

Navajo County Community College District Governing Board Meeting Minutes

January 19, 2010 – 10:30 a.m.
2251 Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Bill Jeffers, Ginny Handorf and Daniel Peaches.

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

Others Present: Ann Hess, Everett Robinson, Mike Leiby, Linda Kor, JoAnn Barnes-Slocum, Maderia Ellison, Beulah Bob-Pennypacker, Jake Hinton, Terrie Shevat, Karalea Kowren, Eric Henderson, Peggy Belknap, Sandra Johnson, Preston Romero, Matt Weber, MiAnna Tyler, Kathy McPherson, Donna Ashcraft, Ina Sommers, Rickey Jackson and Don Richie.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 10:52 a.m. Mr. Peaches led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Ms. Handorf moved to adopt the agenda as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 3: Election of Board Officers

Mr. Peaches moved that Mr. Jeffers continue to serve as Chairman for 2010. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.* Mr. Peaches moved that Ms. Handorf continue to serve as Secretary for 2010. Chairman Jeffers seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 4: Call for Public Comment

None.

Agenda Item 5: Reports

5.A. – Financial Position – Vice President Hatch

Vice President Hatch provided Board members with property tax information through December 2009 and reported that December receipts totaled approximately \$450,000. Mr. Hatch added that through November and December 2009, the college is where it is expected to be and noted that November receipts were slightly ahead of target. Through December, the college is about 1% behind receipt targets with 58% of tax receipts collected. Mr. Hatch explained that January, February and March are not high tax collection months but should bring in about \$1 million, combined. Mr. Hatch added that in April and May, the college expects to receive about 25%, or about \$3 million, of total property tax receipts. Mr. Hatch reported that college revenues and expenditures are on target and the college continues to see ongoing savings as compared to the budget. Mr. Hatch reported that year to date cash flow, through November, is about \$6 million and the college is currently waiting for the third quarter disbursement of State aid.



5.B. – NPC CASO – Ina Sommers

Ms. Sommers reported that CASO is in the process of rewriting the organizational bylaws to more sharply define the organization's purpose and to provide decision making guidelines. Ms. Sommers thanked Mr. Hatch for his offer to assist the group in crafting the revised bylaws. Ms. Sommers reported that CASO will meet on February 12, 2010. Ms. Sommers reported that an online officer election will take place once the new bylaws are in place and will reflect the need for co-presidents for organizational redundancy. Ms. Sommers reported that CASO continues to offer student scholarships. Ms. Sommers reported that convocation food sales were successful and proceeds will fund student scholarships. Ms. Sommers thanked staff and the Board for their work and support of the college.

5.C. – NPC Faculty Association – Dr. Sandra Johnson

Dr. Johnson reported that about 50 members of the Faculty Association met following convocation. Dr. Johnson reported that faculty members are well aware of the budget situation and are working on difficult issues in various college committees. Dr. Johnson reported that the Faculty Association passed a resolution supporting the closure of the Heber Center. Dr. Johnson noted that faculty members have seen compensation reductions in the form of increased class sizes, no pay increases for two years and the reduction of additional pay in the form of faculty overload compensation. Dr. Johnson reported that faculty members will meet with Dr. Swarthout and administration on Friday, January 29, 2010 and extended an invitation to Board members to attend and be involved in the discussion of how the college will move forward. Responding to a question from Chairman Jeffers, Dr. Johnson stated that she had no sense of upcoming faculty retirements but generally, due to the economy, those who had considered retiring will postpone leaving the college.

5.D. – NPC Student Government Association – Jake Hinton

SGA President, Preston Romero, reported that SGA will host a basketball tournament on Saturday, January 30th at Holbrook Jr. High School. Mr. Romero reported that SGA will join the American Student Government Association. Mr. Romero reported that SGA will discuss ways to raise funds to benefit earthquake survivors in Haiti. Mr. Romero reported that SGA sold lunch at the NPC convocation and raised \$300 that will fund scholarships. Mr. Romero stated that SGA supports college administration and the Board in their decisions and urged administration to seek student opinion regarding possible tuition and fee increases. Mr. Romero added that SGA is willing to assist in any legislative efforts at the state capital.

5.E. – NPC Foundation – Lance Chugg

Mr. Chugg, Executive Director of the NPC Foundation, reported that the Foundation Board met Thursday and discussed the impact of cost savings measures on the Foundation. Mr. Chugg explained that the Foundation supports the college and looks forward to collaborating to determine how to serve NPC students. Mr. Chugg announced that a new Foundation Board member from Holbrook has been added and that the Foundation is currently in the process of locating a new member from Show Low to serve. Mr. Chugg added that the Foundation would like to have representation from the Navajo, Hopi and White Mountain Apache tribes. Mr. Chugg announced that citrus fruit is available at the campus offices for donations of \$4 for a mixed bag or \$20 per box of single fruit.

Agenda Item 6: Consent Agenda

Mr. Peaches moved to approve the consent agenda as presented. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

Consent Agenda (Action):

- A. December 15, 2009 Study Session Minutes
- B. December 15, 2009 Regular Board Minutes
- C. December 15, 2009 Executive Session Minutes



Agenda Item 7: Old Business

None.

