

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
April 27, 2021**

ITEM A. CALL TO ORDER

This was the fourteenth meeting which was held in a virtual venue due to the requirements and guidelines from Governor Michelle Luján Grisham’s office regarding the COVID-19 pandemic which allowed for ten or less to attend in-person. Social distance and other safety measures were observed. The New Mexico Attorney General’s guidance for the meeting, in compliance with the Open Meetings Act, were followed.

Chairman Rasor called the meeting to order at 7:02 p.m. The following members were present:

Joseph Rasor, Chairman
R. Shane Chance, Secretary
Byron Manning, Member
John Thompson, Member
Valerie Uselman, Member

Absent: Hoskie Benally, Jr., Vice Chairman
Evelyn Benny, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance via Zoom Webinar included: Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Adrienne Forgette, Karen Acree, Don Beauregard, Elaine Benally, Jon Betz, Jill Bishop, Josh Bishop, Debbie Chalmers, Alicia Corbell, Sherri Cummins, Gayle Dean, Katherine Elliott, Kristie Ellis, Sandy Gilpin, Chris Harrelson, Kenny Hibner, Karen Krob, Roy Lytle, Ron Jernigan, Kerri Langoni, Robert Martinez, Steve Miller, Michael Ottinger, Jeff Parkes, Elizabeth Phelps, Shelley Pickett, Lorenzo Reyes, Eileen Richey, Amanda Robles, Chris Rosen, Rhonda Schaefer, Mindi Schrum, Paulette Stanley, Vanessa Tafoya, Byron Tsabetsaye, Carrie Tsosie-Jim, and Donna Ellis, Board Recorder

Guest(s): Samantha Bell, Dina Holcomb

Adrienne Forgette introduced San Juan College Trades and Technology students who participated in the Skills USA New Mexico competition held on April 10, 2021 in a virtual format. For Diesel, Mason Lynch received a Silver Award and Kaiden Jones received a Bronze Award. For College Automotive, Adrian Ruiz received a Gold Award. In Automotive Dual-Credit, Robert McCartney from Vista Nueva High School in Aztec received a Gold Award and Drayson Aranda from Piedra Vista High School in Farmington received a Silver Award.

The Diesel competition is only at the state level. Automotive will move on to the National competition for Adrian and Robert in June. Both dual-credit students are planning on enrolling in the T-TEN Program in the Fall of 2021.

Adrienne Forgette announced that Dr. Lorenzo Reyes was accepted into the highly competitive next cohort of the National Community College Hispanic Council's Leadership Fellows Program.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Amanda Robles gave a presentation on "CAB-Driven by Success", the Campus Activity Board, which is a board of student leaders who organize and host student activities across the campus and virtually for the student body of San Juan College during the COVID-19 pandemic from Spring 2020 through Spring 2021.

iCare Minute Video

The iCare Minute Video featured Gentry Kaber who is a student in the Respiratory Therapy program. She shared how online learning has been beneficial for her.

2. Association Reports

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

Faculty Association representative, Ms. Sherri Cummins, provided the Board with a report via Zoom.

Professional Association representative, Ms. Amanda Robles, provided the Board with a presentation via Zoom.

Support Staff Association representative, Ms. Vanessa Tafoya, provided the Board with a report via Zoom

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. April 6, 2021 Work Session Minutes

The April 6, 2021 Work Session Minutes were presented in the Board Packet for approval.

2. April 6, 2021 Board Meeting Minutes

The April 6, 2021 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

Dr. Pendergrass received a letter from Kelly Dooling, Managing Editor of League for Innovation in the Community College, recognizing and congratulating the 2020 Innovation of the Year Award recipients, Dr. Pendergrass, Gayle Dean, and Logan Byrom, for their contributions to the “Community Collaboration Produces Medical Supplies During a Pandemic” submission. Awardees received a certificate and a pin.

4. Financials

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

5. Personnel Report

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

Appointments: Tia Abeita, NASNTI Pathways Coach, Guided Pathways, effective March 22, 2021; LaKeisha Benally, Custodian, Physical Plant, effective March 29, 2021; Kaya Ryan Brown, Senior Accountant, Business Office, effective March 29, 2021; Freida John, Accountant, Business Office, effective March 29, 2021; Lauryn Gonzales, Administrative Assistant II, Center for Student Careers and Employment, effective April 5, 2021.

