

# Navajo County Community College District Governing Board Meeting Minutes

June 16, 2015 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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**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; Recording Secretary to the Board Lisa Jayne.

**Others Present:** Everett Robinson, Ann Hess, Sharon Hokanson, Peggy Belknap, Maderia Ellison, Terrie Shevat, Betsyann Wilson, David Huish, Jeremy Raisor, Josh Rogers, Margaret White, Kelley Harvey-Brannon, Peg Erdman, Phil Hiatt, Linda Kor, Beulah Bob-Pennypacker, John Spadaccini,

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

Chair Handorf called the meeting to order at 10:04 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. 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**

Vice President Hatch reviewed the financial position report with the Board.

Mr. Winslow asked Vice President Hatch to clarify what the 152% increase in grants and contracts entailed. Vice President Hatch stated that it was largely due to out-of-county reimbursement, tuition from students who are not residents of Navajo County. The 152% of projected is simply a matter of the timing of the funds coming in. Vice President Vest stated there was not a significant change in enrollment from other counties, the increase over budget is merely a reflection of lagging payments.

Mr. Winslow asked if the reason the revenue budget appears so much greater than expected was because of not starting construction of the allied health building. Vice President Hatch stated that it was budgeted in this current year to start the preliminary activities for an allied health building, including studies and architectural plans, but because the project was pushed forward nothing was expended for the project.



#### **4.B. Human Resources – Sharon Hokanson**

Director Sharon Hokanson reviewed the Human Resources report with the Board.

Mr. Winslow stated he would like to have future discussion about sustainability of the IS Department as he felt it rises to the level of a Board concern.

#### **4.C. NPC CASO**

Margaret White, co-chair of CASO, addressed the Board and summarized CASO activities for 2014/2015 year to include non-food drives, input into creation of a flexible work schedule for professional development, input into creation of an internal hiring process, put on the annual retreat following convocation, salary recommendation, and bi-annual officer elections, resulting in Ina Sommers being re-elected as the president, Margaret White as vice president, Shawntel Skousen as secretary, and Hallie Lucas as treasurer. \$2,097 in the student emergency fund was transferred to Friends and Family to help students, and to allow Friends and Family to carry on that work. Lastly, CASO awarded \$2,000 in student scholarships and \$804 for employee textbook scholarships for professional development courses funded from sale of candy bars.

Mr. Winslow commended CASO for advocating for not only classified employees but serving the wider community and for their support of students in need.

#### **4.D. Faculty Association**

None.

#### **4.E. NPC Student Government Association**

Josh Rogers addressed the Board and stated Tony Hill, academic advisor from Painted Desert Campus, will be taking over student activities and that he would be actively assisting him in the upcoming year.

#### **4.F. NPC Friends and Family – Betsyann Wilson**

Betsyann Wilson addressed the Board and stated she is currently learning about endowment growth and planned giving. Friends and Family has a new construction scholarship funded by sale of last semester's construction projects. So far \$3200 has been raised for construction technology students. Rebecca Hunt proposed the idea for a Kid's College scholarship; both need based and interest focused. One scholarship was given out this year but there will be a fund built to help more students with Kid's College next year. Betsyann Wilson commended CASO for their assistance with Pedal the Petrified, stating CASO volunteers made the fundraiser possible.

#### **Agenda Item 5: Consent Agenda**

- A. May 19, 2015 Regular Board Minutes; May 19, 2015 Budget Hearing Minutes; May 19, 2015 Special Board Meeting Minutes; May 19, 2015 TNT Hearing Minutes

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

#### **Agenda Item 6: Old Business**



6.A. None

**Agenda Item 7: New Business**

**7.A. Meritorious Status – Phil Hiatt**

Sharon Hokanson presented Phil Hiatt with meritorious status.

Phil Hiatt addressed the Board and stated working for NPC has been a great opportunity for him and that the president of the current college has been a great asset to the college. He also stated that David Huish has been a great supervisor who has allowed him to use his skills and experience.

