

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
January 9, 2024**

ITEM A. CALL TO ORDER

Chairman Razor called the meeting to order at 6:26 p.m. The following members were present:

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

Absent: 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, Lorenzo Reyes, Brandon Whatley, Josh Bishop, Jordan Cepeda, Andrea Cooper, Alicia Corbell, Gayle Dean, Kenny Hibner, John Hoff, Ibtesam Ibrahim, Kris Kraly, Amanda Jones, Jerin Joseph, Randall Keeswood, Roy Lytle, Murdoch Maloney, Rick Martinez, Robert Martinez, Michael Ottinger, Sherry Paxson, Elizabeth Phelps, Eddy Rawlinson, Erica Rawson, Amanda Robles, Chris Rosen, Eileen Salazar, Rhonda Schaefer, Paulette Stanley, Carrie Tsosie-Jim, and Donna Ellis, Recorder

Guest(s): Shae Larribas, Brent McCay, Karen McCay, Brian Murphy, Dang Nguyen, Camden Ramsey, Joel Reyes, Derreck White

As a result of the November 7, 2023, Regular Local Board Election, Ms. GloJean Todacheene, District 1, took the Oath of Office as a Trustee on the San Juan College Board for a six-year term. Ms. Beverly Taylor, District 5, had a prior commitment. Therefore, she will be installed at the February 6, 2024, Board meeting.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

None.

iCare Minute Video

This month's iCare Minute features Mr. Vaughn Lewis who is an Associate Professor in the Automotive program. Vaughn started teaching at San Juan College in 2011 after having a long and successful career in the private sector holding various positions from repair technician to shop foreman, to manager at area car dealerships. He also received his degree in automotive technology from San Juan College. He is a big advocate for career success and keeps in contact with his students long after they finish the program. His favorite aspect about working here is being surrounded by other faculty and instructors that have the same passion for student success.

2. Association Reports

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

The Associated Students representative, Mr. Camden Ramsey, provided the Board with a report.

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

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

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. December 9, 2023, Work Session Minutes

The December 9, 2023, Work Session Minutes were presented in the Board Packet for approval.

2. December 9, 2023, Board Meeting Minutes

The December 9, 2023, Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

None.

5. Personnel Report

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

Appointments: Broderick Begay, Makerspace Technician, Enterprise Center, effective January 2, 2024; Sharon Begay, Administrative Assistant II, TeachUp Academy, Teacher Education, effective January 2, 2024; Christina Schuman, Respiratory Therapy Program Director, School of Health Sciences, effective January 2, 2024.

Changes: Michael Thomas, Administrative Assistant II, Student Achievement Center to Senior Administrative Assistant, Enterprise Center, effective January 2, 2024.

Separations: Samuel Allen, Project Manager, Harvest Food Hub, separation of employment, effective December 8, 2023; Jeffrey Wolf, Director/Instructor, Respiratory Therapy, School of Health Sciences, separation of employment, effective December 15, 2023; Cordell Sheak, Program Advisor, TRIO Educational Opportunities, separation of employment, effective December 31, 2023; Shawn Skurky, Assistant Professor-Nursing, School of Health Sciences, separation of employment, effective December 31, 2023; Sherisse Charley, Custodian, Physical Plant, separation of employment, effective December 31, 2023.

6. Deletion of Equipment from Inventory

None.

7. 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 need to: 1) Keep grants accounting on-track; 2) Assist in the Fiscal Year 2023 audit cycle; and 3) Keep up with the demands of Workday post implementation processes, in its August 2023 meeting, the Board approved additional remote services be added to the existing contract with CampusWorks. Needs have exceeded the additional work granted in August; two additional months of services are required.

The cost of the additional service is \$53,734.00 plus any travel expenses for on-site work, not to exceed \$8,000.00 for a total cost not to exceed \$61,734.00 plus applicable taxes.

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

Recommendation

I recommend that the Board of Trustees approve this amendment to the current CampusWorks contract, not to exceed \$61,734.00 plus applicable taxes.

APPROVAL OF CONSENT AGENDA

Mr. Chance moved and Ms. Benny 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. REVISION TO BOARD POLICY NO. 300.III.A.

Board Policy No. 300.III.A. states, in part, “At its first regular meeting following the election, the Board shall select from its members a Chairman, a Vice Chairman, and Secretary who shall serve in these offices until the next regular Board election.” It is recommended that, this verbiage be revised to read “At its March meeting following a Trustee election, the Board shall select from its members a Chairperson, a Vice Chairperson, and Secretary who shall serve in these offices until the March meeting that follows the next regular Board election.”

This is a first reading of the proposed change to Policy No. 300.III.A.

Mr. Chance moved and Ms. Uselman seconded to place this proposed policy change onto the February 6, 2024, agenda for a second reading and vote on the changed verbiage of this policy. **MOTION CARRIED** by unanimous voice vote.

2. ARCHITECTURAL/ENGINEERING SERVICES FOR SOUTH CAMPUS

Using the Architectural and Engineering Services annual contract with FBT Architects, College administration would like to begin the planning and

design phase of the South Campus renovation, construction, and improvements to accommodate additional classroom space that is needed to support our students on the South Campus.

The scope of these services will include the design of a typical general classroom to support 24 students, restroom facilities, and main building improvements. Work will include programming, schematic design, design development, construction documents for bidding, and construction administrative services. Other services such as geotechnical services, survey, special testing, permit fees, selection of furniture, fixtures and equipment, test and balance, and commissioning will be considered additional services.

The overall project funding is provided by New Mexico State appropriation, project number H2136, in the amount of \$1,125,000.00 less \$11,250.00 for Art in Public Places (AIPP) for a net of \$1,113,750.00.

FBT Architects, a New Mexico resident company, has submitted an estimated cost for this project as not to exceed \$93,405.00 plus gross receipts taxes.

Ms. Uselman moved and Mr. Chance seconded to approve the recommended contract with FBT Architects as herein described in an amount not to exceed \$93,405.00 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

3. JOB ORDER PLUMBING SERVICES

Due to occasional repair needs, the College needs an expeditious way in which to correct sudden plumbing issues. Establishing a job order contract will enable the College to accomplish these types of repairs as needs arise.

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 Plumbing Services through Request for Proposals (RFP) #24-55707. 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. This contract shall not exceed four (4) years in total. Top Notch Mechanical, LLC was the sole respondent.

Note: Job Order Pipe Repair Service was approved at the July 11, 2023, Board Meeting for \$150,000.00. That pool has two contractors: LDH Enterprises and Top Notch Mechanical. This RFP process and the resulting recommendation adds Job Order Plumbing Services not to exceed \$150,000.00 to Top Notch Mechanical's scope of services.

Mr. Chance moved and Ms. Benny seconded to approve the addition of Plumbing Services to Job Order Pipe Repair Services and approve an

additional \$150,000.00 for a Fiscal Year 2024 total of \$300,000.00 as herein described. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

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

Ms. Todacheene asked if it was possible to change the SJC Board meeting dates as she has a conflict with the County meetings which occur on the same date. Trustees will discuss other options.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Mr. Chance moved and Ms. Todacheene seconded the motion to adjourn the meeting. Chairman Rasor adjourned the meeting at 7:15 p.m.

Mr. Joseph Rasor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: February 6, 2024