

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
June 3, 2024**

**ITEM A.     CALL TO ORDER**

Chairperson Uselman called the meeting to order at 6:15 p.m. The following members were present:

Valerie Uselman, Chairperson  
R. Shane Chance, Vice Chairperson  
Evelyn Benny, Secretary  
Byron Manning, Member  
Joseph Rasor, Member  
GloJean Todacheene, Member

Absent:    Bev Taylor, Member

**ITEM B.     WELCOME OF GUESTS AND VISITORS**

San Juan College administrators and staff in attendance included:  
Toni Hopper Pendergrass, Edward DesPlas, Boomer Appleman,  
Kerri Langoni Carpenter, Yolanda Benally, Lorenzo Reyes, Josh Bishop,  
Troy Brown, Alicia Corbell, Gayle Dean, David Devillier, Teresa Emrich,  
Veronica Evans, Veronica Evans, Kris Kraly, Karen Krob, Roy Lytle,  
LeAnn Magnuson, Murdoch Maloney, Robert Martinez, Lizbeth Moreno,  
Michael Ottinger, Sherry Paxson, Harley Prinster, Eddy Rawlinson, Chris Rosen,  
Angelique Rodriguez, Rhonda Schaefer, Paulette Stanley, Carrie Tsosie-Jim, and  
Donna Ellis, Recorder

Guest(s): None

Dr. Pendergrass introduced Dr. Veronica Evans who is currently serving as the Interim Dean for Science, Math, and Engineering.

**ITEM C.     ADOPTION OF AGENDA**

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

**ITEM D.     REPORTS**

**1.   Monthly Presentation**

Mr. David Devillier, Student Housing Coordinator, will give a presentation on Student Housing.

### **iCare Minute Video**

This month's iCare video features the new recruitment video for prospective students.

### **2. Association Reports**

No report from the Associated Students.

Faculty Association representative, Ms. Kris Kraly, will provide the Board with a presentation.

No report from the Professional Staff Association.

Support Staff Association representative, Ms. Harley Prinster, will provide the Board with a presentation.

### **ITEM E. CITIZEN COMMENTS**

None.

### **ITEM F. CONSENT AGENDA**

#### **1. April 29, 2024, Work Session Minutes**

The April 29, 2024, Work Session Minutes are presented in the Board Packet for approval.

#### **2. April 29, 2024, Board Meeting Minutes**

The April 29, 2024, Board Meeting Minutes are presented in the Board Packet for approval.

#### **3. Correspondence**

None.

#### **4. Financials**

None.

#### **5. Personnel Report**

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

**Appointments:** Anthony Gale, Coordinator-Petroleum Technology, School of Energy, effective April 22, 2024; Meridee Walters, Budget Officer, Business Office, effective April 22, 2024; Adrian Lucero, Security Officer, Public Safety, effective May 6, 2024; Brandon Fercik, Program Advisory,

TRIO Educational Opportunity Center, effective May 6, 2024; Paulina Torres, Administrative Assistant II, ENLACE Herencia Center, effective May 6, 2024; Teresa Emrich, Controller, Business Office, effective May 6, 2024; Hayden Haceesa, Custodian, Physical Plant, effective May 20, 2024; Lori Harvey, Switchboard Operator, Public Relations and Marketing, effective May 20, 2024; Milton “Carlos” Flores, Ground Maintenance Crew Leader, Physical Plant, effective May 20, 2024; Trystan Hale, Security Officer, Public Safety, effective May 20, 2024.

**Changes:** Demetrius Lapahie, Library Assistant, Library to Administrative Assistant II, Native American Center, effective April 29, 2024; Troy Brown, Interim Dean, School of Trades and Technology to Dean, School of Trades and Technology, effective April 29, 2024; Michael Ottinger, Dean, Science, Math and Engineering to Vice President for Learning, effective May 1, 2024; Greg Reynolds, Interim Director, Application and Technology Learning Services to Director-Application and Technology Learning Services, effective May 6, 2024.

