

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, April 14, 2022
Zia Board Room - Pannell Library
1:30 pm

AGENDA

- | | |
|--|-------------------------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of March 17, 2022 | Pat Chappelle |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Consideration of 2022-2023 Budget Recommendation | Josh Morgan
Steve McCleery |
| 2. Monthly Expenditure Report | Josh Morgan |
| 3. Monthly Revenue Report | Josh Morgan |
| 4. Oil and Gas Revenue Report | Josh Morgan |
| 5. Schedule of Investments | Josh Morgan |
| 6. Fiscal Watch Report | Josh Morgan |
| 7. Consideration of Meal Plan Rate Increases for FY 23 | Josh Morgan |
| 8. Consideration of 2022-2023 NMJC Calendar Revision | Jeff McCool |
| 9. Consideration of Naming Law Academy Gymnasium to the Law Enforcement Training Arena (LETA) | Walter Coburn |
| 10. Consideration of CMAR #1002/RFP #137 - Campus-Wide Construction Projects | JoeMike Gomez |
| 11. Consideration of NMJC Board Travel - ACCT Leadership Conference in New York, October 25 - October 29, 2022 | Pat Chappelle |
| 12. Consideration of Personnel Recommendation - Professor of Automotive Technology - Ford Asset | Stephanie Ferguson |
| F. Public Comments | Pat Chappelle |
| G. Determination of Next Meeting | Pat Chappelle |
| H. Closure of Open Meeting | |
| ▪ Discussion of Limited Personnel Matters Regarding the nonrenewal of a faculty member, hiring of Vice President of Instruction and hiring of Vice President of Training and Outreach, and Litigation in which New Mexico Junior College is a <i>Defendant, Casarez, Plaintiff vs. New Mexico Junior College, Defendant</i> , United States District | |

Court for the District of New Mexico Cause No. 2:21-CV-00813-GBW-GJF, and EEOC Charge No. 453-2022-00028 concerning Shelby Gowan, as Authorized by NMSA 1978 § 10-15-1 H (2), and (7).

I. Adjournment

Pat Chappelle

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
MARCH 17, 2022
MINUTES**

The New Mexico Junior College Board met on Thursday, March 17, 2022, beginning at 1:30 p.m. in the Ben Alexander Building, Daniels Room. The following members were present in the Daniels Room: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Ms. Evelyn Rising; Mr. Hector Baeza; Mr. Manny Gomez; Mr. Guy Kesner, and Mrs. Erica Jones.

Ms. Chappelle called the meeting to order and welcomed guests attending via Facebook Live due to COVID-19 and the current Public Health Order requiring social distancing. Ms. Chappelle encouraged the public to participate and provide public comments at the end of the formal agenda to either (575) 492-2595 or by fax to (575) 492-2559. Following a tragic accident that affected the University of the Southwest students, student families, faculty, and staff, Ms. Chappelle called for a moment of silence,

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

Upon a motion by Mr. Gomez, seconded by Mrs. Rising, the Board unanimously approved the minutes of February 17, 2022.

Under President's Report, Mr. Walter Coburn joined the meeting to make a recommendation for the naming of the Law Academy Enforcement tactics training facility built approximately 1½ years ago and located west of the Bob & Bonnie Moran Building. Mr. Coburn recommended the name of the building be the *Law Enforcement Training Arena (LETA)*. Dr. McCleery advised the Board the naming of the building will be presented for approval in the April Board Meeting.

Dr. McCleery introduced Mrs. Ruth Hill, Mr. Joe Gill, and Mr. Ray Birmingham as the Mill Levy Exploration Committee who lead the mission in an election to pass the College 3 Mill Levy to a 5 Mill Levy. In addition, Dr. McCleery presented Mrs. Hill, Mr. Gill and Mr. Birmingham with a Pillars of Education and a framed history of the passing of the election.

Under New Business, Dr. McCleery presented Resolution 2022-2 honoring Ruth Hill, Joe Gill and Ray Birmingham for their role and leadership in one of the most important milestones in the history of NMJC, the 3 to 5 Mill Levy Campaign. Ms. Chappelle requested an amendment to Resolution 2022-2. The recommended amendment to the Resolution was to add a fourth member of Mill Levy Exploration Committee, Dr. Steve McCleery. The Board thanked Dr. McCleery for the historical prospective provided and thanked Ruth Hill, Joe Gill, Ray Birmingham, and Dr. McCleery for their leadership and accomplishments for NMJC. Mr. Gomez expressed the honor of serving on the Board that will approve Resolution 2022-2. Upon a motion by Mr. Gomez, seconded by Ms. Rising, the Board unanimously approved the Resolution as amended.

Dr. McCleery presented a consideration of a 3% salary increase for all NMJC employees, as stipulated in House Bill 2. The 3% compensation increase is effective April 1, 2022 and will carry forward into the next fiscal year. Upon a motion by Mr. Kesner, seconded by Mrs. Jones, the Board unanimously approved the 3% salary increase as requested.

