

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
December 7, 2021**

ITEM A. CALL TO ORDER

Chairman Razor called the meeting to order at 6:01 p.m. The following members were present:

Joseph Razor, Chairman
Hoskie Benally, Jr., Vice-Chairman
R. Shane Chance, Secretary
Evelyn Benny, Member
Byron Manning, Member
John Thompson, Member
Valerie Uselman, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance included:
Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Adrienne Forgette, Kerri Langoni, Karen Acree, Don Beauregard, Josh Bishop, Debbie Chalmers, Andrea Cooper, Alicia Corbell, Sherri Cummins, Kristie Ellis, Sandy Gilpin, Kenny Hibner, Ron Jernigan, Ruben Johnson, Kris Kraly, Karen Krob, Melissa Lillie, Roy Lytle, Robert Martinez, Steve Miller, Jeff Parkes, Lorenzo Reyes, Eileen Richey, Chris Rosen, Rhonda Schaefer, Linda Schwinghammer, Lisa Snyder, Paulette Stanley, Carrie Tsosie-Jim, and Donna Ellis, Board Recorder

Guest(s): Samantha Bell

Mr. Edward DesPlas recognized Ms. Kristie Ellis who is retiring after six years of leadership as the Controller in the Business Office.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

As a result of the November 2, 2021 Board election, Ms. Evelyn Benny, District 2 and Mr. Bryon Manning, District 3 took the Oath of Office as Trustees on the San Juan College Board for a six-year term.

iCare Minute Video

This month's iCare Minute Video features Edgar Arellano who is a student in the Industrial Process Operator Program (IPOP) at the School of Energy. He used resources through the Center for Student Careers and Employment to get connected with a student internship at the City of Bloomfield Water Reclamation Facility. Edgar was the very first placed intern through the federal work study experimental site initiative and will graduate from the IPOP program this December.

2. Association Reports

Support Staff Association representative, Ms. Melissa Lillie, provided the Board with a report.

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

Faculty Association representative, Ms. Andrea Cooper and Ms. Karen Krob, provided the Board with a report.

Professional Staff Association representative, Ms. Linda Schwinghammer, provided the Board with a report.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. November 9, 2021 Work Session Minutes

The November 9, 2021 Work Session Minutes were presented in the Board Packet for approval.

2. November 9, 2021 Board Meeting Minutes

The November 9, 2021 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the month ended October 31, 2021 were presented in the Board Packet.

5. Personnel Report

The following employment actions were made since the last Board meeting:

Appointments: Lorena Gibbons, Information Technology Business Specialist, Information Technology Center, effective November 1, 2021; Charlotte Tafoya, Associate Teacher, Child and Family Development Center, effective November 1, 2021; Halie Thompson, Administrative Assistant II, Physical Plant, effective November 1, 2021; Jeffrey Wolf, Director of Respiratory Therapy Program, School of Health Sciences, effective November 1, 2021; Deandra Hadley, Financial Aid Technician, Financial Aid, effective November 8, 2021; Sha-wan Johnson, Operations Coordinator-Continuing Education, CLC, effective November 15, 2021.

Changes: Valerita Charlie, from Library Assistant II, SJC West Campus to Library Assistant II, SJC West Campus, effective November 1, 2021; Lisa Hicks, from Custodia, Physical Plant to Custodial Crew Leader, Physical Plant, effective November 1, 2021; Jeff Parkes, from Assistant Controller, Business Office to Controller, Business Office, effective November 1, 2021; Joe Sciba, from Custodial Crew Leader, Physical Plant to Assistant Building Services Supervisor, Physical Plant, effective November 1, 2021; Vickie Rothlisberger, from School Operations Coordinator, School of Health Sciences to Certificate Program Coordinator, School of Health Sciences, effective November 16, 2021.

Separations: KayaRyan Brown, Assistant Controller, Business Office, separation of employment, effective October 29, 2021; Cheryl Paolinelli, Interim Director-Respiratory Therapy Program, School of Health Sciences, separation of employment, effective November 3, 2021; Amy McNelis-Lunn, Kitchen Manager-Harvest Food Hub, Enterprise Center, separation of employment, effective November 12, 2021; Eileen Salazar, Health Sciences Advisor, School of Health Sciences, separation of employment, effective November 30, 2021.

6. Deletion of Equipment from Inventory

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 the College administration's recommendation and approve the listed items for disposal.

