

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, July 15, 2021
Ben Alexander Building – Daniels Room
1:30 pm

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of June 17, 2021 | Pat Chappelle |
| D. President's Report | Kelvin Sharp |
| E. New Business | |
| 1. Consideration of Retirement Resolutions | Kelvin Sharp |
| 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 Update to Payroll Policy No. 212 | Scotty Holloman |
| 8. COVID-19 Plans Update | Scotty Holloman |
| 9. Consideration of Rescinding COVID Athletic Testing Plan | Scotty Holloman |
| F. Public Comments | Pat Chappelle |
| • Phone Number (575) 492-2595 | |
| • Fax Number (575) 492-2559 | |
| G. Determination of Next Meeting | Pat Chappelle |
| H. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
JUNE 17, 2021
MINUTES**

The New Mexico Junior College Board met on Thursday, June 17, 2021, beginning at 1:33 p.m. in the Ben Alexander Building, Daniels Room. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Travis Glenn, Secretary; Mr. Gomez; Mr. Kesner; Ms. Evelyn Rising; and Mr. Hector Baeza. Mrs. Jones was absent.

Ms. Chappelle called the meeting to order and welcomed guests attending via Facebook Live due to the current COVID-19 pandemic and the current Public Health Order requiring social distancing. Ms. Chappelle stated in response to the Governor's order, guidelines continue to be followed. 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.

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

Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the minutes of May 20, 2021.

Under President's Report, Dr. Sharp invited Dr. Larry Sanderson to present an NMJC Higher Learning Commission (HLC) Accreditation Update. Dr. Sanderson noted the expectation from accreditors is to have an institutional commitment to clear processes that can be evaluated and replicated allowing the institution to live through changes in leadership. Stakeholders from across campus must be involved in the processes and responsibilities are shared. The processes must have a continuation of evaluation of results and continuation of improvement from the last review. Dr. Sanderson reported NMJC is currently on a 10-year cycle. The last argument was presented in September 2015. HLC visited the campus in November 2015 and in the spring of 2016, NMJC accreditation was renewed through 2026. In June 2020, NMJC was required to present a new assurance argument which was remotely reviewed by a peer team. HLC is now requiring NMJC to identify and submit for approval a 2 to 3-year quality project that will make NMJC substantively better. NMJC will be expected to engage in the project and report results which will be evaluated by HLC. Dr. Sanderson reported in September of 2025, a new assurance argument will be presented for continuation of accreditation and in November of 2025, an HLC team will visit the campus. Mr. Kesner asked for clarification of the project to be presented. Dr. Sanderson responded the Two Plus Two Project is currently being considered with the possibility of presenting as a joint project with Eastern New Mexico University.

Under New Business, Mr. Josh Morgan presented the May 2021 financial reports. Upon a motion by Mr. Kesner, seconded by Mr. Gomez, the Board unanimously approved the Expenditure Report for May 2021. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of

Investments Report were reviewed. Mr. Morgan summarized and provided discussion of the different types of federal funds received by NMJC. Mr. Morgan noted NMJC is considering bringing in CRI CPA's and Advisors to consult and provide recommendations to ensure NMJC is compliant with federal regulations.

Mr. Morgan presented a list of all inventory of chattels and equipment valued at over \$5,000.00 for the Annual Fixed Asset Inventory Certification. Upon a motion by Ms. Rising, seconded by Mr. Gomez, the Board unanimously approved the certification as presented.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, July 15, 2021 beginning at 1:30 pm. Ms. Chappelle noted the Board would proceed on with a tour of the NMJC campus.

Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the board meeting adjourned at 2:00 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

RESOLUTION

Robert H. Adams

- WHEREAS, Robert H. Adams**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for nine years and six months; and
- WHEREAS, Robert H. Adams** has served as Director of Bookstore Services from 2011-2021; and
- WHEREAS, Robert H. Adams** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS, Robert H. Adams** has been devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS, Robert H. Adams** has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS, Robert H. Adams** has elected to retire the 1st of June 2021.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Robert H. Adams** for his service and dedication to New Mexico Junior College.

APPROVED THIS 15TH DAY OF JULY 2021.