Mr. Charley Carroll and Mr. Dennis Kelley joined the meeting to present a consideration of revision to the NMJC Employee Handbook Policy No. 214 – Office and/or Building Keys. Mr. Kelley stated revisions to Policy No. 214 will assist to create a higher level of security by bringing access control under one group instead of multiple groups as it relates to key and electronic key issue and return. Mr. Kelley provided detailed discussion of the future process as redlined in the policy revisions. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the revisions as presented.

Mrs. Amy Coombes joined the meeting to present a consideration of revision to the NMJC Employee Handbook Policy No. 321 – Service/Retirement Awards. Mrs. Coombes noted the revisions are to clarify the process and procedures for placement of names on the Longevity Stone. She further noted all employees must have 20 years of continuous service at NMJC for placement of their name on the stone. In addition, she noted Policy No. 321 has been amended to formally adopt the rules and procedures for names that are placed on the Joe Garcia Memorial Rose Garden Stone. She noted employees, past or present and who pass away, must have a minimum of 5 years for placement of their name on the stone. Upon a motion by Mr. Gomez, seconded by Mrs. Jones, the Board unanimously approved the revisions as presented.

Mrs. Sarah Patterson joined the meeting to recommend Mr. Jahzere Springs-Boyles for the Residence Life Coordinator position at a salary of \$38,516.35. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the recommendation of Jahzere Springs-Boyles effective April 1, 2022.

Mr. Morgan joined the meeting to present the February 2022 financial reports. Upon a motion by Mr. Glenn, seconded by Mrs. Rising, the Board unanimously approved the Expenditure Report for February 2022. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed. Mr. Gomez asked for the cost amount of the 3% increase to employees. Mr. Morgan responded the amount, including an additional 4% increase, as stipulated in House Bill 2 effective July 1, will be approximately \$1 million, with benefits. The additional 4% increase will be presented to the Board for approval in the June NMJC Board Meeting.

Ms. Chappelle called for comments from the public. There being none, a Board Budget Work Session was scheduled for Thursday, April 7, 2022 beginning at 1:30 pm in the Daniels Room and the next Regular Board Meeting was scheduled for Thursday, April 14, 2022 beginning at 1:30 pm in the Zia Board Room.

Mr. Glenn moved the Board go into closed session for the discussion of Limited Personnel Matters Pursuant to NMSA 1978 §10-15-1 H (2) Regarding the Hiring, Promotion, Demotion, Discipline or Dismissal of Employees. We will re-convene in open session at the conclusion of the closed

session. The roll call was as follows: Mr. Baeza - yes; Mrs. Rising – yes; Mr. Glenn - yes; Mrs. Jones – yes; Mr. Kesner - yes; Mr. Gomez - yes; and Ms. Chappelle - yes.

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

Upon a motion by Mr. Glenn, seconded by Mrs. Jones and by unanimous consent, the meeting adjourned at 4:56 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board
From: Josh Morgan
RE: FY 23 Budget
Date: April 14, 2022

Board Members,

The administration is asking for your approval of the FY 23 Operating Budget in the amount of \$33,573,499, which includes a 3% salary increase to staff that became effective on April 1, 2022 and a 4% increase to staff that will become effective on July 1, 2022. The administration is also asking for your approval of the Capital Projects in the amount of \$35,280,000.

We very much appreciate your support of New Mexico Junior College.

Respectfully,



Josh Morgan

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Josh Morgan
Date: April 8, 2022
RE: Expenditure and Revenue Reports for March 2022

March is month nine or 75% of the budget for the 2021/2022 fiscal year. The Expenditure Report represents expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of March is \$35,656,843.

The total current unrestricted fund expenditures through March are \$20,026,629, which is 67% of the projected budget. Instruction and General is up compared to FY 21 but is running about where we would expect it at this time of year given the compensation increase in FY 21 and returning to closer to normal operations that were scaled back during the pandemic. In other current unrestricted funds, expenses are also up as compared to FY 21. Internal Services which consists of the Computer Services and the Document Center continue to receive monthly credits from Instruction & General to cover the operating costs. Auxiliary Enterprises will begin to have credits posting from return of books. Over all, expenditures are up as compared to March 2021.

In the restricted funds, the expenditures in the grants area are higher than this time last year. This is due to the expensing of Institutional HEERF funds. The Business Office continues to monitor the expenditures in the grants and request the drawdown from the state and federal agencies. The year-to-date restricted student aid is higher than March 2021. This is due to the awarding of Student HEERF. Total amount of restricted funds expended through March 2022 is \$6,565,607.

Plant fund expenditures for March 2022 were \$492,740; the total year-to-date including encumbrances is \$9,064,607. Total plant funds expended include expenditures for Technology Upgrade, Western Heritage Museum Storage Building, Fire Alarm Upgrade, Western Heritage Museum Roof Replacement, Caster and McLean Remodels, Fire Alarm Upgrade, Dorm/Apartment Maintenance, Facilities Management System Upgrade, and Caster Remodel.

