

# Navajo County Community College District Governing Board Meeting Minutes

September 14, 2009 – 10:30 a.m.  
1611 S. Main Street, Snowflake, Arizona, 85937

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**Governing Board Members Present:** Bill Jeffers, E.L. Parsons and Daniel Peaches.

**Staff Present:** President, Dr. Jeanne Swarouth; Vice President, Blaine Hatch; Vice President, Mark Vest; Director of Information Services, John Velat; Recording Secretary to the Board (Acting), Hallie Lucas.

**Others Present:** Ann Hess, Mira White, Everett Robinson, Karalea Kowren, Peggy Belknap and Sandra Johnson.

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

Chairman Jeffers called the meeting to order at 10:30 a.m. Mr. Peaches led the Pledge of Allegiance.

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

Mr. Peaches moved to adopt the agenda. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

## **Agenda Item 3: Invitation of Public Comment**

No public comment.

## **Agenda Item 4: Reports**

### **4.A – Financial Position Report– Vice President Hatch**

Mr. Hatch referred to the standard report and the primary tax levy graph that were provided for the Board. Mr. Hatch pointed out that the July activity is close to half of what we received last year; but, it is not disconcerting, because it is such a small amount. Mr. Hatch added that he thinks we will need to closely track this year's primary property tax receipts. He also said that he expects that the cycle this year will be closer to the 2008-2009 figures, as the tax bills will go out late again this year. Mr. Hatch noted that even though we have no budget and have no planned expenditures in the retirement of indebtedness fund, because of the nature of property tax collections, we did collect \$15,000 in July for prior property tax assessments on secondary tax levy. Mr. Hatch said that we do not have any planned activity under retirement of indebtedness fund because we paid off all of our obligations

Responding to a question from the Board as to whether the peak months for tuition and fees is during enrollment, Mr. Hatch replied that we have spread out the enrollment period (an example is that people have registered for fall semester as early as March). Mr. Vest added that the electronic payment option, that allows students to do installment payments over the course of the semester, has taken away what used to be this rush of tuition money that would come in August and instead, spread it out over a five month period.

### **4.B – CASO Report – Mira White**

Mira White was pleased to report that, at the recent NPC Convocation, CASO had a silent auction and food sales which resulted in raising \$1,000, which is enough money for four full scholarships. Ms. White said that CASO is currently working with the Faculty Association on Dr. Swarouth's shared governance model and is moving along with other various projects. Mr. Jeffers congratulated CASO for their fundraising efforts at the Convocation. In response to a question from Mr. Jeffers, Ms. White indicated that most of the donations for the auction came from faculty and staff.



**4.C –NPC Faculty Association –Dr. Sandra Johnson**

*With permission from the Board, the NPC Faculty Association report was moved to later in meeting.*

**4.D. – Student Government Association**

No report.

**4.E. – NPC Foundation**

No report.

**Agenda Item 5: Consent Agenda**

Mr. Parsons moved to approve the consent agenda as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**Consent Agenda: (Action):**

- A. August 18, 2009 Study Session Minutes
- B. August 18, 2009 Regular Meeting Minutes

**Agenda Item 6: Old Business**

**A. Request to Approve Addendum to Intergovernmental Agreement with NAVIT – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve the Addendum to the Intergovernmental Agreement (IGA) with NAVIT as discussed in study session. Mr. Jeffers reinforced that our attorney has reviewed it. Mr. Peaches moved to approve the Addendum to the Intergovernmental Agreement with NAVIT as presented. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

**Agenda Item 7: New Business**

**7.A. – Request to Approve Intergovernmental Agreement with Governor’s Office of Economic Recovery – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve the IGA from the Governor’s Office of Economic Recovery as discussed in study session. The IGA is associated with funds that the Governor’s Office will receive through the Recovery Act that will be distributed through the State Fiscal Stabilization Fund. Mr. Hatch added that we anticipate that the state will disburse approximately \$1.3 million in grant funding to NPC. The college will use the funds to reimburse expenses incurred in the spring of 2009. Mr. Peaches moved to approve the Intergovernmental Agreement with the Governor’s Office of Economic Recovery as presented. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

