

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
January 8, 2019**

ITEM A. CALL TO ORDER

Mr. John Thompson called the meeting to order at 7:00 p.m. The following members were present:

R. Shane Chance, Member
Dr. Joseph Pope, Vice Chairman
Joseph Rasor, Member
Evelyn B. Benny, Member
Byron Manning, Secretary

Absent: Hoskie Benally, Jr., Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, Boomer Appleman, Jon Betz, John Boggs, Alicia Corbell, Gayle Dean, Ed DesPlas, Adrienne Forgette, Sandy Gilpin, Ron Jernigan, Walter Kerce, Kerri Langoni, Bill Lewis, Michael Ottinger, Brad Purdy, Lorenzo Reyes, Rhonda Schaefer, Melody Conrad, Amanda Robles, Elizabeth Phelps, Betty Onik, Karen Acree, Randall Keeswood, Maxine Chapman, Lydell Powell, Kris Kraly, Eric Miller, Gerald Williams, Ana Sawyer, and Janet Peterson.

Guests: Fernando Maqueda-Trejo, Analisa Rodriguez, Leo McLozwick, Larry Walter

Ed DesPlas introduced Walter Kerce, the new Chief Information Officer.

Dr. Adrienne Forgette, Vice President for Learning, presented a gift to Mr. Bill Lewis, Dean Trades and Technology, in recognition of his retirement.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Dr. Lorenzo Reyes presented “Center for Workforce Development Programs: A Status Update.”

2. Association Reports

Faculty Association (FA) Ms. Elizabeth Phelps shared that currently the San Juan College academic calendar is under revision. The FA believes this is a perfect time to add the Martin Luther King holiday to the College calendar. The public schools recognize this holiday and the FA feels it causes confusion for the College to be open on this date. Ms. Phelps then shared a handout with a history of executive team leadership salaries. The information on the handout was provided by Human Resources. The FA is grateful for the 2% raise this past year, paid for by the College and State of New Mexico. Although the faculty have been told there is no money for raises, it appears there is money for administrative raises, as indicated on the handout. The FA questions the raises given to members of the executive team.

Professional Staff Association (PSA) Dr. Peterson reported that at the December meeting the PSA approved guidelines for members to request funds for professional development. An e-vote was held in December on whether to keep the current by-law requirement for an annual review of executive leadership. The requirement was voted down and will not appear in the revised by-laws, which continue to be revamped.

Support Staff Association (SSA) Ms. Melody Conrad shared the SSA continues to be busy with tray favors and lap blankets. She thanked the San Juan College Foundation for supporting the SSA's holiday party. The SSA is looking forward to a new project as they participate in Martin Luther King week events here at the College. A professional development training is planned for the spring. The All-Association meeting was held today and was very successful. The by-laws are continuing to be revised. The group is exploring how the SS can help students within the Pathways.

Student Association (SA) Mr. Fernando Maqueda-Trejo shared that next week is Welcome Back week. There will be tables around campus to share information on resources available to students. Student Rush will take place the end of January. Clubs will be promoted at this event. The SA is looking for new ways for clubs to be more involved with the community. They are also reviewing software to help the SA better manage their department. Currently everything is done on paper. Mr. Maqueda-Trejo introduced the new SA Vice President, Analisa Rodriguez.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on December 4, 2018

The December 4, 2018 minutes were presented in the Board packet for approval.

2. Correspondence

None.

3. Financials

Financial reports for the month ended November 30, 2018 are presented in the Board packet.

4. Personnel Report

The following appointments were made since the last Board meeting: Jessica Finch, Administrative Assistant II, Teacher Education –Alternative Licensure, School of Humanities, effective December 3, 2018.

Changes: None.

Separations: Brian Nichols, Maintenance Supervisor, Physical plant, separation of employment, effective November 16, 2018; Susan “Kay” Peters, Director/Assistant Professor, Occupational Therapy Program, School of Health Sciences, separation of employment, effective December 18, 2018; W. Gayle Hill, Health Sciences Advisor, School of Health Sciences, separation of employment, effective December 19, 2018; Kathi Hail, Workforce Development Specialist, Center for Workforce Development, separation of employment, effective December 31, 2018; Mariah Mills, Administrative Assistant I, Kellogg Grant –Working Families, separation of employment, effective December 31, 2018.

5. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

6. Information Report: “3% Scholarship” Awards for Fiscal Year 2019

Section 21-13-19 NMSA 1978 allows for community college boards to establish and grant gratis scholarships to students who are residents of New Mexico. At San Juan College, these scholarships have become known as “3% Scholarships”. When the Board approved the Fiscal Year 2019 budget on April 24, 2018, \$67,275 was provisioned for this purpose. At the beginning of the Fall 2018 semester 225 students were each awarded \$300 from the 3% Scholarship Fund. One Spring 2019 student has been awarded \$300. Most of the scholarship recipients are incoming freshman with financial need and no

other financial aid. A list of the students who have received this assistance was distributed to Trustees with the Board agenda package.

Recommendation

I recommend the Board ratify the award and disbursement of the 3% Scholarship Funds for Fiscal Year 2019.

