

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
March 7, 2023**

ITEM A. CALL TO ORDER

Chairman Razor called the meeting to order at 6:17 p.m. The following members were present:

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

Absent: Evelyn Benny, Vice Chairman
 Hoskie Benally, Jr., Member

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, Lisa Perez, Lorenzo Reyes, Eric Bateman,
Michele Berkey, Josh Bishop, Jordan Cepeda, Alicia Corbell, Sherri Cummins,
Gayle Dean, Sandy Gilpin, Chris Harrelson, Kenny Hibner, Wilbert John,
Ruben Johnson, Meghan Kattner, Kris Kraly, Karen Krob, Roy Lytle,
Rick Martinez, Robert Martinez, Mike Offutt, Michael Ottinger, Lisa Perez,
Elizabeth Phelps, Jeff Pomeroy, Eddy Rawlinson, Erica Rawson, Amanda Robles,
Chris Rosen, Eileen Salazar, Tanisha Sam, Rhonda Schaefer, Annie Willmon, and
Donna Ellis, Board Recorder

Guest(s): Cade Allison, Evelyn Allison, Deb Hurford

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Eileen Salazar, TRIO Upward Bound Director, will give a presentation on the Upward Bound Grant in Bloomfield.

iCare Minute Video

This month's iCare Minute Video features Mr. Trey Jones who is a dual credit student. He earned his liberal arts degree in December before he even completed his high school diploma. Trey is very involved on campus as a Dual Credit Ambassador and member of the SJC Street Team. Trey plans to continue his education and has aspirations to become a doctor.

Association Reports

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

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

Support Staff Association representative, Mr. Mike Offutt, provided the Board with a report.

Student Association representative, Mr. Cade Allison, provided the Board with a report.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. February 7, 2023 Work Session Minutes

The February 7, 2023, Work Session Minutes were presented in the Board Packet for approval.

2. February 7, 2023 Board Meeting Minutes

The February 7, 2023, Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the months ended January 31, 2023, were presented in the Board Packet.

5. Personnel Report

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

Appointments: Lakeisha Benally, Custodian, Physical Plant, effective February 6, 2023; Malachi Clah-Deale, Custodian, Physical Plant, effective February 6, 2023; Darian Johnson, Custodian, Physical Plant, effective February 6, 2023; Jacquelyn Schreiber, Custodian, Physical Plant, effective February 6, 2023; Ethan Stevenson, Custodian, Physical Plant, effective February 6, 2023; Shannon Willie, School Operations Coordinator, School of Health Sciences, effective February 13, 2023; Audra Alexander, Accounting Technician, Business Office, effective February 21, 2023; Crisharo Begay, Academic Advisor, Advising and Transfer Center, effective February 27, 2023.

Changes: Alicia Schulz, Academic Advisor, Advising Center to Transfer Coordinator, Advising Center, effective February 1, 2023; Ethan Rathbun, Intake Assistant, Student Achievement Center to Tutoring Center Support Technician, Tutoring Center, effective February 16, 2023; Omar Echeverria, Retention Program Specialist, Student Achievement Center to Student Success Programs Coordinator, Student Achievement Center, effective February 16, 2023; Rebecca Love, Achievement Center Coordinator, Student Achievement Center to Student Achievement Center Manager, Student Achievement Center, effective February 16, 2023; Sandra Mascarenas, Achievement Coach, Student Achievement Center to Student Success Programs Coordinator, Student Achievement Center, effective February 16, 2023.

Separations: Tyler Larrabee, Senior Administrative Assistant, Child and Family Development Center, separation of employment, effective January 31, 2023; Stephanie Doering, Transfer Coordinator, Advising Center, separation of employment, effective February 1, 2023; Paige Castillo, Substitute, Child and Family Development Center, separation of employment, effective February 2, 2023; Lisa Snyder, Dean, School of Humanities, separation of employment, effective February 2, 2023; Antoinette Oehme, Technician, Makerspace, separation of employment, effective February 15, 2023; Cheryl Cothorn, Assistant Professor-Nursing, School of Health Sciences, separation of employment, effective February 17, 2023; Karyn Denny, Training Coordinator (part-time), Enterprise Center, separation of employment, effective February 20, 2023; Tucker Smith, Custodian, Physical Plant, separation of employment, effective February 27, 2023; Lee-Anne Lord, Senior Administrative Assistant, Student Success Center, retiring, effective February 28, 2023.

