

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

ITEM A. CALL TO ORDER

Vice-Chairman Benny called the meeting to order at 7:15 p.m. The following members were present:

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

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance included:
Toni Hopper Pendergrass, Edward DesPlas, Boomer Appleman,
Adrienne Forgette, Karen Acree, Josh Bishop, Jordan Cepeda,
Richardyna Christie, Alicia Corbell, Jacinta Esquibel, Sandy Gilpin,
Chris Harrelson, Kenny Hibner, Ruben Johnson, Kris Kraly, Karen Krob,
Roy Lytle, Robert Martinez, Steve Miller, Mike Offutt, Michael Ottinger,
Jeff Parkes, Elizabeth Phelps, Eddy Rawlinson, Lorenzo Reyes, Eileen Richey,
Chris Rosen, Rhonda Schaefer, Lori Schiess, Lisa Snyder, Paulette Stanley,
Carrie Tsosie-Jim, and Donna Ellis, Board Recorder

Guest(s): Richie Christie, Cynthia Singleton, Shawn Skusky

Dr. Pendergrass recognized Ms. Alicia Corbell for her excellent presentation at the New Mexico Oil and Gas Association Conference in Santa Fe, NM on October 4, 2022.

Dr. Pendergrass introduced Ms. Jacinta Esquibel, Executive Projects Associate, President's Office, to everyone.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Dr. Adrienne Forgette recognized six faculty members – Matthew Bell, Richardyna Christie, Marc Dziak, Karen Krob, Hannah Rankin, and Lori Schiess, for the Henderson Teaching Excellence Award for the 2022-2023 Academic Year which was awarded to these faculty members by the San Juan College Rank and Promotion Committee.

iCare Minute Video

This month's iCare Minute Video featured Michael Brown who grew up in Farmington, worked in the oil field for several years, started a family, and recently decided to go back to school. He is currently studying Engineering at San Juan College and hopes to transfer to Fort Lewis College next fall. He is a highly-motivated, first-generation student who is always willing to help others, especially in his role as a tutor.

Association Reports

No Student Association report was presented.

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

Mr. Mike Offutt and Ms. Jordan Cepeda, provided the Board with a report for both the Professional Staff and Support Staff Associations.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. September 6, 2022 Work Session Minutes

The September 6, 2022 Work Session Minutes were presented in the Board Packet for approval.

2. September 6, 2022 Board Meeting Minutes

The September 6, 2022 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

Dr. Pendergrass received a thank you card from the Farmington High School Booster Club thanking the College for their generous support of the Farmington High School Football Golf Tournament.

Dr. Pendergrass received a thank you letter from Mr. Brian Anderson on behalf of the Interagency Working Group on Coal and Power Plant Communities to thank the College for hosting the roundtable discussions and kick-off meeting at the School of Energy.

4. Financials

Financial reports for the months ended August 31, 2022, were presented in the Board Packet.

5. Personnel Report

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

Appointments: Jacinta Esquibel, Executive Projects Associate, President's Office, effective August 29, 2022; Bernadine Fincham, Senior Administrative Assistant, Enterprise Center, effective August 29, 2022; Tyler Larrabee, Administrative Assistant II, Occupation Therapy and Health Information Technology, effective August 29, 2022; Celeste Montoya, Administrative Assistant II, School of Trades and Technology-Automotive, effective August 29, 2022; Natalie Paxton, Auxiliary Services Business Specialist, Auxiliary Services, effective August 29, 2022; Shawna Yazzie, Associate Teacher, Child and Family Development Center, effective August 29, 2022; Gina Michelle Morgan, Administrative Assistant II, Public Safety, effective September 7, 2022; Adriana Ortiz, Dual Credit Program Assistant, Office for Learning, effective September 12, 2022; Joaquin Gonzalez, Admissions Recruiter, Admissions, effective September 19, 2022.

Changes: Errol Lano, from Instructor, School of Energy to Assistant Professor, School of Trades and Technology, effective September 1, 2022; Hannah Jones, from Computer Lab Technician, Information Technology Center to Customer Relationship Management Specialist, Student Services, effective September 6, 2022; Crystal Reyes, from Administrative Assistant II, School of Energy-CDL to Program Advisor, EDGE/TRIO SSS, effective September 26, 2022; Autumn Bekis, from Switchboard Operator, Marketing and Public Relations to Senior Administrative Assistant, Marketing and Public Relations, effective September 26, 2022.

