

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
MAY 3, 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
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

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were Dr. Karen Acree, Stacey Allen, Shelley Amator, Linda Baker, Eric Bateman, Sherrie Biringner, Jon Betz, Steve Biernacki, Oliver Borden, Kathleen Chambers, Gayle Dean, Karen Duncan, Dave Eppich, MaryAnne Facio, Dianne Garcia, Laurie Gruel, Traci HalesVass, Dr. Sher Hruska, J. Pernell Jones, Bill Lewis, Russell Litke, Jeannie Malandro, Jerry McKeen, Randy Pacheco, Dean Patscheck, Shelley Pickett, Tim Schroeder, Dr. Nancy Shepherd, Chris Strouthopoulos, and Lisa Wilson. Also present were Seth Bingham, general counsel for the college; Theron Litke, Hunter Sechristen, and Brennan Berkley, Boy Scout members; Jack Hruska, community member; and Jenny Kane, Daily Times.

Gayle Dean, Executive Director of the San Juan College Foundation introduced Mr. Terry Matekovic, BHP Billiton, Training Department/New Mexico Coal. Mr. Matekovic was responsible for BHP's gift of hydraulic test equipment and motor control station for the Instrumentation & Control Technology Program and the Diesel Technology Program. Mr. Norman Benally, BHP Manager of Human Resources and External Affairs and a Foundation Board member, accepted the gifts on behalf of the Foundation.

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 addition of K1. **MOTION CARRIED** with 1 opposed and 6 in favor.

ITEM D. APPROVAL OF MINUTES

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

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

2. **Approval of Minutes of Executive Board Session on April 5, 2011**

Mrs. Benny moved and Mr. King seconded the motion to approve the Executive Board Session Minutes of April 5, 2011. **MOTION CARRIED** by unanimous voice vote.

ITEM E. CORRESPONDENCE

1. Kerry Meier, Program Coordinator, Automotive Program, received an email from Alma Lorenz, Development Manager, Family Crisis Center, thanking him and the students and staff of Trades and Tech for donating \$2,714. These funds were the proceeds from the annual San Juan College Car Show, which were then donated to the Family Crisis Center.
2. Kerry Meier received a letter from Durango High School's Transition class, a class that prepares students with disabilities for the world of work. Students thanked him for providing them with a tour of the San Juan College automotive department and for Mr. Meier's willingness to share his experience and knowledge with them.

ITEM F. STAFF REPORTS

1. **Vice Presidents' Reports**

Administrative Services:

Business Office-- Support Services—Highlighted the ending budget for fiscal year 2011 and the starting budget for 2012.

Learning: Update on the Student Services and Learning partnerships regarding Dual Enrollment and Dual Credit.

Student Services: Update on the increase in international students; SJC has had 9 international students in 25 years; now there are 14 prospective students looking to attend SJC.

2. **President's Report**

The President handed out a listing of the campus events held during the spring semester to date and invited Board members to attend upcoming events this spring.

3. **Personnel Report**

The following appointments were made since the last Board meeting: Ashley Begaye hired as Intervention Specialist, Center for Student Engagement, effective March 28, 2011; Kathryn Jensen hired as Administrative Assistant IV-Retention, Center for Student Engagement, effective April 4, 2011; Melissa Tan hired as Shipping and Receiving Worker, Support Services, effective April 11, 2011; Anna Whatley hired as Mailroom Clerk I, Support Services, effective April 11, 2011; Abigail Calcote hired as Enrollment Specialist, Enrollment Services, effective April 11, 2011; Jarom Decker hired as Math Tutor Coordinator, Launch Program, effective April 13, 2011; Tina Bruce hired as Coder/Biller Instructor, Health Information Technology Program, School of Health Sciences, effective April 18, 2011.

Changes: Cassandra Tsosie changed from Administrative Assistant II to Testing Specialist, Testing Center, effective March 14, 2011; Bob Evans changed from Assistant Director, Support Services to Director, Support Services, effective April 1, 2011.

Separations: Andrea Penner, Director of BP Project, School of Energy, resigned for other employment effective April 1, 2011; Jackie Rightmire, Administrative Assistant IV, Scheduling, Office of Learning, resigned for other employment effective April 25, 2011; Brooke Karath, Coordinator, Disability Services, Student Services resigned for personal reasons effective April 29, 2011.

Dr. King moved and Mr. Hare 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 March 2011.

The financial report for March was included in the board packet. Total Assets at month end amounted to \$103.99 million. Of that total, 78.71% was Property, Plant & Equipment, and 17.6% was Cash and Investments. Student Accounts Receivable totaled \$431,322. During April, the process of registering students for Summer and Fall semesters began, which will result in increased amounts for Student Accounts Receivable for the next

reporting period. The Operating Budget Variance Report as of March 31 was reported. The statement reported a favorable budget variance of \$1.6 million. That total is relative to a projected deficit of \$1.5 million, which indicates that budgeted revenue exceeds budgeted expenses by approximately \$100,000. The Bookstore Budget Variance Report also reflected the proposed final budget adjustment for bookstore operations. Performance through March was favorable in the amount of \$13,150 in relationship to budgeted expectations. The Food Service Budget Variance Report was also based on the final budget adjustment for that operation. The final budget for Food Service projected an operating subsidy of \$209,660. The March report indicated a favorable variance of \$8,036.

