

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, January 19, 2023
Zia Board Room - Pannell Library
1:30 pm

AGENDA

- | | |
|--|--------------------------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of December 12, 2022 | Pat Chappelle |
| D. President's Report | Derek Moore |
| E. New Business | |
| 1. Monthly Expenditure Report | Josh Morgan |
| 2. Monthly Revenue Report | Josh Morgan |
| 3. Oil and Gas Revenue Report | Josh Morgan |
| 4. Schedule of Investments | Josh Morgan |
| 5. Fiscal Watch Report | Josh Morgan |
| 6. Facilities Board Committee Meeting Update (Discussion Only) | Manny Gomez |
| 7. Consideration of NMJC Cafeteria Change of Scope - Renovation to New Build | Charley Carroll
Josh Morgan |
| 8. Consideration of Turf Donation | Deron Clark |
| 9. Consideration of Open Meetings Act Resolution | Scotty Holloman |
| F. Public Comments | |
| G. Determination of Next Meeting | Pat Chappelle |
| H. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
DECEMBER 12, 2022
MINUTES**

The New Mexico Junior College Board met on Monday, December 12, 2022, beginning at 1:30 p.m. in the Pannell Library, Zia Board Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Mr. Hector Baeza; Mr. Manny Gomez; Mr. Guy Kesner; and Mrs. Erica Jones. Ms. Evelyn Rising was absent.

Ms. Chappelle called the meeting to order and welcomed visitors and guests.

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

Upon a motion by Mr. Gomez, seconded by Mrs. Jones, the Board unanimously approved the minutes of November 17, 2022.

Under President's Report, Mr. Deron Clark and Rodeo Coach Stewart Kinley provided a video of footage captured as the NMJC Rodeo Athletes competed in the fall semester. He recognized each student as they performed and provided a brief bio.

Ms. Amy Coombes provided an update of new professional staff and changed positions. Dr. Moore added NMJC is in the final stages of the search for a Vice President of Advancement. He noted he anticipates to make an announcement at the January 2023 NMJC Board Meeting.

Dr. Moore reported NMJC is the preliminary stages to identify a location for the Career Development Center Research with hopes for the center to be up and running by mid-spring.

Dr. Moore announced Spring In-Service week will be January 3, 2023 through January 6, 2023.

Dr. Moore provided the upcoming schedule for attendance of the Legislative Finance Committee, Higher Education Department, and Capital Outlay Committee meetings in Santa Fe, New Mexico.

Dr. Moore noted a hardback copy of "The Great Upheaval" book has been provided to the Board members, Vice Presidents', and members of the President's Council. He stated the book will be internally discussed in the Executive Cabinet and President's Council meetings to assure NMJC is in the right place and doing the right things so NMJC can be responsive from a Higher Education standpoint.

Dr. Moore reported NMJC is in the final stages of testing Zero Eyes, a program detecting early alert for possible weapons on campus.

Dr. Moore reported NMJC has begun looking at National Higher Education Initiatives in an effort to move the needle with student success from a statewide perspective. NMJC plans to partner with a National group, Achieving the Dream, which focuses on community colleges and student success.

Under New Business, Mr. Josh Morgan presented the November 2022 financial reports. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the Expenditure Report for November 2022. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Dr. Moore provided proposed NMJC Board Committees for approval. Following detailed information regarding each of the Board Committees; 1) Facilities Committee, 2) Equity Committee, 3) Finance Committee, and 4) Student Success Committee, and upon a motion made by Mr. Kesner, seconded by Mr. Gomez, the Board unanimously approved the Board Committees as presented. At this time, each Board member provided a list of the committees interested in serving. Ms. Chappelle stated a Board member will be appointed to serve as the chair for each of the committees.

Dr. Moore provided proposed NMJC Board Training dates for Thursday, March 23 and Friday March 24, 2023. Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the Board unanimously approved the NMJC Board Training dates as presented. An overview/update of the legislative sessions will be provided to the Board prior to training.

Ms. Chappelle called for comments from the public. There being none, the next Regular Board Meeting was scheduled for Thursday, January 19, 2023 at 1:30 pm in the Zia Board Room.

Mr. Glenn moved the board go into closed session for the discussion of Limited Personnel Matters regarding the six-month evaluation of the NMJC President as required by the President's Contract pursuant to NMSA 1978 § 10-15-1 H (2), and will reconvene in open session at the conclusion of the closed session. The roll call was as follows: Mr. Baeza - yes; Mr. Glenn - yes; Mrs. Jones - 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 session were limited only to those specified in the motion for closure and noted the Board is pleased with the results of the survey. She further stated the Board is looking forward to the upcoming spring semester.

