

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, November 19, 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 October 15, 2020  | Pat Chappelle |
| D. President's Report   | Kelvin Sharp  |
| E. New Business   |               |
| 1. Monthly Expenditure Reports  | Dan Hardin    |
| 2. Monthly Revenue Report   | Dan Hardin    |
| 3. Oil and Gas Revenue Report   | Dan Hardin    |
| 4. Schedule of Investments  | Dan Hardin    |
| 5. Consideration of Air Handler Replacement for Heidel Hall & Mary Hagelstein Instructional Arts Center | 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  
OCTOBER 15, 2020  
MINUTES**

The New Mexico Junior College Board met on Thursday, October 15, 2020, beginning at 1:34 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; Ms. Evelyn Rising; and Mr. Hector Baeza.

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, guidelines of no more than ten people will be allowed in the room. 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. Gomez, seconded by Mr. Baeza, the agenda was unanimously adopted.

A request was made by Mr. Travis Glenn for an amendment of the minutes under New Business to reflect "in response to a question from a prior board meeting from Mr. Ron Black regarding the possible investment of LGIP funds". Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved the minutes of September 17, 2020, as amended.

***Under President's Report,*** Dr. Sharp invited Mrs. Kim Latimer to provide an update on NMJC's recent Youth College event. Mrs. Latimer reported Black Rocket, a company from New Jersey that has worked with NMJC for a number of years, was able to provide approximately 24 virtual summer STEAM classes to students including new computer classes such as programming and gaming. The lineup for the live regular classes such as cooking, science, art and Spanish also included a "Build Your Own Computer & Take It Home" class through a company

called Be Greater Than Average from Albuquerque. Mrs. Latimer stated it is possible they will return in the near future for instruction of an adult class. In addition, the Texas Tech Engineering Department brought in the Junior Texas Tech Engineering Club to teach classes. Mr. Gomez asked if Black Rocket online events were ongoing and if so, are the community's youth able to participate. Mrs. Latimer responded she will follow up with Black Rocket.

Dr. Sharp invited Mr. Jeff McCool to provide Training & Outreach (T&O) updates. Mr. McCool reported continued COVID-19 safe practices are being followed as classes have moved forward at T&O. For the month of September, Dental Assistant Training began with 13 students, Pharmacy Tech Training with 11 students, Advanced EMT Training with 17 students and Certified Medical Assistant Training with 12 students. Offsite training included Microsoft Excel at Leaco and the ongoing Spanish Test Prep at City of Hobbs. Trainings at the T&O facility included Servsafe Training, Bus Training for the NMJC Athletic Department, Lease Pumper Training and TEEX OSHA Safety classes. Mr. McCool commented students going into the safety business will pursue a Certified Safety & Health Official Certification (CSHO). He reported NMJC now offers 15 of the 16 classes required for the CSHO certification and noted 3 students have completed their CSHO certification. Instrumentation & Controls offered online classes to dual credit students and day/night non-credit classes to college students. CDL testing was allowed in the month of September with 28 tests completed. DWI and Defensive Driving classes have also begun. Overall summary of T&O classes included over 180 students. Courses pending are CDL Training, Driver Education and water classes at the CORE.

Dr. Sharp invited Dr. Larry Sanderson to provide a Higher Learning Commission (HLC) Accreditation update and Mrs. Cathy Mitchell to provide a campus update. Dr. Sanderson stated HLC accredits NMJC as an institution of Higher Education operating on a ten-year cycle. The last comprehensive visit for NMJC was in 2015 resulting in a continued accreditation until 2025/26. NMJC was required to provide an updated assurance argument in year four of the ten year cycle. He reported HLC has passed NMJC's year four accreditation review submitted in June 2020. The next major review in 2025/26 will require NMJC to include an embedded interim report on co-curricular activities. In addition, within the next

