

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, October 21, 2021
Ben Alexander Building – Daniels Room
1:30 pm

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of September 16, 2021 & September 30, 2021 | Pat Chappelle |
| D. President's Report | Kelvin Sharp |
| E. New Business | |
| 1. Monthly Expenditure Report | Josh Morgan |
| 2. Monthly Revenue Report | Josh Morgan |
| 3. Oil and Gas Revenue Report | Josh Morgan |
| 4. Schedule of Investments | Josh Morgan |
| 5. Fiscal Watch Report | Josh Morgan |
| 6. Consideration of Disposal of Inventory Through Public Auction | Josh Morgan |
| 7. Consideration of an NMJC Women's Golf Team | Deron Clark |
| 8. Consideration of Appointment to the New Horizons Foundation Board | Dennis Holmberg |
| 9. Consideration of NMJC Presidential Search Profile | Steve McCleery |
| 10. Consideration of NMJC Presidential Search Timeline | Steve McCleery |
| 11. Consideration of NMJC Presidential Search Committee | Steve McCleery |
| 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 16, 2021
MINUTES**

The New Mexico Junior College Board met on Thursday, September 16, 2021, beginning at 1:34 p.m. in the Ben Alexander Building, Daniels Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Mr. Guy Kesner; Mrs. Erica Jones; and Ms. Evelyn Rising. Mr. Hector Baeza and Mr. Manny Gomez joined via Zoom.

Ms. Chappelle called the meeting to order and welcomed guests attending via Facebook Live due to the current COVID-19 pandemic and the current Public Health Order requiring social distancing. Ms. Chappelle stated in response to the Governor's order, guidelines continue to be followed. Ms. Chappelle encouraged the public to participate and provide public comments at the end of the formal agenda to either (575) 492-2595 or by fax to (575) 492-2559.

Upon a motion, Mr. Kesner, seconded by Mrs. Jones, the agenda was unanimously adopted.

Upon a motion by Mr. Glenn, seconded by Mrs. Rising, the Board unanimously approved the minutes of August 19, 2021 and September 1, 2021.

Under President's Report, Dr. Larry Sanderson joined the meeting to provide new faculty hire updates and a promotion update. Dr. Sanderson announced new full-time hires in general education are Dr. Niels Eichhorn, Professor of History, Dr. Sarah Eastlund, Professor of English, Dr. Luke Griffith, Professor of History and Malinda Patterson, Professor of Education. In addition, Dr. Sanderson announced Mr. Steve Saucedo was promoted to Dean of Workforce Training & Professional Studies. The Board welcomed the new professors and expressed their congratulations to Mr. Steve Saucedo.

Mr. Walter Coburn joined the meeting to provide Law Enforcement Academy updates. Mr. Coburn reported the Basic Police Officer Academy currently has 23 officers and graduated 28 cadets in the last academy. The upcoming Dispatch Academy class will have 9 students, the General Instructor Refresher Course has 13 students, and the Firearm Instructor Update class has 9 students. In addition, a Use of Force Instructor class cancelled/postponed last fall due to COVID was completed two weeks ago graduating 13 students. Mr. Coburn further reported a Reality Based Training Instructor Program was completed last week with 22 students. Mr. Coburn commented this program was a first for Southeastern New Mexico noting this as a huge milestone for the academy. Registrations are in progress for the next Basic Academy class in the spring of 2022.

Dr. Sharp reminded the board of COVID protocols set forth by the State of California for attendance of the upcoming Association of Community College Trustees conference in San Diego, California.

Under New Business, Mr. Josh Morgan joined the meeting to present the August 2021 Financial reports. Mr. Morgan pointed out corrections were made to the Expenditure Report and asked the Board to refer to handouts provided. Upon a motion by Mr. Kesner, seconded by Ms. Rising, the Board unanimously approved the Expenditure Report for August 2021, as amended. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Ms. Chappelle requested consideration of appointment for NMJC's acting/interim president. Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the appointment of Dr. Steve McCleery as the interim president of New Mexico Junior College. Mr. Kesner commented while NMJC Vice Presidents are highly qualified, Dr. McCleery will provide stability with his knowledge of the presidential search process and allow current functions to continue. Ms. Rising echoed Mr. Kesner's comment. Mr. Baeza commented the current administration did excellent work leading NMJC during difficult times and noted these efforts must be continued. In addition, he noted the importance of continuity of management.

Mr. Dennis Holmberg joined the meeting to request consideration of appointments to the New Horizons Foundation Board (NHF). Mr. Holmberg recommended the appointment of Dr. Steve McCleery, Interim NMJC President, to the NHF Foundation Board as an NMJC Representative to serve until a new NMJC president is selected. Mr. Holmberg recommended Mr. Guy Kesner to fill the vacated seat of Mr. Ron Black as an NMJC Board Representative, leaving an open seat for an NHF Community Representative. Mr. Kesner commented the appointments as presented are also the recommendation of NHF. Mr. Gomez asked if NMJC's interim president serving on the NHF Board will take time away from the impending presidential search. Mr. Holmberg responded minimal amount of time will be required. Upon a motion by Mr. Glenn, seconded by Mrs. Jones, the Board unanimously approved the appointments as presented. Mr. Kesner abstained. Mr. Holmberg stated notification of appointments will be sent to the NHF's partner, Department of Defense. Mr. Glenn asked when the open community seat will be filled. Mr. Holmberg responded he is hopeful to provide a suggested community representative at the October NMJC Board meeting. Mr. Kesner noted suggested appointments for the community seat are encouraged from all.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, October 21, 2021 beginning at 1:30 pm.

Upon a motion by Mr. Glenn, seconded by Mr. Kesner, the board meeting adjourned at 2:24 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

**NEW MEXICO JUNIOR COLLEGE
SPECIAL BOARD MEETING
SEPTEMBER 30, 2021
MINUTES**

The New Mexico Junior College Board met on Thursday, September 30, 2021, beginning at 12:00 p.m. in the Ben Alexander Building, Daniels Room. Mr. Glenn, present in the Daniels Room, requested a roll call to establish a quorum of the board for the meeting. The following members announced their virtual attendance by roll call as follows: Mr. Hector Baeza; Mr. Travis Glenn, Secretary; Mr. Manny Gomez; Ms. Evelyn Rising; Mrs. Erica Jones; and Mr. Guy Kesner. Ms. Patricia Chappelle, Chair was absent. Mr. Scotty Holloman was also in attendance.

Mr. Glenn called the meeting to order and welcomed guests attending via Facebook Live due to the current COVID-19 pandemic and the current Public Health Order requiring social distancing.

Mr. Glenn 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 Mrs. Rising, seconded by Mrs. Jones, and by roll call vote as follows: Mr. Hector Baeza; Mr. Travis Glenn, Secretary; Mr. Manny Gomez; Ms. Evelyn Rising; Mrs. Erica Jones; and Mr. Guy Kesner, the agenda was unanimously adopted.

Mr. Glenn presented a contract “Employee Agreement” for New Mexico Junior College’s interim president. Mr. Holloman requested the approval include authorization for Mr. Glenn to execute the contract as presented. Upon a motion by Mr. Kesner, seconded by Mrs. Jones, and by roll call as follows: Mr. Hector Baeza; Mr. Travis Glenn, Secretary; Mr. Manny Gomez; Ms. Evelyn Rising; Mrs. Erica Jones; and Mr. Guy Kesner, the Board unanimously approved the contract and authorized Mr. Glenn to execute the contract as presented.

Mr. Glenn presented a contract for the Association of Community College Trustees to provide ancillary services for a presidential search and authorization for Mr. Glenn to execute the contract as presented. Upon a motion by Mr. Kesner, seconded by Mrs. Jones, and by roll call as follows: Mr. Hector Baeza; Mr. Travis Glenn, Secretary; Mr. Manny Gomez; Ms. Evelyn Rising; Mrs. Erica Jones; and Mr. Guy Kesner, the Board unanimously approved the contract and authorized Mr. Glenn to execute the contract as presented.

Mr. Glenn presented for consideration the approval of the Board Presidential Search Committee members. Mr. Glenn noted the Presidential Search Committee will consist of no more than three NMJC Board members, members of the community/surrounding community, members of the faculty and of the campus. He stated the committee will narrow down applications to approximately 5 candidates. NMJC Board will interview the 5 selected candidates and move forward with the selection process. At this time, Mr. Glenn asked for Board member volunteers

to serve on the Presidential Search Committee. Volunteering to serve are Mr. Manny Gomez, Mr. Hector Baeza, and Ms. Evelyn Rising. Upon a motion by Mr. Kesner, seconded by Mrs. Jones, and by roll call as follows: Mr. Hector Baeza; Mr. Travis Glenn, Secretary; Mr. Manny Gomez; Ms. Evelyn Rising; Mrs. Erica Jones; and Mr. Guy Kesner, the Board unanimously approved Mr. Manny Gomez, Mr. Hector Baeza, and Ms. Evelyn Rising to serve as Board representatives on the Presidential Search Committee.

Mr. Glenn presented for consideration the appointment of a chair for the Presidential Search Committee. Upon a recommendation and motion by Ms. Rising, seconded by Mr. Baeza, and by roll call as follows: Mr. Hector Baeza; Mr. Travis Glenn, Secretary; Mr. Manny Gomez; Ms. Evelyn Rising; Mrs. Erica Jones; and Mr. Guy Kesner, the Board unanimously approved Mr. Manny Gomez to serve as the Presidential Search Committee Chair. Mr. Gomez accepted. In addition, the Board thanked Mr. Holloman for the preparation of contracts and noted they look forward to his guidance and direction during this process.

Mr. Glenn called for comments from the public. There were none.

Upon a motion to adjourn made by Mrs. Jones, seconded by Ms. Rising, and by roll call as follows: Mr. Hector Baeza; Mr. Travis Glenn, Secretary; Mr. Manny Gomez; Ms. Evelyn Rising; Mrs. Erica Jones; and Mr. Guy Kesner, the board meeting adjourned at 12:28 pm.

Travis Glenn, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Josh Morgan

Date: October 14, 2021

RE: Expenditure and Revenue Reports for September

September represents month three or the end of the first quarter of the 2021/202 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 \$16,064,481.

Reviewing Instruction and General, we see normal expenditures for this time of year. The September 2021 Instruction and General expenditure total is slightly lower than the total Instruction and General expenditures in FY 21. The total current unrestricted expenses through September is \$6,555,253.00, which is 22% 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 \$3,134,201.00 were expensed through September, this is 65% of the budget. This total is up as compared to restricted fund expenditures in FY 21. The main reason for the increase is the awarding of Student Federal HEERF funds.

