

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, July 16, 2020  
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 25, 2020  | Pat Chappelle |
| D. President's Report  | Kelvin Sharp  |
| E. New Business  |               |
| 1. Consideration of Retirement Resolutions   | Kelvin Sharp  |
| 2. Monthly Expenditure Reports   | Dan Hardin    |
| 3. Monthly Revenue Report  | Dan Hardin    |
| 4. Oil and Gas Revenue Report  | Dan Hardin    |
| 5. Schedule of Investments   | Dan Hardin    |
| 6. Fiscal Watch Report   | Dan Hardin    |
| 7. Consideration of FY 21 Budget Adjustment  | Dan Hardin    |
| 8. Consideration of Western Heritage Museum &<br>Lea County Cowboy Hall of Fame Roof Replacement | Dan Hardin    |
| 9. Consideration of Housing Dorm Rate Adjustment for Athletics                                   | Dan Hardin    |
| 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 25, 2020  
MINUTES**

The New Mexico Junior College Board met on Thursday, June 25, 2020, beginning at 1:35 p.m. in the Ben Alexander Building, Daniels Room. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Mrs. Erica Jones; and Ms. Evelyn Rising. Mr. Baeza was absent.

Ms. Chappelle called the meeting to order and welcomed guests attending via livestream due to the current COVID-19 pandemic and the current Public Health Order requiring social distancing. She commented in response to the Governor's order, no more than ten people, keeping a distance of six feet apart, would be allowed in the room and presenters would be invited in one at a time. 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 Mr. Gomez, the agenda was unanimously adopted.

Upon a motion by Mr. Gomez, seconded by Ms. Rising, the Board unanimously approved the minutes of May 21, 2020.

***Under President's Report,*** Dr. Sharp reported on the outcome of the Special Legislative Session. He reported the revenue shortfall of the budget for 2020/2021 is approximately 28% with a deficit of approximately \$2 billion. He reported the CARES Act funding, received by colleges throughout the counties of approximately \$1.25 billion, was utilized to make up some of the difference in the deficit. He further noted there are concerns of utilizing the CARES Act fund for the general fund and expects discussions to take place in January of 2021 to address this issue. Dr. Sharp reported NMJC will take a 9% cut, approximately \$800,000 and noted this dropped state appropriations to approximately \$6.1 million. These cuts reflect approximately 4% from I&G and 6% from RPSP. He

further reported compensation increases for Higher Education were not included and noted additional adjustments may be made in January 2021. Mr. Gomez asked if any of the projects previously approved had been affected. Dr. Sharp responded no projects were affected.

Dr. Sharp reported on COVID-19 responses institutional wide. He stated classroom conversations have been ongoing for discussion of essential vs non-essential programs, residence halls and cafeteria. He reported administration will be meeting with Mr. David Shaw, CEO of Nor-Lea Hospital District, on July 2 to discuss plans to assure NMJC is ready to provide care to all students on campus. Discussions will include campus operations, screenings of temperatures, COVID-19 questionnaires and how to plan for positive cases of COVID-19. He further reported all NMJC staff will return to campus on July 1.

Dr. Sharp invited Dr. Larry Sanderson to provided updates for the fall semester. Dr. Sanderson reported NMJC is planning to operate with a full range of classes and with a plan in place for a sudden change from face to face classes, based on group limits and social distancing requirements, to online classes. Faculty will be asked to prepare for multiple realities and have alternative plans in place for course delivery to be implemented on short notice. Faculty will also maintain early communication with students to prepare them for any unexpected changes. In addition, faculty will put classes into canvas early on and be prepared for an online education through canvas. Technical classes have been encouraged to front load as much training as possible for an online environment. With plans to deliver face to face classes, planning is underway with the relocation of classes to different classrooms to adhere to social distancing. He stated the Academic Plan, Athletics Plan and General Campus Plan, to be completed by or before mid-July, will come together under one document and will be provided to HED. Mr. Glenn asked how this has affected accreditation. Dr. Sanderson stated the argument has been written, submitted and currently under peer review. The report will be submitted when completed to HLC around the first of August and NMJC anticipates seeing the report the first of September.

Dr. Sanderson provided significant discussion of classes offered to high schools such as Early College, ACT Academy and ITV classes, noting NMJC does not and has not received funding for any of these classes. He stated several years ago,

NMJC partnered with the high schools in a model known as Early College High School. In this model, students apply for permission with the high schools and NMJC to become fulltime college students on the NMJC campus and students participate only in extracurricular activities in their high schools. The model was built for 65 students for all five high schools and was proven to be a great success and experience for the students. With the success of the model, Hobbs High wanted to expand the program to approximately 100 students. Dr. Sanderson reported an agreement has been signed between NMJC and Hobbs High increasing the limit to 100 students. Dr. Sanderson further noted the agreement will be reviewed annually. Ms. Rising asked if a staff member from both Hobbs High and Lovington High will be present. Dr. Sanderson responded an administrator or faculty member from Hobbs High School would be on site and accessible to students weekly at designated times. Mr. Gomez asked if the agreement covers the criteria for students to participate. Dr. Sanderson responded it is not written in the agreement but stated students must first qualify with their high school, apply for admission with NMJC, and have a qualifying GPA for classes taken.

Dr. Sanderson reported Law Academy has returned to campus with approximately 20 cadets. Safety protocols have been put in place to include self-certifying before arriving, certifying when arriving, daily and weekly certifying, face masks are being worn and all physical training, typically done throughout the course, has been moved to the end of their program.

Dr. Sharp invited Mr. Jeff McCool to provide Training & Outreach updates. Mr. McCool reported EMT Basic classes resumed on June 16, the Certified Medical Assistant National Exam was hosted on June 20 and the Lease Pumper Oil & Gas classes are expected to begin July 18. He reported difficulties continue to be in the area of transportation training such as CDL training/testing, DWI classes and Defensive Driving classes that are tied directly to local courts for people who are required to take classes are unable to do so at this time. In addition, Mr. McCool added safety protocols have been put into place for classes at Training & Outreach such as temperature checks when entering the building, wellness check-ins with basic questions regarding COVID-19 symptoms, masks required to be worn by students and instructors and signed waivers by both students and instructors.

Dr. Sharp invited Mrs. Cathy Mitchell to provide Student Services updates. Mrs. Mitchell reported masks and hand sanitizers were distributed in housing and outside guests have been restricted. Masks are worn in public areas and the number of gatherings has been restricted. Isolation rooms have been identified. Student activities were moved to online and ideas for fall activities are underway. Move in for the fall will be done remotely by scheduled appointment at which time students will be notified by text. The number of people helping students on move in day has been restricted to two. All rooms will be single private bedrooms with two people sharing a bathroom. Athletic teams will be separated by teams into separate wings. Advisement and admissions staff continue to operate with remote advising which has gone very well. Mrs. Mitchell reported numbers are right on par with last year. Financial aid and FASFA are almost exact in comparison to last year's numbers. Advisors will reach out to students that turned in applications and do not have schedules. Remote advisement will be encouraged but face to face scheduled appointments will be made at which time students will be notified by text. Financial Aid has been working on identifying and accepting applications for the CARES Act funding. Half of the funding has been distributed. Approximately 300 students who have not requested funding have been notified of eligibility and were encouraged to apply. Mrs. Mitchell reported diplomas have been mailed and provided a sample of the contents sent to each of the graduates. Mr. Black asked if athletic teams will be affected due to travel issues for international students. Mrs. Mitchell responded teams will be affected due to closure of embassies but stated basketball was able to recruit international students who were in the country. She further stated I-20's can be extended for spring arrival. Ms. Mitchell reported Mr. Deron Clark has identified a means of COVID-19 testing with a two day turnaround at no cost to the college or the students.