Total expenditures and or encumbrances through March 2022 were \$9,064,607.

Total current unrestricted revenue received in March 2022 was \$5,824,544, with the year-to-date total of \$57,543,652. This mostly consists of the tuition and fees, the monthly allocation from the state, the oil and gas income, and property tax revenue. The tuition and fees collected in March 2022 for the spring semester were \$84,995. Oil and gas mill levy received in March for the month of December was \$4,949,888. The property tax revenue received in March was \$171,662. Looking at the past trends in property tax payout, the College should receive additional property tax revenue in June. In FY 21, the total for mill levy property tax was \$13,817,722.

There was \$236,999 drawn in for restricted Grant revenue in March, and \$72,797 in the Restricted Student Aid revenue. The total year-to-date revenue in the restricted funds is \$8,337,755.

In plant funds, there was \$4,629 GOB funds drawn down for the Vestibule - Safety and Security Project. LGIP interest income for March was \$12,623.

Total revenue for the month of March 2022 is \$6,153,140, with year-to-date revenue of \$66,309,349 or 157% of projected revenue budget.

The oil and gas revenues continue to be strong for FY 22. The total oil and gas and oil and gas equipment tax revenue received through March of 2022 including the accrual of \$465,000 for each of the three months of January, February and March is \$34,678,606.

The Investment Report shows a beginning balance in LGIP funds of \$85,000,000. There was no activity during the month. Ending balance in LGIP funds is \$85,000,000. Allocated capital projects at the end of March were \$69,834,468.32.

This concludes the Financial Report for March 2022.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

March 2022

75% of Year Completed

Fund	2020-21			2021-22			
	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	10,267,223	6,435,511	63%	10,728,520	741,780	6,307,914	59%
Academic Support	2,372,925	1,465,432	62%	2,418,150	132,921	1,444,426	60%
Student Services	2,121,047	1,254,671	59%	2,129,202	145,543	1,217,278	57%
Institutional Support	4,566,506	3,055,790	67%	4,723,286	346,168	3,359,830	71%
Operation & Maintenance of Plant	3,983,813	2,446,980	61%	4,125,265	235,418	2,768,020	67%
Subtotal - Instruction & General	23,311,514	14,658,384	63%	24,124,423	1,601,830	15,097,468	63%
Research	-	84,527		-	8,051	76,962	
Public Service	50,000	33,746	67%	59,300	990	40,294	68%
Internal Service Departments	109,089	113,751	104%	100,174	85,748	262,941	262%
Student Aid	710,880	724,449	102%	760,880	178,809	685,637	90%
Auxiliary Enterprises	2,160,172	2,052,023	95%	2,216,283	170,107	2,141,994	97%
Athletics	2,267,001	1,193,963	53%	2,466,657	109,586	1,823,808	74%
Total Current Unrestricted Fund	28,608,656	18,860,843	66%	29,727,717	2,155,121	20,129,104	68%
CURRENT RESTRICTED FUND							
Grants	908,797	526,429	58%	972,048	82,864	1,397,584	144%
Student Aid	3,862,038	3,861,500	100%	3,859,255	60,805	5,168,023	134%
Total Current Restricted Fund	4,770,835	4,387,929	92%	4,831,303	143,669	6,565,607	136%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	29,729,122	26,285,898	88%	20,063,534	310,463	7,574,867	38%
Projects from State GOB Funds	6,416,370	1,898,973	30%	4,000,000	-	154,315	4%
Projects from State STB Funds	900,000	4,220	0%	2,325,000	-	174,104	7%
Projects from General Fund	353,400	297,919	84%	150,000	-	-	0%
Projects from Private Funds		-	0%	-	-	-	0%
Projects from State ER&R	1,238,725	164,417	13%	335,000	138,049	323,180	96%
Projects from State BR&R	1,256,545	702,838	56%	598,000	44,228	838,141	140%
Subtotal - Capital and BR&R	39,894,162	29,354,265	74%	27,471,534	492,740	9,064,607	33%
Debt Service							
Revenue Bonds	-	-	0%	-	-	-	0%
Total Plant Funds	39,894,162	29,354,265	74%	27,471,534	492,740	9,064,607	33%
GRAND TOTAL EXPENDITURES	73,273,653	52,603,037	72%	62,030,554	2,791,530	35,759,318	58%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
March 2022

