MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
September 8, 2025

ITEM A. **CALL TO ORDER**

Vice Chairperson Chance called the meeting to order at 6:36 p.m. The following members were present:

R. Shane Chance, Vice Chairperson
Joseph Rasor, Member
Byron Manning, Member
Bev Taylor, Member
GloJean Todacheene, Member

Absent: Valerie Uselman, Chairperson
Evelyn Benny, Secretary

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

San Juan College administrators and staff in attendance included:
Edward DesPlas, Boomer Appleman, Kerri Langoni Carpenter, Michael Ottinger, Yolanda Benally, Valene Begay, Josh Bishop, Troy Brown, Andrea Cooper, Alicia Corbell, Gayle Dean, Teresa Emrich, Veronica Evans, Thalia Garcia-Charley, Murdoch Maloney, Julius Manz, Robert Martinez, Hannah Messenger, Kimberly Nath, Sherry Paxson, Claude Pence, Elizabeth Phelps, Greg Reynolds, Rhonda Schaefer, and Donna Ellis, Recorder

Guest(s): Amanda Chavira, Alexis Howell

ITEM C. **ADOPTION OF AGENDA**

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

ITEM D. **REPORTS**

1. **Monthly Presentation**

Dr. Michael Ottinger, Vice President for Learning, recognized faculty members receiving the Henderson Teaching Excellence Awards for the 2025-2026 academic year, as selected by the San Juan College Rank and Promotion Committee.

iCare Minute Video

This month's iCare Minute highlights the Fall 2025 New Student Orientation and Welcome Party.

2. **Association Reports**

Faculty Association representative, Dr. Andrea Cooper, provided the Board with a report.

Support Staff Association representative, Ms. Thalia Garcia-Charley, provided the Board with a report.

Associated Students representative, Ms. Amanda Chavira, provided the Board with a report.

No report for the Professional Staff Association.

ITEM E. CITIZEN COMMENTS

None.

ITEM F. CONSENT AGENDA

1. **August 4, 2025 Work Session Minutes**

The August 4, 2025, Work Session Minutes were presented in the Board Packet for approval.

2. **August 4, 2025 Board Meeting Minutes**

The August 4, 2025, regular Board Meeting Minutes were 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: Matthew Veith, Control Room Dispatcher, Public Safety, effective July 28, 2025; Brittany Gilmore, Custodian, Physical Plant, effective July 28, 2025; Marissa Arnold, Copy Services Technician, Auxiliary Services, effective July 28, 2025; Charles Marquez, Mental Health Counselor, Student Health Center, effective August 1, 2025; Matthew Guertin, Catalog and Curriculum Specialist, Registration and Records, effective August 5, 2025; Kimberly Nath, Dean, School of Humanities, effective August 11, 2025; Nathaniel Armenta, Director of NASNTI SOAR, Student Services, effective August 11, 2025; Allison Hogan-Croker, Administrative Assistant II, Continuing Education, effective August 11, 2025; Teresa Ryan, Instructor of Nursing, ADN Pre-Licensure Program, School of Health Sciences, effective August 13, 2025; Molly Jensen, Instructor of Music, School of Humanities, effective August 13, 2025; Selidji Tossou, Assistant Professor of Economics, School of Business, Information Technology, and Social Sciences, effective August 13, 2025; April Stovall, Instructor of Nursing, ADN Pre-Licensure Program, School of Health Sciences, effective August 13, 205; Adrian Tillery, Instructor of Nursing, ADN Pre-Licensure Program, School of Health Sciences, effective August 13, 2025; Tanya Lane, Instructor of Communications, School of Humanities, effective August 13, 2025; Ashley Loehn, Instructor of Biology, Human Anatomy and Physiology, School of Science, Math, and Engineering, effective August 13, 2025; Brian Murphy, Instructor of Computer Science, School of Business, Information Technology, and Social Sciences, effective August 13, 2025; Paul Mitchell, Instructor of Fire Science, School of Trades and Technology, effective August 13, 2025; Danielle Wayne, Pre-K Lead Teacher, Child and Family Development Center, effective August 18, 2025; Kyle Hall, Grounds Maintenance Worker, Physical Plant, effective August 18, 2025; Haley Arias, Assistant Professor of Biology, Human Anatomy and Physiology, School of Science, Math, and Engineering, effective August 18, 2025; Silvia Stewart, ENLACE Community Specialist, Herencia Latina Center, effective August 18, 2025; Sharon Werito, Administrative Assistant II, Tutoring Center, effective August 25, 2025;

Changes: Crystal Reyes, Program Advisor, TRIO SSS to Director of TRIO SSS/STEM-H Programs, effective July 26, 2025; Nina Garcia-Montoya, Academic Advisor, Advising Center to Instructor of Mathematics, School of Science, Math, and Engineering, effective August 13, 2025; Christina Begaye, Associate Teacher, Child and Family Development Center to Pre-K Lead Teacher, Child and Family Development Center, effective August 18, 2025; Breezy Skenandore, Administrative Assistant to the Vice President, Human Resources and Legal Activities to Instructor and coach I/ACE Center, effective August 25, 2025.

