

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
April 28, 2025**

**ITEM A. CALL TO ORDER**

Chairperson Uselman called the meeting to order at 6:13 p.m. The following members were present:

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

Absent: Byron Manning, Member

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

San Juan College administrators and staff in attendance included:  
Edward DesPlas, Boomer Appleman, Michael Ottinger, Kerri Langoni Carpenter,  
Lorenzo Reyes, Yolanda Benally, Eric Bateman, Mystelle Beasley, Josh Bishop,  
Troy Brown, Devonna Coolidge, Sherri Cummins, Veronica Evans, Kate Fulton,  
Kris Kraly, Karen Krob, Nicholle Liessmann, Roy Lytle, Hannah Messenger,  
Lizbeth Moreno, Sherry Paxson, Elizabeth Phelps, Harley Prinster,  
Eddy Rawlinson, Chris Rosen, Rhonda Schaefer, Alicia Schulz, Gerald Williams,  
and Donna Ellis, Recorder

Guest(s): Laura Watson, Derreck White

**ITEM C. ADOPTION OF AGENDA**

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

**ITEM D. REPORTS**

**1. Monthly Presentation**

No monthly presentation.

**iCare Minute Video**

No iCare Minute video.

**2. Association Reports**

San Juan College Education Association representative, Mr. Gerald Williams, provided the Board with a report.

Support Staff Association representative, Ms. Lizbeth Moreno, provided the Board with a report.

Associated Students representative, Mr. Derreck White, provided the Board with a report.

Professional Staff Association representative, Ms. Margaret Clair, provided the Board with a report.

**ITEM E. CITIZEN COMMENTS**

Professor Kate Fulton asked to speak on student support and give an update on Active Minds campus event.

Assistant Professor Nicholle Liessmann asked to speak on mental health services.

Professor Elizabeth Phelps asked to speak on no Mental Health Counselor on campus.

**ITEM F. CONSENT AGENDA**

**1. April 7, 2025, Work Session Minutes**

The April 7, 2025, Work Session Minutes are presented in the Board Packet for approval.

**2. April 7, 2025, Board Meeting Minutes**

The April 7, 2025, Special Meeting and regular Board Meeting Minutes are presented in the Board Packet for approval.

**3. Correspondence**

None.

**4. Financials**

The Financial Report for the period ending March 31, 2025, were presented in the Board Packet.

## 5. Personnel Report

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

**Appointments:** Alexis Jimenez, Custodian, Physical Plant, effective March 24, 2025; Samantha Buehler, Catalog and Curriculum Specialist, Registration and Records, effective March 24, 2025; Khaiwan Sammons, Custodian, Physical Plant, effective April 7, 2025; Martin Moulton, Paramedic Instructor, School of Health Sciences-EMS, effective April 7, 2025; Robin Kimball, Operations Coordinator, Continuing Education, effective April 7, 2025; Jose Marentes, Custodian, Physical Plant, effective April 13, 2025; Todd Davis, Support Technician, Tutoring Center, effective April 21, 2025

**Changes:** Jeanne Winchell, Technology Learning Specialist, Information Technology Center to Information Technology Business Specialist, Information Technology Center, effective March 8, 2025; Veronica Evans, Interim Dean, School of Science, Math, and Engineering to Dean, School of Science, Math, and Engineering, effective March 25, 2025; Crystal Birdhead, Registration Assistant, Registration and Records to Registration Technician, Registration and Records, effective April 5, 2025; Darian Johnson, Custodian, Physical Plant to Security Officer, Public Safety, effective April 21, 2025; Mark Norwood, Employee Relations Specialist, Human Resources to Director, Testing and Accessibility Services, effective April 21, 2025.

**Separations:** Stacy Wilson, Custodian, Physical Plant, separation of employment, effective March 23, 2025; Xequoyah Joe, Custodian, Physical Plant, separation of employment, effective March 24, 2025; Lane Williams, Custodian, Physical Plant, separation of employment, effective April 24, 2025; Linda Schwinghammer, Director, Testing and Accessibility Services, retirement, effective April 30, 2025.

## 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. Collaborative for Higher Education Shared Services (CHESS) Fiscal Year-End 2025**

By decision of the CHESS Board, CHESS Fiscal Year 2025 Year-End Budget Adjustment was recently approved. This adjustment mostly provides for additional Student Information System implementation costs. For this purpose, an additional cost of \$254,985.00 will be added to San Juan College's Fiscal Year 2025 allocated costs from CHESS.

