

Navajo County Community College District Governing Board Meeting Minutes

May 18, 2010 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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

Staff Present: President, Dr. Jeanne Swarouth; Vice President, Blaine Hatch; Vice President, Mark Vest; Recording Secretary to the Board, Russell Dickerson.

Others Present: Everett Robinson, Linda Kor, Ina Sommers, MiAnna Tyler, Kathy McPherson, Kelley Horn, Ann Hess, Terrie Shevat, Karalea Kowren, Kate Dobler-Allen, Jennifer Lewis, Matt Weber, Sandra Johnson, Lois Johnson, Beulah Bob-Pennypacker, Hallie Lucas, Brenda Manthei, Mike Manthei, Tomie Zamora, Cliff Townens, Pat Canary, Carol Canary, Peggy Belknap, Richard Heimann, Jake Hinton, Preston Romero, Mary Mathias, Carolyn Pecotte.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:23 a.m. Ms. Handorf led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Peaches moved to adopt the agenda as presented. Ms. Handorf 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 March, 75% of the budget period has expired. Mr. Hatch reported that March tax collections were on target and year to date tax receipts collected are at 68% collected. Mr. Hatch anticipates that April and May, which are higher collection months, will be on target. Mr. Hatch reminded Board members that the receipt of the fourth quarter distribution of State aid was previously announced at the April meeting and added that the college has received 100% of expected state aid for the year. Mr. Hatch reported that tuition and fees revenues are on target at 74% and noted that investment earnings continue to fall well below target. Mr. Hatch reported that grants and contracts are on target and that he expects budget targets to be met. Mr. Hatch reported that general fund expenditures are on target to be well below budgeted amounts and is at 60% through three quarters of the year. Mr. Hatch reported that unexpended plant fund revenues, mostly budget transfers, are on target and capital budget expenditures are at 41%; back taxes continue to be collected and are shown as revenues in the retirement of indebtedness fund and currently total \$75,000; restricted fund revenues and expenditures are balanced with a transfer of about \$108,000 from the general fund; auxiliary fund revenues and expenditures are on target at 83% and 52%, respectively; and net cash flow for the year totals about \$4.6 million.

4.B. – NPC CASO – Ina Sommers

Ms. Sommers, CASO president highlighted the group's accomplishments for the year which included:



- Student scholarships: NPC staff donated \$1,059 to the scholarship fund through payroll deductions; candy sales have generated \$3,300 in scholarship funds; and CASO has awarded two student scholarships totaling \$1,000.
- CASO awarded nine textbook reimbursement scholarships to CASO members furthering their education for a total award amount of \$1,690.
- The CASO non-foods drive held at the NPC annual picnic benefitted local charities and Ms. Sommers estimated that the paper and personal hygiene items collected donated by NPC staff had a value of \$1,000 to \$1,200.
- NPC staff has implemented a recycling program for plastic, paper and aluminum.

In summary, Ms. Sommers congratulated the retiring NPC staff and thanked them for their service to the college.

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

Dr. Johnson announced that her report would be the last as Faculty Association president and expressed her appreciation for administration, her colleagues and the willingness of the Board to listen to the concerns of faculty members. Dr. Johnson highlighted Faculty Association accomplishments for the year that included:

- A total college effort that led to the successful Higher Learning Commission visit and continued 10 years of accreditation.
- A revised shared governance procedure, involving faculty, CASO and the Student Government Association, has been submitted to Dr. Swarthout for review.
- The participation of 45 individual faculty members who occupied 66 college committee positions.
- The Faculty Association honored retiring faculty members with a dinner held at the Heward House on May 8, 2010.
- The Faculty Association will send a representative to the American Association of University Professors summer institute in San Diego, California.
- The Faculty Association has donated \$300 that was awarded at the NPC Student Art Show.

Dr. Johnson announced that next year, Gary Mack will serve as president; Brian Burson will serve as president-elect; Tracy Chase will serve as secretary; and Tom Nagle will serve as treasurer.

