

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
November 9, 2021**

ITEM A. CALL TO ORDER

Chairman Razor called the meeting to order at 7:06 p.m. The following members were present:

Joseph Razor, 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 included:
Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Adrienne Forgette, Kerri Langoni, Josh Bishop, Debbie Chalmers, Alicia Corbell, Sherri Cummins, Gayle Dean, Katherine Elliott, Sandy Gilpin, Jason Hayes, Kenny Hibner, Ron Jernigan, Ruben Johnson, Kris Kraly, Karen Krob, Roy Lytle, Robert Martinez, Mike Offutt, Michael Ottinger, Jeff Parkes, Sherry Paxson, Eddy Rawlinson, Lorenzo Reyes, Chris Rosen, Rhonda Schaefer, Linda Schwinghammer, Paulette Stanley, Carrie Tsosie-Jim, and Donna Ellis, Board Recorder

Guest(s): Samantha Bell, Seth Bingham

Dr. Pendergrass recognized Mr. Jason Hayes who was named “Teacher of the Year” by the New Mexico Association of Career Technical Educators.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Dr. Lorenzo Reyes, Associate Vice President and Dean of Workforce and Economic Development, gave a report on the Health Profession Opportunity Grant (HPOG).

iCare Minute Video

This month's iCare Minute Video featured Mr. Michael Thomas who shared his gratitude for the Health Profession Opportunity Grant (HPOG).

Ms. Jeanne Winchell, SJC Workforce Development Specialist, talked about HPOG and the difference it is making in the lives of our students.

2. Association Reports

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

Support Staff Association representative, Mr. Mike Offutt, provided the Board with a report.

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

Faculty Association representative, Ms. Kris Kraly, provided the Board with a report.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. October 5, 2021 Work Session Minutes

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

2. October 5, 2021 Board Meeting Minutes

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

3. Correspondence

Dr. Pendergrass received a letter from the Caliente Community Chorus Board members expressing gratitude and thanking the College for allowing them the use of the Henderson Fine Arts Center for weekly rehearsals.

4. Financials

Financial reports for the month ended September 30, 2021 were presented in the Board Packet.

5. Personnel Report

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

Appointments: Alanna Chee, Administrative Assistant to the Vice President, Office for Learning, effective October 1, 2021; Joshua Lipnick, Customer Relationship Management Specialist, Student Services, effective October 4, 2021; Carli Pauly, Administrative Assistant II, EDGE, effective October 4, 2021; Justin Nichols, Coordinator, Veterans Center, effective October 11, 2021; Haley Parson, Academic Advisor, Advising Center, effective October 13, 2021; Harlan Bloom, Custodian, Physical Plant, effective October 18, 2021; Bobfina Bileen, Custodian, Physical Plant, effective October 18, 2021; Kritsti Thomas, Custodian, Physical Plant, effective October 18, 2021; Antonio Aragon, Custodian, Physical Plant, effective October 25, 2021; Cassandra Blatchford, Custodian, Physical Plant, effective October 25, 2021; Adrian Toledo, Custodian, Physical Plant, effective October 25, 2021.

Changes: Alana Vanden Broeck, from Events Scheduler, Community Facilities Scheduling to Event Services Coordinator, Community Facilities Scheduling, effective September 16, 2021; Rytisha Brown, from Associate Teacher, Child and Family Development Center to Lead Teacher, Child and Family Development Center, effective October 1, 2021; Guillermo Rodriguez, from Interim Building Services Supervisor, Physical Plant-Custodial to Building Services Supervisor, Physical Plant-Custodial, effective October 1, 2021; Margaret Clair, from Instructor and Academic Coach, Academic and Career Engagement Center to Lead Instructor and Onboarding Coordinator, Academic and Career Engagement Center, effective October 7, 2021; Amanda Jones, from Program Advisor, EDGE to Admissions Recruiter, Office of Admissions, effective October 18, 2021; Nicholas Tache, from Custodian, Physical Plant to Mail Center Clerk, Auxiliary Services, effective October 25, 2021.

Separations: Mary Ehrlich, Senior Administrative Assistant, Information Technology Center, separation of employment, effective October 1, 2021; David Clark, Security Shift Supervisor, Public Safety, separation of employment, effective October 7, 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. Information Report: “3% Scholarships” Award

San Juan Section 21-13-19 NMSA 1978 allows for community college boards to establish and grant gratis scholarships to students who are residents of New Mexico. At San Juan College, these scholarships have become known as “3% Scholarships”. In the Fall 2021 semester 54 students were awarded these scholarships at a total cost of \$16,000. A list of the students who have received this assistance was distributed to Trustees with the Board agenda package.

Recommendation

I recommend the Board of Trustees ratify the award and disbursement of the “3% Scholarships” for the Fall 2021 semester.