Upon a motion by Mr. Kesner, seconded by Mrs. Jones and by unanimous consent, the meeting adjourned at 4:45 pm.

Pat Chappelle, Chair

Travis Glenn, Secretary

Jeff McCool – Vice President for Instruction

January 2023 Board Meeting

Fall Semester 2022 Instructional Division Activities

Division of Arts, Sciences, and Learning Support (Dean Marquez)

- Dual Credit visits with five Lea County School District's administration
- ETS-PP Institutional Assessment testing (445 completed tests)
- Implemented student success/retention software: Dropout Detective
- Launched Quality Initiative Project - faculty professional development and student focus groups (HLC Activity)

Division of Applied Sciences and Learning Technology (Dean Ferguson)

- Responsibility for Cosmetology, Energy Technology, Automotive, and Welding shifted from Applied Sciences to Workforce Training & Professional Studies
- Hired a new Director/Professor of Entertainment and Music Technology
- Nursing program received funding from the state of New Mexico in support of retention efforts to hire success coaches and peer tutors
- Terrence Rasco was named Director of Dual Credit Pathways
- Launched Quality Initiative Project - faculty professional development and student focus groups (HLC Activity)

Division of Workforce Training and Professional Studies (Dean Turner)

Cosmetology

- Change of leadership, new Director Joni Gallegos

Welding

- Return of in-person advisory board after 2-year COVID suspension

SENM Law Enforcement Academies

- Basic Academy – Graduated 26 cadets on 12/02/2022

Automotive Technology

- Launched second ASSET program
- Held two Ford ASSET advisory board meetings/luncheons

Energy Technology

- Contacted industry partners to begin advisory board formation
- Engaged in industry conferences, meetings state-wide

Student Services – Fall 2022 Activities and Achievements

Admissions and Counseling

- Orientation - Admissions hosted 275 new students to speakers, information fair, activities, and lunch.
- 1st Annual Suicide Walk for Prevention - Counseling coordinated the event with SAFE.
- Taco About Suicide - Counseling and Student Life co-hosted the event, including lunch, a worry box activity, and mental health resources.
- World Mental Health Day - Counseling hosted this event providing resources and giveaways.
- Clothesline Event-Domestic violence awareness coordinated by Counseling and Student Life. It included visitors and resources from Options and Phoenix House.
- Recruitment month- Recruiters traveled to 29 schools in NM and TX.
- Transfer Week- Hot Chocolate, breakfast, and transfer discussions with students.
- Dual Credit Advisement – Advisors visited all Lea County Schools to advise and register Dual Credit students.
- 12 days of Christmas-Registration blitz held December 1st through the 16th.

Athletics

- NMJC enrolled 159 student-athletes. Cumulative Student-Athletic Fall GPA 3.27
- CC - Women CC, National Runners-Up in Cross-Country and in the Half Marathon.
- CC - Men's CC, 5th nationally in Cross-Country and tied for 3rd in the Half Marathon.
- CC - Jeff Becker named the USTFCCA West Region Women's Cross-Country Coach of the Year.
- Golf - Hired the first T-Bird's women's golf coach, Kendalyn Ferguson from Childress, TX.
- Golf - Men's golf won the 2022 NJCAA National Championship Fall Preview
- Golf –Matthis Lefevre was awarded the Phil Mickelson Award for the Most Outstanding Freshman Golfer.
- Golf - Men's golf ends fall with a #1 national ranking in all three polls generated for NJCAA golf.
- Volleyball – Volleyball won the College's first WJCAC Conference Volleyball Championship.
- Volleyball - Holli Reyna was recognized as the WJCAC Coach of the Year for Volleyball.
- Basketball - Women's basketball began nationally ranked #8 and currently is ranked #11.
- NMJC prepares to host the 2023 NJCAA National Outdoor Track and Field Championships May 18 – 20.

Financial Aid

- New Mexico Opportunity Scholarship provided tuition & fee scholarships to 368 qualifying students.
- Promoted Ruth Rios to serve as the Assistant Director of Financial Aid.
- Assisted local high schools (Hobbs, Plains) with FAFSA help nights.

Student Outreach, Advancement, and Resources (SOAR)

- Initiated the SOAR program and Thunderbird Food Pantry
- Received a \$50,000 grant from the UNM Basic Needs Project through NM HED.
- Extended the Academic Success Center hours to evenings and weekends.
- Distributed over 2,013 pounds of food to 147 students/faculty/staff.