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, WHM Roof Replacement, Dorm/Apartment Refurbish and the Caster Remodel. The major difference in Plant Fund expenditures and/or encumbrances in FY 21 as compared to FY 22 is the large renovation projects of McLean and Caster. In FY 21, the Caster and McLean projects were in full swing. At this point in FY22, both those projects are nearing their end. We will see an increase in Plant Fund expenditures in the near future as the Watson Hall Renovation begins and the Campus Wide Vestibule and Security Upgrade project begins. These two projects are currently in the planning phase but will move to the construction phase soon. Total plant funds expended or encumbered through September is \$6,375,027.

Total funds expended or encumbered through September is \$16,064,481.

The unrestricted revenue through September is \$6,247,463. 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, \$3,095,492 has been drawn down from the Grants, Pell grant, and direct loan funds through the end of September.

Total revenue for September is \$2,474,793 with the total year-to-date revenue of \$9,353,801, which is 22% of the projected revenue budget.

The Oil and Gas Revenue report in your packet is the final report for fiscal year 2020/2021. This report shows the oil & gas revenue of \$4,133,576 for June that was received in September. The College was the beneficiary of solid production levels in FY21. The College also benefited by seeing an increase in the oil and gas prices throughout FY21. 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 22.

The Investment report shows that the College has \$53,000,000 in LGIP funds. There was no activity in the Investments during the month of September. At the end of September, there was \$42,516,531.44 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 2020 to October 2021. Last year the increase was 6% from October 2019 to October 2020. What this means in dollars is a \$46.68 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 \$70.02 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 \$824.70 per month and the College's monthly premium is \$1,237.06 for a total monthly premium of \$2,061.76. 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 2021.

Thank you,

Josh Morgan

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
September 2021

25% of Year Completed

Fund	2020-21			2021-22			
	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	10,267,223	1,842,430	18%	10,728,520	815,390	1,724,727	16%
Academic Support	2,372,925	508,014	21%	2,418,150	137,916	482,141	20%
Student Services	2,121,047	413,755	20%	2,129,202	124,999	359,349	17%
Institutional Support	4,566,506	1,032,421	23%	4,723,286	328,962	1,010,759	21%
Operation & Maintenance of Plant	3,983,813	951,391	24%	4,125,265	281,170	981,091	24%
Subtotal - Instruction & General	23,311,514	4,748,011	20%	24,124,423	1,688,437	4,558,067	19%
Research	-	27,359		-	9,461	28,178	
Public Service	50,000	7,083	14%	59,300	5,096	10,366	17%
Internal Service Departments	109,089	159,759	146%	100,174	115,527	124,160	124%
Student Aid	710,880	379,911	53%	760,880	11,667	346,558	46%
Auxiliary Enterprises	2,160,172	918,988	43%	2,216,283	213,206	764,754	35%
Athletics	2,267,001	620,717	27%	2,466,657	108,252	723,170	29%
Total Current Unrestricted Fund	28,608,656	6,861,828	24%	29,727,717	2,151,646	6,555,253	22%
CURRENT RESTRICTED FUND							
Grants	908,797	156,270	17%	972,048	80,805	218,620	22%
Student Aid	3,862,038	1,629,294	42%	3,859,255	283,212	2,915,581	76%
Total Current Restricted Fund	4,770,835	1,785,564	37%	4,831,303	364,017	3,134,201	65%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	29,729,122	24,397,390	82%	20,063,534	670,449	5,717,580	28%
Projects from State GOB Funds	1,702,500	1,470,650	86%	4,000,000	-	154,315	4%
Projects from State STB Funds	900,000		0%	2,325,000	22,369	45,561	0%
Projects from General Fund	353,400	212,000	0%	150,000	-	-	0%
Projects from Private Funds	-		0%	-	-	-	0%
Projects from State ER&R	335,000	146,442	44%	335,000	19,981	69,698	21%
Projects from State BR&R	598,000	485,199	81%	598,000	276,544	387,873	65%
Subtotal - Capital and BR&R	33,618,022	26,711,681	79%	27,471,534	989,343	6,375,027	23%
Debt Service							
Revenue Bonds	-	-	0%	-	-	-	0%
Total Plant Funds	33,618,022	26,711,681	79%	27,471,534	989,343	6,375,027	23%
GRAND TOTAL EXPENDITURES	66,997,513	35,359,073	53%	62,030,554	3,505,006	16,064,481	26%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
September 2021

25% of Year Completed

Fund	2020-21			2021-22			
	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	3,914,806	1,835,157	47%	3,939,025	954,541	1,873,200	48%
State Appropriations	5,747,200	1,482,734	26%	6,404,600	510,717	1,532,150	24%
Advalorem Taxes - Oil and Gas	7,235,000	1,395,169	19%	7,235,000	465,000	1,395,000	19%
Advalorem Taxes - Property	9,200,000		0%	9,700,000	-	-	0%
Interest Income	9,000	105	1%	9,000	10	15	0%
Other Revenues	196,418	27,330	14%	191,418	35,270	97,588	51%
Subtotal - Instruction & General	26,302,424	4,740,495	18%	27,479,043	1,965,538	4,897,953	18%
Research	-		0%	-	-	-	0%
Public Service	-		0%	-	-	-	0%
Internal Service Departments	9,000		0%	9,000	1,540	1,799	20%
Auxiliary Enterprises	2,846,886	1,107,318	39%	2,756,942	154,497	1,217,836	44%
Athletics	535,500	133,875	25%	530,800	43,292	129,875	24%
Total Current Unrestricted	29,693,810	5,981,688	20%	30,775,785	2,164,867	6,247,463	20%
CURRENT RESTRICTED FUND							
Grants	908,797	200,126	22%	972,048	80,886	378,341	39%
Student Aid	3,862,038	1,415,894	37%	3,859,255	223,557	2,717,151	70%
Total Current Restricted	4,770,835	1,616,020	34%	4,831,303	304,443	3,095,492	64%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,702,500	1,357,577	0%	4,000,000	-	-	0%
Projects from State STB Funds	900,000		0%	2,325,000	-	-	0%
Projects from General Fund	353,400		0%	150,000	-	-	0%
Projects from Private Funds	-		0%	-	398	746	0%
Interest Income (LGIP)	120,000	25,638	21%	60,000	5,085	10,100	17%
Total Plant Funds	3,075,900	1,383,215	45%	6,535,000	5,483	10,846	0%
GRAND TOTAL REVENUES	37,540,545	8,980,923	24%	42,142,088	2,474,793	9,353,801	22%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2021

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	\$37.25	17,319,589	\$1.88	50,434,252	1,561,399	465,000	1,096,399
Actual	August	\$39.07	17,858,395	\$2.09	56,003,009	1,709,971	465,000	1,244,971
Actual	September	\$36.31	17,908,397	\$2.09	55,735,897	1,641,692	465,000	1,176,692
Actual	October	\$36.27	19,745,180	\$2.15	57,564,996	1,759,720	465,000	1,294,720
Actual	November	\$37.72	19,894,709	\$2.54	59,354,345	1,945,614	465,000	1,480,614
Actual	December	\$43.52	19,752,832	\$2.83	59,838,635	2,205,833	465,000	1,740,833
Actual	January	\$49.60	20,524,781	\$3.51	61,239,671	2,680,674	465,000	2,215,674
Actual	February	\$57.25	16,767,614	\$5.23	49,960,726	2,768,299	465,000	2,303,299
Actual	March	\$60.19	22,524,450	\$3.52	66,274,277	3,464,716	465,000	2,999,716
Accrual	April	\$59.54	21,714,278	\$3.21	71,091,264	3,115,376	465,000	2,650,376
Accrual	May	\$62.23	22,676,083	\$3.51	70,077,847	3,543,002	465,000	3,078,002
Accrual	June	\$68.22	22,026,520	\$3.84	119,418,533	4,133,576	465,000	3,668,576
Y.T.D. Production Tax Revenue						30,529,872	5,580,000	24,949,872
Y.T.D. Equipment Tax Revenue						4,910,223	1,655,000	3,255,223
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						35,440,095	7,235,000	28,205,095

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

September 2021

25% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	53,000,000	7102-1348	0.061%	5,085
Plus deposits	-			
Less withdrawals	-			
Total LGIP investments	53,000,000			5,085

Capital Project	9/30/2021
Vehicles	608,554.06
Computer Labs/ITV Upgrade	200,000.00
Campus Vestibules	1,250,000.00
Voc B Airhandler	1,000,000.00
Softball Field	4,790,000.00
National Track Meet	110,577.39
Pi Day	23,487.04
Technology Upgrade	932,261.05
JASI	38,405.25
WHM Storage Building	145,052.30
Baseball Field	530,173.45
Rodeo Arena	131,822.09
Fire Alarm Upgrade	661,975.11
Landscaping	1,136,485.80
Smart Classrooms	313,033.51
Campus Signage	552,142.53
Campus Paving	593,344.98
Roof Replacement	2,000,213.08
Dorm/Apartment Refurbish	374,093.98
Concrete Upgrade	476,196.80
Campus Construction	272,860.30
Oil & Gas Training	88,974.02
Workforce Training & Outreach	250,000.00
Guided Pathways Rob Johnstone	140,000.00
Campus Security	333,414.32
Copier Replacement	73,082.22
Non-Recurring Compensation	1,000,000.00
Athletics	637,939.35
Student Life Programming	20,432.28
Succession Plan	52,014.15
WHM Exhibits	34,827.07
Track Upgrades	204,337.60
Driving Range Upgrades	556,679.32
McLean Hall Renovations	119,797.35
Cafeteria Upgrade	1,559,370.92
Channel 19 Upgrade	2,389.50
Equestrian Center	2,936,700.29
Bob Moran Upgrades	12,260.87
Campus/Hospital Fencing	563,509.84
Turf Replacement	397,527.12
Watson Hall Renovation	2,443,048.52
Facilities Management System	1,251,368.09
Busing Support for Recruiting	5,872.30
Caster Upgrades	3,146,339.82
Workforce Training Center	6,000,000.00
Heidel Hall Renovation	2,000,000.00
Heidel/Hagelstein Air Handlers	400,000.00
Air Handlers	2,000,000.00
Allied Health	144,274.63
Workforce Training Contingency	1,693.14
Total	42,516,531.44

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: Board Members
From: Josh Morgan
RE: Quarterly Financial Action Report
Date: October 14, 2021

To comply with the HED (Higher Education Department) mandate that each College Board approve a quarterly financial action statement, attached is the Quarterly Action Statement for the quarter ending on September 30, 2021. This disclosure notifies you as the NMJC Board as well as the HED to any financial problems that might not be evident with an income and expense report. The College has made all required payments, payroll, and scheduled payments to vendors. Please approve the Quarterly Financial Action Report as of September 30, 2021.

