

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
September 5, 2023**

ITEM A. CALL TO ORDER

Chairman Razor called the meeting to order at 6:20 p.m. The following members were present:

Joseph Razor, Chairman
Evelyn Benny, Vice Chairwoman
Valerie Uselman, Secretary
R. Shane Chance, Member
John Thompson, Member

Absent: Hoskie Benally, Jr., Member
Byron Manning, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance included:
Toni Hopper Pendergrass, Edward DesPlas, Boomer Appleman,
Brandon Whatley, Kerri Langoni Carpenter, Yolanda Benally, Josh Bishop,
Troy Brown, Jordan Cepeda, Alicia Corbell, Sherry Curry- Graves, Gayle Dean,
Amanda Jones, Kris Kraly, Karen Krob, Roy Lytle, Murdoch Maloney,
Robert Martinez, Michael Ottinger, Jeff Parkes, Sherry Paxson, Elizabeth Phelps,
Eddy Rawlinson, Lorenzo Reyes, Chris Rosen, Rhonda Schaefer, Michael Scott,
Shawn Skurky, Carrie Tsosie-Jim, and Donna Ellis, Board Recorder

Guest(s): Beliarosa Avalos, Judy Hale, James Johnson, Camden
Ramsey, Darren Rose, Mike Scott, Torince Tanner, Bev Taylor

Mr. Edward DesPlas introduced Mr. Darren Rose from CampusWorks who is functioning as the interim Budget Officer, replacing Mr. Steve Miller, until that position can be hired.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Gayle Dean, Executive Director San Juan College Foundation, will talk about the San Juan College Foundation Trustees Scholarship.

iCare Minute Video

This month's iCare video will feature Mr. Albin Barrios who is an online student working on an AA degree in Native Studies. He is currently living in Albuquerque, but is originally from Havana, Cuba. He sings the praises of San Juan College.

Association Reports

Support Staff Association representative, Ms. Jordan Cepeda, provided the Board with a report.

The Associated Students representative, Ms. Beliarosa Avalos, will provide the Board with a presentation.

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

Professional Staff Association representative, Ms. Amanda Jones, provided the Board with a report.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. August 1, 2023, Work Session Minutes

The August 1, 2023, Work Session Minutes were presented in the Board Packet for approval.

2. August 1, 2023, Board Meeting Minutes

The August 1, 2023, Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

Dr. Pendergrass received a thank you letter from Senator Steven P. Neville thanking the College for hosting the Legislative Finance Committee meetings at the School of Energy, July 18-20, 2023.

4. Financials

Financial reports for the months ended June 30, 2023, and July 31, 2023, were presented in the Board Packet.

5. Personnel Report

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

Appointments: Ranisha Begay, Program Advisor-NASNTI, NASNTI Native SOAR, effective July 24, 2023; David DeVillier, Coordinator of Housing and Residential Life, Student Services, effective July 24, 2023; Amy Nacki, Achievement Center Intake Assistant, Student Achievement Center, effective July 24, 2023; Martin Brady, Director of Business Incubation and Acceleration Initiative, Enterprise Center, effective July 31, 2023; Jennifer Goodland, Reference and Instruction Librarian, Library, effective July 31, 2023; Brandon Whatley, Vice President for Learning, Office of the President, effective July 31, 2023; Cordell Bradnstetter-Sheak, TRIO Educational Opportunity Center Advisor, TRIO Educational Center, effective August 7, 2023; Byron Aspaas, Instructor of English, School of Humanities, effective August 9, 2023; Tawana Foutz, Instructor of Business, School of Business, Information Technology, and Social Science, effective August 9, 2023; Kimberly Henderson, Instructor of English, School of Humanities, effective August 9, 2023; Md Azizul Islam, Assistant Professor of Chemistry, School of Science, Math, and Engineering, effective August 9, 2023; Mary Jones, Instructor of Nursing-ADN Pre-Licensure Program, School of Health Sciences, effective August 9, 2023; Luke Odenthal, Instructor of Math, School of Science, Math, and Engineering, effective August 9, 2023; Teresa Ponder, Instructor of Cosmetology, School of Trades and Technology, effective August 9, 2023; Ronald Striegel, Instructor of Teacher Education/TeachUp, School of Business, Information Technology, and Social Sciences, effective August 9, 2023; Chelsea Williams, Associate Teacher, Child and Family Development Center, effective August 10, 2023; Taylor Lamone, Associate Teacher, Child and Family Development Center, effective August 10, 2023; Damien Augustine, Instructor of English, School of Humanities, effective August 14, 2023; Danielle Cly, Administrative Assistant II-EMS Program, School of Health Sciences, effective August 16, 2023; Seyedeh “Maryam” Madarshahi, Academic Support Coordinator, Tutoring Center, effective August 21, 2023; Marshall Magnuson, Academic Support Coordinator, Tutoring Center, effective August 21, 2023; Iseabella Sotello, Administrative Assistant II-Dental Hygiene, School of Health Sciences, effective August 21, 2023.

