

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, August 18, 2022  
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 22, 2022                          | Pat Chappelle                  |
| D. President's Report  | Derek Moore                    |
| E. New Business  |                                |
| 1. Monthly Expenditure Report                                    | Josh Morgan                    |
| 2. Monthly Revenue Report  | Josh Morgan                    |
| 3. Oil and Gas Revenue Report                                    | Josh Morgan                    |
| 4. Schedule of Investments                                       | Josh Morgan                    |
| 5. Consideration of Research and Public Service Projects Funding | Josh Morgan                    |
| 6. Consideration of Transfer from Reserves to Capital            | Josh Morgan                    |
| 7. Consideration of Donation of Law Enforcement Academy Mats     | Steve Saucedo<br>Walter Coburn |
| 8. Consideration of RFP #140 - Transportation Services           | JoeMike Gomez                  |
| F. Public Comments   |                                |
| G. Determination of Next Meeting                                 | Pat Chappelle                  |
| H. Adjournment   | Pat Chappelle                  |

**NEW MEXICO JUNIOR COLLEGE  
BOARD MEETING  
JULY 22, 2022  
MINUTES**

The New Mexico Junior College Board met on Thursday, July 22, 2022, beginning at 1:32 p.m. in the Pannell Library, Zia Board Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Ms. Evelyn Rising; Mr. Hector Baeza; and Mr. Manny Gomez. Mr. Guy Kesner and Mrs. Erica Jones were absent.

Ms. Chappelle called the meeting to order and welcomed visitors and guest, Ms. Dorothy Fowler, Hobbs News-Sun.

Ms. Chappelle introduced Dr. Derek Moore as NMJC's new president and welcomed he and Mrs. Pinkie Moore to the Hobbs, New Mexico community and to the New Mexico Junior College family.

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

Upon a motion by Ms. Rising, seconded by Mr. Baeza, the Board unanimously approved the minutes of June 16, 2022.

***Under President's Report,*** Dr. Moore provided a presidential transition update. He reported on various meetings that have been attended internally with constituents throughout campus as well as external meetings in the community. He stated his vision for NMJC is to maintain progress towards the College's current vision and mission, and continue partnerships in the community, while exploring potential future opportunities.

Ms. Amy Coombes provided updates on new/change of professional positions from June 1, 2022 to August 1, 2022. Mr. Gomez asked if new employee orientations are conducted. Ms. Coombes responded individual orientation is conducted the first day of work and during in-service week.

Dr. Moore provided a Legislative Finance Committee (LFC) update. He stated a recently attended meeting in Silver City, New Mexico provided discussion of tax policy issues, oil & gas, and economical/educational outlooks. Dr. Moore stated NMJC will be looking at its programs and processes to find ways to be more efficient in higher education. He reported LFC is looking at student outcomes and making certain students are receiving the best opportunities possible in the higher education pipeline. Dr. Moore stated as things progress forward, additional information will be provided to the Board.

Dr. Moore, Dr. McCleery, and Mr. Josh Morgan acknowledged Mr. Doug Choate, recently retired, for his management of inventory throughout the NMJC campus as well as his excellent service to

the NMJC Board, faculty, staff and students. Dr. Moore read a Pillars of Education which will be presented to Mr. Choate in the near future.

Dr. McCleery, President Emeritus, provided a brief update of the NMJC presidential transition. He noted he and Dr. Moore have attended over 60 meetings in the past 22 days with high end stakeholders who have connected interests in and for the community. In addition, he stated Dr. Moore was embraced and welcomed at the recently attended LFC meeting and made important connections in Santa Fe, New Mexico.

***Under New Business,*** Dr. Moore provided consideration of Retirement Resolutions. Dr. Moore recognized Mr. Charles Bascom, who retired on February 1, 2022 with 27 years and 4 months of service, Mrs. Terri Blandin, who retired on January 1, 2022 with 15 years and 6 months of service, Mrs. Mary Lyle, who retired on April 1, 2022 with 13 years and 8 months of service, Ms. Shyla McGill, who retired on July 1, 2022 with 18 years and 4 months of service, Mr. Kelvin Sharp, who retired on February 15, 2022 with 5 years and 7 months of service, and Mrs. Martha Warner, who retired on August 1, 2021 with 15 years and 3 months of service. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved resolutions as presented.

