

# Navajo County Community College District Governing Board Meeting Minutes

December 15, 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.

**Absent:** Mr. Daniel Peaches.

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

**Staff Present via phone:** Director PJ Way.

**Others Present:** Beaulah Bob-Pennypacker; Peggy Belknap; Terrie Shevat; David Huish; Bobbi Sample; Betsyann Wilson; Josh Rogers; Jeremy Raisor; Ann Hess; Margaret White; Amber Hill; Tony Hill; Linda Kor; Everett Robinson.

**Others Present via phone:** Ryan Rademacher.

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

Chair Handorf called the meeting to order at 10:04 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 reviewed the financial position report with the Board.

Mr. Winslow asked if Pell Grant funds were included in tuition and fees or under grants. Interim Vice President Ellison responded that NPC receives the awards in the Restricted Funds and they are then offset as scholarship receipts, shown as negative amounts against revenues.

Mr. Winslow asked if there is a way to tell, from the Unrestricted Funds, if the tuition and fees are all out-of-pocket expenses for students or a combination along with Pell Grants. Interim Vice



President Ellison responded it was a combination and to show how much was paid by Pell Grants some adjustments to the financial documents would be required.

M. Winslow asked for information, in the future, on how much students rely on Pell Funds for their education at NPC.

#### ***4.B. Human Resources – Interim Vice President Ellison***

Interim Vice President Ellison reviewed the Human Resources Report with the Board.

Mr. Winslow asked if the open faculty position in the Math department was related to the departure of Gary Mack and therefore a different position to the opening filled by Shannon Newman. President Swarthout responded that both related to the VESP acceptance by Barry Graham and Gary Mack and would not be filled till Fall 2016 but, due to Gary Mack's unexpected early departure the Math department would be covering his classes for the Spring semester. Shannon Newman is filling one of the two positions.

Chair Handorf asked about the closed search for IE Director. Vice President Vest responded that the hiring committee had identified four candidates for interview. Two had dropped out at this point and 2 candidates will be interviewed in early January.

#### ***4.C. NPC CASO – Margaret White***

Margaret White, Co-chair of CASO, addressed the Board and stated CASO has finalized the agenda for the retreat after Convocation including the introduction of new staff and recognition of accomplishments, a business meeting, a financial report, a presentation from a representative of NAU along with door prizes and teambuilding activities. CASO continues to work on a salary recommendation with the Faculty Association. CASO had 2 professional development scholarships utilized by members. CASO President, Ina Sommers, will be ordering a new batch of chocolate bars for sale at front office locations.

Mt Matteson asked if CASO had thought of selling anything other than candy bars. Margaret White responded that CASO had tried a number of different items but always come back to candy which was popular with students. Margaret White invited the Board to attend the CASO Retreat after Convocation on January 11<sup>th</sup>.

#### ***4.D. Faculty Association – Ryan Rademacher***

Ryan Rademacher, President of the Faculty Association (FA), addressed the Board and reported the Empty Bowls Project was a huge success raising \$2,040 for the Love Kitchen and bread was donated from Baked in Pinetop and soup was donated by Persnickety's in Show Low. FA has created ad hoc committees to look at two procedures. Procedure 2970 dealing with Faculty Probationary Track as well as Procedure 2701 dealing with Hiring Committees. Once the committees make some recommendations FA will discuss and forward as appropriate. FA continues working with CASO on the salary recommendation.



#### **4.E. NPC Student Government Association – Tony Hill**

Tony Hill addressed the Board and stated the SGA food drive will end this Friday, December 18<sup>th</sup> and the food will be donated to local charities. SGA has attracted three new members in the month of December. SGA and other NPC Clubs along with Career Services will conduct an information drive at campuses, to attract new members, during the week of January 25<sup>th</sup> through the 29<sup>th</sup>. SGA will also hold a teambuilding event on January 29<sup>th</sup>.

Mr. Matteson asked how the hike at Mt. Baldy went. Tony Hill responded that the trip was fun and everyone had a good time.

