

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
April 1, 2024**

ITEM A. CALL TO ORDER

Chairman Razor called the meeting to order at 6:20 p.m. The following members were present:

Valerie Uselman, Chairperson
R. Shane Chance, Vice Chairperson
Byron Manning, Member
Joseph Razor, Member
Bev Taylor, Member
GloJean Todacheene, Member

Absent: Evelyn Benny, Secretary

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance included:
Toni Hopper Pendergrass, Edward DesPlas, Boomer Appleman,
Kerri Langoni Carpenter, Yolanda Benally, Lorenzo Reyes, Brandon Whatley,
Jill Bishop, Josh Bishop, Troy Brown, Alicia Corbell, Veronica Evans,
Tawana Foutz, Amanda Jones, Kris Kraly, Kolbjorn Lindland, Roy Lytle,
Murdoch Maloney, Robert Martinez, Tanda McCombe, Lizbeth Moreno,
Michael Ottinger, Sherry Paxson, Elizabeth Phelps, Harley Prinster,
Eddy Rawlinson, Chris Rosen, Rhonda Schaefer, Paulette Stanley,
Carrie Tsosie-Jim, Annie Willmon, and Donna Ellis, Recorder

Guest(s): Nancy Mike, Bradley Blair, Victoria Blair, Alx Lee, Camden Ramsey,
Derreck White

Ms. Nancy Mike spoke about the scholarship fund which has been established with the San Juan College Foundation, on behalf of her mother, which is called the Carolyn R. Blair Endowed Scholarship Fund.

ITEM C. ADOPTION OF AGENDA

Mr. Chance moved and Ms. Taylor seconded to adopt the agenda, as amended, with a change to remove the Closed Session. **MOTION CARRIED** by unanimous voice vote.

ITEM D. REPORTS

1. Monthly Presentation

Ms. Jill Bishop, Director of the Center for Student Careers and Employment, and Ms. Tanda McCombe, Coordinator-Center for Student Careers and Employment, gave a presentation on the “8th Grade Career Pathways Expo” event.

iCare Minute Video

No video.

Association Reports

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

Support Staff Association representative, Ms. Harley Prinster, 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.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. March 4, 2024, Work Session Minutes

The March 4, 2024, Work Session Minutes were presented in the Board Packet for approval.

2. March 4, 2024, Board Meeting Minutes

The March 4, 2024, Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

No Financials.

5. Personnel Report

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

Appointments: Logan Cross, Workforce Learning Specialist, Community Learning Center, effective February 20, 2024; Melinda Begay, Custodian, Physical Plant, effective March 11, 2024.

Changes: Lizbeth Moreno, Administrative Assistant II, Student Engagement and Campus Life to School Operations Coordinator, School of Health Sciences, effective February 26, 2024; Michael Lindsay, Assistant Professor, School of Energy to Coordinator of Industrial Process Operator and Industrial Maintenance Mechanic Program, School of Energy, effective March 5, 2024;

Separations: Benjamin Sanchez, Custodian, Physical Plant, separation of employment, effective February 29, 2024; Bryan Paul, Theater Technical Coordinator, Fine Arts and Special Events, separation of employment, effective March 1, 2024.

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. Natural Gas Utilities – Fiscal Year 2023 Through Fiscal Year 2025

The College purchases natural gas from Symmetry Energy Solutions aka Center Point Services. The Board approved a three-year (FY23 – FY25) agreement at the December 7, 2021, Board meeting. For the Fiscal Year 2024, natural gas was originally estimated to not exceed \$175,000.00. Due to added square footage, increases in natural gas prices and a faulty budgetary estimate, College administration must advise the Board that an additional \$205,000.00 is needed in this commodity's budget line, bringing it to \$380,000.00 for Fiscal Year 2024.

Utilities are exempt from the New Mexico Procurement Code.

Recommendation

I recommend that the Board of Trustees approve the purchase of natural gas utilities from Symmetry Energy Solutions for Fiscal Year 2024, in an amount not to exceed \$380,000.00.

APPROVAL OF CONSENT AGENDA

Ms. Todacheene 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. CHANGE IN TUITION RATES, EFFECTIVE FALL 2024

Pursuant to San Juan College Board of Trustees Policy Number 702, II. A. 2. a., calculations for a change in tuition rates were presented and discussed at the February 6th and the March 4th, 2024, Board of Trustees Work Sessions. Based on the policy herein referenced and the discussion within those two Work Sessions with the Trustees, the executive leadership of San Juan College makes the following recommendations for changes to tuition:

- Resident tuition be increased from \$56 per credit hour to \$61 per credit hour.
- Non-Resident tuition be increased from \$178 per credit hour to \$195 per credit hour.
- These changes are to be effective beginning with the Fall 2024 semester.

Mr. Rasor moved and Mr. Manning seconded to approve the proposed changes to tuition, effective beginning with the Fall 2024 semester.

MOTION CARRIED by unanimous voice vote.

