

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, January 19, 2017

Zia Room – Library

1:30 p.m.

AGENDA

- | | |
|---|---------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of December 15, 2016 | Pat Chappelle |
| D. President's Report | Kelvin Sharp |
| 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. Personnel Recommendation – Lead Instructor for Law Enforcement | August Fons |
| 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
DECEMBER 15, 2016
MINUTES**

The New Mexico Junior College Board met on Thursday, December 15, 2016, beginning at 3:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Manny Gomez; Mr. Zeak Williams; and Mr. Hector Baeza. Mrs. Mary Lou Vinson and Mr. Travis Glenn were absent from the meeting.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Dorothy Fowler, Hobbs News-Sun.

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

Upon a motion by Mr. Black, seconded by Mr. Williams, the Board unanimously approved the minutes of November 17, 2016.

Under President's Report, Dr. Sharp provided brief updates of the recent Board Training Session on December 9th and thanked the Board members for taking time out of their busy schedules to participate. The training, provided by Mr. Wayne Newton with the Association of Community College Trustees, covered valuable topics to include the responsibilities of the board and the boards role in strategic planning. Dr. Sharp remarked the training was productive and beneficial as NMJC moves forward with plans for the upcoming year.

Mr. Dale Gannaway provided significant discussion of the recent visit from the U.S. Army Research Development & Engineering Center Delegation (ARDEC). He stated the team's visit was to learn more about the Oil & Gas Industry and how ARDEC's capabilities, technologies, and engineering capabilities can assist in knowledge-based diversification of Lea County economy with companies located in the region. In addition, Mr. Gannaway provided detailed status of the muffler

project stating the second prototype will be tested in mid-January with the possibility of mufflers ready for sale within a year. Mr. Gannaway thanked the NMJC Administration and all staff on campus who assisted in the success of this event. Mr. Gannaway further announced, due to the recent nomination by Dr. Tony Pezzano, Director of ARDEC Business Interface Office, NHF is now a member of the National Armaments Consortium.

Jeff McCool provided updates of the NMJC Non-credit Workforce Training Contact Hours report for the 2015/2016 fiscal year. Of the 17 two year schools, NMJC ranked #1 in the state for new clients served, #2 in the state for student contact hours/training hours, #3 in the state for overall headcount, and #2 in the state for the fiscal year.

Dr. Sharp provided detailed updates of the Legislative Finance Committee meeting recently attended in Santa Fe, New Mexico. He reported the current budget is projected to be approximately \$69 million short and stated there will be an attempt to rebuild the reserve. Due to the previous cuts in Higher Ed, Cabinet Secretary Barbara Damron recommended no change in the amount of funding for Higher Ed but did recommend a 4% cut from appropriations to outcomes funding. Dr. Sharp reminded everyone the Legislative Session will begin in January and stated he was grateful for the support of the local legislators.

Under New Business, Mr. Dan Hardin presented the November, 2016 financial reports. Upon a motion by Mr. Gomez, seconded by Mr. Baeza, the Board unanimously approved the Expenditure Report for November, 2016. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Dr. Sharp presented Resolutions for the election to be held on March 7, 2017. Resolutions were presented in both English and Spanish. Upon a motion by Mr. Williams, seconded by Mr. Gomez, the Board unanimously approved the Resolutions with an identified revision to the Spanish version.

Mr. Josh Morgan presented a Disposition of Inventory request for disposal of an Automated Baseball Practice Machine. Upon approval from the Board, a letter of

intent for disposal of said inventory will be sent to the Office of the State Auditor (OSA) and the HED. Upon a motion by Mr. Gomez, seconded by Mr. Baeza, the Board unanimously approved this request.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, January 19, 2017 beginning at 1:30 pm.

Upon a motion by Mr. Gomez, seconded by Mr. Williams, the board meeting adjourned at 4:15 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: January 12, 2017
RE: Expenditure and Revenue Reports for December 2016

December is month six or 50% of the budget for the 2016/2017 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 December is \$26,874,091.00.

