

NEW MEXICO JUNIOR COLLEGE
BOARD MEETING

Thursday, August 15, 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 July 18, 2024 | Pat Chappelle |
| D. President's Report | Derek Moore |
| E. Information Items | |
| 1. Board Student Success Committee Meeting Update | Travis Glenn |
| 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 Research & Public Service Projects Funding | Josh Morgan |
| 2. Consideration of Transfer from Reserves to Capital | Josh Morgan |
| 3. Consideration of Guaranteed Maximum Price for Heidel Hall | Josh Morgan |
| 4. Consideration of Donation of Equipment to the Lea County High Schools | Josh Morgan |
| 5. Consideration of NMJC Employee Health Insurance Benefits | Josh Morgan/Amy Coombes |
| 6. Consideration of Revisions to NMJC Employee Handbook -
3.8 Retirement Programs & Return to Work and 6.21 Required
Training | Amy Coombes |
| G. Public Comments | |
| H. Determination of Next Meeting | Pat Chappelle |
| I. Closure of Meeting | |
| • Discussion of the purchase, acquisition or disposal of real property pursuant to NMSA 1978 §10-15-1 H (8)- concerning the possible purchase of real property at 5419 N. Lovington Highway in Hobbs, New Mexico | |
| F. New Business (Continued) | |
| 7. Consideration of Purchase of Property Located at 5419 N. Lovington Highway, Hobbs, New Mexico | Scotty Holloman |
| 8. Consideration of Acceptance of Grant from Lea County, New Mexico to purchase property at 5419 N. Lovington Highway in Hobbs, New Mexico | Scotty Holloman |
| 9. Consideration of Memorandum of Agreement between Lea County, New Mexico and New Mexico Junior College | Scotty Holloman |
| 10. Consideration to take additional action, if any, on closed session items | Scotty Holloman |
| J. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
JULY 18, 2024
MINUTES**

The New Mexico Junior College Board met on Thursday, July 18, 2024, beginning at 1:30 p.m. in the Pannell Library, Zia Board Room. Ms. Patricia Chappelle, Board Chair, called for a roll call: Mr. Travis Glenn - present; Mrs. Erica Jones - present; Ms. Pat Chappelle - present, and Mr. Guy Kesner - present via Zoom. Mr. Hector Baeza joined the meeting via Zoom at approximately 1:48 pm. Ms. Evelyn Rising and Mr. Manny Gomez were absent.

Ms. Chappelle called the meeting to order.

Mr. Glenn requested a rearrangement of the agenda as follows: Following the approval of the minutes for June 20, 2024, E. Information Items, 1., following E. 1., F. New Business 1.-4., following F. 1.-4., D. President's Report, following the D. President's Report, E. Information Items 2.-5., following E. 2.-5., G. Public Comments. Upon a motion by Mr. Glenn, seconded by Mrs. Jones, the Board unanimously adopted the agenda as amended. Ms. Chappelle called for a roll call: Mr. Glenn - yes; Mrs. Jones - yes; Ms. Chappelle - yes; and Mr. Kesner - yes.

Upon a motion by Mr. Glenn, seconded by Ms. Jones, The Board unanimously approved the minutes of June 20, 2024 as presented. Ms. Chappelle called for a roll call; Mr. Glenn - yes; Mrs. Jones - yes; Ms. Chappelle - yes; and Mr. Kesner - yes.

Under Information Items E.1. Mr. Guy Kesner reported the Board Finance/Facilities Committees met on July 15, 2024. He reported the main topic of the Board Finance Committee was the discussion of compensation and payment options for employees and employers' portion of health insurance. Mr. Kesner provided the options discussed and noted the recommendation of the committee was to adjust the lower paid tier from 80% to 90%, the middle tier from 70% to 80%, and the lower tier from 60% to 70%. He stated NMJC would pay an additional 10% on each level and noted this adjustment would better benefit all NMJC employees. Mr. Kesner reminded the Board of discussions at the April 18, 2024 NMJC Board Meeting regarding the possibility of an 80%/20% payment option, and, the approval of projected budgeted funds to allow continued discussions of possible option plans. Following significant discussion, it was noted this item will be presented in the August 2024 NMJC Board Meeting. An additional topic of discussion was NMJC's LGIP investments, currently at a floating rate, and the possibility of moving into longer term investments. Mr. Kesner stated the committee recommended a bank representative be invited to speak to the Board Finance Committee members to present options for possible CDARS accounts. Mr. Kesner reported the topic of the Board Facilities Committee was discussion of the old Lea Regional Hospital building located next to the NMJC campus. Mr. Kesner noted, after reviewing a couple of options, the committee would make a recommendation to either renovate at an approximate cost of \$260 million or demo the hospital at an approximate cost of \$5/6 million. He further stated the option to purchase would be with funding assistance from an outside source.

Possible uses for the location would be a sports field, an indoor athletic facility, and retention pond to address flood management issues on campus with the largest concern, the underground tunnel system. Mr. Kesner stated continued discussions will take place during the scheduled closed session.

Under New Business Mr. Josh Morgan presented the Fiscal Watch Report for the quarter ending June 30, 2024. Upon a motion by Mr. Glenn, seconded by Mrs. Jones, the Board unanimously approved the Fiscal Watch Report as presented. Ms. Chappelle called for a roll call: Mr. Baeza - yes; Mr. Glenn - yes; Mrs. Jones - yes; Mr. Kesner - yes; and Ms. Chappelle - yes.

Mr. Morgan presented consideration of Disposition of Inventory at Public Auction. Upon approval, a letter will be sent to the Office of the State Auditor (OSA) and the Higher Education Department (HED) to notify them of NMJC's intent to dispose inventory at public auction. Upon a motion by Mr. Glenn, seconded by Mrs. Jones, the Board unanimously approved this request. Ms. Chappelle called for a roll call: Mr. Baeza - yes; Mr. Glenn - yes; Mrs. Jones - yes; Mr. Kesner - yes; and Ms. Chappelle - yes.

Mr. Scotty Holloman and Ms. Amy Coombes provided consideration of the updated and revised NMJC Employee Handbook. Following brief discussion, the Board express their appreciation for the time and effort put into the updated handbook. Upon a motion by Mrs. Jones, seconded by Mr. Glenn, the Board unanimously approved the NMJC Employee Handbook as presented. Ms. Chappelle called for a roll call: Mr. Baeza - yes; Mr. Glenn - yes; Mrs. Jones - yes; Mr. Kesner - yes; and Ms. Chappelle - yes.

