

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
June 6, 2023**

ITEM A. CALL TO ORDER

Chairman Razor called the meeting to order at 6:04 p.m. The following members were present:

Joseph Razor, Chairman
Evelyn Benny, Vice Chairwoman
Valerie Uselman, Secretary
Hoskie Benally, Jr., Member
R. Shane Chance, Member
Byron Manning, Member
John Thompson, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance included:
Toni Hopper Pendergrass, Edward DesPlas, Boomer Appleman, Lisa Perez, Kerri Langoni Carpenter, Lorenzo Reyes, Karen Acree, Cindy Bates, Autumn Bekis, Yolanda Benally, Josh Bishop, Troy Brown, Arely Caro, Jordan Cepeda, Margaret Claire, Alicia Corbell, Sherri Cummins, Gayle Dean, Lucy Haber, Ashlee Huntsman, Meghan Kattner, Randall Keeswood, Kris Kraly, Karen Krob, Murdoch Maloney, Robert Martinez, Scott Michlin, Mike Offutt, Michael Ottinger, Elizabeth Phelps, Greg Reynolds, Amanda Robles, Angelique Rodriguez, Chris Rosen, Rhonda Schaefer, Paulette Stanley, Carrie Tsosie-Jim, Gerald Williams, and Donna Ellis, Board Recorder

Guest(s): Blaze

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

The Marketing and Public Relations team will provide a brief history of the San Juan College mascot and describe how Dr. Pendergrass encouraged and supported the team to create a mascot costume for the students and community. The team also will share some of the details of the creative process and reveal a few of the “shining” moments along the way.

iCare Minute Video

This month's iCare Minute video will demonstrate how collaboration was a prominent value in the creating of the San Juan College mascot. The Marketing and Public Relations team worked with numerous departments across campus to make Blaze's debut a success and one for the history books.

Association Reports

Support Staff Association representative, Mr. Mike Offutt, provided the Board with a report.

No report from the Student Association.

SJC Education Association representative, Mr. Gerald Williams, provided the Board with a report.

Professional Staff Association representative, Ms. Megan Kattner, provided the Board with a report.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. April 19, 2023 Work Session Minutes

The April 19, 2023, Work Session Minutes were presented in the Board Packet for approval.

2. April 19, 2023 and May 5, 2023 Board Meeting Minutes

The April 19, 2023 and May 5, 2023, Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

Dr. Pendergrass received a thank you card from Ms. Audra Winters from the San Juan Medical Foundation expressing their appreciation for the support from the College of the Building Wings Children Fund for the newly improved Pediatric Wing.

Dr. Pendergrass received a letter from Mr. Cade Allison, President of the Association of Students, that the Associated Students have adjourned sine die until the 2023-2024 senate term. He also expressed the Associated Students gratitude to the President, Board of Trustees, and Leadership Team for their hospitality and efforts to improve student success at the College.

Dr. Pendergrass received a thank you card from Mayor Nate Duckett thanking her for the honor of providing the commencement speech at this year's graduation ceremonies.

4. Financials

Financial reports for the months ended March 31, 2023, and April 30, 2023, were presented in the Board Packet.

5. Personnel Report

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

Appointments: Benjamin Herrera, Computer Lab Technician, Information Technology Center, effective April 17, 2023; Estriana Jaramillo, Admissions Recruiter, Student Services, effective May 1, 2023; Jamil Safdar, Security Officer, Public Safety, effective May 1, 2023; Daniel Aguirre, Custodian, Physical Plant, effective May 8, 2023; Gabriel Cortez, AIBE Incubator Program Specialist, Enterprise Center, effective May 8, 2023; Letitia Yellowhorse, Administrative Assistant II for OTA-HIT, School of Health Sciences, effective May 8, 2023; Michael Thomas, Administrative Assistant II, Tutoring Center, effective May 11, 2023; Demetrius Lapahie, Library Assistant III, Library-West Campus, effective May 15, 2023; Eric Shorthair, Custodian, Physical Plant, effective May 15, 2023; Heath Guillory, NASNTI SOAR Director, Student Services, effective May 15, 2023; Lisa Peacock, Makerspace Technician, Enterprise Center, effective May 15, 2023; Mya Harvey, Computer Lab Technician, Information Technology Center, effective May 15, 2023; Samuel Allen, Harvest University Center Project Manager, Enterprise Center, effective May 15, 2023; Sophina Tyler, Assistant Controller, Business Office, effective May 22, 2023.

