

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, November 19, 2009
Moran Building – Multi Purpose Room
4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of October 15 & November 4, 2009 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of SE NM Archaeological Research/Resource Center | Calvin Smith |
| 7. Consideration of WHM Advisory Board Appointment | Calvin Smith |
| 8. Personnel Consideration – Director of Allied Health | John Gratton |
| 9. Closure of Open Meeting | Larry Hanna |
| 10. Consideration of Workforce Size | Steve McCleery |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

OCTOBER 15, 2009

MINUTES

The New Mexico Junior College Board met on Thursday, October 15, 2009, beginning at 4:00 p.m. in the Multi Purpose Room of the Moran Building. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner.

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

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

Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the minutes of September 17, 2009.

Under President's Report, Phillip Roybal gave an update on the NRC program at NMJC. Dr. McCleery reported that the Equine Instruction Center was #7 on HED's Capital Outlay Requests. He shared letters of appreciation from the Legislative Education Study Committee, as well as the Mortgage Finance Authority.

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

Dr. McCleery presented the City of Hobbs request for the proposed Recreation/Aquatic Center. After some discussion and upon a motion by Ms. Chappelle, seconded by Mrs. Vinson, the Board unanimously agreed to authorize Dr. McCleery to express their interest in the proposed project, as well as developing a joint powers agreement to bring back to the Board for consideration.

Dr. McCleery presented a recommendation for a one time \$1,200 non-recurring compensation increase to be awarded to each NMJC staff member on December 15, 2009. Upon a motion by Mr. Black, seconded by Mrs. Williams, the Board unanimously approved the recommendation.

Josh Morgan presented Bid #1031 – Janitorial Supplies. The administration recommended acceptance of bids from various vendors for a total of \$108,518.13. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the Board unanimously accepted the recommendation.

Mr. Hardin presented a request for approval of SunEdison Government Solutions, LLC under the terms of RFP #105. If approved, Sun Edison will in turn have the ability to negotiate a response to a RFP that will be sent out by Xcel Energy. If SunEdison is awarded the bid, NMJC will be committing to provide fifteen acres of land on the campus for the construction of a solar project. The college will also be committing to a third party purchase power agreement to take the electricity generated from this solar project for the next twenty years at a designated price with an annual accelerator. NMJC will not be obligated for any of the cost associated with the construction, operation, or maintenance of the solar project. Upon a motion by Mr. Black, seconded by Mrs. Vinson, the Board unanimously accepted the proposal from SunEdison.

Calvin Smith recommended Mr. Gary Foney, Mr. Joe Loving, and Mrs. Susan Crutchfield as new members of the Western Heritage Museum Advisory Board. Upon a motion by Mr. Kesner, seconded by Ms. Chappelle, the board unanimously accepted the recommendation.

Dan Hardin recommended Ms. Regina Choate for the Coordinator of Purchasing position at an annual salary of \$39,000. Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the Board unanimously approved the employment of Ms. Choate, effective October 16, 2009.

Ms. Chappelle 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. Mrs. Vinson seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Mr. Black – yes; Ms. Chappelle – yes; Mr. Kesner - no; Mr. Hanna – yes; Mrs. Vinson – yes; and Mrs. Williams – 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.

The next regular board meeting was scheduled for Thursday, November 19, 2009, beginning at 4:00 pm.

Upon a motion by Ms. Chappelle, seconded by Mr. Jones, the board meeting adjourned at 6:30 p.m.

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

NOVEMBER 4, 2009

MINUTES

The New Mexico Junior College Board met on Wednesday, November 4, 2009, beginning at 3:00 p.m. in the Training & Outreach Building, Room 122. The following members were present: Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner. Not present were Mr. Larry Hanna and Mrs. Mary Lou Vinson.

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

Josh Morgan presented Bid #1032 – Old Cowboy Hall of Fame Remodel. The administration recommended acceptance of the bid submitted by Lasco Construction, Inc. for an amount of \$889,098 exclusive of gross receipts tax. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the Board unanimously accepted the recommendation.

