

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
February 5, 2019**

ITEM A. CALL TO ORDER

Dr. Joseph Pope called the meeting to order at 7:10 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

Absent: John Thompson, 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, Walter Kerce, Kerri Langoni, Michael Ottinger, Lorenzo Reyes, Rhonda Schaefer, Carrie Tsosie-Jim, Melody Conrad, Amanda Robles, Elizabeth Phelps, Janet Peterson, Rachael Dworsky, Therese Millis, John Hoff, Scott Michlin, Lance Myler, Brittany Nichols, Leslie Saavedra, and Matthew Crane.

Guests: Fernando Maqueda-Trejo, Analisa Rodriguez, and Arvin Trujillo.

Dr. Pendergrass introduced Ron Jernigan, Interim Dean Trades and Technology; Sherry Paxson, Interim Dean Health Sciences; and Carrie Tsosie-Jim, Interim Director Institutional Research.

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

Mr. Scott Michlin presented “The Beacon Gets Brighter.”

2. Association Reports

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.

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

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on January 8, 2019

The January 8, 2019 minutes were presented in the Board packet for approval.

2. Correspondence

None.

3. Financials

Financial reports for the month ended December 31, 2018 are presented in the Board packet.

4. Personnel Report

The following appointments were made since the last Board meeting: Dolores Silseth, Senior Administrative Assistant for Tribal Energy Management and Well Control Programs, School of Energy, effective January 3, 2019; Stacy Wolfe, Occupational Therapy Assistant/Fieldwork Coordinator, School of Health Sciences, effective January 3, 2019; Brandie Lovato, Web Content Manager, Public Relations, effective January 7, 2019; Sara Avila, Instructor of Nursing – ADN Pre-Licensure Programs, School of Health Sciences, effective January 7, 2019; Damian Lee, Custodian, Physical Plant, effective January 14, 2019; Darius Begay, Custodian, Physical Plant, effective January 14, 2019; Elvina Curley, Custodian, Physical Plant, effective January 14, 2019; Vanessa Toledo, Custodian, Physical Plant, effective January 14, 2019; Donna Maness, Instructor of Cosmetology, School of Trades and Technology, effective January 21, 2019; Erin Havens, Harvest University Center Project Manager, Quality Center for Business, effective January 21, 2019.

Changes: Kelly Kelley, from Coordinator/Assistant Professor, Occupational Therapy Assistant Program to Director/Assistant Professor, Occupational Therapy Assistant Program, effective January 1, 2019.

Separations: Christopher Schipper, Director, Library, separation of employment, effective January 1, 2019; Dolores “Dee” Sanchez, Associate Teacher, Child and Family Development Center, separation of employment,

effective January 2, 2019; Bill Lewis, Dean, School of Trades and Technology, retirement, effective January 31, 2019.

5. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

6. Information Report: Results of Self Operated Snack Vending Machines for September, October, November 2018

At its August 7, 2018 meeting, the San Juan College Board of Trustees approved an amendment to San Juan College’s (SJC) contract with Coca-Cola of Durango-Farmington to 1) release Coca-Cola of Durango-Farmington from its obligation for snack vending and 2) accept an option to enable the College to self-operate snack vending through thirteen snack vending machines loaned to the College by Coca-Cola of Durango-Farmington. At the time, projections showed that the College could generate an improved margin from self-operation of snack vending. College operation of the snack vending machines commenced on September 1, 2018. Presented below are the results of SJC’s self-operated snack vending for September, October, and November, 2018.

Sales Generated by the 13 Vending Machines:

September	\$2,021	
October	2,597	
November	<u>2,537</u>	
Total Sales		\$7,155
Cost of Goods Sold:		<u>3,566</u>
Margin		\$3,589

Approximate Labor Expense, September – November		<u>\$1,800</u>
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Net		<u>\$1,789</u>
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For comparison, in September, October, and November of 2017, San Juan College received snack vending commissions from Coca-Cola of Durango-Farmington of \$2,127.45; twice as many vending machines were in operation. During the same time period, commissions earned from only the thirteen machines currently located on campus amounted to \$1,665.97.

7. 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.

8. Information Report: Pathways Report

Overview

Pathways work continues. At the most recent Pathways Team meeting the group reviewed progress on all the strategic initiatives related to our Pathways work and left encouraged at what has been accomplished and focused on what remains to be done this year. This report focuses on just a few things that are happening but which we believe will have a major impact on students (and future students) and faculty.

