

**SAN JUAN COLLEGE BOARD**  
**MAY 3, 2011 - 7:00 P.M.**  
**SAN JUAN COLLEGE BOARD ROOM**

MAY 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2011						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

<u>AGENDA ITEM</u>	<u>PRESENTING</u>	<u>INFORMATION</u>
A. Call to Order	Mr. Chance	Information
B. Welcome of Guests and Visitors	Mr. Chance	Information
C. Adoption of Agenda	Mr. Chance	Action
D. 1. Approval of Minutes of Regular Meeting on April 5, 2011 (Pages 2467 to 2474)	Mr. Chance	Action
6. Approval of Minutes of Executive Board Session on April 5, 2011 (Page 2475)	Mr. Chance	Action
E. Correspondence (Pages 8 to 10)	Mr. Tacha	Information
F. College Reports		
1. Vice Presidents' Reports Administrative Services Learning Student Services	Mr. Jones Dr. Hruska Mr. Eppich	Information
2. President's Report	Mr. Tacha	Information
3. Personnel Report (Pages 11 to 14 )	Mr. Tacha	Action
4. Financial Report (Pages 15 to 20)	Mr. Jones	Action
5. Update on the Distinguished Teaching Chairs Project	Karen Duncan Traci HalesVass Chris Strouthopoulos Eric Bateman	Information

- G. Citizen Comment
- H. Old Business
- J. New Business
  - 1. Open Meetings Resolution (Pages 21 to 23) Mr. Tacha Action
  - 2. Approval of Original Budget for Fiscal Year Ending June 30, 2012 and Final Budget for Fiscal Year Ending June 30, 2011 Mr. Tacha Action
  - 3. Approval of Easement for the Valley Sewer District Mr. Tacha Action
  - 4. Approval of Contractor for Roof Replacement Mr. Tacha Action
  - 5. Approval of Furniture and Millwork for the Microbiology Lab Addition to the Health Sciences Center Mr. Tacha Action
  - 6. Approval of the new San Juan College Mission, Vision, and Values Statements Mr. Tacha Action
- K. Announcement of Next Meeting Mr. Tacha Information
  - 1. Tentative Closed Session  
Discussions of License; Personnel Matters; Bargaining Strategy Preliminary to Collective Bargaining; Purchases Exceeding \$2,500.00; Threat of Litigation; and/or Real Property or Water Rights Acquisition/Disposition
- L. Adjournment Mr. Chance Action

**COMMENTS TO ACCOMPANY  
SAN JUAN COLLEGE BOARD AGENDA  
MAY 3, 2011**

**ITEM A.      CALL TO ORDER**

Self-explanatory.

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

Self-explanatory.

**ITEM C.      ADOPTION OF AGENDA**

Self-explanatory.

**ITEM D.      1.   APPROVAL OF MINUTES OF REGULAR MEETING ON APRIL 5, 2011**

Upon Board approval, I would like to recommend that the Chairman and Secretary of the Board sign the Regular Board Meeting Minutes of April 5, 2011

**2.   APPROVAL OF MINUTES OF EXECUTIVE SESSION ON APRIL 5, 2011**

Upon Board approval, I would like to recommend that the Chairman and Secretary of the Board sign the Minutes of the Executive Session of April 5, 2011.

**ITEM E.      CORRESPONDENCE**

1.   Kerry Meier, Program Coordinator, Automotive Program, received an email from Alma Lorenz, Development Manager, Family Crisis Center, thanking him and the students and staff of Trades and Tech for donating \$2,714. These funds were the proceeds from the annual San Juan College Car Show, which were then donated to the Family Crisis Center.
  
2.   Kerry Meier received a letter from Durango High School's Transition class, a class that prepares students with disabilities for the world of work. Students thanked him for providing them with a tour of the San Juan College automotive department and for Mr. Meier's willingness to share his experience and knowledge with them.

**ITEM F.      COLLEGE REPORTS**

**1.   Vice Presidents' Reports**

Mr. Jones, Vice President, Administrative Services,

Dr. Hruska, Vice President, Learning, will comment briefly on highlights of the month.

Mr. Eppich, Vice President, Student Services, will comment briefly on highlights of the month.

2. **President's Report**

Mike Tacha will comment briefly on highlights of the month.

3. **Personnel Report**

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

**Administrative Recommendation**

I recommend approval of the Personnel Report as submitted under Tab F of the Board Packet.

4. **Financial Report**

The most recent financial statement for San Juan College is presented under Tab F. The report includes a comprehensive balance sheet, unrestricted budget variance reports by natural and functional categories, auxiliary budget variance reports by natural categories, and a schedule of changes in plant fund balances.

**Administrative Recommendation**

I recommend approval of the comprehensive balance sheet, unrestricted budget variance reports by natural and functional categories, auxiliary budget variance reports by natural categories, and a schedule of changes in plant fund balances.