2. CONSTRUCTION MANAGER AT RISK – PHYSICAL PLANT RELOCATION AND REMODEL PROJECT

Under the guidance of the College Purchasing Department, a proposal solicitation for construction manager at risk (CMAR) for the physical plant department relocation and remodel project was issued as Request for Proposal

#24-55804. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The services will include construction of the Physical Plant Department relocation and remodel project, approximately 12,300 square feet as designed by Fanning Bard Tatum (FBT) Architects AIA Ltd. Following FBT Architects' completion of construction documents for the project, a guaranteed maximum price will be determined and presented to the Board.

Three proposals for this project were thoroughly reviewed and analyzed by the College's evaluation team for RFP #24-55804. Franken Construction, Jaynes Corporation, and Spellbring Construction Inc.

The evaluation team and College leadership has determined that Jaynes Corporation be recommended to be the CMAR for the Physical Plant Department relocation and remodel project.

Mr. Manning moved and Mr. Chance seconded to approve the selection of Jaynes Corporation for construction of the Physical Plant Department relocation and remodel and that College leadership be authorized to execute a construction manager at risk contract with Jaynes Corporation. **MOTION CARRIED** by unanimous voice vote.

3. MICROSOFT PRODUCTS LICENSE EXTENSION

On a daily basis, the College's students, faculty, and staff use a large array of Microsoft products. These products include Windows, Teams, Outlook, Word, Excel, Power Point, One Note, One Drive, Power BI, SQL Service licenses, Microsoft 365 Cloud Security, Azure DNS Server, Windows Defender, Sharepoint, Microsoft Project, and Visio. New to this agreement will be the addition of disaster recovery features and additional storage for logging information on troubleshooting in Azure.

This year, Microsoft has changed their approach to licensing and is now using a per user license model. This has caused a significant increase in costs.

Licensing/Products/Azure Cloud	\$190,000.00
Contingency	<u>\$ 5,000.00</u>
Total:	\$195,000.00

Since April 2019 San Juan College's Board of Trustees has approved a three-year license followed by a one-year extension for this portfolio of Microsoft products attained through the University of New Mexico's price agreement. UNM has chosen to extend the Microsoft agreement for yet another year, moving the expiration date of this agreement through 2025; it would be advantageous to the College to align itself with this extension.

The cost for this sixth year of Microsoft software products will not exceed \$195,000.00 plus gross receipts taxes.

Mr. Chance moved and Ms. Todacheene seconded to approve an additional year of the extended license agreement for Microsoft software products at the price of \$195,000.00 plus gross receipt taxes. **MOTION CARRIED** by unanimous voice vote.

4. JOB ORDER CONTRACTOR SERVICES

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 construction services through Request for Proposals #RFP 24-00551. Three proposals were received, FCI Constructors of NM, Jaynes Corporation, and Spellbring Construction, Inc. This is a one-year contractor pool, with the option to renew for up to three additional one-year terms. This pool will provide job order contractor services upon specific needs of the College. As jobs arise, contractors within the approved pool will be selected based on their expertise and availability. Use of this pool enables the College to accomplish small projects without having to post a new procurement for each small project, saving both time and money on each project. Projects with a cost of \$75,000.00 or higher will be presented to the Board for consideration prior to executing a contract. Over the term of this pool of service providers, expenditures will not exceed \$750,000.00 plus gross receipts taxes for the first year.

College administration recommends the following contractors be approved for placement in this pool of service providers and awarded jobs required by the College.

FCI Constructors of New Mexico, LLC (Aztec, NM)
Jaynes Corporation (Farmington, NM)
Spellbring Construction, Inc. (Farmington, NM)

Mr. Rasor moved and Ms. Taylor seconded to approve the contractor pool for construction services as herein described and authorize expenditures over the term of the contract for the approval pool not to exceed \$750,000.00 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

5. HEAVY EQUIPMENT

To launch the new Heavy Equipment Operator Program, the School of Energy needs to purchase equipment for training. Under the guidance of the College Purchasing Department and following a detailed and documented process to

meet all State of New Mexico Procurement requirements, pricing has been obtained pursuant to Cooperative Educational Services (CES) CES#2022-10-C102-ALL and CES#2024-04-C123-ALL from 4 Rivers Equipment, Farmington, NM, for the acquisition of the following:

1 - John Deere 310 G-Tier Backhoe	\$116,683.82
1 - John Deere 210 P-Tier Excavator	\$243,551.16
1 - John Deere 544 G-Tier Wheel Loader	\$194,844.42
1 - Heavy Equipment Advantage Simulator Bundle	<u>\$175,000.00</u>
Total Cost	\$730,079.40

College Administration requests a contingency of \$44,920.60 to cover any applicable taxes, license registration, and extended warranties.

Total cost including contingency will not to exceed \$775,000.00.

Funding for this purchase is provided by 2023 SB192.

Mr. Chance moved and Mr. Razor seconded to approve the equipment discussed herein from 4 Rivers Equipment, LLC of Farmington utilizing CES Contract CES#2022-10-C102_ALL in an amount not to exceed \$775,000.00 including contingency. **MOTION CARRIED** by unanimous voice vote.

