

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
August 2, 2022**

**ITEM A.     CALL TO ORDER**

Chairman Razor called the meeting to order at 7:25 p.m. The following members were present:

Joseph Razor, Chairman  
Valerie Uselman, Secretary  
R. Shane Chance, Member  
Byron Manning, Member  
John Thompson, Member

Absent:   Hoskie Benally, Jr., Member  
          Evelyn Benny, Vice-Chairman

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

San Juan College administrators and staff in attendance included:  
Toni Hopper Pendergrass, Kerri Langoni Carpenter, Josh Bishop,  
Jordan Cepeda, Debbie Chalmers, Alicia Corbell, Gayle Dean, Sandy Gilpin,  
Kenny Hibner, Wil John, Ruben Johnson, Randall Keeswood, Roy Lytle,  
Robert Martinez, Steve Miller, Mike Offutt, Michael Ottinger, Jeff Parkes,  
Chris Rosen, Rhonda Schaefer, Mindi Kim Schrum, Jeanne Winchell, and  
Donna Ellis, Board Recorder

Guest(s): None

**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. Mindi-Kim Schrum, Sr. Director of Financial Aid, will introduce the members of the Financial Aid Office and present an overview of the interactive work involved in awarding and distributing financial grants and aid, the rewards of working with students, and the positive difference financial support makes in their lives.

### **iCare Minute Video**

This month's iCare Minute Video will feature Mr. Austin Rhames who is currently in his second semester of the BA Nursing Program at San Juan College. Austin is involved on campus previously serving as the Campus Activities Board (CAB) Secretary for the 2021-2022 Academic Year. Austin is a proven student leader, with service to his fellow students, and aging out of the local 4H program. Austin will serve a RISE Peer Mentor and as part of the Student Nursing Association (SNA) in the 2022-2023 Academic Year.

### **Association Reports**

Professional Staff Association representative, Ms. Jeanne Winchell, provided the Board with a presentation.

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

No Report from the Student Association this month.

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

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

None.

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

#### **1. June 7, 2022 Work Session Minutes**

The June 7, 2022 Work Session Minutes were presented in the Board Packet for approval.

#### **2. June 7, 2022 Board Meeting Minutes and June 30, 2022 Special Meeting Minutes**

The June 7, 2022 Board Meeting Minutes and the June 30, 2022 Special Meeting Minutes were presented in the Board Packet for approval.

#### **3. Correspondence**

None.

#### **4. Financials**

Financial reports for the months ended May 31, 2022, and June 30, 2022, were presented in the Board Packet.

## 5. Personnel Report

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

Appointments: Vittoria Parsons, Security Officer, Public Safety, effective May 23, 2022; Erica Rawson, Coordinator of Health and Wellness Programs, Human and Health Performance Center, effective June 1, 2022; Benjamin Begaye, Security Officer, Public Safety, effective June 6, 2022; Christina Lainhart, Administrative Assistant II, Financial Aid, effective June 6, 2022; Rory Truby, Director-Transportation Program, School of Energy, effective June 8, 2022; Arthur Nichols, Security Officer, Public Safety, effective June 13, 2022; Corrine Marshall, Instructor-PTA Program, School of Health Sciences, effective June 15, 2022; Charity Serrano, Administrative Assistant II, Teacher Education-Teach Up, effective June 16, 2022; Karen Doughty, Registrar, Registration and Records, effective July 5, 2022; Zaira Rivera, Administrative Assistant II, Center for Professional Exploration and Development, effective July 5, 2022; Geraldine Sorrelhorse, Administrative Assistant II, SJC West Campus, effective July 5, 2022; Sarah Ortiz, Accountant, Business Office, effective July 11, 2022; Mario Garcia, Security Officer, Public Safety, effective July 18, 2022; David Holt, Computer Lab Technician (part-time), Information Technology Center, effective July 18, 2022; James Padilla, Technical Theatre Coordinator, Fine Arts, effective July 18, 2022.