Changes: Valarita Charlie, Library Assistant III, Library-West Campus to Senior Administrative Assistant, Library, effective May 1, 2023; Cara Jim, Technical Support Manager, Information Technology Center to User Services Architect, Information Technology Center, effective May 1, 2023; Amanda Clark, Instructor-Vet Tech, School of Health Sciences to Assistant Professor-Vet Tech, School of Health Sciences, effective May 11, 2023; Keila Tubbs, Instructor-Vet Tech, School of Health Sciences to Assistant Professor-Vet Tech, School of Health Sciences, effective May 11, 2023; Melissa Lillie, Administrative Assistant-Nursing, School of Health Sciences to School Operations Coordinator, School of Science, Math and Engineering, effective May 15, 2023; Murdoch Maloney, Professor, School of Business, Information Technology and Social Sciences to Dean, School of Business, Information Technology and Social Sciences, effective May 15, 2023; Donna St. John, Assistant Professor-Cosmetology Program, School of Trades

and Technology to Coordinator/Assistant Professor of Cosmetology Program, School of Trades and Technology, effective May 16, 2023.

Separations: Malachi Clah-Deale, Custodian, Physical Plant, separation of employment, effective April 10, 2023; Paul Hayes, Makerspace Technician II, Makerspace, separation of employment, effective April 10, 2023; Kierra Johnson, Associate Teacher, Child and Family Development Center, separation of employment, effective April 20, 2023; Tracy Caddy, Coordinator/Instructor-Cosmetology Program, School of Trades and Technology, separation of employment, effective April 21, 2023; Summer Begay, Energy Program Specialist, separation of employment, effective April 28, 2023; Cynthia Williams, Senior Administrative Assistant, Library, retirement, effective April 30, 2023; Devin Andersen, Coordinator of Housing, Student Services, separation of employment, effective May 1, 2023; Penni Curtis, Administrative Assistant II, School of Health Sciences, separation of employment, effective May 10, 2023; Sandra Gilpin, Associate Vice President, Office for Learning, separation of employment, effective May 12, 2023; Donna Bakken, Assistant Professor-Nursing, School of Health Sciences, separation of employment, effective May 13, 2023; Amanda Corbin, Instructor-Nursing, School of Health Sciences, separation of employment, effective May 13, 2023; Hannah Messenger, Academic Support Coordinator, Tutoring Center, separation of employment, effective May 13, 2023; Star Flagel, Academic Support Coordinator, Tutoring Center, separation of employment, effective May 13, 2023; Brenda Blevins, School Operations Coordinator, School of Science, Math and Engineering, retirement, effective May 31, 2023; Rachael Dworsky, Associate Professor, School of Humanities, separation of employment, effective May 31, 2023; Ruben Johnson, Dean, School of Trades and Technology, separation of employment, effective May 31, 2023.

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. Revision to Support Staff Association Bylaws

Article V – Meetings – Section 1 – Page 4 of the Support Staff Association Bylaws reads “Generally, regular meetings shall be held each month throughout the calendar year. Meeting dates will be the third Wednesday of every month at 8:30 a.m. Special meetings may be scheduled more frequently should a need arise.”

The Support Staff Association members voted to revise the second sentence to read “Meeting dates and locations will be flexible to consider staffs’ schedules.”

