

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
April 24, 2017**

ITEM A. CALL TO ORDER

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

Byron Manning, Secretary
R. Shane Chance, Member
Hoskie Benally, Jr., Member
Evelyn B. Benny, Member

Absent: Dr. Joseph Pope, Vice Chairman

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, Barbara Ake, Jon Betz, Virgil Caldwell, Gayle Dean, Ed DesPlas, Dave Eppich, Chris Harrelson, Ron Jernigan, Kerri Langoni, Bill Lewis, Allan Nass, Michael Ottinger, Eddi Porter, Rhonda Schaefer, Barbara Wickman, Leslie Saavedra, John Boggs, Lance Myler, Lorenzo Reyes, Steve Miller, Andrea Weaver, Shanna Sasser, Alison Jones, Christine Wood, Clarissa Bowman, Brenda Bennie, and Julie Falconer.

Guests: Alesha Harvey, Matthew Tso, Kerby Johnson, Mary F. Tso, Raymondo Payan, and Hunter Esmiol.

Acknowledgement of Out-Going Board Member

The Board acknowledged the six years of service of out-going board member Matthew Tso.

Mr. Thompson shared that Board member Ken Hare resigned from the board during the past week.

Gayle Dean, Director of the Foundation, introduced Dr. George Bacon, Carrie Thompson, and Jack Bacon. Dr. Bacon has established a permanent endowment, The George and Carolyn Bacon Scholarship for Vet Tech Students.

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. John Boggs, Senior Director of Student Success Center and Ms. Christine Wood, Director Guided Pathways for Students presented on Guided Pathways for Students.

2. Association Reports

Support Staff Association (SSA) Ms. Leslie Saavedra reported the SSA election will be held next month. She is seeking re-election. The Resource Manual will be placed on the portal in the business forms section. Ms. Saavedra thanked all of those that helped complete the document.

Student Association (SA) Mr. Hunter Emisol shared that the newly elected president of the SA is Raymond Payan. May 19 will be the open house with a field day and movie night. The elections have resulted in six confirmed senators. Up With People was a great success. Currently there are 25 clubs. The Leadership Awards will be held on May 1 at 6 p.m. The proposed student fee increase passed with 66% approval.

Faculty Association (FA) Mr. Lance Myler has received positive feedback on the Strategic Direction event. He understands housing was a topic that came up often in the meetings. Attendees are waiting to see what will happen with all the information. Mr. Myler suggested that the format could be utilized for other topics.

Professional Staff Association (PSA) Ms. Shanna Sasser shared the PSA will holding a meeting on Wednesday. They will be taking nominations for officer positions. Ms. Sasser thanked the faculty for posting mid-term grades. She said it has had a dramatic impact on the student population. Ms. Sasser has also received positive feedback on the strategic planning sessions. Individuals were very engaged and they felt their voices were heard. They would like to have more such events. On June 2 at 2:30 all of the Associations will be holding a social in the Merrion Rooms at the School of Energy.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on April 4, 2017

The April 4, 2017 minutes were presented in the Board packet for approval.

2. Correspondence

None.

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: Tifnie Van Eckhoutte, Admissions Technician, Enrollment Services, effective April 17, 2017; Brian Nichols, Maintenance Supervisor, Physical Plant, effective April 17, 2017.

Changes: Paulette, Stanley, from Administrative Assistant II-Respiratory Therapy Program, Health Sciences to Administrative Assistant to the Vice President for Administrative Services, effective April 24, 2017.

Separations: Holly Lopez, Achievement Coach, Student Achievement Center, separation of employment, effective April 5, 2017, Colton Schrag, Security Officer, Department of Public Safety, separation of employment, effective April 7, 2017; Stacie Chambers, Academic Advisor, Advising and Counseling, separation of employment, effective April 9, 2017; Kimberly Toward, Admissions Technician, Enrollment Services, separation of employment, effective April 14, 2017; Cameron Mangan, Security Officer, Department of Public Safety, separation of employment, effective April 18, 2017; Kimberly Lowe, Librarian, Library, separation of employment, effective April 21, 2017; Denisa Knutson, Administrative Assistant to the Vice President for Administrative Services, retirement, effective April 30, 2017.

5. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

6. Approval of Financial Reports for the Third Quarter Ended March 31, 2017

The financial reports for Fiscal Year 2017 third quarter, ended March 31, 2017, have been prepared 1) in the format required by New Mexico's Higher Education Department and 2) in the managerial format as presented on a monthly basis. These reports have been distributed to the Trustees in advance of today's meeting.

Recommendation

I recommend that the Board approve these financial statements, for the period ended March 31, 2017 and direct College administration to submit the required third quarter reports to New Mexico's Higher Education Department.

7. Resolution For Depository Authority

San Juan College has investments at Citizens Bank. The Bank requires that the San Juan College Board of Trustees adopt a resolution so that updated signature cards may be placed on file.

