

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
February 2, 2021**

ITEM A. CALL TO ORDER

This was the eleventh 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 7:23 p.m. The following members were present:

Joseph Rasor, Chairman
Hoskie Benally, Jr., Vice Chairman
R. Shane Chance, Secretary
Evelyn Benny, Member
Byron Manning, Member
John Thompson, Member
Valerie Uselman, 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, Karen Acree, Don Beauregard, Jill Bishop, Josh Bishop, Debbie Chalmers, Alicia Corbell, Sherri Cummins, Gayle Dean, Rachael Dworsky, Katherine Elliott, Sandy Gilpin, Hannah Grover, Chris Harrelson, John Hoff, Karen Krob, Brandie Lovato, Jeanette Lukowski, Roy Lytle, Ron Jernigan, Samantha Kelly, Kris Kraly, Kerri Langoni, Carmen Martinez, Robert Martinez, Steve Miller, Michael Ottinger, Sherry Paxson, Elizabeth Phelps, Eddy Rawlinson, Lorenzo Reyes, Eileen Richey, Robert Richey, Amanda Robles, Chris Rosen, Rhonda Schaefer, Linda Schwinghammer, Paulette Stanley, Danielle Sullivan, Vanessa Tafoya, Carrie Tsosie-Jim, Jeanne Winchell, Gerald Williams, Annie Willmon, and Donna Ellis, Board Recorder

Guests: Samantha Bell, Luke Salganek

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

This month’s presentation is titled “Invisible Dangers; Unseen Heroes – Killing Germs at San Juan College”. Chris Harrelson, Senior Director of the Physical Plant and Robert Richey, Custodial Supervisor, will outline and describe the resources that the College directs to infection control and health through custodial operations and germ fighting technologies.

iCare Minute Video

The February iCare Minute Video will highlight Ms. Calvina Jackson who will share her experience as a non-traditional student at San Juan College.

2. Association Reports

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

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

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.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. January 5, 2021 Work Session Minutes

The January 5, 2021 Work Session Minutes were presented in the Board Packet for approval.

2. January 5, 2021 Board Meeting Minutes

The January 5, 2021 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. **Financials**

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

5. **Personnel Report**

The following employment actions were made since the last Board meeting:

Appointments: Eric Loughridge, Security Officer, Public Safety, effective January 1, 2021; Nicholas Jew, Associate Director, Center for Workforce Development, effective January 4, 2021; Amy McNelis-Lunn, Kitchen Manager, Enterprise Center, effective January 11, 2021; Guillermo Rodriguez, Assistant Building Services Supervisor, Physical Plant, effective January 11, 2021; Bernadine Finchman, Administrative Assistant II, SJC West, effective January 12, 2021.

Changes: None.

Separations: Katara Dan, Admissions Advisor, Office of Admissions, separation, effective January 8, 2021.

6. **Information Report – KSJE Audited Financial Statements for Fiscal Year Ended June 30, 2020**

As a recipient of a community service grant from the Corporation for Public Broadcasting, San Juan College's radio station, KSJE, is required to have a separate set of audited financial statements when its annual revenue exceeds \$300,000. For the year ended June 30, 2020, KSJE's revenue totaled \$317,887. Accordingly, financial statements have been prepared for KSJE. Accounting firm Cordova CPAs, LLC has audited the financial statements and issued an unmodified opinion thereon.

It should be noted:

- In Fiscal Year 2020, KSJE's total operating revenue exceeded its total operating expenses by \$27,577.
- San Juan College's direct support of KSJE is 36% of its total operating revenues.

KSJE Radio Station's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2020 has been distributed to all San Juan College Trustees in advance of this meeting.

Recommendation

I recommend the Board acknowledge and accept KSJE's Audited Financial Statements for the year ended June 30, 2020.

7. Information Report – Student Re-engagement and Debt Deferral Program

At the November 3, 2020 meeting of the San Juan College Board of Trustees, the Student Re-engagement and Debt Deferral Program was approved. The program, now promoted under the name “Back To Your Future”, was designed to achieve the following objectives:

- Re-engage and re-enroll former students excluded from enrollment due to an aged and outstanding debt to San Juan College.
- Recapture lost enrollments.
- Increase the number of degree and certificate completions.
- Improve the qualifications and job-readiness of the area’s workforce.
- Generate additional tuition and fee revenue.

Spring 2021 is the first semester in which the “Back To Your Future” program has been offered to eligible participants. Shown below are metrics related to the initial success of this program.

Number of Participants: 22
Total Credit Hour Enrollment of Participants: 208
Total Tuition and Fees Generated through Participants, Spring 2021: \$18,568

Total Old Debt Held by Participants: \$15,189

Recommendation

I recommend the Board review and acknowledge this information.

APPROVAL OF CONSENT AGENDA

Mr. Thompson moved and Mr. Chance 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. GUARANTEED MAXIMUM PRICE FOR STUDENT HOUSING

Under the guidance of the College Purchasing Department, a proposal solicitation for construction manager at risk was issued as Request for Proposal #20-47524. The College followed a detailed and documented

process to meet all State of New Mexico procurement requirements. Jaynes Corporation was previously approved as the project Construction Manager at Risk. Based on the 50% Construction Documents and subsequent owner adjustments to the scope of the project, the Guaranteed Maximum Price (GMP) has been determined to be \$10,532,138. This amount is within the construction budget financed by the New Mexico Finance Authority Public Projects Revolving Fund loan #PPRF-5133.

College administration recommends an owner's contingency of \$875,000 be established. The owner's contingency is not a part of the GMP and is to be used to fund items that are considered changes in the scope of work. It is also to be used to cover unknown costs in design, unforeseen construction conditions, or furniture, fixtures and equipment, and soft cost budget gaps. If approved, the owner's contingency will be underwritten by use of fund balance.

Mr. Chance moved and Mr. Thompson seconded to approve the Guaranteed Maximum Price of \$10,532,138 from Jaynes Corporation for construction of Student Housing and that a blanket purchase order be authorized to encumber necessary funds and to also approve the provision of an owner's contingency of \$875,000. **MOTION CARRIED** by unanimous roll call vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, March 2, 2021 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

A motion was made at 8:02 p.m. by Mr. Manning and seconded by Mr. Thompson for the Board to meet in Executive Session subject to the exception in NMSA 1978, Section 10-15-1(H)(7) of the Open Meetings Act to discuss: Therese Millis vs. San Juan College. **MOTION CARRIED** by unanimous roll call vote.

The Executive Session concluded at 8:18 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. Thompson seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous roll call vote.

ITEM K. ADJOURNMENT

Mr. Chance moved and Mr. Manning seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 8:23 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

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

Date: March 2, 2021