

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, January 20, 2005

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of December 16, 2004 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Audit Report | Dan Hardin |
| 2. Monthly Expenditures Report | Dan Hardin |
| 3. Monthly Revenue Report | Dan Hardin |
| 4. Oil and Gas Revenue Report | Dan Hardin |
| 5. Schedule of Investments | Dan Hardin |
| 6. Consideration of Campus Housing Construction | Steve McCleery |
| 7. Personnel Consideration - Webmaster | Bill Kunko |
| F. Closure of Open Meeting | Larry Hanna |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

DECEMBER 16, 2004

MINUTES

The New Mexico Junior College Board met on Thursday, December 16, 2004, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Wade Cavitt. Not present was Mr. John Hice, Jr.

Mr. Hanna called the meeting to order and welcomed all present.

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

Upon a motion by Mrs. Williams, seconded by Mr. Cavitt, the board unanimously approved the minutes of November 4, 2004, as written.

Under *President's Report*, Greg Hammond gave an update on the North Central Self Study process. Lisa Hardison introduced Donna Williams from Zia Park who reported on the partnership with New Mexico Junior College, as well as presented a plaque of appreciation to the college.

Under *New Business*, Dan Hardin presented the November financial reports and with a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the expenditures for November 2004.

Mr. Hardin presented the recommended changes to the Fiscal Services travel policy. The changes comply with state statute on per diem and mileage and include a change in per diem from \$22.50 to \$30.00 and a change in mileage from .25 cents to .32 cents per mile. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the recommendation, effective January 1, 2005.

Mr. Brad Morrison with Research & Polling, Inc. presented three options for realignment of college districts. He explained the five guidelines followed and recommended Option #3, which offers the fewest changes. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously accepted Option #3.

Dr. McCleery presented the Board Election Resolution for board consideration. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously adopted the resolution.

Charley Carroll presented a request to remove four 1993 vehicles from the motor pool inventory. Upon a motion by Mrs. Williams, seconded by Mr. Cavitt, the board unanimously approved the request.

Personnel Consideration – Webmaster was tabled.

Bill Kunko recommended Mr. George Garcia, Jr. for the Programmer Analyst position at an annual salary of \$37,500. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the employment of Mr. Garcia, effective January 5, 2005.

Regina Organ recommended Mr. Ty Friend for the Talent Search School Coordinator position at a ten month salary of \$31,438. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board approved the employment of Mr. Friend, effective December 17, 2004. The vote was as follows: Mr. Jones – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Cavitt – no; Mrs. Williams – yes; and Mr. Kesner – yes.

Mr. Cavitt moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H(2) of the New Mexico Statutes Annotated 1978. Mr. Jones seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Cavitt – yes; Mrs. Williams – yes; and Mr. Kesner – yes.

Upon re-convening in open meeting, Mr. Hanna stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for January 20, 2005, beginning at 4:00 p.m.

Upon a motion by Mrs. Williams, seconded by Mr. Cavitt, the board meeting adjourned.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members

From: Dan Hardin

Date: January 13, 2005

RE: Expenditure and Revenue Reports for December

As we close the month of December we have completed month six or 50 percent of the 2004/2005 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through December 2004 is \$24,297,970.00 of which \$7,755,660.00 are encumbered funds.

In the December Expense report the Instruction and General year to date subtotal is \$6,934,269.00, which is 50% of the budget. Most areas of expenditures are normal for this time of year. Academic Support has some outstanding encumbrances that increased its percentage of budget. Student Services has seasonal expenses that increase the year to date expenditure percentage. Operation & Maintenance of Plant has the encumbrance for insurance that increases its percentage of expenditures to the budget. Institutional Support has a lower percentage of expenditures to budget due to having the fringe benefit budget in Institutional Support and expensed in other areas. In the other unrestricted funds, Auxiliary Enterprises normally expends different than the other areas due to costs prior to the beginning of each semester in the bookstore. Total expenditures in unrestricted funds are \$9,382,488.00, which is 52% of the budget amount.

