

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
July 10, 2018**

ITEM A. CALL TO ORDER

Mr. John Thompson called the meeting to order at 7:34 p.m. The following members were present:

R. Shane Chance, Member
Evelyn B. Benny, Member
Joseph Rasor, Member
Byron Manning, Secretary
Hoskie Benally, Jr., Member

Absent:

Dr. Joseph Pope, Vice Chairman

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, Jon Betz, John Boggs, Gayle Dean, Ed DesPlas, Adrienne Forgette, Sandy Gilpin, Ron Jernigan, Kerri Langoni, Bill Lewis, Michael Ottinger, Lorenzo Reyes, Rhonda Schaefer, Vinny Zicoello, Leslie, Saavedra, Melody Conrad, Lance Myler, Amanda Robles, Paulette Stanley, Elizabeth Phelps, Janet Peterson, Randall Keeswood, and Gerald Williams.

Guests: Cydney Smith, Ted Lasiewicz, Ann Bauer Lasiewicz, Abbigail Delosky, Tso Henderson, Jo Maurer, Phil Valdez, Mike Isaacson, Gene Schmidt, and Keith Corley.

Ms. Krista McWilliams shared a short presentation of the Super Summer Stem Camp. She discussed how it began, how it has grown, and how effective it has been.

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

None

2. Association Reports

Support Staff Association (SSA) Ms. Melody Conrad thanked Leslie Saavedra for her two years of leadership. New officers were installed at the end of year breakfast. Paulette Stanley is the new co-chair and Susie Yocum is the new secretary. Sherri Biringer worked with SSA to develop a list of possible recipients for the Golden Sun Award. The past SSA recipient has left the college. Ms. Conrad has several goals for the coming year including: getting the SSA more engaged in the pathways initiative, collaboration between associations, professional development, and working to help students succeed. The firework tray favors for the hospital received great feedback.

Student Association (SA) Ms. Cydney Smith introduced the SA Vice President. Ms. Smith thanked Senior Vice President DesPlas for the twelve digital screens. They will be used to communicate with students, showcase artwork, and as an outreach tool. There is an upcoming movie night showing Daddy's Home 2. Two executive meetings have been held this summer. They have been doing team building and planning a retreat. The group is looking forward to the upcoming training at Ft. Lewis College.

Faculty Association (FA) Ms. Elizabeth Phelps shared that she sees her role is to represent all faculty whether or not they attend meetings. To this end, she is implementing some changes. Ms. Phelps and Ms. Dworsky attended the majority of school meetings to introduce themselves and begin to gather feedback. A survey has also been developed and the consolidated information will be shared with the board after the FA has reviewed them next month. The faculty concerns are widespread, with salaries being the number one concern. Ms. Phelps would like to build a stronger, more positive relationship between faculty and leadership.

Professional Staff Association (PSA) Dr. Janet Peterson reported the new officers are: Wil John, Treasurer; Jeff Parks, Secretary; and Sherrie Biringer, Chair-elect. For the upcoming year some of the goals are to review the by-laws, advocate for fuller engagement from the professional staff and to develop communication opportunities.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on June 5, 2018

The June 5, 2018 minutes were presented in the Board packet for approval.

2. Correspondence

Julie Rasor sent a thank you to Dr. Pendergrass and the board for the flowers and good wishes they sent.

3. Financials

Financial reports for the months ended May 31, 2018 were presented in the Board packet. These reports are unaudited and for management purposes only.

4. Personnel Report

The following appointments were made since the last Board meeting: Sandy Gilpin, Associate Vice President for Learning, effective May 29, 2018; Dustin Wilder, Custodian, Physical Plant, effective June 4, 2018; Kahlaya McKinney, Administrative Assistant I, Advising and Counseling, effective June 4, 2018; Stephen Pena, Technologist, Center for Professional Exploration and Development (CPED), effective June 4, 2018; Christopher Sanders, Physical Education Coordinator/Instructor, School of Health Sciences, effective June 11, 2018; Opal Tidwell, Administrative Assistant II, SJC West, effective June 11, 2018; John Reese, Coordinator/Instructor, EMS Program, School of Health Sciences, effective June 18, 2018.

