

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, November 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 October 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 the Caster Activity Center Remodel | Dan Hardin |
| 6. Consideration to utilize Dekker Perich Sabatini to update the NMJC Master Plan | Dan Hardin |
| 7. Consideration of Bid #1088 – Pre-Engineered Metal Building | JoeMike Gomez |
| F. Public Comments | Pat Chappelle |
| G. Announcement of Next Meeting | Pat Chappelle |
| H. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
OCTOBER 18, 2018
MINUTES**

The New Mexico Junior College Board met on Thursday, October 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: Todd Bailey, Hobbs News-Sun.

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

Upon a motion by Mr. Gomez, seconded by Mr. Baeza, the Board unanimously approved the minutes of September 20, 2018.

Under President's Report, Dr. Sharp acknowledged Ms. Misty Stine, Director of Allied Health and Nursing, and her staff for a successful two-day site visit from the Accreditation Commission for Education in Nursing (ACEN) team. He reported the ACEN team highly complimented Ms. Stine, her staff and the Nursing Program at the ACEN Site Visit Exit Meeting held earlier today. Dr. Sharp and the Board thanked Ms. Stine for her dedication and leadership.

Mr. Brandon Hunt, Director of Small Business Development Center, provided SBDC updates. Mr. Hunt noted SBDC, one of 19 centers serving NM, is a fully accredited member of the national organization America's SBDC. SBDC serves start up and existing businesses with no cost business consulting and low cost training in Lea County. The 2018 results for the Region reflected 18 new businesses created, 49 jobs created/retained, 23 loans/equity financing for a total of \$1,355,428.00, and 231 constituents. Of the 231 constituents, 110 attended workshops and seminars and 121 attended counseling. Of the 121 attending

counseling, 73 were new clients. Mr. Gomez asked for the types of businesses being created. Mr. Hunt responded seven oilfield businesses and various retail service businesses. Mr. Glenn asked for the types of training done. Mr. Hunt responded the needs of the client are solicited and the workshops and trainings are designed to fit the feedback received from the client. Ms. Rising asked if assistance is provided with branding, development of a logo or marketing. Mr. Hunt responded assistance is provided in these areas. In addition, Mr. Hunt stated SBDC has selected a Star Client in Lea County, Dr. Ali Sherif with Sherif Pediatrics Clinic, and noted Dr. Sherif will be recognized for his economic contribution to Lea County at the Legislature in Santa Fe, NM in either January or February of 2019.

Mrs. Cathy Mitchell, Vice President for Student Services, provide a Fall Housing Occupancy Report. She reported housing occupancy is up with a total bed occupancy at 63%, up from last year at 56%, and will continue to rise in the future when the new athletic programs are underway. Mrs. Mitchell shared a Housing and Student Life brochure and commented recruiters are working hard to get the word out that NMJC provides campus housing. Mr. Gomez asked if a public safety plan is in place for students. Mrs. Mitchell responded there are various policies in place to include Sexual Assault/Discrimination and Drug/Alcohol Abuse and noted fire drills are performed frequently.

Mr. Eric Robinson, Admission Specialist, provided updates of the Discover Day event held on October 3, 2018 on the NMJC campus. Mr. Robinson reported approximately 750 high school students attended from 13 different high schools. Following a welcome in the Caster Activity Center, students were provided with group breakout sessions throughout the campus, sent out on a mobile-based campus tour scavenger hunt and attended a fair focusing on student organizations, financial aid and counseling. Feedback requested from the students resulted in great responses and feedback requested from faculty members resulted in great insight on how to improve going forward in the future.

Mr. Scotty Holloman, General Counsel & Executive Director for Administrative Services provided election cycle updates. Mr. Holloman provided updates from House Bill 98 passed last year regarding Local Elections. He informed the Board

that all expiration terms have been extended. Terms expiring in March 2019 have been extended to December 2019. Elections will be held on the first Tuesday after the first Monday in odd number of years. The next election is to be held on November 5, 2019 with elected officials to take office on January 1, 2020. Terms expiring in 2021 and 2023 will be extended to December of the corresponding years. One publication of all local elections will be published; therefore, separate publications are no longer required. An assessment fee equal to \$250.00 per one million dollars of general fund expenditures will be due annually payable to the Secretary of State's office for expenses related to the election. Offices open for election must be reported and persons running must file a Declaration of Candidacy seventy days prior to the election. Ms. Chappelle requested a legal notice be published stating pursuant to the statute, local elections have changed and there will not be an election in March of 2019.

Under New Business, Mr. Dan Hardin presented the September 2018 financial reports. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the Expenditure Report for September 2018. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Dan Hardin presented the Quarterly Financial Action Report for the quarter ending September 30, 2018 for approval. Upon a motion by Mr. Gomez, seconded by Mr. Baeza, the Board unanimously approved the report as presented.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, November 15, 2018 beginning at 1:30 pm. Ms. Chappelle noted following adjournment of the meeting, the Board members would take a tour of the new Allied Health Building construction site.

Upon a motion by Mrs. Vinson, seconded by Mr. Gomez, the board meeting adjourned at 2:16 pm.

Pat Chappelle, Chair

Ron Black, Secretary



Tom Cantrell Athletic Biography

I graduated from Sherman High School in Sherman, Texas in 1969. While at Sherman I completed in the relays and ran the 440 yd. dash during high school. I set the school record in the 440 and was ranked sixth in the State of Texas my senior year.

