

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, August 17, 2017
Zia Board Room – Library
1:30 pm

AGENDA

- | | |
|---|---------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of July 20, 2017 | Pat Chappelle |
| D. President's Report | Kelvin Sharp |
| E. New Business | |
| 1. Monthly Expenditure Reports | 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 Research & Public Service Projects (RPSP) Funding | Dan Hardin |
| 6. Consideration of Allied Health Construction Project | Dan Hardin |
| F. Public Comments | Pat Chappelle |
| G. Announcement of Next Meeting | Pat Chappelle |
| H. Closure of Open Meeting | Pat Chappelle |
| I. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
JULY 20, 2017
MINUTES**

The New Mexico Junior College Board met on Thursday, July 20, 2017, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Mrs. Mary Lou Vinson; Mr. Zeak Williams; and Mr. Hector Baeza.

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

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

Upon a motion by Mr. Gomez, seconded by Mr. Williams, the Board unanimously approved the minutes of June 15, 2017.

Under President's Report, Dr. Sharp introduced and welcomed Mrs. Cathy Mitchell, NMJC's new Vice President for Student Services.

Dr. Sharp stated during the 2017 session, a Senate Joint Memorial was passed. Higher Education Secretary Damron established a committee to study different forms of higher education systems and their viability in New Mexico. In addition, three subcommittees were established. A System Model Committee to view different models around the country to determine if they will work in New Mexico, a Finance Committee that will look at the financial impact of the different models, and a Legislative Committee that will work to create any legislation resulting from the work of the other two committees. Mr. Hardin will serve on the Finance Committee, Dr. Robert Rhodes will serve on the Legislative Committee, and Dr. Sharp will serve on the Model Committee. The first meeting for the System Model

Committee will meet on Friday, July 28 to begin looking at different models across the state.

Mrs. Erin Anderson, Western Heritage Museum (WHM) Curator, provided updates of current and upcoming exhibits and events at the WHM. Current exhibits ending on November 5 are The Beauty in Energy, art photography of oilfield landscapes by Bob Callendar and Walk a Mile, shoes from famous and infamous New Mexicans. Saturday Family Fun Days begin on Saturday, July 22, and Staked Plains Roundup for third graders on September 14 and 15 with expansion to Saturday, September 16, open to the public. In addition, WHM will have a booth at the Lea County Fair & Rodeo, which will include a scholarship raffle for the Rodeo & Equine Program. The Third Annual Empty Saddles Barbeque will be August 10 and Christmas Traditions on December 7, kicking off the Christmas season. New Antiquities Theatre, partnering with WHM, will host A Moon for the Misbegotten play on July 21, 22, 28 and 29.

Under New Business, Dr. Sharp presented Retirement Resolutions to Betty A. Curry for forty-three and one half years of service, Winona “Willy” Miller for twenty-seven years of service, Nelda Helms for twenty-five years of service, Stephen A. Townsend for eighteen years of service, and Jimmy A. Gutierrez for eleven years of service. Retirement Resolutions for retirees unable to attend were Tami M. Cavitt for twenty-two and one half years of service, and Delores D. Thompson for eighteen years of service. Upon a motion by Mr. Glenn, seconded by Mr. Black, the Board unanimously approved the Retirement Resolutions as presented.

Mr. Dan Hardin presented the June 2017 financial reports. Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved the Expenditure Report for June 2017. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Dan Hardin presented the Quarterly Financial Action Report for approval. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the Quarterly Financial Action Report.

