

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING
Thursday, April 20, 2000
Zia Room - Library
1:30 p.m.

AGENDA

- | | |
|---|--------------|
| A. Welcome | Mr. Newman |
| B. Adoption of Agenda | Mr. Newman |
| C. Approval of Minutes of March 23, 2000 | Mr. Newman |
| D. Correspondence | Mr. Schubert |
| E. President's Report | Dr. McCleery |
| F. New Business | |
| 1. Monthly Expenditures Report | Dr. McCleery |
| 2. Monthly Revenue Report | Dr. McCleery |
| 3. Oil and Gas Revenue Report | Dr. McCleery |
| 4. Schedule of Investments | Dr. McCleery |
| 5. Request to Transfer Reserves to Capital Fund | Dr. McCleery |
| 6. Request to Transfer Reserves to Debt Service | Dr. McCleery |
| 7. Consideration of 2000-2001 Budget | Dr. McCleery |
| 8. Consideration of Wackenhut Memo of Understanding | Dr. McCleery |
| 9. Consideration of State Department of Corrections Memo of Understanding | Dr. McCleery |
| G. Public Comments | Mr. Newman |
| H. Announcement of Next Meeting | Mr. Newman |
| I. Adjournment | Mr. Newman |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

MARCH 23, 2000

MINUTES

The New Mexico Junior College Board met on Thursday, March 23, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Bill Lee; Mr. Gary Schubert, Secretary; Mrs. Irene Salgado; Mr. Donald Whitaker; and Mrs. Bonnie Moran. Not present were Mr. Ferrel Caster and Mr. Monty Newman.

Upon a motion by Mr. Whitaker, seconded by Mr. Lee, the board appointed Mr. Schubert as acting Chairman. Mr. Schubert called the meeting to order and welcomed all present.

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

Upon a motion by Mr. Whitaker, seconded by Mrs. Salgado, the board unanimously approved the minutes of March 6, 2000.

Under *Correspondence*, Dr. McCleery read an e-mail received from a former nursing student expressing her appreciation to Dr. Pat Gorman for his help in pursuing her career.

Under *President's Report*, Sam Oswald reported on the ACCEL/New Mexico Works training program. Richard Morris gave an update on the recent college rodeo. Dr. McCleery invited the board to attend the CHE meetings to be held on campus April 13 and 14, as well as the Foundation Spring Gala on April 8. In closing, Dr. McCleery reported the compensation study work session will be held the first week in April.

Under *New Business*, Brenda Pena presented the February financial reports and with a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the expenditures for February 2000.

Ms. Pena presented Bid #891 - Purchase of New Vans for the ACCEL Program. The administration recommended that the board accept the low bid from Permian Ford for \$49,968 for two vans. The vans will be purchased from reserves and leased back to the ACCEL program for

\$1,600 per month, per van. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously accepted the bid recommendation. Upon a motion by Mrs. Moran, seconded by Mrs. Salgado, the board unanimously approved purchasing the vans from reserve funds.

Richard Morris presented a recommendation for renovation of the running track and field event areas. The administration recommended Southwest Recreational Industries, Inc./Malott-Peterson-Renner with Donna Sierks, Certified Track Builder for the project. The project was quoted at \$139,501.20 (if there are no sub-base problems) and will take approximately six weeks to complete, weather permitting. Upon a motion by Mr. Lee, seconded by Mrs. Salgado, the board unanimously accepted the recommendation.

Brenda Pena recommended Oscar Vigil for the position of Coordinator of Network Systems at an annual salary of \$33,000. Upon a motion by Mr. Whitaker, seconded by Mrs. Salgado, the board unanimously approved the employment of Mr. Vigil, effective March 23, 2000. Regina Organ recommended Shannon Pipkins for the position of Talent Search School Coordinator at a 10 month salary of \$24,000. Upon a motion by Mr. Lee, seconded by Mr. Whitaker, the board unanimously approved the employment of Ms. Pipkins, effective April 3, 2000. Steve Davis recommended Samuel Gilcrease for the position of Professor of Automotive Technology (AVHS) at a nine month salary of \$29,707. Upon a motion by Mr. Whitaker, seconded by Mrs. Moran, the board unanimously approved the employment of Mr. Gilcrease, effective April 3, 2000.

Mr. Newman called for comments from the community. There being none, a budget work session was scheduled for April 12 and a compensation study work session on April 5. The next board meeting was scheduled for April 20, 2000, beginning at 1:30 p.m. in the Zia Room of Pannell Library.

Upon a motion by Mrs. Moran, seconded by Mrs. Salgado, the board unanimously voted to adjourn at 3:10 p.m.

