Navajo County Community College District
Governing Board Meeting Minutes
August 19, 2008 – 11:00 a.m.
2251 North Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members Present: A.T. Sinquah, Bill Jeffers, and Ginny Handorf
Absent: Kem MacNeille and Daniel Peaches

Staff Present: President, Dr. Jeanne Swarthout; Vice President, Mark Vest; Vice President, Blaine Hatch; Director of Information Services, John Velat; Recording Secretary to the Board, Brandy Shumway.


Agenda Item 1: Call to Order and Pledge of Allegiance
Chairman Sinquah called the meeting to order at 11:03a.m. Bill Jeffers led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda
Bill Jeffers moved to adopt the agenda; seconded by Ginny Handorf. The vote was unanimous in the affirmative.

Agenda Item 3: Invitation of Public Comment
No public comment.

Agenda Item 4: Reports
4.A. – Introduction of New Employees
Dr. Swarthout introduced Dr. Don Richie, Dean of Career and Technical Education.

Chairman Sinquah invited the audience to visit the Hopi reservation and attend several cultural activities happening at this time. Dr. Swarthout informed the Board that new faculty orientation, which included a trip to First Mesa and lunch at the cultural center in Second Mesa, occurred last week.

4.B. - Financial Position – Vice President Blaine Hatch
Vice President Hatch explained the financial position printouts for the budget periods July 1, 2007, to May 31, 2008, and July 1, 2007 to June 30, 2008.

Vice President Hatch informed the Board that a new levy limit worksheet recently issued from the Property Tax Oversight Commission adjusted the levy limit calculation from 1.1719 to 1.1720.

Mr. Hatch provided a copy of a letter addressed to the Board which states that the firm of Heinfeld, Meech & Co., P.C. has been awarded the contract by the Auditor General’s Office to conduct NPC’s financial audits for the next three years.

Ms. Trezise informed the Board that the CASO Board will hold a delegate meeting following convocation to discuss environment awareness issues, and offered to send the Board members a copy of suggestions and ideas compiled over the summer. The following week there will be an all-CASO meeting to address environmental issues, how to be good stewards.

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Northland Pioneer College
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of trimmed budgets, possible ways to increase the scholarship fund, meeting times and dates for the new academic year, and consideration to invite The Learning Center aides to join CASO.

4.D. - NPC Faculty Association Report – Dr. Michael Lawson
Dr. Lawson reported that the Faculty Association will hold their first meeting of the academic year following convocation on Friday.

Jake Hinton-Rivera reported that the four students who attended the University of Costa Rica over the summer had a positive experience, and all successfully completed their Spanish courses. The students are hopeful that there will be opportunity to attend study abroad programs in the future. Mr. Hinton stated that the local media will do a cover story in the near future.

4.F. - NPC Foundation Report – President Swarthout
Dr. Swarthout stated that the golf tournament will be held in October, with CellularOne as a major sponsor. The Foundation auction will be held in the spring.

Agenda Item 5: Consent Agenda
Bill Jeffers made a motion to approve the consent agenda. Ginny Handorf seconded the motion. The vote was unanimous in the affirmative.

Consent Agenda:** -----------------------------------------------
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Agenda Item 7: New Business
Bill Jeffers moved to ratify the emergency purchase of the college-wide software licensing. Ginny Handorf seconded the motion. The vote was unanimous in the affirmative.

7.B. – Request to Approve a Three-year Agreement for College-wide Software Licensing - John Velat
Ginny Handorf moved to approve a three-year agreement for college-wide software licensing. Bill Jeffers seconded the motion. The vote was unanimous in the affirmative.

7.C. – NATC Bylaws – Vice President Hatch
Chairman Singquah recommended tabling the item until the wording is revised. Ginny Handorf moved to table the item; seconded by Bill Jeffers. The vote was unanimous in the affirmative.

7.D. – Adjustment to Fiscal Year 2006-2007 Adopted Budget – Vice President Hatch
Bill Jeffers moved to approve the adjustment to fiscal year 2006-2007 adopted budget. Ginny Handorf seconded the motion. The vote was unanimous in the affirmative.

Agenda Item 8: - Standing Business
8.A. – Human Resource Update – Director of Human Resources, Troy Eagar
Troy Eagar reviewed the Human Resource printout update. Mr. Eagar stated that new-hire orientation was completed last week.

8.B. – Grants and Contracts
8.B.1. – Request approval for expenditure from Carl Perkins Grant for Heavy Equipment Program – Vice President Hatch
Ginny Handorf moved to approve Carl Perkins Grant expenditure for Heavy Equipment not to exceed $82,000. Bill Jeffers seconded the motion. The vote was unanimous in the affirmative.

