

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
January 10, 2017**

**ITEM A. CALL TO ORDER**

Ken Hare called the meeting to order at 7:17 p.m. The following members were present:

John Thompson, Vice Chairman  
R. Shane Chance, Secretary  
Byron Manning, Member  
Matthew D. Tso, Member  
Dr. Joseph Pope, Member

Absent: Evelyn B. Benny, Member

**ITEM B. WELCOME OF GUESTS AND VISITORS**

San Juan College administrators and staff in attendance were: Dr. Toni Pendergrass, Jon Betz, Virgil Caldwell, Ed DesPlas, Gayle Dean, Dave Eppich, Adrienne Forgette, Chris Harrelson, Ron Jernigan, Ken Johnson, Kerri Langoni, Bill Lewis, Allan Nass, Michael Ottinger, Eddi Porter, Bradley Purdy, Rhonda Schaefer, Vinny Zicoello, Leslie Saavedra, Andrea Cooper, John Boggs, Therese Millis, Mark Johnson, Andrea Cooper, Mindi-Kim Schrum, Shanna Sasser, Lance Myler, Linann Easley, Byron Tsabetsaye, Malinda Fowler, and Gerald Williams.

Guests in attendance were: Hunter Esmiol, Josh Kellogg, David Gonzales, Rebecca Valerio, Martin Tines, Sergio Martinez, Brian Cervantes, Nathan Urias, and Chris Tucker.

Linann Easley, Director Henderson Fine Arts Center, presented the “Friends of 4-H Award” received by San Juan College.

**ITEM C. ADOPTION OF AGENDA**

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

**ITEM D. REPORTS**

**1. Monthly Presentation**

None

**2. Association Reports**

Support Staff Association (SSA) Ms. Leslie Saavedra shared that the SSA is continuing to update the Support Staff Training Manual. They have identified

the procedures they will be working on and will be working with “in-house experts” to bring them up-to-date. Kerri Langoni will be presenting at the next meeting.

Student Association (SA) Mr. Hunter Esmiol introduced several members of the SA administration: Vice President Dave Gonzales, Senators Rebecca Valerio, Mark Martin, Sergio Martinez, Brian Cervantes, Nathan Urias, and Chris Tucker. The SA held two meetings in December. One meeting was to discuss how the College personnel changes would affect the students. A retreat was held at the beginning of the year. The next SA meeting will be held on January 23, 2017. Mr. Esmiol then shared a letter from the SA in response to the College RIF. The SA has formed a Moving Forward Committee that will meet weekly to work on opportunities for the students to assist the College in moving forward.

Faculty Association (FA) Mr. Lance Myler had come into possession of a letter of support from the business community supporting San Juan College and the SJC Board of Trustees. He reviewed the letter line-by-line indicating areas that the faculty were not in agreement. Mr. Myler and the Trustees then has a short question and answer period.

Professional Staff Association (PSA) Ms. Shanna Sasser shared that the PSA hosted their annual Progressive Holiday Party. They had record turn-out. Ms. Sasser gave special kudos to ITC for making the competition fun. The recommended revisions of the handbook are on-going. The PSA is looking forward to the professional developments they have planned for spring semester.

**ITEM E. CITIZEN COMMENT**

None

**ITEM F. CONSENT AGENDA**

**1. Approval of Minutes of Regular Board Meeting on December 6, 2016**

The December 6, 2016 minutes were presented in the Board packet for approval.

**2. Financials**

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

**3. Personnel Report**

The following appointments were made since the last Board meeting: Elizabeth Martinez, SunPath Credentialing Project Manager/Enrollment Services, effective November 28, 2016; Byron Tsabetsaye, Director, Native

American Center, effective December 1, 2016, Lauren Benally, Financial Aid Technician, Financial Aid.

Changes: David Clark, from Security Officer to Senior Security Officer, Department of Public Safety, effective November 22, 2016.

Separations: Norma Gonzales, Advisor, EDGE, separation of employment, effective November 28, 2016; Angela Leverich, Nursing Instructor, School of Health Sciences, separation of employment, effective December 16, 2016; Katrina Raybon, Clinical Coordinator, EMS, School of Health Sciences, separation of employment, effective December 31, 2016; Kyle Owens, Instrumentation and Controls and Electricity Assistant Professor, School of Energy, separation of employment, effective December 31, 2016; Erik Bennett, Web Developer/ Fast Forward Program, separation of employment, effective December 31, 2016; Christine Wood, Interim Director, Fast Forward Program, separation of employment, effective December 31, 2016; Brenda Bennie, Administrative Assistant, Fast Forward Program, separation of employment, effective December 31, 2016; Clarissa Bowman, Program Advisor, Fast Forward Program, separation of employment, effective December 31, 2016; Mary Doshi, Director, MLT Program, School of Health Sciences, retirement, effective December 31, 2016; Gail Williams, Administrative Assistant II, San Juan College East, retirement, effective December 31, 2016.

#### **4. Deletion of Equipment from Inventory**

To affect a spending reduction and create budget savings, College Leadership is discontinuing use of the College Motor Pool. As such, Administration recommends the disposal of eighteen (18) vehicles, half of which are deemed to be in poor condition. 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 vehicles recommended for disposition are included in the board packet. Following Board approval, College staff will request authorization from the State to auction all eighteen (18) vehicles; the proceeds will be receipted into the College's account.

Dr. Pope requested "Correspondence" be removed from the Consent Agenda and read into the record for the minutes.

