

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, September 19, 2019

Zia Board Room – Library

1:30 pm

AGENDA

- | | |
|---|----------------------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of August 15, 2019 | Pat Chappelle |
| D. President's Report | Kelvin Sharp |
| E. New Business | |
| 1. Monthly Expenditure Reports | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of Campus Master Plan | Dan Hardin
Will Gleason |
| 6. Consideration of Employee Handbook Revisions | Scotty Holloman |
| F. Public Comments | Pat Chappelle |
| G. Determination of Next Meeting | Pat Chappelle |
| H. Closure of Open Meeting | Pat Chappelle |
| • Discussion of Pending or Threatened Litigation
Pursuant to NMSA 1978 §10-15-1(H) (7) – Pending EEOC Claims | |
| • Discussion of Limited Personnel Matters
Pursuant to NMSA 1978, §10-15-1(H) (2) – Hiring Coordinator of
Digital Media & Sports Information | |
| I. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
AUGUST 15, 2019
MINUTES**

The New Mexico Junior College Board met on Thursday, August 15, 2019, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Mrs. Mary Lou Vinson; Ms. Evelyn Rising; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: TJ Parks, Superintendent of Hobbs Municipal Schools.

Upon a motion by Mr. Gomez, seconded by Mr. Baeza, the agenda was unanimously adopted.

Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the minutes of July 18, 2019.

Under President's Report, Coach Alex Lehocky and Coach Holli Reyna introduced the NMJC Women's Volleyball Team. Coach Lehocky invited everyone to an inner squad scrimmage on Friday, August 16, three scrimmage games at University of the Southwest on Sunday, August 18, and the opening weekend in Roswell, New Mexico against Seward County Community College on Friday, August 23.

Mrs. Misty Stine, Director of Nursing, provided updates on the Nursing Program. She reported the nursing program has fully relocated to the new Allied Health Building and is acclimating well. She reported, throughout the history of the nursing program, retention of students in the first semester has been an issue. In response to this, last summer, a mandatory twelve-hour free of charge, boot camp for all incoming nursing students was implemented to introduce the program to the new students. She stated fifty-five new students were admitted this semester, up from fifty students last year. Mr. Gomez asked for the maximum number of students the program will accept. Mrs. Stine responded sixty-four students is the maximum, and noted if the increase in students is over 25% over a one-year period, special permission and written proposals must be submitted to the accrediting agency to assure the program does not increase too quickly. Next year's goal will be to accept sixty students. She reported sixty-four applications were received leaving nine on the wait list. With applicants declining acceptance to the program, three applicants now remain on the wait list. Reviews resulted in 100% of students reporting boot camp objectives were met and felt they were better prepared for the program.

Mr. Steve Saucedo, Director of Workforce Training & Outreach, provided updates of Summer Youth College. He reported ten courses with twenty-four classes, including new classes, were offered for various age groups. Of the 228 students, 40% signed up for the Young Chefs class. He reported an approximate decrease of 15% in attendance due to similar events taking place within the community at no cost to the students. Overall, the Summer Youth Camp was a success. In addition, Mr. Saucedo provided updates for Workforce Training. He reported Instrumentation & Controls beginning in the fall will have a dual credit element allowing approximately eight to ten high school students to participate. He stated nighttime classes as well as daytime classes are offered to accommodate students with daytime jobs. Lease Pumper Training classes in the past quarter have been at maximum capacity. He reported 83% of students completing the 10-day program and provide resumes are gainfully employed as lease pumpers. He further noted a local company made it a requirement within their company for the class to be taken through Workforce Training. The Commercial Driver's License (CDL) program is taking registrations into November. Out of eight selected host colleges, NMJC continues to be one of two remaining host-training organizations with the Texas Engineering Extension Service (TEEX). The Lineman Utility Training beginning September 9 is offered with an opportunity to receive a Class A CDL, OSHA 10 Card, Basic Electrical Training, Test Prep, Resume Writing, Interview Skills, Basic Word and Basic Excel at the cost of \$4,500 with NMJC subsidizing one third of the cost with grant money. EMT Training has continued to be full for all classes. Clinical Medical Assistant Training, offered three times a year, has been at 100% capacity for the past seven classes. Dental Assistant Training is going well and the months of September through November will launch new Command Spanish one-day industry specific classes. Mr. Saucedo reported currently in the works, a major oil producer's interest in a partnership, along with another entity, for a fourteen-month class for all of their new hires in the Permian Basin. Dr. Sharp further added a new Law Enforcement Academy has begun and is at full capacity with over thirty cadets.

