

NEW MEXICO JUNIOR COLLEGE
BOARD MEETING

Thursday, November 20, 2025
Zia Board Room - Pannell Library
1:30 pm

AGENDA

- | | |
|--|----------------|
| A. Welcome | Travis Glenn |
| B. Adoption of Agenda | Travis Glenn |
| C. Approval of Minutes of October 16, 2025 | Travis Glenn |
| D. President's Report | Cathy Mitchell |
| E. Information Items | |
| 1. Board Finance Committee Meeting Update | Guy Kesner |
| 2. Monthly Expenditure Report | Josh Morgan |
| 3. Monthly Revenue Report | Josh Morgan |
| 4. Oil and Gas Revenue Report | Josh Morgan |
| 5. Schedule of Investments | Josh Morgan |
| F. New Business | |
| 1. Consideration of Request to Donate Unused Inventory to Otero County Sheriff's Department | Josh Morgan |
| 2. Consideration of Proposal for Professional Design Services for a New 200-Bed Student Housing Building | Josh Morgan |
| G. Public Comments | |
| H. Determination of Next Meeting | Travis Glenn |
| I. Closure of Meeting | |
| • Discussion of limited personnel matters pursuant to NMSA 1978 Section 10-15-1-H (2) for discussion of the Presidential Search. | |
| J. Adjournment | Travis Glenn |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
OCTOBER 16, 2025
MINUTES**

The New Mexico Junior College Board met on Thursday, October 16, 2025, beginning at 1:30 p.m. in the Pannell Library, Zia Board Room. Mr. Travis Glenn, Board Chair; Ms. Evelyn Rising; Mr. David Rowser; Mr. Manny Gomez; and Mr. Guy Kesner were present at the beginning of the meeting. Mrs. Erica Jones joined the meeting at approximately 1:36 pm.

Mr. Glenn called the meeting to order.

Upon a motion by Mr. Kesner, seconded by Ms. Rising, the Board unanimously adopted the agenda.

Upon a motion by Mr. Rowser, seconded by Ms. Rising, the Board unanimously approved the minutes of September 18, 2025.

Under President's Report Mr. Will Thompson provided an Employees Report for new employees, transfers and promotions. In addition, Mr. Thompson reported NMJC currently has 11 open positions.

Dr. William Brown and Christopher Baker-Airhart, Coordinator of Institutional Research, provided an enrollment update. For the summer and fall of 2024 and spring of 2025, New Mexico Junior College experienced consistent enrollment growth. This growth continued through summer of 2025 which saw a 13.1% increase over summer 2024, the fall 2025 semester shows 7.2% increase in growth over fall 2024. This has made 5 consecutive semesters of enrollment growth. They reported credit hours are also up and are on an upward trend. Retention rates are also increasing. Dr. Brown stated there has been good work done at New Mexico Junior College both in the academic and administrative areas to contribute to this growth.

Dr. Stephanie Ferguson provided a Dual Credit Report update. Dr. Ferguson reported that dual credit enrollment for Lea County students has increased by 7.3% from 2024. Dual credit students account for 26.4% of the total New Mexico Junior College enrollment. Dual credit enrollment has been consistent over the last 3 years. Work is continuing to make dual credit enrollment more streamlined.

Dr. Stephanie Ferguson and Dr. Larchinee Turner provided HLC Criterion 3-Teaching and Learning for Student Success training to the NMJC Board members. Ms. Rising congratulated Dr. Larchinee Turner on becoming a peer reviewer for the HLC.

President Mitchell expressed her condolences to the family of Mrs. Bonnie Moran on her passing. President Mitchell stated Mrs. Moran was a great friend and booster of New Mexico Junior College, having served on the Board from 1987-2001, leaving a lasting mark on NMJC and the community she supported. Her legacy continues among other ways through the Moran Lecture

Series and the Christmas Village displayed at the NMJC Western Heritage Museum and Cowboy Hall of Fame.

Under Information Items Mr. Josh Morgan presented the Expenditure Report, Revenue Report, Oil & Gas Revenue Report and the Schedule of Investments Report for September 2025.

