

NEW MEXICO JUNIOR COLLEGE  
BOARD MEETING

Thursday, October 17, 2024  
Zia Board Room - Pannell Library  
1:30 pm

AGENDA

- |  |               |
|--|---------------|
| A. Welcome   | Pat Chappelle |
| B. Adoption of Agenda  | Pat Chappelle |
| C. Approval of Minutes of September 19, 2024   | Pat Chappelle |
| D. President's Report  | Derek Moore   |
| E. Information Items   |               |
| 1. Board Equity Committee Meeting Update   | Evelyn Rising |
| 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. Fiscal Watch Report   | Josh Morgan   |
| 2. Pannell Library and Bob Moran Hall Air Handler Replacement  | Josh Morgan   |
| 3. Western Heritage Museum Exterior Improvements   | Josh Morgan   |
| 4. Consideration of Board Travel to the ACCT 2025 National Legislative Summit in Washington, DC, February 9-12, 2025 | Pat Chappelle |
| G. Public Comments   |               |
| H. Determination of Next Meeting   | Pat Chappelle |
| I. Adjournment   | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE  
BOARD MEETING  
SEPTEMBER 19, 2024  
MINUTES**

The New Mexico Junior College Board met on Thursday, September 19, 2024, beginning at 1:30 p.m. in the Pannell Library, Zia Board Room. Ms. Patricia Chappelle, Board Chair; Mr. Hector Baeza; Ms. Evelyn Rising; Mrs. Erica Jones; Mr. Guy Kesner; and Mr. Manny Gomez. Mr. Travis Glenn was absent.

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

Upon a motion by Ms. Rising, seconded by Mr. Gomez, the Board unanimously adopted the agenda.

Upon a motion by Mr. Gomez, seconded by Ms. Rising, The Board unanimously approved the minutes of August 15, 2024 as presented.

***Under President's Report*** Mr. Deron Clark, Athletics Director, introduced NMJC student athlete and Olympic Champion, Mr. Aymanne el Haddoui, who competed in Olympic Games held in Paris, France. Mr. Haddoui competed in the Paralympics 400- and 100-meter race, earning a gold medal in the 400-meter open and a bronze medal in the 100-meter open.

Mrs. Tina Kunko provided a schedule of NMJC's first Thunderbird Welcome Weekend to be hosted on October 4-5, 2024. She reported alumni and community have been invited to participate in various events. Events include the annual Thunderbird Booster Club Golf Tournament, a concert on NMJC's track and field with featured artist and NMJC alum, Aaron Watson, and artists Jarred Morris & Brooklyn Fenn, a cross country track meet, a fun run walk, team roping with recognition of the 1974/75 Rodeo Team, basketball youth camps, baseball youth camp, and a conference volleyball game. All events are free of charge.

Ms. Laura Hockensmith provided Western Heritage Museum/Staked Plains update. She reported the Annual Staked Plains Roundup, hosted annually for over 30 years, was hosted on September 4-6, 2024. The rodeo and ranching way of life in Lea County was taught to approximately 1,065 4<sup>th</sup> grade students from Hobbs, Lovington, Eunice, Denver City, and Seminole. Ms. Hockensmith thanked the NMJC Rodeo Team as well as various staff and community volunteers.

Dr. Moore provided a New Mexico Higher Education Department (HED) update. He reported NMJC's Strategic Enrollment Plan, implemented in 2022, is in the process of being updated. He stated HED's focus is on retention, completion, transfer, and employment. NMJC has internal strategies that will be implemented in order to assist tracking these variables. In addition, Dr.

Moore reported an MOU Agreement has been signed for Workforce Development funding in the amount of \$473,000.

Dr. Moore reported NMJC fall enrollment at 2,220, up from last year at 2,110. He noted this increase is a testament to the great work being done by Outreach & Engagement, Enrollment Services, and Student Success.

Dr. Moore announced registration for the ACCT Legislative Summit to be held on February 9-12, 2025 in Washington, DC, will open in October of 2024. Dr. Moore noted additional information of this event will follow.

Dr. Moore announced NMJC will host an appreciation dinner for local legislators on Friday, October 4, 2024. In addition, he stated a date will be set to show appreciation to the Lea County City Commissioners and County Commissioners. Further information will follow.

***Under Information Items*** Mr. Gomez provided a detailed report of the recent Board Facilities Committee Meeting held on Monday, September 16, 2024. Discussion included updates of campus projects and status of the Covenant Hospital property to include a potential land swap. Board members recognized and thanked Dr. Carroll for his diligence and management of all campus projects.

Mr. Josh Morgan presented the Expenditure Report, Revenue Report, Oil & Gas Revenue Report and the Schedule of Investments Report for August 2024.

***Under New Business*** Mr. Josh Morgan presented consideration to move funds in the amount of \$250,000 from reserves into a capital account for expenses associated with the purchase of property located at 5419 N. Lovington Highway, Hobbs, New Mexico. Prior to presenting the request to purchase the property to HED, NMJC will be required to have an appraisal, a site improvement survey, title insurance, phase one environmental report, a copy of the warranty deed, possible consulting fees and a general building inspection report. Upon a motion by Mr. Kesner, seconded by Mr. Gomez, the Board unanimously approved this request as presented.

Ms. Chappelle called for comments from the public. There being none, the next Regular Board Meeting was scheduled for Thursday, October 17, 2024 at 1:30 pm in the Zia Board Room.

Upon a motion by Ms. Rising, seconded by Mr. Kesner and by unanimous consent, the meeting adjourned at 2:16 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:** October 11, 2024  
**RE:** September 2024 Financial Reports

---

### **Expenditure Report:**

September is the third month of the 2024/2025 fiscal year. The Expenditure Report represents expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of September is \$41,120,125.

The total current unrestricted fund expenditures through September are \$12,050,601, which is 26% of the projected budget. Most of these expenses are the normal monthly payroll and benefit expenditures. Payroll expenditures reflect the 3% comp raise. Internal Services (Computer Services, Motor Pool, & Document Center) have monthly credits posted to these departments and will be back within budget by the end of the fiscal year. Expenses in Institutional Support are up from this time last year due to reclassifying were the expenses for the CORE operational expenses and faculty/staff memberships is paid from. It had been paid from Instruction but was reclassified to Institutional Support for FY 25. Expenses in Operations and Maintenance are up from this time last year and that is due to the increase in property insurance. Auxiliary expenses are tracking as expected with expenditures early in the year preparing for the start of the fall semester.

Restricted fund expenditures through September are \$2,723,458. The expenditures in the grant area is tracking along as expected. The Business Office is monitoring the expenditures in the grants and request the drawdown from the state and federal agencies. In restricted student aid, financial aid payouts have been made for the summer and fall semesters.

Total plant fund expenditures through September are \$26,346,066 which is mainly from encumbrances rolling over from FY 24. Projects with major expenditures and encumbrances include the Watson Hall Renovation, the Vestibule and Safety Project, the Industrial Training Center, Site Project – Phase 1, Rodeo Improvements, and Heidel Hall Renovation. Year-to-date building renewal and replacement expenditures are \$413,402 and equipment renewal and replacement expenditures are \$301,136.

---

### **Revenue Report:**

Total current unrestricted revenue received in September was \$1,915,616. This mostly consists of tuition and fees for the fall semester, the state appropriation, and the monthly accrual for oil and gas production. The Oil and Gas revenue in September is different because the oil and gas revenue received in September is recorded in the prior fiscal year. The monthly accrual of \$983,333 is recorded for oil and gas revenue for September. The college will not begin reporting any property tax revenue for FY 25 until November. Total year-to-date current unrestricted revenue is \$9,212,719.

Total current restricted revenue received in September for grants and student aid was \$233,193. Total year-to-date current restricted revenue is \$2,195,563.

Total plant fund revenue recorded in September is \$2,925,419. This consist of the grant from Lea County for the purchase of the Covenant Hospital and the LGIP and CDARs interest. Total year-to-date plant fund revenue is \$5,676,235

Total revenue for the month of September is \$5,074,228. Total year-to-date revenue is \$17,084,517.

### **Oil and Gas Revenue Report:**

The Oil & Gas Report is reporting revenue that is posted into FY 24. This is the final Oil & Gas Revenue Report for FY 24. In September, the College received \$6,449,383 in oil & gas revenue for the month of June 2024. Total Oil and Gas Production and Equipment tax revenue through June is \$96,588,571. In comparison to this same time last year, Oil & Gas Production revenue is down \$365,056 and Oil & Gas Equipment revenue is up \$7,698,429.

### **Investment Report:**

The College began the month of September with \$232 million invested with the LGIP. There was no activity during the month resulting in an ending balance of \$232 million. The College earned \$989,656 in interest at a net yield of 5.14% during the month of September.

The College has \$50 million invested in CDARs through Lea County State Bank. Interest earnings during the month of September on all CDAR accounts was \$185,763.

At the end of September, there was \$286,422,825 in allocated capital projects.

This concludes the financial report for September 2024.

