

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
June 6, 2017**

ITEM A. CALL TO ORDER

John Thompson called the meeting to order at 7:12 p.m. The following members were present:

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

Absent: Byron Manning, Secretary

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, Barbara Ake, Jon Betz, Virgil Caldwell, Gayle Dean, Ed DesPlas, Dave Eppich, Adrienne Forgette, Chris Harrelson, Ron Jernigan, Kerri Langoni, Bill Lewis, Eddi Porter, Brad Purdy, Rhonda Schaefer, Barbara Wickman, Vinny Zicoello, Leslie Saavedra, John Boggs, Lance Myler, Steve Miller, Lorenzo Reyes, Randall Keeswood, Annie Willmon, Gerald Williams, and Andrea Weaver.

Guests: Brian Cervantes, Ewa Krakowsky, Dr. Doug Pendergrass, Douglass Pendergrass, Raylee Pendergrass, Hadley Pendergrass, and Carroll Hopper.

Gayle Dean, Executive Director of the Foundation, shared that the Pendergrass' family has established the Carroll and Marylee Hopper Endowed Scholarship.

Mr. Thompson congratulated Dr. Purdy and Dr. Reyes on the successful Cyber Security Conference. He also commended the ground crew on the beautiful San Juan College campus.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Mr. Don Lorette presented San Juan College High School Year One Celebrations and Update.

2. Association Reports

Student Association (SA) Mr. Brian Cervantes reported the SA is still looking for a communications officer and a financial officer. The SA assisted with the recent SJC Open House. He felt it was a successful event. Mr. Cervantes shared a handout of the outdoor movies scheduled for the summer. The National Society of Leadership and Success (NSLS) is one of the committees of the SA. They recently were give the Founders List award for their achievements. A group of students attended the NSLS retreat in Denver and found it to be a beneficial experience.

Faculty Association (FA) Mr. Lance Myler shared concerns about the consistency of advising that students receive each semester. The students do not seem to know how to get out of a program they are committed to. He would like to see advising step out of the program model. Mr. Myler would also like a review of the requirement that advising is only mandatory for the first 24 credits.

Professional Staff Association (PSA) Mr. John Boggs reported the PSA held elections and the results are: John Boggs, Chair; Osvaldo Avila, Chair-elect; Shelley Pickett, Treasurer; and Barb Van Hook, Secretary. This past Friday an All-Association Social was held. There was good turnout, with nice food and fellowship. The next meeting will be held July 12. At the meeting the PSA is hoping to have FERPA training, set goals, and develop a possible service project with the Veteran's Center.

Support Staff Association (SSA) Ms. Leslie Saavedra share the SSA held elections and the results are: Leslie Saavedra, Chair; Melody Conrad, and Chair-elect, Jennifer Hargrove, Secretary. Ms. Saavedra thanked those that attended the All-Association Social. The work continues on the manual and other projects.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on April 24, 2017

The April 24, 2017 minutes were presented in the Board packet for approval.

2. Correspondence

Dr. Pendergrass received notification that San Juan College's comprehensive annual financial report (CAFR) has received the Government Finance Officers Association (GFOA) Certificate of Achievement.

Dr. Pendergrass received letters from Tim Calder, Anthony Heinemeier, and Delbert Tapaha on the Small Business Development Center.

George Sharpe, Manager Oil and Gas Investments, Merrion Oil sent a letter thanking San Juan College for hosting Energy Week at the School of Energy.

Kirk Carpenter, Superintendent Aztec Municipal School District sent a letter thanking San Juan College for their contribution to the Aztec School District's Twenty Fourth Annual Honor Banquet.

A letter was received by Dr. Pendergrass from Maria Rodman, Executive Director Boys and Girls Club of Farmington thanking San Juan College for their support.