Under New Business Mr. Josh Morgan presented the Fiscal Watch Report for the quarter ending September 30, 2025. Upon a motion by Mr. Kesner, seconded by Mr. Gomez, the Board unanimously approved the Fiscal Watch Report as presented.

Mr. Morgan presented a Request to Donate Unused Inventory to the Eunice Police Department and the Otero County Sheriff's Department. Upon a motion by Mr. Kesner, seconded by Mr. Gomez, the Board unanimously approved the request to donate unused inventory to the Eunice Police Department as presented but deferred the donation of the unused inventory as presented to the Otero Sheriff's Department pending first offering such unused inventory to law enforcement agencies in Lea County, New Mexico.

Mr. Morgan presented a Request to Transfer Funds, in the amount of \$50,000, from Reserves to Capital for a Compensation Study. Upon a motion by Mr. Kesner, seconded by Mr. Gomez, the Board unanimously approved this request as presented.

Mr. Morgan presented for approval the Rodeo & Agricultural Education District - Phase 1 Guaranteed Maximum Price (GMP), as provided by Bradbury Stamm, in the amount of \$8,666,310. Upon a motion by Mr. Gomez, seconded by Mrs. Jones, the Board unanimously approved this request as presented.

Mr. JoeMike Gomez presented a Request for Qualifications #1004, covering Architectural and Construction Management Services for Student Housing, and recommended Dekker Ltd. for the award. Upon a motion by Mr. Gomez, seconded by Ms. Rising, the Board unanimously approved this request as presented.

Mr. Glenn called for comments from the public. At the request of Mr. Glenn, Deron Clark, athletic director, gave a brief report on the NMJC athletic teams. There were no further comments. The next Regular Board Meeting was scheduled for Thursday, November 20, 2025, at 1:30 pm in the Zia Board Room.

Upon a motion by Mr. Kesner, seconded by Mr. Gomez, and by unanimous consent, the meeting adjourned at 3:07 pm.

Travis Glenn, Chair

Hector Baeza, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Josh Morgan
Date: November 13, 2025
RE: October 2025 Financial Reports

Expenditure Report

October marks the fourth month of the 2025–2026 fiscal year. The Expenditure Report reflects year-to-date totals that include both actual expenditures and encumbrances. As of the end of October, total year-to-date expenditures and encumbrances stand at \$76,427,509.

Current Unrestricted Funds:

October expenditures total \$5,426,885. Year-to-date expenditures total \$18,204,035 representing 36% of the projected budget. The majority of these costs are associated with routine payroll and benefit expenses, including the 4% compensation increase. Internal Services (Computer Services, Motor Pool, and Document Center) have monthly credits applied to their accounts and will back within budget by year-end. Operations and Maintenance expenditures are higher than this time last year due to an increase in property insurance. Student Aid, Auxiliary, and Athletic expenditures are tracking as expected.

Current Restricted Funds:

October expenditures total \$375,419. Year-to-date expenditures total \$3,301,084. Grant-related spending is progressing as anticipated. The Business Office continues to monitor these expenditures closely and submits drawdown requests to the appropriate state and federal agencies. In student financial aid, disbursements have been made for the summer and fall semesters.

Plant Funds:

October expenditures and encumbrances total \$22,593,758. Phase 2 of the Site Improvements project was encumbered resulting in the majority of the expenditures/encumbrances for October. Year-to-date expenditures total \$54,922,390, primarily reflecting encumbrances carried forward from FY 25 and the encumbrance of the Phase 2 Site Improvements project. Major capital projects in design or construction include:

- Site Project – Phase I
- Watson Hall Renovation
- Heidel Hall Renovation

- Western Heritage Museum Exterior Improvements
- Bob Moran and Pannell Library Air Handler Replacements
- Baseball Press Box
- Site Project – Phase II
- Rodeo & Agricultural Education District – Phase 1 -4

Revenue Report

Current Unrestricted Revenue:

Revenue received in October totaled \$7,271,921. This primarily includes tuition and fees, the state appropriation, and the monthly oil and gas production. Year-to-date revenues total \$17,923,386.

Property tax revenue will not begin posting until November.

