

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
DECEMBER 7, 2010**

ITEM A. CALL TO ORDER

The meeting was called to order by Chairman Chance at 6:03 p.m. The following members were present:

R. Shane Chance, Chairman
Kenneth W. Hare, Vice Chairman
Eva B. Stokely, Secretary
Evelyn B. Benny, Member
Chad R. King, Member
John C. Thompson, Member

Absent: Dr. Joseph P. Pope, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were Dr. Carol J. Spencer, Stacey Allen, Shelley Amator, Linda Baker, Jon Betz, Carl Bickford, Steve Biernacki, Oliver Borden, Dr. Alvin Brown, Kathleen Chambers, Gayle Dean, Gordon DeSpain, Karen Duncan, Dave Eppich, MaryAnne Facio, Dianne Garcia, Laurie Gruel, Sylvia Hensley, Vicki Holmsten, John Hoff, Dr. Sher Hruska, J. Pernell Jones, Bill Lewis, Dr. Pam Miller, Randy Pacheco, Judith Palier, Vonda Rabuck, Dr. Callie Vanderbilt, Lisa Wilson, and Jeffrey Wood. Also present were Jack Hruska and Carrie Thompson, community members.

ITEM C. ADOPTION OF AGENDA

Mr. King moved and Mrs. Benny seconded the motion to adopt the agenda with the deletion of Items H and K1. **MOTION CARRIED** by unanimous voice vote.

ITEM D. APPROVAL OF MINUTES

1. Approval of Minutes of Regular Board Meeting on November 2, 2010

Mr. Thompson moved and Mrs. Stokely seconded the motion to approve the Regular Meeting Minutes of November 2, 2010. **MOTION CARRIED** by unanimous voice vote.

2. Approval of Minutes of Executive Session on November 2, 2010

Mrs. Benny moved and Mr. King seconded the motion to approve the Executive Session Minutes of November 2, 2010. **MOTION CARRIED** by unanimous voice vote.

ITEM E. CORRESPONDENCE

Dr. Spencer received a letter from Senator Jeff Bingaman, thanking her and the College for the hospitality shown him during his August visit. He noted that the Cultural Center was an ideal meeting facility, College security officers were pleasant and professional, and that other College staff helped make his visit productive and meaningful. He shared his concern about the economy and commended the College for working through this difficult time, offering his continued support for San Juan College.

ITEM F. STAFF REPORTS

1. **Personnel Report**

Ms. Stacey Allen, Director, Human Resources, reported that the following appointments were made since the last Board meeting: Paul O’Leary hired as MLT/Microbiology Instructor, MLT Program, School of Health Sciences, effective November 1, 2010.

Changes: Ashley Huntsman changed from PC Specialist to Technical Support Manager, Office of Technology Services, effective November 1, 2010.

Separations: Victor Vigil, Lead Custodial Worker II, resigned due to retirement effective October 4, 2010; Melody Sorrell, Grounds Keeper II, resigned for personal reasons effective November 4, 2010; Jamie Turrentine, Administrative Assistant IV, Physical Plant, resigned for other employment effective November 5, 2010; Darrell Morris, Coordinator, Native American Center, resigned for personal reasons effective November 15, 2010; and Kim Coufal, Director, Admissions, resigned for other employment effective November 30, 2010.

Mr. King moved and Mrs. Benny seconded the motion to approve the Personnel Report as submitted. **MOTION CARRIED** by unanimous voice vote.

2. **Financial Report**

Mr. J. Pernell Jones, Vice President for Business Services, presented the financial report for the month ending October 2010.

Total Assets at month end amounted to \$98.9 million, of which \$81.7 million was Property, Plant & Equipment; \$9.7 million was Cash; and \$3.7 million was Investments. Balance Sheet totals are consistent with expectations for this time of year. The Operating Budget Variance report, as of the fourth month of the fiscal year, reported a favorable budget variance of \$778,381—largely from salary savings from budgeted full-time positions that have been vacant during some portion of the fiscal

year, as well as employee benefits. A number of departmental expenditure lines also reported favorable variances. The Board packet included the Bookstore Variance Report. Those operations reported a favorable variance of \$4,811. Reports of the results of auxiliary Food Service Operations showed an unfavorable variance of \$40,518 through October—largely resulting from sales falling short of expectations. A schedule of investments held by the College through October 31 showed total investments amounted to \$3,680,000. The volume of investment activities continues to be considerably lower than the College would like due to the low levels of return available in the market. At October 31, the College's portfolio had an average weighted maturity of 9.86 months with a yield of 1.33%.

