

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, April 16, 2020
Zia Board Room – Library
& Via GoToMeeting
1:30 pm

AGENDA

- | | |
|---|----------------------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of March 19, 2020 | Pat Chappelle |
| D. President's Report | Kelvin Sharp |
| E. New Business | |
| 1. Consideration of 2020-2021 Budget Recommendation | Kelvin Sharp
Dan Hardin |
| 2. Consideration of President's Contract | Pat Chappelle |
| 3. Monthly Expenditure Reports | Dan Hardin |
| 4. Monthly Revenue Report | Dan Hardin |
| 5. Oil and Gas Revenue Report | Dan Hardin |
| 6. Schedule of Investments | Dan Hardin |
| 7. Fiscal Watch Report | Dan Hardin |
| 8. Consideration of Caster Activity Center Renovation Project & Transfer of Funds | Dan Hardin |
| 9. Consideration of Golf Building State Contract | JoeMike Gomez |
| 10. Consideration of Request for Proposal #132 – Golf Turf | JoeMike Gomez |
| 11. Consideration of Adoption of NMJC Emergency Policy | Scotty Holloman |
| 12. Discussion of NMJC Employee Compensation | Scotty Holloman |
| F. Public Comments | Pat Chappelle |
| • Phone Number (575) 392-5004 | |
| • Fax Number (575) 492-2764 | |
| • Email ksharp@nmjc.edu | |
| G. Determination of Next Board Meeting | Pat Chappelle |
| H. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
MARCH 19, 2020
MINUTES**

The New Mexico Junior College Board met on Thursday, March 19, 2020, beginning at 1:30 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Madam Chair; Mr. Ron Black, Secretary; Mr. Travis Glenn; Mr. Manny Gomez; Mrs. Erica Jones; Ms. Evelyn Rising; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order and welcomed visitors and guests attending by livestream or through Channel 19. As requested by Governor Michelle Lujan Grisham, there were no more than ten people in the meeting room at one time.

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

Upon a motion by Mr. Gomez, seconded by Ms. Rising, the Board unanimously approved the minutes of February 20, 2020.

Under President's Report, Dr. Sharp noted the executive team has been meeting once or twice weekly for preparation of appropriate measures in response to the COVID-19 corona virus. Dr. Sharp noted student success was NMJC's main goal and reported all academic courses have been converted to online classes. He further stated Student Services will continue providing a support system for all students ranging from local to all over the world. In addition, students will also be provided with tutoring and IT support. Dr. Sharp thanked everyone on campus for being a part of the huge undertaking of preparing for all changes taking place on campus. He stated the NMJC executive team would be presenting the plans that have been put in place for the students. Dr. Sharp invited Dr. Sanderson to join the meeting to provide academic updates. Dr. Sanderson reported planning has been in process for approximately three weeks. All academic, career and technical

education classes have been moved to online with the focus for students to complete on time and to graduate. He noted the clear directive was student success with the goal to get students through the end of the semester without losing credit. Approximately 1,000/1,500 students have been moved to online classes and noted they will not return to the classrooms through the semester. He reported face-to-face classes that will continue are the health related and first responder classes. Law Enforcement Academy, with 21 students will continue, while adhering to all safety precautions in their building and dorm areas. Nursing classes are on track to graduate in the spring with clinical hours down to a few hours of clinical time for the second year students. Certified Nursing Assistants (CNA) will continue but due to the closures of nursing homes, students will have difficulty completing clinical hours. NMJC will work with students to complete their classes, transcript their academic credits and provide certificates upon completion of clinical hours. Classes are being recorded for Lea County High School students enrolled by ITV and will be available on servers for students upon their return to class. NMJC will also work with HHS regarding onsite classes to assure dual credit students complete classes. Deans, faculty and teaching assistants will continuously reach out to students to assure success and completion of classes. Ms. Chappelle asked if cosmetology will be placed online. Dr. Sanderson responded the program moved from a two-year program to a one-year program. A large number of the cosmetology students have completed a significant amount of their required hours and remaining hours will be completed online. Summer classes have also been moved to online with no face-to-face classes. Mr. Glenn asked if NMJC had enough equipment for all online classes. Dr. Sanderson responded NMJC has enough equipment and approximately 30 students were provided with laptops.

Dr. Sharp invited Mr. Jeff McCool to report on Workforce Training & Outreach (T&O) updates. Mr. McCool reported Continuing Education classes/activities have been closed, Workforce Training and Professional Development have been closed, Emergency Medical Training (EMT), Clinical Medical Assistant Training, Dental Assistant Training and Pharmacy Technician classes are continuing. Dental Assistant classes were completed last night, Pharmacy Technician classes will finish on April 13, Clinical Medical Assistant classes will finish on April 23, and EMT is scheduled to finish on May 14. The Commercial Driver's License (CDL) Training classes will continue as long as possible. He reported current students

successfully tested on Wednesday and a new CDL class is scheduled to begin on April 6.

Dr. Sharp invited Mrs. Cathy Mitchell to report on Student Services and Housing. Mrs. Mitchell reported housing remains open to accommodate students who were not able to return home. Approximately 35/40 students will remain in housing. Students will be moved to private rooms and will not be sharing rooms. Visitors will not be allowed in housing areas and students will be asked to limit the number of people in a room at one time to six. She further noted housing staff will work in rotation shifts. Quarantine rooms have been identified if needed. Students who travel with plans to return will be asked to identify areas of travel in the event a 14-day quarantine is required. Mrs. Mitchell stated the cafeteria will remain open and provide limited services such as carry out meals. Meals provided will be brunch, dinner and sack lunches. Meals will also continue for LE Academy. Advising/Counseling/Registrar areas are still available to students and sanitizing continues daily. Face-to-face meetings are still available but students are being encouraged to meet with advisors and counselors by via email, phone conference and/or video conference. Counseling staff is reaching out and providing services to assist with anxiety and stress. Advisors are assisting the Academic Success Center with students who have been moved to online courses. Retired laptops have been assigned to students in need of a laptop. The testing center has reduced the number of students testing to below ten at a time and students are able to schedule online. With the cancellation of the athletic season, many athletes have left campus but coaches will continue to assist all athletes off and on campus to ensure a successful semester. Lastly, in compliance with the Governor's ordinance, the Caster Activity Center is closed.

Dr. Sharp invited Mr. Scotty Holloman to join the meeting. Mr. Holloman stated employees traveling during the break will be asked to report travels to the HR office. Students traveling are asked to report areas of travel to Student Services and have been informed that a self-quarantine might be required dependent on the area of travel. In addition, Mr. Holloman stated in 1980, Mr. Finis L. Heidel, a founding board member of NMJC, set up a trust in an approximate amount of \$1.6 million for scholarships to students who graduate from Lea County. He stated funds are open to instate colleges and any type of out of state school allowing

anyone from Lea County to pay instate tuition. Mr. Gene Samberson, a trustee of the account, requested the NMJC Foundation take charge of the scholarship. Mr. Holloman stated an agreement has been prepared and signed allowing funds to go to traditional scholars, students that will attend NMJC, and scholarships to NMJC graduates to complete their education with a bachelor's degree. He further stated assets will be transferred "in-kind" to NMJC through a broker account. Dr. Sharp stated this is a great addition to the foundation and to the future of many NMJC students.

Dr. Sharp invited Mr. Walter Coburn to provide updates of the Law Enforcement Academy (LE). Mr. Coburn reported LE graduated 27 cadets in 2019 and noted approximately 350/400 people attended the graduation. Current enrollment is 21 cadets with three additional cadets from the Santa Fe Academy. He reported Certification by Waiver, which has not been done in the past few years, is being done for police officers or military police from other states. Dispatch Academy will be held next month with approximately nine students and the possible addition of another four/five students. Additional advanced trainings coming up in the year are Firearm Instructor Update scheduled for July and Firearm Instructor Course scheduled for September. Other advanced trainings scheduled include a Firearms Instructor Class and a Defensive Tactics Instructor Update class. Part of Outreach Training included hosting of a NMLEA Defensive Tactic Instructor Course Academy from Santa Fe with area instructors from Chaves, Eddy and Lea Counties and a Tourniquet and Trauma Training with the Tatum Police Department. In addition, he reported the new LE building project is underway and a new firearms simulator will be soon be arriving.

Dr. Sharp directed the Board to review the Board Calendar handout with noted event cancellations.

Under New Business, Dr. Sharp invited Mr. Dan Hardin to present the February 2020 financial reports. Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the Board unanimously approved the Expenditure Report for February 2020. In addition, the Revenue Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Dan Hardin presented a Consideration of Increase of Tuition and Fees. Administration requested approval to increase in-district tuition rates by \$1.00, out of district rates by \$1.00, out of state tuition rate by \$1.00, and approval to increase the General Usage Fee by \$2.00, an increase from \$18.00 to \$20.00. Mr. Gomez asked for the tuition ratio of revenue in the overall budget. Mr. Hardin responded approximately 10% to 12%. Upon a motion by Ms. Rising, seconded by Mr. Black, the Board unanimously approved the request for increase of tuition and fees. In addition, administration requested approval to increase the price of meal plans by \$25.00 per plan per semester. Upon a motion by Mr. Glenn, seconded by Ms. Rising, the Board unanimously approved the request for increase of meal plans per semester.

Dr. Sharp invited Mr. Josh Morgan to present a Consideration of Disposition of Inventory through Public Auction. Mr. Morgan requested approval to sell unused inventory at a public auction. He further noted local schools were notified for interest in any of the equipment. Due to dated equipment, no interest was given. He stated Lea County was also contacted and have claimed various items. Upon approval, the Office of the State Auditor and the Higher Education Department will be notified of NMJC's intentions to dispose of inventory at public auction. Mr. Morgan noted NMJC would wait 30 days from the date of notice to hold a public auction. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved this request.

Dr. Sharp invited Mr. Scotty Holloman to present a consideration to transfer a radio station donated in 2015 by FiveStar Media Corporation to the NMJC Foundation. Mr. Holloman stated the Board of the NMJC Foundation has voted to transfer ownership of the radio station to NMJC, subject to NMJC agreeing to accept said transfer. Upon a motion by Mr. Black, seconded by Mr. Glenn, the Board unanimously approved this request.

Mr. Scotty Holloman presented a request for approval to amend and restate three 403(b) retirement plans. The NMJC Deferral Only 403(b) Plan, the NMJC College Supplemental Retirement Plan, and the NMJC 403(b) Plan. Initial plans adopted by NMJC were prototype plans offered by VALIC Retirement Services. In order to comply with IRS regulations and deadlines, NMJC has worked with VALIC

Retirement Services to prepare amendments and restatements using the VALIC prototypes to benefit from the transition rules. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the resolutions contained in the packet.

