

MINUTES OF REGULAR MEETING

SAN JUAN COLLEGE BOARD

June 4, 2019

ITEM A. CALL TO ORDER

Dr. Joseph Pope called the meeting to order at 7:05 p.m. The following members were present:

R. Shane Chance, Member

Evelyn B. Benny, Member

Joseph Rasor, Member

Absent: Byron Manning, Secretary

Hoskie Benally, Member

John Thompson, Chairman

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, Boomer Appleman, Jon Betz, John Boggs, Alicia Corbell, Gayle Dean, Ed DesPlas, Adrienne Forgette, Sandy Gilpin, Ron Jernigan, Kerri Langoni, Roy Lytle, Michael Ottinger, Sherry Paxson, Melody Conrad, Lori Schiess, Lowell Parrish, Starla Heth, Amanda Robles, Diane Bennett, Alicia O'Brien, Danielle Sullivan, Randall Keeswood, Lance Myler, Katherine Elliott, Kris Kraly, Lucy Haber, Elizabeth Phelps, Jeff Parkes, Eileen Richey, Paulette Stanley

Guests: Samantha Ramires-Martinez, Len Scalzi, Valerie Uselman, Richardo Ortarejo, Gwen Clouthier, Jeff Howle, Kerwin Gober, Kathy Jo Myers

Dr. Pendergrass presented Mr. DesPlas and the board members with honorary certificates for winning the Innovation of the Year Award from the League for Innovation.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Gayle Dean presented an update on the San Juan College Foundation.

2. Association Reports

Professional Staff Association (PSA) Mr. Jeff Parkes reported for the PSA.

Support Staff Association (SSA) Ms. Melody Conrad reported for the SSA.

Student Association (SA) Ms. Samantha Ramires-Martinez reported for the SA.

Faculty Association (FA) Ms. Elizabeth Phelps reported for the FA.

ITEM E. CITIZEN COMMENT

ITEM F. CONSENT AGENDA

1. April 23, 2019 Work Session Minutes

The April 23, 2019 work session minutes are presented in the Board packet for approval.

2. Approval of Minutes of Regular Board Meeting on April 23, 2019

The April 23, 2019 minutes were presented in the Board packet for approval.

3. Correspondence

4. Financials

Financial reports for the month ended April 30, 2019 are presented in the Board packet.

5. Personnel Report

The following appointments were made since the last Board meeting: Carly Foreback, Administrative Assistant II, Community Learning Center, effective May 13 2019; Jana Harris, Nursing Program Advisor, School of Health Sciences, effective May 13, 2019; Kim Salazar, Academic Advisor, Advising and Counseling, effective May 13, 2019.

Changes: Shayla Pete-Castillo, from Custodian, Physical Plant to Custodial Crew Leader, Physical Plant, effective April 8, 2019; David Clark, from Senior Security Officer, Public Safety to Security Shift Supervisor, Public Safety, effective May 16, 2019; Michael Offutt, from Senior Security Officer, Public Safety to Security Shift Supervisor, Public Safety, effective May 16, 2019;

William James, from Senior Security Officer, Public Safety to Security Shift Supervisor, Public Safety, effective May 16, 2019.

Separations: Eric Kneebone, Assistant Custodial Supervisor, Physical Plant, separation of employment, effective April 30, 2019; Brian Tso, Computer Specialist, ITC, separation of employment, effective May 3, 2019; Tyson Tsosie, Computer Lab Coordinator, ITC, separation of employment, effective May 9, 2019; Deborah Begay, Lead Teacher, Child and Family Development Center, separation of employment, effective May 10, 2019; Matthew Crane, FT Temp Instructor –Biology, School of Science, Math, and Engineering, separation of employment, effective May 15, 2019; Ty Lee, Custodian, Physical Plant, separation of employment, effective May 15, 2019; Christopher Rowland, FT Temp Coach, Pathways, separation of employment, effective May 17, 2019; Lorna Pettigrew-Garner, Security Officer, Public Safety, separation of employment, effective May 18, 2019; Tony Bennett, Assistant Professor, Photography, School of Humanities, separation of employment, effective May 27, 2019; Jackie Rightmire, Academic Scheduler, Learning, separation of employment, effective May 31, 2019.

6. Information Report – Catering Activities Through College Food Service

The report of catering activities by A’viands, LLC for the month of April 2019 is included in the board packet.

Recommendation

I recommend the Board accept this information report.

