

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
April 24, 2018**

ITEM A. CALL TO ORDER

Mr. John Thompson called the meeting to order at 7:08 p.m. The following members were present:

R. Shane Chance, Member
Byron Manning, Secretary
Evelyn B. Benny, Member
Dr. Joseph Pope, Member
Hoskie Benally, Jr., Member

Absent: Joseph Rasor, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, Barbara Ake, Jon Betz, John Boggs, Virgil Caldwell, Gayle Dean, Ed DesPlas, Adrienne Forgette, Chris Harrelson, Ron Jernigan, Kerri Langoni, Bill Lewis, Michael Ottinger, Brad Purdy, Lorenzo Reyes, Rhonda Schaefer, Barbara Wickman, Vinny Zicolello, Leslie, Saavedra, Christy Ferrato, Taylor Haskell, Melody Conrad, Ken Hibner, Lance Myler, and Elizabeth Phelps.

Guests: Gester Garcia, Cydney Smith, Jeff Bourgeois, Germaine Chappelle, Keloï Monroe

ITEM C. ADOPTION OF AGENDA

Dr. Pope and Mr. Manning seconded the motion to adopt the agenda. **MOTION CARRIED** by a unanimous voice vote.

ITEM D. REPORTS

1. Monthly Presentation

Mr. Taylor Haskell, Ms. Christy Ferrato, and Kenneth Hibner presented on “The Behavioral Intervention Team and Campus Safety.”

2. Association Reports

Faculty Association (FA) Mr. Lance Myler reported the Performance Pay Task Force has begun to meet. There are promising things happening. The structure is in place for faculty involvement beyond the FA leadership. Some concerns

are how adequate performance will be determined and by who, how equity will be maintained across campus, and if there will be vehicles in place to pay for consistent incremental pay increases.

Student Association (SA) Mr. Gester Garcia shared the SA leadership met with the President's Cabinet. They discussed orientation and student concerns. This past month the SA has assisted with Sexual Assault Awareness and Autism Awareness months and they had 300 people attend the movie showing. May 4 they will hold a fun event, "May the Fourth Be With You", from 4-8 p.m. Scholarships will be given as prizes. Mr. Garcia introduced next year's president, Ms. Sydney Smith.

Support Staff Association (SSA) Ms. Leslie Saavedra reported that elections will be held next month. The SSA is putting on a professional development day in May entitled "Increasing Success Through Fun". The Professional Staff Association has been asked to join them. The SSA is continuing their partnership with SJRMC providing them with tray favors.

Professional Staff Association (PSA) Mr. John Boggs shared the PSA is looking forward to joining the Support Staff Association at the professional development day. The PSA is developing a process for approval of requests for money to assist members with travel for professional development. The reading group is continuing. This group is aiding in building excitement for Pathways across campus. Elections will be held next month. The combined Support Staff and Professional Staff meeting with Jo-Carol Fabianke was the highest attended meeting by PSA members. Mr. Boggs is serving on the Performance Pay Task Force.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on March 13, 2018

The March 13, 2018 minutes were presented in the Board packet for approval.

2. Correspondence

None.

3. Financials

Included in the Board packet are the monthly financial reports for the month ended February 28, 2018.

4. Personnel Report

The following appointments were made since the last Board meeting: Jose Villareal, Business Advisor, Small Business Development Center, effective March 5, 2015; Lydell Powell, Instructor of Surgical Technology, School of Health Sciences, effective March 5, 2018; Sherry Curry-Graves, Administrative Assistant II, EMS; effective March 19, 2018; Vanessa Tafoya, Administrative Assistant II, Guided Pathways Grant, effective March 19, 2018; Frances Harris, Administrative Assistant II, Health Sciences, effective March 26, 2018; Jeff Parkes, Assistant Controller, Business Office, effective March 26, 2018.