Changes: Christy Ferrato, Senior Director, Advising and Counseling Center to Senior Director, Advising Center, effective March 16, 2021;

Separations: Lorena McKinley, Senior Administrative Assistant, Office for Learning, separation, effective February 18, 2021; McKenna Fuller, Administrative Assistant II, Professor, Student Careers and Employment, effective March 2, 2021; Chance Ewing, Simulation Lab Coordinator, School of Health Sciences, effective March 12, 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.

APPROVAL OF CONSENT AGENDA

Mr. Thompson moved and Mr. Chance seconded to take the recommended actions as presented on the Consent Agenda with a correction to the April 7, 2021 Board Meeting Minutes. **MOTION CARRIED** by unanimous voice vote.

ITEM G. OLD BUSINESS

1. SECOND READING – REVISION TO BOARD POLICY NO. 806

College leadership recommends that the San Juan College Board of Trustees read and consider revisions to Board Policy No. 806 Administrative Services, Investments and Fund Balances, II. Fund Balances, A. Current Fund. In summary, recommendations for policy revision for the Current Fund cause:

- 1) a change in year-end fund balance from one-sixth year (two months) of operating budget to no less than one-fourth year (three months) of operating budget and
- 2) use of fund balance to be restricted to non-recurring items.

The proposed revision to Policy No. 806 Investments and Fund Balances, II. Fund Balances, A. Current Fund reads:

D. Current Fund:

Includes Instruction and General operations, auxiliary enterprises, independent operations, and public services.

The fund balance at the end of a fiscal year shall equal no less than one-fourth (i.e. the average of three months of expenditures) of the approved operating budget for the subsequent fiscal year.

Use of fund balance is subject to Board approval and will be limited to non-recurring uses including, but not limited to:

- *Coverage of outstanding encumbrances being carried-forward into a new fiscal year*
- *Capital projects*
- *Facilities repairs or upgrades*
- *Non-routine furniture, fixtures, and equipment purchases*
- *Non-routine technology purchases*
- *Program start-up costs*
- *Maintaining minimum renewal and replacement balances as described in Policy No. 806 II. B. 2.*

The revision underwent a first reading at the April 6, 2021 Board meeting. This is the second reading of the proposed revision to Policy No. 806. The policy revision was made available to the Trustees in advance of this meeting.

Mr. Chance moved and Ms. Uselman seconded to approve the revision to Policy No. 806 to be effective July 1, 2021. **MOTION CARRIED** by unanimous voice vote.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. AMENDMENT 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. Chance moved and Ms. Uselman seconded to approve the San Juan College Facilities Master Plan, 2016-2021 Amendment to 2024. **MOTION CARRIED** by unanimous voice vote.

2. CAPITAL PROJECT PRIORITIES

Annually, the New Mexico Higher Education Department (NMHED) 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 NMHED to submit two (2) priorities for funding. The College 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 NMHED. The administration proposes the following capital project priorities for state funding:

- 1) Technology Instructure Upgrades: \$4,040,065
Additional fiber optic loop for redundancy and upgrade to existing fiber. Upgrade to cabling that supports and enables 21st century telephony, Wi-Fi, access control, video surveillance, and audio visual. Also included in the project are a generator and an uninterruptible power supply.
- 2) Physical Plant Building: \$5,500,534
Demolition of the existing Physical Plant Building; repurpose, renovate, and add to an existing structure in a different location on campus to replace the Physical Plant Building.

These figures represent estimates of total project costs. Funding for college's total 25% match, \$2,385,150, will be contingent on a successful Local Bond Election in 2022 or upon available fund balance.

Mr. Chance moved and Mr. Thompson seconded to approve the proposed Capital Project Priorities for submission to the New Mexico Higher Education Department. **MOTION CARRIED** by unanimous voice vote.

3. FY 2021 YEAR-END BUDGET ADJUSTMENT REQUEST

The New Mexico Higher Education Department (NMHED) requires that, by May 3, 2021 each higher education institution submit a budget revision for the fiscal year ending June 30, 2021. The year-end budget adjustment request, comprised of numerous adjustments that have been made since the mid-fiscal year 2021 budget revision was SJC Board-approved on December 1, 2020, and reflects revised projections for revenues and expenditures. Conditions that are causing anticipated changes in major revenue sources were discussed in the March 2, 2021 and the April 6, 2021 Board Work Sessions. The Fiscal Year 2021 Budget was reviewed and discussed again in today's Work Session. Major factors that impact the Fiscal Year 2021 Year-End Revenue Budget include:

- A decrease of \$1.2 million in projected Tuition and Fees revenue that has been caused by the impact of the COVID-19 pandemic on the spring and anticipated summer enrollments.
- A significant increase of \$4.2 million in Other Revenue, resulting from Indirect Cost Recovery and Revenue Loss Recovery from the Coronavirus Response and Relief Supplemental Appropriations Act – Institutional grant.

