NEW MEXICO JUNIOR COLLEGE
BOARD MEETING

Thursday, October 16, 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 September 18, 2025	Travis Glenn
D.	President's Report	Cathy Mitchell
E.	Information Items	
	1. Monthly Expenditure Report	Josh Morgan
	2. Monthly Revenue Report	Josh Morgan
	3. Oil and Gas Revenue Report	Josh Morgan
	4. Schedule of Investments	Josh Morgan
F.	New Business	
	1. Fiscal Watch Report	Josh Morgan
	2. Consideration of Request to Donate Unused Inventory to Eunice Police Department and Otero County Sheriff's Department	Josh Morgan
	3. Consideration of Request to Transfer Funds from Reserves for a Compensation Study	Josh Morgan
	4. Consideration of Rodeo & Agricultural Education District - Phase 1 GMP	Josh Morgan
	5. Consideration of Request for Qualifications #1004 - Architectural and Construction Management Services	JoeMike Gomez
G.	Public Comments	
H.	Determination of Next Meeting	Travis Glenn
I.	Adjournment	Travis Glenn

NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
SEPTEMBER 18, 2025
MINUTES

The New Mexico Junior College Board met on Thursday, September 18, 2025, beginning at 1:30 p.m. in the Pannell Library, Zia Board Room. Mr. Travis Glenn, Board Chair; Mr. Hector Baeza, Secretary; Ms. Evelyn Rising; Mr. David Rowser; Mr. Guy Kesner; and Mrs. Erica Jones were present. Mr. Manny Gomez was absent.

Mr. Glenn called the meeting to order and welcomed Ms. Dorothy Fowler, with the Hobbs News-Sun.

Upon a motion by Ms. Rising seconded by Mrs. Jones, the Board unanimously adopted the agenda.

Upon a motion by Mr. Baeza, seconded by Mrs. Jones, the Board unanimously approved the minutes of August 21, 2025, as amended.

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 17 open positions.

Men's Rodeo Head Coach Stewart Kinley and Women's Rodeo Head Coach Alexa Wilcox thanked the Board for the support of the NMJC Rodeo Program. Coach Kinley stated the program has continued to grow each year and reported there are currently approximately 50 students on the team. In addition, he reported NMJC will be hosting a Thunderbird Rodeo scheduled for October 23-25, 2025 at the Jake McClure Arena in Lovington, New Mexico. Coach Wilcox noted this will be the first rodeo hosted by NMJC in approximately 20 years. She further reported there is a new region in the National Intercollegiate Rodeo Association called the Caprock Region and stated approximately 350 contestants from 10 schools in New Mexico and Texas will be competing. All were invited to attend.

Dr. Charley Carroll provided updates on construction projects for Phase 1, Phase 2, the upcoming completion of Heidel Hall, upcoming renovations for Mansur Hall, John Shepherd Administration, Mary Hagelstein, building of a show barn, architect's work on construction of a 200-bed student apartment building and a new cafeteria, and a new press box at the baseball field.

Ms. Sarah Edelbrock and Mr. Nick Alvarado provided an update of NMJC's current organizations and clubs. Ms. Edelbrock reported there are currently a variety of sixteen different active clubs and organizations on the NMJC campus. Ms. Edelbrock stated six years ago, there were only 5 clubs on campus and gave credit for the significant growth to Ms. Ciera Rojo, Coordinator of Student Activities/Intramurals. Mr. Alvarado stressed the importance of promoting active student club organizations and stated active clubs make a campus thrive and provide engagement and leadership opportunities for students.

Dr. Stephanie Ferguson and Dr. Larchinee Turner provided HLC Criterion 1 - Mission training to the NMJC Board members.

President Mitchell provided a Legislative Finance Committee Meeting Agenda for meetings scheduled in Hobbs, New Mexico at the CORE from September 23 - 25, 2025.

Under Information Items Mr. Baeza provided a brief update of the Board Facilities Committee Meeting held on September 8, 2025.

Mr. Josh Morgan presented the Expenditure Report, Revenue Report, Oil & Gas Revenue Report and the Schedule of Investments Report for August 2025.

