

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
APRIL 5, 2011**

ITEM A. CALL TO ORDER

The meeting was called to order by Chairman Chance at 7:10 p.m. The following members were present:

R. Shane Chance, Chairman
Kenneth W. Hare, Vice Chairman
Evelyn B. Benny, Member
Chad R. King, Member
Dr. Joseph P. Pope, Member
John C. Thompson, Member
Matthew D. Tso, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were Stacey Allen, Dr. Merrill Adams, Shelley Amator, Linda Baker, Sherrie Biringer, Jon Betz, Steve Biernacki, Kathleen Chambers, Gayle Dean, Dave Eppich, MaryAnne Facio, Phillip Gallegos, Dianne Garcia, Sherri Gaugh, Laurie Gruel, Dr. Sher Hruska, J. Pernell Jones, Bill Lewis, Jeannie Malandro, Dr. Julius Manz, Dr. Pam Miller, Randy Pacheco, Judy Palier, Vonda Rabuck, Tim Schroeder, Dr. Nancy Shepherd, Josh Stratman, Roger Tingley, and Lisa Wilson. Also present were Brent Garcia and Matt Ammerman, Leadership San Juan; Kurt Madar, Daily Times; Lonnie Anderson, John Collins, and Jack Hruska, community members.

Gayle Dean, Executive Director, Foundation introduced APS employees Nathan Tohtsoni, Communications Manager; and Larry Francis, Site Manager; Mr. Randy Pacheco, Dean of School of Energy; and Roger Tingley, Maintenance Mechanic Instructor, were present as APS presented a \$50,000 check to the college to be used for students in the IPOP Maintenance program. With this check, the total commitment of APS to the College now totals \$1,068,180.

Mr. Eppich presented a plaque to Carlton Downing, Morning Supervisor at the HHPC, for his life-saving efforts on behalf of an HHPC member who suffered a heart attack. Mr. Downing's immediate action with the defibrillator and the responsiveness of members of the HHPC staff to take care of the situation saved the gentleman's life. Mr. Josh Stratman accepted the plaque on behalf of Mr. Downing, who could not be present.

1. Swearing In of Board Members

Chairman Chance administered the Oath of Office to newly elected Board member Matthew D. Tso, District 1, and newly elected Board member

John C. Thompson, District 5, as a result of the March 1, 2011, Board election.

ITEM C. ADOPTION OF AGENDA

Mr. King moved and Mrs. Benny seconded the motion to adopt the agenda with the deletion of Items G and H and the addition of Items J5, J6, J7, J8 and K1. **MOTION CARRIED** by unanimous voice vote.

ITEM D. APPROVAL OF MINUTES

1. **Approval of Minutes of Emergency Board Meeting on February 23, 2011**

Dr. Pope moved and Mr. King seconded the motion to approve the Emergency Meeting Minutes of February 23, 2011. **MOTION CARRIED** by unanimous voice vote.

2. **Approval of Minutes of Executive Board Session on February 23, 2011**

Mr. King moved and Dr. Pope seconded the motion to approve the Executive Board Session Minutes of February 23, 2011. **MOTION CARRIED** by unanimous voice vote.

3. **Approval of Minutes of Special Board Meeting on February 28, 2011**

Mrs. Benny moved and Dr. Pope seconded the motion to approve the Special Meeting Minutes of February 23, 2011. **MOTION CARRIED** by unanimous voice vote.

4. **Approval of Minutes of Executive Board Session on February 28, 2011**

Dr. Pope moved and Mrs. Benny seconded the motion to approve the Executive Board Session Minutes of February 28, 2011. **MOTION CARRIED** by unanimous voice vote.

5. **Approval of Minutes of Regular Board Meeting on March 1, 2011**

Dr. Pope moved and Mrs. Benny seconded the motion to approve the Regular Meeting Minutes of March 1, 2011. **MOTION CARRIED** by unanimous voice vote.

6. **Approval of Minutes of Executive Board Session on March 1, 2011**

Mr. Thompson moved and Mr. King seconded the motion to approve the Executive Board Session Minutes of March 1, 2011. **MOTION CARRIED** by unanimous voice vote.

ITEM E. CORRESPONDENCE

Dr. Brown received a letter from Julie Rasor, President of the Four Corners Human Resource Association (FCHRA), thanking Ms. Stacey Allen for her time and commitment to the Association. Ms. Allen's expertise and compassion have assisted graduates of the Methamphetamine Pilot Program in transitioning to the workplace. Her work contributed to the FCHRA receiving the 2010 Society of Human Resource Management Pinnacle Award.

ITEM F. STAFF REPORTS

1. **Vice Presidents' Reports**

Administrative Services: Update on budget and finance; Business Office--annual staff development meeting focused on customer service is April 7; Support Services—Kim Clarkson retired from Support Services; Physical Plant—Phase II of the Health Sciences Center is ahead of schedule; Technology Services—implementation of Business Intelligence is on schedule.

Learning: Update on Program Quality: Initiatives and Outcomes as they relate to assessment activities.

