

SAN JUAN COLLEGE BOARD
JANUARY 10, 2012 – 7:00 P.M.
SAN JUAN COLLEGE BOARD ROOM

JANUARY 2012						
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FEBRUARY 2012						
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<u>AGENDA ITEM</u>	<u>PRESENTING</u>	<u>INFORMATION</u>
A. Call to Order	Mr. Chance	Information
B. Welcome of Guests and Visitors	Mr. Chance	Information
C. Adoption of Agenda	Mr. Chance	Action
D. Approval of Minutes of Regular Meeting on December 6, 2011 (Pages 2520 to 2523)	Mr. Chance	Action
E. Correspondence	Mr. Tacha	Information
F. College Reports		
1. Vice Presidents' Reports		Information
Administrative Services	Mr. Litke	
Learning	Dr. Hruska	
Student Services	Mr. Eppich	
2. President's Report	Mr. Tacha	Information
3. Personnel Report (Pages 8 to 10)	Mr. Tacha	Action
4. Financial Report (Pages 11 to 16)	Mr. Litke	Action
G. Citizen Comment		
H. Old Business		
J. New Business		
1. Approval of Financial Report for the Fiscal Year ended June 30, 2011	Mr. Tacha	Action

	2. Approval of Student Technology Fee	Mr. Tacha	Action
	3. Approval of 2012-2013 Salary Increase for Employees	Mr. Tacha	Action
	4. Approval of Contractor for Chemistry Research Lab Renovation	Mr. Tacha	Action
	5. Approval of the San Juan College Strategic Goals	Mr. Tacha	Action
	6. Approval of Employee Retirement Benefits Policy	Mr. Tacha	Action
	7. Approval of the Professional Staff, Support Staff and Faculty Associations' Bylaws	Mr. Tacha	Action
	8. Approval of the San Juan College Parking Regulations	Mr. Tacha	Action
	9. Approval of Revised Board Policy Manual	Mr. Tacha	Action
K.	Announcement of Next Meeting	Mr. Tacha	Information
	1. Tentative Closed Session Discussions of License; Personnel Matters; Bargaining Strategy Preliminary to Collective Bargaining; Purchases Exceeding \$2,500.00; Threat of Litigation; and/or Real Property or Water Rights Acquisition/Disposition		
L.	Adjournment	Mr. Chance	Action

**COMMENTS TO ACCOMPANY
SAN JUAN COLLEGE BOARD AGENDA
JANUARY 10, 2012**

ITEM A. CALL TO ORDER

Self-explanatory.

ITEM B. WELCOME OF GUESTS AND VISITORS

Self-explanatory.

ITEM C. ADOPTION OF AGENDA

Self-explanatory.

ITEM D. APPROVAL OF MINUTES OF REGULAR MEETING ON DECEMBER 6, 2011

Upon Board approval, I would like to recommend that the Vice-Chairman and Secretary of the Board sign the Regular Board Meeting Minutes of December 6, 2011

ITEM E. CORRESPONDENCE

None

ITEM F. COLLEGE REPORTS

1. **Vice Presidents' Reports**

Mr. Litke, Vice President, Administrative Services, will comment briefly on highlights of the month.

Dr. Hruska, Vice President, Learning, will comment briefly on highlights of the month.

Mr. Eppich, Vice President, Student Services, will comment briefly on highlights of the month.

2. **President's Report**

President will comment on highlights of the month.

3. **Personnel Report**

Enclosed in the Board packet under Tab F is a listing of the personnel transactions that have occurred since the last Board meeting.

Administrative Recommendation

I recommend approval of the Personnel Report as submitted under Tab F of the Board Packet.

4. **Financial Report**

The most recent financial statement for San Juan College is presented under Tab F.

Administrative Recommendation

I recommend approval of the Financial Statement as submitted under Tab F of the Board Packet.

ITEM G. CITIZEN COMMENT

None

ITEM H. OLD BUSINESS

There is no old business to discuss at this time.

