

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
June 7, 2022**

ITEM A. CALL TO ORDER

Chairman Rasor called the meeting to order at 7:03 p.m. The following members were present:

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

Absent: Evelyn Benny, Vice-Chairman

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance included:
Toni Hopper Pendergrass, Edward DesPlas, Kerri Langoni Carpenter,
Karen Acree, Josh Bishop, Laura Black, Debbie Chalmers, Alicia Corbell,
Sherri Cummins, Gayle Dean, Sandy Gilpin, Lucy Haber, Kenny Hibner,
Karen Krob, Melissa Lillie, Brandie Lovato, Roy Lytle, Robert Martinez,
Steve Miller, John Myers, Mike Offutt, Jeff Parkes, Eddy Rawlinson,
Chris Rosen, Linda Schwinghammer, Lisa Snyder, Jeanne Winchell, and
Donna Ellis, Board Recorder

Guest(s): Giessi Caraveo

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Gayle Dean talked about the San Juan College Foundation Trustee's Scholarship, how it was started, and the process the applicants went through.

Mr. Giessi Caraveo, the recipient of this year's award, expressed his appreciation to the College and talked about how much this scholarship meant to him and his family.

iCare Minute Video

This month's iCare Minute Video featured Ms. Crystal Garzes-Rue who recently graduated from San Juan College in December 2021 earning her Associate's degree in Human Services. This Fall 2022 semester she will be continuing her college education by seeking her Bachelor's degree in Social Work.

Association Reports

Faculty Association representative, Ms. Sherri Cummins, provided the Board with a presentation.

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

Support Staff Association representative, Ms. Melissa Lillie, provided the Board with a presentation.

No Report from the Student Association this month.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. April 19, 2022 Work Session Minutes

The April 19, 2022 Work Session Minutes were presented in the Board Packet for approval.

2. April 19, 2022 Board Meeting Minutes

The April 19, 2022 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

Dr. Pendergrass received a thank you note from Mr. Ron Jernigan expressing his appreciation for his retirement gift and for the support of the Board of Trustees, faculty, and staff at the College.

Dr. Pendergrass received a card from Ms. Liz Murphy, Ms. Chrissy Coley, and the Campus Works Team stating they would be sending flowers to celebrate the Strategic Plan and Gallery Walk event.

4. **Financials**

Financial reports for the months ended March 31, 2022, and April 30, 2022, are presented in the Board Packet.

5. **Personnel Report**

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

Appointments: Janice Krish, Director of Business Incubation and Acceleration Initiatives, Enterprise Center, effective March 28, 2022; Chloe Sandlin, TRIO Educational Opportunity Center Advisor, Education Opportunity Center, effective April 11, 2022; George Chota, Clinical Coordinator/Instructor-Respiratory Therapy, School of Health Sciences, effective May 1, 2022; Lawrence Hunt, Instructor of Instrumentation and Controls, School of Energy, effective May 4, 2022; Weston Medlock, Harvest University Center Projects, Enterprise Center, effective May 5, 2022; Devin Andersen, Coordinator of Housing and Residence Life, Housing and Residence Life, effective May 9, 2022; Larry Finch, Veteran Center Program Coordinator, Veteran Center-Student Services, effective May 9, 2022; Telletha Valenski, Campus Director, SJC West Campus, effective May 9, 2022.

Changes: Gregory McCarty, from Instructor-EMS Program, School of Health Sciences to Assistant Professor-EMS Program, School of Health Sciences, effective April 15, 2022; Margaret Clair, from Lead Instructor and Onboarding Coordinator, ACE Center to Director of Fine Arts and Special Events, Fine Arts, School of Humanities, effective April 22, 2022; Natalie Stark, from Member Services Coordinator, Health and Human Performance Center to Member Services and Operations Coordinator, Health and Human Performance Center.

