

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
April 19, 2023**

ITEM A. CALL TO ORDER

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

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

Absent: Valerie Uselman, 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, Lorenzo Reyes, Karen Acree, Yolanda Benally,
Josh Bishop, Jordan Cepeda, Alicia Corbell, Gayle Dean, Sandy Gilpin,
Judy Hale, Kenny Hibner, Wilbert John, Ruben Johnson, Kris Kraly, Karen Krob,
Roy Lytle, Robert Martinez, Steve Miller, Michael Ottinger, Sherry Paxson,
Elizabeth Phelps, Eddy Rawlinson, Amanda Robles, Chris Rosen,
Rhonda Schaefer, Paulette Stanley, Annie Willmon, and Donna Ellis, Board Recorder

Guest(s): Cade Allison, Evelyn Allison, Representative Anthony Allison,
Beliarosa Avalos, Kelly Karkoski

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Dr. Michael Ottinger, Dean of Science, Math, and Engineering gave a presentation on changes in English and Math placement. In 2019 San Juan College modified the Math and English placement process from using the Accuplacer Exam to placement based upon high school GPA and highest math course taken. He discussed what motivated the change, the process used

to make the change, and how the process affected student placement and student completion of college level English and Math.

iCare Minute Video

No video.

Association Reports

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.

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

ITEM E. CITIZEN COMMENT

Representative Anthony Allison was in attendance at the Board meeting and expressed how proud he is to represent San Juan College and to hear about student success. He expressed that San Juan College should become a model for the wise investments of the 8% increase in funding to this College.

ITEM F. CONSENT AGENDA

1. March 7, 2023 Work Session Minutes

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

2. March 7, 2023 Board Meeting Minutes

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

3. Correspondence

None.

4. Financials

Financial reports for the months ended February 28, 2023, were presented in the Board Packet.

5. Personnel Report

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

Appointments: Erma Long, Control Room Dispatcher, Public Safety, effective March 6, 2023; Naomi Ute, Administrative Assistant I, Advising and Transfer Center, effective March 6, 2023; Xequoyah Joe, Custodian, Physical Plant, effective March 13, 2023; Kierra Johnson, Associate Teacher, Child and Family Development Center, effective March 13, 2023; Jose Rivera, Buyer II, Purchasing, effective March 27, 2023; Jesse Velasco, Academic Advisor, Advising and Transfer Center, effective March 27, 2023; Ramsi Bodine, Director of Tutoring, Tutoring Center, effective April 3, 2023; Shayna Charley, Custodian, Physical Plant, effective April 3, 2023; Jacob Messenger, Help Desk Coordinator, Information Technology Center, effective April 3, 2023; Kaitlynn Smith, Senior Administrative Assistant, Child and Family Development Center, effective April 3, 2023; Stacy Wilson, Custodian, Physical Plant, effective April 3, 2023; Katelyn Rixon, Event Services Scheduling Assistant, Auxiliary Services, effective April 5, 2023; Marsha Peter, Workforce Learning Specialist, Continuing Education, effective April 10, 2023.

Changes: Alvina Begay, Buyer II, Purchasing to Grant Accountant, Business Office, effective March 1, 2023; Luann Dunlap, Administrative Assistant II, Student Achievement Center to Senior Administrative Assistant, Student Success Center, effective March 1, 2023; Aurelia Etcitty, Senior Accountant, Business Office to Senior Grants Accountant, Business Office, effective March 16, 2023; Kerry Lucas, Financial Aid Technician, Financial Aid to Administrative Assistant II, Financial Aid, effective March 16, 2023; Benjamin Morales Jr., Computer Lab Technician, Information Technology Center to Software Engineer I, Information Technology Center, effective March 27, 2023; Charity Serrano, Administrative Assistant, School of Business, Information Technology, and Social Studies to Senior Administrative Assistant, School of Business, Information Technology, and Social Sciences, effective April 3, 2023; ElizaBeth Utley, Director-School of Business, Information Technology, and Social Studies to Senior Director of Teacher Education, School of Business, Information Technology, and Social Sciences, effective April 3, 2023; Karen Acree, Director, ATLS, Information Technology Center to Director of Information Technology ERP/SIS Implementations, Information Technology Center, effective April 6, 2023.

Separations: Leticia Lee, Event Scheduling Assistant, Community Facilities Scheduling, separation of employment, effective February 24, 2023; Alexis Esslinger, Director, Assistant Professor-Early Childhood Education, School of Business, Information Technology, and Social Sciences, separation of employment, effective March 7, 2023; James Cloen, Technical Services Librarian, Library, separation of employment, effective March 10, 2023; Janice Krish, Director of Business Incubation & Acceleration Initiatives,

Enterprise Center, separation of employment, effective March 15, 2023; Kristi Thomas, Custodian, Physical Plant, separation of employment, effective March 16, 2023; Tanisha Sam, Director, TRIO Educational Opportunities Center, separation of employment, effective March 29, 2023; Chole Sandlin, Program Advisor, TRIO Educational Opportunities Center, separation of employment, effective March 31, 2023.

