

MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD

April 23, 2019

ITEM A. CALL TO ORDER

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

R. Shane Chance, Member
Evelyn B. Benny, Member
Byron Manning, Secretary
Hoskie Benally, Jr., Member

Absent: Joseph Rasor, 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, Chris Harrelson, Ron Jernigan, Kerri Langoni, Roy Lytle, Michael Ottinger, Sherry Paxson, Brad Purdy, Lorenzo Reyes, Rhonda Schaefer, Carrie Tsosie-Jim, Melody Conrad, Amanda Robles, Elizabeth Phelps, Rachael Dworsky, Gerald Williams, Nicholle Liessmann, Lance Myler, Kenny Hibner, Dawn Myers, Jason Hayes, Richie Christie, Janet Peterson, Sherri Cummins and Paulette Stanley.

Guests: Fernando Maqueda-Trejo, Damian Artely, Casey Hamblin, Tim Zincmeyer, Arthur Wiethorn, Melanie R. Shays, and Ewa Krakowska.

The students that won or placed at Skills USA and their Program Coordinators were introduced by Ron Jernigan, Interim Dean Trades and Technology.

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. Dawn Meyers and Ms. Nicholle Liessmann presented “Human Services Degree Programs Update.”

2. Association Reports

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

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

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

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

ITEM E. CITIZEN COMMENT

Mr. Gerald Williams spoke on the relevance of historical perspectives.

ITEM F. CONSENT AGENDA

1. April 2, 2019 Work Session Minutes

The April 2, 2019 work session minutes are presented in the Board packet for approval.

2. Approval of Minutes of Regular Board Meeting on April 2, 2019

The April 2, 2019 minutes were presented in the Board packet for approval.

3. Correspondence

Dr. Pendergrass received a thank you note from Dr. Garnett Stokes, President University of New Mexico, thanking San Juan College for their hospitality throughout the Academics within Border Partnership meetings.

4. Financials

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

5. Personnel Report

The following appointments were made since the last Board meeting: Raylynn Benally, Associate Teacher, Child and Family Development Center, effective March 15, 2019; Alyssa Wagner, Academic Coach, STEM-/EDGE Program, effective March 25, 2019; Scott Duran, Radio Technician, KSJE Radio, effective March 25, 2019; Jeanne Winchell, Workforce Development Specialist, Center for Workforce Development, effective April 1, 2019; Pamela Brown, part time Associate Teacher, Child and Family Development Center, effective April 1, 2019.

Changes: Robyn Holmes, from part time Administrative Assistant II, Community Learning Center to full-time Administrative Assistant II, Community Learning Center, effective March 25, 2019.

Separations: Stacey Bradley, Academic Advisor, Advising and Counseling Center, retirement, effective April 30, 2019.

6. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

7. Extension of Information Technology Leadership and Management Services Contract

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 original and initial agreement ran from April 1, 2016 through on June 30, 2018. After June 30, 2018 the contract could be extended for two one-year terms.

At the October 17, 2017 Board meeting, the contract was amended for an additional twelve months of on-site Chief Information Officer services to run from January 1, 2018 through December 31, 2018.

At the June 5, 2018 Board meeting, the first of the two one-year extensions was approved.

At the December 4, 2018 Board meeting, the contract was amended to provide for up to six months of additional on-site Chief Information Officer services; that amendment was discontinued on March 31, 2019.

The Fiscal Year 2019 – 2020 extension of the CampusWorks contract includes remote support for strategic Chief Information Officer services, remote Strategic Information Security Officer services and a remote pool of technical

and functional resources for July 2019 – June 2020. The cost of this Fiscal Year 2019 – 2020 contract extension is \$515,280 plus applicable taxes.

Recommendation

I recommend that the Fiscal Year 2019 - 2020 extension of the CampusWorks contract be approved and that staff be directed to create a blanket purchase order for this agreement as herein described.

APPROVAL

Mr. Chance moved and Ms. Benny seconded the motion 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. INFORMATION TECHNOLOGY HELP DESK SERVICES

San Juan College Information Technology Center augments its in-house help desk through services provided by a third-party contract.

