

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, April 16, 2015

Zia Room – Library

1:30 p.m.

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Oath | Steve McCleery |
| D. Approval of Minutes of March 25, 2015 | Pat Chappelle |
| E. President's Report | Steve McCleery |
| F. New Business | |
| 1. Consideration of 2015-2016 Budget Recommendation | Steve McCleery |
| 2. Monthly Expenditures Report | Dan Hardin |
| 3. Monthly Revenue Report | Dan Hardin |
| 4. Oil and Gas Revenue Report | Dan Hardin |
| 5. Schedule of Investments | Dan Hardin |
| 6. Consideration of Appointment of Acting Dean for the Division of Distance Learning and Professional Studies | Dennis Atherton |
| G. Public Comments | Pat Chappelle |
| H. Announcement of Next Meeting | Pat Chappelle |
| I. Closure of Open Meeting | Pat Chappelle |
| J. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
MARCH 25, 2015
MINUTES**

The New Mexico Junior College Board met on Wednesday, March 25, 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; Mrs. Mary Lou Vinson, Mr. Zeak Williams; and Mr. Hector Baeza. Mr. Manny Gomez was absent from the meeting.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Jaycie Chesser, Hobbs News-Sun, District Judge William G.W. Shoobridge, and Brad Caress with Daniels Insurance Agency, Inc.

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

The Canvass of the Election on March 3, 2015 for Districts 1, 3, and 6 was presented for approval. Upon a motion by Mr. Baeza, seconded by Mr. Glenn, the Board unanimously approved the Canvass of the Election. Following the approval of the Canvass of the Election, District Judge William G.W. Shoobridge administered the Oath of Office to Mr. Travis Glenn and to Mr. Zeak Williams.

Upon a motion by Mrs. Vinson, seconded by Mr. Black, the Board unanimously approved the minutes of February 19, 2015.

Under President's Report, Shyla McGill, Professor of Mathematics provided updates of the March 14, 2015 Pi Day event. She reported there were approximately 400 in attendance and indicated this was an “across the community and across the campus event”. Thanks were given to the Community Coalition on Drugs in Lea County, Mu Alpha Theta, Tate Branch Dodge, Pizza Inn, Pizza Hut, Domino's, Big Cheese Pizza, and O & S Quick Change for the donations given to make this event successful. Ms. McGill introduced the Pi Day team and stated two

of the team members absent are traveling to Lubbock, Texas to compete in a Robotics Championship.

Delores Thompson, Director of Nursing introduced the nursing faculty. Ms. Thompson reported the NMJC nursing students are performing at the top 10% of all nursing students in the nation. She reported the college's pass rate for first time test takers for 2014 to be 96.4% as compared to the national average of 79%. She further reported NMJC students to be at 17.1% points above the national average. Ms. Thompson expressed her thanks to the students for their hard work and the faculty for their professionalism, hard work, and dedication. In addition, she expressed her thanks to the NMJC Board, Dr. McCleery, and Dr. Atherton for providing the resources needed to accomplish this success.

Larry Sanderson and Charlotte Schmitz provided a status report of the HLC Accreditation scheduled for 2015. Copies of the accreditation documents were presented to Madam Chair and Board members. The Board members were reminded of the Mock HLC Accreditation visit on April 13th and 14th. Mr. Sanderson stated the team will provide a full review in preparation of the November 9th, 10th, and 11th, 2015 HLC Accreditation review.

Dr. McCleery distributed a Board Calendar of scheduled events to all of the Board members.

Under New Business, Dan Hardin presented the February, 2015 financial reports. Upon a motion by Mr. Glenn, seconded by Mrs. Vinson, the Board unanimously approved the Expenditure Report for February, 2015. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Bill Morrill presented a Memorandum of Agreement between the Lea County Sheriff's office and New Mexico Junior College. The agreement will allow Lea County Sheriff's Office and the college to work together to make the New Mexico Junior College campus safer for students, staff, faculty, and NMJC visitors. After discussion and upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously approved the agreement.

Bill Morrill presented a Resolution for approval concerning enforcement by the Lea County Sheriff's office of the New Mexico Motor Vehicle Code on the NMJC campus. After discussion and questions were answered, and upon a motion made by Mr. Black, seconded by Mrs. Vinson, the Board unanimously approved the Resolution.

Dr. Atherton presented a request with a fee schedule to increase the Cosmetology fees charged to the public. The increases will close the gap on supplies and fees due to the rising costs of products. Upon a motion by Mr. Baeza, seconded by Mr. Williams, the Board unanimously approved this request.

Dr. Atherton recommended Mr. Aaron M. Prebenda for the Coordinator of the Learning Assistance Center position at a 12 month salary of \$45,500.00. Upon a motion by Mr. Glenn, seconded by Mr. Black, the Board unanimously approved the employment of Mr. Aaron M. Prebenda, effective April 1, 2015.

Regina Choate presented an Insurance Policy Bid #1070 with a request to award the bid to Daniels Insurance Agency, Inc. of Hobbs, New Mexico. Total bid came in at \$343,735.28. Mr. Brad Caress stated he is impressed with the efforts taken to maintain upkeep on buildings and stated the type of roofing that has been placed on the buildings is definitely resistant to the weather. After discussion and questions were answered, and upon a motion by Mr. Black, seconded by Mr. Baeza, the Board unanimously approved the request.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, April 16, 2015 beginning 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. Williams 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; and Ms. Chappelle – yes.

Upon a motion by Mrs. Vinson, seconded by Mr. Williams, the closed session adjourned.

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 Mrs. Vinson, seconded by Mr. Black, the board meeting adjourned at 4:30 pm.

Pat Chappelle, Chair

Ron Black, Secretary



**Board Budget Work Session
April 9, 2015**

People Who Use Power Point

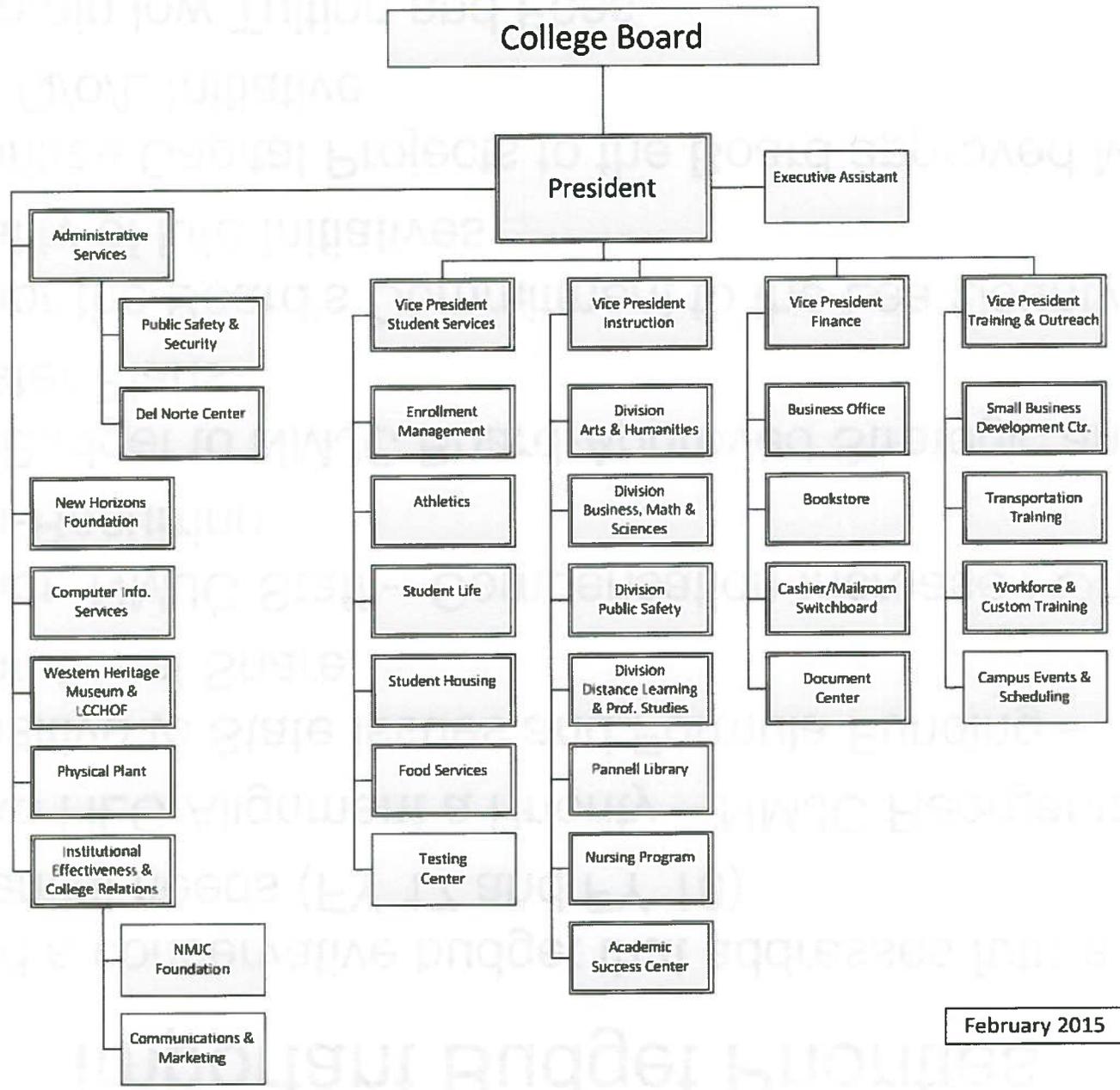
- No Power
- No Point
- Meets the expectation of multiple agencies
- Helps inform your Budget Decisions
- Keeps you abreast of Strategic and Master Plan progress



Important Budget Priorities

- Build a conservative budget that addresses future NMJC potential needs (FY 17 and FY 18)
 - Make HLC Alignment a Priority – NMJC Reorganization
 - Sensitive to State Issues and Formula Funding – Institutional Share
 - Honor NMJC Staff – Compensation Increase / One time Non-Recurring
 - Tie Budget to NMJC Board-Approved Strategic and Master Plans
 - Honor the Board's Commitment to the Lea County Quality of Life Initiatives
 - Prioritize Capital Projects to the Board approved MP, SP, and Q/o/L Initiative
- 3• Maintain low Tuition and Fees