In the restricted funds, Grant spending is at 33% of the budget. We have included a report of the Grants, so that you can see the budgets and the Grant fiscal years. In the restricted Student Aid, the Financial Aid department has been working in getting Pell and Student loans ready. We will see the expense for these in January. Total expenditures for restricted funds are \$3,094,083.00.

Plant fund expenditures and encumbrances are \$11,821,399.00. Through December we have expended \$3,805,725.94 on the Ben Alexander Student Center and Western Heritage Museum construction projects.

Total expenditures and encumbrances through December 2004 is \$24,297,970.00

The Revenue remains strong with most areas ahead of where we were at this time last year. Property tax revenue has had little activity during the first six months of the fiscal year, but in January you will see the first large allocation from property taxes. Oil and Gas revenue thru December is \$526,309.00 ahead of where we were at this time last year. The revenue for the restricted funds is always behind the expenditures because we must expend the funds before we can drawdown or be reimbursed.

In the Plant fund revenue for projects from General fund appropriation the budget that we can expend on the Western Heritage Museum is \$648,945.00. The appropriation was for \$655,500.00, but we were required to send \$6,555.50 to Art in Public Places.

The year-to-date Revenue for December 2004 is \$16,036,886.00.

The Oil and Gas report shows the actual Oil and Gas revenue for July through November, and the accrual of \$239,507.00 for December. During the first five months of actual Oil and Gas revenue, we are \$1,049,911.00 over budget.

The Investment report reflects no activity in the LGIP fund in December. There is \$7,625,000.00 invested with LGIP.

This is the Financial Report for December 2004.

GRANT ACCOUNT INFORMATION 2004/2005

For the Year 04/05 we have a total of 16 Grants.

| Grant Name | Grant Period | Grant #. | Approved Budget | Budget Increases | Carry Over | Total Budget | Total Expenditures |
|--------------------------------------|-------------------|----------|---------------------|------------------|-------------------|---------------------|--------------------|
| 1. Adult Basic Education State | 7/1/04 - 6/30/05 | 41211 | 187,084.00 | - | - | 187,084.00 | 68,564.03 |
| 2. Adult Basic Education Federal | 7/1/04 - 6/30/05 | 41310 | 71,960.00 | 3,237.00 | - | 75,197.00 | 19,120.40 |
| 3. Adult Basic Education WRAP | 3/1/04 - 9/30/04 | 41214 | 13,000.00 | - | - | 13,000.00 | 4,931.78 |
| 4. Adult Basic Education Textbook | 7/1/04 - 6/30/05 | 41212 | 9,356.00 | - | - | 9,356.00 | 7,143.29 |
| 5. Celebrate The Arts | 6/1/05 - 6/30/05 | 41410 | - | - | - | - | - |
| 6. Small Business Development Center | 7/1/04 - 6/30/05 | 41220 | 159,572.34 | 1,200.00 | 10,930.14 | 171,702.48 | 65,639.89 |
| 7. Student Support Services (TRIO) | 9/1/04 - 8/31/05 | 41311 | 232,087.00 | - | 53,403.36 | 285,490.36 | 92,859.09 |
| 8. Talent Search (TRIO) | 9/1/04 - 8/31/05 | 41132 | 231,723.00 | - | 43,727.74 | 275,450.74 | 99,792.41 |
| 9. Title V COOP | 7/1/04 - 6/30/05 | 41120 | 43,700.00 | - | - | 43,700.00 | 13,023.48 |
| 10. Title V Project Management | 10/1/03 - 9/30/04 | 41111 | - | - | - | - | - |
| 11. Title V Act 1 | 10/1/03 - 9/30/04 | 41112 | 42,370.47 | - | 42,370.47 | 84,740.94 | 39,706.50 |
| 12. Title V Act 2 | 10/1/03 - 9/30/04 | 41113 | 65,918.49 | - | 65,918.49 | 131,836.98 | 61,492.27 |
| 13. Title V Endowment | 10/1/03 - 9/30/04 | 41114 | - | - | - | - | - |
| 14. Upward Bound (TRIO) | 9/1/04 - 8/31/05 | 41133 | 221,029.00 | - | 50,893.06 | 271,922.06 | 88,368.75 |
| 15. VSS Carl Perkins | 7/1/04 - 6/30/05 | 41312 | 113,326.00 | - | - | 113,326.00 | 3,871.20 |
| 16. VSS Carl Perkins Carry Over | 4/1/04 - 10/31/04 | 41313 | 48,356.00 | - | - | 48,356.00 | 5,697.90 |
| Grand Totals | | | 1,439,482.30 | 4,437.00 | 267,243.26 | 1,711,162.56 | 570,210.99 |

