

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
September 1, 2020**

**ITEM A.     CALL TO ORDER**

This was the sixth meeting which was held in a virtual venue due to the requirements and guidelines from Governor Michelle Luján Grisham’s office regarding the COVID-19 pandemic which allowed for ten or less to attend in-person. Social distance and other safety measures were observed. The New Mexico Attorney General’s guidance for the meeting, in compliance with the Open Meetings Act, were followed.

Chairman Rasor called the meeting to order at 6:20 p.m. The following members were present:

Joseph Rasor, Chairman  
R. Shane Chance, Secretary  
Evelyn Benny, Member  
Valerie Uselman, Member

Absent:   Hoskie Benally, Vice Chairman  
          Byron Manning, Member  
          John Thompson, Member

**ITEM B.     WELCOME OF GUESTS AND VISITORS**

San Juan College administrators and staff in attendance via Zoom Webinar included: Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Adrienne Forgette, Jake Arellano, Don Beauregard, Jill Bishop, Josh Bishop, John Boggs, Deborah Chalmers, Alicia Corbell, Sherri Cummins, Gayle Dean, Liesl Dees, Katherine Elliott, Kristie Ellis, Sandy Gilpin, Chris Harrelson, Kenny Hibner, John Hoff, Ron Jernigan, Roy Lytle, Steve Miller, Michael Ottinger, Jeff Parkes, Sherry Paxson, Elizabeth Phelps, Shelley Pickett, Eddy Rawlinson, Lorenzo Reyes, Eileen Richey, Amanda Robles, Chris Rosen, Rhonda Schaefer, Paulette Stanley, Vanessa Tafoya, Carrie Tsosie-Jim, and Donna Ellis, Board Recorder

Chris Harrelson, Senior Director-Physical Plant, presented a “Tree Campus USA” plaque on behalf of the Arbor Day Foundation to the Trustees and announced that the College was recognized for their diligence in improving the environment and quality of life on campus.

Kristie Ellis, Controller, presented the Certificate of Achievement for Excellence in Financial Reporting to the Trustees and announced that the Government Finance Officers Association of the United States and Canada had awarded this

certificate to San Juan College for its Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2019. This is the fifth consecutive year that the College has received this award and is the highest form of recognition that a business can receive.

Dr. Adrienne Forgette, Vice President for Learning, informed the Trustees of the certificate which the College had been awarded from Simple Syllabus for the implementation and roll out process by the San Juan College team.

Dr. Adrienne Forgette also introduced Mr. Eddy Rawlinson who is the new Dean of the School of Business and Information Technology and thanked Cheryl Jordan for serving as the Interim Dean.

**ITEM C. ADOPTION OF AGENDA**

Mr. Chance moved and Ms. Benny seconded to adopt the agenda as presented. **MOTION CARRIED** by unanimous roll call vote.

**ITEM D. REPORTS**

**1. Monthly Presentation**

No Presentation.

**iCare Minute Video**

No Video.

**2. Association Reports**

Student Association representative, Ms. Samantha Bell, provided the Board with a report via Zoom.

Faculty Association representative, Ms. Sherri Cummins, provided the Board with a report via Zoom.

Professional Staff Association representative Ms. Amanda Robles provided the Board with a report via Zoom.

Support Staff Association representative, Ms. Vanessa Tafoya, provided the Board with a report via Zoom

**ITEM E. CITIZEN COMMENT**

None.

**ITEM F. CONSENT AGENDA**

**1. August 4, 2020 Work Session Minutes**

The August 4, 2020 Work Session Minutes were presented in the Board Packet for approval.

**2. August 4, 2020 Board Meeting Minutes**

The August 4, 2020 Board Meeting Minutes were presented in the Board Packet for approval.

**3. Correspondence**

Ms. Nikki Taylor, Director of Development at the Boys and Girls Club, sent a letter thanking San Juan College for its continuing generosity and support of the children and their families in the Farmington community.

Mr. Jeff Bourgeois, President/CEO of San Juan Regional Medical Center sent a letter thanking the College for the cards that were given to the caregivers at the medical center. Thanks to the Support Staff Association for all their efforts.

Dr. Pendergrass received a letter from Mr. Dan Lambe, President of the Arbor Day Foundation, expressing congratulations for achieving recognition as a “2019 Tree Campus USA” campus and stating appreciation for the sustained commitment to environmental stewardship.

**4. Financials**

Financial reports for the month ended July 31, 2020 were presented in the Board Packet.