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

Mr. Hinton introduced SGA senator Jennifer Lewis, of the Little Colorado Campus, who presented SGA president Preston Romero with an award on behalf of the SGA honoring his leadership and positive contributions to SGA and the college. Mr. Romero thanked the SGA senators, Mr. Hinton, administration and the Board for the opportunity to develop into a successful leader. Mr. Romero reported that the NPC student senate met on May 14, 2010 and approved \$2,000 to be used by the Fine Arts program to be used for scholarship and the purchase of artwork for the college permanent collection. Mr. Romero reported that SGA will provide gift cards in recognition of the hard work performed nominees for outstanding federal work study student awards. Mr. Romero reported that SGA is working to implement a netbook scholarship that will provide for nine netbooks to be used by students that will promote e-textbook use and online coursework. Mr. Romero announced that SGA will also select scholarship finalists for the summer study abroad program in Costa Rica. Chairman Jeffers congratulated Mr. Romero on his award.

4.E. – NPC Foundation – Lance Chugg

NPC Foundation Executive Director Lance Chugg recognized the efforts of the NPC financial aid department in enabling the NPC Foundation to award over 50 scholarships this year. Mr. Chugg explained that the scholarships fall into two categories: degree completer scholarships for students no longer eligible for financial aid funding; and the President's Scholars that receive funds to cover textbook costs. Mr. Chugg reported that the Foundation



partnered with the Northland Master Chorale and helped raise money through a raffle and citrus sales that raised over \$350. Mr. Chugg presented Board members with NPC key chains that were presented to graduating students at the commencement ceremony and reported that 50 graduates joined the Alumni Association at commencement. Mr. Chugg reported that the Foundation continues to pursue new tenants for the former District Office building and that he anticipates opening the fitness center by August. Mr. Chugg reported that the foundation is seeking energy efficiency grant funding to make improvements to the downtown facility that will result in an Energy Star rated building. Mr. Chugg reported that the Foundation continues to work to ensure a firm financial footing that in turn, benefits the community and college through scholarship opportunities. Ann Hess announced that the NPC website now includes a new scholarship search engine feature.

Agenda Item 5: 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. April 20, 2010 Study Session Minutes
- B. April 20, 2010 Regular Board Minutes

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. – Request to Approve Intergovernmental Agreement with Governor’s Office of Economic Recovery – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the IGA with the Governor’s Office of Economic Recovery for stimulus funding as previously discussed in study session. Mr. Hatch explained that the phase two allocation of stimulus funding will be \$418,920 for a total allocation of over \$1.7 million. Mr. Hatch reported that the funds are intended to be used as a reimbursement for college expenses related to faculty wages. Mr. Hatch noted that phase two funds are expected to be received prior to June 30, 2010 and are to be applied to expenses incurred in the current fiscal year. Ms. Handorf moved to approve the intergovernmental agreement with the Governor’s Office of Economic Recovery, as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.B. – Request to Approve Transfer Admission Guarantee Memorandum of Understanding Between Arizona State University and Northland Pioneer College – Vice President Vest

Mr. Vest presented the staff recommendation to approve the Transfer Admission Guarantee memorandum of understanding between Arizona State University and NPC as discussed in study session. Mr. Vest explained that the agreement provides a number of benefits to NPC students; will allow the college to develop articulation pathways for Associate of Applied Science degrees to Bachelor’s of Applied Science or Bachelor’s of Science degrees at ASU; students will be able to transfer up to 75 community college credits. Mr. Vest added that NPC students will also be able to have joint or deferred admission; take advantage of capped university tuition under certain conditions; and NPC students who sign up for the TAG program will receive guaranteed admission to various university undergraduate programs. Mr. Vest added that Instructional Council reviewed the agreement and recommended approval. Mr. Peaches moved to approve the Transfer Admission Guarantee memorandum of understanding between Arizona State University and NPC as presented. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*



7.C. – Request to Accept Annual Strategic Planning Report – President Swarthout

Dr. Swarthout presented the request to accept the annual strategic planning report as discussed in study session. Dr. Swarthout explained that the summary report provides the opportunity to assess and outline the progress of the college in meeting strategic plan goals over the past year. Dr. Swarthout briefly summarized strategic planning highlights that included successful Higher Learning Commission and National League of Nursing accreditation visits and efforts to secure the financial future of the college. Ms. Handorf moved to accept the 2009-2010 annual strategic planning report as presented. Mr. Parsons seconded the motion. ***The vote was unanimous in the affirmative.***