Changes: Amanda Robles, from Academic Advisor, Advising and Counseling to Director of Student Activities, effective June 1, 2018; Christy Ferrato, from Director, Advising and Counseling to Senior Director, Advising and Counseling, effective June 1, 2018.

Separations: Jonathan Carrillo-Flores, Custodian, Physical Plant, separation of employment, effective May 30, 2018; Ann Willmon, Interim Director, Student Activities, separation of employment, effective May 31, 2018; Barbara Ake, Chief Strategic Initiatives Officer, Strategic Initiatives, separation of employment, effective June 1, 2018; George Brenton, Coordinator/Assistant Professor of Fire Science, School of Trades and Technology, separation of employment, effective June 8, 2018; Megan Freeman, Web Content Manager, Marketing and Public Relations, separation of employment, effective June 8, 2018; Andrew Moss, Schools Operations Coordinator, School of Energy, separation of employment, effective June 19, 2018; Kevin Rothlisberger, Program Specialist, Student Achievement Center, separation of employment, effective June 19, 2018; Nicole DeHerrera, Program Manager, Children's Behavioral Health, separation of employment, effective June 29, 2018; Aaron Roeber, Public Safety Supervisor, Department of Public Safety, separation of employment, effective June 30, 2018; Barbara Wickman, Dean, School of Energy, separation of employment, effective June 30, 2018; Dorothy Molletti, Writing Tutor Coordinator, Student Success Center, separation of employment, effective June 30, 2018; Jack Kant, Associate Professor, School of Business, retirement, effective June 30, 2018; Lisa Woodward, Senior Accounting Technician, Business Office, separation of employment, effective June 30, 2018; Lynn Lane, Technologist, Information Technology Center, retirement,

effective June 30, 2018; Micah Lang, Computer Lab Technician, Information Technology Center, separation of employment, effective June 30, 2018; Timothy Maness, Custodial Crew Leader, Physical Plant, separation of employment, effective June 30, 2018; Tony Otero, Industry Liaison, School of Energy, retirement, effective June 30, 2018.

5. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

6. Information Report – Local Subcontractor Participation in Energy Performance Contract with Johnson Controls

At its October 3, 2016 meeting, the San Juan College Board of Trustees approved an energy performance contract with Johnson Controls (JCI) to replace and upgrade large, high-cost physical plant equipment and systems. The \$7.2 million projects include lighting and controls, new chiller plant, CHW and HW loop improvements, AHU replacements, HVAC DX unit replacements, energy management system upgrades, and waste management improvements.

JCI committed to involve local subcontractors in these projects. Below is a report of local subcontractor participation as of May 30, 2018.

	Company	Total Contract	Billed to Date
Controls	Echo Electric Company	\$ 282,136.00	\$ 271,141.00
Lighting	Echo Electric Company	\$ 556,102.21	\$ 556,102.21
Power	Trophy Ridge Electric	\$ 138,173.00	\$ 134,032.50
General	Spellbring Construction, Inc.	\$ 122,361.32	\$ 122,361.32
	Totals	\$ 1,098,772.53	\$ 1,083,637.03

Total subcontracts awarded to local subcontractors represent 15% of the total contract with JCI.

7. Exception to Board Policy 500 - Nepotism

Board of Trustees Policy #500, prohibits employment of individuals from the same immediate family to be in a supervisory/subordinate relationship, or below the same lines of authority. College Administration is recommending an exception be granted for Ray Richmond, candidate for full time Barbering instructor in the Cosmetology program and spouse Tamara Richmond, candidate for an adjunct instructor assignment in the Cosmetology program. While the Richmonds will not have a supervisory/subordinate relationship, they will both report under the same program director and dean.

Well qualified individuals for College faculty positions in Barbering and Cosmetology are not readily available, as they require training and skills beyond industry-only training. In light of the aforementioned, College Administration respectfully requests an exception to Board Policy #500 for Ray and Tamara Richmond.

Recommendation

I recommend that this exception to Board of Trustees Policy #500 be granted.

8. Approval of Purchase of Blackboard Software Maintenance

Renewal of Blackboard software maintenance for fiscal year 2019 is due on July 15, 2018. Blackboard software is used for electronic door locks and access and for printer/copier management. The total software maintenance renewal cost for 7/1/2018 – 6/30/2019 is \$113,533. The fiscal year 2019 renewal cost is approximately 33% higher (an increase of \$28,313) than the fiscal year 2018 cost. The sharp increase in cost results from an increased number of users, pushing SJC’s license level from “less than 4,000 users” to “4,000 to 7,999 users”.

