

Navajo County Community College District Governing Board Meeting Minutes

September 21, 2010 – 11:00 a.m.

2251 East 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 Swarouth; Vice President, Blaine Hatch; Vice President, Mark Vest; Information Services Director, Eric Bishop; Recording Secretary to the Board, Russell Dickerson.

Others Present: Everett Robinson, Linda Kor, Gary Mack, Eric Henderson, Peggy Belknap, Claude Endfield, Jennifer Lewis, Courtland Hopkins, Ronnie Bishop, Kathi Bishop, Karalea Kowren, Preston Romero, Ina Sommers, Beulah Bob-Pennypacker, Kate Dobler-Allen, MiAnna Tyler, Kathy McPherson, Lorraine Benally and Myrtle Dayzie-Grey.

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

NPC Foundation Executive Director, Lance Chugg rescinded his request to speak as he was able to address the Board in the study session.

Agenda Item 4: Reports

4.A. – Financial Position – Vice President Hatch

Mr. Hatch reported that the first month, or 8% of the 2010-11 fiscal year has expired. Mr. Hatch reported that the primary tax levy has, to date, brought in approximately \$116,000, or 1%, and reflects expectations for this point in the year. Mr. Hatch reported that the first quarter allocation of State aid has been received, tuition and fees are at 8% and on target for the month of July, and investment earnings are at 13% and much closer to target amounts following significant reductions from last year's budget amounts. Mr. Hatch reported that total revenues in the general fund are at 12% and total just over \$2.8 million and expenditures are at just under \$1 million, or 5% and are on target. Mr. Hatch reported that unrestricted plant fund expenditures total about \$8,500 and that fund revenues, consisting primarily of a transfer from the general fund and a small amount of investment earnings, are used to fund capital expenditures. Mr. Hatch reported that restricted fund revenues total just over \$77,000 and expenditures total just under \$31,000 for a net gain in revenues through July. Mr. Hatch noted that adjustments have been made to the auxiliary fund following an elimination of a college operated bookstore and the addition of Business and Industry Training and Community Education revenues and expenditures into the auxiliary fund. Mr. Hatch reported that auxiliary fund revenues total just under \$52,000, with almost \$6,000 in transfers and expenditures total \$51,975. Mr. Hatch concluded by reporting that net cash for all activities totals \$2.1 million.

Responding to a Board question, Mr. Hatch explained that the majority of tuition and fee revenue does not appear until the beginning of the semester and added that in July, the college does not require tuition payments for the



fall semester and at that time, has not issued financial aid awards. Mr. Hatch offered to submit a chart for Board review that shows when tuition and fees are received over the course of the academic year.

4.B. – NPC CASO – Ina Sommers

Ina Sommers, CASO President, presented two fliers the organization is distributing in order to seek donations that will fund student scholarships. Ms. Sommers reported that last semester, CASO members contributed \$61 per pay period as compared to \$4 per pay period this semester. Ms. Sommers commented that this reduction in contributions may reflect the current economic downturn and reported that the fund raising drive for this year will be open to all NPC employees and not be limited to only CASO members. Ms. Sommers reported that last semester, approximately \$1,500 in textbook reimbursement scholarships were awarded to CASO members. Ms. Sommers reported that CASO will hold the annual professional development retreat on October 22, 2010. Ms. Sommers reported that the first draft of the revised CASO bylaws have been forwarded to Mr. Hatch for review.

4.C. – NPC Faculty Association – Gary Mack

Gary Mack, NPC Mathematics Department Chair and NPC Faculty Association President, reported that the association met and discussed recent enrollment trends and the primary focus so far has been to populate the NPC college committees for the 2010-11 academic year. Mr. Mack reported that the Faculty Association is working to form a salary negotiation committee that will address recent salary freezes and cuts with the goal of realizing some positive movement on the salary scale. Mr. Mack stated that this will be his third time serving as Faculty Association president and that he looks forward to the upcoming year.

4.D. – NPC Student Government Association – Jake Hinton

Mr. Hinton introduced the Student Government Association (SGA) officers for 2010-11: Preston Romero, President, Cortland Hopkins, Vice President and Jennifer Lewis, Secretary/Treasurer. Mr. Hinton reported that about 75% of the student government positions have been filled, applications are still being received and that he hopes to have a full roster within the next two weeks. President Romero addressed the Board and reported SGA will continue to work hard this year and focus on increasing student participation through activities that enrich the NPC student experience. Ms. Handorf commended the SGA officers on the fine job they did last year and Chairman Jeffers added that NPC students are fortunate to have such good representatives.

4.E. – NPC Foundation – Lance Chugg

Lance Chugg, NPC Foundation Executive Director, reported that the Foundation will hold its annual meeting on October 21, 2010, at the Heritage Social Hall in Snowflake, Arizona and will include a scholarship dinner to which scholarship recipients, donors and Foundation members will be invited. Mr. Chugg reported that last year, the Foundation awarded scholarships to 50 students in 17 communities in Navajo and Apache counties. Mr. Chugg reported that the Foundation financial audit process is underway.

