

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
August 6, 2019**

**ITEM A. CALL TO ORDER**

Mr. Thompson called the meeting to order at 7:02 p.m. The following members were present:

Hoskie Benally, Member  
R. Shane Chance, Member  
Joseph Rasor, Member  
Byron Manning, Secretary

Absent: Evelyn Benny, Member  
Dr. Joseph Pope, Vice Chair Member

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

**ITEM C. ADOPTION OF AGENDA**

Mr. Chance moved and Mr. Manning seconded the motion to adopt the agenda. **MOTION CARRIED** by a unanimous voice vote.

**ITEM D. REPORTS**

**1. Association Reports**

Student Association (SA) Ms. Samantha Ramires-Martinez reported for the SA.

Faculty Association (FA) Ms. Elizabeth Phelps reported for the FA.

Professional Staff Association (PSA) Ms. Sherrie Biringer reported for the PSA.

Support Staff Association (SSA) Ms. Paulette Stanley reported for the SSA.

**ITEM E. CITIZEN COMMENT**

None.

**ITEM F. CONSENT AGENDA**

**1. July 2, 2019 Work Session Minutes**

The July 2, 2019 work session minutes are presented in the Board packet for approval.

**2. Approval of Minutes of Regular Board Meeting on July 2, 2019**

The July 2, 2019 minutes were presented in the Board packet for approval.

**3. Correspondence**

None.

**4. Financials**

Financial reports for the month ended June 30, 2019 are presented in the Board packet.

**5. Personnel Report**

The following appointments were made since the last Board meeting: Jennifer Caliendo, Administrative Assistant, Student Activities, effective July 1, 2019; Kymbr Mordecki, Instructor CLEAR Program, ACE Center, effective July 1, 2019; Nicolas Charley, Custodian, Physical Plant, effective July 1, 2019; Allison Cahoon, Instructor Dental Hygiene, School of Health Sciences, effective July 15, 2019; Daniel Garcia, Professional Staff, Instructor and Advisor, ACE Center, effective July 15, 2019; Lane Williams, Custodian, Physical Plant, effective July 15, 2019; Ashley Dales, NASNTI Pathways Coach, Guided Pathways, effective July 22, 2019; Maria Ramirez, Custodian, Physical Plant, effective July 22, 2019; Ryan Camp, Custodian, Physical Plant, effective July 22, 2019.

Changes: Carol Carreon, from Payroll Manager, Business Office, to Payroll Director, Business Office, effective July 1, 2019; Donna Ellis, from Administrative Assistant to the Vice President, Office for Learning to Executive Assistant to the President, President's Office, effective July 1, 2019; Deborah Honstad, Director/Associate Professor, Health Information Technology to Director/Professor, Health Information Technology, effective July 1, 2019; Kari Deswood, Assistant Professor-English to Teacher Education and Alternative Licensure Program Coordinator, School of Humanities, effective July 1, 2019; Lainna Newman, from Accounting Technician, Business Office to Senior Accounting Technician, Business Office, effective July 1, 2019; Shirley Brewer, Clinical Coordinator/Instructor, Respiratory Therapy to Clinical Coordinator/Assistant Professor, Respiratory Therapy; Tanda McCombe, from Accountant-Restricted Funds, Business Office to Senior Accountant, Business Office, effective July 1, 2019; Vanessa Bedonie, Administrative Assistant II, ACE Center to Data Support Specialist, Administrative Assistant II, ACE Center.

Separations: Guy Youell, Custodian, Physical Plant, separation of employment, effective July 9, 2019; Zorayda Allen Hurtado, Lead Teacher, Child and Family Development Center, separation of employment, effective July 9, 2019.

**6. Information Report – Catering Activities Through College Food Service**

The report of catering activities by A’viands, LLC for the month of June 2019 is included in the board packet.

**Recommendation**

I recommend the Board accept this information report.

**7. Information Report: Change Order to Telephone System Upgrade Project**

At the January 8, 2019 Board of Trustees meeting, the Board authorized a three-year contract for a Hosted VOIP Telephone System through Millennium Communications and Mitel. Total expenditures of \$363,376 plus gross receipts taxes were approved for the three-year contract. As installation and implementation approach completion, the College’s technology staff and the vendors’ engineers have identified additional equipment and other costs necessary to bring the new and upgraded system to full operability. College administration has authorized additional expenditures in an amount not to exceed \$50,000 over the three-year contract.

