

**AMENDED MINUTES OF REGULAR MEETING
SAN JUAN COLLEGE BOARD
APRIL 6, 2010**

ITEM A. CALL TO ORDER

The meeting was called to order by Chairman Chance at 7:00 p.m. The following members were present:

R. Shane Chance, Chairman
Kenneth W. Hare, Vice Chairman
Eva B. Stokely, Secretary
Evelyn B. Benny, Member
Chad R. King, Member
Dr. Joseph P. Pope, Member
D. Craig Walling, Member

ITEM B. WELCOME OF GUESTS AND VISITORS

San Juan College administrators and staff in attendance were Dr. Carol J. Spencer, Merrill Adams, Stacey Allen, Shelley Amator, Linda Baker, John Betz, Steve Biernacki, Sherrie Biringer, Oliver Borden, Dr. Alvin Brown, Dr. Al Buyok, Kim Coufal, Gayle Dean, Dave Eppich, MaryAnne Facio, Christine Ferrato, Dianne Garcia, Laurie Gruel, J. Pernel Jones, Diana Lang, *Bill Lewis*, Jeanne Malandro, Kerry Meier, Randy Pacheco, James Rooker, Jeffrey Schofield, Dr. Nancy Shepherd, Mike Tacha, and Tim Warren. Also in attendance were John Thompson, a community member; Tom Dean, Leadership San Juan participant; and Jeremyah Merritt, President, Student Senate.

Gayle Dean, Executive Director of the San Juan College Foundation, introduced Nigel Black, Operations Superintendent for Chevron USA, who presented the Foundation with a \$20,000 check, \$10,000 for the USA Energy Annual Scholarship and \$10,000 for the General Program Scholarship. Ms. Dean then introduced Kerry Meier, Program Coordinator of the Automotive School of Trades and Technology, and Dena Hetrick, Jeffery Hetrick's widow. Mr. Meier presented the Foundation with a check for \$1,740 from the Annual Car Show for benefit of the Jeffrey Hetrick Memorial Scholarship.

ITEM C. ADOPTION OF AGENDA

Mr. Walling moved and Mrs. Stokely 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 March 2, 2010

Dr. Pope moved and Mrs. Benny seconded the motion to approve the Regular Meeting Minutes of March 2, 2010. **MOTION CARRIED** by unanimous voice vote.

ITEM E. CORRESPONDENCE

1. Dr. Spencer received a letter from Stephen S. Cooper, Learning and Development Team Leader, Chevron North America, thanking the College for helping Chevron become a part of the Gas Compression, Instrumentation, and Lease Operations programs. Mr. Cooper complimented Dean Randy Pacheco and program instructors for their fine instructional abilities and partnership attitude. Since 2009, Chevron has offered 7 Internships and 11 permanent Trainee positions to San Juan College students, enriching students' lives and aiding Chevron in meeting many of their hiring goals.
2. Mr. Eppich, Vice President, Student Services, received an email from Rudy Holm, Protective Security Advisor, District of New Mexico, U.S. Department of Homeland Security, commending San Juan College for its Behavior Intervention Team initiative. Mr. Holm stated that a program of this type is exactly what is needed to support the often difficult prevention components of campus safety.
3. Attached to the back of a Fall 2009 Survey of Opinion of Instruction at San Juan College, an English student took the initiative to hand write an evaluation of the College in general. This student praised the College for its excellence in educating students and for maintaining a tuition rate which enables students to get an affordable education.

ITEM F. STAFF REPORTS

1. **Personnel Report**

Dr. Alvin Brown, Associate Vice President, Institutional Resources and Planning, reported the following appointments were made since the last Board meeting: Julia Beyale was hired as Custodial Worker II, Physical Plant, effective February 1, 2010; Roger Tingley was hired as Instructor, Maintenance Mechanic, School of Trades and Technology, effective March 8, 2010; Dianna White was hired as Instructor, Cosmetology Program, effective March 29, 2010.

Changes: No changes

Separations: Frank Thornhill, Automotive Recruiter, School of Trades and Technology, resigned for personal reasons, effective February 9, 2010; Melissa Begay, Custodial Worker II, Physical Plant, voluntarily resigned, effective February 12, 2010; Archie Stock, CDL Instructor, School of

Energy, resigned due to retirement, effective February 26, 2010; Robert Bradshaw, Instructor, Gas Process Operations, School of Energy, resigned for personal reasons, effective March 12, 2010; Carl Bauer, Security Officer II, Public Safety Office, resigned for personal reasons, effective March 13, 2010; Erik Aas, Instructor, Aviation Program, School of Trades and Technology, resigned due to a reduction in force, effective March 31, 2010; John Robinson, Instructor, Aviation Program, School of Trades and Technology, resigned due to a reduction in force, effective March 31, 2010; Raelynn Shropshire, Coordinator, Aviation Program, School of Trades and Technology, resigned due to retirement, effective March 31, 2010.

