

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
November 1, 2022**

ITEM A. CALL TO ORDER

Vice-Chairman Benny called the meeting to order at 7:02 p.m. The following members were present:

Evenly Benny, Vice-Chairman
Valerie Uselman, Secretary
R. Shane Chance, Member
Byron Manning, Member
John Thompson, Member

Absent: Joseph Rasor, Chairman
 Hoskie Benally, Jr., Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance included:
Toni Hopper Pendergrass, Edward DesPlas, Boomer Appleman,
Adrienne Forgette, Carrie Langoni Carpenter, Josh Bishop, Jordan Cepeda,
Debbie Chalmers, Alicia Corbell, Lucy Haber, Kenny Hibner, Wilbert John,
Ruben Johnson, Kris Kraly, Robert Martinez, Steve Miller, Mike Offutt,
Michael Ottinger, Sherry Paxson, Eddy Rawlinson, Lorenzo Reyes,
Ryan Reynolds, Lisa Snyder, Paulette Stanley, and Donna Ellis, Board Recorder

Guest(s): Nyomi Miller-Charlie

Dr. Pendergrass recognized the Marketing and Public Relations Department who brought home a gold and a bronze medallion award from the National Council for Marketing and Public Relations (NCMPR) District 4 Conference. In the Newsletter Category, Ms. Lucy Haber and Ms. Fionna Harrington earned the Gold for the Communicator. In the Television/Video Paid Advertisement Category, Marketing/Public Relations and the Media Services Team earned the Bronze for the “Living the Suite Life” video. Awardees were chosen from peer Community Colleges in New Mexico, Colorado, Arkansas, Oklahoma, Wyoming, and Texas.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Dr. Adrienne Forgette, Vice President for Learning, and Ms. Elizabeth Utley, Director of Teacher Education/Teach Up gave a presentation on the Teach Up program.

iCare Minute Video

This month's iCare Minute Video featured Mr. Rick Martinez who is from Aztec, New Mexico. He joined the Air Force after high school and upon returning, used his GI Bill to get his Associates Degree at San Juan College. After transferring to Fort Lewis College and receiving his Bachelor's Degree in Geology, he started working for an oil field company in Midland, Texas and started his own handyman business. He has since returned and currently serves as an Academic Advisor for the TRIO Student Support Services program at San Juan College. He is a first-generation college graduate with a big heart for helping students succeed.

Association Reports

Faculty Association representative, Ms. Kris Kraly, provided the Board with a report.

Professional Staff Association representative, Mr. Wilbert John, provided the Board with a report.

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

Student Association representative, Ms. Nyomi Charlie-Miller, provided the Board with a report.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. October 4, 2022 Work Session Minutes

The October 4, 2022, Work Session Minutes were presented in the Board Packet for approval.

2. October 4, 2022 Board Meeting Minutes

The October 4, 2022, Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

Dr. Pendergrass received a thank you letter from the Four Corners Regional Education Cooperative #1 thanking the College for their generous support of the Early Childhood Workshop which was held on October 15, 2022.

4. Financials

Financial reports for the months ended September 30, 2022, were presented in the Board Packet.

5. Personnel Report

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

Appointments: Ashley Dodson, Lead Teacher, Child and Family Development Center, effective September 26, 2022; Veronica Acosta Ordaz, Custodian, Physical Plant, effective October 3, 2022; Sherisse Charley, Custodian, Physical Plant, effective October 3, 2022; Lance Clyde, Custodian, Physical Plant, effective October 3, 2022; Diono Farley, Custodian, Physical Plant, effective October 3, 2022; Eileen Salazar, Director-Student Services/TRIO Upward Bound, effective October 3, 2022; Benjamin Sanchez, Custodian, Physical Plant, effective October 3, 2022; Tucker Smith, Custodian, Physical Plant, effective October 3, 2022; Alissa Greenfield, Custodian, Physical Plant, effective October 4, 2022; Richard Martinez, Program Advisor/Student Services-TRIO, effective October 10, 2022; Lisa Dorner, Instructor-Nursing, ADN Pre-Licensure Program, School of Health Sciences, effective October 19, 2022.