These changes are summarized below:

CHESS/Workday Costs, SJC Board Approved November 2024	\$4,005,649.00
Additional Allocated Costs through April 2025	<u>254,985.00</u>
Adjusted Total, Fiscal Year 2025 Costs through CHESS	\$4,260,634.00

Outside funding sources:

Fiscal Year 2025 C2 Funding (CHESS)	\$1,541,846.00
Revised Fiscal Year 2025 Net Costs	\$2,718,788.00

**Recommendation**

I recommend the Board of Trustees approve the San Juan College's revised costs through CHESS, not to exceed \$4,260,634.00 and the College's use of \$1,541.846.00 in outside funding for Fiscal Year 2025.

**8. Collaborative for Higher Education Shared Services (CHESS) Fiscal Year 2026**

At its August 2021 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 the colleges that is currently part of CHESS, the Collaborative for Higher Education Shared Services. 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 2026 allocation of CHESS costs, Workday costs, and Lumens costs. Please note that Workday and Lumens costs come to San Juan College through CHESS.

Operations	\$ 331,747.00
WD Subscription	537,471.00
WD Training	88,209.00
ESS Shared Services	183,116.00
Payroll Shared Service	219,392.00
Lumens - Non Credit/Workforce	56,671.00
WD SIS Implementation	2,440,256.00
Data Reporting Shared Service	48,560.00
Financial Aid Shared Service	70,333.00
WD Strategic Sourcing	<u>5,559.00</u>
Total	\$3,981,314.00
SJC Contingency	<u>200,000.00</u>
Total	\$4,181,314.00
Outside Funding Sources: State C2	\$1,324,328.00
Estimated Net CHESS/Workday Costs	\$2,856,986.00

**Recommendation**

I recommend that the Board of Trustees approve the San Juan College’s total estimated fiscal year costs through CHESS, not to exceed \$4,181,314.00 and the College’s use of total outside funding of up to \$1,324,328.00 for Fiscal Year 2026.

**9. Update to Facilities Master Plan**

At the Work Session that preceded tonight’s Board meeting, the 2025 update to the College’s Facilities Master Plan was reviewed and discussed. This update includes projects completed since 2016, projects currently in progress, projects awaiting funding, and projects new to the plan. The update to the Facilities Master Plan was distributed to Trustees in advance of this meeting.

**Recommendation**

I recommend the Board of Trustees approve the update to the San Juan College Facilities Master Plan.

**APPROVAL OF CONSENT AGENDA**

Ms. Todacheene moved and Mr. Rasor 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. FISCAL YEAR 2025 YEAR-END BUDGET ADJUSTMENT REQUEST**

The New Mexico Higher Education Department (NMHED) requires that, by May 1, 2025, each higher education institution submit a budget revision for the fiscal year ending June 30, 2025. The Year-End Budget Adjustment Request, comprised of numerous adjustments made since Fiscal Year 2025 Budget was SJC Board-approved on April 29, 2024, and further adjusted by the Mid-Year Budget Adjustment Request Board approved on January 6, 2025, reflects revised projections for revenues and expenditures. The Fiscal Year 2025 Budget was reviewed and discussed in today’s Work Session.

The General Fund’s total year-end revenue budget is projected to be \$67,989,572.00. The General Fund’s total year-end expenditures and transfers-out budget is projected to be \$75,064,515.00. The resulting use-of-fund balance is projected to be \$7,074,943.00.

Fiscal Year 2025 Uses of Fund Balance Include:

Workday Implementation Costs through CHES	\$2,649,223.00
Backfill, Contracted Services and Stipends for Workday Implementation	\$ 872,450.00
Match for Boilers and Controls Project- Phase 1	\$1,083,333.00
IT Equipment Replacements	\$ 625,000.00
Hot Water Pipe Replacements	\$ 200,000.00
QCB Interior Improvements	\$ 225,000.00
Match for Henderson Fine Arts Center Roofing Replacement	\$ 550,000.00
Completion of Welding Program Facility Renovation	\$ 113,446.00
Match for Educational Services and Center for Family & Child Development Center Roofing	\$ 203,491.00

Disability Services (Federal Requirement)	\$ 553,000.00
Total Use of Fund Balance	\$7,074,943.00

The New Mexico Higher Education Department requires that the Board of Trustees approve the Year-End Budget Adjustment Request for the Fiscal Year ending June 30, 2025.

Ms. Todacheene moved and Ms. Taylor seconded to approve the Fiscal Year 2025 Year-End Budget Adjustment Request. **MOTION CARRIED** by unanimous voice vote.

**2. FISCAL YEAR 2026 ORIGINAL BUDGET REQUEST**

Assumptions and projections for circumstances that impact Fiscal Year 2026 were discussed with Trustees in today’s Work Session as well as the Work Sessions that have preceded this meeting throughout the past few months.