Mr. Winslow commended Phil Hiatt for his assistance in educating those in his department

**7.B. Alumni Award – David Singer**

Josh Rogers presented a history of NPC Alum, David Singer. Summarizing that David Singer received a degree in computer technology from NPC, went on to finish both a bachelor's and a master's in computer engineering, and is considering beginning a doctorate degree. David Singer is an instructor at Rio Salado Community College.

**7.C. Request to Approve Purchase of Budgeted Smartboards and Document Cameras**

President Swarouth stated this proposed purchase is part of the Native Serving Non-tribal Grant, and is for ten smartboards and ten document cameras. This purchase will extend smartboard classrooms.

*Mr. Matteson made a motion to approve the purchase of Smartboards and Document Cameras from CCS Presentations in the amount of \$62,739.36. Mr. Winslow seconded the motion. **The motion passed unanimously.***

**7.D. Request to Approve Purchase of Budgeted Switches for the VDI System**

President Swarouth stated this proposed purchase of switches is a Title III purchase, and is for storage area network purposes.

*Mr. Matteson made a motion to approve the purchase of Switches for the VDI System from WWT in the amount of \$74,117.49. Mr. Winslow seconded the motion. **The motion passed unanimously.***

**7.E. Review of HLC Financial Ratios**

Vice President Hatch stated the Higher Learning Commission uses financial ratios to track institutional health as part of an overall strategic financial analysis. Four key ratios are used to give a quick snapshot of financial health.

Vice President Hatch reviewed the HLC Financial Ratios with the Board.



Mr. Winslow asked what aspects contributed to the College's high scores. Vice President Hatch stated that saving to build, and having sufficient reserves contribute the most to the College's good standing.

### ***7.F. Review of Data Summary Book***

Vice President Vest stated the College is entering the Higher Learning Commission Persistence and Completion Academy. The Academy's intent is to give us a peer group of western community colleges and small universities that are also interested in major projects around the idea of student persistence, retention and completion. The College's Quality Initiative, which is required by HLC, is also the Persistence and Completion project. The first step is to write a data summary book that is to provide both the College and the Commission a sense of the data that was looked at and the direction the College wants to go with measurable outcomes.

Vice President Vest stated what can happen as a college refocuses on persistence and completion. Between 2003 and 2013, the College averaged 195 completers a year; both AA degrees and certificates. Of the 195 completers, 145 were AA degrees. Over the last two years, NPC has averaged 633 completers, and 214 were AA degree completers. Some of these numbers were due to the Board agreeing to remove the graduation fee. Advisors have been proactive in contacting students who were close to completion to inform them how close they were to graduation and what they were eligible for. There have been 1,250 Navajo and Apache completers over the last two years.

Director Josh Rogers, the Chair of the Persistence and Retention Academy team, addressed the Board and stated there are five members going to the Academy in St. Charles, Illinois. On the team are two faculty, Rich Harris and Amy Grey, as well as Ann Hilliard, and Jeremy Raisor. The focus of PASS has not been as much on data as it should be. When the data discovery visit came the mentor did not think the College was prepared but there was really a lot more data available than what had been prepared for the mentor review. The Data Summary Book was created and it is intended to provide information about the status of the College as far as retention and completion, and where the college wants to go.

Mr. Winslow expressed concern about outcome measures of success and how they are defined. The College needs to follow up on student success several years post education, whether the student has completed or not. That kind of success is not measured by statistics. Mr. Winslow stated that sometimes success is defined by shallow thinking rather than an institution's own indicators.

President Swarthout stated IPEDS is a current measure of success but the College recognizes that it fails to identify student intent. The President stated that right now the colleges in the State are discussing how intent can be measured in consistent ways that allows the student to set the goals, rather than federal. President Swarthout stated that a student not completing is not a failure if the student's own goals were met.

