

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Friday, December 18, 2015

Zia Room – Library

1:30 p.m.

AGENDA

- | | |
|--|----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of November 19, 2015 | Pat Chappelle |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | 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 Memorandum of Agreement | Bill Morrill |
| 6. Consideration of Capital Project – Entertainment & Music Technology | Steve McCleery |
| | Dan Hardin |
| 7. Personnel Consideration - Distance Learning Instructional Designer | Steve Hill |
| F. Public Comments | Pat Chappelle |
| G. Announcement of Next Meeting | Pat Chappelle |
| H. Closure of Open Meeting | Pat Chappelle |
| I. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
NOVEMBER 19, 2015
MINUTES**

The New Mexico Junior College Board met on Thursday, November 19, 2015, 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, Mr. Zeak Williams; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Dorothy Fowler, Hobbs News-Sun, Mike Gallagher, Lea County Manager & Treasurer of NHF, Guy Kesner, Daniels Insurance Producer & Board Member of NHF, Gary Pankonien, NHF Entrepreneur, Tim Wittig, NHF Intellectual Property Attorney & DoD Expert, and Scotty Holloman, Attorney, Shareholder, Director and President of Maddox, Holloman & Moran, PC.

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

Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the Board unanimously approved the minutes of October 22, 2015.

Under President's Report, Mr. Jeff Becker, Assistant Coach to the Women's Track Team and Head Cross Country Coach introduced the Thunderbird Cross Country Team and provided a brief recap of their season. In addition Coach Becker thanked the Board members and the NMJC campus for the continued support of the Athletic Department. Dr. McCleery congratulated the team for their National finish and thanked them for being on point with their dedication. Dr. Atherton reported the grade reports reflect the girls track team, as a whole, is leading all other athletic teams in their grade point average.

Dr. Atherton introduced the following NMJC nursing faculty: Misty Stine, Kim Webb, Donnie Hayes, Marlena Bushway, Lorraine Hannah, Cammie Armstrong, Belinda Rincones and Shannon Allen. Dr. Atherton provided updates of the recent accomplishments of the nursing program and faculty. According to the National Council for State Boards of Nursing, from April, 2015 through September, 2015, the following rank is based on NCLEX testing graduates passing on the first attempt. Out of 16 nursing programs in the State of New Mexico, NMJC ranked number one. Out of 1,165 Associates Degree programs in the United States, NMJC ranked number one. Out of 1,947 Bachelor's Degree programs in the United States, NMJC ranked number one. Thanks were given to the NMJC Board for their unwavering support of the nursing program. Dr. McCleery thanked the nursing faculty for the creation of an excellent program and for being the number one Nursing Program in the nation.

Mr. Jeremy Capo, Director of Athletics, showed the Board a photo of a check taken for the October 3, 2015, 5th Annual NMJC Booster Club Golf Tournament held at Rockwind Golf Course. The \$41,000 check was presented by First American Bank. The First American Bank continues to be one of the primary sponsors for the NMJC Booster Club Golf Tournament. Mr. Capo also provided updates of the NMJC Athletic Department Goals for the 2015-2016 academic year. He stated athletes' earning their diplomas is of the utmost importance calling it the "Golden Ticket" for their future. Areas of Emphasis and a Program Outlook for 2015-2016 were provided with detailed discussion of current and upcoming events of the various athletic programs. Mr. Capo stated the leadership from the NMJC campus and Board members assists the students in developing a positive culture with positive leadership. Dr. McCleery thanked Mr. Capo and the NMJC coaches for their leadership of the student athletes. Ms. Chappelle commented on a job well done of the creation of the wallet size athletic schedule.

Dr. McCleery presented Pillars of Education to Mrs. Susan Fine, Director of Education, for her leadership of the NMJC 50th Celebration events. Pillars of Education were also presented to Dr. Larry Sanderson and Professor Charlotte Schmitz for their unwavering leadership of the HLC Accreditation.

Mr. Dale Gannaway, Executive Director of New Horizons Foundation (NHF) introduced the NHF Board members present: Mr. Guy Kesner, Mr. Mike Gallagher, Treasurer, Mr. Ron Black, Chairman, and Dr. Steve McCleery, Vice Chairman. Mr. Gannaway provided brief history of NHF created four years ago, recognized as a 501c3 organization approximately two years ago and commented on the opportunities the foundation provides. Mr. Gannaway stated several agreements have been completed with the US Department of Defense allowing NHF to access technologies in an unprecedented manner. He stated the Boards vision and support has allowed NHF to develop a unique and cost efficient commercialization model which will give Lea County and other rural areas the opportunity to compete with metropolitan areas in the State of New Mexico. Mr. Gannaway introduced Mr. Tim Wittig and Mr. Gary Pankonien who provided significant discussion and updates of the foundations processes, as well as the action plan for turning the model into an economic opportunity for Lea County. Dr. McCleery commented this is a “Significant Milestone” and the value of the Cooperative Research and Development Agreement between the US Army Armament Research Development and Engineering Center and New Horizons Foundation cannot be overstated.

Under New Business, Mr. Dan Hardin reported the audit has been completed and submitted to the state auditor. He accredited Mr. Josh Morgan in the initiative of completing and submitted the report on time. Mr. Hardin also presented the October, 2015 financial reports. Upon a motion by Mr. Black, seconded by Mr. Gomez, the Board unanimously approved the Expenditure Report for October, 2015. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Jeremy Capo presented a request for approval to accept a quote from Field Turf in the amount of \$201,393.53 to replace the infield turf including a re-engineered home plate area. Mr. Glenn asked for the age of the existing turf. It was noted the current turf is approximately eight years old. Mr. Gomez recommended an environmental/earth assessment be obtained from the previous company due to the placement of the baseball field over a drainage system. He stated there is a major difference in the old turf versus the placement of the new turf which may cause issues in the future. Dr. McCleery responded the installation

of the turf will be closely monitored by Dr. Carroll and will assure the sub base is correct. After detailed discussion and upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the Baseball Field Turf Replacement.