**Separations:** Danielle Brown, Custodian, Physical Plant, separation of employment, effective April 19, 2024; Timothy Adas, Grounds Maintenance Crew Leader, Physical Plant, separation of employment, effective May 3, 2024; Ashley Dodson, Lead Teacher, Child and Family Development Center, separation of employment, effective May 10, 2024; Gordon Voss, Plumber, Physical Plant, separation of employment, effective May 11, 2024.

## **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. 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 second 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 suppliers, 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 2025, anticipated purchases will not exceed \$150,000.00 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 \$150,000.00 plus applicable taxes for Fiscal Year 2025.

**8. Natural Gas Utilities – Fiscal Year 2025**

The College obtains Natural Gas from Symmetry Energy Solutions a.k.a. Center Point Services. The Board approved a three-year (FY23–FY25) agreement at the December 7, 2021, Board meeting. For the Fiscal Year 2025, natural gas is estimated to not exceed \$382,000.00 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 2025, in an amount not to exceed \$382,000.00

**9. Annual Utilities from City of Farmington – Fiscal Year 2025**

The college obtains utilities (electricity, water, sewage, sanitation) from the City of Farmington. For the 2024 - 2025 fiscal year, utilities from the City of Farmington are estimated to not exceed \$1,860,000 including applicable gross receipts taxes.

**Recommendation**

I recommend the Board of Trustees approve the purchase of annual utilities from the City of Farmington, for the Fiscal Year 2025, at an amount not to exceed \$1,860,000.00.

## **10. Voice Over Internet Protocol (VOIP) Telephone System**

At the January 8, 2019, Board 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 2025, the contract amount will not exceed \$230,000.00 plus applicable taxes; funding for this purchase is within the Fiscal Year 2025 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 \$230,000.00 plus applicable taxes.

## **11. 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 2025 will be the fourth and final year of this four-year contract. The annual price is not expected to exceed \$250,000.00 net of gross receipts taxes.

### **Recommendation**

I recommend the Board of Trustees ratify Canon's fourth and final year of the four-year contract for copier and print management services in the amount of \$250,000.00 net of applicable gross receipts taxes.

## **12. Cloud-Hosted Learning Management System**

Canvas is the learning management system used by the College. A learning management system enables online instruction for distance learning as well as provides online support for in-person classes for credit and non-credit instruction. Functionalities and support for Canvas are delivered through cloud-hosted services.

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. 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 three of this contract are budgeted in the Fiscal Year 2025 operating budget, totaling \$191,106.44.

**Recommendation**

I recommend the Board of Trustees approve year three of the contract with Instructure for the software licensing and maintenance, as herein described at \$191,106.44, plus gross receipts taxes.

**13. Data Integration Software**

On November 1, 2022, the Board approved a three-year contract with SHI International Incorporated, through a New Mexico 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 and SIS migration projects, Boomi is instrumental in providing the expansive integrations that are required.

The third and final year of this multi-year contract comes in at a cost of \$100,000.00 plus applicable taxes.

Resources for the annual license and maintenance cost for this software application are budgeted in the Fiscal Year 2025 operating budget totaling \$100,000.00.

**Recommendation**

I recommend the Board of Trustees approve year three of the contract with SHI International Incorporated for the Boomi software licensing and maintenance agreement, as herein described at \$100,000.00 plus applicable taxes.

**14. Transact Software Maintenance**

Transact software is used for card access to printers/copiers, the HHPC, meal plans, and dining services. The Transact maintenance renewal costs for Fiscal Year 2025 is not to exceed \$106,392.27 plus applicable taxes.

Resources for these expenses are budgeted in the Fiscal Year 2025 operating fund.

### **Recommendation**

I recommend the Board of Trustees approve Transact software costs not to exceed \$106,392.27 plus applicable taxes.

### **15. 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 to this platform are the following: Library, Bookstore, CHESS, and VP of Learning's Office. Due to the new additions, 25 additional licenses were added to the original 175.

For fiscal year 2025 the cost of this software package, including the additional licenses, will be \$147,245.35 plus applicable taxes.

Resources for the cost of this software's annual maintenance are budgeted in the fiscal year 2025 operating fund.

