

Navajo County Community College District Governing Board Meeting Minutes

February 16, 2010 – 11:00 a.m.
2251 Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Bill Jeffers, Ginny Handorf, E.L. Parsons, Daniel Peaches and A.T. Siquah.

Staff Present: President, Dr. Jeanne Swarhout; Vice President, Blaine Hatch; Vice President, Mark Vest; Director of Information Services, Eric Bishop; Recording Secretary to the Board, Russell Dickerson.

Others Present: Ann Hess, Everett Robinson, Kelley Horn, Ina Sommers, Rickey Jackson, Claude Endfield, Jake Hinton, Daniel Duran, Tom Hansen, Peggy Belknap, Don Richie, Linda Kor, Prescott Winslow, Matt Weber, Maderia Ellison, Beulah Bob-Pennypacker, Eric Henderson, JoAnn Barnes-Slocum, MiAnna Tyler, Jonathan Taylor, Sandra Johnson, Karalea Kowren, Kerry Ballard, Kathy McPherson, Kate Dobler-Allen, Preston Romero and Susan Olsen.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:06 a.m. Mr. Siquah led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

Chairman Jeffers received two calls for public comment and reminded the speakers of the five minute time limit and notified them that the Board will take no action on an item unless it is on the agenda.

- Chairman Jeffers recognized Prescott Winslow, representing the Center for Career and College Advising, to address the Board regarding the marketing of post secondary education. Mr. Winslow reported that he is a volunteer in the Winslow school district and serves as a math tutor in the elementary and junior high schools and is working actively with high school teachers and counselors to promote post secondary education or some type of post secondary career and educational plan. Mr. Winslow reported that by Arizona Department of Education mandate, the members of the graduating high school class of 2013 will, as freshmen, be required to have an Education and Career Action Plan (ECAP). The ECAP must be updated each year of high school. Mr. Winslow recently founded the non-profit Center for Career and College Advising with the purpose of expanding the educational target audience and promoting post secondary education and vocational training as concepts unto themselves. Mr. Winslow explained that a marketing campaign in Navajo and Apache counties could serve to stress the importance of a post secondary education or vocational training plan for students who will work in a competitive global economy.
- Chairman Jeffers recognized Kerry Ballard, NPC Foundation Chairman. Mr. Ballard opted to address the Board during Mr. Chugg's report to the Board.

Agenda Item 4: Reports

4.A. – Legislative Update – Kristen Boilini

College Lobbyist Kristen Boilini joined the meeting via speakerphone to provide Board members with an update on legislative action. Ms. Boilini reported that the legislative special session ended last week and a number of



things were done to help fill the gap in the current fiscal year including: passage of a bill to reauthorize the state lottery and allow the State to bond against lottery revenue for a revenue stream of about \$450 million that will hit in the 2011 budget; completion of additional lease-purchase options on prisons for \$300 million that will hopefully hit in the current fiscal year; as well as the authorization of a \$0.01 sales tax to be put on a ballot in May 2010.

Ms. Boilini explained that the current working budget assumes passage of the sales tax. Current budget talks include some contingency planning in case the sales tax does not pass. Legislators are considering developing an 18-month budget as what is done in 2010 will have a huge impact on what the legislature can do in 2011. Ms. Boilini reported that for community colleges, universities and K12 schools, the maintenance of effort calculation, as required by the federal stimulus package, will afford protection in 2011 and schools will be funded at last year's levels. Ms. Boilini added that should the sales tax fail at the polls, the Governor's Office will probably have no choice but to seek a federal maintenance of effort waiver. Ms. Boilini added that legislators are meeting in some small groups and are trying to get agreements between the House, Senate and Executive on big picture items, revenue estimates, as well as additional rollovers and bonding.

Ms. Boilini highlighted some bills currently being worked on including:

- Bills in the House and Senate that would have allowed community college, university and K12 faculty to carry concealed weapons. The House bill never got a hearing and the Senate bill received a hearing but was held in committee and has not been rescheduled. Ms. Boilini reported that there is another bill moving through the legislature that would allow anyone 21 years of age with a permit to carry a concealed weapon anywhere that does not have a secured area. This bill is of concern as the language may pull in schools. The Board of Regents believes that because schools are not specifically named in this bill, that rules could be promulgated to prevent the carrying of concealed weapons on campuses.
- A government transparency bill that would require government entities, including community colleges, to establish official websites with an electronically searchable database of all receipts of revenues and any expenditures over \$5,000. This would be a technological challenge and Ms. Boilini reported that the bill sponsors are being shown what is currently available to the public and informed of the cost incurred by any college district attempting to comply with the proposed legislation.
- A legislative attempt to enhance articulation and the ability of students to earn Bachelor's degrees faster and easier. Ms. Boilini reported that she and Dr. Swarthout met with the chair of House appropriations and Representative Kavanagh who will not move his bill forward.
- A bill that would require common course numbering among community colleges and the universities. A meeting is being coordinated to discuss the cost of a course numbering overhaul in a time when funds are not available.
- Putting a community college coordinating council into statute this session. While there has been a lot of discussion as to how this group would function, Ms. Boilini explained that there is simply no State money to fund the group and there is little political legislative interest and this effort is coming out of the Governor's Office. Ms. Boilini commented that any group formed needs to represent rural, northern Arizona.

