

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
JANUARY 4, 2011**

ITEM A. CALL TO ORDER

The meeting was called to order by Chairman Chance at 7:04 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 Benally, Steve Biernacki, Sherrie Biringer, Dr. Alvin Brown, Gayle Dean, Dave Eppich, MaryAnne Facio, Dianne Garcia, Candace Gilfillan, Laurie Gruel, Dr. Sher Hruska, J. Pernell Jones, Bill Lewis, Jeannie Malandro, Randy Pacheco, Luke Renner, Nancy Shepherd, Tim Warren, and Lisa Wilson. Also present were Phil Rasband, independent auditor for San Juan College; Shawn Ward, API Chairman; Georgia Cortez, API Education Committee member; Ron Long, J-W Power; and Jack Hruska, a community member.

Gayle Dean, Executive Director, San Juan College Foundation, introduced Shawn Ward, API Chairman, and Georgia Cortez, API Education Committee member. Mr. Ward presented the College with a check for \$20,000 to be used for School of Energy students and programs as well as students in other disciplines. API's total commitment to the College totals \$171,500 to date.

Mrs. Dean then introduced Ron Long with J-W Power representing the Gas Compression Association. Mr. Long presented the College with a check for \$20,000 to be used for School of Energy students and programs as well as students in all other disciplines. To date, the Gas Compression Association has donated \$173,000 to the College.

ITEM C. ADOPTION OF AGENDA

Dr. Pope moved and Mr. King 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

Approval of Minutes of Regular Board Meeting on December 7, 2010

Mrs. Stokely moved and Mr. King seconded the motion to approve the Regular Meeting Minutes of December 7, 2010. **MOTION CARRIED** by unanimous voice vote.

ITEM E. CORRESPONDENCE

None

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: Vanessa Bedonie was hired as Administrative Assistant II, ABE/GED Program, effective November 22, 2010; Valerie Jaramillo was hired as Instructional Associate II, Child & Family Development Center, effective November 29, 2010; Sarah Lare was hired as Library Assistant II, Student Engagement, effective November 29, 2010; Adilene Vasquez was hired as Custodial Worker II, Physical Plant, effective December 1, 2010; Laura Liebel was hired as Web Technician I, Office of Technology Services, effective December 6, 2010; and Dr. Pamela Jean Miller was hired as Associate Vice President for Learning, Office for Learning, effective December 6, 2010.

Changes: No changes

Separations: Michelle Henry, Research Analyst, Institutional Research, resigned for personal reasons effective November 11, 2010; Becky Welch, Mail Clerk I, Support Services, resigned for other employment effective November 22, 2010; Eric Blueeyes, Custodial Worker II, Physical Plant, resigned for other employment effective December 3, 2010; Howard Darway, Shipping and Receiving, Support Services, resigned for personal reasons effective December 7, 2010; Jill Carlson, Director, Testing Center, Student Services, resigned for other employment effective December 9, 2010; Bobbie Steerman, Instructional Associate II, EMS, School of Trades and Technology, resigned for personal reasons effective December 10, 2010; Lonnie Anderson, Director, Criminal Justice Training Program, resigned due to a reduction in force effective December 31, 2010; Kenny Hibner, Deputy Director, Public Safety, resigned due to relocation effective December 31, 2010; and MegAnn Wheeler, Administrative Assistant, Criminal Justice Training Program, resigned due to a reduction in force effective December 31, 2010.

Mr. Thompson moved and Dr. Pope 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 November 2010.

Total Assets at month end amounted to \$99.9 million including \$81.7 million for Property, Plant and Equipment; \$9.6 million for Cash; and \$2.7 million for Investments. It was mentioned that \$3 million of the Cash totals were actually amounts on deposit at Four Corners Community Bank in a Money Market that is paying .75% interest. This rate of return is better than any other investment opportunities. Student Accounts Receivable was up from \$511,823 reported at the end of October to \$2.1 million on November 30. This is consistent with expectations, given that November was the start of the registration period for the Spring semester. By way of comparison, Student Accounts Receivable on November 30 of last year was \$1.3 million. The Operating Budget Variance Report for the five month period ending November 30, 2010, documents the budget variance was favorable in the amount of \$928,993. More than 75% of this variance was attributable to vacancies sustained in full-time budgeted positions for the first part of the fiscal year. The remaining proportion of the favorable budget position results from a favorable position with regard to adjunct and temporary wages, as well as a favorable position in nearly all of the departmental operating expenditure line items. The Budget Variance report for Bookstore Operations was presented to the Board. This auxiliary was essentially reporting at break-even with an unfavorable budget variance of \$552. Total revenue for the Bookstore was favorable relative to budgeted expectations in the amount of \$42,200. This amount was offset by unfavorable positions in Cost of Goods Sold and Communications. The Budget Variance for Food Service reported an unfavorable variance for total operations of \$40,141—a position that is fully attributable to revenue falling short of expectations in the amount of \$109,527.

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

3. **Digital Media Arts and Design and Program**

Mr. Luke Renner provided a brief history of the Digital Media and Design Program and highlighted the program's relevance to regional and global economies.

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

Approval of Financial Report for the Fiscal Year Ended June 30, 2010

The College's Financial Report for the Fiscal Year ended June 30, 2010, was audited by Keystone Accounting, LLC and was distributed to the Trustees and Executives for review. The report will also be available on the San Juan College Business Services website on the Budget and Finance page. Mr. Jones, Dianne Garcia, Associate Vice President for Business Services, and Phil Rasband, principal with Keystone Accounting presented highlights of the Financial Report and answered any questions.

Mr. King moved and Mrs. Stokely 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, February 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 8:13 p.m. by Dr. Pope and seconded by Mr. Hare for the Board to meet in Executive Session. **MOTION CARRIED** by unanimous voice vote. The Executive Session concluded at 9:24 p.m., and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Dr. Pope moved and Mrs. Benny seconded the motion to return to the Regular Meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM L. ADJOURNMENT

Mrs. Benny moved and Dr. Pope seconded the motion to adjourn. The meeting was adjourned by Chairman Chance at 9:26 p.m.

R. Shane Chance, Chairman
San Juan College Board

ATTEST:

Eva B. Stokely, Secretary
San Juan College Board

Date: _____