Trustees have been provided with the redlined, revised bylaws document in advance of this meeting.

Recommendation

I recommend the Board of Trustees approve the revisions to the Support Staff Association Bylaws effective June 7, 2023.

8. Faculty Market Disparity Stipend – Nursing

Since Fiscal Year 2018, the College has used a Board-approved faculty market disparity stipend in an attempt to slow Nursing faculty turnover. Market conditions 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 2023-2024 Academic Year, effective August 2023. The stipend will not increase base contract pay. The cost to grant this stipend in Fiscal Year 2024 is estimated to be \$37,500.

Recommendation

It is recommended the Board of Trustees approve the faculty market disparity stipend as herein described.

9. Annual Audit Services for Fiscal Year 2023

The selection of Cordova CPA’s, LLC was approved by the Board in 2019. Cordova CPA’s has been approved by both the State Auditor’s Office and the Higher Education Department to perform the Fiscal Year 2023 Audit.

College administration intends to retain Cordova CPA’s LLC for an additional contract year. With the increased workload from the Workday implementation, the College’s key Business Office professionals will need assistance in preparing the Annual Comprehensive Financial Reports. Such

additional services will bring the cost of Fiscal Year 2023's Audit to a total of \$77,050.00 plus gross receipts taxes.

Services for the upcoming audit will include:

- Financial statement audit, federal single audit (2 CFR Part 200), and financial statement preparation, for the College.
- Financial statement audit, and financial statement preparation for the SJC Foundation.
- Financial statement audit for Four Corners Innovation, as a component unit of the College.
- Exempt Organization Tax Return Preparation for the SJC Retiree **Health Trust, as well as SJC Foundation.**

Recommendation

I recommend the Board of Trustees approve the contract extension for the audit and additional related services from Cordova CPA's LLC. Cost is not to exceed \$77,050.00.

10. 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 2024 is year three of a three-year contract.

The cost for Fiscal Year 2024 will be total of \$625,000 which includes all licensing, training, and support.

Required funds are budgeted within the Fiscal Year 2024 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 \$625,000 plus applicable gross receipts taxes.

11. Voice Over Internet Protocol (VOIP) Telephone System

At the January 8, 2019, Board of Trustees meeting, the Board authorized a three-year contract for a Hosted VOIP Telephone System through Millennium Communications and Mitel. This contract has since rolled to an annual renewal.

For the Fiscal Year 2024 the contract amount will not exceed \$176,000 plus applicable taxes; funding for this purchase is within the Fiscal Year 2024 budget.

Recommendation

I recommend the Board of Trustees approve the Fiscal Year 2025 continuation of Millennium Communications' hosted VOIP Telephone System through Mitel at a cost not to exceed \$176,000 plus applicable taxes.

12. SolarWinds Software Maintenance

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

Recent additions of SJC departments, including Institutional Research, Auxiliary Services, and the MakerSpace required the purchase of additional licenses.

For Fiscal Year 2024 the cost of this software package, including the additional licenses, will be \$130,000 plus applicable gross receipts taxes.

Resources for the cost of this software's annual maintenance are budgeted in the Fiscal Year 2024 operating fund.

Recommendation

I recommend the Board of Trustees approve continuation of the SolarWinds software licensing and maintenance agreements at \$130,000 plus applicable gross receipts taxes.

13. Data Integration Software

On November 1, 2022, the Board approved a three-year contract with SHI International Incorporated, through a NM State Price Agreement, for the software licensing and maintenance agreement to utilize Boomi Integration Software. This middle-ware software enables two systems to talk with each other by mapping data and providing a methodology to move data between the systems. For our Workday ERP migration project, Boomi is instrumental in providing the expansive integrations that are required.

The second year of this multi-year contract comes in at a cost of \$95,000.

Resources for the annual license and maintenance cost for this software application are budgeted in the Fiscal Year 2024 operating budget totaling \$95,000.