Dr. McCleery presented a Retirement Resolution to Mr. Terry L. Fortner for twenty years of service as Security Personnel.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Friday, December 18, 2015 beginning at 1:30 pm.

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

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

Upon a motion by Mr. Black, seconded by Mrs. Vinson, the board meeting adjourned at 4 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: December 11, 2015
RE: Expenditure and Revenue Reports for November

November is month five or 42 percent of the 2015/2016 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 November 2015 is \$19,195,859.00.

Looking at the Expense Report for November, the Total Current Unrestricted Funds year-to-date is \$11,465,895.00 or 44% of the budget. As you compare this total to the November expenditures in 2014, the trends are similar. Instruction and General is on track for the amount of expenditures for the first five months of the fiscal year. In the other unrestricted funds, Internal Services is currently over budget because of the maintenance agreements that are paid for at the beginning of the fiscal year. Internal Services is the Computer Services Department and the Document Center. As we have indicated in the past there is a credit posted each month to the Computer Services Department to cover the cost of Computer Services from Instruction and General. As the year progresses, the monthly credit will bring the expenditures back in line with the budget for the year. Looking at the other current unrestricted departments most is consistent with the prior years. Auxiliary Enterprises expenditures are higher than the expenditures of FY 15, Robert Adams is doing a great job of making sure the right books and the right amount of books are on the shelf for the NMJC students as well as for the dual credit students up and down the County.

In the restricted funds, Grant spending is at 55% of the budget, this is good for this time of year. Restricted Student Aid expenditures are the same as last year at this time. Total expenditures for restricted funds are \$3,082,690.00.

Plant fund expenditures for the month are \$292,069.00; the total year-to-date including encumbrances is \$4,647,274.00. The expenditures for the month are mostly from Campus Construction and Campus Security projects.

Total expenditures and encumbrances through November 2015 is \$19,195,859.00, which is 40% of the budget.

The Revenue remains positive for the fiscal year of 2015/16. State appropriations are tracking with the budgeted numbers. Oil and Gas revenue has declined with the price falling to below \$40.00 a barrel at this time. Total unrestricted revenue thru November is \$9,997,311.00. Auxiliary Enterprises revenue is at 57% of the budget as of the end of November. The revenue for the restricted funds has increased substantially with the addition of the TAACCCT grant. The restricted financial aid revenue is higher in FY 16 as compared to last year.

The year-to-date Revenue for November 2015 is \$13,563,188.00.

The Oil and Gas report shows the actual Oil and Gas revenue for July and August, and the accrual of \$465,000.00 per month for September, October and November. The first two months of actual Oil and Gas revenue is \$469,146.00 over budget. Additionally, we received \$9,783.17 in November for Oil and Gas Equipment Tax revenue. Lastly, the College received \$577,142.00 in Mill Levy property tax in November, and will be receiving another check from the County Treasurer for Mill Levy property tax.

The Investment report reflects the \$10,593,127.00 invested with LGIP. Interest income for the month of November is \$1,848.00.

Board members please know that the full time employees across campus appreciate the December one time allocation, we all are so grateful for the support that you as the New Mexico Junior College Board give to the faculty and staff. Thank you!

This is the Financial Report for November 2015.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
November 2015

42% of Year Completed

Fund	2014-15			2015-16			
	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	11,018,956	3,733,580	34%	10,103,380	909,459	3,761,383	37%
Academic Support	2,424,460	978,783	40%	2,628,124	218,030	1,130,057	43%
Student Services	2,074,588	747,384	36%	1,988,062	153,044	797,657	40%
Institutional Support	4,746,075	1,759,172	37%	3,694,568	377,885	2,026,052	55%
Operation & Maintenance of Plant	3,808,548	1,590,194	42%	3,658,460	250,447	1,525,740	42%
Subtotal - Instruction & General	24,072,627	8,809,113	37%	22,072,594	1,908,865	9,240,889	42%
Student Activities	0		0%	0	0		0%
Research	0		0%	0	0		0%
Public Service	0		0%	0	0		0%
Internal Service Departments	150,266	273,122	182%	85,520	12,872	189,401	221%
Student Aid	868,551	458,361	53%	668,551	14,851	348,538	52%
Auxiliary Enterprises	1,884,288	834,071	44%	1,858,486	43,864	1,068,091	57%
Athletics	1,425,760	586,900	41%	1,157,636	81,470	618,976	53%
Total Current Unrestricted Fund	28,401,492	10,961,567	39%	25,842,787	2,061,922	11,465,895	44%
CURRENT RESTRICTED FUND							
Grants	2,496,540	544,950	22%	2,055,881	112,623	1,123,773	55%
Student Aid	5,033,468	1,960,234	39%	4,989,673	32,728	1,958,917	39%
Total Current Restricted Fund	7,530,008	2,505,184	33%	7,045,554	145,351	3,082,690	44%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	8,757,760	2,231,211	25%	8,587,117	264,269	2,914,769	34%
Projects from State GOB Funds	3,050,000	2,498,550	82%	5,000,000		317,875	6%
Projects from State STB Funds	0	0	0%			553,777	0%
Projects from General Fund	0	8,715	0%	0			0%
Projects from Private Funds	0	0	0%	0			0%
Projects from State ER&R	332,720	242,272	73%	332,720	10,222	89,349	27%
Projects from State BR&R	597,281	260,003	44%	597,281	17,578	771,504	129%
Subtotal - Capital and BR&R	12,737,761	5,240,751	41%	14,517,118	292,069	4,647,274	32%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	12,737,761	5,240,751	41%	14,517,118	292,069	4,647,274	32%
GRAND TOTAL EXPENDITURES	48,669,261	18,707,502	38%	47,405,459	2,499,342	19,195,859	40%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

