

COMMUNITY COLLEGE BOARD
Eastern New Mexico University – Roswell
Special Virtual Meeting
April 16, 2025, 4:00 pm

MINUTES

Members Present:

Carleton “Cla” Avery, Rissie Daubert, Tamaliah
“Tammy” Lueras, Jamila Miller and Ginger Miller

Members Absent:

Others Present:

Paulina Alvarez, Scott Bucher, David Castro, Todd
DeKay, Lucretia England, Ron Flury, Daniela Garcia,
Stephen Grieco, Sheila Grimm, James Johnston, April
Lanning, Tony Major, Eric Mann, Karen Massey, Kay
Meyers, Linde Newman, Shawn Powell, Yoana Salas,
Martha Staab, Devin Stroman, Amalia Tafoya, Georgette
Witherspoon, and Edna Yokum

Routine Business:

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| I. Call to Order | President Avery called the meeting to order at 4:00 pm. |
| II. Declare a Quorum | President Avery declared a quorum. |
| III. Finalize Agenda | Secretary Daubert moved to approve the agenda, and Vice President Lueras seconded the motion. The motion carried unanimously. |

Action Items

I. Budget Adjustment Request (BAR) #2 Fiscal Year 2024-2025

Eastern New Mexico University-Roswell's Budget Adjustment Request (BAR) # 2, restricted and unrestricted, is related to the 2024-2025 fiscal year that will end on June 30, 2025. It is due to the Higher Education Department (HED) and Department of Finance and Administration (DFA) by May 1, 2025 and also requires Board of Regent's approval prior to submission.

Every year, BAR #2 is utilized to adjust the budget expenses and revenue to reflect the anticipated numbers for the year-end.

Mr. Tony Major, ENMU-Portales Vice President for Administration and Finance and ENMU System Chief Financial Officer, explained that the BAR #1 is beginning balance adjustments and BAR #2 is for year-end adjustments. Adjustments are necessary for both the restricted and unrestricted accounts. Grant funds are restricted accounts and revenues and expenses must match. The total restricted revenue is \$16,200,000 and the expenses are equal to that.

There are three basic sources of Instructional and General (I&G) revenue for unrestricted funds: tuition and fees, which are State appropriation, mill levy, and miscellaneous, which is mostly interest, indirect cost, and facility rentals. Tuition and fees have been reduced by about \$191,000 due to the decline of enrollment from degree-seeking students. A conservative budgeted estimate from the mill levy is approximately \$1,350,000, however, it is more likely to be closer to \$1,500,000. Total revenues are budgeted at \$21,419,500, with a beginning balance of \$3,400,000, for a total available budget of approximately \$24,819,500.

Expenditures comprise instruction, academic support, student services, institutional support, and operation and plant maintenance and are estimated at \$21,000,000. This is a slight increase over BAR #1. The institution is required to transfer 3% of degree-seeking tuition and fees to student financial aid. A transfer is also required of renewals and replacements to cover maintenance. This leaves an ending balance of \$3,300,000 in reserves. The State requires at least 3% to be in reserves, and our reserves are well above that.

Other sources of current revenue include student social and cultural activities, public service, Internal Service Department, student financial aid, and auxiliary enterprises. Anticipated revenue of about \$7,000,000 in capital outlay and \$1,000,000 in Building Renewal and Replacement (BR&R) funds is anticipated from the State. Total revenue is estimated at \$30,700,000.

Vice President Lueras asked if there were any questions or concerns as preparations are made for this year's audit. Mr. Major responded that many of last year's findings have been resolved and processes are being systemized.

Member Jamila Miller inquired if any of the political changes have any influence in the budget adjustments. Mr. Major indicated a minimal impact for the end of this fiscal year; however, adjustments may be necessary for the upcoming operating budget.

Vice President Lueras made a motion to approve the Budget Adjustment Request (BAR) #2 for fiscal year 2024-2025 as presented. Secretary Daubert seconded the motion, and all Board members voted in favor. The motion carried.

II. Budget Fiscal Year 2025-2026

The Community College Board received exhibits outlining the Roswell Campus' proposed fiscal year 2025-2026 operating budget. As in past years, this budget is balanced and fund balances are maintained at the appropriate level per State expectations.

New Mexico Higher Education Department requires that the budget be submitted by May 1 and requires approval by both the Community College Board and Board of Regents.

