

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

ITEM A. CALL TO ORDER

Mr. Thompson called the meeting to order at 7:05 p.m. The following members were present:

Hoskie Benally, Member
Evelyn Benny, Member
R. Shane Chance, Member
Dr. Joseph Pope, Vice-Chair Member
Joseph Rasor, Member

Absent: Byron Manning, Secretary

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were:

Dr. Toni Pendergrass, Boomer Appleman, Edward DesPlas, Adrienne Forgette, Jon Betz, John Boggs, Alicia Corbell, Gayle Dean, Sandy Gilpin, Chris Harrelson, Ron Jernigan, Cheryl Jordan, Kerri Langoni, Roy Lytle, Michael Ottinger, Sherry Paxson, Lorenzo Reyes, Carrie Tsosie-Jim, Michele Berkey, Lucy Haber, Amanda Robles, Sherri Biringner, Elizabeth Phelps, Vanessa Tafoya, Paulette Stanley, Katherine Elliott

Guests:

Randy Wayman, Jay Paul McWilliams, Krista McWilliams, Kristy Graham, Shelly Jaques, Candy Blasingame

Randy Wayman, Applications Sales Manager of Oracle Corporation's Higher Education Practice who is based in the Dallas-Fort Worth metroplex was introduced to the Board.

Edward DesPlas recognized Kristie Ellis who received the Community College Business Officers prestigious recognition for the "2019 Outstanding Business Officer Award" in front of a national audience of community college business officers.

Jay Paul McWilliams and team from Logos Resources II, LLC were recognized for their support and the success of the San Juan Basin Energy Conference for the community.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Report

Dean of Workforce and Economic Development, Lorenzo Reyes, and Assistant Professor of Accounting, Katherine Elliott, presented on the Income Tax Return Assistance Grant.

iCare Minute Video

The iCare Minute Video presentation was on the Gold Status Award and Certificate of Recognition presented to the College via the Human Resources Office for being a “2020 Family Friendly New Mexico Employer”.

2. Association Reports

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

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

Student Association (SA) Ms. Samantha Ramires-Martinez reported for the SA.

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

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. October 1, 2019 Work Session Minutes

The October 1, 2019 Work Session minutes are presented in the Board Packet for approval.

2. Approval of Minutes of Regular Board Meeting on October 1, 2019

The October 1, 2019 minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the month ended September 30, 2019 are presented in the Board Packet.

5. Personnel Report

The following appointments were made since the last Board meeting: Rythsha Brown, Associate Teacher, Child and Family Development Center, effective September 20, 2019; Dalen Bond, Security Officer, Department of Public Safety, effective September 23, 2019; Eric Thomas, Custodian, Physical Plant, effective September 23, 2019; John Myers, Security Officer, Department of Public Safety, effective September 23, 2019; Tom Miller, Security Officer, Department of Public Safety, effective September 23, 2019; Amanda Pickering, Student Apprenticeship and Internship Coordinator, effective September 30, 2019; Raquel Garcia, Custodian, Physical Plant, effective September 30, 2019; Andrew Fuller, English Instructor, School of Humanities, effective October 1, 2019; Devin Scott, Community Learning Program Specialist, Community Learning Center, effective October 2, 2019; Andrea Gonzales, Part-time Associate Teacher, Child and Family Development Center, effective October 7, 2019; Elizabeth Cowell, Registration Specialist II, Office for Learning, effective October 7, 2019; Casey Ledford, Instructor-CDL Program, School of Energy, effective October 14, 2019; Bill Williams, Business Advisor, School of Business, effective October 21, 2019.

Changes: Camila Ayers-Montero, from Writing Tutor Coordinator, Student Success Center to Academic Support Coordinator-Writing and Language, Student Success Center, effective July 1, 2019; Adelita Gutierrez, from Part-Time Academic Advisor, Advising and Counseling to Full-Time Academic Advisor, Advising and Counseling, effective September 24, 2019; Darla Santillanes, from Administrative Assistant II, Financial Aid to Adult Education Instructor and Student Advisor, ACE Center, effective October 1, 2019; Jillian Bishop, from Coordinator, Center for Student Careers and Employment to Director, Center for Student Careers and Employment, effective October 1, 2019.

