

# Navajo County Community College District Governing Board Meeting Minutes

September 18, 2007 – 10:00 a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

**Governing Board Members present:** Dr. Kem MacNeille, Bill Jeffers, Daniel Peaches, Neal Thompson, A.T. Siquah.

**Staff present:** Mark Vest, Dr. Jeanne Swarouth, Blaine Hatch, Lisa Jayne, Dr. Eric Henderson

**Others present:** Nat White, Kathy Boyle, Peggy Belknap, Everett Robinson, Helen Yazzie, Leslie Meyer, Maderia Ellison, Karalea Kowren, Frank Pinnell, Rose Kreher, Troy Eagar, Pat Canary, JoLynn Fox, Donna Ashcraft, Chester Crandell.

**Call to Order and Pledge of Allegiance:** Mr. Peaches called the meeting to order at 10:01 a.m. Neal Thompson led the Pledge of Allegiance. Mr. Peaches welcomed new Board member Kem MacNeille and welcomed staff back to a new school year.

**Adoption of Agenda:** Jeffers/MacNeille. Mr. Thompson asked that item 6I, ACCA membership, and 7B7, ACCA dues, be combined. Unanimous vote.

**Invitation of Public Comment:** None.

**Agenda Item:** Minutes

The minutes for the Public Hearing, Special Board Meeting and Regular Board Meeting, as well as executive sessions of June 19, 2007 were passed on a motion by Neal Thompson, seconded by Bill Jeffers, and a unanimous vote.

**Agenda Item:** Reports

*Financial Report – Vice President Blaine Hatch*

Blaine Hatch introduced Maderia Ellison, the new Financial Director. Blaine Hatch covered financial reports for fiscal year 2006/2007 and Year-to-Date for 2007/2008.

*CASO Report – Rose Kreher*

None.

*NPC Faculty Association Report – Frank Pinnell*

Dr. Jeanne Swarouth introduced Frank Pinnell as the new President of the Faculty Association. Mr. Pinnell reported the association has met twice since the start of semester.

*Foundation Report – Leslie Meyer*

Leslie Meyer reported on two events: 12th Annual Benefit Auction on September 29 in Holbrook at the Heward House. Annual meeting is scheduled for October 10, Wednesday at SCC and the Board is invited.



**Agenda Item: New Business**

*Mission Statement*

Dr. Swarouth presented the new mission statement that had been voted on by the College at Convocation on August 24, 2007. Bill Jeffers made a motion to adopt the mission statement as presented. Dr. Kem MacNeille seconded. Passed unanimously.

*Draft Strategic Plan*

Dr. Swarouth presented to the Board a draft of the strategic plan for the College. Strategic Planning and Accreditation Steering Committee anticipates presenting the final draft to the Board for approval in October.

*Retreat*

Dr. Swarouth stated that in light of the strategic plan, staff would recommend a retreat with the vice presidents and the Board on either October 4th or 5th.

*Audit Review Committee*

Dr. Swarouth recognized Vice President Blaine Hatch who presented the draft charter of the Audit Review Committee as presented in the Board packet. Bill Jeffers stated the Audit Review Committee should actually be formed from the outside. Blaine Hatch stated that the action plan approved previously suggested this type of formation. Neal Thompson suggested a combined approach of both inside and outside of College participation might be advisable. Neal Thompson stated he feels there needs to be an outside influence in the review committee, such as a CPA. Bill Jeffers suggested that the President of the Board be part of the committee. Mr. Siquah recommended the director of financial services be on the committee. Siquah stated there needed to be a local CPA, and a business manager from one of the school districts. Mr. Thompson made a motion that Dr. Swarouth receive these guidelines from the Board to finalize that would include two outside people, one a CPA living and working in our community and a business office manager from one of our local schools, and three others on the committee to be named by the President and Vice President of Administrative Service. This does not preclude others listed as being resources, but the committee will consist of five total members. Seconded by Dr. Kem MacNeille. Bill Jeffers asked if the motion's intent was to adopt what is presented with the suggested changes. Mr. Peaches stated yes it was. Passed unanimously.