Resolution

Whereas San Juan College places funds on deposit at Citizens 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 Citizens 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 Hopper Pendergrass, President
Edward M. DesPlas, Vice President for Administrative Services
Kristie Kay Ellis, Controller
Byron Manning, Board Secretary

Approved: April 24, 2017

Recommendation

I recommend that the Board approve and adopt this resolution.

8. Deletion of Equipment from Inventory

Upon completion of the required physical inventory process, 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 approve the College administration's recommendation and approve the listed items for disposal.

Recommendation

Mr. Chance 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 FISCAL YEAR 2018 BUDGET REQUEST AND FISCAL YEAR 2017 YEAR END BUDGET ADJUSTMENT REQUEST

The most recent assumptions that underpin the development and resulting architecture of the initial budget for fiscal year 2018 were discussed with Trustees in the work sessions of March 7, 2017, April 4, 2017, and April 24, 2017.

The assumptions that drive the FY2018 Budget Request include:

- A projected enrollment increase of 1% from FY17 to FY18, resulting in an increase in tuition revenue. A continued modest increase in workforce development fees is also projected.
- A projected decrease in state funding of 2.5%.
- A projected decrease in property values, resulting in a decrease in property tax revenue.
- A projected increase in oil & gas production tax revenue of 10.8%.

The regular 2017 session of the New Mexico legislature concluded without adoption of a state budget. As such, San Juan College does not yet have a firm projection for its state funding. The New Mexico Higher Education Department (HED) has instructed state institutions of higher education to use state appropriation figures as reflected in the current version of HB2. This initial Fiscal Year 2018 budget request is in compliance with HED instructions. San Juan College administration anticipates that, upon the conclusion of a special session of the legislature, the College administration will be informed of the 2018 state appropriation and will revise the FY2018 budget accordingly.

Along with the FY2018 Budget Request, College administration presents the FY2017 year-end Budget Adjustment Request (BAR). The FY17 year-end adjustments are reflective of routine adjustments to better align the year-end budget with actual revenue generation and expenditure patterns experienced since the mid-year budget revision in December of 2016.

Mr. Manning moved and Ms. Benny seconded the motion to approve the Fiscal Year 2018 Budget Request as well as the Fiscal Year 2017 Year End Budget Adjustment Request and direct staff to submit these to the New Mexico Higher

Education Department as per state guidelines. **MOTION CARRIED** by unanimous voice vote.

2. APPROVAL OF INCREASE IN STUDENT ACTIVITY FEE

At the April 4, 2017 work session of the Board of Trustees, leadership from the San Juan College Associate Students (student government) discussed with the Board their desire to cause an increase to the student activity fee. Currently, the student activity fee is \$0.75 per credit hour, not to exceed \$13.25 per student per semester. The proposed increased activity fee is \$1.50 per credit hour, not to exceed \$26.50 per student per semester. Current exclusion of online classes and classes at 0.50 credit hours or less will remain in effect for the increased fee. On April 4, 2017 the Board indicated that the leadership of the Associated Students should pursue the steps to increase the fee as prescribed by the San Juan College Student Government Constitution (ratified April 2012), Article V under Student Fee Increase Process. Accordingly, the steps required in Sections IV, V, VI and VII were followed. A student vote held on April 18 and 19, 2017 resulted in a majority affirmative approval of the activity fee increase proposal.

Mr. Chance moved and Mr. Manning seconded the motion to approve the Student Activity Fee increase as herein described and direct staff to implement this decision, effective April 25, 2017. **MOTION CARRIED** by unanimous voice vote.

3. APPROVAL OF PURCHASE OF INSTRUMENTATION AND PROCESS CONTROL TRAINING SYSTEM

Under the guidance of the College Purchasing Department an Instrumentation and Process Control Training System including a pressure process station, a flow process station, a level process station and a temperature process station, at the cost of \$165,551.50, was published as a sole source acquisition #70-96400-17-NS009 and posted for the mandated 30 days. The College followed the detailed and documented process required to meet the State of New Mexico Procurement Code, Section 13-1-21 through 13-1-199, NMSA 1978. Accordingly, San Juan College received a “no protest” notification from the State of New Mexico.

Additionally, College leadership recommends the purchase of a Simutech Troubleshooting Skills Training System at a cost of \$45,970.00.

Contingent upon Board approval, a purchase contract will be issued to Advanced Technologies Consultants Inc. in the amount of \$211,521.50, plus applicable taxes, for the purchase of the aforementioned Instrumentation and Process Control Training System. The POWER grant is providing funding for this recommended purchase.

Mr. Chance moved and Ms. Benny seconded the motion to approve the purchase from Advanced Technologies Consultants, Inc. in the amount of

\$211,521.50, plus applicable taxes, and that a purchase contract be authorized to encumber necessary funds. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, June 6, 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 8:06 p.m.

Mr. John Thompson, Chairman
San Juan College Board

ATTEST:

Dr. Joseph Pope, Vice Chairman
San Juan College Board

Date: June 6, 2017