

# Navajo County Community College District Governing Board Study Session Minutes

June 16, 2009 – 9:00 a.m.  
2251 Navajo Boulevard, Holbrook, Arizona, 86025

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

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

## 1. Request to Approve Apache County Intergovernmental Agreement (IGA) – Vice President Hatch

Board members were provided copies of the proposed 2009-2010 Apache County IGA and the current 2008-2009 agreement for reference. Mr. Hatch noted that the proposed agreement is, with only a few changes, essentially the same long standing agreement that the college has had with Apache County for the delivery of educational services. Mr. Hatch characterized the relationship with Apache County as good and added that the college does all that is necessary to ensure that associated program revenues and expenditures are in balance. Mr. Hatch explained that three types of expenditure categories are tracked and assured the Board that the cost of the program does not create a burden on Navajo County taxpayers.

Mr. Hatch highlighted the changes in the 2009-2010 proposed IGA which resulted from discussions with administrators and the Apache County Higher Education Committee. Mr. Hatch noted that the largest change is the recommendation to move to a one year agreement which will allow both parties to adjust to anticipated budget unknowns in the upcoming year. Mr. Hatch added that the proposed IGA requires the college to provide an analysis of service delivery and cost by February which will alert both parties to needed adjustments and aid in budget formulation. Mr. Hatch explained that State aid has a huge impact on how much Apache County must pay to balance expenditures and revenues. Mr. Hatch informed Board members that while the amount charged to Apache County has historically remained stable, the proposed IGA calls for a cash payment from Apache County in the amount of \$550,000. Mr. Hatch noted that the last IGA, which spanned a two year period, called for an annual payment of \$450,000 and that the significant cost increase is primarily related to decreased State aid revenues. Mr. Hatch added that the proposed IGA also clarifies the role of the college in the maintenance of computer related equipment in Apache County.

Responding to Board questions, Mr. Hatch explained that the increased cost to Apache County is not primarily related to an increase in programs offered. Responding to a question from Chairman Jeffers, Mr. Hatch updated the Board on the status of the Cosmetology facility in St. Johns. Mr. Hatch reported that Apache County has identified a new space and has taken the lead in the renovation with a self-imposed deadline of July 15, 2009 for completion of the facility. Mr. Hatch added that the college and the dean over Cosmetology have offered consultation and expertise in how the facility should be set up for instruction. Dr. Swarthout added that the completed facility must also have State Cosmetology Board approval.

Responding to Board questions, Mr. Hatch explained that supplemental funds are determined by Apache County and are typically spent on equipment for capital improvements. Mr. Hatch noted that he spoke to the Apache County Coordinator and that the final amount for the supplemental funds had not yet been determined but based upon the conversation, Mr. Hatch anticipates that it will be in the \$300,000 range. This amount is significantly higher than the \$120,000 in the current IGA and represents an anticipated increase in capital, infrastructure or remodeling. Mr. Hatch agreed with the Board in that a firm supplemental funds amount should be included in the IGA before it is finalized.



Mr. Hatch provided Board members with an analytical, summary report of Apache County operations dating back to 2001. Mr. Hatch provided a detailed breakdown of three types of revenues and expenditures that are used in the financial analysis of Apache County program delivery. Mr. Hatch commented that the arrangement is mutually beneficial. Responding to a Board question, Mr. Hatch explained that revenues and expenditures are not in balance because neither party anticipated decreased State aid when entering into the current IGA two years ago. Mr. Hatch clarified that all Apache County salaries are considered direct expenses and are NPC employees, with the exception of the Apache County Coordinator, an NPC employee, who is paid from supplemental funds and whose wages and benefits are reimbursed directly to the college.

**2. Request to Approve NAVIT Intergovernmental Agreement (IGA) – Vice President Hatch**

Board members were presented two NAVIT IGAs for considerations. Mr. Hatch explained that the first proposed agreement addresses central programs in which a NAVIT student receives education at a college facility. Mr. Hatch added that NPC and NAVIT split the program costs equally as has been the arrangement since the college partnered with NAVIT. Mr. Hatch explained that the second IGA addresses the delivery of courses, in conjunction with NAVIT, that are offered at area high schools and that this agreement is prescribed by State statute. Mr. Hatch informed Board members that there have been no changes from the existing IGAs and that while the central program agreement spans five years, it is reviewed annually in order to keep it current.

**3. Request to Approve New Mexico Tuition Waiver Agreement – Vice President Hatch**

Mr. Hatch recommended renewal of the long-standing tuition reciprocity agreement with New Mexico. 17 full time equivalent students are able to participate under the terms of the agreement. Dr. Swarthout added that the college does not usually have 17 participants and that preference is given to students in adjacent counties. Mr. Vest added that the tuition waiver is primarily utilized at the St. Johns Center. Responding to a Board question, Mr. Hatch explained that the tuition reciprocity agreements typically span three years and that they are based upon current NPC tuition rates.

