

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
March 3, 2025**

ITEM A. CALL TO ORDER

Chairperson Uselman called the meeting to order at 6:23 p.m. The following members were present:

Valerie Uselman Chairperson
R. Shane Chance, Vice Chairperson
Byron Manning, Member
Joseph Rasor, Member
Bev Taylor, Member
GloJean Todacheene, Member

Absent: Evelyn Benny, 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, Michael Ottinger, Lorenzo Reyes, Yolanda Benally,
Carrie Tsosie Jim, Mystelle Beasley, Jill Bishop, Martin Brady, Troy Brown,
Margaret Clair, Alicia Corbell, Gayle Dean, Teresa Emrich, Veronica Evans,
Nicholle Liessmann, Roy Lytle, Murdoch Maloney, Hannah Messenger,
Lizbeth Moreno, Sherry Paxson, Elizabeth Phelps, Harley Prinster,
Eddy Rawlinson, Chris Rosen, Rhonda Schaefer, Carrie Tsosie Jim, and
Donna Ellis, Recorder

Guest(s): Derreck White

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Jill Bishop, Director, and Ms. Tanda McCombe, Coordinator, from the Center for Students Careers and Employment, delivered the monthly presentation to the Board. They provided an update on student internship placements and shared plans for the upcoming spring semester.

iCare Minute Video

This month's iCare video featured off-campus student interns and employers, with footage taken at the College's Employer Appreciation Event.

2. Association Reports

Faculty Association representative, Ms. Nicholle Liessmann, provided the Board with a presentation.

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

Associated Students representative, Mr. Derreck White, provided the Board with a presentation.

Professional Staff Association representative, Ms. Mystelle Beasley, provided the Board with a presentation.

ITEM E. CITIZEN COMMENTS

None.

ITEM F. CONSENT AGENDA

1. January 6, 2025, Work Session Minutes

The January 6, 2025, Work Session Minutes were presented in the Board Packet for approval.

2. January 6, 2025, Special Meeting and Regular Board Meeting Minutes

The January 6, 2025, Special Meeting and regular Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the five months ended December 31, 2024, were presented to the Board.

5. Personnel Report

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

Appointments: Christy “Gwyn” Adams, Administrative Assistant to the Executive Vice President, Executive Vice President’s Office, effective January 1, 2025; Javier Monclova, Administrative Assistant II-Student Engagement, Student Services, effective January 1, 2025; Melanie Johnson, English Language Teaching Coordinator and Instructor, ACE Center, effective January 6, 2025; Denzel Tsosie, Part-time Workstation Support Analyst I, Information Technology Center, effective 6, 2025; Elaina Crenshaw, Instructor of Music, School of Humanities, effective January 8, 2025; Austin Beckstead, Mechanical Maintenance Technician, Physical Plant, effective January 14, 2025; Christa Torrez, Building Services Supervisor, Physical Plant, effective January 14, 2025; Matthew Barber, HVAC Technician, Physical Plant, effective January 14, 2025; Mariah Kynast, Human Resources Technician, Human Resources, effective January 21, 2025.

Changes: Guadalupe Hunt, Financial Aid Technician, Financial Aid to Senior Administrative Assistant, Risk Management, effective January 6, 2025; Aurelia Sala, Senior Accounting Technician, Business Office to Accounting Technician II, Business Office, effective January 13, 2025; Jonnelle Roos, Program Specialist, Continuing Education to Associate Director of Lifelong Learning, Continuing Education, effective January 13, 2025; Lainna Newman, Senior Accounting Technician, Business Office to Accounting Technician II, Business Office, effective January 13, 2025; Sarah Ortiz, Accountant, Business Office to Accountant I, Business Office, effective January 13, 2025.

Separations: Wilbert John, Research Specialist, Institutional Research, separation of employment, effective January 24, 2025; Megan Wells, Accountant, Foundation, separation of employment, effective January 31, 2025; Monica Beevers, Senior Administrative Assistant, Risk Management, retirement, effective January 31, 2025.