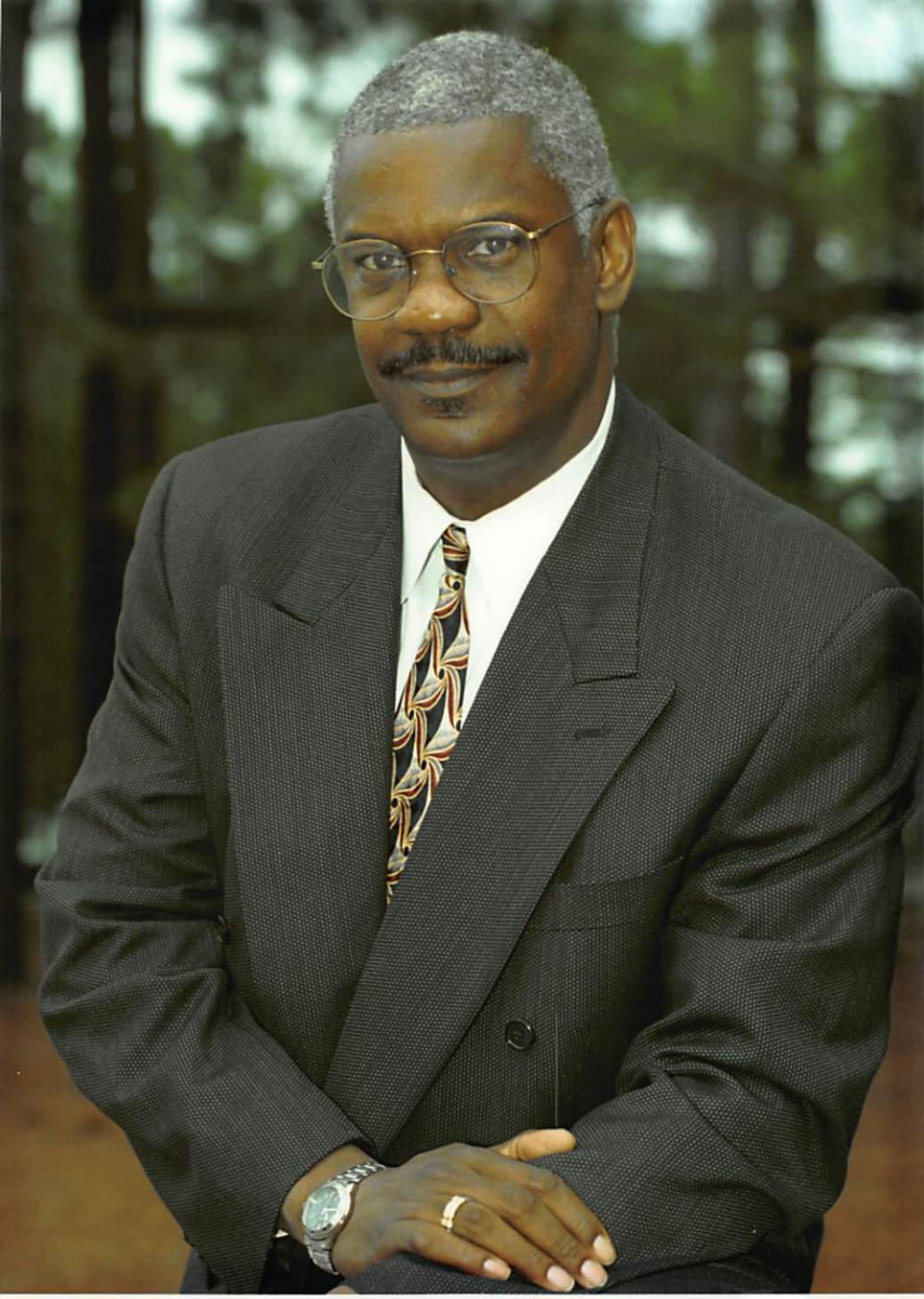
After graduation I was recruited by the University of Oklahoma, but not being the strongest student they recommended that I go to New Mexico Jr. College. I was very fortunate to be coached by Ross Black. Our team didn't lose a regular meet in the two years I ran there. During my freshman year we were National Champions in the Mile Relay, and I set a school record in the 440. My sophomore season we won the first National Championship for New Mexico Jr. College. We had to finish fourth or better in the Mile Relay to bring home the championship. I anchored the relay, got the baton in sixth and finished fourth winning the championship by one point. I was named The Outstanding Track Athlete at our annual sport banquet. I graduated with an Associate Degree.

I received a full scholarship to the University of Oklahoma. Competing at the University of Oklahoma I was on the school record setting and Big 8 Champion Mile Relay. My 440 time was 46.3 which allowed me to be selected to compete in the 1972 U.S. Olympic Trials. I was selected to compete for the United States All-Star Team against the Mexican Olympic Team that year. I graduated in 1973 with a Bachelor of Science Degree and also a Master of Science Degree. While working on my Masters I was a Graduate Assistant for the Oklahoma Track Team.

After graduation I started my education career as a teaching principal in Noble, Oklahoma and coached track. I became the Head Track and Cross-Country coach at New Mexico Jr. College in 1980. I had several athletes that were national champions and coached several All-Americans. After seven successful years of coaching at the Jr. College I moved back to Oklahoma to be closer to family.

I moved to Anadarko, Oklahoma, my wife's hometown, and continued my educational career there. I was a principal and athletic director for a few years before being named superintendent. I served in that capacity for sixteen years before retiring in 2012. I spend my time now following my grandchildren and serving on several boards.

I have been married to Carolyn Cantrell for 42 years; we have four children and six grandchildren.



WARDELL GILBREATH
VICE PRESIDENT, GILBREATH COMMUNICATIONS, INC.
TRACK & FIELD ALL-AMERICAN

Wardell Gilbreath grew up in Amarillo, Texas playing multiple sports including basketball, football, baseball and track and field. As he grew stronger and faster throughout high school, Wardell felt he was just average in most of the sports in which he participated. Soon, Wardell decided to concentrate on track and field and use the sport as a way to springboard himself into college. Little did he know the height of success he was headed for.

Track and field proved to have that immediate success for Gilbreath as he won state (Texas) in the 220-yard dash with a time of 21.2 during his senior year in high school and then landed a spot on the national High School All-American team.

