

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
December 1, 2020**

**ITEM A.     CALL TO ORDER**

This was the ninth meeting which was held in a virtual venue due to the requirements and guidelines from Governor Michelle Luján Grisham’s office regarding the COVID-19 pandemic which allowed for five or less to attend in-person. Social distance and other safety measures were observed. The New Mexico Attorney General’s guidance for the meeting, in compliance with the Open Meetings Act, were followed.

Chairman Rasor called the meeting to order at 5:00 p.m. The following members were present:

Joseph Rasor, Chairman  
R. Shane Chance, Secretary  
Hoskie Benally, Jr., Vice Chairman  
Evelyn Benny, Member  
Byron Manning, Member  
Valerie Uselman, Member

Absent:   John Thompson, Member

**ITEM B.     WELCOME OF GUESTS AND VISITORS**

San Juan College administrators and staff in attendance via Zoom Webinar included: Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Adrienne Forgette, Don Beauregard, Elaine Benally, Jill Bishop, Josh Bishop, Debbie Chalmers, Alicia Corbell, Sherri Cummins, Gayle Dean, Katherine Elliott, Kristie Ellis, Sandy Gilpin, Chris Harrelson, Kenny Hibner, Karen Krob, Roy Lytle, Ron Jernigan, Robert Martinez, Steve Miller, Michael Ottinger, Sherry Paxson, Janet Peterson, Shelley Pickett, Eddy Rawlinson, Lorenzo Reyes, Eileen Richey, Amanda Robles, Chris Rosen, Rhonda Schaefer, Vanessa Tafoya, Carrie Tsosie-Jim, and Donna Ellis, Board Recorder

**ITEM C.     ADOPTION OF AGENDA**

Mr. Chance moved and Ms. Benny seconded to adopt the agenda as presented. **MOTION CARRIED** by unanimous roll call vote.

**ITEM D.     REPORTS**

**1.   Monthly Presentation**

No monthly presentation.

### **iCare Minute Video**

The December iCare Minute Video highlighted a student experience with the Center for Student Careers and Employment.

### **2. Association Reports**

Support Staff Association representative, Ms. Vanessa Tafoya, provided the Board with a report via Zoom.

Student Association representative, Ms. Samantha Bell, provided the Board with a report via Zoom.

Faculty Association representative, Ms. Sherri Cummins, provided the Board with a presentation via Zoom.

Professional Association representative, Ms. Amanda Robles, provided the Board with a report via Zoom.

### **ITEM E. CITIZEN COMMENT**

None.

### **ITEM F. CONSENT AGENDA**

#### **1. November 3, 2020 Work Session Minutes**

The November 3, 2020 Work Session Minutes were presented in the Board Packet for approval.

#### **2. November 3, 2020 Board Meeting Minutes**

The November 3, 2020 Board Meeting Minutes were presented in the Board Packet for approval.

#### **3. Correspondence**

Dr. Pendergrass, Edward DesPlas, and Adrienne Forgette received a thank you card from Virginia Nickels and Teun Fetz from the Music department expressing their appreciation of the support they have received. In addition, they also received letters which were signed by students in the African Drumming Ensemble, Concert Choir, Music Educators' Band, SJC Band, and SJC Orchestra expressing their appreciation of being able to safely attend classes by practicing social distancing measures.

Dr. Pendergrass received an email from Mr. Paul Magnuson who is the Band Director at Northwest Mid-High School in Shiprock expressing appreciation for Teun Fetz and the SJC Music programs.

**4. Financials**

Financial reports for the month ended October 31, 2020 were presented in the Board Packet.

**5. Personnel Report**

The following appointments were made since the last Board meeting: Delshayne John, Help Desk Coordinator, Information Technology Center, effective November 2, 2020; Kaegan Wynas, Computer Specialist, Information Technology Center, effective November 2, 2020; Robert Martinez, Media Technician, Information Technology Center, effective November 9, 2020.

Changes: Audree Penn, Computer Lab Technician. Information Technology Center to Computer Specialist, Information Technology Center, effective November 1, 2020; Kristina Lacey, Instructor-PTA Program, School of Health Sciences to Director/Assistant Professor-PTA Program, School of Health Sciences.

Separations: Ariana Dimas, Facility Manager, HHPC, separation, effective October 10, 2020; Robert Lichtwardt, Security Officer, Public Safety, separation, effective October 31, 2020; Tommy Miller, Security Officer, Public Safety, separation, effective November 8, 2020.