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

Mr. Morgan presented the Fiscal Watch Report for the quarter ending on June 30, 2022. Upon a motion by Ms. Rising, seconded by Mr. Baeza, the Board unanimously approved the Fiscal Watch Report as presented.

Dr. Moore presented consideration of a Transitional Services Contract for Dr. Steve McCleery. Dr. Moore provided a brief explanation of Dr. McCleery's Transitional Services Contract. He stated Dr. McCleery's broad knowledge and experience working in the State of New Mexico will be extremely helpful with his (Dr. Moore's) transition as president and follows best practices for a smooth leadership transition. Dr. Moore requested consideration for ratification and confirmation of the contract of employment between Dr. McCleery and NMJC for the period of July 1, 2022 through June 30, 2023. Upon a motion by Mr. Gomez, seconded by Ms. Rising, the Board unanimously approved the contract as presented.

Dr. McCleery presented consideration of cost for the Student Outreach Advancement & Resources (SOAR) Relocation Project. Dr. McCleery recommended the location for SOAR (Wrap Around Services Program) to be located in the Caster Annex facility. He stated the creation of this space is crucial for the completion of each and every student to be successful and noted, following the past two years of COVID, students are in high need of support and assistance with studying. Dr. McCleery provided a PowerPoint presentation with significant discussion which included the branding, equipping, outside branding, signage, and landscaping of the Caster Annex & Caster Activity facilities. Dr. McCleery requested the Board move \$500,000 from current reserves into

a capital account for the SOAR signage, branding, equipping and possible remodel of the Caster Annex facility. In addition, Dr. McCleery requested the Board move \$296,000 from reserves into a capital account for the installation of synthetic turf in and around the Caster Activity Center facility. Mr. Gomez asked if the cost is budgeted for recurring. Dr. McCleery responded the recurring is currently in the budget. Mr. Gomez asked Dr. Moore for his perspective for the future of SOAR. Dr. Moore responded the focus on funding formulas across the country is the number of students actually completing with some type of credential (certificate, degree, etc.). He stated SOAR and Wrap Around Services will help with retention, engagement and completion. In addition, he noted the proposed landscaping is in alignment with the institution's Master Plan and Landscaping Plan, entrances will create an ease of access for students, and the creation of a welcoming environment by the SOAR team will assist with engagement and retention of students. Upon a motion made by Mr. Gomez, seconded by Mr. Glenn, the Board unanimously approved additional funding from current reserves into a capital account for the signage, branding, equipping, and possible remodel of the Caster Annex facility and for funding from current reserves into a capital account for the installation of synthetic turf at Caster Activity Center.

On behalf of the New Horizons Foundation (NHF) Board, Dennis Holmberg, Executive Director of NHF, and as called for in Section 3 (b) of the NHF By-Laws that the President of NMJC will serve on the NHF Board, Mr. Steve Saucedo presented a consideration of appointments of Dr. Derek Moore, President of NMJC, to the NHF Board of Directors and consideration of Dr. Steve McCleery, President Emeritus of NMJC, to serve as an advisor to the NHF Board during the transition period for Dr. Moore. Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the Board unanimously approved the appointment of Dr. Derek Moore to the NHF Board and upon a motion by Mr. Gomez, seconded by Mr. Baeza, the Board unanimously approved the appointment of Dr. Steve McCleery to serve as advisor to the NHF Board during the transition period of Dr. Moore.

