

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
June 1, 2021**

**ITEM A. CALL TO ORDER**

This was the fifteenth meeting which was held in a virtual venue due to the requirements and guidelines from Governor Michelle Luján Grisham's office regarding the COVID-19 pandemic which allowed for 30 or less to attend in-person. Social distance and other safety measures were observed. The New Mexico Attorney General's guidance for the meeting, in compliance with the Open Meetings Act, were followed.

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

Joseph Rasor, Chairman  
Hoskie Benally, Jr., Vice Chairman  
Evelyn Benny, Member  
R. Shane Chance, Secretary  
Byron Manning, Member  
John Thompson, Member  
Valerie Uselman, Member

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

San Juan College administrators and staff in attendance via Zoom Webinar included: Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Adrienne Forgette, Karen Acree, Jill Bishop, Josh Bishop, Debbie Chalmers, Alicia Corbell, Sherri Cummins, Gayle Dean, Katherine Elliott, Sandy Gilpin, Chris Harrelson, Kenny Hibner, Ron Jernigan, Kerri Langoni, Roy Lytle, Robert Martinez, Steve Miller, Michael Ottinger, Sherry Paxson, Janet Peterson, Eddy Rawlinson, Lorenzo Reyes, Amanda Robles, Chris Rosen, Rhonda Schaefer, Paulette Stanley, Vanessa Tafoya, Carrie Tsosie-Jim, and Donna Ellis, Board Recorder

**ITEM C. ADOPTION OF AGENDA**

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

**ITEM D. REPORTS**

**1. Monthly Presentation**

No Monthly Presentation.

### **iCare Minute Video**

The iCare Minute Video featured Elizabeth Jacobo, a former San Juan College student, who is using her education as the site coordinator for the College's Tax Help program.

### **2. Association Reports**

Faculty Association representative, Ms. Sherri Cummins, provided the Board with a report via Zoom.

Professional Association representative, Ms. Amanda Robles, provided the Board with a presentation via Zoom.

Support Staff Association representative, Ms. Vanessa Tafoya, provided the Board with a report via Zoom.

No Student Association report was provided this month.

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

None.

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

#### **1. April 27, 2021 Work Session Minutes**

The April 27, 2021 Work Session Minutes were presented in the Board Packet for approval.

#### **2. April 27, 2021 Board Meeting Minutes**

The April 27, 2021 Board Meeting Minutes were presented in the Board Packet for approval.

#### **3. Correspondence**

Dr. Pendergrass received a thank you letter from Mr. Kirk Carpenter, Superintendent of Aztec Municipal School District thanking the College for their generous contribution toward the Aztec School Districts 27th Annual Honor Banquet to cover expenses and to award three scholarships.

Dr. Appleman and the San Juan College family received a card from the Community College Research Center Research Team thanking everyone for their time, work, and care in preparing for their site visit to the College.

Dr. Pendergrass received a thank you letter from Ms. Michelle Hillman Meyering and Ms. Nikki Taylor from the Boys and Girls Club for the College's continuous support.

#### 4. **Financials**

Financial reports for the month ended April 30, 2021 were presented in the Board Packet.

#### 5. **Personnel Report**

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

Appointments: Aurelia Sala, Senior Accounting Technician, Business Office, effective May 3, 2021; Maudina Tallis, Senior Administrative Assistant, Office for Learning, effective May 10, 2021; Audrey Hendriks, Program Advisor-Vet Tech Program and Online Academic Advising, Vet Tech Program, effective May 17, 2021; Lizbeth Moreno, Administrative Assistant II, Student Engagement and Campus Life, effective May 17, 2021; Tracy Caddy, Coordinator of Cosmetology Program, Cosmetology, effective May 24, 2021.

Changes: Marcus Cadman, Library Assistant II, Library to Library Assistant III, Library, effective March 16, 2021; James Cloen, Librarian, Library to Technical Services Librarian, Library, effective May 16, 2021; Jerin Joseph, IT Applications Programmer/Analyst, Information Technology Center to Software Engineer I, Information Technology Center; Tracey Beasley, IT Applications Programmer/Analyst, Information Technology Center to Software Engineer I, Information Technology Center.