Major increases in use of funds include:

- \$1.5 million – Transfer to Renewal and Replacement: Technology
- \$1.0 million – Transfer to Renewal and Replacement: Physical Plant
- \$364 thousand – Transfer to Renewal and Replacement: Learning

College leadership anticipates that fiscal year 2021 will close with a material increase in fund balance, caused by the recent influx of Indirect Cost Recovery and Revenue Loss Recovery from the Coronavirus Response and Relief Supplemental Appropriations Act – Institutional grant. College administration has discussed with the Board designating almost \$1.3 million of the increase in fund balance as specific reserves in fund balance. A recommendation to that effect will be placed before the Board for deliberation in the summer of 2021.

The completed NMHED-required budget adjustment request forms have been provided to Trustees prior to this meeting. The NMHED requires that the Board of Trustees approve the year-end budget adjustment request for the fiscal year ending June 30, 2021.

Mr. Manning moved and Mr. Chance seconded to approve the Fiscal Year 2021 Year-End Budget Adjustment Request. **MOTION CARRIED** by unanimous voice vote.

4. FY 2022 BUDGET REQUEST

Assumptions and projections for circumstances that impact the College's major revenue sources for fiscal year 2021 were discussed in the February 2, 2021 and the March 2, 2021 Board Work Sessions. Following the conclusion of the 2021 state legislative session, refined estimates of conditions that are anticipated to impact the fiscal year 2022 operations and budget request were shared with Trustees in the April 6, 2021 Board Work Session. The Fiscal Year 2022 Budget was reviewed and discussed again in today's Work Session. The assumptions and projections that drive the Fiscal Year 2022 Budget Request include:

- A projected enrollment increase of 7.5% from fiscal year 2021 to fiscal year 2022.
- A 3.8% increase in funding from the state formula appropriation, Research and Public Service Project monies for the Nursing program, the Dental Hygiene program, the Center for Excellence for Renewable Energy and Sustainability, and return of the CARES fund "swap" from July 2021.
- An appropriation to fund the 1% increase in employer contribution to the Educational Retirement Board.
- A non-recurring appropriation for the Information Technology/Computer Science programs.

- An appropriation that provides for a 1.5% salary increase.
- A 1% increase in taxable property values.
- No change, from fiscal year 2021 in oil & gas production tax revenue.

The budgeted expenditures of each fund of the Fiscal Year 2022 Budget are balanced within their respective revenues. The Fiscal Year 2022 Budget Request is in compliance with the New Mexico Higher Education Department's (NMHED) instructions. The completed NMHED-required budget request forms have been provided to Trustees prior to this meeting. The NMHED requires that the Board of Trustees approve the Fiscal Year 2022 Budget Request and that the Fiscal Year 2022 Budget be submitted to the NMHED by May 3, 2022.

Mr. Thompson moved and Ms. Uselman seconded to approve the Fiscal Year 2022 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.

5. COMPENSATION INCREASES

In the Spring 2021 session of the New Mexico Legislature, an appropriation to fund salary increases of one and one-half percent (1.5%) for all eligible full-time employees of state agencies was approved. San Juan College will receive state support of \$357,400 to fund of the cost of this salary increase.

All eligible full-time and regular part-time employees who started work on, or before, August 17, 2020 will receive a 1.5% salary or wage increase for fiscal year 2022.

All eligible full-time and regular part-time employees who started work after August 17, 2020 and before January 12, 2021 will receive a 1% salary or wage increase for fiscal year 2022.

Full-time employees who started work after January 11, 2021 will not receive an across-the-board salary increase for fiscal year 2022.

The total cost of the one and one-half percent (1.5%) increase is \$379,962. San Juan College will contribute approximately \$22,562 in addition to the fiscal year 2022 state funding for this salary increase.

