

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
September 4, 2018**

ITEM A. CALL TO ORDER

Mr. John Thompson called the meeting to order at 7:25 p.m. The following members were present:

R. Shane Chance, Member
Evelyn B. Benny, Member
Dr. Joseph Pope, Vice Chairman
Hoskie Benally, Jr., Member
Joseph Rasor, Member

Absent:

Byron Manning, Secretary

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, Boomer Appleman, Jon Betz, Alicia Corbell, Gayle Dean, Ed DesPlas, Adrienne Forgette, Sandy Gilpin, Ron Jernigan, Kerri Langoni, Bill Lewis, Michael Ottinger, Lorenzo Reyes, Rhonda Schaefer, Vinny Zicoello, Melody Conrad, Amanda Robles, Elizabeth Phelps, Rachael Dworsky, Paulette Stanley, Don Hyder, Kenny Hibner, Karen Acree, Eric Miller, Veronica Evans, Lance Myler, Sherrie Biringer, and Gerald Williams.

Guests: Jonathan Baigas, Russell Nakai, Abbigail Delos Reyes, Fernando Maqueda-Trejo, Ted Lasiewicz, Tsaa Henderson, and Dr. Gene Schmidt.

Welcome of Mr. Ted Lasiewicz, and Dr. Gene Schmidt.

ITEM C. ADOPTION OF AGENDA

Mr. Chance and Ms. Benny seconded the motion to adopt the agenda. **MOTION CARRIED** by a unanimous voice vote.

ITEM D. REPORTS

1. Monthly Presentation

Dr. Eric Miller, Dr. Veronica Evans, Dr. Don Hyder, and students presented on Science Research.

2. Association Reports

Faculty Association (FA) Ms. Elizabeth Phelps introduced Rachael Dworsky, the Vice President for the FA. The associations held a joint meeting in August. There was positive feedback. Since visiting with the board last month Mr. Zicoello has shared more information with the FA covering their concerns. He will be attending their next meeting. There is on-going concern over laptops being replaced with desk top computers. The number one concern of faculty, based on the survey the FA gave, is the amount of work put on faculty. Ms. Phelps will discuss this more at the next board meeting.

Professional Staff Association (PSA) Ms. Sherrie Biringer shared that the associations met jointly in August and discussed the PACE survey results and participated in an activity to help develop steps for moving forward. The PSA has also formed a task force to review their by-laws.

Support Staff Association (SSA) Ms. Melody Conrad reported that the all-association meeting was success with a large attendance. The SSA professional development team is beginning to plan the next professional development day. They are continuing their community projects. The Lunch and Learn for September will be include information from ITC and a tour. Ms. Conrad also offered a thank you for the opportunity to meet with senior leadership and the other association leaders.

Student Association (SA) Ms. Abbigail Delos Reyes introduced the Vice President of the SA, Mr. Fernando Maqueda-Trejo. The SA collaborated with Student Success to man the welcome tables the first week of classes. They helped students find their way and provided healthy snacks. The movie night was a success. Next week is Welcome Back Week. Activities planned are: Monday, Wear SJC Gear; Tuesday and Wednesday is Student Rush when students will have the opportunity to learn about clubs and services available to them; Wednesday, Milkshake Day; Thursday, Disney Day; Friday, Super Hero Day. The first Senate meeting will take place next week. The SA is collaborating on the Halloween Carnival. Student Association is now fully staffed.

ITEM E. CITIZEN COMMENT

Mr. Gerald Williams spoke on curriculum changes.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on August 7, 2018

The August 7, 2018 minutes were presented in the Board packet for approval.

2. Correspondence

Jamie Church, Major Gift Officer at Ft. Lewis College (FLC), sent Dr. Pendergrass a thank you note for meeting with FLC President Stritikus and for touring FLC.

Gary Frey, Site Director Raytheon Dine Facility, sent a note to Dr. Pendergrass thanking San Juan College for their assistance and support of the Raytheon Annual Employee Picnic held at San Juan College.

3. Financials

Financial reports for the month ended July 31, 2018 are presented in the Board packet.

