

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
April 29, 2024**

**ITEM A.     CALL TO ORDER**

Chairperson Uselman called the meeting to order at 6:09 p.m. The following members were present:

Valerie Uselman, Chairperson  
R. Shane Chance, Vice Chairperson  
Evelyn Benny, Secretary  
Joseph Rasor, Member  
Bev Taylor, Member  
GloJean Todacheene, Member

Absent:   Byron Manning, 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, Andrea Cooper, Alicia Corbell, Gayle Dean,  
Veronica Evans, Teresa Emeric, Veronica Evans, Kenny Hibner, Amanda Jones,  
Errol Lano, Roy Lytle, Robert Martinez, Karen McCay, Lizbeth Moreno,  
Michael Ottinger, Sherry Paxson, Claude Pence, Zachary Pettyjohn,  
Elizabeth Phelps, Eddy Rawlinson, Amanda Robles, Chris Rosen, Zaira Rivera,  
Rhonda Schaefer, Chad Triplett, Carrie Tsosie-Jim, Maridee Walters,  
Kerry Winchell, and Donna Ellis, Recorder

Guest(s): Camden Ramsey, Derreck White

Dr. Pendergrass presented Dr. Whatley with a gift and wished him well on his new adventure. She also thanked him for his service to the College, especially for all the important work he did on the reaccreditation process.

**ITEM C.     ADOPTION OF AGENDA**

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

**ITEM D.      REPORTS**

**1. Monthly Presentation**

Mr. Chad Triplett, Coordinator of Building Trades Program, and Mr. Zachary Pettijohn, Assistant Professor-Building Trades Program, will give a presentation on the Metallica Scholarship programs.

**iCare Minute Video**

This month's iCare video features Metallica Scholarship programs offered at the College.

**Association Reports**

Support Staff Association representative, Ms. Lizbeth Moreno, provided the Board with a report.

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

Faculty Association representative, Dr. Andrea Cooper, provided the Board with a report.

Professional Staff Association representative, Ms. Amanda Jones, provided the Board with a presentation.

**ITEM E.      CITIZEN COMMENT**

Ms. Elizabeth Phelps spoke about one of her students, Sarah. She discussed Sarah's interesting background and profound affection for the College and how her life has been transformed since becoming a student at San Juan College.

**ITEM F.      CONSENT AGENDA**

**1. April 1, 2024, Work Session Minutes**

The April 1, 2024, Work Session Minutes were presented in the Board Packet for approval.

**2. April 1, 2014 and April 16, 2024, Board Meeting Minutes**

The April 1, 2024, and April 16, 2024, Board Meeting Minutes were presented in the Board Packet for approval.

**3. Correspondence**

None.

#### 4. **Financials**

No Financials.

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

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

**Appointments:** Camber Palm, Instructor of Nursing, School of Health Sciences, effective March 18, 2024; Wesley Rowell, Instructor and Academic Coach I, Academic and Career Engagement Center, effective March 18, 2024; Rekisha Yazzie, Director, NASNTI SOAR, effective March 25, 2024; Amanda Mckelvey Valdez, Administrative Assistant II, Student Services, effective April 1, 2024; Jonathan Marshall, Maintenance Supervisor, Physical Plant, effective April 1, 2024; Joshua Tollett, Security Officer, Public Safety, effective April 1, 2024; Mystelle Beasley, Academic Support Coordinator, Tutoring Center, effective April 1, 2024; Crystal Birdhead, Registration Assistant, Registration and Records, effective April 8, 2024; David Charley, Custodian, Physical Plant, effective April 8, 2024; Paloma Baron, Academic Support Coordinator, Tutoring Center, effective April 8, 2024; Jacob George, Custodian, Physical Plant, effective April 8, 2024; Justin Brannon, Administrative Assistant I, Advising and Transfer Center, effective April 8, 2024; Konnor Smart, Mechanical Maintenance Technician, Physical Plant, effective April 15, 2024; Gabriel Paz Soldan, Technical Theatre Coordinator, School of Humanities, effective April 15, 2024.