Under New Business Mr. Josh Morgan requested consideration to present the Rodeo & Agricultural Education District - Phase 1 Project to HED for approval at the October 8, 2025 New Mexico Higher Education Department Capital Projects Hearing. Cost estimate was prepared by NMJC's Construction Manager at Risk, Stamm Construction, based on Dekker Architects' 90% construction documents. Construction estimate is $8,065,934, with a 5% continency of $384,092 included in NMJC's request to HED. An additional $1,234,066 is budgeted for soft costs, including architectural/engineering services, project administration, surveys/commissioning, furniture, fixtures, and equipment, access control, and CCTV, and gross receipts tax. This brings total project to $9,300,000. Funding will include $9,300,000 from Institutional Funds. Administration requested the Boards approval of the Rodeo & Agricultural Education District - Phase 1 at $9,300,000. Upon approval, Administration will present the project to the HED Capital Outlay Committee on October 8, 2025. Upon a motion by Mr. Kesner, seconded by Mrs. Jones, the Board unanimously approved this request as presented.

Mr. Morgan presented consideration of the NMJC Campus Safety & Infrastructure Improvements - Phase 2 GMP. Mr. Morgan noted at the August 2025 NMJC Board Meeting, the Board approved the NMJC Campus Safety & Infrastructure Improvements - Phase 2 Project to be taken to HED for approval at the September 10, 2025 NMHED Capital Projects Hearing. He reported the project was presented and approved at the hearing. Since that time, Administration has been working with Dekker Architects and Bradbury Stamm Construction to finalize the Guaranteed Maximum Price (GMP) for the NMJC Campus Safety & Infrastructure Improvements - Phase 2. Mr. Morgan provided a detailed description of the Phase 2 project which will focus on the scope of work within the circle drive. The GMP received for the NMJC Campus Safety & Infrastructure - Phase 2 from Bradbury Stamm Construction is $21,512,138. This includes the direct construction costs, 5% construction contingency, general conditions, overhead and profit, preconstruction fee, and gross receipts tax. Funding for the construction will come from $2,000,000 in 2025 General Funds, $220,000 in 2024 General Funds, and $19,292,138 in Institutional Funds. Administration requested the Board's approval of the $21,512,138 GMP provided by Bradbury Stamm

Construction for the NMJC Campus Safety & Infrastructure - Phase 2. Upon a motion by Mr. Baeza, seconded by Ms. Rising, the Board unanimously approved this request.

Mr. Scotty Holloman presented consideration of approval of revisions to the NMJC Board Policy Manual. Following significant discussion and review of all recommended changes, a motion was made by Mr. Kesner, seconded by Mr. Rowser, and the Board unanimously approved the NMJC Board Policy Manual revisions as presented.

Mr. Glenn called for comments from the public. There being none, the next Regular Board Meeting was scheduled for Thursday, October 16, 2025 at 1:30 pm in the Zia Board Room.

Upon a motion by Mr. Baeza, seconded by Mr. Kesner and by unanimous consent, the meeting adjourned at 3:04 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: October 10, 2025

RE: September 2025 Financial Reports

Expenditure Report

September marks the third 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 September, total year-to-date expenditures and encumbrances stand at $48,031,358.

Current Unrestricted Funds:
September expenditures total $2,475,269. Year-to-date expenditures total $12,777,150 representing 25**%** 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. Auxiliary fund expenditures are tracking as expected, with early-year spending tied to preparations for the fall semester.

Current Restricted Funds:
September expenditures total $128,489. Year-to-date expenditures total $2,925,665. 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:
September expenditures and encumbrances total $1,159,344. Several encumbrances were closed out resulting in a decrease in expenditures/encumbrances for BR&R I&G and BR&R Non-I&G. Year-to-date expenditures total $32,328,543, primarily reflecting encumbrances carried forward from FY 25. Major capital projects with significant expenditures and encumbrances 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

Revenue Report

Current Unrestricted Revenue:
Revenue received in September totaled $2,058,971. This primarily includes the state appropriation, and the monthly accrual for oil and gas production. Year-to-date revenues total $10,219,135.

The September oil and gas production funds received was recorded in the prior fiscal year. For FY 26, the monthly accrual of $1,064,583 has been recorded. Property tax revenue will not begin posting until November.

Restricted Revenue:
Revenue for grants and student aid totaled $342,015 in September. Grants revenue consists of drawdown of funds for Student Support Services, Adult Education, and SBDC. 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. Year-to-date revenues total $2.769.201.

Plant Fund Revenue:
Plant fund revenue for September totaled $1,252,353, consisting of a General Funds draw on the Bob Moran & Pannell Library Air Handler Replacement project and the LGIP interest earnings. Year-to-date revenues total $4,317,514.

Overall Revenue:
Total revenue for September was $3,653,339. Year-to-date revenues total $17,305,850.

