

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
September 7, 2021**

ITEM A. CALL TO ORDER

Chairman Razor called the meeting to order at 7:00 p.m. The following members were present:

Joseph Razor, Chairman
R. Shane Chance, Secretary
Evelyn Benny, Member
Byron Manning, Member

Absent: Hoskie Benally, Jr., Vice Chairman
 John Thompson, Member
 Valerie Uselman, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance included:
Dr. Toni Pendergrass, Edward DesPlas, Boomer Appleman, Adrienne Forgette, Kerri Langoni, Josh Bishop, Debbie Chalmers, Reyes Coca, Andrea Cooper, Alicia Corbell, Sherri Cummins, Gayle Dean, Katherine Elliott, Sandy Gilpin, Lucy Haber, Kenny Hibner, Ron Jernigan, Ruben Johnson, Kris Kraly, Karen Krob, Melissa Lillie, Roy Lytle, Robert Martinez, Steve Miller, Mike Offutt, Michael Ottinger, Jeff Parkes, Sherry Paxson, Elizabeth Phelps, Eddy Rawlinson, Lorenzo Reyes, Chris Rosen, Rhonda Schaefer, Linda Schwinghammer, Lisa Snyder, Paulette Stanley, Carrie Tsosie-Jim, Jeanne Winchell, and Donna Ellis, Board Recorder

Guest(s): Samantha Bell, Seth Bingham, Andy Hawkins, Nicole Wayne

Ms. Gayle Dean introduced Mr. Andy Hawkins, Business Manager at Bisti Fuels, a subsidiary of North American Coal, who spoke of supporting the community and presented a donation to the San Juan College Foundation.

Dr. Pendergrass and Dean Eddy Rawlinson introduced Mr. Reyes Coca, new faculty member in the School of Business, Information Technology, and Social Studies.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Dr. Andrea Cooper presented on the One Book/One Community program which covered the history, importance, and success of this program. She described the 2021-2022 book selection and the events that have been planned for this semester.

iCare Minute Video

The iCare Minute Video featured Brandon Fercik, a student employee at KSJE. Brandon talked about how this opportunity has changed his life.

2. Association Reports

Student Association representative, Ms. Samantha Bell, provided the Board with a report.

Faculty Association representatives, Ms. Sherri Cummins and Ms. Kris Kraly, provided the Board with a report.

Professional Staff Association representative, Ms. Linda Schwinghammer, provided the Board with a report.

Support Staff Association representative, Ms. Melissa Lillie, provided the Board with a report.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. August 12, 2021 Work Session Minutes

The August 12, 2021 Work Session Minutes were presented in the Board Packet for approval.

2. August 12, 2021 Board Meeting Minutes

The August 12, 2021 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. **Financials**

Financial reports for the month ended July 31, 2021 were presented in the Board Packet.

5. **Personnel Report**

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

Appointments: Moses Aviku, Instructor-Economics, School of Business, Information Technology, and Social Sciences, effective August 11, 2021; Jacob Bertrand, Assistant Professor-Biology, School of Science, Math, and Engineering, effective August 11, 2021; Kelsey Byrne, Instructor-English, School of Humanities, effective August 11, 2021; Reyes Coca, Instructor-Business, School of Business, Information Technology, and Social Sciences, effective August 11, 2021; Genevieve Hildebrand, Instructor-Developmental General Education Math, School of Science, Math, and Engineering, effective August 11, 2021; Woon Kwan Lam, Assistant Professor-Math, School of Science, Math, and Engineering, effective August 11, 2021; James Sanders, Instructor-Communications, School of Business, Information Technology, and Social Sciences, effective August 11, 2021; Kristofer Whited, Instructor-English, School of Humanities, effective August 11, 2021; Jody Mike-Bidtah, Grant Writing and Development Specialist, Center for Workforce Development, effective August 16, 2021; Samantha Ramires-Martinez, Administrative Assistant II, Occupational Therapy Assistant and Health Information Technology, School of Health Sciences, effective August 16, 2021; Kerry Winchell, Health Sciences Simulation Coordinator, School of Health Sciences, effective August 16, 2021; Alicia Schulz, Academic Advisor, Advising Center, effective August 23, 2021; Margaret Clair, Instructor and Academic Coach, Adult Center for Education, effective August 24, 2021; Justin Medina, Custodian, Physical Plant, effective August 30, 2021; Kandace Price, Custodian, Physical Plant, effective August 30, 2021; Kimberly Shaggy, Custodian, Physical Plant, effective August 30, 2021; Eugene Yazzie, Custodia, Physical Plant, effective August 30, 2021.

