

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, February 15, 2018  
Zia Board Room – Library  
1:30 pm

### AGENDA

- |   |                 |
|---|-----------------|
| A. Welcome  | Pat Chappelle   |
| B. Adoption of Agenda   | Pat Chappelle   |
| C. Approval of Minutes of January 18, 2018  | 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 Open Meetings Resolution  | Scotty Holloman |
| 6. Consideration of Resolution to transfer Eunice Building to Eunice Municipal Schools                                  | Scotty Holloman |
| 7. Consideration of NMJC Board Travel to New York City, NY to attend the 2018 ACCT Leadership Conference, October 24-27 | Pat Chappelle   |
| 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  
JANUARY 18, 2018  
MINUTES**

The New Mexico Junior College Board met on Thursday, January 18, 2018, 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: Dorothy Fowler, Hobbs News-Sun, Dennis Holmberg, J.F. Maddox Foundation and Cynthia Bryan, RPC CPAs & Consultant's, LLP.

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

Upon a motion by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved the minutes of December 21, 2017.

***Under President's Report,*** Rodeo Coaches Clay Bonner and Stewart Kinley introduced the NMJC Rodeo Team and recognized the students for their academic honors. In addition, Mr. Robert Morris, Assistant Rodeo Coach, recognized Ms. Swaize Lee for being a recipient of the American Scholar awards by the National Intercollegiate Rodeo Association (NIRA). The Board commended and thanked the coaches and team for their high-level performance as students and athletes.

Mrs. Diane Marquez, Dean of Arts & Humanities, presented a presentation of the Accelerated Learning Program (ALP), in the English Department. The program allows students who are under-prepared in writing to receive extra instruction with a co-requisite model accelerated (transitional) class along with the credit course class under the same instructor. She reported the pilot class offered in the Fall 2017 was successful with 100% pass rate for the under-prepared students. In

addition, she stated the professor and students provided positive feedback of the class. Dean Marquez noted Spring 2018 currently has one accelerated learning class and Fall 2018 will offer two classes with an additional instructor.

Dr. Sharp reported legislative sessions began on January 16 and noted legislators are continuing to look at different funding models for higher education with no plans to add new money. Dr. Sharp stated he plans to attend a House Appropriations meeting on January 23 and a Senate Finance meeting on January 25 and is hopeful legislators will have a better consensus at that time.

Dr. Sharp distributed the annual “Acknowledgement of Conflict of Interest Policy” with attached Policy No. 304 from the NMJC Board Policy Manual to Board members for signatures.

***Under New Business,*** Mr. Dan Hardin introduced Ms. Cynthia Bryan with RPC CPAs & Consultant’s, LLP, who presented the audit report for Fiscal Year June 30, 2017. Ms. Bryan reported an unmodified opinion was issued to the institutions financial statements. Upon a motion by Mr. Gomez, seconded by Mrs. Vinson, the Board unanimously approved the audit as presented.

Mr. Dan Hardin presented the December 2017 financial reports. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the Expenditure Report for December 2017. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Dan Hardin presented the December 31, 2017 Quarterly Financial Action Report for approval. Upon a motion by Mr. Glenn, seconded by Mr. Black, the Board unanimously approved the report as presented.

Ms. Chappelle called for comments from the public. Dr. Darrell Beauchamp, Executive Director of the Western Heritage Museum and Lea County Cowboy Hall of Fame, invited the Board to attend the grand opening reception of the “In the Dark” exhibit at the Western Heritage Museum scheduled to run through May 13, 2018. In addition, he noted 4-time World Champion Bull Rider Tuff Hedeman will be in attendance for an informal meet and greet.

Ms. Chappelle asked Board members to consider attending the ACCT Leadership 2018 Conference in New York City on October 24, 2018 through October 27, 2018.

Ms. Chappelle reminded the Board members of Board Training scheduled for January 26, 2018 in the Ben Alexander-Daniels room beginning at 8:00 am.

The next regular board meeting was scheduled for Thursday, February 15, 2018 beginning at 1:30 pm.

Upon a motion by Mrs. Vinson, seconded by Mr. Black, the board meeting adjourned at 2:21 pm.

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Pat Chappelle, Chair

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Ron Black, Secretary

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: February 9, 2018

RE: Expenditure and Revenue Reports for January 2018

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January is month seven or 58% of the budget for the 2017/2018 fiscal year. The expenditure report represents expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of January is \$23,931,603.00.