Last year 03/04 we had a total of 30 Grants to account for they are as follows:

ABE State, ABE Federal, ABE Tanf (1 & 2), ABE Textbook, ABE Wrap, Celebrate The Arts, Gear Up, Lea County Detention Facility, Lea County Literacy Alliance, NIMAMP Federal, Student Support Service & SSS C/O, Small Business Development Center, Talent Search & TS C/O, Title V COOP, Title V Project Management & Title V Proj. Mnmgt C/O, Title Act 1 & Title V Act 1 C/O, Title V Act 2 & Title V Act 2 C/O, Title V Endowment & C/O, VSS Carl Perkins & C/O, Welfare To Work

Some grants have ended those Grants are:

ABE WRAP ended Sept 30, 2004
 Title V ended Sept 30, 2004
 VSS Carl Perkins C/O ended Nov. 30, 2004 and just started spending as of Dec. regular VSS
 Celebrate The Arts starts in June 2005

This Grant has not started:

CAPITAL PROJECTS:

12-31-04

| | |
|-------------------------------|----------------|
| Technology Upgrade | \$ 196,179.46 |
| Workforce Training Center | \$1,191,750.14 |
| High Tech Start Up | \$ 163,346.40 |
| JASI | \$ 243,693.40 |
| Western Heritage Museum | \$1,415,000.00 |
| Ben Alexander Student Center | \$3,265,438.94 |
| Baseball Field | \$ 193,164.66 |
| Rodeo | \$ |
| Dormitory Landscape | \$ 45,900.93 |
| Dorm Recreation Area | \$ 114,273.85 |
| Dorms | \$ 180,361.79 |
| Circle Drive | \$ 91,922.94 |
| Roadway Parking Lot Seal Coat | \$ 19,689.42 |
| Millen Fence/Landscape | \$ 175,000.00 |
| Equestrian Center | \$ 150,000.00 |
| Vehicles | \$ 12,030.49 |
| Cisco Networking | \$ 1,970.63 |
| Water Rights | \$ 9,465.59 |
| Campus Facilities Master Plan | \$ 93,153.70 |
| West Texas ITV | \$ 50,000.00 |
| Marketing | \$ 80,000.00 |
| Clerk of the works | \$ 69,645.69 |
| Telephone System | \$ 125,000.00 |
| Firing Range Upgrade | \$ 5,559.66 |
| BR&R | \$ 465,775.79 |
| Computer Equipment Rebates | \$ 965.72 |
| Total | \$8,359,289.20 |

Current Available GO Bonds & STB

| | |
|-------------------------------|-----------------------|
| Student Center | \$ 586,835.73 |
| Infrastructure | \$ 112,994.70 |
| IT – Wireless Project | \$ 141,337.07 |
| Western Heritage Center - STB | \$ 683,675.14 |
| Western Heritage Center – GOB | \$ 0.00 |
| JASI | \$ 0.00 |
| Total | \$1,524,842.64 |
| Total | \$9,884,131.84 |