Changes: Elizabeth Cowell, Registration Specialist, Registration and Records to Registration Technician, Registration and Records, effective August 1, 2023; Crystal Blake, Associate Professor, School of Science, Math, and Engineering to Professor, School of Science, Math, and Engineering, effective August 14, 2023; Sherri Cummins, Associate Professor, School of Humanities to Professor, School of Humanities, effective August 14, 2023; Johnathan Fisher, Associate Professor, School of Humanities to Professor, School of Humanities, effective August 14, 2023; Jennifer Lewis, Associate Professor, School of Science, Math, and Engineering to Professor, School of

Science, Math, and Engineering, effective August 14, 2023; Dawn Myers, Associate Professor, School of Business, Information Technology, and Social Science to Professor, School of Business, Information Technology, and Social Science, effective August 14, 2023; Geraldine Trujillo-Oxspring, Assistant Professor, Teacher Education to Curriculum/Professional Development Specialist, Teacher Education, effective August 14, 2023; Kali Trowbridge, Administrative Assistant, School of Energy to Senior Administrative Assistant, Center of Excellence for Renewable Energy and Sustainability, effective August 16, 2023.

Separations: Ramsi Bodine, Director of Tutoring, Tutoring Center, separation of employment, effective July 20, 2023; Zoe Pinckley, CCAMPIS Program Manager, Child and Family Development Center, separation of employment, effective July 25, 2023; Jessica Jones, Administrative Assistant II, School of Trades and Technology, separation of employment, effective July 27, 2023; Lisa Dorner, Instructor-Nursing, School of Health Sciences, separation of employment, effective July 31, 2023; Lucy Haber, Public Relations Coordinator, Public Relations, separation of employment, effective August 1, 2023; Erwin Slim, Grounds Maintenance Worker, Physical Plant, separation of employment, effective August 3, 2023; Alyssa Hargis, HRIS Analyst, Human Resources, separation of employment, effective August 4, 2023; Marsha Peter, Learning Specialist, Continuing Education, separation of employment, effective August 4, 2023; Evan O'Neal, Instructor and Academic Coach, ACE Center, separation of employment, effective August 11, 2023; Steven Miller, Budget Officer, Business Office, separation of employment, effective August 12, 2023.

6. Deletion of Equipment from Inventory

None.

7. Fiscal Year 2025 Research and Public Service Project (RPSP) Requests

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 2025:

- 1) Nursing - \$1,115,960
- 2) Dental Hygiene - \$250,000
- 3) Center for Excellence (Renewable & Sustainable Energy) - \$1,563,486

TOTAL REQUEST - \$2,929,446

8. Fiscal Year 2023-2024 Insurance Premiums

San Juan College obtains an array of property, liability, unemployment and workers compensation coverages through the New Mexico General Services Department. The college has received notices for most of its renewal premiums due for the period July 1, 2023 – June 30, 2024. Coverages and related premiums are reflected below. College administration recommends that the following coverages be renewed.

Coverage:	FY2024 Premium
General Liability	\$ 22,528
Medical Malpractice	\$ 4,212
Aviation Aircraft – Drones	\$ 24,486
Civil Rights	\$ 300,723
Automobile Liability	\$ 3,745
Automobile Physical Damage	\$ 6,038
Blanket Property	\$ 273,517
Fine Arts	\$ 303
Boiler	\$ 4,789
Accidental Death and Dismemberment	\$ 33,000
Storage Tank Liability	\$ 1,700
Workers Compensation	\$ 285,753
State Unemployment	\$ 105,417
CyberSecurity	\$ 56,652
30 th Street Contents	\$ 6,107
30 th Street Building	\$ 72,998
Food Hub Recall	\$ 721
Food Hub Liability	\$ 13,040
Colorado W/C for Students in Unpaid Clinicals	\$ <u>1,300</u>
Total Premiums for Fiscal Year 2023	\$1,217,029

Recommendation

I recommend the Board of Trustees approve the College administration’s recommendation that the coverages for Fiscal Year 2024 be renewed and that payment of the associated premiums totaling \$1,217,029.00 be authorized.

9. Higher Education Endowment Fund Report – June 30, 2023

San Juan College is required to submit to the New Mexico Higher Education Department an annual report that provides the status of all legislative Higher Education Endowment Funds appropriated to the College and Foundation as of June 30th.

The report for San Juan College at June 30, 2023, has been provided in the Board Packet for this meeting.

Recommendation

It is recommended the Board of Trustees approve San Juan College’s Higher Education Endowment Fund Report at June 30, 2023.

10. Information Report – Fiscal Year 2024 Mil Levy and Debt Service Property Tax Rates

Based on information from the Senior Budget Analyst of the New Mexico Higher Education Department received on August 10, 2023, the San Juan College Board of Trustees is provided with the following calculated mil levy and debt service property tax rates for Fiscal Year 2024.

Mil Levy:	FY2024	FY2023
Operations and Maintenance –		
Residential	3.634	3.616
Non-Residential	4.500	4.500
Oil – Gas and Equipment	4.500	4.500
Debt Service	0.600	0.600

Recommendation

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

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

2023 was the third season for KSJE to broadcast the Connie Mack World Series; presented herein are select aspects of the outcomes from this broadcast opportunity.