November 2015

42% of Year Completed

Fund	2014-15			2015-16			
	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	3,684,200	2,454,758	67%	3,692,200	330,945	2,417,599	65%
State Appropriations	6,047,200	2,555,043	42%	6,129,500	510,800	2,554,131	42%
Advalorem Taxes - Oil and Gas	7,235,000	3,799,134	53%	7,235,000	688,269	2,803,929	39%
Advalorem Taxes - Property	6,003,500	0	0%	6,853,725	577,142	577,142	8%
Interest Income	5,000	727	15%	4,000	26	144	4%
Other Revenues	367,161	234,786	64%	330,105	15,274	120,232	36%
Subtotal - Instruction & General	23,342,061	9,044,448	39%	24,244,530	2,122,456	8,473,177	35%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	27,000	4,907	18%	27,000	594	4,973	18%
Auxiliary Enterprises	2,251,000	1,395,530	62%	2,288,000	27,246	1,315,359	57%
Athletics	483,400	205,260	42%	487,200	42,343	203,802	42%
Total Current Unrestricted	26,103,461	10,650,145	41%	27,046,730	2,192,639	9,997,311	37%
CURRENT RESTRICTED FUND							
Grants	1,157,859	561,651	49%	2,055,881	217,528	1,133,165	55%
Student Aid	5,033,468	1,709,914	34%	4,989,673	21,017	1,760,764	35%
Total Current Restricted	6,191,327	2,271,565	37%	7,045,554	238,545	2,893,929	41%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,300,000	706,119	0%	5,000,000		665,322	0%
Projects from State STB Funds	0	0	0%	0			0%
Projects from General Fund	0	0	0%	0			0%
Projects from Private Funds	0	0	0%	0			0%
Interest Income (LGIP)	10,000	5,476	55%	10,000	1,848	6,626	66%
Total Plant Funds	3,310,000	711,595	21%	5,010,000	1,848	671,948	13%
GRAND TOTAL REVENUES	35,604,788	13,633,305	38%	39,102,284	2,433,032	13,563,188	35%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

November 2015

42% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2015-16 Original Budget	Variance Over (Under) Budget
Actual	July	\$45.16	5,898,788	\$2.85	17,668,988	720,659	465,000	255,659
Actual	August	\$35.51	6,117,230	\$2.76	17,591,052	678,487	465,000	213,487
Accrual	September					465,000	465,000	0
Accrual	October					465,000	465,000	0
Accrual	November					465,000	465,000	0
Accrual	December						465,000	(465,000)
Accrual	January						465,000	(465,000)
Accrual	February						465,000	(465,000)
Accrual	March						465,000	(465,000)
Accrual	April						465,000	(465,000)
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						2,794,146	5,580,000	(2,785,854)
Y.T.D. Equipment Tax Revenue						9,783	1,655,000	(1,645,217)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						2,803,929	7,235,000	(4,431,071)

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

November 2015

42% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	10,593,127	7102-1348	0.104%	1,848
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>10,593,127</u>			<u>1,848</u>

Capital Projects	11/31/2015
Vehicles	2,812.94
Technology Upgrade	359,589.19
JASI	22,107.69
WHM South Gallery	266,594.43
Baseball Field	23,362.95
Luminis Software	2,993.00
Landscaping	335,259.00
Campus Signage	2,801.67
Roof Replacement	27,382.26
Dorm/Apartment Refurbish	41,711.12
Campus Construction	277,098.00
Oil & Gas Training	161,766.39
Public Sector	9,227.00
Campus Security	0.00
Lumens Software-Distance Learnng	5,000.00
Copier Replacement	274.00
Non-Recurring Compensation	152,169.10
Athletics	142,991.36
Student Life Programming	20,432.28
Warehouse/Cont Ed Remodel	1,464.99
Succession Plan	85,868.41
Energy Technology Equipment	300,000.00
WHM Exhibits	110,798.78
Mansur Hall Upgrades	51,043.75
Senior Warm Water Wellness Ctr	3,500,000.00
Driving Range Upgrades	200,000.00
Cosmetology Remodel	700,000.00
Entertainment Technology	2,498,505.00
Cafeteria Upgrade	217,063.32
Channel 19 Upgrade	32,719.62
FERPA & Title IX	688.50
Equestrian Center	3,000,000.00
Bob Moran Upgrades	88,589.78
Campus/Hospital Fencing	200,000.00
Turf Replacement	184,175.00
Watson Hall Theater	238,511.90
WHM Titanic Exhibit	18,500.00
Mary Hagelstein Upgrades	100,000.00
HVAC Software-Central Plant	200,000.00
Infrastructure Upgrade	527,880.00
Cadet Supplement	3,152.04
Workforce Training Contingency	4,467.00
TOTAL	14,117,000.47

**MEMORANDUM OF AGREEMENT BETWEEN THE LEA COUNTY SHERIFF'S
OFFICE AND NEW MEXICO JUNIOR COLLEGE**

THIS AGREEMENT made this _____ day of _____, 2015 between the Lea County Sheriff's Office (hereinafter "LCSO") and New Mexico Junior College (hereinafter "NMJC").

WHEREAS, the purpose of this agreement is to allow NMJC Public Safety officers to effectively and efficiently provide response on NMJC Campus Grounds and Properties for safe and proper response to critical and emergency incidents, assistance in the detection and reporting of crimes in accordance with New Mexico Statutes Annotated 1978, and Preservation of evidence to allow for the lawful investigations of the crimes reported; and

WHEREAS, it is necessary that the parties provide a method by which the purpose of this agreement can be accomplished and the manner in which any power will be exercised under this agreement.