Student Life, Housing & Dean of Students

- Student Activities – held a total of 25 events and Housing – held a total of 20 events
- 20 new participants enrolled for NMJC Student Leadership Academy (SLA) – 3 have completed.
- Residential Housing Association completed its very first semester.
- Student Government Association (SGA) raised \$4000 to attend a leadership conference in the Spring
- Two new clubs - Filming Club and National Student Nursing Association.

Student Support Services (SSS)

- Provided advising, tutoring, and other opportunities to 173 students, a 25% increase.
- Conducted four Adulting 101 workshops for all NMJC students, free lunch was provided:
 - 1) Building A Budget
 - 2) What Is Insurance
 - 3) Making big purchases
 - 4) How to get assistance
- Visited Texas Tech University on Sept. 10 and The University of Texas Arlington on Oct. 20
- SSS open house for staff, faculty, and current NMJC students to learn more about the program.
- Hosted various game nights, movie nights, and study nights for student engagement.
- Staged two separate TEAS study nights for nursing and pre-nursing.
- Held a "Relaxation Day" during mid-term week with snacks, relaxation methods, and study techniques.
- Held a First-Gen Celebration day with food and activities.
- SSS was able to assist students with books thanks to funds provided by the NMJC Foundation.
- SSS provided several students loans of laptops and calculators for the semester.

VP for Finance – Fall 2022 Activities

Business Office

- Processed Student Financial Aid refunds, travel requests and advances, student payments, purchase orders and quote requests, Request for Proposals, vendor payments, payroll including one-time comp in December
- Monthly grants reporting for ABE State and Federal, SSS, and SBDC.
- Contracts for WIOA students were signed for nursing students attending NMJC.
- Pablo Rios was hired as the part-time Inventory Clerk.
- The FY 22 NMJC annual audit was completed with an unmodified opinion.
- Working on the implementation of a program called Chrome River.
- Implementation of GASB 87 for leases and GASB 96 for software licenses.
- JoeMike Gomez completed his state recertification as a Chief Procurement Officer.
- Created electronic NMJC Special Compensation Agreement and provided training to staff
- Provided training on the Quicklaunch App allowing employees quicker access to their T-Bird Portal
- Met with Financial Aid and HR to develop a system to prevent timesheet errors
- Reconciled all payroll accounts and general ledger accounts on a weekly, monthly and quarterly basis
- Began budget preparation for FY 24
- Submitted all required Federal, State, and Local reports
- Work with NMJC staff, architects, engineers, and contractors on the planning of upcoming capital projects

Computer Services

- Everyday maintenance of all hardware and software on campus.
- Everyday support and network support of faculty, staff, and students – support technology in the classroom
- Support security camera, fire alarm, and facilities management systems and integrate into network
- Partnered with a vendor to help increase our security.
- Stay compliant with the Graham Leach Bliley Act and the Federal Trade Commission Safeguards Rule.
- Purchase and implement products that tighten security (FortiNAC, Solar Winds, ...)
- Security Training – Part of the GLBA and FTC requirements.
- PC Replacement
- Simple Syllabus – Implementation and limited go-live this spring, full go-live in the fall.
- Implement new work order system.
- Upgrade Wireless Campus-wide; plan and start installing wireless access points in each dorm room.
- Banner Updates and Patches
- Chrome River setup and configuration meetings
- Finished Microsoft M365 migration to the cloud.
- Support the ELIN Library consortium – technical support and financial management support.
- Implement Degree Works Course Program of Study (CPOS)
- Oracle Database Appliance (ODA) and database upgrades

Document Center

- Printed teacher manuals, student books, poster, banners, pictures, test, and other media for Campus
- Maintain the Xerox printers on campus and replaced and trained on 7 Xerox printers on campus
- Maintain supplies for campus which has been a challenge post-Covid.

Bookstore

- Focused on providing first-rate customer service to all visitors to the Bookstore
- Daily unload pallets and boxes of books, snacks, drinks, clothing and other supplies
- Order items such as textbooks, text codes, departmental orders such as office supplies, ink/toner, new SOAR pantry items, electronic accessories for IT, merchandise for Student Life activities and many more
- Worked with WIOA and TANF to provide textbooks, basic supplies and scrubs for their clients which are also NMJC students.
- Help all athletes with their textbooks and maintain a contract and records of each textbook for athletes.
- Fulfill textbook requests and maintain records for all 5 Lea County High Schools Early College and ITV textbook needs for the Fall.
- Maintain bookstore inventory

Fall 2022 Highlights

Lineman Utility Training

- Offered our first class since pre-COVID.
- The 3 students who attended the training all completed.
- Reinstated the advisory board to help guide the program