Upon a motion by Mr. Kesner, seconded by Mr. Black, the board meeting adjourned at 3:20 pm.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**

From: Dan Hardin

Date: November 6, 2009

RE: Expenditure and Revenue Reports for October

The October expense report represents month four or 33 percent of the 2009/2010 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 October 2009 is \$21,861,938.00.

Instruction and General had total expenditures of \$6,370,831.00 through October of 2009, which is 33% of budget. In the other unrestricted funds Internal Services Departments, Student Aid, Auxiliary Enterprises, and Athletics all are above the 33% completion for the year. All of these areas have expenses that are tied to the beginning of the semester except for the Internal Services which has funds encumbered for maintenance agreements. Total current unrestricted funds year-to-date is \$7,996,545.00, which is 35% of the budget for unrestricted funds.

Expenditures year-to-date for grants under the restricted funds is \$472,583.00, which is 30% of the budget for grants. Restricted student aid has expenditures of \$2,757,391.00 which is 68% of the budget for student aid. If you will note we are over \$1,000,000.00 more in the restricted student aid expenditures than we were last year.

Expenditures for plant funds include expenses for Institutional projects and ER&R. Currently, there are three major projects in progress on the campus. We have the Electrical Upgrade, the Central Plant Upgrade and Addition, and there is the Library remodel project.

Total expenditures for the month of October 2009 was \$2,492,028.00, the year-to-date total of expended and/or encumbered funds is \$21,861,938.00.

The revenue picture has changed from last year due to the decline in the Oil and Gas revenue and State Appropriation. Revenue for Tuition & Fees is up, but interest income and other revenues are down. Property tax revenue will be funded in December or January. Although revenue is less than at this time last year, we are staying close to budget because of the conservative approach to the mill levy funds. The other revenue

streams seem to be on track for the first four months of the fiscal year. Total year-to-date current unrestricted revenue is \$7,769,152.00.

In restricted funds grant revenue is starting to increase. The restricted Student Aid has increased as compared to last year as we draw funds for the Pell Grants and Student Loans.

Plant fund revenue for the month is \$225,224.00, as we received revenue in October from STB funds.

Total year-to-date revenue is \$12,330,031.00

As you can see the Oil and Gas revenue is steady. After the first two months of the fiscal year we are \$486,016.00 over budget. Total Oil and Gas revenue through October is \$1,886,068.00.

In reviewing the investment report, the LGIP fund has \$11,625,000.00 at the end of October. We have not received any more reports from the LGIP concerning changes in the reserve contingency funds.

This is the Financial Report for October 2009.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
October 2009