75% of Year Completed

2020-21

2021-22

Fund	2020-21			2021-22			
	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	3,914,806	3,307,416	84%	3,939,025	84,995	3,442,016	87%
State Appropriations	5,747,200	4,325,711	75%	6,404,600	510,717	4,797,550	75%
Advalorem Taxes - Oil and Gas	7,235,000	17,123,540	237%	7,235,000	4,951,255	34,678,606	479%
Advalorem Taxes - Property	9,200,000	8,241,172	90%	9,700,000	171,662	11,102,872	114%
Interest Income	9,000	471	5%	9,000	-	39	0%
Other Revenues	196,418	123,967	63%	191,418	26,158	881,491	461%
Subtotal - Instruction & General	26,302,424	33,122,277	126%	27,479,043	5,744,787	54,902,574	200%
Research	-	-	0%	-	-	-	0%
Public Service	-	-	0%	-	-	-	0%
Internal Service Departments	9,000	1,867	21%	9,000	-	2,911	32%
Auxiliary Enterprises	2,846,886	1,923,978	68%	2,756,942	36,466	2,247,174	82%
Athletics	535,500	401,625	75%	530,800	43,291	390,993	74%
Total Current Unrestricted	29,693,810	35,449,747	119%	30,775,785	5,824,544	57,543,652	187%
CURRENT RESTRICTED FUND							
Grants	908,797	719,951	79%	972,048	236,999	3,256,589	335%
Student Aid	3,862,038	3,749,112	97%	3,859,255	72,797	5,081,166	132%
Total Current Restricted	4,770,835	4,469,063	94%	4,831,303	309,796	8,337,755	173%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,702,500	1,785,900	0%	4,000,000	4,629	117,665	3%
Projects from State STB Funds	900,000	4,220	0%	2,325,000	-	22,369	0%
Projects from General Fund	353,400	356,948	0%	150,000	-	168,111	112%
Projects from Private Funds	-	-	0%	-	1,548	59,725	0%
Interest Income (LGIP)	120,000	76,476	64%	60,000	12,623	60,072	100%
Total Plant Funds	3,075,900	2,223,544	72%	6,535,000	18,800	427,942	7%
GRAND TOTAL REVENUES	37,540,545	42,142,354	112%	42,142,088	6,153,140	66,309,349	157%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

March 2022

75% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2019-20 Original Budget	Variance Over (Under) Budget
Distribution								
Actual	July	\$68.83	22,898,155	\$4.72	71,628,621	4,277,011	465,000	3,812,011
Actual	August	\$65.27	25,303,801	\$5.19	74,903,699	4,424,689	465,000	3,959,689
Actual	September	\$68.75	24,609,724	\$5.88	73,736,752	4,680,659	465,000	4,215,659
Actual	October	\$77.82	25,480,074	\$6.92	75,247,628	5,552,162	465,000	5,087,162
Actual	November	\$76.23	25,480,871	\$6.27	75,738,373	5,485,606	465,000	5,020,606
Actual	December	\$69.47	25,602,205	\$5.22	78,372,188	4,949,888	465,000	4,484,888
Actual	January					465,000	465,000	0
Actual	February					465,000	465,000	0
Actual	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						30,765,015	5,580,000	25,185,015
Y.T.D. Equipment Tax Revenue						3,913,591	1,655,000	2,258,591
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>34,678,606</u>	<u>7,235,000</u>	<u>27,443,606</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

March 2022

75% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	85,000,000	7102-1348	0.125%	12,623
Plus deposits				
Less withdrawals	-			
Total LGIP investments	85,000,000			12,623

Capital Project	3/31/2022
Vehicles	597,972.39
Computer Labs/ITV Upgrade	200,000.00
Campus Vestibules	1,219,328.79
Voc B Airhandler	1,000,000.00
Softball Field	4,790,000.00
National Track Meet	110,577.39
Pi Day	23,487.04
Technology Upgrade	715,408.39
JASI	37,962.93
WHM Storage Building	8,263.71
Baseball Field	530,173.45
Rodeo Arena	119,434.75
Fire Alarm Upgrade	550,044.40
Landscaping	9,215,715.43
Smart Classrooms	313,033.51
Campus Signage	541,547.65
Campus Paving	593,344.98
Roof Replacement	2,000,213.08
Dorm/Apartment Refurbish	219,958.81
Concrete Upgrade	456,753.15
Campus Construction	231,278.95
Oil & Gas Training	88,974.02
Workforce Training & Outreach	250,000.00
Guided Pathways Rob Johnstone	126,515.62
Campus Security	174,043.61
Copier Replacement	73,082.22
Non-Recurring Compensation	1,000,000.00
Athletics	83,677.88
Student Life Programming	20,432.28
Succession Plan	634,306.15
WHM Exhibits	12,806.98
Track Upgrades	203,947.35
Driving Range Upgrades	550,886.33
McLean Hall Renovations	112,349.91
Cafeteria Upgrade	8,939,789.14
Channel 19 Upgrade	2,389.50
Equestrian Center	2,933,949.87
Bob Moran Upgrades	12,260.87
Campus/Hospital Fencing	563,509.84
Turf Replacement	397,527.12
Watson Hall Renovation	2,415,773.70
Facilities Management System	839,907.92
Busing Support for Recruiting	5,872.30
Caster Upgrades	2,732,060.80
Workforce Training Center	5,980,043.00
Heidel Hall Renovation	2,000,000.00
Heidel/Hagelstein Air Handlers	400,000.00
Air Handlers	2,000,000.00
Campus Housing Unit	13,660,000.00
Allied Health	144,274.63
Workforce Training Contingency	1,588.48
Total	69,834,468.32

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: Board Members
From: Josh Morgan
RE: Quarterly Financial Action Report
Date: April 14, 2022

To comply with the HED (Higher Education Department) mandate that each College Board approve a quarterly financial action statement, attached is the Quarterly Action Statement for the quarter ending on March 31, 2022. This disclosure notifies you as the NMJC Board as well as the HED to any financial problems that might not be evident with an income and expense report. The College has made all required payments, payroll, and scheduled payments to vendors. Please approve the Quarterly Financial Action Report as of March 31, 2022.

