

Governing Board Meeting Agenda

Date:
February 20, 2007

Painted Desert Campus Community Education Center
2251 Navajo Boulevard, Holbrook, Arizona

Time:
10:00 am

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance -----	Chairman Peaches
2.	Acknowledge Guests -----	Chairman Peaches
3.	Adoption of the Agenda -----	Chairman Peaches
4.	Invitation of Public Comment----- Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01 (G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. [Arizona Attorney General Agency Handbook paragraph 7.7.7.].	Mr. Thompson
5.	January 16, 2007 Board Meeting and Executive Session Minutes----- (Action)	Chairman Peaches
6.	Reports:	
	A. Financial Position----- (Action)	Vice President Hatch
	B. Arizona Community College Association -----	Mr. Thompson President Orr
	C. NPC Faculty Association -----	President Schoening
	D. NPC Classified and Administrative Staff Organization -----	President Kreher
	E. NPC Foundation -----	President Orr
	F. NPC Student Government Association-----	President France
7.	Old Business:	
	A. Update on Northeastern Arizona Training Center Project-----	President Orr
	B. Consider Sale of Hermosa Campus Property to City of Holbrook----- (Action)	Vice President Hatch
	Pursuant to ARS §38-431.03 A 7, the Board may, upon a vote of the majority of the members constituting a quorum, elect to go into Executive Session, which will not be open to the public, to engage in discussions or consultations with designated representatives of the public body in order to consider the Board's position and instruct its representatives regarding negotiations for the purchase, sale, or lease of real property.	
8.	New Business:	
	A. Consider Holding April Board Meeting as Teleconference ----- (Action)	President Orr
	B. Update on Implementation of Proposition 300-----	Vice President Vest
	C. Consider 2007-2008 FTSE Projections----- (Action)	Vice President Hatch
9.	Standing Business:	
	A. Update on Strategic Planning and Accreditation-----	Vice President Swarthout
	B. Consider Courses/Curricula----- (Action)	Vice President Swarthout
	C. Consider Grants/Contracts -----	Vice President Hatch
	D. Consider Board Policy and Review Administrative Procedure -----	President Orr
	E. Update on Personnel ----- (Action)	President Orr
	Pursuant to ARS §38-431.03 A 1, the Board may, upon a vote of the majority of the members constituting a quorum, elect to go into Executive Session, which will not be open to the public, to consider College staffing.	
10.	Summary of Current Events -----	Board Members President Orr
11.	Announcement of Next Meeting – March 20, 2007-----	Chairman Peaches
12.	Adjournment----- (Action)	Chairman Peaches



Northland Pioneer College

STRONG MINDS. STRONG COMMUNITIES.

Our mission: To improve lives by creating access to quality learning and cultural opportunities.

Navajo County Community College District Governing Board Meeting Minutes

February 20, 2007 – 10:00 a.m.

2251 Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members present: Norris Baldwin, Bill Jeffers, Daniel Peaches, A.T. Siquah, Neal Thompson

Staff present: Blaine Hatch, Brian McLane, Ralph Orr, Jeanne Swarhout, Terri Tubbs, Mark Vest

Others present: Donna Ashcraft, Paul Barger, Eric Bishop, Curtis Casey, Chester Crandell, Claude Endfield, JoLynn Fox, Lannie Gillespie, Bill Grindstaff, Eric Henderson, Barbara Hockabout, Janet Hunter, Rickey Jackson, Sandy Johnson, Karalea Kowren, Rose Kreher, Pat McCann, Ryan Patterson, Eva Purvis, Everett Robinson, Doug Seely, Dan Simper, Bill Solomon, Michael Spangler, Mira White

Call to Order and Pledge of Allegiance: Mr. Thompson called the meeting to order at 10:05 am. Mr. Baldwin led the Pledge of Allegiance. Mr. Thompson acknowledged and welcomed the new Board Member from District #2 – Mr. A.T. Siquah. Mr. Siquah who is the Hopi Jr. High School Principal gave a short introduction of himself.

Adoption of Agenda: Bill Jeffers/Norris Baldwin/Unanimous vote

Invitation of Public Comment: Eva Purvis addressed the Board asking about a possible conflict of interest in the NPC relationship with Sue Kirtland of Propeller Communications. President Orr will meet with Ms. Purvis and she requested that a third party be present.

Approval of Minutes: Regular Session Minutes and the Executive Session of January 16, 2007 – Norris Baldwin/Neal Thompson/Unanimous vote.

