

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
July 6, 2021**

ITEM A. CALL TO ORDER

Chairman Rasor called the meeting to order at 7:13 p.m. The following members were present:

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

Absent: Evelyn Benny, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance included:
Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Adrienne Forgette,
Josh Bishop, Debbie Chalmers, Alicia Corbell, Sherri Cummins,
Katherine Elliott, Sandy Gilpin, Kenny Hibner, Ron Jernigan, Kerri Langoni,
Melissa Lillie, Robert Martinez, Mike Offutt, Michael Ottinger, Janet Peterson,
Eddy Rawlinson, Lorenzo Reyes, Chris Rosen, Rhonda Schaefer,
Linda Schwinghammer, Lisa Snyder, Paulette Stanley, Carrie Tsosie-Jim, and
Donna Ellis, Board Recorder

Guests: Rachel Thomas

Dr. Pendergrass introduced Dr. Lisa Snyder, Dean–School of Humanities.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Alicia Corbell gave a presentation on the Center for Excellence.

iCare Minute Video

The iCare Minute Video featured San Juan Regional Medical Center presenting a Code Blue award to San Juan College. Code Blue awards are handed out to Emergency Medical Services (EMS) first responders and community partners whose treatment restarted a patient's heart during a cardiac arrest. This video included interviews with staff from San Juan College and San Juan Regional Medical Center.

2. Association Reports

Professional Association representative, Ms. Linda Schwinghammer, provided the Board with a report.

Support Staff Association representative, Ms. Melissa Lillie, provided the Board with a report.

No Student Association report was provided this month.

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

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. May 27, 2021 Special Meeting Minutes

The May 27, 2021 Special Meeting Minutes were presented in the Board Packet for approval.

2. June 1, 2021 Work Session Minutes

The June 1, 2021 Work Session Minutes were presented in the Board Packet for approval.

3. June 1, 2021 Board Meeting Minutes

The June 1, 2021 Board Meeting Minutes are presented in the Board Packet for approval.

4. Correspondence

Dr. Pendergrass received a thank you card from Ms. Ginger Palmer, Interim Executive Director/Donor Development Director at San Juan Medical

Foundation thanking the College for attending the presentation on the Building Wings Children's Campaign for San Juan Regional Medical Center.

Dr. Pendergrass received a letter from Mr. Jeff Bourgeois, President/CEO of San Juan Regional Medical Centers and Ms. Sherry Galloway, Chair/Board of Directors at San Juan Regional Medical Center thanking the College for the donation to the Building Wings Campaign which will enhance San Juan College's students' experience as they complete their clinical rotations.

Dr. Pendergrass received a thank you card from Ms. Ginger Palmer, Interim Executive Director/Donor Development Director at San Juan Medical Foundation expressing gratitude for the kindness and generosity the College has shown to San Juan Medical Foundation and San Juan Regional Medical Center through the support of the Building Wings Pediatric Campaign.

5. Financials

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

6. Personnel Report

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

Appointments: Meriah Caldera, Custodian, Physical Plant, effective June 1, 2021; Ricardo Cuevas, Equipment Maintenance Worker, HHPC, effective June 1, 2021; Julian Cordova, Custodian, Physical Plant, effective June 7, 2021; Leonard Brown, Custodian, Physical Plant, effective June 14, 2021; Mallory Jones, Administrative Assistant II, Native American Center, effective June 14, 2021.

Changes: No Changes.

Separations: Stephen Jarhling, Dark Room Technician, School of Humanities, separation of employment, effective May 13, 2021; Danielle Sullivan, Associate Professor-English, School of Humanities, separation of employment, effective May 30, 2021; Meriah Caldera, Custodian, Physical Plant, separation of employment, effective June 9, 2021; Julian Cordova, Custodian, Physical Plant, separation of employment, effective June 10, 2021; Vanessa Tafoya, Administrative Assistant II, Guided Pathways for Students, separation of employment, effective June 18, 2021; Danielle Burbank, Librarian, Library, separation of employment, effective June 25, 2021; Donald Allen, Education Skills Specialist, Student Achievement Center, retiring, effective June 30, 2021; James Barnes, Associate Professor-Physics and Engineering, School of Science, Math, Engineering, retiring, effective June 30, 2021; Carl Bickford, Professor-Engineering, School of Science, Math, Engineering, effective June 30, 2021; Andrew Fuller, Instructor of