Mr. Jeff McCool, Dr. Stephanie Ferguson, Dr. Larchinee Turner, and Dean Dianne Marquez presented consideration of the NMJC Academic Master Plan. It was noted 17 different focus groups which included community schools, on-campus faculty staff, athletics, coaches, and students who participated in questions and conversations that assisted in the development of the master plan. It was noted 10 of the 17 groups consisted of approximately 250 students. The Board thanked Dr. Moore for his vision and expressed their appreciation to the administrative team for their efforts and work in the development of the Academic Master Plan. Upon a motion by Ms. Jones, seconded by Mr. Glenn, the Board unanimously approved the Academic Master Plan as presented. Ms. Chappelle called for a roll call: Mr. Baeza - yes; Mr. Glenn - yes; Mrs. Jones - yes; Mr. Kesner - yes; and Ms. Chappelle - yes.

Under President's Report Ms. Amy Coombes provided an update for new employees, promotions, resignations, and retirements.

Dr. Moore introduced Mr. Arturo Payen, Director of Energy Technology and Dr. Maryrose Eannace, Vice President for Instruction.

Dr. Moore reported Mr. Steve Saucedo, Mr. Jeff McCool, and various other NMJC representatives attended the EnergyPlex Conference on June 25th. He stated the conference had many topics and

noted Oil & Gas was at the top. Individuals from the State of New Mexico and various providers from the West Texas area as well as Southeast New Mexico were in attendance. Mr. Saucedo was given an opportunity to facilitate a session along with many CEO's from the Oil & Gas Industries. He noted NMJC was well represented at the conference.

Dr. Moore reported NMJC received recognition as a Firm Foundation Member at the Hobbs Chamber of Commerce on June 27, 2024.

Dr. Moore reported Nor Lea General Hospital and Mr. David Shaw have been on a journey of "Performance Excellence". Dr. Moore further noted Nor Lea General Hospital has recently been recognized as a Healthcare Institution of Excellence and will receive an award and a site visit from a group that is in the hospital industry from the State of California. Mr. Shaw has reached out to Dr. Moore to invite him to participate in a video that will share how Nor Lea is involved in the community and how they have impacted NMJC. Dr. Moore stated he plans to have the NMJC team meet with the Nor Lea Administrators to discuss how they embarked on the journey of "Performance Excellence".

Dr. Moore reported on July 31st, approximately 14 NMJC representatives will be in attendance of the Alliance for Innovation & Transformation (AFIT) "Looking Ahead to Empower the Future Today" Conference in Phoenix, Arizona. He stated the key topic will be Artificial Intelligence (AI). An update will be provided following the conference.

Dr. Moore reported NMJC will host the Capital Outlay Summer Hearings for the Southeast Region on August 7, 2024 at the Workforce Development Facility. In addition, NMJC will provide a tour for the committee members on August 8, 2024.

Dr. Moore provided an update on the General Obligations Bond (GO Bond). He reported out of the \$229 million GO Bond, NMJC will be asking for \$4 million for the renovation of Mansur Hall.

Under Information Items E.2. - E.4 Mr. Josh Morgan presented the Expenditure Report, Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report for June 2024. Ms. Chappelle asked if a reason has been obtained for the substantial decrease in the amount of gas sold on the May 2024 Oil & Gas Revenue Report. Mr. Morgan responded he has not received a response.

Ms. Chappelle called for comments from the public. Mr. Luke Fay, Sports Information Director, reported NMJC Athletics is coming off a banner year for the 2023/2024 season. He reported the T-Birds reached the post season at the NJCAA level in All Sport and won the National Championship in 3 sports, men's half marathon, women's outdoor track & field, and men's golf. He further reported two NMJC track and field athletes will be competing at the Olympics. In addition, he reported T-Birds placed 3rd overall in the Daktronics Cup. He stated the Daktronics Cup is awarded annually by the National Alliance of Two-Year College Athletic Administrators (NATYCAA) to junior colleges with the most athletic success. NMJC was the 3rd most successful

athletic program in the country. Mr. Fay thanked Dr .Moore and the Board for their continued support of athletics. In addition, Mr. Fay expressed his concern regarding the rising cost of insurance to the NMJC employees with families. Ms. Chappelle expressed her appreciation for Mr. Fay's concerns and stated the insurance discussion will be presented for consideration at the August 2024 NMJC Board Meeting.

There being none, the next Regular Board Meeting was scheduled for Thursday, August 15, 2024 at 1:30 pm in the Zia Board Room.

Mr. Glenn moved the Board go into closed session for the discussion of the purchase, acquisition or disposal of real property pursuant to NMSA 1978 §10-15-1 H (8) - concerning the possible purchase of real property in Hobbs, New Mexico. Mrs. Jones seconded the motion. The roll call was as follows: Mr. Baeza - yes; Mr. Glenn - yes; Mrs. Jones - yes; Mr. Kesner - yes; and Ms. Chappelle - yes.

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

Upon a motion by Mr. Glenn, seconded by Mrs. Jones and by unanimous consent, the meeting adjourned at 3:49 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: August 9, 2024
RE: July 2024 Financial Reports

Expenditure Report:

July is the first month of the 2024/2025 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 July is \$28,220,983.

The total current unrestricted fund expenditures through July are \$4,005,767, which is 8% of the projected budget. Most of these expenses are the normal monthly payroll and benefit expenditures. Payroll expenditures reflect the 3% comp raise. Internal Services (Computer Services, Motor Pool, & Document Center) have monthly credits posted to these departments. Expenses in Institutional Support are up from this time last year due to reclassifying were the expenses for the CORE operational expenses and faculty/staff memberships is paid from. It had been paid from Instruction but was reclassified to Institutional Support for FY 25. Expenses in Operations and Maintenance are up from this time last year and that is due to the increase in property insurance. Auxiliary expenses are tracking as expected with expenditures early in the year preparing for the start of the fall semester.

Restricted fund expenditures through July are \$381,869. 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 semesters.

Total plant fund expenditures through July are \$23,833,347 which is mainly from encumbrances rolling over from FY 24. Projects with major expenditures and encumbrances include the Watson Hall Renovation, the Industrial Training Center, and Heidel Hall Renovation. Year-to-date building renewal and replacement expenditures are \$290,744 and equipment renewal and replacement expenditures are \$210,811.

Revenue Report:

Total current unrestricted revenue received in July was \$4,300,679. This mostly consists of tuition and fees for the summer and fall semesters, the state appropriation, the monthly accrual for oil and gas production, and auxiliary revenue. Registration for FY 25 summer and fall began in April and at the beginning of FY 25, deferred revenue from FY 24 from tuition and fees was posted for the summer and fall semesters. The Oil and Gas revenue in July is different because the oil and gas revenue received in July is recorded in the prior fiscal year. The monthly accrual of \$983,333 is recorded for oil and gas revenue for July. The college will not begin reporting any property tax revenue for FY 25 until November. Total year-to-date current unrestricted revenue is \$4,300,679.

