

Navajo County Community College District Governing Board Meeting Minutes

August 21, 2012 – 10:15 a.m.
2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Mr. Bill Jeffers, Ms. Ginny Handorf, Mr. Daniel Peaches, Mr. Dusty Parsons arrived at approximately 11:52 a.m.

Absent: Louella Nahsonhoya

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

Others Present: Peggy Belknap, Melissa Luatua, Wendy Shepard, Ann Hess, Everett Robinson, Kenny Keith, Royce Kincanon, Maderia Ellison, Beaulah Bob-Pennypacker, Tamara Martin, Matt Weber, Jake Hinton, Jeremy Raisor, Dave Roberts.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 10:15 a.m. Ms. Handorf 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

None.

Agenda Item 4: Reports

Financial Position – Vice President Hatch

Vice President Hatch stated there are two months of financial statements presented because of not meeting in July. Referencing the June statement, the final statement of the fiscal year, 100% of the budget is expired. General Fund revenues; property taxes came in above budget at 101% of what was expected, including some collection for previous year. Much of the property tax receipts in the second half of the year were shifted to May which is a new trend, and it happened in both the first half and the second half of year; had budgeted 12.7 million and received 12.8 million. Received everything budgeted for State aid, out of county reimbursement was higher by about \$500,000 and tuition and fees were 91%. Investment earnings were at 115% of budget. Grants and contracts at 116% of budget. Transfers at 90% and so total revenues 104% of what was anticipated coming in at 22.9 million. Ms. Handorf asked what happened in miscellaneous category. Vice President Hatch stated it was generally accounting adjustments. On the expenditure side in General Fund, salaries, wages, and benefits coming in at 96% of budget, operating expenditures at 95% and capital expenditures in General Fund at 91%. Total expenditures were 19.3 million almost, compared to a budget of 20.2 million. On the expenditure side we expended just over 4.3 million, or 98% of what was budgeted. On the restricted fund revenues came in at 113% of budget, nearly 6.1 million and expenditures were 104% of budget, about 5.6 million. Revenues higher than expenditures primarily related to more activity in student financial aid. On the auxiliary fund 79% of revenues matching exactly the expenditures and that required a transfer from the General Fund to make those balance throughout the year of about \$137,000, we had budgeted to transfer about \$150,000. Cash flows throughout the year resulted in a positive net cash for the year of \$3.6 million positive cash flow.



NPC CASO – Ina Sommers

None.

Faculty Association – Kenny Keith stated that there was not a whole lot to report since faculty were just arriving back to work but that the new faculty were taken to Hopi for orientation on August 17.

NPC Student Government Association- Melissa Luatua

Melissa Luatua introduced the new President of SGA, Wendy Shepard. Ms. Shepard stated she had just come back from Costa Rica and was hoping for a great year. The first meeting for SGA was scheduled for September 21.

NPC Foundation- Lance Chugg

President Swarthout reported on behalf of Lance Chugg that the golf tournament fundraiser was canceled. Mr. Chugg expressed in his report that he felt that the closure of Catalyst greatly affected the success of the golf tournament. The Foundation is presently electing scholarship recipients and late applicants can still apply at www.npcfoundation.org. Chairman Jeffers asked if the golf tournament had been rescheduled or canceled. President Swarthout stated the report was not clear.

Agenda Item 5: Consent Agenda

A. June 19, 2012 Regular Meeting Minutes

B. 2012-2013 Dual Enrollment Intergovernmental Agreements between the Navajo Community College District and Winslow USD #1; Holbrook USD #3; Window Rock USD #8; Chinle USD #24; Joseph City USD #2; Show Low USD #10

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

Agenda Item 6: Old Business

None

Agenda Item 7: New Business

A. Request to Approve Transit Agreement

Vice President Hatch stated NPC has been involved in the Regional Connector Transit Service since it began in 2008 and there are several continuing partners including Navajo County, Show Low, Pinetop/Lakeside, Snowflake and Taylor. The agreement under discussion continues the framework for funding for a one year period and two one year automatic renewals. The Board is being asked to approve a resolution offering NPC's three year participation in the project and approving the Regional Connector Transit Service Intergovernmental Agreement. The City of Show Low will continue to service as the lead participant for administration.

