

# Navajo County Community College District Governing Board Meeting Minutes

June 16, 2009 – 10:15 a.m.

2251 Navajo Boulevard, Holbrook, Arizona, 86025

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

**Staff Present:** President, Dr. Jeanne Swarhout; Vice President, Blaine Hatch; Vice President, Mark Vest; Director of Information Services, John Velat; Recording Secretary to the Board, Russell Dickerson.

**Others Present:** Peggy Belknap, Everett Robinson, Linda Kor, Kate Dobler-Allen, Beaulah Bob-Pennypacker, Mira White, Sandy Johnson and Ann Hess.

## **Agenda Item 1: Call to Order and Pledge of Allegiance**

Chairman Jeffers called the meeting to order at 10:15 a.m. Mr. Parsons led the Pledge of Allegiance.

## **Agenda Item 2: Adoption of Agenda**

Mr. Parsons moved to adopt the agenda with a provision to move Old Business item 6A, the President's performance evaluation, to the end of the agenda. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

## **Agenda Item 3: Invitation of Public Comment**

No public comment.

## **Agenda Item 4: Reports**

### **4.A – Financial Position Report– Vice President Hatch**

Mr. Hatch reported that the college is just over 80% through the budget year and 84% of primary property taxes have been collected. Mr. Hatch added that he expects the college to receive primary property tax revenues as budgeted and anticipates a large distribution in May of approximately \$1.5 million followed by a small June payment. Mr. Hatch reported that the final fourth quarter distribution of State aid has been received and added that the \$3.9 million in maintenance and operations aid represents 89% of budget amounts and anticipates that the college will receive no more payments this year. Mr. Hatch explained that equalization aid is at 99% of budget amounts, with a shortfall of approximately \$36,000 and he added that the equalization percentage is higher because the college anticipated a reduction in equalization aid. Mr. Hatch explained that the maintenance and operations aid percentage is lower because of overall aid reductions and a mid-year adjustment to operational State aid.

Addressing college revenues, Mr. Hatch reported that tuition and fee collection is currently at 95%; investment earnings are significantly below budget amounts; the college has hit budget targets for grants and contracts. Mr. Hatch added that the college is currently at 91% of total revenues and anticipates some shortfalls due to reductions in State aid.

Addressing college expenditures, Mr. Hatch reported that salaries and wages are at 83% and on target; operating expenditures are at 64% and should total approximately \$7 million by year end. Mr. Hatch added that he anticipates the college will be below budget in total expenditures.



Mr. Hatch reported that some capital expenditures will continue to come out of the unrestricted plant fund; 85% of secondary property taxes have been collected; the restricted account is in good balance with \$4 million in revenues and \$3.9 million in expenditures; revenues are slightly ahead of expenditures in the auxiliary fund but will be brought into balance with fiscal year end textbook purchases for next year. Mr. Hatch added that he expects a slowdown of college cash flow in May and June as most college revenues will have already been received.

**4.B – CASO Report – Mira White**

CASO Vice President, Mira White, reported that CASO is currently exploring alternative methods of fundraising. Ms. White announced that a silent auction will be held during the NPC fall convocation and CASO is seeking donations. Ms. White commented that CASO had a successful year and the organization is gearing up for the upcoming year.

**4.C –NPC Faculty Association –Sandy**

Faculty Association President, Dr. Sandra Johnson, reported that she had her first visit with President Swarthout two weeks ago to discuss budget related issues. Dr. Johnson stated that she is looking forward to working with Dr. Swarthout, the Board and the administrative team this year. Dr. Johnson reported that working committees have been formed to look at issues that affect faculty. Dr. Johnson reported that the Faculty Association group on shared governance meets in the audio classroom on Thursday at 1:30 p.m. The group is researching how shared governance is treated at other colleges and universities. Dr. Johnson commented that the college has a strong and diverse group of faculty members and anticipates they will find creative ways to strengthen the college.

**4.D. – Student Government Association –Jake Hinton**

Mr. Hinton informed the Board that there was no official report as students are on summer break. Mr. Hinton and SGA members are looking forward to another successful year which will begin with officer elections in August. Mr. Hinton added that for the second year, a group of NPC students are preparing and excited to travel to Costa Rica

**4.E. – NPC Foundation**

No report.