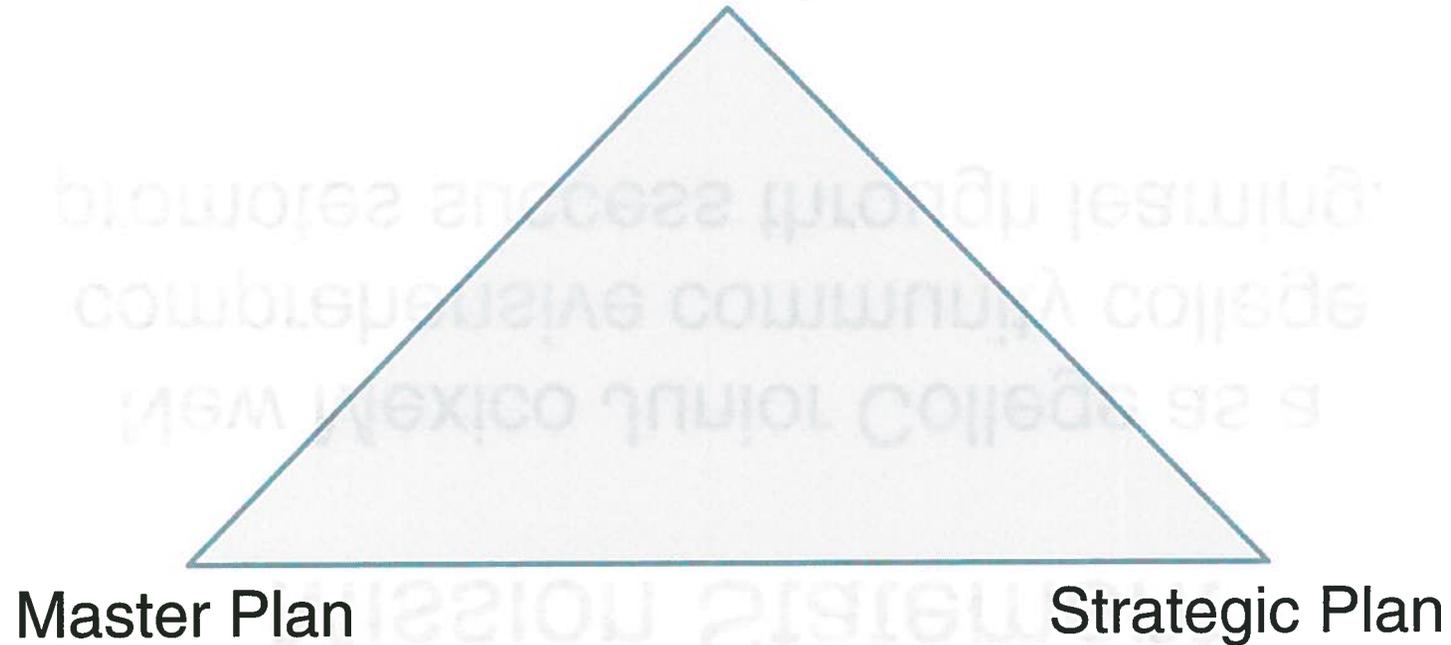


February 2015



Triangulation of Plans

Annual College Budget



Mission Statement

New Mexico Junior College as a comprehensive community college promotes success through learning.



Vision Statement

NMJC will accomplish its Mission
by fostering an environment of:

Excellence

Responsiveness

Effectiveness

Accessibility

Community Involvement



Strategic Plan: Realities of the Future

- Funding pressure, reductions, unpredictability
- External requirements for accountability and effectiveness
- Changing student demographics/profile
- 2015 HLC re-accreditation (Pathways)
- Turnover in senior leadership – Legacy Documents
- HED Funding Formula Changes



Strategic Objectives

- Student Success
- Communication
- Resource management
- NMJC as a Learning Organization
- Leadership / Faculty
- Educational Quality



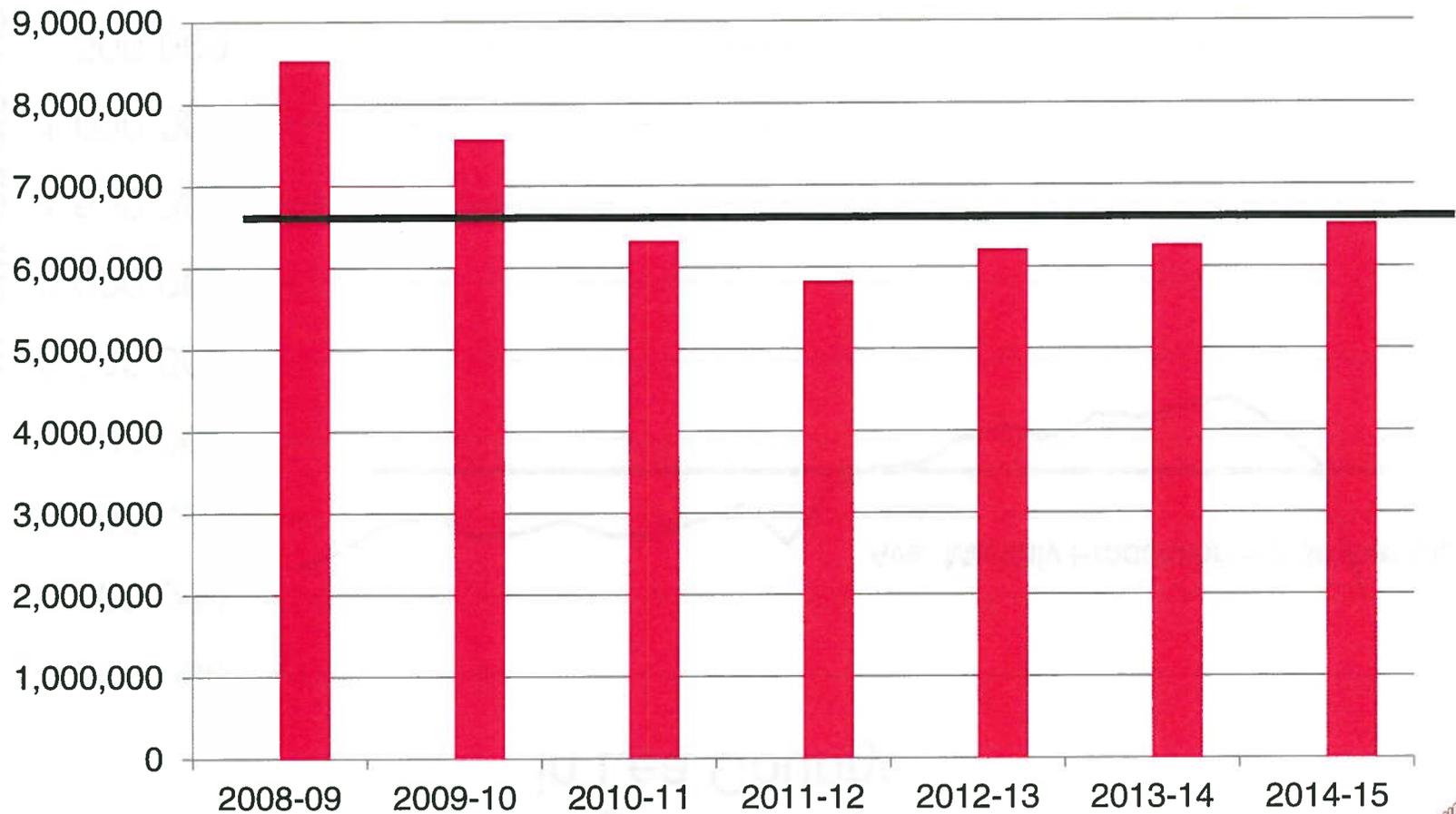
New Mexico Junior College Funding Streams

- State Funding – Formula
- Tuition and Fees
- Oil and Gas
- Oil and Gas Equipment Tax
- Mill Levy Property Taxes
- Auxiliary Enterprises
- Interest and miscellaneous fees