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

5. **Update on the Distinguished Teaching Chairs Project**

The Distinguished Teaching Chairs Project is a major effort by the San Juan College Board and the San Juan College Foundation to demonstrate their commitment to quality instruction by recognizing and fostering faculty excellence with a cash award per year and a professional development opportunity. There are four categories awarded in the areas of Nursing, Literacy and Math Competency, General Chair, and Native American Studies. The four recipients of this year's awards provided an update on each of their projects. Chris Strouthopoulos: *Learning by Doing*, Karen Duncan, *Promoting Patient Safety*, Eric Bateman, *First Language Transfer and Non-standard English Patterns in the Writing of Navajo Students*, and Traci Hales Vass, *One Book, One Community*.

ITEM G. CITIZEN COMMENT

None

ITEM H. OLD BUSINESS

1. Administration to look at qualification for health care coverage for 75 and 80 rules—possibility of grandfathering in some faculty members.
2. Review program fees and make certain that they are expended in the correct areas.

ITEM J. NEW BUSINESS

1. Open Meetings Resolution

Section 10-15-01(C) NMSA of the Open Meetings Act requires the Board to determine annually what notice for a public meeting is reasonable. A resolution was included in the Board packet for review. Item #7 was reviewed by College counsel, and college is in compliance.

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

2. Approval of Original Budget for Fiscal Year Ending June 30, 2012 and Final Budget for Fiscal Year Ending June 30, 2011

State statute requires submission of final budgets for the current year, and inaugural budgets for the upcoming year by May 1. The New Mexico Higher Education Department has mandated that final Board approval of these budgets must be obtained and submitted to the department by mid-May.

In April, the College administration presented the preliminary versions of these budgets to Trustees at a half-day work session. Upon formal approval by the Board, the finalized submission to the state will be available on the College's website.

Mr. King moved and Mrs. Benny seconded the motion to approve as presented. **MOTION CARRIED** with 1 abstained vote and 6 in favor.

3. Approval of Easement for the Valley Sewer District

The Central Consolidated School District (CCSD) is seeking to connect its bus barn and the Kirtland Elementary School to the Kirtland sewer facility. The legal entity that manages the facility is the Valley Sewer District. To facilitate the school district's request, the Valley Sewer District has requested an easement onto the San Juan College West Campus in order to extend its sewer line for connection by the CCSD bus barn and Kirtland Elementary School.

The 10-foot wide easement would run 238 lineal feet parallel to County Road 6500, across the Northeast parcel of the College's West Campus. The legal description is documented on the accompanying site plan.

Any damage to College property will be repaired by the contractor responsible for the sewer line extension.

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

4. Approval of Contractor for Roof Replacement

The most immediate priority on the College's roof maintenance schedule is replacement of approximately 13,000 square feet of roof over the 1700 area. The roof—which covers the Planetarium, the Office of Retention, and the Purchasing Department—is 20 years old and has outlived its life expectancy. During especially heavy snows and rains, there are several active leaks.

Pursuant to a competitive request for proposal, the College has negotiated a price of \$106,541.00 including applicable gross receipts tax, for replacement of the roof with TL Roofing out of Durango, Colorado.

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

5. Approval of Furniture and Millwork for the Microbiology Lab Addition to the Health Sciences Center

In April, the College received approval from the Capital Projects Committee of the New Mexico Higher Education Department for the addition of a Microbiology Lab, lab prep area, and three offices to the San Juan College Health Sciences Center.

Budget for this scope is derived from residual funds resulting from the Phase 2 construction. That budget also includes \$100,000 for the furnishings and millwork associated with the laboratory and office additions.

The furniture and millwork is proposed for acquisition from Contract Associates utilizing a previously negotiated state contract. (Contract Associates was the furniture and millwork vendor for the two previous construction phases of the Health Sciences Center.)

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

6. Approval of New San Juan College Mission, Vision, and Values Statements

In January, the College embarked on a new strategic planning process beginning with review and revision of the current College mission, vision,

and values statements. The Team for Strategic Oversight (SPOT) has garnered input from students, faculty, staff and community in the development and recommendation of the new College mission, vision, and value statements. The final statements are presented for your review and approval.

Dr. Pope moved and Mr. King 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, June 7, 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 9:12 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 11:10 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

Mr. Hare moved and Mr. Tso seconded the motion to adjourn. The meeting was adjourned by Chairman Chance at 11:11 p.m.

R. Shane Chance, Chairman
San Juan College Board

ATTEST:

Chad King, Secretary
San Juan College Board

Date: June 7, 2011