

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
August 1, 2017**

ITEM A. CALL TO ORDER

John Thompson called the meeting to order at 7:05 p.m. The following members were present:

Dr. Joseph Pope, Vice Chairman
R. Shane Chance, Member
Byron Manning, Secretary

Absent: Evelyn B. Benny, Member
Hoskie Benally, Jr., Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, Barbara Ake, Gayle Dean, Ed DesPlas, Dave Eppich, Kerri Langoni, Bill Lewis, Michael Ottinger, Eddi Porter, Brad Purdy, Rhonda Schaefer, Barbara Wickman, Vinny Zicolello, Leslie Saavedra, John Boggs, Elizabeth Phelps, Gerald Williams, Michael Thompson, Melody Conrad, Jenny Lambert-Beaty, and Lorenzo Reyes.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Jenny Lambert-Beaty presented Adult Education: Basics and Innovation.

2. Association Reports

Professional Staff Association (PSA) Mr. John Boggs reported that at the last meeting the PSA discussed FERPA and upcoming mandatory training and the Veterans Center staff brought a service opportunity. Employees are being encouraged to bring school supplies, for students with children, to convocation. Then, after the Association business meeting the members will have the opportunity to help pack backpacks with the supplies. The next meeting of the PSA will be on August 17. Professional development opportunities are being explored.

Support Staff Association (SSA) Ms. Leslie Saavedra shared the SSA has a chair-elect, Ms. Melody Conrad. The SSA members are looking forward to the Administrative Assistant Training on August 28. The by-laws are being reviewed and revised by the by-laws committee. Professional development opportunities are being developed.

Student Association (SA) No report.

Faculty Association (FA) No report.

ITEM E. CITIZEN COMMENT

Gerald Williams spoke on campus climate.
Liz Phelps shared a thank you.
Michael Thompson commented on Dean Allan Nass as a friend.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on July 11, 2017

The July 11, 2017 minutes were presented in the Board packet for approval.

2. Correspondence

Elizabeth Phelps brought a service opportunity with the Regional Animal Shelter Foundation. Rhonda Schaefer, Sherri Biringer, Joyce Vaughn, and Susie Yoakum “ran with it”.

3. Financials

Financial reports for the quarter ended June 30, 2017 were presented in the Board packet.

Also included in the Board packet were the monthly financial reports for the month ended June 30, 2017.

It should be noted that these reports are interim reports, prepared before year end closing entries, adjustments and accruals have been booked.

4. Personnel Report

The following appointments were made since the last Board meeting: Qinqin Schoser, Coordinator of Instrumentation and Controls, School of Energy, effective July 17, 2017.

Changes: Elizabeth Onik, from Instructor of Dental Hygiene to Assistant Professor of Dental Hygiene, School of Health Sciences, effective July 1, 2017; Mikel Wilson, from Instructor of CDL to Assistant Professor of CDL,

School of Energy, effective July 1, 2017; Brenda Blevins, from School Operations Coordinator – School of Energy to School Operations Coordinator-School of Math, Science, and Engineering, effective July 17, 2017; Geoffrey Newman, from Admissions Assistant to Senior Administrative Assistant, Enrollment Services, effective July 17, 2017; Elizabeth Bannowsky, from Instructional Associate II to Lead Teacher, Child and Family Development Center, effective August 14, 2017; George Brenton, from Coordinator/Instructor of Fire Science to Coordinator/Assistant Professor of Fire Science, School of Trades and Technology, effective August 14, 2017; Lori Cheney, from Instructor of Nursing to Assistant Professor of Nursing, School of Health Sciences, effective August 15, 2017; Cameron Cooper, from Assistant Professor of Computer Science to Associate Professor of Computer Science, School of Business and Information Technology, effective August 15, 2017; Donald Ellis, from Associate Professor of Fine Arts to Professor of Fine Arts, School of Humanities, effective August 15, 2017; Luke Renner, from Associate Professor of Digital Media and Design to Professor of Digital Media and Design, School of Business and Information Technology, effective August 15, 2017; Carly Sherwood, from Instructor of English to Assistant Professor of English, School of Humanities, effective August 15, 2017; Dale Stevenson, from Instructor of Instrumentation to Assistant Professor of Instrumentation, School of Energy, effective August 15, 2017; Chad Triplett, from Assistant Professor of Building Trades to Coordinator of Building Trades Program, School of Trades and Technology, effective August 15, 2017; Geraldine Trujillo-Oxspring, from Instructor of Teacher Education to Assistant Professor of Teacher Education, School of Humanities, effective August 15, 2017; Ibtesam Cockrell, from Administrative Assistant I – Advising and Counseling to School Operations Coordinator –School of Business and Information Technology, effective August 16, 2017.

