

# Navajo County Community College District Governing Board Study Session Minutes

September 16, 2008 – 9:30a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

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

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

## Reports:

**1. Agenda Item 5.C.: Intergovernmental Agreement - Dr. Swarthout**

President Swarthout summarized Staff's recommendation for approval of an Intergovernmental Agreement (IGA) between NPC and Ganado USD #20.

**2. Agenda Item 6.B.: Strategic Plan Ratification – President Swarthout**

Dr. Swarthout explained that the revised Strategic Plan will be presented as an action item in the ensuing regular session. Board comments included: 1) page 3, Pillar 1, Priority 3, Goal 1.3.5: add a bullet for Documenting of learning outcomes; 2) page 5, Pillar 2, Priority 3, Goal 2.3.3: add a bullet to contact the Hopi, Navajo, and Apache Tribe Education Departments, which fund higher education programs; 3) page 9, Pillar 4, Priority 2, Goal 4.2.4: have handbooks, office procedures, and updates in place prior to orientation and inservice sessions; 4) going from a five-year plan to a three-year plan is a good strategy.

**3. Agenda Item 6.C.: Document Management and Imaging System Proposals – Vice President Hatch**

Vice President Hatch summarized Staff's recommendation to reject all proposals submitted for RFP AS #08-09 Document Management and Imaging System. Mr. Hatch stated that staff issued a Request for Proposals (RFP) AS #08-09 requesting vendors to provide a document management and imaging system to integrate with the Jenzabar enterprise software. Proposal packets were sent to eleven vendors. Six vendors submitted complete responses. After review of the responses, Staff believes the total cost to provide the system would exceed the budget for the project. Staff recommends further evaluation of a document management and imaging system at a later date.

**4. Agenda Item 7.A.: Purchase of Document Imaging Equipment - John Velat**

John Velat stated Staff's recommendation to purchase multifunction document imaging, duplication, printing, and faxing equipment using designated Title III grant funds. Mr. Velat stated that the Title III grant, co-awarded to NPC and Coconino Community College, designates funds for the development of distance learning infrastructure through the NPC district. Part of the granted funds shall be invested in infrastructure that supports student services. The recommended equipment enables students and staff to send documents electronically between NPC locations, reducing the need for student and staff travel, reducing mail and courier expenses, and speeding enrollment and educational services. The costs incurred by the College include consumables such as paper and toner and maintenance after the third year (years 1-3 are included in the purchase). The consumable costs displace those incurred by current equipment. Long-term costs for consumables and energy are expected to be reduced through consolidation of multiple devices into one multifunction device and through homogenization of equipment types. Mr. Velat affirmed that the contract is a state contract.



**5. Agenda Item 8.B.1.: Verizon Lease of NPC Dry Lake Telecommunications Facilities – John Velat**

Mr. Velat stated that Staff recommends acceptance of a proposal by Verizon Communications to lease space from NPC on the Dry Lake telecommunications facilities to provide commercial cellular telephone services. The lease price will be \$1,600 per month. Verizon will donate a 65kw generator which will provide emergency backup power and facilitate service between the Painted Desert and White Mountain campuses.

Responding to Board questions, Mr. Velat stated that there is currently one tenant on the site, Telespectra. The college has other contracts with various vendors, and is looking for more opportunities to generate revenue through facility leases. The estimated value of the generator is approximately \$15,000.

**6. Agenda Item 8.B.2.: Arizona Area Health Education Centers (AHEC) - President Swarthout**

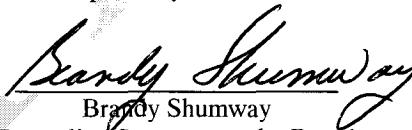
President Swarthout stated Staff's recommendation to accept an Arizona AHEC grant in the amount of \$24,600. Dr. Swarthout explained that, through the grant funding, NPC will provide an individualized support program of tutoring and mentoring to promote mastery of nursing concepts and practices that will lead to success on the NCLEX-RN exam and in the workplace. The funding period is July 1, 2008, through June 30, 2009.