# NEW MEXICO JUNIOR COLLEGE

## Expenditure Report

### September 2024

25% of Year Completed

| Fund  | 2023-24            |                                     |                               | 2024-25            |                                |                        |                               |
|---|--------------------|-------------------------------------|-------------------------------|--------------------|--------------------------------|------------------------|-------------------------------|
|   | Final Budget       | Year-to-Date Expended or Encumbered | Percentage of Budget Expended | Budget             | Current Expended or Encumbered | Expended or Encumbered | Percentage of Budget Expended |
| <b>CURRENT UNRESTRICTED FUND</b>                  |                    |                                     |                               |                    |                                |                        |                               |
| <b>Instruction and General:</b>                   |                    |                                     |                               |                    |                                |                        |                               |
| Instruction                                       | 14,993,034         | 2,825,504                           | 19%                           | 14,611,285         | 738,969                        | 2,817,414              | 19%                           |
| Academic Support                                  | 3,335,477          | 941,699                             | 28%                           | 3,340,083          | 226,842                        | 985,413                | 30%                           |
| Student Services                                  | 4,281,043          | 866,590                             | 20%                           | 4,334,218          | 253,282                        | 965,535                | 22%                           |
| Institutional Support                             | 7,955,316          | 1,974,027                           | 25%                           | 8,221,493          | 436,461                        | 2,318,623              | 28%                           |
| Operation & Maintenance of Plant                  | 6,728,166          | 1,600,232                           | 24%                           | 6,246,117          | 370,030                        | 1,646,742              | 26%                           |
| <b>Subtotal - Instruction &amp; General</b>       | <b>37,293,036</b>  | <b>8,208,052</b>                    | <b>22%</b>                    | <b>36,753,196</b>  | <b>2,025,584</b>               | <b>8,733,727</b>       | <b>24%</b>                    |
| Public Service                                    | 47,658             | -                                   | 0%                            | -                  | -                              | -                      | 0%                            |
| Internal Service Departments                      | 363,850            | 61,139                              | 17%                           | 219,431            | 62,277                         | 314,188                | 143%                          |
| Student Aid                                       | 1,081,492          | 565,935                             | 52%                           | 1,050,880          | 9,770                          | 254,955                | 24%                           |
| Auxiliary Enterprises                             | 3,795,534          | 1,144,527                           | 30%                           | 3,324,544          | 275,008                        | 1,188,289              | 36%                           |
| Athletics   | 5,720,900          | 1,509,563                           | 26%                           | 5,787,225          | 213,765                        | 1,559,442              | 27%                           |
| <b>Total Current Unrestricted Fund</b>            | <b>48,302,470</b>  | <b>11,489,216</b>                   | <b>24%</b>                    | <b>47,135,276</b>  | <b>2,586,404</b>               | <b>12,050,601</b>      | <b>26%</b>                    |
| <b>CURRENT RESTRICTED FUND</b>                    |                    |                                     |                               |                    |                                |                        |                               |
| Grants  | 979,971            | 253,071                             | 26%                           | 973,906            | 59,708                         | 195,054                | 20%                           |
| Student Aid                                       | 4,456,834          | 2,224,199                           | 50%                           | 4,456,834          | 88,419                         | 2,528,404              | 57%                           |
| <b>Total Current Restricted Fund</b>              | <b>5,436,805</b>   | <b>2,477,270</b>                    | <b>46%</b>                    | <b>5,430,740</b>   | <b>148,127</b>                 | <b>2,723,458</b>       | <b>50%</b>                    |
| <b>PLANT FUNDS</b>                                |                    |                                     |                               |                    |                                |                        |                               |
| <b>Capital Outlay / Bldg. Renewal &amp; Repl.</b> |                    |                                     |                               |                    |                                |                        |                               |
| Projects from Institutional Funds                 | 122,828,858        | 26,210,781                          | 21%                           | 292,379,824        | 2,302,369                      | 24,925,011             | 9%                            |
| Projects from State GOB Funds                     | 5,331,214          | 5,253,858                           | 99%                           | 28,956             | -                              | 1,034                  | 4%                            |
| Projects from State STB Funds                     | 2,150,000          | 1,156,482                           | 54%                           | 888,536            | -                              | 659,321                | 74%                           |
| Projects from General Fund                        | 2,125,000          | -                                   | 0%                            | 2,125,000          | -                              | -                      | 0%                            |
| Projects from Other State Funds                   | 807,153            | 148,171                             | 0%                            | 486,095            | 3,541                          | 8,560                  | 2%                            |
| Projects from Private Funds                       | 102,697            | 190                                 | 0%                            | 127,383            | 37,602                         | 37,602                 | 0%                            |
| Projects from State ER&R                          | 1,238,666          | 107,285                             | 9%                            | 1,198,438          | 85,046                         | 301,136                | 25%                           |
| Projects from State BR&R                          | 794,875            | 443,095                             | 56%                           | 820,799            | 121,628                        | 413,402                | 50%                           |
| Subtotal - Capital and BR&R                       | 135,378,463        | 33,319,862                          | 25%                           | 298,055,031        | 2,550,186                      | 26,346,066             | 9%                            |
| <b>Debt Service</b>                               |                    |                                     |                               |                    |                                |                        |                               |
| Revenue Bonds                                     | -                  | -                                   | 0%                            | -                  | -                              | -                      | 0%                            |
| <b>Total Plant Funds</b>                          | <b>135,378,463</b> | <b>33,319,862</b>                   | <b>25%</b>                    | <b>298,055,031</b> | <b>2,550,186</b>               | <b>26,346,066</b>      | <b>9%</b>                     |
| <b>GRAND TOTAL EXPENDITURES</b>                   | <b>189,117,738</b> | <b>47,286,348</b>                   | <b>25%</b>                    | <b>350,621,047</b> | <b>5,284,717</b>               | <b>41,120,125</b>      | <b>12%</b>                    |

# NEW MEXICO JUNIOR COLLEGE

## Revenue Report

### September 2024

25% of Year Completed

**2023-24**

**2024-25**

| Fund  | Final Budget       | Year-to-date Revenue | Percentage of Budget Received | Budget            | Current Revenue  | Year-to-date Revenue | Percentage of Budget Received |
|---|--------------------|----------------------|-------------------------------|-------------------|------------------|----------------------|-------------------------------|
| <b>CURRENT UNRESTRICTED FUND</b>            |                    |                      |                               |                   |                  |                      |                               |
| <b>Instruction and General:</b>             |                    |                      |                               |                   |                  |                      |                               |
| Tuition and Fees                            | 4,054,596          | 2,139,281            | 53%                           | 3,738,960         | 124,759          | 2,301,841            | 62%                           |
| State Appropriations                        | 8,394,299          | 1,947,249            | 23%                           | 8,808,964         | 693,050          | 2,079,151            | 24%                           |
| Advalorem Taxes - Oil and Gas               | 90,481,162         | 2,450,271            | 3%                            | 16,550,000        | 984,186          | 2,950,852            | 18%                           |
| Advalorem Taxes - Property                  | 15,000,000         | -                    | 0%                            | 12,900,000        | -                | -                    | 0%                            |
| Other Revenues                              | 268,078            | 93,181               | 35%                           | 163,500           | 358              | 44,259               | 27%                           |
| <b>Subtotal - Instruction &amp; General</b> | <b>118,198,135</b> | <b>6,629,982</b>     | <b>6%</b>                     | <b>42,161,424</b> | <b>1,802,353</b> | <b>7,376,103</b>     | <b>17%</b>                    |
| Internal Service Departments                | 58,963             | 1,113                | 2%                            | 29,910            | 76               | 1,335                | 4%                            |
| Auxiliary Enterprises                       | 2,762,798          | 1,479,428            | 54%                           | 2,860,000         | 64,320           | 1,687,901            | 59%                           |
| Athletics                                   | 686,400            | 140,275              | 20%                           | 607,230           | 48,867           | 147,380              | 24%                           |
| <b>Total Current Unrestricted</b>           | <b>121,706,296</b> | <b>8,250,798</b>     | <b>7%</b>                     | <b>45,658,564</b> | <b>1,915,616</b> | <b>9,212,719</b>     | <b>20%</b>                    |
| <b>CURRENT RESTRICTED FUND</b>              |                    |                      |                               |                   |                  |                      |                               |
| Grants                                      | 979,971            | 215,416              | 22%                           | 973,906           | 77,391           | 179,273              | 18%                           |
| Student Aid                                 | 4,456,834          | 1,852,816            | 42%                           | 4,456,834         | 155,802          | 2,016,290            | 45%                           |
| <b>Total Current Restricted</b>             | <b>5,436,805</b>   | <b>2,068,232</b>     | <b>38%</b>                    | <b>5,430,740</b>  | <b>233,193</b>   | <b>2,195,563</b>     | <b>40%</b>                    |
| <b>PLANT FUNDS</b>                          |                    |                      |                               |                   |                  |                      |                               |
| Capital Outlay / Bldg. Renewal & Repl.      |                    |                      |                               |                   |                  |                      |                               |
| Projects from State GOB Funds               | 5,331,214          | 518,869              | 10%                           | 42,971            | -                | -                    | 0%                            |
| Projects from State STB Funds               | 2,150,000          | 99,689               | 5%                            | 888,536           | -                | 244,984              | 28%                           |
| Projects from General Fund                  | 2,125,000          | -                    | 0%                            | 2,125,000         | -                | -                    | 0%                            |
| Projects from Private Funds                 | -                  | -                    | 0%                            | 1,750,000         | 1,750,000        | 1,750,000            | 100%                          |
| Interest Income (LGIP & CDARs)              | 10,609,323         | 2,755,873            | 26%                           | 2,606,827         | 1,175,419        | 3,681,251            | 141%                          |
| <b>Total Plant Funds</b>                    | <b>20,215,537</b>  | <b>3,374,431</b>     | <b>17%</b>                    | <b>7,413,334</b>  | <b>2,925,419</b> | <b>5,676,235</b>     | <b>77%</b>                    |
| <b>GRAND TOTAL REVENUES</b>                 | <b>147,358,638</b> | <b>13,693,461</b>    | <b>9%</b>                     | <b>58,502,638</b> | <b>5,074,228</b> | <b>17,084,517</b>    | <b>29%</b>                    |

# NEW MEXICO JUNIOR COLLEGE

## Oil and Gas Revenue Report

### June 2024

100% of Year Completed

|   |           | OIL              |                         | GAS              |                        | COMBINED           |                               |                                    |
|---|-----------|------------------|-------------------------|------------------|------------------------|--------------------|-------------------------------|------------------------------------|
| Month of  | Sales     | Price<br>per BBL | Lea County<br>BBLs sold | Price<br>per MCF | Lea County<br>MCF sold | Monthly<br>Revenue | 2023-24<br>Original<br>Budget | Variance<br>Over (Under)<br>Budget |
| Distribution  |           |                  |                         |                  |                        |                    |                               |                                    |
| Actual  | July      | \$72.81          | 32,121,620              | \$2.84           | 105,511,306            | 5,897,955          | 816,667                       | 5,081,288                          |
| Actual  | August    | \$79.43          | 32,224,751              | \$2.82           | 114,749,409            | 6,551,855          | 816,667                       | 5,735,188                          |
| Actual  | September | \$87.50          | 32,566,811              | \$2.86           | 120,583,588            | 6,989,868          | 816,667                       | 6,173,201                          |
| Actual  | October   | \$83.45          | 34,201,372              | \$2.52           | 125,210,101            | 7,004,674          | 816,667                       | 6,188,007                          |
| Actual  | November  | \$76.34          | 34,856,568              | \$2.37           | 124,366,442            | 6,533,875          | 816,667                       | 5,717,208                          |
| Actual  | December  | \$70.34          | 35,494,854              | \$2.52           | 127,961,705            | 6,144,124          | 816,667                       | 5,327,457                          |
| Actual  | January   | \$71.00          | 32,988,047              | \$2.98           | 116,231,932            | 5,975,461          | 816,667                       | 5,158,794                          |
| Accrual   | February  | \$74.54          | 32,975,309              | \$2.67           | 116,340,201            | 6,056,791          | 816,667                       | 5,240,124                          |
| Accrual   | March     | \$78.59          | 36,820,624              | \$2.09           | 133,247,774            | 7,007,315          | 816,666                       | 6,190,649                          |
| Accrual   | April     | \$83.58          | 36,110,415              | \$1.82           | 132,387,569            | 6,953,481          | 816,666                       | 6,136,815                          |
| Accrual   | May       | \$77.30          | 37,371,513              | \$1.66           | 138,734,931            | 7,028,596          | 816,666                       | 6,211,930                          |
| Accrual   | June      | \$76.22          | 34,669,417              | \$1.92           | 131,960,728            | 6,449,383          | 816,666                       | 5,632,717                          |
| Y.T.D. Production Tax Revenue                                     |           |                  |                         |                  |                        | 78,593,378         | 9,800,000                     | 68,793,378                         |
| Y.T.D. Equipment Tax Revenue                                      |           |                  |                         |                  |                        | 17,995,193         | 2,750,000                     | 15,245,193                         |
| <b>Total Year-to-Date Oil &amp; Gas and Equipment Tax Revenue</b> |           |                  |                         |                  |                        | <b>96,588,571</b>  | <b>12,550,000</b>             | <b>84,038,571</b>                  |



