

Navajo County Community College District Governing Board Meeting Minutes

March 16, 2010 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Bill Jeffers, Ginny Handorf (via speakerphone), A.T. Siquah and Daniel Peaches.

Staff Present: President, Dr. Jeanne Swarthout; 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, Linda Kor, Hallie Lucas, Peggy Belknap, Beaulah Bob-Pennypacker, Ina Sommers, Rickey Jackson, Eric Henderson, Lance Chugg, Maderia Ellison, MiAnna Tyler, Kathy McPherson, Sandra Johnson, Karalea Kowren, Regan Tsosie, Leslie Collins, Rene Chase Begay, Susan Olsen, Curtis Casey, Clint Batson and Jonathan Taylor.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:05 a.m. Mr. Peaches led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Siquah 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

Mr. Hatch reported that through January, 58% of the budget period has expired. Mr. Hatch reported that primary property tax receipts are on target with 62% collected and added that he expects the college to collect 100% of property tax receipts by fiscal year end. Mr. Hatch reported that the college received a third quarterly payment in January that he expects the fourth quarter payment to be made in April. Mr. Hatch reported that general fund revenues from investment earnings continue to be lower than budgeted with only 35% of budgeted amounts received with nearly 60% of the budget period expired. Mr. Hatch reported that total general fund revenues, through January, were on target at 75% of budget and total general fund expenditures are at 46% of budget. Mr. Hatch highlighted the operating expense line which is at only 39% of budget and explained that the low figure represents the efforts of the entire college to keep expenditures down while still performing necessary services. Mr. Hatch reported that the unrestricted plant fund expenditures are at 33% with capital expenditures essentially on hold and all unrestricted plant fund revenues, except for investment earnings, are the result of transfers from the general fund. Mr. Hatch reported that outstanding secondary property tax receipts are still being collected in the retirement of indebtedness fund and total \$55,000 year to date. Mr. Hatch reported that restricted fund revenues are at 27% and expenditures are at 83% year to date and auxiliary fund revenues are on target at 81% and expenditures are at 48%. Mr. Hatch reported that net cash for all activities totals nearly \$5.5 million.

4.B. – NPC CASO – Ina Sommers

Dr. Swarthout announced that Ina Sommers was elected as CASO President in an online election that occurred last week. Ms. Sommers requested that her previous report to the Board be amended to include the statement:



some members of CASO would like administration to consider, as an alternative to straight cuts in pay, administering cuts to leave time or holiday pay. Ms. Sommers reported that she is excited to be the CASO President and looks forward to representing CASO members and working with college staff and the Board. Ms. Sommers reported that CASO recently awarded four professional development textbook scholarships totaling \$622.50 to college employees. Ms. Sommers reported that Harold Hoover was elected as the Painted Desert Campus delegate. Ms. Sommers reported that CASO members are looking forward to the NPC picnic and are planning a non-food item drive to benefit Community Bridges in Holbrook and Alice's Place, a domestic violence shelter, in Winslow.

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

Dr. Johnson expressed her appreciation for the administration proposal to reduce wages by only 2.5%, as opposed to 5%, in a graded manner that reduces the impact for the lowest paid employees, as well as the proposed early retirement procedure. Dr. Johnson reported that the Faculty Association continues to work on the shared governance procedure revision as requested by Dr. Swarhout last spring. A draft calling for greater decision making authority for College Council with five representatives, each, from administration, faculty and staff and two students has been circulated for review and comment. Dr. Johnson added that comments are due by this Friday and the draft will go through another revision in anticipation of a vote at the April 2nd Faculty Association meeting.

4.D. – NPC Student Government Association – Regan Tsosie

SGA Vice President Regan Tsosie reported that SGA held a dance on February 27th at the Performing Arts Center (PAC) at Silver Creek Campus. Mr. Tsosie reported that the NPC transfer student road trip to the three state universities was a great success and enabled NPC students to get good student transfer information. Mr. Tsosie announced that the Second Annual SGA Talent Show will be held at the PAC on April 17th and invited those in attendance to come to the show. Dr. Swarhout commended SGA for sponsoring the transfer student road trip.