Mr. Major explained there are three sets of columns: the first column lists the original budget that was approved last year and includes both restricted and unrestricted funds. The middle column is estimated actuals—the BAR that was just approved. The last column is the anticipated operating budget.

Dr. Powell reported that for the restricted budget the Student Support Services (SSS) grant program will end in August, and the Title V grant will likely end in September of this year affecting six staff. The staff members have been informed of this possibility. They have been encouraged to review campus job openings for positions they are qualified for and may be interested in applying for to stay with the campus. The worst-case scenario is that all grants could be ended in October, which would impact 64 staff on campus. Federal difficulties could cause additional enrollment declines. The Free Application for Federal Student Aid (FAFSA) may be transferred to the Small Business Administration. Mr. Major added that the budget was prepared as if ongoing programs will continue.

Revenue Detail

Total Operating Revenues are budgeted at \$21,961,000. This includes revenue from Tuition and Fees of \$3,315,000, from State Appropriations of \$16,554,000, from local Mill Levy of \$1,350,000 and other revenue of \$742,000. One of the budget assumptions is that enrollment will remain relatively flat from the previous year. The State Appropriations increased about \$802,000, 5.2%. The majority goes toward a mandated 4% compensation increase. The State funds 80%, which is about \$520,000 of the \$802,000.

Expense Detail

Instruction and General (I&G) expenditures are budgeted at \$21,768,000. Exhibit 2 summarizes instruction and general funds along with the percentages of total expenditures allocated to instruction, academic

support, student affairs, institutional support and plant operation. Transfers in and out will be finalized as the current fiscal year comes to an end. Expenditures are increasing by about 3.6% or \$748,000, with the majority of the increase going toward compensation. Health insurance is estimated to increase by about 10%.

Overall Summary

ENMU-Roswell is in sound fiscal condition and has sufficient financial resources for operations. This proposed budget maintains campus operations at current levels, and there is enough of balance left to meet State requirements as well as any unexpected operating contingencies. The ending reserves are estimated to be about \$3,400,000 or about 15%, which is well above the mandated 3%.

Vice President Lueras inquired about the reason for the reduction of Full-Time Equivalent (FTE) from 217.41 hours in fiscal year 2024-2025 to 206.69 for fiscal year 2025-2026. Mr. Major indicated there might be an error in the spreadsheet formula. Ms. Karen Massey, Chief Business Officer, stated there are new positions being budgeted: two nursing positions and a livestock judging coach. She added that Dr. Grieco has been enhancing efficiency by ensuring classes are full rather than having several partially full classes, which would affect the demand in FTE.

Vice President Lueras asked about having all faculty positions full in programs with accreditation requirements. Dr. Powell responded work is ongoing to ensure all faculty positions are filled so that programs to have adequate faculty to provide instruction. Vice President Lueras asked if the cost of upcoming accreditation site visit for at least one of the health sciences programs has been included in budget. Mr. Major answered yes and added that faculty professional development funds have been dedicated, as well. Each faculty member will also get an additional \$1,000 raise. Dr. Powell clarified each faculty member also receives \$1,500 for professional development or classroom instructional materials.

Mr. Major finished the presentation by indicating the auxiliaries will break even. Capital outlay is budgeted by the projects in progress. Capital reserves are approximately \$7,500,000 to cover projects for the next year.

Member Jamila Miller asked for clarification that all federal program grants on campus will be budgeted as usual until additional information from the federal government is received. Dr. Powell responded that is correct, and the situation will continue to be monitored closely to ensure fiscal responsibility.

Secretary Daubert moved to approve the budget for fiscal year 2025-2026 as presented, and Vice President Lueras seconded the motion. All members of the Board voted in favor. The motion carried.

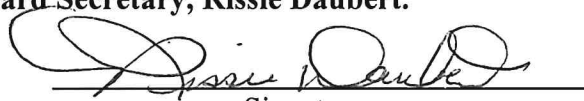
Mr. Major stated the budget will go to the Board of Regents for approval on Friday, April 18 and then submitted to the State by May 1 for final approval. The new budget will go into effect July 1, 2025.

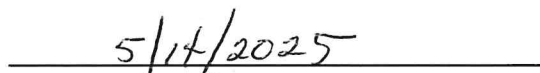
President Avery reminded everyone of the regularly scheduled Community College Board meeting next week, Wednesday, April 23.

Adjourn

The meeting adjourned at 4:39 pm.

Minutes approved by Community College Board Secretary, Rissie Daubert.


Signature


Date