**7. Apache County Financial Analysis – Vice President Hatch**

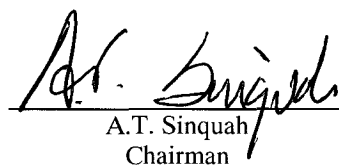
Vice President Hatch stated that the purpose of the analysis is to ensure that the costs which have been identified in the Apache County IGA cover the cost of operating the program and providing services in Apache County. Another purpose is to ensure that NPC is providing the level of services covered by the IGA. Vice President Hatch explained how revenues are managed and how fees and expenses are calculated. Mr. Hatch stated that this is the second year of the IGA and that another analysis will be done next year. Mr. Hatch stated that this year's deficit was anticipated due to the addition of new programs.

Responding to Board questions, President Swarthout affirmed that Apache County needs to be involved with NPC's Strategic Plan. Mr. Hatch stated that Apache County is not included in the NPC Master Facility Plan and that NPC's goal is to continue to provide quality higher education services to Apache County.

Respectfully submitted,



Brandy Shumway  
Recording Secretary to the Board



A.T. Siquah  
Chairman

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Kem MacNeille  
Secretary to the Board



# Navajo County Community College District Governing Board Meeting Minutes

September 16, 2008 – 11:00 a.m.  
2251 North Navajo Boulevard, Holbrook, Arizona, 86025

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

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

**Others present:** Peggy Belknap, Karalea Kowren, Everett Robinson, Reg Destree, Troy Eagar, Patrick Canary, Randy Downing, Rob Jones, Ann Hess, Maderia Ellison, Suzanne Trezise, Mira White, Melissa Webb, Mike Lawson, Linda Morrow, Donna Ashcraft, and Lance Chugg.

## **Agenda Item 1: Call to Order and Pledge of Allegiance**

Chairman Siquah called the meeting to order at 11:01a.m. Kem MacNeille 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. – Financial Position – Vice President Blaine Hatch**

Vice President Hatch explained the financial position printout for the budget period July 1, 2008, to July 31, 2008. Bill Jeffers commented that the budget is a guide and that adjustments are made throughout the year.

### **4.B. – Classified Administrative Support Organization (CASO) Report – CASO President, Suzanne Trezise**

Suzanne Trezise stated that CASO has several new Board members this academic year. Delegates have been examining the bylaws to determine whether or not voting can be done by proxy or over the college's web. Items currently underway: 1) consider incorporating Learning Aides into CASO membership, 2) consider participating in the Box Tops for Education program, 3) participation in the United Way campaign 4) volunteers have stepped forward to join the "Green" committee 5) Bethann



O'Laughlin has volunteered to be the new PDC delegate, and 6) TY (Thank you) awards were given to six employees at convocation.

**4.C. - NPC Faculty Association Report – Dr. Michael Lawson**

Dr. Lawson thanked President Swarthout, Vice President Vest, IS Director John Velat, and CASO President Suzanne Trezise for meeting with the faculty on August 22<sup>nd</sup>, following convocation. At the conclusion of the meeting, balloting took place to elect officers for the 2008-2009 academic year. At the September 5<sup>th</sup> meeting, the faculty revised the Association's constitution in order to nominate and elect Faculty Association officers each spring semester. The president-elect shall be a non-probationary faculty. The elected officers, in addition to the past president (a non-voting, ex-officio member), serve as the executive committee of the Faculty Association. Officers elected: President-Elect, Dr. Sandra Johnson; Secretary, Dr. Janet Hunter; Treasurer, Brian Burson.

Dr. Lawson stated that the Faculty Association has created a Technology Committee and a Compensation Committee which will report monthly to the Association, along with standing reports from the Faculty Professional Development Committee. A new monthly agenda item, Community Outreach, will highlight faculty interest, support, and involvement in organizations such as United Way or community initiatives such as Box Tops for Education.