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

6. COPIER AND PRINT MANAGEMENT SERVICES CONTRACT

The current copier and print management services contract will expire on June 30, 2021. All extensions have been exhausted. Under the guidance of the College Purchasing Department Request for Proposal No. 21-48338 was posted on February 7, 2021 with a closing date of March 9, 2021. Four (4) proposals were received. The evaluation committee short-listed three finalists for presentations and final evaluations. Upon completion of the evaluation process, the committee determined the proposal from Canon to be the best value for San Juan College.

Recommended is a four-year contract with Canon for copier and print management services to include UniFLOW software which will manage all printing and scanning with a single platform, eighty (80) Canon fleet color copiers/multi-function printers and four (4) production machines. Based on prior copier/printer usage statistics, the cost of the four-year contract is estimated not to exceed \$1,040,000 plus applicable gross receipts taxes, or an estimated annual cost of \$260,000 net of gross receipts taxes.

Analysis of Canon's pricing indicates cost savings for the College, in large part the result of eliminating services for desktop printers, and a change to a more cost-efficient software. Based on the 2021 fiscal year's estimated and Board-approved cost of \$310,000 the recommended contract with Canon will yield an annual cost reduction of no less than \$50,000.

Funding for this expenditure is budgeted in the General Fund.

Mr. Chance moved and Mr. Manning seconded to approve Canon's proposal for the four-year contract for copier and print management services in the amount of \$1,040,000 plus applicable gross receipts taxes, authorize College administration to finalize the contract for same, and further authorize staff to create annual blanket purchase orders for the services herein described.
MOTION CARRIED by unanimous voice vote.

7. LAPTOP COMPUTER PURCHASES

At the initial College closure resulting from COVID-19, the College was caused to deploy laptop computers from instructional laptop carts to remote employee use. As the College now moves into more advanced stages of reopening, the strategy is to keep these computers at their current remote worksites in the event of additional and sudden pandemic disruptions. Because of planned, expanded on-site course offerings in the Fall 2021 semester, the laptop carts must be re-populated with laptops.

Under the guidance of the College Purchasing Department, pricing pursuant to New Mexico Statewide Price Agreement 60-000-15-00008AM was obtained from Riverside Technologies, Inc. for the acquisition of one hundred and fifty

(150) Hewlett Packard New Firefly 14 G8 Mobile Workstations. The unit price is \$1,243. Total purchase price is \$186,450 plus gross receipts taxes.

Funding will be provided by the College's CARES grant.

Ms. Uselman moved and Mr. Thompson seconded to approve this purchase through the New Mexico Statewide Price Agreement with Hewlett Packard from Riverside Technologies and that a purchase order be authorized for \$186,450 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

8. DATA CENTER AND MEDIA SERVICES EQUIPMENT REPLACEMENTS

The College has Data Center and Media Services equipment, essential to the continuity of technology operations in support of instructional, student services, and administration operation, that is outdated and at the end of their economic and technological lives.

San Juan College's Information Technology team recommends:

- 1) Replacement of one hundred and ninety (190) wi-fi access points and associated equipment. For the College's wireless infrastructure, an upgrade to Aruba products and solutions will bring the wireless technology to next-generation standards, enabling speeds up to 250% faster with better performance in congested areas.
- 2) Replacement of eighty-four (84) switches that will enable us to build capacity to run the new, upgraded wireless network and the College's growing network that must accommodate new needs such as adding surveillance cameras and connecting more doors to the electronic access system.
- 3) Replacement of nine (9) servers, reconfigured to meet future needs for virtual desktop infrastructure, IT security, and computing power.
- 4) Replacement of thirty-two (32) laser projectors and an array of multi-media equipment (such as cameras, camcorders, stabilizers known as gimbals and monitor equipment) required for the creation of SJC commercial marketing campaigns, videos for the SJC website, promotional spots, and program-related content.
- 5) Inclusion of service hours for contracted expertise in implementation and training as the IT team deploys the new equipment.

Under the guidance of the College Purchasing Department, pricing for the required equipment and services has been obtained from several selected Cooperative Agreements.

For the Data Center server replacements, both Dell Technologies New Mexico State price agreement 60-000-15-00008AH in the amount of \$201,773 and Riverside Technologies New Mexico State price agreement 60-000-15-00008AM in the amount of \$37,819 is recommended.

For the switches and wireless upgrades, Aquilla Inc's New Mexico State price agreement 80-000-17-00012AG in the amount of \$571,413 is recommended.

For the Media Services equipment; laser projectors are recommended for purchase from Troxell Communications through CES Cooperative Agreement procurement #2020-37-C106-ALL in the amount of \$63,904. Additional media equipment is recommended for purchase from B&H Photo in the amount of \$15,825.