**5. Personnel Report**

The following Appointments were made since the last Board meeting: Brittany Nichols, Dental Hygiene Instructor, School of Health Sciences, effective August 3, 2020; Rynne Enyart, Administrative Assistant II, Financial Aid, effective August 3, 2020; Melissa Hogan, Administrative Assistant II, Physical Plant effective, August 10, 2020; Ann Hardy, Assistant Professor of Nursing ADN Pre-Licensure Program, School of Health Sciences, effective August 12, 2020; Haley Arias, Instructor of Biology-Instructor Anatomy and Physiology, School of Science, Math, and Engineering, effective August 12, 2020; Shane Yazzie, Library Assistant III, Library, effective August 12, 2020; Shaylee Klock, Instructor of Nursing ADN Pre-Licensure Program, School of Health Sciences, effective August 12, 2020.

Changes: Jennifer Martinez-Maestas, from Assistant Director, ACE Center to Director, ACE Center, effective June 1, 2020; Debra Simonson, from Coordinator/Instructor-Cosmetology, School of Trades and Technology to Coordinator/Assistant Professor-Cosmetology, School of Trades and Technology, effective July 1, 2020; Kari Deswood, from Coordinator/Assistant Professor-Teacher Education, School of Humanities to Coordinator/Associate Professor-Teacher Education, School of Humanities, effective July 1, 2020; Kelly Kelley, from Director/Assistant Professor-OTA Program, School of Health Sciences to Director/Associate Professor-OTA Program, School of Health Sciences, effective July 1, 2020; Qinqin Schoser, from Coordinator/Instructor-Instrumentation and Controls, School of Energy to Coordinator/Assistant Professor-Instrumentation and Controls, School of Energy, effective July 1, 2020; Carrie Tsosie-Jim, from Senior Research Analyst, Institutional Research and Planning to Senior Research and Equity Analyst, Institutional Research and Planning, effective August 1, 2020; Deborah Chalmers, from Director, EDGE/STEM-H Program to Dean of Students, Student Services, effective August 1, 2020; Kymbr Mordecki, from Instructor-CLEAR Program to Director/Instructor-CLEAR Program, effective August 1, 2020; Yolanda Benally, from Program Director, EDGE/STEM-H Program to Director, EDGE/STEM-H Program, effective August 1, 2020; Alicia O'Brien, from Assistant Professor-Mathematics, School of Science, Math, and Engineering to Associate Professor-Mathematics, School of Science, Math, and Engineering, effective August 12, 2020; Annette Abend, from Assistant Professor-Business, School of Business to Associate Professor-Business, School of Business, effective August 12, 2020; Carrie Elledge, from Associate Professor-Mathematics, School of Science, Math, and Engineering to Professor-Mathematics, School of Science, Math, and Engineering, effective August 12, 2020; Elizabeth Phelps, from Associate Professor-Reading, School of Humanities to Professor-Reading, School of Humanities, effective August 12, 2020; Fred Kaul, from Instructor-Mathematics, School of Science, Math, and Engineering to Assistant Professor-Mathematics, School of Science, Math, and Engineering, effective August 12, 2020; Jefferson Chorn, from Instructor-Auto Technology, School of Trades and Technology to Assistant Professor-Auto, School of Trades and Technology, effective August 12, 2020; Nicholle Liessman, from Instructor-Human Services and Sociology, School of Humanities to Assistant Professor-Human Services and Sociology, School of Humanities, effective August 12, 2020; Russell Grahn, from Associate Professor-Biology, School of Science, Math, and Engineering to Professor-Biology, School of Science, Math, and Engineering, effective August 12, 2020; Travis Wade, from Instructor-English, School of Humanities to Assistant Professor-English, School of Humanities effective August 12, 2020; Zachary Pettijohn, from Instructor-Building Trades, School of Trades and Technology to Assistant Professor-Building Trades, School of Trades and Technology.

Separations: Joyce Vaughn, Operations Coordinator, Center for Workforce Development, separation, effective August 14, 2020; Elizabeth Onik, Assistant Professor-Dental Hygiene, School of Health Sciences, separation, effective August 31, 2020.

**6. Information Report: Fiscal Year 2021 Mil Levy and Debt Service Property Tax Rate**

Based on information provided to the College by the Senior Budget Analyst of the New Mexico Higher Education Department on August 7, 2020, the San Juan College Board of Trustees is provided with the following data points on taxable values, mil levy and debt service property tax rates as well as projected tax revenues.