Agenda Item 8: Standing Business

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

Mr. Vest presented the staff recommendation to approve program modifications to the Fire Science Associate of Applied Science, Certificate of Applied Science and Certificate of Proficiency. Mr. Vest explained that the program updates are the result of recommendations from the dean, the Fire Science department and the advisory board that ensure the program is current and incorporates emerging technology and issues within local firefighter programs. Program modifications include course deletions and replacement with updated courses as well as adjustments to prerequisites and course sequencing. Responding to a Board question, Mr. Vest explained that there is no increase in program cost and may result in improved recruitment of students due to improved course sequencing. Mr. Parsons moved to approve the Fire Science program modifications as presented and approved by Instructional Council. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

8.B. – Strategic Planning and Accreditation Steering Committee Report – President Swarthout

Mary Mathias, SPASC Co-Chair, reported that at the last SPASC meeting, the group voted to send the revised 2010-2013 strategic plan to Dr. Swarthout to be forwarded to the Board for review. Ms. Mathias reported that SPASC is in the initial stages of mapping out possible future models for accreditation which will be the focus of SPASC's work in the upcoming year.

8.C. – Human Resources Update – Peggy Belknap

Peggy Belknap, Director of Human Resources, announced that six open positions are in process; Mr. Wei Ma has accepted the Faculty in Educational Technology position and will join the college on July 1, 2010; and Bobbi Sample has accepted the Human Resources Specialist III position. Ms. Belknap reported that employee contracts have already been mailed out and the Human Resources office has received a large number of signed contracts.

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

Ms. Belknap reported that the March Employee of the Month is Reg Tenney and his administrator victim is Dr. Swarthout who will be tasked with greasing tractors; the April Employee of the Month is Curtis Casey and his administrator victim is Mark Vest. Ms. Belknap reported that neither Employee of the Month was able to attend the meeting.

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

Faculty member Barry Richins presented the Alumnus of the Month award to Jody Raikowski. Mr. Richins reported that Ms. Raikowski was a student of his many years ago and is currently employed by Summit Healthcare as a health insurance billing representative. Mr. Richins reported that when Ms. Raikowski was a student, she was active in student government, a member of Phi Theta Kappa and eventually earned two Associate degrees from NPC. Mr. Richins added that Ms. Raikowski's niece received her nursing degree from NPC and is an advocate of the college. Ms. Raikowski was presented the outstanding alumnus award and thanked NPC for the positive influence the college has had on her life.



8.F. – Emeritus, Meritorious and Retirement Awards for Dedicated Service – Peggy Belknap

Ms. Belknap remarked that with their retirements, the college is losing a combined 89 years of college service and experience. Dr. Patrick Canary, Barbara Hockabout, Janice Kraai, Dick Heimann and Brenda Manthei received faculty emeritus awards; Tommie Zamora received a meritorious service award; and Carolyn Pecotte was honored for her many years of service to the college. Spouses, family, friends and colleagues of the honorees were present for the award presentations and remained for a reception following the Board meeting.

Agenda Item 9: President's Report – President Swarthout

Dr. Swarthout reported that she has been appointed to a Gila Community College committee to evaluate a request by the college to move from provisional to permanent status; she has been made the new president of the Arizona Community College President's Council; she is a co-chair of APASC; she is a member of the Move On When Ready Task Force; and that NPC will host a meeting of Coconino Community College and Mohave Community College in June.

Agenda Item 10: Board Report/Summary of Current Events

Mr. Peaches announced that he has entered the race to be the next Navajo Nation President. Chairman Jeffers announced that the president's evaluation will take place in June. Dr. Swarthout, following up on a recommendation from the Higher Learning Commission, suggested that a Board retreat be planned for August to include training.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, June 15, 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.

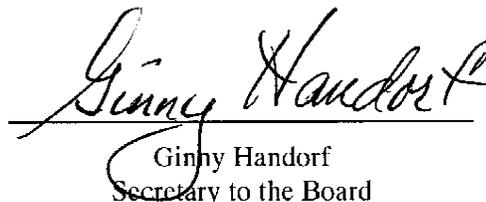
Respectfully submitted,



Russell Dickerson
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Secretary to the Board