Changes: Lisa Nash, from Senior Accounting Technician, Business Office to Third Party Student Accounts Supervisor, Business Office, effective March 1, 2018; Ralf Meyer, from Assistant Manager, Bookstore to Manager, Bookstore, effective March 1, 2018; ThomasSina Sam, from Administrative Assistant, Advising and Counseling Center to Senior Administrative Assistant, Advising and Counseling Center, effective March 12, 2018; Abigail Calcote, from Coordinator, Enrollment Services to Director of Admissions and Recruitment, Enrollment Services, effective April 1, 2018; Jamie Chavez, from Computer Lab Coordinator, ITC to Web Services Developer, ITC, effective April 1, 2018; Desire Hutchens, from Senior Accounting Technician, Business Office to Human Resources Technician, Human Resources, effective April 9, 2018; Nelida Caro, from Coach, ENLACE to Director, ENLACE/Herencia Latina Programs, effective April 16, 2018; John Boggs, from Interim Dean, School of Humanities to Dean, School of Humanities, effective April 16, 2018.

Separations: Lonnie Mitchell, Custodian, Physical Plant, separation of employment, effective March 4, 2018; Osvaldo Avila, Director, ENLACE-Herencia Latina Programs, separation of employment, effective March 22, 2018; Anne “Laurie” Trujillo, Assistant Professor of Cosmetology, School of Trades and Technology, separation of employment, effective March 30, 2018; Steve Wamel, Coordinator for Dual Credit Program, Enrollment Services, retirement, effective March 30, 2018; Tom Wiley, Instructor of Physical Therapy Assistant, School of Health Sciences, separation of employment, effective April 3, 2018; Kalie Alley, Admissions Advisor, Enrollment Services, separation of employment, effective April 4, 2018; Charlotte Keoni, Custodian, Physical Plant, retirement, effective April 30, 2018.

5. Information Report – Catering Activities Through College Food Service

The report of catering activities by A’viands, LLC for the months of February and March 2018 is included in the board packet.

Recommendation

I recommend the Board accept this information report.

6. Information Report - Sale of House Built by Building Trades Students of Equipment from Inventory

On March 10, 2018, Project #32, a house built by the College's Building Trades students was sold by live auction. A description of the house is below:

Two (2) bedrooms, two (2) bathrooms, kitchen, dining/breakfast room, living room and utility room. Ceilings throughout are eight (8) feet with some rooms vaulted. House is approximately 800 square feet.

Sales Price: \$34,000 plus applicable taxes.

Proceeds will be received into the Unrestricted Fund.

Recommendation

I recommend that the Board accept this report of sale.

Recommendation

Dr. Pope moved and Ms. Benny seconded the motion to take the recommended actions as presented on the Consent Agenda. **MOTION CARRIED** by unanimous voice vote.

ITEM G. OLD BUSINESS

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. APPROVAL OF NON-RESIDENT TUITION WAIVER FOR ACCELERATED PETROLEUM TECHNOLOGY PROGRAM PROTOTYPE

At the March 13, 2018 Board of Trustees work session College Leadership presented a proposal for an Accelerated Petroleum Technology program, a hybrid program designed to respond to the workforce needs of North Dakota's oil production industry. The School of Energy has worked with Missouri River Resources to design a hybrid Associate's degree program: thirty-five (35) credit hours of which will occur in North Dakota via online instruction and on-site on-the-job training and twenty-five (25) credit hours of which will occur in Farmington, New Mexico at San Juan College's School of Energy. In the prototype of this hybrid model, students will be assessed tuition at non-resident rates for the thirty-five (35) credit hours undertaken while the students are in North Dakota. To provide for student affordability while still achieving a significant rate of return, College Leadership requests and recommends a waiver of non-resident tuition whereby out-of-state students are charged resident tuition and fees during the twenty-five (25) credit hours of instruction that occurs on-site at San Juan College's School of Energy. This waiver of the non-resident tuition premium is limited to the hybrid program prototype's initial cohort, not to exceed two years.

Mr. Chance moved and Mr. Manning seconded the motion to approve the waiver of non-resident tuition and fees premiums for twenty-five (25) credit hours for non-resident students enrolled in the Accelerated Petroleum Technology hybrid program prototype as described herein, limited to the first cohort of students and not to exceed two years. **MOTION CARRIED** by unanimous voice vote.