NOW, THEREFORE, it is mutually agreed as follows:

1. COUNTY COMMISSIONED LAW ENFORCEMENT OATH

Public Safety officers of NMJC, deemed to have completed or maintained required training standards as set forth by the New Mexico Department of Public Safety Training Academy will be eligible for a County Commission through the Lea County Sheriff's Office. The Chief of Security and officer will be required to complete a registration form and the Oath of Office.

These forms will be signed and notarized and sent to the Sheriff's Office for approval. The completed registration form and Oath of Office will be filed with the Lea County Clerk's Office.

2. LAW ENFORCEMENT SERVICES

The Lea County Sheriff and his Office welcome all assistance in the investigation and enforcement of the criminal and civil processes for our communities. The

NMJC Public Safety officers within their jurisdictions and the County's jurisdictions will follow the NMJC's policies, practices, and procedures, as well as applicable laws of Lea County, the State of New Mexico, and the United States.

The Sheriff's Office is willing to assist with personnel at NMJC Campus Grounds and Properties within the County's jurisdiction, where and when feasible and time permitting. With consolidated dispatch, our departments have the ability to communicate any requests for assistance. It is required of the Public Safety officer or NMJC to contact the Sheriff's Office or its personnel directly or through dispatch, for assistance when responding to emergency incidents or crimes reported or detected within the County's jurisdiction.

All Public Safety officers shall remain at all times employees of NMJC. No officer shall at any time be considered eligible for County wages, benefits, or insurance.

3. HOLD HARMLESS

By entering into this contract, NMJC accepts sole and complete responsibility and liability for any and all damages to persons and property caused or arising out of any act or omission on the part of their employees in connection with this agreement.

4. SEVERABILITY

If any portion of this agreement is for any reason held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect the remaining provisions.

5 EFFECTIVE DATE

This Agreement shall be effective upon execution and approval of the Lea County Sheriff.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals by their duly authorized officers, agents or representatives.

NEW MEXICO JUNIOR COLLEGE

LEA COUNTY, NEW MEXICO

By: _____
Pat Chappelle, Chair

By: _____
Steve Ackerman, Lea County Sheriff

ATTEST:

By: _____
Ron Black, Secretary

APPROVED AS TO FORM:

Scotty A. Holloman
New Mexico Junior College Attorney

John W. Caldwell
Lea County Attorney

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: NMJC Board Members
From: Dan Hardin
RE: Bob Moran Entertainment & Music Technology Remodel
Date: December 11, 2015

Attached for your review and approval is the Higher Education Department (HED) Capital Project Transmittal Summary for the Bob Moran Entertainment & Music Technology remodel. In October 2015, the Board approved Dekker/Perich/Sabatini professional services contract for the design and development/construction and construction administration for the Bob Moran Entertainment & Music Technology remodel along with moving \$200,000.00 from reserves to cover the design and construction administration. Last April, the Board approved moving \$1,000,000.00 from reserves to the fund for the Bob Moran Entertainment & Music Technology remodel. In FY 14 the Board also approved moving \$1,000,000.00 from reserves to be used for the Bob Moran Entertainment & Music Technology remodel. And in FY 13 \$300,215.00 was approved to be used for the Bob Moran Entertainment & Music Technology remodel. This project has been in the works for several years and funds have been systematically set aside to fund the remodel. The design work is still in progress, but in order to get the program started in August of 2016 we must get the HED Capital Projects committee approval at the January 13th regular HED Capital Projects committee hearing. Upon getting the HED approval for this project, the next step is to get approval for a contractor that will start the project and the remodel hopefully in late January. We are requesting your approval for the Bob Moran Entertainment & Music Technology remodel as presented in the HED transmittal summary.

Respectfully,
Dan Hardin

NEW MEXICO HIGHER EDUCATION DEPARTMENT
2048 Galisteo Street, Santa Fe, NM 87505-2100

CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET

Check the appropriate boxes below for materials accompanying this Summary Sheet and prepare the necessary attachments. You may attach extra pages if needed. When Department action is requested, completed material must be received by the NMHED staff *at least* 30 calendar days before the Department meeting at which approval is to be requested. Submit three copies, double sided, three hole punched, and one electronic format.

1. Institution New Mexico Junior College Date December 11, 2015
2. Project title Bob Moran Entertainment & Music Technology Remodel
3. Location Campus of New Mexico Junior College
4. HED meeting date when project consideration is requested January 13, 2016
5. Contact person Dan Hardin Phone 575 492 2770
6. Required forms for project categories:
 Construction, Alterations, or Demolition (All Forms)
 Planning Forms (1, 1-A, 4, 5, 6)
 Property Acquisition (Forms 1, 1-A, 3, 4, 5, 6)
- X 7. A site plan of the proposed project. Attach this as **Exhibit 1**. (Required for final project approval.)
- X 8. Completed design development drawings of the project, including elevations and floor plans with each space numbered and identified as to use. Attach this as **Exhibit 2**. (Required for final project approval.)
- X 9. Form 1 – Project Information
- X 10. Form 1-A – Institutional General Information. Project Schedule
- X 11. Form 2 – Space Information
- X 12. Form 3 – Estimated Utilities Costs
- X 13. Form 4 – Proposed Project Costs
- X 14. Form 5 – Proposed Project Square Footage and Funding Sources
- X 15. Form 6 – Certification by Governing Board

NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1: PROJECT INFORMATION

Institution: New Mexico Junior College

Original: **Date:** December 11, 2015

Revision: **Date:** _____

Project title: Bob Moran Entertainment & Music Technology Remodel

Description: *(Describe the location, size of the project in gross square feet (GSF), its contents, general nature of space/use and any special characteristics.)*

New Mexico Junior College is requesting approval to remodel approximately 9,630 square feet of the Bob Moran building on the campus of New Mexico Junior College to accommodate the new Entertainment & Music Technology program. The existing classrooms will be remodeled to be the instructional space for the new Entertainment & Music Technology program.