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

December 2004

50% of Year Completed

| Fund | 2003-04 | | | 2004-05 | | | |
|---|-------------------|-------------------------------------|-------------------------------|-------------------|--------------------------------|-------------------------------------|-------------------------------|
| | Final Budget | Year-to-Date Expended or Encumbered | Percentage of Budget Expended | Budget | Current Expended or Encumbered | Year-to-date Expended or Encumbered | Percentage of Budget Expended |
| CURRENT UNRESTRICTED FUND | | | | | | | |
| Instruction and General: | | | | | | | |
| Instruction | 6,416,054 | 2,575,185 | 40% | 6,245,879 | 514,496 | 2,960,417 | 47% |
| Academic Support | 1,290,398 | 695,628 | 54% | 1,232,001 | 189,968 | 772,550 | 63% |
| Student Services | 1,477,378 | 800,402 | 54% | 997,439 | 130,652 | 606,036 | 61% |
| Institutional Support | 2,154,295 | 1,224,992 | 57% | 3,447,559 | 374,627 | 1,435,229 | 42% |
| Operation & Maintenance of Plant | 1,932,913 | 1,179,831 | 61% | 1,894,111 | 408,369 | 1,160,038 | 61% |
| Subtotal - Instruction & General | 13,271,038 | 6,476,038 | 49% | 13,816,989 | 1,618,112 | 6,934,270 | 50% |
| Student Activities | 310,002 | 149,818 | 48% | 125,759 | 5,855 | 66,499 | 53% |
| Research | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Public Service | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Internal Service Departments | 420,854 | 624,206 | 148% | 1,462,728 | 386,284 | 817,546 | 56% |
| Student Aid | 148,028 | 141,378 | 96% | 331,910 | 7,227 | 186,244 | 56% |
| Auxiliary Enterprises | 1,457,233 | 1,128,015 | 77% | 1,497,489 | 191,700 | 1,038,206 | 69% |
| Athletics | 698,906 | 304,125 | 44% | 691,411 | 74,633 | 339,724 | 49% |
| Total Current Unrestricted Fund | 16,306,061 | 8,823,580 | 54% | 17,926,286 | 2,283,811 | 9,382,489 | 52% |
| CURRENT RESTRICTED FUND | | | | | | | |
| Grants | 2,843,425 | 820,592 | 29% | 1,711,163 | 81,586 | 570,211 | 33% |
| Student Aid | 4,180,325 | 2,483,345 | 59% | 4,422,593 | 85,226 | 2,523,872 | 57% |
| Total Current Restricted Fund | 7,023,750 | 3,303,937 | 47% | 6,133,756 | 166,812 | 3,094,083 | 50% |
| PLANT FUNDS | | | | | | | |
| Capital Outlay / Bldg. Renewal & Repl. | | | | | | | |
| Projects from Institutional Funds | 6,096,932 | 669,217 | 0% | 8,450,044 | | 5,667,433 | 67% |
| Projects from State GOB Funds | 5,274,385 | 2,108,217 | 40% | 4,549,839 | | 3,350,063 | 74% |
| Projects from State STB Funds | 2,000,000 | 0 | 0% | 1,885,297 | | 1,885,297 | 0% |
| Projects from General Fund | 0 | 0 | 0% | 648,945 | 0 | 648,945 | 0% |
| Projects from Private Funds | 0 | 0 | 0% | 1,350,000 | 0 | 0 | 0% |
| Projects from State E R & R | 409,201 | 0 | 0% | 386,587 | 0 | 0 | 0% |
| Projects from State B R & R | 532,834 | 144,848 | 27% | 480,452 | | 234,154 | 49% |
| Projects from Auxiliary BR&R | 19,147 | 0 | 0% | 47,709 | | 35,507 | 74% |
| Subtotal - Capital and BR&R | 14,332,499 | 2,922,282 | 20% | 17,798,873 | 0 | 11,821,399 | 66% |
| Debt Service | | | | | | | |
| Revenue Bonds | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Total Plant Funds | 14,332,499 | 2,922,282 | 20% | 17,798,873 | 0 | 11,821,399 | 66% |
| GRAND TOTAL EXPENDITURES | 37,662,310 | 15,049,799 | 40% | 41,858,915 | 2,450,623 | 24,297,971 | 58% |