4. Personnel Report

The following appointments were made since the last Board meeting: Giovanni Linares, Computer Lab Technician, Information Technology Center, effective August 6, 2018; Jackson Koewler, Admissions Advisor, Enrollment Services, effective August 6, 2018; Audree Penn, Computer Lab Technician, Information Technology Center, effective August 13, 2018; Brent McCay, Instructor, Physical Therapy Program, School of Health Sciences, effective August 13, 2018; Deborah Begay, Lead Teacher, Child and Family Development Center, effective August 13, 2018; Joseph Verce, Assistant Professor of Business, School of Business, effective August 13, 2018; Karen Krob, Assistant Professor of Psychology, School of Humanities, effective August 13, 2018; Pam Hyder, Automotive Technology Administrative Assistant II, School of Trades and Technology, effective August 13, 2018; Alfred Casey, Computer Lab Technician, Information Technology Center, effective August 20, 2018; Alyssa Hargis, HRIS Analyst, Human Resources, effective August 20, 2018; Michael Hyman, Environmental Health and Safety Coordinator, Physical Plant, effective August 27, 2018; Christina Chavez, Computer Lab Technician, Information Technology Center, effective August 27, 2018.

Changes: Cara Jim from Computer Lab Technician, ITC to Computer Specialist, ITC, effective August 1, 2018; Troy Brown, from Assistant Professor of Fire Science to Coordinator/Assistant Professor of Fire Science, School of Trades and Technology, effective August 14, 2018; Danielle Sullivan from Assistant Professor of English to Associate Professor of English, School of Humanities, effective August 14, 2018; Jeanne Kofron, from Instructor of Communications to Assistant Professor of Communications, School of Humanities, effective August 14, 2018; Katherine Elliott, from Instructor of Accounting to Assistant Professor of Accounting, School of Business, effective August 14, 2018; Kathleen Fulton, from Associate Professor Psychology to Professor of Psychology, School of Humanities, effective August 14, 2018; Lori Schiess, from Assistant Professor of Biology to Associate Professor of Biology, School of Math, Science, and Engineering, effective August 14, 2018; Matthew Bell, from Instructor of Mathematics to Assistant Professor of

Mathematics, School of Math, Science, and Engineering, effective August 14, 2018; Richard Barnes, from Instructor of Nursing to Assistant Professor of Nursing, School of Health Sciences, effective August 14, 2018; Richardyna Christie, from FT Temp Instructor of Reading to Assistant Professor of Reading, School of Humanities, effective August 14, 2018; Travis Wade, from FT Temp Instructor of English to Instructor of English, School of Humanities, effective August 14, 2018; Vaughn Lewis, from Assistant Professor of Auto Technology to Associate Professor of Auto Technology, School of Trades and Technology, effective August 14, 2018.

Separations: Arcilia Fuller, Associate Teacher, Child and Family Development Center, separation employment, effective May 18, 2018; Linda Edwards, Associate Professor of Music, School of Humanities, separation of employment, effective July 31, 2018; Virgil Caldwell, Dean, School of Health Sciences, effective August 3, 2018; Steven Perkins, Assistant Professor of Biology/Ecology, School of Science, Math, and Engineering, separation of employment, effective August 13, 2018; Shawna Jameson-Phillips, Administrative Assistant I, SNAP Program, separation of employment, effective August 29, 2018.

5. Information Report – Catering Activities Through College Food Service

The report of catering activities by A’viands, LLC for the month of July 2018 is included in the board packet.

Recommendation

I recommend the Board accept this information report.

6. Rescission of Award for Telephone System

At the July 2018 meeting of the San Juan College Board of Trustees, the Board approved a recommendation that the College replace its existing telephone system that no longer meets the full array of the College’s needs and is approaching technical obsolescence. The background information for this recommendation stated “Using vendors on approved state purchasing contracts, SJC’s Information Technology staff have designed an upgraded telephone system that provides for current telephonic capabilities and additionally resolves the deficiencies of the current system.” As the College Purchasing Department processed the approved recommendation, it was learned that while one of the vendors, Mitel, is on a state purchasing contract, the College is not eligible to use that particular purchasing contract. Therefore, the College must issue its own request for proposals, undergo the detailed state-required process of proposal evaluation and vendor selection in order to make a replacement recommendation to the Board in November.

Recommendation

I recommend the Board rescind its July 10, 2018 award to upgrade the telephone system.

7. Approval for Certification of Asset Inventory

The governing unit of the College is required to certify the inventory of equipment assets of the College at year end as part of the year-end audit process. For this purpose, the inventory of the equipment assets has been completed to the best of the San Juan College (SJC) staff's ability and is presented to the Board of Trustees. The detailed list of SJC's asset inventory to which this summary is reconciled has been provided to Trustees in advance of the meeting.

Fiscal Year 2018 Capital Asset Inventory

Classification	Sum of Acquisition Cost
Buildings and Improvements	140,687,504.37
Equipment	18,122,637.26
Infrastructure Assets	16,675,220.27
Land	2,010,641.00
Land Improvements	8,439,147.75
Leasehold Improvements	622,023.00
Software	952,880.00
Grand Total	187,510,053.65

Total General Ledger **187,510,053.00**

Recommendation

I recommend the Board approve and certify the asset inventory for purposes of the fiscal year 2018 audit.

