

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, January 18, 2024  
Zia Board Room - Pannell Library  
1:30 pm

AGENDA

- |  |                                   |
|--|-----------------------------------|
| A. Welcome   | Pat Chappelle                     |
| B. Adoption of Agenda  | Pat Chappelle                     |
| C. Canvass Election Approval   | Scotty Holloman                   |
| D. Oath of Office - Mr. Guy Kesner   | Scotty Holloman                   |
| E. Re-Organization of Board  | Scotty Holloman                   |
| F. Approval of Minutes of December 18, 2023  | Pat Chappelle                     |
| G. President's Report  | Derek Moore                       |
| H. Information Items   |                                   |
| 1. Facilities Board Committee Meeting Update   | Manny Gomez                       |
| 2. Student Success Board Committee Meeting Update                                      | Travis Glenn                      |
| 3. Annual NMJC Board Conflict of Interest  | Derek Moore                       |
| 4. Monthly Expenditure Report  | Josh Morgan                       |
| 5. Monthly Revenue Report  | Josh Morgan                       |
| 6. Oil and Gas Revenue Report  | Josh Morgan                       |
| 7. Schedule of Investments   | Josh Morgan                       |
| I. New Business  |                                   |
| 1. Fiscal Watch Report   | Josh Morgan                       |
| 2. Consideration of Investments  | Josh Morgan                       |
| 3. Consideration of Open Meetings Act Resolution No. 2024-001                          | Scotty Holloman                   |
| 4. Request for Qualifications #1003 - Architectural & Construction Management Services | JoeMike Gomez                     |
| 5. Alma Mater Song Presentation & Fight Song Presentation                              | Gael Patman Morrow<br>Deron Clark |
| J. Public Comments   |                                   |
| K. Determination of Next Meeting   | Pat Chappelle                     |
| L. Adjournment   | Pat Chappelle                     |

**Lea County**  
Absentee

Canvass of Returns of Local Election Held on November 7, 2023 - State of New Mexico  
Canvass Sheet

Precinct	Ballots Cast	Councillor At Large EUNICE MUNICIPAL DISTRICT				Councillor At Large JAL MUNICIPAL DISTRICT				Councillor At Large TATUM MUNICIPAL DISTRICT				Municipal Judge JAL MUNICIPAL DISTRICT	School Board Member Districted HOBBS SCHOOL BOARD DISTRICT 2	School Board Member Districted HOBBS SCHOOL	School Board Member Districted HOBBS SCHOOL	School Board Member At Large EUNICE MUNICIPAL SCHOOL BOARD				School Board Member At Large JAL MUNICIPAL SCHOOL BOARD																					
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062	2							0	1	1																					2	0	062			
071	35							22	14	15	22	10	16	22	16																			071		
072	43							25	26	22	19	22	20	28	18																			072		
073	42							21	25	15	0	0	0	0	0	30	33	31									38	3	36	3			073			
074	17							9	7	9	0	0	0	0	0	14	14	13									11	4	8	7			074			
Total	1114	114	191	233	32	31	30	161	652	736	710	41	32	36	50	34	44	47	44	82	35	30	9	26	14	180	123	202	148	49	7	44	10	449	145	



Precinct	Ballots Cast	School Board Member At Large LOVINGTON MUNICIPAL SCHOOL BOARD			School Board Member At Large TATUM MUNICIPAL SCHOOL BOARD			College Board Member Districted NEW MEXICO	Soil & Water Supervisor (Landowner) LEA SOIL & WATER CONSERVATION BOARD			Hospital Board Member At Large EUNICE SPECIAL HOSPITAL DISTRICT				Hospital Board Member At Large JAL SPECIAL HOSPITAL DISTRICT			Hospital Board Member 1 NOR LEA HOSPITAL 1	Hospital Board Member 2 NOR LEA HOSPITAL 2	TATUM PUBLIC SCHOOLS GENERAL OBLIGATION BOND QUESTION: Shall the Board of		TATUM PUBLIC SCHOOLS CAPITAL IMPROVEMENTS (\$2.00 MILL) TAX QUESTION: Shall		LOVINGTON PUBLIC SCHOOLS CAPITAL IMPROVEMENTS (\$2.00 MILL) TAX QUESTION: Shall		NOR LEA HOSPITAL DISTRICT PROPERTY TAX QUESTION (\$2.50 MILL): Shall the Nor		JAL HOSPITAL DISTRICT PROPERTY TAX QUESTION (\$2.00 MILL): Shall the Jal		JAL PUBLIC SCHOOLS GENERAL OBLIGATION BOND QUESTION: Shall the Jal Public		HOBBS MUNICIPAL SCHOOLS GENERAL OBLIGATION SCHOOL BOND QUESTION: Shall		Precinct			
		CLAYBURN GRIFFIN ()	DYMORE D MAKER ()	DALE DUNLAP ()	VERONICA LEE HERRERA ()	DANIEL I PALACIOS ()	CHRISTOPHER STEWART ()	GUY G KESNER ()	TRAVIS LYNN HOWE ()	SHARLA KENNEDY ()	AVA BENGÉ ()	NICOLE ACOSTA ()	SHAWNA L LUSTER ()	ERICA ANN JONES ()	BRIGITTE GAYLE GARDNER AGUILAR ()	DENNIS MONROE TEETERS ()	W STEPHEN ALDRIDGE ()	REBECCA D JAMISON ()	JIMMIE L ELLISON ()	AGUSTIN DORADO ()	ROSINA A INSILAN ()	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes		No		
002	12				10	6	8		12	7	6								11		7	5	7	5			6	6									002	
003	189				103	94	106		106	120	59								163		134	38	111	50			88	74									003	
008	33	7	20	21					17	25	23														27	3	27	4										008
009	41	10	28	27					18	22	26														30	8	29	10										009
010	79	29	40	64	2	2	2		46	43	53								55	5	2	0	2	0	42	26	41	30									010	
011	25	5	14	21					11	13	17									21					14	9	11	13										011
012	16	3	11	11					8	11	9									16					11	4	10	5										012
013	36	16	17	26					18	20	28														25	10	24	11										013
014	36	11	23	26					18	24	25														29	6	23	13										014
015	59	20	32	34					25	30	40														39	19	39	19										015
016	12	5	5	8					5	7	8									1					8	3	8	4										016
017	20	7	7	14					9	14	11														14	6	12	8										017
018	28	5	23	19					19	21	18														18	9	16	11										018
019	48								29	22	26																									40	7	019
020	32								21	22	25																								23	9	020	
021	21	8	10	14					12	11	10														11	10	10	11										021
022	70								45	43	43																								54	15	022	
023	45								23	34	32																								40	5	023	
024	68							62	41	39	38																							48	14	024		
025	52							44	25	25	23																							38	14	025		
026	44								31	32	21																							31	13	026		
027	76								44	51	39																							53	20	027		
028	31							30	18	16	12																							28	2	028		
029	34								19	24	23																								30	4	029	
030	29							27	13	14	16																							25	3	030		
031	21							19	9	10	10																							19	1	031		
032	53							48	30	29	24																							38	13	032		
033	42								28	23	23																							37	5	033		
034	9							9	7	5	5																							4	5	034		
035	8								4	4	2																							7	1	035		
036	23								10	12	11																							18	5	036		
037	23								12	17	9																							19	4	037		
038	14								8	7	5																							9	5	038		
039	14								8	7	2																							12	2	039		
040	21								11	11	13																							18	3	040		



