

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
June 2, 2025**

ITEM A. CALL TO ORDER

Chairperson Uselman called the meeting to order at 6:26 p.m. The following members were present:

Valerie Uselman Chairperson
R. Shane Chance, Vice Chairperson
Bev Taylor, Member
GloJean Todacheene, Member

Absent: Evelyn Benny, Secretary
 Joseph Rasor, Member
 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,
Michael Ottinger, Maureen Murphy, Yolanda Benally, Gwyn Adams,
Josh Bishop, Brooke Blackburn, Troy Brown, Margaret Clair, Alicia Corbell,
Gayle Dean, Veronica Evans, Nicholle Liessmann, Roy Lytle, Murdoch Maloney,
Robert Martinez, Lizbeth Moreno, Sherry Paxson, Harley Prinster,
Eddy Rawlinson, Rhonda Schaefer, Carrie Tsosie Jim, Annie Willmon, and
Donna Ellis, Recorder

Guest(s): None

Dr. Maureen Murphy was introduced by Mr. Edward DesPlas as the Interim Vice President of Workforce and Economic Development, effective May 20, 2025, following the departure of Dr. Lorenzo Reyes and pending the appointment of a permanent successor.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Dean Murdoch Maloney and Ms. Harley Prinster, School Operations
Coordinator for the School of Business, Information Technology, and Social

Sciences, presented highlights from the 2025 Spring Semester Student Academic Showcase.

iCare Minute Video

This month's iCARE Minute shines a light on Omar Echeverria, Student Success Programs Coordinator in the Student Achievement Center. A San Juan College graduate, Omar began his journey in 2012 and recently earned his Bachelor's degree in Social Work from Highlands University. His passion for student success continues to drive his work and inspire those around him.

2. Association Reports

Support Staff Association representative, Ms. Harley Prinster, provided the Board with a report.

No report for the Associated Students.

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

Faculty Association representative, Ms. Nicholle Liessmann, provided the Board with a report

ITEM E. CITIZEN COMMENTS

None.

ITEM F. CONSENT AGENDA

1. April 28, 2025, Work Session Minutes

The April 28, 2025, Work Session Minutes are presented in the Board Packet for approval.

2. April 28, 2025, Board Meeting Minutes

The April 28, 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 April 30, 2025, was presented in the Board Packet.

5. Personnel Report

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

Appointments: Cynthia Eldridge-Thompson, Security Officer, Public Safety, effective April 21, 2025; Kandyce Garcia, Administrative Assistant, Harvest University Center Food Hub, effective April 28, 2025; Kelly Koch, School Operations Coordinator, School of Energy, effective May 5, 2025; Dacye Shull, Grants Compliance Specialist, Center for Workforce Development and Community Learning Center, effective May 12, 2025; Jared Badoni, Custodian, Physical Plant, effective May 12, 2025; Susan Hayes, Transportation Program Support Specialist, School of Energy, effective May 12, 2025; Emmanuel Toledo, Custodian, Physical Plant, effective May 19, 2025.

Changes: Jessie Felix, Buyer II, Purchasing to Senior Director of Purchasing, Purchasing, effective May 13, 2025.

Separations: LaKeisha Benally, Custodian (part-time), Physical Plant, separation of employment, effective May 1, 2025; Samm Sammons, Custodian, Physical Plant, separation of employment, effective May 2, 2025; Lorenzo Reyes, Vice President, Administrative Services, separation of employment, effective May 16, 2025; Samantha Buehler, Catalog and Curriculum Specialist, Registration and Records, separation of employment, effective May 17, 2025; Byron Aspaas, Instructor, School of Humanities, separation of employment, effective May 17, 2025; Chancy Deal, Assistant Professor-Auto Body, School of Trades and Technology, separation of employment, effective May 17, 2025; Corrine Marshall, Instructor-Physical Therapy Assistant Program, School of Health Sciences, separation of employment, effective May 17, 2025; Kitrina Tamminga, Instructor of Sociology, School of Business, Information Technology and Social Sciences, separation of employment, effective May 17, 2025; Lourdes Valencia, Community Specialist, Herencia Latina Center, retirement, effective May 17, 2025; Minhwa Choi, Associate Professor of Math, School of Science, Math and Engineering, separation of employment, effective May 17, 2025; Lance Clyde, Custodian, Physical Plant, separation of employment, May 22, 2025; Marina Morales, Outreach Coordinator, Herencia Latina Center, separation of employment, effective May 23, 2025; Eric Thomas, Custodial Crew Leader, Physical Plant, separation of employment, effective May 29, 2025; Donald Rodriguez, Senior Grounds Maintenance Worker, Physical Plant, separation of employment, effective May 31, 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. Annual Utilities from City of Farmington

