

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
February 4, 2020**

ITEM A. CALL TO ORDER

Mr. Manning called the meeting to order at 7:09 p.m. The following members were present:

Evelyn B. Benny, Member
R. Shane Chance, Member
Byron Manning, Secretary
Valerie Uselman, Member

Absent: John Thompson, Chairman
Hoskie Benally, Member
Joseph Rasor, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were:
Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Don Beauregard, Jon Betz, John Boggs, Sherrie Biringer, Josh Bishop, Kristie Ellis, Sandy Gilpin, Chris Harrelson, Kenny Hibner, Ron Jernigan, Carrie Tsosie-Jim, Cheryl Jordan, Randall Keeswood, Kerri Langoni, Roy Lytle, Eric Miller, Steve Miller, Michael Ottinger, Elizabeth Phelps, Lorenzo Reyes, Chris Rosen, Rhonda Schaefer, Paulette Stanley, Vanessa Tafoya, and Donna Ellis, Board Recorder

Guests: Sam Ribakoff, Jill Slindee

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

John Boggs and Michael Ottinger gave a presentation on moving away from Accuplacer to High School GPA as a college placement tool.

iCare Minute Video

The iCare Minute Video presentation was with Christina Lainhart who went through the Pathways Evaluation on the College website which helped her to

determine a career path to becoming a teacher after meeting Dr. Pendergrass and discussing college opportunities with her.

2. Association Reports

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

Professional Staff Association (PSA) Ms. Sherrie Biringler reported for the PSA.

Support Staff Association (SSA) Ms. Paulette Stanley reported for the SSA.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. January 7, 2020 Work Session Minutes

The January 7, 2020 Work Session Minutes were presented in the Board Packet for approval.

2. Approval of Minutes of Regular Board Meeting on January 7, 2020

The January 7, 2020 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the month ended December 31, 2019 were presented in the Board Packet.

5. Disposition of Equipment Inventory – 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.

6. Personnel Report

The following appointments were made since the last Board meeting: Kelly Olsen, Human Resources Generalist, Human Resources, effective January 27, 2020; Matthew Robinson, CCAMPIS Coach, Child and Family Development Center, effective January 27, 2020.

Changes: David Wright, VET Tech Director/Assistant Professor, School of Health Sciences to VET Tech Assistant Professor, School of Health Sciences, effective January 1, 2020; Savana Vigil, HR Generalist, Human Resources to HR Benefits Specialist, Human Resources.

Separations: Patricia Fine, Administrative Coordinator, Testing Center,, separation of employment, effective December 31, 2019; Opal Tidwell, Administrative Assistant II, SJC West, separation of employment, effective January 6, 2020; Ashley Dales, NASNTI Pathways Coach, Guided Pathways, separation of employment, effective January 15, 2020; Benjamin Messenger, HR Generalist, Human Resources, separation of employment, effective January 15, 2020; Maria Ramirez, Custodian, Physical Plant, separation of employment, effective January 21, 2020; Elvina Curley, Custodian, Physical Plant, separation of employment, effective January 22, 2020; Melanie Lewis, Senior Administrative Assistant, Community Learning Center/Center for Workforce Development, retiring, effective January 31, 2020; Sarah Lare, Library Assistant III, Library, separation of employment, effective February 4, 2020; Kathryn Monahan, Academic Advisor, Advising and Counseling, separation of employment, effective February 7, 2020; Lisa Colclasure, School Operations Coordinator, School of Energy, separation of employment, effective February 7, 2020; Leslie Lundquist, Senior Ground Maintenance Worker, Physical Plant, retiring, effective February 29, 2020.

7. Information Report: Catering Activities through College Food Service

In an effort to improve the readability and usefulness of information provided to the Board of Trustees, the Report of Catering Activities, beginning with the month of December 2019, is being presented in a new and highly summarized format.

Period Covered by Report: November 23, 2019 through December 27, 2019

Number of Events Catered: 85 (40 internal/SJC customers; 45 customers external to SJC)

Approximate Total Guest Count – All Events in Period: 5,839

APPROVAL OF CONSENT AGENDA

Ms. Benny moved and Ms. Uselman 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 900 – College Facilities and Activities

To be consistent with current organizational structure, college administration has drafted a policy revision for consideration by San Juan College Board of Trustees.

