

Navajo County Community College District Governing Board Meeting Minutes

September 17, 2013 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

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

Staff Present: President Jeanne Swarhout; 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: Stuart Bishop, Peggy Belknap, Ann Hess, Margaret White, Julie Neish, Bill Fee, Cynthia Hutton, Mike Solomonson, Sharon Hokanson, Everett Robinson, Beulah Bob-Pennypacker, Matt Weber, Melissa Luatua, Jake Hinton, Julie Wiessner.

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

None

Agenda Item 4: Reports

4.A. Financial Position – Vice President Hatch

Vice President Hatch summarized the Financial Position Report to the Board. Mr. Matteson asked how much of the \$8.5 million set aside last year was expended. Vice President Hatch stated none of the \$8.5 million was used. The budget last year was below what College expenditures were budgeted for. At the end of the fiscal year, 91% of budget was expended. Of the \$24.2 million in the general fund, the College spent just under \$22 million. Vice President Hatch stated that state funding in the unrestricted plant fund will actually be \$122,600, and future reports will be adjusted to reflect this. Mr. Winslow asked if that included STEM funding. Vice President Hatch stated that was the understanding. However, there's some question from JLBC that questions that while statutory language did change for capital state aid to move to stem funding, it didn't go into effect until the fiscal year had already started so JLBC is taking the stance that this continues to be capital state aid for the 2013/2014 fiscal year. The College had planned to expend all of the money for the STEM funding on equipment and so it doesn't change



the College's approach on how the money will be spent but the State is seeing a different definition of what the funding is for. Beginning the 2014/2015 year it will be STEM funding. Mr. Matteson asked if there was a specific plan for large capital expenditure. Vice President Hatch stated that in the master plan some alternatives and options but none that have been determined at this point.

4.B. NPC CASO – Margaret White

Margaret White addressed the Board and stated that CASO has raised \$1,841.50 for student emergency fund, and thanked the College for the success of the fundraising. CASO is restaffing several positions. Danneel Elkins with NATC from SCC, Marletha Baloo from the Financial Aid Office at PDC, Barbara Akins with Dual Enrollment at SCC, and Carrie Jordan is going to help with the CASO newsletter. Sandy Manor is going to represent CASO on College Council. In the October meeting CASO will be working on salary proposal for upcoming year and will work with Faculty Association to present convocation in January, and are discussing focusing on customer service as convocation theme. With planning convocation, the CASO retreat will be moved to 2014.

4.C. Faculty Association– Cynthia Hutton

Cynthia Hutton addressed the Board and stated she is co-chair of the Faculty Association with Gary Mack and the goal this year is to get more faculty involved in the Faculty Association. This year the Association will be adding a Wednesday meeting, in addition to the standard Friday meeting. All committees have been staffed. Cynthia Hutton introduced Dr. Mike Solomonson, Chair of the Performing Arts Department, and Julie Neish, Faculty in Music.

Julie Neish reviewed her professional development trip to Italy for a conductor workshop with the Board.

Dr. Mike Solomonson presented to the Board about current and upcoming plays. *Coeur d'Alene* is running in September, *The Drowsy Chaperone* will run in November with a dinner theater some evenings. And in December *Jacob Marley's Christmas Carol* will run again. *The Drowsy Chaperone* and *Coeur d'Alene* were entered into a play competition with KCACTF, and may be invited to Los Angeles to perform. This will allow some students to compete in the Irene Ryan Competition. *Soundcheck* will be doing a benefit concert in November in conjunction with Shepherd's Kitchen. On December 6 there will be a *Broadway Treats* concert. Mr. Matteson asked how many languages Julie Neish conducted in. She stated in four.

4.D. NPC Student Government Association – Melissa Luatua

Melissa Luatua addressed the Board and stated that SGA senator elections will be held September 20 at first meeting and will then move onto to electing officers. SGA members will be at Pedal the Petrified and will be partnering with PTK for a Dunkin Donuts fundraiser towards student scholarships for the 40th anniversary. A laptop scholarship for each center/campus is being put together. The Outdoor Club already has a skiing/snowboarding trip in mind for Fall Semester. Melissa Luatua stated everyone was welcome to attend events. Mr. Matteson volunteered to help with the ski trip.



Agenda Item 5: Consent Agenda

August 20, 2013 DGB Minutes

Whiteriver USD Dual Enrollment IGA; Snowflake USD Dual Enrollment IGA;
Round Valley USD Dual Enrollment IGA

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

Agenda Item 6: Old Business

None

Agenda Item 7: New Business

7.A. Review of Implementation of Institutional Review Board

Director Leslie Wasson addressed the Board and stated that when research is done at institutions using human subjects the College is required to review and address ethical concerns. One of the grants the College is in a consortium with other colleges in the area has a research protocol that includes human subjects so the college has put together an Institutional Review Board, an IRB. The board will read, review and address human study guidelines. There are two main criteria for that would be that research subjects have to be informed that they are participating in research and that it can do no harm. Mr. Lucero asked what happens if the research requires the subjects not know they're subjects. Director Wasson stated that then has to be justified as part of the research and at the stage of community college would probably not be approved without a pretty rigorous review and a lot of advising.