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: Phyllis Tracey, Academic Advisor and Counselor, Advising and Counseling, effective April 27, 2017; Valentino Tyler, Security Officer, Department of Public Safety, effective May 15, 2017; Lavanah Williams, Admissions Technician, Enrollment Services, effective May 22, 2017; Cara Jim, Security Officer, Department of Public Safety, effective May 22, 2017; William James, Security Officer, Department of Public Safety, effective May 22, 2017.

Changes: Gregory Reynolds, from Instructional Specialist to Instructional Designer, Information Technology Center Online Services, effective May 15, 2017.

Separations: Brandon McAdams, Help Desk Technician, Information Technology Services, separation of employment, effective April 25, 2017; Jacqueline Sena, Enrollment Specialist, Enrollment Services, separation of employment, effective, April 28, 2017; Timothy Calder, Instructor of Instrumentation, School of Energy, separation of employment, effective May 12, 2017; Reta Dominquez, Lead Teacher, Child and Family Development Center, separation of employment, effective May 15, 2017; Darren Wayman, Assistant Director, Department of Public Safety, separation of employment, effective May 23, 2017; Kathryn Tafoya, Member Services Specialist, Health and Human Performance Center, separation of employment, effective May 25, 2017.

5. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

6. Approval of City of Farmington Annual Purchase Requisition for Utilities for 2017-2017

The College obtains utilities (electricity, water, sewage, sanitation) from the City of Farmington. For the 2017 - 2018 fiscal year, utilities from the City of Farmington are estimated to not exceed \$1,019,000 including applicable gross receipts taxes. Because of the energy savings guarantee in the in energy performance contract, the FY 2018 estimate is \$229,000 lower than the estimate for FY 2017. The expenses have been included in the 2017 - 2018 operating budget.

Recommendation

I recommend the Board approve the purchase requisition for the annual utilities from the City of Farmington, for FY2018, at an amount not to exceed \$1,019,000.

7. Approval of Purchase of Ellucian Software Maintenance

Renewal of Ellucian software maintenance for fiscal year 2017 is due on July 1, 2016. Ellucian is the sole source of a large array of software used by San Juan College including: Colleague enterprise resource planning system, web portal, web adviser, Ellucian mobile, server partner, workflows, and ecommerce. The total software maintenance renewal cost for 7/1/2017 – 6/30/2018 is \$378,042. The fiscal year 2018 renewal cost is approximately 4% higher (an increase of \$14,699) than the fiscal year 2017 cost.

Contingent upon Board approval, Ellucian software maintenance agreements will be renewed.

Recommendation

I recommend the Board approve the purchase from Ellucian and that a purchase order be authorized to encumber necessary funds.

8. Approval of Purchase of Blackboard Software Maintenance

Renewal of Blackboard software maintenance for fiscal year 2018 is due on July 1, 2017. Blackboard software is used for electronic door locks and access and for printer/copier management. The total software maintenance renewal cost for 7/1/2017 – 6/30/2018 is \$85,220. The fiscal year 2018 renewal cost is approximately 2.8% higher (an increase of \$2,312) than the fiscal year 2017 cost.

Contingent upon Board approval, Blackboard software maintenance agreements will be renewed.

Recommendation

I recommend the Board approve renewal of the Blackboard software maintenance agreements at \$85,220 plus applicable gross receipts taxes and that a purchase order be authorized to encumber necessary funds.

9. Information Report: Fiscal Year 2018 Purchases of Goods and Services Within Previously Approved Multi-Year Agreements

San Juan College Board policy No. 803, paragraph II Expenditure Authority states:

- A. The Board of Trustees shall authorize all expenditures of the College that exceed \$75,000.
- B. The President may authorize all expenditures of the College that are \$75,000 or less. The President may authorize expenditures above the \$75,000 as approved during the annual budget process.

Presented herein are good and services that will be acquired in Fiscal Year 2018 within the scope of multi-year contracts previously approved by the San Juan College Board of Trustees. In that these acquisitions have already been considered and approved by the Board and the expenditures related thereto are within in Fiscal Year 2018 budget approved by the Board April 24, 2017, these are presented as a matter of information to the Board.

