

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
March 7, 2017**

ITEM A. CALL TO ORDER

John Thompson called the meeting to order at 7:15 p.m. The following members were present:

R. Shane Chance, Secretary
Byron Manning, Member
Matthew D. Tso, Member
Dr. Joseph Pope, Member
Evelyn B. Benny, Member

Absent: Ken Hare, Chairman

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Barbara Ake, Jon Betz, Virgil Caldwell, Ed DesPlas, Dave Eppich, Adrienne Forgette, Chris Harrelson, Ron Jernigan, Kerri Langoni, Bill Lewis, Allan Nass, Michael Ottinger, Bradley Purdy, Rhonda Schaefer, Barbara Wickman, Leslie Saavedra, John Boggs, Shanna Sasser, Lance Myler, Lorenzo Reyes, Angelique Rodriguez, Donald Rodriguez, Theresa Millis, Osvaldo Avila, Lisa Atkins, Kelly Anderson, and Steve Miller.

Guests: None

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Rhonda Schaefer, Director Public Relations, presented Digital Marketing Campaign Results for Spring 2017.

2. Association Reports

Faculty Association (FA) Mr. Lance Myler reported that the FA is working to increase faculty involvement in committees. It is viewed as an opportunity for early input into processes and decisions. He went on to voice some concerns he has with committee involvement based on his past experience.

Professional Staff Association (PSA) Ms. Shanna Sasser shared the PSA members are looking forward to the Encouragement Lab on Friday. The Leadership Academy members will be helping facilitate the event. At the March meeting the President's Cabinet will be visiting with the PSA about the strategic directions. A surprise fun event is planned for March 22. At the April meeting the PSA will have FERPA training to keep staff updated. On April 6 a Beard and Mustache contest will be held to benefit Peach's Neet Feet, followed by an April 7 event with Paul Roof.

Support Staff Association (SSA) Ms. Leslie Saavedra reported that the task force working on the Training Manual has a completion target of mid-summer. The SSA is collaborating with the PSA on the April 7 Paul Roof event. The President's Cabinet will be attending the March meeting to talk about the strategic directions.

Student Association (SA) No report.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

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

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

2. Correspondence

Dr. Pendergrass received a note from Dr. Damron, New Mexico Secretary of Higher Education, thanking San Juan College for hosting her during Dr. Damron's visit to speak at convocation.

A note was received from Victoria Barr, District Manager Farmington Bureau of Land Management, thanking Dr. Pendergrass and the College for their part in hosting the BLM Public Scoping meeting on February 1, 2017.

The Farmington Chamber of Commerce sent a note to Dr. Pendergrass thanking the College for renewing their chamber membership.

Dr. Pendergrass received a note from San Juan County Partnership thanking San Juan College for helping to sponsor the 18th Creating Cultural Harmony Conference at the Henderson Fine Arts Center.

3. Financials

The most recent financial statement for San Juan College were presented in the Board packet for approval.

4. Personnel Report

The following appointments were made since the last Board meeting: Debra Simonson, Coordinator Cosmetology Program, School of Trades and Technology, effective January 23, 2017; Barbara Wickman, Dean School of Energy, effective January 23, 2017; Nicholas Charley, Custodian, Physical Plant, effective February 6, 2017; Carletta Teller, Instructor Nursing, School of Health Science, effective February 24, 2017; Rebecca Loev, Achievement Coach/Coordinator, effective February 24, 2017; Joni Pete, Custodian, Physical Plant, effective February 27, 2017; Raymond Romero, Custodian, Physical Plant, effective February 27, 2017.

Changes: Gayle Hill, from PTA Academic Advisor to Health Sciences Advisor, effective February 13, 2017; Brenda Bennie, from Fast Forward Administrative Assistant II to NASNTI Pathways Administrative Assistant II, effective February 16, 2017.

Separations: Marissa Watson, Custodian, Physical Plant, separation of employment, effective January 2, 2017; Kevin Martinez, Custodian, Physical Plant, separation of employment, effective February 13, 2017; Dedi Switzer, Accounts Receivable Supervisor, Business Office, separation of employment, effective February 17, 2017.

5. Information Report – Update On Employee Participation In 2017 High Deductible Health Plan (HDHP)

In October 2016, the San Juan College Board of Trustees approved two options for the 2017 employee medical insurance plans. To mitigate cost increases associated with the core health insurance plan (also known as the Open Access Plan or OAP) a High Deductible Health Plan (HDHP) became an option offered to employees. Employee participation in the HDHP results in a lower cost to both employees and the college. Coupled with the HDHP option is a Health Savings Account (HSA). San Juan College offered to contribute \$50 per month to an HSA for each employee who elected to take the HSA option.

After the 2017 open enrollment period, College administration reports:

- Fifty-eight (58) employees chose to participate in the lower cost HDHP option.
- The calendar year 2017 cost reduction realized by the college is \$81,303. This represents the savings from what the cost would have been under the core (OAP) plan. These savings are net of the college contribution for the Health Savings Account (HSA).
- Total cost savings realized by employees participating in the HDHP, including the college contribution to the HSA, is \$58,597 for calendar year 2017.

