

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
August 12, 2021**

**ITEM A.     CALL TO ORDER**

Chairman Rasor called the meeting to order at 7:05 p.m. The following members were present:

Joseph Rasor, Chairman  
Hoskie Benally, Jr., Vice Chairman  
R. Shane Chance, Secretary  
Evelyn Benny, Member  
John Thompson, Member  
Valerie Uselman, Member

Absent: Byron Manning, Member

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

San Juan College administrators and staff in attendance included:  
Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Kerri Langoni, Karen Acree, Josh Bishop, KayaRyan Brown, Debbie Chalmers, Alicia Corbell, Sherri Cummins, Gayle Dean, Katherine Elliott, Kristie Ellis, Sandy Gilpin, Kenny Hibner, Ron Jernigan, Ruben Johnson, Karen Krob, Roy Lytle, Robert Martinez, Steve Miller, Mike Offutt, Michael Ottinger, Jeff Parkes, Sherry Paxson, Lorenzo Reyes, Chris Rosen, Rhonda Schaefer, Linda Schwinghammer, Lisa Snyder, Paulette Stanley, Carrie Tsosie-Jim, and Donna Ellis, Board Recorder

Guests: None

Dr. Pendergrass introduced Dr. Ruben Johnson, Dean–School of Trades and Technology.

**ITEM C.     ADOPTION OF AGENDA**

Mr. Chance moved and Ms. Uselman 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**

The iCare Minute Video featured Colter Foutz who went through San Juan College's Instrumentation Controls and Electrical Technology program. He shared his experience as a student and where he is now.

### **2. Association Reports**

Support Staff Association representative, Mr. Mike Offutt, provided the Board with a report.

No Student Association report was provided this month.

Faculty Association representative, Ms. Sherri Cummins, provided the Board with a report.

Professional Staff Association representative, Ms. Linda Schwinghammer, provided the Board with a report.

### **ITEM E. CITIZEN COMMENT**

None.

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

#### **1. July 6, 2021 Work Session Minutes**

The July 6, 2021 Work Session Minutes were presented in the Board Packet for approval.

#### **2. July 6, 2021 Board Meeting Minutes**

The July 6, 2021 Board Meeting Minutes were presented in the Board Packet for approval.

#### **3. Correspondence**

Dr. Pendergrass received a thank you card from Governor Michelle Luján Grisham for hosting a meeting at the College and for the pottery piece made by Don Ellis, Professor of Ceramics.

#### **4. Financials**

Financial reports for the month ended June 30, 2021 were presented in the Board Packet.

## 5. Personnel Report

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

Appointments: Jordan Cepeda, Administrative Assistant II, Enterprise Center, effective June 21, 2021; Autumn Bekis, Switchboard Operator, Marketing and Public Relations, effective June 28, 2021; Noe Soto, Accounting Technician, Business Office, effective June 28, 2021; Lisa Snyder, Dean, School of Humanities, effective July 1, 2021; Natalie Stark, Member Services Coordinator, Human and Health Performance Center, effective July 6, 2021; Joshua Atcitty, Custodian, Physical Plant, effective July 12, 2021; Ruben Johnson, Dean, School of Trades and Technology, effective July 12, 2021; Sharon Yazzie, Custodian, Physical Plant, effective July 12, 2021; Freida Eicker, Custodian, Physical Plant, effective July 19, 2021; Linda Lansing, Custodian, Physical Plant, effective July 19, 2021; Rachel Shockley, Mental Health Counselor, Student Services, effective July 26, 2021; Paul Hayes, Makerspace Technician II, Enterprise Center, effective July 30, 2021; John Myers, Access Control, Public Safety, effective August 1, 2021; Benjamin Morales, Jr., Computer Lab Technician, Information Technology Center, effective August 2, 2021; Luann Dunlap, Administrative Assistant II, Student Achievement Center, effective August 2, 2021.