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. Open Meeting Resolution 2023-2024

**SAN JUAN COLLEGE
OPEN MEETING NOTICE RESOLUTION**

WHEREAS, the SAN JUAN COLLEGE BOARD met in regular session at San Juan College on April 19, 2023, at 7:00 p.m. as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the San Juan College Board to determine annually what constitutes reasonable notice of its public meetings,

NOW, THEREFORE, BE IT RESOLVED by the San Juan College Board that:

1. All meetings shall be held at San Juan College 30th Street Education Center, 3401 East 30th Street, Farmington, New Mexico, at 6:00 p.m. or as indicated in the meeting notice. Work Sessions shall be held at San Juan College 30th Street Education Center, 3401 East 30th Street, Farmington, New Mexico, at 5:00 p.m. or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the first Tuesday. Exceptions to this are for the months of: 1) January and July—second Tuesday for each month; 2) April – ~~second~~ first and fourth Tuesday; and 3) May – no meeting. The agenda will be available at least seventy-two (72) hours prior to the meeting from the Board Recorder, whose office is located at San Juan College, 4601 College Boulevard, Farmington, New Mexico and on the San Juan College website at www.sanjuancollege.edu. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
3. Special meetings may be called by the Chairman or a majority of the members upon three (3) days notice. The notice shall include a draft agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The draft agenda shall be available to the public at least seventy-two (72) hours before any special meeting with a final agenda available thirty-six (36) hours before any special meeting.
4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The San Juan College Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, San Juan College will notify the Attorney General's Office of the emergency actions taken by the Board and the circumstances creating the emergency.
5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place, and agenda is placed in newspapers of general circulation in the state and posted at the Educational Services Building at San Juan College. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public

meetings. Copies of the written notice shall also be posted on the San Juan College website at www.sanjuancollege.edu.

6. For the purposes of special meetings and emergency meetings described in paragraph 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place, and agenda is provided by telephone to newspapers of general circulation in the state and posted at the Educational Services Building at San Juan College. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. Copies of the written notice shall also be posted on the San Juan College website at www.sanjuancollege.edu.
7. In addition to the information specified above, all notices shall include the following language: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the President's Office at (505) 566-3209 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.
8. Use of conference telephone, generally available virtual meeting platform (such as Zoom or MS Teams, etc.), or similar communications equipment for board members to participate in meetings of the San Juan College Board of Trustees when it is otherwise difficult or impossible for the board member to attend in person is permissible, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting.

The Administration shall assure that any equipment acquired for this purpose meets the conditions of Section 10-15-1(C) relating to the ability to identify participants and the ability by members of the board and public to hear the proceedings.

9. The San Juan College Board may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
 - (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the San Juan College Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each

individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

- (b) If the decision to hold a closed meeting is made when the San Juan College Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
- (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the San Juan College Board in an open public meeting.

Passed by the San Juan College Board this 19th day of April 2023.

Mr. Joseph Rasor, Chairman
San Juan College Board

Ms. Evelyn Benny, Vice Chairman
San Juan College Board

APPROVAL OF CONSENT AGENDA

Mr. Thompson moved and Mr. Chance seconded to take the recommended actions as presented on the Consent Agenda. **MOTION CARRIED** by unanimous voice vote.

Mr. Chance moved and Ms. Benny seconded to rescind the vote on the Consent Agenda.

Mr. Chance moved and Mr. Manning seconded to modify the Open Meeting Notice Resolution for the month of April meeting to occur on the first Tuesday, not the second Tuesday, of April 2024.

Mr. Chance moved and Ms. Benny seconded to approve the Consent Agenda as amended. **MOTION CARRIED** by unanimous voice vote.

ITEM G. OLD BUSINESS

None.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. FISCAL YEAR 2023 YEAR-END BUDGET ADJUSTMENT REQUEST

The New Mexico Higher Education Department (HED) requires that, by May 1, 2023, each higher education institution submit a budget revision for the fiscal year ending June 30, 2023. The year-end budget adjustment request, comprised of numerous adjustments made since Fiscal Year 2023 Budget was SJC Board-approved on April 19, 2022, reflects revised projections for revenues and expenditures. The Fiscal Year 2023 Budget was reviewed and discussed in today's Work Session.