Respectfully,



Josh Morgan

QUARTERLY FINANCIAL ACTION REPORT

Fiscal Year 22

Today's Date: 10-14-2021

Period (check one)

1st quarter

2nd quarter

3rd quarter

4th quarter

Institution: New Mexico Junior College

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

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

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

Yes: No:

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

Yes: No:

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

Yes: No:

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

Yes: No:

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

Yes: No:

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

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

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

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

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

1st X 2nd _____ 3rd _____ 4th _____ Quarter, FY 22

are correct as of the date indicated below, and that

New Mexico Junior College

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

Pat Chappelle Board Chair

Dr. Kelvin Sharp President



Josh Morgan Vice President for Finance

NEW MEXICO JUNIOR COLLEGE BUSINESS OFFICE

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575) 492-2770
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To: NMJC Board Members
From: Josh Morgan
RE: Disposition of Inventory
Date: October 14, 2021

Pursuant to Article 6 ("Sale of Public Property") Section 13-6-1, New Mexico Junior College is requesting to sell at public auction unused inventory. Upon approval by the NMJC Board of Directors, a letter will be sent to the Office of the State Auditor (OSA) and the Higher Education Department (HED) notifying of our intentions to dispose of such inventory at public auction. Pursuant to Paragraph B of Section 13-6-1, New Mexico Junior College will wait 30 days from the notice to OSA and HED to hold the public auction.

Attached is a list of items which will be sent to public auction.

In accordance with State Statute 13-6-1, we hereby approved the disposition of New Mexico Junior College public inventory through sell at public auction.

Pat Chappelle
Board Chair
New Mexico Junior College



Josh Morgan
VP for Finance
New Mexico Junior College

<u>Inventory #</u>	<u>Description</u>	<u>Location Code</u>	<u>Serial Number or VIN</u>	<u>Acquisition Date</u>	<u>Acquired Value</u>
N10102	Mig GMAW Welder	WARHOU	2280	4/1/1976	\$1,175.15
N10139	Mig GMAW Welder	WARHOU	HH066029	10/1/1977	\$1,292.70
N12322	Clarke Floor Machine	WARHOU	TH3489	10/1/1995	\$1,665.00
N12323	Clarke Floor Machine	WARHOU	TH2919	10/1/1995	\$1,665.00
N15061	Yamaha Clavinova	WARHOU	618217	3/4/1998	\$1,447.14
N15062	Yamaha Clavinova	WARHOU	630210	3/4/1998	\$1,732.80
N15063	Yamaha Clavinova	WARHOU	11494	3/4/1998	\$2,375.71
G30738	Tech 2 Scan Tool	WARHOU	3750A32186	6/30/1998	\$1,893.02
G31030	HP LaserJet 4050N	WARHOU	US7L025252	10/8/1999	\$1,299.00
N15703	Yamaha Upright Studio Piano	WARHOU	No Serial #	6/22/2000	\$4,195.00
N15859	Stairmaster 4600 Stairclimber	WARHOU	1.80001E+11	8/4/2000	\$2,301.25
N16405	Portable Data Collector	WARHOU	3480000787	1/29/2001	\$2,261.00
N16464	2001 Dodge Ram	WARHOU	1B7HC16YX1S323698	7/16/2001	\$18,257.50
N16874	CAT 2950 48PT	WARHOU	FHK0614X0VG	5/30/2002	\$4,043.79
N16884	CAT 2950 48PT	WARHOU	FHK0614X0XC	5/30/2002	\$4,228.27
N17028	Samsung Document Camera	WARHOU	S2070374	9/30/2002	\$2,295.00
N17029	Crestron Podium Controller	WARHOU	ZA11427	9/30/2002	\$1,500.00
N17030	Crestron CP2 Controller	WARHOU	ZA11515	9/30/2002	\$1,275.00
N17036	Statesman Lectern	WARHOU	No Serial #	9/30/2002	\$5,640.00
G31771	MigMaster 250	WARHOU	MBGJ234561	1/10/2003	\$1,456.33
G31775	Multimaster 260 Welder	WARHOU	MH-J241509	1/10/2003	\$1,756.30
N17262	HP LaserJet 4200/4300	WARHOU	SCNBX703429	5/2/2003	\$1,375.36
N17264	HP LaserJet 4200/4300	WARHOU	SCNBX322048	5/2/2003	\$1,375.36
N17271	HP LaserJet 4200/4300	WARHOU	SCNBX703434	5/2/2003	\$1,375.36
N17315	Marshal Custom Podium	WARHOU	No Serial #	6/30/2003	\$3,823.53
N17324	Marshal Custom Podium	WARHOU	No Serial #	6/30/2003	\$3,823.53
N17326	Smart Sympodium	WARHOU	2792	7/1/2003	\$2,879.00
N17352	Crestron Podium Controller	WARHOU	1089681	7/1/2003	\$1,700.00
N17353	Crestron MP2E Controller	WARHOU	1085309	7/1/2003	\$1,542.00
N17371	Smart Sympodium	WARHOU	3DFP00435	7/1/2003	\$2,879.00
N17386	Smart Sympodium	WARHOU	2824	7/1/2003	\$2,879.00
N17397	Crestron Podium Controller	WARHOU	No Serial #	7/1/2003	\$1,700.00
N17398	Crestron MP2E Controller	WARHOU	No Serial #	7/1/2003	\$1,542.00
N18128	Gateway 955 Server	WARHOU	3569603	4/19/2004	\$3,414.00
N17962	Batco Indoor Batting Cage	WARHOU	No Serial #	12/15/2004	\$3,545.00
N17992	Hitachi Projector	WARHOU	G4L102046	3/16/2005	\$5,999.00
N18066	Yamaha Clavinova	WARHOU	UCLP01111	5/9/2005	\$1,104.00

N18030	HON 66" Desk	WARHOU	DGWXOY	5/26/2005	\$1,944.00
N18036	Nautilus Biceps Curl	WARHOU	S5BCXX050054	6/8/2005	\$2,549.00
N18040	Nautilus Lateral Raise	WARHOU	S5LRXX050068	6/8/2005	\$2,627.00
N18043	Nautilus Lower Back	WARHOU	S5LBXX050098	6/8/2005	\$2,744.00
N18045	Nautilus Pec Fly	WARHOU	S5PFXX050045	6/8/2005	\$2,822.00
N18048	Nautilus Pullover	WARHOU	S5POXX050071	6/8/2005	\$2,744.00
N18050	Nautilus Rotary Torso	WARHOU	S5RTXX050120	6/8/2005	\$2,744.00
N18051	Nautilus Seated Calf	WARHOU	S5SCXX050034	6/8/2005	\$2,471.00
N18054	Nautilus Triceps Extension	WARHOU	S5TEXX050061	6/8/2005	\$2,627.00
N18055	Nautilus Ventral Triceps Extension	WARHOU	S5VTEX040001	6/8/2005	\$2,549.00
N18214	CAT C3750 48PT	WARHOU	CAT099Z1TB	8/10/2005	\$4,220.00
N18129	CAT C3750 48PT	WARHOU	CAT0929Z1TZ	8/19/2005	\$4,219.50
N18130	CAT C3750 48PT	WARHOU	CAT0929Z1U9	8/19/2005	\$4,219.50
G31935	Custom Techline Podium	WARHOU	No Serial #	1/9/2006	\$2,150.00
N18234	HP LaserJet 4250N	WARHOU	CNGXF24846	1/23/2006	\$1,231.87
N18477	Extron Media Link	WARHOU	MLC226IPAAP	5/25/2006	\$1,416.80
N18484	Mitsubishi XS490U Projector	WARHOU	6004666	5/25/2006	\$2,153.00
N18486	Samsung Document Camera	WARHOU	T6500373	5/25/2006	\$2,185.00
N18647	125 Gateway E-4500	WARHOU	36894200	7/31/2006	\$1,097.60
N18785	Mitsubishi 3000 Projector	WARHOU		8/31/2006	\$2,153.00
N18756	Extron Media Link	WARHOU	MLC226IP	9/20/2006	\$1,700.16
N18757	Extron Media Link	WARHOU	MLC226IP	9/20/2006	\$1,700.16
N18758	Extron Media Link	WARHOU	MLC226IP	9/20/2006	\$1,700.16
N18762	Samsung Document Camera	WARHOU	T6800960	9/20/2006	\$2,185.00
N18763	Samsung Document Camera	WARHOU	T6800909	9/20/2006	\$2,185.00
N18764	Samsung Document Camera	WARHOU	T6800872	9/20/2006	\$2,185.00
N18765	Custom Techline Podium	WARHOU	No Serial #	9/20/2006	\$7,993.60
N18766	Custom Techline Podium	WARHOU	No Serial #	9/20/2006	\$7,993.60
N18767	Custom Techline Podium	WARHOU	No Serial #	9/20/2006	\$7,993.60
N18705	Gateway E4500	WARHOU	37087064	10/1/2006	\$1,275.27
N18797	Gateway M465E	WARHOU	37277031	11/20/2006	\$1,431.72
N18801	2007 Ford Crown Victoria	WARHOU	2FAFP73V67X132414	1/10/2007	\$19,648.00
N18857	Bulldog Arm Chair	WARHOU	No Serial #	4/9/2007	\$1,145.63
N18889	2007 Chevrolet Suburban	WARHOU	1GNFC16077R409043	8/10/2007	\$23,200.00
N18953	Athletic Gas Dryer	WARHOU	530957LG	10/15/2007	\$3,300.00
N18982	Belco Athletic Washer/Extractor	WARHOU	711009393	11/29/2007	\$4,995.00
N18991	Nautilus Treadmill	WARHOU	No Serial #	12/6/2007	\$4,046.68
N18994	Nautilus Treadmill	WARHOU	No Serial #	12/6/2007	\$4,046.68

