

# Navajo County Community College District Governing Board Meeting Minutes

February 21, 2017 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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**Governing Board Member Present:** Mr. Frank Lucero; Mr. Daniel Peaches; Mr. James Matteson; Mr. Derrick Leslie.

**Governing Board Member Absent:** Mr. George Joe (arrived at 10:24am).

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

**Others Present:** Kim Reed; Everett Robinson; Ryan Rademacher; Josh Rogers; Stan Pirog; David Huish; Eric Kramer; Rickey Jackson; Terrie Shevat; Amber Hill; Chanae Nielson; Betsyann Wilson; Bill Fee; Jeremy Raisor; Ernie Hess; Bobbi Sample;

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

Chair Lucero called the meeting to order at 10:01 a.m. and led the Pledge of Allegiance.

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

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

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

Eric Kramer addressed the Board regarding potential partnership opportunities in training members of the White Mountain Apache Tribe for software development and web design careers.

## **Agenda Item 4: Reports**

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

Interim Vice President Ellison addressed the Board and reviewed the Financial Position Report noting a small issue with Federal Pell Grant reimbursement.

Mr. Matteson confirmed that the issue with Pell Grants had been resolved. Interim Vice President Ellison stated the issue had been resolved. Mr. Leslie asked if it was an internal issue at the college. Interim Vice President Ellison stated it was not internal problem, the information was complete and submitted on time but a software issue on the Federal side caused it to be missed. Mr. Leslie asked how often the Grant and Contracts were drawn down to which Interim Vice President Ellison stated that it would depend on the Grant or Contract.



#### **4.B. NPC Friends and Family – Director Wilson**

Director Wilson addressed the Board and noted that, of the 250 spaces for Pedal the Petrified, only 23 remained. Director Wilson stated the Golf Tournament, a four-person scramble, would take place on April 29<sup>th</sup> at Silver Creek Golf Course and registration was open. Summit Healthcare Foundation is, once again, the Premier Sponsor contributing \$5000 and Horne Auto are partnering with Friends and Family to offer a Hole-in-One car. A new event this year is a Disc Golf Tournament in partnership with the City of Snowflake and will take place on Saturday, August 12<sup>th</sup> 2017.

Scholarships are open for Fall 2017 and applications are due by April 17<sup>th</sup> 2017. Director Wilson gave a brief review of the scholarships that Friends and Family will have to offer.

Tuesday, April 4<sup>th</sup> 2017 will be Arizona Gives Day and a link has been provided to allow individuals to donate early this year. Director Wilson noted the Foundation finished in a Bonus money position last year and would like to do the same this year.

#### **4.C. Faculty Association**

Ryan Rademacher addressed the Board and highlighted information from the Faculty Association written report.

Mr. Matteson noted that, having reviewed the TALON system in January, he thought it was a great system and light years ahead of current technology and asked if Faculty had also had a chance to trial the equipment. Ryan Rademacher stated that a cross section of Faculty taught on the system starting last semester and though had identified some issues, such as layout, they were not insurmountable and overall were pleased with the technology.

Mr. Leslie asked when the Incomplete Grade process would change and if students would have a chance to review the new form and comment on it. Ryan Rademacher responded that the form would be reviewed by Instructional Council, Faculty Association and Executive staff and would make the process more student friendly. The new process would begin for the Fall semester. Vice President Vest commented that the college would normally ask the Student Government Association (SGA) for feedback but due to organizational difficulties the SGA was not in a position to help. Director Rogers noted that as of last week the SGA had a new President, Vice President and Secretary and would be up and running this semester.

#### **4.D. Human Resources**

Written Report.

#### **4.E. NPC CASO**

No Report.

#### **4.F. NPC Student Government Association**

No Report.



## **Agenda Item 5: Consent Agenda**

- A. **January 17, 2017 Regular Board Minutes**
- B. **Curriculum Modification:**
  - 1. Program Modification – NUR AAS LPN to RN & Other Minor Program Changes
  - 2. Program Modification - General Education AA, AAEC, AAEE, ABUS, AGECE, AS, AAS and AGS

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

## **Agenda Item 6: Old Business**

None.

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

### ***7.A. Request to Accept the Audited Annual Budgeted Expenditure Limit Report***

Interim Vice President Ellison reviewed the Audited Annual Budgeted Expenditure Limit Report noting that it was completed in January 2017.

Mr. Matteson asked how much carry forward was utilized to which Interim Vice President Ellison responded \$1.6million. President Swarthout commented that the success, last year, at the legislature to provide some Expenditure Limit relief would not take effect till 2018-19. Mr. Lucero asked how much carry forward remained and Interim Vice President Ellison stated it was approximately \$31.7million.

*Mr. Matteson made a motion to approve the Request to Accept the Audited Annual Budgeted Expenditure Limit Report as presented. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

### ***7.B. Request to Approve Adjustment to Fiscal Year 2015-2016 Adopted Budget***

Interim Vice President Ellison reviewed the request to Approve the Adjustment to the Adopted Budget for Fiscal Year 2015-2016 noting the college completed this Adjustment each year to bring the adopted budget in line with actual expenditures.

*Mr. Matteson made a motion to approve the Request to Approve Adjustment to Fiscal Year 2015-2016 Adopted Budget. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

### ***7.C. 2017-18 Introductory Budget Analysis***

Interim Vice President Ellison reviewed the Introductory Budget Analysis stating no action was required at this point as estimates were still preliminary.