New Mexico Junior College Board Chair



New Mexico Junior College Board Secretary

RESOLUTION

John A. Baldwin

WHEREAS, **John A. Baldwin**, being one of the Faculty Members of New Mexico Junior College, has faithfully served the College for thirty-six years; and

WHEREAS, **John A. Baldwin** has served as Professor of Physical Education from 1989-2021; and

WHEREAS, **John A. Baldwin** has served as Assistant Men's Basketball Coach from 1999-2005; and

WHEREAS, **John A. Baldwin** has served as Dormitory Supervisor from 1985-1990; and

WHEREAS, **John A. Baldwin** has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, **John A. Baldwin** has been devoted, enthusiastic and loyal faculty member at New Mexico Junior College; and

WHEREAS, **John A. Baldwin** has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, **John A. Baldwin** has elected to retire the 1st of July 2021.

NOW, THEREFORE BE IT RESOLVED that **John A. Baldwin** be declared Professor Emeritus of New Mexico Junior College with all rights and privileges pertaining thereto;

APPROVED THIS 15TH DAY OF JULY 2021.



RESOLUTION

Susan C. Fine

WHEREAS, **Susan C. Fine**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for seven years and five months; and

WHEREAS, **Susan C. Fine** has served as Director of Communications from 2014-2021; and

WHEREAS, **Susan C. Fine** has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, **Susan C. Fine** has been devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, **Susan C. Fine** has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, **Susan C. Fine** has elected to retire the 1st of June 2021.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Susan C. Fine** for her service and dedication to New Mexico Junior College.

APPROVED THIS 15TH DAY OF JULY 2021.

New Mexico Junior College Board Chair



New Mexico Junior College Board Secretary

RESOLUTION

Beth Hancock

WHEREAS, **Beth Hancock**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for twenty-six years and five months; and

WHEREAS, **Beth Hancock** has served as Executive Assistant to the Vice President for Finance from 1994-2020; and

WHEREAS, **Beth Hancock** has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, **Beth Hancock** has been devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, **Beth Hancock** has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, **Beth Hancock** has elected to retire the 1st of January 2021.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Beth Hancock** for her service and dedication to New Mexico Junior College.

APPROVED THIS 15TH DAY OF JULY 2021.

New Mexico Junior College Board Chair



New Mexico Junior College Board Secretary

RESOLUTION

Dan D. Hardin

- WHEREAS, Dan D. Hardin,** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for twenty years and two months; and
- WHEREAS, Dan D. Hardin** has served as Vice President for Finance from 2000-2021; and
- WHEREAS, Dan D. Hardin** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS, Dan D. Hardin** has been devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS, Dan D. Hardin** has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS, Dan D. Hardin** has elected to retire the 1st of February 2021.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Dan D. Hardin** for his service and dedication to New Mexico Junior College.

APPROVED THIS 15TH DAY OF JULY 2021.

New Mexico Junior College Board Chair



New Mexico Junior College Board Secretary

RESOLUTION

Kellyne G. Holladay

- WHEREAS,** **Kellyne G. Holladay**, being one of the Faculty Members of New Mexico Junior College, has faithfully served the College for thirty-one years; and
- WHEREAS,** **Kellyne G. Holladay** has served as Professor of Academic Success from 2016-2021; and
- WHEREAS,** **Kellyne G. Holladay** has served as Dean of Business, Math & Sciences from 2005-2016; and
- WHEREAS,** **Kellyne G. Holladay** has served as Professor of Science and Aquatics from 2000-2005; and
- WHEREAS,** **Kellyne G. Holladay** has served as Professor of Developmental Studies from 1994-2000; and
- WHEREAS,** **Kellyne G. Holladay** has served as Adult Education Instructor/ Student Recruiter from 1990-1994; and
- WHEREAS,** **Kellyne G. Holladay** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Kellyne G. Holladay** has been devoted, enthusiastic and loyal faculty member at New Mexico Junior College; and
- WHEREAS,** **Kellyne G. Holladay** has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Kellyne G. Holladay** has elected to retire the 1st of August 2021.

NOW, THEREFORE BE IT RESOLVED that **Kellyne G. Holladay** be declared Professor Emeritus of New Mexico Junior College with all rights and privileges pertaining thereto;

APPROVED THIS 15TH DAY OF JULY 2021.



