

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, August 20, 2009

**Zia Room - Library**

4:00 p.m.

## AGENDA

- |   |                |
|---|----------------|
| A. Welcome  | Larry Hanna    |
| B. Adoption of Agenda   | Larry Hanna    |
| C. Approval of Minutes of July 16 & August 3, 2009                    | Larry Hanna    |
| D. President's Report   | Steve McCleery |
| E. New Business   |                |
| 1. Monthly Expenditures Report  | Dan Hardin     |
| 2. Monthly Revenue Report   | Dan Hardin     |
| 3. Oil and Gas Revenue Report   | Dan Hardin     |
| 4. Schedule of Investments  | Dan Hardin     |
| 5. Consideration of NMJC Cowboy Hall of Fame Remodel                  | Steve McCleery |
| 6. Consideration of New Mexico Educational Service Center Restructure | Steve McCleery |
| F. Public Comments  | Larry Hanna    |
| G. Closure of Open Meeting  | Larry Hanna    |
| H. Announcement of Next Meeting                                       | Larry Hanna    |
| I. Adjournment  | Larry Hanna    |

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

JULY 16, 2009

### MINUTES

The New Mexico Junior College Board met on Thursday, July 16, 2009, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Beth Hahn, News-Sun.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the agenda was unanimously adopted, as presented.

Upon a motion by Mrs. Williams, seconded by Mrs. Vinson, the Board unanimously approved the minutes of June 18, 2009.

*Under President's Report*, Dr. McCleery reported on the pre bid conference for the library renovation, as well as the library move to Mansur Hall. Kelly Holladay informed the Board of funds received for scholarships from the National Science Foundation through Eastern New Mexico University. Darrik Lasater and Steve Saucedo shared displays and promotional items from Training & Outreach. Larry Sanderson informed the Board of the 2009 Strategic Planning Activities.

*Under New Business*, Dan Hardin presented the June financial reports and with a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the expenditures for June, 2009.

Charley Carroll presented a list of items to be sold at the next auction. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously approved the list of items to be auctioned off and removed from college inventory.

Don Worth recommended Mr. Cody Legg for the Professor of Physical Education/Athletic Trainer position at a nine month salary of \$37,161. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Legg, effective August 10, 2009.

Mr. Worth recommended Mr. James Miller for the Professor of Physical Education/Assistant Men's Basketball Coach position at a nine month salary of \$40,158. Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the employment of Mr. Miller, effective August 10, 2009.

The next regular board meeting was scheduled for August 20, 2009, beginning at 4:00 p.m. The back to school picnic will be August 11, 2009 at 5:45 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board meeting adjourned at 4:40 p.m.

**NEW MEXICO JUNIOR COLLEGE**

**SPECIAL BOARD MEETING**

**AUGUST 3, 2009**

**MINUTES**

The New Mexico Junior College Board met on Monday, August 3, 2009, beginning at 9:00 a.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Beth Hahn, News-Sun.

Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the agenda was unanimously adopted, as presented.

Carla Brown presented Bid #1029 – NMJC Pannell Library Addition & Renovation. The administration recommended acceptance of the bid submitted by Lasco Construction for an amount of \$2,977,000, exclusive of gross receipts tax. Upon a motion by Mrs. Vinson, seconded by Ms. Chappelle, the Board unanimously accepted the recommendation.

Upon a motion by Mr. Black, seconded by Mrs. Williams, the board meeting adjourned at 9:15 a.m.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Dan Hardin  
Date: August 10, 2009  
RE: Expenditure and Revenue Reports for July 2009

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July is the first month of the 2009/2010 fiscal year. The total expended and encumbered for the month and year to date for July was \$11,248,277.00. At the end of June the Business Office released all of the encumbered funds for different capital projects as well as for maintenance agreements. In July those encumbrances were put back on the various capital and operating accounts for the new fiscal year. In current unrestricted funds we expended \$1,492,537.00 for the month of July. Most of these expenses were normal expenditures for the month, but we also had encumbrances placed for maintenance agreements.

Restricted funds are the normal expenditures for the Grants and some student aid for the summer sessions.

The expenditures in the plant funds are mainly the encumbrances for the construction projects and architectural fees. There are several projects going on this summer, electrical service upgrade, central plant upgrade, old dorm renovation, the beginning of the Library remodel, and preparation for the old cowboy hall of fame remodel.

The total year to date expenditures is \$11,248,877.00.

The Revenue generated in July 2009 was \$2,820,727.00. This mostly consists of tuition and fees, the allocation from the state, oil and gas accrual income, and auxiliary enterprises revenue. When registration for the summer and fall semesters open in April, all of the revenue goes into deferred revenue for the next fiscal year. In July we move all of that deferred revenue into tuition and fee revenue for the new fiscal year. The Oil and Gas revenue in July is also different because the Oil and Gas revenue that was received during July is booked in the prior fiscal year, so we use the monthly accrual of \$350,000.00 for the Oil and Gas revenue in July. The following numbers will give you an update of what we received from mill levy revenues in the fiscal year of 08/09:

Mill Levy	Budget	YTD Revenue
Oil & Gas	4,200,000.00	8,258,315.00 (11 months)
Oil & Gas Equipment	1,000,000.00	1,763,126.00
Property Tax	2,700,000.00	3,757,768.00

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Delinquent Property Tax	<u>100,000.00</u>	<u>75,969.00</u>
Total	8,000,000.00	13,855,178.00

The total mill levy revenue for 07/08 was 15,962,812.00. In 08/09 there should be an additional \$480,000.00 coming in August that will bring the 08/09 total to \$14,335,178.00.

There are two Oil & Gas reports in your packet, the first Oil & Gas report is for FY 09, we still have one month of revenue to be posted in FY 09. The Oil & Gas report for FY 10 only has the accrual for the month of July.

The investment report shows an ending balance of \$11,625,000.00. The designated capital projects total \$11,091,750.03 as of the end of July. We did not receive any further information on the status of the LGIP funds in July.

Business Office personnel have been working diligently to get the 08/09 fiscal year end closed and prepare for the upcoming audit. The auditors will be back on campus September 14th thru September 18<sup>th</sup>.

This is the Financial Report for July 2009.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### July 2009