Respectfully,



Josh Morgan

QUARTERLY FINANCIAL ACTION REPORT

Fiscal Year 22

Today's Date: 04-14-2022

Period (check one)

1st quarter _____ 2nd quarter _____ 3rd quarter X 4th quarter _____

Institution: New Mexico Junior College

DURING THE TIME PERIOD COVERED BY THIS REPORT, DID YOUR INSTITUTION:

(1) Request an advance of state subsidy? Yes: _____ No: X

(2) Fail to make its required payments, as scheduled, to appropriate retirement system(s)?

Yes: _____ No: X

(3) Fail to make its payroll payments, as scheduled?

Yes: _____ No: X

(4) Fail to make its scheduled debt service payments?

Yes: _____ No: X

(5) Fail to make payments to vendors, as scheduled, due to a cash deficiency or a substantial deficiency in the payment processing system?

Yes: _____ No: X

(6) Relative to its original budget for the fiscal year, experience any actual or anticipate any projected financial changes (such as unbudgeted decreases in revenues or unbudgeted increases in expenditures) that will result in a substantially reduced year-end fund balance or larger deficit this fiscal year?

Yes: _____ No: X

If the answer to any of the above is "Yes," please describe in a separate document: (i) the reason for the occurrence, (ii) the actions taken by your institution to resolve this particular occurrence, and (iii) the actions taken by your institution to prevent events such as this from occurring again.

In addition, if the answer to number 6 is "Yes," please describe in a separate document the nature of the financial changes and describe and assess the impact that the changes will have on your institution's planned year-end financial position.

New Mexico Higher Education Department
Institutional Finance Division
Quarterly Financial Certification Template

Please complete and sign the following certification form and submit with Quarterly Financial Statements and Quarterly Financial Actions Report.

I certify that I believe the information provided in the attached (a) Financial Statements, and (b) Financial Actions Report, for the:

1st _____ 2nd _____ 3rd 4th _____ Quarter, FY 22

are correct as of the date indicated below, and that

New Mexico Junior College

has a functioning financial accounting system that captures assets, liabilities, revenues, and expenditures on a timely basis, and the Governing Board receives timely notification of any significant actual or projected variances between budgeted and actual revenues and expenditures.

Pat Chappelle Board Chair

Dr. Steve McCleery Interim President


Josh Morgan Vice President for Finance

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: Josh Morgan
RE: Meal Plan Rate Increases
Date: April 8, 2022

Enrollment for FY 23 begins this month. Therefore, we must bring for your approval the recommendation to increase tuition or fee rates at the April board meeting.

As we began reviewing the budget for FY 23, the Administration believed it was the appropriate time to consider an increase in the meal plan rates. As inflation has continued to increase, we have seen an increase in our food service costs. Our current meal plan rates are as follows:

7-Meal Plan	\$700 per semester	\$6.25 per meal
15-Meal Plan	\$1,300 per semester	\$5.41 per meal
19-Meal Plan	\$1,375 per semester	\$4.52 per meal

To help combat this inflation, we are recommending the following changes to the meal plan rates:

7-Meal Plan	\$784 per semester	\$7.00 per meal
15-Meal Plan	\$1,440 per semester	\$6.00 per meal
19-Meal Plan	\$1,520 per semester	\$5.00 per meal

The Administration feels this increase is appropriate and is affordable to students who chose to purchase a meal plan.

For FY 23, we are recommending no changes to our current Tuition and General Usage Fee rates.

The current Tuition and General Usage Fee rates for New Mexico Junior College are as follows:

In-District	\$40.00	per credit hour for the first 15 credit hours
Out-of-District	\$60.00	per credit hour for the first 15 credit hours
Out-of-State	\$75.00	per credit hour for the first 15 credit hours
General Usage Fee	\$20.00	per credit hour for all credit hours

An In-District student taking 15 credit hours would pay \$600.00 in tuition and \$300.00 for the General Usage Fee for a total of \$900.00.

Based on the information presented, the Administration is asking your approval to increase Meal Plan Rates by \$84 per semester for the 7-Meal Plan, \$140 per semester for the 15-Meal Plan and \$145 per semester for the 19-Meal Plan.

Respectfully,



Josh Morgan

INTEROFFICE MEMORANDUM

TO: NMJC BOARD MEMBERS, DR. MCCLEERY

FROM: JEFF MCCOOL *jm*

SUBJECT: 2022-2023 NMJC CALENDAR REVISION

DATE: MARCH 29, 2022

A revision to the NMJC 2022-2023 college calendar was necessary to coordinate with the area high schools spring break. As a result of this change, spring break was moved from March 20-24 to March 13-17, 2023.