6. Deletion of Equipment from Inventory

None.

APPROVAL OF CONSENT AGENDA

Mr. Chance moved and Mr. Thompson 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. 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, Office 365 Cloud Security, Azure DNS Server, Windows Defender, Sharepoint, Microsoft Project, and Visio.

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 2024; it would be advantageous to the College to align itself with this extension.

The cost for this fifth year of Microsoft software products will not exceed \$155,000.00 plus gross receipts taxes.

Mr. Thompson moved and Ms. Uselman seconded to approve an additional year of the extended license agreement for Microsoft software products. **MOTION CARRIED** by unanimous voice vote.

2. WELDING FACILITY UPGRADES

The College Welding Department encompasses over 9,700 square feet consisting of three (3) classrooms, four (4) offices, and a 6,621 square foot lab. The existing facility no longer meets current building standards. Ventilation systems throughout the facility need to be upgraded including fan coil units, additional ventilation, ductwork, hoods, and rooftop fan. To improve the fire safety, this project will include a new 2-hour fire-rated corridor between building occupancies to ensure students will be able to safely exit the building in the event of an emergency. A new exterior gate will be added to the existing storage yard to improve pedestrian egress.

Under the guidance of the College Purchasing Department, a proposal solicitation for construction services was issued as Request for Proposal #23-53404. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. Two (2) proposals were received and reviewed by the College's evaluation team.

The evaluation team and College leadership have selected Jaynes Corporation for this project at a price not to exceed \$777,777.00 plus gross receipts taxes.

This project is funded 75% by New Mexico State appropriations and 25% from planned use of College fund balance.

Mr. Manning moved and Mr. Chance seconded to approve contracting with Jaynes Corporation at a cost not to exceed \$777,777.00 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

3. HEALTH SCIENCES SIMULATION CAPTURE SYSTEM

The Health Sciences programs use audio/visual (AV) equipment for various teaching/learning opportunities. The Health Sciences department stages patient-to-student interaction scenarios using mannequins or live, simulated patients. Audio/visual equipment is used to record these patient-to-student interactions for student-instructor post simulation reviews. This system is an effective learning tool and helps develop students' skills and grow their confidence for interactions in actual healthcare settings. The current audio/visual system is outdated; replacement parts are no longer available.

Under the guidance of the College Purchasing Department, pricing pursuant to a cooperative agreement through CES contract #2020-13N-C117-1 was obtained from Next Level for the acquisition of a new simulation capture system to include all necessary components, mobile cart, installation, shipping, and on-site training. The new system allows recordings to be saved in the cloud for easy access at anytime from anywhere and also includes a portable component that enables recording in various off-campus locations.

The cost, including shipping, installation, on-site training, and a three-year warranty will not exceed \$78,582.00 plus applicable taxes.

Funding for this project is provided by the Carl Perkins grant.

Mr. Chace moved and Mr. Thompson seconded to approve the purchase of this audio/visual simulation capture system from Next Level in an amount not to exceed \$78,582.00 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

4. PARKING INFRASTRUCTURE, ROADS, AND SIGNAGE

The original plan for this project encompasses upgrading portions of the campus ring road to create a continuous loop, improving recreational pedestrian and bicycle circulation adjacent to the ring road, creating improved pedestrian circulation from student housing to the main campus, seal coating parking lot C, paving parking lots R and E, a new bus loop and roundabout for the east entry. Infrastructure, road improvements, wayfinding signage, road lighting for the main campus and the west campus and monumental main campus entries are included in this project.