**4. Request to Approve Arizona Community College Presidents Council (ACCPC) Intergovernmental Agreement (IGA) – President Swarthout**

Dr. Swarthout informed Board members that this is a new IGA that addresses the formation of the ACCPC which will replace the Arizona Community College Association (ACCA). Dr. Swarthout explained that the agreement allows community colleges to represent themselves as a system and allows the organization to contract with a lobbyist and an individual or entity to assist with collating reports required by the Joint Legislative Budget Committee, the State of Arizona and the Federal government. Dr. Swarthout informed Board members that the current limit on NPC dues is \$3,000.

Dr. Swarthout explained that the \$3,000 due amount is based upon a standard rate charged to all colleges as well as an additional amount based upon full-time student equivalency. Dr. Swarthout anticipates that the college will be charged approximately \$2,700 which represents a significant decrease compared to ACCA dues which ranged from \$29,000 to \$36,000. Responding to a question from Chairman Jeffers, Dr. Swarthout estimated that approximately 10%, possibly more, of her billable time is devoted to the formation of the ACCPC. Dr. Swarthout commented that it has been a frustrating process dissolving ACCA and moving ACCPC forward but added that it is critical for the college to be involved in the organization. Dr. Swarthout noted that the proposed IGA has been reviewed by the college attorney and that a \$25,000 placeholder for ACCPC has been included in the budget. Dr. Swarthout explained that all counties listed in the IGA, with the possible exception of Pima, will enter into the IGA and added that new presidents have been named at Arizona Western and Cochise which may change the ACCPC group dynamic.



**5. Request to Approve First Things First Grantee Agreement – Vice President Vest**

Mr. Vest informed Board members that this is the first agreement between First Things First and NPC that provides for a planning year that will allow NPC Early Childhood Development Program Chair, Claude Endfield, to bring together individuals from Navajo and Apache counties to establish a curriculum for a set of site-based teaching opportunities. Kate Dobler-Allen, Navajo/Apache Regional Coordinator for First Things First, explained that the grantee agreement is necessary to allow for curriculum development, the location of faculty and the creation of a financial tracking system. Ms. Dobler-Allen added that the college level training will result in course credit, lead to a degree and will include participation by high school students as well as those reentering the workforce.

**6. 2008-2009 Scholarship Expenditure Update (informational) – Vice President Vest**


Mr. Vest reported that the college is making steady progress toward the annual goal of 100% utilization of scholarship funds. Mr. Vest reported increasing utilization percentages for the years 2006 through 2008 and anticipates that the college will achieve 96% scholarship utilization by fiscal year end. Mr. Vest clarified that the utilization information presented tracks only funds taken from operating aid that the college devotes to scholarships and does not account for Federal, State, NPC Foundation, or third party scholarships which NPC does not control. Dr. Swarthout commented that it is a challenge to get all Pell grant eligible students to complete the application process. Mr. Vest added that the NPC Financial Aid Office achieved a college first this year by surpassing the \$2 million mark in Pell grants awarded. Mr. Vest reported that one way the college is working toward 100% utilization is by offering Fast Track scholarships to graduates of Navajo and Apache county high schools which allows students to take up to 12 credits over the summer and pay no tuition. Mr. Vest explained that unused scholarship money is transferred to the Fast Track scholarship pool in April for summer awards and currently, \$11,600 has been awarded in Fast Track scholarships.

**7. Discussion of Fall 2009 District Governing Board Retreat – President Swarthout**

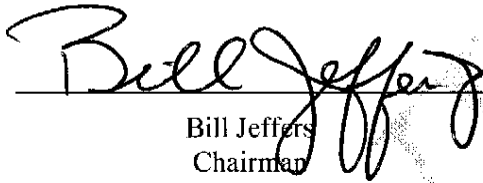
Dr. Swarthout informed the Board that she would like to hold a Board retreat this fall. Dr. Swarthout agreed to send an email to Board members requesting their date, location and time preferences. Responding to a Board question, Dr. Swarthout indicated that strategic planning and budget issues will be important retreat agenda items. Dr. Swarthout informed Board members that a series of vision meetings will be held this summer and into the fall with faculty and staff in order to get their ideas on the table.



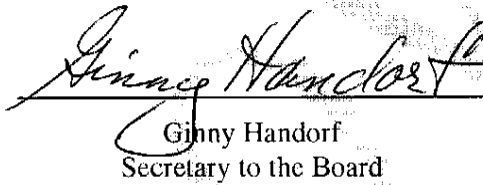
Respectfully submitted,



Russell Dickerson  
Recording Secretary to the Board



Bill Jeffers  
Chairman



Ginny Handorf  
Secretary to the Board