Changes: Alana Vanden Broeck, Event Services Coordinator, Promotion - Grade and Salary Change, effective September 16, 2022; Erikson Scott, from Temporary FT Security Officer, Public Safety to Regular FT Security, Public Safety, effective September 22, 2022; Sarah Oliver, from Development and Special Events Coordinator, Foundation to Donor Relations Coordinator, Foundation, effective October 16, 2022.

Separations: Antonio Aragon, Custodian, Physical Plant, separation of employment, effective September 30, 2022; Jeanne Winchell, Workforce Development Specialist, Center for Workforce Development, separation of employment, effective October 7, 2022; Maudina Tallis, Senior Administrative Assistant, Office for Learning, separation of employment, effective October 11, 2022; James Shorty, Custodial Crew Leader, Physical Plant, separation of employment, effective October 18, 2022; Stacie Litke,

Assistant Professor-Nursing, School of Health Sciences, effective October 21, 2022; Berlean Johnson, Senior Accounting Technician, Business Office, effective October 24, 2022; Lisa Jennings, Administrative Assistant to the Vice President, Office of Student Services, effective October 31, 2022.

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. Information Report: "3% Scholarships" Awards

Section 21-13-19 NMSA 1978 allows for community college boards to establish and grant gratis scholarships to students who are residents of New Mexico. At San Juan College, these scholarships have become known as "3% Scholarships". In the Fall 2022 Semester, 106 students were awarded these scholarships at a total cost of \$31,436. A list of the students who have received this assistance was distributed to Trustees with the Board agenda package.

Recommendation

I recommend the Board of Trustees ratify the award and disbursement of the "3% Scholarships" for the Fall 2022 Semester.

8. Information Report: Official Cohort Default Rate

A cohort default rate is the percentage of a school's borrowers who enter repayment on certain Federal Family Education Loan (FFEL) Programs or William D. Ford Federal Direct Loan (Direct Loan) Program loans during a particular federal fiscal year, October 1 to September 30, and default or meet other specified conditions prior to the end of the second following fiscal year. The U.S. Department of Education releases official cohort default rates once per year. A default rate of 30 percent or higher can jeopardize a college's ability to receive federal aid. (Federal Student Aid: www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html)

San Juan College's official cohort default rate for Fiscal Year 2019 is 3.3%.

To provide historic perspective, recent years' rates were:

FY2018 – 12.7%

FY2017 – 14.1%

FY2016 – 15.9%

FY2015 – 18.4%

FY2014 – 20.5%

FY2013 – 20.6%

FY2012 – 22.6%

FY2011 – 22.7%

Recommendation

I recommend the Board of Trustees review and be aware of this information.

9. Information Report: Sale of Surplus Inventory

Machine Shop equipment previously approved by the Board of Trustees for disposal was sold in auction on October 15, 2022. The College contracted with B&B Auctions to conduct the sales. Gross sales from the eighteen (18) items auctioned totaled \$42,125. After auctioneer commission and expenses, net proceeds total \$31,593.75.

Recommendation

I recommend that the Board of Trustees affirm this report of sales.

APPROVAL OF CONSENT AGENDA

Mr. Thompson moved and Ms. Uselman 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 – Proposed New Policy 809 Administrative Services Cybersecurity

A cybersecurity policy is designed to protect information resources from a wide range of threats, to ensure business continuity and to minimize business risk. Cybersecurity is accomplished through applicable policies, procedures, processes, controls, standards, guidelines, and supporting technologies. College leadership has drafted the following proposed new policy to govern the College cybersecurity efforts.

I. Background

Information Technology (IT) permeates all aspects of teaching, learning, research, outreach and the business and facilities functions of the College. Safeguarding information and information systems is essential to preserving the ability of the College to perform its mission and meet its responsibilities to students, faculty, staff, and the citizens whom it serves. San Juan College acknowledges its obligation to ensure appropriate security for information and information systems in its domain of ownership and control.