Remodeling will require sound proofing of several classrooms to control the sound from carrying into other instructional areas of the building. The Entertainment & Music Technology program requires specific classroom and equipment to train students as audio and lighting technicians. The portion of the Bob Moran building that is to be remodeled is located near the Lea County Event Center. New Mexico Junior College and Lea County have a MOU that allows the College to use the Event Center as a lab area for the Entertainment & Music Technology program students giving the students hands on experience.

Rationale: *(Describe the project's merits, how the project satisfies institutional goals/mission/need/program growth. State the consequences, if any, of the project not receiving approval.)*

The remodel of approximately 9,630 square feet of the existing Bob Moran building will provide the instructional space for the new Entertainment & Music Technology program. The remodel of Bob Moran for the Entertainment & Music Technology program has been on the New Mexico Junior College's NMJC Five Year Capital Plan since 2013.

This program will have a cohort of fifteen students for the first year and move to thirty students the second year. All students will be trained in sound & lighting and those that are musically inclined will receive live performance training. Students will be exposed to hands on set up of sound and lighting in different venues and have the opportunity to intern with Global Spectrum, a national operator of event centers across the nation.

Upon graduation, this remodel will give students the opportunity to go to work with skills that are needed at churches, event centers, large motels and hotels, convention centers, casinos and many more venues. Not approving this request will certainly eliminate job opportunities for many students that are expected to compete for this program.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION**

Institution: New Mexico Junior College

Original: Date: December 11, 2015

Revision: Date: _____

Project title: Bob Moran Entertainment & Music Technology Remodel

Current Total On-Campus Enrollment	
Head Count: <u>2986</u>	FTE: <u>1635</u>
<u>6.4%</u> Growth from previous year	<u>4%</u> previous 10-year period

Current Total Off-Campus Enrollment (Distance Ed., etc.)	
Head Count: <u>1519</u>	FTE: <u>818</u>
<u>-25.5%</u> Growth from previous year	<u>2.55%</u> Average growth in previous 10-year period

Tuition		
Current Tuition Per Credit Hour: <u>\$35.00</u>	Current Tuition Per Semester: <u>\$420.00</u>	
Month/year per semester tuition was last increased: <u>March/2013</u>	Amount of last per semester tuition increase: <u>\$2.00</u>	<u>.1%</u> Change from last increase

Program Enrollment Being Served by this Project	
Head Count: <u>15 first year 30 second year</u>	FTE: <u>15 first year and 30 second year</u>
% Growth from previous year	_____ % Average growth in previous 10-year period

Bonding Information (to be completed if local bond proceeds are used for project funding)	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____/_____
Outstanding Debt: <u>0</u>	
Available Capacity: _____	

Project Schedule	
Month/year proposed construction start date: <u>February/2016</u>	Month/year proposed construction completion date: <u>August/2016</u>

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 2: SPACE INFORMATION**

Institution: New Mexico Junior College

Original: **Date:** December 11, 2015

Revision: **Date:** _____

Project title: Bob Moran Entertainment & Music Technology Remodel

List the net assignable square feet (NASF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in “Postsecondary Education Facilities Inventory and Classification Manual” published by the U.S. Department of Education.

CLASSIFICATION CODE	TYPE OF SPACE	NASF	% OF TOTAL
100	Classroom	1443	15%
200	Laboratory	3662	38%
300	Office	582	6%
400	Study		
500	Special		
600	General – Electrical room	76	1%
700	Support		
800	Health		
900	Residential		
	NASF TOTAL	5687	
N/A	Other storage & hall	3867	40%
	TOTAL SQUARE FOOTAGE	9630	100%

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 3: ESTIMATED UTILITIES COST**

Institution: New Mexico Junior College

Original: **Date:** December 11, 2015

Revision: **Date:** _____

Project title: Bob Moran Entertainment & Music Technology Remodel

This form is designed to estimate the project's effect on current utilities costs.

FORMULA	CURRENT EXPENSES	PROJECTED ANNUAL EXPENSES AFTER COMPLETION	DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)
Eligible GSF: 9,630 x \$3.75	36,112.00		N/A

*The remodel is of existing space, there will not be any additional square footage added to this facility. Heating and cooling is from the NMJC Central Plant, utility expense should be consistent were the current expenditures.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 4: PROPOSED PROJECT COSTS**

Institution: New Mexico Junior College

Original: Date: December 11, 2015

Revision: Date: _____

Project title: Bob Moran Entertainment & Music Technology Remodel.

I. PROJECT BUDGET

EXPENDITURES	ORIGINAL SUBMISSION		BUDGET REVISION
	NEW CONSTRUCTION	ALTERATIONS	
A. BUILDING COST			
1. General		925,586	
2. Mechanical/Plumbing		163,805	
3. Electrical		256,008	
4. Special Systems (voice, data, other)		74,669	
5. Code Compliance (hazmat abatement, ADA, etc.)		32,001	
BUILDING COST SUBTOTAL		1,452,069	
B. Built-in Equipment		35,000	
C. Site Development			
1. Utilities, Infrastructure		12,264	
2. Landscaping/Site Improvements		3,442	
3. Demolition		46,160	
TOTAL CONSTRUCTION COST (T.C.C.)		1,548,935	
D. Construction Contingency (not more than 5% New Const., 10% Renov. of T.C.C.)		108,425	
E. Professional Fees			
1. Architectural/Engineering		126,400	
2. Constr. Administration		31,600	
3. Admin./Surveys/Testing		25,000	
F. Movable Equipment		550,000	
G. Other (Gross Receipt Taxes)		109,855	
H. Art in Public Places			
TOTAL PROJECT BUDGET		2,500,215	