Dr. Sharp noted the Association of Community College Trustees (ACCT) has indicated they will announce their decision of cancelling and going with a virtual conference, due to COVID-19, in mid-August for the ACCT Leadership Conference scheduled for September 30 through October 3 in Chicago, IL. Therefore, Ms. Chappelle asked the Board for their individual choice of moving forward with attending the conference. The Board and Dr. Sharp unanimously requested a cancellation of their attendance of the 2020 ACCT Leadership Conference in Chicago, IL.

*Under New Business*, Mr. Dan Hardin presented the May 2020 financial reports. Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the Expenditure Report for May 2020. Ms. Chappelle asked if there was any anticipated costs for the additional cleaning throughout the campus. Mr. Hardin responded NMJC has petitioned for FEMA funds for reimbursement of any extraordinary expenditures due to COVID-19. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Hardin 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 Mr. Gomez, seconded by Mr. Black, the Board unanimously approved the certification as presented. Mr. Gomez asked for the protocol for replacement of vehicles. Mr. Hardin responded it is dependent on the use of each vehicle and noted vehicles are traded when they become unsafe.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, July 16, 2020 beginning at 1:30 pm.

Mr. Glenn moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H (2) of New Mexico Statutes Annotated 1978 pending an EEOC claim. Mr. Black seconded the motion. The roll call vote was as follows: Ms. Rising – yes; Mr. Black – yes; Mrs. Jones – yes; Mr. Glenn – yes; Mr. Gomez – yes; and Ms. Chappelle – yes.

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

Upon a motion by Mr. Black, seconded by Mrs. Jones, the board meeting adjourned at 3:56 pm.

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Pat Chappelle, Chair

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Ron Black, Secretary

# RESOLUTION

## Gayle B. Abbott

**WHEREAS, Gayle B. Abbott**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for twenty years and nine months; and

**WHEREAS, Gayle B. Abbott** has served as Director of Student Support Services from 2000 to 2020; and

**WHEREAS, Gayle B. Abbott** has served as Academic/Career Planner from 1999 to 2000; and

**WHEREAS, Gayle B. Abbott** has served on various committees at New Mexico Junior College and in the community; and

**WHEREAS, Gayle B. Abbott** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

**WHEREAS, Gayle B. Abbott** has always reflected a favorable image for New Mexico Junior College; and

**WHEREAS, Gayle B. Abbott** has elected to retire the 1st day of July 2020.

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

APPROVED THIS 16th day of July 2020.



# RESOLUTION

## Kathy Flores

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

**WHEREAS,** **Kathy Flores** has served as Graphic Designer from 2006 to 2020; and

**WHEREAS,** **Kathy Flores** has served as Desktop Designer from 1996 to 2006; and

**WHEREAS,** **Kathy Flores** has served as Secretary-Public Information & Marketing from 1995 to 1996; and

**WHEREAS,** **Kathy Flores** has served as Client Services from 1993 to 1995; and

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

**WHEREAS,** **Kathy Flores** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

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

**WHEREAS,** **Kathy Flores** has elected to retire the 1st day of August 2019.

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

APPROVED THIS 16th day of July 2020.



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New Mexico Junior College Board Chair

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New Mexico Junior College Board Secretary

# RESOLUTION

## Walter F. Journigan

**WHEREAS, Walter F. Journigan**, being one of the Faculty Members of New Mexico Junior College, has faithfully served the College for fourteen years and six months; and

**WHEREAS, Walter F. Journigan** has served as Professor of Psychology from 2006 to 2020; and

**WHEREAS, Walter F. Journigan** has served on various committees at New Mexico Junior College and in the community; and

**WHEREAS, Walter F. Journigan** has been a devoted, enthusiastic and loyal faculty member at New Mexico Junior College; and

**WHEREAS, Walter F. Journigan** has always reflected a favorable image for New Mexico Junior College; and

**WHEREAS, Walter F. Journigan** has elected to retire the 1st day of July 2020.

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

APPROVED THIS 16th day of July 2020.



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New Mexico Junior College Board Chair

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New Mexico Junior College Board Secretary

# RESOLUTION

## Carol M. Marquez

**WHEREAS,** **Carol M. Marquez**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for thirty years; and

**WHEREAS,** **Carol M. Marquez** has served as Department Secretary–Automotive Technology/Area Vocational High School from 2001 to 2019; and

**WHEREAS,** **Carol M. Marquez** has served as Department Secretary–Graphics Arts from 1997 to 2001; and

**WHEREAS,** **Carol M. Marquez** has served as Secretary–Public Information & Marketing/Graphic Arts from 1996 to 1997; and

**WHEREAS,** **Carol M. Marquez** has served as Graphic Arts Assistant from 1989 to 1996; and

**WHEREAS,** **Carol M. Marquez** has served on various committees at New Mexico Junior College and in the community; and

**WHEREAS,** **Carol M. Marquez** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

**WHEREAS,** **Carol M. Marquez** has always reflected a favorable image for New Mexico Junior College; and

**WHEREAS,** **Carol M. Marquez** has elected to retire the 1st day of September 2019.

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

APPROVED THIS 16th day of July 2020.



# RESOLUTION

## Peter Mladinic

**WHEREAS, Peter Mladinic**, being one of the Faculty Members of New Mexico Junior College, has faithfully served the College for thirty years; and

**WHEREAS, Peter Mladinic** has served as Professor of English from 1990 to 2020; and

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

**WHEREAS, Peter Mladinic** has been a devoted, enthusiastic and loyal faculty member at New Mexico Junior College; and

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

**WHEREAS, Peter Mladinic** has elected to retire the 1st day of July, 2020.

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

APPROVED THIS 16th day of July 2020.



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New Mexico Junior College Board Chair

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New Mexico Junior College Board Secretary

# RESOLUTION

## Felicitas Munoz

**WHEREAS, Felicitas Munoz,** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for eleven years; and

**WHEREAS, Felicitas Munoz** has served as Custodian from 2008 to 2019; and

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

**WHEREAS, Felicitas Munoz** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

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

**WHEREAS, Felicitas Munoz** has elected to retire the 1st day of November 2019.

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

APPROVED THIS 16th day of July 2020.



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New Mexico Junior College Board Chair

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New Mexico Junior College Board Secretary

# RESOLUTION

## Ysabella Rascon

**WHEREAS, Ysabella Rascon,** being one of the Staff Members of New Mexico Junior College, has faithfully served the College for fourteen years and eleven months; and

**WHEREAS, Ysabella Rascon** has served as Custodian from 2005 to 2020; and

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

**WHEREAS, Ysabella Rascon** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

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

**WHEREAS, Ysabella Rascon** has elected to retire the 1st day of July 2020.

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

APPROVED THIS 16th day of July 2020.



