

Navajo County Community College District Governing Board Meeting Minutes

April 20, 2010 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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

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, Sandra Johnson, Preston Romero, Karalea Kowren, Ina Sommers, Rickey Jackson, Beulah Bob-Pennypacker, Dan Simper, Peggy Belknap, MiAnna Tyler, Lance Chugg, Kerry Ballard, Susan Olsen, Javan Tsosie, Jaquiline Benally, Maderia Ellison, Jake Hinton and Eric Henderson.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:05 a.m. Mr. Siquah 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: Call for Public Comment

None.

Agenda Item 4: Reports

4.A. – Financial Position – Vice President Hatch

Mr. Hatch reported that through February, 67% of the budget period has expired. Mr. Hatch reported that primary property tax receipts are at 62% collected year to date and Mr. Hatch anticipates that collection rates will increase slightly in March and that the bulk of the remaining tax levy will be collected in April and May. Mr. Hatch reported that the fourth quarter distribution of State aid was received by the college. Mr. Hatch reported that tuition and fees are where they are expected to be and the only revenue source to fall below expectations continues to be investment earnings. Mr. Hatch reported that revenue collected is at 74% and that general fund expenditures continue to be well below budget levels at 53% through the first seven months of the fiscal year. Mr. Hatch reported that unexpended plant fund revenues, mostly budget transfers, are on target and expenditures are at expected levels; back taxes continue to be collected and are shown as revenues in the retirement of indebtedness fund; restricted fund revenues and expenditures are at 31% and 91%, respectively; auxiliary fund revenues and expenditures are on target; and net cash flow for the year totals about \$3.2 million.

4.B. – NPC CASO – Ina Sommers

Ms. Sommers, CASO president, reported that CASO members appreciate the opportunity to work with the College Council to assist with revisions to the shared governance procedure. Ms. Sommers reported that the deadline for the CASO professional development scholarship has been extended to May 1, 2010 to allow eligible CASO members to take advantage of textbook reimbursements. Ms. Sommers reported that CASO is moving forward with a non-foods drive to be held at the annual NPC picnic and added that donations last year amounted to approximately \$350, per box, of donated non-food and hygienic items. Ms. Sommers reported that CASO members continue to work on bylaw revisions and expect to have them completed by fall.



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

Dr. Johnson reported that last spring, the Faculty Association received a directive from Dr. Swarthout to begin work on revising shared governance procedure 2125. Dr. Johnson reported that a final draft is currently being reviewed for errors and that she hopes to present a final copy to Dr. Swarthout this week. Dr. Johnson reported that the Faculty Association passed a resolution in support of the changes to procedure 2125, recommending the procedure be sent to Dr. Swarthout for review and implementation. Dr. Johnson explained that next year, following implementation of the revised shared governance procedure, Faculty Association, CASO and the Student Government Association will have to revise their respective bylaws to fit into the revised shared governance structure outlined in procedure 2125. Dr. Johnson reported that the Faculty Association supports two scholarships that will be awarded at the Student Art Show in May. Dr. Johnson reported that the Faculty Association will hold a social dinner on May 8, 2010 to honor retiring faculty members. Dr. Johnson reported that the next regular Faculty Association meeting is scheduled for May 7, 2010 and will include the election of officers for the upcoming academic year.

4.D. – NPC Student Government Association – Preston Romero

SGA President Preston Romero reported that the 2nd Annual SGA Talent Show was held last weekend and the \$500 first place award was won by Rhett Scott. Mr. Romero thanked NPC Technical Designer/Production Manager Debra Fisher for her assistance with the talent show that took place at the Performing Arts Center in Snowflake. Mr. Romero reported that for Earth Day, April 22, 2010, SGA Senators, at their respective locations, will assist with on-site events that will be informative and interactive. Mr. Romero reported that the NPC Rodeo Club Tri-Rodeo Challenge will be held at the Taylor Rodeo grounds.

