

Navajo County Community College District Governing Board Meeting Minutes

April 14, 2015 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Ms. Ginny Handorf, Mr. James Matteson, Mr. Prescott Winslow, Mr. Frank Lucero, Mr. Peaches

Staff Present: President Jeanne Swarhout; Vice President Blaine Hatch; Vice President Mark Vest; Institutional Effectiveness Director Dr. Leslie Wasson; Recording Secretary to the Board Lisa Jayne.

Others Present: Jennifer Bishop, Sandy Johnson, Stuart Bishop, Peggy Belknap, Ann Hess, James Molesa, Josh Rogers, Linda Kor, Everett Robinson, Donna Ashcraft, Dan Brown, Judy Jones-Gugel, Mary Kormy, Margaret White, Cynthia Hutton, Beulah Bob-Pennypacker, Maderia Ellison, John Spadaccini, Mary Jane Springer, Stephen Garnett, Ken Arend, Jason Whiting, Bobby Tyler

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:00 a.m. Mr. Peaches led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Matteson moved to adopt the agenda as presented. Mr. Peaches seconded the motion. The vote was unanimous in the affirmative.

Agenda Item 3: Call for Public Comment

None

Agenda Item 4: Reports

4.A. Financial Position – Vice President Hatch

Vice President Hatch reviewed the financial position report with the Board.

4.B. Human Resources – Vice President Hatch

Vice President Hatch reviewed the Human Resources report with the Board.

Mr. Matteson asked if the fourteen applicants for IS Director were local applicants. Vice President Hatch stated there were a number of local applicants in the pool.

4.C. NPC CASO

None.



4.D. Faculty Association

Sandy Johnson addressed the Board and stated that assessment day was Friday and there was good attendance and productive discussions on how to better serve students. Faculty Association elections also took place and Ryan Rademacher was elected President, John Chapin was elected Vice President, and Tracy Chase will remain Secretary, and Kenny Keith will remain as Treasurer.

Professor Jennifer Bishop, Faculty of Business, addressed the Board and stated that discussions took place with the three state universities by the Business Department to clarify articulation of business courses for direct transfers, and to firmly establish foundational business knowledge for transfer students. Improvements to curriculum resulted in a new legal environment course that transfers, as well as two economic courses that were revised that transfer and two accounting courses, so there are now a total of six transfer courses that are part of ABUS degree. The Business Department has also made efforts to market to high school/dual enrollment partners, and industry partners.

Mr. Winslow asked Professor Bishop if the program helps students acquire additional skills in the area of how social media or Excel that will make them marketable in the business world.

Professor Bishop stated that the students are required to present a project that makes use of pie charts, spreadsheets, and other media in order to make a good argument for a business so they actually do hands-on, real world work during the program.

4.E. NPC Student Government Association

Josh Rogers stated the annual talent show was held for the seventh year. The competition was great, and there were fifteen contestants with a great variety of shows. Brittan Shirley who participated with rope dancing won the \$500 first place. Also, the annual basketball tournament will be held in two weeks.

4.F. NPC Friends and Family – Betsyann Wilson

Betsyann Wilson stated NPC Friends and Family finished 28th in the state with AZ Gives Day, and raised over \$14,000 to the unrestricted scholarship fund. She stated there was both NPC staff and community support. The upcoming NPC Friends and family board meeting will be represented by all communities except Hopi and a representative for that area is still being sought. At this upcoming Board meeting Board elections will take place.

4.G. Enrollment Report

Vice President Vest stated in fall enrollment was up about 85 FTE. In the spring it was down 1.8% but in reality is almost flat compared to last year as the only difference is a 37 FTE contract with WMAT that we lost. State wide there is mostly flat enrollment but a large institution has a 7% so the overall enrollment in community college will be down compared to our district. The 2.9% decline state wide is below our enrollment numbers. Vice President Vest stated the dual enrollment relies mainly on local high school's ability to participate and two high schools dropped out this year, and this can cause NPC enrollments to fluctuate. Another large factor in enrollment is K-12 enrollment declining countywide.



The decrease in general education courses that greatly decline previously have increased in a number of departments, and there also will be increases in enrollment when the film and digital video program takes off.

Mr. Winslow asked if there's a way to break out total FTSE that are recent high school graduates. Vice President Vest stated those numbers could be put together.