Mr. Matteson also expressed concerns about standards coming from feds or the state that might lead to a lowering of standards to meet a goal. He stated that the College always needs to be



careful to handle the process in a way that avoids compromising our own standards. Vice President Vest stated conversation has always revolved around bringing students to the standard that exists, not lowering them.

Chair Handorf stated the College should be careful to comply with all requirements as requested while also maintaining our own personal standards.

#### ***7.G. Review of Summer Enrollment***

Vice President Vest stated that summer enrollment numbers are not final as some classes will not begin until July. The goal for summer courses is to offer students additional opportunities. With increased summer enrollment there is a potential that fall semester enrollment might suffer. Vice President Vest stated he would report on this at the end of the fall semester. With a combination of increased course availability and tuition waivers, the numbers reflect an over 28% credit hour increase in regular campus credits from last summer.

#### ***7.H. Discussion of Key Performance Indicators for the Future***

President Swarthout asked the Board to consider what they would like to see on a regular basis on a data dashboard that might help drive decision making and that might be helpful for the Board to review periodically. This item will be discussed in the August meeting as well as at the fall retreat. President Swarthout stated the University of Tennessee dashboard has a number of good ideas that might be worth reviewing by Board members.

#### ***7.I. Request to Approve Resolution to Enter into Agreement with Arizona School Alliance for Worker's Compensation***

Vice President Hatch stated the College has been with CopperPoint for worker's comp for a few years. Recently a quote from the Arizona School Alliance was 25% below the estimate from CopperPoint. The Alliance is a self-insured pool, owned and governed by the participants. Staff recommends approval of the resolution which would allow the College to enter into an agreement with the Arizona School Alliance for Worker's Comp.

Mr. Winslow asked if a loss control consultant would be a proactive part of the agreement that would review the College's safety training or might look for deficiencies that might pose a liability. Vice President Hatch stated the Alliance is very proactive, and is owned by the participants, so there is an incentive to keep costs down. Online training opportunities will be available that will also be beneficial to the College.

*Mr. Matteson made a motion to approve the resolution to enter into agreement with Arizona School Alliance for Worker's Compensation. Mr. Winslow seconded the motion. **The motion passed unanimously.***

#### ***7.J. Request to go into Executive Session to Discuss the Presidential Performance Review and Contract***

*At 11:45 a.m. Mr. Matteson made a motion for the Board to go into Executive Session to discuss the presidential performance review and contract. Mr. Winslow seconded the motion. **The motion passed unanimously.***



*At 1:25 p.m. the Board moved back into regular session and adjourned from executive session upon a motion by Mr. Winslow, seconded by Mr. Matteson and a majority vote.*

**Agenda Item 8: Standing Business**

**8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report – Vice President Vest**

Vice President Vest reported SPASC meets Friday to begin discussion on initiatives for the college.

**8.B. President's Report**

AWHE met in Friday and 35 women from NPC attended.  
President Swarthout will be Vice Chair of ACCCC in the coming year.  
Expenditure Limitation Study Committee is upcoming.  
Law Enforcement and Paramedic completer ceremonies were last week.

**8.C. Agenda Items/Informational Needs**

Mr. Winslow requested discussion on budgeting for the pavement project at LCC that City of Winslow is partnering with the College to upgrade parking.  
Mr. Winslow requested discussion on if College Bound scholarships could extend to certificates and occupational employment related classes, not just general education courses.

**Agenda Item 9: Board Report/Summary of Current Event**

Mr. Winslow stated that he spoke with a U of A student who was interested in the summer program at NPC due to the discounted tuition.

**Agenda Item 10: Announcement of Next Regular Meeting:** Special Teleconference meeting June 19, 2015; Regular District Governing Board meeting August 18, 2015.

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 1:45 p.m. upon a motion by Mr. Matteson, a second by Mr. Winslow, and a unanimous affirmative vote.*

Respectfully submitted,



Lisa Jayne  
Recording Secretary to the Board