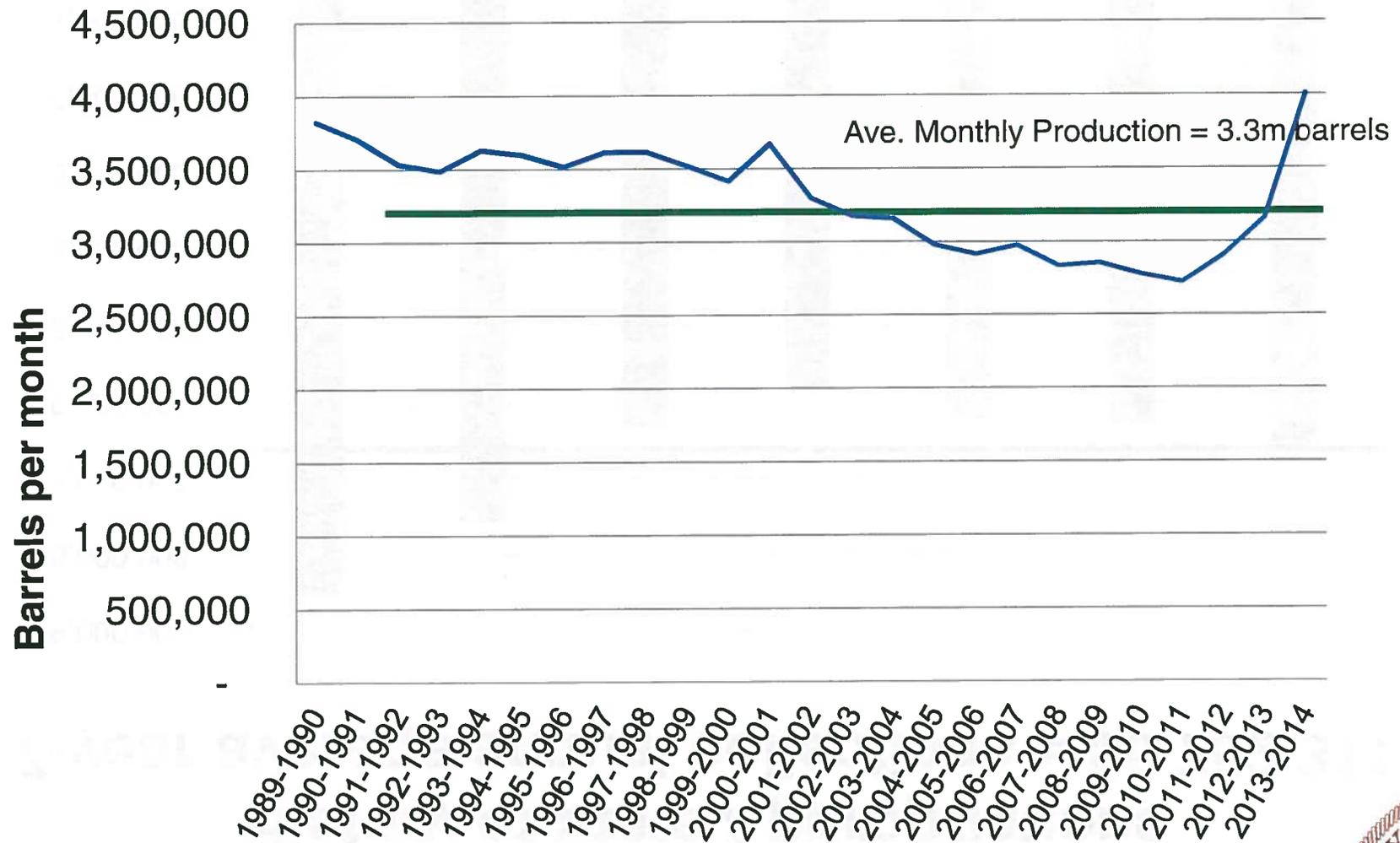


History of State Appropriations

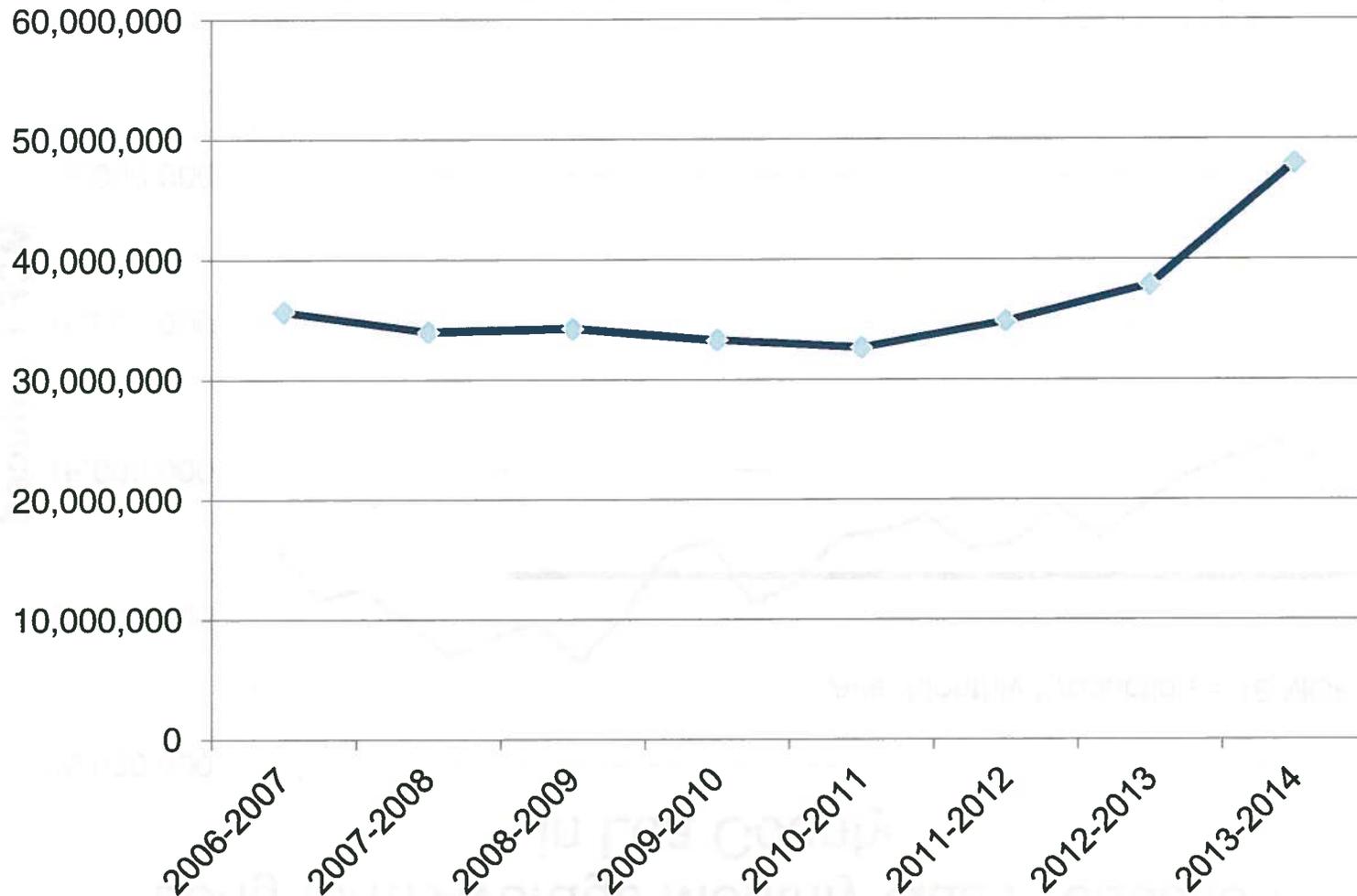
7-year average annual collections = \$6,752,311



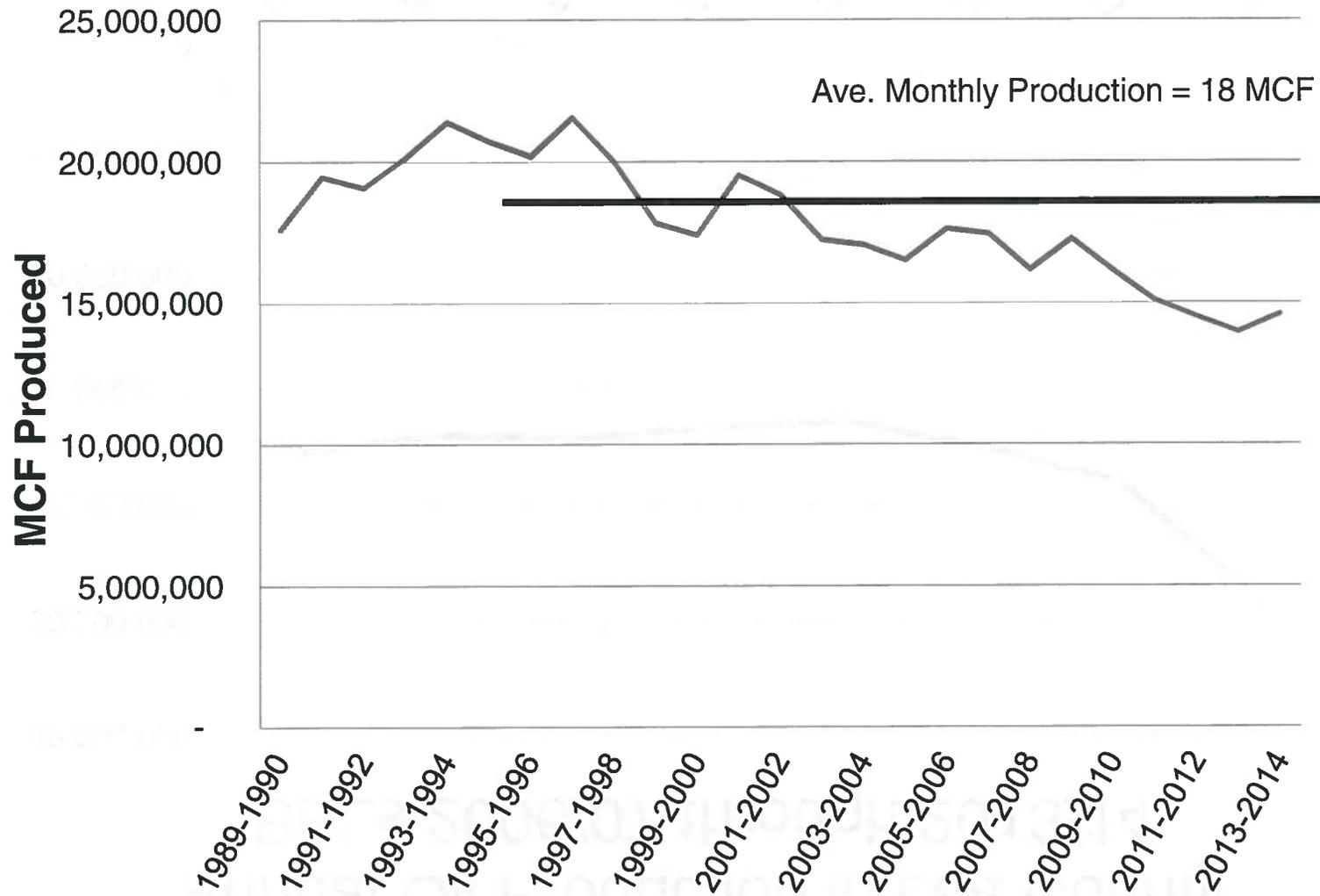
Long-term Average Monthly Oil Production in Lea County



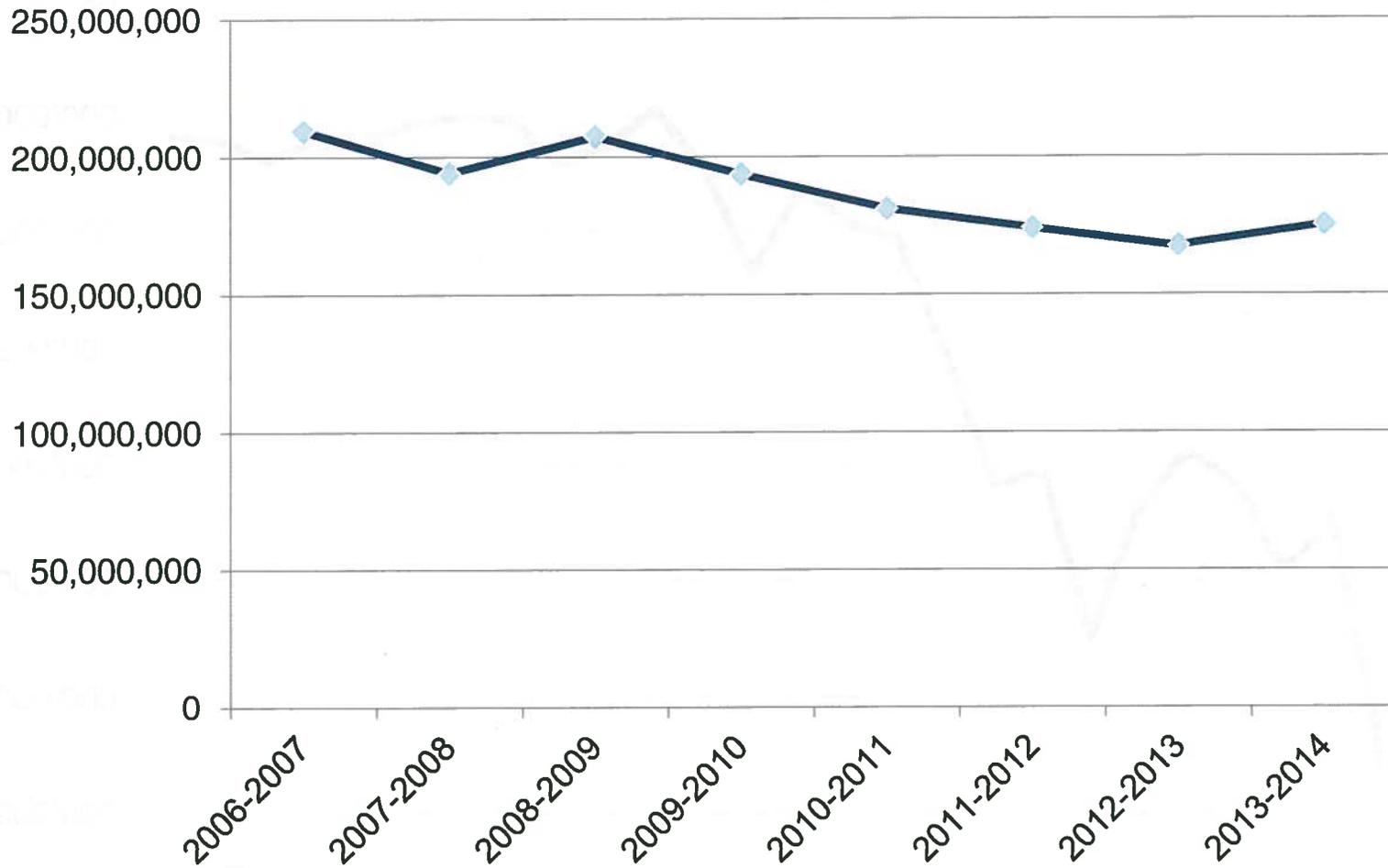
Annual Oil Production in Lea County BBLs 2006/07 through 2013/14