4.B. – Financial Position – Vice President Hatch

Mr. Hatch reported that 50% of the budget period has expired and property tax receipts total \$455,000 for December 2009. Mr. Hatch reported that the remainder of revenues in the general unrestricted fund are on target. Mr. Hatch noted that the amount listed for grants and contracts has been adjusted downward as a result of the movement of some revenues into the prior year during the college financial audit. Mr. Hatch added that the amount shown, 22% collected, is accurate. Mr. Hatch reported that general fund expenditures are at 39% and are lower than expected. Mr. Hatch commended college staff for their efforts to reduce expenditures. Mr. Hatch reported that the unrestricted plant fund is where he expects it to be and that the college continues to receive past



due amounts from the secondary property tax. Mr. Hatch noted that a small amount of money is being transferred from the general fund to the restricted fund to balance the fund and transfers to date total about \$70,000. Mr. Hatch reported that auxiliary fund revenues are on target and fund expenditures mirrors general fund expenditures at 39%. Mr. Hatch reported that half way through the fiscal year, net cash for all activities totals \$4.9 million. Mr. Hatch presented the latest edition of the JLBC fiscal highlights and noted that State year to date revenues are down 17% from the prior year, \$500 million below the budget forecast and lease back proceeds have made State cash flow easier. Mr. Hatch will continue to provide State budget updates to Board members.

4.C. – NPC CASO – Ina Sommers

Ms. Sommers reported that she has been asked by CASO members to communicate the following:

- Classified staff would like to have greater involvement in the college decision making process and be engaged in the shared governance process.
- Staff would like to have at least one representative from each campus and center on each college committee.
- CASO members would prefer to see a potential pay cut based upon salary as opposed to a flat percentage. Also, instead of a reduction in pay, CASO members would like administration to consider a cut to leave or holiday pay.
- CASO appreciates the notice regarding changes to leave over spring break and would, in the future, appreciate as much notice as possible so that staff can make plans.
- CASO members wonder if it is possible to have live Internet feeds so that staff unable to attend college meetings due to job responsibilities may be able to view the meetings at their work stations.
- CASO would like another opportunity to generate ideas for cost savings.
- CASO members are looking forward to the spring picnic and are willing to assist.

4.D. – NPC Faculty Association – Dr. Sandra Johnson

Dr. Johnson reported that the Faculty Association met with Dr. Swarthout and Vice Presidents Hatch and Vest to discuss ideas for generating revenue and to brainstorm. Dr. Johnson reported that the Faculty Association met last Friday and heard a NAVIT update from Matt Weber and a report from the Budget Reduction Committee. The Faculty Association recommends that:

- Any changes related to Human Resources procedures or changes to faculty/staff contracts for 2010-2011, due to budget constraints, be made for only one year and reviewed annually.
- The college continues to support the centers located on the Hopi, Navajo and White Mountain Apache reservations as they are viewed as key to the mission of the college.
- A potential pay decrease is done on a tiered basis so that those making less would see less of a decrease. Dr. Johnson explained that a pay cut should also be applied to all faculty and staff with no position exempt from the decrease.

4.E. – NPC Student Government Association – Preston Romero

SGA President, Preston Romero, reported that SGA held a basketball tournament on January 30th and 31st at Holbrook Jr. High School and had 12 teams participate. Mr. Romero reported that SGA will host a dance this month at the Performing Arts Center. Mr. Romero reported the SGA has filed membership papers for the American Student Government Association. Mr. Romero announced that on the first weekend in March, SGA will host a transfer road trip to the three state universities and added that 19 students have already signed up to participate.

4.F. – NPC Foundation – Lance Chugg

Mr. Chugg, Executive Director of the NPC Foundation, reported that the Foundation looks forward to working with the Board regarding the District Office and finding ways in which the Foundation can assist with the budget situation. Mr. Chugg announced that the Hopi Center is leading in the distribution of citrus fruit. Mr. Chugg



reported that he will work with the Art Department to arrange the selection the second Martia A. Smith Memorial Art Scholar. Mr. Chugg reported that the Foundation has approved the acquisition of software that will allow the Foundation to apply for private grants and that the college could utilize the software to seek out grant opportunities. Mr. Chugg estimated that the grant effort will be set up in 45 to 60 days. Mr. Chugg announced that the Foundation is interested in working with the college to obtain the fitness equipment so that fitness facilities may continue to be available to students and the public. Mr. Chugg introduced Kerry Ballard who was elected as the new Foundation President. Mr. Chugg announced that Todd Bosum is President-Elect, Bonnie Adams was reelected as Treasurer and Jane Lee has been elected Secretary. Mr. Ballard commented that he looks forward to working with the college and offered his assistance in generating good ideas that will serve to benefit NPC students.