5. **Update on the Distinguished Teaching Chairs Project**

The Distinguished Teaching Chairs Project is a major effort by the San Juan College Board and the San Juan College Foundation to demonstrate their commitment to quality instruction by recognizing and fostering faculty excellence with a cash award per year and a professional development opportunity. There are four categories awarded in the areas of Nursing, Literacy and Math Competency, General Chair, and Native American Studies. The four recipients of this year's awards—Karen Duncan, Traci HalesVass, Chris Strouthopoulos and Eric Bateman—will provide an update on the project.

**ITEM G. CITIZEN COMMENT**

None

**ITEM H. OLD BUSINESS**

There is no old business to discuss at this time.

**ITEM J. NEW BUSINESS**

1. Open Meetings Resolution

Section 10-15-01(C) NMSA of the Open Meetings Act requires the Board to determine annually what notice for a public meeting is reasonable. A resolution was included in the Board packet under Tab J for review.

Administrative Recommendation

Self-explanatory.

2. Approval of Original Budget for Fiscal Year Ending June 30, 2012 and Final Budget for Fiscal Year Ending June 30, 2011

State statute requires submission of final budgets for the current year, and inaugural budgets for the upcoming year by May 1. The New Mexico Higher Education Department has mandated that final Board approval of these budgets must be obtained and submitted to the department by mid-May.

In April, the College administration presented the preliminary versions of these budgets to Trustees at a half-day work session. Upon formal approval by the Board, the finalized submission to the state will be available on the College's website.

Administrative Recommendation

I recommend approval of the proposed final budget for the fiscal year ending June 30, 2011 and the original budget for the fiscal year ending June 30, 2012.

3. Approval of Easement for the Valley Sewer District

The Central Consolidated School District (CCSD) is seeking to connect its bus barn and the Kirtland Elementary School to the Kirtland sewer facility. The legal entity that manages the facility is the Valley Sewer District. To facilitate the school district's request, the Valley Sewer District has requested an easement onto the San Juan College West Campus in order to extend its sewer line for connection by the CCSD bus barn and Kirtland Elementary School.

The 10-foot wide easement would run 238 lineal feet parallel to County Road 6500, across the Northeast parcel of the College's West Campus. The legal description is documented on the accompanying site plan.

Any damage to College property will be repaired by the contractor responsible for the sewer line extension.

Administrative Recommendation

I recommend the Board approve the Valley Sewer District's easement request on behalf of the Central Consolidated School District.

4. Approval of Contractor for Roof Replacement

The most immediate priority on the College's roof maintenance schedule is replacement of approximately 13,000 square feet of roof over the 1700 area. The roof—which covers the Planetarium, the Office of Retention, and the Purchasing department—is 20 years old and has outlived its life expectancy. During especially heavy snows and rains, there are several active leaks.

Pursuant to a competitive request for proposal, the College has negotiated a price of \$106,541.00 including applicable gross receipts tax, for replacement of the roof with TL Roofing out of Durango, Colorado.

Administrative Recommendation

I recommend the Board approve replacement of the 1700 area roof by TL Roofing at a price not to exceed \$106,541.00 including applicable gross receipts tax.

5. Approval of Furniture and Millwork for the Microbiology Lab Addition to the Health Sciences Center

In April, the College received approval from the Capital Projects Committee of the New Mexico Higher Education Department for the addition of a Microbiology Lab, lab prep area, and three offices to the San Juan College Health Sciences Center.

Budget for this scope is derived from residual funds resulting from the Phase 2 construction. That budget also includes \$100,000 for the furnishings and millwork associated with the laboratory and office additions.

The furniture and millwork is proposed for acquisition from Contract Associates utilizing a previously negotiated state contract. (Contract Associates was the furniture and millwork vendor for the two previous construction phases of the Health Sciences Center.)

Administrative Recommendation

I recommend the Board approve the acquisition of furniture and millwork for the laboratory and office additions to the Health Sciences Center from Contract Associates at an amount not to exceed \$100,000.00 including applicable gross receipts tax.

6. Approval of New San Juan College Mission, Vision, and Values Statements

In January, the College embarked on a new strategic planning process beginning with review and revision of the current College mission, vision, and values statements. The Team for Strategic Oversight (SPOT) has garnered input from students, faculty, staff and community in the development and recommendation of the new College mission, vision, and value statements. The final statements are presented for your review and approval.

Administrative Recommendation

I recommend the Board approve the new College mission, vision, and value statements as presented to you with your packets.

**ITEM K. ANNOUNCEMENT OF NEXT MEETING**

The date of the next regular meeting will be **Tuesday, June 7, 2011, at 7:00 p.m.** in the San Juan College Board Room.

**ITEM L. ADJOURNMENT**

Self-explanatory.