In April 2019, the San Juan College Board of Trustees approved this project as one of the College's two capital projects priorities. The project cost was estimated to be \$5,204,665; 75% or \$3,903,499 was requested of the State. In the 2020 Legislative session the HED recommended and secured \$3,500,000 in State funding for the project, a reduction in resources of \$403,499.

Under the guidance of the College Purchasing Department, a proposal solicitation for construction services was issued as Request for Proposal #23-53406. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. Two (2) proposals were received and reviewed by the College's evaluation team.

The evaluation team and College leadership have selected Jaynes Corporation, the lower bidder. Jaynes' proposed cost came in at a price not to exceed \$5,267,700.00 plus gross receipts taxes. The proposal for the scope of work requested is \$1,009,801 over the project budget. Two causes for the budget shortfall are the reduction in state funding requested and construction cost escalations, that over the past four (4) years, have exceeded our projected escalation contingency.

Project is being funded by State of New Mexico GO Bonds and San Juan College use of fund balance.

Recommendation

Option #1: Authorize an additional \$1,009,801 in use of fund balance.

I recommend the Board approve contracting with Jaynes Corporation at a cost not to exceed \$5,267,700 plus applicable taxes. In doing so, the Board authorizes an additional \$1,009,801 in use of fund balance.

Option #2: Approve the selection of Jaynes for this project, direct College administration to negotiate the contract to get it within the project budget of \$4,257,899 and grant a \$500,000 owner contingency to ensure that the highest priorities are covered. This will require authorization of an additional \$500,000 use of fund balance.

I recommend the Board approve the selection of Jaynes Corporation for this project and direct College administration to negotiate the contract to get it within the project budget of \$4,257,899 plus applicable taxes. In addition, I recommend the Board authorize an additional \$500,000 in use of fund balance and grant an owner contingency of \$500,000 so that priority items are covered within the contract.

Option #3: Approve the selection of Jaynes for this project, direct College administration to negotiate the contract to get it within the project budget of \$4,257,899.

Mr. Thompson moved and Mr. Chance seconded to approve Option #2 for the selection of Jaynes Corporation for this project and direct College administration to negotiate the contract to get it within the uncommitted project budget of \$4,257,899 plus applicable taxes. In addition, the Board authorized an additional \$500,000 in use of fund balance to grant an owner contingency of \$500,000 so that priority items are covered within the contract. **MOTION CARRIED** by unanimous voice vote.

5. INCREASE IN GENERAL FEES

According to Board Policy No. 702, II. A. 2. d. (effective April 24, 2018), “Increases to the general fees will occur every other year for non-tuition increase years. Increases to general fees will be based on specific College-wide needs.” San Juan College has not increased its General Fees for at least eight (8) years. San Juan College has launched a Student Health Center this semester. It represents a new, specific College-wide need. While the College will underwrite a significant portion of the health center operations, College leadership recommends an increase to General Fees to support the health center as follows.

For New Mexico resident students:

- Students enrolled in four (4) credit hours or less, an increase of \$9.00/semester, bringing the new General Fee to \$86.50/semester.
- Students enrolled in more than four (4) credit hours, an increase of \$20.00/semester, bringing the new General Fee to \$205.00/semester.

For non-New Mexico resident students:

- Students enrolled in four (4) credit hours or less, an increase of \$15.00/semester, bringing the new General Fee to \$152.50/semester.

- Students enrolled in more than four (4) credit hours, an increase of \$33.50/semester, bringing the new General Fee to \$338.50/semester.

Mr. Manning moved and Mr. Thompson seconded to approve increases in General Fees effective with the Fall 2023 semester. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

Based on discussion in today's Work Session, Mr. Chance moved and Ms. Uselman seconded to change and combine the dates of the April and May Board meetings to a single meeting on **Wednesday, April 19, 2023, at 7:00 p.m.** in the San Juan College Board Room. **MOTION CARRIED** by unanimous voice vote.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Mr. Manning moved and Mr. Chance seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 7:26 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: April 19, 2023