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New Mexico Junior College Board Chair

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New Mexico Junior College Board Secretary

# RESOLUTION

## Drew K. Sanders

**WHEREAS, Drew K. Sanders**, being one of the Faculty Members of New Mexico Junior College, has faithfully served the College for thirteen years; and

**WHEREAS, Drew K. Sanders** has served as Professor of Physical Education/Head Women's Basketball Coach from 2007 to 2020; and

**WHEREAS, Drew K. Sanders** has served on various committees at New Mexico Junior College and in the community; and

**WHEREAS, Drew K. Sanders** has been a devoted, enthusiastic and loyal faculty member at New Mexico Junior College; and

**WHEREAS, Drew K. Sanders** has always reflected a favorable image for New Mexico Junior College; and

**WHEREAS, Drew K. Sanders** has elected to retire the 1st day of July 2020.

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

APPROVED THIS 16th day of July 2020.



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New Mexico Junior College Board Chair

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New Mexico Junior College Board Secretary

# RESOLUTION

## Patricia Youngblood

**WHEREAS, Patricia Youngblood,** being one of the Faculty Members of New Mexico Junior College, has faithfully served the College for eighteen years; and

**WHEREAS, Patricia Youngblood** has served as Professor of Mathematics from 2002 to 2020; and

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

**WHEREAS, Patricia Youngblood** has been a devoted, enthusiastic and loyal faculty member at New Mexico Junior College; and

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

**WHEREAS, Patricia Youngblood** has elected to retire the 1st day of August, 2020.

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

APPROVED THIS 16th day of July 2020.



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New Mexico Junior College Board Chair

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New Mexico Junior College Board Secretary

# RESOLUTION

## Cynthia Zambrelli

**WHEREAS,** **Cynthia Zambrelli**, being one of the Staff Members of New Mexico Junior College, has faithfully served the College for seventeen years and six months; and

**WHEREAS,** **Cynthia Zambrelli** has served as Counselor from 2004 to 2020; and

**WHEREAS,** **Cynthia Zambrelli** has served as Counselor/Special Needs Services from 2002 to 2004; and

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

**WHEREAS,** **Cynthia Zambrelli** has been a devoted, enthusiastic and loyal staff member at New Mexico Junior College; and

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

**WHEREAS,** **Cynthia Zambrelli** has elected to retire the 1st day of February 2020.

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

APPROVED THIS 16th day of July 2020.



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New Mexico Junior College Board Chair

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New Mexico Junior College Board Secretary

# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: July 10, 2020

RE: Expenditure and Revenue Reports for June

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June is the last month of the 2019/2020 fiscal year. The expenditure report represents expenditure totals that include funds expended, but not encumbered. For this report the encumbrances for capital projects have been released. The unrestricted expenditures for June 2020 are \$1,595,348.00 with the year-to-date expenditures at \$27,249,908.00. At the date of this report, not all of the expenditures for 2019/2020 have been posted. When this report was generated; there are several bills for June that will not be received until later on in July. Although, these are not the final numbers for current unrestricted funds, salaries and benefits will be 69% of the total expenses for FY 20.

		% of unrestricted	
Faculty salaries	\$ 5,223,564.00	29%	20%
Professional salaries	\$ 5,309,538.00	29%	20%
Support salaries	\$ 2,892,370.00	16%	11%
Institutional Work-study	\$ 90,813.00	1%	
Benefits	\$ 4,618,487.00	25%	18%
Total salaries & benefits	<b>\$18,134,772.00</b>	100%	69%

Utility costs account for 4 percent of the unrestricted budget. The utility costs for FY 20 will be approximately \$1,000,000.00. The budget for utilities for FY 20 is \$1,200,000.00 for the year.

In the restricted funds, the Grants remain on track for the year. The restricted student aid is directly tied to the Pell and loan awards. There are still a few expenditures that have not been posted for FY 20.

Plant funds expenditures in June was \$2,341,293.00, with a year-to-date total of \$9,588,752.00, these numbers do not include encumbrances. Overall, the total expenses for June are \$4,632,674.00 and the total expenditures year-to-date are \$42,337,015.00.

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The revenue report for June 2020 remains strong. Current unrestricted revenue for the month of June was \$3,778,970.00 with the year-to-date at \$48,612,598.00. The College will still have three months of Oil and Gas production to post in the 2019/2020 fiscal year. Also, please note the property tax revenue totaling \$1,806,788.00 posted in June, this brings the year-to-date for property tax revenue to \$10,446,998.00. The revenue from restricted funds was \$121,845.00 for the month. Total year-to-date restricted revenue is \$4,940,668.00. Please remember most of the Grants do not end their fiscal year in June, so they continue with their budget year. There is some remaining restricted student aid revenue to be drawn. Total revenue for the month of June was \$5,151,807.00 and the year-to-date revenue for unrestricted, restricted and plant funds is \$56,879,121.00

Oil and Gas and Oil and Gas Equipment revenue of \$24,036,560.00 includes the accrual for April, May and June. At this time the College is \$16,801,560.00 over the budget for Oil and Gas and Oil and Gas equipment revenue. The Oil & Gas revenue in excess of the accrual for April, May and June will be added to the revenue for 2019/2020. The College is expecting the final revenue for Oil and Gas and Oil and Gas equipment to be \$24,500,000.00.

In the investment report for the month of June, the College still has \$40,593,127.00 in the LGIP funds and \$3,000,000.00 in Lea County State Bank CDAR's. There is \$37,364,499.83 designated as capital projects.

Josh Morgan, the Business Office, and the Bookstore have been working with the auditors preparing for the yearend and getting ready for the audit. The audit is a four-month process and is due to the State Auditor by November 1<sup>st</sup>.

This is the Financial Report for June 2020.

**NEW MEXICO JUNIOR COLLEGE**  
**Expenditure Report**  
**June 2020**

100% 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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	11,045,223	9,309,390	84%	11,862,407	591,250	9,348,677	79%
Academic Support	2,757,049	2,302,134	83%	2,569,083	162,189	2,144,726	83%
Student Services	2,095,643	1,972,174	94%	2,207,388	140,900	1,937,801	88%
Institutional Support	4,394,266	3,921,936	89%	4,648,321	322,696	4,075,337	88%
Operation & Maintenance of Plant	3,851,780	3,789,222	98%	3,988,457	229,842	3,861,369	97%
<b>Subtotal - Instruction &amp; General</b>	<b>24,143,961</b>	<b>21,294,856</b>	<b>88%</b>	<b>25,275,656</b>	<b>1,446,877</b>	<b>21,367,910</b>	<b>85%</b>
Research	907,233	342,750	38%	0	0	0	
Public Service	50,000	37,958	76%	50,000	2,798	37,925	76%
Internal Service Departments	151,334	81,296	54%	189,176	(18,457)	140,385	74%
Student Aid	691,472	536,003	78%	685,880	0	743,202	108%
Auxiliary Enterprises	2,590,768	2,729,354	105%	2,722,498	120,800	2,712,634	100%
Athletics	1,993,976	1,882,893	94%	2,308,988	43,330	2,247,852	97%
<b>Total Current Unrestricted Fund</b>	<b>30,528,744</b>	<b>26,905,110</b>	<b>88%</b>	<b>31,232,198</b>	<b>1,595,348</b>	<b>27,249,908</b>	<b>87%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	881,786	1,034,233	117%	949,794	649,533	1,372,601	145%
Student Aid	4,188,219	3,995,245	95%	3,862,038	46,500	4,125,754	107%
<b>Total Current Restricted Fund</b>	<b>5,070,005</b>	<b>5,029,478</b>	<b>99%</b>	<b>4,811,832</b>	<b>696,033</b>	<b>5,498,355</b>	<b>114%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	26,665,238	12,207,005	46%	26,982,338	1,056,586	6,048,454	22%
Projects from State GOB Funds	289,894	289,894	100%	4,764,218	1,237,973	2,347,848	49%
Projects from State STB Funds	114,064	114,064	100%	0	0	0	0%
Projects from General Fund				938,466	0	417,508	44%
Projects from Private Funds							0%
Projects from State ER&R	1,088,803	326,001	30%	335,000	0	194,077	58%
Projects from State BR&R	1,540,047	904,360	59%	598,000	46,734	580,865	97%
Subtotal - Capital and BR&R	29,698,047	13,841,324	47%	33,618,022	2,341,293	9,588,752	29%
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>29,698,047</b>	<b>13,841,324</b>	<b>47%</b>	<b>33,618,022</b>	<b>2,341,293</b>	<b>9,588,752</b>	<b>29%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>65,296,796</b>	<b>45,775,912</b>	<b>70%</b>	<b>69,662,052</b>	<b>4,632,674</b>	<b>42,337,015</b>	<b>61%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**June 2020**

