

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
April 7, 2025**

**ITEM A.     CALL TO ORDER**

Chairperson Uselman called the meeting to order at 6:21 p.m. The following members were present:

Valerie Uselman Chairperson  
R. Shane Chance, Vice Chairperson  
Evelyn Benny, Secretary  
Byron Manning, Member  
Joseph Rasor, Member  
Bev Taylor, Member  
GloJean Todacheene, 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, Lorenzo Reyes, Yolanda Benally, Eric Bateman,  
Troy Brown, John Carlson, Jamie Chavez, Margaret Clair, Andrea Cooper,  
Alicia Corbell, Veronica Evans, Johnathan Fisher, Sherry Curry Graves,  
Gayle Dean, Teresa Emrich, Veronica Evans, Kate Fulton, Fionna Harrington,  
Autumn Jim, Kris Kraly, Karen Krob, Nicholle Liessmann, Roy Lytle,  
Murdoch Maloney, Robert Martinez, Hannah Messenger, Lizbeth Moreno,  
Sherry Paxson, Elizabeth Phelps, Harley Prinster, Eddy Rawlinson, Chris Rosen,  
Eileen Salazar, Rhonda Schaefer, Devin Scott, Brandie Solomon,  
Carrie Tsosie Jim, Travis Wade, Meridee Walters, and Donna Ellis, Recorder

Guest(s): Jeremiah Hughes, Alx Lee, Derreck White

Ms. Rhonda Schaefer, Sr. Director of Marketing and Public Relations, discussed how San Juan College's Marketing Department earned a Gold Paragon Award from the National Council for Marketing and Public Relations (NCMPR) for its website. The national competition recognized marketing excellence among 205 two-year colleges across the U.S. and Canada. Judges praised the website for being user-friendly, interactive, and capturing the student experience. This marks the website's third major award, following a Silver at the NCMPR District 4 Medallion Awards and a Gold AVA Digital Award for outstanding digital communication.

**ITEM C.      ADOPTION OF AGENDA**

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

**ITEM D.      REPORTS**

**1.   Monthly Presentation**

Mr. Johnathan Fisher, Professor of English, delivered a presentation on Artificial Intelligence (AI), covering key policies and showcasing how AI works.

**iCare Minute Video**

This month's iCare video featured Mr. Cristian Pineda, a student in the Physical Therapy Assistant Program. Having experienced multiple sports-related injuries, Cristian was inspired to pursue a career in Physical Therapy. Originally from Washington D.C., he relocated to join the program and is now working toward his goal of assisting professional skateboarders or contributing to a sports clinic after graduation..

**2.   Association Reports**

Professional Staff Association representative, Ms. Margaret Clair, provided the Board with a presentation.

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

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

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

**ITEM E.      CITIZEN COMMENTS**

Professor Andrea Cooper, Professor Kate Fulton, and Assistant Professor Travis Wade asked spoke to the Board in regard to supporting students.

**ITEM F.      CONSENT AGENDA**

**1.   March 3, 2025, Work Session Minutes**

The March 3, 2025, Work Session Minutes were presented in the Board Packet for approval.

**2. March 3, 2025, Board Meeting Minutes**

The March 3, 2025, Special Meeting and regular Board Meeting Minutes were presented in the Board Packet for approval.

**3. Correspondence**

None.

**4. Financials**

The Financial Report for the seven-month period ending February 28, 2025, was presented in the Board Packet.

**5. Personnel Report**

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

**Appointments:** Jericka Hightower, Workstation Support Analyst II, Information Technology Center, effective February 18, 2025; Corrine Donalson, Financial Aid Technician, Financial Aid, effective February 24, 2025; Freddy Fernandez, Maintenance Worker, Physical Plant, effective February 24, 2025; Millie Chavez, Accountant II, Business Office, effective February 24, 2025.

**Changes:** Elizabeth Cowell, Registration Technician, Registration and Records to Catalog and Curriculum Specialist, Registration and Records, effective February 24, 2025; ThomaSina Sam, School Operations Coordinator, School of Energy to Energy Program Specialist, School of Energy, effective February 24, 2025; Eileen Salazar, TRIO Upward Bound Director, Student Services to Director of Admissions, Student Services, effective March 24, 2025.