**6. Medical Benefits for Pre-65 Years of Age Participants in San Juan College Retiree Health Care Trust**

On September 5, 2017, the San Juan College Board of Trustees approved the College administration's recommendation to return active employee health benefits to the State of New Mexico group benefits plan, managed by the New Mexico General Services Administration. Because the state group plan does not permit retiree participation, Pre-65 years of age participants in the San Juan College Retiree Health Care Trust will be provided healthcare coverage as follows:

- 1) For plan year 2021, Pre-65 (years of age) retirees and dependents residing in the state of New Mexico will be covered by individual medical policies written by Blue Cross/Blue Shield. Eight silver and bronze coverage plan options will be offered. Participating pre-65 retirees will choose the option that best suits his/her needs.

- 2) Pre-65 retirees and dependents residing outside the state of New Mexico will be offered silver and bronze coverages available from various individual insurance plans offered within their state of residence.

Estimated total cost for the College for the plan year 2021 coverages described above will not exceed \$140,000.

### **Recommendation**

I recommend that the Board approve San Juan College's provision of calendar year 2021 health insurance benefits to Pre-65 years of age participants in the College's Retiree Health Care Trust as herein described.

## **7. Client Relationship Management Software – Third Year Renewal**

In January 2019, the College Board approved a three-year contract with Ellucian for Client Relationship Management Software (CRM). The price was \$270,420 (plus gross receipts tax) for the first year. The price for each subsequent year is \$172,900 per year, plus gross receipts tax. The first of the three-year agreement started on January 1, 2019. The third and final years, of the agreement spans from January 2, 2021 through December 31, 2021.

The following benefits are derived from the CRM software:

- Integrates seamlessly with the College's ERP system
- Leverages staff efforts and makes the client/student-facing functions of SJC's business model more effective.
- Enables recruiters to efficiently and effectively manage their outreach with configurable workflows and automated processes.
- Gives staff access to information that personalizes prospective student targeting and engagement.
- Unifies faculty and staff visibility into student performance to provide greater team integration.
- Pinpoints high priority issues, progress of student cases.
- Permits communication across student success teams.

Funds for these services have been budgeted for fiscal year 2021.

### **Recommendation**

I recommend the Board authorize the College to issue a purchase order to Ellucian for the third year of the approved three-year contract in the amount of \$172,900 plus gross receipts taxes.

## **8. Telephonic Services Extension**

On July 10, 2018, the Board approved a three-year agreement with CenturyLink for provision of telephonic connectivity. As the College is in the final year of the agreement, IT leadership has negotiated a twenty-four month extension that results in stabilized rates for the array of services needed to support telephonic needs through December 1, 2022. The cost of the extension is \$86,348.04 per year or \$172,696.08 for the two-year period. College administration requests the Board grant a 10% contingency, \$17,269.60, in the event that additional telephone numbers or services are required within the twenty-four month extension period. With the contingency, the cost of these telephonic services will not exceed \$189,965.68 plus applicable taxes.

### **Recommendation**

I recommend the Board approve up to \$189,965.68 plus applicable gross receipts taxes for telephonic connectivity from CenturyLink for the twenty-four-month price agreement as herein described.

## **APPROVAL OF CONSENT AGENDA**

Mr. Chance moved and Ms. Benny seconded to take the recommended actions as presented on the Consent Agenda. **MOTION CARRIED** by unanimous roll call vote.

## **ITEM G. OLD BUSINESS**

None.

## **ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS**

### **1. CONSTRUCTION MANAGER-AT-RISK FOR STUDENT HOUSING**

Under the guidance of the College Purchasing Department, a proposal solicitation for Construction-Manager-at-Risk (CMAR) for the student housing project was issued as Request for Proposal #21-47524. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The services will include construction of the 150-bed student housing project of approximately 41,960 square feet as designed by Dekker/Perich/Sabatini (DPS) Architects. Following DPS Architects' completion of construction documents for the project, a guaranteed maximum price will be determined and presented to the Board.

Three proposals for this project were thoroughly reviewed and analyzed by the College's evaluation team for RFP #21-47524. The evaluation team and College leadership has determined that Jaynes Corporation be recommended to be the CMAR for the student housing project.

Mr. Chance moved and Mr. Manning seconded to recommend the Board approve the selection of Jaynes Corporation for construction of the student housing project and that College leadership be authorized to execute a Construction-Manager-at-Risk with Jaynes Corporation. **MOTION CARRIED** by unanimous roll call vote.

