

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, October 20, 2016

Zia Room – Library

1:30 p.m.

AGENDA

- | | |
|--|------------------|
| A. Welcome | Pat Chappelle |
| B. Adoption of Agenda | Pat Chappelle |
| C. Approval of Minutes of September 15, 2016 | Pat Chappelle |
| D. President's Report | Kelvin Sharp |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of Employment of Relative
Administrative Secretary – Nursing | Delores Thompson |
| 6. Personnel Recommendation – Women's Assistant Basketball Coach | Deron Clark |
| F. Public Comments | Pat Chappelle |
| G. Announcement of Next Meeting | Pat Chappelle |
| H. Closure of Open Meeting | Pat Chappelle |
| I. Adjournment | Pat Chappelle |

**NEW MEXICO JUNIOR COLLEGE
BOARD MEETING
SEPTEMBER 15, 2016
MINUTES**

The New Mexico Junior College Board met on Thursday, September 15, 2016, 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. Mary Lou Vinson; Mr. Zeak Williams; and Mr. Hector Baeza.

Ms. Chappelle called the meeting to order. No visitors or guests were present.

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

Upon a motion by Mr. Glenn, seconded by Mr. Baeza, the Board unanimously approved the minutes of August 25, 2016.

Under President's Report, Dr. Sharp reported the groundbreaking ceremony for the Center of Recreational Excellence (CORE) was held on Monday, September 12th. He noted the ceremony went well and was well attended. In addition, Dr. Sharp stated Governor Martinez has not yet scheduled a date for a special session to discuss possible solutions for the \$131M deficit for FY16. Dr. Sharp stated the Fall semester is off to a good start and mentioned it was good to have faculty and students return to the NMJC campus.

Dr. Sanderson provided the processes for updates to the Strategic Plan and the Mission and Vision Statements. He noted the latest revisions were in 2009/2010. He stated the traditional five-year cycle was moved to a six-year cycle in 2010 in order for NMJC to prepare for the 2015 Higher Learning Commission Accreditation visit. Dr. Sanderson stated over the next month, there will be conversations about the current Mission and Vision Statements with Board members, faculty, staff, students, and members of the community. A

recommendation of the future Mission and Vision Statements will then be provided to the board for final approval. Following this process, conversations of the Strategic Plan will begin with a draft plan to be provided to the Board members after the first of the year. Dr. Sharp reported GO Bond presentations by various staff members across the county have been well received and supported by the surrounding communities. He further stated this response speaks highly for the strategic direction of the college and expressed his appreciation to the staff and faculty for their presentations.

Dr. Michele Clingman provided a detailed Fall 2016 enrollment update and emphasized numbers are continuing to adjust daily. Total number of unduplicated headcount was reported at 2,931 including 324 students taking athletic classes in Continuing Ed. Dr. Clingman noted numbers are currently down by 91 students in comparison to Fall 2015. She stated NMJC has a diverse population of international students with a total of 83 students attending from 14 different countries. Total number of student athletes is 132 and total number of students living on campus is 249 with an expected additional 15 students in the Automotive Program.

Dr. Darrell Beauchamp provided updates of the Titanic Exhibition. He reported in the first 52 days, approximately 13,352 people have attended the Titanic Exhibition. Attendees have come from 31 states, 198 cities, and 8 countries. The museum is averaging approximately 1,800 people a week, 690 to 700 people on weekends, and 290 people a day. Sales in the museum store remain brisk topping at \$100,000.00. School tours are in full swing with approximately 3,000 students scheduled for September and 3,500 students scheduled for October. The remaining 52 days will bring in multiple private and donor parties from as large as 200 people to as small as 6 people. He reported there have been 300,000 combined hits on the Titanic Exhibition webpage and commended Mrs. Susan Fine, Director of Communications, for the widespread marketing assistance.

Under New Business, Dan Hardin presented the August, 2016 financial reports. Upon a motion by Mr. Glenn, seconded by Mr. Gomez, the Board unanimously approved the Expenditure Report for August, 2016. In addition, the Revenue

Report, Oil and Gas Revenue Report, and Schedule of Investments Report were reviewed.

Mr. Dan Hardin presented a Consideration of Approval for Transfer of Funds in the amount of \$40,000.00 to be moved from reserves to a capital account for the restructure of the NMJC website. Upon a motion by Mr. Black, seconded by Mr. Gomez, the Board unanimously approved the transfer of funds.