Dr. Sharp reminded everyone to attend the Back to School Bash scheduled for Monday, August 19 at the CORE. In addition, he reminded the Board members of the August 27 local election candidate filing day and the local election date of November 5.

Under New Business, Mr. Dan Hardin presented the July 2019 financial reports. Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved the Expenditure Report for July 2019. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Dan Hardin presented continuance of the Research & Public Service Projects (RPSP) funding for the fiscal year 2021 to be requested from the Higher Education Department (HED). The RPSP request is as follows: Athletics \$568,984.00; Oil & Gas Training Center \$176,200.00; Nursing Expansion \$308,200.00; Lea County Distance Education Consortium \$29,900.00; and a

new request for the NMJC Community & Student Radio Station \$50,000.00. He reported total funding for the fiscal year 2020 is \$1,069,384.00 and for fiscal year 2021 is \$1,133,284.00, a difference of \$63,900.00. Upon a motion made by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the RPSP to be submitted to HED as presented.

Mr. Dan Hardin and Mr. JoeMike Gomez presented a consideration of Request for Proposal #122 – Fire Alarm System. Mr. Hardin stated administration requested approval from the Board in April of 2019 to take the Fire Alarm & Emergency Notification Project to the Higher Education Department (HED). In May of 2019, HED approved the project for \$1,908,000.00. He reported, with the guidance of Bridgers & Paxton, three bids received were considerably higher with the lowest of the three from Lynco Electric at \$4,265,747.00. Bridgers & Paxton contacted Lynco Electric in an effort to reduce the cost of the project. It was agreed the project would be extended from 540 days to 730 days and the use of plenum rated cable rather than conduit for vestibules reducing the bid \$1,305,956.00 bringing the cost down to \$2,959,791.00. Total project cost is estimated to be \$3,627,000.00. Following significant discussion of the project, administration requested approval to award the bid to Lynco Electric in the amount of \$2,959,791.00, the extension of the project for two years and to move \$1,268,000.00 from the fiscal year 2020 reserves into the Fire Alarm Upgrade project. Mr. Hardin further noted upon receiving approval, the project will go back to the HED Capital Projects Committee on September 11 for approval of the increase. Upon a motion made by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved this request.

Mr. JoeMike Gomez presented a consideration of an Invitation to Bid #1094 – Gigabit Internet/Fiber with a request to award the bid to a three-year price to TDS. Mr. Gomez reported the total bid came in at \$22,000.00/price per year and \$45,000.00 for three years, noting a significant decrease from \$78,000.00 per year. Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the request to award the bid to TDS at the three-year price of \$45,000.00.

Mr. JoeMike Gomez presented a consideration of an Invitation to Bid #1095 – Workers' Compensation with a request to award the bid to Daniels Insurance, Inc. Total bid came in at \$51,965.00, down from the current annual base premium price of \$97,152.00. Mr. Gomez expressed his appreciation to the NMJC staff and faculty and noted a factor in the decrease in premium is due to the decrease of the experience modifier from 1.5 to .74, based upon the number of claims filed. Upon a motion made by Mr. Gomez, seconded by Mr. Baeza, the Board unanimously approved this request.

Dr. Larry Sanderson and Mrs. Cathy Mitchell presented the College FasTTrak Program for approval. College FasTTrak will link together K-12 systems, NMJC and undergraduate baccalaureate colleges and universities, and connect students with NMJC advisors. Dr.