Total current restricted revenue received in July for grants and student aid was \$298,171. Total year-to-date current restricted revenue is \$298,171.

Total plant fund revenue recorded in July is \$1,245,652. This consist of the LGIP interest. Total year-to-date plant fund revenue is \$1,245,652

Total revenue for the month of July is \$5,844,502. Total year-to-date revenue is \$5,844,502.

Oil and Gas Revenue Report:

The Oil & Gas Report is reporting revenue that is posted into FY 24. There will be two more months of Oil & Gas revenue to be posted in FY 24. The Oil & Gas Report reflects the tenth month of revenue for FY 24. In July, the College received \$6,953,481 in oil & gas revenue for the month of April 2024. The months of May through June reflect the monthly accrual of \$816,666 each month. Total Oil and Gas Production and Equipment tax revenue through July including the two months of accrual is \$84,743,919. In comparison to this same time last year, Oil & Gas Production revenue is down \$2,642,534 and Oil & Gas Equipment revenue is up \$7,701,857.

Investment Report:

The College began the month of June with \$277 million invested with the LGIP. There was \$21 million withdrawn during the month resulting in an ending balance of \$256 million at the end of July. The College earned \$1,245,652 in interest at a net yield of 5.328% during the month of July.

The funds withdrawn from the LGIP and an additional \$5 million were deposited into a CDARs account at Lea County State Bank. \$12,000,000 was deposited into a 1-year CDAR earning 4.86%. \$12 million was deposited into a 1-year CDAR earning 4.71%. \$1 million was deposited into a 2-year CDAR earning 4.27%. Finally, \$1 million was deposited into a 2-year CDAR earning 4.26%.

At the end of July, there was \$271,572,922 in allocated capital projects.

Stacey Wynn and other Business Office personnel have been working diligently to close the FY 24 fiscal year and prepare for the upcoming audit. The auditors worked remotely with us the week of August 5 and they will be on campus the week of September 16. Additionally, Kerrie Mitchell and the Financial Aid office, Tina Kunko with the NMJC foundation and New Horizons Foundation, July Buchanan and the Bookstore staff, and Bill Kunko and the Computer Center staff have worked hard to provide information for the audit team. We appreciate everyone for their attention to detail and their professional and timely response to the audit teams' requests.

This concludes the financial report for July 2024.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

July 2024

8% of Year Completed

Fund	2023-24			2024-25			
	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	14,993,034	604,495	4%	14,611,285	629,764	629,764	4%
Academic Support	3,335,477	274,778	8%	3,340,083	337,521	337,521	10%
Student Services	4,281,043	211,911	5%	4,334,218	313,157	313,157	7%
Institutional Support	7,955,316	577,763	7%	8,221,493	911,623	911,623	11%
Operation & Maintenance of Plant	6,728,166	688,563	10%	6,246,117	820,651	820,651	13%
Subtotal - Instruction & General	37,293,036	2,357,510	6%	36,753,196	3,012,716	3,012,716	8%
Public Service	47,658	-	0%	-	-	-	0%
Internal Service Departments	363,850	67,694	19%	219,431	54,209	54,209	25%
Student Aid	1,081,492	42,763	4%	1,050,880	120,408	120,408	11%
Auxiliary Enterprises	3,795,534	284,082	7%	3,324,544	496,273	496,273	15%
Athletics	5,720,900	288,146	5%	5,787,225	322,161	322,161	6%
Total Current Unrestricted Fund	48,302,470	3,040,195	6%	47,135,276	4,005,767	4,005,767	8%
CURRENT RESTRICTED FUND							
Grants	979,971	52,938	5%	973,906	51,719	51,719	5%
Student Aid	4,456,834	214,666	5%	4,456,834	330,150	330,150	7%
Total Current Restricted Fund	5,436,805	267,604	5%	5,430,740	381,869	381,869	7%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	122,828,858	7,618,483	6%	272,369,231	22,622,642	22,622,642	8%
Projects from State GOB Funds	5,331,214	2,930,141	55%	42,971	1,034	1,034	2%
Projects from State STB Funds	2,150,000	1,156,482	54%	888,536	659,321	659,321	74%
Projects from General Fund	2,125,000	-	0%	2,125,000	-	-	0%
Projects from Other State Funds	807,153	15,853	0%	501,966	3,795	3,795	1%
Projects from Private Funds	102,697	190	0%	177,383	45,000	45,000	0%
Projects from State ER&R	1,238,666	84,035	7%	1,198,438	210,811	210,811	18%
Projects from State BR&R	794,875	400,233	50%	820,799	290,744	290,744	35%
Subtotal - Capital and BR&R	135,378,463	12,205,417	9%	278,124,324	23,833,347	23,833,347	9%
Debt Service							
Revenue Bonds	-	-	0%	-	-	-	0%
Total Plant Funds	135,378,463	12,205,417	9%	278,124,324	23,833,347	23,833,347	9%
GRAND TOTAL EXPENDITURES	189,117,738	15,513,216	8%	330,690,340	28,220,983	28,220,983	9%

NEW MEXICO JUNIOR COLLEGE

Revenue Report

July 2024

8% of Year Completed

2023-24

2024-25

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	4,054,596	522,199	13%	3,738,960	1,781,772	1,781,772	48%
State Appropriations	8,394,299	649,083	8%	8,808,964	693,050	693,050	8%
Advalorem Taxes - Oil and Gas	90,481,162	816,667	1%	16,550,000	983,333	983,333	6%
Advalorem Taxes - Property	15,000,000	-	0%	12,900,000	-	-	0%
Other Revenues	268,078	6,154	2%	163,500	11,436	11,436	7%
Subtotal - Instruction & General	118,198,135	1,994,103	2%	42,161,424	3,469,591	3,469,591	8%
Internal Service Departments	58,963	1,063	2%	29,910	1,232	1,232	4%
Auxiliary Enterprises	2,762,798	618,020	22%	2,860,000	780,989	780,989	27%
Athletics	686,400	46,550	7%	607,230	48,867	48,867	8%
Total Current Unrestricted	121,706,296	2,659,736	2%	45,658,564	4,300,679	4,300,679	9%
CURRENT RESTRICTED FUND							
Grants	979,971	49,662	5%	973,906	43,979	43,979	5%
Student Aid	4,456,834	257,712	6%	4,456,834	254,192	254,192	6%
Total Current Restricted	5,436,805	307,374	6%	5,430,740	298,171	298,171	5%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	5,331,214	-	0%	42,971	-	-	0%
Projects from State STB Funds	2,150,000	-	0%	888,536	-	-	0%
Projects from General Fund	2,125,000	-	0%	2,125,000	-	-	0%
Projects from Private Funds	-	-	0%	-	-	-	0%
Interest Income (LGIP)	10,609,323	593,594	6%	2,606,827	1,245,652	1,245,652	48%
Total Plant Funds	20,215,537	593,594	3%	5,663,334	1,245,652	1,245,652	22%
GRAND TOTAL REVENUES	147,358,638	3,560,704	2%	56,752,638	5,844,502	5,844,502	10%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2024