Dr. Larry Sanderson presented consideration of the 2017-2022 Strategic Plan. The primary institutional objectives presented are to create a greater student experience, double the program and degree completion rates by 2022 and increase institutional enrollment as follows: 1) 4,000 credit-bearing students by 2020, 2) increase in the workforce and professional training enrollments, and 3) increase community education enrollments. Dr. Sanderson stated the new aggressive plan would result with more students moving into higher education degrees and professional training and subsequently contributing to our economy. To accomplish these aggressive goals, focus will be on student success, equality of education, enrollment growth, managing and developing new resources, growing the workforce professional training and community education and continued community engagement. Upon approval, the plan will be divided into division and department levels to implement plans and timetables. Dr. Sanderson stated he would work with each of the areas to develop explicit measures and objectives that will be reported to the Board annually. Upon a motion by Mrs. Vinson, seconded by Mr. Gomez, the Board unanimously approved the 2017-2022 Strategic Plan.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, August 17, 2017 beginning at 1:30 pm.

Upon a motion by Mrs. Vinson, seconded by Mr. Gomez, the board meeting adjourned at 2:35 pm.

Pat Chappelle, Chair

Ron Black, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: August 11, 2017
RE: Expenditure and Revenue Reports for July 2017

July is the first month of the 2017/2018 fiscal year. The total expended and encumbered for the month and year to date for July was \$3,172,787.00. Purchase orders that were in place at the end of FY 17, were rolled over into FY 18. Regina Choate, Purchasing Coordinator, also set up new purchase orders for FY 18 for the normal recurring monthly expenditures such as the utilities. It appears that large sums of funds were expended in the month of July, but a large portion of the amount expended is due to the encumbering of funds.

In current unrestricted funds for July, expenditures were \$2,018,930.00 for the month. Most of these expenses are the normal payroll and benefit expenditures for the month. As you can see as compared to FY 17 most areas track along with what was expended in July of last year. Auxiliary Enterprises expended more in FY 18 as much as was expended in July of FY 17, but this is more of a timing issue than less spending.

Restricted funds expended \$130,619 for the month, most of which are normal expenditures for the grants along with some student aid for the summer sessions.

The expenditures in the plant funds are mainly the encumbrances for construction projects. The purchase orders for Entertainment Technology, Technology Upgrades, and the Dorm Refurbishing project make up the bulk of the 996,636.00.

The total year to date expenditures is \$3,172,787.00.

The Revenue generated in July 2017 was \$2,750,119.00. This consists of tuition and fees, the allocation from the State, Oil and Gas accrual of \$465,000.00 and auxiliary enterprises revenue. Registration for the FY 18 summer and fall semesters began in April. All of the revenue from the FY 18 registration of summer and fall semesters received before June 30 went into deferred revenue. In July, this revenue was posted into FY 18. The Oil and Gas revenue in July is also different because the Oil and Gas revenue received in July is booked in the prior fiscal year, so we use the monthly accrual of \$465,000.00 for the Oil and Gas revenue in July. The Oil & Gas report is reporting the revenue that goes into FY 17. In July, the College received \$933,940.00 in Oil & Gas revenue for the month of April. There will be two more months of Oil & Gas

revenue to be posted in FY 17.

The investment report shows no activity in the LGIP funds for the month of July with the ending balance remaining at \$8,593,127.00.

At the end of July, the College had \$10,612,380.62 allocated for capital projects.

Josh Morgan and other Business Office personnel have been working diligently to get the 16/17 fiscal year end closed and prepare for the upcoming audit. The auditors were on campus the week of August 7 and they will be on campus again the week of September 5.

This is the Financial Report for July 2017.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