Agenda Item 5: Consent Agenda

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

Consent Agenda (Action):

- A. August 17, 2010 Study Session Minutes
- B. August 17, 2010 Regular Board Meeting Minutes

Agenda Item 6: Old Business

None.



Agenda Item 7: New Business

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

Mr. Hatch presented the staff recommendation to approve the intergovernmental agreement with GOER allowing the college to receive \$14,596.93 in state fiscal stabilization funding, as discussed in study session. Ms. Handorf moved to approve the intergovernmental agreement as presented. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

7.B. – Request to Approve Navajo Nation First Things First Grantee Agreement – Vice President Vest

Mr. Vest presented the staff recommendation to approve the Navajo Nation First Things First grantee agreement as discussed in study session. Mr. Vest explained that the agreement allows the college, through the Arts and Sciences division with Early Childhood Development Program Coordinator Claude Endfield as the principle investigator, to provide CDA credentialing services to two groups of students at Ft. Defiance and Chinle, Arizona. Mr. Vest explained that the grant is for approximately \$120,000 with an equal split between the cost associated with two grant contingent faculty positions and payment for CDA assessment for program students. Kate Dobler-Allen, referring to the November ballot initiative, explained that a no vote will retain First Things First funding and a yes vote will eliminate the First Things First fund balance and retain the tax. Ms. Dobler-Allen reported that First Things First councils are planning for fiscal years 2012 and 2013 and are looking to move forward. Mr. Peaches moved to approve the grantee as presented. Mr. Siquah seconded the motion. *The vote was unanimous in the affirmative.*

7.C. – Request to Approve Vocational Skills Training Contract with the White Mountain Apache Tribe – Vice President Vest

Mr. Vest explained that this is an annual request to approve a partnership between the college and the White Mountain Apache Tribe using WIA funds to operate a construction trades program at the Whiteriver Center with a hands-on component at various locations that consists of building tribal housing. Mr. Vest explained that the maximum contract amount is \$89,733.60 and allows for up to 18 students to be trained. Mr. Siquah moved to approve the contract as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

7.D. – Request to Approve Intergovernmental Agreement with the Maricopa County Community College District (MCCCD) – Vice President Vest

Mr. Vest presented the staff recommendation to approve the IGA with MCCCD as discussed in study session. Mr. Vest explained that a standard process exists across the state for community colleges to cross district boundaries and offer courses or programs for dual enrollment within the boundaries of another district and added that this typically occurs when the home district does not have the desired program or set of courses. Mr. Vest explained that Scottsdale Community College, part of the Maricopa system, offers a culinary arts program while NPC does not. Mr. Vest reported that at least one school within the NPC service area wants to articulate an agreement for dual enrollment for the culinary arts program. Ms. Handorf moved to approve the intergovernmental agreement as presented. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

7.E. – Request to Approve Renewal of Networking Equipment Maintenance Agreement – Director Bishop

Mr. Bishop presented the staff recommendation to approve renewal of the existing networking equipment maintenance agreement for a period of one year not to exceed \$60,000 as discussed in study session. Mr. Bishop explained that three quotes were received and the winning bid was from World Wide Technologies in the amount of \$53,765.08. Mr. Bishop explained that a secondary request seeking authority to renew future maintenance agreements, without bringing them to the Board for approval, provided the renewal cost does not exceed 110% of the prior year, was presented as a convenience for the Board and Mr. Bishop added that it does not place an



additional burden upon his department to present renewal request to the Board annually. Mr. Parsons moved to approve annual maintenance agreement with World Wide Technologies, who provided the lowest bid in the amount of \$53,765.08. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.* With regard to the secondary recommendation, Ms. Handorf stated that it is her belief that returning future maintenance agreements to the Board for approval will help ensure the competitiveness future pricing and that it is no burden for the Board to review the agreements. The secondary recommendation died for lack of a motion.

7.F. – Request to Consider Possible Amendments to Lease of Fitness Center Equipment to the NPC Foundation – Vice President Hatch

Mr. Hatch presented the Foundation request for changes in the requirements of the agreement for fitness center equipment as discussed in study session. Mr. Hatch explained that the Foundation is not seeking amendments to the agreement, rather Board approval to bypass requirements of the agreement with regard to opening date and weekly hours of operation. Mr. Chugg requested that the Board issue a statement stating that the college would not find the Foundation in default of the existing agreement and approve a new opening date of November 1, 2010 as well as an operating schedule of only 30 hours per week. Responding to a Board question, Mr. Hatch stated that any agreement changes need to be outlined in writing. Mr. Parsons moved that the Board approve the request of the Foundation to change the fitness center lease agreement as outlined. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

7.G. – Request to Approve Audit Engagement – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the engagement of Heinfield, Meech & Co. for auditing services for the fiscal year ending June 30, 2010, as discussed in study session. Mr. Hatch added that this will be the fifth year that the firm has prepared the audit for the college and that he anticipates it will be the last year the college will engage the firm. Mr. Parsons moved to approve the engagement of Heinfield, Meech and Co. as presented. Mr. Siquah seconded the motion. Mr. Siquah suggested that future audits by the same firm be limited to three years. In response, Mr. Hatch stated that he will recommend to the Auditor General's Office that auditing firms are cycled through more often. Mr. Hatch stated that he has been pleased with the willingness of Heinfield, Meech & Co. to assist the college in getting audits done in a timely manner. Mr. Hatch added that he has also been pleased with efforts of the Office of the Auditor General. *The vote was unanimous in the affirmative.*