Mr. Joe Mike Gomez presented a Request for Proposal #139 - Behavioral Health Services with a request to award the bid to TimleyMD. Mr. Gomez stated the first-year cost of \$66,361 includes initial fees/subscription. The preceding four years will be at a cost of \$58,861 for each year with an option to cancel. After significant discussion, Mr. Glenn asked if a report will be generated regarding the types of services being requested by students/staff. Dr. Moore responded analytics information received will be shared with the Board. Upon a motion by Ms. Rising, seconded by Mr. Gomez, this request was approved.

Ms. Chappelle called for comments from the public. There being none, the next Regular Board Meeting was scheduled for Thursday, August 18, 2022 at 1:30 pm in the Zia Board Room.

Upon a motion by Ms. Rising, seconded by Mr. Gomez and by unanimous consent, the meeting adjourned at 2:41 pm.

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Pat Chappelle, Chair

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Travis Glenn, Secretary

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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To: **New Mexico Junior College Board Members**  
From: Josh Morgan  
Date: August 11, 2022  
RE: Expenditure and Revenue Reports for July 2022

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July is the first month of the 2022/2023 fiscal year. The total expended and encumbered for the month and year to date for July was \$7,305,301. Purchase orders that were in place at the end of FY 22 have been rolled over into FY 23. JoeMike Gomez, Purchasing Coordinator, will also set up new purchase orders for FY 23 for the normal recurring monthly expenditures such as the utilities.

In current unrestricted funds for July, expenditures were \$1,822,149 for the month. Most of these expenses are the normal monthly payroll and benefit expenditures. Instruction and General is higher compared to this time last year. The increase in expenditures can be attributed to two things: an increase in payroll and benefit expenditures and an increase in utilities. Payroll and benefit expenditures are higher due to the 7.12% compensation increase and the addition of new positions. Payroll and benefit expenditures are up 38% compared to this time last year. Utilities have doubled compared to this time last year. Internal Services (Computer Services, Motor Pool, & Document Center) have monthly credits posted to these departments.

In restricted funds for July, the grants expended \$62,961 for the month and student aid expended \$174,373 in student aid for the summer session.

In plant fund expenditures, most of the expenditures are related to rolling forward of encumbrances from FY 22. Projects with major encumbrances include Tech Upgrade, Fire Alarm Upgrade, Campus Paving, Campus Wide Site Project, Facilities Management System Upgrade, Vocational Training Facility, Campus Housing Unit, and the Cafeteria Construction. Building renewal and replacement expenditures were \$410,385 and Equipment Renewal & Replacement expenditures were \$170,668.

The total year to date expenditures is \$7,305,301.

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The Current Unrestricted Revenue generated in July 2022 was \$2,087,650. This consists of tuition and fees, the allocation from the State, Oil and Gas accrual of \$625,000 (increased from \$465,000 from FY 22) and auxiliary enterprises revenue. Registration for the FY 22 summer and fall semesters began in April. The Oil and Gas revenue in July is also different because the Oil and Gas revenue received in July is booked in the prior fiscal year, so we use the monthly accrual of \$625,000 for the Oil and Gas revenue in July.

There was \$57,457 drawn in for restricted Grant revenue in July and \$171,965 in the Restricted Student Aid revenue.

In Plant Funds, there was \$149,495 received in LGIP interest income for July.

The Oil & Gas report is reporting the revenue that goes into FY 22. In July, the College received \$7,654,134 in Oil & Gas revenue for the month of April. There will be two more months of Oil & Gas revenue to be posted in FY 22. Total Oil and Gas revenue for FY 22 including the accruals for May and June is \$61,386,781.

The Investment Report indicates no activity in the LGIP funds for the month of July with the ending balance remaining at \$116,000,000.

As of the end of July, the College had \$103,752,175.67 in designated capital projects.

Stacey Wynn and other Business Office personnel have been working diligently to get the 21/22 fiscal year end closed and prepare for the upcoming audit. The auditors worked remotely with us the week of July 25th and they will be on campus the week of September 12th. Human Resources, Financial Aid, NMJC Foundation, and the Bookstore staff have also worked hard to provide information for the audit team. We appreciate everyone for their attention to detail and their professional and timely response to audit team questions.