Dr. Sharp invited Mr. JoeMike Gomez to present a Request for Proposal #129 – Facility Management System Upgrade with a request to award the bid to Donner Plumbing. Total bid came in at \$3,329,000.00. Upon a motion by Mr. Black, seconded by Ms. Rising, the Board unanimously approved the request.

Mr. JoeMike Gomez presented a Request for Proposal #131 – Golf Simulators with a request to award the bid to Trackman. Total bid came in at \$121,980.00. Upon a motion by Mr. Baeza, seconded by Ms. Rising, the Board unanimously approved the request.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, April 16, 2020 beginning at 1:30 pm.

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

Upon re-convening in open meeting, Ms. Chappelle stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Upon a motion by Mr. Gomez, seconded by Ms. Rising, the board meeting adjourned at 4:45 pm.

Pat Chappelle, Chair

Ron Black, Secretary



Board Budget Work Session
April 16, 2020

Important Budget Priorities

- Build a conservative budget that addresses future NMJC potential needs
- Sensitive to State Issues and Formula Funding – Institutional Share
- Recognize NMJC Staff
- Prioritize Capital Projects to the Board approved MP, SP
- Maintain low Tuition and Fees

Strategic Plan: Realities of our world

- Regulatory uncertainty
- Increased expectations and restrictive rules related to accreditation
- Financial uncertainty
- Student expectations
- Majority of community college students do not complete or transfer

Strategic Plan: Realities of our world

Our greatest resource is our people –

NMJC is a collection of talented people and by working together we can and will make a difference for our students.

Strategic Objectives

Student success

1. Create a great student experience
Focus on engagement and commitment
2. Double the NMJC graduation and completion rate by 2022
3. Increase enrollment
Credit-bearing to 4,000 by 2020
Workforce training
Community education

2020 is forcing some changes

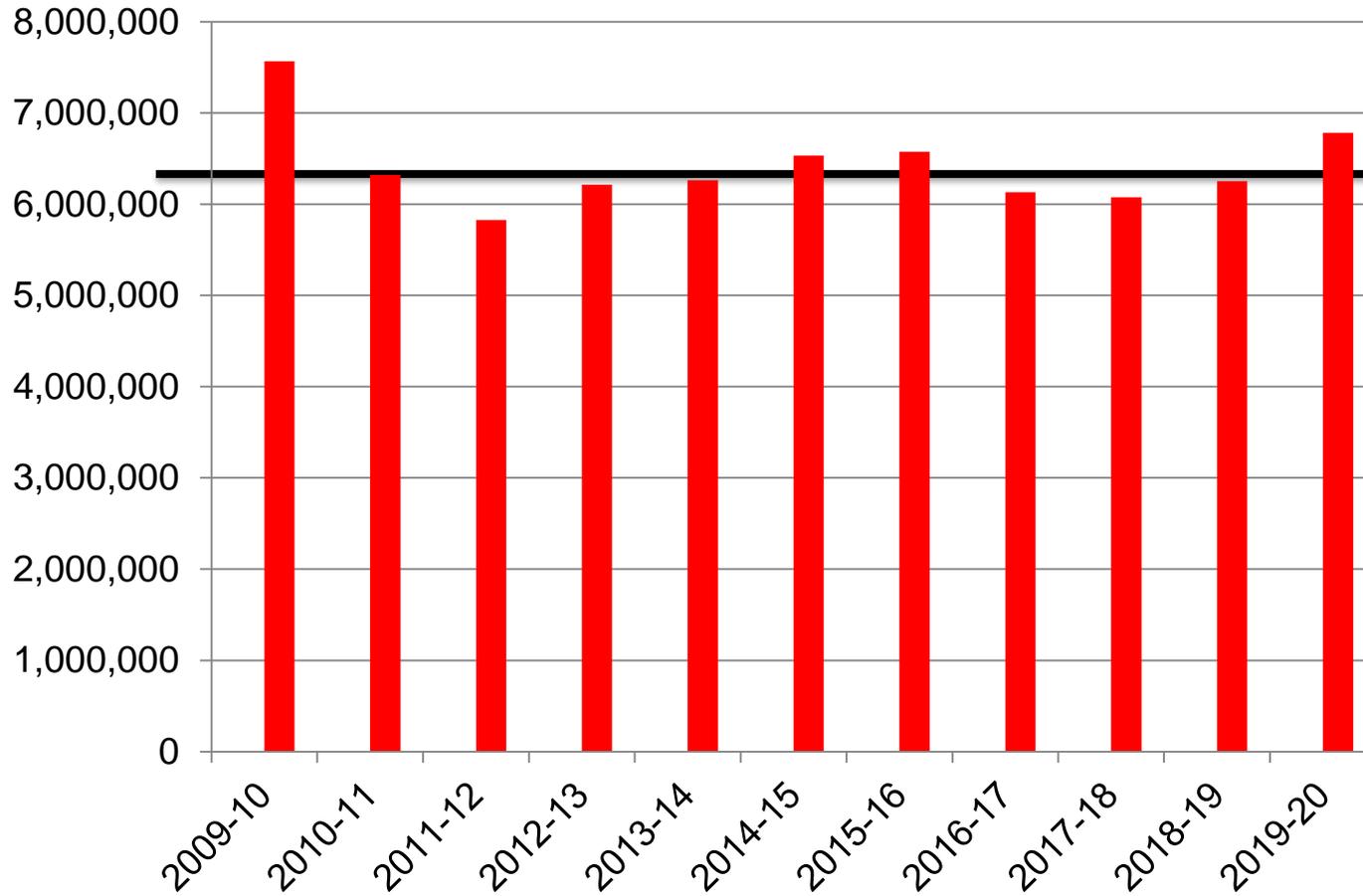
- Our strategic plan objectives remain the same but not exist in a new world:
 - Coronavirus (COVID-19) has forced colleges and universities to move exclusively online.
 - K-12 schools are closed for an extended period affecting how we deliver dual credit.
 - Oil prices have dropped by 2/3rds in less than three months.

New Mexico Junior College Funding Streams

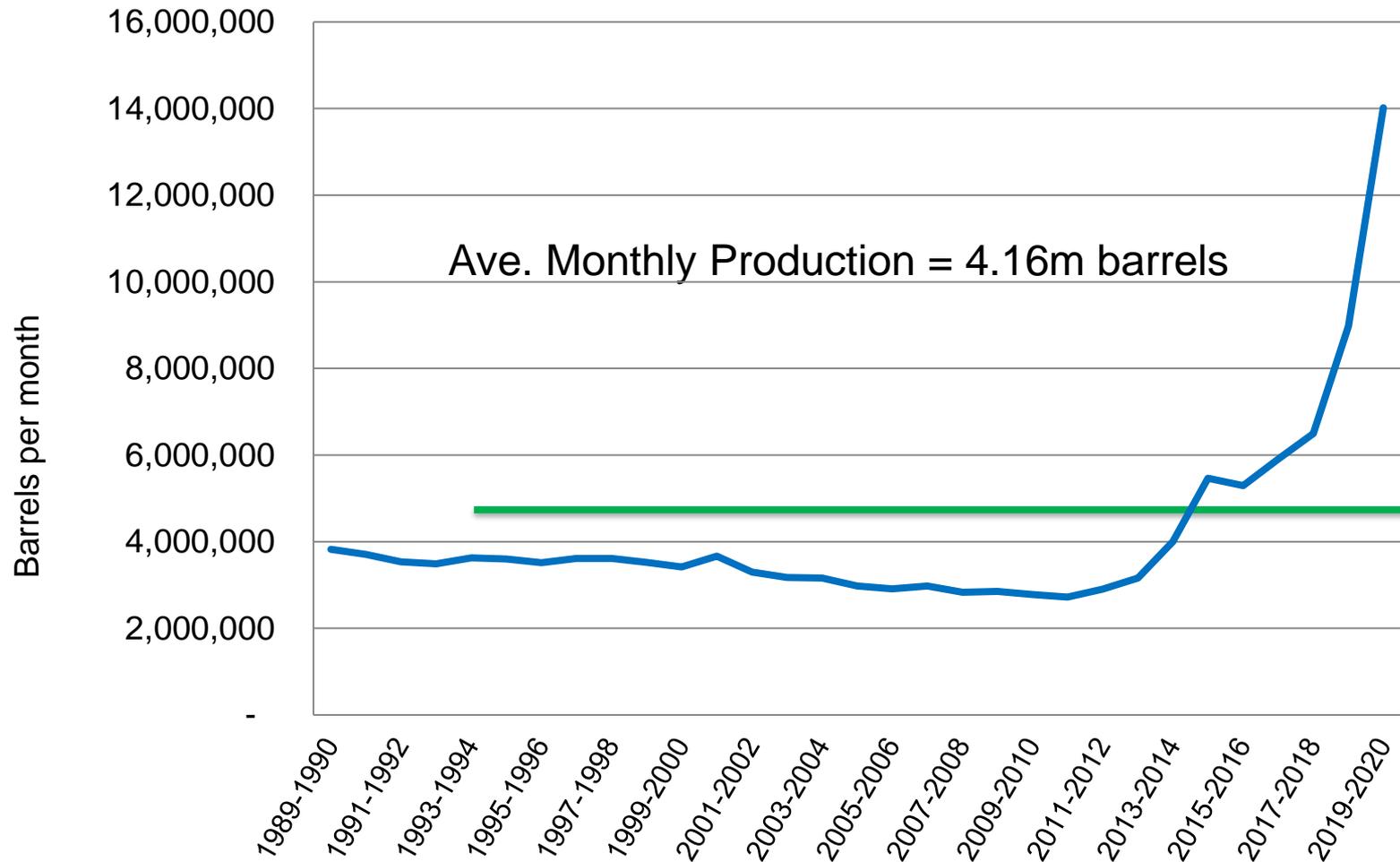
- State Funding
- Tuition and Fees
- Oil and Gas
- Oil and Gas Equipment Tax
- Mill Levy Property Taxes
- Auxiliary Enterprises
- Interest and miscellaneous fees

