

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
October 10, 2017**

ITEM A. CALL TO ORDER

John Thompson called the meeting to order at 7:30 p.m. The following members were present:

R. Shane Chance, Member
Byron Manning, Secretary
Evelyn B. Benny, Member

Absent:

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, Barbara Ake, Jon Betz, John Boggs, Virgil Caldwell, Gayle Dean, Ed DesPlas, Dave Eppich, Adrienne Forgette, Chris Harrelson, Ron Jernigan, Kerri Langoni, Bill Lewis, Michael Ottinger, Brad Purdy, Rhonda Schaefer, Barbara Wickman, Leslie Saavedra, Melody Conrad, Andrea Cooper, Melissa Meechan, Danielle Sullivan, John Hoff, Ashley Huntsman, Karen Acree, Randall Keeswood, Lorenzo Reyes, and Rachael Dworsky

Guests: Warren Unsicker, Gester Garcia and Raymundo Payan

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Melissa Meechan and Mr. Warren Unsicker presented on The Four Corners Future Forum.

2. Association Reports

Student Association (SA) Mr. Raymundo Payan introduced Senator Garcia. The Halloween Carnival will be held on October 28 from noon to 5 p.m. Clubs will fund raising at the event. The last movie night had 89 people in attendance. Then next movie night will be on October 27 with a showing of Dark Tower. A blood drive to benefit those in Houston will be held on October 17 from 11 a.m. to 2 p.m. At the recent meeting two clubs were removed. The SA visited SJC West Campus and have plans to visit SJC East Campus.

Faculty Association (FA) Mr. Lance Myler shared there is concern about salary stagnation and erosion for some faculty. The FA understands that the final part of the Condrey recommendation implementation is in the works. The FA believes it would be beneficial to the College to not let salaries erode, but deal with them incrementally. A similar approach should be used for tuition. Information was shared about administrative costs over the past five years. The faculty is very appreciative of the new healthcare plan. They commend the College for sharing the savings with employees.

Professional Staff Association (PSA) Mr. John Boggs reported the PSA held a meeting on September 13. The PSA members are excited about the new health care insurance pricing. The results of the PACE Survey were discussed. As a follow-up at the next meeting they will be looking at the top five and bottom five scores to determine what professional development would be useful. These ideas will be shared with the Center for Professional Exploration and Development. Mr. Boggs delivered gift cards and money to Attack Poverty in Houston last week on behalf of the College. He thanked all those that participated. The PSA is supporting the Stand Down Event on Friday, September 13, 2017.

Support Staff Association (SSA) Ms. Leslie Saavedra shared a thank you to all those individuals that worked on the health care insurance. The SSA continues the review of their by-laws, updating as needed. They hope to approve them shortly. On September 20, 2017 members of the SSA attended a tour of the San Juan College grounds.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on September 5, 2017

The September 5, 2017 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 August 31, 2017.

4. Personnel Report

The following appointments were made since the last Board meeting: Andrew Moss, School Operations Coordinator, School of Energy, effective August 28, 2017; ThomaSina Sam, Administrative Assistant I, Advising and Counseling, effective August 28, 2017; Treva Yellowhair, Administrative Assistant I, Center for Professional Education and Development and Automotive, effective September 5, 2017; Kelsey Reed, Instructor of Nursing, School of Health Sciences, effective September 18, 2017; Amanda Jones, EDGE Program Advisor/TRiO Student Support Services, effective September 25, 2017.

Changes: Denise Lakey, from Administrative Assistant to the Vice President for Learning to Strategic Initiatives Assistant, effective September 1, 2017; Lucy Haber, from Assistant Director Community Learning Center to Public Relations Coordinator, Marketing and Public Relations, effective September 5, 2017; Jenny Lambert-Beatty, from Director of Adult Education/ACE to Director of Adult Education and Learning Initiative/ACE, effective September 16, 2017; Jennifer Martinez-Maestas, from Onboarding Specialist ACE to Lead Instructor, Onboarding Specialist/ACE.

Separations: Andrew Barber, Custodian, Physical Plant, separation of employment, effective August 15, 2017; John Cooper, Custodian, Physical Plant, separation of employment, effective August 30, 2017; Britton Crowther, Custodian, Physical Plant, separation of employment, effective September 15, 2017; Andrea Weaver, Budget Analyst, Business Office, separation of employment, effective September 30, 2017.

