

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
October 3, 2023**

**ITEM A. CALL TO ORDER**

Chairman Razor called the meeting to order at 6:15 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,  
Brandon Whatley, Kerri Langoni Carpenter, Yolanda Benally, Troy Brown,  
Jordan Cepeda, Andrea Cooper, Alicia Corbell, Gayle Dean, Kris Kraly, Karen  
Krob, Roy Lytle, Murdoch Maloney, Robert Martinez, Kymbr McLaughlin,  
Mike Offutt, Michael Ottinger, Sherry Paxson, Elizabeth Phelps,  
Eddy Rawlinson, Amanda Robles, Chris Rosen, Rhonda Schaefer, Shawn Skurky,  
Paulette Stanley, Carrie Tsosie-Jim, Annie Willmon, and Donna Ellis, Board  
Recorder

Guest(s): Beliarosa Avalos, Mike Fortner, Judy Hale, James Johnson, Camden  
Ramsey, Marcos Tsoa, Bev Taylor, Derrick White

**ITEM C. ADOPTION OF AGENDA**

Shane Chance moved and Evelyn Benny seconded to adopt the agenda as  
presented. **MOTION CARRIED** by unanimous voice vote.

**ITEM D. REPORTS**

**1. Monthly Presentation**

Dr. Brandon Whatley, Vice President for Learning, recognized faculty  
members for the Henderson Teaching Excellence Awards for the 2023-2024  
Academic Year awarded by the San Juan College Rank and Promotion  
Committee.

**iCare Minute Video**

No iCare Video.

**Association Reports**

The Associated Students representative, Ms. Beliarosa Avalos, provided the Board with a presentation.

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

No report for Professional Staff Association.

Support Staff Association representative, Ms. Jordan Cepeda, provided the Board with a report.

**ITEM E. CITIZEN COMMENT**

None.

**ITEM F. CONSENT AGENDA**

**1. September 5, 2023, Work Session Minutes**

The September 5, 2023, Work Session Minutes were presented in the Board Packet for approval.

**2. September 5, 2023, Board Meeting Minutes**

The September 5, 2023, Board Meeting Minutes were presented in the Board Packet for approval.

**3. Correspondence**

None.

**4. Financials**

Financial reports for the months ended August 31, 2023, were presented in the Board Packet.

**5. Personnel Report**

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

Appointments: Bioncha Benally, Grants Accountant, Business Office, effective August 28, 2023; Valerie Harrison, Accounting Technician, Business Office, effective September 5, 2023; Lani Padilla, Program

Advisor/TRIO SSS STEM-H, effective September 13, 2023; Ehap Alahmead, Assistant Professor of Business, School of Business, Information Technology, and Social Sciences, effective September 18, 2023.

Changes: Bernadine Fincham, Senior Administrative Assistant, Center for Workforce Development to Administrative Assistant to the Vice President, Center for Workforce Development, effective September 5, 2023; Chevrolet Hilb, Registration Assistant, Registration and Records to Registration Specialist, Registration and Records, effective September 11, 2023; Ibtesam Ibrahim, School Operations Coordinator, School of Business, Information Technology and Social Sciences to Director, TRIO Educational Opportunity Center, effective September 11, 2023; Harley Prinster, Administrative Assistant II, School of Humanities to School Operations Coordinator, School of Business, Information Technology, and Social Sciences.

Separations: Erick Shorthair, Custodian, Physical Plant, separation of employment, effective August 23, 2023; Harmony Driver, Custodian, Physical Plant, separation of employment, effective August 28, 2023; Meghan Kattner, Associate Registrar, Records and Registration, separation of employment, effective August 30, 2023; Thoer Peterman, Director, Native American Center, separation of employment, effective September 1, 2023; Lorna Pettigrew-Garner, Security Officer, Public Safety, separation of employment, effective September 12, 2023.

**6. Deletion of Equipment from Inventory**

None.