July 2017

8% of Year Completed

Fund	2016-17			2017-18			
	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	10,189,730	512,113	5%	10,058,717	495,240	495,240	5%
Academic Support	2,520,941	236,839	9%	2,501,303	188,419	188,419	8%
Student Services	1,996,717	141,646	7%	1,990,627	153,253	153,253	8%
Institutional Support	3,847,809	395,426	10%	3,888,147	305,334	305,334	8%
Operation & Maintenance of Plant	3,653,853	380,168	10%	3,652,603	388,896	388,896	11%
Subtotal - Instruction & General	22,209,050	1,666,192	8%	22,091,397	1,531,142	1,531,142	7%
Research	0		0%	850,000	61,217	61,217	7%
Public Service	0		0%	0			0%
Internal Service Departments	85,520	6,185	7%	87,288	(7,110)	(7,110)	-8%
Student Aid	668,551	11,351	2%	668,551	24,338	24,338	4%
Auxiliary Enterprises	2,038,349	197,876	10%	2,066,294	372,622	372,622	18%
Athletics	1,191,478	97,959	8%	1,270,979	36,721	36,721	3%
Total Current Unrestricted Fund	26,192,948	1,979,563	8%	27,034,509	2,018,930	2,018,930	7%
CURRENT RESTRICTED FUND							
Grants	1,977,141	83,828	4%	1,977,141	72,652	72,652	4%
Student Aid	3,989,359	159,325	4%	3,989,359	57,967	57,967	1%
Total Current Restricted Fund	5,966,500	243,153	4%	5,966,500	130,619	130,619	2%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	11,519,140	2,659,307	23%	9,723,989	996,636	996,636	10%
Projects from State GOB Funds	4,955,549	4,950,000	0%	3,960,000			0%
Projects from State STB Funds	785,072	500,900	0%	596,058			0%
Projects from General Fund	0		0%	0			0%
Projects from Private Funds	0		0%	0			0%
Projects from State ER&R	332,720		0%	332,720	22,954	22,954	7%
Projects from State BR&R	597,281	33,141	6%	597,281	3,648	3,648	1%
Subtotal - Capital and BR&R	18,189,762	8,143,348	45%	15,210,048	1,023,238	1,023,238	7%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	18,189,762	8,143,348	45%	15,210,048	1,023,238	1,023,238	7%
GRAND TOTAL EXPENDITURES	50,349,210	10,366,064	21%	48,211,057	3,172,787	3,172,787	7%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
July 2017

8% of Year Completed

Fund	2016-17			2017-18			
	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	3,667,000	431,458	12%	3,812,000	1,354,741	1,354,741	36%
State Appropriations	5,982,400	498,992	8%	5,629,937	469,158	469,158	8%
Advalorem Taxes - Oil and Gas	7,235,000	465,000	6%	7,235,000	465,000	465,000	6%
Advalorem Taxes - Property	7,052,621		0%	7,700,000		0	0%
Interest Income	15,000		0%	10,000	0	0	0%
Other Revenues	347,984	76,215	22%	296,538	11,342	11,342	4%
Subtotal - Instruction & General	24,300,005	1,471,665	6%	24,683,475	2,300,241	2,300,241	9%
Research	0	0	0%	400,000	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	39,170		0%	12,500			0%
Auxiliary Enterprises	2,586,000	277,341	11%	3,668,000	412,496	412,496	11%
Athletics	477,300	39,308	8%	448,100	37,382	37,382	8%
Total Current Unrestricted	27,402,475	1,788,314	7%	29,212,075	2,750,119	2,750,119	9%
CURRENT RESTRICTED FUND							
Grants	1,977,141	2,583	0%	1,977,141		74,007	4%
Student Aid	3,989,359	159,575	4%	3,989,359		63,187	2%
Total Current Restricted	5,966,500	162,158	3%	5,966,500	0	137,194	2%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,955,549		0%	3,960,000			0%
Projects from State STB Funds	785,072	0	0%	596,058	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)	10,000		0%	25,000			0%
Total Plant Funds	5,750,621	0	0%	4,581,058	0	0	0%
GRAND TOTAL REVENUES	39,119,596	1,950,472	5%	39,759,633	2,750,119	2,887,313	7%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2017