Vice President Vest stated that an overwhelming majority of the regular campus head count loss has been among adult students, so the current FTSE is now a younger student population. Also, the NPC transfer rate has increased, and statistics show that if a student completes the AGECEC they perform better at the Arizona state universities than those that enter universities as freshman, and even more so if they complete their associates degree. Vice President Vest stated there is a 30% increase in students participating in commencement.

Agenda Item 5: Consent Agenda

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Mr. Matteson made a motion to approve the consent agenda. Mr. Peaches seconded. The vote was unanimous in the affirmative.

Agenda Item 6: Old Business: None

Agenda Item 7: New Business

7.A. Emeritus Status – Donna Ashcraft

Vice President Vest reviewed the statement written by staff about Donna Ashcraft's service at NPC.

It is with great respect and no small amount of sadness that we acknowledge Donna Ashcraft's retirement after 38 total years as an NPC employee, 29 years of which were spent as one of the most important and influential members of the full-time faculty. Her contributions to the college and the communities it serves have been monumental, and she will be missed by her friends and colleagues in the faculty and staff and, especially, by her students.

Donna's resume as an educator is extremely impressive. Donna earned her Bachelor of General Studies from the University of Iowa. She received her Master of Art's degree from Vermont College of Norwich while working at NPC. Donna was hired as the NPC Bookstore Manager on May 1, 1977. In October 1978, she began her English teaching career as an adjunct faculty. She began teaching English and Basic Skills as a full time faculty member in August of 1986, and in August of 1988 she became the Chair of the Basic Skills program. Donna was awarded a lifetime teaching certificate from the Arizona Board of Education for English, and ESL in 1987. In September of 1984, she received the Pioneer Educator Award from NPC, and in May 1985, she received a certificate of appreciation form the Affiliation of Arizona Indian Center's Adult Education Program. At one time, Donna was a homebound teacher for Holbrook High School. She was also a G.E.D. instructor to inmates at the Navajo County Detention Center. She was a member of the National Council of Teachers of English.



In addition to serving on nearly every major committee at the college, Donna has served as Chair of the English Department, Faculty Association President and, very significantly, as the leader of the most recent accreditation team. NPC President Jeanne Swarhout said, “Donna was a driving force and a nag, which contradicts what most know about her. She did a tremendous amount of organizing and cheerleading on the self-study, and she document resources and edited the multiple drafts to a final. Donna was instrumental in NPC's successful 10-year accreditation. Moreover, she remained her balanced, cheerful self in a situation that was anything but calm.”

Donna has also been an innovator and pioneer. She developed the Instructional Skills Workshops for faculty, started the Northern Flight literary and art publication and developed the internet versions of English 101 and 102. Always someone concerned with meeting student needs first, she was one of the first to develop a high-quality ‘bookless’ course in English 102, which both saved students money and introduced them to contemporary literature.

Donna is also a creative person, and has used her creativity to benefit students. She has taken sabbaticals to work on her own writing projects, and this experience gave her skills and credibility as a creative writing teacher. Her own creative efforts have influenced writers in the NPC community for decades.

Donna has two children, seven grandchildren and one great grandchild. Everyone who knows her well mentions her family when they talk about her.

Several people who knew Donna when she first came to NPC referred to her as “NPC’s Hippie.” This certainly fits with the best associations of hippie – creative, supportive, open-minded and caring. However, for many of us who came to NPC during her time here, she has been a model of professionalism and a mentor – a person we look to when we want to understand what it means to be a professional educator. Her balance of creativity, care, innovation, high standards and work ethic are irreplaceable. She has done as much as anyone to shape what Northland Pioneer College is, and the entire college community will continue to feel her influence and benefit from her work for a very long time to come.

Vice President Vest presented Donna Ashcraft with her emeritus award and certificate and Donna thanked the College .