This is the Financial Report for July 2022.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### July 2022

8% of Year Completed

Fund	2021-22			2022-23			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	11,759,080	389,594	3%	11,425,267	374,425	374,425	3%
Academic Support	2,552,885	183,762	7%	2,751,554	169,765	169,765	6%
Student Services	2,186,039	110,019	5%	2,557,559	145,807	145,807	6%
Institutional Support	5,117,287	354,672	7%	5,458,378	453,264	453,264	8%
Operation & Maintenance of Plant	4,395,892	429,589	10%	4,615,295	514,502	514,502	11%
<b>Subtotal - Instruction &amp; General</b>	<b>26,011,183</b>	<b>1,467,636</b>	<b>6%</b>	<b>26,808,053</b>	<b>1,657,763</b>	<b>1,657,763</b>	<b>6%</b>
Research	-	9,233		-	0	0	0%
Public Service	70,000	247	0%	59,300	285	285	0%
Internal Service Departments	258,365	1,223	0%	97,992	(2,221)	(2,221)	-2%
Student Aid	785,880	76,170	10%	760,880	80,804	80,804	11%
Auxiliary Enterprises	2,803,560	274,699	10%	2,348,323	44,310	44,310	2%
Athletics	2,772,294	73,652	3%	2,536,794	41,208	41,208	2%
<b>Total Current Unrestricted Fund</b>	<b>32,701,282</b>	<b>1,902,860</b>	<b>6%</b>	<b>32,611,342</b>	<b>1,822,149</b>	<b>1,822,149</b>	<b>6%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	5,112,076	49,072	1%	2,104,644	62,961	62,961	3%
Student Aid	5,915,395	190,913	3%	3,895,816	174,373	174,373	4%
<b>Total Current Restricted Fund</b>	<b>11,027,471</b>	<b>239,985</b>	<b>2%</b>	<b>6,000,460</b>	<b>237,334</b>	<b>237,334</b>	<b>4%</b>
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	9,442,296	77,597	1%	69,675,330	4,467,389	4,467,389	6%
Projects from State GOB Funds	213,387	-	0%	3,825,685	36,650	36,650	1%
Projects from State STB Funds	170,870	-	0%	1,979,214	84,251	84,251	4%
Projects from General Fund	-	-	0%	353,400	76,475	76,475	0%
Projects from Private Funds	-	-	0%	-	-	-	0%
Projects from State ER&R	500,000	13,711	3%	335,000	170,668	170,668	51%
Projects from State BR&R	1,000,000	9,221	1%	663,671	410,385	410,385	62%
Subtotal - Capital and BR&R	11,326,553	100,529	1%	76,832,300	5,245,818	5,245,818	7%
<b>Debt Service</b>							
Revenue Bonds	-	-	0%	-	-	-	0%
<b>Total Plant Funds</b>	<b>11,326,553</b>	<b>100,529</b>	<b>1%</b>	<b>76,832,300</b>	<b>5,245,818</b>	<b>5,245,818</b>	<b>7%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>55,055,306</b>	<b>2,243,374</b>	<b>4%</b>	<b>115,444,102</b>	<b>7,305,301</b>	<b>7,305,301</b>	<b>6%</b>