**Changes:** Kristen Kennedy, Financial Aid Technician, Financial Aid to Payroll Coordinator, Human Resources, effective March 25, 2024; Melissa Johnson, Recruiter Manager, Human Resources to Human Capital Management Officer, Human Resources, effective April 8, 2024; Stacey Allen, Assistant Director, Human Resources to Compliance Officer, Human Resources, effective April 8, 2024; Christiane Sciba, Administrative Assistant to the Vice President, Student Services to Financial Aid Advisor, Financial Aid, effective April 15, 2024; Jon “Craig” Williams, Industrial Liaison, School of Energy to Coordinator and Liaison, Industrial Relations and Training, School of Energy, effective April 15, 2024; Kaitlyn Schaff, Switchboard Operator, Public Relations to Senior Administrative Assistant, Recruitment and Admissions, effective April 15, 2024.

**Separations:** Sharon Begay, Administrative Assistant, Teacher Education-TEACHUP, separation of employment, effective March 27, 2024; Briann Chee, Grounds Maintenance Worker, Physical Plant, separation of employment, effective March 27, 2024; Pauline Pao, Regional Market Coordinator, Harvest Food Hub, separation of employment, effective March 31, 2024; Burton Chavez, Instructor and Academic Coach, Academic and Career Engagement Center, separation of employment, effective April 8, 2024; Bobbyann Chavez, Administrative Assistant II-Surgical Tech, School of

Health Sciences, separation of employment, effective April 19, 2024; Jose Rivera, Buyer II, Purchasing, separation of employment, effective April 19, 2024; Carol Carreon, Director-Payroll, Business Office, retirement, effective April 30, 2024; Karen Acree, Director of Information Technology, ERP/SIS Implementation, Information Technology Center, retirement, effective April 30, 2024; Liesl Dees, Director-Continuing Education, Workforce and Economic Development, retirement, April 30, 2024.

**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 2024-2025**

**SAN JUAN COLLEGE  
OPEN MEETING NOTICE RESOLUTION**

**WHEREAS**, the SAN JUAN COLLEGE BOARD met in regular session at San Juan College on April 29, 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 30<sup>th</sup> Street Education Center, 3401 East 30<sup>th</sup> 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 30<sup>th</sup> Street Education Center, 3401 East 30<sup>th</sup> 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 fourth 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: <https://www.sanjuancollege.edu/about/leadership/meeting-agendas-and-minutes/>. 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: <https://www.sanjuancollege.edu/about/leadership/meeting-agendas-and-minutes/>.

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: <https://www.sanjuancollege.edu/about/leadership/meeting-agendas-and-minutes/>.
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](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.
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.

Amended Open Meeting Resolution passed by the San Juan College Board this 29th day of April 2024.

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Ms. Valerie Uselman, Chairperson  
San Juan College Board

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Mr. R. Shane Chance, Vice Chairperson  
San Juan College Board

**Recommendation**

I recommend that the Board of Trustees approve the Open Meeting Resolution 2024-2025 as presented.

**APPROVAL OF CONSENT AGENDA**

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

**ITEM G. OLD BUSINESS**

**1. COLLABORATIVE FOR HIGHER EDUCATION SHARED SERVICES (CHESS)**

At its August 12, 2021, Board meeting, the San Juan College Board of Trustees approved the College’s participation in the Collaborative for Higher Education Shared Services (CHESS) organization. San Juan College is one of the colleges that is currently part of CHESS, the Collaborative for Higher Education Shared Services. CHESS employs a chief executive officer, chief operating officer, and other employees in support of the CHESS mission. In addition, CHESS has contracted with CampusWorks for executive advisory services, contract management support, program management, and other types of support necessary through the implementation of the new enterprise resources planning, student information system, and non-credit software application.

Below are San Juan College’s fiscal year 2025 allocation of CHESS costs, Workday costs, and Lumens costs. Please note that Workday and Lumens costs come to San Juan College through CHESS.

Operations	\$ 524,680.00
WD Subscription	536,421.00
WD Training	130,772.00
WD Wave 2 Implementation	132,201.00
Payroll Shared Service	232,810.00
Lumens – Non-Credit/Workforce	54,020.00
WD SIS Implementation	2,199,980.00
Data Reporting Shared Service	36,732.00
Financial Aid Shared Service	38,132.00



WD Strategic Sourcing	5,397.00
Legacy Data Solution	<u>99,925.00</u>
Total	\$3,991,070.00
SJC Contingency	<u>200,000.00</u>
TOTAL	\$4,191,070.00
Outside Funding Sources: State C2	\$1,541,847.00
Estimated Net CHESS and Workday Costs	\$2,649,223.00

Mr. Chance moved and Mr. Rasor seconded to approve the San Juan College's total estimated fiscal year costs through CHESS, not to exceed \$4,191,070.00 and the College's use of total outside funding of up to \$1,541,847.00 for fiscal year 2025. **MOTION CARRIED** by unanimous voice vote.

