

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
January 6, 2025**

ITEM A. CALL TO ORDER

Chairperson Uselman called the meeting to order at 6:15 p.m. The following members were present:

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

Absent: Joseph Rasor, 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, Michael Ottinger, Lorenzo Reyes, Mystelle Beasley, Valene Begay, Jill Bishop, Troy Brown, Margaret Clair, Alicia Corbell, Gayle Dean, Teresa Emrich, Veronica Evans, Nicholle Liessmann, Roy Lytle, Murdoch Maloney, Robert Martinez, Tanda McCombe, Lizbeth Moreno, Sherry Paxson, Eddy Rawlinson, Chris Rosen, Rhonda Schaefer, Carrie Tsosie Jim, Meridee Walters, and Donna Ellis, Recorder

Guest(s): Derreck White

ITEM C. ADOPTION OF AGENDA

Mr. Manning moved and Ms. Todacheene 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, will provide the Board with a presentation.

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

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

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

ITEM E. CITIZEN COMMENTS

None.

ITEM F. CONSENT AGENDA

1. December 2, 2024, Work Session Minutes

The December 2, 2024, Work Session Minutes were presented in the Board Packet for approval.

2. December 2, 2024, Board Meeting Minutes

The December 2, 2024, Board Meeting Minutes were presented in the Board Packet for approval.

3. Correspondence

None.

4. Financials

Financial reports for the five months ended November 30, 2024, were presented to the Board.

5. Personnel Report

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

Appointments: Mark Frick, Administrative Coordinator, Testing and Accessibility Services, effective November 18, 2024; LeAnne Magnuson, Donor Relations Coordinator, Foundation, effective November 18, 2024; Herman Tsosie, Instructor of Heavy Equipment Operator Program, School of Energy, effective November 18, 2024; Julie Delauter, Accounting Technician, Business Office, effective December 2, 2024.

Changes: Blanca Frias, Lead Cashier and Accounts Receivable Supervisor, Business Office to Bursar, Business Office, effective November 18, 2024; Shawan Christopher Johnson, Operations Coordinator, Continuing Education to Coordinator of Outdoor Recreation, Human and Health Performance Center, effective December 2, 2024; Guadalupe Hunt, Senior Administrative Assistant, Risk Management, effective January 6, 2025.

Separations: Antonio Sanchez, Accounting Supervisor, Business Office, separation of employment, effective November 29, 2024; Jose Marentes, Custodian, Physical Plant, separation of employment, effective December 12, 2024; E. Michael Scott, Assistant Professor, School of Business, Information Technology and Social Sciences, separation of employment, effective December 19, 2024; Richardyna Christie, Associate Professor, School of Humanities, retirement, effective December 31, 2024; Teun Fetz, Associate Professor, School of Humanities, separation of employment, effective December 31, 2024; Janet Peterson, Director-Center for Professional Exploration and Development, retirement, effective December 31, 2024; William Williams, Business Advisor, Small Business Development Center, retirement, effective December 31, 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. CenturyLink/Lumens Telephonic and Internet Connectivity

At the December 5, 2023, Board of Trustees meeting, the Board authorized a three-year contract for an upgrade to the ethernet connectivity through CenturyLink/Lumens. The three-year cost of \$325,372.55 including \$42,439.90 contingency plus taxes and surcharges was approved. During the

first year of this contract, the Metro Optical Ethernet, supporting data file transfer, internet access, off-site data storage, and access to hosting, outsourced mail and file server service, was replaced. Additional connectivity upgrades will continue in the upcoming second year of this contract.

The cost for the second contract year is anticipated not to exceed \$90,188.16 plus applicable taxes and surcharges.

Recommendation

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

8. IT Infrastructure Upgrade Project Phase II Update

As part of the Information Technology Master Plan project, Network Cabling, Inc. was approved by the Board at the August 2024 Board meeting, utilizing purchasing cooperative, TIPS USA, Inc. Contract #240303 for the amount of \$813,917.00.

In the interest of expediting this project's progress, College administration will be switching this contract to purchasing cooperative CES Contract #2024-10-C122-1 and 2024-14-C1114-ALL. The vendor will not change. The scope of the work will not change. The cost will not exceed the amount previously approved.

Recommendation

I recommend the Board of Trustees affirm the change in Cooperative agreements from TIPS USA, Inc. to Cooperative Educational Services (CES).

9. Approval for Certification of Asset Inventory*

The governing unit of the College is required to certify the capital asset inventory of the College at year end as part of the year-end audit process. For this purpose, the capital asset inventory has been completed to the best of the SJC staff's ability and is presented to the Board of Trustees. The detailed list of SJC's asset inventory to which this summary is reconciled has been provided to Trustees in advance of the meeting.