8% of Year Completed

Fund	2008-09			2009-10			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	1,089,401	415,806	38%	6,075,923	465,822	465,822	8%
Academic Support	8,258,009	160,866	2%	3,057,794	210,963	210,963	7%
Student Services	1,273,117	95,448	7%	1,433,857	125,253	125,253	9%
Institutional Support	5,980,722	197,770	3%	6,151,342	245,081	245,081	4%
Operation & Maintenance of Plant	2,541,647	160,040	6%	2,693,478	325,598	325,598	12%
<b>Subtotal - Instruction &amp; General</b>	<b>19,142,896</b>	<b>1,029,930</b>	<b>5%</b>	<b>19,412,394</b>	<b>1,372,717</b>	<b>1,372,717</b>	<b>7%</b>
Student Activities	185,017	8,475	5%	0	0		0%
Research	0	0	0%	0	0		0%
Public Service	0	0	0%	0	0		0%
Internal Service Departments	468,359	91,396	20%	204,800	20,730	20,730	10%
Student Aid	417,992	4,771	1%	576,637	33,622	33,622	6%
Auxiliary Enterprises	1,631,615	36,216	2%	1,629,358	42,803	42,803	3%
Athletics	975,869	26,021	3%	985,762	22,665	22,665	2%
<b>Total Current Unrestricted Fund</b>	<b>22,821,748</b>	<b>1,196,809</b>	<b>5%</b>	<b>22,808,951</b>	<b>1,492,537</b>	<b>1,492,537</b>	<b>7%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	976,609	105,270	11%	480,589	87,385	87,385	18%
Student Aid	4,000,000	89,516	2%	4,050,000	41,784	41,784	1%
<b>Total Current Restricted Fund</b>	<b>4,976,609</b>	<b>194,786</b>	<b>4%</b>	<b>4,530,589</b>	<b>129,169</b>	<b>129,169</b>	<b>3%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	8,336,319	1,395,489	17%	12,122,248	4,333,122	4,333,122	36%
Projects from State GOB Funds	1,435,943	297,503	21%	4,210,593	3,602,710	3,602,710	86%
Projects from State STB Funds	1,485,000	602,637	41%	1,790,668	1,645,370	1,645,370	92%
Projects from General Fund	54,082	0	0%	185,621	29,438	29,438	16%
Projects from Private Funds	450,949	394,777	88%	86,947	16,531	16,531	19%
Projects from State ER&R	493,624	0	0%	322,778	0	0	0%
Projects from State BR&R	793,505	0	0%	1,268,966	0	0	0%
Projects from Auxiliary BR&R	29,035	0	0%	0	0	0	0%
<b>Subtotal - Capital and BR&amp;R</b>	<b>13,078,457</b>	<b>2,690,406</b>	<b>21%</b>	<b>19,987,821</b>	<b>9,627,171</b>	<b>9,627,171</b>	<b>48%</b>
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>13,078,457</b>	<b>2,690,406</b>	<b>21%</b>	<b>19,987,821</b>	<b>9,627,171</b>	<b>9,627,171</b>	<b>48%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>40,876,814</b>	<b>4,082,001</b>	<b>10%</b>	<b>47,327,361</b>	<b>11,248,877</b>	<b>11,248,877</b>	<b>24%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### July 2009

8% of Year Completed

Fund	2008-09			2009-10			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,259,000	1,107,562	34%	3,354,500	1,301,355	1,301,355	39%
State Appropriations	8,299,600	641,108	8%	7,676,400	625,125	625,125	8%
Advalorem Taxes - Oil and Gas	5,200,000	350,000	7%	5,200,000	350,000	350,000	7%
Advalorem Taxes - Property	3,100,000	0	0%	3,504,278	0	0	0%
Interest Income	508,252	6,373	1%	287,000	0	0	0%
Other Revenues	246,100	47,330	19%	524,363	22,429	22,429	4%
<b>Subtotal - Instruction &amp; General</b>	<b>20,612,952</b>	<b>2,152,373</b>	<b>10%</b>	<b>20,546,541</b>	<b>2,298,909</b>	<b>2,298,909</b>	<b>11%</b>
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,331,600	334,858	14%	2,298,000	408,561	408,561	18%
Athletics	320,500	26,375	8%	310,400	25,867	25,867	8%
<b>Total Current Unrestricted</b>	<b>23,265,052</b>	<b>2,513,606</b>	<b>11%</b>	<b>23,154,941</b>	<b>2,733,337</b>	<b>2,733,337</b>	<b>12%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	976,609	0	0%	480,589	87,390	87,390	18%
Student Aid	4,000,000	113,560	3%	4,050,000	0	0	0%
<b>Total Current Restricted</b>	<b>4,976,609</b>	<b>113,560</b>	<b>2%</b>	<b>4,530,589</b>	<b>87,390</b>	<b>87,390</b>	<b>2%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	0	0	0%	4,210,593	0	0	0%
Projects from State STB Funds	0	0	0%	1,790,668	0	0	0%
Projects from General Fund	0	0	0%	185,621	0	0	0%
Projects from Private Funds	0	0	0%	86,947	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>6,273,829</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>GRAND TOTAL REVENUES</b>	<b>28,241,661</b>	<b>2,627,166</b>	<b>9%</b>	<b>33,959,359</b>	<b>2,820,727</b>	<b>2,820,727</b>	<b>8%</b>



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### July 2009

92% 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	2008-09 Original Budget	Variance Over (Under) Budget
Actual	July	\$131.10	2,682,103	\$12.59	14,217,636	1,222,043	350,000	872,043
Actual	August	\$131.71	2,840,992	\$13.63	16,287,197	1,378,618	350,000	1,028,618
Actual	September	\$113.77	2,857,287	\$10.36	15,889,310	1,141,106	350,000	791,106
Actual	October	\$99.66	2,789,439	\$7.68	13,725,579	920,047	350,000	570,047
Actual	November	\$74.97	2,894,906	\$5.42	19,024,056	812,189	350,000	462,189
Actual	December	\$49.81	2,851,863	\$3.96	16,065,565	568,807	350,000	218,807
Actual	January	\$36.24	2,964,102	\$4.45	19,431,623	451,576	350,000	101,576
Actual	February	\$33.38	2,980,693	\$3.95	22,980,989	424,154	350,000	74,154
Actual	March	\$26.86	3,083,658	\$4.21	18,444,029	380,465	350,000	30,465
Actual	April	\$42.77	2,327,957	\$3.69	17,648,256	463,323	350,000	113,323
Actual	May	\$44.67	2,899,450	\$3.56	17,282,891	495,988	350,000	145,988
Accrual	June					350,000	350,000	0
Y.T.D. Production Tax Revenue						8,608,316	4,200,000	4,408,316
Y.T.D. Equipment Tax Revenue						1,763,127	1,000,000	763,127
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>10,371,443</b>	<b>5,200,000</b>	<b>5,171,443</b>

Source: New Mexico Taxation and Revenue Department

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### July 2009

8% of Year Completed

		OIL		GAS		COMBINED		
Month of	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2009-10 Original Budget	Variance Over (Under) Budget
Accrual	July					350,000	350,000	0
Accrual	August							0
Accrual	September							0
Accrual	October							0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						350,000	350,000	0
Y.T.D. Equipment Tax Revenue						0	0	0
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>350,000</b>	<b>350,000</b>	<b>0</b>

*Source: New Mexico Taxation and Revenue Department*

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### July 2009

8% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	11,625,000	N/A	N/A	N/A	7102-1348	0.301%	2,894
<b>Total Investments</b>	<b><u>11,625,000</u></b>						<b><u>2,894</u></b>

Summary of Current Month's Activity	
Beginning amount	11,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	11,091,750
Reserves Invested	533,250
<b>Total LGIP Investment</b>	<b>11,625,000</b>

Capital Projects	7/31/2009
Vehicles	1,124.08
Computer Equipment Rebates	1,167.75
Drawings & Master Plan	12,805.63
Marketing	49,932.06
Flooring Repair	2,096.14
Technology Upgrade	38,264.64
Workforce Training Center	124.74
High Tech Startup	1,346.40
JASI	101,118.20
Baseball Field	12,963.93
Rodeo Arena	41,410.18
Equestrian Center	447,580.20
Student Housing Construction	54,531.16
Testing Center Remodel	3,943,673.38
Frame & Door Replacement	150,000.00
Campus Village Development Proj	17,861.11
Luminis Software	16,991.00
Landscaping	503,447.03
Facility Painting	1,749.01
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	38,120.00
Campus Paving	8,717.12
Roof Replacement	271,747.09
Interior Lighting-Energy Retrofit	40,668.22
Old Dorms Renovation	67,698.59
Millen Dr. Sewer & Water	53,218.82
Board Room	15,786.44
Concrete Upgrade	45,942.18
Campus Construction	145,227.68
Oil & Gas Training Center	302,853.06
Workforce Training/Outreach	3,354.43
Professional Writing/Publishing	37,602.00
Public Sector	1,826.53
Campus Security	8,021.71
Caster Bleachers	16,003.13
Caster Old CHOF Remodel	976,000.00
Track/Arena Area Enhancement	68,380.00
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learning	5,000.00
Welding Lab	50,000.00
Copier Replacement	12,501.00
Distance Ed Equipment	151,320.87
Non-Recurring Compensation	677,950.00
Athletics	241,600.00
Student Life Programming	5,000.00
Title V (Institutional)	192,161.88
CDL Truck Driving Program	43,262.14
Central Plant Upgrade	1,515,000.00
Workforce Training Contingency	2,631.89
<b>Total</b>	<b>11,091,750.03</b>