**7.B. – Request to Approve Purchase METI Simulator – Vice President Vest**

Mr. Vest presented the staff recommendation to approve the use of Carl Perkins funds to purchase a Pedia-Sim Simulator as discussed in study session. Mr. Vest noted that this will have a significant impact on both our Nursing and Emergency Medical Services Programs, especially for those students who are utilizing Summit Regional Medical Center for clinical courses. Responding to a question from the Board, Mr. Vest said that Carl Perkins is a federal grant that is divided between post secondary institutions and K12 institutions; and, the intent is to utilize federal funds to improve Career and Technical and Direct Employment Programs. Mr. Vest added that it is basically recognition that hands-on, direct employment programs typically have higher capital costs than straight classroom instructional programs. Mr. Jeffers asked if the warranty covers parts and labor; he also asked how warranty work would be carried out. Mr. Vest explained that the warranty is for one year and the extended warranty is two additional years. Mr. Vest also added that we could send it back for repairs or, he believes, that someone could come on site, if necessary. In response to a question from Mr. Jeffers, Mr. Vest said the average age that is simulated is a six-year-old child. Mr. Vest noted that by the time someone is a young adult you are



able to use the adult simulator to replicate various medical situations. In response to questions from the Board, Mr. Vest noted that the MUSE package includes software upgrades that makes it run faster and allows for a wider range of simulations. Mr. Peaches moved to approve the purchase of the METI Simulator as presented. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

**Agenda Item 4: Reports (Report moved to later in the agenda. See agenda item 4.C)**

**4.C. – NPC Faculty Association – Dr. Sandra Johnson**

Dr. Johnson reported that the Faculty Association had their regular monthly meeting on September 4. Dr. Johnson added that Rickey Jackson was the president elect but stepped down because he accepted an administrative position. Dr. Johnson said that the Faculty Association elected Lee Sweetman as the president elect, Tracy Chase as secretary and Brian Burson as treasurer. Dr. Johnson said that they had a good meeting at convocation and people stayed almost two and one half hours. Dr. Johnson added that they discussed a lot of the issues including shared governance. Dr. Johnson noted that information was shared at the AAUP meeting, the Faculty Association Meeting and at College Council, moving forward with some of the ideas that the committee and President Swarthout worked on this summer. Dr. Johnson stated that the Faculty Association is hoping to move ahead in terms of potential changes in shared governance.

Dr. Johnson informed the Board that the Faculty Association has prepared a document to present to students, which will give them an understanding of the Higher Learning Commission (HLC) visit scheduled for October and the important role that assessment plays at NPC. Dr. Johnson feels that the students should understand the importance of being an accredited college and what that means to them in terms of transferring courses and moving on to other institutions or additional training.

Dr. Johnson reported that they are in the process of getting all the committee placements done. Dr. Johnson added that at their first meeting, there were two pages of signups for committees. Dr. Johnson also said that the Faculty Association has discussed the H1N1 directive as it relates to safety in the classroom. Dr. Johnson reported that the faculty continues to do community service, including Claude Endfield and staff members at the Whiteriver Center participating in the White Mountain Apache Tribal Fair; Trudy Bender and Barbara Hockabout assisting with Green Day in Snowflake. Dr. Johnson noted that they are looking forward to assessment day with Dr. Henderson on the September 18 as they continue to work with the assessment academy to improve instruction. Dr. Johnson added that they have also been involved in setting up the spring schedule. Dr. Johnson said that she recently met with Dr. Swarthout and Vice President Vest, and appreciates the open communications. In conclusion, Dr. Johnson said that the faculty is looking forward to a good year; and, she challenged all of the faculty members to read the Self Study before the October HLC visit.

**Agenda Item 7: New Business**

**7.C. – Request to Approve Department of Corrections Contract – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve the 2009-2010 Department of Corrections Contract as discussed in study session. Mr. Peaches moved that we approve the Department of Corrections Contract. Mr. Parsons seconded the motion. Responding to a question from the Board, Mr. Hatch said that past analysis has determined that there is a net benefit to NPC for participating in this contract. Mr. Hatch noted that under the current model where we are funded for enrollment by the state; this enrollment does count towards that state funding and provides additional funding for NPC. President Swarthout added that, in the future, we will probably need to look at it as a break even operation; but, in the past, we received a fair amount of benefit. *The vote was unanimous in the affirmative.*

**Agenda Item 8: Standing Business**

**8.A. – Arizona District Governing Board Association Report**

Report tabled.