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.)

Recommendatio

I recommend the Board approve the College Administration’s recommendation and approve the listed items for disposal.

8. Fiscal Year 2020 Purchase of Utilities from City of Farmington

The College obtains utilities (electricity, water, sewage, sanitation) from the City of Farmington. For the 2019 - 2020 fiscal year, utilities from the City of

Farmington are estimated to not exceed \$1,000,000 including applicable gross receipts taxes.

Recommendation

I recommend the Board approve the purchase of annual utilities from the City of Farmington, for fiscal year 2020, at an amount not to exceed \$1,000,000.

9. Anticipated Expenditures for Print Management

On March 4, 2014, resulting from RFP #13-27843, the Board approved a four-year contract with ImageNet Consulting, LLC for copier equipment lease; maintenance and usage; and print management services. On February 7, 2017, the Board approved a forty-month extension to the copier lease and services portion of the contract, extending the agreement to June 30, 2021. The cost for copier equipment lease; maintenance and usage; and print management services through ImageNet Consulting, LLC for fiscal year 2020 is estimated to be \$330,000.

As background information, the history of expenditures against this contract are presented below. The downward trend in expenditures is the primarily the result of 1) the reduction in the number of deployed desktop printers and 2) the restructure and extension of contract in February 2017.

FY 2015	\$434,557.05
FY 2016	\$439,214.90
FY 2017	\$390,888.33
FY 2018	\$324,015.35
FY 2019	\$320,345.00 (estimated)

Recommendation

I recommend the Board approve the purchase requisition for fiscal year 2020 expenditures of \$330,000 from the multi-year contract with ImageNet Consulting, LLC.

10. Annual Natural Gas utilities for 2019-2020

The College obtains natural gas utilities from Center Point Energy Services. For the 2019-2020 fiscal year, natural gas from Center Point Energy Services are estimated to not exceed \$175,000 including applicable gross receipts taxes. The expenses have been included in the fiscal year 2020 operating budget.

Recommendation

I recommend the Board approve the purchase requisition for the annual natural gas utilities from Center Point Energy Services, for fiscal year 2020, at an amount not to exceed \$175,000

11. Continuation and Revision to Food Service and Dining Operations Contract with A'viands, LLC

At the June 2019 Board of Trustees meeting, an amendment to the food service contract with A'viands, LLC was approved. The fiscal year 2019 amendment provides for:

- A four-year extension to the initial contract, replacing the four one-year extensions in the original contract. The contractual relationship with A'viands LLC will remain in effect until June 30, 2022.
- Rescission of the incentive clause that causes the College and A'viands to share on a 50%/50% basis any net operating improvements beyond the originally contracted target.
- A base monthly management fee of \$4,200 per month or 5.1%, whichever is greater.
- All other terms and conditions of the original agreement shall remain in full force and effect unless otherwise amended.

Fiscal year 2020 is the second year of the amendment. Pursuant the terms of the original contract, A'viands has requested the monthly management fee be increased to \$4,326 or 5.3% of revenue, whichever is greater. College administration is amenable to the A'viands request

Recommendation

I recommend that the Board approve the revision to the contract with A'viands, LLC as herein described, effective July 1, 2019.

12. Fiscal Year 2020 Ellucian Software Maintenance Costs

Ellucian is the sole source of a large array of software used by San Juan College including: Colleague enterprise resource planning system, web portal, web adviser, Ellucian mobile, server partner, reporting functionalities, application development environment, workflows, intelligent learning platforms, training and subscription library, financial aid self-service and ecommerce. In June 2019, the Board approved a three-year renewal agreement that limits renewal increases to no more than 5% each year. Fiscal year 2020 is the second year of this agreement. Costs for Ellucian software in the second year of the three-year

agreement are \$517,515. Additionally, it is estimated that the College will require \$6,000 for training from Ellucian, bringing the total to \$523,515 plus applicable taxes.

Required funds are budgeted within the fiscal year 2020 operating budget. Contingent upon Board approval, Ellucian software maintenance agreements will be renewed.

Recommendation

I recommend the Board approve the renewals of Ellucian software and that a purchase order be authorized to encumber necessary funds.