**Recommendation**

I recommend the Board affirm this change to the three-year contract with Millennium Communications and Mitel.

**8. Higher Education Endowment Fund Report – June 30, 2019**

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 as of June 30th, including:

- (a) Original appropriation amount;
- (b) Percentage and amount of matching funds applied to original appropriation;
- (c) Total income from investment of original appropriation;
- (d) Endowment fund balance (including original appropriation amount and investment income); and,
- (e) All activities currently being supported by the investment income from each endowment.

The report for San Juan College at June 30, 2019 has been provided in the Board packet for this meeting.

**Recommendation**

I recommend the Board approve the Higher Education Endowment Fund Report at June 30, 2019.

**9. 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.

**RECOMMENDATION**

I recommend the Board take action on the consent agenda as presented.

Mr. Thompson moved and Mr. Rasor seconded the motion 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. FURNITURE PURCHASE FROM 30<sup>TH</sup> STREET EDUCATION CENTER**

The College Purchasing department determined that a multi-source award would be beneficial to San Juan College by providing access to a “short list” to meet institutional furniture needs and providing multiple local businesses an opportunity fulfill those needs. The College Purchasing Department issued Invitation to Bid (ITB) #18-41773 on June 20, 2018 to award a price agreement for furniture products and services; the bid closed on July 26, 2018 with two compliant responses. Each of the two responsive bidders, Beck Total Office Interiors and Contract Associates were placed on the preapproved “short list”. San Juan College is nearing the end of renovation on the 30<sup>th</sup> Street Education Building. After evaluating existing furniture for the new space, a list of needed furniture was compiled. The Purchasing department requested quotes from both vendors on the multiple source short list. Beck Total Office Interiors provided the lowest cost for the listed furniture on the ITB. In compliance with the procurement code, for additional furniture not included in the above listed ITB, the College will be utilizing State Price Agreements (SPA) #'s 40-000-100091, 60-000-16-00058, and 80-000-18-00068 (all Beck Total Office Interiors). Pricing includes product, delivery, and installation.

College Administration recommends that Beck Total Office Interiors be awarded the 30<sup>th</sup> Street Education Center Furniture purchase in an amount not to exceed \$110,000.00 plus gross receipts taxes.

Mr. Manning moved and Mr. Chance seconded to approve the furniture purchase from Beck Total Office Interiors and that a purchase order be authorized to encumber necessary funds in an amount not to exceed \$110,000 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

## **2. ELEVATOR INSPECTION AND REPAIR SERVICES AGREEMENT**

To meet federal and state regulations and to provide life safety, San Juan College is required to have periodic inspections of each of its elevators to ensure the equipment is in good working order. The College Physical Plant department coordinates these inspections and verifies that any necessary repairs are completed.

Under the guidance of the College Purchasing Department, pricing for these services was obtained from New Mexico State Price Agreement #70-000-17-00054. As such, the College followed a detailed and documented process to meet all State of New Mexico procurement requirements (procurement code sections 13-1-98.A and 13-1-135 cooperative procurement).

The selected contractor is ThyssenKrupp Elevator Corporation. The recommended contract term is four years at a total of \$140,448.00, an annual commitment of \$35,112.00 per year plus applicable gross receipts taxes.

Mr. Chance moved and Mr. Manning seconded the motion to approve the purchase of elevator inspection and repair services from ThyssenKrupp Elevator Corporation, and that a purchase order be authorized to encumber necessary funds for each of the four years of this agreement. This contract will be effective July 1, 2019 through June 30, 2023. **MOTION CARRIED** by unanimous voice vote.

### **ITEM I. ANNOUNCEMENT OF NEXT MEETING**

The next regular meeting will be held on **Tuesday, September 3, 2019 at 7:00 p.m.** in the San Juan College Board Room.

### **ITEM J. CLOSED SESSION**

Subject to the exception stated in NMSA 1978, Section 10-15-1(H)(7) of the Open Meetings Act, Gruel vs. San Juan College.

### **ITEM K. ADJOURNMENT**

Mr. Chance moved and Mr. Rasor seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 7:29 p.m.

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Mr. John Thompson, Chairman  
San Juan College Board

ATTEST:

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Mr. Byron Manning, Secretary  
San Juan College Board

Date: September 3, 2019