ITEM J. NEW BUSINESS

1. **Approval of Financial Report for the Fiscal Year ended June 30, 2011**

The College's Financial Report for the Fiscal Year ended June 30, 2011 was audited by Keystone Accounting, LLC and has been distributed to the Trustees and Executives for review. The report will also be available on the San Juan College Administrative Services website on the Budget and Finance page. Mr. Litke, Vice President Administrative Services, Dianne Garcia, Associate Vice President/Controller for Administrative Services, and Phil Rasband, principal with Keystone Accounting will present highlights of the Financial Report and answer any questions.

Administrative Recommendation

I recommend the Board approve the Financial Report for the Fiscal Year ended June 30, 2011 as published.

2. **Approval of Student Technology Fee**

In conjunction with the San Juan College Board of Trustees, the College administration has identified the following guidelines for establishing student technology fees:

- Fees should result in the allocation to students of a proportionate share of the cost of their education in light of support from state appropriations and local taxes

The administration proposes the adoption of these amounts for the 2012-2013 academic year.

Administrative Recommendation

I recommend that the Board approve a student technology fee of \$6.00 for resident students and \$10.00 for non-resident students (per credit hour) for the 2012-2013 academic year.

3. **Approval of FY 2012-2013 Salary Increase for Employees**

The Executive Leadership Team recommends the Board approve a scaled salary increase for full, part-time and adjunct employees to be effective with the July 1, 2012, employment contracts.

Administrative Recommendation

I recommend the Board approve the FY 2012 salary increase.

4. **Approval of Contractor for Chemistry Research Lab Renovation.**

San Juan College received a Grant from the National Science Foundation for a renovation to the Chemistry Research Lab. The bid opening is scheduled for January 3, 2012. The administration anticipates submitting a recommendation to the Trustees at the January 10, 2012 Board meeting.

Administrative Recommendation

I recommend that the Board approve the Grant from the National Science Foundation for a renovation to the Chemistry Research Lab in the amount of \$_____ as presented.

5. **Approval of the San Juan College Strategic Goals**

Members of the TSO (Team for Strategic Oversight) and AQIP Categories 5, 7, and 8 developed the proposed strategic goals as presented to the Board at the December work session. The finalized goals represent input from college employees, community members and Board members.

Administrative Recommendation

I recommend the Board approve the finalized Strategic Goals as presented.

6. **Approval of Employee Retirement Benefits Policy**

In regards to retirement eligibility, San Juan College will comply with policies dictated by the State of New Mexico and the Employees Retirement Board.

Administrative Recommendation

I recommend that the Board approve that the San Juan College Employee Retirement Benefits Policy shall comply with the State of New Mexico and the Employees Retirement Board policies.

7. **Approval of the Professional Staff, Support Staff and Faculty Associations' Bylaws**

The bylaws for the Professional Staff Association, the Support Staff Association, and the Faculty Association were developed and approved by association members. These bylaws have been reviewed by the Interim President and are presented to the Board for final approval.

Administrative Recommendation

I recommend the Board approve the bylaws for the Professional Staff Association, the Support Staff Association and the Faculty Association as presented.

8. **Approval of San Juan College Parking Regulations**

San Juan College will adopt and adhere to the City of Farmington, NM Parking Code which follows State Law. The Vice President for Student Services will have the authority, as designated by the Board, to designate in conjunction with approved City standards, all parking spaces on campus for specified usage.

Administrative Recommendation

I recommend the Board approve the San Juan College Parking Regulations as presented.

9. **Approval of the Revised Board Policy Manual**

Members of the Executive Leadership Team, together with input from legal counsel, revised and updated the Board Policy Manual. These revisions were presented to the Board during the December work session together with slight changes noted to Policies 303 and 701.

Administrative Recommendation

I recommend the Board approve the updated Board Policy Manual with changes as noted to Policy 303 and Policy 701.

ITEM K. ANNOUNCEMENT OF NEXT MEETING

The date of the next regular meeting will be **Tuesday, February 7, 2012, at 7:00 p.m.** in the San Juan College Board Room.

ITEM L. ADJOURNMENT

Self-explanatory.