

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, March 28, 2024

Zia Board Room - Pannell Library

1:30 pm

AGENDA

- | | |
|---|-----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of February 15, 2024 | Pat Chappelle |
| D. President's Report | Derek Moore |
| E. Information Items | |
| 1. Board Finance Committee Meeting Update | Guy Kesner |
| 2. Monthly Expenditure Report | Josh Morgan |
| 3. Monthly Revenue Report | Josh Morgan |
| 4. Oil and Gas Revenue Report | Josh Morgan |
| 5. Schedule of Investments | Josh Morgan |
| F. New Business | |
| 1. Consideration of Phase 1 Site Project | Josh Morgan |
| 2. Consideration of Housing & Meal Plan Rate Increases | Josh Morgan |
| 3. Consideration of Athletics Master Plan | Josh Morgan |
| 4. Consideration of RFP #146 - Temporary Staffing Services | JoeMike Gomez |
| 5. Consideration of RFP #147 - Commercial Package Insurance | JoeMike Gomez |
| 6. Consideration of Board Travel to the 2024 ACCT Leadership Conference in Seattle, Washington, October 23-26, 2024 | Pat Chappelle |
| G. Public Comments | |
| H. Determination of Next Meeting | Pat Chappelle |
| I. Closure of Meeting | |
| ▪ Discussion of Limited Personnel Matters Pursuant to NMSA 1978 §10-15-1 H (2) - (i) | |
| ○ Consideration of Employee Appeal under NMJC Employee Handbook Policy No. 401 | |
| ○ Annual review of the President's Contract | |
| F. New Business (Continued) | |
| 7. Consideration of Employee Appeal | Scotty Holloman |
| 8. Consideration of President's Contract | Pat Chappelle |
| J. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
FEBRUARY 15, 2024
MINUTES**

The New Mexico Junior College Board met on Thursday, February 15, 2024, 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; Mrs. Erica Jones; Mr. Guy Kesner; and Mr. Manny Gomez, present via Zoom.

Ms. Chappelle called the meeting to order and welcomed visitors, Ms. Dorothy Fowler w/HNS, Mr. David Shaw and Ms. Tammy Armitige, Nor Lea Hospital, and Mr. Paul Garcia, CPA w/Carr, Riggs & Ingram, LLC, joined in via Zoom.

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

Upon a motion by Mr. Kesner, seconded by Mr. Glenn, the Board unanimously approved the minutes of January 18, 2024.

Under President's Report Ms. Amy Coombes provided an update of new employees.

Ms. Sarah Edelbrock introduced NMJC's Student Government Association (SGA) Officers. Introduced were Ms. Mari McCoy, SGA Advisor, Bre'ayna Hays, SGA President, Julie Lara, SGA Treasurer, David Rubio, Representative of Nutrix Cras Chapter, Diana Zapata, Representative of Skills USA, and Yareth Ochoa, Representative of RHA.

Ms. Sandra Thompson, Phi Theta Kappa (PTK) Advisor, provided an update of the Higher Education Day held in Santa Fe, New Mexico. In addition, Ms. Thompson introduced student Ms. Giovanna Ponce, President of PTK, who was also in attendance of the event. Ms. Thompson reported two additional students who attended the event were Ms. Rebecca Jackson, Vice President of PTK, and Ms. Hanna Garrison. In addition, both Ms. Jackson and Ms. Garrison were recipients of the All-State Academic USA Scholarships. Mr. Kesner asked how many students are currently enrolled in PTK. Ms. Thompson responded approximately 300 students.

Dr. Larchinee Turner provided an update of the NMJC's Automotive Competitions held on February 8, 2024. The competitions brought in 68 students from 14 schools and 3 states, New Mexico, Texas, and Utah. She further reported there were 18 NMJC volunteers, 5 external business vendors, and 7 Ford dealerships. Present at the event were approximately of 150 people. Recognition and awards were given to the top 10 competitors and the top 3 schools. She reported the top 3 schools consisted of Artesia High School, Eldorado High School from Albuquerque, and Coronado High School from Lubbock. Mr. Glenn asked where the 7 Ford dealerships were from. Dr. Turner responded from Albuquerque, NM, Las Cruces, NM, Carlsbad, NM, Levelland, TX and Hereford, TX. The Board congratulated all involved for a successful event.

Dr. Moore provided a legislative session update. He reported the short session, soon scheduled to close, included discussions of the Lottery Scholarship which has been signed by the Governor, General Appropriations Bill, High School Graduation Requirements, Compensation Study for Higher Education, Paid Family Medical Leave Act, and Capital Outlay Reauthorization for timing of spending allocated funds for capital projects with discussions of a possible extension of the timeframe for the projects. Mr. Glenn asked for the timeframe of the extension. Dr. Moore responded the extension would possibly be a year.

Dr. Moore provided a brief update of the recently attended ACCT National Legislative Summit from February 5 -7, 2024. He reported additional attendees were Mr. Scotty Holloman and Ms. Evelyn Rising. Priorities discussed included Workforce Pell Grants, Federal Grants (TRIO Program & Gear Up Program), Job Training and Career/Technical Education, and the Farm Bill. Ms. Rising added NMJC student representation in the future could be a great impact. She further noted discussion included the past, current, and prospective view of the political scene. Mr. Holloman reported discussion of Workforce Development short-term certificates and how education is changing were the primary issues discussed.

Under Information Items Mr. David Shaw, CEO and Ms. Tammy Armitage, Director of Primary Care Clinics and School Based Clinics for Nor Lea Hospital, provided an update of the opening of the NMJC Thunderbird Clinic. Mr. Shaw spoke of the importance of the partnership between Nor Lea Hospital and NMJC noting NMJC's Allied Health and Nursing Program have been a significant asset to Nor Lea. While hospitals across the state suffer from a shortage of nurses, Nor Lea has prospered and grown due to the partnership with NMJC. Last year, Nor Lea granted approximately \$100,000 in sign-on bonuses and routinely awards scholarships to NMJC nurses. In addition, the partnership supports Nor Lea with being able to provide a Certified Medical Assistant Program. Mr. Shaw reported the last graduation of the CMA Program graduated approximately 80 medical assistants. He reported the Thunderbird Clinic will be backed up by 620 Nor Lea employees, 10 community health workers, and assistance from the Nor Lea Transportation Division. Ms. Armitage provided an update of the operation and day to day process of the clinic scheduled to open on Tuesday, February 20, 2024. Dr. Moore stated a grand opening of the clinic will follow in the near future.

Ms. Rising provided an update of the Board Equity Committee Meeting held on February 14, 2024. She reported a draft of the Board Equity Committee Charge was reviewed with recommendations to include student data to assist monitoring of enrollment, retention, completion, and the transferring and placement of students. Additional discussions included the importance of good policies in place, review of staff/faculty exit surveys, and an update of a DEI Committee Meeting which comprised discussion of sensitivity training for staff, the importance of face to face training, and ways to network and collaborate with industry peers to celebrate and share equitable relationships.

Mr. Josh Morgan presented the Expenditure Report, Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report for January 2024.

Ms. Chappelle provided a timeline of the annual review of the president's evaluation. She reported, at the end of February 2024, anonymous surveys will be provided by ACCT to Board, staff, faculty, and community constituents. Surveys are returned to ACCT for compilation and will then be provided to the NMJC Board. The Board is scheduled to review the surveys in March 2024.

Under New Business Mr. Paul Garcia provided the results of the audit of financials for NMJC, NMJC Foundation, and New Horizons Foundation (NHF). Mr. Garcia reported there were no audit findings in the audit of the NMJC financials. He reported the Independent Auditors Report-Opinion of the Financial Statements, had an unmodified opinion, known as the best opinion, the GAGAS Report had an unmodified opinion, and the Uniform Guidance Report had an unmodified opinion. In addition, the financial statements for NMJC, NMJC Foundation, and NHF were reviewed. The Board thanked the team for a successful audit and congratulated them for a "no audit findings" report. Upon a motion by Mr. Kesner, seconded by Mr. Glenn, the Board unanimously accepted the audit.

Ms. Chappelle called for comments from the public. Mr. Kesner complimented the food service provided by Sodexo and invited others to visit the cafeteria. Mr. David Buckingham responded he regularly visits the cafeteria and reported a refreshing of the dining/service area, student lounge/snack bar, and updates of small wares (utensils) and equipment, are anticipated in the near future.