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

**1. LAERDAL MEDICAL CORPORATION SIMMAN**

The Health Science Department needs to upgrade its Simulation Manikin to maintain its state-of-the-market technology. This Simulation Manikin has the ability to simulate real-life medical scenarios, providing our students with a hands-on learning experience that closely mirrors clinical practice. The Simulation Manikin offers immersive learning experiences that bridge the gap between theory and practice. Its advanced features allow for the replication of various physiological responses, enabling students to develop critical thinking skills, clinical judgment, and procedural competency in a safe and controlled environment.

This state-of-the-art Manikin provides:

- Safe Training Environment – Unlike traditional clinical settings, where mistakes can have serious consequences, the Simulation Manikin provides a risk-free environment for students to practice and refine their skills. This fosters confidence and competence among learners, preparing them for real-world healthcare challenges.
- Interdisciplinary Collaboration – The Simulation Manikin can facilitate interdisciplinary training sessions, bringing together students from various health science disciplines to collaborate on complex cases. This interdisciplinary approach mirrors the teamwork and communication skills required in modern healthcare settings.

- Accreditation and Program Recognition – Investing in advanced simulation technology demonstrates our commitment to providing high-quality education and meeting accreditation standards. It enhances the reputation of our Health Science Department and attracts prospective students seeking cutting-edge educational experiences.
- Research and Innovation – The Simulation Manikin serves as a platform for faculty-led research and innovation in healthcare education. It allows for the development and evaluation of new teaching methodologies, clinical protocols, and technological advancements in simulation-based learning.

Under the guidance of the College Purchasing Department, pricing pursuant to Sourcewell price agreement #011822-LAE was obtained from Laerdal Medical Corporation for the acquisition of one (1) SimMan 3G PLUS Medium Manikin, associated equipment, hardware, installation, and training at a total cost not to exceed \$81,000.00 plus applicable taxes. This pricing includes the trade-in of the College’s outdated SimMan Manikin.

Funds for this project are provided by the Perkins Grant.

Ms. Todacheene moved and Mr. Chance seconded to approve the purchase of the SimMan 3G PLUS, described herein, from Laerdal Medical Corporation in an amount not to exceed \$81,000.00 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

**2. ANNUAL AUDIT SERVICES FOR FISCAL YEAR-END BUDGET ADJUSTMENT REQUEST**

The selection of Cordova CPA’s, LLC was approved by the Board in 2019. Cordova CPA’s, LLC has been approved by both the State Auditor’s Office and the Higher Education Department to perform the Fiscal Year 2024 Audit.

College administration intends to retain Cordova CPA’s, LLC for an additional contract year. With the increased workload from the Workday implementation, the College’s key Business Office professionals will need assistance in preparing the Annual Comprehensive Financial Reports. Such additional services will bring the cost of fiscal year 2024’s audit to a total of \$100,000.00 plus gross receipts taxes.

Services for the upcoming audit will include:

- Financial statement audit, federal single audit (2 CFR Part 200), and financial statement preparation, for the College.

- Financial statement audit, and financial statement preparation for the SJC Foundation.
- Financial statement audit for Four Corners Innovation, as a component unit of the College.
- Exempt Organization Tax Return Preparation for the SJC Retiree Health Trust, as well as SJC Foundation.

Ms. Todacheene moved and Ms. Taylor seconded to approve the contract extension for the audit and additional related services from Cordova CPA's, LLC. Cost is not to exceed \$100,000.00 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

### **3. FISCAL YEAR 2024 YEAR-END BUDGET ADJUSTMENT REQUEST**

The New Mexico Higher Education Department (HED) requires that, by May 1, 2024, each higher education institution submit a budget revision for the fiscal year ending June 30, 2024. The year-end budget adjustment request, comprised of numerous adjustments made since Fiscal Year 2024 Budget was SJC Board-approved on April 19, 2023, reflects revised projections for revenues and expenditures. The Fiscal Year 2024 Budget was reviewed and discussed in today's Work Session.