Agenda Item 5: Consent Agenda

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

Consent Agenda (Action):

- A. January 19, 2010 Study Session Minutes
- B. January 19, 2010 Regular Board Minutes

Agenda Item 6: Old Business

6.A. – Request to Approve Closure of the Heber Center – Vice President Hatch

Mr. Hatch presented the staff recommendation for the closure of the Heber Center, effective at the end of the current academic year, as discussed in the January and February Board study sessions. Mr. Hatch explained that budget concerns, downward enrollment trends, increasing operational costs, the continued ability of the college to offer courses at other locations, as well as close proximity to two full service campus locations factored into the recommendation to close the Heber Center. Ms. Handorf moved to approve the staff recommendation to close the Heber Center at the end of the spring 2010 semester. Mr. Jeffers seconded the motion. *The motion passed with three affirmative votes and one abstention.*

Agenda Item 7: New Business

7.A. – Request to Approve Closure of the Fitness Center at PDC – Vice President Hatch

Mr. Hatch presented the staff recommendation to close the Fitness Center at PDC as discussed in study session. Mr. Hatch explained that the recommended closure is associated with college budget reduction plans. Mr. Hatch added that the college provides fitness services at no other location and the closure is tied to the relocation of District Offices to the Painted Desert Campus. Mr. Hatch explained that Fitness Center expenditures have continued to outpace revenues. Mr. Hatch explained that staff is aware opportunities exist to find another option for the Fitness Center and will work toward that end. Mr. Peaches moved to approve the closure of the Fitness Center at PDC, as presented. Mr. Sinquah seconded the motion. *The vote was unanimous in the affirmative.*

7.B. – Request to Approve Vacating of Facility – Vice President Hatch

Mr. Hatch presented the staff recommendation to vacate the building at 103 N. 1st Avenue that is owned by the NPC Foundation and leased by the college, as discussed in study session. Mr. Hatch anticipates utility cost savings and benefit to students who will have access to college services in a centralized location. Mr. Hatch does not anticipate the need for physical remodeling. The college will also see savings in Information Services as existing equipment can be relocated to PDC; one infrastructure maintenance point will be eliminated by the relocation; and approximately \$22,000 will be saved annually through the elimination of a T1 line connection to the District Office. Responding to a question from Chairman Jeffers, Mr. Bishop explained that the relocation would result in a one-time cost of approximately \$2,000. Mr. Bishop added that the estimated cost only addresses direct costs for supplies and equipment and does not factor in any indirect staffing costs.



Mr. Ballard requested input from the Board and the college for ways of turning the Foundation building into a revenue stream. Mr. Ballard commented that he is open to suggestions and that any assistance would be appreciated.

Ms. Handorf moved to approve the staff recommendation to vacate the District Office building as presented. The motion was seconded by Mr. Peaches. *The vote was unanimous in the affirmative.*

7.C. – Request to Approve the Closure of the Therapeutic Massage Program – Vice President Vest

Mr. Vest summarized the staff recommendation to close the Therapeutic Massage Program as discussed in study session. Mr. Vest explained that the recommendation is primarily related to budget reduction in the face of the State budget crisis. Mr. Vest added that the faculty line in the TMP program is currently vacant; the program currently has 11 students who will complete the program this summer; and it is the opinion of administration and the division dean that TMP is less mission critical than other programs within the division. Mr. Siquah moved to approve the recommendation to close the Therapeutic Massage Program. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.D. – Request to Approve the Virtual Bookstore Partnership – Vice President Hatch

Mr. Hatch explained that the virtual bookstore concept has been studied since 2008. Mr. Hatch explained that moving to a virtual bookstore partnership will primarily reduce a cash outlay requirement to purchase textbooks which for the current year, will amount to about \$500,000 in savings. Mr. Hatch added that the partnership includes a commission structure that will provide some revenues and allow the college to coordinate and assist students in acquiring textbooks from the vendor. Mr. Hatch noted that a portion of the commission will be allocated to reduce the cost of textbooks for students. The college is ready to assist students that may not have direct access to the partnership. Mr. Hatch added that the partnership agreement has been reviewed by legal council and staff recommends approval of the partnership with E-Campus for a virtual bookstore. Mr. Peaches moved to approve the partnership with E-Campus for a virtual bookstore, as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