8. Information Report – Key Financial Benchmark Metrics from New Mexico Higher Education Department

On August 24, 2018, San Juan College Controller Kristie Ellis received the information below with the following comments [excerpted from e-mail message from Scott Eccles, Institutional Auditor, New Mexico Higher Education Department (HED)]: "We (HED) develop this spreadsheet annually utilizing audited financials (FY17) and other key data. This is one tool we (HED) utilize to analyze/monitor fiscal health and fiscal control environments at Institutions. It's good to share with you, EVP DesPlas, President Pendergrass, and the Board of Trustees per allows for understanding of SJC's status relative to peer institutions' net position, unrestricted I&G fund balance, unrestricted cash/equivalents, short term investments, short and long -term

liquidity status, Composite Financial Index (CFI) score, and annual independent audit results.”

Institution	Net Position	Unrestricted I&G Fund Balance	Unrestricted Cash	Short-Term Investments	Short-Term Liquidity Ratio	Long-Term Bond Debt	CFI FY17	# of Audit Findings FY17	Comments
UNM	\$708,432,514	\$50,589,098	\$341,454,754	\$413,988,425	0.51	\$664,566,046	1.6	10	
NM Tech	\$176,992,216	\$9,641,178	\$48,310,709	\$18,092,536	6.34	\$11,083,337	6.4	4	
NMSU	\$92,369,778	\$29,492,613	\$9,666,705	\$10,036,594	0.17	\$105,317,291	2.2	0	
ENMU	\$113,827,058	\$5,735,921	\$27,503,050	\$32,123,122	2.3	\$39,620,000	4.1	6	
NMHU	\$39,360,804	\$6,382,358	\$9,634,527	\$232,195	1.47	\$25,165,377	2.0	7	
WNMU	\$16,079,042	\$4,293,090	\$8,683,521	\$9,851,533	4.92	\$17,032,130	2.9	7	
NNMC	\$14,049,234	\$2,297,862	\$2,434,327	\$0	1.67	\$0	5.6 0	66	Disclaimer Audit Opinions
Central NM CC	\$106,893,768	\$18,293,536	\$1,401,713	\$59,435,048	0.27	\$95,098,175	3.2	2	
New Mexico JC	\$75,428,248	\$3,521,275	\$6,643,331	\$8,593,127	6.98	\$0	5.4	1	
Santa Fe CC	\$40,071,943	\$1,480,915	\$6,654,045	\$0	1.13	\$13,993,556	2.8	1	
San Juan CC	\$21,109,633	\$15,374,313	\$15,664,607	\$5,650,213	3.16	\$18,959,034	2.1	0	
Mesalands CC	\$18,648,523	\$2,312,638	\$3,314,553	\$704,349	7.85	\$101,558	6.9	8	
Clovis CC	\$17,323,861	\$3,150,350	\$3,546,467	\$5,151,850	5.25	\$480,000	8.0	1	
Luna CC	\$12,503,219	\$4,167,556	\$4,533,824	\$0	7.39	\$0	5.2 0	7	Adverse Audit Opinion- Financial Statements
NMMI	\$99,488,692	\$6,763,462	\$10,608,005	\$3,652,520	4.09	\$8,052,823	8.2	0	
NMSD	\$40,449,525	\$3,695,902	\$1,282,783	\$341,042	15.64	\$0	Not Applicable	10	
NMSBVI	\$29,409,512	\$3,728,235	\$1,903,058	\$0	3.21	\$0	Not Applicable	3	

APPROVAL

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

ITEM G. OLD BUSINESS

None.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. WEB CONTENT MANAGEMENT AND HOSTING SERVICES

A web content management system is a software system that provides website authoring, collaboration, and administration tools designed to allow users with little knowledge of web programming languages or markup languages to create and manage website content with relative ease. San Juan College’s digital marketing and website needs have far surpassed the capabilities of the content management system currently in use. Under the guidance of the College

Purchasing Department, a proposal solicitation for web content management system was issued as Request for Proposal #18-41854. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The proposed services for a three-year contract will include web content management system setup, development and implementation, training services, data migration, software license, and web hosting services. The evaluation committee has reviewed the two proposals received and after careful review have selected and recommend TERMINALFOUR Inc. as the contractor for this project. The cost will not exceed \$147,336.00 plus gross receipts taxes. Contingent upon Board Approval, a contract will be issued to TERMINALFOUR Inc. for the web content management software and hosting services.

