

# Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, legal notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a regular District Governing Board Meeting open to the public on September 16, 2008, at 11:00 a.m. Notice is further given that the Board will hold a Study Session open to the public between 9:30a.m.–11:00a.m. All sessions will be held in the Northland Pioneer College Painted Desert Campus, Tiponi Community Center, 2251 N Navajo Blvd., Holbrook, Arizona.

The public is invited to check on addenda that may be posted up to 24 hours prior to the meetings. Copies of the meeting agendas may be obtained through the Office of the President, Northland Pioneer College Painted Dessert Campus, 2251 N. Navajo Blvd., Holbrook, AZ, telephone (928) 524-7418 or (800) 266-7845 Ext. 7418, at least 24 hours in advance of the meeting. If any disabled person needs any type of accommodation, please notify Brandy Shumway at the above address or telephone number at least 24 hours prior to the scheduled time.

The District Governing Board may enter into an executive session as provided in ARS §38-431.03 A(3) [discussion or consultation for legal advice with the attorney or attorneys of the public body] relating to any listed agenda item. Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.

I, \_\_\_\_\_, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on the \_\_\_\_\_ day of September, at \_\_\_\_\_ a.m./p.m.

\_\_\_\_\_  
Secretary to the Board

Notice  
Distribution

1. WHITE MOUNTAIN INDEPENDENT NEWSPAPER
2. HOLBROOK TRIBUNE-NEWS & SNOWFLAKE HERALD NEWSPAPERS
3. SNOWFLAKE PIONEER NEWSPAPER
4. NAVAJO TIMES
5. NAVAJO-HOPI OBSERVER
6. KINO RADIO
7. KNNB RADIO
8. KQAZ/KTHQ RADIO
9. KRZV RADIO
10. KTNN RADIO
11. WHITE MOUNTAIN RADIO
12. NPC WEB SITE
13. NPC ADMINISTRATORS AND STAFF
14. NPC FACULTY ASSOCIATION PRESIDENT
15. NPC CLASSIFIED AND ADMINISTRATIVE STAFF ORGANIZATION PRESIDENT
16. NPC STUDENT GOVERNMENT PRESIDENT



## Northland Pioneer College

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# Governing Board Study Session Agenda\*

**Date:**  
September 16, 2008

Painted Desert Campus Tiponi Community Center  
2251 Navajo Boulevard, Holbrook, Arizona

**Time:**  
9:30 am

## Reports\*\*

	<u>Resource</u>
T4 IGA – Ganado USD #20 (Agenda Item 5C) -----	President Swarhout
T5 Strategic Plan Ratification (Agenda Item 6B) -----	Donna Ashcraft
T6 Document Management and Imaging System Proposals (Agenda Item 6C) -----	Vice President Hatch
T7 Purchase of Document Imaging Equipment (Agenda Item 7A) -----	John Velat
T9 Verizon Lease of NPC Dry Lake Telecommunications Facilities (Agenda Item 8B1) -----	John Velat
T10 Arizona Area Health Education Centers (AHEC) Grant (Agenda Item 8B2) -----	Vice President Hatch
T11 Apache County Financial Analysis -----	Vice President Hatch

\*The District Governing Board may consider any item on this agenda in any order and at any time during the meeting.

\*\*The District Governing Board (DGB) employs study sessions for the purposes of providing the DGB with information regarding College matters and to permit open meeting discussion when necessary. The DGB does not take any action regarding any of the agenda items during the study session; rather, any items which need action will be placed onto the DGB's regular or special meeting agenda(s).



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4. A.

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
Statement of Financial Position  
For the period

July 1, 2008 to July 31, 2008

Budget Period Expired

8%

Tax Supported Funds

	General Unrestricted				Unrestricted Plant				Retirement of Indebtedness			
	Current Month				Current Month				Current Month			
	Budget	Actual	Y-T-D Actual	%	Budget	Actual	Y-T-D Actual	%	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>												
Primary Tax Levy	10,645,044	142,982	142,982	1%					1,661,175	25,172	25,172	2%
Secondary Tax Levy												
State Aid:												
Maintenance and Operations	4,412,300	\$ 1,062,575	1,062,575	24%								
Capital					1,505,700	500,000	500,000	33%				
Equalization	5,421,722	1,346,625	1,346,625	25%								
Tuition and Fees	3,800,000	230,532	230,532	6%								
Investment earnings	250,000	15,469	15,469	6%	125,000	7,735	7,735	6%				
Grants and Contracts	650,000	64,694	64,694	10%								
Other Miscellaneous	650,000	7,882	7,882	1%								
Transfers:	(1,682,696)	(446,283)	(446,283)	27%	1,250,000	104,167	104,167	8%	242,696	20,225	20,225	8%
<b>TOTAL REVENUES</b>	<b>\$24,146,370</b>	<b>\$2,424,476</b>	<b>\$2,424,476</b>	<b>10%</b>	<b>\$2,880,700</b>	<b>\$611,901</b>	<b>\$611,901</b>	<b>21%</b>	<b>\$1,903,871</b>	<b>\$45,397</b>	<b>\$45,397</b>	<b>2%</b>
<b>EXPENDITURES</b>												
Salaries and Wages	15,205,000	763,876	763,876	5%								
Operating Expenditures	8,564,870	412,936	412,936	5%					1,903,871	0	0	0%
Capital Expenditures	376,500	2,176	2,176	1%	2,880,700	108,222	108,222	4%				
<b>TOTAL EXPENDITURES</b>	<b>\$24,146,370</b>	<b>\$1,178,988</b>	<b>\$1,178,988</b>	<b>5%</b>	<b>\$2,880,700</b>	<b>\$108,222</b>	<b>\$108,222</b>	<b>4%</b>	<b>\$1,903,871</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