Changes: Cheryl Jordan, from Professor-Business, School of Business, Information Technology, and Social Sciences to Instructor Designer, Information Technology Center, effective June 1, 2022; Alanna Chee, from Administrative Assistant to the Vice President, Office for Learning to Senior Research Analyst, Institutional Research and Strategic Planning, effective June 1, 2022; Cynthia Painter, from Administrative Assistant II-Vet Tech Program, School of Health Sciences to Senior Administrative Assistant-Vet Tech Program, School of Health Sciences, effective June 1, 2022; Angelique Rodriguez, from Marketing Specialist, Public Relations to Digital Marketing Manager, Public Relations, effective July 1, 2022; Ryan Vise, from Security Office, Public Safety to Control Room Dispatcher, Public Safety, effective July 1, 2022; Jordan Cepeda, from Administrative Assistant II, Enterprise Center to Administrative Assistant to the Vice President, Office for Learning, effective July 5, 2022; Samantha Ramires-Martinez, from Administrative Assistant II-Occupational Therapy, School of Health Sciences to School Operations Coordinator, School of Trades and Technology, effective July 5, 2022; Darla Santillanes, from Instructor and Advisor, Academic and Career Engagement Center to Lead Instructor and Onboarding Coordinator, Academic and Career Engagement Center, effective July 7, 2022; Jessica Anaya, from Registration Assistant, Registration and Records Services to Registration Technician, Registration and Records Services, effective August 1, 2022; Latashia Barnes, from Associate Teacher, Child and Family Development Center to Child Care Site Director, Child and Family

Development Center, effective August 1, 2022; Tanda McCombe, from Assistant Controller, Business Office to Coordinator, Center for Student Careers and Employment, effective August 8, 2022.

Separations: Steven Atencio, Security Officer, Public Safety, separation of employment, effective May 21, 2022; Steven Carroll, Employee Relations Specialist, Human Resources, separation of employment, effective May 27, 2022; Joshua Lipnick, CRM Specialist, Student Services, separation of employment, effective May 27, 2022; Carlton Downing, Coordinator of Facilities and Operations, Health and Human Performance Center, retiring, effective May 27, 2022; Shaylee Klock, Instructor-Nursing, School of Health Sciences, separation of employment, effective June 3, 2022; Titiana Deschenie, Computer Lab Technician, Information Technology Center, separation of employment, effective June 15, 2022; Leslie Saavedra, Senior Administrative Assistant, Public Safety, retiring, effective June 15, 2022; David Liebel, Director, Tutoring Center, separation of employment, effective June 29, 2022; Jorge Benitez, Librarian, Library, separation of employment, effective June 30, 2022; Kari Deswood, Coordinator-Alternative Licensure Program, Associate Professor-Teacher Education/School of Business, Information Technology, and Social Sciences, separation of employment, effective June 30, 2022; Nicholas Elsbury, Program Advisor, TRIO/SSS, separation of employment, effective June 30, 2022; Judy Hale, School Operations Coordinator, School of Trades and Technology, retiring, effective June 30, 2022; Pam Hyder, Administrative Assistant II-Automotive Program, School of Trades and Technology, retiring, effective June 30, 2022; Eric Loughridge, Security Officer, Public Safety, separation of employment, effective June 30, 2022; Carolyn Martinez, Family Center Specialist, ENLACE, retiring, effective June 30, 2022; Virginia Nickels, Instructor-Music, School of Humanities, retiring, effective June 30, 2022; Hannah Weston, Art Gallery Coordinator, School of Humanities, separation of employment, effective June 30, 2022; Treva Yellowhair, Administrative Assistant II, Center for Professional Exploration and Development, separation of employment, effective June 30, 2022; Patricia Hadden, Administrative Assistant II, Community Learning Center, separation of employment, effective July 8, 2022; Deanndra Hadley, Financial Aid Technician, Financial Aid, separation of employment, effective July 10, 2022; John Welch, Security Officer, Public Safety, separation of employment, effective July 10, 2022; Lynala Nakai, Associate Teacher, Child and Family Development Center, separation of employment, effective July 22, 2022; Mitchell Benally, Custodian, Physical Plant, separation of employment, effective July 29, 2022; Sherri Schaaf, Registrar, Registration and Records Services, retiring, effective July 31, 2022; Lavanah Williams, Registration Technician, Registration and Records Services, separation of employment; effective August 5, 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. Carpet and Flooring Services**

As part of the regular planned maintenance cycle or in response to occasional, accidental damage, the College anticipates needs to replace carpet or other flooring within its facilities.

Following the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited Proposals for Carpet and Flooring Services through Request for Proposals (RFP) #22-49669. This procurement was for a one-year price agreement with the option to be extended for an additional three (3) one-year terms upon mutual agreement and pricing.