100% 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	\$70.34	35,494,854	\$2.52	127,961,705	6,144,124	816,667	5,327,457
Actual	January	\$71.00	32,988,047	\$2.98	116,231,932	5,975,461	816,667	5,158,794
Accrual	February	\$74.54	32,975,309	\$2.67	116,340,201	6,056,791	816,667	5,240,124
Accrual	March	\$78.59	36,820,624	\$2.09	133,247,774	7,007,315	816,666	6,190,649
Accrual	April	\$83.58	36,110,415	\$1.82	132,387,569	6,953,481	816,666	6,136,815
Accrual	May					816,666	816,666	0
Accrual	June					816,666	816,666	0
Y.T.D. Production Tax Revenue						66,748,731	9,800,000	56,948,731
Y.T.D. Equipment Tax Revenue						17,995,188	2,750,000	15,245,188
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						84,743,919	12,550,000	72,193,919

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

July 2024

8% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	277,000,000	7102-1348	5.328%	1,245,652
Plus deposits	-			
Less withdrawals	(21,000,000)			
Total LGIP investments	256,000,000			1,245,652
Lea County State Bank CDAR				
1 Yr.	12,000,000		4.860%	
1 Yr.	12,000,000		4.710%	
2 Yr.	1,000,000		4.270%	
2 Yr.	1,000,000		4.260%	
Total Lea County State Bank CDAR	26,000,000			

Capital Project	7/31/2024
Vehicles	348,604.60
Campus Facilities Master Plan	3,857.45
Chrome River	115,418.00
WHM North Gallery Renovation	500,000.00
Campus Vestibules	1,187,729.31
Voc B Airhandler	2,000,000.00
Softball Field	8,500,000.00
National Track Meet	96,535.12
National Golf Championship	4,314.51
Technology Upgrade	831,404.70
Professional Development	71,765.81
Ben Alexander Renovation	3,000,000.00
Baseball Field	1,952,536.64
Rodeo Arena	252,687.17
Fire Alarm Upgrade	199,601.88
Landscaping	209,355.56
Smart Classrooms	320,283.52
Campus Signage	35,435.22
Campus Paving	410,837.83
Std Ctr & Bob Moran Roof Replacement	1,500,000.00
NMJC Site Improvements - Phase 1	15,197,553.66
Dorm/Apartment Refurbish	1,084,920.51
Concrete Upgrade	157,262.75
Campus Construction	49,590.43
Workforce Development	91,834.86
Higher Learning Commission	67,271.62
Campus Security	112,041.31
Copier Replacement	169,233.07
Non-Recurring Compensation	1,482,513.20
Athletics Post Season	250,000.00
Athletics	70,893.71
Student Life Programming	20,000.00
Succession Plan	586,528.05
WHM Exhibits	171,000.01
Track Upgrades	157,819.51
Driving Range Upgrades	150,000.00
Cafeteria Upgrade	203,701.79
Rodeo Arena Expansion	11,529,949.09
Turf Replacement	300,000.00
Watson Hall Renovation	1,274,118.52
Facilities Management System	11,996.37
Caster Upgrades	424,229.76
Industrial Training Center	9,091,077.62
Heidel Hall Renovation	28,500,337.34
Infrastructure Upgrades	4,226,454.48
Campus Housing Unit	25,142,686.15
Cafeteria Construction	19,655,748.10
Mansur Hall Remodel	2,562,185.11
Mary Hagelstein Remodel	9,016,750.25
Campus Wide Access Control	1,681,293.27
Dorm/Apartment Furniture Replacement	469,153.33
Roof Replacement	4,150,000.00
CORE	1,500,000.00
Third Health Center Caster Annex Remodel	179,130.36
NMJC/Lea County Quality of Life (ENMT)	5,234,490.17
Central Plant Expansion	4,462,579.98
Master Drainage Plan	4,441,900.87
Student Hub	9,607,790.00
NMJC/Lea County Culinary Arts	2,500,000.00
NMJC Indoor Athletic Facility	50,000,000.00
WHM Recladding	1,969,747.96
Nursing Storage	300,000.00
Bob Moran & Pannell Library Air Handler	1,150,000.00
Perimeter Security Fencing	159,445.24
Rodeo Feed/Livestock	247,860.00
Rodeo Improvements	836,756.36
Rodeo Equine Improvements	1,846,535.69
Campus-Wide Wireless Access Points	375,000.00
NMJC Site Improvements - Phase 2	16,000,000.00
Athletics District Entrance Roadway	1,500,000.00
Rodeo Parking (Lot C)	3,000,000.00
Sports Complex Parking - South (Lot B)	1,000,000.00
Sports Complex Parking - West (Lot A)	3,500,000.00
Plazas & Pedestrian Promenade	2,160,000.00
Workforce Training Contingency	3,174.49
Total	271,572,922.31

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Josh Morgan
Date: August 9, 2024
RE: RPSP

Board Members,

By September 15th of each year, New Mexico Junior College must submit to the Higher Education Department (HED) any new or renewal request for funding of the Research & Public Service Projects (RPSP) for the coming fiscal year.

On July 1, 2023, HED issued guidance stating that RPSPs specifically supporting Instruction & General (I&G) purposes should not be submitted as a RPSP request and would be rolled into the I&G base. Additionally, any RPSP that falls below \$200,000, regardless of function, would also be rolled into the I&G base. RPSP for Oil & Gas Training, Lea County Education Consortium, and Wrap-Around Student Support Services were rolled into the I&G base for FY 25 and are no longer required to be submitted as an RPSP request.

Below shows the funding allocated for FY 25 and the requested RPSP funding for FY 26:

	FY 25	FY 26
Athletics	\$607,230	\$707,230
Nurse Expansion	\$781,900	\$931,900

The administration is asking for your approval to submit an expansion request to HED for Athletics of \$100,000 to help with the increase in travel costs and a \$150,000 expansion request for Nurse Expansion to add an additional nursing faculty for a paramedic bridge program and to provide stipends to nursing students to attend clinicals.

Thank you for your consideration.