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	2015-16 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$39.01	6,018,599	\$2.97	20,943,874	669,124	465,000	204,124
Actual	August	\$38.71	6,014,911	\$2.94	21,145,798	668,295	465,000	203,295
Actual	September	\$40.18	5,881,993	\$2.97	20,075,420	630,153	465,000	165,153
Actual	October	\$44.27	4,992,790	\$3.81	16,487,829	642,976	465,000	177,976
Actual	November	\$40.85	6,329,185	\$3.09	19,895,927	867,462	465,000	402,462
Actual	December	\$47.27	6,610,540	\$3.85	21,562,618	867,215	465,000	402,215
Actual	January	\$47.68	6,844,208	\$3.97	21,818,831	965,639	465,000	500,639
Actual	February	\$48.54	6,156,981	\$3.93	19,939,636	869,151	465,000	404,151
Actual	March	\$44.43	7,265,497	\$3.11	24,083,587	882,691	465,000	417,691
Actual	April	\$45.33	7,123,823	\$3.53	23,299,852	933,940	465,000	468,940
Accrual	May					465,000	465,000	0
Accrual	June					465,000	465,000	0
Y.T.D. Production Tax Revenue						8,926,646	5,580,000	3,346,646
Y.T.D. Equipment Tax Revenue						1,645,459	1,655,000	(9,541)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						10,572,105	7,235,000	3,337,105

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

July 2017

8% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	8,593,127	7102-1348	0.147%	0
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>8,593,127</u>			<u>0</u>

Capital Project	7/31/2016
Vehicles	8,443.50
Campus Master Plan	60,000.00
Technology Upgrade	191,225.46
JASI	10,881.20
WHM South Gallery	266,594.43
Baseball Field	19,862.95
Rodeo Arena	37,868.68
Luminis Software	2,993.00
Landscaping	190,731.97
Campus Signage	200,601.67
Dorm/Apartment Refurbish	406,721.75
Campus Construction	219,949.02
Oil & Gas Training	151,116.05
Public Sector	9,227.00
Campus Security	114,000.01
Lumens Software-Distance Learning	5,000.00
Copier Replacement	274.00
Non-Recurring Compensation	652,169.10
Athletics	3,188.90
Student Life Programming	20,432.28
Warehouse/Cont Ed Remodel	384.00
Succession Plan	52,014.15
WHM Exhibits	82,177.37
Mansur Hall Upgrades	13,194.08
Driving Range Upgrades	200,000.00
Entertainment Technology	576,829.63
Cafeteria Upgrade	176,420.46
Channel 19 Upgrade	24,856.74
FERPA & Title IX	8,564.50
Equestrian Center	3,000,000.00
Bob Moran Upgrades	59,033.91
Turf Replacement	82,781.47
WHM Titanic Exhibit	6,761.81
HVAC Software-Central Plant	200,000.00
Busing Support for Recruiting	5,872.30
HED Faculty Development	19,395.00
Omni Update	7,500.00
Allied Health	3,522,884.78
Workforce Training Contingency	2,429.45
Total	10,612,380.62

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: August 17, 2017

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 2019 are as follows:

Athletics	\$483,400.00
Oil & Gas Training Center	\$176,200.00
Nurse Education	\$ 308,200.00
Lea County Distance Education Consortium	\$ 29,900.00

Today, the administration is asking for your approval to continue to request the RPSP funding from the State of New Mexico Higher Education Department. The first RPSP request is for Athletics in the amount of \$483,400.00, next is Oil & Gas Training in the amount of \$176,200.00, the Nursing Expansion program in the amount of \$308,200.00, and lastly the request is for the Lea County Distance Education Consortium for \$29,900.00. We are asking that the HED restore the RPSP funding to the FY 16 funding level. Total RPSP funding in FY 18 is \$920,137, in FY 16 the funding level was \$997,700.00 a difference of \$77,563.00.

Respectfully,

Dan Hardin

NEW MEXICO HIGHER EDUCATION DEPARTMENT

Research & Public Service Project (RPSP) and other Funding Requests

FY 2019

Print, sign, and submit packet to NMHED per instructions by 9/12/17

Institution: New Mexico Junior College

Primary Contact
Name and Title: Dan Hardin Vice President for Finance

Phone: 575 492 2770

Email: dhardin@nmjc.edu

Governing Board Signature: _____ **Date:** 08/17/17

Rank Projects In order of Importance	Program/Project Title	Request in FY 19	New Program (X)
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1	Athletics	483,500	
2	Oil and Gas Training Center	176,200	
3	Nurse Expansion	308,200	
4	Lea County Distance Education Consortium	29,900	
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
Total Funding Request		\$ 997,800.00	0

Please Insert rows as necessary.