4.E. – NPC Foundation – Lance Chugg

NPC Foundation Executive Director Lance Chugg reported that the NPC Foundation is finalizing the appointment of Holbrook's Rosa Alley to the Foundation board, the nomination of a Show Low representative is being reviewed and discussions are underway to identify a person to represent St. Johns. Mr. Chugg reported that the NPC Foundation will hold its annual strategic planning session today to begin the revision process and to look at budget issues. Mr. Chugg reported that the annual NPC Foundation golf tournament will take place on July 30, 2010. Mr. Chugg reported that the 2009-2010 citrus fruit season has concluded and will resume again in November. Mr. Chugg reported that the NPC Foundation is working to identify grants to assist with energy efficiency upgrades to the District Office building with construction occurring over the summer.

Agenda Item 5: Consent Agenda

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

Consent Agenda (Action):

- A. March 16, 2010 Study Session Minutes
- B. March 16, 2010 Regular Board Minutes

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. – Request to Approve the 2010-2011 Preliminary Budget – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the 2010-2011 preliminary budget as discussed in study session. Mr. Hatch explained that approval of the preliminary budget will result in budget document publication following statutory requirements; truth in taxation notices will be published twice in both the Holbrook Tribune and White Mountain Independent newspapers; and press releases will be sent to all media outlets detailing the



public hearings for both the budget and truth in taxation hearings that will take place on May 18, 2010, prior to the regular Board meeting. Mr. Hatch reported that the budget documents presented include operational and staffing adjustments based the strategic plan, as well as extensive involvement at the departmental and executive levels. Mr. Hatch reminded Board members that once the budget is approved, it cannot be increased, but may be reduced. Ms. Handorf moved to approve the 2010-2011 preliminary budget as presented. Mr. Siquah seconded the motion. ***The vote was unanimous in the affirmative.***

7.B. – Request to Approve the 2010-2011 Wage and Salary Schedules – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the proposed 2010-2011 wage and salary schedules as presented initially in March and discussed again in study session. Mr. Hatch explained that the proposed schedules reflect a 2% reduction in pay for most employees with nonexempt staff to receive a decrease in the range of 1.2% to 2% depending on schedule placement. The proposed wage and salary schedules and the associated compensation reduction essentially pass along increased costs related to ASRS contributions and employee health insurance. Mr. Hatch added that staff is not recommending any step or lateral moves be given in 2010-2011. Mr. Peaches moved to approve the 2010-2011 wage and salary schedules as presented. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

7.C. – Proposed Early Retirement Procedure – Vice President Hatch

Mr. Hatch reported that following staff's initial presentation of the proposed early retirement procedure at the March Board meeting, the college received information about a recently enacted statute that has the potential to create an actuarially unfunded liability against the college for approving an early retirement procedure. Mr. Hatch explained that given the associated unknowns that could result in an expensive financial impact to the college, staff does not recommend approval of proposed early retirement procedure 2777. Board members made no motion regarding the approval of procedure 2777. ***The proposed early retirement procedure died for lack of a motion.***

7.D. – Request to Approve Amendment to Premises Lease with the NPC Foundation– Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the amendment to the premises lease for the District Office building with the NPC Foundation, as discussed in study session. Mr. Hatch explained that the amendment allows the college to manage its current obligation associated with the facility lease and to pull away from the arrangement in a structured manner. Mr. Hatch explained that, at a minimum, the lease would diminish 20% each year, with the possibility of an accelerated schedule depending on the ability of the NPC Foundation to lease or sell the facility, with final lease termination to occur no later than February 2015. Ms. Handorf moved to approve the amendment to the premises lease with the NPC Foundation as presented. Mr. Siquah seconded the motion. ***The vote was unanimous in the affirmative.***

7.E. – Request to Approve Purchase of Video Classroom Equipment – Director Bishop

Mr. Bishop presented the staff recommendation to approve the purchase of four video endpoint units for video classroom located at White Mountain, Painted Desert and Silver Creek campuses and the Whiteriver Center from BT Conferencing at a price not to exceed \$123,000. Mr. Bishop explained that normally, only two units are purchased as part of a replacement cycle; however, given that the equipment to be replaced is 9 years old and is no longer maintained or supported by the vendor, four replacement units are being requested to continue to enhance video classroom quality and reliability. Mr. Bishop added that similar video equipment from the Heber Center will be relocated to the Kayenta Center for a cost savings of approximately \$25,000. Mr. Bishop noted that the new equipment will be installed in-house by Information Services staff for a savings in installation costs of approximately \$11,000. Mr. Bishop explained that five quotes were received with BT Conferencing being the lowest quote. Responding to a question from Ms. Handorf, Dr. Swarthout explained that she is waiting for a final determination from the Higher Learning Commission regarding video class face to face contact requirements. Dr. Swarthout added that a new federal requirement is being considered that would force institutions to seek



permission to deliver online courses from the state education boards in which students reside, resulting in large legal and cost issues. Ms. Handorf moved to approve the purchase of the video equipment at a price not to exceed \$123,000 as presented. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