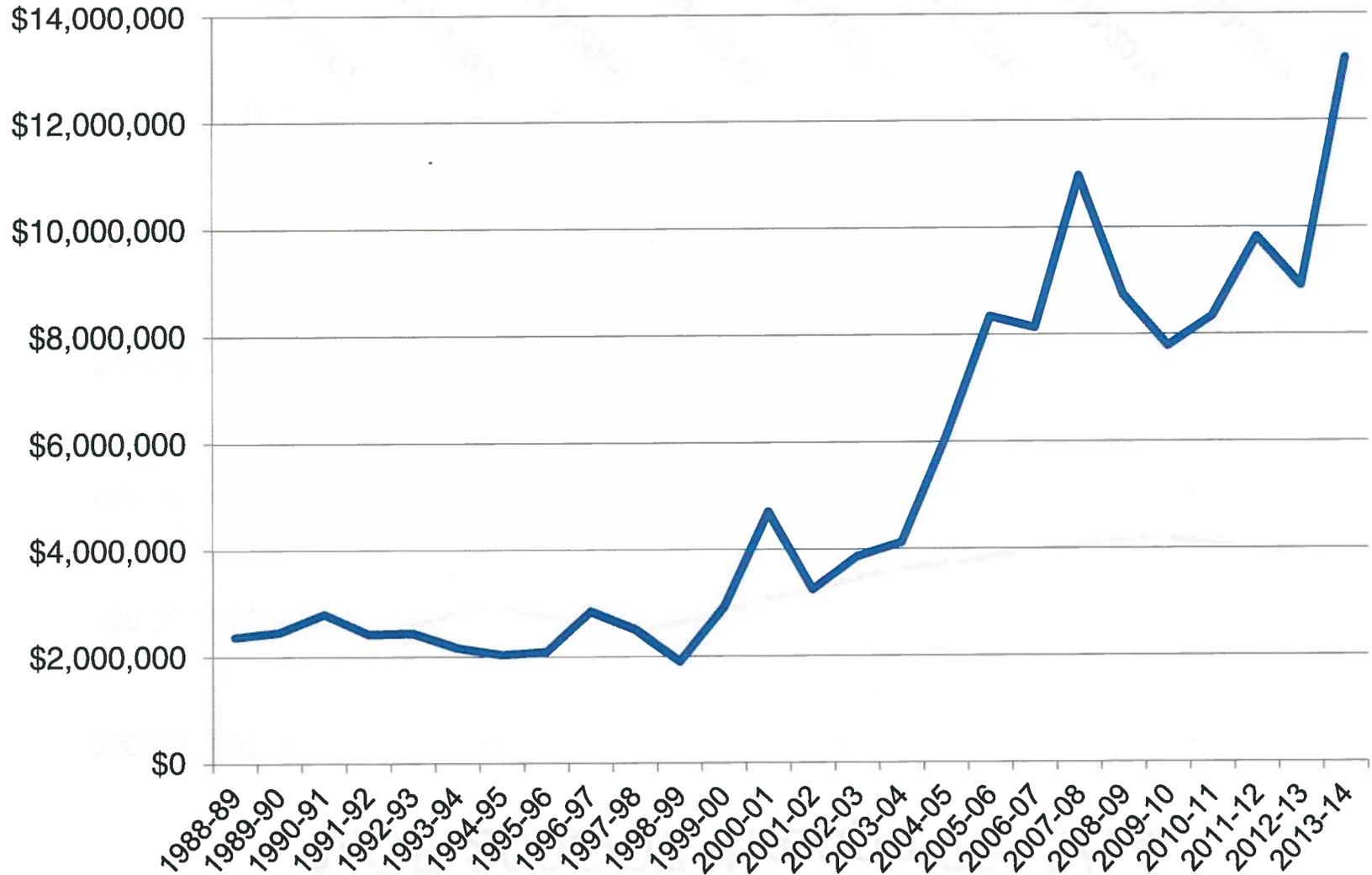
Long-term Average Monthly Gas Production in Lea County