**Agenda Item 5: Consent Agenda**

Mr. Peaches moved to approve the consent agenda. Mr. Sinquah seconded the motion. *The vote was unanimous in the affirmative.*

**Consent Agenda (Action):**

- A. May 19, 2009 Study Session Minutes
- B. May 19, 2009 Truth in Taxation Public Hearing Minutes
- C. May 19, 2009 Proposed 2009-2010 Budget Public Hearing Minutes
- D. May 19, 2009 Special Meeting Minutes
- E. May 19, 2009 Regular Board Meeting Minutes

**Agenda Item 6: Old Business**

- A. President's Performance Evaluation – *Moved to the end of the agenda. See Agenda Item 2.*



## **Agenda Item 7: New Business**

### **7.A. – Request to Approve Apache County Intergovernmental Agreement – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve the intergovernmental agreement for delivery of educational services to Apache County as discussed in study session. Mr. Hatch explained that the proposed agreement is a continuation of an existing mutually beneficial relationship the college has had with Apache County for many years. Mr. Hatch reported that the college performs an analysis of cost associated with the Apache County agreement to ensure that program delivery in no way creates a burden to Navajo County taxpayers. Mr. Peaches moved to approve the Apache County IGA as presented for one year. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

### **7.B. – Request to Approve NAVIT Intergovernmental Agreements – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve two intergovernmental agreements with NAVIT as discussed in study session. Mr. Hatch explained that the central programs agreement addresses services offered to NAVIT students at NPC facilities and is a continuation of an existing arrangement in which both parties share costs equally. Mr. Hatch explained that the second agreement addresses NAVIT dual enrollment courses taught at high schools. Mr. Hatch added that he anticipates the implementation of the previously approved, but never implemented, dual enrollment agreement. Mr. Parsons moved to approve the joint technological education course, central programs IGA as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.* Mr. Siquah moved to approve the dual education IGA with NAVIT as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

### **7.C. – Request to Approve New Mexico Tuition Waiver Agreement – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve the New Mexico Tuition Waiver Agreement as discussed in study session. Mr. Hatch explained that the proposed agreement is a continuation of an existing agreement between community colleges in Arizona and New Mexico that provides tuition reciprocity for New Mexico students attending NPC. Mr. Parsons moved to approve the agreement as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

### **7.D. – Request to Approve Arizona Community College Presidents Council Intergovernmental Agreement – President Swarthout**

Dr. Swarthout presented the staff recommendation to approve the ACCPC Intergovernmental Agreement as discussed in study session. Dr. Swarthout explained that the ACCPC is a new group that will replace the Arizona Community College Association. The proposed IGA allows ACCPC members across 10 districts to aggregate data for reports and have a lobbying presence to advocate for community colleges. Dr. Swarthout added that the agreement is for one year and that annual NPC dues will be capped at \$3,000. Mr. Siquah moved to approve the Arizona Community College Presidents Council Intergovernmental Agreement as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

### **7.E. – Request to Approve First Things First Grantee Agreement – Vice President Vest**

Mr. Vest presented the staff recommendation to approve the grantee agreement between the Navajo Apache Regional Partnership Council, The Arizona Early Childhood Development Board and Northland Pioneer College as discussed in study session. Mr. Vest explained that the proposed agreement will allow the NPC Early Childhood Development program to provide infrastructure support for a First Things First community-based training initiative. Mr. Siquah moved to approve the grantee agreement as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*



**8.A. – SPASC Report** – President Swarthout

Dr. Swarthout provided a brief SPASC update in lieu of a formal report. Dr. Swarthout reported that the self study has been circulated through the college for a period of comment and that changes have been incorporated into the document. The self study is currently undergoing a final proofing and should be ready to go to the Higher Learning Commission well before July 1, 2009. Dr. Swarthout added that a change list is being generated for the production of an addendum that will be submitted later. Dr. Swarthout reported that feedback on the self study from NPC's Commission liaison was positive. Dr. Swarthout noted that the next big project is getting the resource room ready for visiting Commission team members and that Information Services staff are in the process of putting technology infrastructure in place. Dr. Swarthout added that at this point in time, there have been no changes to the Commission team members that will visit the college in October.