CDL Truck Driver Training

- Trained 30 students in the two-week program
- 100% pass rate on CDL test – examiners are 3rd party
- Conducted 281 tests statewide at 4 test sites: Hobbs, Portales, Taos, & Raton

Healthcare Training

- Offered Advanced EMT, Clinical Medical Assistant, Dental Assistant, and Pharmacy Tech
- Served 59 students across all 4 trainings
- 100% of the CMA students passed their national certification exam on the first try

Facility Scheduling & Events

- We re-opened the campus and the training facility to the public to host events
- Expecting Hearts 3rd Annual Heart Walk was held in mid-October – will be held here annually now.
- Also hosted the Permian Basin Literacy Summit and a Thanksgiving Food Giveaway

Small Business Development Center

- Number of New Business Starts: 22
- Dollar amount of capital infusion: \$2.62 million
- Number of jobs supported: 3,401

July 1, 2022, 5 “for credit” departments transitioned under our division: Cosmetology; Automotive; Welding; Public Safety; and Energy Technology

Cosmetology

- Public salon was open for 30+ days and served 225 people and generated \$5,000 in revenue
- Saw an increase in the number of Cosmetology/Barbering students enrolled in a degree seeking plan
- Hired a new director with 22 years of Cosmetology experience – behind the chair, corporately, and as an instructor.

Automotive

- Launched second Ford ASSET program
- Hired a new program recruiter – increased recruitment efforts locally and regionally (Salt Lake City)
- Held two Ford ASSET advisory board meetings with dealerships and corporate Ford

Public Safety

- Basic Academy graduated 26 cadets in December 2022.
- Public Safety Telecommunicator – Graduated 16 students in October 2022
- Director Coburn and his staff continue to add new agencies that have never attended the academy

Dr. Charley Carroll – VP for Operations & Special Projects
January 2023 Board meeting

Fall Semester 2022 Campus/Facility Improvements

During the Fall Semester 2022, **numerous improvements across campus have occurred** and some of these are multi-year projects.

The **new Facility Management System** and the **new Fire Alarm System** are both two-year projects and both are currently at 95% completion.

Our **new Museum Warehouse Building is at 90% complete** and tying this facility to our Museum Courtyard is currently underway with total completion by March 15, 2023.

Extensive work has been ongoing in the following areas:

1. Stripping and resealing the terrazzo floors across campus.
2. Instrumental in assisting the set-up of furniture and shelves for the Food Pantry/SOAR Program.
3. Removed old flooring in the Testing Center and installed new laminate floors and painted entire area including offices.
4. Remodeled the old Photo Lab area creating a Graphics Classroom and storage area for Brian Davis.
5. Installed wall mounted instructional TV's and Cameras in the classroom at the Literacy Center.
6. Completed the upgrades to the Business Office, added a new office, doors, texture and paint.
7. Installed a new metal roof on the Waste Oil Containment enclosure.
8. Demolition at the Track preparing for the new upgrades.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Josh Morgan
Date: January 12, 2023
RE: Expenditure and Revenue Reports for December 2022

December is month six or 50% of the budget for the 2022/2023 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 \$29,165,774.

The total current unrestricted fund expenditures through December are \$15,833,663, which is 49% of the projected budget. Expenses for Instruction and General are up as compared to FY 22 for the first six months of the fiscal year. This is due to an increase in salaries and benefits. In other Current Unrestricted Funds, expenses are also up as compared to FY 22 due to an increase in salaries and benefits and increase in dual credit enrollment related to CTech. Internal Services which consists of the Computer Services and the Document Center continue to receive monthly credits from Instruction & General to cover the operating costs. Over all, expenditures are up as compared to December 2021.

In the Restricted Funds, the expenditures in the Grant area is tracking along as expected. The Business Office continues to monitor the expenditures in the Grants and request the drawdown from the state and federal agencies. The year-to-date Restricted Student Aid is lower as compared to December 2021, this is mainly a related to HEERF awards awarded last year that are not being awarded in FY 23. Total amount of restricted funds expended through December of 2022 is \$2,667,198.

Plant fund expenditures for December were \$2,570,439; the total year-to-date including encumbrances is \$10,664,913. Projects with major expenses and encumbrances include Tech Upgrade, Fire Alarm Upgrade, Campus Paving, Campus Wide Site Project, Facilities Management System Upgrade, Vocational Training Facility, Campus Housing Unit, Cafeteria Construction, Campus Security Upgrades, Driving Range Upgrades, WHM Storage Building, Track Upgrades, and Campus Wide Access Control. Building renewal and replacement expenditures were \$19,363 and Equipment Renewal & Replacement expenditures were \$19,363.

