

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Thursday, January 12, 2006

**Zia Room - Library**

4:00 p.m.

## AGENDA

- |                                                                     |                |
|---------------------------------------------------------------------|----------------|
| A. Welcome                                                          | Larry Hanna    |
| B. Adoption of Agenda                                               | Larry Hanna    |
| C. Approval of Minutes of December 15, 2005                         | Larry Hanna    |
| D. President's Report                                               | Steve McCleery |
| E. Closure of Open Meeting                                          | Larry Hanna    |
| F. 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. Consideration of Tuition Waiver                                  | Steve McCleery |
| 6. Consideration of Employee Handbook Change                        | Steve McCleery |
| 7. Personnel Consideration – Professor of P.E./Asst. Baseball Coach | Richard Morris |
| 8. Personnel Consideration                                          | Steve McCleery |
| G. Public Comments                                                  | Larry Hanna    |
| H. Announcement of Next Meeting                                     | Larry Hanna    |
| I. Adjournment                                                      | Larry Hanna    |

**NEW MEXICO JUNIOR COLLEGE**

**BOARD MEETING**

**DECEMBER 15, 2005**

**MINUTES**

The New Mexico Junior College Board met on Thursday, December 15, 2005, beginning at 4:00 p.m. in the T-Bird Room of the Ben Alexander Student Learning Center. The following members were present: Mrs. Patricia Worrell, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Ron Black. Not present were Mr. Larry Hanna and Mr. John Hice, Jr.

Mrs. Worrell called the meeting to order and welcomed visitors and guests present: Michelle Fox, Hobbs News Sun.

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

Upon a motion by Mrs. Williams, seconded by Mr. Black, the board unanimously approved the minutes of November 16, 2005, as written.

Under *President's Report*, Professor Susan Waters made a power point presentation on her trip to China.

Under *New Business*, Dan Hardin presented the November financial reports and with a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the expenditures for November, 2005.

Frank Collins presented Bid #976 – Purchase of an Aerial Lift. The administration recommended acceptance of the bid from Forklift Enterprises in the amount of \$24,000. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously accepted the recommendation.

Mary Jane Ward presented the proposed course and required nursing fees for the spring semester. The course fees are a means of recovering supply and equipment cost to the program. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the board unanimously approved the proposed fees.

John Gratton and Kelly Holladay presented the proposed fees for Agriculture courses. The fees will become effective next fall if there are students enrolled in the courses for the spring 2006 semester. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously approved the proposed fees.

Dr. Gratton presented a fee approval policy for board consideration. For pass-through fees, the college would complete the class schedules listing those fees prior to board approval. A list of the assessed fees would be presented to the board at their next scheduled meeting. All other course fees would require board approval prior to going into effect. Upon a motion by Mr. Black, seconded by Mrs. Williams, the board unanimously approved the policy.

Dr. Gratton recommended Ms. April Edwards for the Coordinator of Learning Assistance Center/Tutoring position at an annual salary of \$36,680. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously approved the employment of Ms. Edwards, effective January 4, 2006.

Charley Carroll withdrew the Personnel Consideration – Custodian Position.

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

Mrs. Worrell called for comments from the public. There being none, the next regular board meeting was scheduled for January 12, 2006, beginning at 4:00 p.m.

Upon a motion by Mrs. Williams, seconded by Mr. Jones, the board meeting adjourned at 6:05 pm.

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# NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: January 5, 2006

RE: Expenditure and Revenue Reports for December

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As we close the month of December we have completed month six or 50 percent of the 2005/2006 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through December 2005 is \$17,061,887.00.

In the December Expense report the Instruction and General year-to-date subtotal is \$6,448,900.00, which is 43% of the budget. Most areas of expenditures are normal for this time of year. Academic Support has some outstanding encumbrances that increased its percentage of budget. Student Services has seasonal expenses that increase the year-to-date expenditure percentage. Institutional Support has a lower percentage of expenditures to budget due to having the fringe benefit budget in Institutional Support and expensed in other areas. In the other unrestricted funds, Auxiliary Enterprises normally expends different than the other areas due to costs prior to the beginning of each semester in the bookstore. Total expenditures in unrestricted funds are \$8,537,451.00, which is 45% of the budget amount.

In the restricted funds, Grant spending is at 56% of the budget. In the restricted Student Aid, the Financial Aid department has been working in getting Pell and Student loans ready. We will see the expense for these in January. Total expenditures for restricted funds are \$2,647,087.00.

Plant fund expenditures and encumbrances are \$5,877,349.00. These expenditures are from the last part of the Western Heritage Museum and Student Center construction projects, and the beginning of the Student Housing project.