### **Recommendation**

I recommend the Board of Trustees approve continuation of the SolarWinds software licensing and maintenance agreements at \$147,245.35 plus applicable taxes.

### **16. Renewal of OnBase Documents 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 2025, renewal of the OnBase maintenance agreement and training is \$120,000.00 plus gross receipts tax.

Funds for this software are within the Fiscal Year 2025 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 \$120,000.00 plus gross receipts taxes.

### **17. 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. For Fiscal Year 2025, Citrix license cost is anticipated not to exceed \$79,861.50 for 300 virtual computers. VMWare is the College's virtual server infrastructure. Fiscal Year 2025 cost for VMWare license is not expected to exceed a cost of \$23,074.92 for the year.

College leadership recommends extending current virtual desktop and server software and infrastructure for the next fiscal year. In addition, a contingency of \$10,000.00 for various IT supplies is requested.

Under guidance of the College Purchasing Department, the Citrix and VMWare will be purchased under State Price Agreement 10-00000-20-00054.

Resources for the cost of this annual software maintenance and IT gear are budgeted in the Fiscal Year 2025 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 \$122,936.42 plus applicable gross receipts taxes.

### **18. Job Order Pipe Repair Services – Fiscal Year 2025**

Because San Juan College's aging water pipes spring leaks in an un-planful way, the College needs an expeditious way in which to affect sudden pipe repair projects. Establishing a job order pool will enable the College to accomplish these repairs as needs arise.

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 pipe repair services through Request for Proposals #RFP 24-54264. This is a one (1) year contractor pool, and the first of three available optional renewals. This pool will provide job order pipe repair services based upon the 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 as leaks appear in our aging waterlines. Over the term of this pool of service providers, expenditures will not exceed \$250,000.00 plus gross receipts taxes for the first year.

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

LDH Enterprises LLC, 6645 Isleta Boulevard SW, Albuquerque, NM 87105

Top Notch Mechanical LLC, 1680 Carpenter Drive, Bosque Farms, NM 87068

### **Recommendation**

I recommend the Board of Trustees approve the contractor pool for pipe repair services as herein described, for their first contract extension, and authorize expenditures for Fiscal Year 2025 for the approved pool not to exceed \$250,000.00 plus gross receipts taxes.

## **19. Job Order Electrician Services – Fiscal Year 2025**

At the July 11, 2023, Board meeting, the Board approved a multi-source award on a one-year contract for electrician services with the option of up to three, one-year extensions. The College administration would like to exercise the first optional one-year extension.

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. Over the term of this pool of service providers, expenditures will not exceed \$200,000.00 plus gross receipts taxes for the first year.

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

Echo Electric Company Inc., 610 DeKalb Road, Farmington, NM

Ross Wes Electrical Services Inc., 1332 W Murray Drive., Farmington, NM

Trophy Ridge Electric LLC, PO Box 6402, Farmington, NM

**Recommendation**

I recommend the Board of Trustees authorize renewal of the pool and expenditures over the Fiscal Year 2025 term of the contract for the approved pool not to exceed \$200,000.00 plus gross receipts taxes.

**20. 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  
Teresa Emrich, Controller  
Sophina A. Tyler, Assistant Controller

Approved: June 3, 2024

**Recommendation**

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

**21. 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  
Teresa Emrich, Controller  
Sophina A. Tyler, Assistant Controller

Approved: June 7, 2024

Recommendation

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

**22. 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  
Edward M. DesPlas, Executive Vice President  
Teresa Emrich, Controller  
Sophina A. Tyler, Assistant Controller

Approved: June 7, 2024

### **Recommendation**

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

### **23. 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  
Teresa Emrich, Controller  
Sophina A. Tyler, Assistant Controller

Approved: June 7, 2024

**Recommendation**

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

**24. Resolution for Depository Authority – Wells Fargo Bank**

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  
Teresa Emrich, Controller  
Sophina A. Tyler, Assistant Controller

Approved: June 7, 2024

**Recommendation**

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

**APPROVAL OF CONSENT AGENDA**

Mr. Rasor moved and Mr. Manning 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. DIGITAL MARKETING SERVICES**

As global marketing continues to shift toward digital technologies, San Juan College's Marketing and Public Relations Department is aligning its strategic marketing plan and advertising budget to better reflect this trend.

