

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, September 26, 2013

Zia Room – Library

3:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Guy Kesner |
| B. Adoption of Agenda | Guy Kesner |
| C. Approval of Minutes of August 22, 2013 | Guy Kesner |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of Lea County Memo of Understanding | Steve McCleery |
| 6. Consideration of Research & Public Service Projects | Dan Hardin |
| 7. Consideration of Purchase of People Carriers | Dan Hardin |
| 8. Consideration of RFP #112 - Reporting Solution Program | Regina Choate |
| 9. Personnel Consideration – Director of Energy Programs | Jeff McCool |
| 10. Retirement Resolution | Steve McCleery |
| F. Public Comments | Guy Kesner |
| G. Announcement of Next Meeting | Guy Kesner |
| H. Adjournment | Guy Kesner |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

AUGUST 22, 2013

MINUTES

The New Mexico Junior College Board met on Thursday, August 22, 2013, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Guy Kesner, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Travis Glenn; Mrs. Mary Lou Vinson; Mr. Ron Black; Mr. Zeak Williams; and Mr. Hector Baeza.

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

Upon a motion by Mr. Black, seconded by Ms. Chappelle, the agenda was unanimously adopted, as presented.

Upon a motion by Mr. Baeza, seconded by Mr. Glenn, the Board unanimously approved the minutes of July 18, 2013.

Under President's Report, Dr. McCleery introduced Director of Library Services, James Britsch. Patricia Youngblood gave the Faculty Senate Scholarship report. Mike Gallagher, County Manager, presented a Resolution in Support of the New Mexico Junior College's Capital Outlay Funding Request for an Indoor Health and Wellness Learning Center. Darrell Beauchamp gave an update on the Horsing Around show and informed the Board that the Staked Plains Roundup is scheduled for September 12th and 13th. Larry Sanderson and Dennis Atherton presented the transitional summer enrollment update.

Under New Business, Dan Hardin presented the July financial reports and with a motion by Mrs. Vinson, seconded by Mr. Baeza, the Board unanimously approved the expenditures for July, 2013.

Josh Morgan presented a list of unused inventory to be sold at public auction. Upon a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved the disposition of inventory.

Regina Choate presented a proposal from Don Chalmers Ford for a 28 passenger bus and a 20 passenger bus with handicap lift for a total of \$132,042. The people carriers will be purchased through a CES contract. Upon a motion by Mr. Glenn, seconded by Mr. Williams, the Board unanimously approved the proposal.

Ms. Choate presented a proposal from Albuquerque Freightliner for a freightliner truck in the amount of \$89,997. The truck will be purchased through a CES contract. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the proposal.

Jeff McCool presented a request for tuition and fee waivers for the adjunct instructors taking the Online Professional Development Course beginning August 26th. Upon a motion by Mr. Baeza, seconded by Ms. Chappelle, the Board unanimously approved the request.

Dr. McCleery presented a request for the NMJC Employee Fitness Program in an effort to promote employee health, wellness, fitness, and quality of life. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the request.

Don Worth recommended Mr. Jeffery Becker for the Professor of Physical Education/Assistant Women's Track Coach position at a nine month salary of \$48,272. Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the employment of Mr. Becker, effective August 23, 2013.

Mr. Worth recommended Ms. Kendra Coveal for the Professor of Physical Education/Assistant Women's Basketball Coach position at a nine month salary of \$40,322. Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the employment of Ms. Coveal, effective August 23, 2013.

Mr. Kesner called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, September 26, 2013, beginning at 3:00 p.m.

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

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

The board meeting adjourned at 7:25 p.m.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