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: Allied Health Building
Date: August 14, 2017

Board members,

NMJC staff has been working with the DPS architects to finalize the size, scope, and functionality of the Allied Health building project. Attached is the transmittal that was sent to the Higher Education Department on August 14 to get on the agenda for the September 13th HED Capital Projects committee hearing. The College will be asking the HED for permission to move forward on the construction of the Allied Health Building.

Today, the Administration is asking for your approval of the HED transmittal for the Allied Health construction project and the Administration is also asking for your approval to move \$2,265,000.00 from I&G reserves to the Allied Health Building construction project. This will bring the institutional funds for the Allied Health building project to \$5,795,000.00.

Respectfully,

Dan Hardin

NEW MEXICO HIGHER EDUCATION DEPARTMENT
2044 Galisteo Street, Suite 4, Santa Fe, NM 87505-2100

CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET

Check the appropriate boxes below for materials accompanying this Summary Sheet and prepare the necessary attachments. You may attach extra pages if needed. This submittal with the required material must be received by the NMHED staff at least 30 calendar days before the Department meeting at which approval is to be requested. Submit one (1) PDF file of all the material for review to the HED ftp website at <https://nmhedss1.state.nm.us/ThinClient/Login.aspx>. Please submit one color hard copy, (double sided, 3 hole punched) to NMHED. The electronic copy must be submitted on deadline date by 3:00 pm with hard copy to following via delivery within 2 days of deadline.

1. Institution New Mexico Junior College Date August 14, 2017
2. Project title Allied Health Building
3. Location Campus of New Mexico Junior College
4. HED meeting date when project consideration is requested Sept. 13, 2017
5. Contact person Dan Hardin Phone 575 492 2770
6. Required forms for project categories:
 Construction, Alterations, or Demolition (All Forms)
 Revenue Bond Forms (1, 1-A, 4, 5, 6)
 Property Acquisition (Forms 1, 1-A, 3, 4, 5, 6)
- X 7. A site plan of the proposed project. (Required for project approval.)
- X 8. Completed plan and profile drawings of the project, including elevations and floor plans with each space numbered and identified as to use and size. (Required for project approval.)
- X 9. Form 1 – Project Information
- X 10. Form 1-A – Institutional General Information. Project Schedule
- X 11. Form 2 – Space Information
- X 12. Form 3 – Estimated Utilities Costs
- X 13. Form 4 – Proposed Project Costs
- X 14. Form 5 – Proposed Project Square Footage and Funding Sources
- X 15. Form 6 – Certification by Governing Board

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1: PROJECT INFORMATION

Institution: New Mexico Junior College

Original: Date: Sept 13, 2017

Revision: Date: _____

Project title: Allied Health Building

Description: *(Describe the location, size of the project in gross square feet (GSF), its contents, general nature of space/use and any special characteristics. (Be specific)*

New Mexico Junior College is requesting approval to construct an approximately 24,600 square foot building on the campus of New Mexico Junior College. The proposed construction of an Allied Health Building is designed to provide Nursing students the environment that will be similar to the hospitals located in Lea County New Mexico. The building will have four classrooms designed for teaching and testing Nursing students simulation labs, and clinical lab space. The simulation labs will have an environment the he or she will see in most hospitals. Headboards above the head of each hospital bed will give each student the opportunity to practice working within a functioning environment. The clinical lab space will provide a hands on learning environment for nursing students.