**4.D. - NPC Student Government Association (SGA) Report – Jake Hinton-Rivera**

Jake Hinton-Rivera reported that the Student Government Association is currently in an election cycle. Posters and election packets have been sent out to all campuses and centers, and elections will be held on September 29<sup>th</sup>. The first monthly meeting will be held October 2<sup>nd</sup>. The Rodeo Club plans to hold fundraisers in October and November. Mr. Hinton informed the Board that the Arizona Student Voters Coalition will hold a non-partisan group meeting at the Show Low Campus September 17<sup>th</sup> to promote "youth and voting," and invites all students who are involved in student government activities to attend.

**4.E. - NPC Foundation Report – Lance Chugg**

President Swarthout introduced Foundation Director, Lance Chugg, who gave the Board a brief summary of his background. Mr. Chugg stated that Music in the Pines was held in June, netting approximately \$3,000. The Foundation recently underwent an audit and received a "pass" rating. The golf tournament will be held on October 16<sup>th</sup>. CellularOne is the corporate sponsor of the tournament, and \$30,000 is the targeted goal. The husband of former adjunct faculty art instructor, Martia Smith, has provided the college seed money to begin an endowed merit scholarship in his wife's memory. Mr. Chugg invited Board members to attend a reception to meet Mr. Smith and view Mrs. Smith's artwork at the Talon Gallery on Saturday, September 20<sup>th</sup>. Mr. Chugg invited the Board to attend an annual Foundation meeting on October 9<sup>th</sup>.

**Agenda Item 5: Consent Agenda**

Daniel Peaches made a motion to approve the consent agenda. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*



**Consent Agenda:\*\* -----**

**(Action)**

- A. August 19, 2008 Study Session Minutes -----
- B. August 19, 2008 Regular Board Minutes -----
- C. Intergovernmental Agreement with Ganado USD #20 ---

**Agenda Item 6: Old Business**

**6.A. – Formalization of President’s Review – Chairman Siquah**

As allowed in ARS 38-431 .03(A)(1), the Board moved into executive session at 11:30a.m. upon a motion by Daniel Peaches and a second by Kem MacNeille. *The vote was unanimous in the affirmative.*

At 11:53a.m. the Board reconvened into regular session.

Bill Jeffers moved that the Board accept the completed formal review of the President’s performance and that the Chairman be authorized to sign a contract for the 2008-2009 academic year in accordance with the review. Ginny Handorf seconded the motion. The Board agreed that the review of the President is complete and that the Board is very pleased with Dr. Swarthout’s performance and activities and thanked her for the work done over the past year. *The vote was unanimous in the affirmative.*

**6.B. – Request Approval of Strategic Plan Ratification – Donna Ashcraft**

Donna Ashcraft stated that Staff will consider the recommendations made by the Board in Study Session. Daniel Peaches moved to accept the approved Strategic Plan Ratification. Bill Jeffers seconded the motion. *The vote was unanimous in the affirmative.*

**6.C. – Request Rejection of Document Management and Imaging Systems Proposals – Blaine Hatch**

Bill Jeffers moved to reject all bids offered for the Document Management and Imaging Systems; seconded by Kem MacNeille. *The vote was unanimous in the affirmative.*

**Agenda Item 7: New Business**

**7.A. – Request Approval of Purchase of Document Imaging Equipment – John Velat**

Kem MacNeille moved to approve the Purchase of Document Imaging Equipment; Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

**Agenda Item 8: - Standing Business**

**8.A. – Human Resource Update – Troy Eagar**

Troy Eagar reviewed the Human Resource printout update. Mr. Eagar stated that Rose Kreher has returned to NPC employment part time in the Marketing Department. Several offers are in various stages of the hiring process.