Precinct	Ballots Cast	School Board Member At Large LOVINGTON MUNICIPAL SCHOOL BOARD			School Board Member At Large TATUM MUNICIPAL SCHOOL BOARD			College Board Member Districted NEW MEXICO	Soil & Water Supervisor (Landowner) LEA SOIL & WATER CONSERVATION BOARD			Hospital Board Member At Large EUNICE SPECIAL HOSPITAL DISTRICT					Hospital Board Member At Large JAL SPECIAL HOSPITAL DISTRICT			Hospital Board Member 1 NOR LEA HOSPITAL 1	Hospital Board Member 2 NOR LEA HOSPITAL 2	TATUM PUBLIC SCHOOLS GENERAL OBLIGATION Shall the Board of	TATUM PUBLIC SCHOOLS CAPITAL IMPROVEMENTS (\$2.00 MILL) TAX QUESTION: Shall	LOVINGTON PUBLIC SCHOOLS CAPITAL IMPROVEMENTS (\$2.00 MILL) TAX QUESTION: Shall	NOR LEA HOSPITAL DISTRICT PROPERTY TAX QUESTION (\$2.50 MILL): Shall the Nor	JAL HOSPITAL DISTRICT PROPERTY TAX QUESTION (\$2.00 MILL): Shall the Jal Hospital District of	JAL PUBLIC SCHOOLS GENERAL OBLIGATION BOND QUESTION: Shall the Jal Public	HOBBS MUNICIPAL SCHOOLS GENERAL OBLIGATION SCHOOL BOND QUESTION: Shall	Precinct							
		CLAYBURN GRIFFIN ()	DYMORE D MAKER ()	DALE DUNLAP ()	VERONICA LEE HERRERA ()	DANIEL I PALACIOS ()	CHRISTOPHER STEWART ()	GUY G KESNER ()	TRAVIS LYNN HOWE ()	SHARLA KENNEDY ()	AVA BENGÉ ()	NICOLE ACOSTA ()	SHAWNA L LUSTER ()	ERICA ANN JONES ()	BRIGITTE GAYLE GARDNER AGUILAR ()	DENNIS MONROE TEETERS ()	W STEPHEN ALDRIDGE ()	REBECCA D JAMISON ()	JIMMIE L ELLISON ()	AGUSTIN DORADO ()	ROSINA A INSILAN ()	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No			
041	39							18	26	16																					33	6	041			
042	43							27	23	27																					35	7	042			
043	45							26	27	21																					29	16	043			
044	38							28	20	12																					29	9	044			
050	10							5	8	5																					8	2	050			
051	15							7	10	8																					14	1	051			
052	19							12	11	12																					13	5	052			
053	21							9	6	6																					21	0	053			
054	13							6	9	7																					10	2	054			
055	7							2	2	2																					6	1	055			
056	18							11	12	7																					12	6	056			
057	54							26	25	30																					39	14	057			
058	10							5	6	6																					7	3	058			
059	2							1	1	0																					2	0	059			
061	11						11	4	5	8																					9	2	061			
062	22							8	12	6																					12	10	062			
071	126							66	63	54	82	56	41	87	43																			071		
072	154							83	78	63	89	79	53	95	67																			072		
073	171							60	76	43	0	0	0	0	0	89	123	97									121	45	120	31			073			
074	114							54	56	36	1	0	0	1	1	57	74	51									77	31	78	15			074			
Total	2296	126	230	285	115	102	116	250	1218	1291	1104	172	135	94	183	111	146	197	148	245	43	143	43	120	55	268	113	344	219	198	76	198	46	870	234	

**Lea County**  
County Summary

Canvass of Returns of Local Election Held on November 7, 2023 - State of New Mexico  
Canvass Sheet

