

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
November 6, 2018**

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
Dr. Joseph Pope, Vice Chairman
Joseph Rasor, Member

Absent: Hoskie Benally, Jr., Member
 Byron Manning, Secretary

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, Michael Burke, Alicia Corbell, Gayle Dean, Adrienne Forgette, Sandy Gilpin, Chris Harrelson, Ron Jernigan, Kerri Langoni, Bill Lewis, Michael Ottinger, Brad Purdy, Lorenzo Reyes, Rhonda Schaefer, Vinny Zicoello, Melody Conrad, Amanda Robles, Elizabeth Phelps, Paulette Stanley, Lance Myler, Jill Bishop, Josh Bishop, Byron Tsabetsaye, John Burris

Guests: Fernando Maqueda-Trejo, Ursula Begay, Charlene Begay, Catelin Dee

Ms. Indian San Juan College, Charlene Begay, was introduced.

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. Jill Bishop presented “Graduate Tracking Through the Center for Student Careers and Employment.”

2. Association Reports

Support Staff Association (SSA) Ms. Melody Conrad reported the date of the Professional Development Day has been changed to December 3, 2018. It will

be from 10 a.m. – 3 p.m. in the 9000's. The theme is Customer Service Training. They expect 70 to participate. Dr. Reyes has been assisting with the speakers. The next meeting of the SSA will be on November 14. They will be working the Thanksgiving tray favors. The December 12 meeting will be the annual Christmas Breakfast. The board is invited to join the SSA at 9 a.m. in the 9000's.

Student Association (SA) Mr. Fernando Maqueda-Trejo introduced Catelin Lee the Communications Officer. Twenty-one individuals participated in the blood drive. The next Senate meeting will be on November 12, 2018. There were 5600 attendees at the Halloween Carnival. The clubs raised \$11,167. SA participated in Senior Day. November 9 the Cosmetology Club is hosting a Glo-Dance at 5:30 p.m. Preparations for Luminarias begins November 8 and will continue until the event.

Faculty Association (FA) Ms. Elizabeth Phelps revisited Trustee Benally's question from the previous board meeting concerning eight week courses. She shared that some faculty were unhappy because they were not consulted over the summer about the possible change. No faculty are being forced to teach the eight week courses. Some faculty, that were previously uncertain about the change, are piloting the concept this term. The faculty survey on eight week terms has been completed. The results closely align with the results of the student survey on the same topic. The faculty will be discussing the results of their survey at their November 9, 2018 meeting. Ms. Phelps thanked the administration for hearing the faculty concerns about technology issues. Ms. Phelps also thanked Administration for the Rank and Promotion Reception.

Professional Staff Association (PSA) Mr. John Boggs shared that at the PSA's October meeting there was an update of the College budget planning and process. The PSA would like to be a part of the strategic direction of the budget. The PSA also discussed the budget committee and its role. Dr. Peterson visited with Sr. VP Ed DesPlas and he shared that a plan is in development to restructure the budget committee and improve its role in communication. Mr. Boggs reported the by-laws are 95% complete. The major sticking point is if "PSA evaluation of executive leadership" should be included. A survey will be sent to the PSA to get feedback on this item.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on October 2, 2018

The October 2, 2018 minutes were presented in the Board packet for approval.

2. Correspondence

Dr. Garnett Stokes, President of the University of New Mexico, sent a note to Dr. Pendergrass thanking her for hosting a welcome breakfast.

The Carroll Hopper family sent a note thanking the San Juan College Community for the sympathy arrangement they received.

Janet Wood and her family sent a note thanking the Board members and Dr. Pendergrass for the sympathy arrangement that was sent.

3. Financials

Financial reports for the month ended September 30, 2018 are presented in the Board packet.

4. Personnel Report

The following appointments were made since the last Board meeting: Camila Ayers-Montero, Writing Tutor Coordinator, Tutoring Center, effective September 24, 2018; Omar Echeverria, Program Specialist, Student Achievement Center, effective October 8, 2018; Christopher Opperman, Instructor of Fire Science, School of Trades and Technology, effective October 22, 2018; Jackie Rightmire, Academic Scheduler, Office for Learning, effective October 22, 2018; Lisa Colclasure, School Operations Coordinator, School of Energy, effective October 22, 2018; Maria Mason, Bookstore Clerk, Bookstore, October 22, 2018.

