

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
March 1, 2022**

ITEM A. CALL TO ORDER

Chairman Rasor called the meeting to order at 7:12 p.m. The following members were present:

Joseph Rasor, Chairman
Evelyn Benny, Vice-Chairman
Valerie Uselman, Secretary
Hoskie Benally, Jr., Member
R. Shane Chance, Member
Byron Manning, Member
John Thompson, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance included:
Edward DesPlas, Boomer Appleman, Adrienne Forgette, Kerri Langoni,
Karen Acree, Yolanda Benally, Josh Bishop, Roy Brown, Clay Calkins,
Arely Caro, Debbie Chalmers, Alicia Corbell, Sherri Cummins, Sandy Gilpin,
Chris Harrelson, Ron Jernigan, Ruben Johnson, Kris Kraly, Karen Krob,
Roy Lytle, Robert Martinez, Tanda McCombe, Steve Miller, Mike Offutt,
Chris Opperman, Michael Ottinger, Jeff Parkes, Sherry Paxson, Eddy Rawlinson,
Lorenzo Reyes, Chris Rosen, Rhonda Schaefer, Lisa Snyder, Paulette Stanley,
Carrie Tsosie-Jim, Jeanne Winchell, and Donna Ellis, Board Recorder

Guest(s): Robert Ferrilli, Kaden Hergenreter, Greg MacPhee

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Yolanda Benally gave a presentation on the TRIO Student Support Services programs. She has been the director of these programs since 2020.

iCare Minute Video

This month's iCare Minute Video featured Malcolm Smith who graduated in December 2021 from San Juan College with his Instrumentation Controls and

Electrical Technology degree and was hired at Intel. Malcolm talks about his experience as he navigated a complete career change after his motorcycle accident left him unable to continue with his previous job.

Association Reports

Professional Staff Association representative, Ms. Jeanne Winchell, provided the Board with a report.

Support Staff Association representative, Mr. Mike Offutt, provided the Board with a report.

Student Association representative, Mr. Kaden Hergenreter, provided the Board with a report.

Faculty Association representative, Ms. Sherri Cummins, provided the Board with a report.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. February 1, 2022 Work Session Minutes

The February 1, 2022 Work Session Minutes were presented in the Board Packet for approval.

2. February 1, 2022 Board Meeting Minutes

The February 1, 2022 Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the month ended January 31, 2022 were presented in the Board Packet.

5. Personnel Report

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

Appointments: Burton Chavez, Instructor and Academic Coach, Academic and Career Engagement Center, effective January 31, 2022; Isaac Jones, Custodian, Physical Plant, effective January 31, 2022; Erwin Merida, Custodian, Physical Plant, effective January 31, 2022; Karyn Denny, Training Coordinator, Enterprise Center, effective February 14, 2022; Danielle Wayne, Associate Teacher, Child and Family Development Center, effective February 16, 2022; Ed Becenti, Assistant Controller, Business Office, effective February 18, 2022; Chevrolet Hilb, Custodial Crew Leader, Physical Plant, effective February 22, 2022; James Shorty, Custodial Crew Leader, Physical Plant, effective February 22, 2022.

Changes: None.

Separations: Shauna Mangum, Assistant Director/Assistant Professor-Nursing, School of Health Sciences, separation of employment, effective January 29, 2022; Darlene Dobey, Registration Assistant, Registration and Records, retirement, effective January 31, 2022; Kandace Price, Custodian, Physical Plant, separation of employment, effective February 1, 2022; Eugene Yazzie, Custodian, Physical Plant, separation of employment, February 1, 2022; Elizabeth Martinez, Admissions Recruiter, Office of Admissions, separation of employment, effective February 3, 2022; Erin Havens, EDA Harvest University Project Manager, Enterprise Center, separation of employment, effective February 5, 2022; Marian Hufford, Associate Teacher, Child and Family Development Center, separation of employment, effective February 11, 2022; Laura Bishop, Security Officer, Public Safety, retirement, effective February 28, 2022; Amanda Pickering, Coordinator, Center for Student Careers and Employment, separation of employment, effective February 28, 2022.

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.