two/three years, NMJC is required to identify and engage in a multiyear “Quality Project” that will have a substantial impact on NMJC. HLC will review and approve the project and evaluate on the outcome. Mrs. Mitchell reported, for the semester, 14 students and 5 employees have tested positive for COVID-19 from off campus exposure and noted none have been reported in housing. Mr. Black asked if any of the reported cases required hospitalization. Mrs. Mitchell responded an off campus student taking online courses required a short hospitalization but has recovered and is back in class. Dr. Sanderson added areas on campus at risk from positive cases are immediately disinfected. As a safety precaution, the process of sanitizing each of the campus buildings has begun. In addition, he stated students have been advised they will finish their classes online following the Thanksgiving holiday to assure safety to students, faculty, staff and the community. The spring semester will continue with online and face to face classes while adhering to safe practices. Mr. Gomez asked Mrs. Mitchell if she foresees any anticipated restriction changes for students in the spring semester. She responded with the Governor’s recent decrease of allowable group numbers from 10 to 5, changes in student activities are expected.

Dr. Sharp announced effective October 1, Mr. Clayton Abbey joined the NMJC staff as the Director of Legislative Affairs and Institutional Research. In addition, Dr. Sharp announced NMJC Board Training is scheduled for January 8, 2021.

*Under New Business,* Mr. Dan Hardin joined the meeting to present the September 2020 financial reports. Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the Expenditure Report for September 2020. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Hardin presented the Fiscal Watch Report for the quarter ending September 30, 2020. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the report as presented.

Mr. JoeMike Gomez joined the meeting to present a consideration of Request for Proposal #134 – Western Heritage Museum Terrazzo with a request to award the bid to Rebekah & Company. Total bid came in at \$149,421.76. Brief discussion

and questions followed. Upon a motion by Mr. Black, seconded by Mrs. Jones, the Board unanimously approved the request.

Ms. Chappelle called for comments from the public. There being none, Mr. Gomez applauded the “Untucked” program hosted by Mr. Steve Saucedo on the KNMJ TBird Radio Station. He stated Mr. Saucedo has just completed his 98<sup>th</sup> episode and commended him for the positive influence his messages have on the community, specifically our youth, during very difficult times. Ms. Evelyn commented she also appreciates his articles published in the Hobbs News Sun.

The next regular board meeting was scheduled for Thursday, November 19, 2020 beginning at 1:30 pm.

Upon a motion by Mr. Black, seconded by Mr. Gomez, the board meeting adjourned at 3:04 pm.

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Pat Chappelle, Chair

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Ron Black, Secretary

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: November 12, 2020

RE: Expenditure and Revenue Reports for October

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The October expense report represents month four or 33 percent of the 2020/2021 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through October 2020 is \$37,865,912.00.

Instruction and General had total expenditures of \$6,373,474.00 through October of 2020, which is 27% of budget. In the other unrestricted funds Internal Services is well above the budget. As it is each year there will be credits posting each month and Internal Services will be within budget by the end of the fiscal year. Institutional Student Aid and Auxiliary Enterprises also are above the 33% budget as of October. All of these areas have expenses that are tied to the beginning of the semester. Total current unrestricted funds expended year-to-date is \$8,683,787.00, which is 30% of the budget for unrestricted funds. Expenditures are down compared to October 2019 in which total current unrestricted expenditures were \$9,170,320.00. As you would assume, expenses are down because of the restrictions from Covid-19.

Expenditures year-to-date for grants under the restricted funds is \$206,075.00, which is 23% of the budget for grants. Restricted student aid has expenditures of \$1,672,639.00 which is 43% of the budget for student aid. Financial Aid expenditures are also less than at this time in FY 20. Total restricted funds at the end of October FY 21 are down over \$500,000.00 as compared to restricted fund expenditures in FY 20.

Expenditures for plant funds include expenses for Institutional projects, BR&R and ER&R. The several major projects that make up most of the expense for FY 21, Technology Upgrades, Fire Alarm Project, the Caster Activity Center and McLean Hall renovations, and the Facilities Management System upgrade. There are also several other smaller projects that are ongoing and several projects not yet started.

Total expenditures for the month of October 2020 was \$2,506,999.00, while the year-to-date total of expended and/or encumbered funds is \$37,865,912.00.