Separations: Kimberlyn Shaggy, Custodian, Physical Plant, separation of employment, effective April 15, 2022; Adrian Toledo, Custodian, Physical, Plant, separation of employment, effective April 21, 2022; Tyrell Jim, Associate Director, Center for Workforce Development, separation of employment, effective April 26, 2022; Bernadine Fincham, Administrative Assistant II, SJC West Campus, separation of employment, effective April 30, 2022; Ron Jernigan, Senior Director, Institutional Research and Strategic Planning, effective April 30, 2022; Giovanni Linares, Computer Lab Tec, Information Technology Center, separation of employment, effective May 9, 2022; Reyes Coca, Instructor-Business, School of Business, Information Technology, and Social Services, separation of employment, effective May 14, 2022; Nora Flucke, Assistant Professor-Nursing, School of Health Sciences, separation of employment, effective May 14, 2022; John Toolan, Assistant Professor-English, School of Humanities, separation of employment, effective May 14, 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. Third-Party Legal Services Provider Pool

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 third-party legal services provider. The College's Purchasing Department provided guidance to ensure that all State of New Mexico procurement requirements have been followed. The following law firms are recommended for the College's pool of legal services providers.

Miller Stratvert, PA

Not to exceed \$25,000 including applicable taxes.

Newbold Chapman & Geyer PC

Not to exceed \$60,000 including applicable taxes.

Holcomb Law Office

Not to exceed \$60,000 including applicable taxes.

Funds for these services are budgeted in the fiscal year 2023 general fund.

Recommendation

I recommend the Board of Trustees authorize contracts for legal services from the aforementioned firms at the respective amounts listed for fiscal year 2023.

8. Annual Utilities from City of Farmington

The College obtains utilities (electricity, water, sewage, sanitation) from the City of Farmington. For the 2022–2023 fiscal year, utilities from the City of Farmington are estimated to not exceed \$1,250,000 including applicable gross receipts taxes.

Recommendation

I recommend the Board of Trustees approve the purchase of annual utilities from the City of Farmington, for fiscal year 2023, at an amount not to exceed \$1,250,000.

9. Copier and Print Management Services

On April 27, 2021, resulting from RFP #21-48338, the Board of Trustees approved a four-year contract with Canon for copier equipment lease, maintenance, usage, and print management services. Fiscal year 2023 will be the second year of this four-year contract. The annual price is not expected to exceed \$250,000 net of gross receipts taxes.

Recommendation

I recommend the Board of Trustees ratify Canon’s second year of the four-year contract for copier and print management services in the amount of \$250,000 net of applicable gross receipts taxes, and authorize staff to create annual blanket purchase orders for the services herein described.

10. Information Technology Disaster Recovery System

At the June 1, 2021 Board meeting, the College’s Board of Trustees approved a two-year extension to the initial three-year contract with Advanced Network Management (ANM) of Albuquerque, New Mexico for the IT Disaster Recovery System and services. Fiscal year 2023 is the final year of this contract.

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

- 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.
- Ability to restore services and recover from a catastrophic failure.

The cost of this system and its services is \$125,000 plus gross receipts taxes.

Funds have been budgeted in fiscal year 2023 for these services.

Recommendation

I recommend the Board of Trustees authorize continuation of these services through the final year of the ANM contract and instruct the College to issue a purchase order to ANM in the amount of \$125,000 plus gross receipts taxes.

11. Ellucian Software Maintenance

Ellucian is the sole source of a large array of software used by San Juan College including: Colleague enterprise resource planning system, self-service, web adviser, application development environment, workflows, intelligent learning platforms, recruit and advise client relations modules, subscription library, financial aid self-service, and training. Fiscal year 2023 is year two of a three-year contract.

The cost for Fiscal year 2023 will be total of \$650,000 which includes all licensing, training, and support.

Required funds are budgeted within the fiscal year 2023 operating budget.

Recommendation

I recommend the Board of Trustees approve the continued licensure of Ellucian software and that a purchase order be authorized to encumber the necessary \$650,000.

12. SolarWinds Software Maintenance

The College uses SolarWinds Service Desk as our service requests platform which provides for submission, management, and tracking of thousands of service requests made by hundreds of users to the Information Technology Center and the Physical Plant department each year.

For fiscal year 2023 the cost of this software package will be \$114,008 plus applicable gross receipts taxes.

Resources for the cost of this software's annual maintenance are budgeted in the fiscal year 2023 operating fund.