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. Remote Financial Aid Services

The College uses CampusWorks as one of its remote services providers. Because of a critical vacancy in the College's Financial Aid department and the needs to 1) provide for students' aid at a very peak time, 2) submit required reports to funding agencies on a timely basis and 3) provide backfill for the Workday student information system implementation, College leadership requests that the under current remote services contract, CampusWorks be engaged to provide a 35-hour per week Assistant Financial Aid Director for the next nine months to twelve months.

The cost of the additional service is \$30,138.00 per month not to exceed \$361,656.00 for twelve months plus applicable taxes. At the College's option, this engagement may be cancelled after nine months with a 30-day notice.

Funding for this project will be provided from the general operating fund and from fund balance approved for Workday implementation costs.

Recommendation

I recommend the Board of Trustees affirm the continuance of this contract into the second year of the previously approved three-year agreement.

APPROVAL OF CONSENT AGENDA

Ms. Todacheene moved and Mr. Manning 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. HEAVY EQUIPMENT ACQUISITIONS

In an ongoing effort to build training capabilities within our new Heavy Equipment Operator Program, the School of Energy is requesting approval to purchase additional equipment. Under the guidance of the College Purchasing Department and following a detailed and documented process to meet all of the State of New Mexico Procurement requirements, pricing has been obtained pursuant to Cooperative Educational Services (CES) contract number: 2022-10-C102-ALL from 4 Rivers Equipment, Farmington, NM, for the acquisition of the following:

<u>Quantity</u>	<u>Item</u>	<u>Cost</u>
1	Bergman Model 6671 Compact Swivel 8.5 yard dump truck with 3-year maintenance agreement	\$264,765.13
1	John Deere 5100 E Tractor with rotary cutter, 5 yard Scraper and 3-year maintenance agreement	\$147,855.62
1	John Deere 320F Skidsteer	\$ 74,423.97
	Total Cost	\$487,044.72

College Administration requests a contingency of \$25,955.28 to cover applicable taxes, registration, and licensing bringing the total to \$513,000.00. Funding for this purchase has been secured with the approval of the New Mexico Higher Education Department under the state’s High Impact Work Force allocation and from a Department of Energy Grant.

Ms. Todacheene moved and Mr. Razor seconded to approve the purchase of the equipment discussed herein from 4 Rivers Equipment, LLC of Farmington utilizing CES Contract 2022-10-C102-ALL in an amount not to exceed \$513,000.00. **MOTION CARRIED** by unanimous voice vote.

2. WATER FILTER UNIT FOR STUDENT TRAINING

San Juan College’s Center of Excellence for Renewable Energy and Sustainability (COE) needs a water filtration unit for the instruction and training of students.

Following the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited proposals through Request for Proposals (RFP) #25-02162 (no responses) and #25-02442 (re-bid). One proposal was received through the re-bid process and reviewed by the College’s evaluation committee. The committee has determined that the proposal meets RFP specifications and the College’s needs. RODI Systems Corporation (a New Mexico resident company) was recommended for submission to the College Board.

Total cost for the water filtration unit and its installation is \$95,600.00. College Administration requests a contingency of \$12,400.00 to cover applicable taxes and incidentals, bringing the total to \$108,000.00.

Mr. Razor moved and Mr. Chance seconded to approve the award of these services as herein described, to RODI Systems Corporation, not to exceed \$108,000.00. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Monday, March 3, 2025, at 6:00 p.m.** in the San Juan College Board Room.

ITEM J. ADJOURNMENT

Mr. Chance moved and Mr. Manning seconded the motion to adjourn the meeting. Chairperson Uselman adjourned the meeting at 7:22 p.m.

Ms. Valerie Uselman, Chairperson
San Juan College Board

ATTEST:

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

Date: March 3, 2025