NEW MEXICO JUNIOR COLLEGE
Revenue Report
December 2004

50% of Year Completed

| Fund | 2003-04 | | | 2004-05 | | | |
|---|-------------------|----------------------|-------------------------------|-------------------|------------------|----------------------|-------------------------------|
| | 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 | 1,653,150 | 942,605 | 57% | 1,690,200 | 39,166 | 1,039,606 | 62% |
| State Appropriations | 7,684,800 | 4,033,689 | 52% | 8,089,900 | 746,258 | 4,114,298 | 51% |
| Advalorem Taxes - Oil and Gas | 3,409,779 | 1,987,016 | 58% | 3,409,779 | 529,467 | 2,513,322 | 74% |
| Advalorem Taxes - Property | 2,000,000 | 700,361 | 35% | 2,468,000 | 34 | 49,147 | 2% |
| Interest Income | 50,000 | 10,447 | 21% | 155,871 | 51 | 59,860 | 38% |
| Other Revenues | 316,500 | 168,663 | 53% | 234,500 | 52,701 | 170,550 | 73% |
| Subtotal - Instruction & General | 15,114,229 | 7,842,781 | 52% | 16,048,250 | 1,367,677 | 7,946,783 | 50% |
| Student Activities | 47,500 | 29,169 | 61% | 47,800 | 815 | 29,754 | 62% |
| Public Service | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Internal Service Departments | 13,000 | 6,377 | 49% | 13,000 | 0 | 0 | 0% |
| Auxiliary Enterprises | 1,728,300 | 1,001,244 | 58% | 1,802,550 | 275,056 | 1,360,533 | 75% |
| Athletics | 35,400 | 17,502 | 49% | 36,600 | 2,875 | 17,250 | 47% |
| Total Current Unrestricted | 16,938,429 | 8,897,073 | 53% | 17,948,200 | 1,646,423 | 9,354,320 | 52% |
| CURRENT RESTRICTED FUND | | | | | | | |
| Grants | 2,843,425 | 440,692 | 15% | 1,849,374 | 11,474 | 213,092 | 12% |
| Student Aid | 4,180,325 | 2,462,313 | 59% | 4,422,593 | 29,183 | 1,938,131 | 44% |
| Total Current Restricted | 7,023,750 | 2,903,005 | 41% | 6,271,967 | 40,657 | 2,151,223 | 34% |
| PLANT FUNDS | | | | | | | |
| Capital Outlay / Bldg. Renewal & Repl. | | | | | | | |
| Projects from State GOB Funds | 4,593,986 | 1,212,739 | 26% | 3,612,996 | | 2,674,221 | 74% |
| Projects from State STB Funds | 2,000,000 | 0 | 0% | 1,885,297 | 0 | 1,201,622 | 64% |
| Projects from General Fund | 680,399 | 0 | 0% | 648,945 | 0 | 655,500 | 101% |
| Projects from Private Funds | 0 | 0 | 0% | 1,350,000 | 0 | 0 | 0% |
| Projects from Other State Funds | 0 | 0 | 0% | | | | |
| Interest Income | 100,000 | 58,073 | 58% | 0 | 0 | 0 | 0% |
| Total Plant Funds | 7,374,385 | 1,270,812 | 17% | 7,497,238 | 0 | 4,531,343 | 60% |
| GRAND TOTAL REVENUES | 31,336,564 | 13,070,890 | 42% | 31,717,405 | 1,687,080 | 16,036,886 | 51% |