Respectfully,

Josh Morgan

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members

From: Josh Morgan

RE: Capital Transfers

Date: August 9, 2024

Board members,

As part of our process to close out FY 24, we evaluate our Instruction and General (I&G) reserve balances and identify capital projects to transfer funds from I&G to Capital. Oil and gas revenues collected in excess of budgeted amounts are considered as a funding source for capital need. In review of this years I&G reserve balances, we are requesting the board to approve the following Capital transfers:

<u>Request</u>	<u>Project</u>	<u>Current Balance</u>	<u>Proposed Balance</u>
\$ 1,000,000	Campus Construction	\$ 64,042.33	\$ 1,064,042.33
\$ 100,000	Higher Learning Commission	\$ 68,687.94	\$ 168,687.94
\$ 32,000	McLean/Cosmetology Remodel	\$ 0.00	\$ 32,000.00
\$ 250,000	Cafeteria Upgrade	\$ 204,886.91	\$ 454,886.91
\$ 1,000,000	Rodeo Arena Expansion	\$ 11,529,949.09	\$ 12,529,949.09
\$ 6,000,000	Mansur Hall	\$ 2,562,185.11	\$ 8,562,185.11
\$ 1,200,000	Campus Wide Access Control	\$ 1,681,293.27	\$ 2,881,293.27
\$ 500,000	Rodeo Improvements	\$ 914,407.78	\$ 1,414,407.78
\$ 500,000	Rodeo Equine Improvements	\$ 1,867,292.81	\$ 2,367,292.81
<u>\$ 8,000,000</u>	Site Improvements – Phase 2	\$ 16,000,000.00	\$ 24,000,000.00
\$ 18,582,000	Total Request		

The projects listed above have been identified as either priority projects in the Campus Facilities Master Plan or help to accomplish the Strategic Plan and mission and vision of New Mexico Junior College.

Thank you,

Josh Morgan

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Josh Morgan
Date: August 12, 2024
RE: Heidel Hall Renovation GMP

Board Members,

As you may recall, at the June 20, 2024 NMJC Board meeting, you approved the Heidel Hall Renovation to be presented before the New Mexico Higher Education Department Capital Projects hearing on July 10, 2024. We presented the project and received the NMHED Capital Project Committee's approval. Since this time, the College has been working with Bradbury Stamm Construction and Dekker Perich Sabatini Architects to establish the construction cost for this project. Bradbury Stamm Construction will provide the College with a Guaranteed Maximum Price (GMP) for this project.

The GMP to be provided by Bradbury Stamm Construction for the Heidel Hall Renovation was not ready as of the time for submittal of the board documents. A GMP will be provided prior to the August 2024 Board Meeting. The GMP will include the direct construction costs, construction contingency, general conditions, overhead and profit, preconstruction fee, and gross receipts tax.

Funding for the construction will come from entirely from Institutional funds.

We are requesting the Boards approval of the GMP provided by Bradbury Stamm Construction for the Heidel Hall Renovation. Construction is to begin as soon as the abatement of Heidel Hall is complete which is scheduled to be in September 2024. Construction is estimated to take 18 months with an estimated completion date of February 2026.

Respectfully,

Josh Morgan

NEW MEXICO JUNIOR COLLEGE BUSINESS OFFICE

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575) 492-2769
Fax: (575) 492-2768

To: NMJC Board Members
From: Josh Morgan
RE: Donation to Lea County high schools
Date: August 8, 2024

Board Members,

The Distance Learning department is requesting to donate ITV equipment to the various high schools in Lea County. This equipment has been in place at the high schools since 2018 and used to remotely connect our dual credit high school students to ITV classes taught on the NMJC campus. With the purchase and installation of new ITV systems at NMJC and our dual credit partner high schools, the old equipment is no longer required for ITV; however, it may still be of use at the high schools.

The old equipment would be donated to the high school at which it is currently located. Lists of the equipment located at each of the high schools is included.

If the NMJC Board of Directors approves of this donation, a letter will be sent to the Office of the State Auditor (OSA) notifying of our intentions to donate these items and remove from our official inventory listing. Pursuant to Paragraph B of Section 13-6-1, New Mexico Junior College will wait 30 days from the notice to OSA to donate these items.

Thank you for your consideration.

Hobbs High School

pTAG	Description	model	serialNum/Vin	Acquisition Date	Acquired Value	User Reference Number	lastInventoryDate
D00700	Crestron Amplifier	AMP-1200-70	NULL	7/31/2018	\$606.05	P0007785	4/26/2024
D00667	Dell OptiPlex 3060	OptiPlex 3060 SF	8331006422	6/27/2018	\$613.41	P0007893	4/26/2024
D00701	EagleEye Digital Extender	EagleEye	NULL	7/31/2018	\$947.44	P0007785	4/26/2024
D00702	EagleEye Digital Extender	Eagle Eye	NULL	7/31/2018	\$947.44	P0007785	4/26/2024
H13395	Crestron Digital Transmitter	DM-TX-201-C	1816JBH12001	7/31/2018	\$1,050.47	P0007785	4/26/2024
H13396	Crestron Digital Transmitter	DM-TX-201-C	NULL	7/31/2018	\$1,050.47	P0007785	4/26/2024
H10371	HP LaserJet 4014DN	LaserJet 4014DN	CNDY186366	6/29/2009	\$1,143.62	P0002193	4/26/2024
H13085	Cisco Wireless Router	891FW	FJC2110LOC9	6/27/2017	\$1,356.01	P0007320	4/26/2024
H13397	MFR Series Rack	NULL	NULL	7/31/2018	\$1,646.27	P0007785	4/26/2024
H13394	Crestron Touch Screen	DM-TX-201-C	NULL	7/31/2018	\$2,194.05	P0007785	4/26/2024
N19556	Crestron System 300	DMPS3-300-C	1804JBH13061	7/31/2018	\$5,171.53	P0007785	4/26/2024
N19550	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19551	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19552	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19554	SoundStructure C16	C16	NULL	7/31/2018	\$8,802.59	P0007785	4/26/2024
N19555	EagleEye Director II	Director II	NULL	7/31/2018	\$17,797.29	P0007785	4/26/2024
N19553	RealPresence	Group 700	8217344785DAC	7/31/2018	\$21,886.59	P0007785	4/26/2024

