

Navajo County Community College District Governing Board Study Session Minutes

June 17, 2008 – 9:30a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members Present: Bill Jeffers, Daniel Peaches, Dr. Kem MacNeille, Ginny Handorf
Absent: A.T. Siquah

Staff Present: President, Dr. Jeanne Swarthout; Vice President, Mark Vest; Vice President, Blaine Hatch; Director of Information Services, John Velat; Recording Secretary to the Board, Brandy Shumway.

Reports:

- 1. Agenda Item 5.F.: White Mountain Apache Tribe Workforce Investment Act Contract – Dr. Swarthout**
President Swarthout stated that it is time for the annual renewal of the White Mountain Apache Tribe Workforce Investment Act Contract and explained that the contract provides Construction Trades Technology to qualified members of the White Mountain Apache Tribe through Workforce Development. Responding to Board questions, Dr. Swarthout stated that the contract will be returned to the Tribe for typographical corrections.
- 2. Agenda Item 7.A.: Wide Area Network (WAN) RFP – John Velat**
John Velat distributed two handouts to Board members: 1) a summary of the major Information Services projects currently underway and 2) Staff's recommendation for award of the WAN proposal. Mr. Velat explained that the current WAN service connects all eleven NPC locations via digital services lines and costs the college more than \$400,000 per year. Mr. Velat stated that Information Services staff focuses development of College systems and services according to priorities listed in the Strategic Plan. Mr. Velat reviewed the information in the handout entitled "Current Major Information Services Projects."

Mr. Velat reviewed the details of the handout entitled "Request to Award Wide Area Network (WAN) Proposal," and stated Staff's recommendation to award a contract not exceeding \$1,545,580.29 to NextLevel Solutions to build and configure a 100 Megabit per Second microwave network connecting the District Office, Painted Desert Campus, Little Colorado Campus, White Mountain Campus, Silver Creek Campus, Whiteriver Center, St. Johns Center, and Springerville Center. Mr. Velat stated Staff's recommendation to award a contract not exceeding \$171,404 per year for the first three years to CellularOne to provide WAN services at 10 Megabit per second to the Hopi Center, Kayenta Center, Heber Center, White Mountain Campus, St. Johns Center, and Springerville Center.

Responding to Board questions, Dr. Swarthout stated that the Apache County Board of Supervisors will determine how Apache County facilities will be serviced.

Mr. Velat introduced Mr. Greg Lougheed and Mr. Lance Norris of NextLevel Solutions. Responding to Board questions, Mr. Lougheed stated that NextLevel has been in business since 1999 and has contracts with the Federal Government, the University of Phoenix, and the Maricopa County Community College system, among others.

Responding to Board questions, Mr. Velat stated that a few local providers had submitted bids, but were unable to provide economical service throughout the college district. Mr. Velat stated that NextLevel will have construction completed in 18 weeks and that CellularOne has a window of 30 to 180 days depending on locations.

Responding to Board questions about IS projects, Mr. Velat stated that each individual who enrolls at NPC will be eligible for free e-mail and collaboration space and that user ID's will be pre-designated and assigned by IS staff.



Information Services will monitor the accounts for proper and appropriate usage. Mr. Velat stated that the majority of the computers disposed of recently were five or more years old. Staff will continue to use old computers for parts and other practical uses.

3. Agenda Item 8.B.1.: Intergovernmental Agreements (IGA) with NAVIT

Dr. Swarthout explained that the agreement to provide educational courses to NAVIT at NPC facilities is a continuation of existing arrangements with NAVIT. The agreement to provide dual enrollment courses at high school facilities during the school day is a template in the same form as all dual enrollment agreements and includes vocational courses that NPC has determined may be counted toward both high school and college graduation requirements.

Responding to Board questions, Dr. Swarthout stated that IGA's are submitted yearly. Mr. Matt Weber, NAVIT Superintendent, stated that NAVIT is excited to continue its partnership with NPC.

4. Agenda Item 8.B.2.: Adult Basic Education (ABE) Grant – Vice President Mark Vest

Vice President Vest explained that NPC responded timely to the Request for Grant Application (RFGA) issued by Arizona Department of Education Adult Education Services in March. Vice President Vest stated that his office recently received the most current changes to the application from the Arizona Department of Education. Vice President Vest stated that Staff's recommendation to the Board will be to accept Arizona Adult Education funds in the amount of \$368,901, which includes offered funds for Adult Basic Education/Adult Secondary Education and for ABE/ASE Distance Learning. Staff will not recommend re-writing/reapplying for the English Language Acquisition for Adult (ELAA) funds, per the summary in the Board packet. Vice President Vest noted that NPC will continue to serve all of the students listed in the ELAA portion of the grant through regular Developmental Services funding.

