

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, May 25, 2023
Zia Board Room - Pannell Library
1:30 pm

AGENDA

- | | |
|---|-----------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of April 20, 2023 | Pat Chappelle |
| D. President's Report | Derek Moore |
| E. Information Items | |
| 1. NMJC Facilities Board Committee Update | Manny Gomez |
| 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 Five-Year Capital Plan | Josh Morgan |
| 2. Consideration of Baseball Field Stadium Lights | Josh Morgan |
| 3. Consideration of Industrial Training Building | Josh Morgan |
| 4. Consideration of a Farm & Ranch Degree Program | Jeff McCool |
| 5. Consideration of Revision to the NMJC Board Policy Manual Policies Nos. 300 and 303 | Scotty Holloman |
| 6. Consideration of Revision of NMJC Employee Handbook for Addition of Policy No. 220.1 - Vehicle Policy & Procedures | Cathy Mitchell |
| 7. Consideration of Re-appointment of Dr. Derek Moore to the NHF Board of Directors for a 3-year term | Dennis Holmberg |
| G. Public Comments | |
| H. Determination of Next Meeting | Pat Chappelle |
| I. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
APRIL 20, 2023
MINUTES**

The New Mexico Junior College Board met on Thursday, April 20, 2023, beginning at 1:30 p.m. in the Pannell Library, Zia Board Room. The following members were present: Ms. Patricia Chappelle, Chair; Mr. Travis Glenn, Secretary; Mr. Hector Baeza; Mr. Manny Gomez; Mr. Guy Kesner; Ms. Evelyn Rising; and Mrs. Erica Jones.

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

Ms. Chappelle requested an amendment to the agenda to rearrange as follows: E. New Business Items, Nos. 2, 3, and 5 to be moved to items 1, 2, and 3. Upon a motion by Mr. Glenn, seconded by Mrs. Jones, the agenda was unanimously adopted as amended.

Upon a motion by Mr. Gomez, seconded by Mr. Baeza, the Board unanimously approved the minutes of February 16, 2023 and the minutes of March 23, 2023, as amended.

Under President's Report, Dr. Moore asked Mr. Deron Clark (Athletic Director) to introduce Head Women's Basketball Coach Austin Mefford and Assistant Women's Basketball Coach Rachel Janzen. The coaches introduced the NMJC Women's Basketball team. Mr. Clark expressed his appreciation for the leadership of Coach Mefford and Coach Janzen.

Dr. Moore announced NMJC will form two committees for the creation of an Alma Mater Song and a School Fight Song. Leading this journey will be Ms. Gael Morrow for the Alma Mater Song and Mr. Deron Clark for the School Fight Song. Committee members will include current employees, current students, alumni, and retirees.

Ms. Amy Coombes provided an update of new employees and employee resignations.

Mrs. Cathy Mitchell provided an update of NMJC's current national initiatives and how they will assist NMJC with student success. She reported NMJC has partnered with Achieving the Dream (AtD). AtD has performed an Opportunity Assessment Report to identify challenges and opportunities as NMJC considers different ways to provide impactful holistic student support. Mrs. Mitchell stated the results, and what will be done with the results, will be provided to the Board in the near future. Dr. Moore stated the information obtained from AtD's Opportunity Assessment Report will be used to assist in the strategic planning process.

Dr. Moore provided a legislative update. He reported the following: Higher Education and K-12 - approved 6% increase for employees; related to Capital Outlay, Bob and Bonnie Moran Hall and

Pannell Library Improvements Project - approved at \$1,125,000; Bob and Bonnie Moran Hall and Ben Alexander Roof Replacement Project - approved at \$1,000,000; additional funding for wrap-around services for students in the nursing program, and for noncredit high skills workforce training - approved.

Dr. Moore provided a brief update of a Higher Learning Commission Conference attended by various NMJC staff in Chicago, IL, and a HERDI (Higher Education Research & Development Institute) Conference held in Boulder, CO.

Under New Business, Mr. Kesner provided a brief update of two Finance Board Committee Meetings held on March 20, 2023 and April 10, 2023. On March 20, 2023, the committee reviewed a salary study proposal. The recommendations made by the Finance Board Committee on March 20, 2023 were reviewed in detail on April 10, 2023. Additional discussion included the current approval of the monthly expenditure reports for past expenditures, which will be addressed in the April NMJC Board Meeting.

Mr. Kesner reported following the Finance Board Committee Meetings and significant discussions of the Compensation Salary Study, the Finance Board Committee will recommend a 10% salary increase above market to assist in hiring and retaining quality staff and faculty. Mr. Kesner further noted the recommended increase of 10% is included in the 2023/2024 Budget Recommendation. Mr. Kesner made a motion to approve the Compensation Salary Study as presented. Following discussions, Mr. Kesner rescinded his motion and made a motion to receive the Compensation Salary Study prepared by the Public Sector. The motion was seconded by Mr. Gomez, and the Board unanimously agreed to receive the Compensation Salary Study. Mr. Kesner further noted the Finance Board Committee Meetings were for information/discussion purposes only, with no action taken.

Mr. Kesner presented consideration the NMJC Monthly Expenditure Report be reviewed for information only and not as an action item. On behalf of the NMJC Finance Board Committee, Mr. Kesner made a motion to approve the Monthly Expenditure Report as a non-action item. Mr. Glenn asked for the NMJC Board Policy Manual be revised to reflect the approved changes, if needed. Mr. Glenn amended his motion to approve the Monthly Expenditure Report as a non-action item, with revisions to the NMJC Board Policy Manual, if needed. Mr. Glenn seconded the motion and the Board unanimously approved this request. In addition, the Board agreed to move the monthly NMJC Board Reports out of “New Business” and be placed under a new category, “Information Items”, on the agenda.

Dr. Moore provided consideration of Retirement Resolutions. Dr. Moore recognized Johnny R. Cash, who retired on November 1, 2022 with 8 years and 3 months of service, Kimberly K. Latimer, who retired on August 1, 2022 with 20 years of service, Jerry J. Sierra, who retired on October 1, 2022 with 5 years of service, and Oscar R. Vigil, who retired on August 1, 2022 with 22 years and 7 months of service. Upon a motion by Mr. Kesner, seconded by Mr. Gomez, the Board unanimously approved the resolutions as presented.

Mr. Josh Morgan provided a presentation for consideration of the 2023-2024 Budget Recommendation. The presentation included NMJC's Historical Revenue Streams, FY 2024 Revenue, Budget Comparisons for FY 2023 to FY 2024, New Positions Requested, 2023-2024 Capital Project Requests, and Reallocation of Capital Funds. Mr. Glenn requested clarification of the Professor of Farm & Ranch position. Mr. Gomez requested clarification of the Motor Pool Bus Driver position and the status of moving away from charter buses. Mr. Kesner recommended Athletic Program line items be moved under the Athletic Administration Department and centralized under one person to handle all travel expenditures for athletics. Dr. Moore stated the new position of the Assistant Director of Athletics will take on the responsibility of the transportation logistics as well as assisting the AD with the budget. Mr. Gomez shared his concerns of the number of new positions going into the new fiscal year. He asked that there be focus on the recurring costs, as they are substantial and must be sustainable in years to come. Mr. Glenn stated he echoes the concerns of Mr. Gomez and expressed while the NMJC Board would like to respect staff with salary increases, they also recognize the obligation to be good stewards of taxpayer monies. Significant discussion followed. Upon a motion by Mr. Gomez, seconded by Mrs. Jones, the Board unanimously approved the 2023-2024 NMJC Operating Budget in the amount of \$42,045,939, which includes a 6% salary increase to staff and faculty effective July 1, 2023 and the implementation of the Board received Compensation Salary Study conducted by Public Sector. In addition, administration requested approval of Capital Projects in the amount of \$64,945,000 and the transfer \$4,955,844 Capital Funds into the Master Landscaping Project. Upon a motion by Mr. Glenn, seconded by Mrs. Jones, the Board unanimously approved the Capital Projects in the amount of \$64,945,000 and the transfer of \$4,955,844 Capital Funds into the Master Landscaping Project.

Mr. Morgan presented, for review, the Expenditure Report, Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report for February 2023 and the Expenditure Report, Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report for March 2023.

Mr. Morgan presented the Fiscal Watch Report for the quarter ending March 31, 2023. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the Fiscal Watch Report as presented.

Mr. Morgan presented consideration of the Annual Fixed Asset Inventory Certification for inventory of chattels and equipment valued at over \$5,000. Mr. Morgan stated upon approval, a letter will be sent to the Office of the State Auditor (OSA) and the Higher Education Department (HED) notifying them of the intent to dispose of inventory at public auction. NMJC will wait 30 days from the notice to OSA and HED to hold the public auction. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the request as presented.

Mr. Travis Glenn provided a Student Success Board Committee Meeting update for a meeting held on April 12, 2023. Mr. Glenn thanked Vice President Cathy Mitchell and Vice President Jeff McCool for the data information presented at the meeting. Data provided included the 2022 Integrated Postsecondary Education Data System (IPEDS) Report, the Fall Enrollment History by

Declared Major Report with Projections for Fall 2023 through Fall 2027, the Major Field Report by Graduation Year with Projections for Graduation for years 2025 through 2028, and the Student Success in Courses Report for Academic Years 2011/2012 through 2021/2022. He reported topics discussed included: how NMJC is preparing students for their careers and to be successful in their jobs; who is NMJC serving; and, the review of good data to assist the Board to be better informed when making policy decisions. Mr. Glenn noted the committee would meet again in three months and stated data reviewed was for information only with no action taken.

Mr. Steve Saucedo provided consideration of renaming the Larry Hanna Training and Outreach Center to the Larry Hanna Workforce Development Facility. Mr. Saucedo further reported approval has been received from Mrs. Judy Hanna, spouse of deceased Mr. Larry Hanna, to move forward with the renaming of the facility. Upon a motion by Mrs. Jones, seconded by Mr. Baeza, the Board unanimously approved the renaming of the facility as requested.

Mr. Scotty Holloman provided consideration of the potential donation of the KNMJ Radio Station, donated to the NMJC Foundation in July 2015 and subsequently transferred to NMJC. Due to various reasons, it was determined the best course of action for the radio station would be to shut down and transfer/donate to another entity. NMJC contacted Eastern New Mexico University (ENMU) who has agreed to accept the donation of the radio station and to immediately begin rebroadcasting on the station. In addition, ENMU expressed their interest in beginning a pathway with NMJC for students to begin their degree at NMJC and complete at ENMU. NMJC will receive spots for ads on the station and ENMU has agreed to assist with NMJC promotions for 5 years. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the donation of the KNMJ Radio Station as presented. Mr. Glenn brought attention to a onetime payment of \$15,000 and asked for its purpose. Mr. Holloman responded funds will be to assist with operational expenses as well as advertising.

Ms. Chappelle called for comments from the public. There being none, the next Regular Board Meeting was scheduled for Thursday, May 25, 2023 at 1:30 pm in the Zia Board Room.

Upon a motion by Mrs. Jones, seconded by Mr. Gomez and by unanimous consent, the meeting adjourned at 3:41 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: May 18, 2023
RE: Expenditure and Revenue Reports for April 2023

April is month ten or 83% of the budget for the 2022/2023 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 April is \$46,700,528.

The total current unrestricted fund expenditures through April are \$27,258,071, which is 71% of the projected budget. Expenses for Instruction and General are up as compared to FY 22 for the first ten months of the fiscal year. This is due to an increase in salaries and benefits and utilities. In other Current Unrestricted Funds, expenses are also up as compared to FY 22 due to an increase in salaries and benefits and increase in athletics. Over all, expenditures are up as compared to April 2022.

In the Restricted Funds, the expenditures in the Grant area is tracking along as expected. The Business Office continues to monitor the expenditures in the Grants and request the drawdown from the state and federal agencies. The year-to-date Restricted Student Aid is lower as compared to April 2022. This is mainly related to HEERF awards awarded last year that are not being awarded in FY 23. Total amount of restricted funds expended through April 2023 is \$5,212,193.

Plant fund expenditures for April were \$1,226,093; the total year-to-date including encumbrances is \$14,230,264. Projects with on-going major expenses and encumbrances include Tech Upgrade, Fire Alarm Upgrade, Campus Wide Site Project, Watson Hall Renovation, Vestibule & Safety Project, Campus Paving, Facilities Management System Upgrade, Vocational Training Facility, Campus Housing Unit, Cafeteria Construction, Campus Security Upgrades, WHM Storage Building, Track Upgrades, and Campus Wide Access Control. Building renewal and replacement expenditures were \$184,971 and equipment renewal and replacement expenditures were \$8,548.

Total expenditures and or encumbrances through April 2023 were \$46,700,528.

Total current unrestricted revenue received in April 2023 was \$8,621,586, with the year-to-date total of \$87,973,502. This mostly consists of tuition and fees, the monthly allocation from the state, the oil and gas production tax income, and property tax revenue. Oil and gas mill levy for the month of April was \$6,702,335. The property tax revenue received in April was \$847,882. Looking at the past trends in property tax payout, the College should receive additional property tax revenue in June. In FY 22, the total for mill levy property tax was \$16,308,747.

Total current restricted revenue received in April 2023 was \$213,730. Grants drawn down was \$51,467 and student aid drawn down during April was \$162,263. Total current restricted fund revenue for the year is \$4,529,817.

In plant funds, the College received \$3,853 in GOB draws and \$749,167 in LGIP interest.

Total revenue for the month of April 2023 is \$9,588,336, with year-to-date revenue of \$97,519,557.

The oil and gas revenues continue to be strong. Oil and Gas production revenue received during the month is \$6,702,335. The total oil and gas production and oil and gas equipment tax revenue received through April of 2023 including the accrual of \$625,000 for each of the three months of February, March, and April is \$61,859,163.

The Investment Report shows a beginning balance in LGIP funds of \$188,000,000. There was no activity during the month. Ending balance in LGIP funds as of April 2023 is \$188,000,000. At the end of April, there was \$190,351,580 in allocated capital projects which includes the capital project transfers that were approved at the April 2023 board meeting.

This concludes the Financial Report for April 2023.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

April 2023

83% 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
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	11,759,080	7,186,009	61%	12,768,755	1,305,190	8,579,052	67%
Academic Support	2,552,885	1,600,672	63%	2,921,190	290,318	2,020,981	69%
Student Services	2,186,039	1,373,007	63%	2,827,588	319,268	2,059,496	73%
Institutional Support	5,117,287	3,776,212	74%	6,446,327	617,211	4,832,732	75%
Operation & Maintenance of Plant	4,395,892	3,221,389	73%	5,729,882	459,726	3,796,569	66%
Subtotal - Instruction & General	26,011,183	17,157,289	66%	30,693,742	2,991,713	21,288,830	69%
Research	-	86,357		-		-	0%
Public Service	70,000	48,015	69%	59,300	3,050	26,612	45%
Internal Service Departments	258,365	205,327	79%	267,730	5,175	157,781	59%
Student Aid	785,880	707,793	90%	980,031	246,689	979,869	100%
Auxiliary Enterprises	2,803,560	2,319,606	83%	3,012,636	205,888	2,341,385	78%
Athletics	2,772,294	2,035,768	73%	3,259,649	84,074	2,463,594	76%
Total Current Unrestricted Fund	32,701,282	22,560,155	69%	38,273,088	3,536,589	27,258,071	71%
CURRENT RESTRICTED FUND							
Grants	5,112,076	1,689,187	33%	1,965,462	364,037	1,311,389	67%
Student Aid	5,915,395	5,184,915	88%	4,216,931	47,489	3,900,804	93%
Total Current Restricted Fund	11,027,471	6,874,102	62%	6,182,393	411,526	5,212,193	84%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	9,442,296	8,588,850	91%	16,198,965	930,317	11,868,489	73%
Projects from State GOB Funds	213,387	154,315	72%	3,944,888	58,328	449,693	11%
Projects from State STB Funds	170,870	174,104	102%	484,251	-	84,251	17%
Projects from General Fund	-	-	0%	711,062	43,929	198,157	28%
Projects from Private Funds	-	-	0%	-	-	-	0%
Projects from State ER&R	500,000	402,351	80%	1,375,854	8,548	402,079	29%
Projects from State BR&R	1,000,000	1,009,889	101%	1,255,745	184,971	1,227,595	98%
Subtotal - Capital and BR&R	11,326,553	10,329,509	91%	23,970,765	1,226,093	14,230,264	59%
Debt Service							
Revenue Bonds	-	-	0%	-	-	-	0%
Total Plant Funds	11,326,553	10,329,509	91%	23,970,765	1,226,093	14,230,264	59%
GRAND TOTAL EXPENDITURES	55,055,306	39,763,766	72%	68,426,246	5,174,208	46,700,528	68%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
April 2023