August 2013

17% of Year Completed

Fund	2012-13			2013-14			
	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	8,638,205	1,066,090	12%	9,106,822	526,716	1,134,700	12%
Academic Support	2,247,244	422,621	19%	2,259,588	230,422	390,407	17%
Student Services	1,704,267	257,919	15%	1,823,694	142,147	269,505	15%
Institutional Support	3,137,158	612,302	20%	3,337,419	365,034	633,613	19%
Operation & Maintenance of Plant	3,232,175	618,607	19%	3,288,327	255,007	656,774	20%
Subtotal - Instruction & General	18,959,049	2,977,539	16%	19,815,850	1,519,326	3,084,999	16%
Student Activities	0	0	0%	0	0		0%
Research	0	0	0%	0	0		0%
Public Service	0	0	0%	0	0		0%
Internal Service Departments	81,772	(23,217)	-28%	84,909	12,332	14,020	17%
Student Aid	543,551	276,232	51%	568,551	301,334	325,796	57%
Auxiliary Enterprises	1,780,078	583,509	33%	1,799,060	162,102	461,255	26%
Athletics	1,150,211	298,310	26%	1,019,727	291,797	326,858	32%
Total Current Unrestricted Fund	22,514,661	4,112,373	18%	23,288,097	2,286,891	4,212,928	18%
CURRENT RESTRICTED FUND							
Grants	1,280,443	110,043	9%	1,280,443	62,195	122,628	10%
Student Aid	5,033,468	1,412,181	28%	5,033,468	1,751,706	1,979,912	39%
Total Current Restricted Fund	6,313,911	1,522,224	24%	6,313,911	1,813,901	2,102,540	33%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	9,123,635	2,090,788	23%	12,787,830	270,193	4,634,091	36%
Projects from State GOB Funds	222,313	3,071	1%	3,324,582	0	2,711,164	0%
Projects from State STB Funds	521,652	34,652	7%	1,487,000	0	1,017,500	0%
Projects from General Fund	12,687	2,180	17%	0	0	0	0%
Projects from Private Funds	5,965	34	1%	0	0	0	0%
Projects from State ER&R	568,173	106,897	19%	671,725	104,275	138,820	21%
Projects from State BR&R	1,815,302	246,568	14%	1,003,998	71,902	396,996	40%
Subtotal - Capital and BR&R	12,269,727	2,484,190	20%	19,275,135	446,370	8,898,571	46%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	12,269,727	2,484,190	20%	19,275,135	446,370	8,898,571	46%
GRAND TOTAL EXPENDITURES	41,098,299	8,118,787	20%	48,877,143	4,547,162	15,214,039	31%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

August 2013

17% of Year Completed

Fund	2012-13			2013-14			
	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	1,813,190	49%	3,684,200	1,508,941	1,969,252	53%
State Appropriations	5,888,800	981,467	17%	5,933,300	490,950	981,900	17%
Advalorem Taxes - Oil and Gas	6,100,000	766,666	13%	6,455,000	400,000	800,000	12%
Advalorem Taxes - Property	5,255,000	0	0%	5,455,000	0	0	0%
Interest Income	5,000	107	2%	5,000	104	104	2%
Other Revenues	292,526	86,213	29%	356,361	7,455	17,265	5%
Subtotal - Instruction & General	21,225,526	3,647,643	17%	21,888,861	2,407,450	3,768,521	17%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	24,000	0	0%	24,000	1,240	1,240	5%
Auxiliary Enterprises	2,198,000	1,072,933	49%	2,213,000	654,321	1,024,192	46%
Athletics	326,200	54,366	17%	330,900	27,425	54,850	17%
Total Current Unrestricted	23,773,726	4,774,942	20%	24,456,761	3,090,436	4,848,803	20%
CURRENT RESTRICTED FUND							
Grants	1,290,682	88,700	7%	1,179,460	138,553	138,553	12%
Student Aid	5,033,468	1,312,571	26%	5,033,468	1,567,299	1,816,541	36%
Total Current Restricted	6,324,150	1,401,271	22%	6,212,928	1,705,852	1,955,094	31%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	0	0	0	0%
Projects from State STB Funds	1,240,754	34,652	3%	427,000	0	0	0%
Projects from General Fund	0	0	0%	0	0	0	0%
Projects from Private Funds	0	3,750	0%	0	0	0	0%
Interest Income (LGIP)	30,000	1,769	6%	30,000	1,254	1,254	4%
Total Plant Funds	1,270,754	40,171	3%	457,000	1,254	1,254	0%
GRAND TOTAL REVENUES	31,368,630	6,216,384	20%	31,126,689	4,797,542	6,805,151	22%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2013

100% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2011-12 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$82.33	3,014,635	\$4.80	16,457,653	610,622	383,333	227,289
Actual	August	\$72.11	3,009,890	\$4.15	14,122,684	701,128	383,333	317,795
Actual	September	\$79.10	2,978,466	\$4.57	14,863,087	749,810	383,333	366,477
Actual	October	\$89.22	2,935,208	\$5.01	14,032,011	698,437	383,333	315,104
Actual	November	\$78.04	3,149,706	\$5.26	13,070,472	785,691	383,333	402,358
Actual	December	\$76.07	3,057,110	\$4.99	13,274,522	701,189	383,333	317,856
Actual	January	\$77.19	3,390,624	\$4.93	13,632,849	724,057	383,333	340,724
Actual	February	\$80.85	2,926,169	\$4.95	12,130,501	759,440	383,333	376,107
Actual	March	\$84.76	3,303,835	\$5.50	13,345,343	681,874	383,333	298,541
Accrual	April	\$85.92	3,298,855	\$5.98	13,465,916	787,582	383,333	404,249
Accrual	May	\$85.18	3,335,979	\$5.49	13,951,941	855,927	383,333	472,594
Accrual	June	\$88.00	3,495,954	\$5.06	15,175,635	924,589	383,333	541,256
Y.T.D. Production Tax Revenue						8,980,346	4,599,996	4,380,350
Y.T.D. Equipment Tax Revenue						1,886,700	1,500,000	386,700
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>10,867,046</u>	<u>6,099,996</u>	<u>4,767,050</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

August 2013

17% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,589,592	7102-1348	0.104%	1,254
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>9,589,592</u>			<u>1,594</u>

Capital Projects	8/31/2013
Vehicles	313,260.91
Technology Upgrade	200,582.83
JASI	66,039.44
WHM South Gallery	335,002.30
Baseball Field	33,662.96
Rodeo Arena	90,950.64
Original Entrance Landscaping	45,262.73
Student Housing Construction	557,712.44
Luminis Software	11,568.00
Campus Signage	28,854.85
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	1,740.67
Campus Construction	56,618.31
Oil & Gas Training Ctr	0.00
Maintenance Equipment	3,452.01
Public Sector	1,826.53
Campus Security	52,169.78
Track/Arena Area Enhancement	16,256.95
Lumens Software-Distance Learn	5,000.00
Welding Lab	41,246.00
Copier Replacement	150,585.00
Non-Recurring Compensation	552,169.10
Athletics	5,638.96
Student Life Programming	17,440.37
Warehouse/Cont Ed Remodel	1,640.92
Succession Plan	108,152.25
Energy Technology Equipment	563,390.00
WHM Exhibits	145,990.93
Remodel McLean	133,400.84
Senior Warm Water Wellness Ctr	1,500,000.00
Paradigms Users Fees	6,345.00
Track Upgrades	3,192,443.02
Driving Range Upgrades	200,000.00
Lockheed Martin Nuclear Training	600,000.00
Cosmetology Remodel	400,000.00
Equine Program	187,874.92
Entertainment Technology	300,215.30
Cafeteria Upgrade	202,237.98
New Horizons Resources	716,208.90
Channel 19 Upgrade	25,000.00
FERPA & Title IX	18,229.50
Infrastructure Upgrade	1,473,937.50
Workforce Training Contingency	7,444.57
Total	12,396,934.67

NOTE: Capital projects total does not include encumbered funds

**MEMORANDUM OF UNDERSTANDING BETWEEN
LEA COUNTY AND NEW MEXICO JUNIOR COLLEGE
FOR AN INDOOR EQUESTRIAN FACILITY**

THIS Memorandum of Understanding (MOU) made this _____ day of _____, 2013 between the New Mexico Junior College (hereinafter “NMJC”) and Lea County, New Mexico (hereinafter “County”).

WHEREAS, citizens of Lea County have expressed a desire to have an Indoor Equine Facility (hereinafter “Facility”); and

WHEREAS, the County Commission appointed members to serve on an advisory committee to review the need for the Facility, see Exhibit “A”; and

WHEREAS, the Facility has been identified as a priority project in a county-wide master recreational plan, see Exhibit “B”; and

WHEREAS, the County retained Dekker/Perich/Sabatini and Market & Feasibility Advisors (hereinafter “study team”), to conduct a feasibility study for the Facility see Exhibit “C”; and

WHEREAS, the study team recommends the development of an indoor, climate-controlled arena with seating capacity of 1,800; and

WHEREAS, the study team recommends the Facility be located within the vicinity of the Event Center, Zia Park Racetrack and Casino, and the NMJC Equestrian Facilities; and

WHEREAS, construction of the Facility has been listed as a top ten project in the 2014-2018 Lea County Infrastructure Capital Improvement Plan (ICIP) and in the 2015-2019 ICIP, see Exhibit “D”.

NOW, THEREFORE, it is mutually agreed as follows:

1. DESCRIPTION

The Indoor Equine Facility will be constructed on approximately 14 acres currently owned by NMJC, located west of the Larry Hanna Training & Outreach Center and South of the NMJC Equine Instructional and Rodeo Complex on the NMJC campus, see Exhibit "E".