APPROVAL OF CONSENT AGENDA

Mr. Thompson 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. CHANGE IN TUITION RATES – EFFECTIVE FALL 2022

Pursuant to San Juan College Board of Trustees Policy Number 702, II. A. 2. a., calculations for a change in tuition rates were presented and discussed at the February 1, 2022, Board of Trustees Work Session. Based on the policy herein referenced and the discussion within the February 1st Work Session with the Trustees, the executive leadership of San Juan College makes the following recommendations for changes to tuition:

- Resident tuition be increased from \$52 per credit hour to \$56 per credit hour.
- Non-Resident tuition be increased from \$164 per credit hour to \$178 per credit hour.
- These changes are to be effective beginning the Fall 2022 semester.

Mr. Manning moved and Mr. Chance seconded to approve the proposed changes to tuition, effective beginning with the Fall 2022 semester. **MOTION CARRIED** by unanimous voice vote.

2. MICROSOFT PRODUCTS LICENSE EXTENSION

The College has almost four thousand (4,000) desktop and laptop computers in service. On a daily basis, the College's students, faculty, and staff use an array of Microsoft products such as Windows, Teams, Outlook, Word, Excel, Power Point, and One Note. Other Microsoft products in use at San Juan College include One Drive, Power BI, SQL Service licenses, Office 365 Cloud Security, Azure DNS Server, Windows Defender, Sharepoint, Microsoft Project, and Visio. On April 23, 2019, San Juan College's Board of Trustees approved a three-year license agreement for this portfolio of Microsoft products attained through the University of New Mexico's (UNM) price agreement. Last year's licenses totaled \$137,993.92. While the three-year license was to expire in 2022, UNM has extended the agreement for a fourth year, through 2023. We expect additional costs to be incurred for upcoming projects such as providing redundancy for identity management,

which will provide the ability to log into our cloud-based systems were anything to happen to our on-site data center.

The cost for the fourth year of Microsoft software products will not exceed \$155,000 plus gross receipts taxes.

Mr. Chance moved and Ms. Uselman seconded to approve the fourth year of the extended license agreement for Microsoft software products and direct staff to encumber the necessary funds. **MOTION CARRIED** by unanimous voice vote

3. HARVEST FOOD HUB COMMERCIAL KITCHEN EQUIPMENT

San Juan College's Harvest Food Hub and Kitchen's next step in its business development plan is equipping its commercial kitchen. The kitchen is a resource for local food entrepreneurs and growers to develop, manufacture, and sell their products within the community and in markets beyond the Four Corners. The current space has already been approved by the USDA for food manufacturing. Without a full array of equipment, the kitchen has already hosted the first Food Entrepreneur Applied Training (FEAT), helping three upstart businesses launch. After installation of a robust array of equipment, food entrepreneurs will be able to rent the space to create a larger variety of products for retail sales. One of the overarching goals of the Harvest Food Hub and Kitchen is getting more local products onto local store shelves. This kitchen will help local producers to do so. This expanded capacity of the Harvest Food Hub and Kitchen can stimulate growth in the local economy.

Under the guidance of the College Purchasing Department, pricing pursuant to a cooperative agreement through Sourcewell contract #091918-STF was obtained from Stafford-Smith, Inc. for the acquisition of kitchen equipment to include but not limited to, ranges, braising pan, countertop char broiler, floor fryer, convection oven, ice maker, three-compartment sink, hand sinks, electric food slicer, security units, bun/sheet rack, planetary mixer, mobile heated holding proofing cabinet, combi oven, countertop food processor, water filtration system, and various connectors.

Total purchase cost from Stafford-Smith, Inc. will not exceed \$110,000 plus applicable taxes.

Funds for this purchase are provided by various grants supporting our Harvest Food Hub and Kitchen.

Mr. Manning moved and Ms. Benny seconded to approve to approve the purchases from Stafford-Smith, Inc. in an amount not to exceed \$110,000 plus applicable taxes. **MOTION CARRIED** by unanimous voice vote.

4. TRAINING PROP FOR FIRE SCIENCE PROGRAM

The Fire Science program at San Juan College is designed to give students the essential education and hands-on training needed for a career in firefighting. Students receive training in the basic concepts of firefighting and participate in actual hands-on evolution that give them real experience in the firefighting career field.

