

NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD  
Minutes of Regular Meeting

Tuesday, February 10, 2004

Location: Painted Desert Campus — Community Education Center  
2251 East Navajo Boulevard  
Holbrook, Arizona

MEMBERS PRESENT:

Bill Jeffers  
Daniel Peaches, Secretary  
Bob Seymour, Chairman  
Ivan Sidney (by telephone)  
Neal Thompson

OTHERS PRESENT:

|                  |                      |
|------------------|----------------------|
| Clint Batson     | Loyelin Aceves       |
| Blaine Hatch     | JoLynn Fox           |
| Kathy McPherson  | Brian McLane         |
| Everett Robinson | Dr. Gary Passer      |
| Peggy Skevington | Dan Simper           |
| JoAnn Taylor     | Dr. Jeanne Swarthout |
| Terri Tubbs      | MiAnna Tyler         |
| Phillip Wills    | Mark Vest            |
|                  | Summer Wills         |

Chairman Bob Seymour called the meeting to order at 11:40 a.m. and welcomed visitors. Mr. Peaches led the pledge of allegiance.

ADOPTION OF AGENDA

Neal Thompson moved to adopt the agenda. Daniel Peaches seconded the motion, and the agenda was accepted by a unanimous vote.

APPROVAL OF MINUTES

On motion made by Bill Jeffers and seconded by Daniel Peaches, the minutes of the teleconference meeting of December 16, 2003 were unanimously accepted.

### CORRESPONDENCE

Chairman Bob Seymour called for correspondence. There was none.

### PUBLIC COMMENTS

Chairman Bob Seymour called for input from the general public. There was none.

### NEW BUSINESS

#### A) Request to Hold Election of Board Officers

Bill Jeffers nominated Bob Seymour to serve as President of the Board. Ivan Sidney seconded the nomination. No other nominations were offered and Mr. Seymour was elected by unanimous vote to serve as president for another year. Bill Jeffers nominated Daniel Peaches to serve as Secretary of the Board. Ivan Sidney seconded the nomination. No other nominations were offered and Mr. Peaches was elected by unanimous vote to serve as secretary for another year.

#### B) Request to Approve an Agreement to Deliver College Level Classes at Sanders Unified School District #18

A unanimous vote to approve the Sanders Unified School agreement followed a motion by Bill Jeffers and a second by Daniel Peaches. The agreement continues arrangements to deliver college level classes to high schools in the NPC service area.

#### C) Request to Approve Curriculum Modifications and Additions

Daniel Peaches made the motion and Bill Jeffers the second and the vote was unanimous to approve the addition of new courses and revision of the degree program for the Therapeutic Massage Program.

### FACULTY REPORT

No report.

### CASO REPORT

Loyelin Aceves, CASO co-president, reminded the Board members of the CASO cook book sale with a price of \$7.00 each and a Valentine's special of a free candy bar. The

group is planning the Spring retreat for April. Loyelin also reported that the Foundation would be hosting their annual auction on April 24 at the Heward House in Holbrook.

BOARD REPORTS

No reports.

PRESIDENT'S REPORT

- A) Staff Reports — Director of Marketing and Public Relations, JoAnn Taylor, informed the Board that the college had leased a billboard in Taylor on Highway 77. The board will be lit and is on a corner with a stoplight. The contract is for 24 months at a cost of \$425 per month. The Board was given a copy of the proposed design.
  
- B) Alumnus of the Month — NPC Information Services Technician, Phillip Wills, was honored as the Alumnus of the Month. His supervisor, Clint Batson, who stated that "Phil is very knowledgeable and he'll work hard at finding a solution to a problem", nominated him. Phil plans to continue his education through DeVry.

APPROVAL OF VENDOR VOUCHERS FOR PAYMENT

A motion to approve the vouchers was made by Neal Thompson and seconded by Daniel Peaches and the vote of approval was unanimous.

ANNOUNCEMENT OF NEXT MEETING

The next meeting of the Board was tentatively scheduled for March 16, 2004.

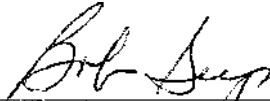
ADJOURNMENT

The meeting adjourned at 12:00 noon upon motion by Daniel Peaches, seconded by Neal Thompson and unanimously carried.

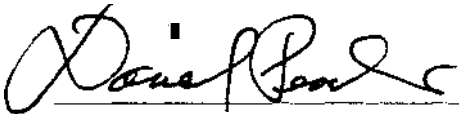
Respectfully submitted,



Terri Tubbs  
Recording Secretary to the Board



Bob Seymour  
Chairman



Daniel Peach  
Secretary to the Board

NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD  
Minutes of Regular Meeting

Monday, April 5, 2004

Location: District Office – Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, Arizona

MEMBERS PRESENT: Bill Jeffers  
Daniel Peaches, Secretary  
Bob Seymour, Chairman  
Neal Thompson

MEMBERS ABSENT: Ivan Sidney

OTHERS PRESENT: Dawn Edgmon  
JoLynn Fox Jane Hobart-Kahler  
Blaine Hatch Chuck Kermes  
Rose Kreher Brian McLane  
Dr. Gary Passer Everett Robinson  
Benjamin Schoening Dan Simper  
Dr. Jeanne Swarthout JoAnn Taylor  
Dr. Jeff Thomas Terri Tubbs  
Mark Vest

Chairman Bob Seymour called the meeting to order at 2:40 p.m. and welcomed visitors. Mr. Thompson led the pledge of allegiance.

ADOPTION OF AGENDA

Neal Thompson moved to adopt the agenda. Daniel Peaches seconded the motion, and the agenda was accepted by a unanimous vote.

APPROVAL OF MINUTES

On motion made by Bill Jeffers and seconded by Daniel Peaches, the minutes of the regular meeting of February 10, 2004 were unanimously accepted.

**CORRESPONDENCE**

Chairman Bob Seymour called for correspondence. There was none.

**PUBLIC COMMENTS**

Chairman Bob Seymour called for input from the general public. There was none.

**NEW BUSINESS**

A) Request to Approve Purchase of 25 Computers

An Arizona State Contract bid from Dell Computers for twenty-five computers was approved on a motion from Bill Jeffers and a second from Daniel Peaches. The new computers are to be used for the normal upgrade and rotation in the AIS/BUS/CIC student labs.

B) Request to Approve an Agreement to Deliver College Level Classes at Chinle Unified School District #24

A unanimous vote to approve the Chinle Unified School agreement followed a motion by Daniel Peaches and a second by Bill Jeffers. The agreement continues arrangements to deliver college level classes to high schools in the NPC service area.

C) Consideration of a Lease for Holbrook NPC/NAVIT Welding Facility

After discussion of various options for the NPC/NAVIT welding facility, the decision was made to use the existing multi-purpose building on the old Painted Desert Campus. Bill Jeffers made the motion and Daniel Peaches the second and the vote was unanimous to approve the remodeling of the multipurpose building for the welding facility.

D) Request to Approve Tuition, General Fee and Course Fee Schedules for Fall 2004-2005

The fee schedules were withdrawn from current action and the tuition schedule was amended to correct the Apache County information. The tuition for in-state students was raised from \$35 to \$38 a credit hour and for out-of-state students the rate increased from \$60 to \$65 a credit hour. The current structure of the tuition schedule and the current refund schedules were not changed. Upon motion from Neal Thompson and a second from Bill Jeffers, the tuition increases were approved.

E) Request to Approve Vendor Vouchers for Payment

Upon a motion from Daniel Peaches and a second from Neal Thompson, the Board unanimously approved the vendor vouchers as listed

FACULTY REPORT

Faculty President, Jane Hobart-Kahler, reported that the faculty was having a smooth semester.

CASO REPORT

Dawn Edgmon, CASO co-president, thanked those Board members who purchased the CASO cookbook with a CASO candy bar. The CASO Spring retreat will be held April 23 at the Torreon Golf Club. The theme is Let's Get Physical and will focus on physical well-being. Dawn also reported that Graduation will be held on May 15 at 1:00 pm in the Show Low Auditorium and noted that due to Show Low City fire regulations, tickets will be required for admittance.

BOARD REPORTS

President Bob Seymour thanked the presidential search committee for their hard work and dedication. The Foundation will be hosting their annual auction on April 24 at the Heward House in Holbrook.