Restricted, Auxiliary and Agency Funds

	Restricted				Auxiliary				Agency			
	Current Month				Current Month				Current Month			
	Budget	Actual	Y-T-D Actual	%	Budget	Actual	Y-T-D Actual	%	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>												
Grants and Contracts	4,475,000	58,694	58,694	1%								
Sales and Services												
Bookstore					1,250,000	66,933	66,933	5%				
Other					72,725	5,773	5,773	8%	0	265	265	
Investment Earnings												
Donations												
Board Designated Donation												
Transfers:					190,000	321,892	321,892	169%				
<b>TOTAL REVENUES</b>	<b>\$4,475,000</b>	<b>\$58,694</b>	<b>\$58,694</b>	<b>1%</b>	<b>\$1,512,725</b>	<b>\$394,598</b>	<b>\$394,598</b>	<b>26%</b>	<b>\$0</b>	<b>\$265</b>	<b>\$265</b>	
<b>EXPENDITURES</b>												
Salaries and Wages	720,500	28,201	28,201	4%	175,980	12,126	12,126	7%				
Operating Expenditures	3,480,000	45,170	45,170	1%	1,331,745	382,472	382,472	29%	0	686	686	
Capital Expenditures	274,500	0	0	0%	5,000	0	0	0%				
<b>TOTAL EXPENDITURES</b>	<b>\$4,475,000</b>	<b>\$73,371</b>	<b>\$73,371</b>	<b>2%</b>	<b>\$1,512,725</b>	<b>\$394,598</b>	<b>\$394,598</b>	<b>26%</b>	<b>\$0</b>	<b>\$686</b>	<b>\$686</b>	

Cash flows from all activities (YTD) .....	3,444,538
Cash used for all activities (YTD) .....	1,755,865
<b>Net Cash for all activities (YTD) .....</b>	<b>\$ 1,688,673</b>

# Governing Board Meeting Agenda\*

Date:  
September 16, 2008

Painted Desert Campus Tiponi Community Center  
2251 Navajo Boulevard, Holbrook, Arizona

Time:  
11:00 am

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order and Pledge of Allegiance</b> -----	Chairman Siquah
2.	<b>Adoption of the Agenda</b> -----	Chairman Siquah
3.	<b>Invitation of Public Comment</b> -----	Chairman Siquah
4.	<b>Reports (T1):</b>	
	A. Financial Position -----	Vice President Hatch
	B. Classified Administrative Support Organization (CASO) -----	Suzanne Trezise
	C. NPC Faculty Association -----	Michael Lawson
	D. NPC Student Government Association -----	Jake Hinton-Rivera
	E. NPC Foundation -----	Lance Chugg
5.	<b>Consent Agenda:**</b> ----- <b>(Action)</b>	Chairman Siquah
	A. August 19, 2008 Study Session Minutes (T2) -----	
	B. August 19, 2008 Regular Board Minutes (T3) -----	
	C. Intergovernmental Agreement with Ganado USD #20 discussed during September 16, 2008 Study Session (T4) ----- <b>(Action)</b>	
6.	<b>Old Business:</b>	
	A. Formalization of President's Review ----- Pursuant to ARS §38-431.03 A 1, the Board may, upon a vote of the majority of the members constituting a quorum, elect to go into Executive Session, which will not be open to the public, to discuss the President's review and contract.	Chairman Siquah
	B. Request Approval of Strategic Plan Ratification discussed during September 16, 2008 Study Session (T5) ----- <b>(Action)</b>	Donna Ashcraft
	C. Request Rejection of Document Management and Imaging system Proposals discussed during September 16, 2008 Study Session (T6) -- ----- <b>(Action)</b>	Vice President Hatch
7.	<b>New Business:</b>	
	A. Request Approval of Purchase of Document Imaging Equipment discussed during September 16, 2008 Study Session (T7) --- <b>(Action)</b>	John Velat
8.	<b>Standing Business:</b>	
	A. Human Resources Update (T 8) -----	Troy Eagar
	B. Grants and Contracts	
	1. Verizon lease of NPC Dry Lake Telecommunications Facilities discussed during September 16, 2008 Study Session (T9) ---- <b>(Action)</b>	John Velat
	2. Request Acceptance of Arizona Area Health Education Centers (AHEC) Grant discussed during September 16, 2008 Study Session (T10) ----- <b>(Action)</b>	Vice President Hatch
	C. Wide Area Network (WAN) Update -----	John Velat
	D. Strategic Planning and Accreditation Committee (SPASC)Update-	Ann Hess



