

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

ITEM A. CALL TO ORDER

Chairman Rasor called the meeting to order at 5:01 p.m. The following members were present

Joseph Rasor, Chairman
Valerie Uselman, Secretary
R. Shane Chance, Member
John Thompson, Member

Absent: Evelyn Benny, Vice Chairwoman
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, Yolanda Benally, Kerri Langoni Carpenter, Lorenzo Reyes, Brandon Whatley, Eric Bateman, Josh Bishop, Troy Brown, Jordan Cepeda, Alicia Corbell, Sherri Cummins, Gayle Dean, Chris Harrelson, Kenny Hibner, Kris Kraly, Karen Krob, Amanda Jones, Randall Keeswood, Murdoch Maloney, Robert Martinez, Jeff Parkes, Sherry Paxson, Elizabeth Phelps, Harley Prinster, Eddy Rawlinson, Chris Rosen, Rhonda Schaefer, Carrie Tsosie-Jim, Annie Willmon, and Donna Ellis, Recorder

Guest(s): None

Dr. Pendergrass presented a gift and a “Board Member Emeritus” certificate to Mr. John Thompson in recognition of his 13 years of service on the San Juan College Board of Trustees.

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

None.

iCare Minute Video

None.

Association Reports

Professional Staff Association representative, Ms. Amanda Jones, will provide the Board with a presentation.

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

No Associated Students report.

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

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. November 7, 2023, Work Session Minutes

The November 7, 2023, Work Session Minutes were presented in the Board Packet for approval.

2. November 7, 2023, Board Meeting Minutes

The November 7, 2023, Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the months ended October 31, 2023, were presented in the Board Packet.

5. Personnel Report

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

Appointments: Brandon Ashley, Director, Native American Center, effective October 30, 2023; TaLisa Bedonie, Administrative Assistant II, CDL Program, School of Energy, effective October 30, 2023; Anthony Bezich,

Director, TRIO SSS/STEM-H, effective October 30, 2023; Breealyn Castillo, Accounting Technician, Business Office, effective October 30, 2023; Jessica Curley, Tutoring Center Support Technician, Tutoring Center, effective October 30, 2023; Danielle Brown, Custodian, Physical Plant, effective November 6, 2023; Whitney Carter, Workstation Support Analyst II, Information Technology Center, effective November 6, 2023; Jason Chavez, Grounds Maintenance Worker II, Physical Plant, effective November 6, 2023; Jennifer Cline, Administrative Assistant II, Physical Plant, effective November 6, 2023; Diana Marriott, Admissions Recruiter, Admissions, effective November 6, 2023; Bryan Paul, Technical Theatre Coordinator, School of Humanities, effective November 6, 2023; Carlee Serrano, School Operations Coordinator, School of Humanities, effective November 6, 2023; Lanie Tyler, Workstation Support Analyst III, Information Technology Center, effective November 6, 2023; Myles White, Custodian, Physical Plant, effective November 6, 2023.

Changes: Burton Chavez, Instructor and Academic Coach, Academic and Career Engagement Center to Instructor and Academic Coach II, Academic and Career Engagement Center, effective October 23, 2023; Berlean Johnson, Administrative Assistant II, NASNTI/Upward Bound/Herencia Center to Administrative Assistant II, NASNTI/Native American Center, effective October 23, 2023; Nadine Smith, Instructor and Academic Coach, Academic and Career Engagement Center to Instructional Designer and Coach, Academic and Career Engagement Center, effective October 23, 2023; Aurelia Etcitty, Senior Grants Accountant, Business Office to Grants Accounting Supervisor, Business Office, effective October 26, 2023; Alfred Casey, Workstation Support Analyst, Information Technology Center to Registration Assistant, Registration and Records, effective November 1, 2023; Lisa Peacock, Makerspace Technician, Enterprise Center to Makerspace Lead, Enterprise Center, effective November 6, 2023; Vanessa Romero, Registration Assistant, Registration and Records to Academic Advisor, Advising and Transfer Center, effective November 6, 2023.