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The total current unrestricted revenue at the end of October is \$8,191,532.00, which is much lower than at this time last year. Tuition and Fee, State Appropriations, and Oil and Gas revenue are all down as compared to this time last year. The College will begin receiving mill levy property tax revenue in December or January. The other revenue streams are all also down compared to this time last year. Total year-to-date current unrestricted revenue for FY 20 was \$9,656,298.00 as compared to \$8,191,532.00 in FY 21.

Restricted funds revenue at the end of October 2020 was \$1,666,990.00 as compared to \$2,328,110.00 in October of 2019.

Plant fund revenue at the end of October was \$1,383,215.00 which is drawdown from GOB funds and the interest revenue from the LGIP funds.

Total year-to-date revenue is \$11,241,737.00. Revenue at the end of October is down by almost \$900,000.00 as compared to October of 2019. This is due to the lower price for oil and gas and to the decline in student enrollment.

The Oil and Gas report shows the first month of revenue for this fiscal year. \$1,561,399.00 was received in October for the month of July 2020. The oil production is holding steady at the average for FY 20. The price for oil is \$6.00 per barrel less than the 12-month average in FY 20. The July gas production is considerably higher than the average production for FY 20. The price of gas for July 2020 is \$1.94, right at the average for natural gas price in FY 20. The months of August thru October have the monthly accrual of \$465,000.00 each month. Total Oil and Gas revenue through October including three months of accrual for a total of \$2,956,399.00, with a small amount of oil and gas equipment revenue .

In reviewing the investment report, two million dollars was brought in during the month of October from the LGIP fund. This leaves remaining \$38,593,127.00 along with the \$3,000,000.00 in CDARs for a total of \$41,593,127.00 for the end of October. Currently, there are \$36,486,533.73 in designated capital projects.

This is the Financial Report for October 2020.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### October 2020

33% 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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	11,862,407	2,719,050	23%	10,267,223	822,519	2,664,949	26%
Academic Support	2,569,083	764,824	30%	2,372,925	137,816	645,830	27%
Student Services	2,207,388	628,590	28%	2,121,047	137,052	550,807	26%
Institutional Support	4,648,321	1,430,075	31%	4,566,506	317,705	1,350,126	30%
Operation & Maintenance of Plant	3,988,457	985,477	25%	3,983,813	210,371	1,161,762	29%
<b>Subtotal - Instruction &amp; General</b>	<b>25,275,656</b>	<b>6,528,016</b>	<b>26%</b>	<b>23,311,514</b>	<b>1,625,463</b>	<b>6,373,474</b>	<b>27%</b>
Research	0	49,998		0	11,921	39,280	
Public Service	50,000	9,133	18%	50,000	2,982	10,065	20%
Internal Service Departments	189,176	183,096	97%	109,089	(32,009)	127,750	117%
Student Aid	685,880	292,856	43%	710,880	1,885	381,796	54%
Auxiliary Enterprises	2,722,498	1,226,755	45%	2,160,172	148,315	1,067,303	49%
Athletics	2,308,988	880,466	38%	2,267,001	63,402	684,119	30%
<b>Total Current Unrestricted Fund</b>	<b>31,232,198</b>	<b>9,170,320</b>	<b>29%</b>	<b>28,608,656</b>	<b>1,821,959</b>	<b>8,683,787</b>	<b>30%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	949,794	231,188	24%	908,797	49,805	206,075	23%
Student Aid	3,862,038	2,165,401	56%	3,862,038	43,345	1,672,639	43%
<b>Total Current Restricted Fund</b>	<b>4,811,832</b>	<b>2,396,589</b>	<b>50%</b>	<b>4,770,835</b>	<b>93,150</b>	<b>1,878,714</b>	<b>39%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	26,982,338	4,920,461	18%	29,729,122	549,191	24,946,580	84%
Projects from State GOB Funds	4,764,218		0%	1,702,500	1,810	1,472,460	86%
Projects from State STB Funds	0			900,000			0%
Projects from General Fund	938,466	407,405		353,400		212,000	60%
Projects from Private Funds							0%
Projects from State ER&R	335,000	73,735	22%	335,000		146,283	44%
Projects from State BR&R	598,000	318,266	53%	598,000	40,889	526,088	88%
Subtotal - Capital and BR&R	<b>33,618,022</b>	<b>5,719,867</b>	<b>17%</b>	<b>33,618,022</b>	<b>591,890</b>	<b>27,303,411</b>	<b>81%</b>
<b>Debt Service</b>							
Revenue Bonds	0		0%	0			0%
<b>Total Plant Funds</b>	<b>33,618,022</b>	<b>5,719,867</b>	<b>17%</b>	<b>33,618,022</b>	<b>591,890</b>	<b>27,303,411</b>	<b>81%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>69,662,052</b>	<b>17,286,776</b>	<b>25%</b>	<b>66,997,513</b>	<b>2,506,999</b>	<b>37,865,912</b>	<b>57%</b>

