

# Navajo County Community College District Governing Board Study Session Minutes

June 21, 2011

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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**Governing Board Members Present:** Ginny Handorf, Louella Nahsonhoya and Daniel Peaches.

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

## Reports:

1. **Agenda Item 7.A.: President's Performance Evaluation (Executive Session) – President Swarthout**  
*At 9:32 a.m., the Board, upon a motion by Mr. Peaches, a second by Ms. Nahsonhoya and a unanimous affirmative vote, the Board entered into Executive Session to discuss the President's performance and contract.*

*Upon a motion by Mr. Peaches, a second by Ms. Nahsonhoya and a unanimous affirmative vote, the Executive Session was adjourned at 10:32 a.m.*

2. **Study Session Agenda Item 2.: Legislative Update (Informational) – Kristen Boilini and President Swarthout**  
*Due to a lack of college lobbyist availability, the Legislative Update will be presented to the Board at the August 16, 2011 meeting of the District Governing Board.*

3. **Study Session Agenda Item 3.: Summary of Statewide Environment (Informational) – President Swarthout**  
Dr. Swarthout reported that the statewide longitudinal database system, a stimulus funding requirement by the state, has reached a critical point in its development. Dr. Swarthout explained that Arizona community colleges have agreements in place for the transmission of student information to ASSIST and added that FERPA issues arise due to the lack of agreements on the transmission of student data from ASSIST to other entities. Dr. Swarthout reported that ACCPC has charged legal counsel with working out agreements for transmission of student information from ASSIST to ADE and to prevent transmission to other entities by the Arizona Department of Education, which operates under FERPA guidelines that differ from those used by higher education. Dr. Swarthout reported that PARCC continues to move ahead and noted that Arizona may have to live with what comes out of the 25 state consortiums. Dr. Swarthout added that APASC might be able to provide for greater control over PARCC initiatives by acting as a single point for multiple interwoven assessment conversations. Dr. Swarthout reported that more legislative fine-tuning of Move On When Ready and the Grand Canyon diploma initiatives are likely in the upcoming year. Dr. Swarthout reported that Getting AHEAD is proposing minimal changes to funding formulas that include the combination of operating and capital aid, calculation of aid based upon current student enrollments, and 2% caps on equalization funding.

Citing a lack of time remaining in study session, Secretary Handorf, hearing no objections from Board members, moved on to Agenda Item 7.B. to allow for discussion prior to action scheduled to occur in the regular meeting. Dr. Swarthout noted that Study Session Agenda Items 4, 5 and 6, all informational items, could be moved to the August 16, 2011 meeting.

4. **Study Session Agenda Item 4.: Update on New and Emerging Federal Regulations (Informational) – Vice President Vest**  
*See Study Session Agenda Item 3., second paragraph, above.*
5. **Study Session Agenda Item 5.: Summary of NAVIT Heavy Equipment Decision (Informational) – President Swarthout**  
*See Study Session Agenda Item 3., second paragraph, above.*