The next Regular Board Meeting was scheduled for Thursday, March 28, 2024 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 pursuant to NMSA 1978 §10-15-1 H (2) - (i) regarding an employee appeal under NMJC Employee Handbook Policy No. 401. Ms. Rising seconded the motion. The roll call was as follows: Mr. Baeza - yes; Ms. Rising - 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 matter discussed in the closed meeting was limited only to those specified in the motion for closure. Ms. Chappelle further noted no action will be taken on the employee appeal matter at this time.

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

Pat Chappelle, Chair

Travis Glenn, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Josh Morgan
Date: March 14, 2024
RE: February 2024 Financial Reports

Expenditure Report:

February is the eight month or 67% 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 February is \$70,731,264.

The total current unrestricted fund expenditures through February are \$27,489,318, which is 67% 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 February 2023.

Restricted fund expenditures through February are \$4,661,713. 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, fall, and spring semesters.

Total plant fund expenditures through February are \$38,580,233. 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 \$861,180 and equipment renewal and replacement expenditures are \$353,224.

Revenue Report:

Total current unrestricted revenue received in February was \$8,583,480. This mostly consists of the monthly allocation from the state and oil and gas production revenue. The College received \$146,235 in property tax revenue during the month. Total year-to-date current unrestricted revenue is \$77,739,214.

Total current restricted revenue received in February for grants and student aid was \$219,029. Total year-to-date current restricted revenue is \$4,274,583.

Total plant fund revenue recorded in February is \$1,787,861. This consist of a GOB & STB draw on the Vestibule & Safety Project and the LGIP interest. Total year-to-date plant fund revenue is \$14,019,415.

Total revenue for the month of February is \$10,590,370. Total year-to-date revenue is \$96,033,212.

Oil and Gas Revenue Report:

The Oil & Gas Report reflects the fifth month of revenue for FY 24. In February, the College received \$6,533,875 in oil & gas revenue for the month of November 2023 compared to \$6,686,257 for November 2022. The months of December through February reflect the monthly accrual of \$816,667 each month. Total Oil and Gas Production and Equipment tax revenue through February including the three months of accrual is \$53,396,976.

Investment Report:

The College began the month of February with \$256,000,000 invested with the LGIP. We had no deposits during the month resulting in an ending balance of \$256,000,000 at the end of February. The College earned \$1,039,044 in interest at a net yield of 5.324% during the month of February.

At the end of February, there was \$203,292,604 in allocated capital projects.

This concludes the financial report for February 2024.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

February 2024

67% 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 |
| CURRENT UNRESTRICTED FUND | | | | | | | |
| Instruction and General: | | | | | | | |
| Instruction | 12,768,755 | 6,457,613 | 51% | 12,920,876 | 1,737,468 | 7,733,168 | 60% |
| Academic Support | 2,921,190 | 1,565,647 | 54% | 3,190,536 | 605,233 | 2,040,467 | 64% |
| Student Services | 2,827,588 | 1,597,822 | 57% | 3,873,597 | 625,970 | 2,116,108 | 55% |
| Institutional Support | 6,446,327 | 3,740,382 | 58% | 6,782,391 | 1,112,262 | 4,802,321 | 71% |
| Operation & Maintenance of Plant | 5,729,882 | 2,988,078 | 52% | 5,798,525 | 588,691 | 3,576,600 | 62% |
| Subtotal - Instruction & General | 30,693,742 | 16,349,542 | 53% | 32,565,925 | 4,669,624 | 20,268,664 | 62% |
| Public Service | 59,300 | 16,938 | 29% | - | - | - | 0% |
| Internal Service Departments | 267,730 | 154,833 | 58% | 198,349 | - | 130,315 | 66% |
| Student Aid | 980,031 | 719,133 | 73% | 760,880 | 22,054 | 740,305 | 97% |
| Auxiliary Enterprises | 3,012,636 | 1,921,392 | 64% | 3,020,182 | 434,829 | 2,488,060 | 82% |
| Athletics | 3,259,649 | 2,233,031 | 69% | 4,567,603 | 555,825 | 3,861,974 | 85% |
| Total Current Unrestricted Fund | 38,273,088 | 21,394,869 | 56% | 41,112,939 | 5,682,332 | 27,489,318 | 67% |
| CURRENT RESTRICTED FUND | | | | | | | |
| Grants | 1,965,462 | 715,127 | 36% | 1,232,251 | 96,833 | 597,294 | 48% |
| Student Aid | 4,216,931 | 3,732,843 | 89% | 4,216,931 | 72,129 | 4,064,419 | 96% |
| Total Current Restricted Fund | 6,182,393 | 4,447,970 | 72% | 5,449,182 | 168,962 | 4,661,713 | 86% |
| PLANT FUNDS | | | | | | | |
| Capital Outlay / Bldg. Renewal & Repl. | | | | | | | |
| Projects from Institutional Funds | 16,198,965 | 9,993,118 | 62% | 213,440,980 | 2,294,214 | 30,732,623 | 14% |
| Projects from State GOB Funds | 3,944,888 | 391,365 | 10% | 5,310,214 | - | 5,253,543 | 99% |
| Projects from State STB Funds | 484,251 | 84,251 | 17% | 2,379,215 | - | 1,156,482 | 49% |
| Projects from General Fund | 711,062 | 103,661 | 0% | 2,125,000 | - | - | 0% |
| Projects from Other State Funds | - | - | 0% | 683,080 | 10,434 | 222,511 | 33% |
| Projects from Private Funds | - | - | 0% | 102,697 | - | 670 | 0% |
| Projects from State ER&R | 1,375,854 | 348,456 | 25% | 1,238,666 | 111,945 | 353,224 | 29% |
| Projects from State BR&R | 1,255,745 | 855,180 | 68% | 867,364 | 163,101 | 861,180 | 99% |
| Subtotal - Capital and BR&R | 23,970,765 | 11,776,031 | 49% | 226,147,216 | 2,579,694 | 38,580,233 | 17% |
| Debt Service Revenue Bonds | - | - | 0% | - | - | - | 0% |
| Total Plant Funds | 23,970,765 | 11,776,031 | 49% | 226,147,216 | 2,579,694 | 38,580,233 | 17% |
| GRAND TOTAL EXPENDITURES | 68,426,246 | 37,618,870 | 55% | 272,709,337 | 8,430,988 | 70,731,264 | 26% |

NEW MEXICO JUNIOR COLLEGE

Revenue Report

February 2024

67% 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 |
|---|--------------------|----------------------|-------------------------------|-------------------|-------------------|----------------------|-------------------------------|
| CURRENT UNRESTRICTED FUND | | | | | | | |
| Instruction and General: | | | | | | | |
| Tuition and Fees | 3,804,088 | 3,609,760 | 95% | 3,935,027 | 86,388 | 3,921,633 | 100% |
| State Appropriations | 7,990,496 | 5,550,165 | 69% | 8,158,200 | 649,083 | 6,322,660 | 78% |
| Advalorem Taxes - Oil and Gas | 84,984,162 | 48,561,902 | 57% | 12,550,000 | 7,436,200 | 53,396,976 | 425% |
| Advalorem Taxes - Property | 13,982,841 | 10,975,221 | 78% | 12,400,000 | 146,235 | 10,611,875 | 86% |
| Other Revenues | 289,053 | 225,962 | 78% | 145,000 | 64,052 | 197,147 | 136% |
| Subtotal - Instruction & General | 111,050,640 | 68,923,010 | 62% | 37,188,227 | 8,381,958 | 74,450,291 | 200% |
| Internal Service Departments | 57,085 | 56,181 | 98% | 66,700 | - | 58,916 | 88% |
| Auxiliary Enterprises | 2,504,902 | 2,403,766 | 96% | 2,854,642 | 154,972 | 2,676,947 | 94% |
| Athletics | 560,600 | 383,667 | 68% | 686,400 | 46,550 | 553,060 | 81% |
| Total Current Unrestricted | 114,173,227 | 71,766,624 | 63% | 40,795,969 | 8,583,480 | 77,739,214 | 191% |
| CURRENT RESTRICTED FUND | | | | | | | |
| Grants | 1,965,462 | 680,920 | 35% | 1,232,251 | 65,945 | 561,518 | 46% |
| Student Aid | 4,216,931 | 3,444,533 | 82% | 4,216,931 | 153,084 | 3,713,065 | 88% |
| Total Current Restricted | 6,182,393 | 4,125,453 | 67% | 5,449,182 | 219,029 | 4,274,583 | 78% |
| PLANT FUNDS | | | | | | | |
| Capital Outlay / Bldg. Renewal & Repl. | | | | | | | |
| Projects from State GOB Funds | 3,941,406 | 184,452 | 5% | 5,310,214 | 119,657 | 5,239,529 | 99% |
| Projects from State STB Funds | 484,250 | 84,251 | 17% | 2,379,215 | 575,160 | 674,849 | 28% |
| Projects from General Fund | 353,400 | 65,671 | 19% | 2,125,000 | - | - | 0% |
| Projects from BR&R | 65,671 | - | 0% | 124,386 | - | 124,386 | 100% |
| Projects from Private Funds | - | - | 0% | - | - | 44,600 | 0% |
| Interest Income (LGIP) | 5,223,271 | 3,020,916 | 58% | 1,450,000 | 1,093,044 | 7,936,051 | 547% |
| Total Plant Funds | 10,067,998 | 3,355,290 | 33% | 11,388,815 | 1,787,861 | 14,019,415 | 123% |
| GRAND TOTAL REVENUES | 130,423,618 | 79,247,367 | 61% | 57,633,966 | 10,590,370 | 96,033,212 | 167% |