Year Built _____

Date of Last Improvement _____

Rationale: *(Describe the project's merits, how the project satisfies institutional goals/mission/need/program growth. List user groups/programs. State the consequences, if any, of the project not receiving approval. (Be specific)*

The Nursing program at New Mexico Junior College has been a nationally recognized nursing program for several years. The program is currently being housed in McLean Hall, but the space constraints of the current facility leaves many students unable to enter into the program. The proposed construction will increase the capacity for nursing students from fifty to sixty four using the same number of nursing instructors.

The NMJC nursing program has been recognized for excellence for several years, this new facility will allow more qualified students into the program and provide the latest in technology that nursing students will encounter in the work place. The consequence of not approving this project will hinder the program in the long run, diminishing the ability of the College to keep pace with the changing technology and to meet the staffing needs of area hospitals and health care providers.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION**

Institution: New Mexico Junior College

Original: Date: Sept 13, 2017

Revision: Date: _____

Project title: Allied Health Building

Current Total On-Campus Enrollment	
Head Count: <u>2,542</u>	FTE: <u>1,703.9</u>
<u>-1.2%</u> decline from previous year	<u>2.8%</u> Average growth in previous 5-year period

PE credits moved to Cont Ed.

Current Total Off-Campus Enrollment (web-based or Distance Ed., etc.)	
Head Count: <u>859</u>	FTE: <u>479.6</u>
<u>-1.6%</u> Growth from previous year	<u>4.6%</u> Average growth in previous 5-year period

Tuition		
Current Tuition Per Credit Hour: <u>\$37.00</u>	Current Tuition Per Semester: <u>\$444.00</u>	
Month/year per semester tuition was last increased: <u>7 2017</u>	Amount of last per semester tuition increase: <u>\$2.00</u>	<u>5%</u> Change from last increase

Program Enrollment Being Served by this Project	
Head Count: <u>77</u>	FTE: <u>64.8</u>
<u>5.4%</u> Growth from previous year	<u>35.3%</u> Average growth in previous 10-year period

Bonding Information (to be completed if local bond proceeds are used for project funding)	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____/_____
Outstanding Debt: _____	
Available Capacity: _____	

Project Schedule	
Month/year proposed construction start date: <u>Jan /2018</u>	Month/year proposed construction completion date: <u>December /2018</u>

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 2: SPACE INFORMATION

Institution: New Mexico Junior College

Original: Date: Sept 13, 2017

Revision: Date: _____

Project title: Allied Health Building

List the net assignable square feet (NASF) and Net Usable Square Footage (NUSF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" published by the U.S. Department of Education.

CLASSIFICATION CODE	TYPE OF SPACE	NEW	ALTERATION	% OF NUSF	NASF
100	Classroom	7,218		29.34 %	
200	Laboratory	5,253		21.35 %	
300	Office	4,314		17.54 %	
400	Study	1,961		7.97 %	
500	Special			0.00 %	
600	General	713		2.90 %	
700	Support	1,212		4.93 %	
800	Health				
900	Residential				
NASF TOTAL		20,671		84.03 %	
TARE	Other (interior walls, hallways, stairs, toilet rooms, mechanical rooms, electrical rooms, etc.) *Does NOT include interior structural elements – see definition	3,929		15.97 %	
(NUSF) TOTAL USABLE SQUARE FOOTAGE		24,600		100%	
% of GSF is indicated on Form 5					
(GSF) TOTAL SQUARE FOOTAGE					

CLASSIFICATION CODE	TYPE OF SPACE	EXISTING	ALTERATION	DIFFERENCE	NASF
100	Classroom				
200	Laboratory				
300	Office				
400	Study				
500	Special				
600	General				
700	Support				
800	Health				
900	Residential				
NASF TOTAL					
TARE	Other (interior walls, hallways, stairs, toilet rooms, mechanical rooms, electrical rooms, etc.) *Does NOT include interior structural elements – see definition				
(NUSF) TOTAL USABLE SQUARE FOOTAGE					

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 3: ESTIMATED UTILITIES COST**

Institution: New Mexico Junior College

Original: X Date: Sept 13, 2017

Revision: Date: _____

Project title: Allied Health Building

This form is designed to estimate the project's effect on current utilities costs.