**Taxable Values:**

2019 Base Year Value	3,628,797,952
2020 New Taxable Value	<u>3,630,568,421</u>
Increase	1,770,469
% of Increase	0.05%

**Mil Levy:**

	<b><u>FY2021</u></b>	<b><u>FY2020</u></b>
Operations & Maintenance –		
Residential	3.539142	3.512
Non-Residential	4.500	4.500
Oil – Gas & Equipment	4.500	4.500
Debt Service	0.600	0.600
General Fund Local Tax Revenue Budget FY21	14,220,235	May 12, 2020
General Fund Local Tax Revenue, HED Projection FY21	<u>14,648,734</u>	August 7, 2020
Projected Increase for Fall Budget Revision	428,499	

**Recommendation**

I recommend the Board acknowledge receipt of this information.

**7. Information Report: State Agencies at 30<sup>th</sup> Street Education Center**

Since 2017, San Juan College (SJC) and the New Mexico Departments of Workforce Solution (DWS) and Vocational Rehabilitation (DVR) have been exploring and planning for the possibility that DWS and DVR would co-locate in San Juan College’s facility on 30th Street. Often, the clients served by DWS and DVR can also benefit from the services of San Juan College’s high school equivalency program or training through the College’s Center for Workforce Department. Within the last month, these two state agencies have

signed leases for space within SJC’s 2nd floor of the 30th Street Education Center. Details on each lease are below.

Department of Workforce Solutions

Effective August 1, 2020 through July 31, 2025

Square Feet: 2,830

Lease rate per square foot – first year: \$22.50

Annual Lease – first year: \$63,675.00

Annual escalation rate: 2%

Includes: utilities, janitorial services, internet connectivity and phone service

Department of Vocational Rehabilitation

Effective September 1, 2020 through August 31, 2025

Square Feet: 1,437

Lease rate per square foot – first year: \$17.50

Annual Lease – first year: \$25,147.50

Annual escalation rate: 2%

Includes: utilities and janitorial services

**Recommendation**

I recommend the Board acknowledge the Department of Workforce Solutions and Department of Vocational Rehabilitation as San Juan College’s colleagues in service to San Juan County and new tenants in the 30th Street Education Center.

**8. Cloud-Hosted Learning Management System**

At the September 2019 Board meeting, the Board approved a three-year contract with Instructure for the College’s use of Canvas Learning Management System. Canvas is the system that enables on-line instruction for distance learning as well as on-line support for on-ground classes. The functionalities and support for Canvas are delivered through cloud-hosted services. This three-year agreement was priced as follows:

Year 1	10/1/2019 – 9/30/2020	\$123,772.07
Year 2	10/1/2020 – 9/30/2021	\$129,843.94
Year 3	10/1/2021 – 10/1/2022	<u>\$136,202.67</u>
	Total – 3 Years	\$389,818.68

Fiscal Year 2021 is the second year of the three-year agreement. Effective with the second year of the contract, College administration recommends addition of non-credit students and courses at an additional cost of \$3,375.00 and an additional cost of \$1,500.00 for the third year of the contract.

Year 2	10/1/2020 – 9/30/2021	\$133,218.94
Year 3	10/1/2021 – 9/30/2022	\$137,702.67

Having the ability to use Canvas for non-credit courses gives the College an additional COVID-safe option for delivery of workforce training as well as supports the College’s participation in a new endeavor, UNMUDL.

Funds for the second year of this contract are budgeted in the Fiscal Year 2021 operating budget

**Recommendation**

I recommend the Board approve the second-year segment of, and amendments to, the Canvas contract as herein described.

**9. Approval for Certification of Asset Inventory**

The governing unit of the College is required to certify the capital asset inventory of the College at year end as part of the year-end audit process. For this purpose, the capital asset inventory has been completed to the best of the 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 2020 Capital Asset Inventory**

<u>Category</u>	<u>Acquisition Cost</u>
Buildings and Improvements	\$ 150,901,161
Infrastructure Assets	16,675,220
Land Improvements	8,439,148
Land	2,156,709
Leasehold Improvements	622,023
Equipment	19,096,765
Software	952,880
Art Collection	1,473,124
Library Books	1,614,515
Mineral Collection	523,155
Grand Total	\$202,454,700

**Recommendation**

I recommend the Board approve and certify the asset inventory for purposes of the Fiscal Year 2020 audit.

**APPROVAL OF CONSENT AGENDA**

Mr. Chance moved and Ms. Benny seconded to take the recommended actions as presented on the Consent Agenda. **MOTION CARRIED** by unanimous roll call vote.

**ITEM G. OLD BUSINESS**

None.

**ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS**

**1. RESOLUTION AUTHORIZING THE DEFEASANCE OF A PORTION OF THE DISTRICT'S GENERAL OBLIGATION LIMITED TAX BONDS, SERIES 2015, AUTHORIZING THE EXECUTION OF AN ESCROW AGREEMENT AND OTHER MATTERS RELATED THERETO**

The debt service fund has accumulated a surplus cash balance. The College's capital and debt service strategy is to maintain and continue the current debt service property tax rate of \$0.60 per \$1,000 of taxable assessed value of property within the District. In order to reduce the surplus debt service fund's cash balance and maintain the debt service tax rate of \$0.60 per \$1,000 of taxable assessed value, the College has been advised by its financial advisor and bond counsel that defeasance of a portion of the outstanding debt will accomplish these objectives. Defeasance is a process that sets aside the debt service fund's surplus cash into an escrow account for eventual retirement of a portion of the outstanding debt. This transaction has the effect of reducing long-term liabilities on the College's balance sheet, permits the debt service tax rate to remain consistent, and increases the College's capacity for future general obligation bond issues. This defeasance may also be viewed by credit rating agencies to be a sound and conservative approach to maintain the College's strong credit rating and positive financial outlook. At its July 2019 meeting the San Juan College Board of Trustees authorized a defeasance of general obligation bond debt up to \$1.5 million in aggregate general obligation bond principle. Working with its financial advisor, the College administration has now determined that \$800,000 of debt from the General Obligation Limited Tax Bonds, Series 2015 should be defeased.

In the Work Session that immediately preceded this meeting, the College's financial advisor provided the Trustees with a comprehensive presentation covering all aspects of this proposed action. The "Resolution Authorizing The Defeasance Of A Portion Of The District's General Obligation Limited Tax Bonds, Series 2015, Authorizing The Execution Of An Escrow Agreement And Other Matters Related Thereto" prepared by the College's bond counsel has been provided to Trustees in advance of this meeting. The resolution authorizes the defeasance of General Obligation Limited Tax Bonds, Series 2015 with maturity in 2026 and an outstanding amount of \$400,000 and General Obligation Limited Tax Bonds, Series 2015 with maturity in 2027 and an outstanding amount of \$400,000.

Mr. Chance moved and Ms. Benny seconded to adopt and approve the "Resolution Authorizing The Defeasance Of A Portion Of The District's



General Obligation Limited Tax Bonds, Series 2015, Authorizing The Execution Of An Escrow Agreement And Other Matters Related Thereto”.  
**MOTION CARRIED** by unanimous roll call vote.

2. **RESOLUTION AUTHORIZING ISSUANCE OF SAN JUAN COLLEGE DISTRICT SYSTEM IMPORVEMENT REVENUE BONDS, SERIES 2020; ESTABLISHING PROCEDURES FOR THE SALE AND DELIVERY OF THE BONDS; DELEGATING TO A PRICING OFFICER THE AUTHORITY TO DETERMINE THE FINAL TERMS OF THE BONDS AS PROVIDED HEREIN; AND AUTHORIZING OTHER MATTERS RELATED TO THE ISSUANCE OF THE BONDS**

On December 19, 2019, the New Mexico Finance Authority (NMFA) approved San Juan College’s application for a Public Project Revolving Fund (PPRF) loan in an amount up to \$14,142,417. The PPRF loan is a debt instrument structured through the College’s issuance of system revenue bonds. On May 13, 2020 the New Mexico Higher Education Department approved the College’s request to issue System Revenue Bonds, Series 2020 in an amount up to \$14,142,417. On June 16, 2020 the New Mexico State Board of Finance approved the College’s request to issue System Revenue Bonds, Series 2020 in an amount up to \$14,142,417.

The RESOLUTION AUTHORIZING THE ISSUANCE OF SAN JUAN COLLEGE DISTRICT SYSTEM IMPROVEMENT REVENUE BONDS, SERIES 2020; ESTABLISHING PROCEDURES FOR THE SALE AND DELIVERY OF THE BONDS; DELEGATING TO A PRICING OFFICER THE AUTHORITY TO DETERMINE THE FINAL TERMS OF THE BONDS AS PROVIDED HEREIN; AND AUTHORIZING OTHER MATTERS RELATED TO THE ISSUANCE OF THE BONDS has been provided to Trustees in advance of this meeting. This resolution is required to align the College’s revenue bond sales with the NMFA’s financing timeline later this month and to align the bond issuance parameters to State Board of Finance (SBOF) parameters.

The proceeds of the NMFA financing are to be used for the design and construction of the College’s 150-bed student housing facility.

Mr. Chance moved and Ms. Benny seconded to approve and adopt this resolution. **MOTION CARRIED** by unanimous roll call vote.