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

February 2024

67% of Year Completed

| | | OIL | | GAS | | COMBINED | | |
|---|--------------------|---------------|----------------------|---------------|---------------------|-------------------|-------------------------|------------------------------|
| Month of | Sales Distribution | Price per BBL | Lea County BBLs sold | Price per MCF | Lea County MCF sold | Monthly Revenue | 2023-24 Original Budget | Variance Over (Under) Budget |
| 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 | \$83.45 | 34,201,372 | \$2.52 | 125,210,101 | 7,004,674 | 816,667 | 6,188,007 |
| Actual | November | \$76.34 | 34,856,568 | \$2.37 | 124,366,442 | 6,533,875 | 816,667 | 5,717,208 |
| Actual | December | | | | | 816,667 | 816,667 | 0 |
| Actual | January | | | | | 816,667 | 816,667 | 0 |
| Actual | February | | | | | 816,667 | 816,667 | 0 |
| Actual | March | | | | | | 816,666 | (816,666) |
| Accrual | April | | | | | | 816,666 | (816,666) |
| Accrual | May | | | | | | 816,666 | (816,666) |
| Accrual | June | | | | | | 816,666 | (816,666) |
| Y.T.D. Production Tax Revenue | | | | | | 35,428,228 | 9,800,000 | 25,628,228 |
| Y.T.D. Equipment Tax Revenue | | | | | | 17,968,748 | 2,750,000 | 15,218,748 |
| Total Year-to-Date Oil & Gas and Equipment Tax Revenue | | | | | | 53,396,976 | 12,550,000 | 40,846,976 |

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

February 2024

67% of Year Completed

| Financial Institution | Amount Invested | Account Number | Interest Rate | Interest Earned |
|---|--------------------|----------------|---------------|------------------|
| State of New Mexico Local Government Investment Pool | 256,000,000 | 7102-1348 | 5.324% | 1,093,044 |
| Plus deposits | - | | | |
| Less withdrawals | - | | | |
| Total LGIP investments | 256,000,000 | | | 1,093,044 |

| Capital Project | 2/29/2024 |
|--|-----------------------|
| Vehicles | 380,675.60 |
| Campus Facilities Master Plan | 99,472.81 |
| Chrome River | 69,250.00 |
| WHM North Gallery Renovation | 500,060.14 |
| Campus Vestibules | 1,187,729.31 |
| Voc B Airhandler | 2,000,000.00 |
| Softball Field | 5,790,000.00 |
| National Track Meet | 135,333.35 |
| Technology Upgrade | 317,601.84 |
| Professional Development | 73,312.90 |
| Ben Alexander Renovation | 3,000,000.00 |
| Baseball Field | 1,067,765.07 |
| Rodeo Arena | 57,842.31 |
| Fire Alarm Upgrade | 227,775.53 |
| 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 | 15,488,575.29 |
| Dorm/Apartment Refurbish | 1,596,891.48 |
| Concrete Upgrade | 157,262.75 |
| Campus Construction | 102,210.05 |
| Workforce Development | 226,201.60 |
| Higher Learning Commission | 111,197.70 |
| Campus Security | 71,694.68 |
| Copier Replacement | 109,233.07 |
| Non-Recurring Compensation | 701,624.10 |
| Athletics | 98,929.18 |
| Student Life Programming | 20,000.00 |
| Succession Plan | 605,130.11 |
| WHM Exhibits | 57,934.63 |
| 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 | 3,249,888.35 |
| Facilities Management System | 32,343.92 |
| Caster Upgrades | 479,205.82 |
| Industrial Training Center | 16,275,515.26 |
| Heidel Hall Renovation | 19,949,196.94 |
| 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 | 2,045,026.73 |
| Dorm/Apartment Furniture Replacement | 775,002.32 |
| Roof Replacement | 4,150,000.00 |
| CORE | 1,500,000.00 |
| Tbird Health Clinic Caster Annex Remodel | 236,658.14 |
| NMJC/Lea County Quality of Life (ENMT) | 5,276,753.79 |
| Central Plant Expansion | 3,212,579.98 |
| Master Drainage Plan | 4,445,217.09 |
| 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 | 2,770.62 |
| Total | 203,292,604.45 |

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members

From: Josh Morgan

Date: March 14, 2024

RE: NMJC Campus Site Plan – Phase 1

Board Members,

The Administration is asking for your approval to take the NMJC Campus Site Plan – Phase 1 to the Higher Education Department for approval at the April 10 New Mexico Higher Education Department Capital Projects hearing.

The NMJC Campus Site Plan – Phase 1 will focus the scope of work around the circle drive and the parking lots surrounding the circle drive. This project will help to increase campus access, address drainage issues, and promote a safe, secure, inclusive, and enjoyable campus. The majority of improvements are identified as campus safety and way-finding improvements.

Parking lots will be redesigned by adding landscaped islands which will include xeric landscape with rock mulch and trees to improve safety by controlling traffic speed throughout the parking lots. Electrical conduits to parking light poles will be replaced and parking light poles will be upgraded to LED lighting allowing for brighter illumination in the parking lots to increase visibility and safety. Security cameras will be added to necessary light poles allowing for monitoring of parking lots and surrounding areas by our campus safety personnel. Pedestrian access points will be highlighted around the circle drive and in the parking lots by using elevated crosswalks and slowing traffic while adding convenience to campus users. Parking zones and pedestrian entry points will be updated to ADA accessibility standards. The sidewalk surrounding the campus circle drive will be expanded to include xeric landscape with rock/mulch and trees.

A new round-about will be added at Watson Hall. This will provide a drop-off area to the newly renovated Watson Hall to help facilitate patrons who will be attending theater and music performances at Watson Hall. Additional site improvements around Watson Hall will help to address drainage issues by improving grading and developing appropriate elevations to help eliminate low-area flooding and provide drainage away from the building's entrances. Xeric landscape with rock mulch and synthetic turf will be added in areas around Watson Hall.

A new shade structure will be added outside of the newly renovated Thunderbird Health Center located in the Caster Activity Center. Xeric landscape with rock mulch will be added in areas surrounding the entrance to the Thunderbird Health Center.

A main irrigation line to support current and future landscaping development will be added around the campus circle drive. This main irrigation line will wind around campus and will provide volume and consistent water pressure. The main irrigation line will be fed by an existing 10" main line of treated water.

Way-finding will be added beginning at the moment someone enters on the main entrance into campus. Out-dated information and faded signage that is illegible will be replaced with a comprehensive signage system to better facilitate movement around the campus circle drive allowing users to orient themselves and find their destinations with ease. A cohesive signage program provides an opportunity to tie the campus together visually and implement branding elements throughout campus. Signage will be provided in the form of pedestrian-level and vehicular-level signage. Signage products will be of high quality and last in weather conditions of southeastern New Mexico and will comply with ADA requirements and will not create hazards for campus users. Building signage will also be addressed within this project. Building signage will be updated and will be visible around the circle drive and consistent throughout campus.