Responding to Board questions, Vice President Vest stated that NPC met ADE's deadline for the grant application.

5. Agenda Item 8.C.: Proposition 300 Update - Vice President Mark Vest

Vice President Vest briefly reviewed Arizona state law, Proposition 300, which bars higher education institutions from providing any State funds or any State funds support to students who cannot verify USA residency status. Vice President Vest stated that NPC is required to report twice a year to the State on Proposition 300 status. The report is generated from the Registrar's Office.

6. Agenda Item 8.E.: President's Review and Contract – President Swarthout

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 discuss the President's review and contract.

7. Proposed NATC By-laws – Vice President Hatch

Vice President Hatch reviewed the Northeastern Arizona Training Center (NATC) by-laws and highlighted two proposed revisions: 1) Article III - Organization: the term Selection Authorities has been added. *Section 3.01: Key Stake holders and Selection Authorities. The five Key Stake holders and their respective Selection Authorities...shall jointly participate in the funding, staffing and continued operation of NATC. In the event that one of the Selection Authorities does not participate in the continued funding, staffing and operation of NATC, measures are hereby provided for the replacement and/or elimination of said Selection Authority as indicated in Article IV.* 2) *Section 4.10: Replacement or Elimination of Selection Authority. Selection Authorities failing to participate as described in Section 3.01 and Section 3.02...may be replaced or eliminated by a majority vote of the Board of Directors.*



Vice President Hatch stated that there were no changes in the current operation of NATC and that NATC Governing Board size and membership remain unchanged. Board discussion included the expectations for the Selection Authorities to provide services, personnel, and funding in a joint manner. Discussion also included the timeframe for adoption of the revisions, construction and operation phases of the facility, Key Stakeholders' length and depth of involvement, current functionality of the training center, and the current Intergovernmental Agreement between NATC and NPC.

8. Facility Use Agreement with HUSD for the Triumph School – President Swarthout

President Swarthout informed the Board that, prior to the relocation of the Painted Desert Campus (PDC), the Holbrook Unified School District (HUSD) utilized NPC facilities at the former Hermosa Campus for the Triumph School, an alternative high school program for students who have fallen behind in their high school studies and are trying to catch up. President Swarthout reviewed the summary and the Facility Use Agreement contained in the Board packet.

Responding to Board questions, President Swarthout stated that Triumph students, who are between the ages of 16 and 21, do well in a college environment. The Triumph School will utilize one classroom at the PDC from 8:00a.m. – 4:00p.m. In exchange for classroom use, HUSD has agreed to give NPC access to the HUSD auditorium.

9. Chemical Hygiene Plan – Vice President Hatch

Vice President Hatch stated that Staff recently updated and revised the Chemical Hygiene Plan (CHP) which complies with rules issued by the Occupational Safety and Health Administration (OSHA). The plan was submitted to OSHA in May and distributed to each campus and center location.

Responding to Board questions, Vice President Hatch stated that a designated chemical safety officer, as well as various other designated individuals, including instructors and lab aides, will be responsible for following certain chemical hygiene procedures. In compliance with OSHA requirements, the plan is available to all employees through each campus and center office.

10. Hazard Communication Program – Vice President Hatch

Vice President Hatch stated that Staff recently revised and implemented the Hazard Communication Program (HCP) which complies with rules issued by the Occupational Safety and Health Administration (OSHA). The plan was recently submitted to OSHA and distributed to each campus and center location. The plan is available to all employees through each campus and center office. Vice President Hatch stated that the program applies to all instructional activities and work operations where employees may be exposed to hazardous chemicals under normal working conditions or during emergency situations. The HCP includes an inventory of all known hazardous chemicals, employee training requirements, labeling standards, policies for non-routine work and contractor responsibilities. Vice President Hatch stated that NPC plans to utilize OSHA's free consulting services for best practice standards.

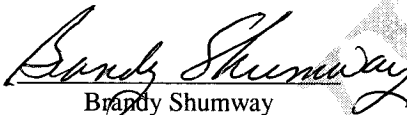


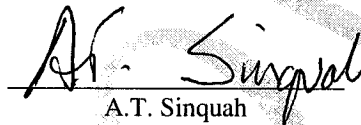
11. Strategic Plan Update – President Swarthout

Dr. Swarthout distributed an Annual Report on Strategic Planning summarizing 2007-2008 activities outlined in the Strategic Plan 2007-2012. Staff will present an updated version at the August Board meeting. Dr. Swarthout stated that the Plan can be accessed on NPC's web page under the Higher Learning Commission Resource Center.

Study session ended at 10:55a.m.

Respectfully submitted,


Brandy Shumway
Recording Secretary to the Board


A.T. Sinqwah
Chairman

Kem MacNeille
Secretary to the Board