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

December 2004

50% of Year Completed

| | | OIL | | GAS | | COMBINED | | |
|---|--------------------------|------------------|-------------------------|------------------|------------------------|--------------------|-------------------------------|------------------------------------|
| Sales | Month of Distribution | Price per BBL | Lea County BBLs sold | Price per MCF | Lea County MCF sold | Monthly Revenue | 2004-05 Original Budget | Variance Over (Under) Budget |
| Actual | July | \$37.55 | 3,004,977 | \$5.33 | 16,626,962 | 447,818 | 239,507 | 208,311 |
| Actual | August | \$36.19 | 3,066,678 | \$5.77 | 17,406,483 | 465,288 | 239,507 | 225,781 |
| Actual | September | \$39.81 | 3,117,280 | \$5.63 | 17,532,555 | 456,705 | 239,507 | 217,198 |
| Actual | October | \$42.73 | 3,062,698 | \$6.08 | 16,950,566 | 373,315 | 239,507 | 133,808 |
| Actual | November | \$44.51 | 3,055,757 | \$5.31 | 17,213,076 | 504,320 | 239,507 | 264,813 |
| Accrual | December | \$38.41 | 3,062,889 | \$5.26 | 17,423,379 | 239,507 | 239,507 | 0 |
| Accrual | January | | | | | | | 0 |
| Accrual | February | | | | | | | 0 |
| Accrual | March | | | | | | | 0 |
| Accrual | April | | | | | | | 0 |
| Accrual | May | | | | | | | 0 |
| Accrual | June | | | | | | | 0 |
| Y.T.D. Production Tax Revenue | | | | | | 2,486,953 | 1,437,042 | 1,049,911 |
| Y.T.D. Equipment Tax Revenue | | | | | | 26,369 | | 26,369 |
| Total Year-to-Date Oil & Gas and Equipment Tax Revenue | | | | | | 2,513,322 | 1,437,042 | 1,076,280 |

Source: New Mexico Taxation and Revenue Department

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.

NEW MEXICO JUNIOR COLLEGE Schedule of Investments December 2004

50% of Year Completed

| Financial Institution | Amount Invested | Date Invested | Maturity Date | Period of Investment (Days) | Account Number | Interest Rate | Interest Earned |
|---|------------------|---------------|---------------|-----------------------------|----------------|---------------|-----------------|
| State of New Mexico Local Government Investment Pool | 7,625,000 | N/A | N/A | N/A | 7102-1348 | 1.93% | 12,650 |
| Total Investments | <u>7,625,000</u> | | | | | | <u>12,650</u> |

| Summary of Current Month's Activity | |
|-------------------------------------|------------------|
| Beginning amount | 7,625,000 |
| Plus: deposits | 0 |
| Less: withdrawals | 0 |
| Capital Projects | 8,359,289 |
| Reserves Invested | -734,289 |
| Total LGIP Investment | 7,625,000 |

| Capital Projects | 12/31/2004 |
|-------------------------------|---------------------|
| Technology Upgrade | 196,179.46 |
| Workforce Training Center | 1,191,750.14 |
| High Tech Start Up | 163,346.40 |
| Docutech | 0.00 |
| Vehicles | 12,030.49 |
| CISCO Networking Equipment | 1,970.63 |
| Western Heritage Center | 1,415,000.00 |
| Drawings and Master Plan | 93,153.70 |
| Baseball Field | 193,164.66 |
| Rodeo Arena | 0.00 |
| Dormitory Landscape | 45,900.93 |
| Lea County Beautification | 0.00 |
| Circle Drive | 91,922.94 |
| Dorm Construction | 0.00 |
| Roadway Parking Lot Seal Coat | 19,689.42 |
| Dorm Recreation Area | 114,273.85 |
| BR&R Carryover | 465,775.79 |
| Water Rights | 9,465.59 |
| Firing Range Upgrade | 5,559.66 |
| Millen Fence/Landscape | 175,000.00 |
| Ben Alexander Student Center | 3,265,438.94 |
| JASI | 243,693.40 |
| Computer Equipment Rebates | 965.72 |
| Clerk of the Works | 69,645.69 |
| Marketing | 80,000.00 |
| West Texas ITV | 50,000.00 |
| Dorms | 180,361.79 |
| Equestrian Center | 150,000.00 |
| Telephone | 125,000.00 |
| Total | 8,359,289.20 |

NOTE: Capital projects total does not include encumbered funds



NEW MEXICO JUNIOR COLLEGE

Office of the President

MEMO

DATE: January 12, 2005
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Consideration of Campus Housing