The cost estimate for the NMJC Campus Site Plan – Phase 1 was developed by NMJC's Construction Manager at Risk, Bradbury Stamm Construction, using Dekker Perich & Sabatini Architects 90% construction documents. Bradbury Stamm solicited pricing from a number of key subcontractors as a part of this process. The construction estimate provided by Bradbury Stamm Construction is \$9,780,295 plus estimated soft costs such as architectural fees, project administration, owner provided equipment of security cameras, and gross receipts tax of \$1,681,257 for a total project cost of \$11,461,552.

Funding for this project will come from \$993,519 in Severance Tax Bonds, \$220,000 in General Funds, and \$10,248,033 in Institutional Funds.

We are requesting the boards approval of the NMJC Campus Site Plan – Phase 1 estimated at \$11,461,552. Upon your approval, we will present to the HED Capital Outlay Committee on April 10.

Respectfully,



Josh Morgan

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

Institution: New Mexico Junior College

Original: **Date:** 03/11/2024

Project title: Campus Site Plan - Phase 1

Revision: **Date:**

I. PROJECT BUDGET

| EXPENDITURES | ITEMS INCLUDED IN TOTAL COST FOR EACH EXPENDITURE | ORIGINAL SUBMISSION | | BUDGET REVISION |
|---|---|---------------------|------------------------|-----------------|
| | | NEW CONSTRUCTION | ALTERATIONS | |
| A. Building Cost | | | | |
| 1. General | Building Labor, Materials, All Signage, Material Testing & Seismic Testing | | \$ 636,734.00 | |
| 2. Mechanical/Plumbing | Controls, Fire Suppression Systems, Test & Balance | | | |
| 3. Electrical | Lighting Control Systems, Performance Testing | | \$ 3,144,040.00 | |
| 4. Special Systems (voice, data, other) | Voice/Data, Wiring Performance Testing, Audio/Video Infrastructure, Access Control, Security/Camera's, Fire Alarms | | | |
| 5. Demolition | Interior Demo, HAZMAT & Abatement | | | |
| BUILDING COST SUBTOTAL | | \$ 0.00 | \$ 3,780,774.00 | \$ 0.00 |
| B. Built-in Equipment | | | | |
| Equipment permanently attached to building and/or infrastructure (Fume hoods, autoclaves, and lab casework) | | | | |
| C. Site Development | | | | |
| 1. Utilities, Infrastructure | Utilities 5' beyond new building perimeter, relocations and tunnels | | \$ 440,375.00 | |
| 2. Landscaping/Site Improvements | Free standing lighting, hardscapes, parking | | \$ 4,983,915.00 | |
| 3. Demolition | Building, Site or Parking Removal | | \$ 110,728.00 | |
| TOTAL CONSTRUCTION COST (T.C.C.) | | | | |
| | | \$ 0.00 | \$ 9,315,792.00 | \$ 0.00 |

NEW MEXICO HIGHER EDUCATION DEPARTMENT

| | | | | |
|---|---|---------|------------------|---------|
| D. Construction Contingency | Not more than 5% for new Construction or 10% for renovations of Total Construction Cost (T.C.C.) | | \$ 429,358.00 | |
| E. Professional Fees | | | | |
| 1. Architectural/Engineering | Planning, Programming, Design thru Construction and Specialized Services | | \$ 903,341.00 | |
| 2. Project Administration | PM Fees, Construction Manager at Risk (CMAR) Pre-Construction Services, IT Admin Fees, Parking Mitigation, Consultant Services, Tax Segregation services fee, Project Reserve | | \$ 35,145.00 | |
| 3. Surveys/Commissioning | Soils Reports, code required commissioning, special inspections | | | |
| F. Movable Equipment | Special Systems Equipment for the theater, FFE for classrooms, labs and offices | | | |
| G. Other | NMJC provided access control and CCTV | | \$ 261,031.00 | |
| H. Art in Public Places (1% of State Appropriation) | AIPP or N/A | | | |
| I. Gross Receipts Tax | GRT is Not Nested within Costs Above. Amount entered will be added to Total Project Budget | | \$ 516,885.00 | |
| J. Gross Receipts Tax | GRT is Nested within Costs Above. Amount entered is Included in Total Project Budget | | | |
| TOTAL PROJECT BUDGET | | \$ 0.00 | \$ 11,461,552.00 | \$ 0.00 |

Comments:

Provide information on how the above cost estimates were developed. If developed by an A/E firm, provide the name of the firm and method used for estimating. If developed by the institution, provide method used for estimating.

The cost estimate was developed by NMJC's Construction Manager at Risk, Bradbury Stamm Construction using Dekker Perich Sabatini's construction documents. Bradbury Stamm solicited pricing from a number of key subcontractor's as a part of this process.



Site Improvements - Phase 1

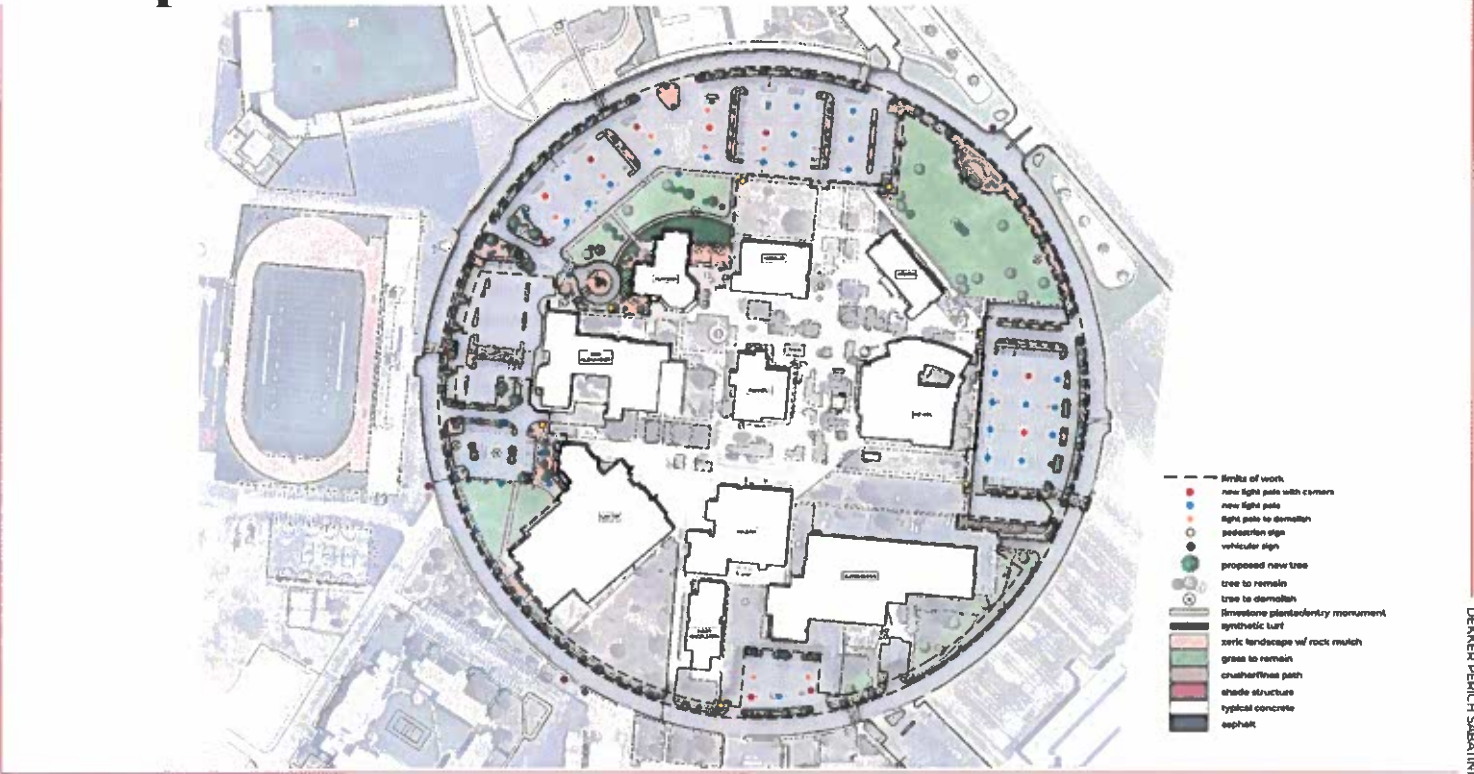
Vision

- Create a safer and more welcoming campus environment
- Encourage collaboration with community and business partners

Goals

- Create a more memorable experience for visitors to the campus
- Provide useful, safe, and comfortable outdoor spaces that can be enjoyed by the entire NMJC community
- Create safe pedestrian connections between parking lots and buildings around campus
- Improve campus lighting and wayfinding

Site Improvements – Phase 1



Wayfinding – Phase 1

New Mexico Junior College



- Monument / Dimensional letters
- Vehicle Directional
- Pedestrian Directional
- Pedestrian Flag
- Building ID
- Parking Lot ID
- Vehicle Circulation
- Pedestrian Circulation



NEW MEXICO JUNIOR COLLEGE
Vice President for Finance

To: New Mexico Junior College Board Members
From: Josh Morgan
Date: March 14, 2024
RE: Meal Plan & Housing Rate Increases

Enrollment for FY 25 begins in April. Therefore, we must bring for your approval the recommendation to increase any tuition, fee, meal plan, or housing rates at the March board meeting. As we began reviewing the budget for FY 25, the Administration did not believe any proposed changes to our current tuition and general usage fee rates was necessary.

