

MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD

July 2, 2019

ITEM A. CALL TO ORDER

Mr. Thompson called the meeting to order at 7:00 p.m. The following members were present:

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

Absent: Dr. Joseph Pope, Vice Chair Member
 Hoskie Benally, Member

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, Ron Jernigan, Kerri Langoni, Roy Lytle, Michael Ottinger, Bradley Purdy, Lorenzo Reyes, Amanda Robles, Lance Myler, Kris Kraly, Lucy Haber, Jeff Parkes, Eileen Richey, Leslie Saavedra, Paulette Stanley, Sherrie Biringer, Donna Ellis, Vanessa Tafoya, Steve Miller, Kenny Hibner, Jenniffer Valora, Lorena McKinley

Guests: Damian Artalejo, Melanie Kee, Analisa Rodriguez

Executive Vice President Edward DesPlas presented the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for San Juan College's CAFR.

Dr. Pendergrass presented a gift to Jeanne Notson in recognition of her retirement.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Dr. Jenniffer Valora presented on Food Insecurity.

2. Association Reports

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

Student Association (SA) Ms. Analisa Rodriguez and Ms. Melanie Kee reported for the SA.

Faculty Association (FA) Mr. Lance Myler reported for the FA.

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

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. June 4, 2019 Work Session Minutes

The June 4, 2019 work session minutes are presented in the Board packet for approval.

2. Approval of Minutes of Regular Board Meeting on June 4, 2019

The June 4, 2019 minutes were presented in the Board packet for approval.

3. Approval of Minutes of Regular Board Meeting on June 20, 2019

The June 20, 2019 minutes were presented in the Board packet for approval.

4. Correspondence

Dr. Pendergrass received cards from Animas Elementary students thanking San Juan College's ENLACE/Herencia Latina programs for assisting with communication at the school's parent/teacher meetings.

George Sharp, Boys and Girls Club board member, sent a card thanking San Juan College for its support of the Boys and Girls Club.

Raymond and Claudia Tso and their family sent a card to the Board of Trustees and Dr. Pendergrass thanking them for their sympathy and the caring way Brian Tso's passing was shared with the College community.

5. Financials

Financial reports for the month ended May 30, 2019 are presented in the Board packet.

6. Personnel Report

The following appointments were made since the last Board meeting: Irvin Harrison, Academic Advisor, Advising and Counseling, effective June 10, 2019; Jennifer Slough, Instructor of Physical Therapist Assistant Program, School of Health Sciences, effective June 10, 2019.

Changes: Caleb Chandler, from Accounting Technician, Business Office to Accounting Reconciliation Specialist, Business Office, effective June 16, 2019.

Separations: Christopher Strouthopoulos, Professor, LRNS, School of Humanities, separation of employment, effective May 11, 2019; Michael Dodds, Auto Program Recruiter, School of Trades and Technology, separation of employment, effective June 3, 2019; Jackson Koewler, Admissions Advisor, Enrollment Services, separation of employment, effective June 7, 2019; Jael Raymond, Accounting Specialist, Business Office, retirement, effective June 14, 2019; Callie Vanderbilt, Professor, Biology, School of Science, Math. and Engineering, retirement, effective June 30, 2019; David Scott, Coordinator/Assistant Professor, Drafting, School of Trades and Technology, retirement, effective June 30, 2019; David Wesch, Assistant Professor, Psychology, School of Humanities, retirement, effective June 30, 2019; Dewayne Johnhat, Custodian, Physical Plant, separation of employment, effective June 30, 2019; Karen Kramer, Science Tutoring Coordinator, Tutoring Center, retirement, effective June 30, 2019; Kenneth Lillie, Associate Professor, Math, School of Science, Math, and Engineering, retirement, effective June 30, 2019; Lisa Akins, Energy Program Specialist, School of Energy, separation of employment, effective June 30, 2019; Lisa Ruffier, Associate Professor, Math, School of Science, Math, and Engineering, retirement, effective June 30, 2019; Myra Rogan, Administrative Assistant, Student Activities, separation of employment, effective June 30, 2019; Sandra Johnson, Assistant Professor, Health Information Technology, School of Health Sciences, effective June 30, 2019; Tom Burns, Assistant Professor, IPOP, School of Energy, retirement, effective June 30, 2019.

7. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

8. Information Report: Sale of Surplus Inventory

Equipment and furniture previously approved by the Board as surplus and accumulated in storage for eventual disposition were sold in auction on June 15, 2019. The College contracted with B&B Auctions to conduct the sales. Net proceeds totaled \$658.87.