Vice President Vest represents NPC on the advisory board. The IGA calls for the College to contribute \$5,916 which represents 10% of the local contribution. It is anticipated that in year two and three our commitment will remain at the 10% level but the budgets have not been set but there is a commitment to operate the line. It is the College's opinion that the bus line benefits employees and students with reliable transportation. It is staff's recommendation to approve the resolution authorizing participation.

Chairman Jeffers asked Vice President Vest if communities pulled out of the agreement how the funds would be made up. Vice President Vest stated that it would need to come under discussion with remaining entities to reevaluate their participation. Chairman Jeffers asked if the entities that were purportedly pulling out had given a definite no. Vice President Vest stated that the listed entities are firm but did not want to speak on behalf of other entities.



Chairman Jeffers asked about changes in cost and Vice President Vest stated that numbers show that this transit service is efficient in its operation and very low cost per mile and ridership is growing rapidly. Capital needs that will arise in the future will require further discussion on cost of the program.

Mr. Peaches moved to approve the Transit Agreement and three year commitment in the transit service project between Northland Pioneer College and the White Mountain Connection Bus Line. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

B. Request to Approve Apache County IGA

Vice President Hatch said the IGA with Apache County is an ongoing relationship, and other than an adjustment in dollar amounts, there have been no changes to the IGA compared to the most recent agreement. Vice President Hatch acknowledged that Apache County Coordinator Tamara Martin has been wonderful to work with in the whole process. Total cost of program delivery does not create any burden to taxpayers of Navajo County.

As described in the IGA, an analysis after the end of the year for 2011/2012 will be presented at the September board meeting. The proposed IGA does reflect an increase of \$70,000 in contributions directly from Apache County for the 2012-2014 period. That will be \$600,000 in cash contribution from Apache County in each of the two school years.

Apache County indicates they are approaching the capacity of their higher education secondary property tax revenue stream and the \$600,000 really is the limit of their abilities from property taxes to continue to support the IGA amount. That may affect in the future the provision of services, including during this IGA period as they try to adjust and we make sure that the balance between what that cash contribution is and what the cost of providing services in Apache County balances out. The actual revenue and expenses are determined through this year's analysis and to make payment adjustments in the following annual analysis. Staff does recommend approval of the IGA with Apache County.

Chairman Jeffers asked if the \$600,000 indicated included any capital improvements, Vice President Hatch stated it was only operational expenses. The IGA does describe what is called supplemental funds, and two primary things are taken care of out of those supplemental funds. One is the Apache County Coordinator's wages and benefits, and two, any hardware or capital kinds of improvements. That funding does not flow through the college. That gets paid for directly by Apache County, and so when capital items are purchased, they are purchased by Apache County, tagged as Apache County capital improvements or equipment, and then there's no question who the property belongs to. And as indicated in the IGA the supplemental budget for each of the two years is \$159,300, and that also comes out of their secondary property tax and their capacity does include that amount.

Chairman Jeffers clarified that Navajo County is not subsidizing Apache County in any manner, and at the end of the year, every year, there is an adjustment made one way or the other. Vice President Hatch confirmed this.

Ms. Handorf moved to approve the IGA with Apache County. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

C. Request to Approve City of Show Low Drainage Easement

Vice President Hatch stated that site improvements at White Mountain Campus affecting parking and driveways through the campus, and as a result of that have the request to grant a drainage easement to the City of Show Low to assist in the maintenance of the natural storm water drainage flow on the eastern edge of our property. Staff recommends approval of City of Show Low Drainage Easement. Discussion about the drainage area ensued. Chairman Jeffers stated he is concerned the easement could be problematic in the future should NPC wish to build on the location and asked if it could potentially be a conditional easement in the case that in the future a significant amount of money and work needed to be done to improve the drainage. Vice President Hatch stated that certainly could be changed and it would be brought back to the Board.



Mr. Peaches moved to table this motion upon receiving some more information. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

D. Request to Approve a Change in Terms of Employment, Faculty in Heavy Equipment

President Swarthout stated that due to necessary resource changes in Apache County, the County is recommending a change of contract for Dean Wiltbank, Faculty in Heavy Equipment to end at the end of December, in other words, a half year contract, rather than a year. The faculty member in question has been fully informed and was made aware that this was an action item at today's Board meeting.

Chairman Jeffers asked if it was unusual to have an item like this come before the board. President Swarthout said that due to Procedure 2720 changes was written for larger structural changes in the College; however, it does place staff in the position where even with one individual employee we need to bring it to the Board. President Swarthout stated that that procedure may need to be looked at in the future so that individual cases need not be brought to the Board. This change came about due to sunsetting the Heavy Equipment curriculum, it does not affect students in the way the change was structured, but it's also Apache County looking at expenses and trying to align their operational expenses with their budget resources.