Separations: Alesha Harvey, Instructional Designer, Information Technology Center, separation of employment, effective May 3, 2021; Eryk Lee, Custodian, Physical Plant, separation of employment, effective May 3, 2021; Rachael Thomas, Academic Support Coordinator-Science, School of Trades and Technology, separation of employment, effective May 3, 2021; Christina Chavez, Computer Lab Technician, Information Technology Center, separation of employment, effective May 14, 2021; Erin Carney, Instructor and Advisor, ACE Center, separation of employment, effective May 14, 2021; Eleanor Meyer, Senior Administrative Assistant, HHPC, separation of employment, effective May 21, 2021; Alice Trujillo, Program Advisor, Vet Tech Program, retirement, effective May 31, 2021; Chelsea McMahon, Instructor-Nursing, School of Health Sciences, separation of employment, effective May 31, 2021; Denise Lakey, Grant Writing and Development Specialist, Grants Development, retirement, effective May 31, 2021; Moreen Drake, Operations Coordinator, HHPC, retirement, effective May 31, 2021; Susan Roberts, Switchboard Operator, Switchboard, retirement, effective May 31, 2021.

## **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 approve the College administration's recommendation and approve the listed items for disposal.

## **7. Ellucian Software Maintenance**

Ellucian is the sole source of a large array of software used by San Juan College including: Colleague enterprise resource planning system, web portal, web adviser, Ellucian mobile, reporting functionalities, application development environment, workflows, intelligent learning platforms, recruit and advise CRM's, subscription library, financial aid self-service, and training. Fiscal Year 2021 was the end of our three-year agreement with Ellucian.

The Ellucian software package is embedded in our processes and has been for several years. As such, the college is requesting a three-year renewal of the software and services. The total three-year agreement, including training allowance of \$6,000 each year, will be \$1,922,620.00 plus applicable gross receipts tax.

The cost will be broken down into each year as follows:

- 1) Fiscal year 2022 will include Synoptix for only the first six months at a cost of \$73,000 for a total Ellucian cost for the year at \$689,540.
- 2) Fiscal year 2023 will be for a total of \$616,540.
- 3) Fiscal year 2024 will be for a total of \$616,540.

Required funds are budgeted within the fiscal year 2022 operating budget. Contingent upon Board approval, Ellucian software maintenance agreements will be renewed.

### **Recommendation**

I recommend the Board of Trustees approve the renewals of Ellucian software and that a purchase order be authorized to encumber necessary funds.

## **8. Transact Software Maintenance**

Transact software is used for electronic door locks and access. Use of Transact will be expanded to Student Housing in Spring 2022. The Transact maintenance cost for July 1, 2021–June 30, 2022 is \$75,219.

Resources for this expense are budgeted in the fiscal year 2022 operating fund.

### **Recommendation**

I recommend the Board of Trustees approve the software maintenance agreement for Transact at \$75,219 plus applicable gross receipts taxes and authorize a purchase order be created to encumber necessary funds.

## **9. SolarWinds Software Maintenance**

The College uses a number of SolarWinds products that provide network performance monitoring, asset management, device tracking, network configuration backup, network log monitoring, and a network toolset to enable remote configuration. SolarWinds products are also used as our ticketing and service requests which provides submission and tracking of thousands of service requests made by the hundreds of users to the Information Technology Center and the Physical Plant Department each year.

For fiscal year 2022 the cost of the software package will be \$116,145, an increase of \$22,645, or 24%. The increase in cost results from the addition of 50 licenses.

Resources for the cost of this software's annual maintenance are budgeted in the fiscal year 2022 operating fund

### **Recommendation**

I recommend the Board of Trustees approve renewal of the SolarWinds software licensing and maintenance agreements at \$116,145 plus applicable gross receipts taxes and authorize purchase orders to encumber necessary funds.

## **10. VOIP Telephone System**

At the January 8, 2019, Board of Trustees meeting, the Board authorized a three-year contract for a Hosted Voice Over Internet Protocol (VOIP) Telephone System through Millennium Communications and Mitel.

For the fiscal year 2022 the contract amount will not exceed \$176,000 plus applicable taxes.

### **Recommendation**

I recommend the Board of Trustees approve the fiscal year 2021 continuation of Millennium Communications' Hosted Voice Over Internet Protocol (VOIP) Telephone System through Mitel and that a purchase order be authorized to encumber the necessary funds.