Career Expo

The first Pathways pillar is "Helping Students Get on a Path." It becomes increasingly clear that this must start early—in high school or before. By the time you read this, a major event related to this will have occurred—the Career Expo for all San Juan County 8th graders at San Juan College on January 31 and February 1. Led by Jenny Lambert-Beatty, the Director of Adult Education and Learning Initiatives, this project brings more than 1700 students to our campus to explore two of our Career Pathways and interview employers in those areas. Ms. Lambert-Beatty developed curriculum for the teachers to use before and after the event to increase the meaningfulness of this career exploration opportunity. She also conducted assemblies at all middle schools to heighten interest. The San Juan College Foundation is graciously providing lunch to all participants. In the meantime, faculty are preparing engaging presentations and activities for students, including big machines and loud noises at the School of Energy to a coding exercise for students interested in Computer Science and Information Technology.

High School to College Alignment

We have identified three target programs for each of our school districts and are mapping high school to college curriculum. The map will include at least one dual credit course in each of the last two semesters, facilitating transfer to San Juan College or another institution of the student's choice. The Math Department has planned another training/professional development opportunity for high school math teachers and curriculum directors for this Spring and continues to hold monthly meetings with this group.

Placement

Also related to Pillar I is our continued work on direct placement into college level classes. We have had a soft roll-out this semester as many students were

placed based on the new criteria that will be effective Summer and Fall 2019. We saw a decrease in enrollment in developmental courses but are still waiting for a corresponding increase in college-level courses. New language for the catalog has been developed and will be available when the 2019-20 catalog goes live.

Full Year Schedule

A schedule for the classes for the entire 2019-20 academic year is being developed. Students will be able to plan their courses for the year at one time and know what their schedules will look like all year, making it easier to plan childcare and work.

Professional Development

The Learning session during Convocation focused on eight week courses. Through a video interview and live Zoom session we learned about the experience of Odessa College in Texas in implementing eight week terms. Dr. Janet Peterson then offered two follow-up discussion sessions in the Center for Professional Development. She has also designed a three session hybrid professional development opportunity for faculty who would like support in developing a hybrid eight week course. The first cohort is limited to ten participants, but she will offer additional sessions based on demand.

APPROVAL

Mr. Manning moved and Mr. Chance 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. FIRST 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 “first reading” of the new policy, for Board discussion only, at this meeting.

Mr. Rasor moved and Mr. Benally seconded the motion to instruct College Leadership to place this new policy on the agenda for the Board of Trustees meeting to be held on March 5, 2019 for the second reading, to include any Board-directed amendments, and a vote to take action on this proposed new policy. **MOTION CARRIED** by unanimous voice vote.

2. FIRST 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 “first reading” of the new policy, for Board discussion only, at this meeting.

Mr. Chance moved and Ms. Benny seconded the motion to instruct College Leadership to place this policy revision on the agenda for the Board of Trustees meeting to be held on March 5, 2019 for the second reading and a vote to take action on this proposed policy revision. **MOTION CARRIED** by unanimous voice vote.

3. **CERTIFICATE OF OCCUPATION TRAINING: CAREER-LIFE ENGAGEMENT AND READINESS (CLEAR)**

Strategic Direction 2, Objective B of the San Juan College (SJC) Strategic Plan directs the College to: Launch new niche programs nationally that will obtain and maintain a positive ROI within three years; and Objective B directs the College to: Develop and implement a program for individuals with intellectual disabilities by Fall 2019. Significant research and planning has indicated that there is a need for a post-secondary program for individuals with intellectual disabilities that will prepare them to obtain gainful employment in competitive, high-demand occupations, while developing the personal, well-being, technical, and occupational skills that will ensure their success. SJC CLEAR (Career-Life Engagement and Readiness) is a two year program leading to a Certificate of Occupational Training and industry certifications such as Skills USA, Food Handler, and Microsoft certifications. This program will serve the needs of San Juan County and the State of New Mexico as only the second of its kind in the state. The ROI projections are 1.05 for Year 1 and 1.30 for subsequent years based on an initial cohort of twenty students. The program will require a full-time instructor and a part-time assistant.

Mr. Benally moved and Mr. Chance seconded the motion to approve I recommend that the Board of Trustees approve the San Juan College CLEAR (Career-Life Engagement and Readiness) program and associated staffing to begin in the Fall semester 2019. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, March 5, 2019 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

None.

ITEM K. ADJOURNMENT

Ms. Benny moved and Mr. Chance seconded the motion to adjourn. Dr. Pope adjourned the meeting at 7:59 p.m.

John Thompson, Chairman
San Juan College Board

ATTEST:

Mr. Byron Manning, Secretary
San Juan College Board

Date: March 5, 2019