83% 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
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,420,600	3,489,902	102%	3,804,088	121,588	3,830,210	101%
State Appropriations	6,420,500	5,332,467	83%	7,990,496	797,584	6,895,333	86%
Advalorem Taxes - Oil and Gas	58,900,000	40,246,372	68%	84,984,162	6,707,097	61,859,163	73%
Advalorem Taxes - Property	13,000,000	11,521,823	89%	13,982,841	847,882	11,982,841	86%
Interest Income	-	49	0%	-	-	-	0%
Other Revenues	1,006,500	1,095,227	109%	289,053	53,716	369,107	128%
Subtotal - Instruction & General	82,747,600	61,685,840	75%	111,050,640	8,527,867	84,936,654	76%
Research	-	-	0%	-	-	-	0%
Public Service	-	-	0%	-	-	-	0%
Internal Service Departments	20,800	2,989	14%	57,085	-	57,086	100%
Auxiliary Enterprises	2,530,762	2,293,079	91%	2,504,902	49,486	2,507,629	100%
Athletics	533,700	434,285	81%	560,600	44,233	472,133	84%
Total Current Unrestricted	85,832,862	64,416,193	75%	114,173,227	8,621,586	87,973,502	77%
CURRENT RESTRICTED FUND							
Grants	5,112,076	3,561,581	70%	1,965,462	51,467	833,376	42%
Student Aid	5,915,395	5,208,502	88%	4,216,931	162,263	3,696,441	88%
Total Current Restricted	11,027,471	8,770,083	80%	6,182,393	213,730	4,529,817	73%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	154,315	117,665	76%	3,941,406	3,853	362,422	9%
Projects from State STB Funds	170,870	22,369	13%	484,250	-	84,251	17%
Projects from General Fund	70,511	168,111	238%	353,400	-	31,525	9%
Projects from BR&R	-	-	0%	65,671	-	65,671	100%
Projects from Private Funds	-	65,580	0%	-	-	-	0%
Interest Income (LGIP)	85,000	84,664	100%	5,223,271	749,167	4,472,369	86%
Total Plant Funds	480,696	458,389	95%	10,067,998	753,020	5,016,238	50%
GRAND TOTAL REVENUES	97,341,029	73,644,665	76%	130,423,618	9,588,336	97,519,557	75%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

April 2023

83% 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	2022-23 Original Budget	Variance Over (Under) Budget
Distribution								
Actual	July	\$100.13	29,161,904	\$6.38	89,385,817	8,010,212	625,000	7,385,212
Actual	August	\$93.67	29,231,332	\$6.94	88,894,987	7,702,512	625,000	7,077,512
Actual	September	\$83.81	30,023,954	\$6.00	100,786,354	7,057,025	625,000	6,432,025
Actual	October	\$85.20	31,926,012	\$3.99	102,167,618	7,073,856	625,000	6,448,856
Actual	November	\$83.45	30,710,559	\$3.83	97,976,968	6,686,257	625,000	6,061,257
Actual	December	\$75.74	32,444,974	\$3.74	64,805,756	6,588,970	625,000	5,963,970
Actual	January	\$75.27	34,199,387	\$3.53	112,841,654	6,702,335	625,000	6,077,335
Actual	February					625,000	625,000	0
Actual	March					625,000	625,000	0
Accrual	April					625,000	625,000	0
Accrual	May						625,000	(625,000)
Accrual	June						625,000	(625,000)
Y.T.D. Production Tax Revenue						51,696,167	7,500,000	44,196,167
Y.T.D. Equipment Tax Revenue						10,162,996	1,655,000	8,507,996
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>61,859,163</u>	<u>9,155,000</u>	<u>52,704,163</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

April 2023

83% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	188,000,000	7102-1348	4.798%	749,167
Plus deposits	-			
Less withdrawals	-			
Total LGIP investments	188,000,000			749,167

Capital Project	4/30/2023
Vehicles	706,287.22
Campus Facilities Master Plan	1,021,224.23
Chrome River	2,044.00
WHM North Gallery Renovation	655,817.00
Campus Vestibules	1,218,288.59
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	988,237.79
JASI	85,806.95
WHM Storage Building	1,015,746.36
Ben Alexander Renovation	3,000,000.00
Baseball Field	1,820,073.45
Rodeo Arena	212,041.59
Fire Alarm Upgrade	408,435.20
Landscaping	250,000.00
Smart Classrooms	513,033.51
Campus Paving	516,415.26
Std Ctr & Bob Moran Roof Replacement	650,000.00
Master Landscaping Project	13,535,582.84
Dorm/Apartment Refurbish	2,074,365.64
Concrete Upgrade	200,000.00
Campus Construction	335,987.46
Workforce Training & Outreach	250,000.00
Higher Learning Commission	117,477.65
Public Sector	955,000.00
Campus Security	166,530.73
Copier Replacement	144,155.22
Non-Recurring Compensation	1,233,568.00
Athletics	181,454.46
Student Life Programming	20,432.28
Succession Plan	620,056.15
WHM Exhibits	162,945.05
Track Upgrades	98,785.89
Driving Range Upgrades	908,561.02
McLean Hall Renovations	61,237.15
Cafeteria Upgrade	136,669.53
Equestrian Center	4,929,949.09
Turf Replacement	300,000.00
Watson Hall Renovation	3,837,524.41
Facilities Management System	218,333.40
Caster Upgrades	2,624,882.14
Vocational Training Facility	18,132,592.54
Heidel Hall Renovation	20,000,000.00
Heidel/Hagelstein Air Handlers	393,371.89
Air Handlers	2,985,247.70
Campus Housing Unit	15,212,624.91
Cafeteria Construction	14,752,777.41
Mansur Hall Remodel	9,991,493.14
Mary Hagelstein Remodel	9,995,588.71
Campus Wide Access Control	2,749,180.21
Dorm/Apartment Furniture Replacement	810,617.44
Roof Replacement	3,000,000.00
CORE	1,500,000.00
SOAR Caster Annex Remodel	500,000.00
NMJC/Lea County Quality of Life (ENMT)	5,480,353.12
Central Plant Expansion	1,246,254.52
Master Drainage Plan	2,500,000.00
Student Hub	10,000,000.00
NMJC/Lea County Culinary Arts	2,500,000.00
NMJC Indoor Athletic Facility	15,000,000.00
Workforce Training Contingency	464.61
Total	190,351,579.89

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board Members
From: Josh Morgan
RE: Five-Year Capital Plan
Date: May 18, 2023

New Mexico Junior College Board Members,

Each year at the end of May, the Higher Education Department requires higher education institutions to submit a Five-Year Capital Plan and supporting documentation for the institution's top two priority projects. The HED then will rank all of the institution's projects to make a recommendation to the 2024 legislature for potential STB or General Fund funding or placing the projects on the GOB ballot in November of 2024. Please find attached the administration's recommendation for a Five-Year Capital Plan with the number one project being the renovation of Mansur Hall and the number two project being the renovation of Mary Hagelstein Instructional Arts Center.

The first priority is asking for funds to help with the renovation of Mansur Hall. This project will remodel the classroom, faculty offices, and student support areas to provide a state-of-the-art instructional facility for our students and faculty. The necessary mechanical, electrical, and plumbing upgrades will be addressed as well. The Mansur Hall Renovation is listed in the New Mexico Junior College Campus Master Plan as a project priority.

The second priority is asking for funds to help with the renovation of Mary Hagelstein Instructional Arts Center. This project will remodel the classroom, faculty offices, and document center to provide a state-of-the-art fine arts center for our students and faculty. The necessary mechanical, electrical, and plumbing upgrades will be addressed as well. The Mary Hagelstein Instructional Arts Center Renovation is listed in the New Mexico Junior College Campus Master Plan as a project priority.

The administration is asking for your approval of the attached Five-Year Capital plan as presented.

Respectfully,

Josh Morgan



New Mexico Department of Higher Education

2023 Summer Hearing - Five Year Capital Project Funding Plan

INSTITUTION:		New Mexico Junior College																	DATE:	5 18 2023	
Institution acronym	FY24 Funding Priority #	Overall Funding Priority #	Project Title	Description	Year Project Funding will be requested	Month/Year Project to be started	Month/Year Project to be completed	Full Project	Phase	Cost of Project or Phase	Total Request from State	GOB	STB	Other	Percent of GOB or STB	Percent of Other Funding Source	Description of Other Funding Source	New Construction	Renovation	Square Footage (GSF)	
NMJC	1	1	Mansur Hall Renovation	Renovate and update Mansur Hall	2023	Jul-25	Jul-26	X		\$ 10,700,000	\$ 8,025,000	X	X	X	75%	25%	Mill Levy Funds		X	No new square footage	
NMJC	2	2	Mary Hagelstein Renovation	Renovate and update Mary Hagelstein Building	2023	Jul-26	Jul-27	X		\$ 12,100,000	\$ 9,075,000	X	X	X	75%	25%	Mill Levy Funds		X	Adding 3,000 sf of I&G space	
NMJC	3	3	Heidel Hall Renovation	Renovate and update Heidel Hall	2023	Jul-24	Jul-25	X		\$ 20,000,000	\$ 5,000,000	X	X	X	25%	75%	Mill Levy Funds		X	No new square footage	
NMJC	4	4	Campus-Wide Site Project	Campus-wide landscaping, site design, lighting, security and wayfinding	2023	Jul-24	Oct-25	X		\$ 20,500,000	\$ 5,125,000	X	X	X	25%	75%	Mill Levy funds		X	No new square footage	
NMJC	5	5	Vocational B HVAC	Tie Voc B to Central Plant and air handler	2024	Jul-25	Dec-25	X		\$ 2,000,000	\$ 1,500,000	X	X	X	75%	25%	Mill Levy funds		X	No new square footage	

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Josh Morgan
RE: NMJC Baseball Field Lighting Project
Date: May 18, 2023

Board Members,

The Administration is asking for your approval to take the NMJC Baseball Field Lighting Project to the Higher Education Department for approval at the June 14 New Mexico Higher Education Department Capital Projects hearing.

The NMJC Baseball Field Lighting Project is tied into the college's mission of being a comprehensive community college by providing better access to our students and our community. The project will allow users to access the baseball facility at night. Having a lighted baseball field opens scheduling hours for the college and community. Weather events are an issue for the participating users at this facility. Storms, lightning, wind, and extreme heat can deter activities during the day. In case of inclement weather, games, training, camps, or lessons can be moved to evening hours. Having a lighted baseball field opens scheduling hours for the college and community. The additional hours to use the facility creates more time for the student-athlete during hours of academia creating more opportunities for our students to be successful in the classroom.

This project will entail erecting a total of eight 80-foot poles with LED (Light Emitting Diode) masts. The eight poles with lights will be installed outside the fence that is surrounding the baseball field. Two poles with lights are to be erected behind the bleachers with the lights facing the interior of the field and bleacher area. One pole with lights will be positioned mid-way down the first base line. Respectively, another pole will be positioned mid-way down the third base line. The outfield lights will be positioned equally spaced from the northwest corner of the field to the southeast corner. The lights on these four poles will be positioned to light the field evenly. The existing safety lighting will stay in place.

The cost proposal for the NMJC Baseball Field Lighting Project was developed by Lynco Electric Company, Inc. from Las Cruces, New Mexico and is a Cooperative Educational Services (CES) vendor with experience in installing stadium lighting. The proposal provided by Lynco Electric Company, Inc. is \$753,957 plus \$44,525 for gross receipts tax for a total project cost of \$794,482. NMJC has allocated \$1,820,073 in institutional funds towards the Baseball Field.

Respectfully,

Josh Morgan

LYNCO ELECTRIC CO. INC.

1520 WEST AMADOR

LAS CRUCES, NM 88005

March 8,2023

New Mexico Junior College

5317 Lovington Hwy.

Hobbs, NM 88240

Musco finished their preliminary design and pricing for the proposed Basebell Field lighting. The cost for this proposed work would be \$753,957.00 plus ^{40,525.18} \$~~41,467.64~~ tax. (Can you please check that the correct tax rate is being used ? We figured ^{5.375%} 5.5%) Musco has included the show light system and the pole accent system. This also includes the Musco RGB colored field lighting system. We do include the engineering necessary for this project.

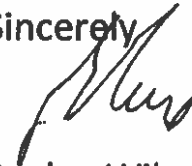
We have planned on feeding the electrical power from the existing transformer next to the old building to the West of the Baseball Field. It appears that there is enough capacity there so no new EXCEL Energy extension costs would be needed.

We have not included any pavement patching, compaction testing, or concrete testing.

Musco has let us know that this pricing is only valid for 30 days. After that point they would need to take a look and see if their costs have increased.

This proposed contract would be under CES #2021-09-R4010-678 if this is to be used. Please let us know of any questions that you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Raylyn Wilcox', written in a cursive style.

Raylyn Wilcox





New Mexico Junior College Baseball

Hobbs, NM

Lighting System

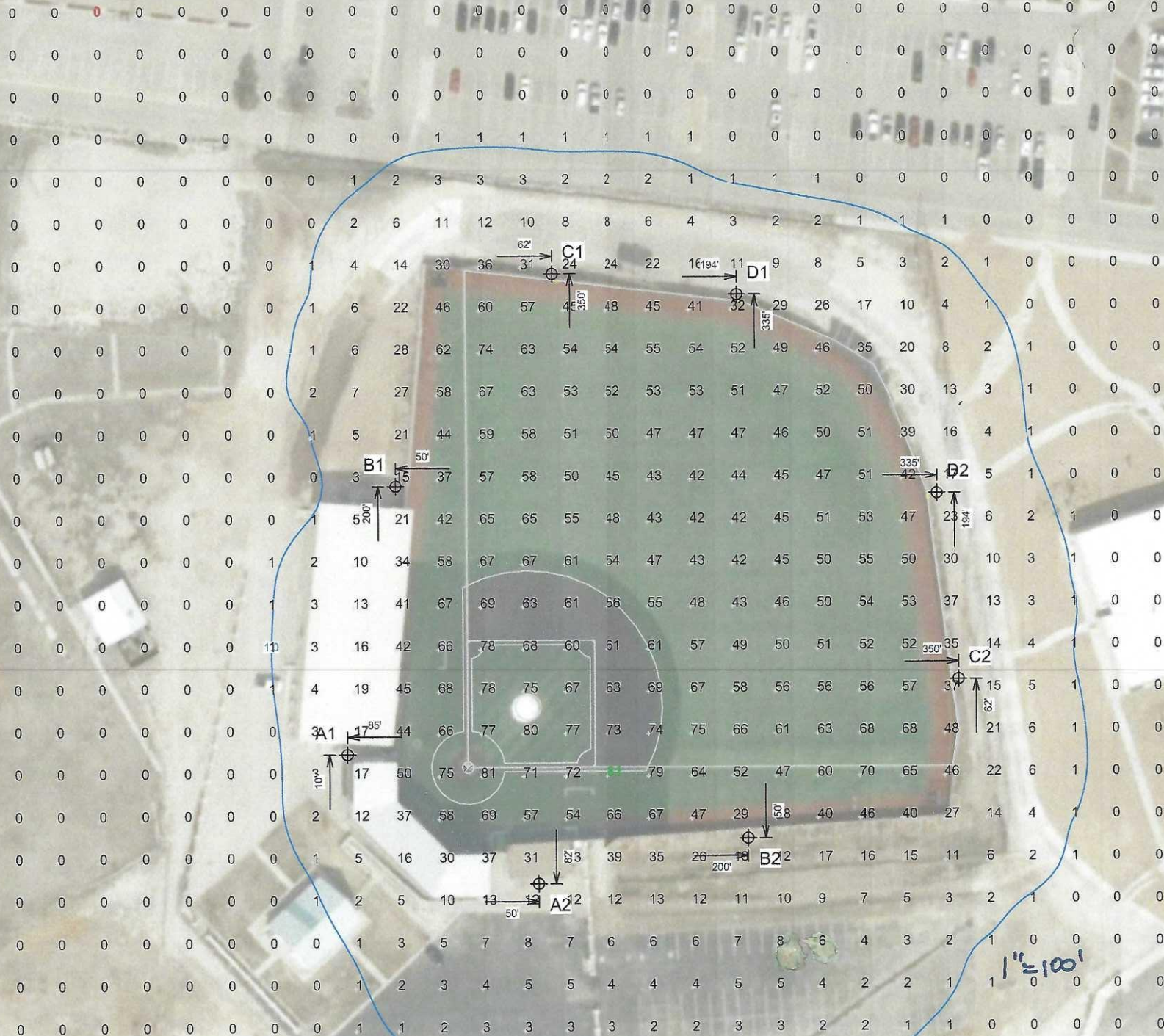
Pole / Fixture Summary						
Pole ID	Pole Height	Mtg Height	Fixture Qty	Luminaire Type	Load	Circuit
A1	80'	80'	2	TLC-LED-1200	2.34 kW	A
		80'	4	TLC-LED-1500	5.72 kW	A
A2	80'	80'	2	TLC-LED-1200	2.34 kW	A
		80'	4	TLC-LED-1500	5.72 kW	A
		80'	1	TLC-LED-900	0.89 kW	A
B1	80'	80'	13	TLC-LED-1500	18.59 kW	A
		16'	3	TLC-BT-1500	4.29 kW	A
B2	80'	80'	13	TLC-LED-1500	18.59 kW	A
		16'	3	TLC-BT-1500	4.29 kW	A
		80'	2	TLC-LED-900	1.78 kW	A
C1-C2, D1-D2	80'	80'	2	TLC-LED-1200	2.34 kW	A
		80'	4	TLC-LED-1500	5.72 kW	A
		16'	2	TLC-BT-575	1.15 kW	A
		16'	1	TLC-RGB-U	0.43 kW	A
8			83		103.11 kW	