2. MULTI-YEAR CONTRACT FOR ELECTRICIAN SERVICES

Following the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited proposals for electrician services through Request for Proposals #RFP 18-40220. This is a four (4) year contractor pool that will provide job order electrician services upon specific needs of the College. As jobs arise, contractors within the approved pool will be selected based on their expertise and availability. Use of this pool enables the College to accomplish small projects without having to keep a fulltime electrician on staff. Over the four (4) year term of this approved pool of service providers, expenditures will not exceed \$300,000 plus gross receipts taxes.

College Administration recommends the following contractors be approved for placement in this pool of service providers and awarded jobs required by the College:

Echo Electric Co Inc.; 610 DeKalb Rd.; Farmington, New Mexico
Ross Wes Electrical Services Inc.; 1332 W Murray Dr.; Farmington, New Mexico
Silver Stream Electric Inc.; PO Box 1222; Kirtland, New Mexico
Trophy Ridge Electric LLC; PO Box 6402; Farmington, New Mexico

Mr. Chance moved and Dr. Pope seconded the motion to approve the contractor pool for electrician services as herein described and authorize expenditures over the four years of the approved pool not to exceed, \$300,000 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

3. SECOND READING OF POLICY REVISIONS FOR TUITION AND FEE INCREASES

At the March 13, 2018 regular meeting of the San Juan College Board of Trustees, the first reading of a revision to policy number 702 Student Services - Registration, Tuition and Fee Charges, I. Tuition and Fee Charges, A. General Policy was conducted. This policy has been crafted to cause tuition to be recognized and managed as a revenue strategy to underpin the College's strategic plan and to improve the College's financial sustainability. This is the second reading of the policy revision.

I. Tuition and Fee Charges

- A. General Policy: The Board shall set unrestricted credit class tuition rates and any general student fee for resident and non-resident students of the College.
1. The tuition rate for unrestricted credit classes will be based on factors that include residency of student, overall instruction and general operating revenue considerations, cost of instruction for selective admission programs and employment opportunities for successful completers, projected impact of these charges on student access, availability of financial aid, particularly need-based, and other factors considered and recommended by the President to the Board.
 2. Increases to tuition rates and general fees will be managed in the following manner:
 - a. Tuition will be increased every other year based on the average of the percent increase (if any) in the Consumer Price Index (CPI) and the percent decrease (if any) in the sum total of state funding, property tax revenue, and oil and gas production revenue.
 - b. There will be no cap on the credit hour enrollment for which tuition is assessed each semester.
 - c. The College will strive to limit the level of resident tuition and fees to the 75th percentile of New Mexico peer colleges' tuition and fee levels.
 - d. Increases to the general fees will occur every other year for non-tuition increase years. Increases to general fees will be based on specific college-wide needs.

The entire version of policy number 702 with the marked-up section as shown above was included in the Board materials for this meeting.

Mr. Manning moved and Dr. Pope seconded the motion to approve the revised policy, to be effective April 24, 2018. **MOTION CARRIED** by unanimous voice vote.

4. PURCHASE OF DESKTOP COMPUTER REPLACEMENTS

At least four years have elapsed since the College has been able to replace existing desktop computers in meaningful quantities. More than half of the College's personal computers that are in use are seven years old. Under the guidance of the College Purchasing Department, pricing for the purchase of three hundred and ten (310) Hewlett Packard computers from Riverside Technologies under New Mexico Statewide Price Agreement 60-000-15-00008AM has been obtained. Each HP Elite 800 GS will include Windows 10, Intel Q270 chipset, Intel core i5-7500 3.4G 6M, 2400 4C (7th generation), 8GB DDR, HDD 500GB 7200 RPM, ultraslim DVD-writer, NVIDIA GeForce

GT720 2GB PCIe x8 DP, Intel i219LM gigabit network connection, HP USB slim keyboard, HP optical USB mouse, 3/3/3 SFF warranty, HP VGA port, HP 4 year next business day onsite hardware support, and hard drive imaging. Monitors are not included in this purchase; existing monitors will be used. The unit price is \$732. Total purchase price is \$226,920.