Recommendation

I recommend the Board of Trustees approve continuation of the SolarWinds software licensing and maintenance agreements at \$114,008 plus applicable gross receipts taxes.

13. Everbridge Software Maintenance

The College uses Everbridge as its emergency notification system which provides text message, email, phone call, and mobile app-based alerts. This system was initially purchased in fiscal year 2022. College administration now recommends and requests a three-year contract.

Across three years, the cost of the software package will be \$92,110.11 plus applicable gross receipts taxes. For fiscal year 2023, the cost will be \$30,703.37 plus gross receipts taxes.

Resources for the cost of this software's annual maintenance are budgeted in the fiscal year 2023 operating fund.

Recommendation

I recommend the Board of Trustees approve the three-year, \$92,110.11 Everbridge software contract for licensing and maintenance agreements.

14. Transact Software Maintenance

Transact is used for access for printers/copiers and access in the HHPC. The Transact maintenance renewal cost for July 1, 2022–June 30, 2023 is \$66,219 and includes additional supplies. The use of Transact will be expanded when Student Housing comes online; new modules to provide for newly required functionalities to support student meal plans could add as much as \$45,000 in costs. For that reason, College administration requests a total approval not to exceed \$111,219.

Resources for these expenses are budgeted in the fiscal year 2023 operating fund.

Recommendation

I recommend the Board of Trustees approve the renewal of the Transact software maintenance agreement and acquisition of new functionalities not to exceed \$111,219 plus applicable gross receipts taxes.

15. Voice Over Internet Protocol (VOIP) Telephone System

At the January 8, 2019, Board meeting, the Board of Trustees authorized a three-year contract for a Hosted VOIP Telephone System through Millennium Communications and Mitel.

For the fiscal year 2023 the contract amount will not exceed \$176,000 plus applicable taxes; funding for this purchase is within the fiscal year 2023 budget.

Recommendation

I recommend the Board of Trustees approve the fiscal year 2023 continuation of Millennium Communications' hosted VOIP Telephone System through Mitel at a cost not to exceed \$176,000 plus applicable taxes.

16. Cloud-Hosted Learning Management System

Facilitated by the College Purchasing Department, San Juan College is able to participate in contract pricing for Instructure's Canvas learning management system as procured through New Mexico State University's agreement with

Instructure. Canvas is the system that enables online instruction for distance learning as well as online support for in-person classes for credit and non-credit instruction. The functionalities and support for Canvas are delivered through cloud-hosted services.

Instructure purchased Impact (formerly called EasySoft) in late 2021 and our licensing will now be provided through Instructure. The existing contract for this application expires on June 30, 2022.

This three-year agreement is priced as follows:

07/1/2022–9/30/2023	\$179,918.90 (15 months)
10/1/2023–9/30/2024	\$182,165.97
10/1/2024–10/1/2025	<u>\$191,106.44</u>
Total – 3 years	\$553,191.31

The total cost for the first year of this contract with Canvas is \$179,918.90 plus applicable taxes. The total cost for the three-year and three-month contract is \$553,191.31. Funds are budgeted in the fiscal year 2023 operating budget.

Recommendation

I recommend the Board of Trustees approve the three-year and three-month contract with Instructure at a total cost of \$553,191.31 plus gross receipts taxes.

17. Renewal of OnBase Software Platform

OnBase is a document imaging, document retention, and workflow solution that has been in place at San Juan College since 2011. OnBase is integrated into the daily operations of the College as it is used to organize, store, and retrieve a vast majority of the College’s records. Hyland Software is the technology solutions provider that currently offers the OnBase platform. Appropriate procedures to satisfy New Mexico procurement laws have been followed each year that the College has used OnBase.

College leadership recommends that the College continue use of OnBase. For fiscal year 2023, renewal of the OnBase maintenance agreement will cost \$83,817 plus gross receipts tax.

Funds for this software are within the fiscal year 2023 budget.

Recommendation

I recommend the Board approve this software renewal and authorize the College to issue a purchase order to Hyland Software for OnBase in the amount of \$83,817 plus gross receipts taxes.

