

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
October 7, 2024**

ITEM A. CALL TO ORDER

Chairperson Uselman called the meeting to order at 6:24 p.m. The following members were present:

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

Absent: Evelyn Benny, Secretary
 Byron Manning, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance included:
Toni Hopper Pendergrass, Edward DesPlas, Kerri Langoni Carpenter,
Yolanda Benally, Lorenzo Reyes, Carrie Tsosie-Jim, Mystelle Beasley,
Valene Begaye, Troy Brown, Margaret Clair, Gayle Dean, Teresa Emrich,
Veronica Evans, Kris Kraly, Roy Lytle, Murdoch Maloney, Robert Martinez,
Hannah Messenger, Lizbeth Moreno, Michael Ottinger, Sherry Paxson,
Harley Prinster, Eddy Rawlinson, Chris Rosen, Eileen Salazar, Rhonda Schaefer,
Meridee Walters, Rakisha Yazzie, and Donna Ellis, Recorder

Guest(s): Rylee Morris, Brigitta Pramitasari, Camden Ramsey, Porter Smith,
Derrick White

Ms. Kerri Langoni Carpenter announced that Edward DesPlas was awarded the
Community College Business Officers (CCBO) 2024 Bob Hassmiller
Humanitarian Service Award at their annual conference in September in
Savannah, Georgia. Congratulations to Edward!

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Rakisha Yazzie will present on the topic of the Native American-Serving Nontribal Institutions (NASNTI).

iCare Minute Video

This month's iCare Minute video features Mr. Carl Cuthair, an MCAP student and Tru-West Ram Jeep employee located in Cortez, who has won the Jeep Indigenous Student Scholarship – one of only two awarded in the United States. The scholarship and certificate were presented to Carl by Jeep officials at the School of Trades and Technology on September 17, 2024.

2. Association Reports

Associated Students representative, Mr. Camden Ramsey, will provide the Board with a presentation.

Faculty Association representative, Ms. Kris Kraly, will provide the Board with a presentation.

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

Support Staff Association representative, Ms. Harley Prinster, will provide the Board with a presentation.

ITEM E. CITIZEN COMMENTS

None.

ITEM F. CONSENT AGENDA

1. September 9, 2024, Work Session Minutes

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

2. September 9, 2024, Board Meeting Minutes

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

3. Correspondence

Dr. Pendergrass received a letter of appreciation from the Accreditation Commission for Education in Nursing (ACEN), recognizing San Juan

College's commitment to high-quality nursing education. The letter also acknowledged our dedicated faculty member, Ms. Shawna Kemper-Director of Nursing, who served as an ACEN Peer Evaluator during the 2023-2024 academic year.

4. **Financials**

None.

5. **Personnel Report**

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

Appointments: Guadalupe Hunt, Financial Aid Technician, Financial Aid, effective August 26, 2024; Laney Puryear, Senior Administrative Assistant, Admissions and Recruitment, effective August 26, 2024; Nina Garcia-Montoya, Academic Advisor-Student Outreach, Advising and Retention, effective August 26, 2024; Patrick Smith, Instructor of Heavy Equipment Operator Program, School of Energy, effective August 26, 2024; Robyn Alex, Catalog and Curriculum Specialist, Office for Learning, effective August 26, 2024; Alice Reconnu, Nursing Content Specialist, School of Health Sciences, effective September 3, 2024; Susan Hayes, Administrative Assistant II, CDL Program, School of Energy, effective September 3, 2024; Haley Wallace, Assistant Professor of Physical Therapy Assistant Program, School of Health Sciences, effective September 9, 2024; Zachary Cordell, Admissions Technician, Admissions and Recruitment, effective September 9, 2024; Melodie Archuleta, Administrative Assistant to the Vice President, Office for Learning, effective September 16, 2024.

Changes: Justin Brannon, Administrative Assistant I, Student Outreach, Advising and Retention to Senior Administrative Assistant, Student Outreach, Advising and Retention, effective August 26, 2024; Paulette Stanley, Administrative Assistant to the Vice President to Executive Projects Associate, President's Office, effective September 9, 2024; Mystelle Beasley, Interim Director of Tutoring Center, Tutoring Center to Director of Tutoring Center, Tutoring Center, effective September 16, 2024.

Separations: Adrian Lucero, Security Officer, Public Safety, separation of employment, effective September 4, 2024; Kim Salazar, Academic Advisor, Advising Center, separation of employment; effective September 6, 2024; Andrea Schultz, Associate Director, Continuing Education, separation of employment, effective September 11, 2024; Amanda McKelvey-Valdez, Administrative Assistant II, Student Engagement and Campus Life, separation of employment, effective September 11, 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. Fiscal Year 2024-2025 Insurance Premiums

San Juan College obtains an array of property, liability, unemployment, and workers compensation coverages through the New Mexico General Services Department. The College has received notices for most of its renewal premiums due for the period July 1, 2024 - June 30, 2025. Coverages and related premiums are reflected below. College administration recommends that the following coverages be renewed.