The total expenditures for Instruction & General through January are \$12,175,234.00, which is 55% of the original budget. The year-to-date expenditures for Total Current Unrestricted Funds are \$16,448,134.00. As you review the current unrestricted funds many of these areas have expended a large portion of their budget, most are expenses at the beginning of each semester. The Business Office is required to do a monthly transfer from Instruction and General to Computer Services to cover costs in Computer Services. Some months that credit is greater than the expenses for the month in Internal Services. Student Aid is where the tuition is expensed for the high school students enrolled in the dual credit and early college classes; it is also where we expense the employee tuition & fee waivers, and the senior citizen tuition waivers.

In the Restricted Funds the expenditures in the grant area is relatively normal for this time of year. Stacey Wynn, the Grants Accountant is very diligent in monitoring grants expenses and drawing funds down in a timely fashion. Restricted Student Aid always has a large financial aid payout in January. The College now offers students the option of receiving their financial aid thru direct deposit, reloadable debit card, or by check. A large percentage of the students elected to use the direct deposit option, but as the students become more familiar with the process we expect the direct deposit option will be the option of choice. Total restricted funds through January of 2018 are \$4,390,092.00.

Plant fund expenditures and encumbrances year-to-date is \$3,093,377.00, most of which is the Technology Upgrade, Student Housing upgrades, Entertainment Technology remodel and many small projects.

Total expenditures through January 2018 were \$23,931,603.00, which is 50% of the

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original budget.

Total Current Unrestricted revenue received in January 2018 was \$6,959,532.00. This consists of the tuition and fees, the monthly allocation from the State, the Oil and Gas mill levy, property tax mill levy, bookstore and housing revenue. Tuition and Fees collected \$452,564.00 in January, the State appropriation for January was \$469,158.00, and the College received \$2,183,650.00 in Oil and Gas and Oil and Gas equipment tax in January. Property tax mill levy revenue received for January was \$3,298,916.00. Auxiliary enterprises had revenue of \$396,361.00 in January, mostly coming from the bookstore and housing.

Restricted funds drawn in for grants and student aid was \$1,546,223.00. Most of the funds were for restricted student aid, as the College awards the financial aid for the Spring semester. There will be additional drawdowns in February.

In Plant Fund revenue \$108,694 was drawn in from STB funds on the Allied Health project, and 8,763 was the interest income received from the LGIP funds.

Total revenue for January 2018 is \$8,623,212.00, with year-to-date revenue of \$26,951,409.00, which is 68% of the original budget.

The Oil and Gas report reflects the mill levy revenue from Oil and Gas and Oil and Gas equipment taxes. The total Oil and Gas and Oil and Gas equipment revenue through January of 2018 is \$6,685,994.00. In January, the College received \$1,129,761.00 in Oil & Gas mill levy revenue, which is the revenue for the month of October. The College also received \$1,053,889 in Oil & Gas equipment mill levy revenue.

The investment report is showing the \$5,593,127.00 in LGIP funds as of the end of January 2018, and \$3,000,000.00 in CDAR's with Lea County State Bank. Also, there are \$11,677,643.96 in funds designated for capital projects.

This concludes the Financial Report for January 2018.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### January 2018