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

33% 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
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,931,431	2,181,877	55%	3,914,806	84,104	1,919,261	49%
State Appropriations	6,546,216	2,156,655	33%	5,747,200	473,829	1,956,563	34%
Advalorem Taxes - Oil and Gas	21,663,449	3,313,643	15%	7,235,000	1,561,568	2,956,568	41%
Advalorem Taxes - Property	10,500,000	0	0%	9,200,000			0%
Interest Income	10,000	199	2%	9,000	50	155	2%
Other Revenues	204,646	175,368	86%	196,418	622	27,952	14%
<b>Subtotal - Instruction &amp; General</b>	<b>42,855,742</b>	<b>7,827,742</b>	<b>18%</b>	<b>26,302,424</b>	<b>2,120,173</b>	<b>6,860,499</b>	<b>26%</b>
Research			0%				0%
Public Service			0%				0%
Internal Service Departments	41,148	26,542	65%	9,000			0%
Auxiliary Enterprises	3,008,585	1,594,239	53%	2,846,886	45,215	1,152,533	40%
Athletics	568,984	207,775	37%	535,500	44,625	178,500	33%
<b>Total Current Unrestricted</b>	<b>46,474,459</b>	<b>9,656,298</b>	<b>21%</b>	<b>29,693,810</b>	<b>2,210,013</b>	<b>8,191,532</b>	<b>28%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	949,794	239,232	25%	908,797	50,616	250,742	28%
Student Aid	3,862,038	2,088,878	54%	3,862,038	354	1,416,248	37%
<b>Total Current Restricted</b>	<b>4,811,832</b>	<b>2,328,110</b>	<b>48%</b>	<b>4,770,835</b>	<b>50,970</b>	<b>1,666,990</b>	<b>35%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,702,500		0%	1,702,500		1,357,577	80%
Projects from State STB Funds	0		0%	900,000			0%
Projects from General Fund	792,000		0%	353,400			0%
Projects from Private Funds			0%				0%
Interest Income (LGIP)	250,000	148,081	59%	120,000		25,638	21%
<b>Total Plant Funds</b>	<b>5,744,500</b>	<b>148,081</b>	<b>3%</b>	<b>3,075,900</b>	<b>0</b>	<b>1,383,215</b>	<b>45%</b>
<b>GRAND TOTAL REVENUES</b>	<b>57,030,791</b>	<b>12,132,489</b>	<b>21%</b>	<b>37,540,545</b>	<b>2,260,983</b>	<b>11,241,737</b>	<b>30%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### October 2020

33% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2019-20 Original Budget	Variance Over (Under) Budget
Actual	July	\$37.25	17,319,589	\$1.88	50,434,252	1,561,399	465,000	1,096,399
Accrual	August					465,000	465,000	0
Accrual	September					465,000	465,000	0
Accrual	October					465,000	465,000	0
Accrual	November						465,000	(465,000)
Accrual	December						465,000	(465,000)
Accrual	January						465,000	(465,000)
Accrual	February						465,000	(465,000)
Accrual	March						465,000	(465,000)
Accrual	April						465,000	(465,000)
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						2,956,399	5,580,000	(2,623,601)
Y.T.D. Equipment Tax Revenue						169	1,655,000	(1,654,831)
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>2,956,568</b>	<b>7,235,000</b>	<b>(4,278,432)</b>

