

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

ITEM A. CALL TO ORDER

This was the twelfth 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 ten 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 7:04 p.m. The following members were present:

Joseph Rasor, Chairman
R. Shane Chance, Secretary
Evelyn Benny, Member
Byron Manning, Member
John Thompson, Member
Valerie Uselman, Member

Absent: Hoskie Benally, Jr., Vice Chairman

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, Elaine Benally, Don Beauregard, Josh Bishop, Debbie Chalmers, Alicia Corbell, Sherri Cummins, Gayle Dean, Katherine Elliott, Sandy Gilpin, Chris Harrelson, Jana Harris, John Hoff, Karen Krob, Roy Lytle, Ron Jernigan, Shawna Kemper, Kerri Langoni, Robert Martinez, Steve Miller, Michael Ottinger, Jeff Parkes, Sherry Paxson, Elizabeth Phelps, Shelley Pickett, Eddy Rawlinson, Lorenzo Reyes, Eileen Richey, Amanda Robles, Chris Rosen, Rhonda Schaefer, Linda Schwinghammer, Paulette Stanley, Danielle Sullivan, Vanessa Tafoya, Carrie Tsosie-Jim, Gerald Williams, and Donna Ellis, Board Recorder

Guest(s): Samantha Bell

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Shawna Kemper, Director for the Department of Nursing, gave a presentation on the Nursing program and how they achieved a 100% pass rate on licensure exams by supporting students through the pandemic. She will also report on the recent successful accreditation site visit by both the New Mexico Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN).

iCare Minute Video

The iCare Minute Video featured Ms. Carrie Tsosie-Jim, Senior Research and Equity Analyst and Ms. Gayle Dean, Director of SJC Foundation talking about the Chevron Grant and how it will support equity, diversity, and inclusion initiatives.

2. Association Reports

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.

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

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. February 2, 2021 Work Session Minutes

The February 2, 2021 Work Session Minutes were presented in the Board Packet for approval.

2. February 2, 2021 Board Meeting Minutes

The February 2, 2021 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the month ended January 31, 2021 were presented in the Board Packet.

5. Personnel Report

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

Appointments: Nicholas Elsbury, Edge Program Advisor, EDGE/Trio Program, effective February 1, 2021;

Changes: Eric Thomas, Custodian, Physical Plant to Custodial Crew Leader, Physical Plant, effective February 1, 2021.

Separations: Desiree Hutchens, HR Technician, Human Resources, separation, effective February 3, 2021; Debra Simonson, Coordinator-Assistant Professor, School of Trades and Technology–Cosmetology, effective February 9, 2021.

6. 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.

7. Third Year of Three-Year License for Microsoft Products

The College has over 2,800 desktop and laptop computers in service. Students, faculty, and staff use an array of Microsoft software products such as Windows, Outlook, Word, Excel, Power Point, and One Note on a daily basis. Other Microsoft products in use at San Juan College include One Drive, Office 365 Cloud Security, Windows Defender, Sharepoint, Microsoft Project, and Visio. Last year's license cost for Microsoft products was \$81,812 plus applicable gross receipts tax.

Due to the pandemic-caused need to support faculty, staff, and students in a remote environment, the College has added a few services to our contract. Working with the College's Purchasing Department to obtain pricing through the University of New Mexico's price agreement, the College has added Microsoft Teams for webinar/video conferencing, and Cloud Azure DNS Server. Additionally, the College plans to add more SQL licenses for the SQL Migration Project for more testing and growth, and more power BI pro licenses to enable use of its reporting capabilities.

The cost of the third year of Microsoft software products will not exceed \$150,000 plus gross receipts taxes.

Recommendation

I recommend the Board approve the third-year license agreement for Microsoft software products at a total not to exceed \$150,000 plus gross receipts tax.

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

1. SECOND READING – REVISION TO BOARD POLICY NO. 502

Revisions to Board Policy No. 502 Human Resources, Employment Separation II. Reduction in Force (RIF). In general, recommendations for policy revision cause:

a change in General Provision and Philosophy,
clarification that termination of employment due to the end of a grant is not subject to the RIF policy,
clarification that the Board delegates to the President selection of employees that will be subject to a RIF,
clarification in the Criteria for Reduction-in-Force of Faculty and Staff, and recognition that notice a RIF for Faculty that are members of a collective bargaining unit will be provided in accordance with the requirements within the collective bargaining agreement.