The proposed revision for Policy No. 900 – College Facilities and Activities, Policy Topic: Speakers or Guests and Facility Usage, section III Emergency Management Plan is:

The Board requires the College to have a current Emergency Management Plan. The ~~Vice President for Student Services~~ Executive Vice President is responsible to the President for all campus emergency planning, preparation, training, and response.

This is the second reading of the revised policy, for consideration and action at this meeting.

Mr. Chance moved and Ms. Uselman seconded to approve and adopt the proposed policy revision effective February 5, 2020. **MOTION CARRIED** by unanimous vote.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. ARCHITECTURE AND ENGINEERING SERVICES SELECTION FOR STUDENT HOUSING

Moving forward on its student housing development, the College must retain the services of an architect. Following the State of New Mexico procurement code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited statements of qualifications for professional architectural and engineering services through Request for Statement of Qualifications RFSQ #20-46318. Two architectural design firms each submitted a response to the RFSQ. After careful evaluation of each Statement of Qualifications, the Evaluation Committee has selected Dekker/Perich/Sabatini to design San Juan College's student housing facility. Dekker/Perich/Sabatini is a registered New Mexico Resident Business.

Design for the project will be broken into two phases. In Phase I of this project the architect will develop basic design and drawings, probable cost of the project, and other architect-stamped or certified documents for presentation to New Mexico's Higher Education Department Capital Improvements Committee and the State Board of Finance. Upon HED and State Board of Finance approval, Phase II will begin and provide all architectural and engineering services required to bring the project to completion and opening.

It is anticipated that Phase I will begin upon Board approval of this matter and be completed no later than mid-to-late March 2020 at a cost not to exceed \$50,000. Upon completion of Phase I, the Board will be presented, for its approval, with the estimated cost of Phase II.

Mr. Chance moved and Ms. Benny seconded to approve Dekker/Perich/Sabatini to provide architectural and engineering services for San Juan College's student housing development at a cost not to exceed \$50,000 for Phase I under the terms and conditions as herein described. **MOTION CARRIED** by unanimous voice vote.

2. LITTLE THEATRE RENOVATION INTO THE CONNIE GOTSCH THEATRE

San Juan College's Little Theater has been in need of renovation. The Connie Gotsch Foundation has stepped forward with \$550,000 for that purpose. Together with the Connie Gotsch Foundation, other private funding from the San Juan College Foundation in the amount of \$50,000 and from Dr. Joseph and Catherine Pope in the amount of \$1,000 brings resources for the renovation to \$601,000. Upon project completion and its grand re-opening, the space now known as the Little Theatre will be renamed the Connie Gotsch Theatre in honor of San Juan College's own Connie Gotsch.

The project encompasses renovation to the backstage make-up and costume areas, renovation to the lobby, new seating, and new lighting for the theatre. A committee was formed to help with design and renovation decisions that consisted of Connie Gotsch Foundation members, SJC staff, and SJC Foundation staff. The committee worked with a set designer who developed new finishes to the lobby.

This project requires the college to procure and coordinate the work of three contractors:

- Winters Construction via CES contract #2020-09B-R1214-ALL RS Means
- Ross Wes Electric via CES contract #18-08B-G107-12
- Beck TOI (for seating) via state price agreement through CES contract #16-031B-C102-ALL

Under the guidance of the College Purchasing Department, the College followed a detailed and documented process to meet all State of New Mexico procurement requirements.

The total cost of this project is \$601,000 including all applicable taxes.

Mr. Chance moved and Ms. Uselman seconded to approve contracting with the vendors discussed in this agenda item, not to exceed a total of \$601,000. **MOTION CARRIED** by unanimous voice vote.

3. LIFE SAFETY INFRASTRUCTURE: FIRE SPRINKLER, FIRE ALARMS, AND EMERGENCY LIGHTING

Life safety is a priority for San Juan College. As such, this project provides additional fire sprinklers to finish-out remaining non-sprinkler equipped spaces at the College, bringing the campus to 100% sprinkled status. Also in this project are fire alarm system replacements and emergency lighting systems replacements to Central Class Complex, East Classroom Complex, and ITC Buildings.

Under the guidance of the College Purchasing Department, pricing for this project was obtained from Cooperative Educational Services (CES). As such, the College followed a detailed and documented process to meet all State of New Mexico procurement requirements.