7.B. Request to Approve Fire Science Equipment Purchase

Vice President Hatch stated the acquisition of a proposed mobile fire training base unit, which will be upgraded to a larger size of 12' x 24' platform and using Carl Perkins funding, would be an important resource for the fire science students at the College. The recommended purchase of the training unit supports several components of the Strategic Plan, including #2 of the President's Strategic Initiatives, and both Pillar 1, instruction, and Pillar 6, facilities. Staff recommends approval of this purchase with Carl Perkins Funds in the amount of \$55,038.74, and also designating Fire Vent as a sole source provider.

Mr. Lucero asked what percentage of Carl Perkins funds would cover the equipment purchase. Vice President Hatch stated the entire purchase would be covered by Carl Perkins funds. Mr. Lucero asked about the parts of the unit that would need replaced yearly, and if the Carl Perkins covered those expenses. Vice President Hatch stated that Carl Perkins funds would not be used for maintenance of equipment. Mr. Lucero asked what maintenance costs would be for the unit per year. Vice President Hatch stated he did not have that exact amount but would be included in the expendable materials and would largely be covered by course fees.

Mr. Lucero asked how many fire science students there are and how much the fee is. Stuart Bishop stated the fee in fire science 1 and 2 is \$225. Mr. Lucero asked how often the unit would be used throughout the year. Stuart Bishop stated that 23 students are enrolled, and in the NAVIT program there are 25 students, so 50-75 students a year. In the past, using makeshift



trusses for these purposes the budget has included operational instructional supplies which covers these expenses. Mr. Lucero asked how much the budget for the supplies was. Stuart Bishop stated that the budget for instructional supplies is at \$5,000 right now and covers fuel, ropes and plywood and other expendables and they have been able to stay under that budget currently. Vice President Vest stated that in determining actual expenses for courses because recalculation of course fees are based on actual expenses from the previous year. It is anticipated that this unit may have some kind of an impact and that fees may need to be adjusted as a result.

Mr. Matteson stated the fact that this piece of equipment is mobile and can be used at different sites makes it a good investment.

Mr. Peaches arrived at this point in the meeting.

Mr. Lucero asked where most of the 33 students are from. Vice President Vest stated the NAVIT students are from a mixture of high schools. Stuart Bishop stated they are from Round Valley, Holbrook, Whiteriver, Blueridge, Show Low, Snowflake, Heber-Overgaard, and St. Johns.

Mr. Matteson moved to approve the purchase of the mobile training equipment for the Fire Science Program. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

7.C. Review of Northeast Arizona Training Center (NATC) Audit

Vice President Hatch stated that the NATC audit did result in an unqualified opinion with no findings and is the first audit since the inception of NATC. The NATC audit will be included as a component of the NPC financial statements which is a requirement of the Arizona Office of the Auditor General. The time and effort of Lauren Sedillo, Maderia Ellison, Stuart Bishop, and Danneel Elkins made the process possible.

Vice President Hatch reviewed the summary of the audit report with the Board. Mr. Lucero stated he thought the Town of Taylor was contributing the amount of the fire tower to NATC. Vice President Hatch stated the NATC board, prior to NPC control, entered into agreements that made NATC responsible for it. Mr. Lucero asked if after the Town of Taylor decided to make the contribution the board came back and said the Town of Taylor would be paid. Vice President Hatch stated that the Town of Taylor did have to agree to the NPC role, and part of the discussion at that point was that in order to move ahead with that agreement of NPC having control of the board that NATC would enter into an agreement to repay that loan.

President Swarthout stated that when the Town of Taylor engaged that loan there was always some back and forth on the NATC board on whether that was a contribution from Taylor or not. Mr. Lucero asked if the audit was from inception. Vice President Hatch stated the financial foundational information was from inception, the financial statements are for the fiscal year. Mr. Lucero asked if the NATC budget was going to be kept separate from NPC financial. Vice President Hatch stated it would. Mr. Lucero asked why the cost and income to NPC is not evident in the financial statements. Mr. Lucero asked for financials showing what was spent on



NATC and what was brought in. Vice President Hatch that was possible. Mr. Lucero asked what entities are paying for use of NATC. Vice President Hatch stated that list could be provided.

Mr. Matteson asked if the loan the Town of Taylor was paying had a balloon payment. Vice President Hatch stated it was not a balloon payment.

7.D. Request to Approve Purchase of Fleet Vehicle

Vice President Hatch stated staff recommends purchase of four new 2014 Dodge Caravans. It was felt that minivans would help smaller groups travel as groups of 6 would either have to take a larger 15 passenger van or two smaller vehicles. This proposed purchase is associated with Pillar 6 of the Strategic Plan as part of an equipment maintenance program. This was a planned purchase and is included in current capital improvement budget, and had budgeted \$100,000 for this purchase. The price quoted from Larry Miller Dodge, is a 15% discount from state contract price at \$22,855.22, which includes tax and delivery. The four 2014 Dodge Caravans will cost a total of \$91,421.98.