## **8.B. – Grants and Contracts**

**8.B.1. – Verizon lease of NPC Dry Lake Telecommunications Facilities – John Velat**  
Bill Jeffers moved to approve the Verizon lease; seconded by Kem MacNeille. *The vote was unanimous in the affirmative.*

**8.B.2. – Request acceptance of Arizona Area Health Education Centers (AHEC)**

*Grant – Vice President Hatch*

Kem MacNeille moved to approve the acceptance of the grant; seconded by Ginny Handorf.  
*The vote was unanimous in the affirmative.*

## **8.C. – Wide Area Network (WAN) Update – John Velat**

Dr. Swarthout stated that until the project is complete, Information Services Director, John Velat, will provide the Board with a brief update each month. Mr. Velat informed the Board that the Hopi link is up and working. The District Office, Dry Lake, Winslow, and Show Low will be online within the next few weeks; the centers and Snowflake Campus will follow. Mr. Velat stated that progress is well within the timeline and expense, and Staff is very pleased with the vendors and the performance of the network.

Board discussion included use/misuse of the network by the general public, the possibility for increases in future student enrollment due to a stronger Wide Area Network, and the increased potential to “bring the classroom to the students.” Mr. Velat informed the Board that NPC donated an outdated piece of technical equipment in good condition to the Smithsonian.

## **8.D. – Strategic Planning and Accreditation Steering Committee Update – Ann Hess**

Dr. Swarthout introduced Ann Hess, Mira White, Suzanne Trezise, and Melissa Webb, members of the Communication Subcommittee group, who made a “criteria pizza” while presenting a simplified overview of the accreditation criteria which NPC will be judged on during the Higher Learning commission visit on October 26-28, 2009. Ms. Hess presented the Board with bookmarks and “pizza” plates imprinted with the simplified criteria.

## **Agenda Item 9: President’s Report**

- Peggy Belknap informed the Board that NPC received the Brian Mickelsen Housing Hero Award for providing a long-standing free workshop program to assist people in applying for low-income housing loans. Ms. Belknap stated that over 3,000 individuals have participated in the program.
- The United Way campaign will get underway next week
- Dr. Swarthout and Vice President Vest will do Community Outreach visits in the fall to Hopi, Springerville, and St. Johns. Kayenta, Heber, and Whiteriver will be visited in the spring.

## **Agenda Item 10: Board Report/Summary of Current Events**

Chairman Siquah stated that Native American seasonal festivities are underway in Hopi, and invited the public to visit.



Bill Jeffers said that the membership of the NPC Rodeo Club has increased from three to 14 members. The club is representing the college well, and can always use assistance with funds for travel and events.

Ginny Handorf stated that four new members have joined the White Mountain Belles, giving credit to the enthusiasm of Music Director, Julie Holtan. Ms. Handorf extended an invitation to attend the Pinetop/Lakeside Fall Festival September 27-28. The White Mountain Chorale will perform on Saturday, September 27, 7:00p.m. at the Blue Ridge High School auditorium.

Ms. Handorf invited all to attend NPC's production of "1776." Dinner theatre performances will be held on November 13-15, 21, and 22. Regular performances will be held November 18 & 20.

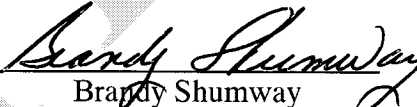
Bill Jeffers complimented NPC's presence at the Navajo and Apache County fairs. President Swarthout stated that Ernie the Eagle was a big hit at the Navajo County fair, and NPC's Art Department won several first place ribbons, and a Grand Prize ribbon for the "most creative use of duct tape." A picture of the Grand Prize winning eagle is posted on NPC's website.

**Agenda Item 11: Announcement of Next Regular Meeting:** October 21, 2008, at 11:00a.m.

**Agenda Item 13: Adjournment**

*The meeting adjourned at 12:29p.m. upon a motion by Daniel Peaches, a second by Ginny Handorf, and a unanimous vote.*

Respectfully submitted,

  
Brandy Shumway

Recording Secretary to the Board

  
A.T. Siquah

Chairman

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Kem MacNeille  
Secretary to the Board