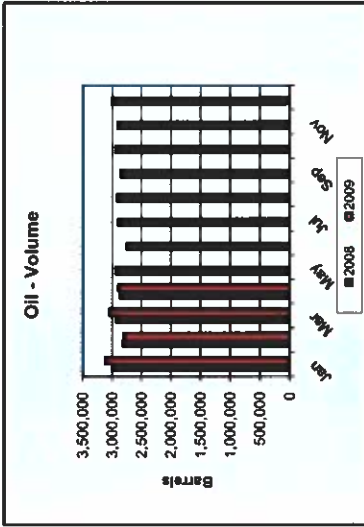
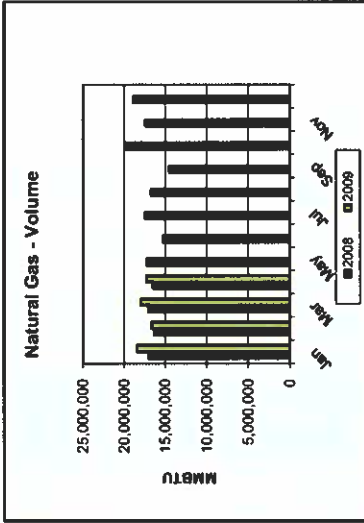
NOTE: Capital projects total does not include encumbered funds

# Lea County

Data Through: 4/30/09

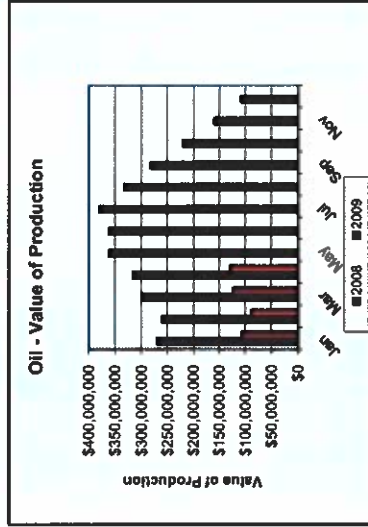
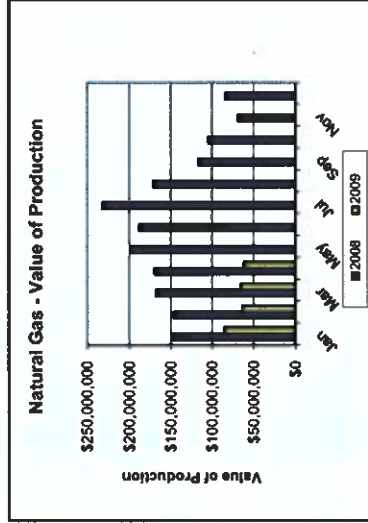
2008

	Natural Gas		Oil	
	Volume	Value	Volume	Value
Jan	17,081,214	149,282,187	3,004,164	270,727,735
Feb	16,353,884	146,472,858	2,817,210	260,109,598
Mar	17,066,840	167,652,284	2,938,324	298,840,485
Apr	16,462,203	169,631,388	2,875,153	316,607,505
May	17,292,971	197,727,427	2,947,193	361,561,992
Jun	15,295,683	188,145,780	2,756,324	361,123,961
Jul	17,436,952	232,208,354	2,901,083	379,587,099
Aug	16,724,151	171,493,193	2,922,131	332,681,810
Sep	14,519,417	116,757,266	2,864,616	282,931,558
Oct	19,897,322	104,352,380	2,945,655	220,794,209
Nov	17,439,125	68,617,850	2,906,702	160,042,866
Dec	18,915,054	84,314,122	3,002,963	108,632,144
	204,484,816	\$1,796,655,088	34,881,518	\$3,353,640,961



2009

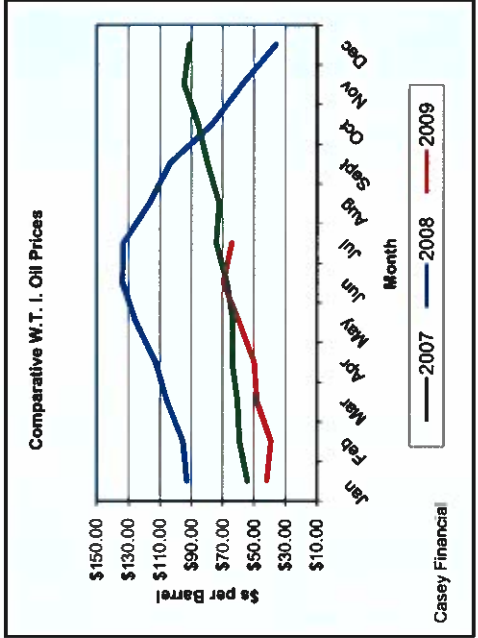
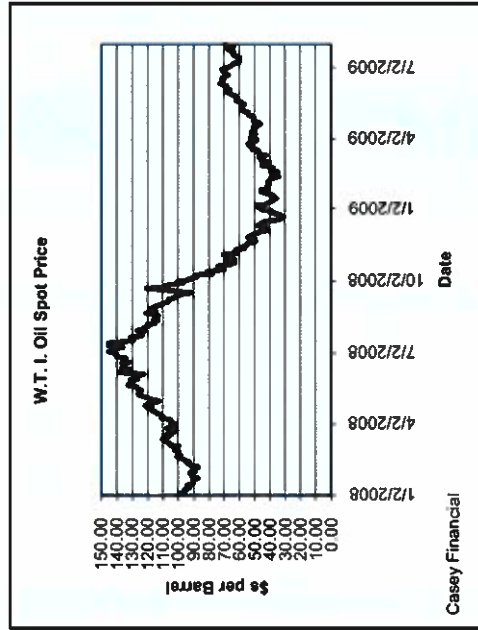
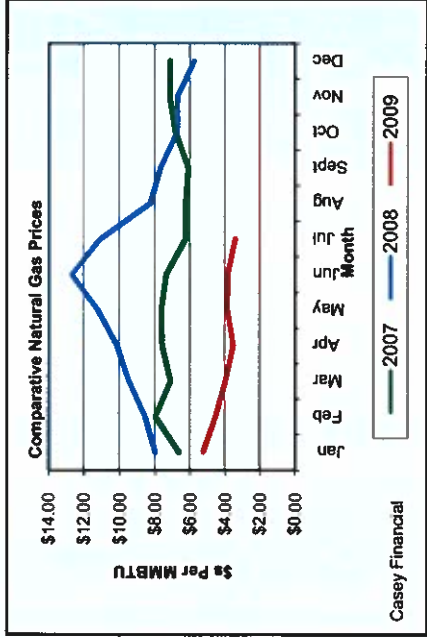
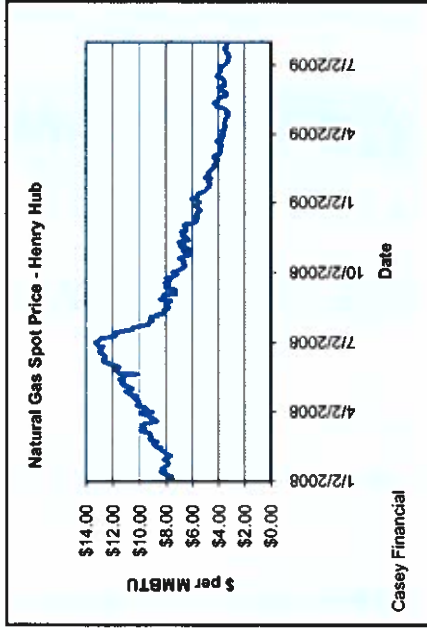
	Natural Gas		Oil	
	Volume	Value	Volume	Value
Jan	18,474,042	85,366,381	3,119,174	106,747,782
Feb	16,659,366	63,433,978	2,804,235	88,641,916
Mar	17,992,837	65,105,924	3,049,446	123,968,077
Apr	17,282,891	61,597,343	2,899,450	130,153,133
May	0	0	0	0
Jun	0	0	0	0
Jul	0	0	0	0
Aug	0	0	0	0
Sep	0	0	0	0
Oct	0	0	0	0
Nov	0	0	0	0
Dec	0	0	0	0
	70,409,136	\$275,503,626	11,872,305	\$449,510,908