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### July 2022

8% of Year Completed

Fund	2021-22			2022-23			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Tuition and Fees	3,420,600	353,422	10%	3,805,562	458,090	458,090	12%
State Appropriations	6,420,500	510,717	8%	7,295,000	547,584	547,584	8%
Advalorem Taxes - Oil and Gas	58,900,000	465,000	1%	9,155,000	625,000	625,000	7%
Advalorem Taxes - Property	13,000,000	-	0%	10,221,168	-	-	0%
Interest Income	-	-	0%	-	-	-	0%
Other Revenues	1,006,500	20,508	2%	157,869	5,099	5,099	3%
Subtotal - Instruction & General	82,747,600	1,349,647	2%	30,634,599	1,635,773	1,635,773	5%
Research	-	-	0%	-	-	-	0%
Public Service	-	-	0%	-	-	-	0%
Internal Service Departments	20,800	-	0%	60,800	-	-	0%
Auxiliary Enterprises	2,530,762	290,660	11%	2,756,942	407,643	407,643	15%
Athletics	533,700	43,292	8%	558,600	44,234	44,234	8%
Total Current Unrestricted	85,832,862	1,683,599	2%	34,010,941	2,087,650	2,087,650	6%
<b>CURRENT RESTRICTED FUND</b>							
Grants	5,112,076	289,583	6%	2,104,644	57,457	57,457	3%
Student Aid	5,915,395	247,321	4%	3,895,816	171,962	171,962	4%
Total Current Restricted	11,027,471	536,904	5%	6,000,460	229,419	229,419	4%
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from State GOB Funds	154,315	-	0%	3,825,685	-	-	0%
Projects from State STB Funds	170,870	-	0%	1,979,214	-	-	0%
Projects from General Fund	70,511	-	0%	353,400	-	-	0%
Projects from BR&R	-	-	0%	65,671	-	-	0%
Projects from Private Funds	-	-	0%	-	-	-	0%
Interest Income (LGIP)	85,000	-	0%	60,000	149,495	149,495	249%
Total Plant Funds	480,696	-	0%	6,283,970	149,495	149,495	2%
<b>GRAND TOTAL REVENUES</b>	<b>97,341,029</b>	<b>2,220,503</b>	<b>2%</b>	<b>46,295,371</b>	<b>2,466,564</b>	<b>2,466,564</b>	<b>5%</b>



# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### July 2022

100% of Year Completed

		OIL		GAS		COMBINED		
Month of	Sales	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2019-20 Original Budget	Variance Over (Under) Budget
Distribution								
Actual	July	\$68.83	22,898,155	\$4.72	71,628,621	4,277,011	465,000	3,812,011
Actual	August	\$65.27	25,303,801	\$5.19	74,903,699	4,424,689	465,000	3,959,689
Actual	September	\$68.75	24,609,724	\$5.88	73,736,752	4,680,659	465,000	4,215,659
Actual	October	\$77.82	25,480,074	\$6.92	75,247,628	5,552,162	465,000	5,087,162
Actual	November	\$76.23	25,480,871	\$6.27	75,738,373	5,485,606	465,000	5,020,606
Actual	December	\$69.47	25,602,205	\$5.22	78,372,188	4,949,888	465,000	4,484,888
Actual	January	\$80.26	25,501,432	\$5.70	76,856,138	5,567,676	465,000	5,102,676
Actual	February	\$87.92	24,232,521	\$5.78	73,067,415	5,896,935	465,000	5,431,935
Actual	March	\$106.74	28,153,871	\$5.93	86,912,321	8,054,300	465,000	7,589,300
Accrual	April	\$102.22	27,469,684	\$6.33	83,491,546	7,654,134	465,000	7,189,134
Accrual	May					465,000	465,000	0
Accrual	June					465,000	465,000	0
Y.T.D. Production Tax Revenue						57,473,060	5,580,000	51,893,060
Y.T.D. Equipment Tax Revenue						3,913,721	1,655,000	2,258,721
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>61,386,781</u>	<u>7,235,000</u>	<u>54,151,781</u>

*Source: New Mexico Taxation and Revenue Department*



# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### July 2022

8% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	116,000,000	7102-1348	1.467%	149,495
Plus deposits	-			
Less withdrawals	-			
<b>Total LGIP investments</b>	<b>116,000,000</b>			<b>149,495</b>