*Apache County Analysis*

Vice President Blaine Hatch reviewed the submitted reports of the Apache County Analysis with the Board. Bill Jeffers asked if the College would be receiving a check from Apache County for the \$2,192 that was over budget. Blaine Hatch stated that yes the College would. Mr. Thompson complimented Blaine on the report's accuracy and scope. Blaine stated Maderia Ellison actually prepared the report. Bill Jeffers asked about the Cosmetology program being implemented in Apache County. Blaine Hatch stated that the College will do a mid-year analysis to assess how the financial accounting is progressing. Bill Jeffers asked about the Higher Education Advisory Board's involvement in this. Blaine stated they will be involved in this process.

*Blunk Estate Report*

Vice President Hatch updated the Board about the Blunk Estate, stating that on August 8, \$214,937.75 was distributed for scholarships for nursing. An endowment fund was created with the earnings of the funds and will be distributed as Mr. Blunk requested. The properties also donated have been listed for sale. Bill Jeffers asked about the property in Winslow, and Mr. Hatch related that the listing price for the duplex is \$30,000. He also stated that the Oak Street property was listed at \$79,000. The property in Phoenix is having some minor repair done on it and no valuation on it as of yet. Bill Jeffers clarified that the \$214,937.75 was different than the science center contribution made by the Blunk Estate. Blaine stated the \$214,937.75 is the remainder of the estate.



#### *Foundation Liability*

Vice President Blaine Hatch covered the statement by attorney Michelle D'Andrea which was enclosed in the Board packet that basically stated they did not feel there was a great amount of risk. Amendment of the Foundation bylaws was suggested by the attorney and NPC staff agrees with this. Continued separation is recommended. Dr. Swarthout stated these recommendations will be presented to the Foundation Board in October.

#### *Appointment of Grievance Hearing Officer*

Dr. Swarthout requested the Board appoint a hearing officer for an employee grievance. Bill Jeffers made a motion that the Board allow Dr. Swarthout to appoint the grievance officer under procedure 2760. Neal Thompson seconded. Bill Jeffers clarified that the President would normally be the hearing officer but in this case Dr. Swarthout had to step aside for conflict of interest. Passed unanimously.

#### *Arizona Community College Association Continuing Membership and ACCA Dues*

Dr. Swarthout recognized Kathy Boyle, executive Director of ACCA and Nat White, President of the Association. Nat White addressed the Board at length, ultimately requesting that the College maintain their membership in ACCA. Kathy Boyle also addressed the Board. Bill Jeffers stated that the relationship between ACCA and our College is a distant one. Bill Jeffers stated that he does not feel the College has specifically benefited from the Association. Mr. Thompson made a motion that the College continue membership with ACCA. Dr. Kem MacNeille stated that the concept is good but that the value of working with ACCA for the College was not favorable. Bill Jeffers seconded. Bill Jeffers stated that until benefits can be determined he does not want to put \$32,000 into the Association. Motion failed with one vote in favor, four opposed.

#### *ACCA Dues*

Due to the failure of the previous motion, this item was tabled.

#### **Agenda Item:** Standing Business

#### *Update on Strategic Planning and Accreditation*

Dr. Swarthout stated that the Constellation Survey was completed on August 20, 2007. A team will be going to the Assessment Workshop and to the Assessment Academy in January.

#### **Grants and Contracts:**

#### *Fleet Vehicles*

Bill Jeffers made a motion to approve the fleet purchase of vehicles from Hatch Motor Company. Dr. Kem MacNeille seconded. Three in favor, 2 absent.

#### *Requisition for Microscopes*

Dr. Kem MacNeille made a motion to approve the requisition to purchase the requested microscopes. Bill Jeffers seconded. Three in favor, two absent.