A major factor that impacts the Fiscal Year 2023 Year-End Revenue Budget includes:

- A significant increase in Oil & Gas Production Tax revenue caused by strong market conditions.

Major increases in budgeted use of funds include:

- An adjustment to provide for the cost of a 1.25% pay increase in February 2023.
- An adjustment to provide for approximately one-half year of start-up operational costs for the Student Health Center.
- An adjustment to provide for approximately four months of backfill, stipends, and contracted services to augment staffing for Workday implementation.
- Increased transfers to Auxiliary Enterprises, Capital Outlay, and Renovation and Repairs.

The completed HED-required budget adjustment request forms have been provided to Trustees prior to this meeting. The New Mexico Higher Education Department requires that the Board of Trustees approve the year end budget adjustment request for the fiscal year ending June 30, 2023.

Mr. Chance moved and Mr. Benally seconded to approve the Fiscal Year 2023 Year-End Budget Adjustment Request. **MOTION CARRIED** by unanimous voice vote.

2. FISCAL YEAR 2024 YEAR-END BUDGET ORIGINAL BUDGET REQUEST

Assumptions and projections for circumstances that impact Fiscal Year 2024 as well as numerous state appropriations for Fiscal Year 2024 were discussed with the Trustees in the Work Session that preceded this meeting.

The assumptions and projections that drive the Fiscal Year 2024 Budget Request include:

- A projected 5.0% enrollment increase from Fiscal Year 2023 to Fiscal Year 2024.
- An approved increase in General Fees.
- A 6.4% increase in funding from the state formula appropriation, Research and Public Service Project monies, Tribal Education Initiatives, Food Hub and Student Health Center.
- An appropriation that provides for a 6.0% salary increase for eligible employees.
- A 5% decrease in taxable property values, resulting in a 5% decrease in projected property tax revenue.
- A 214% increase from fiscal year 2023’s budget for oil & gas production tax revenue.
- Uses of Fund Balance that are in compliance with Board Policy 806 II. A. totaling \$5,666,417.

The College will also receive state funding for the following projects and initiatives in Fiscal Year 2023:

Next Phase of South Campus Renovations	\$1,125,000
Equipment for Cybersecurity Program – WDC	\$ 475,000
Equipment for Heavy Equipment Program	\$ 775,000
Continuing Education Software Application	\$ 200,000
Building Renovation and Repairs	\$ 513,805
CFDC Roofing	\$ 610,474
Henderson Fine Arts Center Roofing	\$1,650,000

The Fiscal Year 2024 Budget request is in compliance with HED instructions. The completed HED-required budget request forms have been provided to Trustees prior to this meeting. The New Mexico Higher Education Department requires that the Board of Trustees approve the Fiscal Year 2024 Budget Request and that the Fiscal Year 2024 Budget be submitted to the HED by May 1, 2023.

Mr. Manning moved and Mr. Chance seconded to approve the Fiscal Year 2024 Budget Request and direct staff to submit the budget request to the New

Mexico HED as per state guidelines. **MOTION CARRIED** by unanimous voice vote.

3. **CONTINUING EDUCATION SOFTWARE**

San Juan College has need for a software application to provide support for our non-credit continuing education programs. Such software will integrate with Workday when Workday ERP goes live in December 2023.

On behalf of San Juan College and other colleges within the Collaborative for Higher Education Shared Services (CHESS), an RFP for Continuing Education, Workforce Development, and Corporate Training automation software was issued on November 9, 2022. Two responses were received and evaluated by staff from CHESS and its member colleges. Modern Campus' Lumens software has been determined as the best solution overall.

Contract terms were negotiated by CHESS management and San Juan College staff. CHESS Board of Directors approved this acquisition at its regular meeting on March 24, 2023.

San Juan College's portion of license, start-up costs, and annual maintenance costs from Modern Campus are:

Year One	\$89,550 including \$39,999 start-up services
Year Two	\$49,551
Year Three	<u>\$52,030</u>
Three-Year Total	\$191,131 plus applicable taxes

CHESS will be managing the implementation; there will be a project management cost, up to \$125,000 in the first ten to twelve months of this project.

For year one, costs from CHESS for licensing, start-up, and implementation of this software application will not exceed \$214,550. Over the initial three-year period, costs from CHESS will not exceed \$316,131.

Internal to San Juan College, staffing backfill costs of up to \$75,000 in the implementation stage could be incurred.

Mr. Thompson moved and Mr. Benally seconded to approve the continuing education software purchase and implementation through CHESS at a cost not to exceed \$316,131, plus applicable taxes, over the initial three-year period and acknowledge the potential of up to \$75,000 in additional internal costs within the first year for implementation. **MOTION CARRIED** by unanimous voice vote.