Marketing and Public Relations has created a comprehensive digital marketing strategy that consists of campaigns that align with San Juan College's Five-Year Strategic Plan, enhance enrollment efforts and highlight pathways and programs. A year-round effort will be placed on San Juan College's branding and awareness, which expands beyond enrollment deadlines and the local audience. The purpose of this effort is to optimize advertising tactics, refine audience targeting, improve data analytics, and the website's search engine optimization.

Under the guidance of the College Purchasing Department, pricing for this project has been provided by Clarus, a Carnegie Company, in an amount not to exceed \$250,000.00 plus applicable taxes. Advertising is exempt from the NM Procurement Code 13-1-98.V.

Resources for the funding of this project will be provided by the Marketing and Public Relations Department, program budgets, and grant funding.

Mr. Chance moved and Mr. Manning seconded to approve the award to Carnegie and its subsidiary, Clarus, in an amount not to exceed \$250,000.00 plus applicable taxes. **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.

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 \$500,000.00 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. Rasor moved and Mr. Chance seconded to approve the grant the President and the Executive Vice President spending authority up to \$500,000.00 plus applicable taxes to procure services to provide federal-required reasonable accommodations for eligible students. This authority is effective through June 30, 2025. **MOTION CARRIED** by unanimous voice vote.

3. **ACCESSIBILITY TOOL FOR LEARNING MANAGEMENT SYSTEM**

Ally is a tool supporting inclusion and accessibility, which allows students to download course materials in alternative formats like audio, HTML, and electronic braille. San Juan College has been utilizing Blackboard Ally since 2019. Ally focuses on digital accessibility for students, seamlessly integrating with Canvas courses. It also provides guidance and tips for lasting improvements to content accessibility and automatically creates alternative versions of compatible files for instructors. Current courses are 77.4% accessible, up from 68.7% in 2020. Since inception, an average of 2,476 full-time equivalent students per year have used the accessibility options provided by Blackboard Ally.

To stabilize costs, College administration recommends obtaining a five-year contract totaling \$80,683.44 beginning in Fiscal Year 2025.

Pricing for the Blackboard Ally Accessibility software is as follows:

Year 1	July 1, 2024 – 6/30/2025	\$15,504.00
Year 2	July 1, 2025 – 6/30/2026	\$15,814.08
Year 3	July 1, 2026 – 6/30/2027	\$16,130.36
Year 4	July 1, 2027 – 6/30/2028	\$16,452.97
Year 5	July 1, 2028 – 6/30/2029	<u>\$16,782.03</u>
TOTAL		\$80,683.44

Mr. Chance moved and Mr. Manning seconded to approve the five-year contract with Blackboard Inc. for the software licensing and maintenance at a price not to exceed \$80,683.44 plus applicable gross receipts taxes.

**MOTION CARRIED** by unanimous voice vote.

**4. FACULTY MARKET DISPARITY STIPEND – NURSING**

San Juan College’s Nursing program experiences high turnover in the faculty ranks. Difficulties in recruiting Nursing instructors with the Masters of Science–Nursing degree, the credential required by the special accrediting body for Nursing programs, jeopardize the College’s ability to maintain the program size required to train Nurses for area hospitals. Pay that is not competitive with San Juan College’s market competitors has been cited as the leading cause for turnover and recruiting difficulties.

It is the College leadership’s recommendation that San Juan College full-time Nursing faculty (regular and temporary) continue to each be granted a \$2,500.00 annual stipend for the 2024–2025 Academic Year, effective August 2024. The stipend will be prorated across pay periods. The stipend will not increase base contract pay. A market study was completed in Spring, 2024 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 2025 is estimated to be \$37,500.00.

Ms. Todacheene moved and Mr. Chance seconded to approve the Faculty Market Disparity Stipend as described. **MOTION CARRIED** by unanimous voice vote.