The College obtains utilities (electricity, water, sewage, sanitation) from the City of Farmington. For the 2025-2026 fiscal year, utilities from the City of Farmington are estimated to not exceed \$1,860,000.00 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.

8. Natural Gas Utilities – Fiscal Year 2026

The College obtains Natural Gas from Symmetry Energy Solutions a.k.a. Athena Energy Services Holdings. Utilizing New Mexico State Wide Price Agreement # 30-00000-23-00066 natural gas is estimated to not exceed \$350,000.00 inclusive of gross receipts taxes for Fiscal Year 2026.

Recommendation

I recommend the Board of Trustees approve the purchase of natural gas utilities from Symmetry Energy Solutions, for Fiscal Year 2026, in an amount not to exceed \$350,000.00.

9. 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 was the final year of the original contract.

College Administration would like to extend this contract for an additional four years at a total annual cost of \$171,857.00, saving \$73,740.00 each year, and a total cost of \$687,428.00, saving \$294,960.00 over the four-year contract term (inclusive of all applicable taxes). Included in this

contract is the maintenance and usage fees for all current equipment as well as replacement of two high volume machines in our Copy Center.

Recommendation

I recommend the Board of Trustees approve this four-year contract extension with Canon for copier and print management services in the amount not to exceed \$687,428.00 net of applicable gross receipts taxes.

10. 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, pursuant to NM State Wide Price agreement #10-00000-20-0062AA, based on NASPO Master Agreement # NMWNC-23011, pricing was obtained from Riverside Technologies (RTI) that encompasses both Veeam and Wasabi products listed below.

Veeam: Is a provider of data protection software. Its products are used by San Juan College to protect from data loss, corruption, and disaster. On June 3, 2024, the Board approved a three-year agreement for Veeam. This is year two of this three-year agreement and will not exceed \$66,742.00 plus applicable taxes.

Wasabi: Is a service that helps San Juan College protect its data from disasters using cloud storage for copies of our organization's data in a remote location. On June 3, 2024, the Board approved a three-year agreement for Wasabi services. This is year two of this three-year agreement and will not exceed \$11,713.90 plus applicable taxes.

Help Desk Services: In Fiscal Year 2023, the Board approved a three-year contract for Help Desk services. This year we are at the end of that contract. Under the guidance of the College Purchasing Department, pricing pursuant to Cooperative Educational Services contract #2021-19-C112-ALL for fulfillment by RTI, we have a two-year renewal. The cost has not increased and remains \$99,000.00 + applicable taxes annually. This two-year quote aligns with the two contracts listed above to expire June 30, 2028.

The cost of these three services for Fiscal Year 2026 will not exceed \$177,455.90, plus applicable taxes, and is within the Fiscal Year 2026 operating budget. This amount includes any potential training or additional services to be incurred during Fiscal Year 2026.

Recommendation

I recommend the Board of Trustees approve the purchase of these three services through RTI, not to exceed \$177,455.90, plus applicable taxes for Fiscal Year 2026.

11. Information Technology Remote Professional Services Contract

At the February 6, 2024, meeting, the Board approved a one-year contract with CampusWorks, for Fiscal Year 2025, with an option of up to three, one-year renewals. The initial contract was procured on Request for Proposals (RFP) 24-55097 Professional Remote Services.

The College has a continued need for remote 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, programming, customization, and reporting. The past several years the College has been augmenting these services with CampusWorks as procured and approved by the College Board.

