

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, November 20, 2008

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of October 16, 2008 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of Western Heritage Museum name change | Calvin Smith |
| 7. Consideration of Institutional Capital Projects | Steve McCleery |
| 8. Personnel Consideration – Director of Upward Bound | Regina Organ |
| 9. DISCUSSION ONLY – Annexation | Steve McCleery |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

OCTOBER 16, 2008

MINUTES

The New Mexico Junior College Board met on Thursday, October 16, 2008, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Mr. Phillip Jones; Mrs. Mary Lou Vinson; Mr. Ron Black; Mrs. Yvonne Williams; and Mr. Guy Kesner. Not present was Ms. Patricia Chappelle.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Marie Wadsworth, Hobbs News Sun.

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

Upon a motion by Mrs. Vinson, seconded by Mrs. Williams, the Board unanimously approved the minutes of September 25, 2008.

Under *President's Report*, Dr. McCleery presented Jim Harris with the service awards he lost in a recent house fire. Lisa Seed reported on the Staked Plains Roundup.

Under New Business, Dan Hardin presented the September financial reports and with a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously approved the expenditures for September, 2008.

Larry Sanderson presented a recommendation to become a member of The Advisory Board Company. The company is in the business of helping define the best practices for health care, universities, and colleges. The annual fee is \$24,500. Upon a motion by Mr. Kesner, seconded by Mr. Black, the Board unanimously approved the recommendation. Upon a motion by Mr. Black, seconded by Mr. Jones, the Board unanimously approved moving the funds from reserves to cover this cost.

Josh Morgan presented Bid #1019 – Janitorial Supplies. The administration recommended acceptance of bids from various vendors for a total of \$108,392.74. Upon a motion by Mrs. Vinson, seconded by Mrs. Williams, the Board unanimously accepted the recommendation.

John Gratton recommended Ms. Angela Byrd-Stevenson for the Assistant Director/Professor – Law Enforcement Academy/Public Safety position at an annual salary of \$41,714. Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously approved the employment of Ms. Stevenson, effective November 3, 2008.

Dr. Gratton recommended Ms. Denise Bedwell for the Administrative Secretary – Pannell Library position. Ms. Bedwell is related to Phillip Bedwell – CDL Instructor. Upon a motion by Mrs. Williams, seconded by Mrs. Vinson, the Board unanimously accepted the recommendation.

Charley Carroll recommended Ms. Maria Parras for a Custodian position. Ms. Parras is related to Susie Diaz and Lupe Zaragoza, Custodians. Upon a motion by Mr. Kesner, seconded by Mrs. Williams, the Board unanimously accepted the recommendation.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for November 20, 2008, beginning at 4:00 p.m.

Upon a motion by Mr. Jones, seconded by Mrs. Vinson, the board meeting adjourned at 4:50 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: New Mexico Junior College Board Members
From: Dan Hardin
Date: November 6, 2008
RE: Expenditure and Revenue Reports for October

The October expense report represents month four or 33 percent of the 2008/2009 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through October 2008 is \$13,724,455.00.

Instruction and General had total expenditures of \$5,940,785.00 through October of 2008, which is 30% of budget. In the other unrestricted funds Student Activities, Internal Services Departments, Student Aid, Auxiliary Enterprises, and Athletics all are above the 33% completion for the year. Most areas have expenses that are tied to the beginning of the semester, Internal Services is due to encumbered funds for maintenance agreements. Total current unrestricted funds year-to-date is \$7,827,452.00, which is 33% of the budget for unrestricted funds.

Expenditures year-to-date for grants under the restricted funds is \$531,273.00, which is 31% of the budget for grants. Restricted student aid has expenditures of \$1,700,660.00 which is 43% of the budget for student aid.

Expenditures for plant funds include expenses for Institutional projects, and the encumbrances for upcoming projects.

Total expenditures for the month of October 2008 was \$2,546,006.00, the year-to-date total of expended and/or encumbered funds is \$13,724,455.00.

