

# Navajo County Community College District Governing Board Meeting Minutes

November 17, 2015 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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**Governing Board Member Present:** Ms. Ginny Handorf; Mr. James Matteson; Mr. Prescott Winslow; Mr. Frank Lucero.

**Absent:** Mr. Daniel Peaches.

**Staff Present:** President Jeanne Swarhout; Interim Vice President Maderia Ellison; Vice President Mark Vest; Director PJ Way; Recording Secretary to the Board Paul Hempsey.

**Others Present:** James Bowers; Everett Robinson; Ryan Rademacher; Kim Reed; Stuart Bishop; David Huish; Ann Hess; Barbara Frawley; Margaret White; Peggy Belknap; Sandy Manor; Jeremy Raisor; Anthony Hill; Amber Hill; Karen Hall; Kristin Mackin; Matt Weber; Ian Graham; Ed Gentry.

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

Chair Handorf called the meeting to order at 10:00 a.m. and Mr. Matteson led the Pledge of Allegiance.

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

*Mr. Matteson moved to adopt the agenda as presented. Mr. Winslow seconded the motion. The vote was unanimous in the affirmative.*

## **Agenda Item 3: Call for Public Comment**

None

## **Agenda Item 4: Reports**

### **4.A. Financial Position – Interim Vice President Ellison**

Interim Vice President Ellison reviewed the financial position report with the Board.

Mr. Winslow asked if the Unrestricted Plant Fund showed a yearly deficit. Interim Vice President Ellison responded that funds are typically transferred in throughout the year and it is normal to see a deficit at this time of the year.

### **4.B. Human Resources – Interim Vice President Ellison**

Interim Vice President Ellison introduced James “Jim” Bowers, new Human Resources Director, who reviewed the Human Resources report with the Board.

Mr. Winslow enquired about a number of positions currently open in I.S. and how the college manages with so many open positions in the department. Director Way responded that I.S. have a



very talented staff that are already cross-trained and willing to help out in other areas. Two of the positions have closed and there are a number of highly qualified candidates to review.

**4.C. NPC CASO – Margaret White**

Margaret White, Co-chair of CASO, addressed the Board and stated that CASO will hold a staff meeting on Friday, November 20<sup>th</sup> and is planning a retreat to take place after the January Convocation. A joint CASO and faculty wage proposal is also in process. Candy sales are ongoing and CASO is teaming with the Records and Registration office to sponsor a Secret Santa event. CASO has filled all vacant positions on major College Committees.

**4.D. Faculty Association – Ryan Rademacher**

Ryan Rademacher, President of the Faculty Association (FA), addressed the Board and reported that attendance at FA meetings is up and the body is now more proactive. Claude Enfield will represent the FA on stage at the 2016 Commencement ceremony and Ryan Jones along with Betsy Peck will be faculty marshals.

FA received a strikethrough document on Procedure 2970, how faculty are reviewed and moved from Probationary to non-Probationary track, from Vice President Vest and are working through it. FA had concerns regarding students not receiving their textbooks in a timely manner and, having reviewed the relationship NPC has with the eCampus Bookstore, have made a recommendation on how to make the relationship work better for our students. FA also has a recommendation for Director Way on the need for an AV Technician position. FA and CASO continue to work together on salary recommendations.

**4.E. NPC Student Government Association – Tony Hill**

Tony Hill, SGA Advisor, addressed the Board and stated the SGA are currently holding Food Drives and contacting local organizations so the food can stay in the area it was dropped off. At the next meeting they will discuss options for attending a Student Government Leadership Conference.

**4.F. NPC Friends and Family – Betsyann Wilson**

None.

**Agenda Item 5: Consent Agenda**

- A. October 20, 2015 Regular Board Minutes;  
October 28, 2015 Teleconference Board Minutes.
- B. Dual Enrollment Intergovernmental Agreement between the Navajo County Community College District and Chinle USD; Joseph City USD.

*Mr. Matteson made a motion to approve the consent agenda. Mr. Winslow seconded. **The vote was unanimous in the affirmative.***

**Agenda Item 6: Old Business**

**6.A.** None



## **Agenda Item 7: New Business**

### **7.A. Meritorious Status – Barbara “Bobbi” Frawley**

Sandy Manor presented Barbara Frawley with Meritorious status.

