

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Tuesday, May 26, 2015

Zia Room – Library

1:30 p.m.

AGENDA

- | | |
|---|---------------------------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of April 16, 2015 | Pat Chappelle |
| 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 Capital Projects for Fiscal Year 2015 | Dan Hardin |
| 7. Consideration of Tuition and Fee Waiver for Transitional Studies Courses for Summer School | Larry Sanderson |
| 8. Consideration of NMJC license plate design | Larry Sanderson |
| 9. Consideration of Board Policy Manual Revision to Policy No. 303 | Steve McCleery |
| 10. Personnel Consideration - Vice President for Training & Outreach | Steve McCleery |
| 11. Personnel Consideration - Head Men's Basketball Coach | Jeremy Capo |
| 12. Personnel Consideration – Assistant Men's Basketball Coach | Jeremy Capo |
| 13. Personnel Consideration – Distance Learning Instructional Designer | Dennis Atherton |
| 14. Personnel Consideration - Director of Upward Bound | Phillip Roybal |
| 15. Consideration of Food Services for NMJC RFP Bid #114 | Regina Choate
Phillip Roybal |
| F. Public Comments | Pat Chappelle |
| G. Announcement of Next Meeting | Pat Chappelle |
| H. Closure of Open Meeting | Pat Chappelle |
| I. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
APRIL 16, 2015
MINUTES**

The New Mexico Junior College Board met on Thursday, April 16, 2015, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Mrs. Mary Lou Vinson, Mr. Zeak Williams; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Jaycie Chesser, Hobbs News-Sun.

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

Dr. McCleery administered the Oath of Office to Mr. Manny Gomez.

Upon a motion by Mrs. Vinson, seconded by Mr. Gomez, the Board unanimously approved the minutes of March 25, 2015.

Under President's Report, Amanda Wier, Co-Sponsor of College Republicans, Megan Smith, President of College Republicans and Ethan Wier, Senior Member of College Republicans provided a brief update of their recent attendance of a Legislative Session held in Santa Fe, New Mexico. Megan stated the highlight of the trip was meeting Governor Susana Martinez, and Ethan stated it was an honor and a privilege to meet the Governor of New Mexico.

Steve Saucedo provided a presentation of a formal agreement signed in late March, 2015 between NMJC and Texas Engineering Extension Service, a Certified Occupational Safety and Health Administration Training Institute Education Center and one of twenty seven in the United States. TEEEX is based in College Station and has a campus in Mesquite, Texas. Region VI includes the states of

Texas, New Mexico, Louisiana, Arkansas and Oklahoma. Mr. Saucedo reported in January of 2007, NMJC offered approximately ten training courses. In 2015, NMJC is offering approximately seventy courses ranking third out of the five states in Region VI. In January of 2015, NMJC became the 5th Co-Operative Learning Center in Region VI allowing NMJC to hire local instructors to teach the courses which will generate local revenue. Mr. Saucedo stated his goal is to have 100 percent of the classes being taught by local instructors by 2016. Mr. Saucedo has been invited to give a presentation in Mesquite, Texas later this year to other Co-Operative Learning Centers on “How It’s Done”. Mr. Gomez asked if students are able to obtain certifications. Mr. Saucedo responded both general industry and construction certificates are obtainable at NMJC, and students will no longer need to travel to all five states to complete what is required.

Mr. Bill Morrill provided an update on the Experience Modifier. He stated due to employee willingness to follow the NMJC safety manual and safety processes, the Experience Modifier is at .76. Dr. McCleery credited Mr. Morrill and his staff for this success. Mr. Baeza congratulated Mr. Morrill stating this would reflect a 24% credit in premium for this accomplishment.

Dr. Larry Sanderson provided an update of the HLC Mock Accreditation Visit on April 13 and 14, 2015. After detailed discussion in regard to the HLC update, the Preliminary Report document was distributed to the Board members. In addition, Dr. Sanderson stated Mr. Tom Hughes with Yavapai Community College would be returning in June, 2015 to spend more time with the groups. Dr. Sanderson stated overall the Mock visit was a success and reminded Board members of the HLC Accreditation dates of November 9 and 10, 2015.

Under New Business, Dr. McCleery & Mr. Dan Hardin presented the 2015-2016 Budget for recommendation. After detailed discussion and upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the 2015-2016 Budget Recommendation.

Dan Hardin presented the March, 2015 financial reports. Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the

Expenditure Report for March, 2015. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Dr. Atherton presented a recommendation for appointment of Dr. Steve Hill as the Acting Dean for the Division of Distance Learning and Professional Studies. Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously approved this recommendation.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, May 21, 2015 beginning at 1:30 pm. Upon a motion by Mrs. Vinson, seconded by Mr. Gomez, the Board unanimously approved the date of May 21, 2015 at 1:30 pm.

Mrs. Vinson moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of New Mexico Statutes Annotated 1978, Mr. Gomez seconded the motion. The roll call vote was as follows: Mr. Baeza – yes; Mr. Williams – yes; Mr. Black – yes; Mrs. Vinson – yes; Mr. Glenn – yes; Mr. Gomez – yes; and Ms. Chappelle – yes.

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

Upon a motion by Mr. Black, seconded by Mrs. Vinson, the board meeting adjourned at 3:50 pm.

Pat Chappelle, Chair

Ron Black, Secretary

**Ross Black Field of Champions Track Meet/Field Dedication
Saturday, April 18, 2015 @ New Mexico Junior College**

Duty	Administrator	Status	Complete by	Complete	Budget
Stadium Updates					
Electronic Signage	CCarroll	Waiting to hear from Daktronics on cost (Sign has been ordered)	4/1/2015	X	
Championship Signs	CC/JC/KB/JP/SF/KM	Design by 1/26/15 - Pending Electronic Cost(Jeremy to provide photos to Kathy Mahan)	1/26/2015	X	
Building Signage	CCarroll	(Install by 3/15/15)	3/15/2015	X	
PA System	Dhardin	DH work w/ G O'Brien - Install by 3/1/15 - Purchase order for speakers is in place. Greg is continuing to work on all other system parts.	4/1/2015	X	
Track Equipment	KB/JP/JC/DH/PR	Equipment ordered	4/1/2015	X	
Marketing					
Agenda	SM/SF/NF/KM	Finalized by 4/1/15	4/1/2015	X	
Flag	CC			X	
Flag Pole	CC			X	
Dedication Programs	SF/KM			X	
Easel for the Dedication Photos	NF/SM			X	
Cloth to cover photo	CC			X	
Chairs for Black family, NMJC Board, 1971 Track Team	CC			X	
Podium	CC			X	
Other					
Save the Date Invitation	SF/KM	Designed and ready for distribution		X	
Send out to NMJC Contacts	SF	Send out 2/1/15		X	
	SF/KM	Send out 3/1/15 (Add Millen entrance)	3/1/2015	X	
Ross Black Invitation list	SF	Email out to Ronnie Black contacts list 2/5/15	2/5/2015	X	
Invitations	SF	Susan will deliver invitations to Cherrill Black. She will mail out those we do not have addresses for.	3/13/2015	X	
Electronic Invitation - NMJC	SF	Send out 3/15/15 - 4/1/15 - 4/13/15		X	
Media Coverage	SF	Complete by 3/15/2015	3/15/2015	Ongoing	
1971 Track Team Invite	SM	Dr. McCleery to contact B. Winter 2/5/15	2/5/2015	X	
Local Marketing	SF	Susan will coordinate w/ area event. Meeting with the Casino on 3/13 and Event Center on 3/17			
National Publications	JC/JP	Emailed NJCAA - 1/20/15 - Researching others	1/26/2015	X	
50th yr. Kickoff Celebration	SF	Susan will coordinate w/ dedication	3/15/2015	X	
50th yr. Celebration Banner	SF	Susan will order temporary banners for display	3/15/2015	Ordered	
Dedication/Reception					
Family Framed Photo	NF/SF/KM	9 photos (Stadium, '71 team, Save the Date, Invitation, Signage) Frames & matting on hold at Hobby Lobby. Collage of photos almost complete.	4/10/2015		
Reception	JC	Reserve booster club room	4/1/2015	X	
Reception Refreshments	JC	Have booster club provide	4/1/2015	X	
Décor	JC	Work with booster club to provide décor	4/15/2015	X	
Powerpoint presentation	KM	Kathy will prepare powerpoint for use @ reception	4/1/2015	X	
Programs	SF/KM	Will work on. Waiting on Agenda.	4/1/2015	Ongoing	
Event/Meet Logistics					
Bus Parking	JC/KB/JP	Busses will park between tennis/track	1/26/2015	X	
Traffic & Parking	CC/BM	Coordinate traffic and parking.	3/15/2015	X	
Reserve Parking	CC/BM	Reserve areas for board & family.		X	

**Ross Black Field of Champions Track Meet/Field Dedication
Saturday, April 18, 2015 @ New Mexico Junior College**

Concession Stand	JC	<i>Will meet w/ CC & Great Western Dining</i>	4/1/2015	X	
Restrooms	JC	<i>Will meet w/ CC - Request Portable? (Jeremy to check on the field house restrooms.)</i>	4/1/2015	X	
Volunteers (Staff & Faculty)	SF/NF	<i>Create a Volunteer Spreadsheet/Recruit - Currently 28 volunteers.</i>	3/15/2015	X	
Maintenance/Custodial Services	CC		4/1/2015	X	
Directional Signage	JC/KM/SP	<i>Jeremy/Sara/Kathy will coordinate</i>	4/1/2015	X	
Track Meet Operations					
Timer	KB/JB	<i>KB to contact & secure Clyde Neff</i>			
Announcer	KB/JC	<i>Who? Darrell B.?</i>	3/15/2015	X	
Volunteers	JC/KB/JB	<i>Create Volunteer Spreadsheet/Recruit Volunteers</i>	3/15/2015	X	
Meet Schedule	KB/JB	<i>Create meet schedule</i>	3/15/2015		
Seating @ Throws Area	CC	<i>Portable Bleachers to watch throws (Bleachers from the rodeo arena are to be moved to the field.)</i>	3/15/2015	X	
Press Box					
Printer		<i>Needed for Results(Jeremy to coordinate with Bill Kunko.)</i>	4/1/2015	X	
Phones	CC/BK	<i>Install Phone Lines (Jeremy to coordinate with Bill Kunko.)</i>	3/15/2015		
Computers	KB/JB	<i>Timing company to provide laptops (Jeremy to coordinate with Bill Kunko.)</i>	4/1/2015	X	
Internet Access	CC/BK	<i>Jeremy to coordinate with Bill Kunko.</i>	3/15/2015	X	
PA /Sound / Mics	CC/DH	<i>Greg O-Brien is working on this.</i>	3/15/2015	X	
Scoreboard	CC/JC	<i>Portable needed to be secured</i>	3/15/2015	X	
Lights		<i>N/A</i>			
EMT - Pole Vault	NL	<i>Nadia will coordinate</i>	4/1/2015		
Athletic Training Area	NL		4/1/2015		

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: May 12, 2015

RE: Expenditure and Revenue Reports for April 2015

April is month ten or 83% of the budget for the 2014/2015 fiscal year. The expenditure report represents funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of April is \$36,023,022.00. Current Unrestricted Expenditures for the month of April are \$2,426,641.00. The total YTD Current Unrestricted Funds through April are \$22,952,321.00, which is 94% of the original budget. We are currently over budget in Student Aid, due to the increase in tuition waivers. Also, we are still over budget in the Internal Services, but as we make the monthly credit entries to the Computer Services the amount of expenditures will be within budget by yearend. Auxiliary Enterprises are doing better as the Bookstore continues to sell excess books back to the book companies.

In the Restricted Funds, Grants continue to expend their budget. Most grants do not end their year until the end of September. Year-to-date expenditures for the restricted funds are \$4,976,077.00 which is 80% of their budget.

The Plant Fund expenditures for the year include the Infrastructure project, purchase of training from Lockheed Martin, Technology Upgrades, and several smaller projects. The \$1,795,225.00 was encumbered for the replacement of the air handlers at Watson Hall, Mansur Hall, and the Pannell Library. The total year-to-date expenditures in Plant Funds are \$8,094,624.00.

Total expenditures for the month of April were \$4,369,778.00, with year-to-date expenditure total of \$36,023,022.00, which is at 83% of the total budget.

Revenue generated in Current Unrestricted funds in April was \$1,602,026.00. Most of the revenue came from the monthly allocation from the state and oil and gas mill levy income. Restricted Funds had total revenue of \$461,303.00 for the month of April. Total restricted revenue year-to-date is \$4,977,809.00. Total revenue for the month of April 2015 is \$2,064,730.00, with year-to-date revenue of \$34,361,730.00 or 97% of projected budget.

The actual oil and gas tax revenue and Oil and Gas Equipment Tax revenue for April was \$587,180.00, which is for the month of January. There is a monthly accrual of \$465,000.00 for each of the three months, that includes February, March and April. Total oil & gas and oil & gas equipment tax revenue year-to-date is \$10,169,010.00, which is \$2,934,010.00 over the projected budget through ten months of the budget.

The investment report shows an ending balance in the Local Governmental Investment Pool of \$10,593,127.00, as there was no activity in April. The balances for capital projects are currently \$11,423,755.72.