Changes: Alvina Begay, from Purchasing Agent, Purchasing to Buyer II, Purchasing, effective July 1, 2021; Todd Bishop, from Purchasing Agent, Purchasing to Buyer I, Purchasing, effective July 1, 2021; Amy Cooper, from Assistant Director/Professor-Physical Therapy Assistant Program, School of Health Sciences to Academic Coordinator of Clinical Education-Physical Therapy Assistant Program, School of Health Sciences, effective July 1, 2021; Alexis Esslinger, from Director/Instructor-Teacher Education, School of Business, Information Technology, and Social Studies to Director/Assistant Professor-Teacher Education, School of Business, Information Technology, and Social Studies; effective July 1, 2021; Kristina Lacey, from Director/Assistant Professor-Physical Therapy Assistant Program, School of Health Sciences to Director/Associate Professor-Physical Therapy Assistant Program, School of Health Sciences, effective July 1, 2021; Kolbjorn Lindland, from Instructor-Petroleum Technology, School of Energy to Assistant Professor-Petroleum Technology, School of Energy, effective July 1, 2021; Brent McCay, from Instructor-Physical Therapy Program, School of Health Sciences to Assistant Professor-Physical Therapy Assistant Program, School of Health Sciences, effective July 1, 2021; Lydell Powell, from Director/Instructor-First Assist Program, School of Health Sciences to Director/Assistant Professor-First Assist Program, School of Health Sciences, effective July 1, 2021; John Reese, from Coordinator/Instructor-Emergency Medical Services Program, School of Health Sciences to Coordinator Assistant Professor-Emergency Medical Services Program, School of Health Sciences, effective July 1, 2021; Breezy Skenandore, from Senior Administrative Assistant, Human Resources to Administrative Assistant to the

Vice President of Human Resources and Legal Activities, Human Resources, effective July 1, 2021; Ivan Ward, from Instructor-Instrumentation and Controls, School of Energy to Assistant Professor-Instrumentation and Controls, School of Energy, effective July 1, 2021; Jason Wentz, from Education Skills Specialist, Student Success Center to Success Coach, Student Success Center, effective July 1, 2021; Treva Yellowhair, from Administrative Assistant I, Center for Professional Exploration and Development to Administrative Assistant II, Center for Professional Exploration and Development, effective July 1, 2021; Lauren Benally, from Financial Aid Technician, Financial Aid to Financial Aid Advisor, Financial Aid, effective July 16, 2021; Steve Miller, from Assistant Controller, Business Office to Budget Officer, Business Office, effective July 16, 2021; Meghan Kattner, from Administrative Assistant to the Vice President for Learning to Associate Registrar, Registration and Records, effective July 26, 2021.

Separations: Shirley Brewer, Clinical Coordinator/Assistant Professor-Respiratory Therapy, School of Health Sciences, separation of employment, effective July 1, 2021; Fred Kaul, Assistant Professor-Math, School of Science, Math and Engineering, separation of employment, effective July 1, 2021; Jeanette Lukowski, Instructor-English, School of Humanities, separation of employment, effective July 15, 2021; Corina Veloz, Administrative Assistant II, Edge, separation of employment, effective July 15, 2021; Adelita Gutierrez, Academic Advisor, Advising Center, separation of employment, effective July 16, 2021; Sharon Yazzie, Custodian, Physical Plant, separation of employment, effective July 20, 2021; Dustin Wilder, Custodian, Physical Plant, separation of employment, effective July 24 2021; Nancy Mike, Associate Professor-Office Careers, School of Business, Information Technology, and Social Sciences, retirement, effective July 30, 2021; Alicia O'Brien, Associate Professor-Mathematics, School of Science, Math, and Engineering, separation of employment, effective July 30, 2021; Tifnie Van Eckhoutte, Associate Registrar, Registration and Records, separation of employment, effective July 30, 2021.

## **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 approve the College administration's recommendation and approve the listed items for disposal.

## **APPROVAL OF CONSENT AGENDA**

Mr. Thompson moved and Mr. Chance seconded to take the recommended actions as presented on the Consent Agenda. **MOTION CARRIED** by unanimous voice vote.

### **ITEM G. OLD BUSINESS**

#### **1. SECOND READING – REVISION TO BOARD POLICY NO. 701**

To align with San Juan College’s current organizational structure and to clarify responsibilities for admission requirements, a proposed revision to Board Policy Number 701 II is recommended for the Board’s consideration. The proposed revision is below.