N19044	Speedshine Burnisher/Buffer	WARHOU	10373235	4/14/2008	\$1,478.50
H10362	Wireless Sound System	WARHOU	176098	9/25/2008	\$1,240.85
H10162	Nautilus Treadmill	WARHOU	No Serial #	10/31/2008	\$4,150.86
H10169	Nautilus Self-Powered Elliptical	WARHOU	5.20001E+13	10/31/2008	\$4,031.85
H10322	Acoustical Shell	WARHOU	No Serial #	11/4/2008	\$2,477.44
H10323	Acoustical Shell	WARHOU	No Serial #	11/4/2008	\$2,477.44
H10324	Acoustical Shell	WARHOU	No Serial #	11/21/2008	\$2,477.44
H10325	Acoustical Shell	WARHOU	No Serial #	11/21/2008	\$2,477.44
N19079	Supercardioid Microphones	WARHOU	213349-001	12/14/2008	\$9,213.56
H10261	Dell OptiPlex 760	WARHOU	60MKWH1	1/12/2009	\$1,022.69
N19087	2009 Chrysler 300 LX	WARHOU	2C3KA43D59H565465	1/23/2009	\$22,000.00
H10332	Nautilus Treadmill	WARHOU	No Serial #	4/27/2009	\$3,609.50
H10340	CAT 3560 48PT	WARHOU	FOC1314W3C1	6/29/2009	\$4,847.49
H10595	Dell OptiPlex 760	WARHOU	1ZXMTK1	9/4/2009	\$1,016.02
H10612	Dell OptiPlex 760	WARHOU	6BSMTK1	9/4/2009	\$1,016.02
H10687	HP Compaq 6730B	WARHOU	CNU9402KRT	12/2/2009	\$1,172.66
H10733	CAT 2960 48PT	WARHOU	FOC1347X1HZ	3/8/2010	\$4,697.27
H10745	CAT 2960 48PT	WARHOU	SFOC1412Z6JV	6/10/2010	\$1,686.44
H10746	CAT 2960 48PT	WARHOU	SFOC1412X6JV	6/10/2010	\$1,686.44
H10747	CAT 2960 48PT	WARHOU	SFOC1412W6GP	6/10/2010	\$1,686.44
H10750	CAT 2960 48PT	WARHOU	SFOC1404Y3MC	6/10/2010	\$3,483.27
H10752	CAT 2960 48PT	WARHOU	SFOC1413W2YT	6/10/2010	\$3,370.41
H10753	CAT 2960 48PT	WARHOU	SFOC1413W2YT	6/10/2010	\$3,370.41
H10777	CAT 2960 48PT	WARHOU	SFOC1422Z678	6/23/2010	\$3,536.92
H10779	CAT 2960 48PT	WARHOU	SFOC1411V4UJ	6/23/2010	\$1,899.46
H10785	HP Compaq 8000 Elite	WARHOU	2UA02310K1	6/30/2010	\$1,185.00
H10789	HP Compaq 8000 Elite	WARHOU	2UA02310JD	6/30/2010	\$1,185.00
H10790	HP Compaq 8000 Elite	WARHOU	2UA02310JW	6/30/2010	\$1,185.00
H10795	HP Compaq 8000 Elite	WARHOU	2UA02310K3	6/30/2010	\$1,185.00
H10799	HP Compaq 8000 Elite	WARHOU	2UA02310HW	6/30/2010	\$1,185.00
H10804	HP Compaq 8000 Elite	WARHOU	2UA02310K0	6/30/2010	\$1,185.00
H10806	HP Compaq 8000 Elite	WARHOU	2UA02310JZ	6/30/2010	\$1,185.00
H10807	HP Compaq 8000 Elite	WARHOU	2UA02310J7	6/30/2010	\$1,185.00
H10811	HP Compaq 8000 Elite	WARHOU	2UA02310JV	6/30/2010	\$1,185.00
H10813	HP Compaq 8000 Elite	WARHOU	2UA02310HP	6/30/2010	\$1,185.00
H10815	HP Compaq 8000 Elite	WARHOU	2UA02310HM	6/30/2010	\$1,185.00
H10816	HP Compaq 8000 Elite	WARHOU	2UA02310J5	6/30/2010	\$1,185.00
H10817	HP Compaq 8000 Elite	WARHOU	2UA02310K4	6/30/2010	\$1,185.00

H10818	HP Compaq 8000 Elite	WARHOU	2UA02310HR	6/30/2010	\$1,185.00
H10819	HP Compaq 8000 Elite	WARHOU	2UA02310JB	6/30/2010	\$1,185.00
H10820	HP Compaq 8000 Elite	WARHOU	2UA02310JQ	6/30/2010	\$1,185.00
H10821	HP Compaq 8000 Elite	WARHOU	2UA02310HS	6/30/2010	\$1,185.00
H10822	HP Compaq 8000 Elite	WARHOU	2UA02310HN	6/30/2010	\$1,185.00
H10824	HP Compaq 8000 Elite	WARHOU	2UA02310JM	6/30/2010	\$1,185.00
H10825	HP Compaq 8000 Elite	WARHOU	2UA02310J4	6/30/2010	\$1,185.00
H10826	HP Compaq 8000 Elite	WARHOU	2UA02310K2	6/30/2010	\$1,185.00
H10827	HP Compaq 8000 Elite	WARHOU	2UA02310JP	6/30/2010	\$1,185.00
H10828	HP Compaq 8000 Elite	WARHOU	2UA02310HV	6/30/2010	\$1,185.00
H10829	HP Compaq 8000 Elite	WARHOU	2UA02310JL	6/30/2010	\$1,185.00
H10831	HP Compaq 8000 Elite	WARHOU	2UA02310KD	6/30/2010	\$1,185.00
H10832	HP Compaq 8000 Elite	WARHOU	2UA02310J1	6/30/2010	\$1,185.00
H10833	HP Compaq 8000 Elite	WARHOU	2UA02310HQ	6/30/2010	\$1,185.00
H10834	HP Compaq 8000 Elite	WARHOU	2UA02310JX	6/30/2010	\$1,185.00
H10836	HP Compaq 8000 Elite	WARHOU	2UA02310JY	6/30/2010	\$1,185.00
H10839	HP Compaq 8000 Elite	WARHOU	2UA02310KC	6/30/2010	\$1,185.00
H10843	HP Compaq 8000 Elite	WARHOU	2UA02310K8	6/30/2010	\$1,185.00
H10844	HP Compaq 8000 Elite	WARHOU	2UA02310JS	6/30/2010	\$1,185.00
N19145	Spacesaver: Reference	WARHOU	No Serial #	6/30/2010	\$33,792.69
H10893	Epson G5350NL Projector	WARHOU	KW9F050085L	8/9/2010	\$3,706.63
N19218	Spacesaver: Reference	WARHOU	No Serial #	8/13/2010	\$3,754.75
H10892	Epson G5350NL Projector	WARHOU	KW9F050086L	9/8/2010	\$3,706.63
H10896	Extron Wall Controller	WARHOU	No Serial #	9/8/2010	\$2,912.72
H10909	HP Compaq 8100 Elite	WARHOU	MXL0341ZJG	9/9/2010	\$1,022.00
H10941	HON Valido 72" Desk	WARHOU	32YQ1L	9/14/2010	\$1,807.74
H10958	HON Valido 72" Desk	WARHOU	3WSQDL	9/14/2010	\$1,807.74
H10989	HP ProLiant DL 360 G7	WARHOU	USE036N709	9/15/2010	\$3,525.05
N19203	Sound Equipment Installation	WARHOU	213349-001	11/24/2010	\$4,083.66
N19198	HP ProLiant DL 380 G7	WARHOU	USE051N310	1/13/2011	\$7,513.24
H11086	HP Compaq 8000 Elite	WARHOU	MXL10328HT	3/9/2011	\$1,150.00
H11129	Headwall System	WARHOU	W-X-LABEL-UL	3/9/2011	\$1,442.10
H11140	HP Compaq 8000 Elite	WARHOU	MXL11223PB	5/19/2011	\$1,112.20
H11226	HP LaserJet P4015DN	WARHOU	CNDY944737	8/17/2011	\$1,416.75
N19225	700 Interface Module	WARHOU	UAP693864	8/22/2011	\$72,660.00
N19227	DVR For Security System	WARHOU	4.44533E+16	8/26/2011	\$22,116.44
H11244	Dell OptiPlex 790	WARHOU	7JH51R1	10/3/2011	\$1,001.18
H11245	Dell OptiPlex 790	WARHOU	7JF41R1	10/3/2011	\$1,001.18

H11246	Dell OptiPlex 790	WARHOU	7JG41R1	10/3/2011	\$1,001.18
H11275	Dell OptiPlex 790	WARHOU	7JG71R1	10/3/2011	\$1,001.18
H11304	CAT 2960 48PT	WARHOU	FCQ1528Y71E	10/7/2011	\$1,416.50
H11452	Dell OptiPlex 790	WARHOU	1CM9YR1	1/13/2012	\$1,124.20
H11499	Lenovo ThinkPad L520	WARHOU	LR-OEMRL	2/23/2012	\$1,489.39
H11501	Lenovo ThinkPad L520	WARHOU	LR-OEMRR	2/23/2012	\$1,489.39
H11502	Lenovo ThinkPad L520	WARHOU	LR-OEMRM	2/23/2012	\$1,489.39
H11503	Lenovo ThinkPad L520	WARHOU	LR-OEMRK	2/23/2012	\$1,489.39
H11523	Lenovo ThinkPad 2640M	WARHOU	R9-LPGBF	2/23/2012	\$2,276.49
N19247	HP ProLiant DL 380p G8	WARHOU	USE2172LHX	5/8/2012	\$6,988.73
N19248	HP ProLiant DL 380P G8	WARHOU	USE2172LJ8	5/8/2012	\$6,988.73
N19250	HP ProLiant DL 380p G8	WARHOU	USE2204BBL	6/6/2012	\$8,556.77
H11572	Multiple Diagnostic Interface	WARHOU	0752-22010544	6/21/2012	\$1,207.53
H11622	Dell Latitude E5520	WARHOU	6V12BT1	9/18/2012	\$1,082.58
H11636	Dell Latitude E5520	WARHOU	6V459T1	9/18/2012	\$1,082.58
H11684	Dell Latitude E5520	WARHOU	6V6V9T1	9/18/2012	\$1,082.58
H11694	Dell Latitude E5520	WARHOU	6V1Z9T1	9/18/2012	\$1,082.58
H11720	Six Tier Locker	WARHOU	No Serial #	9/25/2012	\$1,264.98
H11721	Six Tier Locker	WARHOU	No Serial #	9/25/2012	\$1,264.98
H11814	HP Compaq 8300 Elite	WARHOU	2UA2381XSL	11/15/2012	\$1,013.25
H11815	HP Compaq 8300 Elite	WARHOU	2UA2381XS3	11/15/2012	\$1,013.25
H11816	HP Compaq 8300 Elite	WARHOU	2UA2381XS2	11/15/2012	\$1,013.25
H11817	HP Compaq 8300 Elite	WARHOU	2UA2381XSW	11/15/2012	\$1,013.25
H11857	Stairmaster Stepper	WARHOU	050-0035DAY12400170	12/10/2012	\$3,576.36
H11858	Stairmaster Stepper	WARHOU	050-0035DAY12400172	12/10/2012	\$3,576.36
H11862	Smart Sympodium	WARHOU	K012EW43A0182	12/13/2012	\$2,059.00
H11878	Nautilus Treadmill	WARHOU	DD740160206	1/14/2013	\$2,410.00
H11879	Nautilus Treadmill	WARHOU	DD150750650	1/14/2013	\$2,410.00
H11891	Sharp 70" LED TV	WARHOU	212829878	4/12/2013	\$2,305.77
H11898	HP ProBook 6570b	WARHOU	5CB3101PLT	5/16/2013	\$1,014.20
H11944	Nordic Track Exercise Bike	WARHOU	EE910G00175	7/10/2013	\$1,142.00
H11919	CAT 2960 48PT	WARHOU	FOC1714W1WA	8/2/2013	\$2,136.04
H11921	HP Compaq 8300 Elite	WARHOU	2UA333106V	8/22/2013	\$1,134.00
H11922	HP Compaq 8300 Elite	WARHOU	2UA3331070	8/22/2013	\$1,134.00
H11923	HP Compaq 8300 Elite	WARHOU	2UA3331072	8/22/2013	\$1,134.00
H11924	HP Compaq 8300 Elite	WARHOU	2UA333107J	8/22/2013	\$1,134.00
H11925	HP Compaq 8300 Elite	WARHOU	2UA3331070	8/22/2013	\$1,134.00
H11926	HP Compaq 8300 Elite	WARHOU	2UA333106W	8/22/2013	\$1,134.00

