

Navajo County Community College District Governing Board Meeting Minutes

January 21, 2014 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero, Ms. Ginny Handorf, Mr. Daniel Peaches, Mr. James Matteson, Mr. Prescott Winslow

Staff Present: President Jeanne Swarthout; Vice President Blaine Hatch; Vice President Mark Vest; Information Services Director Eric Bishop; Institutional Effectiveness Director Dr. Leslie Wasson; Recording Secretary to the Board Lisa Jayne.

Others Present: Jay Judson, Paul Soldinger, David Glennon, Jay Zsorey, Kyle Nowell, Maderia Ellison, Ann Hess, Everett Robinson, Lauren Sedillo, John Spadaccini, Stuart Bishop, Sharon Hokanson, Bill Jeffers, Tamara Martin, John Bremer, Nick Worth, Dave Roberts

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Election of Board Officers

Mr. Matteson nominated Ms. Handorf for Chair of the District Governing Board. Mr. Winslow seconded the motion. *The vote was unanimous in the affirmative.*

Mr. Matteson nominated Mr. Peaches as Secretary to the Board. Mr. Winslow seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 4: Call for Public Comment

Mr. Bill Jeffers addressed the Board and stated that the Kiwanis Club in Holbrook hosts an annual Quiz Nite fundraiser. Last year over 200 people competed and President Swarthout's team won. Quiz Nite will be held again on January 31st, and NPC has five teams entered in the competition. Mr. Jeffers presented the Board and staff members with cookies to thank them for their support.

Agenda Item 5: Reports

5.A. Financial Position – Vice President Hatch

Vice President Hatch reviewed the Financial Report with the Board.



Mr. Winslow asked if the tuition and fees from first semester should have been collected by the end of November. Vice President Hatch stated there are several students who pay on a monthly payment plan but for most part the tuition and fees were collected. Mr. Winslow asked what the trend has been for the last several years for the percentage collected. Vice President Hatch stated that it would usually be closer to the 42% expended; this year's percentage is lagging.

Mr. Winslow asked if the nearly \$150,000 overage in capital expenditures was due to the skills center or the mechatronics equipment or some other component. Vice President Hatch stated the mechatronics expenditure was completed in the prior fiscal year, but the overage was most likely due to receiving unanticipated grant funding.

Mr. Lucero asked if there was an update on the impact to the College of the mill closure. Vice President Hatch stated that assessed valuation information will be presented in February.

5.B. NPC CASO – Margaret White

None

5.C. Faculty Association – Cyndi Hutton

None

5.D. NPC Student Government Association

SGA Vice President Kyle Nowell addressed the Board and stated President Lorin Jessup has stepped down and he will be acting as interim-president until the regular meeting in February at which time a new president will be elected. SGA is finishing up a Dunkin Donut fundraiser on January 23rd. Proceeds from this fundraiser will be going to the 40th Anniversary Scholarship Fundraiser. SGA will be hosting a team at the Kiwanis Club Quiz Night and will be participating in team building exercises in Flagstaff in February. The annual talent show is in the planning process and auditions will be held March 7 from 11am-4pm, March 8, from 10am to 3pm, March 13 from 5pm to 8pm, and March 14 from 11:00am to 4:00pm, at both LCC and SCC campuses. The talent show will be Friday April 4 at the PAC. SGA annual basketball tournament will be held possibly the weekend of April 12 and the 13. Current SGA members will be recruiting this semester to keep SGA going and keep all campuses and centers represented.

Agenda Item 6: Consent Agenda

- A. December 17, 2013, regular meeting minutes.
- B. Dual Enrollment Intergovernmental Agreement with Red Mesa USD

Mr. Matteson moved to accept the consent agenda. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 7: Old Business

None.

Agenda Item 8: New Business

8.A. Request to Approve NIMS (National Incident Management System) Resolution

Vice President Hatch stated that Stuart Bishop has recently taken on new responsibilities for campus safety as the District Emergency Manager and he has suggested the College approve a resolution endorsing NIMS (National Incident Management System) as the basis for emergency management in the District. NIMS sets the standard on how to manage emergencies from preparedness to recovery. Mr. Lucero asked if cost for the program had been determined. Vice President Hatch stated the resolution is stating a basis for discussion only and there are no plans for expenditures at this point and that adopting the resolution does not require the College to participate in any mandates and there are no large costs associated with adopting the NIMS resolution at this point.