Wardell's success was just beginning, as his wish came true to go to college, when he began his collegiate track and field career at New Mexico Junior College under coach Ross Black, who helped mold him into one of the top sprinters of all time. The NMJC team went on to win numerous dual meets and set records in multiple events that led up to a trip to the NJCAA Track & Field Championship. Wardell became high point man after winning the NJCAA T&F Championship in the 220-yard dash at 20.6. He also placed in two other events, including second in the 100-yard dash and third in the mile relay. NMJC placed a successful third overall in the national meet. As a Junior College All-American, Wardell set school records in the 220-yard dash carving out his niche on the international circuit and becoming one of NMJC's first sprinters to participate on multiple USA and World University track and field teams.

Gilbreath then toured several nations, including Germany, Italy, Russia and Poland as a member of the USA Junior AAU Outdoor Track & Field Team where he became an international Champion in 1973, winning the 220-yard dash in 20.8. He also won a gold medal as the 2nd leg of the 400 meters relay team, which tied the world record at 39.9 set by France in 1969.

Moving on to the University of Arizona to pursue a degree in education, Wardell became a two-time NCAA All-American in the 200 meters in 1974 and 1976 when he was ranked No. 1 in the world for half the season and one of the top sprinters projected to make the USA Olympic Team. Unfortunately, an injury in the semifinals of the Olympic Trials prevented Wardell from making the team, but his time of 20.2 in the 200 meters still ranked him third in the world and second in the USA. In 1977, Gilbreath continued to participate with the USA team pursuing that Olympic dream and ran in key international meets including the third edition of the Pacific Conference Games, a competition between five Pacific coast nations: Australia, Canada, Japan, New Zealand and the United States. He won a gold medal with the 4X100 relay team with a time of 38.85. He continued in 1978 to compete internationally in Belgium, Italy, Switzerland and Germany against Olympic-caliber athletes leading up to the 1980 Olympic games.

Back in the United States, Wardell successfully pursued a sponsorship with Mesa Petroleum Company of Amarillo, Texas, affording him the opportunity to train for the Olympics. In 1979, Gilbreath and the USA team then went to Moscow, Russia to participate in a pre-Olympic track & field meet at the Spartacade Games. Gilbreath was the only American to win three gold medals in Russia and was on track for the upcoming 1980 Olympic Trials until the USA decided to boycott the Moscow Olympics in response to the



Soviet invasion of Afghanistan. The boycott sank the dreams of many aspiring athletes. Wrapping up his profound year in 1979, Wardell was named the Panhandle Sports Hall of Fame Athlete of the Year.

In 1980, Gilbreath took a major step in building a life outside of track and field by marrying his longtime love, Audrey. Now married for 38 years, the couple raised two daughters, Stefanie and Briana who both became excellent athletes in their own right. Both daughters were H.S. McDonald All-Americans in basketball, NCAA women's basketball players for the University of Southern California (USC) Trojans, and both played professionally for the WNBA as well as for overseas teams in Poland, Germany, Portugal and Belgium.

Today, Wardell and Audrey are owners of the largest and oldest African-American-owned marketing agency in Houston. They founded Gilbreath Communications, Inc. more than 28 years ago, and the company has steadily expanded its business and raised its profile — earning recognition over the years as one of Houston's Fastest-Growing Small Businesses.

Since launching Gilbreath Communications, they have developed, implemented and managed diverse integrated marketing, public relations, advertising and digital campaigns, for more than 400 public and private entities. Their portfolio of clients include Shell Oil, the City of Houston Department of Homeland Security, Houston Community College System, the Texas Department of Agriculture, Texas A&M University, Prairie View A&M University, CenterPoint Energy, Amegy Bank, Port of Houston Authority, Workforce Solutions, the NFL, McCain Foods, Reliant Energy, Rite Choice Pharmacy, The Methodist Hospital, BP America, the City of Houston Health Department, and the Texas Department of Transportation, to name a few.

Gilbreath Communications also has won numerous prestigious industry, business and community service awards over the years for the agency's work, including Small Business of the Year by the SBA and Marketing and Communications Firm of the Year by the Greater Houston Business Procurement Forum. After induction into the Southwest Advertising Hall of Fame, the agency received one of the ad club's highest honors as the 2016 Silver Medal Award winner designated for those who make significant contributions to the success of their own company; demonstrate excellent creative ability; contributions to the general advancement of advertising; contributions to the community, and contributions to the AAF-Houston.

Wardell and Audrey both believe their greatest accomplishment was having the opportunity to pay it forward by putting five nephews through college so they, too, could become productive citizens. Additionally, five years ago, the agency launched a scholarship in the company's name through the Advertising Education Foundation of Houston. The scholarship is awarded to students at Historically Black Colleges and Universities (HBCUs) who are pursuing degrees in the communications area.

Gilbreath Communications, Inc. has been featured in many publications locally and nationally, from the *Houston Business Journal* and *Minority Business News*, to *Entrepreneur*, *Black Enterprise* and *Independent Business* magazines.

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NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: November 9, 2018

RE: Expenditure and Revenue Reports for October

The October expense report represents month four or 33 percent of the 2018/2019 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 October 2018 is \$21,333,854.00.

Instruction and General had total expenditures of \$6,342,348.00 through October of 2018, which is 28% of budget. In the other unrestricted funds Internal Services is well above the budget, there will be credits posting each month and this should be within budget by the end of the fiscal year. Auxiliary Enterprises and Athletics also are above the 33% budget for the year. All of these areas have expenses that are tied to the beginning of the semester. Total current unrestricted funds expended year-to-date is \$8,762,874.00, which is 31% of the budget for unrestricted funds.

Expenditures year-to-date for grants under the restricted funds is \$231,991.00, which is 26% of the budget for grants. Restricted student aid has expenditures of \$2,236,145.00 which is 53% of the budget for student aid. Financial Aid is consistent with FY 18. Expenditures for Grants are less than FY 18 with the TAACCCT and Upward Bound grants ending.

Expenditures for plant funds include expenses for Institutional projects BR&R and ER&R. The several major projects that make up most of the expense for FY 19, Technology Upgrades, Campus Security, and the Allied Health Building. There are also several other smaller projects that are ongoing and several projects not yet started.

Total expenditures for the month of October 2018 was \$3,417,317.00, the year-to-date total of expended and/or encumbered funds is \$21,333,854.00.