History of State Appropriations

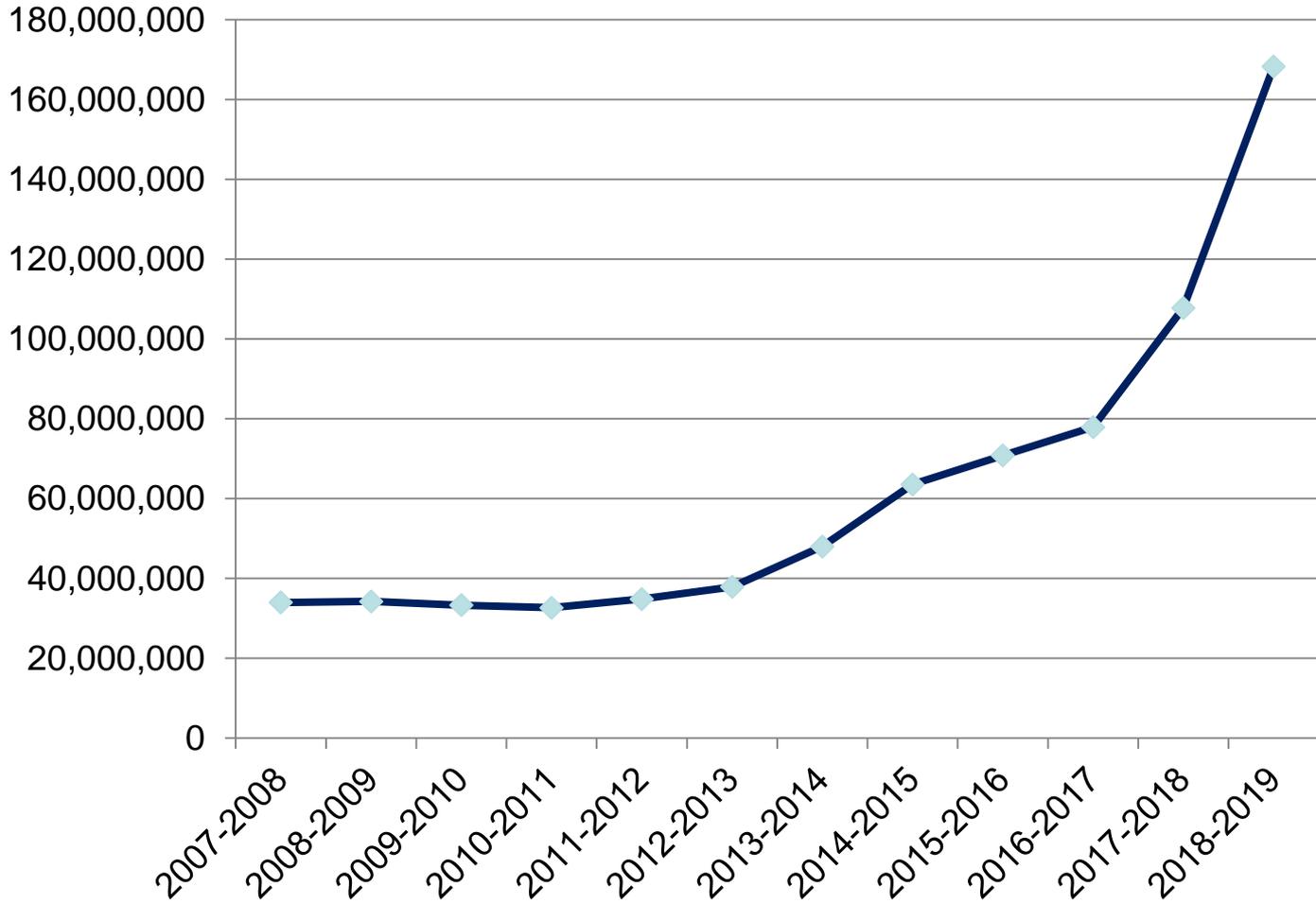
10-year average annual collections = \$6,298,642



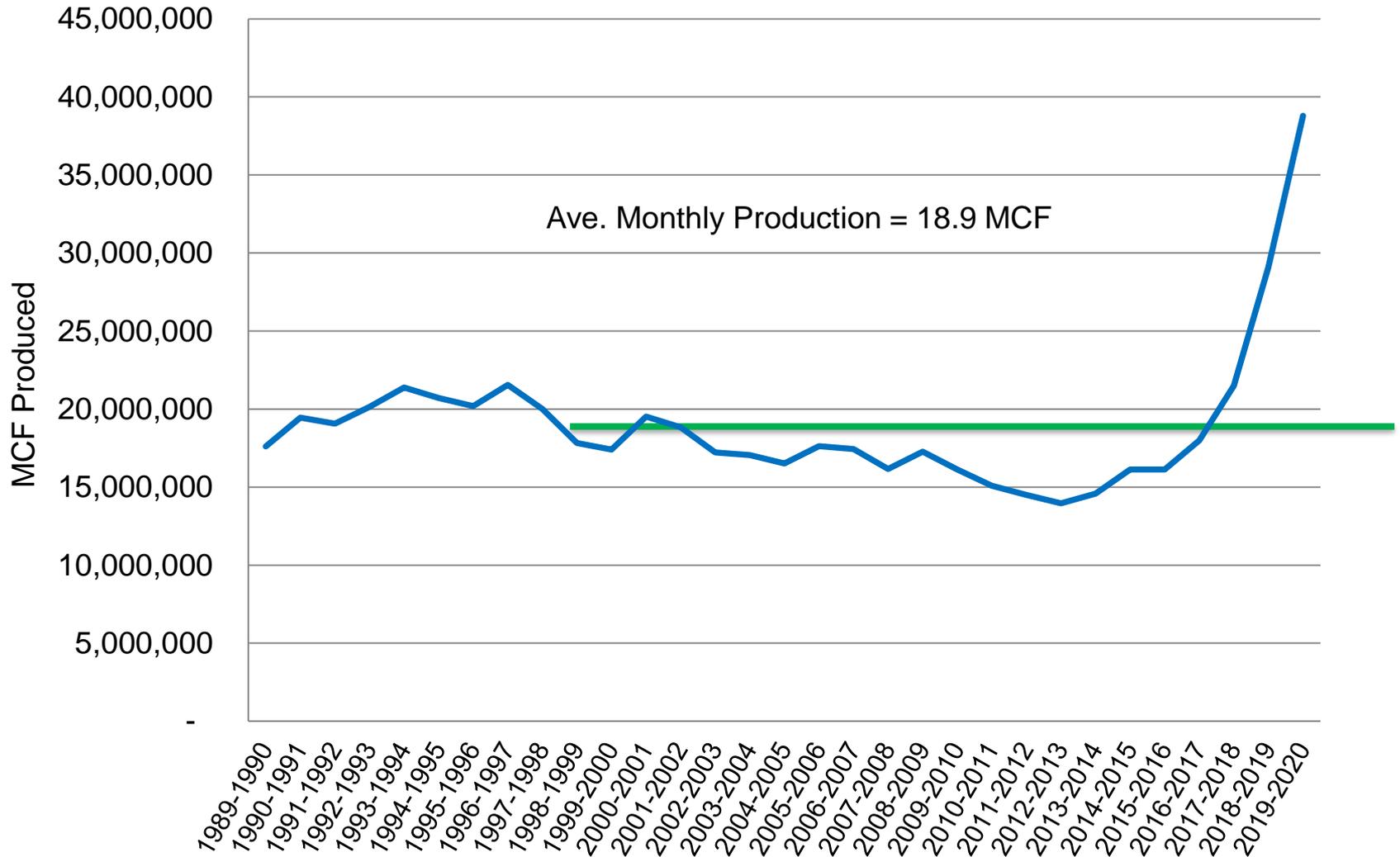
Long-term Average Monthly Oil Production in Lea County (through 2019-20)



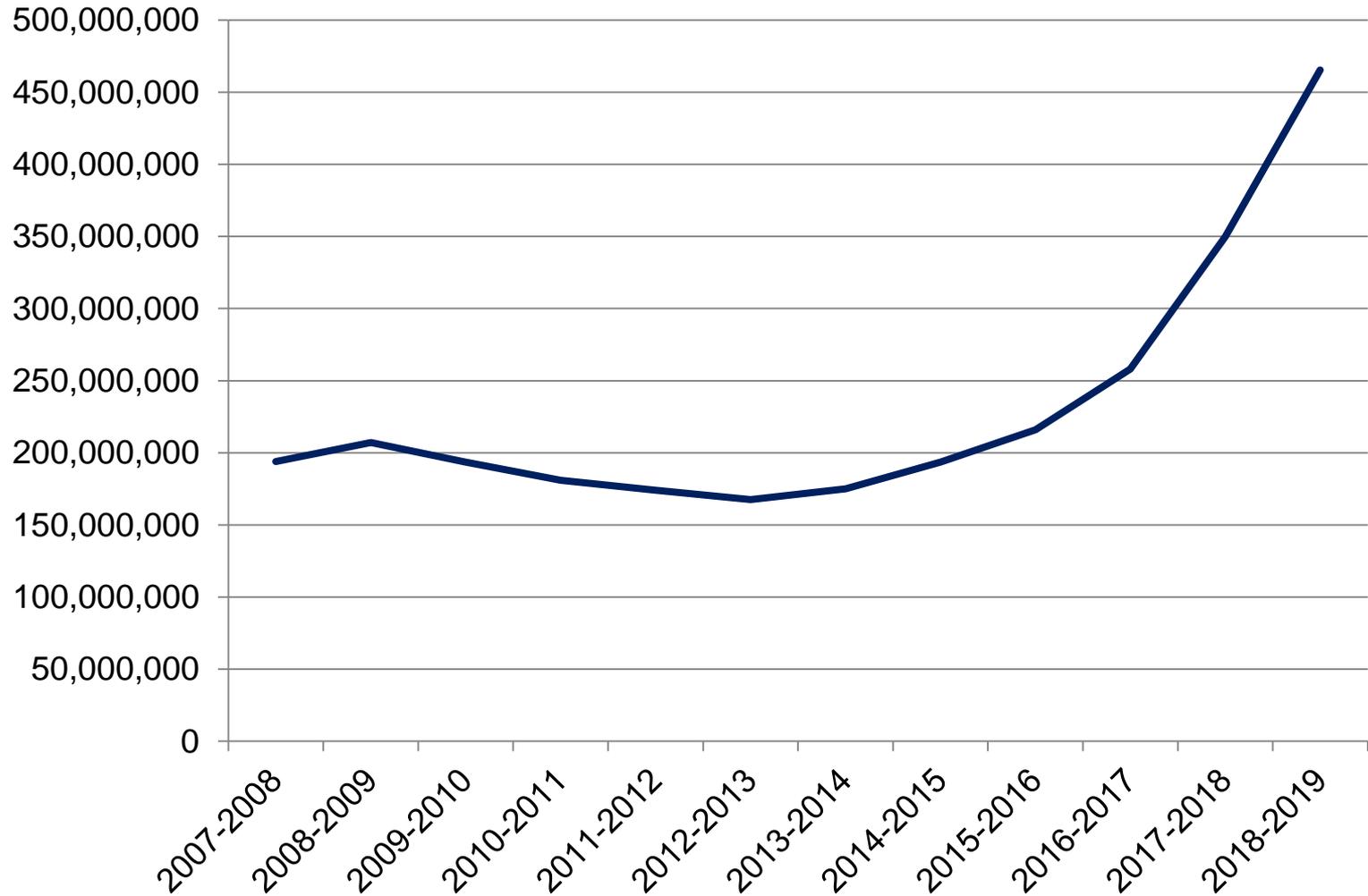
Annual Oil Production in Lea County BBLs 2007/08 through 2018/19