Under the guidance of the College Purchasing Department, pricing for information technology help desk services was obtained from CES Cooperative Agreement #17-04N-C101 0-ALL, procurement #2017-003 RFP C. As such, the College followed a detailed and documented process to meet all State of New Mexico procurement requirements (procurement code sections 13-1-98.A and 13-1-135 cooperative procurement).

The recommended contract is for three years in the amount of \$299,100.00, an annual commitment of \$99,700 per year plus applicable gross receipts taxes. The three-year contract term reduces the price by 3.4% from an annual contract. Contingent upon Board approval, a purchase agreement will be issued through Cooperative Educational Services, under CES contract #17-04N-C104-ALL for the Help Desk Services. RTI (Riverside Technologies, Inc.) will fulfill this agreement.

Mr. Manning moved and Mr. Chance seconded the motion approve the purchase of help desk services through Cooperative Educational Services, to be fulfilled by RTI and that a purchase order be authorized to encumber necessary funds for each of the three years of this agreement. This contract will be

effective July 1, 2019 through June 30, 2022. **MOTION CARRIED** by unanimous voice vote.

2. **ANNUAL AUDIT SERVICES FOR FISCAL YEARS 2019, 2020, AND 2021**

As required by the State of New Mexico, San Juan College's Purchasing Department posted on February 20, 2019 a solicitation, Request for Proposal #19-43777, for Annual Audit Services. The solicitation was posted for a three-year contract with an Office of the State Auditor-approved CPA firm. Services to be included are financial statement audit, federal single audit (A-133), financial statement preparation, retiree health trust, SJC Foundation, and Four Corners Innovation. All respondents submitted instate Resident Business Certifications. The solicitation closed on March 14, 2019 with five (5) proposals being received. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. Based on the review by the selection committee, College Administration recommends contracting with Cordova CPA's LLC for a three-year term. Over the three (3) years of this contract, expenditures will not exceed \$173,700 plus gross receipts taxes, an annual amount of \$57,900 plus gross receipts taxes for each of fiscal years 2019, 2020, and 2021.

Mr. Chance moved and Mr. Manning seconded the motion approve the three-year contract for annual audit services with Cordova CPA's LLC. Cost is not to exceed \$57,900 plus gross receipts taxes in each of the three years of this contract, a total of \$173,700 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

3. **CONSTRUCTION CONTRACT FOR 30TH STREET EDUCATION CENTER**

On February 27, 2019, San Juan College and Farmington Municipal Schools closed on the co-acquisition of 3401 E. 30th Street in Farmington, New Mexico. San Juan College will occupy floors two and three within this facility. FBT Architects was retained by the College and have done the design work for the remodeling and renovation of floors two and three for the San Juan College departments and functions to be relocated to the 30th Street Education Facility. Working under the guidance of its Purchasing Department, the College has followed a detailed and documented process to meet all State of New Mexico procurement requirements. Two CES (Cooperative Educational Services) contractors were invited to submit pricing for the renovation and remodeling project. The College Administration recommends that Winters Construction, LLC be awarded the construction contract for San Juan College's portion of 30th Street Education Center at a contract price not to exceed \$1,474,542.00 plus gross receipts taxes.

Mr. Chance moved and Ms. Benny seconded the motion approve this construction contract through Cooperative Educational Services, to be fulfilled

by Winters Construction, LLC in an amount not to exceed \$1,474,542.00 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

4. **PURCHASE OF HYDROSTATIC TRANSMISSION TRAINING SYSTEM WITH HYDRAULIC IMPLEMENT AND ARTICULATED STEERING SYSTEM MODULE**

The Diesel Technology Department seeks to expand its training in hydraulics education for mobile hydraulics systems. As such, the faculty within the Diesel Technology program provided the College Purchasing Department with specifications for a hydrostatic transmission training system with hydraulic implement and articulated steering system module. This training system is to be designed to show real world symptoms by enabling flow and pressures while in a loaded environment and to provide the greatest margin of safety within the College's instructional environment. The College Purchasing Department released Request for Bid #19-44243 on April 7, 2019. Bids were opened on April 19, 2019 at 2:00 P.M. Under the guidance of its Purchasing Department, the College has followed a detailed and documented process to meet all State of New Mexico procurement requirements. Upon evaluation of bids received, the selection committee and the College Administration recommends that Fluid Power Training Institute (FPTI) be awarded the purchase contract for this bid at the price of \$107,420 plus gross receipts taxes.