Mr. Chance moved and Mr. Rasor seconded the motion to approve the three-year contract with TERMINALFOUR Inc. for the Web Content Management System and that a blanket purchase order be authorized to encumber necessary funds. **MOTION CARRIED** by unanimous voice vote.

2. STUDENT HOUSING CONSULTING SERVICES

In the summer of 2017 the College followed the detailed and documented process required to meet the State of New Mexico Procurement Code, Section 13-1-21 through 13-1-199, NMSA 1978. The College Purchasing Department, issued RFP #17-37767 to obtain proposals for consulting services to include request for proposal (RFP) development, RFP administration, and partnership negotiation to result in a public/private partnership (P3) arrangement that may include design, finance, construction, and operation of student housing for San Juan College.

The Scion Group LLC was deemed to have submitted the proposal that would best serve the College. The San Juan College Board approved the consultant selection and original contract which included Aspect One and Aspect Two. These two phases included consulting services for RFP creation, evaluation, vendor selection, and assistance with negotiations through execution of the pre-development agreement. Aspect Three was not included in the original contract because Aspect Three was contingent upon Board Approval of Developer Selection. Under Aspect Three of this engagement, The Scion Group will provide further consulting services in negotiations with Balfour Beatty Campus Solutions and the 501(c3) project owner for the remainder of the contracts required through the financial closing of third party debt to fund the project.

The Scion Group has proposed consulting services for Aspect Three at the cost of \$69,000 plus expenses not to exceed \$10,000 plus applicable gross receipts taxes.

Dr. Pope moved and Mr. Rasor seconded the motion to approve Aspect Three of our engagement contract with The Scion Group LLC as the consultant for remainder of the student housing negotiation, through the project's financial closing, at the cost of \$69,000 plus expenses not to exceed \$10,000 plus

applicable gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

3. **FIRST READING OF REVISION TO POLICY 500, SECTION V – NEPOTISM POLICY**

The College has recently encountered numerous circumstances in which its need for talent is outstripping the constraints of the local and regional talent pool. In many instances, the College’s current nepotism policy presents an obstacle in recruiting and hiring qualified adjunct faculty or temporary employees. To alleviate this difficulty, College Administration has crafted a revised nepotism policy as follows:

Board Policy #500 Human Resources

V. Family Members - Nepotism Policy

Regular Employees:

Two or more members of the same immediate family may not be employed as regular employees by the College in a supervisory/subordinate relationship or below the same lines of authority.

Temporary Employees and Adjunct Faculty:

Temporary employees and adjunct faculty of the same immediate family may be employed under the same lines of authority, but may not be employed in a supervisory/subordinate relationship.

~~Employment of persons of the same family relationships, inclusive of significant others, will not be encouraged within College departments or divisions even if the employment relationship is not of the supervisory/subordinate nature.~~ The Board may approve exceptions to this policy in special circumstances. For purposes of this section, a member of the immediate family shall include the following relationships: spouse, significant other, parent, child, brother, sister, aunt, uncle, father- or mother-in-law, or brother- or sister-in-law.

This is a “first reading” of the revised policy, for discussion only. It will not be voted-on in this meeting.

Mr. Chance moved and Ms. Benny seconded the motion to place this item on the agenda for the October 2, 2018 regular meeting of the Board of Trustees for a second reading and consideration of final adoption of policy revision, to be effective October 3, 2018. **MOTION CARRIED** by unanimous voice vote.

4. **RESOLUTION TO PURSUE A JOINT PIWERS AGREEMENT TO NEGOTIATE PURCHASE AND CO-OWNERSHIP OF 3401 E. 30TH STREET, FARMINGTON, NEW MEXICO**

Whereas the registered, qualified voters of the San Juan College District, County of San Juan, State of New Mexico authorized the issuance of \$10,000,000 of local general obligation bonds on February 3, 2015;

Whereas the voters of San Juan County voted such authorization for the purpose of erecting, furnishing, constructing, purchasing, remodeling and equipping buildings and utility facilities, exclusive of stadiums, making other real property improvements, purchasing grounds or any combination of these purposes;

Whereas San Juan College has need for additional physical space to house specific instructional programs, academic support and administrative functions;

Whereas the San Juan College Board of Trustees and college leadership wish to provide functional and physical adjacencies in co-locating certain educational and workforce partners in a shared facility;

Whereas the owners of a property located at 3401 E. 30th Street in Farmington, New Mexico have made the facility available for sale;

Whereas an architectural feasibility study finalized on and dated August 23, 2018 confirms that the facility can be adequately utilized for the proposed functions under consideration by San Juan College and its prospective educational and workforce partners;