The revision underwent a first reading at the January 5, 2021 Board meeting. At the direction of the Board, the policy revision was brought to the Board's Work Session on February 2, 2021 wherein a thorough discussion of the policy and the proposed revision took place. It was requested that adjustments in the revised policy be made and the matter be brought back to the Board for

further consideration and disposition. Accordingly, this is the second reading of the proposed revision to Policy No. 502. The policy revision was made available to the Trustees in advance of this meeting. The proposed revision to Policy No. 502 reads:

“II. Reduction-in-Force

- A. General Provisions and Philosophy: The College generally manages employee reductions through means such as retirements, resignations, or other types of normal attrition. However, employees of San Juan College may be subject to reduction-in-force as a result of various factors, including but not limited to, lack of work relevant to their position, declining enrollment, lack of funding, reorganization of a department or program, or other institutional needs. Separation of employees due to grant funding becoming unavailable is not subject to the procedures contained herein.

The San Juan College Board recognizes that the College may be required to curtail or delete certain programs at the same time that other programs are being retained, expanded, or added depending upon educational requirements as determined by the College. Programs and services most necessary to meet the educational needs of the students and community, consistent with the established priorities and objectives of the College, are of the highest priority for retention when a reduction-in-force is being considered.

- B. The Board delegates to the President the following duties:
1. Determination of the necessity of a reduction-in-force;
 2. Determination of the program areas within which reductions-in-force will occur in accordance with the guidelines;
 3. Selection of employees that will be subject to a reduction-in-force; and
 4. Administration of procedures for effecting the reduction-in-force.

C. Criteria for Reduction-in-Force of Faculty and Staff:

1. The President shall work with the College Administration to identify programs, departments, services, and employees that may be subject to a reduction-in-force. In determining whether a reduction of a program, department, or service is appropriate, the President shall consider whether the program, department, or service is necessary to meet the educational needs of the students

and community, consistent with the established priorities and objectives of the College. In determining whether a reduction of an employee's position at the College is necessary, the President may consider the employee's job performance and competency in service, the length of time the employee has been continuously employed by the College, whether the employee's job duties may be performed by others, whether there is sufficient work at the College to justify the employee's continued employment, and any other criteria deemed relevant by the President. An employee shall not be selected for a reduction-in-force on the basis of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, disability, veteran status, or in retaliation for participation in a legally protected activity.

2. The President may reassign affected employees into other open positions at the College for which the person is qualified in the judgment of the President.

D. Notice of Reduction-in-Force: Should a reduction-in-force become necessary, the President, or the President's designee, will notify the San Juan College Board and the affected employees. The notice will state the reason for the reduction-in-force and shall state that this policy governs procedures for review of the reduction-in-force. The notice shall provide the effective date of the reduction-in-force. Salary and benefits shall cease the day following the effective date of reduction-in-force.

1. Reduction-in-Force of Faculty

Notice of a reduction in force for Faculty that are members of a legal bargaining unit will be provided in accordance with the requirements set forth in any collective bargaining agreement entered into between the College and the applicable bargaining unit and effective on the date of the issuance of the notice.

2. Reduction-in-Force of Other Employees

Notice of a reduction in force for Employees, other than those subject to Paragraph D (1) above, that are affected by a reduction-in-force shall be provided at least thirty (30) days written notice prior to the reduction-in-force. Terminated employees will be eligible for benefits as described in the *Professional and Support Staff Handbook* and the *Faculty Handbook*.

E. Grievance/Appeal Procedures: All employees affected by reduction-in-force may appeal the decision through the employee appeal

procedures for termination as outlined in the *Professional and Support Staff Handbook* and the *Faculty Handbook*.”

Mr. Manning moved and Ms. Benny seconded to approve the revision to Policy No. 502, to be effective March 3, 2021. **MOTION CARRIED** by unanimous voice vote.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. CHANGE IN DATE FOR MAY BOARD MEETING

Based on discussions with the Trustees during the March Work Session, the May Board Meeting will be moved to April 27, 2021. The Work Session will be scheduled for 5:00 p.m. and the Board Meeting will be scheduled for 7:00 p.m.

Mr. Chance moved and Ms. Benny seconded to approve the date of April 27, 2021 for the May Board Meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, April 6, 2021 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Mr. Manning moved and Ms. Uselman seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 8:00 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

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

Date: April 6, 2021