Capital Project	7/31/2022
Vehicles	715,957.39
Campus Facilities Master Plan	75,000.00
Chrome River	70,000.00
WHM North Gallery Renovation	200,000.00
Campus Vestibules	1,219,328.79
Voc B Airhandler	1,500,000.00
Softball Field	5,790,000.00
National Track Meet	110,577.39
Pi Day	23,487.04
Technology Upgrade	901,230.95
JASI	84,653.99
WHM Storage Building	208,263.71
Baseball Field	1,530,173.45
Rodeo Arena	119,434.75
Fire Alarm Upgrade	479,131.45
Landscaping	557,483.58
Smart Classrooms	513,033.51
Campus Signage	538,553.65
Campus Paving	590,496.48
Std Ctr & Bob Moran Roof Replacement	650,000.00
Master Landscaping Project	9,189,297.58
Dorm/Apartment Refurbish	684,248.93
Concrete Upgrade	391,206.36
Campus Construction	276,707.44
Workforce Training & Outreach	250,000.00
Higher Learning Commission	126,515.62
Public Sector	1,000,000.00
Campus Security	240,443.66
Copier Replacement	133,082.22
Non-Recurring Compensation	1,500,000.00
Athletics	171,280.95
Student Life Programming	20,432.28
Succession Plan	620,056.15
WHM Exhibits	178,815.73
Track Upgrades	202,658.18
Driving Range Upgrades	502,910.65
McLean Hall Renovations	88,568.83
Cafeteria Upgrade	33,647.70
Equestrian Center	2,933,949.87
Campus/Hospital Fencing	563,509.84
Turf Replacement	497,527.12
Watson Hall Renovation	2,915,773.70
Facilities Management System	1,125,703.86
Caster Upgrades	2,624,882.14
Vocational Training Facility	9,978,921.47
Heidel Hall Renovation	20,000,000.00
Heidel/Hagelstein Air Handlers	400,000.00
Air Handlers	1,985,247.70
Campus Housing Unit	13,530,508.67
Cafeteria Construction	8,857,986.29
Mansur Hall Remodel	2,000,000.00
Mary Hagelstein Remodel	100,000.00
Campus Wide Access Control	2,500,000.00
Dorm/Apartment Furniture Replacement	250,000.00
Roof Replacement	1,500,000.00
SOAR Caster Annex Remodel	500,000.00
Workforce Training Contingency	1,486.60
<b>Total</b>	<b>103,752,175.67</b>

**NEW MEXICO JUNIOR COLLEGE**

**Vice President for Finance**

5317 Lovington Highway

Hobbs, NM 88240

Phone: (575) 492-2770

Fax: (575) 492-2768

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To: New Mexico Junior College Board Members

Thru: Dr. Derek Moore

From: Josh Morgan and Steve McCleery

Re: RPSP

Date: August 12, 2022

By September 15<sup>th</sup> 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. Below shows the funding allocated for FY 23 and the requested RPSP funding for FY 24.

	<b>FY 23</b>	<b>FY 24</b>
Lea County Education Consortium	\$ 26,600	\$ 26,600
Oil & Gas Training Center	\$ 156,200	\$ 156,200
Athletics	\$ 558,600	\$ 1,058,600
Nurse Expansion	\$ 281,900	\$ 2,222,105
<b>Total</b>	<b>\$1,023,300</b>	<b>\$3,463,505</b>

The administration is asking for your approval to submit to the Higher Education Department the FY 24 request for the continuation of the FY 23 RPSP Oil & Gas Training and Lea County Education Consortium funding at the same FY 23 funding level. Additionally, the administration is asking for your approval to submit a FY 24 RPSP funding request in the amount of **\$1,058,600** (an increase of **\$500,000**) for athletics and **\$2,222,105** or an increase of **\$1,940,205** for Nurse Expansion proposal.