College Administration recommends the College exercise the first year of the optional renewals. The Fiscal Year 2026 cost portion will be based on one full-time equivalent Senior Technologist and up to 1,080 hours annually to be used towards the following services: Strategic CIO Services, Information Security; Enterprise Resource Planning (ERP)/Student Information System (SIS); Infrastructure (networks, services, system administrations, including disaster recovery); Business Intelligence (including reports and data environment); Web Services/Enterprise, Content Management/Form Solutions; Virtual Desktop Infrastructure (VDI); Instructional Technology Support; Middleware; Services/Application Monitoring; Documentation and Training; and Business Process Reviews. Pricing shall not exceed \$558,406.00 plus applicable taxes, for Fiscal Year 2026 and includes up to four onsite visits for two individuals.

Funding for this contract is budgeted in the General Fund.

Recommendation

I recommend that the Board of Trustees approve the first of three optional extensions with CampusWorks, Inc. as herein described in an amount not to exceed \$558,406.00 plus applicable taxes for Fiscal Year 2026 and to authorize staff to encumber the necessary funds.

12. Ellucian Software Maintenance

Ellucian is the source of a large array of software used by San Juan College including: Colleague enterprise resource planning system, student information system, self-service, web adviser, application development environment, workflows, intelligent learning platforms, recruit and advise client relationship functions, subscription library, financial aid self-service, training, and PayPal. In Fiscal Year 2025, the Board approved a three-year agreement with Ellucian totaling \$2,128,527.00 plus applicable taxes.

Fiscal Year 2026 is year two of the contract and will not exceed \$712,253.00 plus applicable taxes.

Required funds are budgeted within the Fiscal Year 2026 operating budget.

Recommendation

I recommend the Board affirm year two of the three-year agreement in the amount not to exceed \$712,253.00 plus applicable taxes.

13. 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.

For Fiscal Year 2026 the cost of this software package will be \$158,280.47 plus applicable taxes.

Resources for the cost of this software's annual maintenance are budgeted in the Fiscal Year 2026 operating fund.

Recommendation

I recommend the Board of Trustees approve continuation of the SolarWinds software licensing and maintenance agreements at \$158,280.47 plus applicable gross receipts taxes.

14. SentinelOne Software Maintenance

SentinelOne is the College's malware and endpoint protection (antivirus) software for servers and desktops. With the world-wide increase in cyber security breaches, this contract will include AI – Artificial Intelligence software. By integrating AI into our security products, we can significantly enhance our ability to detect and respond to threats, empower our analysts,

and safeguard our employees’, students’, and community clients’ data. The benefits in terms of efficiency, effectiveness, security, and cost savings make AI enhanced software a strategic investment that will position our organization as a contender in cybersecurity.

The Purchasing Department, following a detailed and documented process to meet all State of New Mexico procurement requirements, has obtained pricing from Valcom Salt Lake City LLC utilizing a CES cooperative agreement (CES) #2024-19-C123-ALL.

In 2024 a three-year agreement was approved for \$310,530.00 + applicable taxes.

Fiscal Year 2026 is year two of three in the agreement. The cost is not to exceed \$103,510.00 plus applicable taxes.

Resources for the cost of this software’s annual maintenance are budgeted in the Fiscal Year 2026 operating fund.

Recommendation

I recommend the Board of Trustees affirm the purchase of the SentinelOne software licensing and maintenance agreement as herein described in an amount not to exceed \$103,510.00 plus applicable taxes.

15. Room and Event Scheduling Software Management System

Ad Astra is a comprehensive scheduling software system that helps institutions of Higher Education manage academic and event scheduling. The software includes event requests, approvals, and calendar management. It focuses on optimizing space utilization, preventing scheduling conflicts, and streamlining the entire process.

The College has been using Ad Astra for a number of years on an annual basis and, as such, it has not reached Board approval limit each year. With inflation on all IT costs, College Administration recommends obtaining a five-year contract to stabilize the cost totaling \$202,609.77 plus applicable taxes. The first year, Fiscal Year 2026, will include an upgrade implementation fee.

Pricing for Ad Astra software is as follows:

Fiscal Year 2026	July 1, 2025 – 6/30/2026	\$ 52,863.80
Fiscal Year 2027	July 1, 2026 – 6/30/2027	\$ 35,793.31
Fiscal Year 2028	July 1, 2027 – 6/30/2028	\$ 36,867.13

Fiscal Year 2029	July 1, 2028 – 6/30/2029	\$ 37,973.17
Fiscal Year 2030:	July 1, 2029 – 6/30/2030	\$ 39,112.36
Total		\$202,609.77

Recommendation

I recommend the Board of Trustees approve the five-year contract with Ad Astra for the academic and event software management, as herein described at a price not to exceed \$202,609.77 plus applicable taxes.