Precinct	Ballots Cast	Councilor At Large EUNICE MUNICIPAL DISTRICT				Councilor At Large JAL MUNICIPAL DISTRICT				Councilor At Large TATUM MUNICIPAL DISTRICT				Municipal Judge JAL MUNICIPAL DISTRICT	School Board Member Districted HOBBS SCHOOL BOARD DISTRICT 2		School Board Member Districted HOBBS SCHOOL	School Board Member Districted HOBBS SCHOOL	School Board Member At Large EUNICE MUNICIPAL SCHOOL BOARD				School Board Member At Large JAL MUNICIPAL SCHOOL BOARD																	
		ANDREW D REYNOLDS	CARLOS G HERRERA JR	ERICA ANN JONES	EDWARD CHARO	REBEKAH DEE RICHARD	LARRY BURNS	FREDERICK CHARLES SEIFTS IV	CLOYD DONALD SMITH	AMELIA N TREVINO	JULIA E WATSON	JIMMY C ATKISON	ARNULFO RAMIREZ	DAVID M JIRON	LEISHA K JOINER	JOSEPH EDWARD KALISEK	MARILYN J BURNS	RON R SMITH	LISA M TUPA	DENNIS EARL ALLEN	KERRY D ROMINE	JENNIFER MICHELLE GRASSHAM	TERRY LEE OBRAIN	JOSEPH D CALDERON	DAVID M GALLEGOS	ANTHONY M PENDER	ROSENDO CABALLERO JR	EDWARD CHARO	RICHARD EUGENE FREDERICK JR	REBEKAH DEE RICHARD	KAYLA RAE LUJAN	JAIME LEE EARP	JENNY LEIGH EDWARDS	DAVID L GAYTAN	LARRY BURNS	RANDY P CHAVEZ	RENE CERVANTES	CRUZ-MARTIN MELCHOR SANCHEZ	PATTI A ANCELL	
002	12																																							
003	247									90	88	65	31	65	95	37	44																							
008	54																																							37
009	104																																							93
010	141																																							105
011	45																																							29
012	40																																							35
013	76																																							62
014	71																																							58
015	109																																							89
016	22																																							15
017	36																																							31
018	47																																							41
019	90																																							
020	66																																							
021	31																																							21
022	107																																							
023	75																																							
024	115																			42	65																			
025	111																			55	53																			
026	54																																							
027	124																																							
028	49																																							
029	70																																							
030	56																																							
031	39																																							
032	88																			49	36																			
033	67																			38	28																			
034	19																			11	8																			
035	14																																							
036	39																																							
037	36																																							
038	42																																							
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040	39																																							

Precinct	Ballots Cast	School Board Member At Large LOVINGTON MUNICIPAL SCHOOL BOARD			School Board Member At Large TATUM MUNICIPAL SCHOOL BOARD			College Board Member Districted NEW MEXICO	Soil & Water Supervisor (Landowner) LEA SOIL & WATER CONSERVATION BOARD			Hospital Board Member At Large EUNICE SPECIAL HOSPITAL DISTRICT				Hospital Board Member At Large JAL SPECIAL HOSPITAL DISTRICT			Hospital Board Member 1 NOR LEA HOSPITAL 1	Hospital Board Member 2 NOR LEA HOSPITAL 2	TATUM PUBLIC SCHOOLS GENERAL OBLIGATION BOND QUESTION: Shall the Board of		TATUM PUBLIC SCHOOLS CAPITAL IMPROVEMENTS (\$2.00 MILL) TAX QUESTION: Shall the Board of		LOVINGTON PUBLIC SCHOOLS CAPITAL IMPROVEMENTS (\$2.00 MILL) TAX QUESTION: Shall		NOR LEA HOSPITAL DISTRICT PROPERTY TAX QUESTION (\$2.50 MILL): Shall the Nor-		JAL HOSPITAL DISTRICT PROPERTY TAX QUESTION (\$2.00 MILL): Shall the Jal Hospital District of		JAL PUBLIC SCHOOLS GENERAL OBLIGATION BOND QUESTION: Shall the Jal Public		HOBBS MUNICIPAL SCHOOLS GENERAL OBLIGATION SCHOOL BOND QUESTION: Shall		Precinct					
		CLAYBURN GRIFFIN	DYMORE D MAKER	DALE DUNLAP	VERONICA LEE HERRERA	DANIEL I PALACIOS	CHRISTOPHER STEWART	GUY G KESNER	TRAVIS LYNN HOWE	SHARLA KENNEDY	AVA BERGE	NICOLE ACOSTA	SHAWNA L LUSTER	ERICA ANN JONES	BRIGITTE GAYLE GARDNER AGUILAR	DENNIS MONROE TEETERS	W STEPHEN ALDRIDGE	REBECCA D JAMISON	JIMMIE L ELLISON	AGUSTIN DORADO	ROSINA A INSILAN	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes		No				
002	12				10	6	8		12	7	6								11		7	5	7	5			6	6									002			
003	247				143	132	142		140	163	85								208		175	50	144	69			118	97									003			
008	54	16	30	35					30	39	38															40	9	43	8									008		
009	104	29	63	68					46	57	71															67	29	69	30									009		
010	141	57	69	96	2	2	2		77	78	99								94	13	2	0	2	0		70	57	63	66									010		
011	45	12	22	35					17	23	29															26	16	21	22										011	
012	40	8	25	32					21	31	28															23	12	19	17										012	
013	76	27	41	50					43	52	56															49	24	53	20										013	
014	71	23	46	55					41	54	55															50	18	42	27										014	
015	109	32	64	78					57	71	79															73	32	72	33										015	
016	22	6	9	14					12	12	11									1						12	8	13	9										016	
017	36	14	13	26					18	25	22															21	13	20	15											017
018	47	10	38	34					29	36	33															31	14	28	17											018
019	90								49	46	59																									77	11		019	
020	66								40	43	43																								42	23			020	
021	31	12	13	19					20	15	17															18	11	16	13											021
022	107								69	73	73																								84	22			022	
023	75								41	51	49																							59	16				023	
024	115							104	62	64	65																								78	30			024	
025	111							99	52	56	56																								78	27			025	
026	54								38	40	26																								37	16			026	
027	124								78	81	71																								94	27			027	
028	49							45	26	24	27																								41	7			028	
029	70								38	43	43																								55	15			029	
030	56							54	24	31	32																								44	10			030	
031	39							34	17	18	22																								28	9			031	
032	88							83	49	50	40																								64	20			032	
033	67								40	36	35																								56	9			033	
034	19							19	11	10	11																								11	8			034	
035	14								6	9	3																								11	3			035	
036	39								19	23	17																								28	11			036	
037	36								17	26	15																								26	10			037	
038	42								27	27	22																								35	7			038	
039	25								16	13	6																								18	7			039	
040	39								24	21	25																								31	8			040	