4. ENTERPRISE RESOURCE PLANNING SYSTEM IMPLEMENTATION SUPPORT SERVICES

The College requires supplemental staffing “backfill” for the Workday Enterprise Resource Planning (ERP) project for hard-to-hire positions. These positions will be project specific for the Human Capital Management (HCM), Payroll, and Finance (FIN) module implementations.

Under the guidance of the College Purchasing Department, pricing pursuant to Choice Partners Cooperative Contract #21/031KN-23 was obtained from Ferrilli for these services and hard-to-hire positions that help with IT and Business Office resourcing for one year. This package will also include 120 hours for reporting/Business Intelligence support that must be used by April 30, 2025.

For staffing/support the cost is as follows:

IT Backfill	FY23 Cost \$26,000	FY24 Cost \$130,000	Total Cost \$156,000
IT Core System Support	FY23 Cost \$8,400	FY24 Cost \$42,000	Total Cost \$50,400
Project Management	FY23 Cost \$26,000	FY24 Cost \$130,000	Total Cost \$156,000
Senior Accountant	FY23 Cost \$26,000	FY24 Cost \$130,000	Total Cost \$156,000
Business Intelligence	\$165/hour	cost over 2 years:	Total Cost \$19,800
Grand Total:	\$538,200		

Total for Fiscal Year 2023 is \$86,400 plus applicable gross receipts taxes, travel and expenses. Total for Fiscal Year 2024 is \$432,000 plus applicable gross receipts taxes, travel and expenses. Business intelligence support will be charged as used, but not to exceed \$19,800.

Resources for this supplemental staffing and Business Intelligence support is budgeted in the Fiscal Year 2023 and 2024 operating fund from use of fund balance.

Mr. Chance moved and Ms. Benny seconded to approve the Ferrilli agreements at \$538,200 plus applicable gross receipts taxes, travel and expenses, and authorize purchase orders to encumber the necessary funds.

MOTION CARRIED by unanimous voice vote.

5. UPDATE TO FACILITIES MASTER PLAN

At the Work Session that preceded tonight’s Board meeting, the 2023 update to the College’s Master Plan was reviewed and discussed. This update includes projects completed since 2016, projects currently in progress, projects awaiting funding, and projects new to the plan. The update to the Facilities Master Plan was distributed to Trustees in advance of this meeting.

Mr. Manning moved and Ms. Benny seconded to approve the update to the San Juan College Facilities Master Plan. **MOTION CARRIED** by unanimous voice vote.

6. CAPITAL PROJECTS PRIORITIES – STATE FUNDING

Annually, the New Mexico Higher Education Department (NMHED) requires institutions to submit capital project priorities for consideration by the Governor’s Office and upcoming legislature. For the upcoming funding cycle, community colleges were advised by the NMHED to submit two

priorities for funding. The College will be expected to contribute twenty-five percent (25%) of each total project cost. The request is to be approved by the San Juan College Board of Trustees and submitted to the Higher Education Department. The administration proposes the following capital project priorities for state funding:

- 1) Boiler and Controls Replacement and Enhancements – Phase 1
\$4,337,105
- 2) Controls Replacement and Enhancements – Phase 2
\$5,480,262

These figures represent estimates of total project costs. Funding for the College’s total 25% match, \$2,454,342, will be sourced from available fund balance.

Mr. Chance moved and Mr. Manning seconded to approve the proposed capital project priorities for submission to the New Mexico Higher Education Department. **MOTION CARRIED** by unanimous voice vote.

7. ACROSS-THE-BOARD SALARY INCREASE FOR ELIGIBLE FULL-TIME AND REGULAR PART-TIME EMPLOYEES

In the spring 2023 session of the New Mexico Legislature, an appropriation to fund, in large part, Fiscal Year 2024 salary increases totaling six percent (6.0%) for all eligible full-time employees of state higher education institutions was approved.

All eligible full-time and regular part-time employees who started work on, or before, August 15, 2022, will receive a 6.0% salary or wage increase for Fiscal Year 2024. The College President is to be included in this salary increase.

All eligible full-time and regular part-time employees who started work after August 15, 2022, and before January 10, 2023, will receive a 3.5% salary or wage increase for Fiscal Year 2024.

Full-time employees who started work after January 9, 2023, and before April 4, 2023, will receive a 1% across-the-board salary increase for Fiscal Year 2024.

No Fiscal Year 2024 across-the-board increase will be awarded to employees who commenced employment on, or after April 4, 2023.

Mr. Chance moved and Mr. Thompson seconded to approve the proposed salary increases as herein described and for the College President to be included in the 6% salary increase as well. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, June 6, 2023, at 6:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Ms. Benny moved and Mr. Chance seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 8:10 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: June 6, 2023