- Note: In 2017, 14.3% San Juan College employees have elected to participate in the HDHP option. Information from the Health Insurance industry show that 7% - 15% of employees offered an HDHP elected to use this option.

Recommendation

I recommend that the Board accept this information report.

6. Information Report – Catering Activities Through College Food Service

At the February 7, 2017 work session of the San Juan College Board of Trustees, Board Chairman Ken Hare requested that the Board receive monthly reports of catering activities accomplished by College food service operated by A’viands., LLC. The report of catering activities for the month of January 2017 is included in the board packet.

Recommendation

I recommend the Board accept this information report.

7. Resolution For Depository Authority

San Juan College has investments at Four Corners Community Bank. The Bank requires that the San Juan College Board of Trustees adopt a resolution so that updated signature cards may be placed on file.

Resolution

Whereas San Juan College places funds on deposit at Four Corners Community Bank for safekeeping and for investment earnings,

Whereas San Juan College requires one or more Agents to open deposit accounts in the name of the College,

Whereas San Juan College requires one or more Agents to place funds on deposit in the name of the College,

Whereas San Juan College requires that one or more Agents endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Four Corners Community Bank,

Be it therefore resolved that the San Juan College Board of Trustees hereby authorizes the following College officers and Board officer as Agents to exercise the powers listed herein:

Toni H. Pendergrass, President
Edward M. DesPlas, Vice President for Administrative Services
Kristie Kay Ellis, Controller

Richard S. Chance, Board Secretary

Approved: March 7, 2017

Recommendation

I recommend the Board approve and adopt this resolution.

Recommendation

Dr. Pope 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. INDIVIDUAL ITEMS/NEW BUSINESS

1. APPROVAL OF LEASE ARRANGEMENT FOR COMMERCIAL TRUCKS FOR COMMERCIAL DRIVER'S LICENSE TRAINING PROGRAM

Under the guidance of the College Purchasing Department, the Commercial Driver's License (CDL) Training Program evaluation committee has completed the review of responses to Commercial Truck Lease Bid #17-36206. 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 proposed arrangement consists of leasing three (3) new or near new commercial trucks to the College's CDL Training Program, located at 807 S. Hutton, Farmington, New Mexico. The agreement will include all repair and maintenance services of the commercial trucks for the entire period of the lease.

Contingent upon Board approval, a 72-month lease contract will be issued to Inland Lease & Rental Inc. dba Inland PacLease, to begin on, or around, April 1, 2017, for a monthly fixed fee of \$1,765.00 + \$200 per month for mileage, bringing the estimated monthly charge to \$1,965 per truck. The estimated annual cost per truck is \$23,580. Total payments under this lease for 3 trucks for 6 years amounts to \$424,440.

Mr. Manning moved and Ms. Benny seconded the motion to approve the 3-vehicle commercial truck lease, inclusive of repair and maintenance services with Inland Lease & Rental, Inc., dba Inland PacLease, for an estimated amount per truck of \$1,965.00 per month for a 72-month lease, totaling \$424,440 plus applicable gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

2. APPROVAL AND ADOPTION OF RESOLUTION OF SUPPORT FOR INTENDED PARTICIPATION IN AMERICAN ASSOCIATION OF COMMUNITY COLLEGES PATHWAYS 2.0

On February 10, 2017 the American Association of Community Colleges (AACC) issued an invitation for colleges to apply for participation in AACC Pathways 2.0, a new round of Pathways Institutes aimed at helping community colleges design and implement guided academic and career pathways at scale, for all of their students.

“Building on the experience of thirty colleges involved in the original AACC Pathways Project (launched in 2015) and on a growing body of research, this new phase of pathways work reflects AACC’s commitments to follow through on recommendations set forth in the 2012 report of the 21st Century Commission on the Future of Community Colleges, Reclaiming the American Dream.” (AACC letter dated 2/10/2017)

Participation in Pathways 2.0 is competitive. If selected, a San Juan College team of five individuals will participate in six Pathways 2.0 Institutes across three years. The cost to participate is \$45,000 per year.

San Juan College’s application will be greatly strengthened with a formal statement of Board support. The Resolution in Support of Intended Participation in the American Association of Community Colleges AACC Pathways 2.0 Institutes has been distributed, in advance, to Trustees with the materials for this meeting.

Mr. Tso moved and Mr. Manning seconded the motion to approve and adopt the Resolution in Support of Intended Participation in the American Association of Community Colleges AACC Pathways 2.0. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, April 4, 2017 at 7:00 p.m.** in the San Juan College Board Room.

ITEM I. TENTATIVE CLOSED SESSION

None.

ITEM J. ADJOURNMENT

Dr. Pope moved and Mr. Manning seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:15 p.m.

Chairman
San Juan College Board

ATTEST:

Secretary
San Juan College Board

Date: April 4, 2017