

MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD

March 5, 2019

ITEM A. CALL TO ORDER

Mr. John Thompson called the meeting to order at 7:11 p.m. The following members were present:

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

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, Michael Ottinger, Lorenzo Reyes, Rhonda Schaefer, Carrie Tsosie-Jim, Melody Conrad, Amanda Robles, Elizabeth Phelps, Janet Peterson, John Hoff, Qinqin Schoser, Ivan Ward, Daniel Yazzie, Raymond John, Lorraine Manavi, Byron Tsabetsye, Tis Abeita, Cheryl Cothorn, Kelly Robison, Bart Womack, and Paulette Stanley

Guests: Fernando Maqueda-Trejo, Lori Notor Hughes, Paul Hughes, Lena Benally-Smith, Robert Underwood

Roy Lytle, the Chief Information Officer, was introduced.

San Juan College's Native American Center was recognized for promotion of Diné language education for youth in collaboration with Diné Language Teachers Association.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Qinqin Schoser presented “Evolving ICET Programs to Anchor Students on Pathway to Success.”

2. Association Reports

Support Staff Association (SSA) Ms. Melody Conrad reported for the SSA.

Student Association (SA) Mr. Fernando Maqueda-Trejo reported for the SA.

Faculty Association (FA) Ms. Elizabeth Phelps reported for the FA.

Professional Staff Association (PSA) Dr. Peterson reported for the PSA.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. February 5, 2019 Work Session Minutes

The February 5, 2019 work session minutes are presented in the Board packet for approval.

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

The February 5, 2019 minutes were presented in the Board packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the month ended January 31, 2019 are presented in the Board packet.

5. Personnel Report

The following appointments were made since the last Board meeting: Aiessa Wages, Grounds Maintenance Supervisor, Physical Plant, effective February 1, 2019.

Changes: Richard Barnes, from Assistant Professor, Nursing to Nursing Lab and Simulation Center Coordinator, Nursing, effective January 28, 2019; Eileen Salazar, from Academic Coach, EDGE Program to Health Sciences Advisor, School of Health Sciences, effective February 6, 2019.

Separations: Nicholas Michael, KSJE Radio Technician, KSJE Radio, separation of employment, effective February 15, 2019; Judith Panek, Program Advisor, School of Health Sciences-Nursing, separation of employment, effective February 28, 2019.

6. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

7. Exception to Board Policy 500 - Nepotism

Board of Trustees Policy #500 prohibits employment of individuals from the same immediate family to be in a supervisory/subordinate relationship or below the same lines of authority. College Administration is recommending an exception be granted for Chance Ewing, candidate for full time Health Care Simulation Coordinator.

Well-qualified individuals for positions in Health Care Simulation are not readily available in the Farmington area. Upon conclusion of an open search and competitive selection process, Mr. Ewing has been determined to be the best qualified candidate for the position of Health Care Simulation Coordinator. Mr. Ewing is the son of Ms. Anita Arvold, an Administrative Assistant in the Nursing Program. Ms. Arvold has no supervisory responsibilities for the Health Care Simulation Center and reports to the Director of the Nursing program. If hired, Mr. Ewing would report to the Dean of Health Sciences.

Recommendation

I recommend that this exception to Board of Trustees Policy #500 be granted.

8. 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.

9. Information Report: KSJE Audited Financial Statements for Fiscal Year Ended June 30, 2018

As a recipient of a community service grant from the Corporation for Public Broadcasting, San Juan College's radio station, KSJE is required to have a separate set of audited financial statements when its annual revenue exceeds \$300,000. For the year ended June 30, 2018, KSJE's revenue totaled \$306,776. Accordingly, financial statements have been prepared for KSJE. Accounting firm Carr, Riggs & Ingram, LLC has audited the financial statements and issued an unmodified opinion thereon.

KSJE Radio Station's Independent Auditor's Report & Financial Statements for Fiscal Year Ended June 30, 2018 has been distributed to all San Juan College Trustees in advance of this meeting.

Recommendation

I recommend the Board acknowledge and accept KSJE's Audited Financial Statements for the year ended June 30, 2019.

10. Sale of House Built by Building Trades Students

As of November 2018, Project Houses #33 and #34, constructed by San Juan College's (SJC) Building Trades students, have both been put out twice for competitive sale without resulting offers; as such SJC is permitted to accept any offer the board deems acceptable.

SJC has received an offer in the amount of \$80,000.00 plus gross receipts taxes (GRT) for both Project Houses #33 and #34 together. A description of the houses to be sold is below. Proceeds will be received into the Unrestricted Fund.

Project #33: Two bedrooms, two bathrooms, kitchen, dining/breakfast room, living room and utility room. Ceilings throughout are 8 feet. House is approximately 800 square feet. Offer: \$37,400.00 plus GRT.

Project #34: Two bedrooms, two bathrooms, kitchen, dining/breakfast room, living room and utility room. Ceilings throughout are 8 feet. House is approximately 800 square feet. Offer: \$42,600.00 plus GRT.

Recommendation

I recommend that the Board accept this offer for Project Houses #33 and #34.

APPROVAL

Dr. Pope 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 CONSIDERATION OF REVISION TO BOARD POLICY 300 – BOARD AUTHORITY, COMPOSITION, ORGANIZATION AND DUTIES

To align San Juan College Board Policy Number 300 to recent legislated changes to New Mexico election laws, the following revisions to paragraph II. Composition, clauses A. and B. are submitted to the Board for consideration.