7. Endowment Fund Certification

San Juan College is required to submit to the New Mexico Higher Education Department an annual report that provides the status of all legislative Higher Education Endowment Funds appropriated as of June 30th, including:

- (a) Original appropriation amount;
- (b) Percentage and amount of matching funds applied to original appropriation;
- (c) Total income from investment of original appropriation;
- (d) Endowment fund balance (including original appropriation amount and investment income); and,
- (e) All activities currently being supported by the investment income from each endowment.

The report for San Juan College at June 30, 2021 has been provided in the Board packet for this meeting.

Recommendation

I recommend the Board of Trustees approve the Higher Education Endowment Fund Report at June 30, 2021.

8. Panopto Inc. Video Capture and Content Management Software

TechSmith Knowmia has been the College's video platform since December 2017. Currently, the College has almost 19,000 videos (approximately 6,000 hours) on the TechSmith platform. TechSmith is discontinuing the Knowmia platform in August of 2022. TechSmith has partnered with Panopto to help customers move to the Panopto platform. This partnership provides the transfer of all San Juan College videos including the edited, closed captions. The transfer will be done by the two companies with no loss of captions.

Facilitated by the College Purchasing Department, the College followed a detailed and documented process to meet the State of New Mexico Procurement Code, Section 13-1-21 through 13-1-199, NMSA 1978. The College posted this procurement as a Sole source, #20-U5101-21-CP408 as numbered by the State of NM GSD, on the Sunshine Portal as required by the Procurement Code. The College received notification of posting for 30 days without protest by the GSD/SPD State Purchasing Division on November 18, 2021 as indication to move forward with our procurement.

This license and service agreement is for a three-year term, for up to 5,000 FTE, paid annually, at the following rates, plus applicable taxes:

Migration/Transition Period (Dec. 8, 2021 - April 30, 2022): -0- (Provided at no cost to the College)

Year 1 (May 1, 2022 - April 30, 2023)	\$25,500
Year 2 (May 1, 2023 - April 30, 2024)	\$25,500
Year 3 (May 1, 2024 - April 30, 2025)	\$25,500
Total – 3 Years	\$76,500

Funds are budgeted in the operating budget.

Recommendation

It is recommended the Board of Trustees approve the contract with Panopto, Inc. and that a purchase order be authorized to encumber necessary funds.

APPROVAL OF CONSENT AGENDA

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

ITEM G. OLD BUSINESS

None.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. APPOINTMENT OF NEW BOARD OFFICERS

San Juan College Board of Trustees Policy Number 300, III. A. states “...following the election, the Board shall select from its members a Chairman, a Vice Chairman, and Secretary who shall serve in these offices until the next regular Board election.” As such, the Board will select and appoint new officers in each of the three positions provided by policy. These officers will serve until the next regular Board election.

Mr. Manning moved and Mr. Thompson seconded to reorganize as required by Board Policy Number 300, III.A. **MOTION CARRIED** by unanimous voice vote.

Selection of San Juan College Board of Trustee Officers

Mr. Chance moved and Mr. Thompson seconded to nominate Mr. Razor to continue to serve as Chairman. **MOTION CARRIED** by unanimous voice vote.

Mr. Chance moved and Mr. Manning seconded to nominate Ms. Benny to serve as Vice-Chairman. **MOTION CARRIED** by unanimous voice vote.

Mr. Chance moved and Ms. Benny seconded to nominate Ms. Uselman to serve as Secretary. **MOTION CARRIED** by unanimous voice vote.

2. 2022 DENTAL AND VISION BENEFITS FOR PARTICIPANTS IN SJC RETIREE HEALTHCARE TRUST

The State of New Mexico group benefits plan, managed by the New Mexico General Services Administration, provides dental and vision insurance to active employees. The State of New Mexico plan does not permit retiree participation, thus participants in the San Juan College Retiree Healthcare Trust will be provided dental and vision coverage as follows:

Delta Dental and Vision Service Plan (VSP) will continue to provide dental and vision insurance coverage to both Post-65 and Pre-65 years of age retirees.

- 1) The Delta Dental plan will continue to be offered to all San Juan College Healthcare Trust participating retirees. Retiree participants will incur no increase in dental premiums. These rates will be in effect for a two-year contract; there will be no rate increase through 12/31/2023.
- 2) The Vision Service Plan (VSP) will continue to be offered to all San Juan College Healthcare Trust participating retirees. There has not been an increase in vision premiums since January 1, 2015. In 2019, retiree participants incurred an increase of 23.6% in vision premiums. Under a four-year contract, there will be no rate increase through 12/31/2023.

