

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
August 1, 2023**

ITEM A. CALL TO ORDER

Chairman Razor called the meeting to order at 6:13 p.m. The following members were present:

Joseph Razor, Chairman
Valerie Uselman, Secretary
Hoskie Benally, Jr., Member
R. Shane Chance, Member
John Thompson, Member

Absent: Evelyn Benny, Vice Chairwoman
 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, Chris Caine, Jordan Cepeda, Alicia Corbell, Gayle Dean,
Christy Ferrato, Kenny Hibner, Meghan Kattner, Kris Kraly, Karen Krob,
Roy Lytle, Robert Martinez, Courtney McQuade, Michael Ottinger,
Sherry Paxson, Angelique Rodriguez, Chris Rosen, Eileen Salazar, Alicia Schultz,
Carrie Tsosie-Jim, and Donna Ellis, Board Recorder

Guest(s): Jamie Church, Judy Hale

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Alicia Schultz, SJC Academic Advisor, and Ms. Courtney McQuade, Western New Mexico Academic Advisor, will give a presentation on the Advising and Transfer Center.

iCare Minute Video

This month's iCare video will feature Mr. Cade Allison and will exhibit how Excellence has played a large part in his success at San Juan College. He served as the Associated Students' President before graduating and he is attending Yale this fall. The Excellence value is exemplified through SJC alumni like Cade.

Association Reports

Professional Staff Association representative, Ms. Megan Kattner, provided the Board with a report.

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

No report from the Student Association.

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

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. July 11, 2023 Work Session Minutes

The July 11, 2023, Work Session Minutes were presented in the Board Packet for approval.

2. July 11, 2023 Board Meeting Minutes

The July 11, 2023 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

Dr. Pendergrass received a thank you card from the New Mexico Legislative Finance Committee thanking the College for hosting the LFC meetings at the School of Energy, July 18-20, 2023.

Dr. Pendergrass received a thank you card from Dr. Vanessa Hawker, Executive Director of New Mexico Independent Community Colleges (NMICC), for hosting the quarterly NMICC meeting at the School of Energy on July 19, 2023.

Dr. Pendergrass received a thank you card from Ms. Marit Andrews, Senior Policy Analyst II from the Legislative Education Study Committee, to thank the College for hosting their special education stakeholder listening sessions at the School of Energy, July 18-20, 2023

4. Financials

None.

5. Personnel Report

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

Appointments: Sheldon Hodges, Custodian, Physical Plant, effective June 26, 2023; Steven Curry, Custodian, Physical Plant, effective June 26, 2023; Kaegan Wynas, Workstation Support Analyst II, Information Technology Center, effective July 1, 2023; Lorna Pettigrew-Garner, Security Officer, Public Safety, effective July 3, 2023; Berlean Johnson, Administrative Assistant II, NASNTI Native SOAR, effective July 5, 2023; Perry Woolsey, Industrial Process Operations Program Instructor, School of Energy, effective July 5, 2023; Harmony Driver, Custodian, Physical Plant, effective July 10, 2023; Diego Johnson, Custodian, Physical Plant, effective July 10, 2023; Michael Mongeau, Reference and Instruction Librarian, Library, effective July 10, 2023; Kris Morris, Medical Assistant, Health Center, effective July 10, 2023; Jonnelle Roos, Program Specialist, Continuing Education, effective July 10, 2023; Anthony Sanders, Copy Services Technician, Auxiliary Services, effective July 17, 2023.