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

Betsyann Wilson addressed the Board and stated a new Scholarship has been established in the name of Claude Enfield, retiring Chair for Early Childhood Development. Since October 25<sup>th</sup> the fund has raised \$32,050. The Golf Tournament at Silver Creek Golf Club on Saturday, April 30<sup>th</sup> has received a pledge from Frontier Communications for \$5000. An anonymous donor also donated \$5000 to NPC Friends and Family. Over \$65,000.00 has been raised this calendar year.

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

- A. November 17, 2015 Regular Board 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. Request to Approve 2017 – 2018 Academic Calendar**

Vice President Vest addressed the Board and reviewed the 2017 – 2018 Academic Calendar. Vice President Vest drew the Board's attention to the Christmas and New Year schedule.

*Mr. Matteson made a motion to approve the 2017-2018 Academic Calendar. Mr. Winslow seconded the motion. **The motion passed with a unanimous vote.***

##### **7.B. Request to Approve WMC Detention Pond Project**

Interim Vice President Ellison reviewed the WMC Detention Pond project with the Board and stated that staff recommends the approval of a bid from Western Grade for a total of \$99,700.

Mr. Winslow asked if this project will bring us into full compliance with the City of Show Low. David Huish responded that it would as well as with ADOT as it meets the flood plain criteria for both.

Mr. Winslow asked if there was a final process where the City of Show Low and ADOT will sign off on the project. David Huish responded that both would attend the scene once work has been completed and verify the work, providing a certificate of occupancy.



Mr. Matteson asked whether the Corps of Engineers has provided the necessary permit to proceed with this project. David Huish responded that the City of Show Low is the administrator for his area and only their approval was required but he would verify with the City of Show Low. Mr. Matteson stated the Corps of Engineers has precedence in this area and recommended receiving it in writing from the Corps of Engineers.

Mr. Matteson asked if the engineer hired to do the estimate had reviewed the bids and knew of a reason for McCauley Construction's bid to be so high. David Huish responded that McCauley construction had overestimated the project and recognized the bid was much too high.

Chair Handorf asked if the \$5000 of taxes included both State and City taxes. Interim Vice President Ellison responded that it does include State tax and believed it did include City taxes but would need to look at the breakdown. Chair Handorf commented that, as we were complying with the City's request, it would be nice if they had removed their taxes. David Huish commented that the City of Show Low had backed off on some their requirements which could have imposed. Chair Handorf asked if those requirements were in the original scope of the work. David Huish responded that they were basic requirements when completing this type of project which, during the 3 years of negotiations with the City of Show Low, they agreed to back off on to help the costs. The vendor was responsible to add sales tax to the contract. Chair Handorf asked if the concessions were written into the contract. David Huish responded they were written in the notes of a meeting attended with the City Manager and others responsible for the city ordinances

*Mr. Winslow made a motion to approve the WMC Detention Pond Project as presented. Mr. Matteson seconded the motion. **The motion passed with a unanimous vote.***

#### **7.C. Request to Approve Budget Assumptions and Guidelines**

Interim Vice President Ellison reviewed the Budget Assumptions and Guidelines with the Board.

Mr. Winslow asked if the request was only to approve the Assumptions and a slight change in the calendar. Interim Vice President Ellison affirmed and stated it helps the college with the preparation of the budget.

*Mr. Matteson made a motion to approve the Budget Assumptions and Guidelines. Mr. Winslow seconded the motion. **The motion passed with a unanimous vote.***

#### **7.D. Discussion on Media Article**

Chair Handorf asked if the Board had reviewed the document. Mr. Winslow stated he had also read the online comments.