STAFF REPORT

Dr. Jeanne Swarhout introduced the new NPC music director, Benjamin Schoening. Mr. Schoening began teaching here in January. He said he has made some immediate changes to focus on proper voice production and add in more classical and concert music to the NPC group's repertoires. The music groups will present a concert and ice cream social on May 6 at 7:30 in the Performing Arts Center in Snowflake. Looking forward to next semester, the department will be producing a musical, "Man of la Mancha."

ANNOUNCEMENT OF NEXT MEETING

The next meeting of the Board was tentatively scheduled for April 20, 2004.

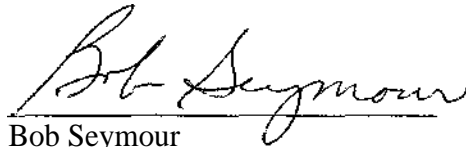
**ADJOURNMENT**

The meeting adjourned at 2:56 pm upon motion by Daniel Peaches, seconded by Neal Thompson and unanimously carried.

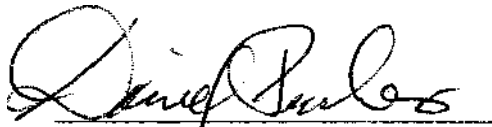
Respectfully submitted,



Terri Tubbs  
Recording Secretary to the Board



Bob Seymour  
Chairman



Daniel Peaches  
Secretary to the Board



NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD  
Minutes of Regular Meeting

Monday, April 20, 2004

Location: District Office — Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, Arizona

MEMBERS PRESENT:

Bill Jeffers  
Daniel Peaches, Secretary  
Bob Seymour, Chairman  
Neal Thompson (by telephone)

MEMBERS ABSENT:

Ivan Sidney

OTHERS PRESENT:

|                  |                |
|------------------|----------------|
| Dr. Rich Balsley | Loyelin Aceves |
| Donna Farkas     | Bob DeRamus    |
| Blaine Hatch     | JoLynn Fox     |
| Dr. Gary Passer  | Brian McLane   |
| Everett Robinson | Donna Rescorla |
| Dan Simper       | JoAnn Romero   |
| Dr. Jeff Thomas  | JoAnn Taylor   |
| Mark Vest        | Terri Tubbs    |

Chairman Bob Seymour called the meeting to order at 11:10 a.m. and welcomed visitors. Mr. Jeffers led the pledge of allegiance.

ADOPTION OF AGENDA

Daniel Peaches moved to adopt the agenda. Bill Jeffers seconded the motion, and the agenda was accepted by a unanimous vote.

APPROVAL OF MINUTES

On motion made by Bill Jeffers and seconded by Daniel Peaches, the minutes of the regular meeting of April 5, 2004 were unanimously accepted.

**CORRESPONDENCE**

Chairman Bob Seymour called for correspondence. Mr. Peaches noted that each Board member had received a personal invitation to the 2004 graduation from Dean Mark Vest.

**PUBLIC COMMENTS**

Chairman Bob Seymour called for input from the general public. There was none.

**OLD BUSINESS**

A) Request to Approve General Fee and Course Fee Schedule for FY 2004-2005

The General Fee schedule and the Course Fee schedule, with an amendment in Business and Industry Training to note that the range is from \$5 to \$400, was unanimously approved after a motion from Bill Jeffers and a second from Daniel Peaches. Several new Emergency Technology courses have been added to the course listing and EMT 230 — Advanced Emergency Medical Training, is assigned the \$400 course fee. The Internet course fee will remain at \$25.

**NEW BUSINESS**

A) Request to Approve the Preliminary Budget for FY 2004-2005

The preliminary budget was approved as amended on a motion from Bill Jeffers and a second from Daniel Peaches. In the Budget 2004-2005 column for the Primary Tax Levy (Schedule A) the amount should read \$8,100,000 and corresponding changes across the columns. An increase in the operational budget of 3.5% was requested and an increase in the primary tax rate from \$1.2080 to \$1.2566 per \$100 per net assessed valuation. The Board will hold a Truth in Taxation Hearing and a Public Hearing on the budget in May in conjunction with approval of the final budget at the regularly scheduled meeting.

B) Request to Consider Continuing Operation of the Holbrook Residence Hall

A majority vote to continue residence hall operations followed a motion by Bill Jeffers and a second by Daniel Peaches. Mr. Thompson voted against the motion. A food service contract will be pursued and full time supervision will be provided and continued marketing efforts will attempt to raise residency numbers.

C) Executive Session (ARS S 38-431.03 A (1) Discussion or consideration of employment of Northland Pioneer College President)

Mr. Peaches made the motion to go into an executive session at 11:30 am. Mr. Thompson made the second and the vote was unanimous. At 12:15 pm the Board reconvened into regular session.

D) Possible Action Concerning Executive Session

Upon motion from Bill Jeffers and a second from Daniel Peaches, it was unanimously agreed to offer a contract, as discussed in executive session, to Dr. Richard Fleming. The motion included giving the Chairman of the Board contract negotiation flexibility with dates and small issues. If a large issue arose, the entire Board would readdress the question and contract.

FACULTY REPORT

Dr. Jeff Thomas represented the faculty at the board meeting. The faculty has enjoyed being included in the searches for both the Dean of Liberal Arts and the President. Dr. Thomas also noted that he has accepted a Dean's position with the Northland Community and Technical College in Minnesota.

CASO REPORT

Loyelin Aceves, CASO co-president, invited the Board to the CASO Spring retreat that will be held April 23 at the Torreon Golf Club. The theme is Let's Get Physical and will focus on physical well-being. Loyelin also invited everyone to the Foundation Auction to be held at the Heward House on the Hill on Saturday, April 24.

BOARD REPORTS

The Board expressed appreciation to those faculty and staff who had taken the time to visit with the presidential candidate and share their thoughts and opinions with the Board.

ANNOUNCEMENT OF NEXT MEETING

The next meeting of the Board was tentatively scheduled for May 18, 2004.

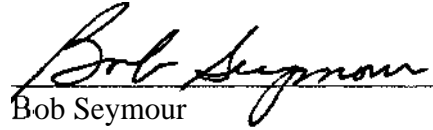
ADJOURNMENT

The meeting adjourned at 12:18 pm upon motion by Bill Jeffers, seconded by Neal Thompson and unanimously carried.

Respectfully submitted,



Terri Tubbs  
Recording Secretary to the Board



Bob Seymour  
Chairman



Daniel Peahes  
Secretary to the Board

NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD  
Minutes of Regular Meeting

Tuesday, May 18, 2004

Location: District Office — Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, Arizona

MEMBERS PRESENT:

Bill Jeffers  
Daniel Peaches, Secretary  
Bob Seymour, Chairman  
Neal Thompson

MEMBERS ABSENT:

Ivan Sidney

OTHERS PRESENT:

|                |                  |
|----------------|------------------|
| Peggy Belknap  | Loyelin Aceves   |
| Michael Chance | Cammy Darris     |
| Dawn Edgmon    | James Darbe      |
| JoLynn Fox     | Marva Fellows    |
| Blaine Hatch   | Bill Grindstaff  |
| Gary Mack      | Candy Howard     |
| Diane Miller   | Brian McLane     |
| Eva Purvis     | Dr. Gary Passer  |
| Dan Simper     | Everett Robinson |
| JoAnn Taylor   | Jeanne Swarhout  |
| Terri Tubbs    | Cliff Towers     |

Chairman Bob Seymour called the meeting to order at 11:23 a.m. and welcomed visitors. Mr. Peaches led the pledge of allegiance.

ADOPTION OF AGENDA

Daniel Peaches moved to adopt the agenda. Neal Thompson seconded the motion, and the agenda was accepted by a unanimous vote.

**APPROVAL OF MINUTES**

On motion made by Bill Jeffers and seconded by Daniel Peaches, the minutes of the regular meeting of April 20, 2004 were unanimously accepted.

**CORRESPONDENCE**

Chairman Bob Seymour called for correspondence. There was none.

**PUBLIC COMMENTS**

Chairman Bob Seymour called for input from the general public. There was none.

**FACULTY REPORT**

Gary Mack introduced himself as the new Faculty Senate President. He stated that the faculty is looking forward to facilitating the change in administration.

**CASO REPORT**

Both Dawn Edgmon and Loyelin Aceves were on hand to introduce Candy Howard as the new CASO representative to the Board. The Board members were presented with a token of appreciation from the organization.

