

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
January 7, 2020**

ITEM A. CALL TO ORDER

Mr. Thompson called the meeting to order at 7:22 p.m. The following members were present:

Hoskie Benally, Member
Evelyn B. Benny, Member
R. Shane Chance, Member
Byron Manning, Secretary
Joseph Rasor, Member
Valerie Uselman, 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, Alicia Corbell, Gayle Dean, Rachael Dworsky, Kristie Ellis, Sandy Gilpin, Lucy Haber, Chris Harrelson, Kenny Hibner, Ron Jernigan, Carrie Tsosie-Jim, Cheryl Jordan, Randall Keeswood, Kerri Langoni, Roy Lytle, Eric Miller, Steve Miller, Michael Ottinger, Jeff Parkes, Elizabeth Phelps, Shelley Pickett, Lorenzo Reyes, Chris Rosen, Rhonda Schaefer, Paulette Stanley, Vanessa Tafoya, and Donna Ellis, Board Recorder

Guests: Damron Arfleye, John Dean, Ewa Krakowska, Sam Ribakoff, Mark Uselman, Flo Williams

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Chairman Thompson directed the Oaths of Office for recently elected Board of Trustees Mr. Shane Chance, Mr. Joseph Rasor, and Ms. Valerie Uselman.

iCare Minute Video

The iCare Minute Video presentation was with Sierra Wolfe who is a student in the OTA Program discussing how the College is helping her to graduate through Disability Services.

2. Association Reports

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

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

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

ITEM E. CITIZEN COMMENT

Ms. Elizabeth Phelps spoke about the struggles that our students face and how San Juan College is helping them to overcome these difficulties and succeed.

ITEM F. CONSENT AGENDA

1. December 3, 2019 Work Session Minutes

The December 3, 2019 Work Session Minutes were presented in the Board Packet for approval.

2. Approval of Minutes of Regular Board Meeting on December 3, 2019

The December 3, 2019 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the month ended November 30, 2019 were presented in the Board Packet.

5. Personnel Report

The following appointments were made since the last Board meeting:
Tim Ulrich, IPOP Instructor, School of Energy, effective December 2, 2019;
Frank Romero, Delivery Services Clerk, Auxiliary Services, effective January 6, 2020;
Natalia Sells, Academic Advisor, Counseling and Advising, effective January 6, 2020;
Angie Kirk, Instructor of English, School of Humanities, effective January 13, 2020;
Jean-Paul Konda Ntusi, Assistant Professor of English, School of Humanities, effective January 13, 2020;
John Reese, Instructor of Biology, School of Science, Math, and Engineering, effective January 13, 2020;
Steven Carroll, Employee Relations Specialist, Human Resources, effective January 13, 2020.

Changes: Melissa Newman, Delivery Services Clerk, Auxiliary to Administrative Assistant II, Nursing, effective December 2, 2019.

Separations: Michael Hyman, Environmental Health and Safety Coordinator, Physical Plant, separation of employment, effective November 26, 2019; Terrill Harvey, Building Services Assistant Supervisor, Physical Plant, separation of employment, effective November 29, 2019; Louis Rhinehart, Sr. Grounds Maintenance Worker, Physical Plant-Grounds, separation of employment, effective November 30, 2019; Jessica Moffett, Accounting Technician, Business Office, separation of employment, effective December 9, 2019; Lance Myler, Associate Professor of Biology, School of Science, Math, and Engineering, separation of employment, effective December 9, 2019; Carly Sherwood, Assistant Professor of English, School of Humanities, separation of employment, effective December 20, 2019.

6. Information Report: Catering Activities through College Food Service

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

Recommendation

I recommend the Board accept this information report.

APPROVAL OF CONSENT AGENDA

Mr. Manning 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. APPROVAL OF MID-YEAR FY20 BUDGET REVISION

MIDYEAR BUDGET REVISION – FISCAL YEAR 2019-2020

As discussed in the November 5, 2019 Board of Trustees Work Session, changes in projections for revenue warrant a revision in the current fiscal years' operating budget. The revised projections that cause an increase in revenue include the following:

MIDYEAR BUDGET REVISION – FISCAL YEAR 2019-2020

As discussed in the November 5, 2019 Board of Trustees Work Session, changes in projections for revenue warrant a revision in the current fiscal years’ operating budget. The revised projections that cause an increase in revenue include the following:

| | |
|-----------------------------------------------------------------------|--------------------------|
| State Appropriations – Other | \$ 250,000 |
| Funding for Center of Excellence, Renewable Energy and Sustainability | |
| Local Taxes – Property | \$ 469,064 |
| Per Higher Education Department Estimate, September 2019 | |
| Tuition and Fees | \$ 174,739 |
| Enrollment Increase, Fall 2019 | |
| Other Revenue | \$ 85,000 |
| Use of Fund Balance for UNMUDL/Social Tech and Trades and Technology | |
| Total Increase in FY 2019-2020 Revenue Projections, Midyear | <u>\$ 978,803</u> |

Revised projections in expenditures related to and representing uses of the increases in revenue include the following:

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Salaries | \$ 176,100 |
| New Positions in Dual Credit Management/Support and Center of Excellence | |
| Benefits | \$ 73,639 |
| New Positions in Dual Credit Management/Support and Center of Excellence | |
| Operating Expenses | \$ 842,376 |
| Increased internal charges for IT Services, ID card supplies, Center of Excellence, and various and miscellaneous increases to align with current needs | |
| Travel | \$ 47,711 |
| Emergent Professional Development needs, i.e. Pathways Conference | |
| Equipment | (\$ 17,728) |
| Total Increase in FY 2019-2020 Expenditure Projections, Midyear | <u>\$1,122,098</u> |
| Projected Change to Use of Fund Balance | (\$ 143,295) |

Changes to, and uses of, the Information Technology Renewal and Replacement fund budget include the following:

| | |
|------------------------------------------------------------------------------|--------------------------|
| Original Budget for FY 2019-2020 | \$ 375,000 |
| Midyear Budget Revision | <u>\$ 400,000</u> |
| Revised Total IT Renewal and Replacement Fund Resources, FY 2019-2020 | \$ 775,000 |

Uses for FY 2019-2020 IT Renewal and Replacement Fund Resources:

| | |
|---------------------------------------------------------------------------|--------------------------|
| <i> First Phase of SQL Migration</i> | <i>\$ 250,000</i> |
| <i> Next Wave of Work Station and Laptop Replacements</i> | <i>\$ 343,000</i> |
| <i> Virtual Desktop Infrastructure</i> | <i>\$ 37,000</i> |
| <i> WiFi Replacement</i> | <i>\$ 30,000</i> |
| <i> Hyperconverged Data Center Infrastructure</i> | <i><u>\$ 115,000</u></i> |
| <i>Total Recommended Use of FY 2020 IT Replacement and Repairs Budget</i> | <i><u>\$ 775,000</u></i> |

Mr. Chance moved and Mr. Manning seconded to approve the revised projections for revenue and expenditures for the Fiscal Year 2019-2020 operating budget as well as the revision to the Fiscal Year 2019-2020 Renewal and Replacement Fund for Information Technology uses. **MOTION CARRIED** by unanimous voice vote.

2. WAVE OF PC WORKSTATIONS

A significant number of San Juan College's computers are nearing as many as nine years of use and, as such, are outdated and at the end their economic and technological life. College leadership intends to move forward with another wave of computer replacements. Under the guidance of the College Purchasing Department, pricing pursuant to New Mexico Statewide Price Agreement #60-000-15-00008AM was obtained from Riverside Technologies, Inc. for the acquisition of 217 desktops, 217 monitors, 57 laptops and docking stations.

Each desktop unit will have an i5 processor, 16GB RAM, a 512 GB solid state drive as well as a DVD drive. One 23-inch monitor will be replaced with each desktop. Each laptop unit will have a 14-inch anti-glare screen, i5 processor, 16 GB RAM, 512 GB solid state drive, built-in high definition Webcam, spill-resistant and backlit keyboard as well as the newest Wi-Fi 6 standard which has backwards compatibility with older Wi-Fi standards. Each laptop will come with a new, smaller docking station.

Total purchase price is \$342,364, plus applicable taxes.

Mr. Chance moved and Ms. Benny seconded to approve this purchase from Riverside Technologies, Inc. for \$342,364 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

3. CYTRIX VIRTUAL MACHINES

A virtual desktop means that a user's [Desktop Environment](#) (the icons, wallpaper, windows, folders, toolbars, widgets, etc.) is stored remotely on a server, rather than on a local PC or other client computing device. [Desktop Virtualization](#) software separates the desktop operating systems, applications and data from the hardware client, storing this "virtual desktop" on a remote server.

From an IT perspective, virtual desktops help reduce the time it takes to provision new desktops, and also helps to decrease desktop management and support costs. Experts estimate that maintaining and managing personal computer (PC) hardware and software accounts for 50 to 70 percent of the total cost of ownership (TCO) of a typical PC. Virtual desktops cut these IT labor costs.

Desktop virtualization can also help extend the life of older devices. Unlike a typical PC that has the memory, storage and computing power to run applications and perform tasks on its own, a thin client functions using the computing power residing on networked servers.

<https://www.smallbusinesscomputing.com/webmaster/article.php/3914891/What-is-a-Virtual-Desktop-and-Why-Should-You-Care.htm>

San Juan College intends to purchase 300 Citrix XenDesktop and XenApp virtual desktop licenses on a three (3) year contract. This phase of implementation will alleviate the need to immediately replace some of the College's aging machines, increase functionalities for Center for Workforce Development (CWD) students, and improve efficiencies for proctors in the Testing Center.

This product line of virtual desktop infrastructure software will also help to improve our cybersecurity measures as well as our disaster recovery capabilities. If the anticipated improvements and return on investment achieved in this phase of virtual desktop infrastructure implementation meet expectations, the College's IT leadership foresees expanding this environment in the future.