Sanderson stated this partnership will create a relationship between NMJC and Lea County High Schools to assist with advising and placing students on an articulated pathway that will serve them from start to finish. NMJC advisers will have the opportunity to visit directly with students in their local schools to help them determine their long-term objectives and assist with the preparation of formal degree plans. In addition, NMJC will share data on student performance and outcomes with K-12 partners in an effort to help students be prepared for their college courses. Mrs. Mitchell stated given that dual credit students do not have degree plans, students typically do not realize how close they are to a receiving a degree. She reported last year, NMJC began the process of placing the students on degree plans and on a hopeful path to completing their education. NMJC recruiters have been trained and reassigned as academic advisers joining in an effort to assist with issues and questions high school students may have with a degree plan through NMJC and a four-year college. Dr. Sanderson stated through high-contact advising, clear articulation of degree pathways, and a commitment to reasonable costs to the students with the possibility of obtaining a four-year college education within three years after high school under \$10,000.00. Mr. TJ Parks thanked the Board for the partnership and commented the Hobbs Municipal Schools fully support and endorse a program that will give students the opportunity to visit with college advisers to put them on a degree pathway and help shorten the amount of time spent in college. Upon a motion by Mr. Glenn, seconded by Mr. Black, the Board unanimously approved the College FasTTrak Program.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, September 19, 2019 beginning at 1:30 pm.

Upon a motion by Mrs. Vinson, seconded by Mr. Gomez, the board meeting adjourned at 2:45 pm.

Pat Chappelle, Chair

Ron Black, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: September 13, 2019
RE: Expenditure and Revenue Reports for August

August is the second month or 16% of the 2019/2020 fiscal year. The Expenditure report reflects funds expended and encumbered. Total current unrestricted funds expended year-to-date is \$4,779,261.00. In reviewing the unrestricted fund expenditures some funds have a higher percentage of expenditures through August. These areas have expenditures that are tied to the beginning of the fall semester or have had large encumbrances. Internal Services (Computer Services & the Document Center) is at 48% expenditures because of the beginning of the year maintenance agreements that bring up the percentage of budget expended. Student Aid is at 41% due to the awards at the beginning of the fall semester. Auxiliary Enterprise is at 33% because of encumbering the Food Service contract with Sodexo and the purchase of books for the Bookstore. In Athletics, grant-in-aid has been awarded for the student athletes. In the restricted funds year-to-date expenditures are \$1,968,141.00 as the Summer and Fall semester financial aid payouts are made to the students. September will have large expenditures in restricted financial aid as the first time student loan borrower's loans will be posted on September 18th.

The expenditures and/or encumbrances for the month in the Plant funds were \$1,655,383.00 with the year-to-date total of \$2,573,954.00. The bulk of the encumbrance was for vehicle purchases, Caster Upgrades and various other smaller projects.

Total year-to-date expenditures through the month of August are \$9,321,356.00, which reflects the encumbrances for the various capital projects, the restricted fund expenditures, and the unrestricted expenditures. In comparing the total year-to-date expenditures FY 19, the expenditures are down by five million. This is due to the Allied Health construction project that was under construction in FY 19.

The revenue for the month in Current Unrestricted Funds is \$3,876,945.00. Revenue consists of tuition and fees, the state appropriation, oil and gas monthly accrual, and auxiliary enterprises. As was mentioned last month, the Deferred Revenue from FY 19 was posted in August. In the restricted funds, the College drew in \$308,759.00 from restricted student aid and grant draws. Total revenue for the month of August is \$4,236,606.00, with the year-to-date revenue totaling \$6,188,358.00 or 15% of the

projected revenue.

The Oil and Gas report is still reflecting the revenue the College is receiving and posting to FY 19. Oil and Gas funds received in August for the month of May was \$2,050,870.00. The College will receive another allocation of Oil & Gas revenue around the 25th of September, which will be the allocation for June 2019. This allocation will be posted to FY 19.

In the Investment report there is \$24,593,127.46 in the LGIP, and \$3,000,000.00 in CDARs of which designated capital projects currently total \$28,614,957.57.