DEPARTMENT OF PUBLIC SAFETY PROGRAMS

New Mexico Junior College



Greetings Dr. McCleery and members of the NMJC Governing Board,

We began occupying the new metal building to the west of the Bob Moran Hall approximately a year and half ago. Through the support of New Mexico Junior College, it's administration, and governing board this project was completed. To say that we are elated and appreciative would be a major understatement. This project once again raised the bar that the other academies throughout this state continue to strive toward. I have trained in several of the other facilities and we by far, in my opinion, have the best law enforcement training facilities.

Since we have occupied the building there has been reoccurring confusion on how the facility is referred to. It's been called the "gym" or "mat room" or just about anything else anyone could think of. I have had several thoughts and conversations with various individuals, both internal and external to our organization, about what the building should be named and referred to as.

There is an excerpt from a speech given by Former President Theodore Roosevelt that I am often drawn to for inspiration and guidance, *The Man In the Arena*. The law enforcement profession is an ever evolving and changing career. There are some aspects of the job that have remained timeless. It is often said that our military and veterans are the reason we are free and because of our police officers we are safe. Here at the academy a major duty is to inspire and encourage our cadets to go out into our communities and truly serve and protect our citizens. Our society is also forever changing just like the profession. I find that many of the cadets we train do not understand sacrifice and competition. Many of these young men and women have never been in a physical altercation. They do not realize the reality and potential outcomes that may occur if they are not willing to put forth their best efforts in any number of scenarios that could quickly evolve into life and death situations.

With all of these various thoughts and discussions, I would like to propose that we name the training facility the following: Law Enforcement Training Arena (LETA).

It is my belief that this would not only provide clarity when looking for or referring to the building, but also establishing a powerful statement. It would add meaning for many of the various disciplines and activities we perform in there almost daily.

If you are not familiar with the quote I am referring to I have attached it for you to review.

Thank you again for your consideration in this matter.

Sincerely,

Walter Coburn
Director of Public Safety Training Programs

New Mexico Junior College

5317 Lovington Highway
Hobbs, NM 88240

To: New Mexico Junior College Board
From: JoeMike Gomez
RE: CMAR #1002/RFP #137

April 14, 2022

CMAR #1002/Request for Proposal #137 Campus-Wide Construction Projects

Public Notice: January 30th and February 6th, 2022
Hobbs News-Sun and Albuquerque Journal

Vendor:	HB Construction	Bradbury Stamm	Jaynes Corp
RFQ	<u>120</u>	<u>124</u>	<u>127</u>
Pre-Con Services	(\$91,972)	(\$32,190)	(\$14,759)
Vendor Costs Points	<u>25</u>	<u>20.06812</u>	<u>23.04786</u>
Interview	<u>21</u>	<u>23</u>	<u>16</u>
Total Points:	166	<u>167.06812</u>	166.04786

Recommendation for award: **Bradbury Stamm**

Sincerely,
JoeMike Gomez
Purchasing Coordinator

MEMORANDUM

Date: April 6, 2022
To: NMJC Board Members
From: Pat Chappelle, Board Chair - New Mexico Junior College
Subject: Consideration of Out of State Board Travel

As per the New Mexico Junior College (NMJC) Policy Manual - Board Travel Policy No. 301, I am seeking approval for the NMJC Board to travel to New York City to attend the Association of Community College Trustees (ACCT) Leadership Congress Conference from October 25, 2022 through October 29, October 22.

As you know, ACCT is the professional organization that represents community college board members. Additionally, the ACCT Board Training and expertise in community colleges issues serves the NMJC Board extremely well for the continued advancement of NMJC.

A legal notice of a potential quorum will be published informing the public that the Board member of NMJC may attend this event.

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 4/4/22

Candidate's name Thomas Pelletti

Position title Professor of Automotive Technology - Ford Asset

New position Existing position Classification Faculty Professional Other _____

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

Effective date of employment * 5/2/22 Standard contract length 12 mos. 9 mos. other _____

Funding source Automotive

Paid advertising beyond *standard _____
(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$44,881 - \$56,102 Recommended annual salary \$62,298 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000-2582-61101-102

Recommended and approved by:

Supervisor _____

Vice President Jeff McNeal

Stephanie Ferguson
Dean/Director
President

Selection Committee Members:

Kelley Williams - Professor of Automotive Technology

Leticia Ojeda Ruiz - Admin Assistant Applied Science & Learning Technology

Terrence Rasco - Canvas Administrator / Distance Learning

Stephanie Ferguson - Dean of Applied Science & Learning Technology

Comments: Midpoint 56,101.94 + Minimum 44,881.34 = 11,220.60 / 20 = 561.03 x Yrs Exp 27.81 = 15,602.79

