

OATH

I, Hector H. Baeza, do solemnly swear that I will support the Constitution of the United States of America and the Constitution and the laws of the State of New Mexico and that I will faithfully and impartially discharge the duties of a Board of Director of New Mexico Junior College on which I am about to enter, to the best of my ability, so help me God.

Hector H. Baeza

(Seal)

Subscribed and sworn to before me on
this 20th day of February 2020.

Notary Public

My commission expires: 9/12/20

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, February 20, 2020

Zia Board Room – Library

1:30 pm

AGENDA

- | | |
|---|-----------------|
| A. Welcome | Pat Chappelle |
| B. Oath of Office | Scotty Holloman |
| C. Adoption of Agenda | Pat Chappelle |
| D. Approval of Minutes of January 16, 2020 | Pat Chappelle |
| E. President's Report | Kelvin Sharp |
| F. 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 McLean Hall Renovation CES Purchase Order Modification | Dan Hardin |
| 6. Consideration of Invitation to Bid #1096 - Truck Driver Training Concrete Pad | JoeMike Gomez |
| 7. Consideration of NMJC Board Travel to Chicago, IL to attend the 2020 Association of Community College Trustees Leadership Conference, September 30 – October 3 | Pat Chappelle |
| G. Public Comments | Pat Chappelle |
| H. Determination of Next Meeting | Pat Chappelle |
| I. Closure of Open Meeting | Pat Chappelle |
| ▪ Discussion of Limited Personnel Matters Pursuant to NMSA 1978 §10-15-1 H(2)
- Annual Review of President's Contract | |
| J. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
JANUARY 16, 2020
MINUTES**

The New Mexico Junior College Board met on Thursday, January 16, 2020, beginning at 1:30 p.m. in the Zia Board Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Ms. Evelyn Rising; and Mrs. Erica Jones. Mr. Hector Baeza was absent.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Dorothy Fowler, Hobbs News-Sun, District Judge Michael H. Stone and Magistrate Judge Jimmie Jones.

Judge Stone administered the Oath of Office to Ms. Pat Snipes Chappelle and Ms. Evelyn J. Rising. Judge Jones administered the Oath of Office to Mrs. Erica Ann Jones.

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

Dr. Sharp opened the floor for nominations for Chair and Secretary of the Board. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously nominated Ms. Pat Chappelle to serve as Chair of the Board. Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously nominated Mr. Ron Black to serve as Secretary of the Board.

The Certification of the Canvass Results by the Board of County Commissioners acting as the Board of Canvassers of Lea County, State of New Mexico for the election held on November 5, 2019 was presented for approval. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the Canvass of the Election.

Upon a motion by Mr. Gomez, seconded by Ms. Rising, the Board unanimously approved the minutes of December 19, 2019.

Under President's Report, Coach Drew Sanders introduced the women's NMJC T-Birds Basketball team with a record of 12-5 for the season, 3-1 in conference, and ranked sixth in the country. Coach Luke Adams introduced the men's NMJC T-Birds Basketball team with a record of 14-5 for the season, 14-1 in conference and ranked second in the conference.

Dr. Larry Sanderson, Vice President for Instruction, provided spring enrollment updates and an updated IPEDS Report. He reported spring enrollment is up in both headcount and credit hours. To date, headcount is up by approximately 35 students and 4.4% in credit hours, an increase for two consecutive semesters. He stated numbers are expected to increase, as they do not reflect enrollment for the Law Enforcement Academy. In addition, Dr. Sanderson presented the Board with an Integrated Postsecondary Education Data System (IPEDS) Report for 2019 reflecting NMJC's performance in comparison to twenty-eight similar colleges and universities from across the country. Dr. Sanderson provided discussion of tuition and fees, retention of full time and part time students, graduation rates, percentage of students on Pell, percentage of students taking federal loans, and core revenues. He noted while data reflects the areas of needed improvement, it also serves as a testimony of the core values of NMJC. Mr. Gomez asked if the increase of 35 students in enrollment was a result of the recently added volleyball team. Mrs. Cathy Mitchell, Vice President of Student Services responded she would follow up.