7.E. – Request to Approve the 2010-2011 Academic Calendar – Vice President Vest

Mr. Vest explained that for fall, classes will begin on Thursday, as opposed to Monday. The Thursday start date will allow the college to deal with two Thursday holidays and still have the necessary number of contact hours required for all classes. The shift in start date also provides more time between the end of the semester and winter break which will give faculty members more time to submit grades as well as decompress timeframes for college offices that perform a function related to grades. Mr. Vest explained that faculty members would basically return to one work one day early in exchange for an extra week off during winter break. Mr. Vest notified the Board that he will meet with faculty and the deans to explore a similar adjustment for spring semester; changes to the 2011-2012 academic calendar may result. Mr. Vest explained that the proposed summer session will be a 10-week block that would allow scheduling flexibility for full term or sequenced courses, as determined by what will work best for the course and students. Mr. Parsons moved to approve the 2010-2011 Academic Calendar, as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 8: Standing Business

8.A. – Strategic Planning and Accreditation Steering Committee Report – President Swarthout

Dr. Swarthout reported that SPASC is back at work, getting organized and beginning to update the strategic plan. Recommendations for updates to the strategic plan will incorporate information from community outreach, data from convocation, budget reduction committee information, as well as information gathered as SPASC subcommittees reach out to the college for even more information. Dr. Swarthout notified Board members that the updated strategic plan will come before them as a first read in May with final approval to follow in June.



8.B. – Human Resources Update – Peggy Belknap

Ms. Belknap, Director of Human Resources, announced that two positions, one in the Business Office, the other in Financial Aid, have been frozen. Ms. Belknap reported that the Faculty in Educational Technology position is in process and potential candidates have been asked to do an online class, with interviews to follow in the near future. Ms. Belknap reported that 22 applications have been received for an open Academic Advisor position.

8.C. – First Things First Update – Kate Dobler-Allen

Ms. Dobler-Allen presented Board members with copies of the FTF funding plan for fiscal year 2011. Ms. Dobler-Allen added that the funding plan has received council and board approval. Ms. Dobler-Allen reported that FTF is moving ahead with a program of professional development that will prepare center directors and staff to develop successful child care service businesses. Ms. Dobler-Allen reported that a new FTF director has been appointed by the board and will begin today. FTF councils across the state began with several two-year seats that will come to term in June; five additional two-year seats across the state will become four-year seats. Ms. Dobler-Allen reported that the process will begin this spring and that community members may fill out an online application with board approval to occur in June.

8.D. – Outstanding Alumnus Award – Susan Olsen

Ms. Olsen introduced Laurel Endfield, the February 2010 NPC Alumnus of the Month, who was nominated by Marketing and Public Relations Director, Ann Hess. Ms. Endfield returned to NPC in 1989, earning two Early Childhood Development degrees before moving on to Northern Arizona University. Ms. Endfield is currently working toward her Doctoral degree. Ms. Endfield designed the Alchessay Beginning Development Daycare Program and is currently the program director overseeing a program that serves over 100 children. In addition, Ms. Endfield has been asked to head the Career and Technical Education department at Alchessay High School. Ms. Endfield teaches for Alchessay High School, NPC, Yavapai Community College and Northern Arizona University. Ms. Endfield credits the support of her family as a key factor in her success. Following the presentation of the award plaque and hearty audience applause, Ms. Endfield credited NPC with playing a big role in her life and expressed her thanks.

Agenda Item 9: President's Report – President Swarthout

Dr. Swarthout reported that she, Rickey Jackson and several other people will attend an Adult Basic Education rally. Dr. Swarthout will meet with a John McCain staff member in Phoenix. The main objective of the Phoenix trip is to protect ABE and Career and Technical Education funding.

Agenda Item 10: Board Report/Summary of Current Events

Ms. Handorf announced that High Country Barbershop Quartet and the White Mountain Belles will offer a sampling of songs from each decade of the 1900s on March 13, 2010. Dr. Swarthout encouraged Board members, staff and the audience to attend a showing of The Beaux Stratagem. Chairman Jeffers recognized Matt Weber and Tom Hansen of the Apache County Higher Education Committee and thanked them for their attendance.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, March 16, 2010.

Agenda Item 12: Adjournment

The meeting was adjourned at 12:40 p.m. upon a motion by Mr. Sinquah, a second by Ms. Handorf, and a unanimous affirmative vote.



Respectfully submitted,

Russell Dickerson

Russell Dickerson
Recording Secretary to the Board

Bill Jeffers

Bill Jeffers
Chairman

Ginny Handorf

Ginny Handorf
Secretary to the Board

APPROVED