4.E. – NPC Foundation – Lance Chugg

Mr. Chugg, Executive Director of the NPC Foundation, reported that the Foundation appreciates the college's support of the Foundation in its efforts to serve the community and establish new avenues for fundraising that will be used for scholarships and other student programs. Mr. Chugg reported that the Foundation intends to relocate the fitness center to the downtown Holbrook property but noted that other location offers have been received by the Foundation. With regard to the lifespan of the fitness equipment, Mr. Chugg requested that the Board approve the staff recommendation for a capital lease of the fitness equipment. Mr. Chugg reported that he and Foundation President Ballard met with Dr. Swarhout and Mr. Hatch to discuss amending the current lease agreement of the District Office facility and Mr. Chugg anticipates having an amended lease agreement on the agenda for the April Board meeting. Mr. Chugg reported that the Hopi Center is the citrus fruit donations leader with about 50 boxes purchased by various members of the Hopi community. Mr. Chugg reported that the college and the Foundation have met to coordinate scholarship efforts. Mr. Chugg notified Board members that the Foundation will meet in April to work on strategic planning and he will report the outcome of that work to the Board in May.

Agenda Item 5: Consent Agenda

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

Consent Agenda (Action):

- A. February 16, 2010 Study Session Minutes
- B. February 16, 2010 Regular Board Minutes
- C. Intergovernmental Agreement Between Navajo County Community College District and Show Low Unified School District No. 10



Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. – Allegations of Improper Administrator Compensation – President Swarhout

Mr. Siquah moved that the Board take no action on this matter. Ms. Handorf seconded the motion. Chairman Jeffers summarized study session discussion stating that the presentation of an anonymous letter is not in line with the practice of the college as avenues with retaliation safeguards are available. *The vote was unanimous in the affirmative.*

7.B. – Request to Approve Adjustment to FY 2008-09 Adopted Budget – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve adjustment of the FY 2008-09 adopted budget as presented and discussed in study session. Mr. Siquah moved to approve the adjustment to the FY 2008-09 adopted budget as presented. Ms. Handorf seconded the motion. Chairman Jeffers summarized the proposed adjustment pointing out that the college spent \$7.6 million less than the \$36 million budgeted and the adjustment will bring the budget into alignment with expenditures. *The vote was unanimous in the affirmative.*

7.C. – Request to Approve 2010-2011 Tuition and General Fees – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the 2010-2011 Tuition and General Fee schedules as presented and discussed in study session. Mr. Hatch summarized the proposed changes which call for a \$4 increase to \$56 per credit hour for tuition, the elimination of the tuition plateau, along with general fee adjustments. Mr. Peaches moved to approve the 2010-2011 Tuition and General Fees schedules as presented. Mr. Siquah seconded the motion. On behalf of the absent Mr. Parsons, Chairman Jeffers communicated that Mr. Parsons is amenable to a \$4 tuition increase but has concerns on the impact of tuition plateau elimination, particularly on low income students. Chairman Jeffers summarized the study session discussion noting that the tuition plateau requires various college offices to implement highly manual processes; the plateau creates difficulties in cost accounting analyses and subsequent reporting, as well as the fact that the college is no longer funded on a FTSE based model. *The vote was unanimous in the affirmative.*

7.D. – Request to Approve 2010-2011 Course Fees – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the 2010-2011 Course Fees as presented and discussed in study session. Mr. Hatch explained that the recommendation calls for fee increases in 121 of the nearly 1,300 courses listed in the catalog and is expected to generate approximately \$25,000 in additional revenue. Mr. Hatch added that the intent of course fees is to offset the cost of specific course related supplies and materials. Mr. Hatch clarified that the \$60,000 in additional revenue listed on the summary page refers to general fees, not course fees. Mr. Siquah moved to approve the 2010-2011 course fees as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

7.E. – Request to Approve Disposition of Blunk Property – Vice President Hatch

Mr. Hatch presented the staff recommendation to dispose of the real property donated to the college by Mr. and Mrs. Blunk. Mr. Hatch acknowledged the generous donation and reported that the college owned property located at 8758 W. Osborn, Phoenix, Arizona, is the last piece of property to be disposed of. Mr. Hatch explained that due to the generous donation, the college was able to construct the Blunk Sciences Center located at the Winslow campus. Mr. Hatch reported that the college has received a comparable property value report from a Phoenix realtor. Mr. Hatch added that the property is currently vacant and requires some regular grounds keeping maintenance and that recently, the college has been required to conduct some minor renovations and in addition to regular property maintenance costs. Mr. Hatch noted that based upon real estate value information, the college would initially ask for the maximum property value as a starting point for possible negotiations to be carried out



by Dr. Swarthout. Mr. Hatch requested that Dr. Swarthout be given all necessary authority to execute all necessary documents in order to transfer ownership of the property, should it be sold. Mr. Peaches moved that the Board approve the disposition of the last piece of property donated to the college by Mr. and Mrs. Blunk, as to be negotiated by Dr. Swarthout. Mr. Siquah seconded the motion. Mr. Peaches stated that he and Mr. Blunk were good friends and Chairman Jeffers added that the Blunks were good friends of the college. ***The vote was unanimous in the affirmative.***

