

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
JUNE 7, 2011**

ITEM A. CALL TO ORDER

The meeting was called to order by Chairman Chance at 7:14 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
Evelyn B. Benny, Member
John C. Thompson, Member
Matthew D. Tso, Member

Absent: Michael Tacha, Interim President

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were Stacey Allen, Shelley Amator, Linda Baker, Jon Betz, Steve Biernacki, Sherrie Biringer, Dr. David Bramhall, John Burris, Machel Day, Gayle Dean, Dave Eppich, MaryAnne Facio, Dianne Garcia, Candace Gilfillan, Laurie Gruel, Dr. Sher Hruska, Jack Kant, Bill Lewis, Russell Litke, Jeannie Malandro, Jerry McKeen, Dr. Pam Miller, Randy Pacheco, Shelley Pickett, Dr. Nancy Shepherd, Tim Warren, Gerald Williams, and Lisa Wilson.

Also in attendance were Nicole Wiley, President, Student Association; Bob Echols, architect; T. Greg Merrion, community member; and Jenny Kane, Farmington Daily Times.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. APPROVAL OF MINUTES

1. **Approval of Minutes of Regular Board Meeting on May 3, 2011**

Mr. King moved and Mr. Tso seconded the motion to approve the Regular Meeting Minutes of May 3, 2011. **MOTION CARRIED** by unanimous voice vote.

2. **Approval of Minutes of Executive Board Session on May 3, 2011**

Dr. Pope moved and Mrs. Benny seconded the motion to approve the Executive Board Session Minutes of May 3, 2011. **MOTION CARRIED** by unanimous voice vote.

ITEM E. CORRESPONDENCE

1. The GED/ABE teachers received a letter from Representative Paul C. Bandy congratulating them on their students' success. Students wrote letters to Representative Bandy about their positive experiences in the GED/ABE program. Representative Bandy asked that the teachers let the students know that he was proud of the student efforts and wished them future successes in their lives. (As a note, it was mentioned that more than 1,000 people attended this year's GED graduation.)
2. Matt Rather, a student, emailed the President, Randy Pacheco and Tom Hudson to relate that his educational experience at the College has been very rewarding. He specifically mentioned that Georgia Cortez, one of his professors, has been extremely helpful to him during his time here.
3. Mr. Tacha, Dr. Hruska, and Mr. Eppich received a letter from UNM San Juan Center Operations Manager, Denise Corcoran, thanking the College for allowing their students to be a part of San Juan College's commencement and for our presence at the UNM graduation reception. Ms. Corcoran also thanked the College for its continued commitment to their programs at the San Juan Center.

ITEM F. STAFF REPORTS

1. **Vice Presidents' Reports**

Administrative Services:

Technology Services— Mr. Warren used PowerPoint to highlight the Blackboard Analytics powered by iStrategy, a business intelligence software program in use at the College.

Learning: Dr. Hruska gave a presentation on the San Juan College Curriculum Committee—its purpose, memberships, and purpose.

Student Services: Mr. Eppich reviewed the new Weather "Closure" Policy for the College that should improve security during days when the campus has been declared closed.

2. **President's Report**

The President, through Mr. Eppich, updated everyone on Tami's (Mike's daughter) current status after a complicated heart surgery. Mr. Eppich also extended Mr. Tacha's thanks to all for their commencement efforts—they are greatly appreciated.

3. **Personnel Report**

The following appointments were made since the last Board meeting: Dawn Sells, hired as Financial Aid Advisor, Student Services, effective May 19, 2011; Paula Miller, Administrative Assistant V, VP for Learning, effective May 18, 2011.

Changes: Eileen Shelton changed from Coordinator, Business Incubator, School of Continuing Education, to Assistant Director, Support Services, Administrative Services, effective May 9, 2011; Melissa Gutierrez changed from Administrative Assistant III, Volunteer Center, to Administrative Assistant III, Testing Center.

Separations: Georgia Romero, Nursing Instructor, School of Health Sciences, resigned for personal reasons effective May 14, 2011; Samuel Gugliotta, Math Instructor, School of Sciences, terminated; Merrill Carpenter, Assistant Professor, Diesel, School of Trades and Technology, resigned for other employment effective May 24, 2011; Ron Joyner, Deputy Director, Office of Public Safety, resigned for other employment effective May 31, 2011.

Mr. King moved and Dr. Pope 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 April 2011.

The Financial Report in your board packet shows that at end of April, College assets totaled \$104.75 million. Of that, 16.5% was in Cash and Investments and 78% in Property, Plant and Equipment. Students Accounts Receivable showed an increase from the previous month which is to be expected at this time. During the month of April, the College opens registration for the upcoming Summer and Fall semesters. The Operating Budget Variance Report indicated a favorable budget variance of \$2 million. As previously discussed, our budget includes a deficit of \$1.5 million dollars. The current status shows that if the year ended today, approximately \$480,000 will be added to fund balance; however, there are

two months remaining in this fiscal year. Of note on this report was the line item for Local Taxes. The revenue received for Production Taxes is beginning to trend higher than anticipated. Property tax revenue is on target or slightly below. Currently the College is on course to end the year slightly higher than its anticipated revenue budget for local taxes. The budget variance report for Bookstore noted that the budgeted amount included revisions for our final budget submission to HED in March. Included in this budget was the transfer of \$315,000 to support general operations and Food Services. The Bookstore showed a favorable budget variance of \$12,140 after the transfer out. Food Services indicated a favorable budget variance of \$24,076.57. This figure included the \$209,660 subsidy from the Bookstore.