Angel’s Floor Covering, Inc., a New Mexico resident company and was the only compliant offeror for our procurement. The College would like to extend our contract with Angel’s Floor Covering, Inc. for the first of our three optional one-year extensions. The price agreement for the Fiscal Year 2023 is as follows:

Carpet installation, per square foot	\$ 0.67
Carpet removal & disposal, per square foot	\$ 0.35
Installation & removal of wall base, per linear foot	\$ 1.00
Additional floor preparation, per person per hour	\$48.00
Furniture moves, per person/per hour	\$48.00
Flooring material mark-up (cost plus)	27%

For the Fiscal Year 2023, anticipated purchases will not exceed \$125,000 plus applicable taxes.

### **Recommendation**

I recommend the Board of Trustees approve the purchase of Carpet and Flooring Services, as needed, from Angel's Floor Covering, Inc. in an amount not to exceed \$125,000 for the Fiscal Year 2023.

### **8. Collaborative for Higher Education Shared Services (CHESS) Fiscal Year 2023**

San Juan College is one of five colleges that are currently part of CHESS, the Collaborative for Higher Education Shared Services. CHESS employs a chief executive officer and a chief operating officer. In addition, CHESS has contracted with CampusWorks for executive advisory services, contract management support, program management, and other types of support necessary through the implementation of the new enterprise resources planning and student information system.

The Board, in its August 2021 meeting, approved the College's participation in the CHESS organization. At the September 2021 Board meeting, anticipated pricing was approved for the remainder of Fiscal Year 2022 as well as the following three (3) years. Fiscal Year 2023 is the second year of the four (4) year agreement. Each member institution has an allocation of CHESS expenses. Fiscal Year 2023 has an initially anticipated cost not to exceed \$191,803. This amount represents 20% of the total cost for CHESS. It is recommended that in addition to the original cost projection, a \$50,000 contingency for new and emerging costs be granted. taxes.

### **Recommendation**

I recommend the Board of Trustees approve San Juan College's participation in cost sharing for CHESS's leadership and management support at an amount not to exceed \$241,803 plus applicable taxes.

### **9. Information Report: New Positions in Fiscal Year 2023 Budget**

At the April 5, 2022 Board of Trustees Work Session, the presentation "Budget Development Update–Fiscal Year 2023" informed the Trustees that College administration was considering several new or revised positions for the Fiscal Year 2023 budget. Trustees were advised that they would be updated when decisions on these new positions were made. Below is a listing that reflects the new positions added to the budget.

Executive Projects Assistant  
Foundation Development Assistant (0.50 FTE)  
Student Recruiter  
Dual Credit Assistant  
Transfer Coordinator  
Theater Technical Coordinator

Digital Media Manager  
Internship/Apprenticeship Coordinator

Note: The SJC Foundation will reimburse the College for the cost of the additional 0.50 full time equivalent for the Foundation Development Assistant.

**Recommendation**

I recommend the Board of Trustees affirm this report.

**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**

None.

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

**1. CONSULTANT FOR CENTER OF EXCELLENCE FOR RENEWABLE ENERGY AND SUSTAINABILITY**

The School of Energy's Center of Excellence for Renewable Energy and Sustainability requires expertise to cultivate and facilitate its strategic partnerships with industry, government agencies, research facilities, consultants, non-profit organizations, and colleges and universities while leveraging the strengths of internal San Juan College departments to achieve Center's goals. Following the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited proposals for consulting services through Request for Proposals #RFP 21-47864. Mr. Steve Grey was selected as the awardee of this contract. Mr. Grey has expertise in the energy industry with a distinguished track record of accomplishments in the field of energy. He has experience in project management, developing stakeholder coalitions, public speaking, and community outreach. This began as a one-year (1) contract with the option to renew for up to three (3) additional one-year terms, with the first year beginning in Fiscal Year 2021 at a cost of \$70,000 plus applicable taxes. The College would like to extend his contract for another year. This will be the third (3rd) year of a possible four (4) years total.

Until this third (3<sup>rd</sup>) year of the engagement, the cost has been below the Board's approval level. For Fiscal Year 2023, the College anticipates the cost

to increase to include consultant's travel of up to \$10,000, putting the contract above the Board approval threshold of \$75,000.

Mr. Chance moved and Mr. Manning seconded to approve the extension of contract with Mr. Steve Grey at a rate not to exceed \$80,000 plus applicable taxes, to include travel expenses. **MOTION CARRIED** by unanimous voice vote.