Mr. Matteson stated that establishing a basis is important in order to have consistency in the approach to emergency management. This resolution would also align the College with local state and law enforcement standards.

Mr. Winslow asked if the District currently has an IGA or operating agreement with other agencies in order to collaborate during an incident. Vice President Hatch stated no formal agreements with emergency agencies exist but the College does work with local entities in case of emergency and NIMS is widely approved by all the entities the College would potentially collaborate with in an emergency.

Mr. Lucero asked if other educational systems are involved in NIMS. Stuart Bishop stated that many federal grants state any time higher education entities receive grants that they also accept NIMS as a standard policy.

Mr. Lucero asked if other educational entities without police forces have adopted NIMS. Stuart Bishop stated educational entities without police forces have done so. Mr. Matteson stated with the potential for fire emergency this summer the resolution is timely.

Mr. Lucero asked what active shooter format NIMS recommends. Stuart Bishop stated Fight, Flight, or Hide was the standard and offered to present it to the Board if they wished.

Mr. Winslow asked if there was potential for future expenditure mandates by NIMS. Vice President Hatch stated that by adopting the NIMS resolution there is no requirement of expenditure of funds. In the future there might be recommendations for emergency management preparation that might request funding but there is no requirement to do so.

Mr. Winslow moved to approve the NIMS resolution. Mr. Matteson seconded the motion. Mr. Lucero voted in opposition. ***Motion passed with a majority.***

8.B. Request to Approve Award of Design/Build Contract for NATC

Mr. Matteson recused himself from discussion on this item.



Vice President Hatch stated NATC issued a request for qualification to construct a metal classroom building at the NATC facility.

There were eight responses to the Request for Qualifications. A five member review committee reviewed all eight responses and selected DW Lusk. NATC accepted the recommendation from the selection committee.

DW Lusk will put together a design and plan and staff is recommending DW Lusk be given the contract, not to exceed 10% of the cost of construction for design and planning. Once the plan is developed staff will return to the NPC Board for final approval of the construction cost for the project which is estimated at approximately \$250,000 to \$300,000.

Mr. Winslow asked if DW Lusk will present two different cost options for the project based on size. Vice President Hatch stated that the larger size is what is required and that there are sufficient funds to build the larger size. Mr. Winslow asked what the current balance for NATC capital is currently. Vice President Hatch stated approximately \$440,000 is left from the state funded capital allocated to NATC.

Mr. Lucero asked if the College has ever received an official notice from the state that NATC could keep the funds. Vice President Hatch stated it was allocated several years ago in 2008, the College was never told the funds were to be returned and no funds were taken from the community College system at all during that time.

Mr. Winslow moved to approve the award of the design/build contract of the NATC metal classroom building to DW Lusk Contracting and SPS Architects. Mr. Peaches seconded the motion. Mr. Matteson recused himself. ***Motion passed with a majority.***

Vice President Hatch suggested that the motion include that the amount of the design is not to exceed 10% of the construction cost. Mr. Winslow moved that the cost of the design not exceed 10% of the cost of construction. Mr. Peaches seconded the motion. Mr. Matteson recused himself. ***Motion passed with a majority.***

8.C. Request to Approve Hearing Officer

Mr. Matteson asked how recently the College used a hearing officer. Vice President Hatch stated the College used a hearing officer about a year ago. Mr. Lucero asked if there was a cost associated with the list of hearing officers. President Swarthout stated only when needed.

Mr. Lucero moved to approve the list of hearing officers presented. Mr. Matteson seconded the motion. ***The vote was unanimous in the affirmative.***

8.D. Review of Budget Development Calendar and Process

Vice President Hatch updated the Board on the budget process. Due to timing and other issues a budget managers meeting did not take place in December, but will now be combined with the budget hearings that are scheduled for February. Materials for departmental, operational, and capital requests have been distributed.



Mr. Lucero asked if the staff increases will include comparisons to other institutions. Vice President Hatch stated comparative information for the community Colleges is always provided, however, it's all preliminary information as NPC's budget process is usually two months ahead of other community Colleges in the state.

Mr. Winslow stated he would like to see the amount of projected revenues that is being committed for a future facilities fund. President Swarhout stated it could be brought forward as a Board policy. Mr. Matteson stated he agreed and suggested calling it dedicated funds for future capital improvements and that it could be clarified how much less capital expenditures would be by not going through the bond process. Vice President Hatch stated that concept fits in well with the move to a three year capital plan and to move toward funding at least a portion of planned expenditures for capital.