Oil and Gas Revenue Report

This report reflects revenue posted into FY 25. September reflects the final month of FY 25 revenue, with $5,822,163 received for June 2025 production. The average monthly price barrel is $65.50 with 36,347,529 barrels sold. The average monthly price per mcf is $2.12 with 153,603,105 mcf sold.

Cumulative oil and gas production and equipment tax revenue for FY 25 totals $88,321,983.

Investment Report

At the beginning of September, the College held a balance of $292 million in the Local Government Investment Pool (LGIP). There was no activity during the month, resulting in an ending balance of $292 million. Interest earnings for September totaled $1,037,195, reflecting a net yield of 4.272%.

The College also holds $50 million in CDARs through Lea County State Bank. Interest earned on these accounts in September was $113,866.

As of September 30, $288,079,313 is allocated to capital projects.

The NMJC Educational Success Endowment Fund has been allocated $50 million, as of September 30. 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
September 2025

25% of Year Completed

Fund	2024-25 Final Budget	2024-25 Year-to-Date Expended or Encumbered	2024-25 Percentage of Budget Expended	2025-26 Budget	2025-26 Current Expended or Encumbered	2025-26 Expended or Encumbered	2025-26 Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	15,418,806	2,817,414	18%	15,836,848	619,796	2,920,178	18%
Academic Support	3,623,118	985,413	27%	3,604,999	168,606	817,572	23%
Student Services	4,482,875	965,535	22%	4,289,862	258,373	1,016,365	24%
Institutional Support	8,657,077	2,318,623	27%	8,651,800	349,184	2,192,707	25%
Operation & Maintenance of Plant	6,916,756	1,646,742	24%	6,620,741	200,571	1,953,165	30%
Subtotal - Instruction & General	39,098,632	8,733,727	22%	39,004,250	1,596,530	8,899,987	23%
Internal Service Departments	276,722	314,188	114%	214,661	126,422	465,990	217%
Student Aid	1,567,616	254,955	16%	1,050,880	89,417	499,813	48%
Auxiliary Enterprises	4,941,194	1,188,289	24%	4,172,500	377,373	1,251,342	30%
Athletics	6,377,452	1,559,442	24%	6,471,514	285,527	1,660,018	26%
Total Current Unrestricted Fund	52,261,616	12,050,601	23%	50,913,805	2,475,269	12,777,150	25%
CURRENT RESTRICTED FUND							
Grants	1,060,978	195,054	18%	916,252	48,420	216,200	24%
Student Aid	5,632,647	2,528,404	45%	5,337,000	80,069	2,709,465	51%
Total Current Restricted Fund	6,693,625	2,723,458	41%	6,253,252	128,489	2,925,665	47%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	310,353,226	24,925,011	8%	295,091,318	1,191,980	29,788,552	10%
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	-	1,075,901	24%
Projects from Other State Funds	550,690	8,560	2%	867,011	1,229	11,203	1%
Projects from Private Funds	1,750,000	37,602	2%	2,694,766	99,884	407,724	0%
Projects from State BR&R I&G	820,799	413,402	50%	1,628,019	(23,837)	628,743	39%
Projects from State BR&R Non I&G	-	-	0%	1,000,000	(111,283)	159,042	16%
Projects from State IR&R	-	-	0%	750,000	-	481	0%
Projects from State ER&R	1,385,259	301,136	22%	1,330,852	1,371	256,897	19%
Subtotal - Capital and BR&R	318,322,466	26,346,066	8%	308,073,319	1,159,344	32,328,543	10%
Debt Service							
Revenue Bonds	-	-	0%	-	-	-	0%
Total Plant Funds	318,322,466	26,346,066	8%	308,073,319	1,159,344	32,328,543	10%
GRAND TOTAL EXPENDITURES	377,277,707	41,120,125	11%	365,240,376	3,763,102	48,031,358	13%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
September 2025