Recommendation

I recommend the Board of Trustees approve year two of the contract with SHI International Incorporated for the software licensing and maintenance agreement, as herein described at \$95,000 plus applicable gross receipts taxes and authorize purchase orders to encumber necessary funds.

14. Custodial and Janitorial Supplies

At the August 8, 2022, Board meeting, the Board approved a multi-source award on a one-year contract for Janitorial supplies with the option of up to three, one-year extensions. College administration would like to exercise the first optional one-year extension. Supplies to be purchased through this contract include, but are not limited to roll towels, tissue, trash can liners, personal protective equipment - gloves, toilet paper, hand soap, and cleaning chemicals.

Due to continued supply chain issues that have affected all vendors, the College administration recommends maintaining the multi-source award and extending this contract to all three selected suppliers.

- 1) Fleming Chemical
- 2) Staples Advantage
- 3) Brady Industries

For the Fiscal Year 2024, anticipated purchases will not exceed \$120,000 plus applicable taxes.

Recommendation

I recommend the Board of Trustees approve the purchase of custodial and janitorial supplies from the above listed suppliers in an aggregate amount not to exceed \$120,000 plus applicable taxes for Fiscal Year 2024.

15. Copier and Print Management Services

On April 27, 2021, resulting from RFP #21-48338, the Board approved a four-year contract with Canon for copier equipment lease, maintenance, usage, and print management services. Fiscal Year 2024 will be the third 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 third 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.

16. 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 2024, renewal of the OnBase maintenance agreement and training is \$120,000 plus gross receipts tax.

Funds for this software are within the Fiscal Year 2024 budget.

Recommendation

I recommend the Board of Trustees approve this software renewal and authorize the College to issue a purchase order to Hyland Software for OnBase in the amount of \$120,000 plus gross receipts taxes.

17. Transact Software Maintenance

Transact is used for access for printers/copiers and access in the HHPC. The Transact ID software and printer maintenance costs for Fiscal Year 2024 is \$96,895.98 and includes three new printers, plus additional supplies. The maintenance for student meal plans and dining services is \$13,227.20. Fiscal Year 2024 total cost is not to exceed \$110,123.18.

Resources for these expenses are budgeted in the Fiscal Year 2024 operating fund.

Recommendation

I recommend the Board of Trustees approve renewal of the Transact Software Maintenance Agreement and acquisition of new functionalities not to exceed \$110,123.18 plus applicable gross receipts taxes.

18. 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 2024 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 2024.

19. Natural Gas Utilities – Fiscal Year 2023 Thru Fiscal Year 2025

The College obtains Natural Gas from Symmetry Energy Solutions aka Center Point Services. The Board approved a three-year (FY23–FY25) agreement at the December 7, 2021, Board meeting. For the Fiscal Year 2024, natural gas is estimated not to exceed \$175,000 inclusive of gross receipts taxes.

Recommendation

I recommend the Board of Trustees approve the purchase of natural gas utilities from Symmetry Energy Solutions, for Fiscal Year 2024, in an amount not to exceed \$175,000.

20. Annual Utilities from City of Farmington

The College obtains utilities (electricity, water, sewage, sanitation) from the City of Farmington. For Fiscal Year 2023–2024, utilities from the City of Farmington are estimated not to exceed \$1,500,000 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 2024, at an amount not to exceed \$1,500,000.

21. Consultant – Center of Excellence for Renewable Energy and Sustainability

The School of Energy's Center of Excellence for Renewable Energy and Sustainability requires expertise to cultivate and facilitate its strategic partnerships with industry, government agencies, research facilities, consultants, non-profit organizations, and colleges and universities while leveraging the strengths of internal SJC departments to achieve the Center's goals.

Mr. Steve Grey has expertise in the energy industry with a distinguished track record of accomplishments in the field of energy. He has experience in project management, developing stakeholder coalitions, public speaking, and community outreach. Fiscal Year 2024 is the fourth year that Mr. Grey will act in a consulting role to the Center of Excellence. As in the first three years of his engagement, the annual fee is \$70,000; in addition, Mr. Grey will be reimbursed for up to \$10,000 in approved travel expenses.