Mr. Chance moved and Ms. Benny seconded the motion approve this purchase from Fluid Power Training Institute (FPTI) in the amount of \$107,420 plus gross receipt taxes. **MOTION CARRIED** by unanimous voice vote.

5. **ACROSS-THE-BOARD SALARY INCREASE FOR FULL TIME EMPLOYEES**

In the spring 2019 session of the New Mexico Legislature, an appropriation to fund salary increases of four percent (4%) for all eligible full time employees of state agencies was approved. San Juan College will receive state support of \$658,910 to fund of the cost of this salary increase. In addition to the four percent (4%) salary increase from the State, College Leadership recommends that an additional one (1%) salary increase be added to the State's four percent (4%) award, bringing the FY20 salary increase for eligible full time employees to five percent (5%).

All full time employees who started work on, or before, August 13, 2018 will receive a 5% salary increase.

All full time employees who started work on, or before, January 7, 2019 will receive a 1% salary increase.

Full time employees who started work after January 7, 2019 will not receive a pay increase on July 1, 2019.

San Juan College will contribute approximately \$469,746 in addition to the fiscal year 2020 state funding for this salary increase. Of the \$469,746 contributed by the College, \$257,733 is to fully fund the 4% increase mandated by the state and another \$212,013 is required to fund the additional one percent (1%) increase. In the general fund, the total cost of the five percent (5%) increase is \$1,060,067.

Ms. Benny moved and Mr. Manning seconded the motion approve the proposed salary increase as herein described. **MOTION CARRIED** by unanimous voice vote.

6. **ADJUNCT PAY INCREASE AND CHANGE TO OVERLOAD PAY DETERMINATION**

San Juan College strives to be a competitive employer. Having not changed since 2012, the College's pay rates for adjunct faculty are no longer well aligned with the regional market. To bring San Juan College's adjunct pay rate to the median of regional peer benchmarks, College Leadership recommends that the per-credit-hour rate be increased ten percent (10%), from \$641 per credit hour to \$705 per credit hour and that (clock) hourly adjunct pay rates be adjusted to cause alignment with the regional market.

To enable better management of the full time faculty overload rate and to reflect market practices related to full time faculty overload pay, College Leadership recommends that full time overload rates no longer be tied to a twenty-five percent (25%) premium associated with the adjunct pay rate. Full time faculty overload rates will be determined independently from adjunct pay rates.

Mr. Chance moved and Mr. Manning seconded the motion to approve the ten percent (10%) increase to the per-credit-hour adjunct faculty pay rate, establishing a new rate of \$705 per credit hour; that the College Administration be authorized to align adjunct pay rates for pay-by-the-clock-hour to regional market rates; and that the determination of the full time faculty overload rate be independent of adjunct pay rates. The effective date of these recommendations shall be July 1, 2019. **MOTION CARRIED** by unanimous voice vote.

7. **FISCAL YEAR 2019 YEAR END BUDGET ADJUSTMENT REQUEST**

The New Mexico Higher Education Department (HED) requires that by May 1, 2019 each higher education institution submit a budget revision for the fiscal year ending June 30, 2019. The budget adjustment request, comprised of numerous adjustments that have been made since the original fiscal year 2019 budget was approved in April of 2018, presents revised projections for revenues and expenditures that closely approximate anticipated year end results.

Conditions that were causing changes in major revenue sources were discussed in the March 5, 2019 and the April 2, 2019 Board work sessions.

