

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, October 15, 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 September 17, 2020 | Pat Chappelle |
| D. President's Report | Kelvin Sharp |
| E. New Business | |
| 1. Monthly Expenditure Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Fiscal Watch Report | Dan Hardin |
| 6. Consideration of RFP #134 – Western Heritage Museum Terrazzo | JoeMike Gomez |
| 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
SEPTEMBER 17, 2020
MINUTES**

The New Mexico Junior College Board met on Thursday, September 17, 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. Manny Gomez; Mrs. Erica Jones; Ms. Evelyn Rising; and Mr. Hector Baeza. Mr. Ron Black, Secretary and Mr. Travis Glenn were 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, 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 Ms. Rising, the agenda was unanimously adopted.

Upon a motion by Ms. Rising, seconded by Mr. Gomez, the Board unanimously approved the minutes of August 20, 2020.

Under President's Report, Dr. Sharp invited Dr. Larry Sanderson and Mrs. Cathy Mitchell to announce the new faculty members and to provide a fall semester update. Dr. Sharp further reported the fifth week of fall semester is proceeding well with students, staff and faculty adhering to the campus pandemic requirements. Dr. Sharp thanked the faculty and staff for going above and beyond during the COVID-19 crisis. Dr. Sanderson reported new faculty members as follows: 1) Mandy Downey, Professor of Nursing; 2) Frank Edging, Professor of Automotive; 3) Jazmine Brantley, Professor of Business; 4) Samantha Penick, Professor of Cosmetology; and 5) Dr. Rhonda Tyler, Professor of Mathematics. He reported fewer adjunct faculty are teaching this fall. In the event all classes are

forced to change to online, fulltime faculty are better prepared for the possible shift. Online classes are going well. Dual credit classes with the high schools are a challenge due to the continued changes in the K-12 system. ITV classes are meeting through Zoom allowing students to log in from home. ACT Academy (technical training hands on classes) students have not returned to campus. To ensure students receive their credits, NMJC is diligently working with the high schools in hopes of returning ACT students to campus within a month. Currently credit hours are down 17% compared to last fall with final enrollment anticipated to be between 12% and 14% down. Mrs. Mitchell, tasked with all COVID-19 on campus situations, was pleased to report the cooperation across campus during the pandemic has been remarkable. She reported to date, three NMJC staff tested positive with all recovered and back at work. Seven students tested positive with only one active case remaining. A few students are under quarantine due to high contact situations with none currently testing positive.

Dr. Sharp invited Mr. Scotty Holloman to provide NMJC Foundation updates. Mr. Holloman provided a brief history and purpose of NMJC's Foundation Board. He reported, due to the pandemic, the Jim Spence Golf Tournament fundraiser has been cancelled and rescheduled for June 2021. Due to the struggles of the oil and gas economy, the Foundation has chosen to not pursue donations to allow donors to recover from the current downturn of the economy. In 2019/2020, \$251,330 was awarded to 271 students. In 2020/2021, \$215,000 has been awarded to 150 students with additional scholarship funding awaiting distribution. The Finis Heidel Trust, which NMJC Foundation entered into an agreement to take charge of in February of 2020, currently has an approximate balance of \$1.5 million. In the spring, the Foundation set aside \$115,000 to assist students with unanticipated expenses due to the pandemic crisis. Mr. Holloman stated due to the funding under the CARES Act made available to assist students with unexpected costs, the Foundation continues to hold the balance of \$115,000 for other needs. The Foundation assisted with the purchase of fifty laptops through the NMJC Bookstore. Laptops were made available to students for purchase at a cost of \$200. Mr. Holloman reported this was such a success that the Foundation has assisted in the purchase of an additional twenty-five laptops to be made available to students at the same cost. Assistance was provided for the cost of GO Bond advertisement in the approximate amount of \$14,000. Mr. Holloman expressed his

