

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
March 4, 2024**

ITEM A. CALL TO ORDER

Chairman Razor called the meeting to order at 6:18 p.m. The following members were present:

Joseph Razor, Chairman
Evelyn Benny, Vice Chairwoman
Valerie Uselman, Secretary
R. Shane Chance, Member
Byron Manning, Member
Bev Taylor, 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, Arely Caro, Sherri Cummins, Gayle Dean,
Tawana Foutz, Amanda Jones, Roy Lytle, Murdoch Maloney, Julius Manz,
Robert Martinez, Lizbeth Moreno, Michael Ottinger, Sherry Paxson,
Claude Pence, Elizabeth Phelps, Harley Prinster, Chris Rosen, Rhonda Schaefer,
Paulette Stanley, Carrie Tsosie-Jim, Gerald Williams, Annie Willmon, and
Donna Ellis, Recorder

Guest(s): Alx Lee, Bryan Meyers, Camden Ramsey

ITEM C. ADOPTION OF AGENDA

Mr. Chance moved and Ms. Todacheene seconded to adopt the agenda, as amended, with a change to remove the Closed Session. **MOTION CARRIED** by unanimous voice vote.

ITEM D. REPORTS

1. Monthly Presentation

Dr. Julius Manz, Director of the Dental Hygiene Program, gave a presentation on the “Give Kids a Smile” annual event.

iCare Minute Video

This month's iCare Minute featured Ms. Makaila Lee who is a San Juan College student in the Dental Program.

Association Reports

San Juan College Educational Association representative, Mr. Gerald Williams, 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.

The Associated Students representative, Mr. Camden Ramsey, provided the Board with a report.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. February 6, 2024, Work Session Minutes

The February 6, 2024, Work Session Minutes were presented in the Board Packet for approval.

2. February 6, 2024, Board Meeting Minutes

The February 6, 2024, Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the month ended December 31, 2023, were presented in the Board Packet.

5. Personnel Report

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

Appointments: Jennifer Yazzie, Custodian, Physical Plant, effective February 12, 2024.

Changes: Berlean Johnson, Administrative Assistant II, Native American Center to AIBE Incubator Program Specialist, Enterprise Center, effective February 5, 2024; Marshall Magnuson, Academic Support Coordinator, Tutoring Center to Director of Tutoring, Tutoring Center, effective February 5, 2024.

Separations: Danielle Wayne, Associate Teacher, Child and Family Development Center, separation of employment, effective January 23, 2024; Craig Begay, Seasonal Grounds Maintenance Worker, Physical Plant, separation of employment, effective January 31, 2024; Heath Guillory, Director, NASNTI SOAR Program, separation of employment, effective February 9, 2024; Geoffrey Newman, Senior Administrative Assistant, Student Services, separation of employment, effective February 23, 2024; Ranisha Begay, Program Advisor, NASNTI SOAR Program, separation of employment, effective March 1, 2024.

6. Deletion of Equipment from Inventory

None.

APPROVAL OF CONSENT AGENDA

Ms. Todacheene moved and Ms. Benny 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. APPOINTMENT OF NEW BOARD OFFICERS

The San Juan College Board of Trustees Policy Number 300, III. A. states "...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." As such, the Board will select and appoint new officers in each of the three positions provided by policy. These officers will serve until the next regular Board election.

Mr. Chance moved and Ms. Benny seconded to reorganize and appoint new Board officers as required by Board Policy Number 300, III.A. **MOTION CARRIED** by unanimous voice vote.

Selection of San Juan College Board of Trustee Officers

Mr. Chance moved and Ms. Taylor seconded to nominate Ms. Valerie Uselman to serve as Chairwoman. **MOTION CARRIED** by unanimous voice vote.

Ms. Benny moved and Ms. Todacheene seconded to nominate Mr. Chance to serve as Vice Chairman. **MOTION CARRIED** by unanimous voice vote.

Mr. Chance moved and Mr. Taylor seconded to nominate Ms. Benny to serve as Secretary. **MOTION CARRIED** by unanimous voice vote.