8.B.2. – Request approval to lease-purchase Wide Area Network (WAN) equipment – Vice President Hatch
Bill Jeffers moved to approve the lease-purchase for WAN equipment; seconded by Ginny Handorf. The vote was unanimous in the affirmative.

Ginny Handorf moved to approve payment for maintenance of College-wide Enterprise Resource Planning System Software. Bill Jeffers seconded the motion. The vote was unanimous in the affirmative.

8.B.4. – Request to Ratify a Lease for Land at Dry Lake Hosting College Telecommunications Facilities – John Velat
Ginny Handorf moved to approve the request to ratify a lease for land at Dry Lake hosting college telecommunications facilities. Bill Jeffers seconded the motion. The vote was unanimous in the affirmative. Responding to Board questions, Mr. Velat stated that the new lease will define tenant--landlord relations.

8.B.5. – NATC Reimbursement to the Town of Taylor for GADA Loan Payment – Vice President Hatch
Bill Jeffers moved to approve the GADA loan payment to reimburse the Town of Taylor. Ginny Handorf seconded the motion. The vote was unanimous in the affirmative.

8.C. – Consider Board Policy and Review Administrative Procedure – Vice President Hatch
Responding to Board questions, Vice President Hatch clarified that procedures go through a review process by the entire college; policies are reviewed by the Board. Bill Jeffers moved to adopt the Policy 1111 Data and Information Sharing; seconded by Ginny Handorf. The vote was unanimous in the affirmative.
8.D. – Strategic Planning and Accreditation Steering Committee Report – Donna Ashcraft
Donna Ashcraft stated that the Pillars and Priorities of the Strategic Plan were presented to the Board last year. In June 2008, the Board received a copy of the accomplishments made over the last year by the college and by the Strategic Planning Committee. Ms. Ashcraft stated that recent updates to the plan make it more transparent for everyone and include changing it from a five-year to a three-year plan. The plan is subject to continual feedback, and it will be available on NPC’s website for public viewing. Ms. Ashcraft distributed “first read” copies of the updated plan. The Board expressed thanks to the Committee members for their diligent work.

Mr. Velat informed the Board that the 10-Mb connection between Hopi and the CellularOne Network will be integrated into the college’s network by September 1st. The Kayenta and Heber CellularOne sites will be integrated in September. Mr. Velat stated that NextLevel Solutions is doing an excellent job assessing the current infrastructure and determining whether old equipment can be reused to save costs. A negotiation with Cybertrails resulted in an over $100,000 donation of equipment which will increase the resiliency of current equipment. Staff is very pleased with the contractors’ work, their commitment to time schedules, and their efforts to save the college money.

Agenda Item 9: President’s Report

9.A. – College Plan for Continuous Improvement in Uncertain Financial Times
President Swarthout referred to the draft plan created by the executive team and the deans that was recently sent to the Board, and stressed that it is important for the college community to understand that improvement can be made even in uncertain financial times. The first tier of the plan will be presented to the college at convocation where all will have the opportunity to contribute suggestions. President Swarthout stated that the emphasis is on how can we get more or do better with what we have instead of making cuts? Board members expressed their appreciation for regular email updates from the president.

9.B. – Arizona Community College Association (ACCA) Update
President Swarthout reported that ACCA dissolves at the end of this calendar year. Community college presidents will meet in Prescott on August 27-28 to work on the details of forming a new organization according to the governor’s executive order. Dr. Swarthout stated that her involvement as co-chair of ASPAC, as a member of the Joint Conference Committee, and as a member of the P-20 Council, keeps NPC’s voice heard. Dr. Swarthout will keep the Board updated.

9.C. – Convocation Update
Dr. Swarthout invited the Board to attend convocation on Friday, August 22nd. Responding to Board questions, Dr. Swarthout stated that the Arizona Department of Education has a very small role in community college accreditation. The Higher Learning Commission is NPC’s primary course for accreditation.

Dr. Swarthout informed the Board that NPC participated in the First Annual Show Low Archaeological Fair at Torreon on August 16. NPC might host the Fair next year.

Agenda Item 10: Board Report/Summary of Current Events
Bill Jeffers expressed interest in the connector transit service. Dr. Swarthout stated that advertising NPC on the buses may be a possible benefit of joining the service.

Ginny Handorf invited all to attend a performance by the White Mountain Belles to benefit Composition Four on August 29th.

Agenda Item 11: Announcement of Next Regular Meeting: September 16, 2008, at 11:00a.m.
Agenda Item 13: Adjournment
The meeting adjourned at 12:05p.m. upon a motion by Ginny Handorf, a second by Bill Jeffer, and a unanimous vote.

Respectfully submitted,

Brandy Shumway
Recording Secretary to the Board

A.A. Singrah
Chairman

Kem MacNeil
Secretary to the Board