At this time revenue appears to be ahead of budget, this is due to the strong Oil and Gas revenue. We received \$1,378,618.00 in Oil and Gas revenue for the month of September. Property tax revenue will be funded in December or January. Although the revenue appears to be strong, we are falling short of our budget for Tuition and Fees. The shortfall in Tuition and Fees is due to the downturn in student enrollment and student credit hours. We are about 17% below the projected budget for Tuition and Fees. Interest income is also behind schedule at this time. The LGIP interest income has dropped about \$10,000.00 per month for the last two months. The other revenue

streams seem to be on track for the first four months of the fiscal year. Total year-to-date current unrestricted revenue is \$10,269,629.00.

In restricted funds grant revenue is starting to increase, with total restricted revenue at \$1,965,672.00 for the grants and restricted financial aid.

Plant fund revenue year to date is \$463,260.00, as we received revenue in October from GOB, General Fund, and STB funds.

Total year-to-date revenue is \$12,698,561.00

As you can see the Oil and Gas revenue is currently very strong. After the first three months of the fiscal year we are \$2,818,443.00 over budget. Total Oil and Gas revenue through October is \$4,218,443.00.

In reviewing the investment report, the LGIP fund has \$11,625,000.00 at the end of October. We brought in \$500,000.00 from LGIP in October for cash flow reasons.

This is the Financial Report for October 2008.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
October 2008

33% of Year Completed

Fund	2007-08			2008-09			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	7,076,351	3,012,483	43%	7,821,466	855,523	2,777,107	36%
Academic Support	2,089,753	861,236	41%	2,577,499	360,037	966,362	37%
Student Services	1,267,056	426,788	34%	1,351,481	103,994	448,308	33%
Institutional Support	4,668,693	909,379	19%	5,072,631	140,009	809,957	16%
Operation & Maintenance of Plant	2,441,185	782,790	32%	2,658,152	213,428	939,051	35%
Subtotal - Instruction & General	17,543,038	5,992,676	34%	19,481,229	1,672,991	5,940,785	30%
Student Activities	186,802	89,425	48%	192,157	21,766	77,223	40%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	412,351	209,790	51%	560,512	155,258	301,684	54%
Student Aid	441,029	285,782	65%	444,548	10,559	221,755	50%
Auxiliary Enterprises	1,602,408	953,820	60%	1,666,528	93,602	846,502	51%
Athletics	864,315	318,715	37%	1,032,028	87,367	439,503	43%
Total Current Unrestricted Fund	21,049,943	7,850,208	37%	23,377,002	2,041,543	7,827,452	33%
CURRENT RESTRICTED FUND							
Grants	1,692,252	457,861	27%	1,716,300	124,688	531,273	31%
Student Aid	4,000,000	1,639,607	41%	4,000,000	154,864	1,700,660	43%
Total Current Restricted Fund	5,692,252	2,097,468	37%	5,716,300	279,552	2,231,933	39%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	11,653,108	7,580,269	65%	9,025,102	217,817	2,363,935	26%
Projects from State GOB Funds	1,840,485	1,612,115	88%	1,586,048	0	297,503	19%
Projects from State STB Funds	320,000	320,000	0%	1,580,000	0	597,717	38%
Projects from General Fund	521,195	327,919	63%	178,282	0	0	0%
Projects from Private Funds	467,802	34,194	7%	485,049	7,094	405,915	84%
Projects from State ER&R	430,745	0	0%	315,161	0	0	0%
Projects from State BR&R	1,466,041	0	0%	755,713	0	0	0%
Projects from Auxiliary BR&R	19,147	0	0%	15,840	0	0	0%
Subtotal - Capital and BR&R	16,718,523	9,874,497	59%	13,941,195	224,911	3,665,070	26%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	16,718,523	9,874,497	59%	13,941,195	224,911	3,665,070	26%
GRAND TOTAL EXPENDITURES	43,460,718	19,822,173	46%	43,034,497	2,546,006	13,724,455	32%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
October 2008