25% of Year Completed

Fund	2024-25 Final Budget	2024-25 Year-to-date Revenue	2024-25 Percentage of Budget Received	2025-26 Budget	2025-26 Current Revenue	2025-26 Year-to-date Revenue	2025-26 Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	4,562,200	2,301,841	50%	4,500,000	73,700	2,391,642	53%
State Appropriations	9,608,816	2,079,151	22%	8,744,600	809,575	2,714,904	31%
Advalorem Taxes - Oil and Gas	85,349,512	2,950,852	3%	17,675,000	1,064,583	3,193,750	18%
Advalorem Taxes - Property	14,470,153	-	0%	14,500,000	-	-	0%
Other Revenues	197,600	44,259	22%	321,536	7,480	48,893	15%
Subtotal - Instruction & General	114,188,281	7,376,103	6%	45,741,136	1,955,338	8,349,189	18%
Internal Service Departments	29,910	1,335	4%	-	-	258	0%
Auxiliary Enterprises	3,363,318	1,687,901	50%	3,000,000	53,030	1,768,483	59%
Athletics	608,550	147,380	24%	722,630	50,603	101,205	14%
Total Current Unrestricted	118,190,059	9,212,719	8%	49,463,766	2,058,971	10,219,135	21%
CURRENT RESTRICTED FUND							
Grants	1,023,893	179,273	18%	916,252	131,729	269,446	29%
Student Aid	5,632,647	2,016,290	36%	5,337,000	210,286	2,499,755	47%
Total Current Restricted	6,656,540	2,195,563	33%	6,253,252	342,015	2,769,201	44%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	28,957	-	0%	82,237	-	-	0%
Projects from State STB Funds	888,536	244,984	28%	229,215	-	-	0%
Projects from General Fund	2,545,000	-	0%	4,395,901	101,292	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	3,681,251	26%	2,400,000	1,151,061	3,559,276	148%
Total Plant Funds	19,501,958	5,676,235	29%	7,356,353	1,252,353	4,317,514	59%
GRAND TOTAL REVENUES	144,348,557	17,084,517	12%	63,073,371	3,653,339	17,305,850	27%

NEW MEXICO JUNIOR COLLEGE
Oil and Gas Revenue Report
September 2025

100% of Year Completed

		OIL		GAS		COMBINED		
Month of							2024-25	Variance
Sales	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	Original Budget	Over (Under) Budget
Actual	July	$78.25	34,804,208	$1.92	133,543,061	6,747,128	983,333	5,763,795
Actual	August	$73.67	37,985,206	$1.65	137,518,480	6,606,221	983,333	5,622,888
Actual	September	$67.17	34,832,927	$1.68	122,178,292	5,730,324	983,333	4,746,991
Actual	October	$69.69	36,822,269	$2.28	130,477,919	6,279,409	983,333	5,296,076
Actual	November	$67.54	35,248,235	$2.06	124,432,681	5,924,509	983,333	4,941,176
Actual	December	$67.27	36,975,804	$2.85	136,485,508	6,183,275	983,333	5,199,942
Actual	January	$72.86	35,695,153	$3.44	129,750,783	6,674,704	983,333	5,691,371
Accrual	February	$69.30	34,194,554	$3.44	125,440,196	5,984,025	983,333	5,000,692
Accrual	March	$66.16	38,020,748	$2.08	151,548,754	6,307,705	983,333	5,324,372
Accrual	April	$60.76	35,942,294	$2.19	142,673,656	5,371,270	983,333	4,387,937
Accrual	May	$58.90	37,351,078	$2.02	152,481,290	5,338,148	983,333	4,354,815
Accrual	June	$65.50	36,347,529	$2.12	153,603,105	5,822,163	983,333	4,838,830
					Y.T.D. Production Tax Revenue	72,968,881	11,799,996	61,168,885
					Y.T.D. Equipment Tax Revenue	15,353,102	2,750,000	12,603,102
					Total Year-to-Date Oil & Gas and Equipment Tax Revenue	88,321,983	14,549,996	73,771,987

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
September 2025

25% 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	4.272%	1,037,195
Plus deposits	-			
Less withdrawals	-			
Total LGIP investments	292,000,000			1,037,195
Lea County State Bank CDAR				
2 Yr. 07/25/24 - 07/23/26	1,000,000	1029404077	4.270%	3,605
2 Yr. 08/01/24 - 07/30/26	1,000,000	1029441436	4.260%	3,594
2 Yr. 08/08/24 - 08/06/26	1,000,000	1029475756	4.310%	3,634
1 Yr. 08/25/25 - 08/27/26	12,000,000	1031761359	3.790%	36,761
1 Yr. 09/04/25 - 09/03/26	12,000,000	1031796403	3.750%	32,723
1 Yr. 09/18/25 - 09/17/26	8,000,000	1031879643	3.510%	9,835
2 Yr. 09/04/25 - 09/02/27	3,000,000	1031796462	3.550%	7,751
2 Yr. 09/11/25 - 09/09/27	2,500,000	1031836197	3.530%	4,757
2 Yr. 09/18/25 - 09/16/27	4,200,000	1031879651	3.420%	5,033
2 Yr. 09/25/25 - 09/23/27	1,900,000	1031931734	3.420%	1,051
3 Yr. 09/04/25 - 08/31/28	1,000,000	1031796497	3.520%	2,562
3 Yr. 09/11/25 - 09/07/28	500,000	1031836219	3.500%	943
3 Yr. 09/18/25 - 09/14/28	900,000	1031879678	3.390%	1,069
3 Yr. 09/25/25 - 09/21/28	1,000,000	1031931696	3.390%	548
Total Lea County State Bank CDAR	50,000,000			113,866