# NEW MEXICO JUNIOR COLLEGE

## Schedule of Investments

### September 2024

25% of Year Completed

| Financial Institution                   | Amount Invested    | Account Number | Interest Rate | Interest Earned |
|---|--------------------|----------------|---------------|-----------------|
| State of New Mexico                     |                    |                |               |                 |
| Local Government Investment Pool        | 232,000,000        | 7102-1348      | 5.140%        | 989,656         |
| Plus deposits                           | -                  |                |               |                 |
| Less withdrawals                        | -                  |                |               |                 |
| <b>Total LGIP investments</b>           | <b>232,000,000</b> |                |               | <b>989,656</b>  |
| Lea County State Bank CDAR              |                    |                |               |                 |
| 1 Yr. 07/25/24 - 07/24/25               | 12,000,000         | 1029404123     | 4.860%        | 47,130          |
| 1 Yr. 08/01/24 - 07/31/25               | 12,000,000         | 1029441398     | 4.710%        | 45,659          |
| 1 Yr. 08/08/24 - 08/07/25               | 12,000,000         | 1029475802     | 4.690%        | 45,428          |
| 1 Yr. 08/15/24 - 08/14/25               | 11,000,000         | 1029514182     | 4.180%        | 37,157          |
| 2 Yr. 07/25/24 - 07/23/26               | 1,000,000          | 1029404077     | 4.270%        | 3,458           |
| 2 Yr. 08/01/24 - 07/30/26               | 1,000,000          | 1029441436     | 4.260%        | 3,447           |
| 2 Yr. 08/08/24 - 08/06/26               | 1,000,000          | 1029475756     | 4.310%        | 3,484           |
| <b>Total Lea County State Bank CDAR</b> | <b>50,000,000</b>  |                |               | <b>185,763</b>  |

| Capital Project                          | 9/30/2024             |
|--|-----------------------|
| Vehicles                                 | 293,891.27            |
| Campus Facilities Master Plan            | 50.29                 |
| Chrome River                             | 54,081.00             |
| WHM North Gallery Renovation             | 500,000.00            |
| Campus Vestibules                        | 1,187,729.31          |
| Voc B Airhandler                         | 500,000.00            |
| Softball Field                           | 8,500,000.00          |
| National Track Meet                      | 96,535.12             |
| National Golf Championship               | 4,314.51              |
| Technology Upgrade                       | 563,989.83            |
| Professional Development                 | 53,116.83             |
| Ben Alexander Renovation                 | 3,000,000.00          |
| Baseball Field                           | 1,913,109.56          |
| Rodeo Arena                              | 253,469.39            |
| Fire Alarm Upgrade                       | 161,545.88            |
| Landscaping                              | 195,111.15            |
| Smart Classrooms                         | 139,981.74            |
| Campus Signage                           | 23,745.22             |
| Campus Paving                            | 384,919.78            |
| Std Ctr & Bob Moran Roof Replacement     | 1,500,000.00          |
| NMJC Site Improvements - Phase 1         | 15,192,662.03         |
| Dorm/Apartment Refurbish                 | 891,568.11            |
| Concrete Upgrade                         | 140,991.69            |
| Campus Construction                      | 990,501.42            |
| Workforce Development                    | 85,607.86             |
| Higher Learning Commission               | 158,839.62            |
| Campus Security                          | 44,222.73             |
| Copier Replacement                       | 78,627.55             |
| Non-Recurring Compensation               | 1,482,513.20          |
| Athletics Post Season                    | 250,000.00            |
| Athletics                                | 70,893.71             |
| Student Life Programming                 | 20,000.00             |
| Succession Plan                          | 586,528.05            |
| WHM Exhibits                             | 171,000.01            |
| Track Upgrades                           | 157,819.51            |
| Driving Range Upgrades                   | 150,000.00            |
| Cafeteria Upgrade                        | 453,294.77            |
| Rodeo Arena Expansion                    | 12,529,949.09         |
| Turf Replacement                         | 300,000.00            |
| Watson Hall Renovation                   | 856,711.55            |
| Facilities Management System             | 11,996.37             |
| Caster Upgrades                          | 404,166.40            |
| Industrial Training Center               | 7,027,558.33          |
| Heidel Hall Renovation                   | 28,392,719.89         |
| Infrastructure Upgrades                  | 4,226,545.48          |
| Campus Housing Unit                      | 25,142,686.15         |
| Cafeteria Construction                   | 19,655,748.10         |
| Mansur Hall Remodel                      | 8,562,185.11          |
| Mary Hagelstein Remodel                  | 9,016,750.25          |
| Campus Wide Access Control               | 2,454,520.60          |
| Dorm/Apartment Furniture Replacement     | 469,153.33            |
| Roof Replacement                         | 4,150,000.00          |
| CORE                                     | 1,500,000.00          |
| Tbird Health Center Caster Annex Remodel | 179,130.36            |
| NMJC/Lea County Quality of Life (ENMT)   | 5,196,548.50          |
| Central Plant Expansion                  | 4,462,579.98          |
| Master Drainage Plan                     | 4,441,900.87          |
| Student Hub                              | 9,607,790.00          |
| NMJC/Lea County Culinary Arts            | 2,500,000.00          |
| NMJC Indoor Athletic Facility            | 50,000,000.00         |
| WHM Recladding                           | 1,964,634.43          |
| Nursing Storage                          | 300,000.00            |
| Bob Moran & Pannell Library Air Handler  | 1,150,000.00          |
| Perimeter Security Fencing               | 159,263.64            |
| Rodeo Feed/Livestock                     | 202,980.10            |
| Rodeo Improvements                       | 1,547,510.38          |
| Rodeo Equine Improvements                | 2,331,911.11          |
| Campus-Wide Wireless Access Points       | 264,049.17            |
| NMJC Site Improvements - Phase 2         | 24,000,000.00         |
| Athletics District Entrance Roadway      | 1,500,000.00          |
| Rodeo Parking (Lot C)                    | 3,000,000.00          |
| Sports Complex Parking - South (Lot B)   | 1,000,000.00          |
| Sports Complex Parking - West (Lot A)    | 3,500,000.00          |
| Plazas & Pedestrian Promenade            | 2,160,000.00          |
| Covenant Hospital                        | 2,000,000.00          |
| Workforce Training Contingency           | 3,174.49              |
| <b>Total</b>                             | <b>286,422,824.82</b> |

---

**NEW MEXICO JUNIOR COLLEGE**  
**Vice President for Finance**

---

**To: New Mexico Junior College Board Members**  
**From: Josh Morgan**  
**Date: October 11, 2024**  
**RE: Quarterly Financial Action Report**

---

To comply with the HED (Higher Education Department) mandate that each College Board approve a quarterly financial action statement, attached is the Quarterly Action Statement for the quarter ending on September 30, 2024. This disclosure notifies you as the NMJC Board as well as the HED to any financial problems that might not be evident with an income and expense report. The College has made all required payments, payroll, and scheduled payments to vendors. Please approve the Quarterly Financial Action Report as of September 30, 2024.

Respectfully,



Josh Morgan

## QUARTERLY FINANCIAL ACTION REPORT

Fiscal Year 24

Today's Date: 10-11-2024

Period (check one)

1st quarter  2nd quarter  3rd quarter  4th quarter

Institution: New Mexico Junior College

### **DURING THE TIME PERIOD COVERED BY THIS REPORT, DID YOUR INSTITUTION:**

(1) Request an advance of state subsidy? Yes:  No:

(2) Fail to make its required payments, as scheduled, to appropriate retirement system(s)?

Yes:  No:

(3) Fail to make its payroll payments, as scheduled?

Yes:  No:

(4) Fail to make its scheduled debt service payments?

Yes:  No:

(5) Fail to make payments to vendors, as scheduled, due to a cash deficiency or a substantial deficiency in the payment processing system?

Yes:  No:

(6) Relative to its original budget for the fiscal year, experience any actual or anticipate any projected financial changes (such as unbudgeted decreases in revenues or unbudgeted increases in expenditures) that will result in a substantially reduced year-end fund balance or larger deficit this fiscal year?

Yes:  No:

If the answer to any of the above is "Yes," please describe in a separate document: (i) the reason for the occurrence, (ii) the actions taken by your institution to resolve this particular occurrence, and (iii) the actions taken by your institution to prevent events such as this from occurring again.

In addition, if the answer to number 6 is "Yes," please describe in a separate document the nature of the financial changes and describe and assess the impact that the changes will have on your institution's planned year-end financial position.

New Mexico Higher Education Department  
Institutional Finance Division  
Quarterly Financial Certification Template

Please complete and sign the following certification form and submit with Quarterly Financial Statements and Quarterly Financial Actions Report.

I certify that I believe the information provided in the attached (a) Financial Statements, and (b) Financial Actions Report, for the:

1<sup>st</sup> X 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ Quarter, FY 25

are correct as of the date indicated below, and that

New Mexico Junior College

has a functioning financial accounting system that captures assets, liabilities, revenues, and expenditures on a timely basis, and the Governing Board receives timely notification of any significant actual or projected variances between budgeted and actual revenues and expenditures.

