

SAN JUAN COLLEGE BOARD
August 1, 2017 7:00 P.M.
SAN JUAN COLLEGE BOARD ROOM

AUGUST 2017						
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SEPTEMBER 2017						
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AGENDA

<u>AGENDA ITEM</u>	<u>PRESENTING</u>	<u>INFORMATION</u>
A. Call to Order	Mr. Thompson	Information
B. Welcome of Guests and Visitors	Mr. Thompson	Information
C. Adoption of Agenda	Mr. Thompson	Action
D. College Reports		
1. Adult Education: Basics and Innovation	Ms. Lambert-Beaty	Information
2. Associations		Information
Professional Staff	Mr. John Boggs	
Support Staff	Ms. Leslie Saavedra	
Student		
Faculty	Mr. Lance Myler	
E. Citizen Comment		
F. Consent Agenda	Dr. Pendergrass	Action
1. August 11, 2017 Minutes		
2. Correspondence		
3. Financials		
4. Personnel Report		
5. Information Report – Catering Activities through College Food Service		
6. Approval of Higher Education Endowment Fund Report – June 30, 2017		
7. Information Report: Sale of Surplus Inventory		
G. Individual Items/New Business		
1. Approval of Change in Vendor for Lease Arrangement for Commercial Trucks for Commercial Driver’s License Training Program	Dr. Pendergrass	Action

- H. Announcement of Next Meeting Dr. Pendergrass Information
- I. Tentative Closed Session
 Discussions of License; Personnel Matters; Bargaining Strategy Preliminary to
 Collective Bargaining; Purchases Exceeding \$2,500.00 that can be made only from
 one source and the contents of competitive sealed proposals during the contract
 negotiation process; Threat of Litigation; and/or Real Property or Water Rights
 Acquisition/Disposition
- J. Adjournment Mr. Thompson Action

**COMMENTS TO ACCOMPANY
SAN JUAN COLLEGE BOARD AGENDA
AUGUST 1, 2017**

ITEM A. CALL TO ORDER

Self-explanatory.

ITEM B. WELCOME OF GUESTS AND VISITORS

ITEM C. ADOPTION OF AGENDA

Self-Explanatory.

ITEM D. REPORTS

1. **Monthly Presentation**

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

2. **Association Reports.**

Professional Staff Association representative Mr. John Boggs will address the Board.

Support Staff Association representative Ms. Leslie Saavedra will address the board.

Student Association – No Report

Faculty Association representative Mr. Lance Myler will address the Board.

ITEM E. CITIZEN COMMENT

None.

ITEM F. CONSENT AGENDA

1. **July 11, 2017 Minutes**

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

2. **Correspondence**

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

3. Financials

Financial reports for the quarter ended June 30, 2017 are presented in the Board packet. New Mexico Higher Education Department requires the Board Chairman to sign on a transmittal form for submission to the Higher Education Department.

Also included in the Board packet are 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.

These reports are presented in the Board packet for approval.

4. Personnel Report

Enclosed in the Board packet is a listing of the personnel transactions that have occurred since the last Board meeting.

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

* I recommend the Board take action on the consent agenda as presented.

ITEM G. INDIVIDUAL ITEMS/NEW BUSINESS

1. Approval of Change in Vendor for 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 1) rescind the award of March 7, 2017 to Inland Lease & Rental, Inc. and 2) re-award the 72-month lease for three (3) new commercial trucks to Summit Truck Group, dba Idealease at a cost of \$25,656 per truck annually for a total of \$461,808 across the six (6) years of the lease agreement.

Recommendation

I recommend the Board 1) rescind the award of March 7, 2017 to Inland Lease & Rental, Inc. and 2) re-award the 72-month lease for three (3) new commercial trucks to Summit Truck Group, dba Idealease at a cost of \$25,656 per truck annually for a total of \$461,808 plus applicable gross receipts taxes across the six (6) years of the lease agreement.

ITEM H. ANNOUNCEMENT OF NEXT MEETING

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

ITEM I. TENTATIVE CLOSED SESSION

ITEM J. ADJOURNMENT

Self-explanatory