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE
AND FUNDING SOURCES**

Institution: New Mexico Junior College

Original: Date: December 11, 2015

Revision: Date: _____

Project title: Bob Moran Entertainment & Music Technology Remodel

COSTS PER GROSS SQUARE FOOT (GSF)			
	Cost (Items A-C on Form 4)	GSF	Cost per GSF
New Construction			
Alterations	1,548,935	9,630	160.84

RATIO OF NET ASSIGNABLE TO GROSS SQUARE FEET (NASF/GSF)			
	NASF (same as total from Form 2)	GSF	RATIO NASF/GSF (%)
New Construction			
Alterations	9,630	31,553	31%

FUNDING SOURCE		
Enter the source of funding for the project. Total must match the total project budget on Form 4.		
Funding Source	Original Submission	Budget Revision
State Appropriations (specify fiscal year and source)		
NMJC Oil & Gas Mill Levy funds	2,500,215	
Total	2,500,215	

**NEW MEXICO HIGHER EDUCATION DEPARTMENT
FORM 6: CERTIFICATION BY GOVERNING BOARD**

Institution: New Mexico Junior College

Original: **Date:** December 11, 2015

Revision: **Date:** _____

Project title: Bob Moran Entertainment & Music Technology Remodel

ORIGINAL CERTIFICATION

I hereby certify that, on the basis of this information contained in Forms 1 through 5 for approval of capital projects and the attached preliminary floor plans, elevations and site plan, if appropriate, the Governing Board approved the original submission of this project, at its meeting held on December 18, 2015.

Signed:

President

REVISED SUBMISSION CERTIFICATION

I hereby certify that the Governing Board approved this Revised Submission at its meeting on _____, 200____.

Signed:

President



PROPOSED ENTRY ADDITION
NIMJC Entertainment Technology Renovation - PHASE 1
HOBBS, NEW MEXICO

ARCHITECTURE / DESIGN / INSPIRATION

**DEKKER
PERICH
SABATINI**

7601 JEFFERSON ME, SUITE 100
ALBUQUERQUE, NM 87117
505.761.9700 / DPSDESIGN.COM

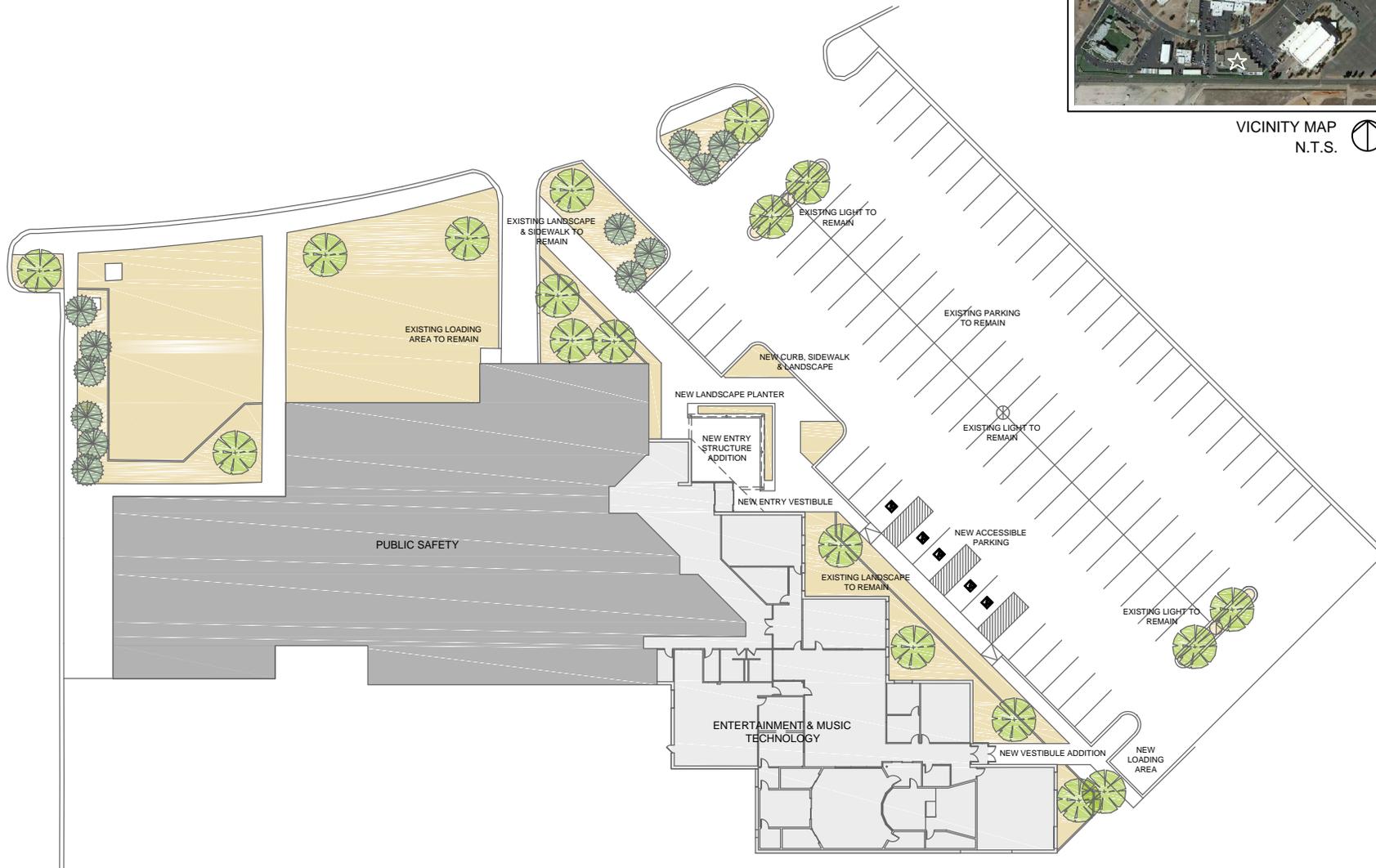


PROPOSED ENTRY ADDITION
NIMJC Entertainment Technology Renovation - PHASE 1
HOBBS, NEW MEXICO

ARCHITECTURE / DESIGN / INSPIRATION

**DEKKER
PERICH
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7601 JEFFERSON ME. SUITE 100
ALBUQUERQUE, NM 87117
505.761.9700 / DPSDESIGN.ORG



VICINITY MAP
N.T.S. 