\_\_\_\_\_  
Pat Chappelle, Board Chair

\_\_\_\_\_  
Dr. Derek Moore, President

Josh Morgan

Josh Morgan, Vice President for Finance

---

---

## NEW MEXICO JUNIOR COLLEGE

### Vice President for Finance

---

**To: New Mexico Junior College Board Members**  
**From: Josh Morgan**  
**Date: October 11, 2024**  
**RE: Pannell Library and Bob Moran Hall Air Handler Replacement**

---

Board Members,

At the June 2024 NMJC Board Meeting, the board approved the Pannell Library and Bob Moran Hall Air Handler Replacement project to be taken to the Higher Education Department for their approval at the July 10 New Mexico Higher Education Department Capital Projects hearing. This project was presented and approved by the NMHED Capital Projects Committee at that hearing.

Since that time, the Administration has been working with Bridgers & Paxton Engineers and Donner Plumbing to finalize the proposal for the air handler replacements at Pannell Library and Bob Moran Hall. The proposal received from Donner Plumbing using a CES contract is \$1,867,026.82.

The Pannell Library and Bob Moran Hall Air Handler Replacement project will dismantle the existing air handler units from the roofs and replace with new, highly efficient and sustainable air handling units. The air handler unit at Bob Moran is scheduled for a straight swap, while the Pannell Library will need to have the space that contains the rooftop unit, modified for the new equipment. Unit controls on the air handling units for both Pannell Library and Bob Moran Hall will be replaced and configured into the facility management system.

Upon approval by the NMJC board, the air handling units will be ordered as there are long lead times for the units. Plans will be to replace both the Pannell Library and Bob Moran air handling units over the Summer of 2025.

Funding for this project will come from \$1,125,000 in Severance Tax Bond funding and \$742,026.82 in Institutional Funds. There is \$1,150,000 allocated in Institutional Capital funding for the Pannell Library and Bob Moran Hall Air Handler Replacement project.

**We are requesting the board's approval of the proposal submitted by Donner Plumbing using a CES contract for the Pannell Library and Bob Moran Hall Air Handler Replacement project at \$1,867,026.82.**

Respectfully,



Josh Morgan

# Donner Plumbing & Heating Inc.

107 Candelaria NW, Albuquerque NM, 87107 – P/ 505-884-1017 - F/ 505-884-1165

NM MM-98 # 10017  
NM DOL # 0001920060701

Texas – RMP#42138

---

## BID PROPOSAL @ 75% CD

Date: 8/28/2024

**Project: NMJC – AHU Replacement Bob Moran & Pannell Library**

We are pleased to provide the following bid for the above-named project:

Our bid is for the performance of work and furnishing the necessary materials for the mechanical installation as covered by the applicable 75% plans as follows:

- R&R (1) AHU at Bob Moran
- R&R (2) AHU at Pannell
- R&R (1) boiler at Pannell
- R&R (1) chilled water pump
- R&R (2) heating water pumps
- Modify piping for new equipment
- Disposal of old equipment
- Insulation repair on new work
- T&B
- Electrical
- Controls – Alternate Manufacture

**CES Contract 2023-04-R1228-ALL**

Bond is included in our proposal – Y X / N \_\_\_\_\_

The following addenda are acknowledged. 0

We offer the following prices firm for 30 days from the bid date.

*2.5% fee will be charged for credit card payments of \$2,500.00 and up - Payment Terms Net 30*

Base Bid ----- \$ 1,773,897.12

NMGRT @ 5.2500% ----- \$ 93,129.60

TOTAL ----- \$ 1,867,026.82

# *Donner Plumbing & Heating Inc.*

107 Candelaria NW, Albuquerque NM, 87107 – P/ 505-884-1017 - F/ 505-884-1165

NM MM-98 # 10017  
NM DOL # 0001920060701

Texas – RMP#42138

Date: 8/28/2024

***Project: NMJC – AHU Replacement Bob Moran & Pannell Library***

## **Not included in our bid**

- 1) Holidays, weekends or non-standard hours
- 2) Duct cleaning
- 3) Requirements for additional insured or waver of subrogation
- 4) Temporary sewer, toilet facilities, heating, cooling or water
- 5) Electrical wiring, starters & disconnects, unless specified on equipment schedules
- 6) Asbestos or Hazardous materials abatement
- 7) Architectural Louvers
- 8) Installation or finishes of architectural access doors
- 9) All fire protection systems and references to division 21 specifications in its entirety including but not limited to fire risers, below / above grade piping, demolition, backflow preventers, hot boxes & nitrogen systems unless specifically included above

Name of Bonding Company: United Fire & Casualty.  
Name of Local Agent: Burke Insurance Phone: 505-575-2222

Please do not hesitate to call me at 505-884-1017 if you have any questions.

Randy Lobb

---

# NEW MEXICO JUNIOR COLLEGE

## Vice President for Finance

---

**To:** New Mexico Junior College Board Members  
**From:** Josh Morgan  
**Date:** October 11, 2024  
**RE:** Western Heritage Museum Exterior Improvements

---

Board Members,

The Administration is asking for your approval to take the Western Heritage Museum Exterior Improvements project to the Higher Education Department for approval at the November 13 New Mexico Higher Education Department Capital Projects hearing.

The stucco exterior of the Western Heritage Museum building is showing signs of failure and to ensure that the college continues to align to our core values, the proposed project aims to replace the ageing exterior with durable steel panels ensuring that our infrastructure reflects our commitment to these values. This project aims to create a welcoming and safe environment which will enhance accessibility for all community members including students, faculty and staff, and visitors. The need for maintenance and repairs on the existing exterior has been a recurring issue and the steel panels offer a long-lasting solution that requires less maintenance and provides better insulation. The project will enhance the overall effectiveness of the Western Heritage Museum ensuring the facility continues to serve its purpose for years to come. The steel panels elevate the aesthetic appeal of the Western Heritage Museum continuing our commitment of providing a top-notch educational environment.

The Western Heritage Museum Exterior Improvements project will cover the failing stucco on the Western Heritage Museum building with high-quality 22-gauge steel panels that meet industry standards for durability and aesthetics. Any loose or damaged stucco will be removed to create a solid foundation for the steel panels and the existing stucco surface will be cleaned to remove debris that could affect installation. Insulation panels to enhance thermal efficiency and soundproofing will be installed. The 22-gauge steel panels will be securely attached over the existing stucco using appropriate fasteners. The panels will be installed in a staggered pattern to minimize seams and enhance aesthetics. Panels will be installed from the bottom and working upwards ensuring proper overlap for water drainage. Weatherproof sealant will be applied along all seams and edges to prevent water infiltration. Any openings such as windows and doors will be properly flashed and sealed.



---

The construction cost estimate for the Western Heritage Museum Exterior Improvements was developed by Bradbury Stamm Construction using, Dekker Architect's construction documents. Bradbury Stamm Construction solicited pricing from a number of key subcontractors as a part of this process. The estimated total project cost for is \$2,128,130 which includes the construction estimate provided by Bradbury Stamm Construction and estimated costs for architectural fees, a 10% construction contingency, and gross receipts tax.

Funding for this project will come from \$200,000 in State General Funds and \$1,928,130 in Institutional Funds. There is \$2,000,000 allocated in Institutional Capital funds for the Western Heritage Museum Exterior Improvements.

**We are requesting the boards approval of the Western Heritage Museum Exterior Improvements project estimated at \$2,128,130. Upon your approval, we will present to the HED Capital Outlay Committee on November 13.**

Respectfully,

A handwritten signature in black ink that reads "Josh Morgan". The signature is written in a cursive, slightly slanted style.

Josh Morgan

**NEW MEXICO HIGHER EDUCATION DEPARTMENT**  
**2044 Galisteo Street, Suite 4, Santa Fe, NM 87505-2100**

**CAPITAL PROJECT TRANSMITTAL SUMMARY SHEET**

Complete this summary sheet and include with project submittal. The deadline to submit project documents can be found on the NMHED Annual Calendar of Events at <http://www.hed.state.nm.us/institutions/resources.aspx>. In order to ensure your project will be considered, it must be uploaded by the deadline to the link found at the following web address: <https://cptss.hed.state.nm.us/app>

Institution: New Mexico Junior College

Date: 10/09/2024

1. Project title: Western Heritage Museum Exterior Improvements
2. HED meeting date when project consideration is requested: 11/13/2024
3. Contact person: Josh Morgan Phone: 575-492-2771  
Email: [jmorgan@nmjc.edu](mailto:jmorgan@nmjc.edu)
4. Required forms for project categories (5.3.10 and 2.70.4 NMAC):
  - a) Construction, Alterations, or Demolition (All Forms)
  - b) Revenue Bond Forms (1, 1-A, 4, 5, 6)
  - c) Property Acquisition – Purchase, Lease, or Donation (Forms 1, 1-A, 3, 4, 5, 6)
  - d) Property Disposition – Sale or Trade (Forms 1 and 6)
5. A site plan or plat, as-builts or completed preliminary floor plan drawings, including elevations, with each space identified as to function. (Required for all project categories)
6. Supporting Documentation for Funding Sources. (Required for project category a, b, and c)
7. Certificate of Adequate Parking. (Only required for new construction and property acquisition)
8. Evidence of Energy Measures (Required for project category a and c)
9. Form 1 – Project Information
10. Form 1-A – Institutional and General Information
11. Form 2 – Space Information
12. Form 3 – Estimated Utilities Costs
13. Form 4 – Proposed Project Costs
14. Form 5 – Proposed Project Square Footage and Funding Sources
15. Form 6 – Certification by Governing Board
16. Completed Presenter Information Sheet

# NEW MEXICO HIGHER EDUCATION DEPARTMENT

## FORM 1: PROJECT INFORMATION

*Spell out and define all acronyms*

**Institution:** New Mexico Junior College

**Original:**  **Date:** 10/09/2024

**Project title:** Western Heritage Museum Exterior Improvements

**Revision:**  **Date:**

**Location of Facility:** New Mexico Junior College Campus

**Age of Facility:** 2005

**Date of Last Improvement:** Roof was replaced in 2022

**Types of Space within Facility:** Lea County Hall of Fame, Galleries, Theatre, Preservation Room, Meeting Space, Office

**Gross Square Footage of Facility:** 24,213

**Gross Square Footage Offset:** N/A

### General Nature of Use and User Groups within Facility:

The Western Heritage Museum is located on the campus of New Mexico Junior College and serves the community of southeast New Mexico. Embedded in the museum is the Lea County Cowboy Hall of Fame which strives to be the regional leader in the preservation and exhibition of artifacts and materials documenting cowboy and ranching heritage. This partnership has provided the opportunity to offer more educational programs, more cultural events, and explore the initial history of the region and up to the modern age of oil and gas. of offices and meeting spaces.

### Detailed Scope of Work and Impact to User Groups:

This scope of work ensures a systematic and efficient approach to replacing the exterior with steel panels, enhancing the longevity and appearance of NMJC's facilities while adhering to safety and quality standards.