7.F. – Request to Approve Atwell Proposal – Vice President Hatch

Mr. Hatch reported that he is please with the progress made at a recent meeting with ADEQ and concerned parties regarding the demolished building buried at the former Painted Desert Campus-Hermosa site. Mr. Hatch presented the staff recommendation to approve the Atwell Demolition and Salvage, Inc. proposal and designation as sole source provider for services as presented and discussed in study session. Mr. Hatch added that staff feels that the proposal will move the cleanup project forward quickly at a cost that is much less than initially anticipated. Mr. Hatch commended Atwell for its responsiveness to ADEQ and its willingness to partner with the college to resolve the situation. Mr. Peaches moved to approve the Atwell proposal as presented and to designate Atwell as sole source provider. Ms. Handorf seconded the motion. Mr. Hatch verified that the City of Holbrook, as owners of the property, is amenable to cleanup efforts that, once approved, may begin as early as March 17, 2010. ***The motion was unanimous in the affirmative.***

7.G. – Request to Approve Lease of Fitness Center Equipment – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the lease of fitness center equipment to the NPC Foundation to be located at the District Office, or alternate Holbrook location, at the rate of \$1 per year for a period of three years, with the Foundation providing regular equipment maintenance, with an eventual transfer of ownership to the Foundation after the three year lease term, as discussed in study session. Responding to a Board question, Mr. Hatch explained that liability related to the operation of the fitness center would belong to the Foundation and that the college would simply lease the equipment. Mr. Siquah moved to approve the lease of fitness center equipment to the NPC Foundation as presented and discussed in study session. Mr. Peaches seconded the motion. Chairman Jeffers acknowledged the importance of the availability of fitness equipment as related by community members and thanked community members for their interest and support of continued fitness center availability in Holbrook. ***The vote was unanimous in the affirmative.***

7.H. – Proposition 100 (Informational) – Vice President Hatch

Mr. Hatch explained that staff felt it important to share with the Board information related to ballot initiatives with regard to what the college and Board members can, and cannot do, in light of the fact that the failure of the sales tax initiative would result in an approximate \$1 million decrease in state funding to the college. Mr. Hatch informed Board members that state statute prevents the community college district from using college resources or employees to influence the outcome of an election. Mr. Hatch explained that the Board is prohibited from collectively making a statement or making an argument in favor, or in opposition to, a ballot measure. Mr. Hatch added that the statue also prevents college employees from activities, on college time, which would influence an election and also prevents the use of college property from being used in any way to influence an election. Mr. Hatch explained that individual action by Board members or college employees, not on college time, is permissible and protected under free speech rights. Mr. Hatch added that student political organizations are not prohibited from assembling and using college buildings to have meetings in support of a campaign and the college is permitted to grant student access to facilities for that purpose. Mr. Hatch explained that college employees and Board members are permitted to answer questions, from a factual perspective, on the impact to community colleges depending upon the election outcome. Mr. Hatch reported that the same information will be provided to college employees as to avoid violation of state laws.



Agenda Item 8: Standing Business

8.A. – Curriculum: Request to Approve Program Deletions – Vice President Vest

Mr. Vest presented the staff recommendation to approve the deletion of the following programs: Hospitality, Agriculture, Computer Technology, Heritage Preservation, Tribal Court Advocacy and Parks and Recreation. Mr. Vest reported that all of the programs recommended for deletion have no full-time faculty associated with them, very low or no enrollment for several years and that each currently have very low community demand. Responding to a question from Chairman Jeffers, Mr. Vest confirmed that should community interest return, the college is able to revive a deleted program. Mr. Peaches moved to approve the program deletions as presented. Mr. Siquah seconded the motion. *The vote was unanimous in the affirmative.*

8.B. – Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Bishop

Mr. Bishop, SPASC Co-Chair, reported that the group met on March 5, 2010 to begin the first cycle of strategic plan revisions. The revision process seeks to identify items that have been completed, need revision or relocation or need to be removed from the individual pillars. Mr. Bishop reported that pillar chairs have been instructed to solicit input from the college. Mr. Bishop reported that the revision process is on track for a Board first read in May and final approval in June. Mr. Bishop announced that Mary Mathias Dickerson was selected as the new SPASC Co-Chair. Mr. Bishop reported that he will provide an update on the April Higher Learning Commission (HLC) annual conference at the next Board meeting. Dr. Swarthout reported that an institutional response to the visiting team report has been sent to the HLC and have requested a reader's panel. Dr. Swarthout anticipates an official release and statement as the end of April. Dr. Swarthout added that notification of the closure of the Heber Center and the District Office has been sent, as required by the HLC.