Student Services: Senate Bill 267 was signed by the Governor allowing community colleges to enter into contracts with law enforcement; Pow Wow—this year's event ran smoothly; credit given to Michelle Peterson and staff and special thanks to Business Office staff.

2. **President's Report**

Attended the Gas Compression Association meeting last week in Albuquerque; re-establishing three advisory groups; will be attending the SkillsUSA Conference where SJC will have 20 students present.

3. **Personnel Report**

The following appointments were made since the last Board meeting: Elaine Martina was hired as Transition Specialist, Launch Program, Center for Student Engagement, effective February 28, 2011; Ramsi McGhee was hired as Intervention Specialist, Launch Program, Center for Student Engagement, effective February 28, 2011; Linda Schwinghammer was hired as Director of Testing Center, Student Services, effective March 8, 2011; Teresa Martinez was hired as Security Officer II, Office of Public Safety, effective March 14, 2011; Carol Summers-Williams was hired as Administrative Assistant IV, Physical Plant, effective March 14, 2011; Pamela Johnson was hired as Custodial Worker II, Physical Plant, effective March 16, 2011; Elfreda Yazzie was hired as Native American Center Advisor, Student Services, effective March 21, 2011; Cody Husted was hired as PC Specialist, Office of Technology Services, effective

March 28, 2011; Chester “Roger” Hamner was hired as Journeyman Electrician, Physical Plant, effective March 28, 2011.

Changes: Vladimir Faustin changed from Custodial Lead Worker I to Custodial Lead Worker II, Physical Plant, effective February 28, 2011; Lucy Haber changed from Administrative Assistant V for VP of Learning to Assistant Director, Community Learning Center, School of Continuing Education, effective March 14, 2011.

Separations: Henry Gish, Instrument & Controls Instructor, School of Trades & Technology, resigned for other employment effective March 18, 2011; Margaret McMillan, Financial Aid Advisor, Student Services, resigned due to relocation effective March 18, 2011; Kim Clarkson, Director of Support Services, resigned due to retirement effective March 31, 2011.

Dr. Pope moved and Mr. King seconded the motion to approve the Personnel Report as submitted under Tab F in the Board packet.

MOTION CARRIED by unanimous voice vote.

4. **Financial Report**

Mr. J. Pernell Jones, Vice President for Business Services, presented the financial report for the month ending February 2011.

Total Assets at month end amounted to \$104.99 million. Of that total, 77.9% was Property, Plant & Equipment, and 18.71% was Cash and Investments. Student Accounts Receivable reported at the end of the prior report month a total \$3.45 million. With the application of state and federal financial aid during the month of February, that total declined to \$652,939—an amount that is consistent with expectations for this time of the year. The Operating Budget Variance report as of February 28, 2011, showed the College reporting a favorable position of \$1.6 million against a projected budget deficit of \$1.5 million. That favorable position was largely the result of savings on the salaries and benefits line items resulting from positions unfilled at different points throughout the fiscal year. Local Taxes was below its projected position on February 28. While year-to-date receipts for Production Taxes exceeded expectations as of this date, receipts for Property Taxes were below expectations at a greater level. As is typical, this line item bears watching over the last several months of the fiscal year. The Bookstore Budget Variance report through February 28 showed that operation reporting a favorable budget variance of \$27,686—resulting from the margin of textbooks and merchandise sales exceeding expectations. The Food Service Budget Variance report showed sales for that operation were less than expectations; accordingly, the operation was reporting an unfavorable variance of \$73,832.

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

5. **Update on Electronic Imaging**

Mr. Jon Betz, Senior Director of Enrollment Management, and Ms. Sherri Gaugh, Registrar, discussed the need for the electronic imaging system, its functions, and the implementation process which is underway to convert student records from paper to electronic format for efficiency, security, and enhancement of service to students.

ITEM G. CITIZEN COMMENT

None

ITEM H. OLD BUSINESS

There were no old business items for discussion or approval.

ITEM J. NEW BUSINESS

1. **Board Reorganization**

According to Section 21-13-8 NMSA 1978 of the Community College Act, the Board will reorganize following each Board election every two years. Chairman Chance requested nominations for the Chairman, Vice Chairman, and Secretary of the Board positions. These positions will hold office for a term of two years. Mr. King nominated Mr. Chance to be elected to serve as Chairman of the Board and Mr. Thompson seconded the motion. **MOTION AFFIRMED BY ACCLAMATION.** Mr. Hare nominated Dr. Pope to be elected to serve as Vice Chairman of the Board and Mrs. Benny seconded the motion. **MOTION AFFIRMED BY ACCLAMATION.** Mr. Thompson nominated Mr. King to be elected to serve as Secretary of the Board and Mrs. Benny seconded the motion. **MOTION AFFIRMED BY ACCLAMATION.** Each of the officers so elected was present and accepted the office to which he or she was elected.

2. **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 19, under tab J, lists the assets recommended for disposition.