Lovington High School

pTAG	Description	model	serialNum/Vin	Acquisition Date	Acquired Value	User Reference Number	lastInventoryDate
D00698	Podium	NULL	NULL	7/31/2018	\$0.00		4/26/2024
D00693	Podium	NULL	NULL	7/31/2018	\$0.00		4/26/2024
D00695	Crestron Amplifier	AMP-1200-70	NULL	7/31/2018	\$606.05	P0007785	4/26/2024
D00690	Crestron Amplifier	AMP-1200-70	NULL	7/31/2018	\$606.05	P0007785	4/26/2024
D00665	Dell OptiPlex 3060	OptiPlex 3060	8332592726	6/27/2018	\$613.41	P0007893	4/26/2024
D00666	Dell OptiPlex 3060	OptiPlex 3060	8330865158	6/27/2018	\$613.41	P0007893	4/26/2024
D00696	EagleEye Digital Extender	Digital Extender	NULL	7/31/2018	\$947.44	P0007785	4/26/2024
D00697	EagleEye Digital Extender	Digital Extender	NULL	7/31/2018	\$947.44	P0007785	4/26/2024
D00691	EagleEye Digital Extender	Digital Extender	NULL	7/31/2018	\$947.44	P0007785	4/26/2024
D00692	EagleEye Digital Extender	Digital Extender	NULL	7/31/2018	\$947.44	P0007785	4/26/2024
H13391	Crestron Digital Transmitter	DM-TX-201-C	1816JBH14743	7/31/2018	\$1,050.47	P0007785	4/26/2024
H13392	Crestron Digital Transmitter	DM-TX-201-C	1816JBH14501	7/31/2018	\$1,050.47	P0007785	4/26/2024
H13387	Crestron Digital Transmitter	DM-TX-201-C	1806JBH06791	7/31/2018	\$1,050.47	P0007785	4/26/2024
H13388	Crestron Digital Transmitter	DM-TX-201-C	1816JBH11980	7/31/2018	\$1,050.47	P0007785	4/26/2024
H10367	HP LaserJet 4014DN	LaserJet 4014DN	CNDY417326	6/29/2009	\$1,143.62	P0002193	4/26/2024
H10370	HP LaserJet 4014DN	LaserJet 4014DN	CNDY268874	6/29/2009	\$1,143.62	P0002193	4/26/2024
H13088	Cisco Wireless Router	800 Series	FJC2110LOC3	6/27/2017	\$1,356.01	P0007320	4/26/2024
H13393	MFR Series Rack	NULL	NULL	7/31/2018	\$1,646.27	P0007785	4/26/2024
H13389	MFR Series Rack	NULL	NULL	7/31/2018	\$1,646.27	P0007785	4/26/2024
H13390	Crestron Touch Screen	10.1"	NULL	7/31/2018	\$2,194.05	P0007785	4/26/2024
H13386	Crestron Touch Screen	10.1"	NULL	7/31/2018	\$2,194.05	P0007785	4/26/2024
N19549	Crestron System 300	DMPS3-300-C	1804JBH13851	7/31/2018	\$5,171.53	P0007785	4/26/2024
N19542	Crestron System 300	DMPS3-300-C	1804JBH13564	7/31/2018	\$5,171.53	P0007785	4/26/2024
N19543	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19544	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19545	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19536	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19537	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19538	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19547	SoundStructure C16	C16	NULL	7/31/2018	\$8,802.59	P0007785	4/26/2024
N19540	SoundStructure C16	C16	NULL	7/31/2018	\$8,802.59	P0007785	4/26/2024
N19548	EagleEye Director II	Director II	NULL	7/31/2018	\$17,797.29	P0007785	4/26/2024
N19541	EagleEye Director II	Director II	NULL	7/31/2018	\$17,797.29	P0007785	4/26/2024
N19539	RealPresence	Group 700	8217344785F4CV	7/31/2018	\$21,886.59	P0007785	4/26/2024

Tatum High School

pTAG	Description	model	serialNum/Vin	Acquisition Date	Acquired Value	User Reference Number	lastInventoryDate
D00678	Podium	NULL	NULL	7/31/2018	\$0.00	P0007785	4/26/2024
D00675	Crestron Amplifier	AMP-1200-70	NULL	7/31/2018	\$606.05	P0007785	4/26/2024
D00663	Dell OptiPlex 3060	OptiPlex 6060 SF	8342717078	6/27/2018	\$613.41	P0007893	4/26/2024
D00676	EagleEye Digital Extender	Digital Extender	NULL	7/31/2018	\$947.44	P0007785	4/26/2024
D00677	EagleEye Digital Extender	Digital Extender	NULL	7/31/2018	\$947.44	P0007785	4/26/2024
H13375	Crestron Digital Transmitter	DM-TX-201-C	1816JBH11979	7/31/2018	\$1,050.47	P0007785	4/26/2024
H13376	Crestron Digital Transmitter	DM-TX-201-C	1806JBH07357	7/31/2018	\$1,050.47	P0007785	4/26/2024
H10366	HP LaserJet 4014DN	LaserJet 4014DN	CNDY417322	6/29/2009	\$1,143.62	P0002193	9/21/2023
H13086	Cisco Wireless Router	800 Series	FJC2110LOCC	6/27/2017	\$1,356.01	P0007320	4/26/2024
H13377	MFR Series Rack	MFR-2027GE	NULL	7/31/2018	\$1,646.27	P0007785	4/26/2024
H13374	Crestron Touch Screen	10.1"	NULL	7/31/2018	\$2,194.05	P0007785	4/26/2024
H10343	CAT 3560 24PT	Catalyst 3560 24PT	FOC1315Z5UO	6/29/2009	\$2,907.28	P0002193	4/26/2024
N19521	3-Series System 300	3-Series	1804JBH13869	7/31/2018	\$5,171.53	P0007785	4/26/2024
N19515	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19516	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19517	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19519	SoundStructure C16	C16	NULL	7/31/2018	\$8,802.59	P0007785	4/26/2024
N19520	EagleEye Director II	Director II	NULL	7/31/2018	\$17,797.29	P0007785	4/26/2024
N19518	RealPresence	Group 7000	8217344785DDC'	7/31/2018	\$21,886.59	P0007785	4/26/2024

Jal High School

pTAG	Description	model	serialNum/Vin	Acquisition Date	Acquired Value	User Reference Number	lastInventoryDate
D00688	Podium	NULL	NULL	7/31/2018	\$0.00		4/26/2024
D00685	Crestron Amplifier	AMP-1200-70	NULL	7/31/2018	\$606.05	P0007785	4/26/2024
D00662	Dell OptiPlex 3060	OptiPlex 3060	8329185542	6/27/2018	\$613.41	P0007893	4/26/2024
D00686	EagleEye Digital Extender	Digital Extender	NULL	7/31/2018	\$947.44	P0007785	4/26/2024
D00687	EagleEye Digital Extender	Digital Extender	NULL	7/31/2018	\$947.44	P0007785	4/26/2024
H13383	Crestron Digital Transmitter	DM-TX-201-C	1806JBH07182	7/31/2018	\$1,050.47	P0007785	4/26/2024
H13384	Crestron Digital Transmitter	DM-TX-201-C	1816JBH14541	7/31/2018	\$1,050.47	P0007785	4/26/2024
H10365	HP LaserJet 4014DN	LaserJet 4014DN	CNDY186365	6/29/2009	\$1,143.62	P0002193	4/26/2024
H13089	Cisco Wireless Router	891FW	FJC2110LOC2	6/27/2017	\$1,356.01	P0007320	4/26/2024
H13385	MFR Series Rack	MFR-2027GE	NULL	7/31/2018	\$1,646.27	P0007785	4/26/2024
H13382	Crestron Touch Screen	10.1"	NULL	7/31/2018	\$2,194.05	P0007785	4/26/2024
N19535	Crestron System 300	DMPS3-300-C	1804JBH13827	7/31/2018	\$5,171.53	P0007785	4/26/2024
N19529	Samsung 75" LED TV	75" LED TV	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19531	Samsung 75" LED TV	75" LED TV	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19530	Samsung 75" LED TV	75" LED	NULL	7/31/2018	\$7,173.62	P0007785	11/14/2020
N19533	SoundStructure C16	C16	NULL	7/31/2018	\$8,802.59	P0007785	4/26/2024
N19534	EagleEye Director II	EagleEye Director I	NULL	7/31/2018	\$17,797.29	P0007785	4/26/2024
N19532	RealPresence	Group 700	821734478618C\	7/31/2018	\$21,886.59	P0007785	4/26/2024

