

# Navajo County Community College District Governing Board Meeting Minutes

May 15, 2007 – 10:00 a.m.

2251 Navajo Boulevard, Holbrook, Arizona, 86025

**Governing Board Members present:** Norris Baldwin, Bill Jeffers, Daniel Peaches, Neal Thompson.

**Absent:** A.T. Siquah.

**Staff present:** Mark Vest, Dr. Jeanne Swarthout, Blaine Hatch, Lisa Jayne.

**Attorney Present by Conference Phone:** Dean Pickett, Mangum Wall Stoops & Warden

**Others present:** Peggy Belknap, Dan Simper, Mira White, Everett Robinson, Benjamin Schoening, Leslie Meyer, JoLynn Fox, Eva Purvis, Candy Howard, Rose Kreher, Cindy Hildebrand, Mindy Neff, Marlin Gillespie, Karalea Kowren, Jonathan Taylor, Sandra Johnson, Joan Valichnac, Heidi Fulcher, Donna Ashcraft, Terra Tanner, Eric Henderson.

**Call to Order and Pledge of Allegiance:** Mr. Peaches called the meeting to order at 10:00 am. Mr. Jeffers led the Pledge of Allegiance.

**Adoption of Agenda:** Neal Thompson/William Jeffers/Unanimous vote

**Invitation of Public Comment:** Eva Purvis addressed the Board regarding the editorial written by Ralph Orr on wmi.central.com and requested the Board reply to what she felt was somewhat misleading statements.

**Agenda item:** Legal advice.

**Executive Session for Legal Advice:** At 10:02 a.m. Neal Thompson made a motion to move into executive session, Norris Baldwin seconded. Mr. Jeffers asked the purpose of the executive session. Norris Baldwin replied he would like to discuss with legal counsel what exactly could be discussed in the personnel executive session. Passed unanimously. As allowed in ARS 38-431.03(A)(1), the Board moved into executive session upon a unanimous vote.

The Board returned to regular session at 10:35 a.m.

**Agenda Item:** Minutes

The minutes for the April 17 and May 3 meetings were passed on a motion by Norris Baldwin, seconded by Neal Thompson, unanimous vote.

**Executive Session for Personnel Matters to Discuss Grievance by Blaine Hatch:** As allowed in ARS 38-431.03(A)(1), the Board moved into executive session at 10:36 a.m. upon a unanimous vote in support of a motion by Norris Baldwin and a second by Neal Thompson.

The Board left executive session at 11:45 a.m. and returned to regular session at 11:50 a.m.

Agenda Item: Grievance by Blaine Hatch

A motion was made by Neal Thompson to continue discussion of resolution of the grievance that Vice President Hatch has presented, that fact finding will continue and since the normal time frames of this grievance might be difficult to work



with, with Mr. Hatch's approve, the timeframe will be extended and that a resolution of this grievance will come about as quickly as possible. Seconded by Norris Baldwin. Mr. Jeffers thanked Blaine Hatch for bringing this matter to the Board. Passed unanimously.

**Executive Session for Personnel Matters to Discuss Position of President:** As allowed in ARS 38-431.03(A)(1), the Board moved into executive session at 11:52 a.m. upon a unanimous vote in support of a motion by Norris Baldwin and a second by Neal Thompson. Passed unanimously.

The Board left executive session at 1:32 p.m. and returned to regular session at 1:35 p.m.

**Agenda Item:** Report

Blaine Hatch covered financial reports for February and March and stated that both revenues and expenditures were well within targets and the college is in excellent financial shape.

**Agenda Item:** Personnel

**A motion was made by Neal Thompson that the Board appoint Dr. Jeanne Swarhout as the President of NPC effective May 16, and that the details of a contract be worked out in the next few days. Norris Baldwin seconded.** Mr. Jeffers stated she has the unqualified support of the Board and of her colleagues in the college. Passed unanimously.

Mr. Peaches stated that Neal Thompson will be the representative for the Board in contract negotiations with President Swarhout.

Neal Thompson made a recommendation to acknowledge Mark Vest's time as acting president as he has done an outstanding job. The Board will acknowledge his contribution with letter for his file that will express the Board's support and appreciation for his work in the position of Acting President. Chairman Peaches stated Neal Thompson will be in charge of drafting the letter.

**Agenda Item:** Reports

*ACCA - Mark Vest*

There is no significant change of status of legislation from May 3. ACCA and the community colleges are divided on proposition 300. Mark stated he felt comfortable about NPC's position on proposition 300. A representative will attend the steering committee on May 30 and Kathy Boyle will be notified who will be attending.

*CASO – Rose Kreher*

CASO report submitted in Board packet covered.

*Faculty Association – Ben Schoening*

Ben thanked the Board for listening to the faculty and stated it has been a pleasure working with them.

*Student Government Association – Mark Vest*

SGA donated over \$2,000 at the art show to buy art to add to the College's collection.

*Foundation – Leslie Meyer*

Leslie Meyer was introduced by Mark Vest as the new Interim Executive Director of the Foundation. Leslie addressed the Board and stated it was good to be back.

Updated Board on the Foundation fundraisers; Music in the Pines on June 30 at Torreón with the Phoenix Symphony string quartet. Golf Tournament on July 27 which is a one day tournament at Snowflake Golf Course. Sept 29 for the benefit auction but no committee details yet. Website is being updated as well as financials.

**Agenda Item: Old Business**

*NATC*

Dr. Swarthout attended NATC meeting on May 10. John Cole with Town of Taylor assumed the chair of the NATC Board. David Tenney was elected vice chair for two years. NPC remains on the board. Each entity will provide their own secretarial support for staffing the Board. Town of Taylor agreed to take on completion of the financial statement for the 501C and clearing up IRS and corporation commission status. Navajo County has obtained rights to a 3,000sf modular for a minimal price from Glendale Community College. The county's cost will be reimbursed when and if the NATC Board has financial ability to reimburse. It will be both a NCSO substation as well as classrooms. Neal Thompson asked if it was Joint use and Dr. Swarthout stated that the NCSO will only use 1000sf. Next NATC meeting is June 7 at Town of Taylor Fire Department.