2. AMENDMENT OF OPEN MEETING RESOLUTION 2023-2024

The **SAN JUAN COLLEGE**

OPEN MEETING NOTICE RESOLUTION

WHEREAS, the SAN JUAN COLLEGE BOARD met in regular session at San Juan College on March 4, 2024, at 6:00 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 Monday. Exceptions to this are for the months of: 1) January and July—second Monday for each month; 2) April – first and fifth Monday; 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 majority 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 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.

- 7) 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.
- 8) 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](tel:5055663209) 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.
- 9) 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.

- 10) 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.

Amended Open Meeting Resolution passed by the San Juan College Board this 4th day of March 2024.

Mr. Joseph Rasor, Chairman
San Juan College Board

Ms. Evelyn Benny, Vice Chairwoman
San Juan College Board

Ms. Taylor moved and Mr. Manning seconded to approve the Amended Open Meeting Resolution for 2023-2024. **MOTION CARRIED** by unanimous voice vote.

3. BOOKSTORE POINT OF SALE SYSTEM AND HARDWARE

The College Book Store Point of Sale System (POS) has reached the end of its useful life. With the upgrade in the College ERP system and the need to continue using the old Colleague system for students the College needs a POS System that will integrate with both Colleague and Workday at the same time.

Following the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, on October 16, 2023 the College's Purchasing Department posted a Request for Proposals (RFP) 24-55267 College Bookstore Point-of-Sale System to replace our current aging POS System. This procurement is for all required hardware, installation, training, and a four (4) year subscription agreement.

The RFP closed November 16, 2023 with five (5) responses; resero Retail Technologies LLC, Hello POS, Carleton Technologies, MBS Service Company, Inc., and PrismRBS, LLC. The five (5) proposals were thoroughly reviewed and analyzed by the College's evaluation team for RFP 24-55267 as a best value procurement. The evaluation team selected four of the five offerors to invite for the interview/presentation aspect of this procurement. PrismRBS was not selected for this step because their score for the Technical Specifications was 100 points lower than any of the others (See evaluation Report).

The evaluation team and college leadership have determined that resero Retail Technologies LLC be recommended for award of this contract at a total four (4) year cost of \$99,433.00 plus applicable taxes.

Installation and Setup (Onboarding) – \$38,450.00
Year 1 Annual Subscription - \$14,577.00
Year 2 Annual Subscription - \$15,014.00
Year 3 Annual Subscription - \$15,464.00
Year 4 Annual Subscription - \$15,928.00

First year cost will not exceed \$53,027.00 plus applicable taxes (Onboarding plus Year 1 Subscription).

Mr. Chance moved and Mr. Manning seconded to approve the selection of resero Retail Technologies LLC as herein described in an amount not to exceed \$99,433.00 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

4. AMENDMENT TO CAMPUSWORKS CONTRACT

The College uses CampusWorks as one of its remote services providers. Because of a critical vacancy in the College's Business Services and the need to: 1) Keep grants accounting on-track; 2) Assist in the Fiscal Year 2023

audit cycle; and 3) Keep up with the demands of Workday post implementation processes, in its January 2024 meeting, the Board of Trustees approved additional remote services to be added to the existing contract with CampusWorks. Needs have exceeded the additional work previously granted; two additional months of services are required.

The cost of the additional service is \$49,060.00 plus any travel expenses for on-site work, not to exceed \$8,000.00 for a total cost not to exceed \$57,070.00 plus applicable taxes.

Funding for this project will be provided from the Business Services budgets.

Ms. Uselman moved and Mr. Chance seconded to approve this amendment to the current CampusWorks contract, not to exceed \$57,060.00 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Monday, April 1, 2024, at 6:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

Subject to the exception in NMSA 1978, Section 10-15-1(H)(7) of the Open Meetings Act: Personnel Issue – Chris Caine.

Amended Agenda – Changed to No Closed Session.

ITEM K. ADJOURNMENT

Ms. Taylor moved and Ms. Benny seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 7:11 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: April 1, 2024