

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

ITEM A. CALL TO ORDER

Chairman Chance called the meeting to order at 7:08 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, Jon Betz, Steve Biernacki, Sherri Biringner, Gayle Dean, Dave Eppich, MaryAnne Facio, Dianne Garcia, Laurie Gruel, Dr. Sher Hruska, Roxanna Hughes, Bill Lewis, Russell Litke, Jeannie Malandro, Mike McDonald, Dr. Pam Miller, Randy Pacheco, Rhonda Schaeffer, Tim Schroeder, Dr. Nancy Shepherd, Garry Smothers, Brian Steen, and Lisa Wilson. Also present were Jack Hruska, Diana Mesch, and Vernon Hughes, community members.

ITEM C. ADOPTION OF AGENDA

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

ITEM D. APPROVAL OF MINUTES

Approval of Minutes of Regular Board Meeting on September 6, 2011

Dr. Pope moved and Mrs. Benny seconded the motion to approve the Regular Meeting Minutes of September 6, 2011. **MOTION CARRIED** by unanimous voice vote.

Approval of Minutes of Executive Session on September 6, 2011

Dr. Pope moved and Mrs. Benny seconded the motion to approve the Minutes of the Executive Session on September 6, 2011. **MOTION CARRIED** by unanimous voice vote.

ITEM E. CORRESPONDENCE

ITEM F. STAFF REPORTS

1. **Vice Presidents' Reports**

Administrative Services: Mr. Litke highlighted the work that his department handles in terms of MOUs, Joint Powers of Agreements, and Leases. Mr. Litke outlined the process and procedures followed to execute these documents.

Learning: Dr. Hruska introduced Tim Schroeder, Senior Director, Center for Student Engagement, who provided an overview of a new 5-year Title III grant for Native American students. The funding for the 5 years is nearly \$2 million and will focus on accelerating degree and certificate completions for this population. He highlighted the need for the program, the components of the program, and methods of evaluation.

Student Services: Mr. Eppich gave an internet-based presentation on The Future of Higher Education. He wanted today's educational employees to view what could be the next step in technology. The program focused on what students will use in the future for education: digipacks instead of backpacks, virtual reality instead of texts, and imaging to bring people from various locations together in one place via the internet.

2. **President's Report**

Mr. Tacha mentioned that the new funding formula will go to the legislature on October 14, 2011; that Board policies in Sections 100 and 200 will be presented to the board for approval at the next meeting; that 20 people from SJC will represent the college at this year's EDGE Awards Banquet; and reminded everyone to try to attend at least part of the 4 Corners Conference here on campus on October 13.

3. **Personnel Report**

The following appointments were made since the last Board meeting: Larisssa George hired as Instructional Associate II, Child & Family Development Center effective August 23, 2011; Delton Thomas was hired as Instructional Associate II, Child & Family Development Center effective August 23, 2011; Angela Abeyta was hired as Instructional Associate II, Child & Family Development Center effective August 25, 2011; Walter Belin was hired as Custodial Worker II, Physical Plant, effective September 1, 2011; Stephanie Storhaug was hired as Administrative Assistant III, Launch Program, Center for Student Engagement, effective September 6, 2011; Ray Amos was hired as Tool

Room Attendant, School of Trades and Technology, effective September 26, 2011.

Changes: Ron Williams changed from Security Office I to Security Officer IV, Office of Public Safety, effective September 1, 2011.

Separations: Desiree Martinez, Custodial Worker II, Physical Plant, resigned voluntarily effective August 26, 2011; Kathleen Chambers, Associate Professor, Photography, School of Humanities, resigned for other employment effective August 31, 2011; Bobbi Freeman, Instructional Associate II, Child & Family Development Center, resigned for personal reasons effective September 16, 2011.

Dr. Pope moved and Mrs. Benny 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 August 2011 as presented under Tab F in the Board packet.

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

5. **Applicant Tracking Module Update**

Jeannie Malandro, Employment Specialist, and Brian Steen, Human Resources Assistant, updated the Board on progress made in the Human Resources Applicant Tracking Module. Topics included the current HR processes, definition of an applicant tracking system, benefits of the new system, an overview of the Applicant Portal, and User Site as well as information on the pilot and training schedule.

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 Replacement Easement between San Juan College West Campus) and San Juan County**

The Kirtland Youth Association recently completed construction of a new facility adjacent to the south of the San Juan College West Campus in Kirtland, New Mexico. Construction of the new facility inadvertently encroached on an existing easement between San Juan College and San Juan County, that provided access to the south perimeter of the West Campus.

The County has proposed a replacement easement detailed on the drawing included in the Board packet on page 15. The easement, extending from County Road 6500 along the south end of the San Juan College West campus is 658.18' x 60'.

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

2. Before adjournment, Mr. King updated members on the presidential search. He indicated that the Harvard Group has been selected as well as 13 members of the selection committee (internal and external people). The advertisement for the position will be advertised from November 1 through December 1.

ITEM K. ANNOUNCEMENT OF NEXT MEETING

The next regular meeting will be held on Tuesday, November 1, 2011, at 7:00 p.m. in the San Juan College Board Room.

ITEM L. ADJOURNMENT

Mr. King moved and Mrs. Benny seconded the motion to adjourn. Chairman Chance adjourned the meeting at 8:48 p.m.

R. Shane Chance, Chairman
San Juan College Board

ATTEST:

Chad King, Secretary
San Juan College Board

Date: November 1, 2011