The total current unrestricted revenue is higher than at this time last year. Tuition and Fee revenue is down as compared to this time last year. Oil and Gas revenue is up from last year. Property tax revenue will be funded in December or January. The other revenue streams are on track with the exception of auxiliary revenue, which naturally

follows the enrollment trend and is down. Total year-to-date current unrestricted revenue is \$8,682,374.00 as compared to \$8,182,955.00 in FY 18.

In restricted funds revenue is consistent with FY 18.

Plant fund revenue for the month is \$54,004.00 due to the increase in interest revenue from the LGIP funds, and a draw on STB funds totaling \$28,114.00 for a total year-to-date plant revenue of \$403,508.00.

Total year-to-date revenue is \$11,415,086.00

The Oil and Gas report shows the first month of revenue for this fiscal year was \$1,751,427.00 as compared to the \$817,449.00 for the month of July in 2017. The months of August thru October have the monthly accrual of \$465,000.00 each month. Total Oil and Gas revenue through October including three months of accrual is \$3,146,427.00.

In reviewing the investment report, the LGIP fund remains at \$14,593,127.00 along with the \$3,000,000.00 in CDARs for a total of \$17,593,127.00 for the end of October. Currently, there is \$16,313,925.46 in designated capital projects.

This is the Financial Report for October 2018.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

October 2018

33% of Year Completed

Fund	2017-18			2018-19			
	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	10,058,717	2,658,016	26%	10,219,294	834,328	2,771,769	27%
Academic Support	2,501,303	877,223	35%	2,656,318	205,110	794,810	30%
Student Services	1,990,627	626,356	31%	2,046,450	154,243	609,818	30%
Institutional Support	3,888,147	1,306,100	34%	4,317,093	319,858	1,032,978	24%
Operation & Maintenance of Plant	3,652,603	1,201,962	33%	3,731,780	204,820	1,132,973	30%
Subtotal - Instruction & General	22,091,397	6,669,657	30%	22,970,935	1,718,359	6,342,348	28%
Research	850,000	358,032	42%	850,000	20,239	190,150	22%
Public Service	50,000	12,182	24%	50,000	3,853	7,238	14%
Internal Service Departments	87,288	195,385	224%	119,306	17,259	134,153	112%
Student Aid	668,551	213,325	32%	685,880	4,008	253,023	37%
Auxiliary Enterprises	2,066,294	1,106,007	54%	2,125,946	151,362	1,207,523	57%
Athletics	1,270,979	614,504	48%	1,613,798	82,134	628,439	39%
Total Current Unrestricted Fund	27,084,509	9,169,092	34%	28,415,865	1,997,214	8,762,874	31%
CURRENT RESTRICTED FUND							
Grants	1,977,141	348,982	18%	881,787	58,895	231,991	26%
Student Aid	3,989,359	2,224,074	56%	4,188,219	90,959	2,236,145	53%
Total Current Restricted Fund	5,966,500	2,573,056	43%	5,070,006	149,854	2,468,136	49%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	9,723,989	1,424,800	15%	18,203,440	1,178,762	9,210,314	51%
Projects from State GOB Funds	3,960,000	102,377	0%	289,894	1,135	279,416	96%
Projects from State STB Funds	596,058	542,405	0%	114,064		114,064	100%
Projects from General Fund	0	13,605	0%				0%
Projects from Private Funds	0		0%				0%
Projects from State ER&R	332,720	57,618	17%	332,720	37,726	133,790	40%
Projects from State BR&R	597,281	279,624	47%	597,281	52,626	365,260	61%
Subtotal - Capital and BR&R	15,210,048	2,420,429	16%	19,537,400	1,270,249	10,102,844	52%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	15,210,048	2,420,429	16%	19,537,400	1,270,249	10,102,844	52%
GRAND TOTAL EXPENDITURES	48,261,057	14,162,577	29%	53,023,271	3,417,317	21,333,854	40%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

October 2018

33% of Year Completed

Fund	2017-18			2018-19			
	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	3,812,000	2,128,197	56%	3,887,000	74,218	1,948,030	50%
State Appropriations	5,629,937	1,876,632	33%	5,805,900	478,259	1,944,233	33%
Advalorem Taxes - Oil and Gas	7,235,000	2,212,743	31%	7,235,000	1,751,690	3,146,690	43%
Advalorem Taxes - Property	7,700,000	0	0%	8,530,000	0	0	0%
Interest Income	10,000	749	7%	10,000	60	72	1%
Other Revenues	296,538	120,227	41%	320,476	14,168	126,314	39%
Subtotal - Instruction & General	24,683,475	6,338,548	26%	25,788,376	2,318,395	7,165,339	28%
Research	400,000	100,000	0%				0%
Public Service	0	0	0%				0%
Internal Service Departments	12,500	3,778	30%	12,500	141	2,646	21%
Auxiliary Enterprises	3,668,000	1,590,221	43%	2,615,000	119,707	1,359,572	52%
Athletics	448,100	150,408	34%	454,600	38,741	154,817	34%
Total Current Unrestricted	29,212,075	8,182,955	28%	28,870,476	2,476,984	8,682,374	30%
CURRENT RESTRICTED FUND							
Grants	1,977,141	351,871	18%	881,787	63,324	236,630	27%
Student Aid	3,989,359	1,995,098	50%	4,188,219	278,163	2,092,574	50%
Total Current Restricted	5,966,500	2,346,969	39%	5,070,006	341,487	2,329,204	46%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,960,000		0%	289,894	1,407	279,416	0%
Projects from State STB Funds	596,058	1,795	0%	114,064	28,114	51,704	0%
Projects from General Fund	0	0	0%				0%
Projects from Private Funds	0	0	0%				0%
Interest Income (LGIP)	25,000	21,710	87%	102,000	24,483	72,388	0%
Total Plant Funds	4,581,058	23,505	1%	505,958	54,004	403,508	80%
GRAND TOTAL REVENUES	39,759,633	10,553,429	27%	34,446,440	2,872,475	11,415,086	33%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