For Fiscal Year 2024, the cost of Mr. Grey's consulting contract, including travel, will not exceed \$80,000 plus gross receipts taxes.

Recommendation

I recommend the Board of Trustees approve the extension of this contract with Mr. Steve Grey at \$70,000 and travel expenses not to exceed \$10,000 for a total cost not to exceed \$80,000 plus gross receipts taxes.

22. 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 learning management 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.

At the June 7, 2022, Board meeting, the Board approved a three-year and three-month contract to Instructure, totaling \$553,191.31 plus applicable gross receipts taxes.

Resources for the annual license and maintenance costs for Instructure products in year two of this contract are budgeted in the Fiscal Year 2024 operating budget, totaling \$182,165.97.

Recommendation

I recommend the Board approve year two of the contract with Instructure for the software licensing and maintenance, as herein described at \$182,165.97, plus gross receipts taxes.

23. Virtual Desktop and Server Software and Various IT Gear

Citrix software provides the College’s Virtual Desktop Infrastructure (VDI) that allows us to make our computer labs virtual and available outside a physical lab. Fiscal Year 2024 Citrix license cost is anticipated not to exceed \$46,243.56 for 300 virtual computers.

VMWare is the College’s virtual server infrastructure. Fiscal Year 2024 cost for VMWare license is not expected to exceed a cost of \$22,986.61 for the year.

College leadership recommends extending current software, infrastructure, and allow for a contingency of \$10,000 for various IT supplies.

Resources for the cost of this annual software maintenance and IT gear are budgeted in the Fiscal Year 2024 operating fund.

Recommendation

I recommend the Board of Trustees approve the Citrix and VMWare software, and IT gear purchases through CDW-G as herein described at a total cost of no more than \$79,230.17 plus applicable gross receipts taxes.

24. Collaborative for Higher Education Shared Services (CHESS)

At the August 12, 2021, Board meeting, the San Juan College Board of Trustees approved the College’s participation in the Collaborative for Higher Education Shared Services (CHESS) organization. San Juan College is one of five colleges that are currently part of CHESS. CHESS employs a Chief Executive Officer, Chief Operating Officer, and other employees in support of the CHESS mission. In addition, CHESS has contracted with CampusWorks for executive advisory services, contract management support, program management, and other types of support necessary through the implementation of the new enterprise resources planning, student information system, and non-credit software application.

Below are San Juan College’s Fiscal Year 2024 allocation of CHESS costs, Workday costs, and Lumens costs. Please note that Workday and Lumens costs come to San Juan College through CHESS.

CHES Operations (Participation Previously Approved by SJC Board)	\$ 440,446
Workday Subscription (Previously Ratified by SJC Board)	\$ 499,827
Workday Training (Previously Ratified by SJC Board)	\$ 23,291
Workday Wave 2 Implementation (Previously Ratified by SJC Board)	\$2,241,247
Lumens' ModernCampus – noncredit ERP (Previously Ratified by SJC Board)	<u>\$ 113,443</u>
Total CHES Allocation – FY2023	\$3,318,254
Plus – Estimate for CHES Assistance in Lumens Implementation (Previously Ratified by SJC Board)	<u>\$ 86,557</u>
Adjusted Total - FY24 Costs through CHES	\$3,404,811
Outside Funding Sources:	
Fiscal Year 2022 Congressionally Directed Funding (CHES)	\$ 820,000
Fiscal Year 2024 Capital Outlay Funding	\$ 200,000
Fiscal Year 2024 C2 funding (CHES)	<u>\$2,080,000</u>
Total Outside Funding	\$3,100,000

The net cost of CHES operations, Workday, and Lumens' Modern Campus costs for Fiscal Year 2024 is \$304,811.