##### *II. Admissions Requirements*

*General admissions requirements and ~~specific course and~~ program admission requirements will be outlined in the College Catalog and the Student Handbook. ~~All~~ General admission procedures shall be under the direct supervision of the ~~Senior Director of Enrollment Services~~ Dean of Students and subject to review and action by the Vice President for Student Services. Specialized accreditation and/or selective program admission requirements will be under the direct supervision of the Dean of the school and subject to review and action by the Vice President for Learning.*

The revision underwent a first reading at the July 6, 2021 Board meeting. This is the “second reading” of the proposed revision to Policy No. 701. The policy revision was made available to the Trustees in advance of this meeting.

Mr. Chance moved and Mr. Thompson to approve the revision to Policy No. 701 to be effective August 13, 2021. **MOTION CARRIED** by unanimous voice vote.

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

#### **1. TERMINALFOUR PORTAL MIGRATION**

Ellucian will be retiring our existing Portal platform effective June 30, 2022. As a result, the College is caused to move to another Portal platform. TerminalFour is the software the College uses for our website content management system to create and host our websites and includes Funnelback, the search engine software used by the College. TerminalFour has been selected as the College’s new portal platform. TerminalFour content management system, portal platform, and Funnelback search engine are marketed through SHI International Incorporated.

Under the guidance of the College Purchasing Department, pricing for the required software and maintenance services has been obtained from SHI International Incorporated utilizing New Mexico State Price Agreement 80-000-18-00046BA.

In an effort to realign software contracts to match the San Juan College Fiscal Year, the first year of this contract is for nine months of software, hosting, implementation, and maintenance and 10 months of Funnelback search engine at a cost of \$94,970 plus Gross Receipts Taxes.

Resources for the annual license maintenance cost for these software applications are budgeted in the Fiscal Year 2022 operating fund.

Ms. Uselman moved and Ms. Benny seconded to approve SHI International Incorporated for the software licensing and maintenance agreements, as herein described, at \$94,970 plus applicable gross receipts taxes and authorize purchase orders to encumber the necessary funds. **MOTION CARRIED** by unanimous voice vote.

**2. RESOLUTION TO ESTABLISH RESERVE FOR COLLEGE CONTRIBUTION TO DEBT SERVICE FOR STUDENT HOUSING**

**RESOLUTION TO ESTABLISH DESIGNATED RESERVE FOR COLLEGE CONTRIBUTION TO DEBT SERVICE FOR STUDENT HOUSING**

*Whereas* San Juan College has financed the development and construction of an on-campus 150-bed student housing facility through the New Mexico Finance Authority's Public Project Revolving Fund;

*Whereas* the "worst case" pro forma cash flow analysis at 80% occupancy for student housing indicates the college could be required to contribute up to a total of \$1,906,545 in debt service through fiscal year 2035;

*Whereas* the Application of Approval of Issuance of System Improvement Bonds, Series 2020, dated April 6, 2020 and submitted to the New Mexico Higher Education Department and shared with and reviewed by the New Mexico State Board of Finance pledged certain revenue streams to any required college contributions to debt service;

*Whereas* these pledged revenues include bookstore net income, vending machine commissions, 30th Street office rentals, community use of facilities revenues and indirect cost recovery revenues;

*Whereas* in fiscal year 2021, the college experienced an unprecedented increase of \$2,473,037 in indirect cost revenue resulting from Higher Education Emergency Relief Fund grants.

Be it therefore RESOLVED that:

Use of a portion of the unexpended fiscal year 2021 indirect cost recovery revenue is an appropriate and available source for any required college contributions toward student housing debt service.

The San Juan College Board of Trustees hereby establishes a designated reserve of \$1,906,545 within the operating funds' fund balance as a contingency for the college's potential obligation to contribution to the repayment of the student housing debt to the New Mexico Finance Authority.

At such time as it can be prudently deemed that the financial performance of the student housing operations is sufficient to cover the student housing debt service, any remaining balance in this designated reserve can, by Board action, be rolled forward to a subsequent phase of student housing development or released into general fund balance.

At any time deemed by the San Juan College Board of Trustees to be necessary, prudent or fiscally responsible, this action may be rescinded by majority vote of the Board and any funds remaining in this designated reserve be released into the general fund balance.

Approved: August 12, 2021

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Joseph Rasor, Board Chairperson

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R. Shane Chance, Board Secretary

Mr. Chance moved and Ms. Benny seconded to approve this resolution.  
**MOTION CARRIED** by unanimous voice vote.