Reports:

- A) **Financial Position:** The Board discussed the December financial report. Mr. Hatch noted that all audits were now up to date with the next one on schedule for completion by March 31. The Long-term debt report that Mr. Baldwin had asked for was included in the packet and Mr. Hatch reviewed that with the Board. **Mr. Baldwin made the motion to accept the December report and Mr. Thompson made the second. The vote was unanimous.**
- B) **Arizona Community College Association:** The attachments in the packet were reviewed. The proposed legislation to create a state oversight body for community colleges was discussed. President Orr will be serving on an ACCA committee that will prepare an ACCA response. The first meeting is tomorrow afternoon. President Orr asked the Board for direction on their stand concerning the reinstatement of a state board. Board members who were on the Board when the State Board was in existence previously expressed the unanimous opinion that all the Arizona districts were in agreement to do away with the original State Board because it was slowly taking away the autonomy of the individual districts governing boards. The State Board held the deeds on all property, reviewed and approved (or not) all requested district tuition levels and budgets and had final approval for all programs and curriculum. All reporting to the legislature was funneled through the State Board. After some discussion, the Board directed President Orr to advocate for review and coordination by the proposed Board but allow nothing that would negate the authority of the local district governing boards. Mr. Siquah noted that standards and oversight were good but mandates by such a board should not be part of the new system.
- C) **NPC Faculty Association:** Faculty Association Vice President, Janet Hunter, attended the Board meeting and reported that several members of the faculty met with President Orr last week to discuss some issues and he has



been invited to attend the next association meeting. They requested that the Board allow the faculty input on the President's performance evaluation.

- D) NPC Classified and Administrative Staff Organization: President Kreher of CASO added to her written report that the Spring Retreat will be held on April 13. Elections for new officers will be held electronically before the retreat and the new officers will be announced at the Retreat. Also announced at the Retreat will be the winner of the name change contest and revisions to the mission and bylaws will be addressed.
- E) NPC Foundation: An interested individual has tentatively agreed to run the Foundation fund raising events this year. A question about the audit of the Foundation as mentioned in the College's audit report was raised. Is the Foundation required to do a full audit and why wasn't their audit included in the College information? The Foundation is required to do a full audit by law and as a component unit of the College it must be separate. A Board member questioned the responsibility/liability of the District Governing Board concerning the Foundation. The Board requested further information on the model and agreement between the College and the Foundation.
- F) NPC Student Government: The SGA president, Alan France, was attending class. Mr. Vest reviewed the written report. The Board asked for a copy of the SGA Newsletter to be included in their next packet.

Old Business:

- A) Northeastern Arizona Training Center Update: The draft minutes of the last NATC meeting were included in the NPC Board packet. Mr. Baldwin asked that the minutes be changed to "my sense is" that the NPC Board would appreciate moving forward. Mr. Jeffers asked if the Town of Taylor repayment of the GADA loan for the tower material was a loan or an in-kind donation. President Orr said that he understood the intent was for loan payment to be a loan to NATC but that records are being researched to verify that intent. Mr. Jeffers said that he appreciated the fact that Mr. Baldwin attended the last meeting of NATC. As he read the minutes, he was amazed that some folks would want to stay in the same rut rather than to accept state funds with the restrictions attached. Mr. Jeffers also stated that he felt that the State money should be used for repayment of debt and maintenance not just new construction. The College should have complete control of the project in his opinion and he asked for an up to date report on the dollar amount of NPC employee time/material contribution to the project. President Orr noted that the NATC projects list included in the packet was also given to legislators and his understanding was that debt service was not included in the funding request.
- B) Consider Sale of Hermosa Campus Property to City of Holbrook. **Mr. Thompson made the motion to move this item to the end of the agenda. Mr. Baldwin seconded the motion and the vote was unanimous.** The meeting moved forward with other agenda items. **At 1:55 p.m. the motion was made by Norris Baldwin and seconded by Neal Thompson to go into executive session to review the draft sales agreement with the City of Holbrook for the sale of the Hermosa Campus.** At 2:10 the Board reconvened into regular session. **Mr. Jeffers made the motion to authorize the President to sign the contract as reviewed. Mr. Thompson seconded the motion and the vote was unanimous.**

New Business:

- A) Consider Holding April Board Meeting as Teleconference: President Orr noted that he and Dr. Swarthout would be out of the state on the scheduled date for the April meeting. He requested that meeting be held telephonically and discuss only the proposed budget. Mr. Jeffers expressed some concern that since the Board had a new member that the discussion of the budget should be held at a regular meeting. The budget will first be reviewed in March. The April meeting would be the second review and that is the budget that would be published. The final budget would be approved in May. **Mr. Thompson made the motion to hold the April Board meeting as a teleconference unless the March meeting dictated otherwise with a single item agenda for the budget. Mr. Baldwin seconded the motion and the vote was unanimous.**
- B) Update on Implementation of Proposition 300: Vice President Vest reviewed the requirements of Proposition 300 as listed in the packet. The Arizona universities and colleges are struggling to align with each other and understand the compliance issues. NPC will publish in the Summer and Fall Class Schedules the language and citizenship requirements for admission. Signs will be posted in all sites of registration. Citizenship status forms are being prepared for use. The status forms will be required from all students in Summer and Fall and then only from new



students on a continuing basis. Exactly what will be considered an acceptable form of verification is under discussion. The Board requested an update as the decisions were made.

- C) Consider 2007-2008 FTSE Projections: The Board reviewed the FTSE estimates and impacts as presented in the packet. **Mr. Thompson made the motion to approve the District's 2007-2008 FTSE projection of 2,675. Mr. Baldwin seconded the motion and the vote was unanimous.**

Standing Business:

- A) Strategic Planning and Accreditation: Dr. Swarthout reviewed the report on Criterion Two as included in the packet. She introduced Vice President Vest as the Chairman of that subcommittee. His committee includes Dean Peggy Belknap, faculty members Andrew Hassard and Eric Bishop and the Institutional Research Director (currently vacant). The critical question for this subcommittee is how well the College demonstrates a planning and evaluation process that is mission-driven, that improves the quality of education, and that responds to perceived future challenges and opportunities. Mr. Vest reviewed two surveys the committee will use to begin to compile the needed information and the first results should be ready to report by May 18. Mr. Siquah reminded the staff that the primary focus and benefit of an accreditation review is the NPC students. Dr. Swarthout noted that the accreditation timeline was included in the packet and that the mission statement has been incorporated into each item page of the agenda.
- B) Consider Curricula: The Board reviewed the curricula as presented. Dr. Swarthout requested approval of a new degree in Computer Technology. A Certificate of Applied Science in Network Technician, program changes in the Construction Technology area and Nursing, and a new program - Medical Assistant - were **unanimously approved upon a motion by Bill Jeffers and second by A.T. Siquah.** The Board also reviewed a list of new courses as presented in the packet.
- C) Consider Grants and Contracts: None presented.
- D) Consider Board Policy and Administrative Procedure: Mr. Jeffers requested a Board discussion regarding College policy on several College policies as listed in the packet. He said he wanted the President and the Board to be on the same page in understanding and applying the listed policies. He expressed concern about the new marketing firm and the plan to change the motto and logo and stated that the Board should have been involved in the process. He asked about the process used to hire the firm and the continuing monetary arrangements with Propeller. President Orr stated that an RFQ had been sent out. A committee reviewed and then agreed upon the choice of Propeller after interviews with several of the firms were conducted. Mr. Jeffers also expressed concern about the duplication of offices for the President. He felt that the Board should have also been included in the decision to remodel facilities and move the President to PDC and change offices at the White Mountain Campus location. Mr. Baldwin suggested that the Board should not be micromanaging the President, but Mr. Jeffers said there was safety for the President and the Board in full disclosure. Mr. Jeffers also indicated that the decision to sell the country club membership should have been a Board decision. President Orr said that NPC Policies were the Board's to make and/or change and if they felt that changes should be made then those changes should be proposed.
- E) Update on Personnel: As attached to the agenda. The scheduled executive session began at 2:13 p.m. to continue discussion of the President's goals as presented last month considering College organization. **A motion by Mr. Jeffers, a second by Mr. Siquah and a unanimous vote began the executive session.** The Board returned to regular session at 3:25 p.m.

Summary of Current Events: President Orr noted the information provided with the agenda.

Announcement of Next Meeting: The next regularly scheduled meeting is March 20, 2007 at 10:00 am.

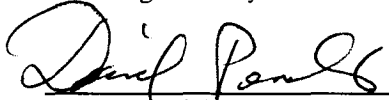
Adjournment: Mr. Thompson made the motion to adjourn the meeting at 3:30 p.m. After a second from Mr. Baldwin, the meeting adjourned on a unanimous vote.



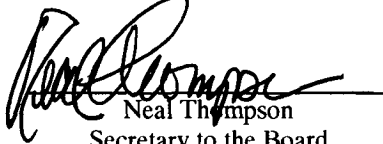
Respectfully submitted,



Terri Tubbs
Recording Secretary to the Board



Daniel Peaches
Chairman



Neal Thompson
Secretary to the Board