## Athletics/Safety

The following provides a rationale for the increased request in Athletic RPSP funding:

1. The \$1,058,600 request for Athletics is a \$500,000 increase over the previous year's funding. After the University of the Southwest golf team's fatal crash, we felt it necessary to review and make changes to the NMJC athletic travel policy.
  - a. The increase includes \$300,000 for chartered bus services to be provided by a reputable chartering company. Entrusting the safety of our students into the hands of the NMJC faculty and staff is of paramount importance. For our entire athletic program, it is imperative that we do everything possible to mitigate anything that we deem a safety risk for the student athletes. Professional chartering service is superior to what we have been doing for athletic travel and provides justification for the additional \$300,000 Athletic RPSP funding request.
  - b. The increase includes \$200,000 for adding new opportunities for women's sports at NMJC. When NMJC added men's track to our NMJC sports offerings, NMJC lost ground in the Title IX race towards the goal of gender equity. The \$200,000 funding request would allow us to bring on another women's sport:

GIA Scholarships	\$100,000
Travel	\$ 60,000
Supplies & Expense	\$ 25,000
Recruiting	<u>\$ 15,000</u>
Women's Sport Budget	<b>\$200,000</b>

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**Nursing Expansion**  
**(Weekend/Night Nursing Program)**

The \$1,940,205 represents an increase for providing a night/weekend nursing program. This will require the addition of all new Faculty, Associate Director and incentive pay to work on weekends and nights:

Faculty Salaries	\$753,205
Professional Salaries	\$161,000
Support Salaries	\$37,000
Part-Time Salaries	\$75,000
Faculty Incentive and Equalization Pay	\$220,000
Benefits	\$420,000
Professional Development	\$15,000
Supplies and Expense	\$175,000
Maintenance Agreements	\$30,000
Travel	<u>\$54,000</u>
	<b>\$1,940,205</b>

Thank you for your consideration!

# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

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To: New Mexico Junior College Board Members  
From: Josh Morgan  
RE: Capital Transfers  
Date: August 11, 2022

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Board members,

As part of our process to close out FY 22, 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>
\$ 1,000,000	Athletic Master Plan and Development
\$ 300,000	WHM North Gallery Renovation
\$ 1,000,000	WHM Storage Building
\$ 1,000,000	Campus Paving
\$ 1,000,000	Dorm/Apartment Refurbish
\$ 1,000,000	Concrete Upgrade
\$ 800,000	Track Upgrades
\$ 500,000	Driving Range Upgrades
\$ 70,000	Cafeteria Upgrades
\$ 500,000	Turf Replacement
\$ 1,000,000	Watson Hall Theater
\$ 4,500,000	Vocational Training Facility
\$ 1,000,000	Air Handlers
\$ 2,000,000	Campus Housing Unit
\$ 2,000,000	Cafeteria Construction
\$ 1,000,000	Mansur Hall Remodel
\$ 1,500,000	Mary Hagelstein Remodel
\$ 500,000	Campus-Wide Access Control
\$ 750,000	Dorm/Apartment Furniture Replacement
\$ 500,000	CORE
<u>\$ 2,500,000</u>	Lea County/NMJC Quality of Life Initiatives
<b>\$24,420,000</b>	<b>Total Request for Capital Projects from Reserves</b>

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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 BUSINESS OFFICE

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

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To: NMJC Board Members  
From: Josh Morgan  
RE: Disposition of Inventory  
Date: August 11, 2022

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Pursuant to Article 6 ("Sale of Public Property") Section 13-6-1, New Mexico Junior College is requesting to donate unused inventory to a municipality. Upon approval by the NMJC Board of Directors, a letter will be sent to the Office of the State Auditor (OSA) and the Higher Education Department (HED) notifying of our intentions to dispose of such inventory through donation. Pursuant to Paragraph B of Section 13-6-1, New Mexico Junior College will wait 30 days from the notice to OSA and HED to donate the inventory items.

Attached you will find a memo from Walter Coburn, the Director of Public Safety Programs at New Mexico Junior College, detailing the request to donate the unused inventory items to the City of Artesia and the Town of Tatum.

In accordance with State Statute 13-6-1, we hereby approved the disposition of New Mexico Junior College public inventory through donation to a municipality.