Total expenditures and or encumbrances through December 2022 were \$29,165,774.

Total Current Unrestricted revenue received in December 2022 was \$22,612,622, with the year-to-date total of 48,935,927. This mostly consists of the tuition and fees, the monthly allocation from the State, the Oil and Gas Income, Oil and Gas Equipment tax income, property tax revenue, and auxiliary revenue. The Tuition and Fees collected in December was \$403,823 for the spring semester. Oil and Gas mill levy for the month of December was \$7,057,025 and the equipment tax revenue for December was \$9,467,094. The property tax revenue received in December was \$4,579,551. Looking at the past trends in property tax payout, the College should receive additional property tax revenue in January and then again in June. In FY 22 the total for mill levy property tax was \$16,308,747.

\$177,487 was draw in for Grants and Student Aid in December. Total restricted fund revenue for the year is \$2,385,318. There should be additional funds drawdown in January and February for restricted student aid.

In Plant Funds, the College drew down \$39,595 for the Vocational Training Building project from Severance Tax Bonds. LGIP interest income for December was \$476,276. LGIP interest is way above what was budgeted due to the large balances in the LGIP and the increase in rates that have occurred during FY 23. This budget will be adjusted when the end-of-year budget is submitted to HED.

Total revenue for the month of December 2022 is \$23,337,505, with year-to-date revenue of \$53,238,964.

The Oil and Gas revenue continues to be strong. Oil and Gas Production received in December for the month of September was \$7,057,025. Oil and Gas Equipment Tax received in December was \$9,467,094. The total Oil and Gas and Oil and Gas Equipment Tax revenue received through December of 2022 including the accrual of \$625,000 for each of the three months of October, November and December is \$34,254,778.

The investment report shows a beginning balance in LGIP funds of \$141,000,000. There was no activity during the month. Ending balance in LGIP funds for the month of December 2022 is \$141,000,000. At the end of December, there was \$129,465,737 in allocated capital projects.

This concludes the Financial Report for December 2022.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

December 2022

50% of Year Completed

Fund	2021-22			2022-23			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	11,759,080	4,079,286	35%	11,425,267	866,559	4,876,147	43%
Academic Support	2,552,885	962,042	38%	2,751,554	170,683	1,151,540	42%
Student Services	2,186,039	801,127	37%	2,557,559	207,846	1,255,030	49%
Institutional Support	5,117,287	2,254,840	44%	5,458,378	434,695	2,802,229	51%
Operation & Maintenance of Plant	4,395,892	1,869,319	43%	4,615,295	406,228	2,247,818	49%
Subtotal - Instruction & General	26,011,183	9,966,614	38%	26,808,053	2,086,011	12,332,764	46%
Research	-	53,966		-		-	0%
Public Service	70,000	24,455	35%	59,300	173	13,977	24%
Internal Service Departments	258,365	162,914	63%	97,992	20,929	96,125	98%
Student Aid	785,880	483,160	61%	760,880	24,830	664,866	87%
Auxiliary Enterprises	2,803,560	1,569,146	56%	2,348,323	371,538	1,454,175	62%
Athletics	2,772,294	1,065,977	38%	2,536,794	97,280	1,271,756	50%
Total Current Unrestricted Fund	32,701,282	13,326,232	41%	32,611,342	2,600,761	15,833,663	49%
CURRENT RESTRICTED FUND							
Grants	5,112,076	452,587	9%	2,104,644	53,123	489,757	23%
Student Aid	5,915,395	3,116,646	53%	3,895,816	12,215	2,177,441	56%
Total Current Restricted Fund	11,027,471	3,569,233	32%	6,000,460	65,338	2,667,198	44%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	9,442,296	7,004,429	74%	69,675,330	2,235,491	9,128,387	13%
Projects from State GOB Funds	213,387	154,315	72%	3,825,685	291,681.00	328,331	9%
Projects from State STB Funds	170,870	174,104	102%	1,979,214	-	84,251	4%
Projects from General Fund	-	-	0%	353,400	4,815	95,383	27%
Projects from Private Funds	-	-	0%	-	-	-	0%
Projects from State ER&R	500,000	134,143	27%	335,000	19,089	336,396	100%
Projects from State BR&R	1,000,000	526,758	53%	663,671	19,363	692,165	104%
Subtotal - Capital and BR&R	11,326,553	7,993,749	71%	76,832,300	2,570,439	10,664,913	14%
Debt Service							
Revenue Bonds	-	-	0%	-	-	-	0%
Total Plant Funds	11,326,553	7,993,749	71%	76,832,300	2,570,439	10,664,913	14%
GRAND TOTAL EXPENDITURES	55,055,306	24,889,214	45%	115,444,102	5,236,538	29,165,774	25%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