*Source: New Mexico Taxation and Revenue Department*

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### October 2020

33% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	38,593,127	7102-1348	0.169%	
Plus deposits	0			
Less withdrawals	0			
<b>Total LGIP investments</b>	<b><u>38,593,127</u></b>			
<b>Lea County State Bank CDAR</b>	<b><u>3,000,000</u></b>		<b>2.30%</b>	

Capital Project	10/31/2020
Vehicles	686,920.58
Law Academy Building	1,685.98
Computer Labs/ITV Upgrade	200,000.00
Campus Vestibules	1,250,000.00
Voc B Airhandler	200,000.00
Softball Field	890,000.00
Technology Upgrade	308,193.09
JASI	9,413.75
WHM South Gallery	266,594.43
Baseball Field	45,947.13
Rodeo Arena	31,890.34
Fire Alarm Upgrade	1,781,334.80
Luminis Software	2,993.00
Landscaping	454,496.82
Smart Classrooms	47,023.76
Campus Signage	553,167.53
Campus Paving	291,198.65
Roof Replacement WHM	500,000.00
Dorm/Apartment Refurbish	34,907.76
Concrete Upgrade	215,870.33
Campus Construction	75,970.62
Oil & Gas Training	88,974.02
Workforce Training & Outreach	250,000.00
Guided Pathways Rob Johnstone	140,000.00
Public Sector	8,047.50
Campus Security	49,936.31
Lumens Software-Distance Learn	5,000.00
Copier Replacement	13,082.22
Non-Recurring Compensation	750,000.00
Athletics	87,044.97
Student Life Programming	20,432.28
Succession Plan	52,014.15
WHM Exhibits	92,828.56
Track Upgrades	87,317.21
Driving Range Upgrades	608,936.56
McLean Hall Renovations	3,274,486.04
Cafeteria Upgrade	67,211.98
Channel 19 Upgrade	6,229.50
Equestrian Center	2,967,069.95
Bob Moran Upgrades	18,992.47
Campus/Hospital Fencing	563,509.84
Turf Replacement	500,000.00
Watson Hall	1,066,056.05
Facilities Management System	1,593,355.20
Busing Support for Recruiting	5,872.30
Caster Upgrades	13,172,280.18
Workforce Training Center	3,000,000.00
Allied Health	148,505.18
Workforce Training Contingency	1,742.69
<b>Total</b>	<b>36,486,533.73</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

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To: New Mexico Junior College Board  
From: Dan Hardin  
RE: Heidel Hall & Mary Hagelstein Instructional Arts Center  
Date: November 12, 2020

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New Mexico Junior College Board members,

The administration is asking for your approval to move forward with the replacement of an air handler at Heidel Hall. The initial 15,462 square feet of Heidel Hall was built in 1966. The air handler in that portion of Heidel Hall is still original to the building. This air handler is 54 years old, while that sounds young to some of us, in the air handler world it is at end of life. The goal is to start this project by May 10, 2021 and to have it completed by August 10, 2021. This ninety-day window next summer will require the 15,462 square foot portion of Heidel Hall to be shut down for the summer. The difficulty in the replacement of the Heidel Hall air handler is that the air handler is located in the interior of the building. When the original Heidel Hall was built, the air handler had outside access. In 1995, Heidel Hall had an additional 23,452 square feet added to the building. This addition was built around the access to the air handler, making it an internal access only. The existing air handler must be taken out in pieces and the new air handler must be brought into the building in pieces. To get the equipment delivered to the College by May 10<sup>th</sup> requires 16 weeks lead time. This means the equipment must be ordered in early January. To get the project approved by HED (Higher Education Department) at the January HED Capital Project Committee hearing, requires the project to be submitted to HED by December 11<sup>th</sup>. To get the project documentation to the Higher Education Department by December 11<sup>th</sup> requires the administration to get New Mexico Junior College Board approval in November. The estimated cost to replace the air handler at Heidel Hall is somewhere in the \$600,000.00 range.