Capital Project	9/30/2025
Vehicles	523,160.75
Campus Master Plan	282,562.35
WHM North Gallery Renovation	500,000.00
Softball Field	500,000.00
National Track Meet	150,000.00
Technology Upgrade	546,267.59
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	3,633,115.26
Workforce Development	72,195.12
Higher Learning Commission	76,821.47
Campus Security	125,226.72
Copier Replacement	104,165.95
Non-Recurring Compensation	1,400,000.00
Athletics	68,555.15
Succession Plan	221,031.60
WHM Exhibits	17,606.31
Track Upgrades	200,000.00
Rodeo & Agricultural District - Phase 3	20,994,247.63
Watson Hall Renovation	342,356.83
Industrial Training Center	43,345.75
Heidel Hall Renovation	18,626,312.16
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	717,903.42
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	276,653.52
Bob Moran & Pannell Library Air Handler	1,139,501.75
Perimeter Security Fencing	2,691,355.96
Rodeo Feed/Livestock	219,477.66
Rodeo Improvements	519,477.83
Rodeo & Agricultural District - Phase 1	11,408,719.69
Campus-Wide Wireless Access Points	163,813.23
Site Improvements - Phase 2	20,865,559.47
Covenant Hospital	7,168,193.07
Baseball Field Press Box	2,058,183.44
John Shepherd Administration Renovation	1,717,997.70
60th NMJC Anniversary	18,493.94
Rodeo & Agricultural District - Phase 2	14,600,000.00
Workforce Training Contingency	2,266.67
Total	$288,079,313.48

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: October 10, 2025

RE: Quarterly Financial Action Report

To comply with the HED (Higher Education Department) mandate that each College Board approve a quarterly financial action statement, attached is the Quarterly Action Statement for the quarter ending on September 30, 2025. This disclosure notifies you as the NMJC Board as well as the HED to any financial problems that might not be evident with an income and expense report. The College has made all required payments, payroll, and scheduled payments to vendors. Please approve the Quarterly Financial Action Report as of September 30, 2025.

Respectfully,

Josh Morgan

Josh Morgan

QUARTERLY FINANCIAL ACTION REPORT

Fiscal Year___26____ Today's Date:_10-10-2025

Period (check one)

1st quarter___X___ 2nd quarter_____ 3rd quarter____ 4th quarter_____

Institution:__New Mexico Junior College_____

DURING THE TIME PERIOD COVERED BY THIS REPORT, DID YOUR INSTITUTION:

(1) Request an advance of state subsidy? Yes:______ No:___X__

(2) Fail to make its required payments, as scheduled, to appropriate retirement system(s)?
Yes:______ No:___X__

(3) Fail to make its payroll payments, as scheduled?
Yes:______ No:__X____

(4) Fail to make its scheduled debt service payments?
Yes:______ No:___X___

(5) Fail to make payments to vendors, as scheduled, due to a cash deficiency or a substantial deficiency in the payment processing system?
Yes:______ No:___X___

(6) Relative to its original budget for the fiscal year, experience any actual or anticipate any projected financial changes (such as unbudgeted decreases in revenues or unbudgeted increases in expenditures) that will result in a substantially reduced year-end fund balance or larger deficit this fiscal year?
Yes:______ No:__X____

If the answer to any of the above is "Yes," please describe in a separate document: (i) the reason for the occurrence, (ii) the actions taken by your institution to resolve this particular occurrence, and (iii) the actions taken by your institution to prevent events such as this from occurring again.

In addition, if the answer to number 6 is "Yes," please describe in a separate document the nature of the financial changes and describe and assess the impact that the changes will have on your institution's planned year-end financial position.

New Mexico Higher Education Department
Institutional Finance Division
Quarterly Financial Certification Template

Please complete and sign the following certification form and submit with Quarterly Financial Statements and Quarterly Financial Actions Report.