**Separations:** Jessica Curley, Tutor Center Support Tech, Tutoring Center, separation of employment, effective February 21, 2025; Tina Bruce, Assistant Professor-HIT Program, School of Health Sciences, separation of employment, effective March 1, 2025; Paloma Baron, Academic Support Coordinator, Tutoring Center, separation of employment, effective March 6, 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. Audit Services Update**

On April 29, 2024 SJC Board approved Cordova CPAs, LLC to perform our Fiscal Year 2024 annual audit in an amount not to exceed \$100,000.00 plus applicable taxes. Cordova CPAs was approved by both the State Auditor's Office and the Higher Education Department to perform the Fiscal Year 2024 audit.

College administration requests to add additional services to assist the Business Office in meeting our reporting requirements.

These additional services would be at an additional cost of \$20,000.00 plus applicable taxes.

Additional services would include:

- KSJE grant compliance - \$8,500.00
- Preparation and negotiation of short-form facilities and administration (F&A) rate proposal - \$11,500.00

### **Recommendation**

I recommend the Board of Trustees approve these additional services from Cordova CPAs LLC. Cost is not to exceed \$20,000.00 plus applicable taxes.

#### **8. Microsoft Products License Extension**

On a daily basis, the College's students, faculty, and staff use a large array of Microsoft products. These products include Windows, Teams, Outlook, Word, Excel, Power Point, One Note, One Drive, Power BI, SQL Service licenses, Microsoft 365 Cloud Security, Azure DNS Server, Windows Defender, Sharepoint, Microsoft Project, Visio, disaster recovery features, and additional storage for logging information on troubleshooting in Azure.

Licensing/Products	\$171,933.87 + tax annual
Azure Cloud	\$ 40,000.00 + tax annual

Year One:	\$211,933.87 + applicable tax
Year Two:	\$211,933.87 + applicable tax
Year Three:	\$211,933.87 + applicable tax
Total:	\$635,801.61 + applicable tax

San Juan College has been utilizing this portfolio of Microsoft products attained through the University of New Mexico's (UNM) price agreement for the last few years. UNM has received a three-year agreement with Dell for Microsoft. College administration would like to include a \$20,000.00 contingency for additional licenses or training based on College needs, not to exceed \$20,000.00 plus applicable taxes for the three years.

The three-year cost for Microsoft Products is \$635,801.61 (including Azure Cloud) + \$20,000 Contingency = \$655,801.61 plus applicable taxes. The Azure Cloud amount includes Disaster Recovery Testing twice a year.

Funding for this contract is budgeted in the General Fund.

#### **Recommendation**

I recommend that the Board of Trustees approve the purchase as herein described at a total cost of no more than \$655,801.61 plus applicable taxes and that purchase orders be authorized to encumber the necessary funds.

### **9. Increase to Clarus Contract for Digital Marketing**

At the June 3, 2024, Board meeting, the Board of Trustees approved the College's contract with Clarus, a Carnegie Company, in the amount of \$250,000.00 plus applicable taxes for the College's comprehensive digital marketing strategy. Because of the need to market the expansion of the Nursing Program for the San Juan Regional Medical Center partnership, an increase of \$50,000.00 to the Clarus contract for Fiscal Year 2024-2025 is requested, bringing the total to \$300,000.00.

#### **Recommendation**

I recommend the Board of Trustees approve the \$50,000.00 plus applicable taxes, increase to the Clarus marketing contract.

### **10. Information Report – Annual Audit Services for Fiscal Year 2025**

The selection of Cordova CPAs, LLC was approved by the Board of Trustees in 2019. College administration intends to retain Cordova CPAs, LLC for an additional contract year. With Cordova's familiarity of our systems and processes as well as the growing maturation of the College's key Business

Office professionals over the past year, College Administration does not anticipate the in-depth services next year as we required this and last year.

The cost of the Fiscal Year 2025 Audit is not expected to reach 75,000.00. This will include the annual financial audit and single audit and the KSJE audit for the Fiscal Year 2025 Annual Comprehensive Financial Report.

### **Recommendation**

I recommend the Board of Trustees ratify the services from Cordova CPAs, LLC at an amount not to exceed \$74,999.00 plus gross receipts taxes.

### **APPROVAL OF CONSENT AGENDA**

Ms. Todacheene moved and Mr. Chance 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. INCREASE IN GENERAL FEES**

According to Board Policy No. 702, II. A. 2. d. (effective April 24, 2018) “Increases to the general fees will occur every other year for non-tuition increase years. Increases to general fees will be based on specific college-wide needs.” The last increase was effective Fall 2023. This increase, to be effective Fall 2025, will be used to defray the costs of technologies used in instructional support and delivery.