English, School of Humanities, separation of employment, effective June 30, 2021; Daniel Garcia, Instructor and Advisor, Academic and Career Engagement Center, separation of employment, effective June 30, 2021; Kathryn Jensen, Administrative Assistant II, Student Achievement Center, retiring, effective June 30, 2021; Angie Kirk, Instructor-English, School of Humanities, separation of employment, effective June 30, 2021; Leslie Lyautey, Custodian, Physical Plant, separation of employment, effective June 30, 2021; Kelly Maxwell, Painter, Physical Plant, separation of employment, effective June 30, 2021; Michael Meherg, Financial Aid Advisor, Financial Aid, separation of employment, effective June 30, 2021; Patricia Pope, Administrative Assistant II, Center for Workforce Development-Enterprise Center, retiring, effective June 30, 2021; James Shorty, Custodial Crew Leader, Physical Plant, separation of employment, effective June 30, 2021; Joseph Verce, Assistant Professor-Business, School of Business, Information Technology, Social Sciences, separation of employment, effective June 30, 2021; LuAnn Walton, Assistant Professor-Developmental Math, School of Math, Science, Engineering, retiring, effective June 30, 2021; Richard Wynne, Custodian, Physical Plant, separation of employment, effective June 30, 2021; Paulanna Zamora, Senior Accounting Technician, Business Office, separation of employment, effective June 30, 2021.

7. 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.

8. Approval of Open Meeting Notice Resolution

SAN JUAN COLLEGE

OPEN MEETING NOTICE RESOLUTION

WHEREAS, the SAN JUAN COLLEGE BOARD met in regular session at San Juan College on July 6, 2021 at 7:00 p.m. as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a

quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the San Juan College Board to determine annually what constitutes reasonable notice of its public meetings,

NOW, THEREFORE, BE IT RESOLVED by the San Juan College Board that:

- 1) All meetings shall be held at San Juan College 30th Street Education Center, 3401 East 30th Street, Farmington, New Mexico, at 7:00 p.m. or as indicated in the meeting notice. Work Sessions shall be held at San Juan College 30th Street Education Center, 3401 East 30th Street, Farmington, New Mexico, at 5:00 p.m. or as indicated in the meeting notice.
- 2) Unless otherwise specified, regular meetings shall be held each month on the first Tuesday. The agenda will be available at least seventy-two (72) hours prior to the meeting from the Board Recorder, whose office is located at San Juan College, 4601 College Boulevard, Farmington, New Mexico and on the San Juan College website at www.sanjuancollege.edu. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
- 3) Special meetings may be called by the Chairman or a majority of the members upon three (3) days notice. The notice shall include a draft agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The draft agenda shall be available to the public at least seventy-two (72) hours before any special meeting with a final agenda available thirty-six (36) hours before any special meeting.
- 4) Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The San Juan College Board will avoid emergency meetings whenever possible. Emergency meetings may be

called by the Chairman or a majority of the members upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, San Juan College will notify the Attorney General's Office of the emergency actions taken by the Board and the circumstances creating the emergency.

- 5) For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place, and agenda is placed in newspapers of general circulation in the state and posted at the Educational Services Building at San Juan College. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings. Copies of the written notice shall also be posted on the San Juan College website at www.sanjuancollege.edu.
- 6) For the purposes of special meetings and emergency meetings described in paragraph 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place, and agenda is provided by telephone to newspapers of general circulation in the state and posted at the Educational Services Building at San Juan College. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. Copies of the written notice shall also be posted on the San Juan College website at www.sanjuancollege.edu.
- 7) In addition to the information specified above, all notices shall include the following language: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the President's Office at [\(505\) 566-3209](tel:5055663209) at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.
- 8) Use of conference telephone, generally available virtual meeting platform (such as Zoom or MS Teams, etc.), or similar communications equipment for board members to participate in meetings of the San Juan College Board of Trustees when it is otherwise difficult or impossible for the board member to attend in person is permissible, provided that each member participating by conference telephone can be identified when speaking, all participants

are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting.