Dr. Sharp introduced Ms. Erin Anderson as the new Executive Director of the Western Heritage Museum (WHM) and Lea County Cowboy Hall of Fame. Ms. Anderson thanked the Board for the opportunity and proceeded with WHM updates. She reported exhibits in 2019, such as Goosebumps, Science of Fear, Rodin, National Geographic Photos and events that included school groups and Family Fun Days brought in approximately 15,000 people. Christmas Traditions from Around the World, with over fifty decorated trees, was a sold out event. Upcoming events are Grossology and Zoo in You. She reported new cabinets for inductee awards have been purchased for the museum and a touch screen providing photos, bios and history of inductees has been installed. The Board congratulated Ms. Anderson on her promotion.

Dr. Sharp distributed the Annual Conflict of Interest to Board members.

Dr. Sharp provided the dates of September 30, 2020 through October 3, 2020 for the Association of Community College of Trustee Annual Leadership Conference in Chicago, Illinois and asked the Board to consider attendance.

Under New Business, Ms. Cindy Bryan with CRI CPA's and Advisors presented the Fiscal Year June 30, 2019 Audit Report. Ms. Bryan reported a "Clean Opinion" was rendered to the institutions financial statements. Upon a motion by Mr. Glenn, seconded by Mr. Black, the Board unanimously approved the Fiscal Year June 30, 2019 Audit Report.

Mr. Hardin presented the December 2019 financial reports. Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved the Expenditure Report for December 2019. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Hardin presented the Fiscal Watch Report for December 31, 2019. Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the Fiscal Watch Report for December 31, 2019.

Mr. Scotty Holloman, General Counsel/Executive Director of Administrative Services & Human Resources, presented Open Meetings Act Resolution No. 2020-001 for consideration. Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved the Open Meetings Act Resolution as presented.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, February 20, 2020 beginning at 1:30 pm and board training for Friday, February 28, 2020 at 8:00 am.

Upon a motion by Mr. Gomez, seconded by Ms. Rising, the board meeting adjourned at 2:42 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: February 13, 2020

RE: Expenditure and Revenue Reports for January 2019

January is month seven or 58% of the budget for the 2019/2020 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 January 2020 is \$35,899,071.00 comparing to January of 2019 total expenditures were \$31,673,536.00. The increase in expenditures in FY 20 is due to expensing or encumbering capital projects.

The total expenditures for Instruction & General through January are \$12,254,256.00, which is 51% of the original budget. The year-to-date expenditures for Total Current Unrestricted Funds are \$16,910,435.00. As you review the current unrestricted funds many of these areas have expended a large portion of their budget, most are expenses at the beginning of each semester. The Business Office is required to do a monthly transfer from Instruction and General to Computer Services to cover costs in Computer Services. Some months that credit is greater than the expenses for the month in Internal Services. Unrestricted Student Aid is where the tuition is expensed for the high school students enrolled in the dual credit and early college classes; it is also where we expense the employee tuition & fee waivers, and the 55 and older senior citizen tuition.

In the Restricted Funds the expenditures in the grant area is normal for this time of year. Stacey Wynn, the Grants Accountant is very diligent in monitoring grants expenses and drawing funds down in a timely fashion. Restricted Student Aid always has a large financial aid payout in January. The College now offers students the option of receiving their financial aid thru direct deposit, reloadable debit card, or by check. Most students elected to use the direct deposit option. Total restricted funds through January of 2020 are \$4,171,132.00.

Plant fund expenditures and encumbrances year-to-date is \$14,817,504.00, most of which is the McLean Hall renovation, Law Academy Building construction, Technology Upgrade, Smart Classrooms, Fire Alarm Upgrades, and many small projects.

Total expenditures through January 2020 were \$35,899,071.00, which is 53% of the original budget.

Total Current Unrestricted revenue received in January 2020 was \$7,970,785.00. This consists of the tuition and fees, the monthly allocation from the State, the Oil and Gas mill levy, property tax, bookstore and housing revenue. Tuition and Fees revenue was \$387,674.00 in January. The College received the State appropriation for January in the amount of \$505,284.00. The Oil & Gas allocation for January was 2,093,101 and the Oil and Gas equipment tax revenue in January was \$7,375.00. Property tax mill levy revenue received for January was \$4,396,735.00. Auxiliary enterprises had revenue of \$486,956.00 in January, mostly coming from the bookstore and housing.