Separations: Ryan Camp, Custodian, Physical Plant, separation of employment, effective September 8, 2019; Kathleen Radojits, Administrative Assistant II, SJC East Campus, separation of employment, effective September 16, 2019; Irvin Harrison, Academic Advisor, Advising and Counseling Center, effective September 23, 2019; Karina Todechine, Library Assistant II, Library, separation of employment, effective October 10, 2019; Keith Bates, Assistant Professor-CDL, School of Energy, retiring, effective October 15, 2019; Anita Aarvold, Administrative Assistant II, Nursing, separation of employment, effective October 16, 2019; Brad Maxwell, Director, Guided Pathways, separation of employment, effective October 25, 2019; John Donalson, Security Officer, Department of Public Safety, retiring, effective October 31, 2019.

6. Information Report – Catering Activities Through College Food Service

The report of catering activities by A'viands, LLC for the month of September 2019 is included in the Board Packet.

Recommendation

I recommend the Board accept this information report.

7. Information Report: Official Cohort Default Rate

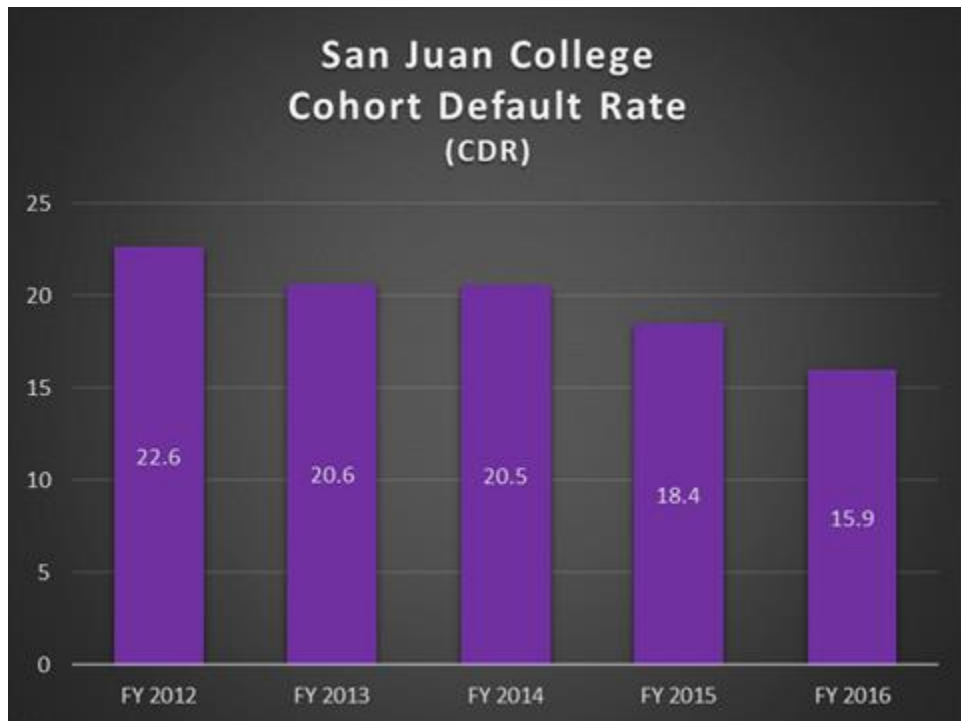
A cohort default rate is the percentage of a school's borrowers who enter repayment on certain Federal Family Education Loan (FFEL) Program or William D. Ford Federal Direct Loan (Direct Loan) Program loans during a particular federal fiscal year (FY), October 1 to September 30, and default or meet other 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 2016 official cohort default rates were delivered to both domestic and foreign schools on September 23 2019. 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 official cohort default rate for Fiscal Year 2016 is 15.9%.

To provide historic perspective, recent years' rates were:



San Juan College's Financial Aid Officer advises that the College's continued "work with New Mexico Student Loan Guarantee Corporation/GetWisEdu with in-school borrower debt education assistance and the additional loan counseling sessions SJC is doing for both on-campus and on-line students is making a difference."

Recommendation

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

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.

Mr. Chance moved and Ms. Benny 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. LAPAROSCOPIC SURGERY SIMULATOR

The College's Surgical First Assistant Program prepares students for entry level positions as Surgical Assistants. Laparoscopic simulation is a key factor in preparing these students, decreasing the learning curve of laparoscopic procedures. To support the Surgical Assistants' training, a new Laparoscopic Surgery Simulator is needed.

Under the guidance of the College Purchasing Department, a bid solicitation for the Laparoscopic Surgery Simulator was issued as Invitation to Bid #20-45678. The college followed a detailed and documented process to meet all State of New Mexico procurement requirements.