Changes: Alfred Casey, Computer Lab Technician, Information Technology Center to Workstation Support Analyst, Information Technology Center, effective July 1, 2023; Mya Harvey, Computer Lab Technician, Information Technology Center to Workstation Support Analyst I, Information Technology Center, effective July 1, 2023; Benjamin Herrera, Computer Lab Technician, Information Technology Center to Workstation Support Analyst I, Information Technology Center, effective July 1, 2023; Audree Penn, Computer Specialist, Information Technology Center to Workstation Support Analyst III, Information Technology Center, effective July 1, 2023; Lonnie Rednour, Computer Lab Technician, Information Technology Center to Workstation Support Analyst III, Information Technology Center, effective July 1, 2023; Alyssa Wagner, Health Science Advisor, School of Health Sciences to Health Sciences Pathway Coordinator, School of Health Sciences, effective July 1, 2023; Morgan Suneson, Computer Lab Technician, Information Technology Center to Workstation Support Analyst II, Information Technology Center, effective July 1, 2023; Jenniffer Valora, Senior Director-Student Success Center to Director-Student Achievement Center, Student Success Center, effective July 1, 2023; Sherry Curry-Graves,

Administrative Assistant, School of Health Sciences-EMS to Public Relations Coordinator, Marketing and Public Relations, effective July 10, 2023.

Separations: Nicholas Allen, Maintenance Supervisor, Physical Plant, separation of employment, effective July 8, 2023; Lorraine Manavi, Assistant Professor, School of Humanities, separation of employment, effective July 13, 2023; James Padilla, Theater Technical Coordinator, Public Events-Fine Arts, separation of employment, effective July 14, 2023; Haley Arias, Assistant Professor, School of Health Sciences, separation of employment, effective July 15, 2023; Steven Curry, Custodian, Physical Plant, separation of employment, effective July 17, 2023; April Valino, Administrative Assistant, Native American Center, separation of employment, effective July 18, 2023; Jessica Anaya, Registration Technician, Records and Registration, separation of employment, effective July 21, 2023; Gabriel Cortez, AIBE Program Specialist, Quality Center for Business, separation of employment, effective July 24, 2023; Joseph Sanchez, Senior Maintenance Worker, Physical Plant, retirement, effective July 31, 2023.

6. Deletion of Equipment from Inventory

None.

APPROVAL OF CONSENT AGENDA

Mr. Thompson moved and Mr. Benally 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. ADOBE PRODUCTS LICENSE EXTENSION

On a daily basis, the College's students, faculty, and staff use Adobe Creative Suite software. San Juan College has been part of an Adobe Consortium obtained through the University of New Mexico's (UNM) price agreement on an annual renewal basis. Each year of the renewal has been under the Board approval threshold of \$75,000.00.

This year the College has an opportunity to lock in pricing for the next three years by entering into a three-year agreement. This would provide stable pricing for the next three years. Because of instability of the pricing in the technology sector, it would be prudent to accept this three-year arrangement. Procurement of items by a state agency or local public body from another

state agency or local public body are exempt from the New Mexico Procurement Code 13-1-98.

This pricing through the UNM contract provides an advantage that is unavailable elsewhere.

Year One	\$ 45,320.00
Year Two	\$ 45,320.00
Year Three	<u>\$ 45,320.00</u>
Total Contract	\$135,960.00

College administration requests a contingency of \$20,000.00 be added for any additional licenses that may be required to meet new program needs within the three-year contract. With this contingency, the maximum amount for the three-years is \$155,960.00 plus applicable taxes.

Resources for the cost of this software's annual maintenance are budgeted in the fiscal year 2024 operating fund.

Mr. Chance moved and Ms. Uselman seconded to approve the three-year license agreement for Adobe Software products through UNM in an amount not to exceed \$155,960.00 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

2. SENTINELONE SOFTWARE MAINTENANCE

SentinelOne is the College's malware and endpoint protection (antivirus) software for servers and desktops. Due to the volatility of the cybersecurity industry, prices have seen substantial increases in price over the past couple of years and this year is no different. Until this fiscal year, the cost has been below Board approval limit.

The Purchasing Department, following a detailed and documented process to meet all State of New Mexico procurement requirements, has obtained pricing from Valcom Salt Lake City LLC utilizing a CES cooperative agreement (CES) #2021-19-C1114-ALL in an amount not to exceed \$102,872.37 plus applicable taxes.

Resources for the cost of this software's annual maintenance are budgeted in the fiscal year 2024 operating fund.