I certify that I believe the information provided in the attached (a) Financial Statements, and (b) Financial Actions Report, for the:

1st __X__ 2nd _____ 3rd _____ 4th _____ Quarter, FY __26__

are correct as of the date indicated below, and that

New Mexico Junior College

has a functioning financial accounting system that captures assets, liabilities, revenues, and expenditures on a timely basis, and the Governing Board receives timely notification of any significant actual or projected variances between budgeted and actual revenues and expenditures.

Travis Glenn, Board Chair

Cathy Mitchell, Interim President

Josh Morgan

Josh Morgan, Vice President for Finance

NEW MEXICO JUNIOR COLLEGE
Vice President for Finance

To: New Mexico Junior College Board Members

From: Josh Morgan

Date: October 10, 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.

We propose donating our former Firearms Training Simulator to the Otero County Sheriff's Office. Although the simulator is outdated, it remains functional and valuable for training purposes. Otero County has been a consistent supporter of our academy, providing highly experienced instructors for multiple blocks of instruction in both our Basic Police Academy and Public Safety Telecommunicator programs. This donation would enhance their training capabilities and further strengthen our partnership.

We also propose donating a desk to the Eunice Police Department. This item is no longer needed by NMJC and can be of use to their administrative operations.

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.

______________________	Josh Morgan
Travis Glenn	Josh Morgan
Board Chair	VP for Finance
New Mexico Junior College	New Mexico Junior College

Inventory #	Description	Serial Number of VIN	Acquisition Date	AcquiredValue
H16311	Mahogany 72" Desk	No Serial #	4/2/2002	$3,156.12
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: October 10, 2025

RE: Request to Transfer Reserves to Capital

We are requesting your approval to transfer $50,000 from institutional reserves into capital to fund a comprehensive compensation study for New Mexico Junior College.

A previous compensation study was conducted three years ago and its recommendations were implemented in Fiscal Year 2023. At that time, we discussed the importance of conducting follow-up study in 3–5 years to ensure our compensation structure remains competitive and aligned with market standards.

We are now at the three-year mark, and with the recent addition of our new Human Resources Director, we believe this is the appropriate time to initiate a new study. We have received a proposal from Public Sector, the same firm that conducted our previous study. Their familiarity with our institution and compensation framework positions them well to provide continuity and meaningful insights.

The base cost of the study is $40,000, with optional enhancements available should we choose to include them. We recommend allocating $50,000 to allow flexibility for any optional components that may be deemed beneficial during the process.

This investment will help ensure NMJC continues to attract and retain high-quality talent while maintaining fiscal responsibility and transparency.

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE
Vice President for Finance

To: New Mexico Junior College Board Members

From: Josh Morgan

Date: October 10, 2025

RE: Rodeo & Agricultural Education District – Phase 1 GMP

Board Members,

At the September 2025 NMJC Board Meeting, the board approved the Rodeo & Agricultural Education District – Phase 1 to be taken to the Higher Education Department for their approval at the October 8 New Mexico Higher Education Department Capital Projects hearing. This project was presented and approved by the NMHED Capital Projects Committee at that hearing. Since that time, the Administration has been working with Dekker Architects and Bradbury Stamm Construction to finalize the Guaranteed Maximum Price (GMP) for the Rodeo & Agricultural Education District – Phase 1.

Phase 1 of the Rodeo & Agricultural Education District involves the construction of a new 19,745-square-foot Equine Educational Center that will serve as both an instructional and operational hub for the college's equine education programs.

The building is divided into two primary components. The first is approximately 16,250 square feet of unconditioned space dedicated to equestrian stables and support functions. This area includes 28 indoor horse stalls, each equipped with water, drainage, and electrical connections, and is designed to allow future expansion to 56 stalls using adjacent outdoor space. Supporting this core function are specialized areas such as a tack room for secure equipment storage, a feed and bedding storage area, and a wash bay with durable finishes and proper drainage. Wide central aisles ensure safe and efficient movement of horses and equipment, while the design incorporates natural lighting, ventilation, and dust control measures to maintain a healthy environment.

The second component consists of 3,495 square feet of climate-controlled space that houses the educational and administrative functions of the program. This includes two faculty/staff offices, a flexible classroom equipped with modern technology, and a conference room for meetings and program coordination. Additional support spaces include ADA-compliant restrooms, a laundry room for equine program needs, an IT room for data and telecommunications infrastructure, and mechanical and electrical rooms that house the building's systems.