October 2018

33% of Year Completed

		OIL		GAS		COMBINED		
Month of Sales	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2018-19 Original Budget	Variance Over (Under) Budget
Actual	July	\$56.15	11,392,196	\$3.96	38,449,318	1,751,427	465,000	1,286,427
Accrual	August					465,000	465,000	0
Accrual	September					465,000	465,000	0
Accrual	October					465,000	465,000	0
Accrual	November						465,000	(465,000)
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						3,146,427	5,580,000	(2,433,573)
Y.T.D. Equipment Tax Revenue						263	1,655,000	(1,654,737)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>3,146,690</u>	<u>7,235,000</u>	<u>(4,088,310)</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

October 2018

33% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	14,593,127	7102-1348	2.04%	24,483
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	14,593,127			24,483
Lea County State Bank CDAR	3,000,000		1.76%	

Capital Project	10/31/2018
Vehicles	186,615.56
Campus Master Plan	60,000.00
Technology Upgrade	218,710.01
JASI	21,912.62
WHM South Gallery	266,594.00
Baseball Field	397.97
Rodeo Arena	182,798.02
Infrastructure	642,542.24
Luminis Software	2,993.00
Landscaping	141,280.17
Smart Classrooms	0.00
Campus Signage	91,734.97
Dorm/Apartment Refurbish	58,136.34
Campus Construction	107,705.59
Oil & Gas Training	136,176.70
Public Sector	9,227.00
Campus Security	70,840.05
Lumens Software-Distance Learnig	5,000.00
Copier Replacement	373.49
Non-Recurring Compensation	652,169.10
Athletics	5,534.03
Student Life Programming	20,432.28
Succession Plan	52,014.15
WHM Exhibits	56,566.82
Track Upgrades	1,612,412.75
Driving Range Upgrades	500,000.00
McLean Hall Renovations	750,000.00
Cafeteria Upgrade	134,215.60
Channel 19 Upgrade	8,115.71
FERPA & Title IX	2,572.10
Equestrian Center	3,000,000.00
Bob Moran Upgrades	39,313.92
Turf Replacement	82,781.47
HVAC Software-Central Plant	200,000.00
Busing Support for Recruiting	5,872.30
HED Faculty Development	7,504.87
Caster Upgrades	2,481,771.40
Allied Health	4,497,805.78
Workforce Training Contingency	1,804.99
Total	16,313,925.00

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board members
From: Dan Hardin
RE: Caster Activity Center Phase One Remodel
Date: November 15, 2018

Board members,

There are several events that have brought the Administration to the point of recommending and asking the NMJC Board for approval of the Caster Activity Center Phase One Remodel and approval to move an additional \$1,500,000.00 from College reserves for the Caster Activity Center Phase One Remodel project. First, the 2005 NMJC Master Plan lists the 50-year-old Caster Activity Center as a target building for a remodel and update. Next, recent water pipe failures in other NMJC buildings also built in the late sixties has caused great concern for water damage for the thousands of square feet of wooden flooring in Caster Activity Center. All of the 50-year-old galvanized plumbing in Caster must be replaced with copper piping and soft water systems. Additionally, the opening of the CORE has shifted the community use and non-credit PE classes from Caster to the Core making the remodel of Caster a more feasible project. Next, the addition of Women's Volleyball has created the need for more locker room space. Finally, Caster Activity Center is ready for a much needed facelift. In order to start the remodel in March 2019, we must get the NMJC Board's approval in November 2018. HED does not have capital project committee hearings in February or March of 2019 because of the Legislative session. To get Caster Activity Center Phase One remodel on the agenda for the January 10, 2019 HED Capital Projects committee hearing the College must submit by December 11, 2018. To submit to the HED the NMJC Board must have approved the project and the funding, thus the need for approval at the November 15, 2018 board meeting.

Phase one remodel of Caster Activity Center will target all of the locker rooms, restrooms, offices, saunas, and hall way on the south side of the building along with the front foyer, lobby and the Athletic Administration office complex. The two front doors will be converted into one front entrance with a ticket booth area. Three locker rooms with offices will be configured on the south side hallway to house Men's Basketball, Women's Basketball, and Women's

Volleyball. Track & Cross Country offices and team area will be near the front entrance. The concession and restrooms will be relocated, and the Athletic Administration complex will be reconfigured. The projected construction time will be from March 2019 right after basketball season ends to October 2019 in time for basketball season to start. In fiscal year 2020, phase two remodel of Caster will hopefully start in March 2020 and will address the north side locker rooms, training area, and the repurpose of the racket ball courts.

In FY 18, \$2,500,000.00 was moved from reserves to the Caster Upgrades fund. The Administration is asking that an additional \$1,500,000.00 be moved to this fund to bring the fund balance up to \$4,000,000.00. At this time Dekker Perich Sabatini is working on the schematic drawings and has not determined the final estimated cost for phase one.

Below are the Administration's preliminary costs estimates for phase one remodel of Caster Activity Center;

Construction	\$3,000,000.00
Contingency fund	\$300,000.00
Design and Engineering	\$300,000.00
Equipment	\$200,000.00
<u>Gross Receipts</u>	<u>\$200,000.00</u>
Total Estimated Cost	\$4,000,000.00

To give you a visual concept of this project, there are three drawings for your review. Drawing one is the original Caster Activity Center 1966 floor plan highlighted in yellow. The original 24,414 square feet Caster Activity Center, completed in 1967, consisted of the gym, hallway, two lockers rooms, a gymnastics room, and a front foyer. In 1981 40,596 square feet of classrooms, front entrance, offices, Athletic Administrator complex, locker rooms, weight room, dance studio, racket ball courts, training rooms, and a space for the Cowboy Hall of Fame was completed. In 2006 after the completion of the Western Heritage Museum and Lea County Cowboy Hall of Fame, the area in Caster that housed the Lea County Cowboy Hall of Fame was remodeled creating classrooms, offices and the New Mexico Junior College Booster Club area. Also, the heating and cooling for Caster was upgraded and tied to the Central Plant. In the last five years the sliding front doors were installed and the two public restrooms were remodel.