RESOLUTION

Maria R. Juarez

WHEREAS, **Maria R. Juarez**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for twenty years; and

WHEREAS, **Maria R. Juarez** has served as Executive Assistant to the Vice President for Student Services from 2018-2021; and

WHEREAS, **Maria R. Juarez** has served as Personal Computer Specialist from 2001-2018; and

WHEREAS, **Maria R. Juarez** has served as Adult Education Assessment/ Retention Clerk from 2001-2001; and

WHEREAS, **Marica R. Juarez** has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, **Maria R. Juarez** has been devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, **Maria R. Juarez** has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, **Maria R. Juarez** has elected to retire the 1st of February 2021.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Maria R. Juarez** for her service and dedication to New Mexico Junior College.

APPROVED THIS 15TH DAY OF JULY 2021.



RESOLUTION

Adanna Martin

WHEREAS, **Adanna Martin**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for nineteen years and nine months; and

WHEREAS, **Adanna Martin** has served as Document Center Coordinator from 2002-2021; and

WHEREAS, **Adanna Martin** has served as Department Secretary for the Document Center from 2001-2002; and

WHEREAS, **Adanna Martin** has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, **Adanna Martin** has been devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, **Adanna Martin** has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, **Adanna Martin** has elected to retire the 1st of June 2021.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Adanna Martin** for her service and dedication to New Mexico Junior College.

APPROVED THIS 15TH DAY OF JULY 2021.



RESOLUTION

Lynda R. Newman

WHEREAS, **Lynda R. Newman**, being one of the Faculty Members of New Mexico Junior College, has faithfully served the College for twenty-two years; and

WHEREAS, **Lynda R. Newman** has served as Professor of Reading and Education from 1999-2021; and

WHEREAS, **Lynda R. Newman** has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, **Lynda R. Newman** has been devoted, enthusiastic and loyal faculty member at New Mexico Junior College; and

WHEREAS, **Lynda R. Newman** has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, **Lynda R. Newman** has elected to retire the 1st of August 2021.

NOW, THEREFORE BE IT RESOLVED that **Lynda R. Newman** be declared Professor Emeritus of New Mexico Junior College with all rights and privileges pertaining thereto;

APPROVED THIS 15TH DAY OF JULY 2021.



New Mexico Junior College Board Chair

New Mexico Junior College Board Secretary

RESOLUTION

Maria P. Ortiz

WHEREAS, **Maria P. Ortiz**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for twenty-six years and eight months; and

WHEREAS, **Maria P. Ortiz** has served as Database/Server Specialist from 1993-2020; and

WHEREAS, **Maria P. Ortiz** has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, **Maria P. Ortiz** has been devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, **Maria P. Ortiz** has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, **Maria P. Ortiz** has elected to retire the 1st of August 2020.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Maria P. Ortiz** for her service and dedication to New Mexico Junior College.

APPROVED THIS 15TH DAY OF JULY 2021.

New Mexico Junior College Board Chair



New Mexico Junior College Board Secretary

RESOLUTION

Sheryl L. Pounds

- WHEREAS,** **Sheryl L. Pounds**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for sixteen years and seven months; and
- WHEREAS,** **Sheryl L. Pounds** has served as the Human Resources Coordinator from 2017-2021; and
- WHEREAS,** **Sheryl L. Pounds** has served as the Human Resources/Payroll Specialist from 2005-2017; and
- WHEREAS,** **Sheryl L. Pounds** has served as the Department Secretary for Human Resources from 2004-2005; and
- WHEREAS,** **Sheryl L. Pounds** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** **Sheryl L. Pounds** has been devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** **Sheryl L. Pounds** has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** **Sheryl L. Pounds** has elected to retire the 1st of February 2021.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Sheryl L. Pounds** for her service and dedication to New Mexico Junior College.

APPROVED THIS 15TH DAY OF JULY 2021.



RESOLUTION

Royce N. Sudduth

- WHEREAS, Royce N. Sudduth**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for fourteen years and five months; and
- WHEREAS, Royce N. Sudduth** has served as the General Maintenance Foreman from 2014-2021; and
- WHEREAS, Royce N. Sudduth** has served as the Lead Journeyman Electrician from 2006-2014; and
- WHEREAS, Royce N. Sudduth** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS, Royce N. Sudduth** has been devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS, Royce N. Sudduth** has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS, Royce N. Sudduth** has elected to retire the 1st of April 2021.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Royce N. Sudduth** for his service and dedication to New Mexico Junior College.

APPROVED THIS 15TH DAY OF JULY 2021.



