

**SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES  
ALBUQUERQUE**

Minutes of the  
**GOVERNING COUNCIL MEETING**

Tuesday, July 21, 2009

5:30 pm

Albuquerque Job Corps Center/SIATech Conference Room  
1500 Indian School Road NW  
Albuquerque, NM 87104

**Council Members Present:**

Emily Salazar, Vice President  
John Rodarte, Secretary  
Jacob Kennedy, Treasurer  
Greta Roskom  
Cindy Mullen  
David Berkey

**Council Members Not Present**

Stacey Cooley

**Guests:**

Kelly Callahan, SIATech Head Administrator  
Curt Szarek, SIATech Business Manager  
Erik Bose, SIATech Site Principal

**Minutes:**

Donna Vanlandingham, SIATech Administrative Assistant

**I. Call Meeting To Order**

**A. Welcome**

In the absence of acting President Emily Salazar, Jacob Kennedy called the meeting to order at 5:40 pm.

**B. Approve minutes from June 10, 2009 Meeting**

Greta Roskom made a motion to approve the minutes as modified. Cindy Mullen seconded. There was no further discussion. The motion passed unanimously.

**C. Approve July 21, 2009 Agenda**

Greta Roskom made a motion to approve the agenda. Cindy Mullen seconded. There was no further discussion. The motion passed unanimously.

Acting President Emily Salazar arrived at 5:48 pm and commenced presiding over the meeting.

**II. Council Development**

**A. Council Goals**

1. Ensure Quorum for Scheduled Council Meetings

There is a quorum present at the meeting.

**B. Professional Development**

Mr. Bose reported SIATech staff had an in-service on July 20.

**III. 80/20 Vital Few**

**A. Develop Marketing Plan**

Ms. Callahan explained briefly to Mr. Berkey that SIATech is working with Job Corps to develop marketing tools that will reach out to the local community as well as nationally.

**IV. School Business**

**A. Old Business**

1. Standing Committee Updates (Discussion)

**a. Finance**

The minutes from the June 30, 2009 Finance Committee were distributed for review. Jacob Kennedy reviewed the minutes for the benefit of the council. Mr. Szarek gave Mr. Berkey an overview of the Finance Committee and emphasized it serves primarily as an oversight of the Business Office. He

invited Mr. Berkey to meet to go over any and all aspects of school finance at his convenience.  
b. Academic Advisory/CIC/Council Development

A CIC luncheon meeting was held in June at AJCC.. The committee is planning another meeting in December. Emily Salazar asks how can the CIC help support the celebration of the Job Corps 45<sup>th</sup> Anniversary? This will be discussed at the August meeting.

#### **B. New Business**

##### **1. Governing Council Oaths for Cindy Mullen and David Berkey (Discussion/Action)**

Ms. Mullen and Mr. Berkey took the oath which was administered by Emily Salazar.

##### **2. Agreement for Legal Services (Discussion/Action)**

- Mr. Szarek explained a professional service contract for legal services has to be approved by the council each year.
- He pointed out there is language in the contract which refers to a threshold of \$50,000. He explained this is mentioned since there is a requirement in the New Mexico Procurement code which makes it necessary to obtain a bid if professional services are expected to exceed this threshold.
- Mr. Szarek offered that the total amount spent for legal services in the prior fiscal year was less than \$4,000.

##### **3. MOU between SIATech and AJCC (Discussion/Action)**

The Center Director, Lana Kite and Ms. Callahan have reviewed the MOU. However, it was not available for review by the council at this time. David Berkey made a motion to table this item until the August meeting. Jacob Kennedy seconded. The motion passed. This item will be added to the August agenda.

#### **C. Site Report**

##### **1. Head Administrator Report – Kelly Callahan**

The Head Administrator report was distributed for review. The new Leadership Structure was explained to Mr. Berkey.

##### **2. Site Principal Report – Erik Bose**

- Mr. Bose recently attended the NASSP Conference in Washington DC. , where he was able to meet with most of the New Mexico State Representatives. Mr. Bose is President of the NM Chapter of the NASSP.
- On July 20, there was an in-service for SIATech staff. Some new policies which are aligned with Job Corps norms were put into place. Mr. Bose and Ms. Callahan feel the meeting was very productive.

##### **3. Business Manager Report – Curt Szarek**

- The May financial statements were distributed for review.
- Mr. Szarek mentioned that phase I of the annual audit was conducted on July 20 by Sheila Herrera, Audit Senior, from Moss-Adams. This phase of the audit concentrated mainly on Internal Controls.
- The auditors are scheduled to return on August 10 -11, 2009 to complete the required fieldwork.
- Greta Rokom asked if the Finance Committee Report and Business Manager Report could be combined. The council will be looking at making changes to the layout of the agenda.

##### **4. Student Report – There is no report at this time.**

#### **V. Closed Session**

David Berkey made a motion to go into Closed Session. Jacob Kennedy seconded. The motion to go to closed session passed unanimously. The council convened to Closed Session at 6:32 pm.

The council reconvened at 7:06 pm.

The matters discussed in the closed meeting were limited only to those specified on the agenda.

a. Principal Evaluation

b. Limited Personnel Matter

#### **VI. Public Comment on Non-Agenda Items**

- John Rodarte asked if the graduation plans were going smoothly. Erik Bose informed him any concerns with regard to graduation have been resolved.
- David Berkey stated he is looking forward to serving on the Council. He is Vice President of Human Resources at Aerospace Innovations Group.

**VII. Next Scheduled Meeting**

The next scheduled meeting will be held on August 18, 2009 at 5:30 pm at AJCC/SIATech Conference Room.

**VIII. Adjournment**

Cindy Mullen made a motion to adjourn the meeting. Jacob Kennedy seconded. The motion passed unanimously. Emily Salazar adjourned the meeting at 7:16 pm.