Circuit Summary			
Circuit	Description	Load	Fixture Qty
A	Baseball	103.11 kW	83

Fixture Type Summary							
Type	Source	Wattage	Lumens	L90	L80	L70	Quantity
TLC-LED-1500	LED 5700K - 75 CRI	1430W	160,000	>120,000	>120,000	>120,000	50
TLC-LED-1200	LED 5700K - 75 CRI	1170W	136,000	>120,000	>120,000	>120,000	12
TLC-BT-575	LED 5700K - 75 CRI	575W	52,000	>120,000	>120,000	>120,000	8
TLC-BT-1500	LED 5700K - 75 CRI	1430W	160,000	--	--	--	6
TLC-RGB-U	RED-GREEN (Shown)-BLUE	430W	16,000	21,300	>36,300	>36,300	4
TLC-LED-900	LED 5700K - 75 CRI	890W	89,600	>120,000	>120,000	>120,000	3

Light Level Summary

Calculation Grid Summary								
Grid Name	Calculation Metric	Illumination					Circuits	Fixture Qty
		Ave	Min	Max	Max/Min	Ave/Min		
Baseball (Infield)	Horizontal Illuminance	70.6	57	80	1.41	1.24	A	83
Baseball (Outfield)	Horizontal Illuminance	52.9	36	76	2.13	1.47	A	83





EQUIPMENT LIST FOR AREAS SHOWN

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	A1	80'	-	80'	TLC-LED-1500	4	4	0
				80'	TLC-LED-1200	2	2	0
1	A2	80'	-	80'	TLC-LED-1500	4	4	0
				80'	TLC-LED-900	1*	1	0
				80'	TLC-LED-1200	2	2	0
1	B1	80'	-	15.5'	TLC-BT-1500	3	3	0
				80'	TLC-LED-1500	13	13	0
1	B2	80'	-	80'	TLC-LED-900	2*	2	0
				15.5'	TLC-BT-1500	3	3	0
				80'	TLC-LED-1500	13	13	0
4	C1-C2 D1-D2	80'	-	15.5'	TLC-BT-575	2	2	0
				15.5'	TLC-RGB-U	1	1	0
				80'	TLC-LED-1500	4	4	0
				80'	TLC-LED-1200	2	2	0
8	TOTALS					83	83	0

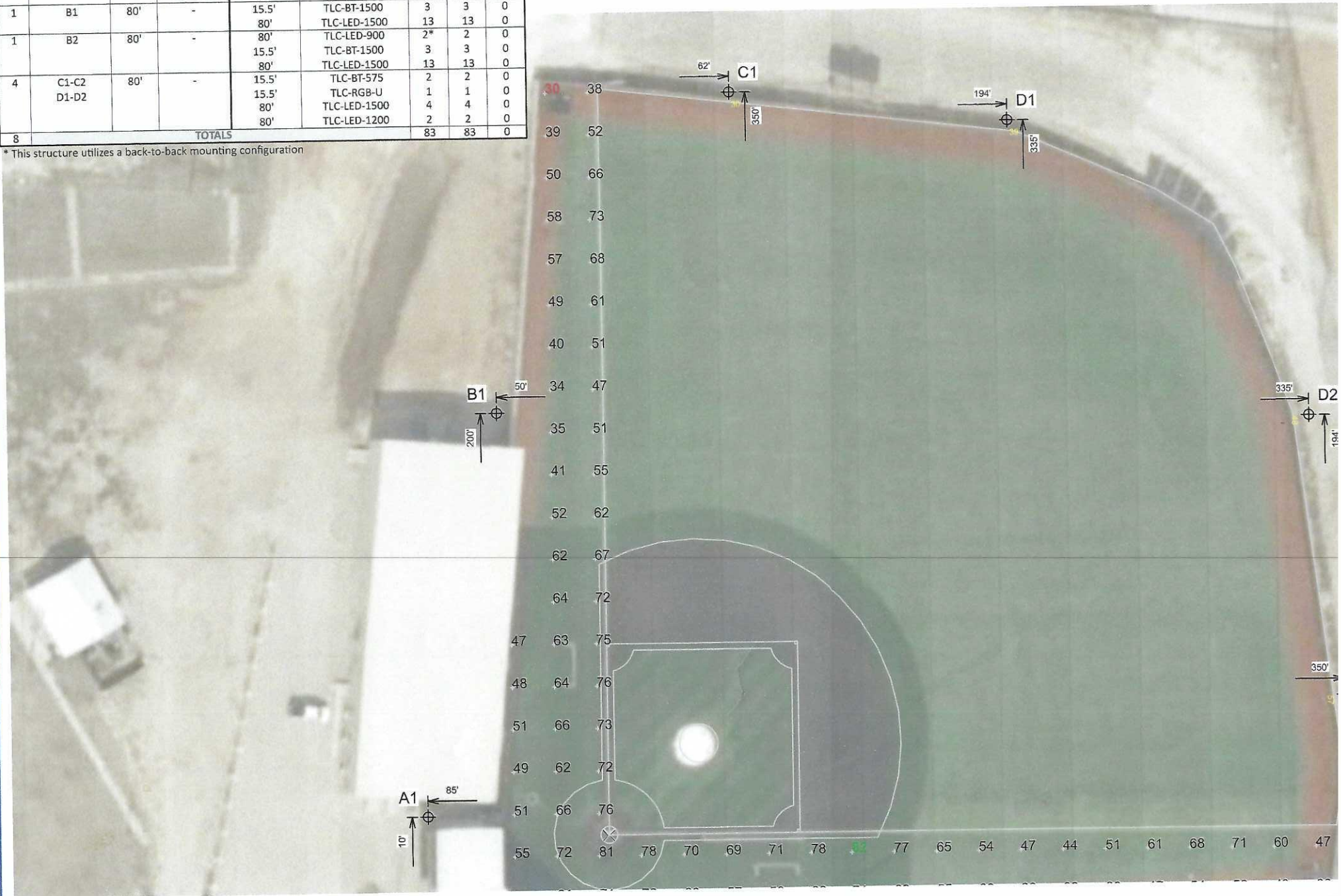
* This structure utilizes a back-to-back mounting configuration



EQUIPMENT LIST FOR AREAS SHOWN

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	A1	80'	-	80'	TLC-LED-1500	4	4	0
				80'	TLC-LED-1200	2	2	0
1	A2	80'	-	80'	TLC-LED-1500	4	4	0
				80'	TLC-LED-900	1*	1	0
				80'	TLC-LED-1200	2	2	0
1	B1	80'	-	15.5'	TLC-BT-1500	3	3	0
				80'	TLC-LED-1500	13	13	0
1	B2	80'	-	80'	TLC-LED-900	2*	2	0
				15.5'	TLC-BT-1500	3	3	0
				80'	TLC-LED-1500	13	13	0
4	C1-C2 D1-D2	80'	-	15.5'	TLC-BT-575	2	2	0
				15.5'	TLC-RGB-U	1	1	0
				80'	TLC-LED-1500	4	4	0
				80'	TLC-LED-1200	2	2	0
8	TOTALS					83	83	0

* This structure utilizes a back-to-back mounting configuration



NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Josh Morgan
RE: NMJC Industrial Training Center Project
Date: May 18, 2023

Board Members,

The Administration is asking for your approval to take the NMJC Industrial Training Center Project to the Higher Education Department for approval at the June 14 New Mexico Higher Education Department Capital Projects hearing.

The NMJC Industrial Training Center Project is a 24,960 square foot facility located directly west of the Larry Hanna Workforce Development Facility and will house the Automation & Industrial Systems, Oil & Gas Training, and Welding Programs. This project is tied directly the college's mission of providing success through learning opportunities for our students, local businesses, and the community. Workforce development is critical to the success of our local communities. The College is growing enrollment particularly in training programs. This project will accommodate current and future growth in a safe, collaborative environment. The Welding Program will be adding portable welding labs allowing students real-world engagement. The Energy Programs will be using advanced equipment keeping with current workforce needs. Equally important, safety is a growing concern with limited space and underutilized equipment. These upgrades also establish a reference point for attracting new partnerships, expanding user groups and ongoing workforce development.

The project consists of erection of steel with block, brick veneer exterior. The roof will be 4-ply built-up roof system, R-30 rigid insulation and the walls will be R-19 plus R-8 continuous at the framed walls and R-8 at Masonry walls. There will be roof access within the building making maintenance more efficient and safer. The pressurized welding and energy labs will have coated floors for durability and safety. The rest of the flooring for the building will be polished sealed concrete and laminated vinyl tile.

The labs will consist of work stations set up primarily in rows with drop-down electric and compressed air, depending on the equipment. The rows of stations will be electrified instead of the whole lab; leading to efficiency and improved safety. Classrooms will open to their respective lab, adding the ability to bring in equipment directly from the lab to the classroom. The labs and classrooms will be supplemented with a resource room and study area. These rooms will be outfitted with comfort and conveniences to support the student. High volume air movement will be eliminated, adding environment control and safety to user experience.

The building site will be improved with a shade structure to protect the Portable Welding Lab trucks. The shade structure is located within three drive through gates that create a protected area around half of the building. The gates will control access for material deliveries, waste collection, and service vehicles. The site will be landscaped with rock mulch. Small groupings of drought tolerant plants and some trees will be supported with drip irrigation.

The cost estimate for the NMJC Industrial Training Center was developed by NMJC's Construction Manager at Risk, Bradbury Stamm Construction, using Dekker Perich & Sabatini Architects 90% construction documents. Bradbury Stamm solicited pricing from a number of key subcontractors as a part of this process. The construction estimate provided by Bradbury Stamm Construction is \$18,951,073 plus estimated soft costs such as architectural fees, project administration, surveys, furniture & equipment, and gross receipts tax of \$2,371,427 for a total project cost of \$21,322,500. NMJC has allocated \$150,000 in Severance Tax Bonds, \$2,100,000 in General Obligation Bonds, and \$18,500,000 in Institutional Funds for a total of \$20,750,000 allocated for this project.

We are requesting the board allocate an additional \$572,500 from I&G Reserves towards this project to bring the total allocated to the total project cost estimate of \$21,322,500.

Additionally, we are requesting the boards approval of the NMJC Industrial Training Center Project estimated at \$21,322,500 in order to present to the HED Capital Outlay Committee on June 14.

Respectfully,

Josh Morgan

NMJC ENERGY AND WELDING TECHNOLOGIES BUILDING	90% CDS - 5/10/23
May 10, 2023 HOBBS, NM DPS	

Description	90% CDS	FF&E ALLOWANCE - WELDING BOOTHS AND EQUIPMENT	Total	Base Bid	
				% OF JOB	COST/SF
01 A GENERAL CONDITIONS	SEE BELOW		SEE BELOW	0.0%	\$0.00
B FIELD WORK SUMMARY SHEET	253,639		253,639	1.4%	\$10.62
C FIELD LABOR SUMMARY SHEET	225,160		225,160	1.2%	\$9.42
D PERMITS AND FEES	43,280		43,280	0.2%	\$1.81
E WINTER CONDITIONS	41,712		41,712	0.2%	\$1.75
03 A BUILDING CONCRETE	1,165,710		1,165,710	6.2%	\$48.79
04 A MASONRY	2,136,960		2,136,960	11.4%	\$89.45
05 A STRUCTURAL STEEL	850,715		850,715	4.5%	\$35.61
B ERECTION/INSTALLATION	483,374		483,374	2.6%	\$20.23
06 A ROUGH CARPENTRY	43,292		43,292	0.2%	\$1.81
B MISCELLANEOUS CARPENTRY	37,995		37,995	0.2%	\$1.59
C CASEWORK	5,050		5,050	0.0%	\$0.21
07 A WATERPROOFING	4,473		4,473	0.0%	\$0.19
B BUILDING INSULATION	100,421		100,421	0.5%	\$4.20
C AIR BARRIER	39,666		39,666	0.2%	\$1.66
E ROOFING SYSTEM	843,365		843,365	4.5%	\$35.30
F METAL WALL PANELS	439,680		439,680	2.3%	\$18.40
H SEALANTS	81,236		81,236	0.4%	\$3.40
08 A DOORS AND HARDWARE	99,132		99,132	0.5%	\$4.15
B OVERHEAD DOORS	32,260		32,260	0.2%	\$1.35
C STOREFRONT / GLASS	280,270		280,270	1.5%	\$11.73
09 B DRYWALL	252,058		252,058	1.3%	\$10.55
C FRP	696		696	0.0%	\$0.03
D ACOUSTICAL CEILING	98,855		98,855	0.5%	\$4.14
E CERAMIC TILE	31,260		31,260	0.2%	\$1.31
F FLOORING	49,130		49,130	0.3%	\$2.06
J PAINTING / WALLCOVERING	191,053		191,053	1.0%	\$8.00
K CONCRETE POLISHING	8,784		8,784	0.0%	\$0.37
10 A TOILET COMPARTMENTS & ACCESSORIES	13,498		13,498	0.1%	\$0.56
B SPECIALTIES	19,253		19,253	0.1%	\$0.81
C SIGNAGE	20,828		20,828	0.1%	\$0.87
D OPERABLE FOLDING PARTITIONS	18,200		18,200	0.1%	\$0.76
11 B WELDING LAB EQUIPMENT	0	200,000	200,000	0.0%	\$0.00
21 A FIRE PROTECTION	163,785		163,785	0.9%	\$6.86
22 A MECHANICAL	2,288,637		2,288,637	12.2%	\$95.80
B HYDRONIC EXTENSION	900,000		900,000	4.8%	\$37.67
26 A ELECTRICAL	1,776,464		1,776,464	9.5%	\$74.36
31 A EARTHWORK	821,495		821,495	4.4%	\$34.39
C SITE DEMOLITION	37,139		37,139	0.2%	\$1.55
32 A ASPHALT PAVING	244,651		244,651	1.3%	\$10.24
B STRIPING / TRAFFIC SIGNAGE	14,385		14,385	0.1%	\$0.60
C FENCING	31,450		31,450	0.2%	\$1.32
D SITE FURNISHINGS	21,046		21,046	0.1%	\$0.88
E LANDSCAPING	356,927		356,927	1.9%	\$14.94
F SITE CONCRETE	1,289,650		1,289,650	6.9%	\$53.98
33 A SITE UTILITIES	282,472		282,472	1.5%	\$11.82
Direct Cost	16,139,105	200,000	16,339,105	86.0%	\$675.56
CONSTRUCTION CONTINGENCY	5.00%	806,955	10,000	4.3%	\$33.78
Subtotal	16,946,060	210,000	17,156,060	90.3%	\$709.34
DESIGN CONTINGENCY	0.00%	0	0	0.0%	\$0.00
Subtotal	16,946,060	210,000	17,156,060	90.3%	\$709.34
GCS	1,110,034	0	1,110,034	5.9%	\$46.46
Subtotal	18,056,094	210,000	18,266,094	96.2%	\$755.80
OH&P Per RFP	3.75%	677,104	7,875	3.6%	\$28.34
Subtotal	18,733,198	217,875	18,951,073	99.8%	\$784.14
PRECON FEE	32,190	0	32,190	0.2%	\$1.35
Base Bid Total	Total	217,875	18,983,263	100.0%	\$785.49
NOT IN MACC (IN SOFT COSTS) NMGRT @	5.3750%	0	0	0	\$0.00
Base Bid Total w/ Tax	18,765,388	217,875	18,983,263		

PREVIOUS ESTIMATES:	
CONCEPTUAL:	\$15,143,843
50% DD	\$15,752,097
100% DD	\$18,608,811
50% CDs	\$18,633,997
90% CDs	\$18,765,388
DELTA:	\$156,577

BRADBURY STAMM CONST.

Albuquerque, N.M.

