

MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD

April 2, 2019

ITEM A. CALL TO ORDER

Mr. John Thompson called the meeting to order at 7:13 p.m. The following members were present:

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

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, Chris Harrelson, Ron Jernigan, Kerri Langoni, Roy Lytle, Michael Ottinger, Sherry Paxson, Brad Purdy, Lorenzo Reyes, Rhonda Schaefer, Melody Conrad, Amanda Robles, Elizabeth Phelps, Annette Abend, Gordon DeSpain, Mark Johnson, Rachael Dworsky, Alicia O'Brien, Danielle Sullivan, Gerald Williams, Sherrie Biringer, John Hoff, Andrea Cooper, Nicholle Liessmann, Karen Kramer, Lance Myler, Travis Wade, Tony Bennett, and Paulette Stanley.

Guests: Fernando Maqueda-Trejo, Analise Rodriguez, and Ewa Krakowska.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Liesl Dees and Ms. Sarah Oliver will present “Kids Kollege: Where Learning Meets Fun.”

2. Association Reports

Student Association (SA) Mr. Fernando Maqueda-Trejo reported for the SA.

Faculty Association (FA) Ms. Elizabeth Phelps reported for the FA.

Professional Staff Association (PSA) Ms. Biringer reported for the PSA.

Support Staff Association (SSA) Ms. Melody Conrad reported for the SSA.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. March 5, 2019 Work Session Minutes

The March 5, 2019 work session minutes are presented in the Board packet for approval.

2. Approval of Minutes of Regular Board Meeting on March 5, 2019

The March 5, 2019 minutes were presented in the Board packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the month ended February 28, 2019 are presented in the Board packet.

5. Personnel Report

The following appointments were made since the last Board meeting: Yolanda Benally, EDGE Program Advisor, EDGE Program, effective February 25, 2019; Chance Ewing, Health Sciences Simulation Coordinator, School of Health Sciences, effective March 11, 2019; Roy Lytle, Chief Information Officer, Information Technology Center, effective March 11, 2019.

Changes: None.

Separations: Jose Villarreal, Business Advisor, Small Business Development Center, separation of employment, effective March 8, 2019; Brenda Goodnight, Administrative Assistant II, Community Learning Center, separation of employment, effective March 15, 2019.

6. Information Report – Catering Activities Through College Food Service

The report of catering activities by A’viands, LLC for the month of February 2019 is included in the board packet.

Recommendation

I recommend the Board accept this information report.

7. Deletion of Equipment from Inventory

College Administration recommends the disposition of certain assets that are worn out, unrepairable, cannibalized, obsolete, or otherwise unusable. In accordance with Chapter 13-6-1 through 4 (Article 6) of the New Mexico State Statute, the Board is required to affirm the Administration’s recommendation. (The list of the assets recommended for disposition are included in the board packet.)

Recommendation

I recommend the Board approve the College Administration’s recommendation and approve the listed items for disposal.

8. Information Report: Higher Learning Commission Ratio Analysis-Fiscal Year 2018 Update

Annually, the Higher Learning Commission (HLC) requires each member institution to provide an update on organizational health through the HLC Institutional Update. Part of this annual update is a ratio analysis of the College’s financial condition. The required quantitative review is based on four ratios:

- Primary Reserve Ratio,
- Net Operating Revenues Ratio,
- Return on Net Assets Ratio and
- Viability Ratio

These four ratios drive the calculation of the Composite Financial Index (CFI) as developed and recommended by KPMG LLP; Prager, Sealy & Co., LLC; Attain LLC. The ratio analyses are presented below.

The Primary Reserve Ratio measures the institution's financial strength, emphasizing short-term flexibility. Primary Reserve Ratio = Expendable Net Assets/Total Expenses

Excluding the impact of GASB 68 and 74, San Juan College's Primary Reserve Ratios are:

FY 2018	0.42
FY 2017	0.31
FY 2016	0.26
FY 2015	0.22
FY 2014	0.30
FY 2013	0.16

The Net Operating Revenues Ratio identifies whether or not the College is living within its available resources. Net Operating Revenues Ratio= [Net Operating Revenues + Net Non-operating Revenues] / [Operating Revenues + Non-operating Revenues]