33% of Year Completed

2007-08

2008-09

Fund	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,137,649	1,830,750	58%	3,259,000	93,383	1,722,096	53%
State Appropriations	7,990,100	1,902,767	24%	8,299,600	1,282,216	2,739,906	33%
Advalorem Taxes - Oil and Gas	5,200,000	2,527,170	49%	5,200,000	1,379,198	4,218,443	81%
Advalorem Taxes - Property	2,800,000	60,800	2%	3,100,000	16,346	46,489	1%
Interest Income	285,000	151,139	53%	508,252	17,286	77,977	15%
Other Revenues	229,100	86,470	38%	246,100	61,958	163,941	67%
Subtotal - Instruction & General	19,641,849	6,559,096	33%	20,612,952	2,850,387	8,968,852	44%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	0	0	0	0%
Auxiliary Enterprises	2,240,048	1,081,488	48%	2,331,600	94,455	1,195,277	51%
Athletics	189,100	13,033	7%	320,500	52,750	105,500	33%
Total Current Unrestricted	22,070,997	7,653,617	35%	23,265,052	2,997,592	10,269,629	44%
CURRENT RESTRICTED FUND							
Grants	1,234,487	559,689	45%	1,463,889	125,638	528,492	36%
Student Aid	4,000,000	1,352,891	34%	4,000,000	474,957	1,437,180	36%
Total Current Restricted	5,234,487	1,912,580	37%	5,463,889	600,595	1,965,672	36%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,840,485	1,576,099	86%	1,586,048	54,841	54,841	0%
Projects from State STB Funds	320,000	0	0%	1,535,000	363,419	363,419	0%
Projects from General Fund	537,995	0	0%	178,282	45,000	45,000	0%
Projects from Private Funds	0	0	0%	0	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	2,698,480	1,576,099	58%	3,299,330	463,260	463,260	0%
GRAND TOTAL REVENUES	30,003,964	11,142,296	37%	32,028,271	4,061,447	12,698,561	40%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

OCTOBER 2008

33% of Year Completed

		OIL		GAS		COMBINED		
Month of	Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2006-07 Original Budget	Variance Over (Under) Budget
Actual	July	\$114.17	3,061,229	\$11.67	16,203,348	1,267,202	350,000	917,202
Actual	August	\$131.10	2,682,103	\$12.59	14,217,636	1,222,043	350,000	872,043
Actual	September	\$131.71	2,840,992	\$13.63	16,287,197	1,378,618	350,000	1,028,618
Accrual	October					350,000	350,000	0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						4,217,863	1,400,000	2,817,863
Y.T.D. Equipment Tax Revenue						580	0	580
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						4,218,443	1,400,000	2,818,443

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

October 2008

33% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	11,625,000	N/A	N/A	N/A	7102-1348	1.58%	16,331
Total Investments	<u>11,625,000</u>						<u>16,331</u>

Summary of Current Month's Activity	
Beginning amount	12,125,000
Plus: deposits	0
Less: withdrawals	(500,000)
Capital Projects	7,483,665
Reserves Invested	4,141,335
Total LGIP Investment	11,625,000