Year-to-Date Comparison		Oil Value	
Natural Gas Value		Oil Value	
2008 YTD	633,038,717	2008 YTD	1,146,285,324
2009 YTD	275,503,626	2009 YTD	449,510,908
2009 v. 2008	-43.52%	2009 v. 2008	39.21%

Combined YTD: 40.75%

# Oil and Natural Gas



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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway  
Hobbs, NM 88240  
Phone: (505)492-2770  
Fax: (505)492-2768

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To: NMJC Board Members  
From: Dan Hardin  
RE: NMJC Cowboy Hall of Fame Remodel  
Date: August 13, 2009

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Board Members,

In the November 2006 General Obligation Bond election, New Mexico Junior College was allocated \$245,000.00 for the remodel of the Old Cowboy Hall of Fame area in Caster Activity Center. In April of 2008 the NMJC Board approved moving \$300,000.00 from reserves for the Old Cowboy Hall of Fame remodel. In November of 2008 the NMJC Board approved moving an additional \$676,000.00 from reserves for the Old Cowboy Hall of Fame remodel. On September 10, 2009 Dr. McCleery will be presenting to the New Mexico Higher Education Department Capital Projects Committee the NMJC Cowboy Hall of Fame Remodel project for their approval. This project will provide three new classrooms, offices, restrooms and foyer in the area that was once occupied by the Cowboy Hall of Fame. The remodel is estimated to cost \$1,188,430.00, with bids to go out in September and construction projected to start in October. Along with providing you information on the remodel of the Cowboy Hall of Fame area in Caster Activity Center, we are asking for your approval to move forward on the NMJC Cowboy Hall of Fame remodel project. The 2006 GOB funds will revert back to the State at the end of June 2010 if funds are not expended.

Respectfully,

Dan Hardin

**NEW MEXICO HIGHER EDUCATION DEPARTMENT**  
**1068 Cerrillos Rd., Santa Fe, NM 87505-1650**

**CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET**

Check the appropriate boxes below for materials accompanying this Summary Sheet and prepare the necessary attachments. You may attach extra pages if needed. When Department action is requested, completed material must be received by the NMHED staff *at least* 30 calendar days before the Department meeting at which approval is to be requested. Submit three copies, double sided, three hole punched, and one electronic format.

1. Institution New Mexico Junior College Date August 4, 2009
2. Project title NMJC Cowboy Hall of Fame Remodel
3. Location Campus of New Mexico Junior College
4. HED meeting date when project consideration is requested September 10, 2009
5. Contact person Dan Hardin Phone 575 492 2770
6. Required forms for project categories:  
X Construction, Alterations, or Demolition (All Forms)  
X Planning Forms (1, 1-A, 4, 5, 6)  
 Property Acquisition (Forms 1, 1-A, 3, 4, 5, 6)
- X 7. A site plan of the proposed project. Attach this as **Exhibit 1**. (Required for final project approval.)
- X 8. Completed design development drawings of the project, including elevations and floor plans with each space numbered and identified as to use. Attach this as **Exhibit 2**. (Required for final project approval.)
- X 9. Form 1 – Project Information
- X 10. Form 1-A – Institutional General Information. Project Schedule
- X 11. Form 2 – Space Information
- X 12. Form 3 – Estimated Utilities Costs
- X 13. Form 4 – Proposed Project Costs
- X 14. Form 5 – Proposed Project Square Footage and Funding Sources
- X 15. Form 6 – Certification by Governing Board

**NEW MEXICO HIGHER EDUCATION DEPARTMENT**  
**FORM 1: PROJECT INFORMATION**

**Institution:** New Mexico Junior College

**Original:**  **Date:** August 4, 2009

**Revision:**  **Date:** \_\_\_\_\_

**Project title:** NMJC Cowboy Hall of Fame Remodel

**Description:** *(Describe the location, size of the project in gross square feet (GSF), its contents, general nature of space/use and any special characteristics.)*

The NMJC Cowboy Hall of Fame Remodel project is referring to the area in Caster Activity Center known as the old Cowboy Hall of Fame; which is located on the campus of New Mexico Junior College. The Cowboy Hall of Fame remodel scope is 6,115 square feet. This project will convert the exhibit area once occupied by the Cowboy Hall of Fame into three large classrooms, three offices, restrooms, storage, and lobby area. The remodel will also bring the 6,115 square feet area on to the Central Plant system. Currently, the heating and cooling for this area is supplied by roof mounted units.

**Rationale:** *(Describe the project's merits, how the project satisfies institutional goals/mission/need/program growth. State the consequences, if any, of the project not receiving approval.)*

The merit of the Cowboy Hall of Fame remodel is to convert a space once occupied by the Cowboy Hall of Fame into three large classrooms, offices, restrooms and lobby area. Also, this project will add the 6,115 square feet onto the more efficient Central Plant heating and cooling system, replacing the roof mounted heating and cooling units. The NMJC Cowboy Hall of Fame Remodel came about from the institution's Strategic plan and Master Plan. The plan is to remodel and replace the old Cowboy Hall of Fame area in Caster Activity Center with classrooms, offices, restrooms, and lobby area.

New Mexico Junior College was fortunate to be included in the 2006 General Obligation Bond election, which is funding \$245,000.00 of this project. The consequence of not receiving approval of this project would be that the College would lose this funding source. Also, not receiving approval for this project would prevent the College from completing an important step toward developing educational opportunities.