Restricted Revenue:

Revenue for grants and student aid totaled \$394,906 in October. Year-to-date revenues total \$3,164,107.

Grants revenue consists of drawdown of funds for Student Support Services, Adult Education, and SBDC, as well as grant revenue accrued from the Maddox Foundation for the Hobbs August Nites production, and donations received for the NMJC Rodeo.

Student aid revenue consists of NM Student Incentive Grant, NM Lottery Scholarship, NM Teacher Preparation Scholarship, NM Opportunity Scholarship, NM State Work Study, NM High Demand State Work Study, Federal Pell Grants, Federal Direct Loan Program, and Federal Supplemental Educational Opportunity Grant.

Plant Fund Revenue:

Plant fund revenue for October totaled \$1,199,279, consisting of the LGIP interest earnings. Year-to-date revenues total \$4,317,514.

Overall Revenue:

Total revenue for October was \$8,866,106. Year-to-date revenues total \$25,405,007.

Oil and Gas Revenue Report

The Oil & Gas Report reflects the first month of revenue for FY26. In October, the College received \$6,140,575 in oil and gas revenue for July 2025. The months of August through October each reflect the monthly accrual amount of \$1,064,583.

Including these three months of accruals, total Oil and Gas Production and Equipment Tax revenue through October is \$9,333,343.

Investment Report

At the beginning of October, the College held a balance of \$292 million in the Local Government Investment Pool (LGIP). \$7 million was deposited during the month, resulting in an ending balance of \$299 million. Interest earnings for October totaled \$1,045,166, reflecting a net yield of 4.161%.

The College also holds \$50 million in CDARs through Lea County State Bank. Interest earned on these accounts in October was \$154,113.

As of October 31, \$283,667,620 is allocated to capital projects.

The NMJC Educational Success Endowment Fund has been allocated \$50 million, as of October 31. The fund is established to be retained for long-term investment with a view toward providing long-term stability and funding for the operations of NMJC. The formal resolution creating the endowment can be changed or canceled in the future. The fund constitutes a restricted fund of NMJC into which funds may be deposited from time-to-time, as determined by the Board. Earnings from the investment may be budgeted and appropriated by the NMJC Board for expenditures to support the operations of NMJC in furtherance of providing educational services or may be reinvested in the fund. The Board may, by resolution, adopt additional rules and regulations regarding the investment and expenditure of the earnings of the fund.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

October 2025

33% of Year Completed

Fund	2024-25			2025-26			
	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	15,418,806	4,476,129	29%	15,836,848	1,774,105	4,694,283	30%
Academic Support	3,623,118	1,302,988	36%	3,604,999	356,671	1,174,243	33%
Student Services	4,482,875	1,411,772	31%	4,289,862	513,413	1,529,778	36%
Institutional Support	8,657,077	3,116,084	36%	8,651,800	1,019,433	3,212,140	37%
Operation & Maintenance of Plant	6,916,756	2,141,487	31%	6,620,741	632,971	2,586,136	39%
Subtotal - Instruction & General	39,098,632	12,448,460	32%	39,004,250	4,296,593	13,196,580	34%
Internal Service Departments	276,722	361,311	131%	214,661	112,130	578,120	269%
Student Aid	1,567,616	557,807	36%	1,050,880	23,549	523,362	50%
Auxiliary Enterprises	4,941,194	1,602,608	32%	4,172,500	416,495	1,667,837	40%
Athletics	6,377,452	1,988,951	31%	6,471,514	578,118	2,238,136	35%
Total Current Unrestricted Fund	52,261,616	16,959,137	32%	50,913,805	5,426,885	18,204,035	36%
CURRENT RESTRICTED FUND							
Grants	1,060,978	338,666	32%	1,141,804	269,516	485,716	43%
Student Aid	5,632,647	2,621,778	47%	5,337,000	105,903	2,815,368	53%
Total Current Restricted Fund	6,693,625	2,960,444	44%	6,478,804	375,419	3,301,084	51%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	310,353,226	46,637,049	15%	295,256,318	19,836,766	49,625,317	17%
Projects from State GOB Funds	28,956	1,034	4%	86,237	-	-	0%
Projects from State STB Funds	888,536	659,321	74%	229,215	-	-	0%
Projects from General Fund	2,545,000	-	0%	4,395,901	2,307,596	3,383,497	77%
Projects from Other State Funds	550,690	157,340	29%	967,011	6,494	17,697	2%
Projects from Private Funds	1,750,000	-	0%	2,743,052	87,326	495,050	0%
Projects from State BR&R I&G	820,799	409,815	50%	1,628,019	158,013	786,846	48%
Projects from State BR&R Non I&G	-	-	0%	1,000,000	189,444	348,486	35%
Projects from State IR&R	-	-	0%	750,000	3,701	4,182	1%
Projects from State ER&R	1,385,259	355,317	26%	1,330,852	4,418	261,315	20%
Subtotal - Capital and BR&R	318,322,466	48,219,876	15%	308,386,605	22,593,758	54,922,390	18%
Debt Service							
Revenue Bonds	-	-	0%	-	-	-	0%
Total Plant Funds	318,322,466	48,219,876	15%	308,386,605	22,593,758	54,922,390	18%
GRAND TOTAL EXPENDITURES	377,277,707	68,139,457	18%	365,779,214	28,396,062	76,427,509	21%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

