

SAN JUAN COLLEGE BOARD
November 7, 2017 7:00 P.M.
SAN JUAN COLLEGE BOARD ROOM

NOVEMBER 2017						
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DECEMBER 2017						
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AGENDA

<u>AGENDA ITEM</u>	<u>PRESENTING</u>	<u>INFORMATION</u>
A. Call to Order	Mr. Thompson	Information
B. Welcome of Guests and Visitors	Mr. Thompson	Information
C. Adoption of Agenda	Mr. Thompson	Action
D. College Reports		
1. Information Technology Center (ITC) Update	Mr. Vinny Zicoello	Information
2. Associations		Information
Faculty	Mr. Lance Myler	
Professional Staff	Mr. John Boggs	
Support Staff	Ms. Leslie Saavedra	
Student	Mr. Payan	
E. Citizen Comment		
F. Consent Agenda	Dr. Pendergrass	Action
1. October 10, 2017 Minutes		
2. Correspondence		
3. Financials		
4. Personnel Report		
5. Information Report – Catering Activities through College Food Service		
6. “3% Scholarships” Awards for Fall 2017		
G. Old Business		
1. Installation of Trustee for District 4	Mr. Thompson	Action
H. Individual Items/New Business		

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| 1. | Pricing Agreement for Carpet and Floor Services | Dr. Pendergrass | Action |
| 2. | Salary Adjustments – Final Stage Implementation of Condrey Study Recommendations | Dr. Pendergrass | Action |
| 3. | Second Reading and Adoption of Policy Revision for Executive Team Restructure and New Mission and Vision | Dr. Pendergrass | Action |
| I. | Announcement of Next Meeting | Dr. Pendergrass | Information |
| J. | Tentative Closed Session | | |
| | Discussions of License; Personnel Matters; Bargaining Strategy Preliminary to Collective Bargaining; Purchases Exceeding \$2,500.00 that can be made only from one source and the contents of competitive sealed proposals during the contract negotiation process; Threat of Litigation; and/or Real Property or Water Rights Acquisition/Disposition | | |
| K. | Adjournment | Mr. Thompson | Action |

**COMMENTS TO ACCOMPANY
SAN JUAN COLLEGE BOARD AGENDA
NOVEMBER 7, 2017**

ITEM A. CALL TO ORDER

Self-explanatory.

ITEM B. WELCOME OF GUESTS AND VISITORS

Mr. Byron Tsabetsaye, Director of the Native American Center will introduce Kahlaya Rose McKinney, Ms. Indian San Juan College and Jessica Herrera, Navajo Nation Fair Pow Wow Princess.

ITEM C. ADOPTION OF AGENDA

Self-Explanatory.

ITEM D. REPORTS

1. **Monthly Presentation**

Mr. Vinny Zicoello will share an update on the Information Technology Center (ITC).

2. **Association Reports.**

Faculty Association representative Mr. Lance Myler will address the Board.

Professional Staff Association representative Mr. John Boggs will address the Board.

Support Staff Association representative Ms. Leslie Saavedra will address the board.

Student Association representative Mr. Raymundo Payan will address the board.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. **October 10, 2017 Minutes**

The October 10, 2017 minutes are presented in the Board packet for approval.

2. Correspondence

None.

3. Financials

Included in the Board packet are the monthly financial reports for the month ended September 30, 2017.

4. Personnel Report

Enclosed in the Board packet is a listing of the personnel transactions that have occurred since the last Board meeting.

5. Information Report – Catering Activities Through College Food Service

The report of catering activities by A’viands, LLC for the month of September 2017 is included in the board packet.

Recommendation

I recommend the Board accept this information report.

6. “3% Scholarships” Awards for Fall 2017

Section 21-13-19 NMSA 1978 allows for Community College boards to establish and grant gratis scholarships to students who are residents of New Mexico. At San Juan College these scholarships have become known as “3% Scholarships”. When the Board approved the Fiscal Year 2018 budget on April 26, 2017, \$69,900 was provisioned for this purpose. At the beginning of the Fall 2017 semester 233 students were each awarded \$300 from the 3% Scholarship Fund. Most of the scholarship recipients are incoming freshman with financial need and no other financial aid. A **CONFIDENTIAL** list of the students who have received this assistance was distributed to Trustees with the Board agenda package.

Recommendation

I recommend the Board ratify the award and disbursement of the 3% Scholarship Funds for the Fall 2107 semester.

RECOMMENDATION

* I recommend the Board take action on the consent agenda as presented.