RESOLUTION

Rhonda L. Sudduth

- WHEREAS, Rhonda L. Sudduth**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for fourteen years and nine months; and
- WHEREAS, Rhonda L. Sudduth** has served as the Database/Server Specialist from 2006-2021; and
- WHEREAS, Rhonda L. Sudduth** has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS, Rhonda L. Sudduth** has been devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS, Rhonda L. Sudduth** has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS, Rhonda L. Sudduth** has elected to retire the 1st of April 2021.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Rhonda L. Sudduth** for her service and dedication to New Mexico Junior College.

APPROVED THIS 15TH DAY OF JULY 2021.



New Mexico Junior College Board Chair

New Mexico Junior College Board Secretary

RESOLUTION

Anita S. Thomas

- WHEREAS,** Anita S. Thomas, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for thirteen years and nine months; and
- WHEREAS,** Anita S. Thomas has served as the Administrative Secretary for the Small Business Development Center from 2007-2021; and
- WHEREAS,** Anita S. Thomas has served on various committees at New Mexico Junior College and in the community; and
- WHEREAS,** Anita S. Thomas has been devoted, enthusiastic and loyal staff member at New Mexico Junior College; and
- WHEREAS,** Anita S. Thomas has always reflected a favorable image for New Mexico Junior College; and
- WHEREAS,** Anita S. Thomas has elected to retire the 1st of July 2021.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Anita S. Thomas** for her service and dedication to New Mexico Junior College.

APPROVED THIS 15TH DAY OF JULY 2021.

New Mexico Junior College Board Chair



New Mexico Junior College Board Secretary

RESOLUTION

Carl van der Sterre

WHEREAS, Carl van der Sterre, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for twelve years and nine months; and

WHEREAS, Carl van der Sterre has served as the General Maintenance Worker from 2013-2020; and

WHEREAS, Carl van der Sterre has served as the Groundskeeper from 2008-2013; and

WHEREAS, Carl van der Sterre has served on various committees at New Mexico Junior College and in the community; and

WHEREAS, Carl van der Sterre has been devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

WHEREAS, Carl van der Sterre has always reflected a favorable image for New Mexico Junior College; and

WHEREAS, Carl van der Sterre has elected to retire the 1st of January 2021.

NOW, THEREFORE BE IT RESOLVED that New Mexico Junior College desires to give special recognition and appreciation to **Carl van der Sterre** for his service and dedication to New Mexico Junior College.

APPROVED THIS 15TH DAY OF JULY 2021.

New Mexico Junior College Board Chair



New Mexico Junior College Board Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Josh Morgan
Date: July 09, 2021
RE: Expenditure and Revenue Reports for June 2021

June is month twelve or 100% of the budget for the 2020/2021 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 May is \$62,521,777.

The total current unrestricted fund expenditures through June are \$25,418,975, which is 89% of the projected budget. Instruction and General is running below normal for this time of year. This is due to open positions not yet filled as well as a decline in travel. In other current unrestricted funds, expenses are also down as compared to FY 20. 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. Over all, expenditures are down as compared to June 2020.

In the restricted funds, the expenditures in the grants area are down compared to the same time last year. 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 about the same compared to June 2020. Total amount of restricted funds expended through June 2021 is \$5,009,605.

Total plant funds expended include expenditures for Technology Upgrade, Caster and McLean Remodels, Fire Alarm Upgrade, Facilities Management System Upgrade, Golf Building Construction, and the WHM Roof Replacement.

Total expenditures and or encumbrances through June 2021 were \$62,521,777 or 85% of the budget.

Total current unrestricted revenue received in June 2021 was \$7,269,946, with the year-to-date total of \$51,399,843. This mostly consists of the tuition and fees, the monthly allocation from the state, the oil and gas income, and property tax revenue. Registration for the summer and fall opened in April. The tuition and fees collected in June 2021 for the summer and fall semesters was \$55,577. Oil and gas mill levy

received in June for the month of March was \$3,464,716. The property tax revenue received in June was \$3,078,811. In FY 20, the total for mill levy property tax was \$11,485,781.

There was \$144,441 drawn in for restricted Grant revenue in June, and \$180,258 in the Restricted Student Aid revenue. The total year-to-date revenue in the restricted funds is \$5,250,567.

In plant funds, there was \$595,562 drawn down in GOB funds for the Facility Management Project, \$494,196 for the Heidel Hall Air Handler Project and \$4,343 received in LGIP interest income for June.

Total revenue for the month of June 2021 is \$8,688,746, with year-to-date revenue of \$59,978,036 or 160% of projected revenue budget.