The HED (Higher Education Department) budget was delivered on time to the department staff. I would like to thank the Board for your time and diligent work on the budget.

Board members, Dr. McCleery and I have had numerous comments from staff expressing thanks and gratitude to the Board for the compensation increases and the one time compensation. I would also like to express my thanks to each of you for your support of New Mexico Junior College and the New Mexico Junior College staff.

This concludes the Financial Report for April 2015.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
April 2015

83% of Year Completed

Fund	2013-14			2014-15			
	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	9,106,822	7,949,898	87%	9,731,091	907,426	8,139,210	84%
Academic Support	2,259,588	1,834,778	81%	2,273,743	282,558	2,010,544	88%
Student Services	1,823,694	1,418,432	78%	1,840,687	156,599	1,590,033	86%
Institutional Support	3,337,419	3,422,569	103%	3,528,284	331,675	3,665,740	104%
Operation & Maintenance of Plant	3,288,327	2,984,090	91%	3,541,829	643,385	3,496,653	99%
Subtotal - Instruction & General	19,815,850	17,609,767	89%	20,915,634	2,321,643	18,902,180	90%
Student Activities	0	0	0%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	84,909	207,849	245%	87,145	(10,864)	175,584	201%
Student Aid	568,551	803,059	141%	593,551	19,221	777,118	131%
Auxiliary Enterprises	1,799,060	1,993,632	111%	1,800,693	5,585	1,841,331	102%
Athletics	1,019,727	1,166,262	114%	1,029,348	91,056	1,256,108	122%
Total Current Unrestricted Fund	23,288,097	21,780,569	94%	24,426,371	2,426,641	22,952,321	94%
CURRENT RESTRICTED FUND							
Grants	1,179,460	716,708	61%	1,157,859	104,510	1,340,588	116%
Student Aid	5,033,468	4,393,223	87%	5,033,468	19,636	3,635,489	72%
Total Current Restricted Fund	6,212,928	5,109,931	82%	6,191,327	124,146	4,976,077	80%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	14,435,571	5,998,855	42%	8,757,760	1,795,225	4,587,194	52%
Projects from State GOB Funds	3,324,582	2,962,343	89%	3,050,000	630	2,811,681	92%
Projects from State STB Funds	1,487,000	1,189,301	80%	0	0	0	0%
Projects from General Fund	416,293	34,589	8%	0	1,665	16,202	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Projects from State ER&R	671,725	492,036	73%	332,720	3,094	314,492	95%
Projects from State BR&R	1,003,998	739,580	74%	597,281	18,377	365,055	61%
Subtotal - Capital and BR&R	21,339,169	11,416,704	54%	12,737,761	1,818,991	8,094,624	64%
Debt Service							
Revenue Bonds	0	0	0%	276,000	0	0	0%
Total Plant Funds	21,339,169	11,416,704	54%	13,013,761	1,818,991	8,094,624	62%
GRAND TOTAL EXPENDITURES	50,840,194	38,307,204	75%	43,631,459	4,369,778	36,023,022	83%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
April 2015

83% of Year Completed

Fund	2013-14			2014-15			
	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	3,684,200	3,815,057	104%	3,684,200	63,772	3,748,095	102%
State Appropriations	5,933,300	5,086,065	86%	6,047,200	498,490	5,192,488	86%
Advalorem Taxes - Oil and Gas	6,455,000	10,841,018	168%	7,235,000	587,181	10,169,010	141%
Advalorem Taxes - Property	5,455,000	4,520,673	83%	6,003,500	171,903	4,896,325	82%
Interest Income	5,000	1,626	33%	4,000	391	2,549	64%
Other Revenues	356,361	231,241	65%	368,161	86,985	350,397	95%
Subtotal - Instruction & General	21,888,861	24,495,680	112%	23,342,061	1,408,722	24,358,864	104%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	11,565	48%	27,000	61	7,190	27%
Auxiliary Enterprises	2,213,000	2,130,978	96%	2,251,000	152,960	2,370,170	105%
Athletics	330,900	277,391	84%	483,400	40,283	409,431	85%
Total Current Unrestricted	24,456,761	26,915,614	110%	26,103,461	1,602,026	27,145,655	104%
CURRENT RESTRICTED FUND							
Grants	1,179,460	809,374	69%	1,157,859	184,364	1,467,304	127%
Student Aid	5,033,468	4,079,101	81%	5,033,468	276,939	3,510,505	70%
Total Current Restricted	6,212,928	4,888,475	79%	6,191,327	461,303	4,977,809	80%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,300,000	0	0%	3,300,000	0	2,222,238	0%
Projects from State STB Funds	1,487,000	466,116	31%	0	0	0	0%
Projects from General Fund	0	0	0%	0	0	0	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income (LGIP)	30,000	11,108	37%	10,000	1,401	16,028	160%
Total Plant Funds	4,817,000	477,224	10%	3,310,000	1,401	2,238,266	68%
GRAND TOTAL REVENUES	35,486,689	32,281,313	91%	35,604,788	2,064,730	34,361,730	97%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

April 2015

83% 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	2011-12 Original Budget	Variance Over (Under) Budget
Actual	July	\$75.60	5,043,401	\$5.99	15,571,479	1,232,271	465,000	767,271
Actual	August	\$80.78	4,888,347	\$5.46	15,838,690	1,090,531	465,000	625,531
Actual	September	\$77.29	4,582,238	\$5.46	15,443,043	1,002,059	465,000	537,059
Actual	October	\$72.15	5,068,963	\$4.90	15,511,710	967,962	465,000	502,962
Accrual	November	\$65.01	4,872,656	\$4.20	16,152,246	960,049	465,000	495,049
Accrual	December	\$51.46	5,015,297	\$3.90	16,346,691	691,458	465,000	226,458
Accrual	January	\$39.89	5,086,948	\$3.05	15,217,830	580,363	465,000	115,363
Accrual	February					465,000	465,000	0
Accrual	March					465,000	465,000	0
Accrual	April					465,000	465,000	0
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						7,919,693	5,580,000	2,339,693
Y.T.D. Equipment Tax Revenue						2,249,317	1,655,000	594,317
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						10,169,010	7,235,000	2,934,010

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
April 2015

83% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	10,593,127	7102-1348	0.104%	1,401
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>10,593,127</u>			<u>16,028</u>

Capital Projects	4/30/2015
Vehicles	2,812.94
Technology Upgrade	15,624.79
JASI	41,566.60
WHM South Gallery	266,594.43
Baseball Field	30,162.95
Rodeo Arena	0.00
Luminis Software	2,993.00
Landscaping	160,427.27
Campus Signage	2,801.67
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	201,842.39
Campus Construction	347,337.59
Oil & Gas Training	237,653.09
Maintenance Equipment	73,452.01
Public Sector	19,227.00
Campus Security	26,283.08
Track/Arena Area Enhancement	0.00
Lumens Software-Distance Learning	5,000.00
Copier Replacement	274.00
Non-Recurring Compensation	152,169.10
Athletics	148,317.53
Student Life Programming	12,886.89
Warehouse/Cont Ed Remodel	1,640.92
Succession Plan	108,152.25
Energy Technology Equipment	300,000.00
WHM Exhibits	110,798.78
Mansur Hall Upgrades	61,944.06
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	0.00
Track Upgrades	0.00
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	435.00
Cosmetology Remodel	700,000.00
Equine Program	30,505.53
Entertainment Technology	1,300,215.30
Cafeteria Upgrade	32,159.72
Channel 19 Upgrade	23,875.00
FERPA & Title IX	9,459.00
Professional Development HS	14,036.29
Equestrian Center	3,000,000.00
Bob Moran Upgrades	101,067.92
Campus/Hospital Fencing	200,000.00
Turf Replacement	184,175.00
Watson Hall Theater	260,794.42
WHM Titanic Exhibit	18,500.00
Infrastructure Upgrade	1,473,937.50
Cadet Supplement	12,342.54
Workforce Training Contingency	4,907.90
TOTAL	11,423,755.72

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575) 492-2770
Fax: (575) 492-2768

To: Board Members
From: Dan Hardin
RE: Fiscal Watch Reports
Date: May 12, 2015

Attached for your approval are the Fiscal Watch reports for March 2015 to be submitted to the Higher Education Department by the end of May. The first report is the Statement of Net Assets for March 31, 2015. The total current assets consist of Cash and Cash Equivalents in the amount of \$6,122,772.00, which represents cash in the vault and balances in the bank. Investments totaling \$10,593,127.00 are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. Accounts Receivables are from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. An example of a prepaid expense would be a maintenance agreement prepaid for the entire year. Total current assets are \$19,291,908.00

Non-Current Assets include Restricted Cash and Cash Equivalents; this is the amount of cash at the New Mexico Finance Authority that has not been applied. Also, in Non-Current assets are the capital assets totaling \$71,090,177.00. Total Assets are \$91,129,245.00

Current Liabilities begin with Accounts Payable of \$145,992.00. Under the Banner system, when an invoice is entered into the system there is a credit posted to Accounts Payable, as checks are cut there is a debit made to Accounts Payable. When Financial Aid memo posts an award to a student there is a debit generated in Accounts Payable, an offsetting credit is made when there is an actual award posted to the student. There is a large amount of activity in and out of Accounts Payable. Accounts Payable also includes Gross Receipts. Other Accrued Liabilities include all of the withholding payables for Federal Income Tax, State Income Tax, ERA, Health Insurance, gross receipts, and other payroll related withholdings. Total Other Accrued Liabilities as of March 31, 2015 are \$582,254.00. Deposit held for others or non-institutional accounts are where we house the funds that belong to the different clubs on campus. Interest payable is the amount of interest due as of March 31, 2015 on the John Watson Student

Apartments debt. Deferred income is normally income for tuition and fees that we receive in the Spring semester for the coming Summer and Fall semesters, which are in a different fiscal year. Currently, Deferred revenue is zero. Other Payables is a combination of salaries payable and accrued vacation payables. The total of other payables is \$610,600.00. Long term liabilities – current portion is the remaining principal portion of the long term liabilities to be paid over the 12 months. Total Current Liabilities are \$1,847,718.00 as of March 31, 2015. Other Long Term Liabilities of 537,989.00 is the principal portion of the Student Apartments loan. Total liabilities are \$2,385,707.00. The Net Assets include Invested in Capital Assets, net of related debt, for a total of \$70,324,127.00. Unrestricted net assets have a total as of March 2015 of \$17,672,251.00, with the total net assets of \$88,743,538.00. The next report is the summary of the original FY 15 budget to actual as of March 2015. These numbers are also taken from the monthly Board report that was presented to the Board at the April Board meeting. Revenues are at the 98% of the budget for the three quarters. Tuition and Fees at the end of March total \$3,684,323.00 and State Appropriations are at 78% of the budget which is normal. The local appropriation total is \$14,306,251, which includes three months of accrual for the Oil & Gas mill levy. The expenditure comparison of budget to actual is also the same as Board reports being presented at the April Board meeting. Encumbrances and seasonal expenditures in Internal Services, Student Aid, and Auxiliary Enterprise account for budget areas being over 100% of their budget. As of March 2015, the College has received interest revenue of \$14,627.00 and \$2,222,238.00 in drawdowns from the GOB for Infrastructure in Plant fund revenue and had 1,206,001.00 in transfers. Plant Fund expenditures show the amounts that have been expended and/or encumbered for the capital projects. There are several capital projects in progress at this time.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers from the Board reports that was presented at the April Board meeting. This report compares the March 2014 current revenues to the March 2015 current revenues. Tuition and Fee revenue is slightly down in March 2015 as compared to March 2014. State Appropriations are showing to be higher in FY 15 as compared to FY 14. Local appropriations were higher in FY 14 as compared to FY 15. Oil & Gas has three months of accrual in FY 15 as compared to two months of accrual in FY 14. Property tax revenue is higher in FY 15. Auxiliary Enterprises (Sales & Services) revenue is currently higher in FY 14 as compared to FY 15. Total operating revenue through March 2015 was \$25,543,629.00 as compared to \$25,278,819.00 in March 2014.

Unrestricted Expenditures in March 2014 were \$19,515,214.00 compared to \$20,514,298.00 in March of 2015. The increase in Unrestricted Expenditures from March 2014 to March 2015 is a reflection of the increase in salary expense for FY 15.

The Cash Flow statement represents the activity during the first three quarters of the fiscal year. Cash flows from operating activities indicates the money coming in from tuition and fees, grants, auxiliary enterprises, and other revenues, then the funds going out for salaries and benefits, payouts to students, and vendors. The net result is that it took \$11,743,653 more cash than was brought in. The next section shows the amount of cash from non-capital financing activities. The incoming cash from these activities is \$17,605,249.00. The third section is cash from capital financing activities, this shows the revenue from capital gifts, State funding for STB and grants, with funds expended for debt service and purchase of capital assets. The total is (\$2,949,235.00). You can see the cash and cash equivalents as of March 2015 are \$17,463,059.00. Basically, we began the fiscal year with \$14,536,071.00 in cash; we ended the first three quarters with \$17,463,059.00 in cash for a net increase of \$2,926,988.00. This gives you a snap shot of the cash in and out for the first nine months of FY 15.