58% of Year Completed

Fund	2016-17			2017-18			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	10,189,730	5,435,744	53%	10,058,717	775,906	5,244,106	52%
Academic Support	2,520,941	1,613,184	64%	2,501,303	202,108	1,545,351	62%
Student Services	1,996,717	1,167,624	58%	1,990,627	138,683	1,097,419	55%
Institutional Support	3,847,809	2,899,637	75%	3,888,147	325,373	2,215,860	57%
Operation & Maintenance of Plant	3,653,853	2,088,064	57%	3,652,603	301,400	2,072,498	57%
<b>Subtotal - Instruction &amp; General</b>	<b>22,209,050</b>	<b>13,204,253</b>	<b>59%</b>	<b>22,091,397</b>	<b>1,743,470</b>	<b>12,175,234</b>	<b>55%</b>
Research	0		0%	850,000	140,798	642,403	76%
Public Service	0		0%	50,000	3,267	20,504	41%
Internal Service Departments	85,520	155,429	182%	87,288	(10,970)	184,474	211%
Student Aid	668,551	642,054	96%	668,551	106,741	448,008	67%
Auxiliary Enterprises	2,038,349	2,080,027	102%	2,066,294	122,150	1,808,875	88%
Athletics	1,191,478	1,109,243	93%	1,270,979	376,701	1,168,636	92%
<b>Total Current Unrestricted Fund</b>	<b>26,192,948</b>	<b>17,191,006</b>	<b>66%</b>	<b>27,084,509</b>	<b>2,482,157</b>	<b>16,448,134</b>	<b>61%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,977,141	796,161	40%	1,977,141	55,622	552,973	28%
Student Aid	3,989,359	3,771,631	95%	3,989,359	1,596,332	3,837,119	96%
<b>Total Current Restricted Fund</b>	<b>5,966,500</b>	<b>4,567,792</b>	<b>77%</b>	<b>5,966,500</b>	<b>1,651,954</b>	<b>4,390,092</b>	<b>74%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	11,519,140	3,623,009	31%	9,723,989	239,265	1,937,623	20%
Projects from State GOB Funds	4,955,549	4,950,674	0%	3,960,000		102,377	3%
Projects from State STB Funds	785,072	500,900	0%	596,058		557,752	94%
Projects from General Fund	0		0%	0	9,416	41,172	0%
Projects from Private Funds	0		0%	0			0%
Projects from State ER&R	332,720	140,923	42%	332,720	11,325	68,943	21%
Projects from State BR&R	597,281	212,029	35%	597,281	29,051	385,510	65%
Subtotal - Capital and BR&R	<b>18,189,762</b>	<b>9,427,535</b>	<b>52%</b>	<b>15,210,048</b>	<b>289,057</b>	<b>3,093,377</b>	<b>20%</b>
<b>Debt Service</b>							
Revenue Bonds	0		0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>18,189,762</b>	<b>9,427,535</b>	<b>52%</b>	<b>15,210,048</b>	<b>289,057</b>	<b>3,093,377</b>	<b>20%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>50,349,210</b>	<b>31,186,333</b>	<b>62%</b>	<b>48,261,057</b>	<b>4,423,168</b>	<b>23,931,603</b>	<b>50%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**January 2018**

58% of Year Completed

Fund	2016-17			2017-18			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,667,000	3,552,646	97%	3,812,000	452,564	3,603,818	95%
State Appropriations	5,982,400	2,917,574	49%	5,629,937	469,158	3,284,106	58%
Advalorem Taxes - Oil and Gas	7,235,000	5,603,537	77%	7,235,000	2,183,650	6,685,994	92%
Advalorem Taxes - Property	7,052,621	5,591,051	79%	7,700,000	3,298,916	5,560,585	72%
Interest Income	15,000	195	1%	10,000	202	1,349	13%
Other Revenues	347,984	300,444	86%	296,538	119,610	302,250	102%
<b>Subtotal - Instruction &amp; General</b>	<b>24,300,005</b>	<b>17,965,447</b>	<b>74%</b>	<b>24,683,475</b>	<b>6,524,100</b>	<b>19,438,102</b>	<b>79%</b>
Research	0	0	0%	400,000		200,000	50%
Public Service	0	0	0%	0		0	0%
Internal Service Departments	39,170	7,368	19%	12,500	131	4,919	39%
Auxiliary Enterprises	2,586,000	2,462,569	95%	3,668,000	396,361	2,500,370	68%
Athletics	477,300	264,147	55%	448,100	38,940	267,366	60%
<b>Total Current Unrestricted</b>	<b>27,402,475</b>	<b>20,699,531</b>	<b>76%</b>	<b>29,212,075</b>	<b>6,959,532</b>	<b>22,410,757</b>	<b>77%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,977,141	819,607	41%	1,977,141	124,665	633,282	32%
Student Aid	3,989,359	3,410,273	85%	3,989,359	1,421,558	3,479,534	87%
<b>Total Current Restricted</b>	<b>5,966,500</b>	<b>4,229,880</b>	<b>71%</b>	<b>5,966,500</b>	<b>1,546,223</b>	<b>4,112,816</b>	<b>69%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,955,549		0%	3,960,000			0%
Projects from State STB Funds	785,072	0	0%	596,058	108,694	381,614	64%
Projects from General Fund	0	0	0%	0		0	0%
Projects from Private Funds	0	0	0%	0		0	0%
Interest Income (LGIP)	10,000	24,156	242%	25,000	8,763	46,222	185%
<b>Total Plant Funds</b>	<b>5,750,621</b>	<b>24,156</b>	<b>0%</b>	<b>4,581,058</b>	<b>117,457</b>	<b>427,836</b>	<b>9%</b>
<b>GRAND TOTAL REVENUES</b>	<b>39,119,596</b>	<b>24,953,567</b>	<b>64%</b>	<b>39,759,633</b>	<b>8,623,212</b>	<b>26,951,409</b>	<b>68%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### January 2018