The study team recommends the development of an indoor, climate-controlled arena with seating capacity of 1,800. The amenities, features and full size of the facility will be identified during the design phase of this project. The facility may include the following features:

- A. Dirt Arena Floor
- B. Judges Box
- C. Announcer Stand
- D. Show Office/Multipurpose Room
- E. Professional Offices for Staff
- F. Concession Area
- G. RV Spaces with Water & Power Hook-ups.

2. DESIGN AND CONSTRUCTION COST RESPONSIBILITIES

A. NMJC will provide:

- 1) Beginning the month construction of the Facility begins; the NMJC shall transfer \$250,000 per month for 12 consecutive months to Lea County, totaling \$3 million. Funding provided by the NMJC shall be applied towards the construction of the Facility. It is anticipated construction of the facility will begin in fiscal year 13/14 and will be completed prior to the end of fiscal year 14/15
- 2) Provide for the permanent connection to the NMJC central utility system for the heating and cooling of the Facility.

B. County will be responsible for:

- 1) Procuring professional design services for the Facility;
- 2) Procuring a contractor to begin the construction of the Facility during the fiscal year 2013/2014;
- 3) Will provide necessary funding to complete the construction of the Facility.

- 4) Will provide regular updates on the progress of the project to the NMJC staff and Board of Directors

3. HEATING AND COOLING RESPONSIBILITIES

NMJC will be responsible for the utility costs associated with the heating and cooling of the facility from the boilers and chillers inside the central plant.

4. PART-TIME EMPLOYMENT OPPORTUNITIES

Part-time employment opportunities for NMJC students may exist at the Facility.

5. DESIGNATED RESPONSIBILITIES

A. NMJC will:

- 1) Pursuant to a access agreement make available the NMJC adjacent horse stalls for use during events being held at the Facility;
- 2) Pursuant to a access agreement make available the NMJC existing indoor arena as needed by scheduled events;
- 3) make available existing parking areas for participants and spectators attending events at the Facility;

B. County will:

- 1) Own and operate the Facility;
- 2) Attract quality shows and programs to the Facility.

C. NMJC and County will:

- 1) Work cooperatively to utilize the Facility to the benefit of Lea County residents;
- 2) Promote the use of the Facility for activities, programs and shows that will attract people to Lea County for the purpose of economic development and quality equine events.

6. FACILITY ACCESS

The Facility will be located in such a way that will, over time, develop a world class Equine Complex and maximize the synergistic potential to utilize the NMJC Equine Instructional and Rodeo Complex and parking.

7. FACILITY OWNERSHIP

NMJC will transfer the ownership of the land where the Facility will be located (exhibit "E") within 90 days of execution of this Memorandum of Understanding. Ownership of the land shall transfer back to the NMJC if construction does not begin within 12 months from the time the land is transferred to the County.

8. POTENTIAL REVENUE

Each year, revenue and expenses will be analyzed and revenue may be distributed according to the percentages of real operational costs of the participating entities. Revenue may or may not cover the operational cost of the Equine facility.

9. ANNUAL REVIEW

To maintain good communication, the Chief Financial Officers for the County and NMJC, the County Manager, the NMJC President, and a County Commissioner and NMJC Board Member will review the MOU and make recommendations for improvement.

10. TERMINATION OF MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding shall continue in full force and effect, subject to written amendments as described herein, until terminated by a party. The terminating party shall give written notice to the other Parties at least one year prior to the effective date of the notice.

Upon notice of termination of this Memorandum of Understanding, the Party wishing to terminate the Agreement shall bear all costs involved with separating the systems.

11. AMENDMENT

Any amendment shall be in writing, executed and approved by the parties hereto and the Secretary of the Department of Finance and Administration.

12. SEVERABILITY

If any one or more of the provisions contained in this Memorandum of Understanding shall be for any reason held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect other

provisions hereof, and the Memorandum of Understanding shall be constructed as if such invalid, illegal or unenforceable provision had never been a part hereof.

13. EFFECTIVE DATE

This Memorandum of Understanding shall be in full force and effective upon execution and approval of all parties hereto and the Secretary of the Department of Finance and Administration.

14. SURPLUS FUNDS

There should be no surplus funds when the Agreement is terminated. To the extent there are surplus funds, they will be returned to the parties in proportion to the contributions they made.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals by their duly authorized officers, agents or representatives.