Changes: Lorenzo Reyes, from Director Center for Workforce Development to Dean Workforce and Economic Development, effective September 16, 2018; Andres Cuevas, from Interim Custodial Crew Leader, Physical Plant to Custodial Crew Leader, Physical Plant, effective October 1, 2018; Dominick Kee, from Interim Custodial Crew Leader, Physical plant to Custodial Crew Leader, Physical Plant, effective October 1, 2018; James Shorty, from Interim Custodial Crew Leader, Physical Plant to Custodial Crew Leader, Physical Plant, effective October 1, 2018; Melissa Johnson, from Administrative Assistant II, Teacher Education to Recruitment Manager, Human Resources, effective October 8, 2018.

Separations: Jamison Benally, Custodian, Physical Plant, separation of employment, effective September 7, 2018; Sally Lane, Nursing Lab and Simulation Center Coordinator, Nursing, separation of employment, effective September 21, 2018; Dawn Sells, Site Coordinator, SunPath Grant, separation of employment, effective September 30, 2018; Brenda Morgan, Instructor of Nursing, School of Health Sciences, separation of employment, effective October 2, 2018; Marsha Bouchard, Associate Professor of Nursing, School of Health Sciences, separation of employment, effective October 9, 2018; Nicolas Charley, Interim Custodial Crew Leader, Physical Plant, separation of employment, effective October 9, 2018; Jeffrey Kellerman, Employee Relations

and Recruitment Manager, Human Resources, separation of employment; effective October 11, 2018; Jacqueline Cote, Instructional Associate-Nursing Program, School of Health Sciences, separation of employment, effective October 12, 2018.

5. Information Report – Catering Activities Through College Food Service

The report of catering activities by A'viands, LLC for the month of September 2018 is included in the board packet.

Recommendation

I recommend the Board accept this information report.

6. Information Report: Official Cohort Default Rate

A cohort default rate is the percentage of a school's borrowers who enter repayment on certain Federal Family Education Loan (FFEL) Program or William D. Ford Federal Direct Loan (Direct Loan) Program loans during a particular federal fiscal year (FY), October 1 to September 30, and default or meet other specified conditions prior to the end of the second following fiscal year. The U.S. Department of Education releases official cohort default rates once per year. The FY 2015 official cohort default rates were delivered to both domestic and foreign schools on September 25, 2018. A default rate of 30 percent or higher can jeopardize a college's ability to receive federal aid. (Federal Student Aid:

www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html)

San Juan College's (SJC's) official cohort default rate for Fiscal Year 2015 is 18.4%.

To provide historic perspective, recent years' rates were:

FY2014 - 20.5%

FY2013 - 20.6%

FY2012 - 22.6%

FY2011 - 22.7%

San Juan College's Financial Aid officer advises that SJC's "work with New Mexico Student Loan Guarantee Corporation/GetWisEdu with in-school borrower debt education assistance and the additional loan counseling sessions we are doing for both on-campus and on-line students is making a difference. We are pleased that students are having a better awareness when it comes to student loan borrowing and repayment."

Recommendation

I recommend the Board review and be aware of this information.

7. Information Report: Institutionalization of Three Grant-Funded Positions

San Juan College's (SJC's) grant for Working Families funded by the W.K. Kellogg Foundation ends December 30, 2018. This grant has funded three positions: 1) Achievement Coach Coordinator, 2) Senior Achievement Coach and 3) Achievement Center Intake Assistant. Over 2,100 students are served by these three full time positions. This grant has been managed through SJC's Student Achievement Center.

In anticipation of the grant's end at December 30, 2018, the Student Achievement Center has recently reorganized through attrition opportunities and deleted two positions: 1) Director of Retention and 2) Basic Skills Specialist, with additional salary savings from the revised Senior Director of Student Success position. Because of this reorganization, the Student Achievement Center is able to fund \$158,197 of the \$173,879 required to institutionalize the positions that will no longer be funded by the Kellogg Foundation grant. The balance of \$15,682 required to move the Achievement Coach Coordinator, Senior Achievement Coach, and Achievement Center Intake Assistant to the general fund will be provided by other resources within Learning.

Recommendation

I recommend the Board accept this action of moving previously grant-funded positions to institutional funding.

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.

APPROVAL

Mr. Chance moved and Mr. Rasor 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. PURCHASE OF LAPTOP COMPUTER REPLACEMENTS

Laptop computers have become San Juan College faculty members' hardware of choice for their on-line and on-ground instructional applications. Because of issues caused by technological obsolescence, the current "fleet" of laptops assigned to faculty are effectively no longer suitable for use. 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 fifty (150) Hewlett Packard EliteBooks 840 GS with docking stations. The unit price is \$1,430. Total purchase price is \$214,500.

Dr. Pope moved and Ms. Benny seconded the motion 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 \$214,550. **MOTION CARRIED** by unanimous voice vote.