appreciation to the NMJC Board and various groups on campus for their commitment to help provide opportunities for NMJC students to receive financial funding. He reported the Foundation's audited financial statements for fiscal year ended June 2000 reflected total assets of approximately \$1.6 million. As of today, total assets are approximately \$12 million. Mr. Baeza asked if scholarship recipients do not meet the specific criteria, is it possible to deviate from the specified criteria with the permission of the donor. Mr. Holloman responded the Foundation is currently working through the process of identifying scholarships that have not been awarded due to stringent criteria and possible discussions with donors so scholarships may be awarded. Dr. Sharp and Mr. Holloman reported the twelve acres of property previously planned for an equestrian center on the NMJC campus has been deeded back to NMJC from the County. Lastly, NMJC is in discussions with Covenant, currently in the process of purchasing Lea Regional Medical Center, regarding the removal of a deed restriction on property deeded to Lea Regional Medical Center in approximately 1971/1972. The request is to remove the restriction that deeded property be used only for medical/hospital use. At this point, discussions are ongoing.

Under New Business, Mr. Dan Hardin joined the meeting to present the August 2020 financial reports. Upon a motion by Ms. Rising, seconded by Mr. Gomez, the Board unanimously approved the Expenditure Report for August 2020. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed. In addition, in response to a question from a prior board meeting from Mr. Ron Black regarding the possible investment of LGIP funds into a CDARS due to low interest rates, Mr. Hardin reported CDARS rates are currently earning a lower rate than the current LGIP rate and noted he will continue to monitor rates for a possible CDARS investment at a later date.

Mrs. Cathy Mitchell joined the meeting to provide consideration of a revised Title IX Policy & Grievances Policy. Mrs. Mitchell informed the Board on May 6, 2020, the U.S. Department of Education released its final rule under Title IX of the Education Amendments of 1972 and went into effect on August 14, 2020. Mrs. Mitchell provided detail of changes made to the policy as compared to the current policy with significant discussion following. In order to comply with the final rule, NMJC is required to amend and adopt a revised policy related to Title IX. Upon a

motion made by Mr. Gomez, seconded by Ms. Rising, the Board unanimously approved the adoption of the revised Title IX Policy & Grievances Policy.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, October 15, 2020 beginning at 1:30 pm.

Upon a motion by Ms. Rising, seconded by Mr. Gomez, the board meeting adjourned at 2:56 pm.

Pat Chappelle, Chair

Not Present

Ron Black, Secretary

TO: Members of the Board and Dr. Kelvin Sharp
FROM: Larry Sanderson, Vice President for Instruction
DATE: October 9, 2020
RE: Update on Status of HLC Accreditation

As you know, the Higher Learning Commission accredits NMJC as an institution of higher education. Our accreditation operates on a ten-year cycle with numerous activities and evaluations throughout the cycle. We had our last comprehensive visit (written report and on-site team visit) in 2015. That resulted in our continued accreditation until 2025/26.

We were required to create an updated assurance argument in year four of the cycle. This report was prepared and submitted last June. An off-site team of peer reviewers from HLC then evaluated the report. We received their preliminary review in August and now the HLC has given us their final determination.

The attached letter from HLC confirms that we passed the review and are good to move to the next stages in the ten-year cycle.

I will provide additional context and comments at your upcoming meeting.

September 18, 2020

Dr. Kelvin Sharp
President
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

Dear President Sharp:

This letter serves as formal notification and official record of action taken concerning New Mexico Junior College by the Institutional Actions Council of the Higher Learning Commission at its meeting on September 14, 2020. The date of this action constitutes the effective date of the institution's new status with HLC.

Action with Interim Monitoring. IAC accepted the Team Report for New Mexico Junior College. In conjunction with this action, IAC required the following interim monitoring.

Embedded Report. An Embedded Interim Report in the 2025-26 Comprehensive Evaluation on co-curricular assessment.

In taking this action, the IAC considered materials from the most recent evaluation and the institutional response (if applicable) to the evaluation findings.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution's accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC's website at <https://www.hlcommission.org/isr-request>.

Within the next 30 days, HLC will also publish information about this action on its website at <https://www.hlcommission.org/Student-Resources/recent-actions.html>.