Separations: Jonathan Kelly, Encore Instructor, Continuing Education, separation of employment, effective October 20, 2023; Kahlaya Whitehorse-Sherman, Senior Administrative Assistant, Advising and Transfer Center, separation of employment, effective October 25, 2023; Todd Doyle, Assistant Professor-Coordinator, School of Energy, separation of employment, effective October 31, 2023; Diego Johnson, Custodian, Physical Plant, separation of employment, effective November 3, 2023; Seyedeh Madarshahi, Academic Support Coordinator, Tutoring Center, separation of employment, effective November 3, 2023.

6. Deletion of Equipment from Inventory

None.

7. 2024 Medical Benefits for Pre-65 Years of Age Participants in San Juan College Retiree Healthcare Trust

Active employee health benefits are offered through the State of New Mexico group benefits plan, managed by the New Mexico General Services Administration. Because the state group plan does not permit retiree participation, Pre-65 years of age participants in the San Juan College Retiree Healthcare Trust will be provided healthcare coverage as follows:

- 1) For plan year 2024, Pre-65 (years of age) retirees and dependents residing in the state of New Mexico will be covered by individual medical policies written by Blue Cross/Blue Shield. Eight (8) silver and bronze coverage plan options will be offered. Participating pre-65 retirees will choose the option that best suits his/her/their needs.
- 2) Pre-65 retirees and dependents residing outside the state of New Mexico will be offered silver and bronze coverages available from various individual insurance plans offered within their state of residence.

Estimated total cost to the College for the plan year 2024 coverages described above will not exceed \$126,304.00. This is a decrease from FY 2023, due to approximately five fewer (5) Pre-65 participants in the Plan.

Recommendation

I recommend that the Board of Trustees approve San Juan College's provision of calendar year 2024 health insurance benefits to Pre-65 years of age participants in the College's Retiree Healthcare Trust as herein described.

8. 2024 Medical Benefits for Post-65 Years of Age Participants in San Juan College Retiree Healthcare Trust

The College's current carrier for Post-65 (years of age) Medicare-eligible retirees is the Humana Advantage Plan. In 2018, the College engaged in a competitive bid process to solicit bids from carriers with a coverage solution for its Post-65 retirees. Humana was selected as the carrier to provide health insurance coverage solutions for the College's Post-65 retirees. Humana is willing to extend the College's contract to cover Post-65 retirees.

The current SILVER level coverage will have an annual increase in premiums of 3.97% percent. The current BRONZE level coverage will be an annual increase in premiums of 3.97% percent.

Retirees will have the choice to continue retiree medical care under the SILVER or BRONZE option.

Estimated total cost for the College for the coverages described above will not exceed \$215,076.00.

Recommendation

I recommend the Board of Trustees approve Humana as San Juan College's health insurance benefits to Post-65 participants in the College's Retiree Healthcare Trust for calendar year 2024 as herein described.

9. 2024 Dental and Vision Benefits for Participants in San Juan College Retiree Healthcare Trust

The State of New Mexico group benefits plan, managed by the New Mexico General Services Administration, provides dental and vision insurance to active employees. The State of New Mexico plan does not permit retiree participation, thus participants in the San Juan College Retiree Healthcare Trust will be provided dental and vision coverage as follows:

Delta Dental and Vision Service Plan (VSP) will continue to provide dental and vision insurance coverage to both Post-65 and Pre-65 years of age retirees.

- 1) The Delta Dental plan will continue to be offered to all SJC Health Care Trust participating retirees. Retiree participants will receive an increase of 6% in dental premiums. There hasn't been an increase in retiree dental rates since 2019 and utilization has been over 100% (paid claims as a % of the paid premium). These rates will be in effect for a one-year contract.
- 2) The Vision Service Plan (VSP) will continue to be offered to all SJC Health Care Trust participating retirees. Retiree participants will receive no increase in vision premiums through December 31, 2024. This is a four-year contract.