Mr. Chance moved and Dr. Pope seconded the motion to approve this purchase through the New Mexico Statewide Price Agreement with Hewlett Packard from Riverside Technologies and that a purchase order be authorized for \$226,920 plus any applicable taxes. **MOTION CARRIED** by unanimous voice vote.

5. ACROSS-THE-BOARD SALARY INCREASE FOR FULL TIME EMPLOYEES

In the Spring 2018 session of the New Mexico Legislature, an appropriation to fund salary increases averaging two percent (2%) for full time, non-probationary employees of state agencies was approved. San Juan College will receive state support of \$306,224 to fund the cost of this salary increase. College Leadership recommends that the salary increase be implemented for eligible employees effective July 1, 2018 as follows:

All full time employees who started work on, or before, the first day of class in the Fall 2017 semester (August 21, 2017) will receive a 2% salary increase.

All full time employees who started work on, or before, the first day of class in the Spring 2018 semester (January 15, 2018) will receive a 1% salary increase.

Full time employees who started work after January 15, 2018 will not receive a pay increase on July 1, 2018.

Part time employees will not receive a pay increase on July 1, 2018.

San Juan College will contribute no more than \$236,245 in addition to the fiscal year 2019 state funding for the cost of this salary increase, including the increased cost of employer-paid Social Security, Medicare and state retirement contributions.

Ms. Benny moved and Dr. Pope seconded the motion to approve the proposed salary increase as herein described. **MOTION CARRIED** by unanimous voice vote.

6. CAPITAL PROJECTS PRIORITIES – STATE FUNDING

Annually, the New Mexico Higher Education Department (HED) requires institutions to submit capital project priorities for consideration by the Governor's Office and upcoming legislature. For the upcoming funding cycle, community colleges were advised by the New Mexico HED to submit only two priorities for funding. The College is expected to contribute 25% of each total

project cost. The request is to be approved by the San Juan College Board of Trustees and submitted to the HED by June 1, 2018. The administration proposes the following capital project priorities:

1. Life Safety: Additional fire sprinklers to finish-out remaining non-sprinkler equipped spaces at San Juan College, fire alarm systems replacements, and emergency lighting systems replacements to the Central Class Complex, East Classroom Complex, and ITC Buildings. Estimated Cost: \$1,025,000
2. Building Envelope: Repair failing standing-seam roof on Quality Center for Business. Estimated Cost: \$396,000

Recommendation

Dr. Pope moved and Mr. Chance seconded the motion to approve the proposed capital project priorities for submission to the New Mexico Higher Education Department. **MOTION CARRIED** by unanimous voice vote.

7. FISCAL YEAR 2018 YEAR END BUDGET ADJUSTMENT REQUEST

The New Mexico Higher Education Department (HED) requires that by May 1, 2018, each higher education institution submit a budget revision for the fiscal year ending June 30, 2018. The budget adjustment request, comprised of numerous adjustments that have been made since the original fiscal year 2018 budget was approved in April of 2017, presents revised projections for revenues and expenditures that closely approximate year end results. Conditions that were causing changes in major revenue sources were discussed in the February 6, 2018 Board work session. More refined estimates of conditions that would impact the fiscal year 2018 budget adjustment request were shared with Trustees in the materials that were developed and distributed to Trustees for the April 3, 2018 Board work session (this meeting was canceled). Major adjustments that impact the fiscal year 2018 budget include:

- A significant decrease in projected Tuition and Fees revenue that is caused by enrollment declines, most especially in the Spring 2018 semester.
- A minor increase in local property tax revenue.
- A material increase in local oil and gas production tax revenue, resulting from improved market conditions in the first half of the fiscal year.
- Use of the contingency for a possible mid-year state appropriation decrease to fund the last phase of implementation of Condrey Compensation Study recommendations.
- Significant reduction in health benefits costs that resulted from the return to the state group benefits plan.
- Purchase of three hundred ten (310) replacement desktop computers.