December 2022

50% of Year Completed

2021-22

2022-23

Fund	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,420,600	3,005,932	88%	3,805,562	403,823	3,165,111	83%
State Appropriations	6,420,500	3,064,300	48%	7,295,000	547,584	4,454,998	61%
Advalorem Taxes - Oil and Gas	58,900,000	18,571,973	32%	9,155,000	16,524,119	34,254,778	374%
Advalorem Taxes - Property	13,000,000	3,964,952	30%	10,221,168	4,579,099	4,579,099	45%
Interest Income	-	29	0%	-	-	-	0%
Other Revenues	1,006,500	126,009	13%	157,869	-	171,027	108%
Subtotal - Instruction & General	82,747,600	28,733,195	35%	30,634,599	22,054,625	46,625,013	152%
Research	-	-	0%	-	-	-	0%
Public Service	-	-	0%	-	-	-	0%
Internal Service Departments	20,800	1,562	8%	60,800	-	53,189	87%
Auxiliary Enterprises	2,530,762	1,356,116	54%	2,756,942	513,764	1,962,525	71%
Athletics	533,700	260,108	49%	558,600	44,233	295,200	53%
Total Current Unrestricted	85,833,636	30,350,981	35%	34,010,941	22,612,622	48,935,927	144%
CURRENT RESTRICTED FUND							
Grants	5,112,076	658,478	13%	2,104,644	129,728	424,724	20%
Student Aid	5,915,395	3,299,673	56%	3,895,816	47,759	1,960,594	50%
Total Current Restricted	11,027,471	3,958,151	36%	6,000,460	177,487	2,385,318	40%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	154,315	-	0%	3,825,685	-	-	0%
Projects from State STB Funds	170,870	22,369	13%	1,979,214	39,595	84,251	4%
Projects from General Fund	70,511	168,111	238%	353,400	31,525	31,525	9%
Projects from BR&R	-	-	0%	65,671	-	-	0%
Projects from Private Funds	-	55,738	0%	-	-	-	0%
Interest Income (LGIP)	85,000	30,965	36%	60,000	476,276	1,801,943	3003%
Total Plant Funds	480,696	277,183	58%	6,283,970	547,396	1,917,719	31%
GRAND TOTAL REVENUES	97,341,803	34,586,315	36%	46,295,371	23,337,505	53,238,964	115%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

December 2022

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	2022-23 Original Budget	Variance Over (Under) Budget
Distribution								
Actual	July	\$100.13	29,161,904	\$6.38	89,385,817	8,010,212	625,000	7,385,212
Actual	August	\$93.67	29,231,332	\$6.94	88,894,987	7,702,512	625,000	7,077,512
Actual	September	\$83.81	30,023,954	\$6.00	100,786,354	7,057,025	625,000	6,432,025
Actual	October					625,000	625,000	0
Actual	November					625,000	625,000	0
Actual	December					625,000	625,000	0
Actual	January						625,000	(625,000)
Actual	February						625,000	(625,000)
Actual	March						625,000	(625,000)
Accrual	April						625,000	(625,000)
Accrual	May						625,000	(625,000)
Accrual	June						625,000	(625,000)
Y.T.D. Production Tax Revenue						24,644,749	7,500,000	17,144,749
Y.T.D. Equipment Tax Revenue						9,610,029	1,655,000	7,955,029
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>34,254,778</u>	<u>9,155,000</u>	<u>25,099,778</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

December 2022

50% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	141,000,000	7102-1348	3.927%	476,276
Plus deposits				
Less withdrawals	-			
Total LGIP investments	141,000,000			476,276