Mr. Chance moved and Mr. Thompson seconded to approve the purchase of the SentinelOne software licensing and maintenance agreement from Valcom Salt Lake City LLC in an amount not to exceed \$102,872.37. **MOTION CARRIED** by unanimous voice vote.

3. IT INFRASTRUCTURE UPGRADE PROJECT

This segment of the project provides for IT systems evaluations, programming, design, and construction administration services for Phase 2 of the IT Master Plan, which includes completion of the campus communications loop, as described in the technology masterplan, OTC Data Center, and relocation of specific existing Telecommunications Rooms.

Under the guidance of the College Purchasing Department, pricing for this phase of the project has been provided by Bridgers & Paxton, utilizing CES contract #2023-01-C214-ALL in the amount not to exceed \$257,523.00 plus applicable taxes.

This project is funded by 75% from State of New Mexico General Obligation Bonds and 25% from institutional funds (use of fund balance).

Mr. Thompson moved and Ms. Uselman seconded to approve this purchase through Cooperative Educational Services from Bridgers & Paxton and that a purchase order be authorized for \$257,523.00 plus applicable taxes.

MOTION CARRIED by unanimous voice vote.

4. DIGITAL MARKETING STRATEGY

As global marketing continues to shift toward digital technologies, San Juan College's Marketing and Public Relations department is aligning its strategic marketing plan and advertising budget to better reflect this trend.

Marketing and Public Relations has created a comprehensive digital marketing strategy that consists of campaigns that align with San Juan College's Five-Year Strategic Plan, enhance enrollment efforts, as well as highlight pathways and programs. In addition, a year-round effort will be placed on SJC's branding and awareness, which expands beyond enrollment deadlines and the local audience. The purpose of this effort is to optimize advertising tactics, refine audience targeting, and improve data analytics.

Under the guidance of the College Purchasing Department, pricing for this project has been provided by Clarus, a Carnegie Company in an amount not to exceed \$160,000.00 plus applicable taxes. Advertising is exempt from the New Mexico Procurement Code 13-1-98.V.

Resources for the funding of this project will be provided by the Marketing and Public Relations Department, program budgets, and grant funding.

Mr. Chance moved and Mr. Thompson seconded to approve this award to Clarus in an amount not to exceed \$160,000.00 plus applicable taxes.

MOTION CARRIED by unanimous voice vote.

5. AMENDMENT TO CAMPUSWORKS CONTRACT

The College uses CampusWorks as one of its remote services providers. Because of a critical vacancy in the College’s Business Services and the needs to 1) accomplish year-end accounting for fiscal year 2023 in an accurate and timely manner; 2) keep grants accounting on-track; 3) assist in the fiscal year 2023 audit cycle; and 4) keep up with the demands of Workday implementation, additional hours of remote talent are needed through January 31, 2023.

CampusWorks is currently under contract with San Juan College through June 30, 2023. The cost of the needed additional remote services will amount to \$161,200.00 plus any travel expenses for on-site work, not to exceed 15,000.00 for a total cost not to exceed \$176,200.00 plus applicable taxes.

Funding for this project will be provided from the Business Services budgets.

Mr. Chance moved and Ms. Uselman seconded to approve this amendment to the current CampusWorks contract, not to exceed \$176,200.00 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

6. CHRIS CAINE GRIEVANCE – DETERMINATION TO HEAR, OR NOT HEAR, STEP 4 APPEAL UNDER COLLECTIVE BARGAINING AGREEMENT ARTICLE 30

The Trustees discussed whether to hear or decline to hear the grievance at Step 4 of the Collective Bargaining Agreement.

Mr. Thompson moved and Mr. Benally seconded to hear Mr. Chris Caine’s grievance appeal. Trustees Joseph Rasor, Shane Chance, and Valerie Uselman declined to hear the grievance appeal. **MOTION FAILED** to carry with the majority declining to hear the grievance appeal by voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, September 5, 2023, at 6:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Ms. Uselman moved and Mr. Thompson seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 7:39 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: September 5, 2023