Capital Projects	10/31/2008
Technology Upgrade	182,247.45
Workforce Training Center	2,175.00
High Tech Start Up	13,346.40
Vehicles	49,374.08
Drawings & Master Plan	12,805.63
Baseball Field	44,926.70
Rodeo Arena	138,661.76
Dormitory Landscape	1,622.23
Millen Fence/Landscape	129,897.28
JASI	133,361.46
Computer Equipment Rebates	6,546.85
Marketing	49,932.06
Equestrian Center	450,000.00
Flooring Repair	4,783.53
Student Housing Construction	603,141.16
Testing Center Remodel	1,450,000.00
Frame & Door Replacement	150,000.00
Campus Village Development Proj	21,475.47
Continuing Education	16,991.00
Landscaping	0.00
Facility Painting	0.00
Millen Drive Signalization	95,000.00
Electrical Upgrade	543,600.50
Campus Signage	38,120.00
Campus Paving	223,037.82
Roof Replacement	271,747.09
Interior Lighting-Energy Retrofit	73,532.47
WHM-Consultant	15,000.00
Workforce Training-Landscape	269,880.67
Old Dorms Renovation	870,236.27
CDL Truck Driving Program	43,262.14
Bulk Fuel	1,213.23
Millen Dr. Sewer & Water	53,218.82
Board Room	25,000.00
Concrete Upgrade	47,922.91
Campus Construction	300,416.60
Oil & Gas Training Center	289,236.40
Workforce Training/Outreach	3,354.43
Infrastructure	19,444.33
Professional Writing/Publishing	50,000.00
Public Sector	7,351.53
Campus Security	150,000.00
Caster Bleachers	131,871.22
Caster Old CHOF Remodel	300,000.00
Track/Arena Area Enhancement	68,380.00
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learning	5,000.00
Welding Lab	50,000.00
Copier Replacement	12,917.66
Workforce Training Contingency	3,632.41
Total	7,483,664.56

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: Board Members
From: Dan Hardin
RE: Fiscal Watch Reports
Date: November 5, 2008

Attached for your approval are the Fiscal Watch reports to be submitted to the Higher Education Department by the end of November. The first report is the Balance Sheet for September 30, 2008. The total current assets consist of Cash and Cash Equivalents in the amount of \$696,034.00, which represents cash in the vault and balances in the bank. Investments totaling \$12,125,000.00 are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. Accounts Receivables are from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. Prepaid expense is the college insurance and maintenance agreements prepaid for the entire year. Total current assets are \$14,058,145.00

Non-Current Assets are the same as is in the 2007 audit for Property, Plant and Equipment, net \$32,352,005.00 and Construction in Progress \$4,052,600.00. Total Non-Current Assets are \$36,404,605.00. Total Assets are \$50,462,750.00

Current Liabilities begin with Accounts Payable of \$392,178.00. Under the Banner system, when an invoice is entered into the system there is a credit posted to Accounts Payable, as checks are cut there is debit made to Accounts Payable. When Financial Aid memo posts an award to a student there is a debit made to Accounts Payable, an offsetting credit is made when there is an actual award is posted to the student. There is a large amount of activity in and out of Accounts Payable. Accounts Payable includes Dorm Deposits Payable, Gift Certificates from the Bookstore, and General Accounts Payable. Accrued wages payable is salaries payables and accrued vacation payable. At 9-30-2008, accrued wages payable was \$490,710.00. Deferred revenue is normally income for tuition and fees that we receive in the Spring semester for the coming Summer and Fall semesters, which are in a different fiscal year. Currently,

Deferred revenue is zero. Accrued Liabilities include all of the withholding payables for Federal Income Tax, State Income Tax, ERA, Health Insurance and other payroll related withholdings. Total accrued liabilities as of September 2008 are \$333,436.00. Other Payables are a combination of gross receipts payable, voluntary withholding payables, agency accounts, and scholarships payable. Agency accounts are funds held for the various clubs and organizations around campus. The total of other payables is \$28,423.00. Total Current Liabilities are \$1,244,747.00 as of September 2008. Long Term Liabilities include the student housing project for \$4,304,955.00. The total liabilities are \$5,549,702.00.

The Net Assets included Invested in Capital Assets, net of related debt, for a total of \$32,099,650.00. Unrestricted net assets has a total as of September 2008 of \$12,813,398.00, with the total net assets of \$44,913,048.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that were presented in the Board reports for September 2008. This report compares the September 2007 current revenues to the September 2008 current revenues. Tuition and Fees are higher in September 2007 as compared to September 2008 due to the decline in student credit hours. State Appropriations are showing to be lower in 2008 as compared to 2007. This is a timing issue of when allocations are received, the budget for State Appropriations for 2008 is greater than 2007. Local appropriations are higher in 2008 than in 2007, as Oil & Gas revenues have increased. Sales and Service is about the same from 2007 to 2008. Other revenues are slightly higher than the previous year. Other revenues include indirect revenue from grants, GEO revenue, copier, interest, and vending. Total operating revenue through September 2007 was \$6,370,971.00 compared to \$7,272,037.00 as of September 2008.