18. Information Technology Help Desk Services

San Juan College Information Technology Center augments its in-house Help Desk through services provided by a third-party contract. On April 23, 2019, the Board of Trustees approved a contract through Cooperative Educational Services for fulfillment by RTI for three years of Help Desk services. College administration recommends extension of this contract for an additional three years at a total cost of \$297,000 plus applicable gross receipts taxes, an annual cost of \$99,000 for each of the three additional years.

The cost of \$99,000 plus applicable gross receipts taxes is funded within the fiscal year 2023 operating budget.

Recommendation

I recommend the Board approve this three-year contract extension of Help Desk services, to be fulfilled through Cooperative Educational Services by RTI.

19. Resolution for Depository Authority – Citizens Bank

San Juan College has investment and depository accounts at Citizens Bank. The Bank requires that the San Juan College Board of Trustees adopt a resolution so that updated signature cards may be placed on file.

Resolution

Whereas San Juan College places funds on deposit at Citizens Bank for safekeeping, checking, and savings accounts, and for investment earnings,

Whereas San Juan College requires one or more Agents or Authorized Representatives to open deposit accounts in the name of the College,

Whereas San Juan College requires one or more Agents or Authorized Representatives to place funds on deposit in the name of the College,

Whereas San Juan College requires that one or more Agents or Authorized Representatives endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Citizens Bank,

Be it therefore resolved that the San Juan College Board of Trustees hereby authorizes the following College officers and Board officer as Agents or Authorized Representatives to exercise the powers listed herein:

Toni Hopper Pendergrass, President
Edward M. DesPlas, Executive Vice President
Jeff Parkes, Controller
Valerie Uselman, Secretary of Board of Trustees

Approved: June 7, 2022

Recommendation

I recommend that the Board of Trustees approve and adopt this resolution.

20. Resolution for Depository Authority – U.S. Bank

San Juan College has investment and depository accounts at U.S. Bank, NA (Bank). The Bank requires that the San Juan College Board of Trustees adopt a resolution so that updated signature cards may be placed on file.

Resolution

Whereas San Juan College places funds on deposit at U.S. Bank, NA for safekeeping, checking and savings accounts, and for investment earnings,

Whereas San Juan College requires one or more Agents or Authorized Representatives to open deposit accounts in the name of the College,

Whereas San Juan College requires one or more Agents or Authorized Representatives to place funds on deposit in the name of the College,

Whereas San Juan College requires that one or more Agents or Authorized Representatives endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with U.S. Bank, NA,

Be it therefore resolved that the San Juan College Board of Trustees hereby authorizes the following College officers and Board officer as Agents or Authorized Representatives to exercise the powers listed herein:

Toni Hopper Pendergrass, President

Toni Hopper Pendergrass, President

Edward M. DesPlas, Executive Vice President

Jeff Parkes, Controller

Valerie Uselman, Secretary of Board of Trustees

Approved: June 7, 2022

Recommendation

I recommend that the Board of Trustees approve and adopt this resolution.

21. Resolution for Depository Authority – Vectra Bank

San Juan College desires to place investments and depository accounts at Vectra Bank. The Bank requires that the San Juan College Board of Trustees adopt a resolution authorizing the opening of the depository and investment

accounts, and identifying individuals authorized to act on the College's behalf, referred to as Agents or Authorized Representatives.

Resolution

Whereas San Juan College desires to place funds on deposit at Vectra Bank for safekeeping, checking, and or savings accounts, and for investment earnings,

Whereas Vectra Bank has requested that the College pledge the funds on deposit at Vectra as security for the College's current liability for its monthly spend on its 'Purchasing-Card' program,

Whereas San Juan College requires one or more Agents or Authorized Representatives to open deposit and investment accounts in the name of the College,

Whereas San Juan College requires one or more Agents or Authorized Representatives to place funds on deposit in the name of the College,

Whereas San Juan College requires that one or more Agents or Authorized Representatives endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Vectra Bank,

Be it therefore resolved that the San Juan College Board of Trustees hereby authorizes the following College officers and Board officer as Agents and Authorized Representatives to exercise the powers listed herein:

Toni Hopper Pendergrass, President
Edward M. DesPlas, Executive Vice President
Jeff Parkes, Controller
Valerie Uselman, Secretary of Board of Trustees

Approved: June 7, 2022

Recommendation

I recommend that the Board of Trustees approve and adopt this resolution.