Contingent upon Board approval, Blackboard software maintenance agreements will be renewed.

Recommendation

I recommend the Board approve renewal of the Blackboard software maintenance agreements at \$113,533 plus applicable gross receipts taxes and authorize a purchase order be created to encumber necessary funds.

9. Agreement for Legal Services for 2018-2019

Resulting from RFP #15-32026, the College has obtained legal services from Miller Stratvert, P.A. since the Board approved the agreement in October 2015. Entering the fourth year of the agreement, fiscal year 2019 legal services from Miller Stratvert P.A. are estimated to not exceed \$132,250 including applicable gross receipts taxes, a 15% increase from the budgeted costs in fiscal year 2018. The expenses have been included in the 2018 - 2019 operating budget.

Recommendation

I recommend the Board approve continuation of legal services from Miller Stratvert, P.A. in fiscal year 2019, at an amount not to exceed \$132,250 plus applicable gross receipts taxes.

10. Annual Natural Gas Utilities for 2018-2019

The College obtains natural gas utilities from Center Point Energy Services. For the 2018 - 2019 fiscal year, natural gas from Center Point Energy Services are estimated to not exceed \$140,000 including applicable gross receipts taxes. The expenses have been included in the 2018 - 2019 operating budget.

Recommendation

I recommend the Board approve the purchase requisition for the annual natural gas utilities from Center Point Energy Services, for FY2019, at an amount not to exceed \$140,000.

11. 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.

Approval

Mr. Chance moved and Mr. Manning 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. SELECTION OF DEVELOPMENT FIRM FOR PUBLIC/PRIVATE PARTNERSHIP – STUDENT HOUSING

Under the guidance of the College Purchasing Department, and assisted by student housing advisors The Scion Group, the selection committee has completed the review of responses to the Request for Statement of Qualifications to develop a short list of developers. The short list was invited to respond to Bid Document #18-39911 for Development Services for Student Housing. This process included on-campus interviews with the short listed firms. The College followed a detailed and documented process to meet the

State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978. At the Board of Trustees work session on June 5, 2018, the selected and proposed partner, Balfour Beatty Campus Solutions (“Balfour Beatty”), summarized and presented its proposal to design, construct, finance, and operate a student housing facility consisting of approximately 350-400 beds on land to be leased to Balfour Beatty by San Juan College.

The development team assembled and to be managed by Balfour Beatty includes Stantec Architects and FCI Constructors of New Mexico. The financing for the project, to be repaid by operating revenues from the housing, is to be arranged by Balfour Beatty. The College will provide the development project owners with a ground lease long enough to effect repayment of the long-term debt required by the project. Upon repayment of the capital debt and expiration of the ground lease, ownership of the student housing facility will be transferred to the College. This partnership will require the College to negotiate and enter into a series of contractual relationships, including but not limited to a development agreement, a long-term land lease, and a residence life programming and housing operations agreement. Prior to execution, the Board of Trustees will be required to approve each component agreement as they are developed and finalized. Likewise, State and Higher Education Department approvals will be required at various stages in this process.

To move forward with the development of the College’s student housing facilities, the Board must first approve the selection of Balfour Beatty Campus Solutions as its public/private partnership development firm and authorize the College’s President and Executive Vice President to negotiate the terms and conditions of the contracts and agreements for subsequent Board consideration and approval, as required to carry out the Board’s desire to create student housing at San Juan College.

Mr. Chance moved and Ms. Benny seconded the motion to approve the selection of Balfour Beatty Campus Solutions as San Juan College’s public/private partnership development firm and authorize the President and Executive Vice President to negotiate terms and conditions of the necessary contracts and agreements for subsequent Board consideration and approval, as required to design, construct, and operate student housing at San Juan College. **MOTION CARRIED** by unanimous voice vote.