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

Respectfully,

Dan Hardin

New Mexico Junior College

Statement of Net Assets (Unaudited and Unadjusted) As of (March 31, 2015)

Assets	
Current Assets:	
Cash and Cash Equivalents	\$ 6,122,772
Short-Term Investments	10,593,127
Accounts Receivable, net	1,673,664
Inventories	876,768
Prepaid Expenses	25,577
Loans Receivable, net	
Total Current Assets	\$ 19,291,908
Non-Current Assets	
Restricted Cash and Cash Equivalents	\$ 747,160
Restricted Short Term Investments	
Investments Held by Others	
Other Long-Term Investments	
Prepaid Expenses	
Capital Assets, net	71,090,177
Total Non-Current Assets	71,837,337
Total Assets	\$ 91,129,245
Liabilities	
Current Liabilities	
Accounts Payable	\$ 145,992
Other Accrued Liabilities	582,254
Deposits Held for Others	262,810
LT Liabilities - Interest Payable	18,001
Deferred Income	-
Other Payables	610,600
LT Liabilities - Current Portion	228,061
Total Current Liabilities	\$ 1,847,718
Non-Current Liabilities	
Other LT Liabilities	537,989
Total Non-Current Liabilities	537,989
Total Liabilities	\$ 2,385,707
Net Assets	
Invested in Capital Assets, net of Related Debt	\$ 70,324,127
Restricted for:	
Non-Expendable:	
Expendable:	
General Activities	
Federal Student Loans	
Term Endowments	
Capital Projects	
Expendable future debt service requirements	747,160
Unrestricted	17,672,251
Total Net Assets	88,743,538
Total Liabilities & Net Assets	91,129,245

New Mexico Junior College

Summary of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2015

Operating Funds	FY 2015 Original Budget	FY 2015 Actuals as of March 31, 2015	Percentage Earned/Spent
REVENUES			
Tuition & Misc Fees	\$ 3,684,200	\$ 3,684,323	100.00%
State Appropriations	6,047,200	4,693,998	77.62%
Local Appropriations	13,238,500	14,306,251	108.07%
Sales & Services	2,251,000	2,217,210	98.50%
Other	882,561	641,847	72.73%
Total Revenue	\$26,103,461	\$25,543,629	97.86%
BEGINNING BALANCE	\$1,801,153	\$1,801,153	
TOTAL AVAILABLE	\$27,904,614	\$27,344,782	
EXPENDITURES			
Instruction & General	\$ 20,915,634	16,569,156	79.22%
Internal Services	87,145	186,448	213.95%
Student Aid	593,551	757,897	127.69%
Auxiliary Enterprises	1,800,693	1,835,745	101.95%
Intercollegiate Athletics	1,029,348	1,165,052	113.18%
Total Expenditures	\$ 24,426,371	20,514,298	83.98%
Net Transfers	\$1,206,001	\$1,206,001	
TOTAL EXPENDITURES & TRANSFERS	\$ 25,632,372	21,720,299	84.74%
Ending Fund Balance	\$2,272,242	\$5,624,483	

Plant Funds	FY 2015 Original Budget	FY 2015 Actuals as of March 31, 2015	Percentage Earned/Spent
REVENUES AND TRANSFERS			
Interest Income	10,000	14,627	
State Appropriations	3,300,000	2,222,238	
Capital Projects Transfer			
Total Revenues and Transfers	\$ 3,310,000	\$ 2,236,865	
BEGINNING BALANCE	\$ 9,897,907	\$ 9,897,907	
TOTAL AVAILABLE	13,207,907	12,134,772	
EXPENDITURES			
Capital Projects	11,807,760	5,617,557	
BR&R & ER&R	930,001	658,076	
State Appropriations			
Debt Retirement	276,000		
Total Expenditures	\$ 13,013,761	\$ 6,275,633	48.22%
Net Transfers	\$ 1,206,001	\$ 1,206,001	
Ending Fund Balance	1,400,147	7,065,140	

New Mexico Junior College

Comparison of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2014 and 2015

Operating Funds	FY 2014 Actuals as of March 31, 2014	FY 2015 Actuals as of March 31, 2015	Percentage Increase (Decrease)
REVENUES			
Tuition & Misc Fees	\$ 3,770,856	\$ 3,684,323	-2.3%
State Appropriations	4,845,081	4,693,998	-3.1%
Local Appropriations	14,334,353	14,306,251	-0.2%
Sales & Services	2,112,547	2,217,210	5.0%
Other	215,982	641,847	197.2%
Total Revenue	\$ 25,278,819	\$25,543,629	1.0%
BEGINNING BALANCE	\$1,244,263	\$1,801,153	
TOTAL AVAILABLE	26,523,082	27,344,782	
EXPENDITURES			
Instruction & General	15,540,599	16,569,156	6.6%
Internal Services	256,082	186,448	-27.2%
Student Aid	754,695	757,897	0.4%
Auxiliary Enterprises	1,865,687	1,835,745	-1.6%
Intercollegiate Athletics	1,098,151	1,165,052	6.1%
Total Expenditures	19,515,214	20,514,298	5.1%
Net Transfers	(1,206,001)	1,206,001	
TOTAL EXPENDITURES & TRANSFERS	\$ 18,309,213	\$ 21,720,299	18.6%
Increase (Decrease) in Fund Balance	\$ 6,969,606	\$ 5,624,483	

Plant Funds	FY 2014 Actuals as of March 31, 2014	FY 2015 Actuals as of March 31, 2015	Percentage Increase (Decrease)
REVENUES AND TRANSFERS			
Interest Income	9,862	14,627	
State Appropriations	466,116	2,222,238	
Debt Service Transfers			
Other			
Total Revenues and Transfers	\$ 475,978	\$ 2,236,865	
BEGINNING BALANCE	9,159,432	9,897,907	
TOTAL AVAILABLE	9,635,410	12,134,772	
EXPENDITURES			
Capital Projects	5,928,801	2,791,969	-52.9%
State Funded Projects	3,846,643	2,825,588	
Private Funds			
Building R&R	752,609	346,678	
Equipment R&R	457,435	311,398	
Total Expenditures	\$ 10,985,488	\$ 6,275,633	-42.9%
Net Transfers	\$ 1,206,001	\$ 1,206,001	
Ending Fund Balance	\$ (144,077)	\$ 7,065,140	

Some revenues are reported on a seasonal basis or by semester and therefore may affect the Increase/(Decrease) to Fund Balance

New Mexico Junior College

Cash Flow Statement (Unaudited and Unadjusted) As of 3 31 2015

Cash Flows from Operating Activities	
Receipts from student tuition and fees	\$ 3,684,323
Receipts from grants and contracts	4,516,506
Other receipts	
Payments to or on behalf of employees	(13,605,330)
Payment to suppliers for goods and services	(7,084,002)
Receipts from Sales and Services	2,217,210
Payments for scholarships	(2,114,207)
Other Operating Revenue	641,847
Net cash (used) by operating activities	<u>\$ (11,743,653)</u>
Cash Flows from Non-Capital Financing Activities	
State Appropriations	\$ 4,693,998
Mill Levy Taxes	\$ 12,911,251
Other Non-operating Expense	
Net Cash provided (used) for non-capital financing activities	<u>\$ 17,605,249</u>
Cash Flows from Capital and Related Financing Activities	
Proceeds from Capital Debt	-
Capital Gifts, Grants and contracts	2,222,238
Purchase/Construction/Renovation of Capital Assets	(4,849,872)
Principal Received/Paid on Capital Debt and Leases	(300,000)
Interest and Fees Paid on Capital Debt and Leases	(21,601)
Net Cash provided (used) for capital financing activities	<u>\$ (2,949,235)</u>
Cash Flows from Investing Activities	
Investment Earnings	\$ 14,627
Net Cash provided by Investing Activities	<u>\$ 14,627</u>
Increase (Decrease) in Cash and Cash Equivalents	\$ 2,926,988
Cash and Cash Equivalents- beginning of year	14,536,071
Cash and Cash Equivalents- end of reporting period	\$ 17,463,059

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575)492-2770
Fax: (575)492-2768

To: New Mexico Junior College Board
From: Dan Hardin
RE: HED Capital Project requests
Date: May 20, 2015

Board members,

Each year New Mexico Junior College presents two capital project requests to the HED (Higher Education Department) for possible State funding during the next legislative session. Included in your packet is the same request that was presented last year, Allied Health Building and Sustainable Energy. Also included is the projected five year capital project request that is also required to be submitted to the HED.

The Allied Health Building and the Sustainable Energy projects are identified in the Master Plan.

We are asking for your approval to submit the request for funding for the Allied Health Building and the Sustainable Energy project, and approval of the five year capital plan.

Respectfully,



Dan Hardin

NEW MEXICO HIGHER EDUCATION DEPARTMENT

SUSANA MARTINEZ
NEW MEXICO GOVERNOR

DR. BARBARA DAMRON
CABINET SECRETARY

2015 YEARLY CAPITAL PROJECTS SUMMER SESSION

August 4th, 5th, 6th, 11th, and 12th, 2015

Project Evaluation Form

Deadline to submit this form to NMHED is June 1, 2015

Institution: New Mexico Junior College

Name and Branch (if applicable).

Project Title: Allied Health Building

Please be descriptive

Project Description: Planning, design, engineering, equipment, furniture, and construction of an approximately 20,800 square foot single story building on the campus of New Mexico Junior College. To be used for the NMJC Allied Health program.

Be thorough in description. Include location (Include an attached campus map), square footage, usage, spaces, number of floors, and other pertinent information.

Project Cost: \$5,000,000.00 The preliminary estimates for the proposed 20,800 square foot Allied Health building is around \$300.00 per square foot. This estimate was provided by Dekker Perich Sabatini based on knowledge of construction in Lea County.

List the amount that will be requested for funding. Explain how the cost was determined: i.e. cost per square foot, design professional's estimate, estimator, related project, etc.

Priority: One

Please list the priority of this project among those projects that will be presented by your institution to the Committee.

Space Utilization: Using the information provided by the HED, New Mexico Junior College has 428,561 square feet of I&G space. Comparing the I&G square footage to the I&G FTE minus the Web FTE the square footage is 392.

Please review your Instructional and General Square Feet per Full Time Enrollment shown on Form 03 – 2014 NMHED IG Sq. Ft: If there is a difference of 5% or greater in

Full-Time Student Enrollment Trends: NMJC enrollment is significantly affected by the up and down cycles of the “boom or bust” oil and gas economy and tracks in tandem with the local unemployment rate. History indicates that when the local unemployment rate drops below 5%, the NMJC enrollment decreases. If the unemployment rate rises above 5%, NMJC enrollment increases. As one can see by the data below, when unemployment drops below 5% the rate of NMJC student decline is extremely steep and when the unemployment rate moves above the 5% threshold the rate at which students return to the NMJC campus is very slow.

Year:	Fall FTE:	Prior year Unemployment (Lea Co.)	NM State Unemployment
2014	1697	4.3%	6.5%
2013	1,651	4.1%	6.9%
2012	1,627	5.2%	7.4%
2011	1,966	7.3%	7.9%
2010	1,810	7.1%	6.8%

Below you will find the enrollment trends for the Allied Health Program at NMJC. Enrollments in this area are somewhat sensitive to the economy but the real issue for NMJC is that we are unable to meet regional demand for licensed nurses and other allied health professions. Our program is bound by lack of available facilities. We can add necessary faculty capacity but do not have the requisite training labs and suitable classrooms to serve larger cohorts of students. We do have qualified students on the waiting list but are unable to accommodate them at this time.

Allied Health Enrollment	First Semester Students	Total Enrollment
Fall 2014	34	74
Fall 2013	29	58
Fall 2012	40	62
Fall 2011	32	58
Fall 2010	34	47

According to Economic Modeling Specials, Intl., demand for trained nurses in our region is expected to grow by 26% over the next eight years and demand for associated health care professionals is expected to grow by 14% over the next eight years. NMJC is currently unable to expand the current nursing program and

add key allied health programs given the physical limitations of our training facilities.

Please review your institution's Full-Time Enrollment trends from previous academic year (not including Summer Semester). What is the enrollment in the program (not the overall student enrolment, just program) that the building will support? Has there been growth in overall and program enrollment? Or has there been a decline? Describe how the project is expected to impact FTE trends.

Timeline for project completion: Planning and design will begin in the spring of 2017. The construction will begin in June of 2017 and be completed by December of 2018.

What is the anticipated duration of the project, from start to finish? Assuming your institution gets 100% of this request; will the funding support a phased or the full project?

Funding from other sources: New Mexico Junior College will allocate \$1,250,000.00 from the local Oil and Gas mill levy taxes for this project

Detail other sources that will be utilized for project completion.

5 year history of capital project funding: Please see attached spreadsheet.

Green Screen for Buildings: New Mexico Junior College will follow the requirements set out in Executive Order 2006-001, LEED, and Target Finder, using energy efficient lighting, water saving fixtures, more insulation, and the recommended roofing solution.

Define how the project will achieve the requirements listed in the State of New Mexico Executive Order 2006-001. If appropriate, add the LEED checklist and energy model (see email attached data spreadsheet).

