

# Navajo County Community College District Governing Board Study Session Minutes

February 19, 2008 – 9:30a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

**Governing Board Members Present:** Dr. Kem MacNeille, Chairman A.T. Siquah, Daniel Peaches.  
**Absent:** Bill Jeffers, Neal Thompson

**Staff Present:** President Dr. Jeanne Swarhout, Vice President Dr. Eric Henderson, Vice President Blaine Hatch, Vice President Mark Vest, Mr. John Velat, and Secretary to the Board Brandy Shumway.

**Introductions of New Employees:** John Velat, Director of Information Services and Tad Spader, Controller.

## Review of Action Items:

1. **Agenda Item 5.A.: January 15, 2008 Study Session Minutes – Chairman Siquah**  
There were no comments or discussion.

2. **Agenda Item 5.B.: January 15, 2008 Regular Board Minutes – Chairman Siquah**  
There were no comments or discussion.

3. **Agenda Item 5.C.1.: NATC – Vice President Hatch**

Vice President Hatch presented Staff's recommendation for approval of a contract for Brivo access control equipment and installation services for the Northeast Arizona Training Center from Southwest Systems Monitoring, Inc. (SSMI), a Scottsdale-based company, for \$7,896.67. The monthly service fee for monitoring services will be charged annually as an operating expense of the facility.

The SSMI system will allow authorized individuals access to the site and will track usage at the main entrance and at the classroom/office modular facility. The proposed system is expandable and can be installed at any future facilities on the site. The cost of the equipment and installation service is included in the current construction budget for NATC.

Responding to Board questions, Mr. Hatch explained that the \$40.00/month service fee will cover the cost of SSMI's monitoring of any unauthorized access to the site as well as providing reports of all access to the site. Mr. Hatch explained that the connectivity can be accessed through telephone and computer service from any location. Most of the monitoring will be provided through the NATC main office and the NATC manager. Mr. Hatch affirmed that the NATC site, approximately 20 acres, is fenced.

4. **Agenda Item 5.C.2.: NATC – Vice President Hatch**

Vice President Hatch presented Staff's recommendation for approval of a contract with Arizona Public Service (APS) for electrical utility installation at a cost not to exceed \$20,000. The installation will service all electrical requirements for the proposed first phase of construction. The anticipated cost is included in the utility development budget for the NATC construction project.



**5. Agenda Item 5.D.: Cedar USD #25 and Round Valley USD #10 - President Swarthout**

President Swarthout presented dual enrollment agreements for Cedar USD #25 and Round Valley USD #10. Responding to Board questions, President Swarthout stated that the dual enrollment agreements are submitted on a yearly basis and are reviewed by NPC's attorneys.

**6. Agenda Item 5.E.: Proposed Curriculum Changes – Vice President Henderson**

Vice President Henderson presented Staff's recommendation for approval of Welding (WLD) program Certificates of Proficiency (CoP) additions and revisions, approval of the Heavy Equipment Operations (HQO) program addition of an Associate of Applied Science (AAS) degree, six new Certificates of Proficiency (CoP), and revisions to the current Certificate of Applied Science (CAS).

In the January 25<sup>th</sup> meeting of the Instructional Leaders Council (ILC) program changes were approved for the Welding department that included deleting a number of outdated courses and creating four new courses devoted to current techniques in plastic welding. The council additionally approved revisions to the department's CoPs that include name changes and revised curriculum for ARC and TIG welding CoPs and the addition of MIG and Plastic Welding.

Other curricula items approved by the Council included the addition of two new carpentry courses, which brings this BOC subject into sync with National Center for Construction Education & Research (NCCER) standards. ILC also approved three new yoga courses for Health & Physical Education, as well as minor revisions to the Nursing, Nurse Assistant Training, and Pharmacy Technician programs and courses.

In the February 8<sup>th</sup> meeting the ILC approved fifteen new course offerings in Heavy Equipment Operations and the addition of new AAS degrees and CoPs as well as major revisions to the current CAS. These changes bring the program into conformity with NCCER certification standards and offer expanded learning and increased career opportunities for area students.

Responding to Board questions, Dr. Henderson affirmed that the Certificate of Applied Science is still available.

**Reports:**

**1. Master Facility Plan Update – Vice President Hatch**

Mr. Hatch stated that there have been several meetings recently with the DLR Group to define the scope of the work for the Master Facility Plan (MFP). Once the scope of work is defined, DLR will present a not-to-exceed figure for work associated with the MFP. Mr. Hatch stated that the District Governing Board will be involved in the discussions, and there are plans to expand the discussions to the outlying communities as well as the college community. Mr. Hatch also stated that the MFP will integrate significantly with the strategic plan for the college as well as with the direction in which the college is headed. It is anticipated that the scope of work will be well enough defined that a request for approval of a contract will be presented at the March Governing Board meeting.