### **11. OnBase Software Maintenance**

OnBase is a document imaging, document retention, and workflow solution that has been in place at San Juan College since 2011. OnBase is integrated into the daily operations of the College as it is used to organize, store, and retrieve a vast majority of the College's records. Hyland Software is the technology solutions provider that currently offers the OnBase platform. Appropriate procedures to satisfy New Mexico procurement laws have been followed each year that the College has used OnBase.

College leadership recommends that the College continue use of OnBase. For fiscal year 2022, renewal of the OnBase maintenance agreement will cost \$77,647 plus gross receipts tax. Funds for this software are within the fiscal year 2022 budget.

### **Recommendation**

I recommend the Board approve this software renewal and authorize the College to issue a purchase order to Hyland Software for OnBase in the amount of \$77,647 plus gross receipts taxes.

### **12. IT Help Desk Services**

San Juan College Information Technology Center augments its in-house "Help Desk" through services provided by a third-party contract. On April 23, 2019, the Board approved a contract through Cooperative Educational Services for fulfillment by RTI for three years of Help Desk services in the amount of \$299,100, an annual commitment of \$99,700 per year plus applicable gross receipts taxes.

Fiscal year 2022 is the third of the three years on this contract. The cost of \$99,700 plus applicable gross receipts taxes is funded within the fiscal year 2022 operating budget.

### **Recommendation**

I recommend the Board approve the continuation of the third year of Help Desk services through Cooperative Educational Services, to be fulfilled by RTI and that a purchase order be authorized to encumber necessary funds for fiscal year 2022.

### **13. Faculty Market Disparity Stipend – Nursing**

San Juan College's Nursing program can experience high turnover in the faculty ranks. Difficulties in recruiting nursing instructors with the Master's of Science–Nursing degree, the credential required by the special accrediting body for nursing programs, can jeopardize the College's ability to maintain the program size required to train nurses for area hospitals. Pay that is not competitive with San Juan College's market competitors has been cited as the leading cause for turnover and recruiting difficulties. This concern was discussed in the April 24, 2017, Board of Trustees Work Session.

It is the College leadership's recommendation that San Juan College full-time Nursing faculty (regular and temporary) continue to each be granted a \$2,500 annual stipend for the 2021-2022 academic year, effective August 2021. The stipend will be prorated across pay periods. The stipend will not increase base contract pay. A market study was completed in Spring, 2021 to verify the stipend was still consistent with prevailing market conditions. Market conditions are unchanged and continue to support a market disparity stipend. The College president will promulgate other procedural aspects necessary to implement and manage this recommendation. The cost to grant this stipend in fiscal year 2022 is estimated to be \$37,500.

#### **Recommendation**

I recommend the Board of Trustees approve the Faculty Market Disparity stipend as herein described.

### **14. Annual Utilities – City of Farmington**

The College obtains utilities (electricity, water, sewage, sanitation) from the City of Farmington. For the 2021 - 2022 fiscal year, utilities from the City of Farmington are estimated to not exceed \$1,150,000 including applicable gross receipts taxes.

#### **Recommendation**

I recommend the Board of Trustees approve the purchase of annual utilities from the City of Farmington, for fiscal year 2022, at an amount not to exceed \$1,150,000.

### **15. Annual Natural Gas Utilities**

The College obtains natural gas utilities from Center Point Energy Services. For the 2021-2022 fiscal year, natural gas from Center Point Energy Services are estimated to not exceed \$160,000 including applicable gross receipts taxes.

**Recommendation**

I recommend the Board of Trustees approve the purchase requisition for the annual natural gas utilities from Center Point Energy Services, for fiscal year 2022, at an amount not to exceed \$160,000.

**16. Continuation of Food Service and Dining Operations Contract**

At the June 5, 2018, Board of Trustees meeting, an amendment to the food service contract with A’viands, LLC was approved. Since that approval, A’viands, LLC has re-branded itself to Aladdin, LLC. The fiscal year 2018 amendment provided for a four-year extension to the initial contract, replacing the four one-year extensions in the original contract.

At the June 2, 2020, Board of Trustees meeting, the Board approved an increased monthly management fee of \$4,456 or 5.5% of revenue, whichever is greater for fiscal year 2021.

Fiscal year 2022 is the fourth and final year of the amendment. The monthly management fee of \$4,456 or 5.5% of revenue, will remain in effect.