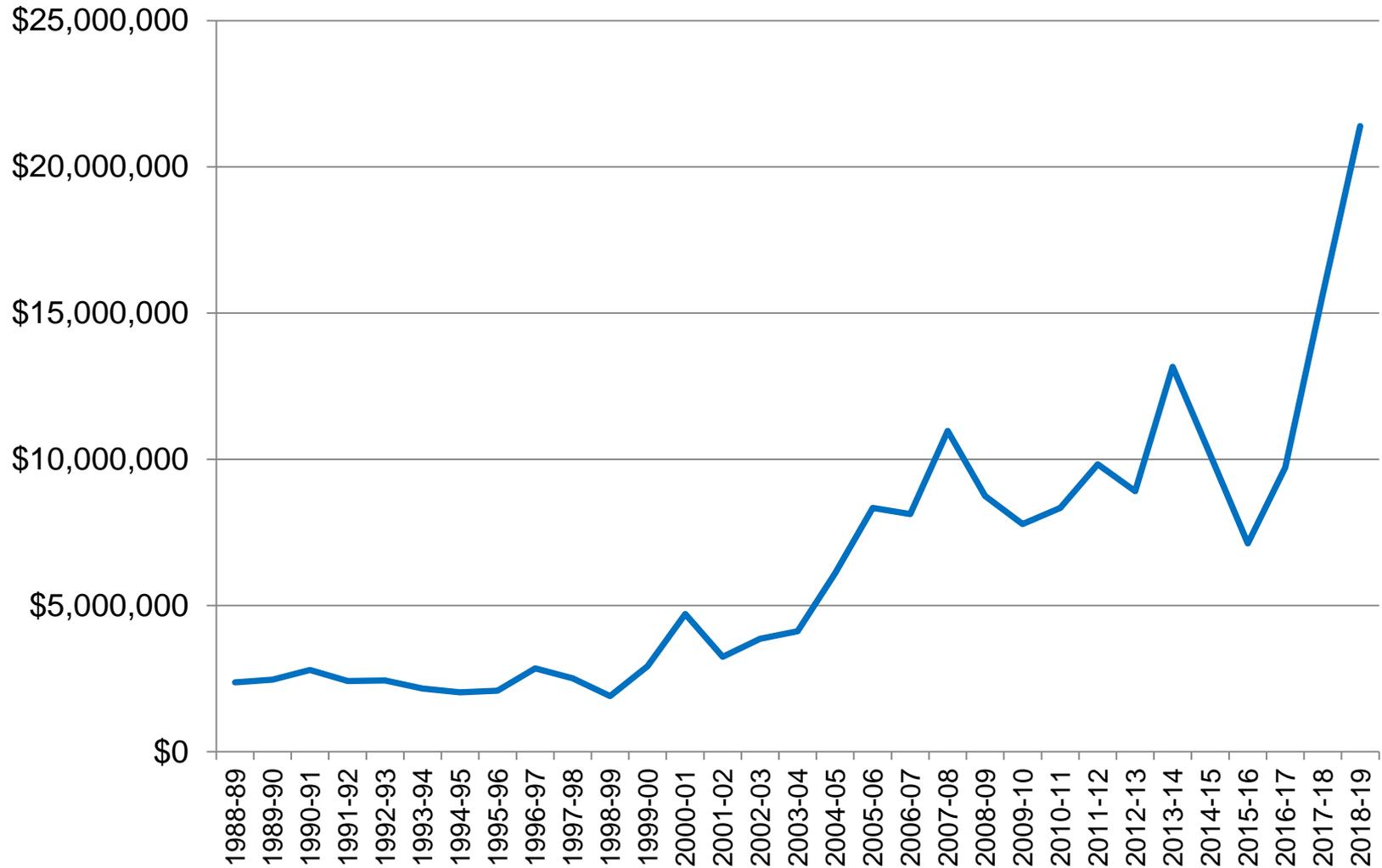
Long-term Average Monthly Gas Production in Lea County