7.B. Request for Approval to Affirm Operation and Control of the Northeast Arizona Training Center (NATC)

Vice President Hatch stated that he would probably discuss both item 7B and 7C because of their interrelatedness. The first request and recommendation from staff is that NPC affirm that the College intends to operate and control Northeast Arizona Training Center. Vice President Hatch stated that at the last Board meeting discussion took place on the letter from the other four key stakeholders of NATC requesting that “ownership and the autonomous operations of facility be transferred permanently to Northland Pioneer College.” Since 2012 the bylaws of NATC have been updated and currently state “Navajo County Community College District shall always have the authority to operate and control NATC and its assets.” It was at that time that the Board of Directors of NATC was changed and now consists of three voting members who are appointed



by the Board of the Navajo County Community College District. While the key stakeholder letter requested that the College own the facility, upon legal clarification, a non-profit is not owned by the founders or operators, but is a public organization and belongs legally to the public at large. The parties responsible to operate the organization for the stakeholders are the members of the board of directors. A non-profit organization cannot be sold. If a nonprofit were to close down it would dissolve and the board of directors would be required to distribute all of the nonprofit assets to another nonprofit corporation after all the debts have been settled.

Last board meeting there was a review of NATC balances and assets. To clarify, NATC currently in the financial statements of the College, is folded in as a component unit and is reported separately but is an integrated part already of the financial statements of NPC. Also, there's a review of the current financial activities, and of the nearly \$62,000 of revenue in 2014, NPC contributed about \$24,000 in cash. On the expense side, there are \$162,000 of expenses, which includes \$42,000 of principle and interest payments on the loan from GADA for NATC. The liability expense will most likely increase annually.

Additionally the total annual cost for NPC to operate NATC outside of cash contributions totals about \$35,000 for the operation of the facility.

At the last board meeting staff was asked to come back with findings relative to three options:

- 1) Do not pay the loan off; status quo.
- 2) Pay off the loan and retain the non-profit entity
- 3) Payoff the loan and dissolve the non-profit entity.

As a result of legal and relationship challenges that are associated with dissolution, staff recommends removing dissolution as an option. The remaining decision then moves to a discussion as to whether or not the loan is paid off by NPC at this time. The impact of the payment of the loan will have little direct impact, however, it is expected by affirming that NPC intends to continue to operate and control NATC beyond the audit requirement that said it had to be done, there is an expectation of positive changes in the College's relationship with key stakeholders, an internal sense of ownership and in use of facility for instructional purposes, and for the benefit of future programs that may be housed at the facility.

NATC expenses of the facility are not sustainable with current operations if it includes the debt service payment for the next ten years. If the loan is paid off not a lot changes, however, on the partnership side there may be additional participation and more discussion of potential opportunities when NPC's commitment to continuing programs and facilities, on the revenue side potentially payments could be stopped by the College, and there could be additional grant opportunities as NPC takes control of moving the facility forward.

On the expense side, it may refocus the focus of capital improvements that may be needed at the facility. Finally, enrollment may increase with the new focus on facilities.



Staff does recommend the loan be paid off at this time to take advantage of the savings, about \$22,000 over the next ten years, and the sense of NPC's commitment to moving forward with programs and facilities at NPC.

Mr. Winslow asked if NATC expenses for last year of \$162,000 were similar to the last several years as far as an average. Vice President Hatch stated it was. Mr. Winslow asked if the \$162,000 was cash out-of-pocket expenses or included in-kind contributions. Vice President Hatch stated was cash, as in-kind contributions are tracked separately. Mr. Winslow how the \$120,000 of expenses remaining after the loan is paid off would be met.

Vice President Hatch stated that approximately the ongoing true operational expenses are less than \$100,000 but will cost the College money every year, as with all College facilities. Also, as with all programs it is not a cash generating project, nor will it likely be covering all of its expenses with revenues. Part of the intent of NPC both operating and controlling is the College does have access to other resources including state funding, property taxes, and tuition.

Mr. Winslow asked how NATC direct cash revenues be enough to cover the expenses of NATC operating costs. Mr. Lucero interrupted and asked what the College will be cutting next year if they agree to take this on.

Vice President Hatch stated that staff does not anticipate that NATC will generate cash for the College, but do anticipate that it meets College mission requirements as an educational provider in Navajo County. The College will need to put money into both the operation and maintenance of the facility. Creating revenue is not the intent of NATC. As far as cuts, the college operates will below its revenue stream, and funds are set aside for future facilities, and these expenses will be folded into plans, and just as in all other activities, operational contributions will be made in excess of revenues. Currently, in planning on both capital and operational sides no cuts will be necessary specifically connected to this decision. As always, when looking at the overall picture and operations of the College, our resources will support the best place to grow and start programs.