- A. Size and Term: The Board consists of seven members elected from single member districts. Members shall be required to reside in the districts from which elected. Any member removing his/her residence from the district from which he/she was elected shall be deemed to have resigned his/her position, and the vacancy created by such resignation shall be filled in the manner provided by law and in this policy for the filling of vacancies on the board of a community college district.

The Board members shall be elected for a term of six years. The term shall begin on January 1 following their election. New Board members shall take the oath of office before entering upon their duties. Terms of Board members are staggered.

- B. Elections: Elections of Board members shall be held on the first Tuesday after the first Monday in November of each odd numbered year according to state statutes.

The full redlined policy document has been distributed to the Board prior to this meeting. This is the “second reading” of the new policy.

Mr. Chance moved and Mr. Manning seconded the motion to approve and adopt this policy revision to be effective March 6, 2019. **MOTION CARRIED** by unanimous voice vote.

2. SECOND READING AND CONSIDERATION OF BOARD POLICY 509 - HOLIDAYS

In response to a recent request that San Juan College observe the federal holiday, Martin Luther King, Jr. Day, to appropriately honor Dr. King and to better align San Juan College's holidays with those of the area municipal schools, the College Administration requests that the Board of Trustees consider granting this holiday. In preparing a policy revision to add the Martin Luther King, Jr. holiday for Board consideration, College Administration found that San Juan College currently has no Board policy that addresses holidays. So that the Board may clearly govern the granting of holiday observance, a new policy has been drafted to reflect current holidays granted by the College as well as adding Martin Luther King, Jr. Day to those holidays currently observed.

The new policy, number 509 – Holidays has been drafted to read:

SECTION: Human Resources
POLICY TOPIC: Holidays

I. Eligible Employees

Full-time regular employees working thirty (30) or more hours per week shall have paid holidays approved by the Board as may occur during their term of employment.

Regular Part-time employees working less than thirty (30) hours per week are paid on a pro-rated basis for the Winter Break, but are not compensated for other holidays.

Temporary, emergency, and student workers are not eligible for holiday pay.

II. Holidays Observed

Except as may be otherwise approved by the Board, the following shall be the College holiday schedule:

1. Martin Luther King Day (One day)
2. President's Day (One day)
3. Spring Holiday (One day)
4. Memorial Day (One day)
5. Independence Day (One day)
6. Labor Day (One day)
7. Thanksgiving Break (Three Days)
8. Winter Break (Ten Days- Inclusive of New Year's Day)

This is the "second reading" of the new policy.

Mr. Manning moved and Ms. Benny seconded the motion to approve and adopt this policy revision to be effective March 6, 2019. **MOTION CARRIED** by unanimous voice vote.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. RESOLUTION TO APPOINT TRUSTEE TO 30TH STREET EDUCATION CENTER BUILDING COUNCIL

Whereas on December 4, 2018, the San Juan College Board of Trustees approved a Purchase/Sale Agreement for the co-acquisition with Farmington Municipal Schools, of the property located 3401 E. 30th Street in Farmington, New Mexico,

Whereas on January 8, 2019, the San Juan College Board of Trustees approved a Joint Powers Agreement with Farmington Municipal Schools for the co-ownership and operation of the property located at 3041 E. 30th Street in Farmington, New Mexico known as the 30th Street Education Center,

Whereas the Joint Powers Agreement for the 30th Street Education Center requires the formation of a Building Council to govern the operations of the 30th Street Education Center,

Whereas the membership of the 30th Street Education Center Building Council requires a Trustee of San Juan College Board to serve on the Council,

Be it therefore resolved that:

The San Juan College Board of Trustees appoints Trustee Joe Rasor to serve on the Building Council for the 30th Street Education Center, effective March 6, 2019.

Approved: March 5, 2019

John Thompson, Board Chairman

Dr. Joseph Pope, Board Vice Chairman

Dr. Pope moved and Ms. Benny seconded the motion to approve this resolution. **MOTION CARRIED** by unanimous voice vote.

2. NEW PROGRAM – CHEMICAL ENGINEERING

Strategic Direction 2 of the San Juan College Strategic Plan directs the College to: Expand signature programs nationally to strengthen college sustainability and provide economic development in the region; and Goal 2 directs the College to launch new niche programs nationally that will obtain and maintain a positive ROI within three years. Accordingly, the College has collaborated with New Mexico State University to develop a new Chemical Engineering program that allows students to complete the first two years of a Chemical Engineering degree at San Juan College, including attainment of an Associate of Science degree, and the final two years at New Mexico State University (NMSU), resulting in a Bachelor of Science degree. This collaborative program includes courses offered on-site at San Juan College and electronically at NMSU so that students are able to transfer to NMSU as juniors and graduate within four years, assuming a full-time course of study. The program is advantageous to both institutions as it offers students a local and cost-effective means of completing the first two years of their program while developing a pipeline of students to the Chemical Engineering program at NMSU. Degrees in Chemical Engineering are in high demand and associated with high-wage occupations.

Mr. Rasor moved and Ms. Benny seconded the motion to approve the Associate of Science Chemical Engineering degree effective Fall 2019. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, April 2, 2019 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

None.

ITEM K. ADJOURNMENT

Mr. Chance moved and Dr. Pope seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:04 p.m.

John Thompson, Chairman
San Juan College Board

ATTEST:

Mr. Byron Manning, Secretary
San Juan College Board

Date: April 2, 2019