33% of Year Completed

Fund	2008-09			2009-10			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	7,821,466	2,777,107	36%	6,538,694	845,945	2,709,538	41%
Academic Support	2,577,499	966,362	37%	3,198,618	263,113	926,580	29%
Student Services	1,351,481	448,308	33%	1,524,926	165,533	582,402	38%
Institutional Support	5,072,631	809,957	16%	5,222,965	282,580	1,134,922	22%
Operation & Maintenance of Plant	2,658,152	939,051	35%	2,835,853	233,388	1,017,389	36%
Subtotal - Instruction & General	19,481,229	5,940,785	30%	19,321,056	1,790,559	6,370,831	33%
Student Activities	192,157	77,223	40%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	560,512	301,684	54%	119,261	20,062	56,736	48%
Student Aid	444,548	221,755	50%	598,985	35,227	320,744	54%
Auxiliary Enterprises	1,666,528	846,502	51%	1,654,040	183,202	797,330	48%
Athletics	1,032,028	439,503	43%	995,875	73,800	450,904	45%
Total Current Unrestricted Fund	23,377,002	7,827,452	33%	22,689,217	2,102,850	7,996,545	35%
CURRENT RESTRICTED FUND							
Grants	1,716,300	531,273	31%	1,585,862	132,017	472,583	30%
Student Aid	4,000,000	1,700,660	43%	4,050,000	177,766	2,757,391	68%
Total Current Restricted Fund	5,716,300	2,231,933	39%	5,635,862	309,783	3,229,974	57%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	9,025,102	2,363,935	26%	12,168,843	47,763	5,117,784	42%
Projects from State GOB Funds	1,586,048	297,503	19%	4,007,556	0	3,602,710	90%
Projects from State STB Funds	1,580,000	597,717	38%	1,790,668	0	1,730,293	97%
Projects from General Fund	178,282	0	0%	140,621	0	32,521	23%
Projects from Private Funds	485,049	405,915	84%	118,987	0	19,203	16%
Projects from State ER&R	315,161	0	0%	340,024	31,632	132,908	39%
Projects from State BR&R	755,713	0	0%	1,268,966	0	0	0%
Projects from Auxiliary BR&R	15,840	0	0%	0	0	0	0%
Subtotal - Capital and BR&R	13,941,195	3,665,070	26%	19,835,665	79,395	10,635,419	54%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	13,941,195	3,665,070	26%	19,835,665	79,395	10,635,419	54%
GRAND TOTAL EXPENDITURES	43,034,497	13,724,455	32%	48,160,744	2,492,028	21,861,938	45%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
October 2009

33% of Year Completed

Fund	2008-09			2009-10			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,259,000	1,722,096	53%	3,354,500	39,811	1,862,773	56%
State Appropriations	8,299,600	2,739,906	33%	7,676,400	641,846	2,517,222	33%
Advalorem Taxes - Oil and Gas	5,200,000	4,218,443	81%	5,200,000	577,210	1,886,068	36%
Advalorem Taxes - Property	3,100,000	46,489	1%	3,504,278	39,141	73,347	2%
Interest Income	508,252	77,977	15%	287,000	2,704	9,659	3%
Other Revenues	246,100	163,941	67%	524,363	15,499	77,109	15%
Subtotal - Instruction & General	20,612,952	8,968,852	44%	20,546,541	1,316,211	6,426,178	31%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,331,600	1,195,277	51%	2,298,000	51,219	1,239,507	54%
Athletics	320,500	105,500	33%	310,400	25,867	103,467	33%
Total Current Unrestricted	23,265,052	10,269,629	44%	23,154,941	1,393,297	7,769,152	34%
CURRENT RESTRICTED FUND							
Grants	1,463,889	528,492	36%	1,585,862	133,385	473,951	30%
Student Aid	4,000,000	1,437,180	36%	4,050,000	807,966	2,396,935	59%
Total Current Restricted	5,463,889	1,965,672	36%	5,635,862	941,351	2,870,886	51%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,586,048	54,841	3%	4,007,556	225,224	726,869	18%
Projects from State STB Funds	1,535,000	363,419	24%	1,790,668	0	830,678	46%
Projects from General Fund	178,282	45,000	25%	140,621	0	132,446	94%
Projects from Private Funds	0	0	0%	118,987	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	3,299,330	463,260	14%	6,057,832	225,224	1,689,993	0%
GRAND TOTAL REVENUES	32,028,271	12,698,561	40%	34,848,635	2,559,872	12,330,031	35%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

October 2009

33% 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	2009-10 Original Budget	Variance Over (Under) Budget
Accrual	July	\$66.39	2,665,937	\$4.35	17,522,974	608,832	350,000	258,832
Accrual	August	\$61.14	2,739,779	\$4.22	17,347,785	577,184	350,000	227,184
Accrual	September					350,000	350,000	0
Accrual	October					350,000	350,000	0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						1,886,016	1,400,000	486,016
Y.T.D. Equipment Tax Revenue						52	1,000,000	(999,948)
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						1,886,068	2,400,000	(513,932)