5. Information Report – Catering Activities Through College Food Service

The report of catering activities by A’viands, LLC for the month of August 2017 is included in the board packet.

Recommendation

I recommend the Board accept this information report.

6. Deletion of Equipment from Inventory

Upon completion of the required physical inventory process, 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 these items for deletion from the College inventory and direct the College Administration to dispose of listed items in an appropriate manner within prevailing statutes.

7. Approval for Fiscal Year 2017-2018 Insurance Premiums

San Juan College obtains property and liability coverages through the New Mexico Risk Management Department. The College has received notice of renewal premiums due for the period July 1, 2017 – June 30, 2018. Coverages and related premiums are reflected below.

Coverage:	FY17 Premium	FY18 Premium
General Liability	\$16,297.00	\$14,610.84
Medical Malpractice	5,688.83	5,578.48
Aviation Aircraft – Drone	-0-	6,106.58
Civil Rights	101,573.83	78,785.09
Law Enforcement	5,723.99	4,600.37
Automobile Liability	8,533.13	3,086.12
Automobile Physical Damage	7,907.36	6,828.21
Blanket Property	164,961.59	431,561.83
Fine Arts	158.22	215.18
Boiler	1,194.98	2,092.14
Storage Tank Liability	-0-	525.00
Accidental Death & Dismemberment	506.00	16,860.96
Workers Compensation	158,399.59	107,467.69
State Unemployment	31,521.48	28,035.54

Total premiums for fiscal year 2018 are \$706,354.03. These premiums are an increase of \$203,888.03 over the total premiums of \$502,466 for fiscal year 2017. The largest cause of the increased premiums is the spike in the cost of blanket property coverage resulting from the large hail claim the College experienced almost three years ago.

Recommendation

I recommend the Board approve the College Administration’s recommendation that the aforementioned insurance coverages for fiscal year 2018 be renewed and that payment of the associated premiums be authorized.

8. Amendment of Contract with CampusWorks

Under authority granted by the Board of Trustees, San Juan College (SJC) entered into an agreement on April 1, 2016 whereby CampusWorks provides the College with contracted 1) on-site leadership, 2) remote expert resources and 3) remote help desk services for the College’s Information Technology (IT) needs. Under the original agreement, San Juan College is to retain an in-house Chief Information Officer and an in-house Director of Enterprise Systems to replace CampusWorks’ SJC on-site talent, effective January 1, 2018. Based on

the exemplary performance and effectiveness of the CampusWorks-provided Chief Information Officer serving the College and the College administration's desire to continue the rapid pace of improvements in the college information technology infrastructure and services, a revision to the planned leadership transition has been crafted.

As originally planned, on December 31, 2017 CampusWorks will withdraw the deployment of its SJC on-site Director of Enterprise Systems; no later than January 1, 2018 San Juan College will replace that IT leadership position with an in-house replacement. By contract amendment, CampusWorks will extend the SJC on-site services of the Chief Information Officer for an additional twelve months, through December 31, 2018. All other contract deliverables, terms and conditions as agreed upon in the April 1, 2016 agreement will remain in place.

The cost of this amendment is \$333,216, inclusive of gross receipts taxes and travel expenses; this amount will be split between fiscal years 2017-18 and 2018-2019: \$166,608 each year.

Recommendation

I recommend the Board approve this contract amendment with CampusWorks and authorize the additional expenditure related thereto.

9. Information Report – Sale of House Built by Building Trades Students

On August 27, 2017 San Juan College began accepting bid offers from the public for the purchase of three new houses recently constructed by the College's Building Trades students. An open house for public viewing of the houses was held on three days – September 8, 11, and 13, 2017. Bid offers were accepted until September 14, 2017 at 2:00 p.m. The College received a bid offer on only one of the three houses for sale. A description of the house that sold and its sale price is below. Proceeds are received into the Unrestricted Fund.

Project 29: One (1) bedroom, one (1) bathroom, kitchen, dining/living combo and laundry closet. Ceilings throughout are 7'6" with some rooms vaulted. House is approximately 375 square feet.