100% of Year Completed

**2018-19**

**2019-20**

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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,717,544	3,927,878	106%	3,931,431	16,183	3,987,361	101%
State Appropriations	5,805,900	5,804,309	100%	6,546,216	505,285	6,198,932	95%
Advalorem Taxes - Oil and Gas	17,622,322	19,223,738	109%	21,663,449	1,265,100	24,036,560	111%
Advalorem Taxes - Property	8,530,000	10,112,914	119%	10,500,000	1,806,788	10,446,998	99%
Interest Income	10,000	609	6%	10,000	105	709	7%
Other Revenues	144,400	285,020	197%	204,646	92,018	450,642	220%
<b>Subtotal - Instruction &amp; General</b>	<b>35,830,166</b>	<b>39,354,468</b>	<b>110%</b>	<b>42,855,742</b>	<b>3,685,479</b>	<b>45,121,202</b>	<b>105%</b>
Research			0%				0%
Public Service			0%				0%
Internal Service Departments	8,000	11,050	138%	41,148	209	42,923	104%
Auxiliary Enterprises	2,681,906	2,788,316	104%	3,008,585	45,866	2,858,981	95%
Athletics	459,815	464,164	101%	568,984	47,416	589,492	104%
<b>Total Current Unrestricted</b>	<b>38,979,887</b>	<b>42,617,998</b>	<b>109%</b>	<b>46,474,459</b>	<b>3,778,970</b>	<b>48,612,598</b>	<b>105%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	881,786	1,173,455	133%	949,794	0	897,190	94%
Student Aid	4,188,219	3,896,149	93%	3,862,038	121,845	4,043,478	105%
<b>Total Current Restricted</b>	<b>5,070,005</b>	<b>5,069,604</b>	<b>100%</b>	<b>4,811,832</b>	<b>121,845</b>	<b>4,940,668</b>	<b>103%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	289,894	289,894	0%	4,702,500	1,237,973	2,347,847	50%
Projects from State STB Funds	114,064	114,064	0%	0			0%
Projects from General Fund			0%	792,000		457,969	58%
Projects from Private Funds			0%				0%
Interest Income (LGIP)	102,000	381,668	374%	250,000	13,019	520,039	208%
<b>Total Plant Funds</b>	<b>505,958</b>	<b>785,626</b>	<b>155%</b>	<b>5,744,500</b>	<b>1,250,992</b>	<b>3,325,855</b>	<b>58%</b>
<b>GRAND TOTAL REVENUES</b>	<b>44,555,850</b>	<b>48,473,228</b>	<b>109%</b>	<b>57,030,791</b>	<b>5,151,807</b>	<b>56,879,121</b>	<b>100%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### June 2020

100% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2019-20 Original Budget	Variance Over (Under) Budget
	Distribution							
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
Actual	November	\$54.50	17,057,354	\$2.74	44,400,786	2,250,999	465,000	1,785,999
Actual	December	\$57.43	18,261,365	\$2.59	48,541,704	2,521,591	465,000	2,056,591
Actual	January	\$55.29	19,387,803	\$2.14	51,971,329	2,526,222	465,000	2,061,222
Actual	February	\$48.09	18,300,193	\$1.73	47,273,267	2,031,212	465,000	1,566,212
Actual	March	\$27.95	19,621,959	\$0.90	48,326,763	1,265,110	465,000	800,110
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						20,072,662	5,580,000	14,492,662
Y.T.D. Equipment Tax Revenue						3,963,898	1,655,000	2,308,898
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>24,036,560</u>	<u>7,235,000</u>	<u>16,801,560</u>

Source: New Mexico Taxation and Revenue Department

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### June 2020

100% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	40,593,127	7102-1348	0.340%	13,019
Plus deposits	0			
Less withdrawals	0			
<b>Total LGIP investments</b>	<b>40,593,127</b>			<b>13,019</b>
Lea County State Bank CDAR	<b>3,000,000</b>		<b>2.30%</b>	

Capital Project	6/30/2020
Vehicles	436,920.58
Campus Master Plan	603.45
Law Academy Building	109,908.31
Computer Labs/ITV Upgrade	200,000.00
Campus Vestibules	450,000.00
Technology Upgrade	720,545.28
JASI	9,413.75
WHM South Gallery	266,594.43
Baseball Field	25,966.92
Rodeo Arena	38,397.99
Fire Alarm Upgrade	2,057,983.99
Luminis Software	2,993.00
Landscaping	221,519.60
Smart Classrooms	155,787.61
Campus Signage	637,788.25
Campus Paving	91,198.65
Roof Replacement WHM	500,000.00
Dorm/Apartment Refurbish	94,606.10
Concrete Upgrade	219,770.88
Campus Construction	112,328.22
Oil & Gas Training	89,161.52
Workforce Training & Outreach	250,000.00
Guided Pathways Rob Johnstone	140,000.00
Public Sector	9,227.00
Campus Security	74,763.62
Lumens Software-Distance Learn	5,000.00
Copier Replacement	120,373.49
Non-Recurring Compensation	750,000.00
Athletics	87,044.97
Student Life Programming	20,432.28
Succession Plan	52,014.15
WHM Exhibits	106,047.09
Track Upgrades	152,848.60
Driving Range Upgrades	936,397.03
McLean Hall Renovations	4,393,896.19
Cafeteria Upgrade	71,209.71
Channel 19 Upgrade	6,229.50
Equestrian Center	2,972,442.45
Bob Moran Upgrades	18,992.47
Campus/Hospital Fencing	563,509.84
Turf Replacement	100,000.00
Facilities Management System	1,396,438.96
Busing Support for Recruiting	5,872.30
Caster Upgrades	16,538,945.03
Workforce Training Center	2,000,000.00
Allied Health	149,583.93
Workforce Training Contingency	1,742.69
<b>Total</b>	<b>37,364,499.83</b>

# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

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To: Board Members  
From: Dan Hardin  
RE: Quarterly Financial Action Report  
Date: July 16, 2020

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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, 2020. 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, 2020.

Respectfully,

Dan Hardin

## QUARTERLY FINANCIAL ACTION REPORT

Fiscal Year 20\_\_\_\_\_

Today's Date: 7-16-2020\_\_\_\_\_

Period (check one)

1st quarter\_\_\_\_\_ 2nd quarter\_\_\_\_\_ 3rd quarter\_\_\_\_\_ 4th quarter X\_\_\_\_\_

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.