1. Site Assessment and Preparation - Conduct a thorough inspection of the existing stucco surface to identify areas of concern (e.g., cracks, moisture damage). Develop a detailed plan for addressing any underlying issues prior to installation. Ensure the work area is secure and accessible for construction activities.
2. Materials- High-quality 22-gauge steel panels that meet industry standards for durability and aesthetics. Using fasteners, insulation materials, and sealants to ensure proper installation and weatherproofing. Ensure all materials comply with local building codes and regulations.
3. Removal of Loose Materials - Remove any loose or damaged stucco to create a solid foundation for the steel panels. Clean the existing stucco surface to remove debris that could affect installation.
4. Installation of Insulation - Install insulation panels to enhance thermal efficiency and soundproofing.
5. Installation of Steel Panels - Install a metal framework to provide a secure base for the steel panels. Ensure proper spacing and alignment for optimal panel installation. Securely attach the 22-gauge steel panels over the existing stucco using appropriate fasteners. Ensure that panels are installed in a staggered pattern to minimize seams and enhance aesthetics. Install panels starting from the bottom and working upwards, ensuring proper overlap for water drainage.
6. Finish-outs - Apply weatherproof sealant along all seams and edges to prevent water infiltration. Ensure that any openings, such as windows and doors, are properly flashed and sealed. Inspect the installation for any gaps or irregularities and address them accordingly. Clean the site of all construction debris and materials, ensuring a safe environment upon project completion. Provide a maintenance plan

### Impact to User Groups:

While the exterior steel panel replacement project may pose temporary inconveniences to various user groups, the long-term benefits—improved safety, aesthetics, and operational efficiency—will positively impact the overall NMJC community. Effective communication and planning will be crucial in minimizing disruptions and maximizing the project's benefits for all stakeholders involved.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT**  
**FORM 1: PROJECT INFORMATION (con't)**

**Institution:** New Mexico Junior College

**Original:**  **Date:** 10/09/2024

**Project title:** Western Heritage Museum Exterior Improvements

**Revision:**  **Date:**

Description of why this project is needed and how it satisfies program needs/enrollment/mission:

Strong values to New Mexico Junior College are engaged with the need for this project. The current exterior of Western Heritage Museum is not only showing signs of wear but also fails to align with our core values of access, responsiveness, effectiveness, excellence, and community involvement. This project aims to replace the aging exterior with durable steel panels, ensuring that our infrastructure reflects our commitment to these values.

1. **Access:** A well-maintained exterior enhances the overall accessibility of our campus. By creating a welcoming and safe environment, we can improve accessibility for all community members, including students, faculty, and visitors.
2. **Responsiveness:** The need for maintenance and repairs on the existing exterior has been a recurring issue. By proactively replacing it with steel panels, we demonstrate our responsiveness to the needs of our community and our commitment to maintaining high standards.
3. **Effectiveness:** Steel panels offer a long-lasting solution that requires less maintenance and provides better insulation. This project will enhance the overall effectiveness of our facilities, ensuring that they serve their purpose efficiently for years to come.
4. **Excellence:** Upgrading to steel panels represents a commitment to excellence in our infrastructure. This not only elevates the aesthetic appeal of our campus but also aligns with our mission to provide a top-notch educational environment.
5. **Community Involvement:** By investing in our facilities, we show the community that we value their support and engagement. This project invites input from community members, fostering a sense of ownership and pride in our institution.

Describe the consequences of this project not receiving approval:

The consequences of this project not receiving approval are as follows:  
In summary, not moving forward with the exterior steel panel replacement project could lead to a cascade of negative consequences that affect safety, perception, finances, and the overall mission of NMJC. Investing in our facilities is essential for fostering a thriving educational environment and maintaining strong community ties.  
1. NMJC facility that does not meet campus values, or community, professional standards for a public facility. Neglecting this project undermines NMJC's commitment to excellence and responsiveness, signaling a lack of investment in the institution's future and the well-being of its community.  
2. General attendance or events may be disrupted extensively due to stucco failure. The failures can lead to immediate, unplanned repairs. Due to safety and logistical concerns, NMJC would be searching for new accommodations, or unfulfilled commitments.  
3. Failure to address the aging exterior will likely lead to further deterioration, resulting in costly repairs and potential structural issues that could compromise safety and accessibility. Continuing to maintain the current exterior will require ongoing resources for repairs and upkeep, which could ultimately exceed the cost of a one-time replacement.

Was this project included in the annual Capital Outlay Plan submitted to HED. If yes provide year included. If not, provide reason why:

No. As time has gone on the bad areas have gotten worse and the damage has spread making us believe that patching would only work for the currently exposed failures leaving the rest of the building susceptible to continued deterioration of the stucco. Leaving the building in the same condition is untenable and must now have a definitive resolution.

If this request was included in a previous recommendation for Legislative funding, provide information on differences from initial recommendation to current project request:

N/A

Provide detailed information on the impact this project will have on Operations and Maintenance budgets? What source of funding will be used to cover these costs?

The impact of this project will eliminate ongoing maintenance issues due to failure of the stucco system. Budget and resources will also be reduced by the lack of repairs needed to fix problem areas of the stucco walls. Maintaining the new steel panel exterior will require routine inspection of seals, which is a nominal cost to the college.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT  
FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION**

**Institution:** New Mexico Junior College

**Original:**  **Date:** 10/09/2024

**Project title:** Western Heritage Museum Exterior Improvements

**Revision:**  **Date:**

| <b>Current Total On-Campus Enrollment – Fall Semester</b> |   |
|---|---|
| Head Count: <u>2120</u>                                   | FTE: <u>1432.53</u>                                     |
| <5> % Growth from <b>previous year</b>                    | <8.7> % Average growth in previous <b>5-year period</b> |

| <b>Current Total Off-Campus Enrollment (web-based or Distance Ed., etc.) – Fall Semester</b> |  |
|--|--|
| Head Count: <u>1544</u>  | FTE: <u>481</u>  |
| <u>15.7</u> % Growth from <b>previous year</b>   | <15> % Average growth in previous <b>5-year period</b> |

| <b>Tuition – Fall Semester</b>  |   |                                      |
|---|---|--------------------------------------|
| Current Tuition Per Credit Hour: \$ <u>40.00</u>                        | Current Tuition Per Semester: \$ \$ <u>600.00</u>             |                                      |
| Month/year per semester tuition was last increased: <u>March / 2021</u> | Amount of last per semester tuition increase: \$ <u>15.00</u> | <u>3</u> % Change from last increase |

| <b>Program Enrollment Being Served by this Project – Fall Semester</b> |  |
|--|--|
| Head Count: <u>2120</u>  | FTE: <u>1432.53</u>                                      |
| <5> % Growth from <b>previous year</b>                                 | <8.7> % Average growth in previous <b>10-year period</b> |

| <b>Bonding Information</b><br>(to be completed if local bond proceeds are used for project funding) |   |
|---|---|
| Assessed Valuation: _____   | Month/year of most recent local bond issue: _____ / _____ |
| Outstanding Debt: _____   |   |
| Available Capacity: _____   |   |

| <b>Project Schedule</b>  |   |
|--|---|
| Month/year proposed construction start date: <u>Dec / 2024</u> | Month/year proposed construction completion date: <u>May / 2025</u> |

Comments:

Installation of the exterior steel panels is planned to last 6 months.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT  
FORM 2: SPACE INFORMATION**

**Institution:** New Mexico Junior College

**Original:**  **Date:** 10/09/2024

**Project title:** Western Heritage Museum Exterior Improvements

**Revision:**  **Date:**

List the Net Assignable Square Feet (NASF) and Net Usable Square Feet (NUSF) of spaces to be constructed, altered, or demolished by this project. Definitions of classifications used below may be found in "Postsecondary Education Facilities Inventory and Classification Manual" (FICM) published by the U.S. Department of Education.

| CLASSIFICATION CODE                                | TYPE OF SPACE          | DEMO | NEW | ALTERATION | % OF NUSF (NEW & ALT) |                  |
|--|------------------------|------|-----|------------|-----------------------|------------------|
| 100  | Classroom              | 0    | 0   | 0          | 0                     |                  |
| 200  | Laboratory             | 0    | 0   | 0          | 0                     |                  |
| 300  | Office                 | 0    | 0   | 0          | 0                     |                  |
| 400  | Study                  | 0    | 0   | 0          | 0                     |                  |
| 500  | Special                | 0    | 0   | 0          | 0                     |                  |
| 600  | General                | 0    | 0   | 0          | 0                     |                  |
| 700  | Support                | 0    | 0   | 0          | 0                     |                  |
| 800  | Health                 | 0    | 0   | 0          | 0                     |                  |
| 900  | Residential            | 0    | 0   | 0          | 0                     |                  |
| <b>TOTAL NET ASSIGNABLE AREA (NASF)</b>            |                        | 0    | 0   | 0          | 0                     |                  |
| WWW  | Circulation Area       | 0    | 0   | 0          | 0                     |                  |
| XXX  | Building Services Area | 0    | 0   | 0          | 0                     |                  |
| YYY  | Mechanical Area        | 0    | 0   | 0          | 0                     |                  |
| <b>TOTAL NONASSIGNABLE AREA</b>                    |                        | 0    | 0   | 0          | 0                     | <b>NIC SQ FT</b> |
| <b>TOTAL NET USABLE AREA (NUSF)</b>                |                        | 0    | 0   | 0          | 0                     | 0                |
| <b>TARE</b>  |                        | 0    | 0   | 0          |                       | <b>TOTALS</b>    |
| <b>TOTAL PROJECT GROSS SQUARE FEET</b>             |                        | 0    | 0   | 0          |                       | 0                |
| <b>FINAL PROJECT GROSS SQUARE FEET</b>             |                        |      |     |            |                       | 0                |
| <b>ORIGINAL BUILDING GROSS SQUARE FEET</b>         |                        |      |     |            |                       | 0                |
| <b>FINAL BUILDING GROSS SQUARE FEET</b>            |                        |      |     |            |                       | 0                |
| <b>FINAL BUILDING GROSS SQUARE FEET DIFFERENCE</b> |                        |      |     |            |                       | 0                |

**NEW MEXICO HIGHER EDUCATION DEPARTMENT  
FORM 3: ESTIMATED UTILITY COSTS AND ENERGY EFFICIENCY MEASURES**

**Institution:** New Mexico Junior College

**Original:**  **Date:** 10/09/2024

**Project title:** Western Heritage Museum Exterior Improvements

**Revision:**  **Date:**

This form is designed to estimate the project's effect on current utilities costs, and to note submittal of supporting documentation related to Energy Saving Measures incorporated into the project.

| FORMULA                              | CURRENT EXPENSES | PROJECTED ANNUAL EXPENSES AFTER COMPLETION | DIFFERENCE BETWEEN CURRENT AND PROJECTED (+ OR -) |
|--------------------------------------|------------------|--|---|
| Eligible GSF: <u>24,213</u> x \$3.75 | \$ 285,247.00    |  |   |

Check applicable boxes below:

Space is non I&G  
(Comment Required)

Target Finder attached

LEED Checklist attached

Project Green Screen Features and Comments. Describe, in detail, the energy measures being implemented:

The effect on current energy costs are expected to improve by installing continuous insulation over the existing wall, greatly improving the energy efficiency without adding a lot of R value. Stucco system is not being removed and therefore positively impacting the environment.

