

# Navajo County Community College District Governing Board Meeting Minutes

December 18, 2007 – 10:00 a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

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

**Staff present:** President Dr. Jeanne Swarouth, Vice President Dr. Eric Henderson, Vice President Blaine Hatch, Vice President Mark Vest, and Secretary to the Board Brandy Shumway.

**Others present:** Troy Eagar, Ann Hess, Everett Robinson, Donna Ashcraft, Frank Pinnell, Cindy Hildebrand, Patrick Canary, Tom Nagle, Rose Kreher, Leslie Meyer, Jake Hinton, Nettie Klingler, Chester Crandell, Karalea Kowren.

**Call to Order and Pledge of Allegiance:** Mr. Peaches called the meeting to order at 10:03a.m. Neal Thompson led the Pledge of Allegiance.

**Adoption of Agenda:** So moved by Bill Jeffers; seconded by Kem MacNeille. Unanimous vote.

**Invitation of Public Comment:** None.

**Agenda Item:** Minutes

*The minutes of the November 13, 2007, regular Board meeting were passed on a motion by Bill Jeffers and seconded by Neal Thompson. The vote was unanimous in the affirmative.*

**Agenda Item:** Reports

*Financial Report – Vice President Hatch*

Blaine Hatch presented the financial position report through the end of October 2007, with the first third of the fiscal year revenues and expenditures on target.

*CASO Report – Rose Kreher*

Rose Kreher presented two items to the Board: 1) the CASO Fall Retreat was held on November 29 at the Snowflake Golf Course Country Club. 2) The 2007 CASO Fall Student Scholarship was awarded to Claudell M. Tacheene, a student who wants to have a career as a film maker. Ms. Kreher read an excerpt from a letter from the student describing his financial needs and his hopes to reach his goals.

*NPC Faculty Association Report – Frank Pinnell*

Frank Pinnell stated that hard work from members of the faculty association and student government resulted in NPC holiday floats taking 1<sup>st</sup> place in the Winslow parade and second place in the Holbrook parade. The Association plans to have a float again next year. Everyone involved had a good time participating in the events.



*NPC Student Government Association (SGA) Report – Jake Hinton*

Jake Hinton stated that last month he and four NPC student government officers participated in the National Conference on Student Leadership in Orlando, Florida. NPC Student Government President, Justin Tafoya, was one of the 175 students who earned a certified student leadership certificate during the conference by scoring high on an examination of leadership skills. The examination covered skills necessary for the effective leadership of student organizations, including running effective meetings, resolving conflicts, creating an inclusive and diverse environment, and monitoring successful publicity and promotional campaigns. Others in attendance from NPC were SGA Secretary Amy Critser, PDC representative Jerilynn Tutt, and SPE Center Representative Candy Canida.

Mr. Hinton stated that other recent SGA activities included the floats in the holiday parades in Holbrook, Show Low, and Winslow. SGA held a food drive at the Show Low Campus which allowed SGA to donate food to local volunteer agencies. Another activity allowed students to share their time and talents as they volunteered in an elderly home in Show Low.

*NPC Foundation Report – Leslie Meyer*

Leslie Meyer reported on the progress of the NPC Foundation: The standard fundraisers and annual meeting are over, and the current emphasis is on the structure and revitalization of the Foundation. Currently, the Foundation is in the middle of the annual audit. A new group of Arizona community colleges (Community College Foundation Directors and Alumnae Directors) met last month at Yavapai College. This new group will be a source of networking and information for NPC. The next meeting will be in April, and they plan to meet several times during the year.

**Agenda Item:** Old Business

*Automotive Program Report – Vice President Henderson*

Eric Henderson followed up last month's discussion regarding automotive program costs, enrollment, etc. Vice President Hatch and Vice President Henderson have researched the following: in 2005-2006, the expenses in the program were approximately just over \$120,000. This year's budget is about the same as the expenses in 2006-2007, approximately \$137,000. NAVIT and NPC share half of the cost, between \$60,000 and \$70,000 each. The number of annualized FTSE went from approximately 14 in the first year to 21 in the second year and is approximately 12 this year. The cost per FTSE ranges from \$8,600 in the first year to \$6,500 in the second year, to a little over \$11,000 this year. Vice Presidents Hatch and Henderson have appointments scheduled later this week to explore facility possibilities. Responding to a question from Neal Thompson, Dr. Henderson stated that the data are from the Show Low facility and the combined program at Joseph City last year.