Please note: Revisions to HLC's Criteria for Accreditation will go into effect on September 1, 2020. Institutions will be evaluated against the revised Criteria for all reviews conducted after that date, including reviews related to previously assigned monitoring. Institutional reports submitted after September 1, 2020, that reference the Criteria should be written to the revised version. More information about the revised Criteria, including a crosswalk between the current and revised versions, is available on HLC's website at <https://www.hlcommission.org/criteria>.

If you have any questions about these documents after viewing them, please contact the institution's staff liaison Andrew Lootens-White. Your cooperation in this matter is appreciated.

Sincerely,



Barbara Gellman-Danley
President

CC: ALO

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: October 9, 2020

RE: Expenditure and Revenue Reports for September

September represents month three or the end of the first quarter 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 September 2020 is \$35,359,073.00.

Reviewing Instruction and General, we see normal expenditures for this time of year. The September 2020 Instruction and General expenditure total is slightly lower than the total Instruction and General expenditures in FY 20. The total current unrestricted expenses through September is \$6,861,828.00, which is 24% of the budget. Internal Services, Student Aid, Auxiliary Enterprises and Athletics normally have a higher percentage of their budget spent by this time of the fiscal year. Internal Services which is Computer Services, Document Center, and Motor Pool have credits posted to their departments each month. Their expenses vary from year to year depending on maintenance agreements and when the expense for those agreements are encumbered.

Total restricted funds of \$1,785,564.00 were expensed through September, this is 37% of the budget. This total is down as compared to restricted fund expenditures in FY 20. Some of the difference in comparing FY 21 to FY 20 may be from timing of awards, also the restricted student aid demonstrates a decline in enrollment.

The plant funds are showing expenditures/encumbrances for the first quarter of FY 21, with the bulk of the expenses or encumbrances showing in Technology Upgrades, Fire Alarm upgrade, Facility Management Upgrade, Golf Building, and the Caster and McLean Upgrades. The major difference in Plant Fund expenditures and/or encumbrances in FY 20 as compared to FY 21 is the large renovation projects of McLean and Caster. Total plant funds expended or encumbered through September is \$26,711,681.00.

Total funds expended or encumbered through September is \$35,359,073.00.

The unrestricted revenue through September is \$5,981,688.00. Most of the revenue is generated from Tuition and Fees, State Appropriation, Oil and Gas revenue accrual and the Auxiliary Enterprises. The College will normally start receiving Property Tax revenue in December and the Oil and Gas revenue will begin in October for the new fiscal year.

In the restricted revenue year-to-date, \$1,616,020.00 has been drawn down from the Grants, Pell grant, and direct loan funds through the end of September.

Total revenue for September is \$1,650,139.00 with the total year-to-date revenue of \$8,980,923.00, which is 24% of the projected revenue budget.

The Oil and Gas Revenue report in your packet is the final report for fiscal year 2019/2020. This report shows the oil & gas revenue of \$1,306,550.00 for June that was received in September. The College was the beneficiary of stable production levels for the last quarter of FY 20, even though oil and gas prices were well below the average for FY 20. It is hard to predict the trends in oil & gas revenue, but the current production levels give optimism that the revenue budget from oil & gas will be attainable in FY 21.

The Investment report shows that the College has \$40,593,127.00 in LGIP funds and three million with Lea County State Bank CDARs for a total invested of 43,593,127.00. In October, the College will start pulling cash out of the LGIP fund to cash flow the ongoing renovation projects. At the end of September there was \$38,460,365.51 designated for capital projects.

For your information, October is the month when NMJC employees and the College see increases in the New Mexico Public Schools Insurance Authority (NMPSIA) health insurance premiums. This year is no exception. Employees and the College will see an increase of 6% from October 2019 to October 2020. Last year the increase was 5.9% from October 2018 to October 2019. What this means in dollars is about \$44.00 per month increase for the employee's share under the Blue Cross Blue Shield family plan high option, and the College's share will increase by \$66.06 per month. This rate is for employees making over \$35,000.00 per year. The employee's monthly premium for the BCBS family high option will be \$778.02 per month and the College's monthly premium is \$1,167.04 for a total monthly premium of \$1,945.06. Fortunately, all employees that have insurance are in the cafeteria plan which allows the premium to be taken out pre-tax.