**7. Collaborative for Higher Education Shared Services (CHESS) Budget Adjustment**

At the June 6, 2023 meeting, the San Juan College Board of Trustees approved the budget shown below for CHESS and Workday costs for Fiscal Year 2024.

CHESS 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 CHESS Allocation – FY2023	\$3,318,254
Plus – estimate for CHESS assistance in Lumens implementation (Previously ratified by SJC Board)	<u>86,557</u>
Adjusted Total - FY24 Costs through CHESS (Approved by SJC Board 6/6/2023)	\$3,404,811

Outside funding sources:

Fiscal Year 2022 Congressionally Directed Funding (CHESS)	\$ 820,000
Fiscal Year 2024 Capital Outlay Funding	200,000
Fiscal Year 2024 C2 Funding (CHESS)	<u>2,080,000</u>
Total Outside Funding (Approved by SJC Board 6/6/2023)	\$3,100,000

College leadership requests Board approval to revise the Fiscal Year 2024 budget for the following:

The Fiscal Year 2022 Congressionally Direct Funding of \$820,000 has been applied against San Juan College’s Fiscal Year 2023 CHESS and Workday costs.

By decision of the CHESS Board, all six CHESS colleges, Wave 1 and Wave 2, will engage in a combined implementation of the Student Information System (SIS). This change will cause San Juan College to begin to absorb Workday SIS implementation service costs sooner than initially planned. Therefore, the additional cost of \$1,201,269 will be added to San Juan College’s Fiscal Year 2023 costs.

These changes are summarized below:

CHESS/Workday Costs in Original FY24 Budget	\$3,404,811
Addition of FY24 SIS Implementation Costs	<u>1,201,269</u>
Adjusted Total, FY2024 Costs through CHESS	\$4,606,080

Outside funding sources:

Fiscal Year 2024 Capital Outlay Funding	\$ 200,000
Fiscal Year 2024 C2 Funding (CHESS)	2,080,000
Revised Total Outside Funding	\$2,280,000
Revised Fiscal Year 2024 Net Costs	\$2,326,080

**Recommendation**

I recommend the Board of Trustees approve San Juan College’s revised fiscal year costs through CHES, not to exceed \$4,606,080 and the College’s use of total outside funding of up to \$2,280,000 for Fiscal Year 2024.

**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**

**1. SECOND READING – REVISION TO BOARD POLICY NO. 302**

To be consistent with all other Board Policies on individual’s titles, a proposed revision to Board Policy No. 302 is recommended for the Board’s consideration. The redlined version of the proposed revision is below.

1. Professional Development for Board Members

There is a mandatory Board orientation within 30 days of assuming office including, but not limited to, discussion with the President on College policy, the ~~Vice President for Administrative Services~~ Executive Vice President on College budget, program overview by the Vice President for Learning, and policies regarding students by the Vice President for Student Services.

The revision underwent a first reading at the September 5, 2023, Board meeting. This is the “second reading” of the proposed revision to Policy No. 302. The policy revision was made available to the Trustees in advance of this meeting.

Mr. Chance moved and Mr. Manning seconded to approve the revision to Policy No. 302 to be effective October 4, 2023. **MOTION CARRIED** by unanimous voice vote.

**2. SECOND READING – REVISION TO BOARD POLICY NO. 303**

To be consistent with the Open Meeting Notice Resolution, a proposed revision to Board Policy No. 303 is recommended for the Board’s consideration. The redlined version of the proposed revision is below.