The total current unrestricted fund expenditures through December are \$14,756,874.00, which is 56% of the projected budget. Instruction and General is running as normal for this time of year. In other Current Unrestricted Funds, Student Aid, Auxiliary Enterprises, and Athletics have higher percentage of expenditures due to the expenses for the start of each semester. Internal Services which consists of the Computer Services, and the Document Center receive monthly credits from Instruction & General to cover the operating costs. Each department has large dollar maintenance agreements that are expensed at the beginning of each fiscal year. As you can see the total expenses is higher than the budget, but over the course of the fiscal year the credits will cover the expenditures. Over all, the departments are expending as normal for December.

In the Restricted Funds the expenditures in the Grant area is lower than this time last year. This is due to the TAACCCT Grant coming to the end of its Grant life. We continue to monitor the expenditures in the Grants and request the drawdown from the state and federal agencies. The year-to-date Restricted Student Aid is comparable to December 2015. Total amount of restricted funds expended through December of 2016 is \$2,840,714.00.

Total Plant funds expended includes expenditures for Technology Upgrade, Campus Construction, Dorm/Apartment Refurbishing, GOB funds for the Health, Wellness, Learning Center and the Entertainment Technology Project.

Total expenditures and or encumbrances through December 2016 were \$26,874,091.00 or 53% of the budget.

Total Current Unrestricted revenue received in December 2016 was \$4,910,612.00, with the year-to-date total of 14,878,878.00. This mostly consists of the tuition and fees, the monthly allocation from the state, the Oil and Gas Income, Oil and Gas Equipment tax income, and property tax revenue. The allocation from the State for the first five months of FY 17 was running \$498,489.67 per month, but this month the allocation dropped to \$349,587.00. The reduction of \$161,941 for December was half of the 5% cut, the remaining six months the allocation will come in at \$473,657 per month. These changes are the result of the Legislative Special Session where the State cut Higher Education budgets by 5%. The Tuition and Fees collected in December was \$557,229.00 as tuition and fees were collected for the spring semester. Oil and Gas mill levy for the month of December was \$630,153.00 and the equipment tax revenue for December was \$989,201.00. The property tax revenue for December was \$1,873,700.00, looking at the past trends in property tax payout, the College should receive additional property tax revenue in January and then again in June. Last year the total for mill levy property tax was \$8,116,993.00.

Restricted funds had some drawdown revenue in December. Total restricted fund revenue for the year is \$2,697,247.00. There will be a large drawdown in January or February for restricted student aid.

In Plant Funds, we have not received any revenue from GOB funds for the Health Wellness Learning Center, only from LGIP interest income thru December.

Total revenue for the month of December 2016 is \$5,056,155.00, with year-to-date revenue of \$17,595,967.00 or 45% of projected budget.

The Oil and Gas revenue has been holding relatively steady for the past three months, because the production has been staying higher than last year. The total budget through December for Oil and Gas is \$2,790,000.00. The total Oil and Gas revenue received through December of 2016 not including the accrual of \$465,000 for the three months (October, November and December) is \$1,967,572.00.

The investment report shows an ending balance in LGIP funds of \$10,593,127.00, with encumbered funds of \$13,790,006.36.

This concludes the Financial Report for December 2016.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