6. BIKE PARK RESTROOM

A portion of the current phase of development for the College's Mountain Bike Park is restroom facilities. In this vein, San Juan College is the recipient of a \$99,999.00 grant from the New Mexico Economic Department to invest "in conservation-minded shovel-ready projects that are open to the public, increase access to outdoor opportunities, and demonstrate a clear economic benefit to the community through improved quality of life, better public health outcomes, and/or increased tourism." Under the guidance of the College Purchasing Department, pricing pursuant to Sourcewell price agreement #081721-CXT was obtained from CXT Inc. for the acquisition of one restroom facility at a total cost not to exceed \$100,000.00 plus applicable taxes.

Note: Additional required services to install the restroom facility include electrical (to be provided by Trophy Ridge Electric at \$20,150.00 plus GRT, plumbing to be provided by Top Notch Plumbing at \$56,100.00 plus GRT, and the City of Farmington for the meter at \$5,866.55 plus GRT. The total project will not exceed \$199,998.00, inclusive of applicable taxes.

Funds for this project are provided by New Mexico Economic Development \$99,999.00 grant and \$99,999.00 grant fund matching requirement, from SJC Local Bond proceeds.

Ms. Todacheene moved and Mr. Chance seconded to approve the purchase of the restroom facility from CXT, Inc. in an amount not to exceed \$100,000.00 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

7. SPENDING AUTHORITY FOR CYBERSECURITY PROGRAM EQUIPMENT

In the 2023 New Mexico Legislative session, San Juan College was granted a \$475,000.00 capital outlay appropriation to acquire equipment and curriculum for its Cybersecurity Instructional Program. The appropriation must be used by June 30, 2024. Working with an advisory committee, College administration is finalizing the priorities for the use of this appropriation. Because the final three months of this funding causes an extremely difficult timeline for acquisitions of necessary equipment and curriculum, College leaderships requests spending authority of \$475,000.00. Purchases under this authority will comply with New Mexico procurement guidelines and once completed, be reported back to the Board.

Mr. Chance moved and Ms. Taylor seconded to grant the President and the Executive Vice President spending authority up to \$475,000.00 to procure instructional items for the Cybersecurity Program pursuant to the 2023 capital outlay appropriation. **MOTION CARRIED** by unanimous voice vote.

8. RESOLUTION TO FORMALLY APPROVE AND RECOGNIZE SAN JUAN COLLEGE'S WEST AND EAST LOCATIONS

San Juan College has two additional locations, "San Juan College West" and "San Juan College East", located at 315 S. Ash Street, Aztec, New Mexico (East Center) and 69 County Road 6500, Kirtland, New Mexico (West Center). San Juan College seeks formal approval from the Board of Trustees for recognition of these sites as "Additional Locations" as defined by the Higher Learning Commission, in order to offer credit bearing programs at these locations. The programs and offerings at these locations are currently as follows:

Certified Nursing Assistant
Dual credit courses not exceeding the aforementioned 50% threshold
Non-Credit workforce and community training
Community support programming not leading to college credit coursework

Resolution to Formally Approve and Recognize San Juan College’s West and East Locations

Whereas San Juan College has two additional locations, “San Juan College West” and “San Juan College East”, located at 315 S. Ash Street, Aztec, New Mexico (East Center) and 69 County Road 6500, Kirtland, New Mexico (West Center).

Whereas San Juan College seeks formal approval from the Board of Trustees for recognition of these sites as “Additional Locations” as defined by the Higher Learning Commission, in order to offer credit bearing programs at these locations.

Whereas the Higher Learning Commission follows the federal definition of an “Additional Location” as a physical facility that is geographically separate from the main campus of an institution and within the same ownership structure of the institution, where instruction takes place and it is possible for students to do one or more of the following:

- Complete 50% or more of the courses in educational programs leading to a degree, certificate or other recognized educational credential.
- Complete 50% or more of a degree completion program (even if the degree completion program provides less than 50% of the courses leading to the degree).

Whereas there is no threshold number of students necessary for a facility to qualify as an additional location.

Whereas there is no minimum distance from the campus necessary for a facility to qualify as an additional location.

Whereas an additional location typically does not have a full range of administrative and student services staffed by the facility’s personnel. Such services may be provided from the main campus or another campus.

Whereas these programs and offerings are currently as follows:

Certified Nursing Assistant

Dual credit courses not exceeding the aforementioned 50% threshold

Non-Credit workforce and community training

Community support programming not leading to college credit coursework

Be it therefore RESOLVED that:

The San Juan College Board of Trustees hereby formally recognizes and approves San Juan College West and San Juan College East as locations of San Juan College.

Approved: April 1, 2024

Valerie Uselman, Board Chairperson

Evelyn Benny, Board Secretary

Ms. Todacheene moved and Mr. Manning seconded to approve the resolution to formally approve and recognize San Juan College's East and West locations.

MOTION CARRIED by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Monday, April 29, 2024, at 6:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Mr. Chance moved and Mr. Rasor seconded the motion to adjourn the meeting. Chairman Rasor adjourned the meeting at 7:38 p.m.

Ms. Valerie Uselman, Chairperson
San Juan College Board

ATTEST:

Ms. Evelyn Benny, Secretary
San Juan College Board

Date: April 29, 2024