Whereas it is understood that San Juan College's occupancy and use of the facility at 3401 E. 30th Street in Farmington, New Mexico will cause the College to require approximately fifty-three percent (53%) of the usable square footage in the facility;

Whereas the leadership of San Juan College and its Board of Trustees anticipate that the leadership and School Board of Farmington Municipal Schools desire to co-locate and co-own with San Juan College the property located at 3401 E. 30th Street in Farmington, New Mexico;

Whereas use of the unused San Juan College 2015 general obligation bond authority is consistent with the co-acquisition of the property located at 3401 E. 30th Street in Farmington, New Mexico.

Be it therefore RESOLVED that:

The San Juan College Board of Trustees hereby authorize the college's President and Executive Vice President, or their designee, to negotiate the terms of a Joint Powers Agreement with Farmington Municipal Schools and under such agreement negotiate the purchase of the real property at 3401 E. 30th Street

in Farmington, New Mexico (the “Property”). Any offer, agreement, or contract to purchase the Property, shall be made expressly contingent on execution of a Joint Powers Agreement between San Juan College and Farmington Municipal Schools as authorized by the Joint Powers Act, final approval of the purchase of the Property by the San Juan College Board of Trustees and School Board of the Farmington Municipal Schools at the earliest subsequent College Board meeting and School Board meeting as practical; approval by the New Mexico Higher Education Department, the New Mexico Public Education Department or other governmental authorities as required by state law and compliance with all applicable state and federal laws governing the formation of the Joint Powers Agreement and the purchase of said real estate.

Approved: September 4, 2018

John Thompson, Board Chair

Dr. Joseph Pope, Vice Chair

Mr. Chance moved and Dr. Pope seconded the motion to approve and adopt this resolution. **MOTION CARRIED** by unanimous voice vote.

5. SECURITY AND ACCESS CONTROL SOLUTIONS

Students, faculty, staff, and public expectations for increasingly effective safety measures in colleges and schools have become readily apparent in the wake of tragedies that have affected too many communities. Surveillance functionalities and the ability to control all exterior doors in the event of total campus lockdown are now basic precautionary necessities. The College’s current access control system is not able to meet these needs and is unable to meet other emerging needs as the environment in which the College operates becomes more complex from a safety and security standpoint.

The College Physical Plant and Department of Public Safety leadership have explored a number of vendors’ solutions for San Juan College’s need for enhanced safety measures. Johnson Controls has provided recommended solutions and pricing through Cooperative Educational Services (CES) to replace the current access control system. This phase of a new and upgraded access control system includes control of all exterior doors to provide the capability for total campus lockdown on-demand. Also included is the installation of fifteen (15) surveillance cameras for enhanced security purposes. This project is the second phase of a multiphase project for a comprehensive security and access control solution.

Under the guidance of the College Purchasing Department, pricing for the purchase of Johnson Controls Security Solutions under CES contract #19-

09NS-101-ALL has been obtained. The purchase price is \$295,121.79 plus applicable taxes, funded by special appropriations from the State of New Mexico.

Dr. Pope moved and Mr. Chance seconded the motion to approve this purchase through Cooperative Educational Services from Johnson Controls and that a purchase order be authorized for \$295,122 plus any applicable taxes. **MOTION CARRIED** by unanimous voice vote.

6. FISCAL YEAR 2020 RESEARCH AND PUBLIC SERVICE PROJECTS REQUEST

Annually, the College submits requests to the New Mexico Higher Education Department for Research and Public Service Projects (RPSP). The funding targets expansion and/or enhancement of programs that serve a particular public need.

The College Administration recommends the following requests and priority ranking for funding for fiscal year 2020:

1. Nursing	\$250,000
2. Dental Hygiene	\$175,000
3. Cybersecurity	\$ 75,000
4. Surgical Technology	\$100,000
5. Instrumentation & Control	\$117,000
6. Tribal Energy Management	\$ 50,000
7. Simulation Center	\$100,000
8. Commercial Driver's License	<u>\$150,000</u>
Total Request	\$1, 017,000

Mr. Razor moved and Mr. Chance seconded the motion to approve these Research and Public Service Projects requests and priority rankings for fiscal year 2019-2020. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, October 2, 2018 at 7:00 p.m.** in the San Juan College Board Room.

ITEM I. CLOSED SESSION

ITEM J. ADJOURNMENT

Mr. Chance moved and Dr. Pope seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:20 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Mr. Byron Manning, Secretary
San Juan College Board

Date: October 2, 2018