

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

ITEM A. CALL TO ORDER

Chairman Chance called the meeting to order at 7:05 p.m. The following members were present:

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

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were Stacey Allen, Shelley Amator, Steve Biernacki, Sherri Biringier, Dr. Andrea Cooper, Gayle Dean, Dave Eppich, MaryAnne Facio, Dianne Garcia, Laurie Gruel, Dr. Sher Hruska, Kate Leach, Bill Lewis, Russell Litke, Cori Mapp, Jerry McKeen, Dr. Pam Miller, Randy Pacheco, Michele Peterson, Tim Schroeder, Dr. Nancy Shepherd, and Lisa Wilson. Also in attendance were Seth Bingham, College attorney, and Corey Sorrell, a student.

Michele Peterson, Director of the Native American Center, introduced Ms. Sorrell as this year's San Juan College Miss Native American Center Princess.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. APPROVAL OF MINUTES

Approval of Minutes of Regular Board Meeting on October 4, 2011

Dr. Pope moved and Mrs. Benny seconded the motion to approve the Regular Meeting Minutes of October 4, 2011. **MOTION CARRIED** by unanimous voice vote.

ITEM E. CORRESPONDENCE

Mr. Tacha received a letter from Kirk Carpenter, Superintendent, Aztec Municipal Schools, thanking the College for allowing the four school districts to meet on campus for a Professional Learning Communities Leadership Academy. Mr. Carpenter noted that many College staff members worked in partnership with the schools to make the event successful.

ITEM F. STAFF REPORTS

1. **Vice Presidents' Reports**

Administrative Services: Mr. Litke had no report this month

Learning: Dr. Hruska introduced Dr. Andrea Cooper, Assistant Professor of Anthropology, and Kate Leach, Launch Program Director. They highlighted the General Education task force in New Mexico and at San Juan College.

Student Services: Mr. Eppich distributed a Business Process Analysis booklet which contained the results of a three-year project. The action plan highlighted the progress being made in key registration process areas, including improved processes and data entry, better defined roles for staff, and improved training.

2. **President's Report**

Mr. Tacha highlighted several items: 1) the TSO is working with the three associations (faculty, support staff, and professional staff) to complete their bylaws; 2) the President's Coffee Talks continue each month; 3) the community interviews are ongoing with Nancy Shepherd, Laurie Gruel, and Chris Hunter; 4) the volunteer program concerning weatherization of senior citizens' homes was a great success this year.

3. **Personnel Report**

The following appointments were made since the last Board meeting: Duran Washburn hired as Media Technician, OTS, effective September 19, 2011; John Allen hired as Bookstore Cashier I, Support Services, effective September 26, 2011; Bethany Clagett hired as Administrative Assistant V, VP for Administrative Services, effective October 3, 2011; Shidonna Steen hired as Financial Aid Clerk III, Student Services, effective October 10, 2011; Pamela Antonio hired as Program Development Specialist, Child & Family Resources, effective October 10, 2011; Joshua Tollett hired as Security Officer II, Public Safety, effective October 17, 2011; Guy Youell hired as Security Officer, Public Safety,

effective October 17, 2011; Joseph Martinez hired as Journeyman Electrician, Physical Plant, effective October 24, 2011.

Changes: Kimberly Allen changed from Human Resources Assistant I to Administrative Assistant III, Volunteer Center, effective October 17, 2011.

Separations: Jeannette Tipton, Security Officer II, Public Safety, resigned voluntarily effective September 30, 2011; Zane Leslie, Assistant Professor, Safety, School of Energy, resigned for other employment effective October 6, 2011; Russ Whiting, Associate Professor, School of Humanities, resigned for other employment effective October 7, 2011; Jason Maestas, Custodial Worker II, Physical Plant, resigned for personal reasons effective October 12, 2011; Chester Roger Hamner, Electrician, Physical Plant, resigned for other employment effective October 26, 2011; Sandra Irving, Instructional Associate III, Nursing, resigned for personal reasons effective October 28, 2011; Tammy Sells, Instructional Associate II, CFDC, resigned for other employment effective October 28, 2011.

Mr. King 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**

Mr. Russell Litke, Vice President for Administrative Services, presented the financial report for the month ending September 2011 as presented under Tab F in the Board packet.

Mr. King moved and Mrs. Benny seconded the motion to approve the Financial Report as submitted under Tab F in the Board packet. **MOTION CARRIED** by unanimous voice vote.

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 Contract for Legal Services**

On September 20, 2011, the College opened proposals for legal services in counsel to the College administration and Board of Trustees. Four proposals were received and evaluated by a selection committee as required by New Mexico Procurement Code. The methodologies employed by the committee selected Miller Stratvert of Farmington, New Mexico.

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

2. **Approval of Board Policy Manual: Preface, Sections 100 and 200**

At the Work Session in October, the Board reviewed the Preface of the Board Policy Manual and Sections 100 and 200 as revised by the Executive Leadership Team and legal counsel. Suggested changes, deletions, additions were incorporated into the revisions.

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

3. **Approval of Equipment Deletion from Inventory**

The College's Surplus Committee recommends the disposition of certain assets that are worn out, obsolete, or unusable. In accordance with Chapter 13-6-1 through 4 (Article 6) of the New Mexico State Statute, the Board is required to affirm the Committee's recommendation. Page 19 under tab J, lists the asset recommended for disposition and trade-in.

Dr. Pope moved and Chad 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, December 6, 2011, at 5:30 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 8:20 p.m. by Mr. Tso and seconded by Mr. Thompson for the Board to meet in Executive Session. **MOTION CARRIED** by unanimous voice vote.

The Executive Session concluded at 9:50 p.m. and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Mr. Thompson moved and Mr. Hare seconded the motion to return to the Regular Meeting. **MOTION CARRIED** by unanimous voice vote.

Mr. King presented the Presidential Profile submitted by Harvard Group International and amended by the College Search Committee and members of the Board. Mr. King asked for approval of the Profile as presented with changes.

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

ITEM L. ADJOURNMENT

Mrs. Benny moved and Dr. Pope seconded the motion to adjourn. Chairman Chance adjourned the meeting at 10:00 p.m.

Dr. Joseph Pope, Vice-Chairman
San Juan College Board

ATTEST:

Chad King, Secretary
San Juan College Board

Date: _____ December 6, 2011 _____