

**MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
SEPTEMBER 6, 2011**

ITEM A. CALL TO ORDER

Chairman Chance called the meeting to order at 7:09 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, Alice Barnard, Jon Betz, Steve Biernacki, Oliver Borden, Gayle Dean, Dave Eppich, MaryAnne Facio, Dianne Garcia, Julie Glasser, Laurie Gruel, Dr. Sher Hruska, Diana Lang, Bill Lewis, Russell Litke, Dr. Pam Miller, Randy Pacheco, Robert Richey, Rhonda Schaeffer, Chris Schipper, Dr. Nancy Shepherd, Garry Smothers, Marcia Sterling, Tim Warren, and Lisa Wilson. Also present were Nicole Wiley and Salina Lovato, President and Vice President, Associated Students; Jenny Kane, Daily Times.

Gayle Dean, Executive Director, San Juan College Foundation, introduced guests from ConocoPhillips: Roy Lyons, San Juan Business Unit General Manager, Bruce Boyer, Production Manager of SJBU, and Christy Roberts, Philanthropic Manager. Mrs. Dean thanked ConocoPhillips for their continued support of all College programs. Mr. Pacheco highlighted ConocoPhillips' support within the community and for the School of Energy. Mr. Lyons stated that he was honored by the recognition and also mentioned a new ConocoPhillips "Spirit of Energy" scholarship for San Juan College students this year. Mrs. Dean gave special thanks to Ms. Roberts for her role in philanthropy for ConocoPhillips within the community and for the college.

ITEM C. ADOPTION OF AGENDA

Dr. Pope moved and Mrs. Benny 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 August 9, 2011

Mr. King moved and Mr. Thompson seconded the motion to approve the Regular Meeting Minutes of August 9, 2011. **MOTION CARRIED** by unanimous voice vote.

ITEM E. CORRESPONDENCE

1. Linda Baker received a letter from Linda Lopez, State Senator, District 11 Co-Chair, Redistricting Committee, and Mary Helen Garcia, State Representative, District 34, Co-Chair, Redistricting Committee, thanking her and the College for hosting a “well-organized and well-executed” Redistricting Committee meeting.
2. Dr. Cochrane received an email from Victor Niedzwiecki complimenting the San Juan College orchestra for an outstanding performance on Saturday evening, July 30, and Dr. Cochrane’s leadership. Mr. Niedzwiecki stated that the audience was “absolutely spellbound throughout.”

ITEM F. STAFF REPORTS

1. **Vice Presidents’ Reports**

Administrative Services: Mr. Litke introduced Julie Glasser, Custodial Supervisor, and Robert Richey from the Custodial Department. They highlighted the duties and responsibilities of their department, noted the achievements made in the last year, including new “green” procedures and a new “team” cleaning approach.

Ms. Alice Barnard, Grounds Maintenance Supervisor, highlighted the duties and responsibilities of the Grounds Department. She outlined the various areas of responsibilities of the personnel, including lawn maintenance, plants and shrubs, parking lots, common areas, snow removal, etc.

Learning: Dr. Hruska introduced Chris Schipper, Library Director, who provided a broad overview of the current state of libraries and a more detailed report on the state of the SJC Library, including a discussion of the library’s service communities, present usage of the library, and plans for the future growth of library services. Mr. Schipper also distributed a handout of library activities and the book *The Animal Dialogues*, which is this year’s choice for the One Book, One Community project.

Student Services: Mr. Eppich discussed retention strategies being implemented at the College. In Advising and Counseling, staff is working with faculty to train them to retain at-risk students; the Native American Center staff are working with parents and new students to increase retention rates for Native Americans; and Mr. Eppich mentioned new opportunities for Fall 2011 for other employees to be trained in methods for retention.

2. **President's Report**

Mr. Tacha introduced Tim Warren, Vice President, Office of Technology Services. Mr. Warren distributed brochures for the upcoming OTS annual conference on September 16. He encouraged Board members to attend any sessions they find of interest as all sessions are free to the public. Mr. Tacha made reference to three pieces of correspondence received concerning a list of items for discussion during the Legislature's special session; a memo from the NMHED regarding a September 26 meeting in Albuquerque to discuss the Model T funding formula; and a draft resolution from NM independent community college trustees (10 colleges) concerning the formation of a trustees consortium. Need for the consortium was cited as 1) the current director of the NMICC is resigning this June and 2) Secretary Garcia has often mentioned that he does not understand community colleges. Combined, this means that the community colleges will have no voice. After discussion, Mr. Hare will keep the Board informed on any future formation of the trustees consortium. Mr. Tacha mentioned that next Tuesday and Wednesday, September 13 and 14, the college will have its Ice Cream Social, and he invited Board members to come to the event. Mr. Tacha also shared a letter from a student expressing his appreciation for the staff at SJC, the instructors as well as a special thanks to Adela Bob and Amanda Robles for their knowledge and assistance.