Major adjustments that impact the fiscal year 2019 budget include:

- A decrease in projected Tuition and Fees revenue that is caused by enrollment declines, most especially in the Spring 2019 semester.
- A minor increase in local property tax revenue.
- A significant increase in local oil and gas production tax revenue, resulting from improved market conditions in the three quarters of the fiscal year.
- Purchase of one hundred fifty (150) replacement laptop computers.
- Purchase of a web hosted content management system.
- Purchase of a Client Relationship Management system.
- Purchase of a next generation firewall.
- Shift of budget from vacant positions and other underused budgets in Learning to provide for purchase of approximately \$575 thousand in instructional equipment.

College Leadership expects that fiscal year 2019 will close in a positive position. The completed HED-required budget adjustment request forms have been provided to Trustees prior to this meeting. The New Mexico Higher Education Department requires that the Board of Trustees approve the year end budget adjustment request for the fiscal year ending June 30, 2019.

Mr. Chance moved and Ms. Benny seconded the motion to approve the Fiscal Year 2019 Year End Budget Adjustment Request. **MOTION CARRIED** by unanimous voice vote.

8. FISCAL YEAR 2020 BUDGET REQUEST

Assumptions and projections for circumstances that impact the College's major revenue sources were discussed in the March 5, 2019 Board work session. More refined estimates of conditions that are anticipated to impact the fiscal year 2020 operations and budget request were shared with Trustees in the April 2, 2019 Board work session. The fiscal year 2020 budget was discussed in today's work session.

The assumptions and projections that drive the fiscal year 2020 Budget Request include:

- A projected enrollment increase of 1.5% from fiscal year 2019 to fiscal year 2020.
- A continued modest increase in workforce development fees is also projected.
- A 3.5% increase in the state formula appropriation.
- An appropriation that provides for over half of a state mandated 4% salary increase.

- A projected decrease in property values, resulting in a 0.5% decrease in property tax revenue.
- A projected increase in oil & gas production tax revenue of 5%.
- A 5% increase to eligible full time employees' salaries.
- A 1% salary increase for eligible full time employees who are not eligible for the 5% salary increase.
- A 10% increase to per-credit-hour pay adjunct faculty.
- Decoupling full time faculty overload pay rates from adjunct faculty pay rates.
- A modest increase in San Juan College's employer contribution to the ERB state retirement plan.
- An increase to \$9.00/hour for state minimum wage, effective January 2020.

The budgeted expenditures of each fund of the Fiscal Year 2020 budget are balanced within their respective revenues. The Fiscal Year 2020 budget request is in compliance with Higher Education Department (HED) instructions. The completed HED-required budget request forms have been provided to Trustees prior to this meeting. The New Mexico Higher Education Department requires that the Board of Trustees approve the fiscal year 2020 budget request and that the fiscal year 2020 budget be submitted to the HED by May 1, 2019.

Mr. Chance moved and Mr. Manning seconded the motion to approve the Fiscal Year 2020 Budget Request and direct staff to submit the budget request to the New Mexico Higher Education Department as per state guidelines. **MOTION CARRIED** by unanimous voice vote.

9. **NEW CERTIFICATE PROGRAM: PROFESSIONAL WRITING**

The Professional Writing Certificate program provides students with essential communication skills that are in demand in business, industry, and government settings. According to the National Association of Colleges and Employers, 73.4% of employers want a candidate with strong written communication skills. The job market in the Four Corners region is in need of strong writers in the business, energy, government, and health sciences sectors. A professional writing certificate will enable students to develop and demonstrate strong writing skills and bolster their potential to procure employment or advance in an existing position. Coursework includes the study of technical writing, communication, editing, and digital media arts. The Professional Writing Certificate program prepares students for careers or advancement in careers as an administrative professional, grant proposal writer, technical writer, technical editor, or other settings where professional writing is an asset. This is a 24 credit certificate that can be stacked within the Associates of Arts Liberal Arts Degree.