H11927	HP Compaq 8300 Elite	WARHOU	2UA3331071	8/22/2013	\$1,134.00
H11928	HP Compaq 8300 Elite	WARHOU	2UA333106Z	8/22/2013	\$1,134.00
H11929	HP Compaq 8300 Elite	WARHOU	2UA3331076	8/22/2013	\$1,134.00
H11930	HP Compaq 8300 Elite	WARHOU	2UA333106Y	8/22/2013	\$1,134.00
H11931	HP Compaq 8300 Elite	WARHOU	2UA333106T	8/22/2013	\$1,134.00
H11932	HP Compaq 8300 Elite	WARHOU	2UA333107B	8/22/2013	\$1,134.00
H11933	HP Compaq 8300 Elite	WARHOU	2UA3331077	8/22/2013	\$1,134.00
H11934	HP Compaq 8300 Elite	WARHOU	2UA333107H	8/22/2013	\$1,134.00
H11935	HP Compaq 8300 Elite	WARHOU	2UA3331073	8/22/2013	\$1,134.00
H11936	HP Compaq 8300 Elite	WARHOU	2UA333107C	8/22/2013	\$1,134.00
H11937	HP Compaq 8300 Elite	WARHOU	2UA333106X	8/22/2013	\$1,134.00
H11938	HP Compaq 8300 Elite	WARHOU	2UA3331075	8/22/2013	\$1,134.00
H11939	HP Compaq 8300 Elite	WARHOU	2UA333107G	8/22/2013	\$1,134.00
H11940	HP Compaq 8300 Elite	WARHOU	2UA3331079	8/22/2013	\$1,134.00
H11941	HP Compaq 8300 Elite	WARHOU	2UA333107F	8/22/2013	\$1,134.00
H11942	HP Compaq 8300 Elite	WARHOU	2UA3331074	8/22/2013	\$1,134.00
H11943	HP Compaq 8300 Elite	WARHOU	2UA3331078	8/22/2013	\$1,134.00
H12018	HP Compaq 8300 Elite	WARHOU	MXL3350LH0	9/12/2013	\$1,029.81
H12036	HP Compaq 8300 Elite	WARHOU	MXL3370MBS	9/17/2013	\$1,029.81
H12045	HP Compaq 8300 Elite	WARHOU	MXL3370MC9	9/17/2013	\$1,029.81
H12054	HP Compaq 8300 Elite	WARHOU	MXL3370MC5	9/17/2013	\$1,029.81
H12078	DVR For Security System	WARHOU	4.04557E+17	10/3/2013	\$4,520.43
H11962	HP Compaq 8300 Elite	WARHOU	MXL3340C2S	10/24/2013	\$1,065.89
H11963	HP Compaq 8300 Elite	WARHOU	MXL3340C26	10/24/2013	\$1,065.89
H11964	HP Compaq 8300 Elite	WARHOU	MXL3340C2G	10/24/2013	\$1,065.89
H11965	HP Compaq 8300 Elite	WARHOU	MXL3340C1C	10/24/2013	\$1,065.89
H11966	HP Compaq 8300 Elite	WARHOU	MXL3340C0V	10/24/2013	\$1,065.89
H11967	HP Compaq 8300 Elite	WARHOU	MXL3340C27	10/24/2013	\$1,065.89
H11968	HP Compaq 8300 Elite	WARHOU	MXL3340CZ0	10/24/2013	\$1,065.89
H11969	HP Compaq 8300 Elite	WARHOU	MXL3340C1L	10/24/2013	\$1,065.89
H11970	HP Compaq 8300 Elite	WARHOU	MXL3340C24	10/24/2013	\$1,065.89
H11971	HP Compaq 8300 Elite	WARHOU	MXL3340C2P	10/24/2013	\$1,065.89
H11972	HP Compaq 8300 Elite	WARHOU	MXL3340C23	10/24/2013	\$1,065.89
H11973	HP Compaq 8300 Elite	WARHOU	MXL3340C02	10/24/2013	\$1,065.89
H11974	HP Compaq 8300 Elite	WARHOU	MXL3340C1P	10/24/2013	\$1,065.89
H11975	HP Compaq 8300 Elite	WARHOU	MXL3340C0P	10/24/2013	\$1,065.89
H11976	HP Compaq 8300 Elite	WARHOU	MXL3340C0T	10/24/2013	\$1,065.89
H11977	HP Compaq 8300 Elite	WARHOU	MXL3340C1R	10/24/2013	\$1,065.89

H11978	HP Compaq 8300 Elite	WARHOU	MXL3340C2Q	10/24/2013	\$1,065.89
H11979	HP Compaq 8300 Elite	WARHOU	MXL3340C2F	10/24/2013	\$1,065.89
H11980	HP Compaq 8300 Elite	WARHOU	MXL3340C19	10/24/2013	\$1,065.89
H11981	HP Compaq 8300 Elite	WARHOU	MXL3340C1G	10/24/2013	\$1,065.89
H11982	HP Compaq 8300 Elite	WARHOU	MXL3340C1G	10/24/2013	\$1,065.89
H11983	HP Compaq 8300 Elite	WARHOU	MXL3340C11	10/24/2013	\$1,065.89
H11984	HP Compaq 8300 Elite	WARHOU	MXL3340C0N	10/24/2013	\$1,065.89
H11985	HP Compaq 8300 Elite	WARHOU	MXL3340C17	10/24/2013	\$1,065.89
H11986	HP Compaq 8300 Elite	WARHOU	MXL3340C0Q	10/24/2013	\$1,065.89
H11987	HP Compaq 8300 Elite	WARHOU	MXL3340C1D	10/24/2013	\$1,065.89
H11988	HP Compaq 8300 Elite	WARHOU	MXL3340C0Y	10/24/2013	\$1,065.89
H11989	HP Compaq 8300 Elite	WARHOU	MXL3340C29	10/24/2013	\$1,065.89
H11990	HP Compaq 8300 Elite	WARHOU	MXL3340C28	10/24/2013	\$1,065.89
H11991	HP Compaq 8300 Elite	WARHOU	MXL3340C2D	10/24/2013	\$1,065.89
H11992	HP Compaq 8300 Elite	WARHOU	MXL3340C22	10/24/2013	\$1,065.89
H11993	HP Compaq 8300 Elite	WARHOU	MXL3340C13	10/24/2013	\$1,065.89
H11994	HP Compaq 8300 Elite	WARHOU	MXL3340C2N	10/24/2013	\$1,065.89
H11995	HP Compaq 8300 Elite	WARHOU	MXL3340C2C	10/24/2013	\$1,065.89
H11996	HP Compaq 8300 Elite	WARHOU	MXL3340C2B	10/24/2013	\$1,065.89
H11997	HP Compaq 8300 Elite	WARHOU	MXL3340C15	10/24/2013	\$1,065.89
H11998	HP Compaq 8300 Elite	WARHOU	MXL3340C12	10/24/2013	\$1,065.89
H11999	HP Compaq 8300 Elite	WARHOU	MXL3340C16	10/24/2013	\$1,065.89
H12000	HP Compaq 8300 Elite	WARHOU	MXL3340C2J	10/24/2013	\$1,065.89
H12001	HP Compaq 8300 Elite	WARHOU	MXL3340C1X	10/24/2013	\$1,065.89
H12002	HP Compaq 8300 Elite	WARHOU	MXL3340C2R	10/24/2013	\$1,065.89
H12003	HP Compaq 8300 Elite	WARHOU	MXL3340C2H	10/24/2013	\$1,065.89
H12004	HP Compaq 8300 Elite	WARHOU	MXL3340C1N	10/24/2013	\$1,065.89
H12005	HP Compaq 8300 Elite	WARHOU	MXL3340C1K	10/24/2013	\$1,065.89
H12008	HP Compaq 8300 Elite	WARHOU	MXL3340C0S	10/24/2013	\$1,065.89
H12009	HP Compaq 8300 Elite	WARHOU	MXL3340C2K	10/24/2013	\$1,065.89
H12010	HP Compaq 8300 Elite	WARHOU	MXL3340C21	10/24/2013	\$1,065.89
H12011	HP Compaq 8300 Elite	WARHOU	MXL3340C25	10/24/2013	\$1,065.89
H12012	HP Compaq 8300 Elite	WARHOU	MXL3340C2M	10/24/2013	\$1,065.89
H12013	HP Compaq 8300 Elite	WARHOU	MXL3340C14	10/24/2013	\$1,065.89
H12014	HP Compaq 8300 Elite	WARHOU	MXL3340C2L	10/24/2013	\$1,065.89
H12089	HP ProBook 6570b	WARHOU	5CB33209LQ	10/24/2013	\$1,218.66
H12104	HP ProBook 6570b	WARHOU	5CB33209L9	10/24/2013	\$1,218.66
H12144	Cybex Leg Press	WARHOU	H090616110487N	10/31/2013	\$3,495.00