The College followed a detailed and documented process to meet all State of New Mexico procurement requirements (procurement code sections 13-1-98A and 13-1-135 cooperative procurement).

The total price for this replacement and upgrade project, including \$5,363 estimated travel expenses for contracted expertise, is \$896,097 plus applicable gross receipts taxes. Budget for this purchase is within the Renovation and Replacement fund for Technology as recommended in the Fiscal Year 2021 Year-End Budget Adjustment Request.

Mr. Chance moved and Mr. Thompson seconded to approve these purchases as herein described and that purchase orders be authorized to encumber the necessary funds. **MOTION CARRIED** by unanimous voice vote.

9. DESKTOP AND LAPTOP COMPUTER WORK STATION REPLACEMENTS

A significant number of the College's computers are nearing as many as eight (8) years of use and, as such, are outdated and at the end their economic and technological life. College leadership intends to move forward with another wave of computer replacements. Under the guidance of the College Purchasing Department, pricing pursuant to New Mexico Statewide Price Agreement #60-000-15-00008AM was obtained from Riverside Technologies, Inc. for the acquisition of 107 desktops, 149 monitors, 42 Workstations with 4K rendering capabilities, 206 laptops and docking stations, 17 specialty-specified laptops with docking stations for the Information Technology Center, and 171 memory sticks to extend the life of specific, selected computers. In addition, procurement of 40 VGA to display port cables and 14 HP USB to Ethernet adapters from CDW-G is recommended.

Total purchase cost from RTI is \$598,628 plus applicable taxes.
Total purchase cost from CDW-G is \$1,272 plus applicable taxes.

Budget for this purchase is within the Renovation and Replacement fund for Technology as recommended in the Fiscal Year 2021 Year-End Budget Adjustment Request.

Mr. Manning moved and Ms. Uselman seconded to approve these purchases from Riverside Technologies, Inc. and CDW-G for an amount not to exceed \$599,900 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

10. WATERMARK SOFTWARE MAINTENANCE – TASKSTREAM AND EVALUATIONKIT

To track program outcomes, assessments, and artifacts for the Office of Learning, the College uses a software application known as Taskstream. EvaluationKit, another software package used by the College, provides for course evaluations and institutional surveys and evaluations. Both products are owned by Watermark.

Currently, the College has two years left on its license agreement for EvaluationKit. To receive better pricing on the Taskstream software, College administration recommends that the Taskstream software be renewed for a three-year period. The cost of the next two years of EvaluationKit licensure and three years of Taskstream is \$101,503. This total cost will be paid in annual increments.

Resources for the annual license maintenance cost for these software applications are budgeted in the fiscal year 2022 operating fund.

Mr. Chance moved and Mr. Thompson seconded to approve the Watermark software licensing and maintenance agreements, as herein described, at \$101,503 plus applicable gross receipts taxes and authorize purchase orders to encumber the necessary funds. **MOTION CARRIED** by unanimous voice vote.

11. ELECTRONIC ACCESS SYSTEM FOR STUDENT HOUSING

To provide a secure environment for the residents of San Juan College's student housing development, the exterior and interior doors need to be equipped with, and managed by, an electronic access system. SJC's project manager has secured pricing for an electronic access system that provides for eight (8) hardwired access control exterior doors and one hundred and fourteen (114) wireless door locks for student rooms. Twenty (20) doors within the system will be equipped with status indicators on the system and all doors will be lockdown-capable in the event of an emergency. Under the guidance of the College's Purchasing Department and in compliance with the State of New Mexico's procurement statutes, through Sourcewell Co-Op Contract #031517SGL Johnson Controls Fire Protection LP has been selected to install the electronic access control system for \$213,702.82.

This system is outside of the scope of the student housing development's Construction Manager-at-Risk contract and will be funded from the \$875,000 owner contingency approved by the College's Board of Trustees on February 2, 2021.

Mr. Manning moved and Ms. Uselman seconded to approve the purchase of the electronic access system for student housing, as herein described, at a cost of \$213,702.82. **MOTION CARRIED** by unanimous voice vote.