22. Resolution for Depository Authority – Four Corners Bank

San Juan College has investment and depository accounts at Four Corners Community Bank. The Bank requires that the San Juan College Board of Trustees adopt a resolution so that updated signature cards may be placed on file.

Resolution

Whereas San Juan College places funds on deposit at Four Corners Community Bank for safekeeping, checking, and savings accounts, and for investment earnings,

Whereas San Juan College requires one or more Agents or Authorized Representatives to open deposit accounts in the name of the College,

Whereas San Juan College requires one or more Agents or Authorized Representatives to place funds on deposit in the name of the College,

Whereas San Juan College requires that one or more Agents or Authorized Representatives endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Four Corners Community Bank,

Be it therefore resolved that the San Juan College Board of Trustees hereby authorizes the following College officers and Board officer as Agents or Authorized Representatives to exercise the powers listed herein:

Toni Hopper Pendergrass, President
Edward M. DesPlas, Executive Vice President
Jeff Parkes, Controller
Valerie Uselman, Secretary of Board of Trustees

Approved: June 7, 2022

Recommendation

I recommend that the Board of Trustees approve and adopt this resolution.

23. Resolution for Depository Authority – Wells Fargo

San Juan College has investment and depository accounts at Wells Fargo Bank (Bank). The Bank requires that the San Juan College Board of Trustees adopt a resolution so that updated signature cards may be placed on file.

Resolution

Whereas San Juan College places funds on deposit at Wells Fargo Bank for safekeeping, checking, and savings accounts, and for investment earnings,

Whereas San Juan College requires one or more Agents or Authorized Representatives to open deposit accounts in the name of the College,

Whereas San Juan College requires one or more Agents or Authorized Representatives to place funds on deposit in the name of the College,

Whereas San Juan College requires that one or more Agents or Authorized Representatives endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Wells Fargo Bank,

Be it therefore resolved that the San Juan College Board of Trustees hereby authorizes the following College officers and Board officer as Agents or Authorized Representatives to exercise the powers listed herein:

Toni Hopper Pendergrass, President
Edward M. DesPlas, Executive Vice President
Jeff Parkes, Controller
Valerie Uselman, Secretary of Board of Trustees

Approved: June 7, 2022

Recommendation

I recommend that the Board of Trustees approve and adopt this resolution.

24. Information Report – Vectra Bank Purchase Card Services

A purchase card is a Visa or Mastercard that is used, under strict internal controls, for small purchases and travel expenses for College business. Similar to banking services, the State of New Mexico did not renew its contract with Bank of America for purchase card (P-card) services. San Juan College needs to acquire its own contract for these services by the July 1, 2022.

Under the guidance of the College Purchasing Department, Request for Proposal #22-49925 for Banking Services included a separate proposal option for P-Card services which would be evaluated and possibly awarded separately from the Banking Services. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements.

P-Cards do not have an actual cost associated with them. Therefore, this program was evaluated on services provided, customer support, as well as spending rebate rates to be credited back to the College. After careful review by the evaluation committee, the committee and College leadership have determined that Vectra Bank offers the best overall deal and program for the College.

Vectra Bank issues and manages its own card program and a major portion of its support team for these services is located in the College's service area. Vectra Bank's support team will help with program design, on-site implementation and training. These attributes distinguish Vectra as the preferred provider for the College's purchase card program.

Because San Juan College did not select Vectra Bank for its Banking Services, the College will be required to pledge and place \$550,000 in CD's with Vectra Bank as security for our monthly spend. The College regularly places CD's with local banks; this is not seen as a drawback to the strength of Vectra's purchase card program and services.

This matter does not require Board approval and is offered as an information item to the Board of Trustees.