The second phase of this request is asking for your approval to move forward with the replacement of air handlers in Mary Hagelstein Instructional Arts Center. Mary Hagelstein is a 11,533 square foot building was built in 1977, designed with six smaller air handler units that are also original to the building. These units do not require as much time to replace or as much time

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to be manufactured. The reason the administration is including Mary Hagelstein in with the Heidel Hall request is because the College will be using \$750,000.00 of STB (Severance Tax Bonds) received during the last legislative session for air handler replacement in Heidel Hall and Mary Hagelstein. Because State funding always has an expiration date, and during each legislative session reports are circulated to the Legislators showing State funding not being utilized. The administration would like to move forward with getting HED approval, which would allow the College to encumber all of the \$750,000.00 with the combined Heidel Hall and Mary Hagelstein air handler replacement projects.

The third leg of this request is asking the New Mexico Junior College Board to approve transferring \$400,000.00 from reserves to the Mary Hagelstein air handler replacement fund. This request is because the final cost of these projects has not been completely determined. The engineering for the air handler replacement in both Heidel Hall and Mary Hagelstein is still in progress. The College is dealing in estimates at this time. Waiting for final bid numbers will not allow the College to meet the deadlines for the HED Capital Projects hearings. The Heidel Hall air handling equipment would not be ordered within the time frame required to replace the air handler during the coming summer months. Additionally, HED does not have capital project hearings in February and March of 2021.

The engineering for these projects is being done by Bridger and Paxton, the long-time engineering firm for the College. The contractor for these projects will be Donner Plumbing, which is a CES vendor. The administration will bring these projects back to the Board at the January Board meeting so you will know the final cost and scope of work for these projects. Included in your packet is the floor plan of Heidel Hall, highlighted in yellow is the portion of Heidel Hall that will be shut down for the summer, the area highlighted in green is where the air handler is located in Heidel Hall. The campus map included in your packet has Heidel Hall and Mary Hagelstein circle to give you reference as to where the buildings are located. The other portion of Heidel Hall will be functional and will be available for summer classes.

Please accept my apology for not bringing this project to Board earlier this year and for not having more specific information. The 16-week lead time was unexpected.

The administration is asking for your approval to proceed, which includes taking the Heidel Hall and Mary Hagelstein air handler replacement projects to the HED, and approval to transfer \$400,000.00 from reserves to the Mary Hagelstein air handler replacement fund.

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Respectfully,



Dan Hardin

# HEIDEL HALL



SYMBOLS AND LEGEND	
	— FIRE EXIT DOORS
	— FIRE PULLS
	— FIRE EXTINGUISHER
	— AUTO SPRINKLER

**Map Legend**

1. Western Heritage Museum & Lea County Cowboy Hall of Fame (WHM)
2. Watson Hall (WH)
3. Mansor Hall (MH)
4. John Shepherd Administration Building (JSA)
5. Ben Alexander Student Learning Center (BAC)
6. Pannell Library (PL)
7. Heidel Hall (HH)
8. Caster Activity Center (CAC)
9. McLean Hall (MC)
10. Central Plant (CP)
11. Mary Hagelstein Instructional Arts Center (IAC)
12. Don Whitaker Automotive Technology Center (WAC)
13. Greenhouse (GH)
14. Harold Runnels Residence Hall (RRH)
15. Glen & Rosemary Houston Thunderbird Hall (HRH)
16. John Watson Student Apartments (JWA)
17. Carroll Leavelle Student Apartments (CLA)
18. Maintenance Building (MB)
19. Bob Moran Hall (BMH)
20. Driving Range (DR)
21. Ray Birmingham Thunderbird Baseball Field (BBF)
22. Concession Stand (CS)
23. Track Field (TF)
24. Field House (FH)
25. Larry Hanna Training & Outreach Center (IITC)
26. Dan Berry Rodeo Arena (BRA)
27. Don Bratton Building 1 (DB1)
28. Don Bratton Building 2 (DB2)
29. Don Bratton Building 3 (DB3)
30. Don Bratton Building 4 (DB4)
31. C.M. Burk University Center (BUC)
32. Transportation Safety Training Center (TTC)
33. Auction Warehouse (AW)
34. Baseball Field House (BFH)
35. Equine Building (E)
36. Caster Annex (CA)
37. Tennis Courts (TC)
38. Sand Volleyball Area (VA)
39. Allied Health Building



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