The current Tuition and General Usage Fee rates for New Mexico Junior College are as follows:

| | |
|-------------------|---|
| In-District | \$40.00 per credit hour for the first 15 credit hours |
| Out-of-District | \$60.00 per credit hour for the first 15 credit hours |
| Out-of-State | \$75.00 per credit hour for the first 15 credit hours |
| General Usage Fee | \$20.00 per credit hour for all credit hours |

An In-District student taking 15 credit hours would pay \$600.00 in tuition and \$300.00 for the General Usage Fee for a total of \$900.00.

The Administration did believe it was the appropriate time to consider an increase in the meal plan and housing rates.

Over the last couple of years, we have seen an increase in our food service costs. This can be attributed to a rise in inflationary costs as well as our Student Services Department working with our food service provider, Sodexo, to offer a higher quality food offering for our students.

Considering these factors, we believe it is the appropriate time to consider an increase to our meal plan rates. Our current meal plan rates are as follows:

| | | |
|--------------|----------------------|-----------------|
| 7-Meal Plan | \$784 per semester | \$7.00 per meal |
| 15-Meal Plan | \$1,440 per semester | \$6.00 per meal |
| 19-Meal Plan | \$1,520 per semester | \$5.00 per meal |

To help combat this this rise in food costs and to help promote a higher quality food offering, we are recommending the following changes to the meal plan rates:

| | | |
|--------------|----------------------|-----------------|
| 7-Meal Plan | \$896 per semester | \$8.00 per meal |
| 15-Meal Plan | \$1,680 per semester | \$7.00 per meal |
| 19-Meal Plan | \$1,824 per semester | \$6.00 per meal |

The Administration is also recommending an increase to our housing rates. During this past year, the administration made the decision to move away from a contract with a vendor who supplied coin-operated laundry machines to purchasing our own laundry machines. There are no additional costs to the students to use the laundry machines.

Considering that the rates for housing have not increased in many years and to help with the maintenance and eventually replacement of the laundry machines, the administration believes it is the appropriate time to consider an increase to the housing rates. Our current housing rates are as follows:

Runnels & Thunderbird Hall

| | |
|---|---------|
| Single Rate (per semester) | \$1,200 |
| Double Rate (per semester) | \$ 825 |
| Carroll Leavell & John Watson Apartments (per semester) | \$1,700 |

Proposed housing rates for FY 25:

Runnels & Thunderbird Hall

Single Rate (per semester) \$1,300

Double Rate (per semester) \$ 925

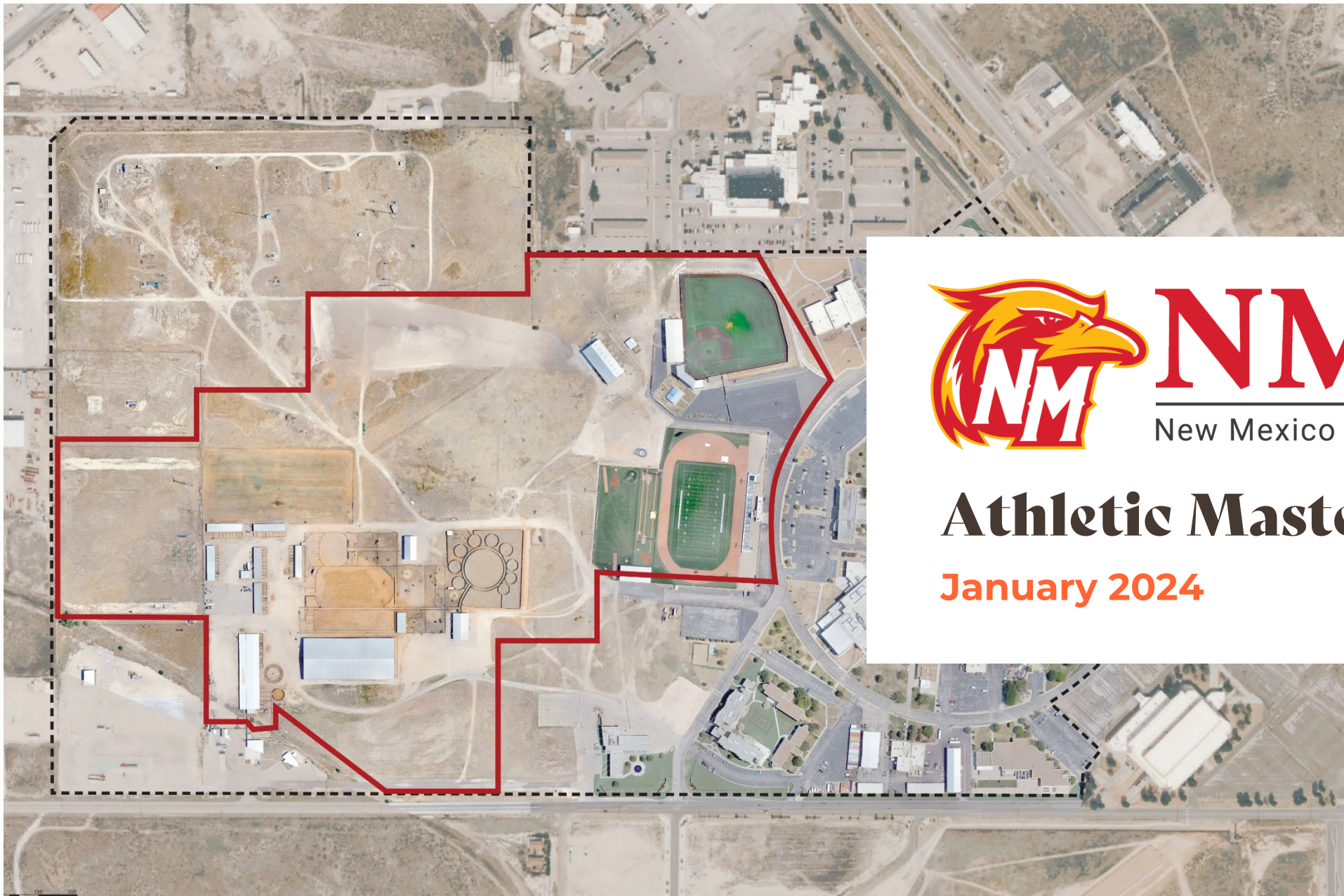
Carroll Leavell & John Watson Apartments (per semester) \$1,800

Based on the information presented, the Administration is asking your approval to increase meal plan rates by \$112 per semester for the 7-meal plan, \$240 per semester for the 15-meal plan and \$304 per semester for the 19-meal plan. The Administration is also recommending to increase the housing rates by \$100 per semester for the Runnels & Thunderbird Hall & the Carroll Leavell & John Watson Apartments.

Respectfully,



Josh Morgan



NMJJC

New Mexico Junior College

Athletic Master Plan

January 2024

Previous Master Plans



New Mexico
Junior College

Facilities Master Plan Update 2005

FINAL REPORT

Adopted: December 2005

3D/I

2005 Update

Update from the 1982 Plan

1,430,000 sqft of planned growth

Focus on major growth areas:

- Inside the Circle
- Outside the Circle
- Beyond the Circle

GROW WESTWARD / THE NEW WEST CAMPUS

"A new westward expansion of the NMJC campus is needed for the future. This new campus will be separated somewhat from the original Circle due to the athletic facilities that have been developed on the west side of the Circle. This expansion is going to have the character of a separate but closely connected and integrated campus, hence the term "West Campus". Unlike the Original Campus, the new expansion campus is likely to be built incrementally..."