ANTICIPATED EXPENDITURES FOR PRINT MANAGEMENT:

On March 4, 2014, resulting from RFP #13-27843 the Board approved a four-year contract with ImageNet Consulting, LLC for copier equipment lease, maintenance and usage, and print management services. On February 7, 2017, the Board approved a forty-month extension to the copier lease and services portion of the contract, extending the agreement to June 30, 2021. This extension reduced the cost of copier equipment and services. In the second half of fiscal year 2017, College staff have been strategically and deliberately reducing the number of printers under this contract, further reducing the cost of printing. The estimated cost for print management through the ImageNet, LLC contract in fiscal year 2018 is \$340,000, excluding applicable gross receipts taxes. The fiscal year 2018 cost is approximately 24.8% lower (a decrease of \$112,025) than the fiscal year 2017 cost.

EXPENDITURES FOR LEARNING MANAGEMENT SYSTEM

SERVICE: At the June 7, 2016 meeting of the Board of Trustees, San Juan College was approved to access contract pricing for Canvas Learning Management System 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 3-year agreement was priced as follows:

10/1/2016 – 9/30/2017	\$112,000
10/1/2017 – 9/30/2018	\$117,500
10/1/2018 – 10/1/2019	\$123,300
Total – 3 years	\$352,800

The College will expend \$117,500 plus applicable gross receipts taxes in Fiscal Year 2018 for the Canvas Learning Management System.

FOOD SERVICE AND DINING OPERATIONS:

At the April 26, 2016 Board of Trustees meeting, A’viands, LLC was approved to be the College’s food service and dining operations provider for two years, with an option to extend, upon mutual agreement, for four additional one-year periods, not to exceed a total of 6 years. The contract began July 1, 2016. For Fiscal Year 2018, these operations will include Mary’s Kitchen, Café Belay, meals for the Child Development Center, appropriate accommodations for San Juan College High School, and catering services. The College will pay A’viands, LLC a base management fee of \$48,000 plus applicable gross receipts taxes and will subsidize operations that do not reach break-even point. It is expected that financial performance of the food service operations will improve in Fiscal Year 2018.

INFORMATION TECHNOLOGY LEADERSHIP AND MANAGEMENT SERVICES:

At the March 1, 2016 meeting of the Board of Trustees, CampusWorks was approved as the College’s provider of information technology leadership and management services. The agreement runs from April 1, 2016 and ends on June 30, 2018 for a two-year total investment of \$2,764,812 with the option of annual extensions for two additional years for an additional agreed upon annual fee. Net of applicable gross receipts taxes, the cost for these services in Fiscal Year 2018 is set at \$1,098,810, a decrease in cost of \$567,192 from Fiscal Year 2017. These savings will be substantially offset by the need to increase in-house staff as per the contracted plan to transition from outsourced IT management and services to in-house IT management and services.

Recommendation

I recommend that the Board accept this information.

10. Information Report: Sale of House Built by Building Trades Students

On April 19, 2017 San Juan College began accepting offers from the public for the purchase of four new houses recently constructed by the College’s building trades students. An open house for public viewing of the houses was held on April 29, 2016. Offers in the form of bids were accepted until May 11, 2017 at 2:00 p.m. The College received a bid offer on only one of four the houses for

sale. A description of the house that sold and its sale price is below. Proceeds are received into the Unrestricted Fund.

Project 31: One (1) bedroom, one (1) bathroom, kitchen, dining/living combo and laundry closet. Ceilings throughout are 7'6". House is approximately 448 square feet. The starting bid was \$27,400.00. The winning bid was \$34,500 plus gross receipts tax.

Recommendation

I recommend that the Board accept this report of sale.

11. Information Report: Sale of Surplus Inventory

Equipment and vehicles previously approved by the Board as surplus and accumulated in storage for eventual disposition were sold in auction on April 15, 2017. The College contracted with B&B Auctions to conduct the sales. Net proceeds totaled \$63,891.75.