A major factor that impacts the Fiscal Year 2024 Year-End Revenue Budget includes the significant decrease in Oil & Gas Production Tax revenue caused by unfavorable market conditions.

Major increases in budgeted use of funds include:

- Increased allocations from the Collaborative for Higher Education Shared Services (CHESS) for Workday SIS implementation and shared payroll services.
- Increased costs for the demolition of the Burlington Building and its annex.

Both of the above cause an increase in the use of fund balance.

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, 2024.

Mr. Rasor moved and Ms. Todacheene seconded to approve the Fiscal Year 2024 Year-End Budget Request. **MOTION CARRIED** by unanimous voice vote.

**4. FISCAL YEAR 2025 BUDGET REQUEST**

Assumptions and projections for circumstances that impact fiscal year 2025 were discussed with Trust Assumptions and projections for circumstances that impact fiscal year 2025 were discussed with Trustees in the Work Sessions that have preceded this meeting throughout the past few months.

The assumptions and projections that drive the Fiscal Year 2025 Budget Request include:

- A projected 2.5% enrollment increase from fiscal year 2024 to fiscal year 2025.
- An approved tuition rate increase of \$5.00/per credit hour for NM residents and a \$17.00/credit hour for non-NM residents.
- A 5.8% 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 most of a 3.0% salary increase for eligible employees.
- No change taxable property values, resulting in flat projected property tax revenue.
- A 40% decrease from fiscal year 2024’s original budget for oil & gas production tax revenue.
- Uses of Fund Balance that are in compliance with Board Policy 806 II. A. totaling \$6,521,943.00.

The College will also receive state funding for the following projects and initiatives in Fiscal Year 2025:

Pre-owned Fire Engine – Fire Science	\$ 500,000.00
Pre-owned School Bus – CDL	\$ 150,000.00
Telehealth Services for students	\$ 100,000.00
Laptops and Hotspots for student check-out	\$ 100,000.00
Boilers and Controls – Phase 1	\$3,250,000.00

The Fiscal Year 2025 Budget Request is in compliance with HED instructions. The New Mexico Higher Education Department requires that the Board of Trustees approve the Fiscal Year 2025 Budget Request and that the Fiscal Year 2025 Budget be submitted to the HED by May 1, 2024.

Ms. Todacheene moved and Ms. Benny seconded to approve the Fiscal Year 2025 Budget Request. **MOTION CARRIED** by unanimous voice vote.

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

In the spring 2024 session of the New Mexico Legislature, an appropriation to fund, in large part, fiscal year 2025 salary increases totaling three percent (3.0%) 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 14, 2023, will receive a 3.0% salary or wage increase for fiscal year 2025. 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 14, 2023, and before January 9, 2024, will receive a 1.0% salary or wage increase for fiscal year 2025.

No fiscal year 2025 across-the-board increase will be awarded to employees who commenced employment on, or after January 10, 2024.

Ms. Taylor moved and Ms. Benny seconded to approve the proposed salary increases as herein described and to further recommend that the College President be included in the 3% salary increase. **MOTION CARRIED** by unanimous voice vote.

**6. ADOPTION AND IMPLEMENTATION OF REVISED PAY SCHEDULE FOR PROFESSIONAL AND SUPPORT STAFF**

Competitive compensation is essential to the recruitment and retention of well-qualified employees. Gallagher and Associates was retained to conduct the San Juan College (SJC) compensation study for professional and support staff positions. Gallagher performed benchmarking for SJC's professional and support staff positions, utilizing data from the private sector, public sector, and higher education comparators in order to provide recommendations to align SJC salaries with market data.

Gallagher recommended several options for a salary (pay) schedule for regular professional and support staff. This salary schedule is utilized to set the minimum salary posted for most positions at San Juan College. Of the options Gallagher recommended for implementation, College administration recommends adoption of "Option D", which has been provided in advance to the Board of Trustees. Option D positively affects more positions with broader institutional impact, effectively targets positions with recruitment challenges, and provides increases to employees for years of service, capped at 7 years.

The net cost of the adoption and implementation of a revised pay schedule for professional and support staff is \$418,141.00. As this new pay structure is put into place, some of the pay increases for current professional and support staff were eclipsed by the state-mandated 3% pay increase. Because of this, the state appropriation and the College portion for the across-the-board pay increase reduces the incremental cost to the College to implement the new pay schedule.