College Leadership expects that fiscal year 2018 will close in a positive position. The completed HED-required budget adjustment request forms have been provided to Trustees prior to this meeting. The New Mexico Higher

Education Department requires that the Board of Trustees approve the year end budget adjustment request for the fiscal year ending June 30, 2018.

Recommendation

Mr. Chance moved and Ms. Benny seconded the motion to approve the Fiscal Year 2018 Year End Budget Adjustment Request. **MOTION CARRIED** by unanimous voice vote.

8. CONTRACT FOR INFORMATION TECHNOLOGY HELP DESK SERVICES

Since July 1, 2016 the College's Information Technology help desk services have been provided within the information technology management agreement with Campus Works. Under this agreement, San Juan College is responsible for contracting with its own help desk service provider, effective July 1, 2018. Under the guidance of the College Purchasing Department, pricing for information technology help desk services were obtained from CES Cooperative Agreement procurement #2017-004 RFP. As such, the College followed a detailed and documented process to meet all State of New Mexico procurement requirements (procurement code sections 13-1-98.A and 13-1-135 cooperative procurement).

This contract is for one year in the amount of \$103,200.00 plus applicable gross receipts taxes.

Contingent upon Board approval, a purchase agreement will be issued through Cooperative Educational Services, under CES contract #17-03N-C104-ALL and #17-03N-C1010-ALL for the Help Desk Services. RTI (Riverside Technologies, Inc.) will fulfill this agreement.

Recommendation

Mr. Manning moved and Dr. Pope seconded the motion to approve the purchase of services through Cooperative Educational Services, to be fulfilled by RTI and that a purchase order be authorized to encumber necessary funds. This contract will be effective July 1, 2018 through June 30, 2019. **MOTION CARRIED** by unanimous voice vote.

9. PURCHASE OF CYBER CENTER SERVERS, STORAGE, NETWORKING EQUIPMENT, AND ASSOCIATED SERVICES

Under the guidance of the College Purchasing Department, pricing for the required equipment and services was obtained from CES Cooperative Agreement procurement #2017-003 RFP C. As such, the College followed a detailed and documented process to meet all State of New Mexico procurement requirements (procurement code sections 13-1-98.A and 13-1-135 cooperative procurement).

The total price for this contract is \$82,153.27 plus applicable gross receipts taxes.

Contingent upon Board approval, a purchase agreement will be issued through Cooperative Educational Services, under CES contract #17-03N-C104-ALL and #17-03N-C1010-ALL for the equipment and services for the Cyber Center. RTI (Riverside Technologies, Inc.) will fulfill this agreement. This purchase is funded by the EDA POWER Grant.

Recommendation

Mr. Chance moved and Dr. Pope seconded the motion to approve the purchase through Cooperative Educational Services, to be fulfilled by RTI and that a purchase order be authorized to encumber necessary funds. **MOTION CARRIED** by unanimous voice vote.

10. SELECTION OF CONTRACTOR FOR THE FIRE TOWER PROJECT AT 800 S. HUTTON

Under the guidance of the College Purchasing Department, a proposal solicitation for construction services was issued as Request for Proposal #18-39595. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The proposed services will include construction for the Fire Tower at 800 S. Hutton as designed by Rodahl & Hummell Architecture. The evaluation committee has reviewed the proposals received and after careful review have selected Spellbring Construction Inc. as the contractor to recommend for this project. The cost, including soft costs and contingencies, will not exceed \$1,150,000.00 plus gross receipts taxes. Contingent upon Board approval, an agreement will be issued to Spellbring Construction Inc. for the construction of the Fire Tower project at 800 S. Hutton.

Recommendation

Mr. Chance moved and Dr. Pope seconded the motion to approve the agreement with Spellbring Construction, LLC for construction of the Fire Tower project at 800 S. Hutton and that a blanket purchase order be authorized to encumber necessary funds. **MOTION CARRIED** by unanimous voice vote.