**BOARD REPORTS**

Chairman Bob Seymour presented Mr. Blaine Hatch a certificate of appreciation for his work as the chairman of the presidential search committee and commended the committee for the thorough job they completed. Mr. Hatch then presented certificates to the members of the committee in attendance and to others involved in the process. Mr. Hatch also thanked those who participated in the process.

**NEW BUSINESS**

- A) Request to Consider Designation of a Modular Building as Surplus Property and Authorization to Transfer to the Northeast Arizona Training Center

The request to designate a modular building as surplus property was approved on a motion from Bill Jeffers and a second from Daniel Peaches. The transfer of the building to NATC was also approved. The building will be released when construction of the training center begins and NATC will be responsible for transporting the building.

B) Request to Consider Meritorious Service Nomination for Mike Darbe

A nomination for Meritorious Service under Procedure #2776 for retiring employee, Mike Darbe, was unanimously approved upon a motion by Neal Thompson and a second by Bill Jeffers. Mr. Darbe began working for the college in 1988 as an information services technician. In his letter of nomination, Brian McLane, Dean of Information Services, noted "Mike was a member of the 'trail building' team accomplishing what had been considered all but impossible for a small rural college, building a wide area network for our service area." Mike has continually upgraded his skills and taken great pride in making the NPC telephone system one of our "most reliable and best managed services."

C) Request to Consider Administrator Emeritus Nomination for JoAnn Taylor

Mr. Thompson made the motion to approve Administrator Emeritus status for JoAnn Taylor under Procedure #2776. Mr. Peaches made the second and the vote was unanimous. Ms. Taylor has served the college as a graphic designer and then as the Director of Marketing & Public Relations since 1989. FOCUS NPC recognized her for her work on the successful bond effort in 1995. Several publications produced under her direction have received recognition by the National Council for Marketing and Public Relations. In the nomination letter, Mr. Robinson noted, "NPC is a better institution because of her concern and direction."

D) Request to Approve Curriculum Modifications and Additions

Upon motion from Neal Thompson and a second from Daniel Peaches, it was unanimously agreed to approve the curriculum modification and additions as amended. The changes included 42 course deletions, 16 new courses, and 22 program modifications.

E) Request to Approve Cooperative Purchasing Agreement with the Cooperative Purchasing Network of Yavapai County Education Service Agency

The Yavapai County network provides a new resource for goods and services required by NPC. The college attorney reviewed the contract and has found it to be in order. Bill Jeffers made the motion to approve the contract and it was unanimously approved after a second from Neal Thompson

F) Request to Approve Purchase of Network Components for Little Colorado Campus and the Whiteriver Center

Network components required to upgrade the network at the Little Colorado Campus and the Whiteriver Center can be purchased through Arizona State Contracts for \$94,000. The governing board unanimously approved the purchase after a motion from Neal Thompson and a second from Daniel Peaches. The upgrade will allow the college to cease a special \$60,000 a year maintenance contract with the vendor of the old equipment. The implementation of the new components will occur this summer.

G) Request to Approve a Resolution Calling for Election of District Governing Board Members for Districts #2, #4 and #5

The District Governing Board positions of Districts #2 and #5 will expire on December 31, 2004. The District #4 position will become vacant due to the redistricting which will be in effect January 1, 2005. Candidates from District #2 and District #5 will be elected to serve six-year terms. The candidate from District #4 will complete the final four years of the current term. The resolution was approved after a majority vote. Daniel Peaches made the motion and Neal Thompson made the second. Bill Jeffers opposed the motion.

H) Request to Adopt Revised Policy #1410

The proposed changes to Policy #1410 were unanimously accepted. The change in wording will allow development of procedures to more correctly address the current needs of agreements with NAVIT and dual enrollment partners. The new policy will read: *The President, or designee, is authorized to develop procedures authorizing the enrollment of high school students.* Daniel Peaches made the motion to approve and Bill Jeffers the second.

I) Request to Approve Vouchers for Payment

Approval of the vouchers for payment was unanimous. Bill Jeffers made the motion to approve and Neal Thompson made the second.

At the suggestion of Dr. Passer, the Board addressed new business items L and M and then items J and K.

J) Executive Session [ARg38-431.03 A (5) Discussion or consultation with designated representatives of the public body in order to consider its position and instruct its representatives regarding salaries or salary schedules!]

Upon a motion by Bill Jeffers and a second by Neal Thompson, the Board adjourned into an executive session at 12:55 pm. At 1:25, the Board reconvened into regular session.

K) Request to Adopt FY 2004-2005 Salary Schedules

The board members approved the proposed salary schedules based upon the final budget from the Arizona State Legislature. Each regular employee group would receive a raise



of 5% to be distributed as each group determines. Associate faculty would receive a 3% raise. If state funding does not meet expected levels, the schedules will be brought back to the Board for further review.

L) Executive Session [ARS08-431.03 A (1) Discussion or consideration of contract for Northland Pioneer College President]

Neal Thompson proposed moving into executive session to discuss the contract for the new Northland Pioneer College President. Daniel Peaches seconded the proposal and the Board adjourned into executive session at 12:00 noon. The Board reconvened into regular session at 12:50 pm.

M) Possible Action Concerning Executive Session

The contract and addendum as discussed in executive session was approved for Dr. Richard Fleming. Bill Jeffers made the motion and Neal Thompson seconded the action.

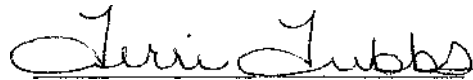
ANNOUNCEMENT OF NEXT MEETING

The next meeting of the Board was tentatively scheduled for June 15, 2004.

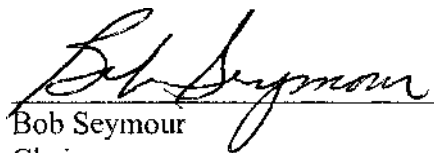
ADJOURNMENT

The meeting adjourned at 1:35 pm upon motion by Neal Thompson, seconded by Daniel Peaches and unanimously carried.

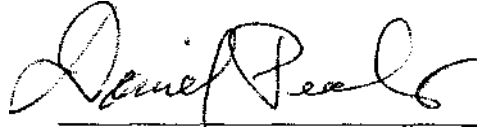
Respectfully submitted,



Terri Tubbs  
Recording Secretary to the Board



Bob Seymour

A handwritten signature in cursive script, appearing to read "Daniel Peaces". The signature is written in black ink and is positioned above a horizontal line.

Daniel Peaces  
Secretary to the Board

**NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

Minutes of Public Hearing

Tuesday, May 18, 2004

Location: District Office  
103 First Avenue at Hopi  
Holbrook, Arizona

**MEMBERS PRESENT:**

Bill Jeffers  
Daniel Peaches, Secretary  
Bob Seymour, Chairman  
Neal Thompson

**MEMBERS ABSENT:**

Ivan Sidney

**OTHERS PRESENT:**

|                |                  |
|----------------|------------------|
| Peggy Belknap  | Loyelin Aceves   |
| Michael Chance | Cammy Danis      |
| Dawn Edgmon    | James Darbe      |
| JoLynn Fox     | Marva Fellows    |
| Blaine Hatch   | Bill Grindstaff  |
| Gary Mack      | Candy Howard     |
| Diane Miller   | Brian McLane     |
| Eva Purvis     | Dr. Gary Passer  |
| Dan Simper     | Everett Robinson |
| JoAnn Taylor   | Jeanne Swarthout |
| Terri Tubbs    | Cliff Towers     |

Chairman Bob Seymour called the meeting to order at 11:05 p.m. and welcomed visitors. He stated that the purpose of the hearing was to present the 2004-2005 proposed tax levy and budget to the taxpayers of Navajo County.

**TRUTH IN TAXATION PUBLICATION**

Blaine Hatch advised the Board that the Truth in Taxation Statement had been appropriately published and that he had received no public comment or objection. The increase in the total levy is 3.48% or \$272,767 over last year.

PRESENTATION OF THE 2004-2005 PROPOSED BUDGET

Mr. Hatch advised the Board that the proposed budget had been appropriately published and that he received no public comment or objection. The proposed budget was the same as discussed at the April meeting and the same as the one duly published. The budget calls for a total of \$24,400,493.