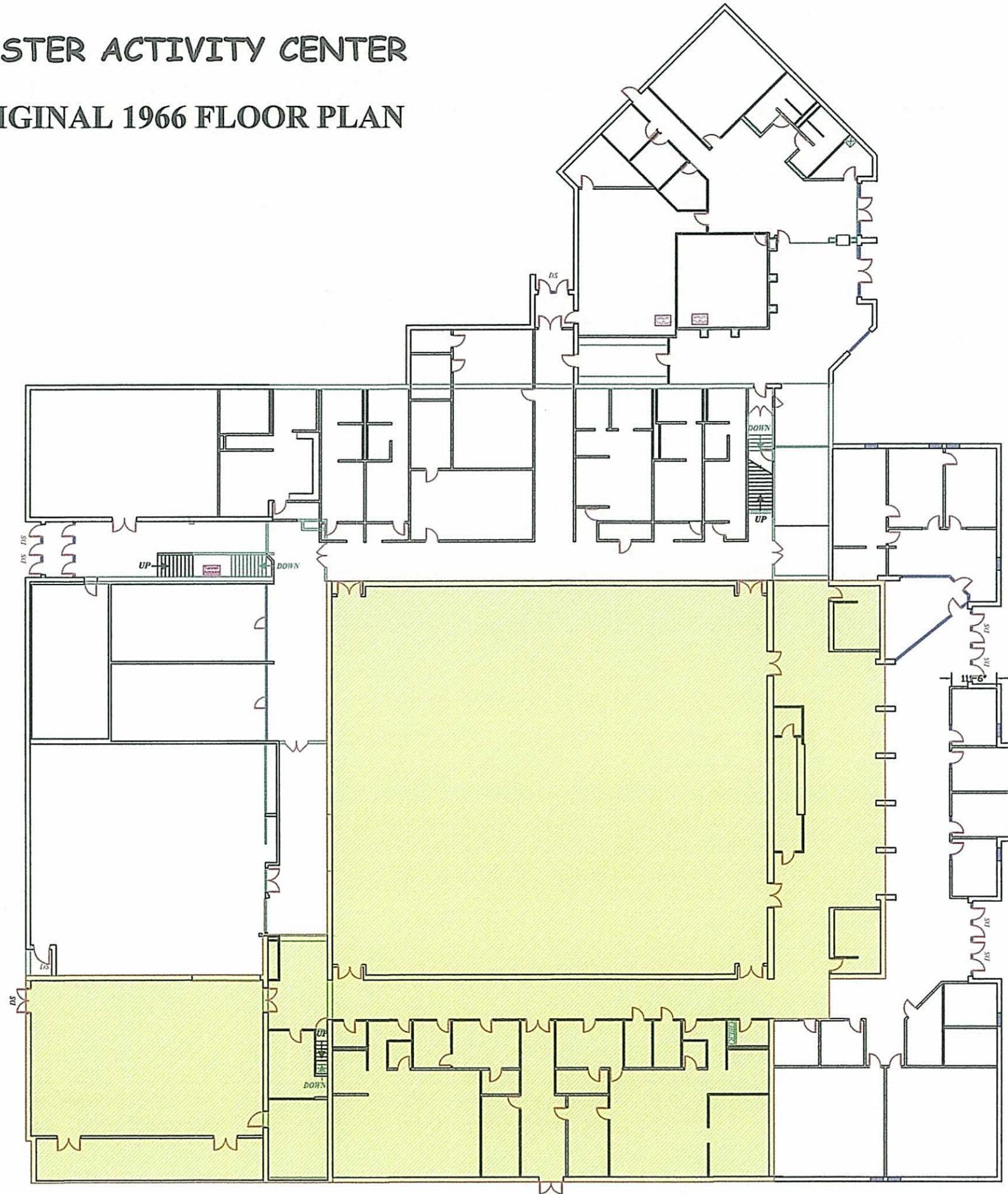
The next drawing is phase one, which highlights in blue the approximately 15,700 square feet of Caster that with your approval will have remodeling starting in March 2019. The third drawing shows the area highlighted in green that will be the final area to be remodeled. This proposed remodel will be brought back to the Board next year for your approval.

The New Mexico Junior College administration is asking for your approval of the Caster Activity Center Phase One Remodel and your approval to move \$1,500,000.00 from reserves to fund number 91597 Caster Upgrades.