CHAIRMAN

ATTEST: _____
SECRETARY

Others present:

Richard Morris

Mark Freed

Cc Nelson

Steve Davis

Brenda Pena

Frank Collins

Linda Neel

Mickey Best

La Jean Burnett

Stan Pena

Sam Oswald

Bill Braun

Regina Organ

Marilyn Jackson

Sue Bennett

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

March 2000

75% of Year Completed

Fund	1998-99			1999-00			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Revised Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	4,963,475	3,107,045	63%	5,216,596	373,864	3,217,123	62%
Academic Support	855,285	661,522	77%	955,691	53,734	681,726	71%
Student Services	800,297	603,132	75%	991,692	69,312	778,891	79%
Institutional Support	1,540,095	1,143,919	74%	1,617,362	101,152	1,129,974	70%
Operation & Maintenance of Plant	1,354,189	946,575	70%	1,591,981	123,616	1,134,283	71%
Subtotal - Instruction & General	9,513,341	6,462,193	68%	10,373,322	721,678	6,941,997	67%
Student Activities	110,700	90,721	82%	109,847	9,005	82,790	75%
Research	24,949	17,836	71%	0	0	0	0%
Public Service	0	0	0%	24,949	1,917	14,547	58%
Internal Service Departments	339,348	321,449	95%	308,980	(13,358)	254,885	82%
Student Aid	154,832	145,266	94%	153,705	3,068	134,620	88%
Auxiliary Enterprises	1,424,915	1,117,444	78%	1,294,716	38,404	1,135,689	88%
Athletics	616,948	473,095	77%	581,756	25,107	483,736	83%
Total Current Unrestricted Fund	12,185,033	8,628,004	71%	12,847,275	785,821	9,048,264	70%
CURRENT RESTRICTED FUND							
Grants	2,205,437	1,165,205	53%	2,873,444	125,087	1,555,970	54%
Student Aid	3,309,548	3,006,908	91%	3,366,841	97,272	3,142,991	93%
Total Current Restricted Fund	5,514,985	4,172,113	76%	6,240,285	222,359	4,698,961	75%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	2,364,905	883,218	37%	1,202,065	72,607	889,434	74%
Projects from State GOB Funds	3,293,001	2,440,735	74%	686	0	0	0%
Projects from State STB Funds	299,000	22,304	7%	374,617	25,220	70,235	19%
Projects from Other State Funds	38,124	12,543	33%	156,793	8,812	97,711	62%
Subtotal - Capital and BR&R	5,995,030	3,358,800	56%	1,734,161	106,639	1,057,380	61%
Debt Service							
Revenue Bonds	267,397	266,997	100%	263,723	0	263,622	100%
Total Plant Funds	6,262,427	3,625,797	58%	1,997,884	106,639	1,321,002	66%
GRAND TOTAL EXPENDITURES	23,962,445	16,425,914	68%	21,085,444	1,114,819	15,068,227	71%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

March 2000

75% of Year Completed

Fund	1998-99			1999-00			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,076,600	1,057,975	98%	1,162,200	15,419	1,120,565	96%
State Appropriations	5,760,900	4,320,675	75%	5,884,500	469,350	4,476,450	76%
Advalorem Taxes - Oil and Gas	2,260,000	1,857,005	82%	2,075,000	266,319	2,359,834	114%
Advalorem Taxes - Property	1,800,000	1,363,281	76%	1,800,000	40,329	1,436,070	80%
Interest Income	190,000	142,280	75%	135,000	30,207	196,221	145%
Other Revenues	198,250	135,913	69%	196,800	50,998	143,122	73%
Subtotal - Instruction & General	11,285,750	8,877,129	79%	11,253,500	872,622	9,732,262	86%
Student Activities	38,000	38,713	102%	38,000	(139)	40,270	106%
Research	0	0	0%	0	0	0	0%
Public Service	58,000	0	0%	0	0	0	0%
Internal Service Departments	75,000	68,709	92%	77,000	2,010	36,710	48%
Auxiliary Enterprises	1,309,290	1,259,339	96%	1,297,900	4,872	1,371,037	106%
Athletics	37,900	30,033	79%	37,600	3,429	25,844	69%
Total Current Unrestricted	12,803,940	10,273,923	80%	12,704,000	882,794	11,206,123	88%
CURRENT RESTRICTED FUND							
Grants	2,205,437	1,165,205	53%	2,873,444	125,087	1,555,970	54%
Student Aid	3,309,548	3,006,908	91%	3,436,841	97,272	3,142,991	91%
Total Current Restricted	5,514,985	4,172,113	76%	6,310,285	222,359	4,698,961	74%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,293,001	2,440,735	74%	686	0	0	0%
Projects from State STB Funds	299,000	22,304	7%	374,617	25,220	70,235	19%
Projects from Other State Funds	38,124	12,543	33%	156,793	8,812	97,711	62%
Interest Income	0	66,098	0%	0	4,396	37,957	0%
Total Plant Funds	3,630,125	2,541,680	70%	532,096	38,428	205,903	39%
LOAN FUND							
Interest Income / Service Fees	0	198	0%	0	0	236	0%
Total Loan Fund	0	198	0%	0	0	236	0%
GRAND TOTAL REVENUES	21,949,050	16,987,914	77%	19,546,381	1,143,581	16,111,223	82%

**NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
March 2000**

75% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lee County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	1998-99 Original Budget	Variance Over (Under) Budget
April	July	\$15.24	3,410,395	\$1.97	17,463,705	157,400	141,667	15,733
May	August	\$12.55	4,403,932	\$2.35	18,101,338	196,652	141,667	54,985
June	September	\$16.80	3,172,101	\$2.30	17,291,876	196,619	141,667	54,952
July	October	\$18.04	3,420,549	\$2.52	18,095,580	208,108	141,667	66,441
August	November	\$18.73	3,565,092	\$2.90	18,064,294	209,754	141,667	68,087
September	December	\$21.83	3,288,306	\$3.10	17,260,061	237,298	141,667	95,631
October	January	\$21.32	3,356,090	\$2.90	17,912,019	261,843	141,667	120,176
November	February	\$23.36	3,321,553	\$3.20	16,711,865	268,968	141,667	127,301
December	March	\$24.14	3,418,721	\$2.60	16,971,394	263,897	141,666	122,231
January	April						141,666	
February	May						141,666	
March	June						141,666	
Production Tax Revenue						2,000,539	1,700,000	725,537
Equipment Tax Revenue						359,295	375,000	(15,705)
Total Year-to-Date Oil and Gas Revenue						2,359,834	2,075,000	709,832

Source: New Mexico Taxation and Revenue Department

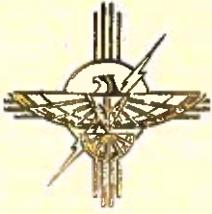
For the 1999-00 fiscal year, oil was budgeted at \$10.50 per bbl and gas was budgeted at \$1.85 per mcf.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
March 2000

75% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico							
Local Government Investment Pool	6,200,000	N/A	N/A	N/A	102-2394	5.90%	33,628
Wells Fargo Bank of Hobbs	<u>250,000</u>	2/8/00	8/8/00	183	231611237	5.50%	<u>1,167</u>
Total of investments	<u>6,450,000</u>						<u>34,795</u>

Summary of Current Month's Activity	
Beginning amount invested	6,950,000
Plus: deposits	0
Less: withdrawals	<u>(500,000)</u>
Ending amount invested	<u>6,450,000</u>



NEW MEXICO JUNIOR COLLEGE

Office of the President

April 17, 2000

To: NMJC Board Members
From: Dr. Steve McCleery, President *sm*
Re: Request to Transfer Unrestricted Reserve Funds to Capital Fund

Pursuant to our discussion in the budget work session held on April 12, we are requesting a transfer of unrestricted reserves to the capital fund in the amount of \$1,200,000.

These funds will be used to pay for emergency chiller replacements, technology needs, renovation of Vocational Building B and the establishment of a new high tech start up fund.

The specifics of these projects will be brought back the board for your approval prior to their commencement.

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE

Office of the President

April 17, 2000

To: NMJC Board Members
From: Dr. Steve McCleery, President *Sm*
Re: Request to Transfer Unrestricted Reserve Funds to Debt Service Fund

Pursuant to our discussion in the budget work session held on April 12, we are requesting a transfer of unrestricted reserves to the debt service fund in the amount of \$1,200,000.

These dollars will be used to fund the revenue bond payments next year and payoff the majority of the outstanding principal in 2002. It is anticipated that an additional \$150,000 will be needed in the future to completely payoff the bonds in 2002.

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE

Office of the President

April 17, 2000

To: NMJC Board Members
From: Dr. Steve McCleery, President *sm*
Re: 2000/01 Fiscal Year Budget

Pursuant to our budget work session held on April 12, we are submitting the proposed New Mexico Junior College 2000/01 fiscal year budget for your approval. We have made some minor adjustments to incorporate your suggestions from the work session as follows:

- Total travel expenditures were cut by \$13,800. This left a remaining increase of \$18,012, the majority of which is attributable to new programs or program expansions;
- A high tech start up fund for research and development will be established in the capital fund for \$175,000;
- Supplies in the Humanities budget were reduced by \$2,000;
- The Institutional Research and Planning department budget was established with the \$15,800 resulting from the above reductions in travel and supplies.

As you know, the new research and planning department will provide strong support and direction to our future planning and initiatives by:

- coordinating and facilitating the collection, analysis and dissemination of data concerning the college and the population it serves;
- providing services related to generating and sharing institutional data;
- coordinating short- and long-range institutional planning;
- providing needed research for instructional program development with a focus on meeting the merging trends in technology and other related fields;
- organizing and hosting roundtable discussions to discuss community and regional issues for meeting training and educational needs in multiple areas, including technology, workforce development and program development.

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE

Office of the President

MEMORANDUM

DATE: April 20, 2000
TO: New Mexico Junior College Board Members
FROM: Steve McCleery, President *SM*
SUBJECT: Memorandum of Understanding
New Mexico Junior College and Wackenhut Corrections Corporation

Attached is a copy of the Memorandum of Understanding between New Mexico Junior College and Wackenhut Corrections Corporation. After discussions with Shoobridge Law Firm, P.C. and upon Bill Shoobridge's counsel, it is my recommendation that the board approve the MOU.

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE

Office of the President

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