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

October 2009

33% 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	10,625,000	N/A	N/A	N/A	7102-1348	0.203%	2,445
Total Investments	<u>10,625,000</u>						<u>2,445</u>

Summary of Current Month's Activity	
Beginning amount	11,625,000
Plus: deposits	0
Less: withdrawals	(1,000,000)
Capital Projects	10,671,327
Reserves Invested	-46,327
Total LGIP Investment	10,625,000

Capital Projects	10/31/2009
Drawings & Master Plan	12,605.63
Marketing	49,932.06
Flooring Repair	0.00
Technology Upgrade	33,481.50
Workforce Training Center	124.74
High Tech Startup	1,346.40
JASI	101,118.20
Baseball Field	9,952.82
Rodeo Arena	-1,640.57
Equestrian Center	447,580.20
Infrastructure	50,371.09
Student Housing Construction	54,531.16
Testing Center Remodel	3,775,538.52
Frame & Door Replacement	150,000.00
Campus Village Development Proj	17,651.84
Luminis Software	16,991.00
Landscaping	468,487.52
Facility Painting	1,749.01
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	38,120.00
Campus Paving	8,717.12
Roof Replacement	271,747.29
Interior Lighting-Energy Retrofit	40,668.22
Old Dorms Renovation	45,089.51
Millen Dr. Sewer & Water	53,218.82
Board Room	15,786.44
Concrete Upgrade	42,272.63
Campus Construction	73,291.74
Oil & Gas Training Center	302,853.06
Workforce Training/Outreach	3,354.43
Professional Writing/Publishing	2,861.60
Public Sector	1,826.53
Campus Security	8,021.71
Caster Bleachers	9,805.66
Caster Old CHOF Remodel	976,000.00
Track/Arena Area Enhancement	68,380.00
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learning	5,000.00
Welding Lab	50,000.00
Copier Replacement	12,501.00
Distance Ed Equipment	105,376.65
Non-Recurring Compensation	677,950.00
Athletics	241,600.00
Student Life Programming	5,000.00
Title V (Institutional)	162,548.19
CDL Truck Driving Program	43,262.14
Central Plant Upgrade	1,515,000.00
Workforce Training Contingency	2,452.38
Total	10,671,326.74

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: Board Members
From: Dan Hardin
RE: Fiscal Watch Reports
Date: November 6, 2009

Attached for your approval are the Fiscal Watch reports to be submitted to the Higher Education Department by the end of November. The first report is the Balance Sheet for September 30, 2009. The total current assets consist of Cash and Cash Equivalents in the amount of \$2,332,189.00, which represents cash in the vault and balances in the bank. Investments totaling \$11,625,000.00 are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. Accounts Receivables are from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. Prepaid expense is the college insurance and maintenance agreements prepaid for the entire year. Total current assets are \$15,052,464.00

Non-Current Assets are the same as is in the 2008 audit for Property, Plant and Equipment, net \$39,241,881.00 and Construction in Progress \$6,854,988.00. Total Non-Current Assets are \$46,096,869.00. Total Assets are \$61,149,333.00

Current Liabilities begin with Accounts Payable of \$32,546.00. Under the Banner system, when an invoice is entered into the system there is a credit posted to Accounts Payable, as checks are cut there is debit made to Accounts Payable. When Financial Aid memo posts an award to a student there is a debit made to Accounts Payable, an offsetting credit is made when there is an actual award is posted to the student. There is a large amount of activity in and out of Accounts Payable. Accounts Payable includes Dorm Deposits Payable, Gift Certificates from the Bookstore, and General Accounts Payable. Accrued wages payable is salaries payables and accrued vacation payable. At 9-30-2009, accrued wages payable was \$362,722.00. Deferred revenue is normally income for tuition and fees that we receive in the Spring semester for the coming Summer and Fall semesters, which are in a different fiscal year. Currently,

Deferred revenue is zero. Accrued Liabilities include all of the withholding payables for Federal Income Tax, State Income Tax, ERA, Health Insurance and other payroll related withholdings. Total accrued liabilities as of September 2009 are \$279,225.00. Other Payables are a combination of gross receipts payable, voluntary withholding payables, agency accounts, and scholarships payable. Agency accounts are funds held for the various clubs and organizations around campus. The total of other payables is \$143,779.00. Total Current Liabilities are \$818,272.00 as of September 2009. Long Term Liabilities include the student housing project for \$4,119,919.00. The total liabilities are \$4,938,191.00.