**8.B. – Human Resources Update** – Peggy Belknap

Human Resources Director Peggy Belknap reported that Ann Hillard is the new Carl Perkins Grant Manager and Rickey Jackson is the new Director of Developmental Services. Ms. Belknap anticipates that by the end of the day job offers will be made for the Institutional Research Analyst and Whiteriver Center Manager positions. Ms. Belknap reported that the search for Faculty in Nursing has concluded and the Secretary to the Dean of Nursing position has been verbally accepted and a contract will be produced. Three other positions are currently in the process of being filled.

**8.C. – Outstanding Alumnus Award**

Dr. Swarthout informed Board members that neither the June Outstanding Alumnus nor Silver Creek Campus Manager Susan Olsen were able to attend the Board meeting and requested that the presentation of the award be tabled until the August meeting.

**Agenda Item 9: President's Report** – President Swarthout

Dr. Swarthout notified Board members that vision meetings with faculty and staff will take place in July. Addressing legislative action, Dr. Swarthout expressed her concern over an effort by the universities to challenge the State's position on maintenance of effort in the economic stimulus backfill. Dr. Swarthout explained that this challenge may force the community colleges to become involved as any additional funding received by the universities will most likely be taken from the community colleges. Dr. Swarthout added that the legislature and the Governor have opposing views on whether maintenance of effort is threatened. Dr. Swarthout expressed concern over the Arizona State University (ASU) plan to establish four-year colleges throughout Arizona. Dr. Swarthout explained that efforts are underway to reestablish the Joint Conference Committee in order to get the community colleges back into the discussion. Dr. Swarthout added that the establishment of 20 ASU colleges throughout the state makes little sense given that community colleges already have the necessary infrastructure in place. Dr. Swarthout commented that a funding shortage may derail the conversation immediately despite a strong push of the four-year concept by the Arizona Board of Regents. Dr. Swarthout concluded her report by extending an invitation to Board members to attend the NPC Fall Convocation on August 21 at the Silver Creek Campus Performing Arts Center.

**Agenda Item 10: Board Report/Summary of Current Events**

Mr. Siquah reported that the dances at Hopi were a great experience and it rained. Mr. Siquah added that another dance is scheduled this weekend at the same village.



**Agenda Item 11: Announcement of Next Regular Meeting:** Dr. Swarhout informed Board members that currently there are no agenda items for a July Board meeting but that she anticipates one or two items will arise. Chairman Jeffers recommended that the July Board meeting be canceled but that the regular meeting date be kept open in the event items require Board attention. Dr. Swarhout commented that if only one or two items are received that a teleconference Board meeting would be possible. Mr. Siquah moved to not proceed with a July Board meeting unless circumstances require a meeting. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**Agenda Item 6A: Old Business (agenda item moved, see agenda item 2.)**

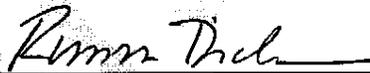
**A. President's Performance Evaluation – President Swarhout**

Upon a motion by Mr. Parsons, a second by Mr. Siquah and a *unanimous affirmative vote*, the Board entered into Executive Session at 10:57 a.m. pursuant to A.R.S. § 38-431.03 A, 1 for the purposes of discussing the President's performance review and contract. Upon a motion by Mr. Siquah, a second by Mr. Peaches and a *unanimous affirmative vote*, the Executive Session was adjourned at 11:57 a.m. Chairman Jeffers reconvened the regular District Governing Board meeting at 11:59 a.m.

**Agenda Item 12: Adjournment**

*At 12:00 p.m. the meeting was adjourned upon a motion by Mr. Siquah, a second by Mr. Parsons and a unanimous affirmative vote.*

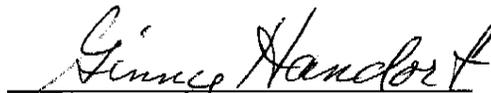
Respectfully submitted,



Russell Dickerson  
Recording Secretary to the Board



Bill Jeffers  
Chairman



Ginny Handorf  
Secretary to the Board