December 2016

50% of Year Completed

Fund	2015-16			2016-17			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	10,103,380	4,716,271	47%	10,189,730	994,886	4,768,199	47%
Academic Support	2,628,124	1,382,713	53%	2,520,941	222,506	1,413,830	56%
Student Services	1,988,062	989,726	50%	1,996,717	190,225	1,026,237	51%
Institutional Support	3,694,568	2,415,731	65%	3,847,809	446,458	2,498,132	65%
Operation & Maintenance of Plant	3,658,460	1,875,994	51%	3,653,853	298,953	1,785,991	49%
Subtotal - Instruction & General	22,072,594	11,380,435	52%	22,209,050	2,153,028	11,492,389	52%
Student Activities	0		0%	0	0		0%
Research	0		0%	0	0		0%
Public Service	0		0%	0	0		0%
Internal Service Departments	85,520	190,351	223%	85,520	30,077	159,468	186%
Student Aid	668,551	530,790	79%	668,551	63,576	494,053	74%
Auxiliary Enterprises	1,858,486	1,518,048	82%	2,038,349	581,054	1,818,167	89%
Athletics	1,157,636	747,462	65%	1,191,478	125,150	792,797	67%
Total Current Unrestricted Fund	25,842,787	14,367,086	56%	26,192,948	2,952,885	14,756,874	56%
CURRENT RESTRICTED FUND							
Grants	2,055,881	1,253,714	61%	1,977,141	123,171	695,482	35%
Student Aid	4,989,673	1,958,917	39%	3,989,359	525	2,145,232	54%
Total Current Restricted Fund	7,045,554	3,212,631	46%	5,966,500	123,696	2,840,714	48%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	8,587,117	3,000,020	35%	11,519,140	70,299	3,484,263	30%
Projects from State GOB Funds	5,000,000	317,875	0%	4,955,549		4,950,000	100%
Projects from State STB Funds		553,777	0%	785,072		500,900	0%
Projects from General Fund	0		0%	0			0%
Projects from Private Funds	0		0%	0			0%
Projects from State ER&R	332,720	90,204	27%	332,720	6,493	129,311	39%
Projects from State BR&R	597,281	793,267	133%	597,281	3,648	212,029	35%
Subtotal - Capital and BR&R	14,517,118	4,755,143	33%	18,189,762	80,440	9,276,503	51%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	14,517,118	4,755,143	33%	18,189,762	80,440	9,276,503	51%
GRAND TOTAL EXPENDITURES	47,405,459	22,334,860	47%	50,349,210	3,157,021	26,874,091	53%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
December 2016

50% of Year Completed

Fund	2015-16			2016-17			
	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	3,692,200	2,992,947	81%	3,667,000	557,229	3,081,494	84%
State Appropriations	6,129,500	3,164,706	52%	5,982,400	349,587	2,917,574	49%
Advalorem Taxes - Oil and Gas	7,235,000	5,560,589	77%	7,235,000	1,619,355	4,381,295	61%
Advalorem Taxes - Property	6,853,725	2,749,406	40%	7,052,621	1,873,700	1,996,586	28%
Interest Income	4,000	182	5%	15,000	23	185	1%
Other Revenues	330,105	214,176	65%	347,984		322,013	93%
Subtotal - Instruction & General	24,244,530	14,682,006	61%	24,300,005	4,399,894	12,699,147	52%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	27,000	4,973	18%	39,170	777	7,314	19%
Auxiliary Enterprises	2,288,000	1,808,589	79%	2,586,000	483,628	1,947,269	75%
Athletics	487,200	244,466	50%	477,300	26,313	225,148	47%
Total Current Unrestricted	27,046,730	16,740,034	62%	27,402,475	4,910,612	14,878,878	54%
CURRENT RESTRICTED FUND							
Grants	2,055,881	1,272,671	62%	1,977,141	125,343	712,623	36%
Student Aid	4,989,673	1,754,626	35%	3,989,359	16,358	1,984,624	50%
Total Current Restricted	7,045,554	3,027,297	43%	5,966,500	141,701	2,697,247	45%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	5,000,000	665,322	0%	4,955,549			0%
Projects from State STB Funds	0		0%	785,072	0	0	0%
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	8,509	85%	10,000	3,842	19,842	0%
Total Plant Funds	5,010,000	673,831	13%	5,750,621	3,842	19,842	0%
GRAND TOTAL REVENUES	39,102,284	20,441,162	52%	39,119,596	5,056,155	17,595,967	45%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