The assumptions and projections that underpin the Fiscal Year 2026 Budget Request include:

- A projected 2.0% enrollment increase from Fiscal Year 2025 to Fiscal Year 2026.
- An approved general fee rate increase of 5%, in accordance with Board Policy 702.II.A.2.
- A 6.1% increase in funding from the state formula appropriation, Research and Public Service Project monies, Tribal Education Initiatives, and a 4% salary increase for eligible employees.
- A 3% increase in taxable assessed property values, resulting in a 3% increase projected property tax revenue.
- No change from Fiscal Year 2025 in the projected revenue from Oil and Gas Production taxes.
- Uses of Fund Balance that are in compliance with Board Policy 806 II.A.

The College will also receive state funding for the following projects and initiatives in Fiscal Year 2026:

• Heavy Equipment Operator Program	\$ 430,000.00
• Class 8 Trucks for Diesel Technology Program	\$ 155,000.00
• Off-Highway Diesel Equipment for Diesel Technology Program	\$ 205,000.00
• Diesel Trucks for CDL Program	\$ 480,000.00

• Training Simulator for CDL Program	\$ 228,000.00
• Infrastructure Improvements: Controls, Phase 2	\$4,500,000.00
The General Fund Total for Fiscal Year 2026 Budget:	\$75,526,868.00
The Auxiliary Enterprise Fund Total for Fiscal Year 2026 Budget:	\$ 4,984,091.00
The Grants Fund Total for Fiscal Year 2026 Budget:	\$35,056,036.00
The Debt Service Fund Total for Fiscal Year 2026 Budget:	\$ 3,101,579.00

The Fiscal Year 2026 Budget request is in compliance with HED instructions. The New Mexico Higher Education Department requires that the Board of Trustees approve the Fiscal Year 2026 Budget Request and that the Fiscal Year 2026 Budget be submitted to the HED by May 1, 2025.

Mr. Chance moved and Ms. Todacheene seconded to approve the Fiscal Year 2026 Budget Request. **MOTION CARRIED** by unanimous voice vote.

**3. ACROSS-THE-BOARD SALARY INCREASE FOR ELIGIBLE FULL-TIME AND REGULAR PART-TIME EMPLOYEES**

In the spring 2025 session of the New Mexico Legislature, an appropriation to fund, in large part, Fiscal year 2026 salary increases of four percent (4.0%) for all eligible full-time employees of state higher education institutions was approved.

All eligible full-time and regular part-time employees who started work on, or before, August 19, 2024, will receive a 4.0% salary or wage increase for Fiscal Year 2026.

All eligible full-time and regular part-time employees who started work after August 19, 2024 and before January 14, 2025, will receive a 2.0% salary or wage increase for Fiscal Year 2026.

No Fiscal Year 2026 across-the-board increase will be awarded to employees who commenced employment on, or after January 15, 2025.

Ms. Todacheene moved and Ms. Benny seconded to approve the proposed salary increases as herein described. **MOTION CARRIED** by unanimous voice vote.

**4. ACROSS-THE-BOARD SALARY INCREASE FOR THE PRESIDENT, CONSISTENT WITH ALL REGULAR EMPLOYEES**

In the spring 2025 session of the New Mexico Legislature, an appropriation to fund, in large part, Fiscal Year 2026 salary increases of four percent (4.0%) for all eligible full-time employees of state higher education institutions was approved.

It is recommended that the President receive an increase of four percent (4.0%), consistent with all eligible full-time and regular part-time employees who started work on, or before, August 19, 2024, for Fiscal Year 2026.

Mr. Chance moved and Ms. Benny seconded to approve the proposed salary increase for the President, as herein described. **MOTION CARRIED** by unanimous voice vote.

**5. THIRD PARTY SUPPORT SERVICES – STUDENT INFORMATION SYSTEM (SIS) IMPLEMENTATION – EXTENSION**

On April 29, 2024, the Board approved using Ferrilli for supplemental staffing “backfill” for the Workday Student Information System (SIS) project for hard-to-hire positions (mostly IT). These positions will be project specific for each of the student system module implementations. This backfill is being used so that SJC personnel can concentrate on the new Student Information System being built, keeping the current production environments operational.

Under the guidance of the College Purchasing Department, pricing has been received pursuant to the Choice Partners Cooperative Contract #21/031KN-23 from Ferrilli for these continued services.

For staffing/support, the cost is as follows:

IT/Student System Support

FY25 Cost – \$0    FY26 Cost \$326,400.00

Total Cost – \$326,400.00

IT Core System Support

FY25 Additional Cost – \$4,950.00            FY26 Cost \$59,400.00

Total Cost – \$64,350.00

Grand Total – \$ 390,750.00

Total for Fiscal Year 2025 additional cost is \$4,950.00 plus applicable taxes, travel and expenses. Total for Fiscal Year 2026 is \$385,800.00 plus applicable taxes, travel and expenses.

Resources for this supplemental staffing is budgeted in the Fiscal Year 2025 and 2026 operating fund from use of fund balance.