For New Mexico resident students:

Students enrolled in four (4) credit hours or less, an increase of \$4.50/semester, bringing the new General Fee to \$91.00/semester.

Students enrolled in more than four (4) credit hours, an increase of \$10.25/semester, bringing the new General Fee to \$215.25/semester.

For non-New Mexico resident students:

Students enrolled in four (4) credit hours or less, an increase of \$7.50/semester, bringing the new General Fee to \$160.00/semester.

Students enrolled in more than four (4) credit hours, an increase of \$17.00/semester, bringing the new General Fee to \$355.50/semester.

Mr. Chance moved and Ms. Benny seconded to approve the increases in General Fees, effective with the Fall 2025 semester. Mr. Rasor voted against the approval of the increases in General Fees. **MOTION CARRIED** by unanimous voice vote.

## **2. RESOLUTION FOR EDUCATIONAL TECHNOLOGY NOTES**

Consideration and adoption of a resolution authorizing the issuance and sale by the San Juan College District of its Educational Technology Note, Taxable Series 2025, in an aggregate principal amount not to exceed \$3,400,000.00, payable from ad valorem taxes levied on all taxable property in the District within the limits prescribed by law for the acquisition of education technology equipment; establishing procedures for the sale and delivery of the note; delegating to a pricing officer the authority to determine the final terms of the note as provided herein; and authorizing other matters related to the issuance of the note.

The resolution was distributed to the Trustees for review prior to tonight's Board meeting.

Mr. Rasor moved and Mr. Manning seconded to approve the Resolution for Educational Technology Notes. **MOTION CARRIED** by unanimous voice vote.

## **3. CONFERENCE ROOM RENOVATION**

At the April 1, 2024, meeting the Board approved the awarding of Request for Proposals #RFP 24-00551 to a contractor pool of three suppliers with a one-year contract, with the option to renew for up to three additional one-year terms. Use of this contractor pool enables the College to save time and money. It was stipulated that project with a cost of \$75,000.00 or higher will be presented to the Board of Trustees for consideration prior to executing a contract.

College Administration has plans to renovate a 715 square foot conference room. This renovation will include the removal of a room dividing door, installation of a new ceiling system and lighting as well as the installation of new cabinetry with a sink.

Under the guidance of the College Purchasing Department and in accordance with State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, Request for Proposal #RFP 24-00551 was issued.

Spellbring Construction Inc. of Farmington NM, is recommended for the renovation project at a price not to exceed \$80,000.00 plus gross receipts taxes.

Budget for this project is within Building Repair and Replacement funds.

Ms. Todacheene moved and Ms. Taylor seconded to approve Spellbring Construction, Inc. to deliver the renovation project at a cost not to exceed \$80,000.00 plus gross receipts tax. **MOTION CARRIED** by unanimous voice vote.

**4. CHRIS CAINE GRIEVANCE – DETERMINATION TO HEAR, OR NOT HEAR, STEP 4 APPEAL UNDER COLLECTIVE BARGAINING AGREEMENT ARTICLE 30**

The Trustees discussed whether to hear or decline to hear the grievance at Step 4 of the Collective Bargaining Agreement.

Mr. Chance moved and Ms. Benny seconded the motion to decline to hear Mr. Chris Caine's grievance appeal. **MOTION CARRIED** by unanimous voice vote.

**5. ALI ARVIJ GRIEVANCE – DETERMINATION TO HEAR, OR NOT HEAR, STEP 4 APPEAL UNDER COLLECTIVE BARGAINING AGREEMENT ARTICLE 30**

The Trustees discussed whether to hear or decline to hear the grievance at Step 4 of the Collective Bargaining Agreement.

Mr. Manning moved and Mr. Rasor seconded the motion to decline to hear Dr. Ali Arvij's grievance appeal. **MOTION CARRIED** by unanimous voice vote.

**ITEM I. ANNOUNCEMENT OF NEXT MEETING**

The next regular meeting will be **Monday, April 28, 2025, 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 Mr. Rasor seconded the motion to adjourn the meeting.  
Chairperson Uselman adjourned the meeting at 7:40 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: April 28, 2025