This policy applies to all College information resources whether individually controlled or shared, stand-alone, or networked. It applies to all computer and communication facilities owned, leased, operated, or contracted by the College. This includes all networked devices, including but not limited to, cell phones, personal computers, workstations, or other wireless devices and any associated peripherals and software, regardless of whether used for administration, research, teaching, or other purposes.

II. Authority

The Board of Trustees delegates authority to the College president, or designee, for the development and enforcement of protocols and procedures to accomplish the following objectives:

Support and maintain the ongoing functions of the College.

Ensure protection of data.

Protect college assets.

Safeguard the privacy of individuals and information.

Safeguard financial transactions and electronic communications.

Protect the integrity and reputation of the institution.

Prevent the use of College systems for malicious acts.

Comply with state laws, federal laws, and other regulatory requirements.

Under established purchasing policies and procedures, the College president, or designee, is responsible to determine products, services, and other measures to be procured for use in ensuring the College's cybersecurity.

This is the "second reading" of the new policy for Board consideration and action at this meeting.

Mr. Manning moved and Mr. Chance seconded to approve and adopt new Policy #809 Administrative Services Cybersecurity to be effective November 2, 2022. **MOTION CARRIED** by unanimous voice vote.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. DATA INTEGRATION SOFTWARE

Currently, San Juan College’s Information Technology Center (ITC) writes custom programming to move data between systems. This process is very time-consuming and labor-intensive. ITC seeks to streamline and simplify this integration process with a software platform. After research and evaluation of several platforms that will work with all San Juan College systems that require integration, Boomi has been determined to be the best solution for this need.

Boomi enables two systems to talk with each other by mapping data and providing a methodology to move that data between the systems. An example is Colleague, the College’s Enterprise Resource Planning system (ERP). Thirty-five (35) software applications that support students, faculty, and staff are integrated with Colleague. These integrations require intermittent and recurring re-programming, placing a tremendous burden on the College’s limited programming resources. When Workday ERP replaces Colleague ERP, Boomi will be instrumental in providing the expansive integrations that will be required.

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

Pricing for the Boomi Integration software is as follows:

Year 1: November 15, 2022–November 14, 2023	\$105,000
Year 2: November 15, 2023–November 14, 2024	\$ 95,000
Year 3: November 15, 2024–November 14, 2025	<u>\$100,000</u>
Total	\$300,000

Resources for the annual license and maintenance cost for this software application are budgeted in the Fiscal Year 2023 Operating Budget.

Mr. Chance moved and Mr. Thompson seconded to approve this three-year contract with SHI International Incorporated for the software licensing and maintenance agreement, as herein described, at \$300,000 plus applicable gross receipts taxes and authorize purchase orders to encumber the necessary funds. **MOTION CARRIED** by unanimous voice vote.

2. ARCHITECTURAL/ENGINEERING SERVICES – STUDENT HEALTH CENTER

Many San Juan College students face multiple social and economic issues that create barriers to personal, educational, and professional success. Accordingly, the College provides a great number of targeted services and programs to counter these issues and promote student success. San Juan College has identified the need for an on-site Student Health Center that would provide medical and mental health care and support. To assist with the determination of ideal location and design of the Health Center, the College requires an architect and engineering firm.

Following the State of New Mexico procurement code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited statements of qualifications for professional architectural and engineering services through a Request for Statement of Qualifications (RFSQ) #23-52425. Only one offeror submitted a response, Fanning/Bard/Tatum AIA Ltd. (FBT Architects) a New Mexico registered resident business. Architect and engineering services are expected not to exceed \$212,000 plus gross receipts taxes.

The project is funded by New Mexico State Capital Appropriation funds and Federal Congressionally Directed Community Project funds.

Mr. Thompson moved and Ms. Uselman seconded to approve FBT Architects to provide architectural and engineering services for San Juan College's Student Health Center at a cost to not exceed \$212,000 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

3. HYFLEX CLASSROOMS

The threat of the pandemic still looms and while the College has been able to bring students back to campus, a significant number of students still prefer remote modalities. Furthermore, because of COVID exposures or infections, on-campus students must sometimes move from face-to-face instruction to on-line instruction. This makes hyflex classrooms an important tool in our array of COVID-response measures. San Juan College currently has four basic hyflex classrooms, but the College has a need to add five more.