Beyond the building itself, the project includes significant site improvements to support the facility's operations. These enhancements include outdoor storage space for equipment and trailers, a secured mechanical yard for utilities, and comprehensive site grading and drainage. Utility tie-ins will be completed to ensure reliable service, and the site will feature pedestrian and vehicular access routes, including service access for equine trailers.

The GMP received for Phase 1 of the Rodeo & Agricultural Education District from Bradbury Stamm Construction is $8,666,310. This includes the direct construction costs, 3% construction contingency, general conditions, overhead and profit, preconstruction fee, and gross receipts tax.

Funding for the construction will come from $8,666,310 in Institutional Funds. There is currently $11,408,720 available budget in the Rodeo & Agricultural Education District – Phase 1 institutional fund.

We are requesting the Board's approval of the $8,666,310 GMP provided by Bradbury Stamm Construction for Rodeo & Agricultural Education District - Phase 1.

Bradbury Stamm Construction

NMJC EQUINE CENTER PHASE 1 - SHOW BARN	100% CDs
October 13, 2025	
HOBBS, NM	
DECKER	

	DESCRIPTION	SHOWBARN	BL #1 CLERESTORY	TOTAL	SHOWBARN % OF JOB	SHOWBARN COST/SF	SHOWBARN WITH CLERESTORY % OF JOB	SHOWBARN WITH CLERESTORY COST/SF
01 A	GENERAL CONDITIONS	SEE BELOW	SEE BELOW	SEE BELOW	SEE BELOW	SEE BELOW	SEE BELOW	SEE BELOW
B	FIELD WORK SUMMARY SHEET	294,392		294,392	3.7%	$14.91	3.6%	$14.91
C	FIELD LABOR SUMMARY SHEET	381,488		381,488	4.7%	$19.32	4.6%	$19.32
D	PERMITS AND FEES	10,476		10,476	0.1%	$0.53	0.1%	$0.53
03 A	BUILDING CONCRETE	656,936		656,936	8.2%	$33.27	8.0%	$33.27
04 A	MASONRY	321,598		321,598	4.0%	$16.29	3.9%	$16.29
05 A	MISC. METAL FABRICATIONS	IN 13A		IN 13A	0.0%	$0.00	0.0%	$0.00
B	ERECTION/INSTALLATION	IN 13A		IN 13A	0.0%	$0.00	0.0%	$0.00
06 A	ROUGH CARPENTRY	6,302		6,302	0.1%	$0.32	0.1%	$0.32
B	MISCELLANEOUS CARPENTRY	3,067		3,067	0.0%	$0.16	0.0%	$0.16
C	CASEWORK	27,699		27,699	0.3%	$1.40	0.3%	$1.40
07 B	BUILDING INSULATION	IN 9B		IN 9B	0.0%	$0.00	0.0%	$0.00
C	AIR BARRIER	IN 9B		IN 9B	0.0%	$0.00	0.0%	$0.00
H	SEALANTS	12,221	1,500	13,721	0.2%	$0.62	0.2%	$0.69
08 A	DOORS AND HARDWARE	66,554		66,554	0.8%	$3.37	0.8%	$3.37
B	OVERHEAD DOORS	75,283		75,283	0.9%	$3.81	0.9%	$3.81
C	STOREFRONT / GLASS	94,558		94,558	1.2%	$4.79	1.1%	$4.79
09 B	DRYWALL	227,366		227,366	2.8%	$11.52	2.8%	$11.52
C	FRP	IN 9B		IN 9B	0.0%	$0.00	0.0%	$0.00
D	ACOUSTICAL CEILING	IN 9B		IN 9B	0.0%	$0.00	0.0%	$0.00
E	CERAMIC TILE	105,601		105,601	1.3%	$5.35	1.3%	$5.35
F	FLOORING	IN 9E		IN 9E	0.0%	$0.00	0.0%	$0.00
G	RESILIENT ATHLETIC FLOORING	10,160		10,160	0.1%	$0.51	0.1%	$0.51
H	RESINOUS FLOORING	10,800		10,800	0.1%	$0.55	0.1%	$0.55
J	PAINTING / WALLCOVERING	36,362		36,362	0.5%	$1.84	0.4%	$1.84
K	CONCRETE POLISHING	17,861		17,861	0.2%	$0.90	0.2%	$0.90
10 A	TOILET COMPARTMENTS & ACCESSORIES	14,660		14,660	0.2%	$0.74	0.2%	$0.74
B	SPECIALTIES	17,843		17,843	0.2%	$0.90	0.2%	$0.90
C	SIGNAGE	16,892		16,892	0.2%	$0.86	0.2%	$0.86
12 A	WINDOW TREATMENT	11,415		11,415	0.1%	$0.58	0.1%	$0.58
13 A	METAL BUILDING	751,382	157,341	908,723	9.3%	$38.05	11.0%	$46.02
21 A	FIRE PROTECTION	127,276		127,276	1.6%	$6.45	1.5%	$6.45
22 A	MECHANICAL	864,868		864,868	10.7%	$43.80	10.5%	$43.80
26 A	ELECTRICAL	919,662		919,662	11.4%	$46.58	11.2%	$46.58
31 A	EARTHWORK	826,449		826,449	10.3%	$41.86	10.0%	$41.86
C	SITE DEMOLITION	IN 31A		IN 31A	0.0%	$0.00	0.0%	$0.00
32 A	ASPHALT PAVING	IN 31A		IN 31A	0.0%	$0.00	0.0%	$0.00
B	STRIPING / TRAFFIC SIGNAGE	38,930		38,930	0.5%	$1.97	0.5%	$1.97
C	FENCING	334,849		334,849	4.2%	$16.96	4.1%	$16.96
E	LANDSCAPING	46,869		46,869	0.6%	$2.37	0.6%	$2.37
F	SITE CONCRETE	314,850		314,850	3.9%	$15.95	3.8%	$15.95
33 A	SITE UTILITIES	481,444		481,444	6.0%	$24.38	5.8%	$24.38
	DIRECT COST	7,126,112	158,841	7,284,953	88.5%	$360.91	88.5%	$368.95
	CONSTRUCTION CONTINGENCY 3.00%	213,783	4,765	218,549	2.7%	$10.83	2.7%	$11.07
	Subtotal	7,339,895	163,606	7,503,501	91.1%	$371.73	91.1%	$380.02
	GCs	407,364	9,080	416,444	5.1%	$20.63	5.1%	$21.09
	Subtotal	7,747,259	172,686	7,919,946	96.2%	$392.37	96.2%	$401.11
	OH&P Per RFP 3.65%	282,775	6,303	289,078	3.5%	$14.32	3.5%	$14.64
	Subtotal	8,030,034	178,989	8,209,024	99.7%	$406.69	99.7%	$415.75
	PRECON FEE	25,000	0	25,000	0.3%	$1.27	0.3%	$1.27
	GMP Bid Total Total	8,055,034	178,989	8,234,024	100.0%	$407.95	100.0%	$417.02
	NOT IN MACC (IN SOFT COSTS) NMGRT (08-006) @ 5.2500%	422,889	9,397	432,206	5.3%	$21.42	5.3%	$21.89
	BASE BID TOTAL w/ TAX	8,477,923	188,386	8,666,310		$429.37		$438.91