October 2025

33% of Year Completed

Fund	2024-25			2025-26			
	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	4,562,200	2,795,839	61%	4,500,000	622,992	3,014,634	67%
State Appropriations	9,608,816	3,400,886	35%	8,744,600	283,835	3,431,069	39%
Advalorem Taxes - Oil and Gas	85,349,512	9,697,980	11%	17,675,000	6,140,593	9,334,343	53%
Advalorem Taxes - Property	14,470,153	-	0%	14,500,000	-	-	0%
Other Revenues	197,600	67,628	34%	321,536	28,679	77,572	24%
Subtotal - Instruction & General	114,188,281	15,962,333	14%	45,741,136	7,076,099	15,857,618	35%
Internal Service Departments	29,910	1,360	5%	-	932	1,190	0%
Auxiliary Enterprises	3,363,318	1,779,447	53%	3,000,000	93,685	1,862,168	62%
Athletics	608,550	196,247	32%	722,630	101,205	202,410	28%
Total Current Unrestricted	118,190,059	17,939,387	15%	49,463,766	7,271,921	17,923,386	36%
CURRENT RESTRICTED FUND							
Grants	1,023,893	306,211	30%	1,141,804	253,825	523,271	46%
Student Aid	5,632,647	2,076,535	37%	5,337,000	141,081	2,640,836	49%
Total Current Restricted	6,656,540	2,382,746	36%	6,478,804	394,906	3,164,107	49%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	28,957	3,000	10%	82,237	-	-	0%
Projects from State STB Funds	888,536	490,342	55%	229,215	-	-	0%
Projects from General Fund	2,545,000	-	0%	4,395,901	-	634,238	14%
Projects from Private Funds	1,750,000	1,750,000	0%	249,000	-	124,000	50%
Interest Income (LGIP & CDARs)	14,289,465	4,840,030	34%	2,400,000	1,199,279	3,559,276	148%
Total Plant Funds	19,501,958	7,083,372	36%	7,356,353	1,199,279	4,317,514	59%
GRAND TOTAL REVENUES	144,348,557	27,405,505	19%	63,298,923	8,866,106	25,405,007	40%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

October 2025

33% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2024-25 Original Budget	Variance Over (Under) Budget
Actual	July	\$65.77	37,509,882	\$2.17	162,366,064	6,140,575	1,064,583	5,075,992
Actual	August					1,064,583	1,064,583	0
Actual	September					1,064,583	1,064,583	0
Actual	October					1,064,583	1,064,583	0
Actual	November						1,064,583	(1,064,583)
Actual	December						1,064,583	(1,064,583)
Actual	January						1,064,583	(1,064,583)
Accrual	February						1,064,583	(1,064,583)
Accrual	March						1,064,583	(1,064,583)
Accrual	April						1,064,583	(1,064,583)
Accrual	May						1,064,583	(1,064,583)
Accrual	June						1,064,583	(1,064,583)
Y.T.D. Production Tax Revenue						9,334,324	12,774,996	(3,440,672)
Y.T.D. Equipment Tax Revenue						19	2,750,000	(2,749,981)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						9,334,343	15,524,996	(6,190,653)