Ms. Handorf moved to approve a reduction in force affecting Apache County in the position of faculty for Heavy Equipment Operations. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

Item E was moved to follow Item 8 Standing business.

Agenda Item 8: Standing Business

8.A. – Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Eric Bishop

No Report. SPASC will reconvene in September.

8.B. – Human Resources Update – Vice President Hatch

Fourteen positions have been filled. Under the Open List the Faculty in Early Childhood Development, item #3, has also been filled. An update on the remaining open positions, the ADOC part-time Faculty will be re-advertised; the Faculty in Cosmetology at Little Colorado Campus interviews are happening this week; the Director of Human Resources has closed and will begin moving forward with filling that position there were 25 applicants. The Small Business Analyst position has closed and is in process. The remaining positions are open until filled with the exception of the last item which will be reposted in October.

Chairman Jeffers made an inquiry about the Director of Public Safety having a clerk. Vice President Hatch stated that the position is strictly instructional and deals with the new Law Enforcement Academy.

8.B.a. Emeritus Award – Ron Goulet

Ms. Handorf moved to approve Emeritus status for Ron Goulet for his service to Northland Pioneer College. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

Vice President Vest presented Professor Ron Goulet with Emeritus Award. Professor Ron Goulet expressed some comments and his thanks to the Board.

8.B.b. Meritorious Award – Joyce Hunt

Mr. Peaches moved to approve Administrator Emeritus status for Joyce Hunt for her service to Northland Pioneer College. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

Vice President Hatch presented Joyce Hunt with Administrator Emeritus Award. Joyce Hunt expressed some comments and her thanks to the Board.



E. Executive Session Northeastern Arizona Training Center (NATC) Ms. Handorf moved the Board go into Executive Session at 11:12 a.m. to discuss NATC proposed revisions to bylaws; the Promissory note from NATC for GADA Loan to Town of Taylor, and the Deed of Trust to the Town of Taylor. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

The DGB Board returned to regular session at 12:26 p.m.

Agenda Item 9: President's Report

President Swarthout stated that the Arizona Board of Regents, i.e. the three university presidents, are wishing to remove the ABOR Policy that limits the universities doing lower division in community college counties and districts. While it doesn't exclude them from doing it, it limits the circumstances. This is of concern to all ten community college districts; the districts have requested that ABOR table that and they have reluctantly agreed to table and a group of districts are meeting with the university representatives regarding why they wish to do lower division when community colleges are already well established doing lower division.

President Swarthout stated NPC is preparing to communicate the Arizona Community College Long-Term Strategic Plan Vision Metrics. Staff is continuing to keep the report under wraps simply because there are some changes in language and changes in some numbers before it is released. The community college presidents did decide that they would report primarily the five or six key metrics out of thirty that they thought was the most important indicators of community college success and progress. That report should be ready to go to the Board by the end of August. There is a ten district report, a summary aggregate of all districts on all thirty metrics and then each individual community college district will also have a report on their individual metrics. There's going to be huge diversity in those regardless of what the ten district average is there's going to be a tremendous amount of diversity because of the amount of diversity in the community college systems.

President Swarthout stated she had sent to the Board the proposed reorganization for ACCPC with a new overarching council. President Swarthout requested the Board's input and thoughts on the matter.

The NPC Board Retreat is on the 27th of September and the District Governing Board Summit on October 5 that includes NPC, Coconino, Mojave, and Yavapai Community College with legislators. Please RSVP to Lisa Jayne about attendance.

The Board was notified by Recording Secretary, Lisa Jayne, that the Board packet format would be changing from paper to digital at the September 18 board meeting, and in addition, it was requested that Board members transition from personal email to College email addresses to discuss College business.

Agenda Item 10: Board Report/Summary of Current Event

None

Agenda Item 11: Announcement of Next Regular Meeting: The next regular District Governing Board Meeting is Tuesday, September 18, 2012. There is also a September 27 Board Retreat in Hopi, and an October 5 Joint Legislative DGB Meeting in Flagstaff.

Agenda Item 12: Adjournment

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

Respectfully submitted,



Lisa Jayne
Recording Secretary to the Board

Bill Jeffers
Chairman

Ginny Handorf
Board Secretary

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