Excluding the impact of GASB 68 and 74, San Juan College's Net Operating Revenue Ratios are:

FY 2018	-0.02
FY 2017	-0.01
FY 2016	-0.01
FY 2015	0.08
FY 2014	0.09
FY 2013	-0.02

The Return on Net Assets Ratio measures whether the College is financially better off than in the previous year by measuring total economic return or the level of change in total net assets. Return on Net Assets Ratio = Change in Net Assets/Total Net Assets

Excluding the impact of GASB 68 and 74, San Juan College's Return on Net Assets Ratios are:

FY 2018	0.02
FY 2017	0.03
FY 2016	-0.02
FY 2015	0.06
FY 2014	0.12
FY 2013	0.02

The Viability Ratio is a debt ratio, designed to measure the College's ability to satisfy debt obligations. Viability Ratio = Expendable Net Assets/Total Long-Term Debt

Excluding the impact of GASB 68 and 74, San Juan College's Viability Ratios are:

FY 2018	1.78
FY 2017	1.21
FY 2016	1.61
FY 2015	1.56
FY 2014	1.66
FY 2013	0.82

Each of the four financial ratios has its own assigned Strength and Weight factors that are worked through the composite formula developed by KPMG LLP; Prager, Sealy & Co., LLC; Attain LLC. This calculation yields the Composite Financial Index (CFI), an indication of a College's financial health.

Excluding the impact of GASB 68 and 74, San Juan College's Composite Financial Indexes are:

FY 2018	2.65
FY 2017	2.06
FY 2016	1.80
FY 2015	3.13
FY 2014	4.06
FY 2013	1.20

CFI and Accreditation:

- HLC (Higher Learning Commission) requires annual updates of College financial information and ratios.
- **Public institutions that have a CFI that falls between 1.1 and 10.0 are considered ABOVE THE ZONE and require no additional follow-up.**
- **IN THE ZONE (0 to 1.0)** – 1st Year: If an institution reports a CFI that falls WITHIN THE ZONE for the first time, HLC will issue a Letter of Concern. The institution is required to acknowledge receipt of this letter by submitting an institutional response from the CEO either confirming the financial information that was reported in the Institutional Update or requesting corrections and/or modifications to the financial information submitted. Any modifications to the data require supporting documentation. **IN THE ZONE (0 to 1.0)** – 2nd Year: If an institution reports a CFI that falls WITHIN THE ZONE for the second consecutive year, HLC will require the institution to undergo the Financial Panel Review process. The process will require the institution to submit additional financial documents that will be reviewed by a Financial Panel who will submit a recommendation to the Institutional Actions Council.
- **BELOW THE ZONE (-1.0 to -0.1)** - If an institution reports a CFI that falls BELOW THE ZONE, HLC will require the institution to undergo the Financial Panel Review process. The process will require the institution to submit additional financial documents that will be reviewed by a Financial Panel who will submit a recommendation to the Institutional Actions Council.

Recommendation

I recommend the Board acknowledge the College's financial analyses ratios that have been submitted to the Higher Learning Commission as part of the Instructional Update for FY 2018.

9. Information Report: Pathways Update

Overview

Pathways work is becoming institutionalized. That's good news as it bodes well for sustainability over the long run. While we continue with implementation initiatives, some of our work will move toward evaluating the effects that our efforts have had and how to adjust for even greater impact.

Program Mapping and Revisions

This was a big year for Pathways-related curriculum efforts. All programs have been mapped to ensure that there are program learning outcomes and that course level learning outcomes are aligned with program outcomes. Each program has listed their courses in the order in which they should be taken, including a required student success course (formerly LRNS 111, now FYEX 1110) and with college-level English and Math in the first year.

In order to better align these maps with student needs, we undertook a major schedule rebuild for 2019/20 so that students in each program can have predictability in terms of what classes are offered each semester and at what times. We created a full-year schedule instead of a semester-by-semester schedule that also contributes to that consistency. Students should be able to arrange their work, child care, and transportation in ways that make sense for them. As with all major rebuilds of this type, we expect to find some cases in which some further refinement will be necessary for 2020/21 and are committed to a continuous improvement approach to this.

Sandy Gilpin, Associate Vice President for Learning, led efforts to implement our new program review processes and software (Taskstream). Our first round of program review presentations using these improved processes will take place later in April. Not only will program review become more meaningful, but the attention to improved assessment is important for student success, as well as accreditation.