Mr. Walling moved and Dr. Pope seconded the motion to approve the Personnel Report as submitted. **MOTION CARRIED** by unanimous voice vote.

2. **Financial Report**

J. Pernell Jones, Vice President for Business Services, presented the financial report for the month ending February 2010.

The financial statement for the month ended February 28, 2010, is presented beginning on page 16 in the board packet. February's Balance Sheet totals \$106.54 million. As always, the two largest components are Property, Plant & Equipment at \$85.99 million (or 81%), and Cash and Investments totaling \$17.68 million (or 17%). Student Accounts Receivable totaled \$529,000—down from a total of \$2.53 million at the end of January. This documents the application of federal and state financial aid that happened during the month of February. The Operating Budget Variance Report is presented on page 17. This statement includes, in *draft form*, the final adjusted budget that the Board will take action on at its May meeting. Discussions with Trustees have noted the likelihood of submitting to them a final budget adjustment for 2010 that indicates a deficit up to \$1 million. *This is an overly conservative reflection of our actual budget position—a position that has been adopted primarily for purposes of reporting to the state.* The favorable variance reported at the end of February indicates that the College is \$457,000 ahead of the \$1,000,000 budgeted deficit. This is consistent with the expectation that the actual deficit at the end of the year will be \$500,000 or less. The primary concern for the remainder of the fiscal year is the outcome for Production Taxes. That budget has been restated to \$4 million as indicated by our modeling, but we are currently running slightly behind that target. The Budget Variance Reports for the College's Auxiliary Operations are presented on pages 19 and 20. The budget totals reflected in both of those reports also reflect *drafts* of the final budgets that the College anticipates submitting to the Board in May. On page 20, the Food Service report indicates an unfavorable variance of \$19,672—primarily related to sales during the month of February. That trend will continue to be monitored.

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

3. **EDGE Program Update**

Mr. David Eppich, Vice President, Student Services, introduced Ms. Christine Ferrato, Director of the EDGE program. The EDGE program is a federally funded program that provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. Ms. Ferrato shared information about EDGE's recent implementation of the new BLUMEN database program which tracks all aspects of service delivery and drives data-based program development and evaluation.

ITEM G. CITIZEN COMMENT

ITEM H. OLD BUSINESS

There were no old business items for discussion or approval.

ITEM I. PRESIDENT'S REPORT

Dr. Spencer commented briefly on her activities of the month.

ITEM J. NEW BUSINESS

1. The College's Surplus Committee recommended 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. The list of assets recommended for disposition was included in the Board packet for review. Dr. Spencer recommended the Board affirm the Surplus Committee's recommendation and approve the listed items for disposal.

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

2. In November 2009 San Juan College was appropriated \$475,000 by the Energy, Minerals and Natural Resources Department (EMNRD) of the State of New Mexico for construction and retrofitting projects to reduce the College's energy consumption and for community educational projects that foster a movement towards sustainability.

One of the initiatives included in this state energy grant is the installation of energy efficient heating, ventilation, and air conditioning (HVAC) systems and climate controls at the San Juan College School of Energy, West Campus, and

30th Street Complex. San Juan College is currently under contract with Johnson Controls, Inc. for facilities management services. Under GSA pricing negotiated with the State of New Mexico, Johnson Controls has submitted a price of \$207,981.25, including applicable gross receipts tax, for installation of the HVAC systems and controls at the aforementioned sites. Dr. Spencer recommended that the Board approve installation of energy efficient HVAC systems and controls at the San Juan College School of Energy, West Campus, and 30th Street Complex by Johnson Controls, Inc. at a price not to exceed \$207,981.25, including applicable gross receipts tax.

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

ITEM K. ANNOUNCEMENT OF NEXT MEETING

Pursuant to Sections 10-15-1 to 10-15-4, NMSA 1978, Subsection E., Paragraph 3, the Board will go into Executive Session to discuss bargaining strategy preliminary to collective bargaining. A motion was made at 7:45 p.m. by Mr. Walling and seconded by Mrs. Benny for the Board to meet in Executive Session to discuss bargaining strategy preliminary to collective bargaining. **MOTION CARRIED** by unanimous voice vote. The Executive Session concluded at 7:58 p.m. and the matters discussed in the closed meeting were limited only to those specified in the motion for closure. Mr. Walling moved and Mr. King seconded the motion to return to the Regular Meeting. **MOTION CARRIED** by unanimous voice vote.

The next regular meeting will be held on Tuesday, May 3, 2010, at 7:00 p.m. in the San Juan College Board Room.

ITEM L. ADJOURNMENT

Dr. Pope moved and Mrs. Benny seconded the motion to adjourn. The meeting was adjourned by Chairman Chance at 8:00 p.m.

R. Shane Chance, Chairman
San Juan College Board

ATTEST:

Eva B. Stokely, Secretary
San Juan College Board

Date: _____