Estimated total cost to the College for the coverages described above will not exceed \$73,682.00 for dental coverage, and \$14,801.00 for vision coverage in calendar year 2024.

Recommendation

I recommend the Board of Trustees approve San Juan College's provision of calendar year 2024 dental and vision insurance benefits to participants in the College's Retiree Healthcare Trust as herein described.

10. Ellucian Software Maintenance

Facilitated by the College Purchasing Department, San Juan College is able to participate in contract pricing for Ellucian as procured through New Mexico State University’s agreement with Ellucian. Ellucian is the sole source of a large array of software used by San Juan College including: Colleague enterprise resource planning system, self-service, web adviser, application development environment, workflows, intelligent learning platforms, recruit and advise CRM’s, subscription library, financial aid self-service, and training. Fiscal Year 2025 is a new three-year contract.

Typically, the Ellucian Software Maintenance renewal would be a June Board agenda item; however, in order to lock in a lower 3-year price rate, the College will be required to sign the new agreement by 01/08/2024. Without renewing this contract now, Ellucian is expecting an annual increase of a minimum of 11%. Obtaining a multi-year contract now locks in a lower annual increase for the next three years.

The College will need to continue our utilization of Colleague for our Student Information System (SIS) until such time as we can go live with SIS in Workday, a minimum of three (3) years.

The cost for Fiscal Years 2025–2027 will be a total of \$2,128,527.00 which includes all licensing, training, and support.

Three-year agreement is priced as follows with an 8% increase each year of the contract, plus applicable taxes.

7/1/2024 – 6/30/2025	\$ 658,745.00
7/1/2025 – 6/30/2026	\$ 708,253.00
<u>7/1/2026 – 6/30/2027</u>	<u>\$ 761,529.00</u>
Total 3 Years	\$2,128,527.00

The total cost for the first year of this contract with Ellucian is \$658,745.00 plus applicable taxes. The total cost for the three-year contract is \$2,128,527.00 plus applicable taxes. Required funds are budgeted within the Fiscal Year 2025 Operating Budget and will be budgeted in the Operating Budget for Fiscal Years 2026 and 2027.

Recommendation

I recommend the Board of Trustees approve the three-year contract with Ellucian software, subscriptions, and licensing as herein described.

11. Upgrade – CenturyLink/Lumens Telephonic and Internet Connectivity

In September 2018, the Board approved a three-year agreement with CenturyLink for provision of ethernet connectivity. IT leadership negotiated a 24-month extension that resulted in stabilized rates for the array of services; that extension received Board approval. San Juan College IT Department is currently working with CenturyLink/Lumens to complete the following phases:

- Replace the Metro Optical Ethernet (MOE)
- Modernize the analog lines
- Increase bandwidth to the satellite campuses
- Improve customer service

The customer service portion will include better interactions involving billing, positive contact with results, stability, and reliability. The total for a three-year agreement will be \$282,932.65 plus applicable taxes.

College administration requests the Board grant a 15% contingency, \$42,439.90, in the event that additional equipment, training, or services become necessary. With the contingency, the cost of this upgrade will be \$325,372.55 for three-years plus applicable taxes.

FY24	\$102,556.33
FY25	\$ 90,188.16
FY26	<u>\$ 90,188.16</u>
Total	\$282,932.65
+ 15% contingency	<u>\$ 42,439.90</u>
	\$325,372.55 plus applicable taxes

Recommendation

I recommend the Board of Trustees approve up to \$325,372.55 plus applicable taxes for upgrades and services herein described.

12. Student Telehealth Call 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. Mental wellness is a priority, and the College is actively finding ways to meet those needs for our students. A Student Telehealth Center provides our students with mental health care support and referrals, should it become necessary.

At the December 6, 2022, Board meeting, Virtual Care was approved by the Board to provide Telehealth services for San Juan College's students on a contract for one year with an option of three additional one-year terms not to exceed four years in total. San Juan College leadership recommends this contract be extended for another year at a price of \$99,456.00, plus applicable taxes. As such, this will be the second year for this service.

