

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
January 4, 2022**

ITEM A. CALL TO ORDER

Chairman Rasor called the meeting to order at 7:08 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 included:
Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Adrienne Forgette, Kerri Langoni, Elaine Benally, Josh Bishop, Debbie Chalmers, Alicia Corbell, Katherine Elliott, Kristie Ellis, Sandy Gilpin, Kenny Hibner, Ron Jernigan, Ruben Johnson, Roy Lytle, Robert Martinez, Steve Miller, Mike Offutt, Michael Ottinger, Jeff Parkes, Sherry Paxson, Lorenzo Reyes, Chris Rosen, Rhonda Schaefer, Linda Schwinghammer, Lisa Snyder, Paulette Stanley, Byron Tsabetsaye, Jeanne Winchell, and Donna Ellis, Board Recorder

Guest(s): Cassie Frank

Ms. Adrienne Forgette, Vice President for Learning, and Ms. Sandy Gilpin, Associate Vice President for Learning, recognized Ms. Elaine Benally for her thirty plus years of service at San Juan College West Campus where she served as Director.

Mr. Byron Tsabetsaye, Director of the Native American Center, introduced the newly appointed Ms. Indigenous San Juan College 2021-2022, Ms. Cassie Frank, to the Board of Trustees.

Mr. Edward DesPlas, Executive Vice President, presented a gift to Ms. Kristie Ellis in recognition of her retirement.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

None.

iCare Minute Video

This month's iCare Minute Video featured Mr. Daniel Garcia who shared his experience training through the CDL program and also talked about his experience being an apprentice at Alpine Lumber.

2. Association Reports

No Student Association report this month.

No Faculty Association report this month.

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.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. December 7, 2021 Work Session Minutes

The December 7, 2021 Work Session Minutes were presented in the Board Packet for approval.

2. December 1, 2021 and December 7, 2021 Board Meeting Minutes

The December 1, 2021 and December 7, 2021 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

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

5. Personnel Report

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

Appointments: Emin Chee, Success Coach, Student Achievement Center, effective November 29, 2021; Jose Gonzalez, Security Officer, Public Safety, effective December 6, 2021; Jorge Benitez, Librarian, Library, effective January 3, 2022; Jacqueline Montoya, Kitchen Manager, Enterprise Center, effective January 3, 2022; Rachel Thomas, EDGE Program Advisor, EDGE, effective January 3, 2022; Kasha Vindiola, Simulation Technician, School of Health Sciences, effective January 3, 2022.

Changes: Star Flagel, from Instructional Designer, Community Learning Center to Academic Support Coordinator, Tutoring Center, effective December 6, 2021.

Separations: Moses Ayiku, Instructor-Business, School of Business, Information Technology and Social Science, separation of employment, effective November 15, 2021; Charlotte Tafoya, Associate Teacher, Child and Family Development Center, separation of employment, effective December 14, 2021; Katrina Gould, Associate Teacher, Child and Family Development Center, separation of employment, effective December 17, 2021; Debra Reed, Associate Professor-Vet Tech, School of Health Sciences, retiring, effective December 31, 2021; David Wright, Assistant Professor – Vet Tech, School of Health Sciences, retiring, effective December 31, 2021; Elaine Benally, Director, SJC West Campus, retiring, effective December 31, 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.

APPROVAL OF CONSENT AGENDA

Mr. Manning 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. BANKING SERVICES

On August 2, 2021, the College was notified by Ashley Leach, Director of the New Mexico Department of Finance that the State Price Agreement for Banking Services the College has been using for the last several years would be expiring at the end of April 2022 and that San Juan College would need to secure their own contract for banking services before that date.

Under the guidance of the College Purchasing Department, a proposal solicitation for Banking Services was issued as Request for Proposal #22-49925. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The banking services will include depository, disbursements, ACH services, wire, and other funds transfer services, and sweeping services.

The College's objective in this procurement is to improve banking services received, reduce operating cost, improve College funds availability, and increase electronic transactions as a replacement for manual transactions.

Two (2) proposals were received. After a careful review by the College's evaluation team, the evaluation team and College leadership has determined that Wells Fargo Bank, N.A. should be recommended to furnish the College's banking services on a two-year contract with the option to renew on an annual basis for a total not to exceed ten (10) years.

The annual cost would be approximately \$40,000. This pricing does not include any earnings allowance for which the College will benefit from at a rate of 0.35% and would reduce that cost by at least a third.

Funds are budgeted in the general funds budget.