*NATC Report – President Swarthout*

Dr. Swarthout referenced the brief summary included in the Board packet. NATC has hired a coordinator who has begun working and will lead the planning committee, overseeing the planning of site construction and operations. The County is providing salary and benefits in place of the \$50,000 they were contributing to NATC annually. At this point, the NATC Board is approving purchases out of the million dollars that NPC holds for NATC rather than recommending those purchases to the NCCCD Governing Board. Dr. Swarthout said that she will go back to the NATC Board and change the language to a recommendation procedure by the NATC Board and to an approval procedure at the NPC Governing Board. Dr. Swarthout anticipates that the NATC planning committee will shortly be bringing forth a number of RFP's to expend or encumber the remainder of the NATC appropriation fairly quickly.

Responding to a question from Bill Jeffers, Dr. Swarthout confirmed that, technically, the Director will be paid by and receive benefits through the County's payroll, although the position reports to the NATC Board. Blaine Hatch stated that the Town of Taylor has confirmation from Senator Flake that GADA loan repayments that have already been made and



payments that are due are appropriate uses for the NATC appropriation. Dr. Swarthout commented that it is highly likely that the \$1 million NATC appropriation for 2008-2009 will be withdrawn due to state budget issues. The challenge now is to encumber the remainder of the first million before the legislature decides to withdraw it. Neal Thompson commented that it should be easy to spend the million dollars, and expressed his concern that it is going to be difficult to keep the project afloat after the million dollars is spent. Dr. Swarthout commented that the operational plan needs to provide some way of recouping sufficient funds to take over the GADA loan payments from the Town of Taylor.

**Agenda Item:** New Business

*Invitation for Board to join HLC trip in April – President Swarthout*

President Swarthout explained that NPC is taking a team to the Higher Learning Commission self-study workshop in April and extended an invitation to any member of the Board who would like to attend. There are special sessions April 12<sup>th</sup> and 13<sup>th</sup> specifically for trustees and Board members. There will be a team of eight going from NPC. This will be the last chance to attend a self-study workshop that will have an impact on the self-study process. Board members interested in attending should advise the President's Office by mid-March. Dr. Swarthout stated that because NPC is close to accreditation, it would be advantageous for Board members to attend the workshop for the knowledge as well as completion of one of the goals of the college.

*Assessment Team Report: Commitment versus Compliance – President Swarthout*

President Swarthout introduced Nettie Klingler, Director of Institutional Research, who is representing the team that attended an HLC workshop on commitment to student learning. Nettie Klingler explained that the Commitment versus Compliance workshop focused on strategies that build shared responsibilities for a culture that embraces assessing and improving student learning. The committee is looking at commitment versus compliance and getting away from using the word "assessment." The conference provided tools to help the college find new ways to approach the college community and cause excitement about this new assessment process. Ms. Klingler explained that the team has a plan to keep the topic active which includes meeting with faculty and staff to educate them and determining how the team can gain faculty and staff commitment to improve student learning. The team requested the Board's support and approval to move forward. Board members conveyed support and approval. Ms. Klingler responded to Dr. Swarthout's question regarding the term "assess" and stated that they are looking at using the term "dedicated and committed to improving student learning." Dr. Swarthout expressed her gratitude for the team's efforts.

*Study Session/Consent Agenda – Dr. Swarthout*

Dr. Swarthout explained that NPC's attorneys have no objection to the use of a study session and possible consent agenda when beneficial. Staff recommends the adoption of a format which begins with a designated Study Session. In order to facilitate the formal meeting, it is also recommended that the Board move certain items to a Consent Agenda where possible. **Bill Jeffers moved to adopt the recommendation and Neal Thompson seconded.** Dr. Swarthout confirmed that the study sessions will be in conjunction with regular Board sessions when needed.