December 2016

50% 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	2015-16 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$39.01	6,018,599	\$2.97	20,943,874	669,124	465,000	204,124
Actual	August	\$38.71	6,014,911	\$2.94	21,145,798	668,295	465,000	203,295
Actual	September	\$40.18	5,881,993	\$2.97	20,075,420	630,153	465,000	165,153
Accrual	October					465,000	465,000	0
Accrual	November					465,000	465,000	0
Accrual	December					465,000	465,000	0
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						3,362,572	5,580,000	(2,217,428)
Y.T.D. Equipment Tax Revenue						1,018,723	1,655,000	(636,277)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>4,381,295</u>	<u>7,235,000</u>	<u>(2,853,705)</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

December 2016

50% 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	0.147%	3,842
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>10,593,127</u>			<u>3,842</u>

Capital Projects	12/31/2016
Vehicles	49,500.00
Technology Upgrade	5,562.22
JASI	16,453.23
WHM South Gallery	266,594.43
Baseball Field	23,362.95
Rodeo Arena	38,217.79
Luminis Software	2,993.00
Landscaping	217,736.85
Campus Signage	601.67
Dorm/Apartment Refurbish	0.00
Campus Construction	190,933.39
Oil & Gas Training	154,069.55
Public Sector	9,227.00
Campus Security	23,832.19
Lumens Software-Distance Learnig	5,000.00
Copier Replacement	274.00
Non-Recurring Compensation	152,169.10
Athletics	3,188.90
Student Life Programming	20,432.28
Warehouse/Cont Ed Remodel	669.00
Succession Plan	52,014.15
WHM Exhibits	96,595.98
Mansur Hall Upgrades	15,509.95
Senior Warm Water Wellness Ctr	5,000,000.00
Driving Range Upgrades	200,000.00
Entertainment Technology	1,679,884.97
Cafeteria Upgrade	107,790.43
Channel 19 Upgrade	32,719.62
FERPA & Title IX	8,564.50
Equestrian Center	3,000,000.00
Bob Moran Upgrades	60,803.91
Turf Replacement	82,781.47
WHM Titanic Exhibit	6,761.81
HVAC Software-Central Plant	200,000.00
Busing Support for Recruiting	6,000.00
HED Faculty Development	19,395.00
Omni Update	7,500.00
Allied Health	2,030,000.00
Workforce Training Contingency	2,867.02
Total	13,790,006.36

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date January 11, 2017

Candidate's name Coburn, Walter H.

Position title Lead Instructor for Law Enforcement Training

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 *2/01/2017 Standard contract length 12 mos. 9 mos. other _____

Funding source Institutional Funds

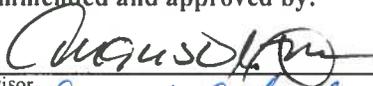
Paid advertising beyond *standard none

(*Standard: The Hobbs News-Sun, NM Dept. of Labor, NMJC Website, Lubbock TX Workforce Development Website)

Posted salary range \$41,279 to \$61,919 Recommended annual salary \$57,889 Prorated salary yes no

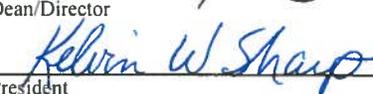
Account number(s) with respective % allocation(s) 11000 2045 61301 102

Recommended and approved by:


Supervisor


Vice President


Dean/Director


President

Selection Committee Members: Dr. August Fons – Dean of Public Safety - Chair

Dr. Charley Carroll – Director of Physical Plant

Debbie Pruitt – Professor of Sociology

Steve Saucedo – Director of Workforce Training

Comments: Mr. Coburn, with an A.A.S. degree in Law Enforcement Technology and more than twenty-four years of applicable experience, meets and/or exceeds the minimum requirements for this position.

