

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
July 11, 2017**

ITEM A. CALL TO ORDER

John Thompson called the meeting to order at 7:15 p.m. The following members were present:

Dr. Joseph Pope, Vice Chairman
R. Shane Chance, Member
Hoskie Benally, Jr., Member
Evelyn B. Benny, Member
Byron Manning, Secretary

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, Barbara Ake, Virgil Caldwell, Gayle Dean, Ed DesPlas, Dave Eppich, Adrienne Forgette, Ron Jernigan, Kerri Langoni, Bill Lewis, Allan Nass, Michael Ottinger, Rhonda Schaefer, Vinny Zicoello, Leslie Saavedra, John Boggs, Lance Myler, and Lorenzo Reyes.

Guest: Marsha Rutledge

Mr. Thompson acknowledged the Government Finance Officers Association (GFOA) of the United States and Canada Award of Financial Reporting Achievement that was presented to the San Juan College Business Office for the third year in a row.

ITEM C. ADOPTION OF AGENDA

Dr. Pope and Mr. Manning seconded the motion to adopt the agenda. **MOTION CARRIED** by a unanimous voice vote.

ITEM D. REPORTS

1. Monthly Presentation

Mr. Michael Thompson presented A Review of San Juan College's Alternative Licensure Program and Bisti Writing Project.

2. Association Reports

Faculty Association (FA) Mr. Lance Myler shared he had no report as the summer has been quiet.

Professional Staff Association (PSA) Mr. John Boggs shared the PSA has its next meeting July 12.

Support Staff Association (SSA) Ms. Leslie Saavedra reported members of the SSA are excited to attend a professional development conference that will be held in Farmington. Other projects are on-going.

Student Association (SA) No report.

ITEM E. CITIZEN COMMENT

Ms. Marsha Rutledge withdrew her request to speak to the board based on conversations she had with staff members preceding the meeting that allayed her concerns.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on June 6, 2017

The June 6, 2017 minutes were presented in the Board packet for approval.

2. Correspondence

Dr. Pendergrass received a letter from Augustine Salazar of Salazar Consulting and Construction, Inc., thanking her for her continued support of the Small Business Development Center.

3. Financials

The most recent financial statement for San Juan College were presented in the Board packet for approval.

4. Personnel Report

The following appointments were made since the last Board meeting: Tanda McComb, Accountant, Restricted Funds, Business Office, effective June 5, 2017; Jefferson Chorn, Automotive Instructor Honda, School of Trades and Technology, effective July 3, 2017; Tracey Beasley, Web Services Developer, Information Technology Center, effective July 10, 2017.

Changes: Elizabeth Martinez, from SunPath Credentialing Project Manager to Student Recruiter, Enrollment Services, effective June 1, 2017; Kalie Alley, from Senior Administrative Assistant, Enrollment Services to Student Recruiter, Enrollment Services, effective July 1, 2017; Valerita Charley, from part-time Library Assistant to Library Assistant II West Campus, effective July 1, 2017; Shawna Kemper, from Assistant Nursing Program Director/Assistant Professor to Nursing Program Director, School of Health Sciences, effective July 1, 2017; Tony Otero, from School of Energy IPOP to School of Energy Industry Liaison, effective July 1, 2017.

Separations: Joni Pete, Custodian, Physical Plant, separation of employment, effective June 14, 2017; Angela Bishop, School Operations Coordinator/School of Math, Science, and Engineering, separation of employment, effective June 30, 2017; Christopher Keating, Fitness Coordinator, Health and Human Performance Center, separation of employment, effective June 30, 2017; Nathaniel Roe, Custodian, Physical Plant, separation of employment, effective June 30, 2017; Jennifer Mansell, Financial Aid Advisor, Financial Aid, separation of employment, effective June 1, 2017; Michael Evans, Academic Advisor, Advising and Counseling, separation of employment, effective June 9, 2017; Diana White, Assistant Professor Cosmetology, School of Trades and Technology, separation of employment, effective June 23, 2017; Blake Barnett, Coordinator/Assistant Professor, Building Trades, School of Trades and Technology, retirement, effective June 30, 2017; Nisa Bruce, Director Nursing Program, School of Health Science, retirement, effective June 30, 2017; Doug Coyner, Assistant Professor, School of Business and Information Technology, retirement, effective June 30, 2017; Traci HalesVass, Professor, School of Humanities, retirement, effective June 30, 2017; Michael Karl, Accountant for Restricted Funds, Business Office, retirement, effective June 30, 2017; Dianne Mahan, Senior Admissions Technician, Enrollment Services, retirements, effective June 30, 2017; Alicia Skipper, Associate Professor, School of Humanities, separation of employment, effective June 30, 2017; Gary Williams, Web Developer, Information Technology Center, separation of employment, effective June 30, 2017; Ann Willmon, Full-time Temp Coordinator, Outdoor Recreation, Health and Human Performance Center, separation of employment, effective June 30, 2017; Ryan Woodard, Instructional Designer, Online Services, separation of employment, effective June 30, 2017; Allan Nass, Dean School of Humanities; retirement, effective August 14, 2017.

5. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

6. Approval and Adoption of Resolution for Depository Authority – Wells Fargo Bank

Resolution

Whereas San Juan College places funds on deposit at Wells Fargo Bank for safekeeping, checking accounts, other accounts and for investment earnings,

Whereas San Juan College requires one or more Agents to open deposit accounts in the name of the College,

Whereas San Juan College requires one or more Agents to place funds on deposit and in the name of the College,

Whereas San Juan College requires that one or more Agents endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Wells Fargo Bank,

Be it therefore resolved that the San Juan College Board of Trustees hereby authorizes the following College officers and Board officer as Agents to exercise the powers listed herein:

Toni H. Pendergrass, President
Edward M. DesPlas, Vice President for Administrative Services
Kristie Kay Ellis, Controller
Byron Manning, Board Secretary

Approved: July 11, 2017

Recommendation

I recommend that the Board approve and adopt this resolution.

7. Approval and Adoption of Resolution for Depository Authority – Four Corners Community Bank

Resolution

Whereas San Juan College places funds on deposit at Four Corners Community Bank for safekeeping and for investment earnings,

Whereas San Juan College requires one or more Agents to open deposit accounts in the name of the College,

Whereas San Juan College requires one or more Agents to place funds on deposit in the name of the College,

Whereas San Juan College requires that one or more Agents endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Four Corners Community Bank,

Be it therefore resolved that the San Juan College Board of Trustees hereby authorizes the following College officers and Board officer as Agents to exercise the powers listed herein:

Toni H. Pendergrass, President
Edward M. DesPlas, Vice President for Administrative Services
Kristie Kay Ellis, Controller
Byron Manning, Board Secretary

Approved: July 11, 2017

Recommendation

I recommend that the Board approve and adopt this resolution.

8. Approval of Second Addendum to Agreement for Legal Services

Resulting from RFP #15-32026, the Board of Trustees approved in October 2015 an agreement for professional legal services with Miller Stratvert, P.A. As this agreement approaches its third year, we have been advised that Miller Stratvert, P.A. will not exercise their contractual option to increase rates in Fiscal Year 2017 - 2018. It is estimated that legal services under this professional agreement will not exceed \$115,000 for Fiscal Year 2017-2018.

Recommendation

I recommend that the Board approve the second addendum to the agreement with Miller Stratvert, P.A. for professional legal services.

Recommendation

Mr. Manning moved and Ms. Benny seconded the motion to take the recommended actions as presented on the Consent Agenda. **MOTION CARRIED** by unanimous voice vote.

ITEM G. INDIVIDUAL ITEMS/NEW BUSINESS

1. APPROVAL OF AMENDMENT TO MEMORANDUM OF UNDERSTANDING FOR FINANCIAL AID AND COLLEGE ENTRANCE ADVISORY PROGRAM (FACE)

The College and San Juan College Foundation entered into a Memorandum of Understanding (MOU) with Merrion Oil & Gas Foundation and the Farmington Municipal Schools in June of 2011 to provide financial aid and continuing education guidance to the students in the Farmington Municipal Schools. This grant pays for two advisors, including applicable benefits and supplies, one at each major Farmington high school, to assist and encourage more students to pursue a college education. At June 1, 2017 the FACE account has a balance of approximately \$122,000. All parties to the MOU wish to extend the agreement for the Financial Aid and College Entrance (FACE) program through the end of academic year 2019/2020, or until the funding is exhausted, whichever comes first.

Dr. Pope moved and Mr. Manning seconded the motion to approve the amendment to the FACE Program Memorandum of Understanding. **MOTION CARRIED** by unanimous voice vote.

2. APPROVAL OF EMPLOYMENT CONTRACT FOR PRESIDENT TONI HOPPER PENDERGRASS

Following the performance evaluation of San Juan College President Pendergrass, the Board of Trustees caused a new contract to be drafted for the employment of Dr. Toni Hopper Pendergrass as President of San Juan College. The contract term is July 1, 2017 through June 30, 2020.

Mr. Chance moved and Dr. Pope seconded the motion to approve the three-year renewal of Dr. Pendergrass' employment contract. **MOTION CARRIED** by a vote of five ayes, with Mr. Benally abstaining.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, August 1, 2017 at 7:00 p.m.** in the San Juan College Board Room.

ITEM I. TENTATIVE CLOSED SESSION

None.

ITEM J. ADJOURNMENT

Mr. Chance moved and Ms. Benny seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 7:55 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Byron Manning, Secretary
San Juan College Board

Date: August 1, 2017