Under the guidance of the College Purchasing Department, pricing pursuant to Educational and Institutional (E&I) Cooperative Services price agreement # CNR01402 has been obtained for the three (3) year licenses contract from CDW. Total purchase price is \$111,000 over the three years, \$37,000 each year.

Mr. Chance moved and Mr. Manning seconded to approve the purchase of the 300 Citrix XenDesktop and XenApp virtual desktop licenses on a three (3) year contract from CDW utilizing the E&I Cooperative price agreement, in the amount of \$111,000 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

4. HYPERCONVERGED DATA CENTER INFRASTRUCTURE

Hyperconvergence is an IT framework that combines storage, computing, and networking into a single system in an effort to reduce data center complexity and increase scalability. Hyperconverged platforms include a hypervisor for virtualized computing, software-defined storage, and virtualized networking, and they typically run on standard, off-the-shelf servers. Multiple nodes can be clustered together to create pools of shared compute and storage resources, designed for convenient consumption. The next generation of data center modernization, hyperconvergence provides the agility of public cloud infrastructure without relinquishing control of on-premises hardware. The integrated storage systems, servers and networking switches are designed to be managed as a single system, across all instances of a hyperconverged infrastructure. The inherent management capabilities enable ease of use and software-defined storage is expected to yield greater scalability and resource efficiency.

<https://www.networkworld.com/article/3207567/what-is-hyperconvergence.html>

College leadership intends to modernize the data center through use of this next generation technology. Under the guidance of the College Purchasing Department, pricing for the required equipment and services was obtained from Riverside Technologies, Inc. utilizing NM State Price Agreement 60-000-15-00008AN. As such, the College followed a detailed and documented process to meet all State of New Mexico procurement requirements (procurement code sections 13-1-98.A and 13-1-135 cooperative procurement). The total price for this contract is \$115,000 plus applicable gross receipts tax.

Contingent upon Board approval, a purchase agreement will be issued to Riverside Technologies, Inc. for the equipment and services.

Mr. Chance moved and Mr. Manning seconded to approve the HyperConverged Solution purchase from Riverside Technologies, Inc. utilizing the New Mexico State Price Agreement #60-000-15-00008AN, for \$115,000 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

5. FIRST READING OF REVISION TO POLICY 402

Board Policy 402 - Administrative Organization, Section II – Internal Communication, Paragraph C - Employee Associations reads “Employee associations as approved by the Board shall maintain a pro-active, collaborative voice for faculty, professional staff, and support staff. Employee associations shall be represented on the College Council and are advisory to the President.” In that a faculty vote for collective bargaining held on December 2nd and 3rd, 2019 passed in favor of collective bargaining and on December 17th, 2019 the San Juan College Labor Management Relations Board certified the union’s exclusive right of representation of the faculty collective bargaining unit, Board Policy 402 needs to be updated.

The proposed revision to Policy 402 - Administrative Organization, Section II – Internal Communication, Paragraph C - Employee Associations upon first reading states:

Employee Associations: Employee associations as approved by the Board shall maintain a pro-active, collaborative voice for ~~faculty~~, professional staff, and support staff. Employee associations shall be represented on the College Council and are advisory to the President.

Because the union has the privilege of exclusive representation for full-time faculty at San Juan College, this policy revision has the effect of deactivating the Faculty Association.

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

Mr. Chance moved and Mr. Rasor seconded to table the first reading of Policy 402 revision for further discussion and consideration. **MOTION CARRIED** by unanimous voice vote.

6. FIRST READING OF REVISION TO POLICY 900

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

The proposed revision for Policy 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 a first reading of the new policy, only for discussion and consideration at this meeting.

Mr. Chance moved and Ms. Benny seconded to direct staff 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.

7. RECOMMENDATION REGARDING GRUEL VS. SAN JUAN COLLEGE

The Board will go into Closed Session to discuss this item. Should a recommendation result from the Closed Session discussion, the Board will reconvene in Open Session for consideration and action.

Mr. Chance moved and Mr. Rasor seconded for this to be discussed after discussion during the January 7, 2020 Closed Session.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, February 4, 2020 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

A motion was made at 8:19 p.m. by Mr. Chance and seconded by Mr. Rasor 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; Laurie Gruel vs. San Juan College. **MOTION CARRIED** by a unanimous roll call vote.

The Executive Session concluded at 9:19 p.m. and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Mr. Rasor moved and Ms. Benny seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous roll call vote.

ITEM H. RESUMED – INDIVIDUAL ITEMS/NEW BUSINESS

7. RECOMMENDATION REGARDING GRUEL VS. SAN JUAN COLLEGE

A motion was made by Mr. Thompson and seconded by Mr. Manning to recommend that the Board authorize the Executive Vice President to negotiate a settlement with the plaintiff in Gruel vs. San Juan College pursuant to counsel's recommendation. **MOTION CARRIED** by voice vote: 6 in favor and 1 against.

ITEM K. ADJOURNMENT

Mr. Manning moved and Ms. Benny seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 9:21 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Mr. Byron Manning, Secretary
San Juan College Board

Date: February 4, 2020