

Navajo County Community College District Governing Board Meeting Minutes

June 15, 2010 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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

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

Others Present: Everett Robinson, Linda Kor, Ina Sommers, Ann Hess, Maderia Ellison, Eric Henderson, Rickey Jackson, Beulah Bob-Pennypacker, Rita Allison, Brenda Allison, Vita Allison-Keyaanie, Richard Allison, Peggy Belknap, Claude Endfield, Rachel Endfield, Jaynie Baha, and Mylee Strickland.

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. Parsons 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 the end of April, just over 80% of the budget period has expired. Mr. Hatch reported that total revenues in the general unrestricted fund total 95% collected, or just over \$22 million with the primary tax levy on target at 84% collected. Mr. Hatch reported that the college has not yet received tax receipt collection information for May and that he expects tax collection for the year to end up on target. Mr. Hatch reported that the college has received all expected state aid for the year. Mr. Hatch reported that tuition and fees is at 82%; investment earnings continue to lag well behind budgeted amounts; and grants and contracts are on target. Mr. Hatch reported that expenditures are at 66% through 80% of the budget year and that he expects the trend to continue and that \$22.8 million budgeted will likely only total \$18.2 million expended. Mr. Hatch reported that unrestricted plant fund revenues come mostly from transfers and that expenditures are well below target. Mr. Hatch reported that the retirement of indebtedness fund continues to receive small past due amounts with just over \$500 received in the current month. Mr. Hatch reported that the restricted fund is in balance due to a small transfer from the general fund and added that phase II of stimulus funding will be shown in the restricted fund. Mr. Hatch reported that the auxiliary fund revenues and expenditures, primarily related to the bookstore, are on target. Mr. Hatch reported that net cash, year to date for all activities, totals just over \$8.5 million. Responding to a question from Chairman Jeffers, Mr. Hatch clarified that non-categorized contingency funds have been included in the budget and the college made decisions that reduced current year expenditures while allowing for all necessary functions.



4.B. – NPC CASO – No report

4.C. – NPC Faculty Association – No report

4.D. – NPC Student Government Association – No report

4.E. – NPC Foundation – No report

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. May 18, 2010 Study Session Minutes (T2)
- B. May 18, 2010 Truth in Taxation Public Hearing Minutes (T2)
- C. May 18, 2010 Proposed 2010-2011 Budget Public Hearing Minutes (T2)
- D. May 18, 2010 Special Meeting Minutes (T2)
- E. May 18, 2010 Regular Board Meeting Minutes (T2)
- F. 2009-2010 Dual Enrollment Intergovernmental Agreement Between the Navajo County Community College District and Kayenta Unified School District No. 27

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. – President's Performance Evaluation and Contract – President Swarthout

Chairman Jeffers thanked the college for its participation in the president's evaluation survey process and added that the surveys, including comments, have been kept confidential and scores were tabulated by Chairman Jeffers and shared only with Board members and President Swarthout. Chairman Jeffers explained that the evaluation scoring scale ranged from 1 – “unsatisfactory” to 5 – “outstanding” and announced that the average score from surveys filled out by college staff is 3.77, just below the “excellent” level. Chairman Jeffers added that the average score from Board members is approximately 4.3 and comments indicated that Board members are very satisfied with President Swarthout's performance, communication with the Board and overall leadership of the college.

At the request of Chairman Jeffers, President Swarthout reviewed her list of goals for the 2010-2011 academic year that include:

- Moving forward with distance and online education
- Increasing partnerships
- Determining a new accreditation pathway for the college
- Increased and improved planning and budgeting with links memorialized in procedure
- Higher Learning Commission change request



President Swarthout identified challenges for the 2010-2011 academic year that include:

- Budget issues and ways of moving the college forward during the economic downturn
- Identification of new and meaningful programs that will serve NPC communities
- Shared governance

Board members were given opportunity to address President Swarthout regarding her evaluation and goals and challenges:

- Mr. Siquah acknowledged that the past two years have been challenging in light of state funding reductions and commented that they have been handled well by Dr. Swarthout and administrative staff and that there has been good communication and involvement of staff in the budget process. Mr. Siquah applauded the college budget process and noted that involvement of faculty, staff and student organizations served to promote better understanding. Finally, Mr. Siquah commended Dr. Swarthout for her effective delegation of authority and characterized it as one of her strengths.
- Mr. Parsons agreed that Dr. Swarthout has functioned well in challenging times as evidenced by college employee survey results and complimented her management team. Mr. Parsons concluded by stating the Dr. Swarthout is a good president and effective manager.
- Ms. Handorf was appreciative of and complimented the presidential evaluation process and was impressed that Board members did not rate Dr. Swarthout any lower than “satisfactory” in any survey category. Ms. Handorf characterized Dr. Swarthout as a team player and was impressed by her desire to be treated the same as staff and receive a decrease in compensation. Ms. Handorf added that in light of the recent successful HLC renewed accreditation, Dr. Swarthout deserves a raise but is respectful her decision. Ms. Handorf stated that she is proud and delighted to work with Dr. Swarthout.
- Mr. Peaches stated that Dr. Swarthout is a good manager who exhibits good communication and operates with a transparency that adds to her credibility. Mr. Peaches concluded by stating that he supports Dr. Swarthout in her management of the college and that the college is fortunate to have her service.
- Chairman Jeffers noted that in her self evaluation, Dr. Swarthout rated herself lower than the Board, acknowledged that there is always room for improvement and stated that the Board is very satisfied with her performance. Chairman Jeffers stated that the college, having benefitted from her leadership, is in a good place. Chairman Jeffers commented that it is hard to believe that the college receives such quality leadership from Dr. Swarthout despite being the lowest paid community college president in the state. Chairman Jeffers concluded by thanking the college for its participation in the evaluation process and added that on whole, the Board is supportive of Dr. Swarthout’s goals for the upcoming year.

Ms. Handorf moved to approve Dr. Swarthout’s employment contract that will include a 2% reduction from current her salary, as per her request to be treated like all college employees, for a period of 3 years during which time the president and Board will go through the established annual performance evaluation process. Mr. Parsons seconded the motion. ***The vote was unanimous in the affirmative.*** Chairman Jeffers and the Board members thanked Dr. Swarthout for her service.

7.B. – Request to Adopt the 2010-2013 Strategic Plan – Director Bishop

Mr. Bishop presented the request to adopt the 2010-2013 Strategic Plan as presented to the Board as a first read in May and noted that a very minor change was made by updating the title of the NPC Archives in pillar 5.3.4. Mr. Bishop explained that the plan has been vetted at various levels of the college. Mr. Parsons moved to adopt the 2010-2013 Strategic Plan as presented. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***



7.C. – Call for Election of District Governing Board Members – Chairman Jeffers

Chairman Jeffers read the Board resolution calling for the election of Board members to represent Districts #2 and #5 for six year terms that are currently occupied by Mr. Siquah and Ms. Handorf whose terms expire at the end of 2010. Chairman Jeffers commented that the college is fortunate to have Mr. Siquah and Ms. Handorf as Board members. Mr. Siquah moved to approve the resolution requesting the election of Board members for Districts #2 and #5. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

Agenda Item 8: Standing Business

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

Mr. Bishop reported that SPASC is currently on a well-deserved hiatus and will meet on September 3, 2010 to begin work on selecting a new accreditation model.

8.B. – Human Resources Update – Peggy Belknap

Human Resources Director Peggy Belknap notified the Board of two changes to the submitted report: Ryan Rademacher has accepted a 9 month position as Faculty in English and Janice Cortina has accepted a position as Faculty in Developmental Services. Ms. Belknap presented the remainder of the personnel update and thanked the Board for its participation in the presidential evaluation process and their appreciation of the efforts of those retiring college employees recognized by the Board in May.

8.C. – Alumnus of the Month Award – Claude Endfield

Claude Endfield, Faculty in Early Childhood Development, recognized two Outstanding Alumnae, Rita and Brenda Allison, sisters from Leupp, Arizona. Rita Allison was a basketball player for NPC and earned an Associate of General Studies degree in 1990. Rita continued her education at Northern Arizona University earning Bachelor of Education and Master's of Education in Bilingual and Multicultural Education degrees. Rita is currently a physical education and health teacher in the Leupp Schools. Rita's younger sister Brenda followed her to NPC, managed the basketball team and graduated from NPC with an Associate of Science degree in 1992. Brenda continued her education in Montana earning an Associate of Science in Nursing degree. Brenda is married, the mother of two and is a certified on-call nurse assistant in a facility that provides care for elderly psychiatric patients. Both sisters agreed that it is important to get an education and that NPC is a good place to start where students benefit from small class sizes and teacher-student interaction. Rita and Brenda thanked Ms. Endfield for nominating them for the award.

Agenda Item 9: President's Report – President Swarthout

Dr. Swarthout reported that the college has offered to assist Round Valley High School in the aftermath of the plane crash that destroyed key district facilities; all college employees have been relocated from the former District Office building with offices located on the Painted Desert Campus; and that she has been named the Chair of the Arizona Community College Presidents' Council for 2010-2011.

Agenda Item 10: Board Report/Summary of Current Events

Ms. Handorf announced that the State District Governing Board Association will meet next week and that she is on the slate of officers.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, August 17, 2010 (No July meeting).

Agenda Item 12: Adjournment

The meeting was adjourned at 12:10 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