Mr. Matteson asked if local vendors had been contacted for quotes. Vice President Hatch stated that requests for quotes were sent to local vendors but did not receive any responses.

Mr. Matteson moved to approve the purchase of a the four vehicles. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

7. E, F, G. Request to Approve Purchase of Computer Servers

Director Eric Bishop stated that all three proposed IS purchases are related to the College's Title III Grant Project Eagle. The server purchase includes eight servers with maintenance agreements from Worldwide Technologies at a combined price of \$91,596.40 plus taxes.

Mr. Matteson moved to approve all three IS purchases in one motion. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

Chair Handorf asked what a thin client was. Director Bishop stated thin clients are not full-fledged computers. The College is looking to purchase 100 C10-LE's built by Weiss, owned by Dell. There are no moving units, no hard drives, and connect through the network to connect all the resources in the data center. The benefit to these units is they're much easier to support since there's no moving parts and the life-span is about 10 years, rather than three or four from a computer. If anything goes wrong with these units in the field a technician would not need to go take a look at them, spares will be at each center and a librarian or campus manager could unplug one, plug in the spare and be up and running. It uses cloud technology. Because of the distances between facilities in our institution, these units will be a great fit. This will allow the students to have a full Windows desktop from our data center on their cell phone or iPad or on an older computer at home, equalizing the playing field for all the students. Vice President Vest stated that it will provide all of the software that the College has site licenses for available to the students for free.



Mr. Lucero asked if the new monitors were to tie into these units. Director Bishop stated that was the case. Director Bishop stated supplemental funds plus carry forward covers the cost of the monitors.

Mr. Lucero moved to approve the purchase of the proposed computer servers, the Thin Clients Devices and the monitors. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 8: Standing Business

8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Leslie Wasson

Director Leslie Wasson stated the first official SPASC meeting will be on Friday September 20. The Higher Learning Commission has issued the training and access to their database system for our accreditation process. The system is very accessible and will allow us to upload all our exhibits to their site so when they do their review of our efficacy everything will be readily accessible to them. This should make the process easier and will reduce the amount of barriers during the process, and will be a better overall experience. Chair Handorf asked if SPASC was able to get more members and Dr. Wasson stated SPASC is now at full-staff.

8.B. Human Resources Update – Sharon Hokanson

Director Sharon Hokanson reviewed the Human Resources Update with the Board, stating six of the listed position has been filled. Mr. Matteson asked if most of the faculty positions are full-time. Director Hokanson stated they were full-time. Mr. Matteson asked what proportion of the faculty is full-time and what portion was part-time. Vice President Vest stated it varies greatly by department, right now it's about one full-time faculty member for two adjuncts. President Swarthout stated that the distribution of course load is heavily weighted toward full-time faculty, which is the most critical factor for the Higher Learning Commission.

8.C. President's Report – President Swarthout

President Swarthout stated Pedal the Petrified is Saturday there are 85 riders with riders from different areas. DGB Joint Legislative Summit is this Friday, September 20 at Coconino Community College in Flagstaff. The College's District Governing Board will be on October 22 at SCC. President Swarthout stated that Gila County Provisional College Board keeps putting her on their board agenda to present which she has declined to do thus far as the benefit to either Gila or NPC is not clear. Also being aware the legislature has established a provisional community college committee which has not been called into session, and may not, but the President's Council has placed her on it. Mr. Lucero asked about a four year college he had read in the newspaper was being formed in Snowflake. Dr. Swarthout stated the College should not be concerned about it. President Swarthout stated there is not a lot of legislative activity right now but would be meeting with the Governor's Office next week. The President also stated she would be attending two HLC visits, one in Chicago in November, and a tribal college visit in March of 2014.



Agenda Item 9: Board Report/Summary of Current Event

Mr. Winslow commended the mentoring program at the Winslow Cosmetology Program and asked that Jake Hinton and Jeremy Raisor present about the mentoring program to the board in the future. Matt Weber was recognized by President Swarthout and he stated that he appreciated the partnership NAVIT has with the College. Mr. Winslow stated that he wanted to note for those following the Four Forests Restoration Initiative are optimistic about the new entity that has the Forest Service contract seems viable and the business plan has shifted in a way that NPC should be looking at ways to be involved with. Instead of one forest products mega plant in the Winslow area, there'll be like mini plants constructed throughout our area. It's a great opportunity for customized employer training or some short term training we could initiate with employers. Mr. Matteson was curious if there had been any requests for a wine growing curriculum. President Swarthout stated that Yavapai College has a healthy program, but had not seen a lot of interest or discussion about it. Chair Handorf stated AADGB would be meeting on September 26th and she invited the rest of the Board to attend the ACPE Conference in November 21 and 22 Phoenix. President Swarthout stated the board would receive more information about ACPE. Chair Handorf reminded everyone about the Fall Festival in Pinetop coming up.

Agenda Item 10: Announcement of Next Regular Meeting: October 15, 2013.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:46 a.m. upon a motion by Mr. Matteson, a second by Mr. Lucero, and a unanimous affirmative vote.

Respectfully submitted,

Lisa Jayne
Recording Secretary to the Board