<u>Season Time Period:</u>	July 22 – July 30, 2023
<u>Games Played and Broadcast:</u>	27
<u>Workers Contracted by KSJE:</u>	13 – play-by-play announcers, board operators, social media content posters and photographers
<u>Social Media Impact:</u>	Face Book Page Reach – Increase of 110%, or 42,769
	Instagram Reach – Increase of 15.8%, or 4,142
	Paid Ad Reach – Increase of 188%, or 16,580
	Paid Post Engagement – Increase of 100%, or 2,363
	Paid Link Clicks – Increase of 328%, or 171

KSJE.com Streaming Statistics:

July 21-29, 2023

TLH (Total Listening Hours) +10%
(2134:07:05 avg/day)

CUME (Individual users) +11%
(819.6 avg/day)

QHS (Quarter-hour streaming) +19%
(1,764.1 avg/day)

States where CMWS was Streamed:

Bold indicates states represented by
CMWS Teams

**New Mexico–36.8%, Texas–7.6%
California–6.3%, Arizona–5.6%,
Nevada–5.6%, Colorado–3.8%,
Ohio–3.4%, Oklahoma–3.4%, and
Ontario, Canada–2.4%**

Estimated Net Proceeds for KSJE:

\$16,000

Other Stats:

First the first time ever, the Connie Mack World Series Parade was streamed live with **video** to audiences worldwide thanks to KSJE On-The-Road! (4,700 Facebook reach to date).

KSJE earned enough revenue from offering play-by-play of all games as premium podcast to pay ALL FY24 podcasting fees for this **and** all other KSJE programs.

Recommendation

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

APPROVAL OF CONSENT AGENDA

Mr. Chance moved and Mr. Thompson 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. ASPHALT PUMP TRACK

The local general obligation bond election passed last November includes the design and construction of a new Asphalt Pump Track. The funds allocated to this project from the bond election is \$500,000.00.

The Purchasing Department, following a detailed and documented process to meet all State of New Mexico procurement requirements, has obtained pricing from American Ramp Company through Sourcewell contract #112420-ARC in an amount not to exceed \$500,000.00 inclusive of applicable taxes.

Mr. Chance moved and Ms. Benny seconded to approve this contract from American Ramp Company through Sourcewell in an amount not to exceed \$500,000.00 inclusive of applicable taxes. **MOTION CARRIED** by unanimous voice vote.

2. FIRST READING – REVISION TO BOARD POLICY NO. 302

To be consistent with all other Board Policies on individual's titles, a proposed revision to Board Policy No. 302 is recommended for the Board's consideration. The redlined version of the proposed revision is below.

1. Professional Development for Board Members

There is a mandatory Board orientation within 30 days of assuming office including, but not limited to, discussion with the President on College policy, the ~~Vice President for Administrative Services~~ Executive Vice President on College budget, program overview by the Vice President for Learning, and policies regarding students by the Vice President for Student Services.

This is the "first reading" of the revised policy, for Board discussion only, at this meeting.

Mr. Thompson moved and Ms. Uselman seconded to place this policy revision on the agenda for the Board of Trustees meeting to be held on October 3, 2023, for the second reading and a vote to take action on this proposed policy revision. **MOTION CARRIED** by unanimous voice vote.

3. FIRST READING – REVISION TO BOARD POLICY NO. 303

To be consistent with the Open Meeting Notice Resolution, a proposed revision to Board Policy No. 303 is recommended for the Board's consideration. The redlined version of the proposed revision is below.

II. Meetings

B. Types of Meetings:

1. Regular Meetings: According to state statute, meetings of the Board shall be held not less than quarterly each calendar year. Special meetings may be held upon call of the Chairman or a majority of the Board. In a meeting of the San Juan College Board on January 6, 1982, a motion was adopted that regular meetings of the Board be held

on a monthly basis. This exceeds what is required by law, but is deemed necessary to accomplish College business in an orderly and timely manner. The regular meetings shall be held on the first Tuesday of every month at ~~7:00 p.m.~~ in the San Juan College Board Room, ~~Administrative Offices~~ 30th Street Education Center, ~~4601 College Boulevard~~ 3401 East 30th Street, Farmington, New Mexico. Exceptions to this are for the months of: 1) January and July – second Tuesday of each month; 2) April – first and fourth Tuesday; and 3) May – no meeting. The date or place of a regular meeting may be changed by action of the Board at any previous meeting. Every member shall be notified either by letter or personally by distribution of the minutes carrying a record of the change; or, at any other time by the Chairman after timely notice to all members and with the consent of a majority of said members. If the date or place of any regular meeting is changed, the public will be informed of the change by notice as required by law.

This is the “first reading” of the revised policy, for Board discussion only, at this meeting.

Mr. Chance moved and Ms. Benny seconded to place this policy revision on the agenda for the Board of Trustees meeting to be held on October 3, 2023, for the second reading and a vote to take action on this proposed policy revision. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, October 3, 2023, 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. Chairman Razor adjourned the meeting at 7:03 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: October 3, 2023