

**MINUTES OF REGULAR MEETING  
SAN JUAN COLLEGE BOARD  
JANUARY 10, 2012**

**ITEM A.      CALL TO ORDER**

Chairman Chance called the meeting to order at 7:18 p.m. The following members were present:

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

Absent:            Evelyn B. Benny, Member

**ITEM B.      WELCOME OF GUESTS AND VISITORS**

San Juan College administrators and staff in attendance were Stacey Allen, Dr. Merrill Adams, Shelley Amator, Kelly Anderson, Jon Betz, Sherri Biringer, Gayle Dean, Dave Eppich, MaryAnne Facio, Dianne Garcia, Candace Gilfillan, Dr. Sher Hruska, Diana Lang, Bill Lewis, Russell Litke, Jeannie Malandro, Jerry McKeen, Dr. Pam Miller, Tonya Nelson, Billy Newton, Dr. Judith Palier, Rhonda Schaefer, Tim Schroeder, Dr. Nancy Shepherd, Brian Steen, Tim Warren, Gerald Williams, and Lisa Wilson. Also in attendance were Nicole Wiley, Associated Students President; Jack Hruska and Jerry Merritt, community members; Bill Noel, Rita and Pat Manchester, Deeann Durbin, and Nathan Duckett, Leadership San Juan; and Seth Bingham, attorney for the college.

**ITEM C.      ADOPTION OF AGENDA**

Mr. King moved and Dr. Pope 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 December 6, 2011**

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

**ITEM E.      CORRESPONDENCE**

No correspondence this month.

**ITEM F.      STAFF REPORTS**

1.      **Vice Presidents' Reports**

Administrative Services: Mr. Litke - nothing to report

Learning: Dr. Hruska – nothing to report

Student Services: Mr. Eppich – nothing to report

2.      **President's Report**

Mr. Tacha highlighted the following: 1) the evaluations from Convocation indicated a strong appreciation for Board members attendance; 2) regarding the proposed Funding Formula, the LFC (Legislative Finance Committee) and the Governor each have a proposal. The Governor's proposal is Base minus, the LFC, Base plus; 3) after Convocation, two Associations (Support Staff and Faculty) met and both meetings were well attended; 4) the first meeting of the College Council will be on January 17, 2012, in the Sun's Room; open to all employees and the Board is invited to attend.

3.      **Personnel Report**

The following appointments were made since the last Board meeting: Javier Perez-Ramos hired as Public Safety Officer II effective November 2, 2011; Melissa Coufal hired as Administrative Assistant III, EDGE Program, Student Services, effective December 1, 2011; Juan Robles hired as Instructional Associate II, Child & Family Development Center, effective December 12, 2011; Karen Thomas hired as Instructional Associate II, Child & Family Development Center, effective December 12, 2011.

Changes: No changes to report.

Separations: Trina Yellowhorse, Testing Specialist, Testing Center, resigned for personal reasons effective November 21, 2011; Joshua Tollet, Public Safety Officer II, resigned voluntarily effective November 22, 2011; Pamela Antonio, Program Development Specialist, Technical Training & Assistance Program, School of Humanities, resigned due to death effective December 6, 2011; Deborah Krichels, Academic Advisor, Counseling & Advising Center, resigned due to retirement effective December 31, 2011.

Dr. Pope moved and Mr. Tso 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 November 2011 as presented under Tab F in the Board packet.

Mr. Thompson moved and Mr. King seconded the motion to approve the Financial Report as submitted under Tab F in the Board packet. **MOTION CARRIED** with 6 members in favor and 1 member opposed.

**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 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 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, and Dianne Garcia, Associate Vice President/Controller for Administrative Services, were available to answer any questions from the Board members.

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

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 proposed the adoption of the following fees for the 2012-2013 academic year: starting in Fall 2012, resident students will pay \$4 per credit hour and non-resident students will pay \$8 per credit hour up to 18 credit hours per semester. In Spring 2012, resident students will pay \$6 per credit hour and non-resident students will pay \$10 per credit hour up to 18 credit hours per semester. All students, including those taking online classes will pay the fee up to 18 credit hours per semester. Students taking half-credit courses will pay half the fee per semester.

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

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.

Chairman Chance made a motion to table the agenda item until a later date. **MOTION CARRIED** by unanimous voice vote.

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

San Juan College received a grant from the National Science Foundation for renovation to the Chemistry Research Lab. The administration anticipates submitting a recommendation for a contractor to the Trustees at the February 7, 2012 Board meeting.

This item was postponed until the next Board meeting on February 7, 2012.

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. Chairman Chance read the 10 Strategic Goals to the members and guests.

Dr. Pope moved and Mr. King seconded the motion to approve as presented. **MOTION CARRIED** by unanimous voice vote. Mr. Hare's vote to approve was made with reservations concerning the omission of reference to "student success."

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

Regarding, San Juan College employees' retirement eligibility, the College policies will align with policies dictated by the State of New Mexico and the Employees Retirement Board.

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

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

The bylaws for the Professional Staff, Support Staff, and Faculty Associations were developed and approved by the associations' members. These bylaws were reviewed by the Interim President and presented to the Board for final approval.

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

8. **Approval of 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 all parking spaces on campus for specified usage in conjunction with approved City standards.

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

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.

Chairman Chance made a motion to table the agenda item until a later date when further discussion could be had. **MOTION CARRIED** by unanimous voice vote.

**ITEM K. ANNOUNCEMENT OF NEXT MEETING**

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

**ITEM L.     ADJOURNMENT**

Mr. Tso moved and King seconded the motion to adjourn. Chairman Chance adjourned the meeting at 8:05 p.m.

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R. Shane Chance, Chairman  
San Juan College Board

ATTEST:

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Chad King, Secretary  
San Juan College Board

Date: \_\_\_\_\_ February 7, 2012 \_\_\_\_\_