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

October 2025

33% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico				
Local Government Investment Pool	292,000,000	7102-1348	4.161%	1,045,166
Plus deposits	7,000,000			
Less withdrawals	-			
Total LGIP investments	299,000,000			1,045,166
Lea County State Bank CDAR				
2 Yr. 07/25/24 - 07/23/26	1,000,000	1029404077	4.270%	3,739
2 Yr. 08/01/24 - 07/30/26	1,000,000	1029441436	4.260%	3,727
2 Yr. 08/08/24 - 08/06/26	1,000,000	1029475756	4.310%	3,769
1 Yr. 08/25/25 - 08/27/26	12,000,000	1031761359	3.790%	38,105
1 Yr. 09/04/25 - 09/03/26	12,000,000	1031796403	3.750%	37,682
1 Yr. 09/18/25 - 09/17/26	8,000,000	1031879643	3.510%	23,503
2 Yr. 09/04/25 - 09/02/27	3,000,000	1031796462	3.550%	8,925
2 Yr. 09/11/25 - 09/09/27	2,500,000	1031836197	3.530%	7,391
2 Yr. 09/18/25 - 09/16/27	4,200,000	1031879651	3.420%	12,027
2 Yr. 09/25/25 - 09/23/27	1,900,000	1031931734	3.420%	5,437
3 Yr. 09/04/25 - 08/31/28	1,000,000	1031796497	3.520%	2,950
3 Yr. 09/11/25 - 09/07/28	500,000	1031836219	3.500%	1,466
3 Yr. 09/18/25 - 09/14/28	900,000	1031879678	3.390%	2,555
3 Yr. 09/25/25 - 09/21/28	1,000,000	1031931696	3.390%	2,837
Total Lea County State Bank CDAR	50,000,000			154,113

Capital Project	10/31/2025
Vehicles	523,160.75
Campus Master Plan	280,441.57
WHM North Gallery Renovation	500,000.00
Softball Field	500,000.00
National Track Meet	145,765.00
Technology Upgrade	504,548.94
Fire Alarm Upgrade	17,874.00
Website Upgrade	191,440.29
Std Ctr & Bob Moran Roof Replacement	1,500,000.00
Site Improvements - Phase 1	2,646,254.16
Workforce Development	72,195.12
Higher Learning Commission	76,713.85
Public Sector	50,000.00
Campus Security	125,226.72
Copier Replacement	104,165.95
Non-Recurring Compensation	1,400,000.00
Athletics	18,045.15
Succession Plan	215,708.80
WHM Exhibits	114,731.31
Track Upgrades	204,235.00
Rodeo & Agricultural District - Phase 3	16,294,247.63
Watson Hall Renovation	342,356.83
Industrial Training Center	43,345.75
Heidel Hall Renovation	15,706,013.80
Campus Housing Unit	80,000,000.00
Cafeteria Construction	20,000,000.00
Mansur Hall Remodel	9,562,185.11
Mary Hagelstein Remodel	12,568,150.25
Campus Wide Access Control	435,265.64
Dorm/Apartment Furniture Replacement	500,095.84
CORE	1,500,000.00
Quality of Life (ENMT)	245,000.00
Indoor Athletic Facility	50,000,000.00
WHM Exterior Improvements	276,312.62
Bob Moran & Pannell Library Air Handler	1,139,501.75
Perimeter Security Fencing	2,681,581.96
Rodeo Feed/Livestock	204,096.47
Rodeo Improvements	489,942.90
Rodeo & Agricultural District - Phase 1	10,604,214.91
Campus-Wide Wireless Access Points	154,140.83
Site Improvements - Phase 2	20,864,268.20
Covenant Hospital	7,168,193.07
Baseball Field Press Box	1,868,938.20
John Shepherd Administration Renovation	1,717,997.70
60th NMJC Anniversary	8,996.94
Rodeo & Agricultural District - Phase 2	11,400,000.00
Rodeo & Agricultural District - Phase 4	8,700,000.00
Workforce Training Contingency	2,266.67
Total	\$283,667,619.68

Board Restricted Fund	8/31/2025
Educational Success Endowment Funds	\$50,000,000.00

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members

From: Josh Morgan

Date: November 13, 2025

RE: Donation of Inventory

Pursuant to Article 6 ("Sale of Public Property") Section 13-6-1, New Mexico Junior College is requesting to donate unused inventory to another governmental entity.

