

Navajo County Community College District Governing Board Meeting Minutes

November 18, 2008 – 11:00 a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

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

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, Brandy Shumway.

Others present: Peggy Belknap, Karalea Kowren, Everett Robinson, Troy Eagar, Ann Hess, Trevor Foster, Stan Barreras, Sandy Johnson, Jake Hinton, Eric Duthie, Sterling Solomon, John Cole, Eric Ritz, Mira White, Don Fisher, Elaine Larsen, Maderia Ellison, Beulah Bob-Pennypacker, Suzanne Trezise, and Donna Ashcraft.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Siquah called the meeting to order at 11:05a.m. Ginny Handorf led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Bill Jeffers moved to adopt the agenda. Daniel 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 – Vice President Blaine Hatch

Vice President Hatch explained the financial position report for the budget period July 1, 2008, to September 30, 2008. Mr. Hatch summarized the Monthly Primary Property Tax Receipts chart. Mr. Hatch stated that the bulk of the first half property tax receipts should be received in November. Mr. Hatch stated that it is possible that the Legislature may again adjust the state aid component downward. Mr. Hatch affirmed that the 30% of revenue receipts under grants and contracts in the General Unrestricted category was primarily from Apache County and NAVIT.

4.B. – Classified Administrative Support Organization (CASO) Report – Suzanne Trezise

Suzanne Trezise stated that the CASO scholarship committee decided to award \$500 scholarships for fall and spring to a St. Johns student. Ms. Trezise stated that CASO has been busy with a fund raising



drive, the United Way campaign, a silent auction, a scholarship fund, NPC apron sales, and a spring fund raiser. Ms. Trezise stated that all but one NPC site has a CASO delegate to date.

4.C. - NPC Faculty Association Report – Dr. Michael Lawson

Dr. Sandy Johnson, President-elect, excused Dr. Lawson due to illness. Dr. Johnson reported that:

- 1) the Faculty Association held a faculty retreat on November 7th
- 2) several faculty members recently assisted in float preparation for the upcoming local holiday parades
- 3) the Faculty Association is in the process of conducting a shared governance survey
- 4) Faculty Association records and minutes from the last five years will be archived at PDC
- 5) the Faculty Association has \$800 in scholarships to be awarded
- 6) the next Faculty Association meeting will be held in December
- 7) Dr. Lawson and Dr. Johnson formally meet twice a month with President Swarthout

4.D. - NPC Student Government Association (SGA) Report – Jake Hinton-Rivera

Jake Hinton-Rivera introduced Trevor Foster, SGA President. Mr. Foster reported that four SGA members recently attended the National Conference on Student Leadership in San Diego, California at which two members were certified as national student leaders. Senators Brandy Hatch and Angel Cerritos recently presented a student forum at SCC. SGA will participate with the Faculty Association in the local holiday parades.

4.E. - NPC Foundation Report –

No report.

4.F. – Outstanding Alumnus Award – President Swarthout

President Swarthout introduced Susan Olsen who presented the Outstanding Alumnus Award to Jonnel Denise Acosta.

Agenda Item 5: Consent Agenda

Bill Jeffers made a motion to approve the consent agenda. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

Consent Agenda: -----**

(Action)

- A. October 21, 2008 Study Session Minutes -----
- B. October 21, 2008 Regular Board Minutes -----

Agenda Item 6: Old Business

6.A. – Modular Building Use Plan – President Swarthout



Dr. Swarthout presented Staff's recommendation for approval of the modular building use plan. Ginny Handorf moved to approve Staff's recommendation; Bill Jeffers seconded the motion. Daniel Peaches voted present. *The motion passed with a majority vote.*

Agenda Item 7: New Business

7.A. – Request to approve NPC Policy 1180 Course Material – President Swarthout

Dr. Swarthout presented Staff's recommendation for approval of NPC Policy 1180 Course Material. Bill Jeffers moved to approve as recommended by Staff. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

7.B. – Request to approve Computer Lease – President Swarthout

Dr. Swarthout presented Staff's recommendation for approval of the computer lease agreement. Ginny Handorf moved to approve as recommended by Staff. Bill Jeffers seconded the motion. *The vote was unanimous in the affirmative.*

7.C. – Request to approve Voluntary 403(b) Program – Vice President Hatch

Vice President Hatch presented Staff's recommendation for approval of a Voluntary 403(b) Program and authorization to develop written plans, authorizing Dr. Swarthout to sign all necessary documents. Bill Jeffers moved to approve as recommended by Staff. Daniel Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.D. – Arizona Department of Environmental Quality Notice – Vice President Hatch

As allowed in ARS 38-431 .03(A)(1), the Board moved into executive session at 11:41a.m. upon a motion by Bill Jeffers. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

At 11:58a.m. the Board reconvened into regular session.