Previous Master Plans

NMJC
New Mexico Junior College

**CAMPUS
MASTER PLAN
UPDATE
2019**

APPROVED 9.19.2019

2019 Update

Update from the 2005 Plan

Focus on Development Goals:

- Maintain existing assets
- Create a resilient campus
- Create a safe and welcoming campus
- Enhance campus identity
- Shift to providing online learning opportunities
- Encourage community collaboration

NMJC

New Mexico Junior College

ATHLETICS MASTER PLAN

2024



“The Athletics Master Plan shall become a cohesive part of the overall NMJC Campus Master Plan. The Junior College’s commitment to Athletics is evident in its wide range of athletics facilities and offerings to its students.”

NMJC identified the following goals to inform future projects:



Create a Unified Athletics District

- Create a clearly organized district
- development framework that ties together existing and desired programming.
- Create a sense of place entirely unique to NMJC.
- Create opportunities to showcase and celebrate NMJC athletics history and achievements.
- Expand existing facilities to accommodate increased demand on existing sports facilities



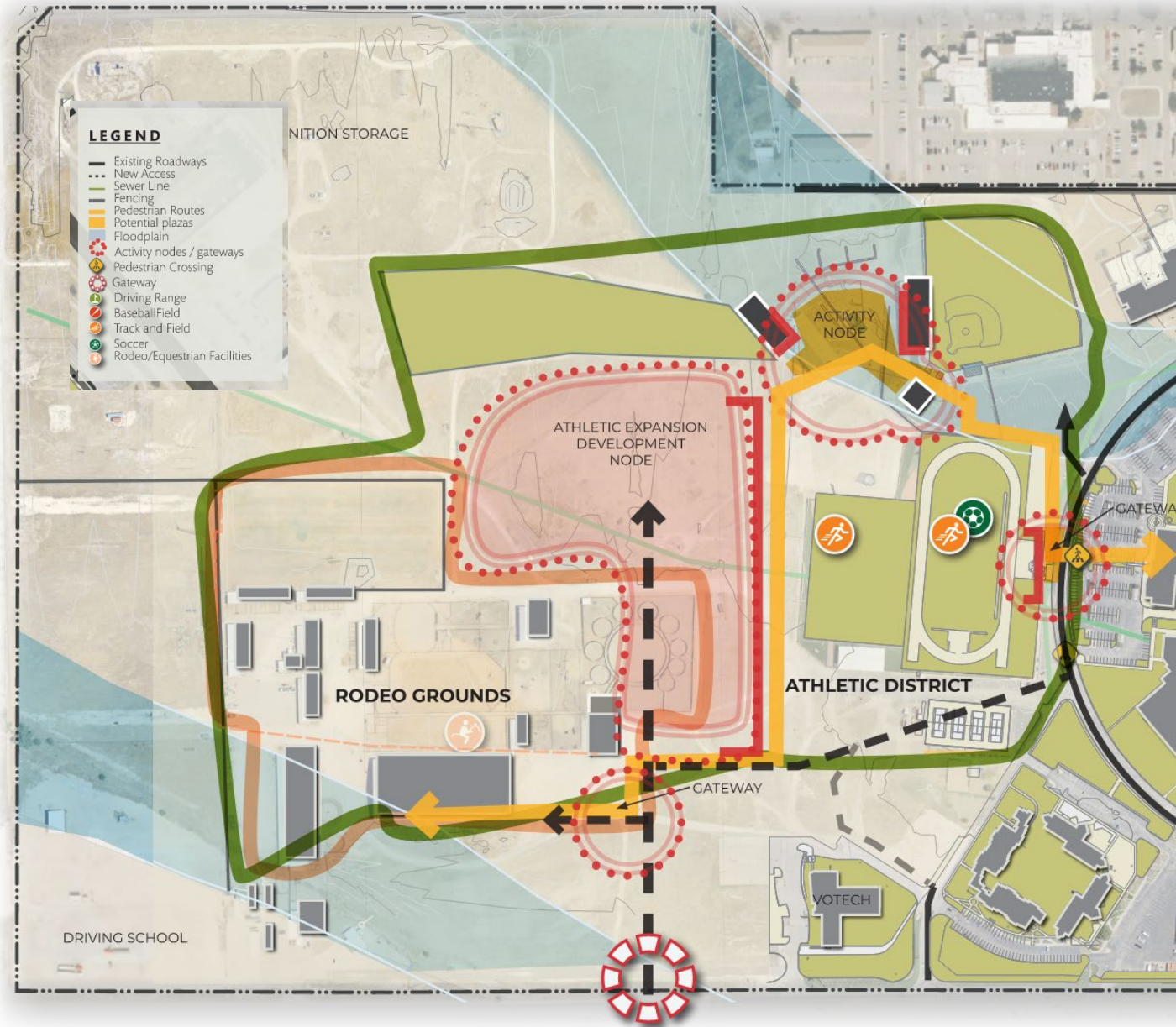
Enhance the Student-Athlete Environment to Improve the NMJC Experience

- Ensure athletics facilities that will aid in the recruitment and retention of talented student-athletes
- Enhance students, spectator, and alumni daily and game day experiences
- Evaluate façade improvements for facilities to the same high standards as the proposed facilities.
- Provide new athletic facilities to aid in the expansion of the NMJC athletics program offerings.
- Improve safe pedestrian routes



Ensure adequate coordination between planned facilities and necessary infrastructure improvements.

EXHIBIT 27. Site Opportunities and Constraints

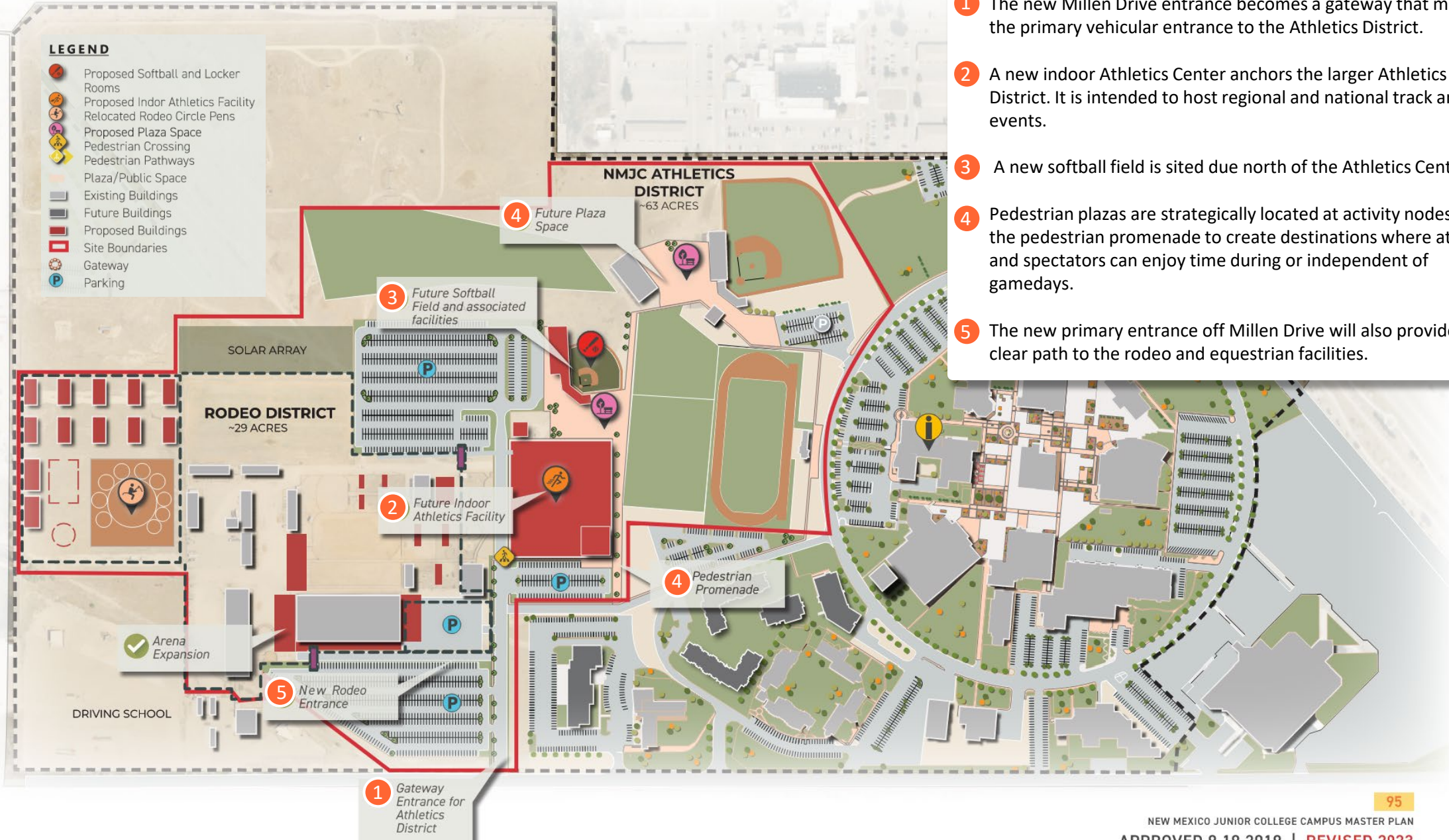


Development Framework

The major priorities of the NMJC Athletics Department are as follows:

- Improve/expand upon existing facilities to better host regional and national athletic events
- Expand opportunities so that a larger number of student-athletes can participate in programs
- Create a more cohesive and well-organized Athletics District.