During the December Strategic Planning Session, I apprised you that the privatized campus housing partnership failed to produce a funding source for the project. I also informed you of the importance of developing campus housing for the institution. I am recommending that New Mexico Junior College undertake the project as a public project and move forward with the construction of new campus housing. If the board approves this project, we will immediately do the following:

- Issue a Request for Proposal (RFP) for architectural services
- Request a hearing at the next Commission on Higher Education meeting
- Secure a commitment from the New Mexico Finance Authority in the form of revenue bonds. (We contacted with the New Mexico Finance Authority, and they are supportive of the project.)
- Seek final approval of the Board for the revenue bonds
- Seek final approval of construction documents
- Seek final construction approval from the Commission on Higher Education
- Award the construction bid

I am recommending the institution move forward with the implementation of constructing a 100 bed campus housing project.

Thank you for your consideration.

COST ESTIMATE FOR 100 BED APARTMENT STYLE HOUSING

| Unit Description | # of Units | # of Beds | Sq Ft/Unit | Sq Ft/Bed | Total Sq Ft |
|--|-------------------|------------------|-------------------|------------------|--------------------|
| 4 BR - 2 Bath | 25 | 100 | 1,020 | 255 | 25,500 |
| Director Appt | 1 | 1 | 1,020 | 1020 | 1,020 |
| Laundry Building | 1 | 0 | 650 | | 650 |
| Total | | | | | 27,170 |
| Total Rentable | | | | | 25,500 |
| Est. Construction Costs (12% increase from 5/03) (Includes A & E Costs) | 131.87 | | | | 3,582,908 |
| Furniture costs 1150 per bed (all furn) | 1150 | 100 | | | 115,000 |
| Operating costs Industry standard (\$5 per sq ft rentable) | | | | | 127,500 |
| Includes: | | | | | |
| Personnel | | | | | |
| Utilities | | | | | |
| Maintenance | | | | | |
| Insurance | | | | | |
| Promotion/marketing | | | | | |
| Furniture replacement | | | | | |
| Total one time hard costs (Construction and furniture) | | | | | 3,697,908 |
| Annual operating costs | | | | | 127,500 |
| Total first year costs | | | | | 3,825,408 |
| Annual debt service on 3,697,908 @ 4.6% (Per NMFA Spreadsheet) | | | | | 337,781 |
| Revenue required for B/E | | | | | 465,281 |

ESTIMATED REVENUE PROJECTIONS

| | MONTHLY RENTAL AMOUNT | | | | | | | |
|--|-----------------------|---------|---------|---------|---------|---------|---------|--|
| | 375 | 400 | 425 | 450 | 475 | 500 | 525 | |
| Occupancy | | | | | | | | |
| 90 | | | | | | | | |
| Annual revenue (based on 10 months) | 33,750 | 36,000 | 38,250 | 40,500 | 42,750 | 45,000 | 47,250 | |
| | 337,500 | 360,000 | 382,500 | 405,000 | 427,500 | 450,000 | 472,500 | |
| 80 | | | | | | | | |
| Annual revenue (based on 10 months) | 30,000 | 32,000 | 34,000 | 36,000 | 38,000 | 40,000 | 42,000 | |
| | 300,000 | 320,000 | 340,000 | 360,000 | 380,000 | 400,000 | 420,000 | |
| 70 | | | | | | | | |
| Annual revenue (based on 10 months) | 26,250 | 28,000 | 29,750 | 31,500 | 33,250 | 35,000 | 36,750 | |
| | 262,500 | 280,000 | 297,500 | 315,000 | 332,500 | 350,000 | 367,500 | |
| 60 | | | | | | | | |
| Annual revenue (based on 10 months) | 22,500 | 24,000 | 25,500 | 27,000 | 28,500 | 30,000 | 31,500 | |
| | 225,000 | 240,000 | 255,000 | 270,000 | 285,000 | 300,000 | 315,000 | |



NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 12-7-04

Candidate's name Bob Hamilton, Jr.