Mr. Matteson commented that last year employees were not given a percentage rise to salaries due to difficult financial times, instead opting for a stipend and cover of Health Insurance increases, due to fall in Property Tax revenues. Mr. Lucero asked if the college had received estimates for further declines and a timeline from APS on the closure of the Cholla Power Plant.



President Swarthout commented they had so far received conflicting information but it will close between 2019 and 2025 and there should be no additional impact to this year's budget.

Mr. Matteson commented that the Consumer Price Index (CPI) increased 2% and it would seem a 1.5% increase to salaries would really help employees this year. The Economic Forecast for Navajo County is predicting flat or a slight decrease to revenues and therefore this was not a year to spend a whole lot of money.

#### ***7.D. 2017-18 Tuition and Fees – First Read***

Interim Vice President Ellison reviewed the current 2017-18 Tuition and Fees Schedule noting this was a first read and would come back to the Board for action at a future meeting.

Mr. Lucero and Mr. Matteson asked who the new Construction User Fee for the Skills Center was for and if there was a chance that the college might be in competition with local businesses. Interim Vice President Ellison commented that the fee was for members of the public wishing to use some NPC equipment for their own projects but would need to seek clarification from the Dean of Career and Technical Education and would bring that to the next meeting. Vice President Vest added that the college has consistently tried to avoid competition with local businesses where possible.

Mr. Matteson asked why there was an additional \$1 increase recommended for fiscal year 2019-20. President Swarthout commented that it was based on the expected drop in Property Tax revenues from the Power Plant and Vice President Vest added that the college has tried to decide on a percentile change to tuition and eventually the dollar amount will need to increase to keep pace.

Mr. Joe asked if data was available on technology usage at other Community Colleges in the state compared to Northland Pioneer College. Vice President Vest commented that specific data was not available but NPC utilizes connected classroom technology more than any other Community College in the state due to our size and dispersed population. NPC has less online enrollment than other Community Colleges, for example Maricopa has an entire college within their system dedicated to online enrollment. Mr. Joe suggested our tuition should be lower because of our technology usage. Vice President Vest noted that NPC has the lowest tuition in the state by approximately ten percent. Mr. Joe commented that a complaint he hears most is that too many classes are on the distance system. Vice President Vest noted that the decision to have a dispersed model was made by the tax payers when the college was founded and there is a trade off on how classes can be delivered and how often the class can be offered. Vice President Vest also noted that research on performance and drop rates of students in live classes compared to distance education classes and have found that, while results vary a little from course to course, there is not a significant difference in drop rates between live and distance classes whereas online classes have a significantly higher drop rates and success rates are much lower. Vice President Vest also noted that the majority of students would prefer a live class but stand virtually the same chance of being successful in a distance education format.



### ***7.E. 2017-18 Salary and Wage Recommendation – First Read***

Interim Vice President Ellison reviewed the 2017-18 Salary and Wage Recommendation noting that this was for contractual employees and Adjunct Faculty. Interim Vice President Ellison drew attention to the new Professional Non-Exempt category created in response to the amendments in the Fair Labor Standards Act in December 2016.

Mr. Matteson asked if the change to the Arizona Minimum Wage was shown in the information. Interim Vice President Ellison commented that the impact was mostly on temporary employee wages which were not included here but the increases had been considered as part of the budget.

### ***7.F. Request to Appoint AADGB Representative***

President Swarthout addressed the Board and gave a brief overview of the Arizona Association of District Governing Boards (AADGB) and requested the Board appoint someone from their ranks to serve as Northland Pioneer College's representative.

*Mr. Lucero volunteered for the assignment.*

### ***7.G. Request to Approve Tower Upgrade***

Chief Information Officer (CIO) Way addressed the Board and reviewed the request to approve Tower Upgrade noting it was already in the budget and was required to replace ageing infrastructure.

Mr. Matteson commented that this was the life blood of the college. CIO way agreed and also noted the County and Police Department are supported on some of the college towers.

*Mr. Matteson made a motion to Approve the Tower Upgrade as presented, Mr. Peaches seconded. The vote was unanimous in the affirmative.*

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

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

Vice President Vest addressed the Board and stated that the Annual Higher Learning Commission meeting was coming up and a smaller team from the college would attend this year. Vice President Vest noted that a number of Arizona Community Colleges had recently received visits from the Higher Learning Commission and were volunteering to attend a future SPASC meeting to discuss their experience.

Vice President Vest provided an update on the various ongoing projects through SPASC noting that all were on target for their completion dates.

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

President Swarthout asked the Board to consider dates to hold a Spring retreat and March 10<sup>th</sup> was selected.



President Swarthout provided a brief update on Bills at the State Legislature highlighting the upcoming bills from Provisional Colleges. The College has an Accreditation visit in 2019-20 and though it seems a long way off it will come around very quickly and the Board will be hearing a lot more on accreditation in the future. The accreditation process has been streamlined and is much simpler.

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

Staff will provide information on the use of the Skills Center by the public.

Mr. Matteson asked to begin discussion on the search process for a CEO at the March retreat and/or next Regular meeting.

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

None.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, March 21, 2017.

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 11:50 a.m. upon a motion by Mr. Matteson, a second by Mr. Peaches, and a unanimous affirmative vote.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