Separations: Lisa Hicks, Custodial Crew Leader, Physical Plant, separation of employment, effective July 28, 2025; Brooke Blackburn, Administrative Assistant II, Surgical Tech, Surgical First Assist and HIT Programs, separation of employment, effective August 1, 2025; Robin Kimball, Operations Coordinator, Continuing Education, separation of employment, effective August 11, 2025; Diana Marriott, Admissions Recruiter, Office of Admissions, separation of employment, effective August 15, 2025;

Jeffrey Gourd, Industry Liaison, Center for Student Careers and Employment, separation of employment, effective August 18, 2025; Latanya Yazzie, Associate Teacher, Child and Family Development Center, separation of employment, effective August 18, 2025; Jose Gonzalez, Security Officer, Department of Public Safety, separation of employment, August 22, 2025; Kelly Koch, School Operations Coordinator, School of Energy, separation of employment, effective August 22, 2025; Millie Chavez, Accountant II, Business Office, separation of employment, effective August 25, 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. **Consultant for Clean Hydrogen Technician Advanced Academic Program**

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 as well as colleges and universities while leveraging the strengths of internal SJC departments to achieve the Center's goals. To that end, on September 9, 2024, the Board approved a one-year contract with the option to renew for up to three additional one-year terms to Witte Engineered Gases for consulting for the Clean Hydrogen Technician Advanced Academic Program.

Under this consulting engagement, the Board approved the cost not to exceed $285,000.00 plus applicable taxes with funds provided by a Federal Congressional appropriation. The School of Energy has exercised the renewal option approved by the Board and will expend the balance of the authorized amount in this fiscal year.

The School of Energy originally envisioned a simple, short program that would overlay the skills of existing programs within the School of Energy. While they still use this model as the foundation of the curriculum build, based upon the input of the Advisory Committee, they now are building a more robust, modular program. This will enable the School of Energy to both upskill current students and reskill alumni, and it will also allow the School of Energy to offer customized corporate training for new technicians employed by major companies in the region. Each of the classes can be pulled out and linked sequentially to offer specialized training to meet corporate needs.

Recommendation

I recommend the Board of Trustees affirm renewing the contract with Witte Engineered Gases, Thomas Witte, for this consulting engagement and expenditure of the balance of the authorized amount to conclude the project in this fiscal year.

8. **Remote Accounting Services**

The College uses CampusWorks as one of its remote services providers. Because of a critical need for high level accounting skills to complete the 2024 and 2025 Annual Comprehensive Financial Reports and provide ERP process improvement consulting, College leadership requests that the under current remote services contract, CampusWorks be engaged to provide a full time equivalent Assistant Controller for the next six months.

The cost of the additional service is $32,060.00 per month for a six-month period for a total of $192,360.00, plus applicable taxes.

Funding for this project will be provided from fund balance approved for Workday implementation costs.

Recommendation

I recommend the Board of Trustees approve this additional engagement under current CampusWorks contract, for $192,360.00 plus applicable taxes.

9. **Fiscal Year 2027 Research and Public Service Projects (RPSP)**

Annually, the College submits requests to the New Mexico Higher Education Department for Research and Public Service Projects (RPSP). The funding targets expansion and/or enhancement of programs that serve a particular public need.

The College administration recommends the following requests and priority ranking for funding for Fiscal Year 2027:

1) Nursing	$1,116,000.00
2) Dental Hygiene Program	$ 250,000.00
3) Center for Excellence (Renewable & Sustainable Energy)	$ 750,000.00
4) Student Support – TRIO	$ 325,000.00
5) Student Support – NASNTI	$ 350,000.00
Total	$2,791,000.00

Recommendation

I recommend the Board of Trustees approve these Research and Public Service Projects requests for submission to the New Mexico Higher Education Department.

10. **Information Report – Fiscal Year 2026 Operations Mil Levy and Debt Service Property Tax Rates**

Based on information received on August 13, 2025, from the Research Analyst in the Institutional Finance Division of the New Mexico Higher Education Department, the San Juan College Board of Trustees is provided with the following calculated mil levy and debt service property tax rates for Fiscal Year 2026.

Mil Levy:	**FY2026**	**FY2025**
Operations and Maintenance – Residential	3.516	3.555
Non-Residential and State Assessed	4.496	4.500
Oil – Gas and Equipment	4.500	4.500
Debt Service	0.600	0.600

Recommendation

I recommend the Board of Trustees acknowledge receipt of this information.

11. Information Report – Connie Mack World Series Broadcast on KSJE

2025 was the fifth season for KSJE to broadcast the Connie Mack World Series (CMWS); presented herein are select aspects of the outcomes from this broadcast opportunity.