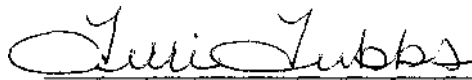
PUBLIC COMMENTS

Chairman Bob Seymour called for input from the general public. Only one taxpayer, Cliff Towers, asked to comment on the proposed tax levy and budget. He objected to the continued operation of the residence halls and felt that those using the college should be paying a larger share of the operating expenses. Mr. Hatch did note that a tuition hike of \$3.00 per credit hour had been approved in the March meeting and that during the last two years, the rate has been moved from \$30 per credit hour to the rate for the 2004-2005 year of \$38.

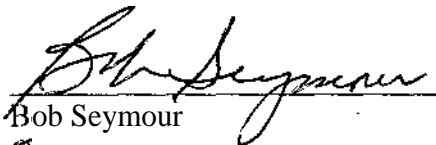
ADJOURNMENT

The meeting adjourned at 11:18 am upon motion by Bill Jeffers, seconded by Daniel Peaches and unanimously carried.

Respectfully submitted,



Terri Tubbs  
Recording Secretary to the Board



Bob Seymour

an  


Daniel Peaches  
Secretary to the Board

**NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

Minutes of Special Meeting

Tuesday, May 18, 2004

Location: District Office  
103 First Avenue at Hopi  
Holbrook, Arizona

**MEMBERS PRESENT:**

Bill Jeffers  
Daniel Peaches, Secretary  
Bob Seymour, Chairman  
Neal Thompson

**MEMBERS ABSENT:**

Ivan Sidney

**OTHERS PRESENT:**

|                |                  |
|----------------|------------------|
| Peggy Belknap  | Loyelin Aceves   |
| Michael Chance | Cammy Danis      |
| Dawn Edgmon    | James Darbe      |
| JoLynn Fox     | Marva Fellows    |
| Blaine Hatch   | Bill Grindstaff  |
| Gary Mack      | Candy Howard     |
| Diane Miller   | Brian McLane     |
| Eva Purvis     | Dr. Gary Passer  |
| Dan Simper     | Everett Robinson |
| JoAnn Taylor   | Jeanne Swarthout |
| Terri Tubbs    | Cliff Towers     |

Chairman Bob Seymour called the meeting to order at 11:20 a.m. He stated that the purpose of the special meeting was to take action on the 2004-2005 proposed tax levy and budget.

**Request to Adopt the Property Tax Rate for 2004-2005**

The total amount of the levy is \$8,100,000 or 1.2566 per \$100 assessed value. Upon motion by Bill Jeffers and seconded by Neal Thompson, the Board took a vote and by majority vote approved the adoption of the tax rate of 1.2566 per \$100 assessed value for the 2004-2005 year. Mr. Neal Thompson of District #5 was the one opposing vote.

**Request to Adopt Proposed Budget for 2004-2005**

Mr. Hatch presented the fiscal year 2004-2005 budget and noted that it had been published in a legally recognized newspaper and was reviewed in the public hearing held immediately prior to this special meeting. Bill Jeffers made the motion to adopt the 2004-2005 budget as proposed. Daniel Peaches seconded the motion and the budget was approved by a majority vote with Neal Thompson casting the one opposing vote.

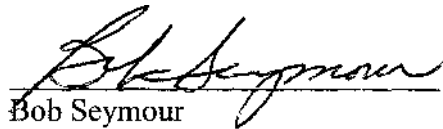
**ADJOURNMENT**

The meeting adjourned at 11:20 am upon motion by Daniel Peaches, seconded by Neal Thompson and unanimously carried.

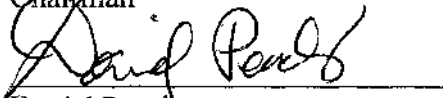
Respectfully submitted,



Terri Tubbs  
Recording Secretary to the Board



Bob Seymour  
Chairman



Daniel Peaches  
Secretary to the Board

NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD  
Minutes of Teleconference Meeting

Thursday, June 24, 2004

Location: District Office — Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, Arizona

|                            |                           |
|----------------------------|---------------------------|
| MEMBERS PRESENT            | Bill Jeffers              |
| BY TELEPHONE:              | Daniel Peaches, Secretary |
|                            | Bob Seymour, Chairman     |
|                            | Neal Thompson             |
| MEMBERS NOT PARTICIPATING: | Ivan Sidney               |
| OTHERS PRESENT:            | Blaine Hatch (T)          |
| David Huish                | Dr. Gary Passer           |
| Everett Robinson           | Terri Tubbs               |

Chairman Bob Seymour called the meeting to order and made a roll call at 11:00 a.m.

NEW BUSINESS

A) Request to Award Contract for Electrical Work at the Welding Shop on the Painted Desert Campus - Hermosa

At the direction of the District Governing Board to remodel the multipurpose building on the Painted Desert Campus — Hermosa into a NAVIT/NPC welding facility, bids were requested to provide the electrical work necessary. Three bids were received that met architect specifications. The contract for the electrical work was awarded to the lowest bidder, Hatch Electric, at \$35,300. Mr. Jeffers made the motion and Mr. Thompson seconded the motion. Mr. Peaches declared himself present for the vote and Mr. Jeffers and Mr. Thompson voted in the affirmative.

B) Request to Award Contract for Mechanical/Ventilation Work at the Welding Shop on the Painted Desert Campus - Hermosa

At the direction of the District Governing Board to remodel the multipurpose building on the Painted Desert Campus — Hermosa into a NAVIT/NPC welding facility, bids were requested to provide the mechanical/ventilation work necessary. Only one bidder met the

architect specifications and the contract was awarded to that contractor — Rim Country Mechanical in the amount of \$74,596. Mr. Thompson made the motion to award the bid and Mr. Jeffers made the second. Mr. Peaches voted nay and both Mr. Thompson and Mr. Jeffers voted in the affirmative.

ANNOUNCEMENT OF NEXT MEETING

The next meeting of the Board was tentatively scheduled for August 17, 2004.

ADJOURNMENT

The meeting adjourned at 11:10 am upon motion by Neal Thompson, seconded by Daniel Peaches and unanimously carried.

Respectfully submitted,



Terri Tubbs  
Recording Secretary to the Board



ob Seymour  
Chairman



Daniel Peaches  
Secretary to the Board



NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD  
Minutes of Regular Meeting

Tuesday, August 17, 2004

Location: District Office — Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, Arizona

MEMBERS PRESENT:

Bill Jeffers  
Daniel Peaches, Secretary  
Bob Seymour, Chairman  
Neal Thompson

MEMBERS ABSENT:

Ivan Sidney

OTHERS PRESENT:

|                  |                  |
|------------------|------------------|
| Stuart Bishop    | Peggy Belknap    |
| Gina Ciuffetelli | Scott Burt       |
| JoLynn Fox       | Richard Fleming  |
| Jordan Friend    | Jody Friend      |
| Blaine Hatch     | Tim Grover       |
| Lois Kackley     | Amber Hill       |
| Gary Mack        | Rose Kreher      |
| Diane Miller     | Brian McLane     |
| Everett Robinson | Roger Mineer     |
| Cynthia Stuart   | Dan Simper       |
| Terri Tubbs      | Jeanne Swarthout |
| Merrill Young    | Clay Wood        |
|                  | Murray Zeigler   |

Chairman Bob Seymour called the meeting to order at 11:05 a.m. and welcomed visitors. Mr. Jeffers led the pledge of allegiance.

ADOPTION OF AGENDA

Bill Jeffers moved to adopt the agenda. Daniel Peaches seconded the motion, and the agenda was accepted by a unanimous vote.

APPROVAL OF MINUTES

On motion made by Daniel Peaches and seconded by Neal Thompson, the minutes of the executive session of April 20, 2004 were unanimously accepted. On motion made by Bill Jeffers and seconded by Daniel Peaches, the minutes of the special meeting of May 18, 2004 were unanimously accepted. On motion made by Daniel Peaches and seconded by Neal Thompson the minutes of the public hearing of May 18, 2004 were unanimously accepted. On motion made by Neal Thompson and seconded by Daniel Peaches the minutes of the regular meeting of May 18, 2004 and the two executive sessions were unanimously accepted. On motion made by Daniel Peaches and seconded by Neal Thompson, the minutes of the teleconference of June 24, 2004 were unanimously accepted.

CORRESPONDENCE

Chairman Bob Seymour called for correspondence. There was none.

PUBLIC COMMENTS

Chairman Bob Seymour called for input from the general public. Amber Hill, City of Holbrook Finance Director, read a letter to the Board members and the public that was addressed to the Northeastern Arizona Training Center Board Members concerning Holbrook property being available for their proposed center. A copy of the letter is attached to these minutes.

