

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
February 6, 2024**

**ITEM A. CALL TO ORDER**

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

Joseph Razor, Chairman  
Evelyn Benny, Vice Chairwoman  
Valerie Uselman, Secretary  
R. Shane Chance, Member  
Byron Manning, Member  
GloJean Todacheene, 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, Yolanda Benally, Lorenzo Reyes, Brandon Whatley, Josh Bishop, Troy Brown, Alicia Corbell, Curtis Elifritz, Sherry Curry Graves, John Hoff, Amanda Jones, Kris Kraly, Karen Krob, Roy Lytle, Murdoch Maloney, Robert Martinez, Sherry Paxson, Elizabeth Phelps, Harley Prinster, Eddy Rawlinson, Amanda Robles, Darren Rose, Chris Rosen, Anna Sawyer, Rhonda Schaefer, Paulette Stanley, Carrie Tsosie-Jim, and Donna Ellis, Recorder

Guest(s): Cheyenne Churchill, Emryck Churchill, Camden Ramsey, Tara Taylor, Tom Taylor, Jesus Villalobos, Derreck White

As a result of the November 7, 2023, Regular Local Board Election, Ms. Beverly Taylor, District 5, took the Oath of Office as a Trustee on the San Juan College Board for a six-year term.

**ITEM C. ADOPTION OF AGENDA**

Ms. Todacheene moved and Ms. Uselman seconded to adopt the agenda as presented. **MOTION CARRIED** by unanimous voice vote.

**ITEM D. REPORTS**

**1. Monthly Presentation**

Ms. Yolanda Benally, Dean of Students, will give a presentation on the San Juan College TRIO Programs and the NASNTI Grant Annual Performance Reports and their economic impact.

### **iCare Minute Video**

This month's iCare Minute features Ms. Allison Shorthair who is a San Juan College student in the Automotive Program and is currently undergoing an apprenticeship with Ziems Ford. She also has a passion for autobody work and will be pursuing a career in a related field.

### **2. Association Reports**

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.

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.

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

None.

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

#### **1. January 9, 2024, Work Session Minutes**

The January 9, 2024, Work Session Minutes were presented in the Board Packet for approval.

#### **2. January 9, 2024, Board Meeting Minutes**

The January 9, 2024, Board Meeting Minutes were presented in the Board Packet for approval.

#### **3. Correspondence**

None.

#### **4. Financials**

Financial reports for the month ended November 30, 2023, are presented in the Board Packet.

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

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

**Appointments:** Ashleigh Black, Instructor and Academic Coach I, Academic and Career Engagement Center, effective January 8, 2024; Summer Bustillos, Administrative Assistant II, TeachUp Academy, Teacher Education, effective January 8, 2024; Andrea Mauco, Associate Director-Continuing Education, Center for Workforce Development, effective January 8, 2024; Deanna Shay, TRIO Upward Bound Advisor, Upward Bound, effective January 8, 2024; Isiaha Wagon, Custodian, Physical Plant, effective January 8, 2024; Roger Burton, Member Services and Operations Coordinator, Health and Human Performance Center, effective January 16, 2024; Shannon Lyman, Instructor of Nursing-ADN Program, School of Health Sciences, effective January 16, 2024.

**Changes:** Valene Begay, Senior Administrative Assistant to the Associate Vice President, Office for Learning to Administrative Assistant to the Vice President, Office for Learning, effective January 22, 2024.

**Separations:** Darlene Santillanes, Lead Instructor and Onboarding Coordinator, Academic and Career Engagement Center, separation of employment, effective January 5, 2024; Jordan Cepeda, Administrative Assistant to the Vice President, Office for Learning, separation of employment, effective January 19, 2024.

**6. Deletion of Equipment from Inventory**

None.

**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**

**1. SECOND READING – REVISION TO BOARD POLICY NO. 300**

Board Policy No. 300.III.A. states, in part, “At its first regular meeting following the election, the Board shall select from its members a Chairman, a Vice Chairman, and Secretary who shall serve in these offices until the next regular Board election.” It is recommended that, this verbiage be revised to read “At its March meeting following a Trustee election, the Board shall select from its members a Chairperson, a Vice Chairperson, and Secretary who shall serve in these offices until the March meeting that follows the next regular Board election.”

This is a second reading of the proposed change to Policy No. 300.III.A.

Mr. Chance moved and Ms. Todacheene seconded to approve the revision to Policy No. 300 to be effective February 7, 2024. **MOTION CARRIED** by unanimous voice vote.