Separations: Ralpheel Yazzie, Security Officer, Public Safety, separation of employment, effective August 24, 2022; Michael Rasmussen, Automotive Program Recruiter, Student Services, separation of employment, effective

September 9, 2022; Ariel Magner, Computer Lab Tech, Information Technology Center, separation of employment, effective September 13, 2022; Byron Tsabetsaye, Director, Native American Center, separation of employment, effective September 21, 2022; Rachel Thomas, Program Advisor, TRIO-SSS, effective September 23, 2022; Weston Medlock, Harvest University Center Project Manager, Enterprise Center, separation of employment, effective September 30, 2022; John N. Reese, Coordinator/Assistant Professor-EMS Program, School of Health Sciences, separation of employment, effective September 30, 2022.

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 of Trustees approve the College administration’s recommendation and approve the listed items for disposal.

7. Fiscal Year 2022-2023 Insurance Premiums

San Juan College obtains an array of property, liability, unemployment, and workers compensation coverages through the New Mexico General Services Department. The College has received notices for most of its renewal premiums due for the period July 1, 2022–June 30, 2023. Coverages and related premiums are reflected below. College administration recommends that the following coverages be renewed.

<u>Coverage</u>	<u>Fiscal Year 2023 Premium</u>
General Liability	22,000
Medical Malpractice	4,300
Aviation Aircraft - Drones	1,600
Civil Rights	301,200
Automobile Liability	3,600
Automobile Physical Damage	6,500
Blanket Property	273,400
Fine Arts	400
Boiler	4,800
Accidental Death & Dismemberment	35,000
Storage Tank Liability	3,600
Workers Compensation	285,800

State Unemployment	105,500
Cybersecurity	69,036

Total premiums for Fiscal Year 2023 are \$1,116,736.

Recommendation

I recommend the Board of Trustees approve the College administration's recommendation that the coverages for Fiscal Year 2023 be renewed and that payment of the associated premiums totaling \$1,116,736 be authorized.

8. Program Deactivations

From time-to-time, the College reviews its list of programs, whether active or inactive. Programs can become inactive for a variety of reasons, e.g. the industry demand for a program decreases, student interest in a program declines, or the program is no longer current or relevant. In these cases, the College weighs the options of reviewing, revising, or inactivating a program. When program revision is not the optimal solution, the College may allow a program to become inactive for a period of time for two reasons – either to see if interest in the program returns or to allow current students sufficient opportunity to complete the requirements of the program.

Having recently conducted an audit of all programs, we have identified a set of programs that are currently inactive and which we wish to formally close. These programs are:

1. Horticulture
 - AAS Horticulture Landscape Architecture
 - AAS Horticulture in a Xeric Environment
 - Horticulture Certificate
2. Health Care
 - CNA Unit Administrative Assistant
 - Fundamental Skills in Health Careers Certificate
 - Nursing Assistant Health Care Assistant
 - Medical Transcriptionist Certificate
3. Honda Automotive Technician Program (PACT)
 - AAS Honda Professional Automotive Career Training
 - Honda Professional Automotive Career Training Certificate
4. Manufacturing
 - AAS Manufacturing Technology, Semiconductor Emphasis
 - AAS Machine Shop Technology
 - Machine Shop Lathe Operator Certificate

- Machine Shop Mill Operator Certificate
 - Machine Shop CNC Operator Certificate
5. Outdoor Recreation
 - AA Outdoor Leadership and Recreation
 - Outdoor Adventure Education Certificate
 6. Solar Energy
 - AAS Renewable Energy/Photovoltaic and Solar Thermal Systems
 - Renewable Energy – PSDI Emphasis Certificate
 7. Tribal Governance
 - AAS Tribal Governance
 - Tribal Governance Certificate
 8. Other Degrees
 - AS Geography
 - AAS Legal Assistant
 - AS Physics
 - AA Physical Education and Exercise Science
 9. Other Certificates
 - Administrative Office Certificate
 - Creative Arts and Technologies Certificate
 - Cultural Heritage Certificate

Recommendation

I recommend that the Board of Trustees vote to formally close the identified set of programs that are currently inactive.

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. FORD 10-PASSENGER VANS

The College has two (2) older passenger vans that have over 100,000 miles of service each and are no longer suitable for longer trips.

At the December Board meeting the Board approved a purchase from Phil Long Ford for the purchase of two (2) passenger vans, but the dealer cannot fill the order. It has been almost a year without any anticipated delivery date in sight. The College leadership would like to request that the Board approve canceling this order with Phil Long Ford.

Under the guidance of the College Purchasing Department, pricing pursuant to CES # 2020-31A-C103-ALL has been obtained from Chalmers Ford for the acquisition of two (2), used, model year 2021, 10-passenger, ADA accessible, Ford Transit T-350 High Roof vans at a cost of \$68,995 each with a total price for the used vans of \$137,990 plus applicable tax, title, and license. Each of these vans come with Norcal wheel chair lifts, have less than 3,000 miles on them, and have passed inspection.