Minimum 44,881.34 + Adjustment 15,602.79 = 60,484.13

60,484 + 1814 (3% increase 4-1-22) = \$62,298

*Pending background check



NEW MEXICO JUNIOR COLLEGE
invites applications for the position of:

Professor of Automotive Technology- FORD ASSET

SALARY: Depends on Qualifications

OPENING DATE: 11/16/21

CLOSING DATE: Continuous

DESCRIPTION:

This report to the Dean of Applied Sciences and Learning Technology and is responsible for teaching Automotive Technology in the Ford Motor Company/ASSET post-secondary program at New Mexico Junior College. Duties and responsibilities shall be, but are not limited to, the following: 1) teaching appropriate automotive courses; 2) Supervise students off-campus during the cooperative work experience; 3) Travel as required; 4) Achieve and maintain annual required training to meet instructor training standards and to achieve a high level of competency as a teacher; 5) Demonstrate growth in the knowledge of his/her subject areas and in the ability to direct the learning process; 6) Teach basic computer operations to automotive students; 7) Coordinate advisory committee meetings; 8) Work for the general improvement of the instructional programs at the college; 9) Participate in college service through standing and ad hoc committees; 10) Post and maintain supervisor approved office hours per week; 11) Participate in a process of continual personal and professional improvement; 12) Actively participate in the institutional goals and objectives designed to support the mission of the college; and, 13) Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

QUALIFICATIONS:

Candidates must possess demonstrated technical skills in all 8 ASE areas and be ASE Master Certified and L1 Certified. Experienced teaching automotive (community college level preferred) and/or technical service experience in an automotive shop desired. Ford Motor Company experience is preferred. Associate's Degree in an educational, occupational/vocational, or closely related field is preferred. However, candidates with expensive automotive experience will be considered. Candidate must be willing to pursue a professional development plan, which will include technical updating as well as other professional development activities. Note: Computer proficiency is required.

ADDITIONAL QUALIFICATIONS:

Salary is based on the NMJC faculty schedule and is commensurate with education, teaching experience and occupational-related experience for a nine month position. Standard NMJC benefits apply.

ADDITIONAL INFORMATION:

To apply, submit an NMJC application form online and attach the following: letter of interest,

resume, unofficial transcripts, and three references.

First review of applications will be December 1, 2021. Interviews will be conducted by a selection committee and will commence upon receipt of all required application materials by qualified applicants.

New Mexico Junior College does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information or veteran status. For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning Section 504 accessibility, contact the Special Needs Coordinator in the Counselling Department at (575) 492-2576.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://nmjc.edu>

Position #ProfFord21
PROFESSOR OF AUTOMOTIVE TECHNOLOGY- FORD ASSET
MG

1 Thunderbird Circle
Hobbs, NM 88240
(575) 492-2797

mgarcia@nmjc.edu

THOMAS PELLETTI

517 E. TERRACE AVE, GILBERT, AZ 85234

Home: 480-567-5765 | Cell: 480-567-5765

tmc_pelletti@msn.com

PROFESSIONAL SUMMARY

Adjunct Instructor with 8 years experience. Specialty areas include all phases of automotive & heavy truck diagnosis & repairs, I Also have 39 years of experience in the automotive and heavy truck and rv business's, I have performed all phases of automotive and heavy truck and rv diagnosis and repairs and mentoring and training entry level technicians, I also have experience in FORD / CUMMINS / CATERPILLAR / ALLISON TRANSMISSIONS AND WEB BASED TRAINING AND CLASSROOM STUDIES & CERTIFICATIONS.

SKILLS

- Diverse classroom settings
- Strong collaborator
- Positive learning environment
- Creative questioning
- Critical thinking
- Interpersonal skills
- Outstanding social skills
- Positive reinforcement
- Creative learning strategies
- Effective time management
- Classroom discipline
- Student motivation

WORK HISTORY

AUTO & TRUCK & RV TECHNICIAN/ TEAM LEADER July 2007 to Current
EARNHARDT FORD - 7300 WEST ORCHID LANE, CHANDLER, AZ, 85226
ALL PHASES OF AUTO & TRUCK & RV REPAIRS, TEAM LEADER. MENTORING AND TRAINING HANDS ON - EVIT AND FORD ASSET TECHS, CURRENTLY INVOLVED IN OUR FLEET CUSTOMERS TECHNICIAN TRAINING IN FORD IDS SYSTEM DIAGNOSIS, AND DIESEL DRIVABILITY AND ENGINE REPAIRS FOR - SRP & FLEET SERVICES, AND PMT AMBULANCE COMPANY. SERVE AS A BOARD MEMBER AND TECH SUPPORT ADVISOR FOR EVIT TRUCK DEPT, AND FORD ASSET BOARD STEERING COMMITTEE MEMBER. CURRENTLY CERTIFIED ASE MASTER TECH, FORD CERTIFIED SENIOR MASTER, CAT & CUMMINS CERTIFIED, ALLISON TRANS CERTIFIED. PERFORM CUMMINS WARRANTY PROCESSING CLAIMS. FORD TECHNICIAN REVIEW PANEL MEMBER FROM 2009 TO 2010.