12. BUILDING MANAGEMENT SYSTEM FOR STUDENT HOUSING

To obtain better pricing, the building management system for HVAC and energy management in the student housing development was excluded from the scope of the Construction Manager-at-Risk contract. Building controls for student housing must be integrated into the College's existing building management system to seamlessly operate and monitor the systems needed to provide a comfortable, safe, and healthy environment for student residents. SJC's project manager has secured pricing for a JCI Metasys System. Under the guidance of the College's Purchasing Department and in compliance with the State of New Mexico's procurement statutes, through Sourcewell Co-Op Contract #030817-JHN Johnson Controls Inc. has been selected to furnish and install the building management system required for the student housing development at a cost of \$199,450 plus applicable gross receipts taxes.

As this system is outside of the scope of the student housing development's Construction Manager-at-Risk contract, it will be funded from the \$875,000 owner contingency approved by the College's Board of Trustees on February 2, 2021.

Ms. Uselman moved and Mr. Thompson seconded to approve the purchase of the JCI Metasys Building Management System for student housing, as herein described, at a cost of \$199,450 plus applicable gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

NEW PROGRAMS – SCHOOL OF HEALTH SCIENCES

Strategic Direction 1 directs San Juan College "to 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. Similarly, Strategic Direction 4 directs the college to "grow and sustain Health Science programs by developing and implementing alternative models designed to lower costs while maintaining quality and accessibility. Specifically, 4.1.a is focused on increasing the overall School of Health Science return on investment (ROI) and developing sustainable Health Science programs.

The College currently offers courses that prepare students in careers as Certified Nurse Aides (CNA), Phlebotomy Technicians, and Pharmacy Technicians. With

approval as programs (instead of classes) leading to a Certificate of Completion, students would have the status of “program completers” and are counted in the state funding formula and receive formal recognition of their accomplishment. Accordingly, we are requesting that the Board approve the conversion of the courses in these areas to program status. These programs will be listed in the SJC 2021-2022 Academic Catalog, and certificates will be issued to students taking them under the current catalog.

13. CERTIFIED NURSE AIDE (CNA), CERTIFICATE OF COMPLETION

The School of Health Sciences has offered the Certified Nurse Aide (CNA) course since 1993, enrolling 573 students over the past five years. This six-credit, 75-hour course with 24 hours of supervised practical training prepares students for a high-demand, entry level health career and meets the needs of local and national health care employers. The course will now lead to a Certificate of Completion, allowing students to receive recognition of their accomplishment.

Mr. Thompson moved and Mr. Chance seconded to approve the Certified Nurse Aide program leading to a Certificate of Completion as a short-term Health Science program. **MOTION CARRIED** by unanimous voice vote.

14. PHLEBOTOMY TECHNICIAN, CERTIFICATE OF COMPLETION

The School of Health Sciences has offered Phlebotomy Technician as a two-course sequence totaling four credit hours since 2008, training at least 120 students. This course provides another pathway to an in-demand, entry level healthcare occupation that meets the needs of local and national employers. The two-course sequence will now lead to a Certificate of Completion, allowing students to receive recognition of their accomplishment.

Ms. Uselman moved and Mr. Thompson seconded to approve the Phlebotomy Technician program leading to a Certificate of Completion as a short-term Health Science program. **MOTION CARRIED** by unanimous voice vote.

15. PHARMACY TECHNICIAN, CERTIFICATE OF COMPLETION

The School of Health Sciences has offered training that allows students to sit for certification as Pharmacy Technicians since 2013 and has trained over 100 students since then. It is a stand-alone course with the pre-requisite of Medical Terminology and basic math competency, approved by the Pharmacy Technician Certification Board. It also provides access to an in-demand, entry level healthcare occupation. Completion of the course requirements will now lead to a Certificate of Completion, allowing students to receive recognition of their accomplishment.

Mr. Chance moved and Mr. Manning seconded to approve the Pharmacy Technician program leading to a Certificate of Completion as a short-term Health Science program. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, June 1, 2021 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

A motion was made at 8:52 p.m. by Mr. Thompson and seconded by Ms. Uselman for the Board to meet in Executive Session subject to the exception in NMSA 1978, Section 10-15-1(H)(7) of the Open Meetings Act to discuss: Collective Bargaining Strategies. **MOTION CARRIED** by unanimous voice vote.

The Executive Session concluded at 9:41 p.m. and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Mr. Chance moved and Mr. Manning seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM K. ADJOURNMENT

Mr. Chance moved and Mr. Thompson seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 9:42 p.m. **MOTION CARRIED** by unanimous voice vote.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

Mr. R. Shane Chance, Secretary
San Juan College Board

Date: June 1, 2021