Total expenditures and encumbrances through December 2005 is \$17,061,887.00

The Revenue remains strong with most areas ahead of where we were at this time last year. Property tax revenue had some activity during December, and we anticipate more revenue in January. Oil and Gas and Oil and Gas Equipment tax revenue thru

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December is \$4,085,521.00. The revenue for the restricted funds is staying current with the expenditures for grants and restricted financial aid.

In the Plant fund revenue is \$1,378,209.00 for the year, mainly from the funding from the Maddox Foundation.

The year-to-date Revenue for December 2005 is \$16,195,391.00.

The Oil and Gas report shows the actual Oil and Gas revenue for July through November, and the accrual of \$280,433.00 for December. During the first five months of actual Oil and Gas revenue, we are \$1,915,033.00 over budget.

The Investment report reflects no activity in the LGIP fund in December. There is \$5,625,000.00 invested with LGIP.

This is the Financial Report for December 2005.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### December 2005

50% of Year Completed

Fund	2004-05			2005-06			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
<b>CURRENT UNRESTRICTED FUND</b>							
<b>Instruction and General:</b>							
Instruction	6,245,879	2,960,417	47%	6,440,498	281,515	2,669,589	41%
Academic Support	1,232,001	772,550	63%	1,627,548	75,348	865,783	53%
Student Services	997,439	606,036	61%	1,117,339	46,213	584,429	52%
Institutional Support	3,447,559	1,435,229	42%	3,839,132	108,695	1,313,356	34%
Operation & Maintenance of Plant	1,894,111	1,160,038	61%	2,149,221	135,901	1,015,743	47%
Subtotal - Instruction & General	13,816,989	6,934,270	50%	15,173,738	647,672	6,448,900	43%
Student Activities	125,759	66,499	53%	190,351	2,910	102,011	54%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	1,462,728	817,546	56%	1,011,124	68,429	389,184	38%
Student Aid	331,910	186,244	56%	371,498	7,130	250,816	68%
Auxiliary Enterprises	1,497,489	1,038,206	69%	1,710,330	127,604	997,654	58%
Athletics	691,411	339,724	49%	714,192	31,232	348,886	49%
Total Current Unrestricted Fund	17,926,286	9,382,489	52%	19,171,233	884,977	8,537,451	45%
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,711,163	570,211	33%	1,111,545	88,214	618,415	56%
Student Aid	4,422,593	2,523,872	57%	4,694,393	32,029	2,028,672	43%
Total Current Restricted Fund	6,133,756	3,094,083	50%	5,805,938	120,243	2,647,087	46%
<b>PLANT FUNDS</b>							
<b>Capital Outlay / Bldg. Renewal &amp; Repl.</b>							
Projects from Institutional Funds	8,450,044	5,667,433	0%	5,982,647	1,613,758	4,819,461	81%
Projects from State GOB Funds	4,549,839	3,350,063	74%	3,968,012	62,768	191,714	5%
Projects from State STB Funds	1,885,297	1,885,297	100%	0	0	0	0%
Projects from General Fund	648,945	648,945	0%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	287,082	506,540	38%
Projects from State ER&R	386,587	0	0%	206,946	0	0	0%
Projects from State BR&R	480,452	234,154	49%	353,945	221,392	314,932	89%
Projects from Auxiliary BR&R	47,709	35,507	74%	44,702	44,702	44,702	100%
Subtotal - Capital and BR&R	17,798,873	11,821,399	66%	11,906,252	2,229,702	5,877,349	49%
<b>Debt Service</b>							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	17,798,873	11,821,399	66%	11,906,252	2,229,702	5,877,349	49%
<b>GRAND TOTAL EXPENDITURES</b>	<b>41,858,915</b>	<b>24,297,971</b>	<b>58%</b>	<b>36,883,423</b>	<b>3,234,922</b>	<b>17,061,887</b>	<b>46%</b>