**NEW MEXICO HIGHER EDUCATION DEPARTMENT  
FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION**

Institution: New Mexico Junior College

Original:  Date: August 4, 2009

Revision:  Date: \_\_\_\_\_

Project title: NMJC Cowboy Hall of Fame Remodel

<b>Current Total On-Campus Enrollment</b>	
Head Count: <u>3001</u>	FTE: <u>1733</u>
<u>0%</u> Growth from previous year	<u>10%</u> Average growth in previous 10-year period

<b>Current Total Off-Campus Enrollment (Distance Ed., etc.)</b>	
Head Count: <u>1532</u>	FTE: <u>288.2</u>
<u>56%</u> Growth from previous year	<u>1.65%</u> Average growth in previous 10-year period

<b>Tuition</b>		
Current Tuition Per Credit Hour: <u>\$29.00</u>	Current Tuition Per Semester: <u>\$348.00</u>	
Month/year per semester tuition was last increased: <u>April/2008</u>	Amount of last per semester tuition increase: <u>\$1.00</u>	<u>3%</u> Change from last increase

<b>Program Enrollment Being Served by this Project</b>	
Head Count:	FTE:
_____ % Growth from previous year	_____ % Average growth in previous 10-year period

<b>Bonding Information (to be completed if local bond proceeds are used for project funding)</b>	
Assessed Valuation: _____	Month/year of most recent local bond issue: _____/_____
Outstanding Debt: _____	
Available Capacity: _____	

<b>Project Schedule</b>	
Month/year proposed construction start date: <u>October/2009</u>	Month/year proposed construction completion date: <u>May/2010</u>

**NEW MEXICO HIGHER EDUCATION DEPARTMENT  
FORM 2: SPACE INFORMATION**

**Institution:** New Mexico Junior College

**Original:**  **Date:** August 4, 2009

**Revision:**  **Date:** \_\_\_\_\_

**Project title:** NMJC Cowboy Hall of Fame Remodel

List the net assignable square feet (NASF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" published by the U.S. Department of Education.

<b>CLASSIFICATION CODE</b>	<b>TYPE OF SPACE</b>	<b>NASF</b>	<b>% OF TOTAL</b>
100	Classroom	3,220	53%
200	Laboratory		
300	Office	758	12%
400	Study		
500	Special		
600	General		
700	Support		
800	Health		
900	Residential		
	<b>NASF TOTAL</b>	<b>3,978</b>	<b>65%</b>
N/A	Other (hallways, stairs, toilet rooms, tare, etc.)	2,137	35%
	<b>TOTAL SQUARE FOOTAGE</b>	<b>6,115</b>	<b>100%</b>

**NEW MEXICO HIGHER EDUCATION DEPARTMENT  
FORM 3: ESTIMATED UTILITIES COST**

**Institution:** New Mexico Junior College

**Original:**  **Date:** August 4, 2009

**Revision:**  **Date:** \_\_\_\_\_

**Project title:** NMJC Cowboy Hall of Fame Remodel

This form is designed to estimate the project's effect on current utilities costs.

<b>FORMULA</b>	<b>CURRENT EXPENSES</b>	<b>PROJECTED ANNUAL EXPENSES AFTER COMPLETION</b>	<b>DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -)</b>
Eligible GSF: 6,115 x \$3.75	22,931.00	22,931.00	0.00

\* The NMJC Cowboy Hall of Fame Remodel will connect the Cowboy Hall of Fame remodeled area in Caster Activity Center to the more efficient Central Plant HVAC system. Also, the lighting will be updated to energy efficient fixtures. Restrooms will have new dual flush toilets, pint urinals, and low flow lavatories. Because the building is not metered separately, it will be difficult to know the reduction in energy use, but the estimated savings is 50 % by using the Central Plant and energy efficient lighting. This estimate was provided by the engineers with Bridgers & Paxton Consulting Engineers

**NEW MEXICO HIGHER EDUCATION DEPARTMENT  
FORM 4: PROPOSED PROJECT COSTS**

Institution: New Mexico Junior College

Original:  Date: August 4, 2009

Revision:  Date: \_\_\_\_\_

Project title: NMJC Cowboy Hall of Fame Remodel

**I. PROJECT BUDGET**

EXPENDITURES	ORIGINAL SUBMISSION		BUDGET REVISION
	NEW CONSTRUCTION	ALTERATIONS	
<b>A. BUILDING COST</b>			
1. General		515,000.00	
2. Mechanical/Plumbing		150,000.00	
3. Electrical		175,000.00	
4. Special Systems (voice, data, other)		60,000.00	
5. Code Compliance (hazmat abatement, ADA, etc.)			
<b>BUILDING COST SUBTOTAL</b>		900,000.00	
<b>B. Built-in Equipment</b>			
<b>C. Site Development</b>			
1. Utilities, Infrastructure			
2. Landscaping/Site Improvements			
3. Demolition			
<b>TOTAL CONSTRUCTION COST (T.C.C.)</b>		900,000.00	
<b>D. Construction Contingency (not more than 5% New Const., 10% Renov. of T.C.C.)</b>		90,000.00	
<b>E. Professional Fees</b>			
1. Architectural/Engineering		68,980.00	
2. Constr. Administration			
3. Admin./Surveys/Testing			
<b>F. Movable Equipment</b>		70,000.00	
<b>G. Other (Gross Receipt Taxes)</b>		57,000.00	
<b>H. Art in Public Places (1% of 06 GOB 245,000)</b>		2,450.00	
<b>TOTAL PROJECT BUDGET</b>		1,188,430.00	

**NEW MEXICO HIGHER EDUCATION DEPARTMENT**

**FORM 5: PROPOSED PROJECT SQUARE FOOTAGE  
AND FUNDING SOURCES**

Institution: New Mexico Junior College

Original:  Date: August 4, 2009

Revision:  Date: \_\_\_\_\_

Project title: NMJC Cowboy Hall of Fame Remodel

<b>COSTS PER GROSS SQUARE FOOT (GSF)</b>			
	<b>Cost (Items A-C on Form 4)</b>	<b>GSF</b>	<b>Cost per GSF</b>
New Construction			
Alterations	900,000.00	6,115	\$147.18

<b>RATIO OF NET ASSIGNABLE TO GROSS SQUARE FEET (NASF/GSF)</b>			
	<b>NASF (same as total from Form 2)</b>	<b>GSF</b>	<b>RATIO NASF/GSF (%)</b>
New Construction			
Alterations	3,978	6,115	65%

<b>FUNDING SOURCE</b>		
Enter the source of funding for the project. Total must match the total project budget on Form 4.		
<b>Funding Source</b>	<b>Original Submission</b>	<b>Budget Revision</b>
State Appropriations (specify fiscal year and source)		
2006 GOB (062382) \$245,000.00		
NMJC Cowboy Hall of Fame Remodel		
Chapter108 Section10/B1e AIPP 2,450	245,000.00	
Other Sources (specify)		
NMJC Oil & Gas Mill Levy	943,430.00	
<b>Total</b>	1,188,430.00	

**NEW MEXICO HIGHER EDUCATION DEPARTMENT  
FORM 6: CERTIFICATION BY GOVERNING BOARD**

Institution: New Mexico Junior College

Original:  Date: August 4, 2009

Revision:  Date: \_\_\_\_\_

Project title: NMJC Cowboy Hall of Fame Remodel

**ORIGINAL CERTIFICATION**

I hereby certify that, on the basis of this information contained in Forms 1 through 5 for approval of capital projects and the attached preliminary floor plans, elevations and site plan, if appropriate, the Governing Board approved the original submission of this project, at its meeting held on November 20, 2008.