11. SELECTION OF CONTRACTOR FOR THE RENOVATION OF 800 S. HUTTON PROJECT

Under the guidance of the College Purchasing Department, a proposal solicitation for construction services was issued as Request for Proposal #18-40051. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The proposed services will include renovation for the 800 South Hutton project as designed by Rodahl & Hummell Architecture. The evaluation committee has reviewed the two proposals received and after careful review have selected Winters Construction, LLC as the contractor to recommend for this project. The cost, including soft costs and contingencies, will not exceed \$600,000.00 plus gross receipts taxes.

Contingent upon Board approval, an agreement will be issued to Winters Construction, LLC for the Renovation of 800 S. Hutton project.

Recommendation

Mr. Manning moved and Ms. Benny seconded the motion to approve the agreement with Winters Construction, LLC for construction of the 800 S. Hutton Renovation project and that a blanket purchase order be authorized to encumber necessary funds. **MOTION CARRIED** by unanimous voice vote.

12. FISCAL YEAR 2019 BUDGET REQUEST

Assumptions and projections for circumstances that impact the College's major revenue sources were discussed in the January 2, 2018 Board work session and the February 6, 2018 Board work session. More refined estimates of conditions that are anticipated to impact the fiscal year 2019 operations and budget request were shared with Trustees in the materials that were developed and distributed to Trustees for the April 3, 2018 Board work session (a meeting that was canceled). The fiscal year 2019 budget was discussed in today's work session.

The assumptions and projections that drive the fiscal year 2019 Budget Request include:

- An increase in tuition rates effective with the Fall 2018 semester and a projected enrollment decrease of 2.5% from fiscal year 2018 to fiscal year 2019. Together, these two factors result in an increase in tuition revenue.
- A continued modest increase in workforce development fees is also projected.
- A modest 1.1% increase in the state formula appropriation.
- An appropriation that provides for over half of a state mandated 2% salary increase.
- A special state appropriation to partially fund security improvements.
- A projected decrease in property values, resulting in a 1% decrease in property tax revenue.
- A projected increase in oil & gas production tax revenue of 1%.
- The fiscal year 2019 budget will bear the cost of twelve months for the implementation of the final stage of the Condrey Compensation Study recommendations.
- The fiscal year 2019 budget will see the full, twelve month impact of the cost reduction achieved from the migration to the state group health insurance plan.

The budgeted expenditures of each fund of the Fiscal Year 2019 budget are balanced within their respective revenues. The Fiscal Year 2019 budget request is in compliance with Higher Education Department (HED) instructions. The completed HED-required budget request forms have been provided to Trustees prior to this meeting. The New Mexico Higher Education Department requires

that the Board of Trustees approve the fiscal year 2019 budget request and that the fiscal year 2019 budget be submitted to the HED by May 1, 2018.

Recommendation

Mr. Chance moved and Ms. Benny seconded the motion to approve the Fiscal Year 2019 Budget Request and direct staff to submit the budget request to the New Mexico HED as per state guidelines. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, June 5, 2018 at 7:00 p.m.** in the San Juan College Board Room.

ITEM I. CLOSED SESSION

A motion was made at 8:28 p.m. by Dr. Pope and seconded by Mr. Chance for the Board to meet in executive session to discuss:

- Acquisition of real property pursuant to Section 10-15-1(H)(8) of the Open Meetings Act;
- Employee discipline matters regarding San Juan College employees pursuant to Section 10-15-1(H)(2) of the Open Meetings Act;
- Pending litigation in Gruel v. San Juan College Board of Trustees pursuant to Section 10-15-1(H)(7) of the Open Meetings Act; and
- Consultation with its attorney about participation in the initiation of litigation against a defendant pursuant to Section 10-15-1(H)(7) of the Open Meetings Act.

MOTION CARRIED by a unanimous roll call vote. The Executive Session concluded at 10:45 p.m. and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Dr. Pope moved and Mr. Chance seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM J. ADJOURNMENT

Ms. Benny moved and Mr. Manning seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 10:47 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Dr. Joseph Pope, Vice Chairman
San Juan College Board

Date: June 5, 2018