In comparing the year-to-date operating expenditures as of September 2007 to the year-to-date operating expenditures for September 2008, we have some variances. The Instruction and General expenditures are up by \$377,753.00, this is due to increases in utility costs, salaries and benefits, and equipment purchases. Internal Services departments are showing an increase from FY 08 to FY 09. This is due to increases in salary and benefits and maintenance agreement. There are declines in the expenditures for Student Aid and the Bookstore, this is the result of less student credit hours. Athletics expenditures are higher in fiscal year 2009 due to the Board approved increases in Athletic budgets. Total expenditures for operating funds as of September 2008 are \$5,785,909.00 compared to \$5,532,133.00 as of September 2007.

In comparing the Plant funds from September 2007 to September 2008, there is not any revenue for the first quarter of either fiscal year. As you compare the expenditures you will see a large decrease in


expenditures for fiscal year 2007 as compared to 2008. This is directly related to the completion of the Student Apartment and the Workforce Training Center in 2007.

The next report is the comparison of the budget to actual as of September 2008. These numbers are also taken from the Board reports to be presented at the October Board meeting. Revenues are strong, but we are behind our budget projections in two areas, Tuition and Fees and Other revenues. Tuition and Fees are below our budget, with the slow down in student credit hours. State Appropriations as mentioned before is more of a timing issue, we should receive the funding as projected. The local appropriations are very good, but we will not receive any property taxes until December or January. We are below the projected percentage for interest income by about 5% thru the first quarter. The expenditure comparison of budget to actual is also the same as will be presented in the October Board meeting. Encumbrances and seasonal expenditures in Student Aid, Auxiliary Enterprise, and Athletics account for budget areas being over 25% of their budget. As of September 2008, the College has not received any revenue for plant funds. Plant Fund expenditures show the amounts that have been expended and/or encumbered for the capital projects. The equipment ER&R is allocated in the Plant funds, but it is expended in the departments where the equipment is purchased. We move the budget from ER&R to the department to cover the expenditure for equipment as it is purchased.

This quarter we added a cash flow statement, the activity represents the first three months of the fiscal year. Cash flows from operating activities indicates the money coming in from tuition and fees, grants, and auxiliary enterprises, then the funds going out for salaries and benefits, payouts to students, and vendors. The net result is that it took \$2,010,113.00 more cash than was brought in. The next section shows the amount of cash from non-capital financing activities. The incoming cash from these activities is \$3,977,078.00. Next, is cash from capital financing activities, this shows the fund expended for debt service and purchase of capital assets. The total is -\$1,130,697.00. You can see the cash brought in from interest earned and then the increase in cash on hand by \$896,959.00. Basically, we began the fiscal year with \$14,811,059.00 in cash, we ended the quarter with \$15,708,018.00 in cash for a net increase of \$896,959.00. This gives you a snap shot of the cash in and out for the first quarter of the fiscal year.

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

Respectfully,


Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 9/30/08

Assets

Current Assets:

Cash and Cash Equivalents	696,034
Investments	12,125,000
Accounts Receivable, net	451,619
Inventories	311,152
Prepaid Expenses	474,340

Total Current Assets	14,058,145
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Non-Current Assets

Property, Plant and Equipment, net	32,352,005
Construction in Progress	4,052,600

Total Non-Current Assets	36,404,605
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Total Assets	50,462,750
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Liabilities

Current Liabilities

Accounts Payable	392,178
Accrued Wages Payable	490,710
Deferred Revenue	0
Accrued Liabilities	333,436
Other Payables	28,423