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Pat Chappelle  
Board Chair  
New Mexico Junior College

  
\_\_\_\_\_  
Josh Morgan  
VP for Finance  
New Mexico Junior College



# MEMO

**Date:** August 3, 2022  
**To:** NMJC Board of Directors  
**From:** Walter Coburn, Director of Public Safety Programs  
**Re:** Donation request of old SNMLEA training mats

This memo is being submitted for consideration of donating the old SNMLEA red training mats. Recently NMJC was gracious enough to replace our old red training mats with new mats. Two of the old training mats, NMJC inventory control tag **N17899** and **N17900**, were purchased from Resilite in October 2004 at a cost of \$5,068.50 each. The third mat, NMJC inventory control tag **N19233**, was purchased from Resilite in March 2012 at a cost of \$6,765.00.

The City of Artesia has inquired if we would be able to donate one of the mats for their police department to use. The City of Artesia currently does not have a training mat for their officers to train on and they recently sent an officer to our defensive tactics instructor class.

Through a contact at the Artesia Police Department, I was also made aware that the Artesia Public School District could use a training mat for their high school wrestling team.

Additionally, I have spoken to Chief Gutierrez at the Tatum Police Department. He informed me that the City of Tatum currently does not have a mat for training their police officers. The City of Tatum would benefit from this piece of equipment.

Each of the mats are thirty feet square. They also have various academy logos imprinted on them. These old mats are in serviceable condition but do have normal wear and tear. The mats are reversible so could be utilized by the City of Artesia, City of Tatum, and the Artesia Public School District. Being that they contain academy logos I would not feel comfortable with them being placed into a public auction. Also, it would be nice if New Mexico Junior College could help these municipalities and the public school.

I would greatly appreciate your consideration in this matter.

Should you have any additional questions please let me know.

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# New Mexico Junior College

5317 Lovington Highway  
Hobbs, NM 88240

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To: New Mexico Junior College Board  
From: JoeMike Gomez  
RE: Request for Proposal #140 – Transportation Services

August 18, 2022

## Request for Proposal #140 – Transportation Services

Public Notice: July 31st, 2022

Hobbs News-Sun

Vendor List: B&G Transportation

### Proposal Summary: B&G Transportation

<u>Service:</u>	<u>Rate:</u>
Activity Bus	\$3.95/mile
Motor Coach Bus	\$4.75/mile or \$1,200/day
Service Charge	\$85.00/trip
Meals	\$15/each meal
Cleanup Fee	\$150
Extra Driver	.85/mile
Rental Cars	subject to current rate
Fuel for Rental Car	subject to current rate
Hotel Room	subject to current rate
Driver Gratuity	\$100.00
Additional Cost	\$150.00/hour after midnight

Recommendation for award: **B&G Transportation**

Sincerely,

JoeMike Gomez  
Purchasing Coordinator

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## **SECTION C: SCOPE OF WORK/SPECIFICATIONS, COST PROPOSAL**

### Summary

**New Mexico Junior College will need:** New Mexico Junior College is issuing a Request for Proposals (RFP) for Charter Bus Services. Currently, this service will transport student-athletes to events but could be used for special events in the future. Pickup and delivery must be timely and safety is always a priority. Offeror will have experience and knowledge of charter bus services in higher education and resource capacity to fulfill multiple travel schedules through the year. Motor Coaches will have current safety and registration documents and be fully insured at all times during service. Motor Coaches shall have on-board storage for luggage and equipment to accommodate each traveler. Services are “as needed” throughout the fiscal year.

The term of RFP #140 is one (1) year with option to continue “as needed” services for up to three (3) additional years. The rates set forth in the Bid Response, which the College shall pay the Contractor, will be firm for the initial one-year period. If the College decides to exercise its option to renew the contract beyond the initial term, the Contractor may request a rate increase of up to 3% but no more than 3%.

NMJC reserves the right to cancel services on a year by year basis at any time and without penalty. This solicitation is an evaluation-based selection and responses to the Evaluation Summary (pg. 19) must be submitted along with all Required Submittals (pg. 4).

### **Required Responses to Scope of Work:**

**Certificate of Insurance, Cost Summary, Charter Bus Inventory Summary, Certified Driver List**