Responding to Board questions, Mr. Hatch explained that the plan includes all locations that are currently owned by the College, which are the four campuses of White Mountain, Silver Creek, Painted Desert, and Little Colorado as well as the centers at Hopi and Whiteriver. Mr. Hatch stated that community input will be obtained through community forums and individual meetings. The District Governing Board will be notified of times and locations of the meetings.

**2. Course Fee Recommendations 2008-2009 – Vice President Hatch**

Mr. Hatch stated that there has been broad discussion with Instructional Deans and Directors regarding proposed course fees. Dr. Swarthout stated that this is a first read and that no action is required at this time.



Responding to Board questions, Mr. Hatch stated that all fees are budgeted as one inclusive line item and basically cover consumables each semester. Mr. Hatch explained that each year fees are considered in conjunction with budget development, they are kept to a reasonable level for students, and are only charged when there is a significant amount of supplies used for a course.

**3. Tuition and General Fees Recommendation 2008-2009 – Vice President Hatch**

Mr. Hatch explained the recommended tuition and general fees proposal which brings NPC in line with tuition and fees of other community colleges throughout the state.

Responding to Board questions, Mr. Hatch stated that there was significant internal discussion in College Council which is composed of students, faculty, and staff. The general consensus is two-pronged: 1) there is a need for steady increases in tuition rates to keep up with tuition costs, while 2) recognizing that state aid and property taxes are items over which the college has very little control. Mr. Hatch stated that NPC is trying to keep fees affordable for the students serviced in the area. He stated that this is a first read; no action is requested at this time and that a formal request will be presented to the Board at next month's meeting.

**4. Revenue Projections 2008-2009 – Vice President Hatch**

Vice President Hatch stated that a conservative estimate of a \$4.00 increase in tuition will bring in approximately \$50,000 per dollar or \$200,000. Based on new assessed valuations and new construction, it is anticipated that the maximum property tax rate will bring in an additional \$688,000. The recommendation is that the Governing Board levy the maximum property tax available which is \$1.17 per \$100.00 valuation. Mr. Hatch stated that there is no shortfall in the college's tax receipts and that NPC is on target through the end of January at 63% of the total assessed levy collected which, with the exception of last year, is the highest NPC has been by the end of January.

Mr. Hatch stated that Capital Outlay Aid is directly based on enrollment and stays fairly constant. In 2001-2002 and 2002-2003, NPC received one million dollars in campus matching funds through Proposition 301. Last year NATC received one million dollars through the capital state aid funding, and they are scheduled to receive an additional million dollars in 2008-2009. The Operating State Aid has not seen a significant change since 2000-2001 which is very positive for the college, approximately 4.4 million dollars.

Mr. Hatch stated that Equalization Aid has been the one item that has increased consistently over the last several years. As calculated by formula, NPC is scheduled to receive approximately \$1.1 million in additional Equalization Aid over last year. Equalization Aid is based on averaging the assessed valuation of eight rural districts and bringing those who are below average up to the average at the same property tax rate that is assessed. The rate of \$1.17 is the rate that would be imposed to bring the District up to the additional \$1.1 million. Mr. Hatch stated that the state is looking at ways to cut their budget. If they freeze equalization aid, the \$1.1 dollars would not be received, which would result in remaining flat on Equalization, flat on Operating State Aid, and the reduction of approximately \$50,000 in campus aid. Dr. Swarthout added that it is anticipated that the legislature will make a final decision in June, perhaps even later. Staff proposes to move forward with the recommendation to the Board to adopt the budget as it stands and make adjustments if the state makes any changes in the future. Mr. Hatch said that, per the budget development schedule, tuition and fees will be recommended for approval and there will be a preliminary look at expenditures, salaries, and benefits in March. Approval of salaries, benefits, and the preliminary budget will be recommended in April. The final adoption of the budget will be recommended in May.

**5. Proposed Silver Leed Actions – President Swarthout**

President Swarthout stated that Silver Leed Legislation is an energy conservation piece which does not yet include community colleges. Dr. Swarthout will keep the Board informed of future discussions.



**6. Legislative Update – President Swarthout**

President Swarthout presented the following legislative updates:

- Textbook pricing bill - primarily aimed at publishers
- Community College Board bill – wording has not changed significantly since last update
- Silver Leed – previously briefed
- Appropriations – Appears to be much going on behind the scenes, but no definite information at this time


**7. Railroad Archives – President Swarthout**


Dr. Swarthout stated that NPC has been approached by the entities currently controlling the Santa Fe Railroad archives to take over the project which is currently housed in the basement of the La Posada in Winslow.


President Swarthout said that the costs and size of the project are prohibitive to NPC. She has recommended other institutions which also have declined to oversee the 44,000-piece project.

**Study Session ended: 10:54a.m.**

Respectfully submitted,

  
Brandy Shumway  
Recording Secretary to the Board

  
A.T. Siquah  
Chairman

  
Kem MacNeille  
Secretary to the Board