**5. 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 #10-00000-20-0062AA, based on NASPO Master Agreement # NMWNC-23011, 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 third and final year of this three-year contract. The Fiscal Year 2025 cost will be \$99,000.00 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 have previously been procured on an annual basis; however, this software is projected to have large annual increases over the next few years. The College has an opportunity to lock in pricing on a three-year contract at \$200,226.00, plus applicable taxes, for the full three-year contract. This contract would be paid on annual payments and not all at once up front.

Year 1	9/1/2024–8/31/2025	\$ 66,742.00
Year 2	9/1/2025–8/31/2026	\$ 66,742.00
Year 3	9/1/2026–8/31/2027	<u>\$ 66,742.00</u>
TOTAL		\$200,226.00 + Applicable Gross Receipt Taxes

Wasabi: Is a service that helps San Juan College protect its data from disasters using cloud storage to store copies of the College data in a remote location. Services have been procured annually; however, software is subject to large cost increases. Therefore, the College wishes to lock in pricing with a three-year contract at \$31,947.00 plus applicable taxes. The College currently has 125TB of storage with Wasabi and with the potential for overage, College administration would like to request a 10% (\$3,194.70) contingency based on the three-year contract to cover any storage overage.

Year 1	7/1/2024 – 6/30/2025	\$10,649.00
Year 2	7/1/2025 – 6/30/2026	\$10,649.00
Year 3:	7/1/2026 – 6/30/2027	<u>\$10,649.00</u>
Subtotal		\$31,947.00
Plus 10% Contingency		<u>\$ 3,194.70</u>
TOTAL		\$35,141.70

The Fiscal Year 2025 cost of these three services totals \$177,455.90 (including contingency) plus applicable taxes. These services are funded from the Fiscal Year 2025 operating budget.

Ms. Todacheene moved and Mr. Chance seconded to approve the purchase of these three services through RTI as described. **MOTION CARRIED** by unanimous voice vote.

**6. 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 \$25,000.00 including applicable taxes.

Newbold Chapman & Geyer PC

Not to exceed \$60,000.00 including applicable taxes.

Holcomb Law Office

Not to exceed \$60,000.00 including applicable taxes.

Funds for these services are budgeted in the Fiscal Year 2025 general fund.

Mr. Razor moved and Mr. Manning seconded to authorize contracts for legal services from the aforementioned firms at the respective amounts listed for Fiscal Year 2025. **MOTION CARRIED** by unanimous voice vote.

**7. SOE CONSULTANT**

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 San Juan College departments to achieve the Center's goals. Following the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited responses for consulting services through Invitation to Bid (ITB) #ITB 24-01300.

Only one response was received on our solicitation, Mr. Steve Grey with a bid price of \$70,000.00 plus expenses and Gross Receipts Taxes.

Mr. 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. This will be a one (1) year contract with the option to renew for up to three additional one-year terms, with the first year beginning in Fiscal Year 2025. The cost of Mr. Grey's services shall be \$70,000.00 plus applicable taxes. Under this engagement, the cost shall include consultant's approved travel of up to \$10,000.00, for a total of \$80,000.00 plus applicable taxes. Funds are provided for in the Department budget.

Mr. Chance moved and Ms. Benny seconded to approve the contract with Steve Grey at a rate of \$70,000.00 plus up to \$10,000.00 of consultant's travel for a total not to exceed \$80,000.00 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

**ITEM I. ANNOUNCEMENT OF NEXT MEETING**

The date of the next regular meeting will be **Monday, July 8, 2024, at 6:00 p.m.** in the San Juan College Board Room.

**ITEM J. CLOSED SESSION**

No Closed Session.

**ITEM K. ADJOURNMENT**

Mr. Chance moved and Ms. Benny seconded the motion to adjourn the meeting. Chairperson Uselman adjourned the meeting at 7:28 p.m.

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Ms. Valerie Uselman, Chairperson  
San Juan College Board

ATTEST:

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Ms. Evelyn Benny, Secretary  
San Juan College Board

Date: July 8, 2024