ITEM G. OLD BUSINESS

1. Installation of Trustee for District 4

Mr. Joseph Rasor, District 4, will take the Oath of Office as a San Juan College Board member.

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. Pricing Agreement For Carpet and Floor Services

As part of the regular planned maintenance cycle or in response to accidental damage, the College anticipates possible needs to replace carpet within its facilities. To achieve low-cost and efficient carpet replacement, a multi-year pricing agreement is sought. Under the guidance and facilitation of the College Purchasing Department, a Multi-Year Carpet and Floor Services pricing agreement was solicited through Invitation to Bid #18-39383. The College followed a detailed and documented process to meet the State of New Mexico Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978, and 1.4.1 NMAC. Angel’s Floor Covering, a New Mexico resident business and a local vendor, submitted the lowest responsive bid. Under a four-year agreement, bid prices shall remain fixed for the first two (2) years of the agreement after which the bid prices may be adjusted for the remaining two (2) years, as mutually agreed upon between the College and the contractor.

Carpet Installation, per square foot	\$ 0.67
Carpet Removal & Disposal, per square foot	\$ 0.35
Floor Patch, Ardex, per 10 lb bag, approximately 100-150 sq. ft. installed	\$25.00
Rubber Wall Base, per roll, 120 linear feet	\$126.00
Installation & Removal of Wall Base, per linear foot	\$ 1.00
Additional Floor Preparation, per person/per hour	\$ 48.00
Carpet Brand SHAW Stereo #159250; Color #50310 Moss	\$2.87
Flooring Material mark-up	15%
Labor to move furniture, per person/per hour	\$48.00

The College Leadership requests authority for procurement, as needed, under this pricing for an amount not to exceed \$240,000 plus applicable gross receipts taxes.

Recommendation

I recommend the Board approve the award of this four-year pricing agreement with Angel’s Floor Covering in an amount not to exceed \$240,000 plus applicable gross receipts taxes. The effective date of this agreement will be November 8, 2017.

2. Salary Adjustments – Final Stage Implementation of Condrey Study Recommendations

On April 1, 2014 the San Juan College Board of Trustees approved and adopted the recommendations within the “Job Classification and Compensation Plan” prepared by Condrey and Associates, Inc. Fifty percent of the total implementation cost of \$1.7 million was accomplished, effective July 1, 2014. A second stage of implementation, twenty-five percent of the total implementation cost, was put into effect of January 1, 2016. At the Board of Trustees work session on October 10, 2017, the Board was briefed on the ramifications of implementing the final twenty-five percent of the plan at an annual cost of approximately \$430 thousand.

College Leadership recommends that the final stage of the Condrey and Associates recommendations from the “Job Classification and Compensation Plan” from April 2014 be implemented effective January 1, 2018.

Recommendation

I recommend that the Board approve the third and final stage of the Condrey salary adjustment recommendations for implementation effective January 1, 2018.

3. Second Reading of Policy Revisions for Executive Team Restructure and New Mission and Vision

On August 15, 2017 the College’s Executive Team was restructured. The position of Vice President for Administrative Services was replaced by a new position, Executive Vice President. Several Board policies contain references to, and assign specific responsibilities and duties to, the now outdated position of Vice President of Administrative Services; these policies are being updated to replace the discontinued position with the new position Executive Vice President. On September 5, 2017 the Board approved and adopted a new College mission and vision statement; the policy for mission and vision is being updated.

A summary of the revisions to be considered is listed below.

Policy 200 - Mission, Vision and Values	update for new mission and vision
Policy 401 - Executive Organization	replaces VP Administrative Services with Executive Vice President
Policy 800 - Business Programs and Operations	replaces VP with Executive Vice President
Administrative Services Policy 803 – Services Purchasing and Procurement	replaces VP Administrative with Executive Vice President
Policy 806 - Investments and Fund Balances Services	replaces VP Administrative with Executive Vice President
Policy 808 - Contracts & Sponsored Programs	replaces VP Administrative Services with Executive Vice President and makes dollar-limit approvals consistent with other policies

Trustees have been provided with the marked-up policy revisions in the Board packet for this meeting. This is the second reading of the proposed revisions to these policies.

Recommendation

I recommend the Board approve the adoption of the policy revisions herein summarized, to be retroactively effective September 6, 2017.

ITEM I. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, December 5, 2017 at 6:00 p.m.** in the San Juan College Board Room.

ITEM J. TENTATIVE CLOSED SESSION

ITEM K. ADJOURNMENT

Self-explanatory