Gas Production in Lea County MCF 2006/07 through 2013/14

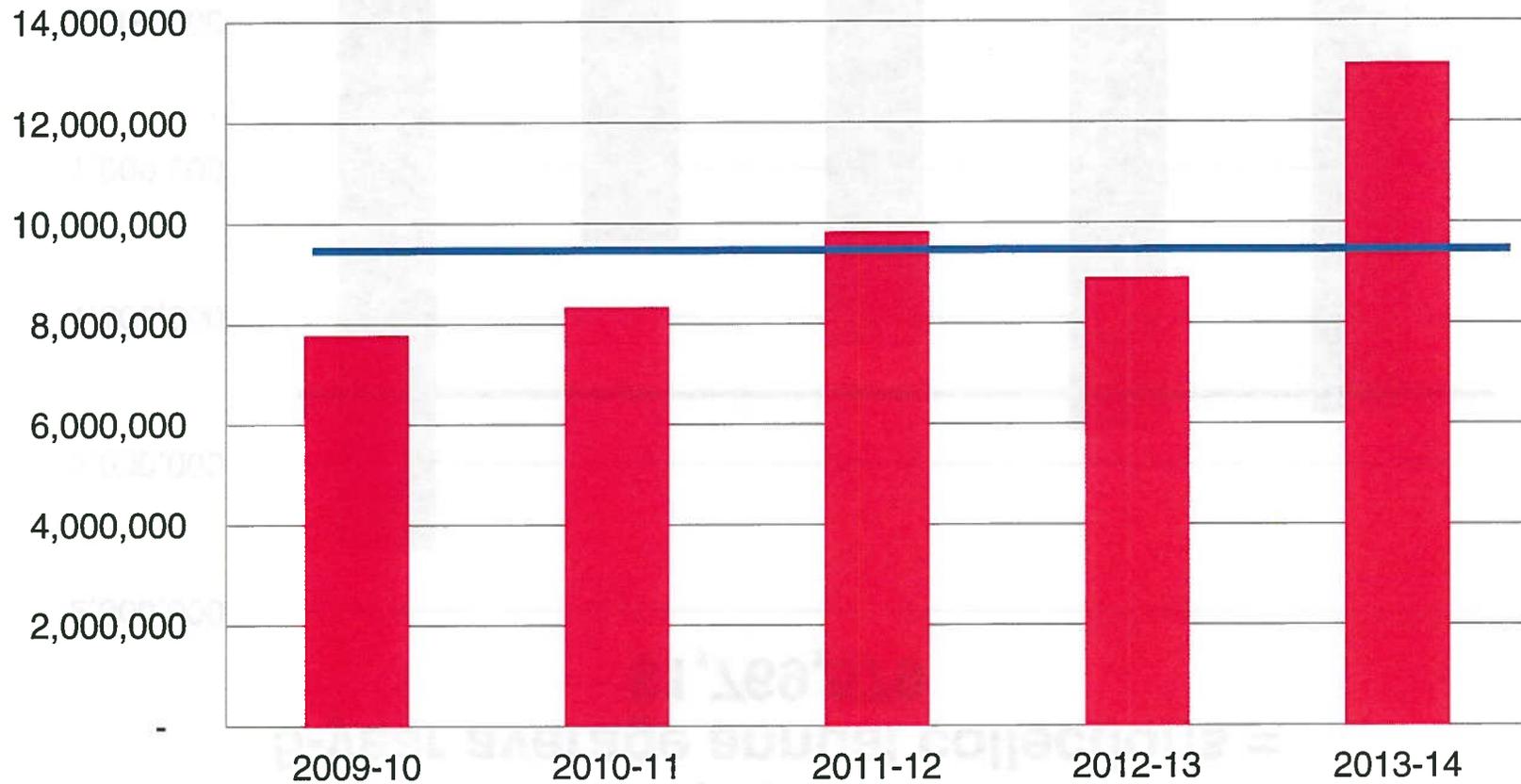


Long-term NMJC Oil and Gas Revenue



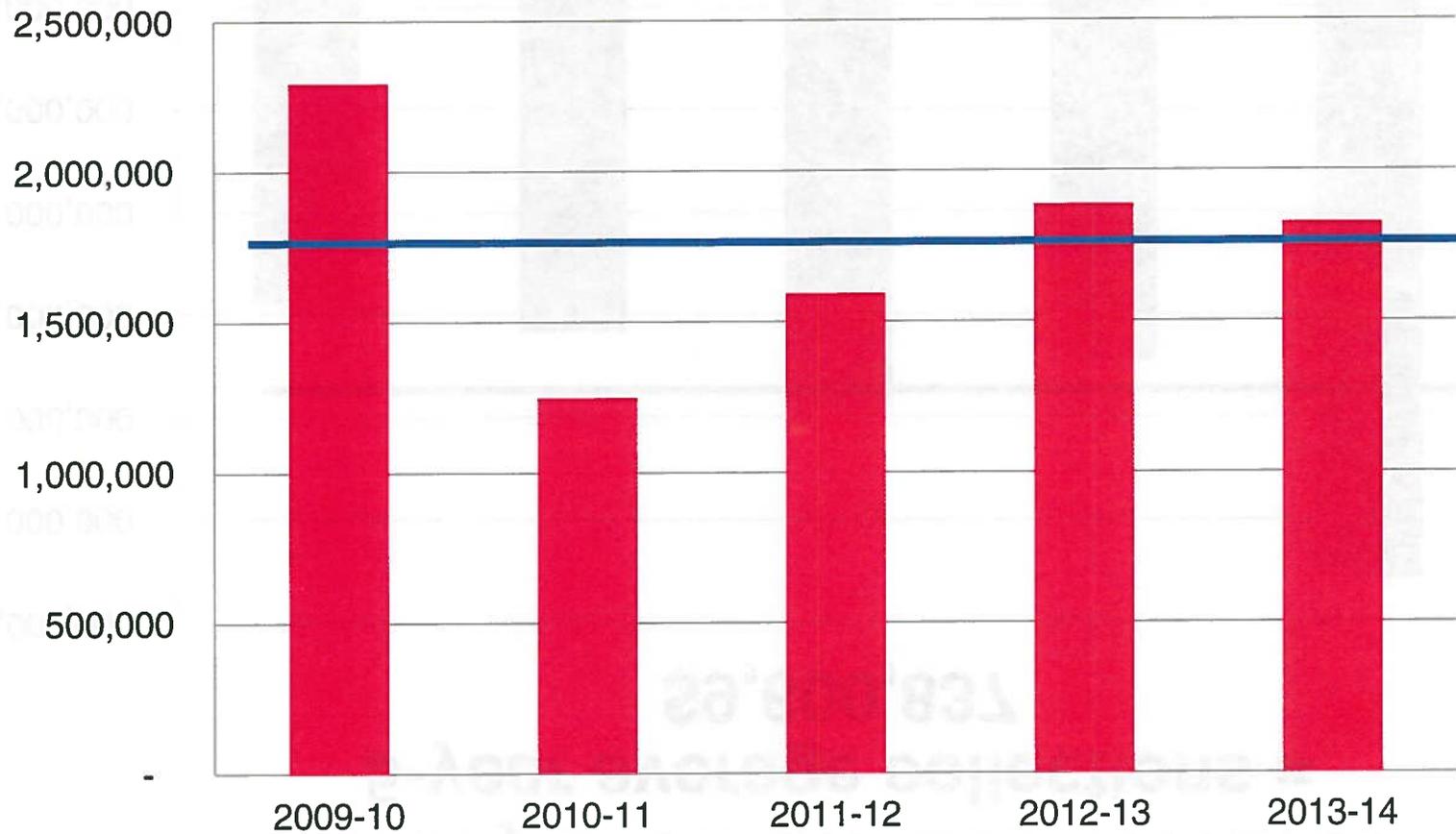
History of Oil and Gas Revenues

5-year average collections =
\$9,600,837



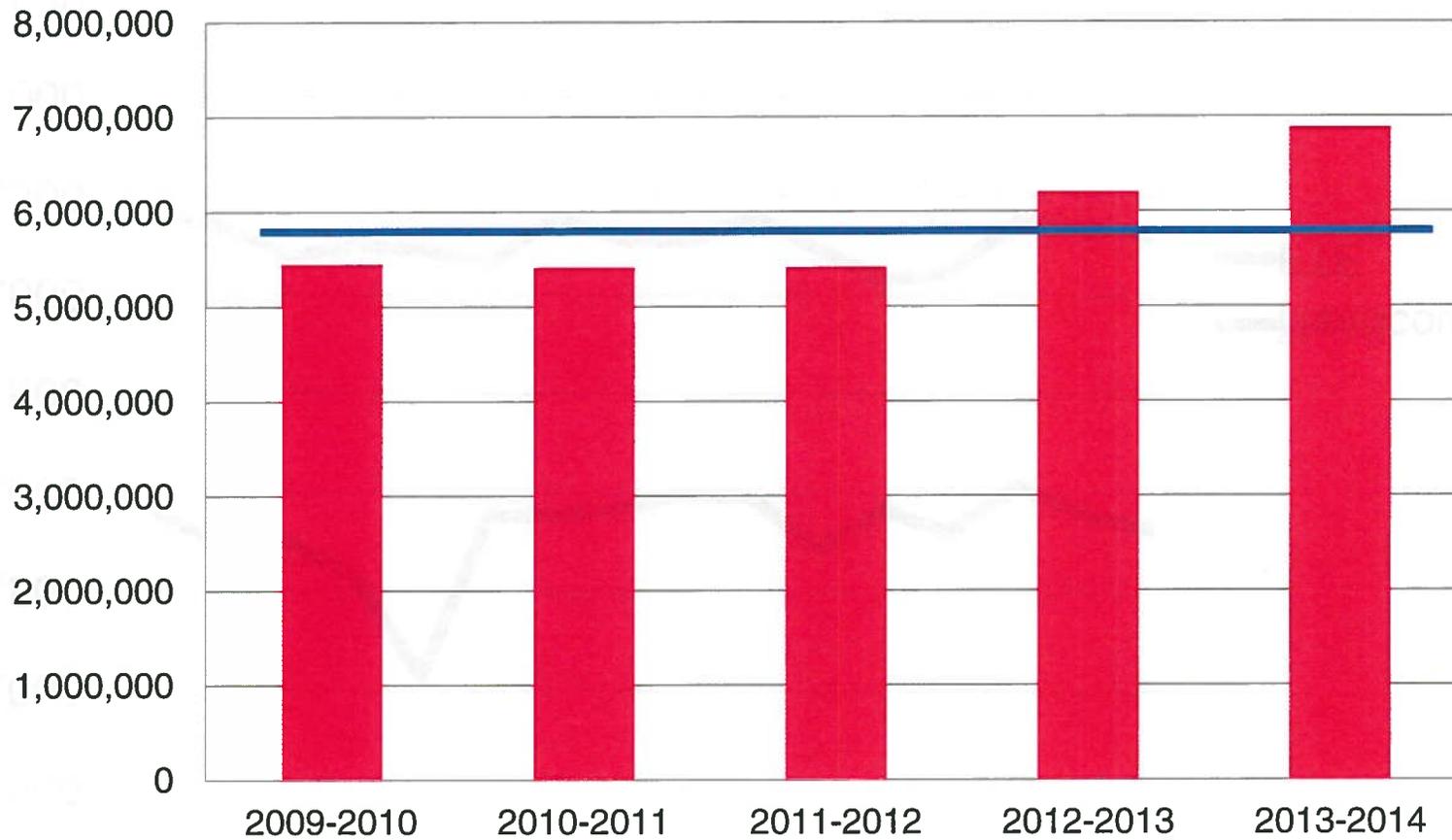
Oil & Gas Equipment Revenue

5-year average annual collections =
\$1,769,579

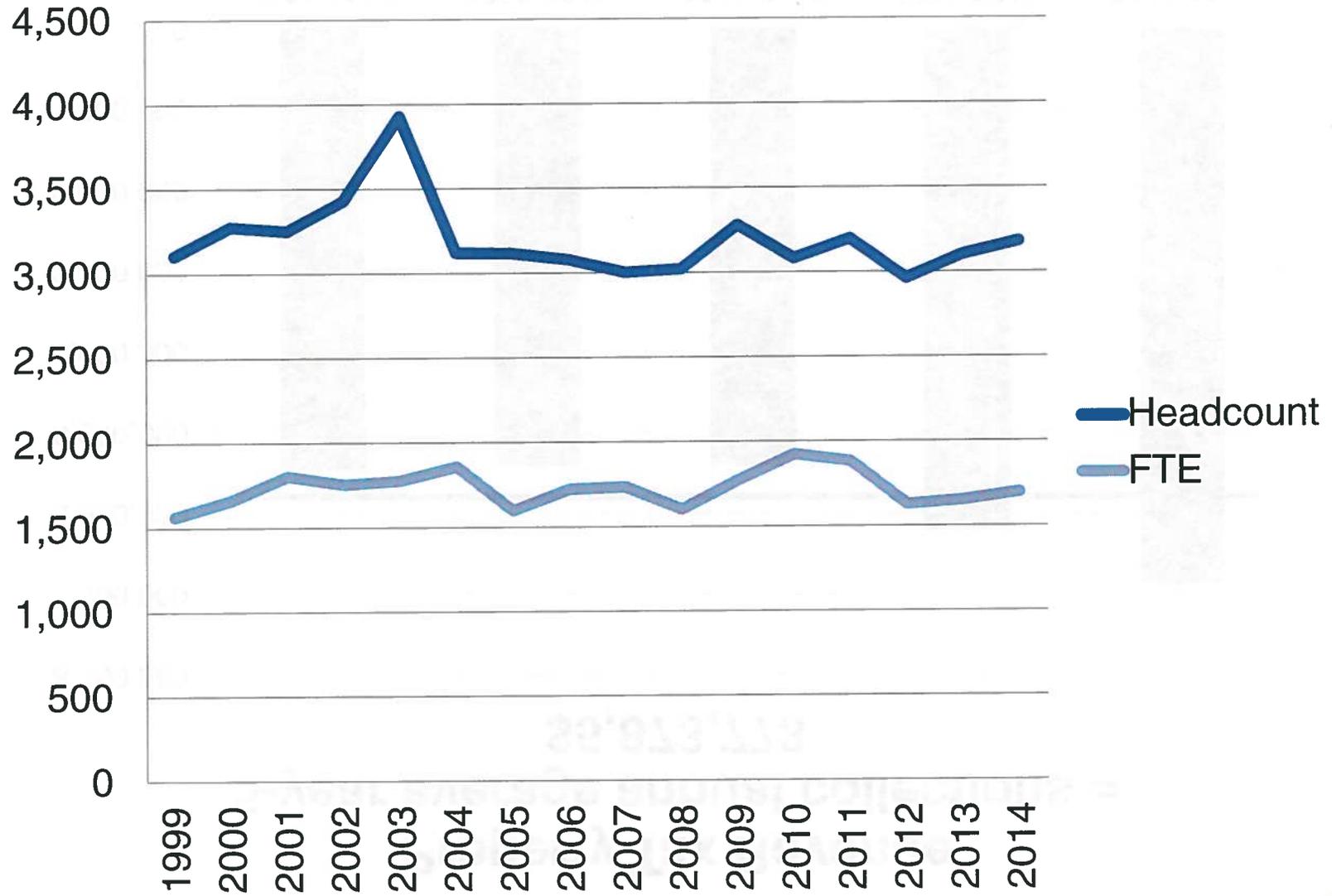


Property Tax Revenue

**5-year average annual collections =
\$5,873,773**



NMJC Headcount and FTE History



Enrollment

- Funding Formula Changes
- Rural area community college
- Supply & demand drives program success
- For NMJC to grow credit enrollment, we must view reality from a new set of lenses
- NMJC's sustainability depends on ability to:
 - Change
 - Growth and sustainability of Lea county
 - Meet market/proven demands
 - Focus on our Vision



Sustainability by meeting market or proven demands

- Online Learning
- Campus Housing and closely coupled proven strategies
- Unique programs that support student interests and are high demand to drive larger than normal enrollments
- Training and Outreach (business model versus credit)
- Community Education Classes
- Continuing Education Courses (CEUs)
- Collaborative partnerships that benefit the college, the collaborating entity, and Lea County
- Proactively support Lea County economic development
- Continued diversification of Lea County Community



Old HED Formula

| | Lower | Upper | Graduate |
|--------|----------|----------|------------|
| Tier 1 | \$130.30 | \$286.76 | \$620.64 |
| Tier 2 | \$194.67 | \$448.94 | \$853.92 |
| Tier 3 | \$313.85 | \$515.83 | \$1,364.98 |

- -Tuition Credit (NA)
- - 40% of Mil Levy Credit increase
- + Building Renewal and Replacement (NA)
- + Equipment Renewal and Replacement (NA)
- + Growth (NA)
- + Operation and Maintenance on Instruction and General Space (NA)
- + Student Services – Fall Headcount (NA)
- - Audit Physical Education Courses



Performance Funding Summary

- Base Year Funding – %
- Base Year Funding – 40% Of Mil Levy Increase
- Base Year Funding + End-of-Course Credit Hour Increase
- Base Year + < 1 year Certificates @ \$100 per certificate
- Base Year + > 1 year Certificates @ \$200 per Certificate
- Base Year + Associate Degrees @ \$250 per degree
- Base Year + STEMH Degrees @ \$500 per STEMH Degree
- Base Year + At Risk Students @ \$575 per student
- Base Year + (Momentum Points of 30 credit hours) @ \$100 per student



Lessons for NMJC

- Over the course of the next several years, the formula will continue to evolve. Institutional performance will become more important.
- End-of-Course completions, NMJC Degrees, Certificates, STEMH Courses and degrees , At Risk Student Success, and Retention matters.



Facilities Master Plan

- Participation by all constituents
- Validated by 3D/I Consultants
- Board Approved in December 2005
- Provides Direction for Administration
- It takes time to Build Momentum



Master Plan Framework

- The plan provides a facilities implementation framework for the next 25 years.
- The plan divides the 25 years into:
 - Phase 1: 2006-2010
 - Phase 2: 2011-2015
 - Phase 3: 2016-2030



The Plan Update Provides for:

- Continued growth within the Circle by infill and expansion
- Completion of the array of possibilities outside the Circle
- Development of a “West Campus” and connection to the original Campus by pedestrian and vehicular traffic
- Retention of the existing array of parking inside and outside the Circle



Plan Context

To continue the wonderful legacy of growing the NMJC campus with a well designed plan, and build campus facilities that maintain quality construction.



Implementation

Phase 1: 2006-2010

- Infrastructure – Expand Central Plant and utilities, Fiber, Utilities to West Campus
- Landscape – Prepare landscaping and way finding master plan, install new way finding system, complete Heidel Hall Courtyard, accentuate the circle, revise the parking bays, install trees around track, construct Millen Drive entrance and campus edge
- Develop a sustainable campus: Water Retention, Water Conservation, Xeriscape, Wind Turbine, Photovoltaic



Implementation

Phase 1: 2006-2010

- Buildings – Remodel existing space vacated for Student Center expansion for classrooms and offices
 - Cowboy Hall of Fame
 - Second Floor of Library



Implementation

Phase 1: 2006-2010

- Buildings continued...
 - Build new Training and Outreach Center
 - Build new Campus Housing
 - Expand and Remodel Continuing Education and relocate Maintenance.
 - Remodel McLean Hall



Implementation

Phase 1: 2006-2010

- Facilities
 - Build new parking on west campus for facilities management and new apartments
 - Complete original entrance
 - Traffic signal
 - Left turn lanes at highway
 - Landscape on north and south sides outside of circle.