Precinct	Ballots Cast			School Board Member At Large LOVINGTON MUNICIPAL SCHOOL BOARD				School Board Member At Large TATUM MUNICIPAL SCHOOL BOARD				College Board Member Districted NEW MEXICO		Soil & Water Supervisor (Landowner) LEA SOIL & WATER CONSERVATION BOARD			Hospital Board Member At Large EUNICE SPECIAL HOSPITAL DISTRICT				Hospital Board Member At Large JAL SPECIAL HOSPITAL DISTRICT			Hospital Board Member 1 NOR LEA HOSPITAL 1		Hospital Board Member 2 NOR LEA HOSPITAL 2		TATUM PUBLIC SCHOOLS GENERAL OBLIGATION BOND QUESTION: Shall the Board of		TATUM PUBLIC SCHOOLS CAPITAL IMPROVEMENTS (\$2.00 MILL) TAX QUESTION: Shall the Board of		LOVINGTON PUBLIC SCHOOLS CAPITAL IMPROVEMENTS (\$2.00 MILL) TAX QUESTION: Shall		NOR LEA HOSPITAL DISTRICT PROPERTY TAX QUESTION (\$2.50 MILL): Shall the Nor-		JAL HOSPITAL DISTRICT PROPERTY TAX QUESTION (\$2.00 MILL): Shall the Jal Hospital District of		JAL PUBLIC SCHOOLS GENERAL OBLIGATION BOND QUESTION: Shall the Jal Public		HOBBS MUNICIPAL SCHOOLS GENERAL OBLIGATION SCHOOL BOND QUESTION: Shall		Precinct	
	CLAYBURN GRIFFIN	DYMORE D MAKER	DALE DUNLAP	VERONICA LEE HERRERA	DANIEL I PALACIOS	CHRISTOPHER STEWART	GUY G KESNER	TRAVIS LYNN HOWE	SHARLA KENNEDY	AVA BERGE	NICOLE ACOSTA	SHAWNA L LUSTER	ERICA ANN JONES	BRIGITTE GAYLE GARDNER AGUILAR	DENNIS MONROE TEETERS	W STEPHEN ALDRIDGE	REBECCA D JAMISON	JIMMIE L ELLISON	AGUSTIN DORADO	ROSINA A INSILAN	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No					
041	65						30	43	27																													54	11	041			
042	70						43	37	36																													49	20	042			
043	62						37	39	30																													41	21	043			
044	58						40	33	23																													45	13	044			
050	15						9	12	10																													12	3	050			
051	24						9	17	13																													23	1	051			
052	35						20	22	19																														25	9	052		
053	33						13	14	11																														29	3	053		
054	18						9	14	9																														14	2	054		
055	12						4	6	5																														11	1	055		
056	30						18	19	12																														18	12	056		
057	84						42	43	46																														59	23	057		
058	16						8	9	11																														13	3	058		
059	5						2	4	1																														5	0	059		
061	26						25	13	15																														19	5	061		
062	25						8	14	7																														15	10	062		
071	165						88	77	71	104	68	57	111	61																													071
072	204						111	108	87	113	105	77	125	86																													072
073	214						81	101	59	0	0	0	0	0	120	157	128											160	48	157	34											073	
074	132						63	64	45	1	0	0	1	1	72	88	64										88	36	87	22												074	
Total	3653	246	433	542	155	140	152	463	1954	2140	1906	218	173	134	237	148	192	245	192	339	85	184	55	153	74	480	243	583	380	248	84	244	56	1429	433								

# OATH

I, Guy Kesner, do solemnly swear that I will support the Constitution of the United States of America and the Constitution and the laws of the State of New Mexico and that I will faithfully and impartially discharge the duties of a Board of Director of New Mexico Junior College on which I am about to enter, to the best of my ability, so help me God.

---

Guy Kesner

(Seal)

Subscribed and sworn to before me on  
this 18th day of January, 2024.

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Notary Public

My commission expires:

**NEW MEXICO JUNIOR COLLEGE  
BOARD MEETING  
DECEMBER 18, 2023  
MINUTES**

The New Mexico Junior College Board met on Monday, December 18, 2023, beginning at 1:30 p.m. in the Pannell Library, Zia Board Room. The following members were present: Ms. Patricia Chappelle, Board Chair; Mr. Travis Glenn, Secretary; Mr. Hector Baeza; Ms. Evelyn Rising; Mr. Guy Kesner; and Mr. Manny Gomez. Mrs. Erica Jones was absent.

Ms. Chappelle called the meeting to order and welcomed visitors Mr. Mike Gallagher, Lea County Manager, Mr. Edmundo Lara, Facilities Director w/Lea County NM, Mr. Brad Jackson and Mr. Jon Stern w/DPS, Mr. Daylan Moore and Ms. Dorothy Fowler w/HNS.

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

Upon a motion by Mr. Gomez, seconded by Ms. Rising, the Board unanimously approved the minutes of November 16, 2023, as amended.

***Under President's Report*** Ms. Amy Coombes provided an update of new employees and employee resignations.

Dr. Moore presented Mr. Travis Glenn with a 10-year award for 10 years of service on the New Mexico Junior College Board.

Dr. Moore provided a legislative update. He reported on December 12, 2023, he was in attendance of an LFC Meeting in Santa Fe, New Mexico where joint higher education priorities were discussed. He stated discussions included I&G Funding, Dual Credit Funding, Endowment Funds, Campus Safety, Technology Enhancement, Workforce Training, and Cyber Security. In addition, the New Mexico Independent Community Colleges Association held a quarterly meeting to discuss various items including the scheduling of a State Higher Education Conference in either June, July, or November of 2024 and noted the last conference held in New Mexico was approximately 4/5 years ago; workforce funding; and the 2023-24 work plan. Dr. Moore reported Lightcast, a group NMJC has been engaged with for an Economic Impact Study, should have results of the study by the first of the year. Dr. Moore noted the results will be shared with the NMJC Board. He further reported Mr. David Buckingham, Vice President for Student Services, and Mr. Jeff McCool, Vice President for Instruction, recently attended the Complete College America Annual Convention in Las Vegas, New Mexico. Initiatives of College America and college institutions is to consider how students are given access to higher education and how students will get through the pipeline. Updates will follow in the near future. Mrs. Cathy Mitchell, Grants Coordinator, Steve Saucedo, Vice President for Workforce Development, Dr. Larchinee Turner, Dean of Workforce Training, and Dr. Moore participated in a Fall Pacific Southwest STEM meeting regarding funding available through the National Science Foundation.