25. Faculty Association Bylaws

College Council, the College's shared governance body, includes three associations through which employees collaborate, support professional development, provide College service, and express concerns: the Support Staff Association, the Professional Staff Association, and the Faculty Association. Each association has bylaws that govern the association's activities and these bylaws are periodically amended. The Faculty Association bylaws have been amended to remove potential conflicts with the representation provided to faculty by the San Juan College Educational Association. The proposed bylaws state that the "Faculty Association is a proactive, collaborative, and cooperative voice for full-time faculty" and that its purpose is to "encourage and support faculty in attaining excellence in education through professional and personal growth, innovative and intention instruction, and discussion and collaboration as aligned with San Juan College iCare values and strategic directions." The bylaws describe the proposed activities of the Faculty Association along with provisions for the election of its officers, their terms, and their duties. A copy of the document has been provided to all members of the Board of Trustees.

Recommendation

I recommend that the Board of Trustees approve the amended bylaws of the San Juan College Faculty Association as presented.

REMOVAL OF ITEM FROM CONSENT AGENDA

Mr. Chance requested Consent Agenda Item 25 be removed from the agenda.

APPROVAL OF CONSENT AGENDA

Mr. Chance moved and Mr. Manning seconded to take the recommended actions as presented on Items 1-24 on the Consent Agenda. **MOTION CARRIED** by unanimous voice vote.

ITEM G. OLD BUSINESS

None.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. RESOLUTION FOR SJC LOCAL GO BOND ELECTION

At the Board of Trustees' Work Session on June 1, 2021, Mr. Erik Harrigan of RBC Capital Markets, in the role of financial advisor for the College, presented and discussed "Finance Plan Discussion, Tax Rate Maintenance, and Capacity Analysis". Because of uncertainties caused by the COVID-19 pandemic, Trustees deferred further discussion to later in fiscal year 2022. At the March 1, 2022, Board Work Session, College administration presented and discussed with the Board the possibility of a local general obligation bond campaign and election in November of 2022. At today's Work Session,

Ms. Regina Gaysina of RBC Capital Markets, in the role of financial advisor for the College, presented and discussed several scenarios for a November 2022 San Juan College local general obligation bond election.

Accordingly, Ms. Heather Travis Boone of Cuddy & McCarthy, LLP in the role of bond counsel for the College has prepared a "Resolution Proposing General Obligation Bond Ballot Question and Other Matters Relating Thereto" to place a \$7,000,000 local bond question onto the ballot of the November 2022 election. The resolution was given to Trustees in advance of this meeting.

Mr. Thompson moved and Ms. Uselman seconded to approve the "Resolution Proposing General Obligation Bond Ballot Question and Other Matters Relating Thereto" to place a \$7,000,000 local bond question onto the ballot of the November 2022 election and direct College administration to fulfill the necessary legal requirements and take prudent measures to drive a successful bond campaign. **MOTION CARRIED** by unanimous voice vote.

2. APPROVAL OF FACULTY MARKET DISPARITY STIPEND – NURSING

San Juan College's Nursing program has a history of high turnover in the faculty ranks. Difficulties in recruiting and retaining nursing instructors with the Master's of Science–Nursing degree, the credential required by the special accrediting body for nursing programs, could 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 first discussed in the April 24, 2017 Board of Trustees Work Session.

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 2022-2023 academic year, effective August 2022. The stipend will be prorated across pay periods. The stipend will not increase base

contract pay. A market study was completed in Spring 2022 to verify the stipend was still consistent with prevailing market conditions. Market conditions are unchanged and continue to support a market disparity stipend. The College president will promulgate other procedural aspects necessary to implement and manage this recommendation. The cost to grant this stipend in fiscal year 2023 is estimated to be \$37,500.

Mr. Manning moved and Mr. Chance seconded to approve the Faculty Market Disparity stipend as herein described. **MOTION CARRIED** by unanimous voice vote.

3. JOB ORDER ELECTRICIAN SERVICES

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 electrician services through Request for Proposals #RFP 22-50877. This is a one (1) year contractor pool, with the option to renew for up to three additional one-year terms. This pool will provide job order electrician services upon specific needs of the College. As jobs arise, contractors within the approved pool will be selected based on their expertise and availability. Use of this pool enables the College to accomplish small projects without having to keep a full-time electrician on staff. Over the term of this pool of service providers, expenditures will not exceed \$200,000 plus gross receipts taxes for the first year.