Changes: John Myers, from Security Officer, Public Safety to Access and Control Lead, Public Safety, effective August 1, 2021; Corrine Antonson, from Senior Accounting Technician, Business Office to Accounting Supervisor, Accounts Payable and Fixed Accounts, Business Office, effective August 9, 2021; KayaRyan Brown, from Senior Accountant, Business Office to Assistant Controller, Business Office, effective August 9, 2021; Donald Beauregard, from Associate Professor-Auto Technology, School of Trades and Technology to Coordinator/Associate Professor-Auto Technology, School of Trades and Technology, effective August 16, 2021; Ellisa Begay, from Custodian, Physical Plant to Custodial Crew Leader, Physical Plant, effective August 16, 2021; Ralynne Benally, from Associate Teacher, Child and Family Development Center to Lead Teacher, Child and Family

Development Center, effective August 16, 2021; Lori Cheney, from Assistant Professor-Nursing, School of Health Sciences to Associate Professor-Nursing, School of Health Sciences, effective August 16, 2021; Cheryl Cothorn, from Instructor-Nursing, School of Health Sciences to Assistant Professor-Nursing, School of Health Sciences, effective August 16, 2021; Robert McCartney, from Coordinator/Assistant Professor-Auto Technology, School of Trades and Technology to Assistant Professor-Auto Technology, School of Trades and Technology, effective August 16, 2021; John Toolan, from Instructor-English, School of Humanities to Assistant Professor-English, School of Humanities, effective August 16, 2021; Christopher Opperman, from Instructor-English, School of Humanities to Assistant Professor-English, School of Humanities, effective August 16, 2021; Vanessa Bedonie, from Data Support Specialist/Administrative Assistant II, Adult Center for Education to Data Management Analyst, Adult Center for Education, effective August 19, 2021; Tenesha Betoni, from Lead Teacher, Child and Family Development Center to Preschool Coordinator, Child and Family Development Center, effective August 23, 2021.

Separations: Camila Ayers-Montero, Academic Support Coordinator, Student Success Center, separation of employment, effective August 6, 2021; Natalia Sells, Academic Advisor, Advising Center, separation of employment, effective August 6, 2021; David Drake, Coordinator, Veteran's Center, separation of employment, effective August 9, 2021; Chulwoo Shin, Assistant Professor-Biology, School of Science, Math, and Engineering, separation of employment, effective August 11, 2021; Joseph Pipkin, Assistant Professor-Psychology, School of Business, Information Technology, and Social Sciences, separation of employment, effective August 13, 2021; Chris Sanders, Coordinator/Assistant Professor-Physical Education, School of Health Sciences, separation of employment, effective August 17, 2021; Rachel Shockley, Mental Health Counselor, Student Services, separation of employment, effective August 20, 2021; Andrew Wilcox, Custodian, Physical Plant, separation of employment, effective August 20, 2021; Raquel Garcia, Custodian, Physical Plant, separation of employment, effective August 30, 2021; Melerie Tsabetsaye, Senior Mail Center Clerk, Auxiliary Services, separation of employment, effective August 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. Fiscal Year 2021 Certification of Asset Inventory

The Board of Trustees is required to certify the capital asset inventory of the College at year-end as part of the year-end audit process. For this purpose, the capital asset inventory has been completed to the best of the San Juan College staff’s ability and is presented to the Board of Trustees. The detailed list of San Juan College’s asset inventory to which this summary is reconciled has been provided to the Trustees in advance of the meeting.

