

Navajo County Community College District Governing Board Meeting Minutes

April 12, 2016 – 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. Prescott Winslow; Mr. Frank Lucero.

Staff Present: President Jeanne Swarhout; Interim Vice President Maderia Ellison; Vice President Mark Vest; Director PJ Way; Recording Secretary to the Board Paul Hempsey.

Others Present: Ryan Rademacher; Kim Reed; Ed Gentry; Ian Graham; Bill Fee; Everett Robinson; JoAnn Barnes-Slocum; Margaret White; Eric Bishop; Jennifer Bishop; Josh Roger; Jeremy Raisor; Ryan Jones; Gary Segay; Sandra Johnson; Ann Hess; Barry Graham; Betsyann Wilson; Ryan Jones; Peggy Belknap; Terrie Shevat; Eric Henderson; Lauren Sedillo; Andrew Hassard; Rickey Jackson; Doug Seely; Beulah Bob-Pennypacker; Amber Hill; Stan Pirog; Cathy Reed; Hallie Lucas; Bethann O’Laughlin; Linda Kor; Terrie Shevat; Rich Harris; Tamara Martin; Tanya Hayes; Jim Boblett; Donna Soseman; Lorraine Benally; Myrtle Dayzie-Grey; Tracy Mancuso; Ernie Hess; Vicki Bessinger; Barry Richins; Barbara Richins; Daphne Brimhall; Denise Rominger; Donna Ashcraft; Leonard Lee.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:00 a.m. and Mr. Lucero 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 – Interim Vice President Ellison

Interim Vice President Ellison addressed the Board and reviewed the Financial Position report.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and stated AZ Gives Day was a huge success. The goal to raise \$5000, as a Challenge Gift, by Noon was met by 8:28am therefore adding an additional \$5000 from Frontier Communications. As for the goal to finish in the leaderboard, for Small Non-Profits, NPC Friends and Family finished fourth which provided a further \$5000 bonus. A grand total of \$27,201 was raised. Director Wilson offered special thanks to Ann Hess and Everett Robinson, Eric Bishop, Prescott Winslow and Rebecca Hunt and to all who made



donations. Director Wilson offered some of the statistics from the day and commented on the retirees present at the meeting and thanked them for everything they have done for students. Director Wilson also mentioned the Friends and Family Golf Tournament on April 30th at Silvercreek with a 10am start. A foursome team is \$400 but if individuals wanted to play it would cost \$125 and they would be added to a team. There would be a lot of prizes on the day including two hole-in-one cars as well as prizes at other holes and raffles. Volunteers would be welcome on the day as would spectators and supporters.

4.C. Human Resources

Written Report Only.

4.D. NPC CASO

No Report

4.E. Faculty Association

Written Report Only.

4.F. NPC Student Government Association

Written Report Only.

Agenda Item 5: Consent Agenda

- A. **March 22, 2016 Regular Board Minutes;**
- B. **Curriculum Modifications:**
 - 1. Program Modification – Mechatronics AAS, CAS, CP (3 specializations)

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

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

*Mr. Matteson made a motion to move items 7.A. and 7.B. after the presentation of Awards. Mr. Winslow seconded. **The vote was unanimous in the affirmative.***

7.C. Request to Approve Emeritus Status – Sandra Johnson

*Mr. Matteson made a motion to approve the Request for Emeritus Status for Sandra Johnson. Mr. Winslow seconded. **The vote was unanimous in the affirmative.***

7.D. Presentation of Meritorious and Emeritus Awards

Ryan Rademacher, President of the Faculty Association, presented Dr. Sandra Johnson with the Faculty Emeritus Award.

Ann Hess, Director of Marketing, presented JoAnn Barnes-Slocum with the Meritorious Service Award.



Stan Pirog, Head Librarian, presented Margaret White with the Meritorious Service Award. Mark Vest, Vice President for Learning and Student Services presented Jim Boblett, Barry Graham, Barry Richins and Doug Seeley with the Faculty Emeritus Award. Myrtle Dayzie-Grey, Center Advisor and Library Technician in Kayenta, presented Lorraine Benally with the Administrator Emeritus Award.

Staff presented with awards had the opportunity to comment and many chose to thank the college, Executive Team, and their colleagues and highlighted the wonderful students they had the good fortune to meet, instruct, and get to know over the years.

Vice President Vest commented that Faculty Emeritus Award winner Claude Endfield could not be present to receive her award but was holding her own celebration and combining it with a fundraiser to benefit NPC students. President Swarouth commented that combining the years of service of all retirees we arrive at a figure of 221 years.