Gas Production in Lea County MCF 2007/08 through 2018/19

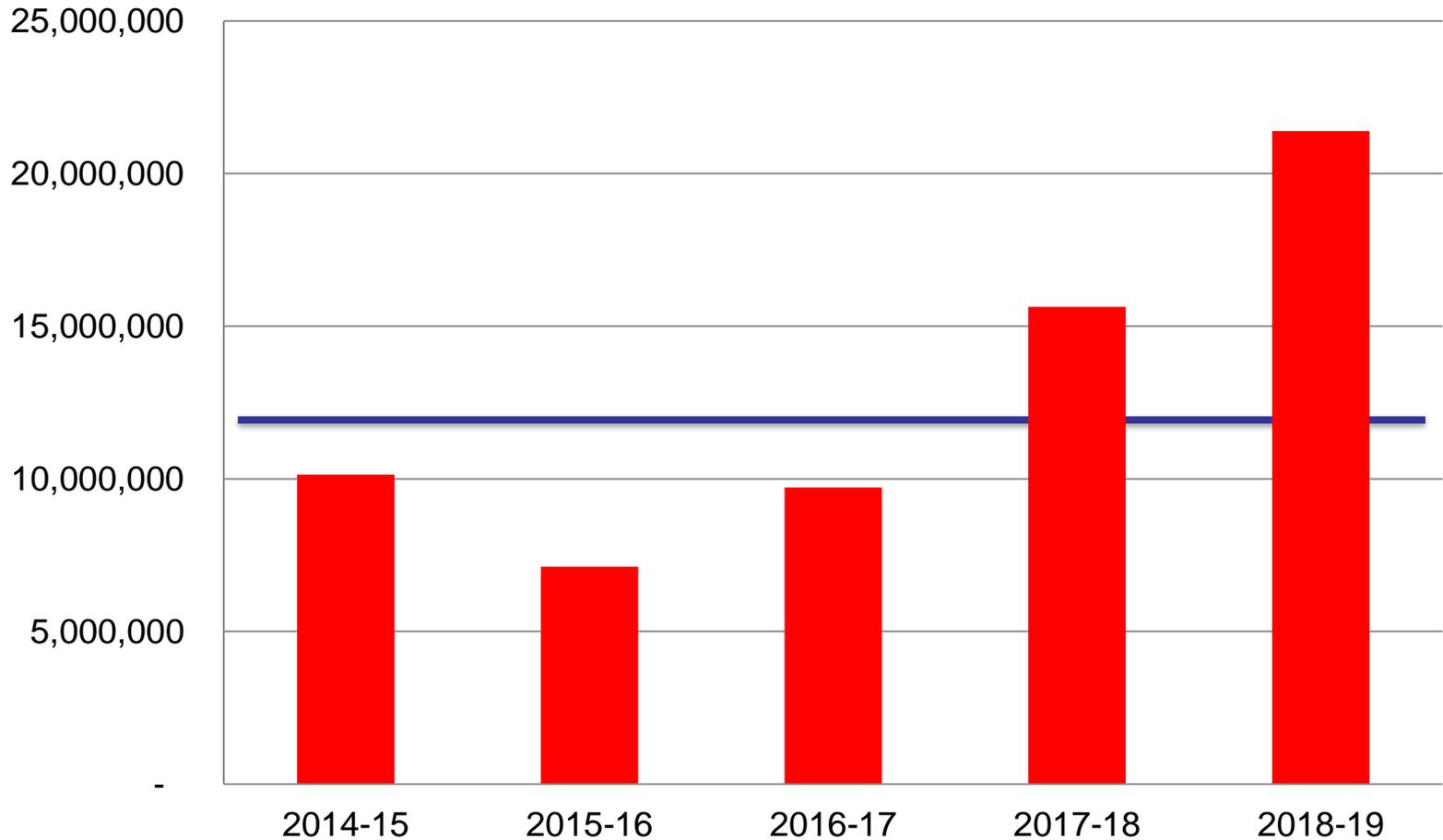


Long-term NMJC Oil and Gas Revenue



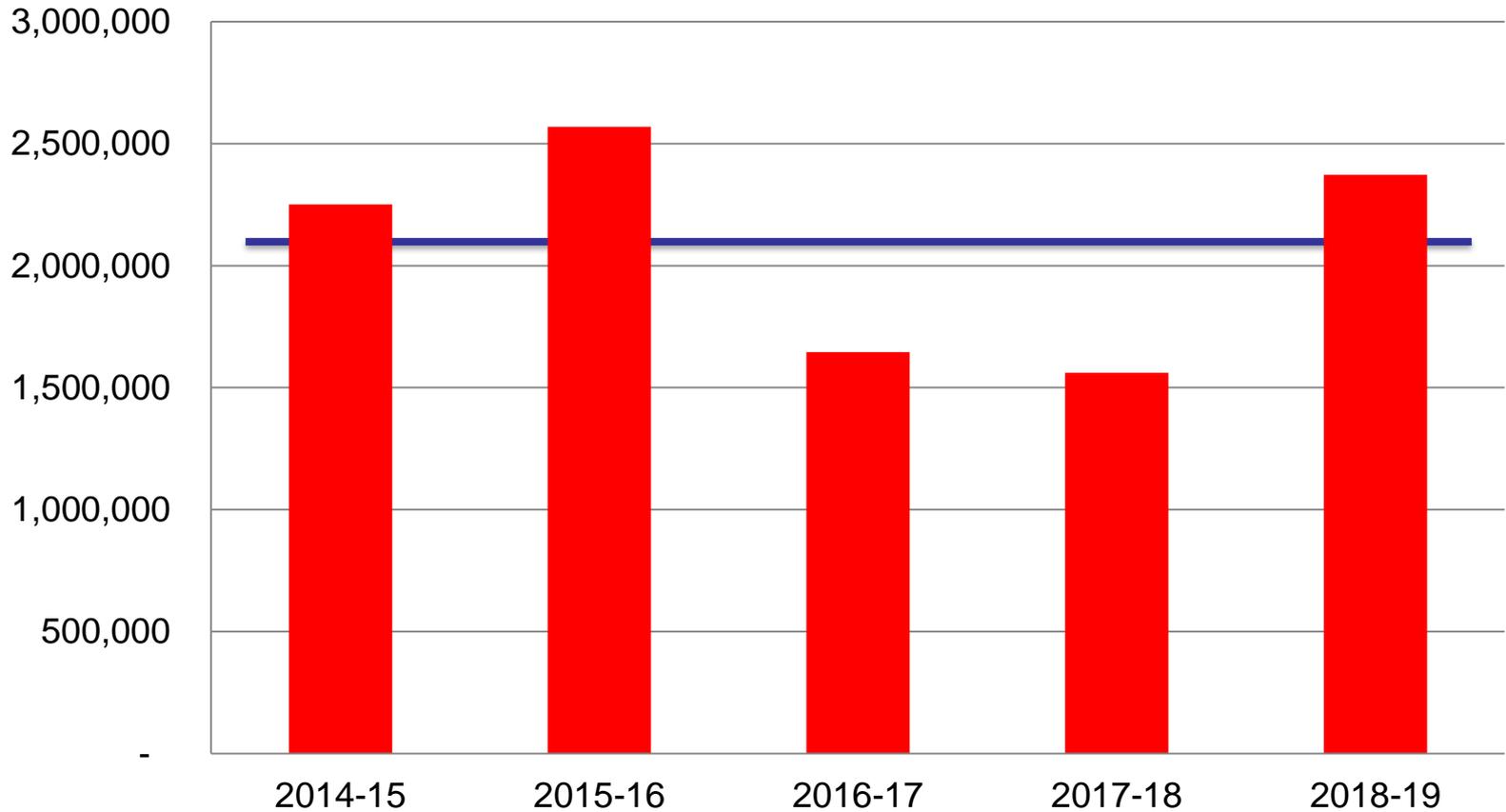
History of Oil and Gas Revenues

5-year average collections = \$12,837,722



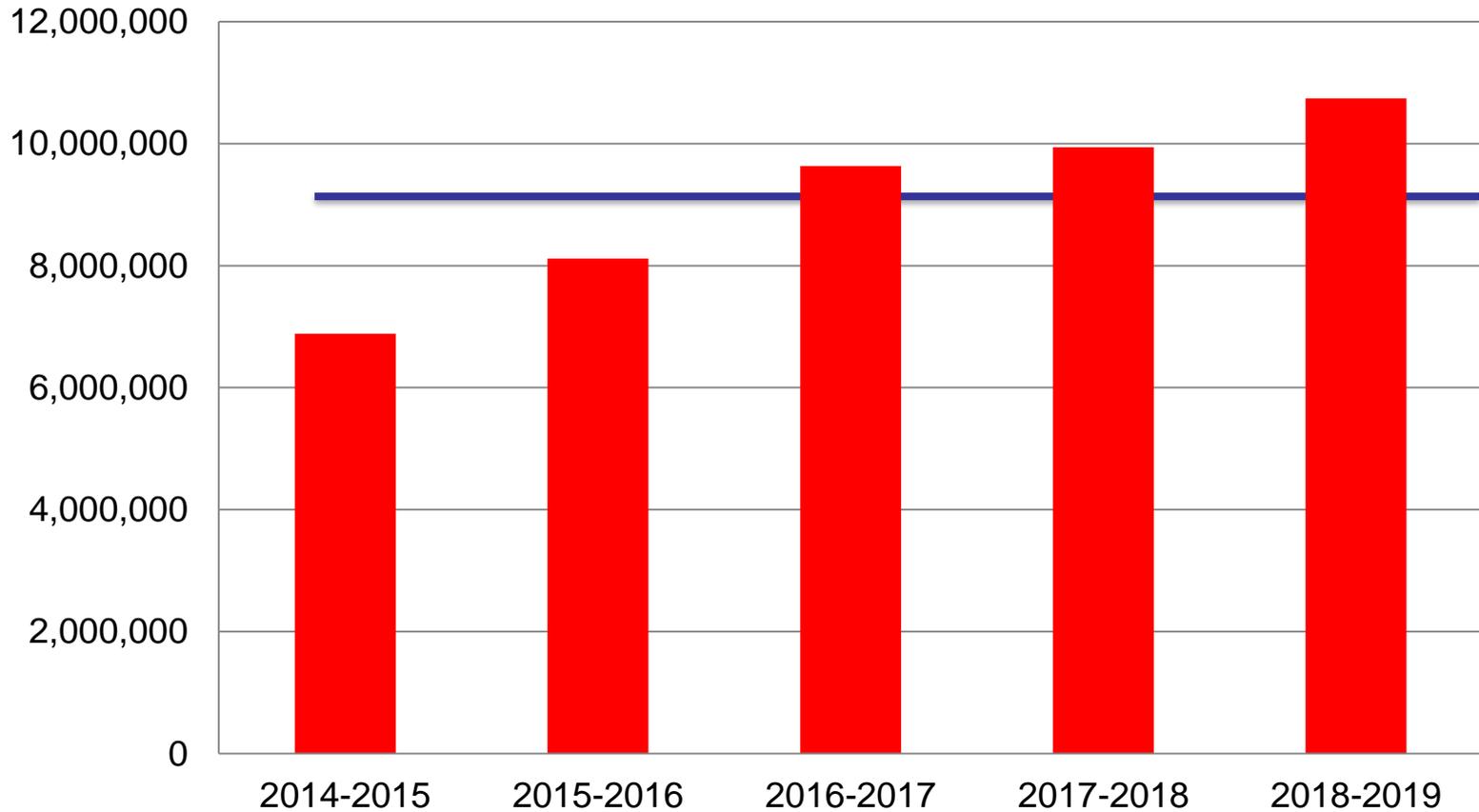
Oil & Gas Equipment Revenue

**5-year average annual collections =
\$2,079,811**

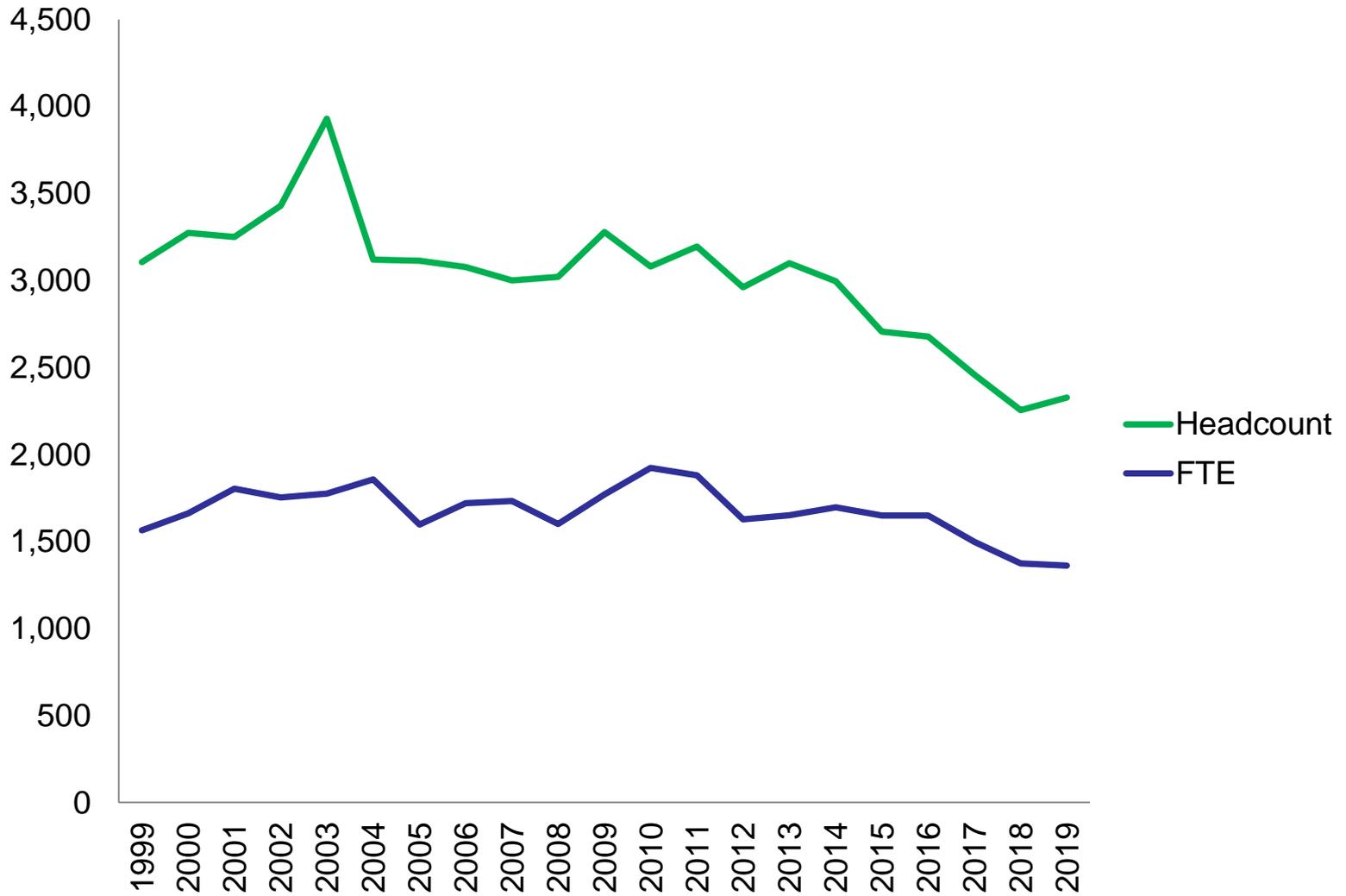


Property Tax Revenue

**5-year average annual collections =
\$9,167,992**



NMJC Headcount and FTE History



Lessons for NMJC

- Over the course of the next several years, the formula will continue to evolve. Institutional performance will become more important.
- End-of-Course completions, NMJC Degrees, Certificates, STEMH Courses and degrees , At Risk Student Success, and Retention matters.
- Conservative financial planning continues to be a critical strategy.
- The long-term impact of the virus is unknown at this time.

FY21 Revenue Picture

	FY20 Budget	FY21 Proposed		Difference
Tuition & Fees	3,877,000	3,914,806	Increase	27,806
State Appropriations	6,214,201	6,549,200	Increase	334,984
Athletics	568,984	585,600	Increase	16,616
Oil & Gas	5,580,000	5,580,000	-	-
Oil & Gas Equip. Tax	1,655,000	1,655,000	-	-
Mill (Property)	8,530,000	9,096,500	Increase	566,500
Auxiliary Enter.	2,685,015	2,740,015	Increase	55,000
Interest & Misc.	536,833	358,918	Decrease	(177,965)
	29,657,083	30,480,039	Increase	822,956

		Budget 2019/2020	Budget 2020/2021	Increase (Decrease)	Page #	
President						
President's Office	1001	403,824	403,824	-	1	
Board	1010	32,625	37,625	5,000	2	Travel
VP for Instruction	1011	165,000	165,000	-	3	
VP for Student Services	1012	129,177	129,177	-	3	
VP for Finance	1013	138,287	138,287	-	3	
VP for Training & Outreach	1014	108,076	108,076	-	3	
VP for Development/Effectiveness/Accreditation	1015	-		-	3	
General Counsel & Executive Director Admin	1016	203,528	203,528	-	3	
General Institutional Support	1025	258,500	258,500	-	4	
Lea County Cowboy Hall of Fame	1070	9,427	9,427	-	5	
Western Heritage Museum	1071	316,215	299,737	(16,478)	6	Salary Difference
Maintenance	1101	808,242	802,004	(6,238)	7	Salary Difference
Custodial	1102	762,901	829,095	66,194	8	S&E
Grounds	1103	243,966	258,166	14,200	9	S&E
Motor Pool	1104	13,000	38,000	25,000	10	Repairs
		3,592,768	3,680,446	87,678		