Project: NMJC ENERGY AND WELDING TECHNOLOGIES BUILDING

Location: HOBBS, NM
 Architect: DPS

ESTIMATE OF COSTS

REF	DESCRIPTION	QUAN.	UNIT	UNIT COSTS	TOTAL COSTS
BASE BID					
01 00 00	GENERAL REQUIREMENTS				
A	GENERAL CONDITIONS	14	MO	\$0.00	\$0
B	FIELD WORK SUMMARY SHEET	14	MO	\$18,117.07	\$253,639
					Subtotal
					\$253,639
C	FIELD LABOR SUMMARY SHEET	14	MO	\$16,082.86	\$225,160
					Subtotal
					\$225,160
D	PERMITS AND FEES			\$0.00	
01.1156.	BUILDING PERMIT- ALLOWANCE	1	LS	\$23,040.00	\$23,040
	BUILDING PERMIT - SUBMISSION FEE	1	LS	\$23,000.00	\$20,000
					Subtotal
					\$43,040
E	WINTER CONDITIONS				
	TEMP HVAC / HEAT	3	MOS	\$2,161.20	\$6,484
	HEAT INTERIOR FINISHED SPACE (MO X GSF)	71,670	MO GSF	\$0.15	\$10,751
	WEATHER CONDITIONS	3	MOS	\$0.00	\$0
	TEMP WINDOW OPENINGS	4,042	SF	\$6.06	\$24,478
					Subtotal
					\$41,712
					Subtotal
					\$0
					Subtotal
					\$0
01 00 00	TOTAL FOR GENERAL REQUIREMENTS				\$563,551
03 00 00	CONCRETE				
A	BUILDING CONCRETE				
	REINFORCEMENT			\$0.00	\$0
	CONCRETE PRICING SHEET			\$0.00	\$1,165,710
					Subtotal
					\$1,165,710
03 00 00	TOTAL FOR CONCRETE				\$1,165,710
04 00 00	MASONRY				
A	MASONRY			\$0.00	\$0
	MASONRY				
(D3/AS501)	8" Burnished CMU Screen Wall	4,173	sf	\$28.00	\$116,844
	8" CMU Parapet	4,755	sf	\$28.00	\$133,140
	8" CMU Trash Encl	409	sf	\$28.00	\$11,452
	12" Masonry Exterior Bearing Walls	20,641	sf	\$30.00	\$619,230
	12" Masonry Pilaster @ Overhang Canopy	1,584	sf	\$30.00	\$47,520
	12" Masonry Interior Walls	11,352	sf	\$30.00	\$340,560
	CMU Veneer on Building	9,704	sf	\$52.00	\$504,608
	Brick Veneer on Building	2,891	sf	\$52.00	\$150,332
	Add - Burnished - Per Face	8,146	sf	\$3.50	\$28,511
	Add - Colored Block & Mortor	20,641	sf	\$1.50	\$30,962
	Planter Wall Stone Veneer	239	sf	\$35.00	\$8,365
e2/as501	Canopy Post Stone Veneer	120	sf	\$35.00	\$4,200
	Foam Insulation	17,740	sf	\$3.50	\$62,090
	PRECAST CONCRETE			\$0.00	\$0
	Precast Cap at Planter Wall	80	lf	\$156.00	\$12,480
	Precast Cap at Canopy Post	10	lf	\$50.00	\$500
	Install Precast	90	lf	\$55.00	\$4,950
	MASONRY REBAR			\$0.00	\$0
	MASONRY REBAR	32.19	TN	\$1,902.00	\$61,217
					Subtotal
					\$2,136,960
					Subtotal
					\$0
04 00 00	TOTAL FOR MASONRY				\$2,136,960

REF	DESCRIPTION	QUAN.	UNIT	UNIT COSTS	TOTAL COSTS
	BASE BID				
05 00 00	METALS				
A	STRUCTURAL STEEL				
	Structural Steel Material	23,890	sf	\$11.50	\$274,735
	W14X22	0.65	ton	\$3,500.00	\$2,275
	W16X26	5.17	ton	\$3,500.00	\$18,095
	W18X35	11.80	ton	\$3,500.00	\$41,300
	W21X14	0.50	ton	\$3,500.00	\$1,750
	W21X19	1.15	ton	\$3,500.00	\$4,025
	W21X44	11.10	ton	\$3,500.00	\$38,850
	W24X55	17.90	ton	\$3,500.00	\$62,650
	W30X90	3.60	ton	\$3,500.00	\$12,600
	HSS 6X4X1/4	264.00	LF	\$35.00	\$9,240
	HSS 8X4X5/8	24.00	LF	\$45.00	\$1,080
	HSS 5X5X5/16 Parapet Support Posts	8.00	LF	\$35.00	\$280
	HSS COLUMNS	9.00	EA	\$250.00	\$2,250
	STEEL DECKING				
	Roof Deck - 1.5" Type B	24,099	sf	\$6.00	\$144,594
	Entry Canopy	1,988	sf	\$50.00	\$99,400
	Canopy w/ Tension Rod	508	sf	\$40.00	\$20,320
	Canopy Deck	242	sf	\$8.00	\$1,936
	Avadek Shade Structure - 16x36	576	sf	\$175.00	\$100,800
	MISC. METAL FABRICATIONS				
	Canopy Tension Rods (assumed 4' OC)	3	ea	\$250.00	\$750
	Roof Hatch - Access Ladder	20	lf	\$26.00	\$520
	Parapet Ladder	1	ea	\$350.00	\$350
	Pipe Bollards	23	ea	\$180.00	\$4,140
	Base Plates	12	ea	\$175.00	\$2,100
	Canopy/Awning Embed Plates	3	ea	\$175.00	\$525
	Decorative Trench Grate	172	sf	\$25.00	\$4,300
	ROOF HATCH				
	Roof Hatch with Safety Rail	1	ea	\$1,850.00	\$1,850
	Subtotal				\$850,715
B	ERECTION/INSTALLATION				
	Structural Steel, Joists & Deck Erection - SF of Building	23,890	sf	\$20.00	\$477,800
	Roof Hatch - Access Ladder	20	lf	\$4.00	\$80
	Install Roof Hatch	1	ea	\$494.24	\$494
	Touch up Primer on Welds	1	ls	\$5,000.00	\$5,000
	Subtotal				\$483,374
	Subtotal				\$0
05 00 00	TOTAL FOR METALS				\$1,334,089
06 00 00	CARPENTRY				
A	ROUGH CARPENTRY				
	ROOF:				
	Parapet Cap	1,200	bf	\$7.86	\$9,433
	EXTERIOR WALL:				
	Window / Door Blocking	1,748	bf	\$7.86	\$13,741
	Rough Openings for CMU Walls	1,110	sf	\$7.86	\$8,726
	INTERIOR BACKING :				
	Casework	14	bf	\$8.01	\$112
	Specialties	412	bf	\$8.01	\$3,300
	PLYWOOD :				
	Telephone Boards - 3/4" Fire Rated	20	ea	\$202.22	\$4,044
	WASTE	10%			
				\$39,356.39	\$3,936
	Subtotal				\$43,292
B	MISCELLANEOUS CARPENTRY				
	BUILDING				
	Grout & Set - Hollow Metal Door Frames	25	ea	\$188.00	\$4,700
	Temporary Bracing - CMU Walls	29,092	sf	\$0.87	\$25,295
	Window Openings	5,090	sf	\$0.87	\$4,426
	Flashing @ Veneer Base	530	lf	\$0.00	\$0
	Neoprene Bearing Pads	78	ea	\$18.00	\$1,404
	Grout Beam Pockets at CMU	5	ea	\$58.96	\$295
	Compressible Fill @ Bream Pockets	73	ea	\$18.00	\$1,314
	Knox Box	1	ea	\$561.20	\$561
	Subtotal				\$37,995
C	CASEWORK				
	PLASTIC LAMINATE :				
	Wardrobe Cabinet w/ Open Adjustable Shelving (D3/AE221)	3	lf	\$750.00	\$2,250
	Base Cabinet	8	lf	\$350.00	\$2,800
	Subtotal				\$5,050
06 00 00	TOTAL CARPENTRY				\$86,337

REF	DESCRIPTION	QUAN.	UNIT	UNIT COSTS	TOTAL COSTS
	BASE BID				
07 00 00	THERMAL AND MOISTURE PROTECTION				
A	WATERPROOFING				
	Bituminous Dampproofing	1,278	sf	\$3.50	\$4,473
	Subtotal				\$4,473
B	BUILDING INSULATION				
	R-19 Exterior Framed Wall	2,232	sf	\$1.50	\$3,348
	R-15 Acoustical	14,762	sf	\$1.75	\$25,834
	2" Rigid @ Exterior Wall Below Grade	1,048	sf	\$3.50	\$3,668
	2" Rigid @ Exterior Walls	19,306	sf	\$3.50	\$67,571
	Subtotal				\$100,421
C	AIR BARRIER				
	Liquid Air Barrier at Metal Panels	7,238	sf	\$2.00	\$14,476
	Liquid Air Barrier at Masonry Veneer	12,595	sf	\$2.00	\$25,190
	Subtotal				\$39,666
	EIFS				
	Subtotal				\$0
E	ROOFING SYSTEM				
	Roof Area - 4 Ply Built-up Roof System	25,199	sf	\$24.00	\$604,776
	Rigid Insulation - R-30	25,199	sf	\$5.00	\$125,995
	1/2" Cover Board	25,199	sf	\$2.50	\$62,998
	METAL ROOFING			\$0.00	\$0
	Roofing	1,134	sf	\$18.00	\$20,412
	Plywood Substrate	1,134	sf	\$4.00	\$4,536
	Nailboard Insulation	1,134	sf	\$7.00	\$7,938
	SHEET METAL FLASHING & TRIM			\$0.00	\$0
	Copings	1,114	lf	\$15.00	\$16,710
	Subtotal				\$843,365
F	METAL WALL PANELS				
	Metal Wall Panels	7,238	sf	\$60.00	\$434,280
	Metal Panel Soffit (A3/AE322)	90	sf	\$60.00	\$5,400
	Subtotal				\$439,680
	SPRAYED FIREPROOFING				
	Subtotal				\$0
H	SEALANTS				
	Building Area	23,890	sf	\$0.70	\$16,723
	Hollow Metal Frames	34	ea	\$15.00	\$510
	Masonry Control Joints	1	ls	\$10,000.00	\$10,000
	Concrete Paving / Sidewalk Control Joints	1	ls	\$5,000.00	\$5,000
	Acoustical Sealant Top & Bottom of Partitions	6,216	lf	\$2.50	\$15,540
	FIRESTOPPING			\$0.00	\$0
	Allowance - Misc. Wall Penetrations - Blg. Area	23,890	sf	\$1.25	\$29,863
	Rated Partitions	240	lf	\$15.00	\$3,600
	Subtotal				\$81,236
	07 00 00 TOTAL FOR THERMAL AND MOISTURE PROTECTION				\$1,508,840
08 00 00	OPENINGS				
A	DOORS AND HARDWARE				
	HOLLOW METAL				
Dr. TYPE	DOORS :			\$0.00	\$0
	Flush Doors	19	ea	\$661.20	\$12,563
	Total Number of Doors	19	ea		
Frm. TYPE	FRAMES :			\$0.00	\$0
	Single Frame	12	ea	\$350.00	\$4,200
	Double Frame	9	ea	\$375.00	\$3,375
	Total Number of Door Frames	21	ea		
	WOOD DOORS				
	Flush Door	11	ea	\$739.00	\$8,129
	Total Number of Wood Doors	11	ea		
	FINISH HARDWARE				
	Exterior Door	10	ea	\$1,031.66	\$10,317
	Interior Door	20	ea	\$769.88	\$15,398
	Exterior Door-Storefront	8	ea	\$1,031.66	\$8,253
	Interior Door-Storefront	22	ea	\$769.88	\$16,937
	AUTO DOOR OPERATOR			\$0.00	\$0
	Auto Operators	4	ea	\$3,463.32	\$13,853
	Push Buttons	4	ea	\$150.00	\$600
	Low voltage control wiring for operators	4	ea	\$450.00	\$1,800
	DFH INSTALLATION			\$0.00	\$0
	Install HM Doors	1	LS	\$0.00	\$0
	Install Wood Doors	1	LS	\$0.00	\$0
	Install Hardware	1	LS	\$0.00	\$0
	Install Storefront Hardware	1	LS	\$0.00	\$0
	Unload, Store Distribute DFH	60	EA	\$61.78	\$3,707
	Install Auto Operator	1	LS	\$0.00	\$0
	Subtotal				\$99,132
B	OVERHEAD DOORS				
	OH Door	196	sf	\$80.00	\$15,680
	OH Door	196	sf	\$80.00	\$15,680
	Low voltage control wiring for operators	2	ea	\$450.00	\$900
	Subtotal				\$32,260
C	STOREFRONT / GLASS				
	Storefront - EXT	1,905	sf	\$65.00	\$123,825
	Storefront - INT	1,853	sf	\$65.00	\$120,445
	Storefront Door w/ Hinges - No Hardware	30	ea	\$1,200.00	\$36,000
	Subtotal				\$280,270
08 00 00 TOTAL FOR OPENINGS					\$411,662

REF	DESCRIPTION	QUAN.	UNIT	UNIT COSTS	TOTAL COSTS
	BASE BID				
09 00 00	FINISHES				
B	DRYWALL				
	Exterior 6" x 18ga. Framing (no densglass - carried below)	2,480	sf	\$9.00	\$22,320
	Int. Partition : 6"Std. - 5/8" Drwl to Deck Ht.	7,040	sf	\$9.90	\$69,696
	Int. Partition : 3-5/8"Std. - 5/8" Drwl to 6"Abv.Clg.Ht	588	sf	\$8.40	\$4,939
	Int. Partition : 3-5/8"Std. - 5/8" Drwl to Deck Ht.	3,728	sf	\$9.00	\$33,552
	Furr-out Walls Back of CMU 3-5/8 Framing / 5/8" Drywall	3,741	sf	\$7.20	\$26,935
	L - Soffit	190	lf	\$78.00	\$14,820
	Skylight Tunnel Framing	21	ea	\$500.00	\$10,500
	Drywall Ceilings	515	sf	\$5.40	\$2,781
	Suspended Drywall Ceilings	302	sf	\$9.00	\$2,718
	Cement Backerboard @ Wall Tile	1,058	sf	\$3.00	\$3,174
	Densglass @ MP	7,714	sf	\$3.00	\$23,142
	Cement Backerboard @ Masonry Veneer	11,592	sf	\$3.00	\$34,776
	CJs at door frames	1,500	lf	\$0.60	\$900
	Wall Layout	2,005	lf	\$0.90	\$1,805
			Subtotal		\$252,058
C	FRP				
	Fiber Reinforced Wall Panels	116	sf	\$6.00	\$696
			Subtotal		\$696
D	ACOUSTICAL CEILING				
	6x48 Second Look Acoustical Panels	542	sf	\$12.00	\$6,504
	2 x 2	4,755	sf	\$8.00	\$38,040
	Acoustical Baffles	1,474	sf	\$35.00	\$51,590
	Seismic Wiring @ Ceiling Grid Light Fixtures	100	ea	\$27.21	\$2,721
			Subtotal		\$98,855
E	CERAMIC TILE				
	Floor Tile	505	sf	\$20.00	\$10,100
	Wall Tile	1,058	sf	\$20.00	\$21,160
			Subtotal		\$31,260
F	FLOORING				
	RESILIENT FLOORING			\$0.00	\$0
	4" Base	3,150	lf	\$3.00	\$9,450
	RF-1 LVT	4,855	sf	\$8.00	\$38,840
	CARPET			\$0.00	\$0
	Walk Off Mat	140	sf	\$6.00	\$840
			Subtotal		\$49,130
J	PAINTING / WALLCOVERING				
	Building Area	23,890	sf	\$5.00	\$119,450
	P4 AMERIPOLISH CLEAR EPOXY FLOOR SEALER	15,822	sf	\$2.50	\$39,555
	OTS	16,024		\$2.00	\$32,048
			Subtotal		\$191,053
K	CONCRETE POLISHING				
	Concrete Polishing	1,922	sf	\$3.50	\$6,727
	Add for Handwork at edges	400	lf	\$2.50	\$1,000
	FLOOR PROTECTION (RAM BOARD)	1,922	sf	\$0.55	\$1,057
			Subtotal		\$8,784
			Subtotal		\$0
09 00 00	TOTAL FOR FINISHES				\$631,836
10 00 00	TOILET COMPARTMENTS & ACCESSORIES				
A	TOILET COMPARTMENTS				
	HDPE - SOLID PHENOLIC			\$0.00	\$0
	Standard Compartment	4	ea	\$1,422.75	\$5,691
	Corner / End / HC Compartment	2	ea	\$1,472.75	\$2,946
	Urinal Screen	2	ea	\$661.38	\$1,323
	INSTALL COMPARTMENTS	1	LS	\$0.00	\$0
			Subtotal		\$9,959
	TOILET ACCESSORIES				
	Wall Mount -Combo Unit Paper Towel / Waste	4	ea	\$299.13	\$1,197
	Soap Dispenser - Wall Mount	4	ea	\$47.80	\$191
	Sanitary Napkin Disposal	3	ea	\$160.60	\$482
	Grab Bar	6	ea	\$100.60	\$604
	18 x 30 Mirror	6	ea	\$160.60	\$964
	Coat Hook	4	ea	\$25.44	\$102
	INSTALL ACCESSORIES	1	LS	\$0.00	\$0
	INSTALL OFCI ACCESSORIES	1	LS	\$0.00	\$0
	Total Number Accessories	29	ea		
			Subtotal		\$3,538
10 00 00	TOTAL FOR TOILET COMPARTMENTS AND ACCESSORIES				\$13,498