Bobbi Frawley addressed the Board and stated she has been blessed to have a position at NPC and is sorry to be retiring.

### **7.B. Request to Approve NATC Roofing Project**

Vice President Vest addressed the Board and reviewed the NATC Roofing Project stating that staff recommends the approval for a cost of \$33,185.00 with Quality First Roofing, Inc.

Mr. Lucero asked what the total cost of both NATC projects on the agenda would be. Vice President Vest stated that the college did not have a final quote on the HVAC project in time for the Board meeting, and were therefore estimating a little high, but expected the combined cost to largely or completely exhaust the remaining Capital Improvement funds in the NATC budget of \$57,329.00. Vice President Vest reminded the Board that with the transition to the college operating the facility any additional cost would be covered from the College’s Capital funds.

Mr. Lucero asked how much the Partners in the NATC will pay towards this project. Vice President Vest stated that they pay an annual participation fee towards the center and they will not be asked to contribute as the hope is to use the remaining Capital Improvement Funds. Mr. Lucero asked if there were plans to increase the fees paid by the partners in the future. Vice President Vest said the NATC board will discuss the fees at upcoming meetings.

Mr. Winslow asked if this building was closest to the road which has had significant leveling work in the past and if this is expected to help the problem. Vice President Vest confirmed the building and stated this action will not completely solve the issue but will make a difference by diverting water away from the base of the building.

Mr. Matteson asked how long the buildings are expected to be viable. David Huish responded that the building was built in the 1980’s and expected to have at least 20 years of life expectancy.

Mr. Matteson suggested adding the building to the 10 year CIB.

*Mr. Matteson made a motion to approve the NATC Roofing Project with Quality First Roofing, Inc. in the amount of \$33,185.00. Mr. Winslow seconded the motion. **The motion passed with a majority vote.***

### **7.C. Request to Approve NATC HVAC Project**

Vice President Vest recommended approval of the NATC HVAC Project for a cost not to exceed \$27,300.

*Mr. Matteson made a motion to approve the NATC HVAC Project for a cost not to exceed \$27,300. Mr. Winslow seconded the motion. **The motion passed with a majority vote.***

### **7. D. Budget Assumptions and Guidelines First Read**

Interim Vice President Ellison reviewed the Budget Assumptions and Guidelines with the Board.



Mr. Matteson asked whether the college anticipated the Joint Technical Education District (JTED) funding to remain the same. Superintendent Weber responded that they are in regular talks with area legislators and if a vote was held today he would be confident that the language added in April would be removed and restore some funding. The biggest concern would be making sure it is still high on the agenda in January when the Legislative session begins, there needs to be a special session to address the issue. A lot is happening behind the scenes to make sure it happens. President Swarthout also commented that a special session is required or the enactment date would be too late for Fall 16-17.

Mr. Matteson asked if the Apache County IGA would also be renewed. President Swarthout responded that the college will have some changes to negotiate, regarding the IGA, with Apache County.

Mr. Winslow asked whether the college was considering adding money to the next Capital Budget for an expansion project at the White Mountain Campus. President Swarthout responded that there are two issues that are delaying this decision. Firstly it is not clear, as of yesterday, that there is an agreement on Expenditure limit due to ATRA opposition and secondly the Space Use Study report should be reviewed before an addition to any campus is considered.

#### ***7. E. Review of Enrollment Report***

Vice President Vest reviewed the Enrollment Report with the Board and stated the college had three areas of concern moving into the fall semester. Firstly the College had a significant increase in enrollment during the summer semester, secondly no paper schedule was mailed to potential students, and lastly the Law Enforcement Academy and a Construction program would not be running. However Vice President Vest was happy to announce an increase to enrollment of 4.6%. Also of note was the increase to General Education programs which had been in decline. Other districts that have reported are showing flat enrollment or a decrease of up to 12.8%.

Chair Handorf commented that she did not expect such an increase in NPC enrollment.

Mr. Winslow asked if NPC could survey students to see why we received a bump in General Education program enrollments. Vice President Vest responded that he has a couple of surveys in mind and that was one of them. The college needs to hire an Institutional Effectiveness Director to carry out the survey.

Mr. Winslow offered congratulations to everyone at the college for a significant achievement.