**3. FISCAL YEAR 2022 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 2022:

1) Nursing	\$250,000
2) Dental Hygiene	\$175,000
3) Center for Renewable Energy and Sustainability	<u>\$250,000</u>
Total Request	\$675,000

Ms. Benny moved and Ms. Uselman seconded to approve the Research and Public Service Projects requests and priority rankings for fiscal year 2021-2022. **MOTION CARRIED** by unanimous roll call vote.

**4. INTERNET HOTSPOTS FOR CHECK-OUT**

San Juan College attempts to anticipate our students' needs throughout this COVID-19 Pandemic. While much of our instructional delivery will be through the internet, many of our students do not have internet access at, or near, their homes. Through the collaboration between the College's Information Technology Center, Native American Center, and Purchasing Department different brands and types of Hotspots were tested throughout our region. It was determined that the T-Mobile Franklin T9 Mobile Hotspot has the best overall coverage and is available to the College at the best price.

Under the guidance of the College's Purchasing Department, pricing pursuant to New Mexico Statewide Price Agreement #90-000-18-00008AC was obtained from T-Mobile USA for the acquisition of 100 Hotspots at a total annual price of \$35,280. Pursuant to College Purchasing guidelines, College leadership has authorized the purchase of these 100 T-Mobile Franklin T9 Mobile Hotspots.

As more students move to, and embrace, remote learning, College leadership anticipates that the initial purchase of 100 hotspots for fiscal year 2021 may not meet demand and therefore requests Board authorization to spend up to \$150,000 for T-Mobile Hotspots during fiscal years 2021 and 2022.

These Hotspots will be made available for check-out to enrolled students through the College Library.

Maximum spend for Hotspots will not exceed \$150,000 plus applicable Gross Receipts Taxes. Funding for these Hotspots are coming from WICHE grant funds and the CARES ACT–Institutional grant funds.

Mr. Chance moved and Ms. Uselman seconded to approve the maximum purchase amount from T-Mobile for up to \$150,000 plus applicable taxes across fiscal years 2021 and 2022. **MOTION CARRIED** by unanimous roll call vote.

**5. LAPTOP COMPUTERS FOR STUDENT CHECK-OUT**

The COVID-19 pandemic has caused the College to shift much of its instructional delivery to remote modalities that require students to have access to a computer. Many of our students do not have access to a computer at, or near, their homes. College leadership anticipates a growing number of student requests for computers through check-out from the College.

In January 2020, the San Juan College Board approved the purchase of computers for employee workstations through a statewide price agreement with Riverside Technologies, Inc. in the amount of \$342,364 plus gross receipts taxes (GRT). Under the guidance of the College Purchasing Department, pricing pursuant to New Mexico Statewide Price Agreement #60-000-15-00008AM was obtained from Riverside Technologies, Inc. for the acquisition of additional laptop computers for student check-out. College leadership recommends that the existing Board-approved purchase through Riverside Technologies, Inc. be increased by \$100,000 to accommodate students' remote coursework needs in fiscal years 2021 and 2022.

This \$100,000 for additional computers for student check-out are funded from the CARES Act–Institutional grant.

This \$100,000 increase to our previously approved purchase order brings the total purchase for computers from Riverside Technologies, Inc. to \$442,364.

Mr. Chance moved and Ms. Benny seconded to approve the purchase increase from Riverside Technologies, Inc. for up to \$100,000 plus applicable taxes. **MOTION CARRIED** by unanimous roll call vote.

**ITEM I. ANNOUNCEMENT OF NEXT MEETING**

The date of the next regular meeting will be **Tuesday, October 6, 2020 at 7:00 p.m.** in the San Juan College Board Room.

**ITEM J.      CLOSED SESSION**

A motion was made at 7:10 p.m. by Ms. Uselman and seconded by Mr. Chance for the Board to meet in Executive Session subject to the exception stated in NMSA 1978, Section 10-15-1(H)(7) of the Open Meetings Act to discuss Therese Millis vs. San Juan College. **MOTION CARRIED** by a unanimous roll call vote.

The Executive Session concluded at 7:45 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 Ms. Benny seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous roll call vote.

**ITEM K.      ADJOURNMENT**

Ms. Benny moved and Mr. Chance seconded the motion to adjourn the meeting. Chairman Rasor adjourned the meeting at 7:48 p.m.

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Mr. Joseph Rasor, Chairman  
San Juan College Board

ATTEST:

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Mr. R. Shane Chance, Secretary  
San Juan College Board

Date: October 6, 2020