

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
FEBRUARY 1, 2011**

ITEM A. CALL TO ORDER

The meeting was called to order by Chairman Chance at 7:15 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
Dr. Joseph P. Pope, Member
John C. Thompson, 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, Yolanda Bennally, Jon Betz, Steve Biernacki, Oliver Borden, Dr. Alvin Brown, Gayle Dean, Dave Eppich, MaryAnne Facio, Phillip Gallegos, Dianne Garcia, Candace Gilfillan, Laurie Gruel, Dr. Sher Hruska, J. Pernell Jones, Bill Lewis, Dr. Pam Miller, Randy Pacheco, and Nancy Shepherd. Also present were Lonnie Anderson and Jack Hruska, community members, and Jeff Parks, Leadership San Juan.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. APPROVAL OF MINUTES

1. **Approval of Minutes of Regular Board Meeting on January 4, 2011**

Mr. King moved and Mrs. Stokely seconded the motion to approve the Regular Meeting Minutes of January 4, 2011. **MOTION CARRIED** by unanimous voice vote.

2. **Approval of Minutes of Executive Board Session on January 4, 2011**

Dr. Pope moved and Mr. King seconded the motion to approve the Executive Session Minutes of January 4, 2011. **MOTION CARRIED** by unanimous voice vote.

ITEM E. CORRESPONDENCE

Steve Biernacki received an email from Allen Cornett from INSPEC that San Juan College has achieved a LEED Gold rating for the Outdoor Learning Center's Cultural Center. LEED rates projects that incorporate emerging green building technologies in sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality. There are four levels of achievement: Certified, Silver, Gold and Platinum.

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: Damian Vigil was hired as Director of Purchasing, Business Services, effective January 3, 2011; Mary Sisley was hired as Accounting Supervisor—Restricted Funds, Business Services, effective January 2, 2011; Kenneth Lillie was hired as Math Instructor, School of Science, effective January 10, 2011; Elizabeth Bannowsky was hired as Instructional Associate II, Child & Family Development Center, effective January 10, 2011; Lance Myler was hired as Assistant Professor, Anatomy and Physiology, School of Science, effective January 11, 2011; Timothy Adas was hired as Groundskeeper II, Physical Plant, effective January 17, 2011; Christina Begaye was hired as Instructional Associate II, Child & Family Development Center, effective January 17, 2011; and Jon Jones was hired as Network Support Technician, Office of Technology Services, effective January 31, 2011.

Changes: Michael Necaise changed from Lab Technician I to PC Specialist, Office of Technology Services, effective December 13, 2010; Ronald Joyner changed from Public Safety Officer II to Deputy Director, Administration, Public Safety Office, effective December 20, 2010; Cori Mapp changed from Administrative Assistant to Administrative Assistant III, Native American Center, effective January 3, 2011; Michele Peterson changed from Outreach Specialist to Director, Native American Center, effective January 3, 2011; and Amanda Hoffman changed from Testing Specialist, Testing Center, to Administrative Assistant IV, Emergency Medical Services, School of Trades and Technology, effective January 24, 2011.

Separations: Sandra Chaidez, Custodial Worker II, Physical Plant, resigned for personal reasons effective December 31, 2010; Linda Lanier, Instructional Associate II, Child & Family Development Center, resigned due to retirement effective January 1, 2011; Sarah Gaston, Instructional Associate II, Child & Family Development Center, resigned for personal reasons effective January 3, 2011; James Carithers, Diesel Instructor, School of Trades and Technology, resigned for other employment effective January 7, 2011; Amanda Guitierrez, Administrative Assistant IV, Center for Student Engagement, resigned for personal reasons

effective January 14, 2011; and Darryl Atcitty, PC Technician, Office of Technology Services, resigned for personal reasons effective January 19, 2011.

Mr. Thompson 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 December 2010.