The oil and gas revenues continue to be strong over the past nine months. The total oil and gas and oil and gas equipment tax revenue received through June of 2021 including the accrual of \$465,000 for each of the three months of April, May and June is \$26,043,109.

The Investment Report shows a beginning balance of \$45,000,000. During the month, \$8,000,000 was sent to LGIP for a total balance of \$53,000,000 in LGIP funds at the end of June. Allocated capital projects at the end of June were \$26,996,584.

This concludes the Financial Report for June 2021.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
June 2021

100% of Year Completed

Fund	2019-20			2020-21			
	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	11,862,407	9,348,677	79%	10,267,223	897,745	9,034,833	88%
Academic Support	2,569,083	2,144,726	83%	2,372,925	204,033	2,001,475	84%
Student Services	2,207,388	1,937,801	88%	2,121,047	187,898	1,768,665	83%
Institutional Support	4,648,321	4,075,337	88%	4,566,506	379,747	4,172,764	91%
Operation & Maintenance of Plant	3,988,457	3,861,369	97%	3,983,813	33,658	3,414,828	86%
Subtotal - Instruction & General	25,275,656	21,367,910	85%	23,311,514	1,703,081	20,392,565	87%
Research	-	0		-	9,549	111,908	
Public Service	50,000	37,925	76%	50,000	7,082	48,966	98%
Internal Service Departments	189,176	140,385	74%	109,089	37,389	146,837	135%
Student Aid	685,880	743,202	108%	710,880	5,414	745,114	105%
Auxiliary Enterprises	2,722,498	2,712,634	100%	2,160,172	187,292	2,532,075	117%
Athletics	2,308,988	2,247,852	97%	2,267,001	74,933	1,441,510	64%
Total Current Unrestricted Fund	31,232,198	27,249,908	87%	28,608,656	2,024,740	25,418,975	89%
CURRENT RESTRICTED FUND							
Grants	949,794	1,372,601	145%	908,797	148,913	872,832	96%
Student Aid	3,862,038	4,125,754	107%	3,862,038	171,051	4,136,773	107%
Total Current Restricted Fund	4,811,832	5,498,355	114%	4,770,835	319,964	5,009,605	105%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	26,982,338	6,048,454	22%	29,729,122	25,252	27,584,045	93%
Projects from State GOB Funds	4,764,218	2,347,848	49%	6,416,370	126,269	2,381,462	37%
Projects from State STB Funds	-	-	0%	900,000	468,997	498,416	0%
Projects from General Fund	938,466	417,508	44%	353,400	8,835	381,608	108%
Projects from Private Funds	-	-	0%	-	-	-	0%
Projects from State ER&R	335,000	194,077	58%	1,238,725	1,050	267,292	22%
Projects from State BR&R	598,000	580,865	97%	1,256,545	223,397	980,374	78%
Subtotal - Capital and BR&R	33,618,022	9,588,752	29%	39,894,162	853,800	32,093,197	80%
Debt Service							
Revenue Bonds	-	-	0%	-	-	-	0%
Total Plant Funds	33,618,022	9,588,752	29%	39,894,162	853,800	32,093,197	80%
GRAND TOTAL EXPENDITURES	69,662,052	42,337,015	61%	73,273,653	3,198,504	62,521,777	85%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
June 2021

