

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
AUGUST 9, 2011**

**ITEM A.     CALL TO ORDER**

Chairman Chance called the meeting to order at 7:07 p.m. The following members were present:

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

Absent:       Evelyn B. Benny, Member

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

San Juan College administrators and staff in attendance were Sam Bachert, Linda Baker, Steve Biernacki, Sherrie Biringer, Dave Eppich, MaryAnne Facio, Dianne Garcia, Candace Gilfillan, Laurie Gruel, Dr. Sher Hruska, Bill Lewis, Russell Litke, Jeanne Malandro, Jerry McKeen, Rhonda Schaeffer, Dr. Nancy Shepherd, Tim Warren, and Gerald Williams.

Also in attendance were members from the Associated Students at San Juan College—Nicole Wiley, President; Selena Lovato, Vice President; and Aspen Groen, Chief Communications Officer—and Jack Hruska, a community member.

**ITEM C.     ADOPTION OF AGENDA**

Mr. King moved and Dr. Pope seconded the motion to adopt the agenda with the deletion of Items G, H, K1 and the addition of J3. **MOTION CARRIED** by unanimous voice vote.

**ITEM D.     APPROVAL OF MINUTES**

**Approval of Minutes of Regular Board Meeting on July 5, 2011**

Dr. Pope moved and Mr. King seconded the motion to approve the Regular Meeting Minutes of July 5, 2011. **MOTION CARRIED** by unanimous voice vote.

**ITEM E.      CORRESPONDENCE**

1.      Representative Ben Lujan sent a letter notifying the College that SJC had been selected to receive five year funding under the U.S. Department of Education Talent Search Program. The first year budget will be \$230,000. Yolanda Benally is the College's Program Director for this program.
2.      The President and others received a letter from Ann Piper, Principal of Jackson Mid-School, APS, and Blair Kaufman, Vice-Chair, Central New Mexico Community College Governing Board, expressing their pleasure at hearing the SJC Country Company ensemble during the San Juan Balloon Rally in June. They also lauded the College's financial and academic commitment to this project in support of SJC students and the community. Special recognition was also given to Ms. Linda Edwards for leadership.

**ITEM F.      STAFF REPORTS**

1.      **Vice Presidents' Reports**

Administrative Services: Ms. Garcia highlighted Copy Services and explained who the staff members are and what services the department offers to the College. Ms. Garcia presented a Facilities update including projects such as the Youth Conservation Corps, the Outdoor Learning Center, new roofing on the Central Classroom complex, the newly paved parking lot, and the microbiology lab. She also introduced QR codes that can be uploaded onto smart phones. Once uploaded, users can access many College services; QR codes are also used by other companies to access their businesses.

Learning: Dr. Hruska provided information on the Grants Office. This office has successfully provided the College \$3.7 million in grant funds for 2010-2011. Dr. Hruska also shared a Project Management Handbook that is used to train new program directors, and she highlighted that the Grants Office must also meet program and financial audit requirements.

Student Services: Mr. Eppich distributed the Student Handbook 2011-2012 to Board members. He mentioned that the College is in compliance with the new Federal Integrity Rule. As mandated by the NM Higher Education Department, the College now has an online formal student complaint process on our website. Mr. Eppich then briefly discussed the ongoing mentoring/coaching program in Student Services. He provided additional information about QR codes in public spaces. He updated the Board members on the Student Services Learning Outcomes and explained the flow chart used in a continuous process to gather, analyze

and evaluate measurable expected outcomes of student learning by each of the departments in Student Services.

2. **President's Report**

Mr. Tacha noted that Linda Baker, Sr. Director of Marketing and Public Relations is leaving the College after 16 years. Rhonda Schaeffer was introduced as the interim Director. Mr. Tacha thanked Dianne Garcia for her job as Interim Vice President of Administrative Services, and he expressed his appreciation for those members of the search team and Human Resources for their efforts in selecting a new Vice President of Administrative Services, Russell Litke. Mr. Tacha sadly announced the death of Debbie Gonzales following a long illness.

3. **Personnel Report**

The following appointments were made since the last Board meeting: Julio Chaire was appointed Custodial Worker II, Physical Plant, effective July 1, 2011; Brooke Nygren was appointed Records Support II, Enrollment Services, effective July 1, 2011; Encarnacion Yecas-Martinez was hired as Custodial Worker II, Physical Plant, effective July 1, 2011; Laura Pate was hired as Coordinator, Disability Services, Student Services, effective July 11, 2011; Kelly Anderson was hired as Associate Director, Public Safety, Student Services, effective July 11, 2011; Debbie Hernandez was hired as Human Resources Generalist effective July 25, 2011.

Changes: Roxanna Johnson changed from Administrative Assistant III, Respiratory Therapy and Simulation Program to Administrative Assistant III, Physical Therapist Assistant Program effective July 11, 2011; Allison Calistro-Yazzie changed from Financial Aid Clerk III to Administrative Assistant IV effective July 18, 2011.