Development Framework



- 1 The new Millen Drive entrance becomes a gateway that marks the primary vehicular entrance to the Athletics District.
- 2 A new indoor Athletics Center anchors the larger Athletics District. It is intended to host regional and national track and field events.
- 3 A new softball field is sited due north of the Athletics Center.
- 4 Pedestrian plazas are strategically located at activity nodes along the pedestrian promenade to create destinations where athletes and spectators can enjoy time during or independent of gamedays.
- 5 The new primary entrance off Millen Drive will also provide a clear path to the rodeo and equestrian facilities.

Athletics Center Entrance North off Millen Dr.



The new Millen Drive entrance becomes a gateway that marks the primary vehicular entrance to the Athletics District. A central feature of the framework is an open space network that provides pedestrian amenities in which athletes, students and spectators can partake in daily and game day activities. The pedestrian promenade is the primary pedestrian routes and provides linkages to the district's major destinations.



A new indoor Athletics Center anchors the larger Athletics District. It is intended to host regional and national track and field events.

Athletics District Entrance Plaza

West off Thunderbird Cir.



Pedestrian plazas are strategically located at activity nodes along the pedestrian promenade to create destinations where athletes and spectators can enjoy time during or independent of gamedays. Additional pedestrian connections are provided from the promenade to the greater campus and its assets including the rodeo grounds and a new parking lot located at the southern end of the district.

Athletics District Concession Plaza



A new softball field is sited due north of the Athletics Center. The Ross Black Field of Champions directly across the promenade from the center will be expanded to the north to accommodate larger track and field events.

Implementation

Development Goals and Strategies

- Table 2 outlines implementation strategies for the District Improvement Priorities
 - A comprehensive drainage study is needed to assess impacts of stormwater across campus
 - A drainage master plan is anticipated to be completed in 2024

TABLE 2. Development Goals and Strategies

| Goal | Strategies |
|--|---|
| Circulation & Parking Goals & Strategies | |
| Construct a safe network of vehicular connections to serve the Athletics District. | <ul style="list-style-type: none"> > Construct new access road off of Millen Drive. > Provide access road to rodeo grounds from the new access road. > Formalize a coherent traffic circulation layout within the rodeo grounds to accommodate new and expanded facilities . > Ensure the streetscape of the new roadway is compatible to planned improvements along Thunderbird Circle and includes street trees, lighting and sidewalks. |
| Create a safe network of pedestrian connections within and between the Athletics District and the central campus. | <ul style="list-style-type: none"> > Formalize a network of pedestrian routes between facilities within the district, the central campus, and other campus perimeter assets. > Prioritize the formation of a pedestrian promenade between facility anchors in the northern sector. > Ensure a dedicated sidewalk along the entrance drive off Millen > Provide designated pedestrian linkages between Athletics District and the greater campus at key nodes within the pedestrian network > Provide a designated crossing along the new entrance road between the northern sector of the district and the rodeo grounds. |
| Facility Goals & Strategies | |
| Provide new sports facilities to aid in the expansion of the NMJC athletics program offerings. | <ul style="list-style-type: none"> > Construct a new 150,000 indoor athletics center that accommodates an indoor track and associated amenities. > Construct a new softball field and associated amenities such as locker rooms. |
| Expand and maintain existing facilities to accommodate increased demand on existing sports facilities. | <ul style="list-style-type: none"> > Expand the Ross Black Field of Champions outdoor track and field area by approximately 1.5 acres to the north of the existing facility. > Expand the Dan Berry Arena by an approximately 40,000 square foot expansion to accommodate a warm-up area, rough-stock preparation area, holding pens and load out chute, spectator seating, four offices, bathrooms, and shop space. > Assess façade improvements on existing facilities within the district in coordination with site and open space improvements to create active edges. |

TABLE 2. Development Goals and Strategies

| Goal | Strategies |
|---|---|
| Infrastructure Goals & Strategies | |
| Ensure adequate infrastructure improvements to facilitate the desired expansion of the Athletics District. | <ul style="list-style-type: none"> > Construct a second Central Plant to service expanded athletics facilities. > Assess the existing wet and dry infrastructure capacity and identify improvements needed to support planned athletics facilities. |
| Continue to explore the potential to generate renewable energy to meet campus energy demands. | <ul style="list-style-type: none"> > Construct a solar array to the north of the rodeo grounds to help generate renewable energy for the greater campus. |
| Comprehensively address campuswide drainage issues. | <ul style="list-style-type: none"> > Conduct a comprehensive campuswide drainage study to identify and address floodplain and drainage management. > Site new buildings outside of the floodplain to the greatest extent feasible. |
| Outdoor Space Goals and Strategies | |
| Provide pedestrian amenities that enhance the gameday and everyday experience for athletes, students, faculty and patrons alike. | <ul style="list-style-type: none"> > Expand the shared campus space within the Athletics District to include a primary pedestrian promenade between facilities and public plazas at major facility nodes. > Promote a safe campus environment through the implementation of Crime Prevention through Environmental Design (CPTED) strategies. > Enhance all campus outdoor space with site amenities such as lighting, site furniture, shade, planters and landscaping to enhance the daily and game day experiences. > Ensure adequate lighting to improve safety along all pedestrian routes. |
| Ensure consistent branding. | <ul style="list-style-type: none"> > Ensure that pedestrian amenities within the district are consistent with the established scheme on the central campus. |

TABLE 2. Development Goals and Strategies

| Goal | Strategies |
|---|---|
| Wayfinding and Signage Goals and Strategies | |
| Create a distinct district gateway off Millen drive. | <ul style="list-style-type: none"> > Create a new gateway element in conjunction with the new Millen entrance to reinforce the identity of the NMJC Athletics District > Ensure a consistent entrance streetscape that includes sidewalk, street trees, landscaping and lighting. |
| Improve athletics district wayfinding. | <ul style="list-style-type: none"> > Expand the comprehensive signage program for vehicular and pedestrian uses to include the Athletics District. > Utilize the same signage scheme from central campus to strengthen overall campus identity. |