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- |  |                     |
|--|---------------------|
| <b>9. President's Report-----</b>  | President Swarthout |
| <b>10. Board Report/Summary of Current Events -----</b>                  | Board Members       |
| <b>11. Announcement of Next Regular Meeting -- October 21, 11:00a.m.</b> | Chairman Siquah     |
| <b>12. Adjournment ----- (Action)</b>                                    | Chairman Siquah     |

\*The District Governing Board may consider any item on this agenda in any order and at any time during the meeting. The District Governing Board may take action to approve, or may take other action, regarding all items of New Business, Old Business, Standing Business, or the President's Report.

\*\*Information regarding items listed on the consent agenda may be obtained through the Office of the President, Northland Pioneer College Painted Desert Campus, 2251 N. Navajo Blvd., Holbrook, AZ 86025; telephone (928) 524-7418 or (800) 266-7845 Ext. 7418.



# Northland Pioneer College

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# Navajo County Community College District Governing Board Study Session Minutes

August 19, 2008 – 9:30a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

**Governing Board Members Present:** A.T. Siquah, Bill Jeffers, and Ginny Handorf  
**Absent:** Kem MacNeille and Daniel Peaches

**Staff Present:** President, Dr. Jeanne Swarthout; Vice President, Mark Vest; Vice President, Blaine Hatch; Director of Information Services, John Velat; Recording Secretary to the Board, Brandy Shumway.

## Reports:

1. President Swarthout requested a change in the agenda order, and introduced Navajo County Engineer, Jim Matteson, who presented a summary of the Intergovernmental Agreement for Regional Connector Transit Services. Mr. Matteson explained the need for expansion of the existing local area connector services, and proposed a new partnership between several area municipalities and Navajo County. Responding to Board questions, Dr. Swarthout stated that, although NPC was not a part of the original study to evaluate numbers, NPC has approximately 70 employees who commute between the various municipalities on a daily basis. President Swarthout stated that a Regional Connector Transit Service has the potential to make courses at other campuses available to all NPC students, whereas currently some students are limited by transportation availability and costs. Mr. Matteson stated that utilizing the commuter service will save individuals approximately 2/3 of their personal fuel expenses. Referring to the commuter service available in the Pinetop/Lakeside area, board member Ginny Handorf stated that the service has been a tremendous asset to the community, and the need for the service continues to grow. Responding to Board inquiries, Mr. Matteson stated that, based on the results of a Regional Connector Service Analysis – Final Report prepared by RAE Consultants dated January 31, 2008, the County, which is the major beneficiary of the service at this time, will contribute 40% of the operating cost. The other entities will contribute 10% each. Mr. Matteson also stated that the costs are offset by a substantial Federal Grant.
2. **Agenda Item 5.D.: Intergovernmental Agreements with Various School Districts - Dr. Swarthout**  
President Swarthout summarized Staff's recommendation for approval of the Intergovernmental Agreements (IGAs) between NPC and the following school districts: St. Johns Unified School District, Snowflake USD, Sanders USD, Round Valley USD, Pinon USD, Joseph City USD, Winslow USD, Window Rock USD, Heber-Overgaard USD, Blue Ridge USD, Cedar USD, Kayenta USD, Show Low USD, Holbrook USD, and Hopi Junior/Senior High School. Responding to Board questions, Vice President Hatch stated that the legal language of the IGA for Hopi Junior/Senior High School varies from the standard IGA because Hopi Junior/Senior High School is a Federal Grant school.
3. **Strategic Plan – first read – President Swarthout**  
Dr. Swarthout distributed a revised plan to Board members and explained that two changes have been made regarding the plan: 1) the plan has gone from a five-year plan to a three-year plan which will be updated and moved forward every year 2) the format has been changed to make it easier to read and understand. Staff will make a recommendation to approve/adopt the revised plan at September's Board meeting.



**4. Agenda Item 7.A.: Request to Ratify Emergency Purchase of College-wide Software Licensing - John Velat**  
John Velat summarized Staff's recommendation to ratify the \$24,361.24 payment made to Dell for the final year of the three-year college-wide Microsoft license. Mr. Velat stated that NPC entered into a multiyear agreement with Microsoft for college-wide software licenses in 2005. The agreement expired July 31, 2008, and staff initiated payment without prior board approval to avoid default on the agreement. Responding to Board comments, Mr. Velat stated that a procedure to oversee the payment processing of ongoing IS Department expenses, such as software licensing agreements, is in place.