Total Current Liabilities	1,244,747
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Long Term Liabilities

Long Term Liabilities	
Notes/Bonds Payable	4,304,955.00

Total Long Term Liabilities	4,304,955.00
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Total Liabilities	5,549,702.00
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Net Assets

Invested in Capital Assets, net of related Debt	32,099,650
Unrestricted	12,813,398

Total Net Assets	44,913,048
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NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2007-2008 and 2008-2009

Operating Funds	Actuals as of 9/30/2007	Actuals as of 9/30/2008	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	1,778,729	1,628,713	-8.4%
State Appropriations	1,577,825	1,457,690	-7.6%
Local Appropriations	1,780,836	2,869,388	61.1%
Sales & Service	1,042,543	1,100,822	5.6%
Other	191,038	215,424	12.8%
Total Revenues	6,370,971	7,272,037	14.1%

EXPENDITURES			
Instruction & General	3,890,041	4,267,794	9.7%
Student Social & Cultural	45,289	55,457	22.5%
Internal Services	79,773	146,426	83.6%
Student Aid	246,886	211,196	-14.5%
Auxiliary Enterprises	797,496	752,900	-5.6%
Intercollegiate Athletics	268,648	352,136	31.1%
Total Expenditures	5,328,133	5,785,909	8.6%
Increase (decrease) in Fund Balances	1,042,838	1,486,128	

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

EXPENDITURES			
Capital Projects	7,370,907	2,146,118	-70.9%
State Funded Projects	1,608,861	900,140	
Private Funds	31,027	398,821	
Building R&R	-	-	0.0%
Equipment R&R			
Auxiliary R&R			0.0%
Total Expenditures	9,010,795	3,445,079	-61.8%

Increase (Decrease) in Fund Balances	-9,010,795	-3,445,079	
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NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2008 - 2009

September 30 2008

Operating Funds	FY 2008-2009 Original Budget	FY 2007-2008 Actual as of 9-30-08	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	3,259,000	1,628,713	49.98%
State Appropriations	8,299,600	1,457,690	17.56%
Local Appropriations	8,300,000	2,869,388	34.57%
Sales & Service	2,331,600	1,100,822	47.21%
Other	1,074,852	215,424	20.04%
Total Revenues	23,265,052	7,272,037	31.26%

EXPENDITURES

Instruction & General	19,327,405	4,267,794	22.08%
Student Social & Cultural	190,037	55,457	29.18%
Internal Services	542,601	146,426	26.99%
Student Aid	441,904	211,196	47.79%
Auxiliary Enterprises	1,653,845	752,900	45.52%
Intercollegiate Athletics	988,218	352,136	35.63%
Total Expenditures	23,144,010	5,785,909	25.00%
Increase (decrease) in Fund Balances	121,042	1,486,128	

Plant Funds

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

EXPENDITURES

Capital Projects	9,025,102	2,146,118	23.78%
State Funded Projects	3,344,330	900,140	26.92%
Private Funds	485,049	398,821	82.22%
Building R&R	786,938	-	0.00%
Equipment R&R	416,375	-	0.00%
Auxiliary R&R	23,286	-	
Total Expenditures	14,081,080	3,445,079	24.47%

Increase (Decrease) in Fund Balances	-14,081,080	-3,445,079
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New Mexico Junior College
Statement of Cash Flows
September 30, 2008