Dr. Stephanie Ferguson recommended Ms. Rebecca S. Pons for the Recruiter for Automotive Technology position at a 12-month salary of \$41,101.00. Upon a motion by Mr. Glenn, seconded by Mrs. Vinson, the Board unanimously approved the employment of Rebecca S. Pons, effective October 1, 2016.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, October 20, 2016 beginning at 1:30 pm.

Upon a motion by Mrs. Vinson, seconded by Mr. Glenn, the board meeting adjourned at 2:30 pm.

Pat Chappelle, Chair

Ron Black, Secretary

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

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

From: Dan Hardin

Date: October 7, 2016

RE: Expenditure and Revenue Reports for September

September represents month three or the end of the first quarter of the 2016/2017 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through September 2016 is \$18,602,560.00.

In the review of the Instruction and General, we see normal expenditures for this time of year, with total Instruction and General expenditures of \$5,508,141.00. Total current unrestricted fund expense through September is \$7,296,602.00, which is 28% of the budget. Student Aid, Auxiliary Enterprises and Athletics normally have a higher percentage of their budget spent at this time of the fiscal year; Internal Services Departments consist of Computer Services, Motor Pool, College Communications, and the Docutech Center. You may notice that the year to date amount is less than the amount for the month. If you will remember Internal Services had a credit balance at the end of August, also there is a credit posting to Internal services each month. The credit balance in August impacted the year to date amount in September. Several of these departments set up encumbrances for maintenance agreements for the year, which skews the percentage. By the end of the fiscal year, Internal Services will be back in line with the budget that has been provided.

In the restricted funds \$2,303,010.00 was expensed through September, this is 39% of the budget.

The plant funds are showing expenditures/encumbrances for the ongoing Technology Upgrades, Security Camera upgrades, and Entertainment Technology. Total plant funds expended or encumbered through September is \$9,002,948.00.

Total funds expended or encumbered through September is \$18,602,560.00

The unrestricted revenue through September is \$6,620,043.00. Most of the revenue is derived from Tuition and Fees, State Appropriation, Oil and Gas revenue accrual and

the Auxiliary Enterprises. The College normally starts receiving Property Tax revenue in December and the Oil and Gas revenue will begin in October for the new fiscal year.

In the restricted revenue funds through the end of September the College has drawn down \$2,179,103.00 from the Grants, Pell grant, and direct loan funds.

Total revenue for September is \$1,511,655.00 with the total year-to-date revenue of \$8,807,151.00, which is 23% of the projected budget.

The Oil and Gas Revenue report is the final report for fiscal year 2015/2016. This report shows the final distribution of \$676,329.00 for June. The trend line is looking positive for FY 17, as the revenue for the last four months has been moving up.

The Investment report shows that we began the month with \$10,593,127.00 in LGIP funds and ended the month with the \$10,593,127.00. At the end of September there were \$13,335,919.04 in designated capital projects.

This is the monthly report for September 2016.

Respectfully submitted,

Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

September 2016

25% of Year Completed

Fund	2015-16			2016-17			
	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	10,103,380	1,956,981	19%	10,189,730	902,837	2,027,680	20%
Academic Support	2,628,124	693,243	26%	2,520,941	244,729	697,305	28%
Student Services	1,988,062	479,588	24%	1,996,717	187,833	514,154	26%
Institutional Support	3,694,568	1,175,906	32%	3,847,809	403,529	1,336,306	35%
Operation & Maintenance of Plant	3,658,460	996,473	27%	3,653,853	271,098	932,696	26%
Subtotal - Instruction & General	22,072,594	5,302,191	24%	22,209,050	2,010,026	5,508,141	25%
Student Activities	0		0%	0	0		0%
Research	0		0%	0	0		0%
Public Service	0		0%	0	0		0%
Internal Service Departments	85,520	131,531	154%	85,520	37,543	33,333	39%
Student Aid	668,551	324,870	49%	668,551	8,285	366,249	55%
Auxiliary Enterprises	1,858,486	967,683	52%	2,038,349	216,676	867,568	43%
Athletics	1,157,636	464,709	40%	1,191,478	65,495	521,311	44%
Total Current Unrestricted Fund	25,842,787	7,190,984	28%	26,192,948	2,338,025	7,296,602	28%
CURRENT RESTRICTED FUND							
Grants	2,055,881	908,151	44%	1,977,141	111,225	325,995	16%
Student Aid	4,989,673	1,803,830	36%	3,989,359	221,414	1,977,015	50%
Total Current Restricted Fund	7,045,554	2,711,981	38%	5,966,500	332,639	2,303,010	39%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	13,587,117	2,415,702	18%	11,519,140	184,931	3,315,273	29%
Projects from State GOB Funds	5,298,450	317,875	0%	4,955,549		4,950,000	100%
Projects from State STB Funds	705,000	553,777	0%	785,072		500,900	0%
Projects from General Fund	0		0%	0			0%
Projects from Private Funds	0		0%	0			0%
Projects from State ER&R	332,720	70,655	21%	332,720	13,469	53,634	16%
Projects from State BR&R	597,281	306,279	51%	597,281	150,000	183,141	31%
Subtotal - Capital and BR&R	20,520,568	3,664,288	18%	18,189,762	348,400	9,002,948	49%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	20,520,568	3,664,288	18%	18,189,762	348,400	9,002,948	49%
GRAND TOTAL EXPENDITURES	53,408,909	13,567,253	25%	50,349,210	3,019,064	18,602,560	37%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
September 2016