Agenda Item 8: Standing Business

8.A. – Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Bishop
Eric Bishop, SPASC Co-Chair, reported that SPASC met, for the first time this semester and academic year, on September 17, 2010. Mr. Bishop reported that the group focused on information distribution and held planning discussions regarding the upcoming changes to Higher Learning Commission accreditation options. Mr. Bishop reported that SPASC is scheduled to make an accreditation pathway recommendation to Dr. Swarthout in December. Mr. Bishop reported that SPASC will meet next on October 1, 2010. Dr. Swarthout noted that she is looking to move quickly to identify a new accreditation pathway for the college and added that the college will incur costs related to bringing a HLC representative to the college to talk about the different pathway options. Mr. Bishop reported that one-page pathway summaries will be distributed to the college and to the Board, if desired. Dr. Swarthout reported that the eight non-AQIP Arizona community colleges faced with making a pathway decision may meet to discuss accreditation options. Responding to a Board question, Dr. Swarthout speculated that there will be additional costs related to accreditation.



8.B. – Human Resources Update – Peggy Belknap

Peggy Belknap, Human Resources Director, announced the following new hires: Patrick Natseway, ABE Special Sites Coordinator; Marletha Baloo, Financial Aid Specialist; Sue Ann Montejano, Human Resources Specialist II; Deena Gillespie, Records Evaluator; Brandy Bryant, Dual Enrollment Specialist; and Dawn Palen, LCC Academic Advisor. Ms. Belknap briefly reviewed open positions and positions that are in process.

8.C. – Employee of the Month Award – Peggy Belknap

Human Resources Director Peggy Belknap announced that Candy Howard, White Mountain Campus Manager, has been selected as the July 2010 employee of the month. Ms. Howard was unable to attend the meeting to receive her award. Ms. Belknap announced that Ms. Howard has selected Mr. Hatch to be her administrative victim and his assigned task will be to answer the college toll-free telephone line on September 30, 2010.

8.D. – Alumnus of the Month Award – Mary Lou Schroeder

Mary Lou Schroeder, White Mountain Campus Academic Advisor, presented the Alumnus of the Month Award to Ron Bishop, Jr. Ms Schroeder reported that Mr. Bishop attended NPC as a dual enrollment student, became a President's Scholar and Phi Theta Kappa member and graduated with an Associates of Business degree. Ms. Schroeder reported that Mr. Bishop then went on to Arizona State to complete a business degree and currently puts his education to good use in the family business. Mr. Bishop thanked Ms. Schroeder for her guidance, credited her for playing a crucial role in his education and thanked the Board for the recognition.

Lorraine Benally, Kayenta Center Manager, was named the August 2010 Alumnus of the Month. Ms. Benally was unable to attend the meeting to receive her award due to ongoing fall 2010 student registration at the Kayenta Center but was able to be recognized at the September meeting. Ms. Benally began working for the college as a work study student, then as Kayenta Center Advisor, and finally as Kayenta Center Manager. Her nominator, Myrtle Dayzie-Gray, Kayenta Center Advisor, credits Ms. Benally with being extremely student service focused and added that Ms. Benally and is known as "The NPC Lady" in Kayenta. Ms. Benally earned Associate of Arts and Associate of Applied Science degrees at NPC.

Agenda Item 9: President's Report – President Swarthout

Dr. Swarthout reported that the Arizona Community College Presidents Council met and also conducted a joint meeting with the Arizona Association of District Governing Boards in Prescott, Arizona. Dr. Swarthout stated that the joint meeting was good experience with the highlight being a discussion led by Regent DuVal, of the Arizona Board of Regents, regarding the position of the regents in working more collaboratively with the community colleges. Dr. Swarthout reported that ACCPC has taken the position that it cannot support a movement to provisional status until the Gila Community College board approves a motion to go independent. Responding to a question from Chairman Jeffers, Mr. Hatch reported that 8 of 9 modular buildings on the former Hermosa Campus have been removed and the last modular is being assessed for minor damage that occurred during the removal process prior to transport. Mr. Hatch reported that the contractor tasked by Apache County for removal services has shored up the structure and Apache County must now decide if it still wants the building and added that there is no immediate need to move the building. Mr. Hatch reported that the building sites have been cleaned up and that the City of Holbrook will haul off concrete and use it as clean fill.

Agenda Item 10: Board Report/Summary of Current Events

Dr. Swarthout announced that a Board retreat will take place tomorrow on the Painted Desert Campus, Nizhoni Learning Center room 142 and will begin at noon. Board members will attend a Joint DGB meeting at Coconino Community College on Monday, September 27, 2010.



Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, October 19, 2010.

Agenda Item 12: Adjournment

The meeting was adjourned upon a motion by Mr. Siquah, a second by Ms. Handorf, and a unanimous affirmative vote.

Respectfully submitted,



Russell Dickerson
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Secretary to the Board