N19326	Shelving: CD & DVD	WARHOU	No Serial #	12/13/2013	\$5,009.80
D00006	iPad Air Wi-Fi 32GB	WARHOU	DMPMKCFDFK11	3/17/2014	\$579.00
D00008	iPad Air Wi-Fi 32GB	WARHOU	DMQM4P1RFK11	3/17/2014	\$579.00
D00009	iPad Air Wi-Fi 32GB	WARHOU	DMQM4NJ3FK11	3/17/2014	\$579.00
D00010	iPad Air Wi-Fi 32GB	WARHOU	DMQM4NV4FK11	3/17/2014	\$579.00
H12181	CAT 2960 48PT	WARHOU	FOC1732WOZX	3/31/2014	\$4,492.08
D00020	iPad Air Wi-Fi 32GB	WARHOU	DMQM4NLLFK11	4/16/2014	\$599.00
D00021	iPad Air Wi-Fi 32GB	WARHOU	DMQM4NH4FK11	4/16/2014	\$599.00
D00032	Touchpad	WARHOU	3KAHO17256	4/22/2014	\$199.00
D00036	TouchPad	WARHOU	3KAHO17258	4/22/2014	\$199.00
D00037	TouchPad	WARHOU	3KAHO17257	4/22/2014	\$199.00
H12224	HP EliteOne 800 G1	WARHOU	MXL413103B	4/29/2014	\$1,136.55
D00038	Blood Pressure Arm	WARHOU	LF01095-8841	5/30/2014	\$976.31
H12435	HP EliteOne 800 AIO	WARHOU	MXL4262RJF	8/11/2014	\$1,120.89
H12436	HP EliteOne 800 AIO	WARHOU	MXL4262RJH	8/11/2014	\$1,120.89
H12437	HP EliteOne 800 AIO	WARHOU	MXL4262RJ7	8/11/2014	\$1,120.89
H12438	HP EliteOne 800 AIO	WARHOU	MXL4262RHN	8/11/2014	\$1,120.89
H12439	HP EliteOne 800 AIO	WARHOU	MXL4262RHZ	8/11/2014	\$1,120.89
H12440	HP EliteOne 800 AIO	WARHOU	MXL4262RJJ	8/11/2014	\$1,120.89
H12441	HP EliteOne 800 AIO	WARHOU	MXL4262RJ4	8/11/2014	\$1,120.89
H12442	HP EliteOne 800 AIO	WARHOU	MXL4262RJK	8/11/2014	\$1,120.89
H12443	HP EliteOne 800 AIO	WARHOU	MXL4262RHX	8/11/2014	\$1,120.89
H12444	HP EliteOne 800 AIO	WARHOU	MXL4262RJV	8/11/2014	\$1,120.89
H12445	HP EliteOne 800 AIO	WARHOU	MXL4262RHW	8/11/2014	\$1,120.89
H12446	HP EliteOne 800 AIO	WARHOU	MXL4262RJT	8/11/2014	\$1,120.89
H12447	HP EliteOne 800 AIO	WARHOU	MXL4262RJG	8/11/2014	\$1,120.89
H12448	HP EliteOne 800 AIO	WARHOU	MXL4262RJ6	8/11/2014	\$1,120.89
H12449	HP EliteOne 800 AIO	WARHOU	MXL4262RJD	8/11/2014	\$1,120.89
H12450	HP EliteOne 800 AIO	WARHOU	MXL4262RHY	8/11/2014	\$1,120.89
H12451	HP EliteOne 800 AIO	WARHOU	MXL4262RJO	8/11/2014	\$1,120.89
H12452	HP EliteOne 800 AIO	WARHOU	MXL4262RJ5	8/11/2014	\$1,120.89
H12453	HP EliteOne 800 AIO	WARHOU	MXL4262RHM	8/11/2014	\$1,120.89
H12454	HP EliteOne 800 AIO	WARHOU	MXL4262RHP	8/11/2014	\$1,120.89
H12455	HP EliteOne 800 AIO	WARHOU	MXL4262RJ8	8/11/2014	\$1,120.89
H12456	HP EliteOne 800 AIO	WARHOU	MXL4262RHT	8/11/2014	\$1,120.89
H12457	HP EliteOne 800 AIO	WARHOU	MXL4262RKO	8/11/2014	\$1,120.89
H12458	HP EliteOne 800 AIO	WARHOU	MXL4262RJY	8/11/2014	\$1,120.89
H12459	HP EliteOne 800 AIO	WARHOU	MXL4262RJ3	8/11/2014	\$1,120.89

H12460	HP EliteOne 800 AIO	WARHOU	MXL4262RJQ	8/11/2014	\$1,120.89
H12461	HP EliteOne 800 AIO	WARHOU	MXL4262RJZ	8/11/2014	\$1,120.89
H12462	HP EliteOne 800 AIO	WARHOU	MXL4262RJ2	8/11/2014	\$1,120.89
H12463	HP EliteOne 800 AIO	WARHOU	MXL4262RJS	8/11/2014	\$1,120.89
H12464	HP EliteOne 800 AIO	WARHOU	MXL4262RJB	8/11/2014	\$1,120.89
H12465	HP EliteOne 800 AIO	WARHOU	MXL4262RJW	8/11/2014	\$1,120.89
H12466	HP EliteOne 800 AIO	WARHOU	MXL4262RJL	8/11/2014	\$1,120.89
H12467	HP EliteOne 800 AIO	WARHOU	MXL4262RI9	8/11/2014	\$1,120.89
H12468	HP EliteOne 800 AIO	WARHOU	MXL4262RJM	8/11/2014	\$1,120.89
H12469	HP EliteOne 800 AIO	WARHOU	MXL4262RJP	8/11/2014	\$1,120.89
H12470	HP EliteOne 800 AIO	WARHOU	MXL4262RJX	8/11/2014	\$1,120.89
H12471	HP EliteOne 800 AIO	WARHOU	MXL4262RJC	8/11/2014	\$1,120.89
H12472	HP EliteOne 800 AIO	WARHOU	MXL4262RHR	8/11/2014	\$1,120.89
H12473	HP EliteOne 800 AIO	WARHOU	MXL4262RHV	8/11/2014	\$1,120.89
H12474	HP EliteOne 800 AIO	WARHOU	MXL4262RHS	8/11/2014	\$1,120.89
H12475	HP EliteOne 800 AIO	WARHOU	MXL4262RJN	8/11/2014	\$1,120.89
H12476	HP EliteOne 800 AIO	WARHOU	MXL4262RJ1	8/11/2014	\$1,120.89
H12477	HP EliteOne 800 AIO	WARHOU	MXL4262RHQ	8/11/2014	\$1,120.89
H12478	HP EliteOne 800 AIO	WARHOU	MXL4262RJR	8/11/2014	\$1,120.89
H12491	HP OfficeJet	WARHOU	CN44S4Y04S	8/14/2014	\$2,502.91
H12505	HP EliteOne 800 AIO	WARHOU	MXL4320FCT	8/20/2014	\$1,120.89
H12506	HP EliteOne 800 AIO	WARHOU	MXL4320FCY	8/20/2014	\$1,120.89
H12507	HP EliteOne 800 AIO	WARHOU	MXL4320FCV	8/20/2014	\$1,120.89
H12508	HP EliteOne 800 AIO	WARHOU	MXL4320FCW	8/20/2014	\$1,120.89
H12518	HP EliteOne 800 AIO	WARHOU	MXL4320FC6	8/20/2014	\$1,120.89
H12519	HP EliteOne 800 AIO	WARHOU	MXL4320FCX	8/20/2014	\$1,120.89
H12520	HP EliteOne 800 AIO	WARHOU	MXL4320FCD	8/20/2014	\$1,120.89
H12521	HP EliteOne 800 AIO	WARHOU	MXL4320FCP	8/20/2014	\$1,120.89
H12522	HP EliteOne 800 AIO	WARHOU	MXL4320FCL	8/20/2014	\$1,120.89
H12523	HP EliteOne 800 AIO	WARHOU	MXL4320FCZ	8/20/2014	\$1,120.89
H12559	HP EliteOne 800 AIO	WARHOU	MXL4350YCF	9/11/2014	\$1,120.89
H12567	HP EliteOne 800 AIO	WARHOU	MXL4350YBX	9/11/2014	\$1,120.89
H12584	HP EliteOne 800 AIO	WARHOU	MXL43924ZX	10/9/2014	\$1,126.21
N19355	ASA IPS Firewall	WARHOU	FTX182810GL	11/13/2014	\$37,396.52
H12635	HP ProLiant DL 320e G8	WARHOU	MX2423015C	11/17/2014	\$3,533.81
H12625	HP EliteDesk 800 G1	WARHOU	MXL44316J7	11/25/2014	\$1,333.97
N19364	HP Designjet Z6800	WARHOU	MY47J4900J	12/16/2014	\$11,901.00
D00108	Microsoft Surface	WARHOU	58504642753	2/17/2015	\$938.47