Safety: The facility will be incorporated into the NMJC security camera system and will be monitored by NMJC security personnel. Since the facility will be located on a lighted parking area which is in close proximity to lighted parking area of Lea Regional Medical Center, security and safety for students will be significantly enhanced. Lea Regional Medical Center is adjacent to the NMJC campus and is the location where NMJC nursing students and faculty can go for their required clinical practice. To facilitate mass distribution of emergency

messages, a system of speakers will be placed inside and outside of the facility. All safety measures will be installed to protect the public, students, and the facility. Adequate parking will be built into the site location and final plan.

Define how the project will incorporate building security applications into the facilities (lighting, parking proximity, basic security devices, electronic access devices, etc.).

Programmatic use of building: The construction of the Allied Health Building allows New Mexico Junior College to expand and grow the Allied Health programs. The current facility is space limited, antiquated and limits the number of successful students in the Allied Health program. The Allied Health facility is a priority for New Mexico Junior College as can be seen on page 66 of the NMJC Facilities Master Plan that was approved by the NMJC Board in December of 2005.

Define the purpose of the project and how it will affect enrollment and/or degree production, especially for high need areas in the state or your area of service. How does the project relate to the five-year plan for your institution?

Language for appropriation: Planning, design, engineering, equipment, furniture, and construction of an Allied Health building.

Please input the language that would be included in the legislative bill if this project were to be recommended for funding. (Example: to plan, design, construct, equip or renovate Building x)

****Note:

- Committee members will be given a copy of your institution's five-year plan submitted to NMHED.
- NMHED will provide binders for Capital Projects Committee members that will include for each institution this form, a matrix with space utilization numbers, full-time enrollment trends, and five-year plans. If your institution would like for the Committee to review additional information, please bring ten (10) copies and plan to distribute them at the hearing. NMHED will not copy and distribute additional/other presentation documents for institutions.

NEW MEXICO HIGHER EDUCATION DEPARTMENT

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TO: NMJC Board
Cc: Dr. Steve McCleery and Dr. Dennis Atherton

FROM: Larry Sanderson

DATE: May 20, 2015

RE: Request for waiver of course fees and tuition for transitional studies classes

Background:

For the past two years, the Board and the NMJC Foundation have partnered in a program to offer summer transitional classes for free to students. The Foundation has provided a grant to cover tuition for the courses and the Board has authorized waiver of course fees. The only costs for students are books for the courses.

The results of the partnership have been significant. As previously reported, summer transitional enrollments increased dramatically. Perhaps more significant than the actual enrollment increase is persistence of the transitional students to the next semester.

Summer TS Enrollment	Continued in the Fall	Persistence Rate Summer to Fall	Still Enrolled in Spring	Fall to Spring Persistence
2013 – 229	140	61.1%	116	82.8%
2014 – 139	101	72.6%	83	82.8%

Results support the idea that an early start for students not only increases summer enrollment but sets those students up for success in the fall and the subsequent spring semesters.

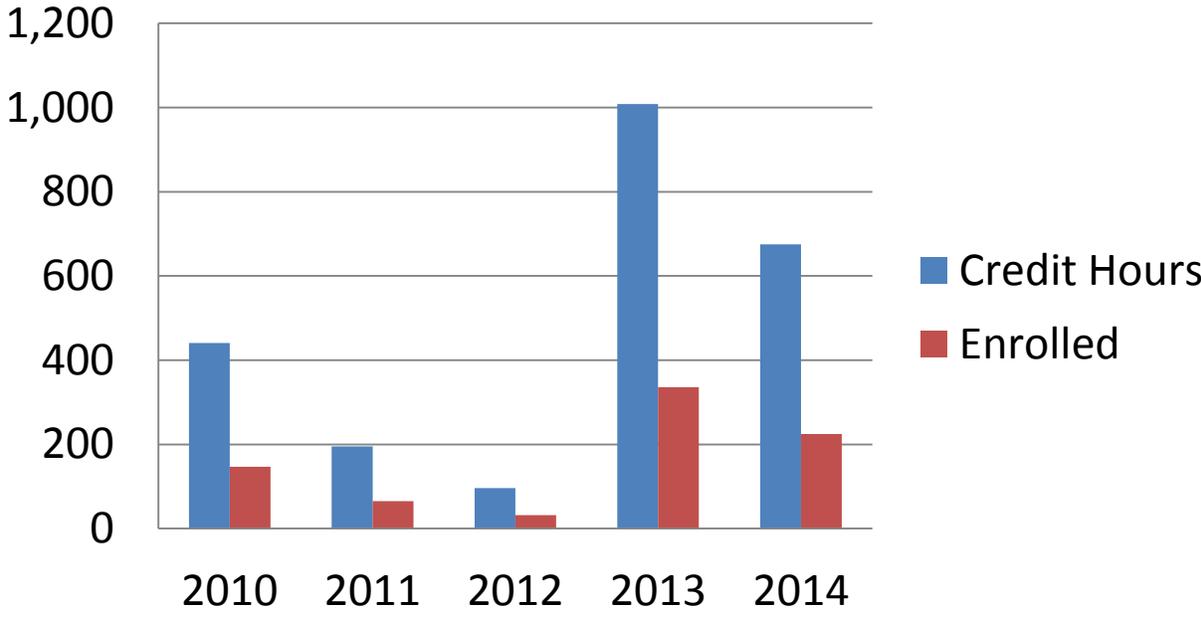
The NMJC Foundation has authorized a grant of approximately \$19,000 to pay for tuition for students taking transitional classes in the summer 2015 session. This figure would pay tuition costs for approximately 120 students. Based on prior experience, it appears that this figure might fall short of being able to cover tuition for all the students who enroll in transitional classes during the summer. Consequently, the request we are making is that the Board authorize tuition waivers for those students not covered by the Foundation grant.

Request:

We are asking for authorization from the Board to waive transitional class course fees for the summer 2015 session. Additionally, we are asking that the Board authorize tuition waivers for those students taking transitional classes not covered by the Foundation grant.

Thank you for your support of NMJC students.

Summer Transitional Studies Enrollment



TO: NMJC Board
FROM: Phillip Roybal, Susan Fine, and Larry Sanderson
DATE: May 15, 2015
RE: NMJC License Plate

As you know, State Representative David Gallegos, with strong support of his local colleagues in the Legislature, sponsored legislation to authorize a special automobile license plate for New Mexico Junior College. HB107: Enacting a new section of the motor vehicle code to create a special New Mexico Junior College license plate was passed unanimously in the House of Representatives and overwhelmingly in the Senate (the Senate vote was 30:1 in favor of the legislation).

NMJC staff has been working with the DMV to design a new license plate for NMJC which will be available to the public upon final adoption.

We will present the new plate to you at the May 26 meeting and formally ask for the NMJC Board to approve the design.



AN ACT

RELATING TO MOTOR VEHICLES; ENACTING A NEW SECTION OF THE
MOTOR VEHICLE CODE TO CREATE A SPECIAL NEW MEXICO JUNIOR
COLLEGE LICENSE PLATE; MAKING AN APPROPRIATION.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

SECTION 1. A new section of Chapter 66, Article 3 NMSA
1978 is enacted to read:

"SPECIAL NEW MEXICO JUNIOR COLLEGE REGISTRATION PLATE.--

A. The division shall issue a standardized special
registration plate with a logo as specified in Section
66-3-424 NMSA 1978 commemorating New Mexico junior college.

B. For a fee of thirty-five dollars (\$35.00),
which is in addition to the regular motor vehicle registration
fees, the owner of a vehicle may apply for issuance of a
special New Mexico junior college registration plate. The
owner shall apply for and pay the fee each year to retain and
renew the special New Mexico junior college registration
plate.

C. Revenue from the additional fee for a special
New Mexico junior college registration plate shall be
distributed as follows:

(1) ten dollars (\$10.00) of the additional
fee collected shall be retained by and is appropriated to the
department to defray the cost of making and issuing the

I. Introduction

To comply with the Open Meetings Act, Sections 10-15-1 to 10-15-4, NMSA 1978, the following definitions and procedures are detailed so the conduct of all College Board business is in compliance with the spirit of the law:

II. Meetings

A. Definition: Meetings are defined as any verbal exchange among a quorum of board members attempting to arrive at a decision on any public business or public policy relating to the College over which the Board has supervision or control.

B. Types of meetings:

1. Regular Meetings: According to state statute, meetings of the Board shall be held not less than quarterly each calendar year. Special meetings shall be held upon call of the Chairperson of the Board or a majority of the Board. In a meeting of the New Mexico Junior College Board, a motion was adopted that regular meetings of the Board shall be held on a monthly basis. This exceeds what is required by law but is deemed necessary to accomplish college business in an orderly and timely manner. The regular meetings will be held on the third Thursday of every month at ~~1:30~~ 4:00 p.m. in the New Mexico Junior College Board Room (Zia Room) Hobbs, New Mexico. The date or place of a regular meeting may be changed by action of the Board at any previous meeting. Every board member shall be notified either by letter or personally by distribution of the minutes carrying a record of the change or at any other time by the Chairperson of the Board after timely notice to all members and with the consent of a majority of members. If the date or place of any regular meeting is changed, the public shall be informed of the change by notice as required by law.
2. Special Meetings: Special meetings to conduct college business shall be called by the Chairperson of the Board, by a majority of the members of the Board or by the President with approval of the Board Chairperson.



NEW MEXICO JUNIOR COLLEGE

Office of the President

Memo

DATE: May 26, 2015
TO: Pat Chappelle, Mary Lou Vinson, Manny Gomez, Travis Glenn, Zeak Williams, Hector Baeza, Ron Black
FROM: Steve McCleery 
SUBJECT: Jeff McCool – Vice President for Training and Outreach

At the April 16, 2015 Board Meeting, you approved the Campus Organizational structure. At the April 9, 2015 Board Budget Work Session and the April 16, 2015 meeting I apprised you of the intent to fill the vacancy left by Vice President Robert Rhode's July retirement with the appointment of Jeff McCool to the Position of Vice President for Training and Outreach.

As you are aware, Dean McCool has been a stellar performer in many roles and functions at NMJC. Under his direct leadership as Dean of Training and Outreach, the institution operates the largest non-credit workforce training division in the State. If you approve the request, Jeff would assume the role of Vice President on June 1, 2015, and the June 1, 2015 date would provide time for Vice President Rhodes to work with Jeff in regard to the transition.

It is with great pleasure and honor that I recommend Jeff McCool as the next Vice President for Training and Outreach.

Thank you for your consideration.



May 11, 2015

TO: New Mexico Junior College, Board of Trustees
THRU: Dr. Steve McCleery
FROM: Jeremy Capo – Director of Athletics
RE: Brian Lohrey – Head Men’s Basketball Coach Recommendation

NMJC Members of the Board and Dr. McCleery,

The purpose of this correspondence is to recommend Mr. Brian Lohrey for the Head Men’s Basketball position at New Mexico Junior College.

I believe that Mr. Lohrey will continue to harvest a culture of excellence within the Men’s Basketball program at NMJC. His passion for student-athlete success and the game of basketball along with his rapport with campus faculty and administration, coupled with his leadership skills, is the ideal fit to continue to move the program forward.

We are in a time now where it’s crucial to continue the recruitment of high quality, high character student-athletes as well as retain the student-athletes that will be returning for fall 2015. It’s paramount that we maintain the continuity already established with these young men and Coach Lohrey.

Your consideration of this request is appreciated.

Best Regards,

Jeremy Capo
Director of Athletics

Cc: Phillip Roybal – VP Student Affairs



NEW MEXICO JUNIOR COLLEGE

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Brian Lohrey

Address: 3417 N. Northwest Dr. Hobbs, NM 88240
Phone: (719) 651-1159 Email: blohrey@nmjc.edu

Objective: To obtain a coaching position where I can utilize my God given talents and passions through the sport of basketball to lead young men into a winning position for their future professional, academic, and basketball careers.

Education:

Master of Arts and Christian Education *Dallas Baptist University Dallas, TX 2007*

Bachelor of Applied Human Science *Colorado State University Fort Collins, CO 2005*
Emphasis on Early Childhood Development

Experience:

New Mexico Junior College Assistant Coach/P.E. Instructor *August 2012 to Present*
Strength and Conditioning Coach Men's Basketball

Recruiting

- Expanded to the whole nation especially on the High School and Prep School levels while also dealing with Division 1 Transfers

Player Development

- Worked with both guards and forwards during practice and individual work-outs
- Created, Maintained, and coached basketball players' weight and conditioning program
- Academic Counselor and Coordinator

Miscellaneous

- Member of NABC
- Assisted in coordinating Travel throughout season
- Camp Director for the T-Bird Christmas Camp in 2012
- Helped design and maintain individual game programs and yearly newsletters

University of Central Missouri Assistant Coach *August 2009 to 2012*
Strength and Conditioning Coach Men's Basketball

Recruiting

- Expanded by Covering the nation on the JUCO level, primary focus is Texas
- Expanded High School recruiting base to include Missouri, Kansas, Illinois, Iowa, and Nebraska

Player Development

- Worked primarily with Forwards during practice and individual work-outs
- Created, Maintained, and coached basketball players' weight and conditioning program

Miscellaneous

Passion * Courage * Integrity * Focus * Discipline * Positive Energy * Faith * Selfless



- Member of the MBCA and NABC.
- Expanded knowledge of XO's Editing Software for breakdown of games and scouting.
- Assisted in coordinating Travel throughout the season
- Assisted in the running of Summer Basketball Camps (Individual, Team, and Day Camps), mulesbasketballcamp.com

**Dallas Baptist University Basketball Assistant/Recruiter
Strength and Conditioning Coach Men's Basketball**

August 2007 to 2009

Recruiting

- Covered the state of Texas focusing on DFW, Houston, San Antonio, and Austin.
- Secondary locations recruited were OK, CO, NM then the nation.
- Set up and organized recruiting visits.
- Used and updated our recruiting database.
- Increased our mail-outs for recruits and high school coaches.
- Oversaw weekly mail outs ranging from 50-400 prospective athletes.
- Maintained and operated the self-recruits' database.