## **2. CUSTODIAL AND JANITORIAL SUPPLIES**

Following the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited bids for Custodial and Janitorial Supplies through an Invitation to Bid (ITB) #22-51254. Supplies to be purchased through this contract include, but are not limited to roll towels, tissue, trash can liners, personal protective equipment, gloves, toilet paper, hand soap, and cleaning chemicals.

This is a one-year (1) contract with the option to be extended for an additional three (3) one-year terms upon favorable pricing and mutual agreement for each additional term.

Upon evaluation of the four (4) responsive bids and in order to take full advantage of the best pricing, three (3) suppliers are recommended for award:

- 1) Fleming Chemical
- 2) Staples Advantage
- 3) Brady Industries

Due to supply chain issues that have affected all vendors, the College administration recommends a multi-source award for all items in this procurement for Janitorial supplies. It is in the best interest of the College to take advantage of the most favorable terms on each item and to ensure adequate availability of all supplies.

For the Fiscal Year 2023, anticipated purchases will not exceed \$120,000 plus applicable taxes.

Mr. Manning move and Ms. Uselman seconded to approve the purchase of custodial and janitorial supplies from the above listed suppliers in an aggregate amount not to exceed \$120,000 plus applicable taxes for Fiscal Year 2023. **MOTION CARRIED** by unanimous voice vote.



### **3. INFORMATION TECHNOLOGY DISASTER RECOVERY SYSTEM**

For more than a year, the College's Information Technology (IT) has been exploring more efficient and more effective systems for IT disaster recovery capabilities. Design for a dramatically improved disaster recovery system is complete. The newly designed system will:

- 1) Provide Airgap backups which are recommended/required by the changing trends in the cybersecurity and cyber insurance environments. Airgap, also known as immutable backups, are a backup copy stored on a storage infrastructure that is not accessible from external connections.
- 2) Capitalize on Colleague running on SQL, presenting the College with additional options for backups and recovery to allow more standardized and supportable configurations.
- 3) Enable the College to include back-ups of Microsoft 365, including OneDrive and Teams.

Under the guidance of the College Purchasing Department, pricing pursuant to NM State Wide Price Agreement #60-00000-15-00008-AN, based on NASPO Master Agreement # NMWNC-134, was obtained from Riverside Technologies (RTI) for the new IT disaster recovery system that will function on Veeam, a disaster recovery management software and use Wasabai, a cloud storage system with immutability and protection against ransomware.

The total annual cost of the new system is estimated at \$75,000 plus applicable taxes. This estimate includes software licenses, data storage, training and all other costs necessary to implement and operate the system in its first year of service.

The College is currently in the final year of a multi-year contract with Advanced Network Management (ANM) of Albuquerque, New Mexico for disaster recovery. The annual cost of our current disaster recovery solution through ANM is \$124,966.

Moving to the newly designed system provides the College with:

- 1) Improved protection from, and continuity of operations in the event of, an IT disaster.
- 2) A significant reduction in annual costs. If Board approved, following installation and testing of the new system, the contract with ANM will be terminated in accordance with terms and conditions of the contract with ANM on, or around, October 31, 2022.

Funds are budgeted in Fiscal Year 2023 for these services.

Mr. Chance moved and Ms. Uselman seconded to: 1) Authorize College administration authority up to \$75,000 to contract with Riverside Technologies for the Veeam software and to acquire the other products and services required to install, test, and implement the new disaster recovery system; and 2) terminate the existing contract with Advanced Network Management (ANM) pursuant to the terms and conditions of that contract. **MOTION CARRIED** by unanimous voice vote.

**ITEM I. ANNOUNCEMENT OF NEXT MEETING**

The date of the next regular meeting will be **Tuesday, September 6, 2022 at 7:00 p.m.** in the San Juan College Board Room.

**ITEM J. CLOSED SESSION**

A motion was made at 8:09 p.m. by Mr. Chance and seconded by Mr. Thompson for the Board to meet in Executive Session subject to the exception in NMSA 1978, Section 10-15-1(H)(7) of the Open Meetings Act to discuss collective bargaining. **MOTION CARRIED** by unanimous roll call vote.

The Executive Session concluded at 8:30 p.m. and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Ms. Uselman moved and Mr. Manning seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous roll call vote.

**ITEM K. ADJOURNMENT**

Mr. Chance moved and Mr. Manning seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 8:31 p.m.

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Mr. Joseph Razor, Chairman  
San Juan College Board

ATTEST:

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Ms. Valerie Uselman, Secretary  
San Juan College Board

Date: September 6, 2022