Implementation

Phase 2: 2011-2015

- Remodel Mansur Hall
- Expand Caster Activity Center to include Natatorium (QoL)
- Prepare a Master Plan for Equine Area
- Expand and Remodel Moran Hall
- Establish University Center –
2nd Floor of Library
- Build New Equestrian Center
- Build New Allied Health Building



Higher Education Capital Project Prioritization

- STEMH Facilities
- Space Utilization or Instr. and General (I&G) sq ft/FTE (20%)
- Full Time Enrollment Trends/School (15%)
- Timeline for project completion (10%)
- Funding from other sources (10%)
- Green Screen for Buildings (10%)
- Facility Condition Index (FCI) (10%)
- Programmatic use of Building (20%)
- Safety (5%)



Important Budget Priorities

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- Tie Budget to NMJC Board-Approved Strategic and Master Plans
- Honor the Board's Commitment to the Lea County Quality of Life Initiatives
- Prioritize Capital Projects to MP, SP, and Q/o/L Initiatives
- Maintain low Tuition and Fees



FY16 Revenue Picture

| | FY15 Budget | FY16 Proposed | 2015/16 | Difference |
|----------------------|-------------------|-------------------|-----------------|------------------|
| Tuition & Fees | 3,684,200 | 3,692,200 | Increase | 8,000 |
| State Appropriations | 6,530,600 | 6,612,900 | Increase | 82,830 |
| Oil & Gas | 5,580,000 | 5,580,000 | - | - |
| Oil & Gas Equip. Tax | 1,655,000 | 1,655,000 | - | - |
| Mill Levy | 6,063,076 | 6,863,725 | Increase | 790,649 |
| Auxiliary Enter. | 2,236,000 | 2,288,000 | Increase | 52,000 |
| Interest & Misc. | 296,809 | 364,805 | Increase | 67,996 |
| | 26,045,685 | 27,046,630 | Increase | 1,000,945 |





French Police



| | | Budget 2013/2014 | Budget 2014/2015 | Budget 2015/2016 | Increase (Decrease) | Page # |
|--------------------------------|------|---------------------|---------------------|---------------------|------------------------|-----------|
| President | | | | | | |
| President's Office | 1001 | 381,892 | 384,358 | 383,333 | (1,025) | 1 |
| Board | 1010 | 18,950 | 18,950 | 18,950 | - | 2 |
| VP for Instruction | 1011 | 101,400 | 105,456 | 105,456 | - | 3 |
| VP for Student Services | 1012 | 100,644 | 98,915 | 98,915 | - | 3 |
| VP for Finance | 1013 | 100,575 | 104,598 | 104,598 | - | 3 |
| VP for Training & Outreach | 1014 | 101,559 | 105,621 | 105,621 | - | 3 |
| General Institutional Support | 1025 | 213,500 | 213,500 | 258,500 | 45,000 | 4 |
| Institutional Foundation | 1030 | 56,696 | 58,787 | 58,787 | - | 5 |
| Institutional Development | 1031 | 32,923 | 34,240 | 24,774 | (9,466) | 6 |
| Institutional Effectiveness | 1032 | 191,038 | 196,031 | 202,681 | 6,650 | 7 |
| College Communications | 3071 | 291,739 | 352,370 | 352,370 | - | 8 |
| Continuing Education | 2903 | 75,708 | 50,813 | 50,813 | - | 9 |
| Computer Services | 1050 | 954,953 | 940,374 | 970,374 | 30,000 | 10 |
| ELIN | 1051 | 117,434 | 119,294 | 119,294 | - | 11 |
| Del Norte | 1060 | 128,014 | 136,012 | 136,012 | - | 12 |
| Lea County Cowboy Hall of Fame | 1070 | 9,427 | 9,427 | 9,427 | - | 13 |
| Western Heritage Museum | 1071 | 294,276 | 302,277 | 302,277 | - | 14 |
| Maintenance | 1101 | 648,004 | 773,753 | 773,753 | - | 15 |
| Custodial | 1102 | 636,237 | 676,818 | 679,211 | 2,393 | 16 |
| Grounds | 1103 | 198,191 | 222,747 | 222,747 | - | 17 |
| Motor Pool | 1104 | 13,000 | 13,000 | 13,000 | - | 18 |
| Security | 3101 | 391,278 | 457,586 | 462,586 | 5,000 | 19 |
| Human Resources | 4010 | 165,337 | 170,113 | 170,113 | - | 20 |
| | | 5,222,775 | 5,545,040 | 5,623,592 | 78,552 | |



| Vice President for Instruction | | Budget 2013/2014 | Budget 2014/2015 | Budget 2015/2016 | Increase (Decrease) | Page # |
|--|------|---------------------|---------------------|---------------------|------------------------|-----------|
| Office of the Vice President for Instruction | 2001 | 1,294,806 | 1,291,261 | 1,391,261 | 100,000 | 21 |
| Summer School | 2002 | 293,854 | 293,854 | 293,854 | - | 22 |
| Instructional Support | 2004 | 23,170 | 23,170 | 38,270 | 15,100 | 23 |
| Library Administration | 2011 | 282,195 | 295,896 | 295,896 | - | 24 |
| Library Services | 2012 | 200,217 | 200,217 | 200,217 | - | 25 |
| Nursing | 2045 | 717,998 | 635,611 | 636,181 | 570 | 26 |
| Academic Success Center | 2104 | 85,357 | 178,935 | 186,972 | 8,037 | 27 |
| | | 2,897,597 | 2,918,944 | 3,042,651 | 123,707 | |



| Division of Public Safety | | Budget 2013/2014 | Budget 2014/2015 | Budget 2015/2016 | Increase (Decrease) | Page # |
|----------------------------------|------|---------------------|---------------------|---------------------|------------------------|-----------|
| Dean's Office of Public Safety | 2041 | 248,274 | 289,062 | 197,828 | (91,234) | 28 |
| Criminal Justice | 2042 | 48,672 | 50,619 | 50,619 | - | 29 |
| Corrections Academy | 2043 | 50,405 | 52,421 | 52,421 | - | 30 |
| Law Enforcement Academy | 2045 | 47,280 | 54,171 | 54,171 | - | 31 |
| Legal Assistant/Paralegal | 2046 | | | | - | 32 |
| Dispatch Academy | 2048 | | 5,000 | 5,000 | | 33 |
| EMT | 2541 | 50,189 | 53,047 | 53,047 | - | 34 |
| | | 444,820 | 504,320 | 413,086 | (91,234) | |





| | | Budget 2013/2014 | Budget 2014/2015 | Budget 2015/2016 | Increase (Decrease) | Page # |
|--------------------------------------|------|---------------------|---------------------|---------------------|------------------------|-----------|
| Dean of Arts & Humanities | | | | | | |
| Office Dean A &H | 2101 | 153,581 | 161,409 | 161,409 | - | 35 |
| Transitional Studies | 2103 | 157,935 | 221,218 | 221,218 | - | 36 |
| English | 2121 | 240,544 | 250,046 | 250,046 | - | 37 |
| Humanities | 2141 | 200 | 200 | 200 | - | 38 |
| Education/Early Childhood | 2161 | 55,771 | 57,963 | 57,963 | - | 39 |
| Languages | 2181 | 51,671 | 53,718 | 53,718 | - | 40 |
| Performing Arts | 2221 | 63,553 | 65,591 | 65,591 | - | 41 |
| Music - Band | 2222 | 71,551 | 70,633 | 70,633 | - | 42 |
| Music - Vocal | 2223 | 3,500 | 3,500 | 3,500 | - | 43 |
| Ceramics | 2321 | 2,000 | 2,000 | 2,000 | - | 44 |
| Drawing & Painting | 2322 | 52,023 | 54,604 | 54,604 | - | 45 |
| Photography | 2323 | 1,000 | 1,000 | 1,000 | - | 46 |
| | | 853,329 | 941,882 | 941,882 | - | |



| | | Budget 2013/2014 | Budget 2014/2015 | Budget 2015/2016 | Increase (Decrease) | Page # |
|--|------|---------------------|---------------------|---------------------|------------------------|-----------|
| Dean of Business, Math & Sciences | | | | | | |
| Office Dean Business, Math & Sciences | 2801 | 162,204 | 167,136 | 167,136 | - | 47 |
| Math | 2811 | 173,866 | 180,577 | 180,577 | - | 48 |
| Physical Education | 2821 | 758,949 | 773,462 | 773,462 | - | 49 |
| Biology | 2831 | 181,889 | 235,610 | 235,610 | - | 50 |
| Chemistry/Astronomy | 2832 | 50,801 | 52,663 | 52,663 | - | 51 |
| Geology | 2833 | 57,057 | 59,256 | 59,256 | - | 52 |
| Anatomy/Microbiology | 2834 | 13,451 | 13,451 | 13,451 | - | 53 |
| Physics/Engineering | 2835 | 44,885 | 46,590 | 46,590 | - | 54 |
| History/Government/Anthropology | 2851 | 131,015 | 136,190 | 136,190 | - | 55 |
| Psychology | 2852 | 94,266 | 97,975 | 97,975 | - | 56 |
| Sociology | 2853 | 93,299 | 85,974 | 85,974 | - | 57 |
| Business/Accounting/Economics | 2601 | 178,767 | 177,376 | 177,376 | - | 58 |
| Computer Information Systems | 2642 | 53,665 | 55,586 | 55,586 | - | 59 |
| | | 1,994,114 | 2,081,846 | 2,081,846 | - | |



| | | Budget 2013/2014 | Budget 2014/2015 | Budget 2015/2016 | Increase (Decrease) | Page # |
|---|------|---------------------|---------------------|---------------------|------------------------|-----------|
| Dean of Distance Learning & Professional Studies | | | | | | |
| Dean's Office for Distance Learning & PL | 2910 | | | 212,422 | 212,422 | 60 |
| Lea County Distance Education | 2003 | 155,789 | 142,283 | 142,283 | - | 61 |
| Distance Learning | 2905 | 141,043 | 177,872 | 237,872 | 60,000 | 62 |
| Automotive Technology | 2581 | 57,393 | 59,689 | 59,689 | - | 63 |
| Ford/ASSET | 2582 | 124,396 | 128,154 | 128,154 | - | 64 |
| GM/ASEP | 2583 | 131,581 | 136,235 | 136,235 | - | 65 |
| Automotive Recruiter | 2584 | 50,541 | 51,924 | 51,924 | - | 66 |
| Cosmetology | 2651 | 317,650 | 339,551 | 339,551 | - | 67 |
| Welding | 2661 | 80,506 | 82,669 | 82,669 | - | 68 |
| Entertainment Technology | 2911 | 102,100 | 217,902 | 217,902 | - | 69 |
| Equine Technology | 2912 | 89,171 | 91,921 | 91,921 | - | 70 |
| Energy Technology | 2914 | 97,730 | 63,503 | 63,503 | - | 71 |
| Special Programs | 2621 | | 11,050 | 8,600 | (2,450) | 72 |
| | | 1,347,900 | 1,502,753 | 1,772,725 | 269,972 | |