<u>Coverage</u>	<u>FY25 Premium</u>
General Liability	10,080.00
Medical Malpractice	4,765.00
Aviation Aircraft – Drones	25,000.00
Civil Rights	126,140.00
Automobile Liability	3,690.00
Automobile Physical Damage	7,350.00
Blanket Property	342,850.00
Fine Arts	383.00
Boiler	7,100.00
Accidental Death & Dismemberment	33,000.00
Storage Tank Liability	2,000.00
Workers Compensation	289,200.00
State Unemployment	51,000.00
CyberSecurity	52,000.00
30 th Street Contents	5,500.00
30 th Street Building	97,399.00
Food Hub Recall	721.00
Food Hub Liability	13,250.00
Colorado W/C for Students in Unpaid Clinicals*	2,000.00

Total premiums for Fiscal Year 2025 are \$1,073,402.00.

Recommendation

I recommend the Board of Trustees approve the College administration’s recommendation that the coverages for Fiscal Year 2025 be renewed and that payment of the associated premiums totaling \$1,073,402.00 be authorized.

8. Fiscal Year 2025 Property Tax Rates: Operations and Debt Service

Based on information from the Senior Budget Analyst of the New Mexico Higher Education Department received on August 12, 2024, the San Juan College Board of Trustees is provided with the following calculated mil levy and debt service property tax rates for Fiscal Year 2025.

<u>Mil Levy</u>	<u>FY2025</u>	<u>FY2024</u>
Operations & Maintenance		
Residential	3.555	3.634
Non-Residential	4.500	4.500
Oil – Gas & Equipment	4.500	4.500
 <u>Debt Service</u>	 0.600	 0.600

Recommendation

I recommend the Board of Trustees acknowledge receipt of this information.

APPROVAL OF CONSENT AGENDA

Ms. Todacheene moved and Mr. Rasor 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. FACILITIES MASTER PLAN

Fiscal Year 2018 was the last year in which the College commissioned an architect-guided Facilities Master Plan. Since then, College staff have completed annual amendments. College administration recommends an architect-guided master plan to assist in its facilities development needs.

Following the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, the College Purchasing Department solicited responses for qualified professional consulting services for the development of the College’s Facilities Master Plan through Request for Proposal (RFP)

24-00625 Facilities Maser Plan. The evaluation committee reviewed the only proposal received and determined the Offeror met the required qualifications for this service. Architectural Research Consultants, Incorporated (ARC) was then selected as the recommended Offeror.

ARC will provide:

- Review of the facility condition ratings (FCI) prepared in-house for campus facilities and assist in their update as warranted.
- Planning process will seek stakeholder input through interviews, workshops with a master planning committee, and an online survey.
- Provide an efficient and cost-effective planning process that will capitalize on their extensive knowledge of the campus to aid data gathering.
- Provide teleconferencing, whenever possible, to contain travel expenses.

The cost of these services is \$138,000.00 plus applicable taxes.

Funds for these services are budgeted in the Fiscal Year 2025 general fund.

Ms. Todacheene moved and Mr. Rasor seconded to approve this award to Architectural Research Consultants, Inc. at a cost of \$138,000.00. **MOTION CARRIED** by unanimous voice vote.

2. PARKING LOTS, ROADS, PAVING, LIGHTING AND WAY FINDING SIGNAGE PROJECT PHASE II

The original project cost was estimated to be \$5,204,665.00 with an anticipated amount of \$3,903,499.00 being provided by State Funding. In the 2020 Legislative session the HED recommended and secured \$3,500,000.00 in State funding for the project, a reduction in resources of \$403,499.00. Without full State support the project was scaled back from the original project scope. That portion of the project has been completed.

A second portion of the project to include repaving the Main College Entrance from College Boulevard to the roundabout and paving two asphalt cuts for hot water loop repairs. The locations of these two cuts are on the front side of Health and Human Performance Center (HHPC) and within the Welding yard.

Under the guidance of the College Purchasing Department, pricing pursuant to Cooperative Educational Services (CES) contract number: CES 2023-05-G1181-124 was obtained from Spellbring Construction, Inc. not to exceed \$273,600.00 plus applicable taxes.

Funding for this project is budgeted for in the Building Renewal and Replacement (BRR).

Mr. Chance moved and Ms. Taylor seconded to approve Spellbring Construction, Inc. for this project, as herein described, at a cost not to exceed \$273,600.00 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, November 4, 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. Todacheene seconded the motion to adjourn the meeting. Chairperson Uselman adjourned the meeting at 7:18 p.m.

Ms. Valerie Uselman, Chairperson
San Juan College Board

ATTEST:

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

Date: November 4, 2024