The bid closed on October 4, 2019 with two responses received. Both bids included shipping, installation, and on-site training. Prices varied from Surgical Science, Inc. at \$89,650.00 with a three-year warranty, and 3D Systems at \$131,500.00 with a two-year warranty.

Based on the review and evaluation of qualified bids, college administration recommends the purchase of the Laparoscopic Surgery Simulator from Surgical Science, Inc. The cost, including shipping, installation, on-site training, and three- year warranty will not exceed \$89,650.00 plus gross receipts taxes. Funding is provided by the New Mexico Special Appropriations.

Dr. Pope moved and Mr. Rasor seconded to approve the purchase of the new Laparoscopic Surgery Simulator with shipping, installation, on-site training, and a three-year warranty from Surgical Science, Inc. in the amount of \$89,650.00 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

2. **RURAL UTILITY SERVICES (RUS) DISTANCE LEARNING AND
TELEMEDICINE GRANT PROGRAM - DISTANCE LEARNING
TELEMEDICINE EQUIPMENT**

The College secured a grant titled San Juan College Native American Access Project. The purpose of this project is for San Juan College to provide state-of-the-art video teleconferencing equipment to offer dual credit and business/industry STEM training classes to, and among, high schools in Farmington, Bloomfield, Aztec, and Dulce, New Mexico as well as Ignacio, Colorado and the Unlimited Training Center in Cortez, Colorado. At each location, this equipment will include a camera and a 75", or larger, interactive touch screen monitor featuring visual collaboration software promoting an active learning environment within a peer-to-peer computer network. Students will be able to easily connect their personal devices to share content with the classes fostering active group discussion along with the ability to provide and receive active feedback via digital annotations. Provisions for installation, commissioning, training, and warranties have been made for each location.

Under the guidance of the College Purchasing Department, a bid solicitation for the required equipment was issued as Invitation to Bid #20-45730. The college followed a detailed and documented process to meet all State of New Mexico procurement requirements.

The bid closed on October 15, 2019 with one response received from Next Level in the amount of \$139,044.00 plus gross receipts tax. Based on the review and evaluation of the qualified bid, College administration recommends the purchase of distance learning equipment from Next Level. The cost will not exceed \$139,044.00 plus gross receipts taxes and is covered by grant funds.

Mr. Chance moved and Dr. Pope seconded to approve the purchase of the Distance Learning equipment from Next Level in the amount of \$139,044.00 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

3. **RESOLUTION AUTHORIZING AND APPROVING APPLICATION
FOR NEW MEXICO FINANCE AUTHORITY ASSISTANCE**

In that the San Juan College Board of Trustees desires on-campus student housing be constructed and operated for the benefit of its students, college administration recommends that financing be obtained through the New Mexico Finance Authority (NMFA). The first step in securing NMFA financial assistance is the submission of an application to the Public Project Revolving Fund (PPRF). NMFA requires the San Juan College Board to authorize and approve the finance application through the resolution presented below. A

copy of the completed PPRF application was sent to Trustees in advance of this Board meeting.

RESOLUTION
AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED
APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT
APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY

WHEREAS, San Juan College (“Governmental Unit”) is a qualified entity under the New Mexico Finance Authority Act, Sections 6-21-31, NMSA 1978 (“Act”), and the San Juan College Board of Trustees (“Governing body”) is authorized to borrow funds and/or issue bonds for financing of public projects for benefit of the Governmental Unit; and

WHEREAS, the New Mexico Finance Authority (“Authority”) has instituted a program for financing of projects from the public project revolving fund created under the Act and has developed an application procedure whereby the Governing Body may submit an application (“Application”) for financial assistance from the Authority for public projects; and

WHEREAS, the Governing Body intends to undertake acquisition, construction and improvement of San Juan College Student Housing (“Project”) for the benefit of the Governmental Unit and its citizens; and

WHEREAS, the application prescribed by the Authority has been completed and submitted to the Governing Body and this resolution approving submission of the completed Application to the Authority for its consideration and review is required as part of the Application.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF SAN JUAN COLLEGE:

Section 1. That all action (not consistent with the provision hereof) heretofore taken by the Governing Body and the officers and employees thereof directed toward the Application and the Project, be and the same is hereby ratified, approved, and confirmed.

Section 2. That the completed Application submitted to the Governing Body, be and the same is hereby approved and confirmed.

Section 3. That the officers and employees of the Governing Body are hereby directed and requested to submit the completed Application to the Authority for its review, and are further authorized to take such other action as may be requested by the Authority in its consideration and review of the Application and to further proceed with arrangements for financing the Project.