This project requires the College to procure and coordinate the work of three contractors:

- FCI Constructors, under CES contract # 2020-09B-G1144-124 Gordian
- Honeywell, under CES contract # 19-012N-S101-ALL
- Echo Electric, under CES contract # 2020-08B-R2407-1 RS Means

This work is within the College's facilities maintenance plan and is largely funded by State of New Mexico severance tax bonds. San Juan College will contribute 25% of the cost for this project. The total cost for this project is \$1,025,000 plus gross receipts taxes (GRT).

Contingent upon Board approval, an agreement will be issued through Cooperative Educational Services, to each of the contractors for this project

Ms. Uselman moved and Mr. Chance seconded to approve the contracts through Cooperative Educational Services to be fulfilled by FCI Constructors, Honeywell, and Echo Electric and that purchase orders be authorized for a total not to exceed \$1,025,000 plus gross receipts taxes. **MOTION CARRIED** by unanimous vote.

4. SECURITY TECHNOLOGY AND ACCESS CONTROL SYSTEM EXPANSION

Students, faculty, staff, and public expectations for increasingly effective safety measures in colleges and schools have become heightened in the wake of tragedies that have affected too many communities. Surveillance and access control functionalities are now basic precautionary necessities. The College's current access control system is being improved to meet these and other emerging needs as the environment in which the college operates becomes more complex from a safety and security standpoint.

Leadership within the College's Physical Plant Department and Department of Public Safety have explored a number of solutions for San Juan College's need for enhanced safety measures. Johnson Controls has provided recommended solutions and pricing through Cooperative Educational Services (CES), agreement# 19-019N-S101-ALL, to expand the current access control system. This, the third phase, will provide further door hardware enhancements that will bring college egress points into compliance with the overall access control system plan and design as well as cause enhancements to access control on doors throughout the campus.

Under the guidance of the College Purchasing Department, pricing for the purchase of Johnson Controls Security Solutions under CES contract #19-019N-S101-ALL has been obtained. The purchase price is \$300,000 plus applicable taxes, funded by two special appropriations from the State of New Mexico - one in the amount of \$200,000 and the other in the amount of \$100,000.

Mr. Chance moved and Ms. Uselman seconded to approve this purchase through Cooperative Educational Services from Johnson Controls and that a purchase order be authorized for \$300,000 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

5. RE-ROOFING PROJECT FOR THE 1200 BUILDING

The roof on the "1200" wing must be replaced due to water penetration and end-of-economic life. The project area is approximately 20,500 square feet. Under the guidance of the College Purchasing Department, a proposal solicitation for a roofing contractor was issued as Request for Proposal #20-46327. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The proposed services will include removal of the entire existing roof system down to the original metal roof decking, installation of one-half inch exterior grade plywood on the insides of the parapet walls, attachment of new insulation, covering and shielding with high-density TPO-coated cover boards, and installation of a contiguous 60mil TPO membrane spanning the entire section of the roof. Three proposals were received for this project. After careful review, the

evaluation committee has selected the proposal submitted by J3 Systems, LLC. Based on the committee's evaluation, J3's proposal achieved the highest point value and offered the lowest cost for this project. The price is \$330,164.00 plus gross receipts taxes.

This project is funded by State of New Mexico General Obligation Bonds.

Mr. Chance moved and Ms. Benny seconded to approve J3 Systems, LLC for this project and that a blanket purchase order be created to encumber \$330,164.00 plus gross receipts tax. **MOTION CARRIED** by unanimous voice vote.

6. RECOMMENDATION REGARDING GRUEL VS. SAN JUAN COLLEGE

The Board went into Closed Session to discuss this item subject to the exception stated in NMSA 1978, Section 10-15-1(H)(7) of the Open Meetings Act.

Mr. Chance moved and Mr. Benny seconded for this to be discussed after discussion during the February 4, 2020 Closed Session. **MOTION CARRIED** by unanimous roll call vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, March 3, 2020 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

A motion was made at 8:04 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)(7) of the Open Meetings Act to discuss: Laurie Gruel vs. San Juan College. **MOTION CARRIED** by a unanimous roll call vote.

The Executive Session concluded at 8:26 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 Ms. Benny seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous roll call vote.

ITEM K. ADJOURNMENT

Mr. Chance moved and Ms. Benny seconded the motion to adjourn. Mr. Manning adjourned the meeting at 8:27 p.m.

Mr. Byron Manning, Secretary
San Juan College Board

ATTEST:

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

Date: March 3, 2020