This is the Financial Report for August 2019.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

August 2019

16% of Year Completed

Fund	2018-19			2019-20			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	11,045,223	1,138,482	10%	11,164,306	581,902	1,101,365	10%
Academic Support	2,757,049	416,442	15%	2,428,049	163,441	376,999	16%
Student Services	2,095,643	286,511	14%	2,131,949	150,032	295,213	14%
Institutional Support	4,394,266	622,947	14%	4,448,578	313,318	667,885	15%
Operation & Maintenance of Plant	3,851,780	667,769	17%	3,865,271	260,938	674,539	17%
Subtotal - Instruction & General	24,143,961	3,132,151	13%	24,038,153	1,469,631	3,116,001	13%
Research	907,233	142,625	0%	0	10,882	31,530	
Public Service	50,000	2,490	0%	50,000	2,128	2,381	0%
Internal Service Departments	151,334	(3,111)	-2%	92,356	39,642	43,922	48%
Student Aid	691,472	405,549	59%	685,880	215,695	280,183	41%
Auxiliary Enterprises	2,590,768	735,049	28%	2,102,655	370,297	687,411	33%
Athletics	1,993,976	467,046	23%	2,027,118	491,747	617,833	30%
Total Current Unrestricted Fund	30,528,744	4,881,799	16%	28,996,162	2,600,022	4,779,261	16%
CURRENT RESTRICTED FUND							
Grants	884,886	95,759	11%	910,875	47,869	93,197	10%
Student Aid	3,837,555	1,925,593	50%	3,853,901	1,863,356	1,874,944	49%
Total Current Restricted Fund	4,722,441	2,021,352	43%	4,764,776	1,911,225	1,968,141	41%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	13,893,227	6,982,071	50%	27,423,205	1,652,451	2,571,022	9%
Projects from State GOB Funds	269,501	276,729	0%	4,764,218			0%
Projects from State STB Funds	111,257	114,064	0%	0			0%
Projects from General Fund	62,702		0%	938,466	2,932	2,932	0%
Projects from Private Funds			0%				0%
Projects from State ER&R	500,000	23,712	5%	332,720			0%
Projects from State BR&R	800,000	287,035	36%	597,281			0%
Subtotal - Capital and BR&R	15,636,687	7,683,611	49%	34,055,890	1,655,383	2,573,954	8%
Debt Service							
Revenue Bonds	0	0	0%	0			0%
Total Plant Funds	15,636,687	7,683,611	49%	34,055,890	1,655,383	2,573,954	8%
GRAND TOTAL EXPENDITURES	50,887,872	14,586,762	29%	67,816,828	6,166,630	9,321,356	14%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
August 2019

16% of Year Completed

Fund	2018-19			2019-20			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,717,544	1,848,912	50%	3,887,000	1,534,464	2,062,443	53%
State Appropriations	5,805,900	956,518	16%	6,546,216	640,900	1,146,085	18%
Advalorem Taxes - Oil and Gas	17,622,322	930,000	5%	7,235,000	465,000	930,000	13%
Advalorem Taxes - Property	8,530,000		0%	8,530,000	0	0	0%
Interest Income	10,000	12	0%	10,000	68	68	1%
Other Revenues	246,400	112,146	46%	204,646	30,982	70,636	35%
Subtotal - Instruction & General	35,932,166	3,847,588	11%	26,412,862	2,671,414	4,209,232	16%
Research			0%				0%
Public Service	0		0%				0%
Internal Service Departments	8,000	872	11%	9,302	2,531	2,531	27%
Auxiliary Enterprises	2,681,906	1,195,929	45%	2,685,015	1,140,300	1,497,626	56%
Athletics	459,815	75,082	16%	568,984	62,700	110,115	19%
Total Current Unrestricted	39,081,887	5,119,471	13%	29,676,163	3,876,945	5,819,504	20%
CURRENT RESTRICTED FUND							
Grants	884,886	95,969	11%	910,875	93,467	93,467	10%
Student Aid	3,837,555	1,814,411	47%	3,853,901	215,292	224,485	6%
Total Current Restricted	4,722,441	1,910,380	40%	4,764,776	308,759	317,952	7%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	269,501	278,009	0%	4,702,500			0%
Projects from State STB Funds	111,257	23,590	0%	0			0%
Projects from General Fund	62,702		0%	792,000			0%
Projects from Private Funds	0		0%				0%
Interest Income (LGIP)	305,000	47,904	16%	250,000	50,902	50,902	0%
Total Plant Funds	748,460	349,503	47%	5,744,500	50,902	50,902	1%
GRAND TOTAL REVENUES	44,552,788	7,379,354	17%	40,185,439	4,236,606	6,188,358	15%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2019