| | | Budget 2013/2014 | Budget 2014/2015 | Budget 2015/2016 | Increase (Decrease) | Page # |
|---|------|---------------------|---------------------|---------------------|------------------------|-----------|
| Vice President for Training & Outreach | | | | | | |
| Office Vice President for Training & Outreach | 2901 | 11,220 | 198,722 | 168,209 | (30,513) | 73 |
| Transportation Training | 2902 | 61,723 | 91,011 | 91,011 | - | 74 |
| Events | 2904 | 33,850 | 32,306 | 32,506 | 200 | 75 |
| Workforce Training | 2906 | 110,556 | 51,356 | 51,356 | - | 76 |
| Truck Driving Training | 2909 | 76,938 | 79,027 | 79,027 | - | 77 |
| Oil & Gas Training | 2913 | | 100,439 | 100,439 | - | 78 |
| | | 294,287 | 552,861 | 522,548 | (30,313) | |



| | | Budget 2013/2014 | Budget 2014/2015 | Budget 2015/2016 | Increase (Decrease) | Page # |
|--|------|---------------------|---------------------|---------------------|------------------------|-----------|
| Vice President for Student Services | | | | | | |
| Office Vice President for Student Services | 3001 | 52,657 | 57,755 | 57,755 | - | 79 |
| Counseling Office | 3021 | 223,462 | 230,825 | 230,825 | - | 80 |
| SSS | 3022 | 31,607 | 30,000 | 26,000 | (4,000) | 81 |
| Upward Bound | 3024 | 2,500 | 2,500 | 2,500 | - | 82 |
| Enrollment Management | 3041 | 199,718 | 210,323 | 210,323 | - | 83 |
| Student Recruiting | 3042 | 147,360 | 151,453 | 151,453 | - | 84 |
| Financial Aid | 3061 | 206,069 | 216,799 | 215,799 | (1,000) | 85 |
| Testing Center | 2105 | 82,418 | 84,100 | 84,100 | - | 86 |
| Institutional Workstudy | 3064 | 85,000 | 85,000 | 85,000 | - | 87 |
| Student Tuition Waivers | 3067 | 475,000 | 475,000 | 550,000 | 75,000 | 87 |
| Student Life | 3081 | 155,874 | 158,121 | 158,121 | - | 88 |
| Residential Housing | 3082 | 269,041 | 301,617 | 309,617 | 8,000 | 89 |
| Athletic Administration | 3121 | 183,989 | 184,691 | 184,691 | - | 90 |
| Basketball - Men | 3122 | 106,725 | 112,725 | 121,069 | 8,344 | 91 |
| Basketball - Women | 3123 | 109,565 | 115,565 | 123,909 | 8,344 | 92 |
| Baseball | 3124 | 143,272 | 149,272 | 161,252 | 11,980 | 93 |
| Golf | 3125 | 60,833 | 65,333 | 69,993 | 5,892 | 94 |
| Rodeo | 3126 | 179,862 | 207,079 | 211,259 | 4,180 | 95 |
| Athletic Training | 3127 | 39,210 | 43,710 | 47,290 | 2,500 | 96 |
| Cross Country - Women | 3128 | 122,415 | 128,415 | 151,675 | 23,260 | 97 |
| Cheerleaders | 3129 | 22,103 | 26,603 | 29,255 | 2,500 | 98 |
| Food Service | 4050 | 320,000 | 320,000 | 320,000 | - | 99 |
| | | 3,218,680 | 3,356,886 | 3,501,886 | 145,000 | |



| | | Budget 2013/2014 | Budget 2014/2015 | Budget 2015/2016 | Increase (Decrease) | Page # |
|-------------------------------------|------|---------------------|---------------------|---------------------|------------------------|-----------|
| Business Office | 4001 | 343,156 | 354,254 | 354,254 | - | 100 |
| Telephone/Mail Services | 4030 | 117,553 | 119,810 | 119,810 | - | 101 |
| Fringe Benefits | 4011 | 3,900,059 | 4,054,539 | 4,150,000 | 95,461 | 102 |
| Bookstore | 4040 | 1,116,352 | 1,129,206 | 1,129,206 | - | 103 |
| Document Center | 4060 | 49,593 | 50,745 | 50,745 | - | 104 |
| Insurance | 4101 | 307,000 | 317,000 | 345,000 | 28,000 | 105 |
| | | | | | | |
| | | | | | | Page # |
| Utilities | | 1,000,000 | 1,000,000 | 1,075,000 | 75,000 | 106 |
| ERB (State Funded) | | | | | | |
| State Funded Group Insurance | | | | | | |
| Salary Increase from Degree changes | | | | | | |
| Debt Service | | 283,826 | 283,847 | 283,847 | | |
| Group Insurance adjustment | | | | | | |
| | | 7,117,539 | 7,309,401 | 7,507,862 | 198,461 | |
| | | | | | | |
| Proposed new positions | | | | | | |
| Compensation | | - | | 306,800 | 306,800 | |
| 3 % Scholarship (State Funded) | | 93,551 | 93,551 | 93,551 | - | |
| BR&R | | 597,281 | 597,281 | 597,281 | - | |
| ER&R (State Funded) | | 332,720 | 332,720 | 332,720 | | |
| Nursing (State Funded) | | 72,900 | 308,200 | 308,200 | - | |
| | | 1,096,452 | 1,331,752 | 1,638,552 | 306,800 | |
| | | 24,487,493 | 26,045,685 | 27,046,630 | 1,000,945 | |



2014/15

**NEW MEXICO JUNIOR COLLEGE
Capital Project Requests**

| Request | Project | Master Plan | Vision | Strategic Priorities | Strategies & Objectives |
|------------------|---|-------------|-------------|----------------------|-------------------------|
| 2,000,000 | <i>Health & Wellness Learning Wellness Center</i> | MP | V 1,2,3,4,5 | SP 2,3,4 | SO 1,2,3,4,6 |
| 500,000 | <i>Technology Upgrade</i> | IT | V 1,2,3,4 | SP 2,3,4 | SO 1,3,4,5,6 |
| 1,000,000 | <i>Entertainment Technology</i> | | V 1,2,3,4,5 | SP 2,3,4 | SO 1,2,3,4,6 |
| 450,000 | <i>New Horizons Resources</i> | | V 1,2,3,4,5 | SP 2 | SO 2,3,4 |
| 500,000 | <i>Non-Recurring Compensation</i> | | V 1,2,3 | SP 1,2,4,5 | SO 3,4,5 |
| 100,000 | <i>Equine</i> | MP | V 1,2,3,4 | SP 2,3,4 | SO 1,6 |
| 200,000 | <i>Landscaping</i> | MP | V 1,2,3 | SP 2 | SO 3,4 |
| 100,000 | <i>Campus Security</i> | MP | V 1,2,3 | SP 2 | SO 1,2,3,4 |
| 200,000 | <i>Cafeteria Kitchen Upgrade</i> | | V 1,2,3,4 | SP 2,3 | SO 1,6 |
| 200,000 | <i>HVAC Software Upgrade</i> | | V 1,2,3 | SP 2 | SO 3 |
| 100,000 | <i>Campus Construction</i> | MP | V 1,2,3 | SP 2 | SO 1,3,4 |
| 100,000 | <i>Mary Hagelstein</i> | MP | V 1,2,3,4 | SP 2,3,4 | SO 1,2,3,4,6 |
| 70,000 | <i>Maintenance Equipment</i> | | V 1,2 | SP 2 | SO 1,3,4 |
| 5,520,000 | Total request for capital projects from reserves | | | | |

Requesting approval to move \$100,000.00 from Campus/Hospital Fencing to the Non-Recurring Compensation

- Vision**
- 1 Excellence
 - 2 Effectiveness
 - 3 Responsiveness
 - 4 Access
 - 5 Community Involvement

- Strategic Priorities**
- 1 Funding Pressure, State reductions, unpredictability
 - 2 External requirements for accountability and effectiveness
 - 3 Changing student demographic/profile
 - 4 Transition to Pathways system of accreditation and secure re-accreditation by the Higher Learning Commission in 2015
 - 5 Turnover in senior leadership
 - 6 Higher Education Funding Formula Changes

- Strategies and Objectives**
- 1 Student Success
 - 2 Communications
 - 3 Resource Management
 - 4 NMJC as a Learning Org
 - 5 Leadership/Faculty
 - 6 Educational Quality



Thank you!



NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: April 8, 2015

RE: Expenditure and Revenue Reports for March 2015

New Mexico Junior College Board members, we have completed nine months or 75% of the fiscal year. On the Expenditure Report, the total year-to-date funds expended and/or encumbered through the month of March is \$31,641,862.00.

The total current unrestricted fund expenditures for Instruction & General as of the end of March are \$16,569,156.00, which is 79% of the projected budget. There are two areas within the I & G departments that are typically over the 75% of the budget at this time of the year. Institutional Support is at 94%, the main reason for the overage is because we have paid for the audit, and the other is in Operation & Maintenance of Plant. At this time each year, the Business Office does a Purchase Order for all of the property and liability insurance. Because this Purchase Order crosses fiscal years it temporarily distorts the expenditure totals for Operations & Maintenance. Before the end of June, a large portion of the encumbrance will be moved to a pre-paid liability account instead of the expense account. The total current unrestricted fund expenditures through March of 2015 are \$20,514,298.00. In the unrestricted funds all of the areas are over the 75% budget for the year. All of these areas have large expenses or encumbrances that occur at the beginning of the semesters or the fiscal year. Internal Services should be within budget by the end of the semester, with the charge out credit posting monthly for computer services. Student Aid will be over budget for the year, with the tuition waivers for staff, seniors, and dual credit classes. Auxiliary Enterprises will begin to have credits posting from return of books. Athletics will be over budget due to team travel expenditures for the regional and national competition.

Restricted Funds had \$222,985.00 in expenditures for the month of March. Restricted Student Aid expenditures are slowing down, but the Grants expenditures will continue. Total year-to-date restricted expenditures are \$4,851,931.00

Plant funds had \$327,591.00 in expenditures for the month for the capital projects, most of the expenditures were in small institutional projects and the Infrastructure project. Total year-to-date plant fund expenditures and/or encumbrances are \$6,275,633.00.

The total expenditures year-to-date through March 2015 is \$31,641,862.00.

The revenue generated in Current Unrestricted funds for March 2015 was \$2,517,837.00. This is mainly from the state appropriation, oil and gas revenue, and property mill levy tax. The total year-to-date revenue for unrestricted funds is \$25,543,629.00.

There was \$72,211.00 drawn in for restricted Grant revenue in March. In the Restricted Student Aid there was a Return of Funds, which lowered the amount of revenue received to date. Students that received Federal Pell grant awards are required to attend class and to maintain a certain number of credit hours. When students quit attending or drop too many classes then the Federal awards are taken back and returned to the Federal Department of Education. The result is a debit to the revenue account for Federal awards. The total year-to-date revenue in the restricted funds is \$4,516,506.00.

The College received \$915,173.00 in revenue for Plant funds in March, this was interest in the LGIP funds, and draws made on the GOB Infrastructure funds. The total revenue year-to-date for plant funds is \$2,236,865.00.