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$41,158,678.00. Unrestricted net assets have a total as of September 2009 of \$15,052,464.00, with the total net assets of \$56,211,142.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that were presented in the Board reports for September 2009. This report compares the September 2008 current revenues to the September 2009 current revenues. Tuition and Fees are higher in September 2009 as compared to September 2008 due to the increase in student credit hours. State Appropriations are showing to be lower in 2009 as compared to 2008. This is a timing issue of when allocations are received, the budget for State Appropriations for 2009 is greater than 2008. Local appropriations are lower in 2009 than in 2008, as Oil & Gas revenues have decreased. Sales and Service is about the same from 2008 to 2009. Other revenues were slightly higher in the previous year. Other revenues include indirect revenue from grants, GEO revenue, copier, interest, and vending. Total operating revenue through September 2009 was \$6,375,855.00 compared to \$7,272,037.00 as of September 2008.

In comparing the year-to-date operating expenditures as of September 2009 to the year-to-date operating expenditures for September 2008, we have some variances. The Instruction and General expenditures are up by \$312,478.00, this is due to increases in utility costs, salaries and benefits, and equipment purchases. Internal Services departments are showing a decrease from FY 08 to FY 09. This is due to moving College Communications from Internal Services to Instructional Support. There are increases in the expenditures for Student Aid and a decline in Bookstore expenditures. Athletics expenditures are higher in fiscal year 2010 due to increases in salary and expenses. Total expenditures for operating funds as of September 2008 are \$5,785,909.00 compared to \$5,893,695.00 as of September 2009.

In comparing the Plant funds from September 2009 to September 2008, there is not any revenue for the first quarter of either fiscal year. As you compare the expenditures you will see a large increase in

expenditures for fiscal year 2009 as compared to 2008. This is directly related to the three constructions projects that are currently in progress, electrical upgrade, Central Plant remodel and upgrade, and the Pannell Library remodel.

The next report is the comparison of the budget to actual as of September 2009. These numbers are also taken from the Board reports that were presented at the October Board meeting. Revenues are steady, but we are behind our budget projections in two areas, local appropriations and other revenues. Tuition and Fees are ahead of the budget projections, with the increase in student credit hours. State Appropriations are steady, but we are expecting a budget cut in the next quarter. The local appropriations are consistent, but we will not receive any property taxes until December or January. We are below the projected percentage for interest income by about 10% thru the first quarter. The expenditure comparison of budget to actual is also the same as was presented in the October Board meeting. Encumbrances and seasonal expenditures in Student Aid, Auxiliary Enterprise, and Athletics account for budget areas being over 25% of their budget. As of September 2009, the College has not received any revenue for plant funds. Plant Fund expenditures show the amounts that have been expended and/or encumbered for the capital projects. As previously mentioned there are several capital projects in progress at the time.

The Cash Flow statement represents the activity during the first three months of the fiscal year. Cash flows from operating activities indicates the money coming in from tuition and fees, grants, and auxiliary enterprises, then the funds going out for salaries and benefits, payouts to students, and vendors. The net result is that it took \$2,522,665.00 more cash than was brought in. The next section shows the amount of cash from non-capital financing activities. The incoming cash from these activities is \$3,218,440.00. Next, is cash from capital financing activities, this shows the fund expended for debt service and purchase of capital assets. The total is (\$1,722,047.00). You can see the cash brought in from interest earned and then the decrease in cash on hand by (\$1,019,317.00). Basically, we began the fiscal year with \$16,008,684.00 in cash, we ended the quarter with \$14,530,564.00 in cash for a net decrease of (\$1,019,317.00). This gives you a snap shot of the cash in and out for the first quarter of the fiscal year.