7. **Study Session Agenda Item 6.: 2010 Non-Returner Survey Summary (Informational) – Vice President Vest**  
*See Study Session Agenda Item 3., second paragraph, above.*
8. **Agenda Item 7.B.: Request to Approve Addenda to Intergovernmental Agreement with NAVIT (Action) – Vice President Hatch**  
Mr. Hatch presented the staff recommendation to approve two addenda to the NAVIT intergovernmental agreements for 2010-2011 and 2011-2012 that provide for continuation of a prepayment option for services. Mr. Hatch noted that a similar addendum was previously approved and added that prepayment as a slightly discounted rate benefits NAVIT from a cash flow management perspective.
9. **Agenda Item 7.C.: Request to Adopt the 2011-2014 NPC Strategic Plan (Action) – Director Bishop**  
Mr. Bishop presented the staff request for adoption of the 2011-2014 NPC Strategic Plan. Mr. Bishop noted that the strategic plan is the same one presented to the Board in May as a first read adding that it includes a statement regarding exploration of benefits to adjunct faculty members as suggested by Chairman Jeffers during the May meeting.
10. **Agenda Item 7.D.: Request to Approve Purchase of Wide Area Network Equipment, Services and Maintenance Agreement the 2011-2014 (Action) – Director Bishop**  
Mr. Bishop presented the staff recommendation and request to approve the purchase of wide area network equipment, services and maintenance agreement from the existing provider, Next Level Solutions in the amount of \$148,103.27. Mr. Bishop explained that the purchase dovetails with the goals of the previously approved Title III grant that will provide for critical redundancy as well as increased capacity for load balancing which will make the network operate more efficiently.
11. **Agenda Item 7.E.: Request to Approve Purchase of Administrative System Software (Action) – Director Bishop**  
Mr. Bishop presented the staff recommendation and request to approve the purchase of administrative system software, services and training from Jenzabar, Inc. in the amount of \$508,980.00. Mr. Bishop noted that the proposed purchase was included in discussions prior to the adoption of the 2011-2012 budget. Mr. Bishop explained that significant work must be done to update the college's out-of-date and highly customized version of Jenzabar software. Mr. Bishop explained that the software update will dramatically improve how the college services students and works internally. Mr. Bishop added that a five-year training plan is included in the purchase that will ensure that staff understands how the updated system operates. Mr. Bishop explained that the update to the existing system provides for cost savings and estimated that the purchase of a new administrative system could easily cost \$3 million. Mr. Bishop explained that approximately \$350,000 of the proposed purchase will be spent on remediation work to improve college processes, fix system customizations and provide updates that will allow the system to work to its fullest potential. Secretary Handorf requested that the Board be given 10 days to review lengthy documentation.
12. **Agenda Item 7.F.: Request to Approve Purchase of Replacement Telephone System (Action) – Director Bishop**  
Due to a lack of time remaining in Study Session, discussion of Agenda Item 7.F. Request to Approve Purchase of Replacement Telephone System, deferred to the regular meeting.

Study session ended at 11:05 a.m.





**Agenda Item 8: Standing Business**

**8.A. – Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Bishop**  
No report.

**8.B. – Human Resources Update – Dan Wattron**

Dan Wattron, Human Resources Director, presented the Human Resources update for June and reviewed filled, pending and open staff and adjunct faculty positions. Mr. Wattron noted that Ms. Kristin Thomas has been hired to replace Mr. Dickerson as Assistant to the President. Mr. Vest reported that Dr. Peg Erdman will join the college on July 18, 2011 as the new Dean of Nursing and Allied Health. Mr. Wattron presented the May Employee of the Month Award to Donna Soseman, Accounting Technician. Ms. Soseman reported that she has not yet selected her administrative victim.

**Agenda Item 9: President’s Report – President Swarthout**

Dr. Swarthout reported:

- The college is gearing up for fall semester start-up.
- Dr. Swarthout presented Mr. Hatch with a “Grace Under Pressure Award”.
- Dr. Swarthout will provide a federal compliance update in August.

**Agenda Item 10: Board Report/Summary of Current Events**

Ms. Handorf reported that performances of *On Golden Pond* will occur at Blue Ridge High School on July 2<sup>nd</sup> and 3<sup>rd</sup>.

**Agenda Item 11: Announcement of Next Regular Meeting:** Tuesday, August 16, 2011.

**Agenda Item 12: Adjournment**

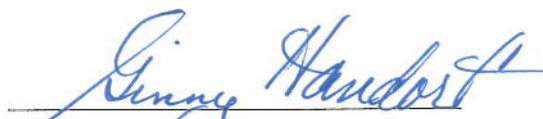
*The meeting was adjourned upon a motion by Mr. Peaches, a second by Ms. Nahsonhoya and a unanimous affirmative vote.*

Respectfully submitted,

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Russell Dickerson  
Recording Secretary to the Board

  
Bill Jeffers  
Chairman

  
Ginny Handorf  
Secretary to the Board