		Budget 2019/2020	Budget 2020/2021	Increase (Decrease)	Page #	
General Counsel & Executive Director of Adm Services						
Office Gen Counsel & Ex of Admin Services	1029	16,000	16,000	-	11	
Institutional Foundation	1030	63,822	63,822	-	12	
Institutional Development	1031	67,848	67,848	-	13	
Campus Security	3101	468,659	469,099	440	14	Salary Difference
Human Resources	4010	234,337	256,525	22,188	15	Salary Difference
		850,666	873,294	22,628		

Vice President for Instruction						
Office of the Vice President for Instruction	2001	1,455,268	1,455,268	-	16	
Summer School	2002	320,000	320,000	-	17	
Instructional Support	2004	48,000	48,000	-	18	
Institutional Effectiveness	1032	176,350	176,350	-	19	
College Communications	3071	390,712	384,504	(6,208)	20	Salary Difference
KNMJ Radio & T-Bird TV	3072	50,000	50,000	-	21	
		2,440,330	2,434,122	(6,208)		
		Budget	Budget	Increase	Page	
		2019/2020	2020/2021	(Decrease)	#	
Division of Public Safety						
Dean's Office of Public Safety	2041	160,419	160,419	-	22	
Corrections Academy	2043	-	-	-	23	
Law Enforcement Academy	2045	85,511	78,514	(6,997)	24	Salary Difference
Dispatch Academy	2048	5,000	5,000	-	25	
		250,930	243,933	(6,997)		

Dean of Arts Sciences & Learning Support			Budget		
			2020/2021		
Office Dean AS&LS	2101	201,444	201,444	-	26
Transitional Studies	2103	315,671	310,158	(5,513)	27
Library Administration	2011	135,726	143,485	7,759	28
Library Services	2012	200,217	200,217	-	29
Academic Success Center	2104	192,582	188,267	(4,315)	30
English	2121	259,958	259,958	-	31
Humanities	2141	200	200	-	32
Education/Early Childhood	2161	53,673	53,673	-	33
Languages	2181	48,912	48,912	-	34
Performing Arts	2221	12,093	12,093	-	35
Music - Band	2222	60,140	60,140	-	36
Music - Vocal	2223	-	-	-	37
Arts	2321	64,348	64,348	-	37
Drawing & Painting	2322			-	37
Photography	2323			-	37
History/Government/Anthropology	2851	100,781	100,781	-	38
Math	2811	195,290	195,290	-	39
Biology	2831	235,728	235,728	-	40
Chemistry/Astronomy	2832	57,146	57,146	-	41
Geology	2833	64,051	64,051	-	42
Anatomy/Microbiology	2834	13,451	13,451	-	43
Physics/Engineering	2835	50,272	50,272	-	44
Psychology	2852	138,208	138,208	-	45
Sociology	2853	95,010	95,010	-	46
		2,494,901	2,492,832	(2,069)	

Dean of Applied Sciences & Learning Technology		Budget				
		2020/2021				
Dean's Office for AS & LT	2910	242,358	207,160	(35,198)	47	Moved to Technical Programs
Lea County Distance Education	2003	107,544	107,544	-	48	
Criminal Justice	2042	86,607	86,607	-	49	
Physical Education	2821	893,657	861,423	(32,234)	50	Salary Difference
Business/Accounting/Economics	2601	128,418	128,418	-	51	
Computer Information Systems	2642	64,295	64,295	-	52	
Distance Learning	2905	199,219	199,219	-	53	
Nursing	2542	681,753	686,092	4,339	54	Salary Difference
Nursing Expansion (RPSP)	2544	299,900	299,900	-	55	
Automotive Technology	2581	65,218	65,218	-	56	
Ford/ASSET	2582	151,296	151,296	-	57	
GM/ASEP	2583	144,675	144,675	-	58	
Technical Programs	2584		48,980	48,980	59	Moved from Dean's office
Diesel	2585	72,240	72,240	-	60	
Cosmetology	2651	298,626	307,739	9,113	61	S&E
Welding	2661	86,604	86,604	-	62	
Entertainment Technology	2911	190,745	190,745	-	63	
Animal Science	2912	89,918	89,918	-	64	
Energy Technology	2914	68,746	68,746	-	65	
Special Programs	2621	45,600	45,600	-	66	
		3,917,419	3,912,419	(5,000)		

				Increase (Decrease)	Page #	
Vice President for Training & Outreach			Budget 2020/2021			
Office Vice President for Training & Outreach	2901	181,404	181,404	-	67	
Transportation Training	2902	111,649	100,049	(11,600)	68	Moved S&E to Truck Driver
Continuing Education	2903	380,276	380,276	-	69	
Events	2904	36,700	36,700	-	70	
Workforce Training	2906	87,740	93,740	6,000	71	Inc S&E
Truck Driving Training	2909	82,674	95,774	13,100	72	Moved S&E Transportation
Oil & Gas Training	2913	106,964	106,964	-	73	
		987,407	994,907	7,500		

Vice President for Student Services						
Office Vice President for Student Services	3001	57,320	57,320	-	74	
Counseling Office	3021	148,216	136,244	(11,972)	75	Salary Diff & Inc Travel
SSS	3022	26,901	26,901	-	76	
Enrollment Management	3041	153,863	153,863	-	77	
Student Recruiting	3042	249,193	218,941	(30,252)	78	Salary Diff & Inc S&E
Financial Aid	3061	233,541	232,381	(1,160)	79	Salary Diff
Testing Center	2105	83,049	83,049	-	80	
Institutional Workstudy	3064	100,000	100,000	-	81	
Student Tuition Waivers	3067	575,000	600,000	25,000	81	Increase Budget
Dean of Students	3080	95,342	116,900	21,558	82	Salary Diff & Inc S&E
Student Life	3081	173,840	182,640	8,800	83	
Residential Housing	3082	268,444	268,444	-	84	
Athletic Administration	3121	207,627	207,627	-	85	
Basketball - Men	3122	168,041	176,785	8,744	86	Increase Travel & GIA
Basketball - Women	3123	170,881	179,625	8,744	87	Increase Travel & GIA
Baseball	3124	223,805	239,795	15,990	88	Increase Travel & GIA
Golf	3125	92,084	100,081	7,997	89	Increase Travel & GIA
Rodeo	3126	301,202	307,987	6,785	90	Increase Travel & GIA
Athletic Training	3127	67,174	78,213	11,039	91	Increase Athletic Supplies & GIA
Track & Field Men & Women	3128	393,508	409,740	16,232	92	Increase Athletic Supplies & GIA
Cheerleaders	3129	16,448	16,448	-	93	
Volleyball	3130	164,236	168,480	4,244	94	
Cross Country Men & Women	3131	95,800	108,920	13,120	95	Increase Travel & GIA
Women's Sport	3132		100,000	100,000		Added Women's Sport
Food Service	4050	526,445	550,000	23,555	96	increase costs
		4,591,960	4,820,384	228,424		

		Budget 2019/2020	Budget 2020/2021	Increase (Decrease)	Page #	
Vice President for Finance						
Business Office	4001	383,210	383,210	-	97	
Telephone/Mail Services	4030	126,326	126,326	-	98	
Computer Services	1050	1,037,232	1,052,232	15,000	99	Salary Difference
ELIN	1051	124,784	124,784	-	100	
Fringe Benefits	4011	5,114,228	5,114,228	-	101	
Bookstore	4040	1,186,708	1,186,708	-	102	
Document Center	4060	54,334	54,334	-	103	
Insurance	4101	345,000	362,000	17,000	104	
Utilities		1,115,000	1,115,000	-	105	
				-		
		9,486,822	9,518,822	32,000		
				-		
Proposed new positions		-		-		
Compensation		-	465,000	465,000		
3 % Scholarship (State Funded)		110,880	110,880	-		
BR&R (State Mandated)		598,000	598,000	-		
ER&R (State Mandated)		335,000	335,000	-		
		1,043,880	1,508,880	465,000		
		29,657,083	30,480,039	822,956		

2019/20

NEW MEXICO JUNIOR COLLEGE

Capital Project Requests

Fund #	Request	Project	Master Plan	Vision	Strategic Priorities	Strategies & Objectives
91001	450,000	Vehicles & Equipment		V 1,2,3	SP 2	SO 3,4
91501	500,000	Technology Upgrade	IT	V 1,2,3,4	SP 2,3,4	SO 1,3,4,5,6
	200,000	New Computer Labs & Upgrade ITV & Conf room in Library		V 1,2,3,4	SP 2,3,4	SO 1,3,4,5,6
	140,000	Guided Pathways Rob Johnstone		V 1,2,3	SP 2,3,4	SO 1,3,4,5,6
91528	150,000	Smart Classroom upgrades	IT	V 1,2,3,4	SP 2,3,4	SO 1,3,4,5,6
91531	300,000	Campus Signage	MP	V 1,2,3,4	SP 2,3,4	SO 1,3,4,5,6
91534	500,000	Roof Replacement WHM	RP	V 1,2,3	SP 2	SO 3,4
91539	150,000	Housing Upgrades and Repairs	MP	V 1,2,3	SP 2	SO 1,3,4
91543	200,000	Concrete Upgrades & Shade Structures	MP	V 1,2,3	SP 2	SO 3,4
91544	100,000	Campus Construction	MP	V 1,2,3	SP 2	SO 1,3,4
91551	100,000	Campus Security	MP	V 1,2,3	SP 2	SO 1,2,3,4
91558	60,000	Copier replacement		V 1,2,3	SP 2	SO 3
91560	500,000	Non-Recurring Compensation		V 1,2,3	SP 1,2,5	SO 3,4,5
91562	80,000	Athletics		V 1,2,3,4	SP 2,3	SO 1,3,4
	2,000,000	Vocational Training Building	MP	V 1,2,3,4	SP 2,3	SO 1,2,3,4,6
91570	60,000	WHM Exhibits		V 1,2,3,4,5	SP 2	SO 3,4
91582	350,000	New Horizons Resources		V 1,2,3,4,5	SP 2	SO 2,3,4
91588	300,000	Landscaping & fencing	MP	V 1,2,3	SP 2	SO 3,4
91589	100,000	Turf Replacement		V 1,2,3	SP 2	SO 3
	6,240,000	Total request for capital projects from reserves				

* Oil and gas revenues collected in excess of budgeted amounts will be considered as a funding source for capital need

Thank you!



FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT BY AND BETWEEN
NEW MEXICO JUNIOR COLLEGE AND DR. KELVIN SHARP

This Fourth Amendment ("Amendment") to the Employment Agreement by and between NEW MEXICO JUNIOR COLLEGE ("College") and DR. KELVIN SHARP ("Employee") is effective this 16th day of April, 2020.