## **2. FALL BUDGET ADJUSTMENT REQUEST**

The COVID-19 pandemic has caused a significant decrease in Summer 2020 and Fall 2020 enrollments. The enrollment decline has a significant downward impact on fiscal year 2021 projected revenue. In addition to adjusting the tuition and fees budget, adjustments are recommended for other revenue line items and offsetting adjustments in expenditures budgets.

The adjustments to revenue projections and the measures required to balance the College's budget to reduced Instructional and General resources were detailed in the Board that immediately preceded this meeting.

In summary, a significant reduction in tuition and fees, oil and gas productions taxes, internal services, and auxiliary enterprises revenue were netted against lesser increases property taxes, sales and services and rental income. Overall, the decrease in projected revenues and offsetting decreases in expenditures for current funds each total \$1,091,177.

Revenues and Expenditures for Capital Outlay are each to be increased by \$6,911,659, primarily for the student housing project.

The Renewals and Replacements budget is to be decreased by \$303,614.

Total Change to Unrestricted fund budgets is \$5,516,868.

The Restricted Fund budget requires adjustments to recognize grant amounts not in the original budget approved in April 2020. Most of these adjustments are related to the CARES Act grants, the Perkins grant and State-funded financial aid. The increase in the Restricted Fund budget is \$4,914,351.

Mr. Chance moved and Ms. Benny seconded to recommend the Board approve these Budget Adjustment Requests for fiscal year 2021 and direct staff to advise the New Mexico Higher Education Department of this action. **MOTION CARRIED** by unanimous roll call vote.

## **3. LOCAL LABOR BOARD RESOLUTION**

In March 2020, the Governor signed House Bill 364 into law. This law standardizes the State's local labor boards, including that of San Juan College. The law requires local labor boards to affirm the continued support of both public employers and employees in their jurisdiction and to subsequently adopt standardized rules. The State Labor Board drafted the form of the proposed

amendments. In order to conform to the law, local labor boards must amend their resolutions and send a copy of the amended resolution to the State Labor Board by December 31, 2020. A copy of the entire amended resolution has been provided to the Trustees in advance of this meeting.

Ms. Uselman moved and Mr. Manning seconded to recommend the Board approve the form, adoption, and publication of the amendments to San Juan College's Local Labor Board Resolution. **MOTION CARRIED** by unanimous roll call vote.

#### **4. PRE-PHARMACY PROGRAM**

Pharmacy is a high-demand, high-wage occupation. The demand for pharmacists in San Juan County, New Mexico is expected to increase by 16.5% by 2025; an even greater growth in demand of 20.4% is expected in the four-state region of New Mexico, Utah, Arizona, and Colorado. The median wage for pharmacists is approximately \$62.00/hour. Accordingly, San Juan College and the College of Pharmacy at the University of New Mexico (UNM) have collaborated to ensure a supply of well-trained pharmacists for this region by developing a 3 + 3 degree program that will allow students to earn a Pre-Pharmacy Associates of Science degree and an Advanced Certificate in Pre-Pharmacy. The Associates of Science degree consists of 62 credits inclusive of State of New Mexico general education requirements; the Advanced Certificate is an additional 32 credits of additional coursework, primarily science. Together, the degree and certificate meet all entrance requirements for the College of Pharmacy at UNM. Students at San Juan College are eligible for participation in UNM's "Early Assurance Pack" through which they receive mentoring and access to UNM's summer program. After acceptance to the College of Pharmacy and the completion of their first year, students are awarded a Bachelor's of Science at UNM; upon completion of an additional two years, students graduate with a Doctor of Pharmacy degree, moving from an Associate of Science to a Doctor of Pharmacy in a total of six (full-time) years. This program requires no new resources, facilities or equipment, and offers exceptional value to students seeking careers as health-care providers.

Mr. Chance moved and Ms. Benny seconded that the Board approve the Pre-Pharmacy Associate of Science degree and the Advanced Certificate in Pre-Pharmacy to begin in the Fall of 2021. **MOTION CARRIED** by unanimous roll call vote.

#### **ITEM I. ANNOUNCEMENT OF NEXT MEETING**

The date of the next regular meeting will be **Tuesday, January 5, 2021 at 7:00 p.m.** in the San Juan College Board Room.

**ITEM J.      CLOSED SESSION**

None.

**ITEM K.      ADJOURNMENT**

Mr. Chance moved and Ms. Uselman seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 5:35 p.m.

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Mr. Joseph Razor, Chairman  
San Juan College Board

ATTEST:

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

Date: January 5, 2021