8.C. – Human Resources Update – Peggy Belknap

Dr. Swarthout welcomed the Human Resources staff to the Painted Desert Campus. Ms. Belknap, Director of Human Resources, announced that Human Resources has relocated to PDC and commended the Information Services and Maintenance departments for their excellent assistance. Ms. Belknap announced that the Faculty in Education Technology is in process and interviews are underway; the Apache County Advising position will be reposted; the Small Business Development Center Director position is vacant following Mark Engle's acceptance of a state-wide SBDC position at Maricopa; Faculty in Biology and Small Business and Industry Training Coordinator positions were posted on Friday; a temporary Faculty in English is also in process. Ms. Belknap announced that due to the recent retirements, Emeritus and Meritorious awards will be presented at the May 18, 2010 Board meeting.

8.D. – Outstanding Alumnus Award – Curtis Casey

Mr. Casey, Welding Faculty and Department Chair, presented the March Outstanding Alumnus Award to Lindasue Landes. Ms. Landes, a long time Show Low resident and retired sheet metal worker decided to take a welding class offered by Mr. Casey. Ms. Landes ended up completing the Welding core classes and at the prompting of Mr. Casey, began taking national training institute courses to become a certified welding inspector. Ms. Landes, on her second try, passed the American Welding Society certification exam to become a certified welding inspector and within six months, had landed a high paying job inspecting buildings for structural damage from floods, hurricanes and other disasters. Ms. Landes is a strong promoter of education praised NPC Welding faculty and curriculum. Ms. Landes credits NPC with changing her life for the better.

8.E. – Employee of the Month – Peggy Belknap

Ms. Belknap reported that Clint Batson, Information Services Lead Technician, has been selected as the first ever NPC Employee of the Month. Mr. Batson was nominated by Susan Olsen who stated that Mr. Batson and his staff have never let her down. Mr. Batson is in the pool for the Employee of the Year Award. Mr. Batson named Information Services Director Eric Bishop as his Administrative Victim of the Month. For one day, Mr. Bishop



was assigned the job of destroying old software, recycling cardboard and taking it to the recycling center. Mr. Batson was also treated to lunch by Mr. Bishop.

Agenda Item 9: President's Report – President Swarthout

Hallie Lucas, Commencement Coordinator, invited Board members to attend the upcoming NPC spring commencement ceremony to be held on May 15, 2010 at the Show Low Unified School District Auditorium. Dr. Swarthout reported that April will be a busy month of meetings and other commitments. Dr. Swarthout reported that last week's Career Fair had exceptional turnout with 30 vendors and 260 attendees-a massive increase over previous years. Dr. Swarthout thanked Career Services Coordinator Kelley Horn for her hard work. Dr. Swarthout reported that she will attend community outreach events at Whiteriver Center and Kayenta Center in April. Dr. Swarthout reported that she will meet with the Arizona Department of Education Director to explore ways to keep adult basic education and GED services available at NPC.

Agenda Item 10: Board Report/Summary of Current Events

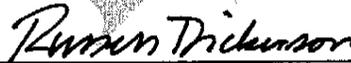
Chairman Jeffers reported that the NPC Rodeo Club held a fundraiser that brought in approximately \$6,000. Chairman Jeffers reported that once again, NPC Alumnus Johnny Estelle has a team vying for a national basketball championship in Hutchinson, Kansas. Ms. Handorf expressed her appreciate for being allowed to attend via speakerphone as she tends to her husband following surgery. Ms. Handorf will provide an update on the ACCT conference she attended at the April Board meeting.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, April 20, 2010.

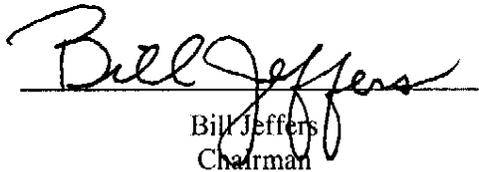
Agenda Item 12: Adjournment

The meeting was adjourned at 12:33 p.m. upon a motion by Mr. Siquah, a second by Mr. Peaches, and a unanimous affirmative vote.

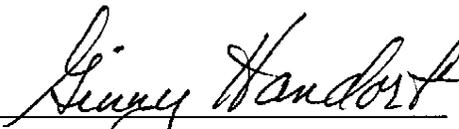
Respectfully submitted,



Russell Dickerson
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Secretary to the Board