Eunice High School

pTAG	Description	model	serialNum/Vin	Acquisition Date	Acquired Value	User Reference Number	lastInventoryDate
D00683	Podium	NULL	NULL	7/31/2018	\$0.00	P0007785	4/26/2024
D00680	Crestron Amplifier	AMP-1200-70	NULL	7/31/2018	\$606.05	P0007785	4/26/2024
D00661	Dell OptiPlex 3060	OptiPlex 3060	8322515030	6/27/2018	\$613.41	P0007893	4/26/2024
D00681	EagleEye Digital Extender	Digital Extender	NULL	7/31/2018	\$947.44	P0007785	4/26/2024
D00682	EagleEye Digital Extender	Digital Extender	NULL	7/31/2018	\$947.44	P0007785	4/26/2024
H13378	Crestron Digital Transmitter	DM-TS-201-C	NULL	7/31/2018	\$1,050.47	P0007785	4/26/2024
H13380	Crestron Digital Transmitter	DM-TX-201-C	1816JBH14226	7/31/2018	\$1,050.47	P0007785	4/26/2024
H10369	HP LaserJet 4014DN	LaserJet 4014DN	CNDY268872	6/29/2009	\$1,143.62	P0002193	4/26/2024
H13087	Cisco Wireless Router	800 Series	FJC2110LOC6	6/27/2017	\$1,356.01	P0007320	4/26/2024
H13381	MFR Series Rack	MFR-2027GE	NULL	7/31/2018	\$1,646.27	P0007785	4/26/2024
H13379	Crestron Touch Screen	10.1"	NULL	7/31/2018	\$2,194.05	P0007785	4/26/2024
N19528	Crestron System 300	DMPS3-300-C	1804JBH13868	7/31/2018	\$5,171.53	P0007785	4/26/2024
N19522	Samsung 75" LED TV	75" LED TV	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19523	Samsung 75" LED TV	75" LED TV	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19524	Samsung 75" LED TV	75" LED TV	NULL	7/31/2018	\$7,173.62	P0007785	4/26/2024
N19526	SoundStructure C16	C16	NULL	7/31/2018	\$8,802.59	P0007785	4/26/2024
N19527	EagleEye Director II	NULL	NULL	7/31/2018	\$17,797.29	P0007785	4/26/2024
N19525	RealPresence	Group 700	82173447821CW	7/31/2018	\$21,886.59	P0007785	4/26/2024

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Josh Morgan
Date: August 9, 2024
RE: Group Health Insurance

Board Members,

Over the last few months, the College, Board Finance Committee, and the College Board have had discussions concerning increases to the percentage that the College covers for Group Health Insurance provided benefits for full-time employees. The current insurance structure is as follows:

- Tier 1 Salary \$49,999.99 and below: Employee share 20%; Employer share 80%
- Tier 2 Salary \$50,000.00 to \$59,999.99: Employee share 30%; Employer share 70%
- Tier 3 Salary \$60,000.00 and above: Employee share 40%; Employer share 60%

Based on discussions with the Administration, the Board Finance Committee, and Board Members, provided below are 4 proposed options to increases to the Group Health Insurance.

- Option A – 10% increase for each Tier (10/90%, 20/80%, 30/70%)
- Option B – 1 Tier (20/80%)
- Option C – Tier 1 Salary \$49,999.99 and below (10/90%); Tier 2 Salary \$50,000 and above (20/80%)
- Option D – 10% increase for Tier 1, 15% increase for Tier 2, and 20% increase for Tier 3 (10/90%, 15/85%, 20/80%)

Option A will cost an estimated \$311,366; Option B will cost an estimated \$429,440; Option C will cost an estimated \$500,033; and Option D will cost an estimated \$526,085. The cost increases factor in the 10% NMPSIA increase effective October 1, 2024.

The Board Finance Committee discussed Option A with an estimated increase of \$311,366.

Upon review of the FY 25 budget, it is the recommendation of the Administration to increase the budget by the estimated increase benefits cost of the plan selected to cover the increase cost of the plan as well as planning for additional employees who may choose to come onto the College's insurance or increase their coverage.

Thank you for your consideration.

Respectfully,

Josh Morgan

NEW MEXICO JUNIOR COLLEGE
Human Resources Department

To: New Mexico Junior College Board Members
From: Amy Coombes and Scotty Holloman
Date: August 15, 2024
RE: NMJC Employee Handbook update

Due to recent changes to New Mexico Educational Retirement Board rules, we are required to update policy 3.8 Retirement Programs and Return to Work policy. Please approve this update, as well as the addition of 6.21 Required Training policy to the NMJC Employee Handbook as listed below.

3.8 Retirement Programs and Return to Work

Retirement Programs

The New Mexico Educational Retirement Board (ERB) is a defined benefit plan. The benefit received upon retirement is defined by a prescribed formula based on years of service and an employee's age that may only be altered by the New Mexico State Legislature.

All active full-time NMJC employees are required to participate as regular members in salary deduction payments as required by the New Mexico Educational Retirement Board. All earnings are subject to retirement withholding.

An Alternative Retirement Plan (ARP) is available to faculty and ERB approved professional positions. Election to participate in ARP must be made within ninety days of employment. The ARP is a defined contribution plan in which the employee contributes the current ERB employee rate, and the employer matches with a contribution of employer rate minus three percent (3.25%). Three percent of the employer match goes to the ERB to help pay for the unfunded liability incurred by the plan.

Starting July 1, 2009, ARP employees, if they have made contributions to the alternative plan for seven years or more, have a one-time chance, for 120 days, to become members of the regular retirement plan.