Cash flows from operating activities:	
Tuition and fees	1,628,713
Federal and state grants and contracts	1,365,077
Auxiliary enterprise charges	1,100,822
Payments to employees and for employees benefits	(3,105,094)
Disbursement of net aid to students	(2,163,577)
Payments to suppliers	(836,054)
Net cash (used) for operating activities	<u>(2,010,113)</u>
Cash flows from noncapital financing activities:	
State apropiations	1,457,690
Property taxes	30,143
Oil and gas taxes	2,489,245
Net cash provided by noncapital financing activities	<u>3,977,078</u>
Cash flows from capital financing activities:	
Principal payments on long term debt	(46,259)
Interest paid	(81,203)
Capital appropriations	-
Purchase of capital assets	(1,003,235)
Net cash (used) for capital financing activities	<u>(1,130,697)</u>
Cash flows from investing activities:	
Interest income	60,691
Net cash provided by investing activities	<u>60,691</u>
Net increase in cash and cash equivalents	896,959
Cash and cash equivalents - beginning of year	<u>14,811,059</u>
Cash and cash equivalents - 9 30 2008	<u>15,708,018</u>
Reconciliation of net operating loss to net cash used by	
Operating activities:	(1,640,656)
Depreciation expense	
Changes in assets and liabilities:	
Accrued expenses	
Deferred expenses	
Accrued liabilities	
Inventory	
Deferred revenues	-
Prepaid expenses	474,340
Compensated absences	-
Accounts payable	(392,178)
Accounts receivable, net	(451,619)
Net cash (used) for operating activities	<u>(2,010,113)</u>



**Western Heritage Museum and
Lea County Cowboy Hall of Fame
5317 Lovington Highway
Hobbs, New Mexico 88240
575-392-6730**

Where oil, water, and cowboys do mix!

MEMO

DATE: November 13, 2008
TO: New Mexico Junior College Board Members
FROM: Western Heritage Museum Advisory Board
SUBJECT: Consideration of adding "Complex" to the name Western Heritage Museum

As of this date the Western Heritage Museum Advisory Board voted unanimously to request that the Western Heritage Museum be allowed to add "Complex" to its title and to be marketed as the Western Heritage Museum Complex and Lea County Cowboy Hall of Fame.

There are three other Western Heritage Museums/Centers and ours does not come up on Google but Western Heritage Museum Complex is first when that name is submitted. The term implies a larger more diverse entity and becomes a much more effective marketing tool especially in trying to attract regional audiences.

Thank you for your consideration of this request.

Calvin B. Smith
Executive Director
Western Heritage Museum &
Lea County Cowboy Hall of Fame



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Thank you for your consideration of this request.

Dr Charley Smith


Western Heritage Museum
Chairman

Mr. Calvin Smith


Western Heritage Museum
Administrative Director

Calvin B. Smith
Executive Director
Western Heritage Museum &
Lea County Cowboy Hall of Fame



Memo

DATE: November 13, 2008
TO: New Mexico Junior College Board Members
FROM: Steve McCleery *SM*
SUBJECT: Capital Projects

We have received construction estimates for the following capital projects, and we will have construction drawings and final bids by late spring on all of these initiatives. Currently, we have State and Institutional funds that are committed to these projects, and we need to move money from reserves to complete these projects. I recommend that you move \$6,400,000 into the following Projects:

Library (Upstairs Remodel)	\$2,500,000
Caster Remodel (Old Cowboy Hall of Fame)	\$676,000
Central Plant Expansion/Electrical Upgrade	\$1,515,000
Distance Education Equipment (Maddox Matching Grant)	\$485,000
Landscaping/Fencing	\$546,050
• Millen Drive	
• Training and Outreach	
• Campus Apartments	
2009-2010 Compensation (One Time Non-Recurring)	\$677,950

Thank you for your consideration.

NEW MEXICO JUNIOR COLLEGE

Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows:

Date October 24, 2008

Candidate's name Debbie G. Pruitt

Position title Director of Upward Bound

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom _____

Effective date of employment November 21, 2008 Standard contract length 12 mos. 9 mos. other _____

Funding source Upward Bound

Paid advertising beyond *standard none

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$41,279 - \$51,599 Recommended annual salary \$45,147 Prorated salary yes no

Account number(s) with respective % allocation(s) 41133 3024 61301 123

Recommended and approved by:

Regina Organ
Supervisor

Steve McCleary
Dean/Director

Regina Organ
Vice President

Steve McCleary
President

Selection Committee Members: Dr. Regina Organ – Vice President for Student Services