The Administration shall assure that any equipment acquired for this purpose meets the conditions of Section 10-15-1(C) relating to the ability to identify participants and the ability by members of the board and public to hear the proceedings.

- 9) The San Juan College Board may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
 - (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the San Juan College Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
 - (b) If the decision to hold a closed meeting is made when the San Juan College Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
 - (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
 - (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the San Juan College Board in an open public meeting.

Passed by the San Juan College Board this 6th day of July 2021.

Mr. Joseph Rasor, Chairman
San Juan College Board

Mr. Hoskie Benally, Vice Chairman
San Juan College Board

Recommendation

I recommend the Board of Trustees approve the Open Meeting Resolution as presented.

9. Revision to Support Staff Association Bylaws

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.” As such, the Board has been deemed to be the authority to approve revisions to employee association bylaws. The Support Staff Association has engaged in crafting revisions to its bylaws, invited executive leadership review and comment, and is hereby requesting Board review and approval of same. Trustees have been provided with the redlined, revised bylaws document in advance of this meeting.

Recommendation

I recommend the Board of Trustees approve the revisions to the Support Staff Association Bylaws, effective July 7, 2021.

10. Amendments to CampusWorks Contract

CampusWorks is San Juan College’s contracted vendor to provide remote IT services to augment San Juan College’s talent pool and staff power in areas including, but not limited to, IT strategies and planning, information and systems’ security, Colleague ERP programming, customization and reporting, and other technical assistance as required by the College. In April 2021 in order to meet project management needs caused by an unfilled position within San Juan College IT, College leadership requested and received Board approval for additional services to be added the contract, split between fiscal years 2021 and 2022.

College leadership recommends that the fiscal year 2022 CampusWorks contract be amended to include additional services for team-building

facilitation, recruitment and selection services for an IT Project Manager, and inclusive and comprehensive strategic plan facilitation to assist the college in crafting and initiating the strategic directions and plan for the next five years. The cost for these additional services total \$107,000 plus travel, estimated at \$15,000, and gross receipts taxes.

Funding for this contract is budgeted in the General Fund.

Recommendation

I recommend the Board of Trustees approve the amendments to the CampusWorks contract at a total additional cost of \$122,000 plus gross receipts taxes in Fiscal Year 2022.

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 voice vote.

ITEM G. OLD BUSINESS

None.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. FIRST READING – REVISION TO BOARD POLICY NO. 701

To align with San Juan College’s current organizational structure and to clarify responsibilities for admission requirements, a proposed revision to Board Policy Number 701 II is recommended for the Board’s consideration. The revised version of the proposed revision is below.

II. Admissions Requirements

General admissions requirements and ~~specific course and~~ program admission requirements will be outlined in the College Catalog and the Student Handbook. ~~All~~ General admission procedures shall be under the direct supervision of the ~~Senior Director of Enrollment Services~~ Dean of Students and subject to review and action by the Vice President for Student Services. Specialized accreditation and/or selective program admission requirements will be under the direct supervision of the Dean of the school and subject to review and action by the Vice President for Learning.

This is the “first reading” of the new policy, for Board discussion only, at this meeting.

Ms. Uselman moved and Mr. Thompson seconded to place this policy revision on the agenda for the Board of Trustees meeting to be held on August 3, 2021 for the second reading and a vote to take action on this proposed policy revision. **MOTION CARRIED** by unanimous voice vote.

2. SECURITY AND ACCESS CONTROL SYSTEM EXPANSION

Students, faculty, staff, and public expectations for increasingly effective safety measures in colleges and schools have become heightened in the wake of tragedies that have affected too many communities. Surveillance and access control functionalities are now basic precautionary necessities. The College's current access control system is being improved to meet these and other emerging needs as the environment in which the College operates becomes more complex from a safety and security standpoint.