3. **Personnel Report**

The following appointments were made since the last Board meeting: Melissa Meehan hired as Administrative Assistant IV, Scheduling, Office of Learning, effective August 8, 2011; Trina Yellowhorse hired as Testing Specialist, Student Services, effective August 8, 2011; Cheryl Begay hired as Lead Teacher, CFDC, School of Humanities, effective August 15, 2011; Erlanda Houghton hired as Instructor, Nursing, effective August 15, 2011; Vaughn Lewis hired as Instructor, Automotive Program, School of Trades and Technology, effective August 15, 2011; Robert McCartney hired as Instructor, Automotive Program, School of Trades and Technology, effective August 15, 2011; Francell Nakai hired as Lead Teacher, CFDC, School of Humanities, effective August 15, 2011; Leeanne "Mysti" Rudd hired as Assistant Professor, English, School of Humanities, effective August 15, 2011; Lori Kay Scheiss hired as

Anatomy and Physiology Instructor, School of Science, effective August 15, 2011; Alicia Skipper hired as Assistant Professor, English, School of Humanities, effective August 15, 2011; Melody Smith hired as Instructor, Nursing, effective August 15, 2011; Christina O'Toole hired as Instructor, Biology, School of Science, effective August 15, 2011; Josie Culpepper hired as ADA Specialist, Sign Interpreter, Student Services, effective August 22, 2011; James Yoakum hired as Instructor, Diesel Mechanic Program, School of Trades and Technology, effective August 22, 2011.

Changes: Maria Dodson changed from Bookstore Cashier I to Bookstore Cashier II effective August 1, 2011; Russell Litke changed from Controller, Administrative Services to Vice President, Administrative Services effective August 10, 2011; Mike Tenski changed from Instructor, Automotive Program to Instructor, Diesel Mechanic Program effective August 15, 2011; Tim Adas changed from Groundskeeper II to Groundskeeper III effective August 16, 2011.

Separations: Karen Duncan, Assistant Professor, Nursing, resigned for other employment effective May 14, 2011; Noelia Jaquez, Custodial Worker II resigned for personal reasons effective July 28, 2011; Jeff Adams, Journeyman Plumber, Physical Plant, resigned for personal reasons effective July 31, 2011; Teresa Martinez, Security Officer II resigned for other employment effective August 12, 2011; Kyle McCullen, Tool Room Attendance, School of Trades and Technology, resigned for other employment effective August 12, 2011; Kim Mai Nguyen, Instructional Associate II, CFDC, resigned for other employment effective August 12, 2011; Christina Swarts, Lead Teacher, CFDC, resigned for personal reasons effective August 12, 2011; Daniel Ziesmer, Business Professor, resigned for other employment effective August 12, 2011; Cassandra Hunter, Instructional Associate II, CFDC, resigned for other employment effective August 14, 2011; Dena Lucas, Lead Teacher, CFDC, resigned for personal reasons effective August 15, 2011; Linda Baker, Senior Director, Public Relations Marketing and Public Relations Administration, resigned for other employment effective August 19, 2011; Ronald Jantz, Electrician, Physical Plant, resigned for other employment effective August 19, 2011; Mari McClanahan, Administrative Assistant V, VP for Administrative Services, resigned for personal reasons effective August 31, 2011.

Dr. Pope moved and Mr. King 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 July 2011.

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

5. **Update on Current Status of SJC Library and Other Libraries**

This item was discussed under the Vice Presidents' Reports—Learning.

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 Associated Students' Special Election for a General Student Fee**

Associated Students of San Juan College are seeking Board of Trustees approval to place a general fee of \$.50 per credit hour, not to exceed ~~\$9.00~~ per student per semester. Exemptions from the fee include students who attend San Juan College solely online for that specific semester and those who take 0.5 credits or less per semester. The Associated Students are asking for Board approval to place this fee proposal on the Associated Students' election ballot in November 2011. The Board amended this item to read "approval to place a general fee between \$.50 to \$.75 per credit hour." With that amendment,

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

2. **Approval of Premium for Comprehensive Insurance**

The College has been notified by the State of New Mexico Risk Management Division that the premium for our insurance package for fiscal year 2011-2012 is \$408,975. The package includes coverage for workers' compensation; general, auto, and blanket liability; civil rights; fine art; boiler and machinery; auto physical damage; crime; and unemployment. The insurance premium has been included in the College's approved operating budget for fiscal year 2011-2012.

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

3. **Approval to Pursue Development of an Occupational Therapy Assistant Degree Program**

The College administration is seeking approval to pursue development of an Occupational Therapy Assistant degree. San Juan Regional Medical Center has tentatively offered to partially fund the program development and delivery. Board approval will enable the College to finalize the arrangement and send a request to the accrediting body to begin consideration of San Juan College as a new delivery site for this degree.

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

4. **Approval of FY2013 Research and Public Services Projects and Ranking**

Annually, the College submits public service funding requests to the New Mexico Higher Education Department for Research and Public Service projects. The funding targets expansion and/or enhancement of programs that serve a particular public need.

The administration recommends the following ranking:

1. Nursing
2. Dental Hygiene

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

5. **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 22, under Tab J, lists the assets recommended for disposition.

Mr. King moved and Mrs. Benny 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, October 4, 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 8:47p.m. by Mr. Thompson and seconded by Dr. Pope for the Board to meet in Executive Session. **MOTION CARRIED** by unanimous voice vote.

The Executive Session concluded at 9:18 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 Mr. Thompson seconded the motion to return to the Regular Meeting. **MOTION CARRIED** by unanimous voice vote.

ITEM L. ADJOURNMENT

Dr. Pope moved and Mr. Thompson seconded the motion to adjourn. Chairman Chance adjourned the meeting at 9:19 p.m.

R. Shane Chance, Chairman
San Juan College Board

ATTEST:

Chad King, Secretary
San Juan College Board

Date: October 4, 2011