**5. Agenda Item 7.B.: Request to Approve a Three-year Agreement for College-wide Software Licensing – John Velat**

John Velat stated that NPC entered into a multiyear agreement with Microsoft for college-wide software licenses in 2005. The agreement expired July 31, 2008, and is scheduled for renewal in August 2008. The College can minimize future licensing costs by entering in to a college-wide agreement that includes current and future software releases through the life of the agreement for all college-owned computers. The recommended purchases ensure that all college-owned computers will operate with up-to-date versions of Microsoft products through the life of the agreement. The agreement includes opportunity for NPC employees to receive discounted Microsoft products for personal use.

**6. Agenda Item 7.C.: NATC Bylaws – Vice President Blaine Hatch**

President Swarthout stated that minor changes had been made to the bylaws since the June DGB meeting and that copies of the proposed and current bylaws are provided in the Board packet for comparison. Dr. Swarthout stated that the new bylaws have been passed by the Town of Taylor and the NATC Board and have been sent out to other entities for approval.

Vice President Hatch stated that the current bylaws indicate that NPC and NATC will enter into Intergovernmental Agreements (IGAs) to define the relationship when needed. To date, the Board has approved a facility use agreement with NATC. Mr. Hatch stated that the agreement is very clear and states that it remains in force until IGAs are developed that better define the relationship; the set of bylaws is not an IGA. Regarding Section 3.02 of the proposed bylaws, Mr. Hatch stated that there is a sense that key stakeholders want to participate as equally as possible for the success of NATC.

Responding to Board questions, Vice President Hatch stated that some operational contributions may be needed. Mr. Hatch stated that his general sense is that the entities are working together, attempting to be inclusive of everyone, and listening to all concerns. Staff's recommendation will be to approve the bylaws. Dr. Swarthout is the designated representative; the bylaws allow for a proxy.

**7. Agenda Item 7.D.: Adjustment to Fiscal Year 2006-2007 Adopted Budget - Vice President Blaine Hatch**

Vice President summarized the reasons for the adjustments to the fiscal year 2006-2007 adopted budget. The Annual Budgeted Expenditure Limitation Report (ABELR) for the fiscal year ending 2007 incorporates adjustments to reconcile the budgeted expenditures with the actual expenditures for the fiscal year. The 2007 ABELR indicates expenditures for the year were \$81,995 below the statutory expenditure limitation, carrying forward \$2,289,889. Mr. Hatch stated that the goal is to get as close to the expenditure limitation as possible.

**8. Agenda Item 8.B.1.: Request Approval for Expenditure from Carl Perkins Grant for Heavy Equipment Program – Vice President Hatch**

Vice President Hatch explained that Staff is requesting approval to expend up to \$82,000 to purchase equipment for the Heavy Equipment Program: backhoe, loader, mini-excavator, and tractor. Responding to Board questions, President Swarthout stated that an amendment to the Perkins Grant can be written to purchase other items if there is excess money; it is anticipated that the entire \$82,000 will be expended. The equipment will be used primarily in Navajo County, and will be tagged as "Carl Perkins" equipment for grant accountability purposes.



**9. Agenda Item 8.B.2.: Request Approval to Lease-purchase Wide Area Network (WAN) Equipment – Vice President Hatch**

Vice President Hatch summarized Staff's recommendation to approve a lease-purchase agreement for WAN equipment from Koch Financial for a term of five years with semiannual payments of \$108,378.08 and that Dr. Jeanne Swarouth be authorized to sign all necessary documents. Mr. Hatch stated that the Board approved the purchase of the equipment associated with the WAN project in June. A summary of the proposal responses is included in the Board packet.

**10. Agenda Item 8.B.3.: Request to Approve Payment for Maintenance of College-wide Enterprise Resource Planning System Software – John Velat**

John Velat stated that NPC has been using Jenzabar software since 1980, and summarized Staff's recommendation to approve a five-year pre-payment not to exceed \$770,000 for software services to Jenzabar, Inc. at a savings to the College of \$600,000. Responding to Board questions, Vice President Hatch affirmed that funds are available for the purchase.

**11. Agenda Item 8.B.4.: Request to Ratify a Lease for Land at Dry Lake Hosting College Telecommunications Facilities – John Velat**

Mr. Velat summarized Staff's recommendation to ratify a lease agreement with Rocking Chair Ranch, Inc. for land near Dry Lake, AZ for 15 years to host the College's 300-foot telecommunications tower and equipment shelters. Board discussion included correct spelling of the landlord's name and updating the language of the lease.