Recommendation

I recommend that the Board accept this information.

12. Information Report: Local Subcontractor Participation in Energy Performance Contract with Johnson Controls

At its October 3, 2016 meeting the San Juan College Board of Trustees approved an energy performance contract with Johnson Controls (JCI) to replace and upgrade large, high-cost physical plant equipment and systems. The \$7.2 million of projects include lighting and controls, new chiller plant, CHW and HW loop improvements, AHU replacements, HVAX DX unit replacements, energy management system upgrades, and waste management improvements.

JCI committed to involve local subcontractors in these projects. Below is a report of local subcontractor participation as of May 12, 2017.

	Company	Total Contract	Billed to Date
Controls	Echo Electric Company	\$ 238,400.00	\$ 94,309.00
Lighting	Echo Electric Company	\$ 393,296.00	\$ 313,108.00
Power	Trophy Ridge Electric	\$ 129,603.00	\$ 49,096.00
General	Spellbring Construction, Inc.	\$ 77,951.00	\$ 33,161.00
T	Totals	\$ 839,250.00	\$ 489,674.00

otal subcontracts awarded to local subcontractors represent 12% of the total contract with JCI.

Recommendation

I recommend that the Board accept this information.

13. Approval of Open Meeting Notice Resolution

Section 10-15-01(C) NMSA of the Open Meetings Act requires the Board to determine annually what notice for a public meeting is reasonable.

**SAN JUAN COLLEGE
OPEN MEETING NOTICE RESOLUTION**

WHEREAS, the SAN JUAN COLLEGE BOARD met in regular session at San Juan College on June 6, 2017 at 7:00 p.m. as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the San Juan College Board to determine annually what constitutes reasonable notice of its public meetings,

NOW, THEREFORE, BE IT RESOLVED by the San Juan College Board that:

1. All meetings shall be held at San Juan College, 4601 College Boulevard, Farmington, New Mexico, at 7:00 p.m. or as indicated in the meeting notice. Work sessions shall be held at San Juan College, 4601 College Boulevard, Farmington, New Mexico, at 5:00 p.m. or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the first Tuesday. The agenda will be available at least seventy-two (72) hours prior to the meeting from the Board Recorder, whose office is located at San Juan College, 4601 College Boulevard, Farmington, New Mexico and on the San Juan College website. Notice of any other regular meetings will be given

ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.

3. Special meetings may be called by the Chairman or a majority of the members upon three (3) days notice. The notice shall include a draft agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The draft agenda shall be available to the public at least seventy-two (72) hours before any special meeting with a final agenda available thirty-six (36) hours before any special meeting.
4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The San Juan College Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

The San Juan College Board will send a report to the Attorney General stating the emergency actions taken by the Board and the circumstances creating the emergency.

5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda is placed in newspapers of general circulation in the state and posted throughout San Juan County. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings. Copies of the written notice shall also be posted on the San Juan College website.
6. For the purposes of special meetings and emergency meetings described in paragraph 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the state and posted in the offices of San Juan College. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. Copies of the written notice shall also be posted on the San Juan College website.
7. In addition to the information specified above, all notices shall include the following language: Individuals with a disability or who are in need of special services for a public hearing or meeting, should contact the President's Office at [\(505\) 566-3209](tel:5055663209) at least one (1) week prior to the meeting or as soon as possible.

8. The San Juan College Board may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
- (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the San Juan College Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
 - (b) If the decision to hold a closed meeting is made when the San Juan College Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
 - (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
 - (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the San Juan College Board in an open public meeting.

Passed by the San Juan College Board this 6th day of June 2017.

John Thompson, Chairman
San Juan College Board

Dr. Joseph Pope, Vice Chairman
San Juan College Board

Recommendation

I recommend the Board approve and adopt this Resolution.