We hope this explanation gives you a good understanding of the Fiscal Watch reports we are asking you to approve.

Respectfully,

Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 9/30/09

Assets

Current Assets:

Cash and Cash Equivalents	2,332,189
Investments	11,625,000
Accounts Receivable, net	534,429
Inventories	306,680
Prepaid Expenses	254,166

Total Current Assets 15,052,464

Non-Current Assets

Property, Plant and Equipment, net	39,241,881
Construction in Progress	6,854,988

Total Non-Current Assets 46,096,869

Total Assets 61,149,333

Liabilities

Current Liabilities

Accounts Payable	32,546
Accrued Wages Payable	362,722
Deferred Revenue	
Accrued Liabilities	279,225
Other Payables	143,779

Total Current Liabilities 818,272

Long Term Liabilities

Long Term Liabilities	
Notes/Bonds Payable	4,119,919.00

Total Long Term Liabilities 4,119,919.00

Total Liabilities 4,938,191.00

Net Assets

Invested in Capital Assets, net of related Debt	41,158,678
Unrestricted	15,052,464

Total Net Assets 56,211,142

NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2008-2009 and 2009-2010

Operating Funds	Actuals as of 9/30/2008	Actuals as of 9/30/2009	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	1,628,713	1,822,962	11.9%
State Appropriations	1,457,690	1,875,376	28.7%
Local Appropriations	2,869,388	1,343,064	-53.2%
Sales & Service	1,100,822	1,188,288	7.9%
Other	215,424	146,165	-32.2%
Total Revenues	7,272,037	6,375,855	-12.3%

EXPENDITURES			
Instruction & General	4,267,794	4,580,272	7.3%
Student Social & Cultural	55,457	-	-100.0%
Internal Services	146,426	36,674	-75.0%
Student Aid	211,196	285,517	35.2%
Auxiliary Enterprises	752,900	614,128	-18.4%
Intercollegiate Athletics	352,136	377,104	7.1%
Total Expenditures	5,785,909	5,893,695	1.9%
Increase (decrease) in Fund Balances	1,486,128	482,160	

Plant Funds			
REVENUES			
Interest Income	-	-	0.0%
State Funds	-		
Other			
Total Revenue	0	-	0.0%

EXPENDITURES			
Capital Projects	2,146,118	5,070,021	136.2%
State Funded Projects	900,140	5,365,524	
Private Funds	398,821	19,203	
Building R&R	-	-	0.0%
Equipment R&R		101,276	
Auxiliary R&R			0.0%
Total Expenditures	3,445,079	10,556,024	206.4%

Increase (Decrease) in Fund Balances	-3,445,079	-10,556,024
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NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2009 - 2010

September 30 2009

Operating Funds	FY 2009-2010 Original Budget	FY 2009-2010 Actual as of 9-30-09	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	3,354,500	1,822,962	54.34%
State Appropriations	7,676,400	1,875,376	24.43%
Local Appropriations	8,704,278	1,343,064	15.43%
Sales & Service	2,298,000	1,188,288	51.71%
Other	1,121,763	146,165	13.03%
Total Revenues	23,154,941	6,375,855	27.54%

EXPENDITURES			
Instruction & General	19,337,822	4,580,272	23.69%
Student Social & Cultural	0	-	0.00%
Internal Services	119,261	36,674	30.75%
Student Aid	597,897	285,517	47.75%
Auxiliary Enterprises	1,643,256	614,128	37.37%
Intercollegiate Athletics	990,428	377,104	38.07%
Total Expenditures	22,688,664	5,893,695	25.98%
Increase (decrease) in Fund Balances	466,277	482,160	