Recommendation

I recommend the Board of Trustees approve San Juan College's adjusted total fiscal year costs through CHES, not to exceed \$3,404,811 and the College's use of total outside funding of up to \$3,100,000 for Fiscal Year 2024.

25. Information: Technology Help Desk and Disaster Recovery Services

San Juan College Information Technology Center augments its in-house Help Desk and Disaster Recovery Services through Riverside Technology Industries (RTI).

Under the guidance of the College Purchasing Department, pricing pursuant to NM State Wide Price agreement #60-00000-15-00008-AN, based on NASPO

Master Agreement # NMWNC-134, was obtained from Riverside Technologies (RTI) that encompasses all three products listed below.

Help Desk Services: In Fiscal Year 2023, the Board approved a contract through Cooperative Educational Services for fulfillment by RTI for three years of Help Desk services. This is the second year of this three-year contract. The second-year cost will be \$99,000 plus applicable gross receipts taxes.

Veeam: Is a provider of data protection software. Its products are used by San Juan College to protect from data loss, corruption, and disaster. Services are procured annually at \$46,551.23 plus applicable gross receipts taxes.

Wasabi: Is a service that helps San Juan College protect its data from disasters using cloud storage to store copies of an organization's data in a remote location. Services are procured annually at \$6,285.63, plus applicable gross receipts taxes.

The cost of these three services totals \$152,838 plus applicable gross receipts taxes and is funded within the Fiscal Year 2024 operating budget. This amount includes any potential training or additional services to be incurred during Fiscal Year 2024.

Recommendation

I recommend the Board of Trustees approve the purchase of these three services through RTI totaling no more than \$152,838 plus applicable gross receipts taxes.

26. Information: Technology Remote Services Contract

At the April 28, 2020, Board meeting, the Board of Trustees approved CampusWorks for a three-year contract with an optional one (1) year renewal for a total not to exceed four (4) years. The cost of this contract for Fiscal Years 2021–2024 was approved at \$1,999,600 (\$499,900 per year) plus applicable taxes.

This contract provides for remote IT services to augment San Juan College's talent pool and staff power in areas including, but not limited to, strategic IT directions and planning, information and systems' security, Colleague ERP programming, customization and reporting, and other technical assistance as required by the College.

Resources for this additional year of remote services are budgeted in the Fiscal Year 2024 operating budget at \$499,900 plus applicable taxes.

Recommendation

I recommend the Board of Trustees approve the optional year to the CampusWorks contract at a cost of \$499,900 plus applicable gross receipts taxes.

APPROVAL OF CONSENT AGENDA

Mr. Thompson moved and Mr. Chance seconded to take the recommended actions as presented on the Consent Agenda. **MOTION CARRIED** by unanimous voice vote.

ITEM G. OLD BUSINESS

None.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. ADJUNCT FACULTY PAY INCREASE

San Juan College strives to be a competitive employer. To bring San Juan College's adjunct pay rate to the median of regional peer benchmarks, College leadership recommends that the per-credit-hour rate be increased three percent (3%), from \$755 per credit hour to \$778 per credit hour and that (clock) hourly adjunct pay rates be adjusted by either three percent (3%) or an amount to cause alignment with the regional market. Based on the College's current enrollment level and need for adjunct faculty, the cost to implement this pay increase for Fiscal Year 2024 is approximately \$128,322 including employer contributions to the State Retirement Plan, Medicare and Social Security.

Mr. Manning moved and Ms. Benny seconded to grant a three percent (3%) increase to the per-credit-hour adjunct faculty pay rate, establishing a new rate of \$778 per credit hour and that the College administration be authorized to align adjunct pay rates for pay-by-the-clock-hour by three percent (3%) or an amount to cause alignment with regional market rates effective with Fiscal Year 2024. **MOTION CARRIED** by unanimous voice vote.