#### ***7. F. Request to Approve Memorandum of Agreement with Hopi Tribal Housing Authority***

Vice President Vest stated that this request was previously brought to the Board as a contract. However the addition of federal regulatory language by the Housing Authority required it to be brought back as a memorandum.

*Mr. Matteson made a motion to approve the Memorandum of Agreement with the Hopi Tribal Housing Authority as presented. Mr. Winslow seconded the motion. **The motion passed with a unanimous vote.***

#### ***7.G. Request to Appoint David Huish to NATC Board***

Vice President Vest stated that staff recommends the Appointment of David Huish as the third NPC member of the NATC Board. An opening was created with Blaine Hatch's retirement.



Mr. Winslow asked who the other two members of the Board from NPC are. Vice President Vest responded that he, along with Dean Peggy Belknap, were the other members.

*Mr. Matteson made a motion to approve the Appointment of David Huish to the NATC Board. Mr. Winslow seconded the motion. **The motion passed with a unanimous vote.***

### **7.H. Review of Title III Grant: EAGLE**

Director Way addressed the Board and reviewed the Equitable Access to Gainful Learning Experience (EAGLE) Grant. Director Way stated the grant officially closed out on September 30<sup>th</sup>, 2015. Four key components of the grant are; Focus on improvements to support implementation of VDI, or Virtual Desktop infrastructures; The development of Model classrooms; Create multimodal tutorials; Assist with effective use of Model classrooms. All four have been determined to be on time and within budget and key lessons were learned for the future.

Mr. Winslow asked if this was a renewal and the reason for an emergency meeting last month. President Swarthout responded that this was the conclusion of the Title III Grant on September 30<sup>th</sup> and required the emergency meeting to close out so the college would be in a position to accept a new Title III Grant.

Mr. Winslow asked if the new Title III grant would have similar objectives. Vice President Vest responded that the new Title III Grant ties NPC to individual School Districts and creates a Model Classroom in each participating District, allowing NPC to provide Dual Enrollment instruction utilizing NPC faculty. Mr. Winslow asked if there was a specific guideline on serving 50% on Native American students. Vice President Vest affirmed.

### **7.I. Introduction of College Attorney - Kristin Mackin**

President Swarthout introduced Kristin Mackin to the Board. Ms. Mackin addressed the Board and thanked them for the opportunity to assist NPC.

Mr. Winslow enquired if Ms. Mackin had worked on Higher Education legal issues previously. Ms. Mackin responded that while she was an Associate for Don Peters, the current college attorney, she had the opportunity to work on NPC issues. Her current firm works with Maricopa County Colleges, School Districts in the valley, and worked with ASU previously.

President Swarthout informed the Board that during the month of December both Mr. Peters and Ms. Mackin will receive work from the college to assist with the transition.

## **Agenda Item 8: Standing Business**

### **8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report**

Vice President Vest stated the committee continues to work with staff on operational plans. SPASC has recommended to President Swarthout that a faculty heavy team attend the Annual Higher Learning Commission (HLC) meeting in April, due to the HLC changes in Faculty credentialing mentioned at the October Board meeting.



### **8.B. President's Report**

President Swarhout stated that she attended the Developing Human Capital conference as a panelist. The conference was sparsely attended and did not rise to usual standards. ATRA has provided considerable opposition with regards to the Expenditure Limit proposals. The college had an exit interview with the Auditor General's office which went well and the Auditor General's office acknowledged the struggles counties are beginning to have with the Expenditure Limit.

Chair Handorf asked if the Attorney General's office has any sway on policy regarding the Expenditure Limit. President Swarhout responded that they do not make policy, they enforce policy.

### **8.C. Agenda Items/Informational Needs**

Mr. Winslow asked that in the future could Superintendent Weber present to the Board on the impact of future JTED funding changes whether positive or negative.

Chair Handorf commented that the public don't see what issues come before the legislature and how it will affect them and perhaps the college could find a way to educate them.

### **Agenda Item 9: Board Report/Summary of Current Event**

Mr. Winslow reported that Winslow High School will conduct an Arizona College Application Campaign on November 24<sup>th</sup>, 2015 with the goal of having every senior apply to at least one college.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting December 15, 2015.

### **Agenda Item 11: Adjournment**

*The meeting was adjourned at 11:38 a.m. upon a motion by Mr. Matteson, a second by Mr. Lucero, and a unanimous affirmative vote.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

