

Navajo County Community College District Governing Board Meeting Minutes

September, 2015 – 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. Daniel Peaches; Mr. Prescott Winslow present via phone

Absent: Mr. Frank Lucero

Staff Present: President Jeanne Swarhout; Vice President Blaine Hatch; Vice President Mark Vest; Director of Information Services PJ Way; Recording Secretary to the Board Lisa Jayne.

Others Present: Peggy Belknap, Randy Hoskins, Kenny Keith, Stuart Bishop, Everett Robinson, Josh Rogers, Jeremy Raisor, Margaret White, Linda Kor, John Spadaccini

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:06 a.m. Mr. Peaches led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Matteson moved to adopt the agenda as presented. Mr. Winslow 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 reviewed the financial position report with the Board.

4.B. Human Resources – Vice President Hatch

Vice President Hatch reviewed the Human Resources report with the Board.

Mr. Matteson asked if it was going to be possible to find applicants qualified for the IE Director position that closes at the end of month.

President Swarhout stated the College is looking for someone good with numbers but also someone with leadership skills in using data effectively across the institution. She stated she was confident a qualified candidate would be found.

Mr. Matteson stated that the loss of Blaine Hatch as the Vice President of Administrative Services is a big loss to the College.



President Swarthout stated the admin team is currently working on a job description right now to get that position posted as soon as possible.

4.C. NPC CASO

Margaret White, Co-chair of CASO, greeted the Board and handed out the CASO Newsletter to board members. President Swarthout stated the newsletter looked great.

4.D. Faculty Association

Betsy Peck, Faculty in Early Childhood Development, addressed the Board on behalf of the Faculty Association. She stated that the Faculty Association met Friday September 11 and discussed committee assignments; as a result the majority of committees are staffed. Vicki Bessinger and Maderia Ellison discussed with the Faculty Association the e-campus bookstore, and the possibility of better ways to serve students. P.J. Way, the new IS Director, also spoke with the Faculty Association on the use of educational technologies. Ms. Peck stated faculty are grateful to have P.J. in the IS Director position. Also, the Early Childhood Fair is coming up in October. This will be the College's 25th Early Childhood Fair, and it will also be Claude Endfield's last as she will be retiring. The keynote speaker, Enrique Feldman, is a nationally known music educator, and early childhood educator from Tucson. Betsy Peck invited the Board to attend the Fair at Holbrook High School.

4.E. NPC Student Government Association

Josh Rogers stated that Student Government Association elections took place this week.

4.F. NPC Friends and Family – Betsyann Wilson

Betsyann Wilson, Director of NPC Friends and Family, stated Pedal the Petrified 3 is this Saturday, September 19. Also, Friends and Family is currently working on developing the upcoming year, to include strategic planning, and revising mission and vision statements to help shape growth. There are plans to survey the college community about its perception of Friends & Family. Ms. Wilson also reminded the Board that Tuesday April 5 is Arizona Gives Day.

Agenda Item 5: Consent Agenda

- A. August 18, 2015 Regular Board Minutes; August 18, 2015 Executive Session Minutes
- B. Dual Enrollment Intergovernmental Agreements between the Navajo County Community College District and Winslow USD
- C. NATIVE Intergovernmental Agreement

*Mr. Matteson made a motion to approve the consent agenda. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

Agenda Item 6: Old Business

- 6.A. None



Agenda Item 7: New Business

7.A. First Read: Strategic Plan

Vice President Vest introduced members of the Strategic Planning Committee that were present: Randy Hoskins, Peggy Belknap, Sandy Manor, Kenny Keith, Doug Seely, Ann Hess, and Margaret White.

Randy Hoskins addressed the Board regarding Priority 1: Removing Student Barriers. He stated the College has begun already and are working on implementing PASS (Proactive Advising for Student Success.) PASS is currently looking at different vendors for software that will help set pathways for struggling students. Two separate study committees will take a fresh look at childcare issues and transportation issues student's face. The committees will report back to SPASC. Work will continue on course sequencing that will hopefully help students with pathways to success.

Kenny Keith addressed the Board regarding Priority 2: Technical Support for the College Community. He stated that this priority will address providing training for faculty and staff in hopes of increasing self-sufficiency for technology users. Also, Instructional Skills Workshops (ISW) for faculty will bring in facilitators and help faculty become comfortable with distance learning. This priority will also address revamping the website and MyNPC. Also, Student Orientation, Advising, and Retention (SOAR) will be offered to all employees online in hopes to bring everyone working with students to the same level of knowledge.