*Chairman Peaches called for a vote. The vote was unanimous in the affirmative.*

*Health Insurance Update – Vice President Hatch*

Blaine Hatch explained that employee health insurance is currently provided through membership in the Navajo County School Employees Benefit Trust (NCSEBT). NCSEBT has determined to seek a proposal for participation in the Arizona School Board Association Insurance Trust (ASBAIT) for health insurance. The NCSEBT structure would continue to exist, providing the benefits of the current pool arrangement. ASBAIT offers six medical plan designs plus a high deductible plan, along with dental and vision programs. It is anticipated that two or three of the medical plans will be available for



employees. ASBAIT should provide quotes by early March and NCSEBT will, at that time, make a definitive decision whether or not to contract with ASBAIT.

Neal Thompson asked if NPC can accept a plan different from the Navajo County Schools Benefits Trust. Vice President Hatch responded that NPC cannot, but that NPC can, with a six-month notice, withdraw from the Navajo County Schools Benefits Trust. Vice President Hatch agreed with Neal Thompson that NPC will want to look at high deductible options in the future.

**Agenda Item: Standing Business**

*Strategic Planning and Accreditation Steering Committee (SPASC) Report – President Swarthout*

President Swarthout introduced Blaine Hatch of the Criterion 1 (Mission and the Organization Subcommittee) Team who explained that the committee's key focus is the college's mission statement, "Northland Pioneer College creates, supports and promotes lifelong learning." Vice President Hatch stated that the intent of Criterion 1 is to make certain that the mission documents are clear and are integrated into everything that is done as a college from the Board to individual actions. The committee is in the process of:

- Defining *integrity* as it relates to the college as a whole.
- Gathering and defining the college's mission documents. To date they are listed as: the Mission statement, the Vision and Values statement and the Strategic Plan.
- Gathering specific evidence for the five core components of Criterion 1.
- Understanding and familiarizing ourselves with The Commission's evaluation process

*Grants and Contracts – President Swarthout*

President Swarthout referred to Vice President Hatch who presented the following recommendation:

Staff recommended approval of an agreement for general legal services outside the legal services provided through the pre-paid legal program of the Arizona Schools Risk Retention Trust. This agreement would provide for legal services that do not qualify under the Trust's pre-paid program. The agreement provides these services on an as-needed basis without the need for individual contracts.

**Bill Jeffers moved to place Mangum, Wall, Stoops and Warden, PLLC as a service provider for legal services outside of the trust agreement. Kem MacNeille seconded the motion.**

Discussion: Vice President Hatch confirmed to Neal Thompson that this agreement does not preclude NPC from using other legal counsel; it simply confirms that if NPC chooses to use Mangum, Wall, Stoops and Warden, PLLC, there is an agreement in place. There is no extra cost for this agreement, nor are there limitations as to whom NPC would use.

***Chairman Peaches called for a vote. The vote was unanimous in the affirmative.***

*Master Facility RFP – Vice President Hatch*

Blaine Hatch stated that a request for proposals was issued in early October 2007 for a Master Facility Plan. Fifteen firms requested RFP packets, and three firms responded by the November 8, 2007 due date. A review committee looked in depth at each response and interviewed each of the respondents. The three responding firms were the DLR Group, Pinnacle One, and SSPW Architects.

Staff recommends, as a first step, that NPC engage in a discussion with the DLR Group to determine the parameters of a Master Facility Plan process, to include price estimates, which would be brought back to the Board for approval.



Bill Jeffers asked if there were any offers of tentative costs during the interviews. Vice President Hatch responded that there are hourly rates at this point in time, but there would be detailed budget information prior to commitment. Bill Jeffers made a recommendation that the committee use potential cost as a factor. Vice President Hatch stated that cost consideration will be a factor in the recommendation process. Neal Thompson agreed that there is a need for a Master Facility Plan and suggested that NPC obtain substantial input in the plan.

**Neal Thompson moved to proceed and suggested utilizing NPC's internal talent to supplement outside consultants' opinions in identifying NPC's needs and solutions. Kem MacNeille seconded the motion.**

*Chairman Peaches called for a vote. The vote was unanimous in the affirmative.*

*Dual Enrollment for Kayenta USD – President Swarthout*

Dr. Swarthout presented the staff recommendation for approval of the Dual Enrollment IGA for Kayenta U.S.D.