FORMULA	CURRENT EXPENSES	PROJECTED ANNUAL EXPENSES AFTER COMPLETION	DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)
Eligible GSF: <u>24,600</u> x \$3.75	0	\$ 92,250	+

- Note if space is non I&G please input NA with a note why.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 4: PROPOSED PROJECT COSTS**

Institution: New Mexico Junior College

Original: Date: Sept 13, 2017

Revision: Date: _____

Project title: Allied Health Building

I. PROJECT BUDGET

EXPENDITURES	ORIGINAL SUBMISSION		BUDGET REVISION
	NEW CONSTRUCTION	ALTERATIONS	
A. Building Cost			
1. General	4,673,590		
2. Mechanical/Plumbing	1,256,836		
3. Electrical	1,669,150		
4. Special Systems (voice, data, other)	369,000		
5. Code Compliance (hazmat abatement, accessibility, etc.)	16,500		
BUILDING COST SUBTOTAL	7,985,076		
B. Built-in Equipment	298,600		
C. Site Development			
1. Utilities, Infrastructure	600,000		
2. Landscaping/Site Improvements	0		
3. Demolition	0		
TOTAL CONSTRUCTION COST (T.C.C.)	8,883,676		
D. Construction Contingency (not more than 5% New Const., 10% Renov. of T.C.C.)	249,702		
E. Professional Fees			
1. Architectural/Engineering	603,763		
2. Constr. Administration			
3. Admin./Surveys/Testing	99,950		
F. Movable Equipment	0		
G. Other (Gross Receipts Tax)	622,909		
H. Art in Public Places (1% of State Appropriation)	40,000		
TOTAL PROJECT BUDGET	10,500,000		

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE
AND FUNDING SOURCES**

Institution: New Mexico Junior College

Original: Date: SEPT 13, 2017

Revision: Date: _____

Project title: Allied Health Building

COSTS PER GROSS SQUARE FOOT (GSF)			
	Cost (Items A-C on Form 4)	GSF for New Construction NUSF for Alteration	Cost per GSF
New Construction	8,883,676	24,600	\$361.13
Alterations			

RATIO OF NET USABLE TO GROSS SQUARE FEET (NUSF/GSF)			
	NUSF (same as total from Form 2)	GSF	RATIO NUSF/GSF (%)
New Construction			
Alterations			

FUNDING SOURCE		
Enter the source of funding for the project. Total must match the total project budget on Form 4.		
Funding Source	Original Submission	Budget Revision
GOB16 A5120 Laws 2016 Ch 82 Sec 10/C/2	4,000,000.00	
STB 15-0961 Laws 2015 Ch 3 Sec 34/4	705,000.00	
NMJC Oil & Gas Mill Levy funds	5,795,000.00	
Other Sources (specify)		
Total	10,500,000.00	

State Appropriations to be listed as follows: GOBxx or STBxx or GF 20xx (DFA #A0x-xxxx), SBxxx, or HBxxx Laws 20xx, chapter x, section x.

If using BRR, please specify year of budgeting.

***Please attach language of law, for state appropriations.**

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 6: CERTIFICATION BY GOVERNING BOARD

Institution: New Mexico Junior College

Original: X Date: Sept 13, 2017

Revision: Date: _____

Project title: Allied Health Building

ORIGINAL CERTIFICATION

I hereby certify that, on the basis of this information contained in Forms 1 through 5 for approval of capital projects and the attached preliminary floor plans, elevations and site plan, if appropriate, the Governing Board approved the original submission of this project, at its meeting held on August 17, 2017.

Signed:

President

REVISED SUBMISSION CERTIFICATION

I hereby certify that the Governing Board approved this Revised Submission at its meeting on _____, 2017.

Signed:

President