

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
December 5, 2017**

ITEM A. CALL TO ORDER

John Thompson called the meeting to order at 6:19 p.m. The following members were present:

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

Absent:

Joseph Rasor, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, 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, Vinny Zicoello, Melody Conrad, Randall Keeswood, Callie Vanderbilt, and Lorenzo Reyes

Guests: Raymundo Payan, Laura Tacker, Richard Conrad, Julius Horsey, and Edward Notson

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

None

2. Association Reports

Professional Staff Association (PSA) Mr. John Boggs reported the PSA has undertaken an initiative to make more people aware of the PSA. To that end, they have used Sunni the Elf, which has resulted in more exposure. He thanked Melissa Meechan, Abby Calcote, and Shelley Picket for their assistance. The next meeting will be a holiday meeting. Students and teachers from the CFDC will join the group and the PSA will read to the students. In the spring, the PSA will set aside time at each meeting for a Pathways discussion and activity.

Support Staff Association (SSA) Ms. Melody Conrad shared that the SSA will hold a breakfast meeting in December. They will be finishing up their by-laws and hope to bring them to the board in the spring. The SSA will be holding a craft event at which they will be making items for placement on patient trays at San Juan Regional Medical Center over the holidays. Ms. Conrad commended Annie Willmon for the excellent job done on the luminarias. She also thanked the Student Association for the food they provided.

Student Association (SA) Mr. Raymundo Payan shared the SA fed the homeless at the Civic Center over Thanksgiving break. The food and toy drives are on-going. There are eleven collection locations. The SA clubs folded 11,000 bags for the luminarias. Mr. Payan thanked Chris Harrelson and Doug Abe for their help. Currently the SA has twenty active clubs. Student rush will take place January 30-31, 2018. The SA is exploring sponsoring hot-spots for the library's program. They are also developing proposals for making the student lounge more welcoming.

Faculty Association (FA) Mr. Lance Myler shared the FA is in the process of electing new officers. The results should be know tomorrow. The new officers will take over effective July 1, 2018. The FA has been having conversations with Vice President for Learning Forgette about faculty involvement with the College Council. The FA currently does not have the structure in place to support the change in involvement resulting in the on-going conversations.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on November 7, 2017

The November 7, 2017 minutes were presented in the Board packet for approval.

2. Correspondence

Dr. Pendergrass received a thank your from Gretchen Cain expressing her gratitude for the assistance given by San Juan College staff during a time of need.

Joe Razor sent Dr. Pendergrass and the Board a thank you for the garden basket that was sent to him.

3. Financials

Included in the Board packet are the monthly financial reports for the month ended October 31, 2017.

4. Personnel Report

The following appointments were made since the last Board meeting: Paul Begay, Custodian, Physical Plant, effective October 30, 2017; Michael Offutt, Security Officer, Public Safety, effective November 27, 2017.

Changes: None

Separations: Christine Wood, Director, Guided Pathways, separation of employment, effective November 3, 2017; Jenelle Cummins, Academic Coach, EDGE, separation of employment, effective November 10, 2017.

5. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

6. Information Report – Official Cohort Default Rate

A cohort default rate is the percentage of a school's borrowers who enter repayment on certain Federal Family Education Loan (FFEL) Program or William D. Ford Federal Direct Loan (Direct Loan) Program loans during a particular federal fiscal year (FY), October 1 to September 30, and default or meet other specified conditions prior to the end of the second following fiscal year. The U.S. Department of Education releases official cohort default rates once per year. The FY 2014 official cohort default rates were delivered to both domestic and foreign schools on September 25, 2017. A default rate of 30 percent or higher can jeopardize a college’s ability to receive federal aid.

(Federal Student Aid:

www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html)

San Juan College’s official cohort default rate for Fiscal Year 2014 is 20.5%.

To provide historic perspective, recent years’ rates were:

FY2013 - 20.6%

FY2012 - 22.6%

FY2011 - 22.7%

San Juan College’s Financial Aid officer advises that SJC’s “loan seminar has been one of the best resources in informing students of their rights and responsibilities regarding student borrowing.”

Recommendation

I recommend the Board review and be aware of this information.

7. Information Report – Rescission of Declaration of Financial Exigency

Facing a mid-year state funding reduction of \$1.223 million and pursuant to Board Policy No. 502, the President advised the Board on December 7, 2016 that the College was in a state of financial exigency. Having closed Fiscal Year 2017, it has become apparent that the measures taken to offset the funding reduction proved to be effective. Furthermore, based on the balance of planned uses against available resources in Fiscal Year 2018, the declaration of financial exigency is hereby rescinded.

Recommendation

I recommend that the Board acknowledge and support the President's rescission of declaration of financial exigency.

8. Architectural and Engineering Services

To efficiently facilitate design of facilities projects as needs arise, priorities emerge or funding becomes available, the Purchasing Department and Physical Plant Department have completed a selection process through RFSQ (Request for Statement of Qualifications) 18-393982. The RFSQ process has been conducted according to 13-2-120 through 13-1-124 NMSA. Services are to include consulting services, design services, engineering services, and project management services as needed to support successful completion of various remodel and new construction design-bid-build projects. Fees for services within this arrangement will be determined on a project-by-project basis. Board approval will be formally requested for architectural and engineering services within this arrangement that equal or exceed \$75,000 for a single project. This agreement is for four years, effective upon Board approval.

College administration recommends FBT Architects, a New Mexico resident company, be named for this agreement.

Recommendation

I recommend that the Board approve the selection of FBT Architects for this four-year arrangement for architectural and engineering services.