7.E. – Show Low Main Street Letter – President Swarthout

President Swarthout referred to the sample letter and presented Staff's recommendation for approval for the president to sign a letter of support for Show Low Main Street in acquiring a grant to support needs assessment for a 4-year degree granting institution to locate in the city of Show Low. Ginny Handorf moved to approve as recommended by Staff. Bill Jeffers seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 8: - Standing Business

8.A. – Human Resources Update – Troy Eagar

Troy Eagar reviewed and updated the Human Resources printout.

8.B. – SPASC Criterion 2 Report – Vice President Vest

Vice President Vest introduced members of the Criterion 2 team present: Nettie Klingler and Peggy Belknap. Other members of the team include Andrew Hassard, Eric Bishop, Maderia Ellison, Red



Stevens, and Jennifer Witt. Mr. Vest presented the Criterion 2 objective: *Preparing for the Future – the organization’s allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill its mission, improve the quality of its education, and respond to future challenges and opportunities.* Short version: *NPC uses its people and money to fulfill its mission and plan for the future.* Mr. Vest explained that the team is working on the Criterion 2 subcategories and will have a draft report of “how NPC prepares for the future” completed soon.

Responding to Board questions, President Swarthout stated that community outreach sessions are held yearly. Vice President Vest responded that data obtained from the community outreach and student focus sessions will be compiled for evaluation at the end of the academic year.

8.C. – Enrollment Report – Vice President Vest

Vice President Vest referenced the Fall Semester Enrollment 2002-2008 chart and the Fall Semester 2008 Registration Statistics reports. Mr. Vest explained that there has been an increase in enrollment in the campuses north of Snowflake and in web-based classes this year. Mr. Vest stated that the increase in enrollment in the Department of Corrections is tied to filled faculty positions and aggressive student recruitment and that the decline in enrollment in areas where the bulk of the classes are special interest classes rather than academic classes is specifically due to the general economic downturn. Mr. Vest stated that the DGB will be provided results of a survey that is underway which should shed light on the reasons why students who were enrolled in Spring 2008 did not graduate or re-enroll for the fall semester.

Agenda Item 9: President’s Report

- Peggy Belknap introduced Don Fisher, Fire Science Faculty Coordinator, who shared his background history and future goals
- NPC participation in the upcoming local holiday parades
- Dr. Swarthout will attend a Presidents’ summit December 3rd
- President Swarthout and Vice President Vest have scheduled community outreach sessions
- A planning session for the next academic year between Apache County Higher Education, NAVIT, and NPC will be held December 4th
- Recommendation to eliminate DGB lunches beginning in December
- The Arizona Community College Association (ACCA) is officially defunct; the executive-ordered Community College Council is nearing the end of the formation process - Dr. Swarthout will keep the Board updated as information becomes available

Agenda Item 10: Board Report/Summary of Current Events

Chairman Sinquah commented that he very much enjoyed the entries in and the quality of the Northern Flight publication.

Bill Jeffers enjoyed attending a recent NPC theatrical production. Mr. Jeffers stated that the Rodeo club recently held a very successful auction.

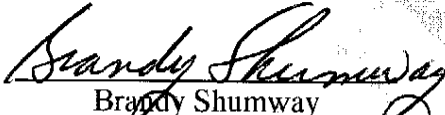


Agenda Item 11: Announcement of Next Regular Meeting: December 16, 2008, at 11:00a.m.

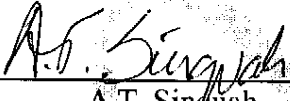
Agenda Item 13: Adjournment

The meeting adjourned at 12:39p.m. upon a motion by Daniel Peaches, a second by Bill Jeffers, and a unanimous vote.

Respectfully submitted,



Brandy Shumway
Recording Secretary to the Board



A.T. Singuah
Chairman

Kem MacNeille
Secretary to the Board