Player Development

- Created, maintained, and coached basketball players' weight and conditioning program.
- Led and created individual workouts for both guards and forwards.

Miscellaneous

- Member of the NABC
- Organized film exchange and utilized Game Tape Exchange.
- Worked with Game Tape Exchange.
- Utilized XO's Editing software for breakdowns of games and scouting.
- Assisted in the running and organizing of summer basketball camps for approximately 170 campers.
- Enhanced fan and campus awareness through innovative marketing techniques.

Coaching Accomplishments:

New Mexico Junior College

August 2012 to Present

- 2014-2015 Highlights
 - Ranked in the NJCAA Top 25 poll multiple times throughout year
 - Third place finish in the WJCAC
 - Advanced to 2nd round of Region 5 Tournament for 3rd straight year
 - 2 All Conference Selections
 - 23-9 record
 - Malique Trent named an All-American
- 2013-2014 Highlights
 - Ranked in NJCAA Top 25 poll for whole season (ranked as high as 7th nationally)

Passion * Courage * Integrity * Focus * Discipline * Positive Energy * Faith * Selfless



- Second place finish in WJCAC
- Region 5 Runner-Up
- Advanced to 2nd round of NJCAA National Tournament
- Top 10 nationally in defensive FG% and 3PT%
- 3 All Conference Selections
- 27-7 Record
- Jeff Newberry named an All-American
- 2012-2013 Highlights
 - Ranked in NJCAA Top 25 poll for four straight months (ranked as high as 8th nationally)
 - Second place finish in WJCAC
 - Region 5 Champions
 - Advanced to 2nd round of NJCAA national Tournament
 - Top 5 nationally in defensive PPG
 - 3 All Conference Selections
 - 27-7 record
 - Head Coach James Miller was named District 5 Coach of the Year
 - Desmond Lee named an All-American

University of Central Missouri

August 2009 to 2012

- 2011-2012 Highlights
 - Won 18 games for MIAA leading 9th year in a row
 - Made conference tournament (UCM has never missed conference tourney)
- 2010-2011 Highlights
 - Won 18 games for MIAA leading 8th year in a row
 - Made conference tournament (UCM has never missed conference tourney)
 - Lead conference in Defensive FG%
 - Record at Home is now 99-8 during Kim Anderson's tenure
- 2009-2010 Highlights
 - Ranked #1 for 4 weeks in the NCAA National Poll
 - Most Conference wins in MIAA History (18-2)
 - Most Road wins in MIAA Conference History (9-1)
 - 27-4 Record
 - Appearance in Sweet Sixteen
 - Sanjay Watts 1st Team All-American
 - Kim Anderson MIAA Head Coach of the Year
 - Tremaine Luellen MIAA Defensive Player of the Year
 - Sanjay Watts and Alex Moosmann All-South Central Region Players
 - Sanjay Watts MIAA Player of the Year
 - Sanjay Watts MIAA South Central Region Player of the Year

Dallas Baptist University

May 2007 to 2009

- 2008-2009 Highlights
 - First NCAA Tournament Appearance in school history.
 - Reached NCAA Regional Semifinals for first time in school history

Passion * Courage * Integrity * Focus * Discipline * Positive Energy * Faith * Selfless



- First South Central Regional Rankings.
- 2nd Nationally in 3FG% at 42.9 in all of D1 and D2 behind only California (Pac 10).
- Ranked in National Top 10 in 3 statistical categories (apg, ppg, 3FG%).
- Five players average double figures.
- Two players named 2nd Team All-Conference
- Two players named Honorable Mention All-Conference
- Jordan McGowan named Freshman of the year.
- Blake Flickner – Coach of the year.

Dallas Baptist University Adjunct Professor

Fall 2008 to 2009

- Kinesiology
 - 1101 Fitness for Living
- Foundations
 - 1101: Freshmen Orientation

Teacher evaluations upon request after Fall 2008

Camp Counselor and Coach

Summer 2008

- Marquette University, University of Texas at Austin, Dallas Baptist University.
- Directed and led drills.
- Coached multiple teams.

Internship with Athletes in Action at the Ultimate Training Camp

Summer 2004 and 2006

- One of 15 interns coordinating and facilitating camp activities.
- Equipped participants spiritually, physically, and emotionally.
- Led team of 5-8 college athletes in team building and personal growth activities.

Crossover Ministry

Summer 2004

- Worked with leaders to coach and guide two youth basketball camps in Germany and Czech Republic.

Activities:

- Member of the Colorado State Basketball team.
- Member of the Dallas Baptist University Basketball Team.
- Student Vice President of Athletes in Action on the Colorado State University Campus.

Awards:

- Mountain West Conference Champion 2003 and NCAA Tournament participant.
- Received the Leadership Award at Colorado State University as a walk-on.
- Nominated as captain and received the Leadership Award at Dallas Baptist University 2 consecutive years.
- Received the Patriot Award at Dallas Baptist University as a recognized leader of men's athletics.
- NCCAA Academic All-American.
- Div. II NCAA Tournament Participant 2009.

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May 11, 2015

TO: New Mexico Junior College, Board of Trustees
THRU: Dr. Steve McCleery
FROM: Jeremy Capo – Director of Athletics
RE: Shaun Gutting – Assistant Men’s Basketball Coach Recommendation

NMJC Members of the Board and Dr. McCleery,

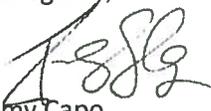
The purpose of this correspondence is to recommend Mr. Shaun Gutting for the Assistant Men’s Basketball Coaching position at New Mexico Junior College.

I believe that Mr. Gutting will be a tremendous asset to assisting our Head Men’s Basketball Coach in creating a culture of excellence while working to move the program forward. He has worked as a volunteer assistant for the past two seasons at NMJC and been a great asset to our program. Mr. Gutting is tremendously passionate about developing student-athletes in the classroom and on the court and brings with him an innate ability to connect with the student-athletes and motivate them to reach their greatest potential.

We are at a point where we want to continue with the continuity of our returning student-athletes as well as continue with the recruiting the potential student-athletes we’ve already been in contact with.

Your consideration of this request is appreciated.

Best Regards,


Jeremy Capo
Director of Athletics

Cc: Phillip Roybal – VP Student Affairs
Dr. Dennis Atherton – VP Instruction
Kelly Holladay – Dean of Business, Math & Science



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NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date May 8, 2015

Candidate's name Paula D. Wallace

Position title Distance Learning Instructional Designer

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom _____

Effective date of employment * June 16, 2015 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard HigherEdJobs.com,, National Minority Update

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 40 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$38,332 to \$57,498 Recommended annual salary \$51,618 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2905 61301 104 100%

Recommended and approved by:

Supervisor

Vice President

Dean/Director

President

Selection Committee Members: Jeff McCool – Dean of Training and Outreach

Charles Adams – Canvas Administrator

Steven Blandin – Director of Instructional Technology

Terri Blandin – Executive Assistant - Training and Outreach

Comments: Ms. Wallace, with a Ph.D. degree and eleven years of experience meets and/or exceeds the minimum requirements for this position.

*pending background check

rev. 6-28-01

ABBREVIATED RESUME

Position

Distance Learning Instructional Designer

Personal Data

Name: Paula D. Wallace

Education

Ph.D., New Mexico State University, Las Cruces, NM, 2015

Major: Curriculum and Instruction

Minor: Educational Learning Technologies

M.A., New Mexico State University, Las Cruces, NM, 2007

Major: Education

Minor: Educational Learning Technologies

B.S., New Mexico State University, Las Cruces, NM, 2006

Major: Elementary Education, Curriculum and Instruction

A.Ed., New Mexico State University, Carlsbad, NM, 2005

Major: Elementary Education, Curriculum and Instruction

Professional Experience

Loving High School, Loving NM 07/2014 to present
Dean of Students

New Mexico Junior College 07/2014 to present
Adjunct Professor 10/2012 to 7/2014
Distance Learning Instructional Designer

Sul Ross State University, Alpine, TX 12/2012 to present
Project Director - Title V: Computer Science Initiative Grant

New Mexico State University, Carlsbad, NM
Manager, Instructional Technology/Director of Online Learning 08/2009 to 12/2011
Program Director - Title V Healthcare Programs Grant 03/2011 to 09/2011
Activity Director - Stairways to STEM Success: CCRAA Grant 12/2009 to 02/2011
Adjunct Faculty - Online delivery 08/2006 to 12/2011
Adjunct Faculty - Via classroom delivery 08/2010 to 08/2011

New Mexico State University, Las Cruces, NM
Graduate Assistant 08/2009 to 05/2010
Educational Technology Specialist 08/2005 to 08/2009

Certifications:

Blackboard Inc.: Blackboard Certified Trainer (2008)

LERN Inc.: Certified Online Instructor (2008)

Memberships:

New Mexico State University, Carlsbad Distance Education Committee - Chairperson (2007 to Present)

International Society for Technology in Education (2008 to Present)

New Mexico Society for Technology in Education (2007 to Present)

America Association of University Women (2007 to Present)

Instructional Technology Council (2009 to Present)



New Mexico Junior College

Career Opportunities

Position Announcement • June 2014

Position Title: Distance Learning Instructional Designer

Position Description: This position reports to the Dean of Training & Outreach. Duties and responsibilities shall be, but are not limited to, the following: (1) Assist faculty in the design, development, and delivery of online instruction; (2) Prepare the online course selection and schedules each semester and secure instructors for online courses; assist with the scheduling of ITV and dual credit courses as needed and work closely with the Training & Outreach Enrollment and Financial Services Coordinator; (3) Assist the Dean with the online course assessment process; (4) Keep detailed records of the rubric reviews of online courses by the Academic Standards Sub-Committee; establish review rotation, select courses to be reviewed, schedule meetings, and assist Dean with follow-up meeting with online faculty; (5) Provide after-hours support for distance learning technologies to include Canvas student and faculty support; (6) Assist with maintaining accurate records of distance learning usage, evaluation, assessment, faculty credentials, online student service usage, and textbooks; (7) Maintain an effective working relationship with both the Canvas Administrator and the Director of Instructional Technology; (8) Oversee and communicate regularly with online instructors keeping them current on all aspects of distance education, requirements, compliance, deadlines, etc.; (9) Identify potential online instructors and assist the Dean with the hiring process for qualified online adjuncts; (10) Collaborate on professional development for current and/or potential online faculty; assist with preparation for fall and spring distance learning in-service meetings; (11) Maintain and update the Distance Learning Handbook for Online Instructors and keep current on the distance learning website; (12) Assist the Dean with the creation of distance education courses, degrees, certification programs, professional development offerings, and workforce development offerings; (13) Assist the Dean in utilizing data to provide direction to the distance learning programs; (14) Actively seek opportunities to partner with entities to promote the Distance Learning Department; (15) Actively seek to find the latest distance education instructional methods to improve student learning; (16) Attend professional training as directed by the Dean; (17) Any other duties assigned by the Dean to further the mission of the Distance Learning Department or New Mexico Junior College; (18) Participate in a process of continual personal and professional improvement; (19) Actively participate in the institutional goals and objectives designed to support the mission of the college; (20) Serve on college committees as assigned; and, (21) 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 in education-related field required. Master's degree in education-related field preferred. Online post-secondary curriculum development and teaching experience preferred. Knowledge of distance education pedagogy and experience working with faculty/facilitators in an educational environment desirable. Must be highly proficient in computer technologies and have excellent communication, problem solving, and organizational skills. Some travel may be required. Must be committed to excellence and promoting success through learning. Note: Computer proficiency is required.

Salary/Benefits: Distance Learning Instructional Designer is a twelve-month professional position. Starting salary is \$38,332 to \$47,915 depending upon education and experience. Standard NMJC benefits apply.

Application Deadline: Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all required application materials must be received by 5:00 PM MST Friday, August 1, 2014.

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities), letter of application (cover letter), resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and three references with current telephone numbers and addresses.

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 in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning Section 504 accessibility, contact the Special Needs Coordinator in the Counseling Department at (575) 492-2576.