*Pending background check

ABBREVIATED RESUME

Position

Lead Instructor for Law Enforcement Training

Personal Data

Name: Walter H. Coburn

Education

A.A.S., South Plains College, Levelland, TX, 1994
Major: Law Enforcement Technology

Professional Experience

City of Hobbs, Hobbs, NM
Training Sergeant
Detective, Criminal Investigator
Police Officer

05/2013 to Present
08/1998 to 05/2013
01/1995 to 08/1998

Additional Duties:

Firearms Instructor
SWAT Instructor
Southeastern NM Law Enforcement Academy Instructor

2013 to Present
2013 to Present
2013 to Present
and 1997 to 2005

ATF Task Force Officer
SWAT Operator, Assistant Commander

2007 to Present
1996 to 2009

Certifications:

New Mexico Police Officer Certification, 1995 to Present

Honors and Awards:

2010 Outstanding Officer of the Year
2013 Supervisor of the Year

Community Service:

Option Inc., Board Member 2003 to Present



New Mexico Junior College

Career Opportunities

Position Announcement • November 2016

Position Title: Lead Instructor for Law Enforcement Training

Position Description: This position reports directly to the Dean of Public Safety. General duties and responsibilities include assisting with the planning/scheduling of law enforcement academy instruction and as applicable, providing instruction in the same environment, but are not limited to, the following: 1) Assists with the instructional/training activities related to the Law Enforcement Academy; 2) Updates, develops, and performs assessments of the curriculum in the Southeastern New Mexico Law Enforcement Academy subject to final accreditation/approval by NMDPS/LEA; 3) Works with appropriate Federal, State, regional, and local agencies to promote and direct the efforts and objectives of the Law Enforcement Academy and New Mexico Peace Officer certification program (academy); 4) Assists with the supervision of the adjunct instructors for the Law Enforcement Academy; maintains a current list of certified adjunct instructors; makes recommendations to the Dean of Public Safety; 5) Recruits and aids in placing students in the Law Enforcement Academy; coordinates and facilitates all pre-assessment physical fitness testing for entrance requirements into the law enforcement academy; 6) Conduct planning and implementation of scenario-based training; Assists with the coordination of training classes with command staff and training officers from law enforcement agencies and NMLEA; 7) Assists with the comprehensive maintenance schedule and inventory of all academy equipment in order to ensure all equipment is accounted for and functions properly; 8) Researches and recommends new technology for use in the academy training environment; 9) Assists in planning short and long range strategies to promote and market the growth and continued development of the Law Enforcement Academy; 10) Develops and maintains an on-site library of resource materials for reference, training, and research, to include information related to law enforcement; 11) Serves as a custodian of all law enforcement training records in compliance with Federal, State, and institutional guidelines, laws, statutes, and directives; 12) Participates in budget and other planning processes providing input of program needs, requirements and other related issues; 13) Participates in New Mexico Law Enforcement Academy State Board & Academy Directors meetings as needed; 14) Performs other duties as assigned or required; 15) Develop and maintain a strong working relationship with the college community; 16) Actively participates in the institutional goals and objectives designed to support the mission of the college; 17) Participate in a process of continual personal and professional improvement; 18) Serve on college committees as assigned; and 19) 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: Associate degree in Criminal Justice or related field required, Master's degree preferred. All degrees must be from a regionally accredited institution. Fifteen (15) years of law enforcement experience; or an equivalent combination of education, training, and experience required. Successful experience in a Law Enforcement Academy is preferred. Law Enforcement Officers Certification is mandatory upon hire. General law enforcement instructor certification is mandatory upon hire. Specialized instructor certifications in Defensive Tactics, Firearms, Response to Resistance, and Physical Fitness are preferred but not mandatory at time of hire. They will however, need to be obtained within the first year if possible and no later than 2 years from start date. Must have and maintain the appropriate credentials, to legally be able to carry a college issued firearm and meet State of New Mexico Law Enforcement/New Mexico Junior College firearm qualifications standards. The approval to carry and continue to carry a college issued weapon on the campus as part of the NMJC Public Safety/Campus Security Department rests solely on the permission of the President of the College. Must possess and maintain a valid New Mexico driver's License. Applicant must satisfactorily pass a drug and alcohol test and the background check prior to employment.

Salary/Benefits: This is a twelve month professional position. Salary range is \$41,279 to \$61,919 and is commensurate with education and experience. Standard employee 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 candidates. To ensure consideration, all 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.

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