Vice President Hatch stated that since 2012, the financials and liabilities and assets of NATC have been part of the College reports, the College does in fact treat NATC in the same manner as any other program. So, since 2012 the College has had responsibility for NATC and need to contribute to its success or make a determination not to contribute to its success and dissolve it and distribute assets to somebody else and in that case the liabilities will need to be factored in.

Mr. Lucero asked if NATC is the College's landlord since the College pays rent to them. Vice President Hatch stated that was the case. Mr. Lucero asked if NATC approached Navajo County to pay off the debt and take control. Vice President Hatch stated it had not. Mr. Lucero stated it should go to Navajo County. Vice President Hatch reiterated to Mr. Lucero that the recommendation from the stakeholders is that Navajo County Community College District continue to operate and control.



Mr. Lucero asked Vice President Hatch if his advice to the Board was coming from his position as an NATC Board member or as NPC staff, and accused Vice President Hatch of having a conflict of interest. Vice President Hatch reminded Mr. Lucero of past Board action that put himself and two other NPC employees on the NATC Board as NPC, according to bylaws, was to control and operate NATC. He is on the NATC Board because he is an NPC employee, and receives direction from the District Governing Board and therefore has no conflict of interest.

Vice President Hatch stated that for the current year on expenditures, total administrative costs is \$15,500, maintenance related costs \$8,000, utilities \$20,000, and then capital improvements paid with cash is \$18,000, and then debt service. At this point through the end of February, there is \$108,000 in NATC expenses.

Mr. Lucero asked if NATC is planning on raising tuition for the user agencies. Vice President Hatch stated it is discussed annually and is a possibility but it is not a recommendation at this point. Vice President Hatch stated that any changes need to be done with a broad perspective approach with consideration of the implication it has on users. Vice President Hatch reminded Mr. Lucero that users for the most part, like the College, also depend on taxes to pay for their operations and by doing any increase in membership costs at this point merely impacts the tax payer by simply shifting the burden to another taxing entity. Vice President Hatch stated that at this time he recommends the College continue with the operation and control of the facility in much the same way as has been done and the College can look at strategically in the future as an operation of the College that is mission driven and then determine how it should proceed, with stakeholder input.

*Mr. Matteson made a motion to affirm the operation and control of the Northeast Arizona Training Center (NATC), as a 501(c)3 entity, by the Navajo County Community College District. Mr. Winslow seconded the motion. **The vote passed with a majority vote. Mr. Lucero dissented; Mr. Peaches abstained.***

7.C. Request to Approve pay off of the Town of Taylor's Greater Arizona Development Authority (GADA) Loan Balance of the Northeast Arizona Training Center (NATC)

Vice President Hatch stated staff recommends the Board approve paying off the Town of Taylor Greater Arizona Loan Authority loan balance which is a promissory note of Northeast Arizona Training Center in the amount of \$302,150.

Chair Handorf asked the amount Town of Taylor had already paid toward the loan. Vice President Hatch stated the total loan including principal and interest was initially a \$500,000 principle amount. On the debt service there was about \$350,000 of payments made, so about \$225,000 of interest has been paid in the first ten years of the loan. Although the Town of Taylor has been the conduit for this payment, the Town of Taylor has not paid any of it; it has been paid for by NATC or by NPC. There was a time during the million dollar state appropriation that some of those funds were actually used to pay debt services.

Mr. Winslow asked if the Board approved the payoff would the check be written to NATC, the Town of Taylor, or directly to GADA. Vice President Hatch stated he recommends the College



write a check to the Town of Taylor to pay off the loan and not go through NATC. Vice President Hatch stated it will be recorded in College financial statements in either case and it needs to be clear that NPC made the payment.

Mr. Winslow asked what kind of document NPC/NATC will receive showing there is no debt service obligation on the loan. Vice President Hatch stated a deed of trust that NATC has with the Town of Taylor as the beneficiary will be recorded as having been met, as well as a promissory note from NATC to the Town of Taylor that will also be recorded as having been concluded.

Mr. Winslow clarified that NATC will own its real estate and capital assets free and clear. Vice President Hatch stated that was correct. Mr. Winslow asked for a clear and separate line item of College expected operational costs for NATC in the future. Vice President Hatch stated there would be.