REF	DESCRIPTION	QUAN.	UNIT	UNIT COSTS	TOTAL COSTS
	BASE BID				
10 00 00	SPECIALTIES				
B	VISUAL DISPLAY BOARDS				
	MARKER BOARD 4' x 8'	10	ea	\$0.00 \$221.38	\$0 \$2,214
	Subtotal				\$2,214
	CORNER GUARDS				
	Stainless Steel	19	ea	\$91.33	\$1,735
	Subtotal				\$0
	METAL LOCKERS				
	Double Tier - Wardrobe	38	ea	\$300.59	\$11,423
	Subtotal				\$11,423
	FIRE EXTINGUISHERS				
	Recessed Cabinets	4	ea	\$227.22	\$909
	Extinguishers	9	ea	\$115.89	\$1,043
	Brackets	5	ea	\$100.59	\$503
	INSTALL	1	LS	\$0.00	\$0
	Subtotal				\$2,455
	SPECIALTIES				
	TV Mounting Brackets	5	ea	\$285.33	\$1,427
	Subtotal				\$0
10 00 00	TOTAL FOR SPECIALTIES				\$19,253
10 00 00	MISC SPECIAL				
C	SIGNAGE				
	Room Signs	30	ea	\$212.07	\$6,362
	Building Plaque	1	ea	\$2,648.26	\$2,648
	24" Aluminum Letters "WELDING TECHNOLOGY"	17	ea	\$358.11	\$6,088
	24" Aluminum Letters "ENERGY TECHNOLOGY"	16	ea	\$358.11	\$5,730
	INSTALL	1	LS	\$0.00	\$0
	Subtotal				\$20,828
10 00 00	TOTAL FOR MISC SPECIALTIES				\$20,828
10 00 00	MISC SPECIAL				
D	OPERABLE FOLDING PARTITIONS				
	Partition Between Classroom 109/110	280	sf	\$65.00	\$18,200
	Subtotal				\$18,200
10 00 00	TOTAL FOR MISC SPECIALTIES				\$18,200
11 00 00	WELDING LAB EQUIPMENT				
B	SEE FF&E BREAKOUT ON FRONT SHEET				
	FF&E Welding Booths - Control Arms	1	ls	\$0.00	\$0
	FF&E Wide Flange w/ 3ton Trolley and 2ton chain hoist - combo	1	ls	\$0.00	\$0
	FF&E Welding Booths - Control Arms	1	ls	\$0.00	\$0
	FF&E Grinding Table	1	ls	\$0.00	\$0
	Subtotal				\$0
11 00 00	TOTAL FOR EQUIPMENT				\$0
21 00 00	FIRE SUPPRESSION				
A	FIRE PROTECTION				
	Building Area	23,890	sf	\$6.50	\$155,285
	Cost to Bring Fire Line From 5' Out	1	ls	\$3,500.00	\$3,500
	Seismic Hanger Engineering	1	ls	\$5,000.00	\$5,000
	Subtotal				\$163,785
21 00 00	TOTAL FIRE SUPPRESSION				\$163,785
22 23 33	MECHANICAL				
A	PLUMBING				
	Building Area - Classroom Side	10,382	sf	\$40.00	\$415,280
	Building Area - Labs	13,508	sf	\$40.00	\$540,320
	CS-101 Trench Drain	221	lf	\$175.00	\$38,675
	Seismic Hanger Engineering	1	ls	\$5,000.00	\$5,000
23 00 00	HVAC				\$0
	Building Area - Classroom Side	10,382	sf	\$40.00	\$415,280
	Building Area - Labs	13,508	sf	\$55.00	\$742,940
	Hydraunic Loop	1	ls	\$75,000.00	\$75,000
	CONTROLS				\$0
	Building Area	23,890	sf	\$1.75	\$41,808
	TEST & BALANCE				\$0
	Building Area	23,890	sf	\$0.60	\$14,334
	Subtotal				\$2,288,637
	HYDRONIC EXTENSION				
	Hydronic Line Extension			\$0.00	\$0
	Subtotal				\$900,000
22 23 33	TOTAL FOR MECHANICAL				\$900,000

REF	DESCRIPTION	QUAN.	UNIT	UNIT COSTS	TOTAL COSTS
	BASE BID				
26 27 28	ELECTRICAL				
A	ELECTRICAL				
	Building Area - Classroom Side	10,382	sf	\$47.00	\$487,954
	Building Area - Labs	13,508	sf	\$80.00	\$1,080,640
	Lighted Bollards	4	ea	\$2,500.00	\$10,000
	Seismic Hanger Engineering	1	ls	\$5,000.00	\$5,000
	Salvage Lightpoles	5	ea	\$350.00	\$1,750
27 00 00	COMMUNICATIONS			\$0.00	\$0
	Rough In Only	23,890	sf	\$4.00	\$95,560
28 00 00	SAFETY AND SECURITY			\$0.00	\$0
	Rough In Only	23,890	sf	\$4.00	\$95,560
	Subtotal				\$1,776,464
	Subtotal				\$0
26 27 28	TOTAL ELECTRICAL				\$1,776,464
31 00 00	EARTHWORK				
A	EARTHWORK				
	Site Clear & Grubb	235,608	sf	\$0.15	\$35,341
	Site Grading (Conceptual)	235,608	sf	\$2.80	\$659,702
	Site Fill (Import)	5,309	cy	\$14.00	\$74,326
	Overexcavate / Recompaction	5,309	cy	\$8.50	\$45,126
	Misc. Finish Grading - By Bradbury-Stamm	20,000	sf	\$0.35	\$7,000
	Subtotal				\$821,495
C	SITE DEMOLITION				
	Sawcut Asphalt	498	lf	\$3.00	\$1,494
	Salavage Parkung Bumpers	63	ea	\$35.00	\$2,205
	Existing Curb and Gutter	775	lf	\$2.00	\$1,550
	Asphalt	52,983	sf	\$0.50	\$26,492
	Dirt Roads	21,593	sf	\$0.25	\$5,398
	Subtotal				\$37,139
31 00 00	TOTAL EARTHWORK				\$858,634
32 00 00	EXTERIOR IMPROVEMENTS				
A	ASPHALT PAVING				
	Sub Grade Prep	6,913	sy	\$2.00	\$13,826
	6" Base Course	6,913	sy	\$10.50	\$72,587
	3" Asphalt Paving	6,913	sy	\$18.00	\$124,434
	Fog Seal	8,451	sf	\$4.00	\$33,804
	Subtotal				\$244,651
B	STRIPING / TRAFFIC SIGNAGE				
	Line Striping	1,748	lf	\$1.05	\$1,835
	HC Parking Space Symbol	8	ea	\$75.00	\$600
	Crosswalk Striping	1,112	sf	\$1.50	\$1,668
	Crosshatch Striping	658	sf	\$1.50	\$987
	Curb Paint	1,000	lf	\$0.80	\$800
	Vehicle Sign (Handicap)	8	ea	\$215.00	\$1,720
	Vehicle Sign (Stop, One-Way, etc.)	10	ea	\$225.00	\$2,250
	Parking Bumpers	4	ea	\$75.00	\$300
	Demo Striping	8,450	sf	\$0.50	\$4,225
	Subtotal				\$14,385
C	FENCING				
	Fence Panels @ Outdoor Gas Storage	23	lf	\$150.00	\$3,450
D1/AS501	4' Ped Gate	2	ea	\$1,250.00	\$2,500
D4/AS501	8' Vehicle Gate	4	ea	\$4,500.00	\$18,000
B1/AS502	Vehicular Pipe Gate	1	ea	\$7,500.00	\$7,500
	Subtotal				\$31,450
D	SITE FURNISHINGS				
	Trash Recepticals - (Recycled Plastic)	2	ea	\$908.11	\$1,816
	Steel, Round Picnic Tables	2	ea	\$2,747.10	\$5,494
	Benches - (Powder Coated Steel)	5	ea	\$2,747.10	\$13,736
	INSTALL	1	LS	\$0.00	\$0
	Subtotal				\$21,046
E	LANDSCAPING				
	Sleeving	400	lf	\$5.00	\$2,000
	Landscaping / Irrigation	24,506	sf	\$6.00	\$147,036
	Water Harvest Areas (B4/LP501)	2,977	sf	\$15.00	\$44,655
	4-6" Angular Rock - Cherokee Brown	37,000	sf	\$4.00	\$148,000
	Native Seeding	18,448	sf	\$0.75	\$13,836
B5/AS501	5'x10' Ironage Tree Gate	4	ea	\$350.00	\$1,400
	Subtotal				\$356,927
F	SITE CONCRETE				
	CONCRETE PRICING SHEET			\$0.00	\$1,289,650
	Subtotal				\$1,289,650
32 00 00	TOTAL EXTERIOR IMPROVEMENTS				\$1,958,109
33 00 00	SITE UTILITIES				
A	SITE UTILITIES				
	UTILITY PRICING SHEET			\$0.00	\$232,472
	Utity Excavation	1	ls	\$50,000.00	\$50,000
	Subtotal				\$282,472
	Subtotal				\$0
33 00 00	TOTAL SITE UTILITIES				\$282,472
TOTAL FOR ABOVE COSTS					\$16,138,865

GENERAL SHEET NOTES

- A. CONTRACTOR TO VERIFY ALL EXISTING UTILITY LOCATIONS BEFORE EXCAVATION.
- B. CONTRACTOR TO COORDINATE WITH OWNER FOR ALL UNLABLE STAGING AND/OR STORAGE CONSTRUCTION.
- C. UTILITIES AND ASSOCIATED EQUIPMENT SHOWN FOR REFERENCE ONLY. CONTRACTOR TO DETERMINE LOCATION AND DEPTH FROM SET CURB AND ELECTRICAL DRAWINGS.
- D. REFER TO GEAR, MECHANICAL, CONTROL PLAN FOR DIMENSIONS NOT SHOWN ON THIS SHEET. ALL WIRE PLANS DIMENSIONS ARE IN DECIMAL UNITS.
- E. REFER TO GEAR, SIGNAL, ACCESS PLAN FOR ALL SIGNAL, DRIVE, WALKWAY, AND ALL OTHER DIMENSIONS NOT SHOWN ON THIS SHEET.
- F. ALL SET FINISHES SHOWN ON THIS SHEET ARE TO BE PROTECTED BY PROTECTIVE CURBS AND BOLLARDS.
- G. EXISTING CURBS, BOLLARDS AND LIGHT FIXTURES TO BE PROTECTED BY PROTECTIVE CURBS, BOLLARDS AND LIGHT FIXTURES.
- H. REFER BACK TO MAIN PLAN CONSTRUCTION DIMENSIONS WHERE UTILITY WORK, DRIVING AND/OR STAGING OCCURS, INCLUDING AN AIR OUTLET OF LINE OF WORK BOUNDARY.

SHEET KEYED NOTES

CODE	DESCRIPTION
1	EXISTING RAMP/BIKEWAY/CURB TO REMAIN
2	EXISTING ASPHALT PAVING AND STEERING TO REMAIN
3	BUILDING OVERHEAD CANOPY. SEE ARCH
4	BUILDING APRON. SEE S&S&S
5	CONCRETE SIDEWALK. SEE S&S&S
6	CONCRETE CURB AND BUTTER. SEE CIVIL
7	CONCRETE MOUNTABLE CURB. SEE CIVIL
8	CONCRETE RIBBON CURB. SEE CIVIL
9	WATER MANHOLE. SEE S&S&S
10	CONCRETE CURB RAMP TYPE A. SEE S&S&S
11	CONCRETE CURB RAMP TYPE B. SEE S&S&S
12	CONCRETE CURB RAMP TYPE C. SEE S&S&S
13	4" TALL CURBFACE CHAIN LINK. COLOR TBD. SEE S&S&S
14	8" TALL STEEL VEHICULAR GATE. SEE S&S&S
15	8" TALL PEDESTRIAN GATE. SEE S&S&S
16	CONCRETE RAGED PLANTER. SEE CAP&SP
17	PIPE BOLLARD. 4" DIAMETER. SEE CAP&SP
18	DECORATIVE BOLLARD. SEE CAP&SP
19	2" X 10" BOLLARD TREE GRATE. PATTERN R&H. SEE CAP&SP
20	ASPHALT PAVING. SEE CIVIL SHEETS
21	SPEED LIMIT SIGN. SEE S&S&S
22	ACCESSIBLE PAVING. SEE S&S&S
23	STRIPED CROSSWALK. SEE S&S&S
24	PAVEMENT STRIPING. 4" WHITE PAINT. SEE S&S&S
25	STOP SIGN. SEE S&S&S
26	ACCESSIBLE PAVING SIGN. SEE S&S&S
27	BEYOND ENTRANCE ONLY SIGN. SEE S&S&S
28	PEDESTRIAN CROSSING SIGN. SEE S&S&S
29	FUTURE SIGN ALIGNMENT AND PEDESTRIAN CONNECTION PER CAP&SP / STUDENT HOUSING PROJECTS. TBD
30	VEHICULAR PIPE GATE. SEE S&S&S
31	PRECASTING SHADE STRUCTURE. SEE STRUCTURAL
32	REPLACE CHAIRS LOCATION. OWNER PROVIDED
33	DECORATIVE TRENCH GRATE. SEE CIVIL
34	CONCRETE DRAINAGE CHANNEL. SEE CIVIL

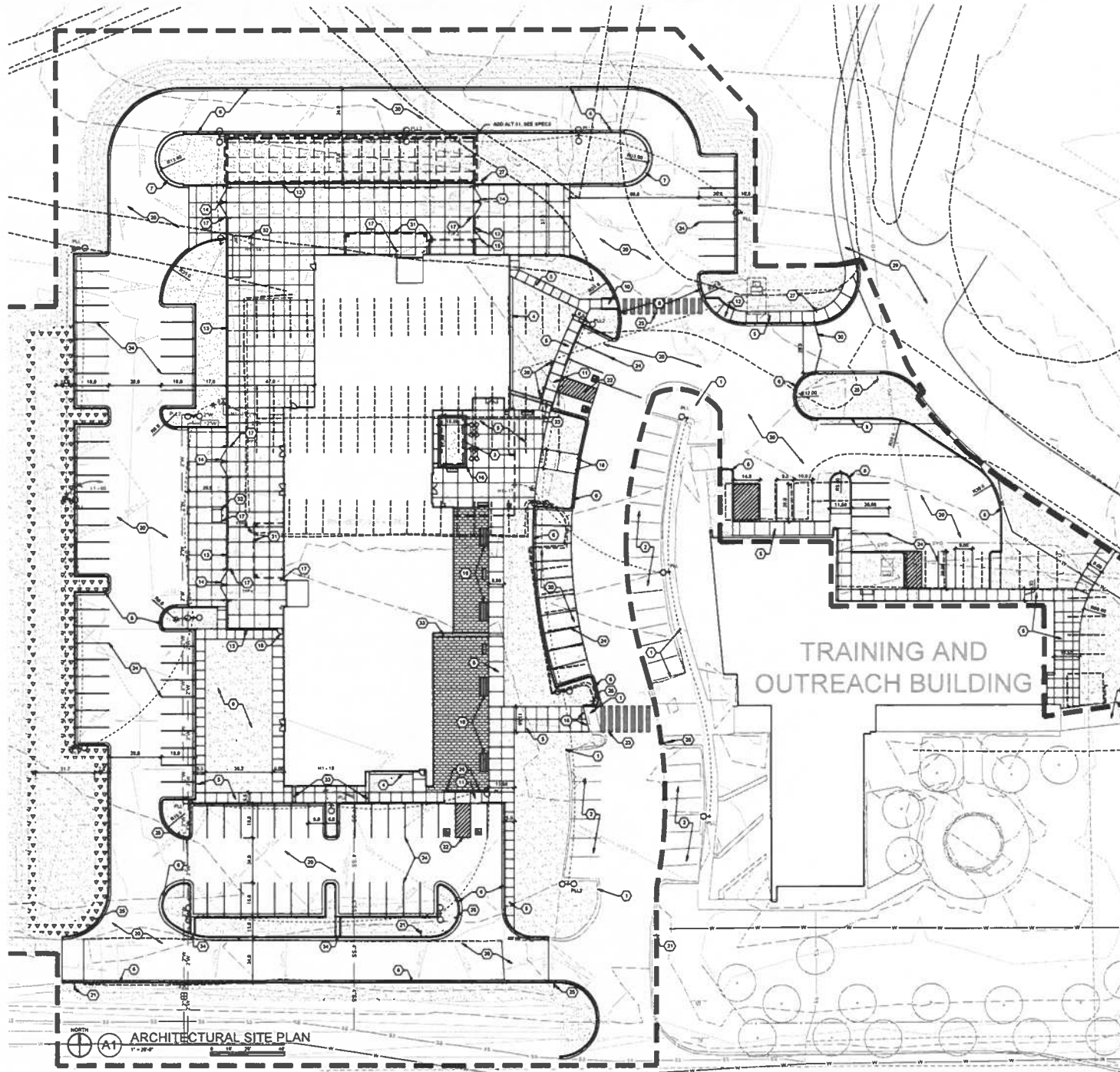
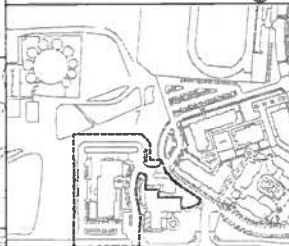
LEGEND

