

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
December 3, 2019**

ITEM A. CALL TO ORDER

Mr. Thompson called the meeting to order at 6:05 p.m. The following members were present:

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

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were:
Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Adrienne Forgette, Jon Betz, Alicia Corbell, Sandy Gilpin, Chris Harrelson, Ron Jernigan, Cheryl Jordan, Kerri Langoni, Roy Lytle, Michael Ottinger, Sherry Paxson, Carrie Tsosie-Jim, Carl Bickford, Sherrie Biringer, Mel Biringer, Rachael Dworsky, Kristie Ellis, Lucy Haber, Kenny Hibner, Desiree Hutchens, Elizabeth Phelps, Eileen Richey, Amanda Robles, Paulette Stanley

Guests: Valerie Uselman

Chairman Thompson presented a gift and certificate to Dr. Pope in recognition of his over 12 years of service on the SJC Board of Trustees.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Report

None.

iCare Minute Video

The iCare Minute Video presentation was on the “2019 Charity Bowl Sale” featuring Professor Don Ellis and students.

2. Association Reports

Support Staff Association (SSA) Ms. Paulette Stanley reported for the SSA.

Student Association (SA) Ms. Samantha Ramires-Martinez reported for the SA.

Faculty Association (FA) Ms. Elizabeth Phelps asked to postpone the FA report until the January Board Meeting.

Professional Staff Association (PSA) Ms. Sherrie Biringler reported for the PSA.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. November 5, 2019 Work Session Minutes

The November 5, 2019 Work Session minutes are presented in the Board Packet for approval.

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

The November 5, 2019 minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the month ended October 31, 2019 are presented in the Board Packet.

5. Personnel Report

The following appointments were made since the last Board meeting: Debbie Chalmers, EDGE-STEM-H Program Director, EDGE, effective October 28, 2019; Joshua Tapscott, Security Officer, Department of Public Safety, effective October 28, 2019; Raphael Yazzie, Security Officer, Department of Public Safety, effective November 1, 2019; Summer Charley, Administrative Assistant II, Community Learning Center, effective November 4, 2019; Michael Rasmussen, Automotive Program Recruiter, Enrollment Services, effective November 11, 2019; Debora Martin, Administrative Assistant II, SJC East Campus, effective November 18, 2019; Ellisa Begay, Custodian, Physical Plant, effective November 18, 2019; Patricia Fine, Testing Center Administrative Coordinator, Testing Center, effective November 18, 2019.

Changes: None

Separations: None

6. Information Report – Catering Activities Through College Food Service

The report of catering activities by A’viands, LLC for the month of October 2019 is included in the Board Packet.

Recommendation

I recommend the Board accept this information report.

7. Information Report: 3% Scholarship Recipients

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 2020 budget on April 23, 2019, \$67,275 was provisioned for this purpose. At the beginning of the Fall 2019 semester 223 students were each awarded \$300 from the 3% Scholarship Fund. One Fall 2019 student has been awarded \$375. The award was made to students who graduated from a New Mexico high school in May 2019 with a GPA of 2.5 or higher or to students who recently received their GED who, if they meet the criteria, are also eligible. All students awarded this scholarship are enrolled in 12 or more credit hours and are New Mexico residents.

A list of the students who have received this assistance was distributed to Trustees with the Board Packet.

Recommendation

I recommend the Board affirm the award and disbursement of the 3% Scholarship Funds for Fiscal Year 2020.

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

ITEM G. OLD BUSINESS

1. Second Reading and Action on Proposed Board Policy 903 – Smoke, Tobacco, and Vape Free Campus

To comply with, and exceed, measures of state law that take effect on January 1, 2020, college administration has drafted a new policy for which a first reading was accomplished at the November 5, 2019 meeting of the San Juan College Board of Trustees.

The proposed new policy, No. 903 Smoke, Tobacco, and Vape Free Campus states:

I. General

San Juan College is committed to maintaining a healthy environment in which to learn, work, and visit. The use of any and all tobacco products including but not limited to cigarettes, e-cigarettes, vape pens, chewing tobacco, and related products on all College property locations and at all College events is prohibited. For the purpose of this policy, College property includes inside and outside College buildings, inside College vehicles and rental vehicles, on College grounds, in privately owned vehicles on College property, and at College events.

Effective January 1, 2020, San Juan College is a smoke-, tobacco-, and vape-free campus.

II. Exemptions from this Policy

Ceremonial use of tobacco in connection with the practice of Native American cultural activities as provided by the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a is exempt from this policy.

III. Implementation

The President will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around the school campus. An enforcement protocol, which identifies consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff, and visitors.

This is a second reading of the new policy, for Board deliberation and action at this meeting.

Dr. Pope moved and Ms. Benny seconded the motion to approve and adopt this new policy to be effective January 1, 2020. **MOTION CARRIED** by unanimous voice vote.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. MEDICAL BENEFITS FOR PRE-65 YEARS OF AGE PARTICIPANTS IN SAN JUAN COLLEGE RETIREE HEALTHCARE TRUST

On September 5, 2017, the San Juan College 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, Pre-65 years of age participants in the San Juan College Retiree Healthcare trust will be provided healthcare coverage as follows:

- 1) For plan year 2020, 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/their needs.

- 2) 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 his/her/their state of residence.

Estimated total cost for the college for the plan year 2020 coverages described above will not exceed \$140,000.

Mr. Thompson moved and Mr. Chance seconded to approve San Juan College's provision of calendar year 2020 health insurance benefits to Pre-65 years of age participants in the College's Retiree Healthcare Trust. **MOTION CARRIED** by unanimous voice vote.

2. CLIENT RELATIONSHIP MANAGEMENT SOFTWARE – SECOND YEAR

In January 2019, the College Board approved a three-year contract with Ellucian for Client Relationship Management Software (CRM). The price was \$270,420 (plus gross receipts tax) for the first year. The price for each subsequent year is \$172,900 per year, plus gross receipts tax. The first of the three-year agreement started on January 1, 2019. The second year of the agreement spans from January 1, 2020 through December 31, 2020.

The following benefits are derived from the CRM software:

- Integrates seamlessly with the college's ERP system.
- Leverages staff efforts and makes the client/student-facing functions of SJC's business model more effective.
- Enables recruiters to efficiently and effectively manage their outreach with configurable workflows and automated processes.
- Gives staff access to information that personalizes prospective student targeting and engagement.
- Unifies faculty and staff visibility into student performance to provide greater team integration.
- Pinpoints high priority issues, progress of student cases.
- Permits communication across student success teams.

Funds for these services have been budgeted for fiscal year 2020.

Mr. Chance moved and Mr. Manning seconded to issue a purchase order to Ellucian for the second year of the approved three-year contract in the amount of \$172,900 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, January 7, 2020 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

Mr. Thompson announced there would be no closed session.

ITEM K. ADJOURNMENT

Mr. Chance moved and Dr. Pope seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 6:33 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Mr. Byron Manning, Secretary
San Juan College Board

Date: January 7, 2019