Mr. Manning moved and Mr. Chance seconded the motion to approve the Professional Writing Certificate. **MOTION CARRIED** by unanimous voice vote.

10. THREE-YEAR LICENSE FOR MICROSOFT PRODUCTS

The College has over two thousand eight hundred (2,800) desktop and laptop computers in service. Students, faculty, and staff use an array of Microsoft software products such as Windows, Outlook, Word, Excel, PowerPoint and One Note on a daily basis. Other Microsoft products in use at San Juan College include One Drive, Office 365 Cloud Security, Windows Defender, Sharepoint, Microsoft Project, and Visio. Previous years' license cost for Microsoft products has been approximately \$70,000 per year. For the three-year period that begins in 2019, the cost has increased. Working with the College's Purchasing Department to obtain pricing through the University of New Mexico's price agreement, a three-year license agreement for San Juan College will cost \$81,812 plus applicable gross receipts tax each year for a total three-year cost of \$245,436 plus gross receipts tax. The price increase is the result of an increased number of users and changes in Microsoft's pricing structure.

Mr. Chance moved and Ms. Benny seconded the motion to approve the three-year license agreement for Microsoft software products at a total of \$245,436 plus gross receipts tax. **MOTION CARRIED** by unanimous voice vote.

11. CAPITAL PROJECTS PRIORITIES – STATE FUNDING

Annually, the New Mexico Higher Education Department 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 Higher Education Department to submit two priorities for funding. The College anticipates that it will be expected to contribute twenty-five percent (25%) of each total project cost. The request is to be approved by the San Juan College Board of Trustees and submitted to the Higher Education Department by June 1, 2019. The Administration proposes the following capital project priorities for state funding:

- 1) Campus-wide roadway improvements, repaving of parking lots, roadway lighting, improved campus entries and wayfinding \$5,204,665
- 2) Physical Plant Building: demolition of existing Physical Plant Building; repurpose, renovate and add to an existing structure in a different location on campus to replace Physical Plant Building \$4,781,518

These figures represent estimates of total project costs.

Mr. Chance moved and Mr. Manning 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.

12. UPDATE TO FACILITIES MASTER PLAN

In May of 2016, Architectural Research Consultants, Incorporated (ARC) completed and delivered to the San Juan College Board of Trustees the “San Juan College Facilities Master Plan, 2016 – 2021”. Given the number of projects completed from that master plan document, the changes in the environment and conditions in which San Juan College operates and the changes on the planning horizon, the College engaged ARC in September of 2018 to perform a review and update to the Facilities Master Plan. At the San Juan College Board of Trustees work session held on April 23, 2019, ARC architects presented the “San Juan College Facilities Master Plan, 2016 – 2021 Amendment to 2024”.

Materials and information contained within the master plan update were distributed to the Trustees prior to this meeting. Upon Board approval, the “San Juan College Facilities Master Plan, 2016 – 2021 Amendment to 2024” will be shared with the Higher Education Department.

Mr. Manning moved and Ms. Benny seconded the motion to approve the “San Juan College Facilities Master Plan, 2016 – 2021 Amendment to 2024”.
MOTION CARRIED by unanimous voice vote.

13. ACQUISITION OF BUILDING CONTROL SYSTEM – 30TH STREET EDUCATION CENTER

As part of the renovation of the 30th Street Education Center, the nineteen year-old building control system needs to be replaced with a state-of-the-art market system. College Administration recommends that through a CES contract Johnson Controls Inc. be contracted to install a new building management system in an amount not to exceed \$400,000. The cost of this system replacement will be split: 53% San Juan College and 47% Farmington Municipal Schools.

Mr. Chance moved and Mr. Manning seconded the motion to approve this contract with Johnson Controls Inc. through CES to replace the 30th Street Education Center’s building control system with a 53% - 47% cost share between San Juan College and Farmington Municipal Schools. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, June 4, 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 8:42 p.m.

Dr. Joseph Pope, Vice Chairman
San Juan College Board

ATTEST:

Mr. Shane Chance, Member
San Juan College Board

Date: June 4, 2019