College administration recommends the following contractors be approved for placement in this pool of service providers and awarded jobs required by the College.

Ross Wes Electrical Services Inc., 1332 W Murray Drive, Farmington, NM
Trophy Ridge Electric LLC, PO Box 6402, Farmington, NM

Mr. Thompson moved and Ms. Uselman seconded to approve the contract pool for electrician services, as herein described, and authorize expenditures over the term of the contract of the approved pool not to exceed \$200,000 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

4. RE-ROOFING PROJECT FOR 30TH STREET EDUCATION CENTER BUILDING

Recent high winds have caused most of the roofing membrane to be blown off the 30th Street Education Center building. Approximately 26,000 square feet of roofing needs to be replaced. Under the guidance of the College Purchasing Department and with the urgency of the project, we have secured a quote from DKG & Associates Inc. utilizing CES Contract #2020-10BC1304-ALL for this project. A detailed and documented process to meet

all State of New Mexico procurement requirements has been followed. Services include removal of the entire existing roof system down to the original roof decking, attachment of new insulation, flashings, accessories per manufacturer's warranty requirements, covering and shielding with high-density TPO-coated cover boards, and installation of a contiguous 60mil TPO membrane spanning the entire section of the roof. The cost of this project is expected not to exceed \$490,000 plus gross receipts tax and includes the manufacturer's twenty (20)-year labor and material NDL warranty with a two-inch (2") hail rider, and contractor's two (2)-year quality assurance guaranty.

This project will be funded by our Travelers Insurance coverage (Claim #SL9757), subject to a \$10,000 deductible. The deductible will be split 53% San Juan College/47% Farmington Municipal Schools.

Mr. Chance moved and Mr. Thompson seconded to approve DKG & Associates, Inc., through CES for this re-roofing project not to exceed \$490,000 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

5. HUTTON BUILDING RESTROOM REMODEL PROJECT

The nature of the Fire Science program's hands-on training at the fire tower cause the need for showers. This renovation project will add one (1) female and four (4) male showers along with other remodeling needs in the existing restroom areas.

Under the guidance of the College Purchasing Department, pricing pursuant to a cooperative agreement through CES contract #2020-09B-R1242-124 was obtained from FCI Contractors for this project. 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).

FCI Constructors of New Mexico, an Aztec-based business is recommended for this project at a price not to exceed \$253,152 plus gross receipts taxes.

Building renovation and replacement funds will provide the budgetary resources for this project.

Mr. Chance moved and Mr. Manning seconded to approve contracting with FCI Contractors of New Mexico not to exceed a total of \$253,152 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

6. COLLEGE WEBSITE RE-DESIGN

Web design is important because it impacts how the College's audience (prospective students, students, community) perceives the College's brand. The impression the College makes on its audience can either get them to remain on the College webpage and learn about the College or leave the College's page altogether. A good website design helps the College keep our constituents on its webpage page.

The anticipated steps for this website re-design are as follows:

- 1) Discovery and Research
- 2) Content Strategy
- 3) Content Development
- 4) Visual Design
- 5) Search Engine Optimization
- 6) Technical Development
- 7) Implementation in CMS
- 8) Transition Support/Organizational Change Management

Under the guidance of the College Purchasing Department, a proposal solicitation for Website Re-Design was issued as Request for Proposal #22-50587. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. Three (3) proposals were received and reviewed by the College's evaluation team followed by presentations and interviews of the top two responses.

The evaluation team and College leadership has selected Carnegie Dartlet LLC. (formerly mStoner) for recommendation to provide these services at a price not to exceed \$280,000 plus applicable taxes.

Once Carnegie has completed its design and HTML templates, TerminalFour will implement the design and templates into the College's Content Management System (CMS) at an additional cost of \$95,000, marketed through SHI International Incorporated, bringing the total project cost to \$375,000. TerminalFour was approved by the Board as our CMS at the August 12, 2021 Board meeting.

The College's current contract with TerminalFour costs \$60,850 per year for the CMS and portal, this additional, one-time web re-design implementation contract would put TerminalFour's fiscal year 2023 at \$155,850.

This project is anticipated to be completed by the end of fiscal year 2023 and is funded through fund balance.