Recommendation

Mr. Chance moved and Dr. Pope 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 A FACULTY MARKET DISPARITY STIPEND - NURSING

San Juan College's Nursing program has been experiencing increasingly high turnover in the faculty ranks. Difficulties in recruiting nursing instructors with the Master's of Science – Nursing degree, the credential required by the special accrediting body for nursing programs, jeopardizes the College's ability to maintain the program size required to train nurses for area hospitals. Pay that is not competitive with San Juan College's market competitors has been cited as the leading cause for turnover and recruiting difficulties. This concern was discussed in the April 24, 2017 Board of Trustees work session.

It is the College Leadership's recommendation that San Juan College full-time Nursing faculty (regular and temporary) each be granted a \$2,500 annual stipend for the 2017-2018 academic year, effective August 2017. The stipend will be prorated across pay periods. The stipend will not increase base contract pay. A market study will be conducted annually to determine if the stipend will continue into future fiscal years and to ascertain if the amount is consistent with prevailing market conditions. The College President will promulgate other procedural aspects necessary to implement and manage this recommendation. The cost to grant this stipend in fiscal year 2018 is estimated to be \$45,000.

Dr. Pope moved and Ms. Benny seconded the motion to approve the Faculty Market Disparity Stipend - Nursing as herein described. **MOTION CARRIED** by unanimous voice vote.

2. APPROVAL OF CAPITAL PROJECTS PRIORITIES – STATE FUNDING

Annually, the New Mexico Higher Education Department (HED) requires institutions to submit capital project priorities for consideration by the Governor's Office and upcoming legislature. For the upcoming funding cycle, community colleges were advised by the New Mexico HED to submit only two priorities for funding. In that the Fiscal Year 2017 request for priority projects has not yet been funded and the College priorities have not changed, College Leadership recommends that the two priority projects below be resubmitted for Fiscal Year 2018 request.

1. Demolition of existing Fire Tower with related reclamation and restoration of land
2. Roof Replacements and infrastructure improvements on ITC Building, 1200 Wing, Building 3 and Physical Plant Building

Mr. Chance moved and Ms. Benny seconded the motion to approve the proposed capital project priorities for submission to the New Mexico Higher Education Department. **MOTION CARRIED** by unanimous voice vote.

3. PURCHASE OF INFORMATION TECHNOLOGY DISASTER RECOVERY SYSTEM

As discussed in the April 4, 2017 Board of Trustees' work session, the College's disaster recovery system for information technology needs to be upgraded to provide remote and cloud recovery capabilities for technology software and hardware. 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. Under the guidance of the College Purchasing Department, RFP #17-37714 was issued to obtain bids. The following benefits will be derived from the new system:

- Ability to run critical servers in the cloud
- Ability to increase capacity without additional hardware
- Data storage in the cloud at a Tier 4 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 Leadership recommends this disaster recovery system be acquired from Smith Bagley dba Cellular One of NE Arizona through a three-year contract at the fixed cost of \$109,985.40 per year plus applicable gross receipt taxes. Total cost of the system for the three-year period is \$329,956.20. Upon Board approval, the agreement will be effective on July 1, 2017.

Dr. Pope moved and Mr. Chance seconded the motion to approve this recommendation and authorize College Leadership to enter into a contract to purchase enhanced disaster recovery solutions from Smith Bagley dba Cellular One of NE Arizona under a three-year contract at the fixed price of \$109,985.40 plus applicable gross receipts taxes per year. **MOTION CARRIED** by unanimous voice vote.

4. APPROVAL OF ANNUAL PURCHASE REQUISITION FOR TELEPHONE SERVICE FOR FISCAL YEAR 2018

The College obtains telephonic connectivity and services from CenturyLink. For the 2017 - 2018 fiscal year, these services are estimated to not exceed \$125,000. Estimated expenses for Fiscal Year 2018 are 11% (\$12,400) higher than estimated expenses for Fiscal Year 2017. The expenses have been included in the 2017 - 2018 operating budget.