**Neal Thompson moved to approve; the motion was seconded by Bill Jeffers.**

*Chairman Peaches called for a vote. The vote was unanimous in the affirmative.*

*Consider Courses/Curricula – Vice President Henderson*

Dr. Henderson stated that this segment is for information only. Per documentation in the Board packet, there are two major changes to courses/curricula:

- 1) Massage Therapy Program – increased credit hours and added courses to the program to comply with State Board requirements for the number of clock hours that students need for licensure. The program will move from a 22 credit hour program to a 32 credit hour format.
- 2) Computer Information Services Program – curriculum changes to streamline the program.

*Personnel Update – Troy Eagar*

Troy Eagar noted that since June 2007, 54 employee positions have been filled. He also commented on the employer sanctions law that will go into effect in Arizona on January 1, 2008. NPC will comply and has registered with the E-Verify program which will provide access to an internet data base for residency verification of new hires. Responding to Board questions, Mr. Eagar said that, in the past, NPC has followed the immigration laws using the I-9 forms to verify U.S. citizenship.

**Agenda Item: President's Report**

*Attendance Count for January 17, 2008, Helicopter Tour and Lunch, 10:00a.m., with Apache County – Dr. Swarthout*

Dr. Swarthout asked if Board members are planning to attend the January 17, 2008, Helicopter Tour and Lunch, 10:00a.m. with Apache County. Those who plan to attend are: Dr. Kem MacNeille, Bill Jeffers, and Neal Thompson.

Dr. Swarthout reported on a successful toy drive at the Whiteriver Center where Native Air brought Santa Claus via helicopter. NPC donated over 250 toys; the Silver Creek Campus came in first place with 75 toys.

Dr. Swarthout reminded the Board that all-college Convocation will be Friday, January 11<sup>th</sup>. She stated that Constellation survey results will be available on that day and they will be posted on the web shortly thereafter. Convocation will



facilitate linking the conversations and work of that day to the strategic plan which will continue to knit together accreditation and strategic planning.

Dr. Swarthout informed the Board of the upcoming HLC visits to the following NPC Centers: April 6 – 9 to Hopi, Whiteriver, St. Johns, and possibly Springerville.

Dr. Swarthout announced the reinstatement of the Distinguished Alumnae Award.

Dr. Swarthout asked if the Board members would like to be on the mailing list for the monthly college newsletter. Board members affirmed; they will be added to the email list.

**Agenda Item:** Board Report/Summary of Current Events

Bill Jeffers commented that he recently had an opportunity to visit the welding facility and was impressed with the program.

Bill Jeffers asked about enrollment figures. Vice President Mark Vest responded that the figures have improved from the last report, that it's early for Spring figures, and enrollment figures will be more accurate by the end of the first week in January.

Mr. Jeffers asked if there is some sort of student evaluation or student response survey to the college. Vice President Vest responded that there is a student satisfaction and graduating student survey done every spring.

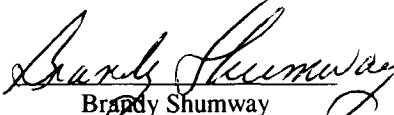
Mr. Jeffers asked Vice President Hatch if the final Annual Budgeted Expenditure Limitation Report distributed to the Board had any changes. Vice President Hatch responded that there were no changes from the previously provided preliminary report.

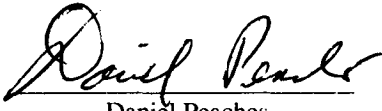
Mr. Jeffers expressed his thanks and accolades for NPC's participation in the holiday parades.


**Announcement of Next Meeting:** January 15, 2008; 10:00 a.m.

*The meeting adjourned at 11:39a.m. upon a motion by Neal Thompson, a second by Dr. Kem MacNeille, and a unanimous vote.*

Respectfully submitted,

  
Brady Shumway  
Recording Secretary to the Board

  
Daniel Peaches  
Chairman

  
Neal Thompson  
Secretary to the Board

