

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
August 7, 2018**

ITEM A. CALL TO ORDER

Mr. John Thompson called the meeting to order at 7:08 p.m. The following members were present:

R. Shane Chance, Member
Byron Manning, Secretary
Joseph Rasor, Member

Absent:

Evelyn B. Benny, Member
Dr. Joseph Pope, Vice Chairman
Hoskie Benally, Jr., Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, John Boggs, Alicia Corbell, Gayle Dean, Ed DesPlas, Adrienne Forgette, Chris Harrelson, Ron Jernigan, Kerri Langoni, Michael Ottinger, Brad Purdy, Lorenzo Reyes, Rhonda Schaefer, Vinny Zicolello, Melody Conrad, Amanda Robles, Elizabeth Phelps, Rachael Dworsky, Doug Abe, Paulette Stanley, Janet Peterson, and Gerald Williams.

Guests: Abbigail Delos Reyes, Isaac Henderson

Dr. Boomer Appleman, Vice President for Student Services was introduced.

ITEM C. ADOPTION OF AGENDA

Mr. Chance and Mr. Manning seconded the motion to adopt the agenda. **MOTION CARRIED** by a unanimous voice vote.

ITEM D. REPORTS

1. Monthly Presentation

Mr. Chris Harrelson and Mr. Doug Abe presented High Desert Art: Landscaping at San Juan College

2. Association Reports

Student Association (SA) Ms. Abbigail Delos Reyes reported the leadership of the SA attended the National Association for Campus Activities (NACA) conference at Ft. Lewis College where they learned more about student government and the their respective roles. Friday will be the final summer

movie night on the Graduation Plaza. SA, in collaboration with the Student Success Center, will assist students in finding their class locations and available campus resources during the first week of classes. All of the SA public monitors are updated and running.

Faculty Association (FA) Ms. Elizabeth Phelps reported the second item of concern identified by the FA survey has to do with technology issues. The concern is not over the services provided by ITC, but over infrastructure and computer replacement. The faculty believe ITC is responsive to the best of their ability. Between January 24, 2018 and now ITC has sent 56 email alerts, as counted by Ms Phelps, indicating that technology is not working as it should. Faculty is concerned about the amount of time it takes for computers in the classroom to boot-up (due to age) resulting in lost teaching time. Faculty are concerned about the age of their hardware and the computer replacement cycle. The FA would like for technology resources to be evaluated. Ms. Phelps has asked Mr. Zicolello, CIO to attend the FA meeting next month.

Professional Staff Association (PSA) Dr. Janet Peterson shared that the PSA has not met since the last board meeting. A major goal of the PSA this coming year will be to appoint a sub-committee to update the by-laws and have them receive board approval. The PSA will also be reviewing the latest PACE survey results. They will look for strengths to celebrate, challenges that have already been dealt with, and ways to address remaining challenges.

Support Staff Association (SSA) Ms. Melody Conrad reported the SSA has been working on a new format for agendas and minutes to meet ADA requirements. The SSA will be asking PR to work with them on developing a logo for the association. A new professional development team is in the works to prepare for the next conference. Lunch and Learns will be reinstated and will focus on refreshing skills and learning new ones. The SSA is continuing the SJRMC community project. All associations will meet together during convocation week.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on July 10, 2018

The July 10, 2018 minutes were presented in the Board packet for approval.

2. Correspondence

None.

3. **Financials**

Financial reports for the month and quarter ended June 30, 2018 are presented in the Board packet. New Mexico Higher Education Department requires the Board Chairman to sign on a transmittal form for submission to the Higher Education Department.

4. **Personnel Report**

The following appointments were made since the last Board meeting: Alexis Domme, Director-Instructor, Teacher Education, Alternative Licensure, School of Humanities; effective July 2, 2018; Malachi Fergel, Custodian, Physical Plant, effective July 2, 2018; Shiloh Chavez, Security Officer, Public Safety, effective July 2, 2018; Cassandra Gonnig, Custodian, Physical Plant, effective July 9, 2018; Evan Rathbun, Achievement Center Intake Assistant, Student Achievement Center, effective July 9, 2018; Boomer Appleman, Vice President, Student Services, effective July 16, 2018; Nathaniel Tutt, custodian, Physical Plant, effective July 16, 2018; Stephanie Doering, Online Academic Advisor, Advising and Counseling, effective July 16, 2018.

Changes: Tyson Tsosie, from Computer Specialist, Information Technology Center to Computer Lab Coordinator, Information Technology Center, effective June 11, 2018; Alesha Harvey, from Computer Lab Technician, Information Technology Center to Instructional Designer, Online Services, effective July 1, 2018; Clay Calkins, from Interim Public Safety Manager, Public Safety to Public Safety Manager Public Safety, effective July 1, 2018; Michael Charles, from Instructor of EMS, to Assistant Professor of EMS, School of Health Sciences, effective July 1, 2018; Peter Doerfert, from Full Time Temp Instructor, School of Energy to Assistant Professor/Coordinator of the Safety Program, School of Energy, effective July 1, 2018; Sherry Paxson, from Associate Professor of Dental Hygiene, to Professor of Dental Hygiene, School of Health Sciences, effective July 1, 2018; Todd Doyle, from Full Time Temp Instructor, School of Energy to Assistant Professor/Coordinator of the IPOP Program, School of Energy, effective July 1, 2018.

Separations: Pamela Hyder, Data Coordinator, Information Technology Center, separation of employment, effective July 6, 2018; Joseph Rawlings, Tutor, Tutoring Center, separation of employment, effective July 12, 2018; Angela Fields, EHS Coordinator, Physical Plant, separation of employment, effective July 31, 2018; Cheryl Trujillo, Computer Specialist, Information Technology Center, retirement, effective July 31, 2018; Debra Manwill, Custodial Crew Leader, Physical Plant, retirement, effective July 31, 2018; Donald Hyder, Professor of Biology, School of Math, Science, and Engineering, retirement, effective July 31, 2018; Gary Jinks, Full-time Temp Instructor, School of Energy, retirement, effective July 31, 2018; Kenneth Johnson, Coordinator/Assistant Professor of Petroleum Production, retirement, effective July 31, 2018; Mary Schumacher-Hoerner, Director/Associate Processor, Child and Family Development Center, separation of employment, effective July 31, 2018.

5. Information Report – Catering Activities Through College Food Service

The report of catering activities by A’viands, LLC for the month of June 2018 is included in the board packet.

Recommendation

I recommend the Board accept this information report.

6. Information Report – Higher Education Endowment Fund Report – June 30, 2018

San Juan College is required to submit to the New Mexico Higher Education Department an annual report that provides the status of all legislative Higher Education Endowment Funds appropriated to the as of June 30th, including:

- (a) Original appropriation amount;
- (b) Percentage and amount of matching funds applied to original appropriation;
- (c) Total income from investment of original appropriation;
- (d) Endowment fund balance (including original appropriation amount and investment income); and,
- (e) All activities currently being supported by the investment income from each endowment.

The report for San Juan College at June 30, 2018 has been provided in the Board packet for this meeting.

Recommendation

I recommend the Board approve the Higher Education Endowment Fund Report at June 30, 2018.

7. Exception to Board Policy 500 - Nepotism

Board of Trustees Policy #500, prohibits employment of individuals from the same immediate family to be in a supervisory/subordinate relationship, or below the same lines of authority. College Administration is recommending an exception be granted for each of the following candidates for adjunct instructors and standardized patients in the EMS program and for adjuncts in the School of Business.

School of Health Sciences, EMS Program

Beverly Charles, Adjunct
Michael Charles, Instructor

Aspen Hartwig, Adjunct
Zackary Hartwig, Adjunct

Steven Malarchick, Adjunct
Judy Malarchick, Standardized Patient
Sydney Malarchick, Standardized Patient

School of Business

Jack Kant, Retired Instructor (Adjunct)
Lanelle Kant, Adjunct

While these individuals will not have a supervisory/subordinate relationship, they will each report under the same program director and dean.

Well-qualified individuals for positions in EMS and the School of Business are not readily available in the Farmington area. In light of the aforementioned, College Administration requests and recommends an exception to Board Policy #500 for Beverly Charles and Michael Charles; Aspen Hartwig and Zackary Hartwig; Steven Marlarchick, Judy Malarchick and Sydney Malarchick; and Jack Kant and Lanelle Kant.

Recommendation

I recommend that these exceptions to Board of Trustees Policy #500 be granted.

APPROVAL

Mr. Chance moved and Mr. Manning seconded the motion 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. AMENDMENT TO BEVERAGE AND SNACK VENDING SERVICE CONTRACT

On June 6, 2017 the Board of Trustees approved a four-year contract, plus up to an additional four one-year extensions, with Coca-Cola of Durango-Farmington for beverage and snack vending through vending machines on San Juan College.

Commissions paid to the College under the contract have been:

- Commission for most beverages 51% of sale price
 - Carbonated drinks, bottled water, 18.5 oz. tea, 20 z. Smart water
- Commission for energy drinks, 23 oz. tea, 20 oz. Isotonic, juices 15% of sales price

- Snacks

15% of sales price

Coca-Cola of Durango-Farmington has advised College Administration that it no longer intends to provide snack vending. In lieu of operating snack vending machines at San Juan College, Coca-Cola of Durango-Farmington has offered to loan the college thirteen snack vending machines through the duration of the current contract so that the College may stock and operate the snack machine vending operation itself. Projections show that the College could generate an improved margin from self-operation of snack vending.

College Leadership recommends that the contract with Coca-Cola of Durango-Farmington be amended to release Coca-Cola of Durango-Farmington from its obligation for snack vending and accept the option to enable the College to self-operate the loaned snack vending machines. This contract amendment will be effective on August 31, 2018.

Mr. Chance moved and Mr. Manning seconded the motion to approve the amendment to the vending contract with Coca-Cola Durango-Farmington as described herein. **MOTION CARRIED** by unanimous voice vote.

2. SELECTION REPLACEMENT OF HOT WATER AND CHILLED WATER PIPES

In May 2018, the College Physical Plant department worked with the College Purchasing department to contract with Farmington Fab and Welding, LLC for the replacement of leaking underground hot water pipes. The project was initially contracted at \$55,000 plus gross receipt taxes. As the work on the hot water pipes progressed, it was discovered that the chilled water pipes were also leaking and in urgent need of replacement. Assuming no further unforeseen circumstances, in order to accomplish replacement of the chilled water pipes while the construction site is still open (the asphalt and fill dirt and have been excavated), the contract with Farmington Fab and Welding, LLC needs to be increased to a total of \$123,500 plus gross receipts taxes.

Mr. Rasor moved and Mr. Manning seconded the motion to approve the contract with Farmington Fab and Welding, LLC for the replacement of underground hot water and chilled water pipes in the amount of \$123,500 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

3. APPROVAL OF PRE-DEVELOPMENT AGREEMENT – STUDENT HOUSING

At the July 10, 2018 Board of Trustees meeting, the selection of Balfour Beatty as the firm for a public-private partnership to develop student housing at San Juan College was approved. The Board authorized the College's President and Executive Vice President to negotiate, and present to the Board, the array of contracts necessary to execute the various stages of the public-private partnership.

A pre-development agreement requiring Board approval has been negotiated with Balfour Beatty. In basic terms, the pre-development agreement is a document that binds the College to payment of pre-development fees and expenses should the College discontinue pursuit of the student housing development with Balfour Beatty as its P3 development firm. San Juan College Administration has been assisted in the negotiation and crafting of this agreement by student housing consultants from The Scion Group and legal counsel from Modrall Sperling law firm. There is no cash outlay required of the College unless the housing development project is terminated. Pre-development fees and expenses are estimated to not exceed \$1.75 million dollars. These fees and expenses are to be paid to Balfour Beatty from the proceeds of the project debt. The College will receive reimbursement for project consultant and legal fees incurred since 2017. The College is afforded certain protections should Balfour Beatty fail to perform under the terms of this contract. Further details have been provided to the Trustees prior to this meeting.

Mr. Chance moved and Mr. Manning seconded the motion to authorize the President and Executive Vice President to finalize the Pre-development agreement with Balfour Beatty Campus Solutions, LLC pursuant to the terms outlined and shared with the Board in the work session on August 7, 2018 and authorize the President to execute the resulting pre-development agreement. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, September 4, 2018 at 7:00 p.m.** in the San Juan College Board Room.

ITEM I. CLOSED SESSION

ITEM J. ADJOURNMENT

Mr. Chance moved and Mr. Rasor seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:00 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Dr. Joseph Pope, Vice Chairman
San Juan College Board

Date: September 4, 2018