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# 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: Dan Hardin  
RE: Budget adjustment  
Date: July 10, 2020

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New Mexico Junior College Board,

The FY 21 budget was presented to the New Mexico Junior College Board on April 16<sup>th</sup>. In that FY 21 budget, funding from the State of New Mexico was \$7,134,800.00 or approximately 23% of the FY 21 budget for New Mexico Junior College. As you are aware during the special session the State reduced the Instruction & General budget by 4%, as well as removing the funding for the 4% compensation, cutting RPSP funding by 6% and taking credit of \$375,100 of the CARES Act funding. Funding from the State is as follows:

	<b>Original FY 21</b>	<b>Budget Cuts</b>	<b>Revised FY 21 Budget</b>
<b>FY 21 State Funding</b>			
Instruction & General	\$5,833,700	\$ -393,600	\$5,600,400
Dual Credit	\$ 54,800	\$ -3,300	\$ 51,500
Athletics	\$ 569,700	\$ -50,100	\$ 535,500
RPSP Oil & Gas Training Center	\$ 171,300	\$ -10,300	\$ 161,000
RPSP Nurse Expansion	\$ 299,900	\$ -18,000	\$ 281,900
RPSP LCDEC	\$ 29,200	\$ -1,800	\$ 27,400
CARES Act Inst Funding Adjustment		\$ -375,100	\$ -375,100
<b>Total State Funding</b>	<b>\$7,134,800</b>	<b>\$ -852,100</b>	<b>\$6,282,700</b>

Attached is the modified revenue picture for FY 21 showing the funding adjustments made to the revenue side of the budget.

To reduce expenditures by the \$852,100.00, the Administration is first proposing to take out the budget for the State recommended 4% compensation increase totaling \$465,000. The Administration is also proposing to delete the budget for vacant positions that will not be filled in FY 21. The reduction in vacant position expense will amount to \$387,100.00. The total of the \$465,000.00 and the \$387,100.00 is the \$852,100.00.

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The Administration is asking for your approval to reduce the FY 21 budget by \$852,100.00, by eliminating the proposed compensation increase and removing the budget for vacant positions that will not be filled in FY 21.

Respectfully,

A handwritten signature in blue ink that reads "Dan Hardin". The signature is written in a cursive style with a large initial "D".

Dan Hardin

### FY 21 ADJUSTED REVENUE PICTURE

	<u>FY 20 Budget</u>	<u>Approved FY 21 Budget</u>	<u>Special Session Reduction</u>	<u>Special Session</u>
Tuition & Fees	3,887,000	3,914,806		3,914,806
State Appropriations	6,214,201	6,549,200	(426,900)	5,747,200
CARES Act reduction			(375,100)	
Athletics	568,984	585,600	(50,100)	535,500
Oil & Gas	5,580,000	5,580,000		5,580,000
Oil & Gas Equipment	1,655,000	1,655,000		1,655,000
Mill Levy Property	8,530,000	9,096,500		9,096,500
Auxiliary Enterprises	2,685,015	2,740,015		2,740,015
Interest & Misc.	536,883	358,918		358,918
	<b>29,657,083</b>	<b>30,480,039</b>	<b>(852,100)</b>	<b>29,627,939</b>

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# 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: Roof Replacement Western Heritage Museum  
Date: July 10, 2020

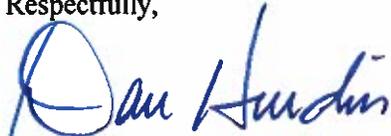
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Board members,

The 24,213 square foot Western Heritage Museum was constructed in 2005. The roof on the museum was not great when it was installed and has been slowly deteriorating. The company that originally installed the roof is no longer in business. The Administration is recommending that the Western Heritage Museum roof be replaced.

G&G roofing of Hobbs, a CES vendor, quoted \$438,640.46 as the bid price to replace the roof on the Western Heritage Center. This bid along with the quote from Jim Koontz Engineering of \$35,091.20 brings the total roof replacement project up to \$473,731.70 plus gross receipt taxes of \$26,055.24 makes the total \$499,786.94. The Administration is asking for your approval to hire G&G roofing and Jim Koontz Engineering to design and replace the roof on the Western Heritage Museum. Funding for this project was approved at the April 16, 2020 Board meeting under capital projects Roof Replacement WHM in the amount of \$500,000.00.

Respectfully,



Dan Hardin



## Job Order Contract

### Price Proposal Summary - CSI

**Date:** March 04, 2020

**Contract Number:** 2020-10-GGR-R6

**Job Order Number:** 200124.00

**Job Order Title:** NMJC - Cowboy Hall of Fame/Heritage Museum Project

**Contractor:** G & G Roofing, Inc.

**Proposal Value:** \$462,765.66

**Proposal Name:** NMJC - Cowboy Hall of Fame/Heritage Museum Project

**Detailed Scope:**

**Build Up Roof System**  
Tear off existing roof built up roof system.  
Install one ply with base sheet.  
Mop on two layers of 1 1/2" Poly Iso roof insulation.  
Mop on one layer of 1" wood fiber roof insulation.  
Mop on 3 plies of Type VI felt.  
Mop on 1 ply of FR modified cap sheet.  
Install 4" cant.

**Parapet Walls**  
Tear off existing base flashings.  
Install on ply with glas base.  
Mop on one ply of modified base flashing.  
Install new wood nailers on coping.  
Install new Kynar 500 24 gauge pre-finished metal coping.  
Install new counter flashings.

**Roof Drains/Overflow Drains**  
Install 4 lb sheet lead.

With 15 year NDL Warranty.

<b>Category - 01 - General Requirements:</b>	<b>\$46,460.11</b>
<b>Category - 06 - Wood, Plastic, and Composites:</b>	<b>\$8,051.02</b>
<b>Category - 07 - Thermal &amp; Moisture Protection:</b>	<b>\$407,492.76</b>
<b>Category - 23 - Heating, Ventilating, And Air-Conditioning (HVAC):</b>	<b>\$761.77</b>
<b>Proposal Total</b>	<b>\$462,765.66</b>

This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

**The Percent of NPP on this Proposal:** 4.71%

# Job Order Contract

## Price Proposal Detail - CSI

**Date:** March 04, 2020  
**Contract Number:** 2020-10-GGR-R6  
**Job Order Number:** 200124.00  
**Job Order Title:** NMJC - Cowboy Hall of Fame/Heritage Museum Project  
**Contractor:** G & G Roofing, Inc.  
**Proposal Value:** \$462,765.66  
**Proposal Name:** NMJC - Cowboy Hall of Fame/Heritage Museum Project  
**Adjustment Factor(s) Used:** 1.0000-No Adjustment, 1.2750-Non Pre-priced, 1.4328-NWH Req State Wage Rates (Outside Tribal Land) > \$60,000