Dr. Fleming also took a few minutes and thanked the District Governing Board for giving him the opportunity to serve Northland Pioneer College and said that he looked forward to working with them in the coming years.

ALUMNUS OF THE MONTH

Chairman of the Board, Bob Seymour, nominated Helen "Jody" Friend as the August Alumnus of the Month and she was present to receive that recognition. Jody returned to Northland Pioneer College to enter the nursing program as a grandmother and long time school health technician. Jody noted that she mothered all the young students and brought them goodies during the rigorous process. Jody had to travel 140 miles one way to attend her classes and clinicals. She graduated from the nursing program in the spring of 2001, passed her state board exam and is now the supervising school nurse with the Whiteriver School District. Jody continues to support NPC and recommends to all that they make use of NPC to begin and continue their education.

FOUNDATION REPORT

The executive director of the NPC Foundation, Diane Miller, attended the meeting and reported that through the efforts of great volunteers the recent Foundation sponsored golf tournament raised \$10,300 to support student scholarships. Other activities of the year, Music in the Pines and the annual auction, raised another \$10,000.

FACULTY REPORT

Gary Mack, Faculty Association President for 2004-2005, informed the Board that there were eleven new faculty members on board and that he would be assigning different faculty members to attend the board meetings through out the coming year and report on their areas of instruction.

CASO REPORT

No report.

BOARD REPORTS

Dr. Fleming reported to the Board that there had been 27 new hires over the summer and expressed his thanks to all who participated on the hiring committees. He also told the Board that staff members were working on a TRIO (for at risk student populations) grant application and expressed thanks to those working on that project.

NEW BUSINESS

A) Request to Approve Resolution Authorizing Renewal of IGA with Central Arizona College to Offer Dietetic Education Within Navajo County

The renewal of the IGA with CAC was approved on a motion from Bill Jeffers and a second from Daniel Peaches. The resolution extends the agreement until June 30, 2005 and will allow CAC to continue to provide dietetic education within the NPC service area.

B) Request to Approve Purchase of Network Components for Painted Desert Campus, Heber, Center, Kayenta Center, Hopi Center and the St. Johns and Springerville Centers

Approximately \$79,000 of equipment required to upgrade system network components was approved unanimously upon a motion by Daniel Peaches and a second by Bill

Jeffers. The equipment will be purchased through available state contracts and will include a trade-in of \$5,927. The purchases will continue the process of bringing the campus and center network systems up to date.

C) Request to Adopt Revised Policy #1040

Mr. Jeffers made the motion to approve the revision to Policy #1040 and upon a second by Mr. Peaches, the vote was unanimous. The revision deleted one line in the current policy concerning life insurance limits and brings the policy into line with present college insurance available.

D) Request to Consider Memorandum of Understanding to Provide Membership in Northeast Arizona Training Center, Inc. (NATC)

During a lengthy discussion, all members of the Board agreed that the proposed training center would be a great asset to the county and to the college. Mr. Jeffers questioned the research on the best site for the center. He stated that locating the center in Holbrook at the existing fire facility had not been adequately examined and that more research should be done before a decision was made about where to locate the center. A motion from Neal Thompson and a second from Bob Seymour, requested a vote to approve the NATC Memorandum of Understanding (membership). The vote was tied at 2-2 with Mr. Thompson and Mr. Seymour voting in the affirmative and Mr. Jeffers and Mr. Peaches voting in the negative. Mr. Jeffers then made a motion to approve the Memorandum of Understanding with the site specific information removed. Mr. Peaches seconded the motion and the vote was 3-1 with Mr. Thompson voting against approval of the amended memorandum.

E) Request to Consider Memorandum of Understanding with NATC to Cooperate in the Construction of a Burn Tower Building

Neal Thompson made the motion to table this item upon the recommendation of the President and staff members that more time was needed to research the budget availability of the requested \$300,000 and to initiate discussion with the NATC board about the required timeline and method for the payment of the money. Mr. Peaches seconded the motion and the vote to table was unanimous.

F) Request to Approve Agreement to Deliver College Level Classes to Northern Arizona Vocational Institute of Technology (NAVIT) Students

The governing board unanimously approved tabling this action item after a motion from Bill Jeffers and a second from Neal Thompson. Some issues dealing with student discipline have arisen and both attorneys need more time to resolve the problem. NAVIT classes will begin for the Fall Semester as scheduled.

G) Request to Approve a Lease Agreement with Arizona Internet LLC (formerly Cybertrails)

The request to approve the lease with Arizona Internet LLC was unanimous. Neal Thompson made the motion and Bill Jeffers made the second. NPC will allow the company to install microwave equipment on towers in Holbrook, Winslow and Dry Lake in exchange for four Ti data circuits and ISP management. Mr. McLane assured the members of the Board that it was an equitable and reasonable exchange of services.

H) Request to Approve Vouchers for Payment

Approval of the vouchers for payment was unanimous. Bill Jeffers made the motion to approve and Neal Thompson made the second.

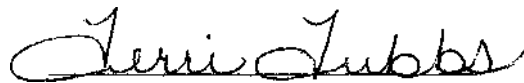
ANNOUNCEMENT OF NEXT MEETING

The next meeting of the Board was tentatively scheduled for September 21, 2004.

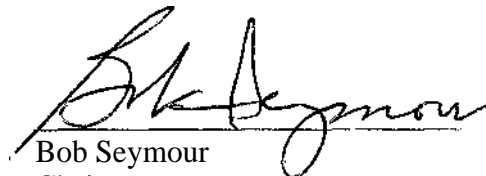
ADJOURNMENT

The meeting adjourned at 11:55 am upon motion by Neal Thompson, seconded by Daniel Peaches and unanimously carried.

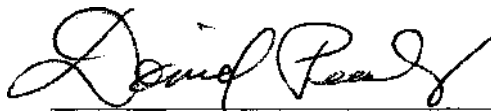
Respectfully submitted,



Terri Tubbs  
Recording Secretary to the Board



Bob Seymour  
Chairman



Daniel Peaches  
Secretary to the Board

**NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**  
Minutes of Regular Meeting

Tuesday, September 21, 2004

Location: District Office — Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, Arizona

MEMBERS PRESENT:

Bill Jeffers  
Daniel Peaches, Secretary  
Bob Seymour, Chairman  
Neal Thompson

MEMBERS ABSENT:

Ivan Sidney

OTHERS PRESENT:

|                  |                    |
|------------------|--------------------|
| Richard Balsley  | Donna Ashcraft     |
| Chester Crandell | Gina Ciuffetelli   |
| Jeff Farkas      | Dawn Edgmon        |
| Tim Graver       | Richard Fleming    |
| Blaine Hatch     | Tammy Gray-Searles |
| Brian McLane     | Amber Hill         |
| Doug Ressler     | Roger Mineer       |
| Everett Robinson | Barry Richins      |
| Jeanne Swarthout | Dan Simper         |
| Keith Webb       | Terri Tubbs        |
| Mark Vest        | Clay Wood          |
|                  | Murray Zeigler     |

Chairman Bob Seymour called the meeting to order at 11:05 a.m. and welcomed visitors. Mr. Thompson led the pledge of allegiance.

**ADOPTION OF AGENDA**

Bill Jeffers moved to adopt the agenda. Daniel Peaches seconded the motion, and the agenda was accepted by a unanimous vote.

**APPROVAL OF MINUTES**

On motion made by Daniel Peaches and seconded by Bill Jeffers, the minutes of the regular meeting of August 17, 2004 were unanimously accepted.

**CORRESPONDENCE**

Chairman Bob Seymour called for correspondence. There was none.

**PUBLIC COMMENTS**

Chairman Bob Seymour called for input from the general public. There was none.

**SABBATICAL REPORT**

Donna Ashcraft, NPC Faculty in English, presented the Board with a booklet entitled "Lyman's Journey." The work of nonfiction was begun during Ms. Ashcraft's sabbatical during Spring 2002 semester. She thanked the Board for the privilege of going on sabbatical and encouraged them to continue the practice so that faculty members could be enriched and refreshed.