The starting bid was \$17,400.

The winning bid was \$19,260 plus gross receipts tax.

Recommendation

I recommend that the Board accept this report of sale.

10. Rescission of Award for Information Technology Disaster Recovery System

At the June 6, 2017 meeting of the Board of Trustees, a three year contract for provision of an Information Technology Disaster Recovery System was awarded to Smith Bagley dba Cellular One of NE Arizona. To date, this vendor has been unable to deliver the specified system. After numerous attempts to remedy the deficiencies, both the College Leadership and the vendor's representatives agree that the vendor cannot perform as committed.

College Leadership recommends that this purchase award be rescinded. A new Request for Proposals will be drafted and released to solicit new solutions to the College's disaster recovery needs.

Recommendation

I recommend the Board approve rescission of the purchase award for provision of an information technology disaster recovery system, granted to Smith Bagley dba Cellular One of NE Arizona.

Recommendation

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. INDIVIDUAL ITEMS/NEW BUSINESS

1. APPOINTMENT OF TRUSTEE FOR DISTRICT 4

Prior to the end of his term, former District 4 Trustee Ken Hare resigned from the San Juan College Board of Trustees after eleven (11) years of distinguished and selfless service. Following a deliberative selection process and pursuant to Section 21-13-8 NMSA (1978) and Board Policy number 300. II. C. the Board recommends that Mr. Joseph Rasor be appointed to fill the vacancy in District 4. Mr. Rasor shall serve until the next Community College Board election at which time he may file for election to serve the remainder of former Trustee Hare's term.

Mr. Manning moved and Mr. Chance seconded the motion to appoint Mr. Joseph Rasor to fill the vacant District 4 Trustee position in service to the San Juan College Board of Trustees until the next Community College Board election at which time he may file for election. **MOTION CARRIED** by unanimous voice vote.

2. INSTALLATION OF TRUSTEE FOR DISTRICT 4

Mr. Joseph Rasor, District 4, took the Oath of Office as a San Juan College Board member.

Mr. Chance moved and Ms. Benny seconded the motion to table Installation of Trustee for District 4. **MOTION CARRIED** by unanimous voice vote.

3. COMPETENCY-BASED EDUCATION DELIVERY MODEL AND SPECIAL TUITION SCALE

At the Board of Trustees work session held on April 24, 2017, Trustees were briefed on an emerging instructional delivery model known as competency based education (CBE). CBE is an individualized learning mode through which students may master as much coursework within a semester as they can or as they wish. After several semesters of preparation, San Juan College's School of Business, Information Technology, and Workforce Development is ready to offer its Cybersecurity program through a competency-based education model and to promote the program to a national market. Cybersecurity instruction is especially well-suited for distance learning delivery; job placement rates for graduates are near 100%.

Because of its emphasis on the needs of the individual student and remote technological demands, personalized learning incurs much higher costs of delivery than traditional on-ground classes. Tuition and fees for CBE are all-inclusive and provide for access to curriculum and lessons, books, secure instruction websites, academic advising, materials and other costs to successfully complete the program. Students "subscribe" for a semester and master as much coursework as they wish, earning as many credit hours as they can. Tuition and fees for CBE are market-driven across a national market that is not yet saturated with higher education competitors. Delivery of the Cybersecurity program through a distance learning, competency-based education model is consistent with Board Strategic Direction #2 "Expand signature programs nationally to strengthen college sustainability and provide economic development in the region."

To submit the Cybersecurity program to the Higher Learning Commission for approval to be offered in a competency-based education mode, College Administration requires the Board's approval for the CBE delivery model and for a separate tuition scale for the CBE Cybersecurity program. Board Policy number 300 IV. B. requires that tuition rates be set by the Board. College Administration recommends that the CBE Cybersecurity program be approved for a separate tuition scale of \$2,500.00 per 15-week semester, without regard to residency status. This separate tuition scale for the CBE Cybersecurity program will become effective with the Higher Learning Commission's approval of the program.

Mr. Chance moved and Mr. Manning seconded the motion to approve the Cybersecurity program for delivery through the competency-based education model and that the tuition for the CBE Cybersecurity program be set at \$2,500.00 per 15-week semester without regard to residency status, effective upon the Higher Learning Commission's approval of the program. **MOTION CARRIED** by unanimous voice vote.