#### **Correspondence**

The following correspondence was read into the minutes:

To the San Juan College President and Board of Trustees:

We are aware that in December San Juan College had to do a reduction in force of 12 employees based on significant reduction in state appropriations in the current fiscal year budget. As business leaders across San Juan County, we

fully understand that in today's economy budget shortfalls cannot be met without personnel reductions. We also know how difficult financial and personnel decisions are. We appreciate that as a major employer in the community, you value your employees and were able to keep the reduction to 12 out of nearly 900 employees.

Strong leaders make tough decisions. As business owners we have had to make similar tough decisions in recent years. We want to take this opportunity to thank you for your sound fiscal stewardship of our taxpayer money.

It is our understanding that at the December 6th board meeting, it was necessary to submit an adjusted budget by the mandatory December 31<sup>st</sup> deadline to the New Mexico Higher Education Department. We further understand that two days later, 53 percent of the 159 full-time faculty members voted no confidence for the board of trustees and president. We understand that tempers run short as budgets run short. With that said, please know that we fully support and appreciate the sound fiscal leadership of our president and elected trustees who represent our community. Further, we applaud your vision that has resulted in a 143 percent increase in the number of graduates during the past five years. Our businesses depend on the success of these graduates. We have full confidence that your decisions will advance and sustain the critical role that San Juan College plays in producing a well-trained workforce in the future. Please know that we are your major stakeholders.

The severity of our current situation is indicative of the times. We want to assure you that together, we will weather the tough times and celebrate the good ones as we always have during the 60 years of the college's existence. We also want you to know that we are proud of the leadership of San Juan College and look forward to advancing the prosperity of our wonderful community through our continued partnership.

Thank You.

212 community members signed the above letter.

Dear Dr. Pendergrass and Board of Trustees:

We are writing to voice our support of the leadership of San Juan College. We are aware of the challenging financial times our community is facing and the difficult decisions these times are forcing upon many organizations throughout the community.

San Juan Regional Medical Center and San Juan College have enjoyed a mutually beneficial and supportive relationship for many years. The strength of the College's nursing and ancillary health programs are of critical importance to San Juan Regional Medical Center as a conduit of future healthcare professionals to meet our staffing needs.

The severity of our community's current situation must be addressed by leadership according to the unique circumstances of each organization. We fully support the leadership and Board of Trustees at San Juan College and trust in their collective wisdom to make the difficult, yet necessary decisions needed to maintain the long-term viability of San Juan Colleges.

Finally, we applaud your leadership that has yielded a 143% increase in the number of graduates over the past 60 years and have full confidence in the current leadership to continue guiding San Juan College to a successful future for many years to come.

Sincerely, Jeff Bourgeois, President/CEO and Janel Ryan, Chairman, Board of Trustees

### **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 PURCHASE OF THREE (3) CATERPILLAR NATURAL GAS ENGINE REBUILD KITS**

Under the guidance of the College Purchasing Department, bid #17-36715 Caterpillar Natural Gas Engine Rebuild Kits has closed with two bids. 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 acquisition consists of purchasing three (3) new complete rebuild kits, two (2) for model G3406 at \$29,226.75 each and one (1) for model G3408 at \$31,940.34 for a total purchase price of \$90,393.84. There will also be a credit allowance for all of the acceptable core returns to the supplier, up to \$25,423.07.

Contingent upon Board approval, the purchase of all three rebuild kits will be made from Wagner Equipment Company, located in Bloomfield, New Mexico, in the amount of \$90,393.84 with a possible core refund of up to \$25,423.07. Core credit is not a guarantee and is subject to core returns being accepted by Wagner. Maximum cost is \$90,393.84 and a minimum cost of \$64,970.77 depending on acceptance of core returns.

Dr. Pope moved and Mr. Thompson seconded the motion to approve the purchase of all three (3) rebuild kits from Wagner Equipment Company, for an estimated amount of \$90,393.84 less core credit granted. **MOTION CARRIED** by unanimous voice vote.

### **2. APPROVAL OF COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

The College's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2016 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, 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 Annual Financial Report (CAFR) for the fiscal year ended June 30, 2016. **MOTION CARRIED** by unanimous voice vote.

**3. APPROVAL OF GUARANTEED MAXIMUM PRICE FOR CONSTRUCTION OF STEM-H PROJECT**

Under the guidance of the College Purchasing Department, a proposal solicitation for construction manager at risk was issued as Request for Proposal #16-33799. The College followed a detailed and documented process to meet all State of New Mexico procurement requirements. The Board of Trustees has previously approved Deckker/Perich/Sabatini (DPS) as the project architects and FCI Constructors was previously approved as the project Construction Manager at Risk. At this stage in the design and planning process, the Guaranteed Maximum Price (GMP) has been determined to be \$5,044,068 plus \$384,610.19 for gross receipts tax, for a total of \$5,428,678.19. This project is funded by both State of New Mexico General Obligation Bonds and local, San Juan College, General Obligation Bonds.

Mr. Chance moved and Mr. Thompson seconded the motion to approve the Guaranteed Maximum Price from FCI Constructors for construction of the STEM-H project and that a blanket purchase order be authorized to encumber necessary funds. **MOTION CARRIED** by unanimous roll call vote.

**ITEM H. ANNOUNCEMENT OF NEXT MEETING**

The next regular meeting will be held on **Tuesday, February 7, 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 Dr. Pope seconded the motion to adjourn. Mr. Hare adjourned the meeting at 8:20 p.m.

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Mr. Ken Hare, Chairman  
San Juan College Board

ATTEST:

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R. Shane Chance, Secretary  
San Juan College Board

Date: February 7, 2017