"Equal Opportunity Education and Employment"

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

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date May 20, 2015

Candidate's name Irene Ruiz

Position title Director of Upward Bound Program

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 * July 1, 2015 Standard contract length 12 mos. 9 mos. other _____

Funding source Upward Bound

Paid advertising beyond *standard HigherEdJobs.com
(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

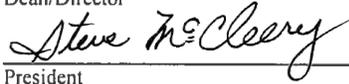
Posted salary range \$41,279 - \$51,599 Recommended annual salary \$49,090 Prorated salary yes no

Account number(s) with respective % allocation(s) 41133 3024 61301 123

Recommended and approved by:

Supervisor

Vice President

Dean/Director

President

- Selection Committee Members:
- Phillip Roybal – Vice President for Student Services
 - Steve Saucedo – Workforce Training Coordinator
 - Michelle Cortez – Administrative Secretary – Upward Bound
 - Elena Dominguez – Upward Bound Academic Coordinator
 - Kathleen Ferrell – Director of Adult Basic Education

Comments: Ms. Ruiz, with a M.S. in Graduate Leadership and Management and six years of experience meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Director of Upward Bound

Personal Data

Name: Irene Ruiz

Education

M.S., Lubbock Christian University, Lubbock, TX, 2012
Major: Graduate Leadership and Management

B.S., Lubbock Christian University, Lubbock, TX, 2005
Major: Organizational Management

A.A.S., South Plains College, Lubbock, TX, 1989
Major: Legal Secretary

Professional Experience

TTUHSC – School of Medicine, Lubbock, TX
Assistant Director of Recruitment and Special Programs
Senior Administrative Assistant

06/2007 to 03/2013
02/2006 to 06/2007

Law Offices of Kevin Glasheen, Lubbock, TX
Legal Secretary

07/2005 to 01/2006



New Mexico Junior College

Career Opportunities

POSITION ANNOUNCEMENT • April 2015

POSITION TITLE: Director of Upward Bound Program

DESCRIPTION: The Director of Upward Bound Program reports to the Vice President for Student Services. The Upward Bound Program is a component of the federal TRIO Program to assist low income/ first generation 9th through 12th graders to graduate from high school and enter post-secondary education. The Director is responsible for the overall implementation of the Upward Bound Program, the day to day operations of the projects including planning, implementing and supervising of staff, overseeing the budget, developing educational programs (tutoring, college/field trips, Academic Saturday classes and summer programs), preparing monthly and annual institutional and federal reports, working with key personnel in area of high schools to identify potential students, working with parents and developing assessment and monitoring vehicles to track the 50 participants via the submission of the Annual Performance Report. This position is grant funded through the US Department of Education and grant writing experience is a plus. Director should be able to guide potential college students through the process of financial aid, scholarships, enrollment and college success. All NMJC employees are encouraged to: 1) participate in a process of continual personal and professional improvement; 2) actively participate in the instructional goals and objectives designed to support the mission of the college; and, 3) serve on college committees as assigned and 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 from a regionally accredited institution in education, psychology or related field is required. Qualified applicant should have prior experience with educational programs. Bilingual in English/Spanish is an asset. Prior TRIO experience preferred. NOTE: Computer proficiency is required.

SALARY/BENEFITS: This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. Salary range is \$41,279 to \$51,599 commensurate with education and experience. Standard NMJC benefits apply.

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

TO APPLY: Submit NMJC application form on line at www.nmjc.edu (Employment Opportunities) and attach the following: a letter of application (cover letter), your resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and three references with current addresses and phone numbers.

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 in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

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NEW MEXICO JUNIOR COLLEGE

Request for Proposals #114

Food Services for New Mexico Junior College

BOARD DOCUMENTS

Date:	May 18, 2015
Prepared by:	Regina Choate Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On April 29, 2015, a legal notice was sent to the following newspaper requesting sealed proposals for Food Services for the College:
 - 1) The Hobbs Daily News Sun
2. On April 29, 2015, proposal packets were mailed to three (3) potential bidders.
3. One (1) vendor submitted a proposal within the time frame specified by the proposal package.
4. The Business Office has evaluated the bids received and their recommendations are shown on Page 2.

NEW MEXICO JUNIOR COLLEGE

Evaluation and Recommendations

Board Documents

The vendor that responded to Request for Proposal #114 was Great Western Dining Service Corporation, Tipton, MO.

The evaluation criteria used to award the food services contract is enumerated on Page 20.

Recommendation

The Business Office recommends acceptance of the proposal received from Great Western Dining Service Corporation of Tipton, MO for an initial contract period of one (1) year, renewable annually by mutual agreement for up to seven (7) additional years.

Source of Funding: Contracted Meal Plan Expense – 2015/2016 Operating Budget

Account Number –: 12010-4050-71264-201

Budgeted Amount: \$293,555.00

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #114

FOOD SERVICES FOR NEW MEXICO JUNIOR COLLEGE

Opening Date and Time: Thursday, May 14, 2015 – 11:00 A.M. – (MST)

Administration Building - Business Office
Coordinator of Purchasing
5317 Lovington Highway
Hobbs, New Mexico

New Mexico Junior College invites you to submit a sealed proposal for Food Services for New Mexico Junior College. Failure to comply with the instructions, terms, conditions and specifications of this Request for Proposals (“RFP”) may result in your proposal being classified as unresponsive. Proposals must be submitted to the above address no later than the time and date specified above. New Mexico criminal law prohibits bribes, gratuities and kickbacks.

Proposals must be submitted in a sealed envelope with the attached labels on the outside marked:
RFP #114

NUMBER OF COPIES TO SUBMIT: **Original plus one (1) copies**

This mailing contains: **22 pages**

POLICIES & PROCEDURES: Regina Choate- Coordinator of Purchasing – Phone: 575.492.2774
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NEW MEXICO JUNIOR COLLEGE

GENERAL TERMS AND CONDITIONS

Request for Proposals #114

1. **COMPLIANCE:** Failure to comply with all of the following terms and conditions may subject proposal to rejection. Successful Offeror shall agree to and comply with the Terms and Conditions, Vendor Data Sheet, and Proposal Price Form.

2. **DELIVERY OF PROPOSAL:** All proposals shall be *sealed*, addressed and delivered to: New Mexico Junior College, Administration Building - Business Office - Coordinator of Purchasing, 5317 Lovington Highway, Hobbs, New Mexico 88240. Attach the enclosed label on the outside of the envelope.

3. **TIMELINESS:** It is the Offeror's responsibility to ensure his/her proposal arrives at the proper place *prior* to the designated opening date/time. Late proposals will not be considered. Telephone proposals, faxes and telegrams will **not** be accepted.

4. **PRICE/SIGNATURE:** Each contractor is to submit his/her proposal price on the form(s) provided by NMJC. The form must be fully completed and must bear the original signature of the contractor's authorized representative.

5. **TAX:** All prices shall **exclude** applicable sales or gross receipts taxes. NMJC pays gross receipts or sales tax on services and construction materials included as part of a construction service. Non-taxable transaction certificates will be issued upon request.

6. **SPECIFICATIONS:** The attached proposal specifications indicate a minimum standard of quality, performance or other pertinent characteristics of the item(s) being proposed. All options, variations, or exceptions to specifications must be clearly listed by the contractor. After examination and comparison of specifications, New Mexico Junior College reserves the right to make the selection.

7. **SIGNATURE:** For a proposal to be considered, it must bear the original signature of the Offeror.

8. **CLARIFICATIONS:** Any clarification of instructions, terms and conditions, insurance, bonds, or quote preparation shall be made only by the persons shown on the cover sheet of this RFP. Technical clarifications should be addressed to the individual identified on the cover sheet. Clarifications made by the college may only be made in writing as an addendum to be considered as part of this Request for Proposal.

9. **NUMBERS OF COPIES:** Submit the number of copies of your proposal and all supporting documents stated on the cover sheet. Failure to submit the required original and copy may result in your proposal being considered non-responsive.

10. **FAILURE TO RESPOND**: NMJC reserves the right to remove from its bidder list the names of vendors who do not respond to Requests for Proposals. A response marked "No Proposal" will not ensure retention on the bidder list.

11. **CONFIDENTIALITY**: Confidential information must be marked "**CONFIDENTIAL**" in red letters in the upper right hand corner of the sheets containing the confidential information. All information except that classified as confidential, will become public information at the time the proposal is opened. Price and information concerning the specifications cannot be considered confidential.

12. **RESIDENTIAL/MANUFACTURERS PREFERENCE**: In evaluating prices for purchases over \$5,000 using State funds, a state residential and/or manufacturer's preference of 5% will be used in compliance with Section 13-1-21 and Section 13-1-22 of the New Mexico Statutes 1978 Annotated, Chapter 13, for those vendors indicating the state number on the vendor data form. A preference may not be used when the expenditure involves Federal funds.

13. **IRREGULARITIES**: NMJC reserves the right to waive technical irregularities in the form of the proposals which do not alter price, quality or quantity and to reject any or all proposals when it is in the best interest of the college to do so.

14. **STATUTORY REQUIREMENT**: New Mexico criminal statutes impose felony penalties for bribes, gratuities, or kickbacks used in the procurement process. In addition, the New Mexico Procurement Code, Sections 13-1-28 through 13-1-199, NMSA imposes civil and criminal penalties for its violations.

15. Proposals shall be evaluated according to factors set forth on the Evaluation Criteria sheet included as part of this Request for Proposals #114. Each factor shall be given the weight indicated.

16. New Mexico Junior College contemplates the award of the contract in May 2015 to the contractor which by their proposal offers the most advantages to the College.

17. The Request for Proposals contemplates that the successful bidder will operate the Food Services at New Mexico Junior College for an **initial period of one (1) year**, renewable on an annual basis for up to seven (7) additional years if New Mexico Junior College is satisfied with the service and rates provided by the contractor.

18. The terms of this contract are contingent on sufficient appropriations and authorizations being made by the Legislature of New Mexico for the performance of this contract. The College's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

19. In submitting a proposal, the bidder agrees to draft and execute a contract incorporating the General Terms and Conditions, Bid Proposal and Specifications, which collectively shall constitute the contract. Refusal to do so will result in rejection of the bid.

20. Bidders should have visited the current Food Service facilities and examined the same in advance of submitting a proposal.

21. It is agreed that proposals accepted for consideration by New Mexico Junior College shall be valid for a period of ninety (90) days following the date of the proposal opening.

22. It is always the intent of New Mexico Junior College to purchase proper and adequate services or tangible items at the best value, for the best interest of the constituents of the New Mexico Junior College District and the taxpayers of New Mexico.

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #114

MATERIALS TO BE SUBMITTED WITH THE PROPOSAL

The Bid Proposal should respond to each item in the Specifications and additionally should include the following information:

1. Vendor Data Form
2. Completed Bid Proposal Quote Form.
3. Contractor Information Sheet.
4. Bidder's Representative: The name, mailing address and telephone number of the bidder's authorized representative with the authority to bind the firm and answer official questions concerning the bidder's proposal must be clearly stated.
5. Names and addresses of at least four (4) college facilities currently operated by the Bidder, with contact persons and telephone numbers.
6. A sample of the contractor's monthly financial operating report.
7. A proposed staffing plan, by job title and pay rates, along with a resume of the Bidder's proposed Food Service Director.
8. Relevant information about the bidder's management structure, including managerial and area support experience and credentials.
9. Sample menus reflecting food variety and suggested cash prices for both snack bar, cafeteria and catering.
10. A specimen copy of bidder's Certificate of Insurance.

VENDOR DATA FORM

RFP #114 - Food Services for New Mexico Junior College

The following information must be completed and returned with your proposal:

NEW MEXICO RESIDENTIAL PREFERENCE (if applicable)

Residential Preference Number _____

Is material grown, produced or wholly manufactured in New Mexico? Yes or No

BUSINESS SIZE/CLASSIFICATION:

_____ **Small Business Concern**

_____ **Large Business Concern**

_____ **Disadvantaged Business Concern**

_____ **Women Owned Business**

Please note that the above information is for reporting purposes only and will not be used in evaluating or awarding the contract.

ACKNOWLEDGMENT OF ADDENDA (if applicable):

The undersigned acknowledges receipt of the following addendum

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

The undersigned, as an authorized representative for the company named below, acknowledges that he/she has examined this Request for Proposals with its related documents, and, being familiar with all the conditions surrounding the described materials and/or services, including the availability of materials and labor, hereby offers to furnish all labor, materials and supplies necessary to comply with the specifications in accordance with the General Terms and Conditions set forth herein and at the prices stated on the Price Quote Form.

Company Name: _____

Address: _____

City/State/Zip Code: _____

Federal ID# or SSN: _____

Signature of Authorized Representative: _____

PRINTED OR TYPED:

Name: _____ **Title:** _____

Date: _____ **Phone #:** _____ **FAX #:** _____

E-mail Address: _____

PROPOSAL QUOTE FORM #114

FOOD SERVICES AT NEW MEXICO JUNIOR COLLEGE

1. **BOARD RATES:**

Insert the per student per day rate your firm will charge for each of the following meal plans:

Number of Total Board Contracts Meals	Rate for 19 Meals	Rate for 15 Meals	Rates for 7
121 – 140	_____	_____	_____
141 - 160	_____	_____	_____
161 – 180	_____	_____	_____
181 and up	_____	_____	_____

NMJC has many banquets catered in the cafeteria or on campus during a school year. These banquets may range in population from 30 – 250 people. There is opportunity to cater many other groups within Lea County for various functions.

2. **COMMISSIONS:**

Insert the commission percentages your firm will pay New Mexico Junior College on sales in each of the following categories:

% during the first year:

Retail Sales: _____ Catering: _____ Conferences: _____

The Bidder agrees that it will not withdraw its bid for a period of sixty (60) days from the date of the bid opening.