Agenda Item 8: New Business

8.A. – Request to Accept the Single Audit Reporting Package – Vice President Hatch

Mr. Hatch recommended acceptance of the single audit reporting package for the fiscal year ending June 30, 2009, as discussed in study session. Mr. Hatch expressed his appreciation to all involved in the success of the audit. Ms. Handorf moved to accept the single audit report as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

8.B. – Request to Approve DGB Policy 1923 – Financial Condition – Vice President Hatch

Mr. Hatch recommended approval of District Governing Board Policy 1923 – Financial Condition, as discussed in study session. Ms. Handorf moved to approve DGB Policy 1923 as presented. The motion was seconded by Mr. Peaches. *The vote was unanimous in the affirmative.*

8.C. – Request for Direction Regarding Show Low Bluff Proposal – President Swarthout

Dr. Swarthout requested a Board statement of direction regarding the Show Low Bluff proposal. Dr. Swarthout explained that the proposal is a partnership that seeks to develop an additional or replacement campus at the Show Low Bluff development on a 3 to 6 acre parcel and would include a 20,000 square foot building, a 7,000 square foot media center with an estimated cost of \$4.5 million. Dr. Swarthout noted that the proposal is contingent upon the college having four year degree programs which is not currently permitted in State statute. Mr. Peaches moved to continue discussions with Show Low Bluff. The motion was seconded by Ms Handorf. *The vote was unanimous in the affirmative.*

Agenda Item 9: Standing Business

9.A. – Human Resources Update – Peggy Belknap

Ms. Belknap, Director of Human Resources, announced that CIS faculty member Eric Bishop has accepted the Director of Information Services position. Ms. Belknap announced that Tabitha Stickel, a former NPC employee, has rejoined the college as a Learning Cornerstone Data Specialist. Ms. Belknap reported that the financial aid position has closed and the committee is in process; the Faculty in Educational Technology position was reposted, closed December 31, 2009 and the committee is in process; the Accounting Technician/Grant Fund Account position was reposted, closed on January 11, 2010 and that the committee is in process; and that the Apache County Academic Advisor position has been posted and is set to close on February 12, 2010.

9.B. – Outstanding Alumnus Award – President Swarthout

Dr. Swarthout notified the Board that the January Outstanding Alumnus was unable to attend the meeting and that the award will be presented at the February meeting.

9.C. – Strategic Planning and Accreditation Steering Committee Report – President Swarthout

Dr. Swarthout informed the Board that SPASC has been on hiatus over the holidays and is not currently taking any direct action. Dr. Swarthout acknowledged the role of the entire college in making the Higher Learning Commission visit a success. Dr. Swarthout added that SPASC wanted to recognize the exceptional efforts of Donna Ashcraft, SPASC Co-Chair and author of the NPC self study report. Dr. Swarthout presented Ms. Ashcraft with a plaque and thanked her for a job well done. Ms. Ashcraft stated that it was an honor to serve and that she is pleased with the positive result.



Agenda Item 10: President's Report – President Swarthout

Dr. Swarthout reported that the community college presidents will meet on Thursday and that the northern presidents have requested to attend via teleconference due to weather related travel concerns. Dr. Swarthout reported that community colleges and the Arizona Board of Regents are concerned about a house bill introduced by Representative Kavanagh that seeks to articulate 200 level community college courses as direct equivalents for 300 level university courses, or allows community colleges to create 300 level direct equivalencies. Dr. Swarthout plans to be involved in discussions related to the articulation house bill. Dr. Swarthout noted that she will attempt to step down as the community college Co-Chair in May but is uncertain if that will happen. Dr. Swarthout reported that she has been approached to serve on a Race to the Top committee. Chairman Jeffers asked Dr. Swarthout to review possible budget reduction plans. Dr. Swarthout summarized the measures that include: the immediate implementation of a more comprehensive hiring freeze; the closure of the Heber Center; the suspension of instructional activities at college center during the summer; the closure of the Therapeutic Massage program, offering the capstone course for second year students; the move from a college-managed bookstore to an electronic, Internet based bookstore effective summer 2010; relocation of District Office staff to the Painted Desert campus; the closure of the Fitness Center to facilitate the movement of District Office staff; as well as the shift of the Community Education and Business and Industry Training programs to a self-sustaining model that covers program and related staff costs. Dr. Swarthout noted that the previously implemented three tier cost savings plan has saved the college about \$1.2 million.

Agenda Item 10: Board Report/Summary of Current Events

Ms. Handorf provided a brief report on a recent District Governing Board Association meeting. Ms. Handorf reported that the Trustee Handbook has been completed and that 10 copies will be distributed to each community college district. Ms. Handorf announced that Maricopa will host an ACCT meeting at Rio Salado March 4-6 to discuss exceptional boards and leadership in bad economic times. Ms. Handorf will send the event invitations to the President's Office for distribution to individual Board members. Ms. Handorf mentioned a program called Mobilizing America's Commitment to Veterans (www.macv.org) that will provide \$5,000 per veteran student, per district.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, February 16, 2010.

Agenda Item 12: Adjournment

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



Respectfully submitted,

Russell Dickerson

Russell Dickerson
Recording Secretary to the Board

Bill Jeffers

Bill Jeffers
Chairman

Ginny Handorf

Ginny Handorf
Secretary to the Board