Estimated total cost for the College for the plan year 2022 coverages described above will not exceed \$63,751.50 for dental coverage and \$13,778.50 for vision coverage.

Mr. Benally moved and Mr. Chance seconded to approve San Juan College's provision of calendar year 2022 dental and vision insurance benefits to participants in the College's Retiree Healthcare Trust as herein described. **MOTION CARRIED** by unanimous voice vote.

3. 2022 MEDICAL BENEFITS FOR "PRE-65" PARTICIPANTS IN SJC 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. 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 2022, 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. Eight 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 their state of residence.

Estimated total cost for the College for the plan year 2022 coverages described above will not exceed \$138,000.

Mr. Thompson moved and Mr. Manning seconded to approve San Juan College's provision of calendar year 2022 health insurance benefits to Pre-65 years of age participants in the College's Retiree Healthcare Trust as herein described. **MOTION CARRIED** by unanimous voice vote.

4. NATURAL GAS UTILITIES – FISCAL YEAR 2023 THROUGH FISCAL YEAR 2025

Under guidance from the College Purchasing Department and in compliance with State of New Mexico procurement codes, College administration recommends that Symmetry Energy Solutions be selected as the provider of natural gas utilities for Fiscal Year 2023 through Fiscal Year 2025.

Estimated annual costs under the proposed contract with Symmetry are:

Fiscal Year 2023	\$175,000
Fiscal Year 2024	\$175,000
Fiscal Year 2025	\$175,000

Ms. Uselman moved and Mr. Thompson seconded to approve the purchase of natural gas utilities from Symmetry Energy Solutions for Fiscal Years 2023 through 2025, in an amount not to exceed \$525,000. **MOTION CARRIED** by unanimous voice vote.

5. 2021 FORD 14-PASSENGER VANS

The College has two older passenger vans that have over 100,000 miles of service each and are no longer suitable for longer trips.

Under the guidance of the College Purchasing Department, pricing pursuant to CES #2020-31A-C102-ALL was obtained from Phil Long Ford for the acquisition of two, model year 2021, 14-passenger Ford Transit 150 XL-Medium Roof vans at a 15% discount and the 3.5L EcoBoost option at a 5% discount. The price for each van will be \$42,604.75 for a total price of \$85,209.50.

Funds for this purchase are within the Motor Pool budget.

Ms. Benny moved and Mr. Chance seconded to approve this purchase from Phil Long Ford in the amount of \$85,209.50 plus tax, title, and license, as applicable. **MOTION CARRIED** by unanimous voice vote.

6. FURNITURE FOR STUDENT HOUSING

Under the guidance of the College Purchasing Department, a proposal solicitation for student housing furniture was issued as Request for Proposal #22-49939. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The furniture will include case goods for student rooms, lobby furniture, and housing managers quarters.

Four (4) proposals were received and reviewed; sample products were inspected by the College's evaluation team. The evaluation team and College leadership has determined that Foliot Furniture Pacific Inc. should be recommended to furnish the student housing project at a price of \$371,792.96. Price includes delivery and placement of all furnishings. College leadership further recommends that a contingency of \$60,000 be established for substitutions and upgrades, bringing the total award to a not-to-exceed amount to \$431,792.96 plus applicable taxes. This amount is within the established budget.

Student housing is to be completed by the end of May; furniture will be delivered and installed shortly after completion of construction.

Funds are budgeted in the student housing project budget.

Ms. Uselman moved and Ms. Benny seconded to approve the \$371,792.96 contract with Foliot Furniture Pacific, Inc. and that a contingency of \$60,000 for substitutions and upgrades be authorized and established. **MOTION CARRIED** by unanimous voice vote.

7. CONTINUATION OF SAN JUAN COLLEGE LABOR MANAGEMENT RELATIONS BOARD (LOCAL LABOR BOARD)

Revised rules from the Public Employee Labor Relations Board (PELRB) require that every two years, beginning this year, the College's union, known as the San Juan College Education Association, must affirmatively agree to continuation of the local labor board. San Juan College Education Association has indicated that they are amenable to continuing to operate under the local board. The PELRB rules also require that the San Juan College Board of Trustees and the San Juan College Labor Management Relations Board approve continuation of the local labor board. College administration recommends that the Board of Trustees approve continuation of the San Juan College Labor Management Relations Board.

Mr. Hoskie moved and Mr. Thompson seconded to approve continuation of the San Juan College Labor Management Relations Board. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, January 4, 2022 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session

ITEM K. ADJOURNMENT

Mr. Chance moved and Ms. Benny seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 6:49 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: January 4, 2022