#### *St. Johns' Facility Lease*

Bill Jeffers made motion to approve the lease agreement. Seconded by Dr. Kem MacNeille. Dr. Kem MacNeille asked about the space we were receiving for the price and if it will be adequate. Blaine Hatch stated the College will have to wait and see if the additional space resulted in additional enrollment. Three in favor, two absent.

#### *NATC Burn Tower Contract*

Dr. Swarthout stated that the legislature has given \$1million to NATC for the '07/'08 school year and thus anything the NATC Board approves, has to come to the NPC Board for additional approval since NPC is responsible for those funds from the legislature. Bill Jeffers made a motion to approve the contract for \$207,263.00 for erection of the burn tower. Dr.



Kem MacNeille seconded. Bill Jeffers asked about a director of the facility and Dr. Jeanne Swarthout stated there is no specific director of the building at this time. Bill Jeffers asked about the quoted amount, and Dr. Swarthout stated that the amount is more than 2005 when it was supposed to have been originally erected. Bill Jeffers asked if engineers have evaluated it. Dr. Swarthout stated that everything regarding the burn tower has been properly vetted. Bill Jeffers asked about a guarantee and Dr. Swarthout stated she did not know but did have the attorneys look over it and they had no problem with it. Bill Jeffers asked about an engineer or inspector being on site. Dr. Swarthout stated NATC will have to follow Town of Taylor building specs. Bill Jeffers asked about a business plan, if there was one **in process**. Dr. Swarthout stated that there was both a site plan and business plan in process that will go before both the NATC and NPC boards. Passed unanimously.

*Carl Perkins Grant – Flash Chamber and Hoses for Fire Science Program*

Dr. Swarthout stated the NATC Board approved locating this at the NATC site. Dr. Kem MacNeille made the motion to expend the Carl Perkins Grant Money for the flash chamber and fire hoses. Seconded by Neal Thompson. Passed unanimously.

*National Science Foundation Grant Award*

Dr. Swarthout requested the Board accept the Grant funds from the NSF. Pat Canary was recognized by Dr. Swarthout and answered questions from the Board. Neal Thompson made a motion to accept the grant funds from the National Science Foundation. Dr. Kem MacNeille seconded. Passed unanimously.

**Consider Board Policy and Review Administrative Procedures**

*Policy 1810 – Academic Freedom*

Dr. Swarthout presented Policy 1810, Academic Freedom, to the Board for approval. Bill Jeffers made a motion that the Academic Freedom Policy be approved as presented. Mr. Sinquah seconded. Motion passed with three votes in favor, one opposed and one abstention.

*Shared Governance.*

Dr. Swarthout presented to the Board a revision of Procedure 2125, Shared Governance, as information only.

*Report on Personnel*

Dr. Swarthout recognized Troy Eagar, the new Human Resource Director. Mr. Eagar covered personnel openings and newly filled positions.

*Summary of Current Events*

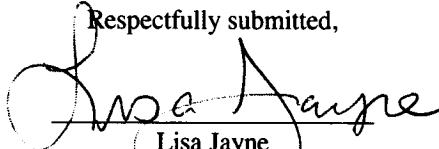
Neal Thompson read a note to the Board from The White Mountain Round Up. Jo Baez had sent a thank you note for the College's help for printing a number of the marketing materials for the annual event.

**Announcement of next meeting:** October 16, 2007 at 10:00 a.m. Discussion of the November Board meeting to take place in Apache County. Bill Jeffers suggested we look into the legality of meeting outside the county. Dr. Swarthout stated that Dean Pickett was asked to check on the legality of it. Most of Admin team will be in the HLC in Chicago and request the meeting be moved to April 4, 2008.

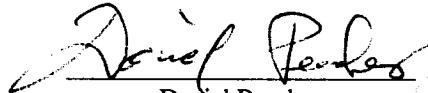


The meeting adjourned at 12:25 p.m. upon a motion by Neal Thompson and a second by Bill Jeffers, and a unanimous vote.

Respectfully submitted,



Lisa Jayne  
Recording Secretary to the Board



Daniel Peaches  
Chairman

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Neal Thompson  
Secretary to the Board