9. Approval of First Quarter, Fiscal Year 2018 Financial Reports

Financial reports for the quarter ended September 2017 are presented in the Board packet. New Mexico Higher Education Department requires the Board Chairman to sign on a transmittal form for submission to the Higher Education Department.

It should be noted that these reports are interim reports, prepared before year end closing entries, adjustments, and accruals have been booked.

Recommendation

I recommend that the Board approve the financial reports for the first quarter fiscal year 2018 as presented.

10. Information Report – Pathways 2.0 Initial Baseline Data Report

At the March 7, 2017 meeting of the San Juan College Board of Trustees approved the Resolution in Support of Intended Participation in the American Association of Community Colleges AACC Pathway 2.0. Within this resolution, the Board committed to a number of actions including “inclusion of monthly reports or presentations on student success and equity on the monthly agenda for either the Board’s work session or the Board’s regular meeting...” College administration has recently received a report from AACC Pathways titled “*Guided Pathways Early Momentum KPIs: Pathways 2.0 Initial Baseline Data Report*”. This report has been included in the Trustees’ Board meeting materials for December 5, 2017.

Recommendation

I recommend the Board review and be aware of this information.

Recommendation

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

ITEM G. OLD BUSINESS

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. BENEFITS FOR PARTICIPANTS IN SAN JUAN COLLEGE RETIREE HEALTHCARE TRUST

On September 5, 2017, the San Juan College (SJC) Board of Trustees approved the College administration’s recommendation to return active employee health benefits to the State of New Mexico group benefits plan, managed by the New Mexico General Services Administration. Because the State group plan does not permit retiree participation, participants in the San Juan College Retiree Healthcare Trust will be provided healthcare coverage as follows:

- 1) Post-65 (years of age) Medicare-eligible retirees will be renewed by our current carrier, Cigna that will renew existing coverage with an approximate 1% increase in rates.

- 2) Pre-65 (years of age) retirees and dependents residing in the state of New Mexico will be covered by individual medical policies written by Blue Cross/Blue Shield. Five silver and bronze coverage plan options will be offered. Participating pre-65 retirees will choose the option that best suits his/her needs.
- 3) Pre-65 retirees and dependents residing outside the state of New Mexico will be offered silver and bronze coverages available from various individual insurance plans offered within their state of residence.
- 4) Delta Dental plan will continue to be offered to all SJC Health Care Trust participating retirees. There will be no rate increase through December 31, 2018.
- 5) Vision coverage will continue to be offered to all SJC HealthCare Trust participating retirees through VSP. There will be no rate increase through December 31, 2019.

Estimated total cost for the College for the coverages described above will not exceed \$549,600, an estimated increase in costs to the College not to exceed \$92,600.

Mr. Manning moved and Mr. Chance seconded the motion to approve San Juan College's provision of calendar year 2018 health insurance benefits to participants in the College's Retiree Healthcare Trust as herein described. **MOTION CARRIED** by voice vote. Mr. Thompson abstained.

2. ARCHITECTURAL SERVICES FOR RESTROOM REMODEL

By selection through RFSQ (Request for Statement of Qualifications) 18-393982, College administration recommends FBT Architects, a New Mexico resident company, to provide services for the Restroom Renovations project. The total project budget is \$2 million from State General Obligation Bonds and will permit renovation of ten sets of restrooms. For this project, FBT's services are to include design, permit drawings, construction specifications, and construction administration. FBT's fees are not to exceed \$170,000 plus applicable taxes of \$12,962.50 for a total not to exceed \$182,962.50.

Mr. Pope moved and Ms. Benny seconded the motion to approve the award of design services for the Restroom Renovations project to FBT Architects for an amount not to exceed \$182,962.50 including applicable taxes. **MOTION CARRIED** by unanimous voice vote.

3. PURCHASE OF INFORMATION TECHNOLOGY DISASTER RECOVERY SYSTEM

In October 2017, the College Board approved the rescission of a purchase award previously granted to Smith Bagley Inc. dba Cellular One of NE Arizona for a disaster recovery system.

Under the guidance of the College Purchasing Department, RFP #18-37714, IT Disaster Recovery Services was issued for a rebid on 10/04/17, with a closing

date of 11/14/17. 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, and New Mexico Administrative Code 1.4.1. Five proposals were received, however, only one was deemed to be responsive.

The following benefits will be derived from these services:

- Ability to run critical servers in the cloud.
- Ability to increase capacity without additional hardware.
- Data storage in the cloud at a Tier 3 Data Center with fully redundant subsystems and 99.995% availability.
- A secondary internet connection.
- Ability to restore services and recover from a catastrophic failure within 24 hours.

College administration recommends the disaster recovery services be acquired from Advanced Network Management of Albuquerque, NM through a three-year contract at the fixed cost of \$109,516.00 per year plus applicable gross receipt taxes. Total cost of the services for the three-year period is \$328,548.00. Subsequent to Board approval, the agreement will be effective 01/02/2018 to 12/31/2020.

Mr. Pope moved and Ms. Benny seconded the motion to approve this recommendation and authorize College leadership to enter into a contract to purchase enhanced disaster recovery services from Advanced Network Management under a three-year contract at the fixed price of \$109,985.60 plus applicable gross receipts taxes per year. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

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

ITEM I. TENTATIVE CLOSED SESSION

None.

ITEM J. ADJOURNMENT

Mr. Chance moved and Mr. Manning seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 6:43 p.m.

Mr. John Thompson, Chairman
San Juan College Board