Funding is provided through the Higher Education Emergency Relief Funds (HEERF).

Recommendation

I recommend the Board of Trustees approve The Virtual Care Group to provide Telehealth services for San Juan College's students for a second year at a cost not to exceed \$99,456.00 plus applicable taxes.

13. Premium Increase – New Mexico General Services Department Group Benefits Plan Health Coverage

In October 2023, agencies that participate in the State of New Mexico's General Services Department Group Benefits Plan were notified that premiums for health insurance will increase by 10% as of January 1, 2024.

It is estimated that this increase will cost the College \$162,500.00. In that a 10% increase for all twelve (12) months of Fiscal Year 2024 had been built into the budget approved by the San Juan College Board of Trustees on April 19, 2023, the operating fund budget has sufficient resources to absorb this premium increase on short notice.

Recommendation

It is recommended the Board of Trustees grant \$162,500.00 additional spending authority for this insurance coverage.

14. Collaborative for Higher Education Shared Services (CHESS)

By decision of the CHESS Board, CHESS Budget Adjustments #5 and #6 were recently approved. These changes: 1) add additional positions to CHESS' budget and 2) add the cost of bringing San Juan College into the Shared Payroll service. Therefore, an additional cost of \$283,744.00 will be added to San Juan College's Fiscal Year 2024 costs.

These changes are summarized below:

CHES/Workday Costs, SJC Board approved 10/2/2023	\$4,606,080
Addition of FY24 BAR #5 and #6	<u>\$ 283,744</u>
Adjusted Total, FY2024 Costs through CHES	\$4,889,824

Outside funding sources:

Fiscal Year 2024 Capital Outlay Funding	\$ 200,000
Fiscal Year 2024 C2 Funding (CHES)	<u>\$2,080,000</u>
Revised Total Outside Funding	\$2,280,000

Revised Fiscal Year 2024 Net Costs	\$2,609,824
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Recommendation

I recommend the Board of Trustees approve the San Juan College’s revised costs through CHES, not to exceed \$4,889,824.00 and the College’s use of total outside funding of up to \$2,280,000.00 for Fiscal Year 2024.

APPROVAL OF CONSENT AGENDA

Mr. Chance 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

None.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. CHANGE ORDER #2 FOR FACILITIES DEMOLITION PROJECT

At the September 6, 2022, Board meeting, Spellbring Construction, Inc. was awarded the contract to demolish the 30th Street Burlington Building and its Annex. Spellbring proposal totaled \$1,075,000.00 including assessment of asbestos abatement needs. Along with approval of Spellbring’s proposal, the Board approved a \$320,000.00 contingency for costs related to abatement of hazardous materials, bringing the total approved project cost to \$1,395,000.00.

On February 2, 2023, the Board approved the first change order for additional cost of asbestos abatement in the amount of \$391,000.00 bringing the total cost at that point to \$1,786,000.00 plus applicable taxes.

In the process of demolition, additional asbestos was discovered within the exterior wall panels of the Burlington Building. These panels, known as

Transite panels were not discovered in the asbestos assessment process. The additional cost of this additional abatement is \$362,800.00 plus applicable taxes.

New Mexico Higher Education Department is providing \$908,490.00 of funding for this project. The San Juan College Foundation is providing \$250,000.00. The College's portion of \$990,310.00 will be funded by a decrease in Fund Balance.

Mr. Chance moved and Mr. Thompson seconded to approve the second change order with Spellbring Construction, Inc. for the additional cost of \$362,800.00 plus applicable taxes, bringing the total contract project cost to \$2,148,800.00 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, January 9, 2024, at 6:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Mr. Thompson moved and Mr. Chance seconded the motion to adjourn the meeting. Chairman Rasor adjourned the meeting at 5:33 p.m.

Mr. Joseph Rasor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: January 9, 2024