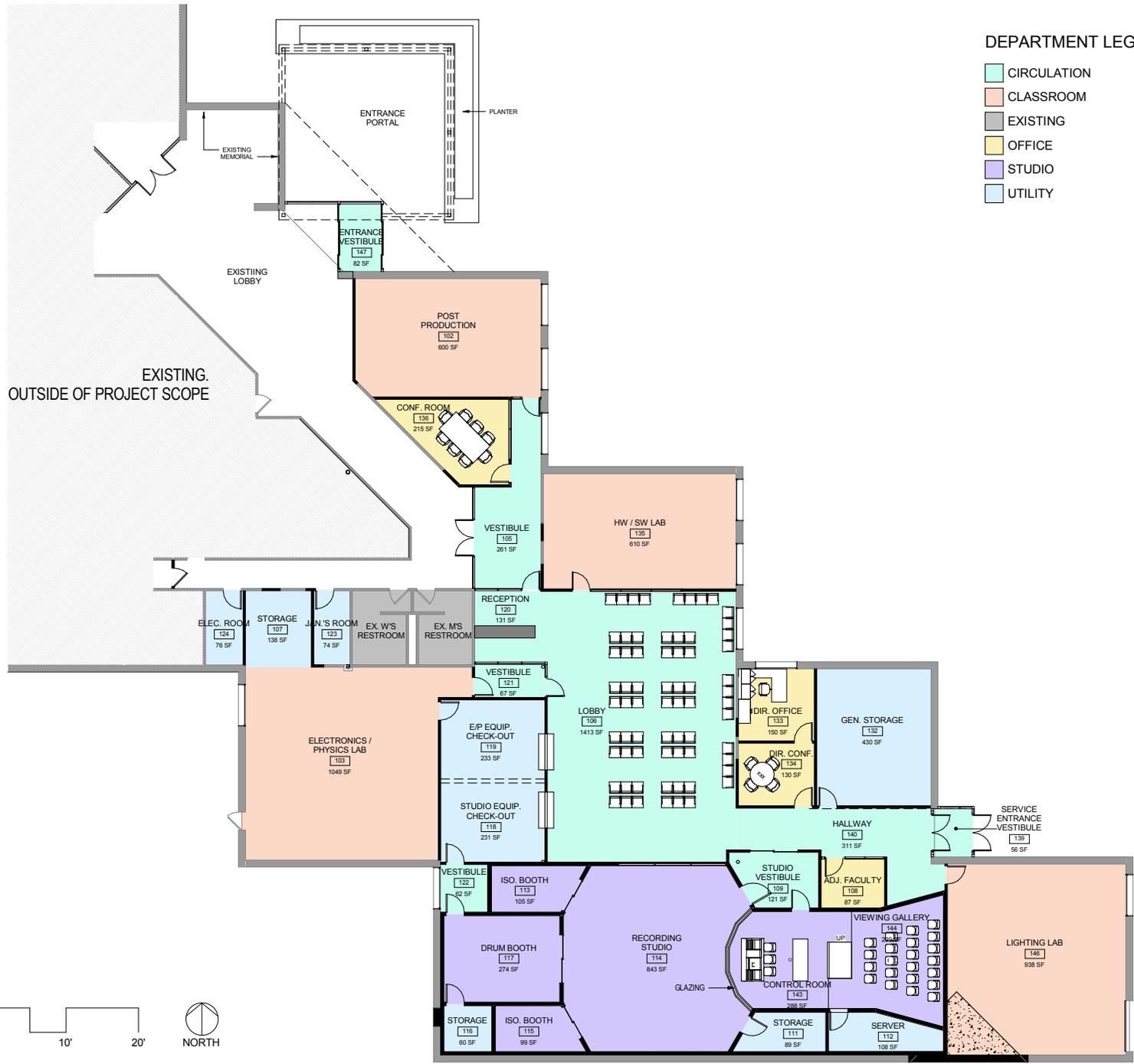


PROPOSED ENTRY ADDITION
NMJC Entertainment Technology Renovation - PHASE 1
 HOBBS, NEW MEXICO

ARCHITECTURE / DESIGN / INTERIOR



7601 JEFFERSON W.E. SUITE 100
 ALBUQUERQUE, NM 87117
 505.761.9700 / DPDESIGN.ORG



DEPARTMENT LEGEND

- CIRCULATION
- CLASSROOM
- EXISTING
- OFFICE
- STUDIO
- UTILITY

EXISTING.
OUTSIDE OF PROJECT SCOPE



PROPOSED RENOVATED FLOOR PLAN
NMJC Entertainment Technology Renovation - PHASE 1
 HOBBS, NEW MEXICO

ARCHITECTURE / DESIGN / INSPIRATION



7601 JEFFERSON NE SUITE 100
ALBUQUERQUE, NM 87109

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date December 6, 2015

Candidate's name Sherhil C. Alcos

Position title Distance Learning Instructional Designer

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom _____

Effective date of employment January 1, 2016 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional

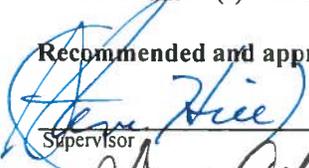
Paid advertising beyond *standard HigherEdJobs.com

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 40 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$38,332 to \$57,498 Recommended annual salary \$ 45,658.00 Prorated salary yes no

Account number(s) with respective % allocation(s) 11000 2905 61301 104 100%

Recommended and approved by:



Supervisor



Dean/Director



Vice President

President

- Selection Committee Members:** Dr. Steve Hill – Acting Dean of Distance Learning and Professional Studies
Charles Adams – Canvas Administrator – Chairperson
Steven Blandin – Director of Instructional Technology
Terri Blandin – Executive Assistant – Training and Outreach
Michelle Echeverria – Administrative Assistant – Distance Learning and Professional Studies
Lynda Newman – Professor of Reading/Education

Comments: Ms. Alcos, with a M.S. degree and almost eight years of experience meets and/or exceeds the minimum requirements for this position

ABBREVIATED RESUME

Position

Distance Learning Instructional Designer

Personal Data

Name: Sherhil C. Alcos

Education

M.S., Fort Hays State University, Hays, KS, 2013

Major: Instructional Technology

B.S., University of the Philippines, Credential Evaluation Report by World Education Services, Inc. 2003 (2005 US Equivalency – Bachelor's degree)

Major: Sociology

A.S., ECPI College of Technology, Virginia Beach, VA 2009

Major: Computer Information Science

A.S., Tidewater Community College, Virginia Beach, VA 2007

Major: Mechanical Engineering Technology

Certificate, Online Teaching Methodology, WHRO/Consortium for Interactive Instruction, 2011

Certificate, Computer Aided Drafting and Design, TCC Virginia Beach, VA, 2007

Professional Experience

New Mexico Junior College, Hobbs, NM

Instructional Technology Specialist

12/2013 to Present

Adjunct Professor

08/2014 to present

Department of Corrections, Haynesville, VA

Production Technician

05/2012 to 11/2013

Al Pugh Distribution Co. Inc., Warsaw, VA

Graphic Artist / Pricing Coordinator

05/2010 to 05/2012

University Instructors, Richmond, VA

Part-time Mathematics Tutor

03/2009 to 12/2009

Labels Unlimited, Inc., Virginia Beach, VA

Estimator/Trainer/QC/Scheduler

01/2005 to 09/2008

Honors

Magna Cum Laude, ECPI University

Professional Organizations and Membership

Phi Theta Kappa International Honor Society

Prism Academic Organization

International Society for Technology in Education



New Mexico Junior College

Career Opportunities

Position Announcement • September 2015

Position Title: Distance Learning Instructional Designer

Position Description: This position reports to the Dean of Distance Learning and Professional Studies. Duties and responsibilities shall be, but are not limited to, the following: (1) Assist faculty in the design, development, and delivery of online instruction; (2) Prepare the online course selection and schedules each semester and secure instructors for online courses; assist with the scheduling of ITV and dual credit courses as needed and work closely with the Administrative Assistant - Distance Learning and Professional Studies; (3) Assist the Dean with the online course assessment process; (4) Keep detailed records of the rubric reviews of online courses by the Academic Standards Sub-Committee; establish review rotation, select courses to be reviewed, schedule meetings, and assist Dean with follow-up meeting with online faculty; (5) Provide after-hours support for distance learning technologies to include Canvas student and faculty support; (6) Assist with maintaining accurate records of distance learning usage, evaluation, assessment, faculty credentials, online student service usage, and textbooks; (7) Maintain an effective working relationship with both the Canvas Administrator and the Director of Instructional Technology; (8) Oversee and communicate regularly with online instructors keeping them current on all aspects of distance education, requirements, compliance, deadlines, etc.; (9) Identify potential online instructors and assist the Dean with the hiring process for qualified online adjuncts; (10) Collaborate on professional development for current and/or potential online faculty; assist with preparation for fall and spring distance learning in-service meetings; (11) Maintain and update the Distance Learning Handbook for Online Instructors and keep current on the distance learning website; (12) Assist the Dean with the creation of distance education courses, degrees, certification programs, professional development offerings, and workforce development offerings; (13) Assist the Dean in utilizing data to provide direction to the distance learning programs; (14) Actively seek opportunities to partner with entities to promote the Distance Learning Department; (15) Actively seek to find the latest distance education instructional methods to improve student learning; (16) Attend professional training as directed by the Dean; (17) Any other duties assigned by the Dean to further the mission of the Distance Learning Department or New Mexico Junior College; (18) Participate in a process of continual personal and professional improvement; (19) Actively participate in the institutional goals and objectives designed to support the mission of the college; (20) Serve on college committees as assigned; and, (21) 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.

Qualifications: Bachelor's degree in education-related field required. Master's degree in education-related field preferred. Online post-secondary curriculum development and teaching experience preferred. Knowledge of distance education pedagogy and experience working with faculty/facilitators in an educational environment desirable. Must be highly proficient in computer technologies and have excellent communication, problem solving, and organizational skills. Some travel may be required. Must be committed to excellence and promoting success through learning. Note: Computer proficiency is required.

Salary/Benefits: Distance Learning Instructional Designer is a twelve-month professional position. Starting salary is \$38,332 to \$57,498 depending upon education and experience. Standard NMJC benefits apply.

Application Deadline: Open until filled. Interviews will be conducted by a selection committee and will commence upon receipt of completed applications by qualified applicants. To ensure consideration, all required application materials must be received as soon as possible.

To Apply: Submit NMJC application form on line at www.nmjc.edu (under Employment Opportunities), letter of application (cover letter), resume, unofficial transcripts for all degrees listed on resume (official transcripts required prior to employment), and three references with current telephone numbers and addresses.

Human Resources, New Mexico Junior College, 1 Thunderbird Circle, Hobbs, NM 88240

New Mexico Junior College is an Equal Opportunity Affirmative Action Employer and does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

For information concerning employment, please contact the Human Resources Office at (575) 492-2791. For information concerning Section 504 accessibility, contact the Special Needs Coordinator in the Counseling Department at (575) 492-2576.

"Equal Opportunity Education and Employment"

One Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2790 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: kmill@nmjc.edu