

# Navajo County Community College District Governing Board Meeting Minutes

January 20, 2009 – 11:00a.m.  
2251 North Navajo Boulevard, Holbrook, Arizona, 86025

**Governing Board Members Present:** Daniel Peaches, Ginny Handorf, Bill Jeffers, and Dusty Parsons. Absent: A.T. Siquah

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

**Others present:** Karalea Kowren, Troy Eagar, Donna Ashcraft, Mike Lawson, Everett Robinson, Peggy Belknap, Maderia Ellison, Ann Hess, Tad Spader, Russell Dickerson, Suzanne Trezise, and Susan Olsen.

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

Chairman Jeffers called the meeting to order at 11:00a.m. Ginny Handorf led the Pledge of Allegiance.

## **Agenda Item 2: Adoption of Agenda**

Ginny Handorf moved to adopt the agenda. Daniel Peaches seconded the motion. *The vote was unanimous in the affirmative.*

## **Agenda Item 3: Board Election Of Officers**

Daniel Peaches nominated Bill Jeffers as Chairman. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

Daniel Peaches nominated Ginny Handorf as Secretary to the Board. Dusty Parsons seconded the motion. *The vote was unanimous in the affirmative.*

## **Agenda Item 4: Invitation of Public Comment**

No public comment.

## **Agenda Item 5: Reports**

### **5.A. – Financial Position – Vice President Blaine Hatch**

Vice President Hatch explained the financial position report for the budget period July 1, 2008 to November 30, 2008. Mr. Hatch summarized the Monthly Primary Property Tax Receipts chart. Mr. Hatch stated that the property tax receipts through November were slightly lower than normal, which was still attributed to the fact that the property tax bills were sent later than usual this year. However, the new information about December collections indicates that property taxes are now on target.



**5.B. – Classified Administrative Support Organization (CASO) Report –**  
Suzanne Trezise reported that:

- 1) the student who received the CASO-funded scholarship is now attending NAU; therefore, the scholarship will be awarded to someone new
- 2) CASO members are encouraged to utilize the Staff Development Scholarship
- 3) CASO is trying to figure out how to implement a mentoring program
- 4) CASO is working on cost-saving ideas to help with “economic recovery”

**5.C. - NPC Faculty Association Report – Dr. Michael Lawson**  
Dr. Lawson recapped the December report and shared January’s activities:

- 1) December: as the semester comes to a close, the faculty members are concluding classes, administering final exams, grading papers, and gathering materials for evaluation and assessment of student learning
- 2) December, SPASC: faculty members have been actively engaged in a series of meetings and workshops over the past semester  
January: active faculty participation in Strategic Planning for the accreditation process
- 3) December, College Council: faculty members assisted in the planning, coordination, and participation of the January convocation
- 4) December, Instructional Council: the Council met last Friday; the Placement Committee and the Learning Technologies Committee, both chaired by faculty members, presented detailed reports to the Instructional Council, and the work will continue during the semester break and into the new year  
January: the work continues
- 5) December, Budget Committee: the faculty are discussing cost saving and are willing to participate in future conversations regarding budget issues; the officers of the Faculty Association have formed an ad hoc budget committee in effort to solicit faculty input on cost saving ideas and review cost saving initiatives  
January: faculty continues to be willing to participate with budget issues
- 6) December, community service: the faculty donated time and materials to participate with a float in the holiday parades in Winslow, Show Low, and Holbrook  
January, community service: the faculty will voluntarily contribute funds for four \$200 scholarships this semester
- 7) December: the faculty recently participated in a survey of shared governance; the data has been shared with President Swarthout and, following convocation, the association will discuss the results of the survey  
January: the faculty has received a summary of the December meeting and looks forward to additional conversations with President Swarthout about cost savings and budget issues

**5.D. - NPC Student Government Association (SGA) Report –**  
No report.



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

Mr. Chugg stated that the Foundation continues to work on ongoing fundraising, especially given the shifting paradigm in state funding. The Foundation is working on shifting to a stronger donor-oriented model of fundraising. Mr. Chugg encouraged all in attendance to join the Foundation and personally contribute to the college. The auction will be held at the Silvercreek Campus on May 2<sup>nd</sup> in the Performing Arts Center in conjunction with a reception for the Martia A. Smith art scholarship. Mr. Chugg suggested several potential options for fundraising and challenged all to step up to support the college through the Foundation.

**5.F. – Outstanding Alumnus Award(s) – President Swarthout**

Susan Olsen introduced the Outstanding Alumnus Award Committee’s mission: “to promote student excellence, their hard work, and bettering themselves and their communities by fostering life-long learning.” Ms. Olsen presented awards to Robin Hendricks and Jamison Bellucci. A perpetual recognition plaque will travel to other NPC locales for display. Recipients received a three-credit-hour tuition waiver, a gift certificate to be used in the college bookstore, and a pass to NPC Performing Arts events. Bill Jeffers congratulated the recipients. President Swarthout thanked the College Council for reinstating back the Outstanding Alumnus Award.