Rec#	CSI Number	Mod.	UOM	Description	Line Total														
<b>CSI - 01 - General Requirements</b>																			
1	01 22 16 00 0002		EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt shall be submitted with the Price Proposal.	-\$7,300.00														
				<table border="0"> <tr> <td>Installation</td> <td align="right">Quantity</td> <td></td> <td align="right">Unit Price</td> <td></td> <td align="right">Factor</td> <td align="right">Total</td> </tr> <tr> <td></td> <td align="right">-7,300.00</td> <td align="center">x</td> <td align="right">\$1.00</td> <td align="center">x</td> <td align="right">1.0000 =</td> <td align="right">\$-7,300.00</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	Total		-7,300.00	x	\$1.00	x	1.0000 =	\$-7,300.00	
Installation	Quantity		Unit Price		Factor	Total													
	-7,300.00	x	\$1.00	x	1.0000 =	\$-7,300.00													
2	01 22 16 00 0004		EA	New Mexico Gross Receipts Tax - Varies by County	\$24,125.20														
				<table border="0"> <tr> <td>Installation</td> <td align="right">Quantity</td> <td></td> <td align="right">Unit Price</td> <td></td> <td align="right">Factor</td> <td align="right">Total</td> </tr> <tr> <td></td> <td align="right">24,125.20</td> <td align="center">x</td> <td align="right">\$1.00</td> <td align="center">x</td> <td align="right">1.0000 =</td> <td align="right">\$24,125.20</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	Total		24,125.20	x	\$1.00	x	1.0000 =	\$24,125.20	
Installation	Quantity		Unit Price		Factor	Total													
	24,125.20	x	\$1.00	x	1.0000 =	\$24,125.20													
3	01 22 23 00 0933		MO	14 To 15 Ton Lift, Truck Mounted Hydraulic Crane With Full-Time Operator	\$16,231.37														
				<table border="0"> <tr> <td>Installation</td> <td align="right">Quantity</td> <td></td> <td align="right">Unit Price</td> <td></td> <td align="right">Factor</td> <td align="right">Total</td> </tr> <tr> <td></td> <td align="right">1.00</td> <td align="center">x</td> <td align="right">\$11,328.43</td> <td align="center">x</td> <td align="right">1.4328 =</td> <td align="right">\$16,231.37</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	Total		1.00	x	\$11,328.43	x	1.4328 =	\$16,231.37	
Installation	Quantity		Unit Price		Factor	Total													
	1.00	x	\$11,328.43	x	1.4328 =	\$16,231.37													
4	01 22 23 00 1345		MO	1/2 To 3/4 Ton, 4 x 2 Light Duty Conventional Pickup Truck With Full-Time Truck Driver	\$9,032.33														
				<table border="0"> <tr> <td>Installation</td> <td align="right">Quantity</td> <td></td> <td align="right">Unit Price</td> <td></td> <td align="right">Factor</td> <td align="right">Total</td> </tr> <tr> <td></td> <td align="right">1.00</td> <td align="center">x</td> <td align="right">\$6,303.97</td> <td align="center">x</td> <td align="right">1.4328 =</td> <td align="right">\$9,032.33</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	Total		1.00	x	\$6,303.97	x	1.4328 =	\$9,032.33	
Installation	Quantity		Unit Price		Factor	Total													
	1.00	x	\$6,303.97	x	1.4328 =	\$9,032.33													
5	01 74 19 00 0016		EA	40 CY Dumpster (5 Ton) "Construction Debris" Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	\$4,371.21														
				<table border="0"> <tr> <td>Installation</td> <td align="right">Quantity</td> <td></td> <td align="right">Unit Price</td> <td></td> <td align="right">Factor</td> <td align="right">Total</td> </tr> <tr> <td></td> <td align="right">9.00</td> <td align="center">x</td> <td align="right">\$338.98</td> <td align="center">x</td> <td align="right">1.4328 =</td> <td align="right">\$4,371.21</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	Total		9.00	x	\$338.98	x	1.4328 =	\$4,371.21	
Installation	Quantity		Unit Price		Factor	Total													
	9.00	x	\$338.98	x	1.4328 =	\$4,371.21													
<b>Subtotal for CSI - 01 - General Requirements:</b>					<b>\$46,460.11</b>														
<b>CSI - 06 - Wood, Plastic, and Composites</b>																			
6	06 11 16 00 0158		LF	2" x 4" Pressure Treated Lumber, For Roofing Nailers	\$2,884.23														
				<table border="0"> <tr> <td>Installation</td> <td align="right">Quantity</td> <td></td> <td align="right">Unit Price</td> <td></td> <td align="right">Factor</td> <td align="right">Total</td> </tr> <tr> <td></td> <td align="right">1,220.00</td> <td align="center">x</td> <td align="right">\$1.85</td> <td align="center">x</td> <td align="right">1.4328 =</td> <td align="right">\$2,884.23</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	Total		1,220.00	x	\$1.85	x	1.4328 =	\$2,884.23	
Installation	Quantity		Unit Price		Factor	Total													
	1,220.00	x	\$1.85	x	1.4328 =	\$2,884.23													
7	06 11 16 00 0159		LF	2" x 6" Pressure Treated Lumber, For Roofing Nailers	\$2,762.64														
				<table border="0"> <tr> <td>Installation</td> <td align="right">Quantity</td> <td></td> <td align="right">Unit Price</td> <td></td> <td align="right">Factor</td> <td align="right">Total</td> </tr> <tr> <td></td> <td align="right">901.00</td> <td align="center">x</td> <td align="right">\$2.14</td> <td align="center">x</td> <td align="right">1.4328 =</td> <td align="right">\$2,762.64</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	Total		901.00	x	\$2.14	x	1.4328 =	\$2,762.64	
Installation	Quantity		Unit Price		Factor	Total													
	901.00	x	\$2.14	x	1.4328 =	\$2,762.64													
8	06 11 16 00 0160		LF	2" x 8" Pressure Treated Lumber, For Roofing Nailers	\$2,404.15														
				<table border="0"> <tr> <td>Installation</td> <td align="right">Quantity</td> <td></td> <td align="right">Unit Price</td> <td></td> <td align="right">Factor</td> <td align="right">Total</td> </tr> <tr> <td></td> <td align="right">638.00</td> <td align="center">x</td> <td align="right">\$2.63</td> <td align="center">x</td> <td align="right">1.4328 =</td> <td align="right">\$2,404.15</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	Total		638.00	x	\$2.63	x	1.4328 =	\$2,404.15	
Installation	Quantity		Unit Price		Factor	Total													
	638.00	x	\$2.63	x	1.4328 =	\$2,404.15													
<b>Subtotal for CSI - 06 - Wood, Plastic, and Composites:</b>					<b>\$8,051.02</b>														
<b>CSI - 07 - Thermal &amp; Moisture Protection</b>																			

Price Proposal Detail - CSI Continues..

Job Order Number: 200124.00  
 Job Order Title: NMJC - Cowboy Hall of Fame/Heritage Museum Project