- LIMIT OF WORK
- STAMPED COLOR CONCRETE SIDEWALK. SEE SPECS
- REINFORCED CONCRETE. SEE CIVIL
- LANDSCAPE AREA. SEE LP101
- ANOVA LEX1040S - EXPOSITION ADA TABLE 4 SEAT. SEE SPECS
- ANOVA LEX104 - EXPOSITION 6' COUNTER BENCH. SEE SPECS
- ANOVA LEX33 - EXPOSITION 33 GAL WASTE RECEPTACLE. SEE SPECS
- ANOVA RL30 - VIBE BIKE RACK. SEE SPECS

PARKING CALCULATIONS

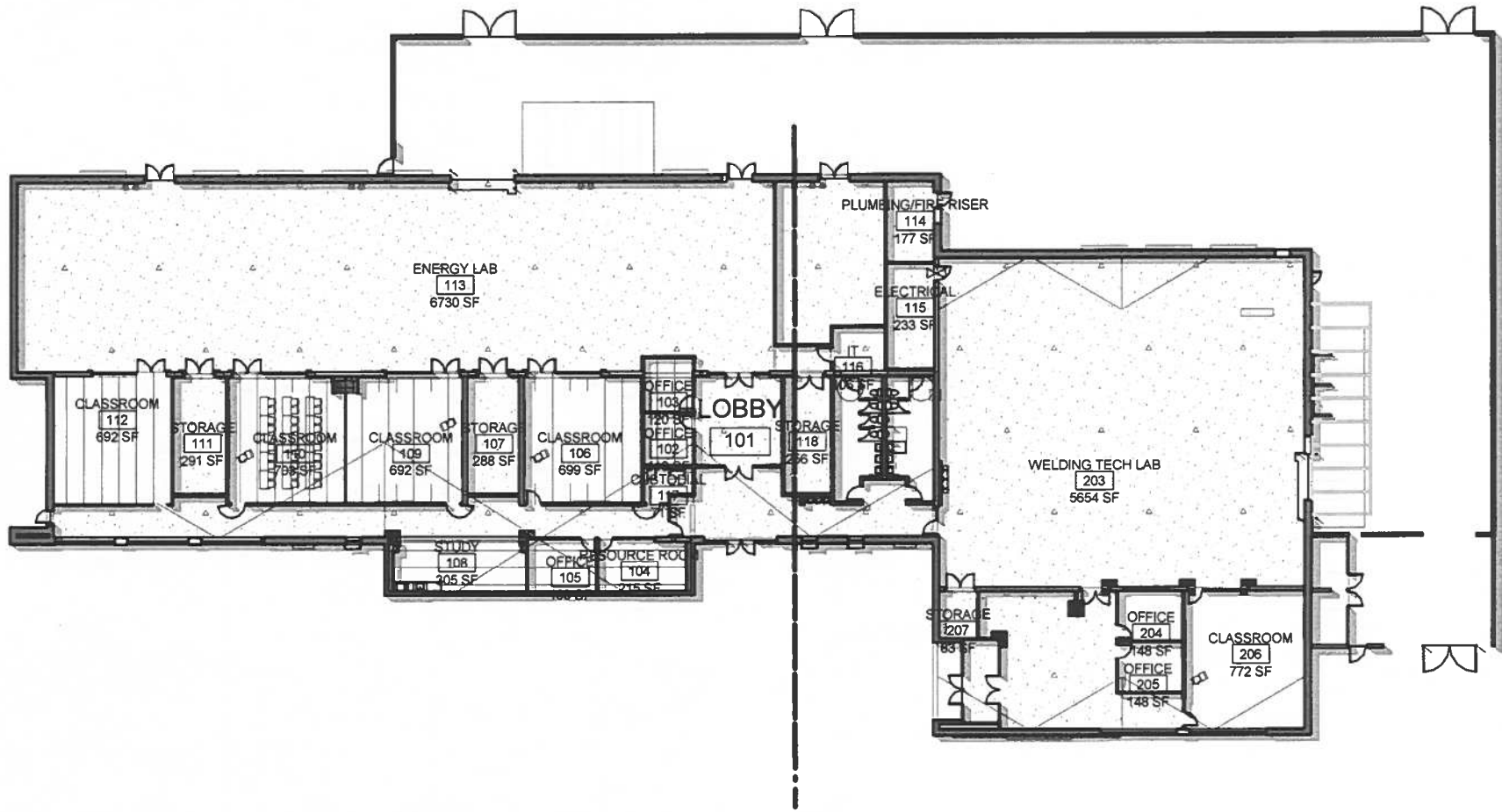
114 PARKING SPACES TOTAL, 4 ACCESSIBLE SPACES
EXISTING PARKING TO REMAIN: TRAINING AND OUTREACH 21 SPACES TOTAL, 4 ACCESSIBLE SPACES
TOTAL PARKING AT COMPLEX 138 SPACES TOTAL, 8 ACCESSIBLE SPACES

KEYPLAN



ARCHITECTURAL SITE PLAN
1" = 20'-0"

TRAINING AND
OUTREACH BUILDING



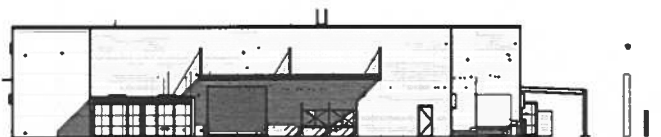
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DEKKER PERICH SABATINI ARCHITECTURE / DESIGN / INSPIRATION
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WELDING TECHNOLOGY









NMJC MEMORANDUM

TO: NMJC BOARD AND PRESIDENT MOORE

FROM: JEFF MC COOL

SUBJECT: FARM AND RANCH MANAGEMENT AAS DEGREE

DATE: MAY 25, 2023

A request is being submitted to the Board for the approval of a new degree offering of the Farm and Ranch Management AAS.

Farm & Ranch Management

Program Description:

The New Mexico Junior College Farm and Range Management is designed to prepare students for a career in farm and ranch management. The curriculum is structured to provide students with a strong foundation in range management, livestock production and general principles of animal science. The NMJC Farm and Ranch Management courses will provide students the opportunity to learn about the science, nutrition, anatomy, business and management aspects of the agriculture industry and apply it to their future goals. The AAS Farm and Ranch Management is intended to provide direct entry into the workforce and may also allow for internship programs. In following along with the NMJC Mission Statement, we are here to promote success through learning.

8 Agriculture, Forestry, Fishing and Hunting in 5 Counties

New Mexico Junior College



5317 Lovington Hwy
Hobbs, New Mexico 88240

What is Lightcast Data?

Lightcast data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumés, and job postings to give you a complete view of the workforce.

Lightcast data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.



Report Parameters

8 Industries

111000	Crop Production	115114	Postharvest Crop Activities (except Cotton Ginning)
112000	Animal Production	115115	Farm Labor Contractors and Crew Leaders
115111	Cotton Ginning	115116	Farm Management Services
115113	Crop Harvesting, Primarily by Machine	115210	Support Activities for Animal Production

5 Counties

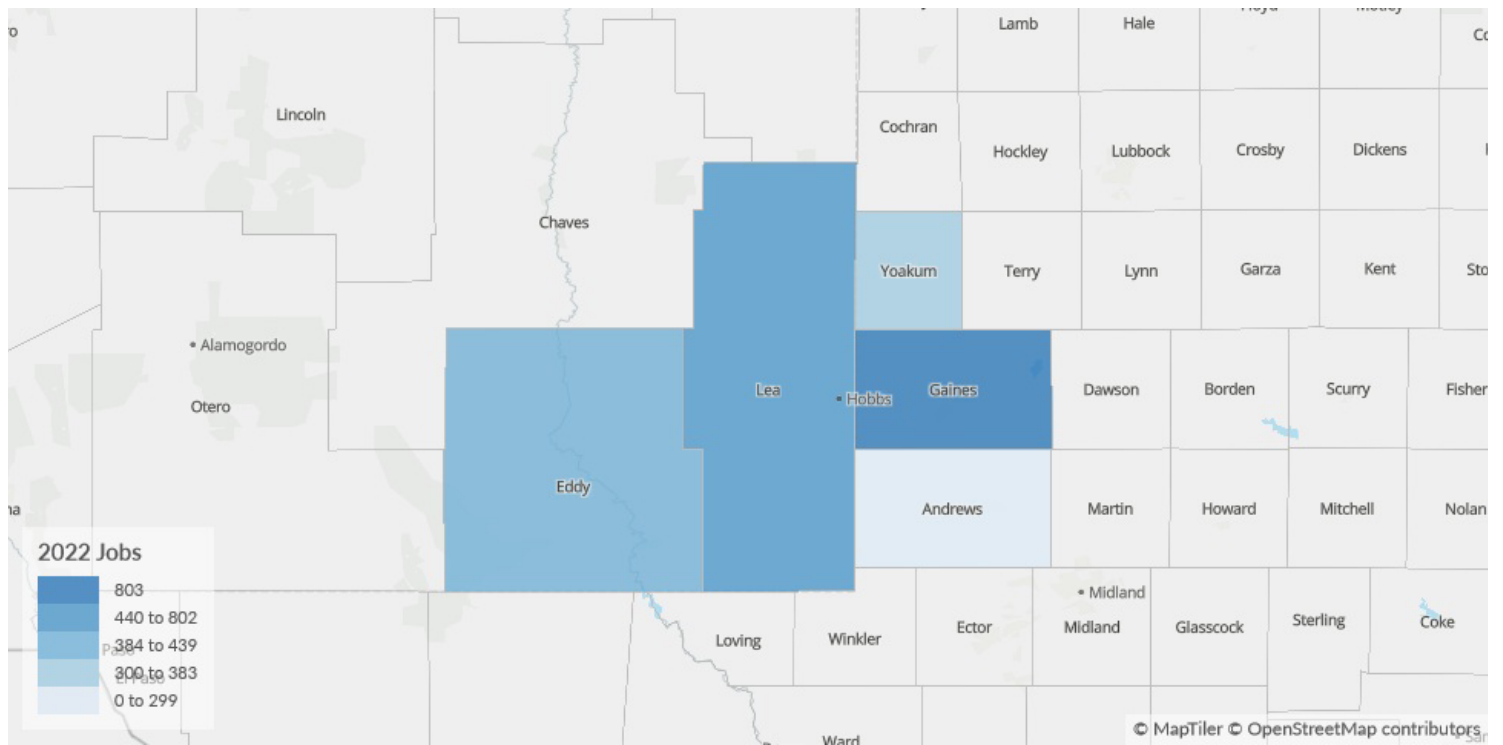
35015	Eddy County, NM	48165	Gaines County, TX
35025	Lea County, NM	48501	Yoakum County, TX
48003	Andrews County, TX		

Class of Worker

QCEW Employees and Non-QCEW Employees

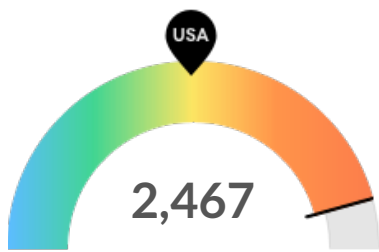
The information in this report pertains to the chosen industries and geographical areas.

Workforce Map



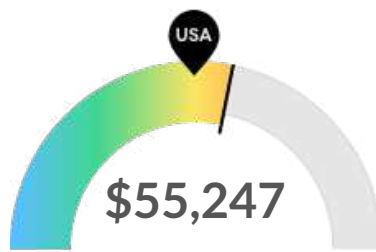
Executive Summary

Light Job Posting Demand Over a Deep Supply of Regional Jobs



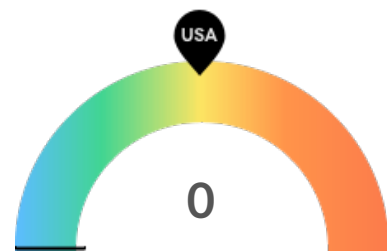
Embedded Talent

Your area is a hotspot for this kind of job. The national average for an area this size is 695* employees, while there are 2,467 here.



Earnings Per Job

Earnings per job are above the national average. The national average salary for your industries in an area this size is \$49,057, while in your area it is \$55,247. Earnings per jobs is the total industry earnings divided by the number of jobs in the industry.



Job Posting Demand

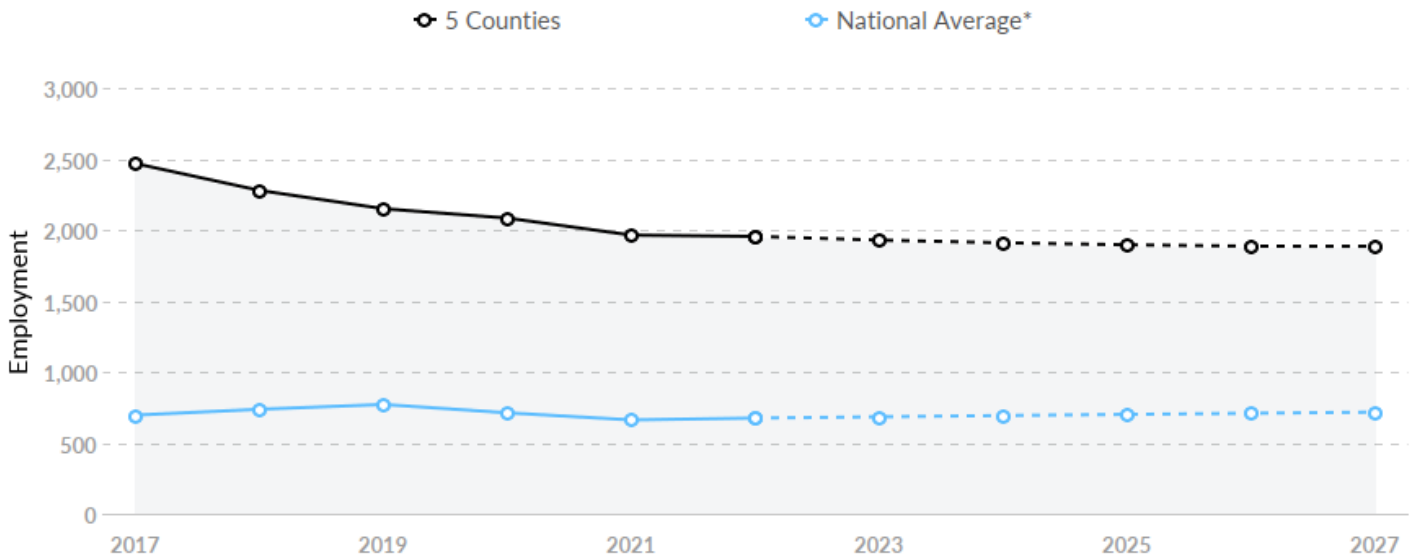
Reliable competition information is not available in your area because there are too few postings.

*National average values are derived by taking the national value for your industries and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Embedded Talent

Regional Employment Is Higher Than the National Average

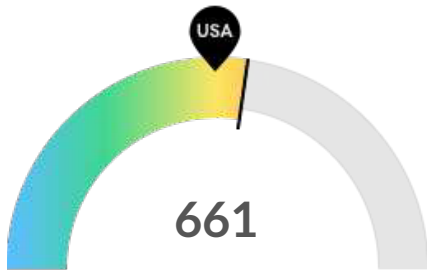
An average area of this size typically has 695* jobs, while there are 2,467 here. This higher than average supply of jobs may make it easier for workers in this field to find employment in your area.



Region	2017 Jobs	2027 Jobs	Change	% Change
● 5 Counties	2,467	1,884	-583	-23.6%
● National Average	695	716	21	3.0%

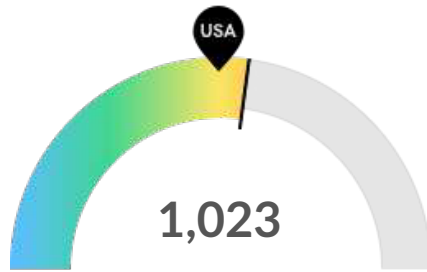
*National average values are derived by taking the national value for your industries and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Retirement Risk Is High, While Overall Diversity Is About Average



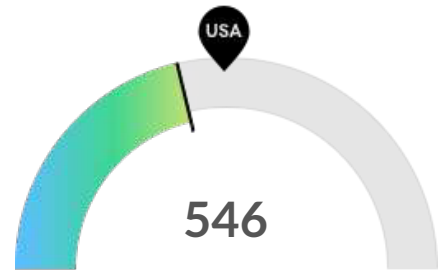
Retiring Soon

Retirement risk is high in your area. The national average for an area this size is 579* employees 55 or older, while there are 661 here.



Racial Diversity

Racial diversity is high in your area. The national average for an area this size is 905* racially diverse employees, while there are 1,023 here.