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

5. **Review of San Juan College Honors Program and Merrion Family's Generosity**

The Merrion Foundation has given a yearly donation of \$20,000 for five years to support the SJC Honors Program. On May 11, Dr. David Bramhall, Associate Professor of History; Kimberly Williams, Assistant Professor of English; and John Burris, Professor of Geology, presented to the Merrion Foundation Board to update them on the status of the SJC Honors Program. Among the highlights presented were phenomenal Program growth, student successes, and visions for the future of the program. These faculty members shared highlights of the Honors Program with the SJC Board.

Mr. T. Greg Merrion remarked that the success of this program had "exceeded the expectations of our family and our foundation." Mr. Merrion pledged that the Merrion Foundation would extend its support of the SJC Honors Program with a donation of \$25,000 per year for the next five years. This donation will enable the Honors Program to expand to support students in the schools of Energy, Health Sciences, and Trades and Technology.

ITEM G. CITIZEN COMMENT

None

ITEM H. OLD BUSINESS

There were no old business items for discussion or approval.

ITEM J. NEW BUSINESS

1. Revision to Board Policy No. 300

At the request of the Board, a revision was made to Policy H IV. C-10 *Board Authority, Composition, Organization, and Duties*. As a result of this request, the President has proposed modification to Board Policy No. 300. The revision proposed in Policy 300 was that the wording “and collaborations” be added to Policy H IV. C-10. The proposed revision was included in the Board packet beginning on page 20.

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

2. Revision to Board Policy No. 705

Changes in federal requirements have sponsored the needed changes in Board Policy No. 705 *Student Non-Discrimination and Sexual Harassment*. The proposed revision was included in the Board packet beginning on page 25.

Dr. Pope moved and Mr. Thompson seconded the motion to approve with two minor typographic changes on pages 3 and 4. **MOTION CARRIED** by unanimous voice vote.

3. Approval of Capital Projects Priorities

Annually, the New Mexico Higher Education Department requires institutions to submit capital project priorities for consideration by the Governor’s Office and upcoming legislature. The administration proposes the following capital project priorities:

1. Emergency Services Training Center
2. School of Energy Center
3. Infrastructure Improvements

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

4. Approval of Contractor for Parking Lot C Improvements

~~In March 2011, the Board of Trustees approved improvements to the parking lot between the West Classroom Complex and the Health Sciences Center. The improvements, funded by 2008 general obligation bonds and~~

~~surplus from FYE 2010 operations, will result in the paving of more than 300 parking spaces. The project also includes the replacement of 1000 watt light fixtures with energy efficient LED fixtures utilizing 126 watts.~~

~~The bid for contract services is slated for opening on May 31, 2011. The administration anticipates submitting a recommendation to Trustees at the June 7 Board meeting.~~

Item J-4 changed as written below.

In March 2011, the Board of Trustees approved improvements to the parking lot between the West Classroom Complex and the Health Sciences Center. The improvements, funded by 2008 general obligation bonds, surplus from FYE 2010 operations, and FYE 2011 Building Renewal & Replacement budget will result in the paving of more than 300 parking spaces. The project also includes the replacement of 1000 watt light fixtures with energy efficient LED fixtures utilizing 126 watts.

The bid opening for contractor services took place on May 31, 2011. Three proposals were received and evaluated by a Selection Committee, as required by the New Mexico Procurement Code. Four Corners Materials submitted the lowest base bid in the amount of \$689,580.39 including applicable gross receipts tax.

Mr. Hare moved and Mrs. Benny seconded the motion to approve Four Corners Materials as the contractor for the Parking Lot C improvements at a price not to exceed \$689,580.39 including applicable gross receipts tax.

5. **Approval of Easement between San Juan College (West Campus) and San Juan County on Behalf of First Tee**

San Juan County has requested an easement adjacent to the College's West Campus in Kirtland, NM. The easement is 910.51' x 20' and extends along the north perimeter of the West Campus property. This easement would provide the First Tee of San Juan County more effective access to its office and storage facilities. The First Tee Program serves more than 8,000 San Juan County children annually by building character and instilling life-enhancing values through the game of golf.

A drawing of the easement has been included in the Board packet on page 29. The County will assume financial responsibility for the repair of any damage to College property.

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

6. **Approval of Datatel Colleague Annual License and Maintenance Contract Renewal for 2011-2012**

The College's license and maintenance contract for Datatel Colleague will renew at the beginning of the 2012 fiscal year. Renewal of the license and maintenance contract is estimated at a price not to exceed \$270,000 including applicable gross receipts taxes. This pricing also includes the license and/or maintenance contract renewals for certain Datatel Colleague partner-software programs. The expenses have been included in the 2011-2012 operating budget.

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

7. **Approval of Business Intelligence Training and Customization**

In November 2010, the Board approved acquisition of iStrategy Solutions—a Datatel compatible product that provides a full range of ad hoc queries and interactive analyses for assessing institutional performance in enrollment management, human resources, and financial aid. The project was funded by resources allocated to the Higher Education Department through the American Recovery and Reinvestment Act (ARRA).

The state requires that all ARRA funds be expended by June 30, 2011. While the iStrategy product has been installed, some of the elements related to full implementation are still outstanding.

To ensure that the ARRA funds were fully expended by June 30, 2011, the institution repurposed \$140,000 allocated for Business Intelligence Training and Customization to the replacement of computers. As a result, funds budgeted for computer replacements in FY12 are available for reallocation for Business Intelligence Training and Customization.

Dr. Pope moved and Mr. Tso 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, July 5, 2011, at 7:00 p.m. in the San Juan College Board Room.

ITEM L. ADJOURNMENT

Dr. Pope moved and Mr. Tso seconded the motion to adjourn. The meeting was adjourned by Chairman Chance at 8:40 p.m.

R. Shane Chance, Chairman
San Juan College Board

ATTEST:

Chad King, Secretary
San Juan College Board

Date: July 5, 2011