7. Information Report: Outcome of General Obligation Bond Offering and Sale

On December 11, 2018, San Juan College General Obligation Bonds Series 2019 were offered for sale. Below is a summary of the outcome of the offering and sale.

Issue size:	\$4,785,000
Net Premium on Sale:	\$ 316,816
Maturities:	2019 through 2033
True Interest Cost	2.929%
Buyer:	Stifel, Nicolaus & Company
Closing Date:	January 17, 2019

Recommendation

I recommend the Board acknowledge and accept this information report.

APPROVAL

Mr. Chance 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

None.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. UPGRADE TO TELEPHONE SYSTEM

In July of 2018 San Juan College (SJC) began upgrading our ten year old telephone system. The components to provide the current level of operability and functionalities include handsets, server, software licenses, ISDN, telephonic connectivity, and long distance capability. These components have been sourced through CenturyLink telephonic connectivity, Cisco software licensure and College-owned equipment. Our current system is a Cisco Unified Computer System and is no longer upgradeable and lacks the following features that are desired by the College: disaster recovery capabilities, ADA compliance

features, advanced and enhanced call center features and website chat panel function.

In July 2018, the Board approved three-year contracts for CenturyLink and Mitel. Subsequent to approval, it was learned that the state contract for the Mitel-hosted solution for hardware and software is not available for College utilization. As a result, the SJC Board was caused to rescind their approval of the contract with Mitel at the September 2018 Board meeting. Still valid within the July 2018 Board authorization, CenturyLink is providing the connectivity services under the State Wide Price Agreement.

Under the guidance of the College Purchasing Department, a proposal solicitation for a Hosted VOIP System (hosted solution) was issued as Request for Proposal #19-42546. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements.

It is recommended that the telephonic technology be moved to a hosted platform with Mitel; Mitel, through Millennium Communications, will provide the hardware and software for SJC's telephonic communications solution.

The system shall include the ability to port over all existing phone numbers, provide a single system in terms of dialing, to be hosted off-site, and administered by the College's ITC Department.

The College received eight proposals. Based on the review by the selection committee, College Administration recommends the purchase of the VOIP system from Millennium Communications, billed at a monthly rate of \$9,892.50 plus gross receipts taxes with a onetime charge of \$7,246.00 for hardware setup. The cost, including maintenance, will not exceed \$363,376.00 plus gross receipts taxes for a three-year contract. This contract will realize a savings of \$62,864 from the State's contract with Mitel over the three year contract.

Mr. Chance moved and Dr. Pope seconded the motion to approve the three-year contract with Millennium Communications for provision of the Mitel hosted telephonic communications solution at a cost of \$125,956 in the first year, plus gross receipts taxes and \$118,710 per year plus applicable gross receipts taxes for each of the two years thereafter, and that a blanket purchase order shall be authorized to encumber necessary funds. **MOTION CARRIED** by unanimous voice vote.

2. CLIENT RELATIONSHIP MANAGEMENT SOFTWARE

A major theme of the Pathways 2.0 initiative is "building capacity for reform at scale in the community college field". To underpin San Juan College's efforts to accomplish the scale of reforms intended, San Juan College (SJC) needs to acquire and implement a client relationship management (CRM) application that interfaces with its enterprise resource planning (ERP) system, Ellucian Colleague. A CRM leverages staff efforts and makes the client/student-facing functions of SJC's business model more effective. After review of a number of CRM platforms to support the College's guided pathways initiatives, Ellucian's Recruit and Advise modules have been determined to meet current and emergent needs and to be able to integrate seamlessly with the College's ERP.

The Recruit module enables recruiters to efficiently and effectively manage their outreach with configurable workflows and automated processes and gives staff access to information that personalizes prospective student targeting and engagement. The Advise module unifies faculty and staff visibility into student performance to provide greater team integration as well pinpoints high priority issues, progress of student cases, and permits communication across student success teams.

The software and licenses as well as implementation costs, project management costs, and professional services fees for these two cloud-based solutions will total \$270,420 (plus gross receipts tax) for the first year of use. Upon renewal of the licenses in the second year of, SJC will see a cost reduction of \$97,520 as the implementation and project management costs are applicable only for the first year.

The College Purchasing Department has examined the product review/selection process and the resulting recommendation. As such, the Purchasing Department deems this transaction to comply with prevailing New Mexico procurement rules.

Mr. Razor moved and Mr. Manning seconded the motion to approve the purchase of Ellucian's Recruit and Advise modules for San Juan College's Colleague enterprise resource planning and that a blanket purchase order be created to encumber the necessary funds as herein described. **MOTION CARRIED** by unanimous voice vote.

3. ARCHITECTURAL DESIGN SERVICES FOR REMODEL AND RENOVATION OF OF 3401 E. 30TH STREET, FARMINGTON, NEW MEXICO

Using a portion of the Series 2019 San Juan College General Obligation Bond funds, the College plans to renovate and remodel the property it intends to co-acquire at 3401 East 30th Street. The construction budget for the project is estimated to be \$1.5 million. Subsequent to the successful closing on the co-acquisition of the property, College Leadership plans to launch the renovation and remodeling in April 2019.