Restricted funds drawn in during the month of January for grants and student aid was \$1,429,551.00. Most of the funds were for restricted student aid, as the College awards the financial aid for the Spring semester. There will be additional drawdowns in February.

In Plant Fund revenue \$101,469 was drawn in from General funds on the Fire Alarm project. Interest income came from LGIP funds of 47,046 and 38,922 was received from the CDAR that was renewed for a total interest income \$85,969. Total Plant revenue for January was \$187,438.00.

Total revenue for January 2020 is \$9,587,774.00, with year-to-date revenue of \$35,755,056.00, which is 89% of the original budget.

The Oil and Gas report reflects the mill levy revenue from Oil and Gas and Oil and Gas equipment taxes. The total Oil and Gas and Oil and Gas equipment revenue through January of 2020 is \$13,423,625.00. In January, the College received \$2,093,101.00 in Oil & Gas mill levy revenue and \$7,375.00 in Oil & Gas equipment mill levy funds.

The investment report is showing \$36,593,127.00 in LGIP funds at the beginning of January 2020, and \$3,000,000.00 in CDAR's with Lea County State Bank. \$4,000,000.00 was sent to LGIP bringing the total to 40,593,127.00 in LGIP and total Investments of \$43,593,127.00. Additionally, there are \$28,808,944.91 in funds designated for capital projects.

This concludes the Financial Report for January 2020.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
January 2020

58% of Year Completed

Fund	2018-19			2019-20			
	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	11,045,223	5,239,869	47%	11,164,306	810,223	5,248,071	47%
Academic Support	2,757,049	1,371,513	50%	2,428,049	152,725	1,300,821	54%
Student Services	2,095,643	1,115,386	53%	2,131,949	161,827	1,142,944	54%
Institutional Support	4,394,266	2,300,385	52%	4,448,578	326,073	2,421,789	54%
Operation & Maintenance of Plant	3,851,780	2,060,819	54%	3,865,271	315,600	2,140,631	55%
Subtotal - Instruction & General	24,143,961	12,087,972	50%	24,038,153	1,766,448	12,254,256	51%
Research	907,233	231,961	26%	0	9,424	80,606	
Public Service	50,000	19,981	40%	50,000	2,332	17,370	0%
Internal Service Departments	151,334	133,454	88%	92,356	(11,675)	149,085	161%
Student Aid	691,472	493,099	71%	685,880	223,895	675,941	99%
Auxiliary Enterprises	2,590,768	2,041,707	79%	2,102,655	292,273	2,010,378	96%
Athletics	1,993,976	1,259,882	63%	2,027,118	486,381	1,722,799	85%
Total Current Unrestricted Fund	30,528,744	16,268,056	53%	28,996,162	2,769,078	16,910,435	58%
CURRENT RESTRICTED FUND							
Grants	881,786	414,391	47%	910,875	70,463	431,654	47%
Student Aid	4,188,219	3,848,602	92%	3,853,901	1,548,135	3,739,478	97%
Total Current Restricted Fund	5,070,005	4,262,993	84%	4,764,776	1,618,598	4,171,132	88%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	26,665,238	9,995,984	37%	27,423,205	447,958	10,712,976	39%
Projects from State GOB Funds	289,894	286,415	99%	4,764,218		3,086,500	65%
Projects from State STB Funds	114,064	114,064	100%	0		0	0%
Projects from General Fund				938,466		460,024	49%
Projects from Private Funds							0%
Projects from State ER&R	1,088,803	269,624	25%	332,720		111,663	34%
Projects from State BR&R	1,540,047	476,400	31%	597,281	24,908	446,341	75%
Subtotal - Capital and BR&R	29,698,047	11,142,487	38%	34,055,890	472,866	14,817,504	44%
Debt Service							
Revenue Bonds	0	0	0%	0			0%
Total Plant Funds	29,698,047	11,142,487	38%	34,055,890	472,866	14,817,504	44%
GRAND TOTAL EXPENDITURES	65,296,796	31,673,536	49%	67,816,828	4,860,542	35,899,071	53%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
January 2020

