

Navajo County Community College District Governing Board Meeting Minutes

November 16, 2010 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Bill Jeffers, Ginny Handorf and Daniel Peaches.

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

Others Present: Everett Robinson, Peggy Belknap, Ann Hess, Matt Weber, Karalea Cox, Preston Romero, Gary Mack, Ina Sommers, Sherry French, Linda Kor, Beulah Bob-Pennypacker, Eric Henderson and Deena Gillespie.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:00 a.m. Mr. Peaches led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

NAVIT Superintendent Matt Weber wanted to thank Dr. Swarthout and the college for involvement in the Move On When Ready initiative.

Agenda Item 4: Reports

4.A. – Financial Position – Vice President Hatch

Mr. Hatch noted that Dr. Swarthout is in Indianapolis, Indiana at a Lumina Foundation meeting with other Arizona representatives.

Mr. Hatch reported that through the end of September, 25% of the current budget period has expired and added that general unrestricted fund primary tax collection is at 3% and should increase greatly in October and that State aid is on target. Mr. Hatch reported that tuition and fees are currently at 24% collected, slightly behind the 29% expected at this early point in the year. Mr. Hatch, referring to forecasts based upon current tuition collection amounts, explained that on an annual basis, the college is looking at a shortfall of \$500,000 to \$750,000 in tuition which is 12% to 16% lower than budgeted amounts. Mr. Hatch explained that the college, through the implementation of a late registration fee, has started collecting tuition earlier in the year and added that November tuition receipts will provide a clearer picture. Mr. Hatch added that should the college actually incur tuition losses of about \$750,000, the college, due to low expenditures as compared to revenues, would be able to absorb the shortfall with little adjustment to the current budget. Mr. Hatch reported that general fund revenues are currently at 15% with expenditures below budgeted amounts; unexpended plant fund revenues, comprised of transfers from the general fund, are at 25% with only 7% expended; restricted fund revenues total \$600,000, expenditures total \$440,000; bookstore revenues in the auxiliary fund are at 71% and that additional adjustments will be made for October. Mr. Hatch concluded by reporting that net cash for all activities totals \$574,000.



4.B. – NPC CASO – Ina Sommers

Ina Sommers, CASO President, reported that CASO held a successful staff retreat at the Holbrook Fire Department and heard two excellent speeches on choosing to have a positive outlook and embracing change positively. Ms. Sommers reported that a survey of CASO members revealed that staff members want to be more involved in college decision making processes that affect the college and have more opportunities for professional development. Ms. Sommers reported that CASO has joined with the Faculty Association to create a salary negotiation team that will work through College Council to develop a salary proposal. Ms. Sommers reported that CASO will hold an annual meeting following spring convocation for the purposes of planning and election of officers. Ms. Sommers reported that campus office personnel and faculty members have struggled with the implementation of the eCampus online bookstore arrangement. Mr. Vest offered that problems involve the newness of the process, the unique and spread out nature of the college and its students, as well as specific vendor issues. Mr. Vest reported that college staff will meet with eCampus representatives next Friday to discuss process issues and concerns.

4.C. – NPC Faculty Association – Gary Mack

Gary Mack, NPC Faculty Association President, reported on the activities of faculty members. Mr. Mack reported that he will develop a first draft of a faculty senate constitution to be presented at the next Association meeting. Mr. Mack added that he and other faculty members will meet with President Swarthout to continue forward with the new shared governance proposal formulated last year. Mr. Mack reported that the Association spent significant time discussing eCampus issues and that the Association is working with student government and Mr. Vest to alleviate concerns. Mr. Mack reported that the Faculty Association compensation team met and voted unanimously to support rescinding the 2% pay decrease implemented last year.

4.D. – NPC Student Government Association – Jake Hinton

Mr. Romero reported SGA will vote on whether to continue a relationship with the Arizona Student Association which represents students from the three state universities, and this year, will seek to include community college students. Mr. Romero reported that SGA senators and students are working on preparations for annual Christmas parades in various communities. Mr. Romero reported that Shenell Harvey (Whiteriver), Carlyn Belone (LCC), Jennifer Lewis (LCC), Angel Cerritos (SCC), Joellen Noble (Hopi), Rieko Ford (St. Johns), Jean Hammond (Springerville/Eagar), John Stepp (WMC) and Rusty Yazzie (Kayenta) were selected to receive SGA netbook scholarships. Mr. Romero reported that SGA will meet next on November 19, 2010 at 2:00 p.m.

4.E. – NPC Foundation – Lance Chugg

No report.

Agenda Item 5: Consent Agenda

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

Consent Agenda (Action):

- A. October 19, 2010 Study Session Minutes
- B. October 19, 2010 Regular Board Meeting Minutes
- C. 2010-2011 Dual Enrollment Intergovernmental Agreement Between the Navajo County Community College District and Holbrook USD No. 3

Agenda Item 6: Old Business

None.