At its December 7, 2017 meeting, the San Juan College Board of Trustees approved FBT Architects as the College's "on call" architects for a period of four years. College Leadership recommends that, contingent upon the New Mexico Higher Education Department's approval of the Purchase/Sale Agreement for the property at 3401 E. 30th Street in Farmington, FBT Architects be awarded a \$172,300 (plus gross receipts taxes) contract for design services for this project.

Dr. Pope moved and Mr. Chance seconded the motion to approve, contingent on the contingency referenced herein, the contract with FBT Architects for design services that are required by the project at 3401 E. 30th Street in Farmington. Upon subsequent New Mexico Higher Education Department approval of the co-acquisition of the property, a blanket PO will be issued to

encumber the necessary funds. **MOTION CARRIED** by unanimous voice vote.

4. AUTHORIZATION FOR LIMITED COMMITMENT TO P3 STUDENT HOUSING PARTNER, BALFOUR BEATTY

On July 10, 2018, the San Juan College Board of Trustees approved Balfour Beatty Campus Solutions as the development firm for a public private partnership to design and construct student housing at the College. Progress toward execution of the pre-development agreement with Balfour Beatty has been slowed by lengthy negotiations and complications surrounding site location. Since the summer of 2018, Balfour Beatty has caused its team to engage in schematic design, geotechnical testing, and environmental testing under a commitment from the College to reimburse Balfour Beatty only up to \$74,999 of expenses incurred. Balfour Beatty is nearing that limit. Because Balfour Beatty must explore an alternate site, there will be additional costs that the College must commit to reimburse to keep the project moving forward. Other costs that will need to be incurred before the pre-development agreement is executed include an independent market study and an indicative rating analysis by Moody's Credit Rating agency. College Leadership recommends that the reimbursement commitment to Balfour Beatty be increased from \$74,999 to \$125,000. The College will not be caused to reimburse Balfour Beatty for the expenses unless a pre-development agreement is not executed.

Mr. Chance moved and Mr. Manning seconded the motion to approve an expense reimbursement commitment to Balfour Beatty Campus Solutions in the amount of \$125,000. **MOTION CARRIED** by unanimous voice vote.

5. JOINT POWERS AGREEMENT BETWEEN SAN JUAN COLLEGE AND FARMINGTON MUNICIPAL SCHOOLS FOR CO-OWNERSHIP OF PROPERTY AT 3401 E. 30TH STREET, FARMINGTON, NEW MEXICO

At its meeting on September 4, 2018, the San Juan College Board of Trustees approved a resolution to authorize negotiations for San Juan College (SJC) and Farmington Municipal School (FMS) to co-acquire the property at 3401 E. 30th Street in Farmington, New Mexico. At its meeting on December 4, 2018, the San Juan College Board of Trustees approved the Purchase/Sale Agreement with the property owner, Hilcorp Energy Company; on December 5, 2018, the Board of Education for Farmington Municipal Schools approved the Purchase/Sale Agreement. The Purchase/Sale Agreement is contingent on approval from the New Mexico Higher Education Department and execution of a Joint Powers Agreement.

The Joint Powers Agreement is a contract between the College and the Farmington schools. It outlines the terms of the co-ownership of the property including delineation of ownership share and allocation of space, the fiscal management of the facility, the operations management of the facility and shared costs of general maintenance, repairs and rehabilitations, custodial

services, utilities, insurance and other expenses. The Joint Powers Agreement also provides for the creation of a Building Council to administer this agreement.

After approval of this agreement by the SJC Board and the FMS Board, the agreement will be sent to the New Mexico Secretary for the Department of Finance and Administration for final approval.

Trustees have been provided a draft of the Joint Powers Agreement prior to this meeting.

Recommendation

Mr. Chance moved and Mr. Rasor seconded the motion to approve the Joint Powers Agreement between San Juan College and Farmington Municipal Schools. **MOTION CARRIED** by unanimous voice vote.

6. SURGICAL FIRST ASSIST ADVANCED CERTIFICATE

Strategic Direction 4 of the San Juan College Strategic Plan directs the College to: Grow and sustain health science programs by developing and implementing alternative models designed to lower costs while maintaining accessibility; and Goal 1, Objective B directs the College to: Expand existing or develop new Health Science programs that meet employment needs and that obtain and maintain a positive ROI within three years. There is a significant opportunity to expand the Surgical Technology program by adding an advanced certificate in “Surgical First Assist” that will train advanced practitioners in surgical assisting. San Juan College has the staff, facilities, basic equipment, and resources to initiate such a program which will be the first program of its kind in the State of New Mexico and one of only a few such specialized programs in the United States. The ROI projections indicate a positive ROI of 1.2 by the second year of the program.

Recommendation

Dr. Pope moved and Ms. Benny seconded the motion to approve the Surgical First Assist Advance Certificate effective in the Spring semester of 2019. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, February 5, 2019 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

None.

ITEM K. ADJOURNMENT

Mr. Chance moved and Ms. Benny seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:12 p.m.

Dr. Joseph Pope, Vice Chairman
San Juan College Board

ATTEST:

Mr. Byron Manning, Secretary
San Juan College Board

Date: February 5, 2019