*Mr. Winslow made a motion to pay off the Town of Taylor's Greater Arizona Development Authority (GADA) loan balance of the Northeast Arizona Training Center (NATC) in the amount of \$302,150. Mr. Matteson seconded the motion. **The vote passed with a majority vote. Mr. Lucero dissented.***

7.D. Review of Budget Analysis

Vice President Hatch stated the budget development process is on target. The proposed budget is reflective of involvement by budget managers, aligns with the current 2014-2017 Strategic Plan, and the figures provided reflect the increase in wages approved at the last board meeting, as well as changes in employee related expenses, and all of the planned operational budget requests. The Strategic Plan and President's Initiatives led the budget process. Vice President Hatch reviewed the revenue estimates, stating it is expected revenues will increase by \$1.1 million compared to the current fiscal year.

Vice President Hatch summarized the recent 1% tax cap the legislature recently passed. President Swarthout stated it has been discussed that if the 1% cap is breached then the property tax could be capped permanently.

Vice President Hatch reviewed general fund expenses with the Board.

Mr. Matteson asked about funding for the action just taken on NATC. Vice President Hatch stated that even with a payment of \$302,150, the College will spend less than 40% of the capital fund budget this year. Mr. Matteson asked about funding for NATC operating expenses in 2016. Vice President Hatch stated the \$1.7 million in operating expenses is adequate to cover NATC operating expenses.

Mr. Matteson stated that he read in a Phoenix newspaper that state aid per student at the four year colleges had gone down from around \$10,000 per FTSE to something about \$5,900. The College's cost is about \$3,538 per FTSE state aid and he congratulated NPC for being so frugal.



Mr. Winslow stated it might be useful for the Board to have a chart showing FTSE and headcount for faculty and staff, and also FTSE and headcount for full-time versus adjunct faculty, as it might be a useful metric regarding employee related expenses.

Vice President Hatch stated the legislature has agreed to look at the expenditure limit from a study committee perspective. The Presidents are working on recommendations of appointees from the community colleges from the president and CBO side. The College is hopeful that a long-term solution will be identified that will allow the College to plan relative to the expenditure limitation. Vice President Hatch stated the expenditure limit will be breached in this budget, approximately by \$3.5 million. By the end of 2016 there will still be about \$25 million in credit available, but there does need to be a plan beginning 2017 to deal with the expenditure limitation.

7.E. First Read: 2015-2016 Primary Property Tax

Vice President Hatch stated the preliminary budget currently includes having the primary property tax levied at the maximum, which is a 2% increase over the primary tax levy over the current year. The levy limit worksheet was put together by the Property Tax Oversight Commission and shows the current maximum levy as 2% on top of what is currently collected. \$1.7423 is the max rate, which will bring in \$14,509,355, and also included is a recognition that a portion of the increase is related to new construction or properties that didn't exist in the current year that are now taxable. The Truth in Taxation rate, anything over \$1.7081, is considered more than 2% and requires the Truth in Taxation hearing.

Truth in Taxation notices are required to be published twice in one newspaper. The College publishes in two newspapers, The Holbrook Tribune/Snowflake Herald, and the White Mountain Independent and is published three times in order to meet time windows. Also, a news release is sent as required by law as to when the Truth in Taxation Hearing is being held and what the proposed increase is based on Truth in Taxation calculations.

Vice President Hatch stated the Truth in Taxation Hearing needs to proceed approval of the tax increase, but the tax rate has to be voted on at the time the Truth in Taxation Hearing is held.

Mr. Matteson asked if there was any reason to change time and location of the Truth in Taxation Hearing. Vice President Hatch stated that the College has always done a good job getting information out to the media and to the public. In the TNT Hearing press release, contact information for Vice President Hatch is listed so that public comments can be sent on to the Board.

Mr. Matteson stated that as long as there's a way for the public to make comment then he didn't feel the need to have an additional meeting time for the hearing.

Mr. Winslow asked if an online comment forum could be created for TNT comments. Vice President Hatch stated there's an online comment option that could be utilized. The format and language in the notice is dictated by law and cannot be varied, but the press release and website could direct people to the comment section. Mr. Winslow asked for a brief summary to show the



budget for FY 2015, what proposed budget is for FY 2016 so the differences could be seen, without being too detailed, and try to simply layout the difference between increasing the tax levy versus the tax rate increase in dollar amounts.

Vice President Hatch stated that the first notice of the Budget Hearing and Truth in Taxation will be completed by May 1, published a second time for the Truth in Taxation Hearing on May 8, and published a third time on May 13, and the hearing will be held on May 19.