## II. Meetings

### B. Types of Meetings:

1. Regular Meetings: According to state statute, meetings of the Board shall be held not less than quarterly each calendar year. Special meetings may be held upon call of the Chairman or a majority of the Board. In a meeting of the San Juan College Board on January 6, 1982, a motion was adopted that regular meetings of the Board be held on a monthly basis. This exceeds what is required by law, but is deemed necessary to accomplish College business in an orderly and timely manner. The regular meetings shall be held on the first Tuesday of every month at ~~7:00 p.m.~~ 6:00 p.m. in the San Juan College Board Room, ~~Administrative Offices~~ 30<sup>th</sup> Street Education Center, 4601 College Boulevard ~~3401 East 30<sup>th</sup> Street~~, Farmington, New Mexico. Exceptions to this are for the months of: 1) January and July – second Tuesday of each month; 2) April – first and fourth Tuesday; and 3) May – no meeting. The date or place of a regular meeting may be changed by action of the Board at any previous meeting. Every member shall be notified either by letter or personally by distribution of the minutes carrying a record of the change; or, at any other time by the Chairman after timely notice to all members and with the consent of a majority of said members. If the date or place of any regular meeting is changed, the public will be informed of the change by notice as required by law.

The revision underwent a first reading at the September 5, 2023, Board meeting. This is the “second reading” of the proposed revision to Policy No. 303. The policy revision was made available to the Trustees in advance of this meeting.

Ms. Uselman moved and Ms. Benny seconded to approve the revision to Policy No. 303 to be effective October 4, 2023. **MOTION CARRIED** by unanimous voice vote.

## **ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS**

### 1. **PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES**

To efficiently facilitate design of facilities projects as needs arise, priorities emerge or funding becomes available, the Purchasing Department and Physical Plant Department have completed a selection process through RFSQ (Request for Statement of Qualifications) 24-54279. The RFSQ process has been conducted according to 13-2-120 through 13-1-124 NMSA. Services are

to include consulting services, design services, engineering services, and project management services as needed to support successful completion of various remodel and new construction design-bid-build projects. Fees for services within this arrangement will be determined on a project-by-project basis. Board approval will be formally requested for architectural and engineering services within this arrangement that equals or exceeds \$75,000 for a single project.

This agreement will be for one year with the option of up to three additional one-year extensions, but under no circumstances will the contract exceed a total of four years. Architect services can include consulting services, programming, design, engineering, project management, and providing support throughout the successful completion of various remodel and new construction design-bid-build projects. Architectural services for projects with an estimated cost above \$2,500,000 will be posted as a new procurement. This contract will not include master planning work for the College.

FBT Architects, a New Mexico resident company, is recommended to be awarded this contract.

Mr. Manning moved and Mr. Thompson seconded to approve the selection of FBT Architects for this agreement for Architectural and Engineering services as herein described. **MOTION CARRIED** by unanimous voice vote.

2. **30<sup>th</sup> STREET EDUCATION CENTER ELEVATOR MODERNIZATION AND UPGRADE**

To meet federal and state regulations and to provide for life safety, San Juan College needs to modernize the elevators in the 30<sup>th</sup> Street Education Center. This repair/upgrade service will include select mechanical and electrical components being replaced or refurbished.

The benefits of this modernization will include:

- Increased durability and reliability by replacing obsolete parts.
- Improved fire and life safety features.
- Decreased waiting times.
- Reduced energy consumption.
- Reduced operational cost.
- Reduced troubleshooting time.

Under the guidance of the College Purchasing Department, pricing for these services was obtained from New Mexico State Price Agreement #20-00000-22-00064. 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).

The selected contractor is TK Elevator Corporation. The cost of these services will not exceed \$190,000.00 plus applicable gross receipts taxes. The project cost will be split 53% San Juan College/47% Farmington Municipal Schools.

Mr. Chance moved and Mr. Manning seconded to approve TK Elevator Corporation to carry out the 30<sup>th</sup> Street Education Center elevator modernization and upgrade project at a price not to exceed \$190,000 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, November 7, 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 Mr. Chance seconded the motion to adjourn the meeting. Chairman Rasor adjourned the meeting at 6:57 p.m.

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Mr. Joseph Rasor, Chairman  
San Juan College Board

ATTEST:

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Ms. Valerie Uselman, Secretary  
San Juan College Board

Date: November 7, 2023