2. ADVERTISING COMMITMENT AGREEMENT: FARMINGTON DAILY TIMES

San Juan College's (SJC's) Marketing and Public Relations Department uses the Farmington Daily Times for advertising and branding in both print and digital media. Much of the advertising promotes College programs, registration periods, and special events such as the Silhouette Series, art exhibitions, youth camps, and other events in the large array of offerings hosted by the College. With respect to print media, SJC's advertising through the Daily Times includes ad placement not only in the daily issues but also the Sunday front page banner and ads in publications such as Farmington Magazine and Energy Guide. By entering into an advertising commitment agreement with a minimum spend of \$75,922.12, the College receives a 65% cost reduction from the base rate for advertising without such a contract.

Mr. Chance moved and Mr. Rasor seconded the motion to approve the Advertising Commitment Agreement with the Farmington Daily Times for a minimum spend of \$75,922.12 but not to exceed \$85,000 for September 1, 2018 through June 30, 2019. **MOTION CARRIED** by unanimous voice vote.

3. SELECTION OF CONTRACTOR FOR THE RESTROOM RENOVATION PROJECT

San Juan College has eleven sets, or twenty-two, restrooms that are in need major renovations. Under the guidance of the College Purchasing Department, a proposal solicitation for construction services was issued as Request for Proposal #19-42561. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The proposed services will include construction for the restroom renovation project as designed by Fanning Bard Tatum Architects. Based on the existing conditions

of each set of restrooms, renovations will include new fixtures, sinks, counter tops, flooring, wall finishes, partitions, lights, plumbing replacement, and HVAC replacements. New fixtures and sinks will meet current LEED requirements for low water usage and will be automatic, functioning from motion sensing devices. New surfaces for counter tops, walls, and floors that will permit easier cleaning and improved sanitary conditions have been designed into the project. Five proposals were received for this project. After careful review, the evaluation committee has selected the lowest cost proposal, submitted by Jaynes Corporation for this project. The base price and the prices for all alternates within the project total \$1,626,876 plus gross receipts taxes. Because of the nature of restroom renovations, a \$162,688 (10% of project construction cost) for contingency is recommended.

This project is funded by the New Mexico Higher Education Department's general obligation bonds.

Mr. Razor moved and Mr. Chance seconded the motion to approve Jaynes Corporation for construction on the Restroom Renovation project and that a blanket purchase order be authorized to encumber \$1,626,876 plus gross receipts taxes. Additionally, I recommend that a 10% contingency for unknown project conditions be authorized and set aside until project completion. **MOTION CARRIED** by unanimous voice vote.

4. PURCHASE OF COMMISSIONED SCULPTURE FOR SHERMAN DUGAN MUSEUM OF GEOLOGY

The San Juan College Foundation has received donations to commission a sculpture for the Sherman Dugan Museum of Geology. San Juan College will provide the payment for the sculpture, and receive reimbursement by the San Juan College Foundation. Per NMSA 1978 Chapter 13-1-98, Paragraph T, Exemptions from the Procurement Code, as a commissioned artwork, this purchase is exempt from the College's procurement guidelines. Triebold Paleontology, Inc. has submitted a bid to commission this work. Triebold Paleontology will make casts of five skeletons from the late Cretaceous period, including an Albertosaurus, Crested Nyctosaurus, Non-Crested Nyctosaurus, Didelphodon, and Aguajaceratops, and set them in an action pose. The total cost of \$89,000 includes the platform, delivery, and set-up of the sculpture in the Dugan Museum.

Dr. Pope moved and Ms. Benny seconded the motion to approve entering into a purchase agreement with Triebold Paleontology in the amount of \$89,000 for this commissioned sculpture, to be reimbursed by the San Juan College Foundation. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, December 4, 2018 at 6:00 p.m.** in the San Juan College Board Room.

ITEM I. CLOSED SESSION

A motion was made at 8:11 p.m. by Mr. Chance and seconded by Ms. Benny for the Board to meet in executive session subject to the exception stated in NMSA 1978, Section 10-15-1(H)(8) of the Open Meetings Act, discussion of the potential purchase or acquisition of real property located at 3401 E. 30th Street in Farmington, New Mexico to expand College services and educational offerings. **MOTION CARRIED** by a unanimous roll call vote.

The Executive Session concluded at 8:35 p.m. and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Dr. Pope moved and Mr. Chance seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM J. ADJOURNMENT

Dr. Pope moved and Ms. Benny seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:36 p.m.

Dr. Joseph Pope, Vice Chairman
San Juan College Board

ATTEST:

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

Date: December 4, 2018