**12. Agenda Item 8.B.5.: NATC Reimbursement to the Town of Taylor for GADA Loan Payment – Vice President Hatch**

President Swarouth reminded the Board that the Greater Arizona Development Authority (GADA) issued a bond through the Town of Taylor to support the construction of the NATC burn tower. Vice President Hatch stated that Staff recommends approval to reimburse the Town of Taylor for the July 2008 GADA loan payment of \$30,800.19. Responding to Board questions, Mr. Hatch stated that approximately \$900,000 of the State appropriation has been expended for the project.

**13. Agenda Item 8.C.1.: Proposed New Policy 1111 Data and Information Sharing -Vice President Hatch**

Dr. Swarouth stated that the Office of the Auditor General requires that the districts and colleges in the Arizona community college system adopt written enrollment accounting policies and procedures. Staff recommends approval of Policy 1111 Data and Information Sharing.

Study session ended at 10:53a.m.

Respectfully submitted,

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Brandy Shumway  
Recording Secretary to the Board

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A.T. Siquah  
Chairman

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Kem MacNeille  
Secretary to the Board





# Navajo County Community College District Governing Board Meeting Minutes

August 19, 2008 – 11:00 a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

**Governing Board Members Present:** A.T. Siquah, Bill Jeffers, and Ginny Handorf

**Absent:** Kem MacNeille and Daniel Peaches

**Staff Present:** President, Dr. Jeanne Swarthout; Vice President, Mark Vest; Vice President, Blaine Hatch; Director of Information Services, John Velat; Recording Secretary to the Board, Brandy Shumway.

**Others present:** Peggy Belknap, Mira White, Ann Hess, Everett Robinson, Troy Eagar, Karalea Kowren, Jake Hinton, James Matteson, Matt Weber, Pat Canary, Don Richie, Sandy Johnson, Suzanne Trezise, and Mike Lawson.

## **Agenda Item 1: Call to Order and Pledge of Allegiance**

Chairman Siquah called the meeting to order at 11:03a.m. Bill Jeffers led the Pledge of Allegiance.

## **Agenda Item 2: Adoption of Agenda**

Bill Jeffers moved to adopt the agenda; seconded by Ginny Handorf. *The vote was unanimous in the affirmative.*

## **Agenda Item 3: Invitation of Public Comment**

No public comment.

## **Agenda Item 4: Reports**

### **4.A. – Introduction of New Employees**

Dr. Swarthout introduced Dr. Don Richie, Dean of Career and Technical Education.

Chairman Siquah invited the audience to visit the Hopi reservation and attend several cultural activities happening at this time. Dr. Swarthout informed the Board that new faculty orientation, which included a trip to First Mesa and lunch at the cultural center in Second Mesa, occurred last week.

### **4.B. - Financial Position – Vice President Blaine Hatch**

Vice President Hatch explained the financial position printouts for the budget periods July 1, 2007, to May 31, 2008, and July 1, 2007 to June 30, 2008.

Vice President Hatch informed the Board that a new levy limit worksheet recently issued from the Property Tax Oversight Commission adjusted the levy limit calculation from 1.1719 to 1.1720.

Mr. Hatch provided a copy of a letter addressed to the Board which states that the firm of Heinfeld, Meech & Co., P.C. has been awarded the contract by the Auditor General's Office to conduct NPC's financial audits for the next three years.

### **4.C. – Classified Administrative Support Organization (CASO) Report – CASO President, Suzanne Trezise**

Ms. Trezise informed the Board that the CASO Board will hold a delegate meeting following convocation to discuss environment awareness issues, and offered to send the Board members a copy of suggestions and ideas compiled over the summer. The following week there will be an all-CASO meeting to address environmental issues, how to be good stewards



of trimmed budgets, possible ways to increase the scholarship fund, meeting times and dates for the new academic year, and consideration to invite The Learning Center aides to join CASO.

**4.D. - NPC Faculty Association Report – Dr. Michael Lawson**

Dr. Lawson reported that the Faculty Association will hold their first meeting of the academic year following convocation on Friday.

**4.E. - NPC Student Government Association (SGA) Report – Jake Hinton-Rivera**

Jake Hinton-Rivera reported that the four students who attended the University of Costa Rica over the summer had a positive experience, and all successfully completed their Spanish courses. The students are hopeful that there will be opportunity to attend study abroad programs in the future. Mr. Hinton stated that the local media will do a cover story in the near future.

**4.F. - NPC Foundation Report – President Swarthout**

Dr. Swarthout stated that the golf tournament will be held in October, with CellularOne as a major sponsor. The Foundation auction will be held in the spring.