The total revenue year-to-date is \$32,297,000.00

If you will remember, the State is now three months behind in the distribution of the Oil and Gas revenue, so the revenue received in March is for the month of December. As expected we are seeing the decline in the Oil and Gas revenue. The allocation for December came in at \$691,458.00. The total revenue year-to-date for the oil and gas equipment tax is \$2,242,499.00. Total year-to-date for oil and gas and oil and gas equipment tax is \$9,581,829.00 including the accruals for January, February and March. We expect the year-to-date revenue total for oil and gas and oil and gas equipment to be over eleven million at year end.

The investment report shows no activity in March from the LGIP, with the total investments to \$10,593,127.00. Total funds allocated for capital projects is \$11,491,123.09. The interest income from the LGIP was \$1,310.00.

This is the finance report for March 2015

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
March 2015

75% 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 | 6,809,397 | 75% | 9,731,091 | 924,977 | 7,231,784 | 74% |
| Academic Support | 2,259,588 | 1,664,870 | 74% | 2,273,743 | 154,092 | 1,727,986 | 76% |
| Student Services | 1,823,694 | 1,281,330 | 70% | 1,840,687 | 156,599 | 1,422,053 | 77% |
| Institutional Support | 3,337,419 | 3,077,322 | 92% | 3,528,284 | 413,330 | 3,334,065 | 94% |
| Operation & Maintenance of Plant | 3,288,327 | 2,707,680 | 82% | 3,541,829 | 300,505 | 2,853,268 | 81% |
| Subtotal - Instruction & General | 19,815,850 | 15,540,599 | 78% | 20,915,634 | 1,949,503 | 16,569,156 | 79% |
| 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 | 256,082 | 302% | 87,145 | (3,004) | 186,448 | 214% |
| Student Aid | 568,551 | 754,695 | 133% | 593,551 | 10,770 | 757,897 | 128% |
| Auxiliary Enterprises | 1,799,060 | 1,865,687 | 104% | 1,800,693 | 130,865 | 1,835,745 | 102% |
| Athletics | 1,019,727 | 1,098,151 | 108% | 1,029,348 | 115,154 | 1,165,052 | 113% |
| Total Current Unrestricted Fund | 23,288,097 | 19,515,214 | 84% | 24,426,371 | 2,203,288 | 20,514,298 | 84% |
| CURRENT RESTRICTED FUND | | | | | | | |
| Grants | 1,179,460 | 641,721 | 54% | 1,157,859 | 99,224 | 1,236,078 | 107% |
| Student Aid | 5,033,468 | 4,369,311 | 87% | 5,033,468 | 123,761 | 3,615,853 | 72% |
| Total Current Restricted Fund | 6,212,928 | 5,011,032 | 81% | 6,191,327 | 222,985 | 4,851,931 | 78% |
| PLANT FUNDS | | | | | | | |
| Capital Outlay / Bldg. Renewal & Repl. | | | | | | | |
| Projects from Institutional Funds | 14,435,571 | 5,928,801 | 41% | 8,757,760 | | 2,791,969 | 32% |
| Projects from State GOB Funds | 3,324,582 | 2,715,357 | 82% | 3,050,000 | 286,730 | 2,811,051 | 92% |
| Projects from State STB Funds | 1,487,000 | 1,097,981 | 74% | 0 | | 0 | 0% |
| Projects from General Fund | 416,293 | 33,305 | 8% | 0 | 1,531 | 14,537 | |
| Projects from Private Funds | 0 | 0 | 0% | 0 | | 0 | 0% |
| Projects from State ER&R | 671,725 | 457,435 | 68% | 332,720 | 4,253 | 311,398 | 94% |
| Projects from State BR&R | 1,003,998 | 752,609 | 75% | 597,281 | 35,077 | 346,678 | 58% |
| Subtotal - Capital and BR&R | 21,339,169 | 10,985,488 | 51% | 12,737,761 | 327,591 | 6,275,633 | 49% |
| Debt Service | | | | | | | |
| Revenue Bonds | 0 | 0 | 0% | 276,000 | 0 | 0 | 0% |
| Total Plant Funds | 21,339,169 | 10,985,488 | 51% | 13,013,761 | 327,591 | 6,275,633 | 48% |
| GRAND TOTAL EXPENDITURES | 50,840,194 | 35,511,734 | 70% | 43,631,459 | 2,753,864 | 31,641,862 | 73% |

NEW MEXICO JUNIOR COLLEGE
Revenue Report
March 2015

75% 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 | 3,770,856 | 102% | 3,684,200 | 102,793 | 3,684,323 | 100% |
| State Appropriations | 5,933,300 | 4,595,115 | 77% | 6,047,200 | 498,490 | 4,693,998 | 78% |
| Advalorem Taxes - Oil and Gas | 6,455,000 | 9,813,680 | 152% | 7,235,000 | 703,070 | 9,581,829 | 132% |
| Advalorem Taxes - Property | 5,455,000 | 4,520,673 | 83% | 6,003,500 | 105,241 | 4,724,422 | 79% |
| Interest Income | 5,000 | 1,424 | 28% | 4,000 | 327 | 2,158 | 54% |
| Other Revenues | 356,361 | 202,993 | 57% | 368,161 | 39,299 | 263,412 | 72% |
| Subtotal - Instruction & General | 21,888,861 | 22,904,741 | 105% | 23,342,061 | 1,449,220 | 22,950,142 | 98% |
| 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 | 1,177 | 7,129 | 26% |
| Auxiliary Enterprises | 2,213,000 | 2,112,547 | 95% | 2,251,000 | 52,136 | 2,217,210 | 98% |
| Athletics | 330,900 | 249,966 | 76% | 483,400 | 40,284 | 369,148 | 76% |
| Total Current Unrestricted | 24,456,761 | 25,278,819 | 103% | 26,103,461 | 1,542,817 | 25,543,629 | 98% |
| CURRENT RESTRICTED FUND | | | | | | | |
| Grants | 1,179,460 | 797,855 | 68% | 1,157,859 | 72,211 | 1,282,940 | 111% |
| Student Aid | 5,033,468 | 4,062,929 | 81% | 5,033,468 | (12,364) | 3,233,566 | 64% |
| Total Current Restricted | 6,212,928 | 4,860,784 | 78% | 6,191,327 | 59,847 | 4,516,506 | 73% |
| PLANT FUNDS | | | | | | | |
| Capital Outlay / Bldg. Renewal & Repl. | | | | | | | |
| Projects from State GOB Funds | 0 | 0 | 0% | 3,300,000 | 913,863 | 2,222,238 | 0% |
| Projects from State STB Funds | 427,000 | 466,116 | 109% | 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 | 9,862 | 33% | 10,000 | 1,310 | 14,627 | 146% |
| Total Plant Funds | 457,000 | 475,978 | 104% | 3,310,000 | 915,173 | 2,236,865 | 68% |
| GRAND TOTAL REVENUES | 31,126,689 | 30,615,581 | 98% | 35,604,788 | 2,517,837 | 32,297,000 | 91% |

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

March 2015

75% of Year Completed

| | | OIL | | GAS | | COMBINED | | |
|---|--------------|------------------|-------------------------|------------------|------------------------|--------------------|-------------------------------|------------------------------------|
| Sales | Month of | Price per BBL | Lea County BBLs sold | Price per MCF | Lea County MCF sold | Monthly Revenue | 2011-12 Original Budget | Variance Over (Under) Budget |
| | Distribution | | | | | | | |
| 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 | | | | | 465,000 | 465,000 | 0 |
| Accrual | February | | | | | 465,000 | 465,000 | 0 |
| Accrual | March | | | | | 465,000 | 465,000 | 0 |
| Accrual | April | | | | | | 465,000 | (465,000) |
| Accrual | May | | | | | | 465,000 | (465,000) |
| Accrual | June | | | | | | 465,000 | (465,000) |
| Y.T.D. Production Tax Revenue | | | | | | 7,339,330 | 5,580,000 | 1,759,330 |
| Y.T.D. Equipment Tax Revenue | | | | | | 2,242,499 | 1,655,000 | 587,499 |
| Total Year-to-Date Oil & Gas and Equipment Tax Revenue | | | | | | 9,581,829 | 7,235,000 | 2,346,829 |

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
March 2015

75% 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% | 1,310 |
| Plus deposits | 0 | | | |
| Less withdrawals | 0 | | | |
| Total LGIP investments | <u>10,593,127</u> | | | <u>14,627</u> |

| Capital Projects | 3/31/2015 |
|-----------------------------------|----------------------|
| Vehicles | 2,812.94 |
| Technology Upgrade | 22,333.76 |
| JASI | 41,566.60 |
| WHM South Gallery | 266,594.43 |
| Baseball Field | 30,162.95 |
| Rodeo Arena | 0.00 |
| Original Entrance Landscaping | 0.00 |
| Luminis Software | 2,993.00 |
| Landscaping | 164,520.92 |
| Campus Signage | 2,801.67 |
| Roof Replacement | 27,382.26 |
| Dorm/Apartment Refurbish | 213,719.43 |
| Campus Construction | 360,617.17 |
| Oil & Gas Training | 237,653.09 |
| Maintenance Equipment | 3,452.01 |
| Public Sector | 19,227.00 |
| Campus Security | 28,588.25 |
| Track/Arena Area Enhancement | 0.00 |
| Lumens Software-Distance Learning | 5,000.00 |
| Copier Replacement | 7,104.00 |
| Non-Recurring Compensation | 152,169.10 |
| Athletics | 148,317.53 |
| Student Life Programming | 13,218.63 |
| 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 | 61,944.00 |
| Senior Warm Water Wellness Ctr | 1,500,000.00 |
| Paradigms Users Fees | 0.00 |
| Track Upgrades | 4,547.19 |
| Driving Range Upgrades | 200,000.00 |
| Lockheed Martin Nuclear Training | 50,435.00 |
| 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 | 131,117.52 |
| 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 | 19,527.54 |
| Workforce Training Contingency | 5,067.33 |
| TOTAL | 11,491,123.09 |

MEMO

April 7, 2015

TO: New Mexico Junior College, Board of Trustees
THRU: Dr. Steve McCleery, President

Re: Appointment of Acting Dean for the Division of Distance Learning and Professional Studies

Dear NMJC Board of Trustees and Dr. McCleery,

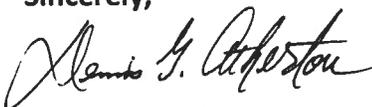
As the Board contemplates organizational restructuring that will bring NMJC into a more compliant stance with the Higher Learning Commission, that reorganization establishes the, "Division of Distance Learning and Professional Studies" which falls under the Vice President for Instruction. As per that reorganization, I would like to recommend that Dr. Steve Hill be appointed as the acting dean over that new division.

Dr. Hill came to NMJC two years ago as the acting Coordinator of Cosmetology. He demonstrated leadership in that arena and after one year was hired as the coordinator on a full time basis. During this second year of his tenure his exceptional skill set has given administration the opportunity to add to his responsibilities. These additional responsibilities include the oversight of our Early College program, Automotive, Welding, and the Cosmetology portion of the ACT Academy. Dr. Hill has provided exemplary leadership in all of these areas while still fulfilling his primary responsibility of overseeing our Cosmetology program.

This appointment would allow us to have stability and continuity as we face the upcoming HLC Accreditation. In addition, based on his skill sets and the fact that he is already leading some of the departments that are a part of this new division, I believe he is a natural fit to assume this responsibility as we move forward with our reorganization and make plans for the future.

I appreciate your consideration of this request.

Sincerely,



Dr. Dennis Atherton,
Vice President for Instruction