

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
January 2, 2018**

ITEM A. CALL TO ORDER

John Thompson called the meeting to order at 7:13 p.m. The following members were present:

R. Shane Chance, Member
Byron Manning, Secretary
Evelyn B. Benny, Member
Joseph Rasor, Member
Hoskie Benally, Jr., 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, Adrienne Forgette, Ron Jernigan, Kerri Langoni, Bill Lewis, Brad Purdy, Rhonda Schaefer, Vinny Zicolello, Leslie, Saavedra, Melody Conrad, and Lorenzo Reyes.

Guests: Megan Petersen

Mr. Andy Hawkins, of Bisti Fuels a subsidiary of North American Coal, presented a check to the San Juan College Foundation.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. REPORTS

1. Monthly Presentation

Ms. Barbara Wickman and Ms. Eddi Porter presented on the Tribal Energy Management Program.

2. Association Reports

Support Staff Association (SSA) Ms. Leslie Saavedra thanked Dr. Pendergrass and members of the President's Cabinet for joining the SSA at their last meeting. She also thanked Melody Conrad for coordinating the San Juan Regional Medical Center (SJRMC) meal-tray favor making project. Over 136 favors were created, as well as 76 Christmas balls. The project was such a success that SJRMC would like to continue to partner with

the SSA on future projects. Paulette Stanley has been working on the SSA intranet site. Ms. Saavedra concluded by thanking the Board for all of the work they do on behalf of the College.

Student Association (SA) No report.

Faculty Association (FA) No report.

Professional Staff Association (PSA) No report.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. Approval of Minutes of Regular Board Meeting on December 5, 2017

The December 5, 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 November 30, 2017.

4. Personnel Report

The following appointments were made since the last Board meeting: Ramona Sands, Dark Room Technician, Humanities, effective December 4, 2017; Alison Beckstead, Administrative Assistant II, CSC&E, effective January 2, 2018; Julie Dengel, Academic Advisor and Counselor, Advising and Counseling, effective January 2, 2018; Ginger Howell, Administrative Assistant II, Veterinary Technology Program, effective January 2, 2018; Sarah Oliver, Program Specialist, Community Learning Center, effective January 2, 2018; Alesha Harvey, Computer Lab Technician, Information Technology Center, effective January 2, 2018.

Changes: Cara Jim, from Public Safety Officer, Public Safety to Computer Lab Technician, Information Technology Center, effective December 18, 2017.

Separations: Brad Maxwell, Coordinator of the Rural Veterans Program, Veterans Center, separation of employment, effective December 14, 2017; Michele Eiland, Clinical Coordinator, EMS, School of Health Science, separation of employment, effective December 31, 2017; Judy Hudson, Director, Associate Professor, Early Childhood Education, School of Humanities, retirement, effective December 31, 2017; Dena Stewart, Lead Teacher, Child and Family Development Center, School

of Humanities, separation of employment, effective January 2, 2018; Susan Grimes, Academic Advisor, Advising and Counseling Center, retirement, effective January 31, 2018.

5. Information Report – Catering Activities Through College Food Service

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

Recommendation

I recommend the Board accept this information report.

6. 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. Rasor seconded the motion to take the recommended actions as presented on the Consent Agenda. **MOTION CARRIED** by unanimous voice vote.

ITEM G. OLD BUSINESS

ITEM H. INDIVIDUAL ITEMS/NEW BUSINESS

1. APPROVAL OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2017

The College’s Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2017 was audited by RPC CPAs + Consultants, LLP and has been distributed to the Board members and executive leadership for review. The CAFR has been approved by the New Mexico Office of the State Auditor. Once approved by the Board of Trustees the report will be available on the San Juan College Administrative Services website on the Budget and Finance page.

Mr. Chance moved and Mr. Manning seconded the motion to approve the Comprehensive Financial Report for the fiscal year ended June 30, 2017. **MOTION CARRIED** by unanimous voice vote.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on **Tuesday, February 6, 2018 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 7:50 p.m. by Mr. Chance and seconded by Ms. Benny for the Board to meet in executive session. **MOTION CARRIED** by a unanimous roll call vote. The Executive Session concluded at 8:22 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 Ms. Benny seconded the motion to adjourn. Mr. Thompson adjourned the meeting at 8:24 p.m.

Dr. Joseph Pope, Vice Chairman
San Juan College Board

ATTEST:

Byron Manning, Board Secretary
San Juan College Board

Date February 6, 2018