2. SPENDING AUTHORITY FOR REASONABLE ACCOMMODATIONS

Federal law requires San Juan College to make reasonable accommodations to students with disabilities. In many instances, the College may not have much advance notice of a student's needs. In many of those instances, the cost to provide necessary and reasonable accommodations does not reach the Board approval threshold and the College is able to secure timely services for the

student. In the fall semester, two students requiring interpreting services have registered, or are anticipated to register for classes. The cost for these two students' interpreting services is estimated at \$150,000 for the fall semester. The College Accessibility Services Office anticipates the same for the spring semester for a total of \$300,000 across both fall and spring semesters. Additional accommodations may be required such as Braille textbooks and/or video description services.

So that the College is able to secure services to provide any and all reasonable accommodations in a timely fashion, College leadership requests that the President and the Executive Vice President be Board authorized to purchase up to \$500,000 in services to accommodate students as required by federal law.

It will be necessary to use fund balance for this need. A revision will be made in the year-end Budget Adjustment Request and the Board will be provided a report on how this spending authority was used.

Mr. Chance moved and Mr. Manning seconded to grant the President and the Executive Vice President spending authority up to \$500,000 plus applicable taxes to procure services to provide federally-required reasonable accommodations for eligible students. This authority is effective through June 30, 2024. **MOTION CARRIED** by unanimous voice vote.

3. **BOILER REPLACEMENT – MAIN PLANT**

Three of the main plant boilers have reached the end of their useful life and are failing. These boilers are paramount to the College's ability to heat the campus. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements following New Mexico Procurement Code, sections 13-1-21 through 13-1-199, NMSA 1978 (annotated). To find a replacement solution, and under the guidance of the College Purchasing Department, Request for Proposals (RFP) 23-53956 Main Plant Boilers was posted on April 10, 2023. Proposals closed on May 9, 2023, with two proposals received from Albuquerque-based vendors.

Following the evaluation of the two proposals received, AG Supply Inc. was determined to provide the best value and the lowest cost solution. Accordingly, College leadership recommends AG Supply Inc. to replace the failing boilers at a cost not to exceed \$945,308.13 plus gross receipts taxes.

Budget will be provided by Use of Fund Balance.

Mr. Manning moved and Mr. Benally seconded to approve contracting with AG Supply Inc. for the replacement of the three main plant boilers at a cost not to exceed \$945,308.13 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

4. PHYSICAL PLANT BUILDING DEMOLITION

As per the Facilities Master Plan, the College Physical Plant will be moved into a remodeled and expanded space north of the Student Residence Hall. As part of this plan, the current Physical Plant building will be demolished and the site cleared of all debris. During the spring 2023 legislative session, the State of New Mexico granted the College an appropriation to fund this demolition project. The funding comes with a requirement that this project be completed by the end of this Fiscal Year 2024. To meet this short timeline, it is necessary to move quickly and use a Cooperative Educational Services purchasing contract. During demolition and the subsequent construction project, the Physical Plant offices will be moved to temporary locations until its new location has been remodeled.

The Purchasing Department, following a detailed and documented process to meet all State of New Mexico procurement requirements, has obtained pricing from Winters Construction LLC utilizing CES Cooperative agreement #2023-05-R1211-All in an amount not to exceed \$97,900 inclusive of applicable taxes.

Mr. Thompson moved and Mr. Benally to approve this contract with Winters Construction LLC through the CES Cooperative Agreement noted above in an amount not to exceed \$97,900 inclusive of applicable gross receipts taxes.
MOTION CARRIED by unanimous voice vote.

5. CONSTRUCTION MANAGER AT RISK – STUDENT HEALTH CENTER PROJECT

Under the guidance of the College Purchasing Department, a proposal solicitation for Construction Manager at Risk (CMAR) for the Student Health Center project was issued as Request for Proposal #23-53834. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The services will include construction of the Student Health Center of approximately 2,500 square feet as designed by Fanning Bard Tatum (FBT) Architects AIA Ltd. Following FBT Architects' completion of construction documents for the project, a guaranteed maximum price will be determined and presented to the Board.