8. Information Report: Official Cohort Default Rate

A cohort default rate is the percentage of a school's borrowers who enter repayment on certain Federal Family Education Loan (FFEL) Program or William D. Ford Federal Direct Loan (Direct Loan) Program loans during a particular federal fiscal year (FY), October 1 to September 30, and default or meet other specified conditions prior to the end of the second following fiscal year. The U.S. Department of Education releases official cohort default rates once per year. A default rate of 30 percent or higher can jeopardize a college’s ability to receive federal aid. (Federal Student Aid: www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html)

San Juan College’s official cohort default rate for Fiscal Year 2018 is 12.7%.

To provide historic perspective, recent years’ rates were:

FY2017 – 14.1%

FY2016 – 15.9%

FY2015 – 18.4%

FY2014 – 20.5%

FY2013 – 20.6%

FY2012 – 22.6%

FY2011 – 22.7%

Recommendation

I recommend the Board of Trustees review and be aware of this information.

9. Information Report: Sale of Houses Built by Building Trades

On September 29, 2021, San Juan College began accepting bid offers from the public for the purchase of two new houses, #36 and #37, recently constructed by the College’s Building Trades students. An open house for public viewing of the houses was held on October 9, 2021, with the availability of scheduled appointments for viewing. Bid offers were accepted until October 22, 2021, at 2:00 p.m.

The College received two bid offers on Project #36 house, and one bid offer on Project #37 house. A description of the houses that sold and their sale prices are below. Proceeds are received into the Unrestricted Fund.

Project #36: House has three bedrooms, two bathrooms, eat-in kitchen, living room, laundry, and mechanical closet. The house is approximately 1,000 square feet and measures 20’x50’. This home meets or exceeds the 2015 International Residential Building Code and the 2009 International Energy Conservation Code. Minimum Bid: \$55,000.

Winning Bid Price: \$69,730 plus gross receipts tax.

Project #37: House has three bedrooms, two bathrooms, eat-in kitchen, living room, laundry, and mechanical closet. The house is approximately 1,000 square feet and measures 20’x50’. This home meets or exceeds the 2015 International Residential Building Code and the 2009 International Energy Conservation Code. Minimum Bid: \$55,000.

Winning Bid Price: \$57,501 plus gross receipts tax.

Recommendation

I recommend the Board of Trustees accept this report of sale.

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 voice vote.

ITEM G. OLD BUSINESS

None.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. ARCHITECTURAL AND ENGINEERING SERVICES FOR INFRASTRUCTURE IMPROVEMENTS, ROADS, AND SIGNAGE

An item on the College Facilities Master Plan includes a capital project to update and improve the campus main entrance, roads, parking lots, and exterior lighting. The New Mexico Higher Education Department awarded funding for this project in July, 2021. The first step in this project is to engage an architect for design and engineering services.

Following the State of New Mexico procurement code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited statements of qualifications for professional architectural and engineering services through a Request for Statement of Qualifications (RFSQ) #22-49754. Only one offeror submitted a response, Fanning/Bard/Tatum AIA Ltd. (FBT Architects) a New Mexico registered resident business with a local office in Farmington. This portion of the project is expected not to exceed \$400,000 plus gross receipts taxes.

The project is funded by New Mexico state capital appropriation funds (75%) and College matching funds (25%).

Mr. Chance moved and Mr. Manning seconded to approve FBT Architects to provide architectural and engineering services for San Juan College's infrastructure improvements, roads, lighting, and signage under the terms and conditions as herein described with a cost to not exceed \$400,000 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

2. CARPET AND FLOOR SERVICES AGREEMENT

As part of the regular planned maintenance cycle or in response to occasional, accidental damage, the College anticipates needs to replace carpet within its facilities.

Following the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited Proposals for Carpet and Floor Services through Request for Proposals (RFP) #22-49669. This procurement was for a one-year Price Agreement with the option to be extended for an additional three (3) one-year terms upon mutual agreement and pricing.

Angel's Floor Covering, Inc., a New Mexico resident company and the only compliant offeror, is recommended for award of this procurement. The Price Agreement for the remainder of Fiscal Year 2022 is as follows:

Carpet Installation, per square foot	\$ 0.67
Carpet Removal & Disposal, per square foot	\$ 0.35
Floor Patch, Ardex, per 10 lb. bag, approximately 100-150 sq. ft. installed	\$ 35.00
Rubber Wall Base, per roll, 120 linear feet	\$138.00
Installation & Removal of Wall Base, per linear foot	\$ 1.00
Additional Floor Preparation, per person/per hour	\$ 48.00
Flooring Material mark-up	20%
Labor to move furniture, per person/per hour	\$ 48.00

For the remainder of Fiscal Year 2022, anticipated purchases will not exceed \$77,500 plus applicable taxes.

Ms. Uselman moved and Mr. Manning seconded to approve the purchase of Carpet and Flooring Services from Angel's Floor Covering, Inc. in an amount not to exceed \$77,500 for the remainder of Fiscal Year 2022. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

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

ITEM J. CLOSED SESSION

No Closed Session

ITEM K. ADJOURNMENT

Mr. Manning moved and Ms. Benny seconded the motion to adjourn the meeting. Chairman Rasor adjourned the meeting at 7:56 p.m.

Mr. Joseph Rasor, Chairman
San Juan College Board

ATTEST:

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

Date: December 7, 2021