**NEW MEXICO JUNIOR COLLEGE**  
**Revenue Report**  
**December 2005**

50% of Year Completed

Fund	2004-05			2005-06			
	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	1,690,200	1,039,606	62%	2,438,985	177,509	1,524,318	62%
State Appropriations	8,089,900	4,114,298	51%	7,553,000	785,841	4,512,835	60%
Advalorem Taxes - Oil and Gas	3,409,779	2,513,322	74%	4,165,200	1,216,865	4,085,521	98%
Advalorem Taxes - Property	2,468,000	49,147	2%	2,588,000	745,527	827,912	32%
Interest Income	155,871	59,860	38%	120,000	15,841	78,308	65%
Other Revenues	234,500	170,550	73%	209,550	7,305	115,125	55%
<b>Subtotal - Instruction &amp; General</b>	<b>16,048,250</b>	<b>7,946,783</b>	<b>50%</b>	<b>17,074,735</b>	<b>2,948,888</b>	<b>11,144,019</b>	<b>65%</b>
Student Activities	47,800	29,754	62%	120,000	8,824	76,536	64%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	0	0%	0	0	0	0%
Auxiliary Enterprises	1,802,550	1,360,533	75%	1,922,200	21,332	1,055,001	55%
Athletics	36,600	17,250	47%	39,600	2,991	17,948	45%
<b>Total Current Unrestricted</b>	<b>17,948,200</b>	<b>9,354,320</b>	<b>52%</b>	<b>19,156,535</b>	<b>2,982,035</b>	<b>12,293,504</b>	<b>64%</b>
<b>CURRENT RESTRICTED FUND</b>							
Grants	1,849,374	213,092	12%	1,083,875	142,189	612,721	57%
Student Aid	4,422,593	1,938,131	44%	4,694,393	11,484	1,910,957	41%
<b>Total Current Restricted</b>	<b>6,271,967</b>	<b>2,151,223</b>	<b>34%</b>	<b>5,778,268</b>	<b>153,673</b>	<b>2,523,678</b>	<b>44%</b>
<b>PLANT FUNDS</b>							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	3,612,996	2,674,221	74%	3,968,012	28,209	28,209	1%
Projects from State STB Funds	1,885,297	1,201,622	64%	0	0	0	0%
Projects from General Fund	648,945	655,500	0%	0	0	0	0%
Projects from Private Funds	1,350,000	0	0%	1,350,000	0	1,350,000	100%
Interest Income	0	0	0%	0	0	0	0%
<b>Total Plant Funds</b>	<b>7,497,238</b>	<b>4,531,343</b>	<b>60%</b>	<b>5,318,012</b>	<b>28,209</b>	<b>1,378,209</b>	<b>26%</b>
<b>GRAND TOTAL REVENUES</b>	<b>31,717,405</b>	<b>16,036,886</b>	<b>51%</b>	<b>30,252,815</b>	<b>3,163,917</b>	<b>16,195,391</b>	<b>54%</b>

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### December 2005

50% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2005-06 Original Budget	Variance Over (Under) Budget
Actual	July	\$44.01	3,052,684	\$6.29	17,564,482	573,597	280,433	293,164
Actual	August	\$52.41	2,930,766	\$6.09	17,298,452	573,625	280,433	293,192
Actual	September	\$55.96	2,988,008	\$7.52	17,445,111	703,275	280,433	422,842
Actual	October	\$60.41	2,125,044	\$9.19	15,808,585	734,758	280,433	454,325
Actual	November					731,943	280,433	451,510
Accrual	December					280,433	280,433	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						3,597,631	1,682,598	1,915,033
Y.T.D. Equipment Tax Revenue						487,890		487,890
<b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b>						<b>4,085,521</b>	<b>1,682,598</b>	<b>2,402,923</b>

*Source: New Mexico Taxation and Revenue Department*

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



**NEW MEXICO JUNIOR COLLEGE**  
**Schedule of Investments**  
**December 2005**

50% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	5,625,000	N/A	N/A	N/A	7102-1348	3.23%	15,659
<b>Total Investments</b>	<u>5,625,000</u>						<u>15,659</u>

Summary of Current Month's Activity	
Beginning amount	5,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	2,793,269
Reserves Invested	2,831,731
<b>Total LGIP Investment</b>	<b>5,625,000</b>

Capital Projects	12/31/2005
Technology Upgrade	123,042.28
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Vehicles	132,430.49
Western Heritage Museum	0.00
Drawings and Master Plan	0.00
Baseball Field	163,940.14
Rodeo Arena	7,836.78
Dormitory Landscape	44,497.53
Circle Drive	2,110.22
Roadway Parking Lot Seal Coat	0.00
BR&R Carryover	39,013.04
Milien Fence/Landscape	0.00
Ben Alexander Student Center	147,967.08
JASI	235,425.57
Computer Equipment Rebates	0.00
Clerk of the Works	552.74
Marketing	67,071.41
West Texas ITV	50,000.00
Equestrian Center	150,000.00
Telephone System	0.00
Student Housing Construction	0.00
Classroom Furniture Replacement	20,000.00
Campus Village Development Proj	4,285.00
Testing Center	250,000.00
<b>Total</b>	<b>2,793,268.82</b>

NOTE: Capital projects total does not include encumbered funds



# NEW MEXICO JUNIOR COLLEGE

Office of the President

## Memo

DATE: January 6, 2006  
TO: New Mexico Junior College Board Members  
FROM: Steve McCleery *sm*  
SUBJECT: Consideration of the Tuition Waiver for College and Community Band

Members of the College and Community Band play for many different collegiate and community functions. To help with these performances, many of these members take off from work. I am recommending the Board waive the tuition for members who participate in the College and Community Band program.

Thank you for your consideration.