Plant Funds

REVENUES			
State Funds	0	-	
Other	-	-	
Total Revenue	0	-	

EXPENDITURES			
Capital Projects	12,118,845	5,070,021	41.84%
State Funded Projects	5,938,845	5,365,524	90.35%
Private Funds	92,643	19,203	20.73%
Building R&R	1,268,966	-	0.00%
Equipment R&R	322,778	101,276	31.38%
Auxiliary R&R	0	-	
Total Expenditures	19,742,077	10,556,024	53.47%

Increase (Decrease) in Fund Balances	-19,742,077	-10,556,024
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New Mexico Junior College
Statement of Cash Flows
September 30, 2009

Cash flows from operating activities:	
Tuition and fees	1,822,962
Federal and state grants and contracts	1,929,535
Auxiliary enterprise charges	1,188,288
Payments to employees and for employees benefits	(3,830,975)
Disbursement of net aid to students	(1,724,179)
Payments to suppliers	(1,908,296)
Net cash (used) for operating activities	<u>(2,522,665)</u>
Cash flows from noncapital financing activities:	
State aproprations	1,875,376
Property taxes	34,206
Oil and gas taxes	1,308,858
Net cash provided by noncapital financing activities	<u>3,218,440</u>
Cash flows from capital financing activities:	
Principal payments on long term debt	(47,725)
Interest paid	(42,027)
Capital appropriations	-
Purchase of capital assets	(1,632,295)
Net cash (used) for capital financing activities	<u>(1,722,047)</u>
Cash flows from investing activities:	
Interest income	6,955
Net cash provided by investing activities	<u>6,955</u>
Net increase in cash and cash equivalents	(1,019,317)
Cash and cash equivalents - beginning of year	<u>16,008,684</u>
Cash and cash equivalents - 9 30 2009	<u><u>14,530,564</u></u>
Reconciliation of net operating loss to net cash used by	
Operating activities:	(3,278,714)
Depreciation expense	
Changes in assets and liabilities:	
Accrued expenses	
Deferred expenses	
Accrued liabilities	
Inventory	
Deferred revenues	-
Prepaid expenses	254,166
Compensated absences	-
Accounts payable	(32,546)
Accounts receivable, net	534,429
Net cash (used) for operating activities	<u><u>(2,522,665)</u></u>



Where oil, water, and cowboys do mix!

Dear Dr. McCleery and the New Mexico Junior College Board,

The Western Heritage Museum Advisory Board would like to recommend the establishment of the Southeastern New Mexico Archaeological Research/Resource Center as part of the Western Heritage Museum Complex.

This Center will operate only and strictly on outside funding and in-kind support without obligating New Mexico Junior College to any future budgetary needs.

The Center will conduct research and publications directly related to the region and collect only to the capabilities and resources encompassed within the existing facilities with no expectations of current staff and/or maintenance and operations.

The Center will enhance interpretive exhibits and programs and will be a resource for students, colleagues, avocationalists and professionals conducting archaeological investigations and studies within the area.

This endeavor is a major step in being recognized and accepted by the Cultural Resource Management firms doing field work in Southeastern New Mexico and has the potential to be a substantial source of income for the Complex as they become aware of the Center and publications.

Thank you for your consideration of this request as we look forward to experiencing the benefits the Southeastern New Mexico Archaeological Research/Resource Center can bring to the Western Heritage Museum Complex and New Mexico Junior College.

Respectfully submitted,

Ray Battaglini, Chairman

Calvin B. Smith, Executive Director

Calvin B. Smith



Where oil, water, and cowboys do mix!

To: Dr. Steve McCleery, President and the New Mexico Junior College Board

From: Western Heritage Museum Advisory Board

Date: 11/10/09

Re: Recommendation for a new appointment to the Western Heritage Museum Advisory Board

The Western Heritage Museum Advisory Board would like to recommend Cynthia Buie as the ninth member of the current Western Heritage Museum Advisory Board.

Thank you for your continued support of the Western Heritage Museum Complex and the consideration given to complete the available positions on the Advisory Board.