Leadership within the College's Physical Plant Department and Department of Public Safety have explored a number of solutions for San Juan College's need for enhanced safety measures. Next Level Inc. has provided recommended solutions and pricing through Cooperative Educational Services (CES), contract # 2020-13N-C117-1, to expand the current access control system. This, the remainder of the second phase, will provide further door hardware enhancements that will bring College egress points into compliance with the overall access control system plan and design as well as cause enhancements to access control on doors throughout the campus.

Under the guidance of the College Purchasing Department, pricing for the purchase of Next Level Security Solutions under CES contract #2020-13N-C117-1 has been obtained. The purchase price is \$140,000 plus applicable taxes, funded by the remaining amounts from two special appropriations from the State of New Mexico - one in the amount of \$200,000 and the other in the amount of \$100,000.

Mr. Chance moved and Mr. Manning seconded to approve this purchase through Cooperative Educational Services from Next Level Inc. and that a purchase order be authorized for \$140,000 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

3. SECURITY AND ACCESS CONTROL AND SURVEILLANCE SYSTEM EXPANSION PHASE 3

The College's current access control and security systems are being improved to meet the safety and security needs of the changing and more complex environment in which the College operates.

Leadership within the College's Physical Plant Department and Department of Public Safety have explored a number of solutions for San Juan College's need for enhanced access and surveillance for our community. Next Level Inc. has provided recommended solutions and pricing through Cooperative

Educational Services (CES), contract # 2020-13N-C117-1, to expand the current access and surveillance systems. This, phase 3, will provide additional equipment and installation of improvements to an electronic facilities access and public safety surveillance system to include electronic door locks, sensors and cameras.

Under the guidance of the College Purchasing Department, pricing for the purchase of Next Level Security Solutions under CES contract #2020-13N-C117-1 has been obtained. The purchase price is \$900,000 plus applicable taxes, funded by special appropriations from the State of New Mexico.

Mr. Manning moved and Mr. Chance seconded to approve this purchase through Cooperative Educational Services from Next Level Inc. and that a purchase order be authorized for \$900,000 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

4. PAY DIFFERENTIAL FOR STUDENT EMPLOYEES IN OFF-CAMPUS INTERNSHIPS

San Juan College was selected as a participant in the Federal Work Study Experimental Site Initiative. This initiative was discussed at the June 1, 2021 Board of Trustees Work Session. This initiative will add additional internship and work experience opportunities for students in their respective fields, in areas that may not be represented in on-campus positions. San Juan College can assist employer partners with student wages, which are paid with student work-study funds students obtain through Financial Aid.

College administration is proposing an hourly rate differential for these off-campus positions. The current hourly rate for on-campus student worker (work-study) positions is \$10.50/hour. Factors that support a higher hourly rate for off-campus positions include increased complexity, less flexible work schedules than on-campus positions, and additional costs such as transportation, work boots, and work clothing. Hourly rates will range from \$11.50–\$13.00/hour, dependent upon the hourly rate of regular workers, complexity of the work, and labor intensiveness. Board approval is needed for differential pay for these internships.

Mr. Chance moved and Mr. Thompson seconded to approve differential pay for off-campus internship positions as herein described. **MOTION CARRIED** by unanimous voice vote.

5. RENEWAL OF PRESIDENT’S CONTRACT

As the second year of President Toni Hopper Pendergrass’ three-year contract has ended, the Board is required by contract to extend President Pendergrass’ contract by another three years should it wish to retain Dr. Pendergrass

beyond the current contract, June 30, 2022. Extension of the President's employment is accomplished through a new contract, effective July 1, 2021 through June 30, 2024.

Effective July 1, 2021, the President is eligible for a 1.5% salary increase as granted by state appropriation.

Trustees were provided a copy of the new contract form in advance of this meeting.

Mr. Thompson moved and Ms. Uselman seconded to approve the new three-year contract to Dr. Toni Hopper Pendergrass to begin July 1, 2021. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, August 3, 2021 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Mr. Thompson moved and Mr. Chance seconded the motion to adjourn the meeting. Chairman Rasor adjourned the meeting at 8:09 p.m.

Mr. Joseph Rasor, Chairman
San Juan College Board

ATTEST:

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

Date: August 12, 2021