Rec#	CSI Number	Mod.	UOM	Description	Line Total		
<b>CSI - 07 - Thermal &amp; Moisture Protection</b>							
9	07 00 00 00 0002		ea	75 tons # 3-5 Diablo White plus freight (180 Tons)	\$21,802.50		
				Quantity	Unit Price	Factor	Total
			Installation	1.00 x	\$17,100.00 x	1.2750 =	\$21,802.50
10	07 22 16 00 0005		SF	1" Thick, R2.5, High-Density Fiberboard, Roof Board Insulation	\$52,483.46		
				Quantity	Unit Price	Factor	Total
			Installation	22,200.00 x	\$1.65 x	1.4328 =	\$52,483.46
11	07 22 16 00 0047		SF	1-1/2" Thick, R8.6, Polyisocyanurate, Roof Board Insulation	\$99,241.46		
				Quantity	Unit Price	Factor	Total
			Installation	44,400.00 x	\$1.56 x	1.4328 =	\$99,241.46
12	07 22 16 00 0047	Mod	SF	For Hot-Mopped, Deduct	-\$13,359.43		
				Quantity	Unit Price	Factor	Total
			Installation	44,400.00 x	-\$0.21 x	1.4328 =	-\$13,359.43
<b>User Note:</b>							
13	07 22 16 00 0096		SF	4" Average Thickness (22.6 Average R-Value), 1/4" Slope, Tapered Polyisocyanurate Board	\$1,551.55		
				Quantity	Unit Price	Factor	Total
			Installation	256.00 x	\$4.23 x	1.4328 =	\$1,551.55
14	07 51 13 00 0012		SQ	Type VI, Asphalt Coated Fiberglass Ply Sheet, Hot-Mopped	\$49,429.88		
				Quantity	Unit Price	Factor	Total
			Installation	888.00 x	\$38.85 x	1.4328 =	\$49,429.88
15	07 51 13 00 0014		SQ	Fine Mineral Surfaced, Asphalt Coated Fiberglass Base Sheet, Hot-Mopped	\$3,117.31		
				Quantity	Unit Price	Factor	Total
			Installation	52.00 x	\$41.84 x	1.4328 =	\$3,117.31
16	07 51 13 00 0015		SQ	Asphalt Coated Fiberglass Venting Base Sheet, Hot-Mopped	\$25,004.80		
				Quantity	Unit Price	Factor	Total
			Installation	233.00 x	\$74.90 x	1.4328 =	\$25,004.80
17	07 51 13 00 0019		SF	Asphalt Coated Polyester And Fiberglass Scrim, Flashing, Hot-Mopped	\$15,422.66		
				Quantity	Unit Price	Factor	Total
			Installation	5,200.00 x	\$2.07 x	1.4328 =	\$15,422.66
18	07 51 13 00 0039		SQ	400 LB/SQ Gravel Roofing Ballast, Set In Hot Asphalt Flood Coat	\$24,514.55		
				Quantity	Unit Price	Factor	Total
			Installation	222.00 x	\$77.07 x	1.4328 =	\$24,514.55
19	07 51 13 00 0056		LF	4" x 4" Perlite Cant Strip	\$4,957.95		
				Quantity	Unit Price	Factor	Total
			Installation	1,602.00 x	\$2.16 x	1.4328 =	\$4,957.95
20	07 51 13 00 0067		SQ	Asphalt Primer For Roofing Systems Foundation coating for hot-mopped and cold applied asphalt coatings, roof cements, and asphalt based roof adhesives. For use on weathered roofing, asphalt, concrete, gypsum, masonry, block, brick and metal surfaces.	\$1,237.22		
				Quantity	Unit Price	Factor	Total
			Installation	50.00 x	\$17.27 x	1.4328 =	\$1,237.22
21	07 51 13 00 0070		SQ	Demolish Cap Sheet Surfaced, Built Up Roofing System Includes protective surfacing.	\$37,450.93		
				Quantity	Unit Price	Factor	Total
			Installation	222.00 x	\$117.74 x	1.4328 =	\$37,450.93

Price Proposal Detail - CSI Continues..

Job Order Number: 200124.00  
 Job Order Title: NMJC - Cowboy Hall of Fame/Heritage Museum Project

Rec#	CSI Number	Mod.	UOM	Description	Line Total
<b>CSI - 07 - Thermal &amp; Moisture Protection</b>					
22	07 51 13 00 0075		SQ	>50 SQ, 15 Year, Built-Up Bituminous Or Modified Bituminous Membrane, Roofing System Warranty	\$2,544.65
			Installation	Quantity 222.00 x Unit Price \$8.00 x Factor 1.4328 =	Total \$2,544.65
23	07 51 13 00 0127		SQ	Premium III Asphalt Flood Coat Hot Applied Adhesive	\$18,983.11
			Installation	Quantity 222.00 x Unit Price \$59.68 x Factor 1.4328 =	Total \$18,983.11
24	07 62 13 00 0003		SF	4 LB/SF Sheet Lead Flashing	\$7,633.96
			Installation	Quantity 288.00 x Unit Price \$16.02 x Factor 1.4328 =	Total \$6,610.60
			Demolition	288.00 x \$2.48 x 1.4328 =	\$1,023.36
25	07 63 00 00 0005		EA	3-3/4" ID x 12" Riser Pipe, 4 LB Lead Pipe Flashing For Roofs, Fits 3" Pipe	\$125.80
			Installation	Quantity 1.00 x Unit Price \$75.03 x Factor 1.4328 =	Total \$107.50
			Demolition	1.00 x \$12.77 x 1.4328 =	\$18.30
26	07 63 00 00 0007		EA	4-3/4" ID x 12" Riser Pipe, 4 LB Lead Pipe Flashing For Roofs, Fits 4" Pipe	\$134.86
			Installation	Quantity 1.00 x Unit Price \$81.35 x Factor 1.4328 =	Total \$116.56
			Demolition	1.00 x \$12.77 x 1.4328 =	\$18.30
27	07 63 00 00 0017		EA	4" x 4" 24 Gauge Galvanized Sheet Metal, Non-Shrink Grout Filled Pitch Pocket	\$68.14
			Installation	Quantity 1.00 x Unit Price \$47.56 x Factor 1.4328 =	Total \$68.14
28	07 63 00 00 0017	Mod		For Pourable Sealer Top Filled (2" Non-Shrink Grout Topped With 2" Pourable Sealer), Add	\$15.56
			Installation	Quantity 1.00 x Unit Price \$10.86 x Factor 1.4328 =	Total \$15.56
<b>User Note:</b>					
29	07 71 13 00 0006		LF	>22" To 30" Wide (Stretch-out), 24 Gauge, KYNAR 500® Finish, Galvanized Steel Coping System With Galvanized Steel Cleats	\$39,498.17
			Installation	Quantity 1,076.00 x Unit Price \$25.82 x Factor 1.4328 =	Total \$39,498.17
30	07 71 13 00 0007		LF	>30" To 42" Wide (Stretch-out), 24 Gauge, KYNAR 500® Finish, Galvanized Steel Coping System With Galvanized Steel Cleats	\$8,686.42
			Installation	Quantity 195.00 x Unit Price \$31.09 x Factor 1.4328 =	Total \$8,686.42
31	07 71 23 00 0201		LF	4" x 5", 26 Gauge, Rectangular Galvanized Steel Downspout	\$265.47
			Installation	Quantity 16.00 x Unit Price \$10.26 x Factor 1.4328 =	Total \$235.21
			Demolition	16.00 x \$1.32 x 1.4328 =	\$30.26
32	07 71 23 00 0203		EA	Galvanized Steel Leader/Conductor Head	\$280.66
			Installation	Quantity 1.00 x Unit Price \$184.49 x Factor 1.4328 =	Total \$264.34
			Demolition	1.00 x \$11.39 x 1.4328 =	\$16.32
33	07 71 23 00 0204		EA	Thru-Wall Galvanized Steel Scupper Outlet	\$139.81
			Installation	Quantity 1.00 x Unit Price \$87.33 x Factor 1.4328 =	Total \$125.13
			Demolition	1.00 x \$10.25 x 1.4328 =	\$14.69

Price Proposal Detail - CSI Continues..