58% of Year Completed

Fund	2018-19			2019-20			
	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	3,717,544	3,438,317	92%	3,887,000	387,674	3,773,242	97%
State Appropriations	5,805,900	3,413,460	59%	6,546,216	505,284	3,672,508	56%
Advalorem Taxes - Oil and Gas	17,622,322	10,849,011	62%	7,235,000	2,100,477	13,423,625	186%
Advalorem Taxes - Property	8,530,000	6,439,582	75%	8,530,000	4,396,735	7,069,365	83%
Interest Income	10,000	274	3%	10,000	60	378	4%
Other Revenues	144,400	81,086	56%	204,646	45,784	253,936	124%
Subtotal - Instruction & General	35,830,166	24,221,730	68%	26,412,862	7,436,014	28,193,054	107%
Research			0%				0%
Public Service			0%				0%
Internal Service Departments	8,000	5,999	75%	9,302	70	41,148	442%
Auxiliary Enterprises	2,681,906	2,259,876	84%	2,685,015	486,956	2,632,998	98%
Athletics	459,815	271,131	59%	568,984	47,745	351,782	62%
Total Current Unrestricted	38,979,887	26,758,736	69%	29,676,163	7,970,785	31,218,982	105%
CURRENT RESTRICTED FUND							
Grants	881,786	425,568	48%	910,875	87,208	499,843	55%
Student Aid	4,188,219	3,558,646	85%	3,853,901	1,342,343	3,507,404	91%
Total Current Restricted	5,070,005	3,984,214	79%	4,764,776	1,429,551	4,007,247	84%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	289,894	278,731	0%	4,702,500			0%
Projects from State STB Funds	114,064	98,046	0%	0			0%
Projects from General Fund			0%	792,000	101,469	212,033	0%
Projects from Private Funds			0%				0%
Interest Income (LGIP)	102,000	154,337	151%	250,000	85,969	316,794	127%
Total Plant Funds	505,958	531,114	105%	5,744,500	187,438	528,827	9%
GRAND TOTAL REVENUES	44,555,850	31,274,064	70%	40,185,439	9,587,774	35,755,056	89%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

January 2020

58% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2019-20 Original Budget	Variance Over (Under) Budget
Actual	July	\$53.17	15,826,651	\$1.87	40,911,285	1,918,511	465,000	1,453,511
Actual	August	\$50.64	16,662,235	\$2.04	44,356,736	2,006,610	465,000	1,541,610
Actual	September	\$53.03	16,418,876	\$2.47	44,032,152	2,064,306	465,000	1,599,306
Actual	October	\$50.96	16,814,474	\$2.64	44,194,264	2,093,101	465,000	1,628,101
Accrual	November					465,000	465,000	0
Accrual	December					465,000	465,000	0
Accrual	January					465,000	465,000	0
Accrual	February						465,000	(465,000)
Accrual	March						465,000	(465,000)
Accrual	April						465,000	(465,000)
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						9,477,528	5,580,000	3,897,528
Y.T.D. Equipment Tax Revenue						3,946,097	1,655,000	2,291,097
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						13,423,625	7,235,000	6,188,625

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

January 2020

58% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	36,593,127	7102-1348	1.680%	47,046
Plus deposits	4,000,000			
Less withdrawals	0			
Total LGIP investments	40,593,127			47,046
Lea County State Bank CDAR	3,000,000		2.30%	38,922

