

# Navajo County Community College District Governing Board Meeting Minutes

May 17, 2011 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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**Governing Board Member Present:** Bill Jeffers, Ginny Handorf, Louella Nahsonhoya, E.L. Parsons and Daniel Peaches.

**Staff Present:** President, Jeanne Swarhout; Vice President, Blaine Hatch; Vice President, Mark Vest; Information Services Director, Eric Bishop; Recording Secretary to the Board, Russell Dickerson.

**Others Present:** Ann Hess, Everett Robinson, Peggy Belknap, Karalea Cox, Linda Kor, Teri Walker, Ina Sommers, Warren Schauer, Kathi Schauer, Jim Lemons, Roy Reissner, Ron Matkin, Dany Seymore, Cheryl Barnes, Kevin Shackelford, and Eric Henderson.

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

Chairman Jeffers called the meeting to order at 12:42 p.m. Mr. Peaches led the Pledge of Allegiance.

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

Ms. Handorf moved to adopt the agenda as presented. Mr. Peaches 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**

Dr. Swarhout stated that the college is not like all business and the financial reports, over 12 months, reflect an ebb and flow in college business - bills due and revenue coming in. Dr. Swarhout added that it is not realistic to expect the same report month after month. Mr. Hatch reported that through March, 75% of the budget period has expired. Mr. Hatch reported that March property tax receipts total approximately \$543,000 and are on target with 70% collected. Mr. Hatch added that he anticipates a bump in revenue for April and May and very little activity in June. Mr. Hatch reported that the college has received the third quarter payments of operating and equalization aid and added that the fourth quarter payment has also been received and will be reported next month. Mr. Hatch reported that tuition and fees revenue totals \$80,000 for the month of March and slightly higher than in March of last year. Mr. Hatch noted that tuition and fee revenue, for this year and last year, are significantly less than previous years and are likely related to changes in class offerings and when students register and pay for classes. Mr. Hatch reported that March was a negative cash flow month with \$660,000 in general fund revenues and \$1.5 million in general fund expenditures for a total of 58% of the general fund budget expended through March. Mr. Hatch reported that the unrestricted plant fund continues to receive transfers from the general fund and has \$32,000 in expenditures for the month of March and is at 14% year to date. Mr. Hatch reported that restricted fund revenues and expenditures are at 88% and 86%, respectively. Mr. Hatch reported that auxiliary fund revenues and expenditures are at 55% and 46% of budget, respectively. Mr. Hatch reported that cash for all activities totals approximately \$7 million.



**4.B. – NPC CASO – Ina Sommers**

CASO President Ina Sommers reported that the annual CASO Non-Food Drive conducted at the NPC spring picnic was a success and brought in an estimated \$2,500 worth of non-food items that will be distributed to 5 local charities. Ms. Sommers reported that CASO will award all funding allocated for CASO textbook reimbursement scholarships. Ms. Sommers reported that CASO will hold a silent auction at fall convocation to raise money for student scholarships and the CASO retreat will be held on October 28, 2011.

**4.C. – NPC Faculty Association – President Swarthout**

Dr. Swarthout presented the NPC Faculty Association year-end report as Association president Gary Mack is off contract. The NPC Faculty Association established a \$200 student scholarship to honor Clifton Lewis' 37 years of dedicated service. Mathematics faculty member Brian Burson will assume the Association presidency in fall, Tracy Chase will continue to serve as Association secretary and Gary Mack will serve as treasurer. A president elect and 12 senators will be elected in the fall. Dr. Swarthout noted that she is currently reviewing the NPC Faculty Association constitution to make sure the new faculty senate is in alignment with shared governance.

**4.D. – NPC Student Government Association**

No report.

**4.E. – NPC Foundation**

No report.

**Agenda Item 5: Consent Agenda**

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

**Consent Agenda (Action):**

- A. April 19, 2011 Study Session Minutes
- B. April 19, 2011 Regular Board Meeting Minutes

**Agenda Item 6: Old Business**

None.

**Agenda Item 7: New Business**

**7.A. – Request to Accept Annual Strategic Planning Report – President Swarthout**

Dr. Swarthout presented the staff request to accept the annual strategic planning report as presented and discussed in study session. Dr. Swarthout explained that the annual report is a summary review of college accomplishments for the year that relate strictly to the strategic plan. Dr. Swarthout added that when the new fiscal year begins July 1, 2011, the college will aggressively address facility issues and deferred maintenance projects. Mr. Parsons moved to accept the annual strategic planning report as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**7.B. – Request to Approve Server Equipment Purchase – Director Bishop**

Mr. Bishop presented the staff request to purchase 3 HP servers at a cost not to exceed \$60,000 as discussed in study session. Mr. Bishop explained that the three servers will replace 6 year old servers that provide critical college service through Jenzabar as well as redundancy and increased efficiency. Mr. Parsons moved to approve the purchase of server equipment as presented. Ms. Handorf 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 Bishop**

Mr. Bishop reported that SPASC is currently on hiatus and will reconvene in the fall. Mr. Bishop reported that he will examine the revised 2011-2014 strategic plan, which was presented as a first read, and incorporate a goal related to additional benefits to faculty members as discussed in study session.

#### **8.B. – Human Resources Update – Dan Wattron**

Dan Wattron, Human Resources Director, reported that searches for a Faculty in Biology and Faculty in Early Childhood Education have failed and been cancelled. Mr. Wattron reported that Mr. Russell Layne has been hired as the Little Colorado Campus Monitor and Mr. Jerry Alspach has begun work as the Purchasing and Inventory Specialist. Mr. Wattron reported that an offer is pending for the Dean of Nursing position and that 11 faculty and staff positions are in process. Mr. Wattron reported that MiAnna Tyler, Painted Desert Campus Manager has been named the April Employee of the Month. Mr. Wattron reported that retirees Dr. Clifton Lewis and Mr. Larry Romo were honored for their service on May 13, 2011. Mr. Wattron reported that HR staff has been busy preparing approximately 190 employee contracts and 75 summer letters of intent.

### **Agenda Item 9: President's Report – President Swarthout**

Dr. Swarthout reported:

- Commencement and Nursing Pinning ceremonies were successful.
- Two faculty contracts are being held pending the outcome of the NAVIT Heavy Equipment Operations issue that will be discussed at the next NAVIT board meeting on June 8, 2011. Dr. Swarthout reported that affected faculty members are aware of the situation.
- She will get together with CASO members to work on shared governance.
- The president's performance evaluation has been moved to June 21, 2011.
- Chairman Jeffers will not attend the June DGB meeting and Board Secretary Ginny Handorf will preside over the meeting.

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

Ms. Handorf reported that on Monday, 7:00 p.m. at the Show Low auditorium, the Phoenix Boys' Choir will perform in a free concert. Mr. Parsons asked Dr. Swarthout to consult the college attorney regarding his employment with the county and disclosure of substantial of interest. Board members are to fill out and turn in the form at the June meeting. Chairman Jeffers commented that commencement was very nice this year, thanked all involved and complimented the students who spoke, as well as the commencement speaker, Travis Udall.

**Agenda Item 11: Announcement of Next Regular Meeting:** Tuesday, June 21, 2011.

### **Agenda Item 12: Adjournment**

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



Respectfully submitted,

*Russell Dickerson*

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Russell Dickerson  
Recording Secretary to the Board

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Bill Jeffers  
Chairman

*Ginny Handorf*

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Ginny Handorf  
Secretary to the Board

APPROVED