The College administration seeks to upgrade the four basic hyflex classrooms to meet new hyflex standards at a cost of \$11,047.05 for each classroom at a total cost of \$44,188.20. The five new hyflex classrooms can be assembled at a cost of \$22,061.86 each or a total for the five at \$110,309.30.

Under the guidance of the College Purchasing Department, pricing for the required equipment and services has been obtained from a few different Cooperative Agreements.

Upgrades to the existing hyflex classrooms and assembly of the new hyflex classrooms are comprised of the following segments.

For the installation, cabling, and attachments segment of this project it is recommended to be provided by Next Level, utilizing CES contract #2020-13N-C117-1 in the amount of \$116,163.55 plus applicable taxes.

Acquisition of the necessary computers is recommended to be provided by Riverside Technologies, utilizing New Mexico State Price agreement #60-000-15-00008AH in the amount of \$22,815.

Acquisition of the new laser projectors needed is recommended to be provided by BLUUM, utilizing CES Contract #2020-37-C106-ALL in the amount of \$11,027.95.

The additional licensing cost of Zoom software is \$4,491.

The total for this project is \$154,497.50 plus applicable taxes.

This project is funded by Higher Education Emergency Relief Fund (HEERF) grants.

Mr. Chance moved and Ms. Uselman seconded to approve these purchases through the vendors and Cooperative Agreements herein identified and that the necessary purchase orders be authorized for a total of \$154,497.50 plus applicable gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

4. **RESOLUTION ADOPTING DISTRICTS FOR SAN JUAN COLLEGE BOARD OF TRUSTEES**

RESOLUTION ADOPTING DISTRICTS FOR SAN JUAN COLLEGE BOARD OF TRUSTEES

WHEREAS San Juan College is a Community College organized under the Community College Act (NMSA 1978, §21-13-1 et seq.);

WHEREAS San Juan College is governed by a board of trustees elected from single-member districts for staggered terms pursuant to NMSA 1978, §21-13.8.1;

WHEREAS pursuant to NMSA 1978, §21-13-8.1, the single-member districts shall be compact and contiguous and composed of populations as equal as practicable;

WHEREAS pursuant to NMSA 1978, §21-13-8.1, board members shall be required to reside in the districts from which elected;

WHEREAS pursuant to NMSA 1978, §1-3-13, in the calendar year following the receipt of the results of a federal decennial census, each local public body subject to districting shall create or redraw districts for the local public body;

WHEREAS pursuant to NMSA 1978, §1-3-13, a local public body shall establish districts in which the number of persons in each district, as shown in the most recent federal decennial census, is as nearly equal in population as practical, but within five percent of the mean;

WHEREAS pursuant to NMSA 1978, §1-3-13, a local public body subject to districting shall not split a precinct into two or more districts for any elected office unless necessary to comply with federal law or to preserve communities of interest;

WHEREAS alternative plans and proposals for redistricting have been reviewed and discussed by the Board of Trustees in open meetings held on June 7, 2022; August 2, 2022; September 6, 2022; October 4, 2022; and November 1, 2022.

NOW, THEREFORE, BE IT RESOLVED that the San Juan College Board of Trustees adopts the districts designated in Exhibit “A” of this Resolution, and referred to as **Concept I** in previous open meetings of the Board.

APPROVED, ADOPTED, AND PASSED on this ____ day of _____, 2022.

Mr. Joseph Rasor, Chairman
San Juan College Board

Ms. Evelyn Benny, Vice-Chairman
San Juan College Board

Mr. Manning moved and Mr. Chance seconded to approve the Resolution Adopting Districts for San Juan College Board of Trustees. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, December 6, 2022, at 6:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Mr. Chance moved and Ms. Uselman seconded the motion to adjourn the meeting. Vice-Chairman Benny adjourned the meeting at 8:12 p.m.

Ms. Evelyn Benny, Vice-Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: December 6, 2022