WITNESSETH:

WHEREAS, on March 31, 2016, College and Employee entered into an Employment Agreement dated effective July 1, 2016 ("Original Agreement"), the Original Agreement was amended by Amendment to Employment Agreement by and between New Mexico Junior College and Dr. Kelvin Sharp dated April 20, 2017, the Original Agreement was further amended by Second Amendment to Employment Agreement by and between New Mexico Junior College and Dr. Kelvin Sharp dated April 19, 2018, the Original Agreement was further amended by Third Amendment to Employment Agreement by and between New Mexico Junior College and Dr. Kelvin Sharp dated April 18, 2019 (the Original Agreement as amended hereinafter individually and collectively referred to as the "Agreement").

WHEREAS, College and Employee mutually agree to amend the Agreement as set forth below.

NOW, THEREFORE, in consideration of the foregoing premises and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. Section 3 of the Agreement is amended by deleting said Section in its entirety and substituting the following in lieu thereof:

“3. Term. This Agreement is for seven (7) years effective July 1, 2016, and terminating June 30, 2023, unless sooner terminated as provided herein. It is specifically agreed and understood between the parties that nothing contained in this Agreement shall be construed to guarantee or imply an expectation of continued employment with the College beyond the term of this Agreement.”

2. Section 5 of the Agreement is amended by deleting said Section in its entirety and substituting the following in lieu thereof:

“5. Compensation. For all services rendered by Sharp under this Agreement, Sharp shall be paid an annual salary payable in bi-weekly installments in accordance with College practice. For the first year of this Agreement, the annual salary shall be Two Hundred Twenty-Three Thousand Dollars (\$223,000.00). For the fiscal year July 1, 2018 through June 30, 2019, the annual salary shall be Two Hundred Twenty-Nine Thousand Six Hundred Ninety Dollars (\$229,690.00). For the fiscal year July 1, 2019 through June 30, 2020, the annual salary shall be Two Hundred Thirty-Eight Thousand Eight Hundred Seventy-Seven Dollars and Sixty Cents (\$238,877.60). For the fiscal year July 1, 2020 through June 30, 2021, the

annual salary shall be Two Hundred Thirty-Eight Thousand Eight Hundred Seventy-Seven Dollars and Sixty Cents (\$238,877.60), provided, however, in the event of a general percentage increase in compensation for all full time College employees during the July 1, 2020 to June 30, 2021 fiscal year, Sharp shall receive the same percent increase in annual salary. All such salary shall be subject to all withholding as required by law and deductions for benefits. The annual salary shall be reviewed annually following the Annual Review of Sharp. Such salary may be adjusted at the discretion of the Board. Sharp shall have all fringe benefits afforded other College employees.”

3. Section 6 of the Agreement is amended by deleting said Section in its entirety and substituting the following in lieu thereof:

“6. Retention Bonus. Subject to the remaining terms of this Agreement, College will pay Sharp a retention bonus (“Retention Bonus”) in the gross amount of \$7,000.00 per year to be paid on or about June 30, 2017 and June 30, 2018. College will pay Sharp a Retention Bonus in the gross amount of \$7,210.00 per year to be paid on or about June 30, 2019, June 30, 2020, June 30, 2021, June 30, 2022 and June 30, 2023. Sharp must remain actively employed and be in compliance with the Board’s policies and directives concerning job performance and conduct as of each payout date in order for Sharp to receive the Retention Bonus payment. Any Retention Bonus payments made under this Agreement are subject to regular tax withholdings and other authorized deductions.”

3. All other provisions of the Agreement, except as specifically changed herein are ratified and approved.

IN WITNESS WHEREOF, the parties have executed this Amendment effective the date and year first above written.

NEW MEXICO JUNIOR COLLEGE

By: _____
Pat Chappelle, Chair

Dr. Kelvin Sharp

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: April 9, 2020

RE: Expenditure and Revenue Reports for March 2020

New Mexico Junior College Board members, the College has completed nine months or 75% of the fiscal year. On the Expenditure Report, the total year-to-date funds expended and/or encumbered through the month of March is \$41,554,273.00.

The total expenditures for Instruction & General as of the end of March are \$15,709,960.00, which is 65% of the projected budget. This compares to the \$15,420,566.00 expended at the end of March 2019. The total current unrestricted fund expenditures through March of 2020 are \$21,022,469.00. In the unrestricted funds several of the areas are over the 75% budget for the year. All of those areas have large expenses or encumbrances that occur at the beginning of the semesters or the fiscal year. Research is the New Horizons Foundation, in this fiscal year more of the New Horizons Foundation expenditures are being done independently of the College. Public Service is the KNMJ radio station. Internal Services should be within budget by the end of the fiscal year, with the charge out credit posting monthly for computer services. Auxiliary Enterprises will begin to have credits posting from return of books. Athletics will be over budget due to team travel expenditures for the national indoor track competition.

Restricted Funds had \$118,212.00 in expenditures for the month of March. Restricted Student Aid expenditures are slowing down, but the Grants expenditures will continue. Total year-to-date restricted expenditures are \$4,396,482.00.

Plant funds had \$460,795.00 in expenditures or encumbrances for the month of March. The major capital project expenditures in March were Technology Upgrades and the Law Academy Building construction project. Total year-to-date plant fund expenditures and/or encumbrances are \$16,135,322.00.

The total expenditures year-to-date through March 2020 is \$41,554,273.00.

The revenue generated in Current Unrestricted funds for March 2020 was \$3,376,978.00. This is from the state appropriation and oil and gas revenue. The total year-to-date revenue for unrestricted funds is \$37,849,811.00.

There was \$73,418.00 drawn in for restricted Grant revenue in March, and \$81,060 in the Restricted Student Aid revenue. The total restricted revenue for the month of March was \$154,478.00, the year-to-date revenue in the restricted funds is \$4,358,140.00.

Plant fund revenue in March was \$507,978.00, which was \$398,508.00 from General Obligation Bonds, General Fund revenue of \$56,175.00, and the interest from LGIP funds of \$53,295.00. The total revenue year-to-date for plant funds is \$1,223,343.00.

The total revenue for the month of March 2020 was \$4,039,434.00 and the total year-to-date revenue is \$43,431,294.00

Oil and Gas revenue received in March is for the month of December. The allocation received in March was \$2,521,591.00. The total revenue year-to-date for the oil and gas equipment tax is \$3,963,449.00. Total year-to-date for oil and gas and oil and gas equipment tax is \$18,213,567.00 including the accruals for January, February and March.

The investment report shows the total investments of \$43,593,127.00 as of the end of March, with \$27,788,802.59 allocated as capital projects. The interest income from the LGIP funds was \$53,295.00.

Board members thank you very much for your support of New Mexico Junior College, the students, faculty, and staff. These are unusual times and we all are trying to navigate and balance education along with safety for students, faculty, and staff.

This is the finance report for March 2020.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

March 2020

75% of Year Completed

Fund	2018-19			2019-20			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	11,045,223	6,781,911	61%	11,164,306	864,407	6,920,328	62%
Academic Support	2,757,049	1,728,479	63%	2,428,049	144,318	1,611,550	66%
Student Services	2,095,643	1,436,445	69%	2,131,949	135,519	1,450,480	68%
Institutional Support	4,394,266	2,908,884	66%	4,448,578	296,126	3,050,082	69%
Operation & Maintenance of Plant	3,851,780	2,564,847	67%	3,865,271	319,469	2,677,520	69%
Subtotal - Instruction & General	24,143,961	15,420,566	64%	24,038,153	1,759,839	15,709,960	65%
Research	907,233	290,539	32%	0	10,193	101,898	
Public Service	50,000	23,698	47%	50,000	5,083	25,207	50%
Internal Service Departments	151,334	193,795	128%	92,356	(2,655)	119,570	129%
Student Aid	691,472	502,956	73%	685,880	11,647	697,238	102%
Auxiliary Enterprises	2,590,768	2,288,888	88%	2,102,655	149,681	2,343,969	111%
Athletics	1,993,976	1,486,464	75%	2,027,118	193,995	2,024,627	100%
Total Current Unrestricted Fund	30,528,744	20,206,906	66%	28,996,162	2,127,783	21,022,469	73%
CURRENT RESTRICTED FUND							
Grants	881,786	829,422	94%	910,875	68,370	545,928	60%
Student Aid	4,188,219	3,956,345	94%	3,853,901	49,842	3,850,554	100%
Total Current Restricted Fund	5,070,005	4,785,767	94%	4,764,776	118,212	4,396,482	92%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	26,665,238	10,897,127	41%	27,423,205	429,404	11,883,660	43%
Projects from State GOB Funds	289,894	287,717	99%	4,764,218		3,086,500	65%
Projects from State STB Funds	114,064	114,064	100%	0		0	0%
Projects from General Fund				938,466	2,150	463,558	49%
Projects from Private Funds						0	0%
Projects from State ER&R	1,088,803	285,876	26%	332,720	6,538	194,145	58%
Projects from State BR&R	1,540,047	715,054	46%	597,281	22,703	507,459	85%
Subtotal - Capital and BR&R	29,698,047	12,299,838	41%	34,055,890	460,795	16,135,322	47%
Debt Service							
Revenue Bonds	0	0	0%	0			0%
Total Plant Funds	29,698,047	12,299,838	41%	34,055,890	460,795	16,135,322	47%
GRAND TOTAL EXPENDITURES	65,296,796	37,292,511	57%	67,816,828	2,706,790	41,554,273	61%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
March 2020

75% of Year Completed

2018-19

2019-20

Fund	2018-19			2019-20			
	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	3,717,544	3,610,886	97%	3,887,000	58,751	3,964,518	102%
State Appropriations	5,805,900	4,366,725	75%	6,546,216	505,285	4,683,078	72%
Advalorem Taxes - Oil and Gas	17,622,322	14,017,322	80%	7,235,000	2,521,597	18,213,567	252%
Advalorem Taxes - Property	8,530,000	6,580,113	77%	8,530,000	206,578	7,460,016	87%
Interest Income	10,000	29,446	294%	10,000	58	496	5%
Other Revenues	144,400	138,213	96%	204,646	3,257	291,791	143%
Subtotal - Instruction & General	35,830,166	28,742,705	80%	26,412,862	3,295,526	34,613,466	131%
Research			0%				0%
Public Service			0%				0%
Internal Service Departments	8,000	6,090	76%	9,302		41,148	442%
Auxiliary Enterprises	2,681,906	2,375,205	89%	2,685,015	33,917	2,747,951	102%
Athletics	459,815	350,941	76%	568,984	47,535	447,246	79%
Total Current Unrestricted	38,979,887	31,474,941	81%	29,676,163	3,376,978	37,849,811	128%
CURRENT RESTRICTED FUND							
Grants	881,786	871,194	99%	910,875	73,418	693,510	76%
Student Aid	4,188,219	3,818,722	91%	3,853,901	81,060	3,664,630	95%
Total Current Restricted	5,070,005	4,689,916	93%	4,764,776	154,478	4,358,140	91%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	289,894	285,731	0%	4,702,500	398,508	398,508	8%
Projects from State STB Funds	114,064	98,046	0%	0			0%
Projects from General Fund			0%	792,000	56,175	400,000	51%
Projects from Private Funds			0%				0%
Interest Income (LGIP)	102,000	224,568	220%	250,000	53,295	424,835	170%
Total Plant Funds	505,958	608,345	120%	5,744,500	507,978	1,223,343	21%
GRAND TOTAL REVENUES	44,555,850	36,773,202	83%	40,185,439	4,039,434	43,431,294	108%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