### **3. COLLABORATIVE HIGHER EDUCATION SHARED SERVICES**

Known as CHESS, the Collaborative for Higher Education Shared Services is comprised of Central New Mexico College, Santa Fe Community College, Clovis Community College, Northern New Mexico College, and San Juan College. This organization is formed to improve the students' college experiences, share resources, and reduce operational costs by sharing services common to the participant colleges. At the Work Session that preceded today's Board meetings, representatives of CHESS presented the details of a Memorandum of Understanding that formalizes CHESS and San Juan College's participation therein. It is recommended that San Juan College become a full participant in CHESS.

The Board of Trustees were asked to approve the following resolution to effectively agree to move from the Colleague ERP to the shared service Workday ERP.

**WHEREAS**, the Collaborative for Higher Education Shared Services (“CHESS”), a New Mexico nonprofit corporation, was formed for the purpose of providing and maintaining enterprise resources planning systems (ERP) and student information systems (SIS) on behalf of member colleges; and

**WHEREAS**, the selection of a single-instance cloud-based ERP and SIS allows member colleges to achieve efficiencies in maintaining these systems in a manner that solidifies each college’s unique culture and mission, and supports the separate and independent college governance structure; and

**WHEREAS**, CHESS includes member colleges: Central New Mexico Community College (“CNM”), Clovis Community College (“CCC”), Northern New Mexico College (“NNMC”), San Juan College (“SJC”), Santa Fe Community College (“SFCC”); and

**WHEREAS**, CHESS selected CNM’s Procurement Office to serve as the project’s procurement officer and to issue a request for proposal (RFP) for the member colleges to pursue the positive impact a “next generation” ERP and SIS to transform the student, employee and faculty experience; and

**WHEREAS**, CHESS contracted with CampusWorks to facilitate the RFP process, negotiate a final agreement and related documents for CHESS and the vendor; and

**WHEREAS**, CHESS sought a vendor partner who would understand and help realize the strategic imperative for the member colleges and the strategic opportunity this partnership provides the vendor; and

**WHEREAS**, the RFP sought to secure a single, shared ERP with a single, shared data repository to increase the member colleges’ ability dramatically improve the student experience and further student success; and

**WHEREAS**, the CNM Central Procurement Office, on behalf of CHESS, issued an RFP for ERP and SIS software and services, with the RFP advertised in the Albuquerque Journal and sent to all registered vendors for this commodity through CNM’s online procurement tool on December 18th 2020; and

**WHEREAS**, five (5) responsive bidder’s proposals were received for step one consideration (to meet the minimum qualifications) and scored by the evaluation team, and three (3) responsive bidders were shortlisted for step two (demonstrations) by the evaluation team; and



**WHEREAS**, the CHESB member colleges, with Campus Works, had hundreds of staff, faculty, and students participate in the evaluation and demonstration of the responsive bidder's product and implementation processes; and

**WHEREAS**, the CHESB Board, comprised of each college's president, voted unanimously on June 18, 2021 to select Workday to provide these ERP and SIS services; and

**WHEREAS**, on August 6, 2021, the CHESB Board approved the Memorandum of Agreement, including Exhibit A featuring the allocation of institutional costs, and related documents between CHESB and Workday; now

**THEREFORE**, be it resolved that the project procurement officer on behalf of CHESB is requesting approval of the Memorandum of Understanding between CHESB and Workday for San Juan College's share of this project with Workday.

For: 6      Against: 0

Attested:

\_\_\_\_\_  
Joseph Rasor, Chairman

Date: \_\_\_\_\_

Affirmed:

\_\_\_\_\_  
R. Shane Chance, Secretary

Date: \_\_\_\_\_

Mr. Chance moved and Ms. Uselman seconded to approve the resolution that authorized the Memorandum of Understanding between CHESB and San Juan College. **MOTION CARRIED** by unanimous voice vote.

**ITEM I.      ANNOUNCEMENT OF NEXT MEETING**

The date of the next regular meeting will be **Tuesday, September 7, 2021 at 7:00 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.  
Chairman Rasor adjourned the meeting at 7:42 p.m.

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Mr. Joseph Rasor, Chairman  
San Juan College Board

ATTEST:

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Mr. R. Shane Chance, Secretary  
San Juan College Board

Date: September 7, 2021