

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
March 13, 2018**

ITEM A. CALL TO ORDER

Mr. John Thompson called the meeting to order at 7:02 p.m. The following members were present:

R. Shane Chance, Member
Byron Manning, Secretary
Evelyn B. Benny, Member
Joseph Rasor, Member
Dr. Joseph Pope, Member

Absent:

Hoskie Benally, Jr., Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, Barbara Ake, Jon Betz, John Boggs, Virgil Caldwell, Ed DesPlas, Adrienne Forgette, Chris Harrelson, Ron Jernigan, Kerri Langoni, Bill Lewis, Michael Ottinger, Lorenzo Reyes, Barbara Wickman, Vinny Zicoello, Leslie, Saavedra, Melody Conrad, Elizabeth Phelps, Paulette Stanley, Lucy Haber, Luke Renner, and Judy Castleberry.

Guests: Courtney Topaha, Deja Trujillo-Montoya, Keith Weaver, Scott Weaver, Caroline Padilla, Georgena Davis, Mia McNeill, and Raymundo Payan

Ms. Gayle Dean introduced Marilyn Taylor of the Fine Arts Committee. Ms. Taylor presented scholarships to several students.

ITEM C. ADOPTION OF AGENDA

Mr. Chance and Mr. Manning seconded the motion to adopt the agenda. **MOTION CARRIED** by a unanimous voice vote.

ITEM D. REPORTS

1. Monthly Presentation

Mr. Luke Renner and Ms. Judy Castleberry presented on the Maker Space.

2. Association Reports

Faculty Association (FA) Mr. Lance Myler shared that as the AQIP review process is proceeding the faculty are seeing a change in the college culture. Their concern is that the progress will become permanent. Three on-going concerns are: a strategy for incremental salary increases, technology challenges, and meaningful faculty involvement in policy development. Faculty are working on better representation on committees where many policy development conversations take place.

Professional Staff Association (PSA) Mr. John Boggs reported that at the February PSA meeting the group discussed involvement in campus activities. To that end, the PSA is sponsoring twenty attendees at the On-line Teaching conference held at San Juan College in April. Janet Peterson has agreed to facilitate the Redesigning Community Colleges reading club. At tomorrow's meeting nominations will be accepted for the chair-elect position.

Support Staff Association (SSA) Ms. Melody Conrad shared the SSA is continuing their collaboration with San Juan Regional Medical Center. They are making lap blankets. The Professional Development Team is in the planning stages for a professional development training in April. Nomination for the upcoming election are being collected. The by-laws are under review with Mr. DesPlas. The SSA is thankful that the Training Manual Committee is pulling all the information to one place. An end-of-year breakfast is being planned.

Student Association (SA) Mr. Raymundo Payan stated the SA met with Mr. DesPlas to review the recommended tuition change. Most students are okay with the change in cost, but not with the loss of the cap at 18 credits. Mr. Payan did some benchmarking and found that credit caps are in place at other colleges. The students feel this particular change will affect some programs more than others. The students have been meeting with Scion and sharing their input on housing. Upcoming events include: Rethink Your Drink, Leadership Awards (May 1), blood drive, student elections, Breakfast Club – for club leaders to share information and tips for transition, and May the Fourth Be With You. A proposal has been made that senators not be required to present a proposal if they are spending less than \$2000. Seven hundred people attended the showing of Coco. Mr. Payan thanked Mr. DesPlas for working with A'viands to increase the dollar amount at which their services are required. Dr. Pendergrass was thanked for inviting Mr. Payan to participate on the VP Student Services screening committee.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on February 6, 2018

The February 6, 2018 minutes were presented in the Board packet for approval.

2. Correspondence

None.

3. Financials

Included in the Board packet are the monthly financial reports for the month ended January 31, 2018.

4. Personnel Report

The following appointments were made since the last Board meeting: Lorna Pettigrew-Garner, Security Officer, Public Safety, effective February 5, 2018; Brad Maxwell, Guided Pathways Program Director, Guided Pathways Grant, effective February 5, 2018; Lorena McKinley, Senior Administrative Assistant, Office for Learning, effective February 26, 2018; Eileen Salazar, Academic Coach –STEM-H, EDGE, effective February 26, 2018.

Changes: Tracey Beasley, from Web Developer, Information Technology Center to IT Applications Programmer/Analyst, Information Technology Center, effective February 1, 2018; Leslie Lundquist from Ground Maintenance Worker, Physical Plant to Senior Grounds Maintenance Worker, Physical Plant, effective February 16, 2018.