March 2020

75% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2019-20 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$53.17	15,826,651	\$1.87	40,911,285	1,918,511	465,000	1,453,511
Actual	August	\$50.64	16,662,235	\$2.04	44,356,736	2,006,610	465,000	1,541,610
Actual	September	\$53.03	16,418,876	\$2.47	44,032,152	2,064,306	465,000	1,599,306
Actual	October	\$50.96	16,814,474	\$2.64	44,194,264	2,093,101	465,000	1,628,101
Actual	November	\$54.50	17,057,354	\$2.74	44,400,786	2,250,999	465,000	1,785,999
Actual	December	\$57.43	18,261,365	\$2.59	48,541,704	2,521,591	465,000	2,056,591
Accrual	January					465,000	465,000	0
Accrual	February					465,000	465,000	0
Accrual	March					465,000	465,000	0
Accrual	April						465,000	(465,000)
Accrual	May						465,000	(465,000)
Accrual	June						465,000	(465,000)
Y.T.D. Production Tax Revenue						14,250,118	5,580,000	8,670,118
Y.T.D. Equipment Tax Revenue						3,963,449	1,655,000	2,308,449
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>18,213,567</u>	<u>7,235,000</u>	<u>10,978,567</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

March 2020

75% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	40,593,127	7102-1348	1.603%	53,295
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	40,593,127			53,295
Lea County State Bank CDAR	3,000,000		2.30%	

Capital Project	3/31/2020
Vehicles	89,441.61
Campus Master Plan	603.45
Law Academy Building	301,861.15
Campus Vestibules	450,000.00
Technology Upgrade	383,049.01
JASI	7,333.75
WHM South Gallery	266,594.43
Baseball Field	41,919.86
Rodeo Arena	39,205.33
Fire Alarm Upgrade	1,959,819.41
Luminis Software	2,993.00
Landscaping	248,489.58
Smart Classrooms	48,071.08
Campus Signage	337,788.25
Campus Paving	100,000.00
Dorm/Apartment Refurbish	0.00
Concrete Upgrade	350,000.00
Campus Construction	59,501.80
Oil & Gas Training	89,161.52
Workforce Training & Outreach	250,000.00
Public Sector	9,227.00
Campus Security	11,203.46
Lumens Software-Distance Learn	5,000.00
Copier Replacement	60,373.49
Non-Recurring Compensation	750,000.00
Athletics	7,044.97
Student Life Programming	20,432.28
Succession Plan	52,014.15
WHM Exhibits	50,878.15
Track Upgrades	173,780.79
Driving Range Upgrades	1,084,424.60
McLean Hall Renovations	4,549,954.36
Cafeteria Upgrade	71,344.68
Channel 19 Upgrade	6,229.50
Equestrian Center	2,982,664.33
Bob Moran Upgrades	18,992.47
Campus/Hospital Fencing	263,509.84
Turf Replacement	0.00
HVAC Software-Central Plant	1,823,106.62
Busing Support for Recruiting	5,872.30
HED Faculty Development	0.00
Caster Upgrades	10,663,491.58
Allied Health	151,682.10
Workforce Training Contingency	1,742.69
Total	27,788,802.59

NEW MEXICO JUNIOR COLLEGE

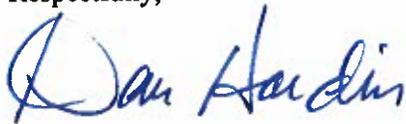
Vice President for Finance

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

To: Board Members
From: Dan Hardin
RE: Quarterly Financial Action Report
Date: April 16, 2020

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 March 31, 2020. 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 March 31, 2020.

Respectfully,



Dan Hardin

QUARTERLY FINANCIAL ACTION REPORT

Fiscal Year 20 Today's Date: 4-16-2020

Period (check one)

1st quarter _____ 2nd quarter _____ 3rd quarter X 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: X

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

Yes: _____ No: X

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

Yes: _____ No: X

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

Yes: _____ No: X

(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: X

(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: X

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:

1st _____ 2nd _____ 3rd 4th _____ Quarter, FY 20

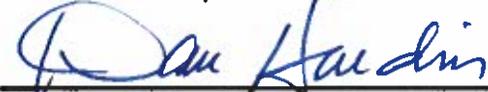
are correct as of the date indicated below, and that

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. Kelvin Sharp President



Dan Hardin Vice President for Finance

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

To: New Mexico Junior College Board
From: Dan Hardin
RE: Caster Activity Center
Date: April 16th, 2020

New Mexico Junior College Board members,

As you will recall, at the October 2019 Board meeting the Board approved Bradbury Stamm as the CMAR (Construction Manager at Risk) for the Caster Activity Center renovation project. Since that time, the College has been working with Bradbury Stamm and the architects with Dekker Perich Sabatini to finalize the design and establish the construction costs for the Caster renovation. Bradbury Stamm, with over sight from Dekker Perich Sabatini, has given the College the final construction cost of \$14,240,000.00. The overall cost of the project including a contingency fund, architectural and engineering cost, FF&E and gross receipt costs is \$17,300,000.00. This project will renovate 35,500 of existing square footage of Caster Activity Center and add 11,422 of new square feet for a practice gym, bring the total square footage of Caster Activity Center to 77,132 square feet.

In fiscal year 2018 the College allocated \$2,000,000.00 for the Caster project. In fiscal year 2019 the College allocated \$9,210,000.00 for the Caster project, bringing the total allocated at the end of FY 19 to 11,210,000.00.

Today, the Administration is asking for your approval of the \$17,300,000.00 Caster Activity Center renovation project and also your approval to transfer \$6,090,000.00 from I&G reserves to the Caster Activity Center renovation project. This transfer will bring the Caster Activity Center fund balance to \$17,300,000.00.

Respectfully,



Dan Hardin



Department Legend

- Administration
- Circulation
- Limited Scope Activity Space
- Support Spaces
- New Activity Space
- Renovated Activity Space
- Shared Lounge
- Track Program
- Women's VB Program
- Women's BB Program
- Men's BB Program
- Underground Tunnel

NEW MEXICO JUNIOR COLLEGE CASTER HALL RENOVATION

5317 N LOVINGTON HWY HOBBS, NM 88240



CASTER ACTIVITY CENTER

CASTER ACTIVITY CENTER





CASTER ACTIVITY CENTER

CASTER ACTIVITY CENTER



New Mexico Junior College

5317 Lovington Highway
Hobbs, NM 88240

To: New Mexico Junior College Board
From: JoeMike Gomez
RE: Golf Building (State Contract)

April 16, 2020

Pluma Construction - Golf Building (State Contract)

Proposal Summary:

Use of Cooperative Purchasing Agreement.

The project will include site work and construction of the building.

Proposal Cost:

Pluma Construction	\$576,168.61
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Note: This total includes NMGRT.

Recommendation for award:

Pluma Construction \$576,168.61

Sincerely,
JoeMike Gomez

New Mexico Junior College

5317 Lovington Highway
Hobbs, NM 88240

To: New Mexico Junior College Board
From: JoeMike Gomez
RE: Request for Proposal #132

April 16, 2020

Request for Proposal #132 – Golf Turf

Public Notice: March 6th, 2020
Hobbs News-Sun

Proposal Summary:	Proposal Cost	Safety Netting
Southwest Greens	\$191,444.00	\$15,525.00

Grand Total: \$206,969.00

Recommendation for award:

Southwest Greens \$206,969.00

Sincerely,
JoeMike Gomez

TEMPORARY AUTHORITY OF THE PRESIDENT OF NEW MEXICO JUNIOR COLLEGE TO RESPOND TO COVID-19

Explanation:

On March 13, 2020 the President of the United States issued a proclamation declaring a national emergency concerning the Novel Coronavirus Disease (COVID-19) outbreak. Likewise, the governor of the State of New Mexico declared a public health emergency in New Mexico due to COVID-19. This global pandemic has already caused significant disruption to New Mexico Junior College's operations and requires swift action on the part of New Mexico Junior College ("NMJC") to minimize the impact to NMJC's students, faculty, staff, and other stakeholders.

Recommendation:

It is recommended that the NMJC Board grant the President of NMJC the authority to suspend NMJC policies as needed and take any lawful action necessary to cope with this global emergency without the necessity of obtaining prior board approval. The president is required to report to the board actions taken under this authority at the next scheduled meeting of the board. This authority will automatically terminate once NMJC resumes normal operations, unless terminated earlier by the board.

TEMPORARY COMPENSATION AND BENEFITS: LEAVES AND ABSENCES-POLICY

PURPOSE:

In response to the COVID-19 pandemic, the passage of the Families First Coronavirus Response Act (FFCRA), and state and local orders intended to mitigate the spread of the Coronavirus and COVID-19 illness, and to protect the health and safety of our community, this policy is intended to temporarily supplement existing New Mexico Junior College policies concerning leaves, absences and compensation. This policy does not diminish any rights afforded to employees under the Extended Paid Sick Leave Act (EPSLA) or the Emergency Family and Medical Leave Expansion Act portions of the [FFCRA](#).

SCOPE:

This policy applies to all regular active full-time faculty and staff employees of New Mexico Junior College.

POLICY:

While the College is closed, almost all faculty, staff and employees will not be allowed on campus, and will migrate to a remote work environment.

Remote Work: Salaried employees whose work duties translate easily to an online environment and who continue to perform work for the benefit of the College will continue to be paid their full regular salary. Hourly employees who are able to migrate to an online work environment and who continue to perform work for the benefit of the College will continue to be paid their full regular hourly wage. Salaried or hourly employees whose regular work duties do not translate easily to an online environment shall work with their supervisors and every effort shall be made to assign alternate work which can be completed remotely and for which the employee can continue to be paid full regular salary and wages.

Absence from Work: Employees who are unable to work, either on-site or remotely, due to their own COVID-19 related reason, or because the College cannot provide work for them, will be eligible for continuation of full wages under this policy. Employees shall communicate regularly and timely with their supervisors and provide documentation as needed to ensure continuation of wages during the effective period of this policy.

EFFECTIVE DATES:

This policy is effective April 1, 2020 and will remain in effect until May 30, 2020. The President of New Mexico Junior College will regularly review data related to this policy and the impact on College operations. Based on recommendations from the President of New Mexico Junior College, the Board may extend the effective dates or modify the terms of this policy.