**FACULTY REPORT**

Barry Richins, NPC Faculty in English, informed the Board that a NPC faculty member, Chris Hostetter, resigned due to cancer. The faculty supports Chris in his battle with the disease and has presented him with a photo by Dale Schicketanz, NPC Faculty in Photography. Barry also reported that Lee Sweetman, NPC Faculty in Art, is currently attending the opening of the Smithsonian National Museum of the American Indian. Lee has spent the last two summers interning with the Smithsonian and she received an invitation to the event. Her association with the Smithsonian has opened possibilities of partnerships and collaborations with the museum and NPC.

**CASO REPORT**

CASO President, Dawn Edgmon, reported that 40 people associated with NPC participated in the September 18 Heartwalk in Pinetop. They contributed \$500 through their efforts. The CASO Fall Retreat will be held on October 29 and will continue the health emphasis with presentations on first aid and self-defense. Dawn also noted that she is the new president of the White Mountain Symphony Orchestra Board and invited all present to participate in their upcoming season.

**PRESIDENT'S REPORT**

A special nursing pinning was held on Friday, September 17 to honor 7 students who completed the recapture program. Dr. Fleming thanked Dr. Swarthout for her innovative thinking and planning in offering the program.

Flo Finch, the NPC Cosmetology program director, has been selected to be on the Arizona State Board of Cosmetology. Her selection is an honor to her **work with the NPC** program.

The current FTSE report for Fall 2004 was given to the Board and attached to these minutes.

Dr. Fleming informed the Board that NPC has been awarded a new Title III grant in collaboration with Coconino Community College. He congratulated Brian McLane on his successful project. Brian said that the project is for one million dollars over five years and the two colleges will work together to upgrade all facets of distance learning.

**BOARD REPORTS**

Bill Jeffers complimented the College on their presence at the Navajo County Fair. He recently attended an Arizona Chamber of Commerce meeting. The state is divided into regions with the College District being in the region from the Northern part of Gila County to Holbrook. In a power point presentation about each region, NPC was mentioned several times as an important part of the development of our region. Mr. Jeffers felt like that was a reflection of the integral part the College plays in our district communities.

Mr. Thompson thanked Dr. Swarthout for her part in the concept and completion of the nursing recapture program.

**NEW BUSINESS**

A) Request to Consider Memorandum of Understanding to Provide Membership in Northeast Arizona Training Center, Inc. (NATC)

This is the same MOU that was presented to the Board last month. At that time, the Board approved the MOU with the site specific language removed. After further research, the NATC Governing Board resubmitted the MOU with the site specific of Taylor, Arizona again in the agreement. Upon a motion from Bill Jeffers and a second from Neal Thompson the MOU was unanimously approved as submitted.



B) Request to Consider Memorandum of Understanding with NATC to Provide \$300,000 for the Construction of an "All Risk" Training Facility

Last month the NATC presented the Board with a request for a MOU to provide \$300,000 for the construction of a burn tower at the proposed training facility. The request was tabled to allow further budget review and to research the question of how and when the money would be required. NATC submitted a revised MOU that outlines a \$50,000 amount immediately payable towards the construction of the "all risk" facility and the remaining \$250,000 will to be paid to NATC as written requests for the funds are submitted to the NPC Board. The new MOU was approved unanimously upon a motion by Neal Thompson and a second by Bill Jeffers. NPC has made a commitment to be the educational provider for the facility. Dr. Fleming noted that NPC cannot run our training program without the local fire departments and their personnel. The NPC attorney will review the MOU and other issues will be resolved as they may occur.

C) Request to Approve Agreement to Deliver College Level Classes to Northern Arizona Vocational Institute of Technology (NAVIT) Students

This request was tabled from last month to address a question of discipline. Both entities have now approved the changes in the agreement and the attorney has approved the language. Mr. Jeffers made the motion to approve the NAVIT agreement and upon a second by Mr. Peaches, the vote was unanimous.

D) Request to Approve Intergovernmental Agreement with the Department of Economic Security

This agreement continues a program previously provided through contract between NPC and the Arizona Department of Economic Security. DES refers clients to NPC for educational services and DES provides educational costs for qualified enrolling students. The relationship between NPC and DES has always been positive and beneficial to the college. Daniel Peaches made the motion to approve the DES Intergovernmental Agreement. Mr. Jeffers seconded the motion and the vote was unanimous.

E) Request to Adopt Revised Policy #1020

F) Request to Adopt Revised Policy #1406

G) Request to Adopt Revised Policies #1108, #1117, #1235, #1245, #1902, #1921, #1940

ID Request to Adopt Policy #1134 and Revised Policy #1135

I) Request to Adopt Revised Policy #1136

J) Request to Adopt Revised Policies #1910, #1920

K) Request to Approve Deletion of Policies #1537, #1539

During the study session, each of the proposed revisions, deletions and new policies were discussed. The majority of the changes were required due to references to the Arizona State Board of Community Colleges which no longer exists. Those references were deleted. A new policy #1134 and changes to #1135 were required due to a change in A.R.S. § 15-1808 which puts Arizona National Guard members in the same category as Arizona public safety personnel. In certain circumstances, those Guard members will be entitled to tuition waivers and their dependents become eligible for those benefits upon death in the line of duty. In policy #1136 Board members chose to add the words "and past" to the line "Current (and past) District Governing Board members are also eligible for tuition waivers for up to six credits per semester." Other changes were made due to A.R.S. number corrections. Two policies were deleted because it was determined that their provisions were covered in another policy. All of the proposed revisions — with the change noted in policy #1136, deletions and new policies were unanimously approved upon a motion by Neal Thompson and a second by Daniel Peaches.

L) Request to Approve Vouchers for Payment

Approval of the vouchers for payment was unanimous. Bill Jeffers made the motion to approve and Daniel Peaches made the second.

ANNOUNCEMENT OF NEXT MEETING

The next meeting of the Board was tentatively scheduled for October 19, 2004. During this time, other upcoming events were noted. On October 2, the Annual Meeting of NPC Foundation will be held at the PAC in Snowflake. The coach of the USA gold medal softball team will be the speaker. On October 9, the PAC will host the Performing Arts Festival. There will be a fine arts display, an ice cream social and performances by NPC and local individuals and groups. In November, the Performing Arts Department will present "Man of la Mancha" at a dinner theater also held in the PAC in Snowflake.

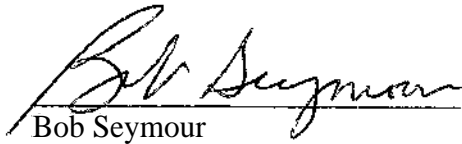
ADJOURNMENT

The meeting adjourned at 11:55 am upon motion by Neal Thompson, seconded by Daniel Peaches and unanimously carried.

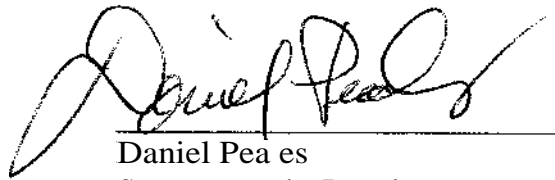
Respectfully submitted,



Terri Tubbs  
Recording Secretary to the Board



Bob Seymour  
Chairman



Daniel Peases  
Secretary to the Board

NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD  
Minutes of Regular Meeting

Tuesday, October 19, 2004

Location: District Office — Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, Arizona

MEMBERS PRESENT: Daniel Peaches, Secretary  
Bob Seymour, Chairman  
Neal Thompson (Telephone)

MEMBERS ABSENT: Bill Jeffers  
Ivan Sidney

OTHERS PRESENT: Norris Baldwin  
Richard Balsley Peggy Belknap  
Gina Ciuffetelli Dawn Edgmon  
Penny Fairman Donna Farkas  
Richard Fleming Tammy Gray-Searles  
Blaine Hatch Brian McLane  
Everett Robinson Dan Simper  
Jeanne Swarthout Lee Sweetman  
Terri Tubbs Mark Vest

Chairman Bob Seymour called the meeting to order at 11:01 a.m. Mr. Peaches led the pledge of allegiance. Mr. Seymour welcomed the visitors and recognized Mr. Norris Baldwin who is a write-in candidate for the District Governing Board in District #4 in the November elections.

ADOPTION OF AGENDA

Daniel Peaches moved to adopt the agenda. Neal Thompson seconded the motion, and the agenda was accepted by a unanimous vote.

APPROVAL OF MINUTES

On motion made by Daniel Peaches and seconded by Neal Thompson, the minutes of the regular meeting of September 21, 2004 were unanimously accepted.

CORRESPONDENCE

Chairman Bob Seymour called for correspondence. There was none.