This project is a building repair project and we believe Target Finder or LEED do not apply. There is not any new mechanical work so Target Finder can not be figured. There is not any new electrical so the Energy Star can not be figured.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT  
FORM 4: PROPOSED PROJECT COSTS**

**Institution:** New Mexico Junior College

**Original:**  **Date:** 10/09/2024

**Project title:** Western Heritage Museum Exterior Improvements

**Revision:**  **Date:**

**I. PROJECT BUDGET**

| EXPENDITURES                            | ITEMS INCLUDED IN TOTAL COST FOR EACH EXPENDITURE  | ORIGINAL SUBMISSION |             | BUDGET REVISION |
|---|--|---------------------|-------------|-----------------|
|   |  | NEW CONSTRUCTION    | ALTERATIONS |                 |
| <b>A. Building Cost</b>                 |  |                     |             |                 |
| 1. General                              | Building Labor, Materials, All Signage, Material Testing & Seismic Testing   | \$ 1,664,340.00     |             |                 |
| 2. Mechanical/Plumbing                  | Controls, Fire Suppression Systems, Test & Balance   |                     |             |                 |
| 3. Electrical                           | Lighting Control Systems, Performance Testing  |                     |             |                 |
| 4. Special Systems (voice, data, other) | Voice/Data, Wiring Performance Testing, Audio/Video infrastructure, Access Control, Security/Camera's, Fire Alarms |                     |             |                 |
| 5. Demolition                           | Interior Demo, HAZMAT & Abatement  |                     |             |                 |
| <b>BUILDING COST SUBTOTAL</b>           |  | \$ 1,664,340.00     | \$ 0.00     | \$ 0.00         |
| <b>B. Built-in Equipment</b>            | Equipment permanently attached to building and/or infrastructure (Fume hoods, autoclaves, and lab casework)        |                     |             |                 |
| <b>C. Site Development</b>              |  |                     |             |                 |
| 1. Utilities, Infrastructure            | Utilities 5' beyond new building perimeter, relocations and tunnels  |                     |             |                 |
| 2. Landscaping/Site Improvements        | Free standing lighting, hardscapes, parking  |                     |             |                 |
| 3. Demolition                           | Building, Site or Parking Removal  |                     |             |                 |
| <b>TOTAL CONSTRUCTION COST (T.C.C.)</b> |  | \$ 1,664,340.00     | \$ 0.00     | \$ 0.00         |



## NEW MEXICO HIGHER EDUCATION DEPARTMENT

|   |   |                        |                |                |
|---|---|------------------------|----------------|----------------|
| D. Construction Contingency                         | Not more than 5% for new Construction or 10% for renovations of Total Construction Cost (T.C.C.)  | \$ 166,434.00          |                |                |
| E. Professional Fees                                |   |                        |                |                |
| 1. Architectural/Engineering                        | Planning, Programming, Design thru Construction and Specialized Services  | \$ 42,184.00           |                |                |
| 2. Project Administration                           | PM Fees, Construction Manager at Risk (CMAR) Pre-Construction Services, IT Admin Fees, Parking Mitigation, Consultant Services, Tax Segregation services fee, Project Reserve | \$ 151,122.00          |                |                |
| 3. Surveys/Commissioning                            | Soils Reports, code required commissioning, special inspections   |                        |                |                |
| F. Movable Equipment                                | Special Systems Equipment for the theater, FFE for classrooms, labs and offices   |                        |                |                |
| G. Other  | NMJC provided access control and CCTV   |                        |                |                |
| H. Art in Public Places (1% of State Appropriation) | AIPP or N/A   |                        |                |                |
| I. Gross Receipts Tax                               | GRT is Not Nested within Costs Above. Amount entered will be added to Total Project Budget  | \$ 104,050.00          |                |                |
| J. Gross Receipts Tax                               | GRT is Nested within Costs Above. Amount entered is included in Total Project Budget  |                        |                |                |
| <b>TOTAL PROJECT BUDGET</b>                         |   | <b>\$ 2,128,130.00</b> | <b>\$ 0.00</b> | <b>\$ 0.00</b> |

**Comments:**

Provide information on how the above cost estimates were developed. If developed by an A/E firm, provide the name of the firm and method used for estimating. If developed by the institution, provide method used for estimating.

The cost estimate was developed by Bradbury Stamm Construction and is a Cooperative Educational Services (CES) vendor.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT  
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE  
AND FUNDING SOURCES**

**Institution:** New Mexico Junior College

**Original:**  **Date:** 10/09/2024

**Project title:** Western Heritage Museum Exterior Improvements

**Revision:**  **Date:**

| <b>COSTS PER GROSS SQUARE FOOT (GSF)</b> |                                       |   |                     |
|--|---------------------------------------|---|---------------------|
|  | <b>Cost<br/>(Items A-C on Form 4)</b> | <b>GSF<br/>for New Construction<br/>NUSF for Alteration</b> | <b>Cost per GSF</b> |
| New Construction                         | \$ 1,664,340.00                       | 0   | infinity            |
| Alterations                              | \$ 0.00                               | 0   | NaN                 |

| <b>RATIO OF NET USABLE TO GROSS SQUARE FEET (NUSF/GSF)</b> |   |            |                           |
|--|---|------------|---------------------------|
|  | <b>NUSF<br/>(same as total from<br/>Form 2)</b> | <b>GSF</b> | <b>RATIO NUSF/GSF (%)</b> |
| New Construction   | 0   | 0          | NaN                       |
| Alterations  | 0   | 0          | NaN                       |

| <b>FUNDING SOURCE</b>  |  |                            |
|--|--|----------------------------|
| Enter the source of funding for the project.<br>Total must match the total project budget on Form 4. |  |                            |
| <b>Funding Source and Description</b>  | <b>Original<br/>Submission</b>   | <b>Budget<br/>Revision</b> |
| <small>Appropriation Code</small>  | <small>Description of Funding Type and Source of Funds</small>   |                            |
| Pending  | NMJC Western Heritage Museum Improvements<br>GF2024, DFA#, SB275, Laws of 2024, Chapter 66, Section 15/9 | \$ 200,000.00              |
|  | Other Funding Sources: NMJC Mill Levy Funds<br>(FY24 Oil & Gas Mill Levy Allocation: \$1,928,130)        | \$ 1,928,130.00            |
| <b>Total:</b>  |  | \$ 2,128,130.00            |
|  |  | \$ 0.00                    |

List State Appropriations as follows: Bond Series #: GOBxx or STBxx or GF 20xx, DFA #: A0x-xxxx), SBxxx or HBxxx, Laws of 20xx, chapter x, and section x. This information is available on the CPMS website at <http://cpms.dfa.state.nm.us/>. For all other funding, list revenue source and year budgeted.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT  
FORM 6: CERTIFICATION BY GOVERNING BOARD**

**Institution:** New Mexico Junior College

**Original:**  **Date:** 10/09/2024

**Project title:** Western Heritage Museum Exterior Improvements

**Revision:**  **Date:**

**ORIGINAL CERTIFICATION**

I hereby certify, on the basis of the information contained in Forms 1 through 5 of this capital project submittal and all attached supporting documentation, if appropriate, that the Governing Board approved the original submission of this project at its meeting on October 17, 2024.

Certified:

Dr. Derek Moore

\_\_\_\_\_  
Printed Name of President/Chancellor

\_\_\_\_\_  
Signature

**REVISED SUBMISSION CERTIFICATION**

I hereby certify that the Governing Board approved this Revised Submission at its meeting on \_\_\_\_\_.

Certified:

\_\_\_\_\_  
Printed Name of President/Chancellor

\_\_\_\_\_  
Signature

# **Bradbury Stamm** Construction Since 1923

|                                      |              |
|--------------------------------------|--------------|
| <b>NMJC Western Heritage Museum</b>  | <b>FINAL</b> |
| September 6, 2024                    |              |
| 1 Thunderbird Circle Hobbs, NM 88240 |              |
| Dekker                               |              |

| Description                  |                           | BASE BID         |
|------------------------------|---------------------------|------------------|
| 01 A                         | GENERAL CONDITIONS        | 323,327          |
| B                            | FIELD WORK SUMMARY SHEET  | 62,472           |
| C                            | FIELD LABOR SUMMARY SHEET | 79,714           |
| D                            | PERMITS AND FEES          | 2,640            |
| 06 A                         | ROUGH CARPENTRY           | 8,682            |
| B                            | MISCELLANEOUS CARPENTRY   | 25,540           |
| 07 B                         | BUILDING INSULATION       | 117,948          |
| E                            | COPING                    | IN 07F           |
| F                            | METAL WALL PANELS         | 1,044,017        |
| H                            | SEALANTS                  | IN 07F           |
| <b>Direct Cost</b>           |                           | 1,664,340        |
|                              |                           | Subtotal         |
|                              |                           | 1,664,340        |
| OH & P                       |                           | 8.00%            |
|                              |                           | Subtotal         |
|                              |                           | 1,797,487        |
|                              |                           | Bond             |
|                              |                           | 17,975           |
|                              |                           | Subtotal         |
|                              |                           | 1,815,462        |
| <b>Base Bid Total</b>        |                           | <b>Total</b>     |
|                              |                           | 1,815,462        |
| <b>NMGRT @</b>               |                           | <b>5.2500%</b>   |
|                              |                           | 95,312           |
| <b>Base Bid Total w/ Tax</b> |                           | <b>1,910,774</b> |

**DEKKER  
PERICH  
SABATINI**  
Architecture  
in Progress



NMJC Western Heritage Cladding  
1 Thunderbird Circle  
Hobbs, NM 88240

DATE: 08/20/14  
DRAWN: 08/20/14  
CHECKED: 08/20/14  
SCALE: AS SHOWN  
PROJECT: NMJC WESTERN HERITAGE CLADDING  
SHEET: 01-CLADDING  
BY: [Signature]