7.A. Executive Session Pursuant to 38-431.03(A)(1) and (A)(3)

At 10:39a.m. Mr. Matteson made a motion for the Board to go into Executive Session for discussion of a Personnel matter and to seek advice from the college attorney. Mr. Lucero seconded the motion. The motion passed unanimously.

At 11:19a.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 unanimous vote.

7.B. Possible Action on Personnel Matter

Mr. Winslow made a motion to select Rod McDougall to investigate a personnel matter as discussed in Executive Session. Mr. Matteson seconded. The vote was unanimous in the affirmative.

7.E. Review of Budget Analysis

Interim Vice President Ellison reviewed the Budget Analysis with the Board informing them that State Aid is still not finalized but estimated figures are provided.

7.F. First Read – 2016-2017 Primary Property Tax

Interim Vice President Ellison reviewed the 2016-2017 Primary Property Tax noting that a maximum levy, of 2%, would require a Truth In Taxation Hearing and, even with a maximum levy, the college would see revenues fall due to a negative new construction figure. Notice will be given, as required by statute, in local papers.

Mr. Matteson asked if the format for the notice published in the relevant news outlets was laid out in the statutes. Interim Vice President Ellison responded that requirements were listed in the statute as to the language the college should use. Mr. Matteson commented that it was disappointing that the requirements forced on the college for this publication will not adequately



frame the issue of the negative new construction figure for the public to understand and how it would affect the college.

Mr. Winslow agreed but suggested that a press release through the Marketing Department will highlight the relevant information for the public to review and the college can, hopefully, show why we will bring in less revenue, while increasing the tax rate, due to negative new construction. Furthermore he highlighted the importance of Equalization funds received by the college and the need to justify receiving these funds by showing the county is doing all it can to help itself. As an institution the college helps the county with workforce development, job training and creating an environment that will attract new businesses and support existing businesses and can be a part of the engine of economic development that can turn around some of the local property tax difficulties.

President Swarthout noted that the college had a plan in place to provide explanatory and helpful information, on the website, for the public to access and also to provide their comments.

Mr. Lucero asked whether evaluations for the average home owner had gone up or down. Interim Vice President Ellison responded that valuations for locally assessed property had increased \$6.6million which was an increase of 1.2%. Mr. Lucero asked if the three year cycle in the county was by region. Interim Vice President Ellison responded that it was but she was unaware of which region they were currently on.

Chair Handorf and President Swarthout commented that it seemed to be the southern part of the county that was assessed this year.

Mr. Lucero commented the County did not plan to increase property taxes by the maximum allowed. Interim Vice President Ellison commented that Navajo County has indicated that it will increase at the TNT rate which will show a rise from 0.8417 to 0.8729.

7.G. Request to Approve 2016-2017 Preliminary Budget

President Swarthout noted that once approved there can be no increases to the budget only decreases.

Interim Vice President Ellison reviewed the 2016-2017 Preliminary Budget stating that staff recommends approval.

Mr. Lucero asked for specifics regarding the increase in Administration cost of 7%. Interim Vice President Ellison stated that the stipend to staff and increases in medical costs were covered in this line item.

Mr. Winslow asked if the Scholarship amount shown included the Pell Grant. Interim Vice President Ellison confirmed it did.

Mr. Winslow asked Vice President Vest what FTSE projections were based on. Vice President Vest clarified that Mr. Winslow was asking about the change in FTSE estimate from 1950 to



2000. Mr. Winslow confirmed. Vice President Vest stated responded that part of a recent senate bill that passed requires a true up of FTSE data on an annual basis. The college has always attempted to provide figures as close to the actual total as possible so the impact of the true up is minimized. The college looked at data from last 3 semesters and provided a moderate estimate, slightly less than actually expected. More information would be provided in the Enrollment Report which is item 7.I. in the meeting agenda.

Mr. Matteson made a motion to approve the 2016-2017 Preliminary Budget as presented. Mr. Winslow seconded. The vote was unanimous in the affirmative.

7.H. Request to Approve 2016-2019 Preliminary Capital Budget

Interim Vice President Ellison reviewed the 2016-2019 Preliminary Capital Budget with the Board and stated staff recommends approval.

Mr. Winslow asked Interim Vice President Ellison to elaborate on the \$150,000.00 for Strategic Plans. Interim Vice President Ellison highlighted page 2 of the Capital Budget information provided in the Board packet and Vice President Vest commented that some of the money was for the ongoing maintenance of the PASS project but the bulk of funds was to upgrade the software that runs our website which also provided an opportune time to complete a website redesign.