Separations: Alvin Brown, Associate Vice President, Institutional Resources & Planning resigned due to non-renewal effective June 30, 2011; Osman Jacques, Custodial Worker II, Physical Plant, resigned voluntarily effective June 30, 2011; Luke Stopani, Media Technician, OTS, resigned for educational reasons effective June 30, 2011; John Rollinson, Instructor, School of Energy, resigned for other employment effective July 7, 2011; Debbie Gonzales, Assistant Professor, Accounting, School of Business, deceased; Cecilia Echeverria, Custodial Worker II, Physical Plant, resigned for personal reasons effective July 14, 2011; Pamela Denise Hinson, English Instructor, School of Humanities, resigned to relocate effective July 15, 2011; Dena LeBoeuf, Administrative Assistant III, West Campus, resigned for other employment effective July 15, 2011; Valerie Martin, Academic Specialist, EDGE Program, resigned for other employment effective July 22, 2011; Karen Soenksen, Instructor, Physical Therapist Assistant Program, resigned for personal reasons effective July 25, 2011.

Mr. King moved and Mr. Thompson 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**

Mrs. Dianne Garcia, Interim Vice President for Administrative Services, presented the financial report for the month ending June 2011.

The Balance Sheet for June indicated total assets of \$108.26 million. Of that amount, 18.64% was related to Cash and Cash Receivables and Investments and 75.61% was invested in Property, Plant, and Equipment. Student accounts receivable of \$2.5 million was in line with expectations as students continued enrollment for summer and fall early enrollment. The Business Office was completing all required closing entries and accruals to complete the year-end financial reporting and in preparation for the external audit. In light of that, the increased amounts reported for accounts payable, payroll withholding payable, and accrued liabilities are typical for this time of year. The Operating Budget Variance Report was slightly modified, indicating increase or decrease in fund balance instead of budget variance. The operating budget variance report indicated that total revenues exceeded total expenditures by \$308,467. This amount would be added to unrestricted fund balance if the year were complete. This excess amount can be attributed to two main components: College staff maintaining their due diligence in containing costs and improving efficiencies and local tax revenues outperforming expectations. As mentioned before, the Business Office continues to reconcile and complete all required closing entries, but no significant change in these numbers is anticipated. The Bookstore Budget variance report indicated a favorable variance of \$80,482 after the transfer out of \$315,410 to the General Fund and to subsidize Food Services. Bookstore total revenues for fiscal year 2011 were slightly above last year's total revenue of \$3,235,678. The report for Food Service noted total revenue of \$881,200 against total expenditures (including transfers) of \$865,915. A summary of investments as of June 30, 2011, reported total investments for the College of \$5,860,000. Of that, \$3.75 million was held for unrestricted operations, \$1.75 million for Renewal and Replacement, and \$360,000 in investments for the College's endowment. The weighted average to maturity for all investments was 20.44 months with a weighted average yield of 1.52. Not represented in this total was approximately \$4.8 million held in a money market account at Four Corners Community Bank and earning 0.75%.

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

5. **Office of Technology Services Annual Update**

Ms. Shelley Amator, Assistant CIO, Office of Technology Services, presented an annual update of the accomplishments for 2010-2011 and next year's plan.

**ITEM G. CITIZEN COMMENT**

None

**ITEM H. OLD BUSINESS**

There were no old business items for discussion or approval.

**ITEM J. NEW BUSINESS**

1. **Approval of Annual PC and Laptop Replacement cycle for 2011-2012**

The San Juan College Computer Replacement Cycle seeks to replace laptops every 4 - 5 years. The expenditure will be funded by 2011-2012 renewal and replacement and has been incorporated in the fiscal 2012 operating budget.

The Office of Technology Services has targeted the replacement of approximately 113 laptops. This expenditure is projected at \$196,281.00 including applicable gross receipts taxes. As a result of a 2009 competitive request for a multi-year bid in compliance with state procurement laws, these replacement units will be purchased from Technology Integration Group.

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

2. **Approval of Copier Lease and Maintenance Expenditures for 2011-2012**

In 2009, the College entered into a five-year lease agreement with Ikon Office Solutions for the provision of copier services. Currently, the institution has 80 units deployed in its Copy Services Center and throughout campus. Expenditures under this agreement are projected at an amount not to exceed \$286,600 for the 2012 fiscal year. The expense has been included in the 2011-2012 operating budget.

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

3. **Recommendation from Executive Team for Fund Balance Uses**

The San Juan College Executive Leadership Team seeks approval to fund items identified as Tier 1 recommendations for the 2011-2012 Fund Balance Uses for a total expenditure not to exceed \$1,450,000, including applicable gross receipts taxes.

Mr. Thompson moved and Mr. Hare 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, September 6, 2011, at 7:00 p.m. in the San Juan College Board Room.

**ITEM L. ADJOURNMENT**

Mr. King moved and Mr. Tso seconded the motion to adjourn. Chairman Chance adjourned the meeting at 8:39 p.m.

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R. Shane Chance, Chairman  
San Juan College Board

ATTEST:

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Chad King, Secretary  
San Juan College Board

Date: September 6, 2011