Ray Battaglini, Chair


Calvin B. Smith, Executive Director



NEW MEXICO
Junior College

Vice President for Instruction

TO: New Mexico Junior College Board of Trustees

FROM: John Gratton *JG*

SUBJECT: Director of Allied Health

DATE: November 19, 2009

Ms. Delores Thompson has been serving as Interim Director of Allied Health for the past six months. In this capacity, Ms. Thompson has initiated an intensive self study of the nursing program, has completed an analysis of nursing program entrance requirements, and has worked toward the implementation of an updated allied health handbook. Additionally, in all of Ms. Thompson's efforts she has worked closely with the college administration, allied health staff, and allied health students to ensure outcomes met all needs of the institution and its allied health students.

Based upon her superb leadership and diligence, it is my recommendation that Ms. Delores Thompson be named as the Director of Allied Health and the Interim designation be removed from her job title.

November 10, 2009

Dr. McCleery,

As you recall on May 14, 2009 I passed the State Exam and was issued a Recycling Facility Operator's Certification which is required to register New Mexico Junior College as a recycling facility which is mandated by the Governor. We are now in compliance with the Governor's Order. I am sorry it has taken so long to get this approval but the Environmental Department has required me to fill out numerous documents for approval. Since I will be in Albuquerque the rest of this week I thought I would go out with a campus e-mail next Monday, November 16th with some instructions as we officially begin recycling across campus.

Thanks,

Charley Carroll



NEW MEXICO
ENVIRONMENT DEPARTMENT



Solid Waste Bureau

BILL RICHARDSON
Governor
DIANE DENISH
Lieutenant

1190 St. Francis Drive, Room S-2050
P.O. Box 5469, Santa Fe, NM 87502-5469
Phone (505) 827-0197 Fax (505) 827-2902
www.nmenv.state.nm.us/SWB/
Auralie Ashley-Marx, Bureau Chief

RON CURRY
Secretary
JON GOLDSTEIN
Deputy Secretary

November 3, 2009

Dr. Charley R. Carroll, Ph. D.
New Mexico Junior College
5317 Lovington Highway
Hobbs, New Mexico 88240-9121

RE: Recycling Facility Approval

Dear Dr. Carroll:

Please find the attached Certificate of Registration issued in the name of New Mexico Junior College. The New Mexico Environment Department (NMED) hereby approves your Recycling Facility registration for New Mexico Junior College, effective November 3, 2009, with the following conditions:

1. The facility shall be operated in full compliance with the terms of the registration and all applicable portions of the New Mexico Solid Waste Rules, 20.9.2 – 20.9.10 NMAC.
2. Submit an annual report to the department within 45 days of the end of each calendar year per 20.9.3.27.J NMAC
3. In accordance with the New Mexico Solid Waste Rules, 20.9.3.37.A NMAC, this registration expires on November 3, 2014.

If you have any questions, please call me at (505) 827-2385.

Sincerely,

John Offersen
Environmental Specialist
Permit Section, Solid Waste Bureau

cc: Enforcement Area IV
Terry Nelson, Permit Section Manager
Chuck Akeley, Enforcement Section Manager

Recycling Facility Registration



New Mexico Junior College Recycling (Lea County)


has met the criteria of the New Mexico Solid Waste Rules, 20.9.3.27 NMAC,
and is registered as a Recycling Facility
Registration No. 0413167R

issued by

State of New Mexico Environment Department

Issued: November 3, 2009

Expires: November 3, 2014


Auralie Ashley-Mary, Chief
Solid Waste Bureau



2009

New Mexico Recycling Coalition

*In partnership with the New Mexico
Environment Dept: Solid Waste Bureau
verifies*

Charley Carroll

**Has completed the Recycling Facility Operator
Certification Course on May 14, 2009.**

Leading New Mexico To Value Waste as a Resource!



Stephen Reid

NMRC Executive Director

5-14-09

Date