100% of Year Completed

2019-20

2020-21

Fund	2019-20			2020-21			
	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	3,931,431	3,987,361	101%	3,914,806	55,577	3,549,431	91%
State Appropriations	6,546,216	6,198,932	95%	5,747,200	473,829	5,747,200	100%
Advalorem Taxes - Oil and Gas	21,663,449	24,036,560	111%	7,235,000	3,470,018	26,043,109	360%
Advalorem Taxes - Property	10,500,000	10,446,998	99%	9,200,000	3,078,811	13,157,910	143%
Interest Income	10,000	709	7%	9,000	35	612	7%
Other Revenues	204,646	450,642	220%	196,418	57,290	218,357	111%
Subtotal - Instruction & General	42,855,742	45,121,202	105%	26,302,424	7,135,560	48,716,619	185%
Research	-	-	0%	-	-	-	0%
Public Service	-	-	0%	-	-	-	0%
Internal Service Departments	41,148	42,923	104%	9,000	-	2,508	28%
Auxiliary Enterprises	3,008,585	2,858,981	95%	2,846,886	89,761	2,145,216	75%
Athletics	568,984	589,492	104%	535,500	44,625	535,500	100%
Total Current Unrestricted	46,474,459	48,612,598	105%	29,693,810	7,269,946	51,399,843	173%
CURRENT RESTRICTED FUND							
Grants	949,794	897,190	94%	908,797	144,441	1,053,882	116%
Student Aid	3,862,038	4,043,478	105%	3,862,038	180,258	4,196,685	109%
Total Current Restricted	4,811,832	4,940,668	103%	4,770,835	324,699	5,250,567	110%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,702,500	2,347,847	50%	1,702,500	595,562	2,381,462	140%
Projects from State STB Funds	-	-	-	900,000	494,196	498,416	0%
Projects from General Fund	792,000	457,969	58%	353,400	-	356,948	101%
Projects from Private Funds	-	-	-	-	-	-	0%
Interest Income (LGIP)	250,000	520,039	208%	120,000	4,343	90,800	76%
Total Plant Funds	5,744,500	3,325,855	58%	3,075,900	1,094,101	3,327,626	108%
GRAND TOTAL REVENUES	57,030,791	56,879,121	100%	37,540,545	8,688,746	59,978,036	160%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2021

100% of Year Completed

Sales	Month of Distribution	OIL		GAS		COMBINED		
		Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2020-21 Original Budget	Variance Over (Under) Budget
Actual	July	\$37.25	17,319,589	\$1.88	50,434,252	1,561,399	465,000	1,096,399
Actual	August	\$39.07	17,858,395	\$2.09	56,003,009	1,709,971	465,000	1,244,971
Actual	September	\$36.31	17,908,397	\$2.09	55,735,897	1,641,692	465,000	1,176,692
Actual	October	\$36.27	19,745,180	\$2.15	57,564,996	1,759,720	465,000	1,294,720
Accrual	November	\$37.72	19,894,709	\$2.54	59,354,345	1,945,614	465,000	1,480,614
Accrual	December	\$43.52	19,752,832	\$2.83	59,838,635	2,205,833	465,000	1,740,833
Accrual	January	\$49.60	20,524,781	\$3.51	61,239,671	2,680,674	465,000	2,215,674
Accrual	February	\$57.25	16,767,614	\$5.23	49,960,726	2,768,299	465,000	2,303,299
Accrual	March	\$60.19	22,524,450	\$3.52	66,274,277	3,464,716	465,000	2,999,716
Accrual	April					465,000	465,000	0
Accrual	May					465,000	465,000	0
Accrual	June					465,000	465,000	0
Y.T.D. Production Tax Revenue						21,132,918	5,580,000	15,552,918
Y.T.D. Equipment Tax Revenue						4,910,191	1,655,000	3,255,191
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						26,043,109	7,235,000	18,808,109

Source: New Mexico Taxation and Revenue Department

	FY 16	FY 17	FY 18	FY 19	FY 20
Oil Production Average	5,901,566	6,495,087	8,977,641	14,022,345	17,112,745
Average Price per Barrel	35.55	42.90	53.33	50.27	43.03
Gas Production Average	17,990,679	21,506,106	29,109,728	38,793,786	45,857,679
Average Price per MCF	2.59	3.41	3.66	3.27	1.94

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

June 2021

100% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	45,000,000	7102-1348	0.077%	4,343
Plus deposits	8,000,000			
Less withdrawals				
Total LGIP investments	53,000,000			4,343