Mr. Chance moved and Ms. Benny seconded the motion to approve the purchase requisition for telephonic connectivity and services from CenturyLink for FY2018, at an amount not to exceed \$125,000. **MOTION CARRIED** by unanimous voice vote.

5. RESOLUTION TO DISCONTINUE ENROLLMENTS IN SAN JUAN COLLEGE RETIREE HEALTHCARE TRUST

The San Juan College Retiree Healthcare Trust was established July 1, 2010. The College's cost of delivering healthcare coverage to retirees far exceeds the amount contributed by participating employees and retirees. The College's expenses for the Retiree Healthcare Trust are growing faster than the College's available resources and at the same time, the future liability associated with the Retiree Healthcare Trust continue to grow. The Healthcare Trust and its place within the College's employee benefits offerings were discussed in the Board of Trustees work session on April 24, 2017. College Leadership recommends that effective July 1, 2017, the San Juan College Retiree Healthcare Trust no longer accept new participants.

Resolution

Whereas San Juan College's cost of delivering healthcare coverage to retirees far exceeds the amount contributed by participating employees and retirees,

Whereas San Juan College's expenses for the Retiree Healthcare Trust are growing too fast for College resource to keep pace with the growth in these expenses,

Whereas San Juan College's liability associated with the Retiree Healthcare Trust continues to grow and adversely impact the College's financial position,

Be it therefore resolved that the San Juan College Board of Trustees hereby discontinue acceptance and enrollment of new participants into the San Juan College Retiree Healthcare Trust, effective July 1, 2017. Be it noted that this action under this resolution shall not affect current participants in the San Juan College Healthcare Trust.

Approved: June 6, 2017, 2017

John Thompson, Board Chairman

Dr. Joseph Pope, Board Vice Chairman

Mr. Chance moved and Dr. Pope seconded the motion to approve and adopt this resolution. **MOTION CARRIED** by unanimous voice vote.

6. STRATEGIC DIRECTIONS FOR FISCAL YEARS 2018-2022

On November 28, 2016 San Juan College Leadership was assisted by strategic planning consultant Liz Murphy in conducting a focus group of business, school, and community leaders to determine the numerous and diverse needs

within San Juan County for which San Juan College could participate in solutions. The information that resulted from the business, school, and community leaders' focus group was made available November 29, 2016 when Ms. Murphy assisted College Leadership in conducting a Board of Trustees planning session. In that planning session, four strategic directions for 2018 through 2022 were envisioned and conceptualized. On February 7, 2017, Ms. Murphy joined the Board in work session via a virtual meeting application to review the first draft of the four strategic directions developed by the Board in November of 2016. In the March 7, 2017 Board of Trustees work session, Trustees furthered the discussion on the merits and viability of the four strategic directions. Following discussions between the employee associations and College Leadership and the administration of a college-wide survey about the four Board-developed strategic directions, Trustees received an assessment of college-wide feedback in their work session of April 4, 2017.

The four strategic directions for fiscal years 2018 through 2022 developed by the Board of Trustees for use in strategic planning and setting of goals and objectives for the next five years are:

- Create an agile and responsive business model that responds to economic changes and focuses on helping all students achieve a high level of success in learning, completion, and employment.
- Expand signature programs nationally to strengthen College sustainability and provide economic development in the region.
- Utilize College competencies to deliver an internationally accessible energy resources curriculum.
- Grow and sustain health science programs by developing and implementing alternative models designed to lower costs while maintaining quality and accessibility.

Mr. Chance moved and Ms. Benny seconded the motion to adopt and approve the four strategic directions discussed herein and that the Board direct that these four directions be used to guide and underpin strategic planning efforts for the next five fiscal years, through the end of fiscal year 2022 or until changed or revised by future Board action. **MOTION CARRIED** by unanimous voice vote.