Fiscal Year 2021 Capital Asset Inventory

| <u>Category</u> | <u>Acquisition Cost</u> |
|----------------------------|--------------------------------|
| Buildings and Improvements | \$ 151,551,262 |
| Infrastructure Assets | 17,691,787 |
| Land Improvements | 8,439,148 |
| Land | 2,156,709 |
| Leasehold Improvements | 622,023 |
| Equipment | 18,314,005 |
| Software | 952,880 |
| Art Collection | 1,621,724 |
| Library Books | 1,630,003 |
| Mineral Collection | 525,255 |
| Grand Total | \$203,504,796 |

Recommendation

I recommend the Board of Trustees approve and certify the asset inventory for purposes of the Fiscal Year 2021 audit.

8. Information Report – Fiscal Year 2022 Mil Levy and Debt Service Property Tax Rates

Based on information provided to the College by the Senior Budget Analyst of the New Mexico Higher Education Department on August 4, 2021, the San Juan College Board of Trustees is provided with the following data points on taxable values, mil levy, and debt service property tax rates as well as projected tax revenues.

Taxable Values:

| | |
|------------------------|----------------------|
| 2020 Base Year Value | 3,545,248,356 |
| 2021 New Taxable Value | <u>3,541,936,290</u> |
| Decrease | 3,312,066 |
| % of Decrease | -0.09% |

Mil Levy:

| | <u>FY2022</u> | <u>FY2021</u> |
|--|-------------------|----------------|
| Operations & Maintenance | | |
| Residential | 3.561 | 3.539 |
| Non-Residential | 4.500 | 4.500 |
| Oil – Gas & Equipment | 4.500 | 4.500 |
| Debt Service | 0.600 | 0.600 |
| General Fund Local Tax Revenue Budget FY22 | 14,653,007 | April 27, 2021 |
| General Fund Local Tax Revenue, HED Projection FY22 | <u>14,262,722</u> | August 4, 2021 |
| Projected Decrease for Fall Budget Revision | (390,285) | |

Recommendation

I recommend the Board acknowledge receipt of this information.

9. Information Report – Connie Mack World Series Broadcast on KSJE

At the San Juan College Board of Trustees Work Session held on June 1, 2021, Trustees were updated on KSJE’s opportunity to enter a three-year contract to broadcast the Connie Mack World Series. The first season for KSJE to broadcast the CMWS was the 2021 season; presented herein are select aspects of the outcomes from this broadcast opportunity.

Season Time Period

July 22 – July 31, 2021

Games Played and Broadcast

23

Workers Contracted by KSJE

14 – Play-by-Play Announcers, Board Operators, Social Media Content Posters, and Photographers

Facebook Impact, July 12 – August 8

Page Views – Increase of 385% or 1,861

Page Likes – Increase 332% or 147

30-Second Video Views – Increase of 200% or 13,326

Page Followers – Increase of 366% or 163
Post Engagement, including paid post boosts – 317% or 14,110

KSJE.com Streaming Statistics, July 9-17 vs. July 24-31
TLH (Total Listening Hours) +678% (1,244:13:30 average/day)
CUME (Individual Users) +846% (745 average/day)
QHS (Quarter-Hour Streaming) +1,229% (1,049.9 average/hour)

States in Which CMWS was Streamed
New Mexico, Texas, California, Oklahoma, Arizona, Colorado, Oregon, and Nevada

Estimated Net Proceeds for KSJE
\$16,000

Recommendation

I recommend the Board of Trustees review and acknowledge this information.

APPROVAL OF CONSENT AGENDA

Mr. Chance moved and Mr. Manning 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. 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) #22-49275. 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. These items were categorized into four (4) groups for award purposes.