PUBLIC COMMENTS

Chairman Bob Seymour called for input from the general public. There was none.

REPORT ON VISIT TO THE SMITHSONIAN NATIONAL MUSEUM OF THE AMERICAN INDIAN

Lee Sweetman, Art Department Chair, shared a power point presentation of highlights of her recent visit to the opening of the Smithsonian National Museum of the American Indian. Ms. Sweetman spent the last two summers working on an internship with the Smithsonian and has received "visiting professional" designation. She is also currently working on establishing an affiliation with the Smithsonian and Northland Pioneer College that would open up many cultural opportunities for the college.

NURSING DEPARTMENT REPORT

NPC Director of Nursing, Dr. Penny Fairman, was introduced to the Board. She shared some of the recent successes and the plan for the future. The first time pass rates for NPC students taking the NCLEX have increased from 44% in 2002, 83.3% in 2003, to 100% for the first six months of 2004. Dr. Fairman is working on a refresher course for nurses who have allowed their license to expire and a program to help LPN's progress to RN. The department is using one grant recently funded to help students who have dropped out of the LPN program to come back and complete their work. New positive marketing efforts are aimed at recruiting new students into the nursing program and bring the program up to full capacity of 80 students. One obstacle for the future remains the difficulty in finding masters qualified instructors to teach in the program.

FACULTY REPORT

Lee Sweetman also gave the faculty report. All faculty are busy with their new semester. The music department has begun its high school recruitment activities and is also working with the theater department on the fall dinner-theater production of Man of La Mancha. Ms. Sweetman invited everyone to attend the performances during November. The WMC Art Gallery is hosting an exhibit by Kai Kim.

**CASO REPORT**

CASO President, Dawn Edgmon, reported that the CASO Fall Retreat will be held on October 29 and will continue the health emphasis with presentations on first aid and self-defense. She invited any interested Board members to attend. CASO will also be sponsoring a series of three workshops — Professionalism in the Workplace. A canned food drive is planned and Dawn also noted that the CASO participation in the American Heart Walk in September was noted in the White Mountain Independent.

**PRESIDENT'S REPORT**

Dr. Fleming noted that another grant totaling \$83,687 has been awarded to NPC through the efforts of EMS Division. The grant will provide funds to purchase a human simulator for required EMS and nursing training and comes from the Department of Health and Human Services Health Resource and Services Administration. This project will bring a mobile hands-on critical care skills lab to students and EMS providers across a remote, two-county service area. The Board will formally accept the funds at the next scheduled meeting.

Donna Farkas, the EMS program director, also noted that the college had just held a completers ceremony for the first group of students to follow the new curriculum requiring 1000 hours of training. Twenty one students began the program and 20 completed it and are now taking their state certification exams.

The current FTSE report for Fall 2004 was given to the Board and attached to these minutes.

**BOARD REPORTS**

There were none.

**NEW BUSINESS**

A) Request to Approve Agreement to Deliver College Level Classes to Blue Ridge District #32 Students

Upon a motion from Daniel Peaches and a second from Neal Thompson the agreement was unanimously approved. This agreement continues the arrangements to deliver college level classes to the high school students in our service area.

B) Request to Approve Adjustment to Fiscal Year 2001-2002 Adopted Budget

The unanimously approved adjustments to the fiscal year 2001-2002 adopted budget are necessary to finalize the annual expenditure report. The motion was made by Neal Thompson and seconded by Daniel Peaches.

C) Request to Adopt Revised Policy #1350

Mr. Peaches made the motion to adopt the revised policy #1350 and upon a second by Mr. Thompson, the vote was unanimous. The revisions bring the policy into agreement with current federal law and provide for an annual security report available to the public and the government.

D) Request to Accept Funds Awarded Through the Title III Strengthening Institutions Grant

Coconino Community College and NPC have been jointly awarded a Title III Strengthening Institutions Grant for one million dollars over a five year period. The two colleges will work together to upgrade all facets of distance learning and on-line services. Daniel Peaches made the motion to accept the funds. Mr. Thompson seconded the motion and the vote was unanimous. Mr. Seymour expressed his thanks to all those who participated in the writing of the grant.

E) Request to Approve Vendor Vouchers for Payment

Approval of the vouchers for payment was unanimous. Daniel Peaches made the motion to approve and Neal Thompson made the second.

F) Executive Session: Offer of Judgment — CSG Wireless (§38-431.03 A. 4 Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.)

By motion made at 12:18 pm by Daniel Peaches and seconded by Neal Thompson, the Board unanimously voted to adjourn into an executive session to discuss the offer of judgment from CSG Wireless. At 12:58 the Board reconvened into regular session.

G) Request to Consider Offer of Judgment — CSG Wireless

CSG Wireless has offered \$53,801.72 in settlement of an outstanding claim dealing with returned network equipment. Mr. Thompson made a motion stating that NPC would accept the offer of judgment from CSG Wireless on three conditions: 1) No so-called gag order would apply; 2) Full payment would be required in thirty days; and if required,

3) Dr. Fleming was given flexibility to work with CSG to establish a reasonable payment plan. Mr. Peaches seconded the motion and the vote was unanimous.

ANNOUNCEMENT OF NEXT MEETING

The next meeting of the Board was tentatively scheduled for November 16, 2004.

ADJOURNMENT

The meeting adjourned at 1:06 pm upon motion by Daniel Peaches, seconded by Neal Thompson and unanimously carried.

Respectfully submitted,



Terri Tubbs  
Recording Secretary to the Board



Bob Seymour  
Chairman



Daniel Peaches  
Secretary to the Board



**NAVAJO COUNTY COMMUNITY COLLEGE**  
**DISTRICT GOVERNING BOARD**  
Minutes of Teleconference Meeting

Tuesday, November 16, 2004

Location: District Office — Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, Arizona

MEMBERS PRESENT BY TELEPHONE: Bill Jeffers  
Daniel Peaches, Secretary  
Bob Seymour, Chairman  
Neal Thompson

MEMBERS ABSENT: Ivan Sidney

OTHERS PRESENT: Norris Baldwin (Telephone)  
Peggy Belknap Gina Ciuffetelli  
Richard Fleming Blaine Hatch  
Terri Tubbs

Chairman Bob Seymour called roll at 9:35 a.m.

**ADOPTION OF AGENDA**

Daniel Peaches moved to adopt the agenda. Neal Thompson seconded the motion, and the agenda was accepted by a unanimous vote.

**APPROVAL OF MINUTES**

On motion made by Bill Jeffers and seconded by Neal Thompson, the minutes of the regular meeting and the executive session of October 19, 2004 were unanimously accepted.

**PRESIDENT'S REPORT**

Dr. Fleming reported to the Board that the recent paramedic class had great success as they attempted the Paramedic National Registry exam. Twenty students took the exam and 18 out of 20 passed the practical section on the first attempt and 19 out of 20 passed

the written exam on the first attempt. It is expected that 100% of the students will successfully pass the exam.

Vice President for Administrative Services, Blaine Hatch, was asked to report on the audit report for 2001-2002 that was just received from the State Auditor General's office. The report stated that NPC fairly stated their financial information and that it could be relied upon. The State Auditor's office expects to have the audits of the 2002-2003 year and the 2003-2004 year completed by the summer of 2005.

The final FTSE report for FALL 2004 shows an increase of 74 (2196 FTSE). Most of that increase is due to NAVIT and dual enrollment which shows a total FTSE of 626,

NEW BUSINESS

A) Request to Approve Agreement to Deliver College Level Classes to Kayenta Unified School District #27 Students

B) Request to Approve Agreement to Deliver College Level Classes to St. Johns School District #1 Students

C) Request to Approve Agreement to Deliver College Level Classes to Whiteriver Unified School District #20 Students

D) Request to Approve Agreement to Deliver College Level Classes to Winslow Unified School District #1 Students

E) Request to Approve Agreement to Deliver College Level Classes to Snowflake Unified School District #5 Students

F) Request to Approve Agreement to Deliver College Level Classes to Round Valley Unified School District #10 Students

O) Request to Approve Agreement to Deliver College Level Classes to Holbrook Unified School District #3 Students

Each of these agreements continues arrangements to deliver college classes to high schools in our service. The agreements were unanimously approved upon a motion by Bill Jeffers and a second by Daniel Peaches.