**Agenda Item 5: Consent Agenda**

Bill Jeffers made a motion to approve the consent agenda. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

**Consent Agenda:\*\* -----**

**(Action)**

- A. July 15, 2008 Special Teleconference Minutes (T2) -----
- B. June 17, 2008 Study Session Minutes (T3) -----
- C. June 17, 2008 Regular Board Minutes (T4) -----
- D. Intergovernmental Agreements with St. Johns USD #1, Snowflake USD #5, Sanders USD #18, Round Valley USD #10, Pinon USD #4, Joseph City USD #2, Winslow USD #1, Window Rock USD #8, Heber-Overgaard USD #6, Blue Ridge USD #32, Cedar USD #25, Kayenta USD #27, Show Low USD #10, Holbrook USD #3, and Hopi Junior/Senior High School discussed during Study Session held August 19, 2008 (T5) -----

**Agenda Item 6: Old Business**

**6.A. – Formalization of President’s Review – President Swarthout**

Dr. Swarthout distributed an updated version of the President’s goals. Board members suggested it would be appropriate to formally adopt the goals and submit them for the President’s file. The Board requested moving this agenda item to next month’s meeting in order to have adequate time to review the handout; the President agreed.

**6.B. – Annualized FTSE Report – Vice President Mark Vest**

Vice President Vest reviewed the Annualized FTSE Comparison, noting the “hold harmless” provision and the methods used to calculate annualized FTSE. Mr. Vest explained the table which compares FTSE for 2003-2004, 2006-2007, and 2007-2008. Mr. Vest stated that NPC had a growth rate of 7.9% last year which was the highest community college growth rate in the State. Responding to Board questions, Mr. Vest explained that NPC cannot claim state funding for students from outside the state of Arizona who are enrolled in internet classes, approximately eight FTSE. Mr. Vest clarified that approximately 300-330 FTSE from the NAVIT program and 325-375 FTSE from the dual enrollment program enroll in the regular fall and spring semesters. Mr. Vest pointed out an increase in internet enrollment, and stated that fall enrollment numbers will be available at the next Board meeting.



### **Agenda Item 7: New Business**

**7.A. – Request to Ratify Emergency Purchase – College-wide Software Licensing – John Velat**  
Bill Jeffers moved to ratify the emergency purchase of the college-wide software licensing. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

**7.B. – Request to Approve a Three-year Agreement for College-wide Software Licensing – John Velat**  
Ginny Handorf moved to approve a three-year agreement for college-wide software licensing. Bill Jeffers seconded the motion. *The vote was unanimous in the affirmative.*

**7.C. – NATC Bylaws – Vice President Hatch**  
Chairman Sinquah recommended tabling the item until the wording is revised. Ginny Handorf moved to table the item; seconded by Bill Jeffers. *The vote was unanimous in the affirmative.*

**7.D. – Adjustment to Fiscal Year 2006-2007 Adopted Budget – Vice President Hatch**  
Bill Jeffers moved to approve the adjustment to fiscal year 2006-2007 adopted budget. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

### **Agenda Item 8: - Standing Business**

**8.A. – Human Resource Update – Director of Human Resources, Troy Eagar**  
Troy Eagar reviewed the Human Resource printout update. Mr. Eagar stated that new-hire orientation was completed last week.

#### **8.B. – Grants and Contracts**

**8.B.1. – Request approval for expenditure from Carl Perkins Grant for Heavy Equipment Program – Vice President Hatch**

Ginny Handorf moved to approve Carl Perkins Grant expenditure for Heavy Equipment not to exceed \$82,000. Bill Jeffers seconded the motion. *The vote was unanimous in the affirmative.*

**8.B.2. – Request approval to lease-purchase Wide Area Network (WAN) equipment – Vice President Hatch**

Bill Jeffers moved to approve the lease-purchase for WAN equipment; seconded by Ginny Handorf. *The vote was unanimous in the affirmative.*

**8.B.3. – Request to approve payment for maintenance of College-wide Enterprise Resource Planning System Software – John Velat**

Ginny Handorf moved to approve payment for maintenance of College-wide Enterprise Resource Planning System Software. Bill Jeffers seconded the motion. *The vote was unanimous in the affirmative.*

**8.B.4. – Request to Ratify a Lease for Land at Dry Lake Hosting College Telecommunications Facilities – John Velat**

Ginny Handorf moved to approve the request to ratify a lease for land at Dry Lake hosting college telecommunications facilities. Bill Jeffers seconded the motion. *The vote was unanimous in the affirmative.* Responding to Board questions, Mr. Velat stated that the new lease will define tenant--landlord relations.