OUTSIDE FLEET TRAINER / IDS FORD SYSTEMS July 2007 to Current
EARNHARDT FORD - 7300 WEST ORCHID LANE, CHANDLER, AZ, 85226
ALL PHASES OF AUTO & TRUCK REPAIRS AND TRAINING HANDS ON OF FORD ASSET STUDENTS, FORD PTS COORDINATOR, SERVED AS A MEMBER OF BERGE FORDS "ACTION PLAN COMMITTEE FOR IN DEALERSHIP OPERATIONS PROCESS'S AND DEVELOPMENT.

AUTO & TRUCK TECHNICIAN August 1993 to July 2007
BERGE FORD - 460 EAST AUTO CENTER DRIVE, MESA, AZ, 85204
FORD PTS COORDINATOR, ADVISING TECHS WITH NEW UPDATES IN REPAIRS

AND TECHNICAL INFORMATION AND NEWS LETTERS OF UP AND COMING TRAINING AND NEW MODEL TRAINING AND TOOL PROGRAMS AND CONTESTS.

PTS COORDINATOR August 1993 to July 2007
BERGE FORD - 460 EAST AUTO CENTER DRIVE, MESA, AZ, 85204
ALL PHASES OF AUTO AND TRUCK REPAIRS.

AUTO & TRUCK TECHNICIAN December 1991 to July 1993
NOVATO FORD - 6995 REDWOOD BLVD, NOVATO, CA, 94945
ALL PHASES OF AUTO AND TRUCK REPAIRS.

AUTO TECHNICIAN July 1990 to December 1991
RON GREENSPAN LINCOLN/ MERCURY - 1675 HOWARD ST, SF, CA
ALL PHASES OF AUTO REPAIRS ON FORD AND LINCOLN/ MERCURY VEHICLES.

AUTO TECHNICIAN June 1988 to June 1990
VAN NESS LINCOLN/MERCURY - 1000 VAN NESS AVE, SF, CA.
ALL PHASES OF AUTO REPAIRS ON FORD AND LINCOLN MERCURY VEHICLES.

AUTO TECHNICIAN September 1986 to June 1988
PRESTIGE LINCOLN / MERCURY - 2979 CORBY AVE, SANTA ROSA, CA
ALL PHASES OF AUTO AND TRUCK REPAIRS.

AUTO & TRUCK TECHNICIAN June 1983 to September 1986
HANSEL FORD - 3075 CORBY AVE, SANTA ROSA, CA.
ALL PHASES OF AUTO AND TRUCK REPAIRS.

AUTO & TRUCK TECHNICIAN July 1976 to June 1983
MIKE'S AUTO & TRUCK - 256 DUTTON AVE, SANTA ROSA, CA
ALL PHASES OF AUTO AND TRUCK REPAIRS AND SERVED 4 YEARS AS A APPRENTICE TECHNICIAN AND LATER SERVED AS A SHOP FOREMAN AND TRUCK SHOP ADMINISTRATOR.

EDUCATION

SANTA ROSA JUNIOR COLLEGE
SANTA ROSA, CA.
AUTOMOTIVE TECHNOLOGYS

PINER HIGH SCHOOL 1976
SANTA ROSA, CA
High School Diploma: **GENERAL EDUCATION AND VOCATIONAL CLASS'S**

CERTIFICATIONS

FORD CERTIFIED SENIOR MASTER TECHNICIAN
ASE CERTIFIED MASTER TECHNICIAN
CUMMINS CERTIFIED TECHNICIAN IN ENGINE & DRIVEBILTY
DIAGNOSIS & REPAIRS.
CATERPILLAR CERTIFIED TECHNICIAN IN ENGINE & DRIVIBILITY
DIAGNOSIS AND REPAIRS.
ALLISON TRANS CERTIFIED TECHNICIAN IN 1000/2000/3000/4000 SERIES MODELS
IN FORD VEHICLE'S F-650-750 SERIES TRUCKS.
FORD SERVICE FOREMAN AND ADVISER CERTIFIED.
EARNHARDT FORD UNIVERSITY FIXED OPERATIONS ACADEMY CERTIFIED LEVEL
1.

AFFILIATIONS

CURRENT MEMBER OF EVIT BOARD COMMITTEE AS A TECHNICAL SUPPORT ADVISER AND CURRENT CHAIR.

CURRENT MEMBER OF FORD ASSET STEERING COMMITTEE, AS A TECHNICAL SUPPORT ADVISER.

REPRESENTING EARNHARDT FORD IN OUTSIDE FLEET TRAINING FOR TECHNICIANS IN IDS SYSTEM AND DIAGNOSIS AND REPAIRS.

M.C.C. AUTOMOTIVE DEPT ADVISORY BOARD MEMBER.

ACCOMPLISHMENTS

- *Interactive Learning*

Introduced and encouraged debate-style classroom setting to increase student active participation and critical thinking.