H) Request to Accept Grant Funds Awarded Through Department of Health and Human Services Health Resource and Services Administration

As reported at the October Board meeting, the college has been awarded an \$83,687 grant from the Health Resource and Services Administration. The grant will fund a mobile

hands-on critical care skills lab that will allow certification and recertification for emergency services and nursing professionals. Chairman Bob Seymour expressed his appreciation to all staff who participated in obtaining the grant.

I) Request to Purchase Emergency Care Simulator Using HRSA Grant Funds

The request to purchase the human simulator for the emergency services mobile unit from the IIRSA grant funds just accepted was unanimously approved upon a motion by Daniel Peaches and a second by Neal Thompson. The purchase is from a sole source provider and is the centerpiece of the mobile critical care skills lab. Dr. Fleming will arrange a demonstration for the board members of the simulator.

ANNOUNCEMENT OF NEXT MEETING

The next meeting of the Board was tentatively scheduled for December 21, 2004.

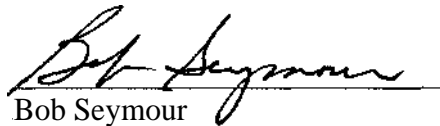
ADJOURNMENT

The meeting adjourned at 10:20 am upon motion by Neal Thompson, seconded by Daniel Peaches and unanimously carried.

Respectfully submitted.



Terri Tubbs  
Recording Secretary to the Board



Bob Seymour  
Chairman



Daniel Peaches  
Secretary to the Board

NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD  
Minutes of Teleconference Meeting

Tuesday, December 21, 2004

Location: District Office — President's Office  
103 N. 1<sup>st</sup> Ave. at Hopi Drive  
Holbrook, Arizona

MEMBERS PRESENT BY TELEPHONE: Daniel Peaches, Secretary  
Bob Seymour, Chairman  
Neal Thompson

MEMBERS ABSENT: Bill Jeffers  
Ivan Sidney

OTHERS PRESENT: Norris Baldwin (Telephone)  
Richard Fleming  
Blaine Hatch  
Jeanne Swarthout  
Everett Robinson  
Gina Ciuffetelli

Chairman Bob Seymour call roll at 9:38 a.m.

ADOPTION OF AGENDA

Daniel Peaches moved to adopt the agenda. Neal Thompson seconded the motion, and the agenda was accepted by a unanimous vote.

APPROVAL OF MINUTES

On a motion by Neal Thompson and seconded by Daniel Peaches, the minutes of the teleconference regular meeting of November 16, 2004 were unanimously accepted.

PRESIDENT'S REPORT

Dr. Fleming reported to the Board that Dr. Paul Reynolds, superintendent of Hopi Junior/Senior High School, has been appointed by County School Superintendent A.J. Brown to fill the Board vacancy to represent District 2. Dr. Reynolds was recommended for the position by Hopi Chairman Taylor and has completed the oath of office. Mr. Thompson and Mr. Baldwin have also completed their paperwork and will also be ready to serve at the January meeting.

He also informed the Board of several job title changes, effective January 1<sup>st</sup>, for the following:

- Dr. Jeanne Swarhout: from Vice President for Instruction to Vice President for Learning
- Mr. Mark Vest: from Dean of Student Services to Vice President for Student Services
- Mr. Brian McLane: from Dean of Information Services to Vice President for Information Services
- Ms. Peggy Belknap: from Director of Business & Community Services to Dean of Workforce Development
- Dr. Penny Fairman: from Director of Nursing Programs to Dean of Nursing
- Ms. Heidi Fulcher: from Director of Developmental Services to Dean of Developmental Services

These changes more accurately reflect their job duties, but does not change the organizational structure of the college administration.

### **NEW BUSINESS**

- A) Request to Approve Agreement to Deliver College-Level Classes to Ganado Unified School District #20 Students
- B) Request to Approve Agreement to Deliver College-Level Classes to Show Low Unified School District #10 Students
- C) Request to Approve Agreement to Deliver College-Level Classes to Joseph City School District #2 Students

Each of these agreements continues arrangements to deliver college classes to high schools in our service area. The agreements were unanimously approved upon a motion by Neal Thompson and a second by Daniel Peaches.

- D) Request to Adopt New Policy #1170 — Intellectual Property

Dr. Fleming explained the need for a Board-approved Policy regarding the development of Intellectual Property by college employees. With the growth of Internet-based courses, and especially the joint Title III grant with Coconino Community College, a Policy and supporting Procedure needs to define ownership of intellectual property.

Daniel Peaches made a motion to Table the new Policy until a better definition of Intellectual Property could be provided. The motion died for a lack of a second.

Neal Thompson made a motion, seconded by Bob Seymour, to accept the new policy, as amended to read:

#### **Policy #1170 — Intellectual Property**

Northland Pioneer College is committed to encouraging innovation, creativity, and the development of intellectual property by **all employees of the institution.**

And, instructed Dr. Fleming to clarify the definition of intellectual property. Motion approved with Mr. Thompson and Seymour voting Aye, and Mr. Peaches voting Nay. Motion passed.

- E) Request to Approve Contract with Public Sector Personnel Consultants

Dr. Fleming explained the need to conduct a review of employee job classifications, descriptions and compensation structure. The current system uses a complicated salary

matrix, only three "grade" levels for classified staff, and no clear delineation for placing new hires on the pay scales. The College President explained he had previously worked with the recommended consulting firm for over four years in New Mexico and the firm was currently completing a similar study for Navajo and Apache county governments. The firm will evaluate the over 100 different job positions at Northland Pioneer College, and provide salary range "benchmarks" for each job. The package also includes software to allow supervisors to track years of service, and pay ranges for other employees with same credentials/years of service. The actual scope of work is still to be negotiated, but will not exceed \$29,500.

Daniel Peaches made a motion to defer action on awarding the contract until the January meeting. Motion died for a lack of a second.

Bob Seymour made a motion to approve the contract with Public Sector Personnel Consultants. Neal Thompson seconded for the purposes of discussion only.

Mr. Thompson asked if other resources were available. Dr. Fleming re-iterated the advantage of having this consultant work with the college since they were already gathering salary information within the two counties.

Mr. Baldwin asked about a timeline for completion and whether there were routine updates for the salary module. Dr. Fleming indicated he would like to have a preliminary report done in time for budget preparations for next fiscal year, and he understood updates were available.

Mr. Seymour said he had worked for large organizations, and that while we could "cripple along" and do this in-house, by using an outside consultant we remove the personalities from the mix. It is costly, but is the cheapest in the long run, he continued.

Mr. Peaches questioned whether the state procurement process was followed in asking Public Sector Personnel Consultants to submit a proposal. Dr. Fleming assured the Board that all state statutes governing contracting for professional services were followed.

Mr. Thompson said he doesn't argue with the need for such a study. "We may not like the answers and should be prepared to act accordingly and realize there will be on-going costs," he said.

Mr. Thompson then made a motion, seconded by Mr. Seymour, to approve the request to enter into-a contract with Public Sector Personnel Consultants, not to exceed \$29,500, and to allow Dr. Fleming to execute all formal contracts pertaining to the project. Mr. Thompson and Mr. Seymour voted Aye; Mr. Peaches voted Nay. Motion passed.

#### ANNOUNCEMENT OF NEXT MEETING

The next meeting of the Board was tentatively scheduled for January 18, 2005 at the Holbrook — District Office Eagle's Nest.

#### CHAIRMAN'S COMMENTS

Chairman Seymour thanked the NPC staff and his fellow Board members for the opportunity to work with them. He will miss the time together.

Dr. Fleming noted that Mr. Seymour and Board Member Ivan Sidney will be honored at the All-College Convocation on Friday, January 28, 2005 at the Performing Arts Center on the Snowflake/Taylor — Silver Creek Campus, beginning at 9:30 a.m.

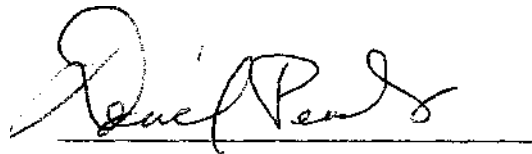
ADJOURNMENT

The meeting concluded at 10:45 a.m. (No motion was made to formally adjourn — just holiday greetings exchanged.)

Respectfully Submitted,

G 24-V **tvciac.** er-A-1/4

Everett C. Robinson  
Director, Marketing & Public Relations  
On Behalf of Terri Tubbs  
Recording Secretary to the Board



Chairman



Secretary