Sincerely,

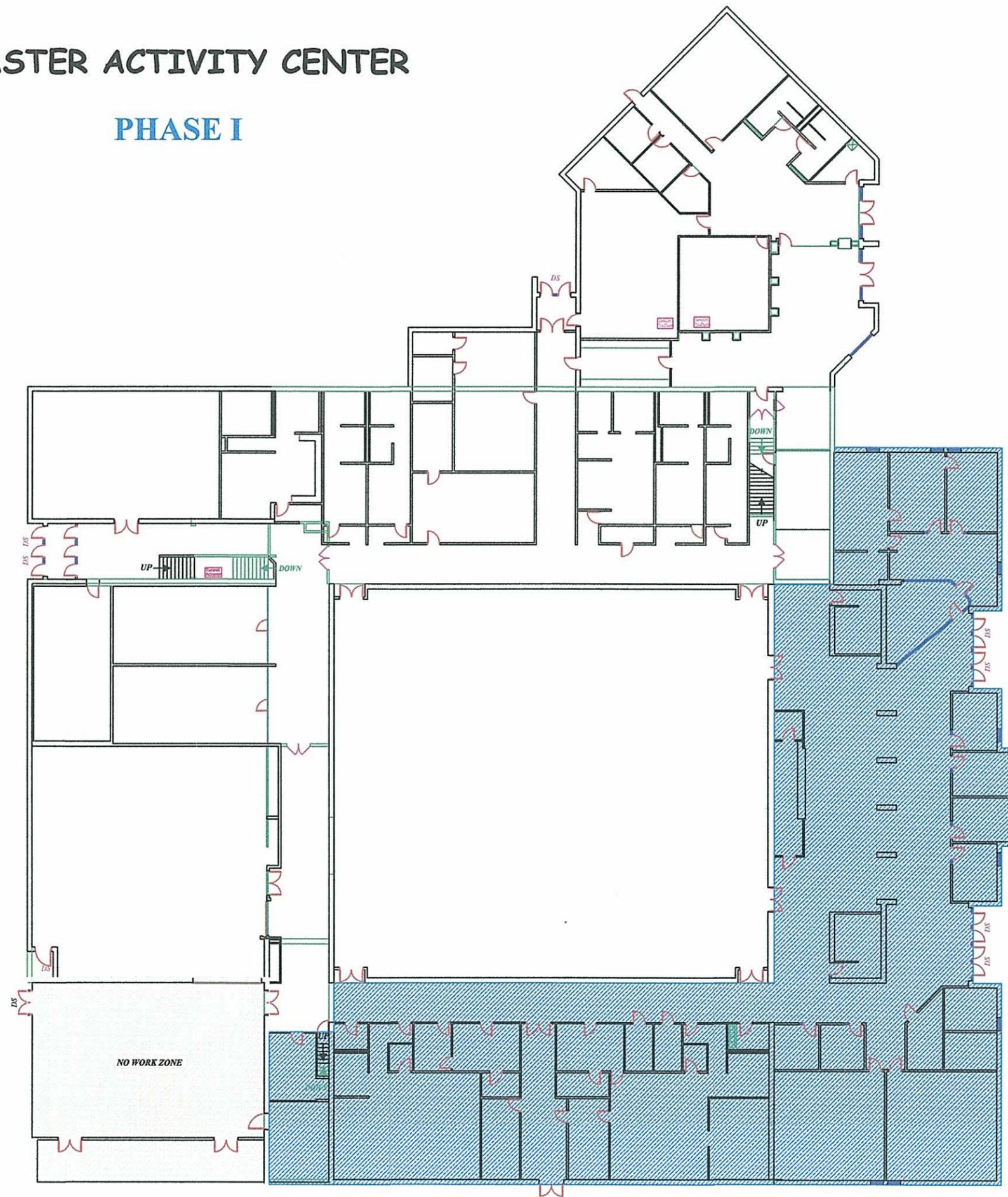
Dan Hardin

CASTER ACTIVITY CENTER
ORIGINAL 1966 FLOOR PLAN



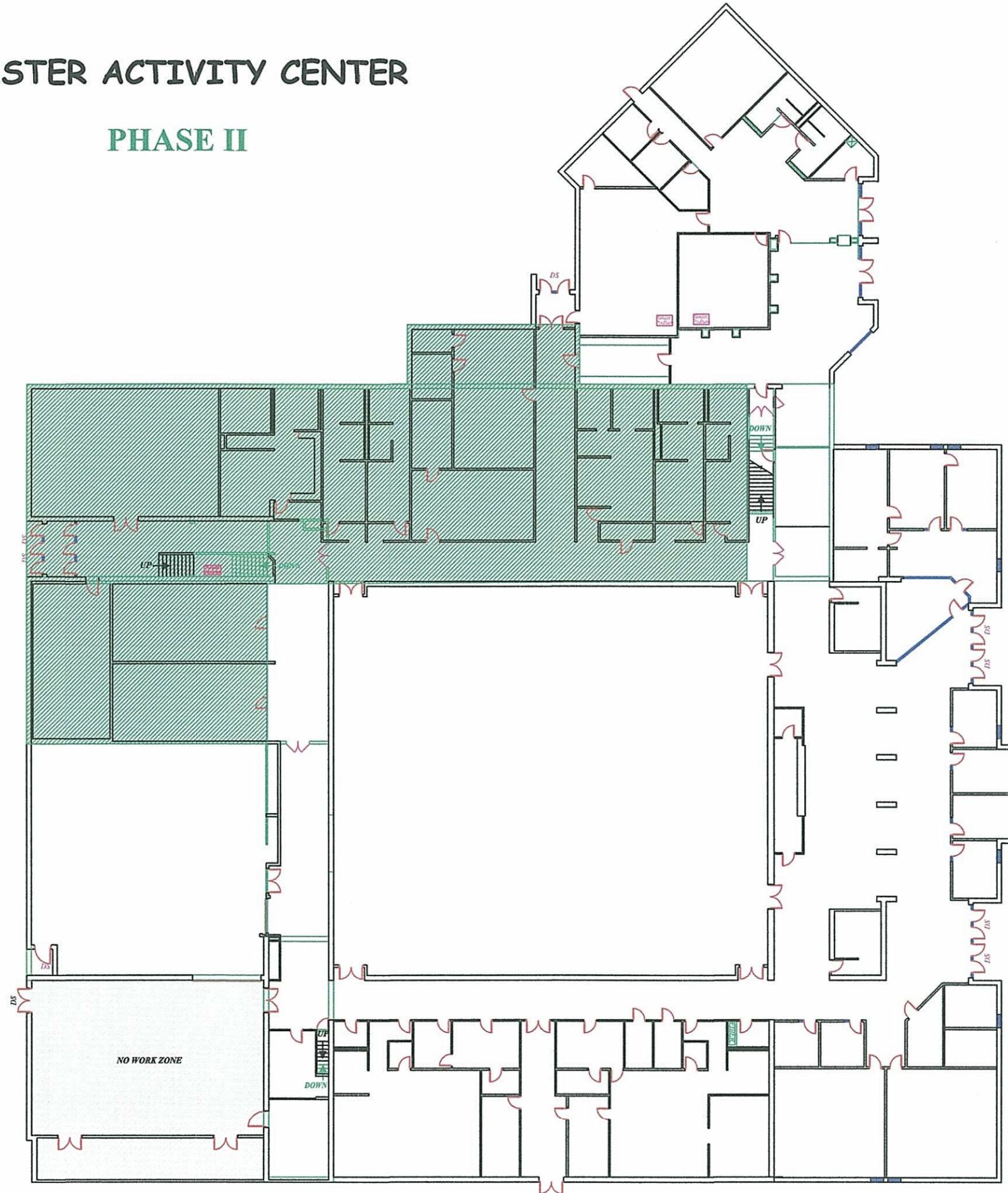
CASTER ACTIVITY CENTER

PHASE I



CASTER ACTIVITY CENTER

PHASE II



NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board members
From: Dan Hardin
RE: Master Plan
Date: November 15, 2018

Board members,

In April of 2016 the NMJC Board approved an allocation of \$60,000.00 for the development of a new Master Plan. For thirteen years, the College has been using the 2005 Master Plan, which has been an excellent planning tool. Many projects have been accomplished over the past thirteen years using the 2005 Master Plan as you can see from the list of some of the larger projects.