H12668	CAT 2960 48PT	WARHOU	FCW1845A4UV	3/12/2015	\$4,451.60
N19371	CAT 2960 48PT	WARHOU	FCW1846A4DZ	3/12/2015	\$5,068.50
N19375	HP ProLiant DL 380 G9	WARHOU	MXQ51405KG	5/6/2015	\$16,418.94
H12679	HP EliteBook Folio 9480M	WARHOU	5CG5111X9T	5/19/2015	\$1,984.00
H12711	HP Z1 Workstation AIO	WARHOU	2UA5212L7D	6/16/2015	\$2,666.63
H12721	HP LaserJet Printer	WARHOU	MXFCGDL185	6/29/2015	\$2,263.88
D00138	iPad 32GB	WARHOU	DLXFKJDNDFH	8/19/2015	\$0.00
D00140	iPad	WARHOU	DN6GG9ARDFJ3	8/19/2015	\$0.00
D00142	iPad	WARHOU	DN6G7VNVDFJ2	8/19/2015	\$0.00
D00144	iPad	WARHOU	DMPHH5NBDVGH	8/19/2015	\$0.00
D00145	iPad	WARHOU	DLXFKK91DFHY	8/19/2015	\$0.00
D00147	iPad	WARHOU	DMPHMJYMDVGH	8/19/2015	\$0.00
D00149	iPad	WARHOU	DMPHPGQPDVGG	8/19/2015	\$0.00
D00150	iPad	WARHOU	DMPHGPMDVGG	8/19/2015	\$0.00
D00157	iPad	WARHOU	DN6GKYHCDHY	8/26/2015	\$0.00
D00160	iPad	WARHOU	DLXFKJ9WDFHY	9/1/2015	\$0.00
D00163	iPad	WARHOU	DLFKK7EDFH	9/2/2015	\$0.00
D00168	iPad	WARHOU	DMPHM6VZDVGH	9/8/2015	\$0.00
N19408	HP ProLiant DL 380 G9	WARHOU	MXQ532067J	10/6/2015	\$7,675.11
N19409	HP ProLiant DL 380 G9	WARHOU	MXQ532067K	10/6/2015	\$7,675.11
H12763	Lenovo ThinkPad	WARHOU	MP-08ATWD	10/26/2015	\$1,928.29
D00177	Samsung 55" HDTV	WARHOU	02Q33CAG702693	10/28/2015	\$847.96
D00176	GE Washing Machine	WARHOU	SF1394636	11/18/2015	\$469.30
H12799	HP ProLiant DL 320e G8	WARHOU	MX2604000L	2/8/2016	\$3,357.47
H12814	HP EliteOne 800 AIO	WARHOU	MXL6112BDQ	4/26/2016	\$1,193.89
H12816	HP EliteOne 800 AIO	WARHOU	MXL6112BDS	4/26/2016	\$1,193.89
H12817	HP EliteOne 800 AIO	WARHOU	MXL6112BDR	4/26/2016	\$1,193.89
H12819	Lenovo ThinkPad Yoga	WARHOU	MP-12MY76	4/26/2016	\$2,331.00
H12820	Lenovo ThinkPad Yoga	WARHOU	MP-12MY73	4/26/2016	\$2,331.00
H12824	HP ProBook 650 G2	WARHOU	5CG61503KF	5/12/2016	\$1,489.64
H12847	Lenovo ThinkPad Yoga	WARHOU	MP-132FOZ	6/15/2016	\$2,013.00
D00241	Storage Cabinet	WARHOU	No Serial #	7/26/2016	\$759.86
D00242	Storage Cabinet	WARHOU	No Serial #	7/26/2016	\$823.62
D00243	Storage Cabinet	WARHOU	No Serial #	7/26/2016	\$504.87
D00252	HON Valido Bookcase	WARHOU	No Serial #	8/8/2016	\$425.10
H12933	Dell Latitude E5470	WARHOU	1PT5MC2	9/15/2016	\$1,056.97
H12957	HP ProBook 650	WARHOU	5CG6374RN9	10/13/2016	\$1,318.95
H12985	HP EliteOne 800 AIO	WARHOU	MXL6342D5G	10/24/2016	\$1,170.00

H12960	Epson 1980 Projector	WARHOU	V5XF670153L	11/16/2016	\$1,458.66
D00255	Fetal Monitor	WARHOU	No Serial #	12/2/2016	\$611.10
H13062	HP CP4025DN LaserJet	WARHOU	JPDCJ9W0CR	2/15/2017	\$1,224.89
N19460	HP ProLiant DL 360 G9	WARHOU	MXQ72502M8	6/30/2017	\$9,400.98
D00297	iPad 128GB	WARHOU	GCGV74UMHLFF	8/28/2017	\$399.00
H13124	HP EliteOne 800 G3	WARHOU	MXL73114Q1	8/28/2017	\$1,169.75
D00468	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00471	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00472	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00473	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00474	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00475	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00476	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00477	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00478	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00479	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00480	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00481	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00482	Inovation Keyboard	WARHOU	No Serial #	9/1/2017	\$0.00
D00495	Pro'sKit Tool Case	WARHOU	No Serial #	9/1/2017	\$0.00
D00497	Pro'sKit Tool Case	WARHOU	No Serial #	9/1/2017	\$0.00
D00499	Pro'sKit Tool Case	WARHOU	No Serial #	9/1/2017	\$0.00
D00502	Pro'sKit Tool Case	WARHOU	No Serial #	9/1/2017	\$0.00
D00513	Functional Generator	WARHOU	GER843785	9/1/2017	\$0.00
D00514	Functional Generator	WARHOU	GER843760	9/1/2017	\$0.00
D00515	Functional Generator	WARHOU	GEP925423	9/1/2017	\$0.00
D00516	Functional Generator	WARHOU	GER843698	9/1/2017	\$0.00
D00521	Functional Generator	WARHOU	GER843703	9/1/2017	\$0.00
D00522	Functional Generator	WARHOU	GER843777	9/1/2017	\$0.00
D00523	Functional Generator	WARHOU	GER943775	9/1/2017	\$0.00
D00524	Functional Generator	WARHOU	GER843764	9/1/2017	\$0.00
D00525	Digital Multimeter	WARHOU	No Serial #	9/1/2017	\$0.00
D00526	Digital Multimeter	WARHOU	No Serial #	9/1/2017	\$0.00
D00527	Digital Multimeter	WARHOU	No Serial #	9/1/2017	\$0.00
D00528	Digital Multimeter	WARHOU	No Serial #	9/1/2017	\$0.00
D00530	Digital Multimeter	WARHOU	No Serial #	9/1/2017	\$0.00
D00533	Digital Multimeter	WARHOU	No Serial #	9/1/2017	\$0.00
D00535	Digital Multimeter	WARHOU	No Serial #	9/1/2017	\$0.00

D00536	Digital Multimeter	WARHOU	No Serial #	9/1/2017	\$0.00
D00537	Digital Oscilloscope	WARHOU	72-25801611530	9/1/2017	\$0.00
D00538	Digital Oscilloscope	WARHOU	72-25801610121	9/1/2017	\$0.00
D00539	Digital Oscilloscope	WARHOU	72-25801610138	9/1/2017	\$0.00
D00540	Digital Oscilloscope	WARHOU	72-25801611524	9/1/2017	\$0.00
D00541	Digital Oscilloscope	WARHOU	72-25801611526	9/1/2017	\$0.00
D00542	Digital Oscilloscope	WARHOU	72-25801610144	9/1/2017	\$0.00
D00543	Digital Oscilloscope	WARHOU	72-25801611513	9/1/2017	\$0.00
D00544	Digital Oscilloscope	WARHOU	72-25801611522	9/1/2017	\$0.00
D00595	Mic Preamp System	WARHOU	No Serial #	9/1/2017	\$0.00
D00598	Voice Channel	WARHOU	S160667515	9/1/2017	\$0.00
D00306	Speed Queen Washer	WARHOU	1709048379	10/17/2017	\$549.00
N19484	Unitrends RC926S Appliance	WARHOU	9265-700-70415	2/8/2018	\$41,499.00
H13270	Epson 5000 Projector	WARHOU	X3NL810679L	4/24/2018	\$1,538.00
D01096	Podium	WARHOU	No Serial #	1/10/2019	\$344.09
H13979	Alaris 8015 Pump Module	WARHOU	13725988	1/23/2019	\$1,653.62
H14165	Epson 2250U Projector	WARHOU	X6649500737	7/31/2019	\$1,299.00

New Mexico Junior College Athletics Request to Add Women's Golf to the 2022-23 Athletic Opportunities

To: New Mexico Junior College Board of Regents

From: Deron Clark; Director of Athletics

Date: 10/22/2021

Re: Athletic Request to Add Sport

New Mexico Junior College Athletics would like to present the formal request to the Board of Regents to consider the addition of women's golf to the 2022-23 sport options.

An athletic budget has previously been built for an additional women's sport and added to the current budget stream. In completing the indoor golf facility this past June, our department feels that the addition of this sport would be consistent with NMJC's attempt to remain equitable within the Title IX strategy.

The vision of this sport is to hire a full-time coach that would recruit 11 women. The team has been cleared to practice as a collegiate team on the Rockwind Public Links facility that is owned by the City of Hobbs. NMJC currently pays the City of Hobbs, \$2200 per semester for the men's team to use the course and practice driving range on an unlimited basis. The expectation is for the women's team to follow under the identical structure. NMJC would also seek to begin a relationship with the Lovington Golf Course to reduce some of the pressure on the Rockwind Public Links facility.

NMJC currently has availability within the student-housing occupancy to house the additional team.

The Athletic Department request that upon approval of this recommendation, the position be posted for application on the NMJC job board. The recommended start date for this position would be January 15th, 2022. The time frame for filling this position not only has the recruiting expectations attached, but also expectations for this employee providing services under "duties as assigned" as the assistant men's golf coach for the spring 2022 season. This would provide the new employee an opportunity to become familiar with NMJC procedures and policies as they relate to athletics, build a relationship with the management streams at our local golf clubs, create a working relationship with Coach Coker and to familiarize themselves with the operation of the equipment and facility at the new golf building. This individual will also be expected to earn their CDL and provide driving services for the golf team during spring 2022 travel.

The Athletic Department appreciates The Board's time and consideration of this request and we are available for questions if they arise.

JOB DESCRIPTION

NEW MEXICO JUNIOR COLLEGE

Professor of P.E./ Women's Golf Coach

The Golf Coach shall be responsible to the President, Director of Athletics. The duties and responsibilities of the Professor of P.E./Golf Coach shall be, but not limited to, the following:

- A. To satisfactorily perform the job of Professor of P.E./Golf Coach for New Mexico Junior College.