Capital Project	6/30/2021
Vehicles	652,020.58
Law Academy Building	1,685.98
Computer Labs/ITV Upgrade	200,000.00
Campus Vestibules	1,250,000.00
Voc B Airhandler	800,000.00
Softball Field	1,790,000.00
Technology Upgrade	557,000.14
JASI	5,482.75
WHM Storage Building	212,150.66
Baseball Field	30,173.45
Rodeo Arena	23,010.06
Fire Alarm Upgrade	818,044.65
Luminis Software	2,993.00
Landscaping	142,669.60
Smart Classrooms	13,033.51
Campus Signage	552,142.53
Campus Paving	610,857.98
Roof Replacement WHM	176,064.04
Dorm/Apartment Refurbish	140,519.31
Concrete Upgrade	476,341.88
Campus Construction	99,219.90
Oil & Gas Training	88,974.02
Workforce Training & Outreach	250,000.00
Guided Pathways Rob Johnstone	140,000.00
Public Sector	6,868.00
Campus Security	140,968.32
Lumens Software-Distance Learn	5,000.00
Copier Replacement	73,082.22
Non-Recurring Compensation	750,000.00
Athletics	156,489.03
Student Life Programming	20,432.28
Succession Plan	52,014.15
WHM Exhibits	35,965.68
Track Upgrades	4,986.60
Driving Range Upgrades	559,041.67
McLean Hall Renovations	75,229.20
Cafeteria Upgrade	63,231.41
Channel 19 Upgrade	2,389.50
Equestrian Center	2,965,451.82
Bob Moran Upgrades	14,003.07
Campus/Hospital Fencing	563,509.84
Turf Replacement	397,527.12
Watson Hall	2,566,056.05
Facilities Management System	1,251,368.09
Busing Support for Recruiting	5,872.30
Caster Upgrades	3,708,695.86
Workforce Training Center	4,000,000.00
Heidel/Hagelstein Air Handlers	400,000.00
Allied Health	144,274.63
Workforce Training Contingency	1,742.69
Total	26,996,583.57

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: July 15, 2021

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 June 30, 2021. 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 June 30, 2021.

Respectfully,



Josh Morgan

QUARTERLY FINANCIAL ACTION REPORT

Fiscal Year 21

Today's Date: 7-15-2021

Period (check one)

1st quarter

2nd quarter

3rd quarter

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:

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

Yes: No:

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

Yes: No:

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

Yes: No:

(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:

(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:

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 X Quarter, FY 21

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. Kelvin Sharp President


Josh Morgan Vice President for Finance

memo

New Mexico Junior College

To: Board of Directors
From: Scotty Holloman
Date: July 12, 2021
Re: Change to Employee Handbook Policy 212

Support/Maintenance employees of New Mexico Junior College have been paid on the 15th of the month and the last working day of the month. This system did not allow for timesheets to be processed in a timely manner. Also, this policy did not comply with New Mexico state law (NMSA 1978 §50-4-2 (2005)). The dates of payment of these employees have been changed to the 10th and 25th of each month to allow for timesheets to be processed and to comply with state law. Policy 212 needs to be revised to be consistent with the new payroll schedule.

The proposed revised policy is attached.

NEW MEXICO JUNIOR COLLEGE EMPLOYEE HANDBOOK

Policy No. 212

SECTION: Employment Procedures, Regulations, Policies and General Information

POLICY TOPIC: Paychecks

The ~~full-time~~professional employee salary checks are disbursed by the Business Office after 8:00 a.m. on the 15th and the last working day of the month. When the 15th day or last working day of the month falls on Saturday or Sunday or Bank Holiday, salary checks shall be disbursed by the Business Office on the prior Friday for that particular pay period.

~~, Part~~Support/Maintenance, part-time employees and student work-study employee salary checks are disbursed by the Business Office after 8:00 a.m. on the 10th and the 25th day of the month. When the 10th and/or 25th working day falls on Saturday or Sunday or Bank Holiday, salary checks shall be disbursed by the Business Office on the prior Friday for that particular pay period.

Pay information is on the T-BirdWeb Portal.

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memo

New Mexico Junior College

To: Board of Directors

From: Scotty Holloman

Date: July 12, 2021

Re: COVID Safe Athletics Plan

On January 18, 2021 COVID-Safe Practices for Intercollegiate Sports (“Guidelines”) were approved by the New Mexico Higher Education Department in collaboration with the Office of the Governor of New Mexico.

The Guidelines required a COVID testing plan be adopted by NMJC. The Guidelines also require:

“Regents and Governing Boards shall review and approve all plans to ensure athletic programs, administrators, athletes, coaches, trainers and staff members fully comply with the State of New Mexico’s COVID-Safe Practices for Intercollegiate Sports. Additionally, Regents and Governing Boards shall ensure compliance by all athletic departments and sports programs at the higher education institution or New Mexico special school.”

The NMJC Board approved a testing plan, as required by the Guidelines, at the February 18, 2021 NMJC Board Meeting.

The Guidelines have been revised to no longer require a testing plan approved by the governing board. The current “All Together New Mexico” guidelines have been revised to provide: “Professional and intercollegiate sports teams shall adhere to requirements set forth by their respective leagues or NCAA divisions or conferences.”

There is no longer a need for the Board approved testing plan.

For the sake of clarity, it is requested that the testing plan be repealed and the approval of the testing plan be rescinded by the NMJC Board.