*Salaries and Benefits*

Blaine Hatch reviewed with the Board the salary schedules. Neal Thompson asked where the pay raise places us compared to other colleges. Blaine Hatch stated there will be a couple that will make us higher than, but on rural districts puts us a little further along where we lagged a little bit last year. Mr. Jeffers clarified with Blaine Hatch that the minimum salary a faculty member would have would be grade 1, step 7 \$38,323, Blaine stated that was correct.

**Mr. Jeffers made a motion to approve the schedules for faculty and classified employees as presented, Thompson seconded. Passed unanimously.**

**Mr. Jeffers made a motion to approve the schedule for the exempt staff as presented, Thompson seconded. Passed unanimously.**

**Agenda Item: New Business**

*Wire One Communications Requisition*

Blaine Hatch presented a requisition for Wire One Communications that would allow for a replacement cycle of video equipment for the video classrooms. Of the \$78,086.34, \$11,000 is for 3 year service agreement.

Norris Baldwin asked what the College had purchased a few months ago. Mira White stated that it was the bridge for this equipment, not the equipment itself. Neal Thompson asked if it was budgeted. Blaine Hatch stated that it was. Neal **Thompson made the motion to approve the requisition for Wire One Communications equipment for \$78,086.34. Norris Baldwin seconded. Passed unanimously.**

**Agenda Item: Standing Business**

*Update on Strategic Planning and Accreditation*

Dr. Swarthout stated there was no update on strategic planning, except for the fact that there is a team going to Chicago to the Higher Learning Commission on assessing college for self-study.

*Dual Enrollment*

Mark Vest informed the Board that the IGA from Snowflake Unified School District included in the board packet is identical to the agreement for all the listed school districts.

**A motion was made by Bill Jeffers to approve the dual enrollment IGAs with the school districts listed with proper amendment to the resolution page. Neal Thompson seconded. Passed unanimously.**

*Allied Health Proposal*

Heidi Fulcher addressed the Board to recommend the Board accept the grant money from the ADE for a new adult education program. The program will take students with marginal skills and help them with vocabulary, reading and math development in order to get them into a career. Dr. Swarthout commended TLC group for their work.

**A motion was made by Norris Baldwin to accept the ADE grant, Bill Jeffers seconded. Passed unanimously.**

### **Policy 1330**

Mark Vest addressed the change needed in Policy 1330 that allows for exceptions about smoking on campus due to the change in state law regarding smoking. A motion was made by Norris Baldwin to accept the proposed policy 1330 change. Neal Thompson seconded and asked what the exceptions were. Blaine Hatch stated he thought it was smoking for religious purposes. Mr. Thompson asked about south district campuses that have facilities in treed areas complying with forest red flag day because of dry conditions. He recommended that when red flag conditions exist for the forest there should be no smoking outside on campuses.

**A motion was made by Norris Baldwin to approve the proposed policy change. Neal Thompson seconded. Passed unanimously.**

### *Courses/Curricula*

Approval of heavy equipment program.

Norris Baldwin asked about the heavy equipment program and Dr. Swarthout stated that it was run by Reginald Tenney. Neal Thompson asked who owned the equipment and Dr. Swarthout stated that pieces are owned by NAVIT and towns and counties have assisted with donations however NPC does not own any of the equipment. Norris Baldwin asked where equipment was kept. Dr. Swarthout stated it is kept in Snowflake out by Brimhall Rock on property NAVIT leases. For equipment in Apache County, a location has not been found yet. Bill Jeffers asked if classes would be offered throughout both counties and if the students would come to the equipment or the equipment would come to the students. Dr. Swarthout stated classes will be offered in both counties and either students or equipment would be moved. Neal Thompson asked what kind of work the students would be doing. Dr. Swarthout stated they were doing on ground work as well as exercises and offered that they have helped with the NATC site.

**A motion was made by Neal Thompson to approve the new course and curricula as presented. Norris Baldwin seconded. Passed unanimously.**

### *Interim Matters since April 25*

Mark Vest stated that only additions to personnel would be resignation of Jessica Covey, Director SBDC, and Nikki Squire, High School advisor.

Neal Thompson asked about relationship with Apache County. Mark Vest stated he met with Apache County Higher Ed to discuss the IGA and he felt very comfortable with the relationship and the IGA.

**A motion was made by Neal Thompson to officially approve actions taken by Acting President Mark Vest and the administration team from April 27-May 14 as presented. Bill Jeffers seconded. Passed unanimously.**

### **Agenda Item:** Summary of Current Events

Mark Vest announced a student art show on May 11, NAVIT completer ceremony on May 14 at SCC, state that two years ago the PAC was half full, last year about 80% full, this year they were at overflowing capacity and will need a larger facility next year. Tonight (May 15) at the Performing Arts Center, the Theatre Arts students will perform one act plays. Nurse Pinning ceremony is on Friday. Saturday is commencement. Dr. Swarthout stated that there will be an after commencement gathering at her house.

**Announcement of next meeting:** Regular June 19 Board meeting, 10:00 a.m.

**The meeting adjourned at 2:25 p.m. upon a motion by Mr. Thompson, and a second by Mr. Baldwin, and a unanimous vote.**

Respectfully submitted,

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Lisa Jayne  
Recording Secretary to the Board

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Daniel Peaches  
Chairman

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Neal Thompson  
Secretary to the Board

APPROVED