16. 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. Supplies purchased through this contract include, but are not limited to paper towels, tissue, trash can liners, toilet paper, hand soap, cleaning chemicals, and personal protective equipment.

Due to continued supply chain issues that have affected all suppliers, the College Administration recommends maintaining the multi-source nature of this contract and exercising the third one-year extension.

1. Fleming Chemical
2. Staples Advantage
3. Brady Industries

For the Fiscal Year 2026, anticipated purchases will not exceed \$190,000.00 plus applicable taxes.

Recommendation

I recommend the Board of Trustees approve the third and final, one-year extension of this multi-source contract for procurement of custodial and janitorial supplies in an aggregate amount not to exceed \$190,000.00 plus applicable taxes for Fiscal Year 2026.

17. Job Order Pipe Repair Services

Because SJC's aging water pipes spring leaks in an un-planful way, the College needs an expeditious manner in which to affect sudden pipe repair projects. Establishing a job order pool enables 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-year contractor pool, and the second 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 Fiscal Year 2026.

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 Blvd SW, Albuquerque, NM 87105

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

Recommendation

I recommend the Board of Trustees approve the contractor pool for pipe repair services as herein described, for the second of three contract extensions, and authorize necessary expenditures in Fiscal Year 2026 not to exceed \$250,000.00 plus gross receipts taxes.

18. Job Order Electrician Services

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 advises that the second optional one-year extension should be exercised.

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 Fiscal Year 2026.

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 Co 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 approve renewal of the pool and grant spending authority not to exceed \$200,000.00 plus gross receipts taxes for electrician services in Fiscal Year 2026.

19. Third-Party Legal Services Provider Pool

On June 03, 2024, the Board approved three firms to provide legal services with not to exceed amounts for each firm as indicated below:

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

While the anticipated gross cost is not anticipated to exceed the original \$145,000.00, due to some staffing changes within the Legal Services pool and ongoing litigation assignments, College Administration would like to revise the not to exceed amounts as follows:

Miller Stratvert, PA

Not to exceed \$85,000.00 including applicable taxes

Newbold Chapman & Geyer PC

Not to exceed \$50,000.00 including applicable taxes

Holcomb Law Office

Not to exceed \$10,000.00 including applicable taxes

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

Recommendation

I recommend the Board of Trustees authorize contracts for legal services from the aforementioned firms at the respective revised amounts listed for Fiscal Year 2025.

20. Consultant for 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.

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. At the June 3, 2024, meeting the Board approved the recommendation to award this contract to Steve Grey.

College Administration recommends extending this contract for an additional year, the first of the optional three extensions at a cost not to exceed \$70,000.00 plus applicable taxes.

Under this engagement, the cost, to include consultant's travel of up to \$10,000.00, will cause the total contract to not exceed \$80,000.00 plus applicable taxes. Funds are provided for in the department budget.

Recommendation

I recommend the Board of Trustees approve this contract with Steve Grey in an amount not to exceed \$80,000.00 plus applicable taxes.

21. 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. An appropriate 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.

Recommendation

I recommend the Board of Trustees grant the President and the Executive Vice President spending authority up to \$500,000.00 plus applicable taxes to procure services to provide federally-required reasonable accommodations for eligible students. This authority is effective through June 30, 2026.

22. Open Meeting Resolution 2025-2026

SAN JUAN COLLEGE OPEN MEETING NOTICE RESOLUTION 2025-2026

WHEREAS, the SAN JUAN COLLEGE BOARD met in regular session at San Juan College on June 2, 2025, at 6:00 p.m. as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation, or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the San Juan College Board to determine annually what constitutes reasonable notice of its public meetings,

NOW, THEREFORE, BE IT RESOLVED by the San Juan College Board that:

1. All meetings shall be held at San Juan College 30th Street Education Center, 3401 East 30th Street, Farmington, New Mexico, at 6:00 p.m. or as indicated in the meeting notice. Work Sessions shall be held at San Juan College 30th Street Education Center, 3401 East 30th Street, Farmington, New Mexico, at 5:00 p.m. or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the first Monday. Exceptions to this are for the months of: 1) September – second Monday;