Agenda Item 8: Standing Business

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

Mr. Vest explained that the four curricular items presented for approval have been approved by Instructional Council and consist of:

- A new Industrial Technology certificate of proficiency in operations and maintenance in response to advisory board input and local power plant demand. Mr. Vest explained that the new certificate is comprised of existing coursework laid out in a new sequence.
- A revised Administration of Justice Studies Associate of Applied Science degree that has been restructured due to the previously approved deletion of the Heritage Preservation, Tribal Court Advocacy and Parks and Recreation programs and associated courses. Mr. Vest explained that the core requirement have been reduced to 30 credit hours, the unrestrictive electives have increased and the areas of specialization have been removed, resulting in a more narrow, updated Administration of Justice Studies Associate of Applied Science degree.
- Replacement of deleted Computer Technology (CTP) courses CTP 150 and CTP 180 with new Computer Information Systems (CIS) courses CIS 140 and CIS 145 in other affected programs.
- The deletion of the Database Management area of specialization from the CIS Associate of Applied Science degree due to low enrollment.

Mr. Peaches move to approve the program modifications as presented and approved by Instructional Council. Mr. Siquah seconded the motion. ***The vote was unanimous in the affirmative.***

Dr. Swarhout reported that the deans are currently preparing teach out plans for programs deleted this spring semester, as is required by the Higher Learning Commission (HLC). Mr. Vest noted that the only deleted program that had any enrollment was the Therapeutic Massage program and the plan for student completion that was presented to the Board will be included in the college teach out submission to the HLC.

8.B. – Enrollment Update – Vice President Vest

Mr. Vest reported that the general enrollment trends for the spring semester are similar to fall semester and include an overall college enrollment decline. Mr. Vest explained that there has been about an 11% decrease in combined NAVIT and dual enrollment numbers and a 75% decline in Department of Corrections (DOC) enrollment. Mr. Vest added that campus and center enrollment for spring has increased by about 4%, however these enrollment gains have been offset by NAVIT, dual enrollment and DOC declines. Mr. Vest reported that some specific center locations have experienced enrollment declines largely due to reductions in course offerings such as a 17% reduction in Developmental Services labs. Mr. Vest reported that in general, campuses have large numbers of students, heavy usage of the audio and video system, and there has been a significant increase in Internet course enrollment.

8.C. – Strategic Planning and Accreditation Steering Committee Report – Director Bishop

Mr. Bishop, SPASC Co-Chair, reported that annual revision of the strategic plan is underway and that SPASC has received all six revised pillar documents and they are currently being consolidated into a single revised strategic plan document. Mr. Bishop noted that the revised draft will be distributed to the college for an additional one week period of comment with the strategic plan to be presented to the Board in May for a first read followed by approval in June. Mr. Bishop reported that four NPC representatives attended the annual Higher Learning Commission conference in Chicago, Illinois. Mr. Bishop reported that a new accreditation model is available for NPC consideration and once the strategic plan is completed, SPASC will work to formulate a recommendation as to how NPC will work toward future accreditation. Mr. Bishop, responding to a Board question, confirmed that



funding constraints have affected strategic planning. Dr. Swarthout added that funding issues have forced the college to identify the most critical pieces necessary to continue to move forward. Dr. Swarthout informed the Board that the strategic plan will look different this year as she will include preface consisting of presidential initiatives that identify plan items that must move to the forefront of college planning. Dr. Swarthout noted that the college, following the recent HLC accreditation visit, is very well positioned to consider a new accreditation pathway capitalizing on the current momentum of the college. Dr. Swarthout anticipates that final HLC accreditation approval will be given shortly following a review by the HLC board of trustees.