Dr. Moore reported Mr. Josh Morgan and NMJC budget managers have begun the process of the 2024/25 budget planning. He noted budgets will be linked as to how NMJC is looking at recruitment, retention, and completion.

Dr. Moore announced NMJC's Spring In-Service will be held on Tuesday, January 9, 2024.

Dr. Moore reported NMJC is currently 14% above last year's date (December 15, 2022) of spring enrollments with 1,438 students as compared to 1,263 students. Dr. Moore thanked Dr. William Brown for the enrollment data provided, along with the work being done by Enrollment Services.

Dr. Moore reported NMJC's annual contributions to the United Way of Lea County increased by \$4,500 above last year's contributions. Dr. Moore thanked the NMJC staff.

***Under Information Items*** Mr. Mike Gallagher, Lea County Manager, Mr. Brad Jackson and Mr. Jon Stern with DPS provided a presentation with renovations to the Lea County Event Center. Mr. Gallagher noted improvements presented are currently ranging at approximately \$50 million. Approximately one year ago, the Lea County Board of County Commissioners approved the Lea County Event Center Master Plan, which laid out the mission statement as well as goals and priorities of the investments that would be implemented with this renovation. He stated three items considered in the renovation are: 1) Source of pride for all Lea County residents as well as interest from those outside of Lea County; 2) Tourism; and 3) The relationship that will exist between Lea County and NMJC for the Entertainment and Music Technology Degree Program. Significant discussion followed the renovations presentation with questions asked and answered. Mr. Gallagher requested feedback and preference of the two design options presented, which the Board provided.

Mr. Josh Morgan presented the Expenditure Report, Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report for November 2023.

***Under New Business*** Ms. Chappelle requested approval for Board members to travel to Washington, DC to attend the 2024 National Legislative Summit on February 4-7, 2024. Upon a motion by Mr. Gomez, seconded by Mr. Kesner, the Board unanimously approved this request.

Ms. Chappelle called for comments from the public. There being none, the next Regular Board Meeting was scheduled for Thursday, January 18, 2024 at 1:30 pm in the Zia Board Room.

Mr. Glenn moved the Board go into closed session for the discussion of: 1) Limited Personnel Matters Pursuant to NMSA 1978 §10-15-1 H (2) – Evaluation of President; and 2) Discussion of threatened or pending litigation in which NMJC is or may become a participant pursuant to NMSA 1978 §10-15-1 H (7), including RODRIGO ESTRADA, Plaintiff, v, THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF LEA, THE NEW MEXICO JUNIOR COLLEGE BOARD OF DIRECTORS, et. al. Defendants No. D-506-CV-2023-00978, Fifth Judicial District Court of Lea County, New Mexico and Synergi Partners Inc. Contract. Mr. Gomez seconded the motion. We will re-convene in open session at the conclusion of the closed session. The roll call was as follows: Mr. Baeza - yes; Ms. Rising - yes; Mr. Glenn - yes; Mr. Kesner - yes; Mr. Gomez - yes; and Ms. Chappelle - yes.

Upon reconvening in open meeting, Ms. Chappelle stated the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Glenn, seconded by Mr. Gomez and by unanimous consent, the meeting adjourned at 4:31 pm.

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Pat Chappelle, Chair

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Travis Glenn, Secretary

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# NEW MEXICO JUNIOR COLLEGE

## Vice President for Finance

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**To:** New Mexico Junior College Board Members  
**From:** Josh Morgan  
**Date:** January 11, 2024  
**RE:** December 2023 Financial Reports

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### **Expenditure Report:**

December is the sixth month or 50% of the 2023/2024 fiscal year. The Expenditure Report represents expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of December is \$59,061,596.

The total current unrestricted fund expenditures through December are \$20,935,141, which is 51% of the projected budget. Expenses for Instruction and General are higher compared to FY 23 due to the addition of new positions and the implementation of the salary survey approved by the board. In other current unrestricted funds, expenses are also up compared to FY 23 due to the same factors and due to the reclassification of the athletic coaches from faculty to professional employees per the salary survey which resulted in the reclassification of expenditures from I&G to Athletics. Student Aid, Auxiliary Enterprises, and Athletics are normally over budget at this point in time. Typically, it is because of start of semester expenses or for Athletics, it is the grant-in-aid awarded at the beginning of the semester. Auxiliary Enterprises are tracking as expected. Over all, expenditures are up as compared to December 2022.

Restricted fund expenditures through December are \$2,773,848. The expenditures in the grant area is tracking along as expected. The Business Office is monitoring the expenditures in the grants and request the drawdown from the state and federal agencies. In restricted student aid, financial aid payouts have been made for the summer and fall semesters.

Total plant fund expenditures through December are \$35,352,607. Projects with major encumbrances include the Watson Hall Renovation, the Vestibule and Safety Project, the Baseball Field Lighting Project and the Industrial Training Center. Year-to-date building renewal and replacement expenditures are \$645,640 and equipment renewal and replacement expenditures are \$212,809.

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### **Revenue Report:**

Total current unrestricted revenue received in December was \$28,965,653. This mostly consists of tuition and fee revenue for the spring 2024, the monthly allocation from the state, oil and gas production and equipment revenue, property tax, and auxiliary revenue. The College began reporting our main property tax revenue in December. The College received \$3,726,946 during the month. Total year-to-date current unrestricted revenue is \$53,889,681.

Total current restricted revenue received in December for grants and student aid was \$115,763. Total year-to-date current restricted revenue is \$2,673,959.

Total plant fund revenue recorded in December is \$2,936,000. This consist of GOB draws for the Watson Hall Renovation, the Vestibule and Safety Project, and the Industrial Training Center project and the LGIP interest. Total year-to-date plant fund revenue is \$11,102,704.

Total revenue for the month of December is \$32,017,416. Total year-to-date revenue is \$67,666,344.

### **Oil and Gas Revenue Report:**

The Oil & Gas Report reflects the third month of revenue for FY 24. In December, the College received \$6,989,868 in oil & gas revenue for the month of September 2023 compared to \$7,057,025 for September 2022. The months of October through December reflect the monthly accrual of \$816,667 each month.