Mr. Matteson made a motion to approve the 2016-2019 Preliminary Capital Budget as presented. Mr. Winslow seconded. The vote was unanimous in the affirmative.

7.I. Enrollment Report

Vice President Vest addressed the Board and reviewed the Enrollment Report noting that this was the seventh consecutive semester the college would see an enrollment increase. Not included in the report, due to timing, was data from other community colleges noting enrollment changes from 0% to -8%. Vice President Vest reviewed the breakdown of enrollment by location mentioning that, due to an inopportune faculty retirement teaching at the Department of Corrections (DOC), a lot coursework was eliminated. The position has now been filled but the enrollment of students happened after the FTSE deadline and the college would therefore recover some enrollment as short-term.

Vice President Vest commented that he was pleased to see internet enrollment increase after significant changes required many Business courses to be taken offline and put through the course evaluation process again.

Referring back to Mr. Winslow's FTSE question, Vice President Vest commented that it was clear that we should have an annual increase in this year and likely be greater than 50 FTSE but we will not know for sure until June.

Mr. Winslow asked if the Summer Semester was split between fiscal years. Vice President Vest responded that the bulk of the summer session will be counted in the following year as most of the courses don't end till July going on to explain that short term enrollment is counted



differently than regular enrollment in Spring or Fall. In a regular semester enrollment the college receives credit if the student is enrolled on a particular day. Summer and short term classes are given a portion of credit for students enrolled at the start of the semester and another portion if the student completes, weighted on the back end which falls in a new year.

7.J. Request to Approve Purchase of Unified Communication Solution/ Voice over IP and Professional Services

Director Way addressed the Board and reviewed the Request to Purchase of Unified Communication Solution/Voice over IP and Professional Services stating staff recommends approval.

Mr. Matteson asked if this was in the budget and part of strategic plan to which Director Way stated it was.

Mr. Lucero made a motion to approve the Request to Purchase Unified Communication Solution/ Voice over IP and Professional Services at a combined price of \$402,667. Mr. Matteson seconded. The vote was unanimous in the affirmative.

7.K. Request to Approve Purchase of Laerdal Sim Man Manikin

Vice President Vest reviewed the Request to purchase a Laerdal Sim Man Manikin and commented that staff recommends approval.

Mr. Lucero made a motion to approve the Request to Purchase a Laerdal Sim Man Manikin. Mr. Matteson seconded. The vote was unanimous in the affirmative.

7.L. Strategic Planning Directive from the Board

President Swarthout asked Board Members if they had any new Strategic Priorities, for the upcoming development cycle, that they would like to relay to the Strategic Planning and Accreditation Steering Committee (SPASC).

Mr. Lucero asked about the status of Coconino's Nursing Program. President Swarthout commented that the program was still on a reduced function. Mr. Lucero asked if that status would continue in the future and if NPC should look to enhance the program in Winslow. Vice President Vest commented that Coconino was looking to expand again and get back to prior numbers in their program also noting that while the Nursing Program in Winslow had seen an increase in applications it was not a significant amount.

Mr. Winslow asked if SPASC already had potential options that they could provide at the May meeting for discussion. President Swarthout commented that this was possible. Mr. Winslow commented that something he would like to see, based on the Space Utilization Study, would be the balance between brick and mortar learning and expanding bandwidth for distance learning opportunities.



Agenda Item 8: Standing Business

8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report

Vice President Vest reported that SPASC was, as mentioned, in an information gathering period of the planning cycle and can provide, to the Board, nine general areas that the college employees identified at Convocation as potential future strategic priorities. A survey has been provided to employees to rank the options in order of importance. Instructional Council and College Council have also been asked for input and once all the information is received it can be provided to the Board as a starting point for their discussion.

8.B. President's Report

President Swarthout reminded the Board of the President's evaluation noting that it is a 360 year. The process will begin in May with a summary and then provide the results in June. Staff will be attending the Higher Learning Commission annual meeting in Chicago next week.

8.C. Agenda Items/Informational Needs

Mr. Winslow mentioned his support and appreciation for the Standing Reports being provided in a written format. He would like to see a brief written report on the Building Homes Building Futures project.

Mr. Matteson suggested the Space Use Study should be added to the August agenda as a non-action item, with decisions to follow at a future meeting.

Chair Handorf suggested the Board could receive less information from failed bids for items and services.

Agenda Item 9: Board Report/Summary of Current Event

Chair Handorf reminded everyone of the Graduation ceremony coming up on May 14th.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, May 17, 2016.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:48 p.m. upon a motion by Mr. Matteson, a second by Mr. Lucero, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