Dr. Gayle Abbott – Director of Student Support Services

Vera Gilleland – Director of Talent Search

Comments: Ms. Pruitt, with a M.A. in Education Administration and eighteen years of experience meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Director of Upward Bound

Personal Data

Name: Debbie G. Pruitt

Education

M.A., University of the Southwest, Hobbs, NM, 2001
Major: Education Administration

B.A., New Mexico State University, Las Cruces, NM, 1975
Major, Police Science

Professional Experience

Option, Inc., Hobbs, NM 8/2002 to Present
Domestic Violence Counselor/Safehouse Interviewer

New Mexico Junior College, Hobbs, NM
Assist. Director/ Professor, Law Enforcement Academy/CJ 07/01/2000 to 05/31/2002
Director of Security/Professor Law Enforcement Academy/CJ 07/27/1999 to 07/01/2000
Director of Security 08/11/1997 to 07/27/1999
Part-Time Instructor 07/2002 to 12/ 2006

University of the Southwest, Hobbs, NM 2001 to 2004
Adjunct Criminal Justice Professor

Hobbs Police Department, Hobbs, NM 01/1977 to 08/1997
Certified Police Officer

New Mexico State University, Las Cruces, NM 05/1975 to 01/1977
Patrol Officer

Organizations:

Fraternal Order of Police, Treasurer
Option, Inc., Board of Directors
Family Center, Treasurer - Board of Directors
Rotary Club



New Mexico Junior College Career Opportunities

Position Announcement • August 2008

Position Title: Director of Upward Bound Program-(Revised 8/21/08)

Position Description: The Director of Upward Bound reports to the Vice President for Student Services. The Upward Bound Program is a component of the federal TRIO Program to assist 9th through 12th graders to graduate from high school and enter post-secondary education. The Director is responsible for the overall implementation of the Upward Bound Program, the day to day operations of the projects including planning, implementing and supervising of staff, overseeing the budget, developing educational programs (tutoring, field trips and summer programs), preparing monthly and annual institutional and federal reports, working with key personnel in areas of high schools to identify potential students, working with parents and developing assessment and monitoring vehicles to track the 50 participants. All NMJC employees are encouraged to: 1) participate in a process of continual personal and professional improvement; 2) actively participate in the instructional goals and objectives designed to support the mission of the college; and, 3) serve on college committees as assigned.

Qualifications: Master's Degree from a regionally accredited institution in education, psychology or related field is required. Qualified applicant should have prior experience with educational programs. Bilingual in English/Spanish is an asset. Prior TRIO experience preferred.

Salary/Benefits: This is a 12-month professional position funded by a grant. Continuation of the position depends on grant funding. Salary range is \$41,279 to \$51,599 commensurate with education and experience. Standard NMJC benefits apply.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received as soon as possible.

To Apply: Submit NMJC application form (available at www.nmjc.edu), letter of application (cover letter), resume, unofficial transcripts (official transcripts required prior to employment), and provide eight (8) personal references with current addresses and phone numbers to:

**Human Resources
New Mexico Junior College
1 Thunderbird Circle
Hobbs, NM 88240**

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

1 Thunderbird Circle, Hobbs, NM, 88240 • Phone: (575) 492-2790 • Fax: (575) 492-2796 • Toll Free: 1-800-657-6260 • E-mail: lcaswell@nmjc.edu

APPLICANT LIST

Position: Director of Upward Bound

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Vasquez, Yvette M.	Yes	No	
Burt, Franklin T.	No	No	
Weiss, Katrina S.	Yes	No	
Pruitt, Debbie G.	Yes	Yes	Start date: Pending Board approval.
Harder, Anna F.	Yes	Yes	Declined position.
Donaldson, Arland T.	No	No	Incomplete application materials.
Cohagen, Edward E.	No	No	
Branin, Harvey D.	No	No	
Newey, Paul L.	No	No	