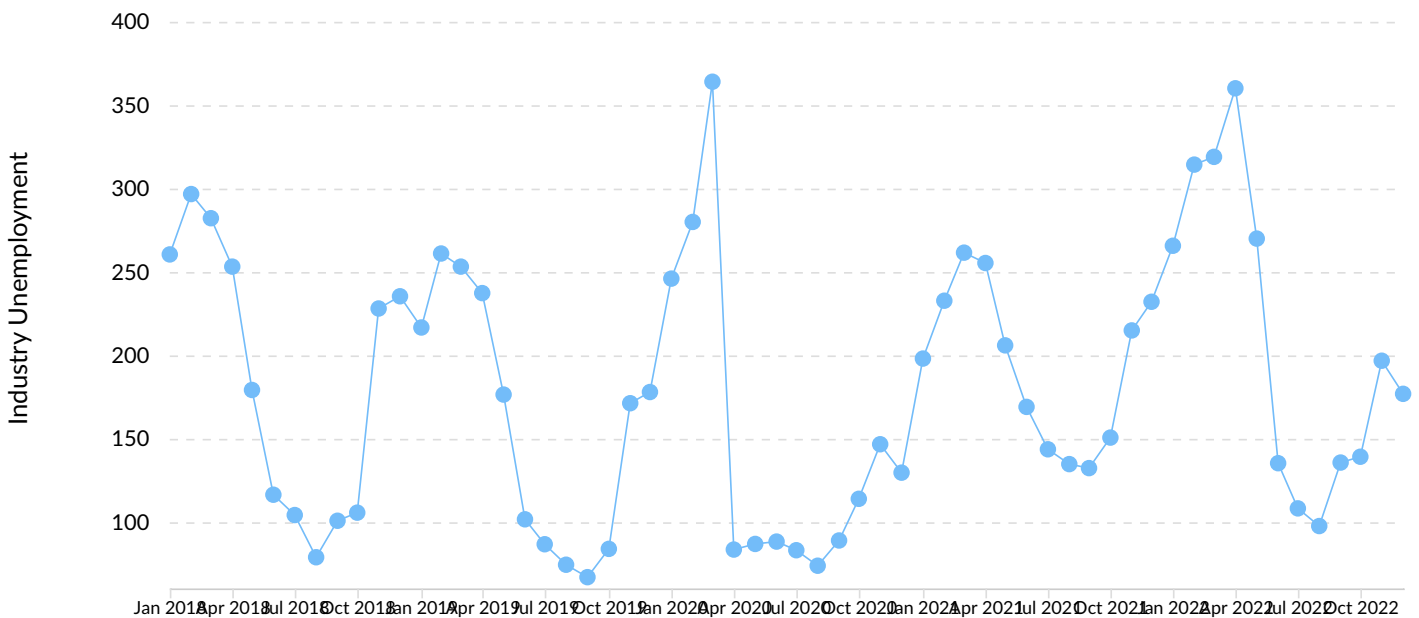
Gender Diversity

Gender diversity is low in your area. The national average for an area this size is 684* female employees, while there are 546 here.

*National average values are derived by taking the national value for your industries and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

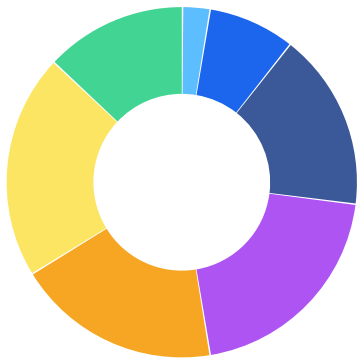
Unemployment Rate Trends

Unemployment shown at the 2-digit sector level.



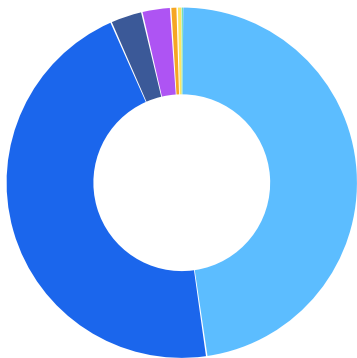
Demographic Details

Industry Age Breakdown



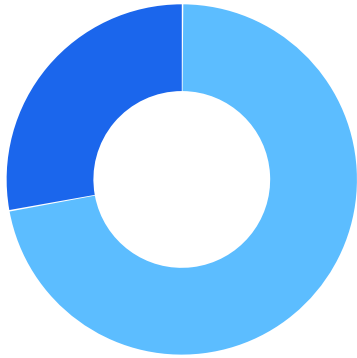
	% of Jobs	Jobs
14-18	2.5%	49
19-24	8.0%	157
25-34	16.4%	320
35-44	20.4%	399
45-54	18.8%	368
55-64	20.7%	405
65+	13.1%	256

Industry Race/Ethnicity Breakdown



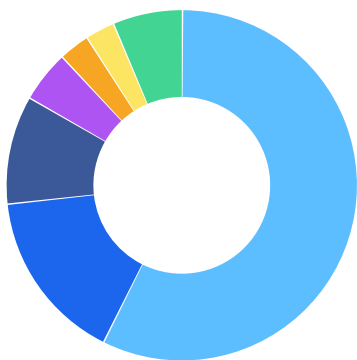
	% of Jobs	Jobs
White	47.7%	931
Hispanic or Latino	45.7%	892
Black or African American	2.9%	57
Asian	2.6%	52
Two or More Races	0.6%	12
American Indian or Alaska Native	0.4%	9
Native Hawaiian or Other Pacific Islander	0.1%	1

Industry Gender Breakdown



	% of Jobs	Jobs
● Males	72.1%	1,408
● Females	27.9%	546

Most Jobs are Found in the Farming, Fishing, and Forestry Occupations Industry Sector



Occupation	% of Industry in Occupation (2022)
● Farming, Fishing, and Forestry Occupations	57.3%
● Management Occupations	15.9%
● Transportation and Material Moving Occupations	10.0%
● Office and Administrative Support Occupations	4.8%
● Production Occupations	2.9%
● Installation, Maintenance, and Repair Occupations	2.7%
● Other	6.4%

Industry Requirements

Purchases from	In-region Purchases	Imported Purchases	Total Purchases
Animal Production	\$13,706,316	\$47,570,519	\$61,276,835
Crop Production	\$18,967,084	\$20,763,653	\$39,730,737
Other Animal Food Manufacturing	\$805,481	\$35,852,207	\$36,657,688
Lessors of Residential Buildings and Dwellings	\$3,938,373	\$5,619,602	\$9,557,975
Pesticide and Other Agricultural Chemical Manufacturing	\$0	\$8,861,356	\$8,861,356

1. Board Recorder: The duties of the Board Recorder shall be:
 - a. To prepare the board agenda as directed by the Chief Executive to the Board;
 - b. To record and prepare minutes of board meetings;
 - c. To arrange for the posting of the notice for all board meetings according to statutory requirements; and
 - d. To assume such other responsibilities as shall be assigned by the President as Chief Executive to the Board.

I. Duties and Responsibilities

- A. The Board's primary duty is to determine the financial and educational policies of the College. The Board shall provide for the management of the College and the execution of policies by selecting, supporting, evaluating and retaining a President for the College.
- B. The Board shall have the power to fix tuition and fee rates for resident and non-resident students of the New Mexico Junior College District; to accept gifts to the College; to accept federal aid; to purchase, hold, sell, and rent property and equipment. The Board will embrace the general welfare of the institution and the best educational interests of the people in the College's service area.
- C. Other Board responsibilities are summarized by, but not limited to, the following:
 1. To adopt and periodically review a statement of philosophy and mission which clarifies basic educational beliefs and responsibilities of the College to the community.
 2. To determine and evaluate the quality of professional leadership needed to carry out the philosophy and objectives of the College.
 3. To provide that the College is operating in a fiscally responsible manner, approve the annual budget and review the monthly expense summary, and approve employee benefit programs and salary schedules.
 4. To award the appropriate degree or certificate upon completion of a curriculum organized for that purpose.
 5. To review expenditures and to review and approve bid projects in compliance with fiscal policy.

A draft of all minutes shall be prepared within ten (10) working days after the meeting. At this time the minutes shall be available for public inspection in accordance with the New Mexico Inspection of Public Records Act; however, these minutes shall not become official until approved at the next regular meeting. All official records with original signatures of board transactions of the regular meetings shall be kept on file by the Board Recorder as a permanent official record of the College and shall also be open to public inspection in accordance with the New Mexico Inspection of Public Records Act. Minutes shall be succinct but shall include both informational and action items. All special meetings where College business is discussed shall have appropriate minutes prepared and be available for inspection. Board members shall request inclusion of statements or data which they deem vital to an adequate understanding of the minutes.

- A. Voting: Voting on Board action items shall be by voice vote except when a roll call vote is requested by a Board member, by applicable law, or rules of Parliamentary Procedure. A member abstaining from, voting for, or voting against a motion may state such member's reasons and shall have them recorded in the minutes, if such member so requests at the time of voting. The minutes shall record the name of the person making the motion, the name of the person seconding it, and the vote with dissenting members being noted.
- B. Order of Business: The normal order of business on the agenda of regular board meetings shall be as follows:
1. Call to Order
 2. Welcome
 3. Adoption of Agenda
 4. Approval of Minutes
 5. President's Report
 - ~~5.~~6. Information Items
 - ~~6.~~7. New Business
 - ~~7.~~8. Public Comments
 - ~~8.~~9. Determination of Next Meeting
 - ~~9.~~10. Closure of Open Meeting
 - ~~10.~~11. Adjournment
- C. Remote Attendance: A member of the Board may participate in a meeting of the Board by means of a conference telephone or other similar communications equipment ("Remote Attendance") when it is otherwise difficult or impossible for the Board member to attend the meeting in person, provided that each member in Remote Attendance can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the Board who speaks during the meeting.

PURPOSE: This policy establishes the regulations, rules, and procedures for all official vehicles used by New Mexico Junior College (sometimes New Mexico Junior College is referred to as “NMJC” or “College”) employees for College business.

1. GENERAL PROVISIONS and DRIVER RESPONSIBILITIES

The College employee is responsible for knowing the College vehicle policy and procedures before traveling. Each department is responsible for communicating sufficient information to each traveler to comply with NMJC vehicle policies and procedures before the trip. If any employee is unsure of NMJC vehicle policies and procedures, the traveler and/or department must seek assistance from Campus Safety and Security before traveling.

The following applies to any vehicle used for College business:

- a. No NMJC College-owned or leased vehicle shall be used for personal reasons.
- b. All NMJC students, employees, and visitors are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of alcohol/illegal drugs/cannabis /synthetic cannabis/spice or engaging in improper self-medication while on College property or conducting College business. This includes all school-sponsored, activities, events, or trips.
- c. Alcoholic beverages, marijuana, or illicit drugs shall not be consumed or transported in any College vehicle, or any vehicle being used for College business.
- d. The use or operation of a motor vehicle while under the influence of alcohol, marijuana, or illegal drugs, or the impairment to any degree of an individual's ability to safely perform the activity in question because of the use of alcohol or drugs (prescribed or not) is strictly prohibited.
- e. The number of passengers shall not exceed the authorized capacity of the vehicle (the capacity of a vehicle can typically be determined by counting the number of available seat belts);
- f. DO NOT operate the vehicle unless all occupants are wearing the appropriate restraints;
- g. Vehicles must not be overloaded; do not exceed recommended weight requirements.
- h. Riding on running boards, flatbeds, truck beds, or any place other than a designated seat is not allowed.
- i. Keep equipment and all body parts inside the vehicle.
- j. DO NOT read or compose emails, text messages, or use a handheld cell phone while operating the vehicle. A Bluetooth or other hands-free device is acceptable;
- k. DO observe all traffic rules and regulations;
- l. DO drive carefully, safely, and courteously.
- m. Citations for all parking and traffic violations will be the personal responsibility of the operator.

2. APPROVED DRIVERS

(Driver Authorization for All Vehicles, including Utility Vehicles and Golf Carts)

- a. The vast majority of property damage, personal injury, and death from motor vehicle collisions are directly attributable to driver error. It is a privilege and a serious responsibility to operate a College vehicle, particularly when there are passengers involved. For this reason, the College reserves the right to be highly selective in approving faculty, staff, and student drivers of College-owned, leased, borrowed, or rented fleet vehicles.
- b. All employees sign a release authorizing background investigation, which includes driving history. This information is evaluated when employees are considered to be included on the NMJC Approved Drivers List.
- c. All employees who operate a motor vehicle for College business (whether a College vehicle, rental vehicle, or personal vehicle) must be on the NMJC Approved Drivers List. This includes any motorized gasoline, diesel, or electrically driven machine or machinery which is designed for the operator to ride upon while it is in motion.
- d. All NMJC-approved drivers must possess a valid U.S. driver's license appropriate for the class of vehicle being operated for at least two years and have attained 18 years of age. The two-year experience requirement may be satisfied by providing an English translation of the official driving record from the individual's home country or the equivalent thereof;
- e. All NMJC-approved drivers must complete and pass a Defensive Driving Course approved by NMJC before operating a vehicle for College business and repeated at least once every two years.
- f. All NMJC-approved drivers will be subject to a motor vehicle report that will be reviewed on a random basis to ensure each operator continues to possess a valid driver's license and has a driver record consistent with continued approved driver status.
- g. Some vehicles and positions require the employee to maintain a CDL Class A or B driver's license. The College will pay for the cost of the license if it is required in the employee's job description.
- h. Individuals requiring a CDL Class A or B driver's license must comply with Drug and Alcohol Testing for Safety and Security-Sensitive Positions.
- i. If an employee's position requires the operation of a motor vehicle, failure to maintain approved driver status will result in disciplinary action, which can include, but not be limited to dismissal.
- j. Possession of alcohol, marijuana, or illegal drugs is prohibited in all NMJC motor vehicles, or personal or rented vehicles being used for College business.
- k. The use or operation of a motor vehicle under the influence of alcohol, marijuana, illegal drugs, or the impairment, to any degree, of an individual's ability to safely perform the activity in question as a result of the use of alcohol or drugs (prescribed or not) is strictly prohibited.
- l. Employees must report all driving violations or convictions and any license revocations, suspensions, or reinstatements following revocations or suspensions to Campus Safety

and Security within five business days of the occurrence. This includes violations, convictions, suspensions, and revocations that result from driving a privately-owned vehicle. Approval to drive a College vehicle may not be granted for one year following the reinstatement of a revoked license;

- m. Employee must not have had any convictions for driving while intoxicated, driving under the influence of alcohol or drugs, or reckless (or equivalent) driving in the five years immediately preceding the date on the Travel Request form.

Additional qualifications for drivers transporting students:

- a. Must pass a DOT or equivalent medical exam and drug test annually.
- b. Submit to and pass a DOT or equivalent medical exam and drug test at any time if requested for reasonable cause.

Additional qualifications for drivers of buses or other CDL A or B class equipment:

- a. Must meet and maintain all CDL licensing requirements.

Additional qualifications for **drivers of vans equipped for 15 or more passengers or extended cargo** are:

- a. Must be at least 20 years of age and have held a valid license for at least two years;
- b. Must successfully complete an online 15-passenger driver training course;
- c. Must successfully complete an online 15-passenger refresher training annually;
- d. Must complete an NMJC-provided 15-passenger training course annually;
- e. Must not have more than one moving violation in the last 18 months;
- f. Must successfully pass a DOT equivalent physical and drug test annually, and
- g. Must complete the 15-Passenger Van Inspection Checklist (Attachment B) for each trip. The inspection checklist should be kept in the vehicle glove box for the duration of the trip.

Additional qualifications for drivers pulling trailers for College-related business:

- a. Must successfully complete an NMJC trailer course and evaluation annually.

Additional qualifications for drivers of UVs and golf carts:

- a. Successful completion of cart vehicle training provided by Campus Safety and Security or the Vice President for Operations & Special Projects.

Additional qualifications for drivers of tractors and other heavy equipment:

- b. Successful completion of tractor and other heavy equipment training provided by the Vice President for Operations & Special Projects.

3. DISQUALIFICATION OF A DRIVER

- a. Suspension of a license or permit to drive a vehicle that has not been reinstated by the authority that suspended such license.
- b. Failure of DOT equivalent medical exam or drug test.
- c. Misuse, unauthorized use, or failure to maintain NMJC vehicles.

4. ADDITIONAL REQUIREMENTS AND/OR RESTRICTIONS

- a. For the general welfare of the College, the President may impose additional requirements or restrictions for driving or use of College vehicles. Such requirements may include, but not be limited to medical releases or additional training.

5. COLLEGE VEHICLES

- a. NMJC owns and operates a fleet of vehicles for use by employees when traveling on College business.
- b. Drivers of College vehicles are confined strictly to NMJC employees or contracted drivers conducting official business for the College.
- c. The use of NMJC vehicles is preferred when traveling for College business.
- d. The College prohibits the use of College-owned vehicles by employees for personal use or personal errands.
- e. The College prohibits the use of all tobacco products in any College vehicle, including vapor smoking;
- f. DO NOT pick up hitchhikers. Passengers are limited to College employees, students participating in authorized trips, and invited guests engaged in College-related activities. All passengers should complete a General Consent, Waiver, and Release form. (Attachment A) prior to travel.
- g. College vehicle reservations should be made through the Vehicle Request Form.