The College received \$16,699,852 in Oil & Gas Equipment Tax revenue during the month of December. Prior to FY 20, the College was receiving annually approximately \$2,000,000 in Oil & Gas Equipment Tax. Equipment Tax revenue increased to \$3.9 million in FY 20, \$4.9 million in FY 21, \$3.9 million in FY 22, and \$10.3 million in FY 23. As of December 2023, the College has received \$16,881,984 in Oil & Gas Equipment Tax revenue.

Total Oil and Gas Production and Equipment tax revenue through December including the three months of accrual is \$38,771,663.

### **Investment Report:**

The College began the month of December with \$217,000,000 invested with the LGIP. We deposited \$28,000,000 with the LGIP during the month resulting in an ending balance of \$245,000,000 at the end of December. The College earned \$1,041,868 in interest at a net yield of 5.345% during the month of December.

At the end of December, there was \$208,221,955 in allocated capital projects.

This concludes the financial report for December 2023.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### December 2023

50% of Year Completed

Fund	2022-23			2023-24			
	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	12,768,755	4,876,147	38%	12,920,876	1,253,682	5,849,663	45%
Academic Support	2,921,190	1,151,540	39%	3,190,536	260,742	1,607,457	50%
Student Services	2,827,588	1,255,030	44%	3,873,597	320,080	1,651,923	43%
Institutional Support	6,446,327	2,802,229	43%	6,782,391	666,911	3,676,481	54%
Operation & Maintenance of Plant	5,729,882	2,247,818	39%	5,798,525	315,066	2,793,882	48%
<b>Subtotal - Instruction &amp; General</b>	<b>30,693,742</b>	<b>12,332,764</b>	<b>40%</b>	<b>32,565,925</b>	<b>2,816,481</b>	<b>15,579,406</b>	<b>48%</b>
Public Service	59,300	13,977	24%	-	-	-	0%
Internal Service Departments	267,730	96,125	36%	198,349	15,985	113,773	57%
Student Aid	980,031	664,866	68%	760,880	25,063	694,846	91%
Auxiliary Enterprises	3,012,636	1,454,175	48%	3,020,182	259,487	1,887,415	62%
Athletics	3,259,649	1,271,756	39%	4,567,603	450,074	2,659,701	58%
<b>Total Current Unrestricted Fund</b>	<b>38,273,088</b>	<b>15,833,663</b>	<b>41%</b>	<b>41,112,939</b>	<b>3,567,090</b>	<b>20,935,141</b>	<b>51%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,965,462	489,757	25%	1,232,251	76,651	472,780	38%
Student Aid	4,216,931	2,177,441	52%	4,216,931	10,426	2,301,068	55%
<b>Total Current Restricted Fund</b>	<b>6,182,393</b>	<b>2,667,198</b>	<b>43%</b>	<b>5,449,182</b>	<b>87,077</b>	<b>2,773,848</b>	<b>51%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	16,198,965	9,128,387	56%	213,465,921	778,642	27,874,325	13%
Projects from State GOB Funds	3,944,888	328,331	8%	5,310,214	-	5,253,858	99%
Projects from State STB Funds	484,251	84,251	17%	2,379,215	-	1,156,482	49%
Projects from General Fund	711,062	95,383	0%	2,125,000	-	-	0%
Projects from Other State Funds	-	-	0%	683,080	3,080	209,303	31%
Projects from Private Funds	-	-	0%	102,697	-	190	0%
Projects from State ER&R	1,375,854	336,396	24%	1,238,666	76,812	212,809	17%
Projects from State BR&R	1,255,745	692,165	55%	794,875	116,097	645,640	81%
<b>Subtotal - Capital and BR&amp;R</b>	<b>23,970,765</b>	<b>10,664,913</b>	<b>44%</b>	<b>226,099,668</b>	<b>974,631</b>	<b>35,352,607</b>	<b>16%</b>
Debt Service Revenue Bonds	-	-	0%	-	-	-	0%
<b>Total Plant Funds</b>	<b>23,970,765</b>	<b>10,664,913</b>	<b>44%</b>	<b>226,099,668</b>	<b>974,631</b>	<b>35,352,607</b>	<b>16%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>68,426,246</b>	<b>29,165,774</b>	<b>43%</b>	<b>272,661,789</b>	<b>4,628,798</b>	<b>59,061,596</b>	<b>22%</b>



# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### December 2023

50% of Year Completed

**2022-23**

**2023-24**

Fund	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	3,804,088	3,165,111	83%	3,935,027	237,654	3,655,086	93%
State Appropriations	7,990,496	4,454,998	56%	8,158,200	649,083	4,912,781	60%
Advalorem Taxes - Oil and Gas	84,984,162	34,254,778	40%	12,550,000	23,689,720	38,771,663	309%
Advalorem Taxes - Property	13,982,841	4,579,099	33%	12,400,000	3,726,946	3,727,242	30%
Other Revenues	289,053	171,027	59%	145,000	3,599	109,983	76%
<b>Subtotal - Instruction &amp; General</b>	<b>111,050,640</b>	<b>46,625,013</b>	<b>42%</b>	<b>37,188,227</b>	<b>28,307,002</b>	<b>51,176,755</b>	<b>138%</b>
Internal Service Departments	57,085	53,189	93%	66,700	-	58,841	88%
Auxiliary Enterprises	2,504,902	1,962,525	78%	2,854,642	612,101	2,194,125	77%
Athletics	560,600	295,200	53%	686,400	46,550	459,960	67%
<b>Total Current Unrestricted</b>	<b>114,173,227</b>	<b>48,935,927</b>	<b>43%</b>	<b>40,795,969</b>	<b>28,965,653</b>	<b>53,889,681</b>	<b>132%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,965,462	424,724	22%	1,232,251	58,550	449,756	36%
Student Aid	4,216,931	1,960,594	46%	4,216,931	57,213	2,224,203	53%
<b>Total Current Restricted</b>	<b>6,182,393</b>	<b>2,385,318</b>	<b>39%</b>	<b>5,449,182</b>	<b>115,763</b>	<b>2,673,959</b>	<b>49%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,941,406	-	0%	5,310,214	1,840,734	5,119,872	96%
Projects from State STB Funds	484,250	84,251	17%	2,379,215	-	99,689	4%
Projects from General Fund	353,400	31,525	9%	2,125,000	-	-	0%
Projects from BR&R	65,671	-	0%	124,386	-	124,386	100%
Projects from Private Funds	-	-	0%	-	53,398	53,398	0%
Interest Income (LGIP)	5,223,271	1,801,943	34%	1,450,000	1,041,868	5,705,359	393%
<b>Total Plant Funds</b>	<b>10,067,998</b>	<b>1,917,719</b>	<b>19%</b>	<b>11,388,815</b>	<b>2,936,000</b>	<b>11,102,704</b>	<b>97%</b>
<b>GRAND TOTAL REVENUES</b>	<b>130,423,618</b>	<b>53,238,964</b>	<b>41%</b>	<b>57,633,966</b>	<b>32,017,416</b>	<b>67,666,344</b>	<b>117%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### December 2023

50% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2023-24 Original Budget	Variance Over (Under) Budget
Distribution								
Actual	July	\$72.81	32,121,620	\$2.84	105,511,306	5,897,955	816,667	5,081,288
Actual	August	\$79.43	32,224,751	\$2.82	114,749,409	6,551,855	816,667	5,735,188
Actual	September	\$87.50	32,566,811	\$2.86	120,583,588	6,989,868	816,667	6,173,201
Actual	October					816,667	816,667	0
Actual	November					816,667	816,667	0
Actual	December					816,667	816,667	0
Actual	January						816,667	(816,667)
Actual	February						816,667	(816,667)
Actual	March						816,666	(816,666)
Accrual	April						816,666	(816,666)
Accrual	May						816,666	(816,666)
Accrual	June						816,666	(816,666)
<b>Y.T.D. Production Tax Revenue</b>						<b>21,889,679</b>	<b>9,800,000</b>	<b>12,089,679</b>
<b>Y.T.D. Equipment Tax Revenue</b>						<b>16,881,984</b>	<b>2,750,000</b>	<b>14,131,984</b>
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b><u>38,771,663</u></b>	<b><u>12,550,000</u></b>	<b><u>26,221,663</u></b>

# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### December 2023

50% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	217,000,000	7102-1348	5.345%	1,041,868
Plus deposits	28,000,000			
Less withdrawals	-			
<b>Total LGIP investments</b>	<b>245,000,000</b>			<b>1,041,868</b>

Capital Project	12/31/2023
Vehicles	497,375.60
Campus Facilities Master Plan	100,000.00
Chrome River	69,250.00
WHM North Gallery Renovation	500,060.14
Campus Vestibules	1,202,174.79
Voc B Airhandler	2,000,000.00
Softball Field	5,790,000.00
National Track Meet	135,333.35
Technology Upgrade	402,807.58
Professional Development	76,772.84
Ben Alexander Renovation	3,000,000.00
Baseball Field	1,819,193.45
Rodeo Arena	71,782.97
Fire Alarm Upgrade	229,648.62
Landscaping	247,750.00
Smart Classrooms	333,854.37
Campus Signage	47,603.01
Campus Paving	410,837.83
Std Ctr & Bob Moran Roof Replacement	1,500,000.00
Master Landscaping Project	15,505,773.14
Dorm/Apartment Refurbish	1,665,029.83
Concrete Upgrade	157,262.75
Campus Construction	139,866.55
Workforce Development	227,048.43
Higher Learning Commission	113,090.23
Campus Security	71,694.68
Copier Replacement	144,155.22
Non-Recurring Compensation	1,201,234.00
Athletics	124,481.84
Student Life Programming	20,000.00
Succession Plan	609,664.83
WHM Exhibits	133,846.31
Track Upgrades	158,181.82
Driving Range Upgrades	150,000.00
Cafeteria Upgrade	218,860.78
Equestrian Center	6,929,949.09
Turf Replacement	300,000.00
Watson Hall Renovation	4,403,362.34
Facilities Management System	32,343.92
Caster Upgrades	479,205.82
Industrial Training Center	18,114,281.13
Heidel Hall Renovation	19,952,987.49
Infrastructure Upgrades	5,376,545.48
Campus Housing Unit	15,142,686.15
Cafeteria Construction	14,655,748.10
Mansur Hall Remodel	2,562,185.11
Mary Hagelstein Remodel	2,966,750.25
Campus Wide Access Control	2,123,419.44
Dorm/Apartment Furniture Replacement	775,002.32
Roof Replacement	4,150,000.00
CORE	1,500,000.00
Tbird Health Clinic Caster Annex Remodel	316,118.81
NMJC/Lea County Quality of Life (ENMT)	5,286,775.70
Central Plant Expansion	3,214,450.55
Master Drainage Plan	4,454,879.33
Student Hub	9,607,790.00
NMJC/Lea County Culinary Arts	2,500,000.00
NMJC Indoor Athletic Facility	30,000,000.00
Building Renovation	14,300,000.00
Workforce Training Contingency	2,839.36
<b>Total</b>	<b>208,221,955.35</b>

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**NEW MEXICO JUNIOR COLLEGE**  
**Vice President for Finance**

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**To: New Mexico Junior College Board Members**  
**From: Josh Morgan**  
**Date: January 11, 2024**  
**RE: Quarterly Financial Action Report**

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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 December 31, 2023. 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 December 31, 2023.

Respectfully,



Josh Morgan

## QUARTERLY FINANCIAL ACTION REPORT

Fiscal Year 24

Today's Date: 01-11-2024

Period (check one)

1st quarter \_\_\_\_\_ 2nd quarter X 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:

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> X 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ Quarter, FY 24

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.

\_\_\_\_\_  
Pat Chappelle, Board Chair

\_\_\_\_\_  
Dr. Derek Moore, President

  
\_\_\_\_\_  
Josh Morgan, Vice President for Finance

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# NEW MEXICO JUNIOR COLLEGE

## Vice President for Finance

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**To:** New Mexico Junior College Board Members  
**From:** Josh Morgan  
**Date:** January 11, 2024  
**RE:** Consideration of Investments

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As of December 31, 2023, the College has \$247,000,000 invested with the LGIP. The rate for the LGIP funds for the month of December 2023 was 5.345. The College earned \$1,041,868 with a \$9,657 fee for net earnings of \$1,032,211.