# NMJC Western Heritage Cladding

**OWNER**  
Western Heritage Museum  
1 THUNDERBIRD CIRCLE  
HOBBS, NM 88240  
(575) 392-4510

**ARCHITECT**  
Dekker/Perich/Sabatini  
7801 JEFFERSON NE, SUITE 100  
ALBUQUERQUE, NM 87109  
(505) 761-9700

**LANDSCAPE ARCHITECT**

**STRUCTURAL ENGINEER**  
Dekker/Perich/Sabatini  
7801 JEFFERSON NE, SUITE 100  
ALBUQUERQUE, NM 87109  
(505) 761-9700

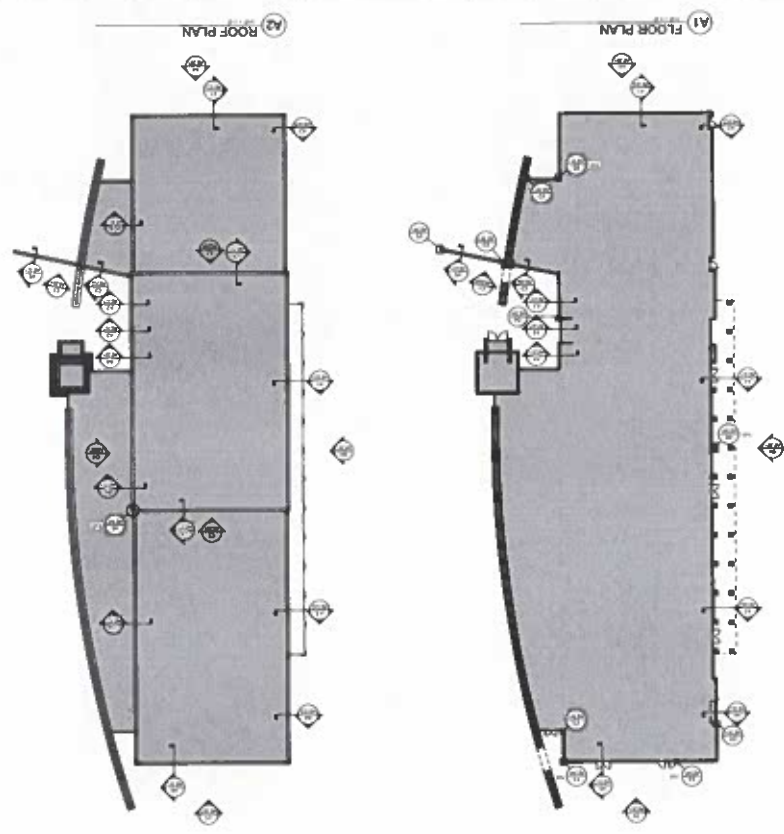
**CIVIL ENGINEER**

**MECHANICAL ENGINEER**

**ELECTRICAL ENGINEER**

DATE: 08/20/14  
DRAWN: 08/20/14  
CHECKED: 08/20/14  
SCALE: AS SHOWN  
PROJECT: NMJC WESTERN HERITAGE CLADDING  
SHEET: 01-CLADDING  
BY: [Signature]  
**For Construction**

10/20/2018



GENERAL SHEET NOTES

SHEET KEYNOTES

REFERENCE KEYNOTES

LEGEND

KEY PLAN

AE101

FLOOR AND ROOF PLAN

DATE: 10/20/2018

PROJECT: NMJC Western Heritage Cladding

LOCATION: 1 Thunderbird Circle, Hobbs, NM 88240

For Construction

NMJC Western Heritage Cladding

1 Thunderbird Circle

Hobbs, NM 88240



**DEKKER**

**PERICH**

**SABATINI**

Architecture In Progress

AE201

EXTENSION ELEVATIONS

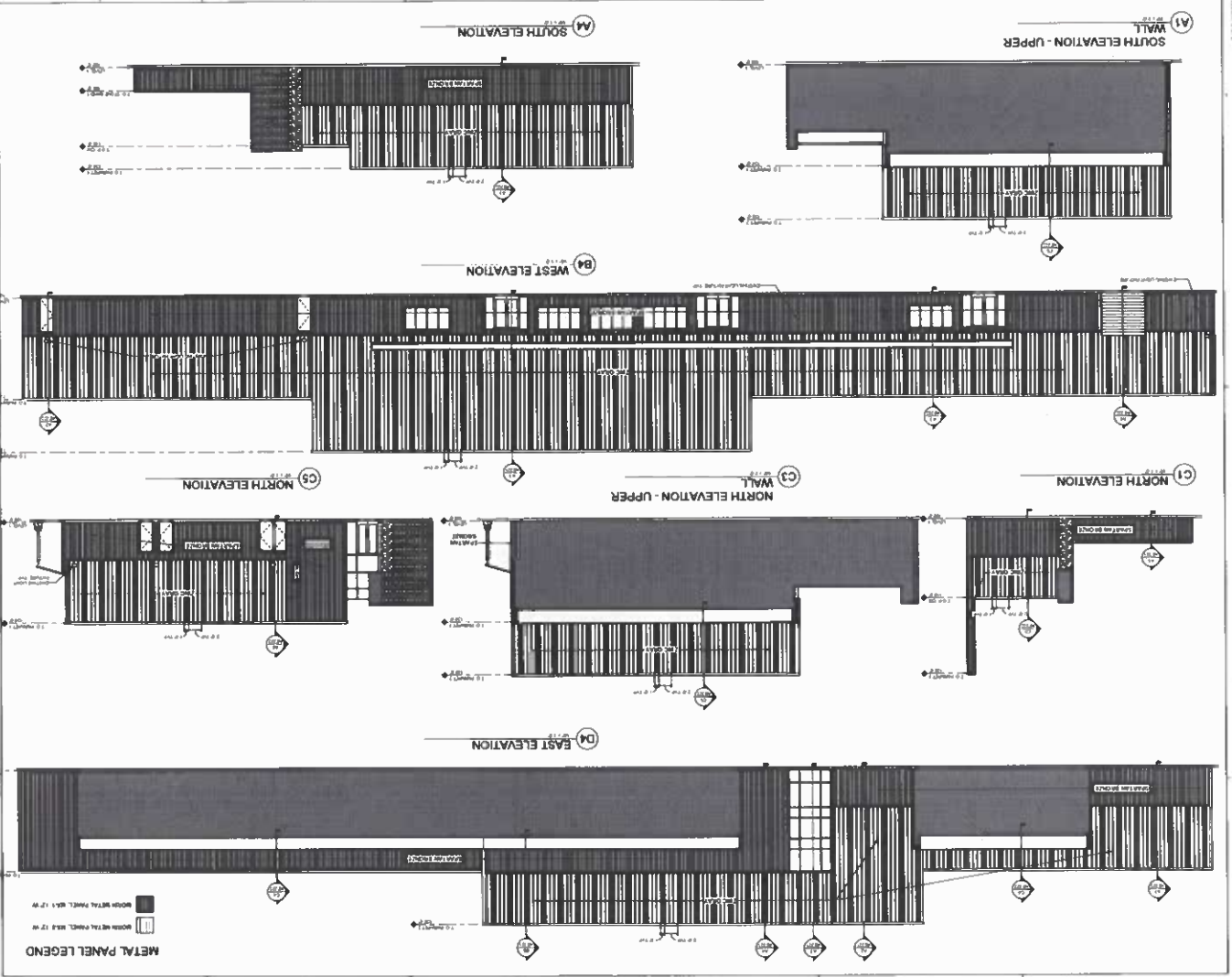
|             |              |
|-------------|--------------|
| DATE        | 11/11/11     |
| PROJECT NO. | 11-0000-01   |
| CLIENT      | 11-0000-01   |
| ARCHITECT   | 11-0000-01   |
| SCALE       | 1/8" = 1'-0" |
| DATE        | 11/11/11     |
| PROJECT NO. | 11-0000-01   |
| CLIENT      | 11-0000-01   |
| ARCHITECT   | 11-0000-01   |
| SCALE       | 1/8" = 1'-0" |
| DATE        | 11/11/11     |
| PROJECT NO. | 11-0000-01   |
| CLIENT      | 11-0000-01   |
| ARCHITECT   | 11-0000-01   |
| SCALE       | 1/8" = 1'-0" |

Construction

**NMHC Western Heritage Cladding**  
 1 Thunderbolt Circle  
 Hobbs, NM 88240



**DEKKER PERICH SABATINI**  
 Architecture  
 In Progress



AE321

WALL SECTIONS

|              |     |
|--------------|-----|
| WALL SECTION | 1   |
| WALL SECTION | 2   |
| WALL SECTION | 3   |
| WALL SECTION | 4   |
| WALL SECTION | 5   |
| WALL SECTION | 6   |
| WALL SECTION | 7   |
| WALL SECTION | 8   |
| WALL SECTION | 9   |
| WALL SECTION | 10  |
| WALL SECTION | 11  |
| WALL SECTION | 12  |
| WALL SECTION | 13  |
| WALL SECTION | 14  |
| WALL SECTION | 15  |
| WALL SECTION | 16  |
| WALL SECTION | 17  |
| WALL SECTION | 18  |
| WALL SECTION | 19  |
| WALL SECTION | 20  |
| WALL SECTION | 21  |
| WALL SECTION | 22  |
| WALL SECTION | 23  |
| WALL SECTION | 24  |
| WALL SECTION | 25  |
| WALL SECTION | 26  |
| WALL SECTION | 27  |
| WALL SECTION | 28  |
| WALL SECTION | 29  |
| WALL SECTION | 30  |
| WALL SECTION | 31  |
| WALL SECTION | 32  |
| WALL SECTION | 33  |
| WALL SECTION | 34  |
| WALL SECTION | 35  |
| WALL SECTION | 36  |
| WALL SECTION | 37  |
| WALL SECTION | 38  |
| WALL SECTION | 39  |
| WALL SECTION | 40  |
| WALL SECTION | 41  |
| WALL SECTION | 42  |
| WALL SECTION | 43  |
| WALL SECTION | 44  |
| WALL SECTION | 45  |
| WALL SECTION | 46  |
| WALL SECTION | 47  |
| WALL SECTION | 48  |
| WALL SECTION | 49  |
| WALL SECTION | 50  |
| WALL SECTION | 51  |
| WALL SECTION | 52  |
| WALL SECTION | 53  |
| WALL SECTION | 54  |
| WALL SECTION | 55  |
| WALL SECTION | 56  |
| WALL SECTION | 57  |
| WALL SECTION | 58  |
| WALL SECTION | 59  |
| WALL SECTION | 60  |
| WALL SECTION | 61  |
| WALL SECTION | 62  |
| WALL SECTION | 63  |
| WALL SECTION | 64  |
| WALL SECTION | 65  |
| WALL SECTION | 66  |
| WALL SECTION | 67  |
| WALL SECTION | 68  |
| WALL SECTION | 69  |
| WALL SECTION | 70  |
| WALL SECTION | 71  |
| WALL SECTION | 72  |
| WALL SECTION | 73  |
| WALL SECTION | 74  |
| WALL SECTION | 75  |
| WALL SECTION | 76  |
| WALL SECTION | 77  |
| WALL SECTION | 78  |
| WALL SECTION | 79  |
| WALL SECTION | 80  |
| WALL SECTION | 81  |
| WALL SECTION | 82  |
| WALL SECTION | 83  |
| WALL SECTION | 84  |
| WALL SECTION | 85  |
| WALL SECTION | 86  |
| WALL SECTION | 87  |
| WALL SECTION | 88  |
| WALL SECTION | 89  |
| WALL SECTION | 90  |
| WALL SECTION | 91  |
| WALL SECTION | 92  |
| WALL SECTION | 93  |
| WALL SECTION | 94  |
| WALL SECTION | 95  |
| WALL SECTION | 96  |
| WALL SECTION | 97  |
| WALL SECTION | 98  |
| WALL SECTION | 99  |
| WALL SECTION | 100 |