**Agenda Item 6: Consent Agenda**

Ginny Handorf moved to approve the Consent Agenda as distributed. Daniel Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**Consent Agenda:\*\* -----  
(Action)**

A. December 16, 2008 Regular Board Minutes -----

**Agenda Item 7: Old Business**

**7.A. – Information Services Update – John Velat**

Mr. Velat stated that the Wide Area Network (WAN) is complete to seven of eleven endpoints for data, and reviewed the WAN Project Update handout. Mr. Velat stated that the recent upgrades have significantly increased the quality of video and audio transmissions. Video relay interpreting was successfully begun last week with an estimated savings of \$42,000 this semester. Mr. Velat stated that this service could be a potential revenue source as it is expanded for use to the general public.

**Agenda Item 8: New Business**

**8.A. – Request to accept the Single Audit Reporting Package for the fiscal year ended June 30, 2008 discussed during Study Session held January 20, 2009 – Vice President Hatch**

Vice President Hatch expressed appreciation for all who helped and worked on the audit preparation. Dusty Parsons moved to accept the Single Audit Reporting Package; Daniel Peaches seconded the motion. *The vote was unanimous in the affirmative.*



**8.B.** – *Request to approve Dry Lake Tower Lease discussed during Study Session held January 20, 2009* – John Velat

Mr. Velat presented Staff's recommendation to ratify a 15-year lease agreement with Rocking chair Ranch, Inc. of Snowflake, AZ to host the College's 300-foot telecommunications tower and equipment shelters. The annual cost of the lease is \$21,000 with an annual 4% adjustment for inflation. The lease permits subletting of the facilities.

Ginny Handorf moved to accept Staff's recommendation; Dusty Parsons seconded the motion. ***The vote was unanimous in the affirmative.***

**8.C.** – *Request to approve Reimbursement to Town of Taylor for Greater Arizona Development Authority (GADA) Loan Payment for Northeast Arizona Training Center (NATC) discussed during Study Session held January 20, 2009* – Vice President Hatch

President Swarthout presented Staff's recommendation to approve a reimbursement to the Town of Taylor for a GADA bond debt service payment of \$10,484.31. Ginny Handorf moved to approve Staff's recommendation; Daniel Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

### **Agenda Item 9: - Standing Business**

**9.A.** – *Human Resources Update* – Troy Eagar

Troy Eagar reviewed and summarized the Human Resources printout with one correction. Mr. Eagar stated that the open faculty position is in Chemistry, not Biology, and the interview process will begin shortly. Mr. Eagar informed the Board that the job description update project is nearing completion. Another HR project underway is to update tracking and recording of faculty degrees.

President Swarthout informed the Board that the Arizona Department of Corrections (ADOC) Program Coordinator position is a requirement of NPC's contract with the ADOC. Dr. Swarthout stated that one critical recent open position is that of the Director of Institutional Research. Dr. Swarthout will keep the Board updated. Bill Jeffers thanked Vice President for Student Services, Mark Vest, for his willingness to take on the duties of the Vice President for Learning while that position is frozen.

**9.B.** – *SPASC Criterion 4 Report* – Leslie Collins

Leslie Collins stated that Criterion Four's charge is to investigate to what extent NPC promotes a life of learning for staff, faculty and students. Ms. Collins stated that the committee examined results of tech students' on national, state, and industry certification exams; RN students had a 98% pass rate and LPN students had a 94% pass rate. Paramedic students have improved pass rates from 56% to 100%. Ms. Collins stated although there are several existing individual organizations at NPC which assist with community needs, there is a need for an ongoing coordinated community outreach program which would encourage students, faculty, and staff to get involved in their respective communities. Given the college's logistical challenges, overall, NPC does an excellent job promoting lifelong learning for its students, staff, and faculty. Committee members unable to attend were Kenny Keith and Barbara Hockabout.



### **Agenda Item 10: President's Report**

President Swarthout reported:

- 1) board members will continue to be apprised of the President's out-of-district travel plans through the regular Board reports
- 2) administration is working with NATC to draw up a Memorandum of Agreement to replace the MOA of 2006; Board members are invited to attend a meeting scheduled for February 5; attorney, Kathy Munro will attend; President Swarthout will confirm date and time with Board members
- 3) Vice President Hatch updated the Board on the status of the Arizona Department of Environmental Quality (ADEQ) notice regarding the demolition of a building on the former Hermosa Campus. Mr. Hatch stated that ADEQ recognizes that NPC intends to comply and that NPC is working on a resolution
- 4) President Swarthout introduced Russell Dickerson who will replace Brandy Shumway as the Recording Secretary to the Board
- 5) the second annual all-NPC picnic is in the planning stages

### **Agenda Item 11: Board Report/Summary of Current Events**

Ginny Handorf invited all to attend the following upcoming events; details posted on the NPC web:

- Julie Holtan & Scott Gentry recital
- The Telephone, a comic musical

Bill Jeffers welcomed Dusty Parsons to the Governing Board.

**Agenda Item 12: Announcement of Next Regular Meeting:** February 17, 2009, at 11:00a.m.

### **Agenda Item 13: Adjournment**

*The meeting adjourned at 12:09p.m. upon a motion by Daniel Peaches, a second by Dusty Parsons, and a unanimous vote.*

Respectfully submitted,

\_\_\_\_\_  
s/Brandy Shumway  
Recording Secretary to the Board

\_\_\_\_\_  
s/Bill Jeffers  
Chairman

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s/Ginny Handorf  
Secretary to the Board