Signed:

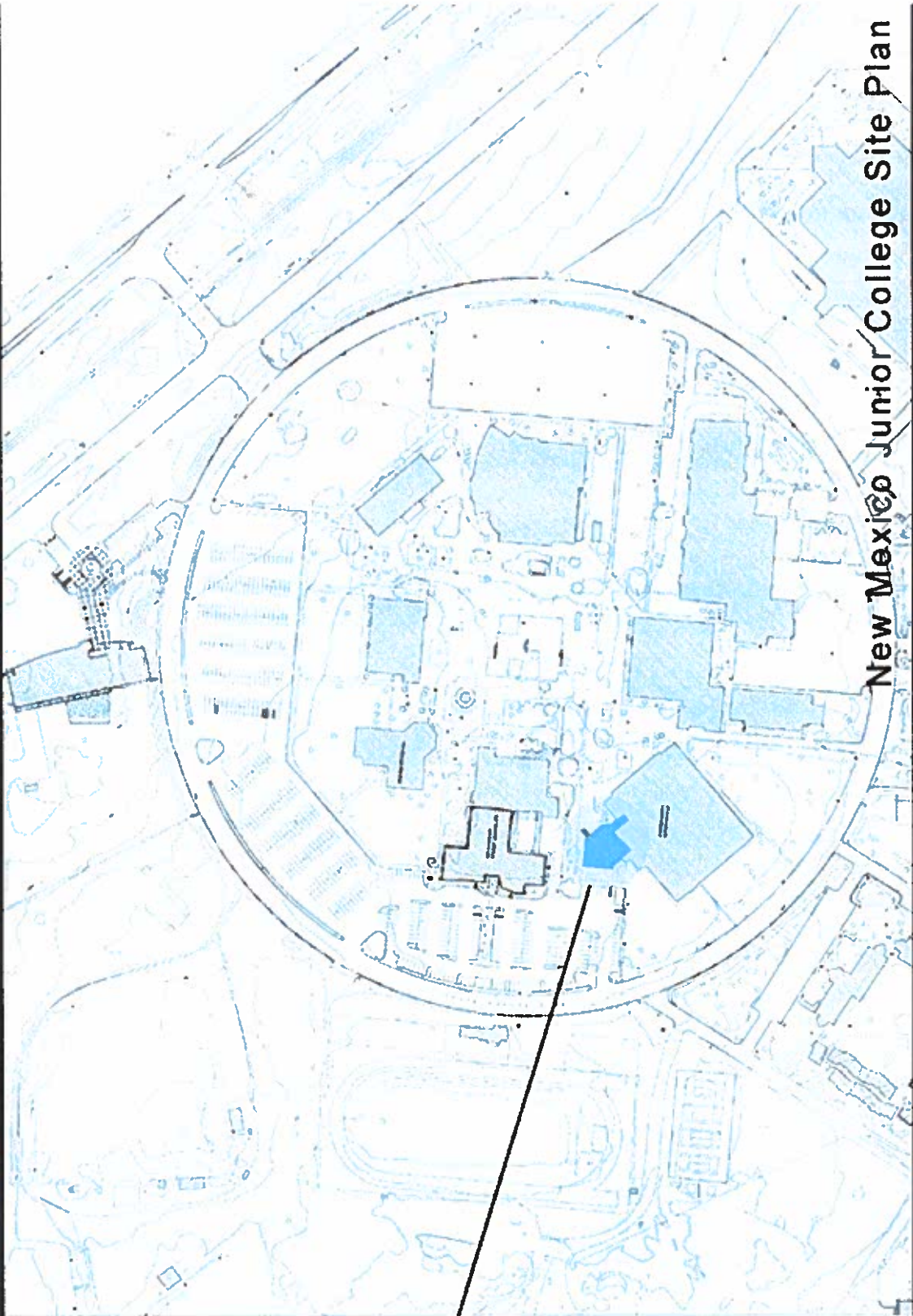
  
\_\_\_\_\_  
President

**REVISED SUBMISSION CERTIFICATION**

I hereby certify that the Governing Board approved this Revised Submission at its meeting on \_\_\_\_\_, 200\_\_\_\_.

Signed:

\_\_\_\_\_  
President



COWBOY HALL OF  
FAME REMODEL

# New Mexico Junior College Site Plan

COWBOY HALL OF FAME REMODEL

NEW MEXICO JUNIOR COLLEGE

OBBS, NEW MEXICO AUGUST 10, 2009



Dekker Perich Sabatini  
ARCHITECTS

**LEGEND**

- Public
- Classrooms
- Support Space
- Existing Building (NIC)