Capital Project	12/31/2022
Vehicles	601,878.03
Campus Facilities Master Plan	1,051,086.00
Chrome River	2,044.00
WHM North Gallery Renovation	655,817.00
Campus Vestibules	1,218,288.59
Voc B Airhandler	1,500,000.00
Softball Field	5,790,000.00
National Track Meet	110,577.39
Pi Day	23,487.04
Technology Upgrade	439,609.82
JASI	72,941.21
WHM Storage Building	1,129,655.01
Baseball Field	1,530,173.45
Rodeo Arena	119,434.75
Fire Alarm Upgrade	434,206.73
Landscaping	535,344.00
Smart Classrooms	513,033.51
Campus Signage	537,646.81
Campus Paving	1,145,984.91
Std Ctr & Bob Moran Roof Replacement	650,000.00
Master Landscaping Project	8,955,536.62
Dorm/Apartment Refurbish	1,660,654.43
Concrete Upgrade	1,379,714.04
Campus Construction	228,197.57
Workforce Training & Outreach	250,000.00
Higher Learning Commission	126,515.62
Public Sector	1,000,000.00
Campus Security	139,365.49
Copier Replacement	133,082.22
Non-Recurring Compensation	1,500,000.00
Athletics	136,728.74
Student Life Programming	20,432.28
Succession Plan	620,056.15
WHM Exhibits	137,065.73
Track Upgrades	1,495,199.06
Driving Range Upgrades	908,561.02
McLean Hall Renovations	88,568.83
Cafeteria Upgrade	95,503.61
Equestrian Center	2,933,949.87
Campus/Hospital Fencing	563,509.84
Turf Replacement	997,527.12
Watson Hall Renovation	3,915,773.70
Facilities Management System	737,845.23
Caster Upgrades	2,624,882.14
Vocational Training Facility	14,402,473.93
Heidel Hall Renovation	20,000,000.00
Heidel/Hagelstein Air Handlers	393,371.89
Air Handlers	2,985,247.70
Campus Housing Unit	15,395,057.29
Cafeteria Construction	10,578,786.20
Mansur Hall Remodel	4,000,000.00
Mary Hagelstein Remodel	4,000,000.00
Campus Wide Access Control	3,000,000.00
Dorm/Apartment Furniture Replacement	1,000,000.00
Roof Replacement	1,500,000.00
CORE	500,000.00
SOAR Caster Annex Remodel	500,000.00
NMJC/Lea County Quality of Life	2,500,000.00
Workforce Training Contingency	921.97
Total	129,465,736.54

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: Board Members
From: Josh Morgan
RE: Quarterly Financial Action Report
Date: January 12, 2023

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, 2022. 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, 2022.

Respectfully,



Josh Morgan

QUARTERLY FINANCIAL ACTION REPORT

Fiscal Year 23

Today's Date: 01-12-2023

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:

1st _____ 2nd X 3rd _____ 4th _____ Quarter, FY 23

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

New Mexico Junior College

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: 575-492-2770

To: New Mexico Junior College Board Members

From: Josh Morgan

RE: NMJC Cafeteria and Kitchen Project

Date: January 12, 2023

Board members,

As you may recall, at the November 2022 NMJC Board meeting, you were presented with a request to approve the Cafeteria and Student Hub projects. The Board requested us to gather additional data before an approval could be granted. We gathered the data and presented it to the newly formed NMJC Facilities Committee on Monday, January 9, 2023.

It was determined at the NMJC Facilities Committee meeting that two recommendations needed to come before the Board at the January Board Meeting. The first recommendation is for the change in scope on the Cafeteria project from a renovation to a new build. The second recommendation is for the approval of the Cafeteria project supported by the rationale. In addition, we have an additional recommendation as well today related to transferring of funds from reserves into the Cafeteria project.

Today, we are asking for three separate motions by the board:

- 1. The change of scope on the Cafeteria project from a renovation to a new build.**
- 2. The approval of the NMJC Cafeteria and Kitchen Facility with an estimated total project cost of \$13,325,733.**
- 3. The transferring of \$2,420,733 funds from reserves into the Cafeteria Project.**

Below are the details set forth discussing the motions begin request by the Board today.

The Administration is asking for your approval to amend the NMJC Campus Master Plan approved in September 2019 and revised in December 2021 as it relates to Table 22, Project Priorities. Table 22, Project Priorities list the Ben Alexander Student Center renovation and expansion of existing kitchen and cafeteria as an "On-going" priority for NMJC. After careful consideration by NMJC Administration, we are requesting to revise Table 22, Project Priorities from the Ben Alexander Student Center renovation and expansion of existing kitchen and cafeteria to the NMJC Cafeteria and Kitchen, a new cafeteria and kitchen facility located to the southwest of the Caster Activity Center, outside of Thunderbird Circle and adjacent to the NMJC Student Dorms and Apartments.