Season Time Period	July 25 – August 2, 2025
Games Played and Broadcast	27

Talent Contracted by KSJE
13 play-by-play announcers, board operators, social media content posters and photographers.

Budget Impact

Revenue generated by sponsorships	$27,900.00
Cost of contracted talent	$ 8,248.00
Broadcast rights	$ 5,000.00
Net revenue for KSJE/SJC	**$14,652.00**

Social Media Impact
July 24-August 20, 2024 – Compared to July 16-July24, 2025
Facebook Page Reach – Increase of 208.2% or 123,230
Instagram Reach – Increase of 672.8% or 36,197
Paid Ad Reach – Decrease of 34.4% or 2,328
Paid Post Engagement – Increase of 100% or 198
Cost for Link Clicks – Decrease of 37% or 157
(Our Facebook paid ad budget was very small: $20.00)

KSJE.com Streaming Statistics
July 26-August 2, 2024 Compared to Previous Week
TLH (Total Listening Hours) +374% (1,509 avg/day)
CUME (Individual Users) +3023% (709 avg/day)
QHS (Quarter-Hour Streaming) +1627% (1,261 avg/day)

States in which CMWS was Streamed
Bold indicates states represented by CMWS Teams:
New Mexico (36%), Arizona (18%), **Texas (11%)**, **California (6%)**, Colorado (4%), Other (25%)

Other States
Again, this year, the Connie Mack World Series Parade was streamed live with video to audiences worldwide thanks to KSJE On-The-Road! This year's coverage included drone footage thanks to Zia Drone Operations: 13,300 Facebook reach to date (10,700 in 2024 and 4,700 in 2023).

APPROVAL OF CONSENT AGENDA

Ms. Taylor moved and Ms. Todacheene 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. FLEET FUEL CARDS

Commercial Fleet Card programs reduce fuel costs through wholesale discounted pricing and provide increased security, analytics, and convenience. Several departments across campus participate in this program including CDL, Heavy Equipment Operator, Physical Plant, Public Safety, Fire Science, and Harvest Food Hub. Following the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department has directed use of San Juan County Cooperative Price Agreement; Bid No. 21-22-20 for Fuel Only at Cardlock Facilities. This one-year contract for Fiscal Year 2026 is the final renewal.

The San Juan County Cooperative Price Agreement; Bid No. 21-22-20 was awarded to Flyers Energy, LLC headquartered in South San Francisco (Four Corners office in Pagosa Springs, CO).

Resources for this expense are budgeted in the Fiscal Year 2025 operating budgets of several departments and are not to exceed $100,000.00 plus applicable taxes.

Mr. Manning moved and Mr. Rasor seconded to approve Flyers Energy, LLC, for a one-year contract at an amount not to exceed $100,000.00 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

2. CAMPUSLENS ARTIFICIAL INTELLIGENCE PLATFORM AND SERVICE

In April, San Juan College was invited to be an early adopter of CampusLens, an artificial intelligence (AI) platform and service. College administration explored the utility and feasibility of this AI product and its potential for improving student recruitment, enrollment advising, retention, and student completion and success as well as graduate employability. Additionally, implementation of CampusLens will provide the College with a fully populated, expertly maintained data lakehouse able to evolve with San Juan College and a cleansed and enriched data environment ready to leverage AI and machine learning. Since April, exploratory sessions have been held with the executive team, the President's Cabinet, and the leadership of employee associations. Extensive learning sessions were held at the Board's Work Sessions in June, July, and August. A learning session was held during faculty return week; over 100 faculty and staff attended the session. During these sessions, an appetite for the outcomes possible through adoption and use of CampusLens became apparent and palatable.

Cost of a five-year contract for the implementation and use of the CampusLens platform and service run on a September 9 through September 8 contract year as shown below:

Year 1	$ 471,840.00	
Year 2	$ 555,096.00	
Year 3	$ 566,198.00	
Year 4	$ 577,522.00	
Year 5	$ 589,072.00	
Total	$2,759,728.00	plus applicable taxes

Note: San Juan College may terminate the contract early, with proper notice, at the end of Year 3.

Under the guidance of the College Purchasing Department, pricing pursuant to E&I Master Agreement EI00170 was obtained from CampusWorks for CampusLens.

Mr. Manning moved and Ms. Taylor seconded to approve the acquisition of CampusLens from CampusWorks as described. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

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

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. **ADJOURNMENT**

Ms. Todacheene moved and Ms. Taylor seconded the motion to adjourn the meeting. Vice Chairperson Chance adjourned the meeting at 7:16 p.m.

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Mr. R. Shane Chance, Vice Chairperson
San Juan College Board

ATTEST:

____ Date: October 6, 2025
Mr. Byron Manning, Member
San Juan College Board