**Recommendation**

I recommend the Board of Trustees affirm continuation into the final year of the contract with Aladdin, LLC as herein described, effective July 1, 2021.

**17. IT Disaster Recovery System – Two Year Contract Extension**

At the December 5, 2017, Board of Trustees meeting, the Board approved a three-year contract with Advanced Network Management (ANM) of Albuquerque, New Mexico for IT Disaster Recovery Services. The original contract term is ending and as provided in the original contract, College leadership seeks to extend the contract for two additional years. The two-year extension would come at an annual cost of \$125,000 per year for a total of \$250,000, plus applicable taxes.

The following benefits are derived from the IT disaster recovery services:

- Ability to run critical servers in the cloud.
- Ability to increase capacity without additional hardware.
- Data storage in the cloud at a Tier 3 Data Center with fully redundant subsystems and 99.995% availability.
- Ability to restore services and recover from a catastrophic failure.

Funds have been budgeted in fiscal year 2022 for these services.



**Recommendation**

I recommend the Board authorize the extension of the ANM contract and instruct the College to issue a purchase order to ANM for the first year of the two-year contract extension in the amount of \$125,000 plus gross receipts taxes.

**APPROVAL OF CONSENT AGENDA**

Mr. Chance moved and Ms. Benny seconded to take the recommended actions as presented on the Consent Agenda with a correction to the April 27, 2021 Board Meeting Minutes. **MOTION CARRIED** by unanimous voice vote.

**ITEM G. OLD BUSINESS**

None.

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

**1. CERTIFICATES OF SUFFICIENCY OF PAYMENTS – PHOTOSOL AND 8MINUTE**

Photosol US Renewable Energy, LLC and 8minute Solar Energy each are seeking to move forward to closing on Taxable Industrial Revenue Bond (IRB) financing under provisions of the Energy Transition Act. IRB financing requires that the College execute Certificates of Sufficiency of Payment for:

- 1) Photosol’s San Juan Solar Project 1, LLC project
- 2) 8minute’s 201LC 8ME, LLC project and 309SJ 8ME LLC project

These Certificates of Sufficiency of Payments acknowledge Photosol’s and 8minutes’ binding commitments to make equivalent payments in lieu of taxes to San Juan College and attest that the scheduled payments are sufficient to satisfy the local property taxes due to San Juan College.

A draft of each certificate and the schedule of estimated payments in lieu of taxes were sent to the Trustees in advance of this meeting. Actual payments will be determined based upon actual project costs.

Mr. Chance moved and Mr. Manning seconded to approve the two Certificates of Sufficiency of Payments and authorize Board Chairperson Rasor to execute these documents. **MOTION CARRIED** by unanimous voice vote.

**2. THIRD-PARTY LEGAL SERVICES PROVIDER POOL**

San Juan College does not have in-house legal counsel; instead a wide array of legal matters are handled by a third-party legal services provider. The

College's Purchasing Department provided guidance to ensure that all State of New Mexico procurement requirements have been followed. The following law firms are recommended for the College's pool of legal services providers.

Miller Stratvert, PA

Not to exceed \$25,000 including applicable taxes.

Newbold, Chapman & Geyer PC

Not to exceed \$60,000 including applicable taxes.

Holcomb Law Office

Not to exceed \$60,000 including applicable taxes.

Funds for these services are budgeted in the fiscal year 2022 general fund.

Mr. Thompson moved and Ms. Uselman seconded to authorize contracts for legal services from the aforementioned firms at the respective amounts listed for fiscal year 2022. **MOTION CARRIED** by unanimous voice vote.

**ITEM I. ANNOUNCEMENT OF NEXT MEETING**

The date of the next regular meeting will be **Tuesday, July 6, 2021 at 7:00 p.m.** in the San Juan College Board Room.

**ITEM J. CLOSED SESSION**

No Closed Session.

**ITEM K. ADJOURNMENT**

Mr. Chance moved and Mr. Thompson seconded the motion to adjourn the meeting. Chairman Rasor adjourned the meeting at 7:52 p.m.

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Mr. Joseph Rasor, Chairman  
San Juan College Board

ATTEST:

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Mr. R. Shane Chance, Secretary  
San Juan College Board

Date: July 6, 2021