**8.B.5. – NATC Reimbursement to the Town of Taylor for GADA Loan Payment – Vice President Hatch**

Bill Jeffers moved to approve the GADA loan payment to reimburse the Town of Taylor. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

#### **8.C. – Consider Board Policy and Review Administrative Procedure – Vice President Hatch**

Responding to Board questions, Vice President Hatch clarified that *procedures* go through a review process by the entire college; *policies* are reviewed by the Board. Bill Jeffers moved to adopt the Policy 1111 Data and Information Sharing; seconded by Ginny Handorf. *The vote was unanimous in the affirmative.*



**8.D. – Strategic Planning and Accreditation Steering Committee Report – Donna Ashcraft**

Donna Ashcraft stated that the Pillars and Priorities of the Strategic Plan were presented to the Board last year. In June 2008, the Board received a copy of the accomplishments made over the last year by the college and by the Strategic Planning Committee. Ms. Ashcraft stated that recent updates to the plan make it more transparent for everyone and include changing it from a five-year to a three-year plan. The plan is subject to continual feedback, and it will be available on NPC's website for public viewing. Ms. Ashcraft distributed "first read" copies of the updated plan. The Board expressed thanks to the Committee members for their diligent work.

**8.E. – Wide Area Network (WAN) Update – John Velat**

Mr. Velat informed the Board that the 10-Mb connection between Hopi and the CellularOne Network will be integrated into the college's network by September 1<sup>st</sup>. The Kayenta and Heber CellularOne sites will be integrated in September. Mr. Velat stated that NextLevel Solutions is doing an excellent job assessing the current infrastructure and determining whether old equipment can be reused to save costs. A negotiation with Cybertrails resulted in an over \$100,000 donation of equipment which will increase the resiliency of current equipment. Staff is very pleased with the contractors' work, their commitment to time schedules, and their efforts to save the college money.

**Agenda Item 9: President's Report**

**9.A. – College Plan for Continuous Improvement in Uncertain Financial Times**

President Swarthout referred to the draft plan created by the executive team and the deans that was recently sent to the Board, and stressed that it is important for the college community to understand that improvement can be made even in uncertain financial times. The first tier of the plan will be presented to the college at convocation where all will have the opportunity to contribute suggestions. President Swarthout stated that the emphasis is on *how can we get more or do better with what we have instead of making cuts?* Board members expressed their appreciation for regular email updates from the president.

**9.B. – Arizona Community College Association (ACCA) Update**

President Swarthout reported that ACCA dissolves at the end of this calendar year. Community college presidents will meet in Prescott on August 27-28 to work on the details of forming a new organization according to the governor's executive order. Dr. Swarthout stated that her involvement as co-chair of ASPAC, as a member of the Joint Conference Committee, and as a member of the P-20 Council, keeps NPC's voice heard. Dr. Swarthout will keep the Board updated.

**9.C. – Convocation Update**

Dr. Swarthout invited the Board to attend convocation on Friday, August 22<sup>nd</sup>. Responding to Board questions, Dr. Swarthout stated that the Arizona Department of Education has a very small role in community college accreditation. The Higher Learning Commission is NPC's primary course for accreditation.

Dr. Swarthout informed the Board that NPC participated in the First Annual Show Low Archaeological Fair at Torreon on August 16. NPC might host the Fair next year.

**Agenda Item 10: Board Report/Summary of Current Events**

Bill Jeffers expressed interest in the connector transit service. Dr. Swarthout stated that advertising NPC on the buses may be a possible benefit of joining the service.

Ginny Handorf invited all to attend a performance by the White Mountain Belles to benefit Composition Four on August 29<sup>th</sup>.

**Agenda Item 11: Announcement of Next Regular Meeting:** September 16, 2008, at 11:00a.m.



**Agenda Item 13: Adjournment**

*The meeting adjourned at 12:05p.m. upon a motion by Ginny Handorf, a second by Bill Jeffers, and a unanimous vote.*

Respectfully submitted,

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Brandy Shumway  
Recording Secretary to the Board

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A.T. Siquah  
Chairman

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Kem MacNeille  
Secretary to the Board



**NORTHLAND PIONEER COLLEGE  
STRATEGIC PLAN  
2008-2011**

**Recommendation**

Staff recommends adoption of the 2008-2011 Strategic Plan.

**Summary**

Staff has revised the Strategic Plan from a five-year plan to a three-year plan which will be updated and moved forward every year. The format has been changed to make it easier to read and understand.



**Northland Pioneer College**

Post Office Box 610 • Holbrook, Arizona • (928) 524-7600 • Fax: (928) 524-7612 • [www.npc.edu](http://www.npc.edu)

# Northland Pioneer College Strategic Plan 2008-2011

**Pillar 1: Advance High Quality and Accessible Learning Opportunities**

Overall Responsibility: Vice President for Learning

**Priority 1: Establish a “Culture of Success” through student support systems including a student-centered service ethic**

*Next Major Milestone: May 30, 2009*  
*Responsibility: Vice President for Learning, Vice President for Student Services, Director of Information Services, Academic Deans, NPC Faculty Association*

**Goals:**

**1.1.1 Continue improvement of distance education delivery systems**

*Supports HLC Core Components 3bcd, 4bd*

- Open new distance class sites
- Implement Jenzabar Learning Management System (JICS-LMS)
- Provide training to all employees
- Provide Google email and applications for students and adjunct faculty
- Convert all courses from WebCT to JICS-LMS, Moodle or other approved platform *(by May 2010)*