Capital Project	1/31/2020
Vehicles	102,141.61
Campus Master Plan	1,616.83
Law Academy Building	517,341.99
Campus Vestibules	450,000.00
Technology Upgrade	533,870.87
JASI	7,333.75
WHM South Gallery	266,594.43
Baseball Field	41,919.86
Rodeo Arena	51,165.33
Fire Alarm Upgrade	2,059,312.63
Luminis Software	2,993.00
Landscaping	278,750.70
Smart Classrooms	48,071.08
Campus Signage	338,538.25
Campus Paving	100,000.00
Dorm/Apartment Refurbish	0.00
Concrete Upgrade	200,000.00
Campus Construction	74,612.21
Oil & Gas Training	89,161.52
Workforce Training & Outreach	400,000.00
Public Sector	9,227.00
Campus Security	24,477.19
Lumens Software-Distance Learnig	5,000.00
Copier Replacement	60,373.49
Non-Recurring Compensation	750,000.00
Athletics	16,215.43
Student Life Programming	20,432.28
Succession Plan	52,014.15
WHM Exhibits	54,855.65
Track Upgrades	177,597.46
Driving Range Upgrades	1,088,143.81
McLean Hall Renovations	4,687,425.62
Cafeteria Upgrade	80,974.26
Channel 19 Upgrade	6,229.50
FERPA & Title IX	0.00
Equestrian Center	2,982,664.33
Bob Moran Upgrades	18,992.47
Campus/Hospital Fencing	263,616.65
Turf Replacement	0.00
HVAC Software-Central Plant	1,823,106.62
Busing Support for Recruiting	5,872.30
HED Faculty Development	391.07
Caster Upgrades	10,969,175.85
Allied Health	146,993.03
Workforce Training Contingency	1,742.69
Total	28,808,944.91

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: McLean Hall Update
Date: December 13, 2019

Board members,

At the November NMJC Board meeting, the Board approved Bradbury Stamm as the contractor for the McLean Hall renovation project using their existing CES unlimited contract. A purchase order was established at CES in the amount of 5,606,013. At the December NMJC Board meeting the Board was given an update on the estimated cost of construction to renovate McLean Hall from Dekker Perich Sabatini. In January, the Higher Education Department approved the McLean Hall renovation project for a total of \$7,250,000.00. After completing all of the drawings and giving Bradbury Stamm time to get with subcontractors, the final construction costs have been identified. The total amount of the purchase order to CES for Bradbury Stamm will be adjusted to 6,091,912.00. This is an increase of 485,899.00. Please see the proposal below from Bradbury Stamm:

Direct Costs/profit/bond	5,706,709
NMGRT & CES fee	385,203
Total Construction Costs	6,091,912

Soft Costs

Dekker Perich Sabatini	517,370
Pettigrew	13,846
CWG (remediation)	77,029
BG Building Works (LEED)	47,520
Owner's Contingency	351,508

FF&E	150,815
Total Soft Costs	1,158,088
Total Project Cost	7,250,000

The Administration is asking for the Board's approval to modify the McLean Hall CES purchase order for Bradbury Stamm from 5,606,013 to 6,091,912. The total project will still be within the HED approved amount of \$7,250,000.00.

Respectfully,



Dan Hardin

New Mexico Junior College

5317 Lovington Highway
Hobbs, NM 88240

To: New Mexico Junior College Board
From: JoeMike Gomez
RE: Invitation to Bid #1096

February 20, 2020

Invitation to Bid #1096 – Concrete Pad (Training & Outreach)

Public Notice: January 21, 2020
Hobbs News-Sun

Bid Summary:	Bid Total
Constructors Inc.	\$299,612
Contreras Construction Corp.	\$412,000
Entrench Inc.	\$296,055

Recommendation for award:

Entrench **\$296,055**

Sincerely,
JoeMike Gomez

Memo

DATE: February 20, 2020
TO: Ron Black, Evelyn Rising, Hector Baeza, Manny Gomez, Travis Glenn,
and Erica Jones
FROM: Pat Chappelle, Board Chair – New Mexico Junior College
SUBJECT: Out of State Board Travel Request

As per the New Mexico Junior College Board (NMJC) Policy Manual – Board Travel Policy No. 301, I am seeking approval for the NMJC Board Members to travel to Chicago to attend the Association of Community College Trustees (ACCT) Leadership Congress from September 30 through October 3, 2020.

As you know, ACCT is the professional organization that represents community college board members. Additionally, the ACCT Board Training and expertise in community college 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 members of NMJC may be in attendance at this event.

Thank you for your consideration.