2. SELECTION OF CONTRACTOR TO PROVIDE AND INSTALL DOOR HARDWARE FOR LIFE SAFETY MEASURES

In light of the high number of active shooter incidents across the country, safety of college and school facilities has become paramount. The ability to lock classroom doors from the classroom interior is a key element to a “shelter in place” emergency response. San Juan College’s (SJC) main campus has forty-nine classrooms with doors that cannot be locked from the inside. SJC Physical Plant staff worked with the College Department of Public Safety and an architectural consultant to inspect all doors on campus and design the safest and most reasonable option with available budgetary resources. Under the guidance

of the College Purchasing Department, a proposal soliciting for construction services was issued as Request for Proposal #18-41518. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The proposed services will include removal and replacing door hardware on forty-nine doors. College leadership recommends Spellbring Construction for this life safety project. The cost, including soft costs and contingencies, will not exceed \$115,000.00 plus gross receipts taxes.

Mr. Rasor moved and Mr. Manning seconded the motion to approve Spellbring Construction Inc. for the Campus Safety project at San Juan College's main campus and that a blanket purchase order for \$115,000 plus gross receipts taxes be authorized to encumber necessary funds. **MOTION CARRIED** by unanimous voice vote.

3. AMENDMENT EMPLOYMENT CONTRACT FOR PRESIDENT TONI HOPPER PENDERGRASS

Following the fiscal year 2018 performance evaluation of San Juan College President Pendergrass, the Board of Trustees has determined that the President's current contract, in effect from July 1, 2017 through June 30, 2020, should be amended. The amendment implements the following two factors:

- an adjustment to implement the recommendation for the President's compensation contained within the Condrey Compensation Review
- a 2% across-the-board salary increase as provided by the State of New Mexico for all fulltime employees

The amendment has been provided to the Trustees in advance of this meeting.

Mr. Chance moved and Ms. Benny seconded the motion to approve the proposed amendment to President Pendergrass' current contract. **MOTION CARRIED** by unanimous voice vote.

4. UPGRADE TO TELEPHONE SYSTEM AND TELEPHONIC CONNECTIVITY

The telephone system used at San Juan College (SJC) has been in place for approximately ten years. The components to provide the current level of operability and functionalities include handsets, server, software licenses, ISDN, telephonic connectivity and long distance capability. These components have been sourced through CenturyLink telephonic connectivity, Cisco software licensure, and College-owned equipment. The current system lacks the following features that are desired by the College: disaster recovery capabilities, ADA compliance features, advanced and enhanced call center features, and website chat panel function. Using vendors on approved state purchasing contracts, SJC's Information Technology staff have designed an upgraded telephone system that provides for current telephonic capabilities and additionally resolves the deficiencies of the current system. It is recommended that the telephonic technology be moved to a hosted platform with Mitel; Mitel

will provide the hardware and software for SJC telephonic communications solution. CenturyLink will provide the connectivity services.

Approximate costs of the current system include CenturyLink provided services budgeted at \$125,000 and long distance, hardware maintenance, software licenses, and tech support (all from multiple vendors), budgeted at \$102,000 for a total budget of \$227,000.

Approximate costs for the upgraded telephone system proposed include:

CenturyLink connectivity under a three-year agreement	\$ 78,052 annually
Mitel hosted solution: hardware and software under a three-year agreement	<u>\$142,080</u> annually
Total annual costs	\$220,132 + GRT

In addition to the annual costs under the three-year agreement with Mitel, there will be a one-time set-up charge of \$7,270 for fiscal year 2019 only.

Conversion to the new system is planned to occur in October 2018.

Mr. Chance moved and Mr. Manning seconded the motion to approve 1) a three-year agreement for provision of telephonic connectivity with CenturyLink for \$78,052 per year plus applicable gross receipts taxes and 2) a three-year agreement with Mitel for provision of a hosted telephonic communications solution for \$149,350 in fiscal year 2019 plus gross receipts taxes and \$142,080 per year plus applicable gross receipts taxes for each of the two years thereafter. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

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

ITEM I. CLOSED SESSION

A motion was made at 8:15 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, to discuss the potential purchase or acquisition of real property to expand College services and educational offerings.

MOTION CARRIED by a unanimous roll call vote. The Executive Session concluded at 9:00 p.m. and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Ms. Benny moved and Mr. Chance seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM J. ADJOURNMENT

Ms. Benny moved and Mr. Chance seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 9:02 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Byron Manning, Board Secretary
San Juan College Board

Date: August 7, 2018