**8.B. – Strategic Planning and Accreditation Steering Committee Report (SPASC)** – President Swarthout  
Dr. Swarthout reported that each Board member has received a copy of our Self Study for the Commission to read prior to the visit. Dr. Swarthout noted that we have also prepared three year strategic plan revisions for 2009-2010, 2010-2011, 2011-2012. The strategic plan will be discussed later today at the Board Retreat, so that all are in agreement regarding these important plans. Dr. Swarthout commented that we are prepared to send three items to the Commission and to the visiting team this week including: the required addendum to the Self Study; a compliance addendum, which will bring all the federal compliance pieces together into one place, and IPEDS reports. Dr. Swarthout reported that on September 4 SPASC conducted a successful practice run of all of the arrangements needed for the HLC Resource Room, including set up and the testing of equipment. Dr. Swarthout added that things look good, with only a little bit of work still needed. Dr. Swarthout explained that the HLC Team will do an exit interview with the college the morning of October 28. Dr. Swarthout invited Board members to the exit interview; as it will be a good opportunity to hear the visiting team summary of what they believe will go into their final report to the Commission. Dr. Swarthout added that the HLC team could still make changes after the exit interview but, generally, it is usually the position that will be recommended to the Commission.

**8.C. – Human Resources Update** – Peggy Belknap

Ms. Belknap reported that A.J. Taylor has accepted the Whiteriver Center Advisor Librarian Technician position and he held the same position at the St. Johns Center. In addition, Ms. Belknap noted that he substituted at Whiteriver Center during the summer and did a great job. Ms. Belknap gave an update on the Apache Family First Coordinator grant funded position and said that we will make a job offer today. Ms. Belknap added that grant funded positions have a stipulation on the contract that the position is contingent upon continued grant funding. Ms. Belknap stated we have an IS lead support center operator position, which will close later this month. Ms. Belknap said that, in anticipation of Board approval today, we have two DOC positions, which include coordinator of prison programs and faculty in automotive. Ms. Belknap noted that one of these positions involves a DOC employee dismissed when the college was told the contract was no longer available. In conclusion, Ms. Belknap said that we also have an opening for an instructor in technical education, which will close October 2.

**Agenda Item 9: President's Report** – President Swarthout

Dr. Swarthout reported that there is a President's Council Meeting coming up. Chairman Jeffers stated that he and the other Board members appreciate getting the regular weekly reports from Dr. Swarthout on what is going on at the college.

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

Mr. Jeffers asked if it would be wise to postpone the Board Retreat due to the absence of two Board members. Dr. Swarthout expressed that she is concerned about going forward without a full complement of Board members. Dr. Swarthout noted that the most immediate need is getting the Board's feedback on the Strategic Plan before the commission gets here. Dr. Swarthout added that approving the Strategic Plan when the whole Board has not had some time to interact is probably not ideal. Mr. Jeffers entertained a motion to postpone the retreat. Mr. Peaches made the motion to postpone the retreat to a future date, with the idea behind it that not all Board members are present. Mr. Parsons seconded the motion. Mr. Jeffers reinforced that the retreat will need to be before our next meeting. Dr. Swarthout will accept the responsibility of rescheduling the retreat, while taking into account the various schedules. *The vote was unanimous in the affirmative.*

**Agenda Item 11: Announcement of Next Regular Meeting:**

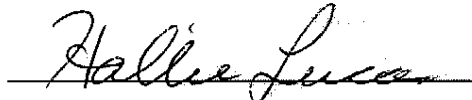
Mr. Jeffers stated that our next regular meeting is October 20, 2009.



**Agenda Item 12: Adjournment**

*At 11:19 p.m. the meeting was adjourned upon a motion by Mr. Parsons, a second by Mr. Peaches and a unanimous affirmative vote.*

Respectfully submitted,



Hallie Lucas  
Recording Secretary to the Board (Acting)



Bill Jeffers  
Chairman



Ginny Handorf  
Secretary to the Board