25% of Year Completed

Fund	2015-16			2016-17			
	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	3,692,200	2,011,279	54%	3,667,000	53,658	2,033,840	55%
State Appropriations	6,129,500	1,489,802	24%	5,982,400	498,492	1,495,975	25%
Advalorem Taxes - Oil and Gas	7,235,000	1,395,000	19%	7,235,000	465,427	1,395,427	19%
Advalorem Taxes - Property	6,853,725	0	0%	7,052,621			0%
Interest Income	4,000	86	2%	15,000	54	61	0%
Other Revenues	317,000	94,527	30%	347,984	29,900	212,390	61%
Subtotal - Instruction & General	24,231,425	4,990,694	21%	24,300,005	1,047,531	5,137,693	21%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	27,000	4,379	16%	39,170	61	2,668	7%
Auxiliary Enterprises	2,288,000	1,233,718	54%	2,586,000	70,333	1,361,757	53%
Athletics	487,100	121,176	25%	477,300	39,309	117,925	25%
Total Current Unrestricted	27,033,525	6,349,967	23%	27,402,475	1,157,234	6,620,043	24%
CURRENT RESTRICTED FUND							
Grants	2,055,881	913,523	44%	1,977,141	108,118	331,642	17%
Student Aid	4,989,673	1,663,298	33%	3,989,359	242,301	1,847,461	46%
Total Current Restricted	7,045,554	2,576,821	37%	5,966,500	350,419	2,179,103	37%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	5,000,000	665,322	0%	4,955,549			0%
Projects from State STB Funds	705,000		0%	785,072	0	0	0%
Projects from General Fund	0		0%	0	0	0	0%
Projects from Private Funds	0		0%	0	0	0	0%
Interest Income (LGIP)	13,105	3,057	23%	10,000	4,002	8,005	0%
Total Plant Funds	5,718,105	668,379	12%	5,750,621	4,002	8,005	0%
GRAND TOTAL REVENUES	39,797,184	9,595,167	24%	39,119,596	1,511,655	8,807,151	23%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

June 2016

100% 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	2015-16 Original Budget	Variance Over (Under) Budget
	Distribution							
Actual	July	\$45.16	5,898,788	\$2.85	17,668,988	720,659	465,000	255,659
Actual	August	\$35.51	6,117,230	\$2.76	17,591,052	678,487	465,000	213,487
Actual	September	\$40.02	6,000,461	\$2.81	17,818,034	679,100	465,000	214,100
Actual	October	\$40.75	6,059,129	\$2.75	18,623,279	704,218	465,000	239,218
Actual	November	\$36.54	5,895,503	\$2.56	17,591,186	594,349	465,000	129,349
Actual	December	\$29.81	5,565,429	\$2.41	15,996,106	489,235	465,000	24,235
Actual	January	\$25.60	5,776,954	\$2.18	15,894,801	426,723	465,000	(38,277)
Actual	February	\$25.37	5,345,690	\$2.09	16,448,866	379,449	465,000	(85,551)
Actual	March	\$30.65	6,199,048	\$2.02	18,685,606	544,160	465,000	79,160
Actual	April	\$33.46	6,100,273	\$2.39	19,480,042	578,293	465,000	113,293
Actual	May	\$40.50	6,019,440	\$3.63	20,418,511	653,014	465,000	188,014
Actual	June	\$43.21	5,840,845	\$2.64	19,671,675	676,329	465,000	211,329
Y.T.D. Production Tax Revenue						7,124,016	5,580,000	1,544,016
Y.T.D. Equipment Tax Revenue						2,568,999	1,655,000	913,999
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						<u>9,693,015</u>	<u>7,235,000</u>	<u>2,458,015</u>