PERA retirees are not eligible for ERB but have to contribute to ERB. Any PERA retiree should contact the Human Resources Office for further information.

Terminating employees who desire a refund/roll-over of their educational retirement contributions must complete a refund/roll-over request form in the Human Resources Office and have their signature on the request form notarized.

This policy is a summary of the current benefits offered by ERB. These benefits can change. For further information employees should contact the Human Resources Office.

Return to Work

The Return-to-Work Program (RTW) allows retired members of the ERB to resume working for NMJC or another NMERB employer after completing a layout period.

Any ERB retiree desiring to return to work for NMJC, either on a part time or full-time basis, must obtain approval for return to work from the New Mexico Educational Retirement Board.

Addition to Policy 3.8 Retirement Programs and Return to Work:

ERB retirees who return to work for NMJC must submit a Return-to-Work application. The Return-to-Work programs available are:

- RTW .25 FTE or less
- RTW less than \$15,000
- RTW 36 Months

A retiree may submit an application for the .25 FTE employee program at any time after the effective date of their retirement. Members applying for the less than \$15,000 per year or 36 consecutive or nonconsecutive month programs (90-day layout requirement) can submit their application 30 days prior to the completion of their layout period.

Retirees are responsible for complying with all Return-to-Work statutes and rules. A retiree who violates RTW statutes and rules may have their retirement benefits suspended, be required to reapply for retirement, and be required to pay back all pension payments the retiree received while ineligible.

Detailed information on the NM ERB Return to Work program is located on the NMERB website <https://www.erb.nm.gov/retired-members/returning-to-work-after-retirement/>

New Policy:

6.21 Required Training

New Mexico Junior College is committed to providing a safe and harassment-free environment for students, employees, and visitors, as well as equal employment opportunities in all areas of occupation. It is also committed to protecting the assets of the college, students, employees, and individuals connected with the college. A key component in achieving these commitments is ensuring that employees are trained on their responsibilities related to applicable state and federal codes, laws, and regulations.

All employees (Staff, Faculty, Adjunct Faculty, and Part-time) are required to complete mandatory training courses as assigned by Human Resources and Campus Safety.

Once enrolled in the training courses, employees will be notified via email of enrollment. Reminders will be sent via email to employees and their supervisors as the deadline approaches. The NMJC email account is the email used for all official business, including training notifications.

**MEMORANDUM OF AGREEMENT BETWEEN LEA COUNTY, NEW MEXICO
AND NEW MEXICO JUNIOR COLLEGE**

This Memorandum of Agreement is made on the date of the signatures below by and between Lea County, New Mexico, (hereinafter "County") and New Mexico Junior College (hereinafter "College").

PURPOSE

The purpose of this Memorandum of Agreement is to memorialize the terms and agreement, between County and College regarding County's grant of \$1,750,000.00 for funding of the purchase from Covenant Hospital Hobbs, a Texas nonprofit corporation ("Covenant Health") of the hospital facility and office buildings located at 5419 North Lovington Highway, Hobbs, New Mexico within Section 7, Township 18 South, Range 38 East in Lea County, New Mexico ("Hospital Property").

WHEREAS, Covenant Health currently owns the Hospital Property; and

WHEREAS, the Hospital Property has essentially been empty since the opening of Covenant Health's new facility in Hobbs, New Mexico, and Covenant Health is considering the sale of the Hospital Property; and

WHEREAS, County and College share a county wide mission - the creation and training of a local workforce; and

WHEREAS, it is recognized that having a strong, competitive junior college is recognized as a strategic goal for new job creation; and

WHEREAS, having a strong, competitive junior college will enhance recruitment and skilled training for the workforce of numerous employers in Lea County.

WHEREAS, at its regular meeting on July 25, 2024, the Board of County Commissioners of Lea County passed resolution 24-JUL-192R providing for the funding to College of \$1,750,000.00 to purchase the Hospital Property.

AGREEMENT

1. The County will provide a grant of \$1,750,000.00 no later than September 30, 2024, to the College to purchase the Hospital Property.

2. The College shall use the grant funds by March 31, 2025. If the grant funds are not used by the College to purchase the Hospital Property by March 31, 2025, College shall return the grant funds to County, unless otherwise agreed in a written amendment to this Memorandum of Agreement signed by County and College.

3. College shall maintain the funds in a separate fund in which all expenditures shall

also be recorded.

4. College shall solely be responsible for compliance with State law governing the use of public funds for the purchase of the Hospital Property.

5. College shall provide a report to the Board of County Commissioners of Lea County no later than March 31, 2025, on how the grant funds have been used.

SOVEREIGN IMMUNITY

County and College and their public employees (as defined in the New Mexico Tort Claims Act) do not waive sovereign immunity, do not waive any defense(s), and/or do not waive any limitation(s) pursuant to the New Mexico Tort Claims Act. No provision in this Memorandum of Agreement modifies and/or waives any provision of the New Mexico Tort Claims Act as it relates to County and College and their public employees.

LIABILITY

Each party agrees to bear liability and responsibility for the negligent, reckless or deliberate acts or omissions of their own officers and employees, as limited by the New Mexico Tort Claims Act.

THIRD PARTY BENEFICIARIES

It is specifically agreed between the parties executing the Memorandum of Agreement that it is not intended by any of the provisions of any part of the Memorandum of Agreement to create in the public or any member thereof, a third party beneficiary, or to authorize anyone not a party to the Memorandum of Agreement to maintain, pursuant to the provisions of the Memorandum of Agreement, a suit of any nature, including but not limited to suits alleging wrongful death, bodily and/or personal injury to person(s), damages to property(ies), and/or any cause of action.

INSURANCE

Both County and College shall maintain liability insurance or qualify as a self-insured entity, as required by law.

TERM

This Memorandum of Agreement shall continue in full force and effect, until the grant funds have been used or March 31, 2025, whichever occurs first.

SEVERABILITY

If any provision of this Memorandum of Agreement is found to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Memorandum of Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

NO ORAL MODIFICATION

The forgoing constitutes the entire agreement between the Parties and may be modified only in writing signed by both Parties. Amendments and alterations to this Memorandum of Agreement after execution may only be made in writing signed by both parties.

GOVERNING LAW

This Memorandum of Agreement shall be construed in accordance with the laws of the State of New Mexico.

EFFECTIVE DATE

This Memorandum of Agreement shall be in full force and effect upon execution and approval of the parties hereto. Each signing person affirms that such person has been authorized to do so by a formal act of his or her governing body.

ATTEST:

NEW MEXICO JUNIOR COLLEGE

By: _____
Dr. Derek Moore, President

Date: August____, 2024

ATTEST:

LEA COUNTY, NEW MEXICO

By: _____
Gary Eidson, Lea County Chair

Date: August____, 2024