- 2) April – first and fourth Monday; and 3) May – no meeting. The agenda will be available at least seventy-two (72) hours prior to the meeting from the Board Recorder, whose office is located at San Juan College, 4601 College Boulevard, Farmington, New Mexico and on the San Juan College website at www.sanjuancollege.edu. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
3. Special meetings may be called by the Chairman or a majority of the members upon three (3) days notice. The notice shall include a draft agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The draft agenda shall be available to the public at least seventy-two (72) hours before any special meeting with a final agenda available thirty-six (36) hours before any special meeting.
 4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The San Juan College Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, San Juan College will notify the Attorney General's Office of the emergency actions taken by the Board and the circumstances creating the emergency.
 5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place, and agenda is placed in newspapers of general circulation in the state and posted at the Educational Services Building at San Juan College. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings. Copies of the written notice shall also be posted on the San Juan College website at www.sanjuancollege.edu.
 6. For the purposes of special meetings and emergency meetings described in paragraph 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place, and agenda is provided by telephone to newspapers of general circulation in the state and posted

at the Educational Services Building at San Juan College. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. Copies of the written notice shall also be posted on the San Juan College website at www.sanjuancollege.edu.

7. In addition to the information specified above, all notices shall include the following language: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the President's Office at (505) 566-3209 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.
8. Use of conference telephone, generally available virtual meeting platform (such as Zoom or MS Teams, etc.), or similar communications equipment for board members to participate in meetings of the San Juan College Board of Trustees when it is otherwise difficult or impossible for the board member to attend in person is permissible, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting.

The Administration shall assure that any equipment acquired for this purpose meets the conditions of Section 10-15-1(C) relating to the ability to identify participants and the ability by members of the board and public to hear the proceedings.

9. The San Juan College Board may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under

Section 10-15-1(H) of the Open Meetings Act.

- (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the San Juan College Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

- (b) If the decision to hold a closed meeting is made when the San Juan College Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
- (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the San Juan College Board in an open public meeting.

Passed by the San Juan College Board of Trustees this 2nd day of June 2025.

Ms. Valerie Uselman, Chairperson
San Juan College Board

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

APPROVAL OF CONSENT AGENDA

Ms. Todacheene 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. 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, Premium Training, and Document Import Processing.

Under the guidance of the College Purchasing Department, pricing has been received pursuant to the Omnia Partners Cooperative Contract #R240307 from Hyland Software, Inc for this software. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements (procurement code sections 13-1-98A and 13-1-135 cooperative procurement).

College leadership recommends that the College continue use of OnBase. Hyland has provided the opportunity to reduce annual cost increases by utilizing a three-year price agreement. Under this three-year agreement, renewal of the OnBase maintenance agreement, premium training, document import processing, and potential professional services will not exceed \$317,814.68 plus applicable taxes.

Year 1:	7/1/2025 – 6/20/2026	\$100,772.31 + applicable taxes
Year 2:	7/1/2026 – 6/30/2027	\$105,845.22 + applicable taxes
Year 3:	7/1/2027 – 6/30/2028	\$111,197.15 + applicable taxes
Total:		\$317,814.68 + applicable taxes

Mr. Manning moved and Mr. Chance seconded to approve this software renewal agreement and authorize the College to issue purchase orders accordingly to Hyland Software for OnBase as herein described. **MOTION CARRIED** by unanimous voice vote.

2. CLOUD-HOSTED LEARNING MANAGEMENT SYSTEM

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, meeting the Board approved a three-year contract with Instructure, totaling \$553,191.31, plus applicable taxes.

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.

Due to the potential for cost increases because of the acquisition, a new three-year agreement is recommended.

Year 1:	7/1/2025 – 6/30/2026	\$202,389.60
Year 2:	7/1/2026 – 6/30/2027	\$212,286.27
Year 3:	7/1/2027 – 6/30/2028	\$222,708.85
TOTAL:	\$637,384.72 plus applicable taxes	

Due to an ever-changing Canvas environment, College administration requests a contingency to provide training. The amount being requested is \$8,000.00 per year for IT Canvas staff to attend, equaling \$24,000.00 over the three-year agreement for a total contract amount not to exceed \$661,384.72 plus applicable taxes.

