewal and Replacement Fund
Account #: 93114-4002-77001-921

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #1049

Specifications & Bid Price Form

New Mexico Junior College contemplates purchasing one (1) vehicle. 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 THE VEHICLE.

The college desires (1) 2011 – ½ ton, 4WD, short bed, 4 Door Truck with the following specifications:

Specifications for ½ ton Truck:

- _____ White Exterior Color
- _____ Cloth Interior Trim
- _____ Engine: V-8, Alternative fuel capability required
- _____ Transmission, 5 speed or 6 Speed Auto
- _____ Seat Adjuster (Driver's Side)
- _____ Glass: Deep Tinted
- _____ Power Door Locks
- _____ Uplevel Bench Seats
- _____ Floor Covering: Color Keyed Carpet with Floor Mats
- _____ Spare Tire Lock
- _____ Floor Mats, Front
- _____ Floor Mats, Rear
- _____ GVW Rating 6800 to 7000 lbs
- _____ Climate Control, Electronic – Multi-zone
- _____ Mirrors, O/S, Power, Heated
- _____ Radio, AM/FM Stereo, Auto Tone, CD/MP3
- _____ Body, Fleetside
- _____ Federal Emissions
- _____ Locking Differential, Rear
- _____ Rear Axle, 3.42 to 3.55 Ratio
- _____ Cruise Control
- _____ Heavy-Duty Cooling Equipment
- _____ Transmission Cooling System
- _____ Wheels: 17x7.5 Aluminum Bright
- _____ Tires: P265/70R17 ALS BW
- _____ Fog Lamps, Front
- _____ Trailering Package

Is the ½ ton truck an alternative fuel vehicle? Yes No

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date 3/28/2011

Candidate's name Kevin J. Waters

Position title Professor of Physical Education/Assistant Women's Track 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 *8/15/2011 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

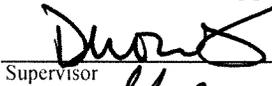
Paid advertising beyond *standard None

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

Posted salary range \$35,595 to \$44,493 Recommended annual salary \$ 38,371.00 Prorated salary yes no

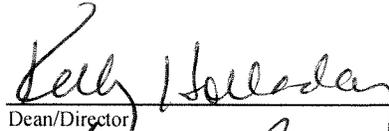
Account number(s) with respective % allocation(s) 11000 2821 61101 101 100%

Recommended and approved by:



Supervisor

Vice President



Dean/Director

President

Selection Committee Members: Donald Worth – Director of Athletics - Chairperson

Kelly Holladay – Dean of Business, Math and Sciences

John Baldwin – Professor of Physical Education

Keith Blackwill – Professor of Physical Education/Head Women's Track Coach

Josh Simpson – Professor of Physical Education/Head Baseball Coach

Comments: Mr. Waters, with a Bachelor's degree in Health Promotion/Physical Education meets and/or exceeds the minimum requirements for this position.

*Pending background check

APPLICANT LIST

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

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Waters, Kevin J.	Yes	Yes	Start date: Pending Board approval.
Rios, Juan G.	No	No	

ABBREVIATED RESUME

Position

Professor of Physical Education/Assistant Women's Track Coach

Personal Data

Name: Kevin J. Waters

Education

B.S., University of Houston, Houston, TX, 2004

Major: Health Promotion

Minor: Physical Education

Certificate, Alvin Community College, Alvin, TX, 2001

Paramedics

Certificate, Mesa Community College, Mesa, AZ, 1998

Fire Science

Professional Experience

Saint Mary's Hall, San Antonio, TX 08/2004 to Present
Health/Physical Education Teacher/Head Varsity Cross Country Track and Field Coach

Grace School, Houston, TX 08/2000 to 08/2004
Physical Education/Health Teacher/Head Cross Country, Soccer and Track and Field Coach

Sun Lakes Fire Department, Sun Lakes, AZ 04/1999 to 08/2000
Part-time Reserve Fire Fighter and E.M. T.

Southwest Ambulance, Mesa, AZ 08/1997 to 08/2000
Emergency Medical Technician

Raven Golf Club, Phoenix, AZ 12/1995 to 08/1997
Guest Services

Certifications:

Certificate – Texas Educator for Physical Education

Certificate – USA Track and Field Level 2 for endurance events, sprint, hurdle and relay events

Certificate – USA Track and Field Official

Honors:

State of Kansas 800m champion, 1984 and 1985

Scholarship Athlete for the University of Kansas 1985-1987

Head Umpire for the 2009 Big 12 NCAA Indoor Championship Meet

Assistant Head Umpire for the 2009 and 2011 NCAA Indoor Championship Meets



New Mexico Junior College Career Opportunities

Position Announcement • January 2011

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

Position Description: The position is responsible to the Vice President for Instruction, Vice President for Student Services, Dean of Business, Math & Sciences, Director of Athletics and the Head Women's Track Coach. Duties and responsibilities include, 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 supervisor approved office hours per week; (5) assume other professional responsibilities associated with the position of Professor of Physical Education/Assistant Women's Track Coach; (6) participate in a process of continual personal and professional improvement; (7) actively participate in the institutional goals and objectives designed to support the mission of the college; and, (8) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree required, master's degree preferred. All degrees must be from a regionally accredited institution. Successful community college teaching experience 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. The successful candidate may have the option of teaching during the Summer I and II terms. Standard employee benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified candidates. Position starts 2011 Fall Semester with a faculty reporting date of August 15, 2011.

To Apply: Submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and eight names of references with current addresses and phone numbers to:

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

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

"Equal Opportunity Education and Employment"

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (505) 492-2790 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: kmiller@nmjc.edu