Total Assets at month end amounted to \$102.4 million. Of that total, 79.8% was Property, Plant & Equipment; 10.2% was Cash; and 3.3% was Investments. Student Accounts Receivable reported at the end of November totaled \$2.1 million. That number increased to \$2,855,000 at the end of December as the institution continued to enroll students for the Spring 2011 semester. It is anticipated that the Accounts Receivable total will apex on the January 2011 report and then significantly decline in February as federal and state financial aid is processed. The Operating Budget Variance Report through December 31, 2010, reported a favorable variance of \$1.36 million, largely resulting in favorable positions in full-time salaries, adjunct and temporary salaries, and employee benefits. The College has also maintained a favorable position in a number of departmental operating expense lines. In regard to a favorable budget variance of \$1.36 million, it is important to note that the variance is relative to a projected budget deficit of \$1.5 million. Therefore, if the reported budget variance was sustained until year end that would mean the actual year end deficit would only be \$140,000. With December only being the sixth month of the fiscal year, however, there is a lot of operating year ahead. On the revenue side of the ledger, it was noted that receipts for Production taxes were ahead of budget expectations. Business Services will work to update their model for Production tax revenue over the next couple of months in an effort to shore up that projection. The Budget Variance Report for Bookstore Operations was reporting an unfavorable variance of \$13,381—largely resulting from printing and shipping costs reported on the Communications line item. At the January Board meeting, there were questions about how an unfavorable budget variance related to the actual bottom line operations of the Bookstore. It is important to bear in mind that the budget variance reports in the College financial statement are intended to provide a perspective of how the College is performing relative to our budgeted expectations. For the Bookstore, the original budgeted expectations were that total revenue would exceed expenses by \$205,750. The College also budgeted that excess of revenue over expenditures would be transferred to Food Service and the Operating budget to support those operations. If the \$13,000 unfavorable budget variance reported in December were sustained until the end of the year, it would indicate that instead of revenue exceeding

expenses by \$205,750—the excess would be \$13,000 less than the original budgeted expectations or, approximately, \$192,000. Again, these totals were only presented for context, since there is still half a year of results ahead. The Budget Variance for Food Service operations through December 31 was reporting an unfavorable budget variance of \$53,933. That amount was comprised of revenue falling short of budgeted expectations by \$115,574. That amount has been mitigated by favorable positions sustained in Cost of Goods Sold (\$27,305), Professional Services (\$18,200) and Supplies (\$17,112). The quarterly investment report for the 2nd quarter of the fiscal year were presented. As previously reported, the Balance Sheet reported total investments of \$3.36 million as of December 31. One and a half million (\$1.5 million) dollars of that total represented investments held for unrestricted operations; \$1.5 million in investments held for Renewal and Replacement, and then \$360,000 in investments for the College’s Endowment. The weighted average to maturity for all investments was 16.3 months with a weighted average yield of 1.52%. Not represented in this total was \$3 million held in a money market account at Four Corners Community Bank which is earning 0.75%.

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

3. Update of SJC Talent Search Program

Ms. Yolanda Benally, Director of the Talent Search Program, provided a brief background of the program on the federal level as well as at the College. She highlighted the College’s program operation and services and the students it serves.

ITEM G. CITIZEN COMMENT

None

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. Reappointment of Douglas Covner to ECHO Inc. Board

It was time to re-appoint a person to the ECHO Inc. Board as a

College representative. Dr. Spencer talked with Mr. Coyner and he was happy to be re-appointed to serve on their Board.

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

2. **Adoption of FY12 Budget Development Values and Principles**

Included in the Board packet were details of the values and principles proposed by the College leadership to guide the efforts of faculty and staff in development of FY 2011-2012 budget proposals.

Mr. King moved and Mrs. Benny 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, March 1, 2011, at 7:00 p.m. in the San Juan College Board Room.

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 8:10 p.m. by Dr. Pope and seconded by Mr. King for the Board to meet in Executive Session. **MOTION CARRIED** by unanimous voice vote. The Executive Session concluded at 9:07 p.m., and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Mrs. Benny moved and Mr. King seconded the motion to return to the Regular Meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM L. ADJOURNMENT

Mr. King moved and Mrs. Benny seconded the motion to adjourn. The meeting was adjourned by Chairman Chance at 9:10 p.m.

R. Shane Chance, Chairman
San Juan College Board

ATTEST:

Eva B. Stokely, Secretary
San Juan College Board

Date: March 1, 2011