Ms. Todacheene moved and Mr. Chance seconded to approve a three-year agreement with Instructure for the software licensing and maintenance, as herein described, not to exceed \$661,384.72 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

3. **APPROVAL OF A 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.

The current annual market disparity stipend for nursing faculty is \$2,500.00. This amount has been approved by the San Juan College Board of Trustees since 2017. It is the College leadership's recommendation that San Juan College full-time nursing faculty (regular and temporary) be granted an increased annual stipend for the 2025-2026 Academic Year in the amount of \$10,000.00, effective August 2025. The stipend will be prorated across pay periods. The stipend will not increase base contract pay. A market study was completed in Spring, 2025 to verify the stipend was still consistent with prevailing market conditions. Market conditions are unchanged and continue to support a market disparity stipend.

Through a partnership with San Juan Regional Medical Center (SJPMC), in which SJPMC seeks to increase the size of the nursing student cohort, SJPMC will be financially supporting the annual market disparity stipend for nursing faculty.

- SJRMC will fund the entire \$10,000.00 market disparity stipend for new faculty hired pursuant to this partnership.
- SJRMC will also fund the difference between the current \$2,500.00 annual stipend and the new \$10,000.00 stipend for all existing nursing faculty.

The College President will promulgate other procedural aspects necessary to implement and manage this recommendation. The cost to San Juan College to grant this stipend in Fiscal Year 2026 for up to 12 faculty members currently employed is estimated to be \$30,000.00.

Ms. Todacheene moved and Mr. Chance seconded to approve the \$10,000.00 Faculty Market Disparity Stipend for faculty members in the Nursing Program as herein described. **MOTION CARRIED** by unanimous voice vote.

4. DIGITAL STRATEGIC MARKETING

With digital marketing at the core of effective marketing, San Juan College's Marketing and Public Relations Department has realigned its strategy and budget to excel in a digital-first landscape.

The Marketing and Public Relations Department has implemented a comprehensive, digital marketing strategy that aligns with San Juan College's five-year Strategic Plan. This strategy supports enrollment growth, promotes academic pathways and programs, and enhances brand awareness on a year-round basis. This plan extends beyond enrollment periods and reaches audiences both locally and beyond. Digital marketing also supports collaborations such as the San Juan Regional Medical Center partnership by aligning efforts, enhancing visibility, and increasing engagement to achieve shared goals.

Digital marketing leverages targeted campaigns and data-informed advertising to enhance the College's online presence. Ongoing efforts strengthen brand visibility and awareness to maintain our strong reputation. While effective, it merits noting that the costs of digital marketing campaigns, like many things, continue to rise. These targeted advertising expenditures will help us keep pace with industry standards and ensure San Juan College remains competitive and positioned for long-term success.

Under the guidance of the College Purchasing Department, pricing for strategic marketing has been provided by Carnegie, and its subsidiary, Clarus, a Carnegie Company, in an amount not to exceed \$617,000.00 inclusive of 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 budgets.

Mr. Chance moved and Mr. Manning seconded to approve the spending authority for strategic marketing and advertising with Clarus, a Carnegie company, in an amount not to exceed \$617,000.00. **MOTION CARRIED** by unanimous voice vote.

5. CAMPUS FLOORING PURCHASE

As part of ongoing facility maintenance, San Juan College replaces campus flooring on a regular basis. The College solicited pricing from Mannington Flooring for new carpet and solid surface flooring. This acquisition will continue to protect the flooring in multiple buildings as part of replacement cycles.

Under the guidance of the College Purchasing Department, pricing pursuant to Sourcewell Contract Number 061323-MMI was obtained from Mannington Commercial for the carpeting and solid surface flooring. The cost for the remainder of Fiscal Year 2025 shall not exceed \$150,000.00 net of applicable taxes.

Mr. Rasor moved and Mr. Chance seconded to approve the purchase of new flooring material through the Sourcewell Contract with Mannington Flooring in an amount not to exceed \$150,000.00 net of applicable taxes. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be **Monday, July 7, 2025, 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 Mr. Manning seconded the motion to adjourn the meeting. Chairperson Uselman adjourned the meeting at 7:15 p.m.

Ms. Valerie Uselman, Chairperson
San Juan College Board

ATTEST:

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

Date: July 7, 2025