4. PURCHASE REQUISITION FOR CUSTODIAL AND JANITORIAL SUPPLIES

Following the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited bids for Custodial and Janitorial Supplies through Request for Bids #18-39336. Supplies to be purchased through this contract include, but are not limited to: roll towels, tissue, trash can liners, personal protective equipment – gloves, toilet paper, hand soap and cleaning chemicals.

Fleming Chemical Company, a New Mexico resident company and the only compliant bidder, is recommended to be awarded this purchase contract in an amount not to exceed \$123,000 plus applicable taxes. This one-year purchase contract may be extended for an additional three (3) one-year terms upon mutual agreement.

Mr. Manning moved and Ms. Benny seconded the motion to approve the purchase requisition for custodial and janitorial supplies to Fleming Chemical Company under the terms and conditions as herein described. **MOTION CARRIED** by unanimous voice vote.

5. FIRST READING OF POLICY REVISIONS FOR EXECUTIVE TEAM RESTRUCTURE AND NEW MISSION AND VISION

On August 15, 2017 the College’s Executive Team was restructured. The position of Vice President for Administrative Services was replaced by a new position, Executive Vice President. Several Board policies contain references to, and assign specific responsibilities and duties to, the now outdated position of Vice President of Administrative Services; these policies are being updated to replace the discontinued position with the new position Executive Vice President. On September 5, 2017 the Board approved and adopted a new College mission and vision statement; the policy for mission and vision is being updated.

A summary of the revisions to be considered is listed below.

Policy 200 - Mission, Vision and Values	update for new mission and vision
Policy 401 - Executive Organization	replaces VP Administrative Services with Executive Vice President
Policy 800 - Business Programs and Operations	replaces VP Administrative Services with Executive Vice President

Administrative Services Policy 803 – Purchasing and Procurement	replaces VP Administrative Services with Executive Vice President
Policy 806 - Investments and Fund Balances	replaces VP Administrative Services with Executive Vice President
Policy 808 - Contracts & Sponsored Programs	replaces VP Administrative Services with Executive Vice President and makes dollar- limit approvals consistent with other policies

Trustees have been provided with the marked-up policy revisions in the Board packet for this meeting. These policies and the recommended revisions will be shared with the College community following the Board meeting.

Mr. Chance moved and Ms. Benny seconded the motion instructing staff to place this item on the agenda for the November 7, 2017 regular meeting of the Board of Trustees for consideration of final adoption of revised policies, to be retroactively effective September 6, 2017. **MOTION CARRIED** by unanimous voice vote.

**6. APPROVAL OF CONTRACT TO RE-ROOF THE ITC
(INFORMATION TECHNOLOGY CENTER) BUILDING**

Under the guidance of the College Purchasing Department, pricing to re-roof the Information Technology Center Building (ITC) was obtained from CES under bid # 2016-003. As such, the College followed a detailed and documented process to meet all State of New Mexico procurement requirements. This building envelope rehabilitation project supports the College's facilities maintenance plan and is funded by the Physical Plant Repair and Renewal budget. The project covers approximately 10,400 square feet and includes all costs to effectuate the removal and replacement of the membrane, ballast, insulation, and counterflashing. The new roofing construction provides for improved energy efficiency and carries a labor and materials warranty of twenty (20) years. The total price for this contract, base bid and alternate bid, is \$132,892.11.

Contingent upon Board approval, an agreement will be issued through Cooperative Educational Services, under CES contract #16-03B-G113-ALL and #16-03B-R122-ALL for the re-roofing of the ITC Building. Roofing contractor DKG & Associates will fulfill this agreement.

Mr. Chance moved and Ms. Benny seconded the motion to approve the contract through Cooperative Educational Services, to be fulfilled by DKG & Associates and that a purchase order be authorized to encumber necessary funds. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, November 7, 2017 at 7:00 p.m.** in the San Juan College Board Room.

ITEM I. TENTATIVE CLOSED SESSION

None.

ITEM J. ADJOURNMENT

Ms. Benny moved and Mr. Chance seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:29 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Byron Manning, Board Secretary
San Juan College Board

Date: November 7, 2017