Implementation

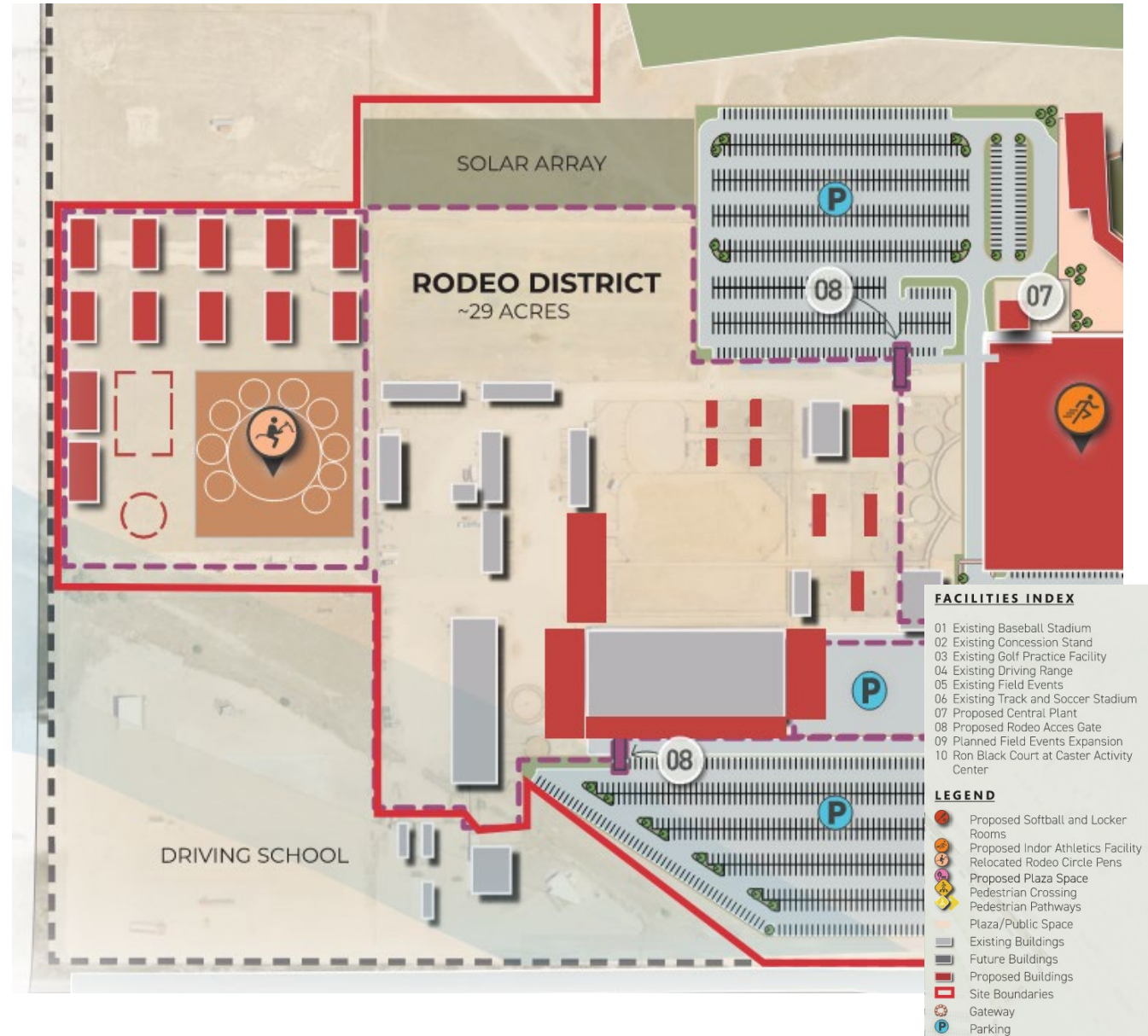
Cost

- Table 1 outlines the Probable Total Project Cost (in 2023 dollars) per project to achieve the vision.

Rodeo District

TABLE 1. Project Priorities

| Project | Description | Probable Total Project Cost | Priority |
|----------------------------------|--|-----------------------------|----------|
| Rodeo improvements | Various rodeo improvements including outdoor cover over roping boxes, stall and barn signage, renovations of the outdoor bucking pen, wheat pasture/turnouts fencing, manure bunks, stock pen shades, hay barn renovations, stall fronts and feeders, automatic waterers, and area-wide drainage improvements. | \$1,800,000 | 1 |
| Rodeo equine improvements | Various equine improvements to the rodeo grounds including a new 40,000 square foot show barn, a new saddle house, a walker, a trail / obstacle course, cart parking bays, out-door pens, a viewing / announcer stand, au-tomatic waterers, and outdoor seating. | \$1,900,000 | 2 |
| Rodeo arena expansion | An approximately 45,000 square foot expansion of the rodeo arena to accommodate a warm-up area, rough-stock preparation area, holding pens and load out chute, spectator seating, four offices, bathrooms, and shop space. | \$11,500,000 | 3 |
| Entrance roadway | 1300 LF of a 60 wide entrance road off of Millen to provide convenient and direct to athletics patrons, including landscaping and lighting. | \$1,500,000 | 4 |
| Rodeo parking (Lot C) | A new 493 space caliche/gravel parking lot directly to the west of the new Millen campus entrance to accommodate rodeo and athletics patrons. | \$3,000,000 | 5 |
| Central plant | A new central plant, similarly sized to the existing plant within the circle, to serve the facilities of the athletics district. | \$4,500,000 | 6 |



Athletics District

TABLE 1. Project Priorities

| Project | Description | Probable Total Project Cost | Priority |
|---|--|-----------------------------|----------|
| Sports complex parking - south (Lot B) | A new 116 spaces parking lot directly to the west of the new softball field and indoor athletics facility. | \$1,000,000 | 7 |
| Softball Field | A new softball field to include locker rooms. | \$8,500,000 | 8 |
| Sports complex parking - west (Lot A) | A new 589 space parking lot directly to the west of the new indoor athletics facility. | \$3,500,000 | 9 |
| Indoor Athletics Center | A new 150,000 Athletics Center to accommodate an indoor track, indoor baseball infield, and amenities such as training rooms etc.. | \$65,000,000 | 10 |
| Plazas and pedestrian promenade | Plaza areas north of indoor sports facility, plaza area surrounding concession stand, promenade between indoor sports facility and outdoor track, walking path around north and east of outdoor track. | \$2,000,000 | 11 |
| Decorative Fencing | 900 Linear Feet of new decorative iron fencing along the perimeter of the outdoor track and field. | \$160,000 | 12 |
| TOTAL PROJECTED COST | | \$104,360,000 | |



Priority Projects

2019 Campus Master Plan Update Priorities

1. Safety & Security
2. Watson Hall
3. Indoor Arena Expansion
4. Golf Building
5. Industrial Technology Building
6. Air handler and roof replacement
7. Softball Field
8. Vocational B HVAC
9. Heidel Hall
10. Campus Housing
11. John Shepherd Administration Building

2024 Athletics Master Plan Priorities

1. Rodeo Improvements
2. Rodeo Equine Improvements
3. Rodeo Arena Expansion
4. Entrance Roadway to Athletics District
5. Rodeo Parking Expansion
6. New Central Plant to Support Athletics District
7. Sports Complex Parking - South
8. New Softball Field
9. Sports Complex Parking – West
10. Indoor Athletics Center
11. Plazas and Pedestrian Promenade
12. Decorative Fencing

New Mexico Junior College

5317 Lovington Highway
Hobbs, NM 88240

To: New Mexico Junior College Board
From: JoeMike Gomez
RE: Request for Proposal #146 – Temporary Staffing Services

March 28, 2024

Request for Proposal #146 – Temporary Staffing Services

Public Notice: January 26th, 2024
Hobbs News-Sun

Proposal Summary:

| Vendor: | Max hourly rate + Payroll + Taxes + Benefits +Profit = Billing Hourly Rate | | | |
|-----------------|---|-----------------|------------|-------------|
| | Custodian | General laborer | Landscaper | Maintenance |
| Ascend Staffing | \$ 20.59 | \$ 20.59 | \$ 24.02 | \$ 20.59 |

Recommendation for award:

Ascend Staffing

Initial Contract Year + up to 3 additional, year to year contracts

Sincerely,

JoeMike Gomez

New Mexico Junior College

5317 Lovington Highway
Hobbs, NM 88240

To: New Mexico Junior College Board
From: JoeMike Gomez
RE: Request for Proposal #147 – Commercial Package Insurance

March 28, 2024

Request for Proposal #147 – Commercial Package Insurance

Legal Notice: February 14, 2024

Tabulation Summary - NMJC Coverage: Buildings, Contents, Vehicles, Personnel, Umbrella

1. Daniels Insurance Agency, Inc. \$629,042 Annual Premium

Recommendation for award: Daniels Insurance Agency, Inc.

Sincerely,
JoeMike Gomez

Memo

DATE: March 28, 2024
TO: NMJC Board
FROM: Pat Chappelle, Board Chair – New Mexico Junior College
SUBJECT: Out of State Board Travel Request

As per the New Mexico Junior College Board Policy Handbook – Board Travel Policy 301, I am seeking your approval for NMJC Board Members to travel on October 23 through October 26, 2024, to Seattle, Washington to attend the American Association of Community College Trustees (ACCT) Annual Conference.

ACCT is a professional organization that represents community college board members. Additionally, the ACCT Board Training and expertise in community college issues will serve the NMJC Board extremely well for the continued advancement of NMJC.

A legal notice of a potential quorum will be published informing the public that the Board members of NMJC may be in attendance of this event.

Thank you for your consideration.