8.E. Request to Approve Single Audit Reporting Package

Vice President Hatch commended College financial staff and auditor general staff for completing the audit so early. He stated the College's final audit is clean and the recommendation by staff is that the Board accepts the audit.

Mr. Matteson moved to approve the Single Audit Reporting Package. Mr. Lucero seconded the motion. ***The vote was unanimous in the affirmative.***

8.F. Request to Approve Adjustment to Fiscal Year 2012-2013 Adopted Budget

Mr. Lucero clarified that this item lines up the budget from projected to actual. Vice President Hatch stated that was the case.

Mr. Lucero moved to approve the adjustment to Fiscal Year 2012-2013 Adopted Budget. Mr. Matteson seconded the motion. ***The vote was unanimous in the affirmative.***

8.G. Request to Approve Program Modification for Cosmetology Program

Vice President Vest stated instructional council is recommending the Board accept a change to the curriculum in the cosmetology program. Until about three years ago cosmetology students registered for a block of classes that were taught in the lab format and the classes lasted all semester. There were concerns that if the students had to leave the program before the semester was finished they would get no credit for the work they had done. There has been no content change in the classes, merely taking four credit blocks and splitting them into two credit blocks. This will help speed up completion and provides more flexibility for students. Mr. Winslow asked if it will have any impact on NAVIT and completing the hours needed for those students. Vice President Vest stated it would help them finish should they miss something but it really impacts the adult students.

Mr. Lucero moved to approve the Program Modifications to the Cosmetology Program. Mr. Matteson seconded the motion. ***The vote was unanimous in the affirmative.***



Agenda Item 9: Standing Business

9.A. Strategic Planning and Accreditation Steering Committee Report

Director Wasson addressed the Board and stated SPASC met last week and discussed the status of the Quality Initiative which is the accreditation project to improve student learning. The project topic area is persistence and retention of students. SPASC also discussed some standards to measure intent and decided on the QI committee composition. It was also decided that the College will be joining HLC Retention Academy. The group also spent time evaluating the strategic planning process.

Mr. Winslow asked about the QI process and when approval from HLC can be expected to take place. Director Wasson stated the process has stages. The first stage is to identify a possible topic and to get the committee organized. The next stage is to have a broad participation in identifying and developing the project itself. That's the design and proposal stage, and then finally the implementation stage. The proposal will be sent to the HLC by October. Once the proposal is approved, implementation is a multi-year project. Mr. Winslow asked about the retention academy. Dr. Wasson stated it is an HLC Academy that is available to all the Colleges and is a new academy.

Mr. Winslow clarified when budget items could be expected to come before the Board in regard to the retention initiatives. Vice President Vest stated there should be no expenditures until the committee has recommendations to make. President Swarthout stated the Quality Initiative project, whatever it looks like, is a requirement of the College's accreditation. There has always been a budget the funds to do things with the higher learning commission such as this new retention academy. Part of our relationship with HLC always requires investment; the money for the academy is already in the president's office budget.

9.B. Human Resources Update – Sharon Hokanson

Director Sharon Hokanson summarized the human resources report with the Board.

9.C. President's Report – President Swarthout

First Bill tracking of current legislative session was sent to the Board. A weekly legislative report will be sent. AC4 meeting was last week. Remaining community outreach dates will be sent out shortly. Art faculty Peterson Yazzie recently published a children's book, President Swarthout recommended the Board get a copy. Mr. Winslow asked about Cavanaugh's comments about students not needing four year degrees. President Swarthout stated Cavanaugh has always been supportive of community colleges so she is not that concerned. President Swarthout stated she is more concerned about ASRS bill.

Agenda Item 10: Board Report/Summary of Current Event

Mr. Lucero stated that the NPC Welding program made signs for the new dog park and wanted to acknowledge their work. Mr. Matteson stated that with the price of potash worldwide the potash industry here should not be relied on for economic development.



Agenda Item 11: Announcement of Next Regular Meeting: February 18, 2014.

Agenda Item 12: Adjournment

The meeting was adjourned at 11:36 a.m. upon a motion by Mr. Winslow, a second by Mr. Lucero, and a unanimous affirmative vote.

Respectfully submitted,

Lisa Jayne
Recording Secretary to the Board