58% 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	2017-18 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$41.11	7,043,447	\$3.16	25,188,223	817,449	465,000	352,449
Actual	August	\$43.06	7,085,620	\$3.71	25,547,110	873,645	465,000	408,645
Actual	September	\$44.66	7,227,236	\$3.79	24,020,104	965,644	465,000	500,644
Actual	October	\$45.76	8,509,170	\$3.65	30,213,740	1,129,761	465,000	664,761
Accrual	November					465,000	465,000	0
Accrual	December					465,000	465,000	0
Accrual	January					465,000	465,000	0
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						5,181,499	5,580,000	(398,501)
Y.T.D. Equipment Tax Revenue						1,504,495	1,655,000	(150,505)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>6,685,994</u>	<u>7,235,000</u>	<u>(549,006)</u>

Source: New Mexico Taxation and Revenue Department

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### January 2018

58% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	8,593,127	7102-1348	1.058%	8,763
Plus deposits	0			
Less withdrawals	3,000,000			
<b>Total LGIP investments</b>	<b>5,593,127</b>			<b>8,763</b>
Lea County State Bank CDAR	<b>3,000,000</b>		1.76%	

Capital Project	1/31/2018
Vehicles	6,093.50
Campus Master Plan	60,000.00
Technology Upgrade	98,906.53
JASI	10,860.82
WHM South Gallery	266,594.43
Baseball Field	14,522.68
Rodeo Arena	8,895.24
Luminis Software	2,993.00
Landscaping	164,418.17
Campus Signage	245,282.62
Dorm/Apartment Refurbish	18,628.70
Campus Construction	136,904.17
Oil & Gas Training	144,149.32
Public Sector	9,227.00
Campus Security	88,283.18
Lumens Software-Distance Learning	5,000.00
Copier Replacement	274.00
Non-Recurring Compensation	652,169.10
Athletics	3,188.90
Student Life Programming	20,432.28
Warehouse/Cont Ed Remodel	384.00
Succession Plan	52,014.15
WHM Exhibits	139,368.12
Mansur Hall Upgrades	1,961.13
Driving Range Upgrades	200,000.00
Entertainment Technology	0.00
Cafeteria Upgrade	160,842.86
Channel 19 Upgrade	8,115.71
FERPA & Title IX	5,610.68
Equestrian Center	3,000,000.00
Bob Moran Upgrades	56,428.06
Turf Replacement	82,781.47
WHM Titanic Exhibit	3,734.85
HVAC Software-Central Plant	200,000.00
Busing Support for Recruiting	5,872.30
HED Faculty Development	17,914.40
Omni Update	7,500.00
Allied Health	5,776,181.77
Workforce Training Contingency	2,110.82
<b>Total</b>	<b>11,677,643.96</b>

## NEW MEXICO JUNIOR COLLEGE

### RESOLUTION NO. 2018-001

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Board to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED that:

1. All meetings shall be held at the Zia Board Room, Pannell Library on the campus of New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico at 1:30 p.m., or as indicated in the meeting notice.

2. Unless otherwise specified, regular meetings shall be held on the third Thursday of each month. The agenda will be available at least seventy-two hours prior to the meeting from the office of the President of New Mexico Junior College, whose office is located in the John Shepherd Administrative Center, on the Campus of New Mexico Junior College, Hobbs, New Mexico. The agenda will also be posted in the John Shepherd Administrative Center on the Campus of New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico and on New Mexico Junior College's website at [www.nmjc.edu](http://www.nmjc.edu).

3. Notice of regular meetings other than those described in Paragraph 2 will be given seventy-two (72) hours' notice in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two (72) hours before the meeting and posted in the John Shepherd Administrative Center on the Campus of New Mexico Junior College, 1 Thunderbird

Circle, Hobbs, New Mexico and on New Mexico Junior College's website at [www.nmjc.edu](http://www.nmjc.edu).

4. Special meetings may be called by the Chair or a majority of the members upon seventy-two (72) hours' notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two (72) hours before the meeting and posted in the John Shepherd Administrative Center on the Campus of New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico and on New Mexico Junior College's website at [www.nmjc.edu](http://www.nmjc.edu).