During the October NMJC Board Meeting, a request was presented seeking approval to donate a Firearms Simulator Training System to the Otero County Sheriff's Department. The Board asked that the system first be offered to Lea County law enforcement agencies before considering donation to an agency outside the county. As a result, the item was tabled pending outreach to local agencies.

Since that meeting, the Tatum Police Department, Jal Police Department, Lovington Police Department, Eunice Police Department, Hobbs Police Department, and the Lea County Sheriff's Department have all been contacted regarding their interest in the system. Each agency indicated they did not have a need for the system or were not interested, though they expressed appreciation for being consulted.


Based on these responses, we recommend moving forward with the donation of the Firearms Simulator Training System to the Otero County Sheriff's Department.

Upon approval by the NMJC Board of Directors, a letter will be sent to the Office of the State Auditor (OSA) and the Higher Education Department (HED) notifying of our intentions to donate of such inventory to another governmental entity. Pursuant to Paragraph B of Section 13-6-1, New Mexico Junior College will wait 30 days from the notice to OSA and HED to donate the items.

Attached is a list of items which will be donated.

In accordance with State Statute 13-6-1, we hereby approved the disposition of New Mexico Junior College public inventory through sell at public auction.

Travis Glenn
Board Chair
New Mexico Junior College


Josh Morgan
VP for Finance
New Mexico Junior College

Inventory #	Description	Serial Number of VIN	Acquisition Date	AcquiredValue
N19176	Law Enforcement System	89083255H	8/3/2010	\$43,383.00
N19253	Glock Bluefire Weapon	SNT492	6/21/2012	\$7,917.00
N19254	Glock Bluefire Weapon	SNT491 - 1025501	6/27/2012	\$7,917.00
G50004	Glock Controlled Handgun	HSM845	11/1/2006	\$5,420.00
H11310	Bluefire SA-Spray	D152	9/13/2011	\$2,669.00
H11316	Bluefire Fill Station	A076925	9/13/2011	\$1,800.00
N19234	Bluefire SA-Taser	X00-609329	9/13/2011	\$6,409.00
N19236	Glock Bluefire Weapon	REW282	9/13/2011	\$7,069.00

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Josh Morgan
Date: November 13, 2025
RE: Request for Approval – Architectural Services for 200-Bed Student Housing Project

Background

New Mexico Junior College issued RFQ #1004 for architectural services related to the design of a new 200-bed student housing building on the campus of NMJC. After evaluation, Dekker Architects was selected to provide these services. The RFQ selection of Dekker Architects was approved by the NMJC Board at the October 2025 Board meeting. The attached proposal outlines the scope of work, fee structure, and terms of engagement.

Proposal Summary

- Architect: Dekker Ltd., Albuquerque, NM
- Project: Design of a 200-bed student housing facility
- Maximum Allowable Construction Cost (MACC): \$71,969,000
- Proposed Fee: \$4,071,415 before NMGRT; \$4,381,860 including NMGRT
- Basis: State of New Mexico fee schedule for higher education projects (Type B), adjusted for MACC
- Services: Programming verification, schematic design, design development, construction documents, bidding assistance, and construction administration

Board Policy Requirement

Per NMJC Board Policy Manual, any contract exceeding \$300,000 requires formal Board approval. The proposed agreement with Dekker Architects exceeds this threshold.