**1.1.2 Emphasize advising and course selection based on placement testing**

*Supports HLC Core Components 3abcd*

- Develop a plan to improve advising through analysis of data
- Review and revise placement system through analysis of student performance data

**1.1.3 Improve web-based classes**

*Supports HLC Core Components 3bc, 4d*

- Develop priorities for new online courses
- Revise guidelines for online course development
- Deliver new online courses in Structured English Immersion and Software Quality Assurance

**1.1.4 Improve pedagogical strategies and techniques**

*Supports HLC Core Components 2b, 3d, 4abcd*

- Identify and prioritize types of professional development activities needed
- Create additional “in-house” development opportunities

**1.1.5 Improve tutorial support**

*Supports HLC Core Components 2b, 3bcd, 4d, 5a*

- Implement tutor training course
- Evaluate web-based tutoring service
- Develop recommendation to expand and/or restructure tutoring services

**Priority 2:**

**Expand curriculum (programs) and course offerings in response to community and workforce needs and student interests**

*Next Major Milestone:*

*May 30, 2009*

*Responsibility:*

*Vice President for Learning, Academic Deans, Vice President for Student Services, Instructional Council (IC), Faculty*

**Goals:****1.2.1 Expand AAS & Certificate of Applied Science programs & improve/revise existing programs**

*Supports HLC Core Components 2abd, 4c, 5abcd*

- Complete needed program reviews
- IC to develop plan for initiating & prioritizing new programs
- Revise BOC, IMO, and ATO curricula
- Explore AAS in behavioral health; forestry/natural resources/horticulture; "green" energy curriculum; Allied Health areas
- Expand FRS infrastructure
- Initiate ATO at LCC if facility acquired *(by August 2009)*
- Initiate FRS at PDC in conjunction with NAVIT *(by August 2009)*
- Construct BOC facility *(by June 2010)*

**1.2.2 Develop new courses in conjunction with the S-STEM grant**

*Supports HLC Core Components 2b, 3cd, 4bc, 5abcd*

- Recruit and retain cohort of 24 S-STEM students
- Explore student special interests
- Create course to meet those needs *(by August 2010)*
- Develop additional course *(by June 2011)*

**1.2.3 Expand short-term curriculum and short turnaround class offerings**

*Supports HLC Core Components 1e, 2ad, 3c, 4c, 5abcd*

- Pilot at least three new short-term or short turnaround class offerings
- Evaluate results and make recommendations

**1.2.4 Expand internship opportunities**

*Supports HLC Core Components 2a, 3c, 4d, 5abcd*

- Identify partners and programs for internships
- Develop agreements
- Revise internship handbook
- Develop internship in sciences
- Promote internship opportunities among students *(by August 2009)*
- Initiate apprenticeships with industry partners *(to begin by August 2009)*



**Priority 3: Document learning in all courses and programs**

*Next Major Milestone:* May 30, 2009  
*Responsibility:* Vice President for Learning, Academic Deans, Faculty, Student Services staff

**Goals:**

**1.3.1 Participate in HLC Assessment Academy**

*Supports HLC Core Components 1e, 2c, 3abcd, 4abcd, 5d*

- Align departmental and program missions with college mission
- Examine general education course outlines to align specific course outcomes with general education program outcomes
- More clearly and explicitly define measurable general education student learning outcomes
- Assess critical thinking component of the general education program with a sample of students
- Sponsor a faculty general education forum

**1.3.2 Revise and improve program review**

*Supports HLC Core Components 1e, 2c, 3abcd, 4b, 5ac*

- Develop an internal program review academy
- Implement new program review cycle with annual reports and full-scale program reviews every three years
- Revise program review reporting/documentation template
- Develop training activities for program chairs in the program review process

**1.3.4 Strengthen departmental assessment of student learning**

*Supports HLC Core Components 1e, 2c, 3abcd, 4b, 5ac*

- Continue current program of a one year cycle of departmental assessment of student learning while developing multiple measures of student learning
- Assessment of Student Knowledge Committee members will work with individual departments to improve the design and measurement of student learning outcomes
- Promote faculty journaling to document teaching innovation and learning outcomes

**1.3.5 Work more with advisory committees on documenting learning outcomes**

*Supports HLC Core Components 1e, 2bc, 3a, 4acd, 5abcd*

- Focus on more consistent and effective use of advisory committees
- Establish advisory committees for new programs

**Pillar 2: Strengthen Institutional Planning and Accountability**

*Overall Responsibility:* President

**Priority 1: Determine service area needs**

*Next Major Milestone:* May 30, 2009  
*Responsibility:* President, Campus and Center Managers, Executive Team, Institutional Research