**Floor Plan Diagram**

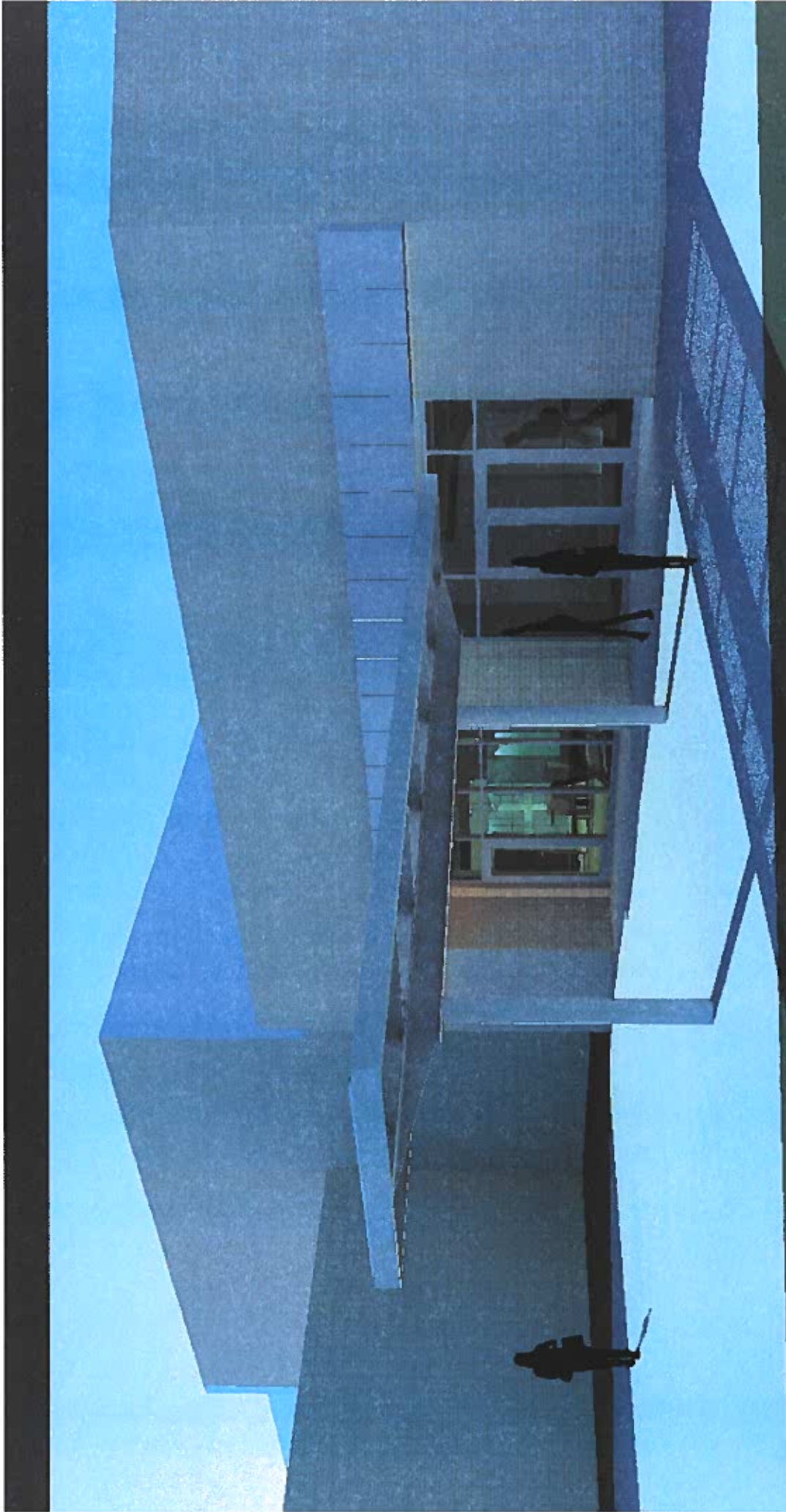
**NEW MEXICO JUNIOR COLLEGE**

COWBOY HALL OF FAME REMODEL

OBBS, NEW MEXICO JULY 31, 2009







## Main Entrance

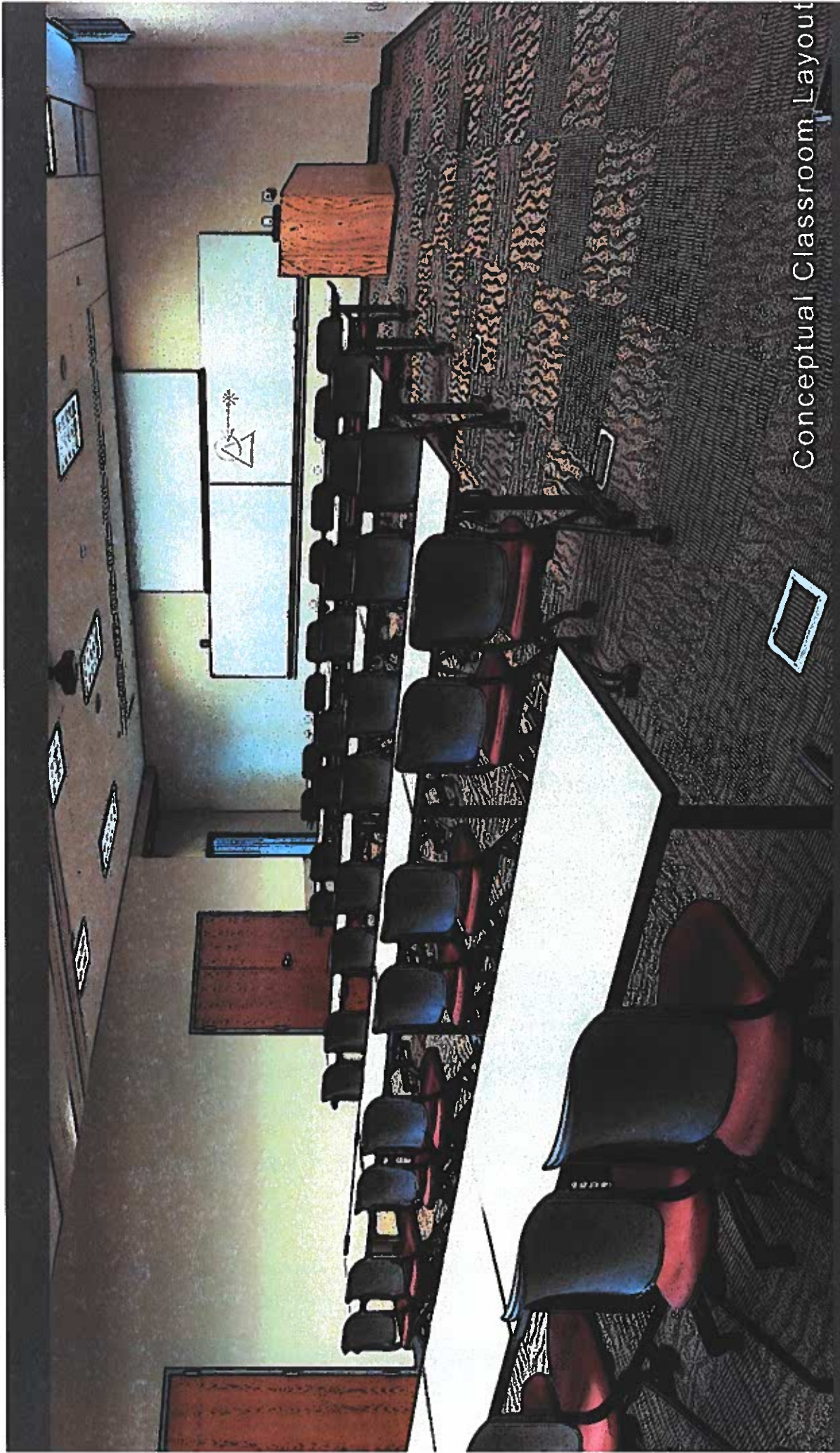
**NEW MEXICO JUNIOR COLLEGE**

COWBOY HALL OF FAME REMODEL

OBBS, NEW MEXICO JULY 31, 2009



**Dekker Perich Sabatini**  
ARCHITECTS INTERIORS LANDSCAPE ARCHITECTS



Conceptual Classroom Layout

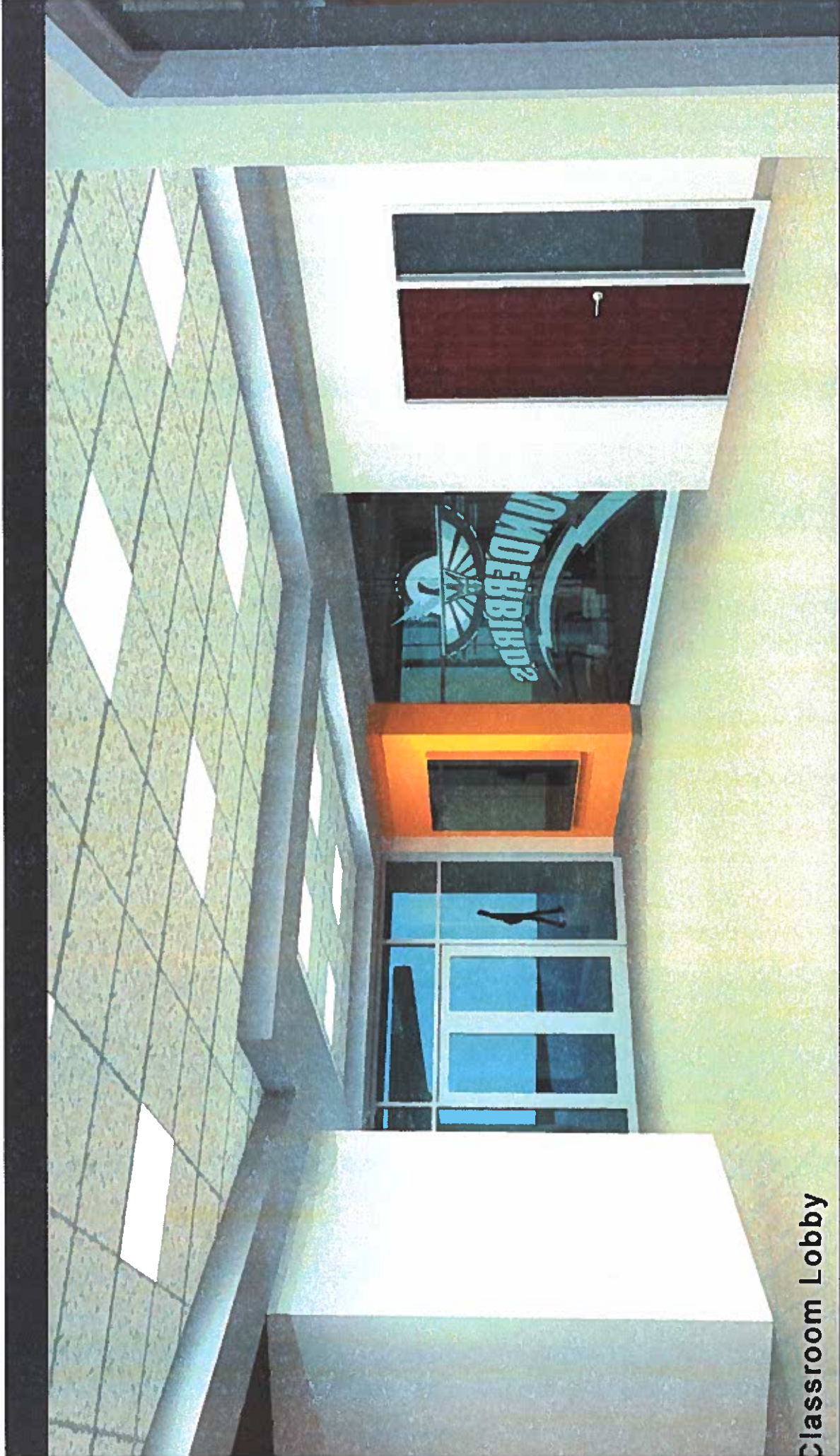
COWBOY HALL OF FAME REMODEL

NEW MEXICO JUNIOR COLLEGE

DOBBS, NEW MEXICO JULY 31, 2009



Dekker/Perich/Sabatini  
ARCHITECTS INTERIORS ENGINEERS



**Classroom Lobby**

**NEW MEXICO JUNIOR COLLEGE**

HOBBS, NEW MEXICO AUGUST 10, 2009

COWBOY HALL OF FAME REMODEL



**Dekker/Perich/Sabatini**  
ARCHITECTS INTERIORS DESIGN ENGINEERS



Booster Club - Entrance

COWBOY HALL OF FAME REMODEL

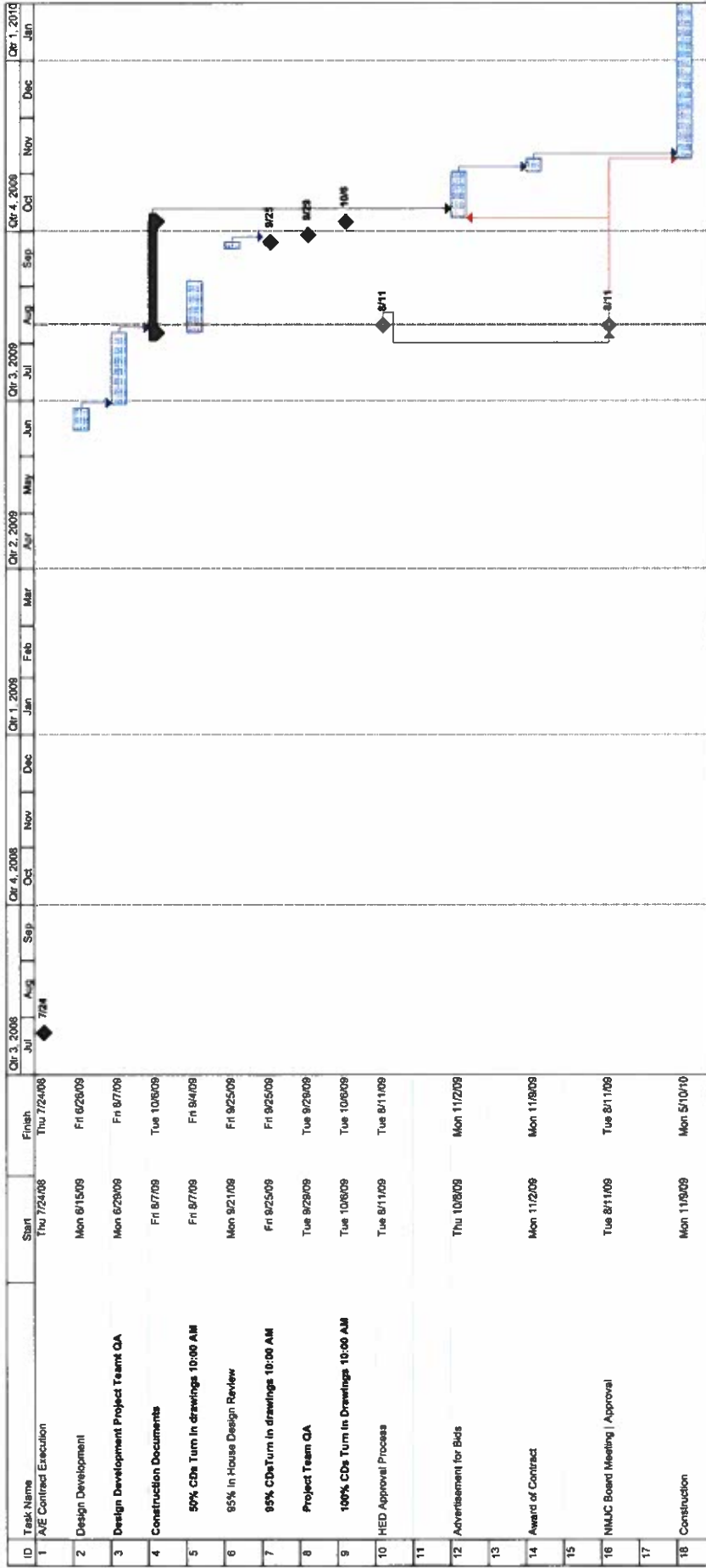


NEW MEXICO JUNIOR COLLEGE

HOBBS, NEW MEXICO AUGUST 10, 2009



Dekker Perich Sabatini  
ARCHITECTS INTERIORS



New Mexico Junior College  
Cowboy Hall of Fame Renovation

Printed: Tue 8/11/09



## MEMO

To: NMJC Board Members

From: Bill Kunko – Director of Computer Information Systems

Re: The New Mexico Educational Service Center (NMESC)

New Mexico Junior College is in a consortium (NMESC) with Northern New Mexico College (NNMC), Santa Fe Community College (SFCC), and New Mexico Institute of Technology and Mining (NMIT). The consortium had a services agreement that we were all a part of, in which we shared the services of a Database Administrator and a Programmer/Analyst, to implement and support the Banner software at each of our institutions and at the central site in Albuquerque. This services agreement worked very well while we implemented the software systems.

SFCC and NMIT have both gone in a different direction concerning their Banner software support needs. NNMC and NMJC continue to need the services agreement in place. We are in the process of modifying the services agreement to include only NNMC and NMJC. We are also downsizing the staff to only consist of a DBA. The DBA was a SFCC employee and SFCC was the fiscal agent. The other institutions in the consortium paid SFCC their share of the DBA's salary and expenses. We are currently crafting the new services agreement. The DBA will be a NMJC employee, NMJC will serve as the fiscal agent, and NNMC will share in all expenses in this new arrangement.

SFCC and NMIT will continue to be a member of the consortium to take advantage of our collective bargaining power, but they will not be a part of the new services agreement.

The NMJC Board has already approved the budget for this year which included the NMESC services agreement. This memo is to inform the Board about the restructuring of the NMESC services agreement, and the need for the Data Base Administrator to become a NMJC staff member. As well, NMJC will also serve as the fiscal agent. Thank you for your time.

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