Mrs. Stokely moved and Mr. Thompson seconded the motion to approve the Financial Report as submitted. **MOTION CARRIED** by unanimous voice vote.

ITEM G. CITIZEN COMMENT

Dr. Callie Vanderbilt, Associate Professor, Biology, was in attendance at the meeting and made a written request to address the Board regarding concerns about the College. Chairman Chance allowed the request. Dr. Vanderbilt spoke of concerns about the direction in which the College is heading and about its standing in the community. Copies of a letter to the College Board members, signed by faculty, staff, and community members, were distributed to Board Trustees. The letter asked for an open meeting in January to discuss their concerns directly with Trustees. Chairman Chance stated that the Board would discuss the meeting request and notify Dr. Vanderbilt of its decision.

ITEM H. OLD BUSINESS

There were no old business items for discussion or approval.

ITEM I. PRESIDENT'S REPORT

Dr. Spencer commented briefly on her activities of the month.

ITEM J. NEW BUSINESS

1. **Approval of Resolution Calling for Election of Board Members in Districts 1 and 5**

It is required by state statute that the Board passes a resolution calling for the Board Election to be held on March 1, 2011. Representatives from Districts 1 and 5 are to be elected. A copy of the resolution and a list of pertinent dates were included in the Board packet for the Board's review. Dr. Spencer recommended the Board approve the Resolution calling for the Board election on March 1, 2011.

Mrs. Benny moved and Mr. Thompson seconded the motion to approve as presented. **MOTION CARRIED** by unanimous voice vote.

2. **Approval of FY11 Budget Adjustments**

In August, state entities were notified of a 3.2% reduction in state appropriations for fiscal 2011 due to a downward revision of consensus revenue forecasts for the state. The state Department of Finance and Administration, in conjunction with the Higher Education Department, has mandated submission of an unrestricted budget adjustment by December 10, 2010 to document the effect of the decreased state appropriation.

Pages 24 to 26 of the Board packet is the budget adjustment proposed for submission to the state. The most notable adjustments include:

- The aforementioned reduction to state appropriation totaling more than \$700,000 attributable to the 3.2% reduction
- Reduction in local taxes of nearly \$900,000 attributable to continued uncertainty in property and production taxes
- An increase in tuition and fee revenue of more than \$500,000 resulting from conservative original budget projections
- A reduction in benefit costs of \$300,000 due to revised actuarial estimates associated with the College's retiree healthcare plan
- An additional transfer to plant funds of \$774,000 related to FY10 surplus earmarked for *potential* plant improvement expenditures in FY11.

Mr. King moved and Mr. Hare seconded the motion to approve as presented. **MOTION CARRIED** by unanimous voice vote.

3. **Approval of Equipment Deletion from Inventory**

The College's Surplus Committee recommends the disposition of certain assets that are worn out, obsolete, or 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 Committee's recommendation.

Page 27, under tab J, lists the assets recommended for disposition.

Mr. Thompson moved and Mrs. Stokely seconded the motion to approve as presented. **MOTION CARRIED** by unanimous voice vote.

4. **Renovation of Chemistry Instrumentation Laboratory**

San Juan College is the recipient of a \$250,000 grant from the National Science Foundation for renovation of the College's chemistry

instrumentation lab. The Academic Research Infrastructure grant program is funded by the American Recovery and Reinvestment Act and is limited to research facilities at institutions of higher education.

Dr. Eric Miller, Professor of Chemistry at San Juan College, has led SJC students in performing undergraduate research since 1998. The ARRA funding will greatly enhance the research capability of the College's chemistry instrumentation lab, allowing the College to:

1. Create a certified clean room (i.e., a research environment with extremely low levels of dust or other pollutants)
2. Refurbish the prep lab, and
3. Refurbish the instrumentation lab.

The College is in the process of engaging an architect and anticipates requesting bids for construction in Spring 2011.

ITEM K. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on Tuesday, January 4, 2011, at 7:00 p.m. in the San Juan College Board Room.

ITEM L. ADJOURNMENT

Mrs. Benny moved and Mr. Thompson seconded the motion to adjourn. The meeting was adjourned by Chairman Chance at 6:27 p.m.

R. Shane Chance, Chairman
San Juan College Board

ATTEST:

Eva B. Stokely, Secretary
San Juan College Board

Date: _____