If awarded the contract, the Bidder agrees, within ten (10) calendar days of receipt of written notice of acceptance of this Proposal by the Owner, to execute a contract in accordance with this Proposal and the Owner’s Instruction to Bidders and Specifications.

The Bidder agrees to assume operations under the contract on or before July 1, 2015.

Submitted by:

Name of Company

Mailing Address

City, State, Zip Code

Telephone # Fax #

Typed or Printed Name

Signature

E-Mail Address

FOOD SERVICES SPECIFICATIONS

1. COLLEGE DESIGNATED REPRESENTATIVES

The official College agents authorized to represent the College on behalf of this account are the President, Vice President of Finance, and Vice President of Student Services. No other College employee is authorized to request or direct program or operational changes to the food service operation on behalf of New Mexico Junior College.

2. TERMS AND PERIOD OF CONTRACT

The period of this contract will initially be for one (1) year. The College may renew this contract annually for up to seven (7) additional years if satisfied with the service and quality of food offerings provided by the Contractor.

The Terms and Conditions as well as Specifications under this RFP #114 will be incorporated into and become an integral part of the contract executed between the College and the successful contractor.

3. SCOPE OF OPERATIONS

Provide all food services in areas designated and approved by the College, including:

- a. Student Dining/Board Plan -7 days/week, meal plan, Thunder card-punch card.
- b. Snack Bar Operations - 5 days/week, cash, Thunder card, debit/credit card.
- c. Catering, Conferences and Special Events
- d. Other food service activities as necessary (i.e. summer athletic camps, grant program student activities, etc.)

Contractor will have first right of refusal to provide service for special functions or activities on campus at prices agreed upon by the College. Contractor may choose to waive service rights to certain events sponsored by outside groups, student clubs, groups or organizations if in the best interest of the contractor to do so.

4. HOURS OF OPERATION

STUDENT DINING (Fall and Spring semesters only; closed during the Summer.)

	<u>Monday – Friday</u>	<u>Saturday - Sunday</u>
Breakfast:	7:00 a.m. – 8:45 a.m.	N/A
Continental Breakfast:	8:45 a.m. – 9:30 a.m.	9:00 a.m. - 10:30 p.m.
Brunch	NA	10:30 a.m. – 1:00 p.m.
Lunch:	11:30 a.m. – 1:30 p.m.	NA
Dinner:	5:00 p.m. – 7:00 p.m.	5:00 p.m. – 6:30 p.m.

SNACK BAR (Year-round operation except between semesters and during breaks.)

NMJC would also like a price quote for a second option on the snack bar:

OPTION 2:

Fall/Spring:	Monday – Thursday	7:00 a.m. – 7:00 p.m.
	Friday	7:00 a.m. – 2:00 p.m.
Summer:	Monday – Thursday	7:00 a.m. – 7:00 p.m.
	Friday	7:00 a.m. – 2:00 p.m.

FOOD SERVICES SPECIFICATIONS (continued)

5. SERVING DAYS

Serving days are determined by the College in accordance with the annual instructional calendar and are published in advance.

Cafeteria: Estimated serving days for 2000-2015 academic year is approximately 230 days. The cafeteria closes for the summer (except for other food service activities), major holidays, and college break periods.

Snack Bar: Open year-round except for when the campus is closed. If faculty and staff are present it will need to remain open from 7:00 a.m. to 2:00 p.m.

6. CONTRACTOR CAFETERIA STUDENT MEAL PLANS

The College currently offers the following meal plans for students. Students who purchased meal plans are as follows:

	<u>Fall 2014</u>	<u>Spring 2015</u>
19 Meals / 7 Days: (Dorms/Apt.)	69	54
15 Meals / 7 Days: (Dorms/Apt.)	55	52
7 Meals / 7 Days: (Apts. Only)	42	33

All students in the College dormitories are required to purchase either the 19 or 15 meal plan. Maximum occupancy rates for the two (2) dorms total 200.

7. ESTIMATED OPERATING REVENUES

Approximate Current annual revenues from the food service operation are:

Student meal plans:	\$285,660
Snack bar sales:	\$ 58,164
Catering and conferences:	\$126,797

8. COMMISSIONS

The College seeks a monetary return from its operations sufficient to defray the cost of facilities, maintenance, utilities and other expenses associated with providing food services plus revenues to help offset debt service requirements. Commissions will be paid to the College on gross sales. Gross sales include all revenues on operations, excluding the student meal plan program, which includes but is not limited to: Snack bar sales, cash sales, vending, catering, and conferences, etc. Commissions will be paid to the College within fifteen (15) working days following the close of the monthly accounting period.

9. PAYMENTS TO CONTRACTOR

The Contractor will invoice the College for daily meal plan costs based on the current net participations in the various meal plan programs sold by the College. The College will provide the Contractor of the participation by student name on a weekly basis. The Contractor will bill the College for contracted meal plans on a weekly basis. The College will make payment within fifteen (15) working days upon receipt of the Contractor's billing.

10. NMJC CATERING AND OTHER EVENTS

The successful Contractor will work with the Vice President for Student Services in developing a mutually agreeable method of establishing a software application for an approval and tracking system for all catered and special events held on campus.

FOOD SERVICES SPECIFICATIONS (continued)

11. COMPLIANCE WITH ORDINANCES, LAWS AND REGULATIONS

The Contractor shall comply with all ordinances, laws and regulations pertaining to the operation of the food services. Contractor shall apply for, obtain and maintain in force all required permits and licenses required by all laws and agencies having jurisdiction in this area.

12. FOOD STANDARDS

The Contractor shall submit to the College for approval proposed menus to be served no less than two (2) weeks in advance.

The following minimum grade requirements shall be used in procuring food supplies:

MEATS

BEEF All Beef cuts will be USDA Top Range Choice Steers and heifers only. Primal cuts that will be purchased will include round loin, flank, rib, and chuck. No plate or shank cuts will be used.

PORK USDA No. 1, Cured, smoked and fresh

LAMB US Choice, no mutton used

VEAL US Choice

FISH Grade "A", where grade exists

DAIRY – MINIMUM STANDARDS

MILK Grade "A" under 3,000 bacteria c.c.

CREAM 20% butterfat

BUTTERMILK 8 ¼% Milk solids

WHIPPING CREAM Heavy, 36% butterfat, whipping topping and dried milk solids will be used for baking purposes only

ICE CREAM 12% butterfat

CHEESE US Grade "AA"

EGGS Grade "AA" Fancy, Fresh, no storage eggs will be used

BEVERAGE OTHER THAN MILK

COFFEE grade "1", no soluble used

TEA Pekoe and Orange Pekoe

CANNED FRUITS AND VEGETABLES US Grade "A" or US Fancy only

FRESH & FROZEN FRUITS & VEGETABLES

Highest Grade obtainable in each commodity

Example: Apples -US Grade Fancy; Apricots-US # 1; Grapes-Fancy; Winter Pears-Extra #1;

Brussel Sprouts -#1; Broccoli-Fancy, Tomatoes-Fancy #1

CONDIMENTS US Grade "A"

MISCELLANEOUS GROCERIES Highest grade obtainable; Example: Nuts – No. 1

FOOD SERVICES SPECIFICATIONS (continued)

12A. CAMPUS MENU FORMAT – General desired format/Minimum standards

BREAKFAST

Breakfast will be offered daily. Bacon, sausage, or ham, as well as biscuits and gravy will be offered daily.

GRILL: Eggs to order will be served daily featuring omelets, fried eggs, and scrambled eggs. These items will be grilled on the serving line.

A fried potato such as hash browns, American fries or fried potatoes with onions will be offered daily.

A supplementary entrée will be offered such as French toast, waffles, pancakes or fritters along with syrup and butter.

CEREAL: An assortment of a minimum of **FOUR (4)** cold cereals will be offered daily. Also a selection of **ONE (1)** hot cereal will be available.

SWEETS: A minimum of **TWO (2)** fresh pastries or hot fresh cake donuts will be offered. Fresh fruits (in season) along with canned fruit will be offered daily.

CONDIMENTS: **Four (4)** assorted breads will be available for toast daily, with jams, jellies, and peanut butter and will be offered along with other assorted condiments.

BEVERAGES: White milk, chocolate milk, skim milk, coffee, hot tea, hot chocolate, decaffeinated coffee, and **FOUR (4)** fruit and vegetable juices will be offered daily. A variety of carbonated beverages will also be available.

LUNCH

SOUP: During appropriate weather one fresh made soup will be offered with the appropriate condiments daily. A **Chili Bar** will be offered with traditional condiments daily, in season. A **Bean Pot** with hot cornbread will be rotated with chili.

SALAD: A Salad Bar with **FIVE (5)** salads, **SIX (6)** dressings, **TWO (2)** diet dressing and **TWENTY (20)** accoutrements will be offered daily.

DELI: A Deli Bar with **THREE (3)** meats (variety weekly), and **TWO (2)** cheeses (variety) and **ONE (1)** spread will be offered Monday through Friday, with a variety of breads and rolls.

MAIN LUNCH: **THREE (3)** entrees will be offered as a choice daily, **ONE (1)** being a non-pork entrée and **ONE (1)** being a vegetarian entrée.

LUNCH GRILL: Will also feature **ONE (1)** fast food item daily.

SWEETS: The Dessert Bar will feature **THREE (3)** desserts daily. Cookies or brownies, cake or pie, pudding, or Jell-O, **ONE (1)** canned fruit and a variety of fresh fruit will be offered daily. A **Cobbler Bar** will feature a different cobbler served hot on Mondays, Wednesday, and Fridays.

FOOD SERVICES SPECIFICATIONS (continued)

CONDIMENTS: **FOUR (4)** assorted breads with jams, jellies, honey, apple butter, peanut butter, and whipped butter will be offered along with other condiments.

BEVERAGES: As at dinner.

DINNER

SOUP: **ONE (1)** During appropriate weather one fresh made soup with an assortment of oyster and saltine crackers will be offered daily.

SALAD BAR: A buffet style salad bar with **FIVE (5)** salads, **SIX (6)** salad dressings, **TWO (2)** of diet variety will be served daily. **TEN (10)** accoutrements will be offered daily.

DELI: A deli bar, as at lunch, will be served at dinner.

MAIN DINNER: **THREE (3)** entrees to be offered daily, with **ONE (1)** being a non-pork entrée and **ONE (1)** being a vegetarian entrée.

VEGETABLE: **TWO (2)** vegetables, **ONE (1)** potato, rice or pasta item will be offered daily.

SWEETS: This dessert bar will feature **THREE (3)** desserts such as pies or cakes, cookies, or brownies, pudding or Jell-O, fresh fruit will also be offered.

CONDIMENTS: **FOUR (4)** assorted breads, hot dinner rolls, fresh baked breads or muffins with jams, jellies, honey, apple butter, peanut butter, and whipped butter will be offered with an assortment of other condiments.

BEVERAGES: White milk, chocolate milk, skim milk, hot chocolate, hot tea, coffee and decaffeinated coffee, ice tea, assorted fruit base beverages and a variety of carbonated beverages will be offered daily.

UNLIMITED SERVINGS: Contract students will have access to unlimited food including salads, vegetables and desserts. All entrees and specialty bars will be dispensed in unlimited amounts, except the premium entrée on Steak Night.

STYLE OF SERVICE: Self serve and cafeteria style of service will be used for breakfast, lunch, and dinner except for special buffet meals.

IDENTIFICATION OF MEALS: Breakfast, lunch, and dinner will be offered on Monday through Friday, and brunch and dinner on Saturday and Sunday.

The following special services will be offered for student satisfaction and retention:

FOOD SERVICES SPECIFICATIONS (continued)

MENU PROGRAM

CEREAL BAR: An assortment of a minimum of **FOUR (4)** cold cereals will be available at all meals.

FRESH FRUIT: A variety of fresh fruit and **ONE (1)** canned fruit will be available at **ALL MEALS**.

BUFFET – STYLE SALAD BAR: Salad Bar will consist of **ONE (1)** tossed lettuce salad, **ONE (1)** cottage cheese, **ONE (1)** Jell-O fruit salad, **ONE (1)** vegetable salad or relish tray, **ONE (1)** canned or fresh fruit salad, **ONE (1)** pasta salad. Salad dressings will include French, 1000 Island, Ranch, Italian, Blue Cheese, Russian and **TWO (2)** diet dressings. Various varieties of salad dressing will be substituted during each week.

DELI BAR: A selection of **THREE (3)** meats (variety weekly), and **TWO (2)** cheeses (variety) will be offered daily at lunch and dinner.

SPICE RACK: A variety of spices will be available in the dining room to enhance the flavor of the food to student preferences.

SAUCES AND CONDIMENTS: A variety of two jams and/or jellies will be offered daily. Honey, apple butter, peanut butter, whipped margarine will also be offered. Hot sauce, 57-sauce, A-1 steak sauce, Worcestershire sauce, tartar sauce, horseradish, fresh salsa, soy sauce, catsup, mustard, pickle relish, and one variety of pickles will be offered daily with appropriate menu items.

T-BIRD NIGHT – A special menu night to include meals such as chicken fried steak. This entrée will be made from a fresh cube steak, breaded and fried and served with whipped potatoes and cream gravy at a minimum of **ONE (1)** time per week.