Fiscal Year 2024 Capital Asset Inventory

<u>Category</u>	<u>Acquisition Cost</u>
Buildings and Improvements	\$164,692,904.00
Infrastructure Assets	18,700,048.00
Land Improvements	13,990,216.00
Land	3,287,754.00
Leasehold Improvements	622,023.00
Equipment	24,076,774.00
Software	952,880.00
Art Collection	1,716,097.00
Library Materials	1,607,585.00
Mineral Collection	<u>580,030.00</u>
Grand Total	\$238,221,786.00

Recommendation

I recommend that the Board of Trustees approve and certify the asset inventory for purposes of the fiscal year.

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

None.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. FISCAL YEAR 2025 MID-YEAR BUDGET ADJUSTMENT REQUEST

The Fiscal Year 2025 budget was developed amidst the migration to the Workday enterprise resource planning system. As a result, some corrections are necessary to better align the budget with the College’s plans and operations. New projections for select revenue sources and expenditure line items are available to management and are now being factored into the budget. Numerous routine budget adjustments to keep budget line items consistent with current needs and spending patterns have also been included in this budget adjustment request.

In summary, Current Fund revenues are projected to increase by \$2,521,591.00 while expenditures and transfers are projected to increase by

\$2,037,024.00 above those projected in the original approved budget.
 Restricted Funds are projected to increase by \$6,568,577.00.

Additional details for the Current Fund are below.

	<u>Original Budget</u>	<u>Change</u>	<u>Revised Budget</u>
<u>Revenues:</u>			
Tuition & Fees	11,300,000	-	11,300,000
State Appropriations	39,294,589	(81,380)	39,213,209
Local Appropriations	15,132,344	3,105,107	18,237,451
State Grants/Contracts	1,200,000	(1,000,000)	200,000
Sales & Services	330,000	775,000	1,105,000
Other Revenue	<u>1,690,270</u>	<u>(277,136)</u>	<u>1,413,134</u>
Total Revenues	68,947,203	2,521,591	71,468,794
<u>Expenditures:</u>			
Instruction	31,006,168	3,016,599	34,022,767
Academic Support	5,845,822	21,455	5,867,277
Student Services	6,609,092	14,000	6,623,092
Institutional Support	11,691,074	167,957	11,859,031
Physical Plant Operations & Maintenance	<u>7,389,530</u>	<u>296,734</u>	<u>7,686,264</u>
Total Expenditures	62,541,686	3,516,745	66,058,431
Transfers In/(Out)	<u>12,958,270</u>	<u>(1,479,721)</u>	<u>11,478,549</u>
Total Expenditures & Transfers	75,499,956	2,037,024	77,536,980
Change in Fund Balance	(6,552,753)	484,567	(6,068,186)

This Budget Adjustment Request was discussed in detail with the Trustees in the Work Session that immediately preceded this Board of Trustees meeting (January 6, 2025).

Ms. Todacheene moved and Mr. Chance seconded to approve the mid-year budget adjustment request for Fiscal Year 2025 for submission to the New Mexico Higher Education Department. **MOTION CARRIED** by unanimous voice vote.

2. STUDENT TELEHEALTH CALL CENTER

Many San Juan College students face social and economic barriers to their personal, educational, and professional success. Accordingly, the College provides many targeted services and programs to counter these challenges and promote student success. One such area is mental and emotional wellbeing, which is crucial to student success. In an effort to meet those needs, the College has used a Student Telehealth Center which provides our students with mental health care support and referrals.

At the December 2022 Board meeting, Virtual Care Group was approved by the Board to provide Telehealth services for San Juan College students with a

contract for one year (and optional three additional one-year terms not to exceed four years in total).

Virtual Care Group has been acquired by Uwill, Inc. and, as such, has also acquired our contract with the optional extensions. Uwill, Inc. has agreed to hold existing pricing for this year (the third year) of a maximum four-year contract.

San Juan College leadership recommends this contract be extended for another year at a price of \$99,456.00, plus applicable taxes.

Funding provided through “\$200,000 Appropriation for Mental Health Services (DFA GRO Project 24-ID 122).”

Ms. Todacheene moved and Mr. Manning seconded to approve Uwill, Inc. to provide Telehealth services for San Juan College students at a cost not to exceed \$99,456.00 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, February 3, 2025, at 6:00 p.m.** in the San Juan College Board Room.

ITEM J. ADJOURNMENT

Mr. Chance moved and Ms. Benny seconded the motion to adjourn the meeting. Chairperson Uselman adjourned the meeting at 7:03 p.m.

Ms. Valerie Uselman, Chairperson
San Juan College Board

ATTEST:

Ms. Evelyn Benny, Secretary
San Juan College Board

Date: February 3, 2025