Mr. Thompson moved and Ms. Uselman seconded to approve the contract with Wells Fargo Bank, N.A. in an amount not to exceed \$40,000 per year. **MOTION CARRIED** by unanimous voice vote.

2. SPRING 2022 COVID-CAUSED COURSE REPEATS

In the pandemic, the Fall 2021 semester was the College's return to across-the-board on-site instruction. During this semester, there were widespread disruptions to students' learning and performance including COVID-positive quarantines, COVID-exposure quarantines, COVID-imposed family-care

issues and other pandemic-imposed obstacles which negatively impacted students' successfully completing their Fall 2021 courses. As an equity measure, a student success initiative, and an attempt to remedy enrollment stagnation, College administration has crafted a pilot program whereby:

- 1) Students enrolled in developmental studies courses during the Fall 2021 term who have completed the course but are unable to pass may be assigned an "RR" grade and retake the same developmental courses in the Spring 2022 semester at no charge for tuition and general fees.
- 2) Students enrolled in non-developmental studies courses who earn a "D", "F" or "X" grade in their Fall 2021 classes can retake those non-passed courses in the Spring 2022 semester at no charge for tuition and general fees. Eligible students will be required to apply for the COVID-Caused Course Repeat waiver.

This pilot program is estimated to impact as many as 218 Fall 2021 developmental studies enrollments and as many as 2,487 enrollments for all other courses. This pilot waiver program could amount to as much as \$632,000 in tuition and general fees waived in Spring 2022.

The waiver will be offset by revenue loss dollars from the Higher Education Emergency Relief Fund (HEERF) grants received by the College.

Mr. Chance moved and Ms. Uselman seconded to approve this waiver for the Spring 2022 semester. **MOTION CARRIED** by unanimous voice vote.

3. FINE ARTS ELEVATOR MODERNIZATION UPGRADE

To meet federal and state regulations and to provide life safety, San Juan College needs to modernize our elevator in the Fine Arts area. This repair/upgrade service will include select mechanical and electrical components being replaced or refurbished.

The benefits of this modernization will include:

- Increased durability and reliability by replacing obsolete parts
- Improved fire and life safety features
- Decreased waiting times
- Reduced energy consumption
- Reduced operational cost
- Reduced troubleshooting time

Under the guidance of the College Purchasing Department, pricing for these services was obtained from New Mexico State Price Agreement #70-000-17-00054. As such, the College followed a detailed and documented

process to meet all State of New Mexico procurement requirements (procurement code sections 13-1-98.A and 13-1-135 cooperative procurement).

The selected contractor is TK Elevator Corporation. The cost of these services will not exceed \$80,000 plus applicable gross receipts taxes.

Mr. Manning moved and Mr. Chance seconded to approve the Fine Arts elevator modernization services from TK Elevator Corporation, and that a purchase order be authorized to encumber necessary funds for this agreement. **MOTION CARRIED** by unanimous voice vote.

4. NEW PROGRAM: ADVANCED CERTIFICATE IN ELECTRICAL VEHICLE AND FUEL CELL TECHNOLOGY

Strategic Direction 1 directs San Juan College “to create an agile and responsive business model that responds to economic changes and focuses on helping all students achieve a high level of success in learning, completion, and employment” and Strategic Direction 2.2 directs the College to “launch new niche programs nationally that will obtain and maintain a positive Return on Investment (ROI) within three years”. Anticipating the need for automotive technicians trained to work on the growing numbers of electric vehicles currently being developed and sold by major automotive manufacturers, the School of Trades and Technology, in collaboration with San Juan College’s Center of Excellence for Renewable Energy and Sustainability, has developed an Advanced Certificate in Electrical Vehicle and Fuel Cell Technology. This Advanced Certificate consists of 26 credits that provides Auto Technicians with the skills to work on automobiles powered by alternative sources of energy. Completion of this certificate also prepares Auto Technicians to earn higher salaries, associated with the increased demand for Electric Vehicle Technicians. The School of Trades and Technology plans to offer its first course in the Spring 2022 semester with the full program to start in the Fall of 2022. The goal is a nationally recognized and industry leading program.

Ms. Uselman moved and Mr. Chance seconded to approve the Advanced Certificate in Electrical Vehicle and Fuel Cell Technology program, and to offer the first course in the Spring 2022 semester and start the full program in the Fall of 2022. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, February 1, 2022 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session

ITEM K. ADJOURNMENT

Mr. Chance moved and Mr. Thompson seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 7:45 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: February 1, 2022