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

September 2016

25% of Year Completed

Financial Institution	Amount Invested	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	10,593,127	7102-1348	0.147%	4,002
Plus deposits	0			
Less withdrawals	0			
Total LGIP investments	<u>10,593,127</u>			<u>4,002</u>

Capital Projects	9/30/2016
Vehicles	50,000.00
Technology Upgrade	267,715.20
JASI	6,737.36
WHM South Gallery	266,594.43
Baseball Field	23,362.95
Rodeo Arena	47,756.58
Luminis Software	2,993.00
Landscaping	260,753.89
Campus Signage	601.67
Dorm/Apartment Refurbish	60,981.97
Campus Construction	211,319.64
Oil & Gas Training	152,463.83
Public Sector	9,227.00
Campus Security	23,832.19
Lumens Software-Distance Learnig	5,000.00
Copier Replacement	274.00
Non-Recurring Compensation	152,169.10
Athletics	11,939.28
Student Life Programming	20,432.28
Warehouse/Cont Ed Remodel	669.00
Succession Plan	52,014.15
WHM Exhibits	84,426.09
Mansur Hall Upgrades	15,509.95
Senior Warm Water Wellness Ctr	5,000,000.00
Driving Range Upgrades	200,000.00
Entertainment Technology	2,247,551.09
Cafeteria Upgrade	211,814.00
Channel 19 Upgrade	32,719.62
FERPA & Title IX	8,564.50
Equestrian Center	3,000,000.00
Bob Moran Upgrades	60,803.91
Turf Replacement	82,781.47
WHM Titanic Exhibit	5,884.16
HVAC Software-Central Plant	200,000.00
Busing Support for Recruiting	6,000.00
HED Faculty Development	20,000.00
Allied Health	530,000.00
Workforce Training Contingency	3,026.73
Total	13,335,919.04

NOTE: Capital projects total does not include encumbered funds

Memorandum

To: Dr. Sharp

From: Delores Thompson, Director of Nursing

Date: September 19, 2016

Re: Request Board Approval for Employment of Relative: Administrative Secretary –
Nursing

After reviewing applications for the Administrative Secretary – Nursing position, I would like to recommend Ms. Saundra K. Clark for the vacancy. Per the 16-17 NMJC Employee Handbook, (policy #203-Employment of Relatives), I am requesting approval from the Board because Ms. Clark is related to Mr. Deron Clark, Director Athletics (spouse).

Pending Board approval, I would like for Ms. Clark to start full-time employment on November 1, 2016. Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Thompson". The signature is written in a cursive, flowing style.

New Mexico Junior College

Promoting Success through Learning

September 28, 2016

To: Dr. Kelvin Sharp

From: Dr. Dennis Atherton

Re: Emergency Hiring of Assistant Women's Basketball Coach

Dear Dr. Sharp,

As you are aware we recently lost our newly hired Assistant Women's Basketball coach as he returned to Colorado to be with his family and coach his daughter in her high school.

This placed us in an emergency situation of trying to hire a replacement after school had already started which is difficult at best. We immediately opened up the position and began to contact applicants who had applied when the position was open at the first of the summer. We received five applicants, one of which we interviewed by phone.

In addition, we contacted the person who had finished second in our initial search, a young lady named Alexis Furr from Oklahoma. Due to budget shortfalls in the state of Oklahoma, she had not had a contract extended to her from the school where she was working as an assistant. She expressed immediate interest and her school was sad to lose her but understood the situation and was happy to see her have this opportunity.

Ms. Furr was high on the list of our current coach, Drew Sanders. With your permission, we have offered the position to Ms. Furr, pending completion of her background check and Board approval.

Respectfully,



Dr. Dennis Atherton

Interim Vice President of Student Services