Mark Vest stated the overall goal of changes to Strategic Planning was to simplify and focus resources on achievable goals. The 2006-2007 Strategic Plan was long cumbersome and too ambitious.

Mr. Winslow stated he fully supports the idea of streamlining and focusing on a couple critical factors.

Mr. Matteson stated he felt the new strategic plan was such a turnaround from previous versions. Strategic plans need to be feasible, measureable, and address true needs of the organization, and he stated he felt this version does that. Mr. Matteson inquired about a timeline for implementation. Vice President Vest stated the timeline will be detailed in the operational plans.

Chair Handorf asked about the possibility of combining transportation and childcare options for students to have a way to drop their child off before class. Vice President Vest stated the need is to understand if the College can consider childcare options on campus or needs to look at developing partnerships with community vendors and the same could be said for transportation. The study committees will be asked to write a white paper with a cost benefit analysis with concrete recommendations.

7.B. Request to Approve Budget Development Calendar

Vice President Hatch reviewed the Budget Development Calendar with the Board, and recommended the Board approve the budget as proposed,



Mr. Winslow stated that as the new legislative session progresses, he would like Board updates as it relates to budget development. He also requested Expenditure Limitation and any gubernatorial and legislative proposals for funding be integrated into the budget development reports to the Board.

President Swarthout stated the state budget will probably be set in January and so there could possibly be a report to the Board early in the year.

*Mr. Matteson made a motion to approve the 2016-2017 Budget Development Calendar as presented. Mr. Peaches seconded the motion. **The motion passed unanimously.***

7.C. Audit Status Update for NATC and NPC Friends and Family

Vice President Hatch stated that both NATC and NPC Friends & Family are components of the College. Both of these entities recently completed audits and both were positive.

Vice President Hatch pointed out that in the NATC audit, about half of the donation line was the state funding for construction of the new classroom that was approved by the Board, and the other half was the Board approved action to pay off outstanding debt; changing assets from \$1.6 million to nearly \$2.2 million assets. The operating expenses of \$60,000 in maintenance will most likely continue at that level.

Mr. Matteson asked if membership fees were being paid in full. Vice President Hatch stated they were.

NPC Friends & Family from a financial perspective has shown great improvement; assets and revenues are improving, which reflects well on both Friends and Family, and the College.

Chair Handorf asked, in regards to NATC, what happens to memberships at NATC if there is a no pay. Vice President Hatch stated access to the facilities becomes limited and facility use become a daily rate. Chair Handorf asked if there is a penalty for rejoining after a no pay. Vice President Hatch stated current members are paying on time and collection of fees went out early and without exception all regular participants have paid.

Agenda Item 8: Standing Business

8.A. President's Report

President Swarthout stated that Coconino Community College named a new president last night, Central Arizona College's president will retire in 2016, and the president of Arizona Western is retiring at the end of this contract year, and there could be a couple more in the next contract year. This will change the scenery at the table at ACCCC (AC4) with the change in presidents.

President Swarthout stated she is asking additional staff from the College to attend the Expenditure Limit Committee meetings so more people in the College are familiar with the process and have an awareness of how the process works. The college presidents met with the Governor as well, and that meeting went well.



The Empty Bowl Project is an international feed the hungry, being run by Magda Gluszek and Ryan Rademacher. The community can make bowls in the Ceramics Lab at White Mountain Campus for the Empty Bowl Project, which will take place on November 20th. During the make-a-thon, there was standing room only to make the bowls for the project. President Swarouth stated this is a great start for recognition of and assistance to the hungry in the White Mountains.

Community Outreach dates are set and Board members are invited to attend in their communities. The NPC Leadership Academy begins Thursday, and the president invited the Board to come and present to the Leadership Academy if interested.

Strategic Planning and Accreditation Steering Committee (SPASC) Report – Vice President Vest

None.

8.B. Agenda Items/Informational Needs

Mr. Winslow asked for an update on the space use study at the next meeting.

Agenda Item 9: Board Report/Summary of Current Event

Chair Handorf stated the White Mountain Chorale will be performing in Pinetop Friday the 25th as part of the Fall Festival.

Mr. Winslow stated that a Winslow activists working on developing downtown Winslow had taken Mark Ford's film courses and was very pleased with it.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting and Board Retreat October 20, 2015

Agenda Item 11: Adjournment

The meeting was adjourned at 11:17 a.m. upon a motion by Mr. Matteson, a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,



Lisa Jayne
Recording Secretary to the Board