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

**1. ROOF REPLACEMENTS**

From the spring 2023 state legislative session, the College received appropriations for two capital projects – roof replacements for: (1) the Child & Family Development Center and Educational Services Building at \$610,474.00; and (2) the Henderson Fine Arts Center at \$1,650,000.00. State appropriations for these two projects total \$2,260,474.00. The College is required to provide 25% of the projects’ cost or \$753,491.00. Total project budget is \$3,013,965.00.

Scope of Work for the Child & Family Development Center and Educational Services Building:

Addition of another 1.5 " polyiso, 1/2" HD polyiso coverboard, and R30 insulation; installation of 80 mil TPO, sheathing interior parapet walls with new flashings, and preparation of parapet tops for new metal coping system. Correction of deficiencies by meeting NM Energy and Building codes using more resilient materials that perform well and tolerate adverse weather, repair of leaks and damage for approximately 55,523 gross square feet.

Scope of Work for the Henderson Fine Arts Center:

Addition of another 2.6 " polyiso, 1/2" HD polyiso coverboard, and R30 insulation; installation of 80 mil TPO, sheathing interior parapet walls with new flashings, and preparation of parapet tops for new metal coping system. Correction of deficiencies by meeting NM Energy and Building codes, (meeting or higher than required R value) using more resilient materials that perform well and tolerate adverse weather, repair of leaks and damage for approximately 93,393 gross square feet.

The Purchasing Department followed a detailed and documented process to meet all State of New Mexico procurement requirements and has obtained pricing from J3 Systems utilizing CES Cooperative agreement #2023-07-C311-All in an amount not to exceed \$2,216,303.81 plus applicable taxes for these two projects. The College is required to have 5% of the budget encumbered by March 1, 2024.

The College plans for skylight replacements as part of this project, but does not yet have a hard quote. It is anticipated the skylight pricing quote to be

received in mid to late spring of 2024. College administration requests a contingency amount for the replacement of skylights in the amount of \$569,568.00 plus gross receipts taxes.

Total project cost is estimated not to exceed \$2,785,871.81 plus gross receipts taxes.

Mr. Manning moved and Ms. Taylor seconded to approve this contract with J3 Systems through the CES Cooperative agreement noted above in an amount not to exceed \$2,785,871.81 plus applicable gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

## **2. IT PROFESSIONAL REMOTE SERVICES CONTRACT**

The College has a continued need for remote services to augment San Juan College's talent pool and staff power in areas including, but not limited to, strategic IT directions and planning, information and systems' security, programming, customization, and reporting. The past several years the College has been augmenting these services with CampusWorks as procured and approved by the College Board. This contract will reach its maximum duration of four years at June 30, 2024.

Following the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, on December 3, 2023, the College's Purchasing Department posted a Request for Proposals (RFP) 24-55097 Professional Remote Services to assist with filling these gaps. This procurement is for a one-year contract with the option of up to three additional one-year renewals, upon agreement between the contractor and San Juan College. Under no circumstances will the contract exceed a total of four years.

The RFP closed January 4, 2024, with three responses: BTree Solutions Inc., CampusWorks Inc., and RighIT Solutions LLC, with the cost portion based on an estimated 3,160 hours and one on-site visit annually. The three proposals were thoroughly reviewed and analyzed by the College's evaluation team for RFP 24-55097 as a best value procurement. The evaluation team and College leadership have determined that CampusWorks, Inc. be recommended for award of this contract at a cost of \$534,940.00.

Funding for this contract is budgeted in the General Fund.

Mr. Chance moved and Ms. Todacheene seconded to approve the selection of CampusWorks Inc. as herein described in an amount not to exceed \$534,940.00 plus applicable taxes for Fiscal Year 2025 and to authorize staff to encumber the necessary funds in Fiscal Year 2025. **MOTION CARRIED** by unanimous voice vote.

**ITEM I. ANNOUNCEMENT OF NEXT MEETING**

Ms. Todacheene asked if it was possible to change the San Juan College Board meeting dates as she has a conflict with the County meetings which occur on the same date. After much discussion, the other Trustees determined to move the Board meetings to the first Monday of the month starting on Monday, March 4, 2024. The Open Meetings Resolution will be amended for the final months of this academic year.

The date of the next regular meeting will be **Monday, March 4, 2024, at 6:00 p.m.** in the San Juan College Board Room.

**ITEM J. CLOSED SESSION**

No Closed Session.

**ITEM K. ADJOURNMENT**

Ms. Todacheene moved and Ms. Taylor seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 8:25 p.m.

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Mr. Joseph Razor, Chairman  
San Juan College Board

ATTEST:

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Ms. Valerie Uselman, Secretary  
San Juan College Board

Date: March 4, 2024