This is the monthly expense report for September 2020.

Respectfully submitted,

Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

September 2020

25% of Year Completed

Fund	2019-20			2020-21			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	11,862,407	1,899,012	16%	10,267,223	847,106	1,842,430	18%
Academic Support	2,569,083	570,068	22%	2,372,925	146,618	508,014	21%
Student Services	2,207,388	453,093	21%	2,121,047	139,381	413,755	20%
Institutional Support	4,648,321	1,079,403	23%	4,566,506	361,731	1,032,421	23%
Operation & Maintenance of Plant	3,988,457	985,477	25%	3,983,813	263,280	951,391	24%
Subtotal - Instruction & General	25,275,656	4,987,053	20%	23,311,514	1,758,116	4,748,011	20%
Research	0	40,534		0	9,778	27,359	
Public Service	50,000	4,280	9%	50,000	2,911	7,083	14%
Internal Service Departments	189,176	109,383	58%	109,089	125,198	159,759	146%
Student Aid	685,880	284,625	41%	710,880	73,428	379,911	53%
Auxiliary Enterprises	2,722,498	1,049,234	39%	2,160,172	196,629	918,988	43%
Athletics	2,308,988	748,561	32%	2,267,001	38,737	620,717	27%
Total Current Unrestricted Fund	31,232,198	7,223,670	23%	28,608,656	2,204,797	6,861,828	24%
CURRENT RESTRICTED FUND							
Grants	949,794	170,948	18%	908,797	73,319	156,270	17%
Student Aid	3,862,038	2,051,183	53%	3,862,038	153,152	1,629,294	42%
Total Current Restricted Fund	4,811,832	2,222,131	46%	4,770,835	226,471	1,785,564	37%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	26,982,338	4,567,865	17%	29,729,122	2,425,433	24,397,390	82%
Projects from State GOB Funds	4,764,218		0%	1,702,500	206,189	1,470,650	86%
Projects from State STB Funds	0			900,000			0%
Projects from General Fund	938,466	405,110		353,400	212,000	212,000	60%
Projects from Private Funds							0%
Projects from State ER&R	335,000	38,779	12%	335,000	12,819	146,442	44%
Projects from State BR&R	598,000	298,761	50%	598,000	86,618	485,199	81%
Subtotal - Capital and BR&R	33,618,022	5,310,515	16%	33,618,022	2,943,059	26,711,681	79%
Debt Service							
Revenue Bonds	0		0%	0			0%
Total Plant Funds	33,618,022	5,310,515	16%	33,618,022	2,943,059	26,711,681	79%
GRAND TOTAL EXPENDITURES	69,662,052	14,756,316	21%	66,997,513	5,374,327	35,359,073	53%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
September 2020

25% of Year Completed

2019-20

2020-21

Fund	2019-20			2020-21			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,931,431	2,061,981	52%	3,914,806	57,002	1,835,157	47%
State Appropriations	6,546,216	1,651,370	25%	5,747,200	473,830	1,482,734	26%
Advalorem Taxes - Oil and Gas	21,663,449	1,395,000	6%	7,235,000	465,169	1,395,169	19%
Advalorem Taxes - Property	10,500,000	0	0%	9,200,000			0%
Interest Income	10,000	137	1%	9,000	52	105	1%
Other Revenues	204,646	98,396	48%	196,418	1,262	27,330	14%
Subtotal - Instruction & General	42,855,742	5,206,884	12%	26,302,424	997,315	4,740,495	18%
Research			0%				0%
Public Service			0%				0%
Internal Service Departments	41,148	25,635	62%	9,000			0%
Auxiliary Enterprises	3,008,585	1,536,670	51%	2,846,886	50,981	1,107,318	39%
Athletics	568,984	159,530	28%	535,500	44,625	133,875	25%
Total Current Unrestricted	46,474,459	6,928,719	15%	29,693,810	1,092,921	5,981,688	20%
CURRENT RESTRICTED FUND							
Grants	949,794	173,738	18%	908,797	73,201	200,126	22%
Student Aid	3,862,038	1,787,370	46%	3,862,038	251,387	1,415,894	37%
Total Current Restricted	4,811,832	1,961,108	41%	4,770,835	324,588	1,616,020	34%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,702,500		0%	1,702,500	225,311	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	101,448	41%	120,000	7,319	25,638	21%
Total Plant Funds	5,744,500	101,448	2%	3,075,900	232,630	1,383,215	45%
GRAND TOTAL REVENUES	57,030,791	8,991,275	16%	37,540,545	1,650,139	8,980,923	24%