For Construction

### NMJC Western Heritage Cladding

1 Thunderbird Circle  
Hobbs, NM 88240



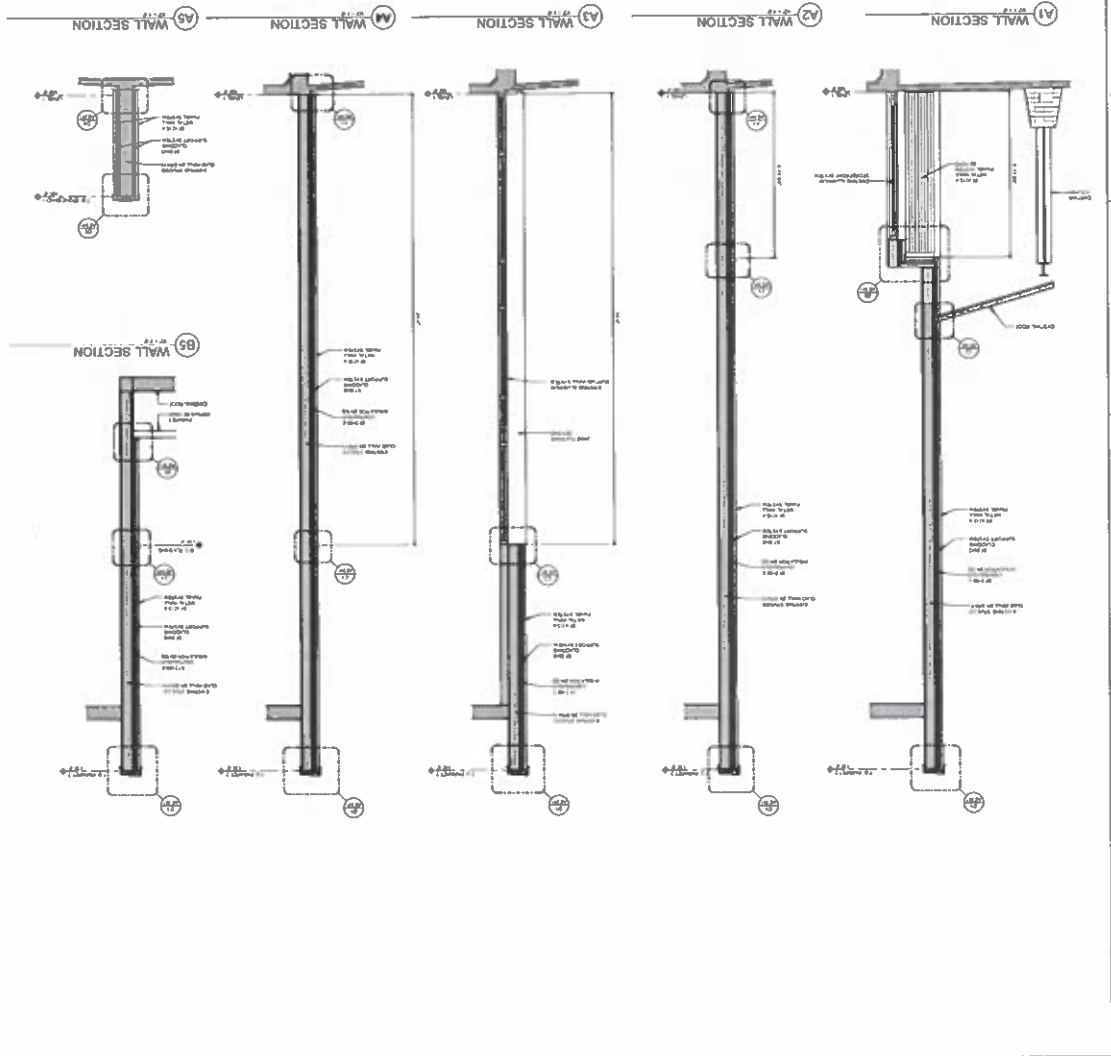
**DEKKER**  
**PERICH**  
**SABATINI**  
Architecture  
in Progress

GENERAL SHEET NOTES

GENERAL SHEET NOTES

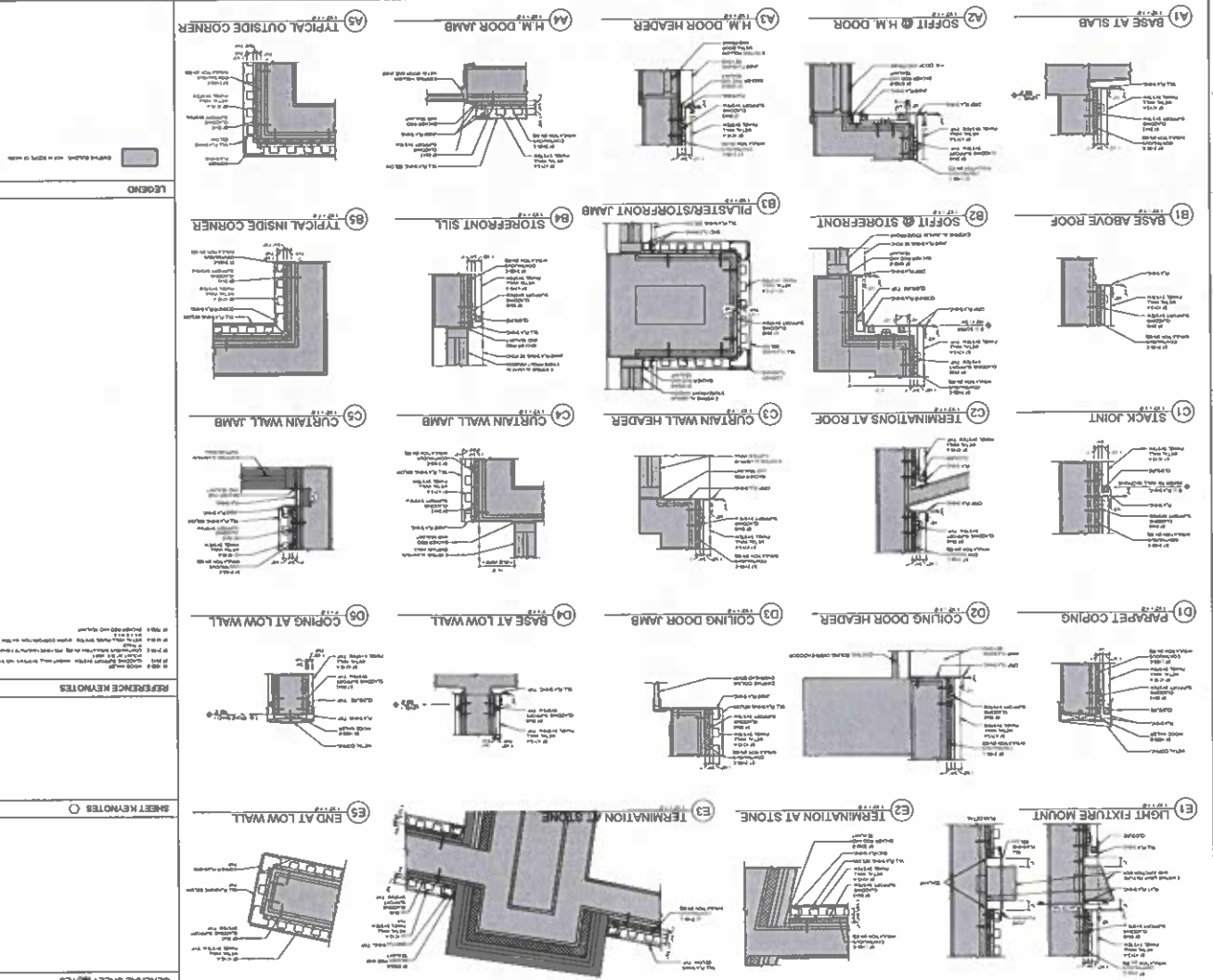
SHEET KEYNOTES

REFERENCE KEYNOTES









GENERAL SHEET NOTES

SHEET KEYNOTES ○

REFERENCE KEYNOTES

1. SEE REFERENCE NOTES FOR MATERIALS AND FINISHES.

2. SEE REFERENCE NOTES FOR INSTALLATION DETAILS.

3. SEE REFERENCE NOTES FOR MAINTENANCE AND REPAIRS.

## Memo

DATE: October 11, 2024  
TO: NMJC Board  
FROM: Pat Chappelle, Board Chair – New Mexico Junior College  
SUBJECT: Out of State Board Travel Request

As per the New Mexico Junior College Board Policy Handbook – Board Travel Policy 301, I am seeking your approval for NMJC Board Members to travel on February 9 through February 12, 2025, to Washington, DC to attend the ACCT National Legislative Summit.

ACCT is a professional organization that represents community college board members. Additionally, the ACCT National Legislative Summit is a premier community college advocacy event that will spotlight on the importance of our nation's community colleges for Congress and the Administration. This event will serve the NMJC Board extremely well for the continued advancement of NMJC.

A legal notice of a potential quorum will be published informing the public that the Board members of NMJC may be in attendance of this event.

Thank you for your consideration.