Chalmers Ford has also provided a quote, requested by our Purchasing department, for four (4) 2023 Ford Transit 350 medium roof 12 passenger vans based on CES #2020-31A-C103-ALL at a price of \$53,030 each. Purchasing the four (4) vans would qualify for a 2% fleet discount while Chalmers Ford would provide another \$5,600 discount bringing the total cost of all four (4) new vans to \$202,277.60 plus applicable tax, title, and license.

Budget for these purchases is within the College's Higher Education Emergency Relief Funds.

Mr. Thompson moved and Ms. Uselman seconded to approve this purchase from Chalmers Ford for the two (2) used ADA accessible vans, pending appraisal, plus four (4) new 2023 vans in the total amount of \$340,267.60 plus tax, title, and license, as applicable. I further recommend that the Board approve the cancellation of the previous, long-standing order of two (2) vans from Phil Long Ford. **MOTION CARRIED** by unanimous voice vote.

2. FIRST READING – PROPOSED NEW POLICY 809
ADMINISTRATIVE SERVICES, CYBERSECURITY

A cybersecurity policy is designed to protect information resources from a wide range of threats, to ensure business continuity, and to minimize business risk. Cybersecurity is accomplished through applicable policies, procedures, processes, controls, standards, guidelines, and supporting technologies. College leadership has drafted the following proposed new policy to govern the College cybersecurity efforts.

I. Background

Information Technology (IT) permeates all aspects of teaching, learning, research, outreach, and the business and facilities functions of the College. Safeguarding information and information systems is essential to preserving the ability of the College to perform its mission and meet its responsibilities to students, faculty, staff, and the citizens whom it serves. San Juan College acknowledges its obligation to ensure appropriate security for information and information systems in its domain of ownership and control.

This policy applies to all College information resources whether individually controlled or shared, stand-alone, or networked. It applies to all computer and communication facilities owned, leased, operated, or contracted by the College. This includes all networked devices, including, but not limited to, cell phones, personal computers, workstations, or other wireless devices, and any associated peripherals and software, regardless of whether used for administration, research, teaching, or other purposes.

II. Authority

The Board of Trustees delegates authority to the College president, or designee, for the development and enforcement of protocols and procedures to accomplish the following objectives:

- Support and maintain the ongoing functions of the College.
- Ensure protection of data.
- Protect College assets.
- Safeguard the privacy of individuals and information.
- Safeguard financial transactions and electronic communications.
- Protect the integrity and reputation of the institution.
- Prevent the use of College systems for malicious acts.
- Comply with state laws, federal laws, and other regulatory requirements.

Under established purchasing policies and procedures, the College president, or designee, is responsible to determine products, services, and other measures to be procured for use in ensuring the College's cybersecurity.

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

Mr. Manning moved and Ms. Benny seconded to place this new policy on the agenda for the Board of Trustees' meeting to be held on November 1, 2022, for the "second reading" and a vote to take action on this proposed new policy. **MOTION CARRIED** by unanimous voice vote.

3. SPENDING AUTHORITY FOR COMMERCIAL TRUCKS/TRACTORS

The School of Energy conducts commercial driver's license (CDL) training and places successful program completers into well-paying jobs within a largely local employer base. The CDL program requires additional newer, more reliable trucks/tractors. The need for this additional equipment is driven by pandemic conditions that cause a lower student count in each unit to be a better, if not best, practice. Under the guidance of the College Purchasing Department, two bid solicitations for pre-owned tractors have been issued as Invitation to Bid #22-50783 and #23-52266; each time we have received only one response. Pre-owned tractors are in great demand in the current market. In both iterations of the bid process, the trucks are sold before the College is able to acquire Board approval.

Through two unsuccessful bid processes for the same items, the College has met State of New Mexico Procurement requirements to make a direct purchase or purchases from a vendor or vendors, of the tractors needed.

So that the College is able to secure the necessary tractors quickly before they are sold to other purchasers, College leadership requests that the President or the Executive Vice President be Board-authorized to purchase up to two (2) tractors that are not more than seven (7) years old, with mileage not in excess of 300,000 miles, and at a price not to exceed an average of \$150,000 each or \$300,000 for both, plus applicable tax, title and license.

Prior to completing any purchase, the tractors will be inspected, will meet all College CDL program specifications, and will meet all Department of Transportation regulations when the College takes delivery of the trucks.

This purchase (or purchases) will come from the College's Higher Education Emergency Relief Funds.

Mr. Manning moved and Mr. Chance seconded to authorize the purchase of two (2) tractors not to exceed \$300,000 total plus tax, title, and license when program-appropriate equipment herein described is found to be available. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

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

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Ms. Uselman moved and Mr. Thompson seconded the motion to adjourn the meeting. Chairman Rasor adjourned the meeting at 8:08 p.m.

Mr. Joseph Rasor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: November 1, 2022