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

3. Approval of Tuition and Fee Increases

One of the guidelines that the College uses to establish its tuition rate is that:

Tuition and fees should result in the allocation to students of a proportionate share of the cost of their education in light of support from state appropriations and local taxes.

The 2011 New Mexico Legislature recently ended its 60 day session. The funding formula that the legislature used to set FY12 state appropriations for community colleges included a 9.5% tuition revenue credit for resident students and a 15% tuition revenue credit for non-resident students. The percentage change in the tuition revenue credit was used to calculate a reduction in the amounts appropriated to community colleges, based on the underlying expectation that community colleges would raise their tuition by at least that percentage, collecting enough additional tuition revenue to offset the calculated reduction in state appropriation.

Beginning with the Fall 2011 semester, the administration proposes increasing its resident and non-resident tuition rates by the same percentages stipulated by the legislature resulting in the following rates:

<i>Resident Tuition</i>	<i>\$41.00 per credit hour</i>
<i>Non-Resident Tuition</i>	<i>105.00 per credit hour</i>

Additionally, the administration proposes increasing the general fee for non-resident students to \$10.00 per credit hour to ensure that non-resident students who do not support the College through state or local taxes bear a more proportionate share of their educational costs.

A motion was called for by the Chair; however, Mr. Tso made a substitute motion to table the original motion for approval of tuition and fee increases until the governor signed the bill into law. Dr. Pope seconded the motion. A voice vote indicated 1 vote for the substitute motion; 6 votes against the motion. **MOTION DID NOT CARRY.**

Mr. Pope moved and Mr. Hare seconded the motion to approve the original motion as presented. **MOTION CARRIED** with 5 votes for the motion; 2 votes against.

4. Approval of Architectural Services for Health Sciences Center Change Order

Last month, Trustees approved a change order for Health Sciences Phase II construction for the addition of a microbiology lab and prep area, offices, and limited parking in the amount of \$700,000. The project architect, Greer Stafford, has submitted a fee proposal for related architectural and engineering services of \$75,725. This expense will be

funded by the 2008 General Obligation Bond allocation for the Health Sciences Center.

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

5. Approval of Healthcare Credits to Address Annualization

From 2005-2006 to 2009-2010, the College used an “alternative” methodology, employing an annualized salary rather than a base salary to determine what faculty would pay for healthcare premiums. Beginning with the 2010-2011 fiscal year the College no longer annualized the salaries of nine- and ten-month employees to determine their healthcare premiums. The administration proposed that those funds collected from the faculty from 2005-2006 through 2009-2010 beyond that of the actual salary (i.e., annualized salary amounts) be returned to them in the form of healthcare credits that will be applied to their current healthcare premiums beginning in July 2011.

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

6. Approval of Healthcare Credits to Address the Previous Tiered Contribution Schedule

From 2010 until the present, the College has used a tiered contribution schedule that differs from that found in NMSA 1978 Section 10-7-4.B. That differing schedule led to an increase in the amount paid by 20 members of the faculty and staff for their healthcare premiums. The administration proposed that where the tiered contribution schedule initiated in 2010 led to an increase in the amount paid by 20 members of the faculty and staff for their healthcare premiums, that increase be returned to them in the form of healthcare credits that will be applied to their current healthcare premiums beginning July 2011. Further, where healthcare credits are not an option, refunds be paid.

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

7. Approval of Tiered Contribution Schedule

Beginning in July 2011, the administration proposed that San Juan College use a tiered contribution schedule as stated in NMSA 1978 Section 10-7-4.B for higher education institutions.

	College	Employee
Less than \$50,000	80%	20%
\$50,000 - \$59,999	70%	30%
\$60,000 or more	60%	40%

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

8. Approval of Non-Recurring Compensation

Utilizing funds from the College's fund balance, all individuals employed by San Juan College on *continuing* status as of July 15, 2011 will receive a non-recurring compensation payment of \$750. The President and Vice Presidents are excluded from this payment. Continuing employees that are part-time or have been employed with the College less than one year will receive a pro-rated allocation. Payment will occur in July 2011.

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

ITEM K. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on Tuesday, May 3, 2011, at 7:00 p.m. in the San Juan College Board Room.

1. Executive Session to Discuss Personnel Matters

Pursuant to Sections 10-15-1 to 10-15-4, NMSA 1978, Subsection E, Paragraph 2, the Board will go into Executive Session to discuss personnel matters. A motion was made at 8:52 p.m. by Mr. Thompson and seconded by Mr. King for the Board to meet in Executive Session. **MOTION CARRIED** by unanimous voice vote. The Executive Session concluded at 9:37 p.m. and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Mr. Thompson moved and Dr. Pope seconded the motion to return to the Regular Meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM L. ADJOURNMENT

Dr. Pope moved and Mrs. Benny seconded the motion to adjourn. The meeting was adjourned by Chairman Chance at 9:40 p.m.

R. Shane Chance, Chairman
San Juan College Board

ATTEST:

Chad King, Secretary

Date: May 3, 2011

San Juan College Board