Separations: Alice “Gerri” Seaton, Business Advisor/Small Business Development Center, separation of employment, effective February 2, 2018; Carletta Badoni, Instructor of Nursing, School of Health Sciences, separation of employment, effective February 3, 2018; David Eppich, Vice President for Student Services, retirement, effective February 23, 2018; Mary Neisius, Manager Bookstore, Auxiliary Services, retirement, effective February 28, 2018.

5. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

6. Deletion of Equipment from Inventory

Upon completion of the required physical inventory process, 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.

Recommendation

Mr. Chance moved and Dr. Pope seconded the motion to take the recommended actions as presented on the Consent Agenda. **MOTION CARRIED** by unanimous voice vote.

ITEM G. OLD BUSINESS

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. APPROVAL OF CHANGES TO TUITION RATES

San Juan College has not increased tuition rates since April of 2015. At the Board of Trustees work sessions held on August 1, 2017, October 10, 2017, and January 2, 2018 as well as at the Board of Trustees retreat held on February 27, 2018, College Leadership and the Trustees engaged in informed conversations about tuition as a revenue strategy to underpin the College's strategic plan and to improve the College's financial sustainability. Based on these conversations, the executive leadership of San Juan College makes the following recommendations for changes to tuition:

- Resident tuition be increased from \$46 per credit hour to \$49 per credit hour.
- Non-Resident tuition be increased from \$146 per credit hour to \$155 per credit hour.
- The eighteen (18) credit hour "cap" on the assessment of tuition each semester be eliminated.
- These changes are to be effective, beginning Fall 2018.

No changes are recommended to the General Fee.

Dr. Pope moved and Mr. Rasor seconded the motion to approve these proposed changes to tuition, effective beginning with the Fall 2018 semester. **MOTION CARRIED** by unanimous voice vote.

2. CONSENT FOR MR 4s LLC (DBA) TRAEGER'S PROPOSED LOCATION AND ALCOHOL LICENSE

On February 20, 2018 Scott Weaver, managing partner of Mr 4s LLC (DBA) Traegers submitted a request that the San Juan College Board of Trustees

provide a letter of consent for Traegers proposed location and alcohol license. According to Mr. Weaver's letter Traegers is to be a "social drinking establishment with casual food options for responsible adults 21 years old and over...". Traegers is to be located at 5170 College Blvd. #106.

Mr. Weaver's letter, including a description of the property and planned operations is included in the Board meeting materials for March 13, 2018.

Mr. Chance moved and Dr. Pope seconded the motion to approve and provide consent to Traeger's proposed location and alcohol license. A copy of the consent letter is included in the Board materials for this evening's meeting. **MOTION CARRIED** 5-1, with Ms. Benny dissenting.

3. FIRST READING OF POLICY REVISIONS FOR TUITION AND FEE INCREASES

At the Board of Trustees work sessions held on August 1, 2017, October 10, 2017 and January 2, 2018 as well as at the Board of Trustees retreat held on February 27, 2018, College Leadership and the Trustees engaged in informed conversations about tuition as a revenue strategy to underpin the College's strategic plan and to improve the College's financial sustainability. Based on these deliberations, the executive leadership of San Juan College submits for first reading an addition (underlined below) to Board of Trustees policy number 702 Student Services - Registration, Tuition and Fee Charges, I. Tuition and Fee Charges, A. General Policy.

I. Tuition and Fee Charges

- A. General Policy: The Board shall set unrestricted credit class tuition rates and any general student fee for resident and non-resident students of the College.
 1. The tuition rate for unrestricted credit classes will be based on factors that include residency of student, overall instruction and general operating revenue considerations, cost of instruction for selective admission programs and employment opportunities for successful completers, projected impact of these charges on student access, availability of financial aid, particularly need-based, and other factors considered and recommended by the President to the Board.
 2. Increases to tuition rates and general fees will be managed in the following manner:
 - a. Tuition will be increased every other year based on the average of the percent increase (if any) in the Consumer Price Index (CPI) and the percent decrease (if any) in the sum total of state funding, property tax revenue, and oil and gas production revenue.

- b. There will be no cap on the credit hour enrollment for which tuition is assessed each semester.
- c. The College will strive to limit the level of resident tuition and fees to the 75th percentile of New Mexico peer colleges' tuition and fee levels.
- d. Increases to the general fees will occur every other year for non-tuition increase years. Increases to general fees will be based on specific college-wide needs.

Mr. Razor moved and Mr. Manning seconded the motion to instruct staff to place this item on the agenda for the next Board meeting for the second reading and consideration for approval. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, April 3, 2018 at 7:00 p.m.** in the San Juan College Board Room.

ITEM I. TENTATIVE CLOSED SESSION

ITEM J. ADJOURNMENT

Mr. Chance moved and Ms. Benny seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:10 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Byron Manning, Board Secretary
San Juan College Board

Date: April 3, 2018