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
Actual	April	\$13.81	16,783,796	\$0.88	45,483,227	435,634	465,000	(29,366)
Actual	May	\$16.72	14,728,798	\$1.53	45,020,389	696,905	465,000	231,905
Actual	June	\$34.75	15,486,441	\$1.72	45,780,245	1,306,550	465,000	841,550
Y.T.D. Production Tax Revenue						21,116,751	5,580,000	15,536,751
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>25,080,649</u>	<u>7,235,000</u>	<u>17,845,649</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

September 2020

25% 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	0.169%	7,319
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	40,593,127			7,319
Lea County State Bank CDAR	3,000,000		2.30%	

Capital Project	9/30/2020
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	437,395.18
JASI	9,413.75
WHM South Gallery	266,594.43
Baseball Field	50,770.66
Rodeo Arena	33,934.99
Fire Alarm Upgrade	1,850,160.37
Luminis Software	2,993.00
Landscaping	489,081.08
Smart Classrooms	135,414.84
Campus Signage	553,167.53
Campus Paving	291,198.65
Roof Replacement WHM	500,000.00
Dorm/Apartment Refurbish	38,926.24
Concrete Upgrade	215,870.33
Campus Construction	80,938.19
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	64,616.75
Lumens Software-Distance Learn	5,000.00
Copier Replacement	22,102.47
Non-Recurring Compensation	750,000.00
Athletics	87,044.97
Student Life Programming	20,432.28
Succession Plan	52,014.15
WHM Exhibits	117,870.38
Track Upgrades	87,317.21
Driving Range Upgrades	705,375.65
McLean Hall Renovations	3,513,624.04
Cafeteria Upgrade	67,331.97
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	1,601,605.29
Busing Support for Recruiting	5,872.30
Caster Upgrades	14,415,198.05
Workforce Training Center	3,000,000.00
Allied Health	148,505.18
Workforce Training Contingency	1,742.69
Total	38,460,365.51

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: Board Members
From: Dan Hardin
RE: Quarterly Financial Action Report
Date: October 15, 2020

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 September 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 September 30, 2020.

Respectfully,



Dan Hardin

QUARTERLY FINANCIAL ACTION REPORT

Fiscal Year 21

Today's Date: 10-15-2020

Period (check one)

1st quarter

2nd quarter

3rd quarter

4th quarter

Institution: New Mexico Junior College

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

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

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

Yes: No:

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

Yes: No:

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

Yes: No:

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

Yes: No:

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

Yes: No:

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

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

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

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

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

1st X 2nd _____ 3rd _____ 4th _____ Quarter, FY 21

are correct as of the date indicated below, and that

New Mexico Junior College

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

Pat Chappelle Board Chair

Dr. Kelvin Sharp President



Dan Hardin Vice President for Finance

New Mexico Junior College

5317 Lovington Highway
Hobbs, NM 88240

To: New Mexico Junior College Board
From: JoeMike Gomez
RE: Request for Proposal #134

October 15, 2020

Request for Proposal #134 – Museum Terrazzo

Public Notice: August 27th, 2020

Hobbs News-Sun

Vendors solicited: 4

Proposal Summary:

Proposal Cost

Gallery Painting

Non-responsive

Rebekah & Company

\$149,421.76

Grand Total w/NMGRT: \$157,639.96

Recommendation for award:

Rebekah & Company **Base Bid \$149,421.76**

Sincerely,

JoeMike Gomez

Purchasing Coordinator