Two proposals for this project were thoroughly reviewed and analyzed by the College's evaluation team for RFP #23-53834. The evaluation team and College leadership has determined that Jaynes Corporation be recommended to be the CMAR for the Student Health Center project.

Mr. Chance moved and Mr. Manning seconded to approve the selection of Jaynes Corporation for construction of the Student Health Center and that College leadership be authorized to execute a Construction Manager at Risk

Contract with Jaynes Corporation. **MOTION CARRIED** by unanimous voice vote.

6. GYMNASIUM FLOOR REFINISHING AND STRUCTURAL SUPPORTS

As part of ongoing facility maintenance, San Juan College refinishes the Health and Human Performance Center gym floor on a regular basis. The College solicited proposals to refinish 76,200 square feet of floor space and for the installation of supports under the floor for the upcoming bleacher installation. This project will continue to protect the floor and extend its life for the many facility users as well as provide structural support for the addition of bleachers to the space.

Under the guidance and facilitation of the College Purchasing Department, proposals were solicited through Request for Proposals (RFP) #23-52735. Two proposals were received and after detailed review from our evaluation committee, Robert Cohen Company LLC was selected as the best value proposal.

The College followed a detailed and documented process to meet the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, and 1.4.1 NMAC. Project costs are as follows:

Floor Support	\$ 28,000
Floor Refinishing	<u>\$ 95,000</u>
Total	\$123,000

Ms. Uselman moved and Ms. Benny seconded to approve the award of this project to Robert Cohen Company LLC in an amount not to exceed \$123,000 plus applicable gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

7. ARCHITECTURAL/ENGINEERING SERVICES – PHYSICAL PLANT RELOCATION AND REMODEL PROJECT

The local general obligation bond election, passed last November, included the renovation and relocation of the Physical Plant building. The move will provide the campus with a modern facility on the outskirts of the campus that is more energy efficient and provides a safer environment for students and Physical Plant employees. The relocation and renovation expands space to support Physical Plant services and includes improved square footage, a new parking lot, new entrance and service desk, new warehouse bays, golf cart storage, and a wash bay for College mobile equipment and vehicles.

Following the State of New Mexico procurement code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited statements of qualifications for professional architectural and engineering

services through a Request for Statement of Qualifications (RFSQ) #23-53835. Only one offeror submitted a response, Fanning/Bard/Tatum AIA Ltd. (FBT Architects) a New Mexico registered resident business. Architect and engineering services are expected not to exceed \$336,060.30 inclusive of reimbursables and gross receipts taxes.

This project is funded by Local GO Bond funds.

Mr. Thompson moved and Mr. Chance seconded to approve FBT Architects to provide architectural and engineering services for San Juan College's Physical Plant remodel at a cost not to exceed \$336,060.30 inclusive of reimbursables and gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

8. BLEACHERS – HEALTH AND HUMAN PERFORMANCE CENTER

The local general obligation bond election which passed last November includes the addition of retractable bleachers for the Health and Human Performance Center gymnasium. The College solicited pricing for retractable bleachers for the north and south ends of the gym. The bleacher package will provide seating for 1,272 spectator seats.

The Purchasing Department, following a detailed and documented process to meet all State of New Mexico procurement requirements, has obtained pricing from Norcon of New Mexico, LLC utilizing a CES cooperative agreement in an amount not to exceed \$341,784 plus applicable gross receipts taxes.

Recommendation

Ms. Benny moved and Ms. Uselman seconded to approve this acquisition from Norcon of New Mexico, LLC through CES in an amount not to exceed \$341,784 plus applicable gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, July 11, 2023, at 6:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Mr. Thompson moved and Ms. Uselman seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 7:16 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: July 11, 2023