6. PERSONAL VEHICLES

- a. Although the use of NMJC vehicles is preferred when traveling for College business, the College recognizes that employees occasionally use personal vehicles while engaged in College-related business or activities. Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their vehicles while conducting College business should be aware of the possibility of personal liability related to such use.
- b. Employees who choose to use their personal vehicle when traveling for College business must have at least the minimum insurance coverage required by New Mexico state law.
- c. A valid copy of the employee's insurance card must be on file with Campus Safety and Security.
- d. Employees shall not use personal vehicles to transport students.

7. UTILITY VEHICLES

- a. For the purpose of this policy, all vehicles classified as "off the road" will be referred to as "UVs." Examples of UVs include but are not limited to, courtesy service club cars, maintenance club cars, golf carts, gators, and mules.
- b. UVs will normally operate only during daylight hours. Exceptions are Campus Safety and Security, Maintenance Department, Athletic Department, or use of UVs to provide regular, or emergency, service to campus facilities or grounds. All UVs used after daylight hours must be equipped with appropriate lights and reflectors.

- c. Parking: UVs cannot be parked where they impede vehicular or pedestrian traffic, nor block entrances to buildings or work areas. UVs cannot park in fire lanes nor impede ADA access to buildings or sidewalks.
- d. UVs must be parked in a secure location and keys shall be removed when the driver exits the vehicle.
- e. UVs must not be overloaded; do not exceed recommended weight requirement or recommended number of passengers. Riding on running boards, flatbeds, or any place other than a designated seat is not allowed. Use of seatbelts is encouraged if provided. Keep equipment and all body parts inside the vehicle.
- f. Adhere to all traffic laws for campus and be aware of your surroundings. Cell phones, radios, and earbuds (headphones) or use of anything that will distract the driver or impede the driver's ability to hear is not permitted.
- g. When driving through congested areas, speed should match pedestrians' speed, and caution should be exercised. Pedestrians have the right-of-way.
- h. Electric vehicles must be recharged at locations designated for such use. Extension cords from inside buildings are prohibited.

8. VEHICLE OPERATION

- a. Drivers of College vehicles must take 15-minute breaks every three hours and shall drive no more than ten hours in a 24-hour period.
- b. When the vehicle driven contains passengers, drivers of College vehicles that have performed additional duties, such as coaching, prior to driving should count that time towards the ten hours in a 24-hour period limit.
- c. When the vehicle driven contains passengers, a second person who remains awake at all times must ride in the front passenger seat (or if the vehicle is not equipped with a front passenger seat, a seat near the front).
- d. Travel between midnight and 4:00 a.m. is highly discouraged, particularly when carrying passengers. Any travel between these hours should be pre-approved by Campus Safety and Security and the Vice President.
- e. When determining the route to take, consideration should be given to safety, time of day, weather, general traffic conditions, distance and road conditions.

9. STUDENT TRAVEL

- a. Official student travel is defined as involving one or more students traveling to an event or activity that is organized or sponsored by NMJC.
- b. At times staying overnight is required or preferred because of the distance or length of the event or the time of day that the travel will occur.
- c. The faculty/staff member or student club sponsor is responsible for ensuring that all NMJC rules and regulations are followed.
- d. Students in good standing, with at least a 2.0 GPA, and without disciplinary holds on their account, are eligible to travel.
- e. The faculty/staff member or club advisor/sponsor must complete and submit a Travel Request and Reimbursement form.

- f. The faculty/staff member or club advisor/sponsor must collect a General Consent, Waiver, and Release Form (Attachment A) from each student before the trip.
- g. No students are allowed to travel in an employee's personal vehicle.
- h. Sponsors or coaches must perform and submit an online roster check (Attachment E) each time they load the vehicle.
- i. Rodeo students must provide proof of driver's license and vehicle insurance each semester upon arrival on campus.
- j. Rodeo students driving or traveling in personal vehicles to NMJC-sanctioned events or competitions must sign a General Consent, Waiver, and Release Form (Attachment A).
- k. Rodeo students driving vehicles to competition or other NMJC-sanctioned events must complete a safety course provided by NMJC.
- l. Rodeo students shall examine their vehicle and trailer (including tires) for safe operation, using the provided Student Safety Precheck Form (Attachment C) before leaving campus to attend a competition or other NMJC-sanctioned event.
- m. It is the responsibility of the rodeo student to maintain their vehicle and trailer and to complete necessary repairs prior to travel.
- n. Vehicles and/or trailers deemed unsafe shall not be driven to NMJC-sanctioned events or competitions.

10. MOTOR VEHICLE ACCIDENTS

In the event an employee is on College business and has a motor vehicle accident, the following guidelines shall be followed regardless of the extent of the damage:

- a. Stop immediately and notify the proper law enforcement agency so that an official report will document the collision;
- b. Take all necessary precautions to prevent further accidents at the scene.
- c. Check for injuries. If there are injuries, immediately call 911. You shall also render all reasonable assistance to any injured party. Reasonable assistance is defined by your own knowledge, skills, and training. Do not move injured parties unless they are in immediate danger.
- d. Encourage all involved to seek medical attention.
- e. Do not move your vehicle until Law Enforcement personnel have told you that you can move it. By moving your vehicle too early, you may change the whole scope of the investigation and destroy any physical evidence that would assist Law Enforcement in determining what happened.
- f. Try to warn oncoming traffic to prevent other accidents:
 - Turn on your hazard lights if they will work.
 - Raise your hood if possible. Be cautious in handling any part of your vehicle that was damaged, as you could receive injuries.
 - Ask a bystander to assist in warning approaching traffic.
 - Ask other parties or witnesses to assist with using their hazard lights.

- g. Provide required information to the other party, their representative or any investigating police officer. Obtain the same information from the other parties involved. The required information is listed as follows:
 - Your name, address, and phone number.
 - Vehicle identification number, license number, and description.
 - Insurance information.
 - Driver's license number.
- h. Do not make any statements at the accident scene regarding the incident, except to police or representatives of NMJC and your personal insurance company.
- i. Do not admit guilt to any traffic offense or sign any papers concerning responsibility. Allow Law Enforcement the time to investigate the incident. The accident may not have been your fault. When you admit guilt to the other party, they could change their story to Law Enforcement to reflect what you have told them.
- j. Take pictures.
- k. Notify your department head or supervisor.

11. VEHICLE SECURITY

- a. The security of College vehicles and their contents is the responsibility of the operator.
- b. When vehicles are left unattended for any reason, take the keys with you, set the parking brake, and lock the vehicle.
- c. Vehicles that become disabled on the road should be secured with all possible precautions taken to prevent theft or vandalism. If a vehicle cannot be secured in its present location, the driver should have the vehicle towed to a facility where it can be secured until assistance arrives. The operator is **RESPONSIBLE FOR VEHICLE SECURITY**. Vehicles will not be left along highways or in any area where vandalism would be easily accomplished.

12. VEHICLE USE REPORTS (not including UVs and Golf Carts)

- a. NMJC policy requires that each operator of an NMJC-owned motor vehicle make a daily report of use on the Vehicle Use Report (Attachment D)
- b. The report will show the purpose for which the vehicle was used, miles traveled, passengers carried, the number of trips made, and other information as may be required to provide a record of vehicle use and maintenance performed.
- c. If more than one operator uses the vehicle during the day, the name of each operator must be entered into the report.

13. TITLES AND REGISTRATION

All original vehicle titles and registration receipts for NMJC vehicles will be acquired and maintained by the NMJC Business Office.

14. PREVENTIVE MAINTENANCE

- a. All College vehicles will be maintained on a routine basis using the following preventive maintenance schedule:
 - (1) 12 months/5,000 miles for gasoline engines
 - (2) 12 months/7,500 miles for diesel engines
- b. No College vehicle will be in service unless it is in good operating condition.
- c. Vehicles will be cleaned routinely to present a favorable image to the general public.

15. OPERATOR MAINTENANCE CHECKS

- a. Vehicle operators are responsible for inspection of the unit BEFORE AND AFTER operation. All defects discovered during inspections or actual operation should be noted and reported at the completion of the day. Any deficiency that would cause further damage to the vehicle, rendering it unsafe, or present a hazard should be reported immediately.
- b. As a minimum, the following checks should be accomplished for all gasoline and diesel vehicles (including nonelectric UVs) on a weekly basis: tire condition and pressure, leaks (any kind), oil level, all belts, all hoses, radiator coolant level, battery fluid level, hydraulic oil level, transmission oil level, lights/signals, fuel, windshield washer fluid level. With the engine started, but before moving the vehicle, check all gauges, brakes, and windshield wipers and test the horn.
- c. For battery-operated vehicles all tires, steering, lights, signals, and safety equipment should be checked on a weekly basis.
- d. Failure to perform operational checks may result in breakdowns or damage to the vehicle. Hours of lost vehicle time could be reduced if each driver operates College vehicles professionally and cautiously.



Attachment A – General Consent, Waiver and Release

NEW MEXICO JUNIOR COLLEGE

GENERAL CONSENT, WAIVER AND RELEASE

As a condition of NMJC granting me permission to participate in the NMJC-sponsored activity or trip identified below (the "Activity"), I, the undersigned participant (and parent or legal guardian of any participant under 18 years of age), by signing this General Consent, Waiver and Release, hereby acknowledge, agree and affirm the following:

1. I agree to participate in the Activity subject to all rules and requirements established by NMJC.
2. I understand that the purchase, possession, use, or distribution of alcohol or illegal/ prohibited drugs or other substances at any time during the Activity, and being under the influence of any such substance at any time during the Activity, is strictly prohibited by NMJC policy. I further understand that the prohibitions regarding alcohol apply regardless of whether I am of legal drinking age. I agree to abide by all NMJC policies regarding alcohol and drugs at all times during the Activity.
3. TO THE FULLEST EXTENT ALLOWED BY LAW, I, ON BEHALF OF MYSELF, MY HEIRS, SUCCESSORS AND LEGAL REPRESENTATIVES, (AND IN MY CAPACITY AS PARENT OR LEGAL GUARDIAN OF THE UNDERSIGNED IF APPLICABLE), HEREBY **FULLY RELEASE, DISCHARGE AND HOLD HARMLESS** NMJC AND ALL OF ITS EMPLOYEES, OFFICERS, FACULTY, VOLUNTEERS, BOARD MEMBERS AND AGENTS FROM ANY AND ALL INJURIES, DAMAGES, LIABILITY, CLAIMS, CAUSES OF ACTION, COSTS AND EXPENSES, INCLUDING ATTORNEYS' FEES, (COLLECTIVELY REFERRED TO AS "DAMAGES"), I MAY SUFFER ARISING FROM, RELATING TO, OR WHICH MAY BE, OR AT ANY TIME HEREAFTER ARISE AS A RESULT OF PARTICIPATING IN THE ACTIVITY, REGARDLESS OF THE LEGAL BASIS FOR SUCH DAMAGES.
4. I understand that I am **WAIVING AND RELEASING ALL POTENTIAL CLAIMS FOR DAMAGES**, whether such Damages are caused by the negligent acts or omissions of NMJC, its employees, officers, faculty, volunteers, board members and agents.
5. I have read, understood and agree to this document.

Participant Name (Print): _____ Age _____

Date(s) and Description of Activity: _____

Participant Signature

Date:

Signature of Parent/Guardian

Date:

Relationship to Participant: _____

Emergency Contact during Activity: _____

Name Phone

{00051106}

[Attachment B – 15-Passenger Van Checklist](#)

15-Passenger Van Checklist

Driver _____ Date _____

Department _____

OUTSIDE THE VAN	INSIDE THE VAN
<ol style="list-style-type: none">1. Approach the van and look underneath for<ul style="list-style-type: none">o Excessive leakso Loose parts2. Check the suspension<ul style="list-style-type: none">o Is the van leaning to one side?3. Check for obvious damage to<ul style="list-style-type: none">o Windowso Exterior light lenso Wiper blades4. Get in the van and turn on the exterior lights. Are all working properly?<ul style="list-style-type: none">o Fronto Rearo Left sideo Right side5. Inspect the engine compartment. The engine should be off with the keys in your pocket.<ul style="list-style-type: none">o Oilo Radiator (when the engine is cool)o Windshield wiper fluido Hoses and cable connections for excess wearo Fan belt for proper tension and not frayed or cracked6. Inspect tires for<ul style="list-style-type: none">o Pressureo Tire deptho Are hubcaps secure?	<ol style="list-style-type: none">7. Sit in the driver's seat to check<ul style="list-style-type: none">o Horno Windshield wipers and washero Backup alarm, if your van has oneo All indicator lights and gauges8. Make sure the driver's seat is not loose and is properly adjusted for you<ul style="list-style-type: none">o Can you comfortably reach floor pedals, steering wheel, and other controls without straining?o Are you so close that your movement is restricted?9. Inspect front seat areas<ul style="list-style-type: none">o Are they clear of loose items and debris?o Keep the front seat area, dash, and floor clear of clipboards, papers, trash, etc.10. Check all mirrors<ul style="list-style-type: none">o Are they clean?o Can you see clearly?o Adjust each mirror to reduce blind spots as much as possible.11. Check the passenger area<ul style="list-style-type: none">o Is the interior lighting operational?o Are the seats secure and in good condition?o Are the seats and floor clean?o Are the safety restraints out and accessible to each passenger?12. Before driving the van<ul style="list-style-type: none">o Adjust the steering wheel so the airbag is directed to your chest, not your faceo Put on your safety restrainto Lock the doorso Make sure all passengers are buckled up

Never drive under the influence of alcohol, marijuana, or illicit drugs.
Observe all traffic rules and regulations.
Drive carefully, safely, and courteously.

[Attachment C -Rodeo Student Precheck Form](#)

Student Safety Precheck Form

Driver _____ Date _____


It is the responsibility of the student to maintain their vehicle and trailer and to complete necessary repairs prior to travel. Vehicles and/or trailers deemed unsafe shall not be driven to NMJC-sanctioned events or competitions.

1. Look underneath for
 - Leaks
 - Loose parts
2. Check the suspension
 - Is the vehicle leaning to one side?
3. Are all lights working properly on the vehicle and trailer?
 - Tail Lights
 - Brake Lights
 - Head Lights
 - Turn Signals (front and back)
4. Inspect the engine compartment. **The engine should be off with the keys in your pocket.**
 - Oil
 - Radiator (when the engine is cool)
 - Windshield wiper fluid
 - Hoses and cable connections for excess wear
 - Fan belt for proper tension and not frayed or cracked
5. Inspect tires for
 - Pressure
 - Tire depth
 - No less than 4/32 vehicle
 - No less than 2/32 trailer
6. Check the security of the gooseneck ball
7. Sit in the vehicle to check
 - Brakes on the vehicle and trailer
 - Horn
 - Windshield wipers and washer
 - Mirrors
 - Operational seat belts
 - Windshield wipers and washers operational

Never drive under the influence of alcohol, marijuana, or illicit drugs.
Observe all traffic rules and regulations.
Drive carefully, safely, and courteously.

[Attachment D – Vehicle Use Report](#)

NEW MEXICO JUNIOR COLLEGE



Note: Please pick up and return vehicles at the warehouse:

Chrysler 300 Vehicle Plate #: 15962-G

Name of Driver _____

Date (s) of Travel _____

Destination _____

Departure Time _____ Return Time _____

Odometer reading at Departure _____ at Return _____

OFFICE USE ONLY

Total miles traveled _____ @ _____ = Cost _____

(Note: Please do not run on Empty Fuel-this burns up the fuel pump)

During your trip you are required to monitor the operation of the vehicle and conduct certain checks. Study the following and indicate with a check mark those items that you monitored.

___ Engine warning light & gauges (Stay observant of your gauges and note if engine warning light comes on.)

___ Engine oil level (When on an extended duration/high mile trip, be sure to check oil before your return to the NMJC.)

___ Tire inflation (Visually note your tread depth & tire inflation during fuel-up.)

Note any vehicle issues during your trip:



EXAMPLE

Attachment E - Online Roster Check

Trip Name:								
Loading Date:								
Loading Location:								
Driver:		0	0	0	0	0	0	0
Sponsor/Coach:		0	0	0	0	0	0	0
PASSENGERS	(This section is currently blank in the provided image)							



Memorandum

To: New Mexico Junior College Board

From: Dennis Holmberg, Executive Director
New Horizons Foundation (NHF)

Date: May 4, 2023

RE: Re-appointment of Dr. Derek Moore to the NHF Board of Directors for a three-year term

At your July 2022 Board meeting you appointed Dr. Derek Moore to the NHF Board of Directors, to fill out the term of Dr. Steve McCleery. Dr. McCleery's term ran-out on October 31, 2022.

The NHF Board of Directors has met, and ask that you consider reappointing Dr. Moore for a three year -term that would expire on October 31, 2025, as called for in Section 3(b) of the NHF By-Laws, "Directors shall be elected to the Board of Directors by an affirmative vote of a majority od the Board of Directors of the New Mexico Junior College".

Thank you for your consideration of this matter.