The requested change of scope from a renovation to a new build is due to several factors:

- The construction estimate for a renovation is \$8,959,964 compared to \$9,926,800 for a new build. However, renovations are riskier. There are many unknown costs that could occur once a renovation begins. Renovation would require the investment into temporary facilities estimated at \$1,125,000. These funds could be invested towards a new build. Considering these financial considerations, a new facility is a better investment of NMJC funds.
- Renovating Ben Alexander would not provide the open (free of columns) and natural light needed to make this space above and beyond our competitors.
- Adding the required area to the existing space in Ben Alexander would be very difficult.
- Renovating Ben Alexander would require relocating the game room, security office, and mailroom/cashier window.
- The majority of those using the cafeteria are housing students. Having the cafeteria in closer proximity to the housing units increases access and likely use for those students.
- Moving the cafeteria in closer proximity to the housing units will also afford more opportunities to provide special dining opportunities in conjunction with student life events in the evenings helping to develop a sense of community and promote student satisfaction in order to increase student retention and success.
- Opportunities for living/learning communities.

Based on the above reasons, the Administration is requesting your approval to amend the NMJC Campus Master Plan from the Ben Alexander Student Center renovation and expansion of existing kitchen and cafeteria to the new NMJC Cafeteria and Kitchen facility.

Now, the Administration is asking for your approval to take the new NMJC Cafeteria and Kitchen facility to the Higher Education Department for approval at the April 12, 2023 New Mexico Higher Education Department Capital Outlay Committee Meeting. Design of this project has been overseen by Dekker, Perich & Sabatini (DPS) Architects and Bradbury Stamm Construction has been the Construction Manager on this project. Bradbury Stamm Construction has been working alongside DPS during the project's design and planning phases and will act as the general contractor during the construction phase to select, schedule, and sequence subcontractors to complete the required construction work.

As design progressed on this project, DPS worked with XC Studio to determine space needs based on building population and participation assumptions. Building population and participation factored in that the NMJC Strategic Enrollment Plan targets 3,500 students by the 2025-26 academic year and 4,000 students by the 2027-28 and that with an addition of a new housing unit planned for in the NMJC Campus Master Plan, there will be a projected 265 increase in meals per day and an additional 200 meals per day, if a second housing unit is built.

The current dining room in Ben Alexander is of adequate size to accommodate seating for the anticipated increase in participation. The area that critically needs additional square feet is the back-of-house (preparation, storage, dishwashing, catering) as well as the serving areas (of which we have currently expanded out into the dining area due to lack of space). The additional preparation area is needed for a more efficient workflow and to allow for the increase in diners and expansion of menus. The additional storage and walk-in freezer and refrigeration areas will allow the ability to order more than one week at a time, reducing the dependency on trucks to arrive on time each week.

A comparison of the current facility and proposed facility is provided below:

Area	Current Square Feet	**Proposed Square Feet
Dining Area	5,219	6,437
Serving	1,048	2,679
Kitchen	2,091	3,879

** Based on targeted 3,500 to 4,000 student enrollment per Strategic Enrollment Plan

The design of the new NMJC Cafeteria and Kitchen facility developed by DPS is a 16,600 square foot facility including 6,437 square feet of dining space, 2,679 square feet of serving space, and 3,879 square feet of kitchen space. The estimated total project cost developed by Bradbury Stamm Construction using DPS' construction documents (\$9,926,800) and including 25% soft costs (\$3,308,933) is \$13,235,733. NMJC has allocated \$10,905,000 in institutional funds for this project.

We are requesting approval of the NMJC Cafeteria and Kitchen Facility with a total project cost of \$13,235,733.

We are also requesting the Board to transfer from reserves \$2,420,733 into the NMJC Cafeteria and Kitchen project.

Thank you.

Josh Morgan



MEMO:

Date: January 6, 2023

To: NMJC Board of Regents

From: Deron Clark, Director of Athletics

Re: Donation request of old turf removed from Ray Birmingham Baseball Field

This memo is being submitted for consideration of donating the old turf removed from the outfield of Ray Birmingham Field in the summer of 2021. This material does not possess an inventory tag, but due to the purchase of completing the original project of turfing the NMJC baseball field, the product is in possession of NMJC.

The Athletic Department is requesting the ability to donate this material to any New Mexico program that can utilize the items. Our department has been contacted by various groups and individuals that have interest in the product, but Athletics has retained the items for potential repurpose.

Time has come to move this product to another location and donation would be the best plan the for use.

Athletics would greatly appreciate your consideration in this matter.

NEW MEXICO JUNIOR COLLEGE
RESOLUTION NO. 2023-001

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.

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.

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.

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 19th day of January, 2023.

New Mexico Junior College Board

Patricia Chappelle, Chair

Travis Glenn, Secretary

Guy Kesner, Member

Manny Gomez, Member

Erica Jones, Member

Evelyn Rising, Member

Hector Baeza, Member