Section 4. All acts and resolutions in conflict with this resolution are hereby rescinded, annulled, and repealed.

Section 5. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 5th day of November, 2019.

John Thompson, Chairman
San Juan College
Board of Trustees

Dr. Pope moved and Mr. Chance seconded to approve the Resolution Authorizing and Approving Application for New Mexico Finance Authority Assistance as presented. **MOTION CARRIED** by unanimous voice vote.

4. FIRE TOWER DEMOLITION AND LAND IMPROVEMENTS

San Juan College's Fire Science Program has relocated to the newly remodeled facility at 800 S. Hutton in Farmington. As such, the now-obsolete fire tower located on the main campus presents safety concerns. In response to these concerns, this project will include demolition and removal of the existing fire tower. The project also provides for land improvements including: clearing and grubbing the site, expanding the Physical Plant yard, installation of new chain link fencing, and addition of a new parking area. Working under the guidance of its Purchasing Department, the College has followed a detailed and documented process to meet all State of New Mexico procurement requirements. The College administration recommends that the contract for this project be awarded to Winters Construction, LLC, through Cooperative Educational Services (CES), at a price not to exceed \$216,720.00 plus gross receipts taxes.

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

Mr. Rasor moved and Mr. Chance seconded to approve the construction contract through Cooperative Educational Services, to be fulfilled by Winters Construction, LLC, in an amount not to exceed \$216,720.00 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

5. FIRST READING AND CONSIDERATION OF BOARD POLICY 903-SMOKE, TOBACCO AND VAPE FREE CAMPUS

To comply with, and exceed, measures of state law that take effect on January 1, 2020, College administration has drafted a new policy for adoption at the December 3, 2019 meeting of the San Juan College Board of Trustees.

The proposed new policy, No. 903 Smoke, Tobacco, and Vape Free Campus states:

I. General

San Juan College is committed to maintaining a healthy environment in which to learn, work, and visit. The use of any and all tobacco products including but not limited to cigarettes, e-cigarettes, vape pens, chewing tobacco, and related products on all College property locations and at all

College events is prohibited. For the purpose of this policy, College property includes inside and outside College buildings, inside College vehicles and rental vehicles, on College grounds, in privately owned vehicles on College property, and at College events.

Effective January 1, 2020, San Juan College is a smoke-, tobacco-, and vape-free campus.

II. Exemptions from this Policy

Ceremonial use of tobacco in connection with the practice of Native American cultural activities as provided by the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a is exempt from this policy.

III. Implementation

The President will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around the school campus. An enforcement protocol, which identifies consequences for students, staff, and visitors who violate the policy, will be created and communicated to all students, staff, and visitors.

This is a first reading of the new policy, only for discussion and consideration at this meeting.

Mr. Chance moved and Ms. Benny seconded to place this proposed policy onto the agenda for the next Board meeting for a second reading and vote.

MOTION CARRIED by unanimous voice vote.

6. CHANGE ORDER TO CONSTRUCTION CONTRACT – 30TH STREET EDUCATION CENTER

On April 23, 2019, the San Juan College Board of Trustees approved a construction contract for the 30th Street Education Center with Winters Construction through Cooperative Educational Services (CES). College administration has identified additional needs for the remodeling and renovation project including access control and entry camera, upgrade to existing Alerton Control System, supply air duct temperature sensors on each floor, and a lighted monument sign at the College's street entrance.

Working under the guidance of its Purchasing Department, the college has followed a detailed and documented process to meet all State of New Mexico procurement requirements. The College administration recommends that a Change Order be approved for Winters Construction, LLC, through CES to complete these upgrades to the 30th Street Education Center at a contract price not to exceed \$185,970.00 plus gross receipts taxes.

This project is funded through the San Juan College local general obligation Series 2019 Bonds.

Mr. Chance moved and Ms. Benny seconded to approve the construction contract change order through Cooperative Educational Services, to be fulfilled by Winters Construction, LLC, in an amount not to exceed \$185,970.00 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, December 3, 2019 at 6:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

A motion was made at 8:03 p.m. by Mr. Rasor and seconded by Mr. Chance 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: Four Corners Well Control vs. San Juan College; San Juan College vs. Four Corners Well Control. **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. Mr. Chance moved and Mr. Rasor seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM K. ADJOURNMENT

Mr. Chance moved and Mr. Rasor seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:37 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Dr. Joseph Pope, Vice-Chairman
San Juan College Board

Date: December 3, 2019