Remodel Cowboy Hall of Fame space vacated in Caster Activity Center
Remodel Pannell Library
Construction of the Larry Hanna Training and Outreach Center
Remodel IT area in McLean Hall
Connect Don Whitaker Automotive building to the Central Plant HVAC
Redo electrical service coming into the campus
Construction of Carroll Leavell Student Apartments
Construction of Equine Building
Construction of Indoor Arena
Construction of Baseball Field house
Construction of Warehouse
Remodel Bob Moran for Entertainment Technology
Remodel Mansur Hall
Construction of the Allied Health Building

But with most things, the time has come to update the 2005 Master Plan. Attached is the proposal from Dekker Perich Sabatini, the architectural firm that the College has been using for well over twenty years. The administration is asking for your approval to use Dekker Perich Sabatini to update the New Mexico Junior College master plan in the amount of \$133,225.00 and transfer \$75,000.00 from reserves to fund 91006 Campus Master Plan.

Sincerely,

A handwritten signature in blue ink that reads "Dan Hardin". The signature is written in a cursive style with a large initial "D".

Dan Hardin

November 2, 2018

DEKKER
PERICH
SABATINI

Kelvin Sharp, Ph.D.
President
New Mexico Junior College
Hobbs, NM

Re: Scope for New Mexico Junior College Campus Master Plan

Dr. Sharp,

This proposal letter outlines a scope of work to create a New Mexico Junior College Campus Master Plan. With new leadership, the time is right to undertake the process of articulating a future vision for the campus. Since its founding in 1965, the campus has evolved to become an integral part of the economic and social framework for Lea County. Like many institutions of higher education in New Mexico, NMJC is facing the challenge of accommodating rapid changes in education. A new master plan can help coalesce the institution's strategies and establish the priorities for physical changes to the campus.

1. Facility Assessments

This work, to be done in conjunction with Bridgers and Paxton, will include a high-level facility assessment of existing buildings to establish/revise the Facility Condition Index (FCI) score. Utilizing available data and visual inspections, the project team will assess each building's systems, including HVAC, plumbing, electrical, roofing and interior/exterior finishes to generate an overall FCI score. This phase of work will also include an overview of existing overall campus infrastructure.

- Anticipated timeframe, including preparation and summary of results: 6 weeks

2. NMJC Stakeholder Input

NMJC Stakeholder Workshop. The focus of this workshop will be to identify key strategic objectives and future campus development priorities. The workshop participants will include NMJC Leadership and other stakeholders as appropriate. The objective is to reach consensus on a preferred framework and priorities for future expansion of NMJC.

- Anticipated timeframe, including preparation and summary of results: 4 weeks.

3. NMJC Campus Master Plan

The NMJC Master Plan will address the components required by the New Mexico Higher Education Department (HED) and include the following:

- Assessment of existing facilities, with corresponding FCI as described above.
- Projection of additional space demand, based upon input received during master planning process and overall trends in higher education.
- Assessment of overall campus infrastructure and proposed changes to campus elements such as access, circulation, landscape, parking and pedestrian environment.
- Illustrative Overall Future Land Use Plan. This exhibit will depict desired future conditions on the campus, including facilities, circulation, landscape, access and parking. It is intended

to show an overall development framework, with potential future building locations. The intent is that this exhibit will help guide decisions about the locations of future facilities and provide a framework for the overall evolution of the campus.

D/P/S will draft the master plan and provide time for review and edits by NMJC prior to finalizing the master plan. This will also include a presentation to the Board on key recommendations so that the Board can have a final chance for input prior to finalizing the master plan.

- Anticipated timeframe, including draft, review and final revisions: 12 weeks

Proposed Deliverables

- Facilities Assessments, with corresponding Facility Condition Index
- Workshop with NMJC Leadership
- Draft Annotated Outline of Campus Master Plan;
- Draft Campus Master Plan
- Final Campus Master Plan with revisions
- Illustrative Overall Future Land Use Plan
- Presentation to the NMJC Board.

Timeframe for Completion of Work:

22 weeks from authorization to proceed

Fee for Work Described Above:	\$120,000	Lump Sum Fee
	\$ 3,500	<u>Reimbursables</u>
	\$123,500	<u>Subtotal</u>
	<u>\$ 9,725</u>	NMGRT @7.875 %
	\$133,225	Total Fee

Dr. Sharp, thank you for considering this request for additional services. If it is acceptable to you, please sign below and we can begin the work. If you have any questions, please give me a call.

Sincerely,

Dekker/Perich/Sabatini Ltd.



Will Gleason, AICP
Principal

Accepted By: _____ Date: _____

New Mexico Junior College
ITB # 1088 Pre-Engineered Metal Building

Bid Details

Legal Notice appeared October 26, 2018

ITB #1088 was sent to eleven (11) vendors and three (3) construction reporting agencies.

November 6, 2018 – Deadline for bid submissions

November 8, 2018 – Confirmed

Tabulation Summary

1. My Metal (Clovis, NM)	<u>\$60,483.48 (accepted)</u>
2. Rhino Steel (Denton, TX)	\$63,500
3. Doerksen Metal (Brownfield, TX)	\$68,584