NEW MEXICO JUNIOR COLLEGE

LEA COUNTY, NEW MEXICO

By: _____
Guy Kesner, Board Chairman

By: _____
Gregory Fulfer, Commission Chairman

APPROVED AS TO FORM:

By: _____
New Mexico Junior College Attorney

By: _____
Lea County Attorney

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 members
From: Dan Hardin
RE: RPSP
Date: September 16, 2013

Board members,

Each year New Mexico Junior College submits the renewal request of the Research & Public Service Projects (RPSP) for the coming fiscal year. The requested RPSP projects for fiscal year 2015 are as follows:

Athletics	\$330,900.00
Oil & Gas Training Center	\$176,700.00
Nursing Expansion	\$ 72,900.00
Lea County Distance Education Consortium	\$ 30,000.00

Today, the administration is asking for your approval to continue to request the RPSP funding from the State of New Mexico Higher Education Department. First is Athletics in the amount of \$330,900.00, Oil & Gas Training in the amount of \$176,700.00, the Nursing Expansion program in the amount of \$72,900.00, the Lea County Distance Education Consortium for \$30,000.00. These are the amounts that were funded for FY 14.

Respectfully,

Dan Hardin

To: Board Members

From: Charley Carroll

RE: Purchasing Two People Carriers

Date: September 4, 2013

Dear Board Members,

On August 22, 2013 the Board approved the purchase of two Ford E-450 people carriers from Don Chalmers Ford in Rio Rancho, NM under CES Contract #2012-003-055-006DCH totaling \$132,042.00. CES has informed us that Con Chalmers Ford is not certified and approved to sell vehicles larger than E-350.

New Mexico Junior College is seeking Board Approval to purchase one F-550 -28 Passenger Bus at a cost of \$79,482.00 and one F-550 – 20 Passenger Bus with Handicap Lift at a cost of \$84,460.00 (totaling \$163,942.00) from Creative Bus Sales under their CES Contract. The F-550 has a greater load capacity over the E-450 as well as other suspension and steering safety benefits. The source of funding for this purchase will come from the FY 2013/2014- Vehicles with an available budget of \$177,260.91.

Respectfully,

Charley Carroll

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSALS #112

Purchase of an Enterprise Reporting Solution

BOARD DOCUMENTS

Date: September 26, 2013
Prepared by: Regina Choate
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On August 20, 2013, a legal notice was sent to the following newspaper requesting sealed proposals for the purchase of an Enterprise Reporting Solution.
 - Hobbs News Sun
2. One proposal was submitted in compliance with the opening date and time.
3. Bidders were present at the opening.
4. The Evaluation Committee has evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE
Evaluation and Recommendations
Board Documents

The bidder responding to the RFP was:

Evisions, Inc. - Irvine, CA

The proposals were evaluated by an evaluation committee, comprised of Bill Kunko, Director of Computer Information Systems; George Garcia, Database Administrator/Programmer Analyst; Jose Flores, Programmer Analyst/Webmaster and Larry Sanderson, Director of Institutional Effectiveness.

The Administration recommends acceptance of the proposal submitted by Evisions, Inc. for \$65,070. The tabulation results are shown on page 4.

Source of Funding: FY 2013/2014 Technology Upgrade
Account # 91501-4002-71128-911
Available Budget: \$72,364
Amount: \$65,070

NEW MEXICO JUNIOR COLLEGE

Tabulation Summary

Board Documents

Companies Responding	Cost	Points Section I	Points Section II	Points Section III	Points Section IV	Points Section V	Total Points Awarded
Evisions, Inc.	\$65,070	294	300	250	74	74	992

Evaluation Committee

Jose Flores, Programmer Analyst/Webmaster
George Garcia, Database Administrator/Programmer Analyst
Bill Kunko, Director of Computer Information Systems
Larry Sanderson, Director of Institutional Effectiveness

Evaluation Criteria

Section I: Cost (300 points)
Section II: Equipment/Software (300 points)
Section III: Experience (250 points)
Section IV: References (75 points)
Section V: Methodology/Tools Employed (75 points)

NEW MEXICO JUNIOR COLLEGE

SPECIFICATIONS

Board Documents

This section contains specifications and relevant information offerors should use for the preparation of their proposals.

Offerors should respond as described to each specification. The responses along with the required supporting material will be evaluated and awarded points accordingly.

New Mexico Junior College (NMJC) is requesting proposals for an Enterprise Reporting Solution that is designed specifically for colleges and universities that is compatible with Ellucian/Banner. The successful Offeror will install and implement the program and train employees of the institution on how to use all features of the program. Maintenance and support of the program must be a part of the proposal.