Ms. Todacheene moved and Mr. Chance seconded to approve the Ferrilli agreements at \$390,750.00 plus applicable taxes, travel and expenses, and authorize purchase orders to encumber necessary funds. **MOTION CARRIED** by unanimous voice vote.

## **6. CAPITAL PROJECTS PRIORITIES – STATE FUNDING**

Annually, the New Mexico Higher Education Department requires institutions to submit capital project priorities for consideration by the Governor’s Office and upcoming legislature. For the upcoming funding cycle, community colleges were advised by the New Mexico Higher Education Department to submit two priorities for funding. The College will be expected to contribute twenty-five percent (25%) of each total project cost. The request is to be approved by the San Juan College Board of Trustees and submitted to the Higher Education Department. The administration proposes the following capital project priorities for state funding:

- 1) Hydronic Hot Water Pipe Replacements and Enhancements  
\$3,600,000.00
- 2) Water and Sanitary Sewer Utilities – Select Replacements  
\$2,000,000.00

These figures represent estimates of total project costs. Funding for the College’s total 25% match \$1,400,000.00 will be sourced from available fund balance or from proceeds from future local general obligation bonds.

Mr. Chance moved and Mr. Razor seconded to approve the proposed capital project priorities for submission to the New Mexico Higher Education Department. **MOTION CARRIED** by unanimous voice vote.

## **7. TRANSACT SOFTWARE MAINTENANCE AND ADDITIONAL SERVICES**

At the June 3, 2024, Board Meeting, the College Board of Trustees approved the use of Transact software for card access to printers/copiers, the HHPC, meal plans, and dining services at a cost of \$106,392.27 plus applicable taxes. Fiscal Year 2026 is anticipated to not exceed \$106,184.61 plus applicable taxes for this service.

College administration would like to add additional services from Transact. Transact has an overall eCommerce platform that includes cashiering, software, hardware, and eCommerce gateway to banks. Utilizing a common eCommerce gateway will assist with Payment Card Industry (PCI) compliance and is compatible with both Colleague and Workday decreasing the possibility of human error in our current manual process of transferring data between the three systems (eCommerce, Colleague, and Workday) eliminating all written documentation, spreadsheets, and manual entry. These additional services from Transact would improve the efficiency of the 1098T process and eliminate the need to outsource student payment plans.

Additional benefits of the Transact eCommerce solution would, provide the students with an updated account portal, offer students more payment options such as Google/Apple Pay and TAP.

Under the guidance of the College Purchasing Department, pricing for this six (6) year contract has been received pursuant to the E&I Cooperative Contract #CR001252 from Transact for these additional services. This six-year contract affords better pricing overall. All pricing will be subject to increased tariff costs.

In addition to the below listed annual cost, there will be an equipment/hardware charge over the length of this contract, in an amount not to exceed \$50,000.00 plus applicable taxes and tariff increases.

- FY26 – Year One: \$12,500.00 – Implementation, Deployment, and Hardware
- FY27 – Year Two: \$25,000.00 + Applicable Tax, tariff increases, and Credit Card Services
- FY28 – Year Three: \$25,000.00 + Applicable Tax, tariff increases, and Credit Card Services
- FY29 – Year Four: \$25,000.00 + Applicable Tax, tariff increases, and Credit Card Services
- FY30 – Year Five: \$25,000.00 + Applicable Tax, tariff increases, and Credit Card Services
- FY31 – Year Six: \$25,000.00 + Applicable Tax, tariff increases, and Credit Card Services

Credit Card Services fee will be 2.30% of each domestic transaction. International transaction rate is 4.25%. Our current eCommerce rate is averaging 2.51% of each transaction with ACH transactions at \$0.50 each. Total cost for the additional services is anticipated to be \$187,500.00 plus applicable taxes, tariffs, and Credit Card Services over the six-year contract.

Transact Software maintenance is anticipated to be \$106,392.27 plus applicable taxes for the Fiscal Year 2026.

Funding for this contract and the Transact Software maintenance are budgeted in the General Fund.

Mr. Rasor moved and Mr. Chance seconded to approve the implementation of the Transact eCommerce Software and acquisition of new functionalities as herein described and approve the Transact Software maintenance contract extension as herein described for Fiscal Year 2026. **MOTION CARRIED** by unanimous voice vote.

**ITEM I. ANNOUNCEMENT OF NEXT MEETING**

The next regular meeting will be **Monday, June 2, 2025, at 6:00 p.m.** in the San Juan College Board Room.

**ITEM J. CLOSED SESSION**

No Closed Session.

**ITEM K. ADJOURNMENT**

Mr. Rasor moved and Mr. Chance seconded the motion to adjourn the meeting. Chairperson Uselman adjourned the meeting at 7:52 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: June 2, 2025