8.D. – Human Resources Update – Peggy Belknap

Ms. Belknap, Director of Human Resources, announced that NPC retirees will be honored at the May 18, 2010 Board meeting with a reception to follow the meeting. Ms. Belknap reported that the Human Resources office has been busy responding to over 200 inquiries from open position applicants. Ms. Belknap reported that the Faculty in Educational Technology position is close to completion; the Apache County Academic Advisor position has been reposted and the committee will soon be in process; the committee is in process to fill the Director of Small Business Development Center position; many applications were received for the Faculty in Biology position and the committee is in process; the Small Business and Industry Training Coordinator position has closed and the committee is in process; the temporary 9-month Faculty in English position had a total of 10 applicants, closed Friday, and applicants will be forwarded to the committee chair today; the Faculty in Developmental Services will close at the end of April; and internal applicants for a Human Resources Specialist III position will be interviewed this afternoon.

8.E. – Alumnus of the Month Award – Susan Olsen

Ms. Olsen reported that the Alumnus Award committee feels strongly that perpetual plaques should be located at each campus location, and to that end, Lance Chugg of the NPC Foundation is working to locate funds to purchase the additional plaques. Ms. Olsen added that a travelling plaque will be circulated around the center locations. Ms. Olsen introduced the April NPC Alumnus of the Month, Javan Tsosie, and his nominator, Kayenta Primary School Principal, Jaquiline Benally. Ms. Olsen reported that Ms. Benally nominated Mr. Tsosie for the award because of his faithful service as a teaching aide as well as his volunteer work in the school's office. Ms. Benally commended his dedication and reliability and characterized Mr. Tsosie as one of her best workers. Mr. Tsosie stated that working at the school has been a good experience in which he has learned a lot from the teacher and students and that he has been inspired to become an elementary school teacher. Mr. Tsosie credits the education he has received at NPC as providing him with a solid foundation for obtaining his teaching goal and that he would highly recommend NPC to others. Mr. Tsosie, a high school graduate of Kayenta High School, currently takes classes at the Kayenta Center utilizing the audio and video systems. Ms. Benally stated that Mr. Tsosie has really grown during his employment with the school and that she is honored to present the Alumnus of the Month Award to Mr. Tsosie. Mr. Tsosie stated that the award is unexpected and thanked Ms. Benally and everyone at NPC.

8.F. – Employee of the Month Award – Peggy Belknap

Ms. Belknap explained that the award is for those employees who serve above and beyond their job responsibilities and announced that Everett Robinson, NPC Media Relations Coordinator, has been selected as the April NPC Employee of the Month. Mr. Robinson will be treated to lunch by his supervisor and nominator, Ann Hess, Marketing and Public Relations Director. As an award winner, Mr. Robinson is able to delegate a task to an administrator of his choice. Mr. Robinson reported that he selected Ms. Hess to provide marketing coverage at the SGA Talent Show and to prepare advertisements for the White Mountain Symphony printed program.



Agenda Item 9: President's Report – President Swarthout

Dr. Swarthout requested that due to the heavy volume of Board business scheduled for the May meeting, the President's performance evaluation be rescheduled for June. Dr. Swarthout reminded the Board and those present that spring commencement will take place on Saturday, May 15, 2010 at the Show Low School District Auditorium. Ann Hess reported to the Board that the NPC Marketing Department was awarded two Paragon Awards silver medals for the new NPC website and a registration postcard.

Agenda Item 10: Board Report/Summary of Current Events

Chairman Jeffers reported that Mr. Parsons was not able to attend the meeting today due to health issues. Mr. Peaches commended Mr. Parsons for his assistance to those on the Navajo Reservation that were adversely affected by heavy snowfall this past winter. Chairman Jeffers reported that NPC Welding students again won medals at the Skills USA competition and for the first time, an NPC Cosmetology student won a medal.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, May 18, 2010.

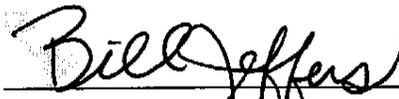
Agenda Item 12: Adjournment

The meeting was adjourned at 12:25 p.m. upon a motion by Mr. Siquah, a second by Ms. Handorf, and a unanimous affirmative vote.

Respectfully submitted,



Russell Dickerson
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Secretary to the Board