Job Order Number: 200124.00  
 Job Order Title: NMJC - Cowboy Hall of Fame/Heritage Museum Project

Rec#	CSI Number	Mod.	UOM	Description	Line Total		
<b>CSI - 07 - Thermal &amp; Moisture Protection</b>							
34	07 71 26 00 0006		LF	24 Gauge, Up To 12" Wide, Galvanized Steel Counter Flashing With Reglet	\$6,261.31		
				Quantity	Unit Price	Factor	Total
			Installation	421.00	\$8.36	x 1.4328 =	\$5,042.83
			Demolition	421.00	\$2.02	x 1.4328 =	\$1,218.48
<b>Subtotal for CSI - 07 - Thermal &amp; Moisture Protection:</b>					<b>\$407,492.76</b>		
<b>CSI - 23 - Heating, Ventilating, And Air-Conditioning (HVAC)</b>							
35	23 51 16 00 0100		EA	4" Round Flue/Vent Top Caps, Galvanized Double Wall Breech/Smoke Pipe	\$52.54		
				Quantity	Unit Price	Factor	Total
			Installation	1.00	\$29.25	x 1.4328 =	\$41.91
			Demolition	1.00	\$7.42	x 1.4328 =	\$10.63
36	23 51 16 00 0103		EA	10" Round Flue/Vent Top Caps, Galvanized Double Wall Breech/Smoke Pipe	\$174.72		
				Quantity	Unit Price	Factor	Total
			Installation	2.00	\$51.42	x 1.4328 =	\$147.35
			Demolition	2.00	\$9.55	x 1.4328 =	\$27.37
37	23 51 16 00 0127		EA	4" Round Flue/Vent Adjustable Roof Flashing, Galvanized Double Wall Breech/Smoke Pipe	\$61.95		
				Quantity	Unit Price	Factor	Total
			Installation	1.00	\$33.69	x 1.4328 =	\$48.27
			Demolition	1.00	\$9.55	x 1.4328 =	\$13.68
38	23 51 16 00 0130		EA	10" Round Flue/Vent Adjustable Roof Flashing, Galvanized Double Wall Breech/Smoke Pipe	\$311.98		
				Quantity	Unit Price	Factor	Total
			Installation	2.00	\$95.30	x 1.4328 =	\$273.09
			Demolition	2.00	\$13.57	x 1.4328 =	\$38.89
39	23 51 16 00 0140		EA	4" Round Galvanized Storm Collar, Double Wall	\$28.05		
				Quantity	Unit Price	Factor	Total
			Installation	1.00	\$14.71	x 1.4328 =	\$21.08
			Demolition	1.00	\$4.87	x 1.4328 =	\$6.98
40	23 51 16 00 0144		EA	10" Round Galvanized Storm Collar, Double Wall	\$132.53		
				Quantity	Unit Price	Factor	Total
			Installation	2.00	\$35.28	x 1.4328 =	\$101.10
			Demolition	2.00	\$10.97	x 1.4328 =	\$31.44
<b>Subtotal for CSI - 23 - Heating, Ventilating, And Air-Conditioning (HVAC):</b>					<b>\$761.77</b>		
<b>Proposal Total</b>					<b>\$462,765.66</b>		

This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percent of NPP on this Proposal: 4.71%



**ROOF ENGINEERS**

**JIM D. KOONTZ & ASSOCIATES, INC.**  
3120 N. GRIMES STREET  
HOBBS, NEW MEXICO 88240  
P: 575.392.7676 F: 575.379.7602  
[www.jdkoontz.com](http://www.jdkoontz.com)

March 5, 2020

Dr. Charley Carroll  
NMJC - Director of Physical Plant  
1 Thunderbird Circle  
Hobbs, New Mexico  
575-492-2660  
[ccarroll@nmjc.edu](mailto:ccarroll@nmjc.edu)

Re: Proposal  
Western Heritage Museum  
1 Thunderbird Circle  
Hobbs, New Mexico  
JDK 30-21-9

Mr. Carroll:

Jim D. Koontz & Associates, Inc. (JDKA) proposes to provide architectural engineering services on the above mentioned project. Our services will include preparation of plans and specifications for the re-roofing of the above mentioned building. JDKA will meet with your designated contractor and will review the plans and specifications prior to the beginning of work. JDKA will also review material and insurance submittals from the contractor. Once work begins JDKA will perform intermittent inspections and photograph construction progress. Upon completion of the project, JDKA will perform a final inspection with review of final documents such as release of liens and final billing. A final report will be issued to your office, with respect to the overall project.

Our fees for performing these services are typically 8% of construction costs. Construction costs in this case is \$438,640.46. Our fees will be \$35,091.24. JDKA will be glad to enter into an AIA contract with the New Mexico Junior College if you wish. It is my understanding our fees would be added directly into the G & G Roofing fees that would be charged to CES.

Please do not hesitate to call if you have any questions.

Sincerely,

Jim D. Koontz, P.E., RRC  
President  
Jim D. Koontz & Associates, Inc.



JDK/lb

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

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To: New Mexico Junior College Board members  
From: Dan Hardin  
RE: Housing Rate adjustment for FY 21  
Date: July 10, 2020

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New Mexico Junior College Board members,

At the April 16, 2020 New Mexico Junior College Board meeting, the New Mexico Junior College Board approved the following Housing and Meal Plan rates;

**Housing:**

Runnels Hall & Houston Hall	
Single Rate (per semester)	\$1,200.00
Double Rate (per semester)	\$ 825.00
Student Apartments (per semester)	\$1,700.00

**Meal Plans:**

19 meals per week (per semester)	\$1,375.00
15 meals per week (per semester)	\$1,300.00
7 meals per week (Student Apartments only)	\$ 700.00

Due to the COVID-19 social distancing guidelines the Administration is asking for your permission to adjust the housing rates for Fiscal Year 21. The first part of the request is to make all dorm rooms single occupancy rooms. The normal charge for a single room is \$1,200.00 per semester, but the Administration is asking that the charge for single occupancy dorm room be the \$825.00 per semester, which is the double occupancy rate. The plan is to place only baseball athletes in Houston Hall (T-Bird), which has 49 single rooms. Runnels Hall (Zia) has 50 single rooms. The proposal has women's basketball located in Runnels Hall (Zia) on the first-floor long wing, and the women athletic trainers located on the first-floor short wing. The women's volleyball team will be placed at the Runnels (Zia) second floor long wing. The Runnels Hall (Zia) second floor short wing will be available to female general student population. It would also be only one student per room at the \$825.00 double dorm rate.

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The housing plan for the student apartments is to continue using all four bedrooms in the available apartments in Carroll Leavell and John Watson student apartments. Because the number of athletes may approach 180, the apartments must be used to accommodate the men's and women's track team, the men's and women's rodeo team, and the golf team. The administration is asking approval to charge the grant-in-aid athletes \$825.00 for an apartment bedroom, which is the dorm double room rate. This rate would require the resident to be provided or purchase a 15 or 19 meal plan. The normal apartment rate of \$1,700.00 will be charged if the resident is not provided or does not choose to purchase a meal plan. Students that do not receive grant-in-aid for housing can also reside in the apartments and will be expected to pay the normal apartment rate of \$1,700.00. The 7-meal plan is only available for apartment residents that are provided or paying the full apartment price of \$1,700.00. Currently, John Watson apartments has 88 beds and Carroll Leavell apartments has 87 beds.

This adjustment will impact the FY 21 revenue for housing. FY 20 housing revenue was \$693,259.00. The projected revenue for FY 21 with the proposed adjustments is estimated to be \$476,950.00, a potential difference of \$216,000.00.

The Administration is asking for your approval to modify the housing occupancy and rates for fiscal year 2020/2021 due to the COVID-19 social distancing guidelines.

Respectfully,



Dan Hardin