Mr. Chance moved and Ms. Uselman seconded to first, approve the \$280,000 website re-design contract with Carnegie Dartlet LLC, and second, to approve the web re-design implementation contract for the fiscal year 2023 annual services contract with TerminalFour at a total price not to exceed \$155,850. **MOTION CARRIED** by unanimous voice vote.

7. LAPTOP COMPUTER PURCHASES

To facilitate the growth within Information Technology offerings, the College seeks to add computer labs to support instruction in artificial intelligence and enhanced cybersecurity courses. This instruction and training will help provide students certificates that will lead to high paying, location neutral jobs in high demand industries.

Under the guidance of the College Purchasing Department, pricing pursuant to CES contract price agreement 2022-01-AG01-ALL was obtained from CDW-G for the acquisition of thirty-four (34) high-end computers: Razer Blade 17 - 17.3" - Core i7 12800H - 16 GB RAM - 1 TB SSD. As such, the College followed a detailed and documented process to meet all State of New Mexico procurement requirements.

The price of these computers, as quoted on April 23, 2022, is \$3,303.30 each for a total of \$112,312.20 plus gross receipts taxes. Because of supply chain issues and volatile, increasing prices on these goods, College administrative recommends a contingency of \$7,687.80 be granted with this purchase request, bringing the total to an amount not to exceed \$120,000 plus gross receipts taxes.

This purchase will be funded by grant resources.

Mr. Thompson moved and Mr. Manning seconded to approve this purchase through CES Contract Price Agreement with CDW-G and that a purchase order be authorized not to exceed \$120,000 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote

8. AUTOMOTIVE EQUIPMENT: TIRE MACHINE AND AIR CONDITIONER MACHINES

To maintain the quality of students' instructional experiences, the Automotive program strives to keep its array of equipment consistent with the current state-of-technology. Recently, the Automotive program's leadership has determined that select equipment items need to be added to support the electric vehicle (EV) program. Under the guidance of the College Purchasing Department, pricing pursuant to Sourcewell price agreements #013020-SNP and #031020-SNP was obtained from Snap-On Industrial for the acquisition

of one (1) tire machine and two (2) air conditioner machines, for a total cost of \$46,243 plus applicable taxes.

To date, \$66,291 in tools and minor equipment have been purchased from Snap-On Industrial. Aggregated with purchases-to-date from Snap-On, acquisition of this new equipment will bring total purchases from Snap-On to \$112,534 plus applicable taxes.

Funds for this fiscal year 2022 \$66,291 purchase are provided from the Center for Excellence for Alternative Energy and Sustainability budget.

Mr. Thompson moved and Mr. Chance seconded to approve these additional purchases, bringing fiscal year 2022 purchasing authority with Snap-On Industrial to \$112,534 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

**9. BURLINGTON BUILDING, ANNEX, PARKING LOTS, AND LAND –
TRANSFER OF OWNERSHIP TO COLLEGE**

The Burlington building and its Annex building, located at 3535 East 30th Street in Farmington, NM is owned by the San Juan College Foundation. San Juan College has used these buildings under a building use agreement with the Foundation for over twenty (20) years. The Board of the San Juan College Foundation has approved transfer of ownership of these properties including buildings, parking lots, and land to San Juan College.

As due diligence, the College has obtained a property appraisal, a property survey, and a Phase I environmental assessment. Because the College has, for years, reported the Burlington property on its facilities inventory, a representative of the Higher Education Department has provided guidance that this transfer does not require HED action. The College's third-party general counsel Stratvert Miller PA has prepared a transfer agreement to affect the transfer of ownership to the College. The document prepared by legal counsel was shared with the Trustees in advance of this meeting.

As a matter of information, the College intends to demolish the buildings and hold the vacant parking lots and land for potential future development.

Ms. Uselman moved and Mr. Thompson seconded to accept ownership of the Burlington building, its annex, parking lots, and land and approve the transfer agreement. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, July 5, 2022 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Mr. Thompson moved and Mr. Manning seconded the motion to adjourn the meeting. Chairman Rasor adjourned the meeting at 8:04 p.m.

Mr. Joseph Rasor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: August 2, 2022