Agenda Item 7: New Business

7.A. – Request to Approve Title III NASNTI Grant Funding – Director Bishop

Director Bishop presented the staff recommendation to approve acceptance of Title III NASNTI grant funding for distance learning technology improvements totaling \$1,924,602.00 over five years as discussed in study session. Director Bishop explained that NPC's Equitable Access to Gainful Learning Experiences (EAGLE) grant proposal was selected to receive funding that would allow the college to use technology to better serve students by allowing the college to hire a Systems/Network Administrator and add technological infrastructure that will expand existing Internet bandwidth and creating necessary redundancy and support model classrooms as well as the implementation of virtual desktop infrastructure that will reduce ongoing computer maintenance costs and provide student access to computing resources that will serve to further their studies. Mr. Peaches moved to approve acceptance of the Title III NASNTI grant in the amount of \$1,924,602. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 8: Standing Business

8.A. – Enrollment Report – Vice President Vest

Mr. Vest presented the enrollment report to Board members and added that enrollment is down and largely due to a series of decisions the college made that negatively impacted enrollment. Mr. Vest reviewed a chart of recent historical enrollment levels and reported that the college has a fall enrollment level of 1852 full time student equivalency (FTSE). Mr. Vest identified segments of the student population that have contributed to the enrollment decline and include community education and Learning Cornerstone/Adult Basic Education. Mr. Vest added that the elimination of the tuition plateau has resulted in a 55 FTSE decline for fall 2010 compared to fall 2009. Mr. Vest reported that the primary driver for the decline is the implementation of a late registration fee which resulted in a 700 headcount decline in late registrations, mostly of part time students. Mr. Vest reported that the college is in the process of contacting spring 2010 non-returning students to find out why they did not continue their studies and the information will be available and presented to the Board after the beginning of the year. Mr. Vest outlined four other factors that have impacted enrollment which include: the freezing of staff lines, for budgetary reasons, in areas that would provide direct service to students; the movement away from a college operated bookstore to an electronic vendor; financial aid backlogs resulting from earlier financial aid disbursement dates, a doubling of aid applications, fewer financial aid staff and some already addressed process issues; and the movement away from financial aid refund checks to debit cards. Mr. Vest stated that he believes that the impact of the series of decisions made on enrollment is less than the effect of how students perceive the quality of service received at NPC. Mr. Vest stated that service to students must improve or students will not enroll at NPC.

Responding to a question from Chairman Jeffers, Mr. Hatch explained that the college will face state aid funding challenges as the federal maintenance of effort will expire and the only areas to significantly cut the budget are prisons, ACCHS, K-12 and higher education. Mr. Hatch added that NPC's decision to offer fewer courses and sections also negatively impacts enrollment. Mr. Hatch explained that the economic conditions of Navajo and Apache counties, prior to the economic downturn, have forced the college to make decisions that other institutions have not had to make such as decreasing staff compensation and closing a location. Financial Aid Director, Beulah Bob-Pennypacker, reported that Pell grants awarded currently total \$3.5 million which represents a huge increase when compared to last year's federal grant total of \$3.7 million.

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

Eric Bishop, SPASC Co-Chair, reported that SPASC continues to work on gathering input in preparation for making a recommendation to Dr. Swarhout regarding accreditation pathways following a formal vote at the December 3, 2010 SPASC meeting.



8.C. – Human Resources Update – Peggy Belknap

Peggy Belknap, Human Resources Director presented the Human Resources update for November.

8.D. – Employee of the Month Award – Peggy Belknap

Ms. Belknap announced that WMC Librarian Sherry French was selected as the August Employee of the Month and that she has picked Information Services Director Eric Bishop as her administrative victim. Mr. Bishop will help open the WMC library the Monday following the Thanksgiving break and will take Ms. French to lunch. Ms. Belknap announced that Student Records Evaluator Deena Gillespie was selected as the September Employee of the Month and has selected Vice President Vest as her administrative victim whose task will be to work in the records and registration office the first day of registration for the spring 2011 semester.

Agenda Item 9: President's Report – Vice President Hatch

Mr. Hatch reported Dr. Swarthout did not have any specific items to report. Mr. Hatch reported that staff expect the agenda for the December Board meeting to be very light and asked the Board to consider the possibility of not holding a December meeting.

Agenda Item 10: Board Report/Summary of Current Events

Mr. Peaches reported that he was asked to attend an educational conference where he presented information about livestock issues between the Navajo tribe and the federal government in the 1930's.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, December 21, 2010.

Agenda Item 12: Adjournment

The meeting was adjourned at 12:14 p.m. upon a motion by Ms. Handorf, a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,



Russell Dickerson
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Secretary to the Board