1. The successful Offeror must provide equipment and software that is "User-Friendly" and be able to adequately support the hardware and software.
2. The successful Offeror must include in the proposal information stating the length of time the company has been in business and the number of years of experience they have in relation to the person's proposed duties under this contract.
3. The successful Offeror must submit a minimum of five (5) client references from similar projects, with name, address, and the phone number of a primary contact for each of these projects in order for NMJC to verify the offeror's participation and performance on that project.
4. The successful Offeror must submit a general outline of techniques which will be utilized for the completion of the project and any other relevant information for NMJC to properly evaluate the services specified in this proposal.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date September 12, 2013

Candidate's name Courtney B. Nelson

Position title Director of Energy Programs

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 *October 1, 2013 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

Paid advertising beyond *standard HigherEdJobs.com

(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website)

Posted salary range \$52,841 to 66,051 Recommended annual salary \$59,618.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2906 61301 104 100%

Recommended and approved by:

Supervisor

Dean/Director

Vice President

President

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

Terri Blandin – Executive Assistant – Training and Outreach

Steve Saucedo – Workforce Training Coordinator

Paula Wallace – Distance Learning Instructional Designer

Comments: Ms. Nelson with a M.A. and more than three years of experience meets and/or exceeds the minimum requirements for this position.

*pending background check

ABBREVIATED RESUME

Position

Director of Energy Programs

Personal Data

Name: Courtney B. Nelson

Education

M.A., Texas State University, San Marcos, TX, 2011
Major: Communications Studies

B.A., Texas Tech University, Lubbock, TX, 2009
Major: Communication Studies

Professional Experience

Divine Energy Services, LLC, Hobbs, NM 11/2012 to Present
Human Resources Director and Safety and Compliance Manager

Coca-Cola Refreshments, Hobbs NM 01/2012 to 11/2012
Account Sales Manager

Texas State University, San Marcos, TX 08/2010 to 05/2011
Graduate Instructor

The Blue Light Live, Lubbock, TX 03/2007 to 05/2008
Lead Waitress

Organizations

Communication Studies Graduate Association – President and Founder



New Mexico Junior College

Career Opportunities

Position Announcement • August 2013

Position Title: Director of Energy Programs

Position Description: The Director of Energy Programs reports to the Dean of Training and Outreach. Duties and responsibilities include, but are not limited to, the following: (1) Be of service to the public; (2) Provide oversight and administration for any active NRC (Nuclear Regulatory Commission) or other energy related grants; (3) Provide oversight and consultation for the design, development, implementation, and evaluation of NRC or other energy related education projects, programs and initiatives; (4) Serve as student advisor for the Energy Technology Program; (5) Collaborate with faculty and external agencies (e.g., business, government and industry) to identify and provide quality onsite and distance education opportunities; (6) Coordinate faculty development through the use of workshops and internships; (7) Expand program delivery of education and training through the use of New Mexico Junior College's Interactive Television Consortium and Distance Learning Program; (8) Participate in a process of continual personal and professional improvement; (9) Actively participate in the institutional goals and objectives designed to support the mission of the college; (10) Serve on college committees as assigned; and, (11) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified, in order to meet the needs of New Mexico Junior college.

Qualifications: A minimum of a Bachelor's degree required, Master's degree preferred. All degrees must be from a regionally accredited institution. Excellent people skills, and experience managing grants highly desirable. Computer proficiency required.

Salary/Benefits: This is a twelve-month professional position. Salary is competitive and commensurate with relevant experiences and degrees. 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 (under 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), 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.

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"

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (505) 492-2793 • Fax: (505) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: mehernandez@nmjc.edu

RESOLUTION

Barbara Ann Summers

- WHEREAS, Barbara Ann Summers**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for eleven years; and
- WHEREAS, Barbara Ann Summers** has served as Administrative Assistant - Dean of Training and Outreach from 2007 to 2013; and
- WHEREAS, Barbara Ann Summers** has served as Administrative Secretary - Athletics from 2002 to 2007; and
- WHEREAS, Barbara Ann Summers** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS, Barbara Ann Summers** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS, Barbara Ann Summers**, as a staff member, has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS, Barbara Ann Summers** has elected to retire the 1st day of October 2013.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Barbara Ann Summers** for her service and dedication to New Mexico Junior College.

ADOPTED THIS 26th day of September 2013.

ATTEST:

New Mexico Junior College Board Chairman



New Mexico Junior College Board Secretary