5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members with twenty-four hours' prior notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the Board will notify the Attorney General's Office; provided that the requirement to report to the Attorney General is waived upon the declaration of a state or national emergency.

6. For the purposes of regular and special meetings described in Paragraphs 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place and agenda or information on how the public may obtain a copy of such agenda is posted on the New Mexico Junior College website and provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

7. For the purposes of emergency meetings described in Paragraph 5, notice requirements are met if notice of the date, time, place and agenda is posted on the New Mexico Junior College website, in the John Shepherd Administrative Center on the Campus of New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico and the agenda will be available from the office of the President of New Mexico Junior College. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

8. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the President's office John Shepherd Administrative Center on the Campus of New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico telephone number (575)392-5004 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the President of New Mexico Junior College if a summary or other type of accessible format is needed.

9. The Board may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15- 1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If a closed meeting is conducted when the Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board in an open public meeting.

10. The Board of New Mexico Junior College may, by Resolution adopt additional rules and regulations regarding the conduct of the meetings of the New Mexico Junior College Board.

Passed by the Board of New Mexico Junior College this 15th day of February, 2018.

New Mexico Junior College Board

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Patricia Chappelle, Chair

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Ron Black, Secretary

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Travis Glenn, Member

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Manny Gomez, Member

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Mary Lou Vinson, Member

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Evelyn Rising, Member

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Hector Baeza, Member

NEW MEXICO JUNIOR COLLEGE

RESOLUTION NO. 2018-002

DECLARATION OF SURPLUS PROPERTY AND  
APPROVAL OF DISPOSITION

WHEREAS, New Mexico Junior College (“NMJC”) owns the building and improvements located at 1710 Avenue J, Eunice, New Mexico, such building being approximately 2400 square feet (“Building”). The Building was constructed in 1990 at the cost of approximately \$31,000.00 with a contribution from the Burlington Foundation; and

WHEREAS, the Eunice Public Schools owns the land where the Building was constructed and is located; and

WHEREAS, NMJC owns certain personal property located in the Building, including, 1 magazine rack, 46 chairs, 30 tables, a television and television cart (“Personal Property”); and

WHEREAS, NMJC no longer uses the Building or the Personal Property, except in limited circumstances; and

WHEREAS, NMJC desires to transfer and donate the ownership of the Building and Personal Property to the Eunice Public Schools; and

WHEREAS, the Eunice Public Schools has a use for the Building and Personal Property and the Eunice Public Schools desires to accept the donation and transfer of the Building and Personal Property; and

WHEREAS, the transfer of the Building and Personal Property would be a transfer from one governmental entity to another governmental entity.

NOW, THEREFORE, BE IT RESOLVED that the Building and Personal Property are declared to be surplus.

BE IT FURTHER RESOLVED, that the Building and Personal Property be transferred to the Eunice Public Schools.

BE IT FURTHER RESOLVED, that the Building and Personal Property be deleted from inventory of NMJC.

BE IT FURTHER RESOLVED, that the President of NMJC is authorized to sign any and all bills of sale and any other transfer documents reasonably necessary to transfer the Building and Personal Property to the Eunice Public Schools.

Passed by the Board of New Mexico Junior College this 15th day of February, 2018.

New Mexico Junior College Board

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Patricia Chappelle, Chair

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Ron Black, Secretary

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Travis Glenn, Member

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Manny Gomez, Member

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Mary Lou Vinson, Member

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Evelyn Rising, Member

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Hector Baeza, Member

## Memo

DATE: February 15, 2018  
TO: Mary Lou Vinson, Manny Gomez, Travis Glenn, Evelyn Rising, Hector Baeza, and Ron Black  
FROM: Pat Chappelle, Board Chair – New Mexico Junior College  
SUBJECT: Board Out of State Travel

As per the New Mexico Junior College Board Policy Handbook – Board Travel Policy No. 301, I am seeking approval for the NMJC Board Members to travel to New York City, New York to attend the American Association of Community College Trustees (ACCT) Annual Conference from October 24 through October 27, 2018.

As you know, ACCT is the professional organization that represents community college board members. Additionally, the ACCT Board Training and expertise in community college issues serves the NMJC Board extremely well for the continued advancement of NMJC.

If more than three NMJC Board members are attending the ACCT Conference, a notice will be published that a possible quorum will exist and no business will be transacted.

Thank you for your consideration.