New Mexico Junior College

5317 Lovington Highway
Hobbs, NM 88240

To: New Mexico Junior College Board
From: JoeMike Gomez
RE: Request For Qualifications #1004

October 16, 2025

RFQ #1004 Architectural and Construction Management Services
Student Housing

Public Notice: September 16th, 2025
Hobbs News-Sun

EVALUATION SUMMARY (POINT VALUE)	Max Points
DESIGN WORK (5 PTS) Detail the amount of design work that will be produced by a New Mexico business within the state.	**5**
PROXIMITY TO OR FAMILIARITY WITH THE AREA (10 PTS) Provide information that supports your firm's connection and familiarity with the area in which NMJC is located.	**10**
SCHEDULE (15 PTS) Provide a proposed project schedule with a beginning and substantial completion dates. Demonstrate the duration of stages, including deliverables.	**15**
CAPACITY AND RESOURCE AVAILABILITY (20 PTS) Ability to supply qualified and adequate resources to complete the work within project schedules and deadlines. Provide a list of all current ongoing/uncompleted projects, percent complete, and future projects that will coincide with this project.	**20**
QUALIFICATIONS (25 PTS)	**25**

Identify the Lead for this project and any key team members including titles and contact information. Submit an explanation of professional qualifications, certifications, and experience for those that are identified.	
PAST PROJECTS AND PERFORMANCE (25 PTS) List past projects similar to this project within the last five (5) years with key members' participation. Include explanation of adherence to budgets and timeline of completion.	**25**
MAX POINTS AVAILABLE	**100**

Proposal Score Summary

Vendor	**Dekker**	**ASA Architects**
Committee Member 1	90	91
Committee Member 2	93	80
Committee Member 3	90	80.75
Avg. Score	**91**	**83.917**

Recommendation for Award: **Dekker Ltd.**