To support firefighter training for the real world, a new liquefied petroleum gas (LPG) bed fire prop will be constructed, delivered, and installed at the site of the College Fire Tower located at 800 S. Hutton Street in Farmington. This new fire prop will bring enhanced realism to the College's training environment, allowing students to work in circumstances that more closely parallel the "reality" in which they will work. In addition to realism, safety is a large consideration in fire training; this equipment is to provide the safest learning environment possible. To ensure safety for our students this fire prop simulator will comply with the National Fire Protection Association (NFPA) Standard 1402, 2019 edition.

Under the guidance of the College Purchasing Department, a Request for Proposals solicitation for the construction of the new fire prop was issued as RFP #22-50391. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The RFP closed on February 10, 2022, with only one response received. Jaynes Corporation of Farmington, NM submitted their proposal to include a cost of \$176,296 plus applicable taxes. Price includes fire prop, delivery, installation, and training services.

Funding for this fire prop is available in the Renewal and Replacement budget.

Mr. Chance moved and Mr. Thompson seconded to approve to approve the construction and installation of the LPG bed fire prop, as described above, be awarded to Jaynes Corporation at a cost that will not exceed \$176,296 plus gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

5. CHANGE IN DATE FOR MAY BOARD MEETING

Based on discussions with the Trustees during the March Work Session, the May Board Meeting will be moved to April 19, 2022.

Mr. Thompson moved and Ms. Benny seconded to approve the date of April 19, 2022, for the May Board Meeting. **MOTION CARRIED** by unanimous voice vote.

6. FOURTH QUARTER, FISCAL YEAR 2022 PAY INCREASE

The 2022 New Mexico Legislative session ended on February 17, 2022. At the date of this agenda submission, February 18, 2022, bills passed by the House and Senate have been moved to the Governor for action. If approved, legislation for compensation increases for eligible full-time higher education employees is anticipated to grant a three-percent (3%) increase, effective April 1, 2022. It is further anticipated that the state's appropriation for this increase will amount to seventy percent (70%) of the cost with the remaining thirty percent (30%) of cost covered by institutional funds. The three-percent (3%) increase will impact pay in a pro-rata manner only for the last three months of fiscal year 2022. The legislation awaiting the Governor's action also provides for a four percent (4%) compensation increase for eligible full-time employees, effective July 1, 2022. The cost share of the fiscal year 2023 compensation increase is expected to be seventy percent (70%) state-funded and thirty percent (30%) institutionally funded.

In the interest of transparency and in deference to the Board's authority for the position of the President's compensation, the recommendation that follows will include a specific recommendation that the President be included in the three-percent (3%) fiscal year 2022 fourth quarter pay increase as granted by the New Mexico Legislature.

The College awaits information on the amount of its appropriations for these compensation increases.

Mr. Chance moved and Ms. Uselman seconded to authorize College administration to implement the three-percent (3%) pay increase for eligible full-time employees and the President of San Juan College in accordance with pending approved legislation and the Governor's action, effective April 1, 2022. **MOTION CARRIED** by unanimous voice vote.

7. FURNITURE FOR STUDENT HOUSING

At the December 7, 2021 meeting, the San Juan College Board of Trustees approved Foliot Furniture Pacific, Inc. as the vendor for student housing furniture. The approved purchase authority was \$431,792.96, plus applicable gross receipts taxes. After visiting the Foliot showroom and working with Dekker Perich Sabatini's interior designer, College administration recommends select substitutions and upgrades to the base proposal submitted by Foliot under Request for Proposal #22-49939. The selected upgrades can be accomplished with additional purchasing authority not to exceed \$50,000. Student housing is to be completed by the end of May; furniture will be delivered and installed not later than July 2022.

Funds are budgeted in the student housing project budget.

Ms. Benny moved and Mr. Thompson seconded to approve to approve additional spending authority of \$50,000, bringing the total purchase authority with Foliot Furniture Pacific Inc. to an amount not to exceed \$481,792.96 plus applicable gross receipts taxes. **MOTION CARRIED** by unanimous voice vote.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, April 5, 2022 at 7:00 p.m.** in the San Juan College Board Room.

ITEM J. CLOSED SESSION

No Closed Session.

ITEM K. ADJOURNMENT

Mr. Manning moved and Mr. Thompson seconded the motion to adjourn the meeting. Chairman Razor adjourned the meeting at 8:14 p.m.

Mr. Joseph Razor, Chairman
San Juan College Board

ATTEST:

Ms. Valerie Uselman, Secretary
San Juan College Board

Date: April 5, 2022