Mr. Winslow commented that his response would make the following points. Firstly, as a member of the board, he welcomes close scrutiny of the college finances, outcomes, and performance, measuring the value that the college is, but would provide further information for context to the citizens of Navajo County. We are fortunate to have equalization, being a county



with low assessed valuation on property and it is not unreasonable that we receive this equalization to provide a level educational playing field for the rural residents that NPC serves. Mr. Winslow added, in terms of evaluating performance in terms of outcomes, we have valid reasons to assess how we are doing in relation wide range of goals that students of NPC have and that we serve. Not every student has the goal of completing a Certificate or Degree. With PASS we would hope to increase retention and completion rates of those students who do want to complete a Certificate or Degree. However it is not designed to pressure students to complete a higher goal than they want for themselves. Education officials and Legislators, in Washington and Phoenix, are sometimes not sensitive enough to the needs of low income, rural residents of the United States. Hopefully we don't fall into the trap of focusing only on the things that are easy to measure as a way of evaluating how we are doing. "Not everything that can be measured is important and not everything that is important can be measured".

Mr. Matteson commented that NPC does not just provide two-year education for people who will go on to a four-year degree, and that fact was carefully ignored in the article. To the comments that only 14.6% of Navajo County residents have a Bachelors or advanced degree, which is half the national average, so what? Usually people in agrarian areas are not seeking Doctoral degrees in History. NPC should respond to the article with factual information that does not necessarily rebut the comments made but informs the public what the institution is all about. The graduation figures totally ignore the students who participate in programs such as Welding who are looking for jobs not a PhD. NPC provides the opportunity for jobs with the education we provide. Lastly we serve an area as big as many states in the country and therefore need to use expensive technology resources to provide this service. It should be a vote in our favor that we can provide a wide range of education through distance learning technology to such a spread out area with a low density of population which is totally ignored in the article. A clear statement should be prepared a carefully thought out statement on what this institution does and why we have the numbers we do.

Mr. Matteson suggested the use of Channel 4 in Show Low which does wonderful pieces with the county and cities but not much time with NPC. Perhaps this would be a time to get NPC's message and event and opportunities to the public.

Mr. Winslow thought the TV idea was good and an opportunity to inform the Public that distance learning does not only consist of Internet classes and NPC is trying to serve students in the best possible way that they are comfortable with.

Chair Handorf commented that NPC is doing so many good things and last reports were encouraging, which speaks well of the college. Sometime in January might be a good time to have an article or TV program informing the public of everything we do.

## **Agenda Item 8: Standing Business**

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

Vice President Vest stated SPASC will present at the January Convocation with an update on the yearly progress on Strategic Priorities and planning over the year and request input from the



college. Beginning in January the Operational Plans will be brought to the Board for a short report.

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

President Swarhout stated that 15 students from NPC are on the All-Arizona Academic Team. They will be awarded at a ceremony on Thursday, March 3<sup>rd</sup> and suggested the Board plan to attend. NPC learned that the Arizona Board of Regents will hold a conference today on Advancing the Arizona's Economy through Educational Attainment but failed to tell Community College Presidents till yesterday. President Swarhout plans to attend via phone. Cochise College, also an equalization school, made the decision to retain the same lobbyist as NPC. Several days of college closure are coming up for the Winter Break. Staff has looked ahead at the Board Calendar and will plan to move the April Board Meeting due to the HLC conference.

Chair Handorf commented that, thinking back to the media article which talked about NPC students not being successful when reaching 4 year colleges, a few years back the college had statistics that show students prepared at NPC did do better than students prepared in other places. Mark Vest commented that through the ASSIST data we know that students from Community Colleges who completed at least the AGEC at a Community College had a better chance of graduating than students who enter as freshman. The Universities have started to push students who start at a community college to stay there till they complete the AGEC.

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

President Swarhout noted that Mr. Winslow did make a request for information on Pell Grant dispersal.

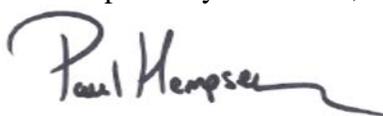
### **Agenda Item 9: Board Report/Summary of Current Event**

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting January 19, 2016.

### **Agenda Item 11: Adjournment**

*The meeting was adjourned at 11:24a.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