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

Upon evaluation of the six (6) responses and in order to take full advantage of the best pricing, four (4) suppliers are recommended for award:

- 1) CHEMICALS
Fleming Chemical, Blue Sky Supplies LLC
- 2) PAPER/PLASTIC PRODUCTS
Sandia Paper Company, Brady Industries
- 3) HARDWARE
Sandia Paper Company, Brady Industries, Fleming Chemical
- 4) OTHER CATALOG PRODUCTS NOT LISTED ABOVE
Fleming Chemical, Sandia Paper Company

For the Fiscal Year 2022, anticipated purchases will not exceed \$120,000 plus applicable taxes.

Mr. Manning moved and Ms. Benny 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 2022. **MOTION CARRIED** by unanimous voice vote.

2. CLOUD-HOSTED LEARNING MANAGEMENT SYSTEM

Facilitated by the College Purchasing Department, San Juan College is able to participate in contract pricing for Instructure’s Canvas learning management system as procured through New Mexico State University’s agreement with Instructure. Canvas is the system that enables online instruction for distance learning as well as online support for in person classes. The functionalities and support for Canvas are delivered through cloud-hosted services. This three-year agreement was priced as follows:

| | |
|-----------------------|---------------------|
| 10/1/2019 – 9/30/2020 | \$123,772.07 |
| 10/1/2020 – 9/30/2021 | \$129,843.94 |
| 10/1/2021 – 10/1/2022 | <u>\$136,202.67</u> |
| Total – 3 Years | \$389,818.68 |

This is the third year of this three-year contract. We are also entering the second year of a two-year contract for a Canvas subscription for non-credit classes at a cost of \$1,500. The total cost for the last year of our current contract with Canvas is \$137,702.68 plus applicable taxes.

Funds are budgeted in the Fiscal Year 2022 operating budget.

Mr. Chance moved and Mr. Manning seconded to approve the final year of the College’s contract with Instructure and that a purchase order be authorized to encumber the necessary funds. **MOTION CARRIED** by unanimous voice vote.

3. LEADERSHIP SUPPORT COST SHARING AGREEMENT – COLLABORATIVE FOR HIGHER EDUCATION SHARED SERVICES (CHESS)

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, change management support, and other support necessary through the implementation of the new enterprise resources planning and student information system. The leadership of San Juan College requests that the Board support the College’s participation in a cost share as follows: Fiscal Year 2022 at 12% and Fiscal Years 2023 through 2025 at 20% each.

For Fiscal Year 2022, San Juan College’s cost share is \$133,366.

For Fiscal Years 2023 through 2025, San Juan College’s cost share is projected to be:

| | |
|---------|-----------|
| FY 2023 | \$191,803 |
| FY 2024 | \$169,906 |
| FY 2025 | \$ 93,621 |

Mr. Chance moved and Mr. Manning seconded to approve San Juan College’s participation in the cost share for the Collaborative for Higher Education Shared Services leadership and management support. **MOTION CARRIED** by unanimous voice vote

4. FISCAL YEAR 2023 RESEARCH AND PUBLIC SERVICE PROJECT (RPSP) REQUESTS

Annually, the College submits requests to the New Mexico Higher Education Department for Research and Public Service Project (RPSP). The funding targets expansion and/or enhancement of programs that serve a particular public need.

The College administration recommends the following requests and priority ranking for funding for Fiscal Year 2023.

| | |
|---|-------------|
| 1) Nursing | \$ 250,000 |
| 2) Dental Hygiene | \$ 175,000 |
| 3) Center for Excellence: Renewable and Sustainable Energy | \$1,000,000 |
| Total Request | \$1,425,000 |

These requests are aligned with the College's strategic initiatives related to Health Science and the School of Energy and support program development, student success, community engagement, and economic development.

Recommendation

I recommend that the Board of Trustees approve these Research and Public Service Project requests and priority ranking for Fiscal Year 2022-2023.

Mr. Manning moved and Mr. Chance seconded to approve these Research and Public Service Project requests and priority ranking for Fiscal Year 2022-2023. **MOTION CARRIED** by unanimous voice vote

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, October 5, 2021 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Mr. Manning moved and Ms. Benny seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 7:56 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

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

Date: October 5, 2021