PREMIUM STEAK NIGHT: An eight (8) ounce steak will be served **TWICE PER MONTH** from a selection of steaks, such as a top sirloin, strip or rib eye. One other **PREMIUM ENTRÉE** will be offered, such as six (6) breaded clean tail (12 – 15) count shrimp, prime rib, game hen, half a chicken, triple bacon cheeseburgers, 8” deep pan pizza or salmon steaks. Steak and premium items will not be available for seconds, but a third entrée will always be available on an unlimited basis.

SICK TRAY SERVICE: Will be available upon arrangements and recommendations by Client.

PHYSICIAN-PLANNED DIETS: If a student is unable for medical reasons to consume the regular meal served in the dining room, the Contractor will supply, at no additional cost to the Client or the student, a meal meeting the physician’s requirements.

EXAM SNACKS: Snacks and beverages will be served during finals week at a location agreed upon by the Client and the Contractor.

MIDNIGHT BREAKFAST: A Midnight Breakfast will be served the night before the final examination schedule begins. This meal will be prepared by the Contractor and we ask that the administration and faculty help serve the meal.

FOOD SERVICES SPECIFICATIONS (continued)

SPECIAL MEALS OF THE MONTH: Twice monthly, the Contractor will provide Special Meals. One will be served in the dining room with the appropriate decorations to create an atmosphere of exciting dining. The other Special Meal may be at any location, coordinated with the Vice President of Student Services, Vice President for Finance, and the Food Service Committee. All will be arranged in advance and advertised to gain maximum exposure.

PICNICS: The Contractor will allow contract students in organized groups to have picnics or cook-outs and furnish the food in lieu of eating in the cafeteria. This will be done at no extra charge to the contract student.

CAMPUS DINING BROCHURE: A brochure of explanation stating policies, goals, meal times and benefits of contract campus dining will be provided to the College.

STUDENT ORIENTATION TEAM: The campus dining director will take an active role on the student orientation team to review the campus dining program. Campus dining surveys will be initiated each semester.

ON-SITE RESPONSE: The local campus dining director will have the authority and flexibility to make decisions pertaining to campus dining and respond to your immediate needs.

CAMPUS DINING COMMITTEE: A regularly scheduled meeting with the Vice President for Student Services, and others to be assigned, will be held to discuss likes and dislikes of campus dining, plan food related activities and schedule special meals and events.

VISITING EXECUTIVES: The Contractor will host any luncheon or dinner when the College is entertaining a visiting college, one or more College Presidents, College Board members, Deans or Associate Deans, Athletic Directors and Coaches, Housing Directors or equivalent positions from a visiting institution, or guests of such persons, either on or off campus.

COMPLIMENTARY MEALS: Complimentary meals will be provided at the discretion of the Vice President of Student Services.

VEGETARIAN PROGRAM AND DIETARY OPTIONS: The Contractor will strive to accommodate the preferences of all students. Our on site manager will work with the various student groups to build and maintain a vegetarian program and work with the food service committee towards various dietary options for the students and staff of the college.

SPECIAL SERVICE MEALS: The Contractor will offer pre-game meals for athletic events or any other departmental events. This meal will be served at no charge, in lieu of regularly scheduled meal for the resident student. Additional non-contract students will be served at the casual meal rate or a negotiated price.

STUDENTS ON TOUR: Fresh fruit, fruit juices, canned soda, and snacks will be offered with box lunches to resident students on athletic trips or any other college sponsored trip, at no charge to the Client, in lieu of regular meal. Box lunches will also be available, upon advance request, for contract students leaving campus on vacation breaks, or at times when they have class or activity related conflicts with meal schedules.

FOOD AND SUPPLY PURCHASING: The Contractor will give maximum privileges to any vendor or surveyor with whom the College is currently doing business and with whom the College wishes to continue a business relationship.

FOOD SERVICES SPECIFICATIONS (continued)

RECIPROCAL MEAL SERVICE: Any contract student visiting another campus whose food service is managed by the Contractor will be offered meal service, at no charge, upon valid identification of their participation in food service at College.

NUTRITIONAL VALUE: The Contractor will provide nutritional value for menu items. Each meal we will post a complete menu with corresponding nutritional values. Values addressed will be for fat, protein, carbohydrate and caloric content of each value.

13. PRICING AND CHARGES

Snack Bar: The Contractor will establish, with the consent of the College, a portion and pricing structure for all items sold in the snack bar. Any changes in portions or prices must be approved by the College in advance.

Meal Plans: The Contractor will bid proposed meal plan charges for the initial year to the College in this proposal. Meal plan charges may be increased on an annual basis by the successful Contractor for inflation in an amount up to four (4%) percent by requesting such in writing to the College. Notice of any cost increases in the meal plans must be done by March 1 and approved by the College.

Cafeteria: Cash "walk-in" prices will be established and adjusted periodically by mutual agreement between the Contractor and the College.

Catering: The Contractor will develop a catering service manual, for approval by the College, that establishes catering and conference rates, catering services (various linen tablecloths and napkins, linen costs, silverware availability, silverware costs, table and seating configurations, etc.) offered to the College and facility users. Catering prices may be renegotiated annually between the College and the Contractor.

14. CLEANING AND SANITATION

Cleaning and sanitation responsibilities will be divided as described in Attachment "A" of this document. It is the College's intent to continuously monitor the level and quality of cleanliness and sanitation in the food service areas operated by the Contractor. Negligence in these matters on the part of the Contractor will be deemed a violation of the contract. The Contractor shall immediately notify the College of all health inspections and shall provide copies of the resulting findings and recommendations received from authoritative agencies immediately upon receipt by the Contractor.

15. SIGNS

The Contractor shall clearly display menu boards which shall be in locations approved by the College and observable by patrons approaching the serving lines. Such boards shall list the items of food and the prices thereof. No other signs or advertising shall be posted on the College's property without prior approval

FOOD SERVICES SPECIFICATIONS (continued)

16. INSURANCE REQUIREMENTS

The Contractor shall at its own expense obtain and maintain in force at all times the following coverages and limits specified below. Insurance shall be written by companies acceptable to the College and authorized to transact business in New Mexico. Annually, upon renewals, the Contractor shall provide certificates of insurance evidencing the coverage limits below, and naming New Mexico Junior College as an additional insured.

Commercial General Liability	\$1,000,000 per occurrence
To include bodily injury and property damage.	

This policy MUST NAME NMJC AS AN ADDITIONAL INSURED under General Liability. Must also include a **waiver of subrogation** on General Liability in favor of New Mexico Junior College.

This policy **MUST INCLUDE PRODUCTS LIABILITY COVERAGE** with at least the above limits.

Auto liability (include non-owned and hired)

Bodily injury and property damage	\$1,000,000 C.S.L. (Combined Single Limit)
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This policy MUST NAME NMJC AS AN ADDITIONAL INSURED under Auto Liability. Must also include a **waiver of subrogation** on Auto Liability in favor of New Mexico Junior College.

Access Liability	\$5,000,000
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Workers Compensation	Statutory limits, as provided by New Mexico law.
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Employer's Liability	\$1,000,000 Per Occurrence
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Must include a waiver of subrogation on workers compensation in favor of New Mexico Junior College.

17. COST OF OPERATION

The Contractor shall operate on its own credit accounts and its own expense. All incoming shipments of foodstuffs and supplies shall be to the Contractor, and under no circumstances may any shipments be charged to the College. All costs and arrangements in transporting items for the performance of catering functions shall be the sole responsibility of the Contractor.

18. UTILITIES AND MAINTENANCE

The College shall furnish all utilities for the operation. However, the College does not guarantee an uninterrupted supply of utilities, except that it will be diligent in restoring service if within the control of the College to do so.

The College shall not be liable for any loss, damage, or expense to the Contractor which may result from such power interruption.

The College shall maintain all food service equipment. The Contractor shall request equipment maintenance and repairs from the College's Director of Physical Plant. Pest control services shall be the responsibility of the College.

FOOD SERVICES SPECIFICATIONS (continued)

19. RELATIONSHIP OF THE PARTIES

The relationship of the Contractor to the College shall be that of an independent contractor.

The Contractor will hire and oversee an experienced resident manager for the performance of the services provided by these specifications. The Contractor should clearly indicate the experience requirements and suggested credentials of proposed managers appropriate for the New Mexico Junior College account within its proposal.

The Contractor shall require its employees to conduct themselves in a professional and respectful manner at all times, and in compliance with the College's policies and procedures. Contractor employees shall be clean and dressed in uniforms with identifying nametags. Contractor employees shall address students and patrons with respect at all times.

Contractor shall require all of its employees to undergo health examinations no less than annually and to comply with all health regulations.

20. ACCOUNTING PROCEDURES AND REPORTING

The Contractor shall maintain strong internal controls over cash operations through mandatory usage of cash registers, computerized tracking, etc. The Contractor shall afford the College inspection of all accounting books and computer maintained records pertaining to the operation upon request.

The Contractor shall automatically submit budgets to the College and monthly operating statements within fifteen (15) working days after the close of the monthly period. Monthly operating statements shall itemize all sources of revenues and expenditures in sufficient detail to afford standard analysis of the operating performance. Contractor shall also provide the College with monthly aging reports of invoices due to Contractor for each College department.

Along with monthly opening statements, the Contractor shall furnish a detailed itemization of all food service catered events for the month, including counts of people served.

21. ACCESS TO THE FACILITIES

The College shall have complete access to the food service areas at all times in order to evaluate the Contractor's performance under the terms of the contract and to inspect for cleanliness.

22. EQUIPMENT AND CHINA INVENTORY

The Contractor shall be responsible for the safekeeping of all food service equipment and china owned by the College. The College's business office and inventory control specialist will periodically conduct a physical inventory of all food service equipment and china. Any theft or loss of such equipment or china shall be immediately replaced. **The College and the Contractor shall share the cost of replacement chinaware on a 50% by 50% split only. The College will stock the chinaware inventory only.** No equipment or china shall be removed from the immediate food services facility by any employee of the Contractor without prior written consent by the Vice President for Student Services.

FOOD SERVICES SPECIFICATIONS (continued)

23. ASSIGNMENT OF CONTRACT

The contract shall not be assigned in whole or in part, nor transferred directly or indirectly without prior written consent of the College.

24. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the College, its agents and employees, from and against any and all claims, demands and actions or causes of action of any nature whatsoever arising out of or by reason of the execution or performance of the duties and obligations of the Contractor under the terms of the contract.

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSAL #114

FOOD SERVICES FOR NEW MEXICO JUNIOR COLLEGE

EVALUATION OF PROPOSALS

The award will be made to the responsible bidder whose proposal is judged to offer the most advantages to the College. Proposals will be rated on a 100-point system weighted as follows:

1.	Length of time and extent to which Contractor has been in continuous successful business in the food service/management business	10
2.	Evidence of the Contractor's successful and satisfactory operation at other community colleges, student unions, or similar facilities (Please include a reference list)	20
3.	Ability to provide quality food products and services to the College's students, faculty, staff, and community patrons	30
4.	Evidence of strong internal and accounting controls and timely performance reports to be submitted to the College	10
5.	Ability to provide a reasonable pricing structure and comprehensive financial plan of operation	<u>30</u>
	TOTAL	<u>100</u>

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #114

ATTACHMENT "A"
RESPONSIBILITY CHECKLIST

DESCRIPTION	CONTRACTOR	COLLEGE
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OPERATIONS & MAINTENANCE:

Computers, software and printers	X	
Food purchases and vendor relations	X	
Office supplies/postage/office equipment/software	X	
Employee training	X	
Employee wages/benefits/physicals/workers compensation	X	
Telephone – local access		X
Telephone – long distance	X	
Laundry	X	
China replacement (Contractor and College will share equally in replacement value 50% / 50%)	X	X
Small wares replacement		X
Cleaning/dishwashing supplies	X	
Menu printing/graphics/duplicating	X	
Kitchen paper/plastic ware	X	
Marketing/merchandising materials	X	
Promotions	X	
Business licenses and permits	X	
Operational equipment purchases		X
Operational equipment repairs (maintenance)		X
Utilities		X
Painting		X
Pest control		X
Uniforms and nametags	X	
Garbage disposal to exterior receptacles	X	
Garbage removal from exterior receptacles		X
Vendor contracts	X	

CLEANING RESPONSIBILITIES

Kitchen

Floors	X	
Walls	X	
Equipment	X	
Refrigerators & Freezers	X	
Vents		X
Ceiling		X
Duct work		X
Light replacement		X

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #114

ATTACHMENT "A" (continued)
RESPONSIBILITY CHECKLIST

<u>DESCRIPTION</u>	<u>CONTRACTOR</u>	<u>COLLEGE</u>
<u>Receiving Area</u>		
Pick-up / spot mop	X	
Daily cleaning	X	
<u>Storage Areas</u>		
Floors	X	
Walls	X	
Ceiling		X
Shelving	X	
<u>Cafeteria and Snack Bar Line Areas</u>		
Serving line / equipment	X	
Serving line walls	X	
Serving line floor / tile	X	
Ceiling		X
<u>Dining Areas</u>		
Furniture	X	
Equipment	X	
Floors	X	
Windows / walls	X	
Ceiling		X