92% 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	2018-19 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$56.15	11,392,196	\$3.96	38,449,318	1,751,427	465,000	1,286,427
Actual	August	\$53.48	12,001,561	\$4.08	39,538,035	1,812,473	465,000	1,347,473
Actual	September	\$51.50	12,127,678	\$4.25	38,366,913	1,660,585	465,000	1,195,585
Actual	October	\$52.27	15,142,498	\$3.88	40,180,187	1,885,677	465,000	1,420,677
Actual	November	\$47.12	13,499,458	\$3.52	35,170,806	1,642,107	465,000	1,177,107
Actual	December	\$39.77	14,526,397	\$3.15	38,393,710	1,500,298	465,000	1,035,298
Actual	January	\$40.37	14,616,530	\$3.74	37,258,313	1,569,732	465,000	1,104,732
Actual	February	\$46.88	13,228,523	\$3.29	37,821,419	1,631,890	465,000	1,166,890
Actual	March	\$54.04	15,474,355	\$2.89	41,841,625	2,002,305	465,000	1,537,305
Actual	April	\$59.86	14,692,085	\$2.44	38,579,523	2,126,830	465,000	1,661,830
Actual	May	\$54.32	15,875,392	\$2.27	41,463,235	2,050,870	465,000	1,585,870
Accrual	June					465,000	465,000	0
Y.T.D. Production Tax Revenue						20,099,194	5,580,000	14,519,194
Y.T.D. Equipment Tax Revenue						2,372,465	1,655,000	717,465
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>22,471,659</u>	<u>7,235,000</u>	<u>15,236,659</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

August 2019

16% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	24,593,127	7102-1348	2.140%	50,902
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	24,593,127			50,902
Lea County State Bank CDAR	3,000,000		2.30%	

Capital Project	8/31/2019
Vehicles	327,641.61
Campus Master Plan	17,042.95
Law Academy Building	286,648.44
Campus Vestibules	450,000.00
Technology Upgrade	509,260.85
JASI	10,379.95
WHM South Gallery	266,594.43
Baseball Field	208,492.34
Rodeo Arena	107,833.54
Fire Alarm Upgrade	2,240,281.60
Luminis Software	2,993.00
Landscaping	278,750.70
Smart Classrooms	200,564.22
Campus Signage	348,034.74
Campus Paving	100,000.00
Dorm/Apartment Refurbish	29,682.78
Campus Construction	128,455.46
Oil & Gas Training	105,321.56
Public Sector	9,227.00
Campus Security	90,623.40
Lumens Software-Distance Learning	5,000.00
Copier Replacement	60,373.49
Non-Recurring Compensation	750,000.00
Athletics	65,534.03
Student Life Programming	20,432.28
Succession Plan	52,014.15
WHM Exhibits	50,882.50
Track Upgrades	191,866.57
Driving Range Upgrades	700,000.00
McLean Hall Renovations	4,000,000.00
Cafeteria Upgrade	91,560.70
Channel 19 Upgrade	8,115.71
FERPA & Title IX	2,572.10
Equestrian Center	3,000,000.00
Bob Moran Upgrades	35,921.31
Campus/Hospital Fencing	300,000.00
Turf Replacement	82,781.47
HVAC Software-Central Plant	1,840,744.19
Busing Support for Recruiting	5,872.30
HED Faculty Development	391.07
Caster Upgrades	11,153,332.33
Allied Health	477,917.11
Workforce Training Contingency	1,817.69
Total	28,614,957.57

New Mexico Junior College
Board Meeting
Thursday, September 19, 2019

Consideration of Campus Master Plan:

https://www.nmjc.edu/about/board/documents/NMJC_MasterPlan.pdf

New Mexico Junior College
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Thursday, September 19, 2019

Consideration of Employee Handbook Revisions:

https://www.nmjc.edu/about/board/documents/Employee_Handbook.pdf