Ms. Todacheene moved and Mr. Chance seconded to approve the adoption and implementation of the revised pay schedule for professional and support staff. **MOTION CARRIED** by unanimous voice vote.

**7. THIRD PARTY SUPPORT SERVICES – STUDENT INFORMATION SYSTEM (SIS) IMPLEMENTATION**

The College requires supplemental staffing “backfill” for the Workday Student Information System (SIS) project to backfill, or augment, hard-to-hire positions (Mostly IT). These positions will be project specific for each of the student system module implementation. This backfill will be used so that the SJC personnel can concentrate on the new SIS system being built, but keep the current production environments operational.

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 to assist with IT and Student System resourcing for one year.

For staffing/support, the cost is as follows:

IT/Student System Support

FY24 Cost	\$0
FY25 Cost	\$312,000.00
Total Cost	\$312,000.00

IT Core System Support

FY24 Cost	\$9,900.00
FY25 Cost	\$49,500.00
Total Cost	\$59,400.00

Grand Total: \$371,400.00

Total for fiscal year 2024 is \$9,900.00 plus applicable gross receipts taxes, travel and expenses.

Total for fiscal year 2025 is \$361,500.00 plus applicable gross receipts taxes, travel and expenses.

Resources for this supplemental staffing is budgeted in the fiscal year 2024 and 2025 operating fund from use of fund balance.

Mr. Chance moved and Ms. Benny seconded to approve the Ferrilli agreements at \$371,400.00 plus applicable gross receipts taxes, travel, and expenses and authorize purchase orders to encumber the necessary funds.

**MOTION CARRIED** by unanimous voice vote.

## **8. UPDATE TO FACILITIES MASTER PLAN**

At the Work Session that preceded tonight's Board meeting, the 2024 update to the College's Facilities 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.

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

## **9. HARVEST FOOD HUB RENOVATION – PHASE 2**

The San Juan College Harvest Food Hub is a grant-funded program by the U.S. Economic Development Administration. The program's mission is to grow and sustain the capacity of our food system and to positively impact our economy by connecting the community to accessible, fresh, and healthy local produce, foods, and artisan products. The U.S. Economic Development Administration has granted the College \$915,900.00 to continue renovation of the Food Hub facility located at 310 West Animas Street in Farmington. This phase of the renovation remodels approximately 1,657 square feet to accommodate a commercial kitchen and additional food storage space. Following the State of New Mexico Procurement Code, the College Purchasing Department solicited proposals for construction services with RFP #24-00222. One proposal was received from Spellbring Construction, Inc.

Spellbring's proposal came in well over budget at \$1,386,043.22 plus gross receipts taxes.

After negotiating revisions to the project, the cost was brought down to \$1,065,270.72 plus gross receipts taxes - still over the budget of \$915,900.00.

To keep this project on track, the San Juan College Foundation has agreed to raise funds to close the gap of \$237,255.00 including gross receipts taxes.

Ms. Todacheene moved and Mr. Rasor seconded to approve Spellbring Construction, Inc. for this project at a cost not to exceed \$1,065, 270.72 plus applicable gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

#### **10. CAPITAL PROJECTS PRIORITIES – STATE FUNDING**

Annually, the New Mexico Higher Education Department 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 New Mexico Higher Education Department 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) Infrastructure Improvements Building Management Systems – Phase 2  
\$6,000,000.00
- 2) Hydronic Hot Water Pipe Replacements and Enhancements  
\$3,200,000.00

These figures represent estimates of total project costs. Funding for college’s total 25% match, \$2,300,000.00 will be sourced from available fund balance.

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

#### **ITEM I. ANNOUNCEMENT OF NEXT MEETING**

The date of the next regular meeting will be **Monday, June 3, 2024, at 6:00 p.m.** in the San Juan College Board Room.

#### **ITEM J. CLOSED SESSION**

No Closed Session.



**ITEM K.     ADJOURNMENT**

Mr. Chance moved and Ms. Benny seconded the motion to adjourn the meeting.  
Chairperson Uselman adjourned the meeting at 7:33 p.m.

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Ms. Valerie Uselman, Chairperson  
San Juan College Board

ATTEST:

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Ms. Evelyn Benny, Secretary  
San Juan College Board

Date: June 3, 2024