7. APPROVAL OF BEVERAGE AND SNACK VENDING SERVICE

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. The College Purchasing Department, issued RFP #17-37361 to obtain proposals for beverage and snack vending within the buildings of all locations of San Juan College. Coca-Cola of Durango-Farmington has submitted the proposal that is most advantageous for San Juan College and

offers reasonable prices for customers. The basic provisions of the proposal are:

- Commission for most beverages 51% of sale price
 - Carbonated drinks, bottled water, 18.5 oz. tea, 20 oz. Smart water
- Commission for energy drinks, 23 oz. tea, 20 oz. Isotonic, and juices 15% of sales price
- Snacks 15% of sales price
- Contract length: four (4) years with renewal options for up to four (4) one-year terms

Coca-Cola of Durango-Farmington has provided satisfactory service to the College in recent years. Total commission revenue for the past five years are reflected below.

Fiscal Year 2017, year –to-date	\$33,991
Fiscal Year 2016	\$36,303
Fiscal Year 2015	\$46,004
Fiscal Year 2014	\$47,054
Fiscal Year 2013	\$41,086

Mr. Chance moved and Ms. Benny seconded the motion to approve Coca-Cola Durango-Farmington to be contracted for vending services as described herein. **MOTION CARRIED** by unanimous voice vote.

8. APPROVAL OF STUDENT HOUSING RFP CONSULTING SERVICES

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. The College Purchasing Department issued RFP #17-37767 to obtain proposals for consulting services to include request for proposal (RFP) development, RFP administration, and partnership negotiation to result in a public/private partnership (P3) arrangement that may include design, finance, construction and operation of student housing for San Juan College. The Scion Group LLC has been deemed to have submitted a proposal that will best serve the college. Under a consulting engagement in 2013, Scion performed a student housing Market and Demand Analysis; Scion has in-depth knowledge of San Juan County’s market and the Colleges’ student housing needs. Scion has proposed consulting services at the cost of \$90,000 plus expenses not to exceed \$10,000 plus applicable gross receipts taxes.

Mr. Chance moved and Ms. Benny seconded the motion to approve the selection of The Scion Group LLC as the consultant for student housing RFP development and administration and partnership negotiation as well as authorize College Administration to negotiate a contract for these services at the cost of \$90,000 plus expenses not to exceed \$10,000 plus applicable gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

9. APPROVAL OF CONTRACT WITH SAN JUAN COUNTY TO PAVE CDL PRACTICE AREA

This item was tabled at the February 7, 2017 Board meeting due of Trustees' concerns about the Commercial Driver's License (CDL) program's enrollment levels and availability of local and regional jobs that require CDL credentials. At the March 7, 2017 Board of Trustees work session, Trustees were updated about enhancements made to the CDL program and updates on the job market for individuals who earn CDL credentials. Showing renewed confidence in the CDL program, Trustees approved the lease of three commercial trucks for six years at the regular meeting of the Board of Trustees on March 7, 2017. As a result, reconsideration for this item is requested.

Under the guidance of the College Purchasing Department and with advice from legal counsel, College Administration has negotiated an agreement with San Juan County under the provisions of Section 13-1-94 (A) NMSA (1978) for the paving of the Commercial Driver's License programs learning and practice area. San Juan County Commissioners approved this contract at their regular meeting held on January 24, 2017.

This project will encompass a 640 foot by 277 foot amount of surface, approximately 6" thick, constructed of asphalt. The project will take roughly six weeks to complete and will occur in the summer months of 2017. The paving will provide a learning laboratory/practice space for CDL trainees. Specifications were developed by Cheney Walters Echols Engineers. San Juan College will pay San Juan County \$480,000 plus the cost of appropriate bonding for this work. The project will be funded by Higher Education Department Capital Improvements funds - Severance Tax Bonds issued by the State.

Dr. Pope moved and Mr. Chance seconded the motion to approve the contract with San Juan County. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, July 11, 2017 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 Ms. Benny seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:25 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Byron Manning, Secretary
San Juan College Board

Date: July 11, 2017