Recommendation

I recommend that the Board affirm this report of sales.

9. Advertising Commitment Agreement – Farmington Daily Times

San Juan College’s (SJC) Market and Public Relations Department uses the Farmington Daily Times for advertising and branding in both print and digital media. Much of the advertising promotes College programs, registration periods, and special events such as the Silhouette Series, art exhibitions, youth camps, and other events in the large array of offerings hosted by the College. With respect to print media, SJC’s advertising through the Daily Times includes ad placement not only in the daily issues but also on the Sunday front page banner, which serves as prime advertising space. By entering into an advertising commitment agreement with a minimum spend of \$76,005, the College receives up to a 63% cost reduction from the base rate for advertising without such a contract.

Recommendation

I recommend the Board approve the Advertising Commitment Agreement with the Farmington Daily Times for a minimum spend of \$76,055 but not to exceed \$85,000 for July 3, 2019 through June 30, 2020.

Mr. Rasor moved and Mr. Manning 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 RECOMMENDATION TO ACT ON REVISION TO BOARD POLICY 100 – GENERAL PROVISIONS

In 2017, the *Faculty Handbook* and *Professional and Support Staff Handbook* were combined into one College administrative document entitled the *Employee Handbook*. A revision to Board Policy 100 is needed to reflect the consolidation of these documents into one administrative document.

The proposed revision is limited to paragraph B of section V.; it reads:

V. Formulation of Administrative Procedure

- A. The Board delegates to the President the function of formulating administrative procedures and rules under which the College shall

operate. These procedures and rules, as implemented under the President's jurisdiction, will be consistent with the policies adopted by the Board.

- B. Administrative procedures and rules will generally be located in detail in various College documents to include: College Catalog, Professional and Support Staff Employee Handbook, Student Handbook, Employee Handbook, Faculty Handbook, and Business Office Procedures Manual and electronic mediums.

The first reading of this revision was accomplished at the June 4, 2019 meeting of the San Juan College Board of Trustees. This is the second reading and recommendation for Board action.

Mr. Chance moved and Mr. Rasor seconded the motion approve and adopt this policy revision and direct staff to update the policy manual accordingly. **MOTION CARRIED** by unanimous voice vote.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. CLOUD-HOSTED LEARNING MANAGEMENT SYSTEM

Facilitated by the College Purchasing Department, San Juan College is able to participate in contract pricing for Instructure’s Canvas learning management system as procured through New Mexico State University’s agreement with Instructure. 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 is priced as follows:

10/1/2019 – 9/30/2020	\$123,772.07
10/1/2020 – 9/30/2021	\$129,843.94
10/1/2021 – 10/1/2022	\$136,202.67
Total – 3 years	\$389,818.68

This three-year price represents a 10% increase over the price of the previous three-year agreement. Funds are budgeted in the fiscal year 2020 operating budget.

Mr. Manning moved and Ms. Benny seconded the motion approve the three-year contract with Instructure and that a purchase order be authorized to encumber necessary funds on a year-by-year basis. **MOTION CARRIED** by unanimous voice vote.

2. RESOLUTION AUTHORIZING DEFEASANCE OF A PORTION OF OUTSTANDING GENERAL OBLIGATION BOND DEBT

Within its debt service fund, the College’s outstanding aggregate general obligation principal is \$14,345,000. 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.

In the work session that immediately preceded this meeting, the College’s financial advisor provided the Trustees with a comprehensive educational presentation covering all aspects of this proposed action. The “Resolution Authorizing The Continuation Of The District's Debt Service Tax Rate And The Defeasance Of A Portion Of The District's General Obligation Limited Tax Bonds, Delegating Authority To Select Bonds To Be Defeased To The College President Or Executive Vice President, Authorizing The Execution Of An Escrow Agreement” prepared by the College’s bond counsel has been provided to Trustees in advance of this meeting. The resolution authorizes the defeasance of up to \$1.5 million in aggregate general obligation bond principal.

Mr. Chance moved and Mr. Manning seconded the motion to adopt and approve the “Resolution Authorizing The Continuation Of The District's Debt Service Tax Rate And The Defeasance Of A Portion Of The District's General Obligation Limited Tax Bonds, Delegating Authority To Select Bonds To Be Defeased To The College President Or Executive Vice President, Authorizing The Execution Of An Escrow Agreement And Other Matters Related Thereto”. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, August 6, 2019 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

ITEM K. ADJOURNMENT

Mr. Chance moved and Ms. Benny seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:07 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Mr. Byron Manning, Secretary
San Juan College Board

Date: August 6, 2019