7.F. Request to Approve 2015-2016 Preliminary Budget

Vice President Hatch reviewed the summary of the 2015-2016 Preliminary Budget, stating staff recommends approval.

Mr. Winslow asked Vice President Vest if contingency fund was going to be utilized for early implementation of the quality initiative. Vice President Vest stated the quality initiative has been added to the operational budget.

Mr. Matteson asked if the proposed changes to the reinvention of Silver Creek Campus have been factored in to the budget. Vice President Hatch replied in the affirmative.

Mr. Matteson moved to approve the 2015-2016 Preliminary Budget as proposed. Mr. Peaches seconded the motion. The vote was unanimous in the affirmative.

7.G. Request to Approve 2015-2018 Preliminary Capital Budget

Vice President Hatch stated year one of the three year capital budget is included in the preliminary budget that was just approved. The only major difference from year one and years two and three is any potential major construction at White Mountain Campus is to begin in year two or 2016-2017.

Mr. Winslow asked if the proposed capital budget for 2015-2016 of \$2.8 million is limited to improvements and repairs that are not new construction or expansion in any way. Vice President Hatch stated none of the identified projects would be identified as expansion.

Mr. Winslow asked what capital projects were completed in 2014-2015. Vice President Hatch stated there were roofing, HVAC projects, and façade improvements that were completed. Mr. Winslow clarified that none of the projects were expansion projects. Vice President Hatch stated they were not.

Vice President Hatch stated staff recommends approval of the 2015-2018 Preliminary Capital Budget.

Mr. Matteson moved to approve the 2015-2018 Preliminary Capital Budget as proposed. Mr. Winslow seconded the motion. The vote was unanimous in the affirmative.



7.H. Request to Approve Mutual Aid Compact

President Swarhout stated the proposed Mutual Aid Compact is with entities such as K-12, and Navajo County and provides the College the opportunity, and expresses commitment, to work with other agencies in the event of major unexpected disasters.

*Mr. Matteson moved to approve the Mutual Aid Arizona Compact. Mr. Peaches seconded the motion. **The vote was unanimous in the affirmative.***

7.I. Review of Presidential Performance Evaluation Procedure

President Swarhout reviewed the Presidential Performance Evaluation procedure with the Board and stated that although it is scheduled to take place in May, usually, due to the amount of items on the May agenda, will be conducted in June. At the May DGB meeting the president will bring the Board her presidential goals and will go over the form in order to be ready to conduct the review in June.

Agenda Item 8: Standing Business

8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report – Vice President Vest

Vice President Vest stated a group went to the Higher Learning Commission national meeting and included members of the Strategic Planning Committee. Members heard good ideas on how to improve the College's process and also recognition that NPC is moving the College in the correct direction, and in many cases are ahead of even some institutions who were presenting.

Vice President Vest stated the Retention and Persistence Academy is coming up, which is tied to the College's quality initiative and Vice President Vest and President Swarhout will be meeting with the College's newly assigned mentor for participating in the Retention and Persistence Academy directly after the board meeting. At the upcoming SPASC meeting on Friday, staff from Mesa Community College will review how they integrated the new Higher Learning Commission criteria into their strategic planning process.

8.B. President's Report

President Swarhout stated she would be out on an HLC visit to Minnesota next week. Also, there are some upcoming presidential changes that will change the dynamics of AC4; President Glenn Mayle from Arizona Western College will be retiring, and President Leah Bornstein from Coconino Community College will be accepting a position in Colorado.

8.C. Agenda Items/Informational Needs

Agenda Item 9: Board Report/Summary of Current Event

Chair Handorf stated Scott Gentry's musical program last Friday consisted of a choir performance along with readings of Jo Baeza's poems. The College presented her with certificate in recognition for her 18 years of adjunct work with the College.



President Swarthout stated that the College sent 82 students to Skills USA and students received 23 medals, which is a new record, and first, second and third in interviewing. President Swarthout stated that faculty is doing an exceptional job.

Agenda Item 10: Announcement of Next Regular Meeting: May 19, 2015.

Agenda Item 11: Adjournment

The meeting was adjourned at 1:19 p.m. upon a motion by Mr. Matteson, a second by Mr. Winslow, and a unanimous affirmative vote.

Respectfully submitted,



Lisa Jayne
Recording Secretary to the Board

APPROVED