Justification for Proposed Fee

The proposed fee of \$4,381,860 is reasonable and defensible for the following reasons:

1. Alignment with State Fee Schedule

- The fee is based on the State of New Mexico's official architectural fee schedule (NMAC 1.5.18) for higher education projects.
- For a MACC of \$71,969,000, Dekker applied a percentage of 6.20%, which is slightly lower than the 6.42% listed for \$50M projects, reflecting economies of scale.

2. Comprehensive Scope of Services

- The fee covers all phases of design and construction administration, including architecture, structural, civil, mechanical, electrical, plumbing, technology design, and landscape architecture.
- It also includes programming verification and CMAR bidding assistance.

3. Credit for Previous Work

- Dekker credited NMJC \$468,963 for programming and partial construction document work already completed, reducing the total cost.

4. Industry Norms

- For complex higher education housing projects, architectural fees typically range from 6% to 8% of construction cost. Dekker's proposed fee falls at the lower end of this range.

5. Transparency and Detail

- The proposal provides a clear breakdown of fees, reimbursables, and applicable taxes, ensuring full cost visibility.

Recommendation

Administration recommends that the NMJC Board approve the attached proposal and authorize execution of the agreement with Dekker Architects for architectural services related to the 200-bed student housing project.

Action Requested

Approval of the architectural services contract with Dekker Architects in the amount of \$4,381,860 (including NMGR), as outlined in the attached proposal.

October 22, 2025

EXHIBIT A

Josh Morgan
Vice President for Finance
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

RE: RFQ #1004: Architectural Services for the 200-Bed Student Housing Project

Dekker is pleased to present this proposal for professional design services to design a new 200-bed student housing building on your campus in Hobbs, New Mexico. During our current 100-bed housing project, we have identified the need for 200 beds each being private rooms with their own bathroom facilities. The MACC identified by your CMAR, Bradbury Stamm, is \$71,969,000 including utility extensions to the previous site. The project site will be identified in our ongoing master plan project, although we anticipate the site to be near the existing campus housing neighborhood. Although we have shown you a conceptual layout, we anticipate this will need to be restudied to leverage the selected building site.

Programming Verification Phase

We anticipate this phase as a quick confirmation of the programming work completed to date along with the more detailed requirements for the support and student amenity spaces. We propose a meeting with the key stakeholders and our in-house student housing experts to document the critical details and develop the program of spaces. In parallel, we anticipate the final site selection will take place.

Schematic Design

We will incorporate the detailed requirements identified during the programming verification phase to complete the schematic design phase.

The remaining of the phases will be described in AIA B133 and as we have completed together with your other projects. We propose the fee breakdown as follows:

Programming Verification	10%
Schematic Design	10%
Design Development	25%
Construction Documents	30%
CMAR bidding assistance	1%
Construction Administration	24%

Basic Services Fees

Our basic services include the disciplines and consultants listed below:

- Architecture – Dekker
- Interior Design (not including FFE, although we would be happy to provide a proposal) – Dekker
- Structural Engineering – Dekker
- Civil Engineering – Pettigrew and Associates
- Mechanical, Electrical, Plumbing & Technology Design – Bridgers & Paxton
- Landscape Architecture – Dekker
- Independent Cost Consulting – Not anticipated, will be done by the CMAR
- LEED Consulting – Not anticipated or included in this proposal

As mutually agreed, we will utilize the new State of New Mexico fee schedule to determine the Basic services fees. The table in Appendix A of NMAC 1.5.18 identifies this project as a Type B project due to being a higher education project. This table stops at a \$50M MACC at 6.42%. Extrapolating the fees from a MACC of \$50M to \$72M shows a percentage decrease of 0.22% yielding a basic services fee percentage of 6.20% for a MACC of \$72M.

We propose **crediting** the College with the (\$468,963) (before NMGR) for the programming through 50% Construction Document phases we have already completed with you. Although we will not directly use the designs from these exercises, we will be able to use much of the planning to date. This breaks out as follows:

MACC	\$71,969,000
fee Percentage	6.20%
Total Fee	\$4,462,078
Programming to 50% CD spent to date	(\$468,963)
Basic Services before NMGR	\$3,993,115

This schedule does not include Reimbursables for travel for Dekker, so as we have done in the past we are adding these to our fee as follows:

Basic Services	\$3,993,115
RE for CA trips	\$78,300
Total before NMGR	\$4,071,415
NMGR at City of ALB rate @ 7.6250%	\$310,445
TOTAL PROFESSIONAL FEES	\$4,381,860

NMGR will be added to each invoice at the prevailing City of Albuquerque rate. We have included our reimbursables for travel within this fee. For the sake of the Purchase Order, the total with NMGR will be \$4,381,860.