Separations: Trina Hutchinson, Public Safety Officer, Public Safety, separation of employment, effective July 6, 2017; Renee Lucero, Marketing and Public Relations, Public Relations, separation of employment, effective July 7, 2017; Kim Espinosa, Environmental Health and Safety Coordinator, Safety and Loss Prevention, separation of employment, effective July 28, 2017; Sarah Wilhelm, Research Analyst, Institutional Research, separation of employment, effective August 4, 2017; Seth Abrahamson, Senior Research Analyst, Institutional Research, retirement, effective August 11, 2017; Brenda Rust, Assistant Professor of Nursing, Nursing, School of Health Sciences, separation of employment, effective August 14, 2017; Maria “Cruz” Chacon, School Operations Coordinator, School of Business and Information Technology, separation of employment, effective August 15, 2017; Michael Hattabaugh, Associate Professor, School of Humanities, separation of employment, effective August 15, 2017.

5. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

6. Approval of Higher Education Endowment Fund Report – June 30, 2017

San Juan College is required to submit to the New Mexico Higher Education Department an annual report that provides the status of all legislative Higher Education Endowment Funds appropriated to the as of June 30, 2017 including:

- (a) Original appropriation amount;
- (b) Percentage and amount of matching funds applied to original appropriation;
- (c) Total income from investment of original appropriation;
- (d) Endowment fund balance (including original appropriation amount and investment income); and,
- (e) All activities currently being supported by the investment income from each endowment.

The report for San Juan College at June 30, 2017 has been provided in the Board packet for this meeting.

Recommendation

I recommend the Board approve the Higher Education Endowment Fund Report at June 30, 2017.

7. Information Report: Sale of Surplus Inventory

Equipment and furniture previously approved by the Board as surplus and accumulated in storage for eventual disposition were sold in auction on July 1, 2017. The College contracted with B&B Auctions to conduct the sales. Net proceeds totaled \$9,521.62.

Recommendation

I recommend that the Board accept this information.

Recommendation

Dr. Pope moved and Mr. Manning 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 RESCINDING THE LEASE ARRANGEMENT FOR COMMERCIAL TRUCKS FOR COMMERCIAL DRIVER'S LICENSE PROGRAM

Under the guidance of the College Purchasing Department, the Commercial Driver's License (CDL) Training Program evaluation committee has completed the review of responses to Commercial Truck Lease Bid #17-36206. The College followed a detailed and documented process to meet the State of New Mexico Procurement Code, Section 13-1-21 through 13-1-199, NMSA 1978.

The proposed arrangement consists of leasing three (3) new or near new commercial trucks to the College's CDL Training Program. The agreement will include all repair and maintenance services of the commercial trucks for the entire period of the lease.

At the March 7, 2017 Board meeting, a 72- month lease contract was approved to be issued to Inland Lease & Rental Inc. dba Inland PacLease, to have begun on, or around, April 1, 2017, for a monthly fixed fee of \$1,765.00 + \$200 per month for mileage, bringing the estimated monthly charge to \$1,965 per truck. The estimated annual cost per truck was \$23,580. Total payments under this lease for 3 trucks for six (6) years was to amount to \$424,440.

The College and Inland Lease & Rental, Inc. were unable to agree upon final lease contract terms. College Leadership recommends that the Board rescind the award of March 7, 2017 to Inland Lease & Rental, Inc.

Mr. Chance moved and Dr. Pope seconded the motion to rescind the award of March 7, 2017 to Inland Lease & Rental, Inc. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, September 5, 2017 at 7:00 p.m.** in the San Juan College Board Room.

ITEM I. TENTATIVE CLOSED SESSION

Executive Session to Discuss Personnel Matters

Pursuant to Sections 10-15-1 to 10-15-4, NMSA 1978, Subsection H, Paragraph 2, the Board will go into Executive Session to discuss personnel matters. A motion was made at 8:00 p.m. by Mr. Chance and seconded by Mr. Manning for the Board to meet in executive session. **MOTION CARRIED** by a unanimous roll call vote. The Executive Session concluded at 8:50 p.m. and the matters discussed in the closed meeting were limited only to those specified in the motion for closure Mr. Chance moved and Mr. Manning seconded the motion to return to the regular meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM J. ADJOURNMENT

Mr. Manning moved and Mr. Chance seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:50 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Byron Manning, Secretary
San Juan College Board

Date: September 5, 2017