And to add another level of complexity to this work, the state rolled out a new common course numbering system and new general education requirements. Special thanks and appreciation are due to our fantastic Registrar, Sherri Gaugh, and our Schools Operations Coordinators who input these changes, created the new schedules, and made everything work. They were awesome.

High School to College Alignment

The Career Expo was a success and has been debriefed with our 8th grade partners and our internal team. Suggestions for ways to improve the event focused on separating lunch from the interviews with employers in the HHPC and tightening the schedule a bit. Teachers reported that students loved the activities and learned a lot from them. It takes a team to make something like this happen, but Jenny Lambert-Beatty, Jon Betz, Gayle Dean, Lorenzo Reyes, and Dr. Pendergrass, to name but a few, made it happen by creating a dynamic event, recruiting employers, and coordinating all the logistics. We will run this event again next year in March.

Onboarding

The other big project for the year is revising our onboarding process. Under the leadership of Dr. Appleman, two new Ellucian modules, Recruit and Advise, have been purchased and are being implemented. These modules will allow us to track and communicate effectively with students from their first contact with the college through their time with us, and beyond. We have also examined the processes through which students enroll and are making some changes for 2019/20. Students will now be advised and registered as they meet with Advising staff; New Student Orientation, which will be renamed, will focus on helping students identify and connect with their “Success Team.” A new welcome event will take place the weekend before classes begin in August 2019 where students will be encouraged to find their place at San Juan College. We expect these processes to be further developed for the 2020 recruiting year but believe that our new software and processes will have positive effects for students.

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. CONSIDERATION OF GERALD WILLIAMS’ EMAIL MESSAGE TO BOARD OF TRUSTEES ON MARCH 21, 2019: REQUEST FOR BOARD**

RECOGNITION OF COLLECTIVE BARGAINING FOR SJC FACULTY

On the evening of March 21, 2019, two faculty members, representing an ad hoc group of faculty sent each of the San Juan College Trustees an email message that basically asked the Trustees two questions:

1. Would the SJC Board of Trustees agree to “voluntarily recognize collective bargaining at SJC for the faculty”? and
2. Will SJC or the board of trustees “support the faculty’s right to participate in an up or down vote ... to determine if they want collective bargaining on the SJC campus”?

The Trustees discussed these points from the letter:

- That the Trustees would recognize some unspecified entity as the representative of the faculty – without an election – for purposes of engaging in collective bargaining with SJC, not that the Board would “recognize collective bargaining.”
- According to the email “signature cards” had been gathered “from a majority of SJC faculty who favor a vote to determine whether or not the faculty body wish to organize into a collective bargaining unit.” The email indicated that a majority of the faculty want a vote – not voluntary recognition.
- If it would be inappropriate for the Trustees to voluntarily recognize any group without following the prescribed steps in the process to organize into a collective bargaining unit.

The Trustees discussed the San Juan College Labor Management Relations Resolution that was adopted by the Board of Trustees in 2004. This resolution addresses the rights of employees to choose whether or not to organize for collective bargaining. It also sets forth detailed procedures on the process for holding elections of bargaining representatives. No action was taken on the second question in that the Labor Management Relations resolution answers that question.

Dr. Pope moved and Mr. Chance seconded the motion for the Board of Trustees to not voluntarily recognize collective bargaining at San Juan College for the faculty. **MOTION CARRIED** 6-1, with Mr. Benally voting no.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, April 23, 2019 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

A motion was made at 8:12 p.m. by Mr. Rasor and seconded by Ms. Benny for the Board to meet in executive session subject to the exception stated in NMSA 1978, Section 10-15-1(H)(8) of the Open Meetings Act, discussion of the potential purchase or acquisition of real property to expand College services and educational offerings. **MOTION CARRIED** by a unanimous roll call vote.

The Executive Session concluded at 8:29 p.m. and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Mr. Chance moved and Mr. Manning seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM K. ADJOURNMENT

Mr. Chance moved and Mr. Manning seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:30 p.m.

John Thompson, Chairman
San Juan College Board

ATTEST:

Mr. Byron Manning, Secretary
San Juan College Board

Date: April 23, 2019