

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
November 7, 2017**

ITEM A. CALL TO ORDER

John Thompson called the meeting to order at 7:00 p.m. The following members were present:

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

Absent:

Hoskie Benally, Jr., Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, John Boggs, Virgil Caldwell, Gayle Dean, Dave Eppich, Adrienne Forgette, Chris Harrelson, Ron Jernigan, Kerri Langoni, Bill Lewis, Michael Ottinger, Brad Purdy, Rhonda Schaefer, Barbara Wickman, Leslie Saavedra, Melody Conrad, Ashley Huntsman, Karen Acree, Randall Keeswood,

Guests: Helen Tso, Megan Petersen, Kahalaya McKinney, Jessica Herrera, Julie Rasor, Emillo Morris, Tatum Regan, Gester Garcia, Chris Tucker, Ricardo Ruiz-Mandela, and Raymundo Payan

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

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

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

2. Association Reports

Faculty Association (FA) Mr. Lance Myler reported there has been an increase in faculty involvement on college committees. Therese Millis and Dr. Forgette have been working together to fill holes. The increased participation has led to improved communication and earlier faculty involvement in policy making. The faculty appreciates the return to the state insurance plan and the implementation of the remainder of the salary changes recommended by the Condrey study.

Professional Staff Association (PSA) Mr. John Boggs shared that at the last PSA meeting there held a discussion on the results of the PACE Survey. They focused on how to implement professional development to help improve the lowest scores. The PSA will be working with the Center for Professional Exploration and Development to align trainings.

Support Staff Association (SSA) Ms. Leslie Saavedra reported the SSA reviewed the results of the PACE survey and received excellent feedback. Human Resources will be attending the next meeting to review the new hiring process. SSA continues to review the by-laws. Ms. Savaavedra thanked Janet Peterson for her support of the SSA. Melody Conrad shared information from a recent seminar at the Center for Professional Exploration and Development.

Student Association (SA) Mr. Raymundo Payan introduced his team. The SA held a retreat in Pagosa Springs. They had team building and planned events for the coming year. At the Halloween Carnival the clubs raised \$12,000. The Information Technology Center was declared the champion of the Halloween office competition. On Thanksgiving the SA will be feeding the homeless at The Salvation Army. They are also planning a food and toy drive. Currently there are twenty-one active clubs.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on October 10, 2017

The October 10, 2017 minutes were 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

The following appointments were made since the last Board meeting: Robert Adams, Electronic Access and Locksmith Worker, Physical Plant, effective October 9, 2017; Gail Dunnam, Academic Scheduler, Office for Learning, effective October 16, 2017; Jonathan Carrillo, Custodian, Physical Plant, effective October 23, 2017; Bryan Fielding, Custodian, Physical Plant, effective October 23, 2017; Debra Salazar, Custodian, Physical Plant, effective October 23, 2017; Carrie Tsosie-Jim, Senior Research Analyst, Institutional Research, effective October 23, 2017; Angela Fields, Environmental Health and Safety Coordinator, Physical Plant, effective October 30, 2017.

Changes: Donna Ellis, from Senior Administrative Assistant, Office for Learning to Administrative Assistant to the Vice President for Learning, effective October 1, 2017; Jerin Joseph, from Computer Lab Tech ITC to IT Applications Programmer/Analyst, ITC, effective October 9, 2017.

Separations: Carmen King, Administrative Assistant II, Vet Tech Program, separation of employment, effective October 6, 2017; Alicia Middleton, Director Center for Student Careers and Employment, separation of employment, effective October 18, 2017.

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

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

ITEM G. OLD BUSINESS

1. INSTALLATION OF TRUSTEE FOR DISTRICT 4

Mr. Joseph Rasor, District 4, took 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.

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

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.

Mr. Chance moved and Dr. Pope seconded the motion to approve the third and final stage of the Condrey salary adjustment recommendations for implementation effective January 1, 2018. **MOTION CARRIED** by unanimous voice vote.

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 Administrative Services with Executive Vice President

Administrative Services Policy 803 – Purchasing and Procurement	replaces VP Administrative Services with Executive Vice President
Policy 806 - Investments and Fund Balances	replaces VP Administrative Services 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.

Dr. Pope moved and Ms. Benny seconded the motion to approve the adoption of the policy revisions herein summarized, to be retroactively effective September 6, 2017. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

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

ITEM I. TENTATIVE CLOSED SESSION

None.

ITEM J. ADJOURNMENT

Mr. Chance moved and Mr. Manning 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, Board Secretary
San Juan College Board

Date: December 5, 2017