Forecast for the coming year report that the Federal Reserve is done raising rates. The central bank announced during its last meeting of 2023 that it would hold its benchmark rate steady, even indicating it would reverse course in the near future, hinting at rate cuts in 2024. This would suggest that interest rates have peaked at their current levels.

With interest rates forecasted to decline over the next year, the College reached out to Lea County State Bank to inquire about investing funds in a Certificate of Deposit Account Registry Service (CDARS). CDARS is a program that allows investors to spread large deposits across multiple banks while still enjoying the convenience of dealing with a single bank. When a large sum of money is deposited into a CDARS participating bank, that bank spreads the funds across a network of other bank that are also part of the CDARS program. Each portion of the deposit is kept below the FDIC insurance limit of \$250,000 ensuring that every dollar in the program is eligible for FDIC insurance.

The current CDARS rates through Lea County State Bank are 4.63% for 3 months, 4.54% for 6 months, and 4.3% for 1 year with no fee.

With your approval, the College is asking for permission to move funds from the LGIP pool into a CDARS program at Lea County State Bank. The maximum amount that can be placed into the CDARS program is \$100 million. The College would like the ability to work with Lea County State Bank to time the moving of up to \$100 million into either 3-month, 6-month, or 1-year CDARS accounts in order to maximize the interest earnings for the College. Before any action is taken to move funds from the LGIP pool into a CDARS account with Lea County State Bank, we will communicate with the NMJC Board Finance Committee Chair.

Respectfully,

Josh Morgan

NEW MEXICO JUNIOR COLLEGE  
RESOLUTION NO. 2024-001

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Board to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED that:

1. All meetings shall be held at the Zia Board Room, Pannell Library on the campus of New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico at 1:30 p.m., or as indicated in the meeting notice.

2. Unless otherwise specified, regular meetings shall be held on the third Thursday of each month. The agenda will be available at least seventy-two hours prior to the meeting from the office of the President of New Mexico Junior College, whose office is located in the John Shepherd Administrative Center, on the Campus of New Mexico Junior College, Hobbs, New Mexico. The agenda will also be posted in the John Shepherd Administrative Center on the Campus of New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico and on New Mexico Junior College's website at [www.nmjc.edu](http://www.nmjc.edu).

3. Notice of regular meetings other than those described in Paragraph 2 will be given ten (10) days in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two (72) hours before the meeting and posted in the John Shepherd Administrative Center on the



Campus of New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico and on New Mexico Junior College's website at [www.nmjc.edu](http://www.nmjc.edu).

4. Special meetings may be called by the Chair or a majority of the members upon three (3) days' notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two (72) hours before the meeting and posted in the John Shepherd Administrative Center on the Campus of New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico and on New Mexico Junior College's website at [www.nmjc.edu](http://www.nmjc.edu).

5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members with twenty-four hours' prior notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of acting on an emergency matter, the Board will notify the Attorney General's Office; provided that the requirement to report to the Attorney General is waived upon the declaration of a state or national emergency.

6. For the purposes of regular and special meetings described in Paragraphs 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place and agenda or information on how the public may obtain a copy of such agenda is posted on the New Mexico Junior College website, posted in the John Shepherd Administrative Center on the Campus of New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico and provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

7. For the purposes of emergency meetings described in Paragraph 5, notice requirements are met if notice of the date, time, place and agenda is posted on the New Mexico Junior College website and posted in the John Shepherd Administrative Center on the Campus of New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

8. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the President's office John Shepherd Administrative Center on the Campus of New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico telephone number (575)392-5004 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the President of New Mexico Junior College if a summary or other type of accessible format is needed.

9. The Board may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15- 1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If a closed meeting is conducted when the Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board in an open public meeting.

10. The Board of New Mexico Junior College may, by Resolution adopt additional rules and regulations regarding the conduct of the meetings of the New Mexico Junior College Board.

Passed by the Board of New Mexico Junior College this 18th day of January, 2024.

New Mexico Junior College Board

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Patricia Chappelle, Chair

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Travis Glenn, Secretary

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Guy Kesner, Member

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Manny Gomez, Member

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Erica Jones, Member

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Evelyn Rising, Member

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Hector Baeza, Member

# New Mexico Junior College

5317 Lovington Highway  
Hobbs, NM 88240

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To: New Mexico Junior College Board  
From: JoeMike Gomez  
RE: Request For Qualifications #1003

January 18, 2024

## RFQ #1003 Architectural and Construction Management Services Heidel Hall

Public Notice: November 15<sup>th</sup>, 2023  
Hobbs News-Sun

### Proposal Score Summary

Vendor	Parkhill	Dekker Perich Sabatini
Committee Member 1	84	99
Committee Member 2	87	97
Committee Member 3	86	97
<b>Avg. Score</b>	<b>85.67</b>	<b>97.67</b>

Recommendation for Award: Dekker Perich Sabatini

## New Mexico Junior College Evaluation Scoresheet Summary (Heidel Hall)

### Request for Qualifications #1003 – Architectural and Construction Management Services

Closing Date: January 9, 2024

Closing Time: 3:00 P.M.

<b>EVALUATION SUMMARY (POINT VALUE)</b>	<b>Max Points</b>
<b><u>DESIGN WORK (5 PTS)</u></b> Detail the amount of design work that will be produced by a New Mexico business within the state.	<b>5</b>
<b><u>PROXIMITY TO OR FAMILIARITY WITH THE AREA (10 PTS)</u></b> Provide information that supports your firm's connection and familiarity with the area in which NMJC is located.	<b>10</b>
<b><u>SCHEDULE (15 PTS)</u></b> Provide a proposed project schedule with a beginning and substantial completion dates. Demonstrate the duration of stages, including deliverables.	<b>15</b>
<b><u>CAPACITY AND RESOURCE AVAILABILITY (20 PTS)</u></b> 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.	<b>20</b>
<b><u>QUALIFICATIONS (25 PTS)</u></b> 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.	<b>25</b>
<b><u>PAST PROJECTS AND PERFORMANCE (25 PTS)</u></b> 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.	<b>25</b>
<b>MAX POINTS AVAILABLE</b>	<b>100</b>