Position title Webmaster

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom _____

Effective date of employment 1-24-05 Standard contract length 12 mos. 9 mos. other _____

Funding source New Mexico Junior College Operating Fund

Paid advertising beyond *standard None

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$30,000-\$35,000 Recommended annual salary \$35,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-52-710 100%

Recommended and approved by:

Bill Kunko
Supervisor

Steve McCreery
Dean/Director
President

Vice President

Selection Committee Members: Charles Adams - Professor, Computer Information Systems

Jose Flores - Programmer Analyst

Bill Kunko - Director of Computer Information Systems

Oscar Vigil - Coordinator of Network Systems

Comments: Mr. Hamilton meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Webmaster

Personal Data

Name: Bob Hamilton, Jr.

Education

A.A.S., Ivy Tech State College, Evansville, IN, 1997

Professional Experience

Self-Employed, Elizabethtown, KY 7/03 to Present
Computer Technician/Web Hosting

PSC Industries, Louisville, KY 2/02 to 7/03
Computer Technician/Network Administrator

Buyline America, Inc., Auburn, AL 5/00 to 2/02
Senior Systems Administrator/CTO

Internet Café/Angela Harenza, Radcliff, KY/Auburn, AL 10/97 to 5/00
Manager/Web Design/Network Administrator

University of Kentucky at Elizabethtown Community College 7/97 to 1/99
Instructional Specialist

KVNet (Kentucky Village Network), Elizabeth, KY 5/95 to 6/97
Part-Time Technical Support/Systems Operator

Ivy Tech State College, Evansville, IN 5/95 to 6/97
Part-Time Computer Lab Technician

Volunteer and Special Interests

Central Avenue Baptist Church Youth Minister, 2003-2004

Kentucky High School Soccer Referee, 2003-2004

Elizabethtown/Kentucky Youth Soccer Association Referee, 2003-2004



New Mexico Junior College

Career Opportunities

Position Announcement • September 2004, revised 9-30-04

Position Title: Webmaster

Position Description: The Webmaster reports to the Director of Computer Information Systems. The duties and responsibilities shall be, but are not limited to, the following: (1) primarily responsible for the development, creation, management and maintenance of the New Mexico Junior College's home pages on the world wide web site; (2) provide proactive leadership, direction and supervision to college staff for creating quality departmental pages; (3) coordinate with instructional faculty in the development and maintenance of on-line system; (4) publish official college publications on the web site; (5) work with members of the local and state community in developing web site links; (6) install, implement and maintain user-friendly applications on the network; (7) troubleshoot and assist in resolving hardware and software problems; (8) maintain and enhance technical skills through professional training and development activities, travel as necessary; (9) develop and maintain File Maker Pro and other databases used in offices and on the network; (10) serve on the NMJC Technology Planning Committee; and (11) assist the Director of Computer Information Systems in the planning, preparation and submission of information technology funding request to the New Mexico Commission on Higher Education.

Qualifications: Bachelor's Degree in Computer Information Systems from a regionally accredited institution is preferred. However, a strong background in web page design, web applications or web site administration will be considered in lieu of the Bachelor's degree. Training and experience in HTML, Windows, DreamWeaver and Microsoft's ASP pages is preferred.

Salary/Benefits: This is a full-time, exempt, professional position with a salary range of \$30,000 to \$35,000 depending on experience and education. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: October 15, 2004 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

**Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us

APPLICANT LIST

Position: Webmaster

| <u>Applicant</u> | <u>Interview</u> | <u>Offer</u> | <u>Remarks</u> |
|--------------------|------------------|--------------|-------------------------------------|
| Wooten, Bradley | Yes | No | |
| Dongmei He, Mary | No | No | Incomplete application materials. |
| Meares, Marcus | No | No | Incomplete application materials. |
| Mitchell, Byron | Yes | No | |
| Beschizza, Rob | Yes | Yes | Declined position. |
| Hamilton, Bob, Jr. | Yes | Yes | Start date: Pending Board approval. |
| Arguijo, Benjamin | No | No | |