- B. General duties and responsibilities:
 - 1. To recruit players;
 - 2. To conduct all practices of the golf team;
 - 3. To coach the team for all duals and tournament play;
 - 4. To provide academic counseling and advisement for all team players;
 - 5. To prepare all budgets related to the golf team;
 - 6. To schedule all competition for golf team;
 - 7. To coordinate and plan all team travel;
 - 8. To secure personnel for all home matches and/or tournaments;
 - 9. To manage the golf equipment and supplies;
 - 10. To assist in dormitory supervision;
 - 11. Manage and maintain the indoor practice facility and driving range.
 - 14. To supervise student/athletes;
 - 15. To assume all responsibilities that may arise related to the golf program;
 - 16. Discipline, as necessary, student athletes participating in golf;
 - 17. To cooperate with the supervisors of Rockwind Golf Course, Hobbs Country Club, Lovington Country Club, and other golf course supervisors, and to follow the rules and regulations of those courses; and
 - 18. To follow and abide by NJCAA and WJCAC rules guidelines, and/or policies;
 - 19. Submit to the training to earn a CDL with the T & O department at New Mexico Junior College.
 - 20. Advise students and be available for student's conferences at scheduled times during the college day. Each professor is expected to post approved office hours for student conferences and to make these times known to students;
 - 21. Follow all policies and procedures of NMJC as published by the Faculty Handbook, college catalog, current contract;
 - 22. Nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

New Mexico Junior College
Departmental Budget Request
Fiscal Year 2021-22

Department: Women's Golf & Physical Education

Department	Account Number	Account	2021/22 Approved	2021/22 Adjusted
Women's Golf	11000 2821 61101 101	Salaries-Faculty FT	-	50,000
Women's Golf	11000 2821 xxxxx 101	Benefits	-	23,127
Women's Golf	12105 3132 61710 211	Salaries-Stipends	15,500	10,500
Women's Golf	12105 3132 71138 211	Game Day Expenses	10,000	2,000
Women's Golf	12105 3132 71351 211	Athletic Supplies	10,000	6,125
Women's Golf	12105 3132 71356 211	Game Official Expense	9,500	-
Women's Golf	12105 3132 71356 211	Driving Range Fees	-	5,000
Women's Golf	12105 3132 71371 211	GIA-Women's Golf 6.4	80,000	53,248
Women's Golf	12105 3132 72111 211	Team Travel	50,000	30,000
Women's Golf	12105 3132 72111 211	Scouting Travel	5,000	-
TOTAL			180,000	180,000

Justification:



DRAFT New Mexico Junior College Presidential Profile

The Board of Trustees of New Mexico Junior College (NMJC) invites nominations and applications for the position of President of New Mexico Junior College. New Mexico Junior College, located in Lea County of Southeastern New Mexico, provides students a first-rate education that prepares them for both transfer and workforce opportunities.

NMJC is a comprehensive community college with a dedicated and talented faculty and staff. The College is seeking an exceptional and experienced leader capable of taking the College to its next level of development. NMJC's next President should be prepared to provide leadership which reflects the College's Vision.

Vision: New Mexico Junior College's mission will be achieved by building a culture that values and promotes excellence, effectiveness, responsiveness, access, and community involvement.

New Mexico Junior College first opened its doors to students in the fall of 1966. Since that time it has grown to be one of the finest community colleges in the "Land of Enchantment", and serves as a jewel of Lea County. The College's service region consists of all towns within Lea County, including Jal, Eunice, Hobbs, Lovington, and Tatum, New Mexico. Each of the five school districts make up the Taxing District. The College is also located in the middle of the Permian Basin, and the rich natural resources of the oil and gas industry have placed New Mexico Junior College in a superb strategic and financial position.

NMJC's student population is exceedingly diverse, with 66% female, 34% male, 55% Hispanic/Latino, 29% White, and 8% Black or African American. The diversity of the NMJC student population provides great opportunities for varied educational and cultural experiences.

NMJC provides an array of AA, AS, AAS, and certificate opportunities, is highly proactive in online education, and maintains an extremely robust dual credit initiative with its five surrounding school districts. The campus is situated on 219 acres, with over 637,000 gross square feet of buildings.

New Mexico Junior College has established and maintains a vibrant relationship with the public-school districts and municipalities located in Lea County. The College provides an expansive offering of transfer classes, a wide selection of community education classes, and a significant number of career and technical career educational opportunities.

New Mexico Junior College supports and maintains an exceedingly vibrant on-campus population

with 400 plus beds, as well as significant commuter and online student populations.

New Mexico Junior College is home to the NMJC Thunderbird Athletic program and boasts a full complement of, often nationally ranked, NJCAA Division I athletic teams. Additionally, NMJC has some of the best athletic facilities in the country.

Opportunities and Challenges

The next President of New Mexico Junior College will provide visionary, long-term, and trusted leadership throughout a predominantly rural service area, continuously respond to the region's academic and workforce needs, and will:

1. Increase student recruiting by developing and maintaining a strategic recruiting and marketing plan.
2. Initiate a discussion with faculty/staff regarding opportunities to increase enrollment.
3. Work with faculty and staff in retention and student engagement efforts.
4. Engage the local communities, faculty and staff to develop a robust fine arts, performing arts and visual arts program.
5. Attract and retain experienced and exceptional employees.
6. Develop a succession plan to prepare for impending retirements.
7. Work with business and industry leaders to develop training and certificate programs.
8. Foster an environment that embraces conversations regarding teaching and learning.
9. Continue to cultivate the College's welcoming campus environment which serves to inspire students, respect employees, and encourage community involvement.

Ideal Characteristics

The next President will be an individual of integrity, trustworthiness, and exceeding transparency. Additionally, the next President will possess the following ideal characteristics:

1. A student-focused educator who is dedicated to student success.
2. Approachability and genuine interest in students, faculty, staff, community, and the well-being of the College.
3. Communicates frequently and transparently with constituents.
4. Promotes an open-door policy.
5. Willingness to connect and embrace opportunities to cooperate with the school districts, the municipalities, and the ever-evolving Lea County community-at-large.
6. Being visible and engaged on and off campus to develop meaningful relationships that are creative and productive for students, staff, and community residents.
7. Accessible and approachable by students, faculty, and staff, and intentionally participates in the life of the campus and greater community.
8. Establishes rapport with business/community leaders and proactively pursues the training needs of business, industry, and the community.
9. Demonstrates success in developing and implementing strategic and master facility plans.
10. An academic leader who values teaching and learning across all disciplines.
11. Fosters an environment of shared governance.
12. Demonstrated track record and support for a well-rounded and broad academic and extracurricular educational opportunity.
13. A financially responsible leader with in-depth knowledge about budgetary processes and fiscal expectations and restraints.
14. A culturally astute leader who values and supports diversity, inclusion, and equity.

15. Proven experience with early college, dual credit programs, and online course opportunities.
16. An ambassador and advocate who has experience working with governmental agencies at the local, national, and state level.
17. A collaborative leader who understands working with and for a governing board.
18. Fair, humble, and willing to listen to the employees.
19. Excellent speaking, communication, and interpersonal skills, a good listener, and welcoming of opportunities to appear before students, employees, civic and cultural groups, and organizations.
20. Demonstrates a passion for the College, and exudes enthusiasm and warmth toward students, community, and employees.
21. A proven track record of fostering and maintaining a welcoming and family environment among staff, students, and stakeholders.

Qualifications

- Master's degree required. Doctorate from a regionally accredited institution is preferred, and
- Minimum five years of senior level administrative experience with increasing responsibility in higher education preferred, or
- Candidates outside higher education must have ten years of senior level administrative experience with an organization similar in scope and complexity of New Mexico Junior College.



DRAFT Timeline
New Mexico Junior College
Draft: Presidential Search Timeline

October 1-6, 2021	Negotiate ACCT Search Contract (Scotty Holloman and Steve McCleery)
October 7-18, 2021	The Interim President, Director of Information Technology, and Administrative Assistant to the President facilitates a series of open public forums to solicit input for the development of a Draft Presidential Profile. NMJC Staff, faculty, students, administrators, state leaders, Lea County officials/Superintendents, and community members are invited to attend. Additionally, an ACCT electronic survey will be distributed to key Stakeholders to solicit feedback for the Draft Presidential Profile
October 15, 2021	Presidential Search Committee Appointed
October 19, 2021	Presidential Search Committee Meeting (#1) – Training, orientation and Committee to review and edit the Draft Presidential Profile (<u>4-hour meeting</u>)
October 21, 2021	Board meeting – Discussion of the search process and Board to edit, review and approve the Presidential Profile.
Week of October 25, 2021	Presidential Profile posted on nmjc.edu and acctsearches.org
November, December, And January 2022	Local, state-wide, and national recruitment commences; national advertising placed.
November 24-26, 2022	Thanksgiving Break
December 6-8, 2022	Final Exams
December 23- January, 2022	Christmas Break
January 31, 2022	Target Date for Receipt of Applications (open until filled)



February 1- 15, 2022	Presidential Search Committee members review confidential applications independently on ACCT secure web portal
February 16, 2022	Presidential Search Committee Meeting (#2); Discussion and selection of 7 – 9 semifinalist candidates (<u>5 – 6 hour meeting</u>)
March 14-15, 2022	Presidential Search Committee Meeting (#3); Confidential interviews with semifinalists; after the final interview, the Committee deliberates and selects 5-7 finalists to forward to the Board for further consideration (<u>2 full days</u>)
March 16, 2022	Finalists names are sent to the Hobbs News Sun and Albuquerque Journal by 9:00 a.m. to be posted by March 18.
April 18-22, 2022	Final candidates interview with the full Board, tour campuses, participate in open public forums, meet with direct reports.
April 22, 2022	Board deliberation; Reviews input from constituents; Board selects first-choice candidate.
April 27, 2022	Trustees conduct a site visit to the first-choice candidate’s institution.
April 28-30, 2022	Contract Negotiations
May 2, 2022	Board of Trustees announces the next president of New Mexico Junior College
May 2, 2022	Presidential Welcome Reception
	Start date negotiated with Candidate and NMJC Board



New Mexico Junior College College Presidential Search Committee

1. Board Member	Manny Gomez, Chair	(Yes)
2. Board Member	Evelyn Rising	(Yes)
3. Board Member	Hector Baeza	(Yes)
4. Community Member	Ron Black	(Yes)
5. College Counsel	Scotty Holloman	(Yes)
6. Lea County	Mike Gallagher	(Yes)
7. Superintendent	Gene Strickland	(yes)
8. Faculty Chemistry	Kennedy Alila	(Yes)
9. Faculty English	Brady Edwards	(Yes)
10. Faculty Biology	Heather Davis	(Yes)
11. Faculty Biology	Larchinee Turner	(Yes)
12. Faculty Education	Diana Jimenez	(Yes)
13. Support Staff	Regina Palmer	(Yes)
14. Support Staff	Leticia Ojeda Ruiz	(Yes)
15. Housing / Student	Eric Garcia	(Yes)



16. Professional Staff	Amy Coombes	(Yes)
17. Athletics	Deron Clark	(Yes)
18. Public Safety	Dennis Kelley	(Yes)
19. Administration	Cathy Mitchell	(Yes)
20. Administration	Dianne Marquez	(Yes)
21. Administration	Jeff McCool	(Yes)
22. Professional Staff	Melanie Garcia	(Yes)
23. Physical Plant	Frances Calderon	(Yes)
24. NMJC Foundation	Valerie Onsurez Gauna	(Yes)
25. Computer Services	Bill Kunko	(Yes)