Thank you, Josh, for the opportunity to present this proposal and the trust you have shown with our team. If you have any questions regarding the scope of fees as we have outlined them here, please do not hesitate to contact me on my cell at 505 259-7904. We are looking forward to working with you and the College again on this important project!

Very truly yours,

Dekker, LTD.



Matt McKim, AIA
Design Leader/Principal, Education + Science

EXHIBIT B

Standard Hourly Rates

Valid thru 12/31/25

Principal III:	\$290.00 per hour
Principal II:	\$240.00 per hour
Principal I:	\$220.00 per hour
Architect III:	\$190.00 per hour
Architect II:	\$160.00 per hour
Architect I:	\$140.00 per hour
Construction Administrator III:	\$160.00 per hour
Construction Administrator II:	\$140.00 per hour
Construction Administrator I:	\$120.00 per hour
Design Associate III:	\$165.00 per hour
Design Associate II:	\$135.00 per hour
Design Associate I:	\$110.00 per hour
Intern Architect II:	\$100.00 per hour
Intern Architect I:	\$85.00 per hour
Planner III:	\$155.00 per hour
Planner II:	\$120.00 per hour
Planner I:	\$85.00 per hour
Structural Engineer III:	\$190.00 per hour
Structural Engineer II:	\$160.00 per hour
Structural Engineer I:	\$130.00 per hour
Engineering Intern II:	\$120.00 per hour
Engineering Intern I:	\$95.00 per hour
Interior Designer III:	\$170.00 per hour
Interior Designer II:	\$130.00 per hour
Interior Designer I:	\$100.00 per hour
Interior Design Intern II:	\$95.00 per hour
Interior Design Intern I:	\$85.00 per hour
Landscape Architect III:	\$155.00 per hour
Landscape Architect II:	\$135.00 per hour
Landscape Architect I:	\$115.00 per hour
Landscape Designer II:	\$105.00 per hour
Landscape Designer I:	\$85.00 per hour
CAD/Revit Technician III:	\$115.00 per hour
CAD/Revit Technician II:	\$100.00 per hour
CAD/Revit Technician I:	\$80.00 per hour
Administrative Assistant II:	\$95.00 per hour
Administrative Assistant I:	\$75.00 per hour

Notes:

1. NMGRT will be added to the above rates at the prevailing rate at the time of each billing.
2. Rates are subject to annual adjustment



EXHIBIT B

PROFESSIONAL FEE SCHEDULE OF HOURLY RATES
MECHANICAL/ELECTRICAL/PLUMBING/TECHNOLOGY/CONTROLS
November 15, 2023 – November 14, 2024

PRINCIPAL	\$225.00
PROJECT MANAGER	\$210.00
SENIOR ENGINEER	\$185.00
PROJECT ENGINEER	\$155.00
ENGINEER	\$130.00
ENGINEER INTERN	\$110.00
SENIOR DESIGNER	\$165.00
PROJECT DESIGNER	\$120.00
DESIGNER	\$100.00
BIM SERVICES	\$120.00
CADD TECH	\$90.00
ESTIMATING/CONSTRUCTION SERVICES	\$145.00

NOTE:

1. The hourly rates quoted herein are applicable through November 14, 2024.
2. The hourly rates quoted herein do not include local or state gross receipts tax, as may be applicable.

REIMBURSABLE EXPENSES:

Travel and per diem (lodging, meals, etc.), reproduction, express mailing, etc. will be billed on a direct cost reimbursable basis, unless otherwise stipulated.

J:\Accounting\Financial\Schedules\Rates\BPCE\2023-2024 B&P Rates (all offices). doc

INNOVATIVEDEPENDABLESOLUTIONS