13. Approval of a Faculty Market Disparity Stipend - Nursing

Since fiscal year 2018, the College has awarded faculty market disparity stipends for full time instructors in its Nursing program. Difficulties in recruiting and retaining nursing instructors with the Masters of Science – Nursing degree, the credential required by the special accrediting body for nursing programs, jeopardize the College’s ability to maintain the program size required to train nurses for area hospitals. Pay that is not competitive with San Juan College’s market competitors has been cited as a leading cause for turnover and recruiting difficulties. This concern was discussed in the April 24, 2017 Board of Trustees work session.

A market study was completed in spring 2019 to verify the stipend is still consistent with prevailing market conditions. Market conditions are unchanged and continue to support a market disparity stipend. It is the College Leadership’s recommendation that San Juan College full time Nursing faculty (regular and temporary) continue to each be granted a \$2,500 annual stipend for the 2019-2020 academic year, effective August 2019. The stipend will be prorated across pay periods. The stipend will not increase base contract pay. The College president will promulgate other procedural aspects necessary to implement and manage this recommendation. The cost to grant this stipend in fiscal year 2020 is estimated to be \$40,000.

Recommendation

I recommend the Board approve the continuation of the Faculty Market Disparity stipend for Nursing Instructors in FY2019-2020 as herein described.

14. IT Disaster Recovery System – Year Two of Three-Year Contract

In December 2017, the College Board approved a three-year contract with Advanced Network Management (ANM) of Albuquerque, New Mexico for IT Disaster Recovery Services at the price of \$109,516 plus gross receipts taxes for the first year of a three year contract. The price for each of the following

each year is \$115,844 plus gross receipts taxes. The first year of the three-year agreement started on July 1, 2018. The second year of the agreement spans from July 1, 2019 to June 30, 2020.

The following benefits are derived from the IT disaster recovery services:

- Ability to run critical servers in the cloud.
- Ability to increase capacity without additional hardware.
- Data storage in the cloud at a Tier 3 Data Center with fully redundant subsystems and 99.995% availability.
- A secondary internet connection.
- Ability to restore services and recover from a catastrophic failure within 24 hours.

Funds have been budgeted in fiscal year 2020 for these services.

Recommendation

I recommend the Board authorize the College to issue a purchase order to ANM for the second year of the approved three-year contract in the amount of \$115,844 plus gross receipts taxes

15. Blackboard/Transact Software Maintenance for Fiscal Year 2020

Blackboard/Transact software is used for electronic door locks and access, as well as for printer/copier management. Renewal of Blackboard/Transact software maintenance for fiscal year 2020 is due on July 15, 2019. The total software maintenance renewal cost for 7/1/2019 – 6/30/2020 is \$124,778. The fiscal year 2020 renewal cost is 9.9% higher (an increase of \$11,245) than the fiscal year 2019 cost.

Resources for this expense are budgeted in the fiscal year 2020 operating fund. Contingent upon Board approval, Blackboard software maintenance agreements will be renewed.

Recommendation

I recommend the Board approve renewal of the Blackboard/Transact software maintenance agreements at \$124,778 plus applicable gross receipts taxes and authorize a purchase order be created to encumber necessary funds.

16. 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 June 4, 2019 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, 4601 College Boulevard, Farmington, New Mexico, at 7:00 p.m. or as indicated in the meeting notice. Work sessions shall be held at San Juan College, 4601 College Boulevard, 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 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 Center 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 Center 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 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 4th day of June 2019.

Dr. Joseph Pope, Vice Chairman

San Juan College Board

Mr. Shane Chance, Member

San Juan College Board

I recommend the Board approve the Open Meeting Notice Resolution as presented.

17. Telephonic Connectivity Services – Fiscal Year 2020

On July 10, 2018 the Board approved a three-year agreement for provision of telephonic connectivity with CenturyLink in the amount of \$78,052 per year plus applicable gross receipts taxes. For fiscal year 2020, the College IT department estimates that, because of expansion in the College's telephone system, the cost for this service will increase, but not exceed \$95,000. Most, if not all, of the increased expense related to the CenturyLink agreement will be offset by decreases in the cost of the telephonic software and equipment the College receives from the Mitel-hosted telephone system currently contracted through Millennium.

Recommendation

I recommend the Board approve up to \$95,000 plus applicable gross receipts taxes for telephonic connectivity from CenturyLink for fiscal year 2020, the second year of a three-year agreement.

18. Information Report: Sale of House Built by Building Trades Students

Following an on-line bidding process, Building Trades Student-Built House, Project #35, the College received a good and reasonable offer. A description of the house that is under sales contract as of May 29, 2019 and its price is below.

Project #35 Description: Three (3) bedrooms, two (2) bathrooms, eat-in kitchen, living room and utility room. Ceilings throughout are eight (8) feet with some rooms vaulted. The house is approximately 1,000 square feet.

Sales Price: \$60,259.59 plus applicable taxes

Proceeds will be received into the Unrestricted Fund.

Recommendation

I recommend that the Board affirm this report of sale.

Mr. Chance moved and Mr. Rasor 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. FIRE PROTECTION SYSTEMS INSPECTION, TESTING, AND MAINTENANCE SERVICES

For purposes of providing for life safety and property loss prevention, San Juan College retains third-party services for fire protection systems inspections, testing and maintenance. Under the guidance of the College Purchasing Department, a proposal solicitation for fire protection systems inspection, testing, and maintenance services was issued as Request for Proposal #19-43822 on March 17, 2019. The solicitation was for a four-year contract. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. On April 18, 2019 the solicitation closed with one response from Cooper Fire Protection, a local business.

The Evaluation Team reviewed the proposal to ensure compliance with all aspects of the scope of work. Upon completion of the Evaluation Team's review, the offeror was found to meet all requirements within the Scope of Work.

Inspection and Testing	\$33,045 per year
Maintenance Services – estimated to not exceed	\$20,000 per year
Total Estimate	\$53,045 per year
Total for four (4) year contract term	\$212,180 plus GRT

Cooper Fire Protection submitted an in-state contractor preference certificate.

The expenses have been included in the 2019 - 2020 operating budget.

Mr. Chance moved and Ms. Benny seconded the motion approve the four-year contract for fire protection systems inspection, testing, and maintenance from Cooper Fire Protection Services, at an amount not to exceed \$212,180 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

2. SELECTION OF LEGAL SERVICES PROVIDER

San Juan College does not have in-house general counsel; instead, a wide array of most legal matters, outside of specialties such as bond counsel and ERISA counsel, are handled by a single third party legal services provider. The College's contract with its current third party general counsel expires on June 30, 2019. Under the guidance of the College Purchasing Department, a proposal solicitation for professional legal services was issued as Request for Proposal #19-43810 on March 13, 2019. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The solicitation was for a one-year contract with the option of up to three additional, one-year renewals. The contract is to automatically renew each year unless canceled by either party 30 days prior to the renewal date. On April 11, 2019 the solicitation closed with two responses: one from Miller Stratvert P.A. and one from Walsh, Gallegos, Trevino, Russo & Kyle P.C. Both firms submitted in-state preference certificates. Upon completion of the evaluation process, Miller Stratvert P.A. is the third party general counsel recommended to serve the College.

In the first year of the agreement, fiscal year 2020, legal services from Miller Stratvert P.A. are estimated to not exceed \$135,000 plus applicable gross receipts taxes. The expenses have been budgeted in the fiscal year 2020 operating budget.

Mr. Rasor moved and Mr. Chance seconded the motion approve the new contract for legal services from Miller Stratvert, P.A. for fiscal year 2020, at an amount not to exceed \$135,000 plus applicable gross receipts taxes. **MOTION CARRIED** by unanimous voice vote

3. TRAINING PROP FOR FIRE SCIENCE PROGRAM

The College is relocating the Fire Science program to its 800 S. Hutton Street facility in Farmington. To support firefighter training, a new fire tower has been constructed at the site of the renovated facility. In addition to the fire tower, fire training props are needed to bring enhanced realism to the College's training environment, allowing students to work in circumstances that more closely parallel the "reality" in which they will work. In addition to realism, safety is a large consideration in fire training; this equipment is to provide the safest learning environment possible. Under the guidance of the College Purchasing Department, a bid solicitation for a new fire prop with smoke generator was issued as Invitation to Bid #19-44305. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements.

The bid closed on May 9, 2019 with three responses received. Prices ranged from a high bid of \$213,361.00 to the low bid of \$118,700.00 and include fire prop, smoke generator, installation, training services, and high grade thermal

lining. Based on the review and evaluation of qualified bids, College Administration recommends the purchase of the fire prop and smoke generator from Kirila Fire Training Facilities, Inc. The cost, including training, thermal lining, and installation will not exceed \$118,700.00 plus gross receipts taxes.

Mr. Rasor moved and Ms. Benny seconded the motion approve the purchase of the new Fire Prop and Smoke Generator along with training and installation services from Kirila Fire Training Facilities, Inc. in the amount of \$118,700.00 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

4. REVISION TO PROFESSIONAL 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 revision to employee association bylaws. The Professional Staff Association has engaged in an association inclusive process to craft revisions to its bylaws, invited executive leadership review and comments, 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.

Mr. Chance moved and Mr. Rasor seconded the motion approve the revisions to the Professional Staff Association Bylaws, effective June 5, 2019. **MOTION CARRIED** by unanimous voice vote.

5. SELECTION OF INTERNET SERVICE PROVIDER

In large and increasing measures, San Juan College’s operations, services, and instructional programs are dependent on high-speed, high-volume access to the internet. An internet service provider (ISP) is a company that provides services for accessing, using, or participating in the Internet. The ISP is the pipeline between the College and the internet. Under the guidance of the College Purchasing Department, a proposal solicitation for an internet service provider was issued as Request for Proposal #19-44175. The solicitation was for a three-year contract with the option of one additional, one-year extension. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. Upon completion of the evaluation of the two responses received, College Administration recommends that the proposal submitted by FastTrack Communications be accepted.

FastTrack Communications has offered the internet service required by the College at a cost of \$24,876 per year for a total three year cost of \$74,628 plus applicable taxes. Because the addition of applicable taxes, or an extension into a

fourth year of service, will cause the contract cost to exceed the \$75,000 Board approval threshold, this recommendation requires Board approval.

The College's current internet service provider charges \$48,000 plus applicable taxes per year. FastTrack's proposal represents a 48% reduction in cost for internet access.

Funds for this service have been included in the 2019-2020 operating budget.

Mr. Chance moved and Ms. Benny seconded the motion approve the three-year contract for internet service provision from FastTrack Communications, at an amount not to exceed \$74,628 plus applicable taxes and that if exercised, the option to extend into a fourth year of service not require additional Board approval. **MOTION CARRIED** by unanimous voice vote.

6. COMMERCIAL TRUCKS/TRACTORS

The School of Energy conducts commercial driver's license (CDL) training to place successful program completers into well-paying jobs with a largely local employer base. Soon to be relocated to the College's newly renovated 800 S. Hutton Street facility in Farmington, the CDL program requires newer, more reliable trucks/tractors that demand less maintenance and provide for a better learning experience for program participants. Under the guidance of the College Purchasing Department, a bid solicitation for three pre-owned tractors was issued as Invitation to Bid #19-43776. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements.

One bid was received from Summit Truck Group of Farmington. The price for each truck is \$60,760. A two-year/250,000 mile warranty is available at the cost of \$6,479 per truck, bringing the total cost each tractor to \$67,239 each or \$201,717 for all trucks plus gross receipts taxes.

Each of the three tractors is a white 2015 International Prostar model with a 73 inch high-rise sleeper.

Truck #445910 has 278,255 miles.

Truck #448277 has 300,958 miles.

Truck #448278 has 273,735 miles.

The tractors have been inspected and will be in compliance with all bid specifications and DOT regulations when the College takes delivery of the trucks.

Mr. Chance moved and Mr. Rasor seconded the motion to approve the purchase of the three pre-owned tractors, each with a two-year warranty, from Summit

Truck Group of Farmington in the amount of \$201,717.00 plus applicable GRT and that a purchase order(s) be authorized to encumber necessary funds.
MOTION CARRIED by unanimous voice vote.

7. **FIRST READING AND CONSIDERATION OF REVISION TO BOARD POLICY 100 – GENERAL PROVISIONS**

In 2017, the *Faculty Handbook* and *Professional and Support Staff Handbook* were combined into one College administrative document entitled the *Employee Handbook*. A revision to Board Policy 100 is needed to reflect the consolidation of these documents into one administrative document.

The proposed revision is limited to paragraph B of section V.; it reads:

V. Formulation of Administrative Procedure

A. The Board delegates to the President the function of formulating administrative procedures and rules under which the College shall operate. These procedures and rules, as implemented under the President's jurisdiction, will be consistent with the policies adopted by the Board.

B. Administrative procedures and rules will generally be located in detail in various College documents to include: College Catalog, Professional and Support Staff Employee Handbook, Student Handbook, Employee Handbook, Faculty Handbook, and Business Office Procedures Manual and electronic mediums.

This is a first reading of the revision, only for discussion and consideration at this meeting.

Mr. Chance moved and Ms. Benny seconded the motion that College staff place this policy revision onto the agenda for the next Board meeting for a second reading and vote. **MOTION CARRIED** by unanimous voice vote.

8. **DISPOSITION OF PUBLIC PRIVATE PARTNERSHIP FOR STUDENT HOUSING**

On July 10, 2018, following a Request-for-Proposals selection process, the Board approved Balfour Beatty Campus Solutions as the College's Public Private Partnership (P-3) partner for the development, construction, and operation of student housing at San Juan College. On August 7, 2018, the Board authorized the College's President and Executive Vice President to execute a pre-development agreement with Balfour Beatty upon successful completion of contract negotiations. On September 4, 2018, the Board approved a contract with the Scion Group to provide consulting services to the College following the execution of the pre-development agreement through the financial closing for the student housing project. On October 2, 2018, the Board

authorized the President to execute a letter of engagement with Collegiate Housing Foundation, the 501(c)(3) entity that was to secure financing and become the student housing project owner. Prior to execution of the pre-development agreement, the project underwent a preliminary, or indicative, rating assessment from Moody's Investors Service. The project was assessed by Moody's to be significantly under the investment grade quality required to achieve the financing that was to be available within this P-3 arrangement.

As discussed in the Board's work session that was held prior to this meeting, College Leadership hereby advises the San Juan College Board of Trustees that this P-3 approach to student housing is no longer a viable option for San Juan College. College Leadership requests Board approval and authorization to take appropriate measures to formally dissolve the various aspects of the P-3 arrangement.

Mr. Chance moved and Mr. Rasor seconded the motion to approve termination and dissolution of the various components of the P-3 arrangement for student housing, authorizing the President and Executive Vice President to take the appropriate measures to accomplish same. **MOTION CARRIED** by unanimous voice vote.

9. ADJUSTMENT OF FISCAL YEAR 2020 STATE APPROPRIATIONS BUDGET

When the Board approved the original fiscal year 2020 budget request, state appropriations were presented as \$24,998,000 in the general fund. The state appropriations total of \$24,998,000 were comprised of the following:

Formula Funding for Instructional & General	\$23,775,600
Dual Credit Adjustment	106,800
RPSP – Dental Hygiene	175,000
RPSP – Nursing	250,000
4% Salary Increase	590,300
Benefits Increase for 4% Increase	68,600
ERB Employer Contribution Increase	<u>31,700</u>
Total State Appropriations-Original FY20 General Fund	\$24,998,000

Subsequent to submitting the Board-approved budget to the Higher Education Department, the College Business Office was advised that several special appropriations totaling \$507,000 for capital items were to have been included in the general fund's state appropriations budget including:

\$57,000 to support welding program, SB 536

\$150,000 for surgical first assist program, SB536

\$100,000 for security system technology improvements, SB 536

\$200,000 to upgrade security equipment, HB 548

So that the fiscal year 2020 budget would reflect these additional appropriations in the general fund and thereby be accepted by the Higher Education Department, the Executive Vice President authorized an interim adjustment, increasing the budget amount for State Appropriations by \$507,000 and decreasing the budget amount for Other Sources by \$507,000.

The right hand column below reflects the interim adjustment. In the fall, a budget revision will be accomplished to more formally present the realignment discussed herein. A pro forma view of this interim adjustment is reflected below as an excerpt from HED Exhibit 2.

	<u>FY19 Year-End</u>	<u>FY20 Original</u>	<u>FY20 Revised</u>
<u>Revenues</u>			
Tuition and Fees	11,442,392	11,614,028	11,614,028
State Government Appropriations	23,473,724	24,998,000	25,505,000
Local Government Appropriations	14,920,319	14,973,803	14,973,803
State Grants & Contracts	318,067	210,000	210,000
Sales and Services	591,008	424,000	424,000
Other Sources	<u>1,001,843</u>	1,067,320	560,320
Total Revenues	51,747,353	53,287,151	53,287,151

Mr. Chance moved and Ms. Benny seconded the motion to affirm this interim adjustment for fiscal year 2020. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, July 2, 2019 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

ITEM K. ADJOURNMENT

Mr. Chance moved and Ms. Benny seconded